

Assessment Evidence Guide

For

Meat Technology Level-4

(Assistant Meat Processor / Assistant Supervisor)

(Formative)



**National Vocational & Technical Training
Commission Islamabad**

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Receive Meat and other Raw Materials
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete and demonstrate the tasks of inspecting meat and other materials at receiving, storage of meat and other material as per requirements and maintenance of records within 04 Hrs. Time frame (for practical demonstration & assessment)
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to 1. Inspect meat and other materials at receiving 2. Store meat and other material as per requirements 3. Maintain records
Minimum Evidence Required	1. Inspect meat and other materials at receiving ♦ Check meat and other raw materials vehicle's transport ♦ Inspect conditions and integrity of the packaging of meat and other materials ♦ Check pests infestation in meat and other materials ♦ Record temperature of meat ^[1]_{SEP} 2. Store meat and other material as per requirements ♦ Store meat and other materials in required conditions ♦ Maintain conditions for spices and other ingredients at room temperature and controlled humidity ^[1]_{SEP} 3. Maintain records ♦ Maintain log book ♦ Record information in a standard format ^[1]_{SEP}

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Receive Meat and other Raw Materials
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Inspect meat and other materials at receiving 2. Store meat and other material as per requirements 3. Maintain records

I can.....

Performance Criteria	Yes	No
1. Check meat and other raw materials vehicle's transport	☐	☐
2. Inspect conditions and integrity of the packaging of meat and other materials	☐	☐
3. Check pests infestation in meat and other materials	☐	☐
4. Record temperature of meat	☐	☐
5. Store meat and other materials in required conditions	☐	☐
6. Maintain conditions for spices and other ingredients at room temperature and controlled humidity	☐	☐
7. Maintain log book	☐	☐
8. Record information in a standard format	☐	☐

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification in Meat Technology Level-4(Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Receive Meat and other Raw Materials
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Tasks		1. Inspect meat and other materials at receiving		
		2. Store meat and other material as per requirements		
		3. Maintain records		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Checked meat and other raw materials vehicle's transport			
2.	Inspected conditions and integrity of the packaging of meat and other materials			
3.	Checked pests infestation in meat and other materials			
4.	Recorded temperature of meat			
5.	Stored meat and other materials in required conditions			
6.	Maintained conditions for spices and other ingredients at room temperature and controlled humidity			
7.	Maintained log book			
8.	Recorded information in a standard format			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Receive Meat and other Raw Materials
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	What are the quality parameters of raw meat and other raw materials?		
2.	Enlist different preservation methods used for meat preservation?		

3.	Why packaging is important in preservation of meat?		
4.	What are the types of sampling methods used for meat and other raw materials?		
5.	Enlist the different types of meat cuts?		
6.	What parameters are used in physical inspection of raw meat?		
7.	What are the storage requirements for raw meat?		
8.	Define contaminants?		

9.	What is meant by meat-borne diseases?		
10.	What are the basics of meat handling procedures?		

Feedback to the Candidate	
Candidate's Signature_____	Assessor's Signature_____

List of Tools, Consumables and Equipment

Sr. No.	Name of items	Quantity (25 Candidates)
Consumables		
1.	First aid box	5 set
2.	Lab coat	25
3.	Gloves	25 pairs
4.	Masks	25
5.	Safety shoes	25 pairs
6.	Helmet	25
7.	Goggles	25
8.	Ear Plugs	25
Equipment		
1.	Weighing scale	1
2.	Probe thermometer	1

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Coordinate Meat Analysis
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete and demonstrate the tasks of arranging meat sampling materials , coordinate for meat sampling (Physicochemical Analysis), perform sampling for microbiological analysis, ensure the delivery of samples to relevant labs, obtain results within 04 Hrs. Time frame (for practical demonstration & assessment)
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to 1. Arranging meat sampling materials 2. Coordinate for meat sampling (physicochemical analysis) 3. Perform sampling for microbiological analysis 4. Ensure the delivery of samples to relevant labs 5. Obtain results
Minimum Evidence Required	1. Arranging meat sampling materials ♦ Organize materials for tagging and recording sample ♦ Store samples in freezer / cold store 2. Coordinate for meat sampling (Physicochemical Analysis) ♦ Collect meat samples for physical analysis ♦ Analyze the color and smell of meat ♦ Record the physical observations ♦ Maintain required conditions 3. Perform sampling for microbiological analysis ♦ Apply suitable sampling technique ♦ Collect sample for microbial analysis ♦ Transfer the sample to relevant lab for analysis 4. Deliver samples to labs ♦ Pack samples in sterile bags ♦ Timely deliver samples at required conditions 5. Obtain results ♦ Collect results from lab ♦ Report results/data ♦ Maintain record as per procedure

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Coordinate Meat Analysis
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Arrange Meat sampling materials 2. Coordinate for meat sampling (Physicochemical Analysis) 3. Perform sampling for microbiological analysis 4. Deliver samples to lab 5. Obtain results

I can.....

