

Assessment Evidence Guide

For

Meat Technology

Level-5

(Supervisor / Assistant Line Inspector)

(Formative)



**National Vocational & Technical Training
Commission Islamabad**

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Supervise Processing and Safety Operations in Meat Industry
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 tasks to supervise processing and safety operations in meat industry, which involve safe handling and selection of healthy animals/birds as per industry requirements, maintain and provide required tools and equipment, monitor halal slaughtering protocols and carcass quality. Also, responsible to monitor safe storage conditions and dispatch of meat and meat products as well as resolve problems related to workers and quality in day to day operations and manage appropriate record keeping to fulfill suppliers/consumer demand 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 safe handling of animals/birds at processing site 2. Ensure selection of healthy animals/birds 3. Monitor required tools and equipment for meat and meat products 4. Monitor halal slaughtering protocols and carcass quality 5. Monitor storage and dispatch of meat and meat products 6. Manage record keeping
Minimum Evidence Required	1. Monitor safe handling of animals/birds at processing site ◆ Check animal welfare and handling requirements of animals/birds ◆ Supervise physical Inspection as per specification ◆ Supervise live halal birds/animals at received ◆ Ensure feed and water for the live animals ◆ Manage records and documentation 2. Supervise selection of healthy animals/birds as per industry requirements ◆ Confirm segregation of animals as per requirement ◆ Verify Quarantine abnormal birds/animals ◆ Verify the off feeding and off watering of animals ◆ Inform to veterinarian in case of any abnormality 3. Supervise provision of required tools and equipment for meat and meat products ◆ Assign specific tasks to the work teams ◆ Verify the provision of required accessories and tools to team

	◆ Manage and rectify equipment faults 4. Monitor halal slaughtering protocols and carcass quality ◆ Check direction of animals/birds towards Qibla ◆ Recitation of TASMIYA ◆ Verify cutting of Trachea, Esophagus and both the Carotid arteries and Juglar veins with a single cut ◆ Supervise bleeding of birds/animals ◆ Ensure prevention of malpractices during slaughtering 5. Monitor safe storage conditions and dispatch of meat and meat products ◆ Check proper stacking of carcass and meat cuts in chiller and freezer ◆ Inspect the packaging during storage ◆ Monitor the temperature of storage area and dispatch vehicles as per instructions ◆ Verify the expiry date on products during dispatch ◆ Manage relevant records 6. Resolve problems related to workers and quality in day-to-day operations ◆ Manage self and staff ◆ Provide leadership in workplace for problem solving ◆ Participate in, lead, and facilitate teamwork ◆ Lead and develop others ◆ Train small groups 7. Manage appropriate record keeping fulfilling suppliers/consumer demand ◆ Operate a computer to produce simple documents ◆ Manage workplace information ◆ Manage operations to achieve planned outcomes ◆ Communicate with team regarding demand ◆ Train small groups
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Supervise Processing and Safety Operations in Meat Industry
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Monitor safe handling of animals/birds at processing site 2. Ensure selection of healthy animals/birds 3. Monitor required tools and equipment for meat and meat products 4. Monitor halal slaughtering protocols and carcass quality 5. Monitor storage and dispatch of meat and meat products 6. Operating computer for record keeping

I can.....

Performance Criteria	Yes	No
1. Check welfare and handling requirements of animals/birds	☐	☐
2. Ensure live halal birds/animals received	☐	☐
3. Ensure physical Inspection as per specification	☐	☐
4. Manage records and documentation	☐	☐
5. Confirm segregation of animals as per requirement	☐	☐
6. Verify Quarantine abnormal birds/animals	☐	☐
7. Inform to veterinarian in case of any abnormality	☐	☐
8. Assign specific tasks to the work teams	☐	☐
9. Verify the provision of required accessories and tools to team	☐	☐
10. Manage and rectify equipment faults	☐	☐
11. Ensure direction of animals/birds toward Qibla	☐	☐
12. Ensure Recitation of TASMIYA (BISMILLAH WALLAH-O-AKBAR)	☐	☐
13. Verify cutting of Trachea, Oesophagus and both the Carotid arteries and Juglar veins with a single cut	☐	☐
14. Monitor complete bleeding of birds/animals	☐	☐
15. Check proper stacking of carcass and meat cuts in chiller and freezer	☐	☐

16. Inspect the packaging during storage		
17. Monitor the temperature of storage area and dispatch vehicles as per instructions		
18. Manage relevant records		
19. Manage workplace information		
20. Manage operations to achieve planned outcomes		
21. Communicate with team regarding demand		
22. Maintain records		

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Supervise Processing and Safety Operations in Meat Industry
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT Name of the Assessor ☐ _____ Assessor's code: _____ Signature: _____ NOT YET COMPETENT ☐

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 safe handling of animals/birds at processing site 2. Ensure selection of healthy animals/birds 3. Monitor required tools and equipment for meat and meat products 4. Monitor halal slaughtering protocols and carcass quality 5. Monitor storage and dispatch of meat and meat products 6. Operating computer for record keeping		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Checked animal welfare and handling requirements of animals/birds			
2. Ensure live halal birds/animals received			
3. Ensured physical Inspection as per specification			
4. Managed records and documentation			
5. Confirmed segregation of animals as per requirement			
6. Verified Quarantine abnormal birds/animals			
7. Informed veterinarian in case of any abnormality			
8. Assigned specific tasks to the work teams			
9. Verified provision of required accessories and tools to team			
10. Managed and rectify equipment faults			
11. Ensured direction of animals/birds toward Qibla			
12. Recitation of TASMIYA			
13. Verified cutting of Trachea, Oesophagus and both the Carotid arteries and Juglar veins with a single cut			
14. Monitored complete bleeding of birds/animals			
15. Checked proper stacking of carcass and meat cuts in chiller and freezer			
16. Inspected the packaging during storage			
17. Monitored the temperature of storage area and dispatch vehicles as per instructions			
18. Communicated with team regarding demand			
Competent ☐	Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Supervise Processing and Safety Operations in Meat Industry
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.	Why we monitor handling of birds at processing site?		
2.	How we ensure healthy birds/animals for meat processing?		

3.	How to ensure proper stacking of carcass and meat cuts in chiller and freezer		
4.	What is the correct procedure for physical Inspection of birds/animals?		
5.	What is halal slaughtering?		
6.	Which blood vessels need to be cut for halal slaughtering of animals?		
7.	Enlist the packing types for meat carcass and cuts?		
8.	What is primary packing in meat industry?		

9.	What types of tests are performed for packaging materials?		
10.	How to monitor complete bleeding of birds/animals during slaughtering?		
11.	What is proper storage requirement of meat and meat products?		
12.	What is proper dispatch requirement of meat and meat products?		
13.	What is vacuum packaging for meat ?		

14.	What is the difference between GMP and GHP		
15.	Why the removal of air is ensured from the package before sealing in vacuum packaging?		
16.	What is the benefit of replacing internal oxygen with nitrogen gas?		

