

COMPETENCY STANDARDS

POULTRY PROCESSING OPERATIONS LEVEL II



AGRICULTURE, FORESTRY AND FISHERY SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
TESDA Complex East Service Road, South Luzon Expressway (SLEX),
Fort Bonifacio, Taguig City

Technical Education and Skills Development Act of 1994
(Republic Act No. 7796)

Section 22, “Establishment and Administration of the National Trade Skills Standards” of the RA 7796 known as the TESDA Act mandates TESDA to establish national occupational skill standards. The Authority shall develop and implement a certification and accreditation program in which private industry groups and trade associations are accredited to conduct approved trade tests, and the local government units to promote such trade testing activities in their respective areas in accordance with the guidelines to be set by the Authority.

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The Competency Standards (CS) serve as basis for the:

1. Registration and delivery of training programs;
2. Development of curriculum and assessment instruments; and
3. Micro-credential programs

The CS has two (2) sections:

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| Section 1 | Definition of Qualification describes the qualification and defines the competencies that comprise the qualification. |
| Section 2 | Competency Standards gives the specifications of competencies required for effective work performance. |

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PROCESSED FOOD AND BEVERAGES SECTOR

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COMPETENCY STANDARDS FOR

Poultry Processing Operations Level II

SECTION 1 DEFINITION

The **Poultry Processing Operations Level II** Qualification consists of competencies that a person must achieve in performing slaughtering shop floor operations from receiving live birds up to issuance of whole dressed fresh chicken.

The units of competency comprising this qualification include the following:

Unit Code

400311210

400311211

400311212

400311213

400311214

400311215

400311216

400311217

400311218

BASIC COMPETENCIES

Participate in workplace communication

Work in team environment

Solve/address general workplace problems

Develop career and life decisions

Contribute to workplace innovation

Present relevant information

Practice occupational safety and health policies and procedures

Exercise efficient and effective sustainable practices in the workplace

Practice entrepreneurial skills in the workplace

Unit Code

PFB751210

PFB751211

PFB741213

PFB741214

PFB741215

COMMON COMPETENCIES

Apply food safety and sanitation

Use standard measuring devices/instruments

Perform mathematical computations

Implement good manufacturing practice procedure

Implement environmental policies and procedures

Unit Code

AB-PFB0401022751301

AB-PFB0401022751302

AB-PFB0401022751303

AB-PFB0401022751304

CORE COMPETENCIES

Use knives and scissors

Prepare live birds for dressing

Prepare carcass

Perform post slaughtering procedures

A person who has achieved this qualification is competent to be:

- Poultry Processing Specialist

SECTION 2 COMPETENCY STANDARDS

This section gives the details of the contents of the units of competency required in **Poultry Processing Operations Level II**.

BASIC COMPETENCIES

UNIT OF COMPETENCY : PARTICIPATE IN WORKPLACE COMMUNICATION

UNIT CODE : 400311210

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Obtain and convey workplace information	<ul style="list-style-type: none">1.1 Specific and relevant information is accessed from appropriate sources.1.2 Effective questioning, active listening and speaking skills are used to gather and convey information.1.3 Appropriate medium is used to transfer information and ideas.1.4 Appropriate non- verbal communication is used.1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed.1.6 Defined workplace procedures for the location and storage of information are used.1.7 Personal interaction is carried out clearly and concisely.	<ul style="list-style-type: none">1.1 Effective verbal and nonverbal communication1.2 Different modes of communication1.3 Medium of communication in the workplace1.4 Organizational policies1.5 Communication procedures and systems1.6 Lines of Communication1.7 Technology relevant to the enterprise and the individual's work responsibilities1.8 Workplace etiquette	<ul style="list-style-type: none">1.1 Effective verbal and nonverbal communication1.2 Different modes of communication1.3 Medium of communication in the workplace1.4 Organizational policies1.5 Communication procedures and systems1.6 Lines of Communication1.7 Technology relevant to the enterprise and the individual's workplace responsibilities1.8 Workplace etiquette

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Perform duties following workplace instructions	<p>2.1 Written notices and instructions are read and interpreted in accordance with organizational guidelines.</p> <p>2.2 Routine written instructions are followed based on established procedures.</p> <p>2.3 Feedback is given to workplace supervisor based instructions/ information received.</p> <p>2.4 <i>Workplace interactions</i> are conducted in a courteous manner.</p> <p>2.5 Where necessary, clarifications about routine workplace procedures and matters concerning conditions of employment are sought and asked from <i>appropriate sources</i>.</p> <p>2.6 Meeting outcomes are interpreted and implemented.</p>	<p>2.1 Effective verbal and non-verbal communication</p> <p>2.2 Different modes of communication</p> <p>2.3 Medium of communication in the workplace</p> <p>2.4 Organizational/ Workplace policies</p> <p>2.5 Communication procedures and system</p> <p>2.6 Lines of communication</p> <p>2.7 Technology relevant to the enterprise and the individual's work responsibilities</p> <p>2.8 Effective questioning techniques (clarifying and probing)</p> <p>2.9 Workplace etiquette</p>	<p>2.1 Following simple spoken instructions</p> <p>Performing routine workplace duties following simple written notices</p> <p>2.3 Participating in workplace meetings and discussions</p> <p>2.4 Completing work- related documents</p> <p>2.5 Estimating, calculating and recording routine workplace measures</p> <p>2.6 Relating/ Responding to people of various levels in the workplace</p> <p>2.7 Gathering and providing information in response to workplace requirements</p> <p>2.8 Basic questioning/ querying</p> <p>2.9 Skills in reading for information</p> <p>2.10 Skills in locating</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Complete relevant work-related documents	3.1 Range of <i>forms</i> relating to conditions of employment are completed accurately and legibly. 3.2 Workplace data is recorded on standard workplace forms and documents. 3.3 Errors in recording information on forms/ documents are identified and acted upon. 3.4 Reporting requirements to the supervisor are completed according to organizational guidelines.	3.1 Effective verbal and non-verbal communication 3.2 Different modes of communication 3.3 Workplace forms and documents 3.4 Organizational/ Workplace policies 3.5 Communication procedures and systems 3.6 Technology relevant to the enterprise and the individual's work responsibilities	3.1 Completing work- related documents 3.2 Applying operations of addition, subtraction, division and multiplication 3.3 Gathering and providing information in response to workplace requirements 3.4 Effective record keeping skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate sources	May include: 1.1 Team members 1.2 Supervisor/Department Head 1.3 Suppliers 1.4 Trade personnel 1.5 Local government 1.6 Industry bodies
2. Medium	May include: 2.1 Memorandum 2.2 Circular 2.3 Notice 2.4 Information dissemination 2.5 Follow-up or verbal instructions 2.6 Face-to-face communication 2.7 Electronic media (disk files, cyberspace)
3. Storage	May include: 3.1 Manual filing system 3.2 Computer-based filing system
4. Workplace interactions	May include: 4.1 Face-to-face 4.2 Telephone 4.3 Electronic and two-way radio 4.4 Written including electronic means, memos, instruction and forms 4.5 Non-verbal including gestures, signals, signs and diagrams
5. Forms	May include: 5.1 HR/Personnel forms, telephone message forms, safety reports

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Prepared written communication following standard format of the organization 1.2 Accessed information using workplace communication equipment/systems 1.3 Made use of relevant terms as an aid to transfer information effectively 1.4 Conveyed information effectively adopting formal or informal communication
2. Resource Implications	The following resources should be provided: 2.1. Fax machine 2.2. Telephone 2.3. Notebook 2.4. Writing materials 2.5. Computer with Internet connection
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration with oral questioning 3.2 Interview 3.3 Written test 3.4 Third-party report
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or through an accredited institution.

UNIT OF COMPETENCY : WORK IN A TEAM ENVIRONMENT

UNIT CODE : 400311211

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes to identify one's roles and responsibilities as a member of a team.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Describe team role and scope	1.1 The <i>role and objective of the team</i> is identified from available <i>sources of information</i> . 1.2 Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources.	1.1 Group structure 1.2 Group development 1.3 Sources of information	1.1 Communicating with others, appropriately consistent with the culture of the workplace 1.2 Developing ways in improving work structure and performing respective roles in the group or organization

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Identify one's role and responsibility within a team	<p>2.1 Individual roles and responsibilities within the team environment are identified.</p> <p>2.2 Roles and objectives of the team are identified from available <i>sources of information.</i></p> <p>2.3 Team parameters, reporting relationships and responsibilities are identified based on team discussions and appropriate external sources.</p>	<p>2.1 Team roles and objectives</p> <p>2.2 Team structure and parameters</p> <p>2.3 Team development</p> <p>2.4 Sources of information</p>	<p>2.1 Team roles and objectives</p> <p>2.2 Team structure and parameters</p> <p>2.3 Team development</p> <p>2.4 Sources of information</p> <p>2.5 Instructional planning and delivery skills</p> <p>2.6 Monitoring and evaluation skills</p> <p>2.7 Mentoring and coaching skills</p>
3. Work as a team member	<p>3.1 Effective and appropriate forms of communications are used and interactions undertaken with team members based on company practices.</p> <p>3.2 Effective and appropriate contributions made to complement team activities and objectives, based on workplace context.</p> <p>3.3 Protocols in reporting are observed based on standard company practices.</p> <p>3.4 Contribute to the development of team work plans based on an understanding of the team's role and objectives.</p>	<p>3.1 Types and levels of learning evaluation</p> <p>3.2 Learning styles and strategies</p> <p>3.3 Training and development approaches</p> <p>3.4 Communication Process</p> <p>3.5 Workplace communication protocol</p> <p>3.6 Team planning and decision making</p> <p>3.7 Team thinking Team roles</p> <p>3.8 Process of team development</p> <p>3.9 Workplace context</p>	<p>3.1 Communicating appropriately, consistent with the culture of the workplace</p> <p>3.2 Interacting effectively with others</p> <p>3.3 Deciding as an individual and as a group using group think strategies and techniques</p> <p>3.4 Contributing to Resolution of issues and concerns</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	May include: 1.1 Work activities in a team environment with enterprise or specific sector 1.2 Limited discretion, initiative and judgment may be demonstrated on the job, either individually or in a team environment
2. Sources of information	May include: 2.1 Standard operating and/or other workplace procedures 2.2 Job procedures 2.3 Machine/equipment manufacturer's specifications and instructions 2.4 Organizational or external personnel 2.5 Client/supplier instructions 2.6 Quality standards 2.7 OHS and environmental standards
3. Workplace context	May include: 3.1 Work procedures and practices 3.2 Conditions of work environments 3.3 Legislation and industrial agreements 3.4 Standard work practice including the storage, safe handling and disposal of chemicals 3.5 Safety, environmental, housekeeping and quality guidelines

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Worked in a team to complete workplace activity 1.2. Worked effectively with others 1.3. Conveyed information in written or oral form 1.4. Selected and used appropriate workplace language 1.5. Followed designated work plan for the job
2. Resource Implications	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1. Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2. Materials relevant to the proposed activity or tasks
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1. Role play involving the participation of individual member to the attainment of organizational goal 3.2. Case studies and scenarios as a basis for discussion of issues and strategies in teamwork 3.3. Socio-drama and socio-metric methods 3.4. Sensitivity techniques 3.5. Written Test
4. Context for Assessment	<ol style="list-style-type: none"> 4.1. Competency may be assessed in workplace or in a simulated workplace setting 4.2. Assessment shall be observed while task are being undertaken whether individually or in group

UNIT OF COMPETENCY : SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS

UNIT CODE : 400311212

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to apply problem-solving techniques to determine the origin of problems and plan for their resolution. It also includes addressing procedural problems through documentation, and referral.

