

	ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEM	Doc Number	EM-PR 07 A
	<u>COMPETENCE, TRAINING & AWARENESS</u>	Compiled By	OBS
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1.0 Purpose

The purpose of this procedure is to establish the needs, responsibilities and methods for environmental training of KDG LOGISTICS's employees.

2.0 Scope

This procedure applies to the Human Resources Department of KDG LOGISTICS.

3.0 References:

Training needs analysis/ induction training.

4.0 Responsibilities

All new employees on their first day of employment must attend an induction course. This is the responsibility of the Management Rep to arrange and facilitate the induction training. This induction training should be used to introduce new employees to people they will be working with and to explain emergency procedures. It is the Departmental Head's responsibility to identify training needs for each employee in their department, and update the Training Records.

Training will be dependent on the employee's job description and previous experience. KDG LOGISTICS provides on-the-job training for personnel in any new or modified job affecting Environmental, including contract or agency personnel. Training will take place by a combination of job observation, using the Safe Work Procedures and other relevant process documentation as a basis. All job observation training records will be updated. Copies of certificates obtained are forwarded to the HR Department for filing in the employee's personnel file.

Contractor training is included in the Training Records. The effectiveness of training is evaluated on a regular basis.