



Australian Government

Department of Education, Employment and Workplace Relations

SIRRFSA302 Monitor food safety program

Release: 1

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Modification History

The version details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
First Release	Updated and equivalent to SIRRFSA002A Previously contained the following pre-requisite SIRRFSA001A Apply retail food safety practices

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to monitor the implementation of a food safety program across an entire process within a retail food store or department. It involves ensuring that staff members apply the hazard analysis and critical control point (HACCP) system; coordinating corrective action where required to ensure compliance with food safety standards; providing support and guidance to frontline team members; and making contributions to the improvement of the organisation's food safety program.

Application of the Unit

This unit applies to team leaders or managers responsible for supervising frontline service personnel involved in preparing, displaying and selling retail food.

Licensing/Regulatory Information

Food safety is nationally legislated by the Food Standards Australia New Zealand Act 1991 which provides for the operation of a statutory authority known as Food Standards Australia New Zealand.

The Australia New Zealand Food Standards Code (the Code) developed by this authority contains an individual standard for food safety practices. This unit of competency complies with the legislative requirements for food safety and safe food handling practices as outlined in the Code.

The legislative requirement for a business to comply with the national standard for food safety practices, along with training and certification requirements, differ between state and territory governments.

Pre-Requisites

Nil

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Element	Performance Criteria
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.
1. Monitor implementation of food safety program.	1.1.Communicate <i>food safety requirements and procedures</i> to <i>relevant staff members</i> as required. 1.2.Provide mentoring and coaching to support individuals or groups in implementing <i>food safety program</i>. 1.3.Monitor individual and team performance to ensure compliance with <i>legislative and statutory requirements</i> and store procedures. 1.4.Develop and maintain <i>regular schedule or roster for store or department cleaning tasks and inspections</i> according to food safety program and legislative requirements. 1.5.Inform team members of individual responsibilities for cleaning tasks. 1.6.Implement procedures for prompt waste removal, especially spillage on floors, according to store procedures, food safety program and legislative requirements. 1.7.Implement procedures for prompt eradication of insects, pests and vermin according to store procedures, food safety program and legislative requirements. 1.8.Coordinate store procedures for safe storage of cleaning chemicals, insecticides and pesticides according to legislative requirements.
2. Respond to occurrences of non compliance with food safety requirements.	2.1.Identify food safety problems and take <i>corrective action</i> promptly to minimise impact of contamination and spoilage. 2.2.Implement store procedures for product recall identification, and promptly withdraw products from public sale as required. 2.3.Promptly implement procedures for dealing with non compliance according to food safety program. 2.4.Identify causes of non compliance. 2.5.Implement control measures to prevent recurrence. 2.6.Report non compliance according to store procedures and food safety program.
3. Contribute to continuous	3.1.Identify and report potential <i>food safety hazards</i>.

- improvement of food safety program.
- 3.2. Review existing control measures to take account of changes and updated technical knowledge.
 - 3.3. Report the need for changes required to adequately cover identified hazards to those responsible for the maintenance of food safety program.
 - 3.4. Identify opportunities to remove or minimise food safety risks.
 - 3.5. Record food safety information and performance according to store procedures and food safety program.

Required Skills and Knowledge

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

Required skills

- communication and interpersonal skills to:
 - ask questions to identify and confirm requirements
 - communicate requirements and procedures to staff, including cleaning responsibilities
 - communicate with management, internal and external auditors and Food Act authorised officers
 - give instructions
 - mentor and coach individuals and groups
 - report non-compliance and contribute to continuous improvement through clear and direct communication
 - share information
 - use and interpret non-verbal communication
 - use language and concepts appropriate to cultural differences
- literacy and numeracy skills to:
 - keep records
 - read and interpret store policy and procedures
 - read and interpret manufacturer instructions
 - report incidents, hazards and non-compliance with food safety program in a variety of situations and to a number of different audiences, including management and staff
- problem solving skills to respond to occurrences of non-compliance
- technical skills to apply food safety procedures for:
 - avoiding cross-contamination
 - cleaning
 - handling chemicals
 - personal hygiene
 - product handling
 - using personal protective equipment

Required knowledge

- food handling and hygiene principles, including:
 - common causes and types of contamination and food safety hazards
 - correct storage of food, including hot, cold, raw and cooked, and relevant critical control points
 - HACCP system
 - principles of temperature control and the temperature danger zone
 - techniques for identifying actual and potential contamination and cross-contamination hazards

- techniques for minimising contamination and spoilage
- food safety policy, plans and responsibilities, including an understanding of the relationship between the quality system, the food safety program and audit requirements
- methods for elimination, prevention and solution of contamination problems
- procedures for:
 - cleaning
 - eradication of insects and vermin
 - waste removal
- relevant legislation, statutory requirements and codes of practice relating to the retail industry, including work health and safety (WHS) requirements
- roles and responsibilities of food safety personnel for food handling requirements, from raw material to finished product
- storage requirements for cleaning chemicals, insecticides and pesticides

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.

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

Evidence of the following is essential:

- applies store policy and procedures and store's food safety program, which complies with food safety regulations and legislative requirements in regard to hygiene and sanitation practices
- monitors team performance to ensure compliance with food safety program, records and reports to management and staff on compliance, including ensuring information is provided to modify the food safety program as needed
- develops, maintains and communicates regular schedule or roster for cleaning and maintenance procedures, and conducts regular inspections to ensure compliance
- mentors and coaches staff supportively to implement the store food safety program
- responds to occurrences of non-compliance, promptly identifies and rectifies problems, implements relevant product recall procedures, where required, and investigates, monitors and reports on possible potential food safety hazards to ensure continuous improvement.

Context of and specific resources for assessment

Assessment must ensure access to:

- a real or simulated retail work environment
- a food safety program, based on HACCP
- protective clothing
- cleaning materials and chemicals
- pest control equipment and chemicals
- suitable food products and merchandise
- relevant documentation, such as store policy and procedures on hygiene and sanitation practices
- food handling implements
- food storage and display equipment.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of performance in the workplace
- role play

- third-party reports from a supervisor
- customer and staff feedback
- answers to questions about specific skills and knowledge.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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 individual, accessibility of the item, and local industry and regional contexts) may also be included.

Food safety requirements and procedures may include:

- food safety, hygiene and sanitation practices
- procedures for product recall.

Relevant staff members may include:

- team leader
- supervisor
- manager
- employee.

Food safety program may include:

- specific risk factors
- critical control points
- action required in response to non-compliance.

Legislative and statutory requirements may include:

- food safety regulations
- hygiene and sanitation
- WHS
- environmental protection legislation
- waste disposal
- manual handling
- use and storage of hazardous substances and dangerous goods
- labelling of workplace substances.

Regular schedule or roster for store or department cleaning tasks and inspections may include:

- progressive cleaning
- at end of trade
- use of check sheets
- inspection lists
- taking temperatures
- collecting samples
- visual inspections
- control charts.

Corrective action may include:

- cooking times
- reprocessing
- corrective systems and processes
- withdrawing product.

Food safety hazards may be:

- biological
- physical
- chemical.

Unit Sector(s)

Retail

Competency Field

Food Safety