

PRECIOUS MINERALS AND SMELTING LTD.

PMASL TRAINING CHARTER

SEMI URBAN INDUSTRIAL ESTATE, FREZERPUR, JAGDALPUR, DIST.-BASTAR. CT 494001.

Precious Mineral And Smelting Ltd.

Precious Minerals and Smelting Limited, Jagdalpur, conducted a comprehensive assessment of training needs and developed training programs to address key areas, including:

- Supply chain management
- Quality control
- Workplace violence and harassment awareness
- Statutory compliance
- Occupational health and safety
- Environmental management
- Due diligence training for employees responsible for implementing due diligence procedures

To ensure the effectiveness of these training initiatives, the company:

- Developed and adopted a training charter
- Created an annual training calendar
- Maintained accurate attendance records
- Collected feedback from participants to refine future training programs

TRAINING ASSESSMENT:

- ✓ How to read the Occupational Health and Safety Act
- ✓ Understanding of supply chain Policy, KYC, and its implementation.
- ✓ Understanding the terms "internal responsibility" and "due diligence"
- ✓ How regulations affect the various sectors
- ✓ Understanding the general responsibilities of employers, supervisors, and workers
- ✓ Understanding worker's rights including: "the right to participate", "the right to know" and "the right to refuse unsafe work"
- ✓ Enforcement, offenses, and penalties in terms of non-compliance with the Act.

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PMASL HRD department will ensure that All employees including workers complete the following area of training:-

1. Basic occupational health and safety training

Universally, health and safety legislation is intended to ensure that employers and employees act responsibly regarding health and safety within the workplace. In matters of incident or accident, employers are required to prove that they have acted responsibly in the prevention of accidents and the preservation of health.

The training is designed for Senior Management, Managers, Supervisors, and workers so more in attendance usually results in a stronger impact on your current safety program. All workers in PMASL are required to have basic occupational health and safety training. We offer on-site Health and Safety Awareness for Workers and Supervisor Safety Awareness training. We also offer online versions of both courses that can be completed within 1 hour at the employees' convenience

2. Workplace violence and harassment

PMASL prepared a written policy on workplace violence and harassment and, as per the rule if employers with more than 5 regular employees are required to provide training for all employees. PMASL offers on-site workplace violence and harassment training.

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3. Chemical Safety Hazardous Material Training

All employees who are exposed or likely to be exposed to hazardous chemicals/materials or controlled products at the workplace.

4. Environment Awareness Training

PMASL management is committed to compliance with the Stipulated conditions of Consent to Operate issued by the Chhattisgarh Environment Conservation Board and Implement Environment Management Plant (EMP) to provide a safe & and healthy environment to its employees.

5. Quality Control

PMASL management is committed to Quality Control and provides comprehensive training to their employees successfully implemented a Quality Management System (QMS) ISO-9001-2015

6. Time Management Training

Time Management training is required for all workers for effective time management & and increased productivity. PMASL will organize on-site training for their employees.

7. First Aid and CPR Training

First aid/CPR, including defibrillator training, can have a life-saving impact in an emergency and PMASL recommends that a minimum of one employee receive first aid/CPR training. PMASL offers first aid/CPR training on-site to ensure that trainees have an opportunity to practice the skills they learn in the classroom.

8. Due Diligence Training

Due diligence training for employees responsible for implementing due diligence procedures. This is an opportunity to understand how regulations affect various sections. Our on-site due diligence training focuses on helping managers and supervisors develop strategies for creating a robust internal responsibility system within their workplaces.

9. Supply Chain & KYC Training

Training on Supply Chain and KYC will provide managers and supervisors with an opportunity to understand the KYC and supply chain policy and its implementation under the "Responsible Business Initiative"

10. Statuary Compliance Training

Training on compliance with stipulated statutory approvals

11. Production Planning & Control

Training on Production Planning and Control, or just PPC, is a corporate management system for a business's production processes. PPC allows you to plan when, how much, where, and in what order to produce and ensures a constant check on operations for everything to go as planned.

