

## Qualification Pack



# Packing Machine Operator-Food Industry

QP Code: FIC/Q7002

Version: 4.0

NSQF Level: 3

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### FIC/Q7002: Packing Machine Operator-Food Industry

#### Brief Job Description

A Packing Machine Operator-Food Industry is responsible for packing different types of processed food products using a variety of packing machines. The individual loads the food products and packaging materials in the packing machine and carries out primary, secondary and tertiary packing. The person is also responsible for preparing the packing machine for use and carrying out its basic repair and maintenance. The individual works under supervision as per the given instructions.

#### Personal Attributes

The individual should be quality-conscious, alert and physically active with the capability to work for long durations. The person should have problem-solving, coordination and basic verbal and written communication skills.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [FIC/NXXXX: Prepare to operate different types of food packing machines](#)
2. [FIC/N7024: Operate different types of packing machines for various food products](#)
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	Multi-Sectorial
Occupation	Packaging
Country	India
NSQF Level	3
Credits	10
Aligned to NCO/ISCO/ISIC Code	NC0-2015/3122.4100

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Minimum Educational Qualification & Experience	10th or Equivalent OR 8th-grade pass with 3-year of experience in food processing OR Previous relevant Qualification of NSQF Level 2.0 with 3-year of experience in food processing OR Previous relevant qualification of NSQF Level 2.5 with 1.5-year of experience in food processing
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	22-10-2024
Next Review Date	21-10-2027
NSQC Approval Date	22-10-2024
Version	4.0
Reference code on NQR	
NQR Version	

## Qualification Pack

# FIC/NXXXX: Prepare to operate different types of food packing machines

## Description

This unit covers the preparations required for operating different types of food-packing machinery. It includes collecting the packaging materials and preparing the packing machines for use.

## Scope

The scope covers the following:

- Check the availability of resources for food packing
- Prepare the packing machine for operation
- Perform the test run for the packing machine

## Elements and Performance Criteria

### *Check the availability of resources for food packing*

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

- PC1. determine the packing requirements by speaking to the supervisor
- PC1. coordinate with the supervisor for the availability of relevant packaging materials for the product
- PC2. assist in checking if the packaging material conforms to the applicable specifications
- PC3. check for the availability of necessary tools and equipment to attend to minor faults in case of packing machine breakdowns

### *Prepare the packing machine for operation*

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

- PC4. check the packing machinery and other relevant equipment for any damage, wear, and proper functioning
- PC5. ensure all safety guards and emergency stop buttons are in place and operational
- PC6. carry out basic repair and maintenance of the packing machinery
- PC7. coordinate with the supervisor for complex repair and maintenance needs

### *Perform the test run for the packing machine*

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

- PC8. check the packing machine operating environment meets the necessary conditions such as temperature and humidity
- PC9. load the packing material in the packing machine, aligning it properly
- PC10. set the appropriate machine parameters, depending on the type of packing machine being used and the food product being packed
- PC11. conduct a test run to verify that the product is being packed and sealed correctly
- PC12. adjust the packing machine settings, as required, based on the test
- PC13. assist in maintaining records of machine settings and any issues encountered during the setup

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1. how different types of packing machines work, including their specific components and

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- operational mechanisms
- KU2.** the working mechanism, use, regular maintenance, fault rectification and basic repair for different types of primary packaging machines, such as Vertical Form Fill Seal (VFFS) Machine, Horizontal Form Fill Seal (HFFS) machine, thermoforming machine, and vacuum packing machine
  - KU3.** the working mechanism, use, regular maintenance, fault rectification and basic repair for different types of secondary packaging machines, such as the cartoning machine, case packing machine, tray packing machine, shrink wrap machines, etc.
  - KU4.** the working mechanism, use, regular maintenance, fault rectification and basic repair for different types of tertiary packaging machines, such as palletizing machine, strapping machine, etc.
  - KU5.** different types of material used with different types of packing machinery
  - KU6.** the advantages and disadvantages of using different types of packing machines for packing processed food products
  - KU7.** the electrical systems to manage power connections and troubleshoot electrical problems
  - KU8.** different types of plastics, metals and other materials used in food packaging
  - KU9.** how to set up and calibrate packing machines according to the product specifications and packaging requirements
  - KU10.** the Standard Operating Procedures (SOPs) for starting, running, and shutting down the machines
  - KU11.** the industry safety standards and regulations, including occupational health and safety guidelines
  - KU12.** the emergency stop procedures and how to handle equipment malfunctions safely
  - KU13.** the techniques to inspect packaging for quality assurance, ensuring that all packages meet the required standards
  - KU14.** how to identify and rectify common packing errors such as misalignment, incorrect sealing, or labeling issues
  - KU15.** the routine maintenance tasks to prevent breakdowns and prolong the life of the packing machines
  - KU16.** the importance of following the machine manuals and operational guidelines provided by manufacturers
  - KU17.** different resources required for the packing of processed food products
  - KU18.** proper sanitation practices to prevent contamination of food products
  - KU19.** how Hazard Analysis and Critical Control Points (HACCP) apply to food packing operations

### Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to learn about the latest developments in the field of work
- GS3.** listen attentively to understand the information/ instructions being shared by the speaker
- GS4.** communicate clearly and politely with co-workers and clients
- GS5.** coordinate with co-workers to achieve work objectives
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** take quick decisions to deal with workplace emergencies/ accidents
- GS9.** evaluate all possible solutions to a problem to select the best one

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Check the availability of resources for food packing</i>	8	12	-	4
PC1. determine the packing requirements by speaking to the supervisor	2	3	-	1
PC2. coordinate with the supervisor for the availability of relevant packing equipment and packaging materials	2	3	-	1
PC3. assist in checking if the packaging material conforms to the applicable specifications and quality standards	2	3	-	1
PC4. check for the availability of necessary tools and equipment to attend to faults in case of packing machine breakdowns	2	3	-	1
<i>Prepare the packing machine for operation</i>	8	12	-	4
PC5. check the packing machinery and other relevant equipment for any damage, wear, and proper functioning	2	3	-	1
PC6. ensure all safety guards and emergency stop buttons are in place and operational	2	3	-	1
PC7. carry out basic repair and maintenance of the packing machinery	2	3	-	1
PC8. coordinate with the supervisor for complex repair and maintenance needs	2	3	-	1
<i>Perform the test run for the packing machine</i>	14	26	-	12
PC9. check the packing machine operating environment meets the necessary conditions such as temperature and humidity	4	6		2
PC10. load the packing material in the packing machine, aligning it properly	2	4		2
PC11. set the appropriate machine parameters, depending on the type of packing machine being used and the food product being packed	2	4		2



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PC12. conduct a test run to verify that the product is being packed and sealed correctly	2	4		2
PC13. adjust the packing machine settings, as required, based on the test	2	4		2
PC14. assist in maintaining records of machine settings and any issues encountered during the setup	2	4		2
<b>NOS Total</b>	<b>30</b>	<b>50</b>	<b>-</b>	<b>20</b>



**Qualification Pack**  
**National Occupational Standards (NOS) Parameters**

NOS Code	FIC/NXXXX
NOS Name	Prepare to operate different types of food packing machines
Sector	Food Processing
Sub-Sector	Multi-Sectorial
Occupation	Packaging
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	22-10-2024
Next Review Date	21-10-2027
NSQC Clearance Date	22-10-2024

## Qualification Pack

# FIC/N7024: Operate different types of packing machines for various food products

## Description

This unit is about operating different types of packing machines to pack a variety of processed food products.

## Scope

The scope covers the following:

- Carry out primary packaging of food products
- Carry out secondary packaging of food products
- Carry out tertiary packaging of food products
- Carry out post-production activities

