# FDFFS4001A Supervise and maintain a food safety plan

**Release: 2**

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## Modification History

April 2012: Minor typographical corrections.

## Unit Descriptor

This unit of competency covers the skills and knowledge required to maintain and implement a hazard analysis critical control point (HACCP)-based food safety plan. It includes the ability to monitor the implementation of a food safety plan, to revise, verify and validate the system, and to respond to audit findings for the system.

## Application of the Unit

Food safety is critical to public health and safety and the successful operation of food processing businesses. This unit is suitable for managers, supervisors and team leaders in food processing establishments who are responsible for maintaining the food safety plan or system in a designated work area.

## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

Not applicable.

## Employability Skills Information

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

| Elements describe the essential outcomes of a unit of competency. | Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide. |
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# Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
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| 1. Review the existing food safety plan | 1.1 Data and results from HACCP records are collected to verify the food safety system |
| | 1.2 Major and minor non-conformances to the HACCP plan are identified |
| | 1.3 Critical control points are monitored to confirm performance |
| | 1.4 Problem areas are analysed using appropriate quality improvement tools and techniques |
| | 1.5 Corrective actions and strategies are suggested to prevent recurrence of the problem |
| | 1.6 Required amendments to the HACCP plan are documented |
| | 1.7 Recommendations are reported and presented to appropriate personnel |
| 2. Communicate the requirements of the food safety plan | 2.1 Food safety principles, food safety procedures and requirements, including regulatory requirements, are explained to the team |
| | 2.2 Commitment to, and responsibility for, food safety is developed through work team communication |
| | 2.3 Procedures to support the food safety plan are defined, documented and put in place |
| | 2.4 Training and mentoring is provided to the team to assist implementation |
| 3. Monitor the implementation of the food safety plan | 3.1 Team implementation of the food safety plan is monitored |
| | 3.2 Personal behaviour, including hygiene, housekeeping and use of clothing and equipment, is monitored and corrected, where necessary |
| | 3.3 Records and reports are completed accurately and on schedule |
| | 3.4 Prompt action is taken to correct non-conformance according to enterprise and regulatory requirements |
| | 3.5 Causes of non-conformance are identified and analysed |
| | 3.6 Control measures are implemented to prevent future non-conformance |
| | 3.7 Non-conformance is reported according to enterprise requirements |
| 4. Maintain the food safety plan | 4.1 Feedback is sought from all personnel to identify potential hazards, corrective actions and controls |
| | 4.2 Processes or conditions which could result in breaches of food safety procedures are identified and preventive or corrective action is taken |
| | 4.3 Corrective action and control procedures are updated to improve food safety |

| ELEMENT | PERFORMANCE CRITERIA |
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|         | 4.4 Documentation is completed according to enterprise and regulatory requirements |

# Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

## Required skills include:

### Ability to:

- collect, monitor and interpret data to identify trends and non-conformance
- communicate with a range of stakeholders, including customers, to convey food safety requirements and programs
- demonstrate current technical and process knowledge for the control of hazards and improvement of the food safety system
- demonstrate enterprise monitoring procedures, including sampling, testing and required records and documents, and explain their purpose
- determine and take corrective action where food safety is potentially compromised
- communicate food safety requirements to the team
- facilitate food safety risk assessment procedures
- apply HACCP principles in leading the process for developing a food safety plan
- communicate the regulatory requirements that apply to the enterprise's food safety plan
- develop enterprise standard operating procedures (SOPs) and communicate their role in the food safety system
- review operations and practices for food safety improvement
- lead personnel/team in investigation of food safety incidents and potential incidents
- maintain currency of knowledge through independent research or professional development
- monitor records and documentation for accuracy and conformance
- respond to food safety incidents and implement food recall procedures, as required
- review communication systems (spoken and written) to minimise the potential for misreporting and misunderstanding of food safety requirements, procedures and plans
- take action to improve own work practice as a result of self-evaluation, feedback from others or in response to changed work practices or technology
- use a range of communication and team building strategies to gain team commitment to food safety
- use detailed product knowledge, including product characteristics and the requirements for safe preparation, processing, storage, handling and display, to monitor food safety
- utilise problem-solving strategies required in investigating non-conformance and reviewing the food safety system
- model safe food handling and quality practices and procedures to demonstrate required work practices and provide leadership, including demonstrating:
  - work procedures that meet the requirements of quality and food safety
  - cleaning and sanitising equipment
  - sampling and testing, as appropriate, according to quality and food safety requirements
  - maintaining personal hygiene
  - wearing appropriate clothing and footwear as required by the work task
  - following procedures when moving within and between work areas

- reporting health conditions and illnesses according to workplace procedures
- handling, cleaning and storing equipment, utensils and packaging materials, as appropriate.

