

Model Curriculum

Traditional Snack and Savoury Maker

SECTOR: FOOD PROCESSING
SUB-SECTOR: PACKAGED FOODS
OCCUPATION: PROCESSING
REF ID: FIC/Q8501, 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: 'Traditional Snack and Savoury Maker' QP No. 'FIC/Q8501, 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)

TABLE OF CONTENTS

1. <u>Curriculum</u>	01
2. <u>Trainer Prerequisites</u>	12
3. <u>Annexure: Assessment Criteria</u>	13

Traditional Snack and Savoury Maker

CURRICULUM / SYLLABUS

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

Program Name	Traditional Snack and Savoury Maker		
Qualification Pack Name & Reference ID. ID	FIC/Q8501, v1.0		
Version No.	1.0	Version Update Date	04/09/2018
Pre-requisites to Training	Preferably Class 8 and 0-1 year experience in a snack and savoury processing unit		
Training Outcomes	After completing this program, participants will be able to: <ul style="list-style-type: none"> • Prepare and maintain work area and process machineries, • Prepare for production of snack & savoury, • Prepare raw material for production of snack & savoury, • Produce various traditional snack and savoury following specification and standards of the organization, • Document and keep records related to traditional snack and savoury, • Apply food safety and hygiene standards at work. 		

This course encompasses 6 out of 6 National Occupational Standards (NOS) of “Traditional Snack and Savoury Maker” Qualification Pack issued by “Food Industry Capacity and Skill Initiative”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p>Introduction to the training program and overview of the traditional snack & savoury role</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Introduce each other and build rapport with fellow participants and the trainer. Explain the roles and responsibilities of traditional snack and savoury maker Define food processing Describe the various sub sectors of food processing industry Describe the various units within a traditional snack and savoury processing unit State the composition of different snack and savoury List different varieties of traditional snack and savoury State the composition and nutritive value of the traditional snack and savoury State the method of testing traditional snack and savoury for accepted quality standard List the various products produced in snack and savoury industry List the machineries used in traditional snack and savoury processing plant Demonstrate the test for checking the quality of snack and savoury Describe the procedure for organoleptic test of snack and savoury Describe the procedure for processing traditional snack and savoury Identify different equipment used in traditional snack and savoury plant State the personal hygiene and sanitation guidelines State the food safety hygiene standards to follow in a work environment 	
2	<p>Prepare and Maintain Work Area and Process Machineries for making snack and savoury</p>	<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 	cleaning machines, extruder, vegetable washer, vegetable peeler, pulveriser, fryer, roaster, blender, strainer, canning machineries blender,

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Theory Duration (hh:mm) 15:00 Practical Duration (hh:mm) 12:00 Corresponding NOS Code FIC/N8501	<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 traditional snack and savoury 	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,
3	Food Microbiology Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 08:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> State the types of food microbes Describe the causes of food spoilage Explain 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 	
4	Prepare for production of snack and savoury Theory Duration (hh:mm) 09:00 Practical Duration (hh:mm) 15:00 Corresponding NOS Code FIC/N8502	<ul style="list-style-type: none"> State the method of supporting in planning production Follow the process of calculating batch size based on production order Explain the process of calculating raw material requirement Illustrate the process of calculating packaging material and manpower requirement 	cleaning machines, extruder, vegetable washer, vegetable peeler, pulveriser, fryer, roaster, blender, strainer, canning 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

