

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



**OCCUPATIONAL STANDARDS**

**OCCUPATION: FOOD SAFETY MANAGEMENT ENGINEER**

**LEVEL: NTA LEVEL 7**

**FEBRUARY 2024**

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## **ABBREVIATIONS**

<b>CAC</b>	Codex Alimentarius Commission
<b>CBET</b>	Competency Based Education and Training
<b>FEFO</b>	First Expired First Out
<b>FIFO</b>	First In, First Out
<b>GMP</b>	Good Manufacturing Practice
<b>HACCP</b>	Hazard Analysis and Critical Control Point System
<b>NACTVET</b>	National Council for Technical and Vocational Education and Training
<b>NOS</b>	National Occupational Standards
<b>OS</b>	Occupational Standards
<b>OSHA</b>	Occupational Safety and Health Association
<b>PDCA</b>	Plan-Do-Check-Act
<b>SSOP</b>	Sanitation Standard Operation Procedure
<b>TBS</b>	Tanzania Bureau of Standards
<b>TFDA</b>	Tanganyika Food and Drugs Authority
<b>TET</b>	Technical Education and Training
<b>TVET</b>	Technical and Vocational Education and Training
<b>5M1E</b>	Man, Machine, Material, Method, Environment, and Measurement

## GLOSSARY OF TERMS

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

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

## 1.0. INTRODUCTION

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

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

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

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

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

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

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

## **2. OCCUPATIONAL STANDARD DEVELOPMENT PROCESS**

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

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

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

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

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

A Food Safety Management Engineer is an individual who, in accordance with national laws and standards, utilizes food safety control techniques such as hazard analysis and critical control points to ensure the control and management of food safety risks in activities related to food production, catering services, and food distribution. Generally, the Food Safety Management Engineer performs the following responsibilities:

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

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

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

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

## 5.0. OCCUPATIONAL STANDARDS

### 5.1. OCCUPATIONAL STANDARDS FOR FOOD SAFETY MANAGEMENT ENGINEER

#### - NTA LEVEL 7

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	CONDUCT FOOD PRODUCTION AND OPERATION REGISTRATION MANAGEMENT	DUTY NO.	701
TASK TITLE	APPLY FOR FOOD PRODUCTION BUSINESS REGISTRATION	TASK NO.	7011
PERFORMANCE CRITERIA	The person performing this task must be able to apply for the registration of food production enterprises and food registration in accordance with approved food safety regulations and standard requirements.		
RANGE STATEMENT	The task can be performed in food production workshops under the supervision of food safety directors. The tools and materials to be used include:  1. Business license and other supporting documents; 2. Site planning map and relevant guarantee agreements of the business premises; 3. Food safety management system document; 4. Product production process flow; 5. Product inspection report; 6. Environmental assessment report; 7. Computer; 8. Food safety standards.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following:  1. Fill out the application form for food production business registration;  2. Organize and verify the relevant supporting documents such as the business license, process flow, and related management systems;  3. Submit the application form for food production approval and relevant supporting documents to the competent authority;  4. Modify the application materials according to the review comments from the competent authority;		Detailed knowledge about: <b>1.0 Methods</b>  The person performing this task must be able to explain how to:  1.1 Obtain the necessary information for filling out the registration application form;  1.2 Clearly fill out common issues in the application form for catering service access registration;  1.3 Understand, grasp, and effectively communicate the rectification opinions put forward by the competent authority;  1.4 Coordinate the various departments of the food production enterprise to carry out the necessary improvements.	

<ol style="list-style-type: none"> <li>5. Coordinate the preparation and cooperation for the inspection of the production site, production process, and related systems, as well as the compilation and rectification of issues;</li> <li>6. Coordinate the departments to make necessary improvements based on the on-site verification comments from the competent authority;</li> <li>7. Submit the rectification report and evidence to the competent authority;</li> <li>8. Organize the production of trial products for testing;</li> <li>9. Obtain the food production approval certificate.</li> </ol>	<p><b>2.0 Principle</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Food safety management regulations;</li> <li>2.2 Food registration management regulations;</li> <li>2.3 Standards related to food production.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Requirements for application materials for registration of food production enterprises;</li> <li>3.2 On-site verification requirements for registration of food production enterprises;</li> <li>3.3 Food safety management contents;</li> <li>3.4 Food registration management;</li> <li>3.5 Process flow design;</li> <li>3.6 Requirements for food labeling;</li> <li>3.7 Conditions for food production, transportation, and storage;</li> <li>3.8 Requirements for food packaging.</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Communication skills;</li> <li>4.2 Management skills;</li> <li>4.3 Organization and coordination skills;</li> <li>4.4 Teamwork skills;</li> <li>4.5 Report writing skills;</li> <li>4.6 Computer application skills;</li> <li>4.7 Data analysis skills.</li> </ol>
<p><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>The application for the food production approval certificate is processed in accordance with approved food safety regulations and standard requirements.</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE</b></p>	<p>Detailed knowledge about:</p> <ol style="list-style-type: none"> <li>1. Occupational health and safety;</li> <li>2. Human resources management.</li> </ol>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	CONDUCT FOOD PRODUCTION AND OPERATION REGISTRATION MANAGEMENT	DUTY NO.	701
TASK TITLE	APPLY FOR CATERING SERVICE BUSINESS REGISTRATION	TASK NO.	7012
PERFORMANCE CRITERIA	The person performing this task must be able to apply for the registration of catering service enterprises in accordance with approved food safety regulations and standard requirements.		
RANGE STATEMENT	The task can be performed in catering service enterprises under the supervision of food safety directors. The tools and materials to be used include:  1. Business license, copy of the legal representative's ID card, and other supporting documents; 2. Site planning map and relevant guarantee agreements of the business premises; 3. Environmental assessment report; 4. Food safety management system document; 5. Computer and stationery; 6. Occupational safety management programmes.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following:  1. Fill out the application form for catering service business registration;  2. Organize and verify the relevant supporting documents such as the business license, site layout, and related management systems;  3. Submit the application form for catering service access registration and relevant supporting documents to the competent authority;  4. Modify the application materials according to the review comments from the competent authority;  5. Coordinate the preparation and cooperation for the inspection of the catering service premises and related systems by the competent authority;  6. Coordinate the catering service units to make necessary improvements based on the on-site		Detailed knowledge about: <b>1.0 Methods</b> The person performing this task must be able to explain how to:  1.1 Obtain the necessary information for filling out the registration application form;  1.2 Clearly fill out common issues in the application form for catering service access registration;  1.3 Communicate the rectification opinions put forward by the competent authority;  1.4 Coordinate the catering service units to rectify the identified issues.  <b>2.0 Principle</b> The person performing this task must be able to explain the following principles:  2.1 Food safety management regulations;  2.2 Catering safety management regulations.  <b>3.0 Theories</b> The person performing this task must be able to explain the following:	

<p>verification comments from the competent authority;</p> <p>7. Submit the rectification report and evidence to the competent authority;</p> <p>8. Obtain the catering service access certificate.</p>	<p>3.1 Requirements for application materials for registration of catering service enterprises;</p> <p>3.2 On-site verification requirements for registration of catering service enterprises;</p> <p>3.3 Food safety management;</p> <p>3.4 Catering safety management;</p> <p>3.5 Management systems for catering establishments.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Organization and coordination skills;</p> <p>4.4 Teamwork skills;</p> <p>4.5 Computer application skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	<p>The application for the business certificate of catering service enterprises is processed in accordance with approved food safety regulations and standard requirements.</p>
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p>Detailed knowledge about:</p> <ol style="list-style-type: none"> <li>1. Occupational health and safety;</li> <li>2. Emergency disposal.</li> </ol>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	CONDUCT FOOD PRODUCTION AND OPERATION REGISTRATION MANAGEMENT	DUTY NO.	701
TASK TITLE	APPLY FOR FOOD DISTRIBUTION BUSINESS REGISTRATION	TASK NO.	7013
PERFORMANCE CRITERIA	The person performing this task must be able to apply for the registration of food distribution enterprises in accordance with approved food safety regulations and standard requirements.		
RANGE STATEMENT	The task can be performed in food operation enterprises under the supervision of food safety directors. The tools and materials to be used include:  1. Business license, copy of the legal representative's ID card, product test report, manufacturer information, purchase ledger, and other supporting documents; 2. Site planning map and relevant guarantee agreements of the business premises; 3. Schematic diagram of product classification and display; 4. Food safety management system document; 5. Computer; 6. Occupational health and safety management system .		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following:  1. Fill out the application form for food business registration;  2. Organize and verify the relevant supporting documents such as the business license, site layout, and related management systems;  3. Submit the application form for food distribution business registration, food safety management system documents, and supporting documents to the approval department;  4. Modify the application materials according to the review comments from the competent authority;  5. Coordinate the preparation and cooperation for on-site verification by the competent authority and ensure the retention of purchase and sales ledgers;		Detailed knowledge about: <b>1.0 Methods</b>  The person performing this task must be able to explain how to:  1.1 Obtain the necessary information for filling out the registration application form; 1.2 Clearly fill out common issues in the application form for food distribution access registration; 1.3 Understand, grasp, and effectively communicate the rectification opinions put forward by the competent authority; 1.4 Coordinate all departments of food distribution enterprises to rectify the identified issues.  <b>2.0 Principle</b>  The person performing this task must be able to explain the following principles: 2.1 Food safety management regulations; 2.2 Laws and regulations related to food distribution; 2.3 Standards related to food labeling.  <b>3.0 Theories</b>	

