

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



OCCUPATIONAL STANDARDS

OCCUPATION: FOOD SAFETY MANAGEMENT TECHNICIAN

LEVEL: NTA LEVEL 5

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ABBREVIATIONS

CAC	Codex Alimentarius Commission
CBET	Competency Based Education and Training
GMP	Good Manufacturing Practice
HACCP	Hazard Analysis and Critical Control Point
NACTVET	National Council for Technical and Vocational Education and Training
NOS	National Occupational Standards
OS	Occupational Standards
OSHA	Occupational Safety and Health Administration
PPE	Personal Protective Equipment
TBS	Tanzania Bureau of Standards
TET	Technical Education and Training
TFDA	Tanzania Food and Drugs Authority
TVET	Technical and Vocational Education and Training
GHP	Good Hygienic Practice for Foods
PDCA	Quality Control Is Divided into Four Stages: Plan, Do, Check and Act

GLOSSARY OF TERMS

Circumstantial Knowledge:	Detailed knowledge, which allows the decision-making in regard to different circumstances and cross cutting issues.
Competence:	The ability to use knowledge, understanding, practical, and thinking skills to perform effectively to the workplace standards required in employment.
Competency:	A description of the ability one possesses when able to perform a given occupational task effectively and efficiently.
Competency-based Education:	An instructional programme that derives its content from validated tasks and bases assessment on the learner's performance.
Curriculum:	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".
Educational/Training Programme:	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.
Occupation:	A specific position requiring the performance of specific tasks – essentially the same tasks are performed by all employees having the same title. (Example: baker)
Occupational Area:	This is a broad grouping of related jobs. (Example: food service)
Occupational Competence:	The application of knowledge and skills that consistently meet the standards required by the work context.
Occupational Standards:	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.
Occupational/Job Analysis:	A process used to identify the tasks that are important to employees in any given occupation.
Performance Criteria:	Indicate expected end results or outcomes in the form of evaluative statements.
Skills:	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.

Standards:	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.

2.0 OCCUPATIONAL STANDARD 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 22nd and 23rd 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 Food Safety Management Technicians. 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. Food Safety Management Technicians 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.

Food Safety Management Technicians work under the supervision of Food Safety Management Engineers. They shall possess specialized knowledge and management skills in food safety, and perform food safety control techniques such as hazard analysis and critical control points in accordance with laws, regulations, and standards under the guidance of Senior Food Safety

Management Technicians and Food Safety Management Engineers. They They can also be specifically engaged in tasks related to food safety risk control and management in food production and operation activities. Generally, the Food Safety Management Technician performs the following responsibilities:

- a) Food production and operation business registration
- b) Implementation of food safety management system
- c) Management of procurement and acceptance
- d) Hygiene and health management of food employees
- e) Management of food equipment and facilities
- f) Management of food safety traceability
- g) Self-inspection of food safety risks
- h) External inspection and continuous improvement of food safety
- i) Emergency handling of food safety problems
- j) Management of food production and operation environment
- k) Management of food storage and transportation
- l) Management of food production and operation

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 5

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM FOOD PRODUCTION AND OPERATION BUSINESS REGISTRATION	DUTY NO.	501
TASK TITLE	PREPARE APPLICATION FOR FOOD PRODUCTION BUSINESS	TASK NO.	5011
PERFORMANCE CRITERIA	The person performing this task must be able to prepare the required application documents in accordance with approved standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in the food enterprise under the supervision of senior food safety management technicians and food safety management engineers. The tools and equipment to be used include: 1. Food production permit application, business license and other supporting documents; 2. Site plan and guarantee contract relating to business premise; 3. List of main equipment and facilities for food production; 4. Incoming inspection record sheet, production process control sheet, delivery inspection record sheet, food safety self-inspection sheet, health management manual for employees, unsafe food recall sheet, and food safety incident disposal sheet; 5. Computers.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Acquire an application form of food production license; 2. Fill out the application form of food production license; 3. Copy the business license of the food production enterprise; 4. Copy the supporting document of ownership or lease contract of the production site; 5. Draw a floor plan of the food enterprise’s factory area and its surrounding environment; 6. Draw a layout plan of each functional room in the production and processing site of the food enterprise;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Acquire the requirements related to the application for food production access, and list the materials; 1.2 Fill out the application form for food production access, collect and organize the supporting documents; 1.3 Supplement and improve the supporting documents of the application for food production access according to the feedback requirements. 2.0 Principles	

7. Draw a schematic diagram of the product production process flow; 8. Provide the list of main equipment and facilities for food production; 9. Prepare the text of quality and safety management system of the enterprise; 10. Observe health, occupational and environmental safety rules and regulations.	The person performing this task must be able to explain the following principles: 2.1 Food Safety Law; 2.2 Administrative measures for food production license; 2.3 Principles of food production management standards; 2.4 Administrative measures for food production access. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Knowledge related to food safety; 3.2 Precautions for filling out the production license application form; 3.3 Drawing methods for floor plans, layouts and schematic drawings. 4.0 Essential Skills 4.1 Communication skills; 4.2 Learning skills; 4.3 Teamwork skills; 4.4 Report writing skills; 4.5 Computer application skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Application documents for food production business are prepared in accordance with approved rules and regulations.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Document arrangement; 2. Computer application; 3. Occupational health and safety.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM FOOD PRODUCTION AND OPERATION BUSINESS REGISTRATION	DUTY NO.	501
TASK TITLE	PREPARE APPLICATION FOR CATERING SERVICE BUSINESS	TASK NO.	5012
PERFORMANCE CRITERIA	The person performing this task must be able to prepare the required application documents in accordance with approved rules and regulations.		
RANGE STATEMENT	The task can be performed in the catering service enterprise under the supervision of senior food safety management technicians and food safety management engineers. The tools and equipment to be used include: 1. Catering service permit application, business license and other supporting documents; 2. Supporting documents of legal use of the catering service site; 3. Schematic diagrams and descriptions of the premises, equipment layout, processing flow and sanitary facilities of the catering service; 4. Supporting materials for the training of food safety managers; 5. Other materials prescribed by national laws, regulations and management departments; 6. Computers; 7. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Acquire an application form of catering service license; 2. Fill out the application form of catering service license; 3. Copy the business license of the catering service enterprise; 4. Copy the supporting document of ownership or lease contract of the catering service enterprise site; 5. Draw a schematic diagram of the business site and equipment layout, processing flow, sanitation facilities of the catering service enterprises; 6. Prepare the text of quality and safety management system of the catering service enterprise;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Acquire the requirements related to the application for catering service access, and list the materials; 1.2 Fill out the application form for access, collect and organize the supporting documents; 1.3 Supplement and improve the supporting documents of the application for access according to the feedback requirements. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Food Safety Law; 2.2 Administrative measures for catering service license; 2.3 Specification standards for catering service sanitation; 2.4 Catering service sanitation specifications.	

