

TRAINING PROCEDURE

SOP-01

PREPARED BY	REVIEWED BY	APPROVED BY
<u>Management Representative</u>	<u>CEO:</u>	<u>Director:</u>
<i>[Handwritten Signature]</i>	<i>[Handwritten Signature]</i>	
Date:	Date:	Date:

CONTROL COPY



AMENDMENT RECORD

Revision #	Date	Pages affected	Details of Amendment

CONTROL COPY



	TRAINING PROCEDURE	PROW	SOP-01
		REV.	0

1.0 PURPOSE:

The purpose of this procedure is to establish and maintain a documented procedure to plan and organize systematic approach for training activities and determine the effectiveness of the implemented practices.

2.0 SCOPE:

This procedure applies to all activities related to, training. Wherever applicable, present and future trainings activities, related to Integrated Management Systems will be governed by this procedure.

3.0 TERMS & DEFINITIONS

- MR Management Representative
- GM General Manager
- IMS Integrated Management System
- TNA Training Needs Assessment
- Competence The ability of an individual to perform a job properly
- Records Documents which provide information necessary for the effective implementation for IMS OR Objective evidence of conformance and compliance of requirements.

4.0 REFERENCES

ISO 9001:2008, Clause 6.2.2

5.0 RESPONSIBILITIES

- 5.1 GM**
 - 5.1.1 Approves the Annual Training Plan
 - 5.1.2 Approves External Trainings

- 5.2 MR**
 - 5.2.1 Prepares the Annual Training Plan
 - 5.2.2 Evaluates the Training needs
 - 5.2.3 Arranges for trainings
 - 5.2.4 Maintains the training records

CONTROL COPY



	TRAINING PROCEDURE	PRO#	SOP-01
		REV.	0

6.0 PROCEDURE

6.1 ASSESSMENT OF TRAINING NEEDS

6.1.1 Training needs are evaluated according to the performance of employees, against the job competency requirements within a given year. Initially and for new employees training needs will be assessed as per the competency requirements of each position.

6.2 COMPETENCE

6.2.1 MR is responsible for preparing a competency matrix for the evaluation of competency and for the identification of any training need, on the following:

- a) Education
- b) Experience
- c) Skills
- d) Trainings

6.3 PLANNING

6.3.1 MR shall prepare an annual Training Plan based on the identified training needs in consultation with managers and process owners.

6.3.2 The annual training Plan will be submitted to GM for his approval.

6.3.3 If in house expertise is not available for the identified training requirements, MR contacts the third party training providers and submits the quotations for GM's approval.

6.4 TRAININGS

6.4.1 As per the JASCON ENGINEERING W.L.L.'s IMS trainings, are categorized into two main heads:

- a) Induction Trainings
- b) On Job Trainings

a) Induction Trainings

- i. When a new employee is hired, induction training, MR arranges Induction Training to create awareness about:
 - a. Integrated Management System.
 - b. HR Policies and company's rules & regulations



CONTROL COPY

- ii. In case of a new project, project personnel are required to undergo project induction training which may cover the following points:
 - a. Project Organization and Project Parties
 - b. Project Quality Plan and Project Specific Procedures.
 - c. Roles & Responsibilities of the personnel at project.

b) On Job Trainings

- i. On job trainings may be planned and arranged on the basis of the following:
 - a) When trainings needs are assessed for an employee as per the annual training needs assessment scheme.
 - b) As a result of corrective and or preventive actions,
 - c) Introduction of new process or technology
 - d) In view of legal and other requirements
- ii. Tool box talks are conducted on regular basis to create awareness about any specific process and method of execution as per method statements.

6.5 EVALUATION OF TRAINING OUTCOMES

6.5.1 Evaluation of the effectiveness of training outcomes may be done by the following means:

- a) Certificate of successful completion of training by third party training provider, in case of external training.
- b) Through written/oral evaluation of understanding of the trainee as per the training objectives, in case of internal training.
- c) On job performance

6.6 TRAINING RECORDS

6.6.1 Training records shall be maintained in personnel files as per the legal requirements and Records Control Procedure IMS-01 of JASCON ENGINEERING W.L.L..

