

Competence Report Form – Registered Food Safety Principal (RFoodSP)

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):
<p>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.</p> <p><i>(Please limit this to 300 words)</i></p>		

Your competence report

Please tell us how you think you meet the standards for RFoodSP, 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 - 7

Competence	Your evidence (As a guide, approximately 100-150 words are suggested per question)
<p><i>K1. The knowledge of new and emerging food safety hazards with reference to commercial processes and products. The prediction and elimination of likely problems arising when implementing a new process / product development.</i></p> <p>Q1. Give an example of where you have used your knowledge of pathogens, chemical & physical hazards 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 planning and design principles with respect to allergic consumer protection, including leadership of systems to prevent allergen cross contamination through the design and operation of factories, storage facilities and/or retail environments. This will include decision-making about where specific allergen containing products should be made and how other sensitive products will be protected, e.g. consideration of the need for specific allergen free sites, etc.</i></p> <p>Q2. Describe how you design and manage allergen management systems. How would you determine the measures necessary to ensure consumer protection?</p>	

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Competence	Your evidence (As a guide, approximately 100-150 words are suggested per question)
<p><i>K3. Knowledge that would allow you to act as an expert witness or prosecuting officer as required.</i></p> <p>Q3. In which areas of the food industry would you deem yourself competent to act as expert witness or prosecuting officer and why?</p> <p>Q4. Give an example of when you had to explain a potential food safety risk to non-technical members of a Company's Leadership or Senior Management Team or in a court case, as prosecuting officer or expert witness. How did you evaluate your success?</p>	
<p><i>K4. Knowledge of the way others manage their quality and safety systems; use methods to minimise fraud; to maintain traceability especially during splitting of raw materials into smaller portions.</i></p> <p>Q5. Explain how you would assess a supplier's food safety management systems and quality to ensure supply chain integrity. Give an example of where you suspected a supplier of fraudulent activity. Describe the steps and actions you took to address this concern</p>	
<p><i>K5. Knowledge of the applications of research relating to novel food, packaging and design.</i></p> <p>Q6. Give an example of where you have been involved with food packaging in relation to food safety.</p>	

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Competence	Your evidence (As a guide, approximately 100-150 words are suggested per question)
<p><i>K6. Knowledge of assessment and training methods in order to ensure that all staff are trained fully and appropriately.</i></p> <p>Q7. Explain how you assess, support, encourage and develop staff within your technical remit to ensure they are able to work effectively in a food safety role. How do you identify and agree collective goals? Explain your answer in the context of CPD.</p>	

Professional practice

Questions 8 - 12

Competence	Your evidence (As a guide, approximately 100-150 words are suggested per question)
<p><i>P1. The ability to make decisions and construct and communicate company policies related to food safety, non-conformances discovered and reported in technical and processing operations.</i></p> <p>Q7. Demonstrate using at least one example your ability to make decisions and construct and communicate company policies related to food safety, non-conformances discovered and reported in technical operations</p>	

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Competence	Your evidence (As a guide, approximately 100-150 words are suggested per question)
<p><i>P2. The ability to pursue a line of enquiry to demonstrate, using supply chain records and analytical techniques, that the quality, safety and legality of raw materials / products procured and traded have not been compromised.</i></p> <p>Q8. Give an example from your current or previous work where you have had to use your food safety knowledge to investigate, control and resolve a complex problem/situation.</p>	
<p><i>P3. Experience of leading company HACCP strategy with respect to system structure decisions, for example, food safety management system certification (BRC, GFSI, ISO etc.), use of prerequisite programmes, operational prerequisite programmes, etc.</i></p> <p>Q9. Give one example of where you have used your food safety knowledge and experience to direct the design, development and implementation of a new food safety management system or process. Explain how you designed the project and ensured necessary resources were in place. Describe how the work benefited the Company (or Client).</p>	
<p><i>P4. The ability to lead a team or a response to a team, of 2nd or 3rd party auditors (ie Lead Auditor status) and/or to instruct and guide Tier 3 staff into verification and validation of HACCP plans.</i></p> <p>Q10. Give an example of where you have been involved with third party auditing and where you have used the 3rd party auditing resource or its results to improve food safety in your organisation</p> <p>OR give an example from your current or recent role, where you set up a verification and validation programme for a HACCP plan.</p>	

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Competence	Your evidence (As a guide, approximately 100-150 words are suggested per question)
<p><i>P5. The ability to assess effectively whether staff members are experts, knowledgeable or ignorant about individual topics relating to food safety and to assign resources accordingly.</i></p> <p><i>P6. To identify and actively provide CPD opportunities for staff, in order to cover staff deficiencies and future developments.</i></p> <p>Q11. Give one example of your ability to assess the extent of staff members' abilities relating to food safety and where training needs were identified and how you allocated resources to address them.</p>	
<p><i>P7. To assess the effectiveness of the CPD activities by ensuring staff have met the CPD objectives and their PDP.</i></p> <p>Q12. How do you?</p> <ol style="list-style-type: none"> 1) ensure your staff maintain their competency for roles assigned eg via CPD system set up for company etc 2) identify future training needs for your department as a whole 3) measure the success of these process 	

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Professionalism

Questions 13 & 14

<p><i>E1: Demonstrate understanding and compliance with relevant codes of conduct</i></p> <p>Q13. 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>	
<p><i>E2: Demonstrate a commitment to professional development through continuing advancement of own knowledge, understanding and competence</i></p> <p>Q14. 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>	

Please return this form to: so@ifst.org