

SRI	ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 03 Date Issued : 03/04/2017 Revision Date:01/01/2020	DSI Tyres®	Revision No :02 Page No : 1 of 4

Title : Procedure for HR, Training (Recruitment)

3.0 PROCEDURE FOR Recruitment, Selection and On the Job training

3.1 SCOPE

This procedure covers how the competent work force is built up.

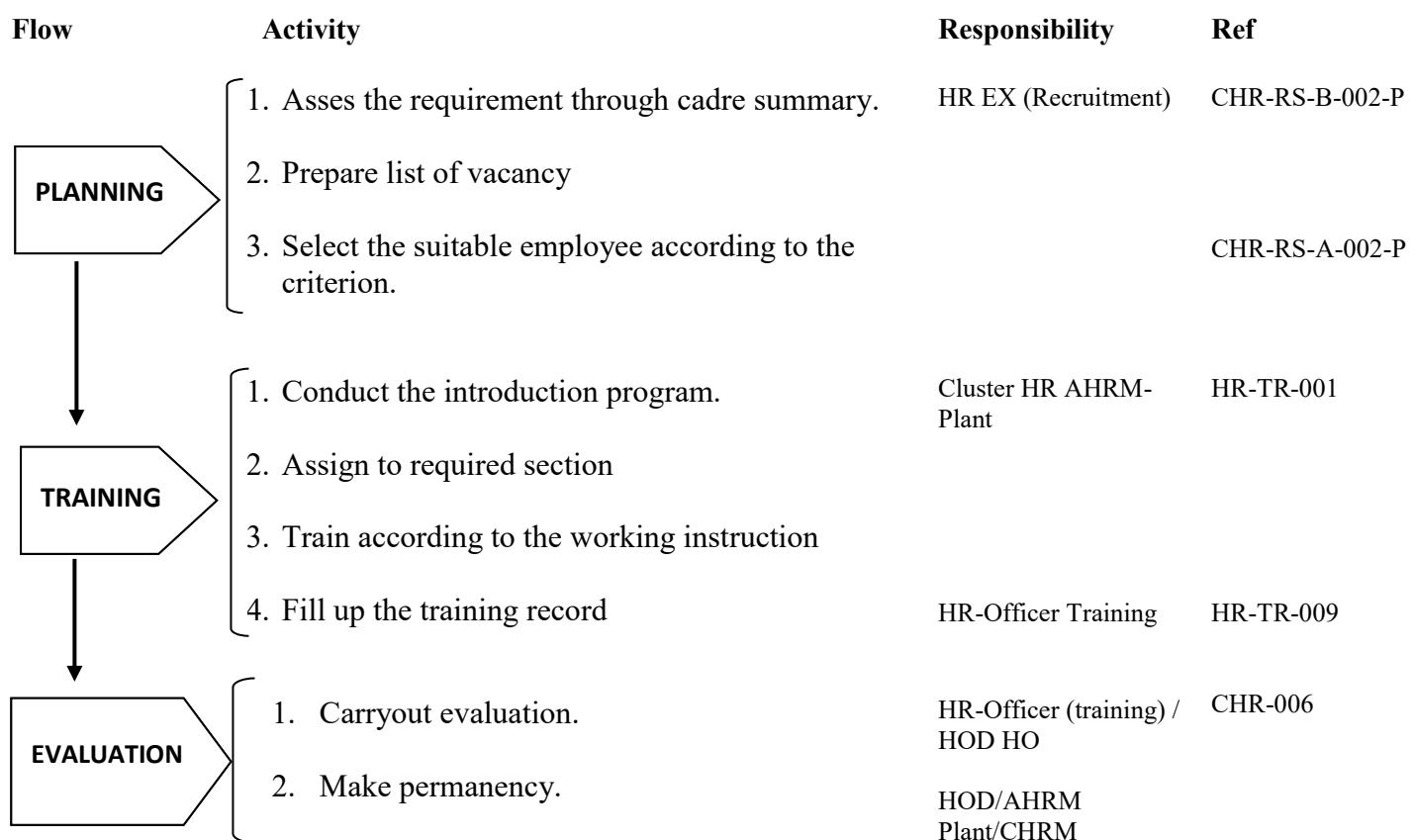
3.2 RESPONSIBILITY

Senior Human Resource Development Manager is overall responsible to define minimum competency level, provide training, evaluate and maintain records assisted with Asst. Human Resource Development Manager (Training).

