



Unit F2HG 04 (719)

Assess Operations for Effectiveness and Compliance with Food Safety Standards in Manufacture

Unit Summary

This Unit is about quality control and audit of the food safety management procedures. It involves auditing operations to assess effectiveness and compliance with food safety standards.

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.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Communication Intermediate 2

- ◆ Read, understand and evaluate written communication.

Problem Solving Higher

- ◆ Plan, organise and complete a complex task.
- ◆ Review and evaluate a complex problem solving activity.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

<p>You must be able to</p>	<p>Evidence Requirements</p> <p>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.</p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	<p>Evidence/Activity Ref No.</p>
<p>1</p> <p>Undertakes preparation for audits of the food safety management procedures</p> <p>This means you:</p> <p>(a) Confirm and agree the defined scope of the audit against the food safety management procedures.</p>	<p>Evidence of undertaking preparation for audits of the food safety management procedures in accordance with workplace procedures.</p>	
<p>2</p> <p>Undertakes audits</p> <p>This means you:</p> <p>(a) Undertake an audit of operations in accordance with relevant guidelines, and at a level applicable to the complexity and degree of risk in the food safety process.</p> <p>(b) Audit the review dates of the food safety management procedures to ensure that the process is active.</p> <p>(c) Examine an appropriate sample of records for completeness and compliance with relevant legislation and compliance with the system being audited.</p> <p>(d) Examine and review customer complaints, previous audit reports and other relevant information to obtain a historical perspective.</p> <p>(e) Examine the level and content of training provided for staff in key roles.</p>	<p>Evidence of undertaking audits in accordance with workplace procedures.</p> <p>This must include examining four appropriate sample records.</p>	

		Evidence Requirements (cont)	
3	<p>Ensures compliance</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Confirm that the food safety management procedures have been suitably validated. (b) Ensure that the food safety management procedure is based on the specified food safety standards and meets legislative and customer requirements. (c) Ensure that markings are correctly applied to products for identification, status and legal and traceability purposes. (d) Assess traceability systems in line with legal requirements. (e) Observe an appropriate sample of operations for compliance with specified standards. 	<p>Evidence of ensuring compliance in accordance with workplace procedures.</p>	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg 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

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Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		

You need to know and understand		Evidence
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.		
K1	The type, range and purpose of records applicable to the specified food safety management system.	
K2	Good Manufacturing Practice (GMP), critical points and critical control points relevant to the defined scope of the audit.	
K3	The roles, responsibilities and levels of authority of members of food safety management team.	
K4	The expected role and responsibilities of an auditor.	
K5	Relevant regulations, legal requirements and certification requirements for the type and nature of operations being inspected.	
K6	Statutory regulations relating to operations under inspection.	
K7	The expected standards and their effective application.	
K8	What constitutes non-compliance and the relative implications for food safety and for the organisation concerned?	
K9	Relevant corrective actions and how to review their effectiveness.	
K10	Auditing practices, including second and third party inspections.	
K11	Recording, reporting procedures and making recommendations relating to quality control and internal audits.	

Notes/Comments

Assessor signature: _____ **Date:** _____