

**TRAINING**

**1.0 GENERAL**

- 1.1 It is the policy of the Company to ensure that training, in accordance with formal documented procedures and schedules, will be given to staff at all levels within the Company. This is to ensure that all employees are properly equipped to carry out their tasks to the required standard.
- 1.2 A system shall be developed for identifying training needs within the company, preparing appropriate training modules to meet those needs, assessing the adequacy of training given, routinely reassessing the adequacy of trained staff and for recording all aspects of the process.

**2.0 RESPONSIBILITY**

- 2.1 It shall be the responsibility of the General Manager to ensure that the manager or supervisors of each area of activity to ensure that all personnel are correctly trained implement this policy.

**3.0 REQUIREMENTS**

- 3.1 All personnel employed by the Company shall be given general training, which shall include induction training, good manufacturing practice, basic microbiology and personal hygiene. This training shall be reviewed at intervals not exceeding one year.
- 3.2 *The Company shall determine the necessary competence for all personnel performing work which affects product quality. Personnel shall be given task specific training and be selected to perform these functions on the basis of education, training or experience. The effectiveness of the actions taken shall be evaluated to ensure the required competence is achieved.*
- 3.3 The training status of all personnel shall be recorded.
- 3.4 On the transfer of personnel from one department or activity to another it shall be the responsibility of the manager or supervisor of the new department, or activity, to ensure that they are trained before commencing work.
- 3.5 Training shall be structured to encourage greater motivation towards good quality.

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PREPARED BY: <b>R Truesdale</b>	QA CHECK:	REG AFFAIRS CHECK:	OTHER CHECK: <b>JSG</b>

**4.0 RELATED PROCEDURE**

4.1 Training Control Procedure QP 030

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