



## **The Royal Institute of Public Health**

# **RIPH Level 4 Award in Food Safety Management for Manufacturing**

### **Qualification Specification**

**April 2007**

Accreditation Number: 500/1912/0

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## **INTRODUCTION**

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The RIPH Level 4 Award in Food Safety Management for Manufacturing is designed for those who are, or intend to be, managers in any part of the food and drink manufacturing sector. The outcomes of the qualification have been designed to ensure that managers are aware of their role in the establishment of food safety procedures at all stages of the food production process, together with the importance of their role in the management and supervision of food handlers in food safety matters. The qualification reflects appropriate national occupational standards which have been developed by Improve Ltd, the Sector Skills Council for the food and drink manufacturing sector.

The qualification may be taken as a stand-alone award or as part of a wider course of training. The outcomes of this qualification are common with those of the other similar Vocationally Related Qualifications (VRQs) in Food Safety Management accredited into the National Qualifications Framework. The qualification is placed at Level 4 in the National Qualifications Framework.

## **QUALIFICATION AIM**

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The aim of the RIPH Level 4 Award in Food Safety Management for Manufacturing is to provide an in-depth knowledge and understanding of food safety principles and practices relevant to managers working in the food and drink manufacturing sectors.

## **OVERVIEW**

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Holders of this qualification will have in-depth knowledge of the requirements of food safety legislation and how to obtain suitable advice and guidance. They will understand their responsibilities in managing and applying good hygiene practices and how to establish appropriate food safety management procedures. They will understand their role in managing, maintaining and improving the food safety management procedures in the organisation.

## **OUTCOMES SUMMARY**

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(1) The candidate will know and understand the legal requirements regarding compliance with food safety legislation and sources of relevant information and guidance by being able to explain:

- The employer's and employee's responsibilities.
- Up-to-date legislation, compliance and law enforcement.
- The advice and guidance available on good industry practice.

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(2) The candidate will know and understand their responsibilities in managing and applying good hygiene practices by being able to explain:

- The principles of temperature control.
- The procedures to control contamination and cross-contamination.
- Safe food storage and stock control.
- The importance of appropriate food premises and equipment.
- The monitoring of supplier quality controls.
- How to establish personal health and hygiene standards and procedures.
- The importance of appropriate cleaning and disinfection regimes.
- The use of workplace and equipment schedules.
- The need for effective waste control.
- The need for effective pest controls.
- The principles of safe food storage and the importance of stock control.

(3) The candidate will know and understand how to establish appropriate food safety management procedures by being able to explain:

- The principles of the design of effective food safety management procedures.
- The nature of food safety hazards.
- The effective communication of food safety management procedures.
- The sources of information available and the importance of establishing staff training regimes and keeping training records.
- The allocation of resources, roles and responsibilities within a food organisation.

(4) The candidate will know and understand their role in managing the food safety management procedures in the organisation by being able to explain:

- The purpose of control measures.
- The establishment of appropriate monitoring techniques and recording procedures.
- The establishment of appropriate corrective action plans.
- The evaluation of food safety controls.

(5) The candidate will know and understand their role in maintaining and improving the organisation's food safety management procedures by being able to explain:

- The importance of the evaluation of the organisation's food safety management procedures.
- The importance of staff training.
- How to promote a food safety culture within the organisation.

## **QUALIFICATION STRUCTURE**

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The RIPH Level 4 Award in Food Safety Management for Manufacturing is a single unit qualification. All outcomes are assessed.

## **GUIDED LEARNING HOURS**

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36 - 40 guided learning hours are normally appropriate for a suitable course of study in preparation for this examination, depending upon the training needs of the student.

## **RELEVANCE TO INDUSTRY**

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The RIPH Level 4 Award in Food Safety Management for Manufacturing is based on the Level 4 National Occupational Standards developed by Improve Ltd, the Sector Skills Council for the food and drink manufacturing sector. The outcomes of the qualification correlate with the qualification template which was developed by the sector skills council and national awarding bodies.

