

**THE NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING**



**OCCUPATIONAL STANDARDS**

**OCCUPATION: FOOD SAFETY MANAGEMENT TECHNICIAN**

**LEVEL: NTA LEVEL 4**

**FEBRUARY 2024**



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## **ABBREVIATIONS**

<b>CAC</b>	Codex Alimentarius Commission
<b>CBET</b>	Competency Based Education and Training
<b>GMP</b>	Good Manufacturing Practice
<b>SSOP</b>	Sanitation Standard Operating Procedures
<b>HACCP</b>	Hazard Analysis and Critical Control Point
<b>NACTVET</b>	National Council for Technical and Vocational Education and Training
<b>NOS</b>	National Occupational Standards
<b>OS</b>	Occupational Standards
<b>OSHA</b>	Occupational Safety and Health Administration
<b>PPE</b>	Personal Protective Equipment
<b>TBS</b>	Tanzania Bureau of Standards
<b>TET</b>	Technical Education and Training
<b>TFDA</b>	Tanzania Food and Drugs Authority
<b>TVET</b>	Technical and Vocational Education and Training

## **GLOSSARY OF TERMS**

<b>Circumstantial Knowledge:</b>	Detailed knowledge, which allows the decision-making in regard to different circumstances and cross cutting issues.
<b>Competence:</b>	The ability to use knowledge, understanding, practical, and thinking skills to perform effectively to the workplace standards required in employment.
<b>Competency:</b>	A description of the ability one possesses when able to perform a given occupational task effectively and efficiently.
<b>Competency-based Education:</b>	An instructional programme that derives its content from validated tasks and bases assessment on the learner's performance.
<b>Curriculum:</b>	A description or composite of statements about "what is to be learned" by the trainee/student in a particular instructional programme; a product that states the "intended learning outcomes".
<b>Educational/Training Programme:</b>	The complete curriculum and instruction (what and how) that is designed to prepare a person for employment in a job or other particular performance situation.
<b>Occupation:</b>	A specific position requiring the performance of specific tasks – essentially the same tasks are performed by all employees having the same title. (Example: baker)
<b>Occupational Area:</b>	This is a broad grouping of related jobs. (Example: food service)
<b>Occupational Competence:</b>	The application of knowledge and skills that consistently meet the standards required by the work context.
<b>Occupational Standards:</b>	Specific requirements of competences people are expected to demonstrate in a particular occupational area, including knowledge and relevant attitudes. They also act as a performance tool of assessment of the prescribed outcomes.
<b>Occupational/Job Analysis:</b>	A process used to identify the tasks that are important to employees in any given occupation.
<b>Performance Criteria:</b>	Indicate expected end results or outcomes in the form of evaluative statements.
<b>Skills:</b>	The ability to perform occupational tasks with a high degree of proficiency within a given occupation. Skill is conceived of as a composite of three completely interdependent components: cognitive, affective, and psychomotor.
<b>Standards:</b>	A set of statements, which if proved true under working conditions,

means that an individual is meeting an expected level and type of performance.

**Task Analysis:**

The process of analysing each task to determine the steps, circumstantial knowledge, attitudes, performance standards, tools and materials needed, as well as safety concerns required for the employees performing it.

**Task:**

A work activity that has a definite beginning and ending, is observable or measurable, and consists of two or more definite steps that leads to a product, service, or decision.

**Underpinning Knowledge:**

Crucial knowledge that an individual must acquire in order to demonstrate competences that are associated in performing a given task.

**Verification Process:**

The process of having experts review and confirm the importance of the task (competency) statements identified through occupational analysis. Other questions, such as the degree of task learning difficulty are also frequently asked. This process is also sometimes referred to as validation.

## **1.0. INTRODUCTION**

Technical Education and Training (TET) is one of the most important education sub-sectors in Tanzania, responsible for developing a skilled workforce to support the country's industrialization economic agenda. Tanzania's *Development Vision 2025* intends to raise the country's economy to a middle-income status, with a high level of human development. This requires a skilled workforce that is aligned with the needs of the public and private sectors of the economy. The National Council for Technical and Vocational Education and Training (NACTVET) has begun the job of drafting Occupational Standards (OS) that will eventually be adopted as National Occupational Standards (NOS) for use in the delivery of TET that meets the needs of the labour market and the country's economic agenda.

Occupational Standards (OS) are performance criteria that are matched with labour market demands. Each of them describes the functions, performance standards, and understanding or knowledge underpinning a given occupation. They combine skills, knowledge, and attitudes to describe best practice. They are useful tools for establishing job roles, personnel recruitment, supervision, and appraisal, as well as TET Standards. They are also helpful for benchmarking and harmonizing job qualifications on a national and international level. Standards, in general, provide a solid framework for high-quality TET that is labour market-relevant, current, and consistent in application across all public and private institutions.

However, it must be noted that Occupational Standards are different from Training /Education Standards. Occupational standards are defined in terms of activities performed by a person in a selected occupation (e.g., an electrical engineer designs electrical circuits, performs troubleshooting in electrical circuits, etc.), and are usually defined by Employers following procedures as agreed upon by all the stakeholders. On the other hand, Training and Education Standards are developed from the activities defined in the occupational standards, and they specify learning objectives to ensure that the necessary skills and knowledge are developed by a person to enable him/her to function at an agreed level in an occupation. Training and Education Standards are used to define curricula in training institutions. It is critical, however, to establish a direct link between the occupational standards and the training standards for both of them to respond collaboratively to the demands of the labour market.

For the purpose of TET delivery, Tanzania has adopted the Competence Based Education and Training (CBET) approach. The CBET approach focuses on providing learners with the skills and knowledge required to meet the occupational standards. Occupational standards are thus the starting point for developing competency-based training (CBET) programmes. Therefore, it is quite pertinent for TET institutions to use the relevant occupational standards as a benchmark for formulating their

curricula.