7. Observe health, occupational and environmental safety rules and regulations.	3.0 Theories The person performing this task must be able to explain the following: 3.1 Knowledge related to food safety; 3.2 Precautions for filling out the application form of catering service license; 3.3 Drawing methods of schematic diagram. 4.0 Essential Skills 4.1 Communication skills; 4.2 Learning skills; 4.3 Teamwork skills; 4.4 Report writing skills; 4.5 Computer application skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Application documents for catering enterprise registration are prepared in accordance with food safety regulations and standard requirements.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Document arrangement; 2. Computer application; 3. Occupational health and safety.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM FOOD PRODUCTION AND OPERATION BUSINESS REGISTRATION	DUTY NO.	501
TASK TITLE	PREPARE APPLICATION FOR FOOD DISTRIBUTION BUSINESS	TASK NO.	5013
PERFORMANCE CRITERIA	The person performing this task must be able to prepare application documents for food distribution enterprise in accordance with approved food safety regulations and standard requirements.		
RANGE STATEMENT	The task can be performed in the food distribution enterprise under the supervision of senior food safety management technicians and food safety management engineers. The tools and equipment to be used include: 1. Application form for registration of food distribution enterprise premises; 2. Supporting documents such as business licenses; 3. Site plan and guarantee contract relating to business premise; 4. Environmental assessment report; 5. Food safety management system document; 6. Computers; 7. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Acquire the requirements related to the application for food distribution access; 2. List the application documents required for food distribution business; 3. Prepare the application form for registration of food distribution enterprise premises; 4. Copy the supporting documents such as business licenses; 5. Collect the site plan and guarantee contract relating to business premise; 6. Collect environmental assessment reports; 7. Collect food safety management system documents; 8. Organize, supplement and improve the application materials for food distribution access;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 List the materials; 1.2 Fill out the application form for access, collect and organize the supporting documents; 1.3 Supplement and improve the supporting documents of the application for access according to the feedback requirements. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements of application materials for food distribution enterprise registration; 2.2 Management regulations for food distribution enterprise registration; 2.3 Food safety regulations and standards; 2.4 Food safety supervision and management system.	

9. Observe health, occupational and environmental safety rules and regulations..	3.0 Theories The person performing this task must be able to explain the following: 3.1 Knowledge related to food safety; 3.2 Application process for food distribution access. 4.0 Essential Skills 4.1 Communication skills; 4.2 Learning skills; 4.3 Teamwork skills; 4.4 Report writing skills; 4.5 Computer application skills; 4.6 Information document organization skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The application documents for food distribution business are prepared in accordance with the approved industry standards, rules and regulations.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational health and safety; 2. Production and transport facilities.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	IMPLEMENT FOOD SAFETY MANAGEMENT SYSTEM	DUTY NO.	502
TASK TITLE	OBTAIN NATIONAL FOOD SAFETY LAWS, REGULATIONS, AND STANDARDS	TASK NO.	5021
PERFORMANCE CRITERIA	The person performing this task must be able to obtain the national food safety laws, regulations, and standards in accordance with food regulations and standard requirements.		
RANGE STATEMENT	The task can be performed in the food distribution enterprise under the supervision of senior food safety management technicians and food safety management engineers. The tools and equipment to be used include: 1. Domestic food laws and regulations; 2. Domestic documents of food product standards; 3. Domestic food inspection standard documents; 4. Domestic standard documents for food safety limits; 5. Domestic food distribution standard documents; 6. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Determine the food category of the food enterprise; 2. Determine the product list; 3. Search and download standard documents related to the foodstuffs produced and operated by the enterprise; 4. Search and download domestic food laws and regulations related to the foodstuffs produced and operated by the enterprise; 5. Sort and organize relevant standard documents; 6. Sort and organize relevant laws and regulations; 7. Observe health, occupational and environmental safety rules and regulations..		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Query and search food-related domestic laws and regulations standards; 1.2 Collect and organize food-related domestic laws and regulations standards. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Search requirements for food laws, regulations, and standards; 2.2 Applicable rules of food laws, regulations, and standards. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Literature search procedures for food laws and regulations; 3.2 Literature search procedures for food standards.	

	4.0 Essential Skills 4.1 Communication skills; 4.2 Reading skills; 4.3 Teamwork skills; 4.4 Literature retrieval skills; 4.5 Computer application skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The domestic food safety laws, regulations and standard documents are obtained and organized in accordance with industry regulations and standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Document processing; 2. Network application and information technology.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	IMPLEMENT FOOD SAFETY MANAGEMENT SYSTEM	DUTY NO.	502
TASK TITLE	IMPLEMENT FOOD SAFETY MANAGEMENT SYSTEM	TASK NO.	5022
PERFORMANCE CRITERIA	The person performing this task must be familiar with the food safety management system, and be able to implement it and maintain records.		
RANGE STATEMENT	The task can be performed in the food production and operation enterprise under the supervision of senior food safety management technicians and food safety management engineers. The tools and equipment to be used include: 1. Incoming inspection record system; 2. Production process control system; 3. Delivery inspection record system; 4. Food safety self-inspection system; 5. Employee health management system; 6. Unsafe food recall system and unqualified product management system; 7. Food safety incident disposal scheme.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Recognize the food safety management system developed by food production and operation enterprises; 2. Verify the implementation of the incoming inspection record system by the incoming inspector, and fill out the incoming inspection record table; 3. Verify the implementation of the production process control system by the production process controller, and fill out the production process control record table; 4. Verify the implementation of the delivery inspection record system by the delivery inspection recorder, and fill out the delivery inspection record table; 5. Verify the implementation of the food safety self-inspection system by the food safety self-inspector, and fill out the food safety self-inspection record table; 6. Verify the implementation of the workers’ health management system by the worker, and fill out the worker health management investigation table;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Implement requirements related to the food safety management system; 1.2 Record and file forms related to the food safety management system. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements and rules related to the implementation of the food safety management system; 2.2 Requirements for filling out, methods for summarizing and analyzing tables related to food safety management system. 3.0 Theories The person performing this task must be able to explain the following:	

