

JOB TITLE	TRAINING REQUIRED						
	Training	Date Completed	Frequency	Doc Reference/ Clause	Competency Assessment method	External/Internal	Status
1. PRODUCTION STAFF - ALL WORKERS (including raw materials, preparation, processing, packing & storage, including temporary staff & agency provided staff)	Procedures & Work instructions			Clause 3.1.3			
	Site Security & Food Defence			Clause 4.2			
	Glass Breakage procedure			Clause 4.9.3.3			
	Pest Management			Clause 2.2.1, 4.14.3, 4.14.12, 7.1.1			
	All activities affecting food safety, quality & legality (Packing & Labelling)			Clause 3.1.3, 6.4.1, 7.1.5			
	Induction (Hygiene, Allergens, Quality, entry & exit procedures, Pest control), Basic HACCP, (risk of foodborne diseases & illness notification).			Clause 4.11.4, 4.14.12, 7.1.1, 7.1.3, 7.1.4, 7.1.5, 7.2.1, 7.2.2, 7.3.1			
2. QC STAFF/CONTROLLER In addition to the training under point 1, QC staff shall receive the following training.	Complaint Handling			Clause 3.10			
	New BRC version changes			Clause 1.1.9			
	Protection of measuring equipment against misuse and abuse, adjustment by unauthorized staff			Clause 6.4.1			

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3. FOOD SAFETY TEAM MEMBERS In addition to the training under point 1, FSTM shall receive the following training.	Specific HACCP knowledge (products, processed & associated hazards)			Clause 2.1.1			
	Supplier approval and monitoring			Clause 3.5.1.2, 3.5.4.2			
	New BRC version changes			Clause 1.1.9			
4. FOOD SAFETY TEAM LEADER In addition to the training under point 1, FSTL shall receive the following training.	Codex HACCP Principles			Clause 2.1.1			
	Supplier approval and monitoring			Clause 3.5.1.2, 3.5.4.2			
	New BRC version changes			Clause 1.1.9			
5. CCP OPERATORS In addition to the training under point 1, CCP operators shall receive the following training.	CCP Monitoring (including the equipment)			Clause 2.10.1, 6.4.1, 7.1.2			
6. INTERNAL AUDITORS	Conducting Internal auditing			Clause 3.4.2, 3.5.1.2			
	New BRC version changes			Clause 1.1.9			
	Technical Knowledge/HACCP related			Clause 2.1.1			

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7. SERVICE PROVIDERS	Training on food safety, quality & legal aspects			Clause 3.5.3.2, 7.1.1			
8. WITHDRAWAL & RECALL TEAM/EMERGENCY TEAM	Roles & Responsibilities expected			Clause 3.11.3			
9. VISITORS & CONTRACTORS	Procedures related to them (Hygiene, maintenance, Glass breakage).			Clause 3.1.3			
	Induction (Hygiene, Allergens, Quality, entry & exit procedures, Pest control), Basic HACCP, Packing & Labelling, risk of foodborne diseases & illness notification.			Clause 4.11.4, 4.14.12, 7.1.1, 7.1.3, 7.1.4, 7.1.5, 7.2.1, 7.2.2, 7.3.1			
10. CLEANERS In addition to the training under point 1, cleaners shall receive the following training.	Chemical usage & control			Clause 4.9.1.1			
	Cleaning SOP's			Clause 4.11.4, 8.5.1			
	Cleaning procedures			Clause 4.11.2			
11. MAINTENANCE STAFF In addition to the training under point 1, maintenance staff shall	Effective operation, maintenance and validation of CIP systems.			clause 4.11.7.1			

receive the following training.							
12. INTERNAL PEST CONTROLLER	Pest Management			Clause 4.14.3, 4.14.12, 7.1.1			
13. FOOD SAFETY CONSULTANTS	HACCP/Food safety principles			Clause 2.1.1, 3.4.2			
14. ON-SITE LAB/CONTRACTED LAB FOR ANALYSIS CRITICAL TO FOOD SAFETY AND LEGALITY	Competency in testing methods of ISO17025			Clause 5.6.2.2			