

# **Nepal Industrial and Business Sector**

## **Occupational Standard (OS)**

Of

### **Fruit and Vegetable Processor Level-2 (Foreman level)**



In jointly implemented by

## **Occupational classification linkage with NSCO**

**Occupational Title: Fruit and Vegetable Processor**

**Level: 2 (Foreman Level)**

**Sector: Agriculture**

**Sub – Sector: Fruit and Vegetable production**

**OS ID No.: AG-005-078**

**Major Group: 7**

**Sub-major Group: 75**

**Minor Group: 751**

**Unit Group: 7514**

**Occupation Specific Employers Panel:**

S.N.	Name	Designation	Organization
1.	Saugat Rijal	Production Incharge	Rijal Food and Beverage
2.	Ramkrishna Chaulagain	Proprietor	RK Syau Prasodhan Tatha Phalphul Utpadan Kendra
3.	Kumar Shrestha	Owner	Jyoti Food Product
4.	Bishnu Prasad Pathak	Managing Director	Pathak F. and E.V. Pvt. Ltd.
5.	Prashant Poudel	Quality Department	Premier Food and Beverage Industry Pvt. Ltd.
6.	Chiranjibi Sapkota	Founder	Sapkota Banana Farm
7.	Dandapani Gautam	Founder	Gautam Krishi Farm
8.	Rishi Gurung	President	Swarnim Ekikrit Krishak Samuh
9.	Tej Bahadur Sherchan	Founder	Three Sister Pickle and Titaura Udhog
10.	Laxman Lamichhane	Proprietor	PSK Traders and Khadya Udyog
11.	Bimal Duwadi	General Manager	United Beverage Pvt. Ltd
12.	Diwash Chaudhary	Director	United Beverage Pvt. Ltd

**Occupation Specific Expert Workers Panel:**

S.N.	Name	Designation	Organization
1.	Bishnu Bahadur Shahi	Manager	Karnali Krishi Pasupanchhi Tatha Biu Udham
2.	Bina Subedi	Fruit and Vegetable Processor	Saya Juice Center
3.	Sakaar Dulal	Supervisor Technician	Himalaya Agro Industries
4.	Shambhu Thakur	Branch Manager	Rijal Tashi Industries Pvt. Ltd.
5.	Radha Tiwari	Quality supervisor	PSK Traders and Food Industry
6.	Sijan Kattel	Assistant Quality Controller	United Beverage Pvt. Ltd.
7.	Roman Pandey	Assistant Quality Control Officer	United Beverage Pvt. Ltd.
8.	Tanka Maya Ale	Fruit and Vegetable Processor	Three Sisters Pickle and Titaura Industry
9.	Sanu Maya Gurung	Assistant Quality Controller	Three Sisters Pickle and Titaura Industry
10.	Deepak Mahato	Fruit and Vegetable Processor	Chaudhary Brothers Food Industry
11.	Bikram Sapkota	Founder/ Processing Manger	Arya Foods
12.	Anjan Singha	Fruit and Vegetable Processor	Aama Foods

**OS Development Workshop facilitated by:**

S.N.	Name	Designation	Organization
1.	Harischandra Sapkota	Facilitator	Freelance
2.	Srijana Katuwal	Co-facilitator / Recorder	Freelancer

**OS Reviewed by ELMS Agriculture Sector Working Group:**

S.N.	Name	Designation	Organization
1.	Mr. Govinda Ghemire	Advisor, Export Promotion Committee	FNCCI
2.	Mr. Krishna Prasad Adhikari	Vice President	CNI
3.	Ms. Shanta Basnskota Koirala	Secretary General, Woman Entrepreneur Committee	FNCSI
4.	Mr. Khemraj Kafle	Agriculture Sector Expert	ELMS

**OS Verified by ELMS Technical Advisory Committee:**

S.N.	Name	Designation	Organization
1.	Dr. Mahesh Nath Parajuli	Professor	KU
2.	Mr. Kul Bahadur Phadera	Under secretary	MoEST
3.	Mr. Pravat Uprety	Associate Prof.	TU
4.	Mr. Kishor KC	Statistics Officer	CBS
5.	Ms. Sarada Ghimire	Dy. Director	CTEVT, Curriculum Division
6.	Mr. Keshab Ghimire	Dy. Director	CTEVT, NSTB

**OS Recommended by ELMS Coordination Committee:**

S.N.	Name	Designation	Organization
1.	Mr. Rabin Kumar Shrestha	Focal Person/Ex EC member	FNCCI
2.	Mr. Sumit Kumar Kedia	Executive committee member	FNCCI
3.	Mr. Birendra Raj Pandey	Vice –president	CNI
4.	Mr. Megh Nath Neupane	Senior - Consultant	CNI
5.	Ms. Shobha Gurung	Vice president	FNCSI
6.	Mr. Mohan Katuwal	Vice president	FNCSI
7.	Mr. Binayak Shah	Senior-vice president	HAN
8.	Mr. Sajjan Shakya	Secretary General	HAN
9.	Mr. Nicholas Pandey	Senior Vice President	FCAN
10.	Mr. Roshan Dahal	General Secretary	FCAN

**OS Approved by ELMS Board:**

S.N.	Name	Designation	Organization
1.	Mr. Shekhar Golchha	Head of the organization	FNCCI
2.	Mr. Vishnu Kumar Agarwal	Head of the organization	CNI
3.	Mr. Shyam Prasad Giri	Head of the organization	FNCSI
4.	Ms. Srijana Rana	Head of the organization	HAN
5.	Mr. Rabi Singh	Head of the organization	FCAN
6.	Mr. Chandra Kanta Adhikari	Member Secretary	ELMS

**Occupational Description:**

A Fruit and Vegetable Processor deals with supplying safe, nutritious, and acceptable food to consumers throughout the year. Processing is done in order to increase the shelf life of fruits and vegetables. Processing activities are canning, drying, freezing, and preparation of juices, jams, and jellies. The steps includes preparation of the raw material by cleaning, trimming, and peeling followed by cooking, canning and freezing. Fruits and vegetables' businesses can be categorized into three categories which are 1) wholesalers and traders 2) processors and exporters and 3) Supermarkets, retailers, and emerging online companies. Generally, processors have their own farms and they are involved in packaging, branding, and selling of their products.

Few processors purchase fruits and vegetables from the market and processed them. According to employers' panel members, one of the major obstacles for this agri-businesses in Nepal is lack of skilled processors or lack of skills and knowledge. Most farmers' involved in vegetables and fruits are turned-entrepreneurs. Many face difficulties in expanding their business because of a lack of commercial guidance and technical knowledge. Only 40 juice industries (small and medium sized) are registered in Nepal among which ten are running at national level. In each juice industries, five (Level-2 processors) are employed. Till date, Level-2 Fruit and Vegetable processors are produced by apprenticeship. Indian employees have dominated fruits', turmeric, and chilly processing industries of Nepal.

The occupation Fruits and Vegetable Processor Level-2 (Foreman Level) describes the individual with required knowledge for applying basic method of performance, knowledge to select tools, equipment and materials appropriate for the given task. He/she possess the ability to apply basic theory and principle of the common duties and tasks to solve the given assignment. Further, the performer has ability to act independently in simple core skills and can work under the supervision of supervisor for some higher level of tasks to ensure the technicality as a co-worker. This individual has to operate machines and supervises assistant worker and labour in the team. Nepal's industrial & business sector expects Individual reserving set level of skills, knowledge and attitudes which reflect for the improvement of production/services and workers' productivity.

**Occupational and environmental safety:**

The environmental effects of fruit and vegetable processing industries are air pollution, water pollution, sound pollution and land pollution due to the application of different preservatives, production of waste products and different gas. Application of air filters, modern technology and renewable energy sources can minimize air pollution. In order to minimize water pollution, treatment of used water, installation of water treatment plants, safe disposal and recycling of non-degradable waste, and management of proper drainage system will be instrumental. Locating industries far from residential areas, use of insulated buildings and use of modern technology can aid in minimizing sound pollution. Use of organic chemicals should be promoted in case of minimizing land pollution. Similarly, minimal usage of chemicals should be done for minimizing both water and land pollution. Generally, effluents and solid

waste are generated in massive scale in the fruit and vegetable processing industry. Concentrated organic load, suspended solids (fiber and solid particles), cleansing and blanching agents as well as pesticide residues from the washed raw materials are present in the waste. Lack of proper management of solid wastes and effluents can create odor problems. Hence, management of waste and dumping site should be done for minimizing both air, odor and land pollution created by the fruit and vegetable processing industry.

The Fruits and Vegetables Processor Level-2 (Foreman Level) describes the individual with required knowledge for applying basic method of performance, knowledge to select tools, equipment and materials appropriate for the given task. He/she possess the ability to apply basic theory and principle of the common duties and tasks to solve the given assignment. Further, the performer has ability to act independently in simple core skills and can work under the supervision of supervisor for some higher level of tasks to ensure the technicality as a co-worker. This individual has to operate machines and supervises assistant worker and labour in the team. Nepal's industrial & business sector expects Individual reserving the set level of skills, knowledge and attitudes which reflect for the improvement of production/services and workers' productivity.

### Minimum Job Entry Requirement:

As per the labor law, the Nepalese citizen aged 18 years and above and competent as per this occupation standards are eligible to enter in this occupation. To cope the required knowledge and tasks performance standard of this occupation 10<sup>th</sup> grade graduates or equivalent qualification are suggested to enter in the skills and knowledge impartation courses.

### Worker's traits:

The desired workers traits for the Fruit and Vegetable Processor are mentally and physically fit people who are strong, disciplined and have positive attitude as well as a good sense of humor. Individuals who are good team player, passionate, courteous, and virtuous and provide prompt response to the assignment are desired in this sector. Additionally, individual having friendly behavior, good interpersonal skills and exhibiting strong organizational loyalty, professional ethics and good attitude of personal hygiene are essential attributes needed to enter in this occupation. Someone who is responsible, polite, honest, cooperative, time management skills and a sense of ownership are highly anticipated for this occupation. In addition to this, individuals who are accountable, responsible, patient, inquisitive, diligent as well as someone who maintains confidentiality and is open to giving / receiving feedback is highly desired in this occupation.

