



شركة إتحاد المقاولين (للهندسة التحت مائية) ش.م.ل

**Consolidated Contractors Company**

**(Underwater Engineering) S.A.L.**

A MEMBER OF CONSOLIDATED CONTRACTORS GROUP OF COMPANIES

## COMPETENCY POLICY

### INTRODUCTION

The specific objectives of CCC (UE) are to:

1. Ensure personnel performing work affecting product quality shall be competent on the basis of appropriate education, training, skills and experience.
2. Provide training required to improve standard of competency.
3. Evaluate personnel skills through CCC (UE) E-PMS (Electronic Performance Management System)

CCC (UE) SAL recognises that our most valuable resource are our employees. The future development of the services and support offered by the organisation to the people we support relies upon our workforce being fully trained and competent to carry out their roles to allow them to participate in the development and evolution of CCC UE services.

### POLICY STATEMENT

In keeping with its stated objectives CCC (UE) SAL are committed to the development and training of all personnel in order to equip them with the necessary skills and knowledge to provide the best possible quality service

### AIMS AND SCOPE OF THE POLICY

To support and promote development of all permanent and part-time staff through education and training.

This policy is intended for all permanent personnel as well as selected 'part time' or project personnel. It does not apply to personnel who are Contractors or consultants.

### TERMS AND DEFINITIONS

Induction Training: Training given as an initial preparation upon taking up a post;

Mandatory Training: Certain types of training are mandatory and will include such areas as Client required Training, Health & Safety, Quality, Security and Data Protection.

### PRINCIPLES

All new employees will be given appropriate induction training;

CCC (UE) SAL will endeavour to ensure that staff receive the necessary training to work in line with policies, statutory procedures and IMCA Guidelines which are relevant to their job description

CCC (UE) SAL is committed to the professional development of its staff. It will devote resources for training which provide organisational benefit in line with budget resources and limitations.

### RESPONSIBILITIES

Onshore: It is the responsibility of Department Managers and HR Dept to ensure that the QHSE Dept is notified so the new personnel undergo the Company Induction Program.

Offshore: It is the responsibility of the Chief Mate to ensure that new personnel undergo the Vessel Induction, if an HSE Officer is on board he will perform the Induction including electrical safety and Medical Declaration.

All staff have a responsibility to participate fully in training opportunities. They are advised to inform their line managers of any personal training needs they may have identified.

Staff who are members of regulated professional bodies are encouraged to retain, maintain and develop the requirements of those bodies.

All staff must maintain a record of their own education/training and ensure they carry the certification with them to ensure it is available for COMPANY examination

HR / ADMIN shall maintain a record of education/training undertaken by all personnel, personnel will assist by supplying copies of all certification

## **IDENTIFYING TRAINING NEEDS**

Training Needs are identified through a number of ways, including during initial induction, supervision, reviews, or through the E-PMS (Electronic Performance Management System). The Department manager decides the type of training most appropriate to meet the training needs of him/her.

Approval to undertake external training must be provided through the Department Manager, and this will be done if sufficient financial resources are available, and the manager agrees the training is in line with the staff member's role and IMCA Requirements / Guidelines.

## **ATTENDANCE AT TRAINING**

Staff are expected to attend all mandatory training;

In cases where the training is in the staff members own time and funded by them, attendance is entirely at their discretion. However, where CCC (UE) SAL contributes to the training attendance is required

## **TRAINER'S COMPETENCY**

CCC (UE) SAL will endeavour to ensure that training is delivered only by people who are competent and qualified to do so.

## **ANNUAL TRAINING PLAN**

The QHSE Department will be responsible for the production of an annual Training Plan, which will be based on a review of both the individual staff training needs and that of staff team training needs;

### **Responsibility & Implementation of the Policy**

Ultimate responsibility for the successful implementation of this policy remains with the General Manager and the top level of Senior Management. CCC UWE SAL shall communicate the QHSE policy to every employee and display it in prominent locations.

**General Manager**

**Mohamed El-Hendi**

**Date: 22<sup>nd</sup> February 2018**

*JTE*