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify routine problems	1.1 Routine problems or procedural problem areas are identified 1.2 Problems to be investigated are defined and determined 1.3 Current conditions of the problem are identified and documented	1.1 Current industry hardware and software products and services 1.2 Industry maintenance, service and helpdesk practices, processes and procedures 1.3 Industry standard diagnostic tools 1.4 Malfunctions and resolutions	1.1 Identifying current industry hardware and software products and services 1.2 Identifying current industry maintenance, services and help desk practices, processes and procedures 1.3 Identifying current industry standard diagnostic tools 1.4 Describing common malfunctions and resolutions 1.5 Determining the root cause of a routine malfunction

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Foster the habit of critical inquiry and curiosity in the workplace.	2.1 Issues and situations are reflected on and wondered about 2.2 Issues and problems in the workplace particularly in the policies, procedures and protocols are discussed and evaluated between and among teams 2.3 Evaluation of efficiency and effectiveness of workplace policies, procedures and protocols are documented, communicated and agreed upon between and among teams 2.4 Growth mindset and positive relationship and communication is applied in the context of <i>curiosity and critical inquiry</i> in the workplace	2.1 Different methods of critical and appreciative inquiry and their relevance to different situations 2.2 Techniques to assist in forming the habit of asking questions and taking responsibility for answers 2.3 Why questions are important and the benefits of asking good questions for individuals, businesses and communities (the importance of critical thinking) 2.4 Growth mindset and positive communication and relationship strategies and techniques	2.1 Using a range of analytical techniques (e.g., planning, attention, simultaneous and successive processing of information) 2.2 Communicating to actively listen and to ask questions of others in a constructive way. 2.3 Using critical thinking pathways to formulate and ask relevant questions and come up with appropriate answers. 2.4 Performing assimilation and accommodation skills to interpret and distill key information of relevance to a given situation. 2.5 Assessing and measuring the extent of effectiveness and efficiency of the systems, processes and procedures in the workplace. 2.6 Communicating insights on workplace effectiveness

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
			and efficiency.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Problems/Procedural Problem	May include: 1.1 Routine/non – routine processes and quality problems 1.2 Equipment selection, availability and failure 1.3 Teamwork and work allocation problem 1.4 Safety and emergency situations and incidents 1.5 Work-related problems outside of own work area
2. Appropriate person	May include: 2.1 Supervisor or manager 2.2 Peers/work colleagues 2.3 Other members of the organization
3. Document	May include: 3.1 Electronic mail 3.2 Briefing notes 3.3 Written report 3.4 Evaluation report
4. Plan	May include: 4.1 Priority requirements 4.2 Coordination and feedback requirements 4.3 Safety requirements 4.4 Risk assessment 4.5 Environmental requirements

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Determined the root cause of a routine problem 1.2 Identified solutions to procedural problems. 1.3 Produced documentation that recommends solutions to problems. 1.4 Followed established procedures. 1.5 Referred unresolved problems to support persons.
2. Resource Implications	<p>2.1. Assessment will require access to a workplace over an extended period, or a suitable method of gathering evidence of operating ability over a range of situations.</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Case Formulation 3.2 Life Narrative Inquiry 3.3 Standardized test <p>The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency. Simulation should be based on the actual workplace and will include walk through of the relevant competency components.</p>
4. Context for Assessment	<p>4.1 Competency may be assessed individually in the actual workplace or simulation environment in TESDA accredited institutions.</p>

UNIT OF COMPETENCY : DEVELOP CAREER AND LIFE DECISIONS UNIT

CODE : 400311213

UNIT DESCRIPTOR : This unit covers the knowledge, skills, and attitudes in managing one's emotions, developing reflective practice, and boosting self-confidence and developing self-regulation.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Manage one's emotion	1.1 Self-management strategies are identified. 1.2 Skills to work independently and to show initiative, to be conscientious, and persevering in the face of setbacks and frustrations are developed. 1.3 Techniques for effectively handling negative emotions and unpleasant situations in the workplace are examined.	1.1 Self-management strategies that assist in regulating behavior and achieving personal and learning goals (e.g. Nine self-management strategies according to Robert Kelley) 1.2 Enablers and barriers in achieving personal and career goals 1.3 Techniques in handling negative emotions and unpleasant situations in the workplace such as frustration, anger, worry, anxiety, etc.	1.1 Managing properly one's emotions and recognizing situations that cannot be changed and accept them and remain professional 1.2 Developing self-discipline, working independently and showing initiative to achieve personal and career goal 1.3 Showing confidence, and resilience in the face of setbacks and frustrations and other negative emotions and unpleasant situations in the workplace

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Develop reflective practice	<p>2.1 Personal strengths and achievements, based on self- assessment strategies and teacher feedback are contemplated</p> <p>2.2 Progress when seeking and responding to feedback from teachers to assist them in consolidating strengths, addressing weaknesses and fulfilling their potential are monitored</p> <p>2.3 Outcomes of personal and academic challenges by reflecting on previous problem solving and decision-making strategies and feedback from peers and teachers are predicted.</p>	<p>2.1 Basic SWOT analysis</p> <p>2.2 Strategies to improve one's attitude in the workplace</p> <p>2.3 Gibbs' Reflective Cycle/Model (Description, Feelings, Evaluation, Analysis, Conclusion, and Action plan)</p>	<p>2.1 Using the basic SWOT analysis as self-assessment strategy</p> <p>2.2 Developing reflective practice through realization of limitations, likes/ dislikes; through showing of self-confidence</p> <p>2.3 Demonstrating self-acceptance and being able to accept challenges</p>
3. Boost self-confidence and develop self-regulation	<p>3.1 Efforts for continuous self-improvement are demonstrated.</p> <p>3.2 Counter-productive tendencies at work are eliminated.</p> <p>3.3 Positive outlook in life is maintained.</p>	<p>3.1 Four components of self-regulation based on Self-Regulation Theory (SRT)</p> <p>3.2 Personality development concepts</p> <p>3.3 Self-help concepts (e. g., 7 Habits by Stephen Covey, transactional analysis, psycho-spiritual concepts)</p>	<p>3.1 Performing effective communication skills – reading, writing, conversing skills</p> <p>3.2 Showing affective skills – flexibility, adaptability, etc.</p> <p>3.3 Self-assessment for determining one's strengths and weaknesses</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. Self-management strategies	May include: 1.1 Seeking assistance in the form of job coaching or mentoring 1.2 Continuing dialogue to tackle workplace grievances 1.3 Collective negotiation/bargaining for better working conditions 1.4 Share your goals to improve with a trusted co-worker or supervisor 1.5 Make a negativity log of every instance when you catch yourself complaining to others 1.6 Make lists and schedules for necessary activities
2. Unpleasant situation	May include: 2.1 Job burn-out 2.2 Drug dependence 2.3 Sulking

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Express emotions appropriately 1.2 Work independently and show initiative 1.3 Consistently demonstrate self-confidence and self-discipline
2. Resource Implications	The following resources should be provided: 2.1. Access to workplace and resources 2.2. Case studies
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1. Demonstration or simulation with oral questioning 3.2. Case problems involving work improvement and sustainability issues 3.3. Third-party report
4. Context for Assessment	4.1. Competency assessment may occur in workplace or any appropriately simulated environment

UNIT OF COMPETENCY : CONTRIBUTE TO WORKPLACE INNOVATION

UNIT CODE : 400311214

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to make a proactive and positive contribution to workplace innovation.

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify opportunities to do things better	1.1 <i>Opportunities for improvement</i> are identified proactively in their own area of work. 1.2 <i>Information</i> is gathered and reviewed which may be relevant to ideas and which might assist in gaining support for ideas.	1.1 Roles of individuals in suggesting and making improvements. 1.2 Positive impacts and challenges in innovation. 1.3 Types of changes and responsibility . 1.4 Seven habits of highly effective people.	1.1 Identifying opportunities to improve and to do things better. 1.2 Involvement. 1.3 Identifying the positive impacts and the challenges of change and innovation. 1.4 Identifying examples of the types of changes that are within and outside own scope of responsibility

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Discuss and develop ideas with others	2.1 <i>People who could provide input</i> to ideas for improvements are identified. 2.2 Ways of approaching people to begin sharing ideas are selected. 2.3 Meeting is set with relevant people. 2.4 Ideas for follow up are reviewed and selected based on feedback. 2.5 <i>Critical inquiry method</i> is used to discuss and develop ideas with others.	2.1 Roles of individuals in suggesting and making improvements. 2.2 Positive impacts and challenges in innovation. 2.3 Types of changes and responsibility . 2.4 Seven habits of highly effective people.	2.5 Identifying opportunities to improve and to do things better. Involvement. 2.6 Identifying the positive impacts and the challenges of change and innovation. 2.7 Providing examples of the types of changes that are within and outside own scope of responsibility 2.8 Communicating ideas for change through small group discussions and meetings.

ELEMENTS	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Integrate ideas for change in the workplace .	3.1 Critical inquiry method is used to integrate different ideas for change of key people. 3.2 Summarizing, analyzing and generalizing skills are used to extract salient points in the pool of ideas. 3.3 Reporting skills are likewise used to communicate results. 3.4 Current Issues and concerns on the systems, processes and procedures, as well as the need for simple innovative practices are identified.	3.1 Roles of individuals in suggesting and making improvements 3.2 Positive impacts and challenges in innovation 3.3 Types of changes and responsibility 3.4 Seven habits of highly effective people 3.5 Basic research skills	3.1 Identifying opportunities to improve and to do things better 3.2 Identifying the positive impacts and the challenges of change and innovation 3.3 Providing examples of the types of changes that are within and outside own scope of responsibility 3.4 Communicating ideas for change through small group discussions and meetings 3.5 Demonstrating skills in analysis and interpretation of data

RANGE OF VARIABLES

VARIABLE	RANGE
1. Opportunities for improvement	May include: 1.1 Systems. 1.2 Processes. 1.3 Procedures. 1.4 Protocols. 1.5 Codes. 1.6 Practices.
2. Information	May include: 2.1 Workplace communication problems. 2.2 Performance evaluation results. 2.3 Team dynamics issues and concerns. 2.4 Challenges on return of investment 2.5 New tools, processes and procedures. 2.6 New people in the organization.
3. People who could provide input	May include: 3.1 Leaders. 3.2 Managers. 3.3 Specialists. 3.4 Associates. 3.5 Researchers. 3.6 Supervisors. 3.7 Staff. 3.8 Consultants (external) 3.9 People outside the organization in the same field or similar expertise/industry. 3.10 Clients
4. Critical inquiry method	May include: 4.1 Preparation. 4.2 Discussion. 4.3 Clarification of goals. 4.4 Negotiate towards a Win-Win outcome. 4.5 Agreement. 4.6 Implementation of a course of action. 4.7 Effective verbal communication. See our pages: Verbal Communication and Effective Speaking. 4.8 Listening. 4.9 Reducing misunderstandings is a key part of effective negotiation. 4.10 Rapport Building. 4.11 Problem Solving. 4.12 Decision Making. 4.13 Assertiveness. 4.14 Dealing with Difficult Situations.

