

Competency	Performance Criteria	Evidence Guide
1. Understand Coles requirements for product verification	1.1 Coles audit requirements for product verification are followed including: <ul style="list-style-type: none"> • Label Compliance,; • Finished Product Quality vs Specification: • Raw Material Specs vs Formulation vs Finished Product Spec vs Label: and Finished Product weight/count checking 	The requirements for product verification as defined by Coles in the Auditor Guidelines document are demonstrated.
	1.2 Food Standards Codes , specifically Food Standards Codes 1.3.1, 1.6.1, 3.2.1, 3.2.2, 3.2.3 are referenced as appropriate.	The requirements defined in the Food Standards Codes are referenced and described for specific audit scenarios relevant to Coles suppliers.
	1.3 Allergens relevant to Coles products are identified.	Allergens requiring declaration in accordance with Food Standards Code 1.2.3 are defined.
	1.4 Requirements under trade weights and measures regulations are identified. Coles requirements for Weights and Measures are identified.	Identify where to reference regulations for trade weights and measures and how these are applied in the context of an audit. The Coles requirements for weights and measures, as defined in the Coles Supplier Requirements document ,are applied.
2. Understand requirements for Product Trace-back	2.1 Requirements of systems to enable traceability of production from products and from records are identified.	Systems used to enable effective traceability of production using both products and documented records are described.
	2.2 Requirements to follow a paper audit trail from final product back to incoming raw materials are identified.	Methodology and frequency for conducting a paper audit trail from final product back to incoming raw materials is described in accordance with Coles Auditor Guidelines.

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3. Understand requirements for Record Review	3.1 Sampling protocols suitable to identify compliance with Coles requirements for depth of record reviews are identified.	Record review requirements in Coles Audit Guidelines are described. Factors to be considered to ensure effective sampling are described.
4. Understand Coles audit report requirements	4.1 Information to be included in the audit report for Coles is identified.	Audit reporting requirements as defined in Coles Auditor Guidelines are described. Grading of Non-conformances is demonstrated and timelines for close out of Corrective Action Requests are described in accordance with Coles Auditor Guidelines
5. Understand audit requirements related to food premises.	5.1 Requirement to include all physical areas of a business in audit scope s identified.	Requirement to audit all physical areas of a business are described in accordance with Coles Auditor Guidelines.
6. Understand Coles audit scope requirements in relation to HACCP Plans	6.1 Requirement to audit HACCP Plans at each audit is identified.	Requirement to audit HACCP Plans every audit are described in accordance with Coles Auditor Guidelines
	6.2 Requirements of HACCP Plans in accordance with Codex HACCP are identified.	Seven principles of HACCP are defined and the application of these principles in development of HACCP Plans is described.
7. Understand requirements to check detection devices.	7.1 Different methods of detection and/or removal of foreign objects are identified.	Methods for detecting and/or removal of foreign objects are described in accordance with Coles Auditor Guidelines.
	7.2 Requirement to check effectiveness of detection devices, where included in a HACCP Plan, at each audit is identified.	Requirement to check effectiveness of detection and/or removal devices at each audit are described in accordance with Coles audit guidelines.

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8. Understand requirement to check accuracy of weighing devices.	8.1 Requirement to check accuracy of weighing devices at each audit is identified.	Requirement to check accuracy of weighing devices at each audit are described in accordance with Coles Auditor Guidelines.
9. Understand verification of pre-requisite programs	9.1 Requirement to review pre-requisite programs at each audit is identified.	Requirement to review the implementation and effectiveness of nominated pre-requisite programs (Cleaning Program and Personal & Process Hygiene programs) at each audit are described in accordance with Coles Auditor Guidelines.
	9.2 Methods of pest control are identified.	Requirements of pre-requisite programs for Pest Control and Hygiene are described in accordance with Food Safety Code 3.2.1. Factors to be considered to ensure effective Pest Control and Hygiene pre-requisite programs are described.
10. Understand Coles approved supplier requirements	10.1 Coles requirements for approval of indirect suppliers are identified.	Requirement to ensure that approval of indirect suppliers is being managed effectively is described in accordance with Coles Supplier Requirements and Auditor Guidelines.