

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



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**PROPOSED OCCUPATIONAL STANDARDS**

**OCCUPATION: FOOD COMPLIANCE MANAGEMENT TECHNICIAN**

**LEVEL: NTA 4**

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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 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 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 occupation of technicians for food compliance management 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 technicians for food compliance management 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 ... 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 ... 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 enterprise's 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 product compliance
- 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 4

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	INTERPRET THE ENTERPRISE'S FOOD COMPLIANCE SYSTEM	<b>DUTY NO.</b>	401
<b>TASK TITLE</b>	IDENTIFY THE ENTERPRISE'S RESPONSIBILITIES AND OBLIGATIONS OF FOOD COMPLIANCE MANAGEMENT	<b>TASK NO.</b>	4011
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to understand the compliance management responsibilities and obligations of each post, have a sharp eye for the non-compliance risks of each post, correct them in time, and report to the next higher level in time.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of a senior technician for food compliance management 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. The list of food enterprise qualifications</li> <li>2. Food compliance management system documents</li> <li>3. Common normative documents in the food industry</li> <li>4. Computers</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, sort out, and check the business qualification documents of the food enterprise, including the business license, production license of corresponding food categories, special food registration or filing qualification, etc.</li> <li>2. Collect, sort out, and file the compliance documents of links such as procurement, transportation, storage, production, inspection, and sales</li> <li>3. Collect and sort out the laws, regulations, and policy documents related to food compliance management of the</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 category of food produced</li> <li>1.2 Identify the compliance obligations of each post in the unit</li> <li>1.3 Obtain the compliance management laws, regulations, and standards of each post</li> <li>1.4 Apply compliance management regulations and standards</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 management systems</li> <li>2.2 Compliance management standards for food production enterprises</li> <li>2.3 Sanitation Standard Operating Procedure (SSOP)</li> </ol>	

<p>unit</p> <ol style="list-style-type: none"> <li>4. Classify the compliance management regulations and standards of each post</li> <li>5. Supervise the implementation of compliance management plans and system documents of each post in the unit</li> <li>6. Timely point out and correct the non-compliance</li> <li>7. Timely report to the next higher level</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 Composition of national laws, regulations, and standard systems</li> <li>3.2 Classification of food production licenses</li> <li>3.3 Compliance management responsibilities and obligations of each post</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 Teamwork skills</li> <li>4.3 Report writing skills</li> <li>4.4 Learning skills</li> </ol>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE:</b></p>	<p>The food compliance management responsibilities and obligations are identified according to requirements</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE:</b></p>	<p><b>Detailed Knowledge About:</b></p> <ol style="list-style-type: none"> <li>1. Document encoding and classification</li> <li>2. Basic computer knowledge</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	INTERPRET THE ENTERPRISE'S FOOD COMPLIANCE SYSTEM	<b>DUTY NO.</b>	401
<b>TASK TITLE</b>	IDENTIFY THE ENTERPRISE'S FOOD SAFETY SUPERVISION FRAMEWORK	<b>TASK NO.</b>	4012
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to understand the food enterprise safety supervision framework, have a sharp eye for the non-compliance in the framework, timely correct it, and timely report to the next higher level		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of a senior technician for food compliance management 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 compliance management system documents</li> <li>2. Computers</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. Identify the competent administrative departments corresponding to each food compliance link</li> <li>2. Identify the scope of application and effectiveness of laws and regulations involved in food compliance management</li> <li>3. Cooperate with superior departments to establish food compliance management rules and regulations</li> <li>4. Implement food compliance management rules and regulations</li> <li>5. Receive training on food compliance management</li> </ol>		<p><b>Detailed Knowledge About:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Accurately distinguish the competent administrative departments corresponding to each food compliance link</li> <li>1.2 Accurately distinguish the scope of application and effectiveness of laws and regulations involved in food compliance management</li> <li>1.3 Apply regulations and standards related to food compliance 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 The Food Safety Law</li> <li>2.2 The Agricultural Product Quality and Safety Law</li> <li>2.3 The National Food Safety Standard - Maximum Levels of Pollutants in Foods</li> <li>2.4 The Food Compliance Management System Requirements and Implementation Guidelines</li> <li>2.5 The process of establishing the food safety supervision framework</li> </ol> <p><b>3.0 Theories</b></p>	