<p>6. Coordinate the food operation enterprises to make necessary improvements based on the on-site verification comments from the competent authority, and submit the rectification report and evidence to the approval department;</p> <p>7. Obtain the food distribution approval certificate.</p>	<p>The person performing this task must be able to explain the following:</p> <p>3.1 Requirements for application materials for registration of food distribution enterprises;</p> <p>3.2 On-site verification requirements for registration of food distribution enterprises;</p> <p>3.3 Food safety management;</p> <p>3.4 Management of product classification in distribution;</p> <p>3.5 Identification of product labeling in distribution;</p> <p>3.6 Verification of food test reports.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Organization and coordination skills;</p> <p>4.4 Teamwork skills;</p> <p>4.5 Report writing skills;</p> <p>4.6 Computer application skills;</p> <p>4.7 Data analysis skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	<p>The application for food distribution business registration is performed in accordance with food safety regulations and standard requirements.</p>
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational health and safety;</li> <li>2. Design of business premises.</li> </ol>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	ESTABLISH FOOD SAFETY MANAGEMENT SYSTEM	DUTY NO.	702
TASK TITLE	ORGANIZE FOOD SAFETY LAWS, REGULATIONS, AND STANDARDS	TASK NO.	7021
PERFORMANCE CRITERIA	The person performing this task must be able to secure food safety laws, regulations, and standards relevant to the food production and operation in the enterprise.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of food safety directors. The tools and equipment to be used include: 1. Computer set; 2. Internet connectivity.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Obtain the list of intended export products of the enterprise and corresponding trade partners, and sort out and determine the list of food laws, regulations, and standards that need to be searched and downloaded; 2. Secure Codex Alimentarius Commission (CAC) standards, guidelines, and recommended operating procedures related to food production and operation; 3. Secure food safety laws and regulations, and food safety standard documents from major trade partners involved in food production and operation; 4. Classify and sort out documents related to food safety laws , regulations and standards; 5. Classify and sort out documents related to food safety standards; 6. Interpret the food safety laws, regulations, and standards related to the Codex Alimentarius Commission (CAC) and major trade partners; 7. Observe health and safety rules and regulations.		Detailed knowledge about: <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Obtain the necessary download permissions for the food safety-related laws, regulations, and standards from the Codex Alimentarius Commission (CAC) website and major trade partners; 1.2 Determine the level and category of the food safety-related laws, regulations, and standards from the Codex Alimentarius Commission (CAC) and major trade partners.  <b>2.0 Principles</b> The person performing this task must be able to explain the following principles: 2.1 Impact of relevant codex standards, guidelines, and recommended operating procedures on the food safety management of the enterprise; 2.2 Impact of relevant laws, regulations, and standards on the food safety management of the enterprise.  <b>3.0 Theories</b> The person performing this task must be able to explain the following: 3.1 Approaches and methods to obtain international and foreign food safety laws and regulations; 3.2 Approaches and methods to obtain international and foreign food safety standards.	

	<b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Document retrieval capability; 4.4 Foreign language reading skills; 4.5 Teamwork skills; 4.6 Computer application skills; 4.7 Logical analysis skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The compilation of food safety laws, regulations, and standards related to food production and operation of the CAC and trade partners is successfully accomplished.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Food safety laws and regulations; 2. Food safety standards.

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	ESTABLISH FOOD SAFETY MANAGEMENT SYSTEM	DUTY NO.	702
TASK TITLE	IMPLEMENT FOOD SAFETY MANAGEMENT SYSTEMS	TASK NO.	7022
PERFORMANCE CRITERIA	The person performing this task must be able to organize and implement food safety management systems in food production and operation enterprises in accordance with the requirements of the food safety management system.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of food safety directors. The tools, equipment and materials to be used include: 1. Incoming inspection record management system; 2. Production process control management system; 3. Delivery inspection record management system; 4. Food safety self-inspection management system; 5. Employee health management system; 6. Food safety traceability system; 7. Unsafe food recall management system; 8. Food safety incident handling management system; 9. Other systems related to food safety management; 10. Food safety policy; 11. Safety gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Secure food safety-related regulations of food production and operation enterprises; 2. Develop the implementation plan for food safety-related regulations; 3. Communicate the implementation plan for food safety regulations to the relevant food safety departments or organizations; 4. Organize and implement food safety regulations; 5. Summarize the implementation of food safety-related regulations; 6. Observe health and safety rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Learn and understand the categories and requirements of food safety-related management systems; 1.2 Clarify the difficulties and common issues encountered in the implementation of each food safety system; 1.3 Assess the feasibility of the implementation plan for food safety regulations; 1.4 Prepare a report on the implementation of food safety-related regulations.  2.0 Principles The person performing this task must be able to explain the following principles:	

	<p>2.1 Principles of implementing food safety-related management systems;</p> <p>2.2 Evaluation of the implementation effectiveness of food safety-related management systems.</p> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <p>3.1 Food safety management system standards for food production enterprises;</p> <p>3.2 Food safety management system standards for food operation enterprises.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Team management skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Logical analysis skills;</p> <p>4.7 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Food safety management system is implemented in accordance with approved standards and technical specifications .
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <p>1. Knowledge of enterprise operation management.</p>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	ESTABLISH FOOD SAFETY MANAGEMENT SYSTEM	DUTY NO.	702
TASK TITLE	DEVELOP SUPPORTING FORMS FOR THE FOOD SAFETY MANAGEMENT SYSTEM	TASK NO.	7023
PERFORMANCE CRITERIA	The person performing this task must be able to develop supporting forms for the food safety management system that align with the actual needs of the enterprise based on the food safety regulations.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of food safety directors. The tools, equipment and materials to be used include: 1. Incoming inspection record management system; 2. Production process control management system; 3. Delivery inspection record management system; 4. Food safety self-inspection management system; 5. Employee health management system; 6. Food safety traceability system; 7. Unsafe food recall management system; 8. Food safety incident handling management system; 9. Other systems related to food safety management.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Develop the incoming inspection record table; 2. Develop the raw and auxiliary material warehousing record table, delivery record table, and return record table; 3. Develop the food production feeding record table; 4. Develop the record table for the use of food additives; 5. Develop the delivery inspection record table and semi-finished product inspection record table; 6. Develop the record table of critical control point conditions; 7. Develop the temperature and humidity control record table; 8. Develop the sample retention record table; 9. Develop the record table of the handling of non-conforming products;		Detailed knowledge about: <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Clarify the aspects that need to be recorded in food safety-related management systems; 1.2 Determine the information that needs to be recorded in the relevant record tables for food safety management; 1.3 Verify the compliance of the relevant record tables for food safety management.  <b>2.0 Principle</b> The person performing this task must be able to explain the following principles: 2.1 Principles of designing food safety management record tables; 2.2 Requirements for designing food safety management record tables.  <b>3.0 Theories</b>	

10. Develop the record table of finished product warehousing, storage, transportation, and delivery control; 11. Develop the delivery record table; 12. Develop the record table of the cleaning and disinfection of utensils; 13. Develop the food safety self-inspection record table; 14. Develop the food recall disposal record table; 15. Develop the registration form of health examination for employees; 16. Develop the record table of morning inspection of employees; 17. Develop the food safety traceability record table; 18. Develop the record table of the usage of detergents and disinfectants; 19. Develop the waste disposal record table; 20. Prepare records for the training and assessment of food safety management personnel; 21. Observe health and safety rules and regulations.	The person performing this task must be able to explain the following: 3.1 Food safety management system standards; 3.2 Traceability management of food safety.  <b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Document writing skills; 4.5 Computer application skills; 4.6 Logical analysis skills; 4.7 Induction and summarization skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Supporting forms for the food safety management system are developed based on the actual situation of food production and operation enterprises.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Knowledge of enterprise operation management.

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	ESTABLISH FOOD SAFETY MANAGEMENT SYSTEM	DUTY NO.	702
TASK TITLE	IMPLEMENT FOOD SAFETY STANDARDS	TASK NO.	7024
PERFORMANCE CRITERIA	The person performing this task must be able to implement food safety standards in accordance with the requirements of food safety regulations.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of food safety management engineers. The tools, equipment and materials to be used include: 1. Food safety standards related to the enterprise's products; 2. Food safety-related corporate standards established by the enterprise.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Develop the training program for food safety standards; 2. Provide training on the content of food safety standards for employees applying them; 3. Develop the implementation plan for food safety standards; 4. Organize the implementation of food safety standards in food enterprises; 5. Rectify non-compliance issues identified during the implementation of food safety standards; 6. Prepare a rectification report regarding the implementation of food safety standards; 7. Observe health and safety rules and regulations.		<b>Detailed knowledge about:</b> <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Clarify common issues in the implementation of food safety standards; 1.2 Clarify the matching relationship between food safety standards and products; 1.3 Propose and implement rational corrective suggestions for non-compliance. <b>2.0 Principles</b> The person performing this task must be able to explain the following principles: 2.1 Development of food safety standards; 2.2 Classification of food safety standards and their effectiveness relationship. <b>3.0 Theories</b> The person performing this task must be able to explain the following: 3.1 Food safety management system standards; 3.2 Food safety product standards; 3.3 Food safety and hygiene standards; 3.4 Food safety inspection standards. <b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills;	

	4.4 Team management skills; 4.5 Computer application skills; 4.6 Logical analysis skills; 4.7 Induction and summarization skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Food safety standards are implemented in accordance with approved rules, regulations and technical specifications s.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Knowledge of enterprise operation management.