Occupational Standards are developed based on a given occupation's current and future demands. As a result, they serve as a means of bridging the gap between the worlds of employment and technical education and training.

The document explains how the occupational standards were developed, as well as the scope, the occupational profile in the form of DACUM charts, and the Occupational Standards.

## **1. OCCUPATIONAL STANDARDS DEVELOPMENT PROCESS**

The process of developing these Occupational Standards involved both local and international expertise. The process began with an examination of major documents that guide Tanzanian skills development including the *10-year National Skills Development Strategy (2016-2026)*. NACTVET labour market reports were also used in the literature review to determine the skills demand in the Tanzanian labour market as a whole.

After the literature review, a team of experts in consultation with practitioners developed draft occupational standards. The draft document was used to develop an occupational profile for each occupation (DACUM Chart), which is attached as an **Appendix** to every Occupational Standard.

The occupational standards were validated during the stakeholders' forum held on 22<sup>nd</sup> and 23<sup>rd</sup> February 2024 at Morogoro. The information from the stakeholders' forum provides insight from the workplace, professional bodies, regulatory bodies and sector ministries regarding trends and changes in the profession, including how well graduates are prepared for working in the occupation.

### **3.0. THE SCOPE AND OVERVIEW OF THE OCCUPATION STANDARDS FOR FOOD SAFETY MANAGEMENT TECHNICIANS**

The standards cover a broad range of duties and tasks that can be performed by a Food Safety Management Technician. However, the occupational standards are not meant to replace individual job descriptions. Instead, they are to be used for guidance in defining skill levels and knowledge for the technician in specific settings or positions. The Food Safety Management Technician may perform tasks in a number of key areas of the occupational standards, but not necessarily in all areas. For example, in large operations, other individuals may be employed or designated to perform specific tasks.

The Food Safety Management Technicians shall possess specialized knowledge and management skills in food safety, and adopt food safety control technologies such as hazard analysis and critical control points in accordance with laws, regulations, and standards under the supervision of engineers. They can also engage in food safety risk control and management in food production and business activities. Generally, the Food Safety Management Technician performs the following

responsibilities:

- a) Management of procurement and acceptance
- b) Hygiene and health management of food workers
- c) Management of food equipment and facilities
- d) Management of food safety traceability
- e) Self-inspection and assessment of food safety risks
- f) External inspection and continuous improvement of food safety
- g) Management of food production and operation environment
- h) Management of food storage and transportation
- i) Management of food production and operation process

The Occupational Standards have been clustered into NTA qualification levels, i.e. NTA 4, 5 and 6.

#### **4.0. VALIDITY PERIOD**

Due to the rapid development of technology, the validity period of occupational standards is 3-5 years. The review will proceed in the same manner as the one before it, with new occupational standards being developed based on current trends of the labour market.

## 5.0. OCCUPATIONAL STANDARDS

### 5.1 OCCUPATIONAL STANDARDS FOR FOOD SAFETY MANAGEMENT TECHNICIAN - NTA LEVEL 4

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM MANAGEMENT OF PROCUREMENT AND ACCEPTANCE	<b>DUTY NO.</b>	401
<b>TASK TITLE</b>	CARRY OUT VERIFICATION OF TEST CERTIFICATES OF FOOD RAW AND AUXILIARY MATERIALS, FOOD ADDITIVES AND RELATED FOOD PRODUCTS	<b>TASK NO.</b>	4011
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to verify the validity and adequacy of the test certificates for the raw and auxiliary materials and packaging materials required by the food production enterprises in accordance with the acceptance criteria for the raw and auxiliary materials.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in the raw and auxiliary materials, food additives and related food products warehouse under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Raw and auxiliary material procurement list;</li> <li>2. Food safety limits;</li> <li>3. Food and related product standards;</li> <li>4. Acceptance Standards for Raw and Auxiliary Materials;</li> <li>5. Computers with commonly used office software (e.g. Excel and Word);</li> <li>6. Safety and hygiene gear.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>		
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Prepare raw and auxiliary material procurement lists;</li> <li>2. Determine the safety indicator limit requirements for the procurement of raw and auxiliary materials;</li> <li>3. Determine test items and indicator requirements;</li> <li>4. Verify the legal status of suppliers of food raw and auxiliary materials, food additives and related food products;</li> <li>5. Verify the test certificates of food raw and auxiliary materials, food additives and related food products;</li> </ol>	<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Determine the limit requirements of raw and auxiliary materials according to the food safety limit standards;</li> <li>1.2 Determine the test items and requirements through the implementation standards for raw and auxiliary materials;</li> <li>1.3 Verify the validity and adequacy of inspection reports of raw and auxiliary materials;</li> <li>1.4 Review the qualification of suppliers.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to</p>		

