

QMS Procedure

7.2. Competence

Scope

This procedure sets out the requirements of the Companies' EQMS (Environmental Quality Management System) concerning the assessment and identification, implementation and recording of the general and individual training needs of staff.

1. Training Review

The individual training records shall be reviewed regularly at intervals determined by the skill development and training needs of the person concerned, all records being reviewed at least once annually.

Reviews shall be carried out by the manager/supervisor responsible for training.

The review of training requirements and accomplishments shall be carried out at the Appraisal Meeting.

The training review shall be based on:

- Previous training carried out;
- The benefits of further training to the individual and company, i.e. promotion, new equipment, efficiency, etc.;
- The requirements of the individual staff member;
- Any training required by legislation, e.g. HSQE training.

All training carried out during the previous 12 months shall be entered on the individual's training record form, a copy of which shall be sent to the HSQE Department.

Where a training course leads to the issue of a certificate, the original certificate shall be given to the trainee, a copy placed in the trainee's records held on Evalu-8.

2. Training Assessment

Training reviews shall assess the training or re-training needs of each individual in the light of past and present education, training and experience, present skills and employment and possible future developments to meet present and future requirements. Particular attention shall be given to training needs which may arise generally or individually due to technological changes, new equipment, or products.

3. Training Plan

Where individual training needs are identified, a training plan shall be formulated and discussed with the individual concerned. Mutual agreement must be reached on individual training needs.

The training may be internal or external and may be on or off the job as is most appropriate and practical.

Where applicable national or industry recognised courses or guidelines should be applied. In all cases, training plans should include time scales and dates for implementation, in specific cases interim assessment dates may be appropriate. Training plans form part of the training records.

4. Implementation of Training

Implementation of training shall be authorised, initiated and monitored by the responsible manager or delegate. The completion of a course or module of training shall be recorded in each training record.

All training, whether internal or external, shall be carried out by suitably and adequately qualified and experienced staff or organisations. Verification of the effectiveness of training shall be part of the internal process audit.

5. Apprentices and Other Similar Trainees

Where apprentices and other similar trainees are undergoing training controlled and/or monitored by external authorities, e.g. National training agencies or to guidelines laid down by these authorities, the full requirements as prescribed shall be applied and shall take precedence over this procedure.

Suitable mentors are appointed to trainees, graduates, and new employees to ensure information knowledge sharing is achieved across the business.

6. Records

The managers responsible for training shall establish training records for all staff.

These records shall be used as a basis for the assessment and planning of training needs and shall form a history of training for the individual concerned.