Performance Criteria	Yes	No
1. Organize materials for tagging and recording sample	☐	☐
2. Store samples in freezer / cold store	☐	☐
3. Collect meat samples for physical analysis	☐	☐
4. Analyze the color and smell of meat	☐	☐
5. Record the physical observations	☐	☐
6. Maintain required conditions	☐	☐
7. Apply suitable sampling technique	☐	☐
8. Collect sample for microbial analysis	☐	☐
9. Transfer the sample to the relevant lab for analysis	☐	☐
10. Pack samples in sterile bags	☐	☐
11. Timely deliver samples at required conditions	☐	☐
12. Collect results from lab	☐	☐
13. Report results/data	☐	☐
14. Maintain record as per procedure	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Coordinate Meat Analysis
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Tasks	1. Arrange Meat sampling materials			
	2. Coordinate for meat sampling (Physicochemical Analysis)			
	3. Perform sampling for microbiological analysis			
	4. Deliver samples to lab			
	5. Obtain results			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Organized materials for tagging and recording sample			
2.	Stored samples in freezer / cold store			
3.	Collected meat samples for physical analysis			
4.	Analyzed the color and smell of meat			
5.	Recorded the physical observations			
6.	Maintained required conditions			
7.	Applied suitable sampling technique			
8.	Collected sample for microbial analysis			
9.	Transferred the sample to the relevant lab for analysis			
10.	Packed samples in sterile bags			
11.	Timely delivered samples at required conditions			
12.	Collect results from lab			
13.	Reported results/data			
14.	Maintained record as per procedure			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Coordinate Meat Analysis
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____
	Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	What are different techniques related to meat sampling?		

2.	How meat sampling and labelling is performed?		
3.	Why the sample is labeled before testing or storage?		
4.	Enlist microorganisms which causes spoilage in meat?		
5.	What are different types of contaminants related to meat?		
6.	What is the suitable temperature for storage of meat samples?		
7.	How can we control/ limit the growth of microbiological / contaminants?		

8.	What is the difference between chilling and freezing?		
9.	Define Total Plate Count (TPC)		

Feedback to the Candidate	
Candidate's Signature _____	Assessor's Signature _____

List of Tools, Consumables and Equipment

Sr. No.	Name of items	Quantity (25 Candidates)
Consumables		
1.	Agar	200g
2.	Broth	200g
3.	Cotton swab	25
4.	Cultures of coliforms, salmonella,	25 slants
5.	Glass beakers (100ml & 250ml)	2 for each student
6.	Glass Cylinders (100ml & 250ml)	2 for each student
7.	Conical flasks (250ml)	2 for each student
8.	Petri-plates	25
9.	Media bottles	2 for each student
10.	Test tubes	10 for each student
11.	Test tubes racks	25
12.	Inoculating loops	25
13.	Glass slides and coverslips	5 box
14.	Sterilize weighing boards	25
15.	Spatulas	25
16.	Markers	25
17.	Scissors	25
18.	Knife	25
19.	First aid box	5 set
20.	Lab coat	25
21.	Gloves	25 pairs
22.	Masks	25
23.	Shoe covers	25 pairs
24.	Caps/head covers	25
25.	Goggles	25
Equipment		
1.	Incubator	1

2.	Autoclave	1
3.	Mechanical Blender	5
4.	Blender Jar	5
5.	Thermometer	5
6.	Temperature controlled water bath	5
7.	Vortex mixer	5
8.	Weighing balance	5
9.	Oven	2
10.	pH meter	5

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Assist in Shelf life Determination of Meat
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete and demonstrate the tasks of Preparing meat sample for determining shelf life, examine changes in physical properties, dispatch meat samples, receive test results within 04 Hrs. Time frame (for practical demonstration & assessment)
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to 1. Prepare meat sample for determining shelf life [L] [SEP] 2. Examine changes in physical properties [L] [SEP] 3. Dispatch meat samples [L] [SEP] 4. Receive test results at different intervals [L] [SEP]
Minimum Evidence Required	1. Prepare meat sample for determining shelf life ◆ Perform sorting and grading of received meat cuts [L] [SEP] ◆ Perform slicing and shaping [L] [SEP] ◆ Maintain environmental conditions as per procedure [L] [SEP] 2. Examine changes in physical properties ◆ Observe color and smell of carcass and meat cuts [L] [SEP] ◆ Record observed physical parameters [L] [SEP] 3. Dispatch meat samples and receive results ◆ Perform sampling for lab analysis [L] [SEP] ◆ Tag and transfer sample in controlled conditions [L] [SEP] ◆ Maintain sample record [L] [SEP] ◆ Collect result report from lab ◆ Maintain relevant record ◆ [L] [SEP]

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Assist in Shelf life Determination of Meat
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Prepare meat sample for determining shelf life 2. Examine changes in physical properties 3. Dispatch meat samples and receive results

I can.....

