GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

Purchase Assistant Food and Agricultural Commodities

QP Code: FIC/Q7005

Version: 2.0

NSQF Level: 3

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

FIC/Q7005: Purchase Assistant Food and Agricultural Commodities

Brief Job Description

A Purchase Assistant Food and Agricultural Commodities is responsible for purchase of food and agricultural commodities. S/he carries out activities such as processing purchase requisitions, raising purchase orders, identifying vendors and raising orders, ensuring timely delivery of orders, and maintaining inventories.

Personal Attributes

A Purchase Assistant Food and Agricultural Commodities must have the ability to plan, organize, prioritize, calculate and handle pressure. The individual must possess reading, writing and communication skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. FIC/N7013: Handle purchase requisitions

2. FIC/N7014: Raise and process purchase order and inventory management

3. FIC/N7015: Complete documentation and record keeping of purchases and inventory

4. FIC/N9001: Ensure food safety, hygiene and sanitation for processing food products

Qualification Pack (QP) Parameters

Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling (including oilseeds), Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks
Occupation	Processing-Fruits and Vegetables
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2004/3416.90

Minimum Educational Qualification & Experience	10th Class OR 8th Class with 2 Years of experience relevant experience
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	1. Inventory management2. Supply chain management3. GMP4. HACCP5. QMS6. Computer basics and ERP7. Training in Food Safety Standards and Regulations (as perFSSAI) (Mandatory)
Minimum Job Entry Age	18 Years
Last Reviewed On	30/09/2021
Next Review Date	30/07/2024
Deactivation Date	30/07/2024
NSQC Approval Date	30/09/2021
Version	2.0
Reference code on NQR	2021/FIC/FICSI/04514
NQR Version	1

Remarks:

Nil

FIC/N7013: Handle purchase requisitions

Description

This OS unit is about handling purchase requisitions obtained from various departments of the food processing unit.

Elements and Performance Criteria

Preparefor raising the purchase order

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

PC1. read and understand the work instructions from the manager

PC2. arrange the purchase requisition in order of date /priority

PC3. read and understand the items indented and purchase conditions

PC4. verify the organisation database on approved items (raw materials, packagingmaterials, equipments, machineries, tools and spares, lab chemicals, glassware, consumable, etc.)to conform if the requisition/indented item is approved by the organisation

PC5. verify the budget allotment for the equested items (like within or exceedingthe allotted quantity/amount)

PC6. report any discrepancies to the manager and take immediate corrective action

PC7. take proper approvals for processing the purchase requisitions

PC8. keep approvals ready for raising purchase order

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. types of products produced by the organisation

KU3. code of business conduct

KU4. dress code to be followed

KU5. job responsibilities/duties and standard operating procedures

KU6. internal processes like procurement, store anagement, inventory management, quality management and key contact points for query resolution

KU7. provision of wages, working hours and accident compensation as per organisation policy

KU8. food safety and hygiene standards followed

KU9. organisation work structure, various departments and its activity

KU10. organisation approved materials

KU11. purchase process

KU12. organisation standards for purchase requisition process

Generic Skills (GS)

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

GS1. note the information communicated by the supervisor

GS2. note the raw materials used for production and the finished products produced

GS3. note the readings of the process parameters and provide necessary information to fill the process chart

GS4. note down observations (if any) related to the process

GS5. write information documents to internal departments/ internal teams

GS6. note down the data for online ERP or as per applicability in the organization

GS7. read and interpret the process required for producing various types of products

GS8. read and interpret and process flowchart for all products produced

GS9. read equipment manuals and process documents to understand the equipments operation and process requirement

GS10. read internal information documents sent by internal teams

GS11. discuss task lists, schedules and activities with the supervisor

GS12. effectively communicate with the team members

GS13. question the supervisor in order to understand the nature of the problem and to clarify queries

GS14. attentively listen and comprehend the information given by the speaker

GS15. communicate clearly with the supervisor and cross department teams on the issues faced during process

GS16. analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue

GS17. handle issues in case the supervisor is not available (as per the authority matrix defined by the organization)

