



Australian Government

MSL934005 Contribute to the ongoing development of HACCP plans

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>MSL Laboratory Operations Training Package Release 2.0</i>. Supersedes and equivalent to MSL934001 Contribute to the ongoing development of HACCP plans. Foundation skill information added. Range of conditions removed. Assessment requirements amended.

Application

This unit of competency describes the skills and knowledge 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 applies 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.

No licensing or certification requirements exist at the time of publication. However, regulations and/or external accreditation requirements for laboratory operations exist, so local requirements should be checked. Relevant legislation, industry standards and codes of practice within Australia must also be applied.

Pre-requisite Unit

Nil

Competency Field

Quality

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 HACCP plan 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.

- Oral communication skills to work effectively as part of a team.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Equivalent to MSL934001 Contribute to the ongoing development of HACCP plans, Release 1.

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet -

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

Assessment Requirements for MSL934005 Contribute to the ongoing development of HACCP plans

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and:

- actively contributed to the development of at least one HACCP plan, either individually or as part of a team, including:
 - monitoring and evaluating effectiveness of changes within the context of the ongoing development of HACCP plan
 - consulting and communicating appropriately with associated personnel.

Knowledge Evidence

There must be evidence the candidate has 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
- legal, ethical and work health and safety (WHS) requirements specific to the work task.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - HACCP plans
 - workplace quality procedures and manuals.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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