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Training Program

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This document may not be disclosed or reproduced in whole or in part w such permission. This training program contains the policie training requirements and to develop its to	es and pro	cedures t	he Company uses to determine its
The Company controls this document accountrol described in its quality manual. To following basic components:	_	1	
•			
SECTION 1. BACKGROUND			
		4	1
The Company has an established training All of the informavailable for review by Customers at the	nation per	taining to	the current training records is
SECTION 2. TRAINING NEEDS ASS			
The Company's needs assessment is a tw	o-part pro	cess that	includes
1. Overall Needs Assessment.			
To determine its overall training requirem	nents, the	Company	will review the types of work
being performed and planned and identify			
needed. This will include			
assessment will result in			This general needs
assessment will result in			
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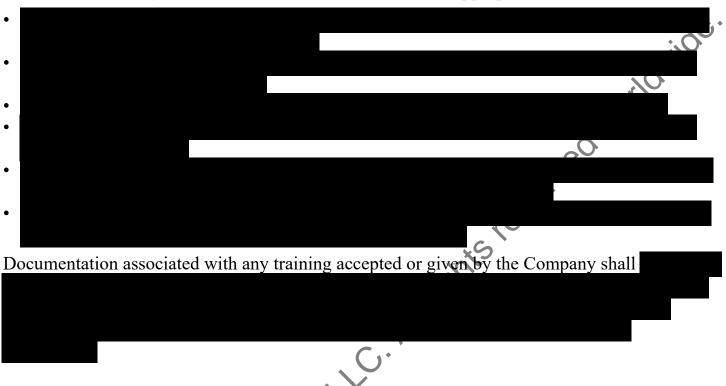
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such permission.		These ba	asic training goals	are documented
in the training program files. The Compar	ny review			
requirements of specific individuals in rel	lation to s	specific ta	isks to be performe	ed. The Company
will provide training to employees:				
•				
•				9
				10
				101
			>	12
			18)
a. Identification of Capability Deficien	cies.			
The Company may identify individual car	pability d	eficiencie	es through:	
			(8)	
•			xS	
 a. Identification of Capability Deficien The Company may identify individual cap • The Company ensures the above program 	s are regi	ılarly rev	iewed to determin	a
The Company ensures the above program	is are regu	ararry rev	igwed to determine	
	The traini	ng superv	visor will also be re	esponsible for
		G I		
	0			
b. Changes to Work Scope.				
Whenever the Company is planning to ch	_			
reflected in its operation specifications or	capabilit	y list, the	training supervisor	or must
2. Individual Needs Assessment.				
Whenever the Company hires a new emp	•			
assignment, an assessment of the individu	ıal's skill	level and	l qualifications wil	l be documented.
The Company may				
\circ				
	,	,	,	
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SECTION 3. COURSE DEFINITION

The training supervisor will outline training requirements for the Company and/or for the individual based on the results of a training needs assessment. While defining the course or lesson, the following information should be documented, as appropriate:



SECTION 4. TRAINING METHODS AND SOURCES

The Company will use all training sources and methods available to provide employees with the information necessary for them to correctly perform assigned tasks. The majority of the training provided will use

SECTION 5. TRAINING DOCUMENTATION

The training supervisor will ensure training records are generated and maintained that establish each individual is capable of performing their assigned tasks. The records include

Any employee may review their training records to verify that they are complete and current. If an employee notes a discrepancy in the training record, that employee will

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SECTION 6. REVISION PROCESS

The process for submitting changes to the training program is described in the Company's quality manual.

SECTION 7. WORK PERFORMED BY INDUSTRY CERTIFIED OPERATORS

The Company performs work according to

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SECTION 8. WORK PERFORMED BY TEMPORARY EMPLOYEES

During periods of heavy workload, the Company may supplement its workforce with temporary employees. Before these individuals begin work for the Company they must

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