INDUCTION PROGRAM CHECKLIST

Company Name		**Division**	
Employee Name		**Employee No.**	
Department		**Date Joined**	

S/N	DECRIPTION OF ACTIVITIES	SUPPORT	Employee I Confirm that this topic has been discussed (Signature)
1.	**HR**		
	Company Overview & Organisational Culture	Slides	
	Employment Terms & Conditions	Slides	
	HR Policies & Compliance Framework	Slides	
	Payroll, Benefits & Administration	Slides	
	HR Systems & Digital Tools	Slides	
	Onboarding Support Framework	Slides	
2.	**SYSTEM**		
	General Information	Video	
	Email	Video	
	IT Property	Video	
3.	**ADMIN**		
	Travel Desk Procedures	Video	
4.	**QUALITY**		
	Quality Management System Awareness	Video	
5.	**SAFETY and HEALTH**		
	HSE Objective & QHSE Team Induction	Video	
	QHSE Policies	Video	
	HSE Management System	Video	
	Emergency Evacuation Procedure	Video	
	Working Safely - Working Facilities & Sites	Video	
	Own Safety - A Walk Through	Video	
6.	**COMPLIANCE**		
	Anti Bribery & Corruption Policy	Video	
	Whistleblower Policy	Video	
	Anti Money Laundering Act	Video	
7.	**FINANCE**		
	Claim	Video	
	Cash Advance	Video	
8.	**END OF TRAINING**		
	Introduction Tour		

FOR HUMAN RESOURCE USE ONLY			
Name:		**Signature:**	
		Date:	