



	Activity	Responsibility	Top Management
PLAN	<p>Decide Training needs for each person by consulting their dept. heads and referring minimum competence criteria .</p> <p>Prepare the <u>Training Plan</u> considering availability of persons & work schedule.</p> <p>Each plant / department head shall provide their inputs to identify Training Needs.</p> <ul style="list-style-type: none"> - For new joining entrants plan orientation program immediately on joining . - Onjob trg. programs are arranged by Head PRD and HR provides administrative support as needed 	HOD's, MGR HR	Support for preparation & finalization of Training Schedule. Suggest training programs .
DO	<p>Arrange all necessary arrangements regarding training .</p> <p>Provide all necessary background information of Organisation & level of employee to external trainer .</p> <p>Ensure conduct of the program as per schedule .</p> <p>Record attendance of participants and take their sign on <u>attendance record</u> .</p>	MGR. HR	
CHECK	<p>Prepare <u>trg. record</u> for each program and verify effectiveness of trg.</p> <p>After the training the trainer or the dept. head shall verify effectiveness of the trg. to the candidate through written / verbal exam OR by observing work performance .</p>	Asst. HR HOD's	
ACT	<p>Initiate corrective actions if trg. Results for a candidate are not satisfactory .</p> <p>Periodically review the compliance w.r.t . training schedule .</p>	MGR HR	Periodically review the compliance w.r.t schedule

Note - Underlined text above indicates documents & records..

Rev. No : 1.1	Page: 1/1
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