

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



**OCCUPATIONAL STANDARDS**

**OCCUPATION: FOOD SAFETY MANAGEMENT ENGINEER**

**LEVEL: NTA LEVEL 8**

**FEBRUARY 2024**

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## **ABBREVIATIONS**

<b>CAC</b>	Codex Alimentarius Commission
<b>CBET</b>	Competency Based Education and Training
<b>FEFO</b>	First Expired First Out
<b>FIFO</b>	First In First Out
<b>GMP</b>	Good Manufacturing Practices
<b>HACCP</b>	Hazard Analysis and Critical Control Point System
<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 Association
<b>PCDA</b>	Plan, Do, Check, Action
<b>PPE</b>	Personal Protective Equipment
<b>SSOP</b>	Sanitation Standard Operation Procedure
<b>TET</b>	Technical Education and Training
<b>TQC</b>	Total Quality Control
<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.
<b>Task Analysis:</b>	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.
<b>Task:</b>	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.
<b>Underpinning Knowledge:</b>	Crucial knowledge that an individual must acquire in order to demonstrate competences that are associated in performing a given task.
<b>Verification Process:</b>	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 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 ENGINEERS**

The standards cover a broad range of duties and tasks that can be performed by a Food Safety Management Engineer. 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 engineer in specific settings or positions. The Food Safety Management Engineer 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 Engineers should possess food safety professional knowledge and management skills, employ food safety control techniques such as hazard analysis and critical control points in accordance with laws, regulations, and standards, and engage in food safety risk control and management in food production and operation activities. Generally, the Food Safety Management Engineer performs the following responsibilities:

- a) Food production and operation access management
- b) Establishment and implementation of the food safety management system
- c) Procurement and acceptance management
- d) Hygiene and health management of food employees
- e) Hygiene management of food equipment and facilities
- f) Traceability management of food safety
- g) Self-inspection and assessment of food safety risks
- h) External inspection of food safety and continuous improvement
- i) Emergency handling of food safety issues
- j) Application of advanced management standards for food safety

The Occupational Standards have been clustered into NTA qualification levels, i.e. NTA level 7 and 8.

#### **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 ENGINEER

#### - NTA LEVEL 8

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGE FOOD PRODUCTION AND OPERATION REGISTRATION	<b>DUTY NO.</b>	801
<b>TASK TITLE</b>	APPLY FOR SPECIAL FOOD BUSINESS REGISTRATION	<b>TASK NO.</b>	8011
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to apply for the registration of special food production enterprises and special food registration in accordance with food safety regulations and standard requirements.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Special food production site registration application form and special food registration application form;</li> <li>2. Business license and other supporting documents;</li> <li>3. Site planning map and relevant guarantee agreements of the business premises;</li> <li>4. Environmental assessment report;</li> <li>5. Documentation of quality and safety standards for raw and auxiliary materials;</li> <li>6. Product formula;</li> <li>7. Product formulation R&amp;D demonstration report;</li> <li>8. Production process description;</li> <li>9. Product inspection report;</li> <li>10. Supporting documents of R&amp;D capabilities, production capacity, testing capabilities;</li> <li>11. Instructions and labeling samples and their functional claims, supporting documents;</li> <li>12. Computer;</li> <li>13. Safety 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. Complete the registration application form;</li> <li>2. Prepare supporting documents;</li> <li>3. Submit application forms and supporting documents to the competent authority;</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 Complete the registration application form;</li> <li>1.2 Prepare and cooperate with on-site verification;</li> <li>1.3 Coordinate with various departments for rectification.</li> </ol>		

<p>4. Improve the application materials according to the review of the competent authority;</p> <p>5. Coordinate the preparation and cooperation with on-site verification;</p> <p>6. Coordinate the departments to make necessary improvements based on the on-site verification comments from the competent authority;</p> <p>7. Submit the rectification report and evidence to the competent authority</p> <p>8. Observe health, safety and environmental protection rules and regulations;</p>	<p><b>2.0 Principles</b> The person performing this task must be able to explain the following principles:</p> <p>2.1 Special food formula management regulations;</p> <p>2.2 Special food registration management regulations.</p> <p><b>3.0 Theories</b> The person performing this task must be able to explain the following:</p> <p>3.1 Special food nutrition / functional evaluation criteria;</p> <p>3.2 Special food registration application materials requirements;</p> <p>3.3 Requirements for on-site verification of special food registration.</p> <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><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>Application for special food business registration is done in accordance with approved food safety regulations and standards.</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE</b></p>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Special food processing technology;</li> <li>2. Special food labeling standards;</li> <li>3. Occupational health and safety.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGE FOOD PRODUCTION AND OPERATION REGISTRATION	<b>DUTY NO.</b>	801
<b>TASK TITLE</b>	APPLY FOR FOOD PRODUCTION BUSINESS REGISTRATION	<b>TASK NO.</b>	8012
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to apply for food production business registration in accordance with approved food safety regulations and standards.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Application form for registration of export food enterprises and application form for registration of export food;</li> <li>2. Business license and other supporting documents;</li> <li>3. Site planning map and relevant guarantee agreements of the business premises;</li> <li>4. Environmental assessment report;</li> <li>5. Food safety management system documents;</li> <li>6. Computer;</li> <li>7. Safety 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. Complete the registration application form;</li> <li>2. Prepare supporting documents;</li> <li>3. Submit application forms, food safety management system documents and supporting documents to the competent authority;</li> <li>4. Modify the application materials according to the review comments from the competent authority;</li> <li>5. Coordinate the preparation and cooperation with on-site verification;</li> <li>6. Coordinate the departments to make necessary improvements based on the on-site verification comments from the competent authority;</li> <li>7. Submit the rectification report and evidence to the competent authority</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 Complete the registration application form;</li> <li>1.2 Prepare and cooperate with on-site verification;</li> <li>1.3 Coordinate with various departments for rectification.</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 Export food safety management regulations;</li> <li>2.2 Export food registration management 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 Export food registration application materials requirements;</li> <li>3.2 On-site verification requirements for the registration of export food enterprises.</li> </ol>		

8. Observe health, safety and environmental protection rules and regulations;	<b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Organization and coordination skills; 4.4 Teamwork skills; 4.5 Report writing skills; 4.6 Computer application skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Application for food production business registration is done in accordance with approved food safety regulations and standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Food processing technology; 2. Food labeling standards; 3. Occupational health and safety.

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGE FOOD PRODUCTION AND OPERATION REGISTRATION	<b>DUTY NO.</b>	801
<b>TASK TITLE</b>	APPLY FOR FOOD IMPORT REGISTRATION	<b>TASK NO.</b>	8013
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to apply for food import registration in accordance with approved food safety regulations and standards.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Application form for registration of imported food enterprises and application form for registration of imported food;</li> <li>2. Business license and other supporting documents;</li> <li>3. Site planning map and relevant guarantee agreements of the business premises;</li> <li>4. Environmental assessment report;</li> <li>5. Food safety management system documents;</li> <li>6. Computer;</li> <li>7. Safety 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. Complete the registration application form;</li> <li>2. Prepare supporting documents;</li> <li>3. Submit application forms, food safety management system documents and supporting documents to the competent authority;</li> <li>4. Modify the application materials according to the review comments from the competent authority;</li> <li>5. Coordinate the preparation and cooperation with on-site verification;</li> <li>6. Coordinate the departments to make necessary improvements based on the on-site verification comments from the competent authority;</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 Complete the registration application form;</li> <li>1.2 Prepare and cooperate with on-site verification;</li> <li>1.3 Coordinate with various departments for rectification.</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 Imported food safety management regulations;</li> <li>2.2 Imported food registration management 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 Imported food registration application materials requirements;</li> </ol>		

