

# CANDIDATE'S ASSESSMENT SUMMARY RECORD

|                             |  |                 |            |
|-----------------------------|--|-----------------|------------|
| ASSESSMENT CENTRE           | XPRIENZ PTE LTD  |                 |            |
| Competency Unit             | WSQ FOLLOW FOOD AND BEVERAGE SAFETY AND HYGIENE POLICIES AND PROCEDURES (BASIC FOOD HYGIENE) |                 |            |
| Candidate Name (As in NRIC) | GUO LU XING  |                 |            |
| Candidate's NRIC            | G2572108Q  | Assessment Date | 2015-09-14 |

| Competency Element  | Assessment Method<br>Indicate C or NYC |    |    | Overall Result    |
|---|--|----|----|-------------------|
|   | MCQ                                    | PP | OQ | Indicate C or NYC |
| 1. Practise Good Personal Hygiene   | C                                      | C  | C  | C                 |
| 2. Use Safe Ingredients   | C                                      | C  | C  | C                 |
| 3. Handle Food Safely   | C                                      | C  | C  | C                 |
| 4. Store Food Safely  | C                                      | C  | C  | C                 |
| 5. Maintain Cleanliness of Utensils, Equipment and Services/Storage Areas | C                                      | C  | C  | C                 |

PP : Practical Performance / MCQ : Multiple-Choice Questions / OQ : Oral Questioning

This candidate has been assessed as:

COMPETENT



NOT-YET-COMPETENT



|                      |  |      |            |
|----------------------|--|------|------------|
| Assessor Name        |  |      |            |
| Assessor's Signature |  | Date | 2015-09-14 |

|                       |     |      |            |
|-----------------------|-----|------|------------|
| Candidate's Signature | ✓✓✓ | Date | 2015-09-14 |
|-----------------------|-----|------|------------|

By signing, the candidate is agreeing to accept the overall assessment outcome

Feedback on outcome by Assessor/Feedback by candidate:

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ASSESSMENT RECORD FOR  
**WRITTEN (MCQ) ASSESSMENT**  
 (50 MINUTES ASSESSMENT)  
**SET A / B**

This document is for recording the evidence presented by the candidate during Written (MCQ) Assessment for the Competency Unit: Follow Food & Beverage Safety & Hygiene Policies & Procedures (FB-RM-102C-1)

| Candidate's Name: GUO LU XING  |  | NRIC: G2572108Q  |           |          |
|--|--|------------------|-----------|----------|
| Assessor's Name:   |  | Date: 2015-09-14 |           |          |
| Candidate's Special Needs :  |  | Start Time:      | End Time: |          |
| Underpinning Knowledge   | Question   | Tick (✓)         |           | Comments |
| CE 1 – Practice good personal hygiene  |  |                  |           |          |
| UK 1.1(K)<br>Importance of good personal hygiene                                   | <u>MCQ 1</u><br>Why must food handlers observe good personal hygiene?<br>Ans: To prevent contamination of food that could lead to foodborne illness  | ✓                |           |          |
| UK 1.4 (K)<br>Importance of working only when in good health                       | <u>MCQ 2</u><br>When you are sick with diarrhoea &/or vomiting, you should<br><br>Ans: All of the above.   | ✓                |           |          |
| UK 1.2 (C)<br>Impact of good personal hygiene on prevention of foodborne illnesses | <u>MCQ 3</u><br>Which of the following is a good personal hygiene practice to prevent foodborne illnesses?<br><br>Ans: Wash hands with soap & water after visiting the toilet.                       | ✓                |           |          |
| UK 1.3 (A)<br>Hand washing procedures  | <u>MCQ 4</u><br>Which of the following is the CORRECT way to clean your hands after handling raw food?<br>Ans: Wash hands with soap & running water.   | ✓                |           |          |
| UK 1.5 (K)<br>Environmental Public Health (Food Hygiene) Regulations               | <u>MCQ 5</u><br>Which of the following personal hygiene practice is INCORRECT ?<br><br>Ans: Handle food with untied long hair.   | ✓                |           |          |
| CE 2 – Use safe ingredients  |  |                  |           |          |
| UK 2.1 (K)<br>Importance of using ingredients from approved sources                | <u>MCQ 6</u><br>Why is it important to use food items from approved sources?<br><br>Ans: The food items have undergone quality checks  | ✓                |           |          |
| UK 2.2 (K)<br>Environmental Public Health (Food Hygiene) Regulations               | <u>MCQ 7</u><br>Which of the following is INCORRECT ?<br><br>Ans: Use spoilt ingredients to prepare food.  | ✓                |           |          |
| CE 3 – Handle food safely  |  |                  |           |          |
| UK 3.1 (C)<br>Impact of safe defrosting to prevent contamination                   | <u>MCQ 8</u><br>Which of the following is the INCORRECT way to defrost frozen food to prevent contamination?<br><br>Ans: Place on the table top.   | ✓                |           |          |
| UK 3.2 (K)<br>Importance of preventing cross-contamination                         | <u>MCQ 9</u><br>Cross-contamination may lead to foodborne illness. Which of the following would cause cross-contamination?<br><br>Ans: Use the same chopping board to handle raw & ready-to-eat food | ✓                |           |          |
| UK 3.3 (C)<br>Considerations for handling ready-to-eat food                        | <u>MCQ 10</u><br>Which of the following practice is INCORRECT ?<br><br>Ans: Handle money with gloved hand.   | ✓                |           |          |
| UK 3.4 (K)<br>Importance of maintaining food hygiene during food transportation    | <u>MCQ 11</u><br>Which of the following food transportation practice is INCORRECT ?<br><br>Ans: Food trays & containers are placed on the floor of the delivery truck.                               | ✓                |           |          |

