DUTY ROSTER

Week of ___ to ___

PSARA licence

Roster no.	Client and site	Site code	Field officer
Posts and guards per shift	Shift length	Weekly hours (default)	Rest between shifts (default)

Shift codes
G general 09:00 to 18:00. A morning 06:00 to 14:00. B evening 14:00 to 22:00. C night 22:00 to 06:00. N 12-hour night 20:00 to 08:00 (for 12-hour sites). WO weekly off. OFF compensatory off. L leave. H paid holiday. A hyphen means not rostered at this site.

Roster

Sr.	Emp. code	Name	Post	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Duties	Shift hours	Rostered hours	OT hours	Total hours
										Total					

Headcount check: guards on duty per shift

Shift	Time	Required	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Duties in week
A	06:00 to 14:00									
B	14:00 to 22:00									
C	22:00 to 06:00									
Per day										

Checks before publishing

Prepared by (name)

Approved by

Acknowledged by client's site in-charge

MONTHLY DUTY ROSTER

Month of _____

Site	Shift team	Field officer	Published on

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Duties	Offs	Hours
Total																																		

Notes

Prepared by

Approved by

Acknowledged by client's site in-charge