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.	Mask Disposable	25
2.	Net Caps Disposable	25
3.	Uniform Hats	25
4.	Steel toe shoes	25 set
5.	Markers	25
6.	Lab coat	25
7.	Gloves	25 pairs
8.	Safety shoes	25 pairs
9.	Helmet	25
10.	Goggles	25
Equipment		
1.	Ritual Slaughtering box	1
2.	Knives Bonner+ Stake	25 set
3.	Chopper	10
4.	Steel sharpener (file)	5
5.	Mince machine 5/8/12 mm	1
6.	Cutler machine	1
7.	Chopping board (wooden)	25
8.	Chopping board (Teflon food grade)	25
9.	Safety gloves (steel made)	25 set
10.	Slicer machine	1
11.	Laser temperature gauge /Probe	5
12.	Hooks	25

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Prepare Meat Sausages
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 tasks to prepare meat sausages involving selection and safe handling of different meat types at processing site, selection of appropriate ingredients and casings as per product's requirements. In addition, maintain and provide required tools and equipment for mincing, mixing, stuffing and cooking of product. Furthermore, perform packaging and storage of prepared product as per respective specifications 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, ingredients and casings according to sausages specification 2. Perform mincing of meat 3. Operate relevant equipment(s) for sausage preparation 4. Perform cooking and packaging of sausages 5. Store product and monitor chilling process
Minimum Evidence Required	1. Prepare meat, ingredients and casings according to sausages specification ♦ Select type of meat as per sausage type ♦ Prepare ingredients as per recipe ♦ Select appropriate casings as per product's specifications 2. Supervise mincing of meat ♦ Monitor preparation the mincer ♦ Manage meat mincing as per requirement ♦ Inspect quality of minced meat 3. Operate relevant equipment(s) for sausage preparation ♦ Prepare meat sausage equipment(s) ♦ Operate the bowl chopper and mixer ♦ Operate stuffer

	4. Supervise cooking and packaging of sausages ♦ Monitor cooking equipment ♦ Manage cooking operation for sausage development ♦ Supervise cooling and packaging of cooked product 5. Manage product storage and monitor chilling process ♦ Check the storage specification as per products need ♦ Manage storage room ♦ Supervise product storage as per specification
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Prepare Meat Sausages
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Prepare meat, ingredients and casings according to sausages specification 2. Perform mincing of meat 3. Operate relevant equipment(s) for sausage preparation 4. Perform cooking and packaging of sausages 5. Store product and monitor chilling process

I can.....

Performance Criteria	Yes	No
1. Select type of meat as per sausage type	☐	☐
2. Prepare ingredients as per recipe	☐	☐
3. Select appropriate casings as per product's specifications	☐	☐
4. Prepare the mincer	☐	☐
5. Perform meat mincing as per requirement	☐	☐
6. Inspect quality of minced meat	☐	☐
7. Prepare meat sausage equipment(s)	☐	☐
8. Operate the bowl chopper and mixer	☐	☐
9. Operate stuffer	☐	☐
10. Prepare the cooking equipment	☐	☐
11. Perform cooking operation for sausage development	☐	☐
12. Perform cooling and packaging of cooked product	☐	☐
13. Prepare storage room	☐	☐
14. Check the storage specification as per product's need	☐	☐
15. Store the product as per specifications	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Prepare Meat Sausages
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT Name of the Assessor Assessor's code: _____ Signature: _____ NOT YET COMPETENT

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, ingredients and casings according to sausages specification 2. Perform mincing of meat 3. Operate relevant equipment(s) for sausage preparation 4. Perform cooking and packaging of sausages 5. Store product and monitor chilling process			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Selected different type of meat as per sausage type			
2.	Prepared ingredients as per recipe			
3.	Selected appropriate casings as per product's specifications			
4.	Prepared the mincer			
5.	Performed meat mincing as per requirement			
6.	Inspected quality of minced meat			
7.	Prepared meat sausage equipment(s)			
8.	Operated the bowl chopper and mixer			
9.	Operated stuffer			
10.	Prepared the cooking equipment			
11.	Performed cooking operation for sausage development			
12.	Performed cooling and packaging of cooked product			
13.	Prepared storage room			
14.	Checked storage specification as per product's need			
15.	Stored product as per specifications			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Prepare Meat Sausages
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 sausages really made of?		
2.	Enlist few most popular sausages in the world?		

3.	What is sausage casings made of?		
4.	Which material are used to synthesize artificial casing?		
5.	What is stuffing?		
6.	How do you cook sausage in a pan?		
7.	How long do you cook sausage in a pressure cooker?		
8.	What are collagen casings made from?		
9.	What are cellulose casings made of?		

10.	What is the best temperature to cook sausages?		
11.	What is a safe temperature to cook meat?		
12.	What is the safe internal temperature for cooking poultry?		
13.	What temperature do you cook a sous vide steak?		
14.	What is normal shelf life of sausages?		
15.	What are storage times for sausages?		

16.	What are the best sausages in the world?		

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.	Mask Disposable	25
2.	Net Caps Disposable	25
3.	Uniform Hats	25
4.	Steel toe shoes	25 set
5.	Markers	25
6.	Lab coat	25
7.	Gloves	25 pairs
8.	Safety shoes	25 pairs
9.		
Equipment		
1.	Ritual Slaughtering box	1
2.	Knives Bonner+ Stake	25 set
3.	Bowl Chopper	10
4.	Steel sharpener (file)	5
5.	Mince machine 5/8/12 mm	1
6.	Cutler machine	1
7.	Chopping board (wooden)	25
8.	Chopping board (Teflon food grade)	25
9.	Safety gloves (steel made)	25 set
10.	Slicer machine	1
11.	Laser temperature gauge /Probe	5
12.	Hooks	25
13.	Stuffing machines	5
14.	Cooking Oven	5
15.	Packaging machine	5

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Monitor Installation and Maintenance of Equipment
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 monitoring new installation, repairing, and maintenance of different types of equipment, supervise scheduled maintenance plan, parameters to be checked like pressure, oil levels, grease/lubricants, wirings, backup plan during emergencies, and backlogging of important components to be dealt with such types of situations 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. Ensure pre-working inspection of equipment 2. Ensure post working inspection of equipment 3. Implement emergency preparedness plan 4. Ensure record keeping
Minimum Evidence Required	♦ Inspect different pre-working equipment ♦ Manage inspection schedule of machines ♦ Monitor smooth working requirements of equipment ♦ Verify precautionary measures to operate sensitive equipment ♦ Maintain sufficient space for meat processing and storage ♦ Inspect the cleanliness of contact surfaces ♦ Manage adequate mechanical ventilation to effectively remove fumes, smoke, steams, and vapors from premises ♦ Supervise post working inspection of different types of equipment ♦ Inspect the burnt, sparked, oiled surfaces ♦ Report broken or damaged equipment to management ♦ Manage damaged parts for smooth functioning ♦ Verify record keeping of changed or repaired equipments ♦ Manage working of sensitive and old processing equipments ♦ Supervise working of sensitive and old equipments ♦ Manage the continuous monitoring of such machines ♦ Monitor log record for rectification protocols ♦ Implement emergency preparedness plan ♦ Coordinate required resources with the management ♦ Monitor every worker is well communicated with this plan

	♦ Check availability of suitable equipment and their timely accessibility plan ♦ Supervise backup of sensitive equipment/components ♦ Manage specifications, records, and availability status ♦ Arrange the work order/demand notice ♦ Manage store, transport, and maintenance staff ♦ Ensure the suitability of components in case different models are working in the facility ♦ Safeguard documents and records appropriately ♦ Ensure record keeping ♦ Manage specifications, records, and availability status ♦ Arrange the work order/demand notice ♦ Manage store, transport, and maintenance staff
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Monitor Installation and Maintenance of Equipment
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Ensure pre-working inspection of equipment 2. Ensure post working inspection of equipment 3. Implement emergency preparedness plan 4. Ensure record keeping

I can.....

Performance Criteria	Yes	No
1. Manage inspection schedule of machines	☐	☐
2. Ensure Smooth working requirements of equipment	☐	☐
3. Inspect the cleanliness of contact surfaces	☐	☐
4. Manage adequate mechanical ventilation.	☐	☐
5. Inspect the burnt, sparked, oiled surfaces	☐	☐
6. Report broken or damaged equipment to the concerned	☐	☐
7. Ensure repairing of damaged parts	☐	☐

8. Maintain record of repaired/changed equipment	☐	☐
9. Ensure availability of suitable equipment	☐	☐
10. Coordinate required resources with the management	☐	☐
11. Ensure every worker is well communicated with this plan	☐	☐
12. Manage specifications, records, and availability status	☐	☐
13. Arrange the work order/demand notice	☐	☐
14. Manage store, transport, and maintenance staff	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Monitor Installation and Maintenance of Equipment
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-working inspection of equipment			
	2. Ensure post working inspection of equipment			
	3. Implement emergency preparedness plan			
	4. Ensure record keeping			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Managed inspection schedule of machines			
2.	Ensured Smooth working requirements of equipment			
3.	Inspected the cleanliness of contact surfaces			
4.	Managed adequate mechanical ventilation.			
5.	Inspected the burnt, sparked, oiled surfaces			
6.	Reported broken or damaged equipment to the concerned			
7.	Ensured repairing of damaged parts			
8.	Maintained record of repaired/changed equipment			
9.	Ensured availability of suitable equipment			
10.	Coordinated required resources with the management			
11.	Ensured every worker is well communicated with this plan			
12.	Managed specifications, records, and availability status			
13.	Arranged the work order/demand notice			
14.	Managed store, transport, and maintenance staff			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Monitor Installation and Maintenance of Equipment
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 equipment maintenance?		
2.	What are contact surfaces in meat processing?		