GS18. plan and organize the work order and jobs received from the supervisor

GS19. organize raw materials and packaging materials required for all products following the instruction provided by the supervisor

GS20. plan and prioritize the work based on the instructions received from the supervisor

GS21. plan to utilise time and equipment's effectively

GS22. organize all process/ equipment manuals so as to access information easily

GS23. support the supervisor in scheduling tasks for helper(s)

GS24. understand customer requirements and their priority and respond as per their needs

GS25. support supervisor in solving problems by detailing out problems

GS26. discuss the possible solutions with the supervisor for problem solving

GS27. apply domain information about maintenance processes and technical knowledge about tools and equipment

GS28. use common sense and make judgments on day to day basis

GS29. use reasoning skills to identify and resolve basic problems

GS30. use intuition to detect any potential problems which could arise during operations

GS31. use acquired knowledge of the process for identifying and handling issues

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Preparefor raising the purchase order	**35**	**65**	-	-
PC1. read and understand the work instructions from the manager	3	7	-	-
PC2. arrange the purchase requisition in order of date /priority	3	7	-	-
PC3. read and understand the items indented and purchase conditions	4	6	-	-
PC4. verify the organisation database on approved items (raw materials, packagingmaterials, equipments, machineries, tools and spares, lab chemicals, glassware, consumable, etc.)to conform if the requisition/indented item is approved by the organisation	8	12	-	-
PC5. verify the budget allotment for the equested items (like within or exceedingthe allotted quantity/amount)	8	12	-	-
PC6. report any discrepancies to the manager and take immediate corrective action	3	7	-	-
PC7. take proper approvals for processing the purchase requisitions	3	7	-	-
PC8. keep approvals ready for raising purchase order	3	7	-	-
NOS Total	**35**	**65**	-	-

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7013
NOS Name	Handle purchase requisitions
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling (including oilseeds), Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks
Occupation	Procuring
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/09/2021
Next Review Date	30/07/2024
Deactivation Date	30/07/2024
NSQC Clearance Date	30/09/2021

FIC/N7014: Raise and process purchase order and inventory management

Description

This OS unit is about raising purchase orders, anging supplies from the vendor and manging the inventory of supplies.

Elements and Performance Criteria

Raise the purchase order

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

PC1. receive purchase requisition from various departments

PC2. review requisition to verify for requirements and specifications

PC3. check for the approved vendors in the database

PC4. identify new vendors using sources

PC5. collect required documents from vendor, take necessary internal approvals and include in the approved vendor category

PC6. take quotation from vendors and negotiate price and supply terms and conditions

PC7. compare the quotations for prices, specifications, and delivery dates

PC8. select vendor based on price, quality, availability, reliability, service, support, production and distribution capabilities, supplier's reputation and supply history

PC9. take proper approvals and raise purchase order

PC10. maintain list/database of vendors with details

PC11. maintain knowledge of all organizational rules affecting purchases, and provide information about these rules to organization staff and to vendors

Manage supplies from the vendor

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

PC12. send purchase order to the vendor and to departments from where requests have come

PC13. based on conditions (if applicable), arrange for samples from vendor

PC14. check the quality of the sample through internal/external lab

PC15. verify quality report for conformance to organisation standards

PC16. based on the quality report, decide to accept of cancel order and instruct vendor accordingly

PC17. follow up with the vendor on the status of order (in case of direct delivery), to schedule or expedite deliveries , and confirm despatch

PC18. update vendor on change in the status of the purchase order like change in order quantity, conditions, cancellations etc

PC19. update ordering department on the status of the purchase order

PC20. check deliveries from vendor to ensure that purchase orders conditions have been met

PC21. co-ordinate with quality assurance department on quality report on the supplies

PC22. verify quality report for conformance to organisation standards

PC23. based on the quality report accept, reject or hold the supplies

PC24. co-ordinate with vendor and internal department and resolve the issue to close the purchase order

PC25. contact suppliers to resolve supply issues like shortage, missed or any other problems

