LAMPIRAN 4

Dokumen Pendukung CSMS lainnya:

1. Induction Report

PT. HAFAR DAYA SAMUDERA	FULL INDUCTION	Doc. Number :	
		Issue Date :	01 Augustus 2012
		Rev. Number :	01
		Approved by :	EK

FULL INDUCTION CHECK LIST

NAME : A. ZALDI ARMANSYAHRACA **Position** : PORT ENGINEER

Date : 03 NOV - 2014 **Location** : Head Office

THE AIM OF THIS INDUCTION PROGRAM IS TO ASSIST NEW EMPLOYEES OF:

- The rights and privileges of employees
- The requirements of the job
- Specific work responsibilities (Quality, Safety, Health Environmental)
- Job standards and expectations
- A feeling of belonging and identity within the company

SECTION 1. COMPANY INTRODUCTION

Tick when completed	Subject	Inductor
☑	HAFAR Key Business Groups ☑ Construction Services ☑ Support Team	HR Department
☑	Where do you fit in? ☑ Your job role ☑ Your reporting relationships ☑ Your work and business location ☑ Organisation Chart ☑ Ongoing Communication Encouraged ☑ Managers / Supervisors Introduced	HR Department

SECTION 2. COMPANY BUSINESS & PEOPLE PROCESSES

Tick when finalised	Subject	Delivered by:
☑	Policies and Procedures Overview	HR Department
☑	Corporate Policies ☐ Assurance Policy	HR Department
☑	Quality Health,Safety & Environment Policies ☑ QHSE Policy ☑ Drugs and Alcohol Policy	HR Department
☑	Human Resources Policies and Procedures	HR Department
	☑ Payroll ☑ Field Employees	
	☑ Explain probationary period requirements	

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	☑ Discuss Training and Development requirements and internal external training opportunities ☑ Evaluation & Assessment ➢ Skill Assessment ➢ On the Job Assessment	
	☑ Employment Arrangements as follows: ☑ Copy of Contract of Employment ☑ Pay Arrangements ➢ Pay ➢ Bank Transfers ➢ Deductions ➢ Tax Forms ☑ Leave Arrangements ➢ Sick ➢ Emergency ➢ Scheduled ➢ Contact	
	☑ Provide details of key HR Contacts	

SECTION 3. GENERAL

Tick when finalised	Subject	Notes
☑	Timetable (Clocking In/Out requirements)	HR Department
☑	Breaks ➢ Start Time ➢ Finish Time ➢ Overtime	HR Department
☑	Access Requirements ➢ Keys, security cards ➢ Afterhours access ➢ Security	HR Department
☑	Facilities Location	HR Department
☑	Phone Policy	HR Department
☑	Email, Mail	HR Department
☑	Communication Update ➢ Notice boards ➢ Communication / Safety Meetings ➢ Special Meetings ➢ Team Meetings	HR Department

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SECTION 4. SAFETY HEALTH & ENVIRONMENT

Tick when finalised	Subject	Notes
☑	General Responsibilities ☑ Discuss QHSE Legislation	HSE Staff
☑	General Safety Induction ☑ Provide HDS General Safety Induction Booklet ☑ Employee/Employer Responsibilities ☑ QHSE Manual ☑ Office safety ☑ Hazard Incident Reporting ☑ Hazardous Substances ☑ Hazard Alerts ☑ Emergency Procedures ☑ First Aid Procedures / Location ☑ Health & Safety Representatives ☑ PPE Use ☑ Clothing Requirements ☑ Tools and Equipment ☑ Manual Handling ☑ Vehicle Safety Procedures ☑ QHSE Procedures	HSE Staff

I have attended the Induction and have been given clear explanations of all the topics covered.

Inductee

A. ZAENI A. Amarullah		03 NOV - 2014
Name	Signature	Date

HR Department

TRI .W		03 NOV ' 2014
Name	Signature	Date

HSE Representatives

		03 November 2014
Name	Signature	Date

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FULL INDUCTION CHECK LIST

NAME : FLORIA **Position** : DPA / MARINE SUPERINTENDENT

Date : 10 NOVEMBER 2014 **Location** : JAKARTA

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