



Manufactured Food Regulatory Program Standards Development and Integration Branch

Standard Two *Training Program*

*This Standard describes the essential elements
of a training program for inspectors.*

(2.1 Purpose)

Manufactured Food Regulatory Program Standards Development and Integration Branch

The state program has a training plan that ensures all inspectors receive training required to adequately perform their work assignments.

The plan provides for basic and advanced food inspection training as well as continued training for professional development in the field of food processing.

(2.2 Requirements Summary)



Manufactured Food Regulatory Program Standards Development and Integration Branch

Standard Two is designed to be comprehensive in scope.

This standard addresses training needs for inspectional field staff for your entire food program.

This standard is not limited to the training needs for FDA contracted work. If your program has regulatory authority for shellfish, dairy, meat, bakery, eggs, etc... the training curriculum should reflect each of these areas.

Manufactured Food Regulatory Program Standards Development and Integration Branch

The state maintains a history of the training provided to all inspectors.

Appendix 2.1 may be used to document all training provided to inspectors. Or, the training history may be recorded and retained electronically.

(2.3 Program Elements)



Manufactured Food Regulatory Program Standards Development and Integration Branch

**Appendix 2.1
Self-Assessment Worksheet**

State agency: _____ State program: _____ Year _____

Instructions: Record the name of the employee and the completion date for each training component. Use additional sheets as needed.

Employee name	Start Date	Basic Food Inspection Curriculum		Advanced Food Inspection Curriculum			Continuing Education	
		Course work	Field work	Area of specialty	Course work	Field work	Course work	Field work

Name/title of auditor: _____

Signature: _____ Date: _____

Assessment Notes

- 2.1 must be complete, no history or verifying record of what training was provided, course curriculums are needed.
- Review of basic requirements completed not done.
- Employee start date is not recorded.
- Written record not always matches the electronic version.
- Timely and accurate reporting of staff training not done.

Manufactured Food Regulatory Program Standards Development and Integration Branch

The state program provides, or otherwise makes available, inspection training for all inspectors. A training record similar to appendix 2.2 is maintained.

(2.3 Program Elements)

Appendix 2.2

Individual Training Record

State agency _____

Name of inspector _____ Inspector's start date _____



Manufactured Food Regulatory Program Standards Development and Integration Branch

Basic Food Inspection Curriculum Coursework			
Please provide the course name and location for the subject areas listed here.	Completion Date	Inspector's Initials	Supervisor's Initials
Prevailing statutes, regulations, and ordinances			
Public health principles			
Communication skills			
Microbiology			
Epidemiology			
Basics of HACCP			
Control of allergens			
Basic food labeling			

a. Basic Food Inspection Training

The state program requires that each inspector complete a basic food inspection training curriculum that consists of coursework and field training described here

(2.3 Program Elements)

Link to FDA ORA U Training:

<http://www.fda.gov/Training/ForStateLocalTribalRegulators/default.htm>

Course work

The state program requires each inspector to complete coursework in the following areas within 24 months of his or her state date with the state program.

Course work is obtained from sources listed here.

In house training provided by a government agency

Distance learning, for example, satellite downlinks or web-based training

Colleges, schools, and research centers

(2.3 Program Elements)

Field training

The state program requires that each inspector participate in a minimum of **ten joint inspections** with a qualified trainer and receive a minimum of **two acceptable evaluations** from the trainer. Joint inspections are conducted in firms that are representative of the food plants in the state program's establishment inventory. Each inspector will complete the minimum field training requirements within **18 months** of his or her start date with the state program and prior to conducting independent inspections.

(2.3 Program Elements)



Manufactured Food Regulatory Program Standards Development and Integration Branch

Basic Food Inspection Curriculum Fieldwork				
Joint Inspections		Completion Date	Inspector's Initials	Supervisor's Initials
Please provide the name of the food plant and identification number.				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Evaluations				
1.				
2.				



Manufactured Food Regulatory Program Standards Development and Integration Branch

Assessment Notes

- Appendix 2.2 not kept.
- Appendix 2.2 not maintained.
- Has curriculum for each level, basic ORA-U and CDC.
- Field work assessments and joint inspections not maintained.

b. Advanced Food Training

The state program requires each inspector who will conduct specialized food inspections to complete an advanced inspection training curriculum that consists of relevant course work and field training as described here.

