

REDACTED

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Training Program

Mo/Yr

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Your Dept:		Date	YOUR PROGRAM					
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This training program contains the policies and procedures the Company uses to determine its training requirements and to develop its training program. The Company is responsible for [REDACTED]

The Company controls this document according to the procedures for document and revision control described in its quality manual. The Company’s training program consists of the following basic components:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

SECTION 1. BACKGROUND

The Company has an established training program that includes [REDACTED]
[REDACTED]
[REDACTED] All of the information pertaining to the current training records is available for review by Customers at the Company’s facilities.

SECTION 2. TRAINING NEEDS ASSESSMENT

The Company’s needs assessment is a two-part process that includes [REDACTED]
[REDACTED]

1. Overall Needs Assessment.

To determine its overall training requirements, the Company will review the types of work being performed and planned and identify and update the types of knowledge and skills that are needed. This will include [REDACTED]
[REDACTED] This general needs assessment will result in [REDACTED]
[REDACTED]

[REDACTED] These basic training goals are documented in the training program files. The Company reviews overall training requirements and the requirements of specific individuals in relation to specific tasks to be performed. The Company will provide training to employees:

- [REDACTED]
- [REDACTED]

a. Identification of Capability Deficiencies.

The Company may identify individual capability deficiencies through:

- [REDACTED]
- [REDACTED]

The Company ensures the above programs are regularly reviewed to determine [REDACTED]

[REDACTED] The training supervisor will also be responsible for [REDACTED]

b. Changes to Work Scope.

Whenever the Company is planning to change its facilities, equipment or scope of work as reflected in its operation specifications or capability list, the training supervisor must [REDACTED]

2. Individual Needs Assessment.

Whenever the Company hires a new employee or transfers an employee to a new task assignment, an assessment of the individual's skill level and qualifications will be documented.

The Company may [REDACTED]

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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 [REDACTED]

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 [REDACTED]

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