

Training, Competency and Resources Requirements

Planning, Conducting, Recording and Reviewing Training, Competency and Resourcing Requirements

Development

To define detail, scope and purpose.

Development

This information can be used to develop food safety and quality programs that meet the requirements of modern Regulatory, Customer and Industry Standards:

- We take the time to explain the expectations and requirements of food safety and quality compliance as these relate to your food safety and quality programs.
- You may choose to use our Premium Resources to build, enhance or upgrade your food safety and quality program.
- We encourage you to share this webpage with any food compliance associates and peers you believe may benefit from our commitment to providing our users with user-friendly information and resources to to achieve superior Food Compliance Culture.
- We welcome your suggestions for additions of general or specific content through the haccp.com Contact Page.

Key Definitions for Training, Competency, and Resources Requirements

- **Competency:** Competency is the collection of skills, knowledge, and attributes to perform, usually described in terms of observable and measurable behaviours. The measurement parameters of Competency are often expressed as an individual's ability to objectively apply their skills, knowledge, and attributes expected as elements of their position within a food business.
- **Induction Training:** Induction training is the initial training provided to new employees, visitors, and contractors before they commence work, covering the food safety, hygiene, and safe work requirements relevant to their role and the site.
- **Job Description:** A job description is a documented summary of the purpose, duties, responsibilities, and authorities of a position, which may also be used as a checklist to confirm that all relevant training has been provided.
- **Knowledge:** Knowledge is a familiarity with facts, truths, and principles that is sufficient and appropriate for the production of safe and suitable foods.
- **Resources:** Assets available and anticipated for operations, including people, time, skills, knowledge, technology, data, money, equipment, facilities, and other assets used to plan, implement and evaluate food safety and quality and operational systems.
- **Skills:** A skill is the ability to actively and sufficiently participate in tasks that ultimately result in safe and suitable foods being produced.
- **Training:** The term training refers to the acquisition of knowledge, skills, and competencies as a result of the teaching of vocational or practical skills and knowledge that relate to specific useful competencies.
- **Training Matrix:** A training matrix is a document that tracks and summarises the training and competency status of each employee against each type of training required for their role.
- **Training Record:** A training record is documented evidence of training provided to an individual, including the type of training, date, content, trainer, and outcome.

Training, Competency, and Resources Requirements Development

When considering the development, documentation, and implementation of Training, Competency, and Resources Requirements within food safety and quality management systems, the following information should be considered to ensure effective outcomes:

About Training, Competency, and Resources Requirements



Trained staff in clean protective clothing on a packing line.

Procedures and schedules for Training, Competency, and Resources Requirements must be developed, documented, and implemented to ensure personnel, visitors and contractors have the skills and knowledge necessary to maintain required food safety, food quality, and regulatory standards. Training, Competency, and Resources Requirements must be reviewed and verified on an ongoing basis to ensure ongoing positive outcomes.

Personnel engaged in food operations that come directly or indirectly into contact with food should be trained, and/or instructed in food hygiene to a level appropriate to the operations they are to perform. Training is fundamentally important to any food hygiene system. Inadequate hygiene training, and/or instruction and supervision of all people involved in food-related activities pose a potential threat to the safety of food and its suitability for consumption. All personnel should be aware of their role and responsibility in protecting food from contamination or deterioration. Food handlers should have the necessary knowledge and skills to enable them to handle food hygienically. Those who handle strong cleaning chemicals or other potentially hazardous chemicals should be instructed in safe handling techniques.

The nomination of training as a component of a food safety program is to assess the skills and knowledge of participating personnel roles in Food Safety activities. It is not generally the intention of this inclusion to require mandatory training, as it is generally recognised that skills and knowledge may be gained in different ways. Depending on the location and type of business activities, you may be required to display details of officially recognised training on specified roles within the food safety program. Persons managing or participating in food handling and/or processing operations must possess skills and knowledge about the scope of their workplace activities.

The skill and knowledge requirements for each staff member should correspond directly with the scope of work activities. The skills and knowledge required by a chef are different from those required by a cleaner. Skill and knowledge-based training may be considered in numerous forms, and it must involve food hygiene as well as general food safety concepts.

