

GENERAL INSTRUCTIONS

The following instructions are to be read and understood by all personnel before commencing work on this project. It is the responsibility of each individual to ensure that all instructions are followed to the letter. Failure to do so may result in serious consequences.

1. All work must be completed by the deadline specified in the project schedule. No extensions will be granted without prior approval from the project manager.

2. All reports and documents must be submitted in a professional and legible format. All documents must be double-spaced and include a cover page and table of contents.

3. All data must be accurately recorded and verified. Any discrepancies must be reported immediately to the project manager.

4. All personnel must adhere to the safety protocols outlined in the project manual. No shortcuts should be taken when it comes to safety.

5. All personnel must maintain a high level of communication and collaboration. Regular meetings and status reports are required to ensure the project is on track.

6. All personnel must maintain confidentiality of all project information. No project details should be shared with unauthorized personnel.

7. All personnel must maintain a professional and courteous demeanor at all times. Any unprofessional behavior will result in immediate removal from the project.

8. All personnel must be prepared to work long hours and under pressure. The project is a high-priority and requires full commitment from all team members.

9. All personnel must be available for contact at all times. A reliable phone number and email address must be provided to the project manager.

10. All personnel must be prepared to accept and act on feedback. The project manager will provide regular feedback and guidance throughout the project.