



HUMAN RESOURCES

P02
Rev. 1
01/06/20XX

Approval
Quality Manager

Preparation
Administrative Manager

CONTROL OF REVISIONS

Revision 00 – 01/03/20VV – Initial emission

Revision 01 – 01/06/20XX – Complete actualization of content

1. Objective

This procedure establishes the criteria for control of the human resources.

2. Responsabilidades

Gerente Administrativo

3. Hiring of Personnel

The employees and outsourced personnel necessary for the processes and activities must be hired based on meeting the established professional requirements, as required in the function and indicated in the Competence Assessment form.

The human resources sector must evaluate, based on education, training, skill and experience, the registration of the professional requirements of the function, as recorded in the Competency Assessment form.

Competency approval is made by the Administrative Manager, who is also responsible for the annual monitoring of professionals. The Director is responsible for evaluating and monitoring Managers. Records must be maintained.

When a new employee or third party is hired or changed in function, without meeting the requirements defined for the function he will occupy, the responsible management must monitor the activities and ensure the necessary training so that the new employee can perform his activities without putting at risk quality and safety.

The human resources sector is responsible for maintaining updated personnel records, including relevant qualifications, training, experience, affiliations, professional status and competence. These records include management and administrative personnel, in addition to those who carry out activities in general. Records must be maintained.

4. Evaluation and Maintenance of the Competence

As part of the departure from the Critical Analysis Meeting by the Management, in order to guarantee, through training and other actions, compliance with professional requirements, entry of new processes, and or other operational needs required, the training plan is established, containing all the training and other actions to be carried out, including, when applicable, study of rules, procedures, courses, lectures and others. This training plan must also take into account the requirements indicated in the Competence Assessment form, which must be evaluated annually for both employees and third parties.

Whenever identified as necessary, employees and third parties must receive specific training established for each function.

Training, courses, must be planned by the human resources sector and carried out by qualified personnel, maintaining the records and copies of training certificates.