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	CONDUCT PROCUREMENT AND ACCEPTANCE MANAGEMENT	DUTY NO.	703
TASK TITLE	DEVELOP SUPPLIER EVALUATION RECORD TABLES	TASK NO.	7031
PERFORMANCE CRITERIA	The person performing this task must be able to develop raw and auxiliary material supplier evaluation record tables for food production and operation enterprises that align with the actual requirements of the enterprise.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of food safety management engineers. The tools, equipment and materials to be used include: 1. Supplier qualification requirement document; 2. Supplier technical requirement document; 3. Supplier service requirement document; 4. Supplier classification evaluation criteria.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Determine the information about supplier qualification requirements that needs to be recorded; 2. Determine the information about supplier technical requirements that needs to be recorded; 3. Determine the information about supplier service requirements that needs to be recorded; 4. Develop the supplier status record table; 5. Develop the supplier performance evaluation record table; 6. Develop instructions for filling out the supplier evaluation record table; 7. Observe health, safety and environmental protection regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Determine the key information about supplier qualification requirements, technical requirements, and service requirements that needs to be recorded; 1.2 Determine the key information about supplier performance that needs to be recorded.  2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Principles of designing the record table for raw and auxiliary material supplier status and performance evaluation; 2.2 Requirements for designing the raw and auxiliary material supplier evaluation record table.  3.0 Theories The person performing this task must be able to explain the following: 3.1 Food safety limit standards; 3.2 Basic requirements for suppliers of food production and operation enterprises.  4.0 Essential Skills	

	4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Document writing skills; 4.5 Computer application skills; 4.6 Logical analysis skills; 4.7 Induction and summarization skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The supplier evaluation record table is developed in accordance with approved rules, regulations and technical specifications.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Knowledge of food production and operation management.

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	CONDUCT PROCUREMENT AND ACCEPTANCE MANAGEMENT	DUTY NO.	703
TASK TITLE	DEVELOP RECORD TABLES FOR THE ACCEPTANCE OF FOOD RAW AND AUXILIARY MATERIALS AND RELATED FOOD PRODUCTS	TASK NO.	7032
PERFORMANCE CRITERIA	The person performing this task must be able to develop record tables for the acceptance of food raw and auxiliary materials and related food products that comply with the actual requirements of the enterprise for food raw and auxiliary materials and related food products.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of food safety directors. The tools, equipment and materials to be used include: 1. Food safety requirement documents for raw and auxiliary materials; 2. Quality specification requirement documents for raw and auxiliary materials; 3. Acceptance method documents for raw and auxiliary materials; 4. Classification acceptance standard documents for raw and auxiliary materials.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Determine the food safety information about raw and auxiliary materials, food additives, and related food products that need to be recorded; 2. Determine the quality specification information about raw and auxiliary materials, food additives, and related food products that need to be recorded; 3. Determine the acceptance criteria for raw and auxiliary materials, food additives, and related food products that need to be recorded; 4. Develop the record table for acceptance of raw and auxiliary materials; 5. Develop the record table of the acceptance of food additives; 6. Develop the record table for acceptance of related food products; 7. Develop instructions for filling out the record tables for raw and auxiliary		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Determine the key information about food raw and auxiliary materials and related food products that needs to be recorded; 1.2 Clarify common issues in the acceptance of raw and auxiliary materials, food additives, and related food products that need to be recorded, and develop filling instructions.  2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Principles for developing record tables for the acceptance of raw and auxiliary materials, food additives, and related food products; 2.2 Requirements for developing record tables for the classification acceptance of raw and auxiliary materials.  3.0 Theories	

<p>materials, food additives, and related food products;</p> <p>8. Observe environmental safety rules and regulations.</p>	<p>The person performing this task must be able to explain the following:</p> <p>3.1 Food safety limit standards;</p> <p>3.2 Quality standards for food additives;</p> <p>3.3 Quality standards for related food products.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Document writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Logical analysis skills;</p> <p>4.7 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Record tables for the acceptance of food raw and auxiliary materials and related food products are developed in accordance with approved standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <p>1. Food storage and processing;</p> <p>2. Food additives.</p>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	MANAGE HYGIENE AND HEALTH OF FOOD INDUSTRY WORKERS	DUTY NO.	704
TASK TITLE	ORGANIZE AND IMPLEMENT THE FOOD SAFETY CLASSIFICATION TRAINING PROGRAM	TASK NO.	7041
PERFORMANCE CRITERIA	The person performing this task must be able to organize the implementation of food safety classification training in accordance with the food safety laws, regulations, and standards.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of food safety directors. The tools and equipment to be used include: 1. Food safety training program; 2. Food safety classification training program; 3. Personal protective tools and equipment.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Draft the training notice based on the food safety classification training program, including training time, location, content, participants, assessment requirements, etc.; 2. Issue the training notice, and collect and summarize the information of participants; 3. Organize and implement the training, and make relevant records; 4. Organize the assessment and evaluation of the food safety classification training; 5. Write the training summary; 6. Observe health, safety and environmental protection rules and specifications .		Detailed knowledge about: <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Clarify the key steps in organizing and implementing the food safety classification training program; 1.2 Clarify the indicators for assessing and evaluating the food safety classification training; 1.3 Write the summary of the food safety classification training.  <b>2.0 Principle</b> The person performing this task must be able to explain the following principles: 2.1 Implementation principles of food safety classification training program.  <b>3.0 Theories</b> The person performing this task must be able to explain the following: 3.1 Hygiene management standards for food production enterprises; 3.2 Hygiene management standards for food operation enterprises; 3.3 Sanitation Standard Operation Procedure (SSOP).	

	<b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Overall planning skills; 4.4 Teamwork skills; 4.5 Logical analysis skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety classification training program is implemented as per approved regulations .
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Occupational safety and health.

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	MANAGE HYGIENE AND HEALTH OF FOOD INDUSTRYWORKERS	DUTY NO.	704
TASK TITLE	MANAGE FOOD SAFETY TRAINING RECORDS AND DATA	TASK NO.	7042
PERFORMANCE CRITERIA	The person performing this task must be able to manage food safety training records and data in accordance with the food safety laws, regulations, and standards.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of food safety directors. The tools and equipment to be used include: 1. Computers; 2. Printer; 3. Scanner; 4. File box.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Collect and organize food safety training records and data document; 2. Classify, label, and index food safety training records and data; 3. Archive and store food safety training records and data; 4. Store and manage training records and data via advanced methods (such as electronic computer systems).		<b>Detailed knowledge about:</b> <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Determine the types of food safety training records and data documents; 1.2 Manage training records and data via office software. <b>2.0 Principle</b> The person performing this task must be able to explain the following principles: 2.1 Document classification and coding rules; 2.2 Traceability and authenticity principles for management of food safety training records and data. <b>3.0 Theories</b> The person performing this task must be able to explain the following: 3.1 Categories of document files; 3.2 Naming rules for document files; 3.3 Sanitation Standard Operation Procedure (SSOP). <b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Information storage skills; 4.4 Documentation skills;	

	4.5 Teamwork skills; 4.6 Computer application skills; 4.7 Document destruction skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The management of food safety training records and data is performed in accordance with the food safety laws, regulations, and standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Document management.

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	MANAGE HYGIENE AND HEALTH OF FOOD INDUSTRY WORKERS	DUTY NO.	704
TASK TITLE	SUPERVISE THE IMPLEMENTATION OF FOOD SAFETY CLASSIFICATION TRAINING PROGRAMS	TASK NO.	7043
PERFORMANCE CRITERIA	The person performing this task must be able to supervise the implementation of food safety classification training programs in accordance with the food safety laws, regulations, and standards.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of food safety directors. The tools and equipment to be used include: 1. Food safety training program; 2. Food safety classification training program; 3. Personal protective equipment; 4. Computer.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Ensure that training is conducted within the specified time; 2. Keep track of the attendance of participants in the training; 3. Maintain complete and standardized records of the training process; 4. Compile statistics on participation rates in assessments, and publish assessment results; 5. Write a supervision report.		<b>Detailed knowledge about:</b> <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Identify specific content for supervision; 1.2 Develop training record tables; 1.3 Evaluate the effectiveness of the training.  <b>2.0 Principle</b> The person performing this task must be able to explain the following principles: 2.1 Principles and requirements of supervision; 2.2 Evaluation of the implementation of training programs.  <b>3.0 Theories</b> The person performing this task must be able to explain the following: 3.1 Hygiene management standards for food production enterprises; 3.2 Hygiene management standards for food operation enterprises; 3.3 Sanitation Standard Operation Procedure (SSOP).  <b>4.0 Essential Skills</b> 4.1 Communication skills;	

