

AMF ACCESS SERVICES TRAINING AND COMPETENCY POLICY



AMF Access Services Limited, is a leading provider of access services to clients in, domestic, commercial, industrial, oil, gas, energy in the Scottish central belt region. The companies integrated offerings, innovative products and multi-skilled teams offer high quality efficient services.

It is the policy of the Company to maintain a high level of competence across its workforce to ensure consistent safe delivery and the best standards of service to our clients.

To achieve these objectives the company adopts a positive approach to ensuring the training and competence of its workforce not only follows industry and statutory guidelines but shapes industry best practice by proactively setting goals for training, development, and competence assessment in its market sector.

We have a dedicated and highly committed staff, who ensure our business processes and procedures work together under the guidance of our Management System to ensure that we have personnel with the right skills for the job.

Specific goals include:

- Development and maintenance of company-wide training matrices that give transparency of training and development needed and held for specific roles.
- Review of qualifications and experience to ensure both on going compliance and identify staff development opportunities for promotion and multi-skilling.
- Encouragement of uptake of further education and continual professional development to update their training and competency levels where this will deliver best service to our Clients.
- Ongoing development and use of Externally Accredited Competence Programmes to actively measure the on-the-job competence of the work force.
- Ensuring Supervisory staff have the skills to ensure that work-scopes are delivered to agreed levels of quality, health and safety, efficiency and environmental protection in line with company goals.
- Sourcing training and monitoring training delivered through a network of approved training providers.
- Use of Trade Testing to ensure current competence.

The Company expects all its employees and sub-contractors to understand their responsibilities regarding training and competency and to familiarise themselves with the terms and requirements of the company's training and competency standards and procedures.

The Directors and Senior Managers of the Company, including branches/filialer, will ensure through positive leadership, active participation and encouragement that employees are motivated toward the aims of this policy.