3.	How to inspect cleaning of contact surfaces in meat processing?		
4.	What causes the spoilage of meat?		
5.	How to manage inspection schedule of different working machines?		
6.	How do I find out my manufacturer's maintenance?		
7.	What is the difference between spoilage and pathogenic bacteria?		

8.	Elaborate work order/demand notice?		
9.	Enlist different types of emergencies in meat processing?		
10.	How will you check cleaning efficiency?		
11.	What are the 3 types of maintenance?		
12.	What are the different types of maintenance?		
13.	What are the 4 types of maintenance?		
14.	Differentiate between CIP and COP		
15.	What is breakdown maintenance?		

16.	Enlist few major chemicals used for cleaning of equipment's		
17.	What is cleaning and disinfection for equipment's?		
18.	What is PM and CM in maintenance?		

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.	Mask Disposable	25
2.	Net Caps Disposable	25
3.	Uniform Hats	25
4.	Steel toe shoes	25 set
5.	Markers	25
6.	Lab coat	25
7.	Safety Gloves	25 pairs
8.	Safety shoes	25 pairs
9.	Helmet	25
10.	Goggles	25
11.	First aid box	5 set
12.	Ice box	5
Equipment		
1.	Ritual Slaughtering box	1
2.	Knives Bonner+ Stake	25 set
3.	Chopper	10
4.	Steel sharpener (file)	5
5.	Mince machine 5/8/12 mm	1
6.	Cutler machine	1
7.	Chopping board (wooden)	25
8.	Chopping board (Teflon food grade)	25
9.	Safety gloves (steel made)	25 set
10.	Slicer machine	1
11.	Laser temperature gauge /Probe	5
12.	Hooks	25

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Ensure Implementation of Cleanliness and Hygiene Practices in Meat Processing Operations
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 for suitable technique for cleaning of surfaces, chemicals, and monitoring protocols, hygiene of allied aspects. Additionally, they have understanding of cleaning systems in different operations, including procedures and documentation for cleaning, handling and precautionary measures, importance of hygiene and its impact on the product quality and shelf life 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. Manage implementation of good hygiene practices 2. Inspect Basic GHP requirements regarding to personal hygiene 3. Monitor basic GHP requirements to production/ quality control 4. Monitor basic GMP requirements in regard to cleaning and sanitation 5. Monitor basic GHP requirements in regard to measures for prevention of cross contamination 6. Monitor basic GHP requirements in regard to Pest Management 7. Monitor validation of cleaning efficacy 8. Manage documentation
Minimum Evidence Required	♦ Implement good hygiene practices in meat and meat products processing ♦ Ensure using suitable cleaning and disinfectant agents ♦ Ensure adequate cleaning and disinfection of surfaces ♦ Manage mechanism against the accumulation of dirt, toxic materials, food debris and the formation of condensation ♦ Ensure cleaning of infrastructure of food premises as per food hygiene protocol ♦ Inspect basic GHP requirements regarding to personal hygiene ♦ Monitor hand washing and disinfection procedures before entering production ♦ Report to management in the case of illness ♦ Check wearing personal protective equipment (PPE) as per SOPs regarding hygienic measures ♦ Inspect basic GHP requirements to production, quality and process control

	♦ Ensure using of suitable cleaning agents ♦ Ensure adequate cleaning and/or disinfection surfaces ♦ Manage mechanism against the accumulation of dirt, toxic materials, food debris and the formation of condensation ♦ Ensure cleaning of infrastructure of food premises as per food hygiene protocol ♦ Supervise basic GMP requirements in regard to cleaning and sanitation ♦ Inspect availability of required equipment, chemicals and water supply ♦ Implement in-house relevant unit cleaning and sanitation schedule and SOPs ♦ Maintain record keeping associated with the sanitation procedure ♦ Apply basic GHP requirements in regard to measures for prevention of cross contamination ♦ Inspect availability of required equipment, chemicals and water supply ♦ Implement in-house relevant unit cleaning and sanitation schedule and SOPs ♦ Maintain record keeping associated with the sanitation procedure ♦ Apply basic GHP requirements in regard to Pest Management ♦ Inspect segregation of area according to hygiene requirement (zoning) with colour coding uniforms, equipment and accessories ♦ Control workers movement in different areas to control cross contamination ♦ Inspect working of drainage systems to avoid spill over in all areas ♦ Inspect stock of chemicals in the store for whole described duration ♦ Identify prone areas and target pest related to workplace area ♦ Ensure preventive measures in regard to pest entry in food processing area ♦ Monitor functioning of installed devices (Insect-o-cutors, Bait Station, Glue Boards, Straws, Cages) ♦ Ensure Cleaning and monitoring devices ♦ Maintain record and report trend for alternative action ♦ Supervise working of decontamination equipment and chemicals ♦ Inspect stock of chemicals, their expiry, and PPEs ♦ Implement the manufacturer usage instructions in the facility ♦ Monitor cleaning efficacy ♦ Implement the inspection and maintenance schedule ♦ Maintain the water supply to relevant equipment and monitor their functioning at required temperature ♦ Implementation of SOPs regarding contact time and washing ♦ Manage the documentation and records for cleaning and sanitation ♦ Coordinate with relevant staff for collection of cleaning and sanitation samples ♦ Manage the delivery of samples to the designated lab ♦ Interpret laboratory control records ♦ Ensure implementation of the lab report results and suggested modification in protocol
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement and coordinate legislations for production, processing and storage of meats
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Manage implementation of good hygiene practices 2. Inspect Basic GHP requirements regarding to personal hygiene 3. Monitor basic GHP requirements to production/ quality control 4. Monitor basic GMP requirements in regard to cleaning and sanitation 5. Monitor basic GHP requirements in regard to measures for prevention of cross contamination 6. Monitor basic GHP requirements in regard to Pest Management 7. Monitor validation of cleaning efficacy

I can.....

Performance Criteria	Yes	No
1. Ensure availability of suitable cleaning and disinfectant agents	☐	☐
2. Ensure adequate cleaning and disinfection of surfaces	☐	☐
3. Ensure cleaning of infrastructure of food premises as per food hygiene protocol	☐	☐
4. Ensure proper hand washing and disinfection procedures	☐	☐
5. Ensure wearing Personal Protective Equipment (PPE) as per SOPs regarding hygienic measures	☐	☐
6. Report to management in the case of illness	☐	☐
7. Ensure implementation of master production instructions and /or SOPs	☐	☐
8. Coordinate basic in-process control measurements (e.g. hygiene sampling, cleaning and sanitation sampling)	☐	☐
9. Ensure availability of required equipments, chemicals and water supply	☐	☐

10. Implement in house relevant unit cleaning and sanitation schedule and SOPs	☐	☐
11. P3. Maintain record keeping associated with the sanitation procedure	☐	☐
12. Ensure segregation of area according to hygiene requirement (Zoning) with color coding uniforms, equipment and accessories	☐	☐
13. Control workers movement in different areas to control cross contamination	☐	☐
14. Ensure working of drainage systems to avoid spill over in all areas	☐	☐
15. Identify prone areas and target pest related to workplace area	☐	☐
16. Ensure preventive measures in regard to pest entry in food processing area	☐	☐
17. Monitor functioning of installed devices (Insect-o-cutors, Bait Station, Glue Boards, Straws, Cages)	☐	☐
18. Ensure Cleaning and monitoring devices	☐	☐
19. Maintain record and report trend for alternative action	☐	☐
20. Coordinate with relevant staff for collection of cleaning and sanitation samples	☐	☐
21. Manage the delivery of samples to the designated lab	☐	☐
22. Ensure implementation of the lab report results and suggested modification in protocol	☐	☐
23. Ensure record related to specifications, schedule, involved employees, equipments and accessories	☐	☐
24. Ensure SOPs for cleaning and sanitation	☐	☐
25. Communicate deviations if found, to concerned	☐	☐
26. Ensure record provision in inspection and audit	☐	☐

