

SOP (Standard Operating Procedure) for Handover the Letter of Acknowledgement (LoA) to the Factory Management and SC Members

PURPOSE OF THE PROCEDURE:

Letter of Acknowledgement (LoA) handover to the Factory management as well as to the SC Members after completing Training #08.

ASSIGNED STAFF MEMBER

Responsible TLs & Dedicated OSHTPS are assigned to the Training Department besides their other assignments.

PROCESS/ PROTOCOL

After completing the training cycle, the Letter of Acknowledgment (LoA) is often given to the factory management and the SC members during a SC meeting held on the factory grounds.

However for the Factory LoA, a LoA distribution event can be organized at the RSC office to distribute the Factory LoA to 20–25 factories at a time.

A. Distribute the LoA in SC meeting at Factory ground:

Step 1: Following HoD's consent the Program Schedule Coordinator will schedule SC meeting to handover the LoA Certificate to the factory management and SC members.

Step 2: OSHTPS will inform the factory management through schedule email regarding LoA distribution and request everyone's participation in the SC meeting.

Step 3: OSHTPS will receive the framed LoA Certificate from the LoA preparation working group.

Step 4: OSHTPS will attend the SC meeting and handover the LoA to the eligible persons.

Step 5: After return from the factory OSHTPS will upload photos and other information in the tracker.

Process Complete.

B. Distribute the Factory LoA at the RSC Office during the LoA distribution ceremony.

Step 1: Preparing the LoA invitation letter.

Step 2: Sending the LoA invitation email to the factory.

Step 3: Taking confirmation from factory management and prepare the guest list.

Step 4: The Factory representatives (02 persons/factory) will attend this ceremony at the RSC office as described in the invitation letter to receive the LoA.

Step 5: The Participants from the RSC will be,

- MD & CSO
- Senior HoD
- HoD

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Prepared By	TL - Sohel	Approval Date	26-May-2022
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- Tls and concern Trainer (LoA)
- Media & Communication Team

Step 6: RSC's Managing Director handover the factory LoA to the factory management.

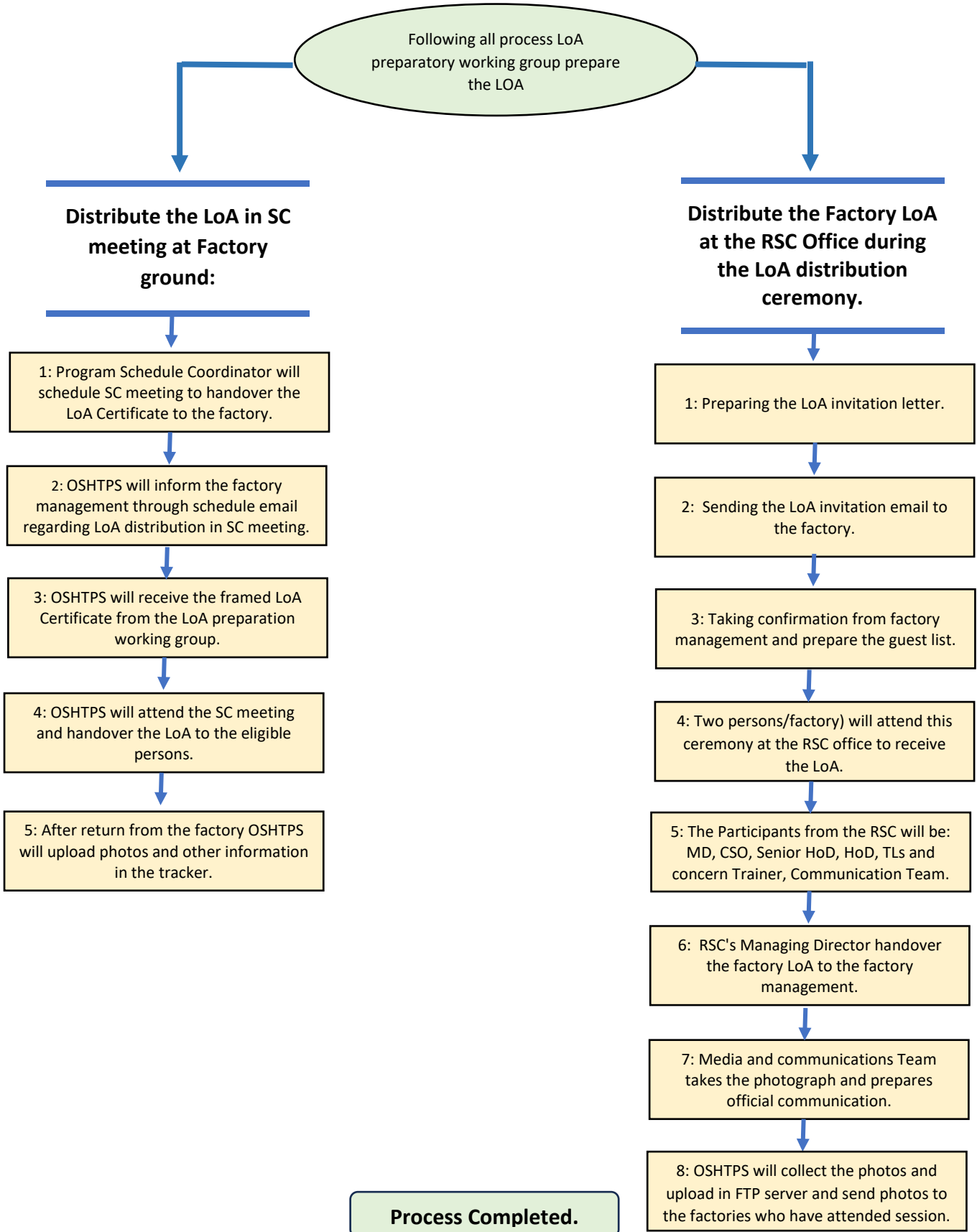
Step 7: Media and communications Team takes the photograph and prepares official communication.

Step 8: 8: OSHTPS will collect the photos and upload in FTP server and send the photos to the factories who have attended the session.

Process Completed.

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PROCESS FLOW CHART



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