



Australian Government

Department of Education, Employment and Workplace Relations

MSL934001A Contribute to the ongoing development of HACCP plans

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	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.
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Application of the Unit

Application of the unit	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. 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. 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

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Required skills include:

- reviewing existing HACCP plans
- using problem solving techniques to identify causes and options to remedy problems
- assessing risk
- using quality improvement tools and techniques, including statistical process control
- constructing flow diagrams and hazard analysis tables
- delivering training to workplace personnel to assist their understanding of their roles and responsibilities for the implementation of HACCP

Required knowledge

Required knowledge includes:

- products and services provided by the enterprise
- the production process
- layout of the enterprise, divisions and laboratory
- organisational structure of the enterprise
- role of laboratory services to the enterprise and customers
- enterprise procedures associated with the candidate's regular technical duties
- scheduling of tests and procedures to meet customer requirements
- equipment and instrument calibration requirements
- 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
- control charts, control limits and control measures
- flow chart symbols
- critical control points and their potential impact on work systems
- microbiological and chemical safety hazards
- the methods used to monitor each critical, quality, regulatory control point
- methods for systematically investigating and responding to problems
- procedures for addressing non-compliance
- communication channels and consultative arrangements

REQUIRED SKILLS AND KNOWLEDGE

- continuous improvement practices
- quality policy, procedures and responsibilities
- relevant health, safety and environment requirements

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:

- obtain necessary data and results
- analyse data and identify corrective action
- develop a corrective action plan
- monitor and evaluate effectiveness of any changes suggested within the context of the ongoing development of HACCP plan
- consult and communicate appropriately with associated personnel
- recognise major and minor non-conformances
- construct flow diagrams and hazard analysis tables
- deliver training to workplace personnel to assist their understanding of their roles and responsibilities for the implementation of HACCP
- document and present recommendations and changes.

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:

- *MSL933002A Contribute to the achievement of quality objectives*
- *MSL933003A Apply critical control point requirements*
- *TAADEL301C Provide training through instruction and demonstration of work skills.*

Resources may include:

- access to all appropriate documentation, such as HACCP plan and quality manuals.

Method of assessment

The following assessment methods are suggested:

- 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

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	and review of HACCP plans. In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess 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 to show its relevance in a workplace setting. Food processing The milk room at a dairy processing plant was receiving continuing high microbiological counts that were approaching levels where they could affect the safety of the final product. The laboratory supervisor began to collect and analyse information obtained from data production records, laboratory results and corrective action reports. From the information obtained, the technician produced graphs to show the microbiological count over the past few weeks. From this information he/she concluded that the contamination was due to the ineffectiveness of a sanitiser. Recommendations were forwarded to the Quality Review Committee and included a review of the: • quality of the sanitising product and an investigation of alternatives • amount of sanitiser ordered to ensure that it was not being stored beyond its recommended use by date • reliability of the suppliers to provide quality products. Following the Quality Review Committee's agreement, the laboratory technician updated the relevant documents

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and implemented the recommendations. This resulted in the microbiological counts declining to acceptable levels.

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/or 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
- pharmaceutical standards codes
- manufacturers/suppliers specifications
- recording sheets
- equipment instructions
- relevant legislation
- equipment operation manuals
- standard operating procedures (SOPs)
- work instructions
- result forms

Software packages

Computer software packages used for the development and implementation of HACCP plans will vary between and within industry sectors

Control points

Control points may be:

RANGE STATEMENT	
	- 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
Members of a HACCP team	Members of a HACCP team may contribute a range of expertise and relevant technical support. They would normally share responsibilities for the development of a HACCP plan
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		