

# Standard Operating Procedure (SOP)

## Onboarding Process for New Manufacturing Employees

This SOP defines the **onboarding process for new manufacturing employees**, covering initial orientation, safety training, job-specific skill development, introduction to company policies and procedures, assignment of mentors or supervisors, and performance evaluation milestones. The goal is to ensure new hires are effectively integrated into the manufacturing environment, understand their roles and responsibilities, and are equipped to perform their duties safely and efficiently.

### 1. Purpose

To outline a standardized process for onboarding new manufacturing employees, ensuring they receive all necessary knowledge, skills, and resources to begin their roles safely and efficiently.

### 2. Scope

This SOP applies to all new employees hired into manufacturing roles at [Company Name].

### 3. Responsibilities

- **HR Department:** Coordinate onboarding, deliver orientation, and ensure completion of required paperwork.
- **Supervisors/Managers:** Assign mentors, schedule training, conduct job-specific onboarding, and monitor performance milestones.
- **Safety Officer:** Provide safety training and verify understanding of safety protocols.
- **Mentors:** Guide new hires during the onboarding period.
- **New Employees:** Actively participate in onboarding activities and complete required trainings.

### 4. Procedure

#### 1. Pre-Arrival Preparation

- Confirm start date and provide welcome information to new hire.
- Prepare workspace, PPE, access badges, and necessary materials.
- Assign mentor/supervisor.

#### 2. Day 1: Company Orientation

- Welcome introduction by HR and/or team leader.
- Overview of company history, values, and mission.
- Completion of HR paperwork, payroll, and benefits enrollment.
- Tour of facilities and introduction to key personnel.

#### 3. Safety Training

- Mandatory safety orientation coordinated by Safety Officer.
- Review and signing of safety policies and emergency procedures.
- Distribution and proper use of Personal Protective Equipment (PPE).
- Job-specific hazard identification and training.

#### 4. Job-Specific Training

- Review job description, responsibilities, and performance standards.
- Hands-on instruction for machine/equipment operation, if relevant.
- Shadowing mentor or supervisor on daily tasks.

#### 5. Policies and Procedures Overview

- Introduction to employee handbook and company policies (attendance, code of conduct, etc.).
- Review of communication protocols and reporting structures.

#### 6. Assignment of Mentor/Supervisor

- Pair new hire with designated mentor or supervisor for their probationary period.
- Establish regular check-ins and guidance sessions.

## 7. Performance Evaluation

- Set clear performance milestones (e.g., 30/60/90 days).
- Conduct feedback sessions and address concerns or training gaps.
- Review progress and discuss ongoing development opportunities.

## 5. Documentation

- Onboarding Checklist
- Completed safety training records
- Signed policies and procedures forms
- Performance evaluation forms

## 6. Review

This SOP will be reviewed annually or when there are significant changes to the onboarding process or company policies.

## 7. Approval

Prepared by	Date	Approved by	Date
[Name]	[Date]	[Name]	[Date]