
Human Resources

1.0 Purpose

This document ensures all staff who perform activities affecting quality are competent and suitably trained.

2.0 Introduction

2.1 This procedure applies to all staff who performs in quality-affecting process, and the training that fulfill the requirements defined in this procedure.

2.2 **Human Resources & Administration Manager (HRM)** is responsible for the arrangement of training and maintenance of records.

3.0 Process Input Requirement

3.1 **Department Heads** prepare departmental organization structure and define relevant responsibility for ensuring adequacy of human resource.

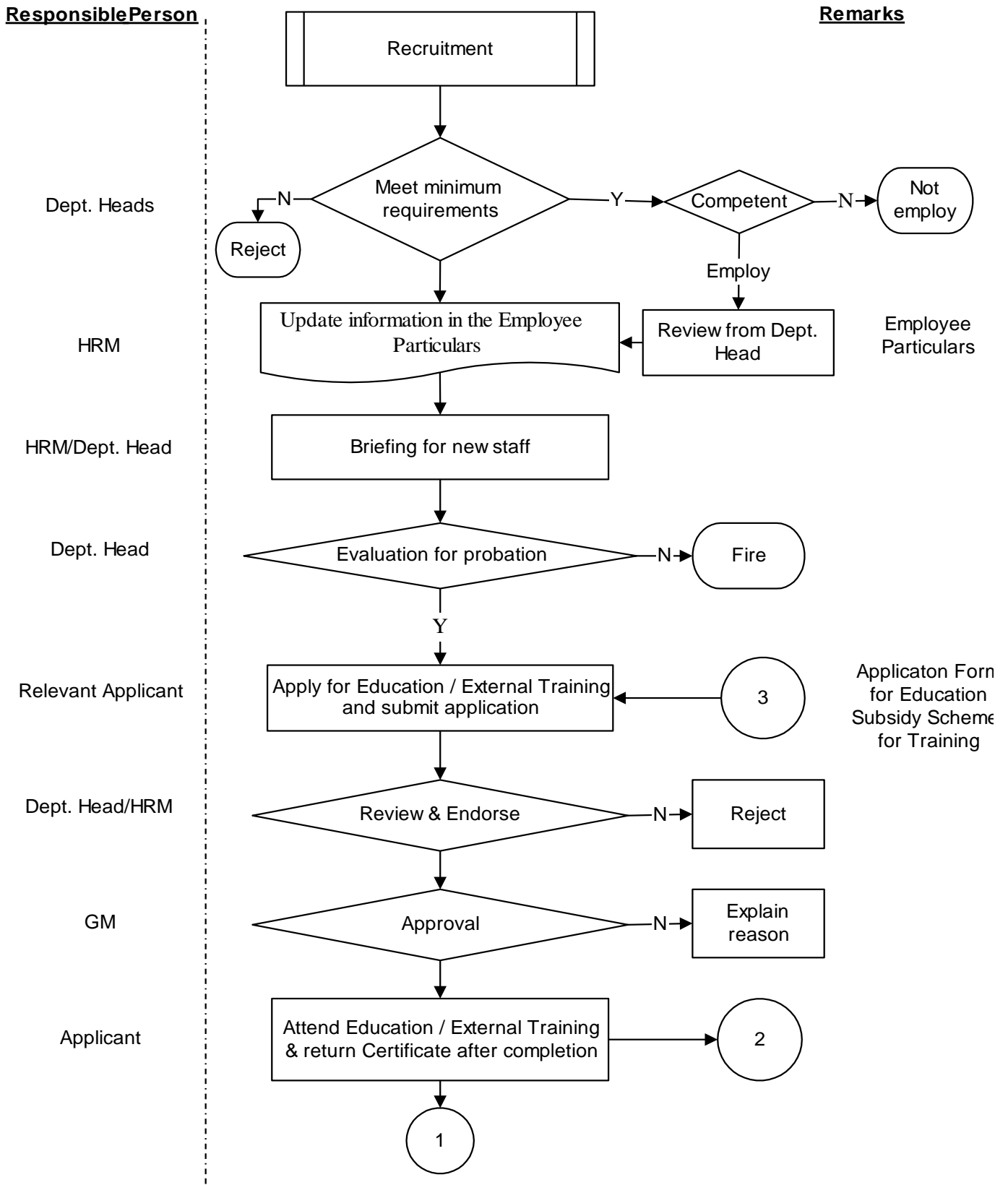
3.2 **Department Heads** identify minimum qualification and work experience requirements for their own staff, and as applicable, the ability required.