### Occupational career path:

- **Above the Position:** Senior Fruit and Vegetable Processor: Supervisor or Level-3
- **Current Position:** Fruit and Vegetable Processor: Level-2 or Foreman Level
- **Below the Position:** Assistant Fruit and Vegetable Processor: Factory assistant or Level-1

### Abbreviation used:

Task Level	Rating number and their meaning
Significance	: 1- Important; 2- Moderately important; 3-Highly important.
Ease	: 1- Easy; 2-Moderately easy; 3-Very easy.
Occurrence	: 1-Rarely occurred; 2-Moderately occurred; 3-Frequently occurred.

  

N/A	: Not Applicable
OS	: Occupation Standard
FNCCI	: Federation of Nepalese Chamber of Commerce & Industries
CNI	: Confederation of Nepalese Industries
FNCSI	: Federation of Nepalese Cottage & Small Industries
FCAN	: Federation of Construction Association Nepal
HAN	: Hotel Association Nepal
ELMS	: Employers Led Market Secretariat
SWG	: Sector Working Group
TAC	: Technical Advisory Committee
SOP	: Standard Operating Procedure
KU	: Kathmandu University
MoEST	: Ministry of Education, Science & Technology
TU	: Tribhuvan University
CBS	: Central Beauru of Statics

CTEVT	:	Council of Technical Education and Vocational Training
NSTB	:	National Skill Testing Board
Div.	:	Division
PPM	:	Parts Per Million
CIP	:	Clean In Place
COP	:	Clean Out of Place
VCTS	:	Vehicle and Consignment Tracking System
LTLT	:	Low Temperature Long Time
HTST	:	High Temperature Short Time
Kg.	:	Kilogram
NS	:	Nepal Standard
KMS	:	Potassium Meta bi - Sulphate

**List of Duties and Tasks of the Fruit and Vegetable Processor Level-2 (Foreman Level):**

<b>Soft Skills Area</b>			
<b>SN</b>	<b>Duty statements</b>	<b>SN</b>	<b>Task statements</b>
1.	Demonstrate positive attitude	1.	Manage time for occupational assignment
		2.	Exhibit empathy with customers and team members
		3.	Exhibit work ethics of Fruit and Vegetable Processor
		4.	Respond assignment received
		5.	Receive / give feedback and feed forward
2.	Exhibit interpersonal skills	6.	Listen customers demand, complaints, or others information
		7.	Communicate with others about products and services
		8.	Coordinate with customers, team members and stakeholders
		9.	Perform net-working with customers, team, and stakeholders
3.	Demonstrate occupational leadership	10.	Exhibit behavior of team player among the members
		11.	Make decision at different situation of the occupation
		12.	Solve problem encountered in the occupation
		13.	Take responsibility and accountability of the assignment
		14.	Develop work plan
		15.	Calculate basic mathematics
		16.	Perform company / firm registration process
		17.	Perform banking procedure for loan
<b>Core Skills Area</b>			
4.	Maintain hygiene	18.	Maintain personal hygiene
		19.	Clean lab/plant in place (CIP)
		20.	Clean Out of Place (COP)
		21.	Clean tools/equipment and utensils / containers
		22.	Sterilize utensils/ tools / equipment
		23.	Control pest, rodent and flies by trap
		24.	Control pest, flies by fumigation
		25.	Control insects by insecticides
		26.	Manage degradable waste
		27.	Manage non-degradable waste
5.	Manage raw materials	28.	Inspect raw materials
		29.	Take sample of raw materials
		30.	Collect raw materials
		31.	Grade raw materials
		32.	Measure weight of raw materials

6.	Prepare raw materials	33. Store raw materials
		34. Place fruits for ripening
		35. Perform trimming of raw materials
		36. Perform washing of raw materials
		37. Perform wiping of washed raw materials
		38. Perform winnowing of raw materials
		39. Dry materials by sun
		40. Dry materials by hot air machine
		41. Dry materials in shed
		42. Freeze materials during processing
		43. Dry materials on fresh air
7.	Perform pre- processing tasks	44. Peel fruit and vegetables
		45. Cut fruit and vegetables
		46. Make slice by slicer
8.	Process fruit and vegetables	47. Marinate prepared materials
		48. Perform sieving
		49. Boil raw materials for processing
		50. Soak raw materials for processing
		51. Blanch fruit and vegetables
		52. Filter raw materials
		53. Grind raw materials
		54. Cook raw materials for processing
		55. Mix prepared processing materials
		56. Pasteurize intermediate products
		57. Perform deep fry
		58. Perform extraction by distillation
		59. Process fruits and vegetables by fermentation
		60. Sterilize products
		61. Apply additives and preservatives
9.	Perform basic quality test	62. Perform sensory test
		63. Conduct pH test
		64. Conduct acidity test
		65. Conduct brix test
		66. Conduct salt test
		67. Perform moisture content test



10.	Perform packaging	68.	Measure temperature of the products
		69.	Perform consistency test of final products.
		70.	Perform filling of processed final products.
		71.	Seal pouch
		72.	Perform vaccum sealing
		73.	Perform induction sealing
		74.	Perform capping
		75.	Measure volume of liquid
		76.	Perform labelling
11.	Perform marketing	77.	Perform wrapping
		78.	Determine price of per unit product
		79.	Collect demand
		80.	Display products in exhibition
		81.	Transport / deliver products/materials
		82.	Receive sales' return
		83.	Perform Inventory of processing plant/industry
		84.	Keep records.

## Task Competency Standard

Soft Skills Area:			
<b>Task number:</b>	<b>1</b>		
<b>Task statement:</b>	<b>Manage time for occupational assignment</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Regular duty hours and work plan</li> </ul> <b>Task:</b> Manage time for occupational assignment <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Performer is exhibited punctuality;</li> <li>Task completed within the given time frame;</li> <li>Task performed as per the given work plan.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of time management;</li> <li>Work priority and rescheduling as per the urgency;</li> <li>Points to be consider while managing time during duty hours.</li> </ul>		

<b>Task number:</b>	<b>2</b>		
<b>Task statement:</b>	<b>Exhibit empathy with customers and team members</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	1
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Any incident (Problems, awkward situation or unusual situation) of customer or team members</li> </ul> <b>Task:</b> Exhibit empathy with customers and team members <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Performer is expressed feelings (body language, gesture, posture, facial expression) as per the given incident during the performance.</li> <li>Performer is acted accordingly as per the feelings.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance empathy;</li> <li>Different situations to exhibit empathy;</li> <li>Points to be consider while exhibiting empathy.</li> </ul>		

<b>Task number:</b>	<b>3</b>		
<b>Task statement:</b>	<b>Exhibit work ethics of Fruit and Vegetable Processor</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Occupational ethics and Code of conduct of organization or</li> <li>Standard operating procedure (SOP);</li> </ul> <b>Task:</b> Keep work ethics. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Given occupational ethics and organizational code of conduct followed;</li> <li>SOP is followed;</li> <li>Performer is satisfied and motivated in the occupation.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance work ethics;</li> <li>Occupational work ethics of Fruits and Vegetable Processor.</li> <li>Code of conducts of organization or SOP ;</li> </ul>		

<b>Task number:</b>	<b>4</b>		
<b>Task statement:</b>	<b>Respond assignment received</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Any assignment or task order</li> </ul> <b>Task:</b> Respond assignment. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Performer is responded is promptly;</li> <li>Assignment is noted;</li> <li>Assignment is completed within the agreed time.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of timely response;</li> <li>Time requirement of different assignment.</li> <li>Manner of interaction with others;</li> <li>Types of work and urgency.</li> </ul>		

<b>Task number:</b>	<b>5</b>		
<b>Task statement:</b>	<b>Receive / give feedback and feed forward</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Any assignment or task order.</li> </ul> <b>Task:</b> Receive / give feedback and feed forward. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Performer is listen actively;</li> <li>Performer is noted feed forward and feedback;</li> <li>Firstly, given positive feedback objectively;</li> <li>Secondly given developmental feedback objectively;</li> <li>Digestible amount of feedback is considered or given.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of feed forward and feedback;</li> <li>Types of feedback;</li> <li>Techniques of receiving and giving feed forward and feedback.</li> </ul>		

<b>Task number:</b>	<b>6</b>		
<b>Task statement:</b>	<b>Listen customers demand, complaints or others information</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Customer or team member is complaining / reporting.</li> </ul> <b>Task:</b> Listen customers demand, complaints or others information. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Performer is listened actively;</li> <li>Performer is nodded the head during listening;</li> <li>Perfumer is asked for clarification;</li> <li>Performer is noted the complaint or reporting;</li> <li>Reporter or complainer is satisfied with his/her listening attitude.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of active listening;</li> <li>Differences between active listening and hearing;</li> <li>Techniques of active listening.</li> </ul>		

<b>Task No:</b>	<b>7</b>		
<b>Task statement:</b>	<b>Communicate with others about products and services</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Information to be communicated and</li> <li>Relevant audience</li> </ul> <b>Task:</b> Communicate with others about products and services <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Voice is listen clear and audible;</li> <li>Vocal is listen pleasant</li> <li>Visual expressions are seen natural;</li> <li>Information shared is concise and complete.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of effective communication;</li> <li>Effective communication model;</li> <li>Types of communication;</li> <li>Means of communication;</li> <li>Techniques of effective communication.</li> </ul>		

<b>Task number:</b>	<b>8</b>		
<b>Task statement:</b>	<b>Coordinate with customers, team members and stakeholders</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Agenda or issue or information to be coordinated,</li> <li>Team members or relevant stakeholders and</li> <li>Means of coordination.</li> </ul> <b>Task:</b> Coordinate with customers, team members and stakeholders <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Performer coordinated is as per the given agenda, issues or information to be shared;</li> <li>Performer coordinated is as per the target receivers;</li> <li>Performer coordinated is as per the given means of coordination.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance coordination;</li> <li>Means of coordination;</li> <li>Techniques of effective coordination.</li> </ul>		

<b>Task number:</b>	<b>9</b>		
<b>Task statement:</b>	<b>Perform net-working with customers, team and stakeholders</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Assignment and</li> <li>Job description.</li> </ul> <b>Task:</b> Perform net-working with customers, team and stakeholders <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Service delivery is met the standard of the organization;</li> <li>Additional service procurement is found easily available.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of networking;</li> <li>Means of networking;</li> <li>Techniques of effective networking.</li> </ul>		

