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# FOOD PROCESSING & PACKAGING TECHNICIAN



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**ASSESSMENT PACKAGE**  
National Vocational Certificate Level 1

Version 1 - November, 2019



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**Document Version**

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**ASSESSMENT PACKAGE**  
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<b>Title of Qualification:</b> <b>National Vocational Certificate level 1,</b> <b>Food Processing Industry (Helper)</b>	<b>CS Code:</b>	<b>Level:</b> 1	<b>Version:</b> 1
<b>Competency Standard Title:</b> Maintain Occupational Health & Safety and Environment standards	<b>Assessment Date (DD/MM/YY):</b>  Time:3 Hours		

Candidate Details	Name: .....  Registration/Roll Number:.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li><b>1. Assessment Task 1:</b> Apply occupational health and safety measures (OHS)</li> <li><b>2. Assessment Task 2:</b> Contribute to continuous improvement in OHS practice Identify Hazards at Workplace</li> <li><b>3. Assessment Task 3:</b> Dispose of hazardous Waste/materials</li> <li><b>4. Assessment Task 4:</b> Interpret personal safety rules &amp; regulations related to manufacturing industry</li> <li><b>5. Assessment Task 5:</b> Follow safe work procedures relating to own work</li> <li><b>6. Assessment Task 6:</b> Maintain First-aid Box</li> <li><b>7. Assessment Task 7:</b> Maintain Fire Extinguisher</li> <li><b>8. Assessment Task 8:</b> Follow Environmental, Health and Safety standards</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li><b>9. Knowledge assessment test (Written or Oral)</b></li> <li><b>10. Portfolios at the time of assessment (if any)</b></li> </ol>
/Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p>Performance Criteria 1: Perform Work safely at all times, complying with health and safety precautions and other regulations related to food processing &amp; packaging industry.</p> <p>Performance Criteria 2: Identify personal safety hazards in the workplace, so that the potential for personal injury, damage to equipment or the workplace is prevented, and corrective action is taken</p> <p>Performance Criteria 3: Deal with problems which are within your control, and report those that cannot be resolved to safety officer</p> <p>Performance Criteria 4: Keep work area clean and clear of obstructions and storing tools or equipment as per the procedure of industry to overcome any incident</p> <p>Performance Criteria 5: Remove personal articles (jewelry, watch, cell phone, etc.) before entering work area.</p> <p>Performance Criteria 6: Wear Personal Protective Equipment (PPE) as per job</p>

**Assessment Task 2**

Performance Criteria 1: Interpret work processes and procedures correctly to identify risk of hazards at workplace

Performance Criteria 2: Recognize engineering processes, tools, equipment and consumable materials that have the potential to cause harm

Performance Criteria 3: Identify any potential hazards and take appropriate action to minimize the risk

**Assessment Task 3**

Performance Criteria 1: Identify hazardous waste materials need to be disposed off

Performance Criteria 2: Collect hazardous or non-hazardous waste carefully from the designated area as per approved procedure

Performance Criteria 3: Use proper disposal hazardous containers for dispose-off hazardous waste as per procedure

Performance Criteria 4: Take necessary precautions like putting masks and gloves while dispose-off hazardous waste/ materials as per standard operating procedure

**Assessment Task 4**

Performance Criteria 1: Keep work area ready for inspection as per Standard Operating Procedures of food industry

Performance Criteria 2: Follow CGMP and Standard Operating Procedures to maintain a clean work environment that complies with regulatory requirements

**Assessment Task 5**

Performance Criteria 1: Follow industry's occupational safety rules/regulations and Current Good Manufacturing Practices (CGMP)

Performance Criteria 2: Deal with problems which are within your control, and report those that cannot be resolved to safety officer

Performance Criteria 3: Keep work area clean and clear of obstructions, and storing tools or equipment as per the procedure of industry to overcome any incident

Performance Criteria 4: Use personal protective equipment (PPE)

**Assessment Task 6**

Performance Criteria 1: Ensure availability of first aid box

Performance Criteria 2: Check first aid box for requisite emergency medicines

Performance Criteria 3: Check expiry of medicines

Performance Criteria 4: Perform first aid treatment against electric shocks

Performance Criteria 5: Perform first aid treatment/bandages against minor injuries