4.0 Relevant Document

Minimum Requirements for Staff

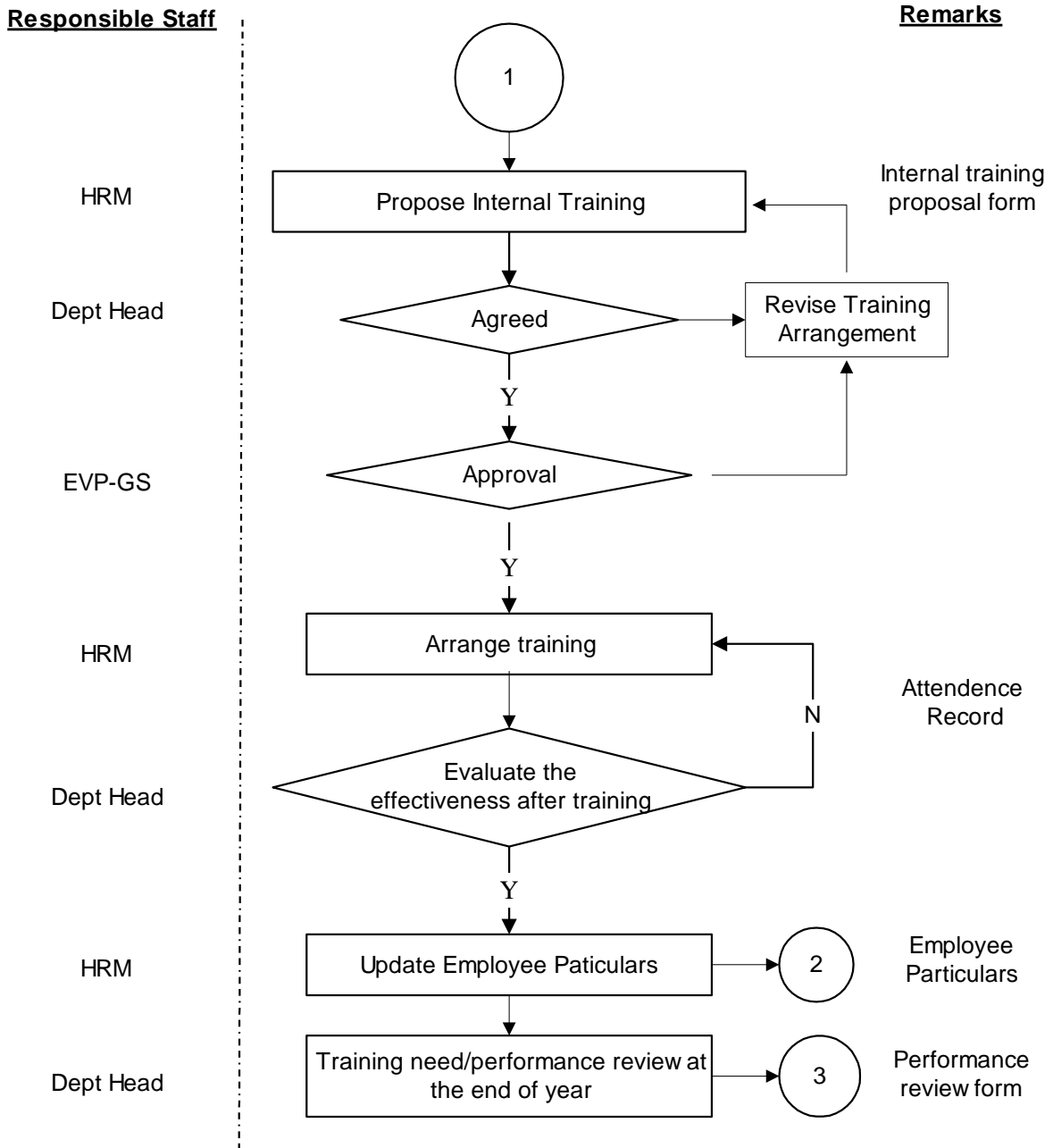
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5.0 Procedure (Flowchart)



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6.0 Remarks

6.1 Nil

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7.0 Records

Record	Form No.	Responsible person	Minimum Retention Period	Filing Index
Employee Particulars	--	HRM	1 year after resignation of staff	By staff no.
Application Form for Education Subsidy Scheme	--			
Application Form for Training	--		1 year after resignation of staff	By staff no.
Performance Review Form	--			
Internal Training Proposal Form	--		3 Years	By Date