



069240-001

SWIFT GROUP LTD  
DUNSWELL ROAD, COTTINGHAM  
EAST YORKSHIRE, HU16 4JX  
TELEPHONE: (01482) 847332  
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**Job No: 069240**

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**Field Engineer Job Sheet**

Dealer Advisor: Sarah Lowe

Plot No: **P026**

Chassis: **035881H**

Address: **Ulwell Cottage Caravan Park**

Model: Loire 35x12/2b

Darkie Lane

Swanage

Dealer: Surf Bay Leisure Ltd

**BH19 3DG**

Account: 70SURFBH

Park Phone: **01929 422823**

Visit w/c: 09/02/2026

Engineer: South

**Job 001 - Room: Lounge**

The section of the van underneath the sofa arm is now back to square one in terms of how wet it is. It does not seem possible that it can be this wet without some continuation of the water ingress. As soon as a damp meter is placed in this area the reading is instantly at an unacceptable level. You can see from the attached photo the darkest section where the floor & skirting meet. This is soft to touch where it is so damp.

**Scheduler Comments:**

SBH016830 -Please let Rach know what day this will be-

**Engineers Comments:**

REMOVED FIBREGLASS AND DRIFTED OUT FLOOR INSIDE

Time Taken: 60

Job Completed:  Yes  No

Revisit Required:  Yes  No Time:



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069240-002

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**Field Engineer Job Sheet**

Engineer Name:

Andy WARDLE

Engineer Signature:

Date & Time:

11-2-26

**Park/Customer Sign Off**

Name:

Signature:



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069240-003

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**Field Engineer Job Sheet Method Statement & Risk Assessment**

**Swift Group Aftercare**

Site:                     DUNWELL COTTAGE CP                    

Date: \_\_\_\_\_

Activities To Be Undertaken: \_\_\_\_\_

**Scope Of Work**

All remedial work, repair or refurbishment work will be carried out by the Swift Group employee(s) on site where practicable. The work will be carried out as agreed prior to our engineer's visit, unless additional issues are identified during the course of the work which either makes it unsafe for the work to proceed or would leave the product unsafe. In either of the above circumstances it may be necessary to suspend the work whilst additional parts or materials are obtained. Where this is the case, and the work has already commenced, the the work will be made safe as practicably possible.

**Training**

All Swift Group employees working on aftercare will be experienced in the type of tasks they are undertaking or, alternatively, will be under the direct supervision of another experienced Swift Employee.

**Plant & Equipment**

Due to the varied and diverse nature of the tasks carried out by our engineers during their work, they carry a comprehensive tool kit which may include, but is not limited to:  
A vehicle suitable for carrying the required equipment and parts.  
A generator for the supply of power to mobile plant and equipment.  
An air compressor for either or both power tools or spray equipment.  
Access equipment such as steps or short ladders.  
A variety of hand held power tools.  
A variety of hand tools suitable for the type of work to be undertaken.  
All plant and equipment is inspected by our representative prior to commencing work.  
All plant subject to statutory inspection and test will be tested.  
PPE as appropriate.

**Accident & Emergency Procedures**

The site's evacuation/emergency procedures shall be agreed with the customer prior to the commencement of the work and will be followed by our employees on site.  
Any incidents or accidents will be reported both to the customer's representative and to the Swift Group on our employees return to the Company.

**Safety Procedures**

The Swift Group employee(s) will follow the standards set out in the Swift Group Health and Safety Policy, unless the policies and procedures on site are of a higher standard.



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## Direction & Sequence of Work

Swift Group engineer(s) will:

- Report to the customer on arrival.
- Attend the customer's induction (if required).
- Conduct a prestart check to ensure safe access and conditions for the work, adjusting the control measures as appropriate.
- Carry out the work to the agreed specification (including the use of PPE as appropriate). This may include some or all of the following:
  - Isolate/disconnect power, gas and water as appropriate.
  - Remove minimum coverings to allow access/removal of damaged/faulty part or component.
  - Set aside and store safely all materials or parts to be refitted.
  - Safely remove damaged part and/or repair.
  - Refit repaired or replacement part or component.
  - Seal/connect as appropriate.
  - Check seals/connections.
  - Where safe to do so, reconnect power, gas or water to test.
  - Replace removed parts and coverings, making good as appropriate.
  - Retest if appropriate.
  - Clear all debris and excess materials from site, ensuring that van load limits are adhered to.
- Report the completion of the work to the customer (if required).

## Risk Assessment

HAZARD	LIKELIHOOD OF OCCURRENCE		LIKELY EXTENT OF INJURY	=	RISK RATING * (with control measures)
Condition of ground (slips & trips)	3	x	1	=	3
Working from height (falls)	1	x	1	=	1
Vehicle movements (impact)		x		=	
Unsupported product (crushing)		x		=	
Overhead power cables (electrocution)		x		=	
Hot work or chemicals (burns)		x		=	
Manual handling (sprains or strains)	1	x	1	=	1
Sharp tools or materials (cuts)	1	x	1	=	1
Other (please specify)		x		=	

### PROBABILITY OF INJURY

1 = very unlikely, 2 = unlikely to occur, 3 = likely to occur  
 4 = very likely to occur, 5 = almost certain to occur

### LIKELY EXTENT OF INJURY

1 = first aid, 2 = minor injury, 3 = '3 day' injury  
 4 = major injury or illness, 5 = fatality or disabling injury

\* risk ratings of 12 or more should not proceed until further control measures have been identified that reduce the risk rating below 12

Signed (Swift representative):