



Australian Government

SITXFSA004 Develop and implement a food safety program

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to develop, implement and evaluate a food safety program for all stages in the food production process, including receipt, storage, preparation, service and disposal of food. It requires the ability to determine program requirements and prepare policies and procedures for other personnel to follow.

The unit applies to all organisations with permanent or temporary kitchen premises or smaller food preparation areas.

This includes restaurants, cafes, clubs, and hotels; tour operators; attractions; function, event, exhibition and conference catering; educational institutions; aged care facilities; correctional centres; hospitals; defence forces; cafeterias, kiosks, canteens, and fast food outlets; residential catering; in-flight and other transport catering.

A food safety program would most commonly be based on the hazard analysis and critical control points (HACCP) method, but this unit can apply to other food safety systems.

It applies to senior personnel who work independently and who are responsible for making strategic decisions on establishing and monitoring risk control systems for food related hazards. This could include chefs, kitchen managers, catering managers, fast food store managers and owner-operators of small business catering operations or retail food outlets.

In some States and Territories businesses are required to designate a food safety supervisor who is required to be certified as competent in SITXFSA001 Use hygienic practices for food safety and/or SITXFSA002 Participate in safe food handling practices through a registered training organisation.

Food safety legislative and knowledge requirements may differ across borders. Those developing training to support this unit must consult the relevant state or territory food safety authority to determine any accreditation arrangements for courses, trainers and assessors.

Pre-requisite Unit

Nil

Competency Field

Food Safety

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Evaluate organisational requirements for food safety program.

2. Develop food safety program to control hazards.

3. Implement food safety program.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Evaluate organisational characteristics that impact on food safety.
- 1.2. Examine food handling operations and processes and identify potential or existing food hazards.
- 1.3. Identify critical control points in food preparation system where food hazards must be controlled.
- 1.4. Identify product suppliers and determine quality assurance specifications for foodstuffs supplied.
- 1.5. Evaluate existing product specifications for food items prepared and sold.
- 1.6. Evaluate existing policies and procedures and monitoring practices, including record keeping, and assess need for change.
- 2.1. Consult with stakeholders in program development.
- 2.2. Integrate regulatory requirements and standards into policies and procedures.
- 2.3. Establish and document critical control points and control methods for each point.
- 2.4. Develop procedures for systematic monitoring of controls and associated record keeping.
- 2.5. Develop corrective action procedures for uncontrolled hazards.
- 2.6. Develop or modify and record product specifications covering food items prepared and sold.
- 2.7. Identify training needs and develop training program.
- 2.8. Develop schedule for regular review of food safety program.
- 2.9. Document food safety program and provide to regulatory authorities as required.
- 3.1. Communicate food safety programs, policies, procedures and product specifications to colleagues and ensure display of appropriate signage and access to information.
- 3.2. Organise appropriate training and mentoring.
- 3.3. Monitor operational activities to ensure that policies and procedures are followed.
- 3.4. Manage response to incidents of uncontrolled food hazards and oversee implementation of corrective action

- procedures.
- 3.5. Make changes to practices that led to the food safety breach, and document, communicate and implement changes.
- 3.6. Maintain food safety management documents.
4. Participate in food safety audit.
- 4.1. Ensure food safety program is audited as required by legislation.
- 4.2. Participate in food safety program audits and provide assistance to inspectors.
- 4.3. Retain records of food audits according to legislative requirements.
5. Evaluate and revise food safety program.
- 5.1. Conduct scheduled review of food safety program in consultation with colleagues.
- 5.2. Validate required food safety controls.
- 5.3. Review policies, procedures, product specifications, monitoring systems and record keeping methods, and revise as required.
- 5.4. Prepare and document amended food safety program and provide to regulatory authorities as required.
- 5.5. Communicate changes and monitor inclusion in production processes.
- 5.6. Identify and respond to additional training needs based on changes to food safety practices.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret sometimes complex materials describing regulatory requirements relating to food safety.
Oral communication skills to:	provide information on food safety program to colleagues.
Numeracy skills to:	work with the concepts of measurement.
Problem-solving skills to:	- evaluate and respond to strategic and operational factors that influence the food safety program - identify and respond to systemic operational issues.
Planning and organising	coordinate and respond to multiple and interrelated operational challenges.

