

# **Poultry Slaughter Inspector Development Guide**



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**UNITED STATES DEPARTMENT OF AGRICULTURE  
Food Safety and Inspection Service**

## **Introduction**

Welcome to the Slaughter Inspector Development Guide (SIDG) for entry level Food Inspectors assigned to poultry slaughter duties. The materials in this document will guide the FSIS training process and provide resources for this first crucial phase of the new Food Inspector's career.

Please welcome the trainee to his/her duty station or training site and help him/her adjust to the new work environment. Remember that the new employee's first impressions of the Agency are just as important as our early impressions of them in forming attitudes geared toward success for both the new Food Inspector and Inspection Program Personnel. Take a little time to acquaint the new employee with his/her new colleagues, the inspection office, work schedule, and how to be comfortable in their new environment. Encourage questions and be prepared to answer them.

The SIDG is set up in the following sections and designed to be completed one topic at a time:

- Step A – Orientation in District Office or Establishment
- Step B – Formal Virtual Training (completed during Orientation)
- Step C – Structured On-the-Job Training (OJT)
- Step D – Final OJT Evaluation
- Step E – Documentation of Training and Tracking

The first module, Step A, will be completed at the District Office or Establishment orientation. Step B, Formal Virtual Training, is also completed during the time period designated for orientation at the District Office or Establishment.

Step C is the critical phase of in-plant on-the-job training. The success or failure of the new Food Inspector may well depend upon the thoroughness in which the training modules are completed. These resource materials have been drawn from Agency issuances (e.g., regulations and directives) and current Center for Learning (CFL) training materials. These will help new Food Inspectors understand the importance of their role in the regulatory environment, while providing a uniform foundation of food safety knowledge on which to build as they proceed through formal Agency training throughout their careers.

Each module lists training objectives, followed by pertinent references from the regulatory framework and excerpts from formal training which, with the supervisor's technical advice and guidance, will help the trainee apply his/her new knowledge of inspection procedures and Agency methodology. Please incorporate time off from reading with:

- Clearly stated expectations of awareness and proficiency
- Trips to production departments
- Coaching in making observations, communication, etc.
- Learning and practicing manual skills (on-line PM inspection OJT)
- Completing related paperwork
- Discussion of the topics and answering questions.

When the supervisor feels the new Food Inspector has developed good awareness of the topic and is on the road to basic proficiency, it is time to sit down and have him/her explain the key points in that topic's objectives section to the supervisor. When the trainee has demonstrated basic proficiency, it is time to create a record of his/her learning progress.

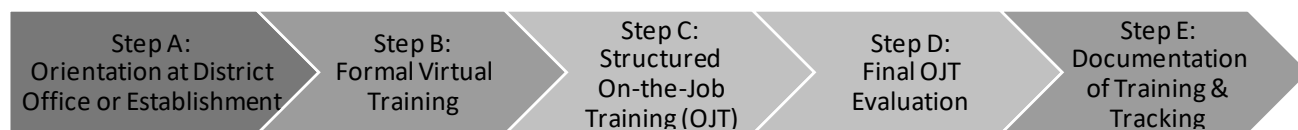
Step C is a very important form with space for the supervisor's initials and date on which the supervisor certifies he/she has attained basic proficiency in that subject. Consider the trainee's knowledge, skills, and ability. It is important that the supervisor also add written comments on each form, reflecting both the trainee's strengths and weaknesses in that particular core competency or subject matter. Identify, in writing, your plan to improve on deficiencies in both knowledge and/or execution for that competency.

When all topics in Step C (C-1 through C-14) have been completed, the supervisor will discuss these with the employee and initial and date each step. The completed Step C form should then be submitted to the District Office. Completion of this form is essential so that the District can track each new Food Inspector through the training and to ensure the completion of OJT is recorded in each inspector's learning history. It should be possible to complete all topics and submit the forms to the District Office within two to six weeks of starting OJT realizing that individuals report with different levels of experience and learn at different rates. When the District Office receives the Step C form, the District Office will enter the data into the Documentation of Training spreadsheet (found in Step E).

At a time determined by the supervisor or Front Line Supervisor (FLS), Step C should be completed. This step is the supervisor's final certification that the new Food Inspector has achieved basic proficiency in the core competencies and basic awareness of the other topics. Completion of Step C is also the District Office's trigger that the new Food Inspector is ready to be scheduled for Step D, provided that the supervisor has certified the trainee has achieved basic proficiency in the core competencies.

