



# Convenience Food Maker-Ready To Eat and Instant Food

QP Code: FIC/Q8503

Version: 4.0

NSQF Level: 4

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## Qualification Pack

### Contents

FIC/Q8503: Convenience Food Maker-Ready To Eat and Instant Food .....	3
<i>Brief Job Description</i> .....	3
Applicable National Occupational Standards (NOS) .....	3
<i>Compulsory NOS</i> .....	3
<i>Qualification Pack (QP) Parameters</i> .....	3
FIC/N8513: Carry out production of food products .....	5
FIC/N9902: Work effectively in an organisation .....	13
SGJ/N1702: Optimize resource utilization at workplace .....	17
FIC/N9026: Prepare for production .....	22
FIC/N9901: Implement health and safety practices at the workplace .....	27
Assessment Guidelines and Weightage .....	32
<i>Assessment Guidelines</i> .....	32
<i>Assessment Weightage</i> .....	33
Acronyms .....	34
Glossary .....	35

## Qualification Pack

### FIC/Q8503: Convenience Food Maker-Ready To Eat and Instant Food

#### Brief Job Description

A 'Convenience Food Maker' is responsible for the production of ready to eat and ready to cook food products from food grains and vegetables as per standard organizational practices.

#### Personal Attributes

The individual must be physically fit, communicate effectively, plan, organise and prioritise tasks as per work requirements.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [FIC/N8513: Carry out production of food products](#)
2. [FIC/N9902: Work effectively in an organisation](#)
3. [SGJ/N1702: Optimize resource utilization at workplace](#)
4. [FIC/N9026: Prepare for production](#)
5. [FIC/N9901: Implement health and safety practices at the workplace](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Food Processing
<b>Sub-Sector</b>	Packaged Foods
<b>Occupation</b>	Processing-Packaged Foods
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/NIL

### Qualification Pack

<b>Minimum Educational Qualification &amp; Experience</b>	12th Class OR 10th Class (and 2 years course in relevant stream) OR 10th Class with 2 Years of experience relevant experience OR 10th Class + I.T.I (2 years) OR 10th Class + I.T.I (1 year) with 1 Year of experience
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	30/09/2021
<b>Next Review Date</b>	30/07/2024
<b>Deactivation Date</b>	30/07/2024
<b>NSQC Approval Date</b>	30/09/2021
<b>Version</b>	4.0
<b>Reference code on NQR</b>	2021/FI/FICSI/04572
<b>NQR Version</b>	1

**Remarks:**

Nil
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## Qualification Pack

### FIC/N8513: Carry out production of food products

#### Description

This OS unit is about producing various types of convenience foods as per standard work practices.

#### Scope

The scope covers the following :

- Sieve and grind raw material
- Produce different varieties of food products
- Packaging and post production activities

#### Elements and Performance Criteria

##### *Sieve and grind raw material*

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

- PC1.** check the weight of the raw materials. Raw materials: cereals, pulses, flour, milk powder, etc.
- PC2.** remove any impurities from the raw material which have passed the screening process
- PC3.** fix sieves in the sieving machine and transfer raw materials to obtain material of required fineness
- PC4.** fix screens in the pulverizer and set its control parameters
- PC5.** transfer the raw material in feed hopper, and start machine to grind grains and/or vegetables to achieve required fineness and size. Raw material: vegetables, fruits, dry fruits, flours, sugar, salt, water and other additives, etc.
- PC6.** remove the unwanted material by setting control parameters of roller mill and transferring the raw material from the hopper into the roller mill
- PC7.** remove the moisture content by feeding the raw material as per its process into the designated machine. Process: drying, roasting, evaporation, etc.
- PC8.** transfer measured quantity of raw materials into trough and start mixer to achieve required moisture content
- PC9.** transfer measured quantity of raw material into dough kneader and set control parameters
- PC10.** check the desired consistency, moisture and temperature of the dough manually or mechanically
- PC11.** transfer the prepared raw material to the production area for preparing various types of foods

##### *Produce different varieties of food products*

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

- PC12.** measure required quantity of materials and transfer them into the blending machine. Materials: raw materials, ingredients, additives, seasoning, flavors', etc.
- PC13.** operate and set control parameters of blending machine to blend ingredients
- PC14.** set the control parameters for the blancher and transfer the food material into the blancher to inactivate enzymes

