



Australian Government

Assessment Requirements for FBPAUD4003 Conduct food safety audits

Release: 1

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Modification History

Release	Comments
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has effectively planned and conducted a food safety audit, for a minimum of one client, that complies with legal and client requirements, including:

- preparing audit documentation
- preparing a final audit report that refers to:
 - non-conformity reports
 - corrective action reports
 - follow-up reports
 - suggestions for improvements to the food safety management system and to the audit process.

Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- auditor roles and responsibilities, including:
 - audit activities and stages, including guidelines on audit stages and activities as outlined in International Organization for Standardization (ISO) 19011:2011
 - personal attributes required of food safety auditors, including those outlined in ISO 19011:2011, and additional client requirements where required
 - role, responsibilities and powers of enforcement agencies, authorised officers and commercial auditors, including reporting responsibilities, legal liability of auditors and delegation of authority to commercial auditors as may apply in some states and territories
 - relevant competencies and certification/registration criteria and processes applying to both regulatory and commercial auditors

- audit management to develop and implement an audit against an agreed plan, including the scope/level of authority to revise the resource and allocate time allocations to take account of variation to plan
- food safety management systems, including:
 - purpose and intent of each element of a food safety management system
 - the underlying principles of risk-based approaches to controlling food safety hazards, including using critical control points as described in the Codex Alimentarius Guidelines
 - vocabulary and terms relating to food safety, including terms and jargon to describe technical processes, industry standards and common biological and chemical terms
 - food safety management system knowledge relevant to the system being audited, including system requirements, definitions and levels of non-compliance and related reporting responsibilities as defined by legal and management system requirements
 - the interaction between different types of management systems, including the impact of food safety decisions on other management systems, including workplace health and safety, quality, environmental risk management and animal welfare
 - technical knowledge required to assess the adequacy of the food safety management system performance and corrective actions
 - role of prerequisite programs in controlling hazards, including the relationship between prerequisite programs and risk-based approaches, including using critical control points to control food safety hazards
 - information handling and management system protocols, including rights of access to information, maintenance of confidentiality of audit information and reports and information dissemination requirements
- food safety legislation, including:
 - the purpose and intent of food safety legislation, including sources of information on importing country requirements and of requirements of countries and retailer driven systems in importing markets
 - the content covered by the Australia New Zealand Food Standards Code and/or other relevant standards
 - the structure and responsibilities of Commonwealth, state and territory government departments and local government to manage and implement food safety legislation, including where to find information on relevant Commonwealth, state/territory legislative requirements, product or industry sector legislation and regulations and import and export market requirements
 - the regulatory framework and specific legislation relevant to the audit, including relevant risk profiling or classification systems where they apply
 - sources of information on legislation and codes governing primary production and primary processing
 - requirements for scheduling and conducting further auditing as determined by food safety legislation and/or client system requirements
 - legal liability of auditors and protection against litigation and professional practice issues, including the circumstances under which an auditor could be prosecuted, and insurance requirements

- the role of auditors when called on to provide evidence as a witness in court
- food safety audit processes, including:
 - preliminary work required to identify food to be covered by the food safety program, define the food and the method of distribution, identify customers and intended use of food, describe the process (flow chart) and check accuracy and completeness
 - methods used to identify food safety hazards and assess food safety hazard risk levels, taking account of severity and likelihood of occurrence
 - methods used to identify critical control points and establish critical limits, suited to the nature of the hazard, the requirements of the audit and the industry sector
 - methods used to validate control techniques and critical limits, including industry or sector codes of practice, technical standards and research
 - types of evidence, including the difference between objective and hearsay evidence and methods for recording and managing evidence to provide reliable reference information in the event that evidence is challenged
 - evidence collection methods, including record sampling and sample analysis, the evidence collection options relevant to a given audit situation, the reliability of each collection method and the range and extent of evidence collection methods required to ensure that audit outcomes are objective, consistent, fair and reliable
 - methods to assess skill requirements and options to confirm that the responsible personnel within the food business have the required skills and knowledge of food safety and food hygiene relevant to the food business
 - circumstances, implications and responsibilities in the event that the auditee requests that the audit ceases
 - circumstances and authority of an auditor to initiate cessation of an audit
 - the context in which audits are conducted, including workplace culture and preferred communication methods, industry, process and/or product knowledge and related jargon
 - requirements for recording audit information and reporting.

Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
 - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
 - plant and equipment that would typically be used in a commercial food manufacturing business
- specifications:
 - food safety plans
 - food safety-related documentation typical of commercial food manufacturing businesses and used for the purpose of verification

- evidence and documentation relevant to processes that would typically be used by commercial manufacturing businesses to support validation processes.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>