

NAME OF THE COMPANY		Doc.No. ABC/PR/09
TITLE	PROCEDURE FOR TRAINING	ISSUE NO : 1.0 REVISION NO.: 00
		Issue Date: 01 Sept. 2022

PROCEDURE FOR TRAINING

	Prepared by	Reviewed By	Approved by
Name			
Function			
Date			
Signature			

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Procedure for Training

1.0 Purpose

To lay down a procedure to identify training needs and provide training for all personnel.
To evaluate the effectiveness of training programmes.

2.0 Scope:

All personnel of the company who perform work that would affect food safety management system.

3.0 Responsibility

Identification of training needs - HODs/ FSTL

Organizing training programs - FSTL

Maintaining training records - HR

4.0 Procedure

4.1 Identification of training needs

Training needs are identified every year in the month of April. The training needs of Supervisors/ Executives are identified by the respective HODs and the training needs of SM, Managers, and PM are identified by the GMs. The training needs are based on the following aspects.

- On-the-job training requirements to enhance the quality of the job.
- Requirements on changing technologies/equipment.

Manger HR consolidate the training needs, prepare the training calendar and obtain approval from MD.
He organizes the training as per the plan (in-house & external).

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The records of training are maintained.

If some scheduled training could not be conducted on the scheduled dates, the same will be re- scheduled and organized.

4.2 External training

Manager HR identifies the external training programs keeping in view the staff to be trained, based on the identified training needs. The proposal for the program is submitted to DIR. Upon approval, the concerned person is nominated for the program.

Employees undergoing training from external agencies outside the company premises shall submit the following:-

- Copy of the course material
- Training certificate (if any)

4.3 Effectiveness of training provided

Effectiveness of the training programs are evaluated by any of the following means.

- Evaluation Sheet
- Submission of reports

5.0 Reference

Nil

6.0 Records

- 6.1 Training calendar
- 6.2 Records of training
- 6.3 Training evaluation form