<p>7. Submit the rectification report and evidence to the competent authority;</p> <p>8. Observe health, safety and environmental protection rules and regulations.</p>	<p>3.2 On-site verification requirements for the registration of imported food enterprises.</p> <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><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>Application for Food import registration is performed in accordance with approved food safety regulations and standards.</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE</b></p>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Food processing technology;</li> <li>2. Food labeling standards;</li> <li>3. Occupational health and safety.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ESTABLISH FOOD SAFETY MANAGEMENT SYSTEM	<b>DUTY NO.</b>	802
<b>TASK TITLE</b>	ANALYZE INTERNATIONAL FOOD SAFETY LAWS, REGULATIONS, AND STANDARDS	<b>TASK NO.</b>	8021
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to identify and analyse the international food safety laws, regulations, and standards involved in the production and operation of food products.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Codex Alimentarius Commission (CAC) technical requirements and standards documents;</li> <li>2. Documents on food safety laws and regulations of major trade partners;</li> <li>3. Documents on food safety standards of major trade partners;</li> <li>4. Documents on food labeling standards of major trade partners;</li> <li>5. Internet-connected computer and translation software;</li> <li>6. Safety 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. Identify and analyze the specific requirements in the CAC technical requirements and standards involved in the food production and operation in the enterprise;</li> <li>2. Identify and analyze specific requirements in the food safety laws and regulations of the main trade partners where the enterprise produces and operates food products;</li> <li>3. Identify and analyze specific requirements in the food safety standards of the main trade partners where the enterprise produces and operates food products;</li> <li>4. Identify and analyze specific requirements in the food labeling standards of the main trade partners where the enterprise produces and operates 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 Search and retrieve specific provisions in international and foreign food safety laws, regulations, and standards;</li> <li>1.2 Identify and analyse the impact of specific provisions in international and foreign food safety laws, regulations, and standards on food production and operation enterprises.</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 International food safety management requirements;</li> <li>2.2 Foreign food safety management requirements.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p>	

<p>5. Observe health, safety and environmental protection rules and regulations.</p>	<p>3.1 International and foreign food standards and regulations;  3.2 Differences in domestic and international food standards and regulations.</p> <p><b>4.0 Essential Skills</b>  4.1 Communication skills;  4.2 Management skills;  4.3 Foreign language reading skills;  4.4 Teamwork skills;  4.5 Report writing skills;  4.6 Computer application skills;  4.7 Logical analysis skills.</p>
<p><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>The analysis of international food safety laws, regulations, and standards is conducted as per approved standards.</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE</b></p>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Knowledge of foreign laws, regulations, and standards;</li> <li>2. Knowledge of literature search.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ESTABLISH FOOD SAFETY MANAGEMENT SYSTEM	<b>DUTY NO.</b>	802
<b>TASK TITLE</b>	DEVELOP FOOD SAFETY MANAGEMENT SYSTEM	<b>TASK NO.</b>	8022
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop a food safety management system that meets the food safety laws, regulations, and standards for food production and operation enterprises.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Documents on food safety laws and regulations;</li> <li>2. Documents of food safety standards;</li> <li>3. Computer;</li> <li>4. Safety 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. Identify the scope and type of business of food production and operation enterprises;</li> <li>2. Determine the list of food safety management systems needed for food production and operation enterprises;</li> <li>3. Develop the incoming inspection record management system;</li> <li>4. Develop a production process control management system;</li> <li>5. Develop the delivery inspection record management system;</li> <li>6. Develop the food safety self-inspection management system;</li> <li>7. Develop the employee health management system;</li> <li>8. Develop the food safety traceability system;</li> <li>9. Develop the unsafe food recall management system;</li> <li>10. Develop the food safety incident handling management system;</li> <li>11. Develop other systems related to food safety management;</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 Identify the requirements of food safety 1 laws, regulations, and standards relevant to the business;</li> <li>1.2 Determine the list of food safety management systems needed for food production and operation enterprises;</li> <li>1.3 Determine the main elements of the food safety management system.</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 Food safety laws and regulations;</li> <li>2.2 GMP;</li> <li>2.3 SSOP.</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 Hygiene management standards for food production enterprises;</li> <li>3.2 Hygiene management standards for food operation enterprises;</li> <li>3.3 Knowledge of food microbiology;</li> </ol>		

12. Observe health, safety and environmental protection rules and regulations.	3.4 Food safety traceability, early warning and emergency management requirements.  <b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Document writing skills; 4.5 Computer application skills; 4.6 Logical analysis skills; 4.7 Induction and summarization skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety management system of food production and operation enterprises is developed in accordance with approved national food safety laws, regulations, and standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Occupational safety and health; 2. Food processing technology; 3. Information security technology.

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ESTABLISH FOOD SAFETY MANAGEMENT SYSTEM	<b>DUTY NO.</b>	802
<b>TASK TITLE</b>	UPGRADE FOOD SAFETY MANAGEMENT SYSTEM	<b>TASK NO.</b>	8023
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to upgrade the food safety management system of the food production and operation enterprise in accordance with the food safety laws, regulations, and standards and the actual situation.		
<b>RANGE STATEMENT</b>	The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include: 1. Food safety management system documents; 2. Computer 3. Safety gear.		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>		
The person performing this task must be able to do the following: 1. Upgrade the incoming inspection record management system; 2. Upgrade the production process control management system; 3. Upgrade the delivery inspection record management system; 4. Upgrade the food safety self-inspection management system; 5. Upgrade the food safety traceability system; 6. Upgrade the employee health management system; 7. Upgrade the unsafe food recall management system; 8. Upgrade the food safety incident handling management system; 9. Upgrade other systems related to food safety management 10. Observe health, safety and environmental protection rules and regulations.	<b>Detailed knowledge about:</b> <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Identify opportunities to improve food safety management systems; 1.2 Determine the principle for food safety management system improvements; 1.3 Determine the main elements of the food safety management system.  <b>2.0 Principles</b> The person performing this task must be able to explain the following principles: 2.1 Food safety laws and regulations; 2.2 GMP; 2.3 SSOP; 2.4 PDCA.  <b>3.0 Theories</b> The person performing this task must be able to explain the following: 3.1 Hygiene management standards for food production enterprises; 3.2 Hygiene management standards for food operation enterprises;		

	<p>3.3 Knowledge of food microbiology; 3.4 Food safety traceability, early warning and emergency management requirements.</p> <p><b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Document writing skills; 4.5 Computer application skills; 4.6 Logical analysis skills; 4.7 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety management system of food production and operation enterprises is upgraded in accordance with approved standards of food safety, laws, regulations and the actual situation.
<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. Food processing technology;</li> <li>3. Information security technology.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ESTABLISH FOOD SAFETY MANAGEMENT SYSTEM	<b>DUTY NO.</b>	802
<b>TASK TITLE</b>	DEVELOP FOOD ENTERPRISE STANDARDS	<b>TASK NO.</b>	8024
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop food enterprise standards that meet or are stricter than the national standards for food safety.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety management system document;</li> <li>2. Computer;</li> <li>3. Safety 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. Identify the need to develop enterprise standards for food products;</li> <li>2. Identify the list of enterprise standards to be developed;</li> <li>3. Determine the main content of the food enterprise standards;</li> <li>4. Identify key indicators or requirements;</li> <li>5. Perform documentation and standardization;</li> <li>6. Observe health, safety and environmental protection 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 Determine the main content of the food enterprise standards;</li> <li>1.2 Identify key indicators or requirements;</li> <li>1.3 Write the text of enterprise standards.</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 Food safety laws and regulations;</li> <li>2.2 GMP;</li> <li>2.3 SSOP.</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 Hygiene management standards for food production enterprises;</li> <li>3.2 Hygiene management standards for food operation enterprises;</li> <li>3.3 Underpinning knowledge of standardization;</li> <li>3.4 Knowledge of food microbiology.</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Communication skills;</li> </ol>	

