1.0  **Purpose**

2.0  **Scope**

3.0  **Responsibility and Authority**

4.0  **Control of Personnel Procedure**

4.1 General

4.2 Determining the required competence

4.3 Recruitment, hiring, transfer, and dismissal of personnel

4.4 Education

4.5 Assessment of measures to ensure the competence

4.6 Preservation of Certificates of Competence

4.7 Analysis of human resources adequacy, improvement actions

5.0  **Criteria and Risks of ‘Control of Personnel’ Process**

5.1. Criteria of ‘Control of Personnel’ Process

5.2 Addressing the risks and opportunities of the ‘Control of Personnel’ process

6.0  **Documented information of ‘Control of Personnel’ Process**

7.0  **Revision History**

**Annex 1** QSF 7.1-01-01 Annual Training Plan

**Annex 2** QSF 7.1-01-02 Training Efficiency Evaluation Sheet

**Annex 3** QSF 7.1-01-03 Talent Search Form

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4.0 Design and Development Procedure

4.1 General

‘Control of Personnel’ Process model is displayed on Fig. 1.

![Diagram of 'Control of Personnel' Process Model]

**Fig.1 ‘Control of Personnel’ Process Model**

**‘Control of Personnel’ Process Model Flows**

**Inputs**

- Request for the organizational structure, the provision of subdivisions, job descriptions, staffing projects development (amendment);
- Approved organizational structure, provision of subdivisions, job descriptions, staffing chart.
- Social responsibility system decisions, including personnel motivation.

- Requests to draft annual training plan project.
- Resumes. Applicants for the position.

**Outputs**

- Draft projects of the organizational structure, the provision of subdivisions, job descriptions, staffing chart.
- Information report on the analysis of human resources adequacy, including competence. Social responsibility system proposals, including personnel motivation.
- The provision of subdivisions, job descriptions.
- Personnel
4.2 Determining the required competence

[Company Name] leadership, based on the Organization’s charter, aligned with the strategic directions of development, QMS and business processes configuration, information on the organization new developments, issues a request to the HR manager for a project to develop:

- [Company Name] organizational structure;
- provision of subdivisions;
- job descriptions;
- staffing chart.

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