Modification history

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| Release | Comments |
| Release 1 | This version released with FBP Food, Beverage and Pharmaceutical Training Package version 2.0. |

| FBPFSY4002 | Supervise and verify supporting programs for food safety |
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| Application | This unit of competency describes the skills and knowledge required to control hazards that are common in a hazard analysis critical control point (HACCP)-based food safety plan by supervising and verifying food safety, health and hygiene support programs.  This unit applies to individuals working in supervisory roles who identify food safety hazards and the need for and development of support programs, supervise the implementation of support programs, and verify compliance with support programs.  Legislative and regulatory requirements apply to food safety and are enforced through state/territory jurisdictions. Users must check with the relevant regulatory authority before delivery.  NOTE: The terms 'occupational health and safety' (OHS) and 'work health and safety' (WHS) generally have the same meaning in the workplace. In jurisdictions where the national model WHS legislation has not been implemented, RTOs must contextualise the unit of competency by referring to current OHS legislative requirements. |
| Prerequisite Unit | Nil |
| Unit Sector | Food Safety (FSY) |

| Elements | Performance Criteria |
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| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Establish the role of food safety support programs in the food safety plan | 1.1 Draw up a full description of the product  1.2 Identify the intended use and client group for the product  1.3 Identify all steps in the operation from primary production, processing, manufacture and distribution to the consumer  1.4 Identify hazards that can reasonably be expected to occur at each step  1.5 Identify hazard areas that are common to multiple steps in the operation  1.6 Define the need for support programs to control identified hazard areas |
| 2. Develop support programs and procedures | 2.1 Define the scope of the health and hygiene program  2.2 Identify microbiological, physical and chemical hazards associated with supplied unprocessed foods and packaging materials and develop risk controls and safe work procedures  2.3 Identify microbiological, physical and chemical hazards associated with staff handling unpackaged food and develop risk controls and safe work procedures  2.4 Identify microbiological and physical hazards arising from pest infestations and develop risk controls and safe work procedures  2.5 Identify microbiological, physical and chemical hazards associated with using the premises and the equipment in them and develop risk controls and safe work procedures  2.6 Identify chemical hazards associated with the use of cleaning chemicals and develop risk controls and safe work procedures |
| 3. Document and communicate the requirements of support programs as part of the food safety plan | 3.1 Define work performance and establish critical limits for support programs where appropriate  3.2 Explain food safety support program requirements to the team, including regulatory requirements  3.3 Develop team commitment to, and responsibility for, food safety support programs  3.4 Provide induction, training and mentoring to the team to assist implementation of food safety support programs  3.5 Communicate support program requirements and procedures to management and staff through documented procedures, directions and signage |
| 4. Monitor the implementation of support programs within the food safety plan | 4.1 Monitor and correct personal behaviour, including hygiene, housekeeping and use of clothing and equipment where necessary  4.2 Monitor critical control points to confirm performance  4.3 Check records for completion and accuracy  4.4 Analyse problem areas using appropriate quality improvement tools and techniques  4.5 Identify processes or conditions which could result in breaches of food safety procedures and take preventive or corrective action |
| 5. Verify compliance with support programs in a food safety plan and address non-compliances | 5.1 Verify compliance of the food processing operation for support programs by workplace observation and analysis of records, supported by product testing, if required  5.2 Identify and analyse causes of non-conformance  5.3 Report non-conformance to supervisor  5.4 Update corrective action and control procedures to improve food safety  5.5 Document required amendments to the HACCP plan |

| Foundation Skills  This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria. | |
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| Skill | Description |
| Reading | * Accurately interprets food safety program and workplace food safety documents and procedures |
| Oral communication | * Interacts effectively with work team |
| Get the work done | * Uses problem-solving skills to respond to situations where hazards may not be effectively controlled |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPFSY4002 Supervise and verify supporting programs for food safety | FDFFS4002A Supervise and verify supporting programs for food safety | Updated to meet Standards for Training Packages | Equivalent unit |

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| Links | Companion Volumes, including Implementation Guides, are available at VETNet: https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4 |

| TITLE | Assessment requirements for FBPFSY4002 Supervise and verify supporting programs for food safety |
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| Performance Evidence | |
| An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.  There must be evidence that the individual has effectively developed, implemented, supervised and verified a minimum of one food safety support program with a team of at least three, in a food processing environment, including:   * implementing procedures for food safety support programs * communicating the requirements of food safety support programs to workers * demonstrating and providing leadership in safe food handling and hygienic work practices * monitoring compliance with food safety support program requirements * completing records and reports related to the implementation of food safety support programs * responding to non-compliances in support programs and take corrective action. | |

| Knowledge Evidence |
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| An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:   * current technical and process knowledge required to participate in investigations of food safety/quality hazards, risks and incidents * common microbiological, physical and chemical hazards to food safety, and related control methods * the way changes in equipment and/or processing methods can affect food safety hazards and level of risk * regulatory requirements relating to approved supplier, staff health and hygiene, pest control, cleaning and sanitation, and chemical use programs * objectives of a HACCP-based food safety system * steps in the development of an CCP-based food safety system * steps in the systematic introduction of an CCP-based food safety system * workplace recall and traceability procedures * purpose of the CCP development and review process * purpose, scope and development of procedures for: * approved supplier support programs * staff health and hygiene support programs * pest control support programs * cleaning and sanitation support programs * chemical use and storage support programs * document controls associated with a procedure change * purpose of SOPs and work instructions * process of auditing and verifying support programs in an HACCP-based food safety system * workplace health and safety (WHS), regulatory and workplace requirements. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace * resources, equipment and materials: * methods and related software systems, as required, for collecting data, analysing data and compiling into a report * specifications: * production process and related equipment, manufacturers’ advice and operating procedures * an HACCP-based food safety plan for the food processing workplace * relationships * interactions with work team.   Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards. |

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