



Australian Government

Department of Education, Employment and Workplace Relations

HLTFS311C Develop food safety programs

Release: 1

HLTFS311C Develop food safety programs

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required to develop food safety programs

The person responsible for food safety programs may be internal or external to the food business

Application of the Unit

Application

This unit of competency covers the minimum requirements for the development of food safety programs

This unit of competency supports the implementation of national and state food safety legislation regulations and is based on the national *Food Safety Guideline Competency Standards*

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Pre-requisite unit

This unit must be assessed after successful achievement of pre-requisite:

- HLTFS207C Follow basic food safety practices

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

1. Prepare to develop a food safety program

PERFORMANCE CRITERIA

- 1.1 Secure agreement on the scope of the *food safety program* with the food service/business
- 1.2 Identify and negotiate personnel and resources to be involved with the development of the food safety program with the food service/business
- 1.3 Secure agreement on the plan for the development of the food safety program

ELEMENT**PERFORMANCE CRITERIA**

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|---|---|
| 2. Identify food safety hazards | 2.1 Identify the <i>processes</i> to be covered by the food safety program and describe steps within each process |
| | 2.2 Identify <i>food safety hazards</i> that are reasonably expected to occur for each process |
| | 2.3 Identify the <i>handling methods</i> , processing techniques and existing support programs of the food service/business |
| 3. Establish methods to control food safety hazards | 3.1 Establish acceptable methods of control for each food safety hazard that is reasonably expected to occur |
| | 3.2 <i>Validate the control methods</i> |
| | 3.3 Establish procedures for taking preventive action |
| 4. Establish methods to monitor that controls are implemented | 4.1 Establish appropriate methods for monitoring that processes remain within control |
| | 4.2 Communicate appropriate monitoring requirements and responsibilities to the food service/business |
| 5. Establish appropriate corrective action | 5.1 Establish corrective action to respond to situations where hazards are not effectively controlled |
| | 5.2 Communicate corrective action requirements and responsibilities to the food service/business |
| 6. Establish a recording system to document food safety performance | 6.1 Establish records required to document, implement and maintain the food safety program |
| | 6.2 Communicate record keeping requirements and responsibilities to the food service/business |

ELEMENT**PERFORMANCE CRITERIA**

7. Establish a system to regularly review the food safety program

7.1 Develop a *verification schedule* to review the food safety program

7.2 Communicate verification requirements and responsibilities to the food service/business

7.3 Revise the food safety program to take account of verification outcomes

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Acceptable control methods for the hazards identified and required corrective action when control requirements are not met
- Conditions required for bacterial growth to occur relevant to the food handling function. These may include aw, ph, composition, time and temperature
- Documentation and recording requirements of support programs used as a method of control
- HACCP-based concepts that support the design of a food safety program to meet legal and food business requirements and associated procedures and processes
- Industry terminology, food characteristics and food handling methods as they affect food safety, relating to the food business/industry sector
- Industry terminology, raw materials/ingredient composition and characteristics and food handling practices and processing techniques relevant to the food business/industry sector, as they affect food safety
- Information required and collection methods to support validation of the food safety
- Issues to consider relating to intended use of food products
- Legal requirements, including requirements to establish support programs relevant to the industry sector and nature of the food business
- Main types of food safety hazards/contamination that may be found in food handled by

REQUIRED SKILLS AND KNOWLEDGE

the food business/industry sector and handling practices and processes used to reduce these hazards

- Purpose of maintaining records, minimum recording requirements and minimum period for which records must be retained. This is determined by legislation and may vary according to product
- Relevant technical knowledge to apply HACCP-based concepts to the development of a food safety program. This requires current knowledge of relevant sections of the Food Standards Code, relevant food acts, industry legislation/regulations, guidelines, codes of practice, templates, protocols and other sources of current technical advice relevant to industry sector and food business processes
- Roles and responsibilities of internal and external auditors and of authorized officers
- Techniques used to map operations for the purposes of a food safety program, appropriate to the food business
- The role of consultation in the development, implementation and ongoing maintenance of the food safety program

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Essential knowledge (contd):

- Typical support programs such as cleaning schedules, pest control, stock rotation, product recall and personal hygiene etc, and how they can be used as part of a food safety program
- Understanding of the purpose and intent of food safety legislation
- Validation processes and techniques
- Verification scope and procedures
- Where no industry standards exist, technical knowledge to determine appropriate controls Techniques for applying HACCP-based principles in a food business. This includes techniques for identifying hazards, assessing the likelihood of occurrence, determining acceptable methods of control, monitoring and recording requirements for each control point, identifying corrective action if controls are not met and developing system review procedures

