

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: Tony Kubelka

Supervisor's Signature: [Signature]

Date: 24/01/2024