



TECHNICAL COMPETENCIES FRAMEWORK

VETERINARY AND OPERATIONAL POLICY DELIVERY

COMPETENCIES AREAS:

- **MHS and Meat Industry Knowledge**
- **Legislative Framework and the Manual for Official Controls**
- **Knowledge of HACCP-based Food Management Procedures**
- **Ante-Mortem and Pre-slaughter Inspection**
- **Slaughter and Processing**
- **Post-Mortem Inspection**
- **Health Marking and Identification Marking**
- **Specified Risk Material Procedures and the Controlled Removal of Animal By-Products and Edible Co-Products**
- **Service Level Agreements and Sampling Operations**
- **Enforcement**

MHS AND MEAT INDUSTRY KNOWLEDGE

Competency Definition: *Understands the MHS and the Meat Industry environment*

LEVELS					
		1	2	3	4
INDICATORS	a)	Understands the MHS, its purpose, legislative role, strategy and objectives.	a) Understands the MHS, its purpose, legislative role, strategy and objectives and can explain these to others.	a) Actively builds a positive relationship with food business operator(s) through clear communication of the purpose and remit of the MHS.	a) Actively builds positive relationships with industry groups, colleges / universities and OGDs through clear communication of the purpose and remit of the MHS.
	b)	Understands the meat industry, its organisation, production methods, trade and slaughter and cutting technology.	b) Is able to explain the environment and structure of the meat industry to others.	b) Understands the principles and processes of 'Meat Technology' (meat products, meat preparations etc.) and uses as appropriate.	b) Develops processes and procedures for the verification of FBO compliance.
	c)	Understands the purpose of the MIG and other Guides and Codes of Practice and their impact on the FBO's responsibilities.	c) Understands the purpose of the MIG and other Guides and Codes of Practice and can advise the FBO of their purpose and potential impact.	c) Audits the compliance of the FBO's operations against the standards defined in legislation, the MIG and other Guides and Codes of Practice.	c) Influences the contents of the MIG and other Guides and Codes of Practice through contribution and ensures that these complement the MOC.

LEGISLATIVE FRAMEWORK AND THE MANUAL FOR OFFICIAL CONTROLS

Competency Definition: *Understands the relevant legislation, its framework and the Manual for Official Controls (MOC) and applies appropriately*

LEVELS				
		1	2	3
INDICATORS	a)	Understands and applies the relevant laws and regulations that apply to the meat industry.	a) Interprets, advises others and makes risk-based decisions from the relevant laws and regulations that apply to the meat industry.	a) Influences the development of policies and procedures by interpreting the relevant laws and regulations that apply to the meat industry.
	b)	Understands the purpose of the MOC and its impact on his/her role.	b) Ensures the correct application of the MOC and takes responsibility for the actions of the plant inspection team.	b) Develops content of the MOC through consultation with internal and external stakeholders and advises on its correct application, including the provision of any emergency instructions as appropriate.
	c)	Understands the contents of the MOC and is able to locate and apply the information contained within it.	c) Advises others on the location of the appropriate information contained in the MOC and uses risk assessment methodology and professional opinion to ensure its appropriate application.	c) Clearly defines and includes within the MOC areas of instruction which are prescriptive or open to risk-based interpretation.

KNOWLEDGE OF HACCP-BASED FOOD MANAGEMENT PROCEDURES

Competency Definition: Understands and appropriately uses the principles and applications of HACCP-based procedures

