



FORTH PORTS LIMITED LOCAL / THIRD PARTY INDUCTION

This form must be completed in full to identify that relevant induction training and information has been given to the recipient.

(please tick as appropriate)

EMPLOYEE CONTRACTOR VISITOR

Date of Training:..... Port:..... Dept:.....

Name of Inductor:..... Contact No:.....

Name of Person being Inducted:..... Company Details:.....

Location of Work:.....

The following inductions information must be communicated to the Person being inducted. Both inductor and the person receiving the information must initial the topics covered.

Completion Guidance <i>(please check tick boxes, Yes or No)</i>	INDUCTORS INITIALS	EMPLOYEE/ THIRD PARTY
Competence Checks <i>Certificate of Training Achievement (CTA) (where plant/equipment to be used)</i> The above card must be supplied and details of the card and category of plant copied on to this form before authorisation to work is issued. CTA Card No:..... Date of Issue:..... Date of Renewal:..... Does photo match individual YES NO		
Medical Checks Medical Requirements <i>(please tick as appropriate)</i> Is the necessary Medical evidence available to allow the person identified on this form to commence work. Full Medical Date YES NO Medical Questionnaire Date:..... YES NO		
Health & Safety Information		
Emergency Contact Details Forth Ports contact in the event of accidents, incidents or other emergencies.		
Confirmation the above has viewed the 'Working Safety in our Ports' Induction Video		
Accident Damage Reporting Procedure (Should you be involved in an incident you may be tested in line with Forth Ports Policy on Alcohol and Substance Misuse) Outline of company or local procedure		
Risk Assessment Finding Local/General Hazards & Controls (incl. site radiation hazards)		
Fire Safety Awareness Raising the alarm, escape routes, assembly points, fire fighting equipment		
First Aid Facilities Location of Occupational Health, Identification of First Aiders		
Smoking No smoking areas/identified smoking areas		
Vehicle Use Parking, speed limits, restriction		
Local amenities and welfare activities		
Access/Egress Safe routes and walkways within the Port Environment/General Building/Sheds, Vessels, on Plant Equipment and Ladders		
Housekeeping requirements Identifying debris, storage/waste points		
Methods of Communication Verbal, radio, hand signals		
Personal Protective Equipment Items supplied, when/where to utilise		

Persons to Sign:

Inductor:

Employee/Third Party:..... Date:.....