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**Training of Employees**

**1. Introduction**

This document outlines the procedure for training employees involved in the manufacture of food products under NIC Code 10101. Comprehensive training is essential for ensuring product safety, quality, and compliance with regulations.

**2. Scope**

This procedure applies to all employees involved in the manufacturing process, including production workers, supervisors, and management personnel.

**3. Training Needs Assessment**

* training needs assessment will be conducted to identify specific training requirements for each role. This assessment will consider factors such as:
* Job description requirements
* Employee skills and experience
* Regulatory requirements
* Company policies and procedures
* Potential hazards and safety concerns

**4. Training Program Development**

Based on the needs assessment, a comprehensive training program will be developed. The program will include:

* Orientation: Introduction to the company, its policies, and procedures.
* Job-Specific Training: Training on specific tasks and responsibilities.
* Food Safety Training: Training on food safety principles, HACCP, and GMP.
* Safety Training: Training on safety procedures and hazard recognition.
* Equipment Operation: Training on the operation of production equipment.
* Quality Control Training: Training on quality control procedures and inspection methods.
* Regulatory Compliance Training: Training on relevant food safety regulations.

**5. Training Delivery Methods**

* variety of training methods will be utilized, including:
* On-the-job training
* Classroom training
* Online training modules
* Videos and presentations
* Hands-on exercises and simulations

**6. Training Records**

Comprehensive records of all employee training will be maintained. These records will include:

* Employee name and ID
* Training date
* Training topic
* Training method
* Trainer's name
* Evaluation results

**7. Compliance Notes**

* All training programs must meet relevant regulatory requirements.
* Regular refresher training should be provided to maintain employee competency.
* Training records must be maintained and readily available for audits.

**8. Practical Guidelines**

* Develop a standardized training curriculum.
* Utilize a learning management system (LMS) to track training progress.
* Conduct regular evaluations of the training program’s effectiveness.
* Provide feedback to employees on their training performance.

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