



Australian Government

AMPCOR402 Facilitate Quality Assurance Process

Release: 1

AMPCOR402 Facilitate Quality Assurance Process

Modification History

Release	TP Version	Comment
1	AMPv1.0	Initial release

Application

This unit describes the skills and knowledge required to oversee a Hazard Analysis Critical Control Point (HACCP)-based Quality Assurance (QA) program. This unit is suitable for retailers, smallgoods producers, processors and food service establishments producing meat and meat products for domestic and export markets.

This unit is applicable to supervisors or those with responsibility for all or part of a meat establishment HACCP-based QA program.

Work in this unit must be carried out in accordance with AS4696 Australian Standard for the hygienic production and transportation of meat and meat products for human consumption.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Facilitate the ongoing implementation of the QA program in the workplace	1.1 Identify regulatory basis for compliance with the company's HACCP-based QA program 1.2 Identify nature and importance of work instructions and Standard Operating Procedures (SOPs) and coach workers in their implications

Element	Performance criteria
	1.3 Write work instructions and SOPs to comprehensively document requirements for competent performance 1.4 Review work instructions and SOPs for accuracy 1.5 Monitor implementation of work instructions and operating procedures
2. Monitor inspection and test records	2.1 Identify control and critical control points in the HACCP program 2.2 Identify and implement appropriate procedures for monitoring products and processes 2.3 Identify critical limits and causes for product or process not conforming 2.4 Monitor inspection and test records to verify product quality and identify performance trends 2.5 Include descriptions of proposals in status reports to introduce improved processes or procedures
3. Respond to non-conforming product or processes	3.1 Identify procedures for taking corrective action 3.2 Implement corrective and preventative measures to prevent recurrence 3.3 Devise or revise procedures to support control measures 3.4 Identify processes or conditions which could result in a breach of meat safety procedures and take corrective action 3.5 Introduce and control process changes to meet QA requirements
4. Review product samples and test results	4.1 Identify product sampling procedures 4.2 Identify post-collection procedures according to SOPs 4.3 Review and respond to test results in accordance with workplace requirements
5. Calculate yield, wastage and productivity indicators	5.1 Calculate yield, wastage and productivity measures to determine performance outcomes 5.2 Compare yield, wastage and productivity measures with targets to determine variations between actual and planned performance
6. Calculate calibration adjustments	6.1 Use mathematical concepts associated with equipment calibration to determine adjustment to settings 6.2 Verify calibration calculation by checking the accuracy of the adjustment in the actual work performance

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

MTMCOR402C Facilitate Quality Assurance process	E
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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e2e56b7-698f-4822-84bb-25adbb8443a7>

Assessment Requirements for AMPCOR402 Facilitate Quality Assurance Process

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Performance Evidence

Evidence must demonstrate the candidate's consistency of performance over time at production speed.

Evidence must demonstrate the candidate's consistency of performance over time at production speed. The candidate must facilitate Quality Assurance process.

The candidate must:

- apply appropriate mathematical concepts and measures
- assemble product and process inspection, test and other quality data in prescribed format
- calibrate equipment accurately and verify calibrations
- communicate quality system and/or food safety system requirements to workers with clarity and precision
- determine and take corrective and preventative action
- establish and manage relevant project teams to develop and implement or update the necessary elements of the quality system and food safety system
- explain actual and potential problems evident from trend analysis
- apply the HACCP principles and the process for developing a QA or food safety program
- identify and apply relevant Workplace Health and Safety (WHS) requirements
- interpret the results and trends of process monitoring
- prepare reports recommending improvements to processes and procedures
- prepare reports using primary and summary data, and appropriate language
- use relevant communication skills
- review communication systems (spoken and written) to minimise the potential for misreporting and misunderstanding of food safety requirements, procedures and plans
- utilise available technology to record, manipulate, analyse and present or report data
- explain the data the enterprise uses to record performance
- interpret the resulting trends of product monitoring and testing
- monitor records and documentation for accuracy and compliance
- monitor the accurate and timely recording of quality data

Knowledge Evidence

The candidate must demonstrate a broad factual, technical and theoretical knowledge of:

- workplace, regulatory and customer requirements critical to the workplace's operation and success
- enterprise recall and traceability procedures
- post-collection procedures for handling samples
- purpose of the HACCP development and review process
- risks associated with samples and how to minimise them
- actual/potential problems which can occur if SOPs or work instructions or their equivalent are non-existent or inaccurate
- document controls associated with procedural change
- necessary scope of the QA system and food safety system to ensure requirements are met
- purpose of calibrating equipment
- purpose of SOPs and work instructions
- sampling procedure
- implementation process for a change in the process
- causes of variation and non-conformance and appropriate courses of action to rectify problems
- critical limits for enterprise product or processes
- actual and potential risks associated with uncontrolled procedural changes
- legal obligations of the enterprise and individuals to maintain the QA system
- team requirements and team management processes or strategies

Assessment Conditions

Assessment must involve a demonstration of skills in the workplace.

Assessment must include demonstration of on-the-job competency in the workplace.

Competency must be demonstrated in terms of current regulatory requirements.

The following three forms of evidence must be used:

- quiz of underpinning knowledge
- workplace demonstration
- workplace referee or third-party report of performance over time

Assessors must satisfy current standards for RTOs.

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