



Training Policy

ThyssenKrupp Elevator UK has a commitment to a logical and orderly approach to training in order to contribute to the effectiveness and growth of the business.

It is Company Policy to do all that is reasonably practicable in ensuring employees are trained in procedures relevant to their role in the company and in accordance with present legislation and company procedures and business plans.

It is the responsibility of all Line Managers to:

- a) Identify training/qualification requirements.
- b) Ensure the availability of employees for training.
- c) Comply with company training policy and ensure employees are trained/qualified and suitably refreshed/updated to the correct level in their relevant areas of operation.
- d) Liaise with the Safety/Technical and Training Managers to ensure the correct level and type of training is delivered.
- e) Ensure all documentation/names/type of training is collated and forwarded to the Training Department.

The Training Department will:

- a) Consolidate and record all requests for training.
- b) Coordinate and monitor the delivery of training.
- c) Organise and control training delivery.
- d) Maintain records of training/qualifications.
- e) Liaise with the Safety/Technical Managers to ensure compliance with company policy and current legislation.

The Safety/Technical Managers will assist the Training Manager in the coordination and monitoring of training to ensure its delivery complies with company policies/plans.

The Training Department will act as an advisor in all issues relating to training, and in its delivery. They will assist in sourcing providers and coordinating delivery by liaising with line managers and providers.

Training/qualifications must be kept up to date and relevant to the companies operations and business activities. To ensure the company/workforce remains current and best prepared Line Managers must ensure that ongoing training is carried out.

ThyssenKrupp Elevator UK Safety/Technical internal training needs will be identified by the Safety/Technical/Training departments and it will be the responsibility of the Line Manager to ensure its delivery.

It is Company Policy that all staff are given suitable training and/or experience which as a minimum allows them to carry out their tasks safely and to the required performance standards. This must be an ongoing process that encompasses company procedures and the demands of the business, market place and our partners.

The Training Policy is based upon the requirements of **BS EN ISO 9001:2000**

A handwritten signature in black ink, appearing to read 'Reinhard Kirchner'.

Reinhard Kirchner
Managing Director , TKE UK

Date. 23.08.07