



# COMPETENCY & TRAINING PROCEDURE

## *HSE Procedure*

Al Khobar Stockist Warehouse & Distribution Facility

DTE-HSE-PRO-09 | Revision 00 | Effective 01 January 2026



|                |                                             |                |                       |
|----------------|---------------------------------------------|----------------|-----------------------|
| Document No.   | DTE-HSE-PRO-09                              | Revision       | 00                    |
| Document Title | Competency & Training Procedure             | Effective Date | 01 January 2026       |
| Issued By      | HSE & Compliance Function                   | Approved By    | General Manager       |
| Applicable To  | Al Khobar Warehouse & Distribution Facility | Classification | Internal / Controlled |

## Competency & Training Procedure

Personnel performing safety-critical warehouse tasks — including forklift/pallet-truck operation, strapping and banding, and racking put-away — are required to complete task-specific induction training before working unsupervised, and this is confirmed and recorded before an authorization is issued (for example, a Forklift Operator Authorization record).

### Training Matrix

A training matrix maps each job role to its required induction, task-specific, and refresher training, consistent with the approach recommended in MHRSD's published safety-organization guidance for employers. At minimum, the matrix covers:

| Role / Task                       | Required Training                                                                                               |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------|
| All warehouse personnel           | HSE induction (Policy, emergency procedures, PPE, hazard reporting) before starting work.                       |
| Forklift / pallet-truck operators | Task-specific operator training and internal authorization prior to unsupervised operation; periodic refresher. |
| Strapping / banding operators     | Task-specific safe-use training on banding tools and associated PPE.                                            |
| Warehouse Supervisor              | Incident investigation method, risk assessment, and emergency coordinator role.                                 |
| First aiders                      | First aid training appropriate to workplace first-aid provision requirements.                                   |

### Delivery & Effectiveness

- Training is delivered in a language understood by the employee, consistent with employer obligations to ensure comprehension of safety instructions.
- Training effectiveness is assessed through supervisor observation of the employee performing the task following training, not solely through attendance.
- Gaps identified during incident investigations, inspections, or performance observation are used to trigger refresher or additional training outside the standard cycle.

### Records

The Training Register maintained by the HSE & Compliance function records, for each employee: HSE induction completion, task-specific training completed, dates, evaluation outcome, and refresher due dates. The register is reviewed at Management Review to confirm the facility remains within its planned training completion target.



## Legal & Regulatory References

This procedure has been developed with regard to the following legal, regulatory, and industry reference points applicable to Diode's operations in the Kingdom of Saudi Arabia. Diode does not represent certification against any external standard referenced below unless separately stated; references are used to inform internal practice.

| Reference                                                | Relevance                                                                          |
|----------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>MHRSD safety-organization and competency guidance</b> | Basis for role-based training matrix and competency assessment approach.           |
| <b>Saudi Labour Law, Article 122</b>                     | Requires workers to be trained in the correct use of PPE provided by the employer. |

## Records Retained

The following records evidence the operation of this procedure and are retained for a minimum of five (5) years unless a longer period is required by contract or law, and are made available to customers, principals, and appointed auditors upon reasonable request:

- Training Matrix
- Training Register (per employee)
- Forklift Operator Authorization records
- Training evaluation notes

## Related Documents

- DTE-HSE-PRO-02 HSE Management System & Organization
- DTE-HSE-POL-07 Personal Protective Equipment (PPE) Policy

## AUTHORIZATION

| Prepared By                                          | Reviewed By                                             | Approved By (General Manager)                            |
|------------------------------------------------------|---------------------------------------------------------|----------------------------------------------------------|
| Name: Anfal Ahmed<br>Signature: _____<br>Date: _____ | Name: Raeed Mohammed<br>Signature: _____<br>Date: _____ | Name: Mohammed Faisal<br>Signature: _____<br>Date: _____ |

## Company Stamp:

