

1.0 Purpose

This procedure describes the provisions of training to ensure that any persons working for or on behalf of the company involved in the activities covered by the scope of the EMS are properly trained to carry out their assigned duties in a manner that will not cause deviation from company environmental policy.

2.0 Scope

This procedure applies to EMS related training for staff any persons working for or on behalf of SEEA involved in the activities covered by the scope of the EMS. SEEA will ensure that all people performing tasks for or on behalf of the organisation, which includes contractors, sub-contractors, temporary staff and remote workers, have had an appropriate assessment for their potential to cause a significant environmental impact and the associated competence required.

3.0 Reference Documents

Section 4.4.2, EMS Manual

EP-04 Control of Documents

EP-08 Control of Records

4.0 Definitions

- EMR – Environmental Management Representative
- EMS Committee – Environmental Management System Committee
- HRM – Human Resources Manager

5.0 Responsibility

5.1 Environmental Management System Committee / Departmental Manager

The EMS Committee / Departmental Managers shall ensure that persons working for or on behalf of the company within the scope of EMS are competent on the basis of appropriate education, training or experience. The EMS Committee / Departmental Managers shall identify training needs for persons working for or on behalf of the company to ensure individual competence to implement the EMS effectively.

5.2 Human Resources Manager

The HRM shall consolidate the training needs and prepare an annual training plan (Appendix 1). The HRM shall also arrange or coordinate training and keep training records.

6.0 Procedure

6.1 Identification of training needs and development of training plans

6.1.1 The EMR shall consult with the Function / Departmental Managers to identify the needs of environmental training where appropriate. The EMS Committee may identify additional training needs in consultation with individual staff members.

6.1.2 The HRM shall produce an annual training plan. The HRM shall consider various types of environmental training programmes or other means such as:

- ISO 14001 Awareness Training Programmes
- EMS Implementation Training
- EMS Auditor Training

- Other specific on-job training

6.2 Organisation of Training

- 6.2.1 For each staff of SEEA, the HRM shall establish, implement and maintain a Training Record of any type of EMS related training received. Where a training course is undertaken internally, names of the attendants shall be recorded on the Training Attendance Record (Appendix 2).
- 6.2.2 The effectiveness of training may be evaluated by HRM / Departmental Manager through questionnaire, test, on-job performance review, internal audit, etc.. The evaluation method shall be defined in the Training Plan.

7.0 Records

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Training Plan (EF-EP03-01)	HRM	1 year
Staff Training Records (Refer to personal file of Human Resources Dept.)	HRM	Until the staff leave
Training Attendance Records (EF-EP03-02)	HRM	1 year
Training Materials (Refer to personal file of Human Resources Dept.)	HRM	Keep the latest version

8.0 Appendix

Appendix 1 : Training Plan (EF-EP03-01)

Appendix 2 : Training Attendance Records (EF-EP03-02)

Training Plan (2006)

Training Type	Target Staff	Length	Date	Responsible Personnel
<i>Chemical signs understanding and safety of chemicals handling</i>	<i>Production Dept., Engineering Dept., Facility Dept, QA Dept.</i>	<i>Half-day</i>	<i>1-2-2006</i>	<i>EMR or DEMR</i>
<i>Chemical spillage, spillage kit handling and responses on leakage</i>	<i>Production Manager and supervisors, store keeper and Facility technicians, emergency team member, contractors (e.g. air scrubber technicians).</i>	<i>2 hours</i>	<i>1-2-2006</i>	<i>EMR or DEMR</i>
<i>Operation of oven</i>	<i>Facility engineers / technicians</i>	<i>Half-day</i>	<i>2-2-2006</i>	<i>Facility Manager</i>
<i>EMS internal auditor</i>	<i>Internal auditor appointed by various function / dept. managers</i>	<i>2 days</i>	<i>1-3-2006</i>	<i>EMR or DEMR</i>
<i>Environmental protection conceptual training (embedded in induction training)</i>	<i>All level of staff</i>	<i>2 hours</i>	<i>2-1-2006 – 5-1-2006</i>	<i>EMR or DEMR</i>
<i>EMS implementation</i>	<i>All function / dept. managers, EMS committee members.</i>	<i>Half-day</i>	<i>1-1-2006</i>	<i>EMR or DEMR</i>
<i>Training on Fire Drill</i>	<i>All level of staff</i>	<i>2 hours</i>	<i>1-4-2006</i>	<i>HR Manager</i>
<i>Solid waste handling (both recyclable and refuse)</i>	<i>Admin Dept, cleaners and workers.</i>	<i>2 hours</i>	<i>1-2-2006</i>	<i>Admin Manager</i>