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Demonstrated ability and attitude to keep oneself updated of relevant issues/trends 1.2 Demonstrated ability to think and act based on one's principles and values 1.3 Demonstrated a holistic/global outlook on internal and external events in the workplace
2. Resource Implications	The following resources should be provided: 2.1 Access to workplace and resources 2.2 Case studies
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Demonstration or simulation with oral questioning 3.2 Case problems involving global and local issues 3.3 Third-party report
4. Context for Assessment	4.1 Competency assessment may occur in workplace or any appropriately simulated environment

UNIT OF COMPETENCY : PRESENT RELEVANT INFORMATION

UNIT CODE : 400311215

UNIT DESCRIPTOR : This unit of covers the knowledge, skills and attitudes required to present data/information appropriately

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Gather data/information	1.1 Evidence, facts and information are collected. 1.2 Evaluation, terms of reference and conditions are reviewed to determine whether data/information falls within project scope.	1.1 Organizational protocols 1.2 Confidentiality 1.3 Accuracy 1.4 Business mathematics and statistics 1.5 Data analysis techniques/procedures 1.6 Reporting requirements to a range of audiences 1.7 Legislation, policy and procedures relating to the conduct of evaluations 1.8 Organizational values, ethics and codes of conduct	1.1 Describing organizational protocols relating to client liaison 1.2 Protecting confidentiality 1.3 Describing accuracy 1.4 Computing business mathematics and statistics 1.5 Describing data analysis techniques/procedures 1.6 Reporting requirements to a range of audiences 1.7 Stating legislation, policy and procedures relating to the conduct of evaluations 1.8 Stating Organizational values, ethics and codes of conduct

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Assess gathered data/ information	2.1 Validity of data/ information is assessed. 2.2 Analysis techniques are applied to assess data/ information. 2.3 Trends and anomalies are identified. 2.4 Data analysis techniques and procedures are documented. 2.5 Recommendations are made on areas of possible improvement.	2.1 Business 2.2 Mathematics and Statistics 2.3 Data analysis techniques/ procedures 2.4 Reporting requirements to a range of audiences 2.5 Legislation, policy and procedures relating to the conduct of evaluations 2.6 Organizational values, ethics and codes of conduct	2.1 Computing business mathematics and statistics 2.2 Describing data analysis techniques/ procedures 2.3 Reporting requirements to a range of audience 2.4 Stating legislation, policy and procedures relating to the conduct of evaluations 2.5 Stating organizational values, ethics and codes of conduct
3. Record and present information	3.1 Studied data/information are recorded. 3.2 Recommendations are analyzed for action to ensure they are compatible with the project's scope and terms of reference. 3.3 Interim and final reports are analyzed and outcomes are compared to the criteria established at the outset. 3.4 Findings are presented to stakeholders.	3.1 Data analysis techniques/ procedures 3.2 Reporting requirements to a range of audiences 3.3 Legislation, policy and procedures relating to the conduct of evaluations 3.4 Organizational values, ethics and codes of conduct	3.1 Describing data analysis techniques/ procedures 3.2 Reporting requirements to a range of audiences 3.3 Stating legislation, policy and procedures relating to the conduct of evaluations 3.4 Stating organizational values, ethics and codes of conduct practices

RANGE OF VARIABLES

VARIABLE	RANGE
1. Data analysis techniques	May include: 1.1. Domain analysis 1.2. Content analysis 1.3. Comparison technique

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none">1.1 Determine data / information1.2 Studied and applied gathered data/information1.3 Recorded and studied data/information <p>These aspects may be best assessed using a range of scenarios as a stimulus with a walk through forming part of the response. These assessment activities should include a range of problems, including new, unusual and improbable situations that may have happened.</p>
2. Resource Implications	<p>Specific resources for assessment</p> <ul style="list-style-type: none">2.1. Evidence of competent performance should be obtained by observing an individual in an information management role within the workplace or operational or a simulated environment.
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none">3.1. Written Test3.2. Interview3.3. Portfolio <p>The unit will be assessed in a holistic manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations, which will include disruptions to normal, smooth operation. Simulation may be required to allow for timely assessment of parts of this unit of competency.</p> <p>Simulation should be based on the actual workplace and will include walk-throughs of the relevant competency components.</p>
4. Context for Assessment	<ul style="list-style-type: none">4.1. In all workplace, it may be appropriate to assess this unit concurrently with relevant teamwork or operation units.

UNIT OF COMPETENCY : PRACTICE OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES

UNIT CODE : 400311216

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to identify OSH compliance requirements, prepare OSH requirements for compliance, perform tasks in accordance with relevant OSH policies and procedures.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify OSH compliance requirements	<p>1.1 Relevant OSH requirements, regulations, policies and procedures are identified in accordance with workplace policies and procedures.</p> <p>1.2 OSH activity non- conformities are conveyed to appropriate personnel.</p> <p>1.3 OSH preventive and control requirements are identified in accordance with OSH work policies and procedures.</p>	<p>1.1 OSH preventive and control requirements</p> <p>1.2 Hierarchy of Controls</p> <p>1.3 Hazard Prevention and Control</p> <p>1.4 General OSH principles</p> <p>1.5 Work standards and procedures</p> <p>1.6 Safe handling procedures of tools, equipment and materials</p> <p>1.7 Standard Emergency plan and procedures in the workplace</p>	<p>1.1 Communication skills</p> <p>1.2 Interpersonal skills</p> <p>1.3 Critical thinking skills</p> <p>1.4 Observation skills</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Prepare OSH requirements for compliance	<p>2.1 OSH work activity material, tools and equipment requirements are identified in accordance with workplace policies and procedures.</p> <p>2.2 Required OSH materials, tools and equipment are acquired in accordance with workplace policies and procedures.</p> <p>2.3 Required OSH materials, tools and equipment are arranged/ placed in accordance with OSH work standards.</p>	<p>2.1 Resources necessary to execute hierarchy of controls</p> <p>2.2 General OSH principle</p> <p>2.3 Work standards and procedures</p> <p>2.4 Safe handling procedures of tools, equipment and materials</p> <p>2.5 Different OSH control measures</p>	<p>2.1 Communication skills</p> <p>2.2 Estimation skills</p> <p>2.3 Interpersonal skills</p> <p>2.4 Critical thinking skills</p> <p>2.5 Observation skills</p> <p>2.6 Material, tool and equipment identification skills</p>
3. Perform tasks in accordance with relevant OSH policies and procedures	<p>3.1 Relevant OSH work procedures are identified in accordance with workplace policies and procedures</p> <p>3.2 Work Activities are executed in accordance with OSH work standards</p> <p>3.3 Non-compliance work activities are reported to <i>appropriate personnel</i></p>	<p>3.1 OSH work standards</p> <p>3.2 Industry related work activities</p> <p>3.3 General OSH principles</p> <p>3.4 OSH Violations</p> <p>3.5 Non-compliance work activities</p>	<p>3.1 Communication skills</p> <p>3.2 Interpersonal skills</p> <p>3.3 Troubleshooting skills</p> <p>3.4 Critical thinking skills</p> <p>3.5 Observation skills</p>

RANGE OF VARIABLES

VARIABLE	RANGE
1. OSH Requirements, Regulations, Policies and Procedures	May include: <ul style="list-style-type: none"> 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Permit to Operate 1.6 Philippine Occupational Safety and Health Standards 1.7 Department Order No. 13 (Construction Safety and Health) 1.8 ECC regulations
2. Appropriate Personnel	May include: <ul style="list-style-type: none"> 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself
3. OSH Preventive and Control Requirements	May include: <ul style="list-style-type: none"> 3.1 Resources needed for removing hazard effectively 3.2 Resources needed for substitution or replacement 3.3 Resources needed to establishing engineering controls 3.4 Resources needed for enforcing administrative controls 3.5 Personal Protective equipment

<p>4. Non OSH-Compliance Work Activities</p>	<p>May include non-compliance or observance of the following safety measures:</p> <ul style="list-style-type: none"> 4.1 Violations that may lead to serious physical harm or death 4.2 Fall Protection 4.3 Hazard Communication 4.4 Respiratory Protection 4.5 Power Industrial Trucks 4.6 Lockout/Tag-out 4.7 Working at heights (use of ladder, scaffolding) 4.8 Electrical Wiring Methods 4.9 Machine Guarding 4.10 Electrical General Requirements 4.11 Asbestos work requirements 4.12 Excavations work requirements
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EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1. Convey OSH work non-conformities to appropriate personnel 1.2. Identify OSH preventive and control requirements in accordance with OSH work policies and procedures 1.3. Identify OSH work activity material, tools and equipment requirements in accordance with workplace policies and procedures 1.4. Arrange/Place required OSH materials, tools and equipment in accordance with OSH work standards 1.5. Execute work activities in accordance with OSH work standards 1.6. Report OSH activity non-compliance work activities to appropriate personnel
2. Resource Implications	The following resources should be provided: 2.1 Facilities, materials tools and equipment necessary for the activity
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Observation/Demonstration with oral questioning 3.2 Third party report
4. Context for Assessment	4.1 Competency may be assessed in the workplace or in a simulated workplace setting

UNIT OF COMPETENCY : EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE

UNIT CODE : 400311217

UNIT DESCRIPTOR : This unit covers knowledge, skills and attitude to identify the efficiency and effectiveness of resource utilization, determine causes of inefficiency and/or ineffectiveness of resource utilization and convey inefficient and ineffective environmental practices.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify the efficiency and effectiveness of resource utilization	1.1 Required resource utilization in the workplace is measured using appropriate techniques. 1.2 Data are recorded in accordance with workplace protocol. 1.3 Recorded data are compared to determine the efficiency and effectiveness of resource utilization according to established <i>environmental work procedures.</i>	1.1 Importance of 1.2 Environmental Literacy 1.3 Environmental Work Procedure 1.4 Waste Minimization 1.5 Efficient Energy Consumptions	1.1 Recording Skills 1.2 Writing Skills 1.3 Innovation Skills
2. Determine causes of inefficiency and/or ineffectiveness of resource utilization	2.1 Potential causes of inefficiency and/or ineffectiveness are listed. 2.2 Causes of inefficiency and/or ineffectiveness are identified through deductive reasoning. 2.3 Identified causes of inefficiency and/or ineffectiveness are validated through established environmental procedures.	2.1 Causes of environmental inefficiencies and ineffectiveness	2.1 Deductive 2.2 Reasoning Skills 2.3 Critical thinking 2.4 Problem Solving 2.5 Observation Skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Convey inefficient and ineffective environmental practices	3.1 Efficiency and effectiveness of resource utilization are reported to <i>appropriate personnel.</i> 3.2 Concerns related to resource utilization are discussed with appropriate personnel. 3.3 Feedback on information/ concerns raised are clarified with appropriate personnel.	3.1 Appropriate Personnel to address the environmental hazards 3.2 Environmental corrective actions	3.1 Written and Oral Communication Skills 3.2 Critical thinking 3.3 Problem Solving 3.4 Observation Skills 3.5 Practice Environmental Awareness

RANGE OF VARIABLES

VARIABLE	RANGE
1. Environmental Work Procedures	May include: 1.1 Utilization of Energy, Water, Fuel Procedures 1.2 Waste Segregation Procedures 1.3 Waste Disposal and Reuse Procedures 1.4 Waste Collection Procedures 1.5 Usage of Hazardous Materials Procedures 1.6 Chemical Application Procedures 1.7 Labeling Procedures

2. Appropriate Personnel	<p>May include:</p> <ul style="list-style-type: none"> 2.1 Manager 2.2 Safety Officer 2.3 EHS Offices 2.4 Supervisors 2.5 Team Leaders 2.6 Administrators 2.7 Stakeholders 2.8 Government Official 2.9 Key Personnel 2.10 Specialists 2.11 Himself
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EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1. Measured required resource utilization in the workplace using appropriate techniques 1.2. Recorded data in accordance with workplace protocol 1.3. Identified causes of inefficiency and/or ineffectiveness through deductive reasoning 1.4. Validate the identified causes of inefficiency and/or ineffectiveness thru established environmental procedures 1.5. Report efficiency and effectiveness of resource utilization to appropriate personnel 1.6. Clarify feedback on information/concerns raised with appropriate personnel
2. Resource Implications	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1 Workplace 2.2 Tools, materials and equipment relevant to the tasks 2.3 PPE 2.4 Manuals and references
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Demonstration 3.2 Oral questioning 3.3 Written examination
4. Context for Assessment	<ol style="list-style-type: none"> 4.1 Competency assessment may occur in workplace or any appropriately simulated environment 4.2 Assessment shall be observed while task are being undertaken whether individually or in-group

UNIT OF COMPETENCY : PRACTICE ENTREPRENEURIAL SKILLS IN THE WORKPLACE

UNIT CODE : 400311218

UNIT DESCRIPTOR : This unit covers the outcomes required to apply entrepreneurial workplace best practices and implement cost-effective operations.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Apply entrepreneurial workplace best practices	1.1 Good practices relating to workplace operations are observed and selected following workplace policy. 1.2 Quality procedures and practices are complied with according to workplace requirements. 1.3 Cost-conscious habits in resource utilization are applied based on industry standards.	1.1 Workplace best practices, policies and criteria 1.2 Resource utilization 1.3 Ways in fostering entrepreneurial attitudes: Patience Honesty Quality-consciousness Safety-consciousness Resourcefulness	1.1 Communication skills 1.2 Complying with quality procedures
2. Communicate entrepreneurial workplace best practices	2.1 Observed good practices relating to workplace operations are communicated to the appropriate person . 2.2 Observed quality procedures and practices are communicated to the appropriate person. 2.3 Cost-conscious habits in resource utilization are communicated based on industry standards.	2.1 Workplace best practices, policies and criteria 2.2 Resource utilization 2.3 Ways in fostering entrepreneurial attitudes: Patience Honesty Quality-consciousness Safety-consciousness Resourcefulness	2.1 Communication skills 2.2 Complying with quality procedures 2.3 Following workplace communication protocol

