

	Section: Training	Issue Date: April 20, 2015	Document Number: 2.9
	Subject: Training Procedure	Supersedes:	Revision: New

OBJECTIVE:

To assure that all employees know the basic requirements and other information required to enable them to perform their job effectively and in a safe manner while meeting the expectations of Mascot Incorporated and the SQF Code 7.2 training requirements

SCOPE:

All employees at Mascot Incorporated

PROCEDURE:

- 1.0 An Employee Training program is documented and implemented by the appropriate department personnel. The program outlines the necessary competencies for specific duties and the training methods to be applied for staff carrying out tasks associated with their jobs, this is done by identifying the training needs based per position
- 2.0 Training requirements are detailed by position in the training matrix, which is also used to monitor training completion dates and refresher needs. Refresher training is provided at least annually or as deemed necessary by the SQF Practitioner, Food Safety Manager or Department Manager
- 3.0 The training program includes at a minimum the following topics:
 - Application of GMP and Pre-requisite Programs
 - Regulatory requirements including but not limited to 21 CFR 110, Labeling and Net weight requirements
 - HACCP and Hazard Analysis
 - Customer Specification requirements i.e. Great America's sample retention requirements
 - SQF requirements for effective implementation and maintenance of this program
 - Allergen Awareness
 - Chemical Handling
 - Security Protocols
- 4.0 Standard Operating Procedures will also be provided to relevant employees related to their job function that could include:
 - Candy Cooking
 - Product Sampling and Testing
 - Pecan Shelling
 - Customer Specifications
 - Safety

- 5.0 Specific HACCP training is provided to the HACCP Team Members by either completing a course recognized by the International HACCP Alliance and/or training provided to these members by the Team Leader who has completed such a course
- 6.0 Individuals involved in monitoring the CCP and verifying the CCP documentation shall be trained on an annual basis.
- 7.0 Refresher training is provided at least annually or as deemed necessary by the SQF Practitioner, Food Safety Manager or Department Manager
- 8.0 Training materials and its delivery will include Spanish and English, since a portion of production employees at Mascot Incorporated speak only Spanish
- 9.0 Verification of training is completed by interviewing employees at the completion of the training sessions, paperwork review which demonstrates employee understanding, direct observations of the task, issuing exams, or a combination of these techniques.
- 10.0 A training register is maintained that includes at a minimum the following information:
 - Participant name
 - Skills description
 - Description of the training provided
 - Date of Training completed
 - Trainer or training provider.
 - Records shall be maintained on file at the facility for a minimum of 2 years.

RESPONSIBILITIES:

The plant SQF Practitioner, Food Safety Manager, Department Manager or designees will be responsible for establishing and ensuring the implementation of the training needs to ensure personnel have the required competencies to carry out those functions affecting product legality, safety, and quality. This shall be demonstrated within the training register.

Senior Management is responsible to participate fully in the training process as required. Training records will be maintained by HR and/or SQF departments.

REFERENCE:

SQF Code 7.2

DOCUMENTS:

Training Register
 Training Sign in Sheet
 Training Matrix

<u>Document History of Changes / Amendments</u>	<u>Date</u>	<u>Name</u>
Procedure created to meet SQF Code, 7.1 Edition requirements	April 3, 2014	Amy Vizcarra
Procedure updated to meet SQF Code, 7.2 Edition requirements	June 30, 2014	Amy Vizcarra