	4.2 Management skills; 4.3 Teamwork skills; 4.4 Report writing skills; 4.5 Logical analysis skills; 4.6 Computer application skills; 4.7 Supervision and inspection skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The implementation of food safety classification training programs is supervised in accordance with approved standards, laws and regulations.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> <ol style="list-style-type: none"> <li>1. Occupational safety and health;</li> <li>2. Knowledge of enterprise personnel management.</li> </ol>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	MANAGE HYGIENE OF FOOD FACILITIES	DUTY NO.	705
TASK TITLE	DEVELOP SUPPORTING CHECKLIST OF SANITATION STANDARD OPERATING PROCEDURES FOR FOOD PRODUCTION FACILITIES	TASK NO.	7051
PERFORMANCE CRITERIA	The person performing this task must be able to develop a supporting checklist of Sanitation Standard Operating Procedures for food production facilities in accordance with the food safety laws, regulations, and standards.		
RANGE STATEMENT	The task can be performed in food production enterprises under the supervision of food safety directors. The tools and equipment to be used include: 1. Sanitation standard operation procedures for food production facilities; 2. Layout plan of various functional areas of food production and processing premises; 3. Process equipment layout; 4. Food production process flowchart; 5. List of major equipment and facilities for food production; 6. Computers; 7. Personal protective tools and equipment.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Clarify the specific requirements for sanitation standard operation procedures for food production equipment and facilities; 2. Identify the key items and general items for inspection, and establish evaluation criteria for each inspection item; 3. Develop the checklist for key items of cleaning and disinfection of food production equipment and facilities; 4. Develop the checklist for general items of cleaning and disinfection of food production equipment and facilities; 5. Observe health, safety and environmental protection rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Determine the information to be recorded in the relevant forms for hygiene inspection of food production facilities; 1.2 Verify the compliance of the relevant forms for hygiene inspection of food production facilities.  2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Principles of rationality, legality, and complementarity in the design of forms for hygiene inspection of food production facilities.  3.0 Theories	

	<p>The person performing this task must be able to explain the following:</p> <p>3.1 Hygiene management standards for food production enterprises;</p> <p>3.2 Sanitation Standard Operating Procedures (SSOP) for food production facilities;</p> <p>3.3 Good Manufacturing Practice (GMP);</p> <p>3.4 Hazard Analysis and Critical Control Point (HACCP).</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Computer application skills;</p> <p>4.3 Writing skills;</p> <p>4.4 Teamwork skills;</p> <p>4.5 Logical analysis skills;</p> <p>4.6 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The supporting checklist of Sanitation Standard Operating Procedures for food production facilities is developed in accordance with the food safety laws, regulations, and standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <p>1. Occupational safety and health.</p>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	MANAGE HYGIENE OF FOOD FACILITIES	DUTY NO.	705
TASK TITLE	DEVELOP SUPPORTING CHECKLIST OF SANITATION STANDARD OPERATING PROCEDURES FOR CATERING SERVICE FACILITIES	TASK NO.	7052
PERFORMANCE CRITERIA	The person performing this task must be able to develop a supporting checklist of Sanitation Standard Operating Procedures for catering service facilities in accordance with the food safety laws, regulations, and standards.		
RANGE STATEMENT	The task can be performed in the catering service department of a food service enterprise or any other relevant department within the organization under the supervision of food safety directors. The tools and equipment to be used include: 1. Sanitation standard operation procedures for catering service facilities; 2. Layout plan of various functional areas of catering service premises; 3. Process equipment layout; 4. Computers; 5. List of major equipment and facilities for catering services; 6. Personal protective tools and equipment.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Clarify the specific requirements of sanitation standard operation procedures for catering service facilities; 2. Identify the key items and general items for inspection, and establish evaluation criteria for each inspection item; 3. Develop the checklist for key items of cleaning and disinfection of catering service equipment and facilities; 4. Develop the checklist for general items of cleaning and disinfection of catering service equipment and facilities; 5. Observe health, safety and environmental protection rules and regulations.		Detailed knowledge about: <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Determine the information to be recorded in the relevant forms for hygiene inspection of catering service facilities; 1.2 Verify the compliance of the relevant forms for hygiene inspection of catering service facilities.  <b>2.0 Principle</b> The person performing this task must be able to explain the following principles: 2.1 Principles of rationality, legality, and complementarity in the design of forms for hygiene inspection of catering service facilities.  <b>3.0 Theories</b> The person performing this task must be able to explain the following: 3.1 Hygiene management standards for food operation enterprises;	

	<p>3.2 Sanitation Standard Operating Procedures (SSOP) for catering service facilities;</p> <p>3.3 Hazard Analysis and Critical Control Point (HACCP).</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Computer application skills;</p> <p>4.3 Writing skills;</p> <p>4.4 Teamwork skills;</p> <p>4.5 Logical analysis skills;</p> <p>4.6 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The supporting checklist of Sanitation Standard Operating Procedures for catering service facilities is developed in accordance with the food safety laws, regulations, and standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <p>1. Occupational safety and health.</p>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	MANAGE HYGIENE OF FOOD FACILITIES	DUTY NO.	705
TASK TITLE	DEVELOP SUPPORTING CHECKLIST OF SANITATION STANDARD OPERATING PROCEDURES FOR FOOD DISTRIBUTION FACILITIES	TASK NO.	7053
PERFORMANCE CRITERIA	The person performing this task must be able to develop a supporting checklist of Sanitation Standard Operating Procedures for food distribution facilities in accordance with the food safety laws, regulations, and standards.		
RANGE STATEMENT	The task can be performed in food distribution enterprises under the supervision of food safety directors. The tools and equipment to be used include: 1. Sanitation standard operation procedures for food distribution facilities; 2. Layout plan of various functional areas of food distribution premises; 3. List of major equipment and facilities for food distribution premises; 4. Computers; 5. Personal protective tools and equipment.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Clarify the specific requirements for sanitation standard operation procedures for food distribution facilities; 2. Identify the key items and general items for inspection, and establish evaluation criteria for each inspection item; 3. Develop the checklist for key items of cleaning and disinfection of food distribution equipment and facilities; 4. Develop the checklist for general items of cleaning and disinfection of food distribution equipment and facilities; 5. Observe health, safety and environmental protection rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Determine the information to be recorded in the relevant forms for hygiene inspection of food distribution facilities; 1.2 Verify the compliance of the relevant forms for hygiene inspection of food distribution facilities.  2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Principles of rationality, legality, and complementarity in the design of forms for hygiene inspection of food distribution facilities.  3.0 Theories The person performing this task must be able to explain the following: 3.1 Hygiene management standards for food operation enterprises;	

	<p>3.2 Sanitation Standard Operating Procedures (SSOP) for food distribution facilities;</p> <p>3.3 Hazard Analysis and Critical Control Point (HACCP).</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Computer application skills;</p> <p>4.3 Writing skills;</p> <p>4.4 Teamwork skills;</p> <p>4.5 Logical analysis skills;</p> <p>4.6 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The supporting checklist of Sanitation Standard Operating Procedures for food distribution facilities is developed in accordance with the food safety laws, regulations, and standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <p>1. Occupational safety and health.</p>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	MANAGE TRACEABILITY OF FOOD SAFETY	DUTY NO.	706
TASK TITLE	MANAGE FOOD SAFETY TRACEABILITY SYSTEM DOCUMENTS	TASK NO.	7061
PERFORMANCE CRITERIA	The person performing this task must be able to manage food safety traceability system documents in accordance with the system requirements.		
RANGE STATEMENT	<p>The task can be performed in food production and operation enterprises under the supervision of food safety directors.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"><li>1. Food procurement and incoming inspection management system;</li><li>2. Production process control management system;</li><li>3. Product flow management system;</li><li>4. Delivery inspection record system;</li><li>5. Product storage and transportation management system;</li><li>6. Non-conforming product record management system;</li><li>7. Management system for the recall of non-conforming products;</li><li>8. Computers;</li><li>9. Personal protective equipment.</li></ol>		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"><li>1. Apply for approval of food safety traceability system documents;</li><li>2. Number and archive food safety traceability system documents;</li><li>3. Issue food safety traceability system documents under control;</li><li>4. Reapply for approval for updated food safety traceability system documents;</li><li>5. Handle the discontinuation of food safety traceability system documents in a timely manner;</li><li>6. Observe health, safety and environmental protection rules and regulations.</li></ol>		<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"><li>1.1 Clarify the content and types of food safety traceability system documents;</li><li>1.2 Manage the system and document records for food storage management and transportation management, including product name, quantity, origin, purchase date, production date, shelf life, packaging condition, and certification information.</li></ol> <p><b>2.0 Principle</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"><li>2.1 Implementation principles of food safety traceability system;</li><li>2.2 Principles and requirements of management design of food safety traceability system documents.</li></ol> <p><b>3.0 Theories</b></p>	

	<p>The person performing this task must be able to explain the following:</p> <p>3.1 Food traceability management;</p> <p>3.2 Food traceability technology.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Computer operation skills;</p> <p>4.4 Teamwork skills;</p> <p>4.5 Report writing skills;</p> <p>4.6 Business reception literacy;</p> <p>4.7 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Food safety traceability system documents are managed in accordance with food safety laws and regulations.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health;</li> <li>2. Document management and archiving.</li> </ol>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	MANAGE TRACEABILITY OF FOOD SAFETY	DUTY NO.	706
TASK TITLE	ORGANIZE IMPLEMENTATION OF FOOD SAFETY TRACEABILITY SYSTEM	TASK NO.	7062
PERFORMANCE CRITERIA	The person performing this task must be able to organize the implementation of food safety traceability system in accordance with the system requirements.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of food safety directors. The tools and equipment to be used include: 1. Food procurement and incoming inspection management system; 2. Production process control management system; 3. Product flow management system; 4. Delivery inspection record system; 5. Product storage and transportation management system; 6. Non-conforming product record management system; 7. Management system for the recall of non-conforming products; 8. Computers; 9. Personal protective equipment; 10. Traceability system software.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Prepare an implementation plan for the traceability system, including the objectives of the traceability system, applicable products, scope and extent of traceability, identification of traceability units, recordkeeping, and data management; 2. Clarify personnel responsibilities, including conveying the importance of traceability and maintaining communication between upstream and downstream organizations and within the organization; 3. Develop the training program, including traceability standards, relevant traceability technologies, as well as design, implementation, internal auditing, and improvement of the traceability system;		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Select traceability unit identification technology; 1.2 Determine the organization's position in the food chain, and identify the upstream and downstream organizations that need to be traced; 1.3 Choose the medium for traceability information.  2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Principles for dividing and determining traceability information; 2.2 Principles for coding traceability information and identification methods.	

