



## Commercial, LLC

COATINGS - SEALANTS - VWC - EPOXY SYSTEMS

# QC1007– Employee Training and Qualification

## Quality Control / Standard Operating Procedure

### 1.0 PURPOSE

To ensure that all QC employees are properly trained to company policy and procedures. To promote workplace safety and health and to make workers more knowledgeable about workplace hazards and their rights as an employee of QC. To ensure that employees are qualified to perform their assignments and work related tasks as required by predetermined quality and workmanship standards.

### 2.0 SCOPE

Before hiring any new employee the hiring manager shall determine, to the best of his ability, the new hire's capability of performing all work related duties as prescribed by the position's job description. Before any employee is promoted to a new position within the company, management will ensure that the employee has the appropriate training, experience, and safety record to effectively execute the daily tasks and assignments as required by the new position or management title.

All employees will have to demonstrate that they can and will comply with QC's Environmental, Health, & Safety policy, as well as its Employee Policy Manual. Records will be kept for all new hires and promoted employees identifying any hands-on or classroom type training that has been completed while employed by QC. All employees must successfully pass the Employee Safety Certification exam and have a completed Employee Application on file.

### 3.0 REFERENCES

3.1	F1013-x	Employee Safety Certification
3.2	F1001-x	Employee Application
3.3	F1007-x	Employee Evaluation
3.4	EHS-1	Environmental, Health, & Safety Policy
3.5	CPM-1	Company Policy Manual

### 4.0 PROCEDURE

- 4.1 Before being hired by QC as a direct employee, all individuals must complete the Employee Application (F1001-x) and successfully pass a drug screening conducted by an "accredited collection facility" by the Drug & Alcohol Testing Industry Association (DATIA). All new hires are also subject to a background check. Background checks are performed at the discretion of the QC management team.



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- 4.2 All new hires shall be provided a controlled copy of the company's EHS Policy and the Employee Policy Manual. All employees are expected to familiarize themselves with all of QC's safety policies and company operational procedures.
- 4.3 All employees must spend their first week on the job under the direct supervision of a crew leader or supervisor. This is done to allow newly hired personnel to demonstrate their capabilities as they relate to:
  - A) Product Knowledge
  - B) Process and Application Experience
  - C) Safety Rules Compliance
  - D) Company Culture Assimilation
  - E) Leadership Qualities
  - F) Workmanship
  - G) Housekeeping Tendencies
  - H) Punctuality
- 4.4 During the first week of employment, all new hires must complete the Employee Safety Certification exam. This exam is a sampling of questions taken from QC's EHS manual and is designed to determine an employee's understanding of the company's safety policy and rules of employment. A new hire is allowed three attempts at passing the test. After three unsuccessful attempts, the new hire shall be terminated immediately. To achieve a passing grade, 70% of the questions must be answered correctly.
- 4.5 Crew leaders and supervisors are hired from within the company by promotion. New hires are not allowed to take lead roles or supervisory positions. Safety Records, Corrective Action Reports, and Employee Evaluation Reports will be used to determine an employee's eligibility for promotion. Promotions are offered to those employees who demonstrate all of the following attributes.
  - A) An attendance record that reflects excellent punctuality and reliability.
  - B) A safety record that meets or exceeds the requirements as set forth by the company.
  - C) Strong leadership skills.
  - D) Excellent product and process knowledge involving a wide variety of coating systems.
  - E) Excellent productivity rates.
  - F) Outstanding corporation, attitude, initiative, work habits, and cleanliness.
  - G) Must possess the same morals and ethics as QC management. Must place a strong value on trustworthiness and integrity.



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## REVISION TABLE

Version	Date	Changes
1	05-12-08	Original Draft
2	12-15-11	Updated References in Section 3.0

## APPROVAL

QC Commercial, LLC Company	Russ Phillips Print Name	 Signed	12-15-11 Date
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