

1.0 **Purpose**

This QPS regulates the operation of the 'Control of Personnel' process, aimed at:

- determination of the required competence;
- recruitment, hiring, transfer and dismissal of personnel;
- training, including the QMS awareness;
- evaluation of effectiveness of measures to ensure competence;
- preservation of competence evidence;
- analysis of human resources adequacy, improvement actions.

2.0 **Scope**

QPS requirements apply to the activities of the human resources department, HR manager, and quality manager, as well as department heads in terms of working with people.

3.0 **Responsibility and Authority**

HR manager is the Process Owner of the 'Control of Personnel' process and:

- organizes the development, coordination, and approval of the organizational structure by leadership;
- organizes the development, coordination, and approval of subdivision provisions by leadership;
- organizes the development, coordination, and approval of job descriptions by leadership;
- organizes the development, coordination, and approval of the staffing chart by leadership;
- provides subdivisions with their provisions and job descriptions;

[Company Name]	Quality Procedure Specification QPS 7.1-01 Subject: Resources. Control of Personnel
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- generates job requirements, including competence, organizes the candidates search, conducts the interviews with applicants for the position;
- drafts the 'Annual Training Plan', provides the project for management review and approval;

End of preview. Section 04: Control of Personnel Procedure — the algorithm and methodology for determining required competence, recruitment, hiring, transfer, dismissal, training, and certification of personnel — along with Sections 05–07 (Criteria and Risks, Documented Information, Revision History) and Annexes 1–3 (Annual Training Plan, Training Efficiency Evaluation Sheet, and Talent Search Form) — is included in the full purchased document. Visit the [product page](#) to purchase the complete QPS 7.1-01 Control of Personnel procedure.]

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