	<p>The person must be able to explain:</p> <p>3.1 Composition of the food safety supervision framework</p> <p>3.2 Food administration authorities and their duties</p> <p>3.3 The compliance management system for food production enterprises of the unit</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills</p> <p>4.2 Teamwork skills</p> <p>4.3 Report writing skills</p> <p>4.4 Learning skills</p>
<b>DESCRIPTION ON THE END PRODUCT / SERVICE:</b>	<b>The food safety supervision framework is identified as required</b>
<b>CIRCUMSTANTIAL KNOWLEDGE:</b>	<p><b>Detailed Knowledge About:</b></p> <ol style="list-style-type: none"> <li>1. Document encoding and classification</li> <li>2. Basic computer knowledge</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	INTERPRET THE ENTERPRISE'S FOOD COMPLIANCE SYSTEM	<b>DUTY NO.</b>	401
<b>TASK TITLE</b>	INTERPRET THE LEGAL SYSTEM FOR FOOD ENTERPRISES	<b>TASK NO.</b>	4013
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to understand the food laws and regulations of each post in the enterprise, correctly interpret the relevant content, and complete the work in accordance with the legal and regulatory documents.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of a senior technician for food compliance management 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 compliance management system documents</li> <li>2. The Food Safety Law and implementation regulations and other relevant documents</li> <li>3. Computers</li> <li>4. 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. Strictly enforce the provisions of the Food Safety Law and implementation regulations</li> <li>2. Quickly identify regulations that affect the business of the unit</li> <li>3. Pay attention to and regularly check the important regulations published on the official website of food-related competent administrative departments</li> <li>4. Complete the work of the post in accordance with the system of food laws and regulations of the unit</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 content and subordination of the system of food laws and regulations</li> <li>1.2 Quickly identify laws and regulations that affect the business of the unit</li> <li>1.3 Communicate and exchange with relevant competent administrative departments of the enterprise</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 The Food Safety Law and implementation regulations</li> <li>2.2 The system of food 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 The provisions of the Food Safety Law and implementation regulations</li> <li>3.2 The framework of the system of food laws and</li> </ol>	

	<p>regulations</p> <p>3.3 Food administration, law enforcement, and supervision departments</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Computer skills</p> <p>4.2 Teamwork skills</p> <p>4.3 Communication skills</p> <p>4.4 Learning skills</p> <p>4.5 Report writing skills</p>
<b>DESCRIPTION ON THE END PRODUCT / SERVICE:</b>	The work of the post is completed in accordance with the system of food laws and regulations of the unit
<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. Occupational safety and health</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	INTERPRET THE ENTERPRISE'S FOOD COMPLIANCE SYSTEM	<b>DUTY NO.</b>	401
<b>TASK TITLE</b>	INTERPRET THE SYSTEM OF FOOD STANDARDS	<b>TASK NO.</b>	4014
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to identify the food standards involved in the enterprise, accurately interpret the regulatory requirements of each food standard, and complete the work in accordance with the requirements of the food standard.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of a senior technician for food compliance management 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 compliance management system documents and manuals</li> <li>2. Limit standards of pollutants, residues of pesticides and veterinary drugs, etc.</li> <li>3. Standards for uses of food additives</li> <li>4. Computers</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 scope of application and effectiveness of national standards, industry standards, local standards, group standards, enterprise standards, and other standards</li> <li>2. Interpret the system of national food safety standards</li> <li>3. Complete the work according to the system of food standards used by the unit</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 Interpret the scope of application and effectiveness of food standards</li> <li>1.2 Interpret the system of national food safety standards</li> <li>1.3 Identify the system of food standards 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 The National Food Safety Standard - General Food Safety Standards</li> <li>2.2 The National Food Safety Standard - Standards for Uses of Food Additives</li> <li>2.3 The National Food Safety Standard - Standards for Labeling</li> <li>2.4 The National Food Safety Standard - Safety Standards in Food Production and Operation</li> </ol>	

