Appendix 1 : ORIENTATION CHECKLIST

Item	Date Completed	Initial
I. Required Administrative Policy and Procedures (APP)		
APP # (xxx): Safety Reporting System (SRS)		
APP # (xxx): Sentinel Events And Root Cause Analysis		
APP # (xxx): Serious Incident Reporting System		
II. Safety Reporting System (SRS)		
A. Report an Incident		
- How to submit a report		
B. Manage an Incident		
1. How to retrieve a Relevant Information		
2. How to review a relevant file		
3. How to document a follow-up action		
4. How to assign or complete a task		
5. How to close a relevant file		
C. Generate Reports		
1. How to modify a basic report		
2. How to use the report editor		
3. How to filter data using expression editor		
4. How to create a basic bar chart report		
5. How to create an advance bar chart		
6. How to create a basic line chart report		
7. How to create an advanced line chart report		
8. How to make a basic simple list report		
9. How to make an advanced simple list report		
10. Learning check		
D. Others:		

Note: Include the printed certificates after the completion of each training module.