

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



OCCUPATIONAL STANDARDS

OCCUPATION: FOOD SAFETY MANAGEMENT TECHNICIAN

LEVEL: NTA LEVEL 6

FEBRUARY 2024

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ABBREVIATIONS

CAC	Codex Alimentarius Commission
CBET	Competency Based Education and Training
GMP	Good Manufacturing Practice
HACCP	Hazard Analysis and Critical Control Point System
NACTVET	National Council for Technical and Vocational Education and Training
NOS	National Occupational Standards
OS	Occupational Standards
OSHA	Occupational Safety and Health Administration
TBS	Tanzania Bureau of Standards
TET	Technical Education and Training
TFDA	Tanzania Food and Drugs Authority
TVET	Technical and Vocational Education and Training
5M1E	Man, Machine, Material, Method, Environment, Measurement

GLOSSARY OF TERMS

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

Standards:	A set of statements, which if proved true under working conditions, means that an individual is meeting an expected level and type of performance.
Task Analysis:	The process of analysing each task to determine the steps, circumstantial knowledge, attitudes, performance standards, tools and materials needed, as well as safety concerns required for the employees performing it.
Task:	A work activity that has a definite beginning and ending, is observable or measurable, and consists of two or more definite steps that leads to a product, service, or decision.
Underpinning Knowledge:	Crucial knowledge that an individual must acquire in order to demonstrate competences that are associated in performing a given task.
Verification Process:	The process of having experts review and confirm the importance of the task (competency) statements identified through occupational analysis. Other questions, such as the degree of task learning difficulty are also frequently asked. This process is also sometimes referred to as validation.

1.0. INTRODUCTION

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

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

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

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

pertinent for TET institutions to use the relevant occupational standards as a benchmark for formulating their curricula.

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

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

2.0 OCCUPATIONAL STANDARD DEVELOPMENT PROCESS

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

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

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

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

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

Food Safety Management Technicians work under the supervision of engineers, adopt food safety control technologies 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 business activities, such as food production and operation environment management, food storage and transportation management, food production and operation process management. Generally, Food Safety Management Technicians perform the following responsibilities:

- a) Management of food production and operation business
- b) Establishment and implementation of food safety management system
- c) Procurement and acceptance management
- d) Hygiene and health management of food employees
- e) Food equipment facility management
- f) Food safety traceability management
- g) Surveillance and assessment of food safety risks
- h) External inspection of food safety and continuous improvement
- i) Emergency handling of food safety problems

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

4.0. VALIDITY PERIOD

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

5.0. OCCUPATIONAL STANDARDS

5.1 OCCUPATIONAL STANDARDS FOR FOOD SAFETY MANAGEMENT TECHNICIAN – NTA LEVEL 6

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	CONDUCT FOOD PRODUCTION AND OPERATION BUSINESS REGISTRATION	DUTY NO.	601
TASK TITLE	PREPARE APPLICATION DOCUMENTS FOR SPECIAL FOOD PRODUCTION BUSINESS	TASK NO.	6011
PERFORMANCE CRITERIA	The person performing this task must be able to prepare the application documents for the registration of special food production enterprises in accordance with approved food business regulations and standards.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Supporting documents such as business license of the special food business unit; 2. Site plan and guarantee contract relating to business premise; 3. Environmental assessment report; 4. Safety standard of raw and auxiliary material; 5. Product formula; 6. Product formula research and development demonstration report; 7. Production process description; 8. Product inspection report; 9. Supporting documents of research and development ability, production ability, and testing ability; 10. Instructions, label samples, and their description of function claims and supporting documents; 11. Computers 12. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Obtain the list of materials and material requirements for the application for special food production access; 2. Clarify the product categories of		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Learn about the registration process for special foods; 1.2 Identify the categories of special foods;	

<p>special foods;</p> <p>3. Collect and prepare supporting documents: Copy the business license of the special food business unit; Draw site plan and surrounding environment diagram; Draw the layout map of each function of the production and processing site of food enterprises; Copy the guarantee contract relating to business premise; Prepare environmental assessment report; Collect safety standard of raw and auxiliary material; Prepare product formula; Prepare product formula research and development demonstration report; Draw process flow diagram and key process description; Collect product inspection report; Prepare supporting documents of research and development ability, production ability, and testing ability; prepare instructions, label samples, and their description of function claims and supporting documents;</p> <p>4. Supplement and improve the application materials according to the review opinions of the competent authority;</p> <p>5. Cooperate with on-site verification: Cooperate in the verification of R&D, production (or trial production), inspection conditions, capabilities and original data, clinical trials and production (or trial production) processes of special foods or formulations;</p> <p>6. Rectify according to the on-site verification opinions of the competent authorities;</p> <p>7. Prepare rectification reports and evidence;</p> <p>8. Observe health, occupational and environmental safety rules and regulations.</p>	<p>1.3 Prepare other certification materials;</p> <p>1.4 Learn about the centralized regulator of special food production access.</p> <p>2.0 Principles</p> <p>The person performing this task must be able to explain the following principles:</p> <p>2.1 Specifications for special food registration;</p> <p>2.2 Standards for special food function evaluation;</p> <p>2.3 Specifications for special food safety regulation.</p> <p>3.0 Theories</p> <p>The person performing this task must be able to explain the following:</p> <p>3.1 Requirements for special food registration materials;</p> <p>3.2 Methods for special food function evaluation;</p> <p>3.3 Specifications for special food safety regulation;</p> <p>3.4 Requirements for special food registration on-site verification.</p> <p>4.0 Essential Skills</p> <p>4.1 Communication skills;</p> <p>4.2 Learning skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Data analysis skills.</p>
<p>DESCRIPTION OF THE END PRODUCT / SERVICE</p>	<p>The application documents required for the registration of special food production enterprises and special food registration are prepared in accordance with food safety regulations and standard requirements.</p>

CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Report writing; 2. Data file arrangement; 3. Computer application; 4. Occupational health and safety.
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OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	CONDUCT FOOD PRODUCTION AND OPERATION BUSINESS REGISTRATION	DUTY NO.	601
TASK TITLE	PREPARE FOOD EXPORT BUSINESS APPLICATION DOCUMENTS	TASK NO.	6012
PERFORMANCE CRITERIA	The person performing this task must be able to prepare food export business application documents in accordance with approved food safety regulations and standards.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Supporting documents such as business license of export food enterprise; 2. Site plans and guarantee contracts relating to business premise; 3. Environmental assessment reports; 4. Food safety management system documents of enterprises; 5. Computers; 6. Safety and hygiene.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Clarify the product categories of exported foods; 2. Determine the export destination country and the relevant laws and regulations; 3. Collect the laws and regulations of China's export food enterprises; 4. Collect and prepare food safety management documents and supporting documents: Prepare documents such as supplier evaluation system, incoming inspection record system, production record file system, delivery inspection record system, export food traceability system and unqualified food disposal system; Copy supporting documents such as business license of export food enterprise; Copy site plan and guarantee contract relating to business premise; Prepare environmental assessment report;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Learn about the registration process for special foods; 1.2 Identify the categories of exported foods; 1.3 Prepare other certification materials; 1.4 Learn about the centralized regulator of exported food. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Regulations of exported food safety management; 2.2 Regulations of registration process for exported foods. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Requirements for exported food registration	

