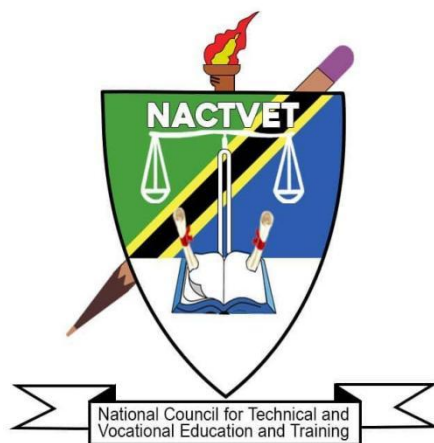


**NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION AND  
TRAINING**



**MAY 2023**

**PROPOSED OCCUPATIONAL STANDARDS**

**OCCUPATION: FOOD COMPLIANCE MANAGEMENT TECHNICIAN**

**LEVEL: NTA 6**

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## **ABBREVIATIONS**

<b>CBET</b>	Competency Based Education and Training
<b>CCPs</b>	Critical Control Points
<b>FEFO</b>	First Expired First Out
<b>FIFO</b>	First In First Out
<b>GHP</b>	Good Hygiene Practice
<b>GLP</b>	Good Laboratory Practice
<b>GMP</b>	Good Manufacturing Practice
<b>HACCP</b>	Hazard Analysis and Critical Control Point
<b>ISO</b>	Internal Standards Organization
<b>NACTVET</b>	National Council for Technical and Vocational Education and Training
<b>NOS</b>	National Occupational Standards
<b>OS</b>	Occupational Standards
<b>OPRPs</b>	Operating Prerequisite Programs
<b>SSOP</b>	Sanitation Standard Operating Procedure
<b>TET</b>	Technical Education and Training
<b>TVET</b>	Technical and Vocational Education and Training

## GLOSSARY OF TERMS

<b>Circumstantial Knowledge:</b>	Detailed knowledge, which allows the decision-making in regard to different circumstances and cross cutting issues.
<b>Competence:</b>	The ability to use knowledge, understanding, practical, and thinking skills to perform effectively to the workplace standards required in employment.
<b>Competency:</b>	A description of the ability one possesses when able to perform a given occupational task effectively and efficiently.
<b>Competency-based Education:</b>	An instructional programme that derives its content from validated tasks and bases assessment on the learners 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 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 the 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>	It is a set of statement, 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, related knowledge, attitudes, performance criteria, tools and materials needed, and safety concerns required of 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, and leads to a product, service, or decision.
<b>Underpinning Knowledge:</b>	This is 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.
<b>Occupational Competence:</b>	The application of knowledge and skills to perform consistently to the standards required in the work context.

## 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. 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 has begun the job of drafting Occupational Standards that will eventually be adopted as National Occupational Standards for TET in order to ensure that it meets the needs of the labour market and the country's economic agenda.

National Occupational Standards (NOS) are performance criteria that are matched with labour market demands. Each National Occupational Standard describes functions, performance criteria, and knowledge/understanding for one important function or task. They combine skills, knowledge, and attitudes to describe best practice. They are useful tools for establishing job roles, personnel recruiting, supervision, and appraisal, as well as TET standards. They're also helpful for benchmarking and harmonizing 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 delivery across all public and private institutions.

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

In TET delivery, Tanzania 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 education and training (CBET) programmes. TET institutions will be required to benchmark their curricula with relevant occupational standards.

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 (TET).

The Food Compliance Management Technician Occupation has its own set of occupational standards. The document explains how the occupational standards were developed, as well as the scope, the occupational profile in the form of DACUM charts, and the Occupational Standards.

## **2.0. OCCUPATIONAL STANDARD DEVELOPMENT PROCESS**

The Occupational standards development process began with an examination of major documents that guide Tanzanian skill development. The *10-year National Skills Development Strategy (2016-2026)* was one of the documents reviewed, and it outlined six (6) economic sectors that should be prioritized when developing skills development programmes.

These sectors include: Transport and logistics, Tourism and Hospitality, Agribusiness, Construction, Energy and ICT. NACTE 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 workshop comprised of expert workers and educators with substantial knowledge and experience in the occupation conducted an occupational analysis utilizing the DACUM approach to produce the occupational profile. The analysis resulted in DACUM Charts, which are attached as **Appendix 1** to this document.

The occupational standards were then developed. Experts in Occupational Analysis and the Development of Occupational Standards facilitated the workshop. Interviews, online surveys, and a stakeholder forum were used to validate the Occupational Standards. Engineers, supervisory technicians on the job, and experienced Food Compliance Management Technician were key informants in the survey to discover occupational trends. This information was used to gain insight from the workplaces regarding trends and changes in the occupation, including how well graduates are prepared for working in the occupation. A total of 15 online surveys were completed by experts from the labour market across the country. Apart from the survey aiding in defining the scope for the occupational analysis, they also served to engage a wide cross-section of experts in the occupation. The stakeholders forum was attended by 3321 participants from different parts of the country representing various companies.

## **3.0. THE SCOPE AND OVERVIEW OF THE OCCUPATIONAL STANDARDS FOR FOOD COMPLIANCE MANAGEMENT TECHNICIAN**

These standards cover a broad range of duties and tasks that can be performed by a Food Compliance Management Technician. However, the occupational standards are not meant to

replace individual job descriptions, they are to be used for guidance in defining skill levels and knowledge for the technician in specific settings or positions. The Food Compliance Management Technician may perform tasks in a number of key areas of the occupational standards, but not necessarily in all areas. For example, in large operations, other individuals may be employed or designated to perform specific tasks.

The Food Compliance Management Technician works under the supervision of Engineers to ensure the compliance of the entire food production process of the enterprise, and should identify food compliance obligations in supplier selection, production process, and other links. The Food Compliance Management Technician is responsible for guiding, supervising and coordinating the operation of the food compliance management system, inspecting, correcting and continuously improving the implementation, formulating the food compliance management policy, plan and system documents of the unit, improving the review of food compliance management, planning and implementing the food compliance management system, and improving the food compliance management level of the unit. Generally, the Food Compliance Management Technician performs the following duties:

- a) Ensure the compliance of food production and operation qualifications
- b) Establish the enterprises food compliance system
- c) Ensure the compliance in the procurement process
- d) Ensure the compliance in the product R&D process
- e) Ensure the compliance in the production and processing process
- f) Ensure the compliance of product inspection
- g) Ensure the compliance of packaging
- h) Ensure the compliance of product storage conditions
- i) Ensure the compliance of marketing activities
- j) Perform risk management
- k) Ensure the compliance of quality management

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

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

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

## **5.0. OCCUPATIONAL STANDARDS**

**5.1. OCCUPATIONAL STANDARDS FOR FOOD COMPLIANCE MANAGEMENT  
TECHNICIAN- NTA 6**

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ENSURE THE COMPLIANCE OF FOOD PRODUCTION AND OPERATION QUALIFICATIONS	<b>DUTY NO.</b>	601
<b>TASK TITLE</b>	OBTAIN THE QUALIFICATION OF PRODUCTION AND OPERATION	<b>TASK NO.</b>	6011
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to prepare materials for food production and business license according to the qualification requirements of food production and business operation, obtain food production and business license, and help enterprises complete the registration and filing of special foods.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. Application for food business license</li> <li>2. A copy of the business license or other entity qualification certificates</li> <li>3. Documents such as layout of main equipment and facilities and operation process suitable for food business</li> <li>4. Food safety self-inspection, health management for practitioner, incoming inspection records, food safety accident handling and other normative documents to ensure food safety</li> <li>5. Application for special food registration</li> <li>6. R&amp;D report on special food products</li> <li>7. Special food R&amp;D, production and inspection ability certification materials</li> <li>8. Other materials related to special food registration</li> <li>9. Computer</li> <li>10. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Define the qualification requirements for food production and operation</li> <li>2. Prepare an application for food business license</li> <li>3. Prepare a copy of the business license or other entity qualification certificates</li> <li>4. Prepare documents such as</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 Prepare, review, submit and supplement the materials for food production and business license</li> <li>1.2 Manage production and operation qualification documents</li> <li>1.3 Help enterprises to complete the registration and filing of special foods</li> </ol>	

