



Food Safety Team Leader

QP Code: FIC/Q7604

Version: 1.0

NSQF Level: 5

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FIC/Q7604: Food Safety Team Leader

Brief Job Description

A Food Safety Team Leader (FSTL) manages the food safety and management system (FSMS) of the factory including continuous monitoring, conducting risk assessments, establishing levels of acceptable risks against hazard overseeing food safety processes, audits, corrective actions, reporting variances to senior management and thereby ensuring adequate implementation and effectiveness of the food safety and management system (FSMS).

Personal Attributes

The individual should be able to lead a team, have a good personality and written and oral communication, project management skills, high numerical ability and an analytical mind backed by knowledge of Food Safety and Standards Act and Good Manufacturing Practices (GMP).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FIC/N7613: Design, develop and implement Food Safety Management System \(FSMS\)](#)
2. [FIC/N7614: Conduct food safety audits and handle customer complaints](#)
3. [FIC/N9904: Ensure food safety at the workplace](#)
4. [FIC/N9903: Ensure workplace health and safety](#)
5. [FIC/N9902: Work effectively in an organisation](#)
6. [SGJ/N1702: Optimize resource utilization at workplace](#)

Qualification Pack (QP) Parameters

Sector	Food Processing
Sub-Sector	Generic
Occupation	Quality Analysis/ Assurance
Country	India
NSQF Level	5
Aligned to NCO/ISCO/ISIC Code	NCO-2015/5220.60

Minimum Educational Qualification & Experience	Graduate (Microbiology/Food technology/Biotechnology or allied disciplines) with 6 Months of experience relevant experience OR 12th Class (Science Stream and 3 years of diploma in relevant stream) with 1 Year of experience OR 12th Class (Science stream) with 3 Years of experience Relevant experience OR 12th Class (with 2 years course in relevant stream) with 1 Year of experience Relevant experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	1.0

FIC/N7613: Design, develop and implement Food Safety Management System (FSMS)

Description

This NOS unit covers planning, development and implementation of a food safety management system in any food processing unit

Scope

The scope covers the following :

- Design and develop FSMS
- Implement FSMS
- Verify and update FSMS

Elements and Performance Criteria

Design and develop FSMS

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

- PC1.**
- evaluate organizational requirements for food safety program
 - Organizational requirements: impact of existing organizational policy on food safety, existing policies and procedures, food handling operations, production processes and identify potential or existing food safety hazards, existing product specifications given to suppliers and determine quality assurance specifications for final product supplied and assess need for change
- PC2.**
- identify food safety management system requirements
 - Food safety system requirements: product description, determine scope and requirements of the food safety system in accordance with regulatory guidelines, customer expectations, create a team, identify goals, food safety responsibilities, obligations and roles should be clearly explained to stakeholders, review flowcharts of processes and make appropriate changes
- PC3.** start the development of food safety management system for a food processing unit by performing pre-HACCP steps
- PC4.** create a team of food safety members and include at least one member from every concerned department represented in the team and allocate roles and responsibilities
- PC5.** describe the product to the food safety team members such as product name, category, MRP, shelf life of product, regulatory requirement for manufacturing, label claims, nutritional information, storage and distribution of the product etc.
- PC6.** identify the needs of the intended customers to be fulfilled by the product and understand the composition of the product
- PC7.**
- create process flowcharts as per GMP, GHP and regulatory guidelines for all the processes that are involved in the manufacturing of final product
 - process flowcharts: e.g. in biscuit industry - cleaning processes, receiving of ingredients, Quality inspection pre-mixing, sugar grinding, invert syrup preparation, flour sieving process, mixing of ingredients, moulding/cutting of dough, baking, cooling of biscuits, packing, use of re-work, process of waste disposal etc.
- PC8.** verify the existing process flowcharts and identify the gaps in process flowcharts, determine the breaches of food safety procedures, and address all the issues
- PC9.** identify training needs of the employees and team members and develop training programs

- PC10.** conduct hazard analysis to identify the types of hazards and develop a list of food safety hazards which are likely to cause food safety risk and categorize them as physical, chemical, biological and allergenic
- PC11.** determine the factors which may influence the likely occurrence and severity of the hazard being controlled
- PC12.** determine the critical control points (CCPs) where hazards can be prevented, eliminated or reduced to an acceptable level
- PC13.** establish the acceptable critical control limits for each critical control point that should be observable and measurable
- PC14.** establish the monitoring plan and allot responsibilities to the staff which includes recording observations or measurements to assess whether the CCP is being met on a particular frequency
- PC15.** take action to bring the process back into control, if monitoring indicates that the critical limits are not being met
- PC16.** take corrective actions using various techniques like decision tree if the criteria for CCP is not being met
- PC17.** establish verification procedures to determine the validity of the HACCP plan
- PC18.** ensure all hazards are identified and controlled during the process through critical control points and critical control limits
- PC19.** establish audit plan, procedure, and pre-operational checklists for conducting audits
- PC20.** establish record keeping and documentation procedures for effective functioning and monitoring of food safety management system
- PC21.** develop schedule for regular review of food safety management system