Documentation of completion of Steps A, B, and C will be entered by District Office personnel in the OJT Tracking spreadsheet (Step E). The District Office will electronically forward an up-to-date copy of the spreadsheet to the CFL on a quarterly basis, and CFL will subsequently update this information in AgLearn. Upon satisfactory completion of the slaughter training class CFL personnel will update Step D in AgLearn.

Following completion of Step D, the OJT training phase is complete. The final step (Step E - Documentation of Training and Tracking) is done by the District Office and ensures that the important step of reporting and tracking entry level training has taken place at the in-plant and District Office levels. Training completion information is forwarded to the CFL (on a quarterly basis) for entry into the new Food Inspector's learning history in AgLearn.



## Slaughter Inspector Development Guide (SIDG) for Entry Level Poultry Food Inspectors

**Step A Methodology:** The RMS/RMA will provide an overview and initial and date to signify that the employee has received the information and materials. Any remarks should be recorded under the comments section.

Step	Description	Tools	RMS/RMA Initials and Date
Step A Orientation	Varies, up to 5 days at the District Office. The District will provide materials to be covered during the session.	Agency Orientation Checklist FSIS 4200-1	
		AD-1197, Request for USDA Identification (ID)	
		SF-61, Appointment Affidavits	
		OF-306, Declaration of Federal Employment	
		SF-181, Race and National Origin Identification	
		I-9 Employment Eligibility Verification	
		EEO Policy Statement Notice (on CD)	
		Prevention of Sexual Harassment Notice (on CD)	
		Supervisor Checklist, FSIS-4200-1	
		What to do when injured at work - When injured at work, CA-11 (on CD)	
		Self-Identification, SF-256	
		Materials to be taken to the duty station for OJT includes the following:	
		Job Site Orientation Checklist FSIS 4200-1A	
Comments			

**Step B Methodology:** The employee will attend self-paced, virtual Poultry Slaughter Inspection Training (PSIT) class. Upon completion of the class and return to the duty station, the supervisor and employee will review and discuss any remaining questions that the employee may have during Step C of training. The supervisor will initial and date. Any remarks should be recorded under the comments section.

Step	Description	Major Topics	Supervisor Initials and Date
Step B Formal Virtual Training	Self-paced, computer-based training conducted over 1 to 1 ½ days during orientation. <a href="#">FI Training can be accessed here.</a>	A Day in the Life, including such topics as Plant Familiarization, Slaughter Process, Regulatory Environment, Professionalism, and Poultry Anatomy	
		Highly Pathogenic Avian Influenza (HPAI)	
		Hazard Analysis and Critical Control Point (HACCP) Systems	
		Food Defense	
Comments:			

**Step C Methodology:** The supervisor will review and discuss each of the items in Step C. The materials for each of these items are provided to the employee at the District Office during orientation. The supervisor or designee must explain the purpose and then demonstrate the proper techniques for each core competency, as indicated by an asterisk (\*) below. The trainee must demonstrate an understanding and proficiency to the supervisor for each core competency. For all other topics, the supervisor or designee will provide an overview. Upon completion of each topic, the supervisor will initial and date to signify that the employee has achieved basic proficiency and awareness. Supervisory comments should be recorded under the comments section. The supervisor will forward copies of this completed form to the District Office.

Step	Description	Supervisor Initials and Date
Step C Structured OJT	C-1 Introduction – to plant, agency mission, structure	
	C-2 Jobsite Orientation Checklist Completion FSIS 4200-1 A covering administrative items.	
	C-3 Professionalism and Ethics	
	C-4 Sanitation and SSOP Overview	
	C-5 Poultry Anatomy *	
	C-6 Ante-mortem Inspection *	
	C-7 Post-mortem Inspection *	
	C-8 Good Commercial Practices Overview	
	C-9 HACCP Overview	
	C-10 Rules of Practice Overview	
	C-11 Food Safety Standard (Fecal) Overview	
	C-12 Condemned/Inedible Overview	
	C-13 Food Defense Overview	
	C-14 Online inspection with an experienced inspector. The length of this period should be based upon previous experience, if any, of the employee. For an employee with no previous experience, the recommended period is no less than two weeks.	
Comments		