7. Verify the implementation of the unsafe food recall system and the disqualified product management system by the relevant personnel, and fill out the relevant table; 8. Observe health, occupational and environmental safety rules and regulations..	3.1 Methods for summarizing and analyzing record tables related to food safety management; 3.2 Procedures for filling out tables related to food safety management system; 3.3 Knowledge of food processing techniques. 4.0 Essential Skills 4.1 Communication skills; 4.2 Teamwork skills; 4.3 Reading comprehension skills; 4.4 Computer application skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The food safety management system is implemented in accordance with approved industry standards, rules and regulations.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational safety and health; 2. HACCP principles.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	IMPLEMENT FOOD SAFETY MANAGEMENT SYSTEM	DUTY NO.	502
TASK TITLE	IMPLEMENT NATIONAL FOOD SAFETY STANDARDS	TASK NO.	5023
PERFORMANCE CRITERIA	The person performing this task must be able to implement national food safety standards and keep records.		
RANGE STATEMENT	The task can be performed in the food production and operation enterprise under the supervision of senior food safety management technicians and food safety management engineers. The tools and equipment to be used include: 1. Food additive standards; 2. Food product standards; 3. Food contaminant standards; 4. Physical and chemical, microbiological, toxicological test methods and protocol standards for food; 5. Tables related to national standards for food safety; 6. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Recognize national food safety standards and corresponding tables; 2. Verify the implementation of food additive standards by food additive users; 3. Fill out record tables on the use of food additives; 4. Verify the implementation of the relevant food product standards by the relevant food employees; 5. Fill out the relevant record tables; 6. Verify the implementation of the food contaminant standards by the food employees; 7. Fill out the relevant tables for food contaminant standards; 8. Verify the implementation of physical and chemical, microbiological, toxicological test methods and protocols and standards by the food inspectors, and fill out the relevant record tables;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Implement requirements related to national food safety standards; 1.2 Record and file tables related to national food safety standards. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements and rules related to the implementation of the national food safety standards; 2.2 Requirements for filling out, methods for summarizing and analyzing tables related to national food safety standards; 2.3 Food safety management system standards; 2.4 Food safety technical standards. 3.0 Theories The person performing this task must be able to explain the following:	

9. Observe health, occupational and environmental safety rules and regulations..	3.1 Methods for summarizing record tables related to food safety; 3.2 Methods for analyzing record tables related to food safety; 3.3 Knowledge related to food safety. 4.0 Essential Skills 4.1 Communication skills; 4.2 Teamwork skills; 4.3 Reading comprehension skills; 4.4 Record filling and archiving skills; 4.5 Computer application skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The national food safety standards are implemented in accordance with approved industry standards rules and regulations.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational health and safety; 2. Dynamic updating of industry standards.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	MANAGE PROCUREMENT AND ACCEPTANCE PROCESS	DUTY NO.	503
TASK TITLE	PERFORM ANALYSIS OF THE QUALITY AND SAFETY OF RAW AND AUXILIARY MATERIALS, FOOD ADDITIVES AND RELATED FOOD PRODUCTS	TASK NO.	5031
PERFORMANCE CRITERIA	The person performing this task must be able to analyze the quality and safety of raw and auxiliary materials, food additives and related food products in accordance with approved rules and regulations.		
RANGE STATEMENT	The task can be performed in the food production and operation enterprise under the supervision of senior food safety management technicians and food safety management engineers. The tools and equipment to be used include: 1. Procurement lists of raw and auxiliary materials of food production and operation enterprises; 2. Quality assessment criteria of food raw and auxiliary materials, food additives and related food products; 3. Acceptance tables of food raw and auxiliary materials, food additives and related food products; 4. Acceptance criteria of food raw and auxiliary materials, food additives and related food products; 5. Monthly or quarterly supplier list; 6. New supplier list and relevant supporting information; 7. Classification and evaluation criteria for suppliers of raw and auxiliary materials, food additives, and related food products; 8. Computers; 9. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Fill out the record forms for quality acceptance of raw and auxiliary materials, food additives, and related food products; 2. Summarize and organize the acceptance record forms of raw and auxiliary materials, food additives, and related food products; 3. Analyze and report according to the acceptance of raw and auxiliary materials, food additives, and related food products;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Fill out and file the record forms for the acceptance of raw and auxiliary materials, food additives, and related food products on a monthly or quarterly basis; 1.2 Handle the violation of incoming inspection and supplier qualification according to the acceptance of raw and auxiliary materials, food additives, and related food products, and form reports;	

4. Handle the violation of incoming inspection of raw and auxiliary materials, food additives, and related food products; and handle the violation of incoming inspection records; 5. Organize the list according to the supplier turnover, and handle the supplier's qualification violation; 6. Organize new supplier information according to the supplier turnover, and maintain the existing supplier information; 7. Observe health, occupational and environmental safety rules and regulations..	1.3 Update the supplier list in real time according to the supplier turnover on a monthly or quarterly basis; 1.4 Organize and file new supplier information and maintain existing supplier information. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Supplier selection and withdrawal mechanisms; 2.2 Verification and handling system for raw and auxiliary materials, food additives, and related food products; 2.3 Incoming inspection system; 2.4 Management system of incoming inspection records; 2.5 Evaluation criteria for raw and auxiliary materials of food production and operation enterprises; 2.6 Evaluation and classification criteria for food suppliers of food production and operation enterprises. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Evaluation principles for safety and quality of raw and auxiliary materials; 3.2 Usage principles for food additives and related food products; 3.3 Classification and evaluation principles for suppliers of raw and auxiliary materials, food additives, and related food products; 3.4 Classification of raw and auxiliary materials, additives and related food products. 4.0 Essential Skills 4.1 Communication skills; 4.2 Teamwork skills; 4.3 Report reading and summarizing skills; 4.4 Office software skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Analysis of the quality and safety of raw and auxiliary materials, food additives and related food products is conducted as per approved standards and regulations.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational health and safety;

	2. Food quality risk warning.
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OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM MANAGEMENT OF HYGIENE AND HEALTH OF FOOD WORKERS	DUTY NO.	504
TASK TITLE	MANAGE HEALTH AND FITNESS OF WORKERS	TASK NO.	5041
PERFORMANCE CRITERIA	The person performing this task must be able to manage the health and fitness of food workers in accordance with approved rules and regulations.		
RANGE STATEMENT	The task can be performed in the food production and operation enterprise under the supervision of senior food safety management technicians and food safety management engineers. The tools and equipment to be used include: 1. Food safety laws and regulations; 2. Sanitation Standard Operation Procedure (SSOP); 3. Food employee health management system; 4. Employee health and fitness files; 5. Computers; 6. Personal protective equipment; 7. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Confirm whether the health and fitness management system and implementation scheme for food employees are sound; 2. Monitor the health and fitness files of food workers and ensure timely updating of the information; 3. Inspect the daily management records of the health and fitness of food workers; 4. Inspect the health and fitness of food workers on site in cooperation with the market supervision and management agencies; 5. Observe health, occupational and environmental safety rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Manage health and qualification management system documents for food employees; 1.2 Manage employees with illnesses that impede food safety; 1.3 Manage health files of food employees. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Health and fitness requirements of food safety laws and regulations for food employees; 2.2 Post management regulations and requirements for workers suffering from diseases that impede food safety; 2.3 Health certificate publicity system for employees; 2.4 Food safety laws and regulations; 2.5 Basics of food standards. 3.0 Theories	