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Implement cost effective operations	3.1 Preservation and optimization of workplace resources is implemented in accordance with enterprise policy. 3.2 Judicious use of workplace tools, equipment and materials are observed according to manual and work requirements. 3.3 Constructive contributions to office operations are made according to enterprise requirements. 3.4 Ability to work within one's allotted time and finances is sustained.	3.1 Optimization of workplace resources 3.2 5S procedures and concepts 3.3 Criteria for cost-effectiveness 3.4 Workplace Productivity 3.5 Impact of entrepreneurial mindset to workplace productivity 3.6 Ways in fostering entrepreneurial attitudes: Quality-consciousness Safety-consciousness	3.1 Implementing preservation and optimizing workplace resources 3.2 Observing judicious use of workplace tools, equipment and materials 3.3 Making 3.4 constructive contributions to office operations 3.5 Sustaining ability to work within allotted time and finances

RANGE OF VARIABLES

VARIABLE	RANGE
1. Good practices	May include: 1.1 Economy in use of resources 1.2 Documentation of quality practices
2. Resources utilization	May include: 2.1 Consumption/ use of consumables 2.2 Use/Maintenance of assigned equipment and furniture 2.3 Optimum use of allotted /available time

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Demonstrated ability to identify and sustain cost-effective activities in the workplace 1.2 Demonstrated ability to practice entrepreneurial knowledge, skills and attitudes in the workplace.
2. Resource Implications	The following resources should be provided: 2.1 Simulated or actual workplace 2.2 Tools, materials and supplies needed to demonstrate the required tasks 2.3 References and manuals 2.3.1 Enterprise procedures manuals 2.3.2 Company quality policy
3. Methods of Assessment	Competency in this unit should be assessed through: 3.1 Interview 3.2 Third-party report
4.Context of Assessment	4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while tasks are being undertaken whether individually or in-group

COMMON COMPETENCIES

UNIT OF COMPETENCY : APPLY FOOD SAFETY AND SANITATION

UNIT CODE : PFB751210

UNIT DESCRIPTOR : This unit covers skills and attitude required to apply food safety and sanitation in the workplace

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Wear Personal Protective Equipment	1.1 Personal protective equipment are checked according to <i>manufacturer's specifications.</i> 1.2 <i>Personal protective equipment (PPE)</i> are worn according to the job requirement.	1.1 Personal protective equipment (PPE) 1.2 Procedures in wearing in PPE 1.3 Good Food Manufacturing Practices 1.4 Parts and functions of personal protective equipment	1.1 Checking PPE 1.2 Practicing GMP
2. Observe Personal Hygiene and Good Grooming	2.1 Personal hygiene and good grooming is practiced in line with <i>workplace health and safety requirements.</i>	2.1 Good grooming and personal hygiene 2.2 Workplace health and safety requirements	2.1 Practicing good grooming and personal hygiene practices

3. Implement Food and Sanitation Practices	3.1 Sanitary food handling practices are implemented in line with workplace sanitation. 3.2 Safety measures are observed in line with workplace safety practices. 3.3 Performance of operation or quality of product of service to ensure customer satisfaction is monitored.	3.1 Proper waste disposal 3.2 Environmental protection and concerns 3.3 Food safety principles and practices 3.4 TQM and other food quality system principles	3.1 Managing wastes 3.2 Implementing sanitary food handling practices 3.3 Practicing workplace safety
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ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
4. Render safety Measures and First Aid Procedures	4.1 Safety measures are applied according to workplace rules and regulations. 4.2 First aid procedures are applied and coordinated with concerned personnel according to workplace standard operating procedures.	4.1 Safety measures 4.2 First aid procedures 4.3 Parts and functions of personal protective equipment 4.4 First Aid Kit	4.1 Applying safety measures 4.2 Applying first aid treatment 4.3 Practicing PPE 4.4 Coordinating with concerned personnel
5. Implement housekeeping activities	5.1 Work area and surroundings are cleaned in accordance with workplace health and safety regulations. 5.2 Waste is disposed according to the organization's waste disposal system. 5.3 Hazards in the work area are recognized and reported to designated personnel according to workplace procedures.	5.1 Hazards in work area 5.2 Waste disposal 5.3 Housekeeping / 7s 5.4 Proper waste disposal	5.1 Implementing housekeeping activities 5.2 Practicing proper waste disposal 5.3 Coordination skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. Manufacturer's Specifications	May include: 1.1 Handling 1.2 Operating 1.3 Discharge Label 1.4 Reporting 1.5 Testing 1.6 Positioning 1.7 Refilling
2. Personal Protective Equipment	May include: 2.1 Apron/laboratory gown 2.2 Mouth masks 2.3 Gloves 2.4 Rubber boots/safety shoes 2.5 Head gears such as caps, hair nets, earl plug
3. Workplace Health and Safety Requirements	May include: 3.1 Health/Medical Certificate 3.2 DOLE requirements 3.3 BFAD requirements 3.4 Personal Hygiene and good grooming 3.5 Plant Sanitation and waste management
4. Safety Measures	May include: 4.1 Labeling of chemicals and other sanitizing agents 4.2 Installation of firefighting equipment in the work area 4.3 Installation of safety signages and symbols 4.4 Implementation of 5S in the work area 4.5 Removal of combustible material in the work area
5. First Aid Procedures	May include: 5.1 Mouth to mouth resuscitation 5.2 CPR 5.3 Application of tourniquet 5.4 Applying pressure to bleeding wounds or cuts 5.5 First aid treatment for burned victims
6. Hazards	May include: 6.1 Physical 6.2 Biological 6.3 Chemical

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Cleaned, checked and sanitized personal protective equipment 1.2 Practiced proper personal hygiene and good grooming 1.3 Implemented workplace food safety practices 1.4 Applied first aid measures to victims 1.5 Implemented good housekeeping activities in the work area
2. Methods of Assessment	Competency may be assessed through: 2.1 A combination of direct observation and questioning of a candidate processing foods.
3. Resource Implications	The following resources should be provided: 3.1 Work area/station 3.2 First Aid kit 3.3 PPE relevant to the activities 3.4 Fire extinguisher 3.5 Stretcher 3.6 Materials, tools and equipment relevant to the unit of competency
4. Context of Assessment	Competency maybe assessed in the actual workplace or at the designated TESDA Accredited Assessment Center.

**UNIT OF COMPETENCY : USE STANDARD MEASURING DEVICES/
INSTRUMENTS**

UNIT CODE : PFB751211

UNIT DESCRIPTOR : This unit covers skills and attitude required to use standard measuring devices, instruments in the workplace.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify Standard Measuring Devices and Instruments	1.1 <i>Standard measuring devices and instruments</i> are identified according to manufacturer's specifications. 1.2 Devices and instruments for measuring are properly checked, sanitized and calibrated prior to use.	1.1 Safe handling of measuring devices and instruments 1.2 Specifications and functions of measuring devices and instruments 1.3 Defects and breakages of measuring devices and instrument 1.4 Procedures in sanitizing and calibrating and stowing equipment and instruments	1.1 Communication skills 1.2 Sanitary 1.3 handling of devices and instruments 1.4 Calibrating skills
2. Review the Procedures in Using Standard Measuring Devices and Instruments	2.1 Procedures in using the <i>standard measuring devices</i> and instruments are recalled according to manufacturer's specifications. 2.2 Printed procedures/ brochures/ catalogues are consulted according to specified <i>food processing methods.</i>	2.1 Procedures in using different standard measuring devices 2.2 Different food processing methods	2.1 Reading and following printed manuals and brochures 2.2 Using standard measuring devices

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Follow Procedures of Using Measuring Devices and Instruments	3.1 Methods/practices of using measuring devices and instruments are strictly observed according to manufacturer's specifications and workplace requirements. 3.2 Measuring devices and instruments are cleaned, wiped dry and stowed after use to ensure conformity with workplace requirements.	3.1 Methods/ practice of using measuring devices and instruments 3.2 Procedures in cleaning, and stowing equipment and instruments	3.1 Applying methods/ practices in using measuring devices and instruments 3.2 Cleaning and stowing measuring devices and instruments

RANGE OF VARIABLES

VARIABLE	RANGE
1. Standard measuring devices	May include: 1.1 Weighing scales and balances of various capacities and sensitivities 1.2 Measuring cups of varying capacities for dry ingredients 1.3 Measuring cups of varying capacities for liquid ingredients
2. Standard measuring instruments	May include: 2.1 Salinometer 2.2 Thermometers of varying temperature range (0-300 C) 2.3 Refractometer of varying range (0 – 90 B) 2.4 Glasswares like cylinders, beakers, flasks) of varying graduations
3. Food Processing Methods	May include: 3.1 Process foods by Salting, Curing, and Smoking 3.2 Process foods by Fermentation and Pickling 3.3 Process foods by Canning and Bottling 3.4 Process foods by Sugar Concentration 3.5 Process foods by Drying and Dehydration

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Identified, prepared and calibrated standard measuring devices and instruments 1.2 Followed correctly the procedures in using standard measuring devices and instruments 1.3 Followed proper cleaning and sanitizing and stowing procedures of measuring devices and equipment before and after use
2. Resource Implications	The following resources should be provided: 2.1 Work area/station 2.2 Materials, tools and equipment relevant to the unit of Competency
3. Method of assessment	Competency in this unit may be assessed through: 3.1 Direct observation and questioning of a candidate using measuring devices and instruments
4. Context of Assessment	4.1 Competency may be assessed in the actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY : PERFORM MATHEMATICAL COMPUTATIONS**UNIT CODE : PFB741213****UNIT DESCRIPTOR :** This unit covers the knowledge, skills and attitude to perform mathematical computations in the workplace.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Gather and Tabulate the Recorded Data	1.1 Records of weights and measurements of raw materials and ingredients are gathered and summarized according to workplace standard operating procedures. 1.2 Records of weights and measurements of finished processed products are gathered and summarized according to workplace standard operating procedures. 1.3 Summarized data are tabulated according to enterprise requirements.	1.1 Data gathering 1.2 Record keeping 1.3 Data summary and analysis 1.4 Basic Mathematical Operations	1.1 Gathering data 1.2 Keeping of records 1.3 Summarizing and analyzing data 1.4 Basic Mathematical skills 1.5 Basic Accounting skills
2. Review the Procedures in Using Standard Measuring Devices and Instruments	2.1 Raw materials and ingredients and percentage formulations are checked/counter checked according to approved specifications and enterprise requirements. 2.2 Printed procedures/ brochures/ catalogues are consulted according to specified <i>food</i> processing methods. 2.3 Finished products and percentage formulations are reviewed according to approved specifications and enterprise requirements.	2.1 Percentages and formulations of raw materials and ingredient and finished products 2.2 Procedures in checking raw materials and finished products formulation and percentages 2.3 Basic Mathematical Operations	2.1 Checking percentages formulations of raw materials and ingredient 2.2 Reviewing percentages and formulations of finished products 2.4 Numeracy skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variable	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Calculate Production Input and Output	3.1 Data on raw material consumption and corresponding percentage equivalent are calculated in line with enterprise requirements. 3.2 Data on actual spoilage and rejects and corresponding percentage equivalents are calculated according to enterprise requirements. 3.3 Data on actual yields and recoveries and corresponding percentage equivalents are calculated according to enterprise requirements. 3.4 All calculated data are recorded according to enterprise requirements.	3.1 Record keeping 3.2 Mensuration 3.3 Fraction, ratios and proportions 3.4 Basic Mathematical Operations 3.5 Conversion factors 3.6 Percentage formulation	3.1 Basic 3.2 Mathematical skills 3.3 Recording skills
4. Compute Production Cost	4.1 Costs of production are computed according to the organization's standard procedures. 4.2 4.2 Computed costs of production are reviewed and validated according to the organization's production requirements.	4.1 Cost of production 4.2 Validation procedures for computer costs 4.3 Basic Mathematical Operations	4.1 Basic 4.2 Mathematical skills 4.3 Basic Accounting skills 4.4 Reviewing and validating computed costs

