

## 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 noncompliance
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

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## 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
  - 1.1 why it is important to use and adhere to organisational systems

IMPBP304

Check organisational compliance in a food and drink business



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