	<p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Document writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Logical analysis skills;</p> <p>4.7 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Food enterprise standards are developed in accordance with approved national food safety standards.
<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. Food processing technology.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	CONDUCT PROCUREMENT AND ACCEPTANCE MANAGEMENT	<b>DUTY NO.</b>	803
<b>TASK TITLE</b>	DEVELOP SUPPLIER CLASSIFICATION AND EVALUATION CRITERIA	<b>TASK NO.</b>	8031
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop supplier classification and evaluation criteria that are in accordance with the quality and safety control requirements of food production and operation enterprises.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Procurement list of food production and operation enterprises;</li> <li>2. Supplier list;</li> <li>3. Supplier qualifications and other supporting documents;</li> <li>4. Computer;</li> <li>5. Personal protective equipment.</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. Determine supplier qualification requirements;</li> <li>2. Determine supplier technical requirements;</li> <li>3. Determine supplier service requirements;</li> <li>4. Determine the safety and quality evaluation criteria for raw and auxiliary materials and related food products to be purchased;</li> <li>5. Develop supplier classification and evaluation standards, including food raw material evaluation standards, food adjuvant material evaluation standards, related food products evaluation standards, etc;</li> <li>6. Observe health, safety and environmental protection 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 Identify the qualification, technical and service level of suppliers;</li> <li>1.2 Determine the safety and quality evaluation criteria for raw and auxiliary materials and related food products to be purchased.</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 Food safety laws and regulations;</li> <li>2.2 Cost-effective principle.</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 Food safety limit standards;</li> <li>3.2 Food additives and other use standards;</li> <li>3.3 Food product standards;</li> <li>3.4 Related food product standards.</li> </ol>		

	<p><b>4.0 Essential Skills</b></p> <p>5.1 Communication skills;</p> <p>5.2 Management skills;</p> <p>5.3 Teamwork skills;</p> <p>5.4 Document writing skills;</p> <p>5.5 Computer application skills;</p> <p>5.6 Data analysis skills;</p> <p>4.7 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Supplier classification and evaluation criteria are developed in accordance with approved food production and operation standards, rules and regulations.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Food storage and processing;</li> <li>2. Food additives;</li> <li>3. Food packaging materials;</li> <li>4. Occupational safety and health.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	CONDUCT PROCUREMENT AND ACCEPTANCE MANAGEMENT	<b>DUTY NO.</b>	803
<b>TASK TITLE</b>	DEVELOP CLASSIFICATION ACCEPTANCE CRITERIA	<b>TASK NO.</b>	8032
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop classification acceptance criteria that are in accordance with approved food production and operation standards.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. List of raw and auxiliary materials and related food products and the implementation of standard documents;</li> <li>2. Computers;</li> <li>3. Personal protective equipment.</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. Determine the food safety requirements for raw and auxiliary materials and related food products;</li> <li>2. Determine the quality specifications for raw and auxiliary materials and related food products;</li> <li>3. Determine the classification acceptance methods for raw and auxiliary materials and related food products;</li> <li>4. Prepare the classification acceptance criteria for raw and auxiliary materials and related food products, including food raw materials acceptance standards, food adjuvant material acceptance standards and related food products acceptance standards, etc;</li> <li>5. Observe health, safety and environment protection 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 Identify the safety and quality requirements of raw and auxiliary materials and related food products purchased by food production and operation enterprises;</li> <li>1.2 Identify the level of safety and quality of available raw and auxiliary materials and related food products;</li> <li>1.3 Develop food raw and auxiliary materials and related food products classification acceptance criteria in accordance with the food safety laws, regulations, and standards and enterprise practice.</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>3.1 Food safety laws and regulations;</li> <li>3.2 Cost-effective principle.</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>4.1 Food safety limit standards;</li> <li>4.2 Food additives and other use standards;</li> </ol>	

	<p>4.3 Food product standards; 4.4 Related food product standards.</p> <p><b>4.0 Essential Skills</b> 5.1 Communication skills; 5.2 Management skills; 5.3 Teamwork skills; 5.4 Document writing skills; 5.5 Computer application skills; 5.6 Logical analysis skills; 5.7 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The classification acceptance criteria for food raw and auxiliary materials and related food products is prepared in accordance with approved food safety laws, regulations, and standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Food storage and processing;</li> <li>2. Food additives;</li> <li>3. Food packaging materials;</li> <li>4. Occupational safety and health.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGE HYGIENE AND HEALTH OF FOOD INDUSTRY WORKERS	<b>DUTY NO.</b>	804
<b>TASK TITLE</b>	DEVELOP FOOD SAFETY TRAINING PROGRAMS	<b>TASK NO.</b>	8041
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop a food safety training program in accordance with the requirements of the food safety management system of the food production and operation enterprise.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Document of sanitation standard operation procedure (SSOP);</li> <li>2. Document of employee health management system;</li> <li>3. Computers;</li> <li>4. Personal protective equipment.</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. Identify the business scope and food categories of food production and operation enterprises;</li> <li>2. Determine the food safety and hygiene requirements for food production and operation enterprises;</li> <li>3. Determine personnel health and hygiene management requirements and content;</li> <li>4. Determine the scope and frequency of training;</li> <li>5. Prepare food safety training programs;</li> <li>6. Observe health, safety and environment protection rules and regulations.</li> </ol>	<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b> The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Determine personnel health and hygiene management requirements and content;</li> <li>1.2 Determine the scope and frequency of training.</li> </ol> <p><b>2.0 Principles</b> The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Food safety laws and regulations;</li> <li>2.2 PDCA.</li> </ol> <p><b>3.0 Theories</b> The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Hygiene management standards for food production enterprises;</li> <li>3.2 Hygiene management standards for food operation enterprises;</li> <li>3.3 Sanitation Standard Operation Procedure (SSOP);</li> <li>3.4 Knowledge of hygiene and health.</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Communication skills;</li> </ol>		

	<p>4.2 Management skills;  4.3 Teamwork skills;  4.4 Document writing skills;  4.5 Computer application skills;  4.6 Logical analysis skills;  4.7 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety training program is developed in accordance with approved food safety management system.
<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. Educational Psychology.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGE HYGIENE AND HEALTH OF FOOD INDUSTRY WORKERS	<b>DUTY NO.</b>	804
<b>TASK TITLE</b>	DEVELOP FOOD SAFETY CLASSIFICATION TRAINING PROGRAM	<b>TASK NO.</b>	8042
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop a food safety classification training program in accordance with the requirements of the food safety management system of the food production and operation enterprise.		
<b>RANGE STATEMENT</b>	The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include: <ol style="list-style-type: none"> <li>1. Document of food safety training program;</li> <li>2. Document of employee health management system;</li> <li>3. Computers;</li> <li>4. Personal protective equipment;</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. Identify specific training requirements in food safety training programs;</li> <li>2. Determine the training personnel, specific content of training, training time, schedule, and assessment manners;</li> <li>3. Determine training records and assessment requirements;</li> <li>4. Prepare food safety classification training program;</li> <li>5. Observe health, safety and environment protection 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 Identify training requirements;</li> <li>1.2 Determine the specific arrangements for the training;</li> <li>1.3 Determine the assessment requirements.</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 Food safety laws and regulations;</li> <li>2.2 Cost-effective principle.</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 Hygiene management standards for food production enterprises;</li> <li>3.2 Hygiene management standards for food operation enterprises;</li> <li>3.3 Sanitation Standard Operation Procedure (SSOP);</li> </ol>	

	<p>3.4 Knowledge of hygiene and health.</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 Document writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Logical analysis skills;</p> <p>4.7 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety classification training program is developed in accordance with approved food safety management rules 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> <li>2. Educational Psychology.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGE HYGIENE OF FOOD EQUIPMENT AND FACILITIES	<b>DUTY NO.</b>	805
<b>TASK TITLE</b>	DEVELOP SANITATION STANDARD OPERATING PROCEDURE FOR FOOD PRODUCTION EQUIPMENT AND FACILITIES	<b>TASK NO.</b>	8051
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop sanitation standard operating procedures of food production equipment and facilities in accordance with the requirements of the food production hygiene specification and food product standards.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Layout plan of various functional areas of food production and processing premises;</li> <li>2. Process equipment layout;</li> <li>3. Food production process flowchart;</li> <li>4. List of major equipment and facilities for food production;</li> <li>5. Production process control management system;</li> <li>6. Computers;</li> <li>7. Personal protective equipment.</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. Identify the hygienic management requirements for food production equipment and facilities of food production enterprises under the food production hygiene specification;</li> <li>2. Identify the safety and hygiene standard requirements of food product standards;</li> <li>3. Analyze food safety hazards associated with food production equipment and facilities;</li> <li>4. Clarify the method and frequency of cleaning and disinfection of food production equipment and facilities;</li> <li>5. Prepare sanitation standard operation procedure for food production equipment and facilities;</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 Identify hygienic management requirements for food production equipment and facilities;</li> <li>1.2 Analyse food safety hazards associated with food production equipment and facilities;</li> <li>1.3 Clarify the method and frequency of cleaning and disinfection of food production equipment and facilities.</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 Food safety laws and regulations;</li> <li>2.2 Disinfection and sterilization principles.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p>		

