

## TRAINING POLICY

### Policy Statement

Maintaining a high level of competence is a prime objective of the Company to ensure the consistent delivery and the best standards of service to our Clients. To achieve this objective the Company adopts a positive approach to staff training through the following measures:

1. Staff qualifications and experience are recorded and reviewed regularly to identify any further requirements to meet the needs of the business.
2. Staff are encouraged through further education and continual professional development to update their training and competency levels to deliver the best service to our Clients.
3. All staff performance by exception is reviewed at the monthly management meeting to ensure continuous development takes place.
4. A Training Matrix is in place to monitor and promote training requirements and prioritise business and Client's needs
5. Where appropriate, attendance at technical seminars and life skills events is encouraged
6. Health and Safety training for on site working is a priority.
7. The Company operates a Business Management System to meet the needs of our Clients measured against the requirements of the Laboratory Standard BS EN ISO 17025 and the Environmental Standard BS EN ISO 14001. A condition of these Standards is to ensure staff competencies and training requirements are audited.



Signed \_\_\_\_\_

K. O. Marsh  
Managing Director

Revised : May 2009  
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