

<h1>Quality Management System</h1>	Double click here to insert your organization's name or logo.
Employee Induction Checklist	

Employee Name	
Position Description	
Operational Area	

The manager responsible for the office where the new employee will normally work must ensure that all new employees under their control attend induction training upon commencement of duties in their assigned place of work.

Operating Principles	
Our people will apply the following principles in their dealings with our Customers, Suppliers, Contractors, the community and ourselves, does the Inductee understand that they should:	
1. Adopt an active approach to achieving client expectations;	Yes <input type="checkbox"/>
2. Consult continuously with customers regarding their needs;	Yes <input type="checkbox"/>
3. Adopt best practices and quality principles in client and employee relations;	Yes <input type="checkbox"/>
4. Achieve value for money for the client;	Yes <input type="checkbox"/>
5. Resolve conflicting interpretations through consultation and negotiation;	Yes <input type="checkbox"/>
6. Deal fairly with suppliers in cooperative partnership;	Yes <input type="checkbox"/>
7. Provide effective leadership for our people;	Yes <input type="checkbox"/>
8. Apply relevant service, engineering, technical, and management standards;	Yes <input type="checkbox"/>
9. Promote good health and working safety;	Yes <input type="checkbox"/>
10. Promote teamwork while respecting the individual; and	Yes <input type="checkbox"/>
11. Practice as a good corporate and community citizen.	Yes <input type="checkbox"/>
Roles and Responsibilities	
All employees are responsible for the quality of work they carry out, and for ensuring:	
1. That the need for additional procedures, instructions or training is identified and brought to the attention of their supervisor or manager;	Yes <input type="checkbox"/>
2. That when assigned to a task, they confirm that they are qualified and experienced in their technical discipline and can perform their assigned duties in a satisfactory and safe manner;	Yes <input type="checkbox"/>
3. That they are familiar with procedures and instructions applying to their tasks;	Yes <input type="checkbox"/>
4. Adherence to procedures required by statutory regulations and policies; and	Yes <input type="checkbox"/>
5. That they strive for excellence in their tasking and participate willingly in the improvement of business systems	Yes <input type="checkbox"/>
6. Who the relevant local safety contacts are (Safety Officers etc.)	Yes <input type="checkbox"/>
Access Requirements	
Does the inductee require access to the work area?	
1. Only under supervision	Yes <input type="checkbox"/>
2. Only during business hours	Yes <input type="checkbox"/>