	The person performing this task must be able to explain the following: 3.1 Knowledge of food production and operation management; 3.2 Hygiene and health knowledge; 3.3 Sanitation Standard Operating Procedures (SSOP). 4.0 Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Computer application skills; 4.4 Copywriting skills; 4.5 Supervision and inspection skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Management of health and fitness of food workers is performed in accordance with approved industry norms and standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational health and safety; 2. Health monitoring system.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM MANAGEMENT OF HYGIENE AND HEALTH OF FOOD WORKERS	DUTY NO.	504
TASK TITLE	SUPERVISE MANAGEMENT OF WORKERS’ HYGIENE	TASK NO.	5042
PERFORMANCE CRITERIA	The person performing this task must be able to supervise the hygiene management of workers in accordance with approved industry standards.		
RANGE STATEMENT	The task can be performed in the food production and operation enterprise under the supervision of senior food safety management technicians and food safety management engineers. The tools and equipment to be used include: 1. Food safety laws and regulations; 2. Sanitation Standard Operation Procedure (SSOP); 3. Hygiene management system for food employees; 4. GMP rules for food enterprises; 5. Computers; 6. Personal protective equipment.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Confirm whether the hygiene management system and implementation scheme for food employees are sound; 2. Check whether food production and operation enterprises regularly organize training related to general hygiene, food safety knowledge and sound hygiene operation skills for food workers; 3. Manage the personal hygiene of production workers; 4. Check the work clothes of workers entering the production workshop and handle violations; 5. Check the disinfection procedures for workers entering and leaving the workshop and handle violations; 6. Check the maintenance of environmental hygiene of workers throughout production and handle violations;		Detailed knowledge about: 5051.5 Methods The person performing this task must be able to explain how to: 1.1 Check the daily hygiene management records of food employees; 1.2 Check the regular training records of food production and operation enterprises; 1.3 Check the daily hygiene condition, disinfection procedures and hygiene operation habits of food employees on site in cooperation with the staff of market supervision and management agencies. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements related to personal hygiene and work clothes in the hygiene management system for food employees; 2.2 Requirements related to on-site operation disinfection procedures and sanitation operation habits of employees in the Sanitation Standard Operation Procedure (SSOP); 2.3 Food safety laws and regulations; 2.4 GMP rules for food enterprises;	

7. Observe health, occupational and environmental safety rules and regulations.	2.5 Sanitation management standards for food production enterprises. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Knowledge of food production and operation management; 3.2 Hygiene and health knowledge; 3.3 Food safety knowledge. 4.0 Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Computer application skills; 4.4 Teamwork skills; 4.5 Supervision and inspection skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Supervision of workers' hygiene management is conducted as per approved rules and regulations.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational health and safety.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	MANAGE FOOD EQUIPMENT AND FACILITY SANITATION	DUTY NO.	505
TASK TITLE	INVESTIGATE SANITATION PROBLEMS IN FOOD PRODUCTION FACILITIES	TASK NO.	5051
PERFORMANCE CRITERIA	The person performing this task must be able to investigate and analyze the sanitation problems in food production equipment and facilities in accordance with approved industry rules and regulations.		
RANGE STATEMENT	The task can be performed in the food production enterprise under the supervision of senior food safety management technicians or food safety management engineers. The tools and equipment to be used include: 1. The layout plan of each functional area of the food production and processing site; 2. Layout of process equipment and facilities; 3. Process flowchart of food production; 4. List of main equipment and facilities for food production; 5. Safety management system for the food production process; 6. Good Hygienic Practice for Foods (GHP) 7. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Verify the sanitation of food production equipment and facilities on site; 2. Investigate the causes of sanitary problems in food production equipment and facilities; 3. Investigate the causes of sanitary disqualification of production equipment; 4. Investigate the causes of sanitary disqualification of workshop floor and sewerage facilities; 5. Investigate the causes of disqualification of restroom facilities; 6. Investigate the causes of disqualification of hand-washing cleaning and disinfecting facilities; 7. Investigate the causes of sanitary disqualification of changing rooms;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Conduct on-site verification based on sanitary inspection records of food production equipment and facilities; 1.2 Analyze sanitary problems of food production equipment and facilities based on the food production sanitary specifications and food product standard requirements; 1.3 Write analysis reports based on the requirements of the General Sanitary Specifications for Food Production. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Sanitary requirements for production equipment and facilities in GMP;	

8. Investigate the causes of non-compliance of production water; 9. Investigate the causes of disqualification of insect, rodent and fly prevention facilities; 10. Write an analysis report according to the investigation results; 11. Observe health, occupational and environmental safety rules and regulations.	2.2 Sanitary requirements for food production equipment and facilities in sanitation standard operation procedures; 2.3 Sanitation management system for food production equipment and facilities; 2.4 Good Manufacturing Practice (GMP). 3.0 Theories The person performing this task must be able to explain the following: 3.1 Sanitation and health knowledge; 3.2 Knowledge of food production and operation management; 3.3 Knowledge related to food safety. 4.0 Essential Skills 4.1 Communication skills; 4.2 Teamwork skills; 4.3 Report writing skills; 4.4 Computer application skills; 4.5 Logical analysis skills; 4.6 Summarizing skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Sanitation problems in food production facilities are investigated and analyzed in accordance with approved industry norms and standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational safety and health.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	MANAGE FOOD EQUIPMENT AND FACILITY SANITATION	DUTY NO.	505
TASK TITLE	INVESTIGATE SANITATION PROBLEMS IN CATERING SERVICE FACILITIES	TASK NO.	5052
PERFORMANCE CRITERIA	The person performing this task must be able to investigate and analyze the sanitation problems in catering service facilities in accordance with approved industry standards and regulations.		
RANGE STATEMENT	The task can be performed in the catering service enterprise under the supervision of senior food safety management technicians and food safety management engineers. The tools and equipment to be used include: 1. The layout plan of each functional area of the catering service premise; 2. List of main equipment and facilities for catering service; 3. Sanitation management system of catering service equipment and facilities; 4. Personal protective equipment; 5. Sanitation norms for restaurant service facilities; 6. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Conduct on-site verification of sanitation of catering service facilities; 2. Investigate the causes of sanitary disqualification of various types of catering service facilities; 3. Investigate the causes of sanitary disqualification of floor and sewerage facilities; 4. Investigate the causes of disqualification of restroom facilities; 5. Investigate the causes of disqualification of hand-washing cleaning and disinfecting facilities; 6. Investigate the causes of sanitary disqualification of changing rooms; 7. Investigate the causes of disqualification of insect, rodent and fly prevention facilities;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Conduct on-site verification based on sanitary inspection records of catering service facilities; 1.2 Analyze sanitary problems of catering service facilities based on the sanitary specifications of catering service facilities; 1.3 Write an analysis report based on the requirements of the sanitary specifications of catering service facilities. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Sanitary specifications for the catering service process; 2.2 Sanitary requirements for catering service facilities; 2.3 Food regulations and standards related to the catering service. 3.0 Theories	

