

Level 3 Award in Food Safety Supervision for Manufacturing Syllabus

A Introduction

Candidates should understand the terminology in respect to supervising food safety procedures and be able to:

- i Define the terms food hygiene, food poisoning, food-borne disease, food-borne illness, food allergy, contamination, hazard analysis, food safety management procedures and HACCP.
- ii Define the role of a supervisor in controlling food safety, identifying food safety hazards and understanding the methods by which controls are communicated to others in the workplace.
- iii Contrast the financial, human and legal consequences for a business that manages food safety successfully and one that manages it poorly.
- iv Describe recent trends in reported outbreaks of food-borne illness and the foods most commonly involved.
- v Understand the definition of high-risk foods with examples.
- vi List the groups of people who are most at risk from food-borne illness.

B Legislation

Candidates should be aware of UK and European food safety legislation to ensure compliance in a food manufacturing operation and be able to:

- i State the responsibilities that employers and employees have with regard to keeping food safe.
- ii State the current food safety legislation which relates to manufacturing practice and be aware of where guidance on the law may be obtained.
- iii Explain the concept of due diligence.
- iv State the role and powers of enforcement officers in respect to food safety.

- v Understand the supervisor's responsibilities when dealing with enforcement officers.
- vi Explain the consequences of non-compliance with food safety legislation.
- vii State the role of the supervisor in the investigation of an outbreak of food-borne illness.

C Applying and monitoring good hygiene practice

Candidates should understand the concept of contamination and the risks it poses to food safety and be able to:

- i Define the terms, and give examples of, physical, chemical (including metals), microbial and potential allergen contaminants and explain the concept of cross-contamination.
- ii Describe the procedures used to prevent food from being contaminated on receipt, during storage, preparation, processing, packing and distribution.
- iii State the practical and legal implications of 'Use By' and 'Best Before' dates.
- iv State the techniques available for the detection of contaminants and any corrective actions that may be taken.
- v State common sources of pathogenic and spoilage bacteria and the different effects they can have on food and those who ingest it.
- vi Describe the factors essential for the multiplication of pathogens and the controls required to prevent outbreaks of food-borne illness.
- vii Describe the food safety hazards caused by spores and toxins produced by some food poisoning bacteria and the controls required to keep food safe.
- viii State the causes of food spoilage and describe the effects that micro-organisms and enzymes can have on food and those who ingest it.

- ix Give examples of common food-borne viruses, explain the risks they cause to food safety and how these might be reduced.
- x State the risks caused by allergens in foods and the control measures and labelling needed in food handling to prevent harm.
- xi Explain the term quarantine in terms of controlling non-conforming products and materials.

D Temperature control

Candidates should understand the role temperature plays in the control of food safety and be able to:

- i State the effects of high and low temperatures on micro-organisms and how temperature can control bacterial and enzyme activity in food.
- ii Describe the temperature controls required for food on receipt, during storage, throughout processing and packing, to the point of distribution.
- iii Describe safe methods of checking, verifying, and recording food temperatures.

E Workplace and equipment design

Candidates should understand the importance of good workplace and equipment design to ensure food safety and be able to:

- i List the design features of a suitable premise for the manufacture and storage of food, including the importance of layout, stock control and food flow.
- ii State the requirements for suitable levels of temperature control, lighting and ventilation.
- iii Describe suitable materials and finishes for fixtures and fittings in food manufacturing premises.
- iv Describe the design features of food manufacturing equipment so that it is suitable for use in food production.
- v Develop and implement effective recording and identification systems at all stages of manufacture and storage.

F Waste disposal, cleaning and disinfection

Candidates should understand the importance of supervising high standards of cleanliness and maintenance in a food manufacturing operation and be able to:

- i Describe how waste, damaged or contaminated products can be segregated, stored and disposed of safely, and state how this is supervised.
- ii State the need for, and benefits of systematic cleaning and how it can be implemented and supervised.
- iii Describe the methods of monitoring to ensure adequate cleaning and maintenance throughout the manufacturing premises.
- iv Explain the function of a detergent, disinfectant, sanitizer and sterilizing agent.
- v Describe the various methods of cleaning employed for all the different areas of a manufacturing operation.

G Pest control

Candidates should understand the importance of good pest control practice and be able to:

- i List common food pests and describe the risks they pose to food safety.
- ii List the signs of infestation relating to the common food pests and explain what action should be taken when pest activity is evident or reported.
- iii Describe the different methods of control that can be used and the role of supervisory management in controlling food pests.

H Personal hygiene of staff

Candidates should understand the need for high standards of personal hygiene and are able to:

- i Explain the importance of personal hygiene, the responsibilities of food handlers and how standards can be implemented and monitored.
- ii Describe facilities that should be provided in a food manufacturing operation to promote good personal hygiene and the role of a supervisor in ensuring they are used effectively.
- iii Describe the supervisor's role in monitoring and preventing the spread of contamination from food handlers by enforcing the standards of personal hygiene that apply to food production areas.
- iv Explain the term carrier and the supervisor's role in excluding staff that are suspected carriers of infection.

I Contribution to staff training

Candidates should understand the importance of being able to contribute to staff training and be able to:

- i Describe the expected roles, responsibilities and levels of authority of members of a food safety management team.
- ii State the importance of induction and on-going training for all members of a food safety management team and staff and the contribution that a supervisor can make towards it.
- iii Explain the importance of keeping staff training records.
- iv Describe the supervisor's role in the effective communication of food safety procedures to all employees and visitors.

J Implementation of food safety procedures

Candidates should understand the principles of the HACCP system and how a supervisor can contribute to the implementation of a food safety management system in a food manufacturing operation and be able to:

- i Describe the preliminary procedures in developing a HACCP plan including the assembly and selection of a HACCP team, product description and identity of intended use, construction of a flow diagram and its on-site confirmation.
- ii Conduct a hazard analysis and evaluate control measures.
- iii Describe what critical control points (CCPs) are, how they are determined and monitored in a food process and why are they important to food safety.
- iv Explain why critical limits are set and how tolerances are supervised.
- v Establish the corrective action to be taken when monitoring indicates that a particular CCP is not under control.
- vi Establish procedures for verification to confirm that the HACCP system is working effectively.
- vii Establish and evaluate controls and documentation concerning all procedures and records appropriate to these principles and their application.
- viii Explain the importance of continually reviewing and improving an organisation's processes with regard to the role of the supervisor.

K Food safety auditing

Candidates should have an awareness of auditing procedures and be able to:

- i Interpret and use product specifications.
- ii Understand the commercial and legal importance of traceability and how it should operate in food production.
- iii Describe how to audit a HACCP plan against a process, identify non compliances and specify the corrective actions as necessary.
- iv State the difference between an audit and an inspection and explain the supervisor's contribution towards both internal and external inspections and food safety audits.



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