<p>layout of main equipment and facilities and operation process suitable for food business</p> <ol style="list-style-type: none"> <li>5. Establish food safety self-inspection, health management for practitioner, incoming inspection records, food safety accident handling and other rules and regulations to ensure food safety</li> <li>6. Prepare, review, submit and supplement food production and business license materials</li> <li>7. Apply for, change, extend and reissue the food production and business license according to law</li> <li>8. Properly keep the food production license, and do not forge, alter, resell, lease, lend or transfer it</li> <li>9. Hang or place the original food production license in a prominent position in the production site</li> <li>10. Define the category of special food</li> <li>11. Prepare an application for registration</li> <li>12. Prepare product R&amp;D report</li> <li>13. Prepare R&amp;D, production and inspection ability certification materials</li> <li>14. Prepare other materials related to registration</li> <li>15. Help enterprises complete the registration and filing of special food</li> </ol>	<p><b>2.0 Principles</b> The person must be able to explain the principles of:</p> <ol style="list-style-type: none"> <li>2.1 Food Safety Law</li> <li>2.2 Tanzania’s Company Law</li> <li>2.3 Tanzania’s Business License Act</li> </ol> <p><b>3.0 Theories</b> The person must be able to explain:</p> <ol style="list-style-type: none"> <li>3.1 Qualification requirements for food production and operation</li> <li>3.2 Conditions for special food registration and filing, and application process</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Teamwork skills</li> <li>4.2 Communication skills</li> <li>4.3 Problem-solving skills</li> <li>4.4 Accountability</li> <li>4.5 Time management</li> <li>4.6 Learning skills</li> <li>4.7 Critical thinking</li> </ol>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE</b></p>	<p>Prepare materials for food production and business license according to the qualification requirements of food production and business operation, obtain food production and business license, and help enterprises complete the registration and filing of special foods.</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE:</b></p>	<p><b>Detailed Knowledge About:</b></p> <ol style="list-style-type: none"> <li>1. Basic computer knowledge</li> <li>2. Food safety hazards</li> <li>3. Health requirements for practitioner</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ESTABLISH THE ENTERPRISES FOOD COMPLIANCE SYSTEM	<b>DUTY NO.</b>	602
<b>TASK TITLE</b>	FULFILL THE RESPONSIBILITIES AND OBLIGATIONS OF COMPLIANCE MANAGEMENT	<b>TASK NO.</b>	6021
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to master the responsibilities and obligations of compliance management, formulate enterprise compliance management specifications according to relevant laws and standards, and supervise and investigate the personnel who cause food compliance risks.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. List of qualifications of food enterprises</li> <li>2. Product indicators and ingredients of finished food products</li> <li>3. Normative documents commonly used in the food industry</li> <li>4. Documents related to the format and product category of the enterprise</li> <li>5. Documents such as local regulations, notices and requirements of the place where the enterprise is located</li> <li>6. Normative documents on mandatory provisions and voluntary compliance of enterprise commitments</li> <li>7. Computer</li> <li>8. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Identify and verify the qualifications of food enterprises, including business licenses, production licenses of corresponding food categories, and special food registration or filing qualifications, etc.</li> <li>2. Identify and verify the whole process of production and operation of food enterprises, including supplier qualification, procurement, R&amp;D, production and processing, packaging, warehousing and marketing</li> <li>3. Identify and verify the product indicators and ingredients of the finished food, including the scope of use, dosage and content</li> <li>4. Clearly grasp the responsibilities and obligations</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 Grasp the responsibilities and obligations of compliance management for each post</li> <li>1.2 Accurately apply the regulations and standards related to compliance management</li> <li>1.3 Formulate enterprise compliance management plans and system documents</li> <li>1.4 Supervise the compliance responsibilities and obligations of all personnel, and supervise and investigate those who cause food compliance risks</li> </ol> <p><b>2.0 Principles</b></p> <p>The person must be able to explain the principles of:</p> <ol style="list-style-type: none"> <li>2.1 Qualification of food enterprises</li> <li>2.2 Food Safety Law</li> <li>2.3 Verification criteria of food safety control measures</li> <li>2.4 Sanitation Standard Operating Procedure (SSOP)</li> <li>2.5 Food safety management system</li> </ol>	

<p>of compliance management in each post, and improve the arrangement level of compliance management</p> <ol style="list-style-type: none"> <li>5. Identify, collect and sort out relevant regulations and standards commonly used in the food industry</li> <li>6. Identify and collect the regulations and standards related to the business format and product category of the enterprise</li> <li>7. Identify and collect local regulations, notices and requirements of the enterprise's location</li> <li>8. Identify and collect mandatory regulations and voluntary compliance regulations promised by enterprises</li> <li>9. Identify and collect the changed laws and standards</li> <li>10. Disassemble and analyze all regulations and standards one by one</li> <li>11. Output the list of food safety management systems at the level of relevant standards and regulations and their contents</li> <li>12. Organize the list of exclusive laws and standards</li> <li>13. Accurately apply the regulations and standards related to compliance management</li> <li>14. Formulate enterprise compliance management plans and system documents</li> <li>15. Supervise the compliance responsibilities and obligations of all personnel, and supervise and investigate those who cause food compliance risks</li> </ol>	<p><b>3.0 Theories</b> The person must be able to explain:</p> <ol style="list-style-type: none"> <li>3.1 The whole process of production and operation of food enterprises</li> <li>3.2 Responsibility and obligation of compliance management for each post</li> <li>3.3 Enterprise compliance management plan and system</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Teamwork skills</li> <li>4.2 Problem-solving skills</li> <li>4.3 Report writing skills</li> <li>4.4 Accountability</li> <li>4.5 Time management</li> <li>4.6 Learning skills</li> <li>4.7 Critical thinking</li> </ol>
<p><b>Description on the End Product / Service</b></p>	<p>Fulfill the responsibilities and obligations of compliance management according to approved standards</p>
<p><b>Circumstantial Knowledge:</b></p>	<p><b>Detailed Knowledge About:</b></p> <ol style="list-style-type: none"> <li>1. Basic computer knowledge</li> <li>2. Food safety hazards</li> <li>3. Health requirements for practitioner</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ESTABLISH THE ENTERPRISES FOOD COMPLIANCE SYSTEM	<b>DUTY NO.</b>	602
<b>TASK TITLE</b>	ESTABLISH A FOOD SAFETY SUPERVISION FRAMEWORK	<b>TASK NO.</b>	6022
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to establish a food safety supervision framework according to the relevant requirements of the current food compliance management, and ensure the effectiveness of the operation.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. Normative documents on food compliance management</li> <li>2. Computer</li> <li>3. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Accurately distinguish the duties of competent administrative departments and departments in charge corresponding to each food compliance link</li> <li>2. Determine the applicable laws and regulations on food compliance management and other requirements that enterprises should abide by in their production and business activities</li> <li>3. Establish access channels to identify and track the application scope and effectiveness of relevant laws and regulations (such as official websites, industry newspapers, databases, media, and work safety supervision departments at all levels)</li> <li>4. Identify and obtain the latest version of regulations, standards and other requirements from time to time</li> <li>5. Make and update the list and put</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 Accurately distinguish the duties of competent administrative departments and departments in charge corresponding to each food compliance link</li> <li>1.2 Identify and track the application scope and effectiveness of laws and regulations involved in food compliance management</li> <li>1.3 Organize and lead the food compliance management</li> <li>1.4 Establish an effective management system</li> </ol> <p><b>2.0 Principles</b></p> <p>The person must be able to explain the principles of:</p> <ol style="list-style-type: none"> <li>2.1 Food Safety Law</li> <li>2.2 Verification criteria of food safety control measures</li> </ol> <p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p> <ol style="list-style-type: none"> <li>3.1 Duties of competent administrative departments and departments in charge corresponding to each food compliance link</li> <li>3.2 Laws and regulations related to food compliance management</li> </ol>	

