# AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

# QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

## RESOURCE MANAGEMENT PROCEDURE

| | Name | Signature | Date |
|---|---|---|---|
| **PREPARED BY** | **SARATH P** |  | **01/05/2025** |
| **APPROVED BY** | **AMRITH SATHISH** |  | **01/05/2025** |

## 1. REVISION AND APPROVAL

| Rev. | Date | Nature of Changes | Approved By |
|---|---|---|---|
| 00 | 1 May 2025 | Original issue | MANAGING DIRECTOR |
| | | | |
| | | | |
| | | | |
| | | | |

## 2. PURPOSE

- This procedure defines the Management's responsibility in providing adequately trained personnel, workspace, utilities, equipment, transport and communication to effectively fulfill its obligations towards clients and quality commitments.

## 3. SCOPE

Management responsibilities under this procedure shall include:

- Appoint adequately educated and experienced personnel.
- Determine the competence of personnel.
- Provide training to personnel as necessary.
- Monitor and evaluate the effects of training on work progress and quality.
- Ensure that personnel are aware of their contribution to the company quality objectives.
- Ensure that personnel records of education, training, skill and experience are maintained.
- Provide suitable infrastructure and work environment to efficiently conduct the company business.

## 4. RESPONSIBILITES & AUTHORITIES

- Department Heads, are responsible for identifying the training needs of employees under their control, and for planning and implementing suitable training programs.
- HR Head is responsible for coordinating the quality training courses. Also, he is responsible for conducting quality awareness training sessions as necessary.
- HR Department is responsible for keeping records for all employees.

## 5. DEFINITION

- Infrastructure includes building, workspace, utilities, process equipment, supporting services such as transport and communication.
- Work environment means a suitable environment needed for all employees to conduct their work efficiently without disturbances to be fully productive.
- In-house training is employee training conducted at the Head Office or Site by an internal or external qualified trainer.
- On job training is the training given to an inexperienced employee by an experienced employee side by side while doing the actual work.

## 6. PROCEDURE

### 6.1 Provision of Resources

- The Management should oversee and plan ahead the resources requirements albeit human, infrastructure, equipments and tools, transportation and communication.
- The management shall ensure that the needed resources, human, infrastructure, equipments and tools, transportation and communication, etc., are adequately provided for its present work load.
- If Supervisor, Department or Sections Head requires extra manpower then he shall discuss this with the management and complete a Manpower Request.
- If Supervisor, Department or Sections Head requires an infrastructure item such as equipment, machinery, computer, software, etc, then he shall discuss this with the Management and complete a purchase requisition.
- Records / lists of all employees shall be maintained at each work location. Also, employees transfer sheets /records shall be maintained.

### 6.2 Hiring of Personnel

- The job requirements and specifications for a position (e.g., minimum qualification, experience and other requirements related to the job position) are defined in the concerned Job Description.

- The requirement for any hiring is identified by concerned departmental in charge, which is liaised to MANAGING DIRECTOR.
- HR reviews and assesses the legitimacy and validity of the new hiring and makes recommendations for the new hiring, which is then forwarded to MANAGING DIRECTOR for approval of new hiring.
- After approval, the position is advertised in the local newspapers or the correspondent Media. In addition, personnel having any reference may be directly contacted. The candidates are asked to submit their CVs/bio-data.
- The CVs/bio-data are scrutinized and short-listed by HR based on the requirements of the job position. MANAGING DIRECTOR then interviews short-listed candidates. If required, short listed candidates are re-interviewed for final screening and selection.
- After selection of candidates, HR settles the terms and conditions with the selected candidates and issues appointment letter. Regret letters are issued to unsuccessful candidates.
- The candidate is initially hired on temporary basis for a 6-month probationary period after which his/her performance is reviewed and assessed by his departmental head. In case of satisfactory performance, he is hired on permanent basis.
- HR maintains the personal files of personnel, which includes their bio-data, credentials and training records.

