



Australian Government

Department of Education, Employment and Workplace Relations

SFIPROC404C Apply and monitor food safety requirements

Release: 1

SFIPROC404C Apply and monitor food safety requirements

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency involves monitoring and controlling food safety hazards and responding to non-conformance as required by the food safety program. Responsibility for monitoring food safety, identifying breaches in food safety procedures and taking corrective action relates to own tasks and responsibilities and occurs in the context of the food safety program in the workplace. Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.
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Application of the Unit

Application of the unit	All enterprise or workplace procedures and activities are carried out according to <i>relevant government regulations, licensing and other compliance requirements, including occupational health and safety (OHS) guidelines, food safety and hygiene regulations and procedures and ecologically sustainable development (ESD) principles.</i> Equipment operation, maintenance, repairs and calibrations are undertaken in a safe manner that conforms to manufacturer instructions. Appropriate <i>personal protective equipment (PPE)</i> is selected, checked, used and maintained.
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Licensing/Regulatory Information

Refer to Unit Descriptor

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. Monitor and control the food safety program	1.1. Food safety hazards in all food handling operations of the food business are monitored and controlled as required by the food safety program. 1.2. Where food safety control requirements are not met, the non-conformance is promptly reported and corrective action is taken and recorded. 1.3. Food safety information is recorded to meet requirements of the food safety program.
2. Assist in the identification of breaches of food safety procedures	2.1. Processes or conditions which could result in a breach of food safety procedures are identified and reported. 2.2. Records of corrective action taken are maintained according to food safety plan. 2.3. Corrective action is undertaken according to food safety program.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communicating results of food safety monitoring
- following procedures to identify, separate and report product which is or may be non-conforming and/or implement other necessary corrective action within level of responsibility
- identifying situations where food safety requirements or parameters are not met within level of responsibility
- monitoring food safety hazards as required by the food safety program, such as visual inspection, sampling and testing
- participating in investigation and reporting on unsafe food as identified by internal monitoring and/or customer complaints
- recording results of monitoring and maintain records as required by the food safety program
- reporting practices or processes in own work that could result in unsafe food
- taking corrective action as required by food safety program within level of responsibility
- using food safety program information to find advice on food safety responsibilities relating to own work.

Literacy skills used for:

- recording results and the maintenance of records
- reporting food safety as identified in internal monitoring and/or customer complaints.

Numeracy skills used for:

- interpreting and applying information from the food safety program
- recording results of visual inspection, sampling and testing.

Required knowledge

- methods and procedures used in the workplace to:
 - monitor that food safety is under control, including an understanding of the purpose of sampling and taking measurements, such as temperature and pH, and conducting inspections and tests (where inspections and tests are part of the work responsibility, it includes an understanding of the procedures to follow)
 - control food safety hazards and minimise risk
 - identify and separate food which may be unsafe

REQUIRED SKILLS AND KNOWLEDGE

- microbiological, physical and chemical hazards related to the foods handled and stored in the workplace, such as the types of hazards likely to occur, the conditions under which they occur and possible consequences
- purpose of corrective action and the appropriate corrective action to take if monitoring indicates that food safety control requirements are not met
- purpose of keeping records and the recording requirements of the food safety program
- recall procedures as they relate to own work responsibilities
- safe food handling requirements and procedures related to work responsibilities
- sources of information on procedures and responsibilities for food safety relating to own work, including Hazard Analysis Critical Control Point (HACCP) and food safety plan, and product specification requirements and quality parameters
- properties, handling and storage requirements of equipment, materials and products handled and used.

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 evidence required to demonstrate competence in this unit

Assessment must confirm the ability to:

- demonstrate and apply an understanding of the principles of the food safety program as they relate to work responsibilities.

Assessment must confirm knowledge of:

- methods and procedures used in the workplace to monitor that food safety is under control
- hazards related to the foods handled and stored in the workplace
- purpose of corrective action and the appropriate corrective action to take if monitoring indicates that food safety control requirements are not met
- purpose of keeping records and the recording requirements of the food safety program
- recall procedures as they relate to own work responsibilities
- safe food handling requirements and procedures related to work responsibilities
- sources of information on procedures and responsibilities for food safety relating to own work, including HACCP and food safety plan, and product specification requirements and quality parameters
- understanding of the properties, handling and storage requirements of equipment, materials and products handled and used.

Context of and specific resources for assessment

Assessment of this unit may occur in either a real or simulated workplace. Such an environment must provide a typical range of seafood handling and related food safety requirements that would normally be found in a food handling business. The assessment process must provide an opportunity for the assessee to demonstrate and apply an understanding of the principles of the food safety program as they relate to work responsibilities.

EVIDENCE GUIDE	
	Resources may include: • codes of practice • enterprise OHS policy and procedures • enterprise recording and reporting requirements • relevant documentation, including enterprise food safety plan • relevant legal/regulatory requirements.
Method of assessment	The following assessment methods are suggested: • demonstration • workplace documentation • written or oral questions.
Guidance information for assessment	This unit may be assessed holistically with other units within a qualification.