## Qualification Pack

- PC15.** apply solution to the cut vegetables and to prevent the browning of vegetables. Solutions: ascorbic acid, dilute vinegar, etc.
- PC16.** transfer the material into the cooking chamber and set its parameters. Parameters: pressure, time, temperature, etc.
- PC17.** monitor the parameters of the freezing chamber and place the cooked/cut food items into the freezing chamber. Parameters: temperature, relative humidity, air etc.
- PC18.** maintain record and verify the number of items stored in the freezing chamber
- PC19.** identify the factors affecting the quality of the frozen food products. Factors: enzymes, air, microorganisms, ice crystals, freezer temperature, moisture evaporation, etc., Frozen food products: cut vegetables, frozen snacks, etc.
- PC20.** report to the supervisor in case freezer stops working midway of the process or any product defect is identified. Defect: loss of flavor, meat hardening, freeze burn, etc.
- PC21.** set parameters of the retort machine and ensure uniform heating of ready to eat food products. Parameters: temperature, time, speed, etc. Ready to eat food products: curries, parathas, pulavs, combo meal, etc.
- PC22.** flatten grains to produce breakfast cereals by setting the controls of flake rollers and oven
- PC23.** prepare ready to cook food products by setting the control parameters of the extruder. Ready to cook food products: noodles, breakfast cereals, idli/dosa premix, etc.
- PC24.** transfer the raw materials into the feed hopper of extruder
- PC25.** monitor the parameters of the extruder. Parameters: temperature, pressure, flaking, drying, etc.
- PC26.** check the quality of finished products passing out of machines as per organizational standards
- PC27.** ensure the finished product is as per the yield calculated during planning

### *Packaging and post production activities*

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

- PC28.** ensure labelling is done properly on the packaging material as per standard operating practices
- PC29.** ensure allergens are mentioned on the label as per FSSAI norms
- PC30.** transfer the finished product into the packaging line
- PC31.** ensure the food is packed in respective packaging material
- PC32.** send samples from the packed food to the quality lab for analysis. Analysis: physical, chemical, microbial, etc.
- PC33.** report any discrepancy/concerns to the department supervisor for immediate action
- PC34.** transfer the packed and labelled food products to the storage area as per standard practice followed in the organization
- PC35.** clean the work area, equipment and tools after usage
- PC36.** attend minor repairs/faults (if any) of all components and machines
- PC37.** ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment as per SOP or suppliers' instructions/manuals

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:



## Qualification Pack

- KU1.** SOP for machine cleanliness and general maintenance provided by the organization or the manufacturer
- KU2.** operating procedure of food production machines including fitment of components, etc.
- KU3.** inspection procedure of raw material for both quality and quantity
- KU4.** various quality parameters of the raw material
- KU5.** procedure to fix or change the screens and other operating procedure of cleaning machine
- KU6.** process of cleaning the raw material through machines like feeding them into hopper or cleaning line conveyor, etc.
- KU7.** SOP for storage of cleaned raw material as well as processed food
- KU8.** waste management process
- KU9.** procedure to fix sieves and other operating procedures of sieving machine
- KU10.** procedure to operate pulverizer, roller, drier, roaster evaporator, etc.
- KU11.** dough making procedure from the raw material
- KU12.** procedure to analyse work order and process chart
- KU13.** procedure to operate blending machine and extruder
- KU14.** SOP on preparation of convenience food from raw material
- KU15.** SOP on packaging of processed food
- KU16.** significance of sending samples for quality analysis
- KU17.** reporting and documentation policies of the organization
- KU18.** organizational policies and SOP on cleanliness
- KU19.** general maintenance of food production machineries

## Generic Skills (GS)

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

- GS1.** read and interpret organizational policies, SOP, production charts, etc.
- GS2.** note down the information communicated by the senior/supervisor
- GS3.** communicate effectively with subordinates as well as supervisors
- GS4.** plan and prioritize various tasks
- GS5.** be always punctual and courteous
- GS6.** organize all process/equipment manuals to access information easily
- GS7.** discuss task lists, schedules, and activities with the senior/supervisor
- GS8.** read internal information documents sent by internal teams
- GS9.** plan, prioritize, and sequence work operations

