

## Competence Report Form – Registered Food Safety Practitioner (RFoodSPrac)

### Your personal details

<b>Your name:</b>		<b>Date of Birth:</b> <i>(for identification purposes only)</i>
<b>Job title:</b>	<b>Current Employer:</b>	
<b>Time in current role:</b>	<b>Tel no (day):</b>	
<p><b>Please provide a summary of your food safety related experience during the past 3 years. For each position, state the company name, start and finish dates, list of achievements, responsibilities, level of authority and autonomy.</b></p> <p><small>(Please limit this to 300 words)</small></p>		

### Your competence report

Please tell us how you think you meet the standards for RFoodSPrac, 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.

# Competence Report Form – Registered Food Safety Practitioner (RFoodSPrac)

## Application of knowledge & understanding

Questions 1 - 8

Competence	Your evidence (As a guide, approximately 100-150 words are suggested per question)
<p><i>K1. Knowledge of the types and names potential microbial pathogens in the food, environment and on food handlers within the company's factory and the factors influencing their spread and growth. Methods used in the factory to prevent/limit the growth of these organisms during storage, production and distribution of foods produced.</i></p> <p><b>Q1.</b> Give an example of your knowledge of pathogens to identify potential risks to your company's products and thereby enable appropriate food safety monitoring or controls to be implemented.</p>	
<p><i>K2. Knowledge of the Critical Control Points in place within the food operation, the rationale behind their identification, the methods used to check that the CCPs are operating correctly and the corrective actions required where monitoring indicates deviation, including the use of the site quarantine/hold procedures.</i></p> <p><b>Q2.</b> Give an example of a CCP in your company and the controls in place to manage the hazard, in particular, the corrective actions required where monitoring indicates deviation, including the use of the site quarantine/hold procedures.</p>	

# Competence Report Form – Registered Food Safety Practitioner (RFoodSPrac)

Competence	Your evidence (As a guide, approximately 100-150 words are suggested per question)
<p>K3. Knowledge of physical, chemical (including allergenic) hazards, their sources and methods for control within a food factory and the methods used for monitoring and verifying the effectiveness of these controls</p> <p><b>Q3.</b> Give an example of a physical hazard in your company controlled via HACCP pre-requisite or CCP foreign body controls.</p> <p><b>Q4.</b> Give an example where you have been involved in 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>	
<p><i>K4. Knowledge of the company approach to managing the supply chain, the maintenance and administration of current information about suppliers and the products/services supplied, the requirements for acceptance of incoming goods and the standards required.</i></p> <p><b>Q5.</b> Give an example of your involvement in supply chain management eg through goods in checks, drafting raw material specifications, supplier audits, traceability exercises, raw material testing programmes.</p>	
<p><i>K5. Knowledge of the sampling and testing schedule applicable within the operation, the correct sampling procedures and significance of incorrect sampling; knowledge of the method to be used for testing purposes, where this applies to the job role, and interpretation of results.</i></p> <p><b>Q6.</b> Give an example of your involvement in the above.</p>	

## Competence Report Form – Registered Food Safety Practitioner (RFoodSPrac)

Competence	Your evidence (As a guide, approximately 100-150 words are suggested per question)
<p>K6. Knowledge of the techniques used for conducting an effective internal audit; the identification of non-conformance and how these are handled within the operation.</p> <p><b>Q7.</b> Detail your knowledge of the internal audit process for your company and give an example of a non-conformance found during an audit and how it was dealt with.</p>	
<p>K7. Knowledge of the procedures and documents within the food safety management system as applicable to the job role.</p> <p><b>Q8.</b> In a general sense detail the procedures and documents in the FSMS applicable to your job role.</p>	

### Professional practice

Questions 9 - 15

Competence	Your evidence (As a guide, approximately 100-150 words are suggested per question)
<p>P1. . Experience of being involved in audits of factory and suppliers. Also having experience of the planning of and being involved in 3<sup>rd</sup> party technical audits.</p> <p><b>Q9.</b> Give an example of your involvement in an internal audit, external audit (supplier audit) and a 3<sup>rd</sup> party audit.</p>	

## Competence Report Form – Registered Food Safety Practitioner (RFoodSPrac)

Competence	Your evidence (As a guide, approximately 100-150 words are suggested per question)
<p><i>P2. Experience of being involved in the planning of and execution of new product launches.</i></p> <p><b>Q10.</b> Give an example of your role in a recent new product launch.</p>	
<p><i>P3. Experience of tutoring /mentoring new staff in processes and techniques used in the factory and /or laboratory.</i></p> <p><b>Q11.</b> Give an example of your role in the above and methods used.</p>	
<p><i>P4. Experience of how to write a concise report.</i></p> <p><b>Q12.</b> Give an example where you have had to write a report for management to review, eg in relation to an audit finding, customer complaint, supplier issue, NPD review.</p>	
<p><i>P5. Experience of involvement in HACCP team meetings</i></p> <p><b>Q13.</b> What is your involvement in the company's HACCP team meetings?</p>	
<p><i>P6. The ability to work effectively in a supervisory role and/or with other members of the team to facilitate the fulfilment of food safety requirements</i></p> <p><b>Q14.</b> How does your current role interact with other food safety team members to facilitate the fulfilment of food safety requirements in the company?</p>	

## Competence Report Form – Registered Food Safety Practitioner (RFoodSPrac)

Competence	Your evidence (As a guide, approximately 100-150 words are suggested per question)
<i>E1: Demonstrate understanding and compliance with relevant codes of conduct</i>  <b>Q15.</b> Given an example where IFST's Code of Professional Conduct relates to the work you carry out and how this governs your professional practice	

Please return this form to: [so@ifst.org](mailto:so@ifst.org)