



## South Coast Business Solutions Evaluation Only

Demonstration Purposes Only

### Training Needs Analysis By Employee

Position	Procedures training is required in
Administration Manager	210 Purchasing Of Raw Materials
All Staff	010 Document Control and Quality Records
	015 Non Conformances - Correction and Prevention
	020 Management of Change - Operations and facilities
	105 Personal Hygiene
	125 Approved Suppliers - Selection and Monitoring
	405 Customer Complaints
Cleaners	130 Cleaning - All Areas and PPE
Food Handlers	105 Personal Hygiene
Maintenance Staff	135 Maintenance - Premises and Equipment
Managing Director	005 Preparing or Reviewing a Procedure
	015 Non Conformances - Correction and Prevention
	020 Management of Change - Operations and facilities
	110 Pest Control
	115 GMP Compliance checking
	125 Approved Suppliers - Selection and Monitoring
	405 Customer Complaints
	415 Cleaning - Swab Tests
	420 Internal Audits
	425 Management Review
	435 Product Assessment Against Specifications
	505 Induction Of Personnel, Contractors and Visitors
	720 Food Recall
Packers	105 Personal Hygiene
	145 Product Identification and Traceability
Processors	105 Personal Hygiene
	145 Product Identification and Traceability
Production Manager	015 Non Conformances - Correction and Prevention

## Training Needs Analysis By Employee

Position	Procedures training is required in
Production Manager	115 GMP Compliance checking
	120 Calibration of measuring and testing equipment
	125 Approved Suppliers - Selection and Monitoring
	135 Maintenance - Premises and Equipment
	230 Production of XXXX Products
	415 Cleaning - Swab Tests
	420 Internal Audits
	435 Product Assessment Against Specifications
	440 Retention Samples
	505 Induction Of Personnel, Contractors and Visitors
Quality Manager	005 Preparing or Reviewing a Procedure
	010 Document Control and Quality Records
	015 Non Conformances - Correction and Prevention
	020 Management of Change - Operations and facilities
	110 Pest Control
	115 GMP Compliance checking
	120 Calibration of measuring and testing equipment
	125 Approved Suppliers - Selection and Monitoring
	140 Allergen Management
	405 Customer Complaints
	415 Cleaning - Swab Tests
	420 Internal Audits
	425 Management Review
	430 Microbiological Testing
	435 Product Assessment Against Specifications
	505 Induction Of Personnel, Contractors and Visitors
	510 Training - Staff and Contractors
	715 Product Labelling
	720 Food Recall
	750 Product Design and Development

## **Training Needs Analysis By Employee**

<b>Position</b>	<b>Procedures training is required in</b>	
Recall Committee	720	Food Recall
Storeman	145	Product Identification and Traceability
	215	Receipt of Goods
	220	Storage of Raw Materials, Packaging and Chemicals
Unspecified	240	Packing of [XXXXXXXXX] Products.
	245	Storage of Finished Products
	250	Loading and Delivery of [XXXXXXXXX] Products
	410	Shelf Life Testing