Training Program

The training program should include a description of how the training needs of the organization are fulfilled. It should include a current list of all employees and their job descriptions. Each job description should identify what training is necessary for that job. The employee training program covers all jobs performed at the facility.

The employee training program should include Job/task performance, good manufacturing practices, pre-requisite programs, cleaning and sanitation procedures, food regulatory requirements, Bio security/Food Defense, Chemical control, Hazard communication, Foodborne pathogens, Pest Control Awareness, Allergen management and emergency preparedness.

The employee training program should include hazard analysis relevant to the employee’s role in the food safety plan; Two-day (or equivalent), examinable Food Safety Training should be required for the Food Safety Team Leader. However other employees involved in the development of food safety plans, and/or food quality plans should be trained in Food Safety (HACCP). Also, staff involved in maintenance of the food safety and quality plans should have an understanding of HACCP principles and the HACCP process, and their role in the Food Safety (HACCP) process.

The employee training program should include requirements to meet customer specifications.

Work Instructions can be delivered in a number of ways:

- Written work instructions (SOPs) may be useful when a particular task is complicated (i.e., requiring skilled operators) or repetitious.
- These instructions can serve as a valuable training reference when staff needs to check the correct way of doing a task.

- Photos and diagrams can be particularly useful to overcome language barriers or when a task involves a number of different steps.

Training materials and the delivery of training should be provided in language understood by staff.

Refresher training should be performed at least annually or more often if necessary. A good practice is a short written test, to document the training and the learning achieved.
Training Records should include the trainee participant, the skill or knowledge applied, the type of training provided, the date of training, the training provider (e.g., internal or external), competency assessment, (generally by the immediate supervisor). The training records should be signed and dated by the trainee.