



Australian Government

MSL934001 Contribute to the ongoing development of HACCP plans

Release: 1

MSL934001 Contribute to the ongoing development of HACCP plans

Modification History

Release 1. Supersedes and is equivalent to MSL934001A Contribute to the ongoing development of HACCP plans

Application

This unit of competency covers the ability to collect and analyse data obtained from hazard analysis and critical control points (HACCP) records. Personnel are required to implement approved corrective actions and complete the review and update of documents and systems related to HACCP plans.

This unit of competency is applicable to technical assistants working in the food processing, manufacturing and pharmaceutical industry sectors. This unit of competency is relevant to experienced technical officers who may work individually or as part of a team. Members of a HACCP team contribute a range of expertise and relevant technical support. They would normally share responsibilities for the development of a HACCP plan.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked

Pre-requisite Unit

Nil

Competency Field

Quality

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|---|------------------------------------|-----|---|
| 1 | Review existing HACCP plans | 1.1 | Collect data and results from HACCP records |
| | | 1.2 | Identify major and minor non-conformances to the HACCP plan |
| | | 1.3 | Monitor critical control points to confirm performance |

		1.4	Analyse problem areas using appropriate quality improvement tools and techniques
		1.5	Suggest corrective actions and strategies to prevent recurrence of the problem
		1.6	Document required amendments to the HACCP plan
		1.7	Report and present recommendations to appropriate personnel
2	Provide support for the implementation of HACCP plans	2.1	Analyse roles, duties and current competency of associated personnel in relation to HACCP responsibilities
		2.2	Identify training needs and skill development in relation to the successful implementation of the HACCP plan and assist with delivery
		2.3	Maintain resource requirements to support HACCP plan
3	Review the implementation plan	3.1	Implement any approved recommendations
		3.2	Update any changes to the documents
		3.3	Validate the effectiveness of changes to the HACCP plan

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, Standards, codes, procedures and/or workplace requirements

procedures and/or workplace requirements

include the latest version of one or more of:

- Australian and international standards, legislation, regulations and codes, such as Australia New Zealand Food Standards (ANZFS) Code, Australian code of good manufacturing practice for medicinal products (GMP), and principles of good laboratory practice (GLP)
- national work health and safety (WHS) standards and codes of practice, and state/territory/national legislation covering food and pharmaceutical safety
- workplace plans, such as food safety plans and/or pharmaceutical safety requirements, HACCP plans/documents/procedures, product safety plan and production/quality procedures/requirements
- workplace documents, such as standard operating procedures (SOPs), quality and equipment manuals, calibration and maintenance schedules, material safety data sheets (MSDS) and safety procedures, material, production and product specifications, production and laboratory schedules, workplace recording and reporting procedures, waste minimisation and safe disposal procedures, work instructions, recording sheets and result forms

Products/materials handled by laboratory assistants

Products/materials handled by laboratory assistants include one or more of:

- raw materials, ingredients, food additives, adjuncts/process aids and finished product
- consumables, such as chemicals

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSL934001A Contribute to the ongoing development of HACCP plans

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>

Assessment Requirements for MSL934001 Contribute to the ongoing development of HACCP plans

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Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:

- collecting and analysing data obtained from hazard analysis and critical control points (HACCP) records
- analysing data and recognising major and minor non-conformances
- constructing flow diagrams and hazard analysis tables
- using quality improvement tools and techniques, including statistical process control
- using problem-solving techniques to identify causes and options to remedy problems
- identifying corrective actions and developing a corrective action plan
- implementing approved corrective actions
- reviewing existing HACCP plans
- monitoring and evaluating effectiveness of any changes/actions within the context of the ongoing development of HACCP plan
- delivering training to workplace personnel to assist their understanding of their roles and responsibilities for the implementation of HACCP
- consulting and communicating appropriately with associated personnel
- documenting and presenting recommendations and changes
- completing the review and update of documents and systems related to HACCP plans.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- the seven principles of HACCP and relationship to food or pharmaceutical safety, benefits of HACCP and preliminary steps for HACCP
- HACCP plan contents, including:
 - critical control points and control limits
 - consequences of non-conforming products being identified
 - products and services provided by the workplace, and production process
 - layout of the workplace, divisions and laboratory
 - organisational structure of the workplace, communication channels and consultative arrangements
 - role of laboratory services to the workplace and customers
 - scheduling of tests and procedures to meet customer requirements

- quality policy, procedures and responsibilities of job role
- workplace procedures associated with the candidate's regular technical duties
- methods used to monitor each critical, quality and regulatory control point
- methods for systematically investigating and responding to problems
- flow charts, symbols, control charts, control limits and control measures
- equipment and instrument calibration requirements
- procedures for addressing non-compliance and continuous improvement practices
- relevant hazards, work health and safety (WHS) and environment requirements.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
 - MSL933002 Contribute to the achievement of quality objectives
 - MSL933003 Apply critical control point requirements
 - TAEDEL301A Provide work skill instruction
- Holistic assessment methods include:
 - review of documentation completed by the candidate as part of the development of HACCP plans
 - review of data and reports obtained from HACCP records by the candidate
 - feedback obtained from managers on implementation and review of HACCP plans.
- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
 - workplace documentation, such as HACCP plan and quality manuals.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR

- relevant workplace experience.
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

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