Australian Government

Department of Education, Employment and Workplace Relations

MSAPMSUP301A Apply HACCP to the workplace

Revision Number: 1

INDUSTRY SKILLS COUNCILS
Creating Australia's Future

MSAPMSUP301A Apply HACCP to the workplace

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This competency applies to senior operators working in sectors that make products which come into contact with food and beverages

This competency covers the application of a HACCP-based approach to food and beverage related products.

Acronyms used in this competency:

- CCP - critical control points
- CCF - critical control factors
- CCL - critical control limits
- HACCP - hazard analysis critical control points
- HAT - hazard analysis table.
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Application of the Unit

Application of this unit

This competency unit covers the development/modification of a HACCP/HAT to the manufacture of products to be used in contact with food, beverages or pharmaceuticals. It assumes an understanding of the operation of all relevant equipment and processes but does not necessarily require them to be used personally.

This competency applies to all work environments and sectors within the industry where the product comes into contact with food, beverages or pharmaceuticals or otherwise requires 'food standard' to be maintained. Standard procedures means all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

It includes:

- applying the 'seven principles' of HACCP
- developing a HAT from a HACCP
- developing a new HACCP as part of a HACCP team
- making changes to existing HACCPs/HATs, resulting from process/material changes (provided such changes are not major requiring a complete new analysis)
- helping operators to apply and use the HACCP/HAT in their routine work.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

This unit has **no** prerequisites.

Employability Skills Information

Employability Skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
ELEMENT	Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
1. Apply a HAT to an existing process.	1.1 Identify CCPs. 1.2 Recognise CCFs which are outside of or approaching CCLs. 1.3 Describe hazard related to CCFs and CCLs. 1.4 Implement corrective action as per HAT.
2. Develop/modify a HACCP.	2.1 Conduct a hazard analysis. 2.2 Determine the CCPs. 2.3 Establish critical limits. 2.4 Establish/modify a system to monitor control of the CCPs. 2.5 Establish the corrective action to be taken when monitoring indicates that a particular CCP is not under control. 2.6 Establish procedures for verification to confirm that the HACCPsystem is working effectively. 2.7 Establish/modify documentation concerning all procedures and records appropriate to these principles and their application.
3. Interpret HACCP/HAT to another worker.	3.1 Explain the purpose and rationale of HACCP. 3.2 Identify CCPs, CCFs and CCLs. 3.3 Describe indicators of CCFs not within their CCLs. 3.4 Describe impact of non-conformances. 3.5 Demonstrate corrective action. 3.6 Monitor worker implement.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit.
Knowledge and understanding of the materials, equipment and process sufficient to recognise HACCP/HAT issues and take appropriate corrective action.
Knowledge of organisation standard procedures, HACCPs and HATs and relevant regulatory requirements along with the ability to implement them within appropriate time constraints and in a manner relevant to the job.
Competence includes knowledge of:

- the HACCP approach
- HAT relevance to routine production
- impacts of variations in materials, process and product on HACCP
- the relevance of the Codex Alimentarius to food/beverage/pharmaceutical packaging

and the ability to:

- apply the Codex Alimentarius to the food industry
- analyse process and material variations in terms of the HACCPand determine appropriate action(s)
- develop a new HACCP as part of a team
- recognise the need to modify an existing HACCP/HAT and make minor modifications.

Language, **literacy and numeracy requirements**
This unit requires the ability to read, interpret and write technical information and explain it to operators.
Writing is required to the level of writing technical reports and HACCP/HAT tables.
Numeracy is also required, eg to interpret quantitative data, make comparisons and interpretations.

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.
Overview of assessment
A holistic approach should be taken to the assessment.
Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge.
Critical aspects for assessment and evidence required to demonstrate competency in this unit
It is essential that competence is demonstrated in the knowledge and skills defined in this unit.
These may include the ability to:

- recognise potential situations requiring action
- implement appropriate action
- understand the procedures
- explain the importance of CCPs, CCFs and CCLs.

Consistent performance should be demonstrated. For example, look to see that HACCP standards are met consistently.

Assessment method and context

Assessment will occur on a processing plant or in a manufacturing environment and will be undertaken in a work-like manner.

Competence in this unit may be assessed:

- by using an appropriate, industrial plant/process
- in a situation allowing for the generation of evidence of the ability to recognise, anticipate and solve problems
- by using a suitable simulation and/or a range of case studies/scenarios
- through a combination of these techniques.

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.

Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

Specific resources for assessment

This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent that they form part of the assessment method. Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.

Access must be provided to appropriate learning and/or assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.

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. Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

Context

This competency covers the development/modification of a HACCP/HAT to the manufacture of products to be used in contact with food, beverages or pharmaceuticals. It assumes an understanding of the operation of all relevant equipment and processes but does not necessarily require them to be used personally.

       Manufacturing Skills Australia

This competency applies to all work environments and sectors within the process manufacturing industries where the product comes into contact with food, beverages or pharmaceuticals. Standard procedures means all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

Procedures

All operations are performed in accordance with procedures.

Procedures include all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

Hazards

Typical hazards are:

- biological
- chemical
- physical
- product contamination
- material contamination.

Problems

'Anticipate and solve problems' means resolve a wide range of routine and non-routine problems, using product and process knowledge to develop solutions to problems which do not have a known solution/a solution recorded in the procedures.

Typical process and product problems may include:

- recognising CCFs approaching the CCLs.
- determining corrective action from HAT
- applying HACCP principles to situations not directly covered by HAT
- recognising the need for a new/modified HACCP/HAT
- modifying HACCP/HAT to meet changes circumstances.
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Unit Sector(s)

Not applicable.