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Ensure Implementation of Cleanliness and Hygiene Practices in Meat Processing Operations
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. Manage implementation of good hygiene practices		
		2. Inspect Basic GHP requirements regarding to personal hygiene		
		3. Monitor basic GHP requirements to production/ quality control		
		4. Monitor basic GMP requirements in regard to cleaning and sanitation		
		5. Monitor basic GHP requirements in regard to measures for prevention of cross contamination		
		6. Monitor basic GHP requirements in regard to Pest Management		
		7. Monitor validation of cleaning efficacy		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Ensure availability of suitable cleaning and disinfectant agents			
2.	Ensure adequate cleaning and disinfection of surfaces			
3.	Ensure cleaning of infrastructure of food premises as per food hygiene protocol			
4.	Ensure proper hand washing and disinfection procedures			
5.	Ensure wearing Personal Protective Equipment (PPE) as per SOPs regarding hygienic measures			
6.	Report to management in the case of illness			
7.	Ensure implementation of master production instructions and /or SOPs			
8.	Coordinate basic in-process control measurements (e.g. hygiene sampling, cleaning and sanitation sampling)			

9.	Ensure availability of required equipments, chemicals and water supply			
10.	Implement in house relevant unit cleaning and sanitation schedule and SOPs			
11.	Maintain record keeping associated with the sanitation procedure			
12.	Ensure segregation of area according to hygiene requirement (Zoning) with color coding uniforms, equipment and accessories			
13.	Control workers movement in different areas to control cross contamination			
14.	Ensure working of drainage systems to avoid spill over in all areas			
15.	Identify prone areas and target pest related to workplace area			
16.	Ensure preventive measures in regard to pest entry in food processing area			
17.	Monitor functioning of installed devices (Insect-o-cutors, Bait Station, Glue Boards, Straws, Cages)			
18.	Ensure Cleaning and monitoring devices			
19.	Maintain record and report trend for alternative action			
20.	Coordinate with relevant staff for collection of cleaning and sanitation samples			
21.	Manage the delivery of samples to the designated lab			
22.	Ensure implementation of the lab report results and suggested modification in protocol			

23.	Ensure record related to specifications, schedule, involved employees, equipments and accessories			
24.	Ensure SOPs for cleaning and sanitation			
25.	Communicate deviations if found, to concerned			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Ensure Implementation of Cleanliness and Hygiene Practices in Meat Processing Operations
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 cleaning?		
2.	What is the difference between cleaning and disinfection?		

3.	What does SOP stand for?		
4.	What are the required SOPs for the production of a meat cuts batch?		
5.	What is proper hand washing procedure for workers of meat processing plant?		
6.	What are good hygiene practices?		
7.	What is cross contamination in meat processing plant ?		

8.	What are integrated pest management ?		
9.	What is decontamination equipments and chemicals?		
10.	How to measure cleaning efficiency of the different chemicals ?		
11.	Why hygiene is important in meat processing?		
12.	What are some management practices done prior to the time of slaughtering of animals?		
13.	What is meant by meat hygiene?		

14.	How do you clean a slaughterhouse?		
15.	What are the hygienic practices in storing meat products?		
16.	How do you ensure meat hygiene in a butchery?		

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.	Mask Disposable	25
14.	Net Caps Disposable	25
15.	Uniform Hats	25
16.	Steel toe shoes	25 set
17.	Markers	25
18.	Lab coat	25
19.	Safety Gloves	25 pairs
20.	Safety shoes	25 pairs
21.	Helmet	25
22.	Goggles	25
23.	First aid box	5 set
24.	Ice box	5
25.	Cleaning chemicals (Each chemicals)	5 L for all
Equipment		
13.	Mops	25
14.	Brushes	25 set
15.	Dusting trays	25
16.	Pipes	5
17.	Hosing tanks	5
18.	Baskets for waste	25
19.	Baskets for brushes	25
20.	Floor scrubber and scrapper	25
21.	Air blower	5

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement/Coordinate Legislations for Meat and Meat Products
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 tasks for local and international legislation, certifications and standards guidelines commonly used to implement, manage, and improve quality standard programs in food processing. The trainees will understand relevant local and federal laws implemented on different segments of the meat supply chain particularly at the processing stage. It will further cover implementation of these legislative laws at processing points 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 8. Implement legal framework and standards 9. Coordinate with stakeholders
Minimum Evidence Required	♦ Implement legal framework and standards ♦ Coordinate with QA department for information about regulations ♦ Implement relevant section of regulation in the designated areas ♦ Manage regular communication with staff for implementation ♦ Inspect safety rules and regulations for the food processing industry ♦ Apply legal framework related to international regulations ♦ Coordinate with QA department for information about international regulations and requirements ♦ Inspect regular random sampling for compliance to regulations ♦ Implementation of regulations according to consignment to the designated country ♦ Supervise provision of legal documentation with the respective country consignment ♦ Coordinate different stakeholders for smooth conduction of meat processing operations ♦ Manage the reception of requirement orders from the concerned department ♦ Ensure provision of essentials (services or equipments or accessories) for every step of processing with different relevant departments ♦ Ensure quality of essentials according to requirements ♦ Communicate with stakeholders for smooth execution of customer

	requirement ♦ Implement slaughtering and food legislation for industry ♦ Coordinate with management for concerned mandatory laws and regulations ♦ Communicate with staff on these requirements ♦ Manage the traceability and other processes required documentation
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Supervise Processing and Safety Operations in Meat Industry
Purpose of Assessment	Formative Assessment
Assessment Tasks	5. Implement legal framework and standards 6. Coordinate with stakeholders

I can.....

Performance Criteria	Yes	No
1. Coordinate with QA department for information about regulations	☐	☐
2. Manage regular communication with staff for implementation	☐	☐
3. Ensure safety rules and regulations for the meat processing industry	☐	☐
4. Ensure regulations according to consignment to the designated country	☐	☐
5. Ensure provision of legal documentation with the respective country consignment	☐	☐
6. Manage processing and traceability documentation	☐	☐
7. Receive orders from the concerned department	☐	☐
8. Ensure provision of essentials (services / equipment / accessories)	☐	☐
9. Ensure quality of essentials according to requirements	☐	☐
10. Communicate with stakeholders for smooth execution of customer requirement	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement/Coordinate Legislations for Meat and Meat Products
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Signature: _____
Assessment Outcome	COMPETENT Name of the Assessor ☐ _____ Assessor's code: _____ Signature: _____ NOT YET COMPETENT ☐

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. Implement legal framework and standards			
	2. Coordinate with stakeholders			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Coordinated with QA department for information about regulations			
2.	Managed regular communication with staff for implementation			
3.	Ensured safety rules and regulations for the meat processing industry			
4.	Ensured regulations according to consignment to the designated country			
5.	Ensured provision of legal documentation with the respective country consignment			
6.	Managed processing and traceability documentation			
7.	Received orders from the concerned department			
8.	Ensured provision of essentials (services / equipment / accessories)			
9.	Ensured quality of essentials according to requirements			
10.	Communicated with stakeholders for smooth execution of customer requirement			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement/Coordinate Legislations for Meat and Meat Products
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 important regulations related to the meat industry?		
2.	Why we need to coordinate with QA department for information about regulations?		

3.	How we can coordinate with QA department for information about regulations		
4.	How regular communication could be managed with staff for implementation of regulations?		
5.	What is procedure for ensuring implementation of safety rules and regulations for the meat processing industry?		
6.	What regulations needs to be ensured according to consignment to the designated country?		
7.	Enlist legal documentation which needs to be attached with respective country consignment?		

8.	What is importance of legal documentation with the consignment?		
9.	Enlist different types of processing and traceability documentation?		
10.	How to receive orders from the concerned department?		
11.	What are essentials (services / equipment / accessories) for smooth coordination with stakeholders?		
12.	How quality of essentials could be ensured according to requirements?		
13.	What is importance of communicate with stakeholders for smooth execution of customer requirement?		

