|  |  |  |
| --- | --- | --- |
|  | **TCS** Vijay | **DOC.NO: M.122.NC** |
| **EFFECTIVE DATE: 04/05/2009** |

**Training Relevant Employees & People**

**1. Introduction**

This document outlines the training program implemented by [Company Name] to ensure all relevant employees are adequately trained on food safety, hygiene, operational procedures, and water conservation measures (as detailed in Folder 18, Parameter: Water Conservation Measures). Effective training is essential for maintaining product quality, ensuring worker safety, and achieving our sustainability goals.

**2. Target Audience**

The training program targets all employees involved in food production, sanitation, maintenance, and administration. This includes, but is not limited to:

* Production line operators
* Sanitation staff
* Maintenance technicians
* Quality control personnel
* Management personnel

**3. Training Modules**

The training program comprises several modules, delivered through a combination of classroom instruction, on-the-job training, and online learning platforms. Modules include:

* Food Safety and Hygiene: This module covers fundamental principles of food safety, including HACCP (Hazard Analysis and Critical Control Points), GMP (Good Manufacturing Practices), and allergen management. Practical demonstrations and assessments ensure competence.
* Operational Procedures: This module details specific operational procedures for each workstation, emphasizing safe work practices and efficient resource utilization. It includes practical exercises and simulations.
* Water Conservation: This module focuses on water-efficient practices and the importance of water conservation in the food production process. It includes practical tips and techniques, along with information on reporting leaks and water wastage.
* Emergency Procedures: This module covers emergency response protocols, including fire safety, first aid, and handling of equipment malfunctions.
* Environmental Health & Safety: This module covers general health and safety guidelines within the facility, including proper use of PPE and hazard identification.

**4. Training Methodology**

Training is delivered using a variety of methods to cater to different learning styles. These include:

* Instructor-led training: Classroom sessions with interactive exercises and group discussions.
* On-the-job training: Practical training conducted at the employee's workstation under the supervision of a trained mentor.
* Online learning modules: Self-paced e-learning modules for flexibility and convenience.
* Videos and presentations: Visual aids to enhance understanding and engagement.
* Regular refresher training: Periodic refresher courses to reinforce learning and update employees on changes in regulations and best practices.

**5. Training Records and Assessment**

* Attendance Records: Accurate records of employee attendance are maintained for each training session.
* Assessment and Certification: Employees are assessed after each module to ensure competence and understanding. Successful completion results in certification.
* Performance Monitoring: Ongoing performance monitoring identifies areas for improvement and informs future training needs.

**6. Compliance and Legal Requirements**

All training programs comply with relevant food safety, hygiene, and occupational health and safety regulations. Training materials are regularly updated to reflect changes in legislation and best practices.

---