Food handlers involved in any stage of food production should receive sufficient training in hygienic food handling practices and personal hygiene. Some of the most successful approaches to obtaining task-related skills and knowledge include:

- Workplace Training facilitated with your business practices in example;
- Dissemination of relevant documentation and information to key personnel;
- Using standard operating procedures that outline the scope and purpose of personnel roles in the food safety program;
- Attendance of Food Safety Courses conducted by Food Safety Professionals, Industry Associations or Government Bodies;
- Utilising a qualified and experienced food safety consultant to recommend inclusions to the skill and knowledge base of your employees;
- Food Safety Training under a recognised framework facilitated by a recognised training provider or regulatory body; and
- Competency review of food-handling skills and knowledge.

It is the responsibility of management to ensure that all employees are fully aware of food safety and food hygiene practices that are important to their job in the food business.

Training Methods

There are various methods for training employees. As a minimum, all staff employed by a food business should receive induction training and job-specific training. Outcomes of job-specific training should also include “competency” verification to ensure appropriate outcomes. Following a training activity, monitoring the performance of employees will assist in determining the effectiveness of the training outcomes, including the identification of where additional emphasis is needed. Observing an employee conducting their tasks is crucial for ensuring that the employee has an understanding and is putting into practice proper food safety and sanitation methods.

Initial training of employees may be done in groups or one-on-one. Group training requires more organization and formal presentation, but it is generally an effective method of getting information to employees who have not been previously trained in the requirements of your food business operation.

One-on-one training is effective for an employee who is replacing another. Its primary value is that food safety and sanitation information can be tailored to the type of work the employee will be doing. For example, a cleaning and sanitation staff member who does not handle food does not necessarily need to be trained in temperature control of food. Training in personal hygiene and cleaning and sanitation procedures may be sufficient for this.

Food Safety Supervisor Training Programs are available to help supervisors become knowledgeable about food safety concepts. A supervisor cannot train, recognise or monitor food safety within the food establishment unless they know such concepts.

Induction Training



Hygienic dress and practices are covered during induction training.

All staff involved with the handling of food must be trained to recognise and practice good manufacturing practices and safe working procedures at all times. It is generally considered best practice to ensure all new employees complete relevant induction training before actually starting within their new position. As a base level requirement, food and personal hygiene training should be addressed for all relevant staff during the induction process. Supervisory staff may be required to undertake specific and more comprehensive food safety training in the related areas.

Induction training commonly includes the following Training, Competency, and Resources Requirements:

- Company induction;
- Food hygiene and handling;
- Storage, handling, and refrigeration;
- Foodborne illness including cause and effect examples;
- Food Processing procedures;
- Food preservation methods;
- Training, Competency and Resources Requirements;
- Quality Policy;

- CCP monitoring and completion of records;
- Personal Hygiene;
- Basic HACCP;
- GMP;
- Food Security Management;
- Other industry sector-specific requirements.

Induction training should also cover the requirement to report illness to a supervisor, and the circumstances in which a food handler must be excluded from food handling duties until cleared to return to work.

It is also important to consider that Visitors and Contractors may also require induction training commensurate with their interactions within any food business. Food business policies should define what induction, GMP, and personal hygiene training are required for non-staff members entering the premises.

Job Descriptions

Job descriptions are a useful tool, not only in formalising a role for a staff member both for their information and for company reference but also serve the purpose as a training checklist that the trainer may use to ensure that the employee has been given specific training for all parts of the role.

Training Matrix and Training Records

A record of training should be kept for every employee that undergoes training no matter how short the employment term is. Each record should detail the type of training given, the date, and a brief outline of content and signatures of both the trainer and the trainee. Copies of any relevant formal training an employee has undergone externally should also be kept in the training record. Training records should be kept on file for the period of employment and for the retention period set by your regulator, customer, or certification scheme.

A training matrix is a useful document to track and summarize all employees against all the different types of training that may be given. Degrees of competency may also be captured in a training matrix.

