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| **Company logo** | **Company name** | | |
| **EMPLOYEE TRAINING PROCEDURE** | | |
| **Issued:** 08/08/2022 | **Version:** 1 | **Code:** SOP-16 |

**Objective**

To protect produce from contamination through training in good hygiene and health practices of personnel.

**Control measures**

* + - All employees, including new hires, temporary employees, and contractors, receive training on the following topics:

1. Food safety
   * + What is food safety?
     + Foodborne diseases
     + Types of contaminants and basic controls
2. Personal hygiene practices
3. Proper sanitation practices
4. Handwashing and glove use
5. Prevention of cross-contamination (identification of produce that should not be harvested, produce on the ground, product containers, etc.)
6. Food Defense
7. Necessary additional training according to job responsibilities which includes training in the applicable SOPs
   * + All training attendees sign the training attendance record (RECORD-14) which indicates the training session’s date, the topics covered, the attendees and the person providing the training.
     + Training attendance lists are archived for at least 2 years.

**DOCUMENTATION OF PERSONNEL WITH FOOD SAFETY RESPONSIBILITIES**

(Attach training certificates, courses, professional degrees, etc.)