<b>Task number:</b>	<b>10</b>		
<b>Task statement:</b>	<b>Exhibit behavior of team player among the members</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	1	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Assignment and</li> <li>• Working team.</li> </ul> <b>Task:</b> Exhibit behavior of team player among the members <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Team members are encouraged;</li> <li>• Collective ownership is taken;</li> <li>• Performer is possessed cooperative and assertiveness;</li> <li>• Performer is taken responsibility and accountability.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of team work;</li> <li>• Characteristics of good team player;</li> <li>• Phases of team formation;</li> <li>• Tips of effective team work.</li> </ul>		

<b>Task number:</b>	<b>11</b>		
<b>Task statement:</b>	<b>Make decision at different situation of the occupation</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Any assignment with possible unusual situation during the process and</li> <li>• Problem or case and time frame</li> </ul> <b>Task:</b> Make decision at different situation of the occupation <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Decisions are taken within given time frame;</li> <li>• Desired results are achieved;</li> <li>• Decision is considered efficient use of time, money and resources.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of decision making;</li> <li>• Simple decision-making process.</li> </ul>		

<b>Task number:</b>	<b>12</b>		
<b>Task statement:</b>	<b>Solve problem encountered in the occupation</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Any problem or case and time frame</li> </ul> <b>Task:</b> Solve problem encountered in the occupation <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Problems are solved in given time frame and desired results are achieved;</li> <li>• Performer is considered efficient use of time, money and resources.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of problem solving;</li> <li>• List of potential problems in the occupation (Fruits / Vegetable Processor);</li> <li>• General problem-solving techniques.</li> </ul>		

<b>Task number:</b>	<b>13</b>		
<b>Task statement:</b>	<b>Take responsibility and accountability of the assignment</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Assignment</li> <li>• Job description</li> </ul> <b>Task:</b> Take responsibility and accountability of the assignment <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Dedication to the assignment is exhibited;</li> <li>• Performer is attempted to complete the assignment as per the set standard;</li> <li>• Ownership of the results is taken</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning of responsibility and accountability;</li> <li>• Importance of responsibility and accountability for Fruits and Vegetable Processor.</li> </ul>		

<b>Task No:</b>	<b>14</b>		
<b>Task statement:</b>	<b>Develop work plan of Fruits and Vegetable Processor</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• List of tasks and their priority order;</li> <li>• Planning forms and format;</li> <li>• Job description</li> </ul> <b>Task:</b> Develop work plan of Fruit and Vegetable Processor <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Developed plan is as per the given tasks;</li> <li>• Planning is done in given forms and format;</li> <li>• Tasks are planned based on priority order or sequence;</li> <li>• Considered efficient use of resources (time, money, and people).</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning of planning;</li> <li>• Importance of planning;</li> <li>• Different planning tools;</li> <li>• Points to be considered while planning;</li> </ul>		

<b>Task No:</b>	<b>15.</b>		
<b>Task statement:</b>	<b>Calculate basic mathematic</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Formula, measurement, record and specification table;</li> </ul> <b>Task:</b> Perform basic calculation. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The performer's result matches with the calculation done by supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Importance of calculation in fruit and vegetable processing;</li> <li>• Situation required for basic calculation;</li> <li>• Different calculation methods;</li> <li>• Application of different formulas.</li> </ul>		
<b>Safety / Precatution</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>		
<b>Tool /equipment /materials</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>		

<b>Task No:</b>	<b>16.</b>		
<b>Task statement:</b>	<b>Perform company / firm registration process.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Location of company registration office;</li> <li>• Forms and format of the company registration;</li> <li>• Prepared company registration proposal.</li> </ul> <b>Task:</b> Perform company / firm registration process. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Application form is prepared;</li> <li>• Company profile is prepared;</li> <li>• Recommendation from concern authority is received;</li> <li>• Tax is paid.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and Importance of registration;</li> <li>• Registration law, rules and regulations;</li> <li>• Required formal documents;</li> <li>• Points to be considered while firm registration;</li> <li>• Procedure of registration.</li> </ul>		

<b>Task No:</b>	<b>17.</b>		
<b>Task statement:</b>	<b>Perform banking procedure for loan.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Company proposal;</li> </ul> <b>Task:</b> Perform banking procedure for loan. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Application form is prepared;</li> <li>• Company profile is prepared;</li> <li>• Recommendation from concern authority is received;</li> <li>• Tax is paid;</li> <li>• Company registration certificate is found.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and Importance of banking process;</li> <li>• Registration law, rules and regulations;</li> <li>• Required formal documents;</li> <li>• Procedure of bank loan;</li> <li>• Points to be considered while applying bank loan.</li> </ul>		

Core Skills Area			
Task number:	18.		
Task statement:	Maintain personal hygiene		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>In Fruit and Vegetables processing plant</li> <li>During performing all assignment</li> </ul> <b>Task:</b> Maintain personal hygiene <b>Time:</b> 10 minutes / entry to the dairy plant <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Clothes are seen clean,</li> <li>Nails are trimmed,</li> <li>Performer is seen free from ornaments,</li> <li>Hair is trimmed,</li> <li>Safety cap is used,</li> <li>Safety wares are applied.</li> </ul>		
Related technical knowledge	<ul style="list-style-type: none"> <li>Meaning and importance of personal hygiene,</li> <li>Meaning and importance of occupational safety/ health;</li> <li>Common personal hygiene problem in fruits and vegetable processor;</li> <li>Points to be considered while applying personal hygiene.</li> </ul>		
Safety/precaution	<ul style="list-style-type: none"> <li>Wear safety wares</li> </ul>		
Tools, equipment and materials	<ul style="list-style-type: none"> <li>Boots, mask, cap, gloves, apron;</li> <li>Sanitizer, soap, towel, Nail cutter.</li> </ul>		

Task number:	19.		
Task statement:	Clean (lab / plant) In place (CIP)		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Location or site of the plant;</li> <li>Fruit and vegetables processing plant.</li> </ul> <b>Task:</b> Clean (lab/ plant) In Place. <b>Time:</b> 45 minutes /day/routine work. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Lab / plant is maintained free from dust, dirt, stains, flies;</li> <li>Lab / plant is maintained free from odor.</li> </ul>		
Related technical knowledge	<ul style="list-style-type: none"> <li>Meaning and importance of CIP;</li> <li>Common chemicals used in cleaning processing lab / plant;</li> <li>Points to be considered while cleaning;</li> <li>Procedure of CIP.</li> </ul>		
Safety/precaution	<ul style="list-style-type: none"> <li>Apply chemical as per the prescribed PPM;</li> <li>Wear PPE, handle tools/ equipment safely.</li> </ul>		
Tools, equipment and materials	<ul style="list-style-type: none"> <li>Water, chemicals, vacuum;</li> <li>Autoclave, chlorine, steam;</li> <li>Broom, brush, clothes, wiper;</li> <li>Dust pan, soap and towel.</li> </ul>		



<b>Task number:</b>	<b>20.</b>		
<b>Task statement:</b>	<b>Clean Out of Place (COP)</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Location and site;</li> <li>• Surrounding of the workplace.</li> </ul> <b>Task:</b> Perform Clean Out of Place (COP) <b>Time:</b> 30 minutes / round <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The surrounding is kept free from dust, dirt, and stain;</li> <li>• Surrounding is kept free from flies, garbage, and odor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of COP;</li> <li>• Procedure of COP;</li> <li>• Common place to be cleaned;</li> <li>• Points to be considered while cleaning.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply chemical as per the prescribed PPM;</li> <li>• Use PPE, handle everything in the surrounding safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Chlorine, bleaching powder, caustic soda, detergent, phenyl;</li> <li>• Sickle, lawn mow, spade, shovel and wheelbarrow.</li> </ul>		

<b>Task number:</b>	<b>21.</b>		
<b>Task statement:</b>	<b>Clean tools, equipment and utensils / containers.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Working unit in the processing plant;</li> <li>• Number or quantity of tools, equipment and utensils to be cleaned.</li> </ul> <b>Task:</b> Clean tools, equipment and utensils / containers <b>Time:</b> 1 hour/day routine work. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Tools, equipment and utensils/ containers are kept free from dust, dirt and stains;</li> <li>• Tools, equipment, utensils /container are kept in place.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of cleaning tools, equipment/utensils/ containers;</li> <li>• Procedure of cleaning tools, equipment and utensils;</li> <li>• Materials to be used while cleaning.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Use PPE, handle the tools;</li> <li>• Equipment, and utensils/ containers safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Water,</li> <li>• Detergent,</li> <li>• Brush;</li> <li>• Vacuum;</li> <li>• Soaking machine;</li> <li>• Broom;</li> <li>• Wiping clothes;</li> <li>• Blower and sprayer.</li> </ul>		

<b>Task number:</b>	<b>22.</b>		
<b>Task statement:</b>	<b>Sterilize utensils/tools and equipment.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Lab, plant and storage;</li> <li>• Number or quantity to be sterilize;</li> <li>• Required method;</li> <li>• Standard criteria.</li> </ul> <b>Task:</b> Sterilize utensils/tools and equipment. <b>Time:</b> 30 minutes /day routine work. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The sterilization is performed as per the given standard procedure;</li> <li>• The sterilized tools, equipment and utensils are kept free from germs.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of sterilization;</li> <li>• Procedure of different methods of sterilization;</li> <li>• Points to be considered while sterilizing tools, equipment and utensils;</li> <li>• Materials to be used while performing sterilization.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Following the standard procedure is critical;</li> <li>• Wear PPE.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Water, chemicals;</li> <li>• Autoclave;</li> <li>• Stove, beaker;</li> <li>• Measuring cylinder and tray.</li> </ul>		

<b>Task number:</b>	<b>23.</b>		
<b>Task statement:</b>	<b>Control pest, rodent and flies by trap.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Factory / plant, small and cottage industry;</li> <li>• Standard procedure of the specific controlling method (trap).</li> </ul> <b>Task:</b> Control pest, rodent and flies by trap. <b>Time:</b> 30 minutes /installation of the trap <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Traps are fixed in outlet, inlet, hole, windows, corner and on ceiling walls;</li> <li>• Safety is adopted while installing the trap;</li> <li>• Traps are kept in working condition.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of controlling pest, rodent and flies by trap;</li> <li>• Different methods of controlling pest, rodents and flies;</li> <li>• Procedure of controlling pest, rodent and flies by trap,</li> <li>• Types of traps and their uses in processing plant.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Safety measure is critical while installing trap;</li> <li>• Use PPE.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• PPE, flies trap;</li> <li>• Mouse trap;</li> <li>• Desired feed for flies and mouse.</li> </ul>		

