

## SOP (Standard Operating Procedure) OSH Training effectiveness and Specialists' performances evaluation.

### PURPOSE OF THE PROCEDURE

Measure the effectiveness and efficiency of the OSH training program by collecting feedback from the participant accordingly develop the program.

### ASSIGNED STAFF MEMBER

Dedicated OSH-Training Program Specialist will conduct this evaluation.

### PROCESS/ PROTOCOL

**Step 1:** Following the OSHTP Schedule for the Training-08 OSHTPS share the evaluation form with the factory management through scheduled email.

**Step 2:** At the inauguration session of Training-8, OSHTPS will inform to the participants regarding the evaluation form and fill up procedure.

**Step 3:** At the end of Training-8 before the closing session OSHTPS will give 5-10 minutes to the participants to fill up the evaluation questionnaire.

**Step 4:** OSHTP Specialist collect the form and preserve at office.

**Step 5:** Review the SC members' feedback

**Step 6:** Prepare the monthly report (Summary, Graphic and Comparison)

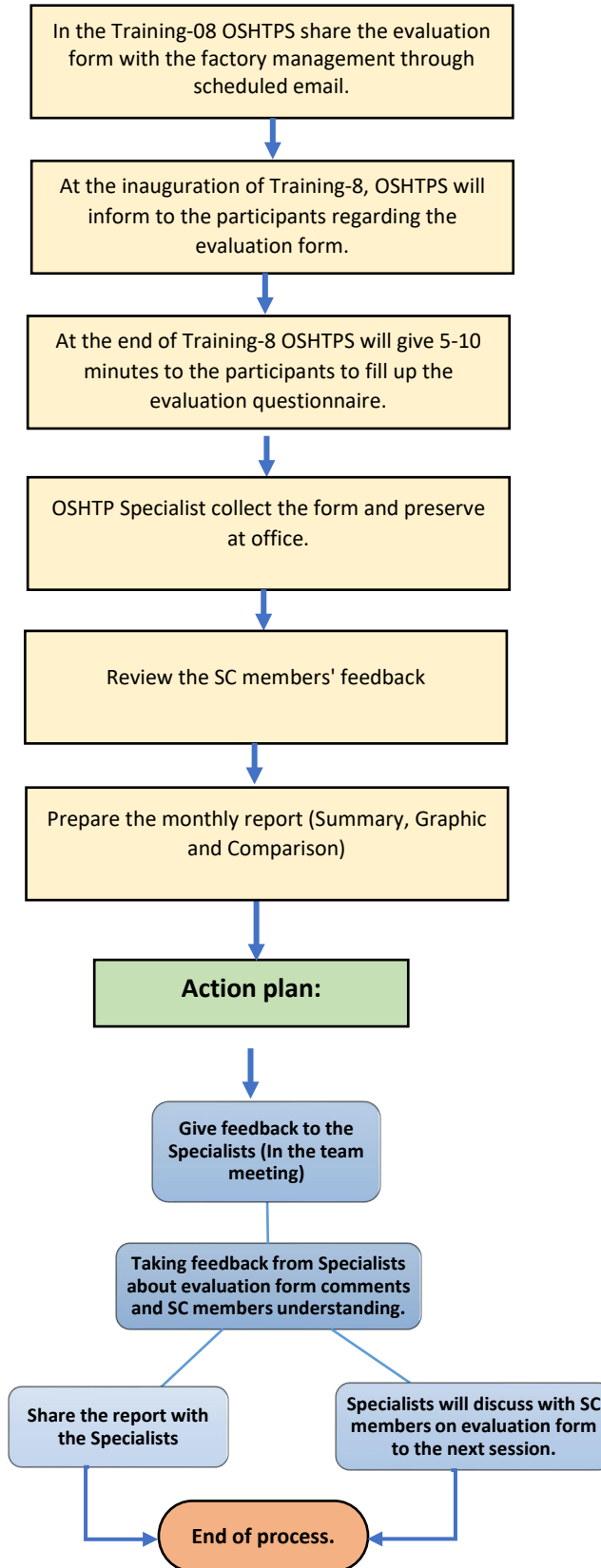
**Step 7:** Action plan:

- Give feedback to the OSHTP Specialists (In the team meeting)
- Share the report with the HoD and OSHTP Specialists
- Taking feedback from OSHTP Specialists about evaluation form comments and SC members understanding.
- OSHTP Specialist will discuss with SC members on evaluation form to the next session.

**Process Complete.**

SOP #	RSC-OSHTP-SOP-2021-035	Reviewed By	HoD @ (MP)
Revision #	01	Approved By	MD
Prepared By	TL-Taslina	Approval Date	21-May-2022
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**PROCESS FLOW CHART**



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