

FULL ONBOARDING CHECKLIST – BMW EMPLOYEES

EMPLOYEE DETAILS	
Name & Surname of Employee	
Company ID	
Q-Number	
Department Name	
Department Code	
Position Title	
Start Date	
Line Manager	
Assigned Buddy (Colleague nominated by manager to support new associate for the first 3 months.)	

**By virtue of signature/s, I acknowledge that the topic specific information was communicated/ presented to me and that I understand the contents thereof.
I further confirm that I am empowered to raise any concerns/ questions related to the topic/s with my direct manager.**

(Please sign next to each line item below).

DAY 1 – GETTING STARTED				
Topic/Item	Responsible	Details	Date	Employee Signature
ID Access	HRBP	Accompany new employee to Access Control Office for Access Card collection.		
Welcome	Line Manager HRBP	<ul style="list-style-type: none"> Watch OHSE induction video (Midrand and Menlyn IT Hub) Watch OHSE induction video (Plant Rosslyn). Sign training attendance register. Acknowledgement and Acceptance of HSE Rules (signed copy to be sent to HRBP & Line Manager) 		
Department Introduction	Line Manager HRBP	<ul style="list-style-type: none"> Conduct brief overview of department and introduction to colleagues. Introduce the allocated buddy to new employee. 		
Department Introduction	Buddy	<ul style="list-style-type: none"> Walk through tour with new employee. 		
Hardware handover	Line Manager	<ul style="list-style-type: none"> Provide new employee with laptop, YubiKey and headset. 		
Manager Briefing	Line Manager	<ul style="list-style-type: none"> Presentation on the specific processes of your department and an overview of the organizational structure. 		
Dress Code	Line Manager	<ul style="list-style-type: none"> Discuss BMW Dress Code guidelines. 		

IMPORTANT NOTE: Completion of the checklist is mandatory. It ensures a smooth onboarding and a warm welcome to BMW(SA). Thank you for your cooperation.

FULL ONBOARDING CHECKLIST – BMW EMPLOYEES

WEEK 1 – GENERAL				
Topic/Item	Responsible	Details	Date	Employee Signature
Device Set-up	Line Manager	<ul style="list-style-type: none"> - Mapping Access Card for printing: ELAN. - CI: Configure e-mail signature in Outlook - Request Mobile Working, if applicable: <ul style="list-style-type: none"> - Available on WUSS. - For any queries, contact IT Service Desk: bmwhelpdesk@bmw.co.za 		
Manager Discussion	Line Manager	<ul style="list-style-type: none"> - Meeting to discuss responsibilities, expectations, and targets with new employee (Job Description). - Planning of initial tasks/objectives/projects. 		
Performance Appraisal	Line Manager	<p>The manager together with the employee to set targets based on the performance appraisal process for the appropriate job grade:</p> <ul style="list-style-type: none"> - Refer to individual Target Agreement template. - Refer to Individual Development Plan template. - Refer to Competency Assessment template. - Refer to Competency Matrix template. 		
Folder Access	Line Manager	Request all necessary access rights to data servers/folders: DIVA		
Fleet Ordering	HRBP Employee	Vehicle order for new employee on the Fleet Ordering System : if applicable.		
BMW SA Policies & HR Instructions	HRBP Employee	Familiarise yourself with the Company Policies & HR Instructions. BMW South Africa: Intranet : Human Resources		
myTMS	Line Manager/ Employee	New employee to start mandatory eLearning Modules on myTMS .		

WEEK 1 - OHS COMMUNICATION AND INDUCTION				
Topic/Item	Responsible	Details	Date	Employee Signature
Occupational Health & Safety Standards	JMS Specialist/ Line Manager	Health and safety policy (applicable BMW sites):		
		OHS Policy for NSC & Menlyn IT HUB		
		OHS Policy for Financial Services		
		Plant Rosslyn JMS Policy		
		Baseline risk assessment (applicable BMW sites for new employee):		
		Rossllyn		
		Midrand		
		Financial Services Offices		
		Menlyn Offices		
		Appointments and acknowledgements standard (S-01)		
		Confined space entry standard (S-02)		
		Energy control and lock out - tag out standard (S-03)		
		Delineation standard (S-07)		

IMPORTANT NOTE: Completion of the checklist is mandatory. It ensures a smooth onboarding and a warm welcome to BMW(SA). Thank you for your cooperation.

