

JINDAL ALUMINIUM LIMITED ROLLING & EXTRUSION			
PROCEDURE FOR TRAINING			
DOC. NO. JAL/R&E/TRG/PR/22		TITLE PAGE	
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AMENDMENT RECORD

AMENDMENT			DISCARD		INSERT	
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Prepared Verified by	AM - ISO CELL		
Approved by	QMS COORDINATOR		

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1.0 PURPOSE:

1.1 The purpose of this procedure is to define the requirements for positions in the company affecting quality, for hiring and training employees to ensure these requirements are met, and for evaluating the effectiveness of training provided.

1.2 Concerned HOD's is responsible for implementation and management of this procedure.

2.0 SCOPE: Training procedure is applied for new selected employees & existing employees at all level in the organization.

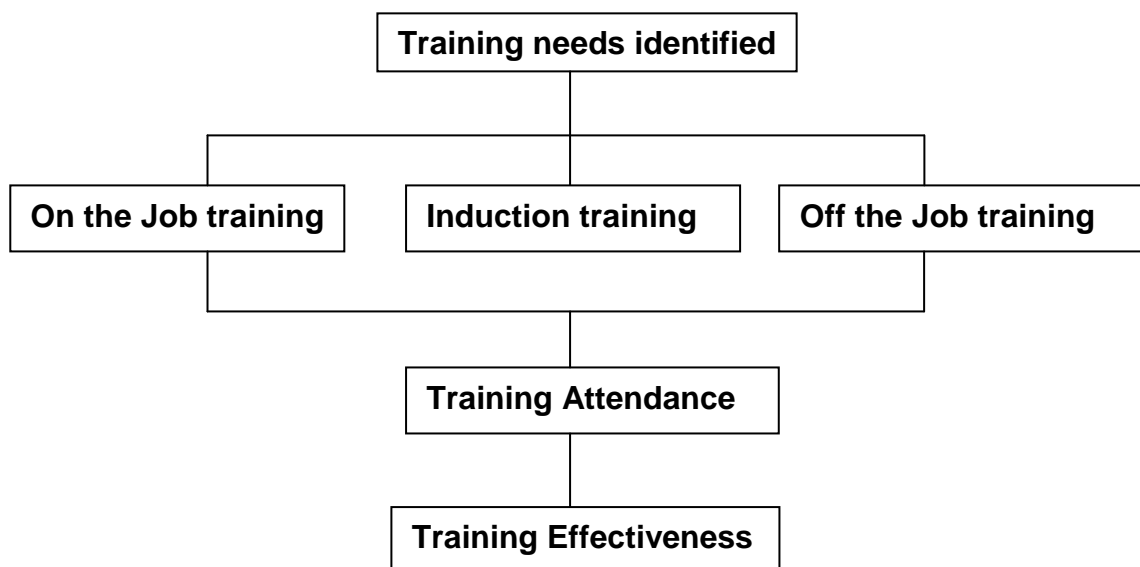
3.0 Responsibilities & Authorities:

3.1 All HODs are responsible for Job related training.

3.2 Safety officer is responsible for safety related training.

3.3 AM-ISO Cell is responsible for QMS, TPM & Quality related trainings.

4.0 TRAINING FLOW CHART



5.0 DEFINITION:

Training: Training is any attempt to improve current or future employee performance by increasing an employee's ability to perform through learning, usually by changing the employee's attitude or increasing his or her skills and knowledge.

Types of training

1. On-the-job training
2. Off-the-job training
3. Induction training

On-the-job training is a form of training taking place in a normal working situation.

Off- the- job training is a form of training taking place in classroom lecture & conference.

Induction training is a form of introduction for new employees in order to enable them to do their work in a new profession or job role within organization.

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6.0 PROCEDURE:

6.1 Each department heads maintaining separate employee's list in the format no JAL/R&E/TRG/F/01. Such record should indicate the following.

- Name of employees
- Designation
- Qualification
- Date of Joining
- Previous experience
- Current Knowledge

6.2 Training needs are identified by concerned HOD based on employee qualification, experience & Knowledge.

6.3 Some special class room training are providing to staff as per training calendar.

6.4 Training is performed to ensure each employee is knowledgeable in their job function and their role within the company.

6.5 Training attendance record is maintained in the format No JAL/R&E/TRG/F/03. Such records should indicate the following:

- Type of training
- Topic
- Date of training
- Duration of training
- Timing
- Venue
- The name of the faculty

6.6. Effectiveness of Training will be reviewed by trainer after 2 months of training in the format No JAL/TRG/F/04.

6.7 New employees for the JAL undergo employee induction training, which includes Quality policy, Procedure, QMS awareness, safety awareness and all departments' process activities.

6.8 Based on requirement of the job employees will be send for outside training like seminars, exhibition, workshop etc

7.0 RECORDS:

NAME OF THE RECORD	RECORD TYPE	RESPONSIBLE	RETENTION PERIOD
Employee Details	Hard copy	Concerned HOD	Till end of service
Training needs identified	Hard copy		1 Year
Record of training imparted	Hard copy		1 Year
Review of Effectiveness of Training	Hard copy		1 Year

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EMPLOYEE DETAILS

(JAL/R&E/TRG/F/01)

Div Code :

Dept. Code :

Staff Code :

Name :

Designation:

Sex :

D.O.B :

D.O.J. :

Educational Qualifications	Year	Current knowledge (Professional Training)	Year
Previous Experience			
Nature of Job		Duration	
Promotions			Year :
Training & Additional knowledge			
Programme	Duration	Conducted By	Remarks

DEPT. HEAD

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Training Needs Identified
Format No: JAL/R&E/TRG/F/02

DEPARTMENT:

PERIOD:

Sl. No.	Name	Designation	Topic	Type of training	Source		Tentative Schedule
					Internal	external	

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Retention Period: One Year

JINDAL ALUMINIUM LIMITED	
ROLLING & EXTRUSION DIVISION	
Rev. No.: 00	Rev Date: 01.07.2017

REVIEW OF EFFECTIVENESS OF TRAINING

Format No: JAL/R&E//TRG/F/04

Department:

Sl No	Name	Topic	Effectiveness Criteria	Excellent	Good	Average	Poor	Date of Review	Sign of HOD
1			Job performance						
			Knowledge & Communication skill						
			Attitude						
2			Job performance						
			Knowledge & Communication skill						
			Attitude						
3			Job performance						
			Knowledge & Communication skill						
			Attitude						
4			Job performance						
			Knowledge & Communication skill						
			Attitude						
5			Job performance						
			Knowledge & Communication skill						
			Attitude						
6			Job performance						
			Knowledge & Communication skill						
			Attitude						
7			Job performance						
			Knowledge & Communication skill						
			Attitude						

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Note: Effectiveness of Training will be reviewed by concerned HOD after 2 months of training.

Retention Period: One Year