NORTHGATE ENGINEERING (DEMO)

100 Example Street, Sampletown · (555) 010-0100

MEMO – Site Access Crew List (CONFIDENTIAL)

To: Site Security, Harbourview Terminals (Demo) From: Project Office Date: 1 October 2026

Please grant site access to the following personnel for the TK-101 inspection. Personal details below are confidential and must be redacted before this memo is shared outside the project team.

Name	Employee ID	Phone	Email	Date of birth
Alex Morgan	EMP-48213	(555) 010-2231	alex.morgan@example.com	1988-03-14
Jamie Rivera	EMP-51907	(555) 010-7782	jamie.rivera@example.com	1991-11-02
Taylor Chen	EMP-39940	(555) 010-4410	taylor.chen@example.com	1985-06-27
Jordan Patel	EMP-60025	(555) 010-9036	jordan.patel@example.com	1994-01-19

Emergency contact for the crew is the project lead, Sam Okafor, reachable at (555) 010-3344 or sam.okafor@example.com. Vehicle plates: DEMO 123 and DEMO 456.

Access is valid 22 – 26 September 2026, 07:00 to 19:00 daily. All personnel have completed the site orientation.