

DEBRA THANA SAHID KSHUDIRAM SMRITI MAHAVIDYALAYA

Re-accredited by NAAC with grade 'A' (2nd cycle)

Debra, Paschim Medinipur, West Bengal, India, 721124



Skill India
कौशल भारत - कुशल भारत



N.S.D.C

**National
Skill Development
Corporation**

Course

**Certificate course in Jam, Jelly and Ketchup
Processing Technician (FIC/Q0103)**

Duration: 1 Year

Eligibility: Higher Secondary

Total No. of Seats: 30

Model Curriculum

Jam, Jelly and Ketchup Processing Technician

SECTOR: FOOD PROCESSING
SUB-SECTOR: FRUITS AND VEGETABLES
OCCUPATION: PROCESSING
REF ID: FIC/Q0103, V1.0
NSQF LEVEL: 4



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

FOOD INDUSTRY CAPACITY AND SKILL INITIATIVE (FICSI)

for the

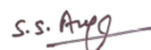
MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: **Jam, Jelly and Ketchup Processing Technician** QP No. **'FIC/Q0103, NSQF Level 4'**

Date of Issuance: **04 September, 2018**

Valid up to: **30 June, 2019**

** Valid up to the next review date of the Qualification Pack*



Authorized Signatory
(Food Industry Capacity and Skill Initiative)

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Jam, Jelly and Ketchup Processing Technician

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Jam, Jelly and Ketchup Processing Technician”, in the “Food Processing” Sector/Industry and aims at building the following key competencies amongst the learner

Program Name	Jam, Jelly and Ketchup Processing Technician		
Qualification Pack Name & Reference ID. ID	FIC/Q0103, v1.0		
Version No.	1.0	Version Update Date	04/09/2018
Pre-requisites to Training	Preferably Class 8 and 2-3 years' experience in fruit and vegetable processing		
Training Outcomes	After completing this programme, participants will be able to: <ul style="list-style-type: none"> • prepare work area and process machineries to produce jam, jelly & ketchup, • prepare raw material to produce jam, jelly & ketchup, • process fruits and vegetables to produce jam, jelly and ketchup manually or mechanically, • document and maintain records related to jam, jelly & ketchup processing, • apply the principles of food safety and hygiene in the work environment. 		

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Jam, Jelly and Ketchup Processing Technician” Qualification Pack issued by “Food Industry Capacity and Skill Initiative”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction to Training Program and Overview of Food Processing Industry Theory Duration (hh:mm) 02:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Define food processing List the various sub sectors of food processing industry Explain different types of fruits and vegetables processing State the need for processing of fruits and vegetables List the various units within a fruits and vegetables processing unit State the methods of testing fruits and vegetables for accepted quality standards 	
2	Organizational Standards and Norms Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 10:00 Corresponding NOS Code FIC/N0111	<ul style="list-style-type: none"> State the roles and responsibilities of a jam, jelly and ketchup processing technician State how to conduct yourself at the workplace Apply personal hygiene and sanitation guidelines Apply food safety hygiene standards in the work environment 	Protective Gloves, Head Caps, Lab Coat, Safety Goggles, Safety Boots, Mouth Masks, Sanitizer, Food Safety Manual
3	Prepare and Maintain Work Area and Process Machineries for Jam, Jelly and Ketchup Processing Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 15:00	<ul style="list-style-type: none"> State the materials and equipment used in the cleaning and maintenance of the work area State the common detergents and sanitizers used in cleaning work area and machineries State the methods of cleaning and sanitization Perform the process of preparing the work area for scheduled production Describe the functions to be carried out before starting production State the different types of maintenance procedures Conduct minor repairs and faults in process machineries 	Fruit Washer, Peeler, Fruit Pulper , Juice Extractor, Clarifier, Filter, Pasteurizer, Steam Jacketed Kettles, Packaging Machines, Protective Gloves, Head Caps, Lab Coat, Safety Goggles, Safety Boots, Mouth Masks, Sanitizer, Food Safety Manual