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Sieve and grind raw material</i>	<b>15</b>	<b>15</b>	-	<b>10</b>
<b>PC1.</b> check the weight of the raw materials. Raw materials: cereals, pulses, flour, milk powder, etc.	1	2	-	1
<b>PC2.</b> remove any impurities from the raw material which have passed the screening process	2	1	-	1
<b>PC3.</b> fix sieves in the sieving machine and transfer raw materials to obtain material of required fineness	1	1	-	1
<b>PC4.</b> fix screens in the pulverizer and set its control parameters	1	1	-	1
<b>PC5.</b> transfer the raw material in feed hopper, and start machine to grind grains and/or vegetables to achieve required fineness and size. Raw material: vegetables, fruits, dry fruits, flours, sugar, salt, water and other additives, etc.	1	2	-	1
<b>PC6.</b> remove the unwanted material by setting control parameters of roller mill and transferring the raw material from the hopper into the roller mill	2	1	-	1
<b>PC7.</b> remove the moisture content by feeding the raw material as per its process into the designated machine. Process: drying, roasting, evaporation, etc.	1	2	-	1
<b>PC8.</b> transfer measured quantity of raw materials into trough and start mixer to achieve required moisture content	2	1	-	1
<b>PC9.</b> transfer measured quantity of raw material into dough kneader and set control parameters	1	1	-	1
<b>PC10.</b> check the desired consistency, moisture and temperature of the dough manually or mechanically	2	1	-	1
<b>PC11.</b> transfer the prepared raw material to the production area for preparing various types of foods	1	2	-	-
<i>Produce different varieties of food products</i>	<b>20</b>	<b>20</b>	-	<b>10</b>



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> measure required quantity of materials and transfer them into the blending machine. Materials: raw materials, ingredients, additives, seasoning, flavors', etc.	2	1	-	-
<b>PC13.</b> operate and set control parameters of blending machine to blend ingredients	1	1	-	1
<b>PC14.</b> set the control parameters for the blancher and transfer the food material into the blancher to inactivate enzymes	2	1	-	1
<b>PC15.</b> apply solution to the cut vegetables and to prevent the browning of vegetables. Solutions: ascorbic acid, dilute vinegar, etc.	1	1	-	1
<b>PC16.</b> transfer the material into the cooking chamber and set its parameters. Parameters: pressure, time, temperature, etc.	2	1	-	-
<b>PC17.</b> monitor the parameters of the freezing chamber and place the cooked/cut food items into the freezing chamber. Parameters: temperature, relative humidity, air etc.	1	2	-	1
<b>PC18.</b> maintain record and verify the number of items stored in the freezing chamber	1	1	-	1
<b>PC19.</b> identify the factors affecting the quality of the frozen food products. Factors: enzymes, air, microorganisms, ice crystals, freezer temperature, moisture evaporation, etc., Frozen food products: cut vegetables, frozen snacks, etc.	1	2	-	1
<b>PC20.</b> report to the supervisor in case freezer stops working midway of the process or any product defect is identified. Defect: loss of flavor, meat hardening, freeze burn, etc.	1	1	-	-
<b>PC21.</b> set parameters of the retort machine and ensure uniform heating of ready to eat food products. Parameters: temperature, time, speed, etc. Ready to eat food products: curries, parathas, pulavs, combo meal, etc.	2	1	-	-
<b>PC22.</b> flatten grains to produce breakfast cereals by setting the controls of flake rollers and oven	1	1	-	1

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC23.</b> prepare ready to cook food products by setting the control parameters of the extruder. Ready to cook food products: noodles, breakfast cereals, idli/dosa premix, etc.	1	1	-	-
<b>PC24.</b> transfer the raw materials into the feed hopper of extruder	1	1	-	1
<b>PC25.</b> monitor the parameters of the extruder. Parameters: temperature, pressure, flaking, drying, etc.	1	2	-	1
<b>PC26.</b> check the quality of finished products passing out of machines as per organizational standards	1	1	-	1
<b>PC27.</b> ensure the finished product is as per the yield calculated during planning	1	2	-	-
<i>Packaging and post production activities</i>	<b>12</b>	<b>9</b>	-	-
<b>PC28.</b> ensure labelling is done properly on the packaging material as per standard operating practices	1	1	-	-
<b>PC29.</b> ensure allergens are mentioned on the label as per FSSAI norms	1	1	-	-
<b>PC30.</b> transfer the finished product into the packaging line	1	1	-	-
<b>PC31.</b> ensure the food is packed in respective packaging material	2	-	-	-
<b>PC32.</b> send samples from the packed food to the quality lab for analysis. Analysis: physical, chemical, microbial, etc.	1	1	-	-
<b>PC33.</b> report any discrepancy/concerns to the department supervisor for immediate action	1	1	-	-
<b>PC34.</b> transfer the packed and labelled food products to the storage area as per standard practice followed in the organization	1	1	-	-
<b>PC35.</b> clean the work area, equipment and tools after usage	1	1	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC36.</b> attend minor repairs/faults (if any) of all components and machines	2	1	-	-
<b>PC37.</b> ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment as per SOP or suppliers' instructions/manuals	1	1	-	-
<b>NOS Total</b>	<b>47</b>	<b>44</b>	<b>-</b>	<b>20</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FIC/N8513
<b>NOS Name</b>	Carry out production of food products
<b>Sector</b>	Food Processing
<b>Sub-Sector</b>	Packaged Foods
<b>Occupation</b>	Processing-Packaged Foods
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	30/09/2021
<b>Next Review Date</b>	30/07/2024
<b>Deactivation Date</b>	30/07/2024
<b>NSQC Clearance Date</b>	30/09/2021

