



Food Manufacture

Training Department in Food Manufacture

Lesson 2

Gain in-depth knowledge of the training department in food manufacture, identifying key training requirements of employees, training techniques, audit requirements, training matrix and documentation.





A Standard Operating Procedure (SOP) is a set of step-by-step instructions compiled by an organization to help workers carry out complex routine operations. SOP's aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply with industry regulations.





What should an SOP include?

- The title of the procedure
- An SOP identification number
- The date it was produced or revision date
- The name of the role, organization, division, or agency that the SOP applies to
- Names and signatures of those who prepared and approved the procedures outlined in the SOP



SOP covers the training skills level required of site personnel (including temporary personnel) who perform skilled functions where product quality and the quality system itself could be affected by a lack of appropriate skills.





SOP's cover in-depth training activities which ensure that all personnel gain the skills, knowledge and understanding needed to effectively carry out their duties and tasks.





Detailed Work Instructions (DWI)

- The DWI describes SOP actions in more detail.
- DWI training is also called on the job training.
- All staff must be signed off as competent against the relevant DWI's which should cover any job role they take on.
- This procedure will ensure all staff gain the knowledge and understanding of carrying out their job role safely.





What should be included in a DWI:

- Job role
- Issue date and number
- What PPE is required to carry out the job role safely
- A detailed step by step instruction on how to carry out the task
- What documentation is needed for that specific job





Before training begins.
The DWI issue date and
number needs recording
to ensure it's the most up
to date version.

Observe the trainee carry
out the task against the
step by step DWI.





During observation, if one of the steps is missed out, the trainee will fail.

The observation should still be carried out until the end.

All discrepancies should be recorded for feedback.

Extra support and training will be carried out until the trainee has full knowledge and understanding.





**Once the trainee
has shown
competence and
understanding
then the DWI can
be singed off as
completed**



The DWI will be signed off by the trainer and the trainee.

Both must date the DWI

This will prove agreement from both sides that they have full understanding





Revision Activity 2

Name two pieces of information which should appear on an SOP?