FULL ONBOARDING CHECKLIST – BMW EMPLOYEES

WEEK 1 - OHS COMMUNICATION AND INDUCTION				
Topic/Item	Responsible	Details	Date	Employee Signature
		Emergency preparedness and response standard (S-08)		
		Stacking & storage standard (S-09)		
		Fire loss prevention standard (S-10)		
		Health & safety representatives and committee's standard (S-11)		
		Incident management standard (S-13)		
		Corporate security standard (S-19)		
		Smoking in the workplace standard (S-20)		
		Waste management standard (S-22)		
		Physical, chemical and biological stressors standard (S-24)		
		Personal protective equipment standard (S-25)		
Occupational Health & Safety Standards continued	JMS Specialist/ Line Manager	Medical surveillance and biological monitoring standard (S-26)		
		Compensation fund and claims standard (S-27)		
		First aid standard (S-30)		
		Ergonomics standard (S-31)		
		Periodic testing and inspection of electrical equipment standard (S-34)		
Occupational Health & Safety Specific to your workplace	JMS Specialist/ Line Manager	<ul style="list-style-type: none"> New employee to conduct BAPA Assessment: BAPA Inform new employee of escape routes; emergency exits; emergency preparedness and response; fire loss prevention; incident management and first aid kit/point/aiders for ALL relevant sites. <i>Refer to Site Standards 8; 10; 13 & 30.</i>		
Orientation days Talent Acquisition/ Organisational Effectiveness		Day 1: Orientation		
		Day 2: Plant Tour (where applicable)		
		Day 3: Brand Mover Training		
		Day 4: Safety Driving Experience		
BAPA Assessments	Employee	<ul style="list-style-type: none"> BAPA Assessment (Office workstation analysis) Home office self-assessment 		
Workwear/ PPE	Line Manager	<ul style="list-style-type: none"> Issue relevant and appropriate PPE. Demonstrate correct use of issued PPE. PPE register must be completed. 		

FIRST THREE MONTHS				
Topic/Item	Responsible	Details	Date	Employee Signature
SRM/Octopus Training	Line Manager	SRM/ Octopus Coupa Training if relevant to role.		
Check in Session Timeline discussion	HRBP	Consultation session on: <ul style="list-style-type: none"> Employee orientation completion. Employee training completion. 		

IMPORTANT NOTE: Completion of the checklist is mandatory. It ensures a smooth onboarding and a warm welcome to BMW(SA). Thank you for your cooperation.

FULL ONBOARDING CHECKLIST – BMW EMPLOYEES

FIRST THREE MONTHS				
		- Satisfaction regarding the on boarding process.		
Last check-in with Line Manager	HRBP	<ul style="list-style-type: none"> - Check completion of the Onboarding Checklist - Send completed Checklist to HR Services for the ELIDA upload. 		

TITLE	NAME & SURNAME	DATE	SIGNATURE
Employee			
Line Manager			
JMS Specialist			

Change history				
Version	Content of changes	Written by Dept. Code Date	Reviewed by Dept. Code Date	Released by Dept. Code Date
1.0	New content in accordance with the revised On Boarding Process, as part of Project tHRive	Phiwokuhle Mahlangu PZ-AP-ZA-S 2019/08/07	Althea Foster PZ-AP-ZA TBD	Charissa Hector PZ-AP-ZA TBD
1.1	Updated – in line with the revised Onboarding process.	Masego Koboyankwe PZ-AP-ZA-S 2022/06/08	Mashianyane Kunene PZ-AP-ZA-S 2022/06/08	Markus Fischer PZ-AP-ZA-S 2022/06/08
1.2	Review HR Onboarding Process and Supporting Documents. Update to include OHS checks.	PL-AP-ZA-1 PL-AP-ZA-2/3 2023/03/28	Ntombifuthi Shongwe PZ-AP-ZA-5 2023/04/08	Sharon du Toit PL-AP-ZA 2023/05/04
2.0	Updated – Safety induction videos, Acknowledgement & Acceptance of HSE Rule and Occupational Health & Safety Standards (links).	Boniswa Mashiloane PL-AP-ZA-3 2024/05/10	As per GDMS	As per GDMS

IMPORTANT NOTE: Completion of the checklist is mandatory. It ensures a smooth onboarding and a warm welcome to BMW(SA). Thank you for your cooperation.