



**ITM**

International Trade Management

**Staff Employment and Termination Checklist**

**Form No:** HR10.003

**Date:** 29.06.2018

**Page:** 1 of 1

**Date** \_\_\_ / \_\_\_ /

**Employee Details:** \_\_\_\_\_

**Department:** \_\_\_\_\_

Action	Responsible Party	Add	Issued	Remove	Returned
ITMadmin, 4> User Admin					
HDR server Sydney					
Samba server					
FreightPac account					
FreightPac printer list					
Email and automations					
Subscribe Newsletter, Joomla					
Konica fax scanner keypad					
Genero Address book					
ICS certificates					
Backup emails/ my docs					
Email exchange, AD server					
PABX and Groups					
ID card					
Access Keys					
Laptop / iPad					
Mobile phone					

**Department Manager:**

**ICT Manager:**

**Signed:**

**Signed**

**Dated:**

**Dated:**