

	Hul-Brit Security	Document No: 6.1	
	CORE PROCEDURE: RESOURCES	ISO CLAUSE: 6	
		Page 2 of 3	Rev: 0
		Date : 23/03/04	
Approved By:	Managing Director: Thomas Richard Harry	Initial:	

<i>Process Description</i>		<i>Responsibility / Notes</i>
<p>2.2.3 Competencies</p> <p>2.2.3.1 Job Profiles or Descriptions have been produced for all positions.</p> <p>2.2.3.2 These specify:</p> <ul style="list-style-type: none"> ▪ Reporting lines ▪ Key Performance Measures ▪ Competencies ▪ Responsibilities <p>2.2.3.3 Each Employee signs off their Job Profile/Description upon receipt and induction.</p>	<i>Departmental Manager</i>	
<p>2.2.4 Training Needs</p> <ul style="list-style-type: none"> ▪ Orientation Training ▪ Periodic Refresher Training (e.g. 6 months) ▪ Non-Performance <ul style="list-style-type: none"> 1. Customer Complaints 2. Internal Audits 3. Routine Inspection ▪ Periodic Performance Appraisals (e.g. 6 months) ▪ Changing Customer Requirements 	<i>Departmental Managers</i>	
<p>2.2.5 Training</p> <p>2.2.5.1 Each Head of Department is responsible for producing an annual Training Plan which describes:</p> <ul style="list-style-type: none"> ▪ training planned ▪ incumbents ▪ planned dates ▪ reason for training ▪ Person conducting the Training <p>2.2.5.2 Training plans are approved by the MD.</p>	<i>Departmental Managers</i>	
<p>2.2.6 Training Records</p> <p>2.2.6.1 All training, internal and external, is recorded. Records are centralised in the HR Department for future reference.</p>	<i>Departmental Managers</i>	
<p>2.2.7 Individual Performance Appraisals (at managerial and supervisory level only)</p> <p>2.2.7.1 These are conducted Periodically (e.g. quarterly or sixth monthly) by the Departmental Managers on their subordinates.</p>	<i>Managing Director / Departmental Managers</i>	



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<i>Process Description</i>	<i>Responsibility / Notes</i>
<p>2.2.7.2 Key Performance Areas are reviewed and actions recorded.</p>	
<p>2.2.8 Awareness</p> <p>2.2.8.1 Awareness is undertaken by regular quality (company wide) and technical (departmental specific) training. Quality and Policy training is conducted on all staff. Awareness is reviewed during internal audits.</p>	<p><i>Departmental Managers</i></p>
<p>2.3. Infrastructure</p> <p>2.3.1 Equipment issued to personnel (Incl. Firearms)</p> <ul style="list-style-type: none"> ▪ Specified on contract ▪ Customer order <p>2.3.2 Vehicles</p> <ul style="list-style-type: none"> ▪ Fleet control and Maintenance managed by: <p>2.3.3 Radios</p> <ul style="list-style-type: none"> ▪ Issuing and Maintenance managed by: <p>2.3.4 Information Technology Systems</p> <ul style="list-style-type: none"> ▪ Software Licences, Software Installation, Virus Protection, Back-ups & Access Control managed by: <p>2.3.5 Customer Supplied Infrastructure</p> <ul style="list-style-type: none"> ▪ Specified on customer contract 	<p><i>Operations Manager</i></p> <p><i>Operations Manager</i></p> <p><i>Operations Manager</i></p>
<p>2.4. Work environment</p> <p>2.4.1 Identify how your company manages and approaches the following;</p> <ul style="list-style-type: none"> ▪ Offices & Buildings <p>2.4.2 Health and Safety</p>	<p><i>Departmental Managers</i></p>