TRAINING SYSTEM

**1.0 PURPOSE AND SCOPE**

To ensure that Larson Davis (LD) employees have adequate skills and/or training to perform their job functions.

1. **AFFECTED DEPARTMENT**

Department Managers

General Management

Human Resources

**3.0 REFERENCE DOCUMENTS**

D0001.1004 Employee Job Description

PE003 PCB In-House Training Record

D0001.1005-4 Training Needs By Job Title

PE02 New Hire Training

PE002 New Hire Orientation Checklist

PE025 Department Orientation

SM012 Quality Concern Form

**4.0 RESPONSIBILITIES & AUTHORITY**

**4.1 Human Resource**

The Corporate Human Resource (HR) Manager is responsible for ensuring compliance to the system through the managers. The HR Department will send out routine notices of training needed by individuals in accordance with changes and updates to D0001.1005-4 and new revisions of documents.

The LD Vice President or General Manager (GM) is responsible for following the New Hire Training as outlined in PE02 and assuring that HR has current training records for all employees in the LD plant.

 **4.2 Management**

Management personnel are responsible for documenting and recording on-going training. Records include the date of training, topic of training, instructor, employee name and other pertinent information as necessary. The documentation, PE003, should be sent to the Human Resource Department upon completion of the training. Individual employee records will be updated based on the PE003 reports. Records will be available for audit and/or inspection by the General Manager, Human Resource Manager, QA Manager, other members of Management and outside compliance auditors.

Management shall assure that work instructions and other job specific training is documented on PE003 and sent into the Human Resource department.

 **4.3 Employees**

Employees are responsible to provide GM/HR with information on Regulatory and/or Professional Enhancement training, completed by the employee, for inclusion in the employee's personnel file.

Employee’s attending offsite training, additional education, etc., have the responsibility to provide GM/HR with copies of certificates of completion, diplomas, and licensing or proficiency examinations for inclusion into their personnel file. The information is optional and is included at the employee's discretion.

**5.0 DEFINITIONS**

**EMT -** Executive Management Team: those individuals with executive authority

**HR -** Human Resource Department

**LD -** PCB Piezotronics, Inc / Larson Davis Division

**QA -**  Quality Assurance

**GM -** General Manager

**6.0 SAFETY PRECAUTIONS—N/A**

**7.0 EQUIPMENT & MATERIALS—N/A**

**8.0 INSTRUCTIONS**

 **8.1 Job Descriptions**

The formulation and use of employee job descriptions is detailed in the "Employee Job Description" procedure, D0001.1004. Training needs for each job description are determined by the manager with primary responsibility for that position and recorded with the Human Resource Manager on D0001.1005-4.

 **8.2 Determination of Training Needs**

 **8.2.1 New Employee Training**

When a new employee is hired, required training per D0001.1005-4 is documented on the training form PE003 PCB Training Record by the supervisor and is completed within the first four weeks of employment or per the management approved schedule.

HR or appointee will complete PE002 New Hire Orientation Checklist. The new hire will have each trainer sign off and date the form. When all training is complete, the new hire will return this form to the supervisor who will verify it for completeness and turn in to HR.

The new employee’s supervisor will fill out PE025Department Orientation, have the employee sign when complete, and return to HR.

**8.2.2 Transferred or Promoted Employee Training**

An employee who is transferred or promoted into a new position is trained in those required areas as indicated by the job description and the training record form for that position. The employee receives training from a qualified individual in the responsibilities of the new position.

An employee moving into a management position is evaluated by HR and EMT to determine the training needed by the employee for the new position. HR has the responsibility to coordinate the additional training.

**8.2.3 Former Employees**

If a former employee is re-hired, the Supervisor determines training needs based on the time the employee was away from LD, past job description, new job description and changes in policies and procedures during the time the employee was gone.

The Supervisor provides the General Manager with the training needs listed on D0001.1005-4 and a schedule to provide the training. The employee receives training from an individual qualified to train the responsibilities of the new position. All training is documented on PE003 and turned in to HR.

An employee that has been absent eighteen months or less and had previously completed the required training does not need to repeat that training unless a new revision of the document has been released during the time of absence. A former employee not fitting the above requirement is trained as a new hire.

An employee returning to LD in a different job position is trained in the new position as a new hire. Additional training is dependent on how long the employee has been away from LD.

