

Qualification Pack



Food Products Packaging Technician

QP Code: FIC/Q7001

Version: 2.0

NSQF Level: 4

Food Industry Capacity & Skill Initiative || Shriram Bharatiya Kala kendra, 3rd floor, 1, Copernicus Marg, Mandi House, New Delhi
Delhi 110001

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FIC/Q7001: Food Products Packaging Technician

Brief Job Description

A Food Products Packaging Technician performs various packaging functions and handles all categories of packaging such as primary, secondary and tertiary packaging for food products.

Personal Attributes

A Food Products Packaging Technician must have the ability to plan, organize, prioritize, calculate and handle pressure. The individual must possess reading, writing and communication skills. In addition, the individual must be a team worker and have good hand eye coordination.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FIC/N7001: Prepare and maintain work area and machineries for packaging food products](#)
2. [FIC/N7002: Prepare for packaging food products](#)
3. [FIC/N7003: Package food products](#)
4. [FIC/N7004: Complete documentation and record keeping related to packaging food products](#)
5. [FIC/N7005: Food safety, Hygiene and sanitation for processing food products](#)

Qualification Pack (QP) Parameters

Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling (including oilseeds), Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks
Occupation	Packaging
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2004/7411.90

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Minimum Educational Qualification & Experience	12th Class with 1 Year of experience relevant experience OR 10th Class + I.T.I (2 years) with 1 Year of experience OR 10th Class + I.T.I (1 year ITI) with 2 Years of experience OR 10th Class (3 years of relevant diploma) OR 10th Class with 3 Years of experience relevant experience
Minimum Level of Education for Training in School	10th Class
Pre-Requisite License or Training	1. Types and categories of packaging materials 2. Types of packing methods and techniques 3. Packaging various types of food products 4. GMP 5. HACCP 6. QMS 7. Computer basics and ERP 8. Training in food Safety Standards and Regulations (as per FSSAI) (Mandatory)
Minimum Job Entry Age	18 Years
Last Reviewed On	29/07/2021
Next Review Date	31/05/2024
Deactivation Date	31/05/2024
NSQC Approval Date	30/09/2021
Version	2.0
Reference code on NQR	2021/FI/FICSI/04375
NQR Version	1

Qualification Pack

FIC/N7001: Prepare and maintain work area and machineries for packaging food products

Description

This unit is about preparing work area for hygiene and safety, and ensuring performance, efficiency and maintenance of process machineries and tools, for packaging food products, as per the specifications and standards of the organization.

Elements and Performance Criteria

Prepare and maintain work area (for packaging food products)

To be competent, the user/individual on the job must be able to:

- PC1.** clean and maintain the cleanliness of the work area using approved sanitizers and keep it free from dust, waste, flies and pests
- PC2.** ensure that the work area is safe and hygienic for food processing
- PC3.** dispose waste materials as per defined sops and industry requirements

Prepare and maintain process machineries and tools (for packaging food products)

To be competent, the user/individual on the job must be able to:

- PC4.** check the working and performance of all machineries and tools used during the process such as flow wrap, form fill and seal machine, capping machine, sealing machine, crowing machine, labeling machine, etc.
- PC5.** clean the machineries and tools used with approved sanitizers following specifications and SOPs
- PC6.** place the necessary tools required for the process
- PC7.** attend to minor repairs/ faults of machines, if required
- PC8.** select and set the machines and tools required for production

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organization standards, process standards and procedures followed in the organization
- KU2.** types of products produced by the organization
- KU3.** code of business conduct
- KU4.** dress code to be followed
- KU5.** job responsibilities/duties and standard operating procedures
- KU6.** internal processes such as procurement, store management, inventory management, quality management and key contact points for query resolution
- KU7.** provision of wages, working hours as per organization policy
- KU8.** food safety and hygiene standards followed
- KU9.** types of chemicals, materials and equipment required for the cleaning and maintenance
- KU10.** knowledge on food safety standards and regulations (as per fssai)