(2.3 Program Elements)

Course work

The state program requires each inspector who will perform specialized food inspections to complete course work listed here for such inspections.

(2.3 Program Elements)



Manufactured Food Regulatory Program Standards Development and Integration Branch

Advanced Food Inspection Curriculum Coursework			
Please provide the name and location of the course. Note: <u>Only</u> the juice and seafood HACCP courses listed on this form will meet the training requirement.	Completion Date	Inspector's Initials	Supervisor's Initials
Applications of foodborne illness investigations			
Traceback investigations			
Nutrition labeling			
Acidified foods			
Low acid canned foods			
Principles of Juice HACCP			
Juice HACCP Alliance Training			
<i>Or</i> comparable training			
Juice HACCP for Regulators (FDA video)			
Principles of Seafood HACCP			
Basic Seafood HACCP Class (classroom)			
<i>(Or</i> internet and one day)			
Seafood HACCP Regulators Course (FDA video)			
Seafood HACCP Encore (video)			
Seafood HACCP The Sequel (video)			
Seafood HACCP Hazard Guide Update, 3rd Edition (video)			

Field Training

The state program requires that each inspector who will conduct specialized food inspections participates in **three joint inspections** with a qualified trainer and receive a minimum of **two acceptable evaluations** from the trainer. The joint inspections are conducted in food plants representative of the specialty area. The inspector will complete the minimum field training requirements prior to performing independent inspections.

(2.3 Program Elements)



Manufactured Food Regulatory Program Standards Development and Integration Branch

Advanced Food Inspection Curriculum Fieldwork				
Specialized food inspection:				
Joint Inspections		Completion Date	Inspector's Initials	Supervisor's Initials
Please provide the name of the food plant and identification number.				
1.				
2.				
3.				
Evaluations				
1.				
2.				
Specialized food inspection:				
Joint Inspections		Completion Date	Inspector's Initials	Supervisor's Initials
Please provide the name of the food plant and identification number.				
1.				
2.				
3.				
Evaluations				
1.				
2.				



Manufactured Food Regulatory Program Standards Development and Integration Branch

Contracted Seafood HACCP inspections

Seafood Hazard Analysis and Critical Control Points (HACCP) inspections shall only be performed by state inspectors that have successfully completed either the AFDO Seafood HACCP Training Course (3 day Alliance) or (Cornell's online courses + 1 day classroom), and FDA's "FD249 - Conducting Seafood Inspections for Regulators," including passing the course assessments/examinations. FDA's Compliance program requires that inspectors successfully complete the training prior to conducting independent inspections. If an inspector has not completed the training, they may complete a joint inspection with someone who has fulfilled the training requirement.

(2010 Statement of work)

Manufactured Food Regulatory Program Standards Development and Integration Branch

Contracted Juice HACCP Inspections

Juice HACCP inspections shall be performed only by state inspectors that have been properly trained and completed Juice HACCP Alliance Training (or comparable training) and FDA Juice HACCP Regulatory Training (FDA satellite training Oct. 31, 2002), required readings and the performance of a HACCP based inspection.

All Juice HACCP inspections conducted under state contract must be HACCP based and consistent with the methods included in the Juice HACCP Regulator Training Course. The FDA District will ensure that state investigators/inspectors assigned to do these inspections have successfully completed the FD219 Juice HACCP and Conducting Juice Inspections Training Course. This course was provided as a satellite downlink on Oct 31, 2002, was videotaped, and copies are available at each FDA district office and the Office of Regulatory Affairs (ORA) lending library.

(2010 Statement of Work)

Contracted Audits

After the Contractor (supervisory inspector, team leader, or senior inspector) has successfully completed the FDA State Food Contract Audit Course, this elective can be implemented. The state auditors must have an understanding of the relevant compliance programs and regulations and have experience in conducting inspections in the specific program area. In addition, the state auditors must complete the training courses described in this contract. State Auditors can audit a Seafood HACCP or LACF/AF inspection only if they have been trained in those program areas.

(2010 Statement of Work)

Manufactured Food Regulatory Program Standards Development and Integration Branch

If additional state auditors are needed, the District and state agency should develop a training plan to accomplish the training audits and the verification audits for those state inspectors who have completed the FDA Contract Audit Course. The state agency may use state auditors, who have completed the training and auditing requirements described in Phase II, to conduct the training audit and the verification audit of a state auditor trainee.

