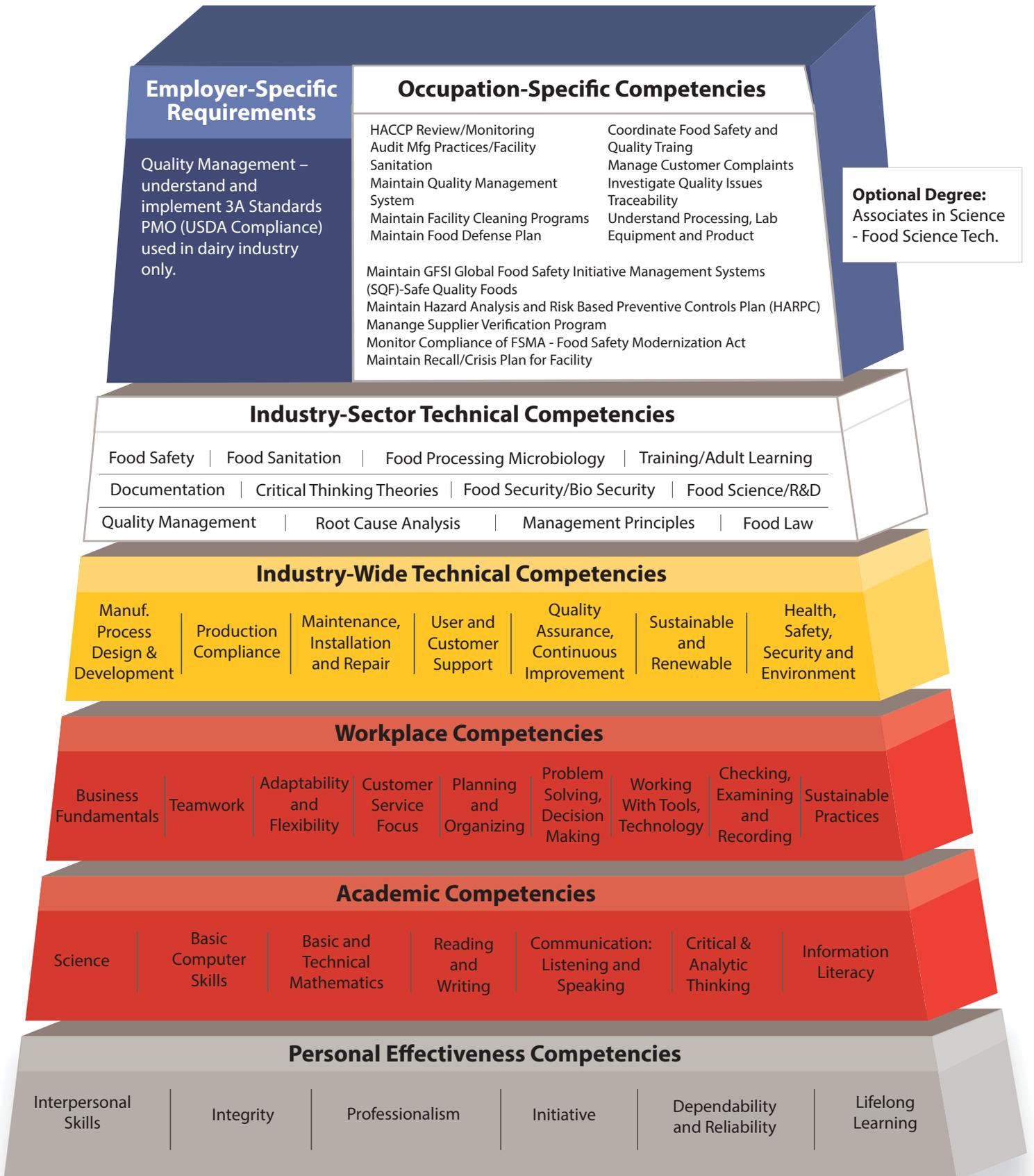


Minnesota Dual-Training Pipeline

Competency Model for Advanced Manufacturing/Agriculture

Occupation: Quality Assurance/Food Safety Supervisor



Based on: Advanced Manufacturing Competency Model Employment and Training Administration, United States Department of Labor, April 2010.

* Pipeline recommends the Industry-Sector Technical Competencies as formal training opportunities (provided through related instruction) and the Occupation-Specific Competencies as on-the-job training opportunities.