<ol style="list-style-type: none"> <li>6. Verify the validity and adequacy of inspection reports of raw and auxiliary materials;</li> <li>7. Record the verification results of the test certificates of food raw and auxiliary materials;</li> <li>8. Conduct simple statistical analysis of the verification results</li> <li>9. Observe health, occupational and environmental safety rules and regulations.</li> </ol>	<p>explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 The relationship between food safety limit standards and the validity and adequacy of inspection reports;</li> <li>2.2 The relationship between the implementation standards for raw and auxiliary materials and the validity and adequacy of inspection reports;</li> <li>2.3 The review requirements and standards for food raw and auxiliary materials, food additives and related food products.</li> </ol>
<p><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>Verification of test certificates of food raw and auxiliary materials, food additives and related food products is carried out as per approved standards and regulations.</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE</b></p>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational health and safety;</li> <li>2. Quality and traceability system.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM MANAGEMENT OF PROCUREMENT AND ACCEPTANCE	<b>DUTY NO.</b>	401
<b>TASK TITLE</b>	CARRY OUT ON-SITE ACCEPTANCE OF FOOD RAW AND AUXILIARY MATERIALS, FOOD ADDITIVES AND RELATED FOOD PRODUCTS	<b>TASK NO.</b>	4012
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to complete the acceptance of purchased food raw and auxiliary materials in accordance with approved acceptance criteria for the raw and auxiliary materials.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in the respective warehouse under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Raw and auxiliary material procurement list;</li> <li>2. Acceptance standards for raw and auxiliary materials;</li> <li>3. Thermometer;</li> <li>4. Computer with Office software such as EXCEL and WORD;</li> <li>5. Safety and hygiene gear.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>		
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Prepare the raw material procurement list;</li> <li>2. Establish temperature requirements of the acceptance standards for raw and auxiliary materials that have temperature requirements;</li> <li>3. Inspect the organoleptic properties of food raw and auxiliary materials and food additives;</li> <li>4. Inspect the packaging integrity of raw and auxiliary materials and record;</li> <li>5. Inspect the conformity of food raw and auxiliary materials and food additives;</li> <li>6. Verify the consistency between the quantity of raw and auxiliary materials and the procurement list and record;</li> <li>7. Measure the temperature of raw and auxiliary materials with temperature requirements on arrival and record;</li> <li>8. Determine the conformity of raw and auxiliary materials according to the acceptance criteria;</li> <li>9. Inspect the implementation of incoming inspection;</li> </ol>	<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Inspect the packaging integrity of raw and auxiliary materials;</li> <li>1.2 Measure the temperature of raw and auxiliary materials with temperature requirements on arrival;</li> <li>1.3 Inspect the conformity of food raw and auxiliary materials and food additives labeling.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Conformity of temperature inspection with acceptance criteria of raw materials;</li> <li>2.2 Conformity of packaging and quantity inspection of food raw and auxiliary materials with the acceptance criteria of raw materials;</li> <li>2.3 Incoming inspection record requirements;</li> <li>2.4 Acceptance standards for raw and auxiliary materials.</li> </ol> <p><b>3.0 Theories</b></p>		

10. Inspect incoming inspection records; 11. Observe health, occupational and environmental safety rules and regulations.	<p>The person performing this task must be able to explain the following:</p> <ul style="list-style-type: none"> <li>3.1 Temperature requirements for raw and auxiliary materials in the acceptance criteria for them;</li> <li>3.2 Requirements for packaging integrity of raw and auxiliary materials;</li> <li>3.3 Food labeling requirements;</li> <li>3.4 Basics of food safety laws and regulations;</li> <li>3.5 Basics of food standards.</li> </ul> <p><b>4.0 Essential Skills</b></p> <ul style="list-style-type: none"> <li>4.1 Communication skills;</li> <li>4.2 Teamwork skills;</li> <li>4.3 Computer application skills;</li> <li>4.4 Summarizing skills.</li> </ul>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	On site acceptance of food raw and auxiliary materials, food additives and related food products is conducted as per approved standards and regulations.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	CONDUCT MANAGEMENT OF HYGIENE AND HEALTH OF FOOD WORKERS	<b>DUTY NO.</b>	402
<b>TASK TITLE</b>	PERFORM MANAGEMENT OF FOOD WORKERS' HEALTH	<b>TASK NO.</b>	4021
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to establish the health files of food workers, conduct regular health examinations and conduct fitness examination and management for food workers in accordance with the requirements of food safety regulations and standards.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in the food employees' health examination organization under the supervision of food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Health files of food employees;</li> <li>2. Qualification requirements for food employees;</li> <li>3. Computers;</li> <li>4. Safety and hygiene gear.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>	<p><b>UNDERPINNING KNOWLEDGE</b></p> <p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Check the daily health of food employees;</li> <li>1.2 Establish health files of food employees;</li> <li>1.3 Examine and manage the qualifications of food workers.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Regulations and requirements for health examinations (position and frequency) of food employees;</li> <li>2.2 Specifications for publicizing health certificates of food employees;</li> <li>2.3 Qualification requirements of food safety laws and regulations for food employees.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 SSOP;</li> <li>3.2 Basics of food safety laws and regulations;</li> <li>3.3 Basics of food standards.</li> </ol>		

	<p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Organization and coordination skills;</p> <p>4.4 Teamwork skills;</p> <p>4.5 Report writing skills;</p> <p>4.6 Computer application skills;</p> <p>4.7 Data analysis skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Management of food workers' health is carried out according to food industry rules and regulations.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational health and safety;</li> <li>2. Monitoring and incentive mechanisms.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	CONDUCT MANAGEMENT OF HYGIENE AND HEALTH OF FOOD WORKERS	<b>DUTY NO.</b>	402
<b>TASK TITLE</b>	CARRY OUT INSPECTION OF FOOD WORKERS' HYGIENE	<b>TASK NO.</b>	4022
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop a hygiene inspection checklist for food workers and conduct hygiene inspections for food workers in accordance with the approved standards and specifications.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at the workshop entrance of the food production and operation enterprise under the supervision of food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety regulations and standards;</li> <li>2. Sanitation management system of food production and operation enterprises;</li> <li>3. Hygiene inspection checklist;</li> <li>4. Computers</li> <li>5. Safety and hygiene gear.</li> </ol>		

#### **EVIDENCE REQUIREMENT**

<b>PRACTICAL PERFORMANCE</b>	<b>EVIDENCE REQUIREMENT</b>
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Organize food hygiene training for employees;</li> <li>2. Record the training assessment on food hygiene knowledge;</li> <li>3. Enforce the wearing of work clothes (cap) of workers;</li> <li>4. Enforce the hand cleaning and sanitizing of workers;</li> <li>5. Verify the food safety maintenance by workers;</li> <li>6. Fill out the hygiene inspection record of food workers;</li> <li>7. Observe health, occupational and environmental safety rules and regulations..</li> </ol>	<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Design the hygiene inspection record of food employees;</li> <li>1.2 Inspect the food employee hygiene;</li> <li>1.3 Fill out the hygiene inspection record of food employees.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Hygiene requirements of food enterprises for workers in the course of production and operation;</li> <li>2.2 Food safety maintenance specifications;</li> <li>2.3 Basics of food safety laws and regulations;</li> <li>2.4 Basics of food standards.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p>

