

## Responsibility Matrix, Training Needs Analysis and Training Plan **SAMPLE ONLY**

Identify responsibilities of individuals for managing environmental aspects and the environmental management system, and of individuals performing tasks that have a potential to cause a significant environmental impact, determine their competency, identify training needs, and plan for training.

Role / Position Title/Position no.	Name	Responsibilities	Qualifications/ competency	Training needs	Planned dates	Training details	Remarks
Director	Joe Taylor	<ul style="list-style-type: none"> <li>Participate in Management review</li> <li>Setting Policy</li> <li>reviewing Objective &amp; Targets</li> <li>Resource allocation</li> </ul>	Senior Business Administrator	EMS awareness (in house)	19.01.09	EMS	
Environmental Manager (Management representative)	Jane Dawes	<ul style="list-style-type: none"> <li>Participate in Management review</li> <li>Implementing environmental policy</li> <li>Implementing programs for achieving set objectives &amp; targets</li> <li>Monitoring and measurement of environmental performance</li> <li>Over all responsibility for system implementation</li> </ul>	Certificate of Attainment in Environmental Management Systems (ISO 14001)	Refresher EMS training (External)	March - April	TBD	
Internal Auditor	John Smith	<ul style="list-style-type: none"> <li>Developing internal audit program in liaison with Facility manager</li> <li>Conducting internal audits as per schedule</li> <li>Training other internal auditors</li> </ul>	Certified (RABQSA) lead auditor	EMS Awareness (in house)  Auditing Course	19.01.09 March - April	EMS-5	
Waste Management Coordinator	Mary Anne	<ul style="list-style-type: none"> <li>Developing waste management strategy and implementation procedures</li> <li>Monitoring and measurement</li> </ul>	Factory Manager	Waste minimisation / management principles	March - April	TBD	
EMS committee members	A. Sullivan J. Wright M. Brown	<ul style="list-style-type: none"> <li>Awareness on Policy &amp; EMS</li> <li>Implementing program for achieving set Objective &amp; Targets</li> <li>Helping in Monitoring and</li> </ul>	EMS administration	EMS Awareness (in house)	19.01.09	EMS	

	<i>K. Wriggly</i>	<ul style="list-style-type: none"> <li><i>measurement</i></li> <li><i>Training respective staff in implementing the waste management strategy</i></li> </ul>					
<i>Facility Manager</i>	<i>L. Crosby</i>	<ul style="list-style-type: none"> <li><i>Facilities management; training of new staff; environmental performance of the factory</i></li> </ul>	<i>Factory Management</i>	<i>EMS Awareness (in house)</i>	<i>19.01.09</i>	<i>EMS-5</i>	
<i>Procurement Manager</i>	<i>G. Mason</i>	<ul style="list-style-type: none"> <li><i>Purchasing raw materials that comply with internal environmental requirements</i></li> </ul>	<i>Procurement Management</i>	<i>EMS Awareness (in house)</i>	<i>19.01.09</i>	<i>EMS-5</i>	
<i>Operations Director</i>	<i>R. Harley</i>	<ul style="list-style-type: none"> <li><i>Participate in management review, setting policy, reviewing objectives &amp; targets, approving allocation of resources for operation</i></li> </ul>	<i>Project &amp; operations management</i>	<i>EMS Awareness (in house)</i>	<i>19.01.09</i>	<i>EMS-5</i>	
<i>Staff</i>		<ul style="list-style-type: none"> <li><i>Awareness on Policy &amp; EMS</i></li> </ul>	<i>N/A</i>	<i>EMS Awareness (in house)</i>	<i>19.01.09</i>	<i>EMS-5</i>	