Sr. No.	Module	Key Learning Outcomes	Equipment Required
	Corresponding NOS Code FIC/N0109	<ul style="list-style-type: none"> Prepare the machines and tools required for production 	
4.	Prepare for Production of Jam, Jelly and Ketchup Theory Duration (hh:mm) 10:00 Practical Duration (hh:mm) 20:00 Corresponding NOS Code FIC/N0110	<ul style="list-style-type: none"> Perform production planning for effective utilization of raw material and machineries Identify the raw material, machineries and packaging material requirement Plan the batch size Check the performance of all equipments Check the conformance of raw material to the industry standards Demonstrate the weighing of raw materials 	Fruit Washer, Peeler, Fruit Pulper , Juice Extractor, Clarifier, Filter, Pasteurizer, Steam Jacketed Kettles, Packaging Machines, Protective Gloves, Head Caps, Lab Coat, Safety Goggles, Safety Boots, Mouth Masks, Sanitizer, Food Safety Manual
5.	Produce Jam, Jelly and Ketchup Theory Duration (hh:mm) 25:00 Practical Duration (hh:mm) 40:00 Corresponding NOS Code FIC/N0111	<ul style="list-style-type: none"> Perform a check if all the machineries are clean and in good working conditions Demonstrate assembling of all components of machines Perform a pre check on all machineries Check the quality of fruits and vegetables Perform the washing of fruits and vegetables before they go for processing Perform pulping and juice extraction from fruits and vegetables Demonstrate the technique/ process of preparation of jam/ jelly/ ketchup Demonstrate the packaging and analyze the quality of the finished product Demonstrate cleaning the machineries used with recommended sanitizers following CIP (clean-in-place) procedure Demonstrate cleaning the equipment and tools used using recommended cleaning agents and sanitizers 	Fruit Washer, Peeler, Fruit Pulper , Juice Extractor, Clarifier, Filter, Pasteurizer, Steam Jacketed Kettles, Packaging Machines, Protective Gloves, Head Caps, Lab Coat, Safety Goggles, Safety Boots, Mouth Masks, Sanitizer, Food Safety Manual

Sr. No.	Module	Key Learning Outcomes	Equipment Required
6.	<p>Complete Documentation and Record Keeping Related to Production of Jam, Jelly and Ketchup</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 11:00</p> <p>Corresponding NOS Code FIC/N0112</p>	<ul style="list-style-type: none"> State the need for documenting and maintaining records of raw materials, processes and finished products State the method of documenting and recording the details of raw material to final finished product Demonstrate the process of documenting records of production plan, process parameters, and finished products 	Food Safety Manual, Log Books, Computer/Laptop
7.	<p>Food Safety, Hygiene and Sanitation for Packaging Food Products</p> <p>Theory Duration (hh:mm) 15:00</p> <p>Practical Duration (hh:mm) 30:00</p> <p>Corresponding NOS Code FIC/N9001</p>	<ul style="list-style-type: none"> State the importance of safety, hygiene and sanitation in the baking industry Apply the industry standards to maintain a safe and hygiene workplace Apply HACCP principles to eliminate food safety hazards in the process and products Apply safety practices in the work area 	Protective Gloves, Head Caps, Aprons, Safety Goggles, Safety Boots, Mouth Covers, Sanitizer, Food Safety Manual ,Log Books etc.
8.	<p>Professional and Core Skills</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Undertake a self-assessment test to identify personal strengths and weaknesses Plan and schedule the work order and manage time effectively to complete the tasks assigned State the importance of decision making Identify potential problems and make sound and timely decision State the importance of listening 	

Sr. No.	Module	Key Learning Outcomes	Equipment Required
9.	IT Orientation Theory Duration (hh:mm) 06:00 Practical Duration (hh:mm) 14:00 Corresponding NOS Code FIC/N0112	<ul style="list-style-type: none"> Identify parts of the computer Use the computer keyboard effectively to type Use ERP effectively to record day-to-day activities Use the word processor effectively Use the spreadsheet application effectively Use the computer to document day-to-day activities 	Computer/Laptop
	Total Duration 240:00 Theory Duration 90:00 Practical Duration 150:00	Unique Equipment Required: Fruit Washer, Peeler, Fruit Pulper , Juice Extractor, Clarifier, Filter, Pasteurizer, Steam Jacketed Kettles, Packaging Machines, Protective Gloves, Head Caps, Lab Coat, Safety Goggles, Safety Boots, Mouth Masks, Sanitizer, Food Safety Manual, Log Books, Computer/Laptop	

