

009449

Sandy White-O

Issued to

Rank & No

Date 8 / 05 / 07

Completed and returned to:-

Date ____ / ____ / ____

: For notifying movements and transfers refer to instructions at the rear of the Official Diary

INSTRUCTIONS FOR USE AND INSPECTION

Purpose of an Official Diary

PB 13 is kept as a record of daily duties performed including rest days, leave, etc. Its object is to:-

- afford accurate information to supervisors as to the manner in which duties are carried out.
- protect and assist employees on all occasions of future reference to their conduct.

Use of a Day-Book

Employees may record details of their duties performed and contemporaneous notes in a day-book. This is not a corporate document and does not replace the need to complete other records as required by the policy.

PB 13 may be used as a day-book however a day-book does not replace a PB 13. PB 13 and patrol duty turn entries can not include a cross-reference to a day-book entry.

Security of an Official Diary

Employees are responsible for the security of the PB 13 issued to them:

- only take away from the work location when necessary.
- give to the OIC for security and reference if going to be absent for a length of time, e.g. on leave.

Inspection of an Official Diary

Responsibility for Inspection

Supervisors must inspect PB 13s on a regular basis to ensure proper completion of entries. District Inspectors, Station Managers and Divisional Managers have the overall responsibility.

When to Inspect

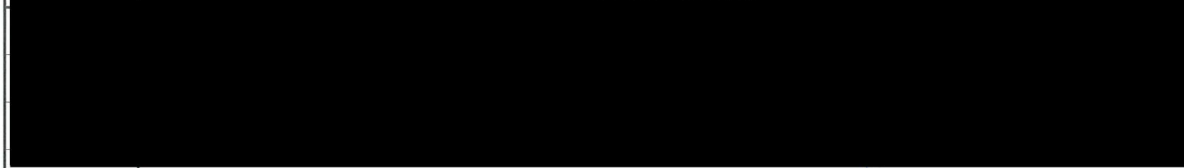


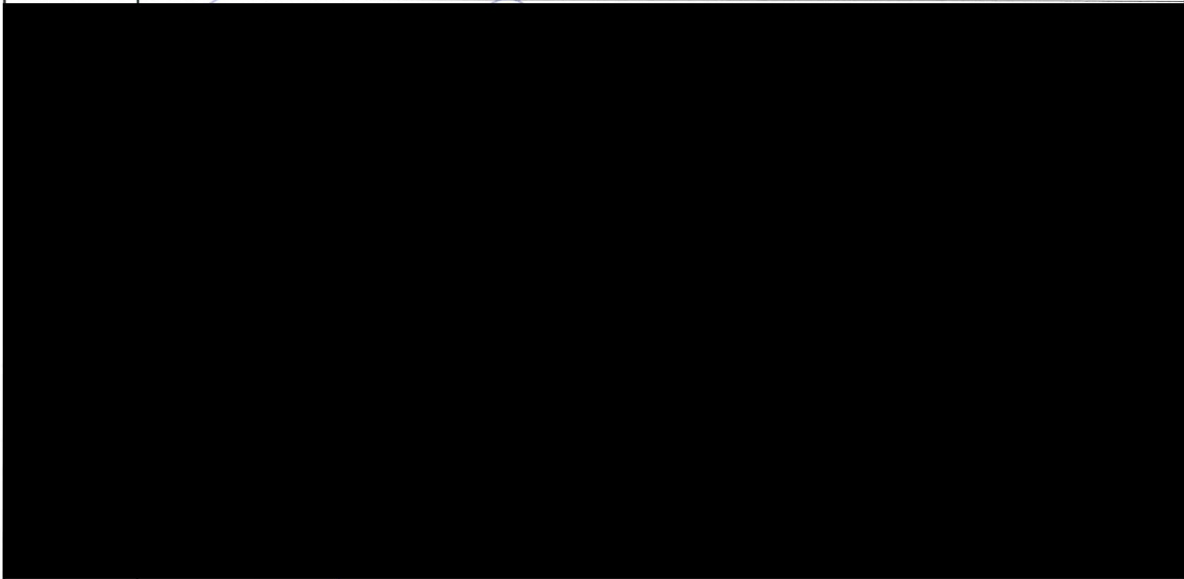
- Station Managers – at least fortnightly where possible
- Inspecting Officers – random checks during inspections

Arrangements for Inspection

Must be made to avoid the excuse of the PB 13 not being available. If necessary, arrange for inspection while the employee is absent from work to avoid them needing it on the day of inspection.

Monthly Overtime _____ Monthly Court Hours _____ Rest Days Owed _____		
Date / Time	Particulars of Duties	Claims
09.02.07	WEDNESDAY	
0700	o/w su.	
	Wkld - SML.	
0800	o/w ^{Fox-O} - 3838.	
	MS K & Jerry, at dinner; Diana was supposed to turn up but didn't.	
	K. going to see his contact afterwards, also going to see BELAD.	
	st ^{Green-O}	
	MS went to Dr. Ross. septie abs. gall bladder.	
0830	o/w ^{Green-O} - Aeromass abs.	
	request meet w/ Tony BROWN, Customs.	
0900	CHINA	
0915	esp - Dr. MARRA.	



	Monthly Overtime _____ Monthly Court Hours _____ Rest Days Owed _____	
Date / Time	Particulars of Duties	Claims
		
	<u>QUEST</u> (Rev Sup. TB)	
		
	3838 (train)	
		
		
	MEET TONY STEVENS - CUSTOMS. RE ADDRESS.	
	- Containers of tomatoes, files on MSC ships = shipping.	
	- Found dumped container - Longbeak from Italy - real factories.	
	- discussed import paperwork - Bill of lading, manifest.	

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	Monthly Overtime _____	Monthly Court Hours _____	Rest Days Owed _____
Date / Time	Particulars of Duties		Claims
	<p>Consignee would get 'Arrival Notice' if not expecting cont. could notify Customs, Freight Forwarder, or Customs Broker.</p>		
	<p>Have had 'incident agent consignees'. IS advised UCPH has 'service' & may be able to get cont. no. but not sure if death risk to HS.</p>		
	<p>RTO - DTF</p>		
	<p>MEET @ SUPP TB. ULS RE - AEM/BS</p>		