



PEL HOLDING CHROME

PyroGroup Yard App

Staff user manual

220B SH16, Whenuapai

As of 10 September 2026

Short book for Carl's yard staff. Gate tablet and phone. Not the
admin manual.

1. What this app is

PyroGroup Yard App. Gate tablet and your phone for Whenuapai — 220B SH16.

Public screens stay PEL: black field, yellow headings. That is holding chrome, not a trading name.

PYROGROUP is the app name. Not a legal company. Five companies share this yard. IPSL work is Deployment — never destruction.

Yard phone +64 9 416 8001.

2. Kiosk home

Tablet home is Site sign-in.

Crew — your name, then PIN.

Visitor — who you are on site as.

I'm new — first-time induction.

I'm leaving — visitors pick their name and go.

Site hazard register — real hazards only. Photos optional. Do not log a practice one.

Site hazard register

Near miss, work incident, or foreign organic material.
Who, when, and what — Whenuapai yard.

Site hazard register

Site hazard register and I'm leaving on the gate.

3. Crew clock

Crew → your name → four-digit PIN.

Then: Clock in, Clock out, Travel. No Break tab. Travel is the wide one.

When you are off: Clock in is live, Clock out is dark.

When you are on: Clock out is live, Clock in is dark.

Travel: where you are going, plus notes. Confirm only when you are actually travelling. Arrive when you get there.

Already on site / Forgot a day / Fix today's hours sit under that. No Collect airbag on this screen — that is an IPSL Deployment job after you are on shift.

HIGH-RISK SEASON
Thermal imager safety alerts
Four weekday pings — morning, both smokos, knock-off. On iPhone, add the app to the Home Screen first.
Phone push is waiting on VAPID keys. In-app checks still record.
[Turn on alerts](#)

CREW CLOCK
Carl
Off the clock.

TIME ON SITE	PAID	UNPAID
Under 2 hours	None	None
2 to 4 hours	30 min	None
4 hours or more	30 min	30 min

30 min paid + 30 min unpaid by time on site. Say if you did not take a break when you clock out.

[Clock in](#)

[Clock out](#)

[Already on site](#)

[Forgot a day](#)

[Travel](#)

[Not you](#)

[Leave](#)

Crew clock — Clock in live, Clock out dark, Travel stretched.

4. Multi-segment day

Clock out ends that paid stretch.

Clock in later the same day starts a new one.

The gap in the middle is unpaid. It does not count.

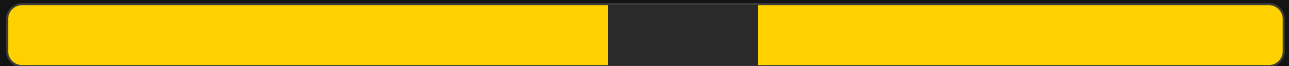
Example: 8:00–12:00, then 13:00–16:30. Lunch is not paid hours.

Two companies today? Clock out, pick the company, then clock in again. Do not split one stretch across companies.

 Paid — 8:00–12:00

 Unpaid gap — 12:00–13:00 (does not count)

 Paid — 13:00–16:30



Two paid stretches. The middle hour is unpaid.

5. Already on site / late start

Forgot to clock in? Already on site. Put the time you actually started, and why.

If you are already on this stretch, the same button updates the start — not a second clock-in.

Already clocked out and the times are wrong? Fix today's hours — after a real close. Edit that closed stretch. Same row, no extra hours.

Two stretches today? A picker asks which one.

×

Already on site

Clocking late? Enter the time you actually started and why, so payroll can fix the hours.

Intended start

09/10/2026

Time

12:05 PM

PM ▾

Reason

On site from 7 — tablet was busy

Clock in with start time

Already on site — intended start and reason.

6. Induction

Crew and casuals finish site induction before Clock in. Once marked inducted, you skip it.

Escorted visitors are the light path: name, host, reason, daily hazard ticks. Staff control where they go. No PIN.

Contractors, storage customers and official inspectors do the full induction first.

Who are you on site as

Visitor (escorted)

Name, host, reason, and daily hazard ticks. Staff escort you. No full induction.

