

**Modification history**

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

FBPFSY4XX4	Conduct a traceability exercise
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to supervise a team to conduct a traceability exercise to track any food through all stages of production, processing and distribution. This allows for the withdrawal or recall of products that have been identified as unsafe or unsuitable. Running a traceability exercise is a check of the tracking system.</p> <p>The unit applies to individuals who work in supervisory or compliance roles in food and/or beverage processing.</p> <p>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.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</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. Prepare for traceability exercise	1.1 Identify regulatory requirements for tracking processed food or beverages 1.2 Identify the product to be tracked or recalled 1.3 Identify the label, specification and/or unique identifier for the product 1.4 Identify system used to document traceability of products 1.5 Brief team members on purpose of exercise and requirements for each individual
2. Oversee tracking of product	2.1 Track product through storage, distribution and packaging records 2.2 Track processing of product through batch records, processing records, including any re-work or overrun ingredients used 2.3 Track product ingredients through raw material and ingredient storage records, records of receipt of raw materials and ingredients, ingredient specifications 2.4 Check calibration records for production and laboratory equipment used in the processing of the product 2.5 Gather team and collate information provided by team members 2.6 Present overview of product traceability exercise records to team and manager
3. Identify improvements to tracking	3.1 Identify any mislabelling or processing details that are not represented on the product label or specification 3.2 Make recommendations to rectify product traceability details to ensure accuracy and efficient recall

<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>
Learning	<ul style="list-style-type: none"> <li>Track and problem-solve issues that arise with traceability</li> </ul>
Reading	<ul style="list-style-type: none"> <li>Interpret traceability records and ingredient specifications</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Instruct team members about individual role requirements</li> <li>Effectively coordinate team activities</li> <li>Present information to superiors using appropriate method and tone</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>
FBPFSY4XX4 Conduct a traceability exercise	Not applicable	New unit	No equivalent unit

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4</a>
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<b>TITLE</b>	<b>Assessment requirements for FBPFSY4XX4 Conduct a traceability exercise</b>
<b>Performance Evidence</b>	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has supervised a team to conduct a traceability exercise for at least one processed food or beverage product, including details of:</p> <ul style="list-style-type: none"> <li>• raw materials</li> <li>• additives</li> <li>• processing</li> <li>• packaging.</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>• purpose of traceability</li> <li>• traceability requirements for food businesses identified in the Food Standards Code, particularly Standard 3.2.2 and any standards relevant to the items produced at the organisation</li> <li>• workplace requirements to ensure that food does not become unsafe or unsuitable</li> <li>• the requirement to be able to track food products one step forward and one step back at any point in the supply chain</li> <li>• traceability framework or system used within the organisation and the requirement for food businesses to be able to recall unsafe food through readily accessible records that include:             <ul style="list-style-type: none"> <li>• production records</li> <li>• what products are manufactured or supplied</li> <li>• volume or quantity of products manufactured or supplied</li> <li>• batch or lot identification (or other markings)</li> <li>• where products are distributed</li> <li>• any other relevant production records</li> </ul> </li> <li>• food with specific traceability requirements (chapter 4 of the Food Standards Code)</li> <li>• food identification labelling/information requirements for food for retail and non-retail sale</li> <li>• effective communication methods to facilitate team activities</li> <li>• effective information presentation methods.</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>• a food or beverage processing, production or retail workplace or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials:             <ul style="list-style-type: none"> <li>• food or beverage products</li> </ul> </li> <li>• specifications:             <ul style="list-style-type: none"> <li>• food and ingredient labels or specifications</li> <li>• food/ingredient packaging</li> <li>• workplace production records</li> <li>• guidelines for traceability</li> </ul> </li> <li>• relationships:             <ul style="list-style-type: none"> <li>• team members</li> <li>• manager.</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>	

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