<p>6. Observe health, safety and environment protection rules and regulations.</p>	<p>3.1 Hygiene management standards for food production enterprises;  3.2 Good Manufacturing Practice (GMP);  3.3 Hazard Analysis and Critical Control Point (HACCP);  3.4 Sanitation standard operation procedure (SSOP);  3.5 Knowledge of food microbiology.</p> <p><b>4.0 Essential Skills</b>  4.1 Communication skills;  4.2 Management skills;  4.3 Teamwork skills;  4.4 Writing skills for standard operation procedures;  4.5 Computer application skills;  4.6 Logical analysis skills;  4.7 Overall planning skills.</p>
<p><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>The Sanitation Standard Operating Procedures for food production equipment and facilities are developed in accordance with approved food production sanitation specification and food product standards.</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> <li>2. Food processing technology.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGE HYGIENE OF FOOD EQUIPMENT AND FACILITIES	<b>DUTY NO.</b>	805
<b>TASK TITLE</b>	DEVELOP SANITATION STANDARD OPERATING PROCEDURES FOR CATERING FACILITIES	<b>TASK NO.</b>	8052
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop Sanitation Standard Operating Procedures for catering service facilities in accordance with approved hygiene management standards for food operation enterprises.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in catering service enterprises or in the catering service department of other enterprises under the supervision of the Food Safety Management Engineer or the Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Layout plan of various functional areas of catering service premises;</li> <li>2. List of major equipment and facilities for catering services;</li> <li>3. Computers;</li> <li>4. Personal protective equipment.</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. Identify the size, type and service scope of the catering service enterprises (or sector);</li> <li>2. Identify the requirements of catering service hygiene specification for hygiene management of catering service facilities;</li> <li>3. Analyze food safety hazards in catering service facilities;</li> <li>4. Establish the method and frequency of cleaning and disinfection of catering facilities;</li> <li>5. Develop sanitation standard operation procedures for catering service facilities in accordance with catering service hygiene specification, food service enterprise (or department) size, etc;</li> <li>6. Observe health, safety and environment protection 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 Identify hygiene management requirements for catering service facilities;</li> <li>1.2 Clarify the method and frequency of cleaning and disinfection of catering service facilities.</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 Food safety laws and regulations;</li> <li>2.2 Disinfection and sterilization principles.</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 Hygiene management standards for food operation enterprises;</li> <li>3.2 Hazard Analysis and Critical Control Point (HACCP);</li> <li>3.3 Sanitation standard operation procedure (SSOP);</li> <li>3.4 Knowledge of food microbiology.</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 Teamwork skills;</p> <p>4.4 Document writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Logical analysis skills;</p> <p>4.7 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The Sanitation Standard Operating Procedures for catering facilities are developed in accordance with approved hygiene management standards for food operation enterprises.
<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. Catering services management.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGE HYGIENE OF FOOD EQUIPMENT AND FACILITIES	<b>DUTY NO.</b>	805
<b>TASK TITLE</b>	DEVELOP SANITATION STANDARD OPERATING PROCEDURES FOR FOOD DISTRIBUTION FACILITIES	<b>TASK NO.</b>	8053
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop sanitation standard operating procedures for food distribution facilities in accordance with approved hygiene management standards for food operation enterprises.		
<b>RANGE STATEMENT</b>	The task can be performed at a food distribution enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include: <ol style="list-style-type: none"> <li>1. Layout plan of various functional areas of food distribution premises;</li> <li>2. List of major equipment and facilities for food distribution premises;</li> <li>3. Computers;</li> <li>4. Personal protective equipment.</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. Identify the hygiene management requirements for food distribution facilities of food distribution enterprises under the hygienic standards for food distribution;</li> <li>2. Identify the safety and hygiene standard requirements of food product standards;</li> <li>3. Analyze food safety hazards in food distribution facilities;</li> <li>4. Clarify the method and frequency of cleaning and disinfection of food distribution facilities;</li> <li>5. Develop standard operating procedures for the sanitation of food distribution facilities in accordance with the requirements of the food distribution hygiene specification and food product standards</li> <li>6. Observe health, safety and environment protection rules and regulations.</li> </ol>	<p><b>Detailed knowledge about:</b></p> <p><b>8061.0 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 Identify hygienic management requirements for food distribution facilities;</li> <li>1.2 Clarify the method and frequency of cleaning and disinfection of food distribution facilities.</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 Food safety laws and regulations;</li> <li>2.2 Disinfection and sterilization principles.</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 Hygiene management standards for food operation enterprises;</li> <li>3.2 Hazard Analysis and Critical Control Point (HACCP);</li> <li>3.3 Sanitation Standard Operation Procedure (SSOP);</li> <li>3.4 Knowledge of food microbiology.</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 Teamwork skills;</p> <p>4.4 Document writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Logical analysis skills;</p> <p>4.7 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The Sanitation Standard Operating Procedures for food distribution facilities are developed in accordance with approved hygiene management standards for food operation enterprises.
<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. Food distribution management.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGE TRACEABILITY OF FOOD SAFETY	<b>DUTY NO.</b>	806
<b>TASK TITLE</b>	ESTABLISH FOOD SAFETY TRACEABILITY SYSTEM	<b>TASK NO.</b>	8061
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to establish a food safety traceability system in accordance with the requirements of food traceability laws and regulations and to meet the traceability needs of food production and operation enterprises.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Documents of food materials incoming inspection system;</li> <li>2. Documents of production process control management system;</li> <li>3. Workflow diagram of food production and operation enterprises;</li> <li>4. Documents of the factory inspection record system;</li> <li>5. Food safety traceability system document;</li> <li>6. Computers;</li> <li>7. Personal protective equipment.</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. Determine the range of products or services that need to be traced by food production and operation enterprises;</li> <li>2. Clarify the key aspects of food safety management in food production and operation enterprises;</li> <li>3. Determine the food safety information that needs to be traced by food production and operation enterprises in accordance with in accordance with the food safety laws, regulations, and standards;</li> <li>4. Determine feasible technical means of traceability in accordance with the resources and technical level of food production and operation enterprises;</li> <li>5. Clarify the identification methods and record carriers for tracing food safety information;</li> <li>6. Clarify data management requirements;</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 Identify food safety information that needs to be traced by food production and operation enterprise;</li> <li>1.2 Determine the technical means of traceability;</li> <li>1.3 Establish a food safety traceability document and record system.</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>1.1 Food traceability management laws and regulations;</li> <li>1.2 Food safety laws and regulations;</li> <li>1.3 Design principles and requirements of food safety traceability system.</li> </ol> <p><b>3.0 Theories</b></p>	

Commented [S1]: Duty has only one task!!!