	<p>3.1 SSOP.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Report writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Supervision and inspection skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Hygiene inspections of food workers is conducted in accordance with standard hygiene requirements, and hygiene inspection records are maintained.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM MANAGEMENT OF FOOD EQUIPMENT AND FACILITY SANITATION	<b>DUTY NO.</b>	403
<b>TASK TITLE</b>	CONDUCT INSPECTION AND RECORDING OF FOOD PRODUCTION EQUIPMENT AND FACILITY SANITATION	<b>TASK NO.</b>	4031
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to carry out inspection and recording of food production equipment and facilities in accordance with the approved Sanitation Standard Operating Procedures ..		
<b>RANGE STATEMENT</b>	<p>The task can be performed in the food production enterprise under the supervision of food safety management engineers or senior food safety management technicians.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Sanitation Standard Operation Procedures of food production equipment and facilities;</li> <li>2. Supporting checklist for Sanitation Standard Operating Procedures of food production equipment and facilities;</li> <li>3. Safety and hygiene gear;</li> <li>4. Inspection tools.</li> </ol>		

#### **EVIDENCE REQUIREMENT**

<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Prepare suitable tools and materials;</li> <li>2. Determine whether the sanitation of production equipment and facilities is qualified;</li> <li>3. Verify whether the equipment is clean after maintenance and overhaul;</li> <li>4. Determine whether the sanitation of workshop floor and sewerage facilities is qualified;</li> <li>5. Verify whether the restroom facilities meet the requirements;</li> <li>6. Verify whether the hand washing, cleaning and disinfecting facilities meet the sanitation requirements;</li> <li>7. Determine whether the sanitary condition of the changing room is qualified;</li> <li>8. Verify whether the use of disinfectant facilities is standardized and documented;</li> </ol>	<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Inspect food production equipment and facilities in accordance with sanitation standard operation procedures;</li> <li>1.2 Verify sanitary status of production equipment and facilities;</li> <li>1.3 Fill out inspection record documents.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Sanitation inspection and record standards for food production equipment and facilities;</li> <li>2.2 Sanitation management system for food production equipment and facilities;</li> <li>2.3 Food safety laws and regulations;</li> <li>2.4 Sanitation standard operation procedures of food production equipment and facilities.</li> </ol>

<ol style="list-style-type: none"> <li>9. Verify whether the production water meets the requirements;</li> <li>10. Verify whether workshop doors and windows have effective insect, rodent and fly prevention facilities;</li> <li>11. Perform inspection tasks in accordance with the relevant requirements of health and safety precautions;</li> <li>12. Keep inspection record documents in accordance with the requirements;</li> <li>13. Report inspection results in accordance with the requirements;</li> <li>14. Observe health, occupational and environmental safety rules and regulations.</li> </ol>	<p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Health and safety precautions;</li> <li>3.2 Sanitation and cleaning operating procedures.</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Communication skills;</li> <li>4.2 Computer application skills;</li> <li>4.3 Problems finding and solving skills;</li> <li>4.4 Scientific judgment skills;</li> <li>4.5 Logical analysis skills;</li> <li>4.6 Quick learning skills;</li> <li>4.7 Anti-pressure skills.</li> </ol>
<p><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>Inspection and recording of food production equipment and facility sanitation is carried out in accordance with the approved Sanitation Standard Operating Procedures.</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE</b></p>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM MANAGEMENT OF FOOD EQUIPMENT AND FACILITY SANITATION	<b>DUTY NO.</b>	403
<b>TASK TITLE</b>	CARRY OUT INSPECTION AND RECORDING OF CATERING SERVICE EQUIPMENT AND FACILITY SANITATION	<b>TASK NO.</b>	4032
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to carry out inspection and recording of catering service equipment and facilities in accordance with the approved Sanitation Standard Operating Procedures.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in the catering service enterprise under the supervision of food safety management engineers or senior food safety management technicians.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Sanitation Standard Operating Procedures of catering service equipment and facilities;</li> <li>2. Supporting checklist for Sanitation Standard Operating Procedures of catering service equipment and facilities;</li> <li>3. Safety and hygiene gear;</li> <li>4. Inspection tools.</li> </ol>		

#### **EVIDENCE REQUIREMENT**

<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Prepare suitable tools and materials;</li> <li>2. Inspect and record whether the processing and the business environment is clean and tidy;</li> <li>3. Inspect whether the special washing sink for initial processing of raw materials meets the requirements;</li> <li>4. Inspect whether the hand-washing and disinfecting facilities in the food processing area are used in a standardized manner;</li> <li>5. Inspect whether there are special storage facilities and places for kitchen wastes, and whether the garbage in the business place is cleaned and disposed timely and completely recorded;</li> <li>6. Inspect whether tableware, drinking utensils and containers for direct-entry food are washed and disinfected before use;</li> </ol>	<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Inspect catering service equipment and facilities in accordance with sanitation standard operation procedures;</li> <li>1.2 Verify sanitary status of catering service equipment and facilities;</li> <li>1.3 Fill out inspection record documents.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Sanitation inspection and record standards for catering service equipment and facilities;</li> <li>2.2 Sanitation management system of catering service equipment and facilities;</li> <li>2.3 Sanitation standard operation procedures of catering service equipment and facilities.</li> </ol> <p><b>3.0 Theories</b></p>

