

**Minnesota Department of Agriculture
Food and Feed Safety Division**

Document FOOD.20.05	Page 1 of 11
Version #: 1.1	Effective Date: 12/14/2016
Title: Manufactured Food Field Training SOP	

Table of Contents

1. PURPOSE
2. SCOPE
3. BACKGROUND
4. RESPONSIBILITY
5. DEFINITIONS
6. PROCEDURES
7. RELATED DOCUMENTS (includes References, Attachments)
8. EQUIPMENT/MATERIALS NEEDED
9. SAFETY
10. CIRCULATION
11. APPROVAL/DOCUMENT HISTORY

1. PURPOSE

The purpose of this procedure is to define the coordination, completion, submission, and review of basic and specialized joint training inspections (JTI) and evaluations of newly hired or assigned Food Inspectors, further referred to as Trainee, that will conduct Manufactured Food Inspections.

2. SCOPE

This procedure applies to basic and specialized joint training inspections and evaluations for the Manufactured Food Program (MFP) Food and Feed Safety Division (FFSD) of the Minnesota Department of Agriculture (MDA).

3. BACKGROUND

Standard 2 of the Manufactured Food Regulatory Program Standards (MFRPS) defines the minimum number of basic Joint Inspections and Field Evaluations needed to meet the basic training requirements. The Manufactured Food Program within FFSD requires inspectors to complete at least 10 Joint Field Training Inspections of High and Medium Risk Facilities and pass two (2) Field Evaluations.

Standard 2 of the MFRPS also requires that each inspector who will conducted specialized process inspections (Seafood HACCP, Juice HACCP, Acidified Food (AF), or Low Acid Canned Food (LACF)), must complete two (2) Joint Inspections and pass one (1) Evaluation prior to conducting independent specialized inspections. A second Field Evaluation must be successfully completed within one year of being released to conduct independent specialized food inspections. Seafood HACCP requires two (2) joint inspections prior to attending FD249 Seafood HACCP per the current FD249 Seafood HACCP prerequisite requirements.

4. RESPONSIBILITY

Manufactured Food Program Manager: The Manufactured Food Program Manager will sign off on the Training Affidavit and Training Approval forms and assist in determining the list of qualified trainers.

Manufactured Food Inspection Trainee: The Manufactured Food Inspection Trainee will complete joint training inspections (as assigned); communicate with the Trainer, Training Coordinator, and Supervisor; update SharePoint list information as needed; complete trainer feedback forms when needed; initiate a Training Affidavit when required; and conduct independent inspections (as assigned).

Manufactured Food Inspection Trainer: The Manufactured Food Inspection Trainer will respond to emails regarding joint training inspections; provide/update information about locations for joint training inspections as

**Minnesota Department of Agriculture
Food and Feed Safety Division**

Document FOOD.20.05	Page 2 of 11
Version #: 1.1	Effective Date: 12/14/2016
Title: Manufactured Food Field Training SOP	

requested; conduct assigned joint inspections; complete Trainee field assessments and evaluation forms; and provide information on Training Affidavits as needed.

Manufactured Food Supervisor: The Manufactured Food Supervisor will assist in determining the list of qualified trainers, verify that staff members have completed Joint and Independent Inspections required; review and sign Training Affidavits as required; review inspection reports; review field assessments and evaluation forms and provide timely feedback to Trainees and Trainers as needed; and initiate and sign Training Approval forms.

Training Coordinator (TC)/Training and Standards Administrator (TSA): The Training Coordinator (TC)/Training and Standards Administrator (TSA) will assist in determining the list of qualified trainers, schedule joint inspections, retrieve inspection reports from USA Food Safety (USAFS), review field assessments and evaluations, track inspections in SharePoint, and follow procedures listed in this SOP and associated documents.

5. DEFINITIONS

Evaluation: Inspection in which the ability of an inspector is measured to determine if they are competent to complete independent inspections. The evaluation will measure the inspector's ability to prepare for an inspection, conduct an inspection, follow procedures for inspection type, communicate during an inspection, and assess specialized process (as applicable).

Joint Field Training Inspection: Inspection conducted jointly by FDA or state personnel for the purposes of training or enforcement. Used to provide training during an inspection of a firm and may be trainer or trainee led. An assessment form will be filled out by the Trainer after every JTI.

Manufactured Food Inspection Trainee (Trainee): A Manufactured Food Inspection Trainee is a food inspector new or newly assigned to the manufactured food inspections, or assigned FDA specialized training.

Manufactured Food Training Start Date: The date a food inspector is assigned to the manufactured food inspection program and begins manufactured food training.

Qualified Field Inspection Trainer (Basic Trainer): A Qualified Field Inspection Trainer is a food inspector or supervisor who has completed basic training or received an affidavit from training and is designated by the Manufactured food program to conduct training and/or evaluation inspections.

Specialized Process Food Inspection Trainer: A Specialized Process Food Inspection Trainer is a food inspector or supervisor who has completed basic training or received an affidavit from training, completed specialized classroom training (Seafood, Juice, Acidified Food, and Low Acid Canned Food), and is designated by the food program to conduct specialized training and/or evaluation inspections.

6. PROCEDURES

6.1. Field Training Scheduling

TC/TSA

6.1.1. Schedule shadowing, basic and specialized process joint inspections and evaluations for MANUFACTURED FOOD INSPECTION TRAINEES according to parameters established in Tables 1 and 2 using the SharePoint list.

6.1.1.1 Consult with Trainee's Supervisor before scheduling evaluations

**Minnesota Department of Agriculture
Food and Feed Safety Division**

Document FOOD.20.05	Page 3 of 11
Version #: 1.1	Effective Date: 12/14/2016
Title: Manufactured Food Field Training SOP	

Table 1: Basic Field Training

Type of Inspection	Minimum Number	Successful Evaluations	Timeframe
Shadow Inspections	TBD	N/A	Prior to beginning joint training inspections or otherwise during training as applicable
Routine Manufacturing (High and Medium Risk firms)	10	2	Within 18 months of MANUFACTURED FOOD TRAINING START DATE
Licensing	1	N/A	Within 6 months of Manufactured Food training start date
Sampling	1	N/A	Within 12 months of Manufactured Food training start date

Table 2: Specialized Process Field Training

Type of Inspection	Minimum Number of Joint Inspections	Minimum Number of Successful Evaluations Prior to Specialized Independent Inspections	Minimum Number of Successful Evaluations post Specialized Independent Inspections
Seafood HACCP (High Risk)	2 - prior to FD249 Seafood HACCP	1- after completion of FD249 Seafood HACCP	1 – within a year of being released to specialized food inspections
Juice HACCP	2 – prior to FD219 Juice HACCP	1– after completion of FD219 Juice HACCP	1 – within a year of being released to specialized food inspections
Acidified Food	2 – prior to FD202 Acidified Food	1 – after completion of FD202 Acidified Food	1 – within a year of being released to specialized food inspections
Low Acid Canned Food	2 – prior to FD304 Low Acid Canned Food	1 – after completion of FD304 Low Acid Canned Food	1 – within a year of being released to specialized food inspections

**Minnesota Department of Agriculture
Food and Feed Safety Division**

Document FOOD.20.05	Page 4 of 11
Version #: 1.1	Effective Date: 12/14/2016
Title: Manufactured Food Field Training SOP	

6.1.2. Complete the following information in manufacturing or specialized SharePoint form:

- a. **Inspection Number** – Pick the training number or select the type of inspection such as evaluation or licensing based on previously completed or scheduled inspection.
- b. **Inspection Type** - Select a variety of facilities for each trainee throughout the required joint inspections to allow for a broad range of experiences. Check all relevant types that apply to the firm.
- c. **JTI (Joint Training Inspection) Type (Specialized Only):** Select “Specialized Industry” and select “Specify your own Value” and enter the Joint Inspection Type: Seafood, Juice, Acidified, or LACF.
- d. **Trainee Name** – System Generated
- e. **Trainee’s Supervisor Name** – System Generated
- f. **Trainer’s Name** – System Generated.
 - i. Basic: Base the selection of the trainer on the list of designated trainers for each level of inspection, as described in Appendix A, created by the Training Coordinator, Food Program Supervisors, and Manufactured Food Program Manager. Also try to schedule a joint inspection with the supervisor at the end of the training and one evaluation based on availability.
 - ii. Specialized: Base this selection on specialized training completed and supervisor recommendation.
- g. **Trainer’s Supervisor** – System Generated.
- h. **Establishment Name and Facility ID** - if selected by the trainer prior to the inspection being scheduled in SharePoint. . Otherwise, this section is completed by the Trainer once a facility is determined.
- i. **City** - if preselected. Otherwise, this section is completed by the Trainer based on type of firm and territory.
- j. **Risk Category** –
 - i. Basic: Select a variety of high or medium risk facilities for routine joint training inspections and evaluations. Joint Licensing, Sampling, and Reinspection/Follow-up Inspections may be at low risk facilities. Refer to *FOOD.30.08 – Manufacturer and Distributor Risk Category SOP*.
 - ii. Specialized: All facilities should be high risk. Do not include any medium risk Seafood Inspections as defined by *FOOD.30.08 – Manufacturer and Distributor Risk Category SOP*.
- k. **Firm Size** – To be filled in by the Trainer.
- l. **Lead** – Identify if the trainee is the inspection lead based on Appendix A Manufacturing Joint Training Inspection Expectations and Responsibilities.
- m. **# of Days** – To be filled in by the Trainer.