<p>7. Establish food safety traceability documents and record systems based on food production and operation health specification and food safety traceability management systems;</p> <p>8. Observe health, safety and environment protection rules and regulations.</p>	<p>The person performing this task must be able to explain the following:</p> <p>3.1 Food traceability management standards;</p> <p>3.2 Food traceability technology.</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 Document writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Data analysis skills;</p> <p>4.7 Induction and summarization skills.</p>
<p><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>The food safety traceability system is developed in accordance with approved food traceability laws and regulations .</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE</b></p>	<p><b>Detailed knowledge about:</b></p> <p>1. Occupational safety and health;</p> <p>2. Information technology;</p> <p>3. Food processing technology;</p> <p>4. Food operation and management.</p>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	CONDUCT SELF-INSPECTION AND ASSESSMENT OF FOOD SAFETY RISKS	<b>DUTY NO.</b>	807
<b>TASK TITLE</b>	DEVELOP FOOD SAFETY SELF-INSPECTION PLAN	<b>TASK NO.</b>	8071
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop a food safety s self-inspection plan that meets the requirements of food safety laws, regulations, and standards.		
<b>RANGE STATEMENT</b>	The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include: <ol style="list-style-type: none"> <li>1. Food safety management system documents;</li> <li>2. Computers;</li> <li>3. Personal protective equipment.</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. Identify and sort out all food safety risk factors in food production and operation enterprises;</li> <li>2. Evaluate and classify the identified food safety risk factors;</li> <li>3. Determine the key food safety risk points for food production and operation enterprises;</li> <li>4. Develop a food safety self-inspection plan in accordance with in accordance with the food safety laws, regulations, and standards and the actual business;</li> <li>5. Observe health, safety and environment protection 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 Assess and classify food safety risk factors;</li> <li>1.2 Identify key food safety risk points.</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 Food safety laws and regulations;</li> <li>2.2 Food safety risk analysis.</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 Hygiene management standards for food production enterprises;</li> <li>3.2 Hygiene management standards for food operation enterprises;</li> <li>3.3 SSOP;</li> <li>3.4 GMP;</li> <li>3.5 HACCP;</li> <li>3.6 Knowledge of food microbiology.</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 Teamwork skills;</p> <p>4.4 Document writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Risk analysis skills;</p> <p>4.7 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety self-inspection plan is developed in accordance with the requirements of food safety laws, regulations, and standards.
<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. PDCA;</li> <li>3. Food processing technology;</li> <li>4. Food operation and management.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	CONDUCT SELF-INSPECTION AND ASSESSMENT OF FOOD SAFETY RISKS	<b>DUTY NO.</b>	807
<b>TASK TITLE</b>	DEVELOP FOOD SAFETY SELF-INSPECTION SCHEME	<b>TASK NO.</b>	8072
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop a food safety self-inspection scheme that meets the requirements of food safety laws, regulations, and standards.		
<b>RANGE STATEMENT</b>	The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include: <ul style="list-style-type: none"> <li>1. Food safety management system documents;</li> <li>2. Food safety self-inspection plan documents;</li> <li>3. Computers;</li> <li>4. Personal protective equipment.</li> </ul>		
<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. Identify specific requirements in the food safety self-inspection plan;</li> <li>2. Determine the self-inspection personnel, the specific content of the self-inspection, the time, schedule and the way of self-inspection;</li> <li>3. Determine self-inspection records and evaluation requirements;</li> <li>4. Develop food safety self-inspection scheme;</li> <li>5. Observe health, safety and environment protection 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 Determine the specific requirements and content of the self-inspection;</li> <li>1.2 Determine the self-inspection approach and evaluation requirements.</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 Food safety laws and regulations;</li> <li>2.2 Cost-effective principle.</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 Hygiene management standards for food production enterprises;</li> <li>3.2 Hygiene management standards for food operation enterprises;</li> <li>3.3 SSOP;</li> <li>3.4 GMP;</li> <li>3.5 HACCP;</li> </ol>	

	<p>3.6 Knowledge of food microbiology.</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 Document writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Risk analysis skills;</p> <p>4.7 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety self-inspection schemes are developed in accordance with the requirements of food safety laws, regulations, and standards.
<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. PDCA.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	CONDUCT SELF-INSPECTION AND ASSESSMENT OF FOOD SAFETY RISKS	<b>DUTY NO.</b>	807
<b>TASK TITLE</b>	DEVELOP RECTIFICATION PLAN	<b>TASK NO.</b>	8073
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop a food safety self-inspection non-compliance rectification plan that meets the requirements of food safety laws, regulations, and standards.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety management system documents;</li> <li>2. Food safety self-inspection plan documents;</li> <li>3. Food safety self-inspection scheme documents;</li> <li>4. Computers;</li> <li>5. Personal protective equipment.</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. Identify the nature of the non-compliance and assess the extent of the impact on food safety;</li> <li>2. Clarify the objectives of rectification;</li> <li>3. Clarify the departments responsible for rectification and time requirements;</li> <li>4. Clarify requirements for evaluating the effectiveness of corrections and tracking verification;</li> <li>5. Observe health, safety and environment protection 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 Identify the nature of the non-compliance;</li> <li>1.2 Clarify the rectification objectives, responsible departments and time requirements.</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 Food safety laws and regulations;</li> <li>2.2 Cost-effective principle.</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 Hygiene management standards for food production enterprises;</li> <li>3.2 Hygiene management standards for food operation enterprises;</li> <li>3.3 SSOP;</li> <li>3.4 GMP;</li> <li>3.5 HACCP;</li> <li>3.6 Knowledge of food microbiology.</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 Teamwork skills;</p> <p>4.4 Document writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Risk analysis skills;</p> <p>4.7 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety self-inspection non-compliance rectification plan is developed in accordance with the approved food safety laws, regulations, and standards.
<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. Total quality control (TQC);</li> <li>3. Seven tools of quality control;</li> <li>4. PDCA.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	CONDUCT SELF-INSPECTION AND ASSESSMENT OF FOOD SAFETY RISKS	<b>DUTY NO.</b>	807
<b>TASK TITLE</b>	PREPARE SELF-INSPECTION-STUDY REPORT	<b>TASK NO.</b>	8074
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop a food safety self-inspection report in accordance with the requirements of the food safety management system of the food production and operation enterprise.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety management system documents;</li> <li>2. Food safety self-inspection plan documents;</li> <li>3. Food safety self-inspection scheme documents;</li> <li>4. Food safety rectification plan document;</li> <li>5. Computers;</li> <li>6. Personal protective equipment.</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. Summarize the implementation of the food safety self-inspection plan and the food safety self-inspection scheme;</li> <li>2. Summarize and analyze the number of non-compliance, distribution and causes of food safety self-inspection;</li> <li>3. Evaluate the degree of impact of food safety self-inspection non-compliance on enterprise food safety;</li> <li>4. Summarize the implementation and effectiveness of the food safety self-inspection non-compliance rectification plan and rectification measure;</li> <li>5. Make recommendations for improving food safety management systems and food safety self-inspection plans;</li> <li>6. Observe health, safety and environment protection 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 Analyze the reasons for the occurrence of non-compliances;</li> <li>1.2 Assess the degree of impact of the non-compliance;</li> <li>1.3 Provide improvement suggestions.</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 Food safety laws and regulations;</li> <li>2.2 Food safety risk analysis.</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 Hygiene management standards for food production enterprises;</li> <li>3.2 Hygiene management standards for food operation enterprises;</li> </ol>		