<b>Task number:</b>	<b>24.</b>		
<b>Task statement:</b>	<b>Control pest, flies by fumigation</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Standard procedure of fumigation;</li> <li>• Location or site of fumigation;</li> <li>• Area or volume to be fumigate;</li> <li>• Processing plant, small and cottage industry.</li> </ul> <b>Task:</b> Control by pest flies by fumigation. <b>Time:</b> 30 minutes /event. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Safety are adopted;</li> <li>• Standard procedure is followed.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of controlling pest by fumigation;</li> <li>• Procedure of controlling pest by fumigation;</li> <li>• Points to be considered while controlling pest by fumigation;</li> <li>• Chemicals to be used.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Adopt safety protocol;</li> <li>• Apply PPE during the process.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• PPE, Formalin and</li> <li>• Potassium permanganate.</li> </ul>		

<b>Task number:</b>	<b>25.</b>		
<b>Task statement:</b>	<b>Control insects by insecticides</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Area or site to be control;</li> <li>• Sprayer and safety protocol;</li> <li>• Types of pesticides;</li> <li>• Standard procedure of applying insecticides;</li> <li>• Surrounding area of factory/ plant, small and cottage industry.</li> </ul> <b>Task:</b> Control insects by insecticides. <b>Time:</b> 1 hour /5 liter sprayer. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Safety protocol is adopted;</li> <li>• Pest of given site or area are controlled;</li> <li>• Standard application procedure of sprayer and pesticide is followed.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of controlling by insecticides;</li> <li>• Procedure of controlling insect by insecticides;</li> <li>• Points to be considered while controlling by insecticides.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Follow standard application protocol of insecticides;</li> <li>• Wear PPE</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Lakshman Rekha;</li> <li>• Mosquito coil, soap, towel and water.</li> </ul>		

<b>Task number:</b>	<b>26.</b>		
<b>Task statement:</b>	<b>Manage degradable waste</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Daily produced degradable waste materials;</li> <li>• Fruit and vegetable processing plant premises;</li> <li>• Quantity of waste to be managed.</li> </ul> <p><b>Task:</b> Manage degradable waste.</p> <p><b>Time:</b> 30 minutes /day routine work.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Required quantity of degradable waste is managed</li> <li>• Degradable waste is collected in compost peat;</li> <li>• Plant and premises are kept free from waste;</li> <li>• Separate dust bin is kept for degradable waste in necessary places;</li> <li>• Dust bin is labelled with degradable waste bin.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of degradable waste management;</li> <li>• Types of degradable waste to be manage in processing plant;</li> <li>• Points to be considered while managing degradable waste.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety wear;</li> <li>• Do not mix non-degradable waste with degradable waste.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Waste bin, dust pan,</li> <li>• Shovel, wheel barrow;</li> <li>• Collection fork, water;</li> <li>• Soap and towel.</li> </ul>		

<b>Task number:</b>	<b>27.</b>		
<b>Task statement:</b>	<b>Manage non-degradable waste</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Quantity of non-degradable waste to be managed;</li> <li>• Fruit and vegetable processing plant premises.</li> </ul> <p><b>Task:</b> Manage non-degradable waste.</p> <p><b>Time:</b> 30 minutes /day routine work.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Non-degradable waste is collected in a separate bin;</li> <li>• Plant and premises are free from waste;</li> <li>• Non-degradable waste bin is labelled.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of non-degradable waste management;</li> <li>• Types of non-degradable waste to be manage in processing plant;</li> <li>• Potential recycling ways of different non-degradable waste;</li> <li>• Points to be considered while managing non-degradable waste.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Do not mix non-degradable and degradable waste.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Waste bin, dust pan;</li> <li>• Shovel, wheel barrow;</li> <li>• Collection fork;</li> <li>• Water, soap, and towel.</li> </ul>		

<b>Task number:</b>	<b>28.</b>		
<b>Task statement:</b>	<b>Inspect raw materials</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Types of raw materials to be inspected;</li> <li>• Quantity or number or amount of the raw materials to be inspected;</li> <li>• Standard or desired criteria of raw materials.</li> </ul> <b>Task:</b> Inspect raw materials. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The inspection report reported by performer is matched with the inspection result of the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of inspection of raw material;</li> <li>• Types of raw materials used in the processing plant;</li> <li>• Desired criteria of the raw materials;</li> <li>• Reporting of requirement of materials inspection;</li> <li>• Points to be considered while inspecting raw materials.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Follow desired criteria of the raw materials while selecting raw materials;</li> <li>• Apply PPE during the process.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• PPE, knife, scissor;</li> <li>• Paper, checklist, and pen.</li> </ul>		

<b>Task number:</b>	<b>29.</b>		
<b>Task statement:</b>	<b>Take sample of raw materials</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Types of raw materials;</li> <li>• Quantity of raw materials;</li> <li>• Standard sampling procedure or method of sampling.</li> </ul> <b>Task:</b> Take sample of raw materials. <b>Time:</b> 5 minutes /sample <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Sample quantity is ensured maximum of 0.5 %. of whole volume;</li> <li>• Sample is represented each batch;</li> <li>• Sample is labeled;</li> <li>• Batch number is recorded.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of taking sample;</li> <li>• Procedure of sampling;</li> <li>• Reporting of sampling.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Follow given method of sampling technique;</li> <li>• Wear PPE.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Sampling bottle, knife;</li> <li>• Scissor, container and vile.</li> </ul>		

<b>Task number:</b>	<b>30.</b>		
<b>Task statement:</b>	<b>Collect raw materials</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Inspected and approved types of raw material;</li> <li>Required quantity of the raw materials;</li> <li>Potential site or location of suppliers.</li> </ul> <b>Task:</b> Collect raw materials <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Collected raw materials are as per the given quantity;</li> <li>Collection is recorded as per given format;</li> <li>Collected raw materials are stored.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of collecting raw materials;</li> <li>Common quality of processing raw materials of fruits and vegetables;</li> <li>Potential suppliers of raw materials;</li> <li>Procedure of collecting raw materials;</li> <li>Reporting of collection of raw materials.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Use PPE;</li> <li>Given quantity and quality is critical while collecting the raw materials.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Means of transportation, sac;</li> <li>Tarpaulin, container, wheel barrow and shovel.</li> </ul>		

<b>Task number:</b>	<b>31.</b>		
<b>Task statement:</b>	<b>Grade raw materials.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Collected raw materials;</li> <li>Types of raw materials;</li> <li>Quantity and quality of raw materials;</li> <li>Criteria or grade types.</li> </ul> <b>Task:</b> Grade raw materials. <b>Time:</b> 1 minutes /kg products. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Grading is done as per the given criteria;</li> <li>Different grades are segregated and kept separately;</li> <li>Each category is maintained similar size / shape/ stage / color and smell.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of grading;</li> <li>Grading criteria of different raw materials;</li> <li>Procedure of grading fruits and vegetables;</li> <li>Points to be considered while grading fruits and vegetables.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE;</li> <li>Given grading criteria or grade type is prime.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Grading machine, knife, scissor, crate and container.</li> </ul>		

<b>Task number:</b>	<b>32.</b>		
<b>Task statement:</b>	<b>Measure weight of raw materials.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Quantity of raw materials to be measured;</li> <li>Unit of measurement.</li> </ul> <b>Task:</b> Perform weighing <b>Time:</b> 10 minutes /qintal. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The weight recorded by the performer is matched with the weight recorded by the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of weighing</li> <li>Different types of weighing balance;</li> <li>Measuring units and calibration;</li> <li>Procedure of weighing raw materials.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE;</li> <li>Calibration of tools is crucial.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Weighing balance;</li> <li>Record file and pen.</li> </ul>		

<b>Task number:</b>	<b>33.</b>		
<b>Task statement:</b>	<b>Store raw materials</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Measured raw materials;</li> <li>Site or location of store;</li> <li>Quantity of raw materials to be stored;</li> <li>Types and grades of raw materials.</li> </ul> <b>Task:</b> Perform storage. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Storage is done as per the given quantity and types or grades of raw materials;</li> <li>Labels of stored materials are kept visible;</li> <li>Storage is arranged in "first come first out "basis.</li> <li>Stored materials are maintained free from overlapped;</li> <li>Stored container/rakes/sacks/matched the nature of materials;</li> <li>Store materials are recorded.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of storing;</li> <li>Measuring units;</li> <li>Procedure of storage.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE;</li> <li>Types, grads and required temperature are crucial.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Lifter, wheel barrow, jack key;</li> <li>Stock book, formats, and container.</li> </ul>		

<b>Task number:</b>	<b>34.</b>		
<b>Task statement:</b>	<b>Place fruits for ripening.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	1	2
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Stored and measured raw materials;</li> <li>• Types and quantity of raw materials to be ripened;</li> <li>• Selected methods of ripening and recommended PPM of chemicals;</li> </ul> <p><b>Task:</b> Place fruits for ripening.  <b>Time:</b> 30 minutes /lot  <b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Used recommended PPM of chemicals;</li> <li>• Storage safety and consumer safety is considered;</li> <li>• Storage environment is maintained as per the given criteria;</li> <li>• Temperature of ripening store/place/container are adjusted as per the nature of materials or prescription;</li> <li>• Materials are labelled (name, date, required duration, tentative date for ripen, quantity).</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of ripening;</li> <li>• Points to be considered while placing for ripening;</li> <li>• Procedure of ripening of fruits and vegetables;</li> <li>• Different ripening temperature requirement as per the material;</li> <li>• Different chemicals used for ripening purpose and their pros and cons.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE;</li> <li>• Temperature requirement, chemicals and duration are crucial.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Ripening chamber, ethylene, container;</li> <li>• Wheel barrow, lifter, sack, carton, shovel, rope, plastic sheet, tripolin.</li> </ul>		

