

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 contractors)	Induction (Hygiene, Allergens, Quality, entry & exit procedures, Pest control, general / basic food safety, risk of foodborne diseases & illness notification).			ISO 22000:2018 Clause 7.2			
	Induction or awareness training (Food Safety policy, Relevant objectives, their individual contributions to the FSMS, implications of not conforming to requirements)			ISO 22000:2018 Clause 7.3			
	Procedures & Work instructions			ISO 22000:2018 Clause 8.1			
	Requirements for effective communication with regards to Food safety (reporting illness, injuries, any changes, suspect persons & parcels and deviations from procedure or specifications)			ISO 22000:2018 Clause 7.4.1			
	Allergen awareness			ISO/TS 22002-1 Clause 10			
2. PRODUCTION STAFF – ALL WORKERS AS ABOVE These subjects are suggested training for staff to ensure an effective food safety system	Site Security & Food Defence			V5.1 Add req 2.5.3			
	Foreign object prevention (incl. Glass Breakage procedure)			ISO/TS 22002-1 Clause 10			
	Packing & Labelling requirements where appropriate			V5.1 Add req 2.5.2			
	Their responsibilities in terms of cleaning & housekeeping. Specifically, the handling / dilution of cleaning chemicals and cleaning & storage of cleaning equipment.			ISO/TS 22002-1 Clause 11			

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3. QC STAFF/CONTROLLER In addition to the training under point 1 & 2; these subjects are suggested training for the online QC to ensure an effective food safety system (esp. in absence of QA manager)	Complaint Handling			ISO 22000:2018 Clause 7.4.2			
	Requirements for Document & record control			ISO 22000:2018 Clause 7.5			
	Hazard control plan, Critical limits and Action criteria			ISO 22000:2018 Clause 8.5.4.3			
	All monitoring actions required			ISO 22000:2018 Clause 8.7			
	Handling non-conformances & corrective actions			ISO 22000:2018 Clause 8.5.4.3, 8.9			
	Packing & Labelling requirements where appropriate			V5.1 Add req 2.5.2			
	Product release procedures (raw materials, final products & NC products)			ISO 22000:2018 Clause 8.9.4.2			
	Management of services and purchased materials (emergency procurement, review of product specifications)			V5.1 Add req 2.5.1			
	Internal pest control actions & liaison with service provider			ISO/TS 22002-1 Clause 12			
4. PERSON IN CHARGE (PIC)	Trained in principals & practices of food safety & hygiene.			R638:20018			
5. EXTERNAL SERVICE PROVIDERS	Shall be competent in terms of the requirements of the service level			ISO 22000:2018 Clause 7.1.2			

Who assist with development implementation, operation or assessment of FSMS	agreement and provide evidence of such competency, qualification or training						
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6. FST LEADER	In-depth knowledge of the current FSSC 22000 scheme requirements (ISO 22000 / ISO-TS 22002-1 / Add requirements & stakeholder decisions)			ISO 22000:2018 Clause 7.2			
	Food safety hazards & own products, production processes & equipment			ISO 22000:2018 Clause 7.2			
7. FST MEMBERS In addition to the training under point 1 & 2; FSTM shall receive the following training.	Awareness of the current FSSC 22000 scheme requirements (ISO 22000 / ISO-TS 22002-1 / Add requirements & stakeholder decisions)			FSSC 22000 certification requirements			
	Food safety hazards & own production processes			ISO 22000:2018 Clause 7.2			
8. HAZARD CONTROL PLAN (CCP & oPRP) OPERATORS In addition to the training under point 1 & 2; Hazard control plan operators shall receive the following training.	Hazard control plan (CCP, oPRP) Monitoring (including the handling & verification of the monitoring equipment)			ISO 22000:2018 Clause 7.2, 8.5, 8.7			
9. COMPETANT INTERNAL AUDITOR In addition to the training under point 1 & 2 and or 6 & 7 as applicable; internal auditors shall receive the following training.	Conducting Internal auditing			ISO 22000:2018 Clause 9.2			
	Technical Knowledge/Specifically related to FSSC 22000 standard or processes audited			ISO 22000:2018 Clause 9.2			

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10. WITHDRAWAL TEAM/EMERGENCY TEAM	Roles & Responsibilities assigned & communication channels			ISO 22000:2018 Clause 7.4.1, 8.4, 8.9.5			
11. VISITORS	Hygiene requirements			ISO/TS 22002-1 Clause 10			