



**Australian Government**

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

# **SFIPROC406C Develop food safety programs**

**Release: 1**

## **SFIPROC406C Develop food safety programs**

### **Modification History**

Not Applicable

## Unit Descriptor

<b>Unit descriptor</b>	<p>This unit of competency involves developing food safety programs. This unit is premised on the assumption that the person responsible for the development of the food safety program will be from within the food business, but does not exclude the use of external specialists to provide guidance and/or advice.</p> <p>Development of food safety programs, such as Hazard Analysis Critical Control Point (HACCP) will generally be undertaken collaboratively within the workplace.</p> <p>Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.</p>
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## Application of the Unit

<b>Application of the unit</b>	<p>All enterprise or workplace procedures and activities are carried out according to <b><i>relevant government regulations, licensing and other compliance requirements</i></b>, including <b><i>occupational health and safety (OHS) guidelines, food safety and hygiene regulations and procedures</i></b> and <b><i>ecologically sustainable development (ESD) principles</i></b>.</p> <p>Equipment operation, maintenance, repairs and calibrations are undertaken in a safe manner that conforms to manufacturer instructions. Appropriate <b><i>personal protective equipment (PPE)</i></b> is selected, checked, used and maintained.</p>
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## Licensing/Regulatory Information

Refer to Unit Descriptor

## 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. Prepare to develop a food safety program	<p>1.1. The scope of the <i>food safety program</i> is agreed within the food business.</p> <p>1.2. Personnel and resources to be involved in the development of the food safety program are identified and their availability negotiated.</p> <p>1.3. A plan for the development of a food safety program is agreed.</p>
2. Identify food safety hazards	<p>2.1. <i>Processes to be covered by the food safety program</i> are identified and steps within each process are described.</p> <p>2.2. <i>Food safety hazards</i> that are reasonably expected to occur are identified and risk assessment criteria are developed for each step in each process.</p> <p>2.3. <i>Handling</i> methods, processing techniques and existing support programs used in the food business are identified as control points.</p>
3. Establish methods to control food safety hazards	<p>3.1. Acceptable <i>methods of control</i> are determined for each food safety hazard that is reasonably expected to occur.</p> <p>3.2. Control methods are validated by the use of objective evidence in order to prove that materials, processes, procedures or equipment used are capable of delivering the intended result.</p> <p>3.3. Procedures for taking preventative action are established.</p>
4. Establish methods to monitor the implementation of controls	<p>4.1. Appropriate methods for monitoring control measures at critical control points are established.</p> <p>4.2. Monitoring requirements and responsibilities are confirmed as being appropriate and communicated to the relevant personnel.</p>
5. Establish appropriate corrective action	<p>5.1. Required corrective action to respond to situations where hazards are not effectively controlled is established.</p> <p>5.2. Corrective action requirements and responsibilities are communicated to relevant personnel.</p>
6. Establish a recording system to document food safety performance	<p>6.1. Records required to document, implement and maintain the food safety program are established.</p> <p>6.2. Record keeping requirements and responsibilities are communicated to food business personnel.</p>

ELEMENT	PERFORMANCE CRITERIA
7. Establish a system to regularly review the food safety program	<p>7.1. A verification schedule that reviews all aspects of the food safety program and related records is developed to ensure the program's adequacy and validity.</p> <p>7.2. Verification requirements and responsibilities are communicated to relevant personnel.</p> <p>7.3. The food safety program is revised to take account of verification outcomes.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- developing a plan for the regular review of the food safety program
- communicating to:
  - reach agreement on the processes to be covered by the food safety program
  - consult with, negotiate and explain roles and responsibilities to people in the food business
- identifying hazards that are reasonably expected to occur, conducting a risk assessment and establishing appropriate methods of control
- planning skills to:
  - develop contingency actions in the event that program requirements are not met
  - develop a food safety program
  - develop record keeping requirements and systems
- using frontline management skills to implement preventive action
- using problem solving skills to:
  - determine monitoring procedures for each food safety hazard
  - develop corrective actions in the event that acceptable limits or requirements of support programs are not met
- validating new and/or existing methods of control by referring to objective data, industry guidelines and codes of practice

#### Literacy skills used for:

- analysing process flow diagrams, hazard analysis charts and table, support program

## REQUIRED SKILLS AND KNOWLEDGE

requirements, data analysis reports, corrective action reports and verification reports

- communicating verification requirements to relevant staff
- documenting handling methods, processing techniques and existing support programs
- establishing records required to document, implement and maintain the food safety program.

