Modification history

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| Release | Comments |
| Release 1 | This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 5.0 |

| FBPOPR3X16 | Apply Good Manufacturing Practice requirements in food processing |
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| Application | This unit of competency describes the skills and knowledge required to comply with relevant Good Manufacturing Practice (GMP) requirements and workplace quality standards in a food or beverage processing facility.  The unit applies to individuals who apply GMP requirements to operations in a food or beverage processing environment. Individuals work under broad direction and take responsibility for their own work.  All work must be carried out to comply with workplace procedures, in accordance with State/Territory work health and safety, and food safety regulations, legislation and standards that apply to the workplace.  No licensing, legislative or certification requirements apply to this unit at the time of publication. |
| Prerequisite Unit | Nil |
| Unit Sector | Operational (OPR) |

| 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. Identify GMP as a regulatory concept | 1.1 Locate sources of information relevant to work role from current regulatory frameworks for processing food  1.2 Locate sources of information relevant to work role relating to current global harmonisation of GMP compliance and food processing licences |
| 2. Identify requirements of GMP related to own work | 2.1 Locate sources of information on GMP requirements in the workplace  2.2 Identify GMP requirements for food processing  2.3 Confirm specific GMP requirements for own work  2.4 Identify GMP non-compliant situations and risks to product quality and safety  2.5 Alert relevant personnel and take appropriate action according to GMP requirements and workplace procedures |
| 3. Complete workplace documentation to support GMP | 3.1 Use workplace procedures to identify GMP requirements for documentation  3.2 Record information, including calculations and test results according to workplace reporting procedures and GMP requirements  3.3 Certify records, including electronic records, according to GMP requirements |
| 4. Identify and follow biosecurity requirements | 4.1 Identify information appropriate to work role relating to biosecurity requirements  4.2 Follow workplace biosecurity requirements and responsibilities related to work role |
| 5. Apply GMP requirements when carrying out work activities | 5.1 Identify common forms of contamination and cross contamination  5.2 Conduct work according to food safety and environmental procedures  5.3 Maintain workplace cleanliness and tidiness to meet GMP requirements  5.4 Identify and report signs of unacceptable plant or equipment condition, including calibration status  5.5 Identify GMP requirements for routinely monitoring work area, materials, equipment and product  5.6 Complete documentation according to workplace procedures |
| 6. Ensure personal hygiene and conduct meet GMP requirements | 6.1 Maintain personal hygiene to meet GMP requirements  6.2 Carry out hand washing according to best practice hygiene standards  6.3 Prepare, use, store and dispose of personal protective equipment and contamination prevention clothing according to GMP requirements and workplace procedures  6.4 Comply with area entry and exit procedures when moving around the workplace |
| 7. Participate in improving GMP | 7.1 Identify processes, practices or conditions that are inconsistent with GMP requirements and report according to workplace procedures  7.2 Identify elements of GMP that help improve products and processes  7.3 Implement corrective action within level of responsibility |

| 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 | Interpret information about GMP compliance requirements in workplace documents |
| Writing | Record workplace information using digital and/or paper-based formats |

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| Unit Mapping Information | | | |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPOPR3X16 Apply Good Manufacturing Practice requirements in food processing |  | New unit | No equivalent unit |

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

| TITLE | Assessment requirements for FBPOPR3X16 Apply Good Manufacturing Practice requirements in food processing |
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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 applied Good Manufacturing Practice (GMP) requirements to food processing work, and demonstrated each of the following points at least once:   * reading and interpreting relevant instructions and labels applicable to GMP operations, including pictorial and written signs and instructions * following workplace information relating to GMP responsibilities * completing forms and reports according to GMP and traceability requirements * recording calculations and test results * identifying and responding to: * out-of-calibration equipment * out-of-specification or unacceptable raw materials or ingredients, packaging components, final or part processed product * maintaining workplace cleanliness and tidiness to meet GMP requirements * maintaining personal hygiene consistent with GMP requirements, including making team leader or supervisor aware of reportable illness and removing jewellery and make-up * using appropriate work methods and personal protective clothing and equipment to prevent contamination and cross-contamination of raw materials and ingredients. | |

| 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:   * GMP as a regulatory concept, including regulatory obligations of employees, and the potential implications of non-compliance * GMP practices that cover the processing chain * legal requirement to produce food that is safe for human consumption * Australian and other applicable regulatory frameworks relevant to food processing: * Food Standards Code, relevant to work role and products * Hazard Analysis and Critical Control Point (HACCP) principles, for the workplace * ISO22000 – Food safety management * industry references to guide best practice management of hazards in food * common microbiological, physical, chemical and allergen hazards related to the foods handled in the work area, including the types of hazards likely to occur, the conditions under which they occur, possible consequences, and control methods to prevent occurrence * contamination/cross contamination and food safety risks associated with the process and related control measures * definition of cross contact as a residue or other trace amount of a food allergen that is unintentionally incorporated into another food * how cross contact occurs, which can be from ingredients, raw materials, personnel, inadequate cleaning of equipment, or concurrent and/or co-located plants * inspection or test points (control points) in the process and the related procedures and recording requirements * the relationship between GMP and the quality system, including: * personnel responsible for designing and managing GMP * personal role to maintain GMP * the role of internal and external auditors * quality procedures * quality assurance * quality control * risk management procedures * personal clothing use, storage and disposal requirements and hygiene requirements, including: * informing team leader or supervisor of reportable illness * removal of jewellery * removal of makeup * personal clothing and footwear requirements for working in and moving between work areas * workplace cleaning standards and responsibilities relating to own work, including: * waste collection * recycling, safe handling and disposal of different types of waste * safe handling and disposal of hazardous waste * quality control methods and procedures, including the purpose of control and the consequence if not controlled * properties, handling and storage requirements of raw materials, packaging components and final product * GMP requirements for maintaining plant and process equipment * GMP requirements for transferring of equipment and material between areas * GMP requirements for equipment status labelling * documentation systems and procedures, including: * recordkeeping to meet both workplace and legal requirements * responsibilities for reporting and recording information * batch documentation * cleaning records * training records * product and materials traceability procedures * significance of certifying and verifying GMP records * procedures for responding to out-of-specification or unacceptable process performance or outcomes * awareness of controls to protect personnel and the environment from contamination by products and materials. |

| Assessment Conditions |
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| Assessment of skills must take place under the following conditions:   * physical conditions: * a food or beverage processing workplace or an environment that accurately represents workplace conditions * resources, equipment and materials: * personal protective clothing and equipment * cleaning products * food processing equipment * specifications: * GMP requirements * workplace reporting procedures * workplace procedures related to GMP * workplace biosecurity requirements * workplace environmental procedures.   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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