Sr. No.	Module	Key Learning Outcomes	Equipment Required
			Machine; Milk Stirrer; Thermometer; Test Tube (Glass); Test Tube Holder; Gas with Burner,
5	<p>Prepare raw material for production of snack and savoury</p> <p>Theory Duration (hh:mm) 11:00</p> <p>Practical Duration (hh:mm) 13:00</p> <p>Corresponding NOS Code FIC/N8503</p>	<ul style="list-style-type: none"> • Illustrate the process of receiving raw materials (legumes, pulses, dal, oil seeds, spices, vegetables etc) from supplier and check weight • Illustrate the process of operating de-stoner machine and dumping raw materials in feed hopper • Demonstrate the process of using pulverizer and checking the fineness of the raw material • Demonstrate the process of transferring raw material until further processing method or storage method • Illustrate the process of removing dirt and soil from fruits and vegetables • Demonstrate the process followed in the process line • Demonstrated the process of making evaporated milk (khoya) • Demonstrate the process of checking the consistency of evaporated milk • Describe suitable storage condition for khoya • Demonstrate the process of preparing sugar syrup • Demonstrate the process of checking consistency of sugar syrup using refractometer 	<p>cleaning machines, extruder, vegetable washer, vegetable peeler, pulveriser, fryer, roaster, blender, strainer, canning 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>
6	<p>Prepare snack and savoury products</p> <p>Theory Duration (hh:mm) 13:00</p> <p>Practical Duration (hh:mm) 42:00</p> <p>Corresponding NOS Code FIC/N8504</p>	<ul style="list-style-type: none"> • Explain the standard operating procedures followed in a traditional snack and savoury industry • List the ingredients required for production • Describe different types of traditional snack and savoury • Illustrate the process of weighing required raw material • Demonstrate the process of adding measured quantity of ingredients into hot sugar syrup in sequence following formulation in cooking kettle/steam jacketed kettle • Follow the process of setting controls like temperature, pressure, time etc of steam jacketed kettle, 	<p>cleaning machines, extruder, vegetable washer, vegetable peeler, pulveriser, fryer, roaster, blender, strainer, canning 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</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>opening valves of steam (or) light burner to cook ingredients, stirring manually or set controls like speed of stirrer to stir mechanically</p> <ul style="list-style-type: none"> • Demonstrate the process of cooking different snack and savouries • Illustrate the process of transferring measured quantity of hot/warm sugar syrup into container, adding fried snack (like gulab jamoon) and allowing to soak for specified time • Demonstrate setting control parameters for different equipment • Follow the process of transfer ring cooked product (like rasgulla, rasmalai etc) into sugar syrup or coloured sweetened milk with sliced nuts, allow finished product to soak for specified time and store maintaining storage temperature • Demonstrate feeding of dough in hopper for continuous snack making machine • Illustrate starting of machine, observe cutting of dough to required weight, shaping of dough to required shape, frying/cooking of dough, dropping of fried snack into soaking tank, allow to soak for specified time following sop • Check the quality of prepared snack by physical parameters • Demonstrate process of sampling packed product and transferring to lab for quality analysis • Demonstrate feeding of flattened cans into can forming machine and operate machine to form cans • Demonstrate feeding product and sugar syrup in the filling machine, set filling machine for weight and volume, start machine for solid and sugar syrup filling • Illustrate loading cans in retort and closing, setting pressure and time of retort, opening valves to admit steam to sterilize canned product • Demonstrate unloading cans from retort, loading in cooling tunnel, set controls like conveyor speed, water pressure of water spraying system to spray water on hot cans to cool, 	<p>Machine; Milk Stirrer; Thermometer; Test Tube (Glass); Test Tube Holder; Gas with Burner,</p>

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<ul style="list-style-type: none"> • Demonstrate feeding dough in the hopper of sheeting machine to achieve required thickness, start moulding / cutting machine to mould/cut dough to required shape • Illustrate starting of pump to transfer measured quantity of oil into frying kettle, light burner and adjust controls to heat oil to specified temperature • Demonstrate adding sliced vegetable/extruded or shaped dough into oil directly or by placing in wire basket and lowering it in hot oil (or) pouring batter through ladle with holes into heated oil • Demonstrate adjusting controls to maintain temperature for uniform frying, remove fried snack from oil, ensure fried products meet organisation standards • Demonstrate transferring fried product into oil draining machine, setting rotation speed and start machine, collecting excess oil from oil discharge outlet, checking product to ensure excess oil has been removed, transferring product to container • Illustrate loading dough/peeled vegetables in feed hopper of continuous namkeen/savoury making machine • Demonstrate dumping of weighed product into the drum of blender machine • Demonstrate stopping machine after specified time, checking seasoned product for conformance to standards, tilt drum to dump material into container, transfer product for packaging • Demonstrate loading of packaging material in the packaging machine, set packing volume, set date coding machine for batch number, date of manufacture , date of expiry etc, load savory products into the feed hopper of packaging machine • Demonstrate starting of machine to pack product, check weight of packed product at regular intervals for conformance to weight standards 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
		<p>(or) manually fill weighed quantity of snack product in packaging material, seal and label pack, sample and transfer to quality lab for analysis</p> <ul style="list-style-type: none"> Demonstrate pack primary packed product in cartons and transfer to storage area manually or mechanically and storing following organisation standards 	
7	<p>Complete documentation and record keeping</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 14:00</p> <p>Corresponding NOS Code FIC/N8505</p>	<ul style="list-style-type: none"> State the need for documenting and maintaining records of raw materials, processes and finished products Follow 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 	Laptop, white board, marker, chart papers, projector, trainer's guide and student handbook, logbooks, internal audit register, food safety manual, quality policy etc.
8	<p>Food Safety, Hygiene and Sanitation</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code FIC/N9001</p>	<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.
9	<p>Professional and Core Skills</p> <p>Theory Duration (hh:mm) 05:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code</p>	<ul style="list-style-type: none"> Undertake a self- assessment test to identify personal strengths and weaknesses Plan and schedule the work order and manage time effectively to complete the tasks assigned Resolve issues and problems using acquired knowledge and realize the importance of decision making Identify potential problems and make sound and timely decision State the importance of listening 	Laptop, white/black board, marker, chart papers, projector, Trainer's guide, Student manual

