

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Evaluate organisational requirements for food safety program	5
Evaluate organisational characteristics that impact on food safety	5
Examine food handling operations and processes and identify potential or existing food hazards.....	11
Identify critical control points in food preparation system where food hazards and contaminants must be controlled	13
Identify product suppliers and determine quality assurance specifications for foodstuffs supplied	17
Evaluate existing product specifications for food items prepared and sold.....	21
Evaluate existing policies and procedures and monitoring practices, including record keeping, and assess need for change	25
Check your understanding	31
Topic 2: Develop food safety program to control hazards	33
Identify and consult with stakeholders in program development	33
Integrate regulatory requirements and standards into policies and procedures	37
Establish and document critical control points and control methods for each point	42
Develop procedures for systematic monitoring of controls and associated record keeping	53
Develop corrective action procedures for uncontrolled hazards	58
Develop or modify and record product specifications covering food items prepared and sold	60
Identify training needs and develop training program.....	63
Develop schedule for regular review of food safety program	69
Document food safety program and provide to regulatory authorities as required	71
Check your understanding	83
Topic 3: Implement food safety program.....	85
Communicate food safety programs, policies, procedures and product specifications to colleagues and ensure display of appropriate signage and access to information	85
Organise appropriate training and mentoring	89
Monitor operational activities to ensure that policies and procedures are followed	91
Manage response to incidents of uncontrolled food hazards and oversee implementation of corrective action procedures.....	92
Make changes to practices that led to the food safety breach, and document, communicate and implement changes	93
Maintain food safety management documents	95
Check your understanding	97
Topic 4: Participate in food safety audit	99
Ensure food safety program is audited as required by legislation.....	99
Participate in food safety program audits and provide assistance to inspectors	107
Retain records of food audits according to legislative requirements	109
Check your understanding	111

Topic 5: Evaluate and revise food safety program.....	113
Conduct scheduled review of food safety program in consultation with colleagues	113
Validate required food safety controls.....	116
Review policies, procedures, product specifications, monitoring systems and record keeping methods, and revise as required	117
Prepare and document amended food safety program and provide to regulatory authorities as required	119
Communicate changes and monitor inclusion in production processes	121
Identify and respond to additional training needs based on changes to food safety practices	123
Check your understanding	125
Topic 6: Additional learning	127
HACCP or other food safety system principles, procedures and processes as they apply to particular operations and different food types	127
Choice and application of cleaning, sanitising and pest control equipment and materials	131
High risk customer groups	136
References.....	138
Assessment workbook	139
Unit information	141
What is competency-based assessment?.....	142
How will my competency be assessed?.....	143
Assessment agreement	144
Skills recognition.....	145
Topic 1: Evaluate organisational requirements for food safety program	146
Topic 2: Develop food safety program to control hazards	147
Topic 3: Implement food safety program	148
Topic 4: Participate in food safety audit.....	149
Topic 5: Evaluate and revise food safety program	150
Knowledge questions	151
Topic 1: Evaluate organisational requirements for food safety program	153
Topic 2: Develop food safety program to control hazards	178
Topic 3: Implement food safety program	211
Topic 4: Participate in food safety audit.....	230
Topic 5: Evaluate and revise food safety program	238
Topic 6: Specific knowledge questions	254
Project	266
Completion record	270
Unit mapping.....	271
Trainer/assessor instructions and requirements.....	280
Practical assessment	Separate document