

Model Curriculum

Convenience Food Maker

SECTOR: FOOD PROCESSING
SUB-SECTOR: PACKAGED FOODS
OCCUPATION: PROCESSING
REF ID: FIC/Q8503, V1.0
NSQF LEVEL: 4



Certificate

**CURRICULUM COMPLIANCE TO
QUALIFICATION PACK – NATIONAL OCCUPATIONAL
STANDARDS**

is hereby issued by the

FOOD INDUSTRY CAPACITY AND SKILL INITIATIVE (FICSI)

for the

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: '**Convenience food maker**'
QP No: '**FIC/Q8503, Version 1.0, NSQF Level 4**'

Date of Issuance: **March 30, 2018**

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* Valid up to the next review date of the Qualification Pack

Madhya Varma

Authorised Signatory
(Food Industry Capacity and Skill Initiative)

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Convenience Food Maker

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Convenience Food Maker”, in the “Food Processing” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Convenience Food Maker		
Qualification Pack Name & Reference ID. ID	FIC/Q8503, v1.0		
Version No.	1.0	Version Update Date	30/03/2016
Pre-requisites to Training	Preferably Class 10 and 2-3 years' experience in a packaged food processing unit		
Training Outcomes	After completing this programme, participants will be able to: <ul style="list-style-type: none"> • Operate various convenience food processing machineries; • Plan production sequence as per production order; • Produce various convenience food following specification and standards of the organization; • Observe food safety and hygiene standards at work. 		

This course encompasses 4 out of 4 National Occupational Standards (NOS) of “Convenience Food Maker” Qualification Pack issued by “Food Industry Capacity and Skill Initiative”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction to the training program Theory Duration (hh:mm) 00:30 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Introduce each other and build rapport with fellow participants and the trainer. 	White board/Chart papers, marker
2	Overview of the “Convenience Food Maker” Role Theory Duration (hh:mm) 01:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code	<ul style="list-style-type: none"> Understanding the roles and responsibilities of convenience food maker Awareness of the nature and availability of job opportunities 	Laptop/computer white board, marker, projector, chart papers
3	Introduction to the Food Processing Industry Theory Duration (hh:mm) 01:30 Practical Duration (hh:mm) 00:00 Corresponding NOS Code	<ul style="list-style-type: none"> Define food processing List the various sub sectors of food processing industry 	Laptop, white/black board, marker, chart papers, projector, Trainer’s guide, Student manual
4	Introduction to the packaged food Industry Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm)	<ul style="list-style-type: none"> State the need for processing packaged food List the various units within a packaged food processing unit Describe convenience food State the composition of different convenience food List different varieties of convenience food 	Laptop, white/black board, marker, chart papers, projector, trainer’s guide, student handbook, different types of snack and savoury

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	02:00 Corresponding NOS Code	<ul style="list-style-type: none"> State the composition and nutritive value of convenience foods State the method of testing different convenience food for accepted quality standard List the various products produced in packed food industry 	
5	Introduction to convenience food processing Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code	<ul style="list-style-type: none"> List the machineries used in convenience food processing plant Explain the process of testing convenience food for accepted quality standards Demonstrate the test for checking the quality of convenience food Describe the procedure for organoleptic test of convenience food Describe the procedure for processing various convenience food Identify different equipment used in convenience food industry 	Laptop, white board, marker, chart papers, projector, trainer's guide and student handbook, cleaning machines, destoner, pulverizer, kneader, mixer, roaster, dryer, oven, extruder, packaging machines flaker, machineries blender, Measurement Cane; Weighing balance, Timer, Gas with Burner; Knives, spatulas, packing wrap rolls, measuring cup and spoons, utensils, ladle, ladle with holes, digital hygrometer, Muslin Cloth; Weighing Machine; Milk Stirrer; Thermometer; Test Tube (Glass); Test Tube Holder; Gas with Burner,
6	Organizational standards and norms Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code	<ul style="list-style-type: none"> State the roles and responsibilities of a convenience food maker State how to conduct yourself at the workplace State the personal hygiene and sanitation guidelines State the food safety hygiene standards to follow in a work environment 	Laptop, white board, marker, chart papers, projector, trainer's guide and student handbook, protective gloves, head caps, aprons, safety goggles, safety boots, mouth masks, sanitizer, safety manual
7	Prepare and Maintain Work Area and Process Machineries for production of convenience foods	<ul style="list-style-type: none"> State the materials and equipment used in the cleaning and maintenance of the work area State the common detergents and sanitizers used in cleaning work area and machineries 	Laptop, white board, marker, chart papers, projector, trainer's guide and student handbook, cleaning machines, destoner,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code FIC/N8512</p>	<ul style="list-style-type: none"> State the properties of the cleaning agents used State the methods of cleaning and sanitization Describe CIP method of cleaning Describe SIP method of cleaning Demonstrate the process of preparing the work area for scheduled production Explain the method of managing and disposing waste material Describe the functions to be carried out before starting production State the different types of maintenance procedures Demonstrate how to use tools safely Attend to minor repairs and faults in process machineries Prepare the machines and tools required for production of convenience food 	<p>pulverizer, kneader, mixer, roaster, dryer, oven, extruder, packaging machines flaker, machineries blender, Measurement Cane; Weighing balance, Timer, Gas with Burner; Knives, spatulas, packing wrap rolls, measuring cup and spoons, utensils, ladle, ladle with holes, digital hygrometer, Muslin Cloth; Weighing Machine; Milk Stirrer; Thermometer; Test Tube (Glass); Test Tube Holder; Gas with Burner,</p>
8	<p>Food Microbiology</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 01:40</p> <p>Corresponding NOS Code</p>	<ul style="list-style-type: none"> State the types of food microbes State the causes of food spoilage State the process of food spoilage state the criteria to check food spoilage State the need for food preservation State different types of food preservation processes Explain the method of assessing the quality of produce based on physical parameters 	<p>Laptop, white board, marker, chart papers, projector, trainer's guide and student handbook, samples of fresh and spoiled convenience foods</p>
11	<p>Carry out production of convenience food</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 12:00</p> <p>Corresponding NOS Code FIC/N8513</p>	<ul style="list-style-type: none"> Explain the standard operating procedures followed in a convenience food industry List the ingredients required for production Define convenience food Demonstrate the process of weighing required raw material Demonstrate checking of raw materials through physical tests like visual appearance Fix/change screens and set controls parameters of the cleaning machines Dump raw material into feed hopper of the cleaning machineries or cleaning line conveyor to remove metal, dust, stone, foreign materials, etc. 	<p>Laptop, white board, marker, chart papers, projector, trainer's guide and student handbook, cleaning machines, destoner, pulverizer, kneader, mixer, roaster, dryer, oven, extruder, packaging machines flaker, machineries blender, Measurement Cane; Weighing balance, Timer, Gas with Burner; Knives, spatulas, packing wrap rolls, measuring cup and spoons, utensils, ladle, ladle with holes,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Start the cleaning machines, monitor cleaning process and adjust control if required • Transfer the cleaned raw materials to processing area or store it following storage procedure until further processing • Dispose waste following organization standards • Fix sieves in the sieving machine and transfer raw materials to obtain raw material of required fineness • Fix screens in the pulverizer and set control parameters, feed raw material in feed hopper, and push buttons to start machine to grind grains to required fineness • Set control parameters of roller mill, open chute to feed raw material into National roller mill to remove bran and obtain grain of required fineness • Set controls of drier, roaster, evaporator, etc. and feed raw materials into machines for drying, roasting and evaporation to reduce moisture content • Transfer measured quantity of raw material into trough, add measured quantity of water and start mixer to mix to achieve required moisture content • Transfer measured quantity of raw material, water, ingredients, and other additives into dough kneader, set control parameters and prepare dough of required consistency • Check the quality of prepared raw materials and transfer to the production area for preparing various convenience foods • Refer work order from the supervisor and refer process chart for products produced • Measure required quantity of raw materials, ingredients, additives, seasoning, flavours, etc. and transfer into blending machine • Set control parameters of blending machine and start machine to blend ingredients to prepare convenience mixes such as breakfast cereals, breakfast mixes, bakery mixes, sweet mixes, etc. 	digital hygrometer, Muslin Cloth; Weighing Machine; Milk Stirrer; Thermometer; Test Tube (Glass); Test Tube Holder; Gas with Burner,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Open valves to allow steam to cook grains, control temperature to cool grains, monitor cooking and cooling operation • Set controls of flake rollers and oven to flatten grains to produce breakfast cereals • Measure prepared raw materials and transfer into the feed hopper of extruder to prepare extruded products • Start extruder, feed ingredients and additives in required quantities and sequence to produce extruded breakfast cereals of required shape • Monitor dials and gauges for temperature, pressure etc, of all process equipments, as applicable • Monitor blending, flaking, drying, extrusion operations, and adjust settings as required to obtain products within the specifications • Stop machine, tilt or open chute or start conveyor to transfer produced convenience mixes into container or to the feed hopper of packaging machine • Check the quality of finished products passing out of machines to ensure its specification to organisation and legal standards • Manually weigh the finished product(s), fill in the labelled packaging material and seal (or) start conveyor or manually transfer product(s) into packaging machine • Load packaging materials and labels in packaging machine, set packing quantity and labeling details, start machine to pack finished products • Sample products produced from production line and packed product, and transfer to quality lab for analysis • Place packed and labelled products in cartons and transfer to storage area and store maintaining storage conditions following SOP • Report discrepancies/concerns to department supervisor for immediate action and implement the suggested corrective action 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> Clean the work area, equipments and tools using recommended cleaning agents and sanitizers Attend minor repairs/faults (if any) of all components and machines Ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the SOP or following suppliers instructions/manuals 	
12	Complete documentation and record keeping Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code FIC/N8514	<ul style="list-style-type: none"> State the need for documenting and maintaining records of raw materials, processes and finished products State the method of documenting and recording the details of raw material to final finished product Demonstrate the process of documenting records of production plan, process parameters, and finished products Document daily records in the ERP system effectively 	Laptop, white board, marker, chart papers, projector, trainer's guide and student handbook, logbooks, internal audit register, food safety manual, quality policy etc.
13	Food Safety, Hygiene and Sanitation Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 05:00 Corresponding NOS Code FIC/N9001	<ul style="list-style-type: none"> State the importance of safety, hygiene and sanitation in the baking industry Follow the industry standards to maintain a safe and hygiene workplace Follow HACCP principles to eliminate food safety hazards in the process and products Follow safety practices in the work area 	Laptop, white board, marker, chart papers, projector ,trainer's guide and student handbook, protective gloves, head caps, aprons, safety goggles, safety boots, mouth covers, sanitizer, safety manual ,logbooks etc.
12	Professional and Core Skills Theory Duration (hh:mm) 03:00 Practical Duration (hh:mm) 05:00	<ul style="list-style-type: none"> Undertake a self-assessment test Identify personal strengths and weaknesses Plan and schedule the work order and manage time effectively to complete the tasks assigned Prevent potential problems from occurring 	Laptop, white/black board, marker, chart papers, projector ,Trainer's guide, Student manual

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code	<ul style="list-style-type: none"> Resolve issues and problems using acquired knowledge and realize the importance of decision making Identify potential problems and make sound and timely decision Improve your reading skills State the importance of listening 	
13	IT Skills Theory Duration (hh:mm) 05:00 Practical Duration (hh:mm) 07:00 Corresponding NOS Code	<ul style="list-style-type: none"> Identify parts of the computer Use the computer keyboard effectively to type Use computer applications effectively to record day-to-day activities Use the word processor effectively Use the spreadsheet application effectively Use the computer to document day-to-day activities 	Laptop, white/black board, marker, chart papers, projector, Trainer's guide, Student manual
14	Field Visits Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 30:00 Corresponding NOS Code	<ul style="list-style-type: none"> Observe the factory location, layout and safety aspects of food processing Observe the storage facilities for raw materials and finished products Observe the various machineries used in process Observe the various machineries used in process Observe the cleaning methods and processes followed to maintain the process machineries and tools Observe the raw materials used and their storage procedures Observe the packaging and storage processes of raw material and finished product Observe the post-production cleaning and maintenance process followed in the industry 	All the tools and equipment listed above must be available at the site of field visit
15	Revision Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 02:00 Corresponding NOS Code	<ul style="list-style-type: none"> Revised the knowledge gained so far 	All the tools and equipment listed above must be available at the time of revision
16	Evaluation	<ul style="list-style-type: none"> Assess the knowledge and skills acquired by the participants 	All the tools and equipment listed above

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code		must be available for evaluation
17	On-the-job Training Theory Duration (hh:mm) 30:00 Practical Duration (hh:mm) 65:00 Corresponding NOS Code	<ul style="list-style-type: none"> Apply the skills and knowledge acquired in the training program in the field 	All the tools and equipment listed above must be available on the site at the time of OJT
	Total Duration 240:00 Theory Duration 88:00 Practical Duration 152:00	Unique Equipment Required: Laptop, white board, marker, chart papers, projector, trainer's guide and student handbook , cleaning machines, destoner, pulverizer, kneader, mixer, roaster, dryer, oven, extruder, packaging machines flaker, machineries blender, Measurement Cane; Weighing balance, Timer, Gas with Burner; Knives, spatulas, packing wrap rolls, measuring cup and spoons, utensils, ladle, ladle with holes, digital hygrometer, Muslin Cloth; Weighing Machine; Milk Stirrer; Thermometer; Test Tube (Glass); Test Tube Holder; Gas with Burner,	

Grand Total Course Duration: **240Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [SSC: Food Industry Capacity and Skill Initiative](#))

Trainer Prerequisites for Job role: “Convenience Food Maker” mapped to Qualification Pack: “FIC/Q8503, v1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “FIC/Q8503”, Version 1.0
2	Personal Attributes	An aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training, and pre/post work to ensure competent, employable candidates at the end of the training. Strong communication skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned fields.
3	Minimum Educational Qualifications	<ul style="list-style-type: none"> • M.Sc/M.Tech/ME in Food Technology or Food Engineering with 1-2 years of hands on experience in a packaged food industry • B.Sc (home Sc) /B.Tech/BE in Food Technology or Food Engineering with 2-3 years of hands on experience in a packaged food industry • Diploma in food Technology or Food Engineering (dairy) with 4 years of hand on experience in packaged food industry
4a	Domain Certification	Certified for Job Role: “Convenience Food Maker” mapped to QP: “FIC/Q8503, v1.0”. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted SCORE IS 80 % as per FICSI guidelines.
5	Experience	<ul style="list-style-type: none"> • M.Sc/M.Tech/ME in Food Technology or Food Engineering with 1-2 years of hands on experience in a packaged food industry • B.Sc (home Sc) /B.Tech/BE in Food Technology or Food Engineering with 2-3 years of hands on experience in a packaged food industry • Diploma in food Technology or Food Engineering (dairy) with 4 years of hand on experience in packaged food industry

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Convenience Food Maker
Qualification Pack	FIC/Q8503, v1.0
Sector Skill Council	Food Processing

Sr. No.	Guidelines for Assessment
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5	To pass the Qualification Pack, every trainee should score a minimum of 70% (overall) in every QP
6	The marks are allocated PC wise; however, every NOS will carry a weight age in the total marks allocated to the specific QP

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
1. FIC/N8512: Prepare and maintain work area and process machineries for production of convenience food	PC1. Prepare clean and maintain the cleanliness of the work area using approved sanitizers and keep it free from dust, waste, flies and pests	100	15	5	10
	PC2. Ensure that the work area is safe and hygienic for food processing		20	8	12
	PC3. Dispose waste materials as per defined SOPs and industry requirements		15	6	9
	PC4. Check the working and performance of all machineries and tools used for the process such as destoner, pulverizer, kneader, mixer, roaster, dryer, oven, flaker, extruder, packaging machines etc.		20	8	12
	PC5. Clean the machineries and tools used with approved sanitizers following SOP		10	4	6
	PC6. Place the necessary tools required for process		5	1	4
	PC7. Attend the minor repairs/ faults of all machines, if required		15	3	12
Total			100	35	65

