

# Standard Operating Procedure (SOP): Training and Qualification Requirements for Maintenance Staff

## 1. Purpose

This SOP details the **training and qualification requirements for maintenance staff** to ensure all personnel possess the necessary skills and knowledge to perform their duties effectively and safely. It covers mandatory training programs, certification standards, competency assessments, ongoing professional development, and compliance with industry regulations. The objective is to maintain a qualified maintenance team capable of minimizing downtime, preventing equipment failures, and promoting a safe working environment.

## 2. Scope

This SOP applies to all maintenance staff, supervisors, and relevant managerial personnel responsible for the training, qualification, and evaluation of maintenance employees.

## 3. Responsibilities

- **Maintenance Manager:** Oversee training requirements, ensure compliance, and maintain records.
- **Supervisors:** Identify training needs for staff and schedule required programs.
- **Maintenance Staff:** Participate in required training and maintain certifications.
- **HR/Training Coordinator:** Track completion and facilitate training logistics.

## 4. Procedure

### 4.1 Mandatory Training Programs

- Occupational Health & Safety Training
- Company-Specific Maintenance Procedures
- Emergency Response & First Aid
- Equipment-Specific Operation and Maintenance
- Lockout/Tagout Procedures
- Fire Safety
- Hazardous Materials Handling (if applicable)

### 4.2 Certification and Qualification Standards

1. All staff must possess at least a high school diploma or equivalent.
2. Relevant technical/vocational certification (e.g., electrician, HVAC, or mechanic certifications) as required for position.
3. Completion of manufacturer-recommended equipment training, where applicable.
4. Valid licenses for specialized equipment (e.g., forklift, boiler operation).

### 4.3 Competency Assessment

- New hires must complete a skills and knowledge assessment within one month of hire.
- Annual performance evaluations to include competency assessments in core maintenance tasks.
- Remedial training provided upon identification of skill gaps.

### 4.4 Ongoing Professional Development

- Participation in refresher courses at least once every two years.
- Attendance at industry seminars, webinars, and technical conferences as recommended.
- Access to online or in-person continuing education programs relevant to maintenance roles.

### 4.5 Compliance with Regulations

- All training must meet or exceed local, national, and industry-specific regulatory standards (e.g., OSHA, ISO, EPA, etc.).
- Documentation of completed training is to be maintained for audit and inspection purposes.

## 5. Training and Certification Records

Employee Name	Training/Course	Date Completed	Certification/License	Expiry/Renewal Date

*Note: Records are to be reviewed and updated at least annually.*

## 6. Review and Revision

- This SOP will be reviewed annually or upon significant change in regulations, equipment, or maintenance procedures.
- Revisions require approval from the Maintenance Manager and HR department.

## 7. References

- Occupational Safety and Health Administration (OSHA) Guidelines
- Internal Company Maintenance Training Policy
- Applicable regulatory and industry standards

## 8. Appendix

- Sample Training Checklist
- Competency Assessment Form
- Record Retention Policy