### Numeracy skills used for:

- recording monitored data
- setting process limits
- validating control methods.

### Required knowledge

- food safety program design principles and development processes:
  - legal requirements to establish support programs relevant to the industry sector and nature of the food business which include HACCP and food safety systems
  - HACCP-based concepts that support the design of a food safety program to meet legal and food business requirements
  - techniques for applying HACCP-based principles in a food business, including techniques for identifying and analysing hazards, assessing the likelihood of occurrence, conducting a risk assessment of those hazards, 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
  - purpose of maintaining records, minimum recording requirements and minimum period for which records must be retained
  - roles and responsibilities of internal and external auditors and of authorised officers
  - industry terminology, food characteristics and food handling methods as they affect food safety, relating to the food business/industry sector
  - the role of consultation in the development, implementation and ongoing maintenance of the food safety program
  - techniques used to map operations for the purposes of a food safety program appropriate to the food business
  - documentation and recording requirements of support programs used as a method of control
  - validation processes and techniques
  - verification procedures
- main types of food safety hazards/contamination that may be found in seafood handled by the business and handling practices and processes used to reduced these

**REQUIRED SKILLS AND KNOWLEDGE**

hazards

- conditions required for bacterial growth to occur relevant to the food handling function, including aw, pH, composition, time and temperature
- typical support programs, such as cleaning schedules, pest control, stock rotation, product recall and personal hygiene, and how they can be used as part of a food safety program
- acceptable control methods for the hazards identified and required corrective action when control requirements are not met
- 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 program
- issues to consider relating to intended use of food products
- relevant technical knowledge to apply HACCP-based concepts to the development of a food safety program, including relevant sections of the food standards code, relevant food Acts, industry legislation and regulations, guidelines, codes of practice, templates, protocols and other sources of current technical advice relevant to industry sector and food business processes
- food business liaison:
  - documentation procedures to meet food safety program requirements appropriate to the food business
  - effective communication skills required to consult, negotiate and communicate with people in the food business
  - level of competence and current systems used by food business personnel to support food safety
  - options to fulfil the requirements of the food safety program to suit the capacity and culture of the food business
  - resources required to implement and maintain the food safety program.

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
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.	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment evidence required to demonstrate competence in this unit</b>	<p>Assessment must confirm the ability to:</p> <ul style="list-style-type: none"> <li>develop a food safety program for a seafood food business.</li> </ul> <p>Assessment must confirm knowledge of:</p> <ul style="list-style-type: none"> <li>food safety design principles and development process</li> <li>technical food safety requirements for the food safety program being developed</li> <li>food safety as it relates to seafood product specifically and to seafood food businesses.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment of this unit of competence is conducted within the context of the seafood industry.</p> <p>Assessment must occur in the context of real food businesses within the seafood sector where normal food safety hazards and control requirements exist. The environment must provide an opportunity for the assessee to demonstrate the development of a food safety program consistent with food safety legislation and appropriate to the needs of the food business.</p> <p>Resources may include:</p> <ul style="list-style-type: none"> <li>codes of practice</li> <li>enterprise OHS policy and procedures</li> <li>enterprise recording and reporting requirements</li> <li>relevant documentation, including enterprise food safety plan</li> <li>relevant legal/regulatory requirements.</li> </ul>
<b>Method of assessment</b>	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> <li>undertaking a project developing a food safety program for the seafood business</li> <li>workplace documentation</li> </ul>

EVIDENCE GUIDE	
	<ul style="list-style-type: none"> <li>written or oral questions.</li> </ul>
<b>Guidance information for assessment</b>	This unit may be assessed holistically with other units within a qualification.

## Range Statement

RANGE STATEMENT	
<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>	
<p><b><i>Relevant government regulations, licensing and other compliance requirements</i></b> may include:</p>	<ul style="list-style-type: none"> <li>ESD principles, environmental hazard identification, risk assessment and control</li> <li>fisheries or aquaculture regulations, permits, licences, quotas, catch restrictions and other compliance requirements, including:             <ul style="list-style-type: none"> <li>Australian Exclusive Economic Zone</li> <li>international treaties and agreements</li> </ul> </li> <li>HACCP, hygiene and temperature control along chain of custody</li> <li>imports quarantine and inspection, and importing approved arrangements for Australian Quarantine Inspection Service (AQIS), Australian Customs Service (ACS) and Biosecurity Australia (BA)</li> <li>Indigenous native title, land claims and cultural activities, including fishing by traditional methods</li> <li>maritime and occupational diving operations:             <ul style="list-style-type: none"> <li>foreign and Australian legislation applying to quarantine and customs</li> <li>International Convention for the Safety of Life at Sea (SOLAS)</li> <li>International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW 1978)</li> </ul> </li> <li>Marine Emergency Response Search and</li> </ul>