## **PRE-COURSE ENTRY REQUIREMENTS**

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There are no formal pre-course entry requirements for this qualification, although it is strongly recommended that candidates should have first obtained a suitable level 3 qualification such as the RIPH Level 3 Award in Food Safety Supervision for Manufacturing. It is also recommended that candidates have a level of English literacy and numeracy equivalent to Level 2.

## **EXAMINATION ENTRY REQUIREMENTS**

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Candidates must have undertaken a course of instruction approved by the RIPH and covering the syllabus detailed below prior to taking the examination.

Application for entry to the examination must be made through an RIPH registered training centre. Applications should be made to the Qualifications Department, The Royal Institute of Public Health, 28 Portland Place, London, W1B 1DE, to be received by RIPH no later than two weeks prior to the requested examination date.

Examination Centres may wish to make special arrangements for candidates for whom the standard examination format might present difficulties. Full details and the special arrangements form can be found on [www.riph.org.uk](http://www.riph.org.uk)

## **FORM OF ASSESSMENT AND GRADING**

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There is a single examination paper for this award with a total duration of two and a half hours. The examination paper comprises two sections, part A and part B. Part A will consist of a written case study with associated compulsory questions. In part B the candidate must select five questions to answer out of the eight questions provided. There are a possible 50 marks for part A and 50 marks for part B.

To gain a pass, candidates must provide clear evidence of knowledge and understanding of the learning outcomes and how they apply in relevant workplace settings and contexts. Candidates must gain a minimum of 60% in the examination to attain a pass grade.

To gain a merit grade, candidates must demonstrate an advanced understanding of the learning outcomes. They will show evidence of a reflective approach, sound judgement and the ability to critically evaluate systems, policies and procedures in relation to best operational practice. Candidates must gain a minimum of 80% in the examination to achieve a merit grade.

## **EXAMINATION RESULTS AND CERTIFICATES**

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Examination centres will be supplied with a results list stating whether candidates have passed or failed the examination. Certificates for successful candidates are normally sent to Examination Centres for distribution to candidates.

## **PROGRESSION OPPORTUNITIES**

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Successful candidates may progress to more advanced food safety qualifications set above Level 4 in the National Qualifications Framework.

## **KEY SKILLS**

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Delivery of the RIPH Level 4 Award in Food Safety Management for Manufacturing provides opportunities for developing and assessing certain Key Skills. The examination does not directly assess Key Skills, but the knowledge required, if put into practice during a course, would require the application of Key Skills which might be independently assessed at the same time in line with published guidance. See Appendix 1 for further guidance.

## **HIGHER LEVEL KNOWLEDGE AND SKILLS**

Delivery of this award provides opportunities for developing certain higher level skills. See Appendix 2 for guidance.

## **SAMPLE QUESTIONS**

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Sample questions and answers are available upon request from the RIPH Qualifications Department.

## **USEFUL SOURCES OF INFORMATION AND RESOURCES**

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The Food Standards Agency ([www.food.gov.uk](http://www.food.gov.uk)) is an independent Government department set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food. It publishes useful information such as leaflets about food safety matters and advice to food businesses. Environmental Health departments of local authorities may also be able to offer a supply of leaflets regarding food hygiene and safety. The RIPH maintains a list of approved training packages and training courses.

## **GUIDANCE FOR TRAINING/EXAMINATION CENTRES**

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Training Centres wishing to offer courses leading to the RIPH Level 4 Award in Food Safety Management for Manufacturing should first apply for registration to the RIPH. Prospective trainers will normally have a minimum of a degree or HND in a food related subject, together with relevant experience. All trainers must have a training qualification and/or experience of training. Full details of registration procedures and application forms are available from the RIPH website [www.riph.org.uk](http://www.riph.org.uk)

## OUTCOMES DETAIL

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### 1: Ensure compliance with legislation and industry guidance.

