



Australian Government

Department of Education, Employment and Workplace Relations

FDFOPTHCP3A Participate in a HACCP team

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This is an Optional unit. It covers the skills and knowledge required to participate in the development and/or review of a HACCP-based food safety program under direction. It is appropriate where the operator requires a detailed understanding of the steps and techniques used to develop and review a HACCP-based food safety program. This unit is based on and achieves part of the guideline food safety unit **GFSDFSPA Develop food safety programs**. This is an Optional unit. It covers the skills and knowledge required to participate in the development and/or review of a HACCP-based food safety program under direction. It is appropriate where the operator requires a detailed understanding of the steps and techniques used to develop and review a HACCP-based food safety program. This unit is based on and achieves part of the guideline food safety unit **GFSDFSPA Develop food safety programs**.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

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Element	Performance Criteria
1 Prepare to develop and/or review a food safety program	1.1 Roles and responsibilities for participating in, developing or reviewing a food safety program are identified 1.2 The scope of the food safety program is identified
2 Identify and/or review food safety hazards	2.1 Processes to be covered by the food safety program are identified and steps within each process are described 2.2 Food safety hazards that are reasonably expected to occur are identified for each process 2.3 Handling methods, processing techniques and existing support programs used in the workplace are identified
3 Establish and/or review methods to monitor and control food safety hazards	3.1 Acceptable methods of control are established for each food safety hazard that is reasonably expected to occur 3.2 Control methods are validated 3.3 Procedures for taking preventative action are established 3.4 Appropriate methods for monitoring that processes remain within control are established 3.5 Required corrective action to respond to situations where hazards are not effectively controlled is established
4 Establish and/or review food safety documentation, communication and recording systems	4.1 Food safety-related roles and responsibilities are communicated 4.2 Records required to document, implement and maintain the food safety program are established 4.3 Record keeping requirements and responsibilities are communicated to food business personnel

Required Skills and Knowledge

Not applicable.

Evidence Guide

The assessment process must address all of the following items of evidence.

Ability to:

1. Identify personal roles and responsibilities for participating in the development or review of a food safety program
2. Identify processes and steps to be covered
3. Identify hazards that are reasonably expected to occur and establish appropriate methods of control. This may include participating in validating existing control methods and where there is no adequate control method in place, establishing an appropriate method
4. Establish or review procedures for implementing preventative action. Typically this involves revision of materials, processes and/or food handling procedures. It may require revision of workplace practices and documentation such as specifications, operating procedures and approved supplier programs
5. Describe the appropriate monitoring requirements for each food safety hazard. This includes a description of the method or procedure to be followed, the frequency and timing, the person responsible and the information to be recorded. Procedures to be followed would typically be specified in the form of a standard operating procedure or work instruction
6. Describe corrective action requirements in the event that acceptable limits or requirements of support programs are not met
7. Develop or review documentation relating to the design and maintenance of the food safety program. This may include process flow diagrams, hazard analysis charts and tables, support program requirements, data analysis reports, corrective action reports and verification reports
8. Develop or review documentation to communicate food safety responsibilities. This may include Standard Operating Procedures, processing parameters and recording devices such as log sheets
9. Communicate food safety responsibilities within level of responsibility using techniques and presentation styles appropriate to the audience

Knowledge of:

10. The purpose and intent of food safety legislation
11. Purpose and responsibilities for maintaining records as required by legislation and workplace procedures
12. Roles and responsibilities for development and maintenance of the food safety program. This includes roles of internal and external auditors and of authorized officers
13. Techniques for applying HACCP-based principles. This includes techniques for identifying hazards, assessing the likelihood of occurrence, determining acceptable methods of control, monitoring and recording requirements for each control point, identifying corrective action if controls are not met and developing system review procedures
14. Techniques used to map operations and analyse food safety requirements. This may include preparation of flow charts, hazard analysis charts and tables and data analysis reports
15. Raw materials, ingredient and finished product composition and characteristics and related handling and storage requirements
16. Food processing methods used in the workplace or work area and their effect on food safety
17. Sources of technical expertise on food safety requirements
18. The role of consultation in the development, implementation and ongoing maintenance of the food safety program

19. Documentation and recording requirements to support communication and monitoring of the food safety program. This includes procedures for maintaining and updating relevant documents such as operating procedures
 20. Main types of food safety hazards/contamination likely to occur given the type of product and processing methods used
 21. Conditions required for bacterial food poisoning to occur. This may include aw (water activity), pH, composition, time and temperature as relevant to food handled
 22. Acceptable control methods for the hazards identified and required corrective action when control requirements are not met
 23. Typical support programs such as cleaning schedules, pest control, stock rotation, product traceability and personal hygiene etc, and how they can be used as part of a food safety program
 24. Acceptable control methods for the hazards identified and required corrective action when control requirements are not met
 25. Validation and verification processes and techniques and responsibilities
- The assessment process must address all of the following items of evidence.

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25. Validation and verification processes and techniques and responsibilities

Range Statement

The range statement indicates the context for demonstrating competence. This statement is a guide and unless otherwise indicated, items may or may not apply as required by the work context.

- This unit can be aligned at either AQF 3 or 4. When aligned at AQF 3 the person would typically participate in the development of the food safety program as part of a group. The scope of contribution would typically be limited to their immediate work area. When this unit is applied at AQF 4 the person may take a lead role in facilitating the development of the food safety program and would apply an understanding of food safety across more diverse operations or work areas
- A food safety program is a written document that specifies how a business will control all food safety hazards that are reasonably expected to occur in the food business. The food safety program must provide for the systematic monitoring of the controls as well as appropriate corrective action if a hazard is found not to be under control. Records must be kept to demonstrate action in relation to, or in compliance with the food safety program
- Methods used to control hazards include both support programs and specific hazard control limits or requirements. Typical examples of support programs include product recall, cleaning schedules, pest control programs, personal hygiene practices, calibration procedures and related operating procedures
- A food safety program may be developed as a stand-alone program or may be integrated with the quality program in a workplace
- Food safety hazards include micro-biological, chemical and physical hazards
- Validation refers to the use of objective evidence in order to prove that materials, processes, procedures or equipment used are capable of delivering the intended result
- Verification refers to reviewing all aspects of the food safety program and related records to determine compliance with and adequacy of the food safety program. At a minimum, food safety programs must be verified annually
- The scope of the HACCP-based plan depends on workplace requirements and may extend outside the direct area of responsibility of the team participants

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Unit Sector(s)

Not applicable.