

Qualification Pack



Spice Processor

QP Code: FIC/Q8502

Version: 5.0

NSQF Level: 3

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FIC/Q8502: Spice Processor

Brief Job Description

A Spice Processor is responsible for processing a variety of whole and powdered spices, as well as seasonings, by efficiently operating and synchronizing different tools, machinery, and automated systems. They ensure seamless production by adhering to Standard Operating Procedures (SOPs) while maintaining consistency in quality and output. The role also involves conducting regular quality checks, monitoring critical control points, and leveraging automation to enhance efficiency, minimize contamination risks, and optimize the overall production process.

Personal Attributes

The individual must have the ability to plan, organize, and prioritize tasks effectively in the workplace. They should possess strong reading, writing, and communication skills. Additionally, the individual must be capable of handling work pressures and demonstrating the physical stamina required for long hours of operation in a demanding production environment.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FIC/N9026: Prepare for production](#)
2. [FIC/N8515: Produce Spice and Seasoning](#)
3. [FIC/N9906: Apply food safety guidelines in Food Processing](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Food Processing
Sub-Sector	Packaged Foods
Occupation	Processing-Packaged Foods
Country	India
NSQF Level	3
Credits	12

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Aligned to NCO/ISCO/ISIC Code	NCO-2015/8160.0700
Minimum Educational Qualification & Experience	10th grade pass (or equivalent) OR 8th grade pass with 3 Years of experience in Food Industry OR Previous relevant Qualification of NSQF Level 2 with 3 Years of experience in Food Industry OR Previous relevant Qualification of NSQF Level 2.5 with 1.5 years of experience in Food Industry
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	NA
Next Review Date	08/05/2028
NSQC Approval Date	08/05/2025
Version	5.0
Reference code on NQR	QG-03-FI-03998-2025-V2-FICSI
NQR Version	2.0

Remarks:

Nil

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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	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

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FIC/N8515: Produce Spice and Seasoning

Description

This NOS unit describes the skills and knowledge required to produce and pack different varieties of whole spices, spice powders, curry powders, and seasonings using various tools, equipment, and automated systems as per organizational production requirements. It also includes the procedures for ensuring food safety, quality control, allergen handling, and compliance with industry regulations.

Scope

The scope covers the following :

- Pre-process whole spices
- Produce whole spices
- Produce spice and curry powder
- Produce seasonings
- Wrap and label the products
- Post-production cleaning and regular maintenance of equipment

Elements and Performance Criteria

Pre-process whole spices

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

- PC1.** receive and inspect raw whole spices for damage, mold, pest infestation, and moisture levels as per organizational standards
- PC2.** identify and segregate spices based on type and intended processing requirements
- PC3.** remove foreign matter using tools like aspirators, air classifiers, sieves, magnets, and SORTEX machines for high-precision optical sorting
- PC4.** operate destoners, magnetic separators, and SORTEX machines to eliminate stones, metallic contaminants, and discolored or damaged pieces
- PC5.** grade spices by size, shape, density, and color using manual or mechanical sorters, and automated grading through SORTEX machines where applicable
- PC6.**
 - perform spice-specific cleaning and sorting procedures, such as:
 - Chilies – remove stalks, dust, and use SORTEX for rejecting moldy/discolored pods
 - Turmeric – wash, scrub, drain, and use SORTEX for post-drying color grading
 - Cumin/Coriander/Fennel – remove pod fragments, chaff, and stones; use SORTEX for purity improvement
 - Cardamom/Cloves/Pepper – sort by color and size; remove discolored/damaged pieces using SORTEX
- PC7.** dry cleaned spices using sun drying, tray drying, or forced-air drying methods based on spice type and pass dried spices through SORTEX for final cleaning and grading

Produce whole spices

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

- PC8.** transfer dried whole spices to the cutting machine safely, ensuring zero spillage and minimal wastage

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- PC9.** set cutting machine controls to obtain the desired spice size and texture for further processing
- PC10.** sterilize whole spices using an automated sterilizer, setting controls (temperature, time, pressure, and water level) as per standard procedures
- PC11.** monitor the sterilization process and establish critical control points (CCP) to ensure food safety and prevent contamination
- PC12.** inspect produced samples for parameters such as color, size, moisture content, and cleanliness
- PC13.** handover produced samples to the quality lab for testing and verification in accordance with organizational practice

Produce spice and curry powder

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

- PC14.** set and monitor the roasting machine controls (such as temperature and time) to ensure adequate roasting
- PC15.** operate spice millers to pulverize roasted spices,, placing the spices safely and adjusting grinder screens as per standard practice
- PC16.** collect milled spices in clean, food-grade containers or bags and allow them to cool adequately.
- PC17.** adjust and operate sifting/sieving equipment to remove contaminants and ensure powder uniformity
- PC18.** operate blending machines to produce spice blends or curry powder (e.g., chili powder, turmeric powder, garam masala, etc.) as per formulation and production requirements
- PC19.** operate sterilization equipment (pressure, temperature, sterilization time) using industry-recommended chemicals to remove microbial contaminants
- PC20.** set and monitor vacuum drying chamber controls (temperature, pressure, time) for proper drying of sterilized spices
- PC21.** collect and cool single spice powders (e.g., chili powder, turmeric powder, cumin powder) before packaging, ensuring minimal product loss and maintaining quality.
- PC22.** collect and cool blended spice mixes (e.g., garam masala, sambar powder) before packaging, ensuring uniformity of mix and preserving product quality.
- PC23.** submit samples of spice powders and blended spice mixes to the quality control department for inspection, testing, and verification as per standard procedures.

Produce seasonings

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

- PC24.** add ingredients in the correct sequence and proportion to prepare mixtures for blending, based on the type of seasoning to be produced.
- PC25.** sieve the mixture to obtain the required fineness of seasoning.
- PC26.** monitor the blending and sieving process to ensure food safety and prevent contamination.
- PC27.** collect and cool the seasoning adequately before packaging.
- PC28.** collect product samples and perform initial checks before submitting them for quality verification as per standard protocols
- PC29.** document significant process parameters, defects observed, and corrective actions taken.

Wrap and label the products

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

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- PC30.** load appropriate packaging materials into the machine as per product type (e.g., pouches, bottles, jars, sachets)
- PC31.** load different types of spices onto the packaging machine (whole spices, powdered spices, curry powders, and seasonings)
- PC32.** set controls of the packaging machine, monitor the in-feed, and ensure compliance with packaging standards
- PC33.** check for the presence of metallic substances in packaged products using an automated metal detector
- PC34.** record all necessary packaging details as per FSSAI regulations (e.g., product name, weight, manufacturer details, batch number, best-before date, ingredient list, nutritional value, allergen warnings, etc.)
- PC35.** ensure verification of packaging data by both production and QC departments
- PC36.** report discrepancies in product packaging or labeling to the supervisor
- PC37.** maintain production records in manual or digital formats (ERP systems) as per industry standards
- PC38.** track finished products back to their raw ingredients for quality audits and traceability
- PC39.** transfer final products to the quality lab for shelf-life analysis and verification

Post-production cleaning and equipment maintenance

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

- PC40.** clean work areas, machinery, and tools using recommended cleaning agents and sanitizers after completing production tasks
- PC41.** inspect tools, equipment, and machinery to identify defects, ensuring proper upkeep and maintenance
- PC42.** follow allergen handling procedures to prevent cross-contamination, documenting necessary precautions and cleaning measures
- PC43.** report equipment faults to the concerned department/supervisor as per organizational protocols

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organizational policies and procedures related to spice production, quality analysis, hazard handling, allergen management, reporting, and documentation
- KU2.** the various types of spices produced in industry and their characteristics
- KU3.** the ingredients used in spice production, their favorable properties, and their impact on the final product
- KU4.** the sequence of operations to be followed for producing different types of spices
- KU5.** the high-precision cleaning using SORTEX to remove unwanted color defects, impurities, foreign material, and insect-damaged seeds
- KU6.** tools and equipment used in spice production, their operation, safe handling, and maintenance
- KU7.** the safe operation of production machinery such as dryers, blenders, cutting machines, sterilizers, roasting machines, sifters, etc.

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- KU8.** the importance of sterilizing spices to eliminate microbial contamination and ensure product safety
- KU9.** identification, implementation, and monitoring of critical control points (CCPs) in the spice production process
- KU10.** the desired product parameters to be achieved for producing high-quality spices
- KU11.** different grades of raw materials used in spice production and their appropriate applications
- KU12.** the process of selection and usage of different mesh sizes as per the product requirement
- KU13.** the impact of microbial contamination on spice production and best practices to prevent it
- KU14.** sensory evaluation of spices, including appearance, aroma, taste, and texture
- KU15.** identification of variances in the characteristics of produced spices and corrective measures
- KU16.** the information to be recorded and types of records to be maintained for spice manufacturing, including batch tracking and production logs
- KU17.** the packaging process for spices, materials used, and methods to ensure product integrity
- KU18.** the basic troubleshooting of production machinery used in spice processing
- KU19.** the applicable FSSAI regulations and the importance of compliance for spice production
- KU20.** cleaning procedures such as Clean-in-Place (CIP) and Clean-out-of-Place (COP) followed in the food processing industry
- KU21.** the safe storage, upkeep, and maintenance of tools, equipment, and related materials
- KU22.** the information to be included on packaging labels, along with industry-standard printing and labeling practices
- KU23.** the types of packaging defects and techniques for their rectification
- KU24.** the workplace hazards in spice production and safe disposal practices
- KU25.** the proper procedures for sun drying of spices using nets to prevent contamination and ensure uniform drying
- KU26.** setting acceptable product loss limits based on the nature of the spice being processed
- KU27.** the best practices for handling allergens in spice production, including segregation, cleaning protocols, and labeling
- KU28.** the collection of samples at different stages for cross-checking and quality verification
- KU29.** the inspection of spices by production personnel and final verification by the Quality Control (QC) team before approval

Generic Skills (GS)

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

- GS1.** read and interpret production instructions and quality control data
- GS2.** communicate effectively with team members and supervisors
- GS3.** plan and prioritize tasks efficiently
- GS4.** maintain punctuality and professionalism
- GS5.** identify and resolve problems in consultation with supervisors
- GS6.** adhere to hygiene, safety, and environmental guidelines at all times

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Pre-process whole spices</i>	5	7	-	3
PC1. receive and inspect raw whole spices for damage, mold, pest infestation, and moisture levels as per organizational standards	1	1	-	0.5
PC2. identify and segregate spices based on type and intended processing requirements	0.5	1	-	-
PC3. remove foreign matter using tools like aspirators, air classifiers, sieves, magnets, and SORTEX machines for high-precision optical sorting	1	1	-	0.5
PC4. operate destoners, magnetic separators, and SORTEX machines to eliminate stones, metallic contaminants, and discolored or damaged pieces	0.5	1	-	0.5
PC5. grade spices by size, shape, density, and color using manual or mechanical sorters, and automated grading through SORTEX machines where applicable	0.5	1	-	0.5
PC6. <ul style="list-style-type: none"> perform spice-specific cleaning and sorting procedures, such as: <ul style="list-style-type: none"> Chilies – remove stalks, dust, and use SORTEX for rejecting moldy/discolored pods Turmeric – wash, scrub, drain, and use SORTEX for post-drying color grading Cumin/Coriander/Fennel – remove pod fragments, chaff, and stones; use SORTEX for purity improvement Cardamom/Cloves/Pepper – sort by color and size; remove discolored/damaged pieces using SORTEX 	1	1	-	0.5
PC7. dry cleaned spices using sun drying, tray drying, or forced-air drying methods based on spice type and pass dried spices through SORTEX for final cleaning and grading	0.5	1	-	0.5
<i>Produce whole spices</i>	5	7	-	3
PC8. transfer dried whole spices to the cutting machine safely, ensuring zero spillage and minimal wastage	0.5	1	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. set cutting machine controls to obtain the desired spice size and texture for further processing	1	1	-	0.5
PC10. sterilize whole spices using an automated sterilizer, setting controls (temperature, time, pressure, and water level) as per standard procedures	1	1	-	0.5
PC11. monitor the sterilization process and establish critical control points (CCP) to ensure food safety and prevent contamination	1	1	-	0.5
PC12. inspect produced samples for parameters such as color, size, moisture content, and cleanliness	1	1	-	0.5
PC13. handover produced samples to the quality lab for testing and verification in accordance with organizational practice	0.5	2	-	0.5
<i>Produce spice and curry powder</i>	8	12	-	5
PC14. set and monitor the roasting machine controls (such as temperature and time) to ensure adequate roasting	1	1	-	0.5
PC15. operate spice millers to pulverize roasted spices,, placing the spices safely and adjusting grinder screens as per standard practice	1	2	-	0.5
PC16. collect milled spices in clean, food-grade containers or bags and allow them to cool adequately.	0.5	2	-	0.5
PC17. adjust and operate sifting/sieving equipment to remove contaminants and ensure powder uniformity	1	1	-	0.5
PC18. operate blending machines to produce spice blends or curry powder (e.g., chili powder, turmeric powder, garam masala, etc.) as per formulation and production requirements	1	1	-	0.5
PC19. operate sterilization equipment (pressure, temperature, sterilization time) using industry-recommended chemicals to remove microbial contaminants	1	1	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC20. set and monitor vacuum drying chamber controls (temperature, pressure, time) for proper drying of sterilized spices	1	1	-	0.5
PC21. collect and cool single spice powders (e.g., chili powder, turmeric powder, cumin powder) before packaging, ensuring minimal product loss and maintaining quality.	0.5	1	-	0.5
PC22. collect and cool blended spice mixes (e.g., garam masala, sambar powder) before packaging, ensuring uniformity of mix and preserving product quality.	0.5	1	-	0.5
PC23. submit samples of spice powders and blended spice mixes to the quality control department for inspection, testing, and verification as per standard procedures.	0.5	1	-	0.5
<i>Produce seasonings</i>	4	8	-	3
PC24. add ingredients in the correct sequence and proportion to prepare mixtures for blending, based on the type of seasoning to be produced.	1	2	-	0.5
PC25. sieve the mixture to obtain the required fineness of seasoning.	0.5	2	-	0.5
PC26. monitor the blending and sieving process to ensure food safety and prevent contamination.	1	1	-	0.5
PC27. collect and cool the seasoning adequately before packaging.	0.5	1	-	0.5
PC28. collect product samples and perform initial checks before submitting them for quality verification as per standard protocols	0.5	1	-	0.5
PC29. document significant process parameters, defects observed, and corrective actions taken.	0.5	1	-	0.5
<i>Wrap and label the products</i>	6	12	-	5
PC30. load appropriate packaging materials into the machine as per product type (e.g., pouches, bottles, jars, sachets)	0.5	2	-	0.5

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC31. load different types of spices onto the packaging machine (whole spices, powdered spices, curry powders, and seasonings)	0.5	2	-	0.5
PC32. set controls of the packaging machine, monitor the in-feed, and ensure compliance with packaging standards	0.5	1	-	0.5
PC33. check for the presence of metallic substances in packaged products using an automated metal detector	0.5	1	-	0.5
PC34. record all necessary packaging details as per FSSAI regulations (e.g., product name, weight, manufacturer details, batch number, best-before date, ingredient list, nutritional value, allergen warnings, etc.)	1	1	-	0.5
PC35. ensure verification of packaging data by both production and QC departments	0.5	1	-	0.5
PC36. report discrepancies in product packaging or labeling to the supervisor	0.5	1	-	0.5
PC37. maintain production records in manual or digital formats (ERP systems) as per industry standards	0.5	1	-	0.5
PC38. track finished products back to their raw ingredients for quality audits and traceability	1	1	-	0.5
PC39. transfer final products to the quality lab for shelf-life analysis and verification	0.5	1	-	0.5
<i>Post-production cleaning and equipment maintenance</i>	2	4	-	1
PC40. clean work areas, machinery, and tools using recommended cleaning agents and sanitizers after completing production tasks	0.5	1	-	0.25
PC41. inspect tools, equipment, and machinery to identify defects, ensuring proper upkeep and maintenance	0.5	1	-	0.25
PC42. follow allergen handling procedures to prevent cross-contamination, documenting necessary precautions and cleaning measures	0.5	1	-	0.25

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC43. report equipment faults to the concerned department/supervisor as per organizational protocols	0.5	1	-	0.25
NOS Total	30	50	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	FIC/N8515
NOS Name	Produce Spice and Seasoning
Sector	Food Processing
Sub-Sector	Packaged Foods
Occupation	Processing-Packaged Foods
NSQF Level	3
Credits	8
Version	2.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

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FIC/N9906: Apply food safety guidelines in Food Processing

Description

This unit covers the essential components of food safety, Good Manufacturing Practices (GMP), and personal hygiene in the food industry. It emphasizes the importance of individuals working in the food industry in protecting the health and well-being of consumers by following food safety protocols and procedures and ensuring the production of safe and high-quality food products.

Scope

The scope covers the following :

- Apply personal hygiene and follow Good Manufacturing practices at the workplace.
- Implement Food Safety and pre-requisite programs (PRP) at the workplace.

Elements and Performance Criteria

Apply personal hygiene and follow Good Manufacturing practices at workplace

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

- PC1.** PC1. follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules.
- PC2.** PC2. follow work instructions at levels of employees inside a food manufacturing site and ensure that the relevant instructions are well communicated and being followed at the fixed timelines.
- PC3.** PC3. ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics.
- PC4.** PC4. ensure timely medical examination from a prescribed and authorized doctor and comply with the guidelines of Schedule IV as described in Food Safety Standard Authority of India (FSSAI) guidelines.
- PC5.** PC5. fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP.
- PC6.**
 - PC6. follow a site-relevant documented procedure and area-wise work instructions for Good Manufacturing Practices (GMP) to be followed on the site.
 - procedure: Hand washing requirements, Gowning & De gowning protocols, cleaning, and sanitation of employee lockers, follow the protocols as laid down in the different categories of processing areas like Low Risk, High Risk, High Care areas, etc.
- PC7.** PC7. follow all validated Do's & Don'ts inside a food manufacturing firm.
- PC8.** PC8. follow man and materials movement throughout the production facility, to restrict unwanted hazards to cross-contaminate the products which are being manufactured in the facility.
- PC9.** PC9. refer to the process flow charts, HACCP summary plan, and critical process parameters in each and respective areas of the production line.
- PC10.** PC10. identify the material requirements such as manufacturing equipments, Utensils, and other processing aids, cleaning chemicals, and cleaning work instructions in all the relevant areas of the manufacturing facility. Also, a special focus shall be given to Allergens and their risks. Wherever required, the allergen requirements shall be separately addressed.

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- PC11.** PC11. ensure to properly tag and number all the equipment, machinery, tools, and other processing aids to keep proper traceability of the product being manufactured and handled at the site.
- PC12.** PC12. follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation.
- PC13.** PC13. participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene, and food safety.
- PC14.** PC14. ensure the record keeping and documentation such as Daily Monitoring Sheets, Batch Traceability Records, machine records, product parameters, process control parameters, etc.

Implement food safety practices at the workplace

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

- PC15.** PC15. maintain updated facilities, equipment, and tool and design requirements to minimize the risks associated with the products being handled at the site.
- PC16.** PC16. follow the instruction in the raw and packaging materials warehouse and ensure receiving material parameters match all the laid requirements. parameters: Incoming vehicles Visual report, storage, and handling requirements, hazardous and non-hazardous goods, allergens, cross-contamination risks, Quarantine, Accepted & rejected goods, monitoring temperature and humidity, etc.
- PC17.** PC17. follow FSSAI Schedule IV requirements related to Pest Control, Cleaning, and Sanitation, Utilities, Waste Disposal, Prevention of Cross-Contamination, allergen management, corrective action, preventive actions, food operation control etc.
- PC18.** PC18. ensure timely check of the critical control points and product parameters.
- PC19.** PC19. record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.
- PC20.** PC20. report any food safety and GMP issue to the supervisor, if any.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** importance of personal hygiene, GMP, visitors & contractor's rules. Associated risk in case of deviation from the standard policies and how the requirement is linked with the site's FSSAI License.
- KU2.** KU2. importance of training and work instruction delivered by the supervisors.
- KU3.** KU3. importance of filling the records and checklists, formats and how to ensure that the timely and effective completion is achieved.
- KU4.** KU4. knowledge of trainings and skills required to perform in food processing premises.
- KU5.** KU5. understand FSSAI Schedule IV requirements of food handlers and PRPs within the processing area
- KU6.** KU6. importance of timely medical examinations and awareness of communicable diseases
- KU7.** Understanding of Do's & Don'ts, intellect mindset to understand the visual illustrations
- KU8.** KU8. understanding about Site Zoning plans.
- KU9.** KU9. awareness of layout which would help to demarcate the defined movements of RM, PM, FG, and wastes generated during the processing of goods. This one lays a framework to launch Good Manufacturing Practices (GMP) successfully and effectively on site.

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- KU10.** KU10. understand the manufacturing process, product parameters and process control parameters such as CCPs
- KU11.** KU11. understanding about Hazard Analysis and Critical Control Points (HACCP)
- KU12.** KU12. understanding about Allergens and their types and controls to monitor effective handling of allergen raw materials on site.
- KU13.** KU13. basic understanding of traceability and mock recall
- KU14.** KU14. awareness about Internal & external Audits
- KU15.** KU15. understanding for RCA CAPA, cleaning and sanitation
- KU16.** KU16. awareness about record keeping and data monitoring in various sheets as per organizational requirement

Generic Skills (GS)

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

- GS1.** GS1. read and comprehend basic content to read labels, charts, signages, symbols and product manuals
- GS2.** GS2. communicate with coworkers appropriately to clarify instructions and other issues
- GS3.** GS3. plan and organize the work schedule, work area, tools, equipment, and materials for improved productivity
- GS4.** GS4. plan and prioritize tasks as per work requirements
- GS5.** GS5. always be punctual and courteous
- GS6.** GS6. good observations and intellect mindset

