

## Certificate of Attendance

This certificate is awarded to

**CHAW SU MOE**

Foreign Identification Number: **MD520400**

For successfully completing  
Foreign Domestic Worker (FDW)  
Settling-In Programme

Conducted on: 29/09/2018



Director, GMC

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



Cert Number: LOE1703



**GMC**

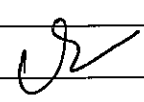
Grace Management &  
Consultancy Services Pte Ltd

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

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FDW Name: CHAW SU MOE  
 Height: 163.0  
 Date of SIP: 29/09/2018  
 Room: SIP ROOM 8  
 Nationality: MYANMAR

FDW Foreign Identification No: MD S20400

Weight: 52.5  
 Signature of Trainer:   
 Seat No: 4

*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)
<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.	/			
	Additional Comments (Include only if there are key observations made):				
<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.	/			
	Additional Comments (Include only if there are key observations made):				