

Pre-Inspection Methods On-the-Job Training (Pre-IM OJT) Procedures Guide

Trainee:

*Supervisor:

CSI Training Leader/Mentor(s):

IM Course Start Date:

IM Course Number:

District:

Completion of Pre-IM OJT Procedures Guide equips new hires with foundational awareness and basic workplace skills prior to attending Inspection Methods (IM) training. Completion of this guide is **required prior to attending the IM course**. Supervisors and CSI Training Leaders (TLs) are to ensure the trainee both observes and practices performing (under direct mentorship) each required procedure in the list below. If a certain task or procedure does not apply to the OJT establishment, the trainee is to practice the procedure at another establishment or discuss the procedure with a CSI TL or mentor. Complete these tasks using a hands-on approach. **Note: Trainees are not to perform procedures independently during Pre-IM OJT. Trainees are to practice performing procedures under direct mentorship.** Please allow up to 3 weeks prior to IM to complete this guide.

Below are instructions for using this guide (see also: [Pre-IM OJT Resource Site](#)). Additional instructions are provided in the CSI Training Leader (2600) course.

1. The CSI TL (or designated mentor) is to ensure the trainee has:
 - a. Self-enrolled in the [FSIS-Inspection Methods Pre/Post On-the-Job Training](#) course in AgLearn.
 - b. Taken the Pre-IM OJT course Quiz #1 in [AgLearn](#) **prior to** starting this guide.
2. The CSI TL or mentor is to complete each procedure in this Guide with the trainee **prior to** IM training. To complete the procedure, the CSI TL and the trainee will follow the steps in the table below titled "[Pre-IM OJT List](#)" and complete the following:
 - a. The CSI TL or mentor is to review the relevant policy documents, regulatory requirements, and inspection methodology included in the [job aid](#) with the trainee.
 - b. The CSI TL or mentor is to review the job aids with the trainee. The CSI TL or mentor is to be prepared to answer questions from the trainee and provide feedback on the knowledge checks in the [job aids](#).
 - c. The CSI TL or mentor is to demonstrate how to perform the procedures and allow the trainee to practice performing the procedures (under direct mentorship). If this is not possible, the CSI TL or mentor is to discuss how to perform the procedure with the trainee.
 - d. The CSI TL or mentor is to demonstrate to the trainee how to use the Public Health Information System (PHIS) to schedule, document, and complete the procedures and tasks.

3. Trainees are to primarily work with the CSI TL or mentor by shadowing and hands-on demonstrations. Trainees are not to spend a significant amount of time during OJT reading or viewing informational videos.
4. The supervisor and CSI TL are to ensure the OJT establishment experience corresponds to the trainee's assignment area and that all topics relevant to the assignment area are covered. For example, if the trainee is assigned to an establishment that produces RTE products, the OJT establishment is to include RTE processing.
5. The CSI TL or mentor is to sign their initials to the boxes in this guide upon successful completion of the corresponding procedure.
6. To indicate a task or procedure is not applicable (NA) to the trainee's assignment, the CSI TL or mentor is to clearly indicate in the initials or NA box which procedure is not applicable.
7. The supervisor is to verify all boxes in this guide are completed, initialed, and dated by a CSI TL or mentor. Multiple CSI TLs or mentors may provide training; however, the supervisor is to sign only a single completed Pre-IM OJT Training Procedures Guide per trainee.
8. To receive completion credit for Pre-IM OJT, **prior to** the start of IM class:
 - a. The trainee is to complete the Pre-IM OJT course Quiz #2 in [AgLearn](#). The supervisor is to verify the trainee achieves 70% or higher.
 - b. The supervisor is to digitally sign and date the [Supervisor's Acknowledgement page](#) of this completed guide.
 - c. The trainee is to upload the digitally signed [Supervisor's Acknowledgement page](#) of the guide to [AgLearn](#).

Send questions about use of this guide to: hala.bessyoung@usda.gov and gwynn.datsko@usda.gov.

Pre- IM OJT List

Topics to Cover at All Establishments	Procedures	Date/CSI TL Initials or NA	Comments
Gather, Assess, Determine (GAD)	<input type="checkbox"/> Review GAD Thought Process Job Aid . <input type="checkbox"/> Discuss applying GAD when conducting inspection activities.		
SPS Verification Task	<input type="checkbox"/> Review SPS Verification Task Job Aid . <input type="checkbox"/> Observe mentor perform the task. <input type="checkbox"/> Practice performing the task under direct mentorship.		
Pre-Operational SSOP Review & Observation Verification Task	<input type="checkbox"/> Review Pre-Operational SSOP Review & Observation Verification Task Job Aid . <input type="checkbox"/> Observe mentor perform the task. Note: Must complete lockout/tagout training prior to performing Pre-op tasks.		
Operational SSOP Review & Observation Verification Task	<input type="checkbox"/> Review Operational SSOP Review & Observation Verification Task Job Aid . <input type="checkbox"/> Observe mentor perform the task. <input type="checkbox"/> Practice performing the task under direct mentorship.		
Noncompliance Record (NR)	<input type="checkbox"/> Review Document a Noncompliance Record Job Aid . <input type="checkbox"/> Observe mentor document a NR. <input type="checkbox"/> Practice writing an NR.		
HACCP Systems	<input type="checkbox"/> Review HACCP Job Aid . <input type="checkbox"/> Identify and review the components of the establishment's HACCP system with mentor.		