5. Supplement and improve the application materials according to the review opinions of the competent authority; 6. Cooperate with on-site verification: Operation of food safety and sanitation control system; 7. Rectify according to the on-site verification opinions of the competent authorities; 8. Prepare rectification reports and evidence; 9. Observe health, occupational and environmental safety rules and regulations..	materials; 3.2 Requirements for on-site verification of export food enterprise registration. 4.0 Essential Skills 4.1 Communication skills; 4.2 Learning skills; 4.3 Teamwork skills; 4.4 Data analysis skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The application documents required for the application of food export business are prepared in accordance with food safety regulations and standard requirements.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Report writing; 2. Data file arrangement; 3. Computer application; 4. Occupational health and safety.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM FOOD PRODUCTION AND OPERATION BUSINESS REGISTRATION	DUTY NO.	601
TASK TITLE	PREPARE FOOD IMPORT BUSINESS APPLICATION DOCUMENTS	TASK NO.	6013
PERFORMANCE CRITERIA	The person performing this task must be able to prepare food import business application documents in accordance with food safety regulations and standard requirements.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Supporting documents such as business license of import food enterprise; 2. Site plan and guarantee contract relating to business premise; 3. Environmental assessment report; 4. Food safety management system documents of enterprises; 5. Computers; 6. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Clarify the product categories for food import access; 2. Determine the country of origin of imported food; 3. Obtain the list of materials and material requirements for the application for food import access; 4. Collect and prepare food safety management documents and supporting documents: Prepare system documents such as food import and sales record system, overseas exporter, overseas production enterprise audit system, etc.; Copy supporting documents such as business license of import food enterprise; Copy site plan and guarantee contract relating to business premise; Prepare environmental assessment report; 5. Supplement and improve the application materials according to the		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Learn about the registration process for imported foods; 1.2 Identify the categories of imported foods; 1.3 Prepare other certification materials; 1.4 Learn about the centralized regulator of imported food. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Regulations of imported food safety management; 2.2 Regulations of registration process for imported foods. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Requirements for imported food registration	

<p>review opinions of the competent authority;</p> <p>6. Cooperate with on-site verification: Food safety management system;</p> <p>7. Rectify according to the on-site verification opinions of the competent authorities;</p> <p>8. Prepare rectification reports and evidence;</p> <p>9. Observe health, occupational and environmental safety rules and regulations.</p>	<p>materials;</p> <p>3.2 Requirements for on-site verification of import food enterprise registration.</p> <p>4.0 Essential Skills</p> <p>4.1 Communication skills;</p> <p>4.2 Learning skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Data analysis skills.</p>
DESCRIPTION OF THE END PRODUCT / SERVICE	<p>The application documents required for the application of import food business are prepared in accordance with food safety regulations and standard requirements.</p>
CIRCUMSTANTIAL KNOWLEDGE	<p>Detailed knowledge about:</p> <ol style="list-style-type: none"> 1. Report writing; 2. Data file arrangement; 3. Computer application; 4. Occupational health and safety.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	CONDUCT IMPLEMENTATION OF FOOD SAFETY MANAGEMENT SYSTEM	DUTY NO.	602
TASK TITLE	PUBLICIZE FOOD SAFETY LAWS, REGULATIONS, AND STANDARDS	TASK NO.	6021
PERFORMANCE CRITERIA	The person performing this task must be able to identify the national food safety laws, regulations, and standards involved in the food production and operation of food and publicize them to food workers.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. National food safety laws, regulations, and standards; 2. Interpretation books of national food safety laws, regulations and standards; 3. Computers and printers connected to the Internet; 4. Office supplies, such as document bags, folders, staplers, etc 5. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Interpret the specific requirements of the national food safety laws, regulations, and standards involved in the food production and operation and publicize them to the employees; 2. Update the national food safety laws, regulations, and standards involved in the food production and operation; 3. File and organize paper documents, books and electronic materials in the task; 4. Observe health, occupational and environmental safety rules and regulations..		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Query and search for specific provisions in national food safety laws, regulations, and standards; 1.2 Identify the impact of specific provisions in national food safety laws, regulations, and standards on food production and operation enterprise. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements of national food safety management; 2.2 Requirements of local food safety management; 2.3 Requirements of enterprise food safety management. 3.0 Theories The person performing this task must be able to explain the following:	

	<p>3.1 Interpretation of national food safety laws and regulations;</p> <p>3.2 Interpretation of national food safety standards.</p> <p>4.0 Essential Skills</p> <p>4.1 Communication skills;</p> <p>4.2 Report reading and writing skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Learning skills.</p>
DESCRIPTION OF THE END PRODUCT / SERVICE	The contents of the production and operation of food laws and regulations are updated in time according to national food safety laws, regulations, and standards, and workers are kept informed of updates.
CIRCUMSTANTIAL KNOWLEDGE	<p>Detailed knowledge about:</p> <ol style="list-style-type: none"> 1. Computer application; 2. Occupational health and safety. Occupational health and safety.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	CONDUCT IMPLEMENTATION OF FOOD SAFETY MANAGEMENT SYSTEM	DUTY NO.	602
TASK TITLE	SUPERVISE IMPLEMENTATION OF THE FOOD SAFETY MANAGEMENT SYSTEM	TASK NO.	6022
PERFORMANCE CRITERIA	The person performing this task must be able to supervise the implementation of food safety management system as per approved industry standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Food safety management system documents of enterprises; 2. Documentation of standard operating procedures; 3. Computers and printers connected to the Internet; 4. Supervision forms; 5. Office supplies, such as document bags, folders, staplers, etc.; 6. Photographing equipment 7. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Supervise the food safety management system regulations are posted in the places specified by the enterprise; 2. Supervise the incoming inspections and the records; 3. Supervise production process operations and the records; 4. Supervise the delivery inspections and the records; 5. Supervise the food safety operation self-inspection and the records; 6. Supervise the hygiene and health management of food employees and the records; 7. Supervise the food safety traceability management; 8. Supervise the unsafe food recalls; 9. Supervise the handling of food		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Determine supervisory procedures and recording forms; 1.2 Arrange supervision time and personnel in accordance with the food safety management system and supervision operation procedures; 1.3 Organize and file supervision records. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements for documentation of standard operating procedures; 2.2 Requirements of standard operating procedures of supervision; 2.3 Food safety management system. 3.0 Theories The person performing this task must be able to explain	

<p>safety incidents;</p> <p>10. Write reports on the implementation of the food safety management system;</p> <p>11. Report potential food safety hazards, clarify and implement rectification measures for non-conformities in various departments, and take effective measures to rectify in a timely manner;</p> <p>12. Write rectification reports;</p> <p>13. Observe health, occupational and environmental safety rules and regulations..</p>	<p>the following:</p> <p>3.1 Food safety management system documents of enterprises.</p> <p>4.0 Essential Skills</p> <p>4.1 Communication skills;</p> <p>4.2 Teamwork skills;</p> <p>4.3 Summarizing skills;</p> <p>4.4 Management skills.</p>
DESCRIPTION OF THE END PRODUCT / SERVICE	Supervision of implementation of the food safety management system is conducted in accordance with approved industry specifications and systems.
CIRCUMSTANTIAL KNOWLEDGE	<p>Detailed knowledge about:</p> <p>1. Computer application;</p> <p>2. Food safety emergency management measures and plans;</p> <p>3. Processes and requirements for third-party audits and certifications.</p>

