

This procedure has been completely reviewed. Therefore no individual paragraphs have been starred (*) to indicate changes

1. AIM

The aim of this procedure is to ensure that everyone who performs duties having an impact on the quality of our output to customers (both internal and external) will have suitable skills/competencies and conditions of work to consistently carry out these tasks at the level required.

2. SCOPE

This procedure covers our Resource Management including:

- Training and development activities throughout all departments at Plastica Ltd and across all categories of employees.
- Rectification of substandard conditions at work.

3. REFERENCES

ISO 9001:2015

Quality Manual – Resources Management

Job Description

Employment Application Form

Training Record

Workplace inspection, hazard identification and control

Skill/Competency Matrix

4. RESPONSIBILITY

Directors: to monitor that all training needs are carried out by Managers and Supervisors and to provide adequate resources.

Managers and Supervisors: are responsible for providing adequate training to all people and assessing future and past training.

HR Department: recruitment of personnel, maintenance of records and competency matrix. Arrange training courses.

5. METHOD

Human Resources Management

Job Description

For each position within the company we maintain a current job description outlining the minimum level of skills, qualifications and aptitudes that are necessary to meet the requirements of the position.

Recruitment

Each external applicant for a position within Plastica Ltd will be required to provide a copy of their CV and only candidates whose skills, qualifications and aptitudes match the relevant job description will be considered for the position.

Internal candidates must also have appropriate skills, qualifications and aptitudes that match the job description for the position being considered.

Induction

Upon commencement, new employees will receive induction training from the HR Department, H&S Team, Fire Officer and the individual's Manager/Supervisor to introduce them to the company, our systems and procedures and as a general orientation to their workplace. Details of induction completed will be recorded in each employee's personnel file.

A four week, three month and six month review is provided by the Manager/Supervisor to continually assess the individual's suitability for continued employment during the probationary period.

Training

HR Department collects completed competency matrix forms of each employee. Manager/Supervisor's are responsible for ensuring matrix forms are up to date and contain all the relevant skills required in the department. This process confirms the competency required for each department and maps the existing skills of people in each department.

Where a 'gap' is identified between required and existing skill levels, the Directors/Line Manager/Supervisor will either train the individual within the department or liaise with the HR Department to source appropriate training and subsequently prioritise and schedule the training within a reasonable time frame.

Records of skills will be maintained by the relevant HR Department. A 'master' copy of training records is maintained in the HR Department.

The competency matrix form is completed during the induction process and then reviewed at four weeks, three months and six months. Once probation is passed it is reviewed on a regular basis.

PLASTICA LIMITED
-----**Resource Management****EN ISO 9001 2015**

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Plastica will keep the following documents as quality records:

Job Descriptions

CV and Employment Application Form

Training Records

Additional records may be kept, see detail HR procedures

Competency Matrix