

Competency Checklist: Level 1 (Stage 1) Induction Food Safety Skills

Training should be assessed to ensure that the employee is implementing the food safety skills correctly. This can be achieved by using this competency checklist which acts as an on-going monitoring system to ensure that the food safety skills at Level 1 (Stage 1) are being applied.

Note: Use this competency checklist in conjunction with the Level 1 (Stage 1): Table of Food Safety Skills ensuring that the food handler can show that they know and understand how to practice each food safety skill.

| Employee name: | | Start date: | | | |
|--|-----------------|--|-----------------|-------------------|-----------------------------|
| Food safety skills | Competent (Y/N) | Action required if not fully competent | Assessment date | Reassessment date | Trainer/manager (signature) |
| 1. Maintain a high standard of personal hygiene | | | | | |
| 2. Wear and maintain protective clothing hygienically | | | | | |
| 3. Maintain a high standard of handwashing | | | | | |
| 4. Demonstrate correct hygiene practice if suffering from any disease or illnesses that may affect food safety | | | | | |
| 5. Avoid unhygienic practices in a food operation | | | | | |
| 6. Demonstrate safe food handling practice (including allergens) | | | | | |
| 7. Maintain staff facilities in a hygienic condition | | | | | |
| 8. Obey food safety signs | | | | | |
| 9. Keep work area clean | | | | | |
| Corrective action required (record details of the issue, person responsible, and date actioned): | | | | | |

Competency Checklist: Level 1 (Stage 2) Induction Food Safety Skills

Training should be assessed to ensure that the employee is implementing the food safety skills correctly. This can be achieved by using this competency checklist which acts as an on-going monitoring system to ensure that the food safety skills at Level 1 (Stage 2) are being applied.

Note: Use this competency checklist in conjunction with the Level 1 (Stage 2): Table of Food Safety Skills ensuring that the food handler can show that they know and understand how to practice each food safety skill.

Employee name:

Start date:

| Food safety skills | Competent (Y/N) | Action required if not fully competent | Assessment date | Reassessment date | Trainer/manager (signature) |
|--|-----------------|--|-----------------|-------------------|-----------------------------|
| 1. Demonstrate their legal responsibility in ensuring safe food for the consumer | | | | | |
| 2. Recognise how food can be made unsafe by biological, chemical, physical or food allergen hazards | | | | | |
| 3. Demonstrate an understanding of cross-contamination and the hygiene practice necessary to prevent it | | | | | |
| 4. Explain the difference between high and low-risk activities | | | | | |
| 5. Avoid unnecessary handling of food, food utensils, equipment and surfaces | | | | | |
| 6. Record the temperature of foods and food storage equipment e.g. fridges, chills, freezers, display units, as required | | | | | |
| 7. Keep appropriate food safety records | | | | | |
| 8. Keep pests out of the food operation | | | | | |

Employee name:

Start date:

| Food safety skills | Competent (Y/N) | Action required if not fully competent | Assessment date | Reassessment date | Trainer/manager (signature) |
|---|--------------------|---|-----------------|----------------------|--------------------------------|
| 9. Operate a satisfactory waste disposal system | | | | | |
| 10. Take action when aware of unhygienic practices that may put the safety of food at risk | | | | | |
| 11. Co-operate with inspectors/auditors | | | | | |
| 12. Check deliveries appropriately | | | | | |
| Corrective action required (record details of the issue, person responsible, and date actioned): | | | | | |

Competency Checklist: Level 2

Additional Food Safety Skills

Training should be assessed to ensure that the employee is implementing the food safety skills correctly. This can be achieved by using this competency checklist which acts as an on-going monitoring system to ensure that the food safety skills at Level 2 are being applied.

