

	Unit ID: 556
Domain	COMMERCIAL COOKERY AND CATERING
Title:	Plan and manage a food safety programme in a hospitality establishment
Level: 5	Credits: 10

Purpose

This unit standard specifies the competency required to plan and manage a food safety programme. People credited with this unit standard are able to: identify requirements for a food safety programme; develop a food safety programme for a commercial catering establishment; implement a food safety programme; and evaluate and revise a food safety programme.

Special Notes

1. Entry information

Prerequisites:

- Unit 42 *Follow workplace health, safety and hygiene procedures in a hospitality establishment* or demonstrated equivalent knowledge and skills
- Unit 292 *Practice food safety methods in a hospitality establishment* or demonstrated equivalent knowledge and skills.

2. Assessment evidence may be collected from a real workplace or simulated workplace in which there is a high degree of realism that replicates a commercial workplace setting. Where a simulated workplace is used, candidates must:

- be placed under realistic time pressures
- use commercial equipment for both training and assessment
- encounter realistic customer/staff ratios.

While the end user in the assessment activity need not be a guest, there must be documented evidence of multiple occasions where the candidate has produced product or similar for guests who have the expectations of a paying guest.

3. All establishment orders and production cost control systems must be used in accordance with systems requirements and establishment procedures.

4. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with establishment procedures and manufacturer's instructions.

5. Glossary

- *Food safety programme* identifies particular high-risk points which need to be covered by clear policies, procedures and quality checks. Establishments in Namibia where food is either produced or served, must by law have in place a food safety plan based around the HACCP system or customised to other systems.
- *Hazard and Critical Control Points (HACCP)* is a food safety programme commonly used in the food and hospitality industry to ensure that food production methods are safe, hygienic and comply with food regulations and legislation. The system identifies particular high-risk points which must be covered by clear policies, procedures and quality checks.
- *Critical control points* are those where there is high risk of contamination or food spoilage, and include purchasing, delivery and storage; preparation and cooking; cooling and storage; holding or display; re-heating; service.
- *Standard operational procedures which support a food safety plan* include: food production procedures; procedures for maintaining records; contingency plans; pest control; cleaning and sanitation programmes; equipment maintenance; employee training in hygiene and food handling; maintenance of personal hygiene and suitable dress standards.
- *Hazards* may be chemical, microbiological and physical.
- *Food safety hazards or any particular issues or risk situations* may include but are not limited to: foods susceptible to microbiological contamination; working in temperatures that promote the rapid growth of micro-organisms; displays of food, buffets; processes where food is required to be touched by hand; requirements for re-heating or defrosting.
- The term *establishment requirements* or procedures refers to any policy, procedure, recipe, or agreed requirement, either written or oral, that is made known to the worker for use in their work.
- *Safe working practices* include day to day observation of safety policies and procedures, legislative requirements and professional requirements.
- *'Specifications'* refers to any, or all of the following: manufacturer's specifications and recommendations, establishment specific requirements.

6. Regulations and legislation relevant to this unit standard include the following:

- Labour Act No 11 2007 as amended
- Tobacco Products Control Act No 1 of 2010
- The Social Security Act 1994
- The Employee Compensation Amendment Act 5 of 1995
- Public Health Amendment Act 45 of 1976

- The International Health Regulation Act 28 of 1974
- Namibia Tourism Board Act 21 of 2000
- Regulations relating to the Health and Safety of employees at work, 1997 and all subsequent amendments to any of the above.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na

Elements and Performance Criteria

Element 1: Identify requirements for a food safety programme

Range

Characteristics of the establishment may include but are not limited to size and nature of organization, "at risk" customer groups, layout, storage areas and facilities, production areas and facilities, menu, production equipment, re-heating and service requirements.

"At risk" customer groups are those who may have a higher than average risk of harm from food contamination and hazards, and may include but are not limited to: residents and customers of health care establishments; children or babies; pregnant women; aged persons; people with immune deficiencies or allergies.

Records may include but are not limited to temperature control data, food production records.