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	CONDUCT IMPLEMENTATION OF FOOD SAFETY MANAGEMENT SYSTEM	DUTY NO.	602
TASK TITLE	SUPERVISE THE IMPLEMENTATION OF FOOD SAFETY MANAGEMENT SYSTEM	TASK NO.	6023
PERFORMANCE CRITERIA	The person performing this task must be able to supervise the implementation of food safety management system as per approved industry standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Food safety standard documents; 2. Computers and printers connected to the Internet; 3. Supervision forms; 4. Office supplies, such as document bags, folders, staplers, etc.; 5. Photographing equipment; 6. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Inspect and spot check the implementation of product standards of food production and operation enterprise; 2. Inspect and spot check the implementation of inspection standards for food production and operation enterprise; 3. Inspect and spot check the implementation of production specifications of food production and operation enterprise; 4. Fill in the form for daily food safety standard implementation inspection records; 5. Clarify and implement rectification measures for non-conformities in various departments; 6. Write rectification reports; 7. Organize and file relevant documents;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Clarify supervision and implementation procedures and recording forms; 1.2 Arrange supervision time and personnel in accordance with the food safety management system and supervision operation procedures; 1.3 Organize and file supervision records. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements of the implementation of food safety management systems can better meet food safety laws, regulations, and standards; 2.2 Requirements of the implementation of food safety management systems can better meet production and operation; 2.3 Regulations for the implementation of the food safety standard.	

<p>8. Observe health, occupational and environmental safety rules and regulations.</p>	<p>3.0 Theories The person performing this task must be able to explain the following: 3.1 Inspection process of food production and operation enterprises; 3.2 Rectification measures for non-compliances in various departments of production and operation enterprises.</p> <p>4.0 Essential Skills 4.1 Communication skills; 4.2 Teamwork skills; 4.3 Summarizing skills.</p>
<p>DESCRIPTION OF THE END PRODUCT / SERVICE</p>	<p>Supervision of the implementation of the food safety management system is carried out in accordance with approved industry standard.</p>
<p>CIRCUMSTANTIAL KNOWLEDGE</p>	<p>Detailed knowledge about: 1. Management Science; 2. Computer application; 3. Training and publicity.</p>

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	CARRY OUT MANAGEMENT OF PROCUREMENT AND ACCEPTANCE	DUTY NO.	603
TASK TITLE	ORGANIZE REGULAR EVALUATION OF SUPPLIERS	TASK NO.	6031
PERFORMANCE CRITERIA	The person performing this task must be able to organize the regular evaluation of the suppliers of raw and auxiliary materials for food production and operation enterprises.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Procurement lists of raw and auxiliary materials of food production and operation enterprises; 2. The list of suppliers; 3. Supplier qualification evidentiary materials; 4. Evaluation materials such as suppliers' evaluation record table; 5. Computers 6. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Establish lists of departments and personnel to participate in the regular evaluation of suppliers; 2. Collect and organize the requirements of each department for suppliers and supplies; 3. Collect suppliers' information, qualifications and other materials, and screen them; 4. Analyze suppliers' qualifications, technologies and service levels; 5. File supplier evaluation record table; 6. Plan, organize and implement regular supplier evaluation, and conduct on-site audits of suppliers of raw and auxiliary materials, food additives, and related food products; 7. Observe health, occupational and environmental safety rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Identify suppliers' qualifications, technologies and service levels; 1.2 Prepare regular supplier evaluation materials. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Food safety laws, regulations, and standards for food raw and auxiliary material, food additives, related food products; 2.2 On-site audit standards of suppliers of raw and auxiliary materials, food additives, and related food products. 3.0 Theories The person performing this task must be able to explain the following: 3.1 The process of regular evaluation of raw and auxiliary material suppliers; 3.2 The content of regular evaluation of raw and	

	<p>auxiliary material suppliers;</p> <p>3.3 Requirements of regular evaluation of raw and auxiliary material suppliers.</p> <p>4.0 Essential Skills</p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Logical analysis skills;</p> <p>4.5 Summarizing skills.</p>
DESCRIPTION OF THE END PRODUCT / SERVICE	Evaluation of raw and auxiliary material suppliers is regularly organized in accordance with industry standards.
CIRCUMSTANTIAL KNOWLEDGE	<p>Detailed knowledge about:</p> <ol style="list-style-type: none"> 1. Statistics; 2. Report writing; 3. Data file arrangement; 4. Computer application.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	CARRY OUT MANAGEMENT OF PROCUREMENT AND ACCEPTANCE	DUTY NO.	603
TASK TITLE	MANAGE SUPPLIERS' CREDIT AND EVALUATION RECORDS	TASK NO.	6032
PERFORMANCE CRITERIA	The person performing this task must be able to manage raw and auxiliary material suppliers' credit and evaluation records.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Food production and operation enterprise raw and auxiliary material procurement list; 2. List of qualified suppliers; 3. Record tables of suppliers' credit and evaluation records; 4. Computers; 5. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Collect suppliers' credit information in time; 2. Enter suppliers' credit information into the database for management, and maintain and update it regularly; 3. Conduct data statistics and evaluation of suppliers' credit information; 4. Supervise and guide the timely updating of the supplier list; 5. Observe health, occupational and environmental safety rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Identify suppliers' qualifications, technologies and service levels; 1.2 Prepare suppliers' credit information. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements of supplier credit evaluation; 2.2 Requirements of supplier credit information management. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Standards of supplier credit evaluation; 3.2 The management of supplier credit information. 4.0 Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills;	

	4.4 Report writing skills; 4.5 Summarizing skills; 4.6 Logical analysis skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Credit and evaluation records of food raw and auxiliary material suppliers are managed in accordance with approved rules and regulations.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Statistics; 2. Archive management; 3. Computer application.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	MANAGE HYGIENE AND HEALTH OF FOOD WORKERS	DUTY NO.	604
TASK TITLE	ORGANIZE FOOD SAFETY CLASSIFICATION TRAINING	TASK NO.	6041
PERFORMANCE CRITERIA	The person performing this task must be able to organize a food safety classification training in accordance with food safety classification training program.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Food safety classification training program of food safety production and operation enterprise; 2. Training venue; 3. Computers; 4. Training materials 5. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Publish food safety classification training notices for food production enterprises; 2. Collect information about the trainers, and confirm the list of trainers; 3. Prepare training venue and equipment; 4. Conduct training site guidance, check-in and information distribution; 5. Maintain order during training, monitor process and prevent risks; 6. Observe health, occupational and environmental safety rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Identify the process of food safety classification training program for food production and operation enterprise; 1.2 Organize training in accordance with food safety classification training program of food production and operation enterprise. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Registration requirements for food safety classification training; 2.2 Requirements for the layout of food safety classification training sites. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Basic knowledge of public safety; 3.2 Training service specifications.	

