TRAINING

1. The responsibility for monitoring training needs will be addressed by the Managing Director in conjunction with the Production Manager, Q.M.R. and Personnel/Safety Officer when the need is identified and internal quality audit will highlight any further need for training to be implemented.

2. A record will be maintained of employee training carried out, either within the Company or externally. This record will also show the possession of trade qualifications, specialist training and experience.

3. The Quality Representative will monitor, through audit, the need for implementing training in any area where a lack of understanding of the Company quality system is demonstrated.

4. Training needs will be assessed as part of the Management review meeting agenda.