<b>Task number:</b>	<b>35.</b>		
<b>Task statement:</b>	<b>Perform trimming of raw materials.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Ripened fruits or stored vegetables;</li> <li>• Types and quantity of raw materials to be trimmed.</li> </ul> <p><b>Task:</b> Perform trimming of raw materials.  <b>Time:</b> 10 minutes /kg.  <b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Undesired parts are removed or</li> <li>• Trimmed materials are free from undesirable parts;</li> <li>• Trimmed materials are kept in separate container;</li> <li>• Trimmed waste parts is managed as degradable waste;</li> <li>• Working station is cleaned.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of trimming;</li> <li>• Procedure of trimming;</li> <li>• Points to be considered while trimming;</li> <li>• Common tools and materials used for trimming.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply PPE and trimming portion control is prime while trimming.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Scissor, knife, cutter, chopper, chopping board and container.</li> </ul>		



<b>Task number:</b>	<b>36.</b>		
<b>Task statement:</b>	<b>Perform washing of raw materials</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Trimmed raw materials;</li> <li>Types and quantity of raw materials to be washed;</li> <li>Washing method.</li> </ul> <b>Task:</b> Perform washing of raw materials. <b>Time:</b> 2 minutes /kg. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Given washing methods are applied;</li> <li>Washed raw materials are free from dirt, dust, mud, soil, and stain;</li> <li>Washed and materials are kept separately;</li> <li>Washed materials are kept for water drain.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of washing raw materials,</li> <li>Procedure of washing raw materials,</li> <li>Chemicals and materials used while washing raw materials;</li> <li>Points to be considered while washing raw materials.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply PPE;</li> <li>Handle the raw materials carefully.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Water, container, drum;</li> <li>Pipe, crate, brush mess;</li> <li>Knife, and water drainer.</li> </ul>		

<b>Task number:</b>	<b>37.</b>		
<b>Task statement:</b>	<b>Perform wiping of washed raw materials.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Quantity of washed raw materials;</li> <li>Raw materials / packet / bottle / pouch.</li> </ul> <b>Task:</b> Perform wiping of washed raw materials. <b>Time:</b> 3 minutes /kg. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Wiped materials are free from dust and dirt;</li> <li>Wiped materials are kept separately.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of wiping;</li> <li>Points to be considered while wiping raw materials;</li> <li>Procedure of wiping washed raw materials.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety ware;</li> <li>Handle fruit gently.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Wiper;</li> <li>Paper, towel;</li> <li>Clothes and container.</li> </ul>		

<b>Task number:</b>	<b>38.</b>		
<b>Task statement:</b>	<b>Perform winnowing of raw materials</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Washed and wipped raw materials;</li> <li>Types and quantity of raw materials to be winned;</li> <li>Standard procedure of winnowing.</li> </ul> <b>Task:</b> Dry materials by sun. <b>Time:</b> 15 minutes /lot <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Winned raw materials are dry;</li> <li>Winned material is free from undesired materials (dirt's and dust)</li> <li>Material safety is adopted;</li> <li>Winned as per the given quantity;</li> <li>Winned materials are kept separately.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of winnowing;</li> <li>Points to be considered while winnowing;</li> <li>Common raw materials to be winned;</li> <li>Procedure of winnowing.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply tarpaulin while winnowing;</li> <li>Take safety measure of raw materials.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Tarpaulin, Nanglo, rope, net, spreader, container;</li> <li>Raw material pan, shovel, bucket.</li> </ul>		

<b>Task number:</b>	<b>39.</b>		
<b>Task statement:</b>	<b>Dry materials by sun</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Winned raw materials;</li> <li>Types and quantity of raw materials to be dry;</li> <li>Procedure of sun drying of fruits and vegetables.</li> </ul> <b>Task:</b> Dry materials by sun. <b>Time:</b> 15 minutes /lot. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Raw materials are at sunny dried in area;</li> <li>Material safety is adopted;</li> <li>Raw materials spreaded is uniform;</li> <li>Turning of raw material is done in equal interval.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of sun drying;</li> <li>Points to be considered while sun drying;</li> <li>Common raw materials to be dried in sun;</li> <li>Procedure of sun drying.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply tarpaulin while sun drying;</li> <li>Take safety of raw materials while sun drying.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Tarpaulin, Nanglo, rope, net, spreader, container;</li> <li>Raw material pan, shovel, bucket, Thunse, Mandro and Doka.</li> </ul>		

<b>Task number:</b>	<b>40.</b>		
<b>Task statement:</b>	<b>Dry materials by hot air machine.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Washed and wiped raw materials;</li> <li>Types and quantity of raw materials;</li> <li>Moisture content in final dried materials.</li> </ul> <b>Task:</b> Dry materials by hot air machine. <b>Time:</b> 15 minutes /lot. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Given moisture content is maintained;</li> <li>Raw materials are spreaded uniformly;</li> <li>Time and temperature is adjusted as per the prescription;</li> <li>Dried materials are kept separately.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of drying by hot air;</li> <li>Points to be considered while drying by hot air;</li> <li>List of materials to be dried by hot air machine;</li> <li>Procedure of drying by hot air.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Moisture content in the dried materials is crucial;</li> <li>Apply PPE and handle machine safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Dryer, pan;</li> <li>Spreader and container.</li> </ul>		

<b>Task number:</b>	<b>41.</b>		
<b>Task statement:</b>	<b>Dry materials in shed</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Washed and wiped raw materials;</li> <li>Types and quantity of materials to be sun dried;</li> <li>Location and site of structure shed</li> </ul> <b>Task:</b> Dry materials in shed. <b>Time:</b> 15 minutes /lot. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Materials are spreaded on tarpaulin / plain plastered surface;</li> <li>Materials are kept free from sun exposure;</li> <li>Speeded materials are not overlapped.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Merits and demerits of drying in shed;</li> <li>Points to be considered while drying in shed;</li> <li>Types of suitable materials to dry in shed;</li> <li>Procedure of drying in shed.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Color of dried materials and moisture is critical;</li> <li>Apply safety wear.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Tarpaulin, Wheel barrow;</li> <li>Spreader and container.</li> </ul>		

<b>Task number:</b>	<b>42.</b>		
<b>Task statement:</b>	<b>Freeze materials during processing.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Raw materials under processing line;</li> <li>• Types and quantity of materials to be kept in freeze;</li> <li>• Freezing temperature as per the types of fruits and vegetables..</li> </ul> <b>Task:</b> Freeze fruit and vegetables during processing. <b>Time:</b> 30 Minutes /lot. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Given types and quantity of materials are kept in freeze;</li> <li>• Standard criteria of freezing is followed;</li> <li>• Required freeze temperature is adjusted.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and Importance of freezing materials;</li> <li>• Type of products and raw materials that needs to freeze while processing,</li> <li>• Freezing temperature requirement as per the types of materials;</li> <li>• Points to be considered while freezing;</li> <li>• Freezing procedure.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Freezing temperature is crucial;</li> <li>• Handle machine, tools equipment safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Freeze/chilling machine;</li> <li>• Container, thermometer and electricity supply.</li> </ul>		

<b>Task number:</b>	<b>43.</b>		
<b>Task statement:</b>	<b>Dry materials in fresh air.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Washed and wiped raw materials;</li> <li>• Types of materials and quantity to be dried;</li> <li>• Required moisture content of dried materials.</li> </ul> <b>Task:</b> Dry materials in fresh air. <b>Time:</b> 30 minutes /lot. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Materials are hung / placed on fresh aeration area;</li> <li>• Materials are not overlapped and speeded;</li> <li>• Materials are kept safe from animals/birds.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of fresh air drying;</li> <li>• Types of materials to be dry in fresh air;</li> <li>• Points to be considered;</li> <li>• Procedure of fresh air drying.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety wear;</li> <li>• Moisture content is prime.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Fan, blower, exhaust fan;</li> <li>• Rope, nails, hammer and container.</li> </ul>		

<b>Task number:</b>	<b>44.</b>		
<b>Task statement:</b>	<b>Peel fruit and vegetables.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Washed, wiped and trimmed fruits and vegetables;</li> <li>Quantity of raw materials to be peeled;</li> <li>Types of raw materials to be peeled;</li> <li>Standard criteria of the peeled fruits and vegetables.</li> </ul> <b>Task:</b> Peel fruit and vegetables. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Waste are controlled;</li> <li>Peeled materials are kept free from peel.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of peeling;</li> <li>Points to be considered while peeling;</li> <li>Procedure of peeling.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Use PPE;</li> <li>Waste control is crucial while peeling.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Peeler, knife;</li> <li>Container and</li> <li>Chopping board.</li> </ul>		

<b>Task number:</b>	<b>45.</b>		
<b>Task statement:</b>	<b>Cut fruit and vegetables.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Types of raw materials and design;</li> <li>Quantity of raw materials to be cut;</li> <li>Standard or desire size and criteria.</li> </ul> <b>Task:</b> Cut fruit and vegetables <b>Time:</b> 15 minutes /kg. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Types and quantity is maintained as per the given;</li> <li>Cutting is done as per the given design;</li> <li>Cutting is done as per the given standard criteria.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of cutting;</li> <li>Points to be considered while cutting;</li> <li>Procedure of cutting.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Use PPE;</li> <li>Given size and design is important.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Knife, Sarauto, sickle;</li> <li>Fruits and vegetable cutter;</li> <li>Container and chopping board.</li> </ul>		

<b>Task number:</b>	<b>46.</b>		
<b>Task statement:</b>	<b>Make slice by slicer.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Washed and peeled fruits and vegetables;</li> <li>Types and quantity of raw materials to be sliced;</li> <li>Standard specification of the slice.</li> </ul> <b>Task:</b> Make slice by slicer. <b>Time:</b> 30 minutes /kg. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Product is made as per the given standard specification;</li> <li>Thickness of slices are maintained similar;</li> <li>Slices are kept in Slice container.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of slicing,</li> <li>Operating procedure of slicer;</li> <li>Types/name of materials to be sliced during processing;</li> <li>Points to be consider while making slice.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Handle the tools safely;</li> <li>Given size, shape and thick ness of slice is prime.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Slicer, knife, container;</li> <li>Bucket, safety wares, water, soap and towel</li> </ul>		

<b>Task number:</b>	<b>47.</b>		
<b>Task statement:</b>	<b>Marinate prepared materials.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Prepared raw materials,</li> <li>Quantity of raw materials to be marinate;</li> <li>Standard or desired criteria of the marinated product.</li> </ul> <b>Task:</b> Marinate prepared (cut) materials. <b>Time:</b> 15 minutes /lot. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Marination is done as per the given quantity;</li> <li>Marination is done as per given criteria;</li> <li>Color, smell, and texture is maintained as per given criteria.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of marination;</li> <li>Points to be considered while marination;</li> <li>Procedure of marination of prepared fruits and vegetables.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety wears;</li> <li>Desired test is prime;</li> <li>Smell and aroma is important.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Oil, species;</li> <li>Essence, color and</li> <li>Container.</li> </ul>		