## Elements and Performance Criteria

### *Carry out primary packaging of food products*

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

- PC1. check the packaging area is clean and organised to maintain food safety standards
- PC2. assemble the components of the Clean-out-of-Place (COP) equipment properly
- PC3. sterilize the relevant equipment, such as Ultra-high Temperature (UHT) units, before using them for packing operations
- PC4. perform integrity testing on the packaging materials as per operational guidelines
- PC5. sterilize the containers before using them for packing food products
- PC6. feed food products and primary packaging materials, such as sheets, boxes, cans, plastic rolls, cardboard, and bottles, to the packaging machine
- PC7. fill the packaging materials with food products manually or using appropriate automated equipment
- PC8. seal/cap the filled packaging material following the packing machine user guidelines
- PC9. regulate the speed of packaging to ensure efficient packing operations
- PC10. monitor the temperature of food products during packing to ensure they are packed at safe temperatures to maintain their quality
- PC11. monitor the equipment temperature and take appropriate corrective measures in case of deviations from the normal temperature
- PC12. carry out labelling of the filled/packed primary packaging material
- PC13. check if food products are packaged according to the applicable specifications
- PC14. identify, segregate and label the non-standard materials and packages that do not meet the specifications
- PC15. maintain the supply of packing materials throughout the run
- PC16. maintain the required output rates
- PC17. identify discrepancies, non-standard output and any problems, and report them to supervisor for prompt resolution
- PC18. hand over the standard and non-standard packed products as per the operational guidelines, with minimum damage
- PC19. shut down the packing production line, during emergencies, as per the organisational procedure

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#### *Carry out secondary packaging of food products*

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

- PC20. use food-grade secondary packaging that complies with applicable safety standards
- PC21. collect the required secondary packaging materials, e.g. corrugated cardboard, shrink wrap film, stretch wrap film, paperboard, plastic containers, and tools
- PC22. check the primary packaged items are sealed and labelled correctly
- PC23. arrange the primary packaged products into groups as instructed and pack them in secondary packaging
- PC24. seal the secondary packaging using appropriate sealing methods
- PC25. carry out labelling of the secondary packaging with the necessary information, e.g. product details, batch number, expiration date, etc.
- PC26. secure the packaged items, as required
- PC27. examine the finished secondary packaging for any defects or issues and take necessary corrective measures, as instructed

#### *Carry out tertiary packaging of food products*

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

- PC28. check the primary packages are grouped and packed appropriately in the secondary packaging
- PC29. set appropriate parameters in the tertiary packing machine
- PC30. feed the tertiary packaging materials and secondary packed products in the packing machine
- PC31. carry out bulk tertiary packaging of packed cartons at the speed to ensure proper packaging
- PC32. remove tertiary packed product safely from the packaging machine
- PC33. weigh the packed products after tertiary packaging to ensure correct weight
- PC34. examine the tertiary packaging material for damage and take appropriate corrective measures, as required
- PC35. assist in checking all packaging complies with regulatory standards and company policies
- PC36. adhere to the organisational and FSSAI standards and procedures concerning food processing, packaging, and the operation of food product packing machinery

#### *Carry out post-production activities*

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

- PC37. store the packaged products in a pest-controlled environment, at the appropriate temperature and humidity
- PC38. handle the packages safely, using appropriate equipment to avoid damage
- PC39. clean the packing machinery and other tools and equipment using the recommended cleaning agents and sanitizers
- PC40. follow the appropriate clean-in-place procedure
- PC41. clean the work area after packaging operations to remove dust, spillage, pests, etc.
- PC42. check the packing machinery and carry out basic repairs, as required
- PC43. ensure periodic maintenance of all machinery and equipment as per the manufacturer's instructions/manuals
- PC44. carry out appropriate documentation concerning the packing machine operations

### Knowledge and Understanding (KU)

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The individual on the job needs to know and understand:

- KU1. FSSAI regulations on food packaging and labelling
- KU2. the legal metrology regulations concerning pre-packaged commodities
- KU3. the basic food microbiology
- KU4. the quality assessment of processed food products based on different parameters
- KU5. Good Manufacturing Practices (GMPs) concerning food products, including the use of relevant protective equipment
- KU6. the purpose and principles of the packaging process
- KU7. different types of primary packaging materials, e.g. sheets, boxes, cans, plastic rolls, paper, cardboard, cloth or metal, bottles, etc.
- KU8. different types of secondary packaging materials, e.g. corrugated cardboard, shrink wrap film, stretch wrap film, paperboard, plastic containers, etc.
- KU9. different types of tertiary packaging materials, e.g. wooden/ plastic/ metal pallets, stretch wrap film, shrink wrap film, Polypropylene (PP)/ Polyester (PET)/ steel straps, paperboard edge protectors, plastic corner boards, etc.
- KU10. different types of packaged processed food items
- KU11. the specific handling requirements of different packaging materials
- KU12. the storage and inventory of packaging materials to ensure a continuous supply
- KU13. how to operate different types of processed food packing machines, including the relevant machine and process controls
- KU14. the basic mathematics to calculate the packing materials required for an order
- KU15. the environmental requirements for the packing of different processed food items
- KU16. the aseptic packaging line
- KU17. different types of aseptic packaging systems, such as fill and seal, erect, fill and seal, thermoform, fill and seal, blow mold, and fill and seal
- KU18. the types of packaging materials used in aseptic packaging and their interactions with food
- KU19. how to identify the packing material specifications
- KU20. how to obtain the food items and packing materials in a production facility
- KU21. the quality criteria required to be checked before packing various types of processed food items, including the packing materials
- KU22. how to load, position or feed the food product and packing material(s) in the packing machine
- KU23. the operating parameters in different types of packing machines and the aspects they impact
- KU24. how to enter the operating parameters into the packing machine
- KU25. the importance of obtaining a sample and inspecting it against the applicable standards before initiating the production process
- KU26. the machine sequence for packing operations
- KU27. the operations of different packing machines, such as form, fill, seal machines, auger filling, band sealer etc.
- KU28. the importance of maintaining the appropriate temperature and humidity for the proper functioning of packing machines
- KU29. the quality parameters to be checked during and after packing to ensure adherence to packaging standards
- KU30. the indicators of faulty packaging and how to address them
- KU31. how to identify and address the common issues experienced with the packing machines and processes
- KU32. the safety and hygiene precautions for the packing operation of various types of processed food items
- KU33. the contamination/food safety risks related to different stages in the packaging process

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and related control measures

- KU34.** how to monitor and maintain the levels of packing materials in the packing machine
- KU35.** how to perform the emergency and routine shutdowns on the packing machines
- KU36.** the environmental regulations regarding the disposal of packaging materials and waste management
- KU37.** the applicable documentation requirements, including machine maintenance, production batches, quality control checks, etc.

### Generic Skills (GS)

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

- GS1.** maintain work-related notes and records
- GS2.** read the relevant literature to learn about the latest developments in the field of work
- GS3.** listen attentively to understand the information/ instructions being shared by the speaker
- GS4.** communicate clearly and politely with co-workers and clients
- GS5.** coordinate with co-workers to achieve work objectives
- GS6.** plan and prioritize tasks to ensure timely completion
- GS7.** identify possible disruptions to work and take appropriate preventive measures
- GS8.** take quick decisions to deal with workplace emergencies/ accidents
- GS9.** evaluate all possible solutions to a problem to select the best one

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out primary packaging of food products</i>	10	20	-	9
PC1.check the packaging area is clean and organised to maintain food safety standards	1	1	-	0.5
PC2.assemble the components of the Clean-out-of-Place (COP) equipment properly	0.5	1	-	0.5
PC3.sterilize the relevant equipment, such as Ultra-high Temperature (UHT) units, before using them for packing operations	0.5	1	-	0.5
PC4.perform integrity testing on the packaging materials as per operational guidelines	0.5	1	-	0.5
PC5.sterilize the containers before using them for packing food products	0.5	1	-	0.5
PC6.feed food products and primary packaging materials, such as sheets, boxes, cans, plastic rolls, cardboard, and bottles, to the packaging machine	0.5	1	-	0.5
PC7.fill the packaging materials with food products manually or using appropriate automated equipment	0.5	2	-	0.5
PC8.seal/cap the filled packaging material following the packing machine user guidelines	0.5	1	-	0.5
PC9.regulate the speed of packaging to ensure efficient packing operations	0.5	1	-	0.5
PC10. monitor the temperature of food products during packing to ensure they are packed at safe temperatures to maintain their quality	0.5	1	-	0.5
PC11. monitor the equipment temperature and take appropriate corrective measures in case of deviations from the normal temperature	0.5	1	-	0.5
PC12. carry out labelling of the filled/packed primary packaging material	0.5	1	-	0.5
PC13. check if food products are packaged according to the applicable specifications	0.5	1	-	0.5
PC14. identify, segregate and label the non-standard materials and packages that do not meet the specifications	0.5	1	-	0.5

