



Field Engineer Verification and Assignment-Readiness Checklist

SAMPLE ONLY - WORKING TEMPLATE - NOT PROOF THAT AN ENGINEER IS APPROVED

Purpose

Use this checklist to test whether a proposed independent Field Engineer is suitable for a specific authorised assignment. Selection should be based on the requirement, not only price or proximity. Complete the checks that apply, record evidence references, and escalate gaps before written assignment confirmation.

Status key: [Y] verified [N] not verified [NA] not applicable [P] pending

1. Assignment and Review Control

Client ticket reference:	[Reference]
Qubit reference:	[Reference]
Site / city / country:	[Details]
Requested date/time:	[Local site time]
Requested service level:	[Option]
SOW title and version:	[Details]
Required engineer level:	[Field Engineer / Senior Field Engineer / Specialist / TBC]
Reviewer:	[Name / role]
Review date:	[Date/time]
Proposed engineer:	[Name / internal reference]
Relationship:	Independent Field Engineer

2. Identity, Contact and Professional Status

- [] [Y/N/P] Name and current contact details checked. Evidence: [Reference]
- [] [Y/N/P] Country and home / operating city checked. Evidence: [Reference]
- [] [Y/N/P] Right to perform the assignment in the site country checked where required. Evidence / reviewer: [Reference]
- [] [Y/N/NA/P] Identity evidence checked through the approved process. Evidence: [Reference]
- [] [Y/N/NA/P] Invoicing capability and agreed supplier details checked. Evidence: [Reference]



- ☐ [Y/N/NA/P] Required insurance or client-mandated screening checked. Evidence: [Reference]
- ☐ [Y/N/NA/P] Confidentiality or client-specific terms acknowledged. Evidence: [Reference]

Privacy note: Record references and outcomes only. Store identity, screening and financial

documents in the approved restricted system; do not attach them to an ordinary job pack.

3. Technical Capability Match

Required task / skill	Engineer evidence or example	Status	Reviewer note
[Requirement 1]	[CV / interview / record ref]	☐	[Note]
[Requirement 2]	[CV / interview / record ref]	☐	[Note]
[Requirement 3]	[CV / interview / record ref]	☐	[Note]

- ☐ [Y/N/NA/P] Relevant equipment makes/models reviewed.
- ☐ [Y/N/NA/P] Physical installation / replacement experience matches the SOW.
- ☐ [Y/N/NA/P] Smart-hands or remote-guided working experience matches the SOW.
- ☐ [Y/N/NA/P] Required test, labelling, asset-capture and reporting skills checked.
- ☐ [Y/N/NA/P] Required certifications are current and verified where genuinely required.
- ☐ [Y/N/NA/P] Advanced configuration or security capability verified if explicitly in scope.
- ☐ [Y/N/NA/P] Engineer explained the scope boundaries and escalation point correctly.

Capability gaps / conditions:

[Details, compensating controls or reason the engineer is unsuitable]

4. Tools, Device and Assignment Materials

Required item	Engineer/client supplied	Verified	Notes
[Tool / PPE / adapter]	[Engineer / client]	☐	[Details]
[Laptop / console method]	[Engineer / client]	☐	[Details]
[Labelling / test equipment]	[Engineer / client]	☐	[Details]

- ☐ [Y/N/NA/P] Tools are suitable, available and permitted at the site.
- ☐ [Y/N/NA/P] Engineer can use the required reporting / communication route.
- ☐ [Y/N/NA/P] Any client-provided equipment, spares or credentials are confirmed separately.
- ☐ [Y/N/NA/P] Secure handling and return requirements are understood.

5. Location, Travel and Availability

- ☐ [Y/N/P] Exact site address and reporting time supplied to the engineer.
- ☐ [Y/N/P] Travel route, realistic journey time and local conditions checked.
- ☐ [Y/N/P] Engineer availability covers the expected duration and reasonable overrun.



- [] [Y/N/NA/P] Parking, restricted entry, escort or data-centre access checked.
- [] [Y/N/NA/P] Language requirement checked.
- [] [Y/N/NA/P] Time-zone difference understood for remote support and updates.
- [] [Y/N/NA/P] Backup / replacement approach recorded for urgent attendance.

Estimated travel time: [Details]

Travel method: [Details]

Availability confirmed at: [Date/time and route]

Location / schedule risks: [Details]

IMPORTANT: Engineer availability does not by itself confirm coverage or an SLA. Qubit must accept the complete ticket and provide written assignment confirmation.

