

# Aird Walker & Ralston Ltd.

Registered Electrical Engineers

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Company Registration Number: Scotland - SC020812, Registered Office: 1 Simonsburn Road, Loreny Industrial Estate, Kilmarnock, Ayrshire, Scotland, KA1 5LA



## Training Policy

### Policy Statement of Intent

Aird Walker & Ralston Ltd are committed to serving the needs of our staff by providing training that complements our quality products and services to provide superior value to our customers, whilst complying with statutory and regulatory requirements.

A training matrix is established to identify the need for training as applicable to individual job functions and or career progression, where the lack of such training would adversely affect the function or performance of the Company's undertakings, products or services.

Operators undertaking works on behalf of the Company hold a current CSCS grading card detailing their core competency, skill level, and demonstrates successful completion of the periodic site based Health, Safety and Environmental Assessment.

Programmes shall include but not limited to:-

Induction Training, Health Safety and Welfare Awareness, Environmental Awareness, Quality Assurance Awareness, Electrical BS7671 Awareness, On-The-Job Tuition & Awareness.

Senior staff will further ensure that allocated personnel, performing works associated with Company undertakings have the appropriate skills and experience best suited for fulfilling customer requirement. The financial and personnel administrator maintains records of individuals training.

Internal training is supplemented by external training where required to meet special requirements, such as: -

Health and Safety related Training, First Aid Training, Confined Space Working Training, Water Hygiene Training, DOMS Training, CDM Training, Personnel Development Training, Supervisor Skills Training, Specialised College Day and Block Release Programs, Specialised University Programs;

The Directors are ultimately responsible for personnel training and makes suitable resources and training programmes available to ensure personnel are suitably trained and qualified to perform the required tasks.

Signed

Gordon Christie

(Managing Director)

On behalf of Aird Walker & Ralston Ltd

Date: 01-07-2016 Review Date: 01-07-2017



Managing Director: G.Christie.