

**Modification history**

Release	Comments
Release 2	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 3.0.
Release 1	This version released with the FBP Food, Beverage and Pharmaceutical Training Package Version 2.0.

FBPFSY4001	Supervise and maintain a food safety plan
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to maintain and implement a hazard analysis critical control point (HACCP)-based food safety plan. It includes the ability to monitor the implementation of a food safety plan, to revise, verify and validate the system, and to respond to audit findings for the system.</p> <p>This unit applies to individuals who monitor and maintain a food safety plan in the workplace.</p> <p>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.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Food safety (FSY)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Review the existing food safety plan	1.1 Collect data and results from critical control point (CCP) records to verify the food safety system 1.2 Identify major and minor non-conformances to the food safety plan 1.3 Monitor critical control points to confirm performance 1.4 Analyse problem areas and suggest corrective actions and strategies to prevent recurrence of the problem 1.5 Document required amendments to the food safety plan 1.6 Report recommendations and amendments to appropriate personnel
2. Communicate the requirements of the food safety plan	2.1 Explain food safety principles, food safety procedures and requirements, including regulatory requirements, to the team 2.2 Develop commitment to and responsibility for, food safety through work team communication 2.3 Define, document and implement procedures to support the food safety plan 2.4 Provide training and mentoring to the team to assist implementation
3. Monitor the implementation of the food safety plan	3.1 Monitor team's implementation of the food safety plan 3.2 Monitor personal behaviour, including hygiene, housekeeping and use of clothing and equipment, and correct where necessary 3.3 Complete and maintain records and reports 3.4 Take prompt action to correct non-conformance 3.5 Identify and analyse causes of non-conformance 3.6 Implement control measures to prevent future non-conformance 3.7 Report non-conformance to appropriate personnel
4. Maintain the food safety plan	4.1 Seek feedback from all personnel to identify potential hazards, corrective actions and controls 4.2 Identify processes or conditions that could result in breaches of food safety procedures, and take preventive or corrective action 4.3 Update corrective action and control procedures to improve food safety 4.4 Complete safety plan documentation

<b>Foundation Skills</b>	
<i>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.</i>	
<b>Skill</b>	<b>Description</b>
Reading	<ul style="list-style-type: none"> <li>• Interpret food safety program</li> <li>• Interpret workplace food safety practices and procedures</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>• Select and use appropriate communication strategies to interact effectively with team and supervisor</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>• Use problem-solving skills to investigate non-conformance, and revise procedures where necessary</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
FBPFSY4001 Supervise and maintain a food safety plan, Release 2	FBPFSY4001 Supervise and maintain a food safety plan, Release 1	Performance Criteria updated replace 'CCP plan' with 'food safety plan'	Equivalent

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4</a>
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<b>TITLE</b>	<b>Assessment requirements for FBPFSY4001 Supervise and maintain a food safety plan</b>
<b>Performance Evidence</b>	
<p>An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.</p> <p>There must be evidence that the individual has effectively supervised and maintained a critical control point (CCP) food safety plan in a food processing environment, working with a small team on at least one occasion, including:</p> <ul style="list-style-type: none"> <li>• reviewing a food safety plan for a food processing operation</li> <li>• communicating the requirements of a food safety plan to workers</li> <li>• demonstrating safe food handling work practices</li> <li>• completing records and reports related to the implementation of food safety</li> <li>• responding to non-compliances and taking corrective actions.</li> </ul>	
<b>Knowledge Evidence</b>	
<p>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:</p> <ul style="list-style-type: none"> <li>• Food Standards Code and relevant food legislation</li> <li>• current technical and process knowledge required to participate in investigations of food safety/quality hazards, risks and incidents</li> <li>• common microbiological, physical and chemical hazards to food safety, and related control methods</li> <li>• the way changes in equipment and/or processing methods can affect food safety hazards and level of risk</li> <li>• the objectives of a hazard analysis critical control point (HACCP)-based food safety system</li> <li>• the steps in the development of a CCP-based food safety system</li> <li>• the steps in the systematic introduction of a HACCP-based food safety system</li> <li>• workplace recall and traceability procedures</li> <li>• purpose of the CCP development and review process</li> <li>• the document controls associated with a procedure change</li> <li>• the purpose of standard operating procedures and work instructions</li> <li>• the process of auditing and verifying a CCP-based food safety system</li> <li>• the importance of role-modelling good personal hygiene, safe food handling and quality procedures.</li> </ul>	
<b>Assessment Conditions</b>	
<p>Assessment of skills must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions:             <ul style="list-style-type: none"> <li>• skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace</li> </ul> </li> <li>• resources, equipment and materials:             <ul style="list-style-type: none"> <li>• food processing equipment</li> <li>• methods and related software systems for collecting data, analysing data and compiling a report</li> </ul> </li> <li>• specifications:             <ul style="list-style-type: none"> <li>• workplace operating procedures</li> <li>• a CCP-based food safety plan for the food processing workplace</li> </ul> </li> <li>• relationships:             <ul style="list-style-type: none"> <li>• interactions with work team and supervisor.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4">https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4</a>

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