

**I. PURPOSE:**

To provide procedures for addressing environmental training, awareness and competence as required by ISO 14001 paragraph 4.4.2.

**II. SCOPE:**

The following describes the procedures for training, awareness and competence, of the employees.

**IV. PROCEDURE:**

1. Reviews the job title curriculums annually with the intent of making changes and updates based on the results of the annual evaluation of Environmental Aspects and Impacts.
2. Reviews the TRIM training needed reports on an annual basis to identify those employees requiring training. Develops training schedules based on the review.
3. Reviews and updates annually Job Title Curriculum
4. Conducts training.
5. Ensures that all training activities are carried out and recorded.