

Competence Report Form – Registered Food Safety Manager (RFoodSM)

Your personal details

Your name:		Date of Birth: <i>(for identification purposes only)</i>	
Job title:		Current Employer:	
Time in current role:		Tel no (day):	
Please provide a summary of your food safety related experience during the past 4 years. For each position, state the company name, start and finish dates, list of achievements, responsibilities, level of authority and autonomy.			
<i>(Please limit this to 300 words)</i>			

Your competence report

Please tell us how you think you meet the standards for RFoodSM, using examples drawn from your recent personal involvement in the management of food safety tasks and projects utilising existing and emerging science and technology. Here are some tips you should bear in mind when formulating your answers. Please answer ALL questions.

- When you are thinking about how to structure your answers, you will need to think of examples of your experiences in terms of what you did, how you went about it and why you did it.
- You should think about using examples that are fairly recent ie from the last three years, although you can also draw on relevant experience from further back in your career.
- You can use and refer to a particular example more than once, but do ensure you make it clear how and why it applies to a competence.
- You can use examples from broad professional experiences, but you must be able to show how you have applied the skills developed in your job role.

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Application of knowledge & understanding

Questions 1 - 9

Competence	Your evidence <i>(As a guide, approximately 100-150 words are suggested per question)</i>
<p><i>K1. Knowledge of the ecology of microbiological pathogens in foods with specific reference to sources, growth and survival characteristics, with reference to product intrinsic (e.g. pH, aw) and extrinsic (e.g. temperature) factors, and cross-contamination potential for common food pathogens.</i></p> <p>Q1. Give an example of where you have used your knowledge of pathogens to identify potential risks to your company/client and thereby enable appropriate food safety monitoring or controls to be implemented.</p>	
<p><i>K2. Knowledge of food allergy and intolerance management, including labelling requirements and management systems for control of allergens in manufacturing. This will include knowledge of the important controls to prevent allergen cross contamination in the design and operation of a new factory, storage facility or retail environment.</i></p> <p>Q2. Give an example where you have used a food allergy and intolerance management system to prevent allergen cross contamination in a factory, storage facility or retail environment. Explain what you learned.</p>	

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Competence	Your evidence <i>(As a guide, approximately 100-150 words are suggested per question)</i>
<p><i>K3. Knowledge of microbiological and chemical testing procedures relevant to food safety, including sampling and interpretation of results.</i></p> <p>Q3. Give an example of where you designed a sampling and testing schedule for a specific aspect of food safety management in relation to a product or process Describe your approach and rationale.</p> <p><i>Note: for Food Examiners, a detailed knowledge of testing within the given field of examination must be proven. If you are a Food Examiner this section should be used to demonstrate that you have carried out examination of food over a period or periods amounting in aggregate to a lease 3 years in one or more of the laboratories listed in your response to this section.</i></p>	
<p><i>K4. Knowledge of supply chain management practices and systems to assure the safety, quality and legality (including fraud prevention) of all raw materials, ingredients, goods and services in the work setting, eg FSMS, specifications, traceability systems, recent developments and techniques to scientifically prove certain fraudulent customer allegations etc</i></p> <p>Q4. Give an example of your involvement in supply chain management eg through drafting raw material specifications, supplier audits, traceability exercises, raw material testing programmes.</p>	
<p><i>K5. Knowledge of physical hazards and their control in foods, including practical use of monitoring and management systems.</i></p> <p>Q5. Give an example of the above you have been involved in eg HACCP pre-requisite or CCP foreign body controls. Foreign body investigations.</p>	

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Competence	Your evidence <i>(As a guide, approximately 100-150 words are suggested per question)</i>
<p><i>K6. Knowledge and understanding of the safety characteristics of packaging systems with respect to control of food safety hazards, e.g. understanding of UHT/aseptic/canning/modified atmosphere systems (as appropriate to job role).</i></p> <p>Q6. Detail an example what experience you have had in relation to understanding of the safety characteristics of packaging systems with respect to control of food safety hazards.</p>	
<p><i>K7. Detailed knowledge of factors governing food safety in all relevant food industry sectors as appropriate to job role.</i></p> <p>Q7. Demonstrate using at least one example your detailed knowledge of factors governing food safety in all relevant food industry sectors as appropriate to your job role.</p> <p>Q8. Describe how you keep yourself up to date with current developments and new knowledge in the field of food safety. Explain how this has benefited the quality of your practice and the users of your work.</p>	

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Professional practice

Questions 9 - 14

Competence	Your evidence <i>(As a guide, approximately 100-150 words are suggested per question)</i>
<p><i>P1. Experience of food safety decision-making with respect to management of microbiological issues, e.g. CCP failure management, results of environmental listeria screening, pathogen detection in ingredients, recall decision-making, etc.</i></p> <p>Q9. Explain a situation where you were required to make a critical food safety decision with potentially significant impact on your Company's or Client's business. How did you approach and address the challenge? How did you communicate this to senior management?</p>	
<p><i>P2. Experience of supply chain management practices, with respect to understanding and investigating the quality, safety and legality standards of ingredients and products sourced, used and traded by companies</i></p> <p>Q10. Give an example where you identified potential food safety related issues with a supplier and describe the steps and actions you took to address this concern. How did you communicate this up to senior management and down to junior staff?</p>	
<p><i>P3. Experience of developing, implementing, validating, verifying and reviewing HACCP systems in practice. The ability to lead HACCP teams and formulate systems when there has been a change in processes and raw materials, or in the development of new products</i></p> <p>Q11. Give an example from your current or recent role, where you validated a food safety control measure.</p>	

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Competence	Your evidence <i>(As a guide, approximately 100-150 words are suggested per question)</i>
<p><i>P4. Experience of 3rd party auditing</i></p> <p>Q12. Give an example where you have been involved in an audit within your current or recent role. Explain the approach taken and the outcome of the audit.</p>	
<p><i>P5. Experience of staff or resource management</i></p> <p>Q13. Explain how you manage staff and resources within your technical remit to ensure food safety can be managed effectively. How do you identify and agree collective goals?</p>	
<p><i>E1: Demonstrate understanding and compliance with relevant codes of conduct</i></p> <p>Q14. Given an example where IFST's Code of Professional Conduct relates to the work you carry out and how this governs your professional practice</p>	

Please return this form to: so@ifst.org