

## Monitor the reception and holding of live fish or shellfish

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### Overview

This standard is about the skills and knowledge you need to monitor the reception and holding of live fish or shellfish. This includes being able to apply monitoring procedures to ensure that the fish or shellfish is kept at the optimum quality. Monitoring applies to the product, processes and the storage of live fish or shellfish.

You will need to be able to implement and monitor a range of procedures that are needed to monitor the relevant work-based procedures and processes and how to implement them. You must also know how to address problems and adhere to regulatory standards and standard operating procedures and be able to apply your skills and knowledge within food safety and health and safety regulations and any relevant international industry codes. You should also have an understanding of how the green circular economy supports repeated use of resources and products within your organisation.

This standard is for you if you supervise or manage the reception and handling of live fish or shellfish, monitoring processes to maintain their quality, viability and shelf life as a live product.

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### Performance criteria

#### You must be able to:

1. identify what deliveries are planned
2. identify which staff members are needed to enable the delivery to be received
3. identify what equipment and space is required to receive the delivery
4. allocate resources needed to receive the delivery
5. monitor handling practices and procedures during reception
6. check the delivery documentation
7. check that the condition of live fish or shellfish is according to purchase orders and delivery documentation
8. check that the live fish or shellfish is compliant with relevant biosecurity procedures
9. report any documentation problems to the appropriate person
10. check that live fish or shellfish are placed in a suitable holding or storage area
11. complete traceability checks according to organisational requirements
12. monitor the condition of storage facilities
13. implement the maintenance of storage facilities
14. monitor the welfare of live fish or shellfish during storage
15. take action within the limits of your authority to deal with problems in storage conditions
16. investigate complaints and non-compliance issues to identify contributory factors
17. make recommendations to improve the reception, handling and storage of live fish or shellfish
18. assist with the development of staff skills and knowledge in relation to the receiving and holding of live fish or shellfish
19. maintain communication as required throughout
20. complete relevant documentation and make available as necessary according to organisational requirements

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### Knowledge and understanding

#### You need to know and understand:

1. the organisational standards and what might happen if they are not followed or met
2. how delivery schedules can be confirmed and planned for
3. the resource requirements needed to take delivery
4. what the relevant competencies of staff receiving live fish or shellfish should be
5. how to communicate the reception plan to relevant staff
6. how to communicate with manager and other specialists
7. what the documentation requirements are and why it is important to meet them
8. what the appropriate handling practices are that should be followed when dealing with live fish or shellfish
9. what the relevant checks are to ensure that delivery documentation is to the required standard
10. what the relevant checks are to ensure that live fish or shellfish are in a suitable condition
11. what the relevant checks are to ensure the biosecurity of the product
12. why it is important to keep records relating to traceability and what might happen if this is not done
13. the operational and statutory requirements for the storage of live fish or shellfish
14. how the welfare of live fish or shellfish can be monitored during storage
15. the limits of your own authority and why it is important to work within them
16. what recording, reporting and communication is needed, how to carry this out and the reasons why it is important to do so
17. what the customer complaints process is
18. what your own role is in investigating and responding to customer complaints and non-compliance with organisational standards
19. how improvements to the fish or shellfish processing operation can be proposed and acted upon
20. how the development needs of staff can be identified

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|--------------------------|------------------------------------------------------------------------------------------------------------------------------------|
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