**ORIENTATION CHECKLIST FOR SHORE-BASED NEW HIRE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| New staff Name: |  |  | Division/Department: |  |
| Job Title: |  |  | Date of Joining: |  |

The new staff besides getting an Office orientation by the HR and Admin Department, is required to complete the work orientation training prepared and given by each respective department / division head from the Tanker Team as deemed necessary by his / her reporting Manager, based on the job description of the new hire.

The Reporting Officer will decide which sections of orientation below are necessary for briefing, based on his/ her job related duties.

He/ She should tick in the column of ‘Completion’ upon completing each section of orientation as deemed necessary by his / her reporting Manager

The form will be returned to MSD for record after all necessary sections are completed.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **NO.** | **DEPARTMENT** | **ORIENTATION BY** | **DONE**  **(please**  **tick √)** | **REMARKS** | **DURATION**  **(Date/Time)** | |
| **From** | **To** |
| A. | Tanker Team – Company Overview |  |  |  |  |  |
| B. | MSD – Cultural Awareness & Tanker Operation |  |  |  |  |  |
| C. | MSD – Health, Safety & Security |  |  |  |  |  |
| D. | MSD – Environmental |  |  |  |  |  |
| E. | MSD – Manning |  |  |  |  |  |
| F. | SMD – Technical |  |  |  |  |  |
| G. | SMD – Procurement |  |  |  |  |  |
| H. | Fleet Operation Department |  |  |  |  |  |
| I. | Insurance & Claims Department |  |  |  |  |  |
| J. | Others (please specify):  Familiarisation with regards to type and size of vessels in the fleet and their peculiarities |  |  |  |  |  |

All sections of orientation mentioned are well acknowledged and completed by the new hire as named below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Orientation Period: (dd/mm/yy) | from |  | to |  |

Date of onboarding of new hire after completion of orientation:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Confirmed: | | |  | Reviewed: | | |
| By  New Staff |  |  |  | By Division Head |  |  |
| Name/ Date | Signature |  | Name/ Date | Signature |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Reviewed: | | |  | Reviewed: | | |
| By GM  (Marine) |  |  |  | By GM  (Technical) |  |  |
| Name/ Date | Signature |  | Name/ Date | Signature |