# Purpose

1.1 To provide the necessary resources regarding training including training documentation and to ensure that all personnel working in the respective areas of the dairy are trained on all food safety and quality related criteria.

# Scope

2.1 This document encompasses the following regarding the training:

2.1.1 Training Matrix

2.1.2 Training Program

2.1.3 Training Register

2.1.4 Verification Records

# Responsibility

3.1 Training is applicable to all employees, contract workers and visitors where necessary.

# Definitions

|  |  |
| --- | --- |
| **None** |  |

# Instructions and Guidelines

## 5.1 Training Matrix

5.1.1 A standard training matrix shall divide all employees of the dairy into different categories of training requirements.

5.1.1 Employees will be trained on the respective requirements regarding food safety and quality criteria as indicated in the matrix.

## 5.2 Training Program

5.2.1 A training program per person using the training matrix will be drawn up to plan the necessary training required.

5.2.2 This program will be used to monitor the training still outstanding and what is already being done according to the matrix.

## 5.3 Training Procedures

5.3.1 To ensure that the training is done properly, the following process shall be followed:

5.3.1.1 Required training will be established out of the training plan per person.

5.3.1.2 Training must be planned properly in advance and notification will be done during food safety meetings.

5.3.1.3 Training registers will be completed and signed by all attendees.

5.3.1.4 A copy of the training documentation and information will be attached to the register.

## 5.4 Training Documentation

5.4.1 A copy of the relevant training documentation on which staff will be trained on, shall be readily available.

## 5.5 Training Register

5.5.1 There will be training records of each training session held and all relevant documentation and registers will be kept for record purposes as proof of training conducted.

## 5.6 Verification

5.6.1 The success of the training shall be verified by the supervisor within at least two months following the initial training.

5.6.2 The verification document will be used to assess the person and if the results are unsatisfactory, the person shall be scheduled for re-training.

## 5.7 Incompetent Staff

5.7.1 After a person is trained and verification indicates incompetency in the training area, the matter will be referred to the manager for appropriate action.

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