



## IN THIS MODULE

- 1.1 General, Technical and Critical Elements Training



## Section 1.1

# General, Technical and Critical Elements Training

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### REFERENCED IN THIS SECTION:

| Number/<br>Identifier  | Name                                | Importance            |
|--|-------------------------------------|-----------------------|
|  <b>RECORDS</b> |                                     |                       |
| R-1  | Verification Record                 |                       |
| R-2  | Incident Report                     |                       |
| R-4  | Monitoring Record                   |                       |
| R-A  | Personnel and Responsibilities List | Mandatory             |
| R-B  | Training Record                     |                       |
| R-C  | Code of Conduct                     |                       |
| R-D  | Quiz                                | Highly<br>Recommended |
| R-A1   | Personnel Task and Training List    |                       |

## SECTION 1.1 GENERAL, TECHNICAL AND CRITICAL ELEMENTS TRAINING

### PREAMBLE

All designated personnel must know and understand the following Food-Safety Critical Control Points (CCP).

|   | CCP# | Type of Hazard | Description  | Module/Section  |
|---|------|----------------|--|---|
| ★ | 1    | Chemical       | <ul style="list-style-type: none"> <li>› Residue from improper treatment (wrong animal, wrong medication, wrong dose or wrong route)</li> <li>› Inadequate withdrawal periods may lead to chemical residue in the pork</li> <li>› Extra-label use of drugs without veterinary consultation may lead to drug residue in the pork</li> </ul> | Section 4.2<br>Medicated Water                                  |
| ★ | 2    | Chemical       | <ul style="list-style-type: none"> <li>› Improper sequencing, mixing or flushing</li> <li>› Incorrect level or type of medication in medicated feed</li> </ul>   | Section 4.4<br>On-Farm Feed Mill<br>Section 4.5<br>Distribution |
| ★ | 3    | Physical       | <ul style="list-style-type: none"> <li>› Broken needle fragments left in the muscle of the pig</li> <li>› Lost needles (could be eaten by or injure a pig)</li> </ul>  | Section 5.3<br>Risk Management<br>of Broken Needles             |
| ★ | 4    | Chemical       | <ul style="list-style-type: none"> <li>› Residue from improper treatment (wrong animal, wrong medication, wrong dose or wrong route)</li> <li>› Inadequate withdrawal period may lead to chemical residue in the pork</li> <li>› Extra-label use of drugs without veterinary consultation may lead to drug residue in the pork</li> </ul>  | Section 5.4<br>Medication<br>Withdrawal                         |

All designated personnel must know and understand the following Animal-Care Critical Points (CP).

|   | CP# | Description   | Module/Section  |
|---|-----|---|---|
| ★ | 1   | <ul style="list-style-type: none"> <li>› Animals have access to feed and suitable water in sufficient quantity to meet their nutritional needs</li> <li>› Appropriate feed-management strategies are crucial to ensure pigs' varying nutritional needs are met throughout the production process</li> </ul> | Section 7.2<br>Management<br>Strategies for Feed<br>and Water |
| ★ | 2   | <ul style="list-style-type: none"> <li>› Animals need to be assessed on an ongoing basis for illness and injuries to ensure they are treated promptly, effectively and humanely in order to avoid suffering and prevent the spread of infectious disease to other animals</li> </ul>                        | Section 7.6<br>Care of Sick and<br>Injured Pigs               |
| ★ | 3   | <ul style="list-style-type: none"> <li>› Using low-stress pig handling and restraint techniques will reduce stress on the pigs and provide a safer environment for the personnel</li> </ul>   | Section 7.9<br>Handling Practices                             |
| ★ | 4   | <ul style="list-style-type: none"> <li>› Pigs are euthanized in a timely and humane manner using the best method and performed by trained and competent personnel</li> </ul>  | Section 7.10<br>Euthanasia                                    |