Grand Total Course Duration: **240Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by **SSC: Food Industry Capacity and Skill Initiative**)

Trainer Prerequisites for Job role: “Jam, Jelly and Ketchup Processing Technician” mapped to Qualification Pack: “FIC/Q0103, v1.0”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “FIC/Q0103”, Version 1.0
2	Personal Attributes	An aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training, and pre/post work to ensure competent, employable candidates at the end of the training. Strong communication skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned fields.
3	Minimum Educational Qualifications	<ul style="list-style-type: none"> • B.Sc (home Science) /B.Tech/BE in Food Technology or Food Engineering • Diploma in Food Technology or Food Engineering
4a	Domain Certification	Certified for Job Role: “ <u>Jam, Jelly and Ketchup Processing Technician</u> ” mapped to QP: “FIC/Q0103, v1.0”. Minimum accepted score is 80%
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score is 80 % as per FICSI guidelines.
5	Experience	<ul style="list-style-type: none"> • B.Sc (home Science) /B.Tech/BE in Food Technology or Food Engineering with 2 years of hands on experience in Jam, Jelly and Ketchup Making Unit or Fruits/Vegetables Processing unit • Diploma in Food Technology or Food Engineering with 3-4 years of hands on experience in Jam ,Jelly and Ketchup Making Unit or Fruits/Vegetables Processing unit

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES	
Job Role	Jam, Jelly and Ketchup Processing Technician
Qualification Pack	FIC/Q0103
Sector Skill Council	Food Processing

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, as well as the selected elective NOS/set of NOS.
OR
4. Assessment will be conducted for all compulsory NOS, as well as the selected optional NOS/set of NOS.
5. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
6. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
7. To pass the Qualification Pack , every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
8. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

		Marks Allocation			
		Total Marks	Out Of	Theory	Skills Practical
1. FIC/N0109 (Prepare and maintain work area and process machineries for jam, jelly and ketchup processing)	PC.1 Clean and maintain the cleanliness of the work area using approved sanitizers and keep it free from dust, waste, flies and pests	100	25	10	15
	PC2. Ensure that work area is safe and hygienic for food processing		10	3	7
	PC3. Dispose waste materials as per defined sop's and industry requirements		15	5	10
	PC4. Check the working and performance of all machineries and tools such as fruit washer, peeler, fruit pulper , juice extractor, clarifier, filter, pasteurizer, steam jacketed kettles, packaging machines, etc.		15	5	10
	PC5. Clean the machineries and tools used with approved sanitizers following the company specifications and SOPs		15	5	10
	PC6. Place the necessary tools required for process		5	2	3
	PC7. Attend minor repairs/faults of all machines, if required		15	5	10
			100	35	65
2. FIC/Q0110: Prepare for production of Jam, Jelly and Ketchup	PC1. Read and understand the production order from the supervisor	100	10	4	6
	PC2. Check the availability of raw materials, packaging materials, equipment and manpower		5	2	3
	PC3. Support in planning production sequence by: <ul style="list-style-type: none"> • Grouping products from types of fruits (pulpy fruits, citrus fruits etc), • Selecting raw material that do not impact quality of the other • Avoid CIP after each product • Using the same equipment and machinery for various products • Planning maximum capacity utilization of machineries • Considering the process time for each product • Planning efficient utilization of resources/ manpower • Prioritizing urgent orders 		15	5	10
	PC4. Calculate the batch size based on the production order and machine		5	2	3

	capacity				
	PC5. Calculate the raw material requirement (considering the process loss) to produce the required quantity of finished product(s)		5	2	3
	PC6. Calculate the raw materials (including ingredients, if any), packaging materials and manpower requirement for completing the order		5	2	3
	PC7. Ensure working and performance of each equipment required for process		7	2	5
	PC8. Calculate the process time for effective utilization of machineries		7	2	5
	PC9. Plan batch size considering full capacity utilization of machineries		3	1	2
	PC10. Plan to utilize machineries for multiple products without affecting the quality of the finished products, and to optimize production and saving energy		3	1	2
	PC11. Allot responsibilities/ work to the assistants and helpers		5	1.5	3.5
	PC12. Refer process chart/ product flow chart/formulation chart for product(s) produced		3	1	2
	PC13. Weigh the raw materials (including ingredients, if any) required for the batch		5	1	4
	PC14. Check the conformance of raw material quality to company standards, through physical analysis and by referring to the quality analysis report from the supplier / internal lab analysis report		10	4	6
	PC15. Ensure working and performance of required machineries and tools		10	4	6
	PC16. Keep the tools accessible to attend repairs/faults in case of breakdown		2	0.5	1.5
			100	35	65
3. FIC/N0111 (Produce jam, jelly and ketchup)	PC1. Receive fruits and vegetables (tomato) from the supplier/vendor, check its weight and check the quality of fruits and vegetables through physical parameters such as appearance, colour, texture, maturity, etc.	100	3	1.5	1.5
	PC2. Open valves or start pump to fill water in the washing tank and control water level, dump fruits and vegetables in the washing tank for		1	0.5	0.5

