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YOUR PROGRAM

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Date

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Your Dept:

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This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission. This training manual contains the policies and procedures the Company uses to determine This manual establishes the procedures for the Company to identify its training needs to ensure that the training requirements for the Company and employees are The Company's training program consists of the following basic components: The training supervisor is responsible for Any changes to the training program SECTION 1. BACKGROUND Persons performing tasks that affect quality must includes indoctrination (mitial, recurrent), specialized and remedial training areas of study for all of its employees. The Company has separate areas of study for the following staffing categories:

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The Company further breaks dow	n the ti	raining 1	requirements for each staffing
category based on			
skill level	for eac	h	
		to 1	meet the Company's needs and
produce training consistent with			7
SECTION 2. TRAINING NEEDS	ASSES	SSMEN	T
The Company's needs assessmen	t		23
		s well a	s individual employee training
requirements.			G
1. Overall Needs.			Wite and the second
To determine its overall training	requiren	nents, tl	ne training supervisor and the
managers of each technical are	a		,
will result standards for each			n of the knowledge and skill ermined that an employee does
continuously evalu		g progra	m when:
•			
a. Identification of Training Need	s.		
The Company may identify addition	nal traini	ng need	s through:
•			
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•		
•		
The training supervisor ensures		
	aining needs.	
b. Changes to Work Scope.		No.
Whenever the Company is planning	g to change	
	The need	for additional training
and the availability of in-house train	ning.	.70
Appropriate changes will be made	le to	
		the new training needs to be
		the new training needs to be
c. Annual Training Program Rev	riew.	O,
An annual review of the training pr	ogram will verif	ÿ
		ita iol
		its job
position duty and task assignments	2	
position duty and task assignments		
position duty and task assignments		nired to ensure employees are
position duty and task assignments		nired to ensure employees are
2. Individual Needs Assessment.		aired to ensure employees are
2. Individual Needs Assessment.The Company has established skil	that are requ	
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2. Individual Needs Assessment.The Company has established skil	that are requ	diffications for each job position a new job position,
2. Individual Needs Assessment.The Company has established skil	that are requ	lifications for each job position
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2. Individual Needs Assessment. The Company has established skill based upon qualifications against	that are requal	a new job position,
2. Individual Needs Assessment. The Company has established skill based upon qualifications against The supervisor and the training dand	that are requal levels and qual	a new job position, and nine what training is necessary
2. Individual Needs Assessment. The Company has established skill based upon qualifications against The supervisor and the training decreases.	that are requal levels and qual	a new job position, and nine what training is necessary
2. Individual Needs Assessment. The Company has established skill based upon qualifications against The supervisor and the training dand	that are requal levels and qual	a new job position, and nine what training is necessary

SECTION 3. COURSE DEFINITION

The training department will develop and revise
1. An Area of Study will be developed to identify the entire scope of training available for
Initial training that supports, expands or refreshes
the information necessary to properly accomplish assigned tasks.
2. All Courses/Lessons shall be recorded by developing the following information as necessary to capture
The information required by this Section shall be developed for training provided by to ensure the availability of enough information to determine

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SECTION 4. SELECTION OF TRAINING METHODS AND SOURCES

Using the information developed during the course definit	tion phase, the Company
will be tr	ansferred to employees.
1. Training Methods.	1 7
The material to be presented, the level of personnel re-	ceiving the training and
The Company will use all available resources to provide	
	the amount of
information that must	the amount of
employee's 2. Training Sources.	by an evaluation of the
Sources available for training will be	
	conducted to
ensure it provides	
	cations and experience.
The extent of the audit will be based on	
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3. Training Instructors.

Instructors shall be qualified based upon to impart information divide house instructors shall be

SECTION 5. TRAINING DOCUMENTATION

The training supervisor is responsible for an electronic summary of all course completed, the total time make the training records of employees performing work for as long as an employee

SECTION 6. MEASUREMENT OF TRAINING EFFECTIVENESS

The training department will regularly through observation, examination in-house training courses. The quality manager will ensure the training program include written or oral examinations or manipulative results of all course examinations to ensure the employee was capable of

SECTION 7. REVISION PROCESS

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

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WORK PERFORMED **INDUSTRY** SECTION BY CERTIFIED 8. **OPERATORS**

The Company performs work according to standards established by The training auring the individual's needs assessment.

SECTION 9. WORK PERFORMED BY TEMPORARY EMPLOYEES

During periods of heavy workload, the Company may

the needs assessment to ensure all individuals performing work that affects quality.

