



PURPOSE

To establish a documented procedure for Top Management’s provision of necessary resources to support proper implementation of the QMS.

SCOPE

All activities related to human resources, infrastructure resources and work environment resources.

REFERENCES

Quality Manual (QM) procedures 4,5,7,8
ISO 9001 – Quality Management Systems - Requirements

DEFINITIONS

- Organization: Georgia Gulf Sulfur Corporation, including Georgia Gulf Sulfur, Holly Industries, International Sulphur, Inc., and S.F. Sulfur
- QMS: Quality Management System
- MRC: Management Review Committee, the team that guides the QMS.
- Top Management: CEO/Quality Manager and the President/ISO Management Representative
- VPPD: Vice President Process Development and Plant Design

RESPONSIBILITY

All responsibilities related to this element are found in the Procedure section of this document

PROCEDURE

6 Resource Management

6.1 Provision of Resources

The MRC determines and provides the resources necessary to ensure that the QMS is correctly established, implemented, measured, monitored and reviewed in order to affect continual improvement and to focus upon enhanced customer satisfaction through meeting customer requirements.

6.2 Human Resources

6.2.1 General

The competence of all new employees who will be performing work that affects conformity to product requirements will be evaluated at the time of hiring. Each Plant Manager will complete Experience, Training, Education and Skills (Form 11) and will recommend necessary training to achieve competence.

6.2.2 Competence

All current employees of the Organization are considered competent as of the effective date of the QMS, December 2, 2002. The competence of new employees after that date is assessed at the time of hiring. The appropriate training will be given to new employees to ensure that they are competent to perform the duties assigned to them.

6.2.3 Awareness

The MRC ensures that all employees are aware of their responsibilities and the importance of their activities in achieving the goals and objectives of the organization. Employee awareness is assessed during on-the-job training and documented on Training Evaluation/Effectiveness (Form 16).

6.2.4 Training

At the time of hiring, the Experience, Training, Education and Skills Form (Form 11) is used to assess the level of competency and experience of new employees. This record is kept in the employee's training file.

The Training Needs Assessment (Form 19) is used during the annual employee review and when an employee changes jobs within the Organization.

The effectiveness of training is evaluated using the Training Evaluation/Effectiveness (Form 16).

Each Plant Manager is responsible for ensuring that the appropriate training is provided and evaluated and for maintaining appropriate records of education, training, skills and experience at each plant site. The CEO/Quality Manager is responsible at the Corporate Office.

6.3 Infrastructure

The MRC determines, provides and maintains the appropriate infrastructure to meet or exceed customer product specifications. The Vice President Process Development and Plant Design ensures that the critical process equipment is maintained (see 6.3.1).

The infrastructure includes suitable tools, machinery, workspace and other physical facilities required to meet customer requirements and achieve customer satisfaction.

6.3.1 Equipment Maintenance

- a. **Preventive Maintenance** - Preventive maintenance requires identification of critical equipment, scheduling, and execution of maintenance. Qualified personnel perform preventive maintenance on a monthly basis using Forms 23, 24, 25, 26, 27 or 31 as needed.
- b. **Reactive Maintenance** – Plant Manager ensures that reactive maintenance is documented and is communicated to VPPD and presented at MRC.

6.4 Work Environment

The MRC is committed to ensuring a positive and safe working environment with the goal of enhancing overall organizational performance.

RECORDS

- Form # 11** Experience, Training, Education and Skill Records are retained by each Plant Manager for the duration of employment plus two years. The ISO Coordinator keeps Corporate Office records for same time period.
- Form # 19** Training Needs Assessment Records are retained by each Plant Manager for the duration of employment plus two years. The ISO Coordinator keeps Corporate Office records for same time period.
- Form # 16** Training Evaluation/Effectiveness Records are retained by each Plant Manager for the duration of employment plus two years. The ISO Coordinator keeps Corporate Office records for same time period.
- Forms # 23, 24, 25, 26, 27 and 31** Each Plant Manager retains maintenance Records for at least two years.