Implement FSMS

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

- PC22.** communicate food safety management system, policies, procedures, and product specifications to employees and ensure display of appropriate signage and access to information
- PC23.** identify the training needs of manpower and provide appropriate training to assist in the implementation
- PC24.** ensure the availability of necessary tools including a robust database management system to measure the critical control limits and CCPs
- PC25.** monitor operational activities such as pre-requisite programs, standard operating procedures, critical control points, traceability, critical limits, consumer complaints and other activities to ensure that the food safety management system is robust
- PC26.** determine and correct the cause of non-compliance
- PC27.** separate product which is non-conforming and initiate appropriate actions including market recall if needed, after approval
- PC28.** implement other necessary corrective and preventive action to maintain the food safety management system

Verify and update FSMS

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

- PC29.** verify the HACCP plan by reviewing policies, flowcharts, procedures, product specifications, monitoring systems, corrective actions and all supporting documents
- PC30.** make changes to practices that led to the food safety breach, and document, communicate the changes to the team with implementation plan

PC31. update food safety management systems time to time as per standards and take the approval by concerned authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standards, policies, and procedures followed in the company relevant to food safety and food quality
- KU2.** cleaning and sanitation procedures and their importance
- KU3.** fundamentals of Good manufacturing practices, good handling practices
- KU4.** schedule IV requirements of FSSAI
- KU5.** difference between pre-requisite programs (PRPs), operational pre-requisite programs (OPRPs), CCPs
- KU6.** product specification and able to meet the product parameters with standards
- KU7.** seven steps of HACCP plan
- KU8.** application of decision tree
- KU9.** acceptable, tolerable and unacceptable levels of risk
- KU10.** target value, warning value and critical limit of potential hazard
- KU11.** codex alimentarius and the corrective actions
- KU12.** the process of supplier quality assurance
- KU13.** complete process of manufacturing of various food products followed in different industries from receiving of ingredients to dispatch of finished products
- KU14.** the relevance of pest management, how to implement effective pest control program in premises, methods and chemicals used to control different kind of pest in the processing area
- KU15.** able to maintain personnel and surrounding hygiene
- KU16.** the type of hazards that cause potential risk to food safety, categorization of hazards, type of critical control points to minimize the hazards at acceptable levels and critical limits for each hazards type
- KU17.** able to a perform rapid and complete traces when a product is identified with any hazard or when retrieval is necessary
- KU18.** food safety and food quality policy of the organization
- KU19.**
 - documentation of HACCP plan and its methods
 - methods: process mapping, decision tree, validation methods, PDCA, process capability , etc.
- KU20.** the importance of training of employees on food safety and food safety management system, ingredient handling practices, PRPs, and other necessary topics
- KU21.** cross contamination and importance of allergen management
- KU22.** workplace safety requirements, hazard reporting and handling procedures
- KU23.** organizational reporting and documentation procedures
- KU24.** job responsibilities of food safety team leader and quality assurance manager
- KU25.** organization departments, hierarchy, products, services

Generic Skills (GS)

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

- GS1.** write common words/signs and set phrases used in the work
- GS2.** prepare checklists, reports, and fill out forms in local language or Hindi/English
- GS3.** perform arithmetic calculations of addition, subtraction, multiplication, and division processes
- GS4.** read and interpret information (symbols, dimensions, terminology, dates etc.) given in local language or Hindi
- GS5.** state information, doubts, and concerns about work related matters in local language or Hindi/English
- GS6.** participate in workplace conversations and meetings and communicate by telephone in local language or Hindi/English
- GS7.** establish priorities and deadlines in consultation with others and record them
- GS8.** be punctual and work as per agreed priorities
- GS9.** manage distractions and maintain workplace discipline
- GS10.** breakdown relevant work process into its constituent activities for ease of analysis
- GS11.** importance of taking responsibility for own work outcomes
- GS12.** importance of following laid down rules, procedures, instructions, and policies
- GS13.** importance of time management for achieving better results
- GS14.** think through the problem, evaluate the possible solution(s), and suggest an optimum /best possible solution(s)
- GS15.** identify immediate or temporary solutions to resolve delays
- GS16.** plan daily tasks to achieve maximum productivity

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Design and develop FSMS</i>	21	36	-	14
<p>PC1.</p> <ul style="list-style-type: none"> evaluate organizational requirements for food safety program Organizational requirements: impact of existing organizational policy on food safety, existing policies and procedures, food handling operations, production processes and identify potential or existing food safety hazards, existing product specifications given to suppliers and determine quality assurance specifications for final product supplied and assess need for change 	-	-	-	-
<p>PC2.</p> <ul style="list-style-type: none"> identify food safety management system requirements Food safety system requirements: product description, determine scope and requirements of the food safety system in accordance with regulatory guidelines, customer expectations, create a team, identify goals, food safety responsibilities, obligations and roles should be clearly explained to stakeholders, review flowcharts of processes and make appropriate changes 	-	-	-	-
<p>PC3. start the development of food safety management system for a food processing unit by performing pre-HACCP steps</p>	-	-	-	-
<p>PC4. create a team of food safety members and include at least one member from every concerned department represented in the team and allocate roles and responsibilities</p>	-	-	-	-
<p>PC5. describe the product to the food safety team members such as product name, category, MRP, shelf life of product, regulatory requirement for manufacturing, label claims, nutritional information, storage and distribution of the product etc.</p>	-	-	-	-
<p>PC6. identify the needs of the intended customers to be fulfilled by the product and understand the composition of the product</p>	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC7. • create process flowcharts as per GMP, GHP and regulatory guidelines for all the processes that are involved in the manufacturing of final product • process flowcharts: e.g. in biscuit industry - cleaning processes, receiving of ingredients, Quality inspection pre-mixing, sugar grinding, invert syrup preparation, flour sieving process, mixing of ingredients, moulding/cutting of dough, baking, cooling of biscuits, packing, use of re-work, process of waste disposal etc.	-	-	-	-
PC8. verify the existing process flowcharts and identify the gaps in process flowcharts, determine the breaches of food safety procedures, and address all the issues	-	-	-	-
PC9. identify training needs of the employees and team members and develop training programs	-	-	-	-
PC10. conduct hazard analysis to identify the types of hazards and develop a list of food safety hazards which are likely to cause food safety risk and categorize them as physical, chemical, biological and allergenic	-	-	-	-
PC11. determine the factors which may influence the likely occurrence and severity of the hazard being controlled	-	-	-	-
PC12. determine the critical control points (CCPs) where hazards can be prevented, eliminated or reduced to an acceptable level	-	-	-	-
PC13. establish the acceptable critical control limits for each critical control point that should be observable and measurable	-	-	-	-
PC14. establish the monitoring plan and allot responsibilities to the staff which includes recording observations or measurements to assess whether the CCP is being met on a particular frequency	-	-	-	-
PC15. take action to bring the process back into control, if monitoring indicates that the critical limits are not being met	-	-	-	-
PC16. take corrective actions using various techniques like decision tree if the criteria for CCP is not being met	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC17. establish verification procedures to determine the validity of the HACCP plan	-	-	-	-
PC18. ensure all hazards are identified and controlled during the process through critical control points and critical control limits	-	-	-	-
PC19. establish audit plan, procedure, and pre-operational checklists for conducting audits	-	-	-	-
PC20. establish record keeping and documentation procedures for effective functioning and monitoring of food safety management system	-	-	-	-
PC21. develop schedule for regular review of food safety management system	-	-	-	-
<i>Implement FSMS</i>	6	10	-	4
PC22. communicate food safety management system, policies, procedures, and product specifications to employees and ensure display of appropriate signage and access to information	-	-	-	-
PC23. identify the training needs of manpower and provide appropriate training to assist in the implementation	-	-	-	-
PC24. ensure the availability of necessary tools including a robust database management system to measure the critical control limits and CCPs	-	-	-	-
PC25. monitor operational activities such as pre-requisite programs, standard operating procedures, critical control points, traceability, critical limits, consumer complaints and other activities to ensure that the food safety management system is robust	-	-	-	-
PC26. determine and correct the cause of non-compliance	-	-	-	-
PC27. separate product which is non-conforming and initiate appropriate actions including market recall if needed, after approval	-	-	-	-
PC28. implement other necessary corrective and preventive action to maintain the food safety management system	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Verify and update FSMS</i>	3	4	-	2
PC29. verify the HACCP plan by reviewing policies, flowcharts, procedures, product specifications, monitoring systems, corrective actions and all supporting documents	-	-	-	-
PC30. make changes to practices that led to the food safety breach, and document, communicate the changes to the team with implementation plan	-	-	-	-
PC31. update food safety management systems time to time as per standards and take the approval by concerned authority	-	-	-	-
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7613
NOS Name	Design, develop and implement Food Safety Management System (FSMS)
Sector	Food Processing
Sub-Sector	Generic
Occupation	Quality Analysis/ Assurance
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	NA

FIC/N7614: Conduct food safety audits and handle customer complaints

Description

This unit is about conducting audit and handling customer complaints by reviewing food safety management system involving inspection of processes, parameters, overall hygiene of workplace with relevant documentation.

Scope

The scope covers the following :

- Plan and prepare for audit
- Conduct audit
- Consolidate and review audit outcomes
- Handle customer complaints

Elements and Performance Criteria

Plan and prepare for audit

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

- PC1.** identify audit scope and define the extent of the audit
- PC2.** identify evidence required to address audit scope and criteria, and select appropriate collection methods
- PC3.** identify activities and responsibilities of the employees during the audit
- PC4.** create and communicate an audit plan and take approval from the management
- PC5.** prepare and plan resources and relevant requirements for audit and closure of non-conformances identified during audit

Conduct audit

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

- PC6.** communicate information on the audit scope and methodology in an effective and timely manner to all personnel involved in the audit process
- PC7.** conduct audit process against the audit plan by verifying the audit checklist to assess compliance with the food safety management system
- PC8.** identify, record and address any variation/ deviation from procedures and policies
- PC9.** collect evidence of conformities and non-conformities against audit checklist, procedures, processes, or deviation from the system
- PC10.** cover all the processes and premises during the audit with food safety team members and complete the audit as per shared audit plan