Performance Criteria	Yes	No
1. Perform sorting and grading of received meat cuts	☐	☐
2. Perform slicing and shaping	☐	☐
3. Maintain environmental conditions as per procedure	☐	☐
4. Observe color and smell of carcass and meat cuts	☐	☐
5. Record observed physical parameters	☐	☐
6. Perform sampling for lab analysis	☐	☐
7. Tag and transfer sample in controlled conditions to concerned lab	☐	☐
8. Maintain sample record	☐	☐
9. Collect result report from lab	☐	☐
10. Maintain relevant records	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Assist in Shelf life Determination of Meat
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Tasks		1. Prepare meat sample for determining shelf life		
		2. Examine changes in physical properties		
		3. Dispatch meat samples and receive results		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Performed sorting and grading of received meat cuts			
2.	Performed slicing and shaping			
3.	Maintained environmental conditions as per procedure			
4.	Observed color and smell of carcass and meat cuts			
5.	Recorded observed physical parameters			
6.	Performed sampling for lab analysis			
7.	Tagged and transferred sample in controlled conditions to concerned lab			
8.	Maintained sample record			
9.	Collected result report from lab			
10.	Maintained relevant records			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Assist in Shelf life Determination of Meat
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____
	Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	Define Shelf Life?		

2.	What is estimated shelf life duration for fresh, chilled and frozen meat?		
3.	What are different types of meat grades?		
4.	What conditions are considered safe for meat and raw material receiving?		
5.	What is COA for raw material?		
6.	What are sensory parameters for meat?		

7.	Define sampling method for physical parameters for shelf life determination?		
8.	What are the protocols for dispatching samples to the lab?		
9.	Why is the labelling and record keeping of samples essential for analysing lab results?		
10.	What is the impact of temperature on shelf life of meat or meat product?		

Feedback to the Candidate	
Candidate's Signature	Assessor's Signature

List of Tools, Consumables and Equipment

Sr. No.	Name of items	Quantity (25 Candidates)
Consumables		
1.	Sterilize weighing boards	25
2.	Spatulas	25
3.	Scissors	25
4.	Knife	25
5.	Pen	25
6.	First aid box	5 set
7.	Lab coat	25
8.	Gloves	25 pairs
9.	Masks	25
10.	Shoe covers	25 pairs
11.	Caps	25
12.	Goggles	25
Equipment		
1.	Weighing balance	5
2.	Grinder	2
3.	Mixer	5
4.	Wrap sheets	1
5.	Sample tray	5
6.	Trollys	1
7.	Sample jars	1
8.	Filler	5
9.	Capper	5
10.	Labeler	5
11.	Date coder	5

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Assist in Value-added Product Development
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete and demonstrate the tasks of receiving and inspect raw materials, supervise mixing, supervise cooking process, supervise different stuffing and packaging techniques, chill and store the meat products, operate processing machinery within 04 Hrs. Time frame (for practical demonstration & assessment)
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to 1. Receive and inspect raw materials [L] [SEP] 2. Supervise mixing [L] [SEP] 3. Perform cooking process [L] [SEP] 4. Perform different stuffing and packaging techniques [L] [SEP] 5. Chill and store the meat products [L] [SEP] 6. Operate processing machinery [L] [SEP]
Minimum Evidence Required	1. Receive and inspect raw materials ◆ Inspect transport conditions [L] [SEP] ◆ Check quality parameters (pH, sensory evaluation) [L] [SEP] ◆ Check additives with their quality parameters [L] [SEP] 2. Supervise mixing ◆ Arrange the ingredient according to master recipe [L] [SEP] ◆ Check equipment's functionality as per needs ◆ Arrange sorting, cutting, mincing slicing machines as per requirements Perform Comminution 3. Supervise cooking process 4. [L] [SEP]

	3. Perform Cooking Process ◆ Arrange different coating as per product's needs ◆ Check heat treatment as per product's need ◆ Record the process specifications 4. Perform different stuffing and packaging techniques ◆ Provide material for stuffing and packaging process [L] [SEP] ◆ Inspect molding to achieve required shape and size [L] [SEP] ◆ Perform stuffing as per product needs [L] [SEP] ◆ Inspect packaging as per product needs [L] [SEP] 5. Chill and store the meat products ◆ Check packaged products meet specification [L] [SEP] ◆ Check and Operate freezer / chiller specifications [L] [SEP] ◆ Store the packed product as per the SOPs [L] [SEP] 6. Operate processing machinery ◆ Check functioning of processing machinery ◆ Check cleaning and disinfection of machine / equipment ◆ Operate retort for production ◆ Operate mixer and homogenizer
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Assist in Value-added Product Development
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Receive and inspect raw materials ^[L]_[SEP] 2. Supervise mixing ^[L]_[SEP] 3. Perform cooking process ^[L]_[SEP] 4. Perform different stuffing and packaging techniques ^[L]_[SEP] 5. Chill and store the meat products ^[L]_[SEP] 6. Operate processing machinery ^[L]_[SEP]

I can.....

