



## Unit F2RL 04 (722)

## Produce Action Plan to Control Food Safety Hazards and Risks in Manufacture

### Unit Summary

This Unit is about identifying and analysing hazards and risks to food safety. It involves producing an action plan to control those hazards and risks including assigning roles and responsibilities, identifying monitoring and audit procedures, and providing relevant records and documentation to meet legislative requirements.

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 well-structured written communication on a complex topic.

#### 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><b>You must be able to</b></p>	<p><b>Evidence Requirements</b></p> <p><b>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.</b></p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	<p><b>Evidence/Activity Ref No.</b></p>
<p>1</p> <p>Establish and develop an action plan to control hazards and risks</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Identify the monitoring procedures which provide data at a level of detail and degree of urgency to avoid breaking the critical limits.</li> <li>(b) Identify records and documentation which meet relevant information and audit trail requirements.</li> <li>(c) Identify roles and responsibilities and level of authority for improvement and management of operations and environmental control of the food safety management procedures.</li> <li>(d) Identify procedures for managing any deviation and disposition of affected product.</li> <li>(e) Identify verification and audit procedures at a frequency to demonstrate control is maintained.</li> </ul>	<p>Evidence of establishing and developing an action plan to control hazards and risks in accordance with workplace procedures.</p>	
<p>2</p> <p>Provide specifications for controlling hazards and risks</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Identify the types, methods and measurements of control to eliminate or minimise each hazard.</li> <li>(b) Specify suitable monitoring frequency to control hazards and risks.</li> <li>(c) Identify validated and verified critical limits or acceptable limits of each critical control point.</li> <li>(d) Identify suitable corrective actions for deviations at each critical control point.</li> </ul>	<p>Evidence of providing specifications for controlling hazards and risks 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

**Unit F2RL 04 (722)**

**Produce Action Plan to Control Food Safety Hazards and Risks in Manufacture**

<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		

## Unit F2RL 04 (722)

## Produce Action Plan to Control Food Safety Hazards and Risks in Manufacture

<b>You need to know and understand</b>		<b>Evidence</b>
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 importance of effective food safety management and the implications of non-compliance.	
K2	Relevant and current food safety legislation in respect of both product type and working environment.	
K3	HACCP principles and practice and their application.	
K4	The nature and type of hazards which may occur in the food chain for each specific product or type of product.	
K5	The nature, type, severity and implications of food safety hazards arising from each step.	
K6	Risk assessment and management techniques relevant to the workplace.	
K7	The impact of raw materials, ingredients, food manufacturing practices and processes on food safety.	
K8	Purpose and likely end-use of products.	
K9	Methods, types and effectiveness of hazard control.	
K10	How to identify critical control points and determine critical limits.	
K11	The multidisciplinary nature of hazard analysis.	
K12	Where and how to access advice and support for effective hazard analysis.	
K13	Relevant safety information relating to product including composition, physical/chemical structure, microcidal/static treatments, packaging durability, storage conditions, method of distribution and intended use by consumer.	
K14	The stages and steps involved in producing and preparing each product for consumption.	
K15	How to identify critical control points.	
K16	The likely occurrence of hazards at each process step and the severity of potential adverse health effects.	
K17	Conditions which influence the presence, severity, extent, frequency or introduction of hazards to food safety.	
K18	Control measures, their effectiveness in respect to each hazard and how to specify these.	
K19	Methods for identifying and specifying critical control points and their critical limits.	
K20	Acceptable tolerances for the definition of measurable critical limits such as temperature, time, moisture level, pH.	
K21	Monitoring methods and procedures to guarantee control.	
K22	Types of corrective actions and how to specify these for each control point including the disposition of affected products.	
K23	Relevant methods of verification and audit of food safety.	
K24	The range and type of records required to ensure complete and auditable documentation of food safety management procedures.	

Notes/Comments

**Assessor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_