The candidate will be able to:

#### 1.1 Employer's and employee's responsibilities

- 1.1.1 Explain the importance of food safety management procedures in the provision of safe food.
- 1.1.2 Explain why high standards of food hygiene and safety benefit both consumers and food businesses.
- 1.1.3 Explain how poor food hygiene and food safety practices affect both consumers and food businesses.
- 1.1.4 Explain the legal requirements and responsibilities, under food safety legislation, of the food business operator, manager, supervisor and food handler.

#### 1.2 Legislation, compliance and enforcement

- 1.2.1 Describe and explain the main provisions of principal relevant UK Acts of Parliament and food safety Regulations; EU Directives and Regulations.
- 1.2.2 Describe how legal requirements are enforced in the UK.
- 1.2.3 Explain the role of the Environmental Health Officer (Practitioner) and other Authorised Officers.
- 1.2.4 Describe the purpose and scope of Enforcement Codes of Practice.
- 1.2.5 Discuss the implications of non-compliance with legal requirements and the penalties for contraventions of food safety legislation.
- 1.2.6 Define the term 'due diligence' and explain why it is a defence in the event of prosecution.
- 1.2.7 Explain how to create and maintain satisfactory control systems which contribute to a due diligence defence.
- 1.2.8 Understand the responsibility of the manager, supervisor and food handler in co-operating with enforcement officers.
- 1.2.9 Explain the role of the Consultant in Communicable Disease Control.

#### 1.3 Advice and guidance on good industry practice

- 1.3.1 Explain the status and purpose of the National (Industry) Guides to Good Hygiene Practice.
- 1.3.2 Identify other sources of further information, advice and guidelines on good industry practices.
- 1.3.3 Explain how to identify the expert guidance and support which may be required to draw up food safety management procedures.

## **2: Manage and apply good hygiene practices.**

The candidate will be able to:

### **2.1 Temperature control**

- 2.1.1 Identify the temperature range of the “danger zone” and list the temperatures at which most pathogenic micro-organisms will grow rapidly, cease to multiply or die.
- 2.1.2 Describe the correct procedures for thawing frozen foods.
- 2.1.3 Explain why it is important to heat process food to effective time/temperature parameters and describe how this is done.
- 2.1.4 Understand the importance of cooling heat processed foods rapidly and methods by which this might be achieved
- 2.1.5 Describe the hygienic method of measuring the temperature of food.
- 2.1.6 Describe the legal and recommended temperatures and conditions for the delivery and storage of chilled and frozen foods.
- 2.1.7 Understand the importance of keeping finished food products at the correct temperature.

### **2.2 Procedures to control contamination and cross-contamination**

- 2.2.1 Define the terms ‘contamination’ and ‘cross-contamination’ and describe how these can be prevented
- 2.2.2 Describe the principal sources, vehicles and routes of contamination and cross-contamination.
- 2.2.3 Understand the importance of effective supervision in the control of contamination and cross-contamination.
- 2.2.4 Define the term “high-risk food” and the dangers associated with contamination of such foods.
- 2.2.5 Understand the reason why areas containing raw foods are segregated from areas where “high risk” foods are processed or stored.

### **2.3 Food storage, food preservation and stock control**

- 2.3.1 Describe and explain possible hazards resulting from poor food storage.
- 2.3.2 Describe and explain the principles of temperature control for the safe storage of foods.
- 2.3.3 State the rules for the storage of foods under chilled and frozen conditions.
- 2.3.4 Explain the rules for the storage of shelf-stable foodstuffs and provide examples of types of food stored by these methods.
- 2.3.5 State the rules for the statutory date marking of foods and explain the terms ‘use by’ and ‘best before’.
- 2.3.6 Describe the principles of stock rotation and how to manage a stock rotation system.
- 2.3.7 Understand the importance of suitable packaging and labelling in the maintenance of food safety.
- 2.3.8 Describe and explain the effects of spoilage organisms on food.
- 2.3.9 Explain the main methods of preserving foods and be able to provide examples of such foods. (Methods should include heat treatment, chilling, freezing, dehydration, vacuum packing, modified atmosphere packing, canning, acids, salt and other chemicals).