LEVELS				
INDICATORS	1	2	3	4
	a) Has a basic knowledge of good hygiene and manufacturing practices throughout the meat production process.	a) Understands GHP and GMP and their role as the basis for the application of HACCP-based principles.		
	b) Understands HACCP and the audit of HACCP-based procedures.	b) Performs audits as appropriate and informally resolves, where possible, FBO complaints etc.	b) Performs the role of formal Investigating Officer in cases of FBO appeals / complaints.	
	c) Understands the need to record and collect data and any other operational information as required by the OV and carries out accurately as appropriate.	c) Makes appropriate use of the data gathered by the Plant Inspection Team and the FBO to reach an informed HACCP-based audit assessment.	c) Reviews Plant Audit Assessments and takes appropriate action where necessary.	c) Makes appropriate use of the data gathered by the MHS to reach informed decisions as regards corporate MHS issues (e.g. instructions, training, priority setting).
	d) Clearly understands the issues regarding hygiene practices and HACCP-based procedures found during inspection that may need to be communicated to the OV.	d) Communicates clearly the audit findings to the FBO and the Plant Inspection Team including any clarification of issues as required.		
	e) Clearly understands and exercises the principles of proportionality in recommending to the OV which issues regarding hygiene practices and HACCP-based procedures should be brought to the attention of the FBO.	e) Works with the FBO to assist him/her to identify solutions and opportunities for continuous improvement.		e) Influences overarching developments and solutions for continuous improvement of the industry and its verification.

ANTE-MORTEM AND PRE-SLAUGHTER INSPECTION

Competency Definition: *Clearly understands how to carry out pre-slaughter inspection and ante-mortem activities and actions appropriately*

LEVELS					
		1	2	3	4
INDICATORS			a) Clearly understands the purpose and origin of Food Chain Information (FCI) documentation and takes action as appropriate.	a) Rigorously assesses Food Chain Information and targets Ante-Mortem and Post-Mortem Inspection activities accordingly.	a) Contributes to the FSA's decision regarding the minimum FCI requirements.
			b) Is able to correctly identify all species, including suspect/diseased/injured animals and takes appropriate action.	b) Appropriately assess fitness or otherwise for slaughter including assessment for possible notifiable disease and report to the relevant Authority as appropriate.	
			c) Demonstrates a clear knowledge of reasons for animal welfare legislation and issues that affect animal welfare and takes appropriate action.	c) Appropriately assesses cases of animal welfare and reports as appropriate.	c) Contributes to OGD decisions regarding animal welfare legislation implementation and reviews.
			d) Understands the need for and the role of the MHI in ante-mortem inspection of livestock in the lairage.	d) Performs AM inspection (recording findings as defined by the MOC), ensuring all necessary issues are brought to the attention of the FBO / producer / producer's Veterinary Surgeon and ensures any issues are communicated to the PM Inspection Team.	d) Defines, in consultation with internal and external stakeholders, which relevant AM conditions are to be recorded.
	e)	Understands the process for the correct animal identification by the FBO and monitors its accurate completion, alerting the OV in cases of errors	e)	Understands the process for the correct animal identification by the FBO and monitors its accurate completion, alerting the OV in cases of errors.	e)

SLAUGHTER AND PROCESSING

Competency Definition: *Clearly understands how to carry out slaughter and processing activities and takes appropriate actions*

LEVELS						
		1	2	3	4	5
INDICATORS			a) Demonstrates a clear knowledge of issues affecting animal welfare at slaughter (e.g. restraint, stunning, sticking, bleeding, ritual slaughter) and takes any required action as appropriate.	a) Assesses whether an animal has suffered unnecessarily at slaughter and takes timely action where appropriate, including taking enforcement actions where necessary.	a) Has specialist knowledge of different stunning systems and assessments of proper stun, keeps up to date with any developments in the field and uses this knowledge to monitor the use of stunning systems across his/her area of responsibility.	a) Provides specialist advice and input to new legislation, including the formulation of Domestic Policy.
	b) Understands the requirement for animal identification checks and records as appropriate.		b) Understands the requirement for animal identification checks and records as appropriate.	b) Audits the adequacy of the FBO's Animal Identification system(s) and takes risk-based action to resolve any areas of non-compliance, informing the appropriate authorities where necessary.		
			c) Clearly understands the hygiene requirements in meat processing and takes action as appropriate.	c) Audits the adequacy of the FBO's Food Safety Management System(s) and takes risk-based action to resolve any areas of non-compliance.		

POST-MORTEM INSPECTION

Competency Definition: *Clearly understands post-mortem inspection process and carries out activities as appropriate*

LEVELS				
		1	2	3
INDICATORS	a)	Correctly identifies any abnormalities of all carcasses and offal presented and takes appropriate action.	Accurately carries out diagnoses and differential diagnoses of various post-mortem conditions and takes appropriate action.	
	b)	Appropriately identifies post-mortem signs of poor animal handling / welfare problems.	Ability to identify the origin and likely timeframe of the cause of animal welfare conditions in order to take appropriate action.	
	c)	Understands the need for maintaining accurate records of post-mortem inspections and their findings and carries these out as appropriate.	Ensures that accurate records are maintained by the Inspection Team and takes appropriate action as a result.	c) Defines, in consultation with internal and external stakeholders, which relevant PM conditions are to be recorded, ensures that they are consistently recorded across the MHS and assesses any trends.
	d)	Understands the need for the identification and putting aside of uncommon conditions for further inspection by the OV and acts as appropriately.	Inspects uncommon conditions presented by the Inspection Team and makes appropriate diagnoses and differential diagnoses of such conditions.	d) Defines which conditions are uncommon on the assessment of PM data provided and local epidemiology and communicates this to the LV.
	e)	Clearly and appropriately communicates to the FBO decisions made or actions required, in conjunction with the OV.	Clearly and appropriately communicates post-mortem findings to the FBO / the producer / the producer's veterinary surgeon and any relevant Competent Authority / Authorities.	e) Works with internal and external stakeholders for the implementation and development of IT systems to accurately record inspection results.

HEALTH MARKING AND IDENTIFICATION MARKING

Competency Definition: *Clearly understands the correct use of the health mark and identification mark and applies as appropriate*

LEVELS		
	1	2
INDICATORS	a) Demonstrates an understanding of the purpose of the health mark and applies it correctly in accordance with the relevant legislation.	a) Understands and actively carries out their responsibility for ensuring the correct application of the health mark.
	b) Understands the instances in which the health mark can be with-held.	b) Accurately sanctions the with-holding of the health mark and clearly explains the reasons for its with-holding to the FBO.
	c) Understands the purpose of the identification mark and its correct application by the FBO in accordance with the relevant legislation and in licensed premises, verifies its application.	c) Verifies the application of the identification mark and takes action where necessary.

SPECIFIED RISK MATERIAL PROCEDURES AND THE CONTROLLED REMOVAL OF ANIMAL BY-PRODUCTS, AND EDIBLE CO-PRODUCTS

Competency Definition: *Understands the controlled removal of by-products of slaughter and applies legislation as appropriate*

		LEVELS				
		1	2	3	4	5
INDICATORS	a) Clearly understands what is meant by the term 'SRM', the reason for its removal and the impact that the age of the animal has upon this definition and correctly identifies SRM.	a) Clearly understands what is meant by the term 'SRM', the reason for its removal and the impact that the age of the animal has upon this definition and correctly identifies SRM.	a) Advises the FBO of the definition of SRM and the reasons for its removal.			a) Works with Advisory Groups and scientists to provide recommendations to Government Agencies regarding TSEs in general.
	b) Verifies the FBO's correct removal, staining, labelling and disposal of SRM.	b) Verifies the FBO's correct removal, staining, labelling and disposal of SRM.	b) Accurately audits the FBO's procedures for the correct removal, staining, labelling and disposal of SRM and takes action as appropriate.			b) Defines, in consultation with internal and external stakeholders, the level of SRM checks and verification to be performed by the MHS.
	c) Correctly identifies various categories of waste and by-products and their labelling.	c) Correctly identifies various categories of waste and by-products and their labelling.	c) Accurately audits the FBO's procedures for the categorisation of waste and by-products and their labelling and takes action as appropriate.			c) In consultation with internal and external stakeholders, defines the level of waste and by-product checks and verification to be performed by the MHS.
		d) Verifies FBO practices and procedures for the controlled removal of waste and by-products from fresh meat and poultry-approved establishments.	d) Audits FBO practices and procedures for the controlled removal of waste and by-products from fresh meat and poultry-approved establishments and their correct destination and takes action as appropriate. Where appropriate, assists in the development of RMOPs and monitors their robustness.		d) Quality assures all RMOPs, questioning where appropriate and making any necessary amendments and feeding back to the OV.	d) Quality assures all RMOPs, checking for consistency and deals with any appeals or conflicts arising within this process.
		e) Understands the different types of edible co-products and their correct handling by the FBO.	e) Audits the FBO's handling of edible co-products and takes action as appropriate.			e) Advises on and supports industry initiatives for the profitable use of edible co-products through the

					education of MHS staff and FBOs.
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SERVICE LEVEL AGREEMENTS AND SAMPLING OPERATIONS