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
2. FIC/N8513: Carry out production of convenience foods	PC1. Check if all process machineries are clean and in good mechanical condition	100	2	0.5	1.5
	PC2. Lubricate machineries for smooth operation		3	0.5	2.5
	PC3. Select and fit machine components like sieves/screens, screws, dies, blades and related attachments to meet operating requirements		3	1	2
	PC4. Start machines and ensure working and performance of required machineries		2	0.5	1.5
	PC5. Receive raw materials (like cereals, pulses, flour, dairy items like milk powder), check weight and visually check for any impurities		2	0.5	1.5
	PC6. Assess raw material quality through physical parameters like colour, appearance, odour etc and verify supplier quality report to ensure it standards to specifications		2	0.5	1.5
	PC7. Fix/change screens and set controls parameters of the cleaning machines		3	1	2
	PC8. Dump raw material into feed hopper of the cleaning machineries or cleaning line conveyor to remove metal, dust, stone, foreign materials etc		3	1	2
	PC9. Start the cleaning machines, monitor cleaning process and adjust control if required		3	1	2
	PC10. Transfer the cleaned raw materials to processing area for further processing or store following storage procedure until further processing		1	0.5	0.5
	PC11. Dispose waste following organization standards		1	0.5	0.5
	PC12. Fix sieves sieving machine, transfer raw materials on sieve to obtain raw material of required fineness		2	0.5	1.5
	PC13. Fix screens in the pulverizer and set control parameters, feed raw material in feed hopper, and push buttons to start machine to grind grains to required fineness		4	1.5	2.5
	PC14. Set control parameters of roller mill, open chute to feed raw material into roller mill to remove bran and obtain grain of required fineness		4	1.5	2.5
	PC15. Set controls of drier, roaster, evaporator etc and feed raw materials		5	2	3

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	into machines for drying, roasting and evaporation to reduce moisture content				
	PC16. Transfer measured quantity of raw material into trough, add measured quantity of water and start mixer to mix to achieve required moisture content		4	1.5	2.5
	PC17. Transfer measured quantity of raw material, water, ingredients, and other additives into dough kneader, set control parameters and prepare dough of required consistency		4	1.5	2.5
	PC18. Check the quality of prepared raw materials and transfer to the production area for preparing various convenience foods		1	0.5	0.5
	PC19. Refer work order from the supervisor and refer process chart for products produced		1	0.5	0.5
	PC20. Measure required quantity of raw materials, ingredients, additives, seasoning, flavours etc and transfer into blending machine		3	1	2
	PC21. Set control parameters of blending machine and start machine to blend ingredients to prepare convenience mixes like breakfast cereals, breakfast mixes, bakery mixes, sweet mixes etc		4	1	3
	PC22. Open valves to allow steam to cook grains, control temperature to cool grains, monitor cooking and cooling operation		4	1.5	2.5
	PC23. Set controls of flake rollers and oven to flatten grains dry grain to produce breakfast cereals		4	1.5	2.5
	PC24. Measure prepared raw materials and transfer into the feed hopper of extruder to prepare extruded products		2	0.5	1.5
	PC25. Start extruder, feed ingredients and additives in required quantities and sequence to produce extruded breakfast cereals of required shape		4	1.5	2.5
	PC26. Monitor dials and gauges for temperature, pressure etc, of all process equipments, as applicable		4	1.5	2.5
	PC27. Monitor blending, flaking, drying, extrusion operations, and adjust settings as required to obtain products within the specifications		4	1.5	2.5

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	PC28. Stop machine, tilt or open chute or start conveyor to transfer produced convenience mixes into container or to the feed hopper of packaging machine		4	2	2
	PC29. Check the quality of finished products passing out of machines to ensure its specification to organisation and legal standards		3	1	2
	PC30. Manually weigh the finished product(s), fill in the labelled packaging material and seal (or) start conveyor or manually transfer product(s) into packaging machine		2	0.5	1.5
	PC31. Load packaging materials and labels in packaging machine, set packing quantity and labeling details, start machine to pack finished products		3	1	2
	PC32. Sample products produced from production line and packed product, and transfer to quality lab for analysis		1	0.5	0.5
	PC33. Place packed and labelled products in cartons and transfer to storage area and store maintaining storage conditions following sop		1	0.5	0.5
	PC34. Report discrepancies/concerns to department supervisor for immediate action and implement the suggested corrective action		2	1	1
	PC35. Clean the work area, equipments and tools using recommended cleaning agents and sanitizers		2	0.5	1.5
	PC36. Attend minor repairs/faults (if any) of all components and machines		2	0.5	1.5
	PC37. Ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the sop or following suppliers instructions/manuals		1	0.5	0.5
			100	35	65
3. FIC/N8514: Complete documentation and record keeping related to production of convenience foods	PC1. document and maintain record of details on raw materials and packaging materials such as raw material variety, name of ingredients/chemicals used, vendor/supplier details, receiving date, date of manufacture, expiry date, quality parameters of raw materials and ingredients/chemicals, supplier quality document, internal quality analysis	100	10	6	4

