

## SITXFSA002 Participate in safe food handling practices

### Third Party Observation report assessment

#### Information to the Student:

Please have this form completed by your Manager or Supervisor within your workplace. Only they can complete this form. Once this form has been 100% completed log back in at [www.aqt.edu.au](http://www.aqt.edu.au)

From there click on your profile (top right of page) and select upload. Upload this form so we can check you off. Once we have this form 100% completed and you have successfully completed the online course your certificate will be available for you to download 24/7 within your profile.

**You can scan or take a photo from your smart phone and email it to [info@aqt.edu.au](mailto:info@aqt.edu.au)**

The tasks listed in the observation report will provide performance evidence.

Observations should occur over a period of time - to be nominated by the RTO.

Performance can be observed in an actual workplace, in a simulated workplace or as a result of role plays.

RTOs should contextualise the tasks:

- to fit the industry/ organisation/ environment in which assessment will be conducted
- in line, where necessary, with reasonable adjustment practices
- to ensure that suitable performance benchmarks are applied and explained

If performance of particular tasks cannot be observed participants might be asked to explain a procedure or enter into a discussion with the assessor.

In some instances tasks might relate to the production of work products (portfolios/ documents / outcomes). Although it might not be possible for the assessor to observe the total process, the end product of work can provide evidence of performance.

If assessors are not able to directly observe performance due to the complexity of the tasks or to the need for tasks to be repeated or observed over time, evidence collected by a third party might supplement the assessment.

### Third Party Checklist

<b>Candidate's Full Name</b>	
<b>Candidate's Email</b>	
<b>Candidate's Student ID etc AQT001</b>	
<b>Manager or Supervisor's Full Name</b>	
<b>Unit of Competence (Code and Title)</b>	SITXFSA002 – Participate in safe food handling practices (Food Safety Supervisor)
<b>Date of Assessment</b>	
<b>Location</b>	

### Element

Follow food safety program

<b>If a specific volume or frequency is not stated, then evidence must be provided at least once</b>	<b>Context and date of observation/Comments</b>	<b>Satisfactory (Please tick)</b>
Demonstrate use of safe food handling practices in food handling work functions on at least three occasions.		
Demonstrate the correct methods of controlling food hazards at each of the following critical control points: <ul style="list-style-type: none"> <li>• receiving</li> <li>• storing</li> <li>• preparing</li> <li>• processing</li> <li>• displaying and/or serving</li> <li>• packaging</li> <li>• transporting</li> <li>• disposing</li> </ul>		

Control food hazards at critical control points.		
Complete food safety monitoring documents such as temperature logs or goods receipt forms for potentially hazardous foods.		
Identify and report non-conforming practices.		
Take corrective actions within scope of job role for incidents where food hazards are not controlled.		
<p>The assessor might ask questions about accessing and using food safety programs.</p> <p>Parts of this that cannot be observed can be assessed using simulations and role plays.</p> <p>Third party evidence can be used to support this assessment.</p> <p>Documentation such as HACCP plans and non-compliance reports can be submitted to the assessor as proof of performance.</p>		

### Element

Store food safely

<b>If a specific volume or frequency is not stated, then evidence must be provided at least once</b>	<b>Context and date of observation/Comments</b>	<b>Satisfactory (Please tick)</b>
Demonstrate use of safe food handling practices		

in food handling work functions on at least three occasions.		
<p>Demonstrate the correct methods of controlling food hazards at each of the following critical control points:</p> <ul style="list-style-type: none"> <li>• receiving</li> <li>• storing</li> <li>• preparing</li> <li>• processing</li> <li>• displaying and/or serving</li> <li>• packaging</li> <li>• transporting</li> <li>• disposing</li> </ul>		
Select food storage conditions for specific food types.		
Store food in environmental conditions that protect against contamination and maximise freshness, quality and appearance.		
Store food at controlled temperatures including frozen items.		
<p>The assessor might ask questions about storing food safely including frozen items.</p> <p>Parts of this that cannot be observed can be assessed using simulations and role plays.</p> <p>Third party evidence can be used to support this assessment.</p> <p>Documentation such as temperature logs can be submitted to the assessor as proof of performance.</p>		