Training Program Content

Factors to take into account in assessing the level of training required for a particular individual or group may include:

- The nature of the food, in particular, its ability to sustain the growth of pathogenic or spoilage microorganisms;
- How the food is handled and packed, including the probability of contamination;
- The extent and nature of the processing or further preparation before final consumption;
- The conditions under which the food will be stored; and
- The expected length of time before consumption.

Management Responsibility

The owner or operator of a food business should assume that the training of food workers will be a continual and necessary function. Supervisors or Managers must assume primary responsibility for food safety training in a food establishment. In most cases, supervisors occupy the important position between management and the other employees. Their role is often to train employees in their procedural tasks and provide ongoing supervision. During this procedural training, food safety training should be included. Refresher training should be scheduled at a frequency based on risk and defined within the program.

Training Assistance

Adequate training will certainly contribute to a better understanding of food safety and sanitation. With this knowledge and with responsible performance, a reduced threat of foodborne disease outbreaks can be facilitated. In addition, the food establishment will undoubtedly receive better outcomes through regulatory and third-party inspections. Although each food establishment has the primary responsibility for training its employees, your regulatory authority may be able to provide additional assistance. For information on how it can help with your

training needs, contact your regulatory authority.

This website serves as a resource for food safety training and management. There are various training methods and different training needs for food establishment employees. Therefore, no specified method or agenda is proposed on this website. It is to be used as the management or supervisor sees fit in conjunction with the specified requirements for training within your industry sector. All materials contained within these web pages may be used in line with the haccp.com terms of use.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Training, Competency, and Resources Requirements Development requirements in relation to their items.

Training, Competency, and Resources Requirements Development Key Points

- Training, Competency, and Resources Requirements programs must be developed to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The Senior Management of your business facilitate a commitment to ensuring adequate resources to the development of your Training Competency and Resources Requirements program;
- Should you require additional resources for the development of Training, Competency, and Resources Requirements program elements, please discuss this with the relevant Senior Management representative;
- A properly developed Training, Competency, and Resources Requirements program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly developed Training, Competency, and Resources Requirements program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Documentation

To establish the developed detail in a viewable format to facilitate information.

Documentation

Document: A document provides guidance and/or direction for performing work, making decisions, or rendering judgments that affect the safety or quality of the products or services that customers receive.

Documented policies, procedures, work instructions, and schedules form the basis of any food safety and quality management system. The following documentation formats may be considered to ensure ongoing compliance with specified requirements for Training, Competency, and Resources Requirements:

- Training, Competency, and Resources Requirements policy;
- Training, Competency, and Resources Requirements development procedures;
- Training, Competency, and Resources Requirements implementation procedures and work instructions;
- Training, Competency, and Resources Requirements monitoring procedures;
- Training, Competency, and Resources Requirements corrective and preventative action procedures;
- Training, Competency, and Resources Requirements verification schedule;
- Training, Competency, and Resources Requirements verification procedures;
- Training, Competency, and Resources Requirements validation schedule;
- Training, Competency, and Resources Requirements validation procedures;
- Training, Competency, and Resources Requirements training procedures.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Training, Competency, and Resources Requirements Documentation requirements in relation to their items.

You may wish to visit the Training, Competency, and Resources Requirements Templates section of haccp.com for examples of Training, Competency and Resources Requirements documentation, record, and resource formats commonly applied within food safety and quality systems.

Training, Competency, and Resources Requirements Documentation Key Points

- Training, Competency, and Resources Requirements programs must be documented to meet relevant Regulatory, Industry, and Customer standards and requirements;
- All documented Training, Competency, and Resources Requirements program elements must be controlled to ensure compliance;
- Key documented Training, Competency, and Resources Requirements program elements should be available to your business team at all times to ensure they can facilitate required tasks;
- A properly documented Training, Competency, and Resources Requirements program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly documented Training, Competency, and Resources Requirements program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Implementation

To facilitate the application of the documentation.

Implementation

Implementation: Implementation is the application of documented food safety and quality system elements into the actual business operation.

The implementation of Training, Competency, and Resources Requirements within any food business requires genuine commitment from senior management, staff, and visitors to ensure the nominated goals of implementation are achievable on an ongoing basis. It is a step that requires significant planning and consideration of general and specific food business circumstances to ensure the outcomes of Training, Competency, and Resources Requirements do not negatively impact the safety and quality of the food items dispatched from the business.

