Overview

This standard is for those in charge of kitchen operations, to help devise and implement procedures and to maintain the kitchen environment to a high standard with regards to food hygiene and safety. Its aim is to ensure that procedures and systems are in place, implemented and monitored to the highest possible standard.
PPL 4KM31
Participate in the design, implementation and monitoring of a kitchen food safety management system

### Performance criteria

<table>
<thead>
<tr>
<th>Help to design a kitchen food safety management system</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>You must be able to:</strong></td>
</tr>
<tr>
<td>P1 Gather information on food safety management from available sources</td>
</tr>
<tr>
<td>P2 Analyse the legislative requirements for food safety to ensure compliance</td>
</tr>
<tr>
<td>P3 Analyse the risks for food safety from a variety of hazards</td>
</tr>
<tr>
<td>P4 Examine and review current procedures and practices to establish new processes, where appropriate</td>
</tr>
<tr>
<td>P5 Record information accurately for ease of retrieval</td>
</tr>
<tr>
<td>P6 Allocate resources and roles and responsibilities for specific aspects of the food safety system</td>
</tr>
<tr>
<td>P7 Establish protocols for cleaning, pest control, chemical control, use and storage, personal protective equipment use, food handling, supplier delivery and storage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Implement and monitor a kitchen food safety management system</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>You must be able to:</strong></td>
</tr>
<tr>
<td>P8 Make appropriate changes to working practices according to the food safety management system</td>
</tr>
<tr>
<td>P9 Communicate food safety management procedures to staff and train staff in requirements</td>
</tr>
<tr>
<td>P10 Ensure all visitors, suppliers and staff comply with procedures laid down</td>
</tr>
<tr>
<td>P11 Manage suppliers and procedures for food stock delivery, storage and holding</td>
</tr>
<tr>
<td>P12 Keep accurate and appropriate records on food safety management and monitor regularly</td>
</tr>
<tr>
<td>P13 Carry out regular risk assessments to ensure potential risks are eliminated or minimised and food safety is maintained</td>
</tr>
<tr>
<td>P14 Collect and evaluate feedback on the implementation of procedures and evaluate against plans</td>
</tr>
<tr>
<td>P15 Establish corrective actions to control food safety hazards</td>
</tr>
<tr>
<td>P16 Ensure due diligence is exercised in the implementation of the food safety system</td>
</tr>
</tbody>
</table>
PPL 4KM31
Participate in the design, implementation and monitoring of a kitchen food safety management system

Knowledge and understanding

You need to know and understand:

K1 How the design layout, use and maintenance of the food area can affect food safety
K2 The current and ongoing legislative and compliance requirements and the penalties and dangers of non-compliance
K3 The fundamental requirements of risk assessments and why they are needed (HACCP)
K4 How to establish food safety management procedures
K5 What are potential hazards to food safety
K6 The organisation’s policy for reporting hazards
K7 Which records need to be regularly monitored and why
K8 How to evaluate feedback
K9 How to secure training resources
K10 The responsibilities of all staff concerning food safety management
K11 The controls required for food safety
K12 How food business operators can ensure compliance
K13 The due diligence process
PPL 4KM31
Participate in the design, implementation and monitoring of a kitchen food safety management system

Scope/range

1 Risks
   1.1 physical
   1.2 chemical
   1.3 allergenic

2 Resources
   2.1 equipment
   2.2 supplies
   2.3 staff
   2.4 time
   2.5 money
   2.6 facilities

3 Working Practices
   3.1 range of dishes on your menu(s)
   3.2 sourcing safe supplies and information on ingredients
   3.3 stages in food preparation, cooking and service
   3.4 range of equipment used, premises and work environment
   3.5 storage
   3.6 waste management
   3.7 infestation management

4 Training
   4.1 identifying training needs
   4.2 determining staff training methods
   4.3 implementing a training programme
   4.4 allocation of staff to posts that make good use of training received
PPL 4KM31
Participate in the design, implementation and monitoring of a kitchen food safety management system

Glossary

Available sources
Internal; staff, management; records; customer feedback; relevant inspection authorities

Current procedures and practices
Including those relating to: layout, design, construction, maintenance of equipment, premises, use of staff, activities of suppliers, visitors

HACCP
Hazard Analysis Critical Control Point
PPL 4KM31
Participate in the design, implementation and monitoring of a kitchen food safety management system

Developed by  People 1st
Version number  1
Date approved  October 2011
Indicative review date  October 2015
Validity  Current
Status  Original
Originating organisation  People 1st
Original URN  PPL 4KM31
Relevant occupations  Kitchen Manager; Head Chef; Executive Chef; Development Chef
Suite  Hospitality Management
Key words  Food safety; implement procedures; kitchen; programme; risks; hazards; controls; compliance; training