

**Orientation Plan**

Areas to be Covered	Comments	Completed	
		Yes	No
Introduction to dept		✓	
Introduction to Organisation		✓	
Laboratory Safety Rules		✓	
QMS		✓	
Lab Information System		✓	
Training in the department		✓	
Confidentiality contract		✓	
Ethics		✓	
Emergency Procedures		✓	
Personal Protective Equipment (PPE)		✓	
Personnel contract and Job description		✓	

Employee Name: Mfundo Skosana

Supervisor's Signature: *Ditshy*

Date: 04 September 2019