**Minnesota Department of Agriculture
Food and Feed Safety Division**

Document FOOD.20.05	Page 5 of 11
Version #: 1.1	Effective Date: 12/14/2016
Title: Manufactured Food Field Training SOP	

- n. **Date of Inspection** - Base start date selection on trainer's and trainee's schedules including training, workload, vacations, and supervisor discretion. Assume large manufacturing and specialized inspections may take more than one (1) day.
- o. **Facility ID:** If preselected.
- p. **Comments** - Provide any additional information about the inspection such as other dates available, additional requirements, or options to change the location.

Trainer

- 6.1.3. Review and respond to joint training inspections and evaluations work assignments within two (2) business days. For specialized inspections, it is understood that it may take a month or two to find a facility and schedule the inspection.
- 6.1.4. Add or update inspection type, name, city, firm size, date, and time to complete inspection if needed. Provide comments regarding any updates.
 - 6.1.4.1 If there is not a firm in the trainer's or trainee's territory, notify the Training Coordinator by email to find a facility in another inspector's territory.
- 6.1.5. Respond to Trainee's email regarding meeting location and time within two (2) business days.
 - 6.1.5.1 Set up a meeting location and time at least three (3) days prior to the inspection to allow trainee time to schedule travel and lodging when time allows.
- 6.1.6. Identify time on personal outlook calendar to complete evaluation within two (2) business days of the end of the inspection.

TC/TSA

- 6.1.7. Review all updates and additions made by the Trainer. Respond by email if changes are still needed.
- 6.1.8. Once final location and date are confirmed, submit the training request. An email will be sent to both the Trainee and Trainer regarding the confirmed inspection.

Trainee

- 6.1.9. Notify Training Coordinator if there are any issues with the assigned inspection.
- 6.1.10. Contact the assigned Trainer at least one (1) week prior to the scheduled inspection via email regarding meeting time and location when time allows.

6.2. Conduct Joint Training Inspections/Evaluations

Trainee and Trainer

- 6.2.1 Review and use the following applicable field assessment form, evaluation forms and instructions listed in Table 3 and Table 4:

**Minnesota Department of Agriculture
Food and Feed Safety Division**

Document FOOD.20.05	Page 6 of 11
Version #: 1.1	Effective Date: 12/14/2016
Title: Manufactured Food Field Training SOP	

Table 3: Forms and Instructions for Trainers

Type	Forms and Instructions
Routine Manufacturing Joint Inspection 1-4	<ul style="list-style-type: none"> • Manufactured Food Inspector Field Assessment – Short Form • Food Inspector Field Assessment - Food Manufacturing Inspections Instructions • Appendix A – Manufacturing Joint Training Inspection Expectations and Responsibilities
Routine Manufactured Join Inspection 5-10	<ul style="list-style-type: none"> • Manufactured Food Inspector Field Assessment – Long Form • Food Inspector Field Assessment – Food Manufacturing Inspections Instructions • Appendix A – Manufacturing Joint Training Inspection Expectations and Responsibilities
Routine Manufacturing Evaluation	<ul style="list-style-type: none"> • Manufactured Food Inspector Evaluation Form • Food Inspector Field Assessment - Food Manufacturing Inspections Instructions
Seafood and Juice Evaluation	<ul style="list-style-type: none"> • Food Inspector Field Assessment - Seafood and Juice HACCP Manufacturing Inspections
LACF Evaluation	<ul style="list-style-type: none"> • LACF Evaluation Form
Acidified Food Evaluation	<i>Under development</i>

Table 4: Forms and Instructions for Trainees

Type	Evaluation Form and Instructions
Routine Manufacturing, Seafood, Juice, Acidified Food, and LACF Joint Inspection	<ul style="list-style-type: none"> • Manufacturing Field Trainer Feedback Form (except if supervisor) • Appendix A – Manufacturing Joint Training Inspection Expectations and Responsibilities

- 6.2.2. Complete the joint training inspection at the assigned facility on the date(s) scheduled. Both Trainer and Trainee need to be present for the entire inspection, report writing including some or all of FDA Contract paperwork, and exit interview. If there is a scheduling issue that may not allow the Trainee to be present for a portion of the inspection, contact the Training Coordinator and Supervisor to discuss options.
- 6.2.3. For Basic Routine Manufacturing Joint Inspections, follow the requirements outlined in *Appendix A – Manufacturing Joint Training Inspection Expectations and Responsibilities*, based on the inspection number and type.
- 6.2.4. If any issues arise that may prohibit the inspection being completed due to out of business, trainer or trainee illness, or other circumstances, email the training coordinator and supervisor as soon as possible to identify a make-up inspection date or firm.