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COR	SECTION 8. WORK PERFORMED BY TEMPORARY EMPLOYEES

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This document may not be disclosed or reproduced in whole or in part without prior written permission from a representative of the Company with the authority to grant such permission. This training program contains the policies and procedures the Company uses to determine its training requirements and to develop appropriate existing training, select the training methods, provide training and 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: **SECTION 1. BACKGROUND** The Company has an established training program that includes performing work that affects quality. The procedures in this program enable the Company to produce training consistent with the information pertaining to the Company's facilities. **SECTION 2. TRAINING NEEDS ASSESSMENT** The Company's needs assessment is individual employee training requirements. 1. Overall Needs Assessment. To determine its overall training requirements, the Company will and update such items as the

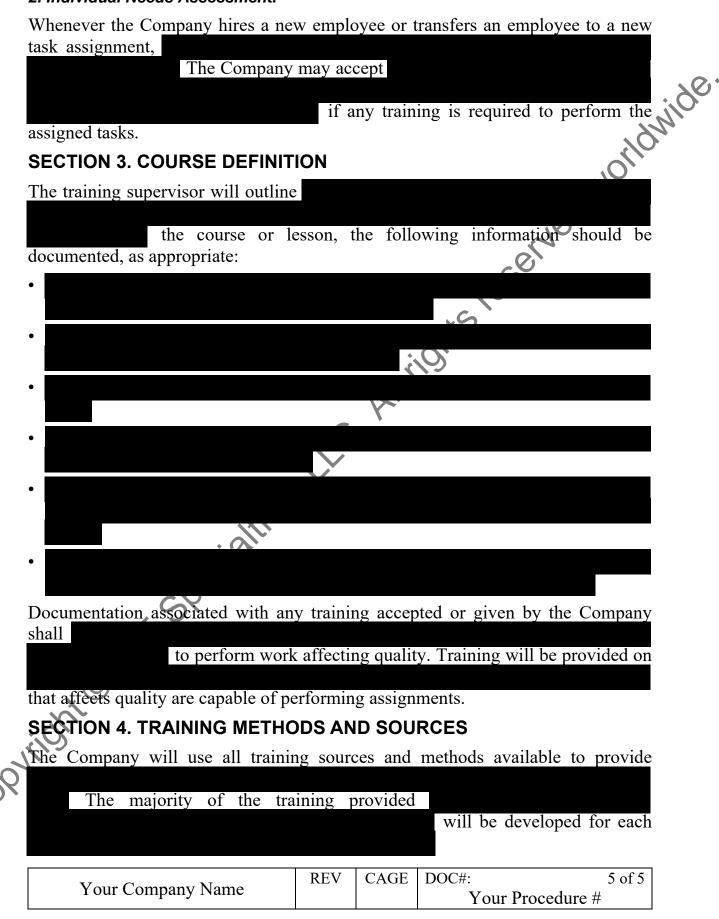
to perform work that affects quality. This general needs assessment will result in

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	T1	aaga b ag	io troini	na goals are degumented in
	11	iese bas	ic trainin	ng goals are documented in the
_	rements of specific individual			
The C	Company will provide training	to empl	oyees:	<u>""</u> 0,
•				
•				
				(O)
a Ido	entification of Capability Det	ficioncia		
	Company may identify individual		12,	ficiencies through:
THE C	ompany may identify marvide	uai capa	offity uc.	neicheles unough.
The C	Common the share	22		
The C	Company ensures the above p	rograms		will decide on the
appro	priate training after			
		:11	4 - CC-	-441:4
work	until	W111	not arre	ct the quality of the Company's
	can be accomplished through	1		
b. Ch	anges to Work Scope.			
When	ever the Company is planning	g to char	nge its fa	acilities, equipment or scope of
		specifi	cations	or capability list, the training
super	visor must			
		1	eview th	ne results of the
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2. Individual Needs Assessment.



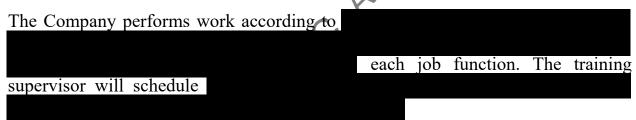
SECTION 5. TRAINING DOCUMENTATION

The training supervisor will ensure			
	the	Company	or Customer
qualifications and authorizations, and			
	the results of any	associated	examination.
All documents showing proof			
may review	their training reco	rds to verify	
			Any change
necessary to			
		CO.	

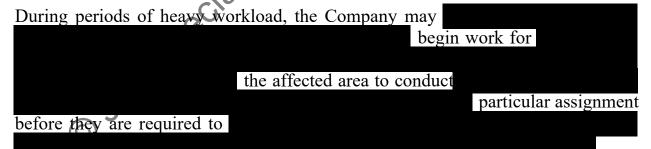
SECTION 6. REVISION PROCESS

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



SECTION 8. WORK PERFORMED BY TEMPORARY EMPLOYEES



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