

## Modification history

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

FBPTEC4008	Participate in product recalls
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to identify and prepare for product recall situations and to initiate and participate in recall processes.</p> <p>The unit applies to individuals with a primary responsibility for initiating and participating in product recall events as part of a broader team. They provide and communicate solutions to a range of predictable and sometimes unpredictable problems.</p> <p>No occupational licensing or certification requirements apply to this unit at the time of publication. However, legislative and regulatory requirements for food processing exist, so local requirements must be checked. All work must comply with Australian food safety standards and relevant codes of practice.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Technical (TEC)

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. Prepare for product recall situation	1.1 Identify circumstances that could result in a product recall 1.2 Implement appropriate controls to manage risks 1.3 Identify criteria used to initiate a product recall 1.4 Determine legal responsibilities and requirements of a recall program
2. Participate in a product recall	2.1 Identify components of the product recall system in the workplace 2.2 Use workplace systems to trace ingredients, materials and batch information 2.3 Implement product recall procedures 2.4 Review procedures to define roles and levels of authority in the event of a product recall
3. Review processes to minimise the risk of recurrence	3.1 Investigate causes of product recalls 3.2 Review purchasing arrangements and in-house procedures to minimise the risk of recurrence 3.3 Establish and review consultative mechanisms to support continuous improvement 3.4 Communicate information on product recalls and improvement strategies to in-house personnel

<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>
Writing	<ul style="list-style-type: none"> <li>Document outcomes and changes to procedures, and develop material to communicate with individuals affected by the recall</li> </ul>
Oral Communication	<ul style="list-style-type: none"> <li>Use collaborative and inclusive techniques, including active listening and questioning, and reading of verbal and non-verbal signals to convey and clarify information</li> </ul>
Get the work done	<ul style="list-style-type: none"> <li>Respond intuitively to problems requiring immediate resolution, drawing on past experiences to focus on the cause of a problem</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>
FBPTEC4008 Participate in product recalls	FDFTEC4011A Participate in product recalls	Updated to meet Standards for Training Packages  Prerequisites removed  Minor changes to Performance Criteria for clarity	Equivalent unit

<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 FBPTEC4008 Participate in product recalls</b>
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**Performance Evidence**

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria of this unit.

There must be evidence that the individual has demonstrated all steps to prepare for and participate in at least one product recall, including:

- identifying criteria and circumstances for a product recall
- initiating controls to prevent product recall
- determining legal implications of a product recall
- identifying features of the workplace product recall system and procedures
- determining and examining the cause of product fault
- establishing mechanisms to improve operations and minimise the risk of occurrence.

**Knowledge Evidence**

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:

- risks, measures and circumstances that could result in a product recall, and the control measures in place to prevent such incidents from occurring, including:
  - product failure
  - quality systems issues
  - contamination
  - packaging
- legal responsibilities and requirements of a recall program:
  - relevant provisions of food safety legislation
  - related company systems
  - criteria for determining when a recall is required
- components of the recall system required to meet company and legal requirements
- company's food safety plan and vendor assurance arrangements
- the social, financial and legal consequences of:
  - failing to initiate a recall
  - delaying a recall decision
- communication requirements and procedures:
  - appropriate communication systems
  - channels for consulting with people affected
  - communicating information on improvements
- company policy and procedures for responsive action for a given range of circumstances that could result in the need for a product recall
- procedures for developing the components of a recall system to meet company and legal requirements, including:
  - information recording systems for traceability
  - identification of personnel responsible for assessing information
  - determining appropriate action
  - procedures that define roles and levels of responsibility
- procedures for investigating causes and reviewing arrangements and procedures in the event of an incident, including:
  - reviewing responses to previous incidents
  - developing recommendations on appropriate procedures.

**Assessment Conditions**

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:

### Assessment Conditions

- case study materials of food product recall situations
- specifications:
  - workplace food safety program
  - information relevant to product recall, including contractual arrangements with suppliers, product specifications, process parameters and recall procedures
  - legislation relating to product recall, including relevant food safety legislation.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

### Links

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<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>