**Assessment Task 7**

Performance Criteria 1: Check expiry of fire extinguisher

Performance Criteria 2: Operate fire extinguisher

Performance Criteria 3: Replace fire extinguisher

	<p><b>Assessment Task 8</b></p> <p>Performance Criteria 1: Follow Health and Safety Rules</p> <p>Performance Criteria 2: Ensure environmental safety</p> <p>Performance Criteria 3: Ensure compliance of metrology effects</p> <p>Performance Criteria 4: Ensure workplace safety by following safety standards of food industry</p> <p>Performance Criteria 5: Remove personal articles (jewelry, watch, cell phone, etc.) before entering work area. Ensure safety while food processing and packaging</p> <p>Performance Criteria 6: Store all tools and equipment properly in a safe area.</p>
	<p>Portfolios required at the time of assessment (if any) for</p> <p>Provide a chart of personal protective equipment with description of each PPE</p>

*Continued on following page*

**National Vocational Certificate level 1,  
Food Processing Industry (Helper)**

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

<b>Assessment Summary (to be filled by the assessor)</b>							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			
<b>Each Assessment Task (with performance criteria)</b>							

Assessment Task 1		Description of assessment task 1 Apply occupational health and safety measures (OHS)		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Performed Work safely at all times, complying with health and safety precautions and other regulations related to food processing & packaging industry.			
2	Performance Criteria 2: Identified personal safety hazards in the workplace, so that the potential for personal injury, damage to equipment or the workplace is prevented, and corrective action is taken			
3	Performance Criteria 3: Dealt with problems which are within your control, and report those that cannot be resolved to safety officer			
4	Performance Criteria 4: Kept work area clean and clear of obstructions and storing tools or equipment as per the procedure of industry to overcome any incident			
5	Performance Criteria 5: Removed personal articles (jewelry, watch, cell phone, etc.) before entering work area.			
6	Performance Criteria 6: Wore Personal Protective Equipment (PPE) as per job			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2		Description of assessment task 2 Contribute to continuous improvement in OHS practice Identify Hazards at Workplace		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Interpreted work processes and procedures correctly to identify risk of hazards at workplace			
2	Performance Criteria 2: Recognized engineering processes, tools, equipment and consumable materials that have the potential to cause harm			
3	Performance Criteria 3: Identified any potential hazards and take appropriate action to minimize the risk			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		



Assessment Task 3		Description of assessment task 3 Dispose of hazardous Waste/materials		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Identified hazardous waste materials need to be disposed off			
2	Performance Criteria 2: Collected hazardous or non-hazardous waste carefully from the designated area as per approved procedure			
3	Performance Criteria 3: Used proper disposal hazardous containers for dispose-off hazardous waste as per procedure			
4	Performance Criteria 4: Taken necessary precautions like putting masks and gloves while dispose-off hazardous waste/ materials as per standard operating procedure			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 4		Description of assessment task 4 Interpret personal safety rules & regulations related to manufacturing industry		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Kept work area ready for inspection as per Standard Operating Procedures of food industry			
2	Performance Criteria 2: Followed CGMP and Standard Operating Procedures to maintain a clean work environment that complies with regulatory requirements			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 5		Description of assessment task 5 Follow safe work procedures relating to own work		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Followed industry's occupational safety rules/regulations and Current Good Manufacturing Practices (CGMP)			
2	Performance Criteria 2: Dealt with problems which are within your control, and report those that cannot be resolved to safety officer			
3	Performance Criteria 3: Kept work area clean and clear of obstructions, and storing tools or equipment as per the procedure of industry to overcome any incident			
4	Performance Criteria 4: Used personal protective equipment (PPE)			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 6		Description of assessment task 6 Maintain First-aid Box		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Ensured availability of first aid box			
2	Performance Criteria 2: Checked first aid box for requisite emergency medicines			
3	Performance Criteria 3: Checked expiry of medicines			
4	Performance Criteria 4: Performed first aid treatment against electric shocks			
5	Performance Criteria 5: Performed first aid treatment/bandages against minor injuries			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 7		Description of assessment task 7 Maintain Fire Extinguisher		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Checked expiry of fire extinguisher			
2	Performance Criteria 2: Operated fire extinguisher			
3	Performance Criteria 3: Replaced fire extinguisher			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 8		Description of assessment task 8 Follow Environmental, Health and Safety standards		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Followed Health and Safety Rules			
2	Performance Criteria 2: Ensured environmental safety			
3	Performance Criteria 3: Ensured compliance of metrology effects			
4	Performance Criteria 4: Ensured workplace safety by following safety standards of food industry			
5	Performance Criteria 5: Removed personal articles (jewelry, watch, cell phone, etc.) before entering work area. Ensure safety while food processing and packaging			
6	Performance Criteria 6: Stored all tools and equipment properly in a safe area.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio		
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>		Authentic <input type="checkbox"/>
		Valid <input type="checkbox"/>		Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Provided a chart of personal protective equipment with description of each PPE			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		



