



Australian Government

FDFTEC3001A Participate in a HACCP team

Revision Number: 1

FDFTEC3001A Participate in a HACCP team

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to participate in the development and/or review of a HACCP-based food safety program under direction.
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Application of the Unit

Application of the unit	This unit is appropriate where the operator requires a detailed understanding of the steps and techniques used to develop and review a HACCP-based food safety program. This unit can be aligned at either AQF 3 or 4. When aligned at AQF 3 the person would typically participate in the development of the food safety program as part of a group. The scope of contribution would typically be limited to their immediate work area. When this unit is applied at AQF 4 the person may take a lead role in facilitating the development of the food safety program and would apply an understanding of food safety across more diverse operations or work areas. This unit is based on and achieves part of the guideline food safety unit GFSDFSPA Develop food safety programs.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
	FDFFS2001A	Implement the food safety program and procedures

Employability Skills Information

Employability skills	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 and/or review a food safety program	1.1. Roles and responsibilities for participating in, developing or reviewing a food safety program are identified 1.2. The scope of the food safety program is identified
2. Identify and/or review food safety hazards	2.1. Processes to be covered by the food safety program are identified and steps within each process are described 2.2. Food safety hazards that are reasonably expected to occur are identified for each process 2.3. Handling methods, processing techniques and existing support programs used in the workplace are identified
3. Establish and/or review methods to monitor and control food safety hazards	3.1. Acceptable methods of control are established for each food safety hazard that is reasonably expected to occur 3.2. Control methods are validated 3.3. Procedures for taking preventative action are established 3.4. Appropriate methods for monitoring that processes remain within control are established 3.5. Required corrective action to respond to situations where hazards are not effectively controlled is established 3.6. Work is conducted in accordance with workplace environmental guidelines

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- identify personal roles and responsibilities for participating in the development or review of a food safety program
- identify processes and steps to be covered
- identify hazards that are reasonably expected to occur and establish appropriate methods of control, such as participating in validating existing control methods and where there is no adequate control method in place, establishing an appropriate method
- establish or review procedures for implementing preventative action, such as revision of materials, processes and/or food handling procedures, and where required, the revision of workplace practices and documentation, such as specifications, operating procedures and approved supplier programs
- describe the appropriate monitoring requirements for each food safety hazard, including the method or procedure to be followed, the frequency and timing, the person responsible, and the information to be recorded (procedures to be followed would typically be specified in the form of a standard operating procedure or work instruction)
- describe corrective action requirements in the event that acceptable limits or requirements of support programs are not met
- develop or review documentation relating to the design and maintenance of the food safety program, such as flow diagrams, hazard analysis charts and tables, support program requirements, data analysis reports, corrective action reports and verification reports
- develop or review documentation to communicate food safety responsibilities, such as standard operating procedures (SOPs), processing parameters and recording devices (e.g. log sheets)
- communicate food safety responsibilities within level of responsibility using techniques and presentation styles appropriate to the audience
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

REQUIRED SKILLS AND KNOWLEDGE

- the purpose and intent of food safety legislation
- purpose and responsibilities for maintaining records as required by legislation and workplace procedures
- roles and responsibilities for development and maintenance of the food safety program, including roles of internal and external auditors and of authorised officers
- techniques for applying HACCP-based principles, including techniques for identifying hazards, assessing the likelihood of occurrence, 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
- techniques used to map operations and analyse food safety requirements, such as preparation of flow charts, hazard analysis charts and tables, and data analysis reports
- raw materials, ingredient and finished product composition and characteristics, and related handling and storage requirements
- food processing methods used in the workplace or work area and their effect on food safety
- sources of technical expertise on food safety requirements
- the role of consultation in the development, implementation and ongoing maintenance of the food safety program
- documentation and recording requirements to support communication and monitoring of the food safety program, including procedures for maintaining and updating relevant documents, such as operating procedures
- main types of food safety hazards/contamination likely to occur given the type of product and processing methods used
- conditions required for bacterial food poisoning to occur, such as water activity, pH, composition, time and temperature as relevant to food handled
- acceptable control methods for the hazards identified and required corrective action when control requirements are not met
- typical support programs, such as cleaning schedules, pest control, stock rotation, product traceability 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
- validation and verification processes and techniques and responsibilities

Evidence Guide

EVIDENCE GUIDE

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.

Overview of assessment

Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of ability to:

- identify components and parameters of a food safety program
- identify food safety hazards in production processes
- establish and validate control standards and methods for each hazard
- establish procedures for unpredicted hazards
- communicate and document hazards and control procedures
- complete workplace records
- apply safe work practices and identify occupational health and safety (OHS) hazards and controls
- apply food safety procedures.

Context of and specific resources for assessment

Assessment must occur in a real or simulated workplace where the assessee has access to:

- workplace food safety program documentation
- advice on quality and food safety legislation
- procedures for developing or modifying specifications and other advice on food safety requirements
- procedures for developing or modifying documentation, such as work instructions and procedures, log sheets and other recording requirements
- review/audit arrangements
- consultative mechanisms
- communication systems
- training system
- reporting/recording system.

Method of assessment

This unit should be assessed together with core units and

EVIDENCE GUIDE	
	other units of competency relevant to the function or work role.
Guidance information for assessment	To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.

Range Statement

RANGE STATEMENT

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.

Food safety programs	A food safety program is a written document that specifies how a business will control all food safety hazards that are reasonably expected to occur in the food business. The food safety program must provide for the systematic monitoring of the controls as well as appropriate corrective action if a hazard is found not to be under control. Records must be kept to demonstrate action in relation to, or in compliance with, the food safety program. A food safety program may be developed as a stand-alone program or may be integrated with the quality program in a workplace
Methods used to control hazards	Methods used to control hazards include: • both support programs and specific hazard control limits or requirements Typical examples of support programs include: • product recall • cleaning schedules • pest control programs • personal hygiene practices • calibration procedures and related operating procedures
Food safety hazards	Food safety hazards include: • microbiological • chemical • physical hazards
Validation	Validation refers to: • the use of objective evidence in order to prove that materials, processes, procedures or equipment used are capable of delivering the intended result

RANGE STATEMENT	
Verification	Verification refers to: reviewing all aspects of the food safety program and related records to determine compliance with and adequacy of the food safety program At a minimum, food safety programs must be verified annually
Scope of the HACCP based plans	The scope of the HACCP-based plan depends on workplace requirements and may extend outside the direct area of responsibility of the team participants

Unit Sector(s)

Unit sector	Technical
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		