	<p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p> <p>3.1 The classification of food standards</p> <p>3.2 The structure of the system of food standards</p> <p>3.3 The effectiveness and authority of standards</p> <p>3.4 Mandatory standards and recommended standards</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Computer skills</p> <p>4.2 Teamwork skills</p> <p>4.3 Communication skills</p> <p>4.4 Learning skills</p> <p>4.5 Report writing skills</p>
<b>DESCRIPTION ON THE END PRODUCT / SERVICE:</b>	The work is completed according to the system of food standards applicable to the unit
<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. Occupational safety and health</li> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PROCUREMENT COMPLIANCE MANAGEMENT	<b>DUTY NO.</b>	402
<b>TASK TITLE</b>	ENSURE THE COMPLIANCE IN THE PROCUREMENT PROCESS	<b>TASK NO.</b>	4021
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to understand the procurement requirements of raw and auxiliary materials, verify the qualifications of suppliers, check the inspection reports and certificates of raw and auxiliary materials, and ensure the compliance in the procurement process		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of a senior technician for food compliance management 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. The list of supplier qualifications</li> <li>2. Food compliance management system documents and manuals</li> <li>3. Procurement requirements of raw and auxiliary materials (including food additives)</li> <li>4. Computers</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 supplier qualification review list</li> <li>2. Verify the information on the supplier's industrial and commercial registration</li> <li>3. Check the supplier's food production license and the range of licensed products</li> <li>4. Identify the risks related to raw and auxiliary materials (including food additives)</li> <li>5. Check the certificates of incoming raw and auxiliary materials</li> <li>6. Check the inspection reports of incoming raw and auxiliary materials</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 Verify the supplier's qualifications</li> <li>1.2 Control the pollution problems and risks of chemicals and pests in the procurement process of raw and auxiliary materials (including food additives)</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 Hygiene 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>  The person must be able to explain:</p> <ul style="list-style-type: none"> <li>3.1 The list of supplier qualifications</li> <li>3.2 The inspection system of incoming raw and auxiliary materials</li> <li>3.3 The food safety system</li> </ul> <p><b>4.0 Essential Skills</b></p> <ul style="list-style-type: none"> <li>4.1 Communication skills</li> <li>4.2 Problem-solving skills</li> <li>4.3 Learning skills</li> <li>4.4 Report writing skills</li> <li>4.5 Computer skills</li> </ul>
<b>DESCRIPTION ON THE END PRODUCT / SERVICE:</b>	The compliance in the procurement process is ensured according to standard operating procedures
<b>CIRCUMSTANTIAL KNOWLEDGE:</b>	<p><b>Detailed Knowledge About:</b></p> <ul style="list-style-type: none"> <li>1. Occupational safety and health</li> <li>2. Food safety hazards</li> </ul>

<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>	403
<b>TASK TITLE</b>	IMPLEMENT THE PRODUCTION AND PROCESSING COMPLIANCE REQUIREMENTS	<b>TASK NO.</b>	4031
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to assist the production department, strictly implement the operation points, and ensure the compliance in the whole process of production and processing		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of a senior technician for food compliance management 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 compliance management system documents and manuals</li> <li>2. Computers</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. Identify regulatory documents related to the compliance of the production environment and conditions</li> <li>2. Identify laws, regulations, and regulatory requirements related to the compliance management in the whole process of production</li> <li>3. Identify specific requirements of the internal and external environment, layout requirements, plants, facilities, and equipment of the food production site</li> <li>4. Check the cleanliness and hygienic conditions of the plant environment</li> <li>5. Check the cleanliness, hygienic conditions, and maintenance of production facilities and equipment</li> <li>6. Carry out the process control of key points in the pollution and risk control of raw and auxiliary materials (including food</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 Supervise the compliance of the pollution and risks of raw and auxiliary materials, chemicals, and pests</li> <li>1.2 Carry out self-inspection of the external environment, plant layout, and facility preparation of the food production site</li> <li>1.3 Carry out self-inspection of the compliance in the whole process of production</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 Hygiene 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>additives), chemicals, and pests</p> <p>7. Record and file compliance management documents related to production and operation links</p> <p>8. Attend on time and pass the training and assessment of compliance management skills</p>	<p>The person must be able to explain:</p> <p>3.1 Requirements for food quality management</p> <p>3.2 Regulatory documents related to the compliance of the production environment and conditions</p> <p>3.3 Laws, regulations, and regulatory requirements related to the compliance management in the production process</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills</p> <p>4.2 Problem-solving skills</p> <p>4.3 Learning skills</p> <p>4.4 Report writing skills</p> <p>4.5 Computer skills</p>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE:</b></p>	<p>The production and processing compliance requirements are implemented according to standard operating procedures</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> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ENSURE THE COMPLIANCE OF QUALITY CONTROL	<b>DUTY NO.</b>	404
<b>TASK TITLE</b>	ENSURE THE COMPLIANCE OF PRODUCT INSPECTION	<b>TASK NO.</b>	4041
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to select the correct inspection method according to the basic procedures for 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 specifications</li> <li>2. National food safety standards</li> <li>3. Common laboratory instruments and equipment</li> <li>4. Chemical reagents</li> <li>5. Computers</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. Collect samples correctly</li> <li>2. Select the preparation method and prepare the sample</li> <li>3. Inquire product specifications</li> <li>4. Search and consult national food safety standards</li> <li>5. Prepare instruments and equipment, prepare reagents, and fill in the reagent preparation record</li> <li>6. Carry out sample pretreatment</li> <li>7. Carry out sample determination</li> <li>8. Fill in the instrument usage record</li> <li>9. Record and process data</li> <li>10. Write the analysis report</li> <li>11. Provide feedback on abnormal data</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 preserve the sample</li> <li>1.2 Determine the sample inspection method</li> <li>1.3 Carry out sample pretreatment</li> <li>1.4 Analyze and process experimental 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 Hygiene 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 for food inspection</li> <li>3.2 Food inspection methods</li> </ol> <p><b>4.0 Essential Skills</b></p>	