Performance Criteria

- 1.1 Characteristics of the establishment that should be reflected into plans to establish a food safety programme are identified and evaluated.
- 1.2 Food safety hazards and or risk situations identified are in line with establishment procedures and legislative requirements.
- 1.3 Existing records, policies, procedures, practices and product specifications related to food safety are evaluated and the need for change or enhancement is assessed in line with establishment procedures and legislative requirements.

Element 2: Develop a food safety programme for a commercial catering establishment

Range

Contingency plans may include but are not limited to: arrangements for dealing with food poisoning; customer complaints; rejected food; equipment breakdown; faulty equipment; pests and vermin.

Performance Criteria

- 2.1 Critical control points in the food production system identified are in line with establishment and relevant food safety programme procedures.
- 2.2 Methods of control for critical points and hazards established are in line with establishment and relevant food safety programme procedures.
- 2.3 Contingency plans developed to deal with food safety problems are in line with establishment and relevant food safety programme procedures.
- 2.4 The food safety programme designed suits the characteristics and needs of the establishment, in consultation with appropriate colleagues and stakeholders, and accords with establishment and legislative requirements.
- 2.5 Food production flow charts developed are in line with establishment and relevant food safety programme procedures.
- 2.6 Standard operational policies and procedures developed or modified support the food safety programme, including control procedures, contingency plans and corrective measures.
- 2.7 Product specifications developed or modified and implemented are in line with establishment and relevant food safety programme procedures.
- 2.8 Product suppliers are identified and quality assurance specifications established in line with establishment and relevant food safety programme procedures.
- 2.9 Food safety programme is assessed for compliance with regulatory requirements and standards in line with establishment and relevant food safety programme procedures.
- 2.10 Training needs are identified and a training plan is developed in line with establishment and relevant food safety programme procedures.
- 2.11 A schedule for regular review of the food safety programme is developed in line with establishment and relevant food safety programme procedures.

Element 3: Implement a food safety programme

Range

Food safety signage and information may include but is not limited to posters on personal and workplace hygiene, food labels and date stamps.

Performance Criteria

- 3.1 Food safety programmes, policies and procedures are communicated to management and colleagues in the workplace in line with establishment and legislative requirements.
- 3.2 Measures are implemented to ensure that policies and procedures are followed by all employees in line with establishment and relevant food safety programme procedures.
- 3.3 A practical and user-friendly recording system is established to document food safety performance in line with establishment and relevant food safety programme procedures.
- 3.4 Appropriate food safety signage and information is displayed in line with establishment and relevant food safety programme procedures.
- 3.5 Product specifications are communicated to suppliers and employees and compliance is monitored in line with establishment and relevant food safety programme procedures.
- 3.6 Appropriate training and mentoring related to the food safety programme are organised and implemented in line with establishment and relevant food safety programme procedures.
- 3.7 Any implementation problems are identified promptly and corrective action taken in line with establishment and relevant food safety programme procedures.

Element 4: Evaluate and revise a food safety programme

Range

Tests and measures to validate required safety standards may include but are not limited to: food quality reviews and tests; bacterial swabs and counts; chemical tests; audit arrangements and programmes; analysis of and actions arising from critical incidents.

Performance Criteria

- 4.1 Operation and results of the food safety programme are monitored according to schedule and in consultation with colleagues and other stakeholders.
- 4.2 Operational policies, procedures and records are reviewed, and changes or additions required accord with establishment and relevant food safety programme procedures.

- 4.3 Tests and/or measures are carried out to validate required safety standards in line with establishment and relevant food safety programme procedures.
- 4.4 The food safety programme is revised to incorporate amendments or additions in line with establishment and relevant food safety programme procedures.
- 4.5 Changes to the food safety programme are recorded and incorporated into the production system in line with establishment and relevant food safety programme procedures.
- 4.6 Colleagues are informed of changes to the food safety programme and of when they commence in line with establishment and relevant food safety programme procedures.
- 4.7 The need for additional training is identified based on evaluation of the food safety programme in line with establishment and relevant food safety programme procedures.

Registration Data

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