

Employee name		Telephone number	
Staff Number		Email	
Position		Department	
Start Date		Supervisor	

Overview of Galaxy Aerospace (M) Sdn. Bhd.	✓
General	
<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.	
Condition of Employment	
<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).	
Compensation	
<input type="checkbox"/> Allowance, over-time, outstation	
<input type="checkbox"/> Off-in-Lieu Leave	
<input type="checkbox"/> Medical Card	

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

Introduction to safety	✓
General	
<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	
Emergency Response Plan	
<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	
Reporting System	
<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	
Galaxy Aerospace (M) Portal	
<input type="checkbox"/> Official Announcement	
<input type="checkbox"/> Safety Card	
<input type="checkbox"/> MOC	

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