	4.1 Teamwork skills 4.2 Communication skills 4.3 Problem-solving skills 4.4 Time management 4.5 Learning skills 4.6 Report writing skills
<b>DESCRIPTION ON THE END PRODUCT / SERVICE:</b>	The product inspection compliance requirements are implemented according to the approved standards
<b>CIRCUMSTANTIAL KNOWLEDGE:</b>	<b>Detailed Knowledge About:</b> <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> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPAT ION CODE</b>	
<b>DUTY TITLE</b>	ENSURE THE COMPLIANCE OF QUALITY CONTROL	<b>DUTY NO.</b>	404
<b>TASK TITLE</b>	ENSURE THE PRODUCT COMPLIANCE	<b>TASK NO.</b>	4042
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to provide feedback on non-compliance issues in raw food materials, semi-finished products, finished products, and packaging in accordance with the approved standard procedures		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of a senior technician for food compliance management 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. Standard operating procedures and manuals</li> <li>2. Product standard documents</li> <li>3. Computers</li> <li>4. 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. Correctly determine the compliance of food ingredients</li> <li>2. Provide timely feedback on the problems in the compliance process of processing environment, hardware facilities, hygiene management, processes, etc.</li> <li>3. Provide timely feedback on the problems in the product quality compliance process</li> <li>4. Provide timely feedback on the problems in the label compliance process</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 Check whether the use of food ingredients is compliant</li> <li>1.2 Check whether the food processing environment is compliant</li> <li>1.3 Check whether the processing equipment is compliant</li> <li>1.4 Check whether the process is compliant</li> <li>1.5 Check whether the product label is compliant</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 Hygiene Practice (GHP)</li> <li>2.2 Good Manufacturing Practice (GMP)</li> <li>2.3 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 Principles and operating procedures of food ingredients</li> </ol>	