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- KU11.** cleaning process to disinfect equipment/ tools
- KU12.** supplier/manufacturers instructions related to cleaning and maintenance
- KU13.** knowledge on food safety standards and regulations (as per FSSAI)
- KU14.** knowledge on legal regulations pertaining to work place like health and safety, recommended dosage for use of sanitizers, control of substances hazardous to health, handling/storage/ disposal/ cautions of use of sanitizers and disinfectants, fire precautions, occurrences, hygiene practice, disposal of waste, environmental protection, etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** note the information communicated by the supervisor
- GS2.** note the raw materials used for production and the finished products produced
- GS3.** note the readings of the process parameters and provide necessary information to fill the process chart
- GS4.** note down observations (if any) related to the process
- GS5.** write information documents to internal departments/ internal teams
- GS6.** note down the data for erp or as required by the organization
- GS7.** read and interpret the process required for producing various types of products
- GS8.** read and interpret and process flowchart for all products produced
- GS9.** read equipment manuals and process documents to understand the equipment operation and process requirement
- GS10.** read internal information documents sent by internal teams
- GS11.** discuss task lists, schedules and activities with the supervisor
- GS12.** effectively communicate with the team members
- GS13.** question the supervisor in order to understand the nature of the problem and to clarify queries
- GS14.** attentively listen and comprehend the information given by the speaker
- GS15.** communicate clearly with the supervisor and cross department team on the issues faced
- GS16.** analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue
- GS17.** handle issues in case the supervisor is not available (as per the authority matrix defined by the organization)
- GS18.** plan and organize the work order and jobs received from the supervisor
- GS19.** organize raw materials and packaging materials required for all products following the instruction provided by the supervisor
- GS20.** plan and prioritize the work based on the instructions received from the supervisor
- GS21.** plan to utilise time and equipment's effectively
- GS22.** organize all process/ equipment manuals so as to access information easily
- GS23.** support the supervisor in scheduling tasks for helper(s)
- GS24.** understand customer requirements and their priority and respond as per their needs
- GS25.** support supervisor in solving problems by detailing out problems

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- GS26.** discuss the possible solutions with the supervisor for problem solving
- GS27.** apply domain information about maintenance processes and technical knowledge about tools and equipment
- GS28.** use common sense and make judgments on day to day basis
- GS29.** use reasoning skills to identify and resolve basic problems
- GS30.** use intuition to detect any potential problems which could arise during operations
- GS31.** use acquired knowledge of the process for identifying and handling issues

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare and maintain work area (for packaging food products)</i>	18	32	-	-
PC1. clean and maintain the cleanliness of the work area using approved sanitizers and keep it free from dust, waste, flies and pests	10	15	-	-
PC2. ensure that the work area is safe and hygienic for food processing	3	7	-	-
PC3. dispose waste materials as per defined sops and industry requirements	5	10	-	-
<i>Prepare and maintain process machineries and tools (for packaging food products)</i>	17	33	-	-
PC4. check the working and performance of all machineries and tools used during the process such as flow wrap, form fill and seal machine, capping machine, sealing machine, crowing machine, labeling machine, etc.	5	10	-	-
PC5. clean the machineries and tools used with approved sanitizers following specifications and SOPs	5	10	-	-
PC6. place the necessary tools required for the process	2	3	-	-
PC7. attend to minor repairs/ faults of machines, if required	2.5	5	-	-
PC8. select and set the machines and tools required for production	2.5	5	-	-
NOS Total	35	65	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7001
NOS Name	Prepare and maintain work area and machineries for packaging food products
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling (including oilseeds), Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks
Occupation	Packaging
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	29/07/2021
Next Review Date	31/05/2024
Deactivation Date	31/05/2024
NSQC Clearance Date	30/09/2021

Qualification Pack

FIC/N7002: Prepare for packaging food products

Description

This unit is about preparing for the packaging of various food products.

Elements and Performance Criteria

Plan packaging materials machineries and manpower

To be competent, the user/individual on the job must be able to:

- PC1.** read and understand the work order from the supervisor
- PC2.** check the availability of packaging materials, equipment and manpower
- PC3.** calculate the packaging material requirement for all categories of packaging, such as primary, secondary and tertiary, for completing the order
- PC4.** ensure the working and performance of all machineries required for packaging
- PC5.** report to the supervisor on any malfunctions of machine
- PC6.** plan to utilize machineries effectively and save energy
- PC7.** calculate manpower requirement for completing the order
- PC8.** allot responsibilities/ work to the assistants and helpers

Organize packaging material and equipment

To be competent, the user/individual on the job must be able to:

- PC9.** refer to the work order for categories of packing each food product
- PC10.** start machine and check the working condition and performance of the machine
- PC11.** make minor adjustments or repairs, like opening valves, changing forming and cutting dies, setting guides, or clearing away damaged product container(as applicable)
- PC12.** move required packaging materials (like bottles, cans, pouches, paper, plastic sheet, boxes, cartons, tapes, straps, glue, ink, labels etc)from warehouse to the packaging area
- PC13.** count the packaging material
- PC14.** check the packaging material quality to company standards, through physical parameters and by verifying the quality analysis report from the supplier/ internal lab analysis report, etc.
- PC15.** keep the tools accessible to attend repairs/ faults in case of breakdown

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organization standards, process standards and procedures followed in the organisation
- KU2.** types of products produced by the organisation
- KU3.** code of business conduct
- KU4.** dress code to be followed
- KU5.** job responsibilities/duties and standard operating procedures
- KU6.** internal processes such as procurement, store management, inventory management, quality management and key contact points for query resolution

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- KU7.** provision of wages, working hours as per organization policy
- KU8.** food safety and hygiene standards followed
- KU9.** types of packaging material and categories of packaging material
- KU10.** knowledge on food safety standards and regulations (as per fssai)
- KU11.** types of packaging material used for packing various food products
- KU12.** types of packaging machineries and machineries used in the organization
- KU13.** maintenance of machineries
- KU14.** supplier/manufacturers instructions related to machineries
- KU15.** process parameters for all categories of packaging for each product
- KU16.** basic mathematics
- KU17.** calculation of packing materials required for the order
- KU18.** quality parameters, basic food microbiology and quality assessment based on physical parameters
- KU19.** food safety and hygiene
- KU20.** GMP
- KU21.** HACCP

