	CENTRAL LABORATORY, DELHI	DOC : CB/CL/SOP/6.2/3
	STANDARD OPERATING PROCEDURE	Issue No. :04
	PROCEDURE FOR PLANNING AND EXECUTION OF TRAINING PROGRAMME	Issue Date :16.08.2023
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1.0 PURPOSE AND SCOPE



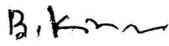

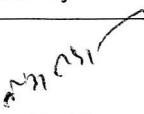
- 1.1 The objective is to identify the training need, plan and execute the training programme for identified personnel, in their respective areas for upgrading technical knowledge and skill, so that their competence is upgraded, as required for performing test.
- 1.2 The scope covers all personnel in the laboratory identified for accreditation. The fields of training shall not be restricted only to relevant test area, but strengthening managerial skill, equipment maintenance and safety shall also be considered for meeting quality objectives.
- 1.2.1 The following situations shall be included in annual training programmes
- 1.2.1.1 **Induction Training** – for newly recruited testing personnel
- 1.2.1.2 **New Areas** – testing like installation of new equipment/adoption of new techniques
- 1.2.1.3 **Updation** – of existing personnel for improving the skill
- 1.2.1.4 **Auditing** – for selecting staff training in internal quality audit


2.0 RESPONSIBILITY

- 2.1 Laboratory In-Charge / Technical Manager shall identify training needs in his area and inform the Quality Manager.
- 2.2 The Quality Manager shall prepare and annual plan, assess financial requirement particularly if, the training is to be imparted by outside agency and obtain the approval of the Member Secretary / Chairman, CPCB as required.
- 2.3 Laboratory In-Charge/Technical Manager shall be responsible for induction and any internal training on testing / calibration and related functions.




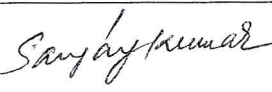
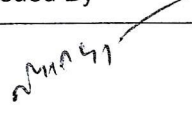
3.0 PROCEDURE

- 3.1 Laboratory In-Charge/ Technical Manager shall identify training need in specific test method (operation or adoption of a new test method) as indicated in 1.2, identify the personnel and also competent training agency (internal or external). He shall furnish the information to Quality Manager in format in the beginning of each financial year.

Amendment No.00	Amendment Date :		
Prepared by	Reviewed & Recommended by	Approved By	Issued By
 Quality Manager  Deputy Quality Manager	 Deputy Technical Manager	 Technical Manager	 Quality Manager

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- 3.2 The Quality Manager shall consolidate all such information and prepare an annual plan for training, identifying both internal and external training facilities and shall put it to the Member Secretary/Chairman, CPCB for his approval.
- 3.3 On receipt of approval, training programmes shall be organised by the Quality Manager in consultation with Laboratory In-Charge/ Technical Manager.
- 3.4 The Quality Manager shall maintain up-to-date record of training imparted for five years, copy of record may be kept with Personal Department/Laboratory In-Charge.

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 Quality Manager  Deputy Quality Manager	 Deputy Technical Manager	 Technical Manager	 Quality Manager