PC26. compare vendor invoice against purchase order to verify accuracy

PC27. take proper approval of vendor invoice for payment process

PC28. forward invoices to accounts department for payment

PC29. prepare, maintain, and review purchasing files, reports and price lists

PC30. monitor vendor performance and recommend contract modifications, if necessary

Manage inventory of regular supplies

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

PC31. maintain a record of all inventories and identify regular requirements and orders

PC32. set and maintain minimum order level (pre-determined inventory levels) for regular orders

PC33. take necessary pre-approvals for raising auto (system generated/manual) purchase order on inventory reaching minimum order level

PC34. monitor in-house inventory movement (in ERP) and raise purchase order

PC35. ensure minimum order level (pre-determined inventory levels) is maintained

PC36. complete inventory transfer forms for bookkeeping purposes

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. types of products produced by the organisation

KU3. code of business conduct

KU4. dress code to be followed

KU5. job responsibilities/duties and standard operating procedures

KU6. internal processes like procurement, store anagement, inventory management, quality management and key contact points for query resolution

KU7. provision of wages, working hours and accident compensation as per organisation policy

KU8. food safety and hygiene standards followed

KU9. organisation work structure, departments

KU10. organisation approved materials

KU11. purchase process

KU12. organisation work structure, various departments and their activity

KU13. list of approved vendors

KU14. developing new vendor

KU15. vendor approval process

KU16. vendor management

KU17. purchase/supply chain management

KU18. list or materials used in the organisation

KU19. products produced and its process methods

KU20. quality checks on the incoming supplies

KU21. receiving and handling control substances hazardous to health

KU22. receiving, handling, storage, disposal of hazardous materials

KU23. procedure for acceptance and rejection of orders

KU24. inventory management

KU25. payment process

KU26. mathematic calculations

KU27. using computers, computer software on supply chain and erp system used in the organisation

KU28. food laws and regulations on materials, product and packaging materials

KU29. food safety and hygiene

KU30. GMP

KU31. HACCP

Generic Skills (GS)

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

GS1. note the information communicated by the supervisor

GS2. note the raw materials used for production and the finished productsproduced

GS3. note the readings of the process parameters and provide necessaryinformation to fill the process chart

GS4. note down observations (if any) related to the process

GS5. write information documents to internal departments/ internal teams

GS6. note down the data for online erp or as per applicability in the organization

GS7. read and interpret the process required for producing various types of products

GS8. read and interpret and process flowchart for all products produced

GS9. read equipment manuals and process documents to understand the equipments operation and process requirement

GS10. read internal information documents sent by internal teams

GS11. discuss task lists, schedules and activities with the supervisor

GS12. effectively communicate with the team members

GS13. question the supervisor in order to understand the nature of the problem and to clarify queries

GS14. attentively listen and comprehend the information given by the speaker

GS15. communicate clearly with the supervisor and cross department teams on the issues faced during process

GS16. analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue

GS17. handle issues in case the supervisor is not available (as per the authority matrix defined by the organization)

GS18. plan and organize the work order and jobs received from the supervisor

GS19. organize raw materials and packaging materials required for all products following the instruction provided by the supervisor

GS20. plan and prioritize the work based on the instructions received from the supervisor

GS21. plan to utilise time and equipment's effectively

GS22. organize all process/ equipment manuals so as to access information easily

GS23. support the supervisor in scheduling tasks for helper(s)

GS24. understand customer requirements and their priority and respond as per their needs

GS25. support supervisor in solving problems by detailing out problems

GS26. discuss the possible solutions with the supervisor for problem solving

GS27. apply domain information about maintenance processes and technical knowledge about tools and equipment

GS28. use common sense and make judgments on day to day basis

GS29. use reasoning skills to identify and resolve basic problems

GS30. use intuition to detect any potential problems which could arise during operations