**Minnesota Department of Agriculture
Food and Feed Safety Division**

Document FOOD.20.05	Page 7 of 11
Version #: 1.1	Effective Date: 12/14/2016
Title: Manufactured Food Field Training SOP	

- 6.2.5 Field Inspection Evaluations will be conducted in firms that are representatives of the firms that will be inspected by the inspector. At least one evaluation will be conducted by the Trainee's Supervisor.

6.3. Record Review and Approval

Trainee

- 6.3.1 After the inspection is completed, review the inspection information in SharePoint (as referenced Section 6.1.2.), update it if required.
- 6.3.2. Enter the Inspection ID number(s) related to the training inspection, and upload any additional documentation per Appendix A in SharePoint within four (4) business days after the inspection.

TC/TSA

- 6.3.3. Within five (5) business days of receiving the completion notification from the inspector, review inspection information including date, location, and inspection report. Update any inspection information in SharePoint as required.
- 6.3.4. Verify that a full inspection was completed based on the following:
- a. there is a comment in the inspection report regarding the trainee's presence at the inspection; and
 - b. the Trainee's signature is present on the inspection report.
- 6.3.5. Contact the trainee's supervisor if there are any concerns about the inspection. If there is no signature OR comment, contact the Trainee to initiate a training affidavit per *FOOD.WI.20.01 – Training Affidavit WI*.
- 6.3.6. Approve or deny the joint inspection based on review of the information. If approved, the inspection will be sent to the Inspector's Supervisor for review and final approval. If denied, the inspection report will not count toward the total number of training inspections required. Contact the supervisor prior to denial to discuss and determine that the missing information would prevent the inspection from being counted in the total number of training inspections.

Supervisor

- 6.3.7. Within ten (10) business days of receiving the completion notification from the Training Coordinator, review inspection information and inspection report.
- 6.3.8. Provide specific feedback to the trainee regarding the report such as well written orders or missing information. The more feedback given to the inspector, the more they will learn from the training inspections. Refer to *FOOD.30.05 – Inspection Report SOP*.
- 6.3.9. Approve or deny the joint inspection based on review of the information. If approved, the will be counted toward the total number of training inspections required. If denied, the inspection report will not count toward the total number of training inspections required.

**Minnesota Department of Agriculture
Food and Feed Safety Division**

Document FOOD.20.05	Page 8 of 11
Version #: 1.1	Effective Date: 12/14/2016
Title: Manufactured Food Field Training SOP	

6.4. Field Assessment and Evaluation Forms

Trainer

- 6.4.1. Complete the applicable Manufactured Food Inspector Field Assessment Form (Short/Long) or Manufactured Food Inspector Evaluation Form and email a PDF to the Training Coordinator within four (4) business days. Refer to Table 3 for further information.

Trainee

- 6.4.2. Optional: Complete Manufacturing Field Trainer Feedback Form and email a PDF of the evaluation to the Training Coordinator within four (4) business days for applicable joint inspections except if a supervisor is acting as the trainer. Refer to Table 4.

Training Coordinator

- 6.4.3. Review trainer and trainee assessments/evaluations within five (5) business days after receiving the email.
- 6.4.4. Verify all questions were answered and comments were completed (as required). If any information is missing or the incorrect form was used, return to the sender and request an update.
- 6.4.5. Upload all complete and correct assessments and evaluations to SharePoint. SharePoint will notify the supervisor that the assessment and/or evaluation has been added.

Supervisor

- 6.4.6. Within ten (10) days of notification, review all trainee and trainer assessments and evaluations. Identify strengths and opportunities for improvement.
- 6.4.7. Provide feedback to trainees, based on assessments and evaluations on a regular basis throughout their training period regarding the evaluations. This can be done via email, phone, or meeting depending on evaluation results.
- 6.4.8. Provide feedback to trainers, based on the Manufactured Field Trainer Feedback Forms, as needed through email, phone, or meetings. Trainer feedback may also be given at annual reviews.