**RANGE STATEMENT**

	<p>Rescue (MERSAR)</p> <ul style="list-style-type: none"> <li>• National Standards for Commercial Vessels</li> <li>• pollution prevention - International Convention for the Prevention of Pollution from Ships (MARPOL 73/78)</li> <li>• Uniform Shipping Laws (USL) Code</li> <li>• use of vessels, right of way and other marine orders, bunkering and refuelling</li> <li>• land, buildings and vehicles: <ul style="list-style-type: none"> <li>• buildings and structures design and appearance, constructions and additions</li> <li>• poaching, trespass and theft</li> <li>• road laws for use of motor vehicles, bikes, trucks and other transport equipment</li> <li>• soil and water management</li> <li>• use of chemicals and biological agents</li> <li>• use of firearms and powerheads</li> <li>• use of utilities, including water, natural gas, electricity and sewage</li> <li>• water or land lease, tenure or ownership and use</li> </ul> </li> <li>• business or workplace operations, policies and practices: <ul style="list-style-type: none"> <li>• commercial law, including fair trading and trade practices</li> <li>• consumer law</li> <li>• corporate law, including registration, licensing and financial reporting</li> <li>• disability policies and practices</li> <li>• equal opportunity, anti-discrimination and sexual harassment</li> <li>• industrial relations and awards, individual employment contracts and share of catch agreements</li> <li>• jurisdictional variations</li> <li>• superannuation</li> <li>• taxation</li> <li>• trade practices</li> <li>• warnings and dismissals</li> <li>• worker's compensation</li> </ul> </li> </ul>
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<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• OHS hazard identification, risk assessment and control</li> <li>• product quality assurance:             <ul style="list-style-type: none"> <li>• correct naming and labelling (e.g. country of origin, Australian Fish Names Standard and eco-labelling)</li> <li>• correct quantities, sizes and other customer requirements</li> <li>• third-party certification (e.g. Australian Grown and ISO 14001:2004 Environmental management systems).</li> </ul> </li> </ul>
<b><i>OHS guidelines</i></b> may include:	<ul style="list-style-type: none"> <li>• appropriate workplace provision of first aid kits and fire extinguishers</li> <li>• clean, uncluttered, hygienic workplace</li> <li>• codes of practice, regulations and/or guidance notes which may apply in a jurisdiction or industry sector</li> <li>• enterprise-specific OHS procedures, policies or standards</li> <li>• hazard and risk assessment of workplace and maintenance activities and control measures</li> <li>• induction or training of staff, contractors and visitors in relevant OHS procedures and or requirements to allow them to carry out their duties in a safe manner</li> <li>• OHS training register</li> <li>• safe lifting, carrying and handling techniques, including manual handling, and the handling and storage of hazardous substances</li> <li>• safe systems and procedures for outdoor work, including protection from solar radiation, fall protection, confined space entry and the protection of people in the workplace</li> <li>• systems and procedures for the safe maintenance of property, machinery and equipment, including hydraulics and exposed moving parts</li> <li>• the appropriate use, maintenance and storage of PPE.</li> </ul>
<b><i>Food safety and hygiene regulations and procedures</i></b> may include:	<ul style="list-style-type: none"> <li>• Australian Shellfish Sanitation program</li> <li>• display, packaging and sale of food, including seafood and aquatic products</li> <li>• equipment design, use, cleaning and</li> </ul>

**RANGE STATEMENT**

	<p>maintenance</p> <ul style="list-style-type: none"> <li>• exporting requirements, including AQIS Export Control (Fish) orders</li> <li>• handling and disposal of condemned or recalled seafood products</li> <li>• HACCP, food safety program, and other risk minimisation and quality assurance systems</li> <li>• location, construction and servicing of seafood premises</li> <li>• people, product and place hygiene and sanitation requirements</li> <li>• Primary Products Standard and the Australian Seafood Standard (voluntary)</li> <li>• processing, further processing and preparation of food, including seafood and aquatic products</li> <li>• product labelling, tracing and recall</li> <li>• receipt, storage and transportation of food, including seafood and aquatic products</li> <li>• requirements set out in Australian and New Zealand Food Authority (ANZFA) Food Standards Code and state and territory food regulations</li> <li>• temperature and contamination control along chain of custody.</li> </ul>
<i>ESD principles</i> may include:	<ul style="list-style-type: none"> <li>• controlling the use and recycling of water, and managing water quality and quantity</li> <li>• increasing use of renewable, recyclable and recoverable resources</li> <li>• managing environmental hazard identification, risk assessment and control</li> <li>• managing imported products quarantine and inspection, facility biosecurity, translocation of livestock and genetic material, and health certification</li> <li>• managing stock health and welfare, especially for handling, holding, transport and slaughter</li> <li>• managing sustainable fisheries or broodstock/seedstock collection requirements, such as size limits, quotas, season restrictions, population dynamics, fishing impacts, reducing by-catch, fisheries management strategies and maintaining biodiversity</li> <li>• managing, controlling and treating effluents,</li> </ul>