**8.3 Trainer Qualifications**

Individual employees are appointed to act as trainers for new, transferred or re-hired employees. Trainers meet the minimum requirements outlined below:

* Be assigned by management
* Have documented experience and/or education pertaining to the skill, policy or procedure being taught

**8.4 Larson Davis Employees Training**

Job related training received by an employee is documented and recorded by the employee’s supervisor / manager using PE003 PCB In-House Training Record. This information is then transferred to HR. The documentation includes, at a minimum:

1. Employees name
2. Job Title
3. Topic of training
4. Date of training
5. Procedure with revision number

6. Name of trainer

7. Test results, if applicable

**8.5 On Site Training**

Occasionally, training courses taught by non-Larson Davis employees are provided at the workplace. The courses may be for regulatory compliance, or personal and/or professional enrichment. The Training Record form PE003 is completed and transferred to HR to document the training.

**8.6 Off Site Training**

Employees may require off site or formal training to perform certain job functions or to comply with regulatory requirements. Copies of certificates or other evidence of completion are given to the GM and HR to place in the employee’s personnel file.

Employees that continue their education may have copies of degrees received or continuing education certificates placed into their personnel file.

**8.7 Instructions for Completing Forms**

**PE003 Training Record Form –** the person doing the training will record each document and revision number and name of training in the space provided. Date and person training will be listed. All attendees will sign the form.

**D001.1005-4 Training Needs by Job Title –** This document lists the job titles for all employees in the LD Division across the top of the spread sheet. Down the left column is a list of all documents, policies and procedures. Managers will specify which documents are required for each job title by placing an “A” for training required in the intersecting box for each document and each job title. Department managers are required to update this list when a new job title is added to the document or a new document is added to this master list. Document control will send all updated changes to the Human Resource Department so they can update the changes in their database.

**8.8** **Evaluation of Training Effectiveness**

Quality Concern Form SM012 is completed when it is found that a problem exists or could possibly exist with quality issues. At regular intervals, the Quality Concerns are tabulated and evaluated by Management for the types of errors found. The GM and HR Department use this information to determine if additional or different training needs to be done.

**9.0 INSPECTION**

The records specified by this procedure are confidential and have restricted access. Audits are conducted per the Internal Audit procedure to verify that records are actually being kept and maintained per this procedure and that employees have been trained per the requirements of their job description.

**10.0 RECORDS**

The GM and HR Manager are responsible to ensure that employee files are created when employees are hired and to maintain those files for the period of employment and two years after leaving the company (longer if required by State or Federal regulations).

Employee records are maintained as paper copies or as electronic files. The method of storage is determined by HR and/or the responsible Manager / Supervisor.

Records of training that demonstrate compliance with State or Federal regulations are maintained by HR or their appointee. Records that contain a date of training in an employee database or an attendance roll with a description and a date of the training are adequate to demonstrate compliance to this procedure.

Certificates, receipts, etc. from training that is completed in compliance with State and/or Federal regulations are submitted to HR for proof of compliance.

**11.0 DISTRIBUTION**

Available electronically or hard copy in Document Control.

**12.0 REVISION HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DCO #** | **REV** | **DATE** | **INITIALS** | **CHANGES MADE** |
|  | B |  | JEB | See the details in the corresponding ECO |
| 182 | C | 12/27/00 | JEB | CAR# 000405-1 and CAR# 001214-1. Clarified Sec 4.0 to define where training records are kept. Changed affected departments from all employees to supervisors and managers. Changed document ownership to current HR Manger. Changed form D0001.1146-1 to D0001.1005-1 since it is actually part of this procedure. Re-wrote section 8.0 to included trainer qualifications and evaluation of training needs. Clarified section 10.0 as to what records are kept, by whom and how long. |
| 314 | D | 3/21/01 | JEB | Made changes as recommended by HR. Removed duplicate paragraphs, changed record retention from 5 years to 2 years, added a requirement for managers and supervisors to provide HR with records of job specific training. |
| 604 | E | 7/17/03 | CD | Update to current process, added requirement to submit completed D0001.1005-1 form to HR. |
| 611B | F | 9/18/03 | CD | Update to global process, added requirement to complete D0001.1005-3 and D0001.1005-4. Added documentation needed for training records. |
| 922 | G | 12/16/05 | CD | Make D001.1005-3 Obsolete and added HR Office Database in it’s place. Added requirements to complete D0001.1005-2 |
| 1024 | H | 7/23/07 | HKB | Updated. |
| 1108 | I | 5/20/08 | DAR | Updated. |
| 1356 | J | 11/23/11 | DAR | Updated |
| 1448 | K | 10/10/13 | DAR | Update to include use of PE003 |
| 1484 | L | 2/27/14 | DAR | Update Training document numbers |
| 1503 | M | 6/04/14 | DAR | Update Training document numbers |
| 1508 | N | 8/12/14 | DAR | Update instructions for D0001.1005-4 |