Implementation of Training, Competency, and Resources Requirements must include a clear definition of responsibilities and authorities for all levels of participation by senior management, staff, and visitors to the site.

When implementing Training, Competency, and Resources Requirements within the food safety and quality system, you may wish to consider the following requirements before completion:

- Communication and display of the Training, Competency, and Resources Requirements policy;
- Completion of Verification and Validation of Training, Competency, and Resources Requirements development procedures;
- Availability of Training, Competency, and Resources Requirements implementation procedures, and work instructions;
- Availability of Training, Competency, and Resources Requirements monitoring procedures and record templates where applicable;
- Availability of Training, Competency, and Resources Requirements corrective and preventative action procedures and record templates where applicable;
- Availability of the Training, Competency, and Resources Requirements verification schedule;
- Availability of Training, Competency, and Resources Requirements verification procedures;
- Availability of the Training, Competency, and Resources Requirements validation schedule;
- Availability of Training, Competency, and Resources Requirements validation procedures;
- Completion of Training, Competency, and Resources Requirements training procedures;
- Completion of product design and development requirements related to Training, Competency, and Resources Requirements;
- Completion of process design and development requirements related to Training, Competency, and Resources Requirements;
- Completion of training for team members who have responsibilities and involvement within Training,

Competency, and Resources Requirements;

- Completion of competency approval for team members who have responsibilities and involvement within Training, Competency, and Resources Requirements.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Training, Competency, and Resources Requirements Implementation requirements in relation to their items.

Training, Competency, and Resources Requirements Implementation Key Points

- Training, Competency, and Resources Requirements programs must be implemented to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Your Training, Competency, and Resources Requirements program must be fully implemented as per relevant documented Policies, Procedures, and Work Instructions;
- The implementation of Training, Competency, and Resources Requirements requires a commitment to the provision of resources by the Senior Management of your business;
- A properly implemented Training, Competency, and Resources Requirements program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly implemented Training, Competency, and Resources Requirements program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Monitoring

To review, confirm and document evidence of the implementation against documented limits.

Monitor

Monitoring: Monitoring is the act of reviewing and confirming measurable parameters of a defined process or product status.

Monitoring requirements within food industry sectors are generally identified against limits of acceptability defined within HACCP plans, implementation procedures, and work instructions. Monitoring usually includes some element of record-keeping, which may be maintained manually or through digital systems. It is important to consider that advancements in technology have spawned many systems and processes which are self-monitored and/or self-adjusted when variances are identified. Regardless of the system used, the goal of any monitoring activity is to provide sufficient evidence that any limit of acceptability has been met.

Traditional Training, Competency, and Resources Requirements monitoring requirements include manual recording and the application of corrective actions when the results of monitoring are found to be outside acceptable limits. Corrective Actions should also generally be strongly linked to the monitoring process where applied to ensure full traceability of the applied actions.

Common monitoring activities and record formats may apply to Training, Competency, and Resources Requirements:

- Training Matrix: A common Training Matrix format includes details of all relevant employees, relevant training activities and indicates details of completion against each. These formats are commonly linked to the actual records of training activities conducted by date;
- Training Records: Training Records are commonly maintained as evidence of training activities conducted, including competency verifications where applicable. Training records should ideally include as a minimum:
- Training Date;
- Training Start and Finish Time;
- Training Activity Name;
- Trainer and Trainer Qualifications;
- Training Content and activities conducted;

- Training Participants;
- Training Assessment Outcomes;
- Competency Outcomes.

In general, food establishments have periodic meetings with employees to discuss operations and other matters. No such meeting should be without some aspect of food safety and sanitation training. The subject is every bit as important as the subject matter for which the meeting was called.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Training, Competency, and Resources Requirements Monitoring requirements in relation to their items.

You may wish to visit the Training, Competency, and Resources Requirements Templates section of haccp.com for examples of Training, Competency, and Resources Requirements documentation, record, and resource formats commonly applied within food safety and quality systems.