3.3 PROCEDURE FOR DEFINING TO COMPETENT LEVEL.

The competent levels are defined in Performance Appraisal Review.

3.4 PROCEDURE FOR RECRUITMENT, SELECTION & ON THE JOB TRAINING FOR NEW RECRUITS (Shop Floor).

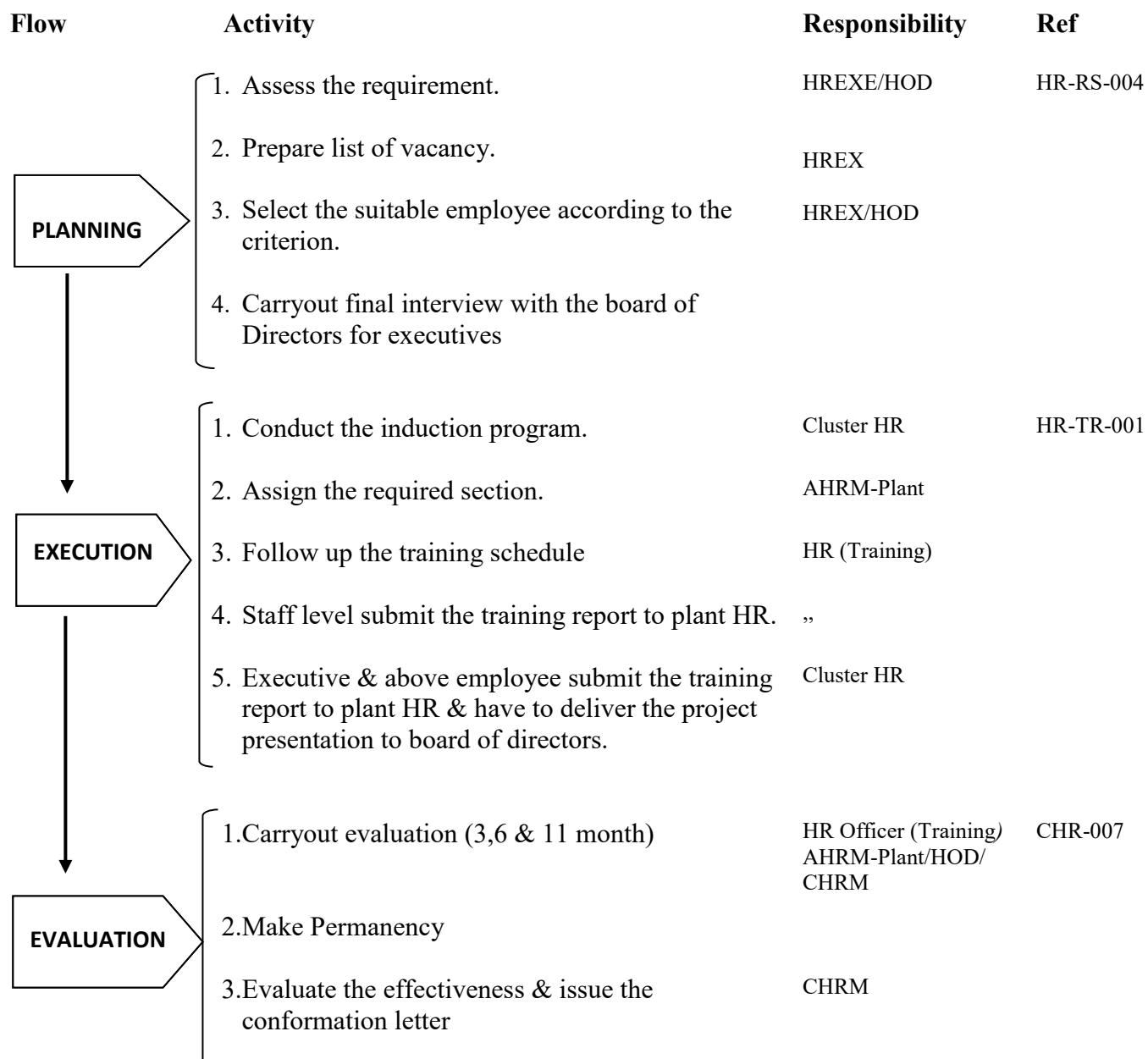


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	Date	

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3.5 PROCEDURE FOR RECRUITMENT, SELECTION & ON THE JOB TRAINING FOR NEW RECRUITS (Staff & Above).