**6.3 Training and Skill Development**

**6.3.1 Orientation of new employees includes:**

- Orientation on administrative policies (e.g., working hours, leaves, medical, disciplinary policies)
- ISO and HSE Awareness
- Understanding of job responsibilities and authorities

**6.3.2 On-job training**

- After the joining by the new employee, HR initiates the orientation of employee. HR first gives the employee orientation on administrative policies, quality policy departmental structure and functions, and the concerned position’s responsibilities and authorities. The training is recorded on training form.

- The employee is then assigned specific tasks and assignments related to his position and given on-job training. During the on-job training, his/her performance is monitored.

### 6.3.3 Continual Identification of Training Needs

- Training needs of employees are continually identified by their departmental heads/in charges as a result of following developments:
  a) Changes in services or operations
  b) New or revised procedures, or changes in the quality policy
  c) Inadequate performance of individuals or group of personnel
  d) Results of internal quality audits
  e) Corrective actions
- Based on these identified training needs, HR arranges internal training sessions of employees. The training records of concerned persons are updated.

### 6.3.4 External Training

- In case when the organization wants to train their personnel from the external institution, MANAGING DIRECTOR nominates and approves the right person for the training. HR makes arrangements for registration of persons in the course.
- After completion of course, the concerned person submits a copy of course certificate to HR. These certificates are filed in the personal record and the training records of concerned employees are updated.

### 6.4 Performance Evaluation

- At the end of each year, HR initiates the performance evaluation of company's personnel by using Employees Performance form based on the following criteria within management review meeting:
  a) Company's objectives
  b) Achievement of specific tasks
  c) Completion of assignments
  d) Management's expectations
- In addition, the improvement areas and the corresponding training needs/ requirements are also identified after their performance evaluation process.

- the Appraisals are properly controlled by using Appraisal form

**6.5 Infrastructure**

i. The requirements for infrastructure are regularly up-dated on and when required basis. These include:

a) Building, workspace and associated facilities.
b) Process equipment, both hardware and software.
c) Supporting services such as transport or communication.
d) Records of all equipment, machinery, site accommodation, computers and ancillaries, vehicles, communication devices, etc should be maintained at all work locations including the Head Office and kept updated with the Administration Dept.

**6.6 Work Environment**

i. The work environment of the organization is considered an important process to manage. The quality system in this regard, the top management ensures that a healthy, safe, and conducive environment is maintained in each department. The company has determined and manages the work environment needed to achieve conformity to product requirements. This includes health and safety conditions, and ambient working conditions.

## 7.0 DOCUMENTS & RECORDS

| | |
|---|---|
| Personal Data | IMS-RM-F01 |
| Employment Letter | IMS-RM-F02 |
| Job Description | IMS-RM-F03 |
| New Employee Checklist | IMS-RM-F04 |
| Leave Application | IMS-RM-F05 |
| Performance Evaluation | IMS-RM-F06 |
| List of Employees | IMS-RM-F07 |

# AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.

# QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

## TRAINING & COMPETENCY PROCEDURE

| | NAME | SIGNATURE | DATE |
|---|---|---|---|
| **PREPARED BY** | **SARATH P** |  | **01/05/2025** |
| **APPROVED BY** | **AMRITH SATHISH** |  | **01/05/2025** |

## 1. REVISION AND APPROVAL

| Rev. | Date | Nature of Changes | Approved By |
|---|---|---|---|
| 00 | 1 May 2025 | Original issue | MANAGING DIRECTOR |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

CONTROLLED DOCUMENT

## 1 PURPOSE

The purpose of this procedure is to establish, implement and maintain a process for identifying QHSE training needs of individual employees of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. and ensuring that QHSE trainings are planned, implemented, monitored and evaluated to determine the effectiveness.

## 2 SCOPE

This procedure is applicable to all QHSE-related trainings of AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. in conformance to its Integration Management System based on the requirements of the International Standards.

## 3 DEFINITION

**QHSE Legal Requirements** – decrees and regulations (local government, emirate level & national), standards, codes, industry standards and other guidance material related to environmental management and/or occupational health & safety.

**QHSE Management Representative** – a person officially appointed by the Top Management to handle the Integrated Management System.