GS31. use acquired knowledge of the process for identifying and handling issues

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Raise the purchase order	**8**	**17**	**-**	**-**
PC1. receive purchase requisition from various departments	0.5	0.5	-	-
PC2. review requisition to verify for requirements and specifications	0.5	1.5	-	-
PC3. check for the approved vendors in the database	0.5	0.5	-	-
PC4. identify new vendors using sources	1	2	-	-
PC5. collect required documents from vendor, take necessary internal approvals and include in the approved vendor category	1	2	-	-
PC6. take quotation from vendors and negotiate price and supply terms and conditions	1	2	-	-
PC7. compare the quotations for prices, specifications, and delivery dates	0.5	1.5	-	-
PC8. select vendor based on price, quality, availability, reliability, service, support, production and distribution capabilities, supplier's reputation and supply history	1	2	-	-
PC9. take proper approvals and raise purchase order	1	2	-	-
PC10. maintain list/database of vendors with details	0.5	1.5	-	-
PC11. maintain knowledge of all organizational rules affecting purchases, and provide information about these rules to organization staff and to vendors	0.5	1.5	-	-
Manage supplies from the vendor	**22**	**37**	**-**	**-**
PC12. send purchase order to the vendor and to departments from where requests have come	0.5	1.5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. based on conditions (if applicable), arrange for samples from vendor	1	2	-	-
PC14. check the quality of the sample through internal/external lab	1	2	-	-
PC15. verify quality report for conformance to organisation standards	0.5	1.5	-	-
PC16. based on the quality report, decide to accept of cancel order and instruct vendor accordingly	1.5	1.5	-	-
PC17. follow up with the vendor on the status of order (in case of direct delivery), to schedule or expedite deliveries , and confirm despatch	1.5	0.5	-	-
PC18. update vendor on change in the status of the purchase order like change in order quantity, conditions, cancellations etc	0.5	1.5	-	-
PC19. update ordering department on the status of the purchase order	1	2	-	-
PC20. check deliveries from vendor to ensure that purchase orders conditions have been met	1	1	-	-
PC21. co-ordinate with quality assurance department on quality report on the supplies	0.5	1.5	-	-
PC22. verify quality report for conformance to organisation standards	1	2	-	-
PC23. based on the quality report accept, reject or hold the supplies	2	3	-	-
PC24. co-ordinate with vendor and internal department and resolve the issue to close the purchase order	2	3	-	-
PC25. contact suppliers to resolve supply issues like shortage, missed or any other problems	2	3	-	-
PC26. compare vendor invoice against purchase order to verify accuracy	2	3	-	-
PC27. take proper approval of vendor invoice for payment process	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC28. forward invoices to accounts department for payment	1	2	-	-
PC29. prepare, maintain, and review purchasing files, reports and price lists	1	2	-	-
PC30. monitor vendor performance and recommend contract modifications, if necessary	1	2	-	-
Manage inventory of regular supplies	**5**	**11**	**-**	**-**
PC31. maintain a record of all inventories and identify regular requirements and orders	1	2	-	-
PC32. set and maintain minimum order level (pre-determined inventory levels) for regular orders	1	2	-	-
PC33. take necessary pre-approvals for raising auto (system generated/manual) purchase order on inventory reaching minimum order level	1	2	-	-
PC34. monitor in-house inventory movement (in ERP) and raise purchase order	0.5	1.5	-	-
PC35. ensure minimum order level (pre-determined inventory levels) is maintained	0.5	1.5	-	-
PC36. complete inventory transfer forms for bookkeeping purposes	1	2	-	-
NOS Total	**35**	**65**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7014
NOS Name	Raise and process purchase order and inventory management
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling (including oilseeds), Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks
Occupation	Procuring
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/09/2021
Next Review Date	30/07/2024
Deactivation Date	30/07/2024
NSQC Clearance Date	30/09/2021

FIC/N7015: Complete documentation and record keeping of purchases and inventory

Description

This OS unit is about documenting and maintaining records of purchase and inventory.

