



## Unit F2L9 04 (724)

## Develop Working Practices and Procedures 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:** \_\_\_\_\_

<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 the structure for managing food safety</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Clarify the size, composition, roles, responsibilities and authority levels of food safety teams.</li> <li>(b) Establish clear lines of communication, decision-making and reporting.</li> <li>(c) Allocate responsibilities for implementation and management of working practice and procedures.</li> <li>(d) Identify training needs and provide training.</li> </ul>	<p>Evidence of establishing the structure for managing food safety in accordance with workplace procedures.</p>	
<p>2</p> <p>Establish and develop working practices and procedures</p> <p>This means you:</p> <ul style="list-style-type: none"> <li>(a) Specify control measures for each critical control point and their method of application.</li> <li>(b) Specify the monitoring procedures and their frequency to control hazards.</li> <li>(c) Provide specification of critical limits.</li> <li>(d) Identify corrective actions and their method of application.</li> </ul>	<p>Evidence of establishing and developing working practices and procedures in accordance with workplace procedures.</p>	

		<b>Evidence Requirements (cont)</b>	
3	<p>Establish the methods for managing food safety</p> <p>This means you:</p> <p>(a) Provide relevant and effective methods and procedures for hazard analysis identification of control measures and determination of critical control points.</p> <p>(b) Establish methods of evaluation, review and audit.</p>	<p>Evidence of establishing the methods for managing food safety 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 F2L9 04 (724)**

**Develop Working Practices and Procedures to Manage Food Safety in Manufacture**

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

<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	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:** \_\_\_\_\_