

BI-CDA.03 Trained personnel who are supported by an appropriate and up-to-date training management system

Expectation

A process is in place for delivering and maintaining competency-based training for everyone on or connected to the site.

Specify

All people who perform tasks for the site are trained - and the training management system:

1. Matches skills to roles e.g. through a training needs analysis and confirming checks that personnel have appropriate formal qualifications
2. Presents information that is appropriate for the audience
3. Confirms requirements for safe and productive operations
4. Assesses competency e.g. through written and practical tests

Implement

1. Appropriately qualified trainers deliver well-structured training
2. A Training Needs Analysis is used to identify training requirements of workers and they attend courses
3. Assessments are matched to key hazards and required controls

Monitor

1. Training records are kept in line with training needs analyses (TNA's) and expiry dates trigger requirements for follow up training
2. Supervisors confirm workers in their area(s) of responsibility are aware of task expectations and understand key requirements. Inspection findings are recorded and passed on as required
3. Audits of training systems confirm that they are performing in line with requirements and trigger follow up opportunities for improvement for consideration by senior leaders as required