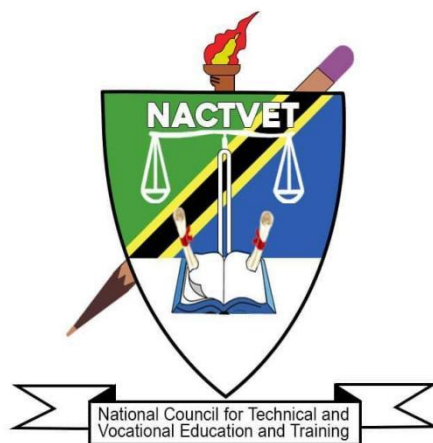


**NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION AND  
TRAINING**



**MARCH 2023**

**PROPOSED OCCUPATIONAL STANDARDS**

**OCCUPATION: FOOD SAFETY MANAGEMENT TECHNICIAN**

**LEVEL: NTA 6**

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## **ABBREVIATIONS**

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

## GLOSSARY OF TERMS

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

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

## **1.0. INTRODUCTION**

Technical Education and Training (TET) is one of the most important education sub-sectors in Tanzania, responsible for developing a skilled workforce to support the country's industrialization economic agenda. Tanzania's *Development Vision 2025* intends to raise the country's economy to a middle-income status. 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 of Tanzania 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 standards, 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 circuits, performs fault 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 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 Safety 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 experts 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 Safety Management Technicians were key informants in the survey to discover occupational trends. The information was used to gain insight from the workplaces regarding trends and changes in the profession, 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. Apart from this, the stakeholders' forum was attended by ... participants from different parts of the country representing various companies.

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

The standards cover a broad range of duties and tasks that can be performed by Food Safety Management Technicians. However, the occupational standards are not meant to replace individual

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

Food Safety Management Technicians work under the supervision of engineers, adopt food safety control technologies such as hazard analysis and critical control points in accordance with laws, regulations, and standards, and engage in food safety risk control and management in food production and business activities, such as food production and operation environment management, food storage and transportation management, food production and operation process management. Generally, Food Safety Management Technicians perform the following responsibilities:

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

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

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

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

#### **5.0. OCCUPATIONAL STANDARDS**

**5.1 OCCUPATIONAL STANDARDS FOR FOOD SAFETY MANAGEMENT  
TECHNICIAN - NTA6**

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	FOOD PRODUCTION AND OPERATION ACCESS REGISTRATION	<b>DUTY NO.</b>	601
<b>TASK TITLE</b>	PREPARATION OF APPLICATION MATERIALS FOR SPECIAL FOOD PRODUCTION ACCESS	<b>TASK NO.</b>	6011
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to prepare the application materials required for the registration of special food production enterprises and special food registration in accordance with food safety regulations and standard requirements.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Supporting documents such as business license of the special food business unit;</li> <li>2. Site plan and guarantee contract relating to business premise;</li> <li>3. Environmental assessment report;</li> <li>4. Safety standard of raw and auxiliary material;</li> <li>5. Product formula;</li> <li>6. Product formula research and development demonstration report;</li> <li>7. Production process description;</li> <li>8. Product inspection report;</li> <li>9. Supporting documents of research and development ability, production ability, and testing ability;</li> <li>10. Instructions, label samples, and their description of function claims and supporting documents;</li> <li>11. Computers.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Obtain the list of materials and material requirements for the application for special food production access;</li> <li>2. Clarify the product categories of special foods;</li> <li>3. Collect and prepare supporting documents: Copy the business license of the special food business 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 Learn about the registration process for special foods;</li> <li>1.2 Identify the categories of special foods;</li> <li>1.3 Prepare other certification materials;</li> <li>1.4 Learn about the centralized regulator of special food production access.</li> </ol>	

<p>Draw site plan and surrounding environment diagram; Draw the layout map of each function of the production and processing site of food enterprises; Copy the guarantee contract relating to business premise; Prepare environmental assessment report; Collect safety standard of raw and auxiliary material; Prepare product formula; Prepare product formula research and development demonstration report; Draw process flow diagram and key process description; Collect product inspection report; Prepare supporting documents of research and development ability, production ability, and testing ability; prepare instructions, label samples, and their description of function claims and supporting documents;</p> <p>4. Supplement and improve the application materials according to the review opinions of the competent authority;</p> <p>5. Cooperate with on-site verification: Cooperate in the verification of R&amp;D, production (or trial production), inspection conditions, capabilities and original data, clinical trials and production (or trial production) processes of special foods or formulations;</p> <p>6. Rectify according to the on-site verification opinions of the competent authorities;</p> <p>7. Prepare rectification reports and evidence.</p>	<p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <p>2.1 Specifications for special food registration;</p> <p>2.2 Standards for special food function evaluation;</p> <p>2.3 Specifications for special food safety regulation.</p> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <p>3.1 Requirements for special food registration materials;</p> <p>3.2 Methods for special food function evaluation;</p> <p>3.3 Specifications for special food safety regulation;</p> <p>3.4 Requirements for special food registration on-site verification.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Learning skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Data analysis skills.</p>
<p><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>The application materials required for the registration of special food production enterprises and special food registration are prepared in accordance with food safety regulations and standard requirements.</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE</b></p>	<p><b>Detailed knowledge about:</b></p> <p>1. Report writing;</p> <p>2. Data file arrangement;</p> <p>3. Computer application;</p> <p>4. Occupational health and safety.</p>

