	BOROSIL RENEWABLES LIMITED	DOC. NO: L2/004
		ISSUE NO. / DATE: 01 / 12-02-2020
	PROCEDURE FOR TRAINING & COMEPTENCE	REV. NO: 01
		REV. DATE:--01.07.2023

### 1. Purpose

To lay down steps for training

### 2. Scope

All personnel whose work affects conformity to product requirements


### 3. Responsibility and Authority

I/C HR have responsibility for the implementation of this procedure. I/C HR reports to HOD (HRD).

### 4. Details

S.N.	Activity	Reference and Records
4.1	Ensure that all personnel whose work conforms to product requirements, are having appropriate education, training, skills and experience as described in the Competence Criteria for Staff Members.	HR/L4/001
4.2	Ensure that freshly recruited staff members undergo an induction program in various departments within two weeks of joining.	
4.3	Ensure that all employees undergo training in QHSE awareness.	-
4.4	<p>Ensure that training needs for employees are identified in the month of March every year, for the training to be imparted in the next financial year, in consultation with various functional heads. Ensure that DIRECTOR identifies his own training needs.</p> <p>Take into account the following while identifying the training needs.</p> <ul style="list-style-type: none"> <li>* Training imparted in the past</li> <li>* Planned changes in responsibilities</li> <li>* Input from concerned superiors</li> <li>* Introduction of new technologies</li> </ul> <p>Notes:</p> <p>(1) The training may be in the areas of quality, product, processes, technology, motivation, finance etc.</p> <p>(2) Need-based training may be imparted at short notice.</p>	HR/L4/002
4.5	Co-ordinate with training organization, faculty and concerned staff members for organizing the training program in accordance with the identified training needs.	-

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S.N.	Activity	Reference and Records
4.6	Handover the Training Feedback forms to the participants (staff members) in training session and ensure that those are collected within three days of the completion of training, from the participants. Ensure that a feedback on effectiveness of the training imparted is received from concerned superiors after six weeks and within eight weeks of the training.  Note: Training Feedback forms need not be filled in, for a training program of less than one day's duration.	HR/L4/003
4.7	Update the Staff Training Record within 15 days of the receipt of Training Feedback from the participant.	HR/L4/004
4.8	Ensure that a copy of certificate issued, if any, to the participant is filed in a designated folder.	-
4.9	Maintain a List of Staff Members and revise the same within a month of any change.	HR/L4/005
4.10	Ensure that a record of skills of workmen is maintained operation-wise in the Skill Matrix for Workmen.	HR/L4/006
4.11	Ensure that after external training of participants or before exit of employee their technological, intellectual knowledge stored for future training & upgrading while new technology.	HR/L4/007(folder)

## 5. Abbreviations

Abbreviation	Full Form
IMS	Integrated Management System
FM	Factory Manager
HRD	Human Resources & Development
I/C	In charge
SG	Solar Glass
HOD	Head Of Department

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## 6. Reference and Records

Section	Title
L1/7	Resource Management
HR/L4/001	Competence Criteria for Staff Members
HR/L4/002	Training Need Identification
HR/L4/003	Training Feedback
HR/L4/004	Staff Training Record
HR/L4/005	List of Staff Members
HR/L4/006	Skill Matrix for Workmen
HR/L4/007	Knowledge Bank(folder)

Revision No.	Description of Change made	Date	Approved by
01	Footer change	01.07.2023	MR

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