

SOP (Standard Operating Procedure) for the Letter of Acknowledgement (LoA) Preparation.

PURPOSE OF THE PROCEDURE

Preparation and distribution of the Letter of Acknowledgement (LOA) to the Factory and eligible Safety Committee members in a timely and correct manner following the completion of the OSH Training cycle.

ASSIGNING STAFF MEMBER

A review team has been constituted to support the OSH Training Program Specialists in preparing and distributing Letters of Acknowledgment (LOA) appropriately and efficiently.

PROCESS/PROTOCOL (Duration: 7 Working days)

Step 1: Following the completion of OSH Training: 8(Full Cycle), Dedicated Training Specialist will send the draft copy of LoA to the LoA review team.

Step 2: The Review Committee will review and check the following criteria (Time duration: 3 working days):

- i. Eligibility.
- ii. Safety Committee members name spelling according to factory provided Safety Committee list.
- iii. Training duration following OSH Data Tracker and OSHTP Data Tracker 2024.
- iv. Factory name, RSC ID number and factory address following OSHTP Data Tracker 2024 and/or FFC.
- v. Rearrange and formatting font (English & Bangla).
- vi. Finalize the LoA for factory and Safety Committee members.

Step 3: Take approval from HoD - OSH Training Program Department through email.

Step 4: Collect the MD's signature.

Step 5: Print LoA and Lamination.

Step 6: Framing LoA with the support from procurement department.

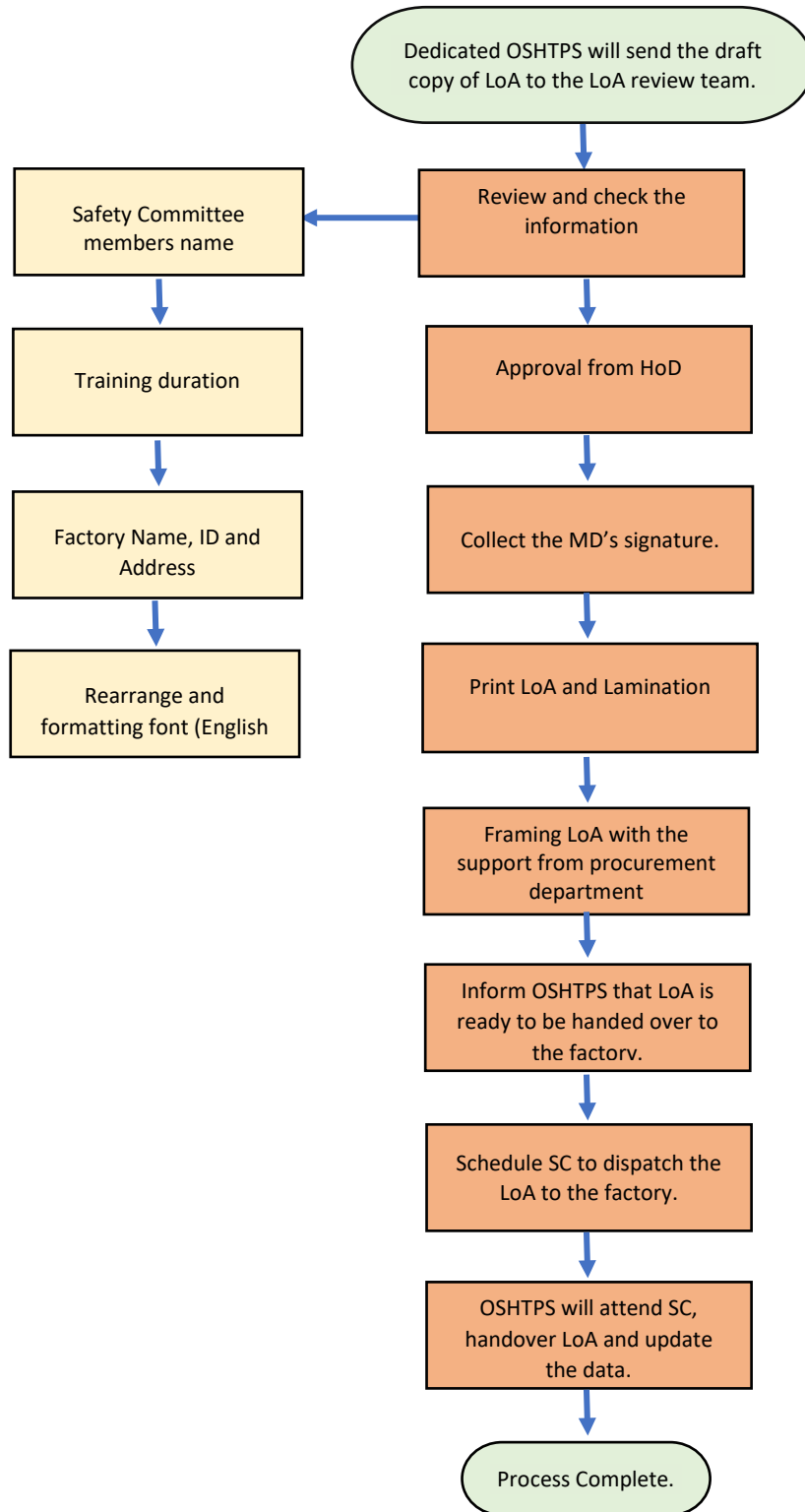
Step 7: Inform Occupational Safety and Health Training Program Specialist that LoA is ready to be handed over to the factory.

Step 8: Scheduling & Logistic Coordinator – OSH will schedule the dispatch date of LoA to the factory through SC.

Step 9: Following the schedule OSH Training Program Specialist will attend the SC and handover the LoA and update the data record. (to factory and Safety committee members).

SOP #	RSC-SCST-SOP-2021-029	Reviewed By	HoD @ (MP)
Revision #	09.17.2024	Approved By	MD
Prepared By	Review team	Approval Date	21-May-2022
Last Review Date	14-November-2024	Implementation Date	01-Jun-2023

PROCESS FLOW CHART



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