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** note the information communicated by the supervisor
- GS2.** note the raw materials used for production and the finished products produced
- GS3.** note the readings of the process parameters and provide necessary information to fill the process chart
- GS4.** note down observations (if any) related to the process
- GS5.** write information documents to internal departments/ internal teams
- GS6.** note down the data for ERP or as required by the organization
- GS7.** read and interpret the process required for producing various types of products
- GS8.** read and interpret and process flowchart for all products produced
- GS9.** read equipment manuals and process documents to understand the equipment operation and process requirement
- GS10.** read internal information documents sent by internal teams
- GS11.** discuss task lists, schedules and activities with the supervisor
- GS12.** effectively communicate with the team members
- GS13.** question the supervisor in order to understand the nature of the problem and to clarify queries
- GS14.** attentively listen and comprehend the information given by the speaker
- GS15.** communicate clearly with the supervisor and cross department team on the issues faced
- GS16.** analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue

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- GS17.** handle issues in case the supervisor is not available (as per the authority matrix defined by the organization)
- GS18.** plan and organize the work order and jobs received from the supervisor
- GS19.** organize raw materials and packaging materials required for all products following the instruction provided by the supervisor
- GS20.** plan and prioritize the work based on the instructions received from the supervisor
- GS21.** plan to utilise time and equipment's effectively
- GS22.** organize all process/ equipment manuals so as to access information easily
- GS23.** support the supervisor in scheduling tasks for helper(s)
- GS24.** understand customer requirements and their priority and respond as per their needs
- GS25.** support supervisor in solving problems by detailing out problems
- GS26.** discuss the possible solutions with the supervisor for problem solving
- GS27.** apply domain information about maintenance processes and technical knowledge about tools and equipment
- GS28.** use common sense and make judgments on day to day basis
- GS29.** use reasoning skills to identify and resolve basic problems
- GS30.** use intuition to detect any potential problems which could arise during operations
- GS31.** use acquired knowledge of the process for identifying and handling issues

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan packaging materials machineries and manpower</i>	23	37	-	-
PC1. read and understand the work order from the supervisor	2	3	-	-
PC2. check the availability of packaging materials, equipment and manpower	2	3	-	-
PC3. calculate the packaging material requirement for all categories of packaging, such as primary, secondary and tertiary, for completing the order	5	10	-	-
PC4. ensure the working and performance of all machineries required for packaging	6	9	-	-
PC5. report to the supervisor on any malfunctions of machine	2	3	-	-
PC6. plan to utilize machineries effectively and save energy	2	3	-	-
PC7. calculate manpower requirement for completing the order	2	3	-	-
PC8. allot responsibilities/ work to the assistants and helpers	2	3	-	-
<i>Organize packaging material and equipment</i>	12	28	-	-
PC9. refer to the work order for categories of packing each food product	0.5	1.5	-	-
PC10. start machine and check the working condition and performance of the machine	1	2	-	-
PC11. make minor adjustments or repairs, like opening valves, changing forming and cutting dies, setting guides, or clearing away damaged product container(as applicable)	3	7	-	-
PC12. move required packaging materials (like bottles, cans, pouches, paper, plastic sheet, boxes, cartons, tapes, straps, glue, ink, labels etc)from warehouse to the packaging area	3	7	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. count the packaging material	0.5	1.5	-	-
PC14. check the packaging material quality to company standards, through physical parameters and by erifying the quality analysis report from the supplier/ internal lab analysis report, etc.	3	7	-	-
PC15. keep the tools accessible to attend repairs/ faults in case of breakdown	1	2	-	-
NOS Total	35	65	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7002
NOS Name	Prepare for packaging food products
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling (including oilseeds), Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks
Occupation	Packaging
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	29/07/2021
Next Review Date	31/05/2024
Deactivation Date	31/05/2024
NSQC Clearance Date	30/09/2021

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FIC/N7003: Package food products

Description

This unit is about packaging food products by handling all categories of packaging such as primary, secondary and tertiary packaging, either manually or using various machineries, as per the specifications and standards of the organization.

