

FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE		
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1.0 PURPOSE

To establish the requirement for training of the Facilities Maintenance and Engineering (FME) personnel.

2.0 GENERAL

The appropriate Manger is responsible for ensuring that all personnel assigned to the department are provided with the training required for the performance of their assigned duties.

2.1 Definitions

Training Record-Documentation which provides information regarding the training conducted as well as the receiver of the training.

3.0 PROCEDURE

3.1 Training

The training provided shall follow the following guidelines:

- (a) Training shall cover the applicable procedures contained in the Facilities Maintenance and Engineering procedures manual.
- (b) Training shall cover an appropriate subject selected by the appropriate Manager.
- (c) Additional follow up training will be provided if required.

3.2 Methodology

Training may be presented by classroom sessions, reading assignments, familiarization assignments, or a combination of methods.

3.3 Documentation

Records of training within the scope of this procedure shall be maintained.

Personnel responsible for training shall ensure that, as a minimum, the following records are maintained:

3.3.1 Training Records (non-reading)

When training (non-reading assignment) sessions are held, the person responsible for conducting the session(s) shall prepare a record of attendance containing the essential information shown in the typical training record form (Exhibit A).

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3.3.2 Training Records (reading)

When specific reading assignments are made, the assignment will be forwarded by reading list to the employee(s) concerned. The reading list will include, as a minimum, employee's name, employee number, procedure(s) covered, title and document number of the procedure, revision, employee signature or initial and date reading was completed (Exhibit B).

3.3.3 Training Records (familiarization)

When specific familiarization assignments are made, the assignment will be forwarded by a subject list to the employee(s) concerned. The subject list will include, as a minimum, employee's name, employee number, subject(s) covered, employee signature or initial and date familiarization was completed (Exhibit C).

4.0 REVISIONS

After the initial training has been completed and documented, the documentation of training for revised material is identified below.

- Training record (non-reading) as identified in Section 3.3.1.
- Training record (reading) as identified in Section 3.3.2.
- Training record (familiarization) as identified in Section 3.3.3.
- E-Mail notification of the changes.

The E-Mail notification will consist of a listing of new and revised procedures. For revised procedures, a description of the changes will be provided.

Return Receipt will be requested when the notification is forwarded to the recipients and the return receipt from the recipients will be tracked for recipient accountability.

5.0 FILING

All training records are to be filed in the appropriate location.

FMEP-A-0040 EXHIBITS

Exhibit A- Training Record (1 page)

Exhibit B- Training – Self-Reading List (1 page)

Exhibit C- Training –Familiarization List (1 page)