**TRAINING PROGRAM**

**Personnel Practices Training**

**Who:**

* The manager or designated trainer trains all employees who work in food production.
* Management can also provide outside training from a qualified trainer (e.g., chemical supplier on how to use and handle chemicals).

**When:**

* start of employment
* annually for refresher training
* as changes are made to personnel practices/procedures
* as needed for retraining if employee puts food safety at risk

**What:**

* Explain verbally and/or by hands-on demonstration, personnel practices procedures as described in the written program.

**How:**

* Employees read the program before training occurs.
* Use visual resources e.g., video, overheads, posters.
* Assess the trainee’s understanding by observing as he/she performs the duties.

**Sanitation Training**

**Who:**

* The manager or designated trainer trains all employees who are performing any sanitation activities.

**When:**

* start of employment
* annually for refresher training
* as changes are made to sanitation practices/procedures
* as needed for retraining if employee puts food safety at risk

**Monitoring Training**

The training record must be signed by the trainer and the trainee **[Specify for your operations, using Personnel Training Record template]** after each training session is complete.

* All retraining must be recorded.
* External training records must be kept (e.g., certificates of courses or seminars, etc.)