

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

Trainee:

Supervisor:

CSI Training Leader/Mentor(s):

IM Course Start Date:

IM Course Number:

District:

Completion of Post-IM OJT Procedures Guide provides new hires with mentorship to ensure they apply their Inspection Methods (IM) training to the workplace. Completion of this guide is **required**. Supervisors and CSI Training Leaders (TLs) are to verify the trainee can perform the procedures at a **basic and/or awareness proficiency level**. If a certain task or procedure does not apply to the OJT establishment, the trainee is to perform the procedure at another establishment or discuss the procedure with a CSI TL or mentor. Complete these tasks using a hands-on approach.

Below are instructions for using this guide (see also: [Post-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 Post-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 **after** IM training. The CSI TL or mentor is to indicate that the trainee has completed the procedure at a **basic and/or awareness proficiency level** (i.e., can execute inspection methodology without significant intervention by the CSI TL or mentor) or that the trainee is not proficient. To complete the procedure, the CSI TL and the trainee will follow the steps in the table below titled "[Post-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 observe the trainee perform the procedure. If performing the procedure is not possible, the CSI TL or mentor is to discuss how to perform the procedure and verify the trainee understands the methodology.
 - d. The CSI TL or mentor is to observe the trainee log into and navigate Public Health Information System (PHIS) to schedule tasks, document findings, and complete the tasks and procedures.

3. The CSI TL or mentor is to verify trainees can perform the procedures at a basic proficiency level primarily by observing hands-on demonstrations.
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 on this guide are completed, initialed, and dated by a CSI TL or mentor upon successful completion by the trainee. Multiple CSI TLs or mentors may provide training; however, the supervisor is to sign only a single completed Post-IM OJT Training Procedures Guide per trainee.
8. To receive completion credit for Post-IM OJT, within 3 weeks of completing the IM class:
 - a. The supervisor is to digitally sign and date the [Supervisor's Acknowledgement page](#) of this completed guide.
 - b. The trainee is to complete the Post-IM OJT course Quiz #2 in [AgLearn](#). The supervisor is to verify the trainee achieves 70% or higher.
 - c. The trainee is to upload the digitally signed [Supervisor's Acknowledgement page](#) of the guide to [AgLearn](#).

Post-IM OJT List

Topics to Cover at All Establishments	Procedures	Date/CSI TL Initials or NA	Comments
PHIS	<input type="checkbox"/> Review PHIS Job Aid . <input type="checkbox"/> Access the establishment profile. <input type="checkbox"/> Discuss how to update the establishment profile with mentor. <input type="checkbox"/> Use PHIS to complete the tasks and procedures in this guide under direct mentorship.		The trainee has achieved basic and/or awareness proficiency in PHIS procedures and policies without significant intervention by the mentor: <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient
FSIS Website	<input type="checkbox"/> Review How-To Guide for FSIS Web Resources Job Aid . <input type="checkbox"/> Access regulations, directives, notices.		The trainee has achieved basic and/or awareness proficiency in accessing procedures and policies resources without significant intervention by the mentor: <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient

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. <input type="checkbox"/> Apply GAD while conducting inspection activities.		<p>The trainee has achieved basic and/or awareness proficiency in the GAD methods in Dir. 5000.1 described here without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>
SPS Verification Task	<input type="checkbox"/> Review SPS Verification Task Job Aid . <input type="checkbox"/> Perform the task under direct mentorship. <input type="checkbox"/> Discuss inspection findings in the context of the food safety system with mentor.		<p>The trainee has achieved basic and/or awareness proficiency in SPS Verification task procedures and policies without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>

Topics to Cover at All Establishments	Procedures	Date/CSI TL Initials or NA	Comments
Pre-Operational SSOP Review & Observation Verification Task	<input type="checkbox"/> Review Pre-Operational SSOP Review & Observation Verification Task Job Aid . <input type="checkbox"/> Perform the task under direct mentorship.* <ul style="list-style-type: none"> ■ In Slaughter ■ In Raw Processing ■ In Ready-to-Eat Processing <input type="checkbox"/> Discuss inspection findings in the context of the food safety system with mentor. *Note: DO NOT perform this task unless you have completed lockout/tagout training.		The trainee has achieved basic and/or awareness proficiency in Pre-Operational SSOP Verification task procedures and policies without significant intervention by the mentor: <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient
Operational SSOP Review & Observation Verification Task	<input type="checkbox"/> Review Operational SSOP Review & Observation Verification Task Job Aid . <input type="checkbox"/> Perform the task under direct mentorship. <input type="checkbox"/> Discuss inspection findings in the context of the food safety system with mentor.		The trainee has achieved basic and/or awareness proficiency in Operational SSOP Verification task procedures and policies without significant intervention by the mentor: <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient

Topics to Cover at All Establishments	Procedures	Date/CSI TL Initials or NA	Comments
Noncompliance Record (NR)	<ul style="list-style-type: none"> <input type="checkbox"/> Review Document a Noncompliance Record Job Aid. <input type="checkbox"/> Document an NR under direct mentorship. <ul style="list-style-type: none"> ■ SPS ■ SSOP ■ HACCP <input type="checkbox"/> Receive feedback from mentor on the NR before finalizing. 		<p>The trainee has achieved basic and/or awareness proficiency in identifying and documenting supportable noncompliance without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>
HACCP Systems	<ul style="list-style-type: none"> <input type="checkbox"/> Review HACCP Job Aid. <input type="checkbox"/> Identify the components of the establishment's HACCP system with mentor. <input type="checkbox"/> Review and discuss a prerequisite program with mentor. <input type="checkbox"/> Review and discuss the establishment's supporting documentation for the CCPs. <input type="checkbox"/> Review and discuss the establishment's initial validation for a CCP and prerequisite program. 		<p>The trainee has achieved basic and/or awareness proficiency in HACCP systems verification procedures and policies without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>

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"/> Perform the task under direct mentorship. <input type="checkbox"/> Discuss inspection findings in the context of the food safety system with mentor.		<p>The trainee has achieved basic and/or awareness proficiency in HACCP Verification task procedures and policies without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>
Current Trends	<input type="checkbox"/> Review Discuss Current Trends Job Aid . <input type="checkbox"/> Run the Noncompliance Records report in PHIS. <input type="checkbox"/> Discuss how IPP address current trends at the establishment with mentor. <input type="checkbox"/> Discuss verification plans with mentor.		<p>The trainee has achieved basic and/or awareness proficiency in identifying and responding to trends (of noncompliance and other findings) without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>

Topics to Cover at All Establishments	Procedures	Date/CSI TL Initials or NA	Comments
Weekly Meeting	<ul style="list-style-type: none"> <input type="checkbox"/> Review Conduct a Weekly Meeting Job Aid. <input type="checkbox"/> Create a weekly meeting agenda. <input type="checkbox"/> Conduct a weekly meeting under direct mentorship. <input type="checkbox"/> Document an MOI under direct mentorship. <input type="checkbox"/> Receive feedback from mentor on the MOI. 		<p>The trainee has achieved basic and/or awareness proficiency in preparing and conducting weekly meetings without significant intervention by the mentor:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient
FSIS Directed Sampling Task	<ul style="list-style-type: none"> <input type="checkbox"/> Review Aseptic Technique and Gloving how-to documents. <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"/> Schedule, collect, and ship a sample under direct mentorship. <input type="checkbox"/> Access, review, and respond to the sample results under direct mentorship. <input type="checkbox"/> Discuss sample results in the context of the food safety system with mentor. 		<p>The trainee has achieved basic and/or awareness proficiency in FSIS directed sampling procedures and policies (i.e., preparing, collecting, submitting, responding to results) without significant intervention by the mentor:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient

Topics to Cover at All Establishments	Procedures	Date/CSI TL Initials or NA	Comments
SPS vs. SSOP vs. HACCP	<input type="checkbox"/> Review SPS vs SSOP vs HACCP Job Aid . <input type="checkbox"/> Identify the actions IPP take in various instances of product contamination (SPS vs. SSOP vs. HACCP vs. sanitary dressing).		<p>The trainee has achieved basic and/or awareness proficiency of the methods in Dir. 5000.1 described here without significant intervention by the mentor:</p> <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient
Regulatory Control Action (RCA)	<input type="checkbox"/> Review Regulatory Control Action Job Aid . <input type="checkbox"/> Take RCA, when applicable, under direct mentorship. <input type="checkbox"/> Perform activities relevant to taking RCA (establishment notification, documentation, verification of establishment response, and removing RCA) under direct mentorship. <input type="checkbox"/> Discuss actions IPP take when the establishment may have produced and/or shipped adulterated or misbranded product into commerce with mentor. 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.		<p>The trainee has achieved basic and/or awareness proficiency of the methods in Dir. 5000.1 described here and follows the rules of practice without significant intervention by the mentor:</p> <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient

Topics to Cover at All Establishments	Procedures	Date/CSI TL Initials or NA	Comments
Corrective Actions	<input type="checkbox"/> Review Corrective Actions Job Aid . <input type="checkbox"/> Verify establishment corrective actions under direct mentorship.		<p>The trainee has achieved basic and/or awareness proficiency in corrective action verification procedures and policies without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>
Big 9 Formulation Verification Task	<input type="checkbox"/> Review Big 9 Formulation Verification Task Job Aid . <input type="checkbox"/> Perform the task under direct mentorship. <input type="checkbox"/> Discuss inspection findings in the context of the food safety system with mentor.		<p>The trainee has achieved basic and/or awareness proficiency in Big 9 Formulation Verification task procedures and policies without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>

Topics to Cover at All Establishments	Procedures	Date/CSI TL Initials or NA	Comments
Review of Establishment Data Verification Task	<ul style="list-style-type: none"> <input type="checkbox"/> Review the Review of Establishment Data Verification Task Job Aid. <input type="checkbox"/> Perform the task under direct mentorship. <input type="checkbox"/> Discuss inspection findings in the context of the food safety system with mentor. 		<p>The trainee has achieved basic and/or awareness proficiency in Review of Establishment Data Verification task procedures and policies without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>
Export Certification Verification Task	<ul style="list-style-type: none"> <input type="checkbox"/> Review Export Certification Task Job Aid. <input type="checkbox"/> Perform export verification activities under direct mentorship. <ul style="list-style-type: none"> ■ Paper-based ■ Electronic (PHIS) <input type="checkbox"/> Observe mentor complete the task. <p>Note: Trainees under OJT should not sign export certificates.</p>		<p>The trainee has achieved basic and/or awareness proficiency in export certification procedures and policies without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>

Topics to Cover at All Establishments	Procedures	Date/CSI TL Initials or NA	Comments
Product Standards, Net Weights, and Labeling Verification Tasks	<input type="checkbox"/> Review the Product Standards, Net Weight, and Labeling Verification Tasks Job Aid . <input type="checkbox"/> Perform the tasks under direct mentorship.		<p>The trainee has achieved basic and/or awareness proficiency in product standards, net weights, and labeling verification procedures and policies (e.g., general labeling) without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>
Food Defense Verification Task	<input type="checkbox"/> Review Food Defense Verification Task Job Aid . <input type="checkbox"/> Perform the task under direct mentorship.		<p>The trainee has achieved basic and/or awareness proficiency in Food Defense Verification task procedures and policies without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>

Topics to Cover at All Establishments	Procedures	Date/CSI TL Initials or NA	Comments
Other Inspection Requirements Verification Task	<input type="checkbox"/> Review Other Inspection Requirements Task Job Aid . <input type="checkbox"/> Review policy documents, regulations, and inspection methodology with mentor. <input type="checkbox"/> Perform the task under direct mentorship.		<p>The trainee has achieved basic and/or awareness proficiency in Other Inspection Requirements Verification task procedures and policies without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>
Communication and Professionalism	<input type="checkbox"/> Review Relationship Principles . <input type="checkbox"/> Discuss professionalism in the workplace with mentor.		<p>The trainee has achieved basic and/or awareness proficiency in professionalism and communication with establishment management without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>

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"/> Perform AM inspection under direct mentorship.		<p>The trainee has achieved basic and/or awareness proficiency in ante-mortem inspection procedures and policies without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>
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"/> Perform PM inspection under direct mentorship. <input type="checkbox"/> Document slaughter data in PHIS under direct mentorship.		<p>The trainee has achieved basic and/or awareness proficiency in post-mortem inspection procedures and policies without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>

