



Australian Government

FBPFST6001 Develop, manage and maintain quality systems for food processing

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.

Application

This unit of competency describes the skills and knowledge required to develop, manage and maintain quality systems to enable food processing enterprises to operate in specific markets and build consumer confidence in products. The individual is required to demonstrate deep knowledge in a specific technical area and to design and communicate solutions to sometimes complex problems.

This unit applies to individuals who are responsible for designing, implementing and continually improving a quality (QA) system in food production. They typically have responsibility for the establishment and review of systems for the site or department. They may work with the assistance of external experts to develop plans and strategies.

No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.

Pre-requisite Unit

Nil

Unit Sector

Food science and technology (FST)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish requirements	1.1 Develop policies expressing the organisation's commitment to the

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of the quality system	quality system and processes 1.2 Identify legislative requirements for quality systems 1.3 Determine scope and objectives of the quality system in relation to all business operations, customers, suppliers and contractors 1.4 Establish quality performance standards, including for customer and supplier service, consistent with the direction and goals of the organisation 1.5 Identify resource requirements and include in financial, human resource and operational plans
2. Design the quality system	2.1 Apply quality principles to all business operations to achieve business goals and performance standards 2.2 Define and communicate responsibilities for development, implementation and operation of the quality system 2.3 Include personnel from all levels and areas of the organisation in the development and implementation of the quality system 2.4 Develop and validate quality system components, procedures, policies and supporting documentation to meet organisation, customer and regulatory requirements 2.5 Develop consultative and communication strategies to link the quality system with all aspects of business operations 2.6 Negotiate supplier or contractor service standards and audit requirements 2.7 Develop performance measures and indicators to measure performance against policies, goals and performance standards
3. Implement and monitor the quality system	3.1 Prepare and resource the implementation plan for the quality system 3.2 Prepare and resource training plans to provide personnel at all levels with quality concepts and skills 3.3 Address quality system requirements and customer focus in the establishment, operation and evaluation of all quality system components 3.4 Identify, develop and monitor control and preventative action measures and procedures 3.5 Establish procedures for reporting, recording and responding to non-conformances and non-compliances

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	3.6 Monitor and document customer and supplier service standards 3.7 Collect and analyse quality data and report issues 3.8 Monitor quality costs and performance 3.9 Prepare quality system for external review and approval by relevant authorities
4. Continuously improve the quality system	4.1 Monitor and review impacts of the quality system on operations 4.2 Respond to and resolve customer complaints and requests, and use the information to improve the system 4.3 Establish procedures for the ongoing identification and resolution of issues 4.4 Update the quality system for changes in process, technical information, customer and regulatory requirements 4.5 Engage stakeholders in decision making and continuous improvement processes and strategies 4.6 Use quality results, findings and conclusions in improvement processes 4.7 Analyse the costs and benefits of the quality system 4.8 Review quality goals and targets continuously
5. Communicate quality outcomes	5.1 Complete the certification of product and processes consistent with quality outcomes and customer and regulatory requirements 5.2 Notify regulatory authorities and agencies of breaches and non-compliance incidents 5.3 Use quality outcomes to promote public confidence in products and services

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Reading	Interpret food safety guidelines and regulations

Skill	Description
	Interpret quality procedures
Writing	- Develop procedures for implementing and monitoring a quality system - Document plans and standards for a quality system
Numeracy	- Maintain and analyse data resulting from monitoring and reviewing of a quality system - Analyse costs of a quality system
Navigate the world of work	Monitor adherence to legal and regulatory standards and responsibilities for self and others

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
FBPFST6001 Develop, manage and maintain quality systems for food processing	FDFST5030A Develop, manage and maintain quality systems for food processing	Updated to meet Standards for Training Packages Unit code updated to reflect AQF level	Equivalent unit

Links

Companion Volume Implementation Guides are found in VETNet: -

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

Assessment Requirements for FBPFST6001 Develop, manage and maintain quality systems for food processing

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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 developed, managed and maintained quality systems for food processing on at least one occasion, including:

- developing and documenting quality system procedures in compliance with enterprise and legislative requirements
- implementing the quality system in a typical food production process, including establishing responsibilities, training requirements and reporting arrangements
- collecting and analysing process control data and other data, and recommending quality system improvements
- developing procedures to deal with non-conformance in relation to quality system requirements.

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:

- the key concepts, philosophies and tools of quality management
- the management and organisational structure and its impact on quality systems
- the role audits play in a quality system
- documentation requirements of the quality system and their roles in the functioning of the system, including the requirement for effective and secure quality recordkeeping systems
- organisational goals and directions and their implications for the quality system
- the legal requirements for the establishment and maintenance of the quality system, including responsibilities for reporting breaches to authorities and implementing audit findings
- existence of International Organization for Standardization (ISO) 22000:2005 Food safety management systems, ISO 22003:2013 Food safety management systems, and ISO 103393:2013 Consumer product recall

- the principles and functions of hazard analysis and control, validation (including auditing) and verification of quality systems
- quality and performance standards relevant to a food production operation.

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:
 - production process and related equipment, manufacturers' advice and operating procedures
 - a food processing enterprise with documentation to support the implementation of a quality system
 - methods and related software systems for collecting data and calculating yields, efficiencies and material variances appropriate to production environment
- specifications:
 - tests used to report relevant product/process information and recorded results.

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

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