



PROJECT TIME CARD (BI-WEEKLY)

DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATOR'S INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	
DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATORS INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	
DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATOR'S INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	
DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATOR'S INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	
DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATOR'S INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	
DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATOR'S INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	

DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATOR'S INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	
DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATORS INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	
DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATOR'S INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	
DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATOR'S INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	
DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATOR'S INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	

DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATOR'S INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	
DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATORS INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	
DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATOR'S INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	
DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATOR'S INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	
DATE	Y	M	D	WORK DONE - STATION	HOURS
OPERATOR'S INITIALS		RECEIVING AUTHORITY'S INITIALS		TOTAL	

PROJECT NO.				
PROJECT NAME				
PERIOD			TO	
EQUIPMENT SUPPLIER				
E.E.S. CLIENT NO.				
MACHINE				
SERIAL NO.				
ATTACHMENTS				
DATE Y M D	HOURS	RATE	DAILY TOTAL	ACCUMULATED TOTAL
POINT OF HIRE				
COST OF MOBILIZATION				
COST OF DEMOBILIZATION				
HIRE AGREEMENT NO.				

**PROCEDURES FOR COMPLETING AND USING
THE NRS472A TIME CARD**

NRS472A Project Time Card (Bi-Weekly)

- The Bi-Weekly Time Card is used to record the hours of work for a particular machine of a supplier, over a two-week period.
- The point of hire and the costs of mobilization and demobilization are shown on the time card.
- Work operations may be broken down daily if so desired, including standby, and appropriate hours recorded in the 'daily' boxes. The hours are transferred to the front page of the card and, using the appropriate rate, the daily totals and accumulated totals are calculated.
- As with the NRS472 Daily Time Card, the hours are initialled by the operator and supervisor, and the card is submitted as an invoice.