

# SOP: Authorized Personnel Responsibilities and Training

This SOP defines the roles and responsibilities of **authorized personnel** and outlines the essential training requirements necessary to ensure compliance, safety, and effective performance. It details criteria for access authorization, accountability standards, mandatory training programs, competency evaluations, and ongoing education to maintain high levels of operational integrity and security within the organization.

## 1. Purpose

To clearly outline the responsibilities of authorized personnel and establish training requirements for compliance, safety, and operational excellence.

## 2. Scope

This SOP applies to all personnel designated as authorized to access sensitive areas, systems, or information within the organization.

## 3. Definitions

- **Authorized Personnel:** Employees or contractors formally granted access to specific areas, systems, or information based on their role.
- **Competency Evaluation:** A process to assess and document the skills and knowledge of personnel.

## 4. Roles and Responsibilities

Role	Responsibilities
Authorized Personnel	<ul style="list-style-type: none"><li>• Comply with all applicable procedures, safety rules, and regulatory requirements.</li><li>• Attend and complete all mandatory training modules.</li><li>• Maintain confidentiality and security of sensitive information.</li><li>• Report any deviations, incidents, or unauthorized access immediately.</li></ul>
Supervisors/Managers	<ul style="list-style-type: none"><li>• Identify personnel requiring access authorization.</li><li>• Ensure personnel receive appropriate training and competency evaluation.</li><li>• Maintain up-to-date training records and access lists.</li><li>• Monitor performance and compliance of authorized personnel.</li></ul>
Training Coordinator	<ul style="list-style-type: none"><li>• Develop and update training materials and programs.</li><li>• Schedule and facilitate training sessions.</li><li>• Conduct regular competency evaluations.</li><li>• Document and archive training records.</li></ul>

## 5. Criteria for Access Authorization

1. Demonstrated necessity based on job function.
2. Completion of background checks and screening, if required.
3. Successful completion of prerequisite training and competency assessment.
4. Approval by relevant supervisor/manager.
5. Documentation of access levels and authorization validity period.

## 6. Accountability Standards

- Promptly notify management of changes in role or status.
- Strict adherence to company compliance and safety standards.
- Participation in periodic audits and reviews.

- Accurate and timely completion of required documentation and reports.

## 7. Mandatory Training Programs

Training Module	Description	Frequency
Compliance & Regulatory	Overview of key regulations, company policies, and compliance essentials.	At onboarding and annually
Safety Training	Instruction on workplace safety procedures and emergency protocols.	At onboarding and annually
Role-Specific Procedures	In-depth training on SOPs relevant to assigned roles and responsibilities.	At onboarding and upon procedure updates
Data Security & Confidentiality	Best practices for handling sensitive information and preventing data breaches.	At onboarding and annually

## 8. Competency Evaluation

- Assessments to be completed post-training and prior to unsupervised access.
- Evaluations include written tests, practical demonstrations, and supervisor review.
- Results documented and stored in personnel records.

## 9. Ongoing Education and Requalification

- Annual refresher training required for all authorized personnel.
- Immediate retraining in response to regulatory updates, procedural changes, or audit findings.
- Record of ongoing training and requalification maintained by the Training Coordinator.

## 10. References

- Company Compliance Policy
- Occupational Safety and Health Administration (OSHA) Guidelines
- Data Protection Standards and Regulations

## 11. Revision History

Version	Date	Description	Approved By
1.0	2024-06-15	Initial release	_____