

**Lotte Chemical Pakistan Limited  
Port Qasim**

<b>PROCEDURE NO.</b>	<b>HSE&amp;S Procedure No. 5.01-01</b>	<b>Page 1 of 4</b>
<b>TITLE</b>	<b>Training</b>	
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Changes w.r.t organizations & designations

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## 1. PURPOSE

To set in place the arrangements of all trainings of Employees at Lotte Chemical Pakistan Limited (LCPL).

## 2. SCOPE

The scope of procedure is to have arrangements in place to ensure that training of all LCPL Employees are identified and satisfied so that all activities are carried out in a safe, secure, healthy and environmentally acceptable manner.

## 3. DEFINITIONS

- 3.1 Competent: Having demonstrable ability in term of quality, skills, experience & training to consistently carry out specific work activities to a defined standard.
- 3.2 Validation: Confirm by verbal, written or behavioral assessment, that a person is competent.

## 4. REQUIREMENTS

### 4.1 Principles

- 4.1.1 The Line Manager shall have systems in place to ensure that the standards expected for specific work activities, are defined.
- 4.1.2 It is the responsibility of the line manager to ensure that the knowledge and the skill practice requirements of all Employees, excluding temporary staff (training of all temporary staff is governed by each contract manager as per ref:7.1), are identified against the standards defined in 4.1.1.
- 4.1.3 It is a line management responsibility to ensure that training and retraining needs for Employees are identified and met so that all persons are competent to carry out their jobs.
- 4.1.4 Training requirements should be defined, reviewed and tailored to meet the requirements of the current job and personal development.
- 4.1.5 Employees competence should be assessed on completion of training by proper validation to ensure that they are confident in the operation of the standards. Validation should confirm by verbal, written, or behavioral assessment to define that a person is competent. Training in particular should be reviewed whenever there is a notable change in the work to be carried out.

- 4.1.6 All persons should receive adequate training to ensure that they understand the HSE implications of their job, how they can contribute to continual improvement in HSE performance and be able to avoid exposing themselves, others or the environment to unacceptable risk. This should include induction/training orientation plan for all new and transferred employees.
- 4.1.7 Each employee should have a HSE training programme tailored to the needs of the current job, personal development and experiential developments.
- 4.2 Head of Department Managers shall review training of all employees in their respective departments to identify required trainings as per their job requirements each year, The Core development plan of each individual, joining company shall consist of the following:
- Basic Site inductions/orientation training for working on the site
  - HSE training relevant to the job requirement
  - HSE Practical training as per core development plan of individual job requirement
  - Technical Training requirements of the job (as per Core development Plan)
  - Technical Training for future role development
  - Refresher training as per job requirement
- 4.3 The [Director Admin, HR, IT](#) shall responsible for maintaining HR / Behavioral based training and [Director Manufacturing](#) shall be responsible for system in place to ensure maintaining of technical and HSE training record of each employee based upon their training profiles above in 4.2.
- 4.4 The HSE & Technical Training Manager shall plan a Site induction & Training orientation plan of all new employees (when they join LCPL Business). The [HR & IT Manager](#) shall ensure that all new employees receive this training plan as soon as possible after they have joined the LCPL Business.
- 4.5 The HSE & Technical Training Manager shall agree with Head of Department managers for all HSE& Technical training requirement of employees over and above the induction/orientation training plan. He shall then produce the appropriate TNA (Training Need Assessment) yearly Plan and be responsible for carrying out the necessary training.
- 4.6 The Assistant Manager QHSE shall be responsible for all practical HSE training relevant to the employee' score development plan.
- 4.7 Head of Department Managers are responsible for identifying training requirements for each individual as per their core development plan in their Department. They shall ensure that training requirement of all employees are assessed and incorporated in annual TNA plan for formerly execution through

Technical Training Centre. On Job training shall highlight local HSE requirements and the consequences of failure to comply with them.

- 4.8 The **HR & IT Manager** shall keep records of all employees training in their personal dossiers.
- 4.9 Head of Department Managers in conjunction with the HSE & Technical Training Manager shall identify all refreshers training defined frequency in annual TNA meeting, and record this in the training profiles, e.g. HSE Practical training refresher is planned after every 2 years for plant based personnel.
- 4.10 Head of Department Managers shall update training profiles once/year and ensure that new training needs are incorporated as per changes requirements (e.g. new procedure or new equipment).
- 4.11 The **Director** Manufacturing is responsible for ensuring that the training requirements specified in the site procedures is in compliance.
- 4.12 All training shall be validated by immediate supervisor.

## **5. COMMUNICATION AND TRAINING**

- 5.1 The **Director** Manufacturing shall ensure that all Functional and Departmental Managers are aware of their responsibilities within this Procedure.

## **6. DOCUMENTATION**

- 6.1 Training Need Assessment Yearly Plan
- 6.2 Individual Training Record

## **7. REFERENCE**

- 7.1 HSE&S Procedure 8.01.01 Management of Contractors

## **8. AMENDMENTS**

This is the **fifth** revision.