(2010 Statement of Work)



Manufactured Food Regulatory Program Standards Development and Integration Branch

Contracted LACF inspections

Domestic Acidified and Low-Acid Canned Foods inspections shall be performed by state inspectors who have successfully completed FDA Basic LACF course and Acidified Food Course, and are familiar with LACF and Acidified Food regulations.

(2010 Statement of Work)

Auditor Qualifications

*Contract audits are to be conducted only by auditors who have completed the required training courses relevant to the inspection programs listed in this section **and** any additional training courses listed in the related contract. And, the auditors must have experience in conducting inspections in the specific program and should have an understanding of the relevant compliance program and regulations. A state auditor must also complete a training and verification audit specific to the type of contract inspection prior to the independently conducting a contract audits.*

Manufactured Food Regulatory Program Standards Development and Integration Branch

Food Contract Audit Training Requirements

- *FDA Food Contract Audit Course*
- *Contract inspection that require a State inspector to complete specific training courses shall be audited by auditors who have completed the same course requirements listed here.*
- *Low-acid and acidified food:
Better Process Control School OR
FDA Basic LACF and Acidified Food Courses
(It is recommended that auditors also complete advanced courses in LACF and acidified food processing.)*
- *Seafood HACCP:
Three-day Seafood HACCP Alliance Course
Two-Day Seafood HACCP Regulator Course*
- *Juice HACCP:
Juice HACCP Alliance Course (or comparable training)
FDA Juice HACCP Regulator Training*

Manufactured Food Regulatory Program Standards Development and Integration Branch

Assessment Notes

- Curriculum for contracted inspections not kept
- Specialized inspections, no HACCP training records kept
- Curriculum for basic and advanced not kept
- Training and certifications were written into the S.O.P.'s
- Initial self-assessment not included
- LACF training records, contractual obligations not kept
- LACF, auditing and HACCP training records were provided.
- Designated trainers, formalized and structured advanced training records kept and continuing education units recorded.

Manufactured Food Regulatory Program Standards Development and Integration Branch

The state program requires that each inspector participate in **continuing education** that includes coursework and inspections. Every **36-month interval**, each inspector is required to receive **36 contact hours** of classroom training and participate in at least **two joint inspections** with a qualified trainer. These joint inspections are intended to assist the inspector with applying what was learned in the classroom to what should be covered during an inspection.

[Note: the 36-month continuing education interval starts when the basic training cycle is complete; 24 months after the employee's start date.]

One contact hour is earned for each hour of participation in the continuing education activities from sources described in Section 2.3a



Manufactured Food Regulatory Program Standards Development and Integration Branch

Continuing Education Coursework				
Please provide the name and location of the course.	Completion Date	Contact Hours ¹	Inspector's Initials	Supervisor's Initials

¹ The inspector will earn contact hours at a rate of one contact hour for every course hour.



Manufactured Food Regulatory Program Standards Development and Integration Branch

Continuing Education Fieldwork					
Joint Inspections		Completion Date	Inspector's Initials	Supervisor's Initials	
Please provide the name of the food plant and identification number.					
1.					
2.					



Manufactured Food Regulatory Program Standards Development and Integration Branch

The state program has trained inspectors with the knowledge, skills and abilities to competently inspect food plants.

(2.4 Outcomes)

Required Documentation

The state program maintains the records listed here;

- Appendix 2.1
- Appendix 2.2
- Documents verifying successful completion of required courses
- Course description, if necessary
- Field training and evaluations
- Continuing education certificates

Manufactured Food Regulatory Program Standards Development and Integration Branch

Standard Two self-assessment should identify which element(s) of the standard are not met.

Standard Two improvement plan should include those items identified in the self-assessment that are not met (tying to the self-assessment), time lines for meeting them and assignments created.

Assessors notes:

- Initial self-assessment not included
- Improvements should be tied to the assessment or criteria for the standards

Contact Information:

FDA Division of Federal-State Relations

Development and Integration Branch

Travis Goodman

Travis.Goodman@fda.hhs.gov

Office 317-226-6500 ext 108

Mobile 240-479-8614

Link to Manufactured Food Standards

<http://www.fda.gov/ForFederalStateandLocalOfficials/default.htm> (bottom of page)