

**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.

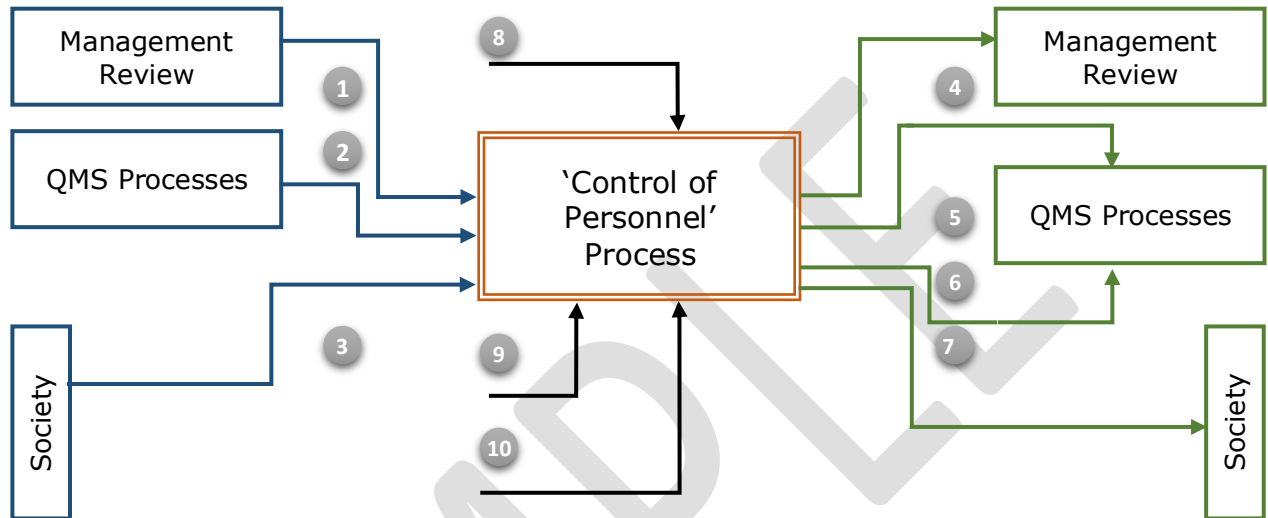


Fig.1 'Control of Personnel' Process Model

### **'Control of Personnel' Process Model Flows**

#### **Inputs**

- 1 ○ 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.
- 2 - Requests to draft annual training plan project.
- 3 - Resumes. Applicants for the position.

#### **Outputs**

- 4 - 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.
- 5 - The provision of subdivisions, job descriptions.
- 6 - Personnel

- 7 - Information on vacancies with the requirements.
- 8 - **QSP 7.1-01 Resources. Control of Personnel.**
- 9 - Human Resources Department Resources.
- 10 - Personnel training budget

## 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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