<ol style="list-style-type: none"> <li>7. Verify whether the production water meets the requirements;</li> <li>8. Verify whether the restroom facilities meet the requirements;</li> <li>9. Keep inspection record documents in accordance with the requirements;</li> <li>10. Report inspection results in accordance with the requirements;</li> <li>11. Observe health, occupational and environmental safety rules and regulations.</li> </ol>	<p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Specific requirements for catering service equipment and facility sanitation;</li> <li>3.2 Cleaning procedures for catering service equipment and facilities.</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Communication skills;</li> <li>4.2 Computer application skills;</li> <li>4.3 Problems finding and solving skills;</li> <li>4.4 Scientific judgment skills;</li> <li>4.5 Logical analysis skills;</li> <li>4.6 Quick learning skills.</li> </ol>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Inspection and recording of catering service equipment and facility sanitation is carried out in accordance with the approved Sanitation Standard Operating Procedures .
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM MANAGEMENT OF FOOD EQUIPMENT AND FACILITY SANITATION	<b>DUTY NO.</b>	403
<b>TASK TITLE</b>	CARRY OUT INSPECTION AND RECORDING OF FOOD DISTRIBUTION EQUIPMENT AND FACILITY SANITATION	<b>TASK NO.</b>	4033
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to determine whether the food distribution equipment and facilities are qualified in accordance with the approved Sanitation Standard Operating Procedures for food distribution equipment and facilities and to record.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in the food production enterprise under the supervision of food safety management engineers or senior food safety management technicians.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Documentation of standard operating procedures for food distribution equipment and facility sanitation;</li> <li>2. Supporting checklist for sanitation standard operation procedures of food distribution equipment and facilities;</li> <li>3. Safety and hygiene gear;</li> <li>4. Inspection tools.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>		
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Acquire task-appropriate tools and materials;</li> <li>2. Verify the cleanliness, disinfection and de-contamination of warehouses, transport means and business sites;</li> <li>3. Establish the operation and condition of facilities such as isolation, refrigeration, freezing, and moisturization of transport facilities and storehouses;</li> <li>4. Verify the cleanliness, disinfection, use and maintenance of food business equipment and facilities and tools;</li> <li>5. Inspect the monitoring records of temperature and humidity of the storehouse;</li> <li>6. Inspect the invasion and breeding of disease vector organisms, and inspect the integrity of protective equipment;</li> </ol>	<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Inspect food distribution equipment and facilities in accordance with sanitation standard operation procedures;</li> <li>1.2 Verify sanitary status of distribution equipment and facilities;</li> <li>1.3 Fill out inspection record documents.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Sanitation inspection and record standards for food distribution equipment and facilities;</li> <li>2.2 Sanitation management system for food distribution equipment and facilities;</li> <li>2.3 Food safety laws, regulations, and standards;</li> <li>2.4 Sanitation standard operation procedures of food distribution equipment and facilities.</li> </ol>		

<ol style="list-style-type: none"> <li>7. Inspect the labeling, retention period and FIFO implementation of food, food additives and related food products;</li> <li>8. Keep inspection record documents in accordance with the requirements;</li> <li>9. Report inspection results in accordance with the requirements;</li> <li>10. Observe health, occupational and environmental safety rules and regulations.</li> </ol>	<p><b>3.0 Theories</b>  The person performing this task must be able to explain the following:</p> <ul style="list-style-type: none"> <li>3.1 Cleaning and disinfection processes for warehouses, transport means and business sites;</li> <li>3.2 Usage and maintenance of transport means and warehouse facilities;</li> <li>3.3 Precautions against the invasion and breeding of disease vector organisms.</li> </ul> <p><b>4.0 Essential Skills</b></p> <ul style="list-style-type: none"> <li>4.1 Communication skills;</li> <li>4.2 Computer application skills;</li> <li>4.3 Problems finding and solving skills;</li> <li>4.4 Scientific judgment skills;</li> <li>4.5 Logical analysis skills;</li> <li>4.6 Quick learning skills;</li> <li>4.7 Anti-pressure skills.</li> </ul>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Inspection and recording of catering service equipment and facility sanitation is carried out in accordance with the approved Sanitation Standard Operating Procedures for food distribution equipment and facilities.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGE FOOD SAFETY TRACEABILITY	<b>DUTY NO.</b>	404
<b>TASK TITLE</b>	PERFORM VERIFICATION OF FOOD SAFETY TRACEABILITY RECORDS	<b>TASK NO.</b>	4041
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to verify the food safety traceability information records individually in accordance with the verification items required in the food safety traceability system document.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in the food production and operation enterprise under the supervision of food safety management engineers or senior food safety management technicians.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety traceability system documents confirmed to be implemented by food production and operation enterprises;</li> <li>2. Materials related to food safety traceability records;</li> <li>3. Verification unit record table;</li> <li>4. Computers;</li> <li>5. Verification equipment;</li> <li>6. Safety and hygiene gear.</li> </ol>		

#### **EVIDENCE REQUIREMENT**

<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Identify the verification traceability unit;</li> <li>2. Identify the location of the traceability unit in the food chain;</li> <li>3. Identify verification marks and carriers, and verify traceability information;</li> <li>4. Verify relevant production and sales records;</li> <li>5. Verify the completeness and validity of product traceability information;</li> <li>6. Keep verification records and related information;</li> <li>7. Keep the original evidence of non-compliance;</li> <li>8. Report inspection results in accordance with the requirements;</li> <li>9. Observe health, occupational and environmental safety rules and regulations..</li> </ol>	<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Perform the verification process for food safety traceability records;</li> <li>1.2 Identify contents to be verified;</li> <li>1.3 Determine time intervals and conditions for verification;</li> <li>1.4 Record and manage verification information in accordance with the requirements;</li> <li>1.5 Operate food safety traceability software.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Laws, regulations and standards related to food safety;</li> <li>2.2 Content and requirements for verification of food safety traceability system;</li> <li>2.3 Verification records and data management system for food safety traceability.</li> </ol>