Topics to Cover at All Establishments	Procedures	Date/CSI TL Initials or NA	Comments
HACCP Verification Task	<input type="checkbox"/> Review HACCP Verification Task Job Aid . <input type="checkbox"/> Observe mentor perform the task. <input type="checkbox"/> Practice performing the task under direct mentorship.		
Current Trends	<input type="checkbox"/> Review Discuss Current Trends Job Aid . <input type="checkbox"/> Discuss current trends of noncompliance and other findings at the establishment with mentor.		
Weekly Meeting	<input type="checkbox"/> Review Conduct a Weekly Meeting Job Aid . <input type="checkbox"/> Attend weekly meeting and observe mentor conduct meeting and document MOI. <input type="checkbox"/> Practice writing a weekly meeting MOI.		
FSIS Directed Sampling Task	<input type="checkbox"/> Review Aseptic Technique and Gloving how-to documents. <input type="checkbox"/> Practice using aseptic technique with mentor. <input type="checkbox"/> Review the job aid for the specific sampling task. <ul style="list-style-type: none"> ■ Raw Beef Sampling Job Aid ■ Raw Poultry Sampling Job Aid ■ Ready-To-Eat (RTE) Sampling Job Aid ■ National Residue Program Sampling Job Aid <input type="checkbox"/> Observe mentor schedule, collect, and ship a sample. <input type="checkbox"/> Observe mentor access, review, and respond to the sample results.		
SPS vs. SSOP vs. HACCP	<input type="checkbox"/> Review SPS vs SSOP vs HACCP Job Aid .		

Topics to Cover at All Establishments	Procedures	Date/CSI TL Initials or NA	Comments
Regulatory Control Action (RCA)	<input type="checkbox"/> Review Regulatory Control Action Job Aid . <input type="checkbox"/> Observe mentor take RCA, when applicable. Note: IPP are not to take RCA for sole purpose of completing this OJT procedure. If no situations apply during OJT, discuss with mentor instead.		
Corrective Actions	<input type="checkbox"/> Review Corrective Actions Job Aid . <input type="checkbox"/> Observe mentor verify establishment corrective actions.		
FSIS Website	<input type="checkbox"/> Review How-To Guide for FSIS Web Resources Job Aid . <input type="checkbox"/> Observe mentor access regulations, directives, notices. <input type="checkbox"/> Practice accessing regulations, directives, and notices under direct mentorship.		
Required Systems	<input type="checkbox"/> Access Outlook. <input type="checkbox"/> Access Teams. <input type="checkbox"/> Access and log into AgLearn. <input type="checkbox"/> Access IPP and PHIS Help.		

Topics to Cover at Slaughter Establishments	Procedures	Date/Mentor Initials or NA	Comments
Ante-Mortem (AM) Inspection	<input type="checkbox"/> Review applicable job aid(s): <ul style="list-style-type: none"> ■ Livestock Ante-Mortem Job Aid ■ Poultry Ante-Mortem Job Aid <input type="checkbox"/> Observe mentor perform AM inspection. <input type="checkbox"/> Practice performing AM under direct mentorship.		

Topics to Cover at Slaughter Establishments	Procedures	Date/Mentor Initials or NA	Comments
Post-Mortem (PM) Inspection	<input type="checkbox"/> Review applicable job aid(s): <ul style="list-style-type: none"> ■ Livestock Post-Mortem Job Aid ■ Poultry Post-Mortem Job Aid <input type="checkbox"/> Observe mentor perform PM inspection. <input type="checkbox"/> Practice performing PM under direct mentorship.		
Livestock Zero Tolerance (ZT) Verification Task	<input type="checkbox"/> Review Livestock ZT Verification Task Job Aid . <input type="checkbox"/> Observe mentor perform the task. <input type="checkbox"/> Practice performing the task under direct mentorship.		
Livestock Humane Handling Verification Task	<input type="checkbox"/> Review Livestock Humane Handling Verification Task Job Aid . <input type="checkbox"/> Observe mentor perform the task. <input type="checkbox"/> Practice performing the task under direct mentorship.		
Poultry Zero Tolerance (ZT) Verification Task	<input type="checkbox"/> Review Poultry ZT Verification Task Job Aid . <input type="checkbox"/> Observe mentor perform the task. <input type="checkbox"/> Practice performing the task under direct mentorship.		

