




# Galaxy Aerospace



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SUBJECT	: INDUCTION TRAINING PROGRAM
REFERENCE NO	: QAN 020
REVISION NO	: 0 (Initial)
DATE	: 26 February 2021

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**SUBJECT: INDUCTION TRAINING PROGRAM**

**1.0 PURPOSE**

- 1.1 It is the aim of Galaxy Aerospace (M) Sdn. Bhd. to ensure that Induction Training Program is dealt with in an organised and consistent manner.
- 1.2 The purpose of induction is to help new staff move into a new job and working environment as easily as possible, so they can contribute effectively and efficiently.
- 1.3 Induction Training Program will provide new staff with the basic awareness, knowledge and skills that will enable them to always perform their job more effectively and efficiently.

**2.0 SCOPE**

- 2.1 This notice is applicable to all new employee, secondment, protégé, and internship student at Galaxy Aerospace (M) Sdn. Bhd.

**3.0 REFERENCE**

- 3.1 Nil.

**4.0 RESPONSIBILITY AND COMMITMENT**

- 4.1 Head of Department are responsible for ensuring new staff receive the Induction Training Program.
- 4.2 Human Resource Department are responsible to arrange for the induction training of newly hired staff, within a months after the staff has commenced employment.
- 4.3 The Training Coordinator shall organise the Induction Training Program, and ensure the training is given and covering all item/topics stipulated in this notice.
- 4.4 Training Instructor shall ensure the training material is updated with the current company development.
- 4.5 Training Coordinator shall ensure the completed induction checklist is kept for recording.
- 4.6 Preparations for the arrival of the new staff should be made well in advance e.g., uniforms, desk, equipment, computer and e-mail access, etc. so that they are able to work effectively more quickly and that they feel valued.



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- 5.1 The induction checklist (Form No. GAM/Q-026) is a way of ensuring that information is imparted to new staff. It avoids overloading staff with information during the Induction Training Program, ensuring that all areas are covered.
- 5.2 Training Coordinator should ensure the training has been properly understood while the checklist is being completed.
- 5.3 At the end of the process the induction checklist should be signed by the relevant parties and passed to the Training Coordinator for recording on the human resources information system.
- 5.4 By ensuring this form is signed, clearly demonstrating that a local induction has taken place.
- 5.5 Completion of the induction checklist does not remove the need to assess each individual training needs which will be done by Head of Department.

**6.0 SITE VISIT**

- 6.1 Arrangements should also be made for the staff to visit any relevant departments with which they have regular contact in the course of their duties.

**7.0 TRAINING DURATION**

	<b>Session 1</b>	<b>Session 2</b>
INDUCTION TRAINING PROGRAM	5 Hours	5 Hours

**8.0 PROCEDURE**

- 8.1 All newly hired staff shall attend Induction Training Program within a month after the staff have commenced employment.
- 8.2 Human Resource department will inform Training Coordinator on the list of new staff, who require attending Induction Training Program.
- 8.3 Upon received such information from Human Resource/Administration, the Training Coordinator shall make necessary arrangement i.e., preparation of training room, training material, Training Instructor availability and site visit arrangement.
- 8.4 Training Coordinator shall ensure the attendance as stated in the list of new staff provided by the Human Resources department. Attendance shall be recorded in Training Attendance Form (GAM/Q-022).



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8.5 Induction Checklist Form shall be given to the trainee before the session start and return back at the end of second day for recording purposed. This shall mark the end of the Induction Training Program for the new staff integration into the Galaxy Aerospace (M) Sdn. Bhd.

## 9.0 INDUCTION TRAINING TOPIC

9.1 Newly recruited staffs will undergo the following briefings which will be covered but not limited to:

a) Overview of Galaxy Aerospace (M) Sdn. Bhd. (conducted by Human Resources representative)

No.	Topic	Details
1	General	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• Code of ethics in the office</li> <li>• General Department Function</li> <li>• Supervision</li> <li>• Facilities, General Layout, Pantry</li> </ul>
2	Condition of Employment	<ul style="list-style-type: none"> <li>• Hours of work, shift systems, on-call, breaks, Over-time,</li> <li>• Working time recording,</li> <li>• Leave entitlement, reporting in when sick, arrangements for requesting leave,</li> <li>• Uniforms, protective clothing,</li> <li>• Car leasing arrangements (if relevant),</li> <li>• Accommodation arrangements (if relevant).</li> </ul>
3	Compensation and benefits	<ul style="list-style-type: none"> <li>• Allowance, over-time, outstation</li> <li>• Off-in-Lieu Leave</li> </ul>
4	Galaxy Aerospace (M) Portal	<ul style="list-style-type: none"> <li>• Official Announcement</li> <li>• Claim</li> <li>• Payroll</li> </ul>

b) Introduction to safety (conducted by Safety Representative)

No.	Topic	Details
1	General	<ul style="list-style-type: none"> <li>• Safety Policy, Safety Management System</li> <li>• Safety information relevant to the department</li> <li>• Safety Signs</li> <li>• Staff ID</li> <li>• Safety Personnel</li> </ul>
2	Emergency Response Plan	<ul style="list-style-type: none"> <li>• Emergency evacuation procedures</li> <li>• Emergency assembly point</li> <li>• Location and use of firefighting equipment.</li> <li>• First Aider</li> </ul>



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No.	Topic	Details
3	Reporting System	<ul style="list-style-type: none"> <li>• Accident and incident reporting</li> <li>• Assessing risks at work</li> <li>• “Whistle-blowing” in cases of harm and abuse</li> </ul>
4	Galaxy Aerospace (M) Portal	<ul style="list-style-type: none"> <li>• Official Announcement</li> <li>• Safety Card</li> <li>• MOC</li> </ul>

c) Introduction to quality (conducted by Quality Representative)

