

## Overview

This standard is about the skills and knowledge needed for you to check organisational compliance in a food and drink business.

Compliance is integral to the operation of a food and drink business. Regulations cover the legal status of a food and drink business and additional regulations cover areas such as food safety, environmental health and trading standards requirements, labelling, traceability and product recall. There should be a knowledge and understanding of recall procedures and local Environmental Health Officers (EHOs).

In addition organisations can choose to adhere to the requirements of organisations offering quality standards for food and drink businesses. Compliance with internal organisational requirements and external customers and suppliers relating to standard operating procedures and quality specifications is an additional area of compliance in the day to day operation of a food and drink business.

You will need the skills and understanding to ensure the systems and procedures are in place to support compliance, communicate the importance of compliance and the consequences of non-compliance to the food and drink business. You must have the skills and understanding to monitor adherence to the systems and report and provide feedback to relevant people on the food and drink business's ability to adhere to compliance requirements.

You will need to know and understand the different types of compliance relating to the operation of a food and drink business. You must also know and understand the importance of systems and procedures, organisational management systems and auditing in ensuring compliance.

This standard is for you if you work in food and drink operations and/or supply operations and are involved in ensuring organisational compliance in a food and drink business.

## Performance criteria

*You must be able to:*

### **Support systems and procedures**

1. access the requirements of the regulations, codes of practice, organisational procedure or specification requiring compliance
2. confirm the systems and procedures are in place to ensure compliance with the regulatory or organisational requirements
3. communicate to relevant people the importance of adherence to compliance requirements and the consequences of non-compliance
4. confirm the organisational systems and procedures are in place to support adherence to compliance

### **Monitor and report compliance**

5. keep up to date with the current requirements of the regulations, codes of practice or organisational standard operating procedures and quality specifications
6. communicate changes to the relevant people
7. monitor adherence to the requirements of the regulations
8. provide feedback to relevant people on the ability of the organisation, area within an organisation, team or individual to adhere to compliance requirements
9. monitor and report audit activity and the outcomes of audits
10. make recommendations to support resolution of non-compliances

## Knowledge and understanding

*You need to know and understand:*

1. how to access the requirements of the regulations, codes of practice, organisational procedure or specification requiring compliance
2. why it is important to use and adhere to organisational systems and procedures to manage and record compliance requirements
3. the methods of communication and information technology available within your organisation and how to make best use of them
4. the organisational methods for communicating changes to compliance requirements across a food and drink business and why it is important to do this
5. how to keep up to date with changes to regulations, codes of practice or organisational requirements and why it is important to do this
6. why it is important to monitor and audit the food and drink business's adherence to compliance requirements and the organisational procedures for carrying out monitoring or auditing
7. the consequences of not adhering to food and drink business compliance requirements
8. how to evaluate and present monitoring and audit reports to relevant people
9. how to provide feedback to the food and drink business, area within a food and drink business, team or individuals ability to adhere to compliance requirements
10. the concept of compliance as an integral part of the operation of a food and drink business and how it affects the strategy, policy, plans and culture of a food and drink business
11. the different layers of regulatory, customer and industry compliance affecting a food and drink business
12. the regulations a food and drink business must adhere to and how these regulations are checked
13. voluntary codes of practice and quality standards available to a food and drink business and how these are audited and checked
14. the role of customers and suppliers in adherence to the different compliance requirements and how this is checked and audited
15. what the different methodologies and management systems are for implementing and ensuring organisational compliance in a

- food and drink business, their advantages and disadvantages
16. the importance of traceability in a food and drink business and how to ensure this occurs
  17. why auditing is important to compliance and how to carry it out

Check organisational compliance in a food and drink business

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**Suite** Food Business Strategic Leadership

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