Training, Competency, and Resources Requirements Monitoring Key Points

- Monitoring provides real-time confirmation and evidence that your risk-based FS&Q Controls are effectively implemented;
- Training, Competency, and Resources Requirements programs must be monitored to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Monitoring of Training, Competency, and Resources Requirements must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Nominated monitoring records for Training, Competency, and Resources Requirements must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- A properly monitored Training, Competency, and Resources Requirements program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly monitored Training, Competency, and Resources Requirements program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Corrective Action and Preventative Action

To apply "real time" interventions to documented monitoring limits.

Corrective Action and Preventative Action

Corrective Action: Corrective action is mandatory action to be taken when a deviation to the Quality System occurs, particularly in relation to a Critical Control Point.

Preventative Action: At any step in the process where a hazard has been identified, preventive action must be put into place to prevent re-occurrence.

Corrective Action and Preventative Action are implemented to ensure that any identified non-conformance issues are documented, investigated, and rectified within appropriate time frames.

Corrective action is any action applied to regain control over a product, process, policy, or procedure that has been identified as being non-conforming outside nominated limits of acceptability.

Preventative action is any action applied to prevent any identified non-conformance from reoccurring.

The outcomes of corrective and preventative actions should result in regained process control after effective application. Specified corrective actions are commonly linked to the HACCP Plans and the food business certification process.

Below are Corrective Action and Preventative Action examples which may be associated with Training, Competency, and Resources Requirements related non-conformance:

- Review of the Training, Competency, and Resources Requirements policy;

- Review of Training, Competency and Resources Requirements development procedures;
- Review of Training, Competency and Resources Requirements implementation procedures, and work instructions;
- Review of Training, Competency and Resources Requirements monitoring procedures;
- Review of Training, Competency and Resources Requirements corrective and preventative action procedures;
- Review of the Training, Competency, and Resources Requirements verification schedule;
- Review of Training, Competency and Resources Requirements verification procedures;
- Review of the Training, Competency, and Resources Requirements validation schedule;
- Review of Training, Competency and Resources Requirements validation procedures;
- Review of Training, Competency and Resources Requirements training procedures;
- Re-training in Training, Competency and Resources Requirements;
- Review of management review activities to include Training, Competency and Resources Requirements as an agenda item;
- Initiation of product hold procedures where safety or quality may be compromised;
- Initiation of a product recall or product recall procedures where investigations show that there is a substantial safety and/or quality risk to the released product;
- Contacting stakeholders including customers regarding any confirmed or potential Training, Competency, and Resources Requirements concerns involving their product.

When an employee is seen not complying with any of the policies outlined in the food safety program, it is the responsibility of the supervisor/manager to recognise this and provide the employee with new or refresher training.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Training, Competency, and Resources Requirements Corrective Action requirements in relation to their items.

You may wish to visit the Corrective Action and Preventative Action section of haccp.com for examples of best practice applications for this food safety and quality system element.

Training, Competency, and Resources Requirements Corrective Action and Preventative Action Key Points

- The implementation of Corrective Action and Preventative Action provides confidence that your FS&Q Program is effectively implemented and that FS&Q criteria are being met;
- Where deviations or variations are observed, Corrective Action and Preventative Actions must be facilitated to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Corrective Action and Preventative Action of Training, Competency, and Resources Requirements must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Records of Corrective Action and Preventative Action for Training, Competency, and Resources Requirements must be maintained per relevant documented Policies, Procedures and Work Instructions;
- Proper application of Corrective Action and Preventative Action for your Training, Competency, and Resources Requirements program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- Poor application of Corrective Action and Preventative Action for your Training, Competency, and Resources Requirements program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Verification

To review and confirm documented monitoring and corrective actions against documented parameters.

Verify

Verification: The act of reviewing, inspecting, testing, checking, auditing, or otherwise establishing and documenting whether items, processes, services, or documents conform to specified requirements.

Verification is the detailed review of all food safety and quality system elements to confirm that they are effectively developed, documented, implemented, monitored, and reviewed. All food safety and quality system elements, including documented policies, procedures, training, HACCP plans, and their operational applications must be verified on an ongoing scheduled basis. The verification process commonly includes a defined schedule for which verification activities are required, how often they are conducted, who is responsible, and detailed documented procedures for each nominated verification activity.