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.	Approved relevant regulation files	1
3.	Charts	25
4.	Coordination data sheets	25 set
5.	Order sheets and consignments sheets	25 set
6.	Food safety management standard	1
7.	Files	25
8.	Pen	25
Equipment		
1.	Desktop computer	1
2.	Laptop	1
3.	Printers	1

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Monitor Proper Transportation for Meat / Meat Products
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 to apply skills and knowledge to ensure proper transportation of meat as per approved guidelines and procedures. Trainees will be expected to ensure transportation of meat and meat products as per standard procedure 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 5. Implement required conditions for transportation 6. Manage proper transportation documentation
Minimum Evidence Required	1. Implement required conditions for transportation ◆ Monitor availability, cleaning, and disinfection of reefer ◆ Monitor required reefer temperature to transport meat. ◆ Manage proper packaging at loading ◆ Monitor meat temperature at loading ◆ Manage proper meat stacking at loading 2. Manage proper transportation documentation ◆ Manage documentation according to consignment requirement ◆ Provide certificate of analysis (COA) of the batch/lot with supply ◆ Provide material safety data sheet (MSDS) of lot/batch with supply ◆ Record destination area of supply

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Monitor Proper Transportation for Meat / Meat Products
Purpose of Assessment	Formative Assessment
Assessment Tasks	7. Implement required conditions for transportation 8. Manage proper transportation documentation

I can.....

Performance Criteria	Yes	No
1. Ensure availability, cleaning, and disinfection of reefer	☐	☐
2. Ensure required reefer temperature to transport meat	☐	☐
3. Ensure proper packaging at loading	☐	☐
4. Ensure meat temperature at loading	☐	☐
5. Ensure proper meat stacking at loading	☐	☐
6. Complete documentation according to consignment requirement	☐	☐
7. Provide certificate of analysis (COA) of the batch/lot with supply	☐	☐
8. Provide material safety data sheet (MSDS) of lot/batch with supply	☐	☐
9. Record destination area of supply	☐	☐

Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Monitor Proper Transportation for Meat / Meat Products
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		5. Implement required conditions for transportation		
		6. Manage proper transportation documentation		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
15.	Ensured availability, cleaning, and disinfection of reefer			
16.	Ensured required reefer temperature to transport meat.			
17.	Ensured proper packaging at loading			
18.	Ensured meat temperature at loading			
19.	Ensured proper meat stacking at loading			
20.	Completed documentation according to consignment requirement			
21.	Provided certificate of analysis (COA) of the batch/lot with supply			
22.	Provided material safety data sheet (MSDS) of lot/batch with supply			
23.	Recorded destination area of supply			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Monitor Proper Transportation for Meat / Meat Products
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 basic requirements of reefers according to different consignment requirements?		
2.	What type of detergents and chemicals could be used cleaning and disinfection of reefer?		

3.	Enlist few detergents and chemicals that could be used cleaning and disinfection of reefer?		
4.	How required reefer temperature during transportation of meat could be maintained and ensured?		
5.	What are packaging requirements during transportation?		
6.	How proper packaging at loading could be ensured?		
7.	What are benefits of proper meat stacking at loading?		
8.	Enlist documentation required with a consignment?		

9.	What is certificate of analysis (COA) for the batch/lot?		
10.	Define material safety data sheet (MSDS)?		

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.	Mask Disposable	25
2.	Net Caps Disposable	25
3.	Steel toe shoes	25 set
4.	Lab coat	25
5.	Gloves	25 pairs
6.	Helmet	25
7.	Goggles	25
8.	Meat thermometer	5
9.	PPEs	25
10.	Cleaning and disinfectant agents	5 liter
11.	Files	
12.	Pen	
Equipment		
1.	Kercher machine	25 set
2.	Cleaning brushes and scrubber	5
3.	Wipers	5
4.	Computer desktop/laptop	
5.	Printer	

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Conduct Meat Sampling
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 to apply skills and knowledge to conduct proper meat sampling as per approved guidelines and procedures. Trainees will be expected to ensure transportation of meat and meat products as per standard procedure 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 9. Arrange Sampling Tools 10. Collect meat sample 11. Dispatch meat sample 12. Collect result for implementation
Minimum Evidence Required	1. Arrange Sampling Tools ◆ Manage availability of PPEs and tools ◆ Manage availability of swabs and sterilized containers ◆ Manage availability of suitable media for air sampling 2. Collect meat sample ◆ Monitor implementation of sampling plan ◆ Manage sampling in hygienic manner 3. Dispatch meat sample ◆ Monitor coding and labelling of sample ◆ Coordinate with the concerned lab ◆ Maintain documentation ◆ Manage safe and hygienic delivery of samples 4. Collect result for implementation ◆ Receive test report at designated time ◆ Report to management in case of deviations ◆ Implement decision received from the management

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Conduct Meat Sampling
Purpose of Assessment	Formative Assessment
Assessment Tasks	8. Arrange Sampling Tools 9. Collect meat sample 10. Dispatch meat sample 11. Collect result for implementation

I can.....

Performance Criteria	Yes	No
1. Ensure availability of PPEs and tools	☐	☐
2. Ensure availability of swabs and sterilized containers	☐	☐
3. Ensure availability of suitable media for air sampling	☐	☐
4. Ensure implementation of sampling plan	☐	☐
5. Ensure sampling in hygienic manner	☐	☐
6. Ensure coding and labelling of sample	☐	☐
7. Coordinate with the concerned lab	☐	☐
8. Maintain documentation	☐	☐
9. Ensure safe and hygienic delivery of samples	☐	☐
10. Receive test report at designated time	☐	☐
11. Report to management in case of deviations	☐	☐
12. Implement decision received from the management	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Conduct Meat Sampling
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	8. Arrange Sampling Tools			
	9. Collect meat sample			
	10. Dispatch meat sample			
	11. Collect result for implementation			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
26.	Ensured availability of PPEs and tools			
27.	Ensured availability of swabs and sterilized containers			
28.	Ensured availability of suitable media for air sampling			
29.	Ensured implementation of sampling plan			
30.	Ensured sampling in hygienic manner			
31.	Ensured coding and labelling of sample			
32.	Coordinated with the concerned lab			
33.	Maintained documentation			
34.	Ensured safe and hygienic delivery of samples			
35.	Received test report at designated time			
36.	Reported to management in case of deviations			
37.	Implemented decision received from the management			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Conduct Meat Sampling
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.	Which test is performed on receiving of raw and packaging material?		
2.	Why testing is performed for raw material?		

3.	What does SOP stand for?		
4.	What are the required SOPs for the production of a batch?		
5.	What is COA?		
6.	Why COA is important?		
7.	Why weighing of each ingredient is required during batch making?		

8.	Why the results are recorded during production?		
9.	Enlist quality parameters for quality monitoring?		
10.	Why the results of different batch are compared in production?		
11.	What is gap analysis?		
12.	What is CCP?		
13.	Why CCP is important in production?		