## Qualification Pack

### FIC/N9902: Work effectively in an organisation

#### Description

This unit is about working effectively with others.

#### Scope

The scope covers the following :

- Communicate effectively
- Work in a team effectively
- Respect diversity

#### Elements and Performance Criteria

##### *Communicate effectively*

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

- PC1.** obtain complete information and instructions from designated personnel
- PC2.** reciprocate understanding and seek clarifications whenever required
- PC3.** provide information accurately and clearly
- PC4.** use inclusive language (verbal, non-verbal and written) that is gender, disability and culturally sensitive

##### *Work in a team effectively*

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

- PC5.** plan tasks to be performed as per priority and need
- PC6.** consult with and assist others to maximize effectiveness and efficiency at work
- PC7.** escalate problems and grievances beyond own scope to the concerned authority
- PC8.** take appropriate action to resolve conflicts at the workplace

##### *Respect diversity*

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

- PC9.** maintain a gender-neutral behaviour with everyone at the workplace
- PC10.** empathise with People with Disabilities (PwD) and offer help, if required
- PC11.** recognise and report incidents of harassment and discrimination to appropriate authority

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational quality procedures and processes associated with work
- KU2.** standards, policies, and procedures followed in the organization relevant to employment, harassment, discrimination and performance conditions
- KU3.** reporting structure, inter-dependent functions, lines, and procedures applicable at the workplace

## Qualification Pack

- KU4.** different types of harassment and discrimination based on gender, disability, caste, religion, and culture
- KU5.** components of effective communication and its importance
- KU6.** importance of teamwork in organizational and individual success
- KU7.** importance of ethics and discipline for professional success
- KU8.** how to express and address grievances appropriately and effectively
- KU9.** importance and ways of managing interpersonal conflict effectively
- KU10.** different types of disabilities and the challenges faced by persons with disability (PwD)
- KU11.** laws, acts and provisions defined for PwD
- KU12.** importance of gender sensitivity and equality
- KU13.** legislations, grievance redressal mechanisms, and penalties against harassment in the workplace

## Generic Skills (GS)

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

- GS1.** communicate information, doubts and concerns about work related matters in local language or Hindi/English
- GS2.** read and interpret information given in local language or Hindi/English
- GS3.** establish priorities and deadlines in consultation with other and record them
- GS4.** be punctual
- GS5.** listen to others concerns and doubts carefully and address them
- GS6.** be courteous

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicate effectively</i>	<b>8</b>	<b>13</b>	-	-
<b>PC1.</b> obtain complete information and instructions from designated personnel	2	3	-	-
<b>PC2.</b> reciprocate understanding and seek clarifications whenever required	2	3	-	-
<b>PC3.</b> provide information accurately and clearly	2	3	-	-
<b>PC4.</b> use inclusive language (verbal, non-verbal and written) that is gender, disability and culturally sensitive	2	4	-	-
<i>Work in a team effectively</i>	<b>8</b>	<b>14</b>	-	-
<b>PC5.</b> plan tasks to be performed as per priority and need	2	4	-	-
<b>PC6.</b> consult with and assist others to maximize effectiveness and efficiency at work	2	3	-	-
<b>PC7.</b> escalate problems and grievances beyond own scope to the concerned authority	2	3	-	-
<b>PC8.</b> take appropriate action to resolve conflicts at the workplace	2	4	-	-
<i>Respect diversity</i>	<b>6</b>	<b>12</b>	-	-
<b>PC9.</b> maintain a gender-neutral behaviour with everyone at the workplace	2	4	-	-
<b>PC10.</b> empathise with People with Disabilities (PwD) and offer help, if required	2	4	-	-
<b>PC11.</b> recognise and report incidents of harassment and discrimination to appropriate authority	2	4	-	-
<b>NOS Total</b>	<b>22</b>	<b>39</b>	-	-