	<p>3.2 Inspection procedures for production compliance and processing</p> <p>3.3 Basic elements of label compliance</p> <p>3.4 Judgment principles of product compliance</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Learning skills</p> <p>4.2 Time management</p> <p>4.3 Computer skills</p> <p>4.4 Communication skills</p> <p>4.5 Problem-solving skills</p> <p>4.6 Teamwork skills</p> <p>4.7 Report writing skills</p>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE:</b></p>	<p>The quality control compliance management is implemented according to the approved standard procedures</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> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	ENSURE THE COMPLIANCE IN THE PRODUCT STORAGE AND TRANSPORTATION PROCESS	<b>DUTY NO.</b>	405
<b>TASK TITLE</b>	CHECK THE COMPLIANCE IN THE PRODUCT STORAGE AND TRANSPORTATION PROCESS	<b>TASK NO.</b>	4051
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to complete the storage and transportation of raw and auxiliary materials, semi-finished products, finished products, and unaccepted products in accordance with the storage and transportation compliance management standards, find the non-compliance in storage and transportation, correct it in time, and report to the next higher level in time.		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of a senior technician for food compliance management 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. Details of the means of transport</li> <li>3. Documents related to food storage and transportation requirements</li> <li>5. Computers</li> <li>6. Office supplies, such as pens and notebooks</li> </ol>		
<b>EVIDENCE REQUIREMENTS</b>			
<b>ACTUAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p><b>The person performing this task must be able to do the following:</b></p> <ol style="list-style-type: none"> <li>1. Check the warehouse hygiene</li> <li>2. Check for expired raw materials and check the removal record of raw and auxiliary materials</li> <li>3. Check whether there are hazardous chemicals and whether the storage requirements are met</li> <li>4. Check whether there are raw and auxiliary materials for non-production purposes and other non-production items in the warehouse</li> <li>5. Fill in the move-in and move-out record</li> <li>6. Assess the condition of the means of transport</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 Check whether the storage equipment and facilities meet the food safety and hygiene requirements</li> <li>1.2 Check the means of transport for compliance</li> <li>1.3 Check the storage requirements of raw and auxiliary materials, hazardous chemicals, and toxic and harmful substances</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 Hygiene 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>7. Verify vehicle details</p> <p>8. Perform regular cleaning, keep the warehouse dry and clean, and timely remove the products that do not meet the requirements</p>	<p><b>3.0 Theories</b></p> <p>The person must be able to explain:</p> <p>3.1 Food storage conditions</p> <p>3.2 Food transportation requirements</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Practical skills</p> <p>4.2 Time management</p> <p>4.3 Computer skills</p> <p>4.4 Communication skills</p> <p>4.5 Problem-solving skills</p> <p>4.6 Management skills</p> <p>4.7 Report writing skills</p>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE:</b></p>	<p>The compliance management of storage and transportation is implemented according to the approved standard procedures</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> </ol>

<b>OCCUPATION</b>	FOOD COMPLIANCE MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	PERFORM RISK MANAGEMENT	<b>DUTY NO.</b>	406
<b>TASK TITLE</b>	IDENTIFY AND ASSESS COMPLIANCE RISKS	<b>TASK NO.</b>	4061
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to collect risk identification information, carry out the work according to the risk monitoring plan of the unit, and implement the risk prevention and control system of the unit		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of a senior technician for food compliance management 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. The Manual for Compliance Risk Assessment</li> <li>2. Computers</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>8. Find out the compliance risks in the important production and operation activities of the unit and the type of the risks</li> <li>9. Clearly define and describe the identified compliance risks and their characteristics, and analyze and describe the possibility and conditions of the compliance risks</li> <li>10. Carry out the work in accordance with the risk prevention and control system of the unit</li> <li>11. Carry out the work in accordance with the risk monitoring plan of the unit</li> <li>12. Receive the unit's training on risk assessment and compliance management</li> </ol>		<p>Detailed Knowledge About:</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 unit's compliance risks</li> <li>1.2 Collect and sort out compliance risk assessment materials</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 The measures for hierarchical risk management of food enterprises</li> <li>2.2 Hazard Analysis and Critical Control Point (HACCP)</li> <li>2.3 Risk management implementation 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 The classification of risks</li> <li>3.2 The source of risks</li> <li>3.3 Risk control measures</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 Report writing skills</li> <li>4.3 Teamwork skills</li> </ol>	

	4.4 Problem-solving skills 4.5 Computer skills
<b>DESCRIPTION ON THE END PRODUCT / SERVICE:</b>	The work is carried out in accordance with the compliance management and risk prevention and control system of the unit
<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 QUALITY MANAGEMENT	<b>DUTY NO.</b>	407
<b>TASK TITLE</b>	IMPLEMENT THE FOOD COMPLIANCE SUPERVISION	<b>TASK NO.</b>	4071
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to implement the food hygiene and food compliance management system of the unit and implement the food compliance supervision		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of a senior technician for food compliance management 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 compliance management system</li> <li>2. Food hygiene management system</li> <li>3. Computers</li> <li>4. 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. Carry out the compliance supervision of daily supervision and inspection, sampling inspection, unannounced inspection, and system inspection</li> <li>2. Cooperate with food safety supervision and management departments to carry out daily supervision and inspection, sampling inspection, unannounced inspection, system inspection, etc.</li> <li>3. Make inspection records</li> <li>4. Timely point out and correct the non-compliance</li> <li>5. Timely report to the next higher level</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 Check whether the production license conditions of the enterprise are compliant</li> <li>1.2 Check whether the enterprise's procurement is compliant</li> <li>1.3 Check whether the production process control of the enterprise is compliant</li> <li>1.4 Check whether the implementation of various systems of the enterprise is compliant</li> <li>1.5 Check whether the enterprise's product inspection is compliant</li> <li>1.6 Check whether the product label identification of the enterprise is compliant</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 The Food Safety Law</li> <li>2.2 The Measures for the Administration of Supervision and Inspection of Food Production and Operation</li> <li>2.2 National food safety standards</li> <li>2.3 General Hygiene Practice for Food Production</li> </ol>	