Topics to Cover at Slaughter Establishments	Procedures	Date/Mentor Initials or NA	Comments
Livestock Zero Tolerance (ZT) Verification Task	<input type="checkbox"/> Review Livestock ZT Verification Task Job Aid . <input type="checkbox"/> Perform the task under direct mentorship. <input type="checkbox"/> Discuss inspection findings in the context of the food safety system with mentor.		<p>The trainee has achieved basic and/or awareness proficiency in Livestock ZT Verification task procedures and policies without significant intervention by the mentor:</p> <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient
Livestock Humane Handling Verification Task	<input type="checkbox"/> Review Livestock Humane Handling Verification Task Job Aid . <input type="checkbox"/> Perform the task under direct mentorship.		<p>The trainee has achieved basic and/or awareness proficiency in Livestock Humane Handling Verification task procedures and policies without significant intervention by the mentor:</p> <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient

Topics to Cover at Slaughter Establishments	Procedures	Date/Mentor Initials or NA	Comments
Generic <i>E. coli</i> Verification Task	<input type="checkbox"/> Review Generic <i>E. coli</i> Verification Task Job Aid . <input type="checkbox"/> Perform the task under direct mentorship. <input type="checkbox"/> Discuss inspection findings in the context of the food safety system with mentor.		<p>The trainee has achieved basic and/or awareness proficiency in Generic <i>E. coli</i> Verification task procedures and policies without significant intervention by the mentor:</p> <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient
Verification Task (HACCP or SSOP) to Verify Swine/Poultry Slaughter Establishments Maintain Adequate Procedures for Preventing Contamination	<input type="checkbox"/> Review applicable job aid(s): <ul style="list-style-type: none"> ■ Verifying Procedures to Prevent Contamination in Swine Slaughter Establishments Job Aid ■ Verifying Procedures to Prevent Contamination in Poultry Slaughter Establishments Job Aid <input type="checkbox"/> Perform the task under direct mentorship. <input type="checkbox"/> Discuss inspection findings in the context of the food safety system with mentor.		<p>The trainee has achieved basic and/or awareness proficiency in procedures and policies to verify swine/poultry slaughter establishments maintain adequate procedures for preventing contamination without significant intervention by the mentor:</p> <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient

Topics to Cover at Slaughter Establishments	Procedures	Date/Mentor Initials or NA	Comments
Beef Sanitary Dressing Task	<input type="checkbox"/> Review Beef Sanitary Dressing Task Job Aid . <input type="checkbox"/> Perform the task under direct mentorship. <input type="checkbox"/> Discuss inspection findings in the context of the food safety system with mentor.		<p>The trainee has achieved basic and/or awareness proficiency in Beef Sanitary Dressing task procedures and policies without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>
SRM Control Verification Task	<input type="checkbox"/> Review SRM Control Verification Task Job Aid . <input type="checkbox"/> Perform the task under direct mentorship.		<p>The trainee has achieved basic and/or awareness proficiency in SRM Control Verification task procedures and policies without significant intervention by the mentor:</p> <p><input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient</p>

Topics to Cover at Slaughter Establishments	Procedures	Date/Mentor Initials or NA	Comments
FSIS Collector-Generated Sampling Task	<input type="checkbox"/> Review the job aid(s) for the specific sampling task. <ul style="list-style-type: none"> ■ KIS Sampling Job Aid ■ TB Surveillance Sampling Job Aid <input type="checkbox"/> Schedule, collect, and ship a sample under direct mentorship. <input type="checkbox"/> Access, review, and respond to the sample results under direct mentorship.		<p>The trainee has achieved basic and/or awareness proficiency in FSIS collector-generated sampling procedures and policies (i.e., preparing, collecting, submitting, responding to results) without significant intervention by the mentor:</p> <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient
Poultry Zero Tolerance (ZT) Verification Task	<input type="checkbox"/> Review Poultry ZT Verification Task Job Aid . <input type="checkbox"/> Perform the task under direct mentorship. <input type="checkbox"/> Discuss inspection findings in the context of the food safety system with mentor.		<p>The trainee has achieved basic and/or awareness proficiency in Poultry ZT Verification task procedures and policies without significant intervention by the mentor:</p> <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient

Topics to Cover at Slaughter Establishments	Procedures	Date/Mentor Initials or NA	Comments
Poultry Good Commercial Practices (GCP) Verification Task	<input type="checkbox"/> Review Poultry GCP Verification Task Job Aid . <input type="checkbox"/> Perform the task under direct mentorship.		The trainee has achieved basic and/or awareness proficiency in Poultry GCP Verification task procedures and policies without significant intervention by the mentor: <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient

Topics to Cover at Ready-to-Eat Establishments	Procedures	Date/Mentor Initials or NA	Comments
HACCP Verification Task on an RTE Product	<input type="checkbox"/> Review HACCP Verification Task and the Listeria Rule Verification Activities Job Aid . <input type="checkbox"/> Perform the task under direct mentorship.		The trainee has achieved basic and/or awareness proficiency in <i>Lm</i> Rule verification procedures and policies without significant intervention by the mentor: <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient

Topics to Cover at Ready-to-Eat Establishments	Procedures	Date/Mentor Initials or NA	Comments
Sampling and Testing of RTE Products	<input type="checkbox"/> Review the Ready-To-Eat (RTE) Sampling Job Aid . <input type="checkbox"/> Review FSIS RTE sampling program results. <input type="checkbox"/> Review establishment sampling relevant to RTE product. <input type="checkbox"/> Discuss sampling results in the context of the food safety system with mentor.		<p>The trainee has achieved basic and/or awareness proficiency in RTE sampling procedures and policies without significant intervention by the mentor:</p> <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient
RTE Questionnaire Task	<input type="checkbox"/> Review FSIS Notice 03-26 . <input type="checkbox"/> Perform the task under direct mentorship.		<p>The trainee has achieved basic and/or awareness proficiency in RTE Questionnaire task procedures and policies without significant intervention by the mentor:</p> <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient

Post-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"/>		The trainee has achieved basic and/or awareness proficiency in procedures and policies without significant intervention by the mentor: <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		The trainee has achieved basic and/or awareness proficiency in procedures and policies without significant intervention by the mentor: <input type="checkbox"/> Proficient <input type="checkbox"/> Not proficient

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

Supervisor's Final Recommendation:

I have directly observed and/or received feedback regarding this trainee and have taken all of this into consideration. I have concluded that:

- This trainee has achieved basic and/or awareness proficiency in all the procedures in this guide.
- This trainee has NOT achieved basic and/or awareness proficiency in all the 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 of those procedures NOT meeting basic proficiency.

- Yes
- No
- Not applicable

Supervisor's Signature:

Completion Date:

Comments:

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

Post-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
PHIS					
FSIS Website					
Gather, Assess, Determine (GAD)					
SPS Verification Task (PHIS task priority 3)					
Pre-Operational SSOP Review & Observation Verification Task (PHIS task priority 2)					

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
Operational SSOP Review & Observation Verification Task (PHIS task priority 2)					
Noncompliance Record (NR)					
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)					

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
SPS vs. SSOP vs. HACCP					
Regulatory Control Action (RCA)					
Corrective Actions					
Big 9 Formulation Verification Task (PHIS task priority 3)					
Review of Establishment Data Verification Task (PHIS task priority 3)					
Export Certification Verification Task (PHIS task priority 6)					
Product Standards, Net Weight, and Labeling Verification Tasks (PHIS task priority 6)					

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
Food Defense Verification Task (PHIS task priority 4)					
Other Inspection Requirements Verification Task (PHIS task priority 3)					
Communication and Professionalism					

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)					
Generic <i>E. coli</i> Verification Task (PHIS task priority 6)					
Verification Task (HACCP or SSOP) to Verify Swine/Poultry Slaughter Establishments Maintain Adequate Procedures for Preventing Contamination (PHIS task priority 2-3)					
Beef Sanitary Dressing Task (PHIS task priority 3)					
SRM Control Verification Task (PHIS task priority 3)					
FSIS Collector-Generated Sampling 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
Poultry Zero Tolerance (ZT) Verification Task (PHIS task priority 3)					
Poultry Good Commercial Practices (GCP) Verification Task (PHIS task priority 2)					

Topics to Cover at Ready-to-Eat 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 Verification Task on an RTE Product (PHIS task priority 4-5)					
Sampling and Testing of RTE Products (PHIS task priority 2)					
RTE Questionnaire Task					

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: _____