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Bridge Module		
10	IT Orientation Theory Duration (hh:mm) 14:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code FIC/N8505	<ul style="list-style-type: none"> Identify parts of the computer Use the computer keyboard effectively to type Use ERP 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
	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, extruder, vegetable washer, vegetable peeler, pulveriser, fryer, roaster, blender, strainer, canning 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**

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

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

Trainer Prerequisites for Job role: “Traditional Snack and Savoury Maker” mapped to Qualification Pack: “FIC/Q8501, 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/Q8501”, 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 snack and savoury industry/ extruder operation, or • B.Sc (home Sc) /B.Tech/BE in Food Technology or Food Engineering with 2-3 years of hands on experience in a snack and savoury industry/ extruder operation, or • Diploma in food science or Food Engineering/ hotel management course with 4 years of hand on experience in snack and savoury industry/ extruder operation,
4a	Domain Certification	Certified for Job Role: “Traditional Snack and Savoury Maker” mapped to QP: “FIC/Q8501, 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: “MEP/Q0102”. 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 snack and savoury industry/ extruder operation, or • B.Sc (home Sc) /B.Tech/BE in Food Technology or Food Engineering with 2-3 years of hands on experience in a snack and savoury industry/ extruder operation, or • Diploma in food science or Food Engineering/ hotel management course with 4 years of hand on experience in snack and savoury industry/ extruder operation,

Annexure: Assessment Criteria

Assessment Criteria	
Job Role	Traditional Snack and Savoury Maker
Qualification Pack	FIC/Q8501, v1.0
Sector Skill Council	Food Processing

Guidelines for Assessment:

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

Assessment Outcomes	Assessment criteria for outcomes	Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
1. FIC/N8501 (Prepare and maintain work area and process machineries for making snack and savoury)	PC1. Clean and maintain the cleanliness of the work area using approved sanitizers and keep it free from dust, waste, flies and pests	100	25	10	15
	PC2. Ensure that work area is safe and hygienic for food processing		10	3	7
	PC3. Dispose waste materials as per defined sop's and industry requirements		15	5	10
	PC4. Check the working and performance of all machineries and tools used for the process such as vegetable washer, vegetable peeler, pulveriser, fryer, roaster, blender, extruder, canning machineries		15	5	10

	PC5. Clean the machineries and tools used with approved sanitizers following the company specifications and SOPs		15	5	10
	PC6. Place the necessary tools required for process		5	2	3
	PC7. Attend minor repairs/faults of all machines, if required		15	5	10
			100	35	65
2. FIC/N8502 (Prepare for production of snack and savoury)	PC1. Read and understand the production order from the supervisor	100	10	4	6
	PC2. Check the availability of raw materials, packaging materials, equipment and manpower		5	2	3
	PC3. Support in planning production sequence by <ul style="list-style-type: none"> • Grouping products of same category (snack/savouries) • Grouping products prepared from same raw materials • Selecting sequence of raw materials that does not impact the quality of the other • Avoiding change of raw materials (like oil) for each product • Avoiding clean-in-place (CIP) after each product • Using the same equipment and machinery for various products • Maximum capacity utilization of machineries, planning • Planning efficient utilization of resources/manpower 		15	5	10
	PC4. Calculate the bath size based on the production order and machine capacity		5	2	3
	PC5. Calculate the raw material requirement (considering the process loss) to produce the required quantity of finished product(s)		5	2	3
	PC6. Calculate the raw materials packaging materials and manpower requirement for completing the order.		5	2	3

