



Personnel Training and Competency Policy

Introduction

This Personnel Training and Competency Policy outlines the laboratory's commitment to ensuring that its personnel have the knowledge, skills, and abilities necessary to perform their job functions effectively and efficiently.

Purpose

The purpose of this policy is to ensure that the laboratory's personnel are trained and competent in their job functions, and that they have the necessary knowledge, skills, and abilities to perform their work to the highest standards.

Scope

This policy applies to all personnel of the laboratory.

Policy

- The laboratory will provide initial and ongoing training to its personnel, as appropriate, to ensure that they are competent in their job functions.
- The laboratory will regularly assess the competence of its personnel and will provide additional training as needed to maintain and improve their skills.
- The laboratory will ensure that its personnel have access to training resources, including books, training courses, and online training materials.
- The laboratory will ensure that its personnel are trained in the use of equipment and tools, and in the laboratory's procedures, policies, and guidelines.
- The laboratory will ensure that its personnel are trained in the importance of quality and in the laboratory's quality management system (QMS).
- The laboratory will ensure that its personnel are trained in safety procedures, and in the proper handling of hazardous materials.
- The laboratory will ensure that its personnel are trained in the laboratory's environmental management policies and procedures.
- The laboratory will maintain records of all personnel training, including the date of the training, the type of training, and the personnel who attended the training.
- The laboratory will regularly review its personnel training and competency processes and procedures to ensure they remain relevant and effective.

Conclusion

The laboratory is committed to ensuring that its personnel are trained and competent in their job functions. This Personnel Training and Competency Policy is an important part of the laboratory's QMS and is intended to ensure that the laboratory's personnel have the necessary knowledge, skills, and abilities to perform their work to the highest standards.