
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: Employee Training	Number: Q12-PR-100-006	
	Owner: Katherine Cash	Revision: 0	
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1.0 Purpose

- 1.1 The purpose of this procedure is to define the system for the identification, implementation and documentation of employee training.

2.0 Scope

- 2.1 This procedure covers the training of employees that directly affect the quality of Giles Chemical Operations.

3.0 Responsibility

- 3.1 All departments are responsible for training of Giles Employees.

4.0 Safety Considerations

- 4.1 Follow safety precautions of the area in training. Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

5.0 Materials/Equipment

- 5.1 Applicable safety training materials (videos, procedures, sign off sheets, etc.)



6.0 Procedure

6.1 Training Needs

- 6.1.1 The training and qualification needs of each employee are assessed annually by Supervisors and department managers. Conclusions of the assessment are recorded in the employee training records.
- 6.1.2 In addition to the individual training and qualification needs related to specific tasks, the company determines the general orientation training needs and provides such training to all employees.

6.2 Training

- 6.2.1 The Human Resources Department provides employee orientation training to all new employees. Also, at the time of implementation of the present quality system, all existing employees have received this training. The employee orientation

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training familiarizes employees with administrative rule such as working hours, use of changing rooms, parking, break arrangements, etc.; but also instructs in quality matters. As a minimum, training comprised the following topics:

6.2.1.1 Product orientation with emphasis on crucial quality characteristics,

6.2.1.2 Presentation of the Giles Chemical quality system

6.2.1.3 The role of employees in maintaining the quality system and improving its efficiency.

6.3 Retraining

6.3.1 When an excessive number of nonconformities or other quality problems are traceable to a specific employee, the QA Director or department manager may request retraining.

6.4 Record

6.4.1 The Quality Unit maintains training records. A training record lists all employees participating in a given training, identifies the subject, form and duration of training and is signed by both the person who conducted the training and trainees. Training is recorded on *Document Training Record* Q12-PR-100-F006.

7.0 Reference Documents

7.1 *Document Training Record* Q12-PR-100-F006

8.0 Amendment Record

Revision Number	Revision Date	Revision Author	Revision Description
0		KC	New Document