



Australian Government

FBPAUD4001 Assess compliance with food safety programs

Release: 1

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Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Application

This unit of competency describes the skills and knowledge required to assess compliance against an approved food safety program, where the program is supported by a prescriptive template or tool, or where compliance is checked against a food safety program that has been validated by a technical expert.

This unit applies to individuals who undertake regulatory, commercial or internal audits.

This unit supports relevant legislation, including food standards included in the Australia New Zealand Food Standards Code, industry codes of practice relating to validation and verification of a food safety program, and the audit requirements detailed in the National Regulatory Food Safety Auditor Guideline and Policy, and should be read in conjunction with these documents.

Regulatory food safety audits in Australia are covered by state/territory legislative frameworks that support the requirements of the National Food Safety Audit Policy 2009.

Pre-requisite Unit

Nil

Unit Sector

Food safety auditing (AUD)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan the audit	1.1 Develop an audit plan to meet the audit scope 1.2 Ensure the plan is capable of delivering the required outcomes within resource and time allocations

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Ensure the plan includes audit purpose, scope and relevant templates or approved food safety program 1.4 Identify activities and responsibilities for the audit 1.5 Identify audit timing, including timetable for each stage of the audit 1.6 Identify resource, personnel and reporting requirements 1.7 Identify follow-up and completion procedures 1.8 Identify and establish communication protocols to facilitate the effective exchange of information and suited to the auditee environment
2. Confirm that the food business has documented required preliminary work	2.1 Define the food and the method of distribution 2.2 Identify customers and intended use of food 2.3 Describe and document the process 2.4 Ensure the food business has checked their documentation for accuracy and completeness
3. Confirm the food safety program is supported by a tool or template or has been validated	3.1 Assess the documented food safety program and related procedures and prerequisite programs to confirm that they have a prescriptive tool or have been validated by a technical expert 3.2 Review the food business's method of identifying and analysing food safety hazards 3.3 Select templates, or the approved food safety program, to meet audit scope 3.4 Adapt templates, or the approved food safety program, to suit the needs of the business without adversely affecting food safety 3.5 Review documented verification records to confirm that the requirements of the food safety program are being met 3.6 Assess corrective actions required, where processes are identified as not meeting targets or critical limits, to confirm they meet the requirements of the template or food safety program 3.7 Assess food safety prerequisite programs to confirm they are appropriate for the food business or industry sector to maintain a safe food environment 3.8 Review food safety program documents to confirm currency, accuracy and adequacy to facilitate maintenance of an adequate food safety program

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
4. Collect evidence to review and assess implementation of food safety programs	4.1 Collect evidence to confirm that documented programs and procedures are working effectively, reflect actual practice and are consistently applied 4.2 Collect evidence to confirm that food safety monitoring and corrective actions are carried out according to procedure 4.3 Collect evidence to confirm that safety prerequisite programs are effective and consistently followed 4.4 Collect evidence to confirm that food safety records are completed and provide an accurate record of events 4.5 Collect evidence to confirm that records are accessed and analysed to confirm effective program maintenance according to the template or food safety program 4.6 Collect evidence to confirm that food safety skills and knowledge of food business personnel is commensurate with their work role 4.7 Collect evidence to confirm that the food safety program has been internally monitored and assessed, updated and improved by a technical expert
5. Manage the audit process	5.1 Monitor audit progress against the audit plan, and identify and address any variation to plan 5.2 Identify and negotiate circumstances requiring the audit plan to be adjusted in a timely manner 5.3 Ensure audit addresses audit scope and is conducted within time and resource constraints to meet quality and professional standards 5.4 Review the audit process to identify opportunities for improvement
6. Consolidate audit outcomes	6.1 Analyse and assess audit evidence to identify any areas of non-compliance with legislation and/or the food safety program 6.2 Identify and classify non-conformities as agreed by the audit plan 6.3 Report non-conformities according to agreed client and/or legislative requirements 6.4 Prepare and submit audit reports and/or certificates or present as required to meet regulatory and client requirements 6.5 Ensure a corrective action implementation plan defining proposed actions and timelines developed by the auditee is reviewed to confirm that template or food safety program requirements are met

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	6.6 Review audit findings to confirm that evidence is sufficient as defined by the template or approved food safety program
7. Confirm and close out corrective actions	7.1 Monitor and verify implementation and effectiveness of corrective action against the template or the approved food safety program 7.2 Maintain audit records to record corrective actions

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	- Interpret food safety guidelines and regulations - Interpret product quality and workplace procedures
Navigate the world of work	- Apply knowledge of regulations and policies relevant to workplace food safety programs - Monitor adherence to legal and regulatory standards and responsibilities
Get the work done	- Plan, monitor and manage relatively complex, routine and non-routine tasks, making adjustments as necessary - Use digital tools to monitor processes and access and organise complex data

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPAUD4001 Assess compliance with food safety programs	FDFAU4001A Assess compliance with food safety programs	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>