## REQUIREMENTS

### General and Technical Training

1. The Site Manager must have completed the PigSAFE | PigCARE training either online or with a certified trainer.
2. The Site Manager must keep a Personnel and Responsibilities List (R-A) or a Personnel Task and Training List (R-A1) on file. This list must include the following information about each worker:
  - a. Full name
  - b. Original hiring date
  - c. Production area where the employee works
  - d. The SOPs and records the employee is responsible for
3. The Site Manager must ensure all personnel are trained and a training file must be kept for each individual before they are allowed to work unsupervised. The training file must include:
  - a. Record R-B: Training Record
  - b. Record R-C: Code of Conduct
4. The Site Manager must take part in continuing education at least once every three years for general, critical and technical responsibilities, or according to modifications made to the PigSAFE | PigCARE programs.

### Critical Element Training

5. All personnel must learn which food safety risks are associated with their production areas. See the following sections:
  - a. Section 4.2 Medicated Water
  - b. Section 4.4 On-Farm Feed Mill
  - c. Section 4.5 Feed Distribution
  - d. Section 5.3 Risk Management of Broken Needles
  - e. Section 5.4 Medication Withdrawal
6. All personnel must learn which fundamental elements of animal care are associated with their production area. See the following sections:
  - a. Section 7.2 Feed and Water Management Strategies
  - b. Section 7.6 Care of Sick and Injured Pigs
  - c. Section 7.9 Handling Practices
  - d. Section 7.10 Euthanasia
7. The Verification Record (R-1) must be completed for each critical control points (CCP) once a year.
8. The Monitoring Record (R-4) must be completed for each good production practices (GPP) once a year.

*For your convenience, templates for the records listed above have been developed for you to use.*

## RATIONALE

- a. It is crucial for personnel who are responsible for food safety critical control point SOPs and animal care critical points to be adequately trained to reduce and prevent the food safety risk of contamination by medications, chemicals, and broken needles and ensure animal well-being.
- b. It is important for the Site Manager to ensure that all new personnel know how to accomplish their tasks and understand their responsibilities before they are allowed to work without supervision.
- c. It is crucial that personnel in charge of any technical aspects of a procedure that can affect food safety and animal care receive adequate training to ensure the procedure is completed according to requirements.

- d. An up-to-date training file will ensure that all personnel have received and understand the requirements of the PigSAFE | PigCARE programs.
- e. The Code of Conduct Record (R-C) defines the behaviours expected for both management and other personnel. While these codes will not eliminate inappropriate behaviour or fraud, they do provide personnel with legal and ethical standards that will influence their performance and commitment to the PigSAFE | PigCARE programs and the animals.
- f. Continuing education ensures that personnel are aware of any modifications made to the PigSAFE | PigCARE programs or federal regulations, and reinforces understanding of all program requirements.

## GUIDANCE

- a. Delegating an important activity does not relieve producers of their responsibilities if personnel are not adequately trained.
- b. PigSAFE | PigCARE training for Site Managers can be taken either online or in person (in groups or individually).
- c. Site Managers are to complete continuing education in the form of online or paper quizzes about new program updates or revisions to the PigSAFE | PigCARE programs' critical control points.  
A personnel training program should include how to identify deficiencies that could affect food safety and animal care and the appropriate corrective actions to take.
- d. It is important that personnel involved in maintaining or calibrating equipment that will affect food safety (for example, a mill used to mix medicated feed) are appropriately trained to perform these functions.
- e. Discuss with new barn personnel all tasks they will be responsible for. Asking questions will help ensure they understand what is expected of them.
- f. Holding regular meetings with barn personnel is recommended because it gives personnel the chance to share information and concerns. Allow personnel to read relevant materials and to ask questions related to a task.
- g. Allow your personnel to attempt technical tasks under trainer supervision. Correct where necessary.
- h. The personnel technical training program should include how to identify deficiencies that could affect food safety and what corrective actions to take.
- i. Demonstrate how to do specific tasks.
- j. It is recommended that the Quiz Record (R-D) be used to train barn personnel.
- k. Keep an archive of all Personnel and Responsibilities Lists (R-A) to keep track of past personnel.
- l. Personnel Task and Training List Record (R-A1) is highly recommended because it provides a good overview of the tasks and training required for each personnel.
- m. The training should include the measures related to personal hygiene and Biosecurity such as exposure to parasites from animal or human feces (Toxoplasma, Trichinella, and Taenia solium in reference with Fact Sheets F-8 and F-9 (employees do not use the pen for their natural needs)).

## ? AUDIT QUESTIONS

| Q#     | Audit Questions and Interpretations  | Verification  |                                     |                          |                                     |
|--------|--|---|-------------------------------------|--------------------------|-------------------------------------|
|        |  | Compliant   | NC-Minor                            | NC-Major                 | N/A                                 |
| Q1.1.1 | Verify whether the Site Manager has completed the PigSAFE   PigCARE training program, either online or with a certified trainer. | <b>Full and Partial Validation:</b><br>➤ Confirmed in national database |                                     |                          |                                     |
|        | <b>Has the Site Manager completed the PigSAFE   PigCARE training, either online or with a certified trainer?</b>                 | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| Q#     | Audit Questions and Interpretations   | Verification  |                                     |                          |                                     |
|--------|---|---|-------------------------------------|--------------------------|-------------------------------------|
|        |   | Compliant   | NC-Minor                            | NC-Major                 | N/A                                 |
| Q1.1.2 | Verify that the Site Manager is keeping a Personnel and Responsibilities List (R-A) on file that includes the following information about each worker: <ul style="list-style-type: none"> <li>a. Full name</li> <li>b. Original date hired by the company</li> <li>c. Assigned production area</li> <li>d. The SOPs and records the individual is responsible for.</li> </ul>   | <b>Full and Partial Validation:</b> <ul style="list-style-type: none"> <li>➤ R-A: Personnel and Responsibilities List or R-A1 Personnel Task and Training List is up to date</li> </ul> |                                     |                          |                                     |
|        | Is the Site Manager keeping a Personnel and Responsibilities List (R-A) on file?  | <input type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Q1.1.3 | Verify whether the Site Manager has trained and is maintaining an up-to-date file on all personnel that includes: <ul style="list-style-type: none"> <li>a. The Training Record (R-B), and</li> <li>b. The Code of Conduct (R-C)</li> </ul> Ensure that personnel are thoroughly trained in all aspects of the tasks identified under general, technical and Critical Control Points (CCP) training before they are allowed to work unsupervised. | <b>Full and Partial Validation:</b> <ul style="list-style-type: none"> <li>➤ R-B: Training Record</li> <li>➤ R-C: Code of Conduct</li> </ul>  |                                     |                          |                                     |
|        | Has the Site Manager trained and maintained an up-to-date training file for each worker including:  |   |                                     |                          |                                     |
|        | <ul style="list-style-type: none"> <li>a. Record R-B: Training Record?</li> <li>b. Record R-C: Code of Conduct?</li> </ul>  | <input type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>            |
| Q1.1.4 | Verify whether the Site Manager participates in continuing education at least once every three years.   | <b>Full and Partial Validation:</b> <ul style="list-style-type: none"> <li>➤ Confirmed in national database</li> </ul>  |                                     |                          |                                     |
|        | Has the Site Manager participated in continuing education at least once every three years?  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Q1.1.5 | <b>Food Safety Critical Control Points (CCP):</b><br>Verify that all personnel responsible for a Critical Control Point (CCP) have completed the Food Safety Critical Control Point (CCP) section of the Training Record (R-B) to ensure that personnel are thoroughly trained in all aspects of tasks identified as a food-safety risk area (i.e., a Critical Control Point (CCP)) before they are allowed to work unsupervised.                 | <b>Full and Partial Validation:</b> <ul style="list-style-type: none"> <li>➤ R-A: Personnel and Responsibilities List</li> <li>➤ R-B: Training Record</li> </ul>                        |                                     |                          |                                     |
|        | Have all personnel been trained on the Food Safety Critical Control Points (CCP) associated with their production areas?  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Q1.1.6 | <b>Animal Care Critical Points (CP):</b><br>Verify that all personnel responsible for Critical Point (CP) have completed the Animal Care Critical Point (CP) section of the Training Record (R-B) to ensure that personnel are thoroughly trained in all aspects of the tasks identified under fundamental Animal Care Critical Points (CP) before they are allowed to work unsupervised.   | <b>Full and Partial Validation:</b> <ul style="list-style-type: none"> <li>➤ R-A: Personnel and Responsibilities List</li> <li>➤ R-B: Training Record</li> </ul>                        |                                     |                          |                                     |
|        | Have all personnel been trained on the Animal Care Critical Points (CP) associated with their production area?  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Q1.1.7 | Verify that the Verification Record (R-1) includes all mandatory elements and is implemented.   | <b>Full and Partial Validation:</b> <ul style="list-style-type: none"> <li>➤ R-1: Verification Record</li> </ul>  |                                     |                          |                                     |
|        | Has the Verification Record (R-1) been adequately implemented and completed in the last 12 months?  | <input type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