Elements and Performance Criteria

Packaging food products through primary packaging

To be competent, the user/individual on the job must be able to:

- PC1.** feed food product to conveyors, hoppers or other feeding devices for packaging
- PC2.** feed the packaging materials (caps, pouches, bottles etc) in the feeder/hopper of packaging machine
- PC3.** position the filling machine or hold container in the machine for filling/packaging food products
- PC4.** press pedal /button or move lever to seal/cap the filled packaging material
- PC5.** set controls and regulate speed of packaging line conveyor
- PC6.** start the conveyor and control speed such that the packaging material (bottle, pouch etc) are positioned below the filling nozzle and products are filled to organization standard
- PC7.** remove packaged product (i.e. primary packaging material) from the machine
- PC8.** check the weight of the packed pouch/containers and adjust controls if required
- PC9.** clean the surface of the filled/packed primary packaging material
- PC10.** glue/paste label on the primary packaging material (in case of bottles)
- PC11.** inspect filled container for weight, height of packaging, physical parameters of product etc to ensure that product is packaged according to specifications

Packaging food products through secondary packaging

To be competent, the user/individual on the job must be able to:

- PC12.** check the quality of the secondary packaging materials (carton, crates, etc.) through weight, ply, print, checking for damage, etc.
- PC13.** form the cartons or assemble crates
- PC14.** wrap protective materials around the primary container (if applicable)
- PC15.** place the filled primary packaging materials (bottles, pouches) manually in secondary packaging material (carton/crate)
- PC16.** set the controls of the secondary packing machine
- PC17.** feed the cartons/crates in the packaging machine
- PC18.** start the secondary packaging line conveyor and control speed for positioning and placing the packed food products (primary packaged) in the secondary packaging material (carton/crate)
- PC19.** remove the packed secondary packaging material from the packaging machine
- PC20.** seal the packed cartons with tapes
- PC21.** paste labels or stencil information on container, such as lot number, shipping destination etc

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- PC22.** strap the cartons (if applicable)
- PC23.** weigh the cartons and inspect the packaging material for weight, deformation, any damage, etc. as per organization standards
- PC24.** store the packed containers following organization standards

Packaging food products through tertiary packaging

To be competent, the user/individual on the job must be able to:

- PC25.** check the quality of the tertiary packaging materials (pallets, shrink wrap, etc.) through weight, strength, check for damage, etc
- PC26.** set controls of the tertiary packing machine
- PC27.** feed the tertiary packaging materials in the packaging machine
- PC28.** load the secondary packed product (packed cartons) in the packaging line conveyor
- PC29.** set controls, start, stop and regulate speed of packaging line conveyor for bulk packaging of packed cartons(tertiary packaging)
- PC30.** remove tertiary packed product from the packaging machine
- PC31.** weigh the pack and inspect the packaging material for weight, damage, etc. as per organization standards
- PC32.** store the packed containers following organization standards

Cleaning and regular maintenance of equipments

To be competent, the user/individual on the job must be able to:

- PC33.** clean the machineries used with recommended sanitizers following cip (clean-in-place) procedure
- PC34.** clean the equipments and tools used using recommended cleaning agents and sanitizers
- PC35.** clean and maintain work area and keep it free from dust, spillage, pests, etc.
- PC36.** attend minor repairs/faults of all machines (if any)
- PC37.** ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the SOP or following suppliers instructions/manuals

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organization standards, process standards and procedures followed in the organisation
- KU2.** types of products produced by the organisation
- KU3.** code of business conduct
- KU4.** dress code to be followed
- KU5.** job responsibilities/duties and standard operating procedures
- KU6.** internal processes such as procurement, store management, inventory management, quality management and key contact points for query resolution
- KU7.** provision of wages and working hours as per organisation policy
- KU8.** food safety and hygiene standards followed
- KU9.** types of packaging materials and categories of packaging
- KU10.** knowledge on food safety standards and regulations (as per FSSAI)

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- KU11.** handling all categories of packaging
- KU12.** types of packaging accessories and its usage
- KU13.** types of machineries used for packaging food products and machineries used in the organization
- KU14.** handling all packaging machineries
- KU15.** maintenance of machineries, equipments and tools
- KU16.** quality parameters, basic food microbiology and quality assessment based on physical parameters
- KU17.** storage procedures for packaging materials and packed products
- KU18.** cleaning procedures like CIP and COP
- KU19.** knowledge on sanitizers and disinfectants and its handling and storing methods
- KU20.** food laws and regulations on product, packaging and labelling
- KU21.** food safety and hygiene
- KU22.** GMP
- KU23.** HACCP

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** note the information communicated by the supervisor
- GS2.** note the raw materials used for production and the finished products produced
- GS3.** note the readings of the process parameters and provide necessary information to fill the process chart
- GS4.** note down observations (if any) related to the process
- GS5.** write information documents to internal departments/ internal teams
- GS6.** note down the data for ERP or as required by the organization
- GS7.** read and interpret the process required for producing various types of products
- GS8.** read and interpret and process flowchart for all products produced
- GS9.** read equipment manuals and process documents to understand the equipment operation and process requirement
- GS10.** read internal information documents sent by internal teams
- GS11.** discuss task lists, schedules and activities with the supervisor
- GS12.** effectively communicate with the team members
- GS13.** question the supervisor in order to understand the nature of the problem and to clarify queries
- GS14.** attentively listen and comprehend the information given by the speaker
- GS15.** communicate clearly with the supervisor and cross department team on the issues faced
- GS16.** analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue
- GS17.** handle issues in case the supervisor is not available (as per the authority matrix defined by the organization)