<b>RANGE STATEMENT</b>	
	<p>chemical residues, contaminants, wastes and pollution</p> <ul style="list-style-type: none"> <li>• minimising noise, dust, light or odour emissions</li> <li>• planning environmental and resource efficiency improvements</li> <li>• preventing genetically modified organisms and live cultured or held organisms from escaping into environment</li> <li>• protecting native and protected flora and fauna, marine or land parks or areas, adhering to the Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES), the Ramsar Convention, World Heritage and other international treaties for which Australia is a signatory.</li> <li>• reducing emissions of greenhouse gases</li> <li>• reducing use of non-renewable resources</li> <li>• reducing disturbances to soils, erosion and surface water flows from machinery use and other activities</li> <li>• reducing energy use and introducing alternative energy sources.</li> </ul>
<b>PPE</b> may include:	<ul style="list-style-type: none"> <li>• buoyancy vest or personal floatation device (PFD)</li> <li>• personal locator beacon or Emergency Position Indicating Radio Beacon (EPIRB)</li> <li>• insulated protective clothing for freezers or chillers and refrigeration units</li> <li>• protective outdoor clothing for tropical conditions</li> <li>• non-slip and waterproof boots (gumboots) or other safety footwear</li> <li>• hard hat or protective head covering</li> <li>• protective hair, beard and boot covers</li> <li>• gloves, mitts or gauntlets, and protective hand and arm covering</li> <li>• protective eyewear, glasses and face mask</li> <li>• hearing protection (e.g. ear plugs and ear muffs)</li> <li>• respirator or face mask</li> <li>• sun protection (e.g. sun hat, sunscreen and sunglasses)</li> </ul>

<b>RANGE STATEMENT</b>	
	<ul style="list-style-type: none"> <li>• safety harness</li> <li>• uniforms, overalls or protective clothing (e.g. mesh and waterproof aprons)</li> <li>• waterproof clothing (e.g. wet weather gear and waders).</li> </ul>
<b>The <i>food safety program</i>:</b>	<ul style="list-style-type: none"> <li>• systematically identifies the food safety hazards that may be reasonably expected to occur in all food handling operations of the food business, including risk assessment procedures associated with likely hazards</li> <li>• 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 or developed collaboratively within the food business</li> <li>• 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</li> <li>• must comply with relevant national, state, territory and industry legislation and regulations.</li> </ul>
<b><i>Processes to be covered by the food safety program</i> include:</b>	<ul style="list-style-type: none"> <li>• methods to control hazards, support programs and manage specific hazard control limits or requirements</li> <li>• product recall, cleaning schedules, pest control programs, personal hygiene practices, calibration procedures and related operating procedures</li> <li>• processing stages, such as cooking, cook and chill, cook and hold, thaw and reheat.</li> </ul>
<b><i>Food safety hazards</i> may be:</b>	<ul style="list-style-type: none"> <li>• a regular occurrence of little or no risk or, infrequent hazards of extremely high risk to human life</li> <li>• microbiological, chemical or physical in nature.</li> </ul>
<b><i>Handling</i> may include:</b>	<ul style="list-style-type: none"> <li>• handling of packaging, food containers and equipment</li> <li>• handling recalled or contaminated seafood prior to disposal</li> <li>• receiving, storing, control of temperature, preparing, processing, cooking, displaying,</li> </ul>

RANGE STATEMENT	
	packaging, serving and transporting seafood.
<i>Methods of control</i> may involve:	<ul style="list-style-type: none"> <li>• equipment</li> <li>• procedures, including supply chain controls</li> <li>• processes.</li> </ul>

## Unit Sector(s)

Unit sector	Seafood processing
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## Co-requisite units

Co-requisite units		

## Competency field

Competency field	
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