Consolidate and review audit outcomes

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

- PC11.** prepare audit reports to address audit scope requirements and submit to concerned personnel
- PC12.** report non-conformities according to food safety system requirements
- PC13.** review audit findings to confirm that evidence is sufficient as defined by the approved food safety management system

- PC14.** analyze and assess audit evidence to identify any areas of non-compliance with legislation and/or the food safety management system
- PC15.** collect the non-conformances from the auditors with root cause analysis, preventive actions and corrective actions suggested by auditee
- PC16.** analyze the details and verify the implementation of corrective and preventive actions
- PC17.** monitor the corrective action as set out during non-conformances for few days and ensure proper closure
- PC18.** take necessary actions if deviation found
- PC19.** review and improve audit programs as and when required
- PC20.** document required amendments to the audit report and/or to the HACCP plan

Handle customer complaints

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

- PC21.** handle complaints from customers regarding food quality
- PC22.** identify root cause of the complaint and promptly take corrective action to avoid reoccurrence in the future
- PC23.** carry out product recall, if required
- PC24.** implement procedures for dealing with non-compliance according to food safety system
- PC25.** report non-compliance to the regulatory authorities as required

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational food quality and safety policy, procedures and processes associated with the food safety management system
- KU2.** risk and impact of not following defined procedures/work instructions
- KU3.** complete food safety management system implemented in the premises
- KU4.** HACCP, GHP, GMP, PRPs, oPRPs and CCPs
- KU5.** compliance with standard operating procedures and food safety regulations published by FSSAI
- KU6.** critical limits of possible risks
- KU7.** the severity and probability of occurrence of hazards in the processes
- KU8.** requirement of relevant documents and records necessary to conduct audits
- KU9.** how to plan and conduct audits of different departments against defined checklist
- KU10.** how to prepare control documents and formats for audits
- KU11.** importance of communication with food safety team members and should be able to understand the team work
- KU12.** the concept of root cause analysis (RCA), Corrective actions and preventive actions (CAPA)
- KU13.** how to address the non-conformances, root cause analysis identified during the audit
- KU14.** protocols of a food safety auditor
- KU15.** the necessary tools used by an auditor
- KU16.** customer complaint log

- KU17.** regulatory requirements of products and organizational standards for products and manufacturing
- KU18.** the nature of complaint coming from the customers and log the complaints accurately in customer complaint log
- KU19.** how to reach at root cause of the occurrence of the customer complaints
- KU20.** procedure of product recall, mock recall, forward and backward traceability
- KU21.** reporting procedure of the non-conformances to the relevant authorities
- KU22.** applicable Food Safety and Standards Act 2006 (FSSA) and its regulations
- KU23.** organization policies on jewelry use, job descriptions of employees, food safety and associated hazards, integrity, dress code, etc.

Generic Skills (GS)

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

- GS1.** write common words/signs and set phrases used in the work
- GS2.** prepare checklists, reports and fill out forms in local language or Hindi/English
- GS3.** perform arithmetic calculations of addition, subtraction, multiplication, and division processes
- GS4.** read and interpret information (symbols, dimensions, terminology, dates etc.) given in local language or Hindi
- GS5.** state information, doubts and concerns about work related matters in local language or Hindi/English
- GS6.** participate in workplace conversations and meetings and communicate by telephone in local language or Hindi/English
- GS7.** spot discrepancies or errors and select the most efficient solution
- GS8.** plan ones daily tasks to achieve maximum productivity
- GS9.** establish priorities and deadlines in consultation with others and record them
- GS10.** be punctual and work as per agreed priorities
- GS11.** manage distractions and maintain workplace discipline
- GS12.** listen to customers concerns and doubts carefully and address them
- GS13.** be courteous
- GS14.** establish workable solutions for problems in hand in consultation with others and record them
- GS15.** identify ways to increase productivity and reduce errors

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan and prepare for audit</i>	6	8	-	3
PC1. identify audit scope and define the extent of the audit	-	-	-	-
PC2. identify evidence required to address audit scope and criteria, and select appropriate collection methods	-	-	-	-
PC3. identify activities and responsibilities of the employees during the audit	-	-	-	-
PC4. create and communicate an audit plan and take approval from the management	-	-	-	-
PC5. prepare and plan resources and relevant requirements for audit and closure of non-conformances identified during audit	-	-	-	-
<i>Conduct audit</i>	8	12	-	4
PC6. communicate information on the audit scope and methodology in an effective and timely manner to all personnel involved in the audit process	-	-	-	-
PC7. conduct audit process against the audit plan by verifying the audit checklist to assess compliance with the food safety management system	-	-	-	-
PC8. identify, record and address any variation/ deviation from procedures and policies	-	-	-	-
PC9. collect evidence of conformities and non-conformities against audit checklist, procedures, processes, or deviation from the system	-	-	-	-
PC10. cover all the processes and premises during the audit with food safety team members and complete the audit as per shared audit plan	-	-	-	-
<i>Consolidate and review audit outcomes</i>	12	21	-	9
PC11. prepare audit reports to address audit scope requirements and submit to concerned personnel	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. report non-conformities according to food safety system requirements	-	-	-	-
PC13. review audit findings to confirm that evidence is sufficient as defined by the approved food safety management system	-	-	-	-
PC14. analyze and assess audit evidence to identify any areas of non-compliance with legislation and/or the food safety management system	-	-	-	-
PC15. collect the non-conformances from the auditors with root cause analysis, preventive actions and corrective actions suggested by auditee	-	-	-	-
PC16. analyze the details and verify the implementation of corrective and preventive actions	-	-	-	-
PC17. monitor the corrective action as set out during non-conformances for few days and ensure proper closure	-	-	-	-
PC18. take necessary actions if deviation found	-	-	-	-
PC19. review and improve audit programs as and when required	-	-	-	-
PC20. document required amendments to the audit report and/or to the HACCP plan	-	-	-	-
<i>Handle customer complaints</i>	4	9	-	4
PC21. handle complaints from customers regarding food quality	-	-	-	-
PC22. identify root cause of the complaint and promptly take corrective action to avoid reoccurrence in the future	-	-	-	-
PC23. carry out product recall, if required	-	-	-	-
PC24. implement procedures for dealing with non-compliance according to food safety system	-	-	-	-
PC25. report non-compliance to the regulatory authorities as required	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7614
NOS Name	Conduct food safety audits and handle customer complaints
Sector	Food Processing
Sub-Sector	Generic
Occupation	Quality Analysis/ Assurance
NSQF Level	5
Credits	TBD
Version	1.0
Next Review Date	NA