8. Write an analysis report of problems of catering service facilities based on the investigation results; 9. Observe health, occupational and environmental safety rules and regulations.	The person performing this task must be able to explain the following: 3.1 Knowledge of food production and operation management; 3.2 Risk identification and evaluation of food safety in catering service. 4.0 Essential Skills 4.1 Communication skills; 4.2 Teamwork skills; 4.3 Report writing skills; 4.4 Computer application skills; 4.5 Logical analysis skills; 4.6 Summarizing skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Sanitation problems in catering service facilities are investigated and analyzed in accordance with industry norms and standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational safety and health.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	MANAGE FOOD EQUIPMENT AND FACILITY SANITATION	DUTY NO.	505
TASK TITLE	INVESTIGATE SANITATION PROBLEMS IN FOOD DISTRIBUTION FACILITIES	TASK NO.	5053
PERFORMANCE CRITERIA	The person performing this task must be able to investigate and analyze the sanitation problems in food distribution facilities in accordance with approved industry standards and regulations.		
RANGE STATEMENT	The task can be performed in the food distribution enterprise under the supervision of senior food safety management technicians and food safety management engineers. The tools and equipment to be used include: 1. The layout plan of each functional area of the food distribution premise; 2. List of main equipment and facilities for food distribution premises; 3. Hygiene norms for food distribution; 4. Food product standards; 5. Personal protective equipment; 6. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Verify the sanitation of food distribution facilities on site; 2. Investigate the causes of sanitary non-compliance in transport facilities; 3. Investigate the causes of sanitary non-compliance in storage facilities; 4. Investigate the causes of sanitary non-compliance in distribution facilities; 5. Write an analysis report according to the investigation results; 6. Observe health, occupational and environmental safety rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Conduct on-site verification based on sanitary inspection records of food distribution; 1.2 Analyze sanitary problems of food distribution facilities based on the food distribution sanitary specifications and food product standard requirements; 1.3 Write an analysis report based on the food distribution sanitary specifications and food product standard requirements. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Sanitary requirements for food distribution facilities in GMP; 2.2 Sanitary requirements for food distribution facilities in sanitation standard operation procedures for food distribution facilities;	

	2.3 Regulations and standards related to food distribution. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Knowledge of food production and operation management; 3.2 Knowledge of hygiene and health. 4.0 Essential Skills 4.1 Communication skills; 4.2 Teamwork skills; 4.3 Report analyzing and writing skills; 4.4 Computer application skills; 4.5 Logical analysis skills; 4.6 Summarizing skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Sanitation problems in food distribution facilities are investigated and analyzed in accordance with approved industry norms and standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational safety and health.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	MANAGE FOOD SAFETY TRACEABILITY	DUTY NO.	506
TASK TITLE	IMPLEMENT DOCUMENTATION OF FOOD SAFETY TRACEABILITY	TASK NO.	5061
PERFORMANCE CRITERIA	The person performing this task must be able to perform food safety traceability in accordance with the requirements for food safety traceability documents.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. General requirements for food safety traceability; 2. System design of food safety traceability and general specifications for implementation; 3. Information recording requirements for food safety traceability; 4. General technical requirements for QR code in food safety traceability; 5. Food safety traceability system documents; 6. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Trace back information on potentially unsafe food in the operational processes of food production and operation enterprises based on market complaints and in accordance with the terms of the food safety traceability document; 2. Provide notification to relevant departments to amend and supplement relevant documents in response to the information on unsafe food found through traceability; 3. Improve continuously the technical means of traceability in the implementation of the food safety traceability document; 4. Observe health, occupational and environmental safety rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Determine traceable food safety information based on customer feedback; 1.2 Determine traceable food safety information based on market feedback. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Specific requirements for food safety traceability documentation for food production and operation enterprises; 2.2 Principles for selecting food safety traceability measures in food enterprises; 2.3 Specific measures for food safety traceability in food businesses; 2.4 Food safety laws and regulations. 3.0 Theories	

	The person performing this task must be able to explain the following: 3.1 Knowledge of food production and operation management; 3.2 Expertise in food safety risks. 4.0 Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Copywriting skills; 4.5 Implementation skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The food safety traceability is implemented and recorded in accordance with approved industry standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational health and safety.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	MANAGE FOOD SAFETY TRACEABILITY	DUTY NO.	506
TASK TITLE	CARRY OUT DISPOSAL OF UNUSUAL FOOD PRODUCT SAFETY TRACEABILITY INFORMATION	TASK NO.	5062
PERFORMANCE CRITERIA	The person performing this task must be able to dispose unusual food product safety traceability information in accordance with the requirements for food safety traceability documents disposal.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. System design of food safety traceability and general specifications for implementation; 2. General requirements for food traceability; 3. General technical requirements for QR code of food; 4. Information recording requirements for food traceability; 5. Food traceability coding rules; 6. Food traceability operating procedures for supermarket chains; 7. Test standards for prepackaged food traceability systems; 8. Data interface specifications for market food traceability systems; 9. Sanitation specifications for food production and operation; 10. Food safety traceability management system; 11. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Identify requirements for the implementation of food safety traceability systems; 2. Enforce the responsibility for food safety traceability in all sectors; 3. Handle customer complaints about unusual food product safety traceability; 4. Handle market complaints about unusual food product safety traceability; 5. Handle abnormal food products based on the abnormal product disposal measures or emergency plan of the food safety traceability system;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Enforce the responsibility for food safety traceability in all sectors; 1.2 Verify and validate food safety traceability anomalies; 1.3 Prevent recurrence of anomalous information. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements of food safety regulations and standards for food safety traceability systems;	

6. Rectify and prevent recurrence of food safety traceability anomalies; 7. Observe health, occupational and environmental safety rules and regulations.	2.2 Requirements of the food safety traceability system guidance document for disposal of unusual products; 2.3 Principles of food safety traceability system implementation; 2.4 Requirements for the traceability of complained unqualified food safety in food production and operation. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Basics of food standards; 3.2 Knowledge of food production and operation management. 4.0 Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Statement filling skills; 4.5 Computer application skills; 4.6 Implementation skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The unusual food product safety traceability information is disposed of in accordance with approved standards, rules and regulations
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational health and safety.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM SELF-INSPECTION AND RECTIFICATION OF FOOD SAFETY RISKS	DUTY NO.	507
TASK TITLE	CONDUCT SELF-INSPECTION AND RECTIFICATION OF FOOD SAFETY RISKS IN FOOD PRODUCTION ENTERPRISE	TASK NO.	5071
PERFORMANCE CRITERIA	The person performing this task must be able to conduct food safety self-inspections in accordance with the food safety self-inspection plan.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Documents of sanitation specifications for food production and operation; 2. Food safety management system documents; 3. Food safety limits standard document; 4. Documents of food product standards; 5. Documents of related food product standards; 6. Food safety self-inspection planner; 7. Food safety self-inspection scheme; 8. Materials related to the food safety self-inspection program; 9. Personal protective equipment; 10. Office supplies or computers; 11. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Identify the food safety self-inspection plan schedule and requirements for food production enterprises; 2. Perform food safety self-inspections in accordance with the food safety self-inspection plan for food production enterprises; 3. Identify requirements for food safety self-inspection schemes for food production enterprises; 4. Perform food safety self-inspection based on the food safety self-inspection scheme for food production enterprises;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Identify the food safety self-inspection plan schedule and requirements for food production enterprises; 1.2 Identify requirements for food safety self-inspection schemes for food production enterprises; 1.3 Identify the requirements for food safety rectification measures for food production enterprises. 2.0 Principles The person performing this task must be able to explain the following principles:	