<ol style="list-style-type: none"> <li>4. Execute product traceability processes in accordance with the traceability system design and traceability plan;</li> <li>5. Monitor the implementation of the traceability system, including determining monitoring schemes, content, frequency, and monitoring conditions;</li> <li>6. Evaluate the effectiveness of the system, including evaluating the uniqueness of traceability unit identification, effective linkage between various stages of identification, linkage and communication between upstream and downstream organizations, and retrievability of information within the validity period;</li> <li>7. Observe health, safety and environmental protection rules and regulations.</li> </ol>	<p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Knowledge of food traceability management;</li> <li>3.2 Food traceability technology;</li> <li>3.3 Information recording and data management requirements.</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Communication skills;</li> <li>4.2 Management skills;</li> <li>4.3 Teamwork skills;</li> <li>4.4 Report writing skills;</li> <li>4.5 Computer application skills;</li> <li>4.6 Logical analysis skills;</li> <li>4.7 Induction and summarization skills.</li> </ol>
<p><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>The implementation of the food safety traceability system is organized in all stages of food production and operations in accordance with approved standards and specifications.</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE</b></p>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health;</li> <li>2. Knowledge of traceability carrier usage.</li> </ol>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	CONDUCT SELF-INSPECTION AND ASSESSMENT OF FOOD SAFETY RISKS	DUTY NO.	707
TASK TITLE	DEVELOP FOOD SAFETY SELF-INSPECTION CONTENTS	TASK NO.	7071
PERFORMANCE CRITERIA	The person performing this task must be able to develop food safety self-inspection contents in accordance with the system requirements.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of a Food Safety Management Engineer. The tools and equipment to be used include: 1. Food safety management document; 2. Computers; 3. Personal protective equipment.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Develop specific content for food safety self-inspection based on the food safety self-inspection plan, including the scope and inspection indicators; 2. Clarify the specific methods for food safety self-inspection, including methods, frequency, and responsible personnel; 3. Establish evaluation criteria for food safety self-inspection; 4. Observe health, safety and environmental protection rules and regulations.		<b>Detailed knowledge about:</b> <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Identify food safety risk factors; 1.2 Clarify key aspects of food safety self-inspection; 1.3 Develop food safety self-inspection content that aligns with the actual needs of the enterprise. <b>2.0 Principle</b> The person performing this task must be able to explain the following principles: 2.1 Principles for the development of food safety self-inspection content; 2.2 Standards for the development of food safety self-inspection content. <b>3.0 Theories</b> The person performing this task must be able to explain the following: 3.1 Hygiene management standards for food production enterprises; 3.2 Hygiene management standards for food operation enterprises; 3.3 SSOP; 3.4 GMP;	

	<p>3.5 HACCP.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Report writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Logical analysis skills;</p> <p>4.7 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety self-inspection content is developed in accordance with the food safety laws, regulations, and standards, to ensure its alignment with the actual needs of the enterprise.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health;</li> <li>2. Document processing.</li> </ol>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	CONDUCT SELF-INSPECTION AND ASSESSMENT OF FOOD SAFETY RISKS	DUTY NO.	707
TASK TITLE	PERFORM RISK ASSESSMENT FROM SELF-INSPECTION RESULTS	TASK NO.	7072
PERFORMANCE CRITERIA	The person performing this task must be able to perform risk assessment of food safety self-inspection results of food production and operation enterprises, in accordance with the system requirements.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of food safety directors. The tools and equipment to be used include: 1. Food safety management document; 2. Food safety self-inspection content document; 3. Computers; 4. Personal protective equipment.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Summarize and analyze the self-inspection results of food production and operation enterprises; 2. Clearly determine the food safety risk level of food production and operation enterprises; 3. Evaluate the self-inspection food safety risks of operation enterprises; 4. Observe health, safety and environmental protection rules and regulations.		Detailed knowledge about: <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Establish food risk assessment criteria for food production and operation enterprises based on the food production quality control system and assessment of food safety conditions; 1.2 Evaluate the risks of self-inspection results based on the food safety self-inspection content of food production and operation enterprises.  <b>2.0 Principle</b> The person performing this task must be able to explain the following principles: 2.1 Risk assessment criteria for food production and operation enterprises; 2.2 Principles for implementing risk assessment in food safety self-inspection; 2.3 Evaluation of the effectiveness of risk assessment in food safety self-inspection.  <b>3.0 Theories</b> The person performing this task must be able to explain the following: 3.1 Hygiene management standards for food production enterprises;	

	<p>3.2 Hygiene management standards for food operation enterprises;</p> <p>3.3 SSOP;</p> <p>3.4 GMP;</p> <p>3.5 HACCP.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Report writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Logical analysis skills;</p> <p>4.7 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Risk assessment is conducted based on the food safety self-inspection results
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health;</li> <li>2. Knowledge of enterprise operation management.</li> </ol>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	CONDUCT SELF-INSPECTION AND ASSESSMENT OF FOOD SAFETY RISKS	DUTY NO.	707
TASK TITLE	DEVELOP RECTIFICATION MEASURES FOR FOOD SAFETY SELF-INSPECTION	TASK NO.	7073
PERFORMANCE CRITERIA	The person performing this task must be able to develop rectification measures for food safety self-inspection non-compliance of food production and operation enterprises, in accordance with the system requirements.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of food safety directors. The tools and equipment to be used include: 1. Food safety management document; 2. Food safety self-inspection document; 3. Food safety risk assessment document; 4. Computers; 5. Personal protective equipment.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Analyze the causes of non-compliance; 2. Identify the likelihood of recurrence of non-compliance; 3. Develop corrective plans, corrective measures, and preventive measures for non-compliance; 4. Clarify the person responsible for correction and specific time arrangements; 5. Determine methods for evaluating the effectiveness of corrections and tracking verification; 6. Observe health, safety and environmental protection rules and regulations.		Detailed knowledge about: <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Apply cause and effect analysis to analyze the causes of non-compliance; 1.2 Determine the primary and secondary sequence of causes of non-compliance; 1.3 Develop appropriate rectification measures based on the likelihood of non-compliance recurrence.  <b>2.0 Principle</b> The person performing this task must be able to explain the following principles: 2.1 Principles for developing rectification measures; 2.2 Basis for developing rectification measures.  <b>3.0 Theories</b> The person performing this task must be able to explain the following: 3.1 Hygiene management standards for food production enterprises; 3.2 Hygiene management standards for food operation enterprises;	

	3.3 SSOP; 3.4 GMP; 3.5 HACCP.  <b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Teamwork skills; 4.4 Report writing skills; 4.5 Computer application skills; 4.6 Logical analysis skills; 4.7 Induction and summarization skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Rectification measures for non-compliance of food safety self-inspection are developed in accordance with approved standards and specifications
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Seven methods of food quality control.

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATIO N CODE	
DUTY TITLE	CONDUCT SELF-INSPECTION AND ASSESSMENT OF FOOD SAFETY RISKS	DUTY NO.	707
TASK TITLE	WRITE RECTIFICATION REPORT OF NON-COMPLIANCE AFTER FOOD SAFETY SELF-INSPECTION	TASK NO.	7074
PERFORMANC E CRITERIA	The person performing this task must be able to write a food safety rectification report for food production and operation enterprises in accordance with approved standards and specifications.		
RANGE STATEMENT	The task can be performed in food production and operation enterprises under the supervision of food safety directors. The tools and equipment to be used include: 1. Food safety management document; 2. Food safety self-inspection content document; 3. Food safety risk assessment document; 4. Food safety rectification measure document; 5. Computers; 6. Personal protective equipment.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Describe the facts of non-compliance with the food safety self-inspection content of food production and operation enterprises; 2. Summarize the reasons for the occurrence of non-compliance with the self-inspection content of food production and operation enterprises; 3. List specific rectification measures for food production and operation enterprises; 4. Summarize the implementation effectiveness and tracking verification of the rectification measures; 5. Observe health, safety and environmental protection rules and regulations .		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Identify non-compliant work items; 1.2 Clarify the reasons for the occurrence of non-compliance with the self-inspection content of food production and operation enterprises; 1.3 Collect evidence for tracking verification, and summarize the implementation effectiveness of rectification measures.  2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Principles for the implementation of food safety rectification reports; 2.2 Requirements for writing food safety rectification reports.  3.0 Theories The person performing this task must be able to explain the following: 3.1 Hygiene management standards for food production enterprises;	