<p>it on record in time</p> <ol style="list-style-type: none"> <li>6. Deal with old documents</li> <li>7. Communicate to all departments to follow</li> <li>8. Clarify compliance duties</li> <li>9. Implement compliance protection activities, design compliance risk monitoring indicators, and improve the technical level of managing compliance risks</li> <li>10. Integrate compliance management processes, including identification, evaluation, monitoring and reporting of compliance risks, compliance assessment and compliance accountability</li> <li>11. Formulate specific rules for compliance review, inspection, reporting and accountability, and organize their implementation</li> <li>12. Coordinate the establishment of compliance system, and all departments to contact and cooperate with each other</li> <li>13. Standardize and cultivate compliance culture</li> <li>14. Establish a management system, and improve the professional knowledge, skills and abilities of all staff in food compliance management through training and education</li> </ol>	<p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Teamwork skills</li> <li>4.2 Communication skills</li> <li>4.3 Problem-solving skills</li> <li>4.4 Accountability</li> <li>4.5 Time management</li> <li>4.6 Learning skills</li> <li>4.7 Critical thinking</li> </ol>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE</b></p>	<p>Establish a food safety supervision framework according to the approved standards</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE:</b></p>	<p><b>Detailed Knowledge About:</b></p> <ol style="list-style-type: none"> <li>1. Basic computer knowledge</li> <li>2. Food safety hazards</li> <li>3. Health requirements for practitioner</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ESTABLISH THE ENTERPRISES FOOD COMPLIANCE SYSTEM	<b>DUTY NO.</b>	602
<b>TASK TITLE</b>	ESTABLISH A LEGAL SYSTEM FOR FOOD ENTERPRISES	<b>TASK NO.</b>	6023
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to establish a legal system for food enterprises according to the provisions of the Food Safety Law and its implementation regulations.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. Food Safety Law and its implementation regulations and other relevant documents</li> <li>2. Normative documents that have an impact on the business of the unit</li> <li>3. Documents related to food illegal punishment and procedures</li> <li>4. Computer</li> <li>5. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>		
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Implement the provisions of the Food Safety Law and its implementation regulations</li> <li>2. Quickly identify the laws and regulations that have an impact on the business of the unit</li> <li>3. Implement food illegal punishment and procedures</li> <li>4. Communicate and exchange with food-related competent administrative departments</li> <li>5. Clarify the regulatory coverage of food enterprises (including the new situation and new problems of food safety caused by economic, social and technological development)</li> <li>6. Clarify the legal meanings of related terms</li> <li>7. Determine the duties of law enforcement subjects</li> <li>8. Implement the regulatory duties of the regulatory authorities and</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 Quickly identify the laws and regulations that have an impact on the business of the unit</li> <li>1.2 Communicate and exchange with food-related competent administrative departments</li> <li>1.3 Establish the food laws and regulations system of this unit</li> </ol> <p><b>2.0 Principles</b></p> <p>The person must be able to explain the principles of:</p> <ol style="list-style-type: none"> <li>2.1 Food Safety Law and its implementation regulations</li> <li>2.2 Food laws and regulations system</li> </ol> <p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p> <ol style="list-style-type: none"> <li>3.1 Provisions of the Food Safety Law and its implementation regulations</li> <li>3.2 Food illegal punishment and procedures</li> <li>3.3 Laws and regulations related to the business of this</li> </ol>		

<p>their staff</p> <p>9. Establish an accountability mechanism for dereliction of duty of the regulatory authorities and their staff</p> <p>10. Establish an emergency response mechanism</p> <p>11. Formulate relevant laws and regulations for food enterprises</p> <p>12. Record relevant laws and regulations for food enterprises</p> <p>13. Establish a legal system for food enterprises</p>	<p>unit</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Teamwork skills</p> <p>4.2 Communication skills</p> <p>4.3 Problem-solving skills</p> <p>4.4 Accountability</p> <p>4.5 Time management</p> <p>4.6 Learning skills</p> <p>4.7 Critical thinking</p>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE</b></p>	<p>Establish a legal system for food enterprises according to the approved standards</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE:</b></p>	<p><b>Detailed Knowledge About:</b></p> <ol style="list-style-type: none"> <li>1. Basic computer knowledge</li> <li>2. Food safety hazards</li> <li>3. Health requirements for practitioner</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ESTABLISH THE ENTERPRISES FOOD COMPLIANCE SYSTEM	<b>DUTY NO.</b>	602
<b>TASK TITLE</b>	ESTABLISH A STANDARD SYSTEM FOR FOOD ENTERPRISES	<b>TASK NO.</b>	6024
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to establish a standard system for food enterprises by using product standards according to the characteristics of the enterprise products.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. Limit standards for pollutants and pesticide and veterinary drug residues</li> <li>2. Use standards for food additives</li> <li>3. Food related information, such as formula, characteristics, nutrition, shelf life and storage conditions</li> <li>4. Computer</li> <li>5. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>		
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Obtain limit standards for pollutants and pesticide and veterinary drug residues and use standards for additives</li> <li>2. Determine the appropriate ingredients of food</li> <li>3. Obtain ingredients</li> <li>4. Verify the ingredient formula</li> <li>5. Carry out processing test</li> <li>6. Test the quality of new food</li> <li>7. Establish a new food formula</li> <li>8. Process food to verify new formula</li> <li>9. Record the new product formula</li> <li>10. Identify various packages and prepackaged foods</li> <li>11. Provide food ingredient information</li> <li>12. Provide national information on food</li> <li>13. Determine the quality specification information of</li> </ol>	<p><b>Detailed Knowledge About:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Complete formula design and compliance judgment, etc.</li> <li>1.2 Participate in or lead the formulation and revision of standards at all levels and types</li> <li>1.3 Participate in the establishment of the food standard system used by the unit</li> </ol> <p><b>2.0 Principles</b></p> <p>The person must be able to explain the principles of:</p> <ol style="list-style-type: none"> <li>2.1 Good Laboratory Practice (GLP)</li> <li>2.2 Good Hygienic Practice (GHP)</li> <li>2.3 FEFO and FIFO</li> <li>2.4 Good Manufacturing Practice (GMP)</li> <li>2.5 Sanitation Standard Operating Procedure (SSOP)</li> </ol> <p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p> <ol style="list-style-type: none"> <li>3.1 Limit standards for pollutants and pesticide and veterinary drug residues and use standards for</li> </ol>		