	PC7. Ensure the working and performance of each equipment required for process		7	2	5
	PC8. Calculate the process time for effective utilization of machineries		7	2	5
	PC9. Plan batch size considering full capacity utilization of machineries		3	1	2
	PC10. Plan to utilize machineries for multiple products without affecting the quality of the finished products, and to optimize production and saving energy		3	1	2
	PC11. Allotting responsibilities/ work to the assistants and helpers		5	1	4
	PC12. Refer process chart/ product flow chart/formulation chart for product(s) produced		3	1	2
	PC13. Weigh the raw materials required for the batch		4	1.5	2.5
	PC14. Check the conformance of raw material quality to organisation standards, through physical analysis and by referring the quality analysis report from the supplier / internal lab analysis report		7	2	5
	PC15. Change/fix sieves in pulveriser, sharpen and change blades of vegetable slicer/cutter, clean and install metal disks containing openings of various shape in mixer of extruder and attach blades in the extruder to cut of extruded dough		7	3	4
	PC16. Ensure working and performance of required machineries and tools		7	3	4
	PC17. Keep the tools accessible to attend repairs/faults in case of breakdown		2	0.5	1.5
			100	35	65
3. FIC/N8503 (Prepare raw material for snack and savoury)	PC1. Receive raw materials (legumes, pulses, dal, oil seeds, spices, vegetables etc) from supplier and check weight	100	2	0.5	1.5

PC2. Check quality of raw materials through physical parameters like appearance, colour, texture, maturity (in case of agricultural produce), check for infestation, moulds, foreign matter, rodent hairs etc (in case of food grains, oilseeds, spices etc)	4	2	2
PC3. Start de-stoner machine and dump raw materials (rice, corn, bengal gram, peanut, spices etc) in the feed hopper, place containers below discharge outlet and collect the de-stoned material, discard waste following sop	4	1	3
PC4. Start pulveriser, dump raw materials (grains, spices etc) into the feed hopper of the pulveriser, check the milled materials for fineness and turn knobs to adjust clearance between stones/plates to achieve required fineness, collect the milled material (flour/powder) from the discharge outlet	4	1	3
PC5. Adjust controls like speed/vibration of sieving machine and start machine, dump milled materials on the sieve to obtain flour/powder of uniform fineness, collect sieved material from discharge outlet and	4	1	3
PC6. Transfer ground and sieved raw material to production area for further processing or transfer to storage area and store maintaining storage conditions until further processing	2	1	1
PC7. Wash and rinse the vegetables manually to remove soil (in batch operation) (or) pump water into the vegetable washing tank and control water level, dump vegetables into the washing tank for washing (in continuous process)	3	1	2
PC8. Start ladder conveyor to lift the vegetables from the washing tank and	2	0.5	1.5

	to transfer on the washing line conveyor				
	PC9. Open valves of the high pressure spraying system for fresh water and adjust pressure to spray water on vegetables for rinsing		2	0.5	1.5
	PC10. Allow vegetables to pass through inspection line conveyor for sorting, visually inspect and remove damaged, blemished and rotten vegetables and discard following sop		3	1.5	1.5
	PC11. Transfer sorted vegetables into the peeling machine/peeling line conveyor, start machine and adjust speed to peel vegetables, check the peeled vegetables		3	1	2
	PC12. Start pump water or open valve of spraying system to wash the peeled vegetables		2	0.5	1.5
	PC13. Load vegetables in the cutter/slicer machine manually (or) adjust and control speed of slicing line conveyor to cut vegetables to required size, start machine to slice		3	1	2
	PC14. Start pump water or open valve of spraying system and adjust pressure to spray water to wash sliced vegetables (like potato, banana etc), collect from the discharge chute		2	0.5	1.5
	PC15. Open valves or start pump to fill water in washing tank/container		2	0.5	1.5
	PC16. Weigh legumes (channa, green peas etc), pulses (like moong dhal), nuts (like cashew, almond etc) required for batch and transfer into washing tank/container		2	0.5	1.5
	PC17. Wash and drain washed water manually (or) start revolving blades/stirrer to wash legume and open valves to drain washed water		2	0.5	1.5
	PC18. Transfer washed legume, pulses and nuts manually or mechanically into soaking tank/container, open valves		5	2	3