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PC15. maintain the supply of packing materials throughout the run	0.5	1		0.5
PC16. maintain the required output rates	0.5	1		0.5
PC17. identify discrepancies, non-standard output and any problems, and report them to supervisor for prompt resolution	0.5	1		0.5
PC18. hand over the standard and non-standard packed products as per the operational guidelines, with minimum damage	0.5	1		-
PC19. shut down the packing production line, during emergencies, as per the organisational procedure	0.5	1		0.5
<i>Carry out secondary packaging of food products</i>	6	10	-	3
PC20. use food-grade secondary packaging that complies with applicable safety standards	1	1	-	-
PC21. collect the required secondary packaging materials, e.g. corrugated cardboard, shrink wrap film, stretch wrap film, paperboard, plastic containers, and tools	0.5	1	-	0.5
PC22. check the primary packaged items are sealed and labelled correctly	1	1	-	0.5
PC23. arrange the primary packaged products into groups as instructed and pack them in secondary packaging	0.5	1	-	0.5
PC24. seal the secondary packaging using appropriate sealing methods	1	2	-	0.5
PC25. carry out labelling of the secondary packaging with the necessary information, e.g. product details, batch number, expiration date, etc.	1	2	-	0.5
PC26. secure the packaged items, as required	0.5	1	-	-
PC27. examine the finished secondary packaging for any defects or issues and take necessary corrective measures, as instructed	0.5	1	-	0.5
<i>Carry out tertiary packaging of food products</i>	8	12	-	4
PC28. check the primary packages are grouped and packed appropriately in the secondary packaging	1	1	-	0.5
PC29. set appropriate parameters in the tertiary packing machine	1	2	-	0.5



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PC30. feed the tertiary packaging materials and secondary packed products in the packing machine	1	1	-	0.5
PC31. carry out bulk tertiary packaging of packed cartons at the speed to ensure proper packaging	1	2	-	0.5
PC32. remove tertiary packed product safely from the packaging machine	1	1	-	0.5
PC33. weigh the packed products after tertiary packaging to ensure correct weight	0.5	1	-	0.5
PC34. examine the tertiary packaging material for damage and take appropriate corrective measures, as required	1	2	-	0.5
PC35. assist in checking all packaging complies with regulatory standards and company policies	1	1	-	-
PC36. adhere to the organisational and FSSAI standards and procedures concerning food processing, packaging, and the operation of food product packing machinery	0.5	1	-	0.5
<i>Carry out post-production activities</i>	6	8	-	4
PC37. store the packaged products in a pest-controlled environment, at the appropriate temperature and humidity	1	1	-	0.5
PC38. handle the packages safely, using appropriate equipment to avoid damage	1	1	-	0.5
PC39. clean the packing machinery and other tools and equipment using the recommended cleaning agents and sanitizers	1	1	-	0.5
PC40. follow the appropriate clean-in-place procedure	0.5	1	-	0.5
PC41. clean the work area after packaging operations to remove dust, spillage, pests, etc.	0.5	1	-	0.5
PC42. check the packing machinery and carry out basic repairs, as required	1	1	-	0.5
PC43. ensure periodic maintenance of all machinery and equipment as per the manufacturer's instructions/manuals	0.5	1	-	0.5
PC44. carry out appropriate documentation concerning the packing machine operations	0.5	1	-	0.5
<b>NOS Total</b>	<b>30</b>	<b>50</b>	<b>-</b>	<b>20</b>

**Qualification Pack**  
**National Occupational Standards (NOS) Parameters**

NOS Code	FIC/N7024
NOS Name	Operate different types of packing machines for various food products
Sector	Food Processing
Sub-Sector	Multi-Sectorial
Occupation	Packaging
NSQF Level	3
Credits	6
Version	2.0
Last Reviewed Date	22-10-2024
Next Review Date	21-10-2027
NSQC Clearance Date	22-10-2024

