

Insert Logo	Food Safety Culture Mock Test-of-System Report	Doc. #:
	Plant Name:	Issue Date:
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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 place a non-food contact brush in a non-designated location (e.g., against a wall). The “mismanaged” tool should adhere to all other routine food safety standards for the facility and not interact with product. **This is an exercise.** The food safety manager should not talk about the current activity or the mismanaged brush.

The food safety manager should inform the group to prepare for the facility floor and that the training is about food safety. In reality, the food safety manager will actually assess if any employees correct and/or report the GMP violation. An example for the food safety “training” could include where to wash hands or hang up smocks.

The group will complete all routine tasks to prepare for the facility floor (e.g., don smock, wash hands, etc.). The group will not interact with food contact surfaces, product, or travel throughout the facility floor. On the facility floor, the non-food contact brush should be located near the entrance (e.g., against a wall).

If the non-compliant brush is not identified and reported by an employee *within 10 minutes* after they enter 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 employees should vary among organizational levels including frontline employees and upper/middle management. 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.

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

B. Results of Training Activity	
<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"> • <i>Were there any potential food safety violations during this training?</i> • <i>What was/were the violation(s)?</i> • <i>If this was to happen during production, how would we correct this/these violation(s)?</i> • <i>Why would we correct this/these violation(s)?</i> 	
Signature (Selected Employee):	Signature (Trainer):

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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:

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Attendance Sheet

Name (Print):	Department:	Signature: