

Qualification Pack



Fish and Sea food Processor

QP Code: FIC/Q4002

Version: 1.0

NSQF Level: 2

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FIC/Q4002: Fish and Sea food Processor

Brief Job Description

A Fish and Sea Food Processor is responsible for processing fish and sea food to achieve quality and quantity of products along with maintaining food safety and hygiene in work environment.

Personal Attributes

A person 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 have stamina and professional hygiene.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FIC/N9026: Prepare for production](#)
2. [FIC/N4003: Execution of fish and sea food processing](#)
3. [FIC/N9901: Implement health and safety practices at the workplace](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Food Processing
Sub-Sector	Generic
Occupation	Processing-Fish and Seafood
Country	India
NSQF Level	2
Credits	7
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL

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Minimum Educational Qualification & Experience	9th grade pass OR 8th grade pass and pursuing continuous schooling OR 5th grade pass with 4 Years of experience relevant experience OR Ability to read and write with 4 Years of experience relevant experience
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	19/07/2023
NSQC Approval Date	19/01/2023
Version	1.0
Reference code on NQR	QG-02-FI-00054-2023-V1-FICSI
NQR Version	1

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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)

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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

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Assessment Criteria

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

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

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National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9026
NOS Name	Prepare for production
Sector	Food Processing
Sub-Sector	Generic
Occupation	Production
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023

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FIC/N4003: Execution of fish and sea food processing

Description

This unit is about execution of fish and sea food processing using various machineries as per the specifications and standards of the organization

Elements and Performance Criteria

Receive and handle raw material

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

- PC1.** receive live or chilled raw material (fish and sea food) in refrigerated trucks
- PC2.** check the raw material and condition of the transporting vehicle for any possible contamination
- PC3.** check the container to see if the raw material is adequately iced and storage temperature is maintained; check temperature of the raw material
- PC4.** inspect raw material quality through physical parameters like odour, scales, eyes, gills and overall appearance/ physical condition
- PC5.** inspect frozen/chilled seafood for shipping temperature, signs of freezer burn, adequacy of protective covering and integrity of packaging, inspect live shellfish through tap test (tapping live oysters, mussels etc), leg movement (for lobsters, crab)
- PC6.** dump raw material into washing tank for washing , remove washed raw material from water and place in crates/containers
- PC7.** prepare ice flakes and place fresh whole fish and seafood on a bed of ice flakes, cover each layer of fish with layer of ice and store until further processing or weigh the washed raw material and transfer to the preprocessing area
- PC8.** weigh the washed raw material and transfer to the pre-processing area

Sort and grade

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

- PC9.** weigh and transfer raw material to the sorting table
- PC10.** inspect and separate different species of fish and seafood, remove damaged, spoiled, diseased seafood and discard it
- PC11.** grade the sorted fish and seafood based on size and quality and place in designated container
- PC12.** wash graded fish and seafood manually (or) open valves of the spraying system for water and adjust pressure to wash by spraying water on fish
- PC13.** discard the rejects following the disposal procedure

Pre-process fish and seafood

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

- PC14.** weigh the graded fish and sea food for pre-processing
- PC15.** remove the shell (in case of shellfish)
- PC16.** slit the fish from the throat to the end of the abdomen (gutting)
- PC17.** remove the head manually (or) place and position the fish in the deheader machine and press button or lever to cut fish head mechanically (deheading)

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- PC18.** pull out the gut and egg sac, either before or after deheading (gut pulling)
- PC19.** clean out any leftover gut and remove the organs that run down the spine of the fish (spooning)
- PC20.** wash with water or by showering with ice water
- PC21.** grade the pre-processed fish and seafood based on size, weight and quality and stack in respective bins
- PC22.** weigh the graded fish and sea food and transfer to the processing area (or) to cold storage room and store maintaining temperature as per organisation standards until further processing

Process fish and seafood

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

- PC23.** receive pre-processed raw material (fish and sea food) for processing
- PC24.** thaw fish and seafood (in case of frozen fish and sea food) following SOP
- PC25.** prepare/measure moisture retention agent following sop, weigh raw material and soak in moisture retention agents for retention of moisture, texture, flavour and nutrients
- PC26.** control and maintain temperature to pasteurize fish for removal of microbial load
- PC27.** transfer pasteurized fish into chilled water to prevent overcooking
- PC28.** remove fish from chilled water, place chilled fish in vibrate belt, adjust controls and start vibrate belt to remove excess water from fish
- PC29.** set controls such as temperature, conveyor speed of tunnel freezer and push buttons to start, place fish and seafood on conveyor and allow it to pass through the tunnel freezer to freeze to specified temperature (or) place fish and seafood in trays and load trays in freezer, maintain and control temperature of freezer to freeze fish
- PC30.** dip frozen fish in water/ chilled water manually and remove after specified time for glazing (or) start pump to circulate water or control spraying system to spray water, adjust controls to maintain water temperature in glazing machine, adjust speed of the conveyor to allow the frozen fish to dip in water for specified time, and remove glazed fish from conveyor
- PC31.** prepare fillet, cut fillets (dorsal and abdominal muscles) from the backbone and remove the collarbone, remove skin if required, remove pin bones, inspect fillets and remove damages, cut into portions based on weight and parts (like loin, belly flap, tail, etc.), freeze to specified temperature and glaze fillets
- PC32.** pack weighed quantity of the glazed fish and sea food products in primary packaging material and label as well as pack the primary packaged product in cartons
- PC33.** sample the product for quality analysis to ensure conformance to standards
- PC34.** transfer packed products to cold storage room, and ensure storage temperature is maintained by verifying the temperature gauge at regular intervals

Post production cleaning and regular maintenance of equipments

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

- PC36.** clean the work area, machineries, equipment and tools using recommended cleaning agents and sanitizers
- PC37.** attend minor repairs/faults of all machines (if any)
- PC38.** ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the SOP or following suppliers instructions/manuals
- PC35.** clean the machineries used with approved sanitizers following CIP procedure

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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 raw materials (fish and sea food) and products obtained from each raw material
- KU10.** various process, process parameters
- KU11.** process requirements for all species and types of fish and sea food
- KU12.** types of machineries used for processing and machineries used in the organisation
- KU13.** handling all machineries
- KU14.** maintenance of machineries, equipments and tools
- KU15.** quality parameters, basic food microbiology and quality assessment based on physical parameters
- KU16.** types and category of packaging materials, packaging machineries
- KU17.** basic knowledge of refrigeration
- KU18.** cold storage facility and its maintenance
- KU19.** storage conditions for all varieties of fish and sea food
- KU20.** storage procedures for raw materials and processed food
- KU21.** cleaning procedures such as CIP and COP
- KU22.** knowledge of sanitizers and disinfectants and their handling and storing methods
- KU23.** food laws and regulations on product, packaging and labelling
- KU24.** food safety and hygiene
- KU25.** GMP
- KU26.** 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

