

Third Party Form

Observer Instructions

Course Name:	Food Safety Supervisor
Units of Competency	SITXFSA005- Use hygienic practices for food safety SITXFSA006- Participate in safe food handling practice
Who can complete this form?	We offer online training, we need to prove your practical skills in Food Safety and we do this by an online third-party checklist form that is emailed to your nominated observer.
Your observer can be:	<p>This could be any person who has one or more of the following:</p> <ul style="list-style-type: none">• Has a minimum of two (2) years food preparation experience in a commercial setting in the last five (5) years, <p><u>or</u></p> <ul style="list-style-type: none">• Supervisor• Employer• Manager <ul style="list-style-type: none">• Has successfully completed a Hospitality qualification or any nationally recognised food safety course. <p><i>The person you choose to fill in the report does not need to have a Food Safety Certificate.</i></p>
Third Party Evidence Report Purpose	The purpose of the Third-Party Evidence Report is to gain evidence to support a judgement about the student's competence as part of the assessment for their chosen course.
Instructions for the Third Party	<ul style="list-style-type: none">• To make an assessment about the student's ability to complete this course, we are required to collect evidence from a range of contexts and over a period of time.• We seek your support in gathering evidence about the competence of this student while performing a range of appropriate tasks over a period of time (e.g., several observations performed over 1-2 weeks).• This report will support other evidence of the student's competence. We value your contribution and ask that you answer the questions honestly.• We recommend that you have a short discussion with the student before starting the observation tasks, to ensure you both understand what is required to demonstrate competence in the required tasks and against the criteria below. <p>The process is very simple and straight forward and you can finish it in minutes.</p> <ul style="list-style-type: none">• You simply answer 'Yes' or 'No' to the various questions and then click on the 'Submit' button at the bottom of the form.• If you answer 'Yes' to all of the questions on the form, the learner is deemed competent.• If you answer 'No' to ANY of the questions, the learner is deemed not yet competent.• Simply download and save the PDF before completing it.• Once the form has been completed simply email the form back to the designated email that this form was attached to

OBSERVATION CHECKLIST

Skill Set:	SITSS00069 - Food Safety Supervision Skill Set
Unit Names:	SITXFSA005- Use hygienic practices for food safety SITXFSA006- Participate in safe food handling practices
Student Name:	
Assessor Name:	
Venue:	
Date:	
Workplace Coach/Supervisor Name:	
Relationship to Student	
How long have you worked with the student?	
What is your technical experience and/or qualification/s in the area being assessed? (Include any assessment or training qualifications)	

TRAINER FEEDBACK FORM

The student's performance was	Satisfactory <input type="checkbox"/>	Not Satisfactory <input type="checkbox"/>
Declaration from Workplace Coach/Supervisor	I confirm that the student has constantly and consistently performed the skills and tasks set out in the Observation Checklist.	

Workplace Coach/Supervisor Comment:

Workplace Coach/Supervisor Signature:	
Date:	

RTO Trainer Comment:

RTO Trainer Signature:	
Date:	
Student Signature:	
Date:	

SKILL OBSERVATION CHECKLIST

Please observe the student completing the following tasks and tick satisfactory or not satisfactory:

Follow food safety programs	Benchmarks	Satisfactory Y/N
Access and apply organisational food safety information	<ul style="list-style-type: none"> • Read and interpret relevant components of organisation food safety program • Read policies, procedures and flow charts that identify critical control points • Can complete basic documentation relating to monitoring food safety • Can take and record temperatures and calculate times. 	
Follow the procedures of the food safety requirements including organisational hygiene procedures for personal hygiene	<ul style="list-style-type: none"> • Can maintain clean equipment and premises • Maintains personal hygiene • Aware of separating raw food from cooked food • Cooks to the right temperature • Keeps food at correct temperatures • Refrigerates promptly • Uses clean water and raw material • Washing hands often using appropriate facilities • Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap. • Lather hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails. • Scrub hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice. • Rinse hands well under clean, running water. • Dry hands using a clean paper towel or air dry them • Maintained clean clothes • Wore required personal protective clothing • Used approved bandages/ dressings required to prevent food contamination 	
Control food hazards at each of the critical control points	<ul style="list-style-type: none"> • Purchasing: identifies appropriate supplier/s, places orders with precise product requirements • Receiving: checks temperature, quality, quantity, whether packaging is intact, checks use by dates on food products • Storing: stores items according to type and storage requirements i.e. Cool room, freezer, dry store • Preparation: minimum exposure of food to Danger Zone temperatures, takes measures to avoid cross contamination, uses clean and sanitised equipment • Cooking: cooks all food items to correct temperatures to ensure food safety • Plating: uses clean and sanitised serving ware, avoids cross contamination • Serving: follows appropriate temperatures for food and serving ware, • Provides separate serving utensils 	
Identify and report any non-conforming practices	<ul style="list-style-type: none"> • Well versed in HACCP requirements • Knowledge of the reporting structure • Report of unwell symptoms prior to commencement of training • Symptoms can include nausea, sore throat, running nose, cough • Stop working immediately if becoming unwell or injury such as cut, or fall occurs. All injuries must be reported to trainer/ supervisor 	
Undertake corrective action (within their own responsibility) for incidents where food hazards are not controlled	<ul style="list-style-type: none"> • Fills in a breakage report for broken, cracked or chipped equipment, dishware or glassware • Replaces food preparation surfaces (e.g. Chopping boards, countertops) with cracks or deep scratches • Throwing out food items that show signs of spoilage (e.g. Bad smell, slimy skin) 	

	<ul style="list-style-type: none"> Rejecting a food delivery with bite marks on the packaging (or other signs of pest infestation) Transferring unrefrigerated perishable food items into cold storage (5°C or below) Disposing of food items that have been in the Temperature Danger Zone for more than four hours 	
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Store food	Benchmarks	Satisfactory Y/N
Select the correct type of food storage container for food type	<ul style="list-style-type: none"> Stores items according to type and storage requirements i.e. Cool room, freezer, dry store 	
Stored food in environmental conditions to protect against contamination	<ul style="list-style-type: none"> Keeps high-risk food at 5 °C or below or above 60 °C to avoid the temperature danger zone. Stores raw foods below cooked foods. Stores food in suitable, covered containers. Avoids refreezing thawed foods. Check and observe the use-by dates on food products. Takes special care with high-risk foods. 	
Stored food in containers to maximise freshness, quality and appearance	<ul style="list-style-type: none"> Stores food in clean, food-grade storage containers Covers food with tight-fitting lids, foil or plastic film, to protect the food from dust, insects and cross-contamination Does not reuse single use containers Does not store foods in open cans Makes sure food storage containers have not been used to store things other than food, and washes and sanitises them before use If a reusable container is in poor condition, throw it out 	

Prepare food	Benchmarks	Satisfactory Y/N
Use cooling and heating processes that support microbiological safety of food	<ul style="list-style-type: none"> Cools or reheats potentially hazardous food quickly (like egg or meat dishes) so harmful microorganisms don't get a chance to grow to unsafe levels. Reheats potentially hazardous food to hot hold, heats it quickly to 60°C or hotter- ideally in two hours or less Follows the 2 hour, 4 hour rule when cooling food 	
Monitored food temperatures during preparation using relevant temperature measuring devices	<ul style="list-style-type: none"> Is aware of correct cooking temperatures for each food item Uses the correct type of thermometer 	
Ensured the safety of food being prepared, served and sold for customers	<ul style="list-style-type: none"> Keeps raw foods and ready-to-eat foods separate to avoid cross-contamination. Uses separate, clean utensils and cutting boards for raw foods and ready-to-eat foods or wash and sanitise utensils and cutting boards between uses. Holds food at the correct temperatures Notifies supervisor if unwell and avoids handling food 	

Provide safe single use items	Benchmarks	Satisfactory Y/N
Stored single use items in a manner to protect them from contamination and damage	<ul style="list-style-type: none"> Protects the single use item with packaging or a container; Stores the single use item away from chemicals, in food storage areas; Throws away the single-use item if has been used, damaged, touched or in any way contaminated. 	
Displayed single use items in a manner to protect them from contamination and damage	<ul style="list-style-type: none"> Uses dispensers that will allow only the customer who will use the single use item to touch it; When placing out for customer use, small quantities need to be placed out at a time. 	

