Orchard Lab onboarding

Fictional practice handbook | Revision 1 | Single source

S1 | Arrival

Sign in at the welcome desk. A shift begins at 09:30.

Only shift lead Mina may approve a late arrival or an early departure.

S2 | Kit and storage

Collect a blue badge, protective glasses and a tray.

Keep personal belongings in the marked lockers.

S3 | Damaged kit

Do not use damaged equipment. Tag it HOLD and tell Mina.

An orange tag means the kit is in use, not damaged.

S4 | Close out

Return the tray and badge to the welcome desk.

Leave the glasses in the cleaning bin. Sign out before leaving.

S5 | Training record

This handout gives no training pass mark or replacement fee.

For a rule not covered here, ask Mina.