



KURNIA EKUITI SDN. BHD.

INDUCTION PROGRAMME CHECKLIST

Name : _____ Date of Employment : _____

Position : _____ Department : _____

PURPOSE AND INSTRUCTION

This checklist will help new employee to know about the company, the job description and work environment. After review, the checklist must be signed by both the supervisor/trainer and employee and forwarded to the *Administration* Department within 1 month from the date of employment.

A. COMPANY INFORMATION

- 1) Company Forms
 - a) Leave Form []
 - b) EPF, SOCSO, Income Tax, etc. []
 - c) ISO 9001 Form []
- 2) Company Background
 - a) Organization Chart []
 - b) Company History []
 - c) Company ISO 9001 Quality Management System []
 - d) ISO 9001:2000 Quality Policy & Objectives []
 - e) Job Description []
- 3) Holidays & Supplemental benefits []
- 4) Security []
- 5) Disciplinary []
- 6) Attendance
- What is expected []
- 7) Absenteeism
- Who to notify and why []

B. REMUNERATION INFORMATION

- 1) Remuneration rate & calculations []
- 2) Performance review & appraisal
- Confirmation and subsequent review dates and methods of evaluation []
- 3) Overtime and other allowances paid []
- 4) Explanation of earnings and deductions []

C. GENERAL INFORMATION

- 1) Meals time []



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- 2) Uniforms []
- 3) Panel Doctors []

D. SAFETY INFORMATION

- 1) Safety rules and regulation []
- 2) Safety equipment-location and use []
- 3) Dress code (use of glasses, aprons, gloves, etc) []
- 4) Reporting of unsafe acts or conditions []
- 5) Emergency exits and their location []

E. Relevance and importance of employee's activities contribute to the achievement of the quality objectives. []

F. What are our customer requirements and expectations? []

G. Regulatory or Statutory requirements (If any) []

Name of Trainer :
Position :
Date :

Name of Employee :
Position :
Date :