| Q#     | Audit Questions and Interpretations  | Verification  |                          |                          |                                     |
|--------|--|---|--------------------------|--------------------------|-------------------------------------|
|        |  | Compliant   | NC-Minor                 | NC-Major                 | N/A                                 |
| Q1.1.8 | Verify that the Monitoring Record (R-4) includes all mandatory elements and is implemented.      | <b>Full and Partial Validation:</b><br>➤ R-4: Monitoring Record |                          |                          |                                     |
|        | Has the Monitoring Record (R-4) been adequately implemented and completed in the last 12 months? | <input type="checkbox"/>  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

N/A = not applicable; SOP = standard operating procedure

## LEVELS OF COMPLIANCE – EXAMPLES

### COMPLIANT

- The Site Manager has completed the PigSAFE | PigCARE training program.
- The personnel training files include all required records.
- The Site Manager participates in continuing education at least once every three years.
- The Site Manager has completed Food Safety Critical Control Points (CCP) section in the Training Record (R-B) for each employee and their respective production area(s).
- The Site Manager has completed the Animal Care Critical Point (CP) section in the Training Record (R-B) for each employee and their respective production area(s).

### MINOR NON-COMPLIANCE **Timeline: 12 months**

- A record is not complete.

### MAJOR NON-COMPLIANCE **Timeline: 60 days**

- The Site Manager has not completed the PigSAFE | PigCARE training program.
- The Site Manager has not participated in continuing education at least once every three years.
- A record is missing.
- The Food Safety Critical Control Points (CCP) section in R-B - Training Record is not complete for all designated employees.
- The Animal Care Critical Points (CP) section in R-B - Training Record is not complete for all designated employees.
- The Verification Record (R-1) and/or the Monitoring Record (R-4) are not available.

## DEVIATION MEASURES

### FOR GENERAL, TECHNICAL TRAINING

- If one of the mandatory records (Personnel and Responsibilities List (R-A), Training Record (R-B) and Code of Conduct (R-C)) is missing or inadequately completed, the Site Manager must ensure these records include all required elements and be kept on file.
- If the Site Manager has not completed PS|PC mandatory training, they must complete PS|PC training on line or with a Certified Trainer and take part in continuing education at least once every three years for general, critical and technical responsibilities, or according to modifications made to the PS|PC Programs.

### FOR CRITICAL ELEMENTS TRAINING

- If personnel who are responsible for Food Safety Critical Control Point (CCP) SOPs are not trained, the Site Manager must ensure all personnel must learn which food safety risks are associated with their production areas. The Site Manager must ensure necessary records include all required elements and be kept on file.