Note: Use this competency checklist in conjunction with the Level 2: Table of Food Safety Skills ensuring that the food handler can show that they know and understand how to practice each food safety skill.

| Employee name: | | Start date: | | | |
|--|-----------------|--|-----------------|-------------------|-----------------------------|
| Food safety skills | Competent (Y/N) | Action required if not fully competent | Assessment date | Reassessment date | Trainer/manager (signature) |
| 1. Food safety skills required at Induction Level Stage 1 and Stage 2 | | | | | |
| 2. Outline their legal food safety responsibilities | | | | | |
| 3. Outline the requirements necessary for bacterial growth | | | | | |
| 4. Use time-temperature controls to prevent and control bacterial growth | | | | | |
| 5. Describe foodborne illness and the factors which contribute to incidences of it | | | | | |
| 6. Implement the Hazard Analysis and Critical Control Point (HACCP)-based procedures | | | | | |
| 7. Apply pest control in the workplace | | | | | |
| 8. Use hygienic procedures in receiving deliveries | | | | | |
| 9. Ensure food safety during storage | | | | | |

Employee name:

Start date:

| Food safety skills | Competent (Y/N) | Action required if not fully competent | Assessment date | Reassessment date | Trainer/manager (signature) |
|--|--------------------|---|-----------------|----------------------|--------------------------------|
| 10. Use safe practices in storing raw/in-process/ processed food items | | | | | |
| 11. Use safe practices in storing ancillary items | | | | | |
| 12. Ensure food safety during preparation of food | | | | | |
| 13. Ensure food safety during cooking and cooling of food | | | | | |
| 14. Apply the required heat treatment | | | | | |
| 15. Apply correct and appropriate cleaning procedures in maintaining a clean food operation | | | | | |
| 16. Ensure the customer is aware of the presence of allergens and take reasonable care to prevent cross-contamination of products by allergens | | | | | |
| 17. Use safe practices when displaying, holding or serving food | | | | | |
| 18. Provide correct food information/labelling | | | | | |
| 19. Where applicable, take samples for laboratory analysis | | | | | |
| 20. Where applicable, test raw, in-process and/or processed food items to ensure food safety | | | | | |

Employee name:

Start date:

| Food safety skills | Competent (Y/N) | Action required if not fully competent | Assessment date | Reassessment date | Trainer/manager (signature) |
|--|--------------------|---|-----------------|----------------------|--------------------------------|
| 21. Follow the procedure for dealing with product recalls and withdrawals | | | | | |
| 22. Ensure food safety during transportation | | | | | |
| 23. Deal with returns in a hygienic manner | | | | | |
| 24. Deal with a food safety complaint effectively | | | | | |
| 25. Co-operate with food safety inspectors/auditors | | | | | |
| Corrective action required (record details of the issue, person responsible, and date actioned): | | | | | |

Competency Checklist: Level 3

Food Safety Skills for Management

Training should be assessed to ensure that the manager/supervisor is implementing the food safety skills correctly. This can be achieved by using this competency checklist which acts as an on-going monitoring system to ensure that the food safety skills at Level 3 are being applied.

In businesses where there is only one member of staff, that person must be able to demonstrate competence in food safety commensurate with their work activity. If the staff member does not have sufficient training/experience in food safety, appropriate, relevant food safety training would need to be externally sourced or have a consultant/food safety trainer to deliver and assess the training.

Note: Use this competency checklist in conjunction with the Level 3: Table of Food Safety Skills ensuring that the food handler can show that they know and understand how to practice each food safety skill.

| Employee name: | | Start date: | | | |
|--|-----------------|--|-----------------|-------------------|-----------------------------|
| Food safety skills | Competent (Y/N) | Action required if not fully competent | Assessment date | Reassessment date | Trainer/manager (signature) |
| 1. Food safety skills from the FSAI's 'Guide to Food Safety Skills Level 1: Induction Food Safety Skills and Level 2: Additional Food Safety Skills' | | | | | |
| 2. Demonstrate commitment to good food safety practice | | | | | |
| 3. Identify and risk assess the microbiological hazards associated with your food operation | | | | | |
| 4. Control the microbiological hazards associated with your food operation | | | | | |
| 5. Identify and risk assess the chemical hazards associated with your food operation | | | | | |
| 6. Control the possible sources of chemical hazards in your food operation or during food production | | | | | |