RANGE OF VARIABLES

VARIABLE	RANGE
1. Weight and Measurements	May include: 1.1 Gravimetric 1.2 Volumetric 1.3 Lengths, diameters, widths 1.4 Seam measurements 1.5 Hotness/coldness (temperature) 1.6 Concentrations of solutions
2. Costs of Productions	May include: 2.1 Ingredient formulation 2.2 Percentage formulation 2.3 Conversion 2.4 Ratios and proportion 2.5 Spoilage and rejects and corresponding percentages 2.6 Recoveries and yields and corresponding percentages

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Gathered the records of weights and measurements of raw materials/ingredients and finished processed products 1.2 Summarized and tabulated all raw data gathered 1.3 Calculated the production inputs and outputs 1.4 Computed the costs of production 1.5 Reviewed all formulations and concentrations of solutions according to specifications and standards of the enterprise
2. Resource Implications	The following resources should be provided: 2.1 Work area/station 2.2 Materials relevant to recording and documentation of production data 2.1 Computer with printer and software 2.4 Calculator 2.4 Work table
3. Method of assessment	Competency in this unit must be assessed through: 3.1 A combination of direct observation and questioning of a candidate computing costs of production 3.3 Submission of a written report showing
4. Context of Assessment	4.1 Competency maybe assessed in actual workplace or at the designated TESDA Accredited Assessment Center.

UNIT OF COMPETENCY : IMPLEMENT GOOD MANUFACTURING PRACTICE PROCEDURE

UNIT CODE : PFB741214

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to comply with relevant Good Manufacturing Practice (GMP) codes through the implementation of workplace GMP and quality procedures.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Identify requirements of GMP related to own work	1.1 Sources of information on GMP requirements are located 1.2 GMP requirements and responsibilities related to own work are identified.	1.3 GMP Requirements 1.4 GMP Codes of practice, policies and procedures 1.5 GMP Role of internal and external auditors 1.6 Contamination events and performance improvement processes procedures 1.7 Personal clothing and footwear requirements at work areas 1.8 Use of personal clothing, storage and disposal requirements 1.9 Micro biological, physical and chemical contaminants 1.10 Basic concepts of quality assurance 1.11 Control methods	1.1 Planning and organizing work (time management 1.2 Working with others and in teams 1.3 Practicing GMP 1.4 Following contamination investigation procedures

		<p>and procedures used in GMP</p> <p>1.12 GMP responsibilities and requirements relating to work role</p> <p>1.13 Basic properties, handling and storage requirements of raw materials, packaging components and final product</p> <p>1.14 Standards for materials, equipment and utensils used in the work area</p> <p>1.15 Recall and traceability procedures relevant to work role</p> <p>1.16 Procedures for identifying or isolating materials or product of unacceptable quality</p> <p>1.17 Record keeping and the recording requirements of GMP</p>	
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ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Observe personal hygiene and conduct to meet GMP requirements	2.1 Personal hygiene meets GMP requirements. 2.2 Clothing is prepared, used, stored and disposed of according to GMP and workplace procedures. 2.3 Personal movement around the workplace complies with area entry and exit procedures.	2.1 Workplace entry and exit procedures 2.2 Personal hygiene 2.3 PPE	2.1 Following workplace entry and exit procedures 2.2 Practicing OSHS 2.3 Practicing GMP
3. Implement GMP requirements when carrying out work activities	3.1 GMP requirements are identified. 3.2 Work area , materials, equipment and product are routinely monitored to ensure compliance with GMP requirements. 3.3 Raw materials, packaging components and products are handled according to GMP and workplace procedures. 3.4 Workplace procedures to control resource allocation and process are followed to meet GMP requirements. 3.5 Common forms of contamination are identified and appropriate control measures are followed according to GMP requirements. 3.6 The workplace is maintained in a clean and tidy order to meet GMP housekeeping standards.	3.1 Monitoring methods of work area, materials and equipment 3.2 Handling of raw materials, packaging components and product 3.3 Control resource allocation and processes in the workplace 3.4 Contaminants 3.5 Good Manufacturing Practices (GMP)	3.1 Identifying GMP requirements 3.2 Monitoring routinely of work area, materials equipment and product 3.3 Handling of raw materials, packaging components and product 3.4 Maintaining cleanliness in the workplace

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
4. Participate in improving GMP	4.1 Processes, practices or conditions which could result in non-compliance with GMP are identified and reported according to workplace reporting requirements. 4.2 Corrective action is implemented within the level of responsibility. 4.3 GMP issues are raised with designated personnel.	4.1 Non-compliance and corrective action in GMP 4.2 Corrective actions	4.1 Practicing GMP 4.2 Reporting workplace condition 4.3 Implementing corrective measures
5. Participate in validation processes	5.1 Validation procedures are followed to GMP requirements. 5.2 Issues arising from validation are raised with designated personnel. 5.3 Validation procedures are documented to meet GMP requirements.	5.1 Validation procedures in GMP 5.2 Issues arising from validation 5.3 Documentation of validation procedures	5.1 Following validation procedures 5.2 Reporting issues arising from validation 5.3 Documenting validation procedures
6. Complete workplace documentation to support GMP	6.1 Documentation and recording requirements are identified. 6.2 Information is recorded according to workplace reporting procedures to meet GMP requirements.	6.1 Documentation and workplace reporting procedures in GMP 6.2 Information and workplace reporting procedures	6.1 Keep ing records 6.2 Recording information

RANGE OF VARIABLES

VARIABLE	RANGE
1. Work Area	<p>May include:</p> <ul style="list-style-type: none"> 1.1 Safety Protocols <ul style="list-style-type: none"> 1.1.1 Proper use of PPE 1.1.2 Knowledge of emergency procedures (fire, spills, injuries) 1.1.3 Awareness of safety hazards in the work area 1.2 Equipment handling <ul style="list-style-type: none"> 1.2.1 Competency in operating meat fabrication tools and machinery 1.2.2 Understanding of equipment maintenance and cleaning procedures 1.3 Quality Control <ul style="list-style-type: none"> 1.3.1 Ability to inspect raw materials for quality and freshness 1.3.2 Understanding of quality standards for different meat products 1.4 Hygiene and Sanitation <ul style="list-style-type: none"> 1.4.1 Adherence to cleanliness and sanitation standards 1.4.2 Knowledge of cleanliness and sanitation standards 1.5 Workplace Organization <ul style="list-style-type: none"> 1.5.1 Efficient layout of workstations 1.5.2 Inventory management and stock rotation practices 1.5.3 Workflow optimization for productivity 1.6 Communication <ul style="list-style-type: none"> 1.6.1 Effective communication with team members and supervisors 1.6.2 Reporting issues or discrepancies promptly

2. Workplace reporting procedures	<p>May include:</p> <p>2.1 Incident Reporting</p> <p>2.1.1 Procedures for reporting accidents, injuries, or near misses</p> <p>2.1.2 Documentation requirements for incidents</p> <p>2.2 Quality Control Reporting</p> <p>2.2.1 Processes for reporting defective products or deviations from quality standards</p> <p>2.2.2 Documentation of quality control checks and results</p> <p>2.3. Equipment Malfunction</p> <p>2.3.1 Reporting procedures for malfunctioning equipment</p> <p>2.3.2 Logging equipment issues and maintenance requests</p> <p>2.4. Inventory Reporting</p> <p>2.4.1 Procedures for reporting low stock or damages goods</p> <p>2.4.2 Documentation of inventory levels</p>
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VARIABLE	RANGE
	<p>and restocking needs</p> <p>2.5 Communication Protocols</p> <p>2.5.1 Methods for reporting to supervisors and colleagues (verbal, written, digital)</p> <p>2.5.2 Chain of command for reporting different types of issues</p> <p>2.6 Compliance and Regulation</p> <p>2.6.1 Procedures for reporting non-compliance with regulations and standards</p> <p>2.6.2 Documentation of corrective actions taken to ensure compliance</p> <p>2.7 Training and skills gaps</p> <p>2.7.1 Reporting procedures for identifying skills gaps among employees</p> <p>2.7.2. Documentation of training needs and plans for skill development</p>

EVIDENCE GUIDE

1. Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Located and followed workplace information relating to GMP responsibilities 1.2 Maintained personal hygiene consistent with GMP 1.3 Followed workplace procedures when moving around the workplace and/or from one task to another to maintain GMP 1.4 Used, stored and disposed of appropriate clothing/footwear as required by work tasks and consistent with GMP 1.5 Identified and reported situations that do or could compromise GMP 1.6 Applied appropriate control measures to control contamination 1.7 Recorded results of monitoring, and maintain records as required by GMP 1.8 Followed validation procedures within level of responsibility 1.9 Identified and responded to out-of-specification or unacceptable raw materials, packaging components, final or part processed product within level of responsibility 1.10 Followed procedures to isolate or quarantine non-conforming product 1.11 Handled, cleaned and stored equipment, utensils, raw materials, packaging components and related items according to GMP and workplace procedures 1.12 Maintained GMP for own work 1.13 Handled and/or disposed of out-of-specification or contaminated materials, packaging components/consumables and product, waste and recyclable material according to GMP as required by work responsibilities 1.14 Maintained the work area in a clean and tidy state 1.15 Identified and reported signs of pest infestation
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace location and access to workplace policies 2.2 Materials relevant to the proposed activity and tasks
3. Method of assessment	<p>Competency in this unit maybe be assessed using at least two (2) of the following methods:</p> <ul style="list-style-type: none"> 3.1 A combination of direct observation and oral questioning 3.2 Written report 3.3 Written Examination 3.4 Portfolio
4. Context of Assessment	<p>4.1 Competency may be assessed in the actual workplace or at the designated TESDA Accredited Assessment Center.</p>

UNIT OF COMPETENCY : IMPLEMENT ENVIRONMENTAL POLICIES AND PROCEDURES

UNIT CODE : PFB741215

UNIT DESCRIPTOR : This unit covers skills and attitude required to implement environmental policies and procedures when carrying out work responsibilities.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Conduct work in accordance with environmental policies and procedures	1.1 Immediate work area is routinely checked to ensure compliance with environmental requirements. 1.2 Hazards and unacceptable performance are identified, removed and/or reported to appropriate personnel according to workplace procedures. 1.3 Workplace procedures and work instructions are followed. 1.4 Where control requirements are not met, incidents are promptly reported and corrective action is taken. 1.5 Measures used to minimize and handle waste are followed. 1.6 Environmental data is recorded in required format according to workplace reporting requirements.	1.1 Workplace approach to managing environmental issues 1.2 Responsibilities of self and employer to manage environmental issues on site 1.3 Sources of advice on environmental issues in the workplace 1.4 Environmental hazards and risks associated with the work 1.5 Work procedures as they relate to environmental responsibilities 1.6 Procedures used to prevent or control environmental risks associated with own work 1.7 Basic concepts of hazard identification, risk assessment and control options	1.1 Planning and organizing work (time management) 1.2 Working with others and in teams 1.3 Practicing environmental skills

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		1.8 Identifying and responding to hazards 1.9 Impact of work practices on resource utilization and wastage 1.10 Procedures used to handle and dispose of waste 1.11 The difference between trade waste and storm water drains 1.12 Consequences of inappropriate waste handling and disposal 1.10 Procedures for responding to unplanned incidents such as spills and leaks 1.11 Emergency response system and procedures 1.12 Responsible use of resources in own work area 1.13 Reporting procedures and responsibilities 1.14 Consultative processes in the workplace for raising issues/ suggestions on environmental issues	