Step	Description	Tools	Resource Links
Step C-1 Introduction	Introduction to agency mission, structure.	Video on FSIS New Employee Orientation  Video on FSIS Food Inspectors  CSI and FI Quick Immersion Training  Slaughter Series Video: Poultry	<a href="#">FSIS New Employee Orientation</a>  <a href="#">FSIS Food Inspectors</a>  <a href="#">CSI and FI Quick Immersion Training</a>  <a href="#">Poultry Slaughter Series Video</a>
	Comments		
Step C-2 Jobsite Orientation Checklist	Resource Materials: Completion of FSIS 4200-1A covering administrative items.	FSIS Form 4200-1A	<a href="#">Job Site Orientation Checklist</a>
	Comments		

Step	Description	Tools	Resource Links
Step C-3 Professionalism and Ethics	Resource Materials: Pertinent regulations, directive	Professionalism module	<a href="#">CSI and FI Quick Immersion Training</a>
		FSIS Directive 4735.3 Employee Responsibilities and Conduct	<a href="#">FSIS Directive 4735.3</a>
		FSIS Directive 4735.9 Office of Field Operations Assignment Restrictions and Rules on Gifts from Regulated Industry	<a href="#">FSIS Directive 4735.9</a>
		Applicable resources on IPP Help	<a href="#">Professionalism and You</a>
	Comments		
Step C-4 Sanitation & SSOPs Overview	Resource Materials: Pertinent regulations, directive	9 CFR 416 Sanitation	<a href="#">9 CFR 416</a>
		FSIS Directive 5000.1 Verifying the Food Safety System	<a href="#">FSIS Directive 5000.1</a>
		HACCP Overview module	<a href="#">CSI and FI Quick Immersion Training</a>
	Supervisor should go over establishment good manufacturing practices (GMPs) for employee hygiene	9 CFR 416.5 Employee Hygiene	<a href="#">9 CFR 416.5</a>
		Establishment Hygiene Policies and Requirements	See establishment GMPs
	Comments		

Step	Description	Tools	Resource Links
Step C-5 Poultry Anatomy*	Resource Materials: Pertinent directive	FSIS Directive 6100.3 AM and PM Poultry Inspection	<a href="#">FSIS Directive 6100.3</a>
		Compliance Guideline for Training Establishment Carcass Sorters in the New Poultry Inspection System (NPIS)	<a href="#">Compliance Guideline</a> <i>Note: Compliance Guidelines are non-regulatory but do provide additional resources for IPP.</i>
		Applicable resources on IPP Help	<a href="#">FI Training for Poultry and Livestock tile on IPP Help</a>
	Comments		
Step C-6 Ante-mortem Inspection*	Resource Materials: Pertinent regulations, directive	9 CFR 381.70 - 381.75	<a href="#">9 CFR 381.70 - 381.75</a>
		FSIS Directive 6100.3 AM and PM Poultry Inspection	<a href="#">FSIS Directive 6100.3</a>
		Compliance Guideline for Training Establishment Carcass Sorters in the New Poultry Inspection System (NPIS)	<a href="#">Compliance Guideline</a> <i>Note: Compliance Guidelines are non-regulatory but do provide additional resources for IPP.</i>
		Poultry Pathology and Processing Images	<a href="#">Avian Influenza Print Slide Show</a>
		Applicable resources on IPP Help	<a href="#">FI Training for Poultry and Livestock tile on IPP Help</a>  <a href="#">Ante-mortem Inspection</a>  <a href="#">CSI and FI Quick Immersion Training</a>
	Comments		

Step	Description	Tools	Resource Links
Step C-7 Post-mortem Inspection*	Resource Materials: Pertinent regulations, directive, Pathology and equipment images.	9 CFR 381.76 – 381.94	<a href="#">9 CFR 381.76 – 381.94</a>
		FSIS Directive 6100.3 AM and PM Poultry Inspection	<a href="#">FSIS Directive 6100.3</a>
		Compliance Guideline for Training Establishment Carcass Sorters in the New Poultry Inspection System (NPIS)	<a href="#">Compliance Guideline</a> <i>Note: Compliance Guidelines are non-regulatory but do provide additional resources for IPP.</i>
		Applicable resources on IPP Help	<a href="#">FI Training for Poultry and Livestock tile on IPP Help</a>  <a href="#">Multi-Species Disposition Guide</a>
		Poultry Pathology and Processing Images	<a href="#">Avian Influenza Print Slide Show</a>
	Comments		
Step C-8 Good Commercial Practices Overview	Resource Materials: Pertinent regulations, directives	9 CFR 381.65(b)	<a href="#">9 CFR 381.65(b)</a>
		FSIS Directive 6110.1 Verification of Poultry Good Commercial Practices	<a href="#">FSIS Directive 6110.1</a>
	Comments		

