

## **Manufactured Food Rule: Requirements for Training and Training Records**

November 2024

Under the Manufactured Food Rule, Good Manufacturing Practices (GMP) inspectors will check that employees are trained and that there are records of training.

## **Training Qualifications**

Each employee working in manufacturing, processing, packing, or holding food (including temporary and seasonal staff) and their supervisor must:

- Have the education, training, or experience (or a combination) to manufacture, process, pack, or hold clean and safe food according to their assigned tasks
- Be trained in food hygiene and food safety, including the importance of employee health and personal hygiene, as appropriate to the food, the facility and their assigned tasks

## **Training Records**

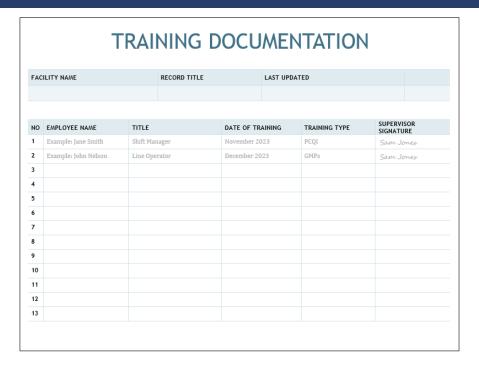
You must keep records that document training. You can decide how to document training, but it will be useful to include:

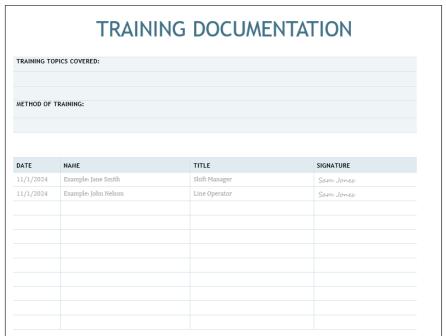
- Title of the record, facility name, etc.
- Name of the employee trained
- Date of the training
- Signature or initials of trainer or supervisor
- Type or content of the training (e.g. GMPs, HACCP, thermal processing, etc.)

Inspectors will work with you to understand these new requirements.

## **Training Log Template:**

You can use training log templates like the ones below to keep training records.





Find a printable versions of both templates at <u>HealthVermont.gov/environment-food-lodging-program</u> under Food Processing <u>Establishments</u> or Resources for License Holders.

**Questions?** Contact the Food & Lodging Program at <u>FoodLodging@vermont.gov</u> or by calling 802-863-7221 or 800-439-8550 (toll-free within Vermont).