



Australian Government

MSMSUP301 Apply HACCP to the workplace

Release: 1

MSMSUP301 Apply HACCP to the workplace

Modification History

Release 1. Supersedes and is equivalent to MSAPMSUP301A Apply HACCP to the workplace

Application

This unit of competency covers the skills and knowledge required to apply the hazard analysis and critical control point (HACCP) principles to the manufacture of products to be used in contact with food, beverages, pharmaceuticals or similar situations.

It applies to senior operators who are required to use a HACCP-based approach to analyse food, beverage or pharmaceutical safety risks, define controls and corrective action procedures, and ensure the system is working effectively.

The operator will have detailed operational and process knowledge but is not required to demonstrate 'hands on' operation of equipment as part of this competency.

HACCP is an internationally recognised systematic approach to identifying and controlling food and related safety hazards.

Related acronyms are used in this competency:

- CCP - critical control points
- CCF - critical control factors
- CCL - critical control limits
- HAT - hazard analysis table.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator as appropriate.

This unit of competency applies to all work environments and sectors within the industry where the product comes into contact with food, beverages or pharmaceuticals or otherwise requires 'food standards' to be maintained.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Support

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 | Apply a HAT to an existing process | 1.1 | Identify CCPs |
| | | 1.2 | Recognise CCFs which are outside of or approaching CCLs |
| | | 1.3 | Describe hazard related to CCFs and CCLs |
| | | 1.4 | Implement corrective action in accordance with HAT |
| 2 | Develop/modify a HACCP | 2.1 | Conduct a hazard analysis |
| | | 2.2 | Determine the CCPs |
| | | 2.3 | Establish critical limits |
| | | 2.4 | Establish/modify a system to monitor control of the CCPs |
| | | 2.5 | Establish the corrective action to be taken when monitoring indicates that a particular CCP is not under control |
| | | 2.6 | Establish procedures for verification to confirm that the HACCP system is working effectively |
| | | 2.7 | Establish/modify documentation concerning all procedures and records appropriate to these principles and their application. |
| 3 | Interpret HACCP/HAT to another worker | 3.1 | Explain the purpose and rationale of HACCP |
| | | 3.2 | Identify CCPs, CCFs and CCLs |
| | | 3.3 | Describe indicators of CCFs not within their CCLs |
| | | 3.4 | Describe impact of non-conformances |

3.5 Demonstrate corrective action

3.6 Monitor worker implementing HACCP in their job

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.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- Codex Alimentarius
- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements

Procedures

All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Hazards

Hazards include one or more of the following:

- biological
- chemical
- physical
- product contamination
- material contamination
- methods/routes of exposure and contamination

Non-routine problems

Non-routine problems must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts to:

- determine problems needing action
- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report problems outside area of responsibility to designated person

Non-routine problems are unexpected problems, or variations of previous problems and include one or more of the following

- recognising CCFs approaching the CCLs
- determining corrective action from HAT
- applying HACCP principles to situations not directly covered by HAT
- recognising the need for a new/modified HACCP/HAT
- modifying HACCP/HAT to meet changes circumstances

Operational knowledge includes one or more of the following:

- procedures
- training
- technical information, such as journals and engineering specifications
- remembered experience
- relevant knowledge obtained from appropriate people

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>

Assessment Requirements for MSMSUP301 Apply HACCP to the workplace

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- recognise HACCP/HAT issues and take appropriate corrective action
- analyse process and material variations in terms of the HACCP and determine appropriate actions
- apply HACCP principles to develop a new and/or modify an existing HACCP as part of a team
- communicate effectively with relevant personnel to convey technical information
- apply operational knowledge to non-routine problems
- write technical reports and HACCP/HAT tables
- interpret quantitative data, make comparisons and interpretations.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- ‘seven principles’ of HACCP
- importance of CCPs, CCFs and CCLs
- relevance of HAT to routine production
- impacts of variations in materials, process and product on HACCP.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence based on a holistic assessment of the evidence.
- The collection of performance evidence:
 - should occur over a range of situations which include typical disruptions to normal, smooth operations
 - will typically include a supervisor/third-party report focusing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
 - must include the use of HACCP tools in the workplace

- may use industry-based simulation for part only of the unit particularly where safety, lack of opportunity or significant cost is an issue.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from one or more of:
 - walk-throughs
 - demonstration of skills
 - industry-based case studies/scenarios
 - ‘what ifs’.
- Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept).
- 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.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- The regulatory framework will be reflected in workplace policies and procedures and is not required to be independently assessed.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- As a minimum, assessors must satisfy the Standards for Registered Training Organisations 2015 assessor requirements.

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