



MINISTRY OF  
MANPOWER

## Certificate of Attendance

This certificate is awarded to

**ERNA TRIANA**

Work Permit Number: **0 09440534**

Date of Application: **26/07/2018**

For successfully completing

Foreign Domestic Worker (FDW)

Settling-In Programme

Conducted on: **07/08/2018**

Director, GMC

Trainer  
Signature:



Cert Number: 487213



**GMC**

Grace Management &  
Consultancy Services Pte Ltd

**TRAINER'S OBSERVATION CHECKLIST  
FDW PRACTICAL SESSION AT THE SETTLING-IN PROGRAMME (SIP)**

FDW Name: <u>ERNA TRIANA</u>	FDW WP No: <u>0 09440534</u>
Height: <u>160.0</u>	Weight: <u>67.0</u>
Date of SIP: <u>07/08/2018</u>	Signature of Trainer: <u></u>
Room: <u>SIP ROOM 3</u>	Seat No: <u>18</u>
Nationality: <u>INDONESIAN</u>	

*This checklist is used by the SIP Trainer to note down his/her observations of the above-mentioned FDW when she practised hanging laundry and cleaning window at the SIP. This information hopes to highlight areas where the FDW may require closer supervision and additional training.*

Practical Elements	Safety Practices to be Followed	Did the FDW Follow the Safety Practices?			
		Yes	Yes, but only on <u>2<sup>nd</sup></u> attempt	Yes, but only on <u>3<sup>rd</sup></u> attempt	No (Despite after 3 attempts)
<b>(1) Hanging Laundry</b>	(a) FDW does not place more than <u>one</u> piece of heavy clothing on the bamboo pole	✓			
	(b) FDW is able to place heavier clothing (e.g. big towel or jeans) near the bracket and lighter clothing (e.g. t-shirt) at the far end of the bamboo pole	✓			
	(c) FDW is able to secure clothing with clothes pegs	✓			
	(d) FDW ensures that the floor is dry before hanging laundry	✓			
	(e) FDW is able to stand firmly on ground(feet slightly apart; does not lean out of the window) without tip-toeing.	✓			
<i>Additional Comments (Include only if there are key observations made):</i>					
<b>(2) Cleaning Windows</b>	(f) FDW is able to lock and check that window grilles are locked before cleaning the <u>window exterior</u> ( <b>employer/adult supervision also required</b> )		✓		
	(g) FDW is able to use extended cleaning tool to clean window exterior and hard-to-reach areas on window	✓			
	(h) FDW is able to lock and check that window is locked before cleaning the <u>window interior</u>	✓			
	(i) FDW is able to stand firmly on ground(feet slightly apart; does not lean out of the window) without tip-toeing.	✓			
<i>Additional Comments (Include only if there are key observations made):</i>					