



## Crew Check-In Procedures

### Check List

Check-in procedures for the crews are to be established, and modified as necessary, by the supervisor.

When on the range away from the main ranch, the **cowboy crew** will at agreed upon times via cell phone or truck radio, with a pre-determined reliable party, such as a supervisor, family member or the switchboard at \_\_\_\_\_ shop.

The \_\_\_\_\_ (name person or position) is responsible for ensuring each employee knows the check-in procedures, including who to check-in with and what time. When working in the vicinity of the main ranch, each employee will check-in at designated break times (i.e. morning coffee, lunch and afternoon coffee), either in-person, by cell phone or by radio contact, with their supervisor (or designate).

The **irrigation** and **general farm crews** will check-in at each designated break (i.e. morning coffee, lunch and afternoon coffee), either in-person, by cell phone or by radio contact, with their supervisor (or designate).

Please use the following **Crew Check-In Procedure** as a guideline to building your own crew check-in procedure.

