Modification history

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

| FBPFST4002 | Monitor the development and implementation of a food QA system |
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| Application | This unit of competency describes the skills and knowledge required to develop and manage a Critical Control Points based Quality Assurance (QA) Program.The unit applies to individuals who are responsible for the development and implementation of a CCP based QA system in a food processing environment.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. |
| Prerequisite Unit | Nil  |
| Unit Sector | Food science and technology (FST) |

| 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 scope of the QA system | 1.1 Define the enterprise needs and expectations in product quality1.2 Detail existing systems and requirements for incorporation into the QA system1.3 Define the scope of the critical control points (CCP)-based quality system to encompass production system and product requirements1.4 Design the system to prevent and control identified hazards |
| 2. Conduct hazard analysis and assessment | 2.1 Assess every step in the production process for potential food safety hazards2.2 Establish CCPs to identify where each significant hazard can be prevented or controlled2.3 Assign a measurable or recognisable standard for each CCP to define the critical limits2.4 Validate the critical limits technically and scientifically |
| 3. Ensure all documents, work procedures and processes required for the system are developed, available and in use | 3.1 Describe all products and processes covered by the QA system in a standardised format defining product characteristics relevant to food safety3.2 Review work instructions and Standard Operating Procedures (SOPs) for accuracy, relevance and sufficiency to prevent hazards3.3 Implement documented procedures for monitoring CCPs3.4 Implement documented procedures which ensure any CCPs which are outside critical limits are brought back within limits and affected product is suitably handled3.5 Implement documented procedures to ensure the QA system is regularly verified and audited as working effectively3.6 Maintain the availability and data storage of all records and documents for the system |
| 4. Respond to non-conforming product or processes | 4.1 Identify procedures for taking corrective action4.2 Implement corrective and preventative measures to prevent recurrence4.3 Develop or revise procedures to support control measures4.4 Identify processes or conditions which could result in a breach of procedures and take corrective action4.5 Introduce process changes and control so that quality assurance requirements are accomplished |
| 5. Review product sampling and test results | 5.1 Identify product sampling procedures5.2 Identify post collection procedures according to SOPs5.3 Review test results and ensure quality assurance requirements are accomplished |
| 6. Audit, verify and validate the system | 6.1 Revise, verify and validate safety plans to reassess hazards, CCPs, critical limits, testing methods and all related procedures of the QA system to ensure they are appropriate to the enterprise requirements6.2 Follow up and act on internal or external audit findings6.3 Investigate and act on reported quality hazards and non-conformances6.4 Review the CCP-based QA system to take account of any process changes or product specifications |

| Foundation SkillsThis 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 guidelines and regulations
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| Writing | * Develops clear and accessible procedures for implementing and monitoring the QA system
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| Navigate the world of work | * Monitors adherence to workplace and regulatory standards
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| Get the work done | * Problem solves issues as they arise
* Uses appropriate a computer-based technologies and software to record, manipulate, analyse and present or report data
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| Unit Mapping Information |
| Code and title current version | Code and title previous version | Comments | Equivalence status |
| FBPFST4002 Monitor the development and implementation of a food QA system | FDFFST4002A Monitor the development and implementation of a food QA system | 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 FBPFST4002 Monitor the development and implementation of a food QA system |
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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 least one HACCP based QA system for a food processing environment, and used that system to monitor the production of quality food items, including:* scoping the requirements for a QA system
* analysing a production process to identify CCPs and establish critical limits
* developing or revising procedures to maintain quality
* maintaining data and documentation for a QA system
* contributing to a review of a QA system, including verification and validation.
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| 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:* the steps in the development of a CCP-based QA system
* the steps in the systematic introduction of a CCP-based QA system to a workplace
* risks and hazards associated with food production operations
* types of CCPs applied within a food production environment
* enterprise recall and traceability procedures
* post collection procedures for handling samples
* purpose of the CCP development and review process
* risks associated with samples and how they can be minimised
* the types of data the enterprise uses to record performance
* the document controls associated with a procedure change
* the purpose and processes for calibrating equipment
* the purpose of Standard Operating Procedures (SOPs) and work instructions
* sampling procedures
* the process of auditing and verifying a CCP-based QA system
* the objectives of a CCP-based QA system
* the process for validating critical limits and CCPs
* the role of pre-requisite programs and Good Manufacturing Processes (GMPs) in a CCP-based program
* regulatory and workplace requirements for food processing and production.
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| 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:
* a CCP based QA system in a food processing environment
* food processing equipment
* sampling and testing equipment used to report relevant product and process information
* specifications:
* work procedures, including advice on safe work practices, food safety, quality and environmental requirements
* equipment manuals including operating parameters.

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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