

**Standard Operating Procedure (SOP) For Supervisors:  
Further Processing & Labeling Inspection Self-Paced Course (FPLS)  
On-the-Job Training (OJT) Checklist**

**Target Audience:** Supervisors of Inspection Program Personnel (IPP), who recently completed the FPLS course.

**Objective of this SOP:** Ensure that supervisors provide necessary guidance and time to IPP who recently participated in the FPLS 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 FPLS course. 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 signed list for their records and certify the completion by sending an email to: [FSISAgLearn@usda.gov](mailto:FSISAgLearn@usda.gov). The email should contain the participant's name, the Further Processing & Labeling Inspection Self-Paced Course number, the date of OJT completion 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](mailto:hala.bessyoung@usda.gov).

**Further Processing & Labeling Inspection Self-Paced Course  
On-the-Job Training (OJT) Checklist**

The objective of this OJT Checklist is to verify that the Further Processing & Labeling Inspection Self-Paced Course (FPLS) participants can successfully apply the knowledge they learned during training.

After completing the FPLS training, participants must complete On-the-Job Training (OJT). Participants will have up to three weeks to complete OJT.

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](mailto:FSISAgLearn@usda.gov). The email should contain the participant’s name, the Further Processing & Labeling Inspection Self-Paced Course number, the 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.

The participant must conduct each of the 5 tasks, listed below, as soon as practical within their tour of duty at any establishment on their assignment.

For questions, contact Dr. Hala Bessyoung, Training Operations Branch Chief, CFL at [hala.bessyoung@usda.gov](mailto:hala.bessyoung@usda.gov).

| Tasks                                  | Date | Participant Initials |
|--|------|----------------------|
| General Labeling                       |      |                      |
| Labeling - Product Standards           |      |                      |
| Percent Yield/Shrink                   |      |                      |
| X Percent (%) Solution                 |      |                      |
| Labeling - Net Weights                 |      |                      |
| <b>Supervisor Signature &amp; Date</b> |      |                      |

**General Labeling:** When performing the General Labeling Task, IPP are to verify compliance with the labeling regulations, ensuring that the required label

- Is affixed to the immediate container and contains all the required information (mandatory features),
- Has an accurate ingredients statement,
- Identifies any proteinaceous substances such as allergens, and
- Meets requirements for restricted ingredients.

**Labeling – Product Standards:** When performing the Labeling - Product Standards Task, IPP are to verify compliance with the regulations and standards for products that have a standard of identity. FSIS regulations and the Food Standards and Labeling Policy Handbook prescribe standards of identity, or composition, for many meat and poultry products.

**Percent Yield/Shrink:** As part of their standard of identity, some products (such as some cured products) have established limits for increased weight after processing which is expressed as gain or yield. Some products must decrease in weight after processing, with a minimum shrink requirement (such as ham or bacon). These required percentages are verified by calculations when performing the Percent Yield/Shrink Task.

**X Percent (%) Solution:** When performing the X Percent (%) Solution Task, IPP verify label truthfulness pertaining to the percentage of added solution which has been declared on the label. IPP calculate the percentage added by formulation and compare the result to the amount on the label.

**Labeling – Net Weights:** The Net Weights Task is performed to ensure establishments are properly representing the amount of product in the container on the label. Net Weight calculations allow for some variation. IPP perform this task to verify regulatory compliance.

**Resources:**

- Food Standards and Labeling Policy Book
- FSIS Directive 7000.1 - Verification of Non-Food Safety Consumer Protection Regulatory Requirements
- FSIS Directive 7620.3 - Processing Inspectors' Calculations Handbook
- Further Processing and Labeling Inspection Self-Paced Student Handout