	<p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ul style="list-style-type: none"> <li>3.1 Processes for food safety traceability verification;</li> <li>3.2 Information related to food safety traceability verification;</li> <li>3.3 Precautions for verification and management of food safety traceability records and data.</li> </ul> <p><b>4.0 Essential Skills</b></p> <ul style="list-style-type: none"> <li>4.1 Communication skills;</li> <li>4.2 Teamwork skills;</li> <li>4.3 Computer application skills;</li> <li>4.4 Information document storage and organization skills.</li> </ul>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Verification of food safety traceability records is performed in accordance with approved food safety regulations.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health;</li> <li>2. Audit and certification of traceability records by the third-party certification body.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM SELF-INSPECTION OF FOOD SAFETY RISKS	<b>DUTY NO.</b>	405
<b>TASK TITLE</b>	COLLECT SAFETY SELF-INSPECTION RECORDS AND RECTIFICATION DATA OF FOOD PRODUCTION ENTERPRISES	<b>TASK NO.</b>	4051
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to collect safety self-inspection records and rectification data of food safety in accordance with approved regulations.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in the food production and operation enterprise under the supervision of food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Documents of general sanitation specifications for food production;</li> <li>2. Food safety management system document;</li> <li>3. Food safety limits standard document;</li> <li>4. Documents of food product standards;</li> <li>5. Documents of related food product standards;</li> <li>6. Safety self-inspection schemes for food production enterprises;</li> <li>7. Food safety self-inspection table;</li> <li>8. Materials related to the food safety self-inspection program;</li> <li>9. PPEs;</li> <li>10. Computers, video cameras and other related electronic equipment;</li> <li>11. safety and hygiene gear.</li> </ol>		

#### EVIDENCE REQUIREMENT

PRACTICAL PERFORMANCE	UNDERPINNING KNOWLEDGE
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Identify the requirements for safety self-inspection of food production and operation enterprises;</li> <li>2. Conduct food safety self-inspection of food production enterprises;</li> <li>3. Record the results of food safety self-inspection;</li> <li>4. Collect rectification data on disqualified items of food production safety;</li> <li>5. Observe health, occupational and environmental safety rules and regulations..</li> </ol>	<p>Detailed knowledge about:</p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Conduct a self-inspection of food safety based on the safety self-inspection contents of the food production and operation enterprises;</li> <li>1.2 Collect rectification data on unqualified items of food production safety.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>2.1 Food safety laws, regulations, and standards;</li> <li>2.2 Management principles of food safety self-inspection records and data;</li> <li>2.3 Sanitation management standards for food production enterprises;</li> </ol>

	<p>2.4 Food standards.</p> <p><b>3.0 Theories</b></p> <p>The person must be able to explain the following:</p> <ul style="list-style-type: none"> <li>3.1 Food safety self-inspection processes for food production enterprises;</li> <li>3.2 Collection methods for rectification data of food production safety;</li> <li>3.3 Knowledge of food production and operation management.</li> </ul> <p><b>4.0 Essential Skills</b></p> <ul style="list-style-type: none"> <li>4.1 Communication skills;</li> <li>4.2 Management skills;</li> <li>4.3 Teamwork skills;</li> <li>4.4 Computer application skills;</li> <li>4.5 Statement filling skills.</li> </ul>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Safety self-inspection records and rectification data of food production enterprises are collected and preserved in accordance with the standards related to food safety management.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health knowledge;</li> <li>2. Data archiving requirements.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM SELF-INSPECTION OF FOOD SAFETY RISKS	<b>DUTY NO.</b>	405
<b>TASK TITLE</b>	COLLECT SAFETY SELF-INSPECTION RECORDS AND RECTIFICATION DATA OF FOOD DISTRIBUTION ENTERPRISES	<b>TASK NO.</b>	4052
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to record the results of food safety self-inspection and collect rectification data.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at the workshop entrance of the food distribution and operation enterprise under the supervision of food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Sanitation standards for food distribution facilities;</li> <li>2. The floor plan of each functional area of the food distribution premise;</li> <li>3. Facilities and equipment list of each functional area of the food distribution premise;</li> <li>4. Safety self-inspection schemes for food distribution enterprises;</li> <li>5. Safety and hygiene gear;</li> <li>6. Food safety self-inspection records;</li> <li>7. Computers, video cameras and other related electronic equipment.</li> </ol>		

#### **EVIDENCE REQUIREMENT**

<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Conduct food safety self-inspections in accordance with the safety self-inspection scheme for food distribution enterprises;</li> <li>2. Record the results of food safety self-inspection;</li> <li>3. Collect rectification data on disqualified items of food safety;</li> <li>4. Observe health, occupational and environmental safety rules and regulations..</li> </ol>	<p>Detailed knowledge about:</p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Manage facilities, equipment, and tools for food distribution;</li> <li>1.2 Rectify the sanitation of facilities in food distribution premises.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>2.1 Administrative measures on the food operation license;</li> <li>2.2 Safety self-inspection schemes for food distribution enterprises;</li> <li>2.3 General sanitation specifications for food production;</li> <li>2.4 Food safety laws and regulations;</li> <li>2.5 Basics of food standards.</li> </ol>

	<p><b>3.0 Theories</b></p> <p>The person must be able to explain the following:</p> <ul style="list-style-type: none"> <li>3.1 Food safety self-inspection procedures;</li> <li>3.2 Sanitation rectification methods for the facilities of food distribution premises.</li> </ul> <p><b>4.0 Essential Skills</b></p> <ul style="list-style-type: none"> <li>4.1 Communication skills;</li> <li>4.2 Management skills;</li> <li>4.3 Teamwork skills;</li> <li>4.4 Computer application skills;</li> <li>4.5 Statement filling skills.</li> </ul>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Safety self-inspection records and rectification data of food distribution enterprises are collected in accordance with approved industry standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health knowledge.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM SELF-INSPECTION OF FOOD SAFETY RISKS	<b>DUTY NO.</b>	405
<b>TASK TITLE</b>	COLLECT FOOD SAFETY SELF-INSPECTION RECORDS AND RECTIFICATION DATA OF CATERING SERVICE ENTERPRISES	<b>TASK NO.</b>	4053
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to collect the food safety self-inspection and rectification measures of catering service enterprises in accordance with approved rules and regulations.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in the food production and operation enterprise under the supervision of food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Sanitation standards for catering service facilities;</li> <li>2. The floor plan of each functional area of the catering service premise;</li> <li>3. Facilities and equipment list of each functional area of the catering service premise;</li> <li>4. Computers, video cameras and other related electronic equipment;</li> <li>5. Safety and hygiene gear.</li> </ol>		