6. Communication and Professional Readiness

- [] [Y/N/P] Engineer understands Qubit is the assignment coordination point.
- [] [Y/N/P] Arrival, progress, delay, escalation and departure update route understood.
- [] [Y/N/P] Site point of contact and remote support route understood.
- [] [Y/N/P] Professional onsite conduct, punctuality and confidentiality expectations accepted.
- [] [Y/N/P] Required working language and communication ability checked.
- [] [Y/N/P] Engineer understands that onsite requests outside the SOW require Qubit approval.
- [] [Y/N/P] Engineer will not make unsupported promises to the client or site contact.

Communication check notes:

[Call/interview date, reviewer and outcome]

7. Job-Pack Readiness

- [] [Y/N/P] Complete ticket and approved SOW version supplied.
- [] [Y/N/P] Site, date, local reporting time and expected duration supplied.
- [] [Y/N/P] Equipment models, quantities, locations and success criteria supplied.
- [] [Y/N/P] Access, induction, PPE, photography and safety rules supplied.
- [] [Y/N/P] Remote support, escalation and bridge details supplied.
- [] [Y/N/P] Required evidence, report, photographs, serials, tests and sign-off supplied.
- [] [Y/N/NA/P] Change / maintenance approval and outage window supplied.
- [] [Y/N/NA/P] Courier, RMA, collection or return instructions supplied.
- [] [Y/N/P] Engineer has acknowledged the controlled job pack in writing.

**Missing information:**

[Details, owner and required-by date]

8. Safety, Access and Scope Control

- ☐ [Y/N/NA/P] Known site hazards and required controls reviewed.
- ☐ [Y/N/NA/P] Engineer has the required PPE and can follow site rules.
- ☐ [Y/N/P] Engineer will stop and escalate unsafe or unclear work.
- ☐ [Y/N/P] Engineer will not perform unapproved configuration or out-of-scope work.
- ☐ [Y/N/P] Engineer understands the written scope-change route.
- ☐ [Y/N/P] Access credentials and client data will be used only for the assignment need.
- ☐ [Y/N/P] Equipment will not be removed, retained or disposed of without authorisation.

Safety / access conditions:

[Details]

9. Reporting and Evidence Readiness

- ☐ [Y/N/P] Engineer can record accurate arrival, work, delay and departure times.
- ☐ [Y/N/P] Engineer can capture make/model, serial, asset, port and cable details required.
- ☐ [Y/N/NA/P] Photography is permitted and the required shots are understood.
- ☐ [Y/N/NA/P] Required tests and success criteria are understood.
- ☐ [Y/N/P] Engineer can submit the report, timesheet and evidence through the approved route.
- ☐ [Y/N/P] Open items and failed validation will be reported without unsupported conclusions.
- ☐ [Y/N/P] Site sign-off / point-of-contact acknowledgement requirement is understood.

10. Commercial Readiness

- ☐ [Y/N/P] Rate and expected duration confirmed in writing.
- ☐ [Y/N/NA/P] Travel, parking, tolls and other approved expenses confirmed in writing.
- ☐ [Y/N/NA/P] Overtime / out-of-hours treatment confirmed in writing.
- ☐ [Y/N/P] Cancellation, no-access and waiting-time terms acknowledged.
- ☐ [Y/N/P] Purchase order / assignment reference requirements confirmed.

Commercial reference:

[Store rates in the approved commercial record, not a client job pack]



11. Decision and Approval

Review outcome:

- ☐ Suitable for this assignment, subject to final written confirmation
- ☐ Suitable with conditions listed below
- ☐ Pending evidence / clarification
- ☐ Not suitable for this assignment
- ☐ Escalated for specialist review

Conditions, gaps or rationale:

[Details]

Reviewer name / role: [Details]

Decision date/time: [Details]

Approval reference: [Details]

Second review, if required: [Name / role / outcome]

Written assignment confirmation sent: [Yes / No / date-time / reference]

Engineer acceptance received: [Yes / No / date-time / reference]

Sample-Only Notice

Completing this sample checklist does not employ, approve or guarantee work to an engineer, confirm coverage, accept an SLA or create a service commitment. Qubit selects independent Field Engineers per assignment according to location, capability, tools, language, availability, scope, delivery risk and commercial terms.