




Sterling Chemical Malta Ltd

PROCEDURE: TRAINING

REVISION HISTORY

Revision Date	Revision Number	Sections affected	Change Description
21.02.2014	00		First issue

Procedure Number: MPA_4.4.2	Edited by: RDOC	Revision by RSGA	Approved: Top Management
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1. PURPOSE

This procedure describes the provisions of training to ensure that any persons working for or on behalf of the company involved in the activities covered by the scope of the HSE are properly trained to carry out their assigned duties in a manner that will not cause deviation from the company environmental policy.

2. SCOPE

This procedure applies to HSE related training for staff any persons working for or on behalf of Sterling Chemical Malta ltd involved in the activities covered by the scope of the HSE. STERLING CHEMICAL MALTA LTD will ensure that all people performing tasks for or on behalf of the organisation, which includes contractors, sub-contractors, temporary staff and remote workers, have had an appropriate assessment for their potential to cause a significant environmental impact and the associated competence required.

3. REFERENCE DOCUMENTS

Section 4.4.2, EMS Manual
MPA_4.4.5 Control of Documents
MPA_4.5.4 Control of Records

4. DEFINITIONS

RSGA	– Environmental Management Representative
HSE Committee	– Environmental Management System Committee
RDOC	– Responsible of Documents and Communications
EMS	– Environmental Management System


5. RESPONSIBILITY

5.1 *Environmental Management System Committee / Function / Departmental Manager*

The HSE Committee / Function / Departmental Managers shall ensure that persons working for or on behalf of the company within the scope of EMS are competent on the basis of appropriate education, training or experience. The hse Committee / Function / Departmental Managers shall identify training needs for persons working for or on behalf of the company to ensure individual competence to implement the environmental system effectively.

5.2 *Responsible of Documents and Communications*

The RDOC shall consolidate the training needs and prepare an annual training plan (Appendix 1). The RDOC shall also arrange or coordinate training and keep training records.

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6. PROCEDURE

6.1 Identification of training needs and development of training plans

6.1.1 The RSGA shall consult with the Function / Departmental Managers to identify the needs of environmental training where appropriate. The HSE Committee may identify additional training needs in consultation with individual staff members.

6.1.2 The RDOC shall produce an annual training plan. The RDOC shall consider various types of environmental training programmes or other means such as:

- ISO 14001 Awareness Training Programmes
- Environmental Implementation Training
- Environmental Auditor Training
- Other specific on-job training

7. RECORDS

Record Description	Record Location/ Retention Responsibility	Minimum Retention Time
Training Plan (MMA_4.4.2-A)	<i>RDOC</i>	3 years
Staff Training Records	<i>RDOC</i>	Until the staff leave
Training Attendance Record (MMA_4.4.2-B)	<i>RDOC</i>	3 years
Training Materials	<i>RDOC</i>	Keep the latest version



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FORM

Form Number: MMA_4.4.2-A

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TRAINING PLAN

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Training Plan (Year)

Training Type	Target Staff	Length	Date	Responsible Personnel

