

Quality System Document Control

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Department			

Scope and Purpose:

To set out WZ Packaging Ltd commitment to employee training.

This training plan will be reviewed on an annual basis to ensure all employees of the business are given opportunities for advancement.

Key Responsibilities:

All managers have the responsibility of identifying specific training needs of individual employees.

The HR Manager is responsible for ensure the training plan is reviewed and delivered.



COMPANY TRAINING PLAN 2019

WZ Packaging Limited is committed to giving fair and equal opportunities to all employees in terms of training advancement within the business.

As we currently have flexibility within the Company and due to current production demands no immediate training is planned, except for the areas below:

Operations

- Internal Trainer
- FLT Safety Refresher
- Crane
- PPT
- Fire Marshall
- First Aid Refresher
- Welding (Engineering)
- Internal Auditor
- Hygiene
- Manual Handling

The following training has been highlighted for consideration during the next review:

Lean Manufacturing
Anti-Bribery

Staff

- NEBOSH
- First Aid Refresher
- Manual Handling
- Food Contact

Operations & Staff

Fire Drills will be undertaken twice per year.