

## Weekly Brief Friday 4<sup>th</sup> September

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Hello Team!

Firstly a quick update as we continue to progress on our route back to normality, with an average of 260 blue collar team members back onsite last week, which is excellent. Similarly, our site team continue to be reinforced by our excellent support teams, the bulk of whom continue to work from home (& site). Again I must say thank you to everyone for all your hard work and commitment.

Also, in the week you may have heard that the procurement notice for OSW2 has been formally released (Integrated Asset Care framework - IAC), with a target date of mid 2022. This is excellent news and underpins all of the great work that this team has done, which we will drive into IAC and beyond, by continuing to provide safe efficient delivery to the Sellafield mission.

Safety remains our key focus, both in terms of C19 and in our normal day to activity. Please continue to review the arrangements in the return to work briefs and risk assessments, along with getting involved in team discussions and safety conversations, asking questions and challenging the new normal.

Safe efficient delivery is our stated aim - Keep being amazing! Thank you.

Rob McBride



## Collection of Jacobs Laptops - Queries

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Message from Jacobs IT Department:

*We have received a large number of queries from people regarding the collection of laptops. Please bear with us and a member of the team will respond to you soon if they haven't already done so. Please take a moment to read the information below, which may help to address your query:*

**For Interserve Personnel:** Luke Richardson is coordinating, please wait to be advised.

**For Jacobs Personnel:** If you have just returned from leave and have therefore only just completed the [survey](#), a member of the team will contact you soon. Please do not attempt to collect your laptop unless you have received a timeslot confirmation email from a member of the team. If you arrive at the office and are not on our collection sheet, you will be asked to return home and will be allocated a timeslot within the next few days. If you need to change the collection day / time you have been allocated, please contact the local contact that was identified on the confirmation email you received.

Setting up your laptop - Please refer to the [logon guide](#) for details on setting up your new laptop.

Please note that resources such as legacy Wood network drives and office printer servers will not be accessible from your Jacobs laptop and you will need to continue to access these from your Wood laptop until data migration is complete (targeted for later this month, further information to follow).

Please do not log a helpdesk ticket to report that you are unable to access these resources. Laptops have not been personalised to users and standard devices will only have a small number of applications installed. If you require additional software, please refer to the [FAQs](#) and raise a request via the helpdesk. If you require technical support, please refer to the [FAQs](#) or the last page of the [logon guide](#) for details on contacting the helpdesk.

As a reminder, OSRNET devices are not being replaced during this phase, and users in joint ventures / located overseas will receive separate guidance. Thank you for your cooperation.

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## Site Access

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### Site Access and SOVA

- The Site is bringing Site access restrictions back into effect to help manage the Car parking on the site as this is becoming an issue
- This will be done through the issuing of SOVA's
- A SOVA will be required for all vehicles entering site
- OneAIM have applied for a number of these which will support our current transport arrangements
- We have not had any issued to us as of today

### Dates:

- The implementation plan and start dates are to be confirmed.
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## IT Update

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Reminder, today (Friday 4<sup>th</sup> September) the OneAIM shared drive will move to a new location. The new location will be available on Monday (7<sup>th</sup> September).

### Who does this affect?

Everyone who accesses the shared drive.

### What do you need to do?

DO NOT use the shared drive from Friday 3pm.

It is very important that you do not access the shared drive from Friday 3pm onwards.

PLEASE FORWARD TO ANYONE MISSED FROM THE DISTRIBUTION

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