

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Please tick those items you have been shown and read:

<b>Personnel</b>	
Staff Handbook provided	
Contact and Emergency information shared	
Sickness / absence reporting, annual leave procedures, time reporting, attendance registers	
Reporting lines, performance management, training and CPD	
Grievance Procedure	
<b>Health and Safety</b>	
Health & Safety Policy, Guidance and Statutory Notices	
Hazard identification process	
Accident Procedure, Accident/Incident reporting explained and First Aid Kit location shown	
Employer and employee responsibility	
Emergency Procedures	
Workstation Risk Assessment undertaken, PPE provided as necessary	
<b>Administration</b>	
Site familiarisation and introduction to colleagues	
IT and telephone systems induction	
Work specific requirements	
<b>Quality Management System</b>	
Quality Manual, Policy and Objectives	
Quality Management System processes and requirements	
Quality documentation and records	

I have read and understood the above regulations and procedures and all items on this form have been explained or shown to me.

Employee \_\_\_\_\_ Date: \_\_\_\_\_

For the Company \_\_\_\_\_ Date: \_\_\_\_\_