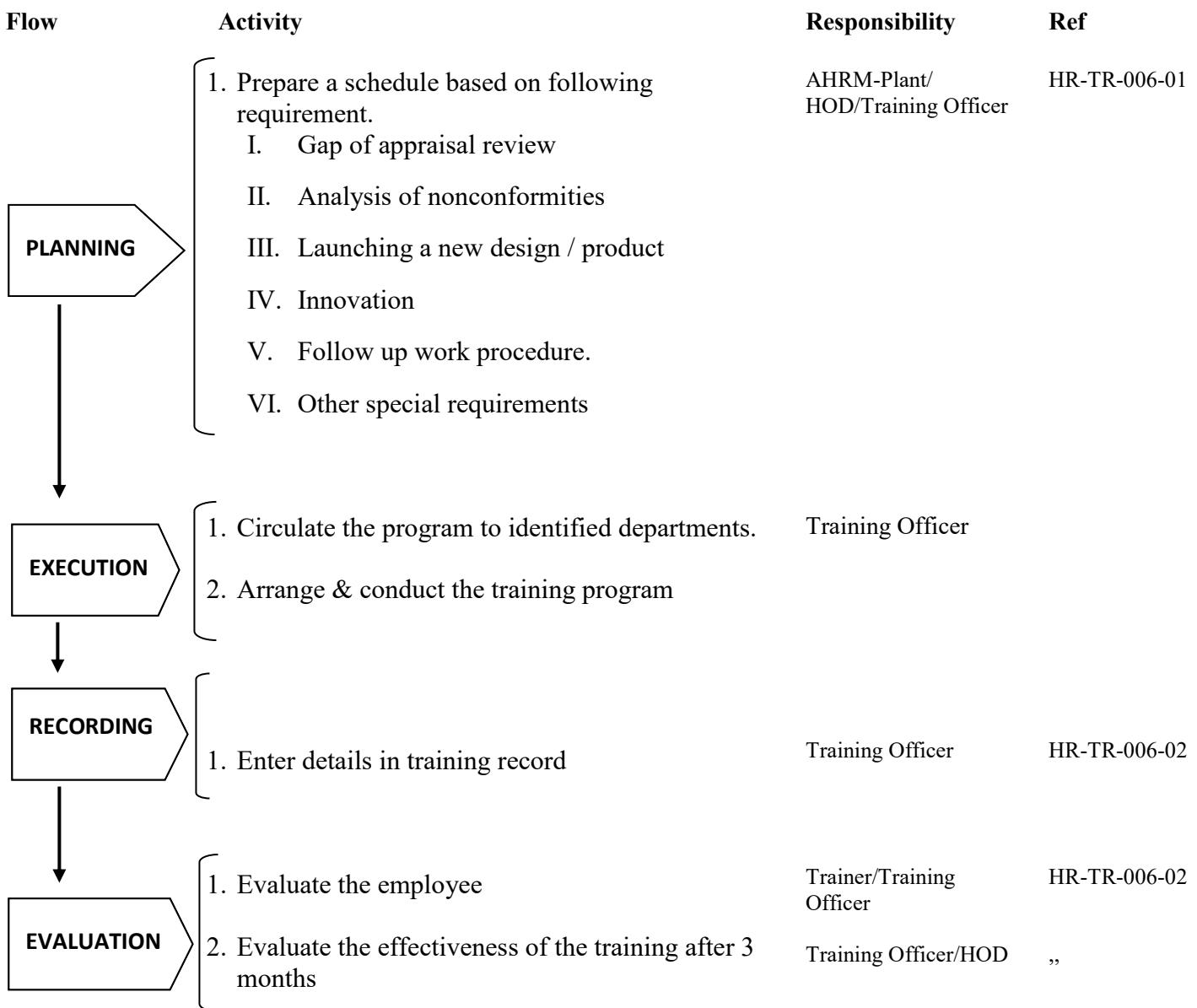


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3.6 PROCEDURE FOR ON THE JOB TRAINING FOR NEW EXISTING EMPLOYEES.

