**Food safety SOP to plan, train and evaluate employees**

The purpose of an effective Food Safety **Standard Operating Procedure** (SOP) is to ensure that training and performance evaluations are performed and documented in a manner which is consistent and effective in preventing lapses in performance, and understanding of responsibilities.

The following step-by-step approach provides a clearer understanding of what’s required to implement an effective food safety plan for all employees.

**Scope**

This applies to any staff responsible for organising and documenting training and performance evaluations. Set out the scope of the operating procedure so relevant staff are aware.

**Procedure**

1. **Prepare:** Complete *Training and Performance Evaluation Checklist* (Excel) to:
	* 1. Allocate resources
		2. Assemble training materials
		3. Coordinate with employees and trainers
2. **Conduct**: Perform the necessary training and document the activity in the form above
3. **Evaluate:** Conduct a performance evaluation for each trained individual and then document the activity in the form above
4. **Track:** Add a point onto the *Employee Training Matrix* (Excel) for each trained employee

**Policies**

**Training authority.** QA andSupervisors/Managers may train individuals reporting to them. Training record retention guidelines can be found in *Policy - Document Management****.***

**Performance frequency.** Performance evaluation must be conducted within 1-month of training, and annually thereafter.

**Corrective actions**

If there is an incident or change in programs, or there is evidence of poor performance, schedule a ‘knowledge check’ or schedule refresher training. Document all activity on *Ad hoc Performance Evaluation Checklist*(Excel)

**RELATED RECORDS**

1. *Training and Performance Evaluation Checklist* (Excel spreadsheet… *link for download*)
2. *Ad hoc Performance Evaluation Checklist* (Excel spreadsheet… *link for download*)
3. *Employee Training Matrix* (Excel spreadsheet… *link for download*)