	<p>3.2 Hygiene management standards for food operation enterprises;</p> <p>3.3 SSOP;</p> <p>3.4 GMP;</p> <p>3.5 HACCP.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Report writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Logical analysis skills;</p> <p>4.7 Induction and summarization skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Food safety rectification reports for food production and operation enterprises are prepared as per approved rules and regulations.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <p>1. Occupational safety and health.</p>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	PERFORM EXTERNAL INSPECTION OF FOOD SAFETY.	DUTY NO.	708
TASK TITLE	DOCUMENT THIRD-PARTY REGULATORS' OBSERVATIONS DURING EXTERNAL AUDITS	TASK NO.	7081
PERFORMANCE CRITERIA	The person performing this task must be able to document third-party regulator's observations during external audits in accordanc with approved standards and regulations.		
RANGE STATEMENT	The task can be performed in offices or food processing workshops under the supervision of food safety directors. The tools and equipment to be used include:  1. Food safety management document; 2. Audit work plan; 3. Workshop changing room; 4. Workshop overalls, shoes/boots, and hats/hairnets; 5. Laboratory overalls, shoes/boots, and hats/hairnets; 6. Overalls, shoes/boots, and hats/hairnets for visitors; 7. Registration forms and identification cards for visitors; 8. Meeting rooms, supporting computers, and multimedia.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following:  1. Attend the initial and final meetings; 2. Provide timely food safety-related documents of the enterprise as required by the audit team; 3. Accompany the audit team during on-site inspections; 4. Provide answers to food safety management questions raised by the audit team; 5. Communicate with the audit team to clarify issues or provide further evidence materials; 6. Document the issues identified during the audit; 7. Observe health, safety and environmental protection rules and regulations.		Detailed knowledge about: <b>1.0 Methods</b> The person performing this task must be able to explain how to:  1.1 Clarify the process, steps, and requirements of the external audit; 1.2 Know well about the on-site management and operations to provide proper guidance during the audit; 1.3 Maintain good communication and exchange with the audit team to ensure effective information communication.  <b>2.0 Principle</b> The person performing this task must be able to explain the following principles:  2.1 Requirements of food safety laws and regulations; 2.2 Audit guidelines of third-party regulators.  <b>3.0 Theories</b> The person performing this task must be able to explain the following:	

	<p>3.1 Hygiene management standards for food production enterprises;</p> <p>3.2 Hygiene management standards for food operation enterprises;</p> <p>3.3 SSOP;</p> <p>3.4 GMP;</p> <p>3.5 HACCP.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Computer operation skills;</p> <p>4.4 Teamwork skills;</p> <p>4.5 Report writing skills;</p> <p>4.6 Business reception skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The issues identified during the external audit are documented according to approved standards and regulations
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health;</li> <li>2. Business etiquette.</li> </ol>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATIO N CODE	
DUTY TITLE	PERFORM EXTERNAL INSPECTION OF FOOD SAFETY	DUTY NO.	708
TASK TITLE	DOCUMENT FOOD SAFETY ADMINISTRATIVE REGULATORS' OBSERVATIONS DURING FOOD SAFETY SUPERVISION AND INSPECTION	TASK NO.	7082
PERFORMANCE CRITERIA	The person performing this task must be able to document the food safety administrative regulators' comments identified during the inspection.		
RANGE STATEMENT	The task can be performed in offices or food processing workshops under the supervision of food safety directors. The tools and equipment to be used include:  1. Food safety management documents; 2. Work plan for supervision and inspection; 3. Workshop changing room; 4. Workshop overalls, shoes/boots, and hats/hairnets; 5. Laboratory overalls, shoes/boots, and hats/hairnets; 6. Overalls, shoes/boots, and hats/hairnets for visitors; 7. Registration forms and identification cards for visitors; 8. Meeting rooms, supporting computers, and multimedia.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following:  1. Provide timely food safety-related documents of the enterprise as required by the supervision and inspection team; 2. Accompany the supervision and inspection team during on-site inspections; 3. Provide answers to food safety management questions raised by the supervision and inspection team; 4. Communicate with the supervision and inspection team to clarify issues or provide further evidence materials; 5. Document the issues identified during the supervision and inspection; 6. Observe health, safety and environmental protection rules and regulations.		Detailed knowledge about:  <b>1.0 Methods</b>  The person performing this task must be able to explain how to:  1.1 Clarify the process, steps, and requirements of the supervision and inspection; 1.2 Know well about the on-site management and operations to provide proper supervision and inspection guidance during the audit; 1.3 Maintain good communication and exchange with the supervision and inspection team to ensure effective information communication.  <b>2.0 Principle</b>  The person performing this task must be able to explain the following principles:  2.1 Food safety laws and regulations; 2.2 Supervision and inspection requirements of food safety administrative regulators.  <b>3.0 Theories</b>	

	<p>The person performing this task must be able to explain the following:</p> <p>3.1 Hygiene management standards for food production enterprises;</p> <p>3.2 Hygiene management standards for food operation enterprises;</p> <p>3.3 SSOP;</p> <p>3.4 GMP;</p> <p>3.5 HACCP.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Computer operation skills;</p> <p>4.4 Teamwork skills;</p> <p>4.5 Report writing skills;</p> <p>4.6 Business reception skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Administrative regulator's observations are documented in accordance with approved standards, rules and regulations.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health;</li> <li>2. Business etiquette.</li> </ol>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	PERFORM EXTERNAL INSPECTION OF FOOD SAFETY	DUTY NO.	708
TASK TITLE	DEVELOP RECTIFICATION SCHEMES FOR NON-COMPLIANCE IDENTIFIED DURING EXTERNAL INSPECTIONS	TASK NO.	7083
PERFORMANCE CRITERIA	The person performing this task must be able to develop rectification schemes for non-compliance identified during external inspections in accordance with approved standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in offices or food processing workshops under the supervision of food safety directors. The tools and equipment to be used include: 1. Food safety management document; 2. Workshop changing room; 3. Workshop overalls, shoes/boots, and hats/hairnets; 4. Laboratory overalls, shoes/boots, and hats/hairnets; 5. Personal computer.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Analyze the causes of non-compliance; 2. Identify the person responsible for correction and specific time arrangements; 3. Formulate specific rectification measures for each non-compliance; 4. Identify methods for evaluating the effectiveness of corrections and tracking verification; 5. Observe health, safety and environmental protection rules and regulations.		Detailed knowledge about: <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Apply food quality control tools to analyze the causes of non-compliance; 1.2 Apply closed-loop thinking and logical cause-and-effect relationship to confirm the effectiveness of rectification schemes for non-compliance. <b>2.0 Principles</b> The person performing this task must be able to explain the following principles: 2.1 Principles for developing rectification schemes; 2.2 Basis for developing rectification schemes. <b>3.0 Theories</b> The person performing this task must be able to explain the following: 3.1 Hygiene management standards for food production enterprises; 3.2 Hygiene management standards for food operation enterprises; 3.3 SSOP;	

	3.4 GMP; 3.5 HACCP.  <b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Computer operation skills; 4.4 Teamwork skills; 4.5 Report writing skills; 4.6 Business reception skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Rectification schemes for non-compliance identified during external inspections are developed in accordance with approved standards, rules and regulations.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Occupational safety and health; 2. PDCA; 3. Seven methods of food quality control.

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	PERFORM EXTERNAL INSPECTION OF FOOD SAFETY	DUTY NO.	708
TASK TITLE	DEVELOP IMPLEMENTATION PLAN FOR CONTINUOUS IMPROVEMENT OF FOOD SAFETY	TASK NO.	7084
PERFORMANCE CRITERIA	The person performing this task must be able to develop the implementation plan for continuous improvement of food safety based on the analysis and summary of food safety issues identified during external inspections.		
RANGE STATEMENT	The task can be performed in offices or food processing workshops under the supervision of food safety directors. The tools and equipment to be used include:  1. Food safety management document; 2. Workshop changing room; 3. Workshop overalls, shoes/boots, and hats/hairnets; 4. Laboratory overalls, shoes/boots, and hats/hairnets; 5. Personal computer.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following:  1. Sort and classify the non-compliance; 2. Analyze the root causes of non-compliance; 3. Clarify systemic issues in food safety management; 4. Develop the implementation plan for continuous improvement at the level of the food safety management system, including improvement measures, responsible individuals, and improvement deadlines; 5. Observe health, safety and environmental protection .		<b>Detailed knowledge about:</b>  <b>1.0 Methods</b>  The person performing this task must be able to explain how to:  1.1 Apply food quality control tools to analyze the causes of non-compliance; 1.2 Implement continuous improvement of non-compliance using the PDCA cycle, and select improvement measures or combinations of measures; 1.3 Use risk management tools to assess the risk of recurrence.  <b>2.0 Principle</b>  The person performing this task must be able to explain the following principles: 2.1 Seven principles of quality control; 2.2 Principles and basis for developing an implementation plan for continuous improvement.  <b>3.0 Theories</b>  The person performing this task must be able to explain the following: 3.1 Hygiene management standards for food production enterprises; 3.2 Hygiene management standards for food operation enterprises;	