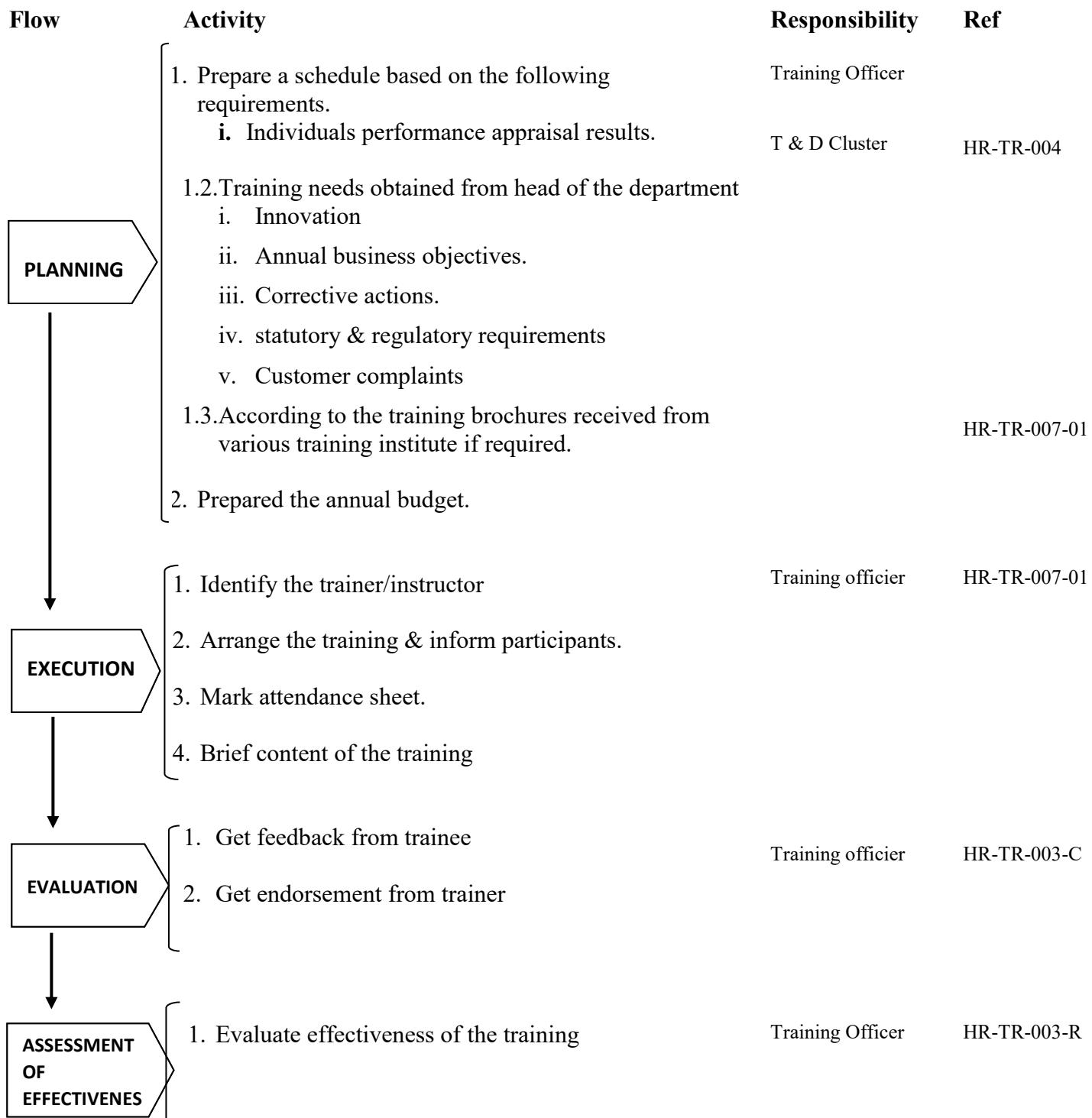


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3.7 PROCEDURE FOR SPECIFIC TRAINING.



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