FIC/N9904: Ensure food safety at the workplace

Description

This unit is about performing various tasks for ensuring food safety at the workplace.

Scope

The scope covers the following :

- Ensure food safety at the workplace

Elements and Performance Criteria

Ensure food safety at the workplace

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

- PC1.** identify the biological, chemical, and physical hazards at various stages of food processing. Stages: procurement of raw material; production, manufacturing, distribution, delivery of finished product, etc.
- PC2.** implement food safety procedures and regulatory policies at the food processing workplace. Policies: Visitor's Policy, Health declaration policy, Jewellery policy, Quality, and safety policy
- PC3.** ensure that the materials are adequately isolated to prevent them from contamination. Materials: raw materials, processed materials, finished goods, etc. Contamination: Physical, Chemical, Biological & shop floor environment
- PC4.** establish and follow Good Manufacturing Practices (GMPs) laid down in applicable Food Safety and Standards Authority of India (FSSAI) guidelines. Good Manufacturing Practices (GMPs): location and layout(ergonomics), cleaning and sanitation, equipment and containers, pest control, facilities (lighting, water supply, drainage and waste disposal, air quality and ventilation), food storage, transportation, and distribution etc.
- PC5.** establish and follow allergen management system for handling and storage of raw materials
- PC6.** establish and follow monitoring systems like Hazard Analysis Critical Control Point (HACCP), product information and consumer awareness, product recall and withdrawal, and traceability HACCP: Hazard identification, identification of critical control points, establish critical limits, corrective and preventive action. Product information and consumer awareness: Product labelling and consumer education. Traceability: forward and backward traceability
- PC7.** take appropriate action in instances such as VACCP (Vulnerability Assessment Critical Control Points) and TACCP (Threat Assessment Critical Control Points)
- PC8.** plan, conduct, manage, consolidate outcomes, and close corrective actions of workplace audit on food safety as per FSSAI guidelines, address the non-conformance with root cause analysis (RCA), corrective action preventive action(CAPA)
- PC9.** address issues pertaining to food safety and quality reported by the team members
- PC10.** record information such as food safety regulations followed, inspections done, faults observed, etc. as per standard procedure
- PC11.** organize trainings and workshops on food safety aspects such as Good Manufacturing Practices (GMP), HACCP, VACCP, TACCP, etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** various processes that take place in a food industry
- KU2.** biological, chemical, and physical hazards in a food industry
- KU3.** types of food contaminations, their causes, and ways to prevent it
- KU4.** organisational policy and procedures for ensuring food safety (such as Visitor's Policy, Health declaration policy, Jewelry policy, Quality, and safety policy)
- KU5.** applicable regulations for ensuring food safety as listed in 'The Food Safety and Standards Act, 2006'
- KU6.** role of HACCP in food industry, its constituents and procedure to implement it in an organisation
- KU7.** VACCP and TACCP and how to implement it effectively
- KU8.** how to conduct workplace food safety audits
- KU9.** types of allergen and allergen management at workplace
- KU10.** key observations and corrective actions to be applied for ensuring food safety
- KU11.** various issues that can arise during production and other processes as faced by team
- KU12.** information to be recorded in the work process
- KU13.** how to do root cause analysis and perform corrective action and preventive actions
- KU14.** how to conduct training of workforce on various food safety procedures such as GMP, HACCP, information to be shared, ways to report accidents, escalation of issues beyond own scope, etc.

