



Australian Government

Department of Education, Employment and Workplace Relations

SFIPROC405C Oversee the implementation of a food safety program in the workplace

Release: 1

SFIPROC405C Oversee the implementation of a food safety program in the workplace

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency involves supervising the implementation of the food safety program across an entire business, process or food handling area. It also involves supporting others to implement the requirements of food safety procedures, including those who work in a food handling area, but who are not directly responsible for handling food. It involves responsibility for identifying breaches of food safety procedures and taking corrective and/or preventative action occurring in the context of the food safety program and within scope of responsibility. Typical examples of these functions include electrical, maintenance, pest control and cleaning services performed by people who may be employees of the food business or external contractors working in areas covered by the food safety plan. 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		
	SFIPROC404C	Apply and monitor food safety requirements

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 the implementation of the <i>food safety program</i>	1.1. Food safety requirements and procedures are communicated to others in the workplace. 1.2. Food handling processes and procedures meet the requirements of the food safety program. 1.3. Service personnel in the <i>food area</i> are supported to meet food safety requirements.
2. Take corrective action when a food safety hazard is found not to be in control	2.1. Procedures for responding to non-conformances are promptly implemented. 2.2. Causes of non-conformances are identified and recorded. 2.3. Control measures are implemented to prevent recurrence. 2.4. Procedures are developed or revised to support effective control of food safety hazards.
3. Maintain food safety in the workplace	3.1. Processes or conditions which could result in a breach of food safety procedures are identified and preventative or <i>corrective action</i> is taken. 3.2. Food safety records are completed and meet the food safety program and legal requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- collecting and analysing data and other food safety information to identify breaches of food safety procedures
- communicating information about the food safety program and related procedures to others in the food handling area
- demonstrating monitoring techniques used in the food handling area, such as visual inspection, sampling methods, testing methods, record keeping and all other procedures required to implement the food safety program in the food handling area
- making judgements on action required to respond to non-conformance and following procedures to identify, separate and/or recall non-conforming food as required
- monitoring the recording of food safety information to confirm that the records accurately reflect performance and meet the requirements of the food safety program
- participating in investigation of actual and potential non-conformance and complaints from customers relating to food safety
- reviewing practices and procedures to prevent or minimise non-conformance and to develop preventative actions
- supporting others to follow food safety procedures, ensuring that all workplace personnel receive the information required and have the necessary skills to carry out their responsibilities as identified by the food safety program.

Literacy skills used for:

- completing food processing records to meet legal and food safety program requirements.

Numeracy skills used for:

- measuring and recording non-conformance with specifications and food safety program
- recording data for food processing records.

Required knowledge

- appropriate communication techniques to convey the requirements of the food safety program to others in the workplace
- auditing arrangements, roles and responsibilities as they relate to own work responsibilities, including an understanding of internal and external audit processes
- current technical and process knowledge required to participate in investigations of

REQUIRED SKILLS AND KNOWLEDGE

non-conformance

- legal obligations for food safety relating to personal and company liability, including, as a minimum, awareness of relevant national, state, territory and industry-specific legislation and regulations, and customer requirements, where required
- principles of a systematic approach to managing food safety, including identification of hazards that are likely to occur, establishing appropriate methods of control, monitoring controls, describing corrective action to be taken if control conditions are not met, and recording information
- procedures to identify and separate non-conforming product and recall procedures and responsibilities relevant to the food business
- properties, handling, preparation, processing, display, packaging and storage requirements of materials and products used in the food handling area in order to make judgements about safety of food within the parameters established by the food safety program
- record keeping requirements and systems used in the workplace
- systems, procedures and support programs in place in the seafood business to implement the food safety program.

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:

- oversee the activities of individuals working in a food handling area and directly or indirectly involved in the production or processing of seafood.

Assessment must demonstrate knowledge of:

- principles of a systematic approach to managing food safety
- procedures to identify and separate non-conforming product and recall procedures and responsibilities relevant to the food business
- properties, handling, preparation, processing, display, packaging and storage requirements of materials and products used in the food handling area in order to make judgements about safety of food within the parameters established by the food safety program
- the organisation of work in a food handling area
- legal obligations for food safety relating to personal and company liability, including, as a minimum, awareness of relevant national, state, territory and industry-specific legislation and regulations, and customer requirements, where required
- record keeping requirements and systems used in the workplace.

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.

Resources may include:

- codes of practice

EVIDENCE GUIDE

	• enterprise OHS policy and procedures • enterprise recording and reporting requirements • relevant documentation, including enterprise food safety plan • relevant legal/regulatory requirements.
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EVIDENCE GUIDE

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 • fisheries or aquaculture regulations, permits, licences, quotas, catch restrictions and other compliance requirements, including: • Australian Exclusive Economic Zone • international treaties and agreements • food safety, Hazard Analysis Critical Control Point (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) • Indigenous native title, land claims and cultural activities, including fishing by traditional methods • maritime and occupational diving operations: • foreign and Australian legislation applying to quarantine and customs • International Convention for the Safety of

RANGE STATEMENT

	Life at Sea (SOLAS) • International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW 1978) • Marine Emergency Response Search and Rescue (MERSAR) • National Standards for Commercial Vessels • pollution prevention - International Convention for the Prevention of Pollution from Ships (MARPOL 73/78) • Uniform Shipping Laws (USL) Code • use of vessels, right of way and other marine orders, bunkering and refuelling • land, buildings and vehicles: • buildings and structures design and appearance, constructions and additions • poaching, trespass and theft • road laws for use of motor vehicles, bikes, trucks and other transport equipment • soil and water management • use of chemicals and biological agents • use of firearms and powerheads • use of utilities, including water, natural gas, electricity and sewage • water or land lease, tenure or ownership and use • business or workplace operations, policies and practices: • commercial law, including fair trading and trade practices • 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
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RANGE STATEMENT	
	• 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.

RANGE STATEMENT	
<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, 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

RANGE STATEMENT	
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| | <ul style="list-style-type: none">• 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. |
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RANGE STATEMENT**ESD principles** may include:

- controlling the use and recycling of water, and managing water quality and quantity
- increasing use of renewable, recyclable and 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

RANGE STATEMENT	
	(PFD) • personal locator beacon or Emergency Position Indicating Radio Beacon (EPIRB) • insulated protective clothing for freezers or 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).

RANGE STATEMENT	
The food safety program :	- is established by the food business. Where a person who is not a direct employee of the business carries out the functions covered by this competency standard, they are responsible for ascertaining the requirements of the food business relating to food safety. These requirements may be set out in procedures and/or in agreements or contractual arrangements established with service providers. Responsibilities of any person visiting and/or working in a food handling area will be communicated prior to entering the food handling area - is the process which systematically identifies the food safety hazards that may be reasonably expected to occur in all food handling operations of the food business - must comply with relevant national, state, territory and industry legislation and regulations.
Food area may include:	- an area where: - basic handling and inspection - cooking - cooling - display - packaging - preparation - processing - storage and/or transportation of food occurs.
Corrective action may include:	- confirmation that the appropriate action was taken and the procedure was rectified - 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.

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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