

BOSTONAIR OPERATIVE GUIDELINES

While on site you are representing Bostonair. Our operatives act with the utmost professionalism and adhere to the following guidelines.

ARRIVAL ON SITE

- Be punctual. If you are going to be delayed, contact Bostonair or your linkman immediately.
- When arriving on site inform the foreman or supervisor immediately who you are and that you work for Bostonair.
- Before commencing work be sure to clarify specific details of your job and the duties required.
- Locate the customer's Health and Safety Policy; read, understand and comply with the policy at all times. If you are unable to locate the policy inform the customer and request a copy.
- Take two passport photographs with you on each assignment for your airport pass.

WORKING ON SITE

- Take pride in your work and appearance.
- Safety boots must be worn at all times when on site.
- Consumption of drugs and/or alcohol is strictly prohibited on site and no tolerance will be given to any operative reporting to work under the influence. Bostonair reserve the right to carry out random drugs and alcohol testing.
- Use of the customer's telephone, fax or other facilities should take place only after they have given permission.

YOUR CONTRACT

- If you experience a problem at work or are not satisfied with the conditions of your employment, please notify Bostonair at once.
- Prior to visiting the doctors, dentist or hospital, please call your local Bostonair representative or the Bostonair office for the correct procedure to follow: Tel. +44 1482 679757 email admin@bostonair.co.uk
- For any accounts or payroll enquiries contact +44 1482 679757, email wages@bostonair.co.uk
- Final payments at end of contract will be made once all passes, tooling, work clothes and customer property, are returned to the customer or Bostonair as necessary. Please see clearance sheet for further details.

ABSENCE

- Absenteeism, for any reason, is to be reported to Bostonair or your linkman immediately.
- All holidays must be notified either through your link man or through Bostonair and authorised against the shift plan before being taken. Bostonair has a holiday form that must be completed prior to taking holidays, available to download from www.bostonair.co.uk. If holidays away will exceed two days, you are to fully check out of your accommodation. Failure to do this will result in the cost of the accommodation being charged to you.

CV UPDATES

- As an ongoing process, Bostonair require regularly updated CVs. CVs should be updated every three months, or prior to the end of each assignment, and should give details of location, aircraft types, tasks and duties performed, together with any modifications or special duties carried out. Please forward copies of all continuation training i.e. Human Factors, Fuel Tank Safety, EWIS and type training.

ADDITIONAL INFORMATION

Please note that downloadable documentation including timesheets are available at www.bostonair.co.uk

A contract completed professionally and on time is the best guarantee to secure work through Bostonair.