Generic Skills (GS)

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

- GS1.** write an accident/incident report in local language or English
- GS2.** read and comprehend basic content to read labels, charts, signages and symbols
- GS3.** read and comprehend basic English to read product manuals for safe operation
- GS4.** question coworkers appropriately in order to clarify instructions and other issues
- GS5.** make appropriate decisions pertaining to the concerned area of work regarding the work objective, span of authority, responsibility, laid down procedure and guidelines
- GS6.** plan and organize the work schedule, work area, tools, equipment, and materials for improved productivity
- GS7.** identify probable solutions to the problems in hand
- GS8.** evaluate proposed solution with respect to key priorities and considerations
- GS9.** seek official and authorised sources of help and guidance to resolve problems that cannot be solved at one's level of authority
- GS10.** identify cause and effect relations in their area of work to anticipate potential problems and their solution
- GS11.** analyse the problem, suggest corrective actions and implement workable solutions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure food safety at the workplace</i>	30	70	-	-
PC1. identify the biological, chemical, and physical hazards at various stages of food processing. Stages: procurement of raw material; production, manufacturing, distribution, delivery of finished product, etc.	-	-	-	-
PC2. implement food safety procedures and regulatory policies at the food processing workplace. Policies: Visitor's Policy, Health declaration policy, Jewellery policy, Quality, and safety policy	-	-	-	-
PC3. ensure that the materials are adequately isolated to prevent them from contamination. Materials: raw materials, processed materials, finished goods, etc. Contamination: Physical, Chemical, Biological & shop floor environment	-	-	-	-
PC4. establish and follow Good Manufacturing Practices (GMPs) laid down in applicable Food Safety and Standards Authority of India (FSSAI) guidelines. Good Manufacturing Practices (GMPs): location and layout(ergonomics), cleaning and sanitation, equipment and containers, pest control, facilities (lighting, water supply, drainage and waste disposal, air quality and ventilation), food storage, transportation, and distribution etc.	-	-	-	-
PC5. establish and follow allergen management system for handling and storage of raw materials	-	-	-	-
PC6. establish and follow monitoring systems like Hazard Analysis Critical Control Point (HACCP), product information and consumer awareness, product recall and withdrawal, and traceability HACCP: Hazard identification, identification of critical control points, establish critical limits, corrective and preventive action. Product information and consumer awareness: Product labelling and consumer education. Traceability: forward and backward traceability	-	-	-	-
PC7. take appropriate action in instances such as VACCP (Vulnerability Assessment Critical Control Points) and TACCP (Threat Assessment Critical Control Points)	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC8. plan, conduct, manage, consolidate outcomes, and close corrective actions of workplace audit on food safety as per FSSAI guidelines, address the non-conformance with root cause analysis (RCA), corrective action preventive action(CAPA)	-	-	-	-
PC9. address issues pertaining to food safety and quality reported by the team members	-	-	-	-
PC10. record information such as food safety regulations followed, inspections done, faults observed, etc. as per standard procedure	-	-	-	-
PC11. organize trainings and workshops on food safety aspects such as Good Manufacturing Practices (GMP), HACCP, VACCP, TACCP, etc.	-	-	-	-
NOS Total	30	70	-	-

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9904
NOS Name	Ensure food safety at the workplace
Sector	Food Processing
Sub-Sector	Generic
Occupation	Generic
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

FIC/N9903: Ensure workplace health and safety

Description

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

Scope

The scope covers the following :

- Follow preventive measures to avoid accidents
- Deal with emergencies
- Manage infection control

Elements and Performance Criteria

Follow preventive measures to avoid accidents

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

- PC1.** wear appropriate personal protective equipment (PPE) as per task requirements. PPE: gloves, hairnets, masks, ear plugs, goggles, shoes etc.
- PC2.** identify job-site hazardous work and possible causes of risk or accident at the workplace
- PC3.** deal with hazards safely and appropriately to ensure safety of self and others
- PC4.** ensure that the equipment used (such as for lifting and carrying materials, power tools, etc.) are maintained effectively
- PC5.** implement organisational safety protocols to prevent accidents and hazards
- PC6.** ensure that general health and safety equipment are readily available at all times
- PC7.** ensure that common hazard signs are displayed properly wherever required
- PC8.** use various types of fire extinguishers effectively
- PC9.** train the workforce on accident prevention techniques required at the workplace. Accident prevention techniques: role of appropriate PPE; use of fire extinguishers, dealing with hazards; identification of risks that could lead to accidents; safety protocols followed to avoid accidents; role of different types of hazard signs, safe lifting and carrying practices, etc.

Deal with emergencies

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

- PC10.** follow workplace emergency and evacuation procedures
- PC11.** use safe methods to free a person from electrocution
- PC12.** administer appropriate first aid to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning, etc.
- PC13.** provide artificial respiration and cardio-pulmonary resuscitation (CPR) in various instances (e.g., cardiac arrest)
- PC14.** report any identified breaches in health, safety and security policies and procedures to the concerned authority

PC15. train the workforce on emergency procedures to be followed at the workplace. Emergency procedures: safe evacuation; treating a person from electrocution; immediate first aid to be given at times of cuts, bleeding, burns, choking, electric shock, poisoning, etc.; administering artificial respiration and cardio-pulmonary resuscitation (CPR); escalating issues beyond own scope, etc.

