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| --- | --- |
| **Employee Name** |  |
| **Site** |  |

| **Activities** | **Initial/Date or N/A** |
| --- | --- |
| **General Site Orientation (Specific to Client) with Site Lead/Designee:** | |
| * Client General Information – Name(s), locations (sub-sites not at the main location), type of industry, etc. |  |
| * Security Rules   + Badge/ID (if required) - Discuss site badge requirements   + Parking Requirements (location, restrictions, handicap designations, etc.)   + Discuss site specific navigation - (e.g., location of multiple buildings, entrances/exits, cafeteria(s), restrooms, meeting rooms, training rooms, mailroom(s), break-room(s), copiers/faxes, supplies) |  |
| * Safety Rules (evacuation routes, fire alarms, inclement weather process, etc.) |  |
| * Provide copy/electronic location of the site Dress Code or hardcopy list of any specific differences as noted from the Sequence dress code (e.g., no denim jeans, closed toed shoes, collared shirts, etc.) |  |
| * Provide copy/electronic location of any Client specific restrictions/rules |  |
| **Provide Introductions to:**   * Sequence Team members * Client Liaisons (Sequence’s Client Contact at the site) * Key project personnel (team members and client personnel) |  |
| **Specific Site Training:** | |
| * Read related GxP/CFR, and Guidance Documents (hard copy provided if not available electronically) if any, based on Client’s industry type |  |
| * Client phone (access, voice mail, restrictions on use, etc.) |  |
| * Client email (set-up, access, restrictions)   + Discuss scheduling meetings     - Explain special designations - e.g. Conference Rooms * Discuss how to schedule approved PTO, Working from Home (WFH) and who must approve |  |
| * Discuss working from home (WFM) remote criteria and approval (if allowed by client). Obtain required access if approved. |  |
| * Complete any core client/site specific training (SOPS, Policies) as directed by the client or enroll in site specific training conducted by client as needed for access to any systems.   + May include but not limited to:   + EDMS System/Document Management System   + Change Control System (as needed based on site   **NOTE:** The Training Documentation Form must be completed and signed; indicating document number(s), document revision, train dates. The form must be turned in to the Site Lead/Designee upon completion. |  |
| * Gain/Request access to any site specific systems needed to perform job upon completion of training (as applicable) |  |
| **Project Specific Training (if applicable)**   * Provide employee with a “Link List” indicating locations of specific systems logins and project documentation and/or folders for references * Provide link to any specific formats or templates required by the client. * Provide information regarding any additional specific project documentation requiring sign off. |  |
| Team Peer Review   * Discuss process for ensuring documents produced continue to meet Sequence standards for quality and consistency |  |

**Note:** Please return the completed form to the Manager, or designee.