



Australian Government

Department of Education, Employment and Workplace Relations

FDFEST4007A Establish operational requirements for a food processing enterprise

Release: 2

FDFST4007A Establish operational requirements for a food processing enterprise

Modification History

April 2012: Minor typographical corrections.

Unit Descriptor

This unit covers the skills and knowledge required to review and report on operational requirements and issues in a food processing enterprise.

Application of the Unit

This unit applies to food technologists, quality and food safety supervisors, technical specialists, and to middle management personnel who are new to the industry. It includes gaining an understanding of the economic and political structure of the industry, production stages and methods and the key factors affecting food safety and quality, and reporting procedures. The person who undertakes this unit must be aware of the intent and detail of legislation and be able to review compliance procedures.

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify key issues and organisations that impact the Australian food processing industry	1.1 The range of job roles and responsibilities for a food processing operation are described 1.2 The environmental impacts of a food processing operation are determined 1.3 Impacts of customer expectations for product integrity, quality, safety and nutritional value on food processing operations are explained 1.4 The roles of key regulatory and industry bodies for a food processing sector are described
2. Identify the sequence of operations for processing a range of products in a sector	2.1 Procedures for the assembling and preparation of ingredients are implemented 2.2 The storage and handling requirements of ingredients for a food product are defined 2.3 A flow chart for the processing operations for a food product is constructed 2.4 Specifications for a food product are described and the methods used to ensure critical limits are complied with
3. Explain factors affecting food safety and product quality during processing	3.1 Key food safety issues in food processing are described 3.2 Food safety procedures are implemented and reviewed 3.3 Hygiene procedures for a food processing operation are applied 3.4 Factors affecting shelf life and spoilage in food products are explained 3.5 The nature and purpose of a product testing program is defined
4. Write and/or review standard operating procedures to comply with legislation relating to product and processing	4.1 Relevant legislation and regulations that apply to food production, packaging and labelling are identified 4.2 The purpose and scope of relevant legislation is defined 4.3 The roles and responsibilities of authorities responsible for administering legislation are identified 4.4 Operational and product requirements to comply with legislation are defined 4.5 A standard operating procedure is documented based on an organisation's templates and systems
5. Define organisational requirements to comply with legislation relating to food premises, equipment design and storage facilities	5.1 Legislation and regulations that apply to food premises, storage facilities and equipment are reviewed 5.2 The purpose and intent of relevant legislation is identified 5.3 The roles and responsibilities of authorities responsible for administering legislation are identified 5.4 Procedures to support compliance with legal requirements are established and/or reviewed
6. Provide written reports and presentations on food processing issues	6.1 Areas of noncompliance or with potential for process improvement are identified 6.2 Information is collected and problem solving strategies are used

ELEMENT	PERFORMANCE CRITERIA
	to review procedures 6.3 Data, discussion and recommendations are presented in a formatted report 6.4 Presentations which incorporate technical data and information are delivered

Required Skills and Knowledge

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

Required skills include:

Ability to:

- describe industry organisations and their role
- define job roles and responsibilities for the food processing industry
- define the ingredients, operations and product specifications for a food processing operation
- define the inputs and outputs of a food processing operation, including the use of non renewable resources and impacts on air, soil, water and atmospheric CO₂ levels
- identify the legal responsibilities of a food processing company. This includes responsibilities relating to:
 - product content (Food Standards Code)
 - product packaging and labelling, including use of nutritional information panels (Food Standards Code)
 - design requirements of food premises and equipment
 - requirements of storage facilities used for materials, ingredients and final product
 - other requirements as appropriate to the product and/or market (e.g. import and/or export legislation)
- identify and/or develop specifications and procedures to ensure that legal responsibilities related to product content and packaging are achieved
- inspect plant design to identify potential hazards that could be introduced as a result of equipment design and configuration. For example, overhead pipes or equipment where dust could collect and fall into food. Where hazards are identified, apply the hierarchy of control to identify opportunities to remove or control the risk
- identify storage facilities across a production site. Identify the dangerous goods stored on site and confirm that storage of these goods (type and quantity) meets legal requirements
- confirm that employees required to handle chemicals and dangerous goods are advised of the associated risks, that this information is available in a form appropriate to the audience and that Material Safety Data Sheets are available
- develop and/or review recording systems to confirm compliance with legislative requirements and ensure that employees responsible for recording information are informed of these responsibilities
- establish internal review/audit procedures to confirm that legislative responsibilities are met
- within each area of legislation applying to the activities of a food processing facility, identify the relevant authority responsible for administering the legislation. Identify the rights and responsibilities of related officers to access the production site
- present technical information in a written format and as a presentation.

