

Unit DR68 04 (3GEN1)

Ensure appropriate food safety practices are followed whilst food is prepared, cooked and served

This Unit has the following elements:

Element 1 (3GEN1.1)

Apply and monitor your organisation's food safety procedures

Element 2 (3GEN1.2)

Identify and respond to food safety hazards

Candidate Name:

Assessment Centre:

I have completed the requirements of this Unit.

Candidate signature: _____ **Date:** _____

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

Assessor signature: _____ **Date:** _____

Assessor counter signature:
(where applicable) _____ **Date:** _____

IV signature: _____ **Date:** _____

IV counter signature:
(where applicable) _____ **Date:** _____

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Unit Summary

This Unit describes the competence required to ensure that all food and drink prepared, cooked and served is carried out following appropriate food safety practices and procedures. The Unit is designed for anyone who supervises the preparation and delivery of food to consumers.

The typical day-to-day activities you might carry out for this Unit include:

- ◆ checking and carrying out your responsibilities under your organisation's food safety procedures
- ◆ making sure good hygiene practices are in place (for example, pest control measures, equipment and surface cleanliness, temperature controls, waste disposal, wearing of protective clothing, prevention of cross contamination, staff hygiene practices, treatment of wounds and reporting of illnesses etc)
- ◆ training staff in food safety procedures
- ◆ ensuring control measures are monitored
- ◆ ensuring appropriate corrective actions are taken when control measures fail
- ◆ constantly checking for food safety hazards
- ◆ identifying food safety hazards and appropriate control measures
- ◆ reporting new food safety hazards to appropriate person
- ◆ supervising staff

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Element 1 (3GEN1.1)

Apply and monitor your organisation's food safety procedures

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Make sure you have relevant information about food safety procedures and are interpreting your responsibilities correctly	
②	Make sure that good hygiene practices are in place	
③	Carry out your own responsibilities for the implementation of food safety procedures	
4	Provide feedback to the person responsible for your organisation's food safety procedures on their effectiveness	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Good hygiene practices, at least seven required from the following:</i>						
premises workplace design/layout						
pest control measures						
surface cleaning methods and wash-up						
temperature control during delivery, storage, preparation, cooking, cooling, re-heating, holding and service						
waste disposal						
protective clothing						
prevention of cross contamination						
personal hygiene practices						
treatment of cuts, abrasions, septic wounds and protection of food						
avoidance of gastric illness						
equipment and facilities						
<i>Implementation, at least six required from the following:</i>						
helping to check the procedures						
assisting with hazard analysis						
allocating and supervising food safety responsibilities						
identifying and meeting staff training needs						
reporting to management						
ensuring the proper application and monitoring of control measures						
monitoring of control measures						
ensuring corrective action is taken when control measures fail						
following recording procedures						

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Element 1 (3GEN1.1)

Apply and monitor your organisation's food safety procedures

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

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Element 2 (3GEN1.2)

Identify and respond to food safety hazards

What you must do (circled numbers must be observed)		Assessor initials/date
Evidence for the remaining points may be assessed through questioning or witness testimony		
①	Be constantly alert to the possibility of food safety hazards in your area of responsibility	
②	Identify indicators of potential sources of food safety hazards	
3	Identify food safety hazards and appropriate control measures	
4	Report any new potential food safety hazards for review and evaluation of food safety procedures to the person responsible	

What you must cover (minimum requirement for observation in italic and bold)	Activity/Evidence (insert tick or supplementary reference)					
	1	2	3	4	5	6
Evidence for the remaining points may be assessed through questioning or witness testimony						
<i>Food safety hazards, at least three required from the following:</i>						
microbiological						
physical						
chemical						
allergenic						
<i>Indicators, at least nine required from the following:</i>						
methods of food preparation						
temperature controls						
condition of premises						
condition of equipment						
evidence of pest infestation						
standards of staff personal hygiene						
good spoilage						
condition of packaging						
stock management						
waste management						
labelling information						

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Element 2 (3GEN1.2)

Identify and respond to food safety hazards

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		
5		
6		

Unit DR68 04 (3GEN1)**Ensure appropriate food safety practices are followed whilst food is prepared, cooked and served**

What you must know for the Unit	
For the whole Unit	
K1	The importance of having food safety procedures
K2	What are the types of food safety hazards (microbiological, physical, chemical and allergenic)
K3	What are the principal causes of food safety hazards (eg human factors (including lack of effective supervision), lack of labelling information, supplier quality, cross contamination, premises and waste, personal health, handling issues and pests)
K4	What are the significant food safety hazards in your workplace
K5	What conditions affect microbial growth
K6	What are the principal methods of controlling significant food safety hazards
K7	What are the current food safety legislation requirements affecting your responsibilities
Element 1 (3GEN1.1) Apply and monitor your organisation's food safety procedures	
K8	Your responsibilities under your organisation's food safety procedures
K9	Why good hygiene practices are important
K10	The principles of good workplace design and layout
K11	The dangers of pest infestation and effective control measures
K12	Effective equipment and surface cleaning methods and why these are important
K13	The importance of food temperature control
K14	Temperature levels and controls for the types of food you are responsible for during: <ul style="list-style-type: none"> ◆ delivery ◆ storage ◆ preparation ◆ cooking ◆ cooling and reheating ◆ holding and serving
K15	The importance of hygienic and effective waste disposal and the correct methods to control waste
K16	The dangers of cross-contamination and methods you can use to eliminate these for any type of food safety hazard
K17	Personal hygiene practices that your staff should follow according to operational requirements including: <ul style="list-style-type: none"> ◆ hand washing ◆ wearing of protective clothing, footwear and headgear ◆ wearing of jewellery and accessories ◆ treatment and covering of cuts, boils, grazes and wounds ◆ reporting of illnesses and infections to the appropriate person
K18	How to communicate responsibilities for food safety procedures to staff and make sure they understand these
K19	How to make sure staff receive appropriate training to meet their food safety responsibilities
K20	The types of failures that may occur with control measures and the corrective actions to take for these
K21	The importance of providing feedback to the person responsible for the food safety procedures and the types of issues you should communicate

Unit DR68 04 (3GEN1)**Ensure appropriate food safety practices are followed whilst food is prepared, cooked and served****What you must know for the Unit (cont)****Element 2 (3GEN1.2) Identify and respond to food safety hazards**

K22	The importance of being constantly alert to the possibility of food safety hazards in your area of responsibility and how to look out for these
K23	Common examples of food safety hazards in the following groups: <ul style="list-style-type: none">◆ microbiological◆ physical◆ chemical◆ allergenic
K24	The indicators of food safety hazards in your area of responsibility
K25	The control measures appropriate to these indicators of food safety hazards
K26	The importance of contributing to the evaluation of the food safety procedures

Knowledge evidence retained

Assessor signature: _____ Date: _____

Unit DR68 04 (3GEN1)**Ensure appropriate food safety practices are followed whilst food is prepared, cooked and served**

Candidate name:		Assessor initials/date
Ref	Supplementary evidence	
A		
B		
C		
D		
E		
F		
G		
H		

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Assessor Feedback