MTMCOR203B Comply with Quality Assurance and HACCP requirements

Release: 1

MTMCOR203B Comply with Quality Assurance and HACCP requirements

Modification History

Release	TP Version	Comments
1	MTM11v3.1	Initial release. This unit is an ISC upgrade to MTMCOR203A. The title and unit descriptor have been changed to better reflect the unit content

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to apply Quality Assurance (QA) procedures and Hazard and Critical Control Points (HACCP) requirements in a meat establishment.

Application of the Unit

Application of the unit	This unit is applicable to workers in abattoirs, knackeries, boning rooms, game processing plants, food services operations, wholesale and meat retail operations.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Identify hazards and control points	1.1. Hazards to food safety and quality are identified for own work area according to *workplace* and *regulatory requirements*. 1.2. Control points for own work area are identified according to workplace requirements.
2. Identify *elements of the Quality Assurance* (*QA*) *system*	2.1. Purpose and elements of the QA and Hazard Analysis Critical Control Point (HACCP) systems are identified and related to workplace requirements. 2.2. Product specifications for own work area are identified.
3. Follow requirements of a HACCP=based QA system	3.1. Workplace requirements of the HACCP systems are identified and followed. 3.2. Non-conforming products are *communicated* to supervisor where this forms part of workplace requirements. 3.3. Consequences of not following workplace requirements are explained.
4. Identify quality control practices in a HACCP-based QA system	4.1. *Measures for monitoring quality control* are identified. 4.2. Inspection and re-inspection procedures are identified.
5. *Inspect own work*	5.1. Inspection of own work is carried out as prescribed in workplace requirements. 5.2. *Corrective action* is taken according to workplace requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- comply with regulatory requirements
- determine critical control points
- follow workplace requirements related to HACCP and QA
- identify hazards to food safety
- inspect own work
- identify and apply relevant *Occupational Health and Safety* (*OHS*) *requirements*
- monitor critical control points
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology

Required knowledge

Knowledge of:

- corrective actions relevant to critical control points
- nature of food safety hazards
- purpose of a HACCP program
- requirements for, and the nature of a HACCP plan
- regulatory requirements relevant to own work area
- nature and importance of *work instructions*, Standard *Operating Procedures* (*SOPs*), *explanations and reports*
- potential risk, loss or damage if the required actions are not performed
- control points for a specific task or activity and how hazards are controlled
- hazards to food safety and quality for specific work areas
- reasons for quality control, such as inspection and sampling

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	The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.
	These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.
	Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.
	All assessment must be conducted against Australian meat industry standards and regulations.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Competency must be demonstrated over time while performing tasks in meat processing, smallgoods or meat retail premises.
Context of and specific resources for assessment	Assessment must involve demonstration of competency including compliance with work instructions and SOPs.
Method of assessment	Recommended methods of assessment include:
	• assignment
	• debrief
	• quiz of underpinning knowledge
	• simulation
	• verified work log or diary
	• workplace demonstration
	• workplace project
	• workplace referee or third-party report of performance over time.
	Assessment practices should take into account any

EVIDENCE GUIDE	
	relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
Guidance information for assessment	A current list of resources for this unit of competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole.	
Workplace requirements may include:	• enterprise-specific procedures • OH&S requirements • QA requirements • SOPs • the ability to perform the task to production requirements • work instructions.
Regulatory requirements may include:	• Export Control Act • Federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
Elements of the QA system may include:	• corrective action • HACCP charts • mission statements • monitoring procedures • SOPs • work instructions.

RANGE STATEMENT

Communication may be:	• spoken, written, non-verbal and include signs and signals • with people from a range of cultural social and ethnic backgrounds or with colleagues, superiors, customers, clients and external parties.
Measures for monitoring quality control may include:	• receival procedures • temperature monitoring program.
Inspecting own work may:	• include sending sample for testing • be visual.
Corrective action may include:	• condemnation • reporting procedures • trimming.

OH&S requirements may include:	• enterprise OH&S policies, procedures and programs
	• OH&S legal requirements
	• Personal Protective Equipment (PPE)which may include:
	  • coats and aprons
	  • ear plugs or muffs
	  • eye and facial protection
	  • head-wear
	  • lifting assistance
	  • mesh aprons
	  • protective boot covers
	  • protective hand and arm covering
	  • protective head and hair covering
	  • uniforms
	  • waterproof clothing
	  • work, safety or waterproof footwear
	• requirements set out in standards and codes of practice.

Work instructions, ***standard operating procedures***, ***explanations and reports*** may:	• be in English • be in everyday workplace language, including some mathematical language • be in languages other than English • be presented in routine proformas using accurately copied information, symbols, numbers, abbreviations, codes and sketches

RANGE STATEMENT	
	• be presented orally • be routine, simple and brief • include the use of visual aids (e.g. videos, OH&S signs, symbols and other pictorial presentations).

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

Competency field

Competency field	

AgriFood Skills Australia