



Unit F2L3 04 (723)

Develop Policy and Guidelines to Manage Food Safety in Manufacture

Unit Summary

This Unit is about developing policy and guidelines to manage proactive food safety management procedures.

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 Higher

- ◆ Produce and respond to oral communication on a complex topic.
- ◆ Produce well-structured written communication on complex topics.

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: _____

You must be able to	Evidence Requirements	Evidence/ Activity/ Ref No.
1 Develop relevant policy and guidelines This means you: (a) Align your policy and guidelines to relevant statutory requirements and legislation. (b) Provide alignment between hazard analysis, operational practice, supplier assurance and relevant sector best practice. (c) Include specific terms of reference, definitions and objectives in respect of food safety management in your policy and guidelines.	Evidence of developing relevant policy and guidelines in accordance with workplace procedures.	
2 Communicate with authority across teams This means you: (a) Define and inform others clearly the senior management commitment to, and importance of, food safety management to your organisation. (b) Provide guidance for the formation of food safety management teams including roles, responsibilities, skills and levels of authority.	Evidence of communicating with authority across teams in accordance with workplace procedures.	
3 Provide evaluation This means you: (a) Incorporate processes to encourage and manage feedback on the effectiveness of food safety management procedures.	Evidence of providing evaluation in accordance with workplace procedures.	

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

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	Relevant current legislation and statutory requirements for your sector and product type.	
K2	How and where to access supporting information and expert advice.	
K3	The importance of multidisciplinary approach to preparation of guidelines and systems.	
K4	The importance of a systematic approach to food safety management for your organisation.	
K5	Factors which impact on the safety of your products from supply of raw materials to end consumer.	
K6	The role of hygiene procedures within food safety management and associated directives.	
K7	Best practice within the relevant industry/sector and its application in context.	
K8	Key principles and components of hazard analysis systems including critical control points and critical limits.	
K9	How to conduct hazard analysis and risk assessment.	
K10	The roles and responsibilities of individuals in food safety management teams.	
K11	The provision of food safety training to staff.	
K12	Relevant evaluation procedures and best practice for verification and compliance of food safety procedures.	
K13	Risks to public health, their nature and severity.	
K14	The importance of processes for continuous improvement and how to incorporate these into policy and practice.	

Notes/Comments

Assessor signature: _____

Date: _____