<b>Title of Qualification:</b> <b>National Vocational Certificate level 1,</b> <b>Food Processing Industry (Helper)</b>	<b>CS Code:</b>	<b>Level:</b> 1	<b>Version:</b> 1
<b>Competency Standard Title:</b> Maintain Occupational Health & Safety and Environment standards	<b>Assessment Date (DD/MM/YY):</b> --/--/--		

### WRITTEN ASSESSMENT

Question	Candidate's answer
1. Enlist safety equipment in manufacturing area?	Respiratory protection - for example, disposable, cartridge, airline, half or full face Eye protection – for example, spectacles/goggles, shields, visors Hearing protection – for example, ear muffs and plugs Hand protection – for example, gloves and barrier creams Foot protection – for example, shoes/boots Head protection – for example, helmets, caps, hoods, hats Working from heights - for example, harness and fall arrest devices Skin protection – for example, hats, sunburn cream, long sleeved clothes
2. Explain disposal techniques related to food industry waste?	Preventing or reducing waste generation Recycling Incineration Composting Sanitary Landfill
3. Explain the importance of PPEs as per specific job nature?	It keeps you from being liable for your own injuries. Long-term conditions may result from a failure to protect yourself. You only have one pair of eyes. It increases the quality of your workday.
4. Describe use of proper containers for waste disposal?	DOT-Approved Hazardous Waste Containers Choose the Appropriate Size Container for Your Generated Waste Choose the Appropriate Container Material Be Aware of Everything in a Hazardous Waste Container Label Hazardous Waste Properly Always Pay Attention to Your Waste Containers—Not Just When Transporting
5. Define OHS?	Occupational safety and health (OSH), also commonly referred to as occupational health and safety (OHS), or workplace health and safety (WHS), is a multidisciplinary field concerned with the safety, health, and welfare of people at work. These terms also refer to the goals of this field, so their use in the sense of this article was originally an abbreviation of <i>occupational safety and health program/department</i> etc.
6. Describe about the role of EPA for controlling pollution?	In 1990, Congress passed the Pollution Prevention Act which states: "the Environmental Protection Agency must establish a source reduction program which collects and disseminates information, provides financial assistance to States, and implements the other activities." EPA is responsible for implementing the law passed by Congress called the Pollution Prevention Act of 1990.

Question	Candidate's answer
7. Define use of PPEs, (safety gloves, shoes face mask , goggles etc) while disposing of hazardous waste/materials?	Personal protective equipment (PPE) is protective clothing, helmets, goggles, or other garments or equipment designed to protect the wearer's body from injury or infection. The hazards addressed by protective equipment include physical, electrical, heat, chemicals, biohazards, and airborne particulate matter. Protective equipment may be worn for job-related occupational safety and health purposes, as well as for sports and other recreational activities. "Protective clothing" is applied to traditional categories of clothing, and "protective gear" applies to items such as pads, guards, shields, or masks, and others
8. Define Hazard and its types?	A hazard is any source of potential damage, harm or adverse health effects on something or someone. <ol style="list-style-type: none"> <li>1. Physical</li> <li>2. Chemical</li> <li>3. Biological</li> <li>4. Allergens</li> </ol>
9. Why OHS is important?	OHS can help in reducing the illness, accidents and other situations making sure that your employees are healthy and safe to work five days a week. Protect your employees to protect the company
10. Define Hygiene?	Conditions or practices conducive to maintaining health and preventing disease, especially through cleanliness are called Hygiene.

