DAISHOWA-MARUBENI INTERNATIONAL LTD.

Peace River Pulp Division

ENVIRONMENTAL MANAGEMENT SYSTEM

EMPLOYEE SIGN OUT CHECKLIST

Functional Area: **ALL AREAS**

Form: **CHK-039**

SECTION 1 EMPLOYEE INFORMATION		
DATE:	**Contact Name:**	**Contact Number (s):** Office: Cellular: Home:
Transportation Mode (**check** all that apply): ☐ Vehicle ☐ Quad ☐ Snow mobile ☐ Walking ☐ Helicopter (flight plan must be logged with FR Office)		
Additional Occupant Name(s):		
1.	**2.**	**3.**
4.	**5.**	**6.**
Supervisor Name:		

SECTION 2 LOCATION DETAILS
NOTE: List all locations in the order of travel.

SECTION 3 CHECK IN DETAILS		
Equipment	**Contact Frequency**	**Contact Type**
☐ SPOT Unit No:_____	☐ Upon return & change in location(s) (Low Hazard)	☐ SPOT O.K Message
☐ FIREARM	☐ Every 4 hrs, as location(s) change & upon return (Medium Hazard)	☐ Phone Call
☐ HAND HELD RADIO	☐ Every 2 hrs, as location(s) change & upon return (High Hazard)	

SECTION 4 ADDITIONAL INFORMATION

Printed copies of this document are uncontrolled. Refer to the Forest Resources Intranet for the most current version.