

**Standard Operating Procedure (SOP) For Supervisors –
Virtual Further Processing and Labeling Inspection Course (FP&L) - On-the-Job
Training (OJT) Checklist**

Target Audience: Supervisors of Inspection Program Personnel (IPP), who recently completed the Virtual FP&L course.

Objective of this SOP: Ensure that supervisors provide necessary guidance and time to IPP who recently participated in the FP&L 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 VFP&L 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. The email should contain the participant's name, the Virtual Further Processing & Labeling Inspection 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.

**Virtual Further Processing and Labeling Inspection Course
On-the-Job Training (OJT) Checklist**

The objective of this OJT Checklist is to verify that the Virtual Further Processing and Labeling participants can successfully apply the knowledge they learned during training.

After completing the Virtual Further Processing & Labeling 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. The email should contain the participant's name, the Virtual Further Processing & Labeling Inspection 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 as practical as possible and as the tasks can be performed at any of the establishments in their tour of duty.

For questions, contact Dr. Hala Bessyoung, Training Operations Branch Chief, CFL at hala.bessyoung@usda.gov.

Tasks	Date	Participant Initials
General Labeling		
Labeling Product Standards		
Percent Yield/Shrink		
X% Solution		
Net weight		
Supervisor Signature & Date		

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.

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.

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**.

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.

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: Directive 7000.1, Further Processing and Labeling Inspection Course Student Notebook, Virtual Further Processing and Labeling Student Handout, Processing Inspectors' Calculations Handbook, Food Standards and Labeling Policy Book.