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| UK 3.5 (C)<br>Considerations for handling high-risk food   | MCQ 12<br>Which of the following practice is INCORRECT ?<br><br>Ans: Place cooked meat on the floor.   | ✓ |  |  |
| UK 3.6 (K)<br>Environmental Public Health (Food Hygiene) Regulations   | MCQ 13<br>Which of the following practice on handling cooked / ready-to-eat food is INCORRECT ?<br>Ans: Reheat leftover food & serve the next day.                 | ✓ |  |  |
| UK 3.7 (C)<br>Separated & labeled meat grinders used for processing mutton, pork & beef  | MCQ 14<br>When using meat grinders, which of the following practice is INCORRECT ?<br><br>Ans: Use one grinder for all types of meat.                              | ✓ |  |  |
| <b>CE 4 – Store food safely</b>  |  |   |  |  |
| UK 4.1 (K)<br>How temperature affects growth of germs in food  | MCQ 15<br>To prevent germs from multiplying quickly to high levels, _<br><br>Ans: All of the above.  | ✓ |  |  |
| UK 4.2 (K)<br>Importance of holding & storing food at proper temperatures  | MCQ 16<br>To avoid selling food that is unfit for human consumption, you should throw away cooked food stored at room temperature for more than _.<br>Ans: 4 hours | ✓ |  |  |
| UK 4.3 (K)<br>Importance of maintaining proper storage conditions  | MCQ 17<br>Which of the following storage condition will allow germs to multiply quickly to high level?<br>Ans: Keep cooked food at between 5°C to 60°C.            | ✓ |  |  |
| UK 4.4 (K)<br>Importance of ensuring that food products & items used in food preparation & service are stored away from potential sites of contamination | MCQ 18<br>Chemicals such as insecticides & detergent should not be stored together with food because they may cause food _.<br><br>Ans: To be contaminated         | ✓ |  |  |
| UK 4.5 (K)<br>Importance of stock rotation, such as first expire, first out (FEFO) system  | MCQ 19<br>What is the benefit of using the first expire, first out (FEFO) stock rotation system?<br><br>Ans: To ensure that expired food are not used.             | ✓ |  |  |
| UK 4.6 (K)<br>Environmental Public Health (Food Hygiene) Regulations   | MCQ 20<br>Which of the following is the INCORRECT method to store food in the chiller?<br>Ans: Store raw meat above ready-to-eat food.                             | ✓ |  |  |
| <b>CE 5 – Maintain cleanliness of utensils, equipment &amp; service/storage areas</b>  |  |   |  |  |
| UK 5.1 (K)<br>Importance of using correct procedures during cleaning   | MCQ 21<br>Which of the following practice would attract pests to food premises?<br><br>Ans: Leave dirty plates & utensils overnight                                | ✓ |  |  |
| UK 5.2 (K)<br>Importance of using clean & safe utensils & equipment to prepare food  | MCQ 22<br>Chipped & cracked crockery should not be used because _.<br><br>Ans: All of the above.   | ✓ |  |  |
| UK 5.3 (K)<br>Importance of keeping premises clean to prepare food   | MCQ 23<br>Which of the following will ensure safe food preparation?<br><br>Ans: Neat & clean work surfaces.  | ✓ |  |  |
| UK 5.4 (C)<br>Impact of good refuse management   | MCQ 24<br>Which of the following would attract pests & cause food contamination?<br>Ans: Leave refuse bag with food waste on the floor                             | ✓ |  |  |
| UK 5.5 (K)<br>Importance of effective pest control at food establishment   | MCQ 25<br>Why is pest control important in a food establishment?<br><br>Ans: All of the above.   | ✓ |  |  |
| UK 5.6 (K)<br>Environmental Public Health (Food Hygiene) Regulations   | MCQ covered in earlier questions: Q21 & Q25  | ✓ |  |  |

