




Sterling Chemical Malta Ltd

BASIC DOCUMENT: BASIC TRAINING COURSES CONTENT

REVISION HISTORY

Revision Date	Revision Number	Sections Affected	Description of the change
28.02.2014	00		First issue

Document Number: MDA_4.4.2	Edited by: RSGA	Controlled and Approved by: Top Management (TP)
Page 1 of 4		

	Sterling Chemical Malta Ltd	BASIC DOCUMENT	Documentation Number: MDA_4.4.2
Issue date: 28/02/2014	BASIC TRAINING COURSES CONTENT	Revision 00	
		Page 2 of 4	

1. PURPOSE

This document is intended to establish in a clear and documented way the content of basic courses that staff has to follow depending on the position they hold and on the area in which they work. Courses will be based on environmental and health and safety regulations.

2. FIELD OF APPLICATION

This procedure provisions apply within the Sterling to the management of training courses for managerial and technical staff, production staff and for laboratories and offices personnel with particular attention to new recruited staff. Training will be carried out through internal/external training courses.

3. BASIC DEFINITIONS

Please use the following basic definitions in order to better comprehend this basic document:


- **Atex (EXAT)** is the formal name of the Directive 94/9/EC of the European Union for the regulation of the equipment intended to be used in areas at risk of explosion. The name originates from the words *ATmosphères ed EXplosibles*;
- **Emergency**: An extraordinary situation arising from one or more events which are hazardous for worker's health;
- **Danger**: the intrinsic property or ability of a specific factor which can potentially cause damages;
- **Waste**: any substance or object that the holder discards or that he is required to discard
- **PPE**: Personal Protective Equipment
- **RSGA**: Environmental Management System Representative;
- **RDOC**: Responsible of Documentation and Communication of Environmental Management System

4. PROCEDURES

RDOC draw up a basic training program according to the requirements established by the law in force and collect all advisories about the need for training sent by RSGA, the HSE Officer and the Employer but also by department heads. Training courses content will be updated every year during the Management review.


This document applies to all employees and associates of Sterling Chemical Malta Ltd

The person in charge of the training project is the Security Officer together with Safety Manager. They will collaborate on the identification of training courses and their contents, as well as on the drafting of the training plan.

 Sterling Chemical Malta Ltd	BASIC DOCUMENT	Identification: MDA_4.4.2
		Rev.00
Issue date: 28.02.2014	Basic training courses content	Page 3 of 4

5. LIST OF BASIC COURSES ON ENVIRONMENTAL ISSUES

BASIC TRAINING			
RECIPIENTS	Basic training courses content	Informative tools delivered	Course effectiveness test
All workers in the company	Basics on Regulation ISO 14001	Summary pamphlets on Regulation ISO 14001	Oral test
	Basics on legislative regime, guidelines and provisions established by IPPC (or IEA - Integrated Environmental Authorisation).	IPPC summary pamphlets	Oral test
	Structure of the EM system with an indication on the nomenclature associated with common, environmental and safety documents.	-	Oral test
	Environment Policy MDA_4.2 and informations about important environmental issues.	Copy of the Environment Policy	Not required
	Explanation of the environmental objectives that the organization set out to achieve by the end of the year.	Copy of objectives and aims	Oral test
	Awareness on environmental protection issues, energy resources, natural resources, and on waste production	Common Action n. 1 informative booklet	Oral test
	Management of non-compliances and accidents/near misses	-	Oral test
Warehouse operator Production operator Production supervisors Producer-manager	Training will be about the management of hazardous substances, air emissions, wastes, goods loading and unloading and of supplies. Explanation on places where procedures and operating instructions are kept. Emergency preparedness and response. Procedures for ADR goods handling.	Slides on procedures of interest	Oral test
Process Engineer and Maintenance operator	Checks of maintenance equipment and processes. Explanation on procedures and operative instructions to be followed to properly store and maintain wastes. Operative instruction on the proper management of scrubbers and activated carbon filters used in abatement systems in order to reduce pollutants contained in process fumes arising from production plants. Instructions on the management and control of emissions into the atmosphere. Supplies procedures and suppliers qualification.	Summary slides	Oral test
Waste management operators	Explanation on procedures and operative instructions to properly handle, store and maintain wastes. Emergencies preparedness and response.	Copy of procedure MIOA_4.4.6-A, MP_4.4.7, MIOA_4.4.6_N1 and the relevant operative instructions.	Oral test and audit during management operations
QC laboratory	Training will be about the management of hazardous substances,	Summary slides	Oral test

 Sterling Chemical Malta Ltd	BASIC DOCUMENT	Identification: MDA_4.4.2
		Rev.00
Issue date: 28.02.2014	Basic training courses content	Page 4 of 4

responsible and analyst	supplies, carcinogenic substances, waste and by-products. Training will also provide informations about supplier qualification. Explanation on how to fill in the forms regarding accidents/near misses, non-compliances, and change requests. Emergency preparedness and response.		
R&D laboratory technician and responsible	Training will be about the management of hazardous substances, supplies, carcinogenic substances, waste and by-products. Training will also provide informations about supplier qualification. Explanation on how to fill in the forms regarding accidents/near misses, non-compliances, and change requests. Emergencies preparedness and response.	Summary slides	Oral test
Office employees	Training will be about the management of supplies, supplier qualifications, requests for change and internal/external communications. Emergencies preparedness and response.	Summary slides	Oral test
New recruited staff	<p>In addition to the basic training provided for all Sterling employees, new recruited staff (regardless of the task they has to carry out) has to follow the activities below:</p> <ul style="list-style-type: none"> - Illustration of the company and its products; - Illustration of the company organizational chart and its buildings; - Emergency and evacuation plan; - Visit of the production areas 	Summary slides	Not required