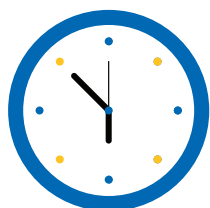


	ACTIVITIES	SUPERVISOR P&S	OPERATORS P&S
Maintenance and Cleaning	Maintenance of projectors Type A.	●	●
	Maintenance of projectors Type B.	●	
	Support with the maintenance of projectors Type C.	●	
	Maintenance of other P&S equipment (Server, Amplifiers, Processor).	●	
	Daily cleanliness of the equipment, windows and the projection area.		●
Content Management	Reception and ingest of content (HD´s and trailers).	●	●
	Review, download and ingest advertising.	●	●
	Review validity and ingest the KDM´s.	●	●
	Set and test playlists (advertising and changes in the programming).	●	●
	Content debugging at the TMS and servers.	●	
Operation and Assurance of Quality	Assurance of the correct functioning of the P&S equipments (regular calibrations).	●	
	Verify the correct start of the show.	●	●
	Communication with the NOC in case of difficulties.	●	●
	Screen light measurement.	●	
	Light bulbs changes.	●	●
Administrative Activities and Training	Reception and administration of spare parts and supplies.	●	●
	Return the damaged parts and handle any warranties.	●	
	Meetings convened by Management.	●	
	Upgrading and monitoring work orders at Máximo.	●	
	Training sessions and evaluations (own and for operators or administrative staff).	●	●

*These activities are enunciative but nor limitative and may vary according to the operation of each site.



P&S Supervisor Schedule

- a) Days to perform maintenance B--> 5 hours before the start of the first show.
- b) Nos dias em que as manutenções B não são realizadas--> 2 horas antes do início da primeira função.

P&S Operator Schedule

Everytime that there is not a P&S Supervisor due to schedule, breaks or vacations, it should be covered at least by one P&S operator, properly trained to execute the correspondent activities.