Essential skills:

It is critical that the candidate demonstrate the ability to

- Address audit functions and requirements
- Apply knowledge of all legal requirements, purpose and intent
- Apply knowledge of HACCP-based concepts
- Meet reporting requirements
- Undertake hazard identification and management

In addition, the candidate must be able to effectively do the task outlined in elements and

REQUIRED SKILLS AND KNOWLEDGE

performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Agree on the processes to be covered by the food safety program to meet the requirements of the food business and legislation/regulations
- Determine the most appropriate approach to developing a food safety program to suit the food business
- Describe corrective action requirements in the event that acceptable limits or requirements of support programs are not met. At a minimum corrective action requirements must cover the procedure to be followed, when corrective action must be implemented, the person responsible for taking corrective action and the information to be recorded
- Describe the monitoring requirements for each food safety hazard. This includes a description of the method or procedure to be followed, the frequency and timing, the person responsible and the information to be recorded. Procedures to be followed would typically be specified in the form of a standard operating procedure or work instruction

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Essential skills (contd):

- Develop a plan for the regular review of the food safety program. At a minimum the review plan must meet food safety legislation/regulations to confirm that the food safety program is current and adequate. Any change that could affect food safety should trigger a review and validation prior to change being introduced. The plan must also provide for review by an approved food safety auditor at the determined frequency
- Develop required documentation relating to the design and maintenance of the food safety program. This depends on the nature of the food business. It may include process flow diagrams, hazard analysis charts and tables, support program requirements, data analysis reports, corrective action reports and verification reports
- Establish action required if the outcomes of verification indicate that the program requirements have not been met or that the original program was inadequate
- Establish procedures for implementing preventive action. Typically this involves revision of materials, processes and/or food handling procedures. It may require revision of workplace practices and documentation such as specifications, operating procedures and approved supplier programs
- Establish record keeping requirements and system. This depends on the nature of the food business. It involves specification of information to be recorded and may include procedures for managing document control including storage, retention, retrieval and revision
- Identify food handling practices, processing techniques and support programs in use
- Identify hazards that are reasonably expected to occur and establish appropriate methods of control. This includes validating existing control methods and where there is no adequate control method in place, establishing an appropriate method
- Plan the stages involved in developing a food safety program, establish timelines and

REQUIRED SKILLS AND KNOWLEDGE

determine the allocation of responsibilities

- Refer to objective data, industry guidelines and codes of practice to validate existing methods of control

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, the Range Statement and the Assessment Guidelines for this Training Package.

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

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Consistency of performance should be demonstrated over the required range of workplace situations

Context of and specific resources for assessment:

- Assessment should replicate workplace conditions as far as possible
- Assessment should be structured on whole work activities and address all knowledge and skill requirements
- Simulations may be used to represent workplace conditions as closely as possible
- Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible
- Resources essential for assessment include:
 - Food safety service/business
 - Legislative and HACCP information
 - Relevant reporting procedures

EVIDENCE GUIDE

Method of assessment

- Observation in the work place (if possible)
- Written assignments/projects
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice.
- Questioning
- Role play simulation

Access and equity considerations:

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

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. Add any 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.

RANGE STATEMENT

Food safety program:

- A food safety program systematically identifies the food safety hazards that may be reasonably expected to occur in all food handling operations of the food business. It identifies where and how each hazard can be controlled, describes how these controls are to be monitored, the corrective action required if control conditions are not met and information to be recorded. The food safety program must comply with relevant national, state and industry legislation/regulations
- A food safety program may be developed as a stand-alone program or may be integrated with the quality program in a workplace. It may be based on industry guidelines or templates, customised to the requirements of the business

Processing stages may include but are not limited to:

- Cooking
- Cook and chill
- Cook and hold
- Thaw
- Reheat

Food safety hazards may include:

- Microbiological
- Chemical
- Physical

Food handling may include::

- Receiving, storing, preparing, processing, displaying, packaging, serving and transporting food
- Handling recalled or contaminated food prior to disposal

Validation includes:

- Use of objective evidence to prove that materials, processes, procedures or equipment used are capable of delivering intended results

Verification includes:

- Review of all aspects of the food safety program and related records to determine compliance with and adequacy of the food safety program
- Includes audit arrangements

Unit Sector(s)

Not Applicable