5. Identify food safety rectification measure requirements; 6. Prepare materials needed for food safety rectification; 7. Make corrections as required by the rectification measure; 8. Verify the effectiveness of rectification; 9. Observe health, occupational and environmental safety rules and regulations.	2.1 Sanitation management standards for food production enterprises; 2.2 SSOP; 2.3 GMP. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Requirements of food safety laws, regulations, and standards for the food safety self-inspection plan of food production enterprises; 3.2 Requirements of food safety laws, regulations, and standards for the food safety self-inspection item categories of food production enterprises; 3.3 Requirements of food safety laws, regulations, and standards for food self-inspection item of food production enterprises; 3.4 Specific requirements for rectification measures in food safety rectification plans; 3.5 Basics of food standards; 3.6 Knowledge of food production and operation management; 3.7 Knowledge of hygiene and health. 4.0 Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Statement filling skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Self-inspection and rectification of food safety risks in food production enterprise is performed in accordance with approved standards, rules and regulations
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational health and safety; 2. Risk traceability mechanism.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM SELF-INSPECTION AND RECTIFICATION OF FOOD SAFETY RISKS	DUTY NO.	507
TASK TITLE	CONDUCT SELF-INSPECTION AND RECTIFICATION OF FOOD SAFETY RISKS IN FOOD DISTRIBUTION ENTERPRISES	TASK NO.	5072
PERFORMANCE CRITERIA	The person performing this task must be able to conduct food safety self-inspection and rectification in accordance with approved food safety self-inspection scheme.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Documents of sanitation specifications for food production and operation; 2. Food safety management system documents; 3. Food safety limits standard document; 4. Documents of food product standards; 5. Documents of related food product standards; 6. Document on food safety self-inspection scheme; 7. Food safety self-inspection planner; 8. Food safety self-inspection table; 9. Supporting materials related to the food safety self-inspection program; 10. Pen or computer; 11. Personal protective equipment.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Identify the food safety self-inspection plan schedule and requirements for food distribution enterprises; 2. Perform food safety self-inspections in accordance with the food safety self-inspection plan for food distribution enterprises; 3. Identify food safety self-inspection scheme requirements for food distribution enterprises;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Identify the food safety self-inspection plan schedule and requirements for food distribution enterprises; 1.2 Identify food safety self-inspection scheme requirements for food distribution enterprises; 1.3 Identify the requirements for food safety rectification measures for food distribution enterprises. 2.0 Principles The person performing this task must be able to explain the following principles:	

4. Perform food safety self-inspections in accordance with the food safety self-inspection scheme for food distribution enterprises; 5. Identify food safety rectification measure requirements; 6. Prepare materials needed for food safety rectification; 7. Make corrections as required by the rectification measure; 8. Verify the effectiveness of rectification; 9. Observe health, occupational and environmental safety rules and regulations.	2.1 Sanitation management standards for food operation enterprises; 2.2 SSOP; 2.3 GMP. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Requirements of food safety laws, regulations, and standards for the food safety self-inspection plan of food distribution enterprises; 3.2 Requirements of food safety laws, regulations, and standards for the food safety self-inspection plan of food distribution enterprises; 3.3 Requirements of food safety laws, regulations, and standards for the food safety self-inspection plan of food distribution enterprises; 3.4 Specific requirements for rectification measures in food safety rectification plans; 3.5 Basics of food standards; 3.6 Knowledge of food production and operation management; 3.7 Knowledge of hygiene and health. 4.0. Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Statement filling skills; 4.5 Computer application skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Self-inspection and rectification of food safety risks in food distribution enterprises is conducted in accordance with approved food laws and regulations.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational health and safety; 2. Risk traceability mechanism.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM SELF-INSPECTION OF FOOD SAFETY RISKS	DUTY NO.	507
TASK TITLE	CONDUCT SELF-INSPECTION AND RECTIFICATION OF FOOD SAFETY RISKS IN CATERING SERVICE ENTERPRISE	TASK NO.	5073
PERFORMANCE CRITERIA	The person performing this task must be able to conduct self-inspection and rectification of food safety risks in accordance with approved standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Documents of sanitation specifications for food production and operation; 2. Food safety management system documents; 3. Food safety limits standard document; 4. Documents of food product standards; 5. Documents of related food product standards; 6. Food safety self-inspection records; 7. Document on food safety rectification plan; 8. Personal protective equipment.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Identify the food safety self-inspection plan schedule and requirements for catering service enterprises; 2. Perform food safety self-inspections in accordance with the food safety self-inspection plan for catering service enterprises; 3. Identify food safety self-inspection scheme requirements for catering service enterprises; 4. Conduct food safety self-inspections in accordance with the food safety self-inspection scheme for catering service enterprises; 5. Identify food safety rectification measure requirements;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Identify the food safety self-inspection plan schedule and requirements for catering service enterprises; 1.2 Identify food safety self-inspection scheme requirements for catering service enterprises; 1.3 Identify the requirements for food safety rectification measures for catering service enterprises. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements of food safety laws, regulations, and standards for the food safety self-inspection plan of catering service enterprises;	

6. Prepare materials needed for food safety rectification; 7. Make corrections as required by the rectification measure; 8. Verify the effectiveness of rectification; 9. Observe health, occupational and environmental safety rules and regulations..	2.2 Food safety laws, regulations, and standards for self-inspection program category requirements for catering service enterprises food safety; 2.3 Food safety laws, regulations, and standards for self-inspection program requirements for catering service enterprises food safety; 2.4 Specific requirements for rectification measures in food safety rectification plans; 2.5 Sanitation management standards for food operation enterprises; 2.6 SSOP; 2.7 GMP. 3.0 Theories The person performing this task must be able to explain the following: 3.1 SSOP; 3.2 GMP; 3.3 Basics of food standards; 3.4 Knowledge of food production and operation management; 3.5 Knowledge of hygiene and health. 4.0 Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Statement filling skills; 4.5 Computer application skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Self-inspection and rectification of food safety risks in catering service enterprise is conducted in accordance with approved food laws and regulations.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational health and safety; 2. Risk traceability mechanism.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM EXTERNAL INSPECTION AND CONTINUOUS IMPROVEMENT OF FOOD SAFETY	DUTY NO.	508
TASK TITLE	IMPLEMENT CORRECTIVE ACTIONS COVERING EXTERNAL INSPECTION NON-COMPLIANCE	TASK NO.	5081
PERFORMANCE CRITERIA	The person performing this task must be able to follow up and implement the correction of external inspection non-compliance in accordance with the rectification plan.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Documents of sanitation specifications for food production and operation; 2. Food safety management system documents; 3. Food safety limits standard document; 4. Food products and related standard documents; 5. Food safety rectification planner; 6. Food safety rectification scheme; 7. Computers; 8. Personal protective equipment; 9. safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Clarify the rectification measures for the non-compliance in the food safety rectification plan against the external inspection report; 2. Implement the person responsible for correcting the conformity and the time requirements; 3. Identify non-compliance with program validation requirements; 4. Select and optimize non-compliance rectification measures; 5. Prepare tools, materials, and other necessary resources for non-compliance correction; 6. Perform corrective actions for external non-compliance;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Identify details of non-compliance rectification; 1.2 Confirm with the appropriate department the specific rectification and the time of completion; 1.3 Check the progress after the rectification is completed and collect the appropriate rectification information; 1.4 Write reports on the status of non-compliance rectification. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 National food safety laws, regulations, and standards regulators on the rectification	