<b>Task number:</b>	<b>48.</b>		
<b>Task statement:</b>	<b>Perform sieving</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Prepared raw materials;</li> <li>Types and quantity of raw materials;</li> <li>Standard or desired criteria of the product.</li> </ul> <b>Task:</b> Perform sieving <b>Time:</b> 5 minutes /kg. materials. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Sieving is done as per the given types and quantity of raw materials;</li> <li>Sieving is done as per the given standard or desired criteria.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of sieving,</li> <li>Points to be considered while sieving,</li> <li>Procedure of sieving.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety wears and</li> <li>Size of materials is critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Sieving machine;</li> <li>Nanglo, net and pulper.</li> </ul>		

<b>Task number:</b>	<b>49.</b>		
<b>Task statement:</b>	<b>Boil raw materials for processing.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Prepared raw materials for processing;</li> <li>Types and quantity of raw materials to be boiled;</li> <li>Required standard/criteria as per the types of fruits/vegetables.</li> </ul> <b>Task:</b> Boil raw materials for processing. <b>Time:</b> 15 minutes /5 kg. materials. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Boiling is done as per the given types and quantity of fruits and vegetables;</li> <li>Boiling is done as per the given standard criteria.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of boiling;</li> <li>List of fruits and vegetables that can be boiled during processing;</li> <li>Points to be considered while boiling fruits and vegetables;</li> <li>Procedure of boiling fruits and vegetables.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety wears;</li> <li>Boil only those fruits and vegetables which can be boiled;</li> <li>Each types of fruits and vegetables cannot be boiled.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Water;</li> <li>Gas (fuel);</li> <li>Required fruits;</li> <li>Container, cotton cloth;</li> <li>Spoon, tray and jail.</li> </ul>		

<b>Task number:</b>	<b>50.</b>		
<b>Task statement:</b>	<b>Soak raw materials for processing.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Prepared raw materials for processing;</li> <li>Types and quantity of raw materials to be soaked;</li> <li>Standard or desired criteria of soaking.</li> </ul> <b>Task:</b> Soak raw materials for processing. <b>Time:</b> 15 minutes /lot materials <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Soaking is done as per the given quantity and types of raw materials;</li> <li>The ratio of raw materials and water is maintained;</li> <li>Soaking is done as per the given standard criteria;</li> <li>Soaking time is recorded.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of soaking of raw materials before processing;</li> <li>Points to be considered while soaking fruits and vegetables;</li> <li>Procedure of soaking raw materials during processing.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety wears;</li> <li>Soaking duration and types of fruits and vegetables are important.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Water, container;</li> <li>Net, fruits and</li> <li>Vegetables.</li> </ul>		

<b>Task number:</b>	<b>51.</b>		
<b>Task statement:</b>	<b>Blanch fruit and vegetables.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Types and quantity of raw materials to be blanched;</li> <li>Prepared raw materials for blanching;</li> <li>Desired criteria or blanching procedure or standard.</li> </ul> <b>Task:</b> Blanch fruit and vegetables. <b>Time:</b> 10 minutes /5 kg. materials. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Blanching is done as per the desired criteria or standard;</li> <li>Blanching is done as per the given quantity and types of raw materials.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of blanching;</li> <li>Procedure of blanching of raw materials;</li> <li>Types of raw materials they can be processed by blanching;</li> <li>Points to be considered while blanching.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Handle chemicals safely;</li> <li>PPM of blanching chemicals is crucial.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Water, Potassium Meta bi-sulphate (KMS);</li> <li>Container and fuel.</li> </ul>		



<b>Task number:</b>	<b>52.</b>		
<b>Task statement:</b>	<b>Filter raw materials</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Types and quantity of blanched raw materials</li> <li>Quantity and standard criteria or sample.</li> </ul> <b>Task:</b> Filter raw materials <b>Time:</b> 2 minutes / kg. materials <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Filtration is done as per the given criteria or sample;</li> <li>Filtered product is filtered as per the given quantity.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of filtration;</li> <li>Points to be considered while filtrating;</li> <li>Procedure of filtration.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety wears;</li> <li>Standard or quality of final filtered product is important.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Filter / net, cloth;</li> <li>Paper and container.</li> </ul>		

<b>Task number:</b>	<b>53.</b>		
<b>Task statement:</b>	<b>Grind raw materials.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Materials prepared for ginding;</li> <li>Types and quantity of raw materials to be grinded;</li> <li>Particle size or criteria of the final product or</li> <li>Sample of the final size.</li> </ul> <b>Task:</b> Grind raw materials <b>Time:</b> 20 minutes /kg ingredients <b>StandardCriteria:</b> <ul style="list-style-type: none"> <li>Grinding is done as per the given standard criteria;</li> <li>Product is grinded as per the given sample.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of grinding;</li> <li>Points to be considered while grinding;</li> <li>Procedure of grinding of raw materials;</li> <li>List of materials to be grinded.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety wears;</li> <li>Handle grinder safely.</li> <li>Grinded particle size or sample is important.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Grinder, spoon;</li> <li>materials to be grinded;</li> <li>Container and spatula,</li> </ul>		

<b>Task number:</b>	<b>54.</b>		
<b>Task statement:</b>	<b>Cook raw materials for processing.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Materials prepared for cooking;</li> <li>Types and quantity of raw materials to be cooked;</li> <li>Standard criteria of the cooked product based on types of materials.</li> </ul> <b>Task:</b> Cook raw materials for processing. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Cooking is done as per the given standard or criteria;</li> <li>Product is cooked as per requirement or given quantity;</li> <li>Product is free from over cooked;</li> <li>Product is kept in a separate container.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of cooking fruits and vegetable for processing;</li> <li>Points to be considered while cooking raw materials;</li> <li>Procedure of cooking raw materials;</li> <li>Cooking stages requirement of different fruit and vegetables.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety wears;</li> <li>Avoid over cooking.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Stove/fuel;</li> <li>Cooker, spoon, container and water.</li> </ul>		

<b>Task number:</b>	<b>55.</b>		
<b>Task statement:</b>	<b>Mix prepared processing materials</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Materials prepared for mixing;</li> <li>Quantity and types of raw materials to be mixed;</li> <li>Proportion of different raw materials to be mixed.</li> </ul> <b>Task:</b> Mix prepared processing materials. <b>Time:</b> 15 minutes /lot materials. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Mixing is done as per the given proportion;</li> <li>Mixed materials are recorded;</li> <li>Mixture of ingredients are seen well mixed;</li> <li>Mixture is kept in separate container.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of mixing;</li> <li>Points to be considered while mixing;</li> <li>Procedure of mixing raw materials;</li> <li>Calculation of proportion/ratio of mixing raw materials.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety wears;</li> <li>Calculation and exact proportion is crucial.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Mixture, blender, spoon, mixing materials/ingredients;</li> <li>Container, spatula, cloth and paper.</li> </ul>		

<b>Task number:</b>	<b>56.</b>		
<b>Task statement:</b>	<b>Pasteurize intermediate products.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Materials prepared for pasteurization;</li> <li>Types and quantity of intermediate products;</li> <li>Standard criteria or process or pasteurization time and temperature.</li> </ul> <b>Task:</b> Pasteurize intermediate products. <b>Time:</b> 30 minutes /lot <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Pasteurization is done as per the given quantity of intermediate products;</li> <li>Pasteurization is done as per the given standard criteria or time and temperature.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of pasteurization;</li> <li>Points to be considered while pasteurizing;</li> <li>Types of pasteurization (HTST and LTLT);</li> <li>Procedure of pasteurization.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety wears;</li> <li>Be careful while setting the high temperature;</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Pasteurizer;</li> <li>Intermediate products.</li> </ul>		

<b>Task number:</b>	<b>57.</b>		
<b>Task statement:</b>	<b>Perform deep fry.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Materials prepared for deep fry;</li> <li>Types and quantity of raw materials to be deep fried;</li> <li>Sample of deep-fried products.</li> </ul> <b>Task:</b> Perform deep fry. <b>Time:</b> 10 minutes /lot of materials. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The product is made crunchy;</li> <li>Taste, smell, and color are found as per given sample.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of deep fry;</li> <li>Points to be considered while deep fry;</li> <li>Products prepared by deep fry;</li> <li>Procedure of deep fry.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Wear safety glasses, apron, and hat;</li> <li>Take care with fire and hot oil.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Pan, oil, spatula, materials to be fried;</li> <li>Turner, container, fuel (gas) and thermometer.</li> </ul>		

<b>Task number:</b>	<b>58.</b>		
<b>Task statement:</b>	<b>Perform extraction by distillation.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Materials prepared for extraction by distillation;</li> <li>• Types and quantity of raw materials to be extracted;</li> <li>• Standard procedure or specification of the products or sample.</li> </ul> <p><b>Task:</b> Perform extraction by distillation.</p> <p><b>Time:</b> N/A</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Standard procedure of distillation is followed;</li> <li>• Product is found as per the given specification or sample.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of extraction by distillation;</li> <li>• Type of materials which are extracted by distillation;</li> <li>• Points to be considered while extracting by distillation;</li> <li>• Procedure of extraction by extraction by distillation.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Standard procedure is crucial;</li> <li>• Apply safety wears and handle the tools safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Safety wear, distillation unit set, fuel, electricity supply;</li> <li>• Container, filter paper, conical flask, separator, water, soap and towel.</li> </ul>		

<b>Task number:</b>	<b>59.</b>		
<b>Task statement:</b>	<b>Process fruits and vegetables by fermentation.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Raw materials prepared for fermentation;</li> <li>• Types and quantity of raw materials to be fermented;</li> <li>• Standard procedure and specification or fermented sample.</li> </ul> <p><b>Task:</b> Process fruits and vegetables by fermentation.</p> <p><b>Time:</b> N/A</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Standard procedure of fermentation is followed;</li> <li>• Product is found as per the given specification or sample.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of extraction by distillation;</li> <li>• Type of materials which are extracted by distillation;</li> <li>• Procedure of extraction by extraction by distillation;</li> <li>• Points to be considered while extracting by distillation.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety wears;</li> <li>• Handle the tools safely and follow fermentation principle.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Safety wear;</li> <li>• Distillation unit set;</li> <li>• Fuel, electricity supply;</li> <li>• Filter paper, conical flask;</li> <li>• Separator, materials to be ferment;</li> <li>• Water, soap and towel.</li> </ul>		

