



## Certificate of Attendance

This certificate is awarded to

**SAN SAN WIN**

**Foreign Identification Number: MD262587**

For successfully completing

**Foreign Domestic Worker (FDW)**

**Settling-In Programme**

Conducted on: 06/07/2018

  
Director, GMC  
GMC  
MANPOWER

Trainer

Signature: \_\_\_\_\_

Cert Number: LOE1410



Grace Management &  
Consultancy Services Pte Ltd

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

FDW Name:	SAN SAN WIN	FDW Foreign Identification No:	MD 202527
Height:	156.0	Weight:	50.5
Date of SIP:	06/07/2018	Signature of Trainer:	<i>May...</i>
Room:	SIP ROOM 7	Seat No:	13
Nationality:	MYANMAR		

*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 2 <sup>nd</sup> attempt	Yes, but only on 3 <sup>rd</sup> attempt	No (Despite after 3 attempts)
(1) Hanging Laundry	(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.		/		
Additional Comments (Include only if there are key observations made):					
(2) Cleaning Windows	(f) FDW is able to lock and check that window grilles are locked before cleaning the <u>window exterior</u> ( employer/adult supervision also required)	/			
	(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.		/		
Additional Comments (Include only if there are key observations made):					