



Australian Government

FDFFS2001A Implement the food safety program and procedures

Revision Number: 1

FDFFS2001A Implement the food safety program and procedures

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to maintain personal hygiene and conduct food handling, housekeeping and waste disposal related to work tasks and responsibilities where work involves operation of production and/or packaging equipment and processes.
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Application of the Unit

Application of the unit	<p>This unit is based on and equivalent to the guideline food safety unit GFSMFSRA Apply and monitor food safety requirements.</p> <p>Note that this unit does not apply to the pharmaceutical industry. Refer to FDFPH2001A Apply Good Manufacturing Practice procedures.</p>
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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
1. Implement the food safety program	1.1. Food handling requirements are identified 1.2. Food handling is carried out according to the food safety program 1.3. Food safety hazards are controlled as required by the food safety program 1.4. Where food safety control requirements are not met, the incident is promptly reported and corrective action is taken 1.5. Food safety information is recorded to meet requirements of the food safety program 1.6. The workplace is maintained in a clean and tidy order to meet workplace standards 1.7. Work is conducted in accordance with workplace environmental guidelines
2. Participate in maintaining and improving food safety	2.1. Work area, materials, equipment and product are routinely monitored to ensure compliance with food safety requirements 2.2. Processes, practices or conditions which could result in a food safety breach are identified and reported according to workplace reporting requirements 2.3. Corrective action is taken in accordance with the food safety program 2.4. Food safety issues are raised with designated personnel
3. Comply with personal hygiene standards	3.1. Personal hygiene meets the requirements of the food safety program 3.2. Health conditions and/or illness are reported as required by the food safety program 3.3. Clothing and footwear worn is appropriate for the food handling task and meets the requirements of the food safety program 3.4. Movement around the workplace complies with the food safety program

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- locate and follow workplace information relating to food safety responsibilities
- follow workplace procedures to maintain food safety as required by the food safety program relating to own work
- monitor food safety hazards as required by the food safety program, including methods such as visual inspection, sampling and testing
- record results of monitoring, and maintain records as required by the food safety program
- identify and report situations that do not meet the requirements of the food safety program and/or could result in unsafe food
- take corrective action as required by food safety program within level of responsibility
- handle, clean and store equipment, utensils, packaging materials and similar items according to the requirements of the food safety program as required by work role
- maintain personal hygiene consistent with the food safety program
- take necessary precautions when moving around the workplace and/or from one task to another to maintain food safety
- wear and maintain appropriate clothing/footwear as required by work tasks and consistent with the requirements of the food safety program
- report health conditions and illness as appropriate according to the food safety program
- handle and dispose of out-of-specification or contaminated food, waste and recyclable material according to food safety program as this requirement relates to own work responsibility
- maintain the work area in a clean and tidy state
- identify and report signs of pest infestation
- record food safety information in appropriate format
- clean and sanitise equipment according to enterprise procedures
- collect samples and conduct tests according to the food safety program according to enterprise procedures
- participate in investigating food safety breaches according to enterprise procedures
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- sources of information and expertise on procedures and responsibilities for food safety relating to own work
- basic concepts of HACCP-based food safety, including identification of hazards that are likely to occur, establishing appropriate methods of control and confirming that controls are met
- food safety management arrangements in the workplace, including awareness of food safety legislation, workplace policies and procedures to implement responsibilities, understanding the relationship between the quality system and food safety program, personnel responsible for developing and implementing the food safety program, the role of internal and external auditors as appropriate, procedures followed to investigate contamination events, and performance improvement processes
- awareness of common microbiological, physical and chemical hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences and control methods to prevent occurrence
- basic understanding of the properties, handling and storage requirements of ingredients, materials and products handled and used
- suitable standard for materials, measuring devices, equipment and utensils used in the work area
- food safety requirements related to work responsibilities, including personal hygiene, requirements and procedures to report illness and safe food handling practices for own work
- methods used to monitor that food safety is under control, including the purpose of sampling and taking measurements, such as temperature and pH, and conducting inspections and tests
- action required in the event of non-compliance (corrective action is typically described in the food safety program and/or related workplace information)
- purpose of keeping records and the recording requirements of the food safety program
- methods used in the workplace to isolate or quarantine food which may be unsafe
- product and ingredient traceability procedures, such as product recall where required by work responsibilities
- clothing and footwear requirements for working in and/or moving between food handling areas
- personal clothing maintenance, laundering and storage requirements
- appropriate bandages and dressings to be used when undertaking food handling
- housekeeping requirements and responsibilities relating to own work, and use and storage of housekeeping/cleaning equipment where relevant
- procedures to follow in the event of pest sighting or discovery of infestation
- purpose and importance of cleaning and sanitation procedures
- waste collection, recycling and handling procedures relevant to own work responsibilities