Manage infection control

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

- PC16.** follow and enforce Good Hygiene Practices (GHP) among the team. GHP: washing hands regularly, reporting personal health issues to the concerned, undertaking preventive health check-ups at regular intervals, getting vaccinated as per standard procedures whenever required, etc.
- PC17.** identify the type of infection spread in discussion with designated personnel and relevant sources. Type of infection spread: severity; precautions to be taken; safety protocols to be followed during spread; sanitisers to be used, etc.
- PC18.** ensure the work area, equipment and related facilities are being sanitised effectively as per organisational schedule and work requirements
- PC19.** ensure that materials used for sanitisation are stored appropriately and readily available at times of need
- PC20.** take appropriate action at times of illness to self and others in the team
- PC21.** train the workforce on infection control practices followed at the workplace. Infection control practices: precautions to be taken; types of sanitisers to be used; ensuring appropriate sanitization of self and work area; reporting illness to self and others promptly, etc.
- PC22.** review standard operating procedures (SOPs) as per organisational schedule to ensure compliance with regulatory requirements
- PC23.** ensure periodic health check-up of all workers in compliance with FSSAI guidelines
- PC24.** provide regulatory support and process improvements which have an impact on regulatory affairs related to quality and safety assurance in respective departments

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** meaning of 'hazards' and 'risks'
- KU2.** various types of risks, hazards and accidents at the workplace and their possible causes
- KU3.** standard practices to be followed to control and prevent risks, hazards, and accidents
- KU4.** where to find all the general health and safety equipment in the workplace
- KU5.** parameters to be assessed during review of SOPs and compliances
- KU6.** how to improve regulations and processes in an organisation as per required quality and safety standards
- KU7.** procedure to conduct audits pertaining to workplace health and safety
- KU8.** parameters to be assessed during health and safety audits and acceptability levels of appropriateness
- KU9.** how to address team issues relating to workplace health and safety
- KU10.** documents and records to be maintained in the work process
- KU11.** types of personal protective equipment used such as eye protection, hard hats, gloves apron, rubber boots, etc. and its importance while conducting the tasks

- KU12.** how to deal with various types of hazards safely and appropriately
- KU13.** how to ensure that the equipment used is maintained effectively
- KU14.** preventative measures and remedial actions to be taken to avoid accidents
- KU15.** various types of safety signs and their relevance at the workplace
- KU16.** various causes of fire, ways to prevent them and rescue techniques to be followed at times of fire
- KU17.** use of different types of fire extinguishers
- KU18.** how to train the workforce on various accident prevention techniques
- KU19.** workplace emergency and evacuation procedures
- KU20.** how to administer immediate first aid to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning, etc.
- KU21.** procedure followed for providing artificial respiration and cardio-pulmonary resuscitation (CPR) to the affected
- KU22.** impact of breach in health, safety and security policies and procedures on self, team, and work process
- KU23.** how to train the workforce on emergency procedures to be followed at the workplace
- KU24.** information sources and the factors to be considered for determining the type of infection
- KU25.** procedure to carry out sanitization of work area, equipment, and related facilities
- KU26.** how to act at times of illness to self and others at the workplace
- KU27.** train the workforce on infection control practices followed at the workplace
- KU28.** storing sanitization materials appropriately

Generic Skills (GS)

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

- GS1.** write an accident/incident report in local language or English
- GS2.** read and comprehend basic content to read labels, charts, signages and symbols
- GS3.** read and comprehend basic English to read product manuals for safe operation
- GS4.** question coworkers appropriately in order to clarify instructions and other issues
- GS5.** make appropriate decisions pertaining to the concerned area of work regarding the work objective, span of authority, responsibility, laid down procedure and guidelines
- GS6.** plan and organize the work schedule, work area, tools, equipment, and materials for improved productivity
- GS7.** identify probable solutions to the problems in hand
- GS8.** evaluate proposed solution with respect to key priorities and considerations
- GS9.** seek official and authorised sources of help and guidance to resolve problems that cannot be solved at one's level of authority
- GS10.** identify cause and effect relations in their area of work to anticipate potential problems and their solution