<b>Task number:</b>	<b>60.</b>		
<b>Task statement:</b>	<b>Sterilize product</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Intermediate products prepared for sterilization;</li> <li>Types and quantity of final or intermediate products;</li> <li>Standard criteria or procedure or method.</li> </ul> <b>Task:</b> Sterilize products. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Sterilization is done as per the standard criteria or process;</li> <li>Sterilization is done as per the given method and required quantity.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of sterilization of products;</li> <li>Points to be considered while sterilizing products;</li> <li>Procedure of sterilization of products.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety wears;</li> <li>Handle the tools safely;</li> <li>Following the standard procedure of sterilization is crucial.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Autoclave;</li> <li>Final or intermediate products;</li> <li>Pressure gauge and stove.</li> </ul>		

<b>Task number:</b>	<b>61.</b>		
<b>Task statement:</b>	<b>Apply additives and preservatives.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Intermediate products for adding additives and preservatives;</li> <li>Types and quantity of intermediate products;</li> <li>Standard specification or ration or PPM of the additives and preservatives.</li> </ul> <b>Task:</b> Apply additives and preservatives. <b>Time:</b> 10 minutes / lot materials. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Calculated additives/preservatives are as per supervisor's calculation and recommendation;</li> <li>Additives and preservatives are added as per the given standard specification.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of additives and preservatives,</li> <li>Procedure of mixing additives and preservatives,</li> <li>Types of products needed additives and preservatives,</li> <li>Points to be consider.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety wears;</li> <li>Proportion calculation is prime important;</li> <li>Apply only edible and recommended proportion of additives and preservatives.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Desired types of preservative and additive;</li> <li>Weighing balance, safety wears;</li> <li>Mixture, container and spatula.</li> </ul>		

<b>Task number:</b>	<b>62.</b>		
<b>Task statement:</b>	<b>Perform sensory test</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Sample of raw materials / intermediate products or</li> <li>• Final products of the processing;</li> <li>• Specified or standard criteria.</li> </ul> <b>Task:</b> Perform sensory test <b>Time:</b> 5 minutes /sample. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The test result is found as per the specified criteria or</li> <li>• The test result is matched with the test result of the supervisor;</li> <li>• Taste, smell, texture, color, species content are found as per the given sample;</li> <li>• Test result is recorded.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and Importance of sensory test;</li> <li>• Points to be considered while conducting sensory test;</li> <li>• Procedure of sensory test.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Wear safety wears;</li> <li>• Handle tools. equipment and materials safely;</li> <li>• Avoid contamination while testing.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Spoon, forceps, testing samples;</li> <li>• Bowl and plate.</li> </ul>		

<b>Task number:</b>	<b>63.</b>		
<b>Task statement:</b>	<b>Conduct pH test.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Sample of final product;</li> <li>• During processing or intermediate products;</li> <li>• Desired pH of the products.</li> </ul> <b>Task:</b> Conduct pH test. <b>Time:</b> 5 minutes /sample of the product . <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The test result is as per the specified criteria or</li> <li>• The test result matched with the test result of the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and Importance of pH test;</li> <li>• Points to be considered while conducting pH test;</li> <li>• Procedure of conducting pH test.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Testing procedure is critical;</li> <li>• Apply safety wears;</li> <li>• Handle tools, equipment and materials safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Sample of the products;</li> <li>• pH meter or pH paper;</li> <li>• Beaker and bowl.</li> </ul>		

<b>Task number:</b>	<b>64.</b>		
<b>Task statement:</b>	<b>Conduct acidity test</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Sample of final products</li> <li>• During processing of fruits and vegetables;</li> <li>• Standard or recommended acidity level of the products.</li> </ul> <b>Task:</b> Conduct acidity test <b>Time:</b> 5 minutes /sample <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The test result is recorded as per the specified criteria or matched with the test result of the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and Importance of acidity test;</li> <li>• Types of chemicals and reagents used for acidity test;</li> <li>• Points to be considered while performing acidity test;</li> <li>• Procedure of acidity test.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety wears;</li> <li>• Handle tools, equipment and materials safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Sample,</li> <li>• Sodium Hydroxide;</li> <li>• Phenolphthalein, burette, pipette;</li> <li>• Conical flask, beaker and</li> <li>• Universal indicator.</li> </ul>		

<b>Task number:</b>	<b>65.</b>		
<b>Task statement:</b>	<b>Conduct Brix Test</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Sample of final products</li> <li>• During processing</li> <li>• Specified standard or requirement.</li> </ul> <b>Task:</b> Conduct Brix Test. <b>Time:</b> 5 minutes /sample. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The test result is as per the test result of the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and Importance of Brix test;</li> <li>• Points to be considered while performing of Brix test;</li> <li>• Procedure of Brix test.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety wears;</li> <li>• Handle tools safely;</li> <li>• Follow standard procedure.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Refractrometer;</li> <li>• Sample and dropper.</li> </ul>		

<b>Task number:</b>	<b>66.</b>		
<b>Task statement:</b>	<b>Conduct salt test</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Sample of final product</li> <li>• During processing of fruits and vegetables;</li> <li>• Specified standard or recommended level of salt.</li> </ul> <b>Task:</b> Conduct salt test <b>Time:</b> 5 minutes /sample. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The test result is recorded as per the specified criteria or matched with the test result of the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and Importance of salt test,</li> <li>• Points to be considered while conducting salt test,</li> <li>• Procedure of salt test.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Silver nitrate;</li> <li>• Potassium chromate, burette and pipette</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Container;</li> <li>• burette;</li> <li>• Pipette and sample.</li> </ul>		

<b>Task number:</b>	<b>67.</b>		
<b>Task statement:</b>	<b>Perform moisture content test</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Sample of intermediate or final product;</li> <li>• During processing;</li> <li>• Recommended moisture content;</li> <li>• Specified criteria or standard procedure.</li> </ul> <b>Task:</b> Perform moisture content test. <b>Time:</b> 5 minutes /sample. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Test result is recorded;</li> <li>• The test result is as per the specified criteria or matches with the test result of the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and Importance of moisture content test;</li> <li>• Points to be considered while performing moisture content test;</li> <li>• Procedure of moisture content test.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Handle tools and chemical safely;</li> <li>• Follow standard procedure.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Moisture meter;</li> <li>• Sample, beaker and</li> <li>• Container.</li> </ul>		



<b>Task number:</b>	<b>68.</b>		
<b>Task statement:</b>	<b>Measure temperature of the products.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Sample of the different products;</li> <li>• During the course of processing;</li> <li>• Types and quantity of sample;</li> <li>• Specified criteria or procedure and recommended moisture content.</li> </ul> <p><b>Task:</b> Measure temperature of the products.</p> <p><b>Time:</b> 2 minutes /sample.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The temperature is recorded as per the specified criteria or matched with the test result of the supervisor;</li> <li>• Temperature is recorded.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and Importance of measuring temperature;</li> <li>• Points to be considered while measuring temperature;</li> <li>• Procedure of measuring temperature.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety wears;</li> <li>• Follow standard procedure;</li> <li>• Handle tools and equipment safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Sample and</li> <li>• Thermometer.</li> </ul>		

<b>Task number:</b>	<b>69.</b>		
<b>Task statement:</b>	<b>Perform consistency test of the final products.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Sample of the final products, during the course of processing;</li> <li>• Number of sample of final products;</li> <li>• Specified criteria.</li> </ul> <p><b>Task:</b> Perform consistency test of final products.</p> <p><b>Time:</b> 5 minutes /sample.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The test result is recorded as per the specified criteria;</li> <li>• Products are seen uniform in color, volume, taste, flavor, aroma, and viscosity.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and Importance of consistency;</li> <li>• Points to be considered while performing consistency test;</li> <li>• Procedure of consistency test.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Taste, volume, color, flavor and viscosity are noted;</li> <li>• Handle tools and equipment safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Bostwick consistometer and</li> <li>• Sample of the products.</li> </ul>		

<b>Task number:</b>	<b>70.</b>		
<b>Task statement:</b>	<b>Perform filling of processed final products.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Types and quantity of final products;</li> <li>Desired volume or weight of the product in per unit pack or container.</li> </ul> <b>Task:</b> Perform filling of processed final products. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The filling is done as per the given weight or volume;</li> <li>Filled pack or container is free from air bubble.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of filling;</li> <li>Points to be considered while filling;</li> <li>Procedure of filling.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Given weight and volume is critical;</li> <li>Handle machine, tools and equipment safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Spoon, bottle, paper;</li> <li>Filling machine;</li> <li>Weighing machine;</li> <li>Funnel and ladle.</li> </ul>		

<b>Task number:</b>	<b>71.</b>		
<b>Task statement:</b>	<b>Seal pouch</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Filled pouch (pouch containing finished product);</li> <li>Quantity or number of the pouch;</li> <li>Standard of sealing pouch.</li> </ul> <b>Task:</b> Seal pouch. <b>Time:</b> 3 minutes /pouch. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Pouch is sealed air tight;</li> <li>Pouch is kept safely in different container.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of sealing of pouch;</li> <li>Points to be considered while sealing of pouch;</li> <li>Procedure of sealing of pouch.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Air tight is critical;</li> <li>Handle machine, tools and equipment safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Filled pouches;</li> <li>Heat sealing machine.</li> </ul>		

<b>Task number:</b>	<b>72.</b>		
<b>Task statement:</b>	<b>Perform vacuum sealing</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Finished products with filled pouch / container;</li> <li>Quantity and number of pouch to be vaccume sealed.</li> </ul> <b>Task:</b> Perform vacuum sealing. <b>Time:</b> 5 minutes /pack <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Packed final product is free from air;</li> <li>Packet is prepared as per the given specifications or references.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of vacuum sealing;</li> <li>Points to be considered while vacuum sealing;</li> <li>Procedure of vacuum sealing.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Making free from air pocket is prime;</li> <li>Handle machine, tools, equipment safely</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Vacuum machine,</li> <li>Filled pouches;</li> <li>Plastic and</li> <li>Electricity supply.</li> </ul>		

