



PSA

Subject: Employee Training Procedure

Employee Training Procedure:

Objective: The purpose of this procedure is to need analysis, plan and execute training in order to acquire and improve the knowledge and ability of human resources on the quality and explanation of the coding system in order to ensure that, firstly, the necessary competencies for personnel who have influential work on the quality management system of food materials is determined, second, to meet these needs, training, or other necessary measures will be done; thirdly, the effectiveness of the measures taken is evaluated. They also contribute to ensuring this, and records of their education, training, skills, and experiences are maintained.

Scope: This procedure is applicable to all corporation personnel.

Responsibility:

Training director: the management representative of the corporation is responsible for training and the director collaborates on the training needs assessment. Responsibility for the preparation and completion of forms and the establishment of training courses is on the training officer.

Definitions and expressions

Effectiveness:

The extent to which planned activities are realized and the planned results achieved.

Training during work:

Teachings that are provided to them during the day-to-day activities of individuals and in practice and provide the necessary information. In this method, instruction is called during work.

Records:

1-3 Forms

2-3 Quality Regulations

3-3 ISO / 9001

4-3 ISO /IEC17020

4-4 ISO/IEC 10015

4.5 ISO/IEC 17065

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Method

- 1- Personnel will complete the on-the-job training form within the organization with F-TR-03-00 code and give it to the training officer.
- 2- Training officer after checking records, plans trainings and after consulting and contacting the training companies, and with the approval of the senior manager, the staff will be introduced to participate in the training courses. Prior to participating in the course, the commitment form with F-TR-04-00 code must be completed and they must submit it to the training officer.
- 3- In the case of in-corporation training courses after the course, the certificate is issued by the moderator and will be recorded in the form with F-TR-3-00 code.
- 4- After completing the training course, the effectiveness form of the training course is recorded with F-TR-10-00 code.

Attached forms:

Announcing the need for training courses for units with F-TR-01-00 code.

Training planning with F-TR-02-00 code.

Commitment before the course with F-TR-04-00 code

Intra-organizational training records with F-TR-03-00 code

In-service training records with F-TR- 06-00 code.

Personnel training certificate with F-TR-07-00 code

List of people participating in the course with F-TR-09-00 code

Evaluation of course organizers with F-TR-11-00 code

Evaluation and effectiveness of the training course with F-TR-10-00 code

Training schedule with F-TR-12-00 code

Certification of the course with F-TR-13-00 code.