

PT INSPEKTINDO SINERGI PERSADA INDUCTION FORM



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

Type of Induction : **New Employee** **Transfer/Mutation**



Personal Detail			
Employee ID:	24430	Designation:	Technician
Employee Name:	Barra Naufal Kuswoyo	Date of Join:	10 JUN 2024
Department:	Inspection & Testing		
Duration of Employment :	3 months		
Orientation/Induction Starting date :	7 JUN 2024		
End of Of Oriention/Induction:	N/A		
Experience as Inspector	N/A	year	*(only for Inspector)

A. HRD General Induction (tick when the new employee has been explain the following activity)		HRD	New Recruit
1.	Explanation about the importance of the 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 & BPJS	✓	✓

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.	Emergency Procedure	✓	✓
3.	Safe Work Practice	✓	✓
4.	HSE Life Saving Rules	✓	✓
5.	Awareness ISO 9001:2015		
6.	Awareness ISO 14001:2015		
7.	Awareness ISO 45001:2018		
8.	Awareness ISO 17020:2012		
Comments :			
		Signature	
		HSE Dept	New Recruit
			

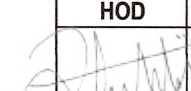

B. Induction by HOD (tick when the new employee has been explain the following activity)		HOD	New Recruit
1.	Discuss about Job Description	✓	✓
2.	Review workplan and objectives	✓	✓
3.	Assignment and introduction of a "Peer" who will help the new recruit be acquainted with the day to day tasks and challenges	✓	✓
4.	Introduction of the new staff to other staff and key officials	✓	✓
5.	Providing necessary documents and materials used for the job.	✓	✓
Comments :			
		Signature	
		HOD	New Recruit
			



Table C and D Only Applicable for Inspector.

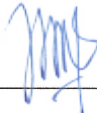
Name of Inspector as Mentor: _____

(only for Inspector as per SNI ISO IEC17020 clause 6.1.6)

C. Induction by 'Peer' / Experienced Inspector (tick when the new employee 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		
3.	Understand the Work Instruction and Client Specification as described within PO		
4.	Understand reporting systems and timelines		
5.	Understand financial reporting and petty cash use		
Comments :			
		Signature	
		Peer	New Recruit

D. Final Induction by HOD (tick when the new employee has been explain the following activity)		HOD	New Recruit
1.	Review the Induction Programme and activities undertaken		
2.	10 inspection occurred within the induction period, inspection report must be enclosed as evidenced		
3.	Recommendation		
	a. Extend the induction period maximum 3 months		
	b. Finalize the orientation/induction and continue with current position/designation		
	c. Others (Review employment agreement)		
Comments :			
		Signature	
		HOD	New Recruit

I BARRA NAUVAL KUSWOYO have completed all identified orientation/induction program as mention aboved and understand and shall comply the requirements.

Signature : _____  Date : 07/06/2024

