

**MAD ALLOYS****Induction Training
(Staff)**

Form No. HR/F/04

Rev.No.00

Date:01.02.2018

PAGE :1 OF 1

Name Of Employee**Joining Date:****Dept :****Designation :****Training - Date : From To****Topics Covered :**

Sr. No.	Dept / Process	Induction Points	Date	Employee Sign	HOD Sign
01	MR	QMS			
		IQA			
		Certification Audit			
		MRM			
02	HR	Company History			
		Company policy /objectives			
		Company Rules			
		5 S – housekeeping disciplines			
		HR policies – Leave etc			
		Training Process			
03	Purchase /Stores	Raw material Information			
		Purchase / Stores system			
		Material Requisition / Issue process			
		Customers their Products – Application			
		Customer requirements			
04	QA	Rejection %			
		Inspection Procedure			
		Rejection handling Process			
		Calibration system			
		Final Inspection & dispatch			
05	Production	Production Planning –targets			
		Control Plan –Work Instructions			
		Product wise operations			
		Inspection methods			
		Instrument handling			
		Identification System – Tags , Color Codes , Area			

Sr.	Dept /	Induction Points	Date	Employee	HOD
-----	--------	------------------	------	----------	-----



MAD ALLOYS

Induction Training (Staff)

Form No. HR/F/04

Rev.No.00

Date:01.02.2018

PAGE :1 OF 1

No.	Process		Sign	Sign
06	Maintenance	Breakdown %		
		Machine Information		
		Preventive maintenance system		
		Breakdown maintenance		
		Accounts Process		
		Advance issue process		
		Traveling & other expenses clearing process		
		Casting follow up		
		Supplier Information		
		Machining follow up		

Trainings Identified :

Dept Head

HR