Master records | Induction record

Complete for each new staff member, including temporary staff

Person responsible for induction _____

Name of new staff member _____

Induction required *(list items that require induction)*	**Tick when complete**	**Date completed**

Signed by person responsible for induction _____

Signed by new staff member _____

NZ TRANSPORT AGENCY
WAKA KOTAHI

November 2014