<b>Title of Qualification:</b> <b>National Vocational Certificate level 1,</b> <b>Food Processing Industry (Helper)</b>	<b>CS Code:</b> 072100979	<b>Level:</b> 1	<b>Version:</b> 1
<b>Competency Standard Title:</b> Adopt Basic Good Manufacturing Practices (GMP) for Food Processing & Packaging	<b>Assessment Date (DD/MM/YY):</b>  Time: 3 Hours		

<b>Candidate Details</b>	Name: .....  Registration/Roll Number: .....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <ol style="list-style-type: none"> <li>11. <b>Assessment Task 1:</b> Apply basic GMP requirements in regard to layout of premises, workspace</li> <li>12. <b>Assessment Task 2:</b> Apply Basic GMP requirements in regard to personal hygiene</li> <li>13. <b>Assessment Task 3:</b> Apply basic GMP requirements in regard to food processing, including rework</li> <li>14. <b>Assessment Task 4:</b> Apply basic GMP requirements in regard to food packaging</li> <li>15. <b>Assessment Task 5:</b> Apply basic GMP requirements in regard to documentation and records</li> <li>16. <b>Assessment Task 6:</b> Apply basic GMP requirements to production quality control and in process controls</li> <li>17. <b>Assessment Task 7:</b> Apply basic GMP requirements in regard to storage, warehousing and distribution</li> <li>18. <b>Assessment Task 8:</b> Apply basic GMP requirements in regard to management of purchased materials</li> <li>19. <b>Assessment Task 9:</b> Apply basic GMP requirements in regard to cleaning and sanitation</li> <li>20. <b>Assessment Task 10:</b> Apply basic GMP requirements in regard to measures for prevention of cross contamination</li> <li>21. <b>Assessment Task 11:</b> Apply basic GMP requirements in regard to Pest Management</li> <li>22. <b>Assessment Task 12:</b> Apply basic GMP requirements in regard to food defense</li> </ol> <p><b>And complete:</b></p> <ol style="list-style-type: none"> <li>23. <b>Knowledge assessment test (Written or Oral)</b></li> <li>24. <b>Portfolios at the time of assessment (if any)</b></li> </ol>

/Minimum Evidence Required	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b></p> <p>Performance Criteria 1: Permit adequate cleaning and/or disinfection  Performance Criteria 2: Protect against the accumulation of dirt, toxic materials, food debris and the formation of condensation  Performance Criteria 3: Aware of layout and construction of the food premises as per Food hygiene legislation  Performance Criteria 4: Provide sufficient space for food production and storage of equipment  Performance Criteria 5: Adequate mechanical ventilation to effectively remove fumes, smoke, steams, and vapors from food premises  Performance Criteria 6: Follow safety rules and regulations for the food processing industry</p>
	<p><b>Assessment Task 2</b></p> <p>Performance Criteria 1: Perform proper hand washing and disinfection procedures before entering production area.  Performance Criteria 2: Report to supervisor in the case of illness  Performance Criteria 3: Wear Personal Protective Equipment (PPE) as per SOPs regarding hygienic measures</p>
	<p><b>Assessment Task 3</b></p> <p>Performance Criteria 1: Make sure that the actual food rework is clearly identifiable.  Performance Criteria 2: Perform rework handling as per industry standards.  Performance Criteria 3: Maintain traceability records of all food rework</p>
	<p><b>Assessment Task 4</b></p> <p>Performance Criteria 1: Prevent contamination in manufacturing, storage and transportation  Performance Criteria 2: Ensure food contact materials and products are safe for their intended uses  Performance Criteria 3: Maintain packing surfaces and equipment to minimize product damage and contamination</p>
	<p><b>Assessment Task 5</b></p> <p>Performance Criteria 1: Fill out specifications, records, batch production records for production under supervision  Performance Criteria 2: Interpret laboratory control records  Performance Criteria 3: Maintain records to support that any Good manufacturing practices (GMP) have been implemented  Performance Criteria 4: Locate documents of external origin, if needed  Performance Criteria 5: Safeguard documents and records appropriately</p>
	<p><b>Assessment Task 6</b></p> <p>Performance Criteria 1: Follow master production instructions (SOPs)  Performance Criteria 2: Perform basic in-process control measurements (e.g. pH, weighing) under supervision  Performance Criteria 3: Perform basic quality control measure under supervision</p>
	<p><b>Assessment Task 7</b></p> <p>Performance Criteria 1: Store materials and end product appropriately  Performance Criteria 2: Follow First Expire First Out (FEFO)/First In First Out (FIFO)  Performance Criteria 3: Ensure stacking method as per product description  Performance Criteria 4: Ensure Product storage as per required parameters (temperature, humidity etc.)</p>



