



Training and Competency Audit

2 Apr 2024 / David Proctor

Complete

Score	5 / 5 (100%)	Flagged items	0	Actions	0
Conducted on					02.04.2024 10:00 BST
Prepared by					David Proctor
Location					Structural Repairs

1/2

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Inspection	5 / 5 (100%)
SPECIFIC JOBS:	3 / 3 (100%)
<p>Does the site have a documented training plan to ensure all staff are adequately trained. This must include timeframes around training, competency assessment and refresher training. *Only competent staff will work with machinery.</p>	Yes
<p>CALIBRATIONS: Are all staff who perform works with work equipment suitably trained – records must be kept of competency</p>	Yes
<p>Are training records available for staff that control plant</p>	Yes
<p>Does the site conduct detailed training for staff covering the principles and technology of its foreign object detection equipment (i.e. metal detector) CFMSR 33.3</p>	N/A
ASSESSMENTS AND RECORDS:	1 / 1 (100%)

Are assessments in place to prove competence on induction and procedural training (specific jobs)
Are correct answers discussed with the trainee and retraining given with incorrect answers
Do the training assessments cover key areas of the topic and include; •
Topic
• Duration
• Date
• Trainer & trainee
• Competent or further training required
Are records of staff competency maintained and easily accessible.



JOB DESCRIPTIONS AND COMPETENCIES:

1 / 1 (100%)

Do the job descriptions show what competencies are required for each job function.

All relevant personnel (including relevant agency-supplied staff, temporary staff and contractors) shall have received training on the site's labelling and packing processes which are designed to ensure the correct labelling and packing of products.
Are the site's competency assessments based on defined attributes (against the procedure, hours in operation / performance, pass mark, licence).
Are employee competencies reviewed at defined intervals or following equipment / process changes.