## 4 PROCEDURE

### 4.1 Provision of Training

**a)** The QHSE Management Representative shall ensure that appropriate trainings, orientations, demonstrations and workshops related to these international standards are made available and provided to employees of the organization. Trainers who are suitably qualified to perform trainings on environmental, health and safety shall be entrusted to perform this training.

**b)** QHSE-related trainings programs shall be continually evaluated, modified and improved to include evaluations from previous courses, future organizational requirements and statutory/compliance obligations.

### 4.2 Employment of New Staff

**a)** All newly hired employees shall be required to undergo company orientation and QHSE induction training in order to ensure that each one possesses sufficient knowledge and awareness of the safety, operational and administrative requirements prior to starting work.

**b)** It shall be the joint task of the QHSE Management Representative and HR Department to provide these orientations and trainings to new staffs, especially those whose responsibilities may affect the environment, health and safety.

**c)** All new staffs/employees shall be sufficiently oriented of their specific job responsibilities that may affect the QHSE until Departmental In charge is satisfied that the employee has fully understood the job, particularly the aspects which may be new or special to the site.

**d)** The topics covered shall be recorded on the employee's training record which shall be signed by the Departmental In charge/QHSE MR.

### 4.3 Mandatory QHSE Training

The QHSE Management Representative, in coordination with the Training Section of the HR Department, shall include the following trainings in its annual training plan:

**a)** QHSE/OHS Awareness Training (for all employees during induction);
**b)** QHSE Compliance Briefing (for managers & senior officers);
**c)** QHSE Management System Training,
**d)** QHSE Roles & Responsibilities,
**e)** First Aid Training (every 3 years);
**f)** QHSE emergency response and management
**g)** QHSE inductions (generic and site specific)
**h)** QHSE Consequences of non-conformance to specified procedure
**i)** QHSE relevant subject specific Training
**j)** QHSE Risk Assessments;
**k)** Chemical Handling & Disposal;
**l)** Fire Fighting & Evacuation;
**m)** Waste Management;
**n)** Others (as deemed necessary by the QHSE Management Committee)

### 4.4 Identification of Training

**a)** The Training Section of the HR Department, in consultation with the QHSE Management Representative, Safety Officer(s) and/or the QHSE Management Committee, shall identify training and awareness needs suitable and/or relevant to each of the employees' job description requirements and record the same in Training Needs Analysis.

**b)** The identification of training needs to be performed by the Training Section on an annual basis shall be recorded and files maintained for references.

**c)** Trainings identified by the Training Section shall be included in each of the employees Personal Development Plans. This will include consideration of any applicable changes in duties; legislation and risk assessments related to the activities of the employees whose work may create a significant impact to the environment.

**d)** All identified trainings shall be specified using the "QHSE Training Program" which shall be kept and maintained by the Training Section of the HR Department.

### 4.5 Induction of Suppliers and Service Providers

**a)** All key suppliers and service providers of organization shall be required to undergo the company's QHSE induction and/or training program that are comparable with their roles, duties and level of exposure to QHSE hazards, which might be present in factory, offices and other workplaces controlled by the company.

**b)** The QHSE Management Representative, in coordination with the HR Department and Production Department shall develop an annual training plan for all of the company's suppliers and service-providers.

### 4.6 Testing of Competency

**a)** All employees with QHSE functions and responsibility shall undergo competency assessment and revalidation to be facilitated by the Head of the Training Section and HSE Engineer.

**b)** The competency assessment shall include an assessment on the following:

- Previous experience & training;
- Observation of skills & techniques;
- Questioning of process & understanding;
- Verification of use of relevant procedures;
- Meeting Minutes.

**c)** Those employees who passed the assessment shall be automatically re-qualified. But for those who would not make it, they shall be subjected to re-training and/or review.

**d)** It shall be the responsibility of the QHSE Management Representative to ensure that those employees with QHSE functions and responsibilities are competent and trained in their areas of responsibility.

### 4.7 Training Records

**a)** Records of trainings, awareness and competencies shall be kept by the HR Department and on personnel files/folders of employees.