<p><b>Assessment Task 8</b></p> <p>Performance Criteria 1: Handle the raw materials as per product requirements</p> <p>Performance Criteria 2: Meet not only manufacturing order specifications, but also regulatory requirements</p> <p>Performance Criteria 3: Select the appropriate raw materials based on functionality</p> <p>Performance Criteria 4: List of existing approved materials and their specifications</p> <p>Performance Criteria 5: Meet existing company or customer standards (e.g. halal, organic, gluten-free)</p>
<p><b>Assessment Task 9</b></p> <p>Performance Criteria 1: Ensure safe food supply</p> <p>Performance Criteria 2: Follow sanitation procedures for all food contact equipment and food contact surfaces</p> <p>Performance Criteria 3: Analysis the root cause of sanitation failures</p> <p>Performance Criteria 4: Maintain record keeping associated with the sanitation procedure</p>
<p><b>Assessment Task 10</b></p> <p>Performance Criteria 1: Ensure segregation of area according to hygiene requirement (Zoning)</p> <p>Performance Criteria 2: Control equipment to minimize odors and vapors (including steam and noxious fumes) in areas where they may contaminate food</p> <p>Performance Criteria 3: Ensure adequate floor drainage systems in all areas</p>
<p><b>Assessment Task 11</b></p> <p>Performance Criteria 1: Identify Target pest related to workplace area</p> <p>Performance Criteria 2: Ensure preventive measures in regard to pest entry in food processing area</p> <p>Performance Criteria 3: Install monitoring devices (Insect-o-cuters, Bait Station, Glue Boards, Straws, Cages)</p> <p>Performance Criteria 4: Clean and maintain monitoring devices</p> <p>Performance Criteria 5: Maintain record and trend analysis</p>
<p><b>Assessment Task 12</b></p> <p>Performance Criteria 1: Prevent intentional contamination of food products (Human intervention as the source of contamination)</p> <p>Performance Criteria 2: Prevent accidental (unintentional) contamination of food products</p> <p>Performance Criteria 3: Minimize risk and impact of an incident of intentional contamination</p>
<p>Portfolios required at the time of assessment (if any) for</p> <p>Provide a chart which shows the key elements of GMP</p>

*Continued on following page*

# National Vocational Certificate level 1,

## Food Processing Industry (Helper)

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			
Each Assessment Task (with performance criteria)							
Assessment Task 1			Description of assessment task 1 Apply basic GMP requirements in regard to layout of premises, workspace				
During the practical assessment, candidate demonstrated the following:					Yes	No	Remarks
1	Performance Criteria 1: Permitted adequate cleaning and/or disinfection						
2	Performance Criteria 2: Protected against the accumulation of dirt, toxic materials, food debris and the formation of condensation						
3	Performance Criteria 3: Aware of layout and construction of the food premises as per Food hygiene legislation						
4	Performance Criteria 4: Provided sufficient space for food production and storage of equipment						
5	Performance Criteria 5: Adequate mechanical ventilation to effectively remove fumes, smoke, steams, and vapors from food premises						
6	Performance Criteria 6: Followed safety rules and regulations for the food processing industry						
Competent <input type="checkbox"/>			Not Yet Competent <input type="checkbox"/>				