<p>product packaging materials</p> <p>14. Provide product label information requirements</p> <p>15. Determine the characteristics of the selected food</p> <p>16. Record the definite characteristics of food</p> <p>17. Determine the nutritional level of food</p> <p>18. Determine the shelf life of food</p> <p>19. Establish food storage conditions</p> <p>20. Determine the food product parameters to be monitored</p> <p>21. Establish a test method for the selected parameters</p> <p>22. Formulate food standards and specifications</p> <p>23. Record food standards and specifications</p> <p>24. Clarify the vision and goals of the standard system construction</p> <p>25. Determine the implementation strategy, guiding ideology and basic principles for achieving standardization goals</p> <p>26. Determine the scope and boundary of the standard system</p> <p>27. Carry out investigation and research on the standard system, to understand the construction of the standard system at home and abroad, standards that have been formulated and research projects that have been carried out, problems related to standardization and requirements for the construction of standard system</p> <p>28. Draw lessons from the structural framework of the existing standard system at home and abroad, and analyze the standard system from the perspective of different standardization objects and establish the structural relationship of the standard</p>	<p>additives</p> <p>3.2 Food compliance management standards related to this unit</p> <p>3.3 Enterprise standard system</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Teamwork skills</p> <p>4.2 Communication skills</p> <p>4.3 Problem-solving skills</p> <p>4.4 Accountability</p> <p>4.5 Time management</p> <p>4.6 Learning skills</p> <p>4.7 Critical thinking</p>
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<p>system</p> <p>29. Prepare the standard system table</p> <p>30. Establish the food enterprise standard system</p>	
<p><b>Description on the End Product / Service</b></p>	<p>Establish a standard system for food enterprises according to the approved standards</p>
<p><b>Circumstantial Knowledge:</b></p>	<p><b>Detailed Knowledge About:</b></p> <ol style="list-style-type: none"> <li>1. Basic computer knowledge</li> <li>2. Food safety hazards</li> <li>3. Health requirements for practitioner</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ESTABLISH THE ENTERPRISES FOOD COMPLIANCE SYSTEM	<b>DUTY NO.</b>	602
<b>TASK TITLE</b>	ESTABLISH AN INTERNATIONAL COMPLIANCE SUPERVISION SYSTEM FOR ENTERPRISES	<b>TASK NO.</b>	6025
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to establish an international compliance supervision system for enterprises according to the requirements of food-related standards and regulations of international organizations and foreign regulatory frameworks, and help enterprises to complete the registration and filing of overseas production enterprises according to the compliance requirements for registration and filing of imported and exported food.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. Food-related standards and regulations of international organizations</li> <li>2. Documents such as registration and filing compliance requirements of Tanzania's imported and exported food overseas production enterprises</li> <li>3. Materials required for the registration and filing of overseas production enterprises</li> <li>4. Computer</li> <li>5. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>		
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Inquire about food-related standards and regulations of international organizations</li> <li>2. Identify valid information</li> <li>3. Carry out reference and transformation</li> <li>4. Be familiar with foreign regulatory framework</li> <li>5. Identify effective standards, regulations and policies</li> <li>6. Carry out reference and transformation, or adjust the export plan of this unit accordingly</li> <li>7. Clarify the compliance requirements for registration</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 Refer to and transform the requirements for food-related standards and regulations of international organizations</li> <li>1.2 Refer to and transform foreign regulatory framework</li> <li>1.3 Adjust the export plan of the unit</li> <li>1.4 Complete the registration and filing of overseas production enterprises</li> </ol> <p><b>2.0 Principles</b></p> <p>The person must be able to explain the principles of:</p> <ol style="list-style-type: none"> <li>2.1 ISO standard</li> <li>2.2 Tanzania's food, drugs and cosmetics (food import</li> </ol>		

<p>and filing of Tanzania's overseas food production enterprises</p> <ol style="list-style-type: none"> <li>8. Approve the company name</li> <li>9. Draft legal documents</li> <li>10. Prepare registration documents</li> <li>11. The Company Registry approves the registration and issues a company registration certificate.</li> <li>12. Apply for tax identification number and obtain tax registration certificate</li> <li>13. Apply for special permit</li> <li>14. Assist in completing the registration and filing of overseas production enterprises</li> </ol>	<p>and export) regulations</p> <p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p> <ol style="list-style-type: none"> <li>3.1 Food-related standards and regulations of international organizations</li> <li>3.2 Foreign regulatory framework</li> <li>3.3 Compliance requirements for registration and filing of Tanzanian food import and export overseas production enterprises</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Teamwork skills</li> <li>4.2 Communication skills</li> <li>4.3 Problem-solving skills</li> <li>4.4 Accountability</li> <li>4.5 Time management</li> <li>4.6 Learning skills</li> <li>4.7 Critical thinking</li> </ol>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE</b></p>	<p>Establish an international compliance supervision system for enterprises according to the approved standards</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE:</b></p>	<p><b>Detailed Knowledge About:</b></p> <ol style="list-style-type: none"> <li>1. Basic computer knowledge</li> <li>2. Food safety hazards</li> <li>3. Health requirements for practitioner</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ENSURE THE COMPLIANCE IN THE PROCUREMENT PROCESS	<b>DUTY NO.</b>	603
<b>TASK TITLE</b>	ENSURE THE COMPLIANCE IN THE PROCUREMENT PROCESS	<b>TASK NO.</b>	6031
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to master the procurement requirements for raw and auxiliary materials, check the qualifications of suppliers and ensure the compliance in the procurement process.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. Material Safety Data Sheet (MSDS) of pesticides</li> <li>2. Procurement requirements for raw and auxiliary materials (including food additives)</li> <li>3. Supplier qualification list</li> <li>4. Computer</li> <li>5. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Identify risks related to raw and auxiliary materials (including food additives)</li> <li>2. Obtain the Material Safety Data Sheet (MSDS) of pesticides</li> <li>3. Identify risks related to chemical and container hazards such as pesticide residues</li> <li>4. Identify risks associated with trapping pests</li> <li>5. Identify the disposal methods of unqualified raw and auxiliary materials (including food additives)</li> <li>6. Identify the treatment and disposal methods of pesticide container residues</li> <li>7. Determine the treatment and disposal methods for trapping pests</li> <li>8. Discard containers of residual pesticides</li> <li>9. Dispose trapped pests</li> <li>10. Keep records of treated</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 Control the pollution problems and risk links of chemicals and pests in the process of purchasing raw and auxiliary materials (including food additives)</li> <li>1.2 Check the qualifications of suppliers</li> <li>1.3 Verify the effectiveness of the supplier's food safety system</li> </ol> <p><b>2.0 Principles</b></p> <p>The person must be able to explain the principles of:</p> <ol style="list-style-type: none"> <li>2.1 Good Laboratory Practice (GLP)</li> <li>2.2 Good Hygienic Practice (GHP)</li> <li>2.3 FEFO and FIFO</li> <li>2.4 Good Manufacturing Practice (GMP)</li> <li>2.5 Sanitation Standard Operating Procedure (SSOP)</li> </ol> <p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p> <ol style="list-style-type: none"> <li>3.1 Procurement requirements for raw and auxiliary materials (including food additives)</li> </ol>	

<p>pesticide residues and containers</p> <p>11. Determine the supplier qualification list</p> <p>12. Verify the details of the supplier</p> <p>13. Check and verify the food safety system</p>	<p>3.2 Requirements for the formulation of supplier qualification list</p> <p>3.3 Food safety system</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Teamwork skills</p> <p>4.2 Communication skills</p> <p>4.3 Problem-solving skills</p> <p>4.4 Accountability</p> <p>4.5 Time management</p> <p>4.6 Learning skills</p> <p>4.7 Critical thinking</p>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE</b></p>	<p>Ensure the compliance in the procurement process according to approved standards</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE:</b></p>	<p><b>Detailed Knowledge About:</b></p> <ol style="list-style-type: none"> <li>1. Food analysis and use and maintenance of instruments and apparatus</li> <li>2. Food safety hazards</li> <li>3. Methods of laboratory waste disposal</li> <li>4. Health requirements for practitioner</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ENSURE THE COMPLIANCE IN THE PRODUCT R&D PROCESS	<b>DUTY NO.</b>	604
<b>TASK TITLE</b>	ENSURE THE COMPLIANCE IN THE PRODUCT R&D PROCESS	<b>TASK NO.</b>	6041
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to effectively judge the compliance of food ingredients and provide technical support for formula adjustment, ensure the compliance in the product R&D process, and help enterprises to complete the material sorting and handling of new food raw materials and new varieties of food additives.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. Composition formula of food</li> <li>2. R&amp;D report on new food raw materials and new varieties of food additives</li> <li>3. Safety assessment report on new food raw materials and new varieties of food additives</li> <li>4. Relevant normative documents on the implementation of new food raw materials and new varieties of food additives (including safety requirements, quality specifications, inspection methods, etc.)</li> <li>5. Labels and instructions of new food raw materials and new varieties of food additives</li> <li>6. Research and utilization at home and abroad and related safety assessment materials</li> <li>7. Application power of attorney of new food raw materials and new varieties of food additives</li> <li>8. Other materials that are helpful for the application and review of new food raw materials and new varieties of food additives</li> <li>9. Computer</li> <li>10. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>		
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Verify the ingredient formula of food</li> <li>2. Carry out processing test</li> <li>3. Carry out quality inspection</li> <li>4. Establish food formula</li> <li>5. Process food to verify the formula</li> <li>6. Prepare R&amp;D reports on new food raw materials and new</li> </ol>	<p><b>Detailed Knowledge About:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Determine the compliance of food ingredients</li> <li>1.2 Adjust the food formula</li> <li>1.3 Apply for new food raw materials and new varieties of food additives</li> </ol> <p><b>2.0 Principles</b></p> <p>The person must be able to explain the principles of:</p>		

