

## **The Golden List Membership SOPs**

**The following documents shall be submitted to the Ministry upon application for the Golden List Membership:**

- 1- The Golden List membership application request
- 2- The Professions' License and the Commercial Register
- 3- Number of workers per gender and nationality
- 4- Social Security Corporation list
- 5- Occupational Health and Safety (OHS) Policy
- 6- HR Policy
- 7- Accreditation of doctors, nurses, OHS supervisors and Safety Committee
- 8- A list of workers who enjoyed maternal or parental leave during the year
- 9- A list of workers who have less than 5 years of age kids and their number
- 10- A list of workers with disability
- 11- A Note of Work Injuries Record received by the Ministry

**The following documents shall be presented to the Ministry's Labour Inspectors team of assessment:**

- List of work days for months of:
- List of wages for months of:
- List of valid and expired work permits
- Preliminary and periodic medical checks
- OHS plans and programs
- Meetings of the Safety Committee
- Risk Assessment report
- Training Programs, Participants and Attendance Lists, and Training Materials
- List of non-Jordanian workers arranged in chronological order of work permit expiry date
- Overtime approvals
- Medical Certificates of workers of the kitchen and cafeteria
- The Statute
- List of resigned workers

- List of new workers
- A report of pollutants' measurement of the work environment
- Travel vouchers of workers
- Pests and Rodents control report
- Water quality test report
- Copies of contracts and license of the External Employment Agency
- A sample of Job Application Requests