Assessment Task 2		Description of assessment task 2 Apply Basic GMP requirements in regard to personal hygiene		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Performed proper hand washing and disinfection procedures before entering production area.			
2	Performance Criteria 2: Reported to supervisor in the case of illness			
3	Performance Criteria 3: Wear Personal Protective Equipment (PPE) as per SOPs regarding hygienic measures			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 3		Description of assessment task 3 Apply basic GMP requirements in regard to food processing, including rework		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Made sure that the actual food rework is clearly identifiable.			
2	Performance Criteria 2: Performed rework handling as per industry standards.			
3	Performance Criteria 3: Maintained traceability records of all food rework			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 4		Description of assessment task 4 Apply basic GMP requirements in regard to food packaging		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Prevented contamination in manufacturing, storage and transportation			
2	Performance Criteria 2: Ensured food contact materials and products are safe for their intended uses			
3	Performance Criteria 3: Maintained packing surfaces and equipment to minimize product damage and contamination			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 5		Description of assessment task 5 Apply basic GMP requirements in regard to documentation and records		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Filled out specifications, records, batch production records for production under supervision			
2	Performance Criteria 2: Interpreted laboratory control records			
3	Performance Criteria 3: Maintained records to support that any Good manufacturing practices (GMP) have been implemented			
4	Performance Criteria 4: Located documents of external origin, if needed			
5	Performance Criteria 5: Safeguarded documents and records appropriately			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 6		Description of assessment task 6 Apply basic GMP requirements to production quality control and in process controls		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Followed master production instructions (SOPs)			
2	Performance Criteria 2: Performed basic in-process control measurements (e.g. pH, weighing) under supervision			
3	Performance Criteria 3: Performed basic quality control measure under supervision			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 7		Description of assessment task 7 Apply basic GMP requirements in regard to storage, warehousing and distribution		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Stored materials and end product appropriately			
2	Performance Criteria 2: Followed First Expire First Out (FEFO)/First In First Out (FIFO)			
3	Performance Criteria 3: Ensured stacking method as per product description			
4	Performance Criteria 4: Ensured Product storage as per required parameters (temperature, humidity etc.)			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 8		Description of assessment task 8 Apply basic GMP requirements in regard to management of purchased materials		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Handled the raw materials as per product requirements			
2	Performance Criteria 2: Met not only manufacturing order specifications, but also regulatory requirements			
3	Performance Criteria 3: Selected the appropriate raw materials based on functionality			
4	Performance Criteria 4: Listed of existing approved materials and their specifications			
5	Performance Criteria 5: Met existing company or customer standards (e.g. halal, organic, gluten-free)			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 9		Description of assessment task 9 Apply basic GMP requirements in regard to cleaning and sanitation		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Ensured safe food supply			
2	Performance Criteria 2: Followed sanitation procedures for all food contact equipment and food contact surfaces			
3	Performance Criteria 3: Analyzed the root cause of sanitation failures			
4	Performance Criteria 4: Maintained record keeping associated with the sanitation procedure			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 10		Description of assessment task 10 Apply basic GMP requirements in regard to measures for prevention of cross contamination		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Ensured segregation of area according to hygiene requirement (Zoning)			
2	Performance Criteria 2: Controlled equipment to minimize odors and vapors (including steam and noxious fumes) in areas where they may contaminate food			
3	Performance Criteria 3: Ensured adequate floor drainage systems in all areas			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 11		Description of assessment task 11 Apply basic GMP requirements in regard to Pest Management		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Identified Target pest related to workplace area			
2	Performance Criteria 2: Ensured preventive measures in regard to pest entry in food processing area			
3	Performance Criteria 3: Installed monitoring devices (Insect-o-cuters, Bait Station, Glue Boards, Straws, Cages)			
4	Performance Criteria 4: Cleaned and maintain monitoring devices			
5	Performance Criteria 5: Maintained record and trend analysis			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 12		Description of assessment task 12 Apply basic GMP requirements in regard to food defense		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Prevented intentional contamination of food products (Human intervention as the source of contamination)			
2	Performance Criteria 2: Prevented accidental (unintentional) contamination of food products			
3	Performance Criteria 3: Minimized risk and impact of an incident of intentional contamination			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio			
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks	
1	Provided a chart which shows the key elements of GMP				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			





<b>Title of Qualification:</b> <b>National Vocational Certificate level 1,</b> <b>Food Processing Industry (Helper)</b>	CS Code:	Level: 1	Version: 1
<b>Competency Standard Title:</b> Adopt Basic Good Manufacturing Practices (GMP) for Food Processing & Packaging	<b>Assessment Date (DD/MM/YY):</b> --/--/--		