The general goal of an established verification process is to ensure any systemic non-conformance issues are identified and rectified within an appropriate time frame. When non-conformance issues are identified through the verification process, Corrective Actions and Preventative Actions should be implemented to ensure they do not impact the effectiveness of the food safety and quality system.

The following examples of verification activities may apply to Training, Competency, and Resources Requirements:

- Review of the Training, Competency, and Resources Requirements policy;
- Review of Training, Competency, and Resources Requirements development procedures;
- Review of Training, Competency, and Resources Requirements implementation procedures, and work instructions;
- Review of Training, Competency, and Resources Requirements monitoring procedures;
- Review of Training, Competency, and Resources Requirements monitoring records;
- Review of Training, Competency, and Resources Requirements corrective and preventative action procedures;
- Review of the Training, Competency, and Resources Requirements verification schedule;
- Review of Training, Competency, and Resources Requirements verification procedures;
- Review of the Training, Competency, and Resources Requirements validation schedule;
- Review of Training, Competency and Resources Requirements validation procedures;
- Review of Training, Competency and Resources Requirements training procedures;
- Review of Training, Competency, and Resources Requirements performance since the last review and historically;
- Analytical testing of product or process to ensure the effectiveness of Training, Competency, and Resources Requirements;
- Inclusion of Training, Competency, and Resources Requirements as an agenda item within the Management Review Process;
- Training programs should be routinely reviewed and updated where necessary. Systems should be in place to ensure that food handlers remain aware of all procedures and knowledge necessary to maintain the safety and suitability of foods produced. Periodic assessments of the effectiveness of training and instruction programs should be made, as well as routine supervision and checks to ensure that procedures are being carried out effectively. Managers and supervisors of food processes should have the necessary knowledge of food hygiene principles and practices to be able to judge potential risks and take the necessary action to remedy deficiencies.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Training, Competency, and Resources Requirements Verification requirements in relation to their items.

You may wish to visit the Verification Activities section of haccp.com for examples of best practice applications for this food safety and quality system element.

Training, Competency, and Resources Requirements Verification Key Points

- Your verification program provides evidence that your FS&Q Controls have worked;
- Training, Competency, and Resources Requirements programs must be verified to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The verification of Training, Competency, and Resources Requirements must be facilitated as per relevant

documented Policies, Procedures, and Work Instructions;

- Nominated verification records for Training, Competency, and Resources Requirements must be maintained as per relevant documented Policies, Procedures, and Work Instructions;
- A properly verified Training, Competency, and Resources Requirements program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly verified Training, Competency, and Resources Requirements program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Validation

To confirm the documented monitoring or procedural limits.

Validate

Validation: The process of gathering evidence to provide a scientific basis for the documented act of demonstrating that a procedure, process, and activity will consistently lead to the expected results. It often includes the qualification of systems and equipment.

Validation is the provision of evidence to support the limits of control or acceptability for food safety or quality parameters nominated within systemic elements. Limits of control or acceptability are commonly included within documented food safety and quality systems elements such as procedures, HACCP plans, and specifications.

Common sources of validation include regulatory and legislative standards, finished product specifications and customer requirements, industry codes of practice and guidelines, verified and validated research, historical product, and process control outcomes, and analytical testing.

The general goal of an established validation process is to ensure any systemic non-conformance issues are identified and rectified within an appropriate time frame. When non-conformance issues are identified through the verification process, Corrective Actions and Preventative Actions should be implemented to ensure they do not impact the effectiveness of the food safety and quality system.

Validation activities are commonly defined within the verification schedules and procedures of established food safety and quality management systems.

The following examples may apply to validation of the limits of control or acceptability for Training, Competency, and Resources Requirements:

- Confirmation of nominated food safety and food quality control limits for Training, Competency, and Resources Requirements. These limits may apply to regulatory, industry, customer, or finished product specifications;
- Confirmation of analytical testing methods being used to confirm the effectiveness of Training, Competency, and Resources Requirements and ensure the accuracy of outcomes.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Training, Competency, and Resources Requirements Validation requirements in relation to their items.

