SOP 08-18CW July 2018
Revised November 13, 2025

Required Quarterly Training

Training on all elements and all areas of the Express Car Wash operation is critical to ensure all work is done safely and professionally. Training is the key to success and is the number one factor that effects morale of a team. The Manager's Job Description clearly states that the Manager is responsible to ensure that all personnel under his/her supervision are properly trained in all areas of safety and operations. It further states that the Manager will ensure *"all training will be fully documented and submitted to the administrative office for filing in the individual's training record".* **The Training Verification Forms for group training as well as individual training are available in a PDF writable format on the website at www.carwash808.express.**

To ensure the required training is conducted on time the following training schedule is effective immediately. **The Director of Safety & Training will ensure the required training for ALL personnel is conducted in accordance with the schedule below, and documentation is submitted to the Administrative office by end of the month:**

January:	Company Culture	**July:**	Company Culture
February:	Concierge Stations, Washify	**August:**	Concierge Stations, Washify
March:	HAZCOM, PPE, First Aid, AED, LOTO	**September:**	HAZCOM, PPE, First Aid, AED, LOTO
April:	CW Equipment, Vacuum Maintenance	**October:**	CW Equipment, Vacuum Maintenance
May:	CW Chemicals & Handling, Clarifier Sys.	**November:**	CW Chemicals & Handling, Clarifier Sys.
June:	HAZCOM, PPE, First Aid, AED, LOTO	**December:**	HAZCOM, PPE, First Aid, AED, LOTO

Managers will use all materials available in training their personnel including, Employee Handbook, SOP's, Health and Safety Plan, HAZCOM Programs, Technical Bulletins, Lock Out/Tag Out poster and procedures.

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