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	report etc. as per organisation standards				
	PC2. Document and maintain record on observations (if any) related to raw materials and packaging materials		5	3	2
	PC3. Load the raw material details in ERP for future reference		5	3	2
	PC4. Verify the documents and track from finished products to raw materials, in case of quality concerns and during quality management system audits		5	3	2
	PC5. document and maintain records of production plan with details such as product details, equipments and machinery details, efficiency and capacity utilization of equipment		10	6	4
	PC6. document and maintain records of process details such as raw material variety, process parameters (temperature, pressure, time etc. as applicable) for entire production and packaging in process chart or production log for product produced		15	9	6
	PC7. Document and maintain records of batch size, production yield, wastage of raw materials, energy utilization and final product produced		10	6	4
	PC8. Document and maintain record of observations or deviations		5	3	2
	PC9. Load the production plan and process details in ERP for future reference		5	3	2
	PC10. Verify documents and track from finished product to ingredients, in case of quality concerns and for quality management system audit		5	3	2
	PC11. Document and maintain records of finished products		3	2	1
	PC12. Document and maintain records of the finished product details as per organizational standards		7	4	3
	PC13. Document and maintain record on observations or deviations (if any) related to finished products		5	3	2
	PC14. Load the finished product details in ERP for future reference		5	3	2
	PC15. Verify the documents and track from finished product to ingredients, in case of quality concerns and for quality management system audits		5	3	2

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	Total		100	60	40
4. FIC/N9001: Food Safety, hygiene and sanitation for processing food products	PC1. Comply with food safety and hygiene procedures followed in the organization	100	5	2	3
	PC2. Ensure personal hygiene by use of gloves, masks, hair net, ear plugs, boots etc.		6	1	5
	PC3. Ensure hygienic production of food by inspecting raw materials, ingredients, finished products etc for compliance to physical, chemical and microbiological procedures		5	2	3
	PC4. Pack products in appropriate packaging material, label and store them in designated area free from pests, flies etc.		10	4	6
	PC5. Clean, maintain and monitor food processing equipments periodically, using it only for the specified purpose		5	2	3
	PC6. Use safety equipment such as fire extinguisher, eye wash unit, first aid kit when required		10	4	6
	PC7. Follow housekeeping practices by having designated area for machines/tools		5	2	3
	PC8. Follow industry standards like GMP, HACCP and product recall		10	4	6
	PC9. Attend training on hazard management to understand type of physical, chemical and microbiological hazards		5	1	4
	PC10. Identify, document and report problems such as rodents and pests to management		5	1	4
	PC11. Conduct workplace checklist audit before and after work to ensure safety and hygiene		5	1	4
	PC12. Document and maintain raw material, process, packaging material to maintain the effectiveness of quality system		4	1	3
	PC13. Determine the quality of food using criteria such as odor, color, taste and best before date and take immediate measures to prevent spoilage		5	2	3
	PC14. Store raw materials, finished products and allergens separately to prevent cross contamination		5	2	3
	PC15. Label raw materials and finished products and store them in different		5	2	3

Assessable Outcome	Assessment Criteria	Total Mark (600)	Out Of	Marks Allocation	
				Theory	Skills Practical
	storage areas according to safe food practices				
	PC 16. Follow stock rotation based on FEFO/FIFO		10	4	6
	Total		100	35	65
	Grand Total	400	400	300	100
	Percentage Weightage		100	60%	40%
	Minimum Pass% to qualify (aggregate):			70%	