<p>varieties of food additives</p> <ol style="list-style-type: none"> <li>7. Prepare safety assessment report</li> <li>8. Determine the production process</li> <li>9. Determine the relevant standards to be implemented (including safety requirements, quality specifications, inspection methods, etc.)</li> <li>10. Prepare labels and instructions</li> <li>11. Prepare domestic and foreign research and utilization situation and related safety assessment materials</li> <li>12. Prepare the application power of attorney</li> <li>13. Prepare other materials that will help the review</li> <li>14. Make clear the arrangement requirements of the required materials and handling process</li> </ol>	<ol style="list-style-type: none"> <li>2.1 Good Laboratory Practice (GLP)</li> <li>2.2 Good Hygienic Practice (GHP)</li> <li>2.3 FEFO and FIFO</li> <li>2.4 Good Manufacturing Practice (GMP)</li> <li>2.5 Sanitation Standard Operating Procedure (SSOP)</li> <li>2.6 Tanzania’s food, drugs and cosmetics (food registration) regulations</li> </ol> <p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p> <ol style="list-style-type: none"> <li>3.1 Food chemistry</li> <li>3.2 Food technology</li> <li>3.3 Food nutrition</li> <li>3.4 Food analysis and instruments and apparatus</li> <li>3.5 Sensory evaluation procedure</li> <li>3.6 Requirements for material arrangement of new food raw materials and new varieties of food additives and handling process</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Teamwork skills</li> <li>4.2 Communication skills</li> <li>4.3 Problem-solving skills</li> <li>4.4 Accountability</li> <li>4.5 Time management</li> <li>4.6 Learning skills</li> <li>4.7 Critical thinking</li> </ol>
<p><b>Description on the End Product / Service</b></p>	<p>Ensure the compliance in the product R&amp;D process according to approved standards</p>
<p><b>Circumstantial Knowledge:</b></p>	<p><b>Detailed Knowledge About:</b></p> <ol style="list-style-type: none"> <li>1. Basic computer knowledge</li> <li>2. Food analysis and use and maintenance of instruments and apparatus</li> <li>3. Food safety hazards</li> <li>4. Methods of laboratory waste disposal</li> <li>5. Health requirements for practitioner</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ENSURE THE COMPLIANCE IN THE PRODUCTION AND PROCESSING PROCESS	<b>DUTY NO.</b>	605
<b>TASK TITLE</b>	IMPLEMENT THE REQUIREMENTS OF PRODUCTION AND OPERATION COMPLIANCE	<b>TASK NO.</b>	6051
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to assist in completing the certification of ISO 9001, ISO 22000 and HACCP, so as to ensure the compliance requirements of production and operation in the whole process of production and processing.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. Application for products and certificates for ISO 9001 quality management system certification, ISO 22000 food safety management system certification and HACCP hazard analysis and critical control point certification</li> <li>2. Compliance documents of production environment and conditions</li> <li>3. Normative documents that stipulate compliance management and regulatory requirements in the whole process of production and operation</li> <li>4. Computer</li> <li>5. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Identify certified products</li> <li>2. Prepare an application for certification</li> <li>3. Determine the system requirements</li> <li>4. Assist in ISO 9001 quality management system certification, ISO 22000 food safety management system certification and HACCP hazard analysis and critical control point certification</li> <li>5. Identify compliance documents of production environment and conditions</li> <li>6. Formulate specific requirements for the internal and external</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 Assist in ISO 9001 quality management system certification, ISO 22000 food safety management system certification and HACCP hazard analysis and critical control point certification</li> <li>1.2 Formulate specific requirements for the internal and external environment, layout, workshops, facilities and equipment of food production and business premises</li> <li>1.3 Conduct compliance self-inspection on the whole process of production and operation</li> <li>1.4 Control the process in all aspects of pollution and risk control of raw and auxiliary materials (including food additives), chemicals and pests</li> </ol> <p><b>2.0 Principles</b></p>	

<p>environment, layout, workshops, facilities and equipment of food production and business premises</p> <p>7. Identify laws, regulations and regulatory requirements related to compliance management in the whole process of production and operation</p> <p>8. Perform compliance self-inspection</p> <p>9. Control the process in all aspects of pollution and risk control of raw and auxiliary materials (including food additives), chemicals and pests</p>	<p>The person must be able to explain the principles of:</p> <p>2.1 ISO 9001 quality management system</p> <p>2.2 ISO 22000 food safety management system</p> <p>2.3 Hazard Analysis and Critical Control Point (HACCP) system</p> <p>2.4 Good Laboratory Practice (GLP)</p> <p>2.5 Good Hygienic Practice (GHP)</p> <p>2.6 FEFO and FIFO</p> <p>2.7 Good Manufacturing Practice (GMP)</p> <p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p> <p>3.1 Requirements of food quality management</p> <p>3.2 Compliance documents of production environment and conditions</p> <p>3.3 Relevant laws, regulations and regulatory requirements for compliance management in the whole process of production and operation</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Teamwork skills</p> <p>4.2 Communication skills</p> <p>4.3 Problem-solving skills</p> <p>4.4 Accountability</p> <p>4.5 Time management</p> <p>4.6 Learning skills</p> <p>4.7 Critical thinking</p>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE</b></p>	<p>Implement production and operation compliance requirements according to approved standards</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE:</b></p>	<p><b>Detailed Knowledge About:</b></p> <p>1. Basic computer knowledge</p> <p>2. Food safety hazards</p> <p>3. Methods of laboratory waste disposal</p> <p>4. Health requirements for practitioner</p>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ENSURE THE COMPLIANCE OF PRODUCT INSPECTION	<b>DUTY NO.</b>	606
<b>TASK TITLE</b>	ENSURE THE COMPLIANCE OF PRODUCT INSPECTION	<b>TASK NO.</b>	6061
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to choose the correct inspection method according to the basic procedures of food inspection to ensure the compliance of product inspection.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. Product standards</li> <li>2. Labels, markers, etc.</li> <li>3. Commonly used laboratory equipment and instruments, such as scales, beakers, glass rods, measuring cylinders, centrifuges, thermostat water baths, sample bags, and chemical reagents</li> <li>4. Computer</li> <li>5. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>		
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Collect samples</li> <li>2. Select the sample preparation method</li> <li>3. Prepare samples</li> <li>4. Fill in the sample preparation records, and standardize and identify the prepared samples</li> <li>5. Query product standards</li> <li>6. Identify the sample inspection method</li> <li>7. Prepare reagents and fill in reagent preparation records</li> <li>8. Perform sample pretreatment</li> <li>9. Prepare standard solution and sample solution to be tested</li> <li>10. Carry out test</li> <li>11. Fill in the instrument use record</li> <li>12. Analyze and process data</li> <li>13. Write an analysis report</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 Collect, prepare and save samples</li> <li>1.2 Determine the sample inspection method</li> <li>1.3 Perform sample pretreatment</li> <li>1.4 Analyze and process test data</li> </ol> <p><b>2.0 Principles</b></p> <p>The person must be able to explain the principles of:</p> <ol style="list-style-type: none"> <li>2.1 Good Laboratory Practice (GLP)</li> <li>2.2 Good Hygienic Practice (GHP)</li> <li>2.3 FEFO and FIFO</li> <li>2.4 Good Manufacturing Practice (GMP)</li> </ol> <p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p> <ol style="list-style-type: none"> <li>3.1 Basic procedures of food inspection</li> <li>3.2 Food inspection methods</li> </ol> <p><b>4.0 Essential Skills</b></p>		