## **2.4 Food premises and equipment design**

- 2.4.1 Explain the ways in which the design, construction and layout of food premises play an important role in food safety.
- 2.4.2 Explain how good design, construction and layout can help a food business to comply with food safety legislation.
- 2.4.3 Explain how a linear workflow premises design helps to prevent cross-contamination.
- 2.4.4 Describe the appropriate lighting, water supply, ventilation and drainage required by a food business.
- 2.4.5 Describe the hand washing and drying facilities which must be available for food handlers.
- 2.4.6 Discuss the hygienic principles for the design and use of food equipment.
- 2.4.7 Describe the role of the manager in the method of selection of appropriate new food equipment for the food business.
- 2.4.8 Describe the role of the manager in the establishment of maintenance programmes for premises and equipment.

## **2.5 Supplier quality controls**

- 2.5.1 Describe the methods which can be used in the selection of appropriate suppliers to the food business
- 2.5.2 Describe methods which can be used to monitor that suppliers maintain the safety of their food deliveries.
- 2.5.3 Describe the possible actions of the manager in the event of a complaint against a supplier.

## **2.6 Personal health and hygiene**

- 2.6.1 Identify and explain the principal food safety hazards associated with the food handler.
- 2.6.2 Describe and explain the standards of personal hygiene that must be observed within the food industry.
- 2.6.3 List the types of protective clothing that can be provided to food handlers and explain how they prevent contamination of food.
- 2.6.4 Describe how to wash and care for hands correctly.
- 2.6.5 List the important times when the hands must be washed.
- 2.6.6 Describe unhygienic habits and behaviour that must be avoided in the food production and processing areas and explain how they may cause contamination to food.
- 2.6.7 Describe how to manage the implementation and maintenance of a personal health and hygiene policy
- 2.6.8 Explain the actions of the supervisor or manager when some medical conditions relevant to food safety have been reported by the food handler.
- 2.6.9 Describe how to implement and maintain a policy for the reporting of medical conditions to management.

## **2.7 Cleaning and disinfection**

- 2.7.1 Explain how effective cleaning and disinfection of premises and equipment helps to maintain food safety.
- 2.7.2 Describe the principles of the cleaning process and how to apply appropriate cleaning and disinfection techniques.
- 2.7.3 Describe the functions of cleaning chemicals, disinfectants and sanitisers, including when and how they should be used.
- 2.7.4 Describe methods for cleaning and disinfecting utensils, equipment and food contact surfaces.
- 2.7.5 Describe how to use and store cleaning materials and equipment correctly.
- 2.7.6 Discuss how to manage common difficulties in cleaning premises and equipment
- 2.7.7 Describe how to design and implement cleaning schedules for premises and equipment.
- 2.7.8 Understand the meaning of the term “cleaning in place” (CIP) and the reasons why this cleaning method might be used.
- 2.7.9 Describe the principal design features of a CIP system and understand the importance of strict adherence to designated procedures when this method is used.

## **2.8 Workplace and equipment schedules**

- 2.8.1 Understand the importance of designing workplace and equipment schedules which allow sufficient time for maintenance and cleaning.
- 2.8.2 Understand the role of planned maintenance and scheduled cleaning in maintaining food safety.

## **2.9 Waste disposal**

- 2.9.1 Explain why refuse, waste food and unsound/unfit food should be segregated, stored and disposed of properly.
- 2.9.2 Describe and explain methods of ensuring the correct segregation, storage and disposal of refuse, waste food and unsound/unfit food.

## **2.10 Pest controls**

- 2.10.1 Describe the principal food safety hazards associated with pests and why these hazards must be prevented or controlled.
- 2.10.2 Describe how to detect evidence of pest infestation.
- 2.10.3 List and explain the main types of environmental pest controls.
- 2.10.4 Explain the actions that food handlers, supervisors and managers must take if evidence of pests is found in the workplace.
- 2.10.5 Describe how to implement a pest control policy and the importance of keeping suitable records.
- 2.10.6 Explain methods which can be used to help to select a suitable pest control contractor.