	4.0 Essential Skills 4.1 Communication skills; 4.2 Computer application skills; 4.3 Organization and coordination skills; 4.4 Emergency handling skills; 4.5 Teamwork skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The food safety classification training is performed in accordance with approved industry standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Archive management; 2. Computer application.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	MANAGE HYGIENE AND HEALTH OF FOOD EMPLOYEES	DUTY NO.	604
TASK TITLE	PREPARE HYGIENE AND HEALTH MANAGEMENT SYSTEM OF FOOD WORKERS	TASK NO.	6042
PERFORMANCE CRITERIA	The person performing this task must be able to prepare a hygiene and health management system of food workers as per approved rules and regulations.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Computers and printers connected to the Internet; 2. Office supplies, such as document bags, folders, staplers, etc.;; 3. The national hygiene and health management system of food employees; 4. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Prepare health examination system for employees; 2. Prepare employees' health certificates publicity system; 3. Prepare hygiene system for employees' work clothes (caps); 4. Prepare personal hygiene system such as hand cleaning and disinfection of employees; 5. Prepare employees' food safety protection system; 6. Submit the first draft to the Senior Technician or Food Safety Management Engineer for review; 7. Revise the reviewed draft to determine the final system; 8. Observe health, occupational and environmental safety rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Collect information needed for preparing hygiene and health management system of food employees; 1.2 Determine the format and requirement for preparing hygiene and health management system of food employees. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Basic principles for the preparation of management systems; 2.2 National food safety laws and regulations. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Format requirements for preparing hygiene and health management system of food employees; 3.2 The process of preparing and revising the management system.	

	4.0 Essential Skills 4.1 Computer application skills; 4.2 Information storage skills; 4.3 Information organization skills; 4.4 Management skills; 4.5 Information destroying skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	A hygiene and health management system for food workers is prepared in accordance with approved industry standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Statistics; 2. Criminalistics.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	MANAGE FOOD EQUIPMENT AND FACILITY SANITATION	DUTY NO.	605
TASK TITLE	PERFORM RECTIFICATION OF SANITATION PROBLEMS IN FOOD EQUIPMENT AND FACILITIES	TASK NO.	6051
PERFORMANCE CRITERIA	The person performing this task must be able to rectify sanitation problems in accordance with the sanitation standards of food equipment and facilities.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Sanitation standards for food production facilities; 2. Floor plan of each functional area of food production site; 3. Facilities and equipment list of each functional area of the food production premise; 4. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Handle production equipment defects in sanitation; 2. Handle workshop floor and sewerage facilities shortcomings in sanitation; 3. Clear rest room facilities defects in sanitation; 4. Tackle hygienically defective hand washing, cleaning, and disinfecting facilities; 5. Attend to changing room deficiencies in sanitation; 6. Address non-conformities with production water; 7. Fix defective insect, rodent and fly prevention facilities; 8. Verify the rectification of sanitation problems in food equipment and facilities; 9. Observe health, occupational and environmental safety rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Manage food equipment, facilities, and tools; 1.2 Work on and rectify food equipment and facilities problems according to the analysis report. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements for sanitation standard operation procedure of food equipment and facilities; 2.2 Sanitation management system for food equipment and facilities. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Sanitation specifications for food production. 4.0 Essential Skills 4.1 Communication skills; 4.2 Learning skills; 4.3 Teamwork skills;	

	4.4 Summarizing skills; 4.5 Problem spotting and problem-solving skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Rectification of sanitation problems in food equipment and facilities is performed in accordance with Sanitation Standard Operating Procedures for food production equipment and facilities.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Equipment and facility sanitation monitoring system; 2. Regular maintenance system of equipment and facilities.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	MANAGE FOOD EQUIPMENT AND FACILITY SANITATION	DUTY NO.	605
TASK TITLE	PERFORM RECTIFICATION OF SANITATION ISSUES IN CATERING SERVICE FACILITIES	TASK NO.	6052
PERFORMANCE CRITERIA	The person performing this task must be able to rectify sanitation issues in catering service facilities in accordance with the Sanitation Standards of catering service facilities.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Sanitation standard operation procedures of catering services; 2. The floor plan of each functional area of the catering service premise; 3. Facilities and equipment list of each functional area of the catering service premise; 4. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Address the non-conforming items of the standard architectural structure of catering operations; 2. Address the non-conforming items of food equipment; 3. Rectify the non-conforming items in water supply and waste disposal; 4. Rectify the non-conforming items of equipment and supplies used by employees; 5. Rectify the non-conforming items of cold dish production; 6. Tackle the non-conforming items of tableware cleaning and disinfection; 7. Address the non-compliant use of refrigerators; 8. Take care of the non-conforming items of food sanitation and catering services; 9. Tackle the non-conforming items of the catering industry's own hygiene management;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Learn about sanitary requirements and management measures for the catering industry; 1.2 Learn about rectification methods of sanitation of facilities in catering service premises. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements of sanitation standard operation procedures in catering service premises; 2.2 Management of food equipment, facilities, and tools of catering services; 2.3 Sanitation management system of equipment and facilities in catering service places. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Sanitation specifications for food production. 4.0 Essential Skills	

10. Verify the rectification of sanitation problems in catering services; 11. Observe health, occupational and environmental safety rules and regulations.	4.1 Communication skills; 4.2 Learning skills; 4.3 Teamwork skills; 4.4 Summarizing skills; 4.5 Problem spotting and problem-solving skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Rectification of sanitation issues in catering service facilities is performed in accordance with Sanitation Standard Operating Procedures for food catering facilities.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Classification of sanitary problems; 2. Data record and analysis.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	MANAGE FOOD EQUIPMENT AND FACILITY SANITATION	DUTY NO.	605
TASK TITLE	PERFORM RECTIFICATION OF SANITATION PROBLEMS IN FOOD DISTRIBUTION	TASK NO.	6053
PERFORMANCE CRITERIA	The person performing this task must be able to rectify sanitation problems in food distribution in accordance with approved standards of food distribution facilities.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Sanitation standards for food distribution facilities; 2. The floor plan of each functional area of the food distribution premise; 3. Facilities and equipment list of each functional area of the food distribution premise.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Dispose of and rectify the non-conforming items such as floors, walls, ceilingss, doors, windows, and waste storage containers at the business site; 2. Dispose of and rectify the non-conforming items of fly, rodent and dust prevention facilities and equipment of the business site; 3. Dispose of and rectify the non-conforming items of tools, containers, or packaging materials and equipment used for storing food; 4. Dispose of and rectify non-conforming items of food storage and transportation equipment and facilities such as special purpose vehicles and closed containers; 5. Dispose of and rectify non-conforming items of food storage, display, disinfection, cleaning, heat preservation, refrigeration, freezing, and other equipment and facilities 6. Observe health, occupational and		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Manage facilities, equipment, and tools for food distribution; 1.2 Rectify the sanitation of facilities in food distribution premises. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Sanitation standard operation procedures for food distribution facilities; 2.2 Sanitation management system for food distribution. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Sanitation specifications for food production; 3.2 Sanitation rectification methods for the facilities of food distribution premises. 4.0 Essential Skills 4.1 Communication skills;	

environmental safety rules and regulations; .	4.2 Learning skills; 4.3 Teamwork skills; 4.4 Summarizing skills; 4.5 Problem spotting and problem solving skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Rectification of sanitation issues in food distribution service facilities is performed in accordance with Sanitation Standard Operating Procedures for food distribution facilities.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Data recording and management; 2. Food safety culture.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	MANAGE FOOD SAFETY TRACEABILITY	DUTY NO.	606
TASK TITLE	SUPERVISE THE IMPLEMENTATION OF FOOD SAFETY TRACEABILITY SYSTEM	TASK NO.	6061
PERFORMANCE CRITERIA	The person performing this task must be able to supervise the implementation of the food safety traceability system in accordance with approved standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Documentation of the food safety traceability system document confirmed by the food factories; 2. Implementation records during the implementation of food safety traceability system; 3. Supervision plan for food safety traceability system; 4. Computers; 5. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Identify the traceability unit; 2. Clarify the position of an organization (such as a food factory) in the food chain; 3. Determine the direction of food flow and traceability; 4. Determine the traceability information; 5. Determine the sign and carrier; 6. Determine requirements for recording information and managing data; 7. Clarify the process for implementing traceability; 8. Determine the effectiveness of traceability; 9. Assess satisfaction with traceability objectives; 10. Determine whether traceability meets the regulation of traceability; 11. Collect and sort out historical evidence of confusion, loss of information, and other adverse records;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Clarify the content that needs to be supervised, and design and implement the system; 1.2 Determine time intervals and conditions for regulation. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Principles of food safety traceability system design; 2.2 Regulations and standards of food safety traceability management. 3.0 Theories The person performing this task must be able to explain the following: 3.1 The process and the corresponding content of the food safety traceability system implementation;	