	<p><b>3.0 Theories</b>  The person must be able to explain:</p> <p>3.1 The content and process of daily supervision and inspection</p> <p>3.2 The principle and method of sampling inspection</p> <p>3.3 The content and process of unannounced inspection</p> <p>3.4 The content and process of system inspection</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills</p> <p>4.2 Report writing skills</p> <p>4.3 Teamwork skills</p> <p>4.4 Problem-solving skills</p> <p>4.5 Computer skills</p>
<p><b>DESCRIPTION ON THE END PRODUCT / SERVICE:</b></p>	<p>The food compliance supervision is carried out in accordance with the compliance supervision requirements of the unit</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> <li>4. Methods of laboratory waste disposal</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>	407
<b>TASK TITLE</b>	IMPLEMENT COMPLIANCE DRILLS	<b>TASK NO.</b>	4072
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to conduct drills on compliance processes such as product recalls and simulated emergency responses according to the unit's rehearsal plan		
<b>RANGE STATEMENT</b>	<p>The task may be performed under the monitoring of a senior technician for food compliance management 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. The food recall implementation plan</li> <li>2. The food emergency plan</li> <li>3. Computers</li> <li>4. 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. Participate in the drill according to the drill plan</li> <li>2. Accurately find and feed back the problems in the drill</li> <li>3. Perform harmless treatment or destruction of recalled products</li> <li>4. Improve and standardize the work according to the problems in the drill</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 Conduct a recall drill</li> <li>1.2 Conduct an emergency drill</li> <li>1.3 Respond to food safety incidents such as product recalls</li> <li>1.4 Dispose of recalled products</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 The Administrative Measures for Food Recalls</li> <li>2.2 The measures for formulating emergency plans for food safety accidents and handling the accidents</li> <li>2.3 The Food Safety Law</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 The food compliance management system</li> <li>3.2 The food recall system and recall management system</li> <li>3.3 The emergency plans for food safety accidents</li> </ol>	

	<p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills</p> <p>4.2 Report writing skills</p> <p>4.3 Teamwork skills</p> <p>4.4 Problem-solving skills</p> <p>4.5 Computer skills</p>
<b>DESCRIPTION ON THE END PRODUCT / SERVICE:</b>	Recalls and emergency drills are carried out according to the drill plan
<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> <li>4. Methods of laboratory waste disposal</li> </ol>

**TABLE 1: DACUM CHARTS FOR FOOD COMPLIANCE MANAGEMENT TECHNICIAN - NTA 4**

DUTIES	TASKS	ENABLERS
<p>1.0 Interpret the food compliance management system</p>	<p>1.1 Fulfill the food compliance management obligations.</p>	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Computer application skills</li> <li>• The standards and regulations related to food compliance management</li> <li>• Food safety management system and regulations</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>• Common normative documents in the food industry</li> <li>• Documents related to the business type and product category of the enterprise</li> <li>• Local regulations, notices, requirements, and other documents of the place where the enterprise is located</li> <li>• Mandatory regulations and the normative documents that enterprise commits to observe voluntarily</li> <li>• The Food Safety Law and implementation regulations and other relevant documents</li> <li>• Documents related to the penalties and procedures for food violations</li> <li>• Documents related to Tanzania’s requirements for registration and filing compliance of overseas production enterprises of imported and exported food</li> <li>• Computers and the 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>
	<p>1.2 Interpret the food safety supervision framework.</p>	
	<p>1.3 Interpret the system of food laws and regulations.</p>	

