

Third-party observation report – SIRRFSA001 – Handle food safely in a retail environment

Part A – Instructions and explanatory notes

Context

As part of the assessment process the student is required to submit a completed third-party report from their workplace supervisor or suitable observer. This report will provide evidence of practical skills.

The workplace supervisor or observer is required to witness the student perform each of the required tasks in a suitable retail environment over the course of **three (3) work shifts**, then record their observations on the form. The form is then signed by both the student and the workplace supervisor then submitted for assessment.

As part of 5 Star Hospitality Training's commitment to providing quality training, observers will be contacted by our trainer/assessors to verify that the information provided is true and correct.

Additionally, if the trainer/assessors have any questions about any of the information supplied they will contact the student directly to clarify before a statement of attainment is issued.

Who is a suitable observer?

This report needs to be completed by a suitable observer. The most appropriate person to observe and report on the performance of the student is usually a workplace supervisor. However, if a workplace supervisor is not available, any person with at least one (1) of the following qualifications is considered suitable:

- A manager of a food business; OR
- A person with at least 5 years commercial food preparation experience; OR
- A Food Safety Supervisor or Head Chef; OR
- A person with any of the following food safety qualifications:
 - Participate in safe food handling practices (SITXFSA201 or SITXFSA002)
 - Apply retail food safety practices (SIRRFSA001 or SIRRFSA001A)
 - Or equivalent.

What is a suitable food preparation environment?

Observation needs to be conducted in a suitable retail environment. This environment must contain the equipment and materials listed below to enable observations of all the required tasks.

Some examples of suitable retail environments are food retail outlets, a school canteen, a supermarket, a sports club food kiosk or food store. If you have any questions as to whether you think your environment is suitable please contact the support desk to ask.

It is important that the student demonstrate their skills in a suitable industry environment that has the following facilities:

- relevant documentation:
 - current plain English regulatory documents distributed by government regulators outlining key aspects Commonwealth, state or territory and local food safety compliance requirements as relevant to job role
 - organisational food safety program
 - organisational policies and procedures for food safety and hygiene and sanitation practices
 - hazard control measures
 - food safety incident report
 - cleaning and maintenance schedules and safety data sheets for cleaning and sterilising products
- personal protective clothing and equipment:
 - aprons and outerwear
 - food handling gloves
 - correct head and footwear

- cleaning and sanitation materials and chemicals
- a range of food products
- food handling implements
- food storage and display equipment.

The student is required to show evidence of performing the following tasks:

demonstrate safe handling of food, following organisational policies and procedures and food safety program **during three work shifts**, by:

1. using appropriate control measures to control food hazards at each of the following points:
 - receiving
 - storing
 - preparing
 - displaying
 - disposing
2. completing food safety documentation, recording and reporting
3. maintaining personal hygiene standards
4. maintaining food work area and equipment.
5. Reading skills to interpret plain English documents that outline organisational policies and procedures for food safety and sanitation practices.
6. Numeracy skills to:
 - a. Calibrate and use a temperature probe and calculate timing appropriate to the preparation of food products
 - b. Follow simple dilution requirements for chemicals and cleaning products, and calculate ratios in order to make them up.

Instructions to the observer

Thank you for your time and expertise in helping the student to gather evidence of competence in the retail unit of competency SIRRFSA001 – Handle food safely in a retail environment.

Your role is to observe the student over a **minimum of three (3) work shifts** and make notes about their performance of the tasks listed above.

Please complete the form making notes about your observations of the student.

Please also complete the observer details and confirmation. Please ensure that your contact details are correct as one of our trainers will need to contact you to confirm the report.

Don't forget – the purpose of this assessment is to demonstrate the student's knowledge and skills in safe food handling practices, not their cooking or retail skills.

Part B – Tasks and observations

The following report is to be used as the basis of communication between the assessor and student's workplace supervisor.

Question no.	SIRRFSA001 Criteria Addressed	Question	Response (circle applicable)	
			Yes	No
Q1	PE1.0	Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the use of safe food handling practices on at least three separate work shifts? Please note details of the dates and times of the supervised shifts.	Yes	No
Notes				
Q2	PE1.1.1	Receiving food: Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the correct methods of controlling food hazards when receiving food into the work premises? Please note details of the task/s performed.	Yes	No
Notes				
Q3	PE1.1.2	Storing food: Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the correct methods of controlling food hazards when storing food? Please note details of the task/s performed.	Yes	No
Notes				
Q4	PE1.1.3	Preparing food: Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the correct methods of controlling food hazards when preparing food? Please note details of the task/s performed.	Yes	No
Notes				
Q5	PE1.1.4	Displaying food: Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the correct methods of controlling food hazards when displaying food? Please note details of the task/s performed.	Yes	No
Notes				
Q6	PE1.1.5	Disposing of food: Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) demonstrated the correct methods of controlling food hazards when disposing of food? Please note details of the task/s performed.	Yes	No

Question no.	SIRRFSA001 Criteria Addressed	Question	Response (circle applicable)	
Notes				
Q7	FS1.1 PE1.2	Has the student adequately demonstrated the completion of food safety documentation, recording and reporting? For example: temperature log sheets, delivery receipts, food safety incident reports, food holding log etc. Please note details of the task/s performed.	Yes	No
Notes				
Q8	PE1.3	Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) maintained personal hygiene standards? For example: worn long hair up &/or wore a hairnet, followed handwashing procedures, clean uniform, covered wounds etc. Please note details of the task/s performed.	Yes	No
Notes				
Q9	PE1.4	Has the student adequately (to the safety standards as determined by the workplace and the Food Standards Australia New Zealand) maintained the food work area and equipment? For example: cleaned and sanitised work benches and equipment, cleaned floors, disposed of waste correctly etc. Please note details of the task/s performed.	Yes	No
Notes				
Q10	FS2.1	Has the student calibrated and used a temperature probe and calculated timing appropriate to the preparation of food products? Please note details of the task/s performed.	Yes	No
Notes				
Q11	FS2.2	Has the student correctly followed dilution and mixing requirements for chemicals and cleaning products? Please note details of the task/s performed.	Yes	No
Notes				

Question no.	SIRRFSA001 Criteria Addressed	Question	Response (circle applicable)		
Q12	AC1 AC2-4	Has the student had exposure to or worked in an operational food preparation area that contains or has access to the following equipment and documentation: Requirements are: <ul style="list-style-type: none"> • organisational food safety plan, log sheets, food safety incident report • aprons and outerwear, food handling gloves and correct head and footwear • cleaning and sanitation chemicals and safety data sheets • a range of food products • food handling implements 	Yes	No	
Notes					
Workplace Supervisor					
Assessor			Competent	YES	NO
Date					

Part C – Details and declarations.

Student declaration:

Student name: _____

I hereby declare I have performed all tasks listed and these have been witnessed by the observer detailed below.

Student signature: **X** _____ **Date:** _____

Observer details and declaration:

Observer's full name: _____

Current job role/or vocational qualification and/or experience in relation to food safety:

Relationship to student: (e.g., Manager, supervisor) _____

Telephone number: _____

Email address: _____

Name and address of assessment location:

The observer confirms that the observations were of the student's own work: Yes No

The observer agrees to be contacted by the trainer/assessor: Yes No

The observer confirms that they understand the requirements of the tasks performed: Yes No

Observer: I hereby declare I have witnessed the student complete all sections of this assessment and I have recorded my observations accurately.

Observer signature: **X** _____ **Date:** _____

Please scan the completed form as an individual PDF document and upload via your course menu or email to support@elearningportal.com.au. (Multi page scans can be joined at the following link - <http://pdfjoiner.com/>)

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