	3.3 SSOP; 3.4 GMP; 3.5 HACCP.  <b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Computer operation skills; 4.4 Teamwork skills; 4.5 Report writing skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	An implementation plan for continuous improvement of food safety is developed based on the results of external food safety inspections, effectively enhancing the level of food safety.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> <ol style="list-style-type: none"> <li>1. Occupational safety and health;</li> <li>2. PDCA;</li> <li>3. Seven methods of food quality control.</li> </ol>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	CARRY OUT EMERGENCY HANDLING OF FOOD SAFETY ISSUES	DUTY NO.	709
TASK TITLE	INVESTIGATE FOOD SAFETY COMPLAINT REPORTS	TASK NO.	7091
PERFORMANCE CRITERIA	The person performing this task must be able to investigate and analyze food safety reports, and provide feedback to higher-level management, thus offering reference information for the formulation of food safety emergency response plans.		
RANGE STATEMENT	The task can be performed in offices or complaint sites under the supervision of food safety directors. The tools and equipment to be used include: 1. Personal computer (equipped with data analysis software capable of creating simple charts); 2. Telephone; 3. Traffic tool; 4. Safety gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Confirm the facts of the complaint reports; 2. Assign investigators; 3. Clarify the time limit for the investigation; 4. Investigate the report time, channels and reasons, demands of the informant, the authenticity of the reporter's claims, etc.; 5. Write an investigation report; 6. Observe health, safety and environmental protection rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Make investigations and analyses based on food safety public opinions and complaint reports; 1.2 Provide higher-level management with feedback, thus offering reference information for the formulation of food safety emergency response plans.  2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Factors influencing comprehensive quality control (5M1E); 2.2 Food safety hazard factors.  3.0 Theories The person performing this task must be able to explain the following: 3.1 Hygiene management standards for food production enterprises; 3.2 Hygiene management standards for food operation enterprises.	

	<b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Computer operation skills; 4.4 Teamwork skills; 4.5 Report writing skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Investigation of food safety complaint reports is conducted as per approved standards and regulations.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Occupational safety and health; 2. Knowledge related to consumer rights protection.

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	CARRY OUT EMERGENCY HANDLING OF FOOD SAFETY ISSUES	DUTY NO.	709
TASK TITLE	HANDLE FOOD SAFETY COMPLAINT REPORTS.	TASK NO.	7092
PERFORMANCE CRITERIA	The person performing this task must be able to handle food safety complaints according to approved laid do		
RANGE STATEMENT	The task can be performed in offices or complaint sites under the supervision of food safety directors. The tools and equipment to be used include:  1. Personal computer (equipped with data analysis software capable of creating simple charts); 2. Telephone; 3. Traffic tool; 4. Safety gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following:  1. Determine the necessary disposal measures based on the investigation report and the enterprise's emergency response plan; 2. Implement the disposal measures; 3. Evaluate and verify the effectiveness of the disposal; 4. Provide feedback on the disposal situation to the informant and, if necessary, report to the local food safety regulator; 5. Observe health, safety and environmental protection rules and regulations.		Detailed knowledge about:  1.0 Methods The person performing this task must be able to explain how to:  1.1 Understand the emergency response plan, and choose the appropriate method of disposal based on the actual situation; 1.2 Provide higher-level management with feedback, thus offering reference information for the formulation of food safety emergency response plans.  2.0 Principle The person performing this task must be able to explain the following principles:  2.1 Food safety emergency response plan of the enterprise; 2.2 Requirements during the product traceability process.  3.0 Theories The person performing this task must be able to explain the following:  3.1 Hygiene management standards for food production enterprises; 3.2 Hygiene management standards for food operation enterprises.	

	<b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Computer operation skills; 4.4 Teamwork skills; 4.5 Report writing skills; 4.6 Crisis public relations ability.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Food safety complaints are handled as per approved standards and guidelines.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Occupational safety and health; 2. Knowledge related to consumer rights protection.

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	CARRY OUT EMERGENCY HANDLING OF FOOD SAFETY ISSUES	DUTY NO.	709
TASK TITLE	ORGANIZE FOOD SAFETY INCIDENT EMERGENCY DRILLS	TASK NO.	7093
PERFORMANCE CRITERIA	The person performing this task must be able to organize food safety incident emergency drills in accordance with the requirements of the enterprise's food safety emergency response plan.		
RANGE STATEMENT	The task can be performed in offices or food processing workshops under the supervision of a Food Safety Management Engineer. The tools and equipment to be used include: 1. Food safety management document; 2. Food safety emergency response plan; 3. Computers; 4. Personal protective equipment; 5. Safety gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Establish the command headquarters and office for food safety incident emergency drills; 2. Form the action team for food safety incident emergency drills, and clarify the responsibilities of each team; 3. Develop the food safety incident emergency drill; 4. Provide training on the food safety emergency response plan; 5. Organize food safety incident emergency drills in accordance with the emergency plans and drills; 6. Record and document the process of food safety incident emergency drills; 7. Conduct a summary of the emergency drills; 8. Observe health, safety and environmental protection rules and regulations.		Detailed knowledge about: 1.0 Methods The person performing this task must be able to explain how to: 1.1 Determine the roles and drill content for each department and personnel in the emergency drills; 1.2 Handle unexpected situations during the emergency drill process; 1.3 Coordinate with departments, and organize food safety incident emergency drills.  2.0 Principle The person performing this task must be able to explain the following principles: 2.1 Accessibility of food safety emergency response plans; 2.2 Scientificity of food safety emergency response plans; 2.3 Practicality of food safety emergency response plans; 2.4 Specificity of food safety emergency response plans. 2.5 Completeness of food safety emergency response plans;	

	<p>2.6 Operability of food safety emergency response plans;</p> <p>2.7 Formulation methods and requirements of food safety incident emergency drills.</p> <p><b>3.0 Theories</b> The person performing this task must be able to explain the following:</p> <p>3.1 Hygiene management regulations for food production enterprises;</p> <p>3.2 Hygiene management regulations for food operation enterprises;</p> <p>3.3 Food safety emergency management standards.</p> <p><b>4.0 Essential Skills</b> 4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Plan writing skills;</p> <p>4.5 Computer application skills;</p> <p>4.6 Logical analysis skills;</p> <p>4.7 Overall planning skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Food safety incident emergency drills are arranged in accordance with the requirements of the enterprise's food safety emergency response plan.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Occupational safety and health;</li> <li>2. Knowledge related to consumer rights protection.</li> </ol>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	APPLY ADVANCED MANAGEMENT STANDARDS FOR FOOD SAFETY	DUTY NO.	710
TASK TITLE	IMPLEMENT GOOD MANUFACTURING PRACTICES (GMP) FOR FOOD PRODUCTION.	TASK NO.	7101
PERFORMANCE CRITERIA	The person performing this task must be able to implement Good Manufacturing Practices based on the specific applicable requirements of the enterprise's Good Manufacturing Practices (GMP), and record relevant forms to demonstrate the proper implementation and operation of GMP.		
RANGE STATEMENT	The task can be performed in offices or food processing workshops under the supervision of food safety directors. The tools and equipment to be used include:  1. GMP operation instructions and procedural document; 2. Workshop changing room; 3. Workshop overalls, shoes/boots, and hats/hairnets; 4. Laboratory overalls, shoes/boots, and hats/hairnets; 5. Personal computer 6. Safety gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following:  1. Identify the requirements for operator qualifications, hygiene and health, training, and operational standards; 2. Identify the hygiene and cleaning requirements for the workshops and facilities; 3. Identify the hygiene control requirements for the equipment; 4. Establish the quality, safety, hygiene standards, and verification requirements of raw and auxiliary materials; 5. Identify the quality, safety, and hygiene control requirements for the production and processing; 6. Establish the management of hygiene inspections and requirements for hygiene quality records; 7. Establish the requirements for defect levels and defect control; 8. Record and document the above; 9. Observe health, safety and environmental protection rules and regulations .		Detailed knowledge about: <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Implement the requirements for defect levels and defect control; 1.2 Implement the record and document system.  <b>2.0 Principle</b> The person performing this task must be able to explain the following principles: 2.1 First Expired First Out (FEFO) and First In, First Out (FIFO); 2.2 Good manufacturing practice for all types of food.  <b>3.0 Theories</b> The person performing this task must be able to explain the following: 3.1 GMP; 3.2 SSOP.  <b>4.0 Essential Skills</b>	

	4.1 Communication skills; 4.2 Management skills; 4.3 Computer operation skills; 4.4 Teamwork skills; 4.5 Report writing skills; 4.6 Logical analysis skills; 4.7 Induction and summarization skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The implementation of Good Manufacturing Practices (GMP) is carried out based on the specific applicable requirements of the enterprise.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> <ol style="list-style-type: none"> <li>1. Occupational safety and health;</li> <li>2. Food processing technology.</li> </ol>

OCCUPATION	FOOD SAFETY MANAGEMENT ENGINEER	OCCUPATION CODE	
DUTY TITLE	APPLY ADVANCED MANAGEMENT STANDARDS FOR FOOD SAFETY	DUTY NO.	710
TASK TITLE	IMPLEMENT HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) MANAGEMENT SYSTEM	TASK NO.	7102
PERFORMANCE CRITERIA	The person performing this task must be able to implement a Hazard Analysis and Critical Control Point (HACCP) management system in accordance with approved standards, rules and regulations.		
RANGE STATEMENT	The task can be performed in offices or food processing workshops under the supervision of food safety directors. The tools and equipment to be used include: 1. Designated location for orderly storage of HACCP management system documents; 2. Workshop changing room; 3. Workshop overalls, shoes/boots, and hats/hairnets; 4. Laboratory overalls, shoes/boots, and hats/hairnets; 5. Personal computer; 6. Safety gear.		
EVIDENCE REQUIREMENT			
PRACTICAL PERFORMANCE		UNDERPINNING KNOWLEDGE	
The person performing this task must be able to do the following: 1. Confirm the responsibilities of each workshop and department during the HACCP implementation; 2. Conduct on-site confirmation of the process flowchart; 3. Record and provide feedback on the on-site operation of the HACCP system, including but not limited to the execution of hazard analysis, execution of critical control points, execution of monitoring procedures, execution of corrective actions, and execution of verification procedures; 4. Record and document the above implementation; 5. Observe health, safety and environmental protection rules and regulations.		Detailed knowledge about: <b>1.0 Methods</b> The person performing this task must be able to explain how to: 1.1 Follow the twelve steps for the HACCP implementation; 1.2 Implement the record and document system.  <b>2.0 Principle</b> The person performing this task must be able to explain the following principles: 2.1 First Expired First Out (FEFO) and First In, First Out (FIFO); 2.2 Requirements of food safety laws and regulations.  <b>3.0 Theories</b> The person performing this task must be able to explain the following: 3.1 SSOP; 3.2 GMP; 3.3 HACCP.	

