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STANDARD OPERATING PROCEDURE			
QUANTIMETRIX PERSONNEL HIRING AND TRAINING			
Supersedes Document/Revision No.:	SOP-02-001/Rev.007	Revision Date:	04/03/05
The following departments require training: MFG, QC, Int. Sale, HR, PURCH, EPH, R&D, MKTG, ACCT and Q/A/RA			

## 1. PURPOSE

- 1.1. To provide a procedure to define the general guidelines to ensure the hiring and training of Quantimetrix Corporation personnel.

## 2. SCOPE

- 2.1. This procedure applies to all Quantimetrix Corporation personnel. Individuals will be hired, trained and instructed on procedures, techniques and equipment as his/her specific job requires. This procedure outlines the minimum requirements.

## 3. RESPONSIBILITIES

- 3.1. It is the responsibility of all Quantimetrix supervisors, managers, training coordinators and employees from each department to follow the procedures and guidelines outlined in this Standard Operating Procedure.(SOP-02-001)

## 4. BACKGROUND, DEFINITIONS & ABBREVIATIONS

### 4.1. Background

- 4.1.1. §820.20 Management Responsibility  
Responsibility and authority. Each manager shall establish the appropriate responsibility, authority and interrelation of all personnel who they supervise, perform and assess work affecting product(s) and provide the independence and authority necessary to perform these tasks.
- 4.1.2. §820.25 Personnel  
General. Each department shall have sufficient personnel with the necessary education, background, training, and experience to assure that all activities required by this department are correctly performed.
- 4.1.3. Training. Each department shall establish procedures for identifying training needs and ensure that all personnel are trained to adequately perform their assigned responsibilities. Training shall be documented.
- 4.1.4. As part of their training, personnel shall be made aware of the implications and consequences which may occur from the improper performance of their specific jobs.

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Controlled Document

# Standard Operating Procedure For Automotive Shop

**CH Cherryholmes**



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