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FIC/N9902
<b>NOS Name</b>	Work effectively in an organisation
<b>Sector</b>	Food Processing
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/09/2021
<b>Next Review Date</b>	30/07/2024
<b>Deactivation Date</b>	30/07/2024
<b>NSQF Clearance Date</b>	30/09/2021

## Qualification Pack

### SGJ/N1702: Optimize resource utilization at workplace

#### Description

This unit is about adopting sustainable practices and optimizing use of resources, especially material, energy and waste, in day-to-day operations at work

#### Scope

The scope covers the following :

- Material conservation practices
- Energy/electricity conservation practices
- Effective waste management/recycling practices

#### Elements and Performance Criteria

##### *Material conservation practices*

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

- PC1.** identify ways to optimize usage of material including water in various tasks/activities/processes
- PC2.** check for spills/leakages in various tasks/activities/processes
- PC3.** plug spills/leakages and escalate to appropriate authority if unable to rectify
- PC4.** carry out routine cleaning of tools, machines and equipment

##### *Energy/electricity conservation practices*

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

- PC5.** identify ways to optimize usage of electricity/energy in various tasks/activities/processes
- PC6.** check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC7.** report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment
- PC8.** ensure electrical equipment and appliances are properly connected and turned off when not in use

##### *Effective waste management/recycling practices*

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

- PC9.** identify recyclable and non-recyclable, and hazardous waste generated
- PC10.** segregate waste into different categories
- PC11.** dispose non-recyclable waste appropriately
- PC12.** deposit recyclable and reusable material at identified location
- PC13.** follow processes specified for disposal of hazardous waste

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

## Qualification Pack

- KU1.** potential hazards, risks and threats based on the nature of work
- KU2.** layout of the workstation and electrical and thermal equipment used
- KU3.** organizations procedures for minimizing waste
- KU4.** efficient and inefficient utilization of material and water
- KU5.** ways of efficiently managing material and water in the process
- KU6.** basics of electricity and prevalent energy efficient devices
- KU7.** ways to recognize common electrical problems
- KU8.** common practices of conserving electricity
- KU9.** usage of different colours of dustbins
- KU10.** categorization of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU11.** waste management and methods of waste disposal
- KU12.** common sources of pollution and ways to minimize it

## Generic Skills (GS)

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

- GS1.** record data on waste disposal at workplace
- GS2.** complete statutory documents relevant to safety and hygiene
- GS3.** read Standard Operating Practices (SOP) documents
- GS4.** communicate with colleagues on the significance of greening of jobs
- GS5.** make timely decisions for efficient utilization of resources
- GS6.** complete tasks efficiently and accurately within stipulated time
- GS7.** work with supervisors/team members to carry out work related tasks
- GS8.** identify cause and effect of greening of jobs

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Material conservation practices</i>	<b>4</b>	<b>8</b>	-	-
<b>PC1.</b> identify ways to optimize usage of material including water in various tasks/activities/processes	1	2	-	-
<b>PC2.</b> check for spills/leakages in various tasks/activities/processes	1	2	-	-
<b>PC3.</b> plug spills/leakages and escalate to appropriate authority if unable to rectify	1	2	-	-
<b>PC4.</b> carry out routine cleaning of tools, machines and equipment	1	2	-	-
<i>Energy/electricity conservation practices</i>	<b>4</b>	<b>8</b>	-	-
<b>PC5.</b> identify ways to optimize usage of electricity/energy in various tasks/activities/processes	1	2	-	-
<b>PC6.</b> check if the equipment/machine is functioning normally before commencing work and rectify wherever required	1	2	-	-
<b>PC7.</b> report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	1	2	-	-
<b>PC8.</b> ensure electrical equipment and appliances are properly connected and turned off when not in use	1	2	-	-
<i>Effective waste management/recycling practices</i>	<b>5</b>	<b>10</b>	-	-
<b>PC9.</b> identify recyclable and non-recyclable, and hazardous waste generated	1	2	-	-
<b>PC10.</b> segregate waste into different categories	1	2	-	-
<b>PC11.</b> dispose non-recyclable waste appropriately	1	2	-	-
<b>PC12.</b> deposit recyclable and reusable material at identified location	1	2	-	-
<b>PC13.</b> follow processes specified for disposal of hazardous waste	1	2	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	13	26	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	SGJ/N1702
<b>NOS Name</b>	Optimize resource utilization at workplace
<b>Sector</b>	Green Jobs
<b>Sub-Sector</b>	Other Green Jobs
<b>Occupation</b>	Resource Optimization
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/09/2021
<b>Next Review Date</b>	30/07/2024
<b>Deactivation Date</b>	30/07/2024
<b>NSQC Clearance Date</b>	30/09/2021

## Qualification Pack

### FIC/N9026: Prepare for production

#### Description

This NOS unit is about performing various tasks prior to production in the food processing industry.

