

Insert Logo	<b>Food Safety Culture Mock Test-of-System Report</b>	Doc. #:
	Plant Name:	Issue Date:
	Address:	Supersedes:

### Objective of Training Activity

This “Mock Test-of-System” form and the following activity will complement a training workshop about food safety culture to assess and reinforce food safety awareness and compliance within the food processing facility. A “Mock Test-of-System” is a verification exercise that demonstrates the risk awareness and efficiency of employees to prevent, reduce, or eliminate food safety hazards in the event of an actual noncompliance within the food processing facility. It will also evaluate your current training content and encourage risk awareness within your processes and facility. Food safety culture is the shared and/or learned hygienic behaviors and food safety practices implemented by employees that complement the food safety management systems (FSMS) within the food handling environment.

This form and training activity will identify potential gaps in the FSMS, document the facility’s adherence to food safety practices, and assess the shared behaviors toward food safety between/within organizational levels (e.g., frontline employees, upper/middle management).

With this information, positive changes to current food safety trainings and/or organizational culture (e.g., professional interactions, etc) can be implemented. These changes will improve your risk management controls and empower employees to proactively address food safety concerns and report events.

### Test-of-System Activity: Mock Current Good Manufacturing Practices (cGMP) Violation

As a training exercise for employees (new hires or current personnel), the food safety manager will privately designate an employee member to not wear a hair and/or beard net. The food safety manager and the selected employee should not talk about the current activity or the absence of the hairnet.

The food safety manager should inform the group to prepare for the facility floor and that the training is about food safety. Some examples for the food safety “training” could include (1) how to use and where to put sanitation equipment, (2) roles and responsibilities of different processes/operators, or any other activity. In reality, the food safety manager will actually assess if any employees correct and/or report the GMP violation.

The group will complete all routine tasks to prepare for the facility floor (e.g., don smock, wash hands, etc.). The selected employee member will exclude a hairnet and/or beard net. The group will not actually enter the facility floor, this is an exercise.

If the non-compliant employee is not told by another employee to don a hairnet and/or beard net *within 10 minutes* after they complete preparation for the facility floor, then the food safety manager will end the training activity. The food safety manager should complete the rest of the form and use this situation as a positive debrief to review the food safety standards of the facility, how to correct the violation and support food safety behaviors, and why food safety matters. Follow this activity with a training workshop about food safety awareness and positive food safety culture.

The selected employee should vary among organizational levels including frontline employees, upper/middle management, and/or visitors. This test should be completed during different production shifts and with personnel from different departments of the facility. A roster or spreadsheet can be implemented to catalogue who has been selected to prevent redundancy.

Insert Logo	<b>Food Safety Culture Mock Test-of-System Report</b>	Doc. #:
	Plant Name:	Issue Date:
	Address:	Supersedes:

<b>A. Initiation of Training Activity</b>	
Initiated by (Name):	Department:
Name of Selected Employee (Print):	Department:
Time (Initiated):	Time (Stopped):

<b>B. Results of Training Activity</b>	
<i>Was a correction for the mock violation initiated?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	
Description of Correction for Mock Violation	
<i>Who identified the non-compliance:</i>	
<i>Where was the non-compliance identified:</i>	
<i>How was the non-compliance handled by the personnel:</i>	
<i>Additional observations/comments (size of group, number of personnel who interacted with the individual, etc.):</i>	
Absence of Correction for Mock Violation (Completed by personnel who assigned the activity)	
<i>Ask the group the following questions after the activity ends. Record all responses/statements:</i>	
<ul style="list-style-type: none"> <li>• <i>Were there any potential food safety violations during this training?</i></li>   <li>• <i>What was/were the violation(s)?</i></li>   <li>• <i>If this was to happen during production, how would we correct this/these violation(s)?</i></li>   <li>• <i>Why would we correct this/these violation(s)?</i></li> </ul>	
Signature (Selected Employee):	Signature (Trainer):

Insert Logo	<b>Food Safety Culture Mock Test-of-System Report</b>	Doc. #:
	Plant Name:	Issue Date:
	Address:	Supersedes:

**C. Completion of Test-of-System Activity (Completed by personnel who assigned the activity)**

*Would corrective actions be required?*  
 YES     NO

Description of Corrective Action for the Mock Violation	Assigned to:	Time Frame:

*Root cause of the mock violation?*

*Why is this corrective action required for a mock violation?*

*Further Actions/Comments:*

Assigned to (Print):	Date:	Signature:
Test-of-System Completed by (Print):	Date:	Signature:

