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**Employee Training**

**1. Introduction**

This document outlines the employee training program for a food manufacturing facility operating under NIC Code 10101. Comprehensive training is crucial for ensuring food safety, product quality, and regulatory compliance.

**2. Training Needs Assessment**

* Identify Training Needs: Conduct a training needs assessment to determine the specific training requirements for each job role, considering factors such as the complexity of tasks and safety hazards.
* Regulatory Requirements: Identify all relevant regulatory requirements related to employee training (e.g., GMP, HACCP, allergen awareness).

**3. Training Program Development**

* Training Objectives: Define specific, measurable, achievable, relevant, and time-bound (SMART) training objectives for each training program.
* Training Materials: Develop training materials, including manuals, presentations, videos, and interactive exercises.
* Training Methods: Utilize a variety of training methods, such as classroom instruction, on-the-job training, and e-learning modules.

**4. Training Delivery**

* Scheduled Training: Conduct regular training sessions according to a scheduled plan.
* Training Records: Maintain detailed records of all training activities, including attendance, completion dates, and evaluation results.
* Competency Assessment: Conduct assessments to evaluate employee competency after training.

**5. Training Topics**

* Food Safety and Hygiene: Good Manufacturing Practices (GMP), Hazard Analysis and Critical Control Points (HACCP), allergen awareness, personal hygiene, sanitation procedures.
* Job-Specific Training: Specific training on equipment operation, production processes, quality control procedures, and safety protocols.
* Regulatory Compliance: Training on all applicable food safety regulations and standards.
* Safety Training: Training on safe work practices, hazard identification, and emergency procedures.

**6. Compliance Notes**

* All training programs must be documented and updated regularly.
* Training records must be maintained for a specified period.
* Employees must demonstrate competency before performing their assigned tasks.

**7. Practical Guidelines**

* Use a learning management system (LMS) to manage training records and track employee progress.
* Conduct regular refresher training to reinforce key concepts and address any changes in regulations or procedures.
* Encourage employee participation and feedback to improve training effectiveness.

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