12. Observe health, occupational and environmental safety rules and regulations.	3.2 Food safety traceability technologies. 4.0 Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Logical analysis skills; 4.5 Summarizing skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	Supervision of the implementation of food safety traceability system is conducted in accordance with approved industry standards, rules and regulations.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Report writing; 2. Computer application.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	MANAGE FOOD SAFETY TRACEABILITY	DUTY NO.	606
TASK TITLE	MANAGE FOOD SAFETY TRACEABILITY RECORDS AND DATA	TASK NO.	6062
PERFORMANCE CRITERIA	The person performing this task must be able to manage the records and data of the food safety traceability system documentation asper approved standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Documentation of the food safety traceability system document confirmed by the food factories; 2. Implementation records during the implementation of food safety traceability system documents; 3. Computers; 4. Printers; 5. Scanners; 6. File boxes; 7. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Establish, determine, and solidify record styles; 2. Collect documents of food safety traceability records and data; 3. Formulate records and data classification standards, and classify and mark the traceability records and data; 4. Sort out and keep records and data; 5. Manage food safety traceability records and data with advanced means; 6. Access relevant information as required; 7. Observe health, occupational and environmental safety rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Classify records and data; 1.2 Solidify record styles; 1.3 Store records and data. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 The requirements of food safety laws, regulations, and standards for food safety traceability records and data management; 2.2 Management principles of food safety traceability records and data; 2.3 Records and data management system for food safety traceability. 3.0 Theories The person performing this task must be able to explain	

	<p>the following:</p> <p>3.1 Records and data management standard for food safety traceability.</p> <p>4.0 Essential Skills</p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills.</p>
DESCRIPTION OF THE END PRODUCT / SERVICE	Management of food safety traceability records and data is conducted in accordance with approved industry standards, rules and regulations.
CIRCUMSTANTIAL KNOWLEDGE	<p>Detailed knowledge about:</p> <ol style="list-style-type: none"> 1. Report writing; 2. Computer application; 3. Data file arrangement; 4. Information storage; 5. Information destroying.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM SELF-INSPECTION AND ASSESSMENT OF FOOD SAFETY RISKS	DUTY NO.	607
TASK TITLE	SUPERVISE THE IMPLEMENTATION OF FOOD SAFETY SELF-INSPECTION PLAN	TASK NO.	6071
PERFORMANCE CRITERIA	The person performing this task must be able to supervise the implementation of the food safety self-inspection plan as per approved industry standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in food workshop under the supervision of Senior Technician or Food Safety Management Engineer. The tools and equipment to be used include: <div><div>1.</div><div>Food safety self-inspection plan confirmed to be implemented by food production and operation enterprises;</div></div> <div><div>2.</div><div>Implementation records during the implementation of food safety self-inspection scheme;</div></div> <div><div>3.</div><div>Supervision plan for food safety self-inspection plan;</div></div> <div><div>4.</div><div>Computers;</div></div> <div><div>5.</div><div>Safety and hygiene gear.</div></div>		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: <div><div>1.</div><div>Clarify the scope of food safety self-inspection;</div></div> <div><div>2.</div><div>Clarify the items of food safety self-inspection;</div></div> <div><div>3.</div><div>Clarify the information of food safety self-inspection;</div></div> <div><div>4.</div><div>Determine the sign and carrier;</div></div> <div><div>5.</div><div>Determine requirements for recording information and managing data;</div></div> <div><div>6.</div><div>Clarify the process for implementing self-inspection;</div></div> <div><div>7.</div><div>Sort out historical evidence of confusion, loss of information, and other adverse records;</div></div> <div><div>8.</div><div>Observe health, occupational and environmental safety rules and regulations.</div></div>		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: <div><div>1.1</div><div>Confirm the content that needs to be regulated, such as pathogenic microorganisms, pesticide residues, etc. in related products, and determine the time interval and conditions for regulation;</div></div> <div><div>1.2</div><div>Monitor the effectiveness of the food safety self-inspection plan through relevant information such as microbial indicators and pesticide residues of products.</div></div> 2.0 Principles The person performing this task must be able to explain the following principles: <div><div>2.1</div><div>Principles of food safety self-inspection plan design;</div></div> <div><div>2.2</div><div>Standards and principles of self-inspection;</div></div> <div><div>2.3</div><div>Methods and skills of self-inspection;</div></div> <div><div>2.4</div><div>Results and analysis of self-inspection.</div></div> 3.0 Theories The person performing this task must be able to explain	

	<p>the following:</p> <p>3.1 The process and the corresponding content of the food safety self-inspection plan implementation.</p> <p>4.0 Essential Skills</p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Logical analysis skills;</p> <p>4.5 Summarizing skills.</p>
DESCRIPTION OF THE END PRODUCT / SERVICE	Supervision of implementation of food safety self-inspection plan is done in accordance with industry standard.
CIRCUMSTANTIAL KNOWLEDGE	<p>Detailed knowledge about:</p> <ol style="list-style-type: none"> 1. Report writing; 2. Computer application.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM SELF-INSPECTION AND ASSESSMENT OF FOOD SAFETY RISKS	DUTY NO.	607
TASK TITLE	SUPERVISE THE IMPLEMENTATION OF FOOD SAFETY SELF-INSPECTION SCHEME	TASK NO.	6072
PERFORMANCE CRITERIA	The person performing this task must be able to supervise the implementation of food safety self-inspection scheme in accordance with approved industry standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in the food workshop under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. The food safety self-inspection scheme confirmed by the food factories; 2. Implementation records during the implementation of food safety self-inspection scheme; 3. Computers; 4. Printers; 5. Scanner; 6. File boxes; 7. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Establish, determine, and solidify record styles; 2. Collect documents of food safety self-inspection records and data, and ensure their authenticity and completeness; 3. Formulate records and data classification standards, and classify and mark the food safety self-inspection records and data; 4. Sort out and keep records and data; 5. Manage food safety self-inspection records and data with advanced means (such as computer); 6. Access relevant information as required; 7. Observe health, occupational and environmental safety rules and		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Classify records and data; 1.2 Solidify record styles; 1.3 Store records and data. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements of food safety laws, regulations, and standards; 2.2 Management principles of food safety self-inspection records and data. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Sanitation management standards for food production	

