



**The Inspection Technology and
Quality Assurance National Institute**

**TRAINING
ITQAN-MP-07**

According to ISO 9001:2015 ISO 14001:2015 and ISO 45001:2018 requirement

ITQAN Institute



TRAINING

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TRAINING

1. PURPOSE:

The primary purpose of this training procedure is to achieve the following objectives:

- a) **Identify and Address Training Needs:** This procedure aims to systematically identify the training needs of ITQAN employees ensuring that all individuals possess the requisite knowledge and skills to proficiently execute their respective roles and responsibilities.
- b) **Foster Personal Development:** The procedure is designed to empower every member of the workforce, enabling them to unlock their full potential by acquiring new competencies and expanding their skill sets. This, in turn, will contribute to a more skilled and motivated workforce.
- c) **Enhance Efficiency and Effectiveness:** By addressing skill gaps and promoting continuous learning, the procedure seeks to enhance the overall efficiency and effectiveness of various activities carried out within the organization. Well-trained employees are better equipped to contribute to streamlined processes and optimal resource utilization.
- d) **Facilitate Timely Adoption of Innovations:** The procedure also recognizes the importance of timely adaptation to new techniques and skills in the rapidly evolving landscape of our industry. By including training on emerging technologies and methodologies, ITQAN Institute ensures that it remains at the forefront of innovation.

2. SCOPE:

The scope of this training procedure extends across the entire spectrum of ITQAN Institute's operations, involving all departments and functions within the organization. Additionally, the procedure also covers ITP, as their contributions are integral to the successful execution of various projects and initiatives.

3. REFERENCES:

This training procedure draws inspiration from the following references:

- a. Job Orientation Training: Ensuring that newly onboarded personnel are equipped with the fundamental knowledge and skills required to integrate seamlessly into their respective roles.
- b. Quality, Environment, and Safety Awareness: Recognizing the significance of instilling a comprehensive understanding of quality standards, environmental consciousness, and safety protocols among all personnel. This not only ensures compliance but also promotes a culture of responsibility and accountability.

4. PROCEDURE:

4.1. Identification of Training Needs:

- 4.1.1. The process of identifying training needs is instrumental in enhancing the technical skills and professional capabilities of ITQAN's staff, thereby strengthening the efficiency and effectiveness of the institute's activities.
- 4.1.2. At the beginning, the HR department will send an email to all Heads of Departments (HOD) requesting information about the training requirements of their employees. To initiate this process, Training Requisitions are conducted with the aim of pinpointing specific training requirements. These requests are made by the respective Department/Unit Heads at the conclusion of each financial year. In cases involving new employees, the concerned Department/Unit Heads evaluate and determine their training needs.
- 4.1.3. Additionally, training needs can also be identified in a dynamic manner to elevate professional capabilities using the Training Needs Assessment form, providing a flexible approach to cater to evolving skill requirements.

4.2. Training Schedule:

- 4.2.1. Following the compilation of training requisitions, the Human Resource Department creates the "Training Calendar (*ITQAN/HR/01*)" in collaboration with the Quality, Health, Safety, and Environment (QHSE) Management Representative. Any alterations to this schedule are duly updated, ensuring alignment with evolving needs. The previous

schedule is annotated with "Cancelled" or updated at the close of each financial year, contingent on new training requisitions.

4.2.2. The training schedule includes both in-house and external training opportunities. In-house training for staff is arranged with detailed planning, coordinated by the Human Resource Manager, and after consultation with the QHSE-MR. The final authority for external training rests with the top management, who ensure that such training aligns with the institute's strategic goals.

4.2.3. Trainers for the training programs are chosen based on their expertise within the institute or external domain. Internal trainers are selected for their proficiency in the subject matter, while external trainers are brought in based on their established reputation and cost-effectiveness.

4.3. Training Records:

4.3.1. In-house training records are systematically maintained in the Training Attendance Sheet ([ITQAN/HR/02](#)). The responsibility for updating and managing these records rests with the Human Resource Department. These records are vital in tracking and documenting the training progression of employees.

4.3.2. These training records are securely stored within the employees' personnel files for the duration of their tenure within the institute, serving as a comprehensive archive of their training history.

4.4. Effectiveness of Training:

4.4.1. To ensure the effectiveness and efficiency of the training programs, the Human Resource Department undertakes careful monitoring. Through a complete evaluation and by requesting input from trainers regarding the trainees' performance, the results are recorded in the Training Evaluation Record ([ITQAN/HR/03](#)).

5. ASSOCIATED DOCUMENTS

- Training Calendar [\(ITQAN/HR/01\)](#)
- Training Attendance Sheet [\(ITQAN/HR/02\)](#)
- Training Evaluation Record [\(ITQAN/HR/02\)](#)