#### **EVIDENCE REQUIREMENT**

<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Conduct food safety self-inspections in accordance with the safety self-inspection scheme for catering service enterprises;</li> <li>2. Record the results of food safety self-inspection;</li> <li>3. Collect rectification data on disqualified items of food safety;</li> <li>4. Observe health, occupational and environmental safety rules and regulations..</li> </ol>	<p>Detailed knowledge about:</p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Manage facilities, equipment, and tools of catering service enterprises;</li> <li>1.2 Rectify the sanitation of facilities in catering premises.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>2.1 Sanitation standards for catering service premise facilities;</li> <li>2.2 General sanitation specifications for catering service;</li> <li>2.3 Food safety laws and regulations;</li> <li>2.4 Basics of food standards.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Rectification methods of sanitation of facilities in catering premises;</li> </ol>

	<p>3.2 Food safety self-inspection procedures.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Computer application skills;</p> <p>4.5 Induction and sorting skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Food safety self-inspection records and rectification data of catering service enterprises are collected in accordance with approved industry standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <p>1. Occupational safety and health knowledge.</p>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM EXTERNAL INSPECTION AND CONTINUOUS IMPROVEMENT OF FOOD SAFETY	<b>DUTY NO.</b>	406
<b>TASK TITLE</b>	COORDINATE EXTERNAL AUDITS BY THIRD-PARTY REGULATORS	<b>TASK NO.</b>	4061
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to coordinate the external audits by third-party regulators in accordance with approved food safety laws, regulations, standards or system requirements.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in the food production and operation enterprise under the supervision of food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Sanitation specifications for food production and operation;</li> <li>2. Food safety management system;</li> <li>3. Food safety limits;</li> <li>4. Administrative measures on the food operation license;</li> <li>5. General sanitation specifications for catering service;</li> <li>6. Personnel composition, division of labor and schedule of the audit team of the third-party regulator;</li> <li>7. Audit plan of the third-party regulator;</li> <li>8. Audit scheme of the third-party regulator;</li> <li>9. Safety and hygiene gear.</li> </ol>		

#### **EVIDENCE REQUIREMENT**

<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Carry out preparation of audit information of each department according to the audit scheme;</li> <li>2. Carry out on-site preparation of each department according to the audit scheme;</li> <li>3. Coordinate with the audit team and perform the safeguard work for on-site auditing;</li> <li>4. Observe health, occupational and environmental safety rules and regulations..</li> </ol>	<p>Detailed knowledge about:</p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Conduct situation inspections in accordance with the audit process of the third-party regulator;</li> <li>1.2 Identify the audit plan of the third party regulator;</li> <li>1.3 Identify the audit schedule of the third party regulator.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>2.1 Administrative measures for supervision and inspection of food production and operation;</li> <li>2.2 Sanitation management standards for food production enterprises;</li> <li>2.3 Administrative measures on the food operation license;</li> </ol>

	<p>2.4 General sanitation specifications for catering service;</p> <p>2.5 Food safety laws and regulations.</p> <p><b>3.0 Theories</b></p> <p>The person must be able to explain the following:</p> <p>3.1 Knowledge of food production and operation management;</p> <p>3.2 Knowledge of business reception etiquette;</p> <p>3.3 Knowledge of food safety supervision and management.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Computer application skills;</p> <p>4.5 Information sorting skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	External audits by third-party regulators is coordinated in accordance with approved industry norms and standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational health and safety;</li> <li>2. Audit feedback processing mechanism.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM EXTERNAL INSPECTION AND CONTINUOUS IMPROVEMENT OF FOOD SAFETY	<b>DUTY NO.</b>	406
<b>TASK TITLE</b>	COORDINATE SUPERVISION AND INSPECTION FOR FOOD SAFETY BY FOOD SAFETY ADMINISTRATIVE REGULATORS	<b>TASK NO.</b>	4062
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to coordinate the supervision and inspection for food safety by food safety administrative regulators in accordance with approved food safety laws, regulations, standards or system requirements.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in the food production and operation enterprise under the supervision of food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Sanitation specifications for food production and operation;</li> <li>2. Food safety management system;</li> <li>3. Administrative measures on the food operation license;</li> <li>4. General sanitation specifications for catering service;</li> <li>5. Personnel composition, division of labor and schedule of the supervision and inspection team of the food safety administrative regulator;</li> </ol>		

#### EVIDENCE REQUIREMENT

PRACTICAL PERFORMANCE	UNDERPINNING KNOWLEDGE
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Determine a specific schedule for the inspection;</li> <li>2. Take minutes of the meeting;</li> <li>3. Carry out preparation of audit information of each department according to the audit scheme;</li> <li>4. Carry out on-site preparation of each department according to the audit scheme;</li> <li>5. Coordinate with the audit team and perform the safeguard work for on-site auditing;</li> <li>6. Observe health, occupational and environmental safety rules and regulations..</li> </ol>	<p>Detailed knowledge about:</p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Prepare verification materials;</li> <li>1.2 Arrange logistics support.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>2.1 Food safety audit scheme of the food safety administrative regulator;</li> <li>2.2 Sanitation specifications for food production and operation;</li> <li>2.3 Administrative measures on the food operation license;</li> <li>2.4 General sanitation specifications for catering service.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person must be able to explain the following:</p>

