## TSC Category
Food Standards and Workplace Safety Management

## TSC
Food Safety and Hygiene

## TSC Description
Implement and observe food safety and hygiene policies, identify areas for improvement following hygiene audits, develop and audit food safety and hygiene management systems.

## TSC Proficiency Description

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
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<th>Level 4</th>
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<th>Level 6</th>
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<tbody>
<tr>
<td></td>
<td>FSS-FRC-1004-1.1</td>
<td>FSS-FRC-2004-1.1</td>
<td>FSS-FRC-3004-1.1</td>
<td>FSS-FRC-4004-1.1</td>
<td>FSS-FRC-5004-1.1</td>
<td>FSS-FRC-5004-1.1</td>
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<tr>
<td>Follow food safety and hygiene procedures and policies, maintain the cleanliness and upkeep of premises</td>
<td>Refresher training on food safety and hygiene procedures and policies, maintain the cleanliness and upkeep of premises</td>
<td>Conduct food safety and hygiene checks on personal hygiene practices, usage of safe ingredients, safe handling of food, food storage, equipment and cleanliness of selected work area</td>
<td>Understand concepts and principles of Pre-Requisite Programs and Hazard Analysis and Critical Control Point (HACCP) system</td>
<td>Develop and implement HACCP based Food Safety Management System according to HACCP principles</td>
<td>Carry out internal audit to ensure food safety programmes are compliant with local and international standards for HACCP/FSMS and applicable SFA Regulations</td>
<td>Lead audits of Food Safety Management Systems and relate audit findings to the policy and objectives of the organisation, including applicable regulations</td>
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## Knowledge
- Food safety and hygiene related policies, regulations and standards
- Good personal hygiene practices
- Importance of using safe ingredients
- Common measures to prevent cross-contamination
- Handling of high-risk and ready-to-eat foods
- Storage of food at correct temperatures and conditions
- Basic stock rotation practices
- Basic principles of cleaning and disinfection for equipment and premises
- Evidence of pest
- Housekeeping and waste management
- Sources of food contamination
- Types of microorganisms associated with foodborne illnesses
- Methods of conducting inspection checks on food safety and hygiene standards at work areas
- Food safety and hygiene lapses and corrective actions
- Food safety and hygiene licensing requirements
- Methods of conduct inspection checks on pre-requisite programs, food safety and hygiene standards for the entire premises
- Types of cross-containment prevention workflows and zoning methods
- Food safety and hygiene inspection policies, procedures and work instructions
- Food safety and hygiene lapses and corrective actions
- Concepts and principles of Hazard Analysis and Critical Control Points (HACCP)
- Types of food categories, their associated risks and characteristics
- Types of biological, chemical and physical hazards
- Types of pre-requisite programs
- Types of observation and interviewing skills
- Concepts of food safety management including Hazard Analysis and Critical Control Points (HACCP), hazard analysis, hazard and risk assessment and management
- HACCP plan, its principles and application steps
- Methods to measure effectiveness of food safety management systems
- Duties and responsibilities of Food Safety Team Leader and management of Food Safety Team
- Duties and responsibilities of internal audit roles in the maintenance and improvement of food safety management systems
- Codex Principles of Food Safety and Hygiene
- Concepts and requirements of international Food Safety Management System standards

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### Abilities

- Practise good personal hygiene
- Use safe ingredients
- Handle food safely
- Store food safely
- Maintain cleanliness of equipment and premises
- Adopt good workplace safety habits

- Prepare for food safety and hygiene inspections
- Conduct food safety and hygiene inspections at work areas
- Review the lapses identified during food safety and hygiene inspections
- Implement corrective actions

<table>
<thead>
<tr>
<th>Abilities</th>
<th>Concepts and requirements of Singapore’s HACCP standards</th>
<th>Skills</th>
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<tbody>
<tr>
<td>• Concepts and requirements of Singapore’s HACCP standards</td>
<td>• Establish food safety and hygiene standards, policies and procedures that comply with food safety related regulations, standards and licensing requirements, defining and documenting expectations&lt;br&gt;• Develop pre-requisite programs&lt;br&gt;• Implement and monitor internal audit process&lt;br&gt;• Report internal audit findings&lt;br&gt;• Identify potential food safety hazards&lt;br&gt;• Determine critical hazards impacting on food safety amongst identified potential food safety hazards&lt;br&gt;• Establish and implement control procedures to manage critical hazards&lt;br&gt;• Monitor measures to control critical hazards&lt;br&gt;• Analyse the effectiveness of monitoring measures&lt;br&gt;• Follow procedures to identify, report and rectify non-conformance issues and lapses</td>
<td>• Lead in the development of food safety and hygiene policies and standards for food safety management&lt;br&gt;• Oversee the implementation of first party, second party and third-party audits for food safety and hygiene&lt;br&gt;• Develop food safety management process-based checklists&lt;br&gt;• Develop and review pre-audit, audit and post-audit process for food safety and hygiene&lt;br&gt;• Oversee the compliance of food safety related regulations, standards and licensing requirements&lt;br&gt;• Monitor and review the food safety and hygiene staff training&lt;br&gt;• Monitor the correction actions for food safety and hygiene non-conformance issues and lapses&lt;br&gt;• Review audit reports</td>
<td>• Concepts and requirements of Singapore’s HACCP standards</td>
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### Range of Application

Food safety and hygiene inspection may include but are not limited to:

- Good personal hygiene practices
- Safe usage of ingredients
- Safe handling of food
- Safe storage of food
- Cleanliness of equipment and premises

Work areas may include but are not limited to:

- Receiving area
- Food storage area
- Preparation area
- Cooking area
- Production area
- Packing area
- Delivery area

Pre-Requisite Programs may include but are not limited to:

- Premises, facilities and equipment
- Maintenance and calibration
- Cleaning and sanitation
- Waste management
- Pest control methods
- Storage, distribution and transport (including temperature control)
- Personal hygiene
- Food allergens
- Training

Concepts and requirements of Singapore’s HACCP standards may include but are not limited to:

- SS444:2018
- SS590:2013
- SS583:2013

Concepts and requirements of international Food Safety Management System standards may include but are not limited to:

- ISO22000:2018
- FSSC 22000

Key components of audit reports may include but are not limited to:

- Types of food safety, quality and regulatory compliance
- Types of non-conformance issue or lapse
- Types of corrective action to manage issues, improve processes and ensure food safety, quality and regulatory compliance