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

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

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	FOOD PRODUCTION AND OPERATION ACCESS REGISTRATION	<b>DUTY NO.</b>	601
<b>TASK TITLE</b>	PREPARATION OF FOOD IMPORT ACCESS APPLICATION MATERIALS	<b>TASK NO.</b>	6013
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to prepare food import access application materials in accordance with food safety regulations and standard requirements.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Supporting documents such as business license of import food enterprise;</li> <li>2. Site plan and guarantee contract relating to business premise;</li> <li>3. Environmental assessment report;</li> <li>4. Food safety management system documents of enterprises;</li> <li>5. Computers.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Clarify the product categories for food import access;</li> <li>2. Determine the country of origin of imported food;</li> <li>3. Obtain the list of materials and material requirements for the application for food import access;</li> <li>4. Collect and prepare food safety management documents and supporting documents: Prepare system documents such as food import and sales record system, overseas exporter, overseas production enterprise audit system, etc.; Copy supporting documents such as business license of import food enterprise; Copy site plan and guarantee contract relating to business premise; Prepare environmental assessment report;</li> <li>5. Supplement and improve the application materials according to the review opinions of the competent</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 Learn about the registration process for imported foods;</li> <li>1.2 Identify the categories of imported foods;</li> <li>1.3 Prepare other certification materials;</li> <li>1.4 Learn about the centralized regulator of imported food.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Regulations of imported food safety management;</li> <li>2.2 Regulations of registration process for imported foods.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Requirements for imported food registration materials;</li> </ol>	

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

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	IMPLEMENTATION OF FOOD SAFETY MANAGEMENT SYSTEM	<b>DUTY NO.</b>	602
<b>TASK TITLE</b>	PUBLICITY OF FOOD SAFETY LAWS, REGULATIONS, AND STANDARDS	<b>TASK NO.</b>	6021
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to identify the national food safety laws, regulations, and standards involved in the food production and operation of food.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. National food safety laws, regulations, and standards;</li> <li>2. Interpretation books of national food safety laws, regulations and standards;</li> <li>3. Computers and printers connected to the Internet;</li> <li>4. Office supplies, such as document bags, folders, staplers, etc.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Interpret the specific requirements of the national food safety laws, regulations, and standards involved in the food production and operation and publicize them to the employees;</li> <li>2. Update the national food safety laws, regulations, and standards involved in the food production and operation;</li> <li>3. File and organize paper documents, books and electronic materials in the task.</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 Query and search for specific provisions in national food safety laws, regulations, and standards;</li> <li>1.2 Identify the impact of specific provisions in national food safety laws, regulations, and standards on food production and operation enterprise.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Requirements of national food safety management;</li> <li>2.2 Requirements of local food safety management;</li> <li>2.3 Requirements of enterprise food safety management.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Interpretation of national food safety laws and regulations;</li> </ol>	

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

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	IMPLEMENTATION OF FOOD SAFETY MANAGEMENT SYSTEM	<b>DUTY NO.</b>	602
<b>TASK TITLE</b>	SUPERVISION OF THE IMPLEMENTATION OF THE FOOD SAFETY MANAGEMENT SYSTEM	<b>TASK NO.</b>	6022
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to supervise the implementation of food safety management system of food production and operation enterprise.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety management system documents of enterprises;</li> <li>2. Documentation of standard operating procedures;</li> <li>3. Computers and printers connected to the Internet;</li> <li>4. Supervision forms;</li> <li>5. Office supplies, such as document bags, folders, staplers, etc.;</li> <li>6. Photographing equipments.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Supervise the food safety management system regulations are posted in the places specified by the enterprise;</li> <li>2. Supervise the incoming inspections and the records;</li> <li>3. Supervise production process operations and the records;</li> <li>4. Supervise the delivery inspections and the records;</li> <li>5. Supervise the food safety operation self-inspection and the records;</li> <li>6. Supervise the hygiene and health management of food employees and the records;</li> <li>7. Supervise the food safety traceability management;</li> <li>8. Supervise the unsafe food recalls;</li> <li>9. Supervise the handling of food safety incidents;</li> <li>10. Write reports on 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 Determine supervisory procedures and recording forms;</li> <li>1.2 Arrange supervision time and personnel in accordance with the food safety management system and supervision operation procedures;</li> <li>1.3 Organize and file supervision records.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Requirements for documentation of standard operating procedures;</li> <li>2.2 Requirements of standard operating procedures of supervision;</li> <li>2.3 Food safety management system.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Food safety management system documents of</li> </ol>	

<p>implementation of the food safety management system;</p> <p>11. Report potential food safety hazards, clarify and implement rectification measures for non-conformities in various departments, and take effective measures to rectify in a timely manner;</p> <p>12. Write rectification reports.</p>	<p>enterprises.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Teamwork skills;</p> <p>4.3 Summarizing skills;</p> <p>4.4 Management skills.</p>
<p><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>The food safety management system is effectively implemented under supervision in accordance with industry specifications and systems.</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE</b></p>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Computer application;</li> <li>2. Food safety emergency management measures and plans;</li> <li>3. Processes and requirements for third-party audits and certifications.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	IMPLEMENTATION OF FOOD SAFETY MANAGEMENT SYSTEM	<b>DUTY NO.</b>	602
<b>TASK TITLE</b>	SUPERVISION OF THE IMPLEMENTATION OF FOOD SAFETY STANDARDS	<b>TASK NO.</b>	6023
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to supervise the implementation of food safety management system of food production and operation enterprise.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety standard documents;</li> <li>2. Computers and printers connected to the Internet;</li> <li>3. Supervision forms;</li> <li>4. Office supplies, such as document bags, folders, staplers, etc.;</li> <li>5. Photographing equipments.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Inspect and spot check the implementation of product standards of food production and operation enterprise;</li> <li>2. Inspect and spot check the implementation of inspection standards for food production and operation enterprise;</li> <li>3. Inspect and spot check the implementation of production specifications of food production and operation enterprise;</li> <li>4. Fill in the form for daily food safety standard implementation inspection records;</li> <li>5. Clarify and implement rectification measures for non-conformities in various departments;</li> <li>6. Write rectification reports;</li> <li>7. Organize and file relevant documents.</li> </ol>		<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Clarify supervision and implementation procedures and recording forms;</li> <li>1.2 Arrange supervision time and personnel in accordance with the food safety management system and supervision operation procedures;</li> <li>1.3 Organize and file supervision records.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Requirements of the implementation of food safety management systems can better meet food safety laws, regulations, and standards;</li> <li>2.2 Requirements of the implementation of food safety management systems can better meet production and operation;</li> <li>2.3 Regulations for the implementation of the food safety standard.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain</p>	

	<p>the following:</p> <p>3.1 Inspection process of food production and operation enterprises;</p> <p>3.2 Rectification measures for non-compliances in various departments of production and operation enterprises.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Teamwork skills;</p> <p>4.3 Summarizing skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety standard is effectively implemented under supervision in accordance with industry standard.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Management Science;</li> <li>2. Computer application;</li> <li>3. Training and publicity.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGEMENT OF PROCUREMENT AND ACCEPTANCE	<b>DUTY NO.</b>	603
<b>TASK TITLE</b>	ORGANIZATION OF REGULAR EVALUATION OF SUPPLIERS	<b>TASK NO.</b>	6031
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to organize the regular evaluation of the suppliers of raw and auxiliary materials for food production and operation enterprises.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Procurement lists of raw and auxiliary materials of food production and operation enterprises;</li> <li>2. The list of suppliers;</li> <li>3. Supplier qualification evidentiary materials;</li> <li>4. Evaluation materials such as suppliers evaluation record table;</li> <li>5. Computers.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Establish lists of departments and personnel to participate in the regular evaluation of suppliers;</li> <li>2. Collect and organize the requirements of each department for suppliers and supplies;</li> <li>3. Collect suppliers' information, qualifications and other materials, and screen them;</li> <li>4. Analyze suppliers' qualifications, technologies and service levels;</li> <li>5. File supplier evaluation record table;</li> <li>6. Plan, organize and implement regular supplier evaluation, and conduct on-site audits of suppliers of raw and auxiliary materials, food additives, and related food products.</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 suppliers' qualifications, technologies and service levels;</li> <li>1.2 Prepare regular supplier evaluation materials.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Food safety laws, regulations, and standards for food raw and auxiliary material, food additives, related food products;</li> <li>2.2 On-site audit standards of suppliers of raw and auxiliary materials, food additives, and related food products.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 The process of regular evaluation of raw and auxiliary material suppliers;</li> <li>3.2 The content of regular evaluation of raw and auxiliary material suppliers;</li> </ol>	

	<p>3.3 Requirements of regular evaluation of raw and auxiliary material suppliers.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Logical analysis skills;</p> <p>4.5 Summarizing skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Regular evaluation of food production and operation enterprises raw and auxiliary material suppliers that meet the requirements of food safety laws, regulations, and standards is organized in accordance with industry standard.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Statistics;</li> <li>2. Report writing;</li> <li>3. Data file arrangement;</li> <li>4. Computer application.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGEMENT OF PROCUREMENT AND ACCEPTANCE	<b>DUTY NO.</b>	603
<b>TASK TITLE</b>	MANAGEMENT OF SUPPLIERS' CREDIT AND EVALUATION RECORDS	<b>TASK NO.</b>	6032
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to manage food production and operation enterprise raw and auxiliary material suppliers' credit and evaluation records.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food production and operation enterprise raw and auxiliary material procurement list;</li> <li>2. List of qualified suppliers;</li> <li>3. Record tables of suppliers' credit and evaluation records;</li> <li>4. Computers.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Collect suppliers' credit information in time;</li> <li>2. Enter suppliers' credit information into the database for management, and maintain and update it regularly;</li> <li>3. Conduct data statistics and evaluation of suppliers' credit information;</li> <li>4. Supervise and guide the timely updating of the supplier list.</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 suppliers' qualifications, technologies and service levels;</li> <li>1.2 Prepare suppliers' credit information.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Requirements of supplier credit evaluation;</li> <li>2.2 Requirements of supplier credit information management.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Standards of supplier credit evaluation;</li> <li>3.2 The management of supplier credit information.</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Communication skills;</li> <li>4.2 Management skills;</li> </ol>	

	<p>4.3 Teamwork skills;</p> <p>4.4 Report writing skills;</p> <p>4.5 Summarizing skills;</p> <p>4.6 Logical analysis skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Credit and evaluation records of food production and operation enterprises raw and auxiliary material suppliers that meet the requirements of food safety laws, regulations, and standards are managed.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Statistics;</li> <li>2. Archive management;</li> <li>3. Computer application.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGEMENT OF HYGIENE AND HEALTH OF FOOD EMPLOYEES	<b>DUTY NO.</b>	604
<b>TASK TITLE</b>	ORGANIZATION OF FOOD SAFETY CLASSIFICATION TRAINING	<b>TASK NO.</b>	6041
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to organize training in accordance with food safety classification training program.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety classification training program of food safety production and operation enterprise;</li> <li>2. Training venue;</li> <li>3. Computers;</li> <li>4. Training materials.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Publish food safety classification training notices for food production enterprises;</li> <li>2. Collect information about the trainers, and confirm the list of trainers;</li> <li>3. Prepare training venue and equipment;</li> <li>4. Conduct training site guidance, check-in and information distribution;</li> <li>5. Maintain order during training, monitor process and prevent risks.</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 process of food safety classification training program for food production and operation enterprise;</li> <li>1.2 Organize training in accordance with food safety classification training program of food production and operation enterprise.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Registration requirements for food safety classification training;</li> <li>2.2 Requirements for the layout of food safety classification training sites.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Basic knowledge of public safety;</li> <li>3.2 Training service specifications.</li> </ol> <p><b>4.0 Essential Skills</b></p>	

	<p>4.1 Communication skills;</p> <p>4.2 Computer application skills;</p> <p>4.3 Organization and coordination skills;</p> <p>4.4 Emergency handling skills;</p> <p>4.5 Teamwork skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety classification training of food production and operation enterprises is completed in accordance with industry standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Archive management;</li> <li>2. Computer application.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGEMENT OF HYGIENE AND HEALTH OF FOOD EMPLOYEES	<b>DUTY NO.</b>	604
<b>TASK TITLE</b>	PREPARATION OF A HYGIENE AND HEALTH MANAGEMENT SYSTEM OF FOOD EMPLOYEES	<b>TASK NO.</b>	6042
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to prepare a hygiene and health management system of food employees as required.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Computers and printers connected to the Internet;</li> <li>2. Office supplies, such as document bags, folders, staplers, etc.;</li> <li>3. The national hygiene and health management system of food employees.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Prepare health examination system for employees;</li> <li>2. Prepare employees' health certificates publicity system;</li> <li>3. Prepare hygiene system for employees' work clothes (caps);</li> <li>4. Prepare personal hygiene system such as hand cleaning and disinfection of employees;</li> <li>5. Prepare employees' food safety protection system;</li> <li>6. Submit the first draft to the Senior Technician or Food Safety Management Engineer for review;</li> <li>7. Revise the reviewed draft to determine the final system.</li> </ol>		<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Collect information needed for preparing hygiene and health management system of food employees;</li> <li>1.2 Determine the format and requirement for preparing hygiene and health management system of food employees.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Basic principles for the preparation of management systems;</li> <li>2.2 National food safety laws and regulations.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Format requirements for preparing hygiene and health management system of food employees;</li> <li>3.2 The process of preparing and revising the management system.</li> </ol> <p><b>4.0 Essential Skills</b></p>	

	<p>4.1 Computer application skills;</p> <p>4.2 Information storage skills;</p> <p>4.3 Information organization skills;</p> <p>4.4 Management skills;</p> <p>4.5 Information destroying skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	A hygiene and health management system for food employees that meets national food safety laws and regulations is prepared in accordance with industry standards.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Statistics;</li> <li>2. Criminalistics.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGEMENT OF FOOD EQUIPMENT AND FACILITY SANITATION	<b>DUTY NO.</b>	605
<b>TASK TITLE</b>	DISPOSAL AND RECTIFICATION OF SANITATION PROBLEMS IN FOOD EQUIPMENT AND FACILITIES	<b>TASK NO.</b>	6051
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to dispose of and rectify in accordance with the sanitation standards of food equipment and facilities.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Sanitation standards for food production facilities;</li> <li>2. Floor plan of each functional area of food production site;</li> <li>3. Facilities and equipment list of each functional area of the food production premise.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Deal with production equipment unqualified in sanitation;</li> <li>2. Deal with workshop floor and sewerage facilities unqualified in sanitation;</li> <li>3. Deal with restroom facilities unqualified in sanitation;</li> <li>4. Deal with hygienically unqualified hand washing, cleaning, and disinfecting facilities;</li> <li>5. Deal with changing room unqualified in sanitation;</li> <li>6. Deal with non-conformities with production water;</li> <li>7. Deal with unqualified insect, rodent and fly prevention facilities;</li> <li>8. Verify the rectification of sanitation problems in food equipment and facilities.</li> </ol>		<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Manage food equipment, facilities, and tools;</li> <li>1.2 Work on and rectify food equipment and facilities problems according to the analysis report.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Requirements for sanitation standard operation procedure of food equipment and facilities;</li> <li>2.2 Sanitation management system for food equipment and facilities.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Sanitation specifications for food production.</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 Learning skills;</li> <li>4.3 Teamwork skills;</li> </ol>	

	<p>4.4 Summarizing skills;</p> <p>4.5 Problem spotting and problem solving skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Compliant and effective disposal and rectification are made in accordance with sanitation standard operation procedures of food production equipment and facilities.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Equipment and facility sanitation monitoring system;</li> <li>2. Regular maintenance system of equipment and facilities.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGEMENT OF FOOD FACILITY SANITATION	<b>DUTY NO.</b>	605
<b>TASK TITLE</b>	DISPOSAL AND RECTIFICATION OF SANITATION ISSUES IN CATERING SERVICE FACILITIES	<b>TASK NO.</b>	6052
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to dispose of and rectify in accordance with the sanitation standards of catering service facilities.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Sanitation standard operation procedures of catering services;</li> <li>2. The floor plan of each functional area of the catering service premise;</li> <li>3. Facilities and equipment list of each functional area of the catering service premise.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Rectify the non-conforming items of the standard architectural structure of catering operations;</li> <li>2. Rectify the non-conforming items of food equipment;</li> <li>3. Rectify the non-conforming items in water supply and waste disposal;</li> <li>4. Rectify the non-conforming items of equipment and supplies used by employees;</li> <li>5. Rectify the non-conforming items of cold dish production;</li> <li>6. Rectify the non-conforming items of tableware cleaning and disinfection;</li> <li>7. Rectify the non-compliant use of refrigerators;</li> <li>8. Rectify the non-conforming items of food sanitation and catering services;</li> <li>9. Rectify the non-conforming items of the catering industry's own hygiene management;</li> <li>10. Verify the rectification of sanitation problems in catering</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 Learn about sanitary requirements and management measures for the catering industry;</li> <li>1.2 Learn about rectification methods of sanitation of facilities in catering service premises.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Requirements of sanitation standard operation procedures in catering service premises;</li> <li>2.2 Management of food equipment, facilities, and tools of catering services;</li> <li>2.3 Sanitation management system of equipment and facilities in catering service places.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Sanitation specifications for food production.</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Communication skills;</li> </ol>	

services.	<p>4.2 Learning skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Summarizing skills;</p> <p>4.5 Problem spotting and problem solving skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Compliant and effective disposal and rectification are made in accordance with sanitation standard operation procedures for food production facilities.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Classification of sanitary problems;</li> <li>2. Data record and analysis.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGEMENT OF FOOD FACILITY SANITATION	<b>DUTY NO.</b>	605
<b>TASK TITLE</b>	DISPOSAL AND RECTIFICATION OF SANITATION PROBLEMS IN FOOD DISTRIBUTION	<b>TASK NO.</b>	6053
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to dispose of and rectify in accordance with the sanitation standards of catering service facilities.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Sanitation standards for food distribution facilities;</li> <li>2. The floor plan of each functional area of the food distribution premise;</li> <li>3. Facilities and equipment list of each functional area of the food distribution premise.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Dispose of and rectify the non-conforming items such as floors, walls, ceilingss, doors, windows, and waste storage containers at the business site;</li> <li>2. Dispose of and rectify the non-conforming items of fly, rodent and dust prevention facilities and equipment of the business site;</li> <li>3. Dispose of and rectify the non-conforming items of tools, containers, or packaging materials and equipment used for storing food;</li> <li>4. Dispose of and rectify non-conforming items of food storage and transportation equipment and facilities such as special purpose vehicles and closed containers;</li> <li>5. Dispose of and rectify non-conforming items of food storage, display, disinfection, cleaning, heat preservation, refrigeration, freezing, and other equipment and facilities.</li> </ol>		<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Manage facilities, equipment, and tools for food distribution;</li> <li>1.2 Rectify the sanitation of facilities in food distribution premises.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Sanitation standard operation procedures for food distribution facilities;</li> <li>2.2 Sanitation management system for food distribution.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Sanitation specifications for food production;</li> <li>3.2 Sanitation rectification methods for the facilities of food distribution premises.</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 Learning skills;</li> </ol>	

	<p>4.3 Teamwork skills;</p> <p>4.4 Summarizing skills;</p> <p>4.5 Problem spotting and problem solving skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	Compliant and effective disposal and rectification are made in accordance with sanitation standard operation procedures for food distribution facilities.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Data recording and management;</li> <li>2. Food safety culture.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGEMENT OF FOOD SAFETY TRACEABILITY	<b>DUTY NO.</b>	606
<b>TASK TITLE</b>	SUPERVISION OF THE IMPLEMENTATION OF FOOD SAFETY TRACEABILITY SYSTEM DOCUMENTS	<b>TASK NO.</b>	6061
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to supervise the implementation of the departments in accordance with the requirements of the supervision program in the food safety traceability system document.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Documentation of the food safety traceability system document confirmed by the food factories;</li> <li>2. Implementation records during the implementation of food safety traceability system documents;</li> <li>3. Supervision plan for food safety traceability system;</li> <li>4. Computers.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Identify the traceability unit;</li> <li>2. Clarify the position of an organization (such as a food factory) in the food chain;</li> <li>3. Determine the direction of food flow and traceability;</li> <li>4. Determine the traceability information;</li> <li>5. Determine the sign and carrier;</li> <li>6. Determine requirements for recording information and managing data;</li> <li>7. Clarify the process for implementing traceability;</li> <li>8. Identify the effectiveness of traceability;</li> <li>9. Assess satisfaction with traceability objectives;</li> <li>10. Determine whether traceability meets the regulation of traceability;</li> <li>11. Collect and sort out historical evidence of confusion, loss of information, and other adverse records.</li> </ol>		<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Clarify the content that needs to be supervised, and design and implement the system;</li> <li>1.2 Determine time intervals and conditions for regulation.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Principles of food safety traceability system design;</li> <li>2.2 Regulations and standards of food safety traceability management.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 The process and the corresponding content of the food safety traceability system implementation;</li> <li>3.2 Food safety traceability technologies.</li> </ol>	

	<p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Logical analysis skills;</p> <p>4.5 Summarizing skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety traceability system is effectively implemented under the supervision in accordance with industry standard.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Report writing;</li> <li>2. Computer application.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	MANAGEMENT OF FOOD SAFETY TRACEABILITY	<b>DUTY NO.</b>	606
<b>TASK TITLE</b>	MANAGEMENT OF FOOD SAFETY TRACEABILITY RECORDS AND DATA	<b>TASK NO.</b>	6062
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to manage the records and data of the food safety traceability system documentation as required.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Documentation of the food safety traceability system document confirmed by the food factories;</li> <li>2. Implementation records during the implementation of food safety traceability system documents;</li> <li>3. Computers;</li> <li>4. Printers;</li> <li>5. Scanners;</li> <li>6. File boxes.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Establish, determine, and solidify record styles;</li> <li>2. Collect documents of food safety traceability records and data;</li> <li>3. Formulate records and data classification standards, and classify and mark the traceability records and data;</li> <li>4. Sort out and keep records and data;</li> <li>5. Manage food safety traceability records and data with advanced means;</li> <li>6. Access relevant information as required.</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 Classify records and data;</li> <li>1.2 Solidify record styles;</li> <li>1.3 Store records and data.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 The requirements of food safety laws, regulations, and standards for food safety traceability records and data management;</li> <li>2.2 Management principles of food safety traceability records and data;</li> <li>2.3 Records and data management system for food safety traceability.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Records and data management standard for food</li> </ol>	

	<p>safety traceability.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety traceability system is effectively implemented in accordance with industry standard.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Report writing;</li> <li>2. Computer application;</li> <li>3. Data file arrangement;</li> <li>4. Information storage;</li> <li>5. Information destroying.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	SELF-INSPECTION AND ASSESSMENT OF FOOD SAFETY RISKS	<b>DUTY NO.</b>	607
<b>TASK TITLE</b>	SUPERVISION OF THE IMPLEMENTATION OF FOOD SAFETY SELF-INSPECTION PLAN	<b>TASK NO.</b>	6071
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to supervise the implementation of the departments in accordance with the requirements of the supervision program in the food safety self-inspection plan.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food workshop under the supervision of Senior Technician or Food Safety Management Engineer.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety self-inspection plan confirmed to be implemented by food production and operation enterprises;</li> <li>2. Implementation records during the implementation of food safety self-inspection scheme;</li> <li>3. Supervision plan for food safety self-inspection plan;</li> <li>4. Computers.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Clarify the scope of food safety self-inspection;</li> <li>2. Clarify the items of food safety self-inspection;</li> <li>3. Clarify the information of food safety self-inspection;</li> <li>4. Determine the sign and carrier;</li> <li>5. Determine requirements for recording information and managing data;</li> <li>6. Clarify the process for implementing self-inspection;</li> <li>7. Sort out historical evidence of confusion, loss of information, and other adverse records.</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 Confirm the content that needs to be regulated, such as pathogenic microorganisms, pesticide residues, etc. in related products, and determine the time interval and conditions for regulation;</li> <li>1.2 Monitor the effectiveness of the food safety self-inspection plan through relevant information such as microbial indicators and pesticide residues of products.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Principles of food safety self-inspection plan design;</li> <li>2.2 Standards and principles of self-inspection;</li> <li>2.3 Methods and skills of self-inspection;</li> <li>2.4 Results and analysis of self-inspection.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p>	

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

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	SELF-INSPECTION AND ASSESSMENT OF FOOD SAFETY RISKS	<b>DUTY NO.</b>	607
<b>TASK TITLE</b>	SUPERVISION OF THE IMPLEMENTATION OF FOOD SAFETY SELF-INSPECTION SCHEME	<b>TASK NO.</b>	6072
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to manage the records and data of the food safety self-inspection scheme documentation as required.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in the food workshop under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. The food safety self-inspection scheme confirmed by the food factories;</li> <li>2. Implementation records during the implementation of food safety self-inspection scheme;</li> <li>3. Computers;</li> <li>4. Printers;</li> <li>5. Scanner;</li> <li>6. File boxes.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Establish, determine, and solidify record styles;</li> <li>2. Collect documents of food safety self-inspection records and data, and ensure their authenticity and completeness;</li> <li>3. Formulate records and data classification standards, and classify and mark the food safety self-inspection records and data;</li> <li>4. Sort out and keep records and data;</li> <li>5. Manage food safety self-inspection records and data with advanced means ( such as computer);</li> <li>6. Access relevant information as required.</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 Classify records and data;</li> <li>1.2 Solidify record styles;</li> <li>1.3 Store records and data.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Requirements of food safety laws, regulations, and standards;</li> <li>2.2 Management principles of food safety self-inspection records and data.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Sanitation management standards for food production enterprises;</li> <li>3.2 Sanitation management standards for food operation</li> </ol>	

	<p>enterprises.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety self-inspection plan and scheme are effectively implemented under the supervision in accordance with industry standard.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Report writing;</li> <li>2. Computer application;</li> <li>3. Data file arrangement;</li> <li>4. Information storage;</li> <li>5. Information destroying.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	EXTERNAL INSPECTION AND CONTINUOUS IMPROVEMENT OF FOOD SAFETY	<b>DUTY NO.</b>	608
<b>TASK TITLE</b>	SUPERVISION OF THE RECTIFICATION OF NON-COMPLIANCES FROM EXTERNAL INSPECTIONS	<b>TASK NO.</b>	6081
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to track and verify the implementation and effectiveness of the external inspection non-compliance corrective actions according to the rectification requirements of external inspections.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety management system;</li> <li>2. External inspection reports;</li> <li>3. The rectification plan of non-compliance from external inspection;</li> <li>4. The rectification scheme of non-compliance from external inspection;</li> <li>5. Work clothes, shoes/boots, cap/hairnet;</li> <li>6. Laboratory coats, shoes/boots, cap/hairnet;</li> <li>7. Computers.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Supervise and urge relevant departments to rectify non-compliances;</li> <li>2. Track the implementation of the rectification plan for non-compliances;</li> <li>3. Report to the management representative and relevant departments the difficulties encountered in the rectification of non-compliances;</li> <li>4. Conduct on-site verification of the completion of the rectification plan of non-compliances and report the verification results, including:               <ol style="list-style-type: none"> <li>(1) Whether the rectification is completed on schedule?</li> <li>(2) Whether the planned</li> </ol> </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 View the rectification records of the responsible department with non-compliance;</li> <li>1.2 View on-site production and on-site production records;</li> <li>1.3 Clarify supervision and implementation procedures and recording forms.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Requirements of rectification plan of non-compliance from external inspection;</li> <li>2.2 Requirements of rectification scheme of non-compliance from external inspection;</li> <li>2.3 Food safety management system related to the rectification of non-compliance from external</li> </ol>	

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

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	EXTERNAL INSPECTION AND CONTINUOUS IMPROVEMENT OF FOOD SAFETY	<b>DUTY NO.</b>	608
<b>TASK TITLE</b>	SUPERVISION OF THE CONTINUOUS IMPROVEMENT OF FOOD SAFETY	<b>TASK NO.</b>	6082
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to track and verify the completion and effectiveness of the continuous improvement of food safety of food production and operation enterprise as required.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety management system;</li> <li>2. Implementation scheme for continuous improvement of food safety;</li> <li>3. Implementation plan for continuous improvement of food safety;</li> <li>4. Work clothes, shoes/boots, cap/hairnet;</li> <li>5. Laboratory coats, shoes/boots, cap/hairnet;</li> <li>6. Computers.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Track and verify the completion and effectiveness of the plan for continuous improvement of food safety;</li> <li>2. Report the difficulties encountered in the implementation of continuous improvement plan;</li> <li>3. Conduct on-site verification of the completion of the continuous improvement plan and report the verification results, including: <ol style="list-style-type: none"> <li>(1) Whether the plan is completed on schedule?</li> <li>(2) Whether the planned measures have been completed?</li> <li>(3) How did the plan work out?</li> <li>(4) Whether the implementation situation is traceable?</li> <li>(5) Whether the document change has been modified in accordance with the</li> </ol> </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 View the rectification records of the responsible department with non-compliance;</li> <li>1.2 View on-site production and on-site production records;</li> <li>1.3 Clarify supervision and implementation procedures and recording forms.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Requirements of food safety laws, regulations, and standards for continuous improvement;</li> <li>2.2 Requirements of the implementation scheme for continuous improvement of food safety;</li> <li>2.3 Requirements of implementation plan for continuous improvement of food safety;</li> <li>2.4 Food safety management system related to continuous improvement.</li> </ol> <p><b>3.0 Theories</b></p>	

<p>document control procedure?  (6) Whether the employee has met the appropriate competencies as required?</p> <p>4. Notify the verification results to the relevant departments of the company;</p> <p>5. Write continuous improvement report.</p>	<p>The person performing this task must be able to explain the following:</p> <p>3.1 Methods of writing continuous improvement reports;</p> <p>3.2 Control procedures for corrective measures.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Computer application skills.</p>
<p><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>The scheme for continuous improvement of food safety is effectively implemented under the supervision in accordance with industry standard.</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE</b></p>	<p><b>Detailed knowledge about:</b></p> <p>1. Report writing;</p> <p>2. Document editing;</p> <p>3. Data analysis.</p>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	EMERGENCY HANDLING OF FOOD SAFETY PROBLEMS	<b>DUTY NO.</b>	609
<b>TASK TITLE</b>	CLASSIFICATION AND HANDLING OF FOOD SAFETY PUBLIC OPINION COMPLAINTS AND REPORTS	<b>TASK NO.</b>	6091
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to accurately classify the information of public opinion, complaints, and reports, and adopt correct and timely handling.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety management system;</li> <li>2. Food safety limits;</li> <li>3. Food product standards;</li> <li>4. Food safety network public opinion disposal plan;</li> <li>5. Food safety emergency response plan;</li> <li>6. Procedures for handling food safety public opinion, complaints and reports;</li> <li>7. Computers and networks.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Pay attention to, view the food safety network public opinion related to the enterprise, and discover the relevant network public opinion;</li> <li>2. Fill in the food safety network public opinion record table;</li> <li>3. Classify and summarize discovered network public opinion;</li> <li>4. Delivery public opinion record table to relevant departments;</li> <li>5. Follow and view customer complaints and reports;</li> <li>6. Fill in customer complaints and reports record table;</li> <li>7. Classify and summarize customer complaints and reports;</li> <li>8. Delivery customer complaints and reports to relevant</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 procedure of food safety network public opinion disposal plan;</li> <li>1.2 Determine procedures for handling customer reports and complaints;</li> <li>1.3 Clarify the form of information classification, summary, and record.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Principles of handling food safety network public opinion;</li> <li>2.2 Principles of handling complaints and reports.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p>	

<p>departments;</p> <p>9. Fill in the emergency measures request form;</p> <p>10. Fill in the customer complaint handling report form.</p>	<p>3.1 Food safety management system;</p> <p>3.2 Food safety network public opinion disposal plan;</p> <p>3.3 Procedures for handling food safety public opinion, complaints and reports;</p> <p>3.4 Food safety emergency response plan.</p> <p><b>4.0 Essential Skills</b></p> <p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Computer application skills;</p> <p>4.5 Logical analysis skills.</p>
<p><b>DESCRIPTION OF THE END PRODUCT / SERVICE</b></p>	<p>The classification and handling of food safety public opinion complaints and reports is effectively implemented in accordance with industry standard.</p>
<p><b>CIRCUMSTANTIAL KNOWLEDGE</b></p>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Office software application;</li> <li>2. Data analysis.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	EMERGENCY HANDLING OF FOOD SAFETY PROBLEMS	<b>DUTY NO.</b>	609
<b>TASK TITLE</b>	PARTICIPATION IN FOOD SAFETY INCIDENT EMERGENCY DRILL	<b>TASK NO.</b>	6092
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to plan food safety incident emergency drills, and evaluate the effectiveness of food safety emergency drills.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Food safety management system;</li> <li>2. Control procedures for food safety emergency preparedness and response;</li> <li>3. Food safety emergency response plans;</li> <li>4. Food safety incident emergency drills;</li> <li>5. Computers;</li> <li>6. Personal protective equipment.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Organize training on emergency knowledge and skills before participating in emergency drills;</li> <li>2. Be familiar with the food safety incident emergency drill, and master the purpose, scope, time, place, method, personnel, materials, process, evaluation, and relevant planning of relevant records of the drill before participating in the drill;</li> <li>3. Participate in food safety incident emergency drills of relevant internal departments;</li> <li>4. Participate in food safety incident emergency drills of relevant external departments.</li> </ol>		<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Clarify responsibilities in emergency drills;</li> <li>1.2 Clarify the process for food safety incident emergency drills.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Principles for emergency handling of food safety incidents;</li> <li>2.2 Management standards for food safety incident emergency drills.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Food safety emergency response plan;</li> <li>3.2 Food safety incident emergency drills.</li> </ol> <p><b>4.0 Essential Skills</b></p>	