7. Verify the achievement of corrective action for non-compliance; 8. Compile the rectification plan information into an implementation report and submit it to the external inspection agency for confirmation; 9. Observe health, occupational and environmental safety rules and regulations.	implementation, schedule and verification of the effectiveness of the requirements; 2.2 Sanitation specifications for food production and operation; 2.3 Food safety management system; 2.4 Food safety laws and regulations; 2.5 Food safety management system manuals. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Knowledge of food safety supervision and management; 3.2 Knowledge of food production and operation management; 3.3 PDCA cycle (Plan-Do-Check-Act); 3.4 Documents of food safety management procedures; 3.5 HACCP plan; 3.6 SSOP. 4.0 Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Report writing skills; 4.5 Computer application skills; 4.6 Logical analysis skills; 4.7 Implementation skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Corrective action covering external inspection non-compliance is carried out in accordance with the food laws, regulations and system requirements.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational safety and health.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM EXTERNAL INSPECTION AND CONTINUOUS IMPROVEMENT OF FOOD SAFETY	DUTY NO.	508
TASK TITLE	CARRY OUT CONTINUOUS IMPROVEMENT OF FOOD SAFETY	TASK NO.	5082
PERFORMANCE CRITERIA	The person performing this task must be able to track and implement continuous food safety improvements in accordance with the food safety continuous improvement plan.		
RANGE STATEMENT	The task can be performed in the food production and operation enterprise under the supervision of food safety management engineers. The tools and equipment to be used include: 1. Documents of sanitation specifications for food production and operation; 2. Food safety management system documents; 3. Food safety limits standard document; 4. Documents of food product standards; 5. Documents of related food product standards; 6. Proposal for continuous improvement of food safety; 7. Implementation plan for continuous improvement of food safety; 8. Computers; 9. External inspection reports; 10. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Identify the requirements for non-compliance with the continuous improvement goals; 2. Identify what and who is responsible for the continuous improvement of nonconforming work; 3. Confirm the specific food safety continuous improvement components and schedule for completion; 4. Confirm the completion of continuous improvement in the corresponding department and receive the corresponding information; 5. Summarize the information to form a report on the implementation of		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Clarify the goal requirements of the food safety continuous improvement program; 1.2 Screen for continuous improvement content; 1.3 Perform continuous improvement of non-conforming work; 1.4 Summarize the information to form a report on the implementation of continuous food safety improvement efforts. 2.0 Principles The person performing this task must be able to explain the following: 2.1 Requirements of national food safety laws, regulations, standards and regulatory authorities on the implementation of continuous improvement of the content, schedule, validation	

continuous food safety improvement efforts; 6. Observe health, occupational and environmental safety rules and regulations.	effect, as well as the adequacy, appropriateness and effectiveness of the enterprise's food safety management system; 2.2 Basics of food standards; 2.3 Knowledge of food safety laws and regulations. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Relevant food safety management system documents, including system manuals, procedure documents, HACCP plans, SSOPs; 3.2 Knowledge of food production and operation management; 3.3 Knowledge of food safety supervision and management; 3.4 PDCA cycle (Plan-Do-Check-Act). 4.0 Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Report writing skills; 4.5 Computer application skills; 4.6 Logical analysis skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Food safety is continuously improved in accordance with approved industry standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational safety and health; 2. Transformation management;

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	CONDUCT EMERGENCY HANDLING OF FOOD SAFETY PROBLEMS	DUTY NO.	509
TASK TITLE	COLLECT INFORMATION FROM FOOD SAFETY OPINIONS AND COMPLAINT REPORT	TASK NO.	5091
PERFORMANCE CRITERIA	The person performing this task must be able to collect information on food safety opinions and complaint reports in accordance with approved rules and regulations.		
RANGE STATEMENT	The task can be performed in the food production and operation enterprise under the supervision of senior food safety management technicians and food safety management engineers. The tools and equipment to be used include: 1. Documents of sanitation specifications for food production and operation; 2. Food safety management system documents; 3. Food safety limits standard document; 4. Documents of food product standards; 5. Food safety public opinion monitoring approach paper; 6. Documentation of the system for receiving food safety complaint reports; 7. Computers; 8. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Monitor the information released by the official websites of food-related government regulatory agencies and the media; 2. Monitor information released by food safety opinion-related social media, such as public websites and blogs; 3. Organize public opinion clues through different channels after promptly discovery; 4. Organize information on complaint reports promptly; 5. .Observe health, occupational and environmental safety rules and regulations.		Detailed knowledge about: 6.6 Methods The person performing this task must be able to explain how to: 1.1 Monitor public opinion based on the food safety public opinion monitoring program; 1.2 Collect and record information on monitored food safety opinions; 1.3 Collect and record information on food safety complaint reports from consumers and the community. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Standards for monitoring food safety opinions and receiving complaint reports; 2.2 Criteria for categorizing and grading information on food safety opinions and complaint reports;	

	2.3 Management system for information on food safety opinions and complaint reports; 2.4 Knowledge of food safety laws and regulations. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Knowledge of food production and operation management; 3.2 Knowledge of food safety emergency management; 3.3 Basic procedures for monitoring food safety opinions and collecting information on complaints. 4.0 Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Information gathering and recording skills; 4.5 Computer application skills; 4.6 Logical analysis skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Information from food safety opinions and complaint reports are accurately collected in accordance with approved standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational safety and health; 2. PR response.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	CONDUCT EMERGENCY HANDLING OF FOOD SAFETY PROBLEMS	DUTY NO.	509
TASK TITLE	PARTICIPATE IN THE IMPLEMENTATION OF RECALLS OF SUBSTANDARD FOOD	TASK NO.	5092
PERFORMANCE CRITERIA	The person performing this task must be able to participate in the implementation of the recall of substandard food in accordance with approved rules and regulations.		
RANGE STATEMENT	The task can be performed in the food production and operation enterprise under the supervision of senior food safety management technicians and food safety management engineers. The tools and equipment to be used include: 1. Food safety management system documents; 2. Food safety emergency response plan book; 3. Plan book of unqualified food recalls; 4. Notice of unqualified food recalls; 5. Communication equipment, computers and networks; 6. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Issue food recall announcements; 2. Notify food producers and food business operators to stop production and operation; 3. Notify consumers to stop consuming the substandard food; 4. Properly store the recalled food; 5. Dispose of the recalled food in question; 6. Record recalls and disposals in accordance with the requirements; 7. Observe health, occupational and environmental safety rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Quickly and efficiently issue recall notices for substandard foods; 1.2 Quickly and accurately identify and notify food producers and food business operators and consumers; 1.3 Recall, dispose of and record substandard food. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Criteria for the development and publication of the text of recall notices for substandard foods; 2.2 Scope of work and implementation criteria for recall of substandard food; 2.3 Laws, regulations and standards related to food recalls under the Food Safety Law; 2.4 Management and disposal system of food recalls under the Food Safety Law; 2.5 Knowledge of food safety laws and regulations.	

