

Training Policy – Management Structure

GENERAL

This Training Policy statement reflects the Company's commitment to an ordered and logical approach to training as a contribution to maintain and improve its business performance. It is also intended as a practical guide to its Managers and Senior Engineers in the implementation and maintenance of good training practices to achieve this objective.

Induction training will be provided for all employees by

QA/H&S Controller – Holly Grainger B.Sc.

Induction will take place on the first day of attendance at work. Employees will sign a copy of the induction procedure and questionnaire. Employee training records will be update to confirm that induction has been issued

Job specific training can be broken down in to specific types depending on the applicable resource

Management, Administrative and Supervisory Staff Development

Staff appraisal operates continuously, and a constant measure of individual performance is therefore established, and individuals subjected to counsel, guidance and identification of training needs as appropriate.

However, so that training needs may be identified in order to provide a forward annual training plan, the following will be implemented:-

The Directors will appraise the training and/or development needs of staff on a formal basis at least once a year.

The results of this appraisal will be discussed with the Staff concerned and any needs identified and agreed, and arrangements for these made before the next appraisal.

Workshop Training

Workshop training needs will be identified annually through a Skills Matrix/Training Plan and this datasheet, together with the results of the Staff Appraisal, will together represent the Company Training Plan.

The Company will, using its best endeavours, provide formal on the job training to bring all trainees up to experienced worker standards as quickly as possible.

Induction

All new employees will undergo induction and safety training, and the responsibility for providing it is with the head of the department concerned.

Quality Management

It is the intention of the company to develop the awareness of all employees in relation to the Quality System. With this aim in mind a training reference is made to all company QA procedures.

As employees develop their resource they will be trained in understanding, implementation and maintenance of the Quality System. As they achieve each level of skill their records will be updated and accounted for within the system.

Company Management

The company has a long term aim to develop the careers of employees. With this aim in mind the company has identified management skills required for the company to maintain and develop its resources.

As employees apply their resource to these skills their training records will be updated to show any qualifications or historical experience for these skills.

Off the Job Training

This will be arranged where it is considered necessary to meet individual needs, and/or where it is required to meet Training Agency of EITB recommendations, etc.

Job specific Training Requirements by Legislation

The Company will arrange and pay for any training required by legislation (e.g: Health and Safety at Work Act, Abrasive Wheel and Power Press Regulations, etc..)

Training Records

The Manager/Senior Engineer responsible for any training proposed or completed will ensure all necessary information for entry in the Training Record is passed to the Managing Director. Training records are filed with employee records, and the training matrix is updated to reflect the latest training situation with employees. The records are stored in the QA/H&S controller office

Training Reviews

A full review of training policies and plans will be carried out annually. The attendees are responsible for co-ordinating and implementing future training requirements

Managing Director – Allan Grainger
Financial Director – Earl Phillips
Mick Hind – Works Manager

Audit Procedure Authority

Management or Senior Engineers trained in audit procedures are authorised to update and maintain training records.

QA/H&S Controller – Holly Grainger

Methods of review/implementation:-

The following information defines the method by which a training review will be implemented

1. The scope of the audit will be identified on the Quality Audit Report Ref and referenced numerically, listing the Review QAR (reference number)
2. The auditor will carry out the audit and complete a report of the audited areas making any recommendations or noting any areas of concern.
- 3 .Any related records will be updated and authorised to validate and authorise the audit.