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- GS18.** plan and organize the work order and jobs received from the supervisor
- GS19.** organize raw materials and packaging materials required for all products following the instruction provided by the supervisor
- GS20.** plan and prioritize the work based on the instructions received from the supervisor
- GS21.** plan to utilise time and equipment's effectively
- GS22.** organize all process/ equipment manuals so as to access information easily
- GS23.** support the supervisor in scheduling tasks for helper(s)
- GS24.** understand customer requirements and their priority and respond as per their needs
- GS25.** support supervisor in solving problems by detailing out problems
- GS26.** discuss the possible solutions with the supervisor for problem solving
- GS27.** apply domain information about maintenance processes and technical knowledge about tools and equipment
- GS28.** use common sense and make judgments on day to day basis
- GS29.** use reasoning skills to identify and resolve basic problems
- GS30.** use intuition to detect any potential problems which could arise during operations
- GS31.** use acquired knowledge of the process for identifying and handling issues

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Packaging food products through primary packaging</i>	11	21	-	-
PC1. feed food product to conveyors, hoppers or other feeding devices for packaging	0.5	1.5	-	-
PC2. feed the packaging materials (caps, pouches, bottles etc) in the feeder/hopper of packaging machine	0.5	1.5	-	-
PC3. position the filling machine or hold container in the machine for filling/packaging food products	2	3	-	-
PC4. press pedal /button or move lever to seal/cap the filled packaging material	2	3	-	-
PC5. set controls and regulate speed of packaging line conveyor	0.5	1.5	-	-
PC6. start the conveyor and control speed such that the packaging material (bottle, pouch etc) are positioned below the filling nozzle and products are filled to organization standard	0.5	1.5	-	-
PC7. remove packaged product (i.e. primary packaging material) from the machine	1	1	-	-
PC8. check the weight of the packed pouch/containers and adjust controls if required	1	2	-	-
PC9. clean the surface of the filled/packed primary packaging material	1	2	-	-
PC10. glue/paste label on the primary packaging material (in case of bottles)	1	2	-	-
PC11. inspect filled container for weight, height of packaging, physical parameters of product etc to ensure that product is packaged according to specifications	1	2	-	-
<i>Packaging food products through secondary packaging</i>	12.5	25.5	-	-
PC12. check the quality of the secondary packaging materials (carton, crates, etc.) through weight, ply, print, checking for damage, etc.	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. form the cartons or assemble crates	1	3	-	-
PC14. wrap protective materials around the primary container (if applicable)	1	1	-	-
PC15. place the filled primary packaging materials (bottles, pouches) manually in secondary packaging material (carton/crate)	1	2	-	-
PC16. set the controls of the secondary packing machine	1	2	-	-
PC17. feed the cartons/crates in the packaging machine	0.5	1.5	-	-
PC18. start the secondary packaging line conveyor and control speed for positioning and placing the packed food products (primary packaged) in the secondary packaging material (carton/crate)	1	2	-	-
PC19. remove the packed secondary packaging material from the packaging machine	0.5	1.5	-	-
PC20. seal the packed cartons with tapes	1	2	-	-
PC21. paste labels or stencil information on container, such as lot number, shipping destination etc	2	3	-	-
PC22. strap the cartons (if applicable)	1	2	-	-
PC23. weigh the cartons and inspect the packaging material for weight, deformation, any damage, etc. as per organization standards	1	2	-	-
PC24. store the packed containers following organization standards	0.5	1.5	-	-
<i>Packaging food products through tertiary packaging</i>	7.5	14.5	-	-
PC25. check the quality of the tertiary packaging materials (pallets, shrink wrap, etc.) through weight, strength, check for damage, etc	1	2	-	-
PC26. set controls of the tertiary packing machine	2	3	-	-
PC27. feed the tertiary packaging materials in the packaging machine	0.5	1.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC28. load the secondary packed product (packed cartons) in the packaging line conveyor	1	1	-	-
PC29. set controls, start, stop and regulate speed of packaging line conveyor for bulk packaging of packed cartons(tertiary packaging)	1	2	-	-
PC30. remove tertiary packed product from the packaging machine	0.5	1.5	-	-
PC31. weigh the pack and inspect the packaging material for weight, damage, etc. as per organization standards	0.5	2.5	-	-
PC32. store the packed containers following organization standards	1	1	-	-
<i>Cleaning and regular maintenance of equipments</i>	4	4	-	-
PC33. clean the machineries used with recommended sanitizers following cip (clean-in-place) procedure	1	1	-	-
PC34. clean the equipments and tools used using recommended cleaning agents and sanitizers	1	1	-	-
PC35. clean and maintain work area and keep it free from dust, spillage, pests,etc.	0.5	0.5	-	-
PC36. attend minor repairs/faults of all machines (if any)	1	1	-	-
PC37. ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the SOP or following suppliers instructions/manuals	0.5	0.5	-	-
NOS Total	35	65	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7003
NOS Name	Package food products
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling (including oilseeds), Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks
Occupation	Packaging
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	29/07/2021
Next Review Date	31/05/2024
Deactivation Date	31/05/2024
NSQC Clearance Date	30/09/2021