regulations.	<p>enterprises;</p> <p>3.2 Sanitation management standards for food operation enterprises.</p> <p>4.0 Essential Skills</p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills.</p>
DESCRIPTION OF THE END PRODUCT / SERVICE	Supervision of the implementation of food safety self-inspection scheme is done in accordance with approved industry standard.
CIRCUMSTANTIAL KNOWLEDGE	<p>Detailed knowledge about:</p> <ol style="list-style-type: none"> 1. Report writing; 2. Computer application; 3. Data file arrangement; 4. Information storage; 5. Information destroying.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM EXTERNAL INSPECTION AND CONTINUOUS IMPROVEMENT OF FOOD SAFETY	DUTY NO.	608
TASK TITLE	SUPERVISE THE RECTIFICATION OF NON-COMPLIANCES FROM EXTERNAL INSPECTIONS	TASK NO.	6081
PERFORMANCE CRITERIA	The person performing this task must be able to supervise the rectification of non-compliances from external inspections in accordance with approved industry standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Food safety management system; 2. External inspection reports; 3. The rectification plan of non-compliance from external inspection; 4. The rectification scheme of non-compliance from external inspection; 5. Work clothes, shoes/boots, cap/hairnet; 6. Laboratory coats, shoes/boots, cap/hairnet; 7. Computers; 8. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Supervise and urge relevant departments to rectify non-compliances; 2. Track the implementation of the rectification plan for non-compliances; 3. Report to the management representative and relevant departments the difficulties encountered in the rectification of non-compliances; 4. Conduct on-site verification of the completion of the rectification plan of non-compliances and report the verification results, including: (1) Whether the rectification is completed on schedule? (2) Whether the planned measures have been		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 View the rectification records of the responsible department with non-compliance; 1.2 View on-site production and on-site production records; 1.3 Clarify supervision and implementation procedures and recording forms. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements of rectification plan of non-compliance from external inspection; 2.2 Requirements of rectification scheme of non-compliance from external inspection; 2.3 Food safety management system related to the rectification of non-compliance from external inspection;	

<p>completed?</p> <p>(3) How did the plan work out?</p> <p>(4) Whether the implementation situation is traceable?</p> <p>(5) Whether the document change has been modified in accordance with the document control procedure?</p> <p>(6) Whether the employee has met the appropriate competencies as required?</p> <p>5. Notify the management representative and the relevant departments of the company of the verification results;</p> <p>6. Write rectification report of non-compliance from external inspection;</p> <p>7. Observe health, occupational and environmental safety rules and regulations.</p>	<p>2.4 Requirements for PDCA cycle.</p> <p>3.0 Theories</p> <p>The person performing this task must be able to explain the following:</p> <p>3.1 Methods of writing rectification report of non-compliance from external inspection;</p> <p>3.2 Control procedures for corrective measures.</p> <p>4.0 Essential Skills</p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Computer application skills.</p>
DESCRIPTION OF THE END PRODUCT / SERVICE	Supervision of the rectification of non-compliances from external inspections is carried out in accordance with approved industry standards, rules and regulations..
CIRCUMSTANTIAL KNOWLEDGE	<p>Detailed knowledge about:</p> <ol style="list-style-type: none"> 1. Report writing; 2. Document editing; 3. Audit and verification.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	PERFORM EXTERNAL INSPECTION AND CONTINUOUS IMPROVEMENT OF FOOD SAFETY	DUTY NO.	608
TASK TITLE	SUPERVISE THE CONTINUOUS IMPROVEMENT OF FOOD SAFETY	TASK NO.	6082
PERFORMANCE CRITERIA	The person performing this task must be able to supervise the continuous improvement of food safety in accordance with approved standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Food safety management system; 2. Implementation scheme for continuous improvement of food safety; 3. Implementation plan for continuous improvement of food safety; 4. Work clothes, shoes/boots, cap/hairnet; 5. Laboratory coats, shoes/boots, cap/hairnet; 6. Computers; 7. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Track and verify the completion and effectiveness of the plan for continuous improvement of food safety; 2. Report the difficulties encountered in the implementation of continuous improvement plan; 3. Conduct on-site verification of the completion of the continuous improvement plan and report the verification results, including: (1) Whether the plan is completed on schedule? (2) Whether the planned measures have been completed? (3) How did the plan work out? (4) Whether the implementation situation is traceable? (5) Whether the document change has been modified in		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 View the rectification records of the responsible department with non-compliance; 1.2 View on-site production and on-site production records; 1.3 Clarify supervision and implementation procedures and recording forms. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Requirements of food safety laws, regulations, and standards for continuous improvement; 2.2 Requirements of the implementation scheme for continuous improvement of food safety; 2.3 Requirements of implementation plan for continuous improvement of food safety; 2.4 Food safety management system related to continuous improvement.	

<p>accordance with the document control procedure?</p> <p>(6) Whether the employee has met the appropriate competencies as required?</p> <p>4. Notify the verification results to the relevant departments of the company;</p> <p>5. Write continuous improvement report;</p> <p>6. Observe health, occupational and environmental safety rules and regulations.</p>	<p>3.0 Theories</p> <p>The person performing this task must be able to explain the following:</p> <p>3.1 Methods of writing continuous improvement reports;</p> <p>3.2 Control procedures for corrective measures.</p> <p>4.0 Essential Skills</p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Computer application skills.</p>
DESCRIPTION OF THE END PRODUCT / SERVICE	Supervision of continuous improvement of food safety is conducted in accordance with approved standards, rules and regulations..
CIRCUMSTANTIAL KNOWLEDGE	<p>Detailed knowledge about:</p> <ol style="list-style-type: none"> 1. Report writing; 2. Document editing; 3. Data analysis.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	CONDUCT EMERGENCY HANDLING OF FOOD SAFETY PROBLEMS	DUTY NO.	609
TASK TITLE	HANDLE FOOD SAFETY PUBLIC OPINION COMPLAINTS AND REPORTS	TASK NO.	6091
PERFORMANCE CRITERIA	The person performing this task must be able to handle food safety public opinion complaints and reports in accordance with approved standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Food safety management system; 2. Food safety limits; 3. Food product standards; 4. Food safety network public opinion disposal plan; 5. Food safety emergency response plan; 6. Procedures for handling food safety public opinion, complaints and reports; 7. Computers and networks; 8. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Pay attention to, view the food safety network public opinion related to the enterprise, and discover the relevant network public opinion; 2. Fill in the food safety network public opinion record table; 3. Classify and summarize discovered network public opinion; 4. Deliver public opinion record table to relevant departments; 5. Follow and view customer complaints and reports; 6. Fill in customer complaints and reports record table; 7. Classify and summarize customer complaints and reports; 8. Deliver customer complaints and		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Determine the procedure of food safety network public opinion disposal plan; 1.2 Determine procedures for handling customer reports and complaints; 1.3 Clarify the form of information classification, summary, and record. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Principles of handling food safety network public opinion; 2.2 Principles of handling complaints and reports. 3.0 Theories The person performing this task must be able to explain	

<p>reports to relevant departments;</p> <p>9. Fill in the emergency measures request form;</p> <p>10. Fill in the customer complaint handling report form;</p> <p>11. Observe health, occupational and environmental safety rules and regulations.</p>	<p>the following:</p> <p>3.1 Food safety management system;</p> <p>3.2 Food safety network public opinion disposal plan;</p> <p>3.3 Procedures for handling food safety public opinion, complaints and reports;</p> <p>3.4 Food safety emergency response plan.</p> <p>4.0 Essential Skills</p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Computer application skills;</p> <p>4.5 Logical analysis skills.</p>
DESCRIPTION OF THE END PRODUCT / SERVICE	The handling of food safety public opinion complaints and reports is carried out in accordance with approved industry standard.
CIRCUMSTANTIAL KNOWLEDGE	<p>Detailed knowledge about:</p> <p>1. Office software application;</p> <p>2. Data analysis.</p>