	<p>4.1 Communication skills;</p> <p>4.2 Management skills;</p> <p>4.3 Teamwork skills;</p> <p>4.4 Computer application skills;</p> <p>4.5 Logical analysis skills.</p>
<b>DESCRIPTION OF THE END PRODUCT / SERVICE</b>	The food safety emergency response plan is fully understood, food safety incident emergency drill is participated, and drill record is formed.
<b>CIRCUMSTANTIAL KNOWLEDGE</b>	<p><b>Detailed knowledge about:</b></p> <ol style="list-style-type: none"> <li>1. Laws and regulations food safety emergency management;</li> <li>2. Emergency equipment and facilities.</li> </ol>

<b>OCCUPATION</b>	FOOD SAFETY MANAGEMENT TECHNICIAN	<b>OCCUPATION CODE</b>	
<b>DUTY TITLE</b>	EMERGENCY HANDLING OF FOOD SAFETY PROBLEMS	<b>DUTY NO.</b>	609
<b>TASK TITLE</b>	IMPLEMENTATION OF UNQUALIFIED FOOD RECALLS	<b>TASK NO.</b>	6093
<b>PERFORMANCE CRITERIA</b>	The person performing this task must be able to carry out unqualified food recalls in accordance with the relevant management system for food recalls.		
<b>RANGE STATEMENT</b>	<p>The task can be performed in food production and operation enterprise under the supervision of senior technicians or food safety management engineers.</p> <p>The tools and equipment to be used include:</p> <ol style="list-style-type: none"> <li>1. Management system for food recalls;</li> <li>2. Plans of unqualified food recalls;</li> <li>3. Notice of unqualified food recalls;</li> <li>4. Computers;</li> <li>5. Telephones;</li> <li>6. Transport means.</li> </ol>		
<b>EVIDENCE REQUIREMENT</b>			
<b>PRACTICAL PERFORMANCE</b>		<b>UNDERPINNING KNOWLEDGE</b>	
<p>The person performing this task must be able to do the following:</p> <ol style="list-style-type: none"> <li>1. Trace the sales target of the whole batch of food;</li> <li>2. Issue food recall announcements;</li> <li>3. Notify food producers to stop production immediately, notify relevant producers and operators to stop sales, and notify consumers to stop eating;</li> <li>4. Properly store and manage recalled food;</li> <li>5. Take measures such as remediation, harmless treatment, and destruction of recalled foods;</li> <li>6. Report the plan for harmless treatment and destruction of recalled food to the government regulators in advance;</li> <li>7. Report food recalls and disposals to government regulators;</li> <li>8. Record the recalls and disposals.</li> </ol>		<p><b>Detailed knowledge about:</b></p> <p><b>1.0 Methods</b></p> <p>The person performing this task must be able to explain how to:</p> <ol style="list-style-type: none"> <li>1.1 Clarify the methods and procedures of food recalls;</li> <li>1.2 Clarify the disposal methods and procedures of recalled foods;</li> <li>1.3 Solidify record styles of recalls and disposals.</li> </ol> <p><b>2.0 Principles</b></p> <p>The person performing this task must be able to explain the following principles:</p> <ol style="list-style-type: none"> <li>2.1 Principles for the management of food recalls and disposals;</li> <li>2.2 Principles of food recall risk assessment.</li> </ol> <p><b>3.0 Theories</b></p> <p>The person performing this task must be able to explain the following:</p> <ol style="list-style-type: none"> <li>3.1 Management system for food recalls;</li> </ol> <p><b>4.0 Essential Skills</b></p> <ol style="list-style-type: none"> <li>4.1 Communication skills;</li> <li>4.2 Management skills;</li> <li>4.3 Teamwork skills;</li> </ol>	

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

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

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

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

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

<b>DUTIES</b>	<b>TASKS</b>	<b>ENABLERS</b>
employees	4.2 Preparation of a hygiene and health management system of food employees.	<p>to the superiors</p> <ul style="list-style-type: none"> <li>• Document writing skills</li> <li>• Organization and coordination skills</li> <li>• Basic principles for the preparation of management systems</li> <li>• National food safety laws and regulations</li> <li>• Computer application skills</li> <li>• Data management skills</li> <li>• Emergency handling skills</li> </ul> <p><b>Tools and equipment</b></p> <ul style="list-style-type: none"> <li>• Computers and Internet</li> <li>• Shooting tools</li> <li>• Personal protective equipment</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Food safety classification training program of food safety production and operation enterprise</li> <li>• The national hygiene and health management system of food employees</li> </ul> <p><b>Requirements for employees</b></p> <ul style="list-style-type: none"> <li>• Teamwork spirit</li> <li>• Standard consciousness</li> <li>• Integrity</li> <li>• Meticulousness</li> </ul>
5.0 Management of food equipment and facility sanitation	<p>5.1 Disposal and rectification of sanitation problems in food equipment and facilities.</p> <p>5.2 Disposal and rectification of sanitation issues in catering service facilities.</p> <p>5.3 Disposal and rectification of sanitation problems in food distribution.</p>	<p><b>General skills and knowledge</b></p> <ul style="list-style-type: none"> <li>• Report writing skills</li> <li>• Food safety laws and regulations</li> <li>• Basics of food standards</li> <li>• Knowledge of food production and operation management</li> <li>• Literature retrieval skills</li> <li>• Computer application skills</li> <li>• Standardization basics</li> <li>• Knowledge of the management of food equipment and facility sanitation</li> <li>• Good Hygienic Practice for Foods</li> <li>• Knowledge of sanitary requirements and management measures for the catering industry</li> </ul>

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

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

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

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

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