

TRAINING PROCEDURE

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Abstract:

This document describes training program and requirements.

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1.0 PURPOSE

This document provides details on the Company's training program and requirements.

2.0 THEORY

Employees can only perform their duties adequately when properly trained. The Company intends to ensure adequate employee performance through a robust training program that includes initial orientation, assessment of abilities and on-the-job training to enhance those abilities.

3.0 TRAINING PROCEDURE

3.1 Hiring

Employees are hired on their ability to [REDACTED]

To accomplish this, potential candidates are compared against the requirements of the **QMS-05 Responsibilities and Authorities Procedure** as well as [REDACTED]

3.2 Initial Indoctrination and Orientation

Once hired, new employees are assigned to their position and undergo initial indoctrination and orientation. This introduces the employee to [REDACTED]

3.3 On the Job Training

Once an employee has completed initial indoctrination, they undergo on-the-job training relative to their position, which includes [REDACTED]

3.4 Additional Training

At the discretion of management, additional training may be conducted at any time, which may be necessitated by [REDACTED]