### **3: Establish food safety management procedures.**

The candidate will be able to:

#### **3.1 The design of food safety management procedures**

- 3.1.1 Explain how food safety procedures help to prevent food-borne illness and other harmful effects on health.
- 3.1.2 Describe how to implement and maintain food safety procedures within the food business.
- 3.1.3 Provide examples of the expert guidance and support which might be required in order to establish appropriate food safety management procedures.
- 3.1.4 List and explain the basic terminology of HACCP.
- 3.1.5 Explain the term “pre-requisite programmes” and explain why these must be in place to support a HACCP system.
- 3.1.6 Discuss the ideal composition of a food safety management team, the roles of its members and their training requirements.
- 3.1.7 Describe and explain the seven principles of HACCP.
- 3.1.8 Describe how to prepare a process flow diagram.
- 3.1.9 Explain how to conduct a Hazard Analysis.
- 3.1.10 Explain how to identify the Critical Control Points using the Codex decision tree.
- 3.1.11 Explain how to establish the target values, tolerances and critical limits at each Critical Control Point.
- 3.1.12 Understand why it is necessary to validate, verify, document and review the food safety procedures operating in a food business.
- 3.1.13 Describe the circumstances which might result in an immediate review of the food safety management procedures.

#### **3.2 Food safety hazards**

- 3.2.1 Define the main food safety hazards (microbiological, physical, chemical and allergenic) and their sources.
- 3.2.2 Describe and explain the consequences of food safety hazards if they are not controlled.
- 3.2.3 Define the terms ‘food poisoning’ and ‘food-borne disease’ and describe the principal differences between them.
- 3.2.4 Define the conditions affecting the growth, survival and death of micro-organisms.
- 3.2.5 Distinguish between infectious and toxic causes of food-borne illness.
- 3.2.6 Describe the characteristics, conditions for growth, sources, incubation periods, symptoms and control measures for the principal micro-organisms that cause food poisoning.
- 3.2.7 Describe the characteristics, conditions for growth, sources, incubation periods, symptoms and control measures for the principal micro-organisms that cause food borne diseases.
- 3.2.8 The meaning of the terms ‘bacterial spore’ and ‘toxin’, the conditions for their formation and the consequences for food safety.
- 3.2.9 Understand that testing procedures may be used to detect the presence of pathogenic organisms in food or on food contact surfaces.

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- 3.2.10 Describe and explain the characteristics of food-borne illness caused by viruses and protozoa.
- 3.2.11 List and explain the main types of naturally poisonous foods and the hazards associated with them.
- 3.2.12 Describe the common forms of physical and chemical contamination in food and possible sources.
- 3.2.13 Describe how to implement the policies and procedures necessary to detect, remove and control the hazardous contaminants in food.
- 3.2.14 Describe the main symptoms of an allergic reaction and provide examples of the most common food allergens.
- 3.2.15 Describe how to implement and maintain a food safety policy regarding the segregation, processing and provision of foods which might cause an allergic reaction.

### **3.3 Effective communication of food safety management procedures**

- 3.3.1 Explain the methods which can be used to effectively communicate the individual's responsibility within the food safety management procedures.
- 3.3.2 Understand the importance of providing feedback to staff on food safety matters.
- 3.3.3 Understand the importance of listening to feedback from staff on food safety matters.
- 3.3.4 Describe how changes in food safety management procedures can be communicated to staff within the food business.
- 3.3.5 Understand the importance of reporting procedures from the supervisor to the manager of the food business and the examples of matters which may need to be reported.