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Apply personal hygiene and follow Good Manufacturing practices at workplace</i>	22	44	-	6
PC1. PC1. follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules.	2	4	-	-
PC2. PC2. follow work instructions at levels of employees inside a food manufacturing site and ensure that the relevant instructions are well communicated and being followed at the fixed timelines.	2	4	-	2
PC3. PC3. ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics.	2	4	-	-
PC4. PC4. ensure timely medical examination from a prescribed and authorized doctor and comply with the guidelines of Schedule IV as described in Food Safety Standard Authority of India (FSSAI) guidelines.	2	4	-	-
PC5. PC5. fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP.	2	4	-	-
PC6. <ul style="list-style-type: none"> PC6. follow a site-relevant documented procedure and area-wise work instructions for Good Manufacturing Practices (GMP) to be followed on the site. procedure: Hand washing requirements, Gowning & De gowning protocols, cleaning, and sanitation of employee lockers, follow the protocols as laid down in the different categories of processing areas like Low Risk, High Risk, High Care areas, etc. 	2	4	-	2
PC7. PC7. follow all validated Do's & Don'ts inside a food manufacturing firm.	1	2	-	1
PC8. PC8. follow man and materials movement throughout the production facility, to restrict unwanted hazards to cross-contaminate the products which are being manufactured in the facility.	2	4	-	-
PC9. PC9. refer to the process flow charts, HACCP summary plan, and critical process parameters in each and respective areas of the production line.	1	2	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. PC10. identify the material requirements such as manufacturing equipments, Utensils, and other processing aids, cleaning chemicals, and cleaning work instructions in all the relevant areas of the manufacturing facility. Also, a special focus shall be given to Allergens and their risks. Wherever required, the allergen requirements shall be separately addressed.	2	4	-	-
PC11. PC11. ensure to properly tag and number all the equipment, machinery, tools, and other processing aids to keep proper traceability of the product being manufactured and handled at the site.	1	2	-	-
PC12. PC12. follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation.	1	2	-	-
PC13. PC13. participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene, and food safety.	1	2	-	-
PC14. PC14. ensure the record keeping and documentation such as Daily Monitoring Sheets, Batch Traceability Records, machine records, product parameters, process control parameters, etc.	1	2	-	-
<i>Implement food safety practices at the workplace</i>	8	16	-	4
PC15. PC15. maintain updated facilities, equipment, and tool and design requirements to minimize the risks associated with the products being handled at the site.	2	4	-	-
PC16. PC16. follow the instruction in the raw and packaging materials warehouse and ensure receiving material parameters match all the laid requirements. parameters: Incoming vehicles Visual report, storage, and handling requirements, hazardous and non-hazardous goods, allergens, cross-contamination risks, Quarantine, Accepted & rejected goods, monitoring temperature and humidity, etc.	1	2	-	1

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC17. PC17. follow FSSAI Schedule IV requirements related to Pest Control, Cleaning, and Sanitation, Utilities, Waste Disposal, Prevention of Cross-Contamination, allergen management, corrective action, preventive actions, food operation control etc.	2	4	-	2
PC18. PC18. ensure timely check of the critical control points and product parameters.	1	2	-	-
PC19. PC19. record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.	1	2	-	1
PC20. PC20. report any food safety and GMP issue to the supervisor, if any.	1	2	-	-
NOS Total	30	60	-	10

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9906
NOS Name	Apply food safety guidelines in Food Processing
Sector	Food Processing
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

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

Qualification Pack

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

Qualification Pack

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	-	-	-	-

Qualification Pack

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	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

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

Qualification Pack.

Minimum Aggregate Passing % at QP Level : 50

(**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	20
FIC/N8515.Produce Spice and Seasoning	30	50	-	20	100	60
FIC/N9906.Apply food safety guidelines in Food Processing	30	60	-	10	100	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	10
Total	110	210	-	30	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
HACCP	Hazard Analysis and Critical Control Points
FSSAI	Food Safety and Standards Authority of India
GMPs	Good Manufacturing Practices
GHP	Good Hygiene Practices
PPE	Personal Protective Equipment
SOP	Standard Operating Procedure
QMS	Quality Management System
COP	Clean Out of Place
CIP	Clean In Place
CCPs	Critical Control Points
QC	Quality Control
ERP	Enterprise Resource Planning

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.