Contractor

Full site induction required before you are signed in or on site.

Storage customer

CWL yard customer on site for a container. Full site induction required.

Official inspector

MPI, WorkSafe, Fire, or similar. Full site induction required.

Visitor path — escorted or full induction.

PYROGROUP

Site sign-in

220B SH16, Whenuapai SYNCED

Visitor QR



Crew



Visitor



I'm new

I'm new on site

Casual not inducted. You must finish the yard induction — including your signature. You cannot skip. After that, add to staff and set a PIN here, or sign in as a visitor.

Your name

Start induction

Induct a group

Visitor leaving

Pick your name. Only people visiting are listed. Crew clock out with name and PIN.

Nobody is visiting



I'm leaving

Site hazard register

Near miss, work incident, or foreign organic material. Who, when, and what — Whenuapai yard.

Site hazard register

Office login is here. Staff manual.

I'm new — first-time site induction.

7. Safety checks / thermal pings

High-risk season. Monday–Friday pushes: 08:00, 10:30, 13:30, 16:20 Auckland.

Only people clocked in and on site at send time get the ping — not every phone on the list.

The sheet stays until both ticks: Confirming message has been read, and Safety check complete.

Pick Blue / Yellow / Red. Yellow and Red need an Issue. Red also needs a Fix. Blue notes are optional.

First person who confirms both ticks closes it for everyone on that send. Later people cannot do it again.

Records logs that name, colour, issue, fix, and time.

SMOKO 1

SAFETY CHECK - ELEVATED RISK PROFILE

This is a reminder to make sure that you have used the Thermal Imager to check for hotspots around your work area.

Blue

Yellow

Red

Blue — All clear, nothing to fix

Yellow — Watch / minor issue

Red — Hazard / needs action

☐ Confirming message has been read

☐ Safety check complete

Same sheet as the app. Yellow/Red need Issue. Red needs Fix. First confirmer closes it.

8. Push notification tap

Intended: tap the thermal push on your phone and the Yard App opens straight on the safety sheet.

If the session has dropped, a short Crew PIN unlock — not office / email login.

This tap-to-sheet path is still shipping (PR 74). Until it is fully live: open the Yard App while you are clocked in. The pending sheet should be there.

Note the intended behaviour. Use the workaround if the tap does not land on the sheet yet.

9. Task log

Shows when you are clocked in.

Write the job, where, and a photo if it helps.

Admin accepts it. Pending until then.

Log a task

Any clocked-in staff can log a job. It stays pending until admin accepts it for later scheduling.

Priority

Yellow — Needs attention soon

Location

Description

Photo of the problem

Choose file

Photo — tap the button to attach.

Logged as you — the signed-in name is the source of truth.

Log task

Task list

No tasks

Log a task

Clocked in.

Task log on the crew clock.

10. Phone PWA

Install name is PyroGroup Yard App. Black field, locked yellow PYRO / GROUP mark — not a cartoon P.

iPhone: Safari → Share → Add to Home Screen. Confirm the name, then Add.

Android: Chrome menu → Install app / Add to Home screen.

Old shortcut still saying Site sign-in or showing a grey/orange icon? Delete it and add it again.

Then Turn on alerts. Allow notifications. PIN path works — you do not need office email for this.

HIGH-RISK SEASON

Thermal imager safety alerts

Four weekday pings — morning, both smokos, knock-off. On iPhone, add the app to the Home Screen first.

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Turn on alerts

Turn on alerts on the phone install.

11. Short office notes for staff

Leave: request Annual or Sick from the clock. Watch the status on that same screen. Not payroll until someone approves it.

Office looks at Time → Leave. Remaining days come from Xero when pulled — nobody invents a balance here.

Forgot your PIN, or the tablet is stuck? Ask the office. Carl or a group admin can reset a PIN. Do not use someone else's.

Print this manual from Settings → Staff manual, or open Staff manual on the gate.

This page is for the floor. It is not the admin book — no Xero connect steps, no induction PDF upload, no company profile edits.

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Print from here, or download the PDF. Settings → Staff manual in the office.