

## **TRAINING DEVELOPMENT POLICY**

QUAY TRANSPORT LTD. is committed to ensuring that all employees receive training to ensure they can perform their duties in a professional, safe and efficient manner.

Training requirements are assessed annually. When a training requirement is identified, the employee concerned will be trained internally or externally as appropriate.

The procedures for training are set out in the General Quality Procedure 04 and Work Procedure SQP15..

Every effort shall be made to ensure training is managed to allow employees to develop within the Company.

Signed   
Gary Kirkby.  
Managing Director.

29<sup>th</sup> August 2018