	or start pump to add water into soaking tank, allow to stand for specified time following sop for soaking				
	PC19. Open valves of soaking tank after specified time to drain water		2	0.5	1.5
	PC20. Transfer soaked nuts into grinder and add measured quantity of liquid (water/milk), set grinder speed and start to grind nuts to required fineness		5	2	3
	PC21. Check/feel batter and ensure its fineness/consistency meets specifications, stop machine and transfer batter to container		2	0.5	1.5
	PC22. Open valves or start pump to transfer measured volume of milk into container/steam jacketed kettle or evaporator		3	1	2
	PC23. Light burner (or) adjust controls to set temperature, pressure etc of steam jacketed kettle or evaporator, open valves to allow steam to heat milk, stir manually or set speed of the agitator to stir milk until moisture evaporates		10	4	6
	PC24. Check the consistency of evaporated milk (khoya), open pump to circulate water to cool khoya, scoop and transfer to container		5	2	3
	PC25. Transfer container to storage room and store maintaining suitable temperature until further processing		2	0.5	1.5
	PC26. Open valves or start pump to transfer measured quantity of water into steam jacketed kettle/container, observe water gauge or designated mark for filled quantity		5	2	3
	PC27. Set controls like temperature, pressure etc and open valves to allow steam to heat water (or) light burner to heat water, add measured quantity of sugar into water and heat solution to prepare sugar syrup		5	2	3

	PC28. Set speed of stirrer and start to stir sugar syrup (or) stir manually, observe pressure and temperature gauge and regulate steam to maintain temperature		5	2	3
	PC29. Check sugar syrup using refractometer equipment to conform its specifications to standards, open valves to circulate water to cool syrup (if required)		5	2	3
			100	35	65
4. FIC/N8504 (Prepare snack and savoury products)	PC1. Weigh prepared raw material (besan flour, cashew/almond batter, maida, ghee/oil, nuts, sliced/grated vegetables like pumpkin, carrot etc) required for preparing various snack	100	1	0.5	0.5
	PC2. Add measured quantity of ingredients into hot sugar syrup in sequence following formulation in cooking kettle/steam jacketed kettle		2	0.5	1.5
	PC3. Set controls like temperature, pressure, time etc of steam jacketed kettle, open valves to allow steam (or) light burner to cook ingredients, stir manually or set controls like speed of stirrer to stir mechanically		3	1	2
	PC4. Observe pressure gauges and adjust control to maintain process parameters and ensure cooking to required consistency, check products through physical parameters like colour, texture, sweetness etc		3	1.5	1.5
	PC5. Transfer product into trays/containers, switch on fan and adjust controls to set speed to cool product to required temperature, cut set product to desired shape and size using knives/ cutter		2	0.5	1.5
	PC6. Transfer prepared material (khoya) and other raw materials (maida) into the kneader in sequence following sop, set speed of the stirrer and start machine to make soft dough, shape dough manually to required shape		3	1	2

PC7. Transfer measured quantity of oil into fryer, light burner or set temperature and push buttons to start electrical fryer to achieve required temperature	3	1	2
PC8. Add shaped balls into heated oil to fry, stir continuously and ensure not to under cook or over fry, check appearance, colour and remove fried snack from oil	3	1	2
PC9. Transfer measured quantity of hot/warm sugar syrup into container, add fried snack (like gulab jamoon), allow to soak for specified time following sop	2	0.5	1.5
PC10. Transfer measured quantity of sugar syrup into cooking kettle, set pressure and open valves to allow steam to heat sugar syrup in the kettle	2	0.5	1.5
PC11. Set control parameters like temperature, time etc of cooking kettle, add shaped dough in hot syrup and cook, check the product through physical parameters like appearance, colour, texture etc, remove cooked product from syrup	3	1	2
PC12. Transfer cooked product (like rasgulla, rasmalai etc) into sugar syrup or coloured sweetened milk with sliced nuts, allow finished product to soak for specified time and store maintaining storage temperature	2	0.5	1.5
PC13. In continuous process, load dough in feed hopper of continuous snack making machine, adjust controls to set speed of the conveyors, dough cutter to cut dough into specified weight, movement of dough shaper to shape dough to required shape, set temperature of fryer (in case of oil) /cooking tank (in case of sugar syrup)	3	1	2
PC14. Start machine, observe cutting of dough to required weight, shaping of dough to required shape, frying/cooking of dough, dropping of	2	0.5	1.5