### WRITTEN ASSESSMENT

Question	Candidate's answer
1. Define FEFO its importance?	FEFO is an acronym of the words First Expired, First Out. Material requirements are serviced in the order of items with the earlier date of consumption regardless of the date of entry or acquisition.
2. Define FIFO and its importance?	FIFO is a method used in managing inventory and financial matters involving the amount of money a company has to have tied up within inventory of produced goods, raw materials, parts, components, or feedstocks. They are used to manage assumptions of costs related to inventory, stock repurchases (if purchased at different prices), and various other accounting purposes.
3. Importance of cleaning and sanitation?	A sanitation plan is important in any food service preparation area. It ensures that all surfaces are cleaned on a regular basis and reduces the risks of transferring bacteria or other pathogens from an unclean surface to clean equipment such as cutting boards or tools.
4. Define pH?	pH is a measure of hydrogen ion concentration, a measure of the acidity or alkalinity of a solution. The pH scale usually ranges from 0 to 14
5. How to avoid contamination during packaging of food	Plastic wrap should never come into direct contact with fatty food in the microwave Skip the boil-in-a-plastic bag foods, as well as sous vide foods—foods that are vacuum packed. Use substitutes for bleached paper products that can come in contact with food
6. Define traceability of products?	Product traceability is the process of maintaining records of all materials and parts from purchasing to finished goods where a unique number identify a part, batch, or a finished product. Traceability provides the ability to identify and track a product or a component to its point of origin
7. Define viral and bacterial disease?	A viral disease is any illness or health condition caused by a virus. A <i>bacterial</i> infection is a proliferation of a harmful strain of <i>bacteria</i> on or inside the body.

Question	Candidate's answer
8. Describe difference between sanitation & Hygiene/	<p>Sanitation is the effective use of tools and actions that keep our environment healthy. These include latrines or toilets to manage waste, food preparation, washing stations, effective drainage and other such mechanisms.</p> <p>Hygiene is a set of personal practices that contribute to good health. It includes things like hand-washing, bathing and cutting hair/nails. Hand-washing is the single most important activity we can all do to encourage the stop of disease.</p>
9. Define GMP?	<p>Good Manufacturing Practice (GMP) is a system for ensuring that products are consistently produced and controlled according to quality standards. It is designed to minimize the risk that cannot be eliminated through testing the final product.</p>
10. Enlist main Five (5) key points of GMP?	<p>People Premises Process Product Procedure</p>

<b>Instructions for Candidates</b>			
<b>Title of Qualification:</b> <b>National Vocational Certificate level 1, In Food processing industry (Helper)</b>	<b>CS Code:</b> 072100979	<b>Level:</b> 1	<b>Version:</b> 1
<b>Competency Standard Title:</b> <b>Integrated Assessment Level-1</b>	<b>Assessment Date (DD/MM/YY):</b>  Time: 03:00 Hours		

<b>Candidate Details</b>	Name: .....  Registration/Roll Number:.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration &amp; assessment):</b></p> <p><b>Assessment Task 1:</b> <b>Demonstrate wearing Personal protective equipment (PPE)</b></p> <p><b>Assessment Task 2:</b> <b>perform segregation of hazardous and non -Hazardous material,</b></p> <p><b>Assessment Task 3:</b> <b>Demonstrate operating procedure of Fire Extinguisher,</b></p> <p><b>Assessment Task 4:</b> <b>Apply basic GMP requirements in regard to measures for prevention of cross contamination</b></p> <p><b>And complete:</b></p> <p><b>25. Knowledge assessment test (Written or Oral)</b></p> <p><b>26. Portfolios required at the time of assessment</b></p>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by an assessor, you will complete:</b></p> <p><b>Assessment Task 1</b> <b>Performance Criteria 1:</b> Perform wearing of personal protective equipment as per OHS standards. (wearing chemical suit, face shield)</p> <p><b>Assessment Task 2:</b> <b>Performance Criteria 1:</b> Perform segregation of hazardous and non-hazardous material (Acid, Distilled water, Ethanol)</p> <p><b>Assessment Task 3:</b> <b>Performance Criteria 1:</b> Perform <b>PASS</b> procedure of fire extinguisher</p> <p><b>Assessment Task 4:</b> <b>Performance Criteria 1:</b> Perform segregation of material to avoid cross contamination (dry and wet, food and chemical stuff)</p> <p><b>Portfolios required at the time of assessment (if any) for</b></p> <p>Performance criteria 1 (3) for the evaluation of portfolio. Present steps graphically for using fire extinguisher. Activity record (practical journal, project, pictures etc.) completed during the course for relevant activities with pictures.</p>

