

## B Organizational Structure

## Chapter : B3.2

### B3 Permissions, contracts, rules and regulations specific to O&M and relevant laws, edicts, ordinances and regulations

#### B3.2 Training regulations

General remarks: The persons responsible for the training are listed in the „Training by = Responsible for training“ column. The contents of the initial and periodic trainings are to be coordinated with the technical management. The person responsible for the training or the head of the OU shall notify the secretariat of the management of the training, listing the participants by name.

@ = will be trained by the person responsible for the training.

X = will be trained by the head of their OU or a responsible person appointed by the former

	Subject	Basics [applicable German law]	Training by = Responsible for training	Duration of training	Training intervals	Training Participants												
						Director of plant	Plant engineers	Shift supervisor	Facility operator	Maintenance director	Maintenance planning of the OU	Maintainer installation technology	Maintainer E-I&C technology	Janitor / weigher / banksman	Supplier and disposer	Shift electrician	Chemical engineer	commercial OU
1	<b>Pollution control</b> - Legal basis - Maximum allowed limit, emission control	BlmSchG §54 I 4 and 5, BlmSchV	BlmSch officer	½ day	once a year	@	@	X	X	@	X	X	X	X	X	X	X	
2	<b>Waste and residues</b> - Legal basis - Handling - Controls	KrW-/AbfG §55 III, GbV III	Waste and dangerous goods officer	½ day	once a year	@	@	X	X					X	X		X	@
3	<b>Radiation protection</b> - Legal basis - Handling, controls	StrlSchV §§29, 30 and the following	Radiation protection officer	1 h	twice a year	@	@	X	X	X	X	X	X	X	X	X	X	
4	<b>Workplace safety</b> - Basic training - Protective equipment - Gases, welding, etc. - electr. installations - Work permits and clearing procedure	ArbSchG §12, BetrSichV §9, GewO §120, VBGS §20, GefahrstoffVO	Safety specialist / Director of plant	1 day	once a year	@	@	X	X	@	@	X	X	X	X	X	@	@
5	<b>First-Aid</b> - First-Aiders - First-Aid measures - Lifesaving, resuscitation	ArbSchG §10	External expert upon prompting by safety specialist	2 days	every 2 <sup>nd</sup> year	First-Aiders												

## B Organizational Structure

## Chapter : B3.2

### B3 Permissions, contracts, rules and regulations specific to O&M and relevant laws, edicts, ordinances and regulations

#### B3.2 Training regulations

	Subject	Basics [applicable German law]	Training by = Responsible for training	Duration of train- ing	Training intervals	Training Participants												
						Director of plant	Plant engineers	Shift supervisor	Facility operator	Main-tenance director	Mainte-nance planning of the OU	Main-tainer installation technology	Maintainer E-I&C technology	Janitor / weigher / banks-man	Supplier and dis-poser	Shift electrician	Chemical engineer	commercial OU
6	<b>Facility safety</b> - Alarm plan - Escape routes - Emergency calls / communication - Explosion prevention - Fire prevention - Instructions - Labelling according to Ord. on Haz.Subst.	12. BImSchV, Immi-Ge-nehmigung, BetrSichV	Safety specialist	½ day	once a year	@	@	X	X	@	@	X	X	X	X	X	X	@
7	<b>Facility technology</b> - Processes - Machines and electro-technology - Starting, regular operations, stopping - To be done in case of failure	Process description + manufac-turers' operating instructions, instructions by the plant director	Plant director (initial training by vendor of the facility)	1day	once a year		X	X	X	X	X	X	X			X		
8	<b>Coordination</b> - Responsibilities - Workplace security - Cooperation with external companies - Clearing procedure for operations	GewO §120a I, VBG 1	Safety specialist	2 h	once a year	@	@	X	X	@	@	X	X			X	X	@
9	<b>Training of officers</b> - Immission control - Waste - Dangerous goods - Radiation protection - Fire prevention	ArbSchG §10	5. BimSchV §9 KrW/AbfG §55		every 2 <sup>nd</sup> year	Officers												

**On-the-Job Training Checklist**

-&gt; the on-the-job training plan must be customised for each employee based on the following criteria

<b>The On-the-Job Training Plan</b>	
Employee name:	
Department / position:	
Start of employment:	
<b>On-the-job training phases</b>	<b>Responsible</b>
Preparation for the new employee - Administrative formalities - Schedule time for on-the-job training: Work, training, goals, etc.	HR Adm. Asst. (senior) HOD
Week 1 and 2 - Familiarisation, learning his/her way around the premises, learning standards - Familiarize with the key processes, etc., team integration - Provision of intensive support and on-the-job training by supervisor and mentor	Immediate supervisor, mentor, co-workers
Week 3 through 10 - On-the-job training based on plan and learning goals, instruction as to assignments - Weekly meetings with the team and project-related individual meetings -> 10-week on-the-job training meeting (form): Integration into the group, mastering of professional/qualification basic skills, understanding of work required within scope of responsibilities, application of existing knowledge and experience -> Ask for feedback on the on-the-job training concept (Day 1 and experiences to date)	Immediate supervisor
Week 11 through 20 - Solidification and deepening of learning goals - Training - Weekly meetings with the team and project-related individual meetings -> 20-week feedback meeting (form): Mastering of work assigned in compliance with the job description, mastering of the amount of work expected to complete, quality of work, handling of stress, social skills (management skills), explain how likely it is that employee will pass the probationary period successfully	(senior) HOD
Week 21 to the end of the probationary period and thereafter - Establishment and progress tracking - Encouraging an autonomous work approach / self-driven completion of work - Provision of assistance as needed - Follow-up training - Specialisation - Qualification	(senior) HOD
Goal agreements, employee meetings, staff development	(senior) HOD