Elements and Performance Criteria

Document and maintain records of purchase of raw materials and packaging materials

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

PC1. document and maintain records of the purchase requisitions, purchase order, vendor database, vendor documents for vendor approval process, documents on supplies like supplier invoice, transport documents, supplier qualitydocuments for each purchase, internal quality report, purchase cancellation document, material on-hold or rejection document, etc. as per organisation standards

PC2. maintain/ record observations and deviations (if any)

PC3. load the details in ERP for future reference

PC4. track documents in case of quality concerns / disputes

Document and maintain records of purchase of machineries

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

PC5. document and maintain purchase document on machinery purchase like purchase requisitions, purchase order, vendor database, vendor documents for vendor approval process, documents on supplies like supplier invoice, warranty documents, manuals on machineries, incoming inspection report, approval or rejection documents, etc. as per organisation standards

PC6. maintain record of observations and deviations (if any)

PC7. load the details in ERP for future reference

PC8. track documents in case of quality concerns / disputes

Document and maintain records of inventory

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

PC9. document and maintain inventory document of raw materials, ingredients, packaging materials, machinery spares, tools etc like purchase quantity, consumption for a particular/defined period, minimum ordering level for allmaterials, as per organisation standards

PC10. maintain record of observations or deviations (if any)

PC11. load the details in erp for future reference

PC12. track documents in case of quality concerns / disputes

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. types of products produced by the organisation

KU3. code of business conduct

KU4. dress code to be followed

KU5. job responsibilities/duties and standard operating procedures

KU6. internal processes like procurement, store management, inventory management, quality management and key contact points for query resolution

KU7. provision of wages, working hours and accident compensation as per organisation policy

KU8. food safety and hygiene standards followed

KU9. documentation system followed in the organisation

KU10. details to be recorded related to purchase of raw materials and packaging materials

KU11. details to be recorded and maintained of purchase of machineries

KU12. details to be recorded of inventory management

KU13. methods to records and maintain records on observations (if any) related to all purchase

KU14. methods to track back the record

KU15. basic computer knowledge

KU16. entering the details in ERP system used by the organisation

Generic Skills (GS)

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

GS1. note the information communicated by the supervisor

GS2. note the raw materials used for production and the finished productsproduced

GS3. note the readings of the process parameters and provide necessaryinformation to fill the process chart

GS4. note down observations (if any) related to the process

GS5. write information documents to internal departments/ internal teams

GS6. note down the data for online erp or as per applicability in the organization

GS7. read and interpret the process required for producing various types of products

GS8. read and interpret and process flowchart for all products produced

GS9. read equipment manuals and process documents to understand the equipments operation and process requirement

GS10. read internal information documents sent by internal teams

GS11. discuss task lists, schedules and activities with the supervisor

GS12. effectively communicate with the team members

GS13. question the supervisor in order to understand the nature of the problem and to clarify queries

GS14. attentively listen and comprehend the information given by the speaker

GS15. communicate clearly with the supervisor and cross department teams on the issues faced during process

GS16. analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue

GS17. handle issues in case the supervisor is not available (as per the authority matrix defined by the organization)

GS18. plan and organize the work order and jobs received from the supervisor

GS19. organize raw materials and packaging materials required for all products following the instruction provided by the supervisor

GS20. plan and prioritize the work based on the instructions received from the supervisor

GS21. plan to utilise time and equipment's effectively

GS22. organize all process/ equipment manuals so as to access information easily

GS23. support the supervisor in scheduling tasks for helper(s)

GS24. understand customer requirements and their priority and respond as per theirneeds

GS25. support supervisor in solving problems by detailing out problems

GS26. discuss the possible solutions with the supervisor for problem solving

GS27. apply domain information about maintenance processes and technicalknowledge about tools and equipment

GS28. use common sense and make judgments on day to day basis

GS29. use reasoning skills to identify and resolve basic problems

GS30. use intuition to detect any potential problems which could arise duringoperations