	washing				
	PC3. Switch on agitator of revolving screens/blades to immerse fruits and vegetables in water to remove dirt, soil and other impurities		1	0.5	0.5
	PC4. Start the ladder conveyor to lift fruits and vegetables from the washing tank and transfer to the washing line conveyor		1	0.5	0.5
	PC5. Open valves of the high pressure spraying system for fresh water and adjust pressure to spray water on fruits and vegetables on washing line conveyor for rinsing		1	0.5	0.5
	PC6. Adjust controls to transfer washed fruit and vegetables to sorting/inspecting line, start and adjust speed of sorting/inspecting line conveyor to visually inspect and manually remove damaged, blemished and rotten fruits and vegetables		3	1	2
	PC7. Dump sorted fruits and vegetables in the peeler or corer (depending on the type of fruits), start machine, adjust speed to remove the peel or core of fruits or turn valves to introduce steam and adjust controls to maintain pressure for steam peeling fruits		3	1	2
	PC8. Open valve or pump water or open spraying system to wash the peeled fruits and vegetables, observe fruits and vegetables emerging from peeling /coring machine to ensure removal of peel/core		1	0.5	0.5
	PC9. Cut fruits and vegetables manually or load the fruits and vegetables in the chopper/cutter/slicer machine, adjust controls to cut fruits to required size, start machine, collect sliced fruits and vegetables from the discharge		3	1	2
	PC10. In case of mangoes, start conveyor and control speed to allow washed mangoes to pass through tip cutting line, cut the tip of the fruit manually, control conveyor speed to dump the tip cut mangoes into de-stoner machine to remove seed and peel		2	0.5	1.5
	PC11. Control speed of waste disposal		1	0.5	0.5

	conveyor to dispose waste following SOP			
	PC12. Adjust and maintain speed of pulper conveyor to allow the fruits and vegetables to pass through the pulper cum finisher/ pulper refiner machine for pulping of fruits and vegetables and sieving pulp to required fineness, adjust position of discharge outlet to collect refined pulp in collection tank, check collected pulp to ensure it is free from seeds and fibre	2	0.5	1.5
	PC13. Replace damaged or clogged filter screen of pulper cum finisher/ pulper refiner machine	1	0.5	0.5
	PC14. Adjust controls of hydraulic press machine to extract juice, start machine and control speed/rotation, start conveyor to allow cut/grated fruit to pass through hydraulic press/juice extraction machine to extract juice, remove skin, seeds and fibre through filter sieves	2	0.5	1.5
	PC15. Change sieves or clean sieves of hydraulic press/juice extraction machine to avoid clogging	1	0.5	0.5
	PC16. Open valves or start pump to allow extracted juice through finer sieves to remove very small and undesirable particles and collect filtered juice in collection tanks	2	0.5	1.5
	PC17. Check the quality of fruit pulp/ fruit juice through physical parameters such as appearance, colour, odour, etc. sample and transfer to quality lab for analysis	2	1	1
	PC18. Pump measured quantity of fruit pulp for preparing jam and fruit juice for preparing jelly (pulp of various fruit as per formulation for preparing mixed fruit jam) from holding tank/ container into cooking kettle/tank	3	1	2
	PC19. Set temperature, pressure, stirrer speed, etc. of the cooking kettle/tank, set mixing time, cooking time, cooking temperature, etc, open valves to admit steam through the kettle or light burner to heat fruit pulp / fruit juice to require temperature and thickness with continuous stirring to avoid	5	2	3

