



New Staff Awareness Briefing

QEP-0720-01-06R0

Name of Staff:		Date Joined	
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SN	Areas to be oriented and awareness	Tick when done	Done by (Sign)	Remarks
1	Company Rules and Regulations			
2	Organization Structure			
3	Roles and Responsibilities			
4	Quality & Environmental Policies and relevant objectives ISO9001:2015 QMS ISO14001:2015 EMS			
5	Contribution to the effectiveness of the quality & management system including the benefits of improved performance			
6	Implication of not conforming to the quality & environmental management system requirements and not fulfilling the organization's environmental compliance obligation			
7	Significant environmental aspect and related actual or potential environmental impacts associated with staff's work			
8	The implication of not conforming with the environmental management system requirements, including not fulfilling the organization compliance obligation			
9	The company provide proper Grievance Procedure to handle Complaints to the most responsible solution by adopting a "give and take" position for both parties			
10	RoHS & REACH			
11	Conflict Minerals Reporting, 3TG Tungsten, Tantalum, Tin & Gold			

Remarks:

Acknowledged by the staff
(Name, Sign & Date)

Briefed by
(Name, Sign & Date)