GS31. use acquired knowledge of the process for identifying and handling issues

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Document and maintain records of purchase of raw materials and packaging materials	**22**	**12**	**-**	**-**
PC1. document and maintain records of the purchase requisitions, purchase order, vendor database, vendor documents for vendor approval process, documents on supplies like supplier invoice, transport documents, supplier qualitydocuments for each purchase, internal quality report, purchase cancellation document, material on-hold or rejection document, etc. as per organisation standards	10	5	-	-
PC2. maintain/ record observations and deviations (if any)	3	2	-	-
PC3. load the details in ERP for future reference	3	2	-	-
PC4. track documents in case of quality concerns / disputes	6	3	-	-
Document and maintain records of purchase of machineries	**19.5**	**14.5**	**-**	**-**
PC5. document and maintain purchase document on machinery purchase like purchase requisitions, purchase order, vendor database, vendor documents for vendor approval process, documents on supplies like supplier invoice, warranty documents, manuals on machineries, incoming inspection report, approval or rejection documents, etc. as per organisation standards	7.5	7.5	-	-
PC6. maintain record of observations and deviations (if any)	3	2	-	-
PC7. load the details in ERP for future reference	3	2	-	-
PC8. track documents in case of quality concerns / disputes	6	3	-	-
Document and maintain records of inventory	**18.5**	**13.5**	**-**	**-**

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC9. document and maintain inventory document of raw materials, ingredients, packaging materials, machinery spares, tools etc like purchase quantity, consumption for a particular/defined period, minimum ordering level for allmaterials, as per organisation standards	7.5	7.5	-	-
PC10. maintain record of observations or deviations (if any)	3	2	-	-
PC11. load the details in erp for future reference	3	2	-	-
PC12. track documents in case of quality concerns / disputes	5	2	-	-
NOS Total	**60**	**40**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7015
NOS Name	Complete documentation and record keeping of purchases and inventory
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling (including oilseeds), Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks
Occupation	Procuring
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/09/2021
Next Review Date	30/07/2024
Deactivation Date	30/07/2024
NSQC Clearance Date	30/09/2021

FIC/N9001: Ensure food safety, hygiene and sanitation for processing food products

Description

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

Elements and Performance Criteria

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

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

PC1. comply with food safety and hygiene procedures followed in the organization

PC2. ensure personal hygiene by use of gloves, hairnets, masks, ear plugs, goggles, shoes, etc.

PC3. ensure hygienic production of food by inspecting raw materials, ingredients, finished products etc. for compliance to physical, chemical and microbiological parameters

PC4. pack products in appropriate packaging materials, label and store them in designated area, free from pests, flies and infestations

PC5. clean, maintain and monitor food processing equipment periodically, using it only for the specified purpose

PC6. use safety equipment such as fire extinguisher, eye wash unit, first aid kit when required

PC7. follow housekeeping practices by having designated area for machines/tools

PC8. follow industry standards like GMP, HACCP and product recall process

PC9. attend training on hazard management to understand types of hazards such as physical, chemical and biological hazards and measures to control andprevent them

PC10. Identify, document and report problems such as rodents and pests to management

PC11. conduct workplace checklist audit before and after work to ensure safety and hygiene

PC12. document and maintain raw material, packaging material, process and finished products for the credibility and effectiveness of the food safety control system

Apply food safety practices (for processing food products)

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

PC13. determine the quality of food using criteria such as odour, appearance, taste and best before date, and take immediate measures to prevent spoilage

PC14. store raw materials, finished products and allergens separately to prevent cross contamination

PC15. label raw materials and finished products and store them in different storage areas according to safe food practices

PC16. follow stock rotation based on FEFO/FIFO

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

KU2. types of products produced by the organisation

KU3. code of business conduct

KU4. dress code to be followed

KU5. job responsibilities/duties and standard operating procedures

KU6. internal processes such as procurement, store management, inventory management, quality management and key contact points for query resolution

KU7. provision of wages, working hours as per organisation policy

KU8. food safety and hygiene standards followed

KU9. possible physical, chemical and biological hazards and methods of prevention of various hazards

KU10. personal hygiene requirement

KU11. different types of sanitizers used for process area, equipment and the procedure to use them

KU12. knowledge on food safety standards and regulations (as per fssai)

KU13. quality parameters and quality assessment based on physical parameters, basic food microbiology

KU14. labelling/marking requirements for raw materials, finished goods, stored materials, packaging materials and their designated storage area

KU15. cleaning and sanitation of equipment and work area

KU16. CIP and COP methods and procedures

KU17. storage norms for raw materials, packaging material and finished products

KU18. stock rotation of ingredients and finished products based on FEFO/FIFO

KU19. method of maintaining safety check lists for all machineries

KU20. GHP

KU21. GMP

KU22. HACCP

Generic Skills (GS)