	1.4 Interpret the system of food standards.	<ul style="list-style-type: none"> <li>• Rigorous and precise</li> <li>• Accountability</li> <li>• Honest</li> <li>• Have a passion for labour</li> </ul>
2.0 Ensure the compliance in the procurement process	2.1 Ensure the compliance in the procurement process.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Qualification examination skills</li> <li>• Raw material inspection, management, and compliance skills</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment (PPE), such as work caps, lab coats, disposable masks, special gloves, safety shoes, etc.</li> <li>• Recordings, pens, and notebooks</li> <li>• The list of supplier qualifications</li> <li>• Procurement compliance requirements</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Raw and auxiliary materials (including food additives)</li> <li>• Consumables for food quality inspection</li> </ul> <p><b>Requirements for Employees</b></p> <ul style="list-style-type: none"> <li>• Critical thinking</li> <li>• Accountability</li> <li>• Honest</li> </ul>
3.0 Ensure the compliance in the product production and processing process	3.1 Ensure the compliance in the product production process.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Computer application skills</li> <li>• Product processing skills</li> <li>• Daily spot inspection and maintenance of equipment and supporting equipment upgrade</li> <li>• The food processing compliance management standards and regulations of the unit</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment (PPE), such as work caps, lab coats, disposable masks, special gloves,</li> </ul>

		<p>safety shoes, etc.</p> <ul style="list-style-type: none"> <li>• Computers and the Internet</li> <li>• Recordings, pens, and notebooks</li> <li>• The process risk control compliance documents</li> <li>• The product processing compliance management documents</li> <li>• The production link compliance records and filing manuals</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Raw and auxiliary materials required for production and processing</li> <li>• Consumables for food quality inspection</li> </ul> <p><b>Requirements for Employees</b></p> <ul style="list-style-type: none"> <li>• Critical thinking</li> <li>• Sense of responsibility</li> <li>• Honest</li> </ul>
4.0 Quality control compliance management	4.1 Ensure the quality control compliance management.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Computer application skills</li> <li>• Equipment operating skills</li> <li>• The standards and regulations related to food compliance management</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment (PPE), such as work caps, lab coats, disposable masks, special gloves, safety shoes, etc.</li> <li>• Computers and the Internet</li> <li>• Recordings and pens</li> <li>• Standard operating manuals</li> <li>• Food regulation system documents</li> <li>• Standard operating procedures</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>• Accountability</li> <li>• Problem-solving skills</li> <li>• Honest</li> </ul>
5.0 Quality control	5.1 Ensure the storage and	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Computer application skills</li> </ul>

<p>compliance management</p>	<p>transportation compliance management.</p>	<ul style="list-style-type: none"> <li>• Equipment operating skills</li> <li>• Operating skills for raw and auxiliary food materials, semi-finished products, finished products, and transportation</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment (PPE) and special gloves</li> <li>• Computers and the Internet</li> <li>• Recordings, pens, and notebooks</li> <li>• Standard operating procedures and standard operating manuals</li> <li>• Food regulation system documents</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>• Practical skills</li> <li>• Time management</li> <li>• Computer skills</li> <li>• Communication skills</li> <li>• Problem-solving skills</li> <li>• Management skills</li> </ul>
<p>6.0 Perform risk management</p>	<p>6.1 Identify and assess compliance risks.</p>	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Computer application skills</li> <li>• Equipment operating skills</li> <li>• The standards and regulations related to food compliance management</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment (PPE), such as work caps, lab coats, disposable masks, special gloves, safety shoes, etc.</li> <li>• Computers and the Internet</li> <li>• Recordings and pens</li> <li>• Compliance management documents</li> <li>• The Manual for Compliance Risk Assessment</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> </ul>

		<ul style="list-style-type: none"> <li>• Communication skills</li> <li>• Critical thinking</li> <li>• Time management and sense of responsibility</li> <li>• Honest</li> </ul>
7.0 Ensure the compliance of quality management	7.1 Implement the food compliance supervision.	<p><b>Generic Skills and Knowledge</b></p> <ul style="list-style-type: none"> <li>• Computer application skills</li> <li>• Equipment operating skills</li> <li>• Food recall and emergency operation skills</li> </ul> <p><b>Tools and Equipment</b></p> <ul style="list-style-type: none"> <li>• Personal protective equipment (PPE) and special gloves</li> <li>• Computers and the Internet</li> <li>• Recordings, pens, and notebooks</li> <li>• The food recall plan</li> <li>• The food emergency plan</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>• Critical thinking</li> <li>• Time management and sense of responsibility</li> <li>• Honest</li> </ul>
	7.2 Compliance drills.	