

SOP (Standard Operating Procedure) for OSH Training Program Schedule Preparation & Dispatch

PURPOSE OF THE PROCEDURE

To continue RSC OSH Training program in RSC listed factories.

ASSIGNED STAFF MEMBER

Junior Program Coordinator.

PROCESS/ PROTOCOL

Step 1: Phase wise identify the last program held at the listed factories and set next program schedule.

Step 2: Prepare the schedule following the prescribed format.

Step 3: Maintain the program sequence for next program.

Step 4: Notify the weekly schedule on an advanced basis with Inspection Scheduling Coordinator to avoid Engineering schedule conflict at the same factories.

Step 5: Notify the zone wise factory holiday to avoid the conflict with program date.

Step 6: Release OSH training Program schedule email to OSHTPS.

Step 7: Follow up factory confirmation.

Step 8: Notify HoD and TL for Reschedule/Postponement request received from the factory on OSH Training Program schedule for various reasons.

Step 9: Update Program Schedule Tracker.

Process complete.

SOP #	RSC-OSHTP-SOP-2024-027	Reviewed By	HoD @ (MP)
Revision #	01	Approved By	MD
Prepared By	TL - Sohel	Approval Date	21-May-2022
Last Review Date	06-Nov-2024	Implementation Date	01-Jun-2023

SOP (Standard Operating Procedure) for Travel Plan Preparation & Sharing

PURPOSE OF THE PROCEDURE

Prepare Travel itinerary for the OSHTPS & OSHPO considering zone wise program schedule.

ASSIGNED STAFF MEMBER

Junior Program Coordinator.

PROCESS/ PROTOCOL

Step 1: Allocate the vehicle for scheduled program.

Step 2: Assign the OSHPO for AEM program.

Step 3: Assign a shared vehicle if needed.

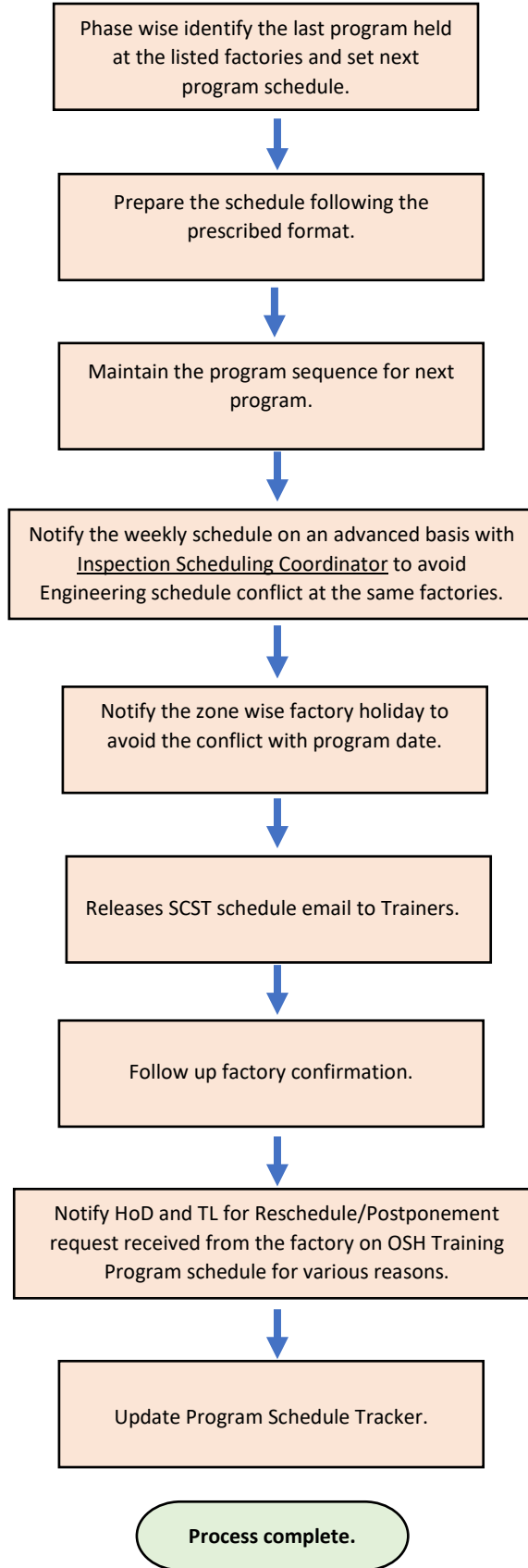
Step 4: Fix the vehicle start time.

Step 5: Release OSHTP travel itinerary email to Senior Admin Officer- Transport for assigning the Driver and vehicle information.

Process complete.

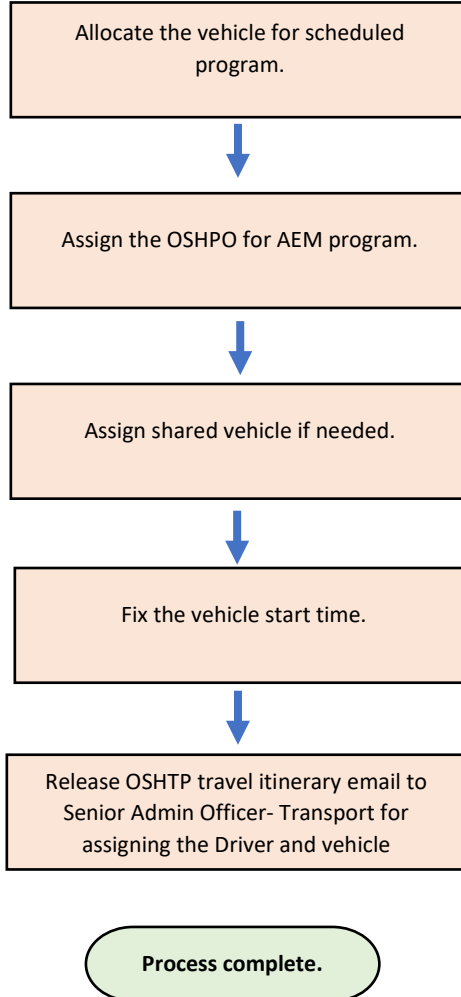
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PROCESS FLOW CHART



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Travel Plan Preparation & Sharing



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