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## Element

Prepare food safely

If a specific volume or frequency is not stated, then evidence must be provided at least once	Context and date of observation/Comments	Satisfactory (Please tick)
Demonstrate use of safe food handling practices in food handling work functions on at least three occasions.		
Demonstrate the correct methods of controlling food hazards at each of the following critical control points: <ul style="list-style-type: none"> <li>• receiving</li> <li>• storing</li> <li>• preparing</li> <li>• processing</li> <li>• displaying and/or serving</li> <li>• packaging</li> <li>• transporting</li> <li>• disposing</li> </ul>		
Use heating and cooling processes that support microbiological safety of food.		
Monitor food temperatures during preparation.		
The assessor might ask questions about preparing food safely including cooling and heating processes, and		

<p>monitoring food temperature.</p> <p>Parts of this that cannot be observed can be assessed using simulations and role plays.</p> <p>Third party evidence can be used to support this assessment.</p> <p>Documentation such as HACCP records, temperature logs, batch codes, and storage dates can be submitted to the assessor as proof of performance.</p>		
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## Element

Provide safe single use items

<b>If a specific volume or frequency is not stated, then evidence must be provided at least once</b>	<b>Context and date of observation/Comments</b>	<b>Satisfactory (Please tick)</b>
<p>Demonstrate use of safe food handling practices in food handling work functions on at least three occasions.</p>		
<p>Demonstrate the correct methods of controlling food hazards at each of the following critical control points:</p> <ul style="list-style-type: none"> <li>• receiving</li> <li>• storing</li> <li>• preparing</li> <li>• processing</li> <li>• displaying and/or serving</li> <li>• packaging</li> </ul>		

<ul style="list-style-type: none"> <li>• transporting</li> <li>• disposing</li> </ul>		
Store, display and provide single use items such as disposable cutlery, drinking straws and foil containers and lids in a cool, dry area so they are protected from damage and contamination.		
Use single use items as per instructions.		
<p>The assessor might ask questions about following hygiene procedures and identifying food hazards.</p> <p>Parts of this that cannot be observed can be assessed using simulations and role plays.</p> <p>Third party evidence can be used to support this assessment.</p> <p>Documentation such as workplace procedures or hazard notification forms can be submitted to the assessor as proof of performance.</p>		

## Element

Maintain a clean environment

If a specific volume or frequency is not stated, then evidence must be provided at least once	Context and date of observation/Comments	Satisfactory (Please tick)
Demonstrate use of safe food handling practices in food handling work		

functions on at least three occasions.		
<p>Demonstrate the correct methods of controlling food hazards at each of the following critical control points:</p> <ul style="list-style-type: none"> <li>• receiving</li> <li>• storing</li> <li>• preparing</li> <li>• processing</li> <li>• displaying and/or serving</li> <li>• packaging</li> <li>• transporting</li> <li>• disposing</li> </ul>		
Clean and sanitise equipment, surfaces and utensils in accordance with workplace procedures.		
Place waste and recyclable materials in appropriate bins/containers.		
Identify and report cleaning, sanitising and maintenance requirements.		
Dispose of or report chipped, broken or cracked eating, drinking or food handling utensils.		
Report incidents of animal or pest infestation.		
<p>The assessor might ask questions about maintaining a clean environment including cleaning and sanitising procedures.</p> <p>Parts of this that cannot be observed can be assessed using</p>		



<p>simulations and role plays.</p> <p>Third party evidence can be used to support this assessment.</p> <p>Documentation such as completed cleaning schedules can be submitted to the assessor as proof of performance.</p>		
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## Element

Dispose of food safely

<b>If a specific volume or frequency is not stated, then evidence must be provided at least once</b>	<b>Context and date of observation/Comments</b>	<b>Satisfactory (Please tick)</b>
<p>Demonstrate use of safe food handling practices in food handling work functions on at least three occasions.</p>		
<p>Demonstrate the correct methods of controlling food hazards at each of the following critical control points:</p> <ul style="list-style-type: none"> <li>• receiving</li> <li>• storing</li> <li>• preparing</li> <li>• processing</li> <li>• displaying and/or serving</li> <li>• packaging</li> <li>• transporting</li> <li>• disposing</li> </ul>		
<p>Mark and separate food to be disposed of from</p>		

other foods.		
Dispose of food promptly and in accordance with workplace procedures.		
<p>The assessor might ask questions about marking and separating food for disposal from other foods and disposing of food safely.</p> <p>Parts of this that cannot be observed can be assessed using simulations and role plays.</p> <p>Third party evidence can be used to support this assessment.</p> <p>Documentation such as food recall notices, requests for waste contractor services or lists of foods for disposal can be submitted to the assessor as proof of performance.</p>		