#### Scope

The scope covers the following :

- Plan for production
- Clean and maintain work area, machineries, and tools for production
- Organize for production

#### Elements and Performance Criteria

##### *Plan for production*

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

- PC1.** identify work requirements by obtaining instructions from the supervisor. Instructions: process chart, product flow chart, formulation, chart, etc.
- PC2.** plan and prioritize tasks as per work schedule. Tasks: inspect, clean, maintain, verify, etc.
- PC3.** estimate manpower and material requirements as per work requirement. Material: raw materials and packaging materials
- PC4.** ensure required quantity of raw materials, packaging materials, equipment, and manpower for production
- PC5.** plan capacity utilization of machinery with respect to the processing time, production order, and batch size for each product

##### *Clean and maintain work area, machineries, and tools for production*

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

- PC6.** clean and maintain the work area as per organizational procedures
- PC7.** clean and maintain the machines and tools and sanitize them as per the organization's specifications and standards
- PC8.** dispose of the waste material at designated place safely. Waste material: hazardous waste, food waste, packaging waste, etc.
- PC9.** inspect the tools, equipment, and machinery to ascertain suitability for use
- PC10.** report information such as faulty tools and equipment to the concerned authority

##### *Organize for production*

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

- PC11.** organize tools and equipment
- PC12.** receive and organize production materials appropriately. Production materials: raw materials, packaging materials, etc.
- PC13.** allot responsibilities/work to the assistants and helpers

#### Knowledge and Understanding (KU)



## Qualification Pack

The individual on the job needs to know and understand:

- KU1.** production planning process
- KU2.** analysis and interpretation of various process charts, product flow charts, etc.
- KU3.** resource management process
- KU4.** procedure to estimate manpower and raw material
- KU5.** capacity utilization calculation
- KU6.** organizational policies and SOP on cleanliness
- KU7.** operating procedure and general maintenance of food production machineries
- KU8.** waste management procedures
- KU9.** methods to inspect tools, equipment and machinery
- KU10.** procedure to allot work or responsibility to the team

## Generic Skills (GS)

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

- GS1.** read and interpret organizational policies, SOP, production charts, etc.
- GS2.** communicate effectively with subordinates as well as supervisors
- GS3.** plan and prioritize various tasks
- GS4.** be always punctual and courteous
- GS5.** organize all process/equipment manuals to access information easily
- GS6.** discuss task lists, schedules, and activities with the senior/supervisor

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan for production</i>	<b>11</b>	<b>25</b>	-	-
<b>PC1.</b> identify work requirements by obtaining instructions from the supervisor. Instructions: process chart, product flow chart, formulation, chart, etc.	3	6	-	-
<b>PC2.</b> plan and prioritize tasks as per work schedule. Tasks: inspect, clean, maintain, verify, etc.	2	5	-	-
<b>PC3.</b> estimate manpower and material requirements as per work requirement. Material: raw materials and packaging materials	2	4	-	-
<b>PC4.</b> ensure required quantity of raw materials, packaging materials, equipment, and manpower for production	2	5	-	-
<b>PC5.</b> plan capacity utilization of machinery with respect to the processing time, production order, and batch size for each product	2	5	-	-
<i>Clean and maintain work area, machineries, and tools for production</i>	<b>14</b>	<b>32</b>	-	-
<b>PC6.</b> clean and maintain the work area as per organizational procedures	3	7	-	-
<b>PC7.</b> clean and maintain the machines and tools and sanitize them as per the organization's specifications and standards	3	7	-	-
<b>PC8.</b> dispose of the waste material at designated place safely. Waste material: hazardous waste, food waste, packaging waste, etc.	3	7	-	-
<b>PC9.</b> inspect the tools, equipment, and machinery to ascertain suitability for use	3	6	-	-
<b>PC10.</b> report information such as faulty tools and equipment to the concerned authority	2	5	-	-
<i>Organize for production</i>	<b>5</b>	<b>13</b>	-	-
<b>PC11.</b> organize tools and equipment	2	7	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> receive and organize production materials appropriately. Production materials: raw materials, packaging materials, etc.	2	4	-	-
<b>PC13.</b> allot responsibilities/work to the assistants and helpers	1	2	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FIC/N9026
<b>NOS Name</b>	Prepare for production
<b>Sector</b>	Food Processing
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Production
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/09/2021
<b>Next Review Date</b>	30/07/2024
<b>Deactivation Date</b>	30/07/2024
<b>NSQC Clearance Date</b>	30/09/2021

