

Standard Operating Procedure

SOP Title: Training Program SOP
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Approved By: [Name / Title]
Review Date: [Annually or as needed]

1. Purpose

To establish a standardized program for onboarding, job-specific, and continuing education that ensures all personnel are competent to perform their assigned duties in compliance with cGMP requirements and Virginia Cannabis Control Authority (CCA) regulations.

2. Scope

Applies to all full-time, part-time, temporary, and contract personnel whose work may affect product quality, safety, or regulatory compliance at the Verano Virginia facility.

3. Responsibilities

Role	Key Responsibilities
QA / Training Coordinator	<ul style="list-style-type: none">• Maintain the Master Training Matrix• Schedule training sessions and track completion records• Verify competency assessments are performed and documented
Department Managers / Supervisors	<ul style="list-style-type: none">• Identify job-specific training needs for their teams• Ensure employees complete required training before independent work• Sign competency assessments
Employees	<ul style="list-style-type: none">• Attend assigned training sessions and demonstrate competency• Follow SOPs and cGMP practices; request clarification when needed
HR	<ul style="list-style-type: none">• Retain training records in personnel files• Support onboarding orientation

4. Procedure

4.1 Training Categories

- **GMP Orientation:** Completed within first 5 working days; covers Quality Policy, GDP, safety, and security.
- **Job-Specific SOP Training:** Hands-on instruction for departmental SOPs, equipment operation, and batch documentation.
- **Annual Refresher Training:** Updates on regulatory changes, deviations/CAPAs, and critical SOP revisions.
- **Change-Driven Training:** Conducted whenever a procedure, equipment, or regulation changes.

4.2 Training Process

1. **Training Need Identification** – Managers review roles vs. Master Training Matrix.
2. **Training Delivery Methods** – Classroom, e-learning, on-the-job (OJT), or external courses.
3. **Competency Assessment** – Written quiz and/or practical demonstration observed by the trainer.
4. **Documentation** – Trainer completes a *Training Record Form* with:
 - Employee name & ID
 - Training title/code & revision
 - Date, duration, method
 - Trainer & trainee signatures
 - Assessment score or “Pass”/“Fail”
5. **Record Filing** – QA/HR scans or files the signed record; updates Master Training Matrix.
6. **Retraining / Remediation** – Required if competency not demonstrated (score < 80 % or failed OJT).

4.3 External Training

- Attendance certificates are collected and attached to an *External Training Record* form.
- QA verifies relevance and adds to the employee’s file.

4.4 Training Effectiveness Review

- QA performs quarterly audits of training records.
- Deviations trigger CAPA per SOP-VA-104 (Deviation & CAPA SOP).

5. Records

- Master Training Matrix (excel or database)
- Training Record Form (FORM-VA-###)
- Competency Assessment Quiz / Checklist
- External Training Record
- Training Attendance Logs

Retention: **3 years** minimum or as required by CCA/regulations.

7. References

- 21 CFR 211.25 – Personnel Qualifications
- Virginia CCA Regulations – Training Requirements
- SOP-VA-101 Document Control SOP
- QM-VA-001 Quality Manual

7. Revision History

Version	Date	Change Description	Approved By
		Aligned with updated Quality Manual QM-VA-001 and Master Batch Record SOP.	[Name / Title]