



MEMO: START OF DAY CHECKLIST UPDATE

To: assemblyNOW Road Team

From: Leadership Team

Date: 8 July 2026

The Start of Day Checklist has been updated and now forms part of the daily compliance requirements for all Road Team staff.

These changes have been updated to help ensure every staff member has the tools and equipment needed to complete their runs safely and efficiently. They also support the presentation of the assemblyNOW brand in a professional and appropriate manner while in public.

As part of this update, all staff are now required to complete the full checklist before starting their run. This includes submitting photo uploads of:

- Fuel card - if you have one
- You in your uniform

Please note that staff will not be able to begin their run until all required checklist questions have been completed.

Checklist responses will be actively monitored and managed by the leadership team. It is important that every driver completes the checklist accurately and ensures that all answers provided are correct each day.

This requirement applies to all staff and is effective immediately. Compliance with the checklist is mandatory and forms part of daily operational expectations.

Thank you for your attention to this update and for continuing to support safe, efficient, and professional operations across the Road Team.



Additional Help and Support

For additional help and support with the checklists or any other RADARO processes, please reach out to your direct manager.