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	CONDUCT EMERGENCY HANDLING OF FOOD SAFETY PROBLEMS	DUTY NO.	609
TASK TITLE	PARTICIPATE IN FOOD SAFETY INCIDENT EMERGENCY DRILL	TASK NO.	6092
PERFORMANCE CRITERIA	The person performing this task must be able to plan, execute and take part in food safety incident emergency drills in accordance with approved standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Food safety management system; 2. Control procedures for food safety emergency preparedness and response; 3. Food safety emergency response plans; 4. Computers; 5. Personal protective equipment; 6. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Organize training on emergency knowledge and skills before participating in emergency drills; 2. 3. Participate in food safety incident emergency drills of relevant internal departments; 4. Participate in food safety incident emergency drills of relevant external departments; 5. Observe health, occupational and environmental safety rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Clarify responsibilities in emergency drills; 1.2 Clarify the process for food safety incident emergency drills. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Principles for emergency handling of food safety incidents; 2.2 Management standards for food safety incident emergency drills. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Food safety emergency response plan; 3.2 Food safety incident emergency drills.	

	4.0 Essential Skills 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Computer application skills; 4.5 Logical analysis skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The food safety incidents emergency drills are performed in full attendance in accordance with approved standards, rules and regulations.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: 1. Laws and regulations food safety emergency management; 2. Emergency equipment and facilities.

OCCUPATION	FOOD SAFETY MANAGEMENT TECHNICIAN	OCCUPATION CODE	
DUTY TITLE	CONDUCT EMERGENCY HANDLING OF FOOD SAFETY PROBLEMS	DUTY NO.	609
TASK TITLE	IMPLEMENT RECALLS OF SUB-STANDARD FOOD	TASK NO.	6093
PERFORMANCE CRITERIA	The person performing this task must be able to carry out recalls of substandard food in accordance with approved industry standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers. The tools and equipment to be used include: 1. Management system for food recalls; 2. Plans of unqualified food recalls; 3. Notice of unqualified food recalls; 4. Computers; 5. Telephones; 6. Transport means 7. Safety and hygiene gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Trace the sales target of the whole batch of food; 2. Issue food recall announcements; 3. Notify food producers to stop production immediately, notify relevant producers and operators to stop sales, and notify consumers to stop eating; 4. Store and manage recalled food; 5. Take measures such as remediation, harmless treatment, and destruction of recalled foods; 6. Report the plan for harmless treatment and destruction of recalled food to the government regulators in advance; 7. Report food recalls and disposals to government regulators; 8. Record the recalls and disposals; 9. Observe health, occupational and environmental safety rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Clarify the methods and procedures of food recalls; 1.2 Clarify the disposal methods and procedures of recalled foods; 1.3 Solidify record styles of recalls and disposals. 2.0 Principles The person performing this task must be able to explain the following principles: 2.1 Principles for the management of food recalls and disposals; 2.2 Principles of food recall risk assessment. 3.0 Theories The person performing this task must be able to explain the following: 3.1 Management system for food recalls; 4.0 Essential Skills 4.1 Communication skills;	

	4.2 Management skills; 4.3 Teamwork skills; 4.4 Organization and coordination skills; 4.5 Computer application skills; 4.6 Logical analysis skills; 4.7 Overall planning skills.
DESCRIPTION OF THE END PRODUCT / SERVICE	The plan of recalling sub-standard food is effectively implemented in accordance with approved industry standards.
CIRCUMSTANTIAL KNOWLEDGE	Detailed knowledge about: <ol style="list-style-type: none"> 1. Document editing; 2. PR skills.

**APPENDIX 1: DACUM CHART FOR FOOD SAFETY MANAGEMENT TECHNICIAN -
NTA LEVEL 6**

DUTIES	TASKS	ENABLERS
1.0 Conduct food production and operation access registration	1.1 Prepare application documents for special food production business.	General skills and knowledge <ul style="list-style-type: none"> Cooperating with others using communication skills and reporting to the superiors Data analysis ability Report writing skills Computer application skills Interpretation of the requirements for special food registration materials Interpretation of the evaluation methods of the function of special foods Supervision knowledge for special food safety Regulations of imported and exported food safety management Regulations of registration process for imported and exported foods Tools and equipment <ul style="list-style-type: none"> Personal protective equipment Computers Internet Materials <ul style="list-style-type: none"> Business license and other supporting documents of production and business units Site plan and guarantee contract relating to business premise Environmental assessment report Safety standard of raw and auxiliary material Product formula Product formula research and development demonstration report Production process description Product inspection report Supporting documents of research and development ability, production ability, and testing ability Instructions, label samples, and their description of function claims and
	1.2 Prepare food export business application documents.	
	1.3 Prepare food import business application documents.	

DUTIES	TASKS	ENABLERS
		<p>supporting documents</p> <p>Requirements for employees</p> <ul style="list-style-type: none"> • Teamwork spirit • Compliance consciousness • Integrity • Time management
2.0 Conduct implementation of food safety management system	2.1 Publicize food safety laws, regulations, and standards.	<p>General skills and knowledge</p> <ul style="list-style-type: none"> • Cooperating with others using communication skills and reporting to the superiors • Report writing skills • Food safety laws and regulations • Basics of food standards • Knowledge of food production and operation management • Literature retrieval skills • Computer application skills • Standardization basics • Management skills • Summarizing skills <p>Tools and equipment</p> <ul style="list-style-type: none"> • Computers and Internet • Shooting tools • Personal protective equipment • Office supplies <p>Materials</p> <ul style="list-style-type: none"> • National food safety laws, regulations, and standards • Interpretation books of national food safety laws, regulations and standards • Food safety management system documents of enterprises <p>Requirements for employees</p> <ul style="list-style-type: none"> • Teamwork spirit • Specification consciousness • Standard consciousness • Integrity • Meticulousness • Sense of responsibility
	2.2 Supervise implementation of the food safety management system.	
	2.3 Supervise implementation of food safety standards.	

DUTIES	TASKS	ENABLERS
3.0 Carry out management of procurement and acceptance	3.1 Organize regular evaluation of suppliers.	General skills and knowledge <ul style="list-style-type: none"> Cooperating with others using communication skills and reporting to the superiors Report writing skills Data analysis skills Summarizing skills Food safety laws and regulations Basics of food standards Knowledge of food production and operation management Requirements of regular evaluation of raw and auxiliary material suppliers Audit standards of suppliers of raw and auxiliary materials, food additives, and related food products Requirements of supplier credit evaluation Requirements of supplier credit information management Computer application skills Tools and equipment <ul style="list-style-type: none"> Personal protective equipment Computers and Internet Materials <ul style="list-style-type: none"> Procurement lists of raw and auxiliary materials of food production and operation enterprises List of suppliers Supplier qualification evidentiary materials Supplier evaluation record table Suppliers' credit record table Requirements for employees <ul style="list-style-type: none"> Teamwork spirit Compliance consciousness Standard consciousness Quality consciousness
	3.2 Manage suppliers' credit and evaluation records.	
4.0 Manage hygiene and health of food workers	4.1 Organize food safety classification training.	General skills and knowledge <ul style="list-style-type: none"> Cooperating with others using communication skills and reporting
	4.2 Prepare a hygiene and	

