

**Standard Operating Procedure (SOP) For Supervisors –
Ready-To-Eat/Shelf Stable (RTE/SS) Course - On-the-Job Training (OJT) Checklist**

Target Audience: Supervisors of Inspection Program Personnel (IPP), who recently completed the RTE/SS course and are assigned to a Ready-to-Eat/Shelf Stable processing establishment.

Objective of this SOP: Ensure that supervisors provide necessary guidance and time to IPP who recently participated in the RTE/SS course to complete the OJT checklist.

Instructions: Supervisors should review the OJT Checklist and coach/mentor the IPP while they are working on checklist items. The Center for Learning (CFL) recommends completing the checklist within the first week after finishing the RTE/SS course training. However, IPP have 3 weeks to complete the checklist.

Upon IPP completion of the OJT checklist, the supervisor or designee should sign and date the checklist. Participants should keep a copy of the list for their records and certify the completion by sending an email to: FSISAgLearn@usda.gov. The email should contain the participant's name, the Ready-to-Eat/Shelf Stable Inspection course number, and date of completion of OJT and a statement attesting that they completed the OJT list. The participant should attach the signed list to the email.

NOTE: The RTE/SS – OJT Checklist only applies to IPP that recently completed the RTE/SS Inspection Course and assigned to RTE processing establishment.

If you have any questions, please contact Dr. Hala Bessyoung at hala.bessyoung@usda.gov.

Ready-to-Eat/Shelf Stable (RTE/SS) Inspection Course On-the-Job (OJT) Training Checklist

The objective of this On-the-Job Training (OJT) Checklist is to verify that the Ready-to-Eat/Shelf Stable Inspection Course participants can successfully apply the knowledge they gained during training.

After completing the Ready-to-Eat/Shelf Stable Inspection Course training, participants must complete OJT. Participants will have up to three weeks to complete the training. The participant must conduct each part of the tasks, as practical as possible and if applicable. They can be performed at any of the establishments in their tour of duty that produce RTE/SS product.

The participant should collaborate with their supervisor while they are working on the OJT list. Upon completion of the RTE/SS-OJT, the participant and supervisor should sign the list attesting for the participant's successful completion of the OJT list.

Participants should keep a copy of the list for their records and certify the completion by sending an email to: FSISAgLearn@usda.gov. The email should contain the participant's name, the Ready-to-Eat/Shelf Stable Inspection course number, and date of completion of OJT and a statement attesting that they completed the OJT list. The participant should attach the signed list to the email.

If you have any questions, please contact Dr. Hala Bessyoung at hala.bessyoung@usda.gov.

Tasks *Applies to RTE/SS product	Estimated Time	Date	Participant Initials
• HAV Task - Please review documentation from an open or completed task	60 minutes		
• HACCP Verification Task	120 minutes		
• RTE Sampling	60 minutes		
• Big 8 Formulation Verification task -	60 minutes		
• Sanitation SOPs <ul style="list-style-type: none"> ◦ Pre – Operational ◦ Operational 	60 minutes		
• Supervisor signature and Date			

Resources:

[FSIS Directive 5000.1](#), *Verifying an Establishment's Food Safety System*

[FSIS Directive 7111.1](#), *Verification Procedures for Lethality and Stabilization*

[FSIS Directive 5000.6](#), *Performance of the Hazard Analysis Verification*

[FSIS Directive 10.240.3](#) *FSIS Ready to Eat Sampling Programs*

[FSIS Directive 10.240.4](#), *Verification Procedures for Consumer Safety Inspectors for the Listeria monocytogenes Regulations and Listeria monocytogenes Sampling Program*

[FSIS Directive 7230.1](#), *On-going Verification of Product Formulation and Labeling Targeting the 8 Most Common ("Big 8") Food Allergens*