	<p>3.3 SSOP;  3.4 GMP;  3.5 HACCP;  3.6 Knowledge of food microbiology.</p> <p><b>4.0 Essential Skills</b>  4.1 Communication skills;  4.2 Management skills;  4.3 Teamwork skills;  4.4 Document writing skills;  4.5 Computer application skills;  4.6 Risk analysis skills;  4.7 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety self-inspection report is developed in accordance with approved standards for 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;</li> <li>2. Total quality control (TQC);</li> <li>3. Seven tools of quality control;</li> <li>4. PDCA.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM EXTERNAL INSPECTION OF FOOD SAFETY	<b>DUTY NO.</b>	808
<b>TASK TITLE</b>	DEVELOP A WORK PLAN TO ACCEPT EXTERNAL AUDITS BY THIRD-PARTY REGULATORS	<b>TASK NO.</b>	8081
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop a work plan for accepting external audits by third-party regulators in accordance with enterprise management regulations and the audit team schedules.		
<b>RANGE STATEMENT</b>	The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include: 1. Food safety management system documents; 2. Computers; 3. Personal protective equipment.		
<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. Clarify the content and scope of external audits by third-party regulators;</li> <li>2. Determine the audit process, duration and specific schedule with the audit team leader;</li> <li>3. Determine the list of participants in the first and last meetings and the list of accompanying inspectors;</li> <li>4. Determine meeting minutes, materials provision and logistical arrangements;</li> <li>5. Develop a work plan for accepting external audits by third-party regulators in accordance with enterprise management regulations and audit team schedules</li> <li>6. Observe health, safety and environment protection rules and regulations.</li> </ol>		<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b> The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Determine the review process, duration and specific schedule;</li> <li>1.2 Determine meeting minutes, materials provision and logistical arrangements.</li> </ol> <p><b>2.0 Principles</b> The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Food safety laws and regulations;</li> <li>2.2 Cost-effective principle.</li> </ol> <p><b>3.0 Theories</b> The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Hygiene management standards for food production enterprises;</li> <li>3.2 Hygiene management standards for food operation enterprises;</li> <li>3.3 SSOP;</li> <li>3.4 GMP;</li> <li>3.5 HACCP;</li> <li>3.6 Knowledge of food microbiology.</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 Teamwork skills;</p> <p>4.4 Report writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Logical analysis skills;</p> <p>4.7 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The work plan for accepting external audits by third-party regulators is developed in accordance with the enterprise management regulations and the audit team schedules.
<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. Business reception etiquette;</li> <li>3. Communication skills and methods.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM EXTERNAL INSPECTION OF FOOD SAFETY	<b>DUTY NO.</b>	808
<b>TASK TITLE</b>	DEVELOP A WORK PLAN FOR ACCEPTING FOOD SAFETY SUPERVISION AND INSPECTION BY THE FOOD SAFETY ADMINISTRATIVE REGULATOR	<b>TASK NO.</b>	8082
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop a work plan for acceptance of food safety supervision and inspection by the food safety administrative regulator.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety management system documents;</li> <li>2. Computers;</li> <li>3. Personal protective equipment.</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. Determine the arrival time, length of inspection and approximate schedule with the supervision and inspection team leader;</li> <li>2. Determine the list of participants in the first and last meetings and the list of accompanying inspectors;</li> <li>3. Determine meeting minutes, materials provision and logistical arrangements;</li> <li>4. Develop a work plan for accepting food safety supervision and inspection by the food safety administrative regulator in accordance with the general schedule of the supervision and inspection team;</li> <li>5. Observe health, safety and environment protection 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 Determine the duration and approximate schedule of the inspection;</li> <li>1.2 Determine meeting minutes, materials provision and logistical arrangements.</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 Food safety laws and regulations;</li> <li>2.2 Cost-effective principle.</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 Hygiene management standards for food production enterprises;</li> <li>3.2 Hygiene management standards for food operation enterprises;</li> <li>3.3 SSOP;</li> <li>3.4 GMP;</li> <li>3.5 HACCP;</li> </ol>		

	<p>3.6 Knowledge of food microbiology.</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 Logical analysis skills;</p> <p>4.7 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The work plan for accepting food safety supervision and inspection by the food safety administrative regulator is developed in accordance with approved enterprise management regulations and audit team schedules.
<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. Business reception etiquette;</li> <li>3. Communication skills and methods.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM EXTERNAL INSPECTION OF FOOD SAFETY	<b>DUTY NO.</b>	808
<b>TASK TITLE</b>	DEVELOP RECTIFICATION PLAN FOR NON-COMPLIANCE IDENTIFIED DURING EXTERNAL INSPECTIONS	<b>TASK NO.</b>	8083
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop a plan for the rectification of external inspection non-compliance that meet the requirements of food safety laws, regulations, and standards.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety management system;</li> <li>2. External inspection reports;</li> <li>3. Computers;</li> <li>4. Personal protective equipment.</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. Identify the nature of the non-compliance and assess the extent of the impact on food safety;</li> <li>2. Clarify the impact of non-compliance on the enterprise's food safety risk rating;</li> <li>3. Clarify the objectives of rectification;</li> <li>4. Clarify the departments responsible for rectification and time requirements;</li> <li>5. Clarify requirements for evaluating the effectiveness of corrections and tracking verification;</li> <li>6. Observe health, safety and environment protection 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 Identify the nature and impact of non-compliance;</li> <li>1.2 Clarify the rectification objectives, responsible departments and time requirements.</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 Food safety laws and regulations;</li> <li>2.2 Food safety risk analysis.</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 Hygiene management standards for food production enterprises;</li> <li>3.2 Hygiene management standards for food operation enterprises;</li> <li>3.3 SSOP;</li> <li>3.4 GMP;</li> <li>3.5 HACCP;</li> </ol>		

	<p>3.6 Knowledge of food microbiology.</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 Logical analysis skills;</p> <p>4.7 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The external inspection non-compliance rectification plan is developed in accordance with the requirements of food safety laws, regulations, and standards.
<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. Total quality control (TQC);</li> <li>3. Seven tools for quality control;</li> <li>4. PDCA.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM EXTERNAL INSPECTION OF FOOD SAFETY	<b>DUTY NO.</b>	808
<b>TASK TITLE</b>	DEVELOP A FOOD SAFETY CONTINUOUS IMPROVEMENT PLAN	<b>TASK NO.</b>	8084
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop a continuous food safety improvement plan in accordance with food safety laws, regulations, and standards.		
<b>RANGE STATEMENT</b>	The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include: <ol style="list-style-type: none"> <li>1. Food safety management system documents;</li> <li>2. External inspection reports;</li> <li>3. Computers;</li> <li>4. Personal protective equipment.</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. Summarize and analyze the root causes of the various non-compliance that occur;</li> <li>2. Identify possible inconsistencies between the food safety management system of the enterprise and current laws, regulations, and standards;</li> <li>3. Develop a continuous food safety improvement plan for food production and operation enterprises for the causes of past non-compliance and deficiencies of the enterprise food safety management system;</li> <li>4. Observe health, safety and environment protection 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 Analyze the root causes of the various non-compliance that occur;</li> <li>1.2 Identify the inappropriateness of the enterprise food safety management system;</li> <li>1.3 Develop non-compliance improvement measures or a combination of measures.</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 Food safety laws and regulations;</li> <li>2.2 Food safety risk analysis.</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 Hygiene management standards for food production enterprises;</li> <li>3.2 Hygiene management standards for food operation enterprises;</li> <li>3.3 SSOP;</li> </ol>		

	<p>3.4 GMP; 3.5 HACCP; 3.6 Knowledge of food microbiology.</p> <p><b>4.0 Essential Skills</b> 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 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety continuous improvement plan for food production and operation enterprises is prepared in accordance with approved food safety laws, regulations, and standards.
<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. Total quality control (TQC);</li> <li>3. Seven tools for quality control;</li> <li>4. PDCA.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM EMERGENCY HANDLING OF FOOD SAFETY ISSUES	<b>DUTY NO.</b>	809
<b>TASK TITLE</b>	DEVELOP FOOD SAFETY EMERGENCY RESPONSE PLAN	<b>TASK NO.</b>	8091
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop a food safety emergency response plan in accordance with approved food safety laws, regulations, and standards and the actual situation of the enterprise.		
<b>RANGE STATEMENT</b>	The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include: <ul style="list-style-type: none"> <li>1. Food safety management system documents;</li> <li>2. Computers;</li> <li>3. Personal protective equipment.</li> </ul>		
<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. Establish a preparation team for food safety emergency response plan;</li> <li>2. Perform risk categorization of food safety for food production and operation enterprises;</li> <li>3. Establish the applicable scope, food safety incident classification, response classification and preparation principles;</li> <li>4. Establish the emergency leading agencies, work agencies and personnel division of labor and responsibilities;</li> <li>5. Determine the information reporting process, information disposal and research and judgment mechanisms;</li> <li>6. Establish the warning activation procedures, including warning issuance channels and warning classification criteria;</li> <li>7. Set up emergency response initiation procedures, including response preparation, the determination of response levels and response procedures;</li> <li>8. Determine emergency disposal procedures, including personnel</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 Clarify the enterprise food safety risk classification;</li> <li>1.2 Clarify the mechanism of information reporting, disposal and research and judgment;</li> <li>1.3 Clarify the warning initiation procedures, emergency response initiation procedures, emergency disposal procedures, emergency response termination conditions and post-disposal work;</li> <li>1.4 Determine the emergency plan management requirements.</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 Development principle of food safety emergency response plan;</li> <li>2.2 Food safety risk analysis;</li> <li>2.3 Food business emergency response competence assessment.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p>	

