

TRAINING POLICY

The company is committed to high quality output from all employees and as such have chosen to follow the Highway Electrical Academy (HEA) Training & Competency route for Staff Training and Development.

Upon commencement of employment (at the induction) a training plan will be documented for each individual as detailed below:-

Electrical Staff

All Electrical Staff (following the probationary period) will need to undergo the HEA "training programme" gaining both qualifications & experience in the required competencies (10 Mandatory units first):-

- Health & Safety (Found 01)
- Power Tools, including Hand Tools (Found 04)
- Signing, Lighting & Guarding (Found 06)
- Working in the Vicinity of DNO Equipment (Found 07)
- Install Electrical Equipment & Wiring only (Inst 03)
- Terminate & Joint Cables (Inst 06)
- Emergency Work (Main 04/2)
- Diagnose Faults & Replace Faulty Components (Rep 02)
- Test & Inspection new installation and issue Certification (Test 01)
- Periodic Test & Inspection and issue Certification (Test 02)

Civil's Staff

All Civil's Staff (following the probationary period) will need to undergo the HEA "training programme" gaining both qualifications & experience in the required competencies (3 Mandatory units first):-

- Health & Safety (Found 01)
- Power Tools, including Hand Tools (Found 04)
- Use of Locator/Detector for Underground Services (Found 08)

Following on from the above, AKL see the additional 3 units listed below as a minimum company requirement:-

- Signing, Lighting & Guarding (Found 06)
- Working in the Vicinity of DNO Equipment (Found 07)
- Excavate, Backfill & Reinstate (Inst 01)

Office Staff

Training for office staff (staff that don't attend site at all) will be discussed and planned at annual review and is subject to tasks undertaken.

Signature:



Date: 8th April 2013

Position: **Managing Director**