

SOP (Standard Operating Procedure) for providing logistics support to the OSH- Training Program Specialist

PURPOSE OF THE PROCEDURE

To continue RSC OSH Training programme in RSC listed factories.

ASSIGNED STAFF MEMBER

All OHSTPO (OSH-Training Program Office)

PROCESS/PROTOCOL

Step 1: Program Schedule Coordinator will assign OHSTPO in the schedule email for All Employee Meeting (AEM) and OSH Training program as required.

Step 2: Receive weekly OSHTP schedule email from Program Schedule Coordinator.

Step 3: OHSTP Logistics Coordinator will allot training materials/booklets for AEM / Training programme.

Step 4: Assigned OSHTPOs will load training materials/Booklets in assigned vehicles.

Step 5: After reaching the factory, unload the logistics with the help of factory management /factory loader.

Step 6: Setup the logistics (Projector, Screen, Portable Speaker etc.) as per OSHTP Specialists plan.

Step 7: Handover the booklets (At AEM) and monitor the booklets distribution.

Step 8: Observe the program and maintain eye contact with the OSHTPS for any technical/ logistical support during the session conduction.

Step 9: Troubleshooting any technical problems arise, if the troubleshooting work does not solve the problems, then OSHTPO informs OSHTP Specialists >Logistic Coordinator>TL> HoD.

Step 10: Take a picture of the programme and submit to dedicated OSHTP Specialists and TLs.

Step 11: Visit the floor and cross-check the number of workers attendance of the programme with booklets.

Step 12: Wrap up the logistics and load to the car with the support of Loader/Factory management.

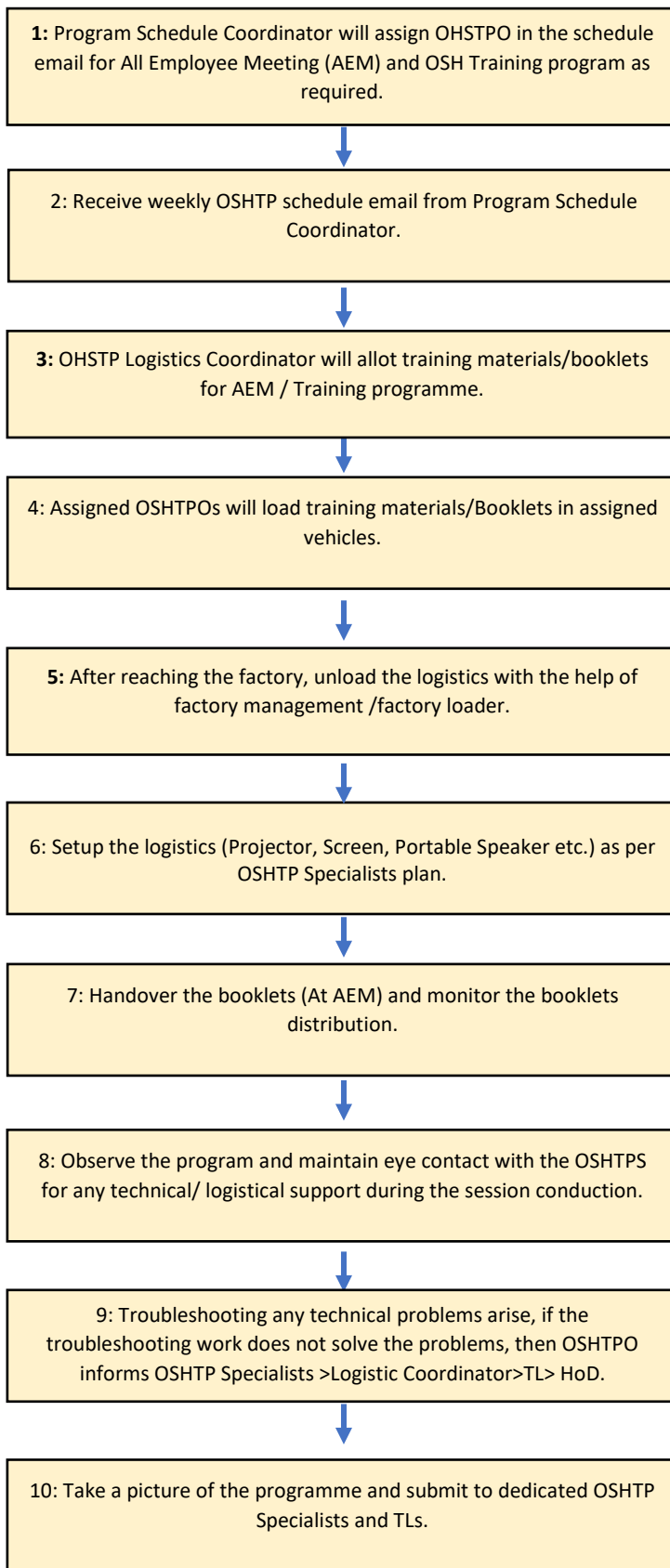
Step 13: Entry the All-Employee Meeting information on the shared tracker.

Step 14: End of the week STPA reload the logistics to the store with the help of office assistant.

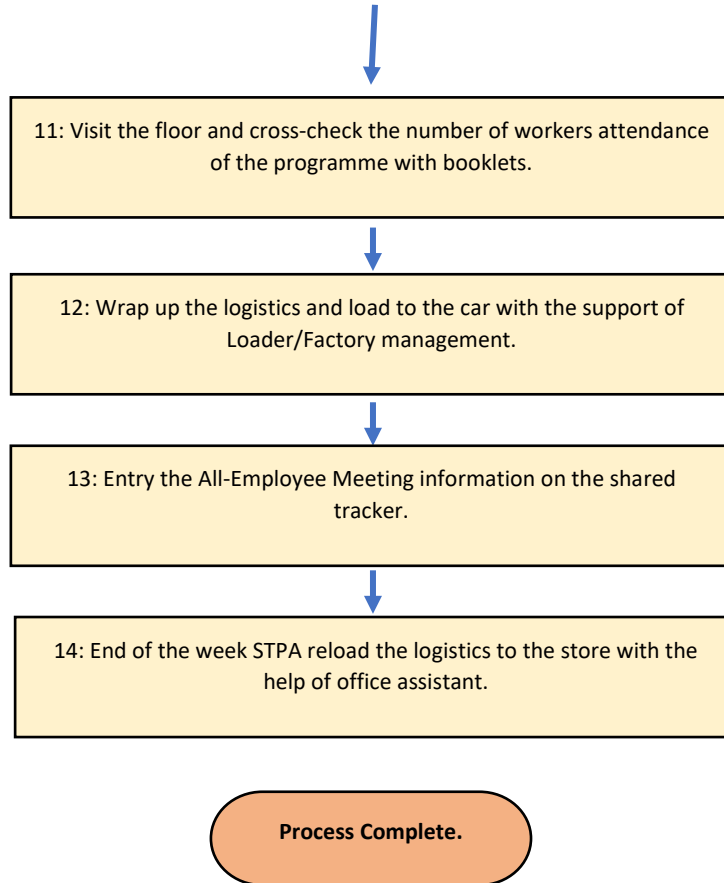
Process Complete.

SOP #	RSC-OSHTP-SOP-2021-036	Reviewed By	HoD @ (MP)
Revision #	01	Approved By	MD
Prepared By	TL-Taslina	Approval Date	21-May-2022
Last Review Date	13-Nov-2024	Implementation Date	01-Jun-2020

PROCESS FLOW CHART



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