<p>treatment, product containment and information reporting procedures;</p> <p>9. Determine the conditions, requirements and persons responsible for the termination of the emergency response and the work after the termination of the emergency;</p> <p>10. Establish the post-disposal work, including aftercare, emergency summary, emergency competence assessment and emergency plan revision;</p> <p>11. Determine emergency security capabilities, including communication and information security, emergency team security, emergency supplies and financial security;</p> <p>12. Determine the emergency plan management requirements, including training, rehearsal, revision, filing and implementation of emergency plans;</p> <p>13. Review and release the food safety emergency response plan;</p> <p>14. Observe health, safety and environment protection rules and regulations.</p>	<p>4.1 Hygiene management standards for food production enterprises;</p> <p>4.2 Hygiene management standards for food operation enterprises;</p> <p>4.3 Knowledge of food microbiology;</p> <p>4.4 Food safety emergency management standards.</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 Plan writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Logical analysis skills;</p> <p>4.7 Overall planning skills.</p>
<p><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>The food safety emergency response plan is prepared in accordance with approved food safety laws, regulations, and standards and the actual situation of the enterprise.</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> <li>2. Food safety risk analysis.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM EMERGENCY HANDLING OF FOOD SAFETY ISSUES	<b>DUTY NO.</b>	809
<b>TASK TITLE</b>	CONDUCT EMERGENCY HANDLING OF FOOD SAFETY INCIDENTS	<b>TASK NO.</b>	8092
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to handle food safety incidents in food production and operation enterprises in accordance with the food safety emergency response plan.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety management system documents;</li> <li>2. Food safety emergency response plan;</li> <li>3. Computers;</li> <li>4. Personal protective equipment.</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. Verify the basic situation on site immediately;</li> <li>2. Take pre-emptive control measures;</li> <li>3. Conduct on-site emergency response;</li> <li>4. Conduct food safety incident investigation and processing;</li> <li>5. Release unified information on the disposition of food safety incident;</li> <li>6. Conduct aftercare and accountability;</li> <li>7. Observe health, safety and environment protection 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 Choose on-site emergency disposal measures;</li> <li>1.2 Determine responsibility for food safety incidents;</li> <li>1.3 Conduct aftercare and accountability.</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 Principles and measures for emergency response at the scene of food safety incident;</li> <li>2.2 Food safety incident disposal information release requirements;</li> <li>2.3 Food safety incident liability determination.</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 Hygiene management standards for food production enterprises;</li> <li>3.2 Hygiene management standards for food operation enterprises;</li> <li>3.3 Knowledge of food microbiology;</li> </ol>	

	<p>3.4 Food safety emergency management standards.</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 Plan writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Logical analysis skills;</p> <p>4.7 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Emergency handling of food safety incidents is performed in accordance with the approved food safety emergency response plan.
<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. Communication skills and methods.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM EMERGENCY HANDLING OF FOOD SAFETY ISSUES	<b>DUTY NO.</b>	809
<b>TASK TITLE</b>	HANDLE FOOD SAFETY PUBLIC OPINION	<b>TASK NO.</b>	8093
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to deal with food safety opinions in accordance with the food safety emergency response plan.		
<b>RANGE STATEMENT</b>	<p>The task can be performed at a food production or operation enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety management system documents;</li> <li>2. Food safety emergency response plan;</li> <li>3. Computers;</li> <li>4. Personal protective equipment.</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. Immediately investigate and verify the actual situation of food safety public opinion;</li> <li>2. Investigate the facts that trigger public opinion on food safety and, if necessary, conduct food compliance assessments and food safety risk assessments;</li> <li>3. Take the initiative to contact the mainstream media promptly to factually explain the facts of food safety public opinion and the extent of its impact on food safety;</li> <li>4. Correctly guide public opinion and consumers;</li> <li>5. Observe health, safety and environment protection 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 Investigate the facts that trigger public opinion on food safety;</li> <li>1.2 Correctly guide public opinion and consumers.</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 Food safety laws and regulations;</li> <li>2.2 Food safety risk analysis.</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 Food safety limit standards;</li> <li>3.2 Use standards for food additives and food nutrient fortification;</li> <li>3.3 Food product standards;</li> <li>3.4 Related food product standards.</li> <li>3.5 Knowledge of crisis communication.</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>5.1 Communication skills;</li> <li>5.2 Management skills;</li> </ol>		

	5.3 Teamwork skills; 5.4 Organization and coordination skills; 5.5 Computer application skills; 4.6 Logical analysis skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety public opinion is handled in accordance with the food safety emergency response plan.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> <ol style="list-style-type: none"> <li>1. Communication skills and methods;</li> <li>2. Food processing technology;</li> <li>3. Food operation and management.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	APPLY ADVANCED MANAGEMENT STANDARDS FOR FOOD SAFETY	<b>DUTY NO.</b>	810
<b>TASK TITLE</b>	DEVELOP GOOD MANUFACTURING PRACTICES (GMP) FOR FOOD PRODUCTION	<b>TASK NO.</b>	8101
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to develop Good Manufacturing Practices (GMP) for food production that meet the food safety laws, regulations, and standards.		
<b>RANGE STATEMENT</b>	The task can be performed at a food production enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include: <ol style="list-style-type: none"> <li>1. Standard operating procedures;</li> <li>2. Workbook;</li> <li>3. Computers;</li> <li>4. Personal protective equipment.</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. Clarify the requirements for operator qualifications, health, training, and operational standards;</li> <li>2. Clarify the hygiene and cleaning requirements for the workshops and facilities;</li> <li>3. Clarify the hygiene control requirements for the equipment;</li> <li>4. Clarify the quality, safety, hygiene standards, and verification requirements of raw and auxiliary materials;</li> <li>5. Clarify the quality, safety, and hygiene control requirements for the production and processing;</li> <li>6. Clarify the management of hygiene inspections and requirements for hygiene quality records;</li> <li>7. Clarify the requirements for defect levels and defect control;</li> <li>8. Establish the record and document system;</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 Clarify the quality, safety and health standards and verification requirements for operators, facilities and equipment, raw and auxiliary materials and production processes;</li> <li>1.2 Clarify the requirements for defect levels and defect control.</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 First Expired First Out (FEFO) and First In, First Out (FIFO);</li> <li>2.2 Food safety laws 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 GMP;</li> <li>3.2 SSOP;</li> <li>3.3 Knowledge of food microbiology.</li> </ol> <p><b>4.0 Essential Skills</b></p>	

9. Observe health, safety and environment protection rules and regulations.	4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Document writing skills; 4.5 Computer application skills; 4.6 Logical analysis skills; 4.7 Induction and summarization skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Good Manufacturing Practices (GMP) for food production are developed in accordance with approved food safety laws, regulations, and standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Occupational safety and health; 2. Food processing technology.

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT ENGINEER	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	APPLY ADVANCED MANAGEMENT STANDARDS FOR FOOD SAFETY	<b>DUTY NO.</b>	810
<b>TASK TITLE</b>	ESTABLISH HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) MANAGEMENT SYSTEM	<b>TASK NO.</b>	8102
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to establish a Hazard Analysis and Critical Control Point (HACCP) management system for food production enterprises that meets the requirements of food safety laws, regulations, and standards.		
<b>RANGE STATEMENT</b>	The task can be performed at a food production enterprise under the supervision of a Food Safety Management Engineer / Food Compliance Management Engineer. The tools and equipment to be used include: <ul style="list-style-type: none"> <li>1. Standard operating procedures;</li> <li>2. Workbook;</li> <li>3. Computers;</li> <li>4. Personal protective equipment.</li> </ul>		
<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. Establish a HACCP team;</li> <li>2. Describe the product;</li> <li>3. Determine the use of the product and to whom it will be sold;</li> <li>4. Prepare process flowchart;</li> <li>5. Validate the process flowchart in the field;</li> <li>6. Conduct a hazard analysis;</li> <li>7. Determine the critical control points;</li> <li>8. Establish the critical limits;</li> <li>9. Establish monitoring procedures;</li> <li>10. Establish corrective action procedures;</li> <li>11. Establish validation procedures;</li> <li>12. Establish a records and document management system;</li> <li>13. Develop HACCP documents;</li> <li>14. Observe health, safety and environment protection 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 Complete a hazard analysis form;</li> <li>1.2 Identify critical control points with the CCP judgment tree;</li> <li>1.3 Establish the critical limits;</li> <li>1.4 Establish monitoring procedures and verification procedures.</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 First Expired First Out (FEFO) and First In, First Out (FIFO);</li> <li>2.2 Food safety laws 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 SSOP;</li> <li>3.2 GMP;</li> <li>3.3 HACCP;</li> <li>3.4 Knowledge of food microbiology.</li> </ol>	