CONTROL COPY




	TRAINING PROCEDURE	PRO#	SOP-01
		REV.	0

7.0 APPENDICES

CODE	DESCRIPTION	RETENTION	HOLDER
SOP-03-F1	Annual Training Plan	3 years	MR
SOP-03-F2	Competency Matrix	3 years	MR
SOP-03-F3	Attendance sheet	3 years	MR
SOP-03-F4	Job Description	3 years	MR
SOP-03-F5	Joining Report	3 years	MR
SOP-03-F6	Request for Passport	3 years	MR

CONTROL COPY



	PROCEDURE MANAGEMENT TRAINING	Doc No.	JAS-FORM-49 H
		Rev.	0
		DOI	15/03/2018

Procedure: Management Training

1. SUMMARY

- 1.1. The purpose of this procedure is to define the Management Trainings for Health, Safety and Environment.
- 1.2. The Management OSHAH coordinator is responsible for implementation and management of this procedure.

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0	15-MAR-18	Original issue.	Co Founder and Director

3. OVERVIEW

- 3.1. JASCON employees needs to maintain the process of Management Training for Health safety and environment.
 - experience
- 3.2. Management Coordinator is responsible to arrange the training; minimum twice a year.
- 3.3. A record of the completion of the training shall be maintained in the employee's training file.
- 3.4. Other training is recorded on individual employee training records. Such records should indicate the following:
 - Type of training
 - Method of training
 - Duration of training
 - Date of completion
 - Location of training
 - The name of the instructor or individual who conducted the training
- 3.5. All training records are to be maintained in the Management training file. Copies may be given to the individual's employee for their personal retention or posting in their work areas.



FOR INFORMATION ONLY

Handwritten signature

**JASCON ENGINEERING W.L.L.**

Ref : Training Procedure, SOP-01

Capability Matrix

Form No. SOP-02-H2

Revision 0

DOC 16/03/2018

Name:

Mr. Sali

Designation

HSE/QA/QC Manager

Sr.	Activities	Capability		Remarks
		Required	Actual	
1	Health and Safety	Knowledge regarding projects and its deliverables	Excellent	Good
2	Leadership	Excellent know of Business	Good knowledge	Good
3	Finance Accumen	Excellent: know edge about finance	Good knowledge	Good
4	Team work	Excellent: skilness for a teaming and management	Medium	Good
5	Business Acumen	Excellent ability for quickness and knowness at business	Excellent	Good
6	Strategic Influence	Excellent knowledge about Strategies	Excellent	Good
7	Supplier Development	Ability to deliver and Develop Strategies	Excellent	Good
8	Project and Product Management	Excellent: know of product and project at business	Good knowledge	Good
9	Change Management	Knowledge about change Management	Medium	Good
10	Operational and Maintenance	Excellent: Analytical Skills	Good knowledge	Good
11	Projecting Design	Knowledge and ability to design team at business	Good knowledge	Good
12	Reliability Management	Excellent: Leadership Waynes	Good knowledge	Good
13	Result Orientation	Excellent: Effect For Results	Good knowledge	Good



JASCON ENGINEERING W.L.L.

Ref.: Training Procedure: SOP-01

Capability Matrix

Form No.

SOP-03-02

Revision

0

DOI

16/09/2018

Name:

Mr A. Kumar

Designation

HR

Sr	Activities	Capability		Remarks	
		Required	Actual		
1	Health and Safety	Knowledge regarding projects and development	Basic	Good	Need improvement
2	Leadership	Excellent view of Business	Good knowledge	Good	
3	Financial Acceptor	Excellent knowledge about Finance	Good knowledge	Good	
4	Stewardship	Excellent skillness for planning and management	Good knowledge	Good	Need improvement
5	Business Acclimation	Excellent ability to Quickness and business in business	Excellent	Good	
6	Strategic Influence	Excellent knowledge about Strategies	Excellent	Good	
7	Strategic Development	Ability to derive and Develop Strategies	Excellent	Good	
8	Proactive Product Management	Excellent view of product and project of Business	Medium	Good	Need improvement
9	Change Management	Knowledge about Change Management	Medium	Good	Need improvement
10	Assessment & Measurement	Excellent Analytical Skills	Good knowledge	Good	
11	Programme Design	Knowledge and Ability to design plan in Business	Good knowledge	Good	
12	Knowledge Management	Excellent Leadership Matters	Good knowledge	Good	
13	Result Driven	Excellent track for Results	Good knowledge	Good	



JASCON ENGINEERING W.L.L.

Form No.

