

SOP (Standard Operating Procedure) of developing the Training Materials and Translation related work

PURPOSE OF THE PROCEDURE

1. To update and translate the Training Materials as required.
2. To recheck the documents are translated appropriately in the context of Health and Safety.

ASSIGNED STAFF MEMBER

Responsible Team Leader is assigned from OSH Training Department besides his/her other assignments. S/he does the work in coordination with the working group formed by the OSHTPS.

S/he will arrange a meeting with the RSC OSH Training Working Group (Representatives from Brands, Industries and Trade Unions) for required approval.

S/he is responsible for working with responsible person of RSC Communication Department and outsourced local designer as well as Translator when required.

POCESS/PROTOCOL

Step 1: Conduct Training Needs Assessment (TNA) of the industries, workers and related stakeholders.

Step 2: Based on the findings of TNA, TL and module development working group (OSHTPS group) will develop or update the training materials as required.

Step 3: HoD and TL will review the updated training materials in the context of Health and Safety along with the Pictures (Training, All Employee and/or the Safety Committee Walk Through) and make recommendations as required.

Step 4: For illustration, design, production and proofreading work the Communication team will outsource local designers when necessary.

Step 5: Local outsourced designers revert with the redesigned documents.

Step 6: HoD and TL will recheck the quality and the appropriateness of the cover design, illustration work and proofreading.

Step 7: HoD will organize a meeting with the RSC OSH Training working group (Brands, Industries and Trade Unions) to share the contents as well as getting approval.

Step 8: Approved materials will be handed over to the Communication Department to outsource - Translator when necessary.

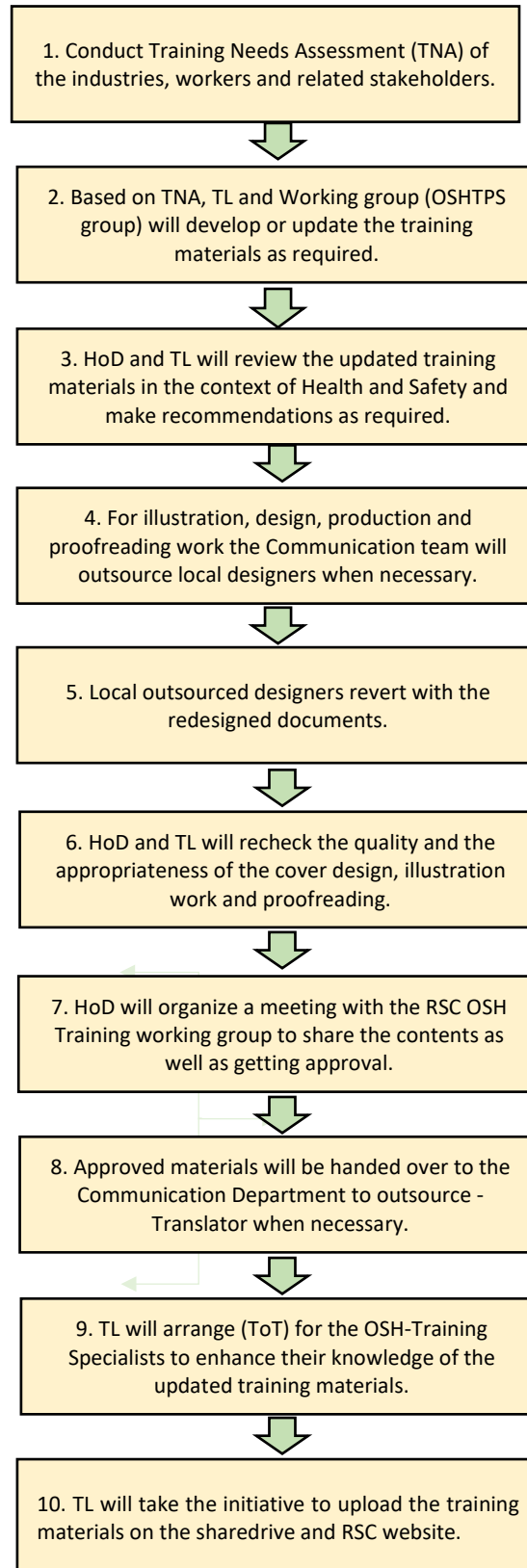
Step 9: TL will arrange Training of Trainers (ToT) for the OSH-Training Specialists to enhance their knowledge of the updated training materials.

Step 10: TL will take the initiative to upload the training materials on the sharedrive and RSC website.

Process Complete.

SOP #	RSC-OSHTP-SOP-2021-033	Reviewed By	HoD @ (MP)
Revision #	01	Approved By	MD
Prepared By	TL-Taslima	Approval Date	21-May-2022
Last Review Date	14-Nov-2024	Implementation Date	01-Jun-2020

PROCESS FLOW CHART



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