Qualification Pack

FIC/N7004: Complete documentation and record keeping related to packaging food products

Description

This unit is about documenting and maintaining records on raw materials, process and finished products related to packaging food products

Elements and Performance Criteria

Document and maintain records of packaging materials

To be competent, the user/individual on the job must be able to:

- PC1.** record details of all packaging materials used for packing food products such as types of packaging materials for all category of packaging, supplier details, receiving date, supplier quality document, internal quality report, label orprint details etc, as per company standards
- PC2.** maintain record on observations (if any) related to packaging materials
- PC3.** load the packaging materials details in ERP for future reference
- PC4.** verify the documents and track from packed product to packaging materials, in case of quality concerns and during quality management system audits

Document and maintain records of packaging process

To be competent, the user/individual on the job must be able to:

- PC5.** document process details like type of packaging material used, types of products packed, category of packaging for all products packed, packaging accessories, machine setting, machine parameters (like temperature, time etc as applicable), wastage, energy utilization, etc. in process chart or production log for all products packed
- PC6.** maintain record of observations (if any) or deviations related to process
- PC7.** load the process details in ERP for future reference
- PC8.** verify documents and track packed product to packaging materials, in case of quality concerns and for quality management system audits

Document and maintain records of packed products

To be competent, the user/individual on the job must be able to:

- PC9.** document and maintain records of the packed products
- PC10.** document the packed products details such as name of the product packed, type and category of packaging, batch number, time of packing, date of manufacture, date of expiry, other label details, primary and secondary packaging materials for all packed products, storage conditions, etc, as per company standards
- PC11.** maintain record of observations or deviations (if any) related to packed products
- PC12.** load the packed product details in ERP for future reference
- PC13.** verify the documents and track from packed product to packaging materials, in case of quality concerns and for quality management system audits

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** organization standards, process standards and procedures followed in the organization
- KU2.** types of products produced by the organization
- KU3.** code of business conduct
- KU4.** dress code to be followed
- KU5.** job responsibilities/duties and standard operating procedures
- KU6.** internal processes such as procurement, store management, inventory management, quality management and key contact points for query resolution
- KU7.** provision of wages, working hours as per organization policy
- KU8.** food safety and hygiene standards followed
- KU9.** documentation system followed in the organization such as process chart for packaging and packed products chart
- KU10.** knowledge on food safety standards and regulations (as per FSSAI)
- KU11.** details to be recorded on packaging materials and packed products
- KU12.** details to be recorded and maintained on packaging and packaging process parameters
- KU13.** method to record and maintain record of observations (if any) related to packaging materials, process and packed products
- KU14.** method to track back the record from packed product to packaging material
- KU15.** method to track back the record from packed product to packaging material
- KU16.** entering the details in erp system followed by the organization

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** note the information communicated by the supervisor
- GS2.** note the raw materials used for production and the finished products produced
- GS3.** note the readings of the process parameters and provide necessary information to fill the process chart
- GS4.** note down observations (if any) related to the process
- GS5.** write information documents to internal departments/ internal teams
- GS6.** note down the data for ERP or as required by the organization
- GS7.** read and interpret the process required for producing various types of products
- GS8.** read and interpret and process flowchart for all products produced
- GS9.** read equipment manuals and process documents to understand the equipment operation and process requirement
- GS10.** read internal information documents sent by internal teams
- GS11.** discuss task lists, schedules and activities with the supervisor
- GS12.** effectively communicate with the team members
- GS13.** question the supervisor in order to understand the nature of the problem and to clarify queries
- GS14.** attentively listen and comprehend the information given by the speaker
- GS15.** communicate clearly with the supervisor and cross department team on the issues faced

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- GS16.** analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue
- GS17.** handle issues in case the supervisor is not available (as per the authority matrix defined by the organization)
- GS18.** plan and organize the work order and jobs received from the supervisor
- GS19.** organize raw materials and packaging materials required for all products following the instruction provided by the supervisor
- GS20.** plan and prioritize the work based on the instructions received from the supervisor
- GS21.** plan to utilise time and equipment's effectively
- GS22.** organize all process/ equipment manuals so as to access information easily
- GS23.** support the supervisor in scheduling tasks for helper(s)
- GS24.** understand customer requirements and their priority and respond as per their needs
- GS25.** support supervisor in solving problems by detailing out problems
- GS26.** discuss the possible solutions with the supervisor for problem solving
- GS27.** apply domain information about maintenance processes and technical knowledge about tools and equipment
- GS28.** use common sense and make judgments on day to day basis
- GS29.** use reasoning skills to identify and resolve basic problems
- GS30.** use intuition to detect any potential problems which could arise during operations
- GS31.** use acquired knowledge of the process for identifying and handling issues

