

NSTS Orientation Check List

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|  | Name of Employee: | | | |
|  | Date Employed: | | | |
|  | Title: | | | |
| Name of SOP/Form/Log | Type of Document | Document No. | Date(s) Covered | Initials and Signature |
| 1. Policy Manual | Policy Manual | NSTS-M01 |  |  |
| 1. Communication Procedure | SOP | NSTS-S01 |  |  |
| 1. Meetings Management | SOP | NSTS-S02 |  |  |
| 1. Performance Appraisal | SOP | NSTS-S04 |  |  |
| 1. Internal Training | SOP | NSTS-S07 |  |  |
| 1. Management Review | SOP | NSTS-S08 |  |  |
| 1. Sample Collection | SOP | NSTS-S11 |  |  |
| 1. General Sample Conditions | SOP | NSTS-S13 |  |  |
| 1. Sample Labeling | SOP | NSTS-S14 |  |  |
| 1. Sample Rejection or Acceptance | SOP | NSTS-S15 |  |  |
| 1. Sample Handling, Packaging and Transport | SOP | NSTS-S16 |  |  |
| 1. Triple Packaging Blood & Sputum | SOP | NSTS-S17 |  |  |
| 1. Internal Audit | SOP | NSTS-S32 |  |  |
| 1. Incident reporting | Job Aid | NSTS - F30 |  |  |
| 1. Meeting Minutes | Form | NSTS - F01 |  |  |
| 1. Attendance Register | Form/Log | NSTS - F02 |  |  |
| 1. Vehicle Maintenance and Repairs Requisition Form | Form/Log | NSTS -F04 |  |  |
| 1. Temperature Log | Form/Log | NSTS-F06 |  |  |
| 1. Customer Satisfaction Survey Form | Form/Log | NSTS - F14 |  |  |
| 1. Incident Report Form | Form/Log | NSTS –F20 |  |  |
| 1. Customer Complaint Form | Form/Log | NSTS - F16 |  |  |
| 1. Fuel and Mileage Form | Form/Log | NSTS - F21 |  |  |
| 1. Orientation Checklist Form | Form/Log | NSTS-F11 |  |  |
| 1. Confidentiality Clause | Form/Log |  |  |  |
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Orientation Reviewed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_