*Continued on following page*

**Assessors Judgment Guide** (to be completed by the Assessor and signed both by the assessor and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: ..... Assessor's code: ..... Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Nature of Activity							
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement				✓			

Each Assessment Task (with performance criteria)				
Assessment Task 1		Description of assessment task 1 Wear the PPE's as per OHS procedure		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Performed wearing of personal protective equipment as per OHS standards			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of assessment task 2 Segregate hazardous and non-hazardous material in given situation		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Performed segregation of hazardous and non-hazardous material (Acid, Distilled water, Ethanol)			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 3		Description of assessment task 3 Operate the fire extinguisher properly		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Performed <b>PASS</b> procedure of fire extinguisher			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 4		Description of assessment task 4 Segregate the materials to avoid cross contamination		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Performance Criteria 1: Performed segregation of material to avoid cross contamination (dry and wet, food and chemical stuff)			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio (if any)		Description of portfolio			
Current <input type="checkbox"/>		Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks	
1	Performance criteria 1 (3) for the evaluation of portfolio. Presented steps graphically for using fire extinguisher. Activity record (practical journal, project, pictures etc.) completed during the course for relevant activities with pictures.				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			



## WRITTEN ASSESSMENT

Question	Candidate's answer
1. Define PPE's.	Personal protective equipment or PPE is protective equipment used for work-related occupational health and safety purposes.
2. Define OHS.	Means by which to control aspects of work production that involve any degree of risk or danger that may cause injury or harm. This process eliminates such elements to ensure employee safety & health.
3. Enlist the steps involved in operating fire extinguisher	<ul style="list-style-type: none"> <li>i) <u>Pull pin</u> at the top of the extinguisher</li> <li>ii) <u>Aim</u> the nozzle or outlet towards the base of the fire.</li> <li>iii) <u>Squeeze</u> the handles</li> <li>iv) <u>Sweep</u> the nozzle from side to side as you approach the fire, directing the extinguishing agent at the base of the flames.</li> </ul>
4. Define hazardous material.	A hazardous material is any item or agent (biological, chemical, radiological or physical), which has the potential to cause harm to humans, animals, or the environment,
5. Define non-hazardous material.	<p>Non-hazardous waste is any type of industrial waste which, according to regulations, cannot be added to a dumpster or sewage <i>line</i> e.g. sugars, lactic acid, bromides, or carbonates,</p> <p>These materials do not affect negatively to the health of humans, they must be collected and disposed of properly for a variety of reasons</p>
6. Define cross contamination.	Cross contamination occurs when bacteria is carried from one object to another object, person to person, or from one object to a person.
7. Enlist types of PPE's.	<p><u>Respiratory protection</u> – e.g. disposable, cartridge, air line, half or full face</p> <p><u>Eye protection</u> – e.g. spectacles/goggles, shields, visors</p> <p><u>Hearing protection</u> – e.g. ear muffs and plugs</p> <p><u>Hand protection</u> – e.g. gloves and barrier creams</p> <p><u>Foot protection</u> – e.g. shoes/boots</p> <p><u>Head protection</u> – e.g., helmets, caps, hoods, hats</p> <p><u>Working from heights</u> - e.g. harness and fall arrest devices</p> <p><u>Skin protection</u> – e.g. hats, sunburn cream, long sleeved clothes</p>
8. Define food grade materials.	The term, "food grade," refers to the materials used in equipment; materials need to be non-toxic and safe for consumption.

Feedback to the candidate on Assessment

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Candidate Signature: \_\_\_\_\_

Assessor Signature: \_\_\_\_\_