Performance Criteria	Yes	No
1. Inspect transport conditions.	☐	☐
2. Check quality parameters (pH, sensory evaluation)	☐	☐
3. Check additives with their quality parameters	☐	☐
4. Arrange the ingredient according to master recipe ^[L] _[SEP]	☐	☐
5. Check equipment's functionality as per needs	☐	☐
6. Arrange sorting, cutting, mincing slicing machines as per requirements	☐	☐
7. Perform Comminution	☐	☐
8. Arrange different coating as per product's needs	☐	☐
9. Check heat treatment as per product's need	☐	☐
10. Record the process specifications	☐	☐
11. Provide material for stuffing and packaging process ^[L] _[SEP]	☐	☐
12. Inspect molding to achieve required shape and size ^[L] _[SEP]	☐	☐
13. Perform stuffing as per product needs ^[L] _[SEP]	☐	☐
14. Inspect packaging as per product needs	☐	☐
15. Check packaged products meet specification ^[L] _[SEP]	☐	☐

16. Check and Operate freezer / chiller specifications 	☐	☐
17. Store the packed product as per the SOPs	☐	☐
18. Check functioning of processing machinery	☐	☐
19. Check cleaning and disinfection of machine / equipment	☐	☐
20. Operate retort for production	☐	☐
21. Operate mixer and homogenizer	☐	☐

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Assist in Value-added Product Development
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YETCOMPETENT ☐ Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Tasks		1. Receive and inspect raw materials		
		2. Supervise mixing		
		3. Perform cooking process		
		4. Perform different stuffing and packaging techniques		
		5. Chill and store the meat products		
		6. Operate processing machinery		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Inspected transport conditions.			
2.	Checked quality parameters (pH, sensory evaluation)			
3.	Checked additives with their quality parameters			
4.	Arranged the ingredient according to master recipe ^[1] _[SEP]			
5.	Checked equipment's functionality as per needs			
6.	Arranged sorting, cutting, mincing slicing machines as per requirements			
7.	Performed Comminution			
8.	Arranged different coating as per product's needs			
9.	Checked heat treatment as per product's need			
10.	Recorded the process specifications			
11.	Provided material for stuffing and packaging process ^[1] _[SEP]			
12.	Inspected molding to achieve required shape and size ^[1] _[SEP]			
13.	Performed stuffing as per product needs ^[1] _[SEP]			
14.	Inspected packaging as per product needs			
15.	Checked packaged products meet specification ^[1] _[SEP]			
16.	Checked and Operate freezer / chiller specifications ^[1] _[SEP]			
17.	Stored the packed product as per the SOPs			

18.	Checked functioning of processing machinery			
19.	Checked cleaning and disinfection of machine / equipment			
20.	Operated retort for production			
21.	Operated mixer and homogenizer			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Assist in Value-added Product Development
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____
	Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	What is value addition?		

2.	Enlist some common value added meat products?		
3.	What is the shelf-life of frozen value added meat products?		
4.	What are different types of cooking methods for meat?		
5.	What is the purpose of using brine in value addition?		
6.	What is meant by cooking loss?		

7.	Why calibration of cooking equipment is important?		
8.	What is the purpose of homogenization?		
9.	What are different freezing methods for meat and meat products?		
10.	What is meant by internal core temperature of the product and how do we take it?		

Feedback to the Candidate	
Candidate's Signature	Assessor's Signature

List of Tools/Consumables and Equipment

Sr. No.	Name of items	Quantity (25 Candidates)
Consumables		
1.	Markers	25
2.	Files	25
3.	Pen	25
4.	First aid box	5 set
5.	Lab coat	25
6.	Gloves	25 pairs
7.	Masks	25
Equipment		
1.	Homogenizer	1
2.	Blender	5
3.	Hot air Oven	5
4.	Filler	5
5.	Tin Trays	5
6.	Sterilized plates	5
7.	Sterilized Cans	5
8.	Sterilized Containers	5
9.	Seamer	5
10.	Casings	5
11.	Steamer	5

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Manage Canning Process
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____
	Registration/Roll Number_____
Guidance for Candidate	To meet this standard, you are required to complete and demonstrate the tasks of Supervise preparatory operations, Ensure proper functioning of packaging machinery and Perform retort process within 04 Hrs. Time frame (for practical demonstration & assessment)
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to 1. Supervise preparatory operations 2. Supervise functioning of packaging machinery 3. Perform retort process
Minimum Evidence Required	1. Supervise preparatory operations ♦ Check functionality of Sorting, Cutting, Mincing, Slicing machinery. ♦ Check required mixing time and temperature 2. Supervise functioning of packaging machinery ♦ Check functioning of packaging machinery ♦ Check oil levels and lubrication ♦ Check hygienic parameters 3. Perform retort process ♦ Check temperature, pressure, water supply and intact seals of machine ♦ Check sealing integrity of cans ♦ Operate retort ♦ Perform random sampling for process verification ♦ Check finished product specification ♦ Record workplace information in the appropriate format

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Manage Canning Process
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Supervise preparatory operations 2. Supervise functioning of packaging machinery 3. Perform retort process

I can.....

Performance Criteria	Yes	No
1. Check functionality of Sorting, Cutting, Mincing, Slicing machinery.	☐	☐
2. Check required mixing time and temperature	☐	☐
3. Check functioning of packaging machinery	☐	☐
4. Check oil levels and lubrication	☐	☐
5. Check hygienic parameters	☐	☐
6. Check temperature, pressure, water supply and intact seals of machine	☐	☐
7. Check sealing integrity of cans	☐	☐
8. Operate retort	☐	☐
9. Perform random sampling for process verification	☐	☐
10. Check finished product specification	☐	☐
11. Record workplace information in the appropriate format	☐	☐

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Manage Canning Process
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Tasks		1. Supervise preparatory operations		
		2. Supervise functioning of packaging machinery		
		3. Perform retort process		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Checked functionality of Sorting, Cutting, Mincing, Slicing machinery.			
2.	Checked required mixing time and temperature			
3.	Check functioning of packaging machinery			
4.	Checked oil levels and lubrication			
5.	Checked hygienic parameters			
6.	Checked temperature, pressure, water supply and intact seals of machine			
7.	Checked sealing integrity of cans			
8.	Operated retort			
9.	Performed random sampling for process verification			
10.	Checked finished product specification			
11.	Recorded workplace information in the appropriate format			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Manage Canning Process
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	What is canning?		
2.	What are the quality requirements for cans in canning process?		

3.	What are the stages in filling and closing process?		
4.	Enlist the types of containers used for canning?		
5.	What is the purpose of hermetic sealing?		
6.	How packaging can contaminate the product?		
7.	Enlist the types of packaging?		
8.	What is tertiary packaging in food industry?		

9.	What do you mean by food grade packaging?		
10.	What are the properties of good food packaging?		
11.	What is the retort?		

Feedback to the Candidate	
Candidate's Signature_____	Assessor's Signature_____

List of Tools, Consumables and Equipment

Sr. No.	Name of items	Quantity (25 Candidates)
Consumables		
26.	Packaging material	25 sheets
27.	PET Bottles	25
28.	Preform tool	25
29.	Shrink wrap	5 rolls
30.	Markers	25
31.	Glass beakers (100ml & 250ml)	2 for each student
32.	Glass Cylinders (100ml & 250ml)	2 for each student
33.	Conical Flasks (250ml)	2 for each student
34.	Glass pipettes	25
35.	Test tubes	10 for each student
36.	Test tubes racks	25
37.	Spatulas	25
38.	Media and chemicals as per required test	200g
39.	First aid box	5 set
40.	Lab coat	25
41.	Gloves	25 pairs
42.	Masks	25
43.	Safety shoes	25 pairs
44.	Helmet	25
45.	Goggles	25
46.	Ear Plugs	25
Equipment		
11.	Date coder machine	1
12.	Vacuum packing machine	1
13.	Blowing machine	1
14.	Sealing machine	1

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Maintain Chilling and Freezing Process
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete and demonstrate the tasks of Ensure pre-chill area for meat, Ensure proper functioning of chiller and freezer, Ensure required temperature for meat products and Keep Records within 04 Hrs. Time frame (for practical demonstration & assessment)
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to 1. Supervise pre-chill area for meat 2. Supervise functioning of chiller and freezer 3. Supervise temperature for meat products 4. Maintain Records
Minimum Evidence Required	1. Supervise pre-chill area for meat ♦ Inspect the pre-chill area ♦ Check hygienic shifting of product to pre-chill area ♦ Maintain the hygienic condition of pre-chill area 2. Supervise functioning of chiller and freezer ♦ Monitor temperature of chiller and freezer ♦ Monitor cleaning of chiller and freezer ♦ Record data in standard format 3. Supervise temperature for meat products Check required product temperature and equipment conditions Coordinate maintenance schedule with concerned department 4. Maintain Records ♦ Check temperature ♦ Assist in calculating efficiency of the freezer and chiller to maintenance department ♦ Report to supervisor ♦ Assist in calculating efficiency of the freezer and chiller to maintenance department ♦ Report to supervisor

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Maintain Chilling and Freezing Process
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Supervise pre-chill area for meat 2. Supervise functioning of chiller and freezer 3. Supervise temperature for meat products 4. Maintain Records

I can.....

Performance Criteria	Yes	No
1. Inspect the pre-chill area	☐	☐
2. Check hygienic shifting of product to pre-chill area	☐	☐
3. Maintain the hygienic condition of pre-chill area	☐	☐
4. Monitor temperature of chiller and freezer	☐	☐
5. Monitor cleaning of chiller and freezer	☐	☐
6. Record data in standard format	☐	☐
7. Check required product temperature and equipment conditions	☐	☐
8. Coordinate maintenance schedule with maintenance department	☐	☐
9. Check temperature	☐	☐
10. Assist in calculating efficiency of the freezer and chiller to maintenance department	☐	☐
11. Report to supervisor	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Maintain Chilling and Freezing Process
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Tasks	1. Ensure pre-chill area for meat			
	2. Ensure proper functioning of chiller and freezer			
	3. Ensure required temperature for meat products			
	4. Keep Records			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Inspected the pre-chill area			
2.	checked hygienic shifting of product to pre-chill area			
3.	Maintained the hygienic condition of pre-chill area			
4.	Monitored temperature of chiller and freezer			
5.	Monitored cleaning of chiller and freezer			
6.	Recorded data in standard format			
7.	Checked required product temperature and equipment conditions			
8.	Coordinated maintenance schedule with concerned department			
9.	Checked temperature			
10.	Assisted in calculating efficiency of the freezer and chiller to maintenance department			
11.	Reported to supervisor			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Maintain Chilling and Freezing Process
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	What is the purpose of freezing?		
2.	What are the benefits of freezing?		

3.	What are the quality characteristics of frozen product?		
4.	Enlist the different freezing methods?		
5.	Enlist gasses used in freezing process?		
6.	Differentiate between chilling and freezing?		
7.	What is freeze burn?		

Feedback to the Candidate	
Candidate's Signature_____	Assessor's Signature_____

List of Tools, Consumables and Equipment

Sr. No.	Name of items	Quantity (25 Candidates)
Consumables		
47.		200g
48.		200g
49.		25
50.		25 slants
51.		2 for each student
52.	Shrinkwrap	2 for each student
53.	Lab coat	25
54.	Gloves	25 pairs
55.	Masks	25
56.	Shoe covers	25 pairs
57.	Caps/head covers	25
58.	Goggles	25
Equipment		
15.	Filler	5
16.	Capper	5
17.	Labeler	5
18.	Date coder	5
19.	Palletizer	5
20.	Shrinkwrap	5

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Apply Meat Preservation Techniques
Purpose of Assessment	Formative Assessment
Candidate Details	Name _____ Registration/Roll Number _____
Guidance for Candidate	To meet this standard, you are required to complete and demonstrate the tasks of Ensure processing equipment ready for curing, Prepare meat / ingredients for curing, Prepare brines, Operate curing equipment, Prepare meat / ingredients for smoking, Smoke the meat products and Chill the meat products within 04 Hrs. Time frame (for practical demonstration & assessment)
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to 1. Arrange processing equipment for curing 2. Prepare meat / ingredients for curing 3. Prepare brines 4. Operate curing equipment 5. Prepare meat / ingredients for smoking 6. Smoke the meat products 7. Chill the meat products
Minimum Evidence Required	1. Arrange processing equipment for curing ♦ Prepare required equipment ♦ Clean processing equipment according to the manufacturer's specifications 2. Prepare meat / ingredients for curing ♦ Select meat cuts according to product specifications. ♦ Prepare ingredients according to product specifications 3. Prepare brines ♦ Mix ingredients according to product specifications ♦ Check strength of brine solution 4. Operate curing equipment ♦ Perform curing according to product specifications ♦ Monitor equipment efficiency accordingly ♦ Make adjustments to the process as required to achieve product specifications ♦ Store product according to product specifications 5. Prepare meat / ingredients for smoking ♦ Select meat / ingredients according to product specifications. ♦ Prepare ingredients according to product specifications

	6. Smoke the meat products • Check correct spacing prior to loading. • Monitor temperature of smoking chamber according to the product specifications. • Operate meat smoker 7. Chill the meat products • Chill product according to product specifications. • Stack the product according to product specifications • Store product according to product specifications
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Apply Meat Preservation Techniques
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Arrange processing equipment for curing 2. Prepare meat / ingredients for curing 3. Prepare brines 4. Operate curing equipment 5. Prepare meat / ingredients for smoking 6. Smoke the meat products 7. Chill the meat products

I can.....

Performance Criteria	Yes	No
1. Prepare required equipment	☐	☐
2. Clean processing equipment according to the manufacturer's specifications	☐	☐
3. Select meat cuts according to product specifications.	☐	☐
4. Prepare ingredients according to product specifications	☐	☐
5. Mix ingredients according to product specifications	☐	☐
6. Check strength of brine solution	☐	☐
7. Perform curing according to product specifications	☐	☐
8. Monitor equipment efficiency accordingly	☐	☐
9. Make adjustments to the process as required to achieve product specifications	☐	☐
10. Store product according to product specifications	☐	☐
11. Select meat according to product specifications	☐	☐
12. Prepare ingredients according to product specifications	☐	☐
13. Check correct spacing prior to loading.	☐	☐
14. Monitor temperature of smoking chamber according to the product specifications	☐	☐

15. Operate meat smoker		
16. Chill product according to product specifications.		
17. Stack the product according to product specifications		
18. Store product according to product specifications		

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Apply Meat Preservation Techniques
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Tasks	1. Arrange equipment ready curing			
	2. Prepare meat / ingredients for curing			
	3. Prepare brines			
	4. Operate curing equipment			
	5. Prepare meat / ingredients for smoking			
	6. Smoke the meat products			
	7. Chill the meat products			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arranged required equipment			
2.	Cleaned processing equipment according to the manufacturer's specifications			
3.	Selected meat cuts according to product specifications.			
4.	Prepared ingredients according to product specifications			
5.	Mixed ingredients according to product specifications			
6.	Checked strength of brine solution			
7.	Performed curing according to product specifications			
8.	Monitored equipment efficiency accordingly			
9.	Made adjustments to the process as required to achieve product specifications			
10.	Stored product according to product specifications			
11.	Selected meat according to product specifications			
12.	Prepared ingredients according to product specifications			
13.	Checked correct spacing prior to loading.			
14.	Monitored temperature of smoking chamber according to the product specifications			

15.	Operated meat smoker			
16.	Chilled product according to product specifications.			
17.	Stacked the product according to product specifications			
18.	Stored product according to product specifications			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Apply Meat Preservation Techniques
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____
	Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	What are the curing agents?		
2.	Enlist curing agents?		

3.	Enlist different types of additives used in meat?		
4.	What is the purpose of meat smoking?		
5.	Define Shelf life?		
6.	What is the effect of smoking on shelf life of meat product?		

7.	What are the storage conditions for smoked meat?		
8.	What is comminution?		
9.	What is strength of brine solution?		

Feedback to the Candidate

Candidate's Signature _____ **Assessor's Signature** _____

List of Tools, Consumables and Equipment

Sr. No.	Name of items	Quantity (25 Candidates)
Consumables		
13.	Raw Material as per required test	500g
14.	Standard operating procedures document file for assessor	1
15.	Certificate of analysis for assessor	1
16.	Quality manual for assessor	1
17.	Technical manual for assessor	1
18.	Data sheets to record the results	25 sheets
19.	Markers	25
20.	Glass beakers (100ml & 250ml)	2 for each student
21.	Glass Cylinders (100ml & 250ml)	2 for each student
22.	Conical Flasks (250ml)	2 for each student
23.	Test tubes	10 for each student
24.	Test tubes racks	25
25.	Sterilize weighing boats	25
26.	Spatulas	25
27.	Scissors	25
28.	Knife	25
29.	Pen	25
30.	First aid box	5 set
31.	Lab coat	25
32.	Gloves	25 pairs
33.	Masks	25
34.	Shoe covers	25 pairs
35.	Caps	25
36.	Goggles	25
Equipment		
12.	Weighing balance	5
13.	Cold Smoking Equipment	2

14.	pH meter	5
15.	Curing Chamber	1
16.	Meat Slicer	5
17.	Wrapping machine	1
18.	Packing machine	1
19.	Computer	5
20.	Printer	5

Instruction Sheet for the Candidate

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Implement Quality Management System
Purpose of Assessment	Formative Assessment
Candidate Details	Name_____
	Registration/Roll Number_____
Guidance for Candidate	To meet this standard, you are required to complete and demonstrate the tasks of Monitor quality in work area, Contribute to continual improvement, Participate in internal audits, Implement Meat quality policy and Maintain Meat quality records within 04 Hrs. Time frame (for practical demonstration & assessment)
Time: 04 Hrs.	During a practical assessment, under observation by an assessor, you are required to 1. Monitor Quality in Work Area 2. Assist in Internal Audits Assist in Meat Quality Policy Implementation 3. Assist in Meat Quality Policy Implementation 4. Maintain Meat Quality Records
Minimum Evidence Required	1. Monitor Quality in Work Area ♦ Check Good hygiene practices (GHP) ♦ Monitor Good Manufacturing practices (GMP) ♦ Identify deviations ♦ Contribute to continual improvement ♦ Follow instructions for correction and corrective actions ♦ Record and Report deviations 2. Assist in Internal Audits ♦ Participate in developing an audit plan ♦ Organize audit documents ♦ Assist in Root Cause Analysis ♦ Assist in maintaining Corrective Action / Preventive Action reports • Record and maintain information Organize audit documents • Perform adequacy audit • Participate in on-site audit as a team member

	• Assist in Root Cause Analysis • Assist in maintaining Corrective Action Preventive Action reports • Record and maintain information 3. Assist in Meat Quality Policy Implementation ♦ Perform manufacturing ♦ Perform products delivery ♦ Implement Meat Quality standards ♦ Implement Meat Safety standards ♦ Make mutually agreed customer requirements related to food quality and safety 4. Maintain Meat Quality Records ♦ Implement traceability ♦ Follow appropriate practices ♦ Perform documentation ♦ Maintain records as legal requirements related documentation ♦ Maintain record relating manufacturing record ♦ Maintain record relating processing ♦ Maintain record relating packing ♦ Maintain record relating packing, distribution, receipt, holding or importation of Meat products
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Implement Quality Management System
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Monitor Quality in Work Area 2. Contribute to Continual Improvement 3. Participate in Internal Audits 4. Implement Meat Quality Policy 5. Maintain Meat Quality Records

I can.....

