



ON-THE-JOB (OJT) RECORD

NAME :	_____	DATE JOINED :	_____
POSITION :	_____	INSTRUCTOR :	1. _____ POSITION : _____
COMPANY :	_____		2. _____ POSITION : _____
LOCATION :	_____		3. _____ POSITION : _____

[illegible]

ITEM	MODULE	REFERENCE	TRAINING DATE	TRAINING TIME		TOTAL HOURS	PR*	SIGNATURE	
				FROM	TO			TRAINEE	INSTRUCTOR

* PR : Performance Rating A - Very Good B - Satisfactory C- Inadequate D- Fail (Trainee should achieve at least satisfactory level of skill competency)

* PR column to be filled by the Superior. Trainee should achieve satisfactory level of skill competency.

<p>I have underwent the above modules for my On-The-Job Training from _____ to _____ for a total of _____ hours. I hereby acknowledged that I have understand all the work procedures and company rules learned during the training to perform my work.</p> <p>Saya telah menjalani modul di atas bagi 'Latihan Dalam Pekerjaan' dari _____ hingga _____ untuk jumlah masa selama _____ jam. Saya dengan ini mengakui telah memahami segala Prosedur Kerja dan peraturan syarikat yang dipelajari sepanjang latihan ini bagi melaksanakan kerja saya.</p>	<table style="width: 100%;"> <tr> <td style="width: 50%;">SIGNATORY : _____</td> <td style="width: 50%;">SIGNATORY : _____</td> </tr> <tr> <td>STAFF : _____</td> <td>SUPERVISOR : _____</td> </tr> <tr> <td>DATE : _____</td> <td>DATE : _____</td> </tr> </table> <hr/> <table style="width: 100%;"> <tr> <td style="width: 50%;">SIGNATORY _____</td> <td style="width: 50%;">: _____</td> </tr> <tr> <td>LOCATION MANAGER/ DEPT HEAD</td> <td>: _____</td> </tr> <tr> <td>DATE</td> <td>: _____</td> </tr> </table>	SIGNATORY : _____	SIGNATORY : _____	STAFF : _____	SUPERVISOR : _____	DATE : _____	DATE : _____	SIGNATORY _____	: _____	LOCATION MANAGER/ DEPT HEAD	: _____	DATE	: _____
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