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## Overview

This standard is about the skills and knowledge needed for you to check food safety management procedures (FSMP) for minced meat, meat preparations and meat product establishments. Checking FSMP is important to the production of a final product that meets organisational and regulatory food safety requirements. You will need to be able to check FSMP for incoming raw materials, processing operations, buildings and buildings maintenance. You must also be able to check identification and marking of minced meat and meat preparations. This standard is for you if you work in food manufacture and/or supply operations and are involved in the checking of FSMP for minced meat, meat preparation and meat product establishments.

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## Performance criteria

### You must be able to:

Check procedures for control of raw materials

1. check documentation relating to control of raw materials is in accordance with Food Business Operators (FBO's) Food Safety Management Procedures (FSMP)
2. identify non-compliance
3. address non-compliance within the limits of your responsibility  
Check procedures for processing operations
4. check FBO's FSMP to current regulatory and organisational requirements
5. check the following areas are covered in the FBO's FSMP
  - transmissible Spongiform Encephalopathy
  - materials entering and product leaving the establishment
  - temperature controls
  - processing of materials
  - wrapping, packing and labelling
  - identification, separation, storage and disposal of animal byproducts and food waste
  - product (suspect) sampling
6. confirm compliance with current micro-biological testing requirements
7. carry out sampling to organisational requirements
8. identify and take appropriate action to deal with any noncompliance, including emergencies

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Check buildings, maintenance and hygiene

9. inspect buildings and equipment
10. inspect the maintenance of buildings and equipment
11. check hygiene standards of the establishment and operations in accordance with the FBO's FSMP against current requirements
12. identify areas of non-compliance
13. address any non-compliance within the limits of your responsibility

Check identification procedures

14. check identification marking materials are being used in compliance with the regulations
15. identify and take action to deal with any non-compliance

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## Knowledge and understanding

### You need to know and understand:

1. the importance of food safety management procedures (FSMP) to the production of minced meat, meat preparations and meat product establishments
  2. why document control is important to FSMP
  3. the current organisational and regulatory requirements relating to FSMP document control of raw materials
  4. the FSMP relating to the reception, storage and processing of materials
  5. the organisational and regulatory requirements of FSMP for the following areas
    - transmissible Spongiform Encephalopathy
    - materials entering and product leaving the establishment
    - temperature controls
    - processing of materials
    - wrapping, packing and labelling
    - identification, separation, storage and disposal of animal byproducts and food waste
    - product (suspect) sampling
  6. the importance of microbiological testing to checking FSMP for minced meat, meat preparations and meat product organisations
  7. the regulatory and organisational requirements for microbiological

testing

8. the FSMP requirements relating to the structure, maintenance and

hygiene of an organisation

9. the hygiene requirements for organisations and its procedures
10. how to identify and mark products according to organisational and

regulatory requirements

11. the actions required in the event of non-compliance
12. reporting and actions needed to verify Food Safety Management

Procedures (FSMP)

13. the appropriate actions to be taken by the FBO when noncompliance in the FSMP against current requirements is identified
14. how verification judgements are concluded in accordance with

FSMP

15. the reporting and action to be taken by the authorised officer in the case of non-compliance

16. the organisational responsibilities under Transmissible

Spongiform Encephalopathy (TSE) legislation

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