	<ul style="list-style-type: none"> <li>4.1 Teamwork skills</li> <li>4.2 Communication skills</li> <li>4.3 Problem-solving skills</li> <li>4.4 Accountability</li> <li>4.5 Time management</li> <li>4.6 Learning skills</li> <li>4.7 Critical thinking</li> </ul>
<b>DESCRIPTION ON THE END PRODUCT / SERVICE</b>	Implement production and operation compliance requirements according to approved standards
<b>CIRCUMSTANTIAL KNOWLEDGE:</b>	<p><b>Detailed Knowledge About:</b></p> <ul style="list-style-type: none"> <li>1. Basic computer knowledge</li> <li>2. Food safety hazards</li> <li>3. Methods of laboratory waste disposal</li> <li>4. Health requirements for practitioner</li> </ul>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ENSURE THE COMPLIANCE OF PACKAGING	<b>DUTY NO.</b>	607
<b>TASK TITLE</b>	VERIFY THE COMPLIANCE OF PRODUCT LABEL IDENTIFICATION	<b>TASK NO.</b>	6071
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to verify the compliance of product label identification according to the requirements of food label identification.		
<b>RANGE STATEMENT</b>	The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory. The following equipment and tools will be required in performing the task: 1. Normative documents of food label identification 2. Computer 5. Office supplies, such as pens and notebooks		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>		
The person performing this task must be able to do the following: 1. Identify and collect normative documents for food label identification 2. Identify requirements for food label identification 3. Check the packaging appearance 4. Verify the label information 5. Judge the compliance of label identification and ensure the compliance of label	<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 compliance of label identification  <b>2.0 Principles</b> The person must be able to explain the principles of: 2.1 Food Safety Law 2.2 Food label identification regulations  <b>3.0 Theories</b> The person must be able to explain: 3.1 Food packaging and label 3.2 Requirements for food label identification  <b>4.0 Essential Skills</b> 4.1 Teamwork skills 4.2 Communication skills 4.3 Problem-solving skills 4.4 Accountability 4.5 Time management 4.6 Learning skills 4.7 Critical thinking		
<b>DESCRIPTION ON THE END PRODUCT / SERVICE</b>	Verify the compliance of product label identification according to approved standards		
<b>CIRCUMSTANTIAL KNOWLEDGE:</b>	<b>Detailed Knowledge About:</b> 1. Basic computer knowledge 2. Food safety hazards 3. Health requirements for practitioner		

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ENSURE THE COMPLIANCE OF PRODUCT STORAGE CONDITIONS	<b>DUTY NO.</b>	608
<b>TASK TITLE</b>	SUPERVISE PRODUCT STORAGE AND TRANSPORTATION ACTIVITIES	<b>TASK NO.</b>	6081
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to supervise the compliance of product storage and transportation activities according to food storage conditions and transportation requirements.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. Normative documents of storage facilities for raw and auxiliary food materials</li> <li>2. Specifications of finished food storage facilities</li> <li>3. Detailed information of means of transport</li> <li>4. Documents required for food storage and transportation</li> <li>5. Computer</li> <li>6. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>		
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Identify the processing environment, hardware facilities, layout requirements and sanitary conditions of food factories</li> <li>2. Determine the specifications of storage facilities for food raw and auxiliary materials</li> <li>3. Determine the specifications of finished food storage facilities</li> <li>4. Assess the condition of the means of transport</li> <li>5. Verify vehicle details</li> <li>6. Record the construction specifications and vehicle inspection records of the food factory storage area</li> <li>7. Identify the equipment and instruments needed by food factories</li> <li>8. Implement identification management of instruments and</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 Manage food storage and transportation activities</li> <li>1.2 Ensure that the storage equipment and facilities meet the corresponding food safety requirements</li> <li>1.3 Formulate compliance management documents related to warehousing</li> </ol> <p><b>2.0 Principles</b></p> <p>The person must be able to explain the principles of:</p> <ol style="list-style-type: none"> <li>2.1 Good Hygienic Practice (GHP)</li> <li>2.2 FEFO and FIFO</li> <li>2.3 Good Manufacturing Practice (GMP)</li> <li>2.4 Sanitation Standard Operating Procedure (SSOP)</li> </ol> <p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p> <ol style="list-style-type: none"> <li>3.1 Food storage conditions</li> <li>3.2 Food transportation requirements</li> </ol>		

<p>equipment</p> <p>9. Identify equipment processing method</p> <p>10. Regularly calibrate and maintain instruments and equipment</p> <p>11. Record equipment use and maintenance records</p> <p>12. Establish a list of required equipment and instruments</p> <p>13. Establish a warehouse in and out acceptance registration system</p> <p>14. Store the products separately according to the variety and warehousing date</p> <p>15. Clean regularly, keep the warehouse dry, clean and hygienic, and clean up the unqualified products in time</p> <p>16. Maintain personal hygiene</p> <p>17. Formulate compliance management documents related to warehousing</p>	<p><b>4.0 Essential Skills</b></p> <p>4.1 Teamwork skills</p> <p>4.2 Communication skills</p> <p>4.3 Problem-solving skills</p> <p>4.4 Accountability</p> <p>4.5 Time management</p> <p>4.6 Learning skills</p> <p>4.7 Critical thinking</p>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE</b></p>	<p>Supervise product storage and transportation activities according to approved standards</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE:</b></p>	<p><b>Detailed Knowledge About:</b></p> <ol style="list-style-type: none"> <li>1. Basic computer knowledge</li> <li>2. Food analysis and use and maintenance of instruments and apparatus</li> <li>3. Food safety hazards</li> <li>4. Methods of laboratory waste disposal</li> <li>5. Health requirements for practitioner</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ENSURE THE COMPLIANCE OF MARKETING ACTIVITIES	<b>DUTY NO.</b>	609
<b>TASK TITLE</b>	VERIFY THE COMPLIANCE OF PRODUCT ADVERTISING AND MARKETING ACTIVITIES	<b>TASK NO.</b>	6091
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to verify the compliance of product advertising and marketing activities according to the requirements for food advertising.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. Normative documents that stipulate requirements for food advertising</li> <li>2. Food related information, such as formula, nutrition and function</li> <li>3. Computer</li> <li>5. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>	<b>UNDERPINNING KNOWLEDGE</b>		
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Identify normative documents that stipulate requirements for food advertising</li> <li>2. Identify the requirements for food advertising</li> <li>3. Identify food information</li> <li>4. Verify the authenticity of advertising content</li> </ol>	<p><b>Detailed Knowledge About:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Identify food information</li> <li>1.2 Verify the compliance of food advertising</li> </ol> <p><b>2.0 Principles</b></p> <p>The person must be able to explain the principles of:</p> <ol style="list-style-type: none"> <li>2.1 Authenticity</li> <li>2.2 Legality</li> <li>2.3 Principles of code of conduct</li> </ol> <p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p> <ol style="list-style-type: none"> <li>3.1 Advertising Law</li> <li>3.2 Requirements for food advertising</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Teamwork skills</li> <li>4.2 Communication skills</li> <li>4.3 Problem-solving skills</li> <li>4.4 Accountability</li> </ol>		