- cleaning and sanitation procedures where relevant
- impact of rework handling/addition on food safety where relevant
- sampling and test methods where relevant

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Evidence Guide

EVIDENCE GUIDE

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

Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of ability to:

- identify own responsibilities with regard to food safety
- identify food safety risks in the workplace and the control measures used to manage them
- apply control measures in own work
- monitor compliance with food safety standards
- identify and act on non-compliances and participate in improving safety
- maintain required standards of personal hygiene
- complete workplace records as required
- apply safe work practices and identify OHS hazards and controls
- apply food safety procedures.

Context of and specific resources for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- food safety information relating to the workplace, including a food safety program outlining food safety hazards and control methods. It may also include company policies, procedures and codes of practice, such as:
 - Good Manufacturing Practice (GMP)
 - related work instructions and procedures
 - work tasks and responsibilities
 - appropriate clothing and related apparatus
 - reporting and monitoring systems
 - cleaning and sanitation policies and procedures as required
 - sampling and test procedures and related equipment as required.

EVIDENCE GUIDE	
Method of assessment	<p>This unit should be assessed together with other units of competence relevant to the function or work role. Examples could be:</p> <ul style="list-style-type: none">• FDFOP2004A Clean and sanitise equipment• FDFOP2013A Apply sampling procedures• FDFOP2063A Apply quality systems and procedures• MSL973001A Perform basic tests.
Guidance information for assessment	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

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.

A food safety program

A food safety program is a written document that specifies how a business will control all food safety hazards that may be reasonably expected to occur in all food handling operations of the food business. 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

Workplace information

Workplace information may be provided in:

- food safety program
- standard operating procedures (SOPs)
- specifications
- log sheets
- written or verbal instruction

Food handling

Food handling refers to:

- food receipt and storage
- food preparation
- cooking, holding, cooling, chilling and reheating
- packaging, disposal

Products/materials handled and stored

Products/materials handled and stored can include:

- raw materials
- ingredients
- consumables
- part-processed product
- finished product
- cleaning materials

RANGE STATEMENT	
Examples of a breach of food safety procedures	<p>Examples of a breach of food safety procedures could include:</p> <ul style="list-style-type: none"> • failure to check delivery temperatures of potentially hazardous chilled food • failure to place temperature-sensitive food in temperature controlled storage conditions promptly • failure to wash hands when required • use of cloths for unsuitable purposes
Responsibility for monitoring food safety	<p>Responsibility for monitoring food safety, identifying breaches in food safety procedures and taking corrective action relates to own tasks and responsibilities and occurs in the context of the food safety program in the workplace</p>
Monitoring	<p>Monitoring describes the methods used to confirm that a food safety hazard is in control, such as:</p> <ul style="list-style-type: none"> • taking temperatures • collecting samples • conducting visual inspections • conducting other tests as required
Food safety hazard	<p>A food safety hazard is a biological, chemical or physical agent in, or condition of, food that has the potential to cause an adverse health effect</p>
Hygiene requirements	<p>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 or territory legislation/regulations</p>
Reporting of health conditions and illnesses requirements	<p>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 or territory legislation/regulations</p>
Appropriate clothing and footwear	<p>Appropriate clothing and footwear depends on work requirements. It should be designed to ensure that the body and clothing itself does not contaminate food or surfaces likely to come into</p>

RANGE STATEMENT

	<p>contact with food. Examples of clothing designed to prevent contamination by the body include:</p> <ul style="list-style-type: none"> • purpose designed overalls or uniforms • hair-nets • beard snoods • gloves • overshoes
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Unit Sector(s)

Unit sector	Food safety
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		