Employee name:

Start date:

| Food safety skills | Competent (Y/N) | Action required if not fully competent | Assessment date | Reassessment date | Trainer/manager (signature) |
|--|-----------------|--|-----------------|-------------------|-----------------------------|
| 7. Identify and risk assess the possible sources of physical contamination in your food operation | | | | | |
| 8. Control the possible sources of physical contamination in your food operation | | | | | |
| 9. Identify and risk assess the allergen hazards in your food operation | | | | | |
| 10. Control the allergen hazards associated with your food operation | | | | | |
| 11. Ensure the customer is aware of the presence of allergens in accordance with relevant legislation | | | | | |
| 12. Ensure food handlers implement good personal hygiene practices | | | | | |
| 13. Ensure food handlers suffering from foodborne illness do not work in contact with open food | | | | | |
| 14. Manage and maintain a procedure for the control of contractors and visitors | | | | | |
| 15. Manage the design, layout, construction and maintenance of the food premises and equipment to ensure food safety | | | | | |
| 16. Manage and maintain a potable water/ice supply | | | | | |
| 17. Manage and maintain an effective pest control system | | | | | |

Employee name:

Start date:

| Food safety skills | Competent (Y/N) | Action required if not fully competent | Assessment date | Reassessment date | Trainer/manager (signature) |
|---|--------------------|---|-----------------|----------------------|--------------------------------|
| 18. Manage and maintain an effective waste disposal system | | | | | |
| 19. Manage and maintain an effective cleaning programme | | | | | |
| 20. Ensure food safety through supplier control | | | | | |
| 21. Ensure food safety through delivery receipt/intake | | | | | |
| 22. Ensure food safety through storage | | | | | |
| 23. Ensure food safety during food preparation | | | | | |
| 24. Ensure food safety during cooking/thermal processing/processing/cooling/holding/packing/service/sale of food | | | | | |
| 25. Ensure good hygiene practice during the transportation of food | | | | | |
| 26. Ensure correct food information/labelling is provided | | | | | |
| 27. Demonstrate an awareness of the legislative requirements relating to your food business | | | | | |
| 28. Ensure the appropriate option for the requirement for procedures based on the principles of HACCP has been determined | | | | | |

Employee name:

Start date:

| Food safety skills | Competent (Y/N) | Action required if not fully competent | Assessment date | Reassessment date | Trainer/manager (signature) |
|--|--------------------|---|-----------------|----------------------|--------------------------------|
| 29. Design procedures based on HACCP principles | | | | | |
| 30. Implement and review procedures based on HACCP principles | | | | | |
| 31. Manage and maintain the traceability system within the food operation | | | | | |
| 32. Design and implement procedures for the withdrawal/recall of unsafe food | | | | | |
| 33. Recognise the significance of product threats/ tampering for the consumer | | | | | |
| 34. Manage/review food safety complaints effectively and take corrective and preventive action | | | | | |
| 35. Provide assistance to inspectors/auditors | | | | | |
| 36. Follow up on non-compliances with corrective and preventive action | | | | | |
| 37. Manage and maintain food safety documentation and records | | | | | |
| 38. Verify food safety through testing, where appropriate | | | | | |
| 39. Conduct internal audits, where appropriate | | | | | |

Employee name:

Start date:

| Food safety skills | Competent (Y/N) | Action required if not fully competent | Assessment date | Reassessment date | Trainer/manager (signature) |
|---|--------------------|---|-----------------|----------------------|--------------------------------|
| 40. Ensure the food safety training needs of your staff are identified and met | | | | | |
| 41. Review the implementation of food safety skills by your staff | | | | | |
| 42. Establish and maintain effective working relationships with your staff to ensure food safety | | | | | |
| 43. Engage with your staff on food safety related activities | | | | | |
| Corrective action required (record details of the issue, person responsible, and date actioned): | | | | | |