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12. Cleaner Production

Cle is considered a new and creative approach towards products and production processes. Cleaner production focuses on the reduction of the use of natural resources, thus minimizing the waste generated from the process. It also stresses how to prevent these wastes at the source by the use of cleaner technologies.

Training Documents Formats :

1. Annual Training Calendar
2. training Attendance Sheet
3. Training Feedback Form.

Signed By_____

SHREECHAND LUNIA

WHOLE TIME DIRECTOR

DIN: 00246634

97, Masjid Road, Indira Ward 16,

Jagdalpur, Dist. Bastar, (C.G.) 494001

Precious Mineral And Smelting Ltd.

Training Attendance Sheet

Training Subject:

Training Attendance Sheet				
Training Subject:				
		Location:		Date:
Sl. No	Name	Designation	Signature	Remarks
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Precious Mineral And Smelting Ltd.

PRECIOUS MINERALS AND SMELTING LIMITED JAGDALPUR				
ANNUAL TRAINING CALENDER YEAR...				
MONTH	DATE	TIME	SUBJECT	TRAINER NAME
JANUARY			Basic occupational health and safety training	
FEBRUARY			Workplace violence and harassment	
MARCH			Chemical Safety Hazardous Material Training	
APRIL			Environment Awareness Training	
MAY			Due Diligence Training for Management	
JUNE			Supply Chain & KYC Training	
JULY			Quality Control	
AUGUST			Time Management Training	
SEPTEMBER			First Aid and CPR Training	
OCTOBER			Statuary Compliance Training	
NOVEMBER			Production Planning & Control	
DECEMBER			Cleaner Production	

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प्रशिक्षण फीड बैक रिपोर्ट TRAINING FEEDBACK REPORT

A. मूल विवरण Basic Details:

नाम Name: _____ कर्मचारी संख्या Emp. No.: _____
पदनाम Designation: _____ तैनाती का स्थान Place of Posting: _____
कार्यक्रम का नाम Program Title: _____ आयोजक Organized by: _____
स्थान Place: _____ कब से From: _____ कब तक To: _____

B. प्रतिस्ूचना Feedback: 1 से 5 के पैमाने पर आंकलन करें (5:बहुत अच्छा4:अच्छा3:संतोषजनक2:खराब1:बहुत खराब) Rate on a scale of 1-5 (5: Very Good4:Good3:Satisfactory2:Poor1:Very Poor)

1. प्रशिक्षण का उद्देश्य स्पष्ट किया गया Training objective was elucidated _____
2. कार्यक्रम की विषयवस्तु की उपयोगिता Usefulness of the Programme Content _____
3. कार्यक्रम की आपके कार्य में प्रासंगिकता Relevance of the Programme with your work _____
4. प्रशिक्षक का समग्र ज्ञान एवं प्रस्तुतीकरण Overall faculty knowledge & delivery _____
5. समग्र रूप से कौन सा प्रशिक्षक सर्वोत्तम था Which faculty was the best in totality _____
6. प्रशिक्षण सुविधाओं की पर्याप्तता Training facilities were adequate _____
7. प्रतिभागिता एवं चर्चा को प्रोत्साहन Participation & interaction was encouraged _____
8. कार्यक्रम की अवधि Programme duration was: पर्याप्त Adequa ☐ कम Le ☐ अधिक More ☐
9. स्थान Venue ☐ व्यवस्था Arrangements ☐ भोजन Food ☐ आवास Accommodation ☐
10. इस कार्यक्रम से और कौन लाभान्वित हो सकता है Who else may be benefitted from this programme: श्रेणी
Level : _____ विभाग Department : _____
11. अन्य अभ्युक्तियां Any other Remarks: _____
12. प्रशिक्षण के किस पहलू में सुधार किया जा सकता है What aspects of training could be improved: _____

दिनांक Date :

स्थान

Place:

कार्यक्रम निदेशक के हस्ताक्षर

Signature of Programme Director

प्रतिभागी हस्ताक्षर

Signature of Participant