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 SHAKAMBHARI GROUP # SteelWithin	SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)		
STANDARD OPERATING PROCEDURE			
Title: SOP for Training Programme			Page No. 1 of 3
SOP No.	Version No.	Effective Date	Next review date
SIPL/QAS/003	00	07.07.2026	06.07.2028

1.0 PURPOSE

- 1.1 To ensure that employees have the desired attitude, skills and knowledge for performing their job and to facilitate the professional development of employees. For ensuring this, appropriate training needs to be imparted.

2.0 SCOPE

- 2.1 This SOP applies to all employees of Shakambhari Ispat & Power Ltd. to enhance their skills and knowledge.

3.0 REFERENCE(S) & ATTACHMENTS**3.1 References**

- 3.1.1 ISO 15378:2017, 7.2.1 & 7.2.2

3.2 Attachments

- 3.2.1 Attachment I – Training Calendar : SIPL/QAS/003/F01/00
3.2.2 Attachment II – Training Attendance Sheet : SIPL/QAS/003/F02/00
3.2.3 Attachment III – Training Feedback Form : SIPL/QAS/003/F03/00
3.2.4 Attachment IV – Induction Training : SIPL/QAS/003/F04/00
3.2.5 Attachment V – Training Record : SIPL/QAS/003/F05/00

4.0 RESPONSIBILITY

- 4.1 Q.A. Department and Department Head shall identify the need for training.
4.2 HR Head shall ensure the training of all employees as per schedule.

5.0 DISTRIBUTION

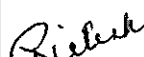
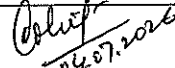
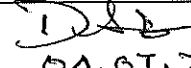
- 5.1 Department Head
5.2 Q.A. Department
5.3 HR Head

6.0 DEFINITION(S) & ABBREVIATION(S)**6.1 Definitions**

- 6.1.1 Training constitutes a basic concept in human resource development. It is concerned with developing a particular skill to a desired standard by instruction and practice. Training is a highly useful tool that can bring an employee into a position where they can do their job correctly, effectively and conscientiously. Training is the act of increasing the knowledge and skill of an employee for doing a particular job.

6.2 Abbreviation(s)

- 6.2.1 Q.A. : Quality Assurance
6.2.2 HR : Human Resource

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7.0 PROCEDURE**7.1 Training Needs Identification**

7.1.1 Training needs can be identified from different sources:

7.1.1.1 **Performance Appraisal** – Performance assessment based on predefined parameters such as attitude, job knowledge, team working, etc.

7.1.1.2 **Career Planning** – Identification of key positions / persons / star performers based on Performance Appraisals. Employees with a high competency level / performance in an existing position are to be mapped to the next higher position.

7.1.1.3 **In Consultation with HODs** – HR, in consultation with the concerned HOD, will prioritize the identified training needs. Based on prioritization, training can also be identified.

7.2 Training Plan & Calendar

7.2.1 The training calendar is prepared on a calendar-year basis. HR shall formulate the training calendar based on the inputs received from HODs.

7.2.2 HR shall initiate training programs from three verticals, i.e. Functional, Safety and Behavioral, as per requirement.

7.2.3 HR shall circulate the training calendar every month to all departments. For the Training Calendar, use Attachment – I.

7.3 Training Execution

7.3.1 The training identified is executed through either of the following means:

7.3.2 Internal Faculty

7.3.3 External Faculty

7.3.4 The Training in-charge sends the intimation of the training schedule (comprising the itinerary of events for that training program) to all departments appropriately.

7.3.5 The Training In-charge finalizes the programme module in consultation with the faculty.

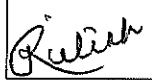
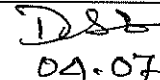
7.3.6 Training material for the programme is prepared by the faculty. The faculty may also use existing training material if available and modify the same if required. The training material is reviewed by the competent authority. The Training in-charge maintains the approved version of training course materials in a central repository.

7.3.7 The HR Department sends the intimation of the training programme to all the functional Heads. Head – HR can also nominate employees as advised by the respective functional head.

7.3.8 Induction training will be provided at the time of joining for employees. For Training Attendance, use Attachment – II; for Induction Training, use Attachment – IV.

7.4 Training Feedback & Evaluation

7.4.1 Instant feedback on the course content and faculty shall be taken from each and every employee in Attachment – III.

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7.4.2 A post-training test of 05 questions shall be conducted to evaluate the training effectiveness. The test shall be conducted after completion of 7 days.

7.4.3 Training effectiveness will be measured as per the below-mentioned chart:

If Marks Obtained	Remarks
100%	No Need for Re-Training
90%	No Need for Re-Training
80%	No Need for Re-Training
70%	No Need for Re-Training
60%	Needs Re-Training
50%	Needs Re-Training
40%	Needs Re-Training
30%	Needs Re-Training
20%	Needs Re-Training
10%	Needs Re-Training
0%	Needs Re-Training

7.4.4 An action plan in specific cases may be taken from participants as commitments.

7.4.5 Awareness is imparted through e-mail, morning meetings, review meetings, notice boards, standing meetings, SMS, etc.

7.4.6 Trainer Evaluation

7.4.6.1 All the internal as well as external trainers engaged for various training programs are evaluated for all the training programs. The evaluation shall be done prior to listing as an approved trainer. The evaluation is done for program content, trainer knowledge, etc., as per the format.

7.5 Training Record

7.5.1 The H.R. Department will maintain the record of every employee in Attachment – V.

8.0 REVISION HISTORY

Revision No.	00	Effective Date	07.07.2026	CC No.	NA
Details of revision: New SOP					

Prepared By:	Checked By:	Approved By:
<i>Rishi</i> 04.07.2026	<i>Polish</i> 04.07.2026	<i>DSB</i> 04.07.2026