

Induction Checklist

Revision 10: June 2012

Employee Name :

Date of Induction :

Inducted By :

FOR COMPLETION BY EMPLOYER:

Issued / Returned

Contract Issued & Returned	<input type="checkbox"/>	<input type="checkbox"/>
'New Starter Bank Details' Form Issued & Returned	<input type="checkbox"/>	<input type="checkbox"/>
'Next of Kin Details' Form Issued & Returned	<input type="checkbox"/>	<input type="checkbox"/>
P45 received or P46 to be issued	<input type="checkbox"/>	
Copy of driving licence taken	<input type="checkbox"/>	
Copy of birth certificate taken / work permit	<input type="checkbox"/>	
Take photo for ID card	<input type="checkbox"/>	
Signature on Training Agreement	<input type="checkbox"/>	
'Working Time Opt Out 48 hour week' Form Issued	<input type="checkbox"/>	<input type="checkbox"/>
Reminders set for first, interim and final progress review	<input type="checkbox"/>	
Personnel file opened	<input type="checkbox"/>	
Holiday Form set up + Absence Record (on reverse)	<input type="checkbox"/>	
'Uniform Issued' sheet added	<input type="checkbox"/>	

1 Tour of Premises

Door entry	<input type="checkbox"/>
Stores	<input type="checkbox"/>
Offices	<input type="checkbox"/>
Exits & Fire Procedures	<input type="checkbox"/>
Car Park	<input type="checkbox"/>
Locking up and unlocking (if applicable)	<input type="checkbox"/>
Kitchen & Toilet facilities	<input type="checkbox"/>

2 Company Background & Personnel

Investors In People	<input type="checkbox"/>
Commitment Statement / Client Journey etc.	<input type="checkbox"/>
Business Plan	<input type="checkbox"/>
Introduction to Personnel	<input type="checkbox"/>

3 Health & Safety Policy & Procedures

Issue of Personal Protective Equipment (PPE) with hard hat, goggles, dust masks, gloves, ear defenders, knee pads, over shoes	<input type="checkbox"/>
Issue Uniform : 2 pairs trousers	<input type="checkbox"/>
2 sweatshirts	<input type="checkbox"/>
3 polo shirts	<input type="checkbox"/>
1 pair overalls	<input type="checkbox"/>
1 pair steel toe caps	<input type="checkbox"/>
Issue of Health & Safety Policy Statement	<input type="checkbox"/>
Issue of generic Risk Assessment	<input type="checkbox"/>
Issue of generic Method Statement	<input type="checkbox"/>
Issue of ID card	<input type="checkbox"/>
Issue of Company mobile phone	<input type="checkbox"/>
Footwear rules	<input type="checkbox"/>
Talk on rules of wearing PPE	<input type="checkbox"/>
Report any problems to Management or Health & Safety Staff Representative	<input type="checkbox"/>
Make aware of Employment Law / Health & Safety Handbooks	<input type="checkbox"/>

- Accident Reporting and location of Accident Book
- Location of First Aid Kit
- Signature to accept receipt of and content of the above

Policies & Procedures

- Location of Policies & Procedures Handbook
- Completion, submission and deadline of time sheets incl. expenses claims
- Notification and completion of absence (sick) forms
- How to fill out Labour Costings Sheet and Risk Assessment
- Customer Confirmation Forms
- Certification (17th Edition)
- Explain Planner system
- Travel Policy
- Procedure for booking holiday
- Method of receipt of payslip
- Job Packs and completion of Job Cards
- Engineers' In Trays
- Stores – taking/returning items to Stores, location of stock
- Tools Purchase Scheme

5 Vehicle

- Issue of vehicle if appropriate
- Keys and procedures for setting alarm
- Rules relating to private use
- Instructions re. tools and test equipment to be taken out overnight
- Any loss of same is your responsibility – you will be required to pay
- Cleaning of vehicle
- Contents of vehicle – cleaning box, first aid kit, fire extinguisher, stock
- Fuel cards
- AA Card and procedures for contacting them

I confirm that I have received all documentation and items detailed above. I confirm that I will work in accordance with the Method Statement and Risk Assessment provided to me and that I will comply with the Company's Health and Safety Policy at all times.

Signed: _____ (Employee)

Signed: _____ (Employer)

Date: _____