



Australian Government

HLTFSE008 Conduct internal food safety audits

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence. Removed prerequisite. Supersedes HLTF312D

Application

This unit describes the skills and knowledge required to plan and conduct a food safety audit and to report and follow up audit outcomes.

This unit applies to any worker involved in internal auditing against the current food safety standards. At this level, workers would be required to exercise judgement within clearly defined guidelines.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

1. Plan a *food safety audit*

1.1 Identify and locate information and resources required to conduct the audit

1.2 Develop and negotiate an audit plan with the food business to meet audit scope

2. Conduct a food safety audit

2.1 Collect information that is adequate, representative and meets audit requirements

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

2.2 Analyse information to assess adequacy of the food safety program

2.3 Review records to assess compliance with the food safety program

2.4 Assess compliance with the food safety program in the food business

2.5 Inspect premises and transport vehicles, as required, to confirm that they meet the design and construction requirements set out by food safety legislation

2.6 Identify areas requiring corrective action

3. Report and follow up audit outcomes

3.1 Report situations presenting an imminent and serious risk to the safety of food in accordance with legislative requirements

3.2 Prepare audit reports to address audit scope requirements

3.3 Communicate the results of the audit to the food business and to enforcement agencies as required by legislation

3.4 Confirm areas requiring corrective action with the food business

3.5 Develop a corrective action plan

3.6 Confirm implementation of corrective action as set out in the corrective action plan

3.7 Review corrective action and implement follow-up requirements

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>