**A1 Wokingham Car Spares**

Continuously look for pedestrians, forklifts and hazards.

Removing Parts Process

 **Ensure**

 **all necessary**

 **PPE**

**is worn at all times**

Staff to report to the office for assignments

Job list allocates all tasks

Locate the vehicle

Ask a forklift driver to move the vehicle to the strippers bay

Once the car arrives in strippers bay assure that all PPE necessary for job is available

Remove the part

Take the part to the office

Tick assignment off the board and inform the office

The office to arrange packaging if necessary

Go back to the board for the next task

Done