

MANDATORY SITE DIARY PHOTO SUBMISSION POLICY

Applies To: All Crew Leads

Requirement

Effective immediately, all Crew Leads are required to submit time-stamped photographs through the Assignar Site Diary as part of their daily job responsibilities. This process is mandatory and will be verified by management.

Procedure


1. Open Assignar Site Diary for your assigned job.
2. Click the “+” in Notes.
3. Use the  picture icon on the right to attach photos.
4. Photos must be uploaded with the TIMEMARK location (address), date, and time.

Photo Submission Standards

- Photos must clearly show the date, time, and location.
- Photos must reflect the actual jobsite where your crew is working.
- Two photos are required daily:
 - One at the beginning of the shift
 - One at the end of the shift

Compliance

Failure to follow this requirement may result in disciplinary action.

Support

If you require assistance setting up TIMEMARK or submitting photos to the Site Diary in Assignar, contact Jenn in HR at 540-333-9766 **before your next scheduled shift.**