

# STANDARD FORM OF SOP

## SF 5.1K: Checklist of items given to candidates

<div>Batch No.:                      Batch start date:                      Trade:</div> <div>Have the following items been received by the candidates (yes(y)/No (n))</div>											
Sl. No.	Candidate name	Candidate ID no.	ID	Uniform	TLM*	Entitlements list	Training plan	List of contacts	information of the trade	dos and Don'ts list	Signature

List of material in TLM: Bilingual TLM, Stationery, note books, Tool kit, pens – 2 and pencils – 2