 <p>SMALL SCALE FOOD PROCESSOR ASSOCIATION <small>SUPPORTS INDEPENDENT FOOD PROCESSORS & GROWERS</small></p>	<p>Document No: HUB.PT.POL.14 Effective Date: 01-Jun-22 Revision Date: New</p>
<p>Training Policy</p>	<p>Revised By: MDaskis Approved By: NRoss Reason for Revision: New</p>

OBJECTIVE

The training policy provides guidance as to the minimum requirements for the HUB User to participate in producing food that is safe for consumption and how to ensure the safety and quality of their own food products and those of other HUB Users.

The training policy will also identify if additional training is required for specific activities within the Food HUB as well as the frequency of retraining or updating training as required with new equipment, new processes, or new regulatory requirements.

The training materials provided by the HUB may be used by HUB Users to train their own employees.

NEW FOOD HUB USERS

New Food HUB Users will be provided training in personal hygiene including hand washing, a document for study in food safety as well as a video will be shown or provided on basic Good Manufacturing Practices (GMPs) and after 30 days a verbal test or written test will be given to ensure the Food HUB User's understanding of their responsibilities.

The HUB Management will provide training in sanitation and chemicals handling, use of dishwasher and allergen control specific to the HUB

It is likely that each HUB User will be responsible for their own shipping and receiving. HUB Management will provide HUB Users with best practices documents in shipping, receiving and storage of finished goods, raw ingredients, storage of products including non-food chemicals, as well as vehicle inspection.


Other specialty training will be provided for the safe and effective use of HUB equipment, cleaning procedures for small items as well as in place equipment, and operation and cleaning of specialty production and packaging equipment.

HUB Management may also provide guidance to HUB Users in developing and implementing food safety plans.

Records of training will be retained including the name of the trainee, the date of training, and the successful date for attaining the qualification. Access to the records may be provided by the HUB Manager or HUB Users as assigned.

QUALIFICATION

Qualification may involve attending a training session followed by a short quiz, or physically showing comprehension of the training such as operation and/or cleaning of equipment or utensils under the scrutiny of a trainer of that activity.

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Third party qualifications may be required for such activities as forklift driving, chemical use safety, first aid training and some specialty equipment. Arrangements for this training and qualification may require the Trainee to arrange specific times for the training as well as the qualification.

REVIEW

Reviews of general food safety requirements and specialty Food HUB activities may be required annually or more frequently depending upon the nature of the activity. Each specific training program will have the review period included as part of the initial training.

The reviews may involve a full review of technical and functional abilities or a session of verbal review and/or a written quiz.

In each case the function of the review is to ensure the HUB User understands the knowledge being provided and is competent to conduct or perform the activities within the Food HUB on an ongoing and unsupervised basis.

The Review will also be used to provide the HUB User with the confidence to ask questions to instill their own self confidence.

HUB MANAGEMENT REVIEW

All materials provided must also be maintained and reviewed for regulatory compliance, new advances in science or technology and relevance to the activities being conducted within the Food HUB.

RELATED DOCUMENTS

HUB.PT.SOP.42 Personnel Training SOP
HUB.PT.REC.47 Group Training Record Blank
HUB.PT.REC.48 HUB User Training Record
HUB.PT.REC.141 HUB User Orientation Record
HUB.PT.REC.39 HUB User GMP Commitment