

PRP Template - Training Program

Food Safety & Quality Template · Provided by GIFSQ

Training records are the first thing auditors ask for and the first thing missing when something goes wrong. This program makes competence - not just attendance - the standard.

Practical advice before you approve this: keep the frequencies realistic. We've seen programs fail because someone wrote 'daily' for a check that needed a lab slot - then nobody did it. Commit to what you'll actually do, then do it.

1. Document control

Field	Details
Document title	PRP Template - Training Program
Document no.	[QA-PRP-014]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

2. Purpose

To ensure all personnel are competent in the food safety tasks they perform.

3. Scope

Covers all employees, agency and temporary staff, and contractors performing food safety tasks at [site name].

4. Responsibilities

Role	Responsibility
QA / Training coordinator	Owns the program; maintains the training matrix and records.
Supervisors / Managers	Identify needs; release staff for training; assess on-the-job competence.
Trainers	Deliver training (internal or external) to defined content.
Employees	Attend, participate, and apply training.

5. Procedure

1. Define the training needs for every role in a training matrix: induction, job-specific, and food safety topics.
2. Induct every new starter before they handle food unsupervised - hygiene, GMP, allergens, and their SOPs.
3. Deliver job-specific training for CCP monitors, internal auditors, lab staff and other critical roles.
4. Assess competence, not just attendance: observation, tests or quizzes with a defined pass mark.
5. Set refresher frequencies (e.g., food hygiene annually, allergens annually, CCP monitoring [frequency]) and track due dates.
6. Brief all staff on changes to procedures, and after incidents, with signed read-and-understood records.
7. Keep individual training files: what, when, who delivered it, assessment result.

6. Monitoring

Every entry dated and initialled by the person who did the check - in our experience, unsigned logs are the first thing an auditor questions.

What is monitored	How	Frequency	Responsible
Training completion	Matrix review - no overdue critical training	Monthly	Coordinator
Competency	Observation / quiz results	Per training event	Supervisor / Trainer

7. Corrective action

When monitoring shows the program slipping, don't just fix the symptom - the follow-up below matters more than the immediate correction.

1. Remove staff from safety-critical tasks until required training/competence is achieved.
2. Investigate training-related nonconformances - fix the training, not just the person.

8. Verification

- Annual review of the matrix against roles, incidents and audit findings.
- Training effectiveness evaluated through audits, KPIs and incident trends.

9. Records

- Training matrix and needs analysis
- Induction checklists
- Attendance and assessment records
- Read-and-understood logs
- Trainer competency records

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for [Define retention period, e.g., 2 years beyond shelf life] at [defined location] - and make sure someone besides you knows where that is.

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