	<p>4.5 Time management</p> <p>4.6 Learning skills</p> <p>4.7 Critical thinking</p>
<b>Description on the End Product / Service</b>	Verify the compliance of product advertising and marketing activities according to approved standards
<b>Circumstantial Knowledge:</b>	<p><b>Detailed Knowledge About:</b></p> <ol style="list-style-type: none"> <li>1. Basic computer knowledge</li> <li>2. Food safety hazards</li> <li>3. Health requirements for practitioner</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM RISK MANAGEMENT	<b>DUTY NO.</b>	6010
<b>TASK TITLE</b>	IDENTIFY AND ASSESS COMPLIANCE RISKS	<b>TASK NO.</b>	60101
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to make a list of compliance obligations, collect compliance risk assessment materials, and identify and assess compliance risks.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. List of compliance obligations</li> <li>2. Compliance risk assessment materials</li> <li>3. List of rights and responsibilities</li> <li>4. Computer</li> <li>5. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Determine the activities in the food factory</li> <li>2. Identify compliance obligations and their impacts</li> <li>3. Make a list of compliance obligations, respectively listing mandatory compliance requirements, such as laws and regulations, systems, regulations or guidelines issued by regulatory authorities, rulings of courts or arbitration institutions, treaties and conventions, and compliance commitments of enterprises, agreements signed with competent authorities and customers, voluntary principles or codes of conduct</li> <li>4. Publish the list of compliance obligations within the enterprise</li> <li>5. Clear the rights and responsibilities and form a list of rights and responsibilities</li> <li>6. Find compliance risk points</li> <li>7. Start the risk assessment</li> <li>8. Determine the compliance risk</li> </ol>		<p><b>Detailed Knowledge About:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Identify the compliance risk of the unit</li> <li>1.2 Collect compliance risk assessment materials</li> <li>1.3 Regularly assess compliance risks</li> </ol> <p><b>2.0 Principles</b></p> <p>The person must be able to explain the principles of:</p> <ol style="list-style-type: none"> <li>2.1 Principle of active identification</li> <li>2.2 Principle of applicability</li> <li>2.3 Principle of continuous improvement</li> </ol> <p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p> <ol style="list-style-type: none"> <li>3.1 Risks in food and their causes</li> <li>3.2 Risk control measures</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Teamwork skills</li> <li>4.2 Communication skills</li> <li>4.3 Problem-solving skills</li> <li>4.4 Accountability</li> <li>4.5 Time management</li> </ol>	

<p>level</p> <p>9. Determine measures to eliminate or control risks</p> <p>10. Record the findings and implement them</p> <p>11. Review risk assessment and update of records</p>	<p>4.6 Learning skills</p> <p>4.7 Critical thinking</p>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE</b></p>	<p>Identify and assess compliance risks according to approved standards</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE:</b></p>	<p><b>Detailed Knowledge About:</b></p> <ol style="list-style-type: none"> <li>1. Basic computer knowledge</li> <li>2. Food safety hazards</li> <li>3. Methods of laboratory waste disposal</li> <li>4. Health requirements for practitioner</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ENSURE THE COMPLIANCE OF QUALITY MANAGEMENT	<b>DUTY NO.</b>	6011
<b>TASK TITLE</b>	IMPLEMENT FOOD COMPLIANCE SUPERVISION	<b>TASK NO.</b>	60111
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to implement food compliance supervision according to the risk management situation and food compliance system of the unit.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of the Food Compliance Management Engineer in the food factory.</p> <p>The following equipment and tools will be required in performing the task:</p> <ol style="list-style-type: none"> <li>1. Food recall plan</li> <li>2. Food recall summary report</li> <li>3. Relevant documents for reviewing compliance management system</li> <li>4. Computer</li> <li>5. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Identify the risk management of the unit</li> <li>2. Work according to the food compliance system</li> <li>3. Identify unsafe products</li> <li>4. Stop production</li> <li>5. Make a recall plan and submit it to the local relevant departments for the record</li> <li>6. Publish information through the media</li> <li>7. Recall the product</li> <li>8. Properly dispose of the recalled products (take remedial, harmless treatment, destruction and other disposal measures)</li> <li>9. Submit the recall summary report to the local relevant departments</li> <li>10. Help enterprises establish a recall system and recall management system</li> <li>11. Form a team to formulate strategies</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 Establish a recall system and recall management system</li> <li>1.2 Respond to food safety incidents such as product recalls</li> <li>1.3 Formulate enterprise quality management plans and system documents</li> <li>1.4 Establish, implement and maintain a food compliance management system related to quality management</li> </ol> <p><b>2.0 Principles</b></p> <p>The person must be able to explain the principles of:</p> <ol style="list-style-type: none"> <li>2.1 Compliance risk identification and assessment</li> <li>2.2 Compliance management behaviour</li> <li>2.3 Compliance culture shaping</li> <li>2.4 Food Safety Law</li> <li>2.5 Principles for handling recalled/withdrawn/returned food</li> </ol> <p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p>	

<p>12. Conduct training</p> <p>13. Write a quality manual</p> <p>14. Establish program files</p> <p>15. Execute procedures and collect records</p> <p>16. Formulate the quality management plan and system documents of this unit</p> <p>17. Establish an evaluation working group</p> <p>18. Design an evaluation work plan</p> <p>19. Carry out specific evaluation work</p> <p>20. Determine the evaluation focus</p> <p>21. Collect and review relevant documents of compliance management system</p> <p>22. Conduct questionnaires and field interviews</p> <p>23. Prepare inspection and evaluation report</p> <p>24. Prepare the follow-up rectification plan</p> <p>25. Ensure that the processes required for the food compliance management system related to quality management are established, implemented and maintained</p>	<p>3.1 Food compliance system</p> <p>3.2 Food recall system and recall management system</p> <p>3.3 Enterprise quality management plan and system documents</p> <p>3.4 Food compliance management system</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Teamwork skills</p> <p>4.2 Communication skills</p> <p>4.3 Problem-solving skills</p> <p>4.4 Accountability</p> <p>4.5 Time management</p> <p>4.6 Learning skills</p> <p>4.7 Critical thinking</p>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE</b></p>	<p>Implement food compliance supervision according to approved standards</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE:</b></p>	<p><b>Detailed Knowledge About:</b></p> <p>1. Basic computer knowledge</p> <p>2. Food safety hazards</p> <p>Health requirements for practitioner</p> <p>3. Methods of laboratory waste disposal</p>

**TABLE 1: DACUM CHARTS FOR FOOD COMPLIANCE MANAGEMENT  
TECHNICIAN -NTA 6**

DUTIES	TASKS	ENABLERS
1.0 Ensure the compliance of food production and operation qualifications	1.1.Obtain the qualification of production and operation.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>. Computer application skills</li> <li>. Standards and regulations related to food compliance management</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>. Application for food business license</li> <li>. A copy of the business license or other entity qualification certificates</li> <li>. Documents such as layout of main equipment and facilities and operation process suitable for food business</li> <li>. Food safety self-inspection, health management for practitioner, incoming inspection records, food safety accident handling and other normative documents to ensure food safety</li> <li>. Application for special food registration</li> <li>. R&amp;D report on special food products</li> <li>. Special food R&amp;D, production and inspection ability certification materials</li> <li>. Other materials related to special food registration</li> <li>. Computer and Internet</li> <li>. Office supplies, such as pens and notebooks</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>. Consumables for food quality inspection</li> </ul> <p><b>Requirements for Employees</b></p> <ul style="list-style-type: none"> <li>. Teamwork</li> <li>. Communication skills</li> <li>. Critical thinking</li> <li>. Time management and accountability</li> </ul>
2.0 Establish the enterprises food compliance system	2.1 Fulfill the responsibilities and obligations of compliance management.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>. Computer application skills</li> <li>. Standards and regulations related to food compliance management</li> </ul>
	2.2 Establish a food safety supervision framework.	<p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>. Normative documents commonly used in the</li> </ul>

<b>DUTIES</b>	<b>TASKS</b>	<b>ENABLERS</b>
	2.3 Establish a legal system for food enterprises.	food industry . Documents related to the format and product category of the enterprise
	2.4 Establish a standard system for food enterprises.	. Documents such as local regulations, notices and requirements of the place where the enterprise is located . Normative documents on mandatory provisions and voluntary compliance of enterprise commitments
	2.5 Establish an international compliance supervision system for enterprises.	. Food Safety Law and its implementation regulations and other relevant documents . Documents related to food illegal punishment and procedures . Documents such as registration and filing compliance requirements of Tanzania's imported and exported food overseas production enterprises . Computer and Internet . Office supplies, such as pens and notebooks  <b>Materials</b> . Consumables for food quality inspection  <b>Requirements for Employees</b> . Teamwork . Communication skills . Critical thinking . Accountability

