



Standard Contract
& Advice Documents



Service and Maintenance

Engineers Induction Checklist

Engineers Details	
Name:	Home Tel No:
Address:	
	DOC:
	Offer Letter: Y / N
Post Code:	Terms & Conditions: Y / N

Engineers Submissions		
P45: Y / N	Bank Details Given: Y / N	Next of Kin Details: Y / N
Driving Licence Copy: Y / N	ID Photo Given: Y / N	Deduction sheet signed: Y / N

Vehicle Information	
Reg' No:	Make / Model:
Fuel Card: Y / N	Tracker Fitted: Y / N
Inspection Sheet completed: Y / N	Explain Controls: Y / N
Congestion Charge Y / N	Westminster Parking Y / N

Documents Issued		
Returns Pad: Y / N	Daily Sheets: Y / N	Expense Sheets: Y / N
PPM Sheets: Y / N	Envelopes: Y / N	Paying In Book: Y / N
Holiday Forms: Y / N	ID Card: Y / N	Expense Float: £ Y / N
Job Sheets Y / N		

Equipment & Clothing		
Mobile Phone: Y / N	Netbook: Y / N	Toolbag: Y / N
Uniform: Y / N	Goggles: Y / N	Reflective Jacket: Y / N
Gloves: Y / N		

Company Procedures		
Holiday Entitlement: Y / N	Sickness: Y / N	Parking/offences: Y / N
Daily Sheets: Y / N	Overtime: Y / N	Parts Returns: Y / N
Sales Leads: Y / N	Induction Training: Y / N	Job Sheets: Y / N
Van service & procedures: Y / N	Private phone calls: Y / N	

Health & Safety		
Show H&S Video: Y / N	Show H&SMS: Y / N	Asbestos Training: Y / N
Manual Handling: Y / N	Accident Reporting: Y / N	CDM Training Y / N

Engineer Name: _____ Signature: _____ Date: _____

Manager Name: _____ Signature: _____ Date: _____