Competency Definition: *Understands the purpose of Service Level Agreements and the need for sampling and carries such duties out appropriately.*

LEVELS					
		1	2	3	4
INDICATORS	a)	Understands the concept and use of SLAs.	a) Understands and exercises their responsibility for the delivery of the various SLAs that apply within the premises in which they work.	a) Ensure that SLA activities are performed within financial and other constraints as defined in the Agreement.	a) Agree and manage SLAs with internal and external customers, ensuring that they are realistic and achievable.
	b)	Understands the principles of, reasons for and techniques of sampling, including the potential repercussions of incorrect sampling.	b) Understands their responsibility for sampling operations and ensures they are appropriately performed.	b) In cases of positive results, investigates and reports on such incidents, taking the appropriate action.	b) Co-ordinates the necessary actions in cases of positive results, including compilation of any reports and liaison with internal and external stakeholders.
	c)	Correctly carries out sampling and associated activities as defined in the MOC and in compliance with various customer requirements and their targets.	c) Ensures correct application of the agreed sampling procedures.	c) Provides the appropriate training to staff in sampling operations, including training delivery and coaching as required.	c) Works with other specialists (internal and external) to produce appropriate training materials and cascade processes to support the achievement of agreed SLAs.
	d)	Understands the need for correct traceability and accurate completion of all relevant paperwork and dispatches samples as and when required.	d) Ensures and verifies the traceability of all samples.	d) Ensures, through team management, that the agreed sampling regime is correctly carried out.	d) Agree sampling activities with internal and external customers, ensuring that they are realistic and achievable.
	e)	Understands and performs the appropriate checks on livestock vehicles / containers, making the OV aware of any areas of concern.	e) Takes appropriate risk-based action to resolve any areas of non-compliance with regards to livestock transportation and vehicles, informing the appropriate authorities where necessary.		

ENFORCEMENT

Competency Definition: *Understands the role of the MHS as an enforcement body and applies enforcement as appropriate to role.*

LEVELS					
		1	2	3	4
INDICATORS	a)	Understands the hierarchy of enforcement, its appropriate application (proportionality) and the concept of risk-based enforcement.	a) Understands and applies the hierarchy of enforcement, its appropriate application (proportionality) and the concept of risk-based enforcement.	a) Ensures consistency of enforcement through review of recommendations for formal enforcement action and the delivery of advice and support to OVs within their span of control.	a) Works with other specialists (internal and external) to develop Enforcement Policy.
	b)	Notifies the OV of any concerns regarding non-compliance with legislation.	b) Achieves legislative compliance through joint-working and the building of an effective relationship with the plant FBO as an alternative to formal action.	b) Achieves legislative compliance through joint-working and the building of effective relationships with FBOs with their span of control as an alternative to formal action.	b) Liaises with industry representatives to develop understanding of various roles, responsibilities and viewpoints within the meat industry (FBO, MHS, DEFRA, and FSA).
	c)	Assists the OV as directed in the gathering and supply of evidence to support enforcement action, including appropriately presenting such evidence in court as required.	c) Compiles the required evidence to support enforcement activity and presents professionally such evidence when necessary in court, being prepared to respond to questioning and defend any actions taken.	c) Provides appropriate enforcement policy and procedural advice to OVs within their span of control, and makes decisions as regards escalation of action required, giving appropriate feedback.	c) With other specialists, reviews and agrees on recommendations for investigation, taking into account public interest, and gives appropriate feedback to operational colleagues to improve processes.