## Qualification Pack

# FIC/N9901: Implement health and safety practices at the workplace

## Description

This unit is about following health and safety procedures at the workplace.

## Scope

The scope covers the following :

- Ensure food safety and personal hygiene
- Follow safety measures to avoid accidents
- Follow emergency procedures
- Manage infection control

## Elements and Performance Criteria

### *Ensure food safety and personal hygiene*

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

- PC1.** follow relevant practices to avoid cross contamination at all stages of food processing operations
- PC2.** follow organisational procedures for handling items that may cause allergic reactions
- PC3.** follow Good Manufacturing Practices (GMP) at the workplace. Good Manufacturing Practices: location and layout (ergonomics), cleaning and sanitation, equipment and containers, pest control, facilities (lighting, water supply, drainage and waste disposal, air quality and ventilation), food storage, transportation, and distribution (Source: Schedule IV, FSSAI Licensing and Registration, 2011)
- PC4.** follow Good Hygiene Practices (GHP) at the workplace appropriately. Good Hygiene Practices: use of gloves, hairnets, masks, ear plugs, goggles, shoes etc; washing hands regularly; treating injuries such as cuts, boils, skin infections and grazes; preventive health check-ups ; getting vaccinated whenever required. (Source: Schedule IV, FSSAI Licensing and Registration, 2011)

### *Follow safety measures to avoid accidents*

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

- PC5.** use protective clothing/equipment for specific tasks and work conditions
- PC6.** identify job-site hazardous work and possible causes of risk or accident at the workplace
- PC7.** deal with hazards safely and appropriately to ensure safety of self and others as per organisational protocol
- PC8.** use various types of fire extinguishers effectively
- PC9.** respond promptly and appropriately to an accident situation or medical emergency
- PC10.** provide cardio-pulmonary resuscitation (CPR) as per the requirement (e.g. cardiac arrest)

### *Follow emergency procedures*

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

- PC11.** follow workplace emergency and evacuation procedures
- PC12.** use safe methods to free a person from electrocution

## Qualification Pack

**PC13.** administer appropriate first aid to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning etc.

### *Manage infection control*

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

**PC14.** use appropriate disinfectants to disinfect the work area and equipment as per organisational protocol

**PC15.** ensure personal hygiene by washing hands regularly using alcohol based sanitisers and wearing personal protective equipment (PPE)

**PC16.** report illness of self and others to the supervisor or concerned authority

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** meaning of hazards and risks

**KU2.** possible causes of risk, hazard or accident in the workplace

**KU3.** where to find all the general health and safety equipment in the workplace

**KU4.** health and safety policy and procedures of the organization

**KU5.** health and safety hazards commonly present in the work environment

**KU6.** work practices and precautions used to control and prevent risks, hazards and accidents

**KU7.** applicable standards and regulations as listed in The Food Safety and Standards Act, 2006

**KU8.** importance of each personal protective equipment used such as eye protection, hard hats, gloves apron, rubber boots, etc.

**KU9.** importance of ensuring personal hygiene at the workplace

**KU10.** ways to prevent cross contamination at the workplace

**KU11.** importance of storing food at specified temperatures

**KU12.** various dangers associated with the use of electrical and other equipment

**KU13.** preventive and remedial actions to be taken in the case of exposure to toxic materials

**KU14.** various causes of fire and the ways to prevent them

**KU15.** techniques of using the different fire extinguishers

**KU16.** procedure followed for providing cardio-pulmonary resuscitation (CPR) to the affected

**KU17.** rescue techniques applied during a fire hazard

**KU18.** various types of safety signs and what they mean

**KU19.** workplace emergency and evacuation procedures

**KU20.** appropriate basic first aid treatment relevant to the condition e.g. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries

