

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 the company environmental policy.

2.0 Scope

This procedure applies to EMS related training for staff any persons working for or on behalf of COMPANY NAME involved in the activities covered by the scope of the EMS. COMPANY NAME 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 / 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 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 **COMPANY NAME**, 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 in 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)	<i>HRM</i>	3 years
Staff Training Records	<i>HRM</i>	Until the staff leave
Training Attendance Record (EF-EP03-02)	<i>HRM</i>	3 years
Training Materials	<i>HRM</i>	Keep the latest version

8.0 Appendix

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

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