### **3.4 Allocation of resources, roles and responsibilities**

- 3.4.1 Explain the role, responsibilities and accountabilities of the food handler with regard to food safety, including the monitoring of control measures.
- 3.4.2 Explain the roles, responsibilities and accountabilities of supervisors and managers with regard to food safety, including the supervision of food safety measures.
- 3.4.3 Discuss methods of implementing effective supervision procedures to ensure maintenance of standards of food safety.
- 3.4.4 Discuss the role of the manager in allocating sufficient resources to the preparation and implementation of the food safety systems.

**4: Manage the food safety management procedures of the organisation.**

The candidate will be able to:

**4.1 Food safety controls**

- 4.1.1 Describe the purpose of control measures.
- 4.1.2 Provide examples of control measures used during the production of safe food.

**4.2 Monitoring and recording controls**

- 4.2.1 Explain the importance of appropriate monitoring procedures and describe how these are developed.
- 4.2.2 Explain why it is important to establish accurate recording and documentation procedures, including their role in “due diligence” and auditing.
- 4.2.3 Give examples of the activities used to monitor control measures.
- 4.2.4 Give examples of the types of records produced following monitoring activities.
- 4.2.5 Describe the manager’s role in defining the staff responsibilities for the monitoring and supervision of control measures.

**4.3 Corrective actions**

- 4.3.1 Give examples of the types of failures which can occur at critical control points.
- 4.3.2 Explain why corrective action plans should be established in order to prevent identified failures of the control measures from causing food safety problems.
- 4.3.3 Describe the manager’s role in defining staff responsibilities for the implementation and supervision of corrective action plans.

**4.4 Evaluation of food safety controls**

- 4.4.1 Describe methods which might be used to determine the effectiveness of food safety controls.
- 4.4.2 Understand the organisation’s planned processes for examining, reviewing and reporting on its food safety procedures.

**5: Maintain and improve the organisation's food safety management procedures.**

The candidate will be able to:

**5.1 Evaluation of food safety management procedures**

- 5.1.1 Understand the manager's role in initiating food safety audits, either within the food business or other organisations such as raw material suppliers.
- 5.1.2 Understand the manager's role in co-ordinating the requirements for food safety audits which might be undertaken by external third parties.
- 5.1.3 Understand the manager's role in implementing a corrective action programme which may be required following an audit.
- 5.1.4 Understand the meaning of "traceability" with regard to identifying food through all stages of raw material supply, receipt, production, processing and distribution.
- 5.1.5 Explain the manager's role in implementing recording and labelling procedures which facilitate the traceability of each batch of product produced.
- 5.1.6 Describe the events which may result in an urgent review of food safety procedures and/or the recall of finished product.
- 5.1.7 Explain the need for a policy to investigate and respond to customer complaints about food safety issues, including the need to review food safety procedures.
- 5.1.8 Understand the importance of designing an effective product recall procedure which may be required in the event of a food safety problem occurring.

**5.2 Sources of information, staff training and training records**

- 5.2.1 Describe the sources of information which are available to the manager on food safety matters.
- 5.2.2 Explain the importance of identifying the skills and knowledge needed by staff to implement food safety management procedures.
- 5.2.3 Explain the importance of providing food safety training which is suitable for the individual's role, learning needs and experience.
- 5.2.4 Describe the relevant training requirements and expected competencies of the food safety management team members.
- 5.2.5 Describe the methods of food safety training which can be used.
- 5.2.6 Explain the value of mentoring and refresher training in maintaining food safety training standards.
- 5.2.7 Describe how to implement and maintain a recording procedure for staff training.

**5.3 Promotion of a food safety culture**

- 5.3.1 Explain the importance of fostering a food safety culture within the food business by means such as effective communication of food safety procedures, provision of training and encouraging feedback from staff on food safety matters.
- 5.3.2 Explain the methods which can be used to communicate changes in food safety procedures to the staff in the food business such as team briefings, individual feedback and written instructions.

