

<b>NAME OF THE ORGANIZATION</b>		Doc.No. ABC/PR/09
TITLE	<b>TRAINING</b>	ISSUE NO : 1.0 REVISION NO.: 00
		Issue Date: 01 Sept. 2022

### PROCEDURE FOR TRAINING

	Prepared by	Reviewed By	Approved by
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<b>Date</b>			
<b>Signature</b>			



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## Procedure for Training

### 1. PURPOSE

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

### 2. SCOPE

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

### 3. RESPONSIBILITY

- Identification of training needs - HODs/ FSTL
- Organizing training programs - FSTL
- Maintaining training records - HR

### 4. 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 all key personnel such as----- . 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 CEO.

He organizes the training as per the plan using internal and external resources

- 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.

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#### 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 responsible person. 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

NONE

#### 6.0 RECORDS

**6.1** Training calendar

**6.2** Records of training

**6.3** Training evaluation form