

Rules for Time Reporting

- A. The company work supervisor or contact is to check the attendance times of the personnel as well as other information on the time report. Once this is done, the entire set of time report forms is to be submitted to the OKG employee hand-ling the matter so that he/she can order the work.
- B. The OKG employee handling the matter checks that the worked hours including overtime and shift time are correct and that the correct order number has been filled in.
- C. The OKG employee handling the matter signs the form and returns the original as well as the yellow and pink copy to the supervisor or contact person for the company concerned. The OKG employee handling the matter is to retain OKG's copy (green copy).
- D. The time reports are to provide the basis for invoicing. It is therefore very important that they are correct. The original report is to be attached to the invoice and the blue copy is to be sent to OKG's invoice control unit.
- E. Each company that has personnel stationed at Oskarshamn nuclear power plant for any time is to agree with OKG on the scheduling of regular working time and breaks.