You may wish to visit the Validation Activities section of haccp.com for examples of best practice applications for this food safety and quality system element.

Training, Competency, and Resources Requirements Validation Key Points

- Your validation program provides evidence that your FS&Q Controls will work;
- Training, Competency, and Resources Requirements programs must be validated to meet relevant Regulatory, Industry, and Customer standards and requirements;
- The validation of Training, Competency, and Resources Requirements must be facilitated as per relevant documented Policies, Procedures, and Work Instructions;
- Nominated validation records and supporting documentation for Training, Competency, and Resources Requirements must be maintained as per relevant documented Policies, Procedures, and Work Instructions;

- A properly validated Training, Competency, and Resources Requirements program will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- A poorly validated Training, Competency, and Resources Requirements program will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.

Training, Competency and Resources

Skills, knowledge and competency requirements to facilitate development, documentation, implementation, monitoring, corrective action, verification and validation of every Food Safety and Quality System Element.

Skills and Knowledge

Skills and Knowledge: Skills and knowledge are attributes of human interactions commonly linked to competency within any specified job-related task.

Training, Competency, and Resources Requirements must be ongoing, including regularly scheduled reviews to ensure the effectiveness of Training, Competency, and Resources Requirements outcomes.

Team members who have defined responsibilities regarding Training, Competency, and Resources Requirements should have knowledge including:

- Basic Training, Competency and Resources Requirements;
- Positive outcomes of Training, Competency, and Resources Requirements;
- Negative outcomes of a lack of Training, Competency, and Resources Requirements;
- Current Training, Competency, and Resources Requirements procedures, methods, and techniques;
- General operational, corporate, and social awareness regarding Training, Competency, and Resources Requirements;
- Regulatory, industry, and customer requirements regarding Training, Competency, and Resources Requirements.

Team members who have defined responsibilities regarding Training, Competency, and Resources Requirements should have skills including:

- Competency regarding basic Training, Competency and Resources Requirements;
- Effective application of current Training, Competency, and Resources Requirements procedures, methods, and techniques;
- The basic development, documentation, and implementation of HACCP and Prerequisite Programs within the food industry sector.

Team members who have defined responsibilities regarding Training, Competency, and Resources Requirements should have access to resources including:

- Training, Competency, and Resources Requirements training;
- Training, Competency, and Resources Requirements associations and events;
- Regulatory standards, industry and customer information and updates regarding Training, Competency, and Resources Requirements;
- Incidents within the food industry sector regarding Training, Competency, and Resources Requirements;
- Commitment to Training, Competency, and Resources Requirements by senior management;
- Suitably qualified food industry professionals with verified experience in Training, Competency, and Resources Requirements;
- Effective communication systems including email, internet, and phone through which Training, Competency, and Resources Requirements information can be sent and received within suitable timeframes.

If your food business supplies foodstuffs manufactured to a customer's specifications, it is important to consider any specific Training, Competency and Resources requirements in relation to their items.

You may wish to visit the Training, Competency, and Resources section of haccp.com for examples of best practice applications for this food safety and quality system element.

Training, Competency, and Resources Requirements Training, Skills, and Knowledge Key Points

- Your Training, Skills, and Knowledge program ensures all participating personnel, visitors, and contractors have the required skills and knowledge to effectively facilitate the requirements of your FS&Q Program;
- Training, Skills and Knowledge programs for Training, Competency, and Resources Requirements must be facilitated to meet relevant Regulatory, Industry, and Customer standards and requirements;
- Training, Skills and Knowledge programs for Training, Competency, and Resources Requirements must be facilitated as per relevant documented Policies, Procedures and Work Instructions;
- Training, Skills, and Knowledge records for Training, Competency, and Resources Requirements must be maintained as per relevant documented Policies, Procedures and Work Instructions;
- Properly applied Training, Skills, and Knowledge programs for Training Competency and Resources Requirements will provide a strong framework for your business to maintain compliance with relevant Regulatory, Industry, and Customer standards and requirements;
- Poorly applied Training, Skills, and Knowledge programs for Training, Competency, and Resources Requirements will not fully support your business and may contribute to significant non-compliance against Regulatory, Industry, and Customer standards and requirements.



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