

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 SEEC involved in the activities covered by the scope of the EMS. SEEC 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
- HRO – Human Resources Officer

5.0 Responsibility

5.1 Environmental Management System Committee / Function / Departmental Manager

The EMS Committee / Function / 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 / Function / 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 Officer

The Human Resources Officer shall consolidate the training needs and prepare an annual training plan (Appendix 1). The Human Resources Officer 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 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 Human Resources Officer shall produce an annual training plan. The Human Resources Officer 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 SEEC, the Human Resources Officer 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 in the Training Attendance Record (Appendix 2).
- 6.2.2 The effectiveness of training may be evaluated by Human Resources Officer / 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)	Human Resources Officer	3 years
Staff Training Records (Refer to personal file of Human Resources Department)	Human Resources Officer	Until the staff leave
Training Attendance Record (EF-EP03-02)	Human Resources Officer	3 years
Training Materials (Refer to Human Resources Department)	Human Resources Officer	Keep the latest version

8.0 Appendix

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

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

Training Plan (2006)

Training Type	Target Staff	Length	Date	Responsible Personnel
<i>EMS implementation</i>	<i>All dept. managers, EMS committee members.</i>	<i>Half-day</i>	<i>1-1-2006</i>	<i>EMR or DEMR</i>
<i>EMS awareness training</i>	<i>All level of staff except those attended EMS implementation training</i>	<i>2 hours</i>	<i>2-1-2006 – 5-1-2006</i>	<i>EMR or DEMR</i>
<i>EMS internal auditor</i>	<i>Internal auditor appointed by various dept. managers</i>	<i>2 days</i>	<i>1-3-2006</i>	<i>External trainer</i>
<i>Environmental protection conceptual training (embedded in induction training)</i>	<i>All new staff</i>	<i>2 hours</i>	<i>On-going</i>	<i>EMR or DEMR</i>
<i>Training on Fire Drill</i>	<i>All level of staff</i>	<i>0.5 hour</i>	<i>1-4-2006</i>	<i>HR Manager</i>
<i>Solid waste handling (both recyclable and refuse)</i>	<i>Finance & Admin Dept, operators</i>	<i>2 hours</i>	<i>1-2-2006</i>	<i>Admin Manager</i>
<i>Chemical spillage, spillage kit handling and responses on leakage</i>	<i>Plant Manager and Production Engineers, store keeper and, emergency team member, contractors</i>	<i>2 hours</i>	<i>1-2-2006</i>	<i>EMR or DEMR</i>
<i>Chemical signs understanding and safety of chemicals handling</i>	<i>Plant Dept., QA Dept.</i>	<i>Half-day</i>	<i>1-2-2006</i>	<i>EMR or DEMR</i>

<Topic>

<Date/Time>

<Venue>

<Trainer>

List of Participants

<u>No.</u>	<u>Name</u>	<u><Signature></u>	<u>Position / Div. / Dept. /Loc.</u>