



**Plastica Ltd**

## **Resources**

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**HS&E 46**

## **1.0 Introduction**

To meet the requirements of the customer, Plastica Ltd ensures that there are adequate resources in the form of personnel, plant and equipment. This may include additional resources from outside the company where necessary.

## **2.0 Scope**

This procedure covers the implementation and constant appraisal of Plastica Ltd's Integrated Management System and its operational procedures. This is to ensure that Plastica Ltd has adequate resources to meet and wherever possible enhance the requirements of its customers, to constantly improve Customer Satisfaction and to operate its business in an efficient and safe manner.

## **3.0 Responsibility**

It is the responsibility of the Directors:

- Plastica Ltd's resource requirements are reviewed on a regular basis
- Training needs are identified
- Suitable training is carried out and reviewed for effectiveness

## **4.0 Procedure**

### **4.1 General**

- 4.1.1 The review of resources must be formally carried out as part of the Management Review process but is also part of the day-to-day management of the organisation. (See HS&E 37 Management Review).
- 4.1.2 Records associated with personnel and training are maintained in accordance with HS&E 31 Document Control and Records. These records must be reviewed at least once per year.

### **4.2 Human Resources**

- 4.2.1 As part of the general planning and management process, Plastica Ltd shall identify the personnel needed to ensure that it operates effectively. The general structure of Plastica Ltd is shown in the Organisation chart in the IMS Manual (HS&E 26). Specific responsibilities and authorities are also defined.
- 4.2.2 New personnel will be selected by the relevant manager and as agreed within Plastica Ltd's recruitment requirements. Plastica Ltd's policy of recruiting and procuring personnel with the required level of skills, experience and education is reviewed in the light of labour availability and also changes in the nature of Plastica Ltd's work.
- 4.2.3 The training needs of all personnel will be identified by means of Appraisal meetings on an annual basis. Where possible measurable objectives will be set to assist with continual improvement.
- 4.2.4 All personnel must be given induction training including an explanation of the management system and the health and safety requirements when they start work with Plastica Ltd.

- 4.2.5 The training and experience of each employee will be assessed against defined objectives and any changes that have taken place, or are about to take place, to ensure that personnel are adequately trained and experienced to carry out their duties.
- 4.2.6 Where a specific training need is identified, this must be arranged by the relevant manager and included on the Competency Record (HRF 17) and training logged on My Compliance.
- 4.2.7 Training will be by the most effective means available.
- 4.2.8 All training must be assessed by the relevant manager to check that it was effective.
- 4.2.9 Personnel records must be maintained to show all qualifications, experience and training undertaken (My Compliance and HRF 17). Where appropriate, copies of certificates or other evidence to show that training has been carried out will be maintained.

#### 4.3 Facilities/Infrastructure

- 4.3.1 All managers and supervisors must identify, provide and maintain facilities that allow it to achieve conformity of products and services. It must ensure that all buildings, plant and equipment are regularly maintained in accordance with manufacturer's recommendations or recognised good practice.
- 4.3.2 Records of maintenance will be maintained showing details of the work carried out. Where appropriate, copies of certificates or other evidence of maintenance work will be maintained.

#### 4.4 Work Environment

- 4.4.1 All managers and supervisors shall maintain a good standard of housekeeping within the work area, to ensure that all physical factors affecting the workspace are satisfactory.
- 4.4.2 Waste materials must be cleared away regularly to maintain a safe working environment and stored ready for recycling or disposal wherever possible.
- 4.4.3 Any faulty plant or equipment must be reported to the relevant manager or supervisor for attention.
- 4.4.4 Health and safety issues will be carried out in accordance with legislative requirements.

### 5.0 **Related Documentation**

HS&E 31 Document Control and Records  
HS&E 37 Management Review  
HS&E 26 Integrated Management System Manual  
HRF 20 – Job Description  
HRF 17 – Competency Record  
HSEF 122 – Organisation, Responsibility, Authority  
Calibration Register on My Compliance  
Training Records on My Compliance