Required knowledge includes:

Knowledge of:

- industry organisations and representative bodies in food processing

- the environmental impacts of a food processing operation
- customer expectations and community perceptions of the food processing industry
- emerging technologies in food processing
- food testing methods
- procedures for QA and food safety
- legal responsibilities of a food processing company relating to product content and packaging
- the purpose and intent of relevant legislation
- potential hazards that could be introduced as a result of equipment design and configuration
- associated risks in handling chemicals and dangerous goods
- recording requirements to comply with legislative requirements
- recording procedures
- report templates and protocols
- oral and written communication strategies and protocols
- relevant authorities responsible for administering legislation and their roles

Evidence Guide

<p>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.</p>	
<p>Overview of assessment</p>	<p>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. Competency in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Candidates must be able to demonstrate the ability to establish and/or review procedures to support compliance and report on process improvement issues. Assessment must also include evidence of an understanding of: the role of industry organisations and job roles within the industry; systems, roles and procedures in place for food safety and QA; and legal requirements for the packing, production and labelling operations of a food production enterprise.</p>
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • workplace processes and procedures • workplace documentation including specifications and procedures • relevant legislation • communication systems • workplace information recording systems, requirements and procedures.
<p>Method of assessment</p>	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • written and/or oral questioning to assess knowledge and understanding • completing workplace documentation • third party reports for the implementation of enterprise requirements for product safety and quality • case studies • field reports.
<p>Guidance information for assessment</p>	<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

<p>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.</p>	
<p>Legislation</p>	<p>Legislation to be covered by this unit includes:</p> <ul style="list-style-type: none"> • Acts of Parliament, regulations and statutes • Australian New Zealand Food Standards Code • Food Safety legislation (including provisions covering the design of food premises and equipment) • Local Authority regulations • Customs and excise legislation (for alcohol-based ingredients/materials) • AQIS requirements • Dangerous goods legislation • Import and export legislation • Additional legislation as appropriate to product, process and market.
<p>Industry and regulatory organisations</p>	<p>These may include industry funded marketing co-operatives, research and development organisations (RDOs), certification bodies, federal and state regulatory agencies for OHS, environment and food safety, the Australian Quarantine Inspection Service, export and third party auditors, and organisations sponsoring QA schemes.</p>
<p>Occupational health and safety requirements</p>	<ul style="list-style-type: none"> • Codes of practice, regulations, Material Safety Data Sheets (MSDSs) • Enterprise specific requirements • Relevant State/Territory/Commonwealth Occupational Health and Safety acts, regulations, national standards, codes of practice and guidance notes which may apply in jurisdiction • Examples of specific task related procedures may include: <ul style="list-style-type: none"> • handling of chemicals • use of personal protective equipment (PPEs).
<p>Materials, equipment and systems</p>	<ul style="list-style-type: none"> • Heating and cooling equipment, size reduction systems, materials transfer equipment, heat exchangers, forming and shaping equipment • Major operations may include: material transfer, separation, size reduction, combining, heat exchange,

	<p>biochemical transformation, shaping and extrusion operations</p> <ul style="list-style-type: none">• Operations includes all food processing and preventative maintenance.
--	---

Unit Sector(s)

Technical.