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Document and maintain records of packaging materials</i>	18	12	-	-
PC1. record details of all packaging materials used for packing food products such as types of packaging materials for all category of packaging, supplier details, receiving date, supplier quality document, internal quality report, label or print details etc, as per company standards	9	6	-	-
PC2. maintain record on observations (if any) related to packaging materials	3	2	-	-
PC3. load the packaging materials details in ERP for future reference	3	2	-	-
PC4. verify the documents and track from packed product to packaging materials, in case of quality concerns and during quality management system audits	3	2	-	-
<i>Document and maintain records of packaging process</i>	23	15	-	-
PC5. document process details like type of packaging material used, types of products packed, category of packaging for all products packed, packaging accessories, machine setting, machine parameters (like temperature, time etc as applicable), wastage, energy utilization, etc. in process chart or production log for all products packed	14	9	-	-
PC6. maintain record of observations (if any) or deviations related to process	3	2	-	-
PC7. load the process details in ERP for future reference	3	2	-	-
PC8. verify documents and track packed product to packaging materials, in case of quality concerns and for quality management system audits	3	2	-	-
<i>Document and maintain records of packed products</i>	19	13	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. document and maintain records of the packed products	1	1	-	-
PC10. document the packed products details such as name of the product packed, type and category of packaging, batch number, time of packing, date of manufacture, date of expiry, other label details, primary and secondary packaging materials for all packed products, storage conditions, etc, as per company standards	9	6	-	-
PC11. maintain record of observations or deviations (if any) related to packed products	3	2	-	-
PC12. load the packed product details in ERP for future reference	3	2	-	-
PC13. verify the documents and track from packed product to packaging materials, in case of quality concerns and for quality management system audits	3	2	-	-
NOS Total	60	40	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7004
NOS Name	Complete documentation and record keeping related to packaging food products
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling (including oilseeds), Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks
Occupation	Packaging
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	29/07/2021
Next Review Date	31/05/2024
Deactivation Date	31/05/2024
NSQC Clearance Date	30/09/2021

Qualification Pack

FIC/N7005: Food safety, Hygiene and sanitation for processing food products

Description

This OS unit is about maintaining food safety, hygiene and sanitation in work area and processing unit for packaging food products.

Elements and Performance Criteria

Perform safety and sanitation related functions (for packaging food products)

To be competent, the user/individual on the job must be able to:

- PC1.** comply with food safety and hygiene procedures followed in the organization
- PC2.** ensure personal hygiene by using of gloves, hairnets, masks, ear plugs, goggles, shoes, etc.
- PC3.** ensure hygienic production of food by inspecting the raw materials, ingredients, finished products for physical, chemical and microbiological parameters
- PC4.** pack products in appropriate packaging materials, label and store them in designated area, free from pests, flies and infestations
- PC5.** clean, maintain and monitor food processing equipments periodically, using it only for specified purposes
- PC6.** use safety equipment such as fire extinguisher, first aid kit and eye-wash station, when required
- PC7.** follow housekeeping practices by having designated area for materials/tools
- PC8.** follow industry standards such as gmp and haccp and product recall process
- 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
- PC10.** identify, document and report problems such as rodents and pests to management
- PC11.** conduct workplace checklist audits before and after work to ensure safety and hygiene
- PC12.** document and maintain raw material, packaging material, process and finished products for the credibility and effectiveness of the food safety control system

Apply food safety practices (for packaging food products)

To be competent, the user/individual on the job must be able to:

- PC13.** determine the quality of food using criteria such as aroma, appearance, taste and best before date, and take immediate measures to prevent spoilage
- PC14.** store raw materials, finished products, allergens separately to prevent cross-contamination
- PC15.** label raw materials and finished products and store them in designated storage areas according to safe food practices
- PC16.** follow stock rotation based on FEFO/ FIFO

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organization standards, process standards and procedures followed in the organisation

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- KU2.** types of products produced by the organisation
- KU3.** code of business conduct
- KU4.** dress code to be followed
- KU5.** job responsibilities/duties and standard operating procedures
- KU6.** internal processes such as procurement, store management, inventory management, quality management and key contact points for query resolution
- KU7.** provision of wages and working hours as per organisation policy
- KU8.** food safety and hygiene standards followed
- KU9.** possible physical, chemical and biological hazards and methods of prevention of various hazards
- KU10.** personal hygiene requirement
- KU11.** different types of sanitizers used for process area, equipment and the procedure to use them
- KU12.** knowledge on food safety standards and regulations (as per FSSAI)
- KU13.** quality parameters and quality assessment based on physical parameters, basic food microbiology
- KU14.** labelling/marketing requirements for raw materials, finished goods, stored materials, packaging materials and their designated storage area
- KU15.** cleaning and sanitation of equipment and work area
- KU16.** CIP and COP methods and procedures
- KU17.** storage norms for raw materials, packaging material and finished products
- KU18.** stock rotation of ingredients and finished products based on FEFO/FIFO
- KU19.** method of maintaining safety check lists for all machineries
- KU20.** GHP
- KU21.** GMP
- KU22.** HACCP

