

EF-05A: Training Needs Matrix

Department / Job Position's OR Employee	Training Requirement										
	ISO 14001 Awareness	Evacuation plan	Spill Prevention & Response (EP-16)	SPCC Required Training	Hazardous Waste Management	Hazardous Materials Shipping (DOT)	Glueing Operatinos	Painting Operations	Waste Water Discharges	Air Permit Requirements	Internal Auditing
Top Management	x	x									
Clerical/Admin	x	x									
Production Supervisors	x	x	x	x			x	x	x	x	
Maintenance Supervisor	x	x	x	x	x				x	x	
Quality Management	x	x									
Machining Operators	x	x	x								
Assembly	x	x	x				x	x			
Laboratory	x	x	x				x	x			
Testing	x	x	x				x	x			
Maintenance / Facility	x	x	x	x			x	x	x		
Shipping and Receiving	x	x	x	x	x	x					
EMS Internal Auditors	x	x	x								x
FREQUENCY OF TRAINING	Once	1 / yr	1 / yr	1/3 yr	1 / yr	1 / yr	Once		Once	Once	Once