Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Baking Technician/Operative

Qualification Pack FIC/Q5005

Sector Skill Council Food Processing

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaulations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack , every trainee should score a minimum of 50% in every NOS and overall 50% pass percentage in every QP
6. To pass the Qualification Pack , every trainee should score a minimum of 33% in Theory and 50% in Practical
7. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

		Marks Allocation			
		Total Marks	**Out Of**	**Theory**	**Skills Practical**
1. FIC/N5017 (Prepare and maintain work area and machineries for baking products in the oven)	PC1. Clean and maintain the cleanliness of the work area using approved sanitizers and keep it free from dust, waste, flies and pests	**100**	25	10	15
	PC2. Ensure that the work area is safe and hygienic for food processing		10	3	7
	PC3. Dispose waste materials as per defined SOPs and industry requirements		15	5	10
	PC4. Check the working and performance of all machineries and tools used for production		15	5	10
	PC5. Clean the machineries and tools used with approved sanitizers following specifications and SOPs		15	5	10
	PC6. Place the necessary tools required for the process		5	2	3

Assessment Criteria

	PC7. Attend minor repairs/ faults of machines, if required		15	5	10
			100	**35**	**65**
2. FIC/N5018 (Prepare for baking products in the oven)	PC1. Read and understand the production order from the supervisor	**100**	10	4	6
	PC2. Plan oven loading sequence by: • Grouping products that need to be baked immediately after mixing/creaming • Grouping similar kind of products (e.g.. fermented products such as bread, buns, puff etc.) • Grouping products that require same process parameters like baking temperature, time etc. • Grouping products that require proofing process • Group products that does not impact the quality of the other when baked together • Planning maximum capacity utilization of machineries • Prioritizing urgent orders		15	5	10
	PC3. Check the working and performance of each equipment required for process, particularly the fuel flow and burner, proofer/ oven, conveyor, control panel, etc.		7.5	2.5	5
	PC4. Calculate the process time for each batch for effective utilization of machineries		7.5	2.5	5
	PC5. Plan to utilize machineries for multiple products without affecting the quality of the finished products, and to optimize production and saving energy		5	2	3
	PC6. Allot responsibilities/ work to the assistants and helpersRefer to the process chart/ product flow chart for product(s) baked		5	2	3
	PC7. Refer to the process chart/product flow chart for products baked		5	1	4

Assessment Criteria

	PC8. Organize required oven racks/pans		5	1	4
	PC9. Arrange required cooling racks		5	1	4
	PC10. Prepare the proof box by setting parameters such as temperature, humidity, etc. Prepare and calibrate oven (in case of batch operation) by pre-heating the oven to the specified temperature as per the oven chart		10	4	6
	PC11. Prepare and calibrate oven (in case of batch operation) by pre-heating the oven to the specified temperature as per the oven chart		5	2	3
	PC12. Prepare the conveyor (in case of continuous operation) by setting the speed of conveyor, baking time, and temperature controls		5	2	3
	PC13. Ensure working and performance of equipments by starting equipment(s),and observing gauges to maintain heat according to specifications		5	2	3
	PC14. Keep the tools accessible to attend minor repairs/faults in case of breakdown		5	2	3
	PC15. Handle emergency situations (e.g.: fire, power failure) while baking		5	2	3
			100	**35**	**65**
3. FIC/N5019 (Bake bakery products in the oven)	PC1. Set the proof box to the required temperature and humidity following the proofing chart, as per specifications and organization standards	**100**	5	2	3
	PC2. Refer to the production chart/proofing chart to understand the loading sequence		3	1	2
	PC3. Load the proof box following the production sequence		5	2	3
	PC4. Monitor proof box parameters such as temperature/humidity		5	2	3

Assessment Criteria

PC5. Monitor product in the proof box		5	2	3
PC6. Pull bread at specified heights from proof box		5	2	3
PC7. Monitor the proof box and product coming out of the proof box		5	2	3
PC8. Pre-heat the oven to specified temperature and check humidity level (if specified)		4	1	3
PC9. Refer to the production chart/proofing chart to understand the loading sequence and process parameters for each product baked		3	1	2
PC10. Set the oven parameters such as baking temperature and time for the product baked		3	1	2
PC11. Observe filled baking pans (to be loaded in oven) to determine whether pans are filled to standard		3	1	2
PC12. Load the ovens with filled baking pans and check that the dough pieces are placed corner to corner		2	0.5	1.5
PC13. Observe spacing between pans as per defined SOPs		2	0.5	1.5
PC14. Monitor and control speed of conveyor to control pans entering oven and to control baking time of various baking product (in continuous operation)		3	1	2
PC15. Monitor oven parameters such as temperature and time during baking process		5	2	3
PC16. Observe colour of the baking product to detect under/ over baking and to achieve finished product of uniform quality		5	2	3
PC17. Unload the oven when the baking process is complete		3	1	2
PC18. Check the quality of the product through sensory parameters such		5	2	3