skills to:

Unit Mapping Information

SITXFSA401 Develop and implement a food safety program

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

Assessment Requirements for SITXFSA004 Develop and implement a food safety program

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- develop and implement a complete food safety program for a service industry food preparation organisation in line with regulatory requirements outlined in:
 - the organisation's policies and procedures
 - product specifications
 - monitoring documentation
- ensure that the above food safety program:
 - reflects the following organisational characteristics:
 - average clientele and at risk client groups with a higher than average risk of harm from food contamination
 - equipment
 - existing prerequisite programs
 - facilities
 - food items prepared and sold
 - re-thermalisation and service requirements
 - size and nature of organisation
 - provides suitable food safety systems and options for the organisation for which it has been prepared
- monitor, evaluate and identify improvements to the above food safety program.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- options for the structure and implementation of a food safety program, using the hazard analysis and critical control points (HACCP) method as the basis
- consultative and communication mechanisms used by organisations to develop and implement procedural systems
- key features of commonwealth, state or territory and local food safety compliance requirements as they impact food safety program development:
 - contents of national codes and standards that underpin regulatory requirements

- components of a food safety program, especially procedures and monitoring documents
- local government food safety regulations and audit frequencies
- consequences of failure to observe food safety policies and procedures
- meaning of contaminant, contamination and potentially hazardous foods as defined by the Australia New Zealand Food Standards Code
- contents of organisational food safety program, especially policies and procedures:
 - audit
 - cleaning and sanitation
 - communication
 - contingency management
 - corrective actions
 - equipment maintenance
 - evaluation
 - food:
 - supply
 - receiving
 - storage
 - preparation
 - display
 - service
 - disposal
 - hazards:
 - control methods for each critical point
 - corrective actions
 - systematic monitoring of hazard controls and record keeping
 - personal considerations:
 - dress
 - hygiene
 - protective equipment and clothing
 - pest control
 - record maintenance
 - training
- food safety monitoring techniques:
 - bacterial swabs and counts
 - checking and recording that food is stored in appropriate timeframes
 - chemical tests
 - monitoring and recording food temperatures using a temperature measuring device accurate to plus or minus one degree Celsius
 - monitoring and recording temperature of cold and hot storage equipment

- visually examining food for quality review
- food safety management documents:
 - audit reports
 - audit tables
 - customer complaint forms
 - documented food safety program
 - food flow diagrams
 - food production records
 - hazard analysis table
 - incident reports where food hazards are found not to be under control
 - policies, procedures and product specifications
 - records of the monitoring of hazard controls:
 - any record required by local legislation
 - illness register
 - list of suppliers
 - temperature control data
 - training logs
 - verification records
- HACCP or other food safety system principles, procedures and processes as they apply to particular operations and different food types:
 - critical control points for the specific food production system and the predetermined methods of control, especially time and temperature controls used in the storage, preparation, display, service and cooking, cooling and transporting of food
 - methods of food storage, production, display, service and cooking, cooling and transporting, especially, appropriate temperature levels for each of these processes
 - main types of safety hazards and contamination
 - conditions for development of microbiological contamination
 - environmental conditions and, temperature controls, for storage
 - temperature danger zone and the two-hour and four-hour rule
- choice and application of cleaning, sanitising and pest control equipment and materials
- high risk customer groups who are more susceptible to harm from food contamination:
 - children or babies
 - pregnant women
 - aged persons
 - people with immune deficiencies or allergies
 - unwell persons.

Assessment Conditions

Skills must be demonstrated in an operational hospitality business for which a food safety plan is developed and implemented. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure access to:

- current plain English regulatory documents distributed by the commonwealth, state, territory or local government food safety authority
- Australia New Zealand Food Standards Code.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

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