	fried snack into soaking tank, allow to soak for specified time following sop			
	PC15. Check the quality of prepared products through physical parameters like appearance, colour, texture etc	2	0.5	1.5
	PC16. Count or weigh finished product and arrange/fill in packaging material, close with lid or seal using sealing machine and label, check weight of packed product (or) set automatic packaging machine, labeling machine and date coding machine to pack finished products	2	0.5	1.5
	PC17. Sample packed product and transfer to lab for quality analysis to ensure its conformance to standards, store snack products maintaining storage conditions following SOP	2	0.5	1.5
	PC18. Feed flattened cans into can forming machine and operate machine to form cans	1	0.5	0.5
	PC19. Feed product and sugar syrup in the filling machine, set filling machine for weight and volume, start machine for solid and sugar syrup filling	1	0.5	0.5
	PC20. Place lid on filled cans and operate seaming machine to expel air and seal filled cans	1	0.5	0.5
	PC21. Load cans in retort and close, set pressure and time of retort, open valves to admit steam to sterilize canned product	2	0.5	1.5
	PC22. Unload cans from retort, load in cooling tunnel, set controls like conveyor speed, water pressure of water spraying system to spray water on hot cans to cool,	2	0.5	1.5
	PC23. Set controls like temperature, air flow and conveyor speed of drying tunnel, start machine to allow cooled cans to pass through drying tunnel to dry water on cans	2	1	1

PC24. Label cans and transfer to storage area, store product maintaining storage conditions following SOP	1	0.5	0.5
PC25. Measure specified quantity of raw materials (like flour, salt, spice powder etc) and water into container following sop and mix manually (or) transfer ingredients into mixer/ kneader, set speed and start machine to mix ingredients to prepare batter/dough, check the quality of batter/dough periodically for consistency, transfer into container	3	1.5	1.5
PC26. Adjust controls to set required pressure, temperature etc of the extruder, start machine, feed dough/moistened flour and extrude to required shaped, maintain control parameters for continuous and uniform extrusion, observe extruded dough/ snack	3	1.5	1.5
PC27. Feed dough in the hopper of sheeting machine, set control parameters and start machine, observe sheeting of dough and adjust controls to achieve required thickness, start moulding / cutting machine to mould/cut dough to required shape	3	1	2
PC28. Start pump to transfer measured quantity of oil into frying kettle, light burner and adjust controls to heat oil to specified temperature	3	1	2
PC29. Add sliced vegetable/extruded or shaped dough into oil directly or by placing in wire basket and lowering it in hot oil (or) pour batter through ladle with holes into heated oil	3	1	2
PC30. Stir continuously for uniform frying, check if it is under/over fried, adjust controls to maintain temperature for uniform frying, remove fried snack from oil, ensure fried products meet organisation standards	3	1	2
PC31. Transfer fried product into oil draining machine, set rotation speed and start machine, collect excess oil from oil	3	1	2

	discharge outlet, check product to ensure excess oil has been removed, transfer product to container			
	PC32. In continuous process, load dough/peeled vegetables in feed hopper of continuous namkeen/savoury making machine, adjust controls to set pressure for extrusion of dough, slicing machine for slicing vegetables, speed of the conveyors, temperature of fryer etc,	3	1	2
	PC33. Start machine, observe extrusion of dough to required shape, cutting of shaped dough, vegetable slicing, dropping of dough/vegetable into fryer, frying of dough/vegetable, fried product coming out of fryer	3	1	2
	PC34. Check if product is under/over fried and adjust controls to maintain temperature, check finished product through physical parameters like appearance, colour, texture etc, collect fried product in container	3	1	2
	PC35. Dump weighed product into the drum of blender machine, set machine for speed/drum rotation and start machine, add measured quantity of seasoning for blending with product	3	1	2
	PC36. Stop machine after specified time, check seasoned product for conformance to standards, tilt drum to dump material into container, transfer product for packaging	3	1	2
	PC37. Load packaging material in the packaging machine, set packing volume, set date coding machine for batch number, date of manufacture, date of expiry etc, load savory products into the feed hopper of packaging machine	3	1	2
	PC38. Start machine to pack product, check weight of packed product at regular intervals for conformance to weight standards (or) manually fill weighed quantity of snack product in packaging material, seal and label	3	1	2

