

## Statum Group Step-by-Step Onboarding Checklist

Operational controls:

- No start without right to work completed and evidenced.
- CIS/LTD must follow agreed scope, reporting, and payment processes from Day 1.
- Manager owns onboarding delivery. HR owns compliance evidence and filing.

### Starter details

Engagement route (PAYE / CIS / LTD)	
Name	
Role / trade	
Group Company / business unit	
Line manager	
Start date	
Location / site(s)	
Work pattern / expected attendance	

### 1. Before Day 1 (pre-start)

HR responsibilities

- Offer/engagement issued and accepted (PAYE/CIS/LTD as applicable).
- Right to work cleared and filed (no start without this).
- Pre-start checks completed: references (where used for PAYE), tickets/qualifications (where essential), CIS onboarding (if CIS), insurances/status evidence (if LTD).
- Worker set up on the correct system: PAYE payroll + HR file / CIS payroll setup / LTD supplier setup and any PO/SoW process.

Line manager responsibilities

- Joining instructions issued (time, place, reporting contact, site rules).
- Induction booked (company and/or site).
- Access requested (site, office, parking, welfare, gate pass).
- Tools/equipment arranged (laptop/phone/iPad/radio/tools/PPE).
- H&S brief prepared (RAMS awareness, site hazards, incident reporting).
- Role objectives/deliverables drafted for first week/month.

### 2. Day 1 (welcome and compliance)

- Meet and greet and reporting lines confirmed.
- Site/office tour completed (welfare, muster point, first aid, fire arrangements).
- Working hours/breaks clarified (PAYE) or site rules clarified (CIS/LTD).
- Role purpose, expectations and how performance is measured explained.

- Site induction completed or booked with a confirmed date (where relevant).
- PPE standards confirmed and issued (if provided).
- Reporting routes explained: near-miss, accident, and stop-work authority.

### 3. Systems and admin (Day 1)

#### PAYE

- IT login/access working (email, Teams, key systems).
- Time recording and expenses process explained.
- Key policies signposted (Code of Conduct, H&S, D&A, Dignity at Work, Data Protection).

#### CIS / LTD

- Timesheet/approval process confirmed (who approves and when).
- Site reporting lines confirmed.
- Invoicing/payment process explained (LTD).
- Scope boundaries reinforced (avoid employee-like drift for LTD where relevant).

### 4. First week

- Role training plan agreed (what, who, by when).
- Key stakeholders introduced (site team, commercial, HSQE, client contact if relevant).
- Key processes covered (RAMS, permits, quality checks, daily briefs, reporting cadence).
- Expectations on communication set (updates, escalation, handovers).
- Immediate skills gaps identified and actions agreed.

### 5. Weeks 2–4

- Week 2 check-in completed (what's working/what's unclear).
- Any training/support actions agreed and recorded.
- Safety compliance and site behaviours confirmed.
- Quality expectations confirmed.
- Team integration check completed and escalation routes reinforced.

### 6. Ongoing (PAYE probation only)

- Probation objectives set within Week 1 and recorded.
- Probation reviews completed per timetable (e.g., end of Month 1, Month 3, end of probation).
- Outcome confirmed in writing: pass / extend / terminate (per policy).

### 7. Completion sign-off

HR confirmation: all onboarding documentation filed; Workable updated; retention applied	
Line manager confirmation: objectives/deliverables set and understood	
Line manager confirmation: inductions complete	
Line manager confirmation: tools/access working	
Date	