14.	What is PRP?		
15.	Why it is important to follow SOPs during production?		

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.	Raw Material as per required test	500g
2.	Standard operating procedures document file for assessor	1
3.	Certificate of analysis for assessor	1
4.	Quality manual for assessor	1
5.	Technical manual for assessor	1
6.	Data sheets to record the results	25 sheets
7.	Markers	25
8.	Glass beakers (100ml & 250ml)	2 for each student
9.	Glass Cylinders (100ml & 250ml)	2 for each student
10.	Conical Flasks (250ml)	2 for each student
11.	Test tubes	10 for each student
12.	Test tubes racks	25
13.	Sterilize weighing boats	25
14.	Spatulas	25
15.	Scissors	25
16.	Knife	25
17.	Pen	25
18.	First aid box	5 set
19.	Lab coat	25
20.	Gloves	25 pairs
21.	Masks	25
22.	Shoe covers	25 pairs
23.	Caps	25
24.	Goggles	25
Equipment		
1.	Weighing balance	5
2.	Oven	2
3.	pH meter	5

4.	Production plant as per required test	1
5.	Batch roller and dies	5
6.	Wrapping machine	1
7.	Packing machine	1
8.	Computer	5
9.	Printer	5

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement HACCP
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 the skills and knowledge required to implement principles of HACCP for production of 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. Monitor Prerequisite Program 2. Conduct Hazard Analysis 3. Determine Critical Control Points CCPs 4. Establish Critical Limits 5. Develop monitoring procedures 6. Implement corrective Actions 7. Establish verification procedures 8. Establish record and documentation procedures
Minimum Evidence Required	1. Monitor Prerequisite Program • Verify Good hygiene practices • Verify good manufacturing practices 2. Conduct Hazard Analysis • Develop list of hazards associated with raw material • Develop list of hazards associated with processing • Develop list of hazards associated with packaging and storage. • Identify significant risks 3. Determine Critical Control Points CCPs • Develop critical control points for each hazard associated with raw materials • Develop critical control points for each hazard associated with raw materials associated with processing • Develop critical control points for each hazard associated materials associated with packaging and storage • Monitor acceptable levels for each point

	4. Establish Critical Limits • Verify critical limits for critical control points associated with raw material • Verify critical limits for critical control points associated with processing • Verify critical limits for critical control points associated with packaging and storage 5. Develop monitoring procedures • Establish monitoring procedures for critical control limits associated with raw materials • Establish monitoring procedures for critical control limits associated with processing • Establish monitoring procedures for critical control limits associated with packaging and storage 6. Implement corrective Actions • Establish monitoring procedures for critical control limits associated with raw materials • Establish monitoring procedures for critical control limits associated with processing • Establish monitoring procedures for critical control limits associated with packaging and storage 7. Establish verification procedures • Monitor verification procedures for corrective actions associated with raw materials • Monitor verification procedures for corrective actions associated with processing • Monitor verification procedures for corrective actions associated with packaging and storage 8. Establish record and documentation procedures • Monitor documentation procedures for processes associated with raw materials • Monitor documentation procedures for processes associated with processing • Monitor documentation procedures for processes associated with packaging and storage
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement HACCP
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Monitor Prerequisite Program 2. Conduct Hazard Analysis 3. Determine Critical Control Points CCPs 4. Establish Critical Limits 5. Develop monitoring procedures 6. Implement corrective Actions 7. Establish verification procedures 8. Establish record and documentation procedures

I can.....

Performance Criteria	Yes	No
1. Verify Good hygiene practices	☐	☐
2. Verify Good Manufacturing practices	☐	☐
3. Develop list of hazards associated with raw material	☐	☐
4. Develop list of hazards associated with processing	☐	☐
5. Develop list of hazards associated with packaging and storage.	☐	☐
6. Verify significant risks	☐	☐
7. Develop critical control points for each hazard associated with raw materials	☐	☐
8. Develop critical control points for each hazard associated with raw materials associated with processing	☐	☐
9. Develop critical control points for each hazard associated with raw materials associated with packaging and storage	☐	☐
10. Create acceptable levels for each point	☐	☐
11. Verify critical limits for critical control points associated with raw material	☐	☐
12. Verify critical limits for critical control points associated with processing	☐	☐

13. Verify critical limits for critical control points associated with packaging and storage	☐	☐
14. Establish monitoring procedures for critical control limits associated with raw materials	☐	☐
15. Establish monitoring procedures for critical control limits associated with processing	☐	☐
16. Establish monitoring procedures for critical control limits associated with packaging and storage	☐	☐
17. Establish monitoring procedures for critical control limits associated with raw materials	☐	☐
18. Establish monitoring procedures for critical control limits associated with processing	☐	☐
19. Establish monitoring procedures for critical control limits associated with packaging and storage	☐	☐
20. Ensure verification procedures for corrective actions associated with raw materials	☐	☐
21. Ensure verification procedures for corrective actions associated with processing	☐	☐
22. Ensure verification procedures for corrective actions associated with packaging and storage	☐	☐
23. Ensure documentation procedures for processes associated with raw materials	☐	☐
24. Ensure documentation procedures for processes associated with processing	☐	☐
25. Ensure documentation procedures for processes associated with packaging and storage	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement HACCP
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 Prerequisite Program		
		2. Conduct Hazard Analysis		
		3. Determine Critical Control Points CCPs		
		4. Establish Critical Limits		
		5. Develop monitoring procedures		
		6. Implement corrective Actions		
		7. Establish verification procedures		
		8. Establish record and documentation procedures		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Verified Good hygiene practices			
2.	Verified Good Manufacturing practices			
3.	Developed list of hazards associated with raw material			
4.	Developed list of hazards associated with processing			
5.	Developed list of hazards associated with packaging and storage.			
6.	Verified significant risks			
7.	Developed critical control points for each hazard associated with raw materials			
8.	Developed critical control points for each hazard associated with raw materials associated with processing			
9.	Developed critical control points for each hazard associated with raw materials associated with packaging and storage			
10.	Created acceptable levels for each point			
11.	Verified critical limits for critical control points associated with raw material			
12.	Verified critical limits for critical control points associated with processing			
13.	Verified critical limits for critical control points associated with packaging and storage			
14.	Established monitoring procedures for critical control limits associated with raw			

	materials			
15.	Established monitoring procedures for critical control limits associated with processing			
16.	Established monitoring procedures for critical control limits associated with packaging and storage			
17.	Established monitoring procedures for critical control limits associated with raw materials			
18.	Established monitoring procedures for critical control limits associated with processing			
19.	Established monitoring procedures for critical control limits associated with packaging and storage			
20.	Ensured verification procedures for corrective actions associated with raw materials			
21.	Ensured verification procedures for corrective actions associated with processing			
22.	Ensured verification procedures for corrective actions associated with packaging and storage			
23.	Ensured documentation procedures for processes associated with raw materials			
24.	Ensured documentation procedures for processes associated with processing			
25.	Ensured documentation procedures for processes associated with packaging and storage			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement HACCP
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.	Enlist type of hazards		
2.	What are the effects of microbiological hazards on food quality?		

3.	Give example of two food allergens		
4.	What are chemical hazards?		
5.	Why Operational Prerequisite Program (OPRP) is important in Food Safety System?		
6.	What preventive measures are used to control the happening of a hazard?		
7.	How you will conduct risk assessment?		
8.	Define food safety system		

9.	What does HACCP stand for?		
10.	According to which guidelines you will establish critical limits?		
11.	What will you monitor to produce accurate record for future use in verification?		
12.	Why corrective action is taken?		
13.	What is the purpose of preventive action?		
14.	What are the basic requirements of internal audit procedure?		

15.	Why do you need to check non-conformities?		

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		
1.	Quality control office	1
2.	Computer	5
3.	Printer	5

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement Halal Food Management System (HFMS)
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 to implement Halal Food Management System (HFMS), based on Pakistan Halal Standard PS 3733. It is also required to understand the basics of Halal standard PS 3733 related to poultry and livestock sector 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 implementation of PS 3733 for human resource 2. Monitor implementation of PS 3733 for materials
Minimum Evidence Required	1. Monitor implementation of PS 3733 for human resource • Supervise slaughterer competency • Supervise slaughtering process • Supervise personal hygiene and Food safety 2. Monitor implementation of PS 3733 for materials • Supervise valid halal certificates for required materials • Supervise availability of Halal material (carcass cloth, stamping ink and ingredients)

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement Halal Food Management System (HFMS)
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Monitor implementation of PS 3733 for human resource 2. Monitor implementation of PS 3733 for materials

I can.....

Performance Criteria	Yes	No
1. Ensure slaughterer competency	☐	☐
2. Ensure slaughtering process	☐	☐
3. Ensure Personal hygiene and Food safety	☐	☐
4. Ensure valid halal certificates for required materials	☐	☐
5. Ensure availability of Halal material (carcass cloth, stamping ink and ingredients)	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement Halal Food Management System (HFMS)
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 implementation of PS 3733 for human resource 2. Monitor implementation of PS 3733 for materials		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Ensured slaughterer competency			
2. Ensured slaughtering process			
3. Ensured Personal hygiene and Food safety			
4. Ensured valid halal certificates for required materials			
5. Ensured availability of Halal material (carcass cloth, stamping ink and ingredients)			
Competent ☐	Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement Halal Food Management System (HFMS)
Purpose of Assessment	Formative Assessment
Candidate Details	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
Assessment Outcome	COMPETENT Name of the Assessor: _____ Assessor's code: _____ NOT YET COMPETENT

	Signature of the Assessor: _____
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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 halal ?		
2.	What is halal food ?		
3.	What is halal control Point (HCP)?		
4.	What is zabiha ?		