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Participate in improving environmental practices at work	2.1 Processes or conditions which could result in an unacceptable environmental outcome are identified and reported according to workplace reporting requirements. 2.2 Corrective action is taken in accordance with the environmental management and emergency response plans as required. 2.3 Contributions are made to participative arrangements for managing environmental issues in the workplace within workplace procedures and level of responsibility	2.1 Unacceptable environmental outcomes 2.2 Corrective actions 2.3 Emergency response plan 2.4 Improvement in environmental practices 2.5 Report preparation	2.1 Identifying and reporting unacceptable environmental outcomes 2.2 Implementing corrective actions 2.3 Participating in improvement of environmental practices 2.4 Practicing written communication skills
3. Respond to an environmental emergency	3.1 Emergency situations are identified and reported according to workplace reporting requirements 3.2 Emergency procedures are followed as appropriate to the nature of the emergency and according to workplace procedures	3.1 Emergency situations 3.2 Emergency procedures	3.1 Identifying emergency situations 3.2 Following emergency procedures 3.3 Practicing written communication skills

RANGE OF VARIABLES

VARIABLE	RANGE
1. Hazards	May include: 1.1. Equipment Safety 1.2. Physical Hazards 1.3. Chemical Hazards 1.4. Biological Hazards 1.5. Fire Safety 1.6. Emergency Hazards

EVIDENCE GUIDE

1. Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1 Accessed and apply workplace information on environmental policies and procedures relating to own work 1.2 Fitted and used appropriate personal protective clothing and equipment 1.3 Checked own work area to identify environmental hazards 1.4 Reported hazards according to workplace procedure in a clear and timely manner 1.5 Followed work procedures to control or minimize environmental risk. This may include monitoring parameters set for environmental aspects such as airborne particulate, noise, and water quality. It may also include demonstrating use of emergency equipment according to work role requirements 1.6 Recorded environmental information as required by the environmental management program 1.7 Participated in processes to raise issues and suggestions to improve environmental issues management. This requires appropriate communication skills to structure and present information and interact with others 1.8 Followed procedures to collect, deposit, recycle and/or dispose of waste in own work area 1.9 Followed procedures to respond to environmental emergencies such as spills and emissions. This may include following procedures to alert the appropriate emergency services 1.10 Maintained housekeeping standards in work area
2. Resource Implications	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1 Workplace location and access to workplace policies 2.2 Materials relevant to the proposed activity and tasks
3 Method of assessment	<p>Competency in this unit maybe be assessed using at least two (2) of the following methods:</p> <ol style="list-style-type: none"> 3.1 A combination of direct observation and oral questioning 3.2 Written report 3.3 Written Examination 3.4 Portfolio
4 Context of Assessment	<ol style="list-style-type: none"> 4.1 Competency may be assessed in the actual workplace or at the designated TESDA Accredited Assessment Center.

CORE COMPETENCIES

UNIT OF COMPETENCY : **USE KNIVES AND SCISSORS**
UNIT CODE : **AB-PFB0401022751301**

UNIT DESCRIPTOR : This unit covers the skills, knowledge and attitudes required to maintain knives for safe and effective cutting of meat and meat establishments. It includes sharpening, handling and maintaining knives and scissors.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized</i> terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Sharpen knives and scissors	<p>1.1 Knives and scissors are sharpened using appropriate equipment and techniques to maintain a bevel edge according to workplace requirements.</p> <p>1.2 Steeling techniques are applied to maintain sharpness in accordance with Occupational Safety and Health Standards (OSHS).</p> <p>1.3 Personal protective equipment (PPE) is worn during sharpening in compliance with OSHS.</p>	<p>Science</p> <p>1.1 Techniques in sharpening knives</p> <p>1.2 Steps in steeling knives</p> <p>1.3 Techniques in handling knives</p> <p>Technology</p> <p>1.4 Different types of knives and sharpening equipment</p> <p>Communication</p> <p>1.5 Work instructions</p> <p>Environmental Issues and Other Concerns</p> <p>1.6 OSHS issues related to use and sharpening knives on Sterilization and hygiene requirements related to knife sharpening</p> <p>1.7 OSHS legal requirements</p> <p>1.8 Hygiene and sanitation requirements</p>	<p>1.1 Handling and sharpening knife and scissors</p> <p>1.2 Practicing OSHS</p> <p>1.3 Using knife</p> <p>1.4 Storing knives and equipment</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized</i> terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
		1.9 Enterprise OSHS policies, procedures and programs	
2. Handle knives and scissors	<p>2.1 Knives and scissors are manipulated in a way that minimizes risk of injury <i>in</i> compliance with safety standards.</p> <p>2.2 Safety precautions are followed when using knives and scissors, in accordance with regulatory requirements.</p> <p>2.3 Work areas are maintained in clean and safe conditions to prevent accidents in accordance with OSHS</p>	<p>Science 2.1 Techniques in using knives</p> <p>Technology 2.2 Proper handling</p> <p>Environmental Issues and Other Concerns 2.3 OSHS issues related to using knives</p>	<p>2.1 Using knife and scissors</p> <p>2.2 Practicing OSHS</p> <p>2.3 Keen to details</p>
3. Maintain knives and scissors sharpening equipment	<p>3.1. Knives are maintained in accordance with food hygiene, sanitation, and workplace requirements.</p> <p>3.2. Knives are cleaned in accordance with food hygiene, sanitation, and workplace requirements</p> <p>3.3. Knives are stored in accordance with food hygiene, sanitation, and workplace requirements</p> <p>3.4. Knife sharpening equipment is maintained in accordance with food hygiene, sanitation, and workplace requirements.</p>	<p>Science 3.1. Techniques in storing knives and associated equipment</p> <p>Technology 3.2. OSHS issues related to storing knives 3.3. Sharpening equipment - Stainless steel honing rod</p> <p>Communication 3.4. Work Instructions</p>	<p>3.1 Storing knife and equipment</p> <p>3.2 Practicing OSHS</p> <p>3.3 Keen to details</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized</i> terms are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	3.5. Knife sharpening equipment is cleaned in accordance with food hygiene, sanitation, and workplace requirements 3.6. Knife sharpening equipment is stored in accordance with food hygiene, sanitation, and workplace requirements 3.7. Worn out knives and sharpening equipment are reported for replacement in accordance with occupational safety standards.		

RANGE OF VARIABLES

VARIABLE	RANGE
1. Workplace requirements	<p>May include:</p> <ul style="list-style-type: none"> 1.1 Safety work instructions 1.2 Standard operating procedures 1.3 Occupational safety and health standards (OSHS) 1.4 Wearing appropriate PPE 1.5 Quality assurance requirements
2. Personal Protective Equipment (PPE)	<p>May include:</p> <ul style="list-style-type: none"> 2.1 Uniforms, coat, apron 2.2 Work, safety or waterproof footwear 2.3 Protective head and hair covering 2.4 Protective hand and arm covering 2.5 Ear plugs/mugs 2.6 Goggles
3. Regulatory Requirements	<p>May include:</p> <ul style="list-style-type: none"> 3.1. Relevant regulations regarding food processing and food safety regulations 3.2. Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) and NMIS 3.3. Meat Inspection Code of the Philippines (RA 9296) as amended by RA No. 10536 3.4. Animal Welfare Act (RA 8485) as amended by RA No. 10631 3.5. Environment Management Bureau regulations regarding emissions, waste treatment, noise and effluent treatment and control

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Sharpened knives and scissors 1.2 Handled knives and scissors 1.3 Maintained knives and scissors sharpening equipment
2. Resource Implications	The following resources should be provided: 2.1 Workplace location 2.2 Tools and equipment/utensils appropriate to knife sharpening 2.3 Materials relevant to the proposed activity and tasks
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Direct Observation 3.2 Demonstration with Oral Questioning
4. Context for Assessment	4.1 Competency may be assessed individually in the actual workplace or simulated environment within an Accredited Assessment Center or Designated Assessment Venue (DAV)

UNIT OF COMPETENCY : PREPARE LIVE BIRDS FOR DRESSING

UNIT CODE : AB-PFB0401022751302

UNIT DESCRIPTOR : This covers the knowledge, skills and attitude required to effectively prepare live birds for dressing. It includes receiving healthy live birds, segregating mortalities, hanging live birds, stunning live birds, slitting and bleeding birds.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Receive healthy live birds	<p>1.1 Weighed live birds are unloaded per coops pile based on company policy/procedures</p> <p>1.2 Dead-on-arrival (DOA) birds are segregated based on company policy/procedures</p> <p>1.3 Live birds in coops are transported to the staging area based on company policy/procedures</p>	<p>Science</p> <p>1.1 Animal behavior</p> <p>1.2 Animal handling procedures</p> <p>Communication</p> <p>1.3 Company Operations Manual</p> <p>Environmental Issues and Other Concerns</p> <p>1.4 Occupational Safety and Health Standards (OSHS)</p> <p>1.5 Good Hygienic Practices (GHP)</p> <p>1.6 Animal Welfare Act</p>	<p>1.1 Handling of animals</p> <p>1.2 Practicing GHP</p> <p>1.3 Observing OSHS</p> <p>1.4 Observing environmental issues and other concerns</p> <p>1.5 Donning of PPE</p> <p>1.6 Communication Skills</p> <p>1.7 Keen to details</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Hang live birds	2.1 Dead after arrival (DAA)/runts are segregated based on company policy/procedures 2.2 Live birds are shackled in accordance with workplace requirements and OSHS 2.3 Personal Protective Equipment (PPE) is worn according to OSHS	Science 2.1 Animal Anatomy 2.2 Specific location and position of shackle on the animal Technology 2.3 Proper handling Communication 2.4 Company Operations Manual Environmental Issues and Other Concerns 2.5 Occupational Safety and Health Standards (OSHS) 2.6 Good Hygienic Practices (GHP)	2.1 Shackling and lifting of live birds 2.2 Practicing GHP 2.3 Observing OSHS 2.4 Observing environmental issues and other concerns 2.5 Donning of PPE

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Perform slitting of birds	3.1 Knife is used to sever the major blood vessels below the lower mandible area according to workplace requirements 3.2 Fast and effective slitting of bird is done in accordance with the <i>Animal Welfare Act</i> 3.3 Birds are bled in accordance with workplace and <i>regulatory requirements</i> 3.4 <i>Blood is collected</i> in accordance with workplace policy and regulatory requirements	Science 3.1 Animal Anatomy 3.2 Identification of mandible area (jugular vein, carotid arteries) Technology 3.3 Correct stunning procedure 3.4 Neck Slitting procedure English/ Communication 3.5 Company Operations Manual Environmental Issues and Other Concerns 3.6 Occupational Safety and Health Standards (OSHS) 3.7 Good Hygienic Practices (GHP) 3.8 Safe and hygienic use of knife 3.9 Hygienic standard practices 3.10 Hand washing techniques	3.1 Perform slitting procedure 3.2 Practicing GHP 3.3 Observing OSHS 3.4 Observing environmental issues and other 3.5 Proper donning of PPE 3.6 Identifying lower mandible area (jugular vein, carotid arteries)

RANGE OF VARIABLES

VARIABLE	RANGE
1. Company policy/procedures	May include: <ul style="list-style-type: none"> 1.1 Work instructions 1.2 Standard operating procedures 1.3 Occupational Safety and Health Standards (OSHS) 1.4 Wearing appropriate PPE 1.5 Quality assurance requirements 1.6 Equipment manufacturer's manuals 1.7 Materials Safety Data Sheet 1.8 Codes of practices and related advice 1.9 Proper grooming 1.10 Foreign materials are prohibited
2. Personal Protective Equipment (PPE)	May include: <ul style="list-style-type: none"> 2.1 Uniforms and apron 2.2 Rubber boots 2.3 Protective head and hair covering 2.4 Hard gloves and Mesh gloves 2.5 Eye goggles 2.6 Face Masks
3. Animal Welfare act	May include but not limited to: <ul style="list-style-type: none"> 3.1 The facilities must have a dedicated lairage area 3.2 The lairage area should have sufficient capacity with ventilation system 3.3 Stocking densities of coops to allow enough air flow 3.4 Staging of live birds should not exceed to the required hours 3.5 Coops are lifted and moved in a manner that does not injure live birds 3.6 Coops shall be maintained in a good state of repair 3.7 Care must be taken to ensure that the birds do not get caught or entrapped in the edges of the coops 3.8 The time from shackling to stunning shall meet local regulations 3.9 No rough handling that could result to injury to the birds 3.10 Shackling area and shackling line leading up to the stunning area shall be operated in subdued lighting 3.11 The conveyor belt and shackling line must be adjusted so the birds head do not come in contact with the conveyor belt 3.12 No live birds should be shackled by one leg 3.13 A breast comforter must be in place from the point at which the bird is shackled to the entrance of the stunner 3.14 Live birds are not permitted in the DOA/DAA bin 3.15 Injured birds and runts are slitted

4. Regulatory requirements	May include but not limited to: 4.1 Meat Inspection Code of the Philippines (R.A. 9296) as amended by RA 10536 4.2 Animal Welfare Act (RA No. 8485) as amended by RA No. 10631 4.3 Department of Health – Food Establishments – Code of Sanitation of the Philippines (P.D.856) 4.4 FDA CGMP (AO153) Series of 2004 4.5 Relevant regulations regarding meat processing and food safety regulations
5. Blood is collected	May include: 5.1 Blood intended for food 5.2 Blood for feed additives 5.3 Blood for other purposes (e.g. fertilizer, should not be allowed to go in wastewater treatment facility)

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: <ul style="list-style-type: none"> 1.1 Segregated DOAs and DAAs 1.2 Hanged live runts weighing 700 grams and above 1.3 Lifted chicken 1.4 Hanged both feet in one shackle 1.5 Observed good hygienic practices 1.6 Checked stunned birds 1.7 Slitted lower mandible area 1.8 Collected blood 1.9 Complied with workplace and OSHS requirements
2. Resource Implications	The following resources should be provided: <ul style="list-style-type: none"> 2.1 Workplace location 2.2 Tools and equipment/utensils and materials relevant to the proposed activity and tasks
3. Methods of assessment	Competency in this unit may be assessed through: <ul style="list-style-type: none"> 3.1 Direct Observation 3.2 Demonstration with Oral Questioning
4. Context for assessment	<ul style="list-style-type: none"> 4.1 Competency may be assessed individually in the actual workplace or simulated environment within an Accredited Assessment Center or Designated Assessment Venue (DAV)

UNIT OF COMPETENCY : PREPARE CARCASS

UNIT CODE : AB-PFB0401022751303

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to prepare the carcass of birds. It includes removing head and feet, rehanging carcass, incising neck, cutting vent, and eviscerating carcass.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1. Remove head and feet	<p>1.1 Knives are sanitized in accordance with hygienic practices</p> <p>1.2 Head is severed using a sanitized knife according to workplace and OSHS requirements</p> <p>1.3 Feet are severed above the hock joint using a sanitized knife according to workplace and OSHS requirements.</p>	<p>Science</p> <p>1.1 Head and feet removal procedures</p> <p>Communication</p> <p>1.2 Workplace requirements</p> <p>Environmental Issues and Other Concerns</p> <p>1.3 Occupational Safety and Health Standards (OSHS)</p> <p>1.4 Good Hygienic Practices (GHP)</p> <p>1.5 Hand washing techniques</p>	<p>1.1 Removing head and feet</p> <p>1.2 Hand washing</p> <p>1.3 Practicing GHP</p> <p>1.4 Observing OSHS</p> <p>1.5 Observing environmental issues and other concerns</p> <p>1.6 Donning of PPE</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Rehang carcass	2.1 Carcass is manually rehangd in accordance with workplace and OSHS requirements 2.2 Safety measures in hanging of carcass are observed in compliance with OSHS	Science 2.1 Rehangd procedure Technology 2.2 Head and feet removal procedure Communication 2.3 Workplace requirements Environmental Issues and Other Concerns 2.4 Occupational Safety and Health Standards (OSHS) 2.5 Good Hygienic Practices (GHP) 2.6 Hand washing techniques	2.1 Hanging of carcass 2.2 Hand washing 2.3 Practicing GHP 2.4 Observing OSHS 2.5 Observing environmental issues and other concerns 2.7 Donning of PPE

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
3. Incise Neck	3.1 A skin cut is made along the base of the neck in accordance with <i>workplace and Occupational Safety and Health Standards (OSHS)</i> requirements 3.2 Safety measures in neck incision of carcass are observed in compliance with OSHS	Technology 3.1 Procedures for safe and hygienic use of knife Communication 3.2 Workplace requirements Environmental Issues and Other Concerns 3.3 Occupational Safety and Health Standards (OSHS) 3.4 Good Hygienic Practices (GHP) 3.5 Hand washing techniques 3.6 Safe and hygienic use of knife	3.1 Incising of neck 3.2 Handwashing 3.3 Practicing GHP 3.4 Observing OSHS 3.5 Observing environmental issues and other concerns 3.6 Donning of PPE
4. Cut vent	4.1 Scissors are sanitized according to workplace requirements 4.2 The abdominal cavity is cut from the vent portion to the breast tip in accordance with work requirements and OSHS 4.3 Safety measures in vent cutting are observed in compliance with OSHS	Science 4.1 Procedures for vent cutting Communication 4.2 Workplace requirements Environmental Issues and Other Concerns 4.3 Occupational Safety and Health Standards (OSHS) 4.4 Good Hygienic Practices (GHP) 4.5 Hand washing techniques 4.6 Safe and hygienic use of scissor	4.1 Using scissors 4.2 Vent cutting 4.3 Handwashing 4.4 Practicing GHP 4.5 Observing OSHS 4.6 Observing environmental issues and other concerns 4.7 Donning of PPE

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
5. Eviscerate carcass	<p>5.1 The whole viscera pack is manually drawn out from the carcass opening in accordance with work requirements and OSHS</p> <p>5.2 Internal organs are removed without puncturing the bile sac in accordance with work requirements and OSHS</p> <p>5.3 Liver, heart and spleen are separated from the main pack in accordance with work requirements and OSHS</p> <p>5.4 Bile is removed without contaminating the carcass in accordance with work requirements and OSHS</p> <p>5.5 The entrail pack is detached from the junction of gizzard and duodenal loop in accordance with work requirements and OSHS</p> <p>5.6 Gizzard and proventriculus are opened in accordance with work requirements and OSHS</p> <p>5.7 The crop and windpipe are pulled from the body cavity in accordance with work requirements and OSHS</p> <p>5.8 Lungs are removed by using a lung scraper in accordance with work requirements and OSHS</p> <p>5.9 Sources of cross-contamination are identified in accordance with GHP</p>	<p>Science</p> <p>5.1 Internal organs of chicken</p> <p>5.2 Evisceration of chicken</p> <p>5.3 Types and sources of contamination and cross-contamination</p> <p>Technology</p> <p>5.4 Procedures for safe and hygienic use of knife</p> <p>Communication</p> <p>5.5 Work instructions</p> <p>Environmental Issues and Other Concerns</p> <p>5.6 Occupational Safety and Health Standards (OSHS)</p> <p>5.7 Good Hygienic Practices (GHP)</p> <p>5.8 Hand washing techniques</p> <p>5.9 Non-conformance procedure for diseased organs</p> <p>5.10 Safe and hygienic use of knife and scissors</p> <p>Prevention of cross-contamination</p>	<p>5.1 Identifying and locating internal organs of chicken</p> <p>5.2 Opening carcass</p> <p>5.3 Removing organs/offals</p> <p>5.4 Using lung scraper</p> <p>5.5 Identifying the sources of contamination and cross-contamination</p> <p>5.6 Handwashing</p> <p>5.7 Practicing GHP</p> <p>5.8 Observing OSHS</p> <p>5.9 Observing environmental issues and other concerns</p> <p>Donning of PPE</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
	5.10 Corrective action is taken in the event of contamination in line with workplace requirements		

RANGE OF VARIABLES

VARIABLE	RANGE
1.Viscera pack	May include: <ul style="list-style-type: none"> 1.1 Liver and heart 1.2 Spleen 1.3 Gizzard and proventriculus 1.4 Duodenal loop 1.5 Small and large Intestine 1.6 Bile
2. Workplace and Occupational Safety and Health Standards (OSHS) requirements	May include: <ul style="list-style-type: none"> 2.1 Workplace requirements: <ul style="list-style-type: none"> 2.1.1 Work instructions 2.1.2 Standard operating procedures 2.1.3 Occupational Safety and Health Standards (OSHS) 2.1.4 Wearing appropriate PPE 2.1.5 Quality assurance requirements 2.1.6 Equipment manufacturer's manuals 2.1.7 Materials Safety Data Sheet 2.1.8 Codes of practices and related advice 2.1.9 Corrective action in the event of contamination 2.2 OSHS requirements: <ul style="list-style-type: none"> 2.2.1 Legal requirements 2.2.2 Hygiene and sanitation requirements (Good OSHS Manufacturing Practices (GMP)) 2.2.3 Enterprise OSHS policies, procedures and programs

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Removed head and feet 1.2 Rehanged carcass 1.3 Incised neck 1.4 Cut abdominal cavity to pull-out viscera pack 1.5 Eviscerated carcass without contamination
2. Resource implications	The following resources should be provided: 2.1 Workplace location 2.2 Tools and equipment/utensils and materials relevant to the proposed activity and tasks
3. Methods of assessment	Competency in this unit may be assessed through: 3.1 Direct Observation 3.2 Demonstration with Oral Questioning
4. Context for assessment	4.1 Competency may be assessed individually in the actual workplace or simulated environment within an Accredited Assessment Center or Designated Assessment Venue (DAV)

UNIT OF COMPETENCY : PERFORM POST SLAUGHTERING PROCEDURES

UNIT CODE : AB-PFB0401022751304

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required in performing post slaughtering procedures. It includes chilling carcass, rehangng and dripping carcass, weighing and sorting carcass, packing, sealing and labeling whole dressed chicken, crating dressed chicken, weighing and labeling crates, and transferring finished products to storage.

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
1.Chill Carcass	1.1 Personal Protective Equipment (PPE) is worn according to OSHS 1.2 Inner and outer parts of carcass are washed in accordance with workplace and OSHS requirements 1.3 Carcasses are pre-chilled in accordance with workplace and OSHS requirements 1.4 Carcasses are final-chilled in accordance with workplace and OSHS requirements	Science 1.1 Washing and chilling procedure 1.2 Chlorine concentration 1.3 Chilling standard Communication 1.4 Work instructions Environmental Issues and Other Concerns 1.5 OSHS 1.6 requirements 1.7 Good Hygienic Practices (GHP) 1.8 Hand washing techniques	1.1 Washing and chilling of carcass 1.2 Handwashing 1.3 Practicing GHP 1.4 Observing OSHS 1.5 Observing environmental issues and other concerns 1.6 Donning of PPE

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
2. Drip carcass	<p>2.1 Carcass are manually rehanged in a dripline according to workplace and OSHS requirements</p> <p>2.2 Carcass are dripped according to workplace and OSHS requirements</p> <p>2.3 Carcass are manually transferred according to workplace and OSHS requirements</p>	<p>Science</p> <p>2.1 Rehanging procedure</p> <p>2.2 Dripping procedure</p> <p>Communication</p> <p>2.3 Work instructions</p> <p>Environmental Issues and Other Concerns</p> <p>2.4 OSHS requirements</p> <p>2.5 Good Hygienic Practices (GHP)</p> <p>2.6 Hand washing techniques</p>	<p>2.1 Rehanging of carcass</p> <p>2.2 Dripping of carcass</p> <p>2.3 Handwashing</p> <p>2.4 Practicing GHP</p> <p>2.5 Observing OSHS</p> <p>2.6 Observing environmental issues and other concerns</p> <p>2.7 Donning of PPE</p> <p>2.8 Transferring of carcass</p>
3. Weigh Carcass	<p>3.1. Carcass is individually weighed using <i>digital weighing scale</i> according to workplace and OSHS requirements</p> <p>3.2 Carcass is segregated according to specific weight ranges according to workplace and OSHS requirements</p> <p>3.3 Carcass is transferred to crate according to workplace and OSHS requirements</p>	<p>Science</p> <p>3.1 Weighing of Carcass procedure</p> <p>3.2 Sorting of Carcass procedure</p> <p>Communication</p> <p>3.3 Work instructions</p> <p>Environmental Issues and Other Concerns</p> <p>3.4 OSHS requirements</p> <p>3.5 Good Hygienic Practices (GHP)</p> <p>3.6 Hand washing techniques</p>	<p>3.1 Operating weighing scale</p> <p>3.2 Sorting Skills</p> <p>3.3 Handwashing Skills</p> <p>3.4 Practicing GHP</p> <p>3.5 Observing OSHS</p> <p>3.6 Observing environmental issues and other concerns</p> <p>3.7 Donning of PPE</p>