<b>Task number:</b>	<b>73.</b>		
<b>Task statement:</b>	<b>Perform induction sealing.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Number and quantity of filled bottle;</li> <li>Standard criteria of induction.</li> </ul> <b>Task:</b> Perform induction sealing. <b>Time:</b> 5 minutes /bottle. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Sealing is done as per the specified criteria;</li> <li>Performed as per the given number or quantity of the filled bottle.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of induction sealing;</li> <li>Types of sealing;</li> <li>Points to be considered while induction sealing;</li> <li>Procedure of induction sealing.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Sealing needs to be strong and tight;</li> <li>Handle machine, tools and equipment safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Sealing materials;</li> <li>Automated induction sealing machine.</li> </ul>		

<b>Task number:</b>	<b>74.</b>		
<b>Task statement:</b>	<b>Perform capping</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Numbers of bottle needed to be sealed by induction;</li> <li>Standard criteria of capping.</li> </ul> <b>Task:</b> Perform capping <b>Time:</b> 5 minutes /bottle <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Capping is performed strong and tight or done as per the specified criteria;</li> <li>Capping is done as per the given number or quantity of filled and sealed bottle.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of capping;</li> <li>Types of capping;</li> <li>Points to be considered while capping;</li> <li>Procedure of capping.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Capping should be tight and strong;</li> <li>Handle machine;</li> <li>Tools, equipment safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Cap and sealed bottle;</li> <li>Automated capping machine.</li> </ul>		

<b>Task number:</b>	<b>75.</b>		
<b>Task statement:</b>	<b>Measure volume of liquid</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Quantity of liquid materials to be measured;</li> <li>Unit of measurement or system.</li> </ul> <b>Task:</b> Measure volume of liquid <b>Time:</b> 3 minutes / liter liquid <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The reported measurement are matched with the measurement taken by the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of measuring volume of liquid,</li> <li>Types of liquid measurements;</li> <li>Points to be considered while measuring volume of liquid,</li> <li>Procedure of measuring volume of liquid.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Given unit and consistent is prime;</li> <li>Handle machine, tools and equipment safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Measuring liquid materials;</li> <li>Measuring cylinder;</li> <li>Container and</li> <li>Funnel.</li> </ul>		

<b>Task number:</b>	<b>76.</b>		
<b>Task statement:</b>	<b>Perform labelling</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Final packed, sealed and capped products;</li> <li>Required information to be provided in the products or</li> <li>Prepared label or standard criteria of label.</li> </ul> <b>Task:</b> Perform labelling <b>Time:</b> 30 second /pack. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Required information is provided;</li> <li>All information is found visible;</li> <li>Label is fixed and tight.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of labelling;</li> <li>Points to be considered while labelling;</li> <li>Procedure of labelling;</li> <li>Information to be given in the label.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Manufacture date and expiry date is prime;</li> <li>Handle machine, tools, equipment safely</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Sticker or prepared label;</li> <li>Packed products;</li> <li>Glue and scissor.</li> </ul>		

<b>Task number:</b>	<b>77.</b>		
<b>Task statement:</b>	<b>Perform wrapping.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Final packed and labeled products,</li> <li>Quantity and standard criteria of wrapping.</li> </ul> <b>Task:</b> Perform wrapping. <b>Time:</b> 8 minutes /pack. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Wrapping is done as per the given standard criteria;</li> <li>Wrapping is done as per the given quantity.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of wrapping;</li> <li>Types of wrapping and common wrapping materials;</li> <li>Points to be considered while wrapping;</li> <li>Procedure of wrapping.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Wrapping needs to be tight and strong;</li> <li>Handle machine, tools and equipment safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Polythene;</li> <li>Final labeled product;</li> <li>Hot air gun (blower).</li> </ul>		

<b>Task number:</b>	<b>78.</b>		
<b>Task statement:</b>	<b>Determine price of per unit product.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Quantity of final product</li> <li>Record of total investment of the products;</li> <li>Profit ratio.</li> </ul> <b>Task:</b> Determine price of per unit product. <b>Time:</b> 65 minutes /lot of production. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The price is determined as per the given profit ratio or</li> <li>The determined price is as per the price determined by the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of determining price;</li> <li>Common profit ratio of the products;</li> <li>Points to be considered while determining price;</li> <li>Procedure of determining price.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Profit ratio is important;</li> <li>Handle machine, tools and equipment safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Pen, calculator;</li> <li>Production record;</li> <li>Investment record;</li> <li>Computer and stationery kit.</li> </ul>		

<b>Task number:</b>	<b>79.</b>		
<b>Task statement:</b>	<b>Collect demand</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Product details;</li> <li>Stock details;</li> <li>Other requirement (if any) as per the company.</li> </ul> <b>Task:</b> Collect demand. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Description of the products is given to the suppliers;</li> <li>Collected demands are recorded;</li> <li>Price, delivery date, place is recorded;</li> <li>Demand is collected negotiated as per the production capacity or stock.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of collecting demand;</li> <li>Points to be considered while collecting demand;</li> <li>Procedure of collecting demand.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Stock and products details are prime;</li> <li>Handle machine, tools, equipment safely</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Phone, internet;</li> <li>Products details;</li> <li>Stock records, production record and vehicle.</li> </ul>		

<b>Task number:</b>	<b>80.</b>		
<b>Task statement:</b>	<b>Display products in exhibition</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	1
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Exhibition site and space or stall and agreed design or layout;</li> <li>Types and quantity of products to be displayed.</li> </ul> <b>Task:</b> Display products in exhibition <b>Time:</b> NA ( Depends on the space and types of products to be displayed) <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>All products are found visible;</li> <li>Ensured free to move for visitors or free from obstacles;</li> <li>All the products are labeled;</li> <li>The displaying is done as per the given layout or agreement.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance products exhibition;</li> <li>Types of products exhibited and their characteristics;</li> <li>Points to be considered while placing products in exhibition stall;</li> <li>Common methods of displaying of products in exhibition stall.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Layout, space, and quantity of products to be displayed are prime;</li> <li>Apply safety wears and handle products carefully.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Safety wears;, varieties of products, wheelbarrow;</li> <li>Placing furniture or cub boards or stands, copy of layout of exhibition stall.</li> </ul>		

<b>Task number:</b>	<b>81.</b>		
<b>Task statement:</b>	<b>Transport / deliver products/materials</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Demand slip, agreement;</li> <li>Quantity and types of final products;</li> <li>Delivery place/company / market (location)</li> </ul> <b>Task:</b> Transport / deliver products / materials. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Transported / delivered product/material is as per the given quantity and types;</li> <li>The list of transportation / delivery materials is checked;</li> <li>Delivery or transport slip is prepared and documented;</li> <li>Delivered or transported products / materials are safe and undamaged;</li> <li>Vehicle Consignment Tracking System (VCTS) is installed in the vehicle.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of transporting and delivering;</li> <li>Points to be considered while transporting and delivering;</li> <li>Procedure of transporting and delivering products and materials;</li> <li>VCTS system.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Demand slip, VCTS and product or materials safety is crucial;</li> <li>Handle machine, tools, equipment safely</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Vehicle, computer; due date, products/materials to be transported;</li> <li>Stationery kit, demand slips, delivery slip, customer / suppliers details.</li> </ul>		

<b>Task number:</b>	<b>82.</b>		
<b>Task statement:</b>	<b>Receive sales' return</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Rules and regulations of the company;</li> <li>Suggestions / Order of the authority;</li> <li>Records of bills and slips;</li> </ul> <b>Task:</b> Receive sales' return. <b>Time:</b> 15 minutes /single product. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Returning is done as per the company rules and regulation;</li> <li>Returning is done as per the authority order and suggestion;</li> <li>The causes of return are recorded;</li> <li>The report of receiving the sales return is recorded;</li> <li>Return record is reported to the authority.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and Importance of receiving sales' return;</li> <li>Points to be considered while receiving sales' return;</li> <li>Procedure of receiving sales' return.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Company rules, regulation and order is prime;</li> <li>Check conditions of the returned products;</li> <li>Handle returned products safely.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Returned products;</li> <li>Sells bills and slips;</li> <li>Stationary kit.</li> </ul>		

<b>Task number:</b>	<b>83.</b>		
<b>Task statement:</b>	<b>Perform Inventory of processing plant/industry.</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Stock book, past inventory records;</li> <li>Standard forms and formats.</li> </ul> <b>Task:</b> Perform inventory of processing plant / industry. <b>Time:</b> N / A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Inventory record is balanced with entry and exit of materials;</li> <li>Stock book is updated;</li> <li>Inventory record is done as per given format;</li> <li>Bill vouchers are filed and up to date;</li> <li>Comments and recommendation are given and files are kept with labeling.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of inventory record;</li> <li>Points to be considered while taking inventory;</li> <li>Forms and formats needed while record keeping;</li> <li>Introduction and Importance of stock book;</li> <li>Procedure of taking inventory of processing plant or industry.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Matching with expenses and existing balance is prime;</li> <li>Apply given forms, format and logbooks.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Last inventory, stock book, bill, vouchers;</li> <li>Formats, stationary kits, files and file cabinet.</li> </ul>		



<b>Task number:</b>	<b>84.</b>		
<b>Task statement:</b>	<b>Keep records</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Event record or list, types of record;</li> <li>Record formats and log books.</li> </ul> <b>Task:</b> Keep records. <b>Time:</b> 20 minutes /day event/activity. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Record is found as per given format.</li> <li>All items, events and activities are recorded.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of record keeping;</li> <li>Points to be considered while record keeping;</li> <li>Types of record to be kept in fruit and vegetable processing industry (Records of raw materials, primary processing, secondary processing or all level of processing, store inventory, production record, human resource management record, sale record, purchasing record, profit and loss record, debit and credit record, repair, and maintenance record.)</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Given forms and formats are prime to fallow;</li> <li>Timely recording is essential.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Event or activities list, record books, stationeries;</li> <li>Recording formats, cupboard or rack, common files, index files, table and chair.</li> </ul>		





**Establishing an Employer led  
Labour Market Secretariat**

Pachali Shahid Shukra FNCCI  
Milan Marg, Teku, Kathmandu

**Phone:** 01-5362061

**Email:** [info@elms.com.np](mailto:info@elms.com.np)

**Website:** [elms.com.np](http://elms.com.np)