



## Gautam Solar Private Limited

Document No. GSPL/HR/OC/006

Issue Date 01-12-2024

### ORIENTATION CHECKLIST

Rev. No. /Date 00

### CHECKLIST

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Please check the boxes on completing each item on the list

- Company Overview
- Company Products
- Harnessing Solar energy: Introduction to solar energy and working of a solar cell.
- Raw Materials : Various components used in a solar module
- Manufacturing Process
- Plant Orientation
- Company's Safety Policies and Procedures:
  - Work wear
  - Clean room operational guidelines
  - First Aid
  - Emergency Response
  - Electrical safety Policy
  - Equipment and Machinery Safety Policy
  - Chemical Handling and Hazardous Materials Policy
  - Quality policy
  - Health, Safety and Environment Policy
  - Fire Safety and Emergency Evacuation Policy
  - Workplace Management

Employee Name:	Date of Birth:	Employee ID:
Designation:	Date of Joining:	<input type="checkbox"/> Permanent <input type="checkbox"/> Contractual <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Fresher <input type="checkbox"/> Experienced
Orientation date:	Address:	
Orientation Time:		

1- Strongly Disagree | 2- Somewhat Disagree | 3- Neither Agree Nor Disagree | 4- Somewhat Agree | 5- Strongly Agree

Feedback :	1	2	3	4	5
I was provided accurate information about Company during the recruitment process.					
The organizational values of Company align well with my own values.					
I am feeling welcomed here.					
I liked the overall Orientation experience.					

#### ADDITIONAL SUGGESTIONS FOR IMPROVEMENT:

I am declaring that I have completed the above orientation process and information regarding the above items has been explained to me.

Date:	Employee Signature:
Orientation regarding these items was provided to the above-named employee.	
Date:	Supervisor Signature: