

# Model Curriculum

## Offal Collector and Utilizer

**SECTOR: FOOD PROCESSING**  
**SUB-SECTOR: MEAT & POULTRY**  
**OCCUPATION: PROCESSING**  
**REF ID: FIC/Q3005, 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

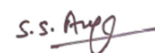
**MODEL CURRICULUM**

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: 'Offal Collector and Utilizer' No. 'FIC/Q3005, NSQF Level 4'

Date of Issuance: 04 September, 2018

Valid up to: 30 June, 2019

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



Authorized Signatory  
(Food Industry Capacity and Skill Initiative)

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# Offal Collector and Utilizer

## CURRICULUM / SYLLABUS

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

<b>Program Name</b>	<b>Offal Collector and Utilizer</b>		
<b>Qualification Pack Name &amp; Reference ID.</b>	FIC/Q3005, v1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	04/09/2018
<b>Pre-requisites to Training</b>	Preferably Class 5		
<b>Training Outcomes</b>	<b>After completing this programme, participants will be able to:</b> <ul style="list-style-type: none"> <li>• prepare and maintain work area and process machineries for offal collection and utilization,</li> <li>• prepare for offal collection and utilization,</li> <li>• carry out offal collection and utilization,</li> <li>• document and record various process parameters related to offal collection and utilization,</li> <li>• apply food safety and hygiene standards at work.</li> </ul>		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Offal Collector and Utilizer” Qualification Pack issued by “Food Industry Capacity and Skill Initiative”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Introduction to Training Program and Overview of Food Processing Industry</b></p> <p><b>Theory Duration</b> (hh:mm) 02:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>Define food processing</li> <li>List the various sub sectors of food processing industry</li> <li>List the various units within an offal collection unit</li> <li>State the roles and responsibilities of an offal collector</li> <li>List various machineries used in offal collection unit</li> <li>Explain the process of testing offal for accepted quality standard</li> </ul>	
2	<p><b>Organizational Standards and Norms</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> FIC/N3014</p>	<ul style="list-style-type: none"> <li>State how to conduct yourself at the workplace</li> <li>State the personal hygiene and sanitation guidelines</li> <li>State the food safety hygiene standards to follow in a work environment</li> </ul>	Protective Gloves, Head Caps, Lab Coat, Safety Goggles, Safety Boots, Mouth Masks, Sanitizer, Food Safety Manual
3	<p><b>Prepare and maintain work area and process machineries for offal collection and utilization</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 20:00</p>	<ul style="list-style-type: none"> <li>State the materials and equipment used in the cleaning and maintenance of the work area</li> <li>State the common detergents and sanitizers used in cleaning work area and machineries</li> <li>State the methods of cleaning and sanitization</li> <li>Perform the process of preparing the work area for scheduled production</li> <li>Describe the functions to be carried out before starting the collection process</li> <li>State the different types of maintenance procedures</li> <li>Conduct minor repairs and faults in process machineries</li> </ul>	Knives, Tripe Scalding/Washer, Head Splitter/Puller, Intestine Processing Machines, De-Sliming Machine, Crusher, Cooking Kettle, Centrifuge, Screw Press, Drier, Pulverizer, Packaging Machineries, Protective Gloves, Head Caps, Lab Coat, Safety Goggles, Safety Boots, Mouth Masks, Sanitizer, Food Safety Manual

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<b>Corresponding NOS Code</b> FIC/N3012	<ul style="list-style-type: none"> <li>Prepare the machines and tools required for offal collection</li> </ul>	
4.	<b>Prepare for offal collection and utilization</b>  <b>Theory Duration</b> (hh:mm) 10:00  <b>Practical Duration</b> (hh:mm) 20:00  <b>Corresponding NOS Code</b> FIC/N3013	<ul style="list-style-type: none"> <li>Demonstrate the working and performance of each equipment required for process</li> <li>Illustrate calculating the process time for handling offal</li> <li>Follow the plan to utilize machineries for offal collection and utilization to obtain quality and yield, optimize process and save energy</li> <li>Demonstrate sharpening and adjusting cutting equipment</li> <li>Demonstrate sterilizing of tools and equipments</li> </ul>	Knives, Tripe Scalding/Washer, Head Splitter/Puller, Intestine Processing Machines, De-Sliming Machine, Crusher, Cooking Kettle, Centrifuge, Screw Press, Drier, Pulverizer, Packaging Machineries, Protective Gloves, Head Caps, Lab Coat, Safety Goggles, Safety Boots, Mouth Masks, Sanitizer, Food Safety Manual
5.	<b>Carry out offal collection and utilization</b>  <b>Theory Duration</b> (hh:mm) 20:00  <b>Practical Duration</b> (hh:mm) 40:00  <b>Corresponding NOS Code</b> FIC/N3014	<ul style="list-style-type: none"> <li>Perform a check if all the machineries are clean and in good working conditions</li> <li>List the different machineries involved in offal collection and utilization</li> <li>State the working of machineries involved in the collection process</li> <li>Demonstrate assembling of all components of machines</li> <li>Perform a pre check on all machineries</li> <li>Carry out collection of offal</li> <li>Demonstrate the utilization of the offal collected</li> <li>Analyze the quality of finished product</li> <li>Carry out packing of finished product</li> <li>Demonstrate cleaning the machineries used with recommended sanitizers following CIP (clean-in-place) procedure</li> <li>Demonstrate cleaning the equipment and tools used using recommended cleaning agents and sanitizers</li> </ul>	Knives, Tripe Scalding/Washer, Head Splitter/Puller, Intestine Processing Machines, De-Sliming Machine, Crusher, Cooking Kettle, Centrifuge, Screw Press, Drier, Pulverizer, Packaging Machineries, Protective Gloves, Head Caps, Lab Coat, Safety Goggles, Safety Boots, Mouth Masks, Sanitizer, Food Safety Manual

Sr. No.	Module	Key Learning Outcomes	Equipment Required
6.	<p><b>Complete documentation and record keeping related to offal collection and utilization</b></p> <p><b>Theory Duration</b> (hh:mm) 13:00</p> <p><b>Practical Duration</b> (hh:mm) 05:00</p> <p><b>Corresponding NOS Code</b> FIC/N3015</p>	<ul style="list-style-type: none"> <li>State the need for documenting and maintaining records of raw materials, processes and finished products</li> <li>State the method of documenting and recording the details of raw material to final finished product</li> <li>Demonstrate the process of documenting records of production plan, process parameters, and finished products</li> </ul>	Food Safety Manual, Log Books.
7.	<p><b>Food Safety, Hygiene and Sanitation for Packaging Food Products</b></p> <p><b>Theory Duration</b> (hh:mm) 15:00</p> <p><b>Practical Duration</b> (hh:mm) 35:00</p> <p><b>Corresponding NOS Code</b> FIC/N9001</p>	<ul style="list-style-type: none"> <li>State the importance of safety, hygiene and sanitation in the baking industry</li> <li>Apply the industry standards to maintain a safe and hygiene workplace</li> <li>Apply HACCP principles to eliminate food safety hazards in the process and products</li> <li>Apply safety practices in the work area</li> </ul>	Protective Gloves, Head Caps, Aprons, Safety Goggles, Safety Boots, Mouth Covers, Sanitizer, Food Safety Manual ,Log Books etc.
8.	<p><b>Professional and Core Skills</b></p> <p><b>Theory Duration</b> (hh:mm) 06:00</p> <p><b>Practical Duration</b> (hh:mm) 10:00</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>Undertake a self-assessment test to identify personal strengths and weaknesses</li> <li>Follow the work order and manage time effectively to complete the tasks assigned</li> <li>State the importance of decision making</li> <li>Identify potential problems and make sound and timely decision</li> <li>State the importance of listening</li> </ul>	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
9.	<b>IT Orientation</b>  <b>Theory Duration</b> (hh:mm) 06:00  <b>Practical Duration</b> (hh:mm) 10:00  <b>Corresponding NOS Code</b> FIC/N3015	<ul style="list-style-type: none"> <li>Identify parts of the computer</li> <li>Use the computer keyboard effectively to type</li> <li>Use ERP effectively to record day-to-day activities</li> <li>Use the word processor effectively</li> <li>Use the spreadsheet application effectively</li> <li>Use the computer to document day-to-day activities</li> </ul>	Computer/Laptop
	<b>Total Duration</b> <b>240:00</b>  <b>Theory Duration</b> <b>90:00</b>  <b>Practical Duration</b> <b>150:00</b>	<b>Unique Equipment Required:</b> Knives, Tripe Scalding/Washer, Head Splitter/Puller, Intestine Processing Machines, De-Sliming Machine, Crusher, Cooking Kettle, Centrifuge, Screw Press, Drier, Pulverizer, Packaging Machineries, Protective Gloves, Head Caps, Lab Coat, Safety Goggles, Safety Boots, Mouth Masks, Sanitizer, Food Safety Manual, Log Books, Computer/Laptop	

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

Recommend OJT Hours: **90Hours, 0 Minutes**

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



## Trainer Prerequisites for Job role: “Offal Collector and Utilizer” mapped to Qualification Pack: “FIC/Q3005, v1.0”

Sr. No.	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “FIC/Q3005”, Version 1.0
2	<b>Personal Attributes</b>	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	<b>Minimum Educational Qualifications</b>	<ul style="list-style-type: none"> <li>• M.Sc/M.Tech/ME in Food Technology or Food Engineering with 1-2 years of hands on experience in a Meat industry or</li> <li>• B.Sc (home Sc) or graduate/B.Tech/BE in Food Technology or Food Engineering with 2-3 years of hands on experience in a Meat industry or Diploma in Food Technology or Food Engineering with 4 years of hand on experience in Meat industry</li> </ul>
4a	<b>Domain Certification</b>	Certified for Job Role: “Offal Collector and Utilizer” mapped to QP: “FIC/Q3005, v1.0”. Minimum accepted score is 80%
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score is 80 % as per SSC guidelines.
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>• M.Sc/M.Tech/ME in Food Technology or Food Engineering with 1-2 years of hands on experience in a Meat industry or</li> <li>• B.Sc (home Sc) or graduate/B.Tech/BE in Food Technology or Food Engineering with 2-3 years of hands on experience in a Meat industry or Diploma in Food Technology or Food Engineering with 4 years of hand on experience in Meat industry</li> </ul>

## Annexure: Assessment Criteria

<b>CRITERIA FOR ASSESSMENT OF TRAINEES</b>	
<b>Job Role</b>	<b>Offal Collector and Utilizer</b>
<b>Qualification Pack</b>	<b>FIC/Q3005, v1.0</b>
<b>Sector Skill Council</b>	<b>Food Processing</b>

### **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. Assessment will be conducted for all compulsory NOS, as well as the selected elective NOS/set of NOS.  
OR
4. Assessment will be conducted for all compulsory NOS, as well as the selected optional NOS/set of NOS.
5. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
6. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
7. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
8. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

		Total Mark	Out Of	Marks Allocation	
				Theory	Skills Practical
<b>1. FIC/N3012: Prepare and maintain work area and process machineries for offal collection and utilization</b>	PC1. Clean and maintain the cleanliness of the work area using approved sanitizers and keep it free from dust, waste, flies and pests	<b>100</b>	25	10	15
	PC2. Ensure that the work area is safe and hygienic for food processing		10	3	7
	PC3. Dispose waste materials as per defined SOPs and industry requirements		15	5	10
	PC4. Check the working and performance of all machineries and tools used for process like knives, tripe scalding/washer, head splitter/ puller, intestine processing machines, desliming machine, crusher, cooking kettle, centrifuge, screw press, drier, pulverizer and packaging machines		15	5	10
	PC5. Clean the machineries and tools used with approved sanitizers following SOP		15	5	10
	PC6. Place the necessary tools required for process		5	2	3
	PC7. Attend to the minor repairs/ faults of all machines, if required		15	5	10
			<b>100</b>	<b>35</b>	<b>65</b>
<b>2. FIC/N3013: Prepare for offal collection and utilization</b>	PC1. Ensure the working and performance of each equipment required for process	<b>100</b>	15	5	10
	PC2. Calculate the process time for handling offal		10	4	6
	PC3. Plan to utilize machineries for offal collection and utilization to obtain quality and yield, optimize process and save energy		3	1.5	1.5
	PC4. Allot responsibilities/ work to the assistants and helpers		2	0.5	1.5
	PC5. Read and understand the production order from the supervisor		5	2	3
	PC6. Ensure working and performance of required machineries and tools		20	8	12
	PC7. Sharpen and adjust cutting equipment		15	5	10
	PC8. Sterilize the tools and equipments		20	5	15
	PC9. Keep the tools accessible to attend repairs/faults in case of breakdown		10	4	6
			<b>100</b>	<b>35</b>	<b>65</b>
<b>3. FIC/N3014: Carry out offal collection and utilization</b>	PC1. Collect blood from the stunned and bleeding animal carefully to avoid contamination, transfer whole blood immediately to refrigeration/cold storage room and store maintaining storage parameters until transfer to blood processing unit		3	1	2
	PC2. Collect the pulled hide and transfer to		3	1	2

