



Australian Government

Department of Education, Employment and Workplace Relations

MSL933003A Apply critical control point requirements

Revision Number: 1

MSL933003A Apply critical control point requirements

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the ability to monitor critical, quality and regulatory control points related to a person's work responsibilities. This unit of competency also covers support for ongoing improvement of the enterprise hazard analysis and critical control points (HACCP) plan.
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Application of the Unit

Application of the unit	This unit of competency is applicable to production operators and laboratory assistants in the food processing and manufacturing sectors. Control points refer to those key points in a work process that must be monitored and controlled. Industry representatives have provided case studies to illustrate the practical application of this unit of competency and to show its relevance in a workplace setting. These are found at the end of this unit of competency under the section 'This competency in practice'.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

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. Provide routine input to the HACCP plan	1.1. Obtain information about control points in the manufacturing process 1.2. Locate control points for own work area responsibilities 1.3. Perform relevant checks and inspections on materials and equipment to establish conformance to meet food safety requirements 1.4. Identify variations or common faults 1.5. Record inspection results and report to appropriate personnel
2. Contribute to the continuous improvement of the HACCP plan	2.1. Recognise non-conformance to the HACCP plan 2.2. Identify likely causes for non-conformance 2.3. Record and report non-conformances to appropriate personnel

Required Skills and Knowledge

Required skills

Required skills include:

- monitoring of the critical, quality and regulatory control points
- preventing contamination from occurring or recurring
- recording of information using the enterprise reporting system
- collecting and analysing data to identify variation from limits
- making approved corrective actions as required
- supporting continuous improvement through observation and communication

Required knowledge

Required knowledge includes:

- the seven principles of HACCP and relationship to food or pharmaceutical safety
- preliminary steps for HACCP
- benefits of HACCP
- the HACCP plan, including:
 - the critical control points and control limits
 - consequences of non-conforming products being identified
- continuous improvement practices
- quality policy, procedures and responsibilities
- the methods used to monitor each critical, quality, regulatory control point
- equipment and instrument calibration requirements
- methods for systematically investigating and responding to problems
- control points and their potential impact on work systems
- relevant health, safety and environment requirements
- products and services provided by the enterprise
- layout of the enterprise, divisions, and laboratory
- organisational structure of the enterprise
- lines of communication
- role of laboratory services to the enterprise and customers
- scheduling of tests and procedures to meet customer requirements
- enterprise procedures associated with the candidate's regular technical duties

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

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

Assessors should ensure that candidates can:

- correctly monitor the critical, quality and regulatory control points for their work
- prevent contamination from occurring or recurring
- collect, record and interpret data and take corrective actions
- support continuous improvement through observation and communication.

Context of and specific resources for assessment

This unit of competency is to be assessed in the workplace or simulated workplace environment.

This unit of competency may be assessed with

- *MSL922001A Record and present data*
- *MSL933002A Contribute to the achievement of quality objectives.*

Resources may include:

- quality manuals and procedures
- HACCP plans and records
- recording equipment
- case studies to illustrate a range of HACCP issues.

Method of assessment

The following assessment methods are suggested:

- observation of the candidate monitoring control points in the work area
- feedback from supervisors and peers
- review of corrective action suggestions by the candidate
- flow charts or diagrams prepared by the candidate, alternatively, the candidate could explain existing charts or diagrams
- candidate's response to simulated problems.

In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess

EVIDENCE GUIDE

	directly. Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability. Access must be provided to appropriate learning and/or assessment support when required. The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work like environment.
This competency in practice	Industry representatives have provided the case study below to illustrate the practical application of this unit of competency and show its relevance in a workplace setting. Food processing The laboratory is responsible for the monitoring of the complex hazard analysis and critical control points in the food production process. The laboratory assistant gathers data at these points for the recording and checking of the process. All data outside the critical limits are immediately communicated to the laboratory manager and the production manager. Any approved corrective actions undertaken by the laboratory assistant are recorded in the laboratory log of system non-conformance. Suggestions for improvement of the system are also recorded for discussion at the regular team meeting.

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.

Codes of practice

Where reference is made to industry codes of practice, and Australian/international standards, it is expected the latest version will be used

Standards, codes, procedures and/or enterprise requirements

Standards, codes, procedures and/or enterprise requirements may include:

- Australia New Zealand Food Standards (ANZFS) Code
- food safety plans and/or pharmaceutical safety requirements
- HACCP plans/documents/procedures
- principles of good laboratory practice (GLP)
- Australian code of good manufacturing practice for medicinal products (GMP)
- product safety plan
- production/quality procedures/requirements
- quality manuals
- standard operating procedures (SOPs)
- state/territory/national legislation

Control points

Control points may be:

- critical
- quality
- regulatory

Products/materials handled by laboratory assistants

Products/materials handled by laboratory assistants may include:

- raw materials
- ingredients
- adjuncts/process aids
- consumables
- finished product
- chemicals
- food additives

RANGE STATEMENT**Occupational health and safety (OHS) and environmental management requirements**

OHS and environmental management requirements:

- all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time
- all operations assume the potentially hazardous nature of samples and require standard precautions to be applied
- where relevant, users should access and apply current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health

Unit Sector(s)

Unit sector	Maintenance
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		