AL TANMIA CHEMICALS LLC

QUALITY, HEALTH, SAFETY, AND ENVIRONMENT SYSTEM

TRAINING & COMPETENCY PROCEDURE

ROLE	NAME	SIGNATURE	DATE
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APPROVED BY	**MR. FAISAL AL HAJRI**		**13/10/2025**



1. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
00	06 Oct 2025	Original issue.	MANAGING DIRECTOR

1 PURPOSE

The purpose of this procedure is to establish, implement and maintain a process for identifying QHSE training needs of individual employees of **AL TANMIA CHEMICALS LLC**.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 **AL TANMIA CHEMICALS LLC**.C in conformance to its Integration Management System based on the requirements of the International Standards.

3 DEFINITIONS

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 PROCEDURES

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 Procurement 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 the 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 **AL TANMIA CHEMICALS LLC**.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 **AL TANMIA CHEMICALS LLC**.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