<b>DUTIES</b>	<b>TASKS</b>	<b>ENABLERS</b>
3.0 Ensure the compliance in the procurement process	3.1 Ensure the compliance in the procurement process.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>. Equipment operation skills</li> <li>. Standards and regulations related to food compliance management</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>. Material Safety Data Sheet (MSDS) of pesticides</li> <li>. Procurement requirements for raw and auxiliary materials (including food additives)</li> <li>. Supplier qualification list</li> <li>. Personal protective equipment (PPE), such as work cap, lab coat, disposable mask, special gloves, and safety shoes</li> <li>. Office supplies, such as pens and notebooks</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>. Consumables for food quality inspection</li> </ul> <p><b>Requirements for Employees</b></p> <ul style="list-style-type: none"> <li>. Teamwork</li> <li>. Communication skills</li> <li>. Critical thinking</li> <li>. Accountability</li> </ul>

DUTIES	TASKS	ENABLERS
4.0 Ensure the compliance in the product R&D process	4.1 Ensure the compliance in the product R&D process.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>. Computer application skills</li> <li>. Equipment operation skills</li> <li>. Standards and regulations related to food compliance management</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>. Composition formula of food</li> <li>. R&amp;D report on new food raw materials and new varieties of food additives</li> <li>. Safety assessment report on new food raw materials and new varieties of food additives</li> <li>. Relevant normative documents on the implementation of new food raw materials and new varieties of food additives (including safety requirements, quality specifications, inspection methods, etc.)</li> <li>. Labels and instructions of new food raw materials and new varieties of food additives</li> <li>. Research and utilization at home and abroad and related safety assessment materials</li> <li>. Application power of attorney of new food raw materials and new varieties of food additives</li> <li>. Other materials that are helpful for the application and review of new food raw materials and new varieties of food additives</li> <li>. Personal protective equipment (PPE), such as work cap, lab coat, disposable mask, special gloves, and safety shoes</li> <li>. Computer and Internet</li> <li>. Office supplies, such as pens and notebooks</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>. Consumables for food quality inspection</li> </ul> <p><b>Requirements for Employees</b></p> <ul style="list-style-type: none"> <li>. Teamwork</li> <li>. Communication skills</li> <li>. Critical thinking</li> <li>. Time management and accountability</li> </ul>

<b>DUTIES</b>	<b>TASKS</b>	<b>ENABLERS</b>
5.0 Ensure the compliance in the production and processing process	5.1 Implement the requirements of production and operation compliance.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>. Computer application skills</li> <li>. Equipment operation skills</li> <li>. Standards and regulations related to food compliance management</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>. Application for products and certificates for ISO 9001 quality management system certification, ISO 22000 food safety management system certification and HACCP hazard analysis and critical control point certification</li> <li>. Compliance documents of production environment and conditions</li> <li>. Normative documents that stipulate compliance management and regulatory requirements in the whole process of production and operation</li> <li>. Personal protective equipment (PPE), such as work cap, lab coat, disposable mask, special gloves, and safety shoes</li> <li>. Computer and Internet</li> <li>. Office supplies, such as pens and notebooks</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>. Consumables for food quality inspection</li> </ul> <p><b>Requirements for Employees</b></p> <ul style="list-style-type: none"> <li>. Teamwork</li> <li>. Communication skills</li> <li>. Critical thinking</li> <li>. Time management and accountability</li> </ul>
6.0 Ensure the compliance of product inspection	6.1 Ensure the compliance of product inspection.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>. Computer application skills</li> <li>. Equipment operation skills</li> <li>. Standards and regulations related to food compliance management</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>. Product standards</li> <li>. Labels, markers, etc.</li> <li>. Commonly used laboratory equipment and instruments, such as scales, beakers, glass rods, measuring cylinders, centrifuges,</li> </ul>

DUTIES	TASKS	ENABLERS
		<p>thermostat water baths, sample bags, and chemical reagents</p> <ul style="list-style-type: none"> <li>• Personal protective equipment (PPE), such as work cap, lab coat, disposable mask, special gloves, and safety shoes</li> <li>• Computer and Internet</li> <li>• Office supplies, such as pens and notebooks</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Consumables for food quality inspection</li> </ul> <p><b>Requirements for Employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Communication skills</li> <li>• Critical thinking</li> <li>• Time management and accountability</li> </ul>
7.0 Ensure the compliance of packaging	7.1 Verify the compliance of product label identification.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Standards and regulations related to food compliance management</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>• Normative documents of food label identification</li> <li>• Office supplies, such as pens and notebooks</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Consumables for food quality inspection</li> </ul> <p><b>Requirements for Employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Communication skills</li> <li>• Critical thinking</li> <li>• Time management and accountability</li> </ul>
8.0 Ensure the compliance of product storage conditions	8.1 Supervise product storage and transportation activities.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Computer application skills</li> <li>• Equipment operation skills</li> <li>• Standards and regulations related to food compliance management</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>• Normative documents of storage facilities for raw and auxiliary food materials</li> </ul>

<b>DUTIES</b>	<b>TASKS</b>	<b>ENABLERS</b>
		<ul style="list-style-type: none"> <li>. Specifications of finished food storage facilities</li> <li>. Detailed information of means of transport</li> <li>. Documents required for food storage and transportation</li> <li>. Personal protective equipment (PPE), such as work cap, lab coat, disposable mask, special gloves, and safety shoes</li> <li>. Computer and Internet</li> <li>. Office supplies, such as pens and notebooks</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>. Consumables for food quality inspection</li> </ul> <p><b>Requirements for Employees</b></p> <ul style="list-style-type: none"> <li>. Teamwork</li> <li>. Communication skills</li> <li>. Critical thinking</li> <li>. Time management and accountability</li> </ul>
9.0 Ensure the compliance of marketing activities	9.1 Verify the compliance of product advertising and marketing activities.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>. Computer application skills</li> <li>. Standards and regulations related to food compliance management</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>. Normative documents that stipulate requirements for food advertising</li> <li>. Food related information, such as formula, nutrition and function</li> <li>. Computer and Internet</li> <li>. Office supplies, such as pens and notebooks</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>. Consumables for food quality inspection</li> </ul> <p><b>Requirements for Employees</b></p> <ul style="list-style-type: none"> <li>. Teamwork</li> <li>. Communication skills</li> <li>. Critical thinking</li> <li>. Time management and accountability</li> </ul>

<b>DUTIES</b>	<b>TASKS</b>	<b>ENABLERS</b>
10.0 Perform risk management	10.1 Identify and assess compliance risks.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>. Computer application skills</li> <li>. Equipment operation skills</li> <li>. Standards and regulations related to food compliance management</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>. List of compliance obligations</li> <li>. Compliance risk assessment materials</li> <li>. List of rights and responsibilities</li> <li>. Personal protective equipment (PPE), such as work cap, lab coat, disposable mask, special gloves, and safety shoes</li> <li>. Computer and Internet</li> <li>. Office supplies, such as pens and notebooks</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>. Consumables for food quality inspection</li> </ul> <p><b>Requirements for Employees</b></p> <ul style="list-style-type: none"> <li>. Teamwork</li> <li>. Communication skills</li> <li>. Critical thinking</li> <li>. Time management and accountability</li> </ul>
11.0 Ensure the compliance of quality management	11.1 Implement food compliance supervision.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>. Computer application skills</li> <li>. Equipment operation skills</li> <li>. Standards and regulations related to food compliance management</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>. Food recall plan</li> <li>. Food recall summary report</li> <li>. Relevant documents for reviewing compliance management system</li> <li>. Personal protective equipment (PPE), such as work cap, lab coat, disposable mask, special gloves, and safety shoes</li> <li>. Computer and Internet</li> <li>. Office supplies, such as pens and notebooks</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>. Consumables for food quality inspection</li> </ul>

<b>DUTIES</b>	<b>TASKS</b>	<b>ENABLERS</b>
		<p><b>Requirements for Employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Communication skills</li> <li>• Critical thinking</li> <li>• Time management and accountability</li> </ul>