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**Training and Awareness**

**1. Introduction**

This document outlines the training and awareness program for employees involved in the manufacture of food products (NIC Code: 10101). The program aims to ensure all personnel possess the necessary knowledge, skills, and understanding to comply with relevant food safety regulations, Good Manufacturing Practices (GMP), and company-specific procedures. This is crucial for producing safe, high-quality food products and maintaining the integrity of our brand.

**2. Target Audience**

This training program applies to all personnel within the manufacturing facility, including but not limited to:

* Production operators
* Quality control inspectors
* Maintenance personnel
* Sanitation staff
* Management personnel
* Warehouse personnel

**3. Training Modules**

**The training program comprises the following modules:**

* Module 1: Food Safety Fundamentals: Covers basic food safety principles, including hazard analysis and critical control points (HACCP), microbiological safety, allergen awareness, and personal hygiene. This module will include interactive exercises and quizzes to assess understanding.
* Module 2: Good Manufacturing Practices (GMP): Details specific GMP requirements relevant to food manufacturing, including sanitation procedures, equipment operation, pest control, and waste management. This module will include walkthroughs of the facility and practical demonstrations.
* Module 3: Specific Product Knowledge: Provides detailed information on the specific food products manufactured, including ingredients, processing methods, and quality specifications. This module is tailored to specific product lines and will be updated as new products are introduced.
* Module 4: Hazard Recognition and Reporting: Teaches employees how to identify and report potential food safety hazards, including deviations from standard operating procedures (SOPs), equipment malfunctions, and potential contamination sources. This will include a role-playing scenario.
* Module 5: Allergen Management: Covers the importance of allergen control in food manufacturing, including the proper handling of allergenic ingredients and prevention of cross-contamination. This module will include a practical assessment of allergen handling procedures.
* Module 6: Company-Specific Procedures: Outlines company-specific policies and procedures related to food safety, quality control, and employee conduct. This module will include review and signing of company documents.

**4. Training Methodology**

Training will be delivered through a combination of methods, including:

* Classroom lectures
* Hands-on demonstrations
* Interactive workshops
* Online modules (where applicable)
* On-the-job training

**5. Training Records**

**All training records will be maintained electronically and will include:**

* Employee name and ID
* Training module completed
* Date of training
* Trainer's name
* Employee signature acknowledging completion

**6. Compliance Notes:**

* Compliance with relevant food safety regulations (e.g., FDA, etc.) is mandatory.
* Records of training must be maintained for at least three years.
* Training should be updated and refreshed annually or as needed to reflect changes in regulations or company procedures.

**7. Practical Guidelines:**

* Regular refresher training is essential to maintain employee competency.
* Utilize visual aids and interactive exercises to improve knowledge retention.
* Encourage employee participation and feedback to improve the effectiveness of the training program.
* Track training completion rates and identify areas for improvement.

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