	Document Title	Collaborative Provision in Training and Company Systems		
	Doc. Number	TRA-POL-013	Doc. Owner	Head of Training and Development
	Author	Adam Romans	Revision	Rev. 1
	Reviewed by		Approved by	
	Next Review Date		Approved Date	

1. Document Statement

This policy explains how Shorcontrol Safety will own or possess all policies and procedures in relation to training of which are to be used as part of the *Safety Management* and/or *Quality Management Systems*.

This policy applies to all training courses in which the company provides and/or administers in which collaboration with accredited governing bodies is warranted.

2. Scope

All those who are involved with the training aspect of Shorcontrol Safety.


3. Definitions

Term	Definition
Accredited governing body	An organization that designs, develops, and/or oversees training courses offered by or through Shorcontrol Safety; An organization that oversees and/or acknowledges accreditation of Shorcontrol Safety to administer and/or conduct assessments for training programs; An organization that oversees and/or acknowledges awards or certifications to individuals. (e.g. PHECC, IOSH, QQI)

4. Policy

A. Control and Responsibility

- 4.1 Shorcontrol Safety shall retain control and responsibility for all academic decisions, processes, quality assurance, safety management, policies and procedures which are related to the Training function of the company.
- 4.2 Shorcontrol Safety shall retain control and responsibility for all activities carried out in its name in relation to the Training function of the company.
- 4.3 Shorcontrol Safety shall ensure that any individual, regardless of hired or contracted, which is to administer training for courses on behalf of the company, is made aware and adheres to all relevant responsibilities placed on them when representing Shorcontrol Safety and any relevant accredited governing body (e.g. PHECC).
- 4.4 Shorcontrol Safety shall ensure that any individual responsible for designing, developing, inputting, contributing and/or working with the quality assurance systems in-place within the company is made aware and adhere to all relevant responsibilities placed on them.

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5. Forms

Title	Link

6. Frequently Asked Questions

Question	Response


7. Responsibilities

Employee Title/Classification	Responsibility
Head of Training and Development	Ensures that all relevant parties, in training, are made aware of and adhere to the specific requirements placed on them in relation to working with or for the company.

8. Enforcement

Employee Title/Classification	Responsibility

9. Related Information and Documents

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10. Policy History

Revision Date	Author with Title	Description

11. Policy Review

This policy will be reviewed when:

11.1 There is a change of General Manager at Shorcontrol Safety Ltd.

11.2 There is a change of the Head of Training and Development at Shorcontrol Safety Ltd.

11.3 As prescribed in Shorcontrol Safety Ltd.'s policy and procedure review schedule

12. Administration Approval, Review History & Affected Individuals Agreement

Title	Date	Signature
Preparer		
Owner		
General Manager		

Reviewer Name and Title	Date	Signature



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