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PURPOSE: The purpose of this procedure is to ensure to ensure a suitable training policy is in place covering all relevant personnel and delivering training appropriate to each job.

RESPONSIBILITY: The Department Manager is responsible for ensuring this procedure is communicated and adhered to by all staff.

INSTRUCTIONS:

HYGIENE AND FOOD SAFETY TRAINING PROGRAMMES

Comprehensive and suitable training programmes are in place for all relevant site personnel (including management), formed on the basis of training needs assessments. Training needs assessments will take account of:

1. All identified critical control points in the food production process.
2. Specific product risks e.g. microbiological, foreign body, and the role of personnel in preventing product contamination.
3. The nature of current problems, issues or initiatives in the site and key areas identified for improvement.
4. Customer complaint performance and private label customer requirements.
5. Requirements of site food safety management systems e.g. HACCP, work instructions and procedures (e.g. for cleaning, metal detection, equipment testing), quality systems.
6. The results of hygiene and food safety audits – both internal and third party.
7. The legal duties and responsibilities of both employer and employee.
8. Training priorities.
9. Employees will be given a clear understanding of:
 - Potential sources and consequences of food contamination.
 - Their duties and responsibilities for preventing food contamination.
 - The site Personal Hygiene policy.
 - Safe working practices and the site Health and Safety policy.

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10. The training programme and materials will be produced in consultation with relevant members of the site management team e.g. production, technical, hygiene, engineering and fully documented.
11. The training programme will be developed to be specific to job functions e.g. raw materials intake, transfer of ingredients to production, product packing.
12. No person must be allowed to work unsupervised as a food handler until they have been provided with and successfully completed appropriate hygiene and food safety training.

DELIVERING TRAINING

1. Trainers will be carefully selected on the basis of their ability, knowledge and practical factory experience. They will be capable of delivering effective training presentations.
2. Training material will wherever possible be designed with direct reference to the site. Training room and practical 'on the job' training will be provided as appropriate to the personnel involved.
3. Where external trainers are used, it will be ensured that they have practical experience relevant to the site and the specific training subjects.
4. Maximum timescales for completing all training post employment will be established and implemented.

TRAINING RECORDS

1. Comprehensive and up to date training records will be maintained for all employees. Records must be signed by the employees and trainers on the completion of training.

COMPETENCE ASSESSMENT

1. The competence of each individual employee in completing the working task must be assessed either during, or where appropriate, after completion of appropriate training. The employee will continue to be closely supervised until such time as their competence is assessed to be satisfactory.

REFRESHER TRAINING

1. Refresher training will be provided in accordance with regular training needs assessments.

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TRAINING PROGRAMME REVIEW

All training will be subject to a regular process of appraisal and review by the nominated member of the site management team. This will include assessment of:

- Employee performance at work.
- Site standards during internal and external hygiene and food safety and other relevant audits.
- Customer complaint performance.
- Feedback from employees.

The training programme and methods will be modified and upgraded wherever necessary, in accordance with the results of the review processes.

MONITORING:

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.

VERIFICATION AND RECORD KEEPING:

Regular audits / inspections of manufacturing areas and controls must be in place to ensure that procedures are effective and working.

Internal audits records must be completed, which will include:

- non-conformances
- corrective action
- responsibility
- date of completion

RECORDS APPLIED TO THIS PROCEDURE:

- Internal Audit records
- Training records

DOCUMENTATION RETENTION:

The records applied to this procedure are to be kept on file for a minimum of 3 years.