SOP-03-F-01

Ref.: TRAINING PROCEDURE

Revision

0

JOINING REPORT

DOI

15/03/2013

JOINING REPORT

EMPLOYEE'S DATA

NAME

Aashish RaSnath

EMP. NO.

1171679

PROFESSION

Chargeant Foreman

DATE OF CONFIRMATION

RETURN FROM

ANNUAL

EMERGENCY

MEDICAL

[Handwritten mark]

✓

EMPLOYEE'S SIGNATURE

AASHISH-SHARMA

NO. OF DAYS LEAVE

21

IMMEDIATE SUPERVISOR

CONFIRMATION OF JOINING REPORT

(NAME & SIGN)

Ashim
Akhtar Saleem

DATE CONFIRMED

ADMINISTRATIVE

ORIGINAL PASSPORT

HANDED OVER TO ENGINEER (NAME & SIGN)

NA

DATE OF SUBMISSION

ACCOUNTS

JOINING REPORT

HANDED OVER TO ACCOUNTANT

(NAME & SIGN)

NA

DATE OF RECEIVED

REMARKS



JASCON ENGINEERING W.L.L.

Form No. SOP-03-F-01

Ref.: TRAINING PROCEDURE

Revision 0

JOINING REPORT

DOI 15/03/2013

JOINING REPORT

EMPLOYEE'S DATA

NAME	MUKTI NATH	EMP. NO.	1171644
PROFESSION	Carpenter	DATE OF CONFIRMATION	
RETURN FROM	ANNUAL	EMERGENCY	MEDICAL
	✓		
EMPLOYEE'S SIGNATURE	<i>Mukti Nath</i>	NO. OF DAYS LEAVE	50

IMMEDIATE SUPERVISOR	CONFIRMATION OF JOINING REPORT	NAME & SIGN	DATE CONFIRMED
		<i>Aslam</i> Ashtar Saleem	

ADMINISTRATIVE	ORIGINAL TRANSPORT	DATE OF SUGGESTION
HANDLED OVER TO ENGINEER (NAME & SIGN)	NA	

ACCOUNTS	JOINING REPORT	DATE OF RECEIVED
HANDLED OVER TO ACCOUNTANT (NAME & SIGN)	NA	

REMARKS



JASCON ENGINEERING W.L.L.

Form No. SOP-03-F-01

Ref.: TRAINING PROCEDURE

Revision 0

JOINING REPORT

DOI 15/03/2013

JOINING REPORT

EMPLOYEE'S DATA

NAME

MD KHOKAN

EMP. NO.

1171515

Carpenter

DATE OF CONFIRMATION

RETURN FROM

ANNUAL

EMERGENCY

MEDICAL

✓

EMPLOYEE'S SIGNATURE

MD KHOKAN

NO. OF DAYS LEAVE

42

IMMEDIATE SUPERVISOR

CONFIRMATION OF

JOINING REPORT

(NAME & SIGN)

AKHAR SALEEM

DATE CONFIRMED

ADMINISTRATIVE

ORIGINAL PASSPORT

HANDLED OVER TO
EMPLOYEE (NAME & SIGN)

NA

DATE OF SUBMISSION

ACCOUNTS

JOINING REPORT

HANDLED OVER TO
ACCOUNTANT
(NAME & SIGN)

NA

DATE OF RECEIPT

REMARKS

JASCON ENGINEERING W.L.L.	JASCON ENGINEERING W.L.L.	Form No.	SOP-03-F -01
	Ref.: TRAINING PROCEDURE	Revision	0
	JOINING REPORT	DOI	15/03/2013

JOINING REPORT

EMPLOYEE'S DATA				
NAME	Joni Ali		EMP.NO.	1171434
PROFESSION	Carpenter		DATE OF CONFIRMATION	
RETURN FROM	ANNUAL	EMERGENCY	MEDICAL	
	✓			
EMPLOYEE'S SIGNATURE	[Signature]		NO.OF DAYS LEAVE	46

IMMEDIATE SUPERVISOR		DATE CONFIRMED
CONFIRMATION OF JOINING REPORT (NAME & SIGN)	[Signature] Akhtar Saleem	

ADMINISTRATIVE		DATE OF SUBMISSION
ORIGINAL PASSPORT HANDED OVER TO ENGINEER (NAME & SIGN)	NA	

ACCOUNTS		DATE OF RECEIVED
JOINING REPORT HANDED OVER TO ACCOUNTANT (NAME & SIGN.)	NA	

REMARKS