Performance Criteria	Yes	No
1. Ensure Good hygiene practices	☐	☐
2. Ensure Good Manufacturing practices to confirm the quality of output and/or service	☐	☐
3. Monitor control points to confirm the quality of output	☐	☐
4. Identify nonconformities and take corrective actions	☐	☐
5. Record and report non-conformities	☐	☐
6. Identify barriers to improve quality performance	☐	☐
7. Identify and investigate likely causes	☐	☐
8. Identify solutions and implement or report	☐	☐
9. Understand audit criteria	☐	☐
10. Develop an audit plan	☐	☐
11. Organize audit documents	☐	☐
12. Perform adequacy audit	☐	☐
13. Participate in on-site audit as a team member	☐	☐
14. Perform Root Cause Analysis	☐	☐

15. Develop Corrective Action Preventive Action reports	☐	☐
16. Record and maintain information	☐	☐
17. Perform manufacturing	☐	☐
18. Perform products delivery	☐	☐
19. Implement Food Quality standards	☐	☐
20. Implement Food Safety standards	☐	☐
21. Make mutually agreed customer requirements related to food quality and safety	☐	☐
22. Implement traceability	☐	☐
23. Follow appropriate practices	☐	☐
24. Perform documentation	☐	☐
25. Maintain records as legal requirements related documentation	☐	☐
26. Maintain record relating manufacturing record	☐	☐
27. Maintain record relating processing	☐	☐
28. Maintain record relating packing	☐	☐
29. Maintain record relating packing, distribution, receipt, holding or importation of food products	☐	☐

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Implement Quality Management System
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

Observation Checklist

Assessment Tasks	1. Monitor Quality in Work Area			
	2. Contribute to Continual Improvement			
	3. Participate in Internal Audits			
	4. Implement Meat Quality Policy			
	5. Maintain Meat Quality Records			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Ensured Good hygiene practices			
2.	Ensured Good Manufacturing practices to confirm the quality of output and/or service			
3.	Monitored control points to confirm the quality of output			
4.	Identified nonconformities and take corrective actions			
5.	Recorded and Reported non-conformities			
6.	Identified barriers to improve quality performance			
7.	Identified and investigated likely causes			
8.	Identified solutions and implemented or reported			
9.	Understood Audit criteria			
10.	Developed an audit plan			
11.	Organized audit documents			
12.	Performed adequacy audit			
13.	Participated in on-site audit as a team member			
14.	Performed Root Cause Analysis			
15.	Developed Corrective Action Preventive Action reports			
16.	Recorded and maintained information			
17.	Performed manufacturing			
18.	Performed products delivery			

19.	Implemented Meat Quality standards			
20.	Implemented Meat Safety standards			
21.	Made mutually agreed customer requirements related to Meat quality and safety			
22.	Implemented traceability			
23.	Followed appropriate practices			
24.	Performed documentation			
25.	Maintained records as legal requirements related documentation			
26.	Maintained record relating manufacturing record			
27.	Maintained record relating processing			
28.	Maintained record relating packing			
29.	Maintained record relating packing, distribution, receipt, holding or importation of food products			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Qualification in Meat Technology Level-4 (Assistant Meat Processor / Assistant Supervisor)
Competency Standard	Implement Quality Management System
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____
	Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT ☐ NOT YET COMPETENT ☐ Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	Define good manufacturing practices		

2.	How you will ensure good hygiene practices?		
3.	Why do you need to check non-conformities?		
4.	What are the basic requirements for continual improvement?		
5.	What is the difference between quality assurance and quality control?		
6.	Why corrective action is taken?		

7.	What is the use of root cause analysis?		
8.	What is the difference between meat quality and meat safety standards?		
9.	Why traceability is implemented?		
10.	Why HACCP is important in Meat technology?		
11.	Define adequacy audit		
12.	What is the importance of preventive action?		
13.	What is the reason of making document of each record?		

14.	What does GHP stand for?		
15.	What does PRP stand for?		
16.	Enlist the type of audits		
17.	Why it is important to plan an audit?		

Feedback to the Candidate	
Candidate's Signature	Assessor's Signature

List of Tools/Consumables and Equipment

Sr. No.	Name of items	Quantity (25 Candidates)
Consumables		
1.	Corrective action form	25 sheets
2.	Preventive action form	25 sheets
3.	Audit plan document form	25 sheets
4.	Food quality standards document file for assessor	1
5.	Food safety standards document file for assessor	1
6.	Customer feedback form	25 sheets
7.	Markers	25
8.	Files	25
9.	Pen	25
10.	First aid box	5 set
11.	Lab coat	25
12.	Gloves	25 pairs
13.	Masks	25
Equipment		
12.	Quality control office	1
13.	Computer	5
14.	Printer	5