1. **[Company Name]** recognises that the employees are our most valuable asset and is dedicated in having an effective training programme in place.
2. It is our policy to:
	1. Identify the necessary competencies for personnel whose activities have an impact on food safety and quality.
	2. Provide training or take other action to ensure personnel have the necessary competencies.
	3. Ensure that personnel responsible for monitoring and corrective actions related to the food safety management and quality system are trained.
	4. Evaluate the implementation and the effectiveness of the training programme (e.g. assessment of personnel).
	5. Maintain appropriate records of the training programme.
3. Specific attention will be given to the following training areas:
	1. Personal hygiene code of conduct
	2. Glass policy and procedure
	3. Pest control
	4. Cleaning procedures
	5. Food safety policies and procedures of the company
	6. Operators will be trained on specific technical subjects.
	7. Laboratory personnel will be trained on all the different test methods used in the laboratory.
	8. All temporary and new personnel will undergo an induction training programme in personal hygiene.

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| **Executive Manager: [Name]** | **Date** | **Signature** |
|  | DD-MM-YYYY |  |