5.			
6.	What is halal food management system ?		
7.	What is halal assurance system?		
8.	What is halal certification ?		
9.	What are the objectives of halal certification?		
10.	What is halal accreditation?		
11.	What is a certification body?		

12.	Which is the standard developing body in Pakistan ?		
13.	Which is the accreditation body for halal in Pakistan ?		
14.	What is traceability in halal assurance system?		
15.	What is halal assurance system template?		

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.	Risk assessment form	25 sheets
3.	Food quality standards document file for assessor	1
4.	Food safety standards document file for assessor	1
5.	Regulatory standard and industry guidelines for assessor	1
6.	Standard operating procedures document file for assessor	1
7.	Data sheets to record the results	25 sheets
8.	Decision tree	25 sheets
9.	Markers	25
10.	Files	25
11.	Pen	25
12.	First aid box	5 set
13.	Lab coat	25
14.	Gloves	25 pairs
15.	Masks	25
Equipment		
1.	Quality control office	1
2.	Computer	5
3.	Printer	5

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Apply Project Human Resource Management
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 human resource management, contribute to establishing and maintaining productive team relationships, assist human resource monitoring and contribute to evaluating human resource practices 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. Assist in determining human resource requirements 2. Contribute to establishing and maintaining productive team relationships 3. Assist with human resource monitoring 4. Contribute to evaluating human resource practices
Minimum Evidence Required	1. Assist in determining human resource requirements ♦ Analyze work breakdown structure to determine human resource requirements ♦ Prepare a skills analysis of project personnel against project task requirements ♦ Assist in assigning responsibilities for achieving project deliverables 2. Contribute to establishing and maintaining productive team relationships ♦ Actively seek views and opinions of team members during task planning and implementation ♦ Promote cooperation and effective activities, goals and relationships within team ♦ Communicate with others using styles and methods appropriate to organizational standards, group expectations and desired outcomes ♦ Communicate information and ideas to others in a logical, concise and understandable manner ♦ Regularly seek feedback on nature and quality of work relationships, and use feedback as basis for own improvement and development 3. Assist with human resource monitoring ♦ Monitor work of project personnel against assigned roles and responsibilities within delegated authority levels ♦ Monitor and control actual effort against project plan ♦ Review skill levels against allocated tasks and recommend

	solutions, where required, to others ♦ Advise others within delegated authority when assigned responsibilities are not met by project personnel ♦ Undertake work in a multi-disciplinary environment according to established human resource management practices, plans, guidelines and procedures ♦ Resolve conflict within delegated authority according to agreed dispute-resolution processes ♦ Assist in offering human resource development opportunities to individuals with skill gaps ♦ Contribute to evaluating human resource practices ♦ Contribute to assessing effectiveness of project human resources management ♦ Document lessons learned to support continuous improvement processes
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Apply Project Human Resource Management
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Assist in determining human resource requirements 2. Contribute to establishing and maintaining productive team relationships 3. Assist with human resource monitoring 4. Contribute to evaluating human resource practices

I can.....

Performance Criteria	Yes	No
1. Analyze work breakdown structure to determine human resource requirements	☐	☐
2. Prepare a skills analysis of project personnel against project task requirements	☐	☐
3. Assist in assigning responsibilities for achieving project deliverables	☐	☐
4. Actively seek views and opinions of team members during task planning and implementation	☐	☐
5. Promote cooperation and effective activities, goals and relationships within team	☐	☐
6. Communicate with others using styles and methods appropriate to organizational standards, group expectations and desired outcomes	☐	☐
7. Communicate information and ideas to others in a logical, concise and understandable manner	☐	☐
8. Regularly seek feedback on nature and quality of work relationships, and use feedback as basis for own improvement and development	☐	☐
9. Monitor work of project personnel against assigned roles and responsibilities within delegated authority levels	☐	☐
10. Monitor and control actual effort against project plan	☐	☐
11. Review skill levels against allocated tasks and recommend solutions, where required, to others	☐	☐

12. Advise others within delegated authority when assigned responsibilities are not met by project personnel		
13. Undertake work in a multi-disciplinary environment according to established human resource management practices, plans, guidelines and procedures		
14. Resolve conflict within delegated authority according to agreed dispute-resolution processes		
15. Assist in offering human resource development opportunities to individuals with skill gaps		
16. Contribute to assessing effectiveness of project human resources management		
17. Document lessons learned to support continuous improvement processes		

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Apply Project Human Resource Management
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. Assist in determining human resource requirements		
		2. Contribute to establishing and maintaining productive team relationships		
		3. Assist with human resource monitoring		
		4. Contribute to evaluating human resource practices		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Analyzed work breakdown structure to determine human resource requirements			
2.	Prepared a skills analysis of project personnel against project task requirements			
3.	Assisted in assigning responsibilities for achieving project deliverables			
4.	Sought views and opinions of team members during task planning and implementation			
5.	Promoted cooperation and effective activities, goals and relationships within team			
6.	Communicated with others using styles and methods appropriate to organizational standards, group expectations and desired outcomes			
7.	Communicated information and ideas to others in a logical, concise and understandable manner			
8.	Sought feedback on nature and quality of work relationships, and use feedback as basis for own improvement and development			
9.	Monitored work of project personnel against assigned roles and responsibilities within delegated authority levels			
10.	Monitor and control actual effort against project plan			
11.	Reviewed skill levels against allocated tasks and recommend solutions, where required, to others			
12.	Advised others within delegated authority when assigned responsibilities are not met by project personnel			
13.	Undertook work in a multi-disciplinary environment according to established human			

	resource management practices, plans, guidelines and procedures			
14.	Resolved conflict within delegated authority according to greed dispute-resolution processes			
15.	Assisted in offering human resource development opportunities to individuals with skill gaps			
16.	Contributed to assessing effectiveness of project human resources management			
17.	Documented lessons learned to support continuous improvement processes			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Apply Project Human Resource Management
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 human resource management in project?		
2.	How do you do a HR project?		

3.	What are main processes for project human resources?		
4.	What is HR project?		
5.	What are the main areas of knowledge for project?		
6.	What are the five project process areas?		
7.	What is a role of a project manager?		

8.	Is project management a good career?		
9.	Is project manager a stressful job?		
10.	What is monitoring in human resource management?		
11.	How do you monitor HR services?		
12.	Why do we evaluate human resources?		
13.	What is the importance of evaluating the performance of human resources?		
14.	What is human resources evaluation?		

15.	How do you evaluate HR practices?		
16.	What is the most effective approach to HR evaluation?		
17.	How can you improve HRM practices?		

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		
14.	Markers	25 sheets
15.	Files	25 sheets
16.	Paper	25 sheets
17.	Food quality standards document file for assessor	1
18.	Food safety standards document file for assessor	1
19.	Customer feedback form	25 sheets
20.	Markers	25
21.	Pen	25
22.	Gloves	25 pairs
23.	Masks	25
Equipment		
4.	Desktop	5
5.	Laptop Computer	5
6.	Printer	5

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Develop Entrepreneurial Skills
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 entrepreneurial skills involving develop a business plan, making access for market as well as human resource management. Additionally, they must have ability to locate for market, management, estimate adequate market requirements, demand for safe meat and meat products demand and supply 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. Develop a business plan 2. Develop a marketing plan 3. Develop communication skills for sales and marketing
Minimum Evidence Required	1. Develop a business plan ♦ Conduct a market survey to collect following information ♦ Business Model ♦ Financials ♦ Equipment Estimation ♦ Revenue Generation Sources ♦ Marketing strategy ♦ Market Trends ♦ Overall Expenses ♦ Select the best option in terms of cost, service, quality, sales, operational expenses ♦ Compile the information collected through the market survey, in the business plan format 2. Develop a marketing plan ♦ Make a marketing plan for the service products, price, placement, promotion, people, packaging and positioning ♦ Include the information of marketing plan in the business plan 3. Develop communication skills for sales and marketing ♦ Using effective communication skills ♦ Use different modes of communication to communicate effectively e.g.: presentation, speaking, writing, listening, visual representation, reading etc ♦ Use specific business terms used in the market

Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Develop Entrepreneurial Skills
Purpose of Assessment	Formative Assessment
Assessment Tasks	1. Develop a business plan 2. Develop a marketing plan 3. Develop communication skills for sales and marketing

I can.....

