Australian Government

Department of Education, Employment and Workplace Relations

MTMPSR413A Participate in ongoing development and implementation of a HACCP and Quality Assurance system

Release: 1

INDUSTRY SKILLS COUNCILS

Creating Australia's Future

MTMPSR413A Participate in ongoing development and implementation of a HACCP and Quality Assurance system

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to develop and manage a Hazard and Critical Control Point (HACCP)-based Quality Assurance (QA) program.

Application of the Unit

Application of the unit	This unit is applicable to QA personnel and supervisors who are responsible for developing and/or implementing a HACCP-based QA system in a meat establishment,

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

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Involve management and staff in developing the quality system	1.1. Relevant staff members and management are involved to clarify the purpose and scope of the program. 1.2. Enterprise needs and expectations are clearly defined. 1.3. Other systems, such as AUS-MEAT, Occupational Health and Safety (OH&S) and meat inspection are incorporated into the system as appropriate to the workplace needs.
2. Establish the scope of the system	2.1. Scope of the HACCP-based quality system is defined to encompass food safety, quality, regulatory compliance, animal welfare and preventative maintenance. 2.2. System is directed to prevent and control food safety hazards and any other hazards such as ***product*** quality and OH&S hazards. 2.3. Agreement is sought from relevant areas of the workplace on the coverage and scope of the system.
3. Conduct hazard analysis and assessment	3.1. Every step in the production process is assessed for potential food safety hazards. 3.2. Critical Control Points (CCPs) are established to identify where each significant hazard can be prevented or controlled. 3.3. Critical limits are established for each CCP. 3.4. A measurable or recognisable standard is assigned for each CCP to define the critical limits. 3.5. Critical limits are technically and scientifically validated.
4. Ensure all documents, work procedures and processes required for the system are developed, available and in use	4.1. All products and processes covered by the HACCP-based quality system are described in a standardised format defining product characteristics relevant to food safety. 4.2. Work instructions and Standard Operating Procedures (SOPs) are reviewed for accuracy, relevance and sufficiency to prevent potential hazards. 4.3. Documented procedures for monitoring CCPs are implemented. 4.4. Documented procedures which ensure any CCPs which are out of control are brought back into control, and affected product is suitably handled, are implemented. 4.5. Documented procedures are implemented to ensure

ELEMENT	PERFORMANCE CRITERIA
	the whole HACCP system is regularly audited and verified as working effectively. 4.6. All documents and records required for the system are available, up-to-date and in use.
5. Audit, verify and validate the system	5.1. HACCP plans are routinely revised, verified and validated to reassess hazards, CCPs, critical limits, microbiological and other testing methods and all related procedures of the HACCP system to ensure they are still appropriate to the plant's operations and products. 5.2. Follow up on audit findings is taken and recorded. 5.3. HACCP system is reviewed to take account of any process or product changes.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE
This section describes the skills and knowledge required for this unit.
Required skills
Ability to: • conduct monitoring of a CCP • use communications technology such as computers, as relevant to the task • develop and implement changes in a HACCP-based QA system • identify and apply relevant *OH&S*, *regulatory* and *workplace requirements* • record and analyse monitoring and verification data • use relevant *communication* skills • validate CCPs and critical limits
Required knowledge
Knowledge of: • objectives of a HACCP-based QA system • process for validating critical limits and CCPs • role of pre-requisite programs and Good Manufacturing Processes (GMPs) in a HACCP-based program • process of auditing and verifying a HACCP-based QA system • steps in the development of a HACCP-based QA system • steps in the systematic introduction of a HACCP-based QA system

REQUIRED SKILLS AND KNOWLEDGE

- documentation required to support a HACCP-based QA system

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 in the workplace utilising an existing approved HACCP plan.
Context of and specific resources for assessment	Assessment must involve working with actual realistic data and in the context of a HACCP plan that meets regulatory requirements.
Method of assessment	Recommended methods of assessment are: • assignment • debrief • quiz of underpinning knowledge • simulation • verified work log or diary • workplace demonstration of competency for the assessor • workplace project • workplace referee or third party report of performance over time. Assessment practices should take into account any relevant language or cultural issues related to

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EVIDENCE GUIDE	
	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.

EVIDENCE GUIDE	
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. 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.	
Product may include:	- carcase - carton meat - offal - pet meat - rendered product.
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 coverings - protective head and hair coverings - uniforms - waterproof clothing - work, safety or waterproof footwear - requirements set out in standards, codes of practice etc.

RANGE STATEMENT	
Regulatory requirements may include:	• Export Control Act • importing country requirements • relevant Australian Standards • requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption • federal, state and territory regulations regarding meat processing.
Workplace requirements will include:	• approved arrangements • enterprise-specific requirements • OH&S requirements • QA requirements • SOPs • work instructions.
Communication skills may include:	• applying numeracy skills to workplace requirements • being appropriately assertive • empathising • establishing/using networks • interpreting the needs of internal/external customers • listening and understanding • negotiating responsively • persuading effectively • reading and interpreting workplace documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups • writing to audience needs.

Unit Sector(s)

Unit sector	

Co-requisite units

Co-requisite units		

Competency field

Competency field	

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