DUTIES	TASKS	ENABLERS
	health management system of food workers.	<p>to the superiors</p> <ul style="list-style-type: none"> • Document writing skills • Organization and coordination skills • Basic principles for the preparation of management systems • National food safety laws and regulations • Computer application skills • Data management skills • Emergency handling skills <p>Tools and equipment</p> <ul style="list-style-type: none"> • Computers and Internet • Shooting tools • Personal protective equipment <p>Materials</p> <ul style="list-style-type: none"> • Food safety classification training program of food safety production and operation enterprise • The national hygiene and health management system of food employees <p>Requirements for employees</p> <ul style="list-style-type: none"> • Teamwork spirit • Standard consciousness • Integrity • Meticulousness
5.0 Manage food equipment and facility sanitation	5.1 Perform disposal and rectification of sanitation problems in food equipment and facilities.	<p>General skills and knowledge</p> <ul style="list-style-type: none"> • Report writing skills • Food safety laws and regulations • Basics of food standards • Knowledge of food production and operation management • Literature retrieval skills • Computer application skills • Standardization basics • Knowledge of the management of food equipment and facility sanitation • Good Hygienic Practice for Foods • Knowledge of sanitary requirements and management measures for the catering industry
	5.2 Perform disposal and rectification of sanitation issues in catering service facilities.	
	5.3 Perform rectification of sanitation problems in food distribution.	

DUTIES	TASKS	ENABLERS
		<ul style="list-style-type: none"> Knowledge of sanitation management system for food distribution equipment and facilities <p>Tools and equipment</p> <ul style="list-style-type: none"> Computers and Internet Shooting tools Personal protective equipment <p>Materials</p> <ul style="list-style-type: none"> Sanitation standards for food production facilities Floor plan of each functional area of food production site Facilities and equipment list of each functional area of the food production premise Sanitation standards for catering service facilities The floor plan of each functional area of the catering service premise Facilities and equipment list of each functional area of the catering service premise Sanitation standards for food distribution facilities The floor plan of each functional area of the food distribution premise Facilities and equipment list of each functional area of the food distribution premise <p>Requirements for employees</p> <ul style="list-style-type: none"> Teamwork spirit Specification consciousness Standard consciousness Hygiene awareness
6.0 Manage food safety traceability	6.1 Supervise the implementation of food safety traceability system documents.	<p>General skills and knowledge</p> <ul style="list-style-type: none"> Cooperating with others using communication skills and reporting to the superiors Principles of food safety traceability system design The process of the food safety traceability system implementation and related food safety laws and
	6.2 Manage food safety traceability records and data.	

DUTIES	TASKS	ENABLERS
		<p>regulations</p> <ul style="list-style-type: none"> • Knowledge of management principles of food safety traceability records and data • Computer application skills • Report writing skills <p>Tools and equipment</p> <ul style="list-style-type: none"> • Personal protective equipment • Computers and Internet • Printers • Scanners • File boxes <p>Materials</p> <ul style="list-style-type: none"> • Documentation of the food safety traceability system document confirmed by the food factories • Implementation records during the implementation of food safety traceability system documents • Supervision plan for food safety traceability system <p>Requirements for employees</p> <ul style="list-style-type: none"> • Teamwork spirit • Compliance consciousness • Integrity • Consciousness of responsibility • Bottom line consciousness
7.0 Perform self-inspection and assessment of food safety risks	7.1 Supervise implementation of food safety self-inspection plan.	<p>General skills and knowledge</p> <ul style="list-style-type: none"> • Cooperating with others using communication skills and reporting to the superiors • Principles of food safety self-inspection plan design • The process and the corresponding content of the food safety self-inspection plan implementation • Management knowledge of food safety self-inspection records and data • Sanitation management standards for food production enterprises • Sanitation management standards for
	7.2 Supervise implementation of food safety self-inspection scheme.	

DUTIES	TASKS	ENABLERS
		<p>food operation enterprises</p> <ul style="list-style-type: none"> • Report writing skills • Computer application skills • Information sorting skills <p>Tools and equipment</p> <ul style="list-style-type: none"> • Personal protective equipment • Computers and Internet • Printers • Scanners • File boxes <p>Materials</p> <ul style="list-style-type: none"> • Food safety self-inspection plan confirmed to be implemented by food production and operation enterprises • Implementation records during the implementation of food safety self-inspection scheme • Supervision plan for food safety self-inspection plan • Implementation records during the implementation of food safety self-inspection scheme <p>Requirements for employees</p> <ul style="list-style-type: none"> • Teamwork spirit • Compliance consciousness • Integrity • Consciousness of responsibility • Bottom line consciousness
8.0 Perform external inspection and continuous improvement of food safety	8.1 Supervise rectification of non-compliances from external inspections.	<p>General skills and knowledge</p> <ul style="list-style-type: none"> • Cooperating with others using communication skills and reporting to the superiors • Document writing skills • Report writing skills • Computer application skills • Organization and coordination skills • Overall planning skills • Knowledge of rectification plan of non-compliance from external inspection • Knowledge of rectification scheme
	8.2 Supervise continuous improvement of food safety.	

DUTIES	TASKS	ENABLERS
		<p>of non-compliance from external inspection</p> <ul style="list-style-type: none"> • Methods of writing rectification report of non-compliance from external inspection • Knowledge of food safety laws, regulations, and standards for continuous improvement • Knowledge of the implementation scheme for continuous improvement of food safety <p>Tools and equipment</p> <ul style="list-style-type: none"> • Personal protective equipment • Computers and Internet • Work clothes, shoes/boots, cap/hairnet <p>Materials</p> <ul style="list-style-type: none"> • Office supplies • External inspection reports • Rectification plan of non-compliance from external inspection • Rectification scheme of non-compliance from external inspection • Implementation scheme for continuous improvement of food safety • Implementation plan for continuous improvement of food safety <p>Requirements for employees</p> <ul style="list-style-type: none"> • Teamwork spirit • Compliance consciousness • Consciousness of risk • Integrity • Conscientiousness • Emphasis on commitment • Pursuit of excellence
9.0 Conduct emergency handling of food safety problems	9.1 Handle food safety public opinion complaints and reports.	<p>General skills and knowledge</p> <ul style="list-style-type: none"> • Cooperating with others using communication skills and reporting to the superiors • Document writing skills • Report writing skills
	9.2 Participate in food safety incident emergency drill.	
	9.3 Implement recall of sub-	

DUTIES	TASKS	ENABLERS
	standard food.	<ul style="list-style-type: none"> • Organization and coordination skills • Computer application skills • Knowledge of food safety management system • Food safety limits standard knowledge • Knowledge of food product standards • Knowledge of food safety network public opinion disposal plan • Knowledge of food safety emergency response plan • Knowledge of procedures for handling food safety public opinion, complaints and reports • Knowledge of management system for food recalls <p>Tools and equipment</p> <ul style="list-style-type: none"> • Personal protective equipment • Computers and Internet • Communication tools • Transport means <p>Materials</p> <ul style="list-style-type: none"> • Office supplies • Food safety network public opinion disposal plan • Procedures for handling food safety public opinion, complaints and reports • Food safety emergency response plan • Management system for food recalls <p>Requirements for employees</p> <ul style="list-style-type: none"> • Teamwork spirit • Maintain a sense of crisis • Integrity • Time management