Step	Description	Tools	Resource Links
Step C-9 HACCP Overview	Resource Materials: Pertinent regulations, directive	9 CFR 417 Hazard Analysis and Critical Control Point (HACCP) Systems	<a href="#">9 CFR 417</a>
		FSIS Directive 5000.1 Verifying the Food Safety System	<a href="#">FSIS Directive 5000.1</a>
		HACCP Overview module	<a href="#">CSI and FI Quick Immersion Training</a>
	Comments		
Step C-10 Rules of Practice Overview	Resource Materials: Pertinent regulations, Examples of Regulatory Control Action (RCA) provided by supervisor	9 CFR 500	<a href="#">9 CFR 500</a>
		Regulatory Control Action Examples	Regulatory Control Action Examples include: <ul style="list-style-type: none"> <li>• Retaining product</li> <li>• Slowing the line</li> <li>• Stopping the line</li> <li>• Rejecting equipment</li> <li>• Rejecting departments</li> </ul> <p><i>Note: Supervisors can provide additional and scenario-specific Regulatory Control Actions.</i></p>
	Comments		

Step	Description	Tools	Resource Links
Step C-11 Food Safety Standard Overview	Resource Materials: pertinent regulations, directives	9 CFR 381.65(f)	<a href="#">9 CFR 381.65(f)</a>
		FSIS Directive 6420.5 Verifying Poultry Slaughter Establishments Maintain Adequate Procedures for Preventing Contamination with Feces and Enteric Pathogens	<a href="#">FSIS Directive 6420.5</a>
	Comments		
Step C-12 Condemned and Inedible Materials Overview	Resources: Pertinent regulations, directive	9 CFR 381.95	<a href="#">9 CFR 381.95</a>
		FSIS Directive 6100.3 AM and PM Poultry Inspection	<a href="#">FSIS Directive 6100.3</a>
		Applicable resources on IPP Help	<a href="#">FI Training for Poultry and Livestock tile on IPP Help</a>
	Comments		

Step	Description	Tools	Resource Links
Step C-13 Food Defense Overview	Resources: Pertinent directive, Applicable resources on IPP Help	FSIS Directive 5420.3 Food Defense Surveillance Procedures and National Terrorism Advisory System Alert Response for the Office of Investigation, Enforcement and Audit	<a href="#">FSIS Directive 5420.3</a>
		Applicable resources on IPP Help	<a href="#">FI Training for Poultry and Livestock tile on IPP Help</a>
	Comments		
Step C-14 Online Inspection	Work online under the close observation of an experienced food inspector	9 CFR 381.76 - 381.94	<a href="#">9 CFR 381.76 – 381.94</a>
		FSIS Directive 6100.3 AM and PM Poultry Inspection	<a href="#">FSIS Directive 6100.3</a>
	Resources: Pertinent regulations, directive	Applicable resources on IPP Help	<a href="#">FI Training for Poultry and Livestock tile on IPP Help</a>
		Comments	

**Step D Methodology:** Through direct observations and discussions, the supervisor will conduct a thorough evaluation of the employee's knowledge, skills, and abilities to perform the job in a satisfactory manner according to agency policies and provisions. The supervisor will check the appropriate box and provide a concise justification for the recommendation.

<p>Step D Final OJT Evaluation</p>	<p style="text-align: center;"><b>Supervisor's Final Recommendation</b></p> <p>I have directly observed and also have received indirect feedback (written and / or oral) regarding this trainee and have taken all of this into consideration to the best of my ability. I have concluded that:</p> <p style="padding-left: 40px;">This trainee has achieved basic proficiency in the core competencies as identified in step B and awareness of all other topics detailed in this checklist.</p> <p style="padding-left: 40px;">This trainee has NOT achieved basic proficiency in the core competencies as identified in step B and awareness of all other topics detailed in this checklist</p>
<p>Justification for Recommendation (use additional pages if necessary):</p>	

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Step E Methodology:** Supervisors will send completed paper copies of Step C (pg. 7) and Step D (pg. 15) to the District Office (DO) for entry into the District OJT Tracking Report. Paper copies are archived at the DO and a copy of the Tracking Report will be sent to CFL quarterly. CFL will enter this data into AgLearn.

Step	Description	Tools	Resources Links	
Step E Documentation of Training and Tracking	Supervisors send paper copies of Step B and Step C to their District Office RMS for entry into the District OJT Tracking Report. Paper copies are archived at the respective District Office.	SIDG		
	District Slaughter Inspector OJT Tracking Report can be used to track new employee completion of the steps.			
	Comments			