

COMPANY OPERATING PROCEDURES

Training

Created:	23 May 2006	VM3/COP/12	Issue 3	
Revised:	26 September 2011	Last printed 5/23/2006 02:17:00 PM	Page 1	of 2

1. Job descriptions will be written by the Managing Director for all staff whose activities could affect quality
2. Newcomers will be given Induction training, product training and training in procedures. All service engineers will be suitably qualified and trained to meet standards of workmanship set out in manufacture's installation instructions, Viamed procedures and codes of practice
3. Technicians are assigned to elementary stages of their job function until competent
4. Training will also be carried out at manufacturers premises on product specifications and servicing. Alternatively, manufacturers will be invited to carry out training at Viamed when appropriate eg. new product line or periodically with user representatives. **V12 / 3.8**
5. Where there is any shortfall on skills/experience, a training programme will be drawn up for that individual by the Managing Director. This programme will identify basic skills required, equipment familiarisation needed and procedures required to be learnt, including test procedures and use of test and calibration equipment.
6. A Training Record (Form QC16) will be used to record all training carried out either at Viamed, equipment manufacturers or outside agencies. The record form will be signed off each after the annual updating by the Managing Director
7. At least once per year the managing director will assess the effectiveness of training and amend as necessary training programmes.
8. Training requirements will be examined at the management review