

DRAWING NUMBER 90-2000-6.2.1	REVISION C	TITLE General Human Resources	PAGE 1 of 2
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1.0 Purpose

This Quality Manual procedure is for general Human Resources topics as they pertain to the Quality system.

2.0 Policy

Personnel performing work affecting product quality shall be competent on the basis of appropriate education, training, skills, and experience.

3.0 Procedure

The President and Chief Executive Officer (CEO) oversee the organization of the company and its personnel as shown in 43-2536, Product Resources Organization Chart. Note that the Quality Assurance Manager reports directly to the President and CEO and has the overall responsibility for ensuring that Quality standards are followed in all departments and has been given the authority to implement, carry out, monitor the performance of, and take any needed corrective action on the Quality system along with the support of company management and all employees.

Product Resources shall create and publish an Employee Manual (ref. 43-4391). The current version of the Employee Manual shall be posted in a company common area, such as the cafeteria, and shall be posted on the company intranet. This Manual describes the expectations for Product Resources employees and outlines the policies, programs, and benefits that apply that employees and eligibility. New employees shall receive a copy of the Employee Manual and will acknowledge receipt to Human Resources. Upon revision, all employees shall receive a revised copy and will acknowledge receipt to Human Resources.

See 90-2000-6.2.2 Competence, Awareness, and Training for how Product Resources conducts and records employee training and establishes employee competence. All employees, at a minimum, shall understand the Quality Manual procedures that impact them, and all employees shall receive an introduction to the ISO 9001 Quality system standard. This training material is TM-1015.

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All employees who interact with product controlled under the ATEX Directive shall be given awareness training regarding the Directive, ISO 80079-34, and how both impact Product Resources and its systems. This training material is TM-1014. Area managers and supervisors are to assist Human Resources in determining for which employees this requirement applies.

All employees who interact with product controlled under the Medical Device Directive shall be given awareness training regarding the Directive, ISO 13485, and how both impact Product Resources and its systems. This training material is TM-1016. Area managers and supervisors are to assist Human Resources in determining for which employees this requirement applies.

Product Resources has an educational reimbursement program for employees who take college courses or receive other types of instruction or participate in seminars, webinars, conferences, and other forms of external training that relate to the business or business opportunities of the company. Employees should consult the Employee Manual for the current terms of this benefit.