No.	Topic	Details
1	General	<ul style="list-style-type: none"> <li>• Quality Policy</li> <li>• Company approval and capabilities</li> <li>• Quality Personnel</li> </ul>
2	Regulatory Requirements	<ul style="list-style-type: none"> <li>• Company Approval, Exposition</li> <li>• Training Program, Mandatory Training, Basic Training</li> </ul>
3	Document and Data Control	<ul style="list-style-type: none"> <li>• Manual handling</li> <li>• Data Protection and Freedom of Information</li> </ul>
4	Galaxy Aerospace (M) Portal	<ul style="list-style-type: none"> <li>• Official Announcement</li> <li>• E-QA Library</li> </ul>

d) Company Tour & Departmental Procedure

No.	Topic	Details
1	General	<ul style="list-style-type: none"> <li>• Company Tour</li> </ul>
2	Departmental Procedure	<ul style="list-style-type: none"> <li>• Departmental briefing</li> <li>• Self-Study on First level Exposition</li> </ul>

## 10.0 EVALUATION OF THE INDUCTION PROCESS

- 10.1 It is essential that an evaluation of the induction process exists so that we can improve its content and delivery to meet changing needs.
- 10.2 All Head of Department, Training Instructor and Training Coordinator will be responsible to revise the Induction Training Program as the Company progress and where seems appropriate.

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**11.0 APPENDIX**

**Induction Training Program**

	<b>Program Details</b>	<b>Time</b>	<b>Person in Charge</b>
Session 1	Overview of Galaxy Aerospace (M) Sdn. Bhd.	10.00 AM – 12.00 PM	HR Representative
	Lunch	12.00 PM – 02.00 PM	-
	Introduction to Safety	02.00 PM – 03.30 PM	Safety Representative
	Quality Management System	03.30 PM – 05.00 PM	Quality Representative
Session 2	Company tour & Introduce to respective Head of Departments	10.00 AM – 12.00 PM	Training Coordinator
	Lunch	12.00 PM – 02.00 PM	-
	Departmental Procedure	02.00 PM – 05.00 PM	Head of Department

<b>Employee name</b>		<b>Telephone number</b>	
<b>Staff Number</b>		<b>Email</b>	
<b>Position</b>		<b>Department</b>	
<b>Start Date</b>		<b>Supervisor</b>	

<b>Overview of Galaxy Aerospace (M) Sdn. Bhd.</b>	✓
<b>General</b>	
<input type="checkbox"/> Introduction, Code of Ethics.	
<input type="checkbox"/> General Department Function.	
<input type="checkbox"/> Supervision, Head of Department.	
<input type="checkbox"/> Facility, General Layout & Pantry.	
<b>Condition of Employment</b>	
<input type="checkbox"/> Hours of work, shift systems, on-call, breaks, Over-time.	
<input type="checkbox"/> Working time recording.	
<input type="checkbox"/> Leave entitlement, reporting in when sick, arrangements for requesting leave.	
<input type="checkbox"/> Uniforms, protective clothing.	
<input type="checkbox"/> Car leasing arrangements (if relevant).	
<input type="checkbox"/> Accommodation arrangements (if relevant).	
<b>Compensation</b>	
<input type="checkbox"/> Allowance, over-time, outstation	
<input type="checkbox"/> Off-in-Lieu Leave	
<input type="checkbox"/> Medical Card	



<b>Overview of Galaxy Aerospace (M) Sdn. Bhd.</b>	✓
<b>Galaxy Aerospace (M) Portal</b>	
<input type="checkbox"/> Official Announcement	
<input type="checkbox"/> Claim & Payroll system in Portal	

<b>Introduction to safety</b>	✓
<b>General</b>	
<input type="checkbox"/> Safety Policy	
<input type="checkbox"/> Safety information relevant to the department	
<input type="checkbox"/> Safety Signs	
<input type="checkbox"/> Staff ID	
<input type="checkbox"/> Safety Personnel	
<b>Emergency Response Plan</b>	
<input type="checkbox"/> Emergency Evacuation Procedures	
<input type="checkbox"/> Emergency Assembly Point	
<input type="checkbox"/> Location and use of Firefighting Equipment	
<input type="checkbox"/> First Aider	
<b>Reporting System</b>	
<input type="checkbox"/> Accident and incident report	
<input type="checkbox"/> Assessing risks at work	
<input type="checkbox"/> "Whistle-blowing" in cases of harm and abuse	
<b>Galaxy Aerospace (M) Portal</b>	
<input type="checkbox"/> Official Announcement	
<input type="checkbox"/> Safety Card	
<input type="checkbox"/> MOC	

<b>Introduction to Quality</b>	✓
<b>General</b>	
<input type="checkbox"/> Quality Policy	
<input type="checkbox"/> Company Approval & Capabilities	
<input type="checkbox"/> Quality Personnel	
<b>Regulatory Requirements</b>	
<input type="checkbox"/> Company Approval & Exposition	
<input type="checkbox"/> Training Program & Training Requirements	
<b>Document and Data Control</b>	
<input type="checkbox"/> Manual Handling	
<input type="checkbox"/> Data Protection and Freedom of Information	
<b>Galaxy Aerospace (M) Portal</b>	
<input type="checkbox"/> Official Announcement	
<input type="checkbox"/> E-QA Library	

**I hereby acknowledged and declare that:**

- I am aware that organization policies are available to me. It is my responsibility to familiarize myself with the policies.
- I agree to conduct my activities in accordance with organization policies and understand that breaching these standards may result in disciplinary action.

Name:		Date:	
Signature:		Staff no.:	