

## PT INSPEKTINDO SINERGI PERSADA ORIENTATION/INDUCTION FORM



Orientation/Induction are to be provided to new recruit within first week of employment and for the period 3 months.

Type of Induction : New Employee      Transfer/Mutation

Personal Detail			
Employee ID:	21293	Designation:	ASSISTANT INSPECTOR
Employee Name:	ZETH SAVES	Date of Join:	MAY 24 <sup>TH</sup> , 2021
Department:	INSPECTION AND TESTING		
Duration of Employment :	4 (FOUR) MONTHS		
Orientation/Induction Starting date :	MAY 24 <sup>TH</sup> , 2021		
End of Of Orientation/Induction:	AUGUST 23 <sup>TH</sup> , 2021		
Experience as Inspector	-	year	*(only for Inspector)

HRD General Orientation/Induction (tick when the new recruit has been explain the following activity)		HRD	New Recruit
1.	Explanation about the importance of the orientation/induction period for new employees and the steps that will be taken during the orientation period.	√	√
2.	Explanation regarding the pay, benefit, appraisal processes to new recruit.	√	√
3.	Company Vision and Mission, Goals, Organization chart, company main core business.	√	√
4.	Company regulation.	√	√
5.	Other related rules and procedure:		
	a. Leave procedure	√	√
	b. Training Procedure		√
	c. Overtime procedure	√	√
	d. Personal Timesheet Procedure		√
	e. Cash Advance Process (for travelling)	√	√
	f. HRMS dan Jaminan Sosial	√	√

Comments :

Signature	
HRD	New Recruit
	



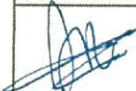

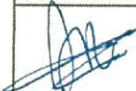

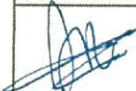

General Orientation/Induction Health, Safety and Environment (tick when the new recruit has been explain the following activity)		HSE Dept	New Recruit
1.	HSE Policy		
2.	First Aid Procedure		
3.	Emergency Procedure		
4.	HSE Induction		
<p>Comments :</p> <p style="text-align: center;"><b>INDUCTION BY CLIENT (PERTAMINA HULU MAHAKAM)</b></p>			
		Signature	
		HSE Dept	New Recruit

Orientation/Induction by HOD (tick when the new recruit has been explain the following activity)		HOD	New Recruit
1.	Discuss about Job Description	✓	✓
2.	Review workplan and objectives	✓	✓
4.	Assignment and introduction of a "Peer" who will help the new recruit be acquainted with the day to day tasks and challenges	✓ Andri Triela	✓
5.	Introduction of the new staff to other staff and key officials	✓	✓
6.	Providing necessary documents and materials used for the job.	✓	✓
<p>Comments :</p>			
		Signature	
		HOD	New Recruit
		Leo Rangk <i>(Signature)</i>	20th SAMES <i>(Signature)</i>





Name of Inspector as Mentor: Andrie Trieka  
(only for Inspector as per SNI ISO IEC17020 cluse 6.1.6)

Orientation/Induction by 'Peer' (tick when the new recruit has been explain the following activity)		Peer	New Recruit						
1.	Discuss Job Description and tasks in further detail	✓	✓						
2.	Receive overview of forms and tools used	✓	✓						
4.	Understand the Work Instruction and Client Specification as described within PO	✓	✓						
5.	Understand reporting systems and timelines	✓	✓						
6.	Understand financial reporting and petty cash use	✓	✓						
Comments :									
		<table border="1"> <thead> <tr> <th colspan="2">Siganture</th> </tr> <tr> <th>Peer</th> <th>New Recruit</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Siganture		Peer	New Recruit		
Siganture									
Peer	New Recruit								
									

Final Orientation/Induction by HOD (tick when the new recruit has been explain the following activity)		HOD	New Recruit						
1.	Review the Orientation/Induction Programme and activities undertaken								
2.	Recommendation								
	a. Extend the orientation/induction period								
	b. Finanalize the orientation/induction and continue with current position/desiganation								
	c. Demotion is needed								
	d. Mutation to other position								
	e. Other: .....								
Comments :									
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Siganture									
HOD	New Recruit								

Last Orientation/Induction by HRD (tick when the new recruit has been explain the following activity)		HRD	New Recruit



Last Orientation/Induction by HRD (tick when the new recruit has been explain the following activity)		HRD	New Recruit
<input type="checkbox"/>			
<input type="checkbox"/>			

<b>Comments :</b>          	<b>Siganture</b>	
	<b>HRD</b>	<b>New Recruit</b>

I RENAULT ADY SATRYA have completed all identified orientation/induction program as mention aboved and understand and shall comply the requirements.

Signature :

Date :