	<ul style="list-style-type: none"> Allocates staff to check single-use supply items are kept in the public area in an appropriate area in an appropriate manner. 	
Followed instructions for single use items	<ul style="list-style-type: none"> Strictly uses once only Keeps them in a safe environment which protects from damage and contamination. Checks on delivery for damage or contamination, Stores in the appropriate place to maintain this condition; Manages when placed out for customer use. Follow instructions for items intended for single use 	

Maintain clean environments	Benchmarks	Satisfactory Y/N
Cleaned and sanitized: <ul style="list-style-type: none"> Equipment Surfaces Utensils 	<ul style="list-style-type: none"> Prepares by Removing loose dirt and food particles Rinses with warm, potable water. Cleans by washing with hot water (60 °C) and detergent. Sanitises by treating with very hot, clean, potable water (75 °C) for at least 2 minutes, applies sanitiser as directed on the label. Leaves benches, counters and equipment to air dry. 	
Used appropriate to prevent accumulation of garbage and recyclable matter	<ul style="list-style-type: none"> Follows FIFO Stores food at the correct temperatures Does not over order Reuses trimmings rather than disposing Sorts glass, paper, cardboard, cans for recycling Switches to reusable non-food items. 	
Identified and reported cleaning, sanitising and maintenance requirements	<ul style="list-style-type: none"> Ensures that all surfaces, equipment are clean and sanitised before use Follows organisational SOPs for cleaning, sanitising and maintenance Identifies and reports if food premises, fixtures, fittings, equipment need maintenance 	
Dispose or / or reported broken or cracked eating service ware or utensils	<ul style="list-style-type: none"> Disposes off broken or cracked glass ware and serving ware as they harbour harmful bacteria and pieces/chips can fall into food. Notifies the supervisor before disposing. Disposes in a safe manner following organisational policies and procedures 	
Dispose or / or reported broken or cracked drinking containers	<ul style="list-style-type: none"> Disposes off broken or cracked glass ware and serving ware as they harbour harmful bacteria and pieces/chips can fall into food. Notifies the supervisor before disposing Disposes in a safe manner following organisational policies and procedures 	
Within own responsibility takes measures to ensure food handling areas are free from pests and animals	<ul style="list-style-type: none"> Ensures that all storage areas are cleaned regularly, disposes off empty packaging Observes for any signs of pest activity like smells, dropping reports incidents of animal or pest infestation 	
Reports incidents of animal or pest infestations	<ul style="list-style-type: none"> Observes for any signs of pest activity like smells, dropping Reports incidents of animal or pest infestation to the supervisor 	

Dispose off food	Benchmarks	Satisfactory Y/N
Mark and separate from other food any food identified for disposal	<ul style="list-style-type: none"> Tags and securely bags food that is to be disposed and keeps it away from other food to avoid cross contamination 	
Separated food marked for disposal is kept away from other food until disposal is completed	<ul style="list-style-type: none"> Marks and keeps separate from other foodstuffs any food identified for disposal until disposal is complete. Disposes of food promptly to avoid cross contamination, following organisational policies and procedures 	
Disposal of food is undertaken promptly to avoid cross contamination	<ul style="list-style-type: none"> Disposes of food promptly in dedicated bins to avoid cross contamination, following organisational policies and procedures 	

General Observations	Benchmarks	Satisfactory Y/N
Demonstrated reading skills to interpret food safety: <ul style="list-style-type: none"> • programs • policies and procedures 	<ul style="list-style-type: none"> • Reads and interprets food safety program, including policies, procedures 	
Demonstrated reading skills to interpret flow charts and identify critical points	<ul style="list-style-type: none"> • Reads and interprets HACCP flow charts that identify critical control points throughout the catering cycle 	
Demonstrated writing skills to complete documentation to monitor food safety	<ul style="list-style-type: none"> • Fills in Time-temperature logs, 2-hour,4-hour rule, pest report, wastage and breakage reports 	
Demonstrated numeracy skills to: <ul style="list-style-type: none"> • calibrate temperature probe • use temperature probe • to calculate timings 	<ul style="list-style-type: none"> • Follows all the steps to calibrate the temperature probe regularly • Uses a probe thermometer to check internal food temperatures when cooking, re-heating, cooling, thawing, and keeping foods hot or cold. 	
Demonstrated the ability to coordinate different food handling tasks that incorporated food safety issues	<ul style="list-style-type: none"> • Demonstrates the handling of food safely during the storage, preparation, display, service and disposal of food. • Follows predetermined procedures as outlined in a food safety program. 	
I have observed the student complete the above observable skills on three occasions		
Occasion 1 date observed:		
Occasion 2 date observed:		
Occasion 3 date observed:		