
Overview

This standard is about the skills and knowledge required to ensure that sources and supplies of food and drink products are safe. It involves developing specifications for raw materials and ingredients. These specifications will be used as part of the overall food safety management system and will play a key part in establishing standard operating procedures.

You will need to be able to develop standards for materials and ingredients which reflect the product specifications required and communicate them to the supplier.

This standard is for you if you work in food and drink operations or animal feed operations and your job requires you to have responsibilities for procurement, supplies or stores. You may have supervisory responsibilities as a line manager or team leader.

Performance criteria

You must be able to:

Identify data for inclusion in specifications

1. identify potential suppliers of raw materials and ingredients
- 2.

obtain data and documentation relating to raw materials and ingredients that may be selected for use and their method of production

1. obtain information from technical team members regarding production capabilities and relevant standard operating procedures
- 2.

obtain data related to the ingredient and production requirements of the food or drink product to be manufactured

Develop draft specifications

1. draft outline specifications which specify the methods for acceptance and non-acceptance of raw materials and ingredients from suppliers in accordance with organisational requirements
- 2.

incorporate references to conditions for transport of goods from supplier

1. specify the type and frequency of checks for safe packaging design
- 2.

specify required markings to products for identification, status and legal and traceability purposes

1. check that draft specifications conform with relevant sector, national and international policies and legislation

2.

check that draft specifications conform with existing approved supplier quality assurance guidelines and policies

Gain feedback on the suitability of draft specifications

1.

present draft standards to team members highlighting where specific comment is required

2.

respond to constructive comments made by colleagues from other teams in accordance with organisational requirements

1.

revise draft specifications to incorporate valid views and positive amendments

Knowledge and understanding

You need to know and understand:

1. the policies, guidelines and legislation relating to sources and supply of raw materials, relevant to the workplace and products
2. your organisation's supplier assurance guidelines, policies, audit requirements, and how they are applied
3. the types and sources of raw materials and ingredients
4. the agreed criteria for acceptance and non-acceptance of supplies required for products
5. the critical control points for transport, receipt and acceptance of supplies
6. the control and sampling methods to type and source of supply
7. how control and sampling methods used by the business should be applied
8. the potential methods, sources and types of product contamination that can be encountered during product transportation and delivery
9. how contamination during transportation and delivery can be identified
10. the range of checks that can be applied to check that food delivered is safe
11. the recording systems that are in place record data related to accepted and declined food deliveries
12. the impact that external audit requirements have upon the acceptance and decline of food deliveries
13. the range of data that is used to support external audits
14. the requirements for certificates of conformity
15. the requirements for traceability purposes
16. the actions to be taken when an item is received that does not conform with product specifications

IMPFS119

Develop specifications for safe sources and supply of raw materials and ingredients in food and drink operations



Developed by Improve

Version Number 3

Date Approved 29 Feb 2020

Indicative Review Date 28 Feb 2025

Validity Current

Status Original

Originating Organisation NSA FD

Original URN IMPFS119

Relevant Occupations Manufacturing Technologies, Process Control Technician

Suite Food Safety for Manufacturing

Keywords Food; safety; manufacturing; raw; materials; ingredients; source