	offal processing line, flesh the hide to recover meat trimmings and fat, apply salt (or) chill and sent to the tannery to produce leather products				
	PC3. Collect the cut head of slaughtered animal/bird from the slaughter line and transfer to the offal processing line, clean head with water, remove edible meat from head using knife, remove tongue and brain, place edible meat in appropriate edible offal trays and in-edible meat in inedible offal tray		3	1	2
	PC4. Trim tongue to remove all the hyoid bones, tonsils, and mucous membranes		2	0.5	1.5
	PC5. Collect the eviscerated viscera (internal organs) from the offal collection table and move to the offal processing area/viscera table, inspect the viscera for signs of disease or contaminations, if found contaminated remove from offal processing line		3	1	2
	PC6. Cut off the edible offal such as liver, heart, stomach, spleen, gall bladder, gizzard, etc. And place them in the appropriate trays, detach the inedible offal and allow it to fall into evisceration tray		5	1	4
	PC7. Trim excess fat and tissue from muscles, intestines, and organs; remove lungs and other unwanted material using the serrated lung removal machine or other appropriate tool and place it in the inedible offal tray		3	1	2
	PC8. Separate membrane from windpipe, skin outer tissue of gut and open and rinse tripe (the rumen and reticulum of ruminants) with water to remove internal linings		3	1	2
	PC9. Separate small intestines from large intestine; flush intestines with water manually or by placing intestine in intestine cleaning machine to remove paunch manure (partially digested feed) to obtain intestine casing		3	1	2
	PC10. Remove water, slime, and foreign matter from intestine manually (or) place intestine casing in the de-sliming machine and start machine to strip, degrease and remove the mucus from the small and large intestines		3	1	2
	PC11. Bleach casings (intestines) by soaking them in salt solution for use as		3	1	2

	sausage casing, cut ends of animal tail and trim loose tissues and flush bladders with water			
	PC12. Collect kidney usually cut and removed from the refrigerated carcass and transfer to offal processing area/viscera table, trim, wash and rinse, and transfer into edible offal tray	3	1	2
	PC13. Sort the viscera according to condition, and discard diseased or damaged parts, inspect the edible offal through veterinary inspector	3	1	2
	PC14. Start water spraying system and wash sorted parts and place them in designated containers, pack the edible offal in suitable packaging material	2	0.5	1.5
	PC15. Set control parameters like temperature, humidity, rate of air circulation etc of refrigeration/cold storage room and maintain control parameters during storage period	3	1	2
	PC16. Transfer sorted and packed edible offal into the refrigeration/cold storage room and store maintaining storage parameters	2	0.5	1.5
	PC17. Dispose inedible offal following organisation and industrial standards (or) collect inedible by-products such as fat, head, hair, bone and condemned offal generated during various stages of meat processing; transfer to the rendering plant for converting waste into edible and inedible value added products	3	1	2
	PC18. Receive inedible by-products such as fat, head, hair, bone and condemned offal from meat processing unit in the rendering plant to separate fat, water and protein residues for production of edible lards and dried protein residues	3	1	2
	PC19. Set controls of the crusher, transfer fat trimmings into crusher to reduce size to improve cooking and start belt conveyor to transfer crushed fat trimmings into melt tank; set temperature of melt tank to heat the material	3	1	2
	PC20. Set controls of cooking kettle (horizontal steam jacketed vessel) like temperature, pressure etc, set speed of agitator of cooking kettle, open valves to allow steam, start pump to pump melted fatty tissue into cooking kettle to cook to specified	2	0.5	1.5