	3.0 Theories The person performing this task must be able to explain the following: 3.1 Knowledge of food production and operation management; 3.2 Knowledge of food safety emergency management. 4.0 Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Organization and coordination skills; 4.5 Computer application skills; 4.6 Logical analysis skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Participation in the implementation of recall of substandard food is carried out in accordance with the requirements of food safety laws, standards, etc.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Occupational health and safety; 2. Recall case study; 3. Supply chain management.

**APPENDIX 1: DACUM CHARTS FOR FOOD SAFETY MANAGEMENT TECHNICIAN
- NTA LEVEL 5**

DUTIES	TASKS	ENABLERS
1.0 Perform food production and operation access registration	1.1 Prepare application for food production business.	General skills and knowledge - Cooperating with others using communication skills and reporting to the superiors - Report writing skills - Collection and organization of materials - Knowledge of food safety laws and regulations - Basics of food standards - Knowledge of food production and operation management Tools and equipment - Personal protective equipment - Computers and Internet Materials - Office supplies, etc. Requirements for employees - Teamwork spirit - Integrity - Time management
	1.2 Prepare application for food distribution business.	
2.0 Implement food safety management system	2.1 Obtain national food safety laws, regulations, and standards.	General skills and knowledge - Cooperating with others using communication skills and reporting to the superiors - Report writing skills - Organization and collection of institutional records - Knowledge of food safety laws and regulations - Basics of food standards - Literature retrieval skills - Internet application technology - Basic knowledge of food regulations and standardization Tools and equipment - Computers and Internet - Shooting tools
	2.2 Implement food safety management system.	
	2.3 Implement national food safety standards and records.	

DUTIES	TASKS	ENABLERS
		- Personal protective equipment Materials - Office supplies Requirements for employees - Teamwork spirit - Specification consciousness - Standard consciousness - Integrity - Meticulousness - Sense of responsibility
3.0 Manage procurement and acceptance process	3.1 Perform analysis of the quality and acceptance of raw and auxiliary materials, food additives and related food products.	General skills and knowledge - Cooperating with others using communication skills and reporting to the superiors - Quality report analysis skills - Skills in completing the acceptance matrix - Knowledge of food safety laws and regulations - Basics of food standards - Knowledge of food production and operation management Tools and equipment - Personal protective equipment - Computers and Internet Materials - Office supplies, etc. Requirements for employees - Teamwork spirit - Compliance consciousness - Standard consciousness - Quality consciousness
4.0 Perform management of hygiene and health of food workers	4.1 Manage health and fitness of food workers.	General skills and knowledge - Cooperating with others using communication skills and reporting to the superiors - File categorization and organization skills
	4.2 Supervise management of food workers hygiene.	

DUTIES	TASKS	ENABLERS
		• Documenting skills in accordance with regulations • Food safety knowledge • Knowledge of food safety laws and regulations Tools and equipment • Computers and Internet • Shooting tools • Personal protective equipment Materials • Office supplies Requirements for employees • Teamwork spirit • Standard consciousness • Integrity • Meticulousness
5.0 Manage food equipment and facility sanitation	5.1 Investigate sanitation problems in food production facilities.	General skills and knowledge • Ability to analyze and summarize problems • Knowledge of food safety laws and regulations • Basics of food standards • Knowledge of food production and operation management • Literature retrieval skills • Internet application technology • Standardization basics Tools and equipment • Computers and Internet • Shooting tools • Personal protective equipment Materials • Office supplies Requirements for employees • Teamwork spirit • Specification consciousness • Standard consciousness • Hygiene awareness
	5.2 Investigate sanitation problems in catering service facilities.	
	5.3 Investigate sanitation problems in food distribution facilities.	

DUTIES	TASKS	ENABLERS
6.0 Manage food safety traceability	6.1 Implement documentation of food safety traceability.	General skills and knowledge • Cooperating with others using communication skills and reporting to the superiors • Document writing skills • Organization and coordination skills • Computer application skills • Knowledge of food safety laws and regulations • Basics of food standards • Knowledge of food production and operation management • Knowledge of hygiene and health • Tools and equipment • Personal protective equipment • Computers and Internet Materials • Office supplies • Requirements for employees • Teamwork spirit • Specification consciousness • Standard consciousness • Hygiene awareness
	6.2 Conduct disposal of unusual food product safety traceability information.	
7.0 Conduct self-inspection and rectification of food safety risks	7.1 Conduct self-inspection and rectification of food safety risks of food production enterprise.	General skills and knowledge • Cooperating with others using communication skills and reporting to the superiors • Document writing skills • Organization and coordination skills • Computer application skills • Knowledge of food safety laws and regulations • Basics of food standards • Knowledge of food production and operation management • Knowledge of hygiene and health Tools and equipment • Personal protective equipment • Computers and Internet • Materials
	7.2 Conduct self-inspection and rectification of food safety risks in food distribution enterprises.	
	7.3 Conduct self-inspection and rectification of food safety risks in catering service enterprises.	

DUTIES	TASKS	ENABLERS
		• Office supplies • Requirements for employees • Teamwork spirit • Specification consciousness • Consciousness of risk
8.0 Perform external inspection and continuous improvement of food safety	8.1 Implement corrective actions for external inspection non-compliance.	General skills and knowledge • Communication skills • Teamwork skills • Report writing skills • Computer application skills • Logical analysis skills • Implementation skills Tools and equipment • Computers • Personal protective equipment Materials • Office supplies, etc. • Requirements for employees • Teamwork spirit • Specification consciousness • Consciousness of risk
	8.2 Carry out continuous improvement of food safety.	
9.0 Conduct emergency handling of food safety problems	9.1 Collect information on food safety opinions, complaint report.	General skills and knowledge • Cooperating with others using communication skills and reporting to the superiors • Document writing skills • Organization and coordination skills • Knowledge of food safety laws and regulations • Basics of food standards • Knowledge of food production and operation management • Knowledge of food safety emergency management • Computer application skills Tools and equipment • Computers connected to the Internet Materials
	9.2 Participate in the implementation of recalls of substandard food.	

DUTIES	TASKS	ENABLERS
		• Office supplies Requirements for employees • Teamwork spirit • Specification consciousness • Consciousness of risk • Consciousness of responsibility