



**DEPARTMENT OF SPORT, ARTS & CULTURE  
ONSITE JOB CARD  
ATTENDANCE REGISTER**

**IT-R3**

Ticket No

IT Official

Arrival Time

Site Name

IT Official Signature

Date

**DESCRIPTION OF WORK PERFORMED**

Large empty box for describing the work performed.

**FAULT STATUS ON DEPARTURE**

RESOLVED     UNRESOLVED     3rd PARTY RELATED

Large empty box for notes or details related to the fault status.

**EQUIPMENT REMOVED FROM PREMISES**

No	
1	
2	
3	
4	
5	
6	
7	

Client Name

Departure Time

User Signature