

# REDACTED

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## Training Manual

Mo/Yr

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This training manual contains the policies and procedures the Company uses to determine [REDACTED]

[REDACTED] changing training needs.

This manual establishes the procedures for the Company to identify its training needs [REDACTED]

[REDACTED] to ensure that the training requirements for the Company and employees are [REDACTED]

The Company's training program consists of the following basic components:

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

The training supervisor is responsible for [REDACTED]

[REDACTED] Any changes to the training program [REDACTED]

## SECTION 1. BACKGROUND

Persons performing tasks that affect quality must [REDACTED]

[REDACTED] includes indoctrination (initial, 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:

- [REDACTED]

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[Redacted]

The Company further breaks down the training requirements for each staffing category based on [Redacted]

[Redacted] skill level for each [Redacted] to meet the Company's needs and produce training consistent with [Redacted]

## SECTION 2. TRAINING NEEDS ASSESSMENT

The Company's needs assessment [Redacted] as well as individual employee training requirements.

### 1. Overall Needs.

To determine its overall training requirements, the training supervisor and the managers of each technical area [Redacted]

[Redacted]

[Redacted] will result in a description of the knowledge and skill standards for each [Redacted]

[Redacted] if it is determined that an employee does not [Redacted]

[Redacted] continuously evaluates [Redacted] the training program when:

- [Redacted]
- [Redacted]

### a. Identification of Training Needs.

The Company may identify additional training needs through:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

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

The training supervisor ensures [REDACTED] training needs.

### **b. Changes to Work Scope.**

Whenever the Company is planning to change [REDACTED]

[REDACTED] The need for additional training [REDACTED]

and the availability of in-house training.

Appropriate changes will be made to [REDACTED]

[REDACTED] the new training needs to be [REDACTED]

### **c. Annual Training Program Review.**

An annual review of the training program will verify [REDACTED]

[REDACTED] its job

position duty and task assignments, [REDACTED]

[REDACTED] that are required to ensure employees are [REDACTED]

## **2. Individual Needs Assessment.**

The Company has established skill levels and qualifications for each job position based upon [REDACTED]

[REDACTED] a new job position, [REDACTED]

and [REDACTED]

qualifications against [REDACTED]

The supervisor and the training department determine what training is necessary and [REDACTED]

The supervisor will also work with the training department to ensure [REDACTED]

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### SECTION 3. COURSE DEFINITION

The training department will develop and revise [REDACTED]

**1. An Area of Study** will be developed to identify the entire scope of training available for [REDACTED]

[REDACTED] **Initial training** [REDACTED] that supports, expands or refreshes [REDACTED]

[REDACTED] the information necessary to properly accomplish assigned tasks.

**2. All Courses/Lessons** shall be recorded by developing the following information as necessary to capture [REDACTED]

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

The information required by this Section shall be developed for [REDACTED] training provided by [REDACTED]

[REDACTED] to ensure the availability of enough information to determine [REDACTED]

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## SECTION 4. SELECTION OF TRAINING METHODS AND SOURCES

Using the information developed during the course definition phase, the Company will [REDACTED] be transferred to employees.

### 1. Training Methods.

The material to be presented, the level of personnel receiving the training and alternatives available will be used to [REDACTED] but not limited to:

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

The Company will use all available resources to provide [REDACTED] the amount of information that must [REDACTED] by an evaluation of the employee's [REDACTED]

### 2. Training Sources.

Sources available for training will be [REDACTED] conducted to ensure it provides [REDACTED] instructor qualifications and experience. The extent of the audit will be based on [REDACTED]

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### 3. Training Instructors.

Instructors shall be qualified based upon [REDACTED]

[REDACTED] to impart information

[REDACTED] of in-

house instructors shall be [REDACTED]

### SECTION 5. TRAINING DOCUMENTATION

The training supervisor is responsible for [REDACTED]

[REDACTED] an electronic summary of all

[REDACTED] course completed, the

total time [REDACTED]

[REDACTED] make the training records of employees

performing work [REDACTED]

[REDACTED] for as long as an

employee [REDACTED]

### SECTION 6. MEASUREMENT OF TRAINING EFFECTIVENESS

The training department will regularly [REDACTED]

[REDACTED] through observation, examination

[REDACTED] in-house training courses.

The quality manager will ensure [REDACTED]

[REDACTED] the training program

[REDACTED] include written or oral examinations or manipulative  
[REDACTED] results of all course examinations

[REDACTED] to ensure the

employee was capable of [REDACTED]

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

The Company performs work according to standards established by [REDACTED]

[REDACTED] The training supervisor [REDACTED] during the individual's needs assessment.

## SECTION 9. WORK PERFORMED BY TEMPORARY EMPLOYEES

During periods of heavy workload, the Company may [REDACTED]

[REDACTED] coordinate the needs assessment to ensure [REDACTED]

[REDACTED] all individuals performing work that affects quality.

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## Training Program

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This training program contains the policies and procedures the Company uses to determine its training requirements and to develop [REDACTED]

[REDACTED] appropriate existing training, select the training methods, provide training and [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] performing work that affects quality. The procedures in this program enable the Company to [REDACTED] produce training consistent with [REDACTED] the information pertaining to [REDACTED] the Company's facilities.

## SECTION 2. TRAINING NEEDS ASSESSMENT

The Company's needs assessment is [REDACTED] individual employee training requirements.

### 1. Overall Needs Assessment.

To determine its overall training requirements, the Company will [REDACTED] and update [REDACTED] such items as the [REDACTED] to perform work that affects quality. This general needs assessment will result in [REDACTED]

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[REDACTED]

These basic training goals are documented in the

requirements of specific individuals in relation to [REDACTED]  
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 [REDACTED] will decide on the appropriate training after [REDACTED]

[REDACTED] will not affect the quality of the Company's work until [REDACTED]

This can be accomplished through [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]

[REDACTED] review the results of the [REDACTED]

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## 2. Individual Needs Assessment.

Whenever the Company hires a new employee or transfers an employee to a new task assignment,

[REDACTED] The Company may accept [REDACTED] if any training is required to perform the assigned tasks.

## SECTION 3. COURSE DEFINITION

The training supervisor will outline [REDACTED] the course or lesson, the following information should be documented, as appropriate:

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

Documentation associated with any training accepted or given by the Company shall [REDACTED] to perform work affecting quality. Training will be provided on [REDACTED] that affects quality are capable of performing assignments.

## SECTION 4. TRAINING METHODS AND SOURCES

The Company will use all training sources and methods available to provide

[REDACTED] The majority of the training provided [REDACTED] will be developed for each [REDACTED]

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## SECTION 5. TRAINING DOCUMENTATION

The training supervisor will ensure [REDACTED]

[REDACTED] the Company or Customer qualifications and authorizations, and [REDACTED]

[REDACTED] the results of any associated examination.

All documents showing proof [REDACTED]

[REDACTED] may review their training records to verify [REDACTED]

[REDACTED] Any change necessary to [REDACTED]

## 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]

[REDACTED] each job function. The training supervisor will schedule [REDACTED]

## SECTION 8. WORK PERFORMED BY TEMPORARY EMPLOYEES

During periods of heavy workload, the Company may [REDACTED]

[REDACTED] begin work for [REDACTED]

[REDACTED] the affected area to conduct [REDACTED]

[REDACTED] particular assignment [REDACTED]

[REDACTED] before they are required to [REDACTED]

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