

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.

TRAINING DOCUMENTATION

FACILITY NAME	RECORD TITLE	LAST UPDATED

NO	EMPLOYEE NAME	TITLE	DATE OF TRAINING	TRAINING TYPE	SUPERVISOR SIGNATURE
1	Example: Jane Smith	Shift Manager	November 2023	PCQI	Sam Jones
2	Example: John Nelson	Line Operator	December 2023	GMPs	Sam Jones
3					
4					
5					
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7					
8					
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10					
11					
12					
13					

TRAINING DOCUMENTATION

TRAINING TOPICS COVERED:

METHOD OF TRAINING:

DATE	NAME	TITLE	SIGNATURE
11/1/2024	Example: Jane Smith	Shift Manager	Sam Jones
11/1/2024	Example: John Nelson	Line Operator	Sam Jones

Find a printable versions of both templates at [HealthVermont.gov/environment-food-lodging-program](https://www.healthvermont.gov/environment-food-lodging-program) under **Food Processing Establishments** or **Resources for License Holders**.

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