**b)** The QHSE Management Representative shall also retain a database of employees that have undergone mandatory QHSE related training.

### 4.8 Specific Environmental Training

**a)** In addition to the QHSE mandatory training required by employees, suppliers, contractors and service providers, other specific environmental training shall be provided to ensure that everyone is responsible for minimizing the environmental impact of their activities and processes. To fulfil this responsibility, the employees, suppliers, contractors and service providers of organization shall be provided with sufficient awareness and training to identify their ongoing and potential environmental impacts.

**b)** Training programs shall be provided to all employees, suppliers, contractors and service providers of the following:

- The importance of complying with QHSE policy and procedures; and their roles and responsibilities in achieving compliance;
- Significant environmental impacts (actual or potential) of their work activities and environmental benefits of improved personal performance;
- Their roles and responsibilities in achieving compliance with the QHSE MS, including emergency preparedness and response requirements;
- The potential consequences of departure from specified operating procedures in both personal safety and environmental consequences.

### 4.9 Planning of training:

Planning the implementation of the training:

1. Level of responsibility and competence.
2. Frequency and types of training
3. Literacy, numeracy, language and other learning requirements.
4. Course selection / material development
5. Trainer competency
6. Assessment activities
7. Training records
8. Refresher training requirements

### 4.10 Key QHSE Knowledge and Skills – Competence

The following QHSE knowledge and skills are required at the levels shown to ensure effective functioning of the system.

All staff and workers will –

- Know and understand the safe working procedures for their work
- Recognize QHSE hazards
- Know how to use the incident reporting system

- Know how to initiate emergency plans by raising appropriate alarms and know what actions are required to undertake in emergencies.

QHSE MR will:

- Know and understand the safe working procedures,
- Recognize and manage QHSE hazards. Identify methodologies of mitigating the risks to AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C.
- Be able to successfully audit and undertake corrective and preventive actions for the non-conformances shown in the audits,
- Be able to organize QHSE meetings,
- Know and understand the QHSE MS and be able to implement and monitor it throughout all phases of a project,
- Be able to manage crisis situations.

To enable AMETECS HEAVY INDUSTRIES - SOLE PROPRIETORSHIP L.L.C. to establish a proper training needs analysis, the competence matrix shows the inputs that are required.

### 4.11 On Job Training

In addition to the induction training, every employee is provided with his own responsibilities and authorities. He is inducted on-the-job training by his immediate Supervisor who provides feedback to the Functional Head / MR.

### 4.12 Training Effectiveness/Review

In all cases of training, feedback is obtained from immediate Supervisors of the Participants within 2 months of completion of the program. All feedback forms for training effectiveness shall be recorded in Training Record, summarized and analysis shall be carried out. Based on the above evaluation, suitable corrective action shall be decided and implemented. Planned training v/s achieved training is reviewed in Management Review Meeting.

## 5 RESPONSIBILITIES

**Top Management** - responsible for determining and providing adequate resources for the provision of the minimum QHSE-related trainings to employees and relevant suppliers, contractors & service providers

**QHSE Management Representative & QHSE Management Committee** – responsible for ensuring that all QHSE mandatory and specific training are provided to employees, suppliers, contractors & service providers, in coordination with the HR and Procurement Department. In addition, the QHSE Management Representative is responsible for identifying the need and engaging of external consultants/trainers; delivery of basic QHSE awareness training; and updating/reviewing QHSE training procedure and records.

**HR Department (Training Section)** – responsible for planning and facilitating the QHSE-related training, in coordination with the QHSE Management Representatives and QHSE Management Committee

**Procurement Department** – responsible for coordinating with suppliers, contractors and service providers of their involvement and participation to the company's QHSE training and awareness activities

**Suppliers and Service Providers** – responsible for actively participating in the company's entire QHSE training & awareness program specific for their functions and responsibilities

## 6 RELATED DOCUMENTS

| | |
|---|---|
| Training Needs Report | IMS-TC-F01 |
| Training Checklist | IMS-TC-F02 |