Assessment Criteria

	as colour, size, appearance, texture, aroma. etc.				
	PC19. Unload the pans/trays using proper technique (this must be done immediately after being taken out of the oven to improve the overall shape of the bread)		3	1	2
	PC20. Place baked product on the cooling racks and transfer to the cooling room/cooling area		3	1	2
	PC21. Remove excess waste from the baking pans		3	1	2
	PC22. Stack the emptied baking pans in the designated area		3	1	2
	PC23. Ensure that empty pans are stored appropriately to avoid damage and contamination		2	0.5	1.5
	PC24. Adjust or reset controls of the oven to load the next batch product		4	1	3
	PC25. Report discrepancies/concerns in each stage of production to department supervisor for immediate action		3	1	2
	PC26. Clean the work area, machineries,equipment and tools using recommended cleaning agents and sanitizers		3	1	2
	PC27. Attend minor repairs/faults of all machines (if any)		2	0.5	1.5
	PC28. Ensure periodic (daily/weekly/monthly/quarterly/ half yearly/annual) maintenance of all machines and equipment following the SOP or following suppliers instructions/manuals		3	1	2
			100	**35**	**65**
4. FIC/N5020 (Complete documentation and record keeping related to baking	PC1. Record details of all raw materials handled (dough/batter) and document the raw material details such as raw materials handled, condition and weight of the raw	**100**	10	6	4

Assessment Criteria

products in the oven)	material while receiving, after proofing process, before loading in oven etc., as per company standards.				
	PC2. Maintain record of observations (if any) related to raw materials, packaging materials		5	3	2
	PC3. Verify the documents and track them from finished product to raw materials, in case of quality concerns, and during quality management system audit		5	3	2
	PC4. Document production plan with details such as the product details, production sequence, equipments and machinery details, efficiency and capacity utilization of equipment		15	8	7
	PC5. Document process details such as type of raw material used, process parameters (temperature, time etc. as applicable) for entire process handled in process chart or production log for all products produced		20	13	7
	PC6. Document batch size, raw material used, yield after each stage of process, wastage, energy utilization and final products produced		10	6	4
	PC7. Maintain record of observations (if any) or deviations related to process and production		5	3	2
	PC8. Verify documents and track them from finished product to raw material/s		5	3	2
	PC9. Document and maintain records of the types of finished products		5	3	2
	PC10. Document the finished products details such as weight of product, baking time, cooling condition, cooling time, batch number, time of packing, quality parameters (physical parameters), bath number, date of manufacture, date of expiry, other label details etc.,		10	6	4

Assessment Criteria

	as per company standards				
	PC11. Maintain record of observations or deviations (if any) related to finished products		5	3	2
	PC12. Verify the documents and track from finished product to raw materials, in case of quality concerns and for quality management system audit		5	3	2
			100	**60**	**40**
5. FIC/N9001(Food safety, hygiene and sanitation for processing food products)	PC1. Comply with food safety and hygiene procedures followed in the organization		5	2	3
	PC2. Ensure personal hygiene by using of gloves, hairnets, masks, ear plugs, goggles, shoes, etc.		6	1	5
	PC3. Ensure hygienic production of food by inspecting raw materials, ingredients, finished products, etc. for compliance to physical, chemical and microbiological parameters		5	2	3
	PC4. Pack products in appropriate packaging materials, label and store them in designated area, free from pests, flies and infestations		10	4	6
	PC5. Clean, maintain and monitor food processing equipment periodically, using it only for the specified purpose		5	2	3
	PC6. Use safety equipment such as fire extinguisher, first aid kit and eye-wash station when required		10	4	6
	PC7. Follow housekeeping practices by having designated area for materials/tools		5	2	3
	PC8. Follow industry standards such as GMP and HACCP and product recall process	**100**	10	4	6
	PC9. Attend training on hazard management to understand types of hazards such as physical, chemical and biological hazards and measures to control and		5	1	4

Assessment Criteria

	prevent them				
	PC10. Identify, document and report problems such as rodents, pests and flies to management		5	1	4
	PC11. Conduct workplace checklist audits before and after work to ensure safety and hygiene		5	1	4
	PC12. Document and maintain raw material, packaging material, process and finished products for the credibility and effectiveness of the food safety control system		4	1	3
	PC13. Determine the quality of food using criteria such as aroma, appearance, taste and best before date, and take immediate measures to prevent spoilage		5	2	3
	PC14. Store raw materials, finished products, allergens separately to prevent cross-contamination		5	2	3
	PC15. Label raw materials and finished products and store them in designated storage areas according to safe food practices		5	2	3
	PC16. Follow stock rotation based on FEFO/ FIFO		10	4	6
			100	**35**	**65**