**KU21.** potential injuries and ill health conditions associated with incorrect manual handling

**KU22.** safe lifting and carrying practices

**KU23.** safe practices to be followed for ensuring sanitisation of self and work area

**KU24.** procedure for storing the sanitising materials appropriately

## Generic Skills (GS)

## Qualification Pack

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

- GS1.** write an accident/incident report in local language or English
- GS2.** read and comprehend basic content to read labels, charts, signages, symbols and product manuals
- GS3.** communicate with coworkers appropriately in order to clarify instructions and other issues
- GS4.** make appropriate decisions pertaining to the concerned area of work regarding the work objective, span of authority, responsibility, laid down procedure and guidelines
- GS5.** plan and organize the work schedule, work area, tools, equipment and materials for improved productivity
- GS6.** identify probable solutions to the problems in hand and evaluate them
- GS7.** seek official and authorised sources of help and guidance to resolve problems that cannot be solved at one's level of authority



## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure food safety and personal hygiene</i>	<b>7</b>	<b>19</b>	-	-
<b>PC1.</b> follow relevant practices to avoid cross contamination at all stages of food processing operations	1	4	-	-
<b>PC2.</b> follow organisational procedures for handling items that may cause allergic reactions	1	4	-	-
<b>PC3.</b> follow Good Manufacturing Practices (GMP) at the workplace. Good Manufacturing Practices: location and layout (ergonomics), cleaning and sanitation, equipment and containers, pest control, facilities (lighting, water supply, drainage and waste disposal, air quality and ventilation), food storage, transportation, and distribution (Source: Schedule IV, FSSAI Licensing and Registration, 2011)	3	7	-	-
<b>PC4.</b> follow Good Hygiene Practices (GHP) at the workplace appropriately. Good Hygiene Practices: use of gloves, hairnets, masks, ear plugs, goggles, shoes etc; washing hands regularly; treating injuries such as cuts, boils, skin infections and grazes; preventive health check-ups ; getting vaccinated whenever required. (Source: Schedule IV, FSSAI Licensing and Registration, 2011)	2	4	-	-
<i>Follow safety measures to avoid accidents</i>	<b>11</b>	<b>24</b>	-	-
<b>PC5.</b> use protective clothing/equipment for specific tasks and work conditions	2	4	-	-
<b>PC6.</b> identify job-site hazardous work and possible causes of risk or accident at the workplace	2	4	-	-
<b>PC7.</b> deal with hazards safely and appropriately to ensure safety of self and others as per organisational protocol	2	4	-	-
<b>PC8.</b> use various types of fire extinguishers effectively	2	4	-	-
<b>PC9.</b> respond promptly and appropriately to an accident situation or medical emergency	1	4	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> provide cardio-pulmonary resuscitation (CPR) as per the requirement (e.g. cardiac arrest)	2	4	-	-
<i>Follow emergency procedures</i>	<b>6</b>	<b>12</b>	-	-
<b>PC11.</b> follow workplace emergency and evacuation procedures	2	4	-	-
<b>PC12.</b> use safe methods to free a person from electrocution	2	4	-	-
<b>PC13.</b> administer appropriate first aid to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning etc.	2	4	-	-
<i>Manage infection control</i>	<b>6</b>	<b>15</b>	-	-
<b>PC14.</b> use appropriate disinfectants to disinfect the work area and equipment as per organisational protocol	3	7	-	-
<b>PC15.</b> ensure personal hygiene by washing hands regularly using alcohol based sanitisers and wearing personal protective equipment (PPE)	1	4	-	-
<b>PC16.</b> report illness of self and others to the supervisor or concerned authority	2	4	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FIC/N9901
<b>NOS Name</b>	Implement health and safety practices at the workplace
<b>Sector</b>	Food Processing
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	30/09/2021
<b>Next Review Date</b>	30/07/2024
<b>Deactivation Date</b>	30/07/2024
<b>NSQC Clearance Date</b>	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.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.

## Qualification Pack

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/N8513.Carry out production of food products	47	44	-	20	111	40
FIC/N9902.Work effectively in an organisation	22	39	0	0	61	10
SGJ/N1702.Optimize resource utilization at workplace	13	26	-	-	39	10
FIC/N9026.Prepare for production	30	70	-	-	100	20
FIC/N9901.Implement health and safety practices at the workplace	30	70	-	-	100	20
<b>Total</b>	<b>142</b>	<b>249</b>	<b>-</b>	<b>20</b>	<b>411</b>	<b>100</b>

## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.