

CREW LEAD

NU-GOV-004-C · Rev 1.0

YOU HAVE TWO POSTS A DAY. THAT'S IT.

1 **WHEN YOU ROLL**

"ROLLING" + a photo of the loaded truck
to **your crew group** — cones and chains visible in the photo

2 **BY 7:00 PM**

Footage · hours · photos uploaded · DFR in
to **your crew group** — you sign what you send

Stuck 15 minutes? Post it. Sitting on a problem costs more than raising one.

SUPERVISOR

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YOU HAVE TWO POSTS A DAY. THAT'S IT.

1 **BY 5:00 PM**

TOMORROW — crew · report time · address · WO# · truck
to **NOVA — DISPATCH** — every crew, before 5:00, every day

2 **BY 7:30 PM**

THE MISS LIST — who didn't turn in what, by name
to **NOVA — DISPATCH** — nothing missing? post "ALL IN" anyway

Friday 4:00 — scorecard to the Owner. A miss gets a message from you that night. Every time, or this dies.

EVERYONE

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THREE RULES. THEY DON'T CHANGE.

- If it isn't in the group, it didn't happen.
- Told to change something? Type it back in your own words.
- Stuck 15 minutes? Post it. Photos go to the group *and* the WO folder.

Questions about today → **Crew Lead**. Schedule, scope, equipment → **Supervisor**. Pay or personal → **not in a group**.