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

GS1. note the information communicated by the supervisor

GS2. note the raw materials used for production and the finished products produced

GS3. note the readings of the process parameters and provide necessary information to fill the process chart

GS4. note down observations (if any) related to the process

GS5. write information documents to internal departments/ internal teams

GS6. note down the data for online ERP or as per applicability in the organization

GS7. read and interpret the process required for producing various types of products

GS8. read and interpret and process flowchart for all products produced

GS9. read equipment manuals and process documents to understand the equipment operation and process requirement

GS10. read internal information documents sent by internal teams

GS11. discuss task lists, schedules and activities with the supervisor

GS12. effectively communicate with the team members

GS13. question the supervisor in order to understand the nature of the problem and to clarify queries

GS14. attentively listen and comprehend the information given by the speaker

GS15. communicate clearly with the supervisor and cross department teams on the issues faced during process

GS16. analyse critical points in day to day tasks through experience and observation and identify control measures to solve the issue

GS17. handle issues in case the supervisor is not available (as per the authority matrix defined by the organization)

GS18. plan and organize the work order and jobs received from the supervisor

GS19. organize raw materials and packaging materials required for all products following the instruction provided by the supervisor

GS20. plan and prioritize the work based on the instructions received from the supervisor

GS21. plan to utilise time and equipment's effectively

GS22. organize all process/ equipment manuals so as to access information easily

GS23. support the supervisor in scheduling tasks for helper(s)

GS24. understand customer requirements and their priority and respond as per their needs

GS25. support supervisor in solving problems by detailing out problems

GS26. discuss the possible solutions with the supervisor for problem solving

GS27. apply domain information about maintenance processes and technical knowledge about tools and equipment

GS28. use common sense and make judgments on day to day basis

GS29. use reasoning skills to identify and resolve basic problems

GS30. use intuition to detect any potential problems which could arise during operations

GS31. use acquired knowledge of the process for identifying and handling issues

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Perform safety and sanitation related functions (for processing food products)	**25**	**50**	-	-
PC1. comply with food safety and hygiene procedures followed in the organization	2	3	-	-
PC2. ensure personal hygiene by use of gloves, hairnets, masks, ear plugs, goggles, shoes, etc.	1	5	-	-
PC3. ensure hygienic production of food by inspecting raw materials, ingredients, finished products etc. for compliance to physical, chemical and microbiological parameters	2	3	-	-
PC4. pack products in appropriate packaging materials, label and store them in designated area, free from pests, flies and infestations	4	6	-	-
PC5. clean, maintain and monitor food processing equipment periodically, using it only for the specified purpose	2	3	-	-
PC6. use safety equipment such as fire extinguisher, eye wash unit, first aid kit when required	4	6	-	-
PC7. follow housekeeping practices by having designated area for machines/tools	2	3	-	-
PC8. follow industry standards like GMP, HACCP and product recall process	4	6	-	-
PC9. attend training on hazard management to understand types of hazards such as physical, chemical and biological hazards and measures to control andprevent them	1	4	-	-
PC10. Identify, document and report problems such as rodents and pests to management	1	4	-	-
PC11. conduct workplace checklist audit before and after work to ensure safety and hygiene	1	4	-	-

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

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9001
NOS Name	Ensure food safety, hygiene and sanitation for processing food products
Sector	Food Processing
Sub-Sector	Fruits and Vegetables
Occupation	Generic
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/09/2021
Next Review Date	30/07/2024
Deactivation Date	30/07/2024
NSQC Clearance Date	30/09/2021

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.

2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.

3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.

4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).

5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.

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/N7013.Handle purchase requisitions	35	65	-	-	100	25
FIC/N7014.Raise and process purchase order and inventory management	35	65	-	-	100	25
FIC/N7015.Complete documentation and record keeping of purchases and inventory	60	40	-	-	100	30
FIC/N9001.Ensure food safety, hygiene and sanitation for processing food products	35	65	-	-	100	20
Total	**165**	**235**	**-**	**-**	**400**	**100**

Acronyms

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

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.

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.