

TITLE:

Resources

SECTION REF:

5.

5.1 Provision of resources

The Managing Director will determine and continually review all resources required to achieve the Companies overall aims and ensure these resources are made available.

In determining and reviewing these resources consideration shall be given to the following:-

5.2 Human resources

5.2.1 General

Ensuring that appropriately trained, qualified, experienced and competent staff are available for assignment to tasks.

5.2.2 Competence, awareness and training

The Company is committed to training and developing their entire staff to the levels necessary for them to conduct their tasks competently, safely and in accordance with procedures and legislation or regulations.

All staff will receive adequate induction and training in order to perform the tasks required of them.

The induction and training provided will ensure that each member of staff is capable of performing their duties correctly and consistently to the standards required by the Company and industry guidelines.

All staff will be regularly appraised by a Supervisor or Manager who will be responsible for reviewing their competency and identifying any training needs and ensuring that recommended training requirements are addressed.

Records of training and competence will be kept as part of personnel records.

The Company will review the effectiveness of its training and development activities on a continual basis and formerly at each Management Review meeting.

5.3 Infrastructure

5.3.1 Work environment

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The Managing Director shall ensure that adequate and proper facilities, equipment, and materials are available for tasks to be carried out in a safe and economic manner and that the results of these tasks are capable of achieving the desired specifications with minimal impact on the environment

5.3.2 Financial resources

The Managing Director will, as far as practically possible within Company budgets, ensure that adequate financial funds are available to provide the resources necessary to implement, maintain and continually improve the Integrated Management System and the Company's performance and effectiveness.

5.3.3 Information resources

Information systems and processes shall be established to ensure that all information necessary to achieve the aims and objectives of the Company is made readily available to those staff that need it and ensuring that any information that needs to remain confidential does so.