

**Standard Operating Procedure (SOP) For Supervisors –
Virtual Thermal Processing (VTP) Course - On-the-Job Training (OJT) Checklist**

Target Audience: Supervisors of Inspection Program Personnel (IPP) who recently completed the Virtual Thermal Processing course and are assigned to a Thermal Processing establishment.

Objective of this SOP: Ensure that supervisors provide necessary guidance and time to IPP who recently participated in the VTP 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 VTP course training. However, following completion of the VTP course, 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 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 Thermal Processing course number, and date of completion of the OJT and a statement attesting that they completed the OJT list. The participant should attach the signed list to the email.

NOTE: The VTP – OJT checklist only applies to IPP that recently completed the Virtual Thermal Processing Course and are assigned to a Thermal Processing (canning) establishment.

If you have any questions, please contact Dr. Hala Bessyoung at hala.bessyoung@usda.gov.

Virtual Thermal Processing (VTP) Inspection Course - On-the-Job Training (OJT) Checklist

The objective of this OJT Checklist is to verify that the VTP Course participants that recently completed the Virtual Thermal Processing Course and are assigned to a Thermal Processing (canning) establishment can successfully apply the knowledge they gained during training.

After completing the VTP Inspection course training, participants must complete OJT. Participants will have up to three weeks following completion of the VTP Inspection training course to complete the training. The participant must conduct each part of the tasks, as soon as practicable and if applicable. The tasks can be performed at any of the establishments in their assignment that produce thermally processed, commercially sterile (TPCS) products.

The participant should collaborate with their supervisor while working on the OJT list. Upon completion of the OJT, the participant and supervisor should sign the list attesting for the participant’s successful completion of the OJT list. 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 VTP Inspection course number, and 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.

If you have any questions, please contact Dr. Hala Bessyoung at hala.bessyoung@usda.gov.

Student Name			
VTP Course Number			
Tasks <i>*Applies to thermally processed product</i>	Estimated Time	Date	Participant Initials
<ul style="list-style-type: none"> • HAV Task - Please review documentation from an open or completed task 	180 minutes		
<ul style="list-style-type: none"> • HACCP Verification Task 	60 minutes		
<ul style="list-style-type: none"> • Big 9 Formulation Verification task - 	60 minutes		
<ul style="list-style-type: none"> • Sanitation SOPs <ul style="list-style-type: none"> ◦ Pre – Operational ◦ Operational 	60 minutes		
<ul style="list-style-type: none"> • SPS Task 	60 minutes		
<ul style="list-style-type: none"> • Supervisor signature and Date 			

Resources:

[FSIS Directive 5000.1 Rev. 7 Verifying an Establishments Food Safety System \(usda.gov\)](#)

[FSIS Directive 5000.4 Rev 3 Performing the pre-operational sanitation stand \(usda.gov\)](#)

[FSIS Directive 5000.6 Performance of the Hazard Analysis Verification Task \(usda.gov\)](#)

[FSIS Directive 7230.1 Rev 3: Ongoing Verification of Product Formulation and Labeling Targeting the Nine Most Common \("Big 9"\) Food Allergens \(usda.gov\)](#)

[Inspection & Mission Training | Food Safety and Inspection Service \(usda.gov\)](#)

[Virtual Thermal Processing Reference Material \(usda.gov\)](#)