6.5 Addition of Joint Training Inspections and Approval

Supervisor

- 6.5.1 If a trainee is receiving low marks on field assessments and trainers are concerned with the performance in the field, assess if the trainee will require additional JTIs in consultation with the Trainee, TC, and the Manufactured Food Program Manager.
- 6.5.1.1 Create a Corrective Action Plan including additional JTIs and training required.
- 6.5.2 Routine Inspections: Complete an approval form for the trainee when the routine inspections are complete and the evaluations are acceptable.
- 6.5.2.1 Refer to *Training Approval Form – Template*
- 6.5.2.2 Add all types listed on Table 1 that have also been completed

**Minnesota Department of Agriculture
Food & Feed Safety Division**

Document FOOD.20.05	Page 9 of 11
Version #: 1.1	Effective Date: 12/14/2016
Title: Manufactured Food Field Training SOP	

6.5.2.3 Verify all required classroom courses and online training is complete.

6.5.3 Other Inspection Types (Table 1): complete a training approval form once the JTIs and evaluations are completed.

6.5.3.1 Refer to *Training Approval Form – Template*.

6.5.3.2 Multiple inspection types may be listed.

6.5.4 Submit to Trainee for signature and provide signed training approval form to the Training Coordinator prior to the inspector conducting independent inspections for the specific type.

Trainee

6.5.5 Review and sign training approval form and return to supervisor.

Training Coordinator

6.5.6 Review training approval form. Verify all records are complete and all required online, classroom, and JTIs have been completed and records are provided.

6.5.7 Sign and date, and provide the form to the Manufactured Food Program Manager for approval.

6.5.8 Once all signatures are present on the training approval form, upload all final training approval form to Absorb, add the completion dates, and send out notification to Trainee, Supervisor, and Manufactured Food Program Manager.

Food Program Manager

6.5.9 Review training approval form, sign and date, and return to the Training Coordinator.

6.6. Independent Inspections

Trainee

6.6.1. Conduct the following independent inspections once final training approval form is received using the table below:

Table 5. Independent Training Inspections

Type	Number	Timeline
Independent Routine Manufacturing Inspection – High or Medium	10	Within 12 months of manufacturing inspection approval

TC/TS

6.6.2. Pull monthly report from USA FS indicating Independent Inspections completed for each Trainee

6.6.3. Once report is complete, upload into Absorb.

**Minnesota Department of Agriculture
Food & Feed Safety Division**

Document FOOD.20.05	Page 10 of 11
Version #: 1.1	Effective Date: 12/14/2016
Title: Manufactured Food Field Training SOP	

Supervisor

6.6.4. Review independent inspections in USAFS. Approve the independent inspection report or return for review based on the completeness of the report. Any inspections that are rejected will need to be made up by the inspector with a new inspection. More independent inspections may need to be assigned based on issues noticed during report review process.

6.6.5. Notify Training Coordinator when all Independent Inspections are complete for Manufacturing or if the inspector will be unable to meet the timelines in Table 4.

7. RELATED DOCUMENTS (includes References, Attachments)

FOOD.30.05 – Inspection Report SOP

Manufactured Food Inspector Field Assessment - Short Form

Manufactured Food Inspector Field Assessment – Long Form

Manufactured Food Inspector Evaluation Form

Food Inspector Field Assessment - Food Manufacturing Inspections Instructions

Food Inspector Field Assessment - Low Acid Canned Foods Manufacturing Inspections

Food Inspector Field Assessment - Seafood and Juice HACCP Manufacturing Inspections

Manufacturing Field Trainer Feedback Form

Appendix A – Manufacturing Joint Training Inspection Expectations and Responsibilities

Training Approval Form – Template

Training Affidavit (complete in SharePoint)

FOOD.WI.20.01 – Training Affidavit WI

8. EQUIPMENT/MATERIALS NEEDED

SharePoint

9. SAFETY

N/A


10. CIRCULATION

This policy will be circulated to the following groups: Manufactured Food Inspection Staff, Manufactured Food Program Supervisors, Manufactured Food Program Management, Training and Education Program Coordinator, and Training and Standards Administrator. A standing version is stored electronically in the SOP Library.

**Minnesota Department of Agriculture
Food & Feed Safety Division**

Document FOOD.20.05	Page 11 of 11
Version #: 1.1	Effective Date: 12/14/2016
Title: Manufactured Food Field Training SOP	

11. APPROVAL/DOCUMENT HISTORY

Document History		
Version #	Status (I, R)	Change History
1	I	Initial Policy Drafting.
1.1	R	Updated header information on all pages to reflect Effective Date; updated effective date in Appendix A.
		12/14/2016
Approved By:		Date
Approved By:		Date

I = Initial document; R = Revised document