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.	
<i>Relevant government regulations, licensing and other compliance requirements</i> may include:	• ESD principles, environmental hazard identification, risk assessment and control • HACCP, hygiene and temperature control along chain of custody • imports quarantine and inspection, and importing approved arrangements for Australian Quarantine Inspection Service (AQIS), Australian Customs Service (ACS) and Biosecurity Australia (BA) • business or workplace operations, policies and practices: • commercial law, including fair trading and trade practices

RANGE STATEMENT	
	• consumer law • corporate law, including registration, licensing and financial reporting • disability policies and practices • equal opportunity, anti-discrimination and sexual harassment • industrial relations and awards, individual employment contracts and share of catch agreements • jurisdictional variations • superannuation • taxation • trade practices • warnings and dismissals • worker's compensation • OHS hazard identification, risk assessment and control • product quality assurance: • correct naming and labelling (e.g. country of origin, Australian Fish Names Standard and eco-labelling) • correct quantities, sizes and other customer requirements • third-party certification (e.g. Australian Grown and ISO 14001:2004 Environmental management systems).
<i>OHS guidelines</i> may include:	• appropriate workplace provision of first aid kits and fire extinguishers • clean, uncluttered, hygienic workplace • codes of practice, regulations and/or guidance notes which may apply in a jurisdiction or industry sector • enterprise-specific OHS procedures, policies or standards • hazard and risk assessment of workplace and maintenance activities and control measures • induction or training of staff, contractors and visitors in relevant OHS procedures and or requirements to allow them to carry out their duties in a safe manner • OHS training register • safe lifting, carrying and handling techniques,

RANGE STATEMENT	
	including manual handling, and the handling and storage of hazardous substances • safe systems and procedures for outdoor work, including protection from solar radiation, fall protection, confined space entry and the protection of people in the workplace • systems and procedures for the safe maintenance of property, machinery and equipment, including hydraulics and exposed moving parts • the appropriate use, maintenance and storage of PPE.
<i>Food safety and hygiene regulations and procedures</i> may include:	• Australian Shellfish Sanitation program • display, packaging and sale of food, including seafood and aquatic products • equipment design, use, cleaning and maintenance • exporting requirements, including AQIS Export Control (Fish) orders • handling and disposal of condemned or recalled seafood products • HACCP, food safety program, and other risk minimisation and quality assurance systems • location, construction and servicing of seafood premises • people, product and place hygiene and sanitation requirements • Primary Products Standard and the Australian Seafood Standard (voluntary) • processing, further processing and preparation of food, including seafood and aquatic products • product labelling, tracing and recall • receipt, storage and transportation of food, including seafood and aquatic products • requirements set out in Australian and New Zealand Food Authority (ANZFA) Food Standards Code and state and territory food regulations • temperature and contamination control along chain of custody.
<i>ESD principles</i> may include:	• controlling the use and recycling of water, and managing water quality and quantity • increasing use of renewable, recyclable and

RANGE STATEMENT	
	recoverable resources - managing environmental hazard identification, risk assessment and control - managing imported products quarantine and inspection, facility biosecurity, translocation of livestock and genetic material, and health certification - managing stock health and welfare, especially for handling, holding, transport and slaughter - managing sustainable fisheries or broodstock/seedstock collection requirements, such as size limits, quotas, season restrictions, population dynamics, fishing impacts, reducing by-catch, fisheries management strategies and maintaining biodiversity - managing, controlling and treating effluents, chemical residues, contaminants, wastes and pollution - minimising noise, dust, light or odour emissions - planning environmental and resource efficiency improvements - preventing genetically modified organisms and live cultured or held organisms from escaping into environment, - protecting native and protected flora and fauna, marine or land parks or areas, adhering to the Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES), the Ramsar Convention, World Heritage and other international treaties for which Australia is a signatory - reducing emissions of greenhouse gases - reducing use of non-renewable resources - reducing disturbances to soils, erosion and surface water flows from machinery use and other activities - reducing energy use and introducing alternative energy sources.
PPE may include:	- buoyancy vest or personal floatation device (PFD) - personal locator beacon or Emergency Position Indicating Radio Beacon (EPIRB) - insulated protective clothing for freezers or

RANGE STATEMENT	
	chillers and refrigeration units • protective outdoor clothing for tropical conditions • non-slip and waterproof boots (gumboots) or other safety footwear • hard hat or protective head covering • protective hair, beard and boot covers • gloves, mitts or gauntlets, and protective hand and arm covering • protective eyewear, glasses and face mask • hearing protection (e.g. ear plugs and ear muffs) • respirator or face mask • sun protection (e.g. sun hat, sunscreen and sunglasses) • safety harness • uniforms, overalls or protective clothing (e.g. mesh and waterproof aprons) • waterproof clothing (e.g. wet weather gear and waders).
Food safety hazard may be:	• biological, chemical or physical agent in, or condition of, food that has the potential to cause an adverse health effect.
Food handling operations may include:	• products/materials handled and stored, such as: • consumables • part-processed product • cleaning materials • finished product • ingredients • raw materials.
Monitored may include:	• breach of food safety procedures, such as: • failure to check delivery temperatures of food in refrigerators promptly • failure to wash hands when required • use of cloths for unsuitable purposes • confirming that a food safety hazard is in control, such as: • taking temperatures • collecting samples

RANGE STATEMENT	
	- conducting visual inspections - conducting other tests as required.
Corrective action may include:	- extending cooking time, reprocessing, reworking, and/or withdrawing food from production - retraining of staff - taken within level of responsibility and in the context of the food safety program - the attendant record keeping associated with the food safety plan, or other quality management processes operation in the food business, including retraining - confirmation that the appropriate action was taken and the procedure was rectified.

Unit Sector(s)

Unit sector	Seafood processing
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Co-requisite units

Co-requisite units	

Competency field

Competency field	
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