## APPENDIX 1

### KEY SKILLS AND OTHER ISSUES

#### KEY SKILLS

Although the RIPH Level 4 Award in Food Safety Management for Manufacturing does not directly assess Key Skills, the delivery of it provides opportunities for developing, or for generating evidence for, Key Skills which might be independently assessed in line with published guidance. Some examples of such opportunities are given below, but it is recommended that tutors first read the relevant key skills standards and guidance which can be accessed at <http://www.qca.org.uk/6507.html> Guidance on assessment can be accessed at <http://www.qca.org.uk/6445.html>

#### Application of Number

**N 4.1. Develop a strategy for using application of number skills over an extended period of time, clearly identifying the outcomes you hope to achieve.**

Following an exercise to conduct a hazard analysis and determine critical control points (CCP) for a given process, candidates may be asked to establish appropriate critical limits, target levels and tolerances for each CCP. This involves an understanding of positive and negative numbers, their relationship to each other and the possible impact on food safety and quality of setting inappropriate limits. This skill relates closely to the implementation of HACCP systems and is integral to this award.

**N 4.2. Monitor progress and adapt your strategy as necessary to achieve the quality of outcomes required.**

Candidates may be asked to monitor temperatures against the given critical limits, targets and tolerances of a CCP, and to establish corrective actions in a scenario where these are breached. Monitoring may be recorded by means of temperature chart records and interpreting temperature records to identify any temperature trends so as to establish if corrective action is required. This skill relates closely to the implementation and maintenance of HACCP systems and is integral to this award.

**N 4.3. Evaluate your overall strategy, interpreting results and assessing its effectiveness, including factors that had an impact on the outcomes.**

Candidates may be asked to establish verification procedures and review to confirm that the given corrective actions are adequate to bring the CCP back under control, and that the HACCP system is working effectively. Interpretation of different forms of monitoring records (eg graphs, charts) is required to develop this skill which relates closely to the maintenance of HACCP systems and is integral to this award.

## **Communication**

### **C 3.1a. Take part in a group discussion.**

Group discussions may be held on many aspects of the syllabus including the issues described in “Other Issues” below.

### **C 4.1. Develop a strategy for using communication skills over an extended period of time. Identify the outcomes you hope to achieve, selecting methods to achieve the quality of outcomes required and identifying sources of information.**

The development of good communication skills is important for effective food safety management. Candidates may be asked to develop a strategy for communication with staff, over time. Issues related to changes in food safety procedures or to fostering a food safety culture may be used as examples. Candidates should have in mind different methods of communication appropriate to the audience, purpose and subject, of how to access relevant supporting information and of the benefits to the organization of encouraging staff feedback on food safety matters.

## **Working with Others**

### **WO 4.1. Develop a strategy for working with others, researching information to inform planning, identifying objectives and planning work with others.**

An ability to work in, and manage, staff teams is an important management skill in the food business. Several aspects of the syllabus could be used to create joint exercises for candidates in developing such a strategy, eg establishing maintenance programmes for premises and equipment, or reviews of food safety procedures (planned, emergency or following a customer complaint). Setting the objective of the strategy, and identifying roles and responsibilities of individuals within the strategy, to achieve the objective, would be important.

## **Problem Solving**

### **PS 3.1. Explore a problem and identify ways of tackling it.**

Several aspects of the syllabus could be used to develop candidates' problem solving skills. For example, candidates could consider how a pest problem, in a given scenario, might be reduced by improved methods of waste disposal, or how standards of hand hygiene might be improved.

### **PS 4.1. Develop a strategy for problem solving, by establishing objectives, considering the critical features of identified problems, options for tackling them and individual roles and responsibilities within the strategy.**

The ability to identify problems, assess their risk to food safety and consider and select the most appropriate method for tackling them is an essential skill in food safety management. Several aspects of the syllabus could be used to create exercises to develop this skill. Examples are waste and/or pest control, cleaning regimes or personal hygiene.

### **Improving Own Learning and Performance**

**LP 3.1. Set targets using information from appropriate people and plan how these will be met.**

**LP 3.2. Take responsibility for your learning, using your plan to help meet targets and improve your performance.**

Development of candidates' abilities in these aspects may be evident from the ways in which they approach their studies leading to this award, and to improved attitudes and performance following training.