4. Sort Carcass	<p>4.1 Weighed carcass are sorted according to the <i>established carcass grading standards</i></p> <p>4.2 Off specs carcass is trimmed according to workplace and OSHS requirements</p> <p>4.3 Carcass is transferred to crate according to workplace and OSHS requirements</p>	<p>Science</p> <p>4.1 Sorting of Carcass procedure</p> <p>Communication</p> <p>4.2 Work instructions</p> <p>Environmental Issues and Other Concerns</p> <p>4.3 OSHS</p> <p>4.4 requirements</p> <p>4.5 Good Hygienic Practices (GHP)</p> <p>4.6 Hand washing techniques</p>	<p>4.1 Sorting</p> <p>4.2 Handwashing</p> <p>4.3 Practicing GHP</p> <p>4.4 Observing OSHS</p> <p>4.5 Observing environmental issues and other concerns</p> <p>4.6 Donning of PPE</p>
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ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
5. Package Whole Dressed Chicken	5.1 Carcass is packed according to product formats 5.2 Carcasses are labeled according to product formats 5.3 Sealing preferences per product depends on product format.	Science 5.1 Packing and Sealing procedures 5.2 Labeling 5.3 procedures Communication 5.4 Work instructions Environmental Issues and Other Concerns 5.5 Occupational Safety and Health Standards (OSHS) 5.6 Good Hygienic Practices (GHP) 5.7 Hand washing techniques	5.1 Packing, sealing and labeling dressed chicken 5.2 Handwashing 5.3 Practicing GHP 5.4 Observing OSHS 5.5 Observing environmental issues and other concerns 5.6 Donning of PPE

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
6. Turnover finished product	<p>6.1 Sanitized crates are used as a secondary packaging of products in accordance with workplace and OSHS requirements</p> <p>6.2 Finished products are arranged based on the suggested number per crate as per customer requirements.</p> <p>6.3 Each crated finished product is weighed using a calibrated digital weighing scale with workplace requirements</p> <p>6.4 Each crated finished product is labeled with the standard coding in accordance with workplace requirements</p>	<p>Science</p> <p>6.1 Handling and Crating procedures</p> <p>6.2 Weighing</p> <p>6.3 procedures</p> <p>Technology:</p> <p>6.4 Labeling procedure</p> <p>Communication</p> <p>6.5 Work instructions</p> <p>Environmental Issues and Other Concerns</p> <p>6.6 OSH hazards and controls</p> <p>6.7 Contamination/ food safety risks</p> <p>6.8 Good Hygienic Practices (GHP)</p> <p>6.9 Hand washing techniques</p>	<p>6.1 Crating of products</p> <p>6.2 Handwashing</p> <p>6.3 Handling</p> <p>6.4 Operating weighing scale</p> <p>6.5 Practicing GHP</p> <p>6.6 Observing OSHS</p> <p>6.7 Observing</p> <p>6.8 environmental issues and other concerns</p> <p>6.9 Donning of PPE</p>
7. Transfer finished products to storage	<p>7.1 Product data is recorded in Receiving Form based on workplace and OSHS requirements</p> <p>7.2 Ice toppings are placed on finished products in accordance with workplace and OSHS requirements</p> <p>7.3 Crated finished product is transferred to storage in accordance with workplace and OSHS requirements</p>	<p>Science</p> <p>7.1 Handling</p> <p>7.2 procedures</p> <p>7.3 Recording data procedure</p> <p>7.4 Storage procedures</p> <p>Communication</p> <p>7.5 Work instructions</p> <p>Environmental Issues and Other Concerns</p> <p>7.6 OSH hazards and controls</p> <p>7.7 Contamination/ food safety risks</p> <p>7.8 Good Hygienic Practices (GHP)</p>	<p>7.1 Handling</p> <p>7.2 Recording data</p> <p>7.3 Practicing GHP</p> <p>7.4 Observing OSHS</p> <p>7.5 Observing environmental issues and other concerns</p> <p>7.6 Donning of PPE</p>

ELEMENT	PERFORMANCE CRITERIA <i>Italicized terms</i> are elaborated in the Range of Variables	REQUIRED KNOWLEDGE	REQUIRED SKILLS
8. Conduct sanitation procedure	8.1 Tools, equipment, and work area are cleaned in accordance with workplace and OSHS requirements 8.2 Tools, equipment, and work area are sanitized in accordance with workplace and OSHS requirements	Science 8.1 Cleaning and sanitizing agents 8.2 Cleaning and sanitizing procedures Communication 8.3 Work instructions Environmental Issues and Other Concerns 8.4 OSHS requirements 8.5 7S 8.6 Solid waste segregation and disposal	8.1 Cleaning work tools, equipment and facilities 8.2 Sanitizing work tools, equipment and facilities 8.3 Maintaining work tools, equipment and facilities

RANGE OF VARIABLES

VARIABLE	RANGE
1. Workplace requirements	May include: <ul style="list-style-type: none"> 1.1 Work instructions 1.2 Standard operating procedures 1.3 Occupational Safety and Health Standards (OSHS) 1.4 Wearing appropriate PPE 1.5 Quality assurance requirements 1.6 Equipment manufacturer's manuals 1.7 Materials Safety Data Sheet 1.8 Codes of practices and related advice
2. Digital weighing scale	May include: <ul style="list-style-type: none"> 2.1 verified 2.2 calibrated 2.3 sanitized
3. Established carcass grading standards	May include but not limited to: <ul style="list-style-type: none"> 3.1 Carcass Quality Grading Factors 3.2 Carcass Chilling Requirements
4. Product formats	May include: <ul style="list-style-type: none"> 4.1 Primary by products <ul style="list-style-type: none"> 4.1.1 Liver 4.1.2 Hearts 4.1.3 Gizzard 4.2 Fresh whole dressed chicken 4.3 Individual Cuts <ul style="list-style-type: none"> 4.3.1 Breast 4.3.2 Legs 4.3.3 Wings 4.3.4 Quarters 4.3.5 Others
5. Product Data	May include: <ul style="list-style-type: none"> 5.1 Product type 5.2 Number of pieces per crate 5.3 Weight 5.4 Production code

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: <ul style="list-style-type: none"> 1.1 Classified carcass 1.2 Trimmed carcass 1.3 Weighed carcass 1.4 Recorded carcass 1.5 Verified carcass 1.6 Labeled carcass 1.7 Identified types and sources of potential contamination and cross-contamination 1.8 Complied with workplace requirements and Occupational Safety and Health Standards (OSHS) 1.9 Observed personal sanitation and hygiene
2. Resource implications	The following resources should be provided: <ul style="list-style-type: none"> 2.1 Workplace location 2.2 Tools and equipment/utensils and materials relevant to the proposed activity and tasks
3. Method of assessment	Competency in this unit may be assessed through: <ul style="list-style-type: none"> 3.1 Direct Observation 3.2 Demonstration with Oral Questioning
4. Context for assessment	<ul style="list-style-type: none"> 4.1 Competency may be assessed individually in the actual workplace or simulated environment within an Accredited Assessment Center or Designated Assessment Venue (DAV)

GLOSSARY OF TERMS

ABDOMINAL CAVITY	the internal cavity of the poultry that contains the majority of the internal organs
BIRDS	a group of warm-blooded vertebrates characterized by feathers, toothless beaked jaws, the laying of hard-shelled eggs, a high metabolic rate, a four-chambered heart, and a strong yet lightweight skeleton
CARCASS	refers to the remains or the body of a chicken after it has been slaughtered for meat production. It includes the skeletal system, organs, and tissues that are left behind once the chicken has been processed.
CRATE	a portable container used for transporting finished products designed to provide a safe and secure way to transport chickens from one location to another, such as from farms to markets or processing facilities. Typically made of wire or plastic, chicken crates have openings for ventilation and handles for easy carrying.
COOP	a holding cage or modular bin for birds specifically designed for transport to the processing plant, aimed to ensure that birds do not hurt themselves or other birds, and that air is able to circulate
DEFEATHERING	the process of removing feathers of the birds after slaughter using defeathering machine
DUODENAL LOOP	a specific part of a chicken's gastrointestinal system, which connects the gizzard to the small intestine which plays a crucial role in the digestive process, as it carries the partially digested food from the gizzard to the small intestine, where further breakdown and absorption of nutrients take place.
DRESSED CHICKEN	refers to a chicken that has been processed, cleaned, and prepared for consumption
ENTRAILS	refer to the internal organs of a chicken, including the gizzards, liver, heart, and other visceral parts that play a significant role in poultry processing and food preparation
EVISCERATION	removal of the birds' internal organs, follows during which the birds are washed and inspected

GIBLETS	liver, heart and gizzard of a chicken
GIZZARD	a fascinating digestive organ that plays a crucial role in breaking down food to aid in the absorption of nutrients
INCISE	to cut the surface of something carefully with a sharp tool
KNIVES	cutting instrument consisting of a sharp blade fastened to a handle
MANDIBLE	refers to the lower part of the beak in birds, including chickens and other poultry which is composed primarily of bone that plays a crucial role in the feeding process, enabling the bird to grasp and manipulate food before consuming it
MORTALITIES (DEAD AFTER ARRIVAL)	deaths occurred after arrival at the slaughterhouse/processing plant
MORTALITIES (DEAD ON ARRIVAL)	deaths occurred upon arrival at the slaughterhouse/processing plant
PIN FEATHER	a developing feather on a bird. This feather can grow as a new feather during the bird's infancy, or grow to replace one from moulting. The pin feather looks somewhat like a feather shaft.
POULTRY	domesticated birds kept by humans for the purpose of harvesting animal products such as meat, eggs or feathers
PROVENTRICULUS	refers to the glandular stomach of a chicken or Bird, found between the crop and the gizzard
RUNTS	live birds weighing 700 grams and below
SCALDING	the process of treating carcasses with hot water or steam to loosen the feather from the follicle to aid their removal. Usually scalding is done by the process of immersing the birds in warm water.
SCISSORS	instrument used for cutting cloth, paper, and other thin material, consisting of two blades laid one on top of the other and fastened in the middle so as to allow them to be opened and closed by a thumb and finger inserted through rings on the end of their handles
SHACKLE	a metal clamp used to hang birds upside down by their legs
SLITTING AND BLEEDING	severing all major blood vessels after stunning and let bleed and die from loss of blood

SPLEEN	the largest peripheral lymphoid organ in chickens, and it plays a significant role in both antibacterial and antiviral immune responses against acquired antigens
STAGING AREA	a location at the slaughterhouse/processing plant where birds inside the coops are placed to provide rest period upon weighing and prior to hanging.
STUNNING	a process of disrupting normal brain function of birds to knocked them and become unconscious and insensible to pain before killing them
VENT	also known as the cloaca, is a multi-purpose opening located at the posterior end of the bird. This unique opening serves as the exit point for waste materials, as well as the reproductive and urinary tracts.
VISCERA PACK	refers to the internal organs housed within the body cavity, including the heart, lungs, liver, kidneys, intestines, and reproductive organs. In poultry processing, these organs are routinely removed during the evisceration stage to prepare the bird for human consumption or further processing.

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