	<p><b>4.0 Essential Skills</b></p> <p>5.1 Communication skills;</p> <p>5.2 Management skills;</p> <p>5.3 Teamwork skills;</p> <p>5.4 Document writing skills;</p> <p>5.5 Computer application skills;</p> <p>5.6 Data analysis skills.</p> <p>4.7 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The Hazard Analysis and Critical Control Point (HACCP) management system for food production enterprises is established in accordance with approved food safety laws, regulations, and standards.
<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. Food processing technology.</li> </ol>

**APPENDIX 1: DACUM CHARTS FOR FOOD SAFETY MANAGEMENT ENGINEER - NTA LEVEL 8**

DUTIES	TASKS	ENABLERS
1.0 Manage food production and operation access management	1.1 Apply for special food business registration.	<b>General skills and knowledge</b> <ul style="list-style-type: none"> <li>• Cooperation with others using communication skills and submission of reports to the superiors</li> <li>• Report writing skills</li> <li>• Interpretation of process flowcharts</li> <li>• Interpretation of inspection reports</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Food processing technology</li> </ul> <b>Tools and equipment</b> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <b>Materials</b> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <b>Requirements for employees</b> <ul style="list-style-type: none"> <li>• Teamwork spirit, compliance consciousness, integrity, and time management</li> </ul>
	1.2 Apply for food production business registration.	
	1.3 Application for food import registration.	
2.0 Establish food safety management system	2.1 Analyze international food safety laws, regulations, and standards.	<b>General skills and knowledge</b> <ul style="list-style-type: none"> <li>• Cooperation with others using communication skills and submission of reports to the superiors</li> <li>• Internet application skills</li> <li>• Foreign language reading skills</li> <li>• Identification of the laws, regulations, and standards</li> <li>• Document writing skills</li> <li>• Standards writing skills</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food microbiology</li> <li>• Underpinning knowledge of standardization</li> <li>• Knowledge of food safety</li> </ul>
	2.2 Develop food safety management system.	
	2.3 Upgrade food safety management system.	
	2.4 Develop food enterprise standards.	

DUTIES	TASKS	ENABLERS
		<ul style="list-style-type: none"> <li>• Knowledge of food safety traceability early warning and emergency management</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, compliance consciousness, standard consciousness, specification consciousness, honesty, and pursuit of excellence</li> </ul>
3.0 Conduct procurement and acceptance management	3.1 Develop supplier classification and evaluation criteria.	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Cooperation with others using communication skills and submission of reports to the superiors</li> <li>• Document writing skills</li> <li>• Data analysis skills</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food safety</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, compliance consciousness, standard consciousness and quality consciousness</li> </ul>
	3.2 Develop classification acceptance criteria.	
4.0 Manage hygiene and health of food industry workers	4.1 Develop food safety training programs.	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Cooperation with others using communication skills and submission of reports to the superiors</li> <li>• Document writing skills</li> <li>• Report writing skills</li> </ul>
	4.2 Develop food safety classification training program.	

DUTIES	TASKS	ENABLERS
		<ul style="list-style-type: none"> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of hygiene and health</li> <li>• Knowledge of food safety</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, safety consciousness, fairness and integrity</li> </ul>
5.0 Manage hygiene of food equipment and facilities	5.1 Develop Sanitation Standard Operating Procedures for food production equipment and facilities.	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Cooperation with others using communication skills and submission of reports to the superiors</li> <li>• Interpretation of process drawings</li> <li>• Documentation skills</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food safety</li> <li>• Knowledge of food microbiology</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, compliance consciousness, hygiene consciousness</li> </ul>
	5.2 Develop Sanitation Standard Operating Procedures for catering service facilities.	
	5.3 Develop Sanitation Standard Operating Procedures for food distribution facilities.	
6.0 Manage traceability of food safety	6.1 Establish food safety traceability system.	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Cooperation with others using communication skills and submission of reports to the superiors</li> </ul>

DUTIES	TASKS	ENABLERS								
		<ul style="list-style-type: none"> <li>• Data analysis skills</li> <li>• Knowledge of traceability management of food safety</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food safety</li> <li>• Knowledge of food microbiology</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, compliance consciousness, integrity, and responsibility</li> </ul>								
7.0 Conduct self-inspection and assessment of food safety risks	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50px; text-align: center;">7.1</td> <td>Develop food safety self-inspection plans.</td> </tr> <tr> <td style="text-align: center;">7.2</td> <td>Develop food safety self-inspection schemes.</td> </tr> <tr> <td style="text-align: center;">7.3</td> <td>Develop rectification plan.</td> </tr> <tr> <td style="text-align: center;">7.4</td> <td>Prepare self-inspection-study report.</td> </tr> </table>	7.1	Develop food safety self-inspection plans.	7.2	Develop food safety self-inspection schemes.	7.3	Develop rectification plan.	7.4	Prepare self-inspection-study report.	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Cooperation with others using communication skills and submission of reports to the superiors</li> <li>• Risk analysis skills</li> <li>• Documentation skills</li> <li>• Report writing skills</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food safety control and management</li> <li>• Knowledge of food microbiology</li> <li>• Knowledge of food quality control</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul>
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7.4	Prepare self-inspection-study report.									

DUTIES	TASKS	ENABLERS
		<p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>Teamwork spirit, compliance consciousness, risk consciousness, integrity, fairness, responsibility, and emphasis on commitment</li> </ul>
8.0 Perform external inspection of food safety	<p>8.1 Develop work plan to accept external audits by third-party regulators.</p> <p>8.2 Develop a work plan for accepting food safety supervision and inspection by the food safety administrative regulator.</p> <p>8.3 Develop rectification plan for non-compliance identified during external inspections.</p> <p>8.4 Develop a food safety continuous improvement plan.</p>	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>Cooperation with others using communication skills and submission of reports to the superiors</li> <li>Documentation skills</li> <li>Report writing skills</li> <li>Knowledge of food safety laws and regulations</li> <li>Knowledge of food standards</li> <li>Knowledge of food safety analysis</li> <li>Knowledge of food safety control and management</li> <li>Knowledge of food quality control</li> <li>Knowledge of food microbiology</li> <li>Knowledge of food production and operation management</li> <li>Knowledge of food safety supervision and management</li> <li>Business reception etiquette</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>Personal protective equipment</li> <li>Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>Teamwork spirit, compliance consciousness, risk consciousness, integrity, responsibility, emphasis on commitment, and pursuit of excellence</li> </ul>
9.0 Perform emergency handling of food safety issues	<p>9.1 Develop food safety emergency response plan.</p> <p>9.2 Conduct emergency handling of food safety incidents.</p> <p>9.3 Handle food safety public opinion disposal.</p>	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>Cooperation with others using communication skills and submission of reports to the superiors</li> <li>Documentation skills</li> <li>Organization and coordination skills</li> <li>Knowledge of food safety laws and regulations</li> <li>Knowledge of food standards</li> <li>Knowledge of food microbiology</li> </ul>

DUTIES	TASKS	ENABLERS
		<ul style="list-style-type: none"> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food safety emergency management</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b> Teamwork spirit, crisis consciousness, integrity, and time management</p>
10.0 Apply advanced management standards for food safety	<p>10.1 Develop Good Manufacturing Practices (GMP) for food production.</p> <p>10.2 Develop Hazard Analysis and Critical Control Point (HACCP) management system.</p>	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Cooperation with others using communication skills and submission of reports to the superiors</li> <li>• Interpretation of process drawings</li> <li>• Interpretation of inspection reports</li> <li>• Documentation skills</li> <li>• Data analysis skills</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food microbiology</li> <li>• Knowledge of food safety control and management</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food safety management system</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, risk consciousness, compliance consciousness, safety consciousness, and integrity</li> </ul>