## Required knowledge includes:

## Knowledge of:

- current technical and process knowledge required to participate in investigations of food safety/quality hazards, risks and incidents
- common microbiological, physical and chemical hazards to food safety, and related control methods
- the way changes in equipment and/or processing methods can affect food safety hazards and level of risk
- the objectives of a HACCP-based food safety system
- the steps in the development of a HACCP-based food safety system
- the steps in the systematic introduction of a HACCP-based food safety system
- enterprise recall and traceability procedures
- purpose of the HACCP development and review process
- the document controls associated with a procedure change
- the purpose of SOPs and work instructions
- the process of auditing and verifying a HACCP-based food safety system.

# Evidence Guide

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| The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package. | |
| **Overview of assessment** | A person who demonstrates competency in this unit must be able to maintain and implement a HACCP-based food safety plan. |
| **Critical aspects for assessment and evidence required to demonstrate competency in this unit** | Critical aspects of assessment must include the following: <ul><li>review a food safety plan for a food processing operation</li><li>communicate the requirements of a food safety plan to workers</li><li>demonstrate safe food handling work practices</li><li>complete records and reports related to the implementation of food safety</li><li>respond to non-compliances and take corrective action.</li></ul> |
| **Context of and specific resources for assessment** | Assessment of performance requirements in this unit should be undertaken within the context of food technology. Competency is demonstrated by performance of all stated criteria, including the critical aspects and knowledge and skills elaborated in the Evidence Guide, and within the scope as defined by the Range Statements applicable to the workplace environment. <br><br>Assessment must occur in a real or simulated workplace where the assessee has access to: <ul><li>production process and related equipment, manufacturers' advice and operating procedures</li><li>a HACCP-based food safety plan for the food processing enterprise</li><li>methods and related software systems, as required, for collecting data, analysing data and compiling into a report.</li></ul> |
| **Method of assessment** | The following assessment methods are suggested: <ul><li>written and/or oral questioning to assess knowledge and understanding</li><li>a report on the review of a HACCP-based food safety system</li><li>workplace evidence and third-party verification of participation in the maintenance and implementation of a HACCP-based food safety system</li></ul> |

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| | • observation of candidate demonstrating work practices and workplace standards to maintain food safety<br>• case studies<br>• field reports. |
| **Guidance information for assessment** | Evidence should be gathered over a period of time in a range of actual or simulated environments. |

# Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

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| **Food safety program** | A food safety program is a written document that specifies '...the systematic identification of hazard points, in the production, processing and sale of food and the implementation of risk avoidance, risk minimisation and risk management strategies in respect of these identified hazards.'<br><br>(National Food Authority 1994, p17).<br><br>The food safety program and related procedures must comply with legal requirements of the Food Safety Standards and must be communicated to all food handlers. Where no food safety program is in place, food safety requirements may be specified in general operating procedures |
| **Control points** | Control points include:<br>• critical, quality and regulatory control points |
| **Workplace information** | Workplace information may be provided in:<br>• food safety and quality policies and programs<br>• standard operating procedures (SOPs)<br>• specifications<br>• log sheets<br>• written or verbal instruction incorporating food safety and quality requirements |
| **Incidents** | A food safety incident:<br>• is a situation where the safe limits or parameters identified by the food safety program are not met<br>A quality incident:<br>• is a situation where the quality limits or parameters identified in specifications or processing instructions are not met |
| **Monitoring** | Monitoring describes the methods used to confirm that a food safety or quality hazard is in control. Examples of monitoring procedures include:<br>• taking temperatures<br>• collecting samples<br>• conducting visual inspections<br>• testing, as required |

| Responsibility for identifying breaches of food safety procedures | Responsibility for identifying breaches of food safety procedures and taking corrective action: <br>• occurs in the context of the food safety program and within scope of responsibility |
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| Responsibility for identifying non-compliance against quality standards | Responsibility for identifying non-compliance against quality standards: <br>• occurs within the context of defined standards or specifications and relates to work area |
| Personal hygiene requirements | Minimum personal hygiene requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in the Food Safety Standard 3.2.2, Division 4:14 and/or state/territory legislation/regulations |
| Reporting of health conditions and illnesses | Reporting of health conditions and illnesses requirements are specified by the food safety program. At a minimum this must meet legal requirements as set out in Food Safety Standard 3.2.2, Division 4:13 and/or state/territory legislation/regulations |
| Operator responsibilities | The operator at this level may have direct responsibility for overseeing the training/development of team members. <br><br>The operator at this level may have some responsibility for independently assessing risks and determining the effectiveness of control measures. They would be expected to observe day-to-day effectiveness of the food safety plan and participate in assessment and review processes. Responsibilities at this level may include facilitating consultation processes |
| Record keeping | Record keeping complies with customer, legal and food safety program requirements |
| Verification of a food safety system | Verification refers to methods and procedures used to carry out monitoring, including: <br>• sampling and testing to provide evidence that the specifications set by food safety legislation and enterprise requirements continue to be met |

# Unit Sector(s)

Food safety.