



## Unit F2HA 04 (717)

## Allocate Roles and Responsibilities for Food Safety Management in Manufacture

### Unit Summary

This Unit is about implementing proactive food safety management procedures. It involves allocating roles and responsibilities for managing food safety and ensuring that there are adequate resources and support for those individuals.

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.

#### Working With Others Higher

- ◆ Work with others in a group to analyse, plan and complete a complex 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	Allocate roles  This means you:  (a) Identify individuals who have been sufficiently trained to undertake responsibilities in managing food safety in the workplace.  (b) Allocate specific roles in managing food safety to those identified individuals.	Evidence of allocating roles in accordance with workplace procedures.	
2	Inform others about their responsibilities and check for understanding  This means you:  (a) Inform individuals of what is expected of them, the limitations and capabilities in their roles, and check that they understand.  (b) Inform individuals of the implications and severity of people/procedures/processes not conforming to food safety standards, and check that they understand.	Evidence of informing others about their responsibilities and check for understanding in accordance with workplace procedures.	
3	Provide support to others  This means you:  (a) Define clearly the sources of information regarding emergency food safety procedures, and check that they are understood by all.  (b) Provide sufficient resources to implement and control critical aspects and components of the food safety management procedures.  (c) Specify corrective actions and provide sufficient support for their operations.	Evidence of providing support to others in accordance with workplace procedures.	

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		<b>Evidence Requirements (cont)</b>	
3 (cont)	(d) Specify the monitoring methods and associated records for implementation.		

**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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<b>Candidate name:</b>		<b>Assessor initials/date</b>
<b>No</b>	<b>Activity</b>	
1		
2		
3		

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<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 key requirements, including critical control points and critical limits of your food safety management procedures.	
K2	The expected roles, responsibilities and levels of authority of members of a food safety management team.	
K3	The capabilities and limitations of team members; the training and assessment required to ensure that each team member is competent; and relevant training and development for food safety management team and staff.	
K4	Personal hygiene requirements and their implementation.	
K5	Required cleaning and maintenance of equipment and environment.	
K6	Key plant and environmental conditions which may pose a threat to food safety.	
K7	Correct methods for segregation, storage and disposal of waste and of damaged or contaminated products.	
K8	Preventive actions in respect of controlling spread or increase in product contamination and cross-contamination.	
K9	Sources and types of product contamination and cross-contamination, deterioration and spoilage and how to recognise them.	
K10	Methods for monitoring and checking conformance to critical limits and how to implement them.	
K11	Corrective action in the event of non-conformance to critical limits.	
K12	How to assess additional support, information and advice requirements.	

Notes/Comments
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**Assessor signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_