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- 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 the process flowchart for all products produced
- GS9.** read equipment manuals and process documents to understand the equipments 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 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 teams on the issues faced during the process
- 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 work based on 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>Receive and handle raw material</i>	6	9	-	-
PC1. receive live or chilled raw material (fish and sea food) in refrigerated trucks	0.5	0.5	-	-
PC2. check the raw material and condition of the transporting vehicle for any possible contamination	0.5	0.5	-	-
PC3. check the container to see if the raw material is adequately iced and storage temperature is maintained; check temperature of the raw material	0.5	1.5	-	-
PC4. inspect raw material quality through physical parameters like odour, scales, eyes, gills and overall appearance/ physical condition	1.5	1.5	-	-
PC5. inspect frozen/chilled seafood for shipping temperature, signs of freezer burn, adequacy of protective covering and integrity of packaging, inspect live shellfish through tap test (tapping live oysters, mussels etc), leg movement (for lobsters, crab)	1.5	1.5	-	-
PC6. dump raw material into washing tank for washing , remove washed raw material from water and place in crates/containers	0.5	1.5	-	-
PC7. prepare ice flakes and place fresh whole fish and seafood on a bed of ice flakes, cover each layer of fish with layer of ice and store until further processing or weigh the washed raw material and transfer to the preprocessing area	0.5	1.5	-	-
PC8. weigh the washed raw material and transfer to the pre-processing area	0.5	0.5	-	-
<i>Sort and grade</i>	3.5	6.5	-	-
PC9. weigh and transfer raw material to the sorting table	0.5	0.5	-	-
PC10. inspect and separate different species of fish and seafood, remove damaged, spoiled, diseased seafood and discard it	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. grade the sorted fish and seafood based on size and quality and place in designated container	1	2	-	-
PC12. wash graded fish and seafood manually (or) open valves of the spraying system for water and adjust pressure to wash by spraying water on fish	0.5	1.5	-	-
PC13. discard the rejects following the disposal procedure	0.5	0.5	-	-
<i>Pre-process fish and seafood</i>	11	19	-	-
PC14. weigh the graded fish and sea food for pre-processing	0.5	0.5	-	-
PC15. remove the shell (in case of shellfish)	2	3	-	-
PC16. slit the fish from the throat to the end of the abdomen (gutting)	2	3	-	-
PC17. remove the head manually (or) place and position the fish in the deheader machine and press button or lever to cut fish head mechanically (deheading)	2	3	-	-
PC18. pull out the gut and egg sac, either before or after deheading (gut pulling)	2	3	-	-
PC19. clean out any leftover gut and remove the organs that run down the spine of the fish (spooning)	1	2	-	-
PC20. wash with water or by showering with ice water	0.5	1.5	-	-
PC21. grade the pre-processed fish and seafood based on size, weight and quality and stack in respective bins	0.5	1.5	-	-
PC22. weigh the graded fish and sea food and transfer to the processing area (or) to cold storage room and store maintaining temperature as per organisation standards until further processing	0.5	1.5	-	-
<i>Process fish and seafood</i>	12	25	-	-
PC23. receive pre-processed raw material (fish and sea food) for processing	0.5	1.5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. thaw fish and seafood (in case of frozen fish and sea food) following SOP	0.5	1.5	-	-
PC25. prepare/measure moisture retention agent following sop, weigh raw material and soak in moisture retention agents for retention of moisture, texture, flavour and nutrients	1	2	-	-
PC26. control and maintain temperature to pasteurize fish for removal of microbial load	1	2	-	-
PC27. transfer pasteurized fish into chilled water to prevent overcooking	0.5	0.5	-	-
PC28. remove fish from chilled water, place chilled fish in vibrate belt, adjust controls and start vibrate belt to remove excess water from fish	1	2	-	-
PC29. set controls such as temperature, conveyor speed of tunnel freezer and push buttons to start, place fish and seafood on conveyor and allow it to pass through the tunnel freezer to freeze to specified temperature (or) place fish and seafood in trays and load trays in freezer, maintain and control temperature of freezer to freeze fish	2	3	-	-
PC30. dip frozen fish in water/ chilled water manually and remove after specified time for glazing (or) start pump to circulate water or control spraying system to spray water, adjust controls to maintain water temperature in glazing machine, adjust speed of the conveyor to allow the frozen fish to dip in water for specified time, and remove glazed fish from conveyor	1.5	2.5	-	-
PC31. prepare fillet, cut fillets (dorsal and abdominal muscles) from the backbone and remove the collarbone, remove skin if required, remove pin bones, inspect fillets and remove damages, cut into portions based on weight and parts (like loin, belly flap, tail, etc.), freeze to specified temperature and glaze fillets	1.5	2.5	-	-
PC32. pack weighed quantity of the glazed fish and sea food products in primary packaging material and label as well as pack the primary packaged product in cartons	1	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC33. sample the product for quality analysis to ensure conformance to standards	1	2	-	-
PC34. transfer packed products to cold storage room, and ensure storage temperature is maintained by verifying the temperature gauge at regular intervals	0.5	1.5	-	-
<i>Post production cleaning and regular maintenance of equipments</i>	2.5	5.5	-	-
PC36. clean the work area, machineries, equipment and tools using recommended cleaning agents and sanitizers	0.5	1.5	-	-
PC37. attend minor repairs/faults of all machines (if any)	0.5	1.5	-	-
PC38. 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	-	-
PC35. clean the machineries used with approved sanitizers following CIP procedure	1	2	-	-
NOS Total	35	65	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FIC/N4003
NOS Name	Execution of fish and sea food processing
Sector	Food Processing
Sub-Sector	Fish and Sea Food
Occupation	Processing
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	29/07/2021
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023

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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

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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)

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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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure food safety and personal hygiene</i>	7	19	-	-
PC1. follow relevant practices to avoid cross contamination at all stages of food processing operations	1	4	-	-
PC2. follow organisational procedures for handling items that may cause allergic reactions	1	4	-	-
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)	3	7	-	-
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)	2	4	-	-
<i>Follow safety measures to avoid accidents</i>	11	24	-	-
PC5. use protective clothing/equipment for specific tasks and work conditions	2	4	-	-
PC6. identify job-site hazardous work and possible causes of risk or accident at the workplace	2	4	-	-
PC7. deal with hazards safely and appropriately to ensure safety of self and others as per organisational protocol	2	4	-	-
PC8. use various types of fire extinguishers effectively	2	4	-	-
PC9. respond promptly and appropriately to an accident situation or medical emergency	1	4	-	-

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

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9901
NOS Name	Implement health and safety practices at the workplace
Sector	Food Processing
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	24/02/2022
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

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Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	31/03/2025
NSQC Clearance Date	31/03/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, 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 centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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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/N9026.Prepare for production	30	70	-	-	100	35
FIC/N4003.Execution of fish and sea food processing	35	65	-	-	100	40
FIC/N9901.Implement health and safety practices at the workplace	30	70	-	-	100	20
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	115	235	-	-	350	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
FSSAI	Food Safety and Standards Authority of India
GMP	Good Manufacturing Practices

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.

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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.