



INSTITUTE OF ENGINEERING TECHNOLOGY

MARINE ENGINEERING DIVISION

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6.0 RESOURCE MANAGEMENT

6.1 PROVISIONS OF RESOURCES

The top management of MED determines and provides the resources needed:

- a) To continually improve the effectiveness of the Quality Management System.
- b) To enhance customer satisfaction by meeting their requirements.

REFERENCE

- Annual Purchases
- Management Review Minutes
- Customer Complaint Register
- Lesson Plan
- Customer Feedback Form [student, industry, end user]

6.2 HUMAN RESOURCES

6.2.1 ASSIGNMENT OF PERSONNEL

MED ensures that personnel who are assigned responsibilities defined in the QMS and those performing work affecting the conformity to product are competent on the basis of appropriate education, training, skills and experience.

REFERENCE

- Appendix-03-Organizational Structure
- Job Descriptions
- Scheme of Recruitment (SOR)
- Training Request Form
- Performances Appraisals



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6.2.2 COMPETENCE, AND TRAINING AWARENESS

The management of MED ensures that the organization;

- a) Determines the necessary competence for personnel performing work affecting conformity to product requirements
- b) Where applicable Provides training or take other action to necessary competence
- c) Evaluates the effectiveness of the training provided or other action taken.
- d) Ensures that employees are aware of the relevance and importance of activities and how they contribute to the achievement of the objectives.
- e) Maintain appropriate records of education, experience and training.

The Institute to comply with the above requirements.

REFERENCE

- Scheme of Recruitment (SOR)
- Performances Appraisals
- Training Request Form
- Staff Development Programme
- Training Records
- Training Evaluations
- Job Descriptions

6.3 INFRASTRUCTURE

The management of MED has determined, provides, and maintains the infrastructure needed to achieve conformity of the product/service, which includes:

- a) Buildings, workspace and associated facilities;
- b) Process equipment, (both hardware & software),
- c) Supporting services (such as transport or communication).

REFERENCE

- Annual Purchases



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6.4 WORK ENVIRONMENT

MED has identified and manage the human and the physical factors of the work environment needed to achieve conformity of the product / service.

REFERENCE

- Annual Purchases