### **Information and Communication Technology**

**ICT3.1. Search for information, using different sources and multiple search criteria in at least one case.**

Candidates could search websites (eg those of The Food Standards Agency, Improve Sector Skills Council, trade bodies), trade journals/magazines, text books and other information sources for help with aspects of the syllabus.

**ICT3.2. Enter and develop information and derive new information, using software features and formats that help development and improve efficiency.**

Candidates could practise using appropriate software to aid workplace efficiency, eg to plan implementation schedules for improved food safety procedures or to store staff training records.

### **OTHER ISSUES**

The delivery of this award provides opportunities for developing understanding of wider issues that affect us all. Some areas for consideration are given below.

#### **Spiritual, social and cultural issues**

Candidates may discuss the approaches of different religions and cultures to food, including the ingredients of prepared foods, and the hygiene and safety of the food. Social and cultural trends may influence the foods we eat, where and how we eat, all of which can have implications for food safety.

#### **Moral and ethical issues**

Candidates may consider moral and ethical issues relating to the legal obligations on businesses to ensure the production of safe food by means of hygienic practices, safe systems and staff training in food safety.

#### **Legislative issues, including health and safety**

Issues connected with compliance with UK food safety law are covered in detail in this award. Health and safety procedures relating to such issues as staff illness, injury and protective clothing are also covered.

#### **Economic issues**

Candidates may discuss the negative impact on individual businesses and the wider economy of incidents of food contamination in its various forms; and the positive economic impact related to the consistent provision by businesses of safe food.

**Environment and sustainability issues**

Candidates may consider the effects, on the environment and on sustainable living, of the quantities of waste foods, packaging, chemical cleaning materials etc that are disposed of, and the disposal methods employed. They may consider how such waste might be reduced for the benefit of the environment, eg by the safe use of by-products of food production for animal feed, by reducing amounts of packaging materials, and by the greater use of biodegradable materials.

**European issues**

Candidates learn that UK food safety law derives from EU Directives.

## APPENDIX 2

### HIGHER LEVEL KNOWLEDGE AND SKILLS

Although the RIPH Level 4 Award in Food Safety Management for Manufacturing does not directly assess higher level knowledge and skills, the delivery of it provides opportunities for candidates to develop them. Some examples of higher level knowledge and skills, and opportunities for development of them as part of their learning, are given below.

#### Analysis

The ability to analyse food safety scenarios and to identify solutions to problems is an important part of establishing and maintaining food safety management systems and procedures. Examples of syllabus content which provide opportunities for development of analytical skills are:

- The composition, roles and training needs of an ideal food safety management team.
- The identification of the critical control points in a process.
- The management of difficulties in cleaning premises and equipment.

#### Identification and assessment of risk

The ability to identify and assess the level of risk in potential or actual situations is critical to food safety. Examples of syllabus content which provide opportunities for development of skills of identification of risk are:

- The possible hazards and level of risk resulting from, for example, poor food storage, pest infestations, or inadequate hand washing facilities.
- The effectiveness of supervision procedures.
- The circumstances which might result in an immediate review of food safety management procedures.

#### Evaluation

The ability to evaluate the effectiveness of systems, policies and procedures is important for effective food safety management. Examples of syllabus content which provide opportunities for development of evaluation skills are:

- Audit, review and improvement to food safety management procedures.
- The effectiveness of methods used to communicate with staff about food safety procedures and the impact on food safety.
- The maintenance of a policy for reporting of medical conditions to management.

**Possible assessment opportunities related to the development of higher level knowledge and skills**

Part A of the assessment provides a case study approach, encouraging candidates to demonstrate higher level skills, as described above, within practice based scenarios. Part B tests candidates' knowledge and understanding of critical aspects of food safety. Some questions will be based on realistic scenarios which might require candidates to demonstrate their ability to consider different options for approaches to food safety management issues.