Quality Assurance/Food Safety Supervisor – A Quality Assurance/ Food Safety Supervisor is responsible for overseeing the quality standards of all food processed at a processing facility. The role is responsible for ensuring that all food processed is handled in a manner that makes the food product safe for consumption, meets all standards of HACCP and does not endanger the consumer eating the product or the staff handling it through processing. The Quality Assurance/ Food Safety Supervisor is also responsible for training staff on how to ensure food safety and quality as well as routinely inspecting and documenting the finds of inspection of the food product.

Industry-Sector Technical Competencies

- Food Safety - Understand theory and implementation practices of HACCP.
- Food Sanitation – Knowledge of sanitation procedures from contamination in all functions and operations of a facility
- Food Processing Microbiology– Understand the theory of microbiology related to the food processing environment.
- Training/Adult Learning - Understand how to effectively train and present material to adult learners.
- Documentation – Understand theory and principals of documentation and document control procedures.
- Critical Thinking Theories – Understand theory and principals of key critical thinking theories, such as Root Cause Analysis, and Gap Analysis.
- Food Security/Bio Security - Awareness of processes for prevention and preparedness to maximize food security against tampering, whether natural, inadvertent or intentional.
- Food Science/R & D – Understanding of food science principles and provide technical support for research and development.
- Quality Management – Understand and implement GMPPS’s per BRC CFR 21 and Foreign Material Control.
- Root Cause Analysis – Knowledge of this method of problem solving used for identifying the root causes of faults or problems.
- Management Principles – Understand management theories related to management, leadership and team building.
- Food Law – Knowledge of laws surrounding food production and oversee the production facility to ensure compliance.

On-The-Job Training Competencies

- HACCP Review/Monitoring – Demonstrate understanding of Hazard Analysis Critical Control Point (HACCP) management system and ability to review associated company production practices to ensure conformance.

- Audit Manufacturing Practices/ Facility Sanitation – Ability to conduct audits on manufacturing practices and facility sanitation procedures.
- Maintain Quality Management System – Oversee data and policies related the quality management.
- Maintain Facility Cleaning Programs – Oversee all aspects of the production facility’s cleaning programs.
- Maintain Food Defense Plan – review and revise Food Defense Plan based on a plants changing conditions or process changes.
- Coordinate Food Safety and Quality Training – Responsible for coordinating and, at times, conducting safety and quality training for facility employees.
- Manage Customer Complaints – As needed, field customer complaints and address quality issues.
- Investigate Quality Issues – Conduct investigations into product quality issues and manage resolution actions.
- Traceability – Ability to verify the history, location and application of components of the manufacturing process, as well as products.
- Understand Processing, Lab Equipment and Product – Demonstrate understanding of facility processing and lab equipment, as well as final products.

Employer-Specific Requirements:

Quality Management – understand and implement 3A Standards P.M.O. (USDA Compliance) used in dairy industry only.

Quality Assurance/Food Safety Supervisor Occupational Competency Training Plan

Related Instruction means an organized and systematic form of instruction designed to provide the apprentice with the knowledge of the theoretical and technical subjects related to the apprentice's trade of occupation, or industrial courses or, when of equivalent value, by correspondence, electronic media, or other forms or self-study approved by the commissioner.

| | Course | Course Description | Credit/Non-Credit | Hours Spent on Competency |
|--|---------------------------------|---------------------------|--------------------------|----------------------------------|
| | Food Safety | | | |
| | Food Sanitation | | | |
| | Food Processing Microbiology | | | |
| | Training/Adult Learning | | | |
| | Documentation | | | |
| | Critical Thinking Theories | | | |
| | Food Security/Bio Security | | | |
| | Food Science/R & D | | | |
| | Quality Management | | | |
| | Root Cause Analysis | | | |
| | Management Principles | | | |
| | Food Law | | | |

On-The-Job Training is the work experience and instruction. Training experience need not be in the exact order as listed below.

| | Trainer/Instructor | Name of person responsible for verifying competency mastery | Hours spent on competency |
|--|---------------------------|--|----------------------------------|
| | HACCP Review/Monitoring | | |

| | | | |
|--|--|--|--|
| Audit Manufacturing Practices/ Facility Sanitation | | | |
| Maintain Quality Management System | | | |
| Maintain Facility Cleaning Programs | | | |
| Maintain Food Defense Plan | | | |
| Coordinate Food Safety and Quality Training | | | |
| Manage Customer Complaints | | | |
| Investigate Quality Issues | | | |
| Traceability | | | |
| Understand Processing, Lab Equipment and Product | | | |