



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **MTMP402B Implement a Meat Hygiene Assessment program**

**Release: 1**

## MTMP402B Implement a Meat Hygiene Assessment program

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit covers the skills and knowledge required to implement all aspects of a product and process monitoring system in a slaughter floor and/or boning room.</p> <p>Process and product monitoring systems are mandatory in all meat industry export works and staff undertaking monitoring duties must be trained in these systems.</p>
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit is applicable to regulatory, Quality Assurance (QA) and supervisory staff overseeing the implementation of a Meat Hygiene Assessment (MHA) program in a meat processing plant.</p>
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## 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.
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Monitor carcass product	1.1. Samples are selected for assessment according to the approved <i>sampling plan</i> . 1.2. Assessment is conducted utilising appropriate facilities, lighting and time. 1.3. Products are monitored for defects according to the agreed criteria and classification. 1.4. Carcasses are scanned using the approved scanning lines. 1.5. Defects are recorded accurately using the correct forms or electronic system. 1.6. Immediate corrective action is implemented according to the MHA program's requirements. 1.7. Carcasses are monitored according to <i>workplace requirements</i> for hygiene and sanitation, and Occupational Health and Safety (OH&S).
2. Monitor offal (where applicable to a plant's operations)	2.1. Samples are selected for assessment according to the approved sampling plan. 2.2. Assessment is conducted utilising appropriate facilities, lighting and time. 2.3. Offal is monitored for defects according to the agreed criteria and classification. 2.4. Defects are recorded accurately using the correct forms or electronic system. 2.5. Levels for triggering corrective actions are identified. 2.6. Immediate corrective action is implemented according to the MHA program's requirements. 2.7. Offal is monitored according to the workplace requirements for hygiene and sanitation, and OH&S.
3. Assess carton meat (where applicable to a plant's operations)	3.1. Samples are selected for assessment according to the approved sampling plan. 3.2. Assessment is conducted utilising appropriate facilities, lighting and time. 3.3. Carton meat is monitored for defects according to the agreed criteria and classification. 3.4. Defects are recorded accurately using the correct forms or electronic system. 3.5. Levels for triggering corrective actions are identified. 3.6. Immediate corrective action is implemented

ELEMENT	PERFORMANCE CRITERIA
	<p>according to the MHA program's requirements.</p> <p>3.7. Carton meat is monitored according to the workplace requirements for hygiene and sanitation, and OH&amp;S.</p>
4. Monitor process	<p>4.1. Process is monitored according to the enterprise monitoring plan.</p> <p>4.2. Results are recorded accurately on the appropriate process monitoring sheets.</p> <p>4.3. Process is rated according to the <i>established criteria</i>.</p> <p>4.4. Immediate corrective action is implemented according to the MHA program's requirements.</p> <p>4.5. A conformity index is calculated and recorded after each process monitoring exercise.</p> <p>4.6. Process is monitored according to the workplace requirements for hygiene and sanitation, and OH&amp;S.</p> <p>4.7. Results of process monitoring are tracked over time and reconciled with product monitoring outcomes.</p>
5. Analyse data gathered	<p>5.1. Product and process monitoring results are <i>plotted on simple trend charts</i>.</p> <p>5.2. Product and process monitoring results are <i>plotted on control charts</i>.</p> <p>5.3. Trends are interpreted and remedial or corrective actions are taken where necessary.</p>
6. Implement MHA program	<p>6.1. Work instructions for monitoring activities are prepared and implemented.</p>

## Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
<p>This section describes the skills and knowledge required for this unit.</p>
<p><b>Required skills</b></p>
<p>Ability to:</p> <ul style="list-style-type: none"> <li>• monitor product for defects according to the MHA program</li> <li>• identify and resolve data inconsistencies</li> <li>• monitor the process for conformity with the plant's HACCP-based QA system in accordance with the MHA program</li> </ul>

**REQUIRED SKILLS AND KNOWLEDGE**

- observe hygiene and sanitation requirements when monitoring product and process
- graph and interpret trends in product and process monitoring results
- instigate corrective and preventative actions when appropriate
- apply relevant *communication* and *mathematical skills*
- comply with *OH&S requirements* when monitoring product and process
- maintain currency of knowledge and techniques through informal learning, regular professional development or personal research
- work efficiently as an individual and as a team member
- identify and apply relevant OH&S and *regulatory requirements*
- provide relevant information to work colleagues to facilitate understanding of, and compliance with, the applicable standards and regulations
- record the monitoring results accurately
- take action to improve own work practice as a result of self-evaluation, feedback from others, or changed work practices, regulations or technology

**Required knowledge**

Knowledge of:

- purpose of an MHA program
- classification of defects
- when and how corrective actions are to be taken in response to monitoring outcomes
- types and purpose of control charts
- purpose of trend charts
- what a trend is and why it is important when monitoring process and product
- how process compliance monitoring is to be undertaken
- how the approved sample plan is implemented for product monitoring
- purpose of the process conformity index
- types of defects to be identified in carcass, offal and carton product

## 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 undertaken against Australian meat industry standards and regulations.