	temperature and time following sop to rupture fat cells				
	PC21. Set controls of centrifuge (like speed, time etc) or percolator drain pans (which contains screens to separate liquid and solid) or drainer (in case of continuous process), transfer cooked material into centrifuge/ percolator drain pan / drainer and start machine to separate protein solids from melted fat and water (liquid)		2	0.5	1.5
	PC22. Set controls like pressure, speed etc of screw press, transfer solid protein into screw press, start machine to press and remove residual fat and solids (called cracklings)		2	0.5	1.5
	PC23. Start pump to transfer separated fat from percolator drain pan/centrifuge, and from screw press into crude animal fat tank		2	0.5	1.5
	PC24. Set controls of mill/ pulverizer, fix screen to achieve required fineness, transfer protein solids (cracklings) into mill, start machine to grind and sieve through screen to produce protein meal, collect in protein meal storage hopper, pack as pet food		2	0.5	1.5
	PC25. Set controls of second centrifuge like speed, time (or) set controls of vacuum evaporator like temperature, pressure, open valves to allow steam, start pump to transfer fat and water mixture from crude animal fat tank to separate fat and water and any remaining protein		3	1.5	1.5
	PC26. Discard water sludge, start pump to transfer edible fat (polished fat) into animal fat storage tank, store maintaining storage parameters		3	1.5	1.5
	PC27. Receive whole blood in the blood processing unit, add anti-coagulant (like sodium citrate, phosphate) following sop (or) set controls like temperature, pressure, time etc, open valve to allow steam to pass through steam-injected inclined tubular vessel, allow blood to pass through tubular vessel to coagulate whole blood		3	1	2
	PC28. Place coagulated blood in centrifuge and set controls like speed, time etc and start machine to separate blood solids (plasma) and liquid (serum)		2	0.5	1.5
	PC29. Set controls like temperature, rate of air flow, time etc of blood solid		3	1.5	1.5

	drier(like rotary drier) transfer blood solid into drier, monitor gauge and adjust controls to maintain control parameters during process to obtain dried blood			
	PC30. Remove dried blood from drier, cool, pack and store following sop for use in food industry to prepare product like food additives, in pharmaceuticals, as fertilizers, animal food and for other numerous industrial applications	2	1	1
	PC31. Set controls of batch cooker like temperature, pressure etc, transfer bird feather and animal hair into cooker and cook to prepare moist meal product containing amino acids	3	1	2
	PC32. Set controls of drier like temperature, hot air flow etc, transfer moist meal product of bird feather and animal hair, start drier to dry meal and obtained dried meal, transfer dried meal to storage tank, pack for use as digestible protein source for feed use	3	1	2
	PC33. Set controls of cooking tank like temperature, pressure, etc, transfer bone, open valve to allow steam to cook bone and separate oil and solid, set controls of screw press like pressure, transfer solid and start machine to press solid to obtain residual oil	3	1	2
	PC34. Set controls of drier like temperature, hot air flow etc, transfer solid portion, start drier to dry material, transfer dried material into the mill hopper, fix sieve in the mill, start mill to grind and sieve material to obtain meat and bone meal, collect and store material in storage tank, pack for use as protein source in food, oil is extracted to produce grease	3	1	2
	PC35. Clean the work area, machineries, equipment and tools using recommended cleaning agents and sanitizers	2	1	1
	PC36. Attend minor repairs/faults of all machines (if any)	2	1.5	0.5
	PC37. Ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the sop or following suppliers instructions/manuals	2	1.5	0.5
		<b>100</b>	<b>35</b>	<b>65</b>

<b>4. FIC/N3015: Complete documentation and record keeping related to offal collection and utilization</b>	PC1. Document and maintain record on details of raw materials (edible and in-edible offal of meat and poultry) and packaging materials like details of meat and poultry offal collected, species, weight of edible and in-edible offal, name of organ collected as edible and in-edible offal, temperature of offal, weight of offal collected, quality of offal, physical properties of offal etc, supplier details, receiving date/ date of manufacture, expiry date, supplier quality document, quality parameters of all raw materials, internal quality analysis report etc, as per	<b>100</b>	10	6	4
	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 on process details like type and species of meat and poultry processed, process performed for offal collection and utilization, machineries and tools used, process parameters (like temperature, time, pressure etc as applicable) for entire production and packaging in process chart or production log for all edible and in-edible offal collected and utilized		15	9	6
	PC7. Document and maintain records on batch size, meat and poultry processed, edible and in-edible offal generated, yield of edible and in-edible value added products, production yield, wastage of offal energy utilization and final products (edible offal, value added products from edible and in-edible offal) 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
			<b>100</b>	<b>60</b>	<b>40</b>
<b>5. FIC/N9001: Food Safety, hygiene and sanitation for processing food products</b>	PC1. Comply with food safety and hygiene procedures followed in the organization	<b>100</b>	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 storage areas according to safe food practices		5	2	3
	PC 16. Follow stock rotation based on FEFO/FIFO		10	4	6
			<b>100</b>	<b>35</b>	<b>65</b>