Pre-IM OJT Procedures Guide: Supplemental Worksheet

The supervisor and CSI TL determine if any other OJT procedures, tasks, or topics are necessary based on the trainee's individual assignment. Use this worksheet to incorporate any other procedures, tasks, or topics into the trainee's OJT.

Topics to Cover	Procedures	Date/CSI TL Initials or NA	Comments
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		

Supervisor's Acknowledgement of Pre-IM OJT Procedures Guide Completion

*Supervisor's Acknowledgement:

I have reviewed this guide, and I confirm that:

- The trainee has completed all the required and applicable procedures in this guide.
- The trainee has not completed all the required and applicable procedures in this guide.

List the procedures the trainee did not complete and provide justification.

The Frontline Supervisor and/or the District Manager of this trainee are aware the trainee has not completed all the required and applicable procedures in this guide.

- Yes No Not applicable

Supervisor's Signature:

Completion Date:

Comments:

To receive completion credit for Pre-IM OJT, and **prior to** the start of IM class: The supervisor is to verify the trainee achieves 70% or higher. The supervisor is to digitally sign and date this Supervisor's Acknowledgement page of this completed guide. The trainee is to complete the Pre-IM OJT course Quiz #2 in AgLearn. The trainee is to upload the digitally signed Supervisor's Acknowledgement page of the guide to AgLearn.

*In this guide, "supervisor" means the trainee's supervisor.

Optional Additional Procedures

The Pre-IM OJT experience is to equip the trainee with a basic understanding of SPS, Sanitation SOP, and HACCP concepts and, if applicable, ante-mortem and post-mortem inspection concepts. If the trainee achieves a basic understanding of these concepts, and **time allows**, the trainee may be exposed to the following additional procedures **under direct mentorship**.

Note: The trainee is **not required** to complete the **optional additional procedures below** prior to attending Inspection Methods training. (No submission or documentation for completing the Optional Additional Procedures is required).

- Practice performing a Big 9 Formulation Verification task.
- Practice performing a Review of Establishment Data task.
- Practice performing a Generic *E. coli* Verification task.
- Practice performing a Beef Sanitary Dressing task.
- Practice performing the applicable (HACCP or SSOP) task to verify swine/poultry slaughter establishments maintain adequate procedures for preventing contamination.
- Practice performing an SRM Control Verification task.
- Practice performing an FSIS collector-generated sampling task.
- Practice performing a Poultry Good Commercial Practices task.
- Observe mentor document slaughter data in PHIS.
- Practice performing a HACCP Verification task on RTE product.
- Observe mentor perform an Export Certification task.

Pre-IM OJT Procedures Guide: Training Plan

The supervisor and CSI TL may use the template below, along with their knowledge of local establishments (processing types, production schedules, etc.) to plan the OJT.

Topics to Cover at All Establishments	Estimated OJT Time Required (e.g., hours)	OJT Date to Cover (e.g., day)	Location (e.g., M1234)	OJT CSI TL/Mentor	Notes
Gather, Assess, Determine (GAD)					
SPS Verification Task (PHIS task priority 3)					
Pre-Operational SSOP Review & Observation Verification Task (PHIS task priority 2)					
Operational SSOP Review & Observation Verification Task (PHIS task priority 2)					
Noncompliance Record (NR)					

Topics to Cover at All Establishments	Estimated OJT Time Required (e.g., hours)	OJT Date to Cover (e.g., day)	Location (e.g., M1234)	OJT CSI TL/Mentor	Notes
HACCP Systems					
HACCP Verification Task (PHIS task priority 3-5)					
Current Trends					
Weekly Meeting (PHIS task priority 5)					
FSIS Directed Sampling Task (PHIS task priority 2-3)					
SPS vs. SSOP vs. HACCP					
Regulatory Control Action (RCA)					

Topics to Cover at All Establishments	Estimated OJT Time Required (e.g., hours)	OJT Date to Cover (e.g., day)	Location (e.g., M1234)	OJT CSI TL/Mentor	Notes
Corrective Actions					
FSIS Website					
Required Systems					

Topics to Cover at Slaughter Establishments	Estimated OJT Time Required (e.g., hours)	OJT Date to Cover (e.g., day)	Location (e.g., M1234)	OJT CSI TL/Mentor	Notes
Ante-Mortem (AM) Inspection					
Post-Mortem (PM) Inspection					
Livestock Zero Tolerance (ZT) Verification Task (PHIS task priority 3)					

Topics to Cover at Slaughter Establishments	Estimated OJT Time Required (e.g., hours)	OJT Date to Cover (e.g., day)	Location (e.g., M1234)	OJT CSI TL/Mentor	Notes
Livestock Humane Handling Verification Task (PHIS task priority 2)					
Poultry Zero Tolerance (ZT) Verification Task (PHIS task priority 3)					

Topics to Cover (Supplemental; based on assignment)	Estimated OJT Time Required (e.g., hours)	OJT Date to Cover (e.g., day)	Location (e.g., M1234)	OJT CSI TL/Mentor	Notes

Total Estimated OJT Time: _____