	pack, sample and transfer to quality lab for analysis				
	PC39. Form cartons, pack primary packed product in cartons and transfer to storage area manually or mechanically and store following organisation standards		2	1	1
	PC40. Report discrepancies/concerns to department supervisor for immediate action		1	0.5	0.5
	PC41. Clean work area, machineries, equipment and tools using recommended cleaning agents and sanitizers		2	0.5	1.5
	PC42. Attend minor repairs/faults of all machines (if any)		2	1	1
	PC43. 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
5. FIC/N8505 (Complete documentation and record keeping related to making traditional snack and savoury)	PC1. Document and maintain record on raw materials and packaging material details like type of raw materials and packaging material, vendor/supplier details, receiving date/ date of manufacture, expiry date, supplier quality document, quality parameters of all raw materials, internal quality analysis report etc, and in case of agricultural produce type and variety, grown area, quantity, receiving date, storage condition etc, as per organisation standards		10	6	4
	PC2. Document and maintain record on observations (if any) related to raw materials, packaging materials		5	3	2
	PC3. Load the raw materials details in erp for future reference		5	3	2
	PC4. Verify the documents and track from finished product to raw materials, in		5	3	2

	case of quality concerns and during quality management system audits				
	PC5. Document and maintain record on production plan with details like the product details, production sequence, equipments and machinery details, efficiency and capacity utilization of equipment	100	10	6	4
	PC6. Document and maintain records on process details like type or of raw material used, process parameters (like temperature, pressure, time etc as applicable) for entire production in process chart or production log for all products produced		15	9	6
	PC7. Document and maintain records on batch size, production yield, and wastage of raw materials, energy utilization and final products produced		10	6	4
	PC8. Document and maintain record of on observations (if any) or deviations related to process and production		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 audits		5	3	2
	PC11. Document and maintain records on the types of finished products produced		3	2	1
	PC12. Document and maintain records on the finished products details like batch number, time of packing, date of manufacture, date of expiry, other label details, primary, secondary and tertiary packaging materials for all finished products, storage conditions etc, as per organisation 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
			100	60	40
6. FIC/N9001 (Ensure food safety hygiene and sanitation for processing food products)	PC1. Comply with food safety and hygiene procedures followed in the organisation	100	5	2	3
	PC2. Ensure personal hygiene by using of gloves, hairnets, masks, ear plugs, goggles, shoes, 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 parameters		5	2	3
	PC4. Pack products in appropriate packaging materials, label and store them in designated area, free from pests, flies and infestations		10	4	6
	PC5. Clean maintain and monitor food processing equipment periodically, using it only for specified purpose		5	2	3
	PC6. Use safety equipment such as fire extinguisher, first aid kit and eye-wash station when required		10	4	6
	PC7. Follow housekeeping practices by having designated area for materials/tools		5	2	3
	PC8. Follow industry standards like GMP and HACCP and product recall process		10	4	6
	PC9. Attend training on hazard management to understand types of hazards such as physical, chemical and biological hazards and measures to control and prevent them		5	1	4
	PC10. Identify, document and report problems such as rodents and pests to management		5	1	4

	PC11. Conduct workplace checklist audits before and after work to ensure safety and hygiene	5	1	4
	PC12. Document and maintain raw material, packaging material, process and finished products for the credibility and effectiveness of the food safety control system	4	1	3
	PC13. Determine the quality of food using criteria such as aroma, appearance, taste and best before date, and take immediate measures to prevent spoilage	5	2	3
	PC14. Store raw materials, finished products, allergens separately to prevent cross-contamination	5	2	3
	PC15. Label raw materials and finished products and store them in designated storage areas according to safe food practices	5	2	3
	PC16. Follow stock rotation based on FEFO / FIFO	10	4	6
		100	35	65