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** note the information communicated by the supervisor
- GS2.** note the raw materials used for production and the finished products produced
- GS3.** note the readings of the process parameters and provide necessary information to fill the process chart
- GS4.** note down observations (if any) related to the process
- GS5.** write information documents to internal departments/ internal teams
- GS6.** note down the data for ERP or as required by the organization
- GS7.** read and interpret the process required for producing various types of products
- GS8.** read and interpret and process flowchart for all products produced
- GS9.** read equipment manuals and process documents to understand the equipment operation and process requirement
- GS10.** read internal information documents sent by internal teams

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- GS11.** discuss task lists, schedules and activities with the supervisor
- GS12.** communicate with the team members
- GS13.** question the supervisor in order to understand the nature of the problem and to clarify queries
- GS14.** attentively listen and comprehend the information given by the speaker
- GS15.** communicate clearly with the supervisor and cross department team on the issues faced
- GS16.** analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue
- GS17.** handle issues in case the supervisor is not available (as per the authority matrix defined by the organization)
- GS18.** plan and organize the work order and jobs received from the supervisor
- GS19.** organize raw materials and packaging materials required for all products following the instruction provided by the supervisor
- GS20.** plan and prioritize the work based on the instructions received from the supervisor
- GS21.** plan to utilise time and equipment's effectively
- GS22.** organize all process/ equipment manuals so as to access information easily
- GS23.** support the supervisor in scheduling tasks for helper(s)
- GS24.** understand customer requirements and their priority and respond as per their needs
- GS25.** support supervisor in solving problems by detailing out problems
- GS26.** discuss the possible solutions with the supervisor for problem solving
- GS27.** apply domain information about maintenance processes and technical knowledge about tools and equipment
- GS28.** use common sense and make judgments on day to day basis
- GS29.** use reasoning skills to identify and resolve basic problems
- GS30.** use intuition to detect any potential problems which could arise during operations
- GS31.** use acquired knowledge of the process for identifying and handling issues

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform safety and sanitation related functions (for packaging food products)</i>	25	50	-	-
PC1. comply with food safety and hygiene procedures followed in the organization	2	3	-	-
PC2. ensure personal hygiene by using of gloves, hairnets, masks, ear plugs, goggles, shoes, etc.	1	5	-	-
PC3. ensure hygienic production of food by inspecting the raw materials, ingredients, finished products for physical, chemical and microbiological parameters	2	3	-	-
PC4. pack products in appropriate packaging materials, label and store them in designated area, free from pests, flies and infestations	4	6	-	-
PC5. clean, maintain and monitor food processing equipments periodically, using it only for specified purposes	2	3	-	-
PC6. use safety equipment such as fire extinguisher, first aid kit and eye-wash station, when required	4	6	-	-
PC7. follow housekeeping practices by having designated area for materials/tools	2	3	-	-
PC8. follow industry standards such as gmp and haccp and product recall process	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	1	4	-	-
PC10. identify, document and report problems such as rodents and pests to management	1	4	-	-
PC11. conduct workplace checklist audits before and after work to ensure safety and hygiene	1	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. document and maintain raw material, packaging material, process and finished products for the credibility and effectiveness of the food safety control system	1	3	-	-
<i>Apply food safety practices (for packaging food products)</i>	10	15	-	-
PC13. determine the quality of food using criteria such as aroma, appearance, taste and best before date, and take immediate measures to prevent spoilage	2	3	-	-
PC14. store raw materials, finished products, allergens separately to prevent cross-contamination	2	3	-	-
PC15. label raw materials and finished products and store them in designated storage areas according to safe food practices	2	3	-	-
PC16. follow stock rotation based on FEFO/ FIFO	4	6	-	-
NOS Total	35	65	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7005
NOS Name	Food safety, Hygiene and sanitation for processing food products
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling (including oilseeds), Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks
Occupation	Packaging
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	29/07/2021
Next Review Date	31/05/2024
Deactivation Date	31/05/2024
NSQC Clearance Date	30/09/2021

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ 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, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

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6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FIC/N7001.Prepare and maintain work area and machineries for packaging food products	35	65	-	-	100	15
FIC/N7002.Prepare for packaging food products	35	65	-	-	100	20
FIC/N7003.Package food products	35	65	-	-	100	25
FIC/N7004.Complete documentation and record keeping related to packaging food products	60	40	-	-	100	15
FIC/N7005.Food safety, Hygiene and sanitation for processing food products	35	65	-	-	100	25
Total	200	300	-	-	500	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
CIP	Clean In Place
COP	Clean Out Of Place
ERP	Enterprise Resource Planning
FIFO	First In First Out
FEFO	First Expiry First Out
FSSAI	Food Safety and Standards Authority of India
GMP	Good Manufacturing Practices
GHP	Good Hygiene Practices
HACCP	Hazard Analysis and Critical Control Point

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.