

Training Needs and Consultation

CD – Quality – R - 002

Approved by: 

Date: 02/12/13

Control Direction's Managing Director, Principal Engineer and Operations Manager shall review the organization's training needs to ensure its continuing suitability, adequacy and effectiveness in relation to quality. This documented review develops a Training Plan and is conducted as follows:

1. Frequency

The training needs will be reviewed:

- i. Annually.
- ii. **Or immediately after a major quality non conformance.**

2. Development of a Draft Training Plan

Will take into consideration:

- i. Quality Incident Reports.
- ii. Suggestion reports (including audits).
- iii. Regulatory changes.
- iv. Adequacy of training previously delivered.
- v. Changed client expectations.
- vi. Output from consultations.
- vii. Extent to which objectives and targets have been met.
- viii. Continuous improvement opportunity

3. Consultation

Prior to implementing the final Training Plan

- i. The Draft Training Plan will be circulated through the organization for comment. (note: this will be via email as contractors and employees work in different parts of Australia and the world.)
- ii. Comments will then be considered as input into the final Training Plan.