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

Competency must be demonstrated when implementing a real MHA program.

#### Context of and specific resources for assessment

Assessment must occur in an operating abattoir or boning room.

#### Method of assessment

Recommended methods of assessment include:

- assignment
- quiz of underpinning knowledge
- simulation
- workplace demonstration
- workplace project
- workplace referee report of performance over time.

Assessment practices should take into account any relevant language or cultural issues related to Aboriginality or Torres Strait Islander, gender, or language backgrounds other than English. Language and

<b>EVIDENCE GUIDE</b>	
	literacy demands of the assessment task should not be higher than those of the work role.
<b>Guidance information for assessment</b>	A current list of resources for this Unit of Competency is available from MINTRAC <a href="http://www.mintrac.com.au">www.mintrac.com.au</a> or telephone 1800 817 462.

## Range Statement

<b>RANGE STATEMENT</b>	
<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>	
<b><i>Sampling plan</i></b> will include:	<ul style="list-style-type: none"> <li>• frequency</li> <li>• sample size</li> </ul>
<b><i>Workplace requirements</i></b> may include:	<ul style="list-style-type: none"> <li>• enterprise-specific requirements</li> <li>• OH&amp;S requirements</li> <li>• QA requirements</li> <li>• Standard Operating Procedures (SOPs)</li> <li>• the ability to perform the task to production requirements</li> <li>• work instructions.</li> </ul>
<b><i>Established criteria</i></b> for rating the process include:	<ul style="list-style-type: none"> <li>• acceptable</li> <li>• marginal</li> <li>• unacceptable.</li> </ul>
<b><i>Plotting on simple trend charts</i></b> must include showing specified zones as:	<ul style="list-style-type: none"> <li>• acceptable</li> <li>• marginal</li> <li>• unacceptable.</li> </ul>
<b><i>Plotting on control charts</i></b> must show:	<ul style="list-style-type: none"> <li>• specified acceptable, marginal and unacceptable zones</li> <li>• upper and lower critical limits.</li> </ul>
<b><i>Communication skills</i></b> may include:	<ul style="list-style-type: none"> <li>• communicating with people from a range of cultural, social and ethnic backgrounds</li> <li>• reading and interpreting workplace</li> </ul>



<b>RANGE STATEMENT</b>	
	<p>documentation</p> <ul style="list-style-type: none"> <li>• speaking clearly and directly</li> <li>• listening and understanding</li> <li>• the preparation of documentation for a specified audience</li> <li>• the use of negotiation and persuasion skills, and being appropriately assertive</li> <li>• the sharing of information.</li> </ul>
<b>Mathematical skills</b> may include:	<ul style="list-style-type: none"> <li>• identifying acceptable limits, tolerances, out-of-specification performance, trends</li> <li>• calculation</li> <li>• estimation</li> <li>• measurements and interpretation that relate to time, temperature, moisture humidity, ratios, percentages, weight/mass/volume.</li> </ul>
<b>OH&amp;S requirements</b> may include:	<ul style="list-style-type: none"> <li>• enterprise OH&amp;S policies, procedures and programs</li> <li>• OH&amp;S legal requirements</li> <li>• Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> <li>• coats and aprons</li> <li>• ear plugs or muffs</li> <li>• eye and facial protection</li> <li>• head-wear</li> <li>• lifting assistance</li> <li>• mesh aprons</li> <li>• protective boot covers</li> <li>• protective hand and arm covering</li> <li>• protective head and hair covering</li> <li>• uniforms</li> <li>• waterproof clothing</li> <li>• work, safety or waterproof footwear</li> </ul> </li> <li>• requirements set out in standards and codes of practice.</li> </ul>
<b>Regulatory requirements</b> may include:	<ul style="list-style-type: none"> <li>• Export Control Act</li> <li>• Export Meat Orders (EMOs)</li> <li>• hygiene and sanitation requirements</li> <li>• relevant regulations and Australian Standards</li> <li>• requirements in the AS 4969:2007 Australian Standard for the Hygienic Production and</li> </ul>

<b>RANGE STATEMENT</b>	
	Transportation of Meat and Meat Products for Human Consumption <ul style="list-style-type: none"> <li>federal, state and territory regulations regarding meat processing.</li> </ul>

**Unit Sector(s)**

<b>Unit sector</b>	
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**Co-requisite units**

<b>Co-requisite units</b>		

**Competency field**

<b>Competency field</b>	
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