



# GRANT WALKER

## ENGINEERING

### HUMAN RESOURCES

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## Summary

The purpose of this procedure is to ensure that all personnel throughout Grant Walker Engineering are correctly selected, inducted into the company and that their training needs are recognised and complied with to ensure the maximum benefits for themselves and the company's operation.

## Responsibilities:

The Directors are responsible for ensuring that the training needs of all employees are recognised and where possible, are dealt with in a cost effective manner where benefits to the company's scope of operation can be achieved.

It is the responsibility of the Directors to ensure that all training and development issues are recorded and actioned.

## Related Documents

QAP004A Induction Check List Form

## Procedure:

1. The company shall maintain records of all job functions at all levels within the company, identifying the particular qualifications, expertise or skills required for each position.
2. Where a need for a new employee is highlighted, the Directors or Line Manager shall formulate a job specification/employee profile based on local and departmental knowledge.
3. On commencement of employment, new employee details shall be entered into the Computer based Employee system in order that a structured and controlled training and development profile can be set up.
4. The Training Record shall be computer based and be raised at the commencement of employment and contain the following compulsory items as a minimum.
  - Employee Name
  - Date Started
  - Position Held
  - Assigned Responsibilities and Authorities [Amended as skills increase]
  - Expertise and competence statements
  - Training Needs Identified [Amended as skills increase]
  - Training Undertaken [Amended as skills increase]
  - Date completed
  - Comments
  - Skills Matrix
3. Any new employee shall be inducted into the company during which Terms and Conditions, Quality Assurance and Environmental matters shall be discussed. The Induction shall be documented to ensure the new employees correct induction into his or her new employment [Document Reference QAP004A]

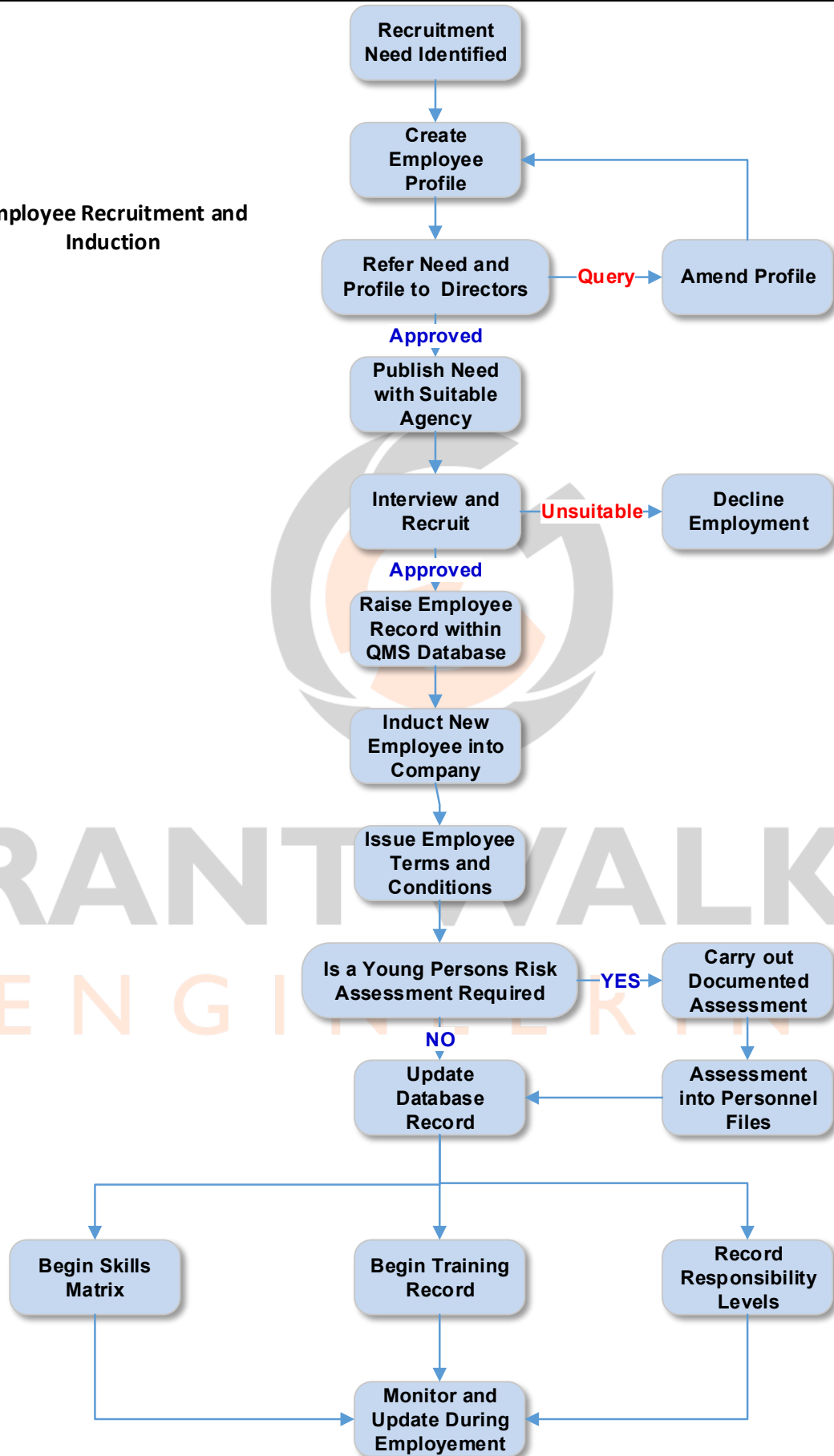


4. Required PPE and Health and Safety issues will be dealt with in accordance with the company's H&S system.
5. The required level of trained personnel will be assessed against their job specification with each function detailing their suitability to carry out the task and any training requirements identified.
6. As appropriate, the Company will provide the necessary training to ensure that the qualifications, expertise or skills available meet the identified requirement. As appropriate to the position, particular attention will be paid to newly recruited personnel.
7. Upon identification of a training need, the training requirement document will be entered into the quality system database, highlighting the reason for this training requirement along with the action proposed and a plan of how to achieve the trained level of personnel.
8. After approval, the training shall be implemented. As appropriate and available, training may be provided through:
  - Lectures
  - Seminars
  - Courses
  - Day Release
  - In-House Training
  - Work Experience
9. In order to assess the effectiveness of the training, it shall be the responsibility of the Managing Director to ensure the completion of the Training Effectiveness section of the quality system database accordingly.
10. The database shall produce a training report for review at the annual Management Review of the Quality System. The report shall indicate the training needs identified for the year under review and the company activity in meeting those needs.
11. This will indicate shortfalls in training or the meeting of targets allowing plans to be generated for the next year.

## **Records**

Appraisals, training requirement documents and job specifications functional abilities will be maintained on all personnel within their files and the Quality System Database. The personnel records shall be reviewed on a regular basis, by the Directors, for elapsed certification etc and where appropriate will identify training requirements as required.

**Employee Recruitment and Induction**



**Employee Training and Development**

