SITXFSA004 Develop and implement a food safety program

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop, implement and evaluate a food safety program for all stages in the food production process, including receipt, storage, preparation, service and disposal of food. It requires the ability to determine program requirements and prepare policies and procedures for other personnel to follow.

The unit applies to all organisations with permanent or temporary kitchen premises or smaller food preparation areas.

This includes restaurants, cafes, clubs, and hotels; tour operators; attractions; function, event, exhibition and conference catering; educational institutions; aged care facilities; correctional centres; hospitals; defence forces; cafeterias, kiosks, canteens, and fast food outlets; residential catering; in-flight and other transport catering.

A food safety program would most commonly be based on the hazard analysis and critical control points (HACCP) method, but this unit can apply to other food safety systems.

It applies to senior personnel who work independently and who are responsible for making strategic decisions on establishing and monitoring risk control systems for food related hazards. This could include chefs, kitchen managers, catering managers, fast food store managers and owner-operators of small business catering operations or retail food outlets.

In some States and Territories businesses are required to designate a food safety supervisor who is required to be certified as competent in SITXFSA001 Use hygienic practices for food safety and/or SITXFSA002 Participate in safe food handling practices through a registered training organisation.

Food safety legislative and knowledge requirements may differ across borders. Those developing training to support this unit must consult the relevant state or territory food safety authority to determine any accreditation arrangements for courses, trainers and assessors.

Pre-requisite Unit

Nil

Competency Field

Food Safety

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Evaluate organisational requirements for food safety program.	1.1. Evaluate organisational characteristics that impact on food safety.
	1.2. Examine food handling operations and processes and identify potential or existing food hazards.
	1.3. Identify critical control points in food preparation system where food hazards must be controlled.
	1.4. Identify product suppliers and determine quality assurance specifications for foodstuffs supplied.
	1.5. Evaluate existing product specifications for food items prepared and sold.
	1.6. Evaluate existing policies and procedures and monitoring practices, including record keeping, and assess need for change.
2. Develop food safety program to control hazards.	2.1. Consult with stakeholders in program development.
	2.2. Integrate regulatory requirements and standards into policies and procedures.
	2.3. Establish and document critical control points and control methods for each point.
	2.4. Develop procedures for systematic monitoring of controls and associated record keeping.
	2.5. Develop corrective action procedures for uncontrolled hazards.
	2.6. Develop or modify and record product specifications covering food items prepared and sold.
	2.7. Identify training needs and develop training program.
	2.8. Develop schedule for regular review of food safety program.
	2.9. Document food safety program and provide to regulatory authorities as required.
3. Implement food safety program.	3.1. Communicate food safety programs, policies, procedures and product specifications to colleagues and ensure display of appropriate signage and access to information.
	3.2. Organise appropriate training and mentoring.
	3.3. Monitor operational activities to ensure that policies and procedures are followed.
	3.4. Manage response to incidents of uncontrolled food hazards and oversee implementation of corrective action

procedures.

3.5. Make changes to practices that led to the food safety breach, and document, communicate and implement changes.

3.6. Maintain food safety management documents.

4. Participate in food safety audit.	4.1. Ensure food safety program is audited as required by legislation.
	4.2. Participate in food safety program audits and provide assistance to inspectors.
	4.3. Retain records of food audits according to legislative requirements.
5. Evaluate and revise food safety program.	5.1. Conduct scheduled review of food safety program in consultation with colleagues.
	5.2. Validate required food safety controls.
	5.3. Review policies, procedures, product specifications, monitoring systems and record keeping methods, and revise as required.
	5.4. Prepare and document amended food safety program and provide to regulatory authorities as required.
	5.5. Communicate changes and monitor inclusion in production processes.
	5.6. Identify and respond to additional training needs based on changes to food safety practices.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret sometimes complex materials describing regulatory requirements relating to food safety.
Oral communication skills to:	• provide information on food safety program to colleagues.
Numeracy skills to:	• work with the concepts of measurement.
Problem-solving skills to:	• evaluate and respond to strategic and operational factors that influence the food safety program • identify and respond to systemic operational issues.
Planning and organising	• coordinate and respond to multiple and interrelated operational challenges.

skills to:

Unit Mapping Information

SITXFSA401 Develop and implement a food safety program

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694