## Qualification Pack

### 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.** follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules
- 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.** ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics
- 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.** fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP
- 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.** follow all validated Do's & Don'ts inside a food manufacturing firm
- 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.** refer to the process flow charts, HACCP summary plan, and critical process parameters in each and respective areas of the production line
- 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
- 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.** follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation
- PC13.** participate in audits and address the aspects of Good Manufacturing Procedures, personal

hygiene, and food safety

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- 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.** maintain updated facilities, equipment, and tool and design requirements to minimize the risks associated with the products being handled at the site
- 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.** 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.** ensure timely check of the critical control points and product parameters
- PC19.** record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.
- 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.** importance of training and work instruction delivered by the supervisors.
- KU3.** importance of filling the records and checklists, formats and how to ensure that the timely and effective completion is achieved.
- KU4.** knowledge of trainings and skills required to perform in food processing premises.
- KU5.** understand FSSAI Schedule IV requirements of food handlers and PRPs within the processing area
- 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.** understanding about Site Zoning plans.
- 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
- KU10.** understand the manufacturing process, product parameters and process control parameters such as CCPs
- KU11.** understanding about Hazard Analysis and Critical Control Points (HACCP)
- KU12.** understanding about Allergens and their types and controls to monitor effective handling of allergen raw materials on site.
- KU13.** basic understanding of traceability and mock recall
- KU14.** awareness about Internal & external Audits
- KU15.** understanding for RCA CAPA, cleaning and sanitation
- KU16.** awareness about record keeping and data monitoring in various sheets as per organizational

requirement

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## Generic Skills (GS)

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

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

## Assessment Criteria

## Qualification Pack

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. follow a site relevant documented procedure for Personal Hygiene and Visitor/ Contractor rules.	2	4	-	-
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. ensure timely participate and carry out the relevant training and awareness sessions on personal hygiene, GMP, and related topics.	2	4	-	-
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. fill in data in the daily monitoring checklist related to personal hygiene, food safety, and GMP.	2	4	-	-
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. follow all validated Do's & Don'ts inside a food manufacturing firm.	1	2	-	1
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. 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. 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. 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. follow and implement all training and awareness guidelines in the manufacturing area and regularly participate in training effectiveness for evaluation.	1	2	-	-
PC13. participate in audits and address the aspects of Good Manufacturing Procedures, personal hygiene, and food safety.	1	2	-	-
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>	<b>8</b>	<b>16</b>	-	<b>4</b>
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. 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



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.	Qualification Pack 2	4	-	2
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**Qualification Pack**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC18. ensure timely check of the critical control points and product parameters.	1	2	-	-
PC19. record keeping and documentation such as daily monitoring sheets, cleaning sheets, parameters, etc.	1	2	-	1
PC20. report any food safety and GMP issue to the supervisor, if any.	1	2	-	-
<b>NOS Total</b>	<b>30</b>	<b>60</b>	<b>-</b>	<b>10</b>

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	NA
Next Review Date	23/06/2026
NSQC Clearance Date	23/06/2023

## 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

##### *Diversity & Inclusion*

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

### Qualification Pack

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:

PC18. create a basic biodata

PC19. search for suitable jobs and apply

PC20. 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 don'ts 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

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)

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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 &amp; 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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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 &amp; 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	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## 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	17/11/2022
Next Review Date	29/09/2024
NSQC Clearance Date	30/09/2021

## Qualification Pack

### Assessment Guidelines and Assessment Weightage

#### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

#### Minimum Aggregate Passing % at QP Level: 70

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

#### Assessment Weightage

##### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FIC/NXXXX: Prepare to operate different types of food packing machines	30	50	-	20	100	40
FIC/N7024: Operate different types of packing machines for various food products	30	50	-	20	100	40

**Qualification Pack**

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
<b>Total</b>	<b>110</b>	<b>190</b>		<b>50</b>	<b>350</b>	<b>100</b>

## Qualification Pack

### Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
ISO	International Organization for Standardization
HACCP	Hazard Analysis and Critical Control Point
FSSAI	Food Safety and Standards Authority of India
PPE	Personal Protective Equipment

## Qualification Pack

### Glossary

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

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