	<b>4.0 Essential Skills</b> 4.1 Communication skills; 4.2 Management skills; 4.3 Computer operation skills; 4.4 Teamwork skills; 4.5 Report writing skills; 4.6 Logical analysis skills; 4.7 Induction and summarization skills.
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The Hazard Analysis and Critical Control Point (HACCP) management system is implemented in accordance with approved standards, rules and regulations.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<b>Detailed knowledge about:</b> 1. Occupational safety and health; 2. Food processing technology.

**APPENDIX 1: DACUM CHARTS FOR FOOD SAFETY MANAGEMENT ENGINEER –  
NTA LEVEL 7**

<b>DUTIES</b>	<b>TASKS</b>	<b>ENABLERS</b>
1.0 Conduct Food production and operation registration management	1.1 Apply for food production business registration.	<b>General skills and knowledge</b> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Teamwork skills</li> <li>• Logical analysis skills</li> <li>• Induction and summarization skills</li> <li>• Report writing skills</li> <li>• Interpretation of process flowcharts</li> <li>• Interpretation of inspection reports</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food production and operation access</li> <li>• Office software proficiency</li> <li>• Computer application skills</li> </ul> <b>Tools and equipment</b> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <b>Materials</b> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <b>Requirements for employees</b> <ul style="list-style-type: none"> <li>• Teamwork spirit, compliance consciousness, integrity, meticulousness, and time management</li> </ul>
	1.2 Apply for catering service business registration.	
	1.3 Apply for food distribution business registration.	
2.0 Establish food safety management system	2.1 Organize food safety laws, regulations, and standards.	<b>General skills and knowledge</b> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Teamwork skills</li> <li>• Logical analysis skills</li> <li>• Induction and summarization skills</li> <li>• Internet application skills</li> </ul>
	2.2 Implement food safety management systems.	
	2.3 Develop supporting forms for the food safety management system.	

DUTIES	TASKS	ENABLERS
	2.4 Implement food safety standards.	<ul style="list-style-type: none"> <li>• Foreign language reading skills</li> <li>• Collection and classification of laws, regulations, and standards</li> <li>• Computer application skills</li> <li>• Office software proficiency</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food safety</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, compliance consciousness, standard consciousness, specification consciousness, honesty, and pursuit of excellence</li> </ul>
3.0 Conduct procurement and acceptance management	3.1 Develop supplier evaluation record tables.	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Teamwork skills</li> <li>• Logical analysis skills</li> <li>• Induction and summarization skills</li> <li>• Document writing skills</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of basic requirements of suppliers</li> <li>• Office software proficiency</li> <li>• Computer application skills</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> </ul>
	3.2 Develop record tables for the acceptance of food raw and auxiliary materials and related food products.	

DUTIES	TASKS	ENABLERS
		<ul style="list-style-type: none"> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, compliance consciousness, standard consciousness, quality consciousness, honesty, and meticulousness</li> </ul>
4.0 Manage Hygiene and health management of food industry workers	4.1 Organize and implement food safety classification training program.	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Teamwork skills</li> <li>• Logical analysis skills</li> <li>• Induction and summarization skills</li> <li>• Document writing skills</li> <li>• Report writing skills</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of hygiene and health</li> <li>• Knowledge of food safety</li> <li>• Office software proficiency</li> <li>• Computer application skills</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, safety consciousness, fairness, meticulousness, and responsibility</li> </ul>
	4.2 Manage food safety training records and data.	
	4.3 Supervise implementation of food safety classification training programs.	
5.0 Manage hygiene of food facilities	5.1 Develop supporting checklist of Sanitation Standard Operating	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Communication skills</li> </ul>

<b>DUTIES</b>	<b>TASKS</b>	<b>ENABLERS</b>
	Procedures for food production facilities.	<ul style="list-style-type: none"> <li>• Teamwork skills</li> <li>• Logical analysis skills</li> <li>• Induction and summarization skills</li> <li>• Writing skills</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Hygiene management standards for food production and operation enterprises</li> <li>• Office software proficiency</li> <li>• Computer application skills</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, compliance consciousness, hygiene consciousness, and meticulousness</li> </ul>
	5.2 Develop supporting checklist of Sanitation Standard Operating Procedures for catering service facilities.	
	5.3 Develop supporting checklist of Sanitation Standard Operating Procedures for food distribution facilities.	
6.0 Manage traceability of food safety	6.1 Manage food safety traceability system documents.	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Teamwork skills</li> <li>• Logical analysis skills</li> <li>• Induction and summarization skills</li> <li>• Business reception skills</li> <li>• Knowledge of traceability management of food safety</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food safety</li> <li>• Traceability management of food safety</li> <li>• Office software proficiency</li> <li>• Computer application skills</li> </ul>
	6.2 Organize implementation of the food safety traceability system.	

DUTIES	TASKS	ENABLERS
		<p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, compliance consciousness, integrity, and responsibility</li> </ul>
<p>7.0 Conduct inspection and assessment of food safety risks</p> <p>Self- and food</p>	<p>7.1 Develop food safety self-inspection contents.</p>	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Teamwork skills</li> <li>• Logical analysis skills</li> <li>• Induction and summarization skills</li> <li>• Risk analysis skills</li> <li>• Documentation skills</li> <li>• Report writing skills</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food production and processing technology</li> <li>• Knowledge of food safety</li> <li>• Office software proficiency</li> <li>• Computer application skills</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, compliance consciousness, risk consciousness, integrity, fairness, responsibility, and emphasis on commitment</li> </ul>
	<p>7.2 Perform risk assessment of self-inspection results.</p>	
	<p>7.3 Develop rectification measures for food safety self-inspection.</p>	
	<p>7.4 Write rectification report of non-compliance in food safety self-inspection.</p>	

<b>DUTIES</b>	<b>TASKS</b>	<b>ENABLERS</b>
8.0 Perform external inspection of food safety .	8.1 Document third-party regulators' observations during external audits.	<b>General skills and knowledge</b> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Teamwork skills</li> <li>• Logical analysis skills</li> <li>• Induction and summarization skills</li> <li>• Documentation skills</li> <li>• Report writing skills</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food safety supervision and management</li> <li>• Business reception etiquette</li> <li>• Office software proficiency</li> <li>• Computer application skills</li> </ul> <b>Tools and equipment</b> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <b>Materials</b> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <b>Requirements for employees</b> <ul style="list-style-type: none"> <li>• Teamwork spirit, compliance consciousness, risk consciousness, integrity, responsibility, emphasis on commitment, and pursuit of excellence</li> </ul>
	8.2 Document food safety administrative regulators' observations during food safety supervision and inspection.	
	8.3 Develop of rectification schemes for non-compliance identified during external inspections.	
	8.4 Develop implementation plan for continuous improvement of food safety.	
9.0 Carry out emergency handling of food safety issues	9.1 Investigate food safety complaint reports.	<b>General skills and knowledge</b> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Teamwork skills</li> <li>• Logical analysis skills</li> <li>• Induction and summarization skills</li> <li>• Documentation skills</li> <li>• Organization and coordination skills</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> </ul>
	9.2 Handle food safety complaint reports.	
	9.3 Organize food safety incident emergency drills.	

DUTIES	TASKS	ENABLERS
		<ul style="list-style-type: none"> <li>• Knowledge of food quality control</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food safety emergency management</li> <li>• Office software proficiency</li> <li>• Computer application skills</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, crisis consciousness, integrity, and time management</li> </ul>
10.0 Apply advanced management standards for food safety	10.1 Implement Good Manufacturing Practices (GMP) for food production.	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Teamwork skills</li> <li>• Logical analysis skills</li> <li>• Induction and summarization skills</li> <li>• Interpretation of process drawings</li> <li>• Interpretation of inspection reports</li> <li>• Documentation skills</li> <li>• Knowledge of food safety laws and regulations</li> <li>• Knowledge of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Knowledge of food safety management system</li> <li>• Office software proficiency</li> <li>• Computer application skills</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Computer and the Internet</li> </ul>
	10.2 Implement Hazard Analysis and Critical Control Point (HACCP) management system.	

DUTIES	TASKS	ENABLERS
		<p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Office supplies, etc.</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit, risk consciousness, compliance consciousness, safety consciousness, and integrity</li> </ul>