Performance Criteria	Yes	No
6. Conduct a market survey to collect information for Business Model, Financials, Equipment Estimation, Revenue Generation Sources, Marketing strategy, Market Trends and Overall Expenses	☐	☐
7. Select the best option in terms of cost, service, quality, sales, operational expenses	☐	☐
8. Compile the information collected through the market survey, in the business plan format	☐	☐
9. Make a marketing plan for the service products, price, placement, promotion, people, packaging and positioning	☐	☐
10. Include the information of marketing plan in the business plan	☐	☐
11. Using effective communication skills	☐	☐
12. Use different modes of communication to communicate effectively e.g.: presentation, speaking, writing, listening, visual representation, reading etc.	☐	☐
13. Use specific business terms used in the market	☐	☐

Candidate's Signature _____ Assessor's Signature _____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Develop Entrepreneurial Skills
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. Develop a business plan			
	2. Develop a marketing plan			
	3. Develop communication skills for sales and marketing			
	4. Develop a business plan			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
6.	Conducted a market survey to collect information for Business Model, Financials, Equipment Estimation, Revenue Generation Sources, Marketing strategy, Market Trends and Overall Expenses			
7.	Selected the best option in terms of cost, service, quality, sales, operational expenses			
8.	Compiled the information collected through the market survey, in the business plan format			
9.	Made a marketing plan for the service products, price, placement, promotion, people, packaging and positioning			
10.	Included the information of marketing plan in the business plan			
11.	Demonstrated effective communication skills			
12.	Used different modes of communication to communicate effectively e.g.: presentation, speaking, writing, listening, visual representation, reading etc.			
13.	Use specific business terms used in the market			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Develop Entrepreneurial Skills
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
16.	What is business plan		
17.	Why the estimates of equipment's is necessary for a business model?		

18.	What is marketing plan		
19.	What are the 7Ps for marketing?		
20.	What are 4Cs for niche marketing?		
21.	Elaborate 7Cs of business communication?		
22.	What is supply and demand model of business?		
23.	What is meant by entrepreneurial skills?		

24.	What are 5 skills of an entrepreneur?		
25.	What is meant by entrepreneurial skills?		
26.	What are 7 skills of an entrepreneur?		
27.	What are the qualities of a good entrepreneur?		
28.	What are the skills expected from an entrepreneur to start and exit a successful business?		
29.	What are the 8 good qualities of an entrepreneur?		

30.	What are marketing skills required by an entrepreneur?		

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		
24.	Markers	25 sheets
25.	Files	25 sheets
26.	Paper	25 sheets
27.	Food quality standards document file for assessor	1
28.	Food safety standards document file for assessor	1
29.	Customer feedback form	25 sheets
30.	Markers	25
31.	Pen	25
32.	Gloves	25 pairs
33.	Masks	25
Equipment		
7.	Desktop	5
8.	Laptop Computer	5
9.	Printer	5

Instruction Sheet for the Candidate

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement green skills at workplace
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 green skills and knowledge required to reduce energy losses, waste management and utilization of low value meat cuts in product development within 03 Hrs. Time frame (for practical demonstration & assessment)
Time: 09 Hrs.	During a practical assessment, under observation by an assessor, you are required to 4. Use power management techniques 5. Use low value raw meat for value added products and waste management 6. Use efficient resource management
Minimum Evidence Required	◆ Use power management techniques ◆ Use both sides of paper for printing ◆ Reduce the brightness of screen, saving battery, which in turn helps in saving the power, and most importantly turning off the device when not in use. ◆ The use of LED and LCD monitors in place of CRTs ◆ Select blend of group policies, Windows in-built sleep function and various software systems ◆ Use low value raw meat for value added products and waste management ◆ Use chilling equipment's resulting lower wastage of meat ◆ Use low value meat in development of value added meat products ◆ Improve workplace premises for waste management considering safety and quality ◆ Rational use of water for processing and cleaning ◆ Use efficient resource management ◆ Turn off computer when not using ◆ Switch off the external devices when not needed ◆ Facilitate energy management ◆ Use devices which consume low energy ◆ Use handheld equipment rather than PCs for basic tasks ◆ Use different modes of communication to communicate effectively e.g.: presentation, speaking, writing, listening, visual representation,

	reading etc ♦ Use specific business terms used in the market
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Self-Assessment Checklist

Candidate Name	
Registration No.	
Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement green skills at workplace
Purpose of Assessment	Formative Assessment
Assessment Tasks	4. Use power management techniques 5. Use low value raw meat for value added products and waste management 6. Use efficient resource management

I can.....

Performance Criteria	Yes	No
14. Use both sides of paper for printing	☐	☐
15. Reduce the brightness of screen, saving battery, which in turn helps in saving the power, and most importantly turning off the device when not in use.	☐	☐
16. Select blend of group policies, Windows in-built sleep function and various software systems	☐	☐
17. Use chilling equipment's resulting lower wastage of meat	☐	☐
18. Use low value meat in development of value added meat products	☐	☐
19. Improve workplace premises for waste management considering safety and quality	☐	☐
20. Rational use of water for processing and cleaning	☐	☐
21. Switch off the external devices when not needed	☐	☐
22. Use devices which consume low energy	☐	☐
23. Use handheld equipment rather than PCs for basic tasks Use different modes of communication to communicate effectively e.g.: presentation, speaking, writing, listening, visual representation, reading etc	☐	☐

24. Use specific business terms used in the market		
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Candidate's Signature_____ Assessor's Signature_____

Date: _____

Assessors Judgment Guide

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement green skills at workplace
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		5. Use power management techniques		
		6. Use low value raw meat for value added products and waste management		
		3. Use efficient resource management		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
14.	both sides of paper for printing			
15.	Reduced the brightness of screen, saving battery, which in turn helps in saving the power, and most importantly turning off the device when not in use.			
16.	Selected blend of group policies, Windows in-built sleep function and various software systems			
17.	Used chilling equipment's resulting lower wastage of meat			
18.	Used low value meat in development of value added meat products			
19.	Improved workplace premises for waste management considering safety and quality			
20.	Demonstrated rational use of water for processing and cleaning			
21.	Switched off the external devices when not needed			
22.	Use devices which consume low energy			
23.	Used handheld equipment rather than PCs for basic tasks Use different modes of			

	communication to communicate effectively e.g.: presentation, speaking, writing, listening, visual representation, reading etc			
24.	Used specific business terms used in the market			
Competent ☐		Not Yet Competent ☐		

Knowledge Assessment

Qualification	National Vocational Certificate in Meat Technology Level-5 (Supervisor / Assistant Line Inspector)
Competency Standard	Implement green skills at workplace
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
31.	What are green technologies		
32.	Are green technologies worth the investment?		

33.	Why do we need green technology?		
34.	What are the advantages of green technology?		
35.	What are the main objectives of waste management?		
36.	What are the benefits of waste management?		
37.	What is rendering		
38.	What are different rendering methods		

39.	What is animal rendering process?		
40.	How does meat rendering help the environment?		
41.	What are rendered products used for in animal feed?		
42.	What is rendering and how does it reduce food waste?		
43.	what is an animal rendering plant?		

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		
34.	Markers	25 sheets
35.	Files	25 sheets
36.	Paper	25 sheets
37.	Animal Rendering standards document file for assessor	1
38.	Food safety standards document file for assessor	1
39.	Customer feedback form	25 sheets
40.	Markers	25
41.	Pen	25
42.	Gloves	25 pairs
43.	Masks	25
Equipment		
10.	Desktop	5
11.	Laptop Computer	5
12.	Printer	5