	<p>3.1 Safeguards for onsite audits;</p> <p>3.2 Knowledge of business reception etiquette;</p> <p>3.3 Food safety inspection procedures.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Computer application skills;</p> <p>4.5 Information sorting skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The supervision and inspection for food safety by the food safety administrative regulator is coordinated in accordance with approved standards and regulations.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational health and safety;</li> <li>2. Food safety laws and regulations.</li> </ol>

**APPENDIX 1: DACUM CHARTS FOR FOOD SAFETY MANAGEMENT TECHNICIAN -  
NTA LEVEL 4**

<b>DUTIES</b>	<b>TASKS</b>	<b>ENABLERS</b>
1.0 Perform management of procurement and acceptance	<p>1.1 Carry out Verification of qualification certificates of food raw and auxiliary materials, food additives and related food products.</p> <p>1.2 Carry out on-site acceptance of food raw and auxiliary materials, food additives and related food products.</p>	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Teamwork skills</li> <li>• Computer application skills</li> <li>• Summarizing skills</li> <li>• Field observation skills</li> <li>• Standards application skills</li> <li>• Report reading skills</li> <li>• On-site verification skills</li> <li>• GMP</li> <li>• General sanitation specifications for food production enterprises</li> <li>• Special sanitation specifications</li> <li>• Food safety-related standards</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Computers and Internet</li> <li>• Thermometer</li> <li>• PPEs</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit</li> <li>• Compliance consciousness</li> <li>• Standard consciousness</li> <li>• Quality consciousness</li> </ul>
2.0 Conduct management of hygiene and health of food worker	<p>2.1 Management of health and qualifications of food workers.</p> <p>2.2 Inspection of food worker hygiene.</p>	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Teamwork skills</li> <li>• Field observation skills</li> <li>• On-site verification skills</li> <li>• Summarizing skills Document management skills</li> <li>• SSOP</li> <li>• Sanitation and health knowledge</li> <li>• Food safety knowledge</li> </ul> <p><b>Tools and equipment</b></p>

DUTIES	TASKS	ENABLERS
		<ul style="list-style-type: none"> <li>• Computer materials connected to the Internet</li> <li>• PPEs</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit</li> <li>• Safety consciousness</li> <li>• Justice</li> <li>• Integrity</li> </ul>
3.0 Perform management of food facility sanitation	3.1 Conduct inspection and recording of food production facilities hygiene. 3.2 Carry out inspection and recording of catering service facilities sanitation. 3.3 Carry out inspection and record of food distribution facilities sanitation.	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Reporting skills</li> <li>• Record writing and filing skills</li> <li>• Teamwork skills</li> <li>• Field observation skills</li> <li>• On-site verification skills</li> <li>• Summarizing skills Document management skills</li> <li>• SSOP</li> <li>• Sanitation and health knowledge</li> <li>• Food safety knowledge</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• PPEs, such as safety shoes, eyeglasses, gloves, hearing protection devices, safety helmets</li> <li>• Recording documents, pens</li> <li>• Computers and Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Communication skills</li> <li>• Compliance consciousness</li> <li>• Integrity consciousness</li> <li>• Meticulousness and seriousness</li> <li>• Time management</li> <li>• Objectivity and integrity</li> </ul>

DUTIES	TASKS	ENABLERS
4.0 Manage food safety traceability	4.1 Perform verification of food safety traceability records.	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>Communication skills</li> <li>Reporting skills</li> <li>Computer application skills</li> <li>Teamwork skills</li> <li>Software operation skills for food safety traceability</li> <li>Operation skills of verification equipment</li> <li>Use of manufacturer's manuals and recommendations</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>PPEs, such as safety shoes, eyeglasses, gloves, hearing protection devices, safety helmets</li> <li>Sound recording, recording documents, pens</li> <li>Computers and Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>Food safety traceability system</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>Teamwork</li> <li>Compliance consciousness</li> <li>Communication skills</li> <li>Trustworthiness</li> <li>Time management</li> <li>Sense of responsibility</li> </ul>
5.0 Perform self-inspection of food safety risks	5.1 Collect safety self-inspection records and rectification data of food production enterprises. 5.2 Collect safety self-inspection records and rectification data of food distribution enterprises. 5.3 Collect safety self-inspection records and rectification data of catering service enterprises.	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>Communication skills</li> <li>Reporting skills</li> <li>Teamwork skills</li> <li>Computer application skills</li> <li>Document writing skills</li> <li>Food safety laws and regulations</li> <li>Food standard knowledge</li> <li>Knowledge of food production and operation management</li> <li>Food safety management system certification</li> </ul> <p><b>Tools and equipment</b></p>

DUTIES	TASKS	ENABLERS
		<ul style="list-style-type: none"> <li>Computers connected to the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>Office supplies</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>Teamwork spirit</li> <li>Consciousness of risk</li> <li>Compliance consciousness</li> <li>Safety consciousness</li> <li>Integrity</li> </ul>
6.0 Perform external inspection and continuous improvement of food safety	<p>6.1 Accept and coordinate external audits by third-party regulators.</p> <p>6.2 Accept and coordinate supervision and inspection for food safety by food safety administrative regulators.</p>	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>Communication skills</li> <li>Reporting skills</li> <li>Teamwork skills</li> <li>Computer application skills</li> <li>Management skills</li> <li>Information sorting skills</li> <li>Basics of food safety laws and regulations</li> <li>Basics of food standards</li> <li>Knowledge of business reception etiquette</li> <li>Knowledge of food safety supervision and management</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>Computers connected to the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>Office supplies</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>Teamwork spirit</li> <li>Consciousness of risk</li> <li>Compliance consciousness</li> <li>Safety consciousness</li> <li>Integrity</li> </ul>