

Employee Name	
Designation	
Project	
Manager	
Start date	
Period of Induction	3 Days
Purpose of Induction	

Topic	Responsible	Date	Duration	Signature
Introduction + Induction Plan + Introduction to Maswer + Organisation and structure			4 Hours	
Organisation HR + Maswer Organisation + Quality Management System + Code of Conduct + Quality Policy + Introduction HR Policy Manual + Introduction Environment, Health and Safety (EHS) Policy + Confidentiality rules + Behaviour regulations + Regulations for dealing with Maswer property + Customer Organization + Roles and Responsibilities + Communication and Escalation points + Reporting Structure and frequency			4 Hours	
Project Execution + Directives and Authorities + Work time, Work place + Project Planning and execution + Project Processes: Standard Operating Processes (SOPs), Work Instruction preparation, Material Handling, Rejection handling etc. + Define working process + Project related activities and responsibilities + Customer specific requirements and reporting + Customer Organization chart: Roles and Responsible people at customer's end + Team Training and Development + Data storage + Legal Compliances – Labour laws, Customer specific requirements			4 Hours	

Topic	Responsible	Date	Duration	Signature
<ul style="list-style-type: none"> + Initiating corrective and preventive measures + KPIs, Objectives and Deliverables 				
<p>Project Controlling</p> <ul style="list-style-type: none"> + Commercial controlling of projects + Internal Reporting - Attendance, Project expenses, Reimbursement process + Invoicing process – Delivery Note approval, backup data + Monitoring work and performance targets, efficient human resources utilisation planning + Resource Utilization - Avoiding employee idle time, Optimize Overtime + Ensuring compliance with work processes + Payment recovery from customers 				

Date / Signature Employee

Date / Signature, Manager