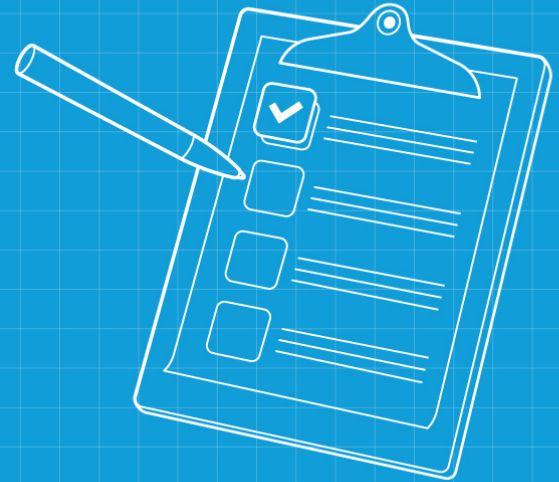


# Training Software Evaluation Checklist for Food Manufacturing

Choosing the right training software for food manufacturing directly impacts food safety, compliance, employee performance, and audit readiness. This checklist helps food manufacturers evaluate learning management and training systems based on the realities of plant operations, regulatory requirements, and workforce needs.

Use this checklist to compare training software options and identify which platform best supports your facility today and as you grow.



## Industry Fit and Compliance Readiness

- Built specifically for manufacturing or regulated environments
- Designed to support food safety, quality, and safety training
- Aligned with FDA, USDA, SQF, BRCGS, and GFSI expectations
- Reflects real plant workflows and operational requirements



## Group-Based and On-the-Job Training Support

- Supports group-based training sessions led by a trainer or supervisor
- Captures attendance and participation for group-based training
- Supports on-the-job training documentation tied to specific roles or tasks
- Enables supervisor validation of training application on the floor



## Multilingual Training Support

- Training available in multiple languages commonly used in food manufacturing
- Consistent training quality across all languages
- Ability to assign training by employee language preference
- Supports comprehension, not just translated text



### **Customization and Site-Specific Training**

- Ability to create and customize training content
- Supports site-specific procedures, policies, and visuals
- Easy to update training as processes or equipment change
- Allows standardization across sites with local flexibility



### **Ease of Use for Frontline Employees and Admins**

- Simple, intuitive learner experience for frontline workers
- Accessible for employees with limited computer experience
- Easy assignment and management of training for admins
- Minimal administrative burden for supervisors and trainers



### **Tracking, Reporting, and Audit Readiness**

- Tracks training completion and participation accurately
- Generates audit-ready reports quickly
- Provides visibility by site, role, department, or individual
- Maintains reliable long-term training records



### **Training Validation Beyond Completion**

- Includes knowledge checks or assessments
- Supports supervisor sign-off or validation
- Allows documentation of on-the-job training
- Enables refresher and reinforcement training



### **Scalability and Growth**

- Scales across multiple facilities and locations
- Supports different roles and job functions
- Adapts to workforce growth and organizational changes
- Reduces the need to switch platforms as operations expand



### **Web Demo and Vendor Transparency**

- Live web demo available
- Vendor can demonstrate food manufacturing use cases
- Clear explanation of implementation and onboarding
- Transparent support and service expectations



### **Proven Experience and Reputable Clients**

- Used by established food manufacturers
- Demonstrated success in regulated environments
- Long-term customer relationships
- Understanding of audits, inspections, and continuous improvement



### **Support and Long-Term Partnership**

- Accessible customer support
- Training and onboarding resources available
- Ongoing platform updates and improvements
- Partner mindset focused on long-term success

## **How to Use This Checklist**

Training software should do more than deliver courses. The right system supports compliance, improves on-the-job performance, and helps facilities stay audit ready while meeting the needs of a diverse workforce.

Use this checklist to:

- Identify gaps in your current training system
- Align internal stakeholders around evaluation criteria
- Select a solution built for food manufacturing operations

If you are evaluating platforms built specifically for food manufacturing, Intertek Alchemy offers training software designed to support plant workflows, multilingual teams, and audit readiness. Our team partners with food manufacturers to build practical, scalable training programs that grow with your operations.