



EMERALD RESILIENT TYRE MANUFACTURERS PVT. LTD.,
79 & 80, Export Promotional Industrial park,
SIPCOT Industrial complex,
Gummidipoondi.

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QUALITY PROCEDURE MANUAL TRAINING

1.0 PURPOSE:

The purpose of this procedure is to define the necessary competence for personnel performing work affecting product quality, identify the training needs of the personnel and to provide the required training to them.

2.0 SCOPE:

This procedure is applicable to all personnel whose work or activities may affect the product quality/quality system.

3.0 RESPONSIBILITY:

All department heads are responsible for implementation of this procedure in their respective departments.

4.0 AUTHORITY:

This procedure is approved and authorized by CEOs and can be amended only by him.

5.0 DEFINITION:

MR : MANAGEMENT REPRESENTATIVE.
P&A : PERSONNEL AND ADMINISTRATION.
HOD : HEAD OF DEPARTMENT.

6.0 PROCEDURE:

6.1 Competency Requirement

6.1.1 The minimum competency requirement for personnel to do an activity is defined and is kept by the Personnel Manager in terms of education, training, skills and experience.

6.1.2 The competence of the current personnel performing the activities is compared against the defined competency requirement to find out the competency gap. Training needs are defined for new employees as well as existing employees.

PREPARED BY

APPROVED BY

ISSUED BY

REVISION NO: 0

DEPT HEAD

CEO & JMD

Management
Representative

REVISION DATE: --

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6.2 Training is given to all the employees as per the following categories:

A - Fresh Employees

B - Existing Employees

6.3 The training need of each category of employee is identified as given below:

A - Fresh employees:

6.3.1 Identification of the need for training based on:

1.Education background.

2.Experience

3.Knowledge in product range being made by the company.

6.3.2 All fresh employees undergo an orientation programme depending upon the level of expertise acquired by them. For fresh employees without relevant previous experience are placed under the guidance of senior employee during the training period. This is in addition to the orientation programme.

B - EXISTING EMPLOYEES:

6.3.3 The need for training for existing employee is identified as follows:

1.0 The performance of all existing employees are assessed on an annual basis by means of Performance Appraisal Form.

2.0 Training need of the employee is identified and indicated on the remarks column of the form by respective head of the department

3.0 Training needs are also identified when new activities such as installation of new machines and technology up gradation.

4.0 Effectiveness of training is checked by group discussion/ test papers/ Efficiency of work.

6.3.4 The details about the training requirements to be provided to employees are passed on to personnel manager by HOD.

6.3.5 Personal manager compiles such a requests and arrange for in-house or external training for the employees.

6.3.6 At times department heads arrange for in-house training in consideration with Personal manager.

<p align="center">PREPARED BY</p> <p align="center">DEPT HEAD</p>	<p align="center">APPROVED BY</p> <p align="center">CEO & JMD</p>	<p align="center">ISSUED BY</p> <p align="center">Management Representative</p>	<p align="center">REVISION NO: 0</p> <p align="center">REVISION DATE: --</p>
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- 6.4** It is ensured that the personnel performing specific tasks are qualified based on appropriate education, training, and experience as the case may be.
- 6.5** It is ensured that the existing and new employees are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives. The training will emphasize the importance of meeting the needs and expectation of the customers.
- 6.6** The Personal manager maintain training record of each employee.
- 6.7** QMS awareness training will be given to employees in order to understand the importance of activities performed by employees to achieve the Quality objectives

6.8 EVALUATION OF TRAINING EFFECTIVENESS

- 6.8.1** The effectiveness of the training is evaluated after 3 months from the date of training by random verification of the Knowledge gained, by personnel interview, questionnaire or monitoring the performance after providing training. It is ensured the employee is fully benefited out of training and if required further training will be provided. For workers evaluation is done by department heads and for the supervisors / Staffs the evaluation is done by Head of personal department

7.0 RECORDS:

- 1 BIO-DATA
- 2 PERFORMANCE APPRAISAL (FT/PER/01)
- 3 TRAINING EVALUATION (FT/PER/02)
4. TRAINING SCHEDULE (FT/PER/03)
5. TRAINING NEED ANALYSIS (FT/PER/05)
6. TRAINING ATTENDANCE (FT/PER/06)
7. TRAINING FEEDBACK FORM (FT/PER/07)
8. TRAINING RECORDS (FT/PER/11)

8.0 REFERENCE: NIL

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