	sticking/scorching or stir manually			
	PC20. Monitor pressure and temperature gauge and adjust controls to achieve specified pressure and temperature to cook fruit pulp / fruit juice	3	1	2
	PC21. Open valve or start pump to transfer measured quantity of water into pre-mixing tank, set speed of stirrer of pre-mixing tank to stir water, measure specified quantity of pectin following formulation and add to water in the pre-mixing tank, control speed of mixer for uniform mixing of pectin in water to prepare pectin solution	3	1	2
	PC22. Measure ingredients such as sugar, pectin solution, flavour, colour etc for batch referring to the formulation chart and add in sequence into pulp/juice in kettle following SOP and continue cooking along with stirring	3	1	2
	PC23. Observe the cooking process and check the product in refractometer to ensure completeness of cooking process	3	1	2
	PC24. Check the quality of cooked product through physical parameters such as colour, appearance, texture, taste, etc., sample and transfer to quality lab for analysis and conformance to standards	3	1	2
	PC25. Start pump or open valve to transfer product into filling tank of the packaging machine or tilt kettle and scoop contents out of kettle into container, manually transfer into hopper of the filling machine for packaging or manually fill hot product in packaging containers	2	0.5	1.5
	PC26. Pump measured quantity of tomato pulp/puree from holding tank/ container into cooking kettle	2	0.5	1.5
	PC27. Set temperature, pressure, stirrer speed, etc. of the cooking kettle, set mixing time, cooking time, cooking temperature etc, open valves to admit steam through the kettle or light burner to heat tomato paste to required temperature and thickness with continuous stirring to avoid sticking /scorching or stir manually	5	2	3

	PC28. Monitor pressure and temperature gauge and adjust controls to achieve specified temperature to cook tomato paste		4	1.5	2.5
	PC29. Measure ingredients such as sugar, salt, spice powder, vinegar, etc. required for batch, by referring to the formulation chart and add as per sequence into the tomato pulp/puree in kettle following SOP and continue cooking		4	1.5	2.5
	PC30. Observe cooking process and check the quality of cooked product through feel, consistency, test the viscosity using viscometer to ensure completeness of the cooking process		4	1	3
	PC31. Check the quality of cooked product through physical parameters such as colour, appearance, texture, taste, etc., sample and transfer to quality lab for analysis and conformance to standards		4	2	2
	PC32. Start pump or open valve to transfer product into filling tank of the packaging machine or tilt kettle or scoop contents out of kettle into container, manually transfer into hopper of the filling machine for packaging or manually filling hot product in packaging containers		2	0.5	1.5
	PC33. Open valves or start pump to transfer hot product into the packaging machine to pack jam/jelly		1	0.5	0.5
	PC34. Load packing materials such as glass bottle, plastic bottle, pouches, etc. and sealing materials such as lid, closures, etc. in packaging machines		1	0.5	0.5
	PC35. Set packaging machine for filling volume, speed, etc., start automatic packaging machine for forming, washing bottles, filling, sealing container (or) fill measured quantity of hot product in packaging containers, place lid and close manually/ mechanically		2	0.5	1.5
	PC36. Start machine to fill hot product in the container, check weight of packed product periodically to ensure its conformance to standards		2	0.5	1.5
	PC37. Start cooling line conveyor and control speed to allow packed		2	0.5	1.5

	containers to pass through the cooling tunnel, set controls of water temperature, pressure etc. and start machine to spray water on containers to cool and set product (setting in case of jam and jelly) or arrange filled jam/jelly containers in rack and allow to stand for specified time following SOP to cool and set product				
	PC38. Start drying line conveyor and control speed to allow the cooled bottles to pass through the drying tunnel, set controls of air temperature, air flow rate etc. and start machine to dry bottle before labelling		2	0.5	1.5
	PC39. Load labels in labelling machine, set date coding machine for batch number, date of manufacture, date of expiry, etc., start labelling line conveyor and control speed to allow packed container to pass through labelling and date coding machine for labelling and date coding packed products		2	0.5	1.5
	PC40. Place the packed and labelled products in cartons and transfer to storage area and store maintaining storage conditions following SOP		2	0.5	1.5
	PC41. Report discrepancies/concerns to department supervisor for immediate action		1	0.5	0.5
	PC42. Clean the work area, machineries, equipment and tools using approved cleaning agents and sanitizers		2	0.5	1.5
	PC43. Attend minor repairs/faults of all machines (if any)		2	0.5	1.5
	PC44. Ensure periodic (daily/weekly/monthly/quarterly/half yearly/annual) maintenance of all machines and equipment following the SOP or following suppliers instructions/manuals		1	0.5	0.5
			100	35	65
4. FIC/N0112 (Complete documentation and record keeping related	PC1. Document and maintain records of details of raw materials and packaging materials such as name or raw materials, type and variety, vendor/supplier details, grown area, grown season, quantity, receiving date, supplier details, receiving date/ date of manufacture, expiry date,	100	10	6	4

