



**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:	21289	Designation:	ASSISTANT INSPECTOR
Employee Name:	CELO GUNTARTO BIANETA	Date of Join:	17-May-21
Department:	INSPECTION AND TESTING		
Duration of Employment :	6 (SIX) MONTHS		
Orientation/Induction Starting date :	17-May-21		
End of Of Orientation/Induction:	16 AGUSTUS 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. Sosial Insurance	✓	✓
	g. HRMS		

**Comments :**

Signature	
HRD	New Recruit
	 CELO





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		
Comments :			
INDUCTION BY CLIENT (SCHLUMBERGER)			
		Signature	
		HSE Dept	New Recruit
			<i>[Signature]</i> CEU

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	✓	✓
5.	Introduction of the new staff to other staff and key officials	✓	✓
6.	Providing necessary documents and materials used for the job.	✓	✓
Comments :			
		Signature	
		HOD	New Recruit
		<i>[Signature]</i>	<i>[Signature]</i> CEU



Name of Inspector as Mentor: \_\_\_\_\_  
(only for Inspector as per SNI ISO IEC17020 clause 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 :			
IT'S DOES'NT NEED TO FILL BECAUSE HE NOT AS A INSPECTOR		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 :			
		Siganture	
		HOD	New Recruit



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

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

I \_\_\_\_\_ have completed all identified orientation/induction program as mention aboved and understand and shall comply the requirements.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

