

3003 Principles of organisational compliance in a food business

SQA Unit Code

H3GA 04

Level 3

SCQF Level 6

SCQF Credit value 6

Unit Summary

This unit is about the principles of organisational compliance in a food business in food and drink manufacture and/or supply operations. Compliance is integral to the operation of a food business. Regulations cover the legal status of a food business and additional regulations cover areas such as food safety, environmental health and trading standards requirements, labelling, traceability and product recall. In addition organisations can choose to adhere to the requirements of organisations offering quality standards for food businesses including British Retail Consortium (BRC) and International Organisation for Standardisation (ISO). Compliance with internal organisational requirements and external customers and suppliers relating to standard operating procedures and quality specifications and additional areas of compliance in the day to day operation of a food business.

You will need to know and understand the different types of compliance relating to the operation of a food business. You must also know and understand the importance of systems and procedures, organisational management systems and auditing in ensuring compliance.

This unit is for you if you work in food and drink manufacture and/or supply operations and are involved in ensuring organisational compliance in a food business.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

You need to know and understand:

Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.

1. the concept of compliance as an integral part of the operation of a food business and how it affects the strategy, policy, plans and culture of a food business
2. the different layers of regulatory, customer and industry compliance affecting a food business
3. the regulations a food business must adhere to and how these regulations are checked
4. voluntary codes of practice and quality standards available to a food business and how these are audited and checked
5. the role of customers and suppliers in adherence to the different compliance requirements and how this is checked and audited
6. what the different methodologies and management systems are for implementing

and ensuring organisational compliance in a food business, their advantages and disadvantages

7. the importance of traceability in a food business and how to ensure this occurs
8. why auditing is important to compliance and how to carry it out

Evidence of performance may employ examples of the following assessment:

- observation
- written and oral questioning;
- evidence from company systems (e.g. Food Safety Management System)
- reviewing the outcomes of work
- checking any records of documents completed
- checking accounts of work that the candidate or others have written