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow preventive measures to avoid accidents</i>	13	31	-	-
PC1. wear appropriate personal protective equipment (PPE) as per task requirements. PPE: gloves, hairnets, masks, ear plugs, goggles, shoes etc.	-	-	-	-
PC2. identify job-site hazardous work and possible causes of risk or accident at the workplace	-	-	-	-
PC3. deal with hazards safely and appropriately to ensure safety of self and others	-	-	-	-
PC4. ensure that the equipment used (such as for lifting and carrying materials, power tools, etc.) are maintained effectively	-	-	-	-
PC5. implement organisational safety protocols to prevent accidents and hazards	-	-	-	-
PC6. ensure that general health and safety equipment are readily available at all times	-	-	-	-
PC7. ensure that common hazard signs are displayed properly wherever required	-	-	-	-
PC8. use various types of fire extinguishers effectively	-	-	-	-
PC9. train the workforce on accident prevention techniques required at the workplace. Accident prevention techniques: role of appropriate PPE; use of fire extinguishers, dealing with hazards; identification of risks that could lead to accidents; safety protocols followed to avoid accidents; role of different types of hazard signs, safe lifting and carrying practices, etc.	-	-	-	-
<i>Deal with emergencies</i>	8	18	-	-
PC10. follow workplace emergency and evacuation procedures	-	-	-	-
PC11. use safe methods to free a person from electrocution	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. administer appropriate first aid to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning, etc.	-	-	-	-
PC13. provide artificial respiration and cardio-pulmonary resuscitation (CPR) in various instances (e.g., cardiac arrest)	-	-	-	-
PC14. report any identified breaches in health, safety and security policies and procedures to the concerned authority	-	-	-	-
PC15. train the workforce on emergency procedures to be followed at the workplace. Emergency procedures: safe evacuation; treating a person from electrocution; immediate first aid to be given at times of cuts, bleeding, burns, choking, electric shock, poisoning, etc.; administering artificial respiration and cardio-pulmonary resuscitation (CPR); escalating issues beyond own scope, etc.	-	-	-	-
<i>Manage infection control</i>	9	21	-	-
PC16. follow and enforce Good Hygiene Practices (GHP) among the team. GHP: washing hands regularly, reporting personal health issues to the concerned, undertaking preventive health check-ups at regular intervals, getting vaccinated as per standard procedures whenever required, etc.	-	-	-	-
PC17. identify the type of infection spread in discussion with designated personnel and relevant sources. Type of infection spread: severity; precautions to be taken; safety protocols to be followed during spread; sanitisers to be used, etc.	-	-	-	-
PC18. ensure the work area, equipment and related facilities are being sanitised effectively as per organisational schedule and work requirements	-	-	-	-
PC19. ensure that materials used for sanitisation are stored appropriately and readily available at times of need	-	-	-	-
PC20. take appropriate action at times of illness to self and others in the team	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC21. train the workforce on infection control practices followed at the workplace. Infection control practices: precautions to be taken; types of sanitisers to be used; ensuring appropriate sanitization of self and work area; reporting illness to self and others promptly, etc.	-	-	-	-
PC22. review standard operating procedures (SOPs) as per organisational schedule to ensure compliance with regulatory requirements	-	-	-	-
PC23. ensure periodic health check-up of all workers in compliance with FSSAI guidelines	-	-	-	-
PC24. provide regulatory support and process improvements which have an impact on regulatory affairs related to quality and safety assurance in respective departments	-	-	-	-
NOS Total	30	70	-	-

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9903
NOS Name	Ensure workplace health and safety
Sector	Food Processing
Sub-Sector	Generic
Occupation	Generic
NSQF Level	5
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQ Clearance Date	25/11/2021

FIC/N9902: Work effectively in an organisation

Description

This unit is about working effectively with others.

Scope

The scope covers the following :

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

Elements and Performance Criteria

Communicate effectively

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

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

Work in a team effectively

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

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

Respect diversity

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

Generic Skills (GS)

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

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

Assessment Criteria

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

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9902
NOS Name	Work effectively in an organisation
Sector	Food Processing
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

SGJ/N1702: Optimize resource utilization at workplace

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Material conservation practices

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

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

Energy/electricity conservation practices

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

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

Effective waste management/recycling practices

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Material conservation practices</i>	4	8	-	-
PC1. identify ways to optimize usage of material including water in various tasks/activities/processes	1	2	-	-
PC2. check for spills/leakages in various tasks/activities/processes	1	2	-	-
PC3. plug spills/leakages and escalate to appropriate authority if unable to rectify	1	2	-	-
PC4. carry out routine cleaning of tools, machines and equipment	1	2	-	-
<i>Energy/electricity conservation practices</i>	4	8	-	-
PC5. identify ways to optimize usage of electricity/energy in various tasks/activities/processes	1	2	-	-
PC6. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	1	2	-	-
PC7. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	1	2	-	-
PC8. ensure electrical equipment and appliances are properly connected and turned off when not in use	1	2	-	-
<i>Effective waste management/recycling practices</i>	5	10	-	-
PC9. identify recyclable and non-recyclable, and hazardous waste generated	1	2	-	-
PC10. segregate waste into different categories	1	2	-	-
PC11. dispose non-recyclable waste appropriately	1	2	-	-
PC12. deposit recyclable and reusable material at identified location	1	2	-	-
PC13. follow processes specified for disposal of hazardous waste	1	2	-	-
NOS Total	13	26	-	-

National Occupational Standards (NOS) Parameters

NOS Code	SGJ/N1702
NOS Name	Optimize resource utilization at workplace
Sector	Green Jobs
Sub-Sector	Other Green Jobs
Occupation	Resource Optimization
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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

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/N7613.Design, develop and implement Food Safety Management System (FSMS)	30	50	-	20	100	25
FIC/N7614.Conduct food safety audits and handle customer complaints	30	50	-	20	100	25
FIC/N9904.Ensure food safety at the workplace	30	70	-	-	100	15
FIC/N9903.Ensure workplace health and safety	30	70	-	-	100	15
FIC/N9902.Work effectively in an organisation	22	39	-	-	61	10
SGJ/N1702.Optimize resource utilization at workplace	13	26	-	-	39	10
Total	155	305	-	40	500	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	<p>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.</p>
Technical Knowledge	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
Core Skills/ Generic Skills (GS)	<p>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.</p>
Electives	<p>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.</p>
Options	<p>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.</p>