to production of jam, jelly and ketchup)	supplier quality document, quality parameters of all raw materials, internal quality analysis report, etc. as per organisation standards			
	PC2. Document and maintain record of observations (if any) related to raw materials and packaging materials	5	3	2
	PC3. Load the raw materials details in ERP for future reference	5	3	2
	PC4. Verify the documents and track from finished product to raw materials, in case of quality concerns and during quality management system audits	5	3	2
	PC5. Document and maintain records of production plan with details such as the product details, production sequence, equipments and machinery details, efficiency and capacity utilization of equipment	10	6	4
	PC6. Document and maintain records of process details such as type of raw material used, process parameters (temperature, time, pressure, etc. as applicable) for entire production and packaging in process chart or production log for all products produced	15	9	6
	PC7. Document and maintain records of batch size, production yield, wastage of raw materials, energy utilization and final products produced	10	6	4
	PC8. Document and maintain record of observations (if any) or deviations related to process and production	5	3	2
	PC9. Load the production plan and process details in ERP for future reference	5	3	2
	PC10. Verify documents and track from finished product to ingredients, in case of quality concerns and for quality management system audits	5	3	2
	PC11. Document and maintain records of the types of finished products produced	3	2	1
	PC12. Document and maintain records of the finished products details such as batch number, time of packing, date of manufacture, date of expiry, other label details, primary, secondary and tertiary packaging materials for all finished products, storage	7	4	3

	conditions, etc. as per organisation standards				
	PC13. Document and maintain record of observations or deviations (if any) related to finished products		5	3	2
	PC14. Load the finished product details in ERP for future reference		5	3	2
	PC15. Verify the documents and track from finished product to raw materials (in case of quality concerns) and for quality management system audits		5	3	2
			100	60	40
5. FIC/N9001 (Food safety hygiene and sanitation for processing food products)	PC1. Comply with food safety and hygiene procedures followed in the organization	100	5	2	3
	PC2. Ensure personal hygiene by using of gloves, hairnets, masks, ear plugs, goggles, shoes, etc.		6	1	5
	PC3. Ensure hygienic production of food by inspecting raw materials, ingredients, finished products, etc. for compliance to physical, chemical and microbiological parameters		5	2	3
	PC4. Pack products in appropriate packaging materials, label and store them in designated area, free from pests, flies and infestations		10	4	6
	PC5. Clean maintain and monitor food processing equipment periodically, using it only for specified purpose		5	2	3
	PC6. Use safety equipment such as fire extinguisher, first aid kit and eyewash station when required		10	4	6
	PC7. Follow housekeeping practices by having designated area for materials/tools		5	2	3
	PC8. Follow industry standards like GMP and HACCP and product recall process		10	4	6
	PC9. Attend training on hazard management to understand types of hazards such as physical, chemical and biological hazards and measures to control and prevent them		5	1	4
	PC10. Identify, document and report problems such as rodents and pests to management		5	1	4
	PC11. Conduct workplace checklist audits before and after work to ensure safety and hygiene		5	1	4
	PC12. Document and maintain raw material, packaging material, process and finished products for the credibility		4	1	3

	and effectiveness of the food safety control system			
	PC13. Determine the quality of food using criteria such as aroma, appearance, taste and best before date, and take immediate measures to prevent spoilage	5	2	3
	PC14. Store raw materials, finished products, allergens separately to prevent cross-contamination	5	2	3
	PC15. Label raw materials and finished products and store them in designated storage areas according to safe food practices	5	2	3
	PC16. Follow stock rotation based on FEFO/FIFO	10	4	6
		100	35	65