



# Ringlink Services Ltd

Cargill Centre  
Aberdeen Road  
Laurencekirk  
AB30 1EY

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Fax: 01561 378231  
Email: laurencekirk@ringlinkservices.co.uk  
Web Page: www.ringlinkservices.co.uk

### TIMESHEET MUST BE RECEIVED BY 9AM MONDAY

Fax: 01561 378231 (Laurencekirk), 01343 551665 (Elgin), 01828 640743 (Coupar Angus) & 01651 873603 (Oldmeldrum)

Worker's Name ..... Week Beginning .....

Client's Name .....

Address .....

Day	HOURS STD	HOURS O/TIME	JOB DESCRIPTION (Please indicate if night shift)
<b>Saturday</b> Start Time _____ Finish Time _____ Less Breaks _____			
<b>Sunday</b> Start Time _____ Finish Time _____ Less Breaks _____			
<b>Monday</b> Start Time _____ Finish Time _____ Less Breaks _____			
<b>Tuesday</b> Start Time _____ Finish Time _____ Less Breaks _____			
<b>Wednesday</b> Start Time _____ Finish Time _____ Less Breaks _____			
<b>Thursday</b> Start Time _____ Finish Time _____ Less Breaks _____			
<b>Friday</b> Start Time _____ Finish Time _____ Less Breaks _____			
<b>Total</b>			<b>Other</b>

Client's Signature .....

Worker's Signature .....

### Induction to be carried out prior to the commencement of New Assignment

It is the responsibility of the Site Owner/Manager to carry out an Induction with any Temporary Worker prior to starting a new assignment. Below is a checklist for reference which includes the minimum requirements

<b>Please tick boxes when received</b>			
Health & Safety Procedures	<input type="checkbox"/>	Requirements of Role	<input type="checkbox"/>
Company Policies	<input type="checkbox"/>	Training Requirements	<input type="checkbox"/>
Standards of Conduct	<input type="checkbox"/>	Risk Assessment of Job	<input type="checkbox"/>

### Issues of Concern from the Risk Assessment

Comments:  
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Please note that failure to hand in a correctly signed and completed timesheet may result in delayed payments