# ASSESSMENT RECORD FOR PRACTICAL PERFORMANCE (25-MINUTES ASSESSMENT)

This document is for recording the evidence presented by the candidate during Practical Performance for the Competency Unit: Follow Food & Beverage Safety and Hygiene Policies and Procedures (FB-RM-102C-1)

| <b>Candidate's Name:</b><br>GUO LU XING           |   | <b>NRIC:</b><br>G2572108Q  |                  |          |
|---|---|----------------------------|------------------|----------|
| <b>Assessor's Name:</b>                           |   | <b>Date:</b><br>2015-09-14 |                  |          |
| <b>Candidate's Special Needs:</b>                 |   | <b>Start Time:</b>         | <b>End Time:</b> |          |
| Performance Criteria                              | Assessment Criteria   | C                          | NYC              | Comments |
| <b>CE 1 – Practise Good Personal Hygiene</b>      |   |                            |                  |          |
| PC 1.1<br>Practise good personal hygiene          | Candidate is able to practise good personal hygiene, which may include: <ul style="list-style-type: none"> <li>▪ Washing hands thoroughly with soap and water aligned to HPB's procedures:             <ul style="list-style-type: none"> <li>- wetting hands with running water</li> <li>- applying soap onto palm of one hand</li> <li>- rubbing hands together to make a lather</li> <li>- rubbing hands together for about 20 seconds</li> <li>- rinsing hands thoroughly with running water</li> <li>- drying hands thoroughly with paper towel</li> </ul> </li> </ul> | ✓                          |                  |          |
| PC 1.2<br>Observe good personal hygiene habits    | Candidate is able to observe good personal hygiene habits: <ul style="list-style-type: none"> <li>▪ Wearing clean clothes and apron (PPE)</li> <li>▪ Facing the mirror, candidate checks             <ul style="list-style-type: none"> <li>- hair is neat and tidy</li> <li>- tying hair back for candidates with long hair</li> </ul> </li> <li>▪ Keeping fingernails short and clean</li> <li>▪ Not wearing nail polish, artificial fingernails and accessories</li> </ul>   | ✓                          |                  |          |
| <b>CE 2 – Use Safe Ingredients</b>                |   |                            |                  |          |
| PC 2.1<br>Use safe and wholesome food ingredients | Candidate is able to use safe and wholesome food ingredients: <ul style="list-style-type: none"> <li>▪ Reading label on food packaging to check shelf life/best-before date /date of preparation</li> <li>▪ Selecting ingredient labeled with earlier date</li> <li>▪ Inspecting ingredients to ensure they are not spoilt or contaminated</li> </ul>   | ✓                          |                  |          |
| PC 2.2<br>Clean and wash food as required         | Candidate is able to clean and wash food <ul style="list-style-type: none"> <li>▪ Rinsing ingredient in water thoroughly (where applicable).</li> <li>▪ Checking the ingredients are properly cleaned and washed before use.</li> </ul>   | ✓                          |                  |          |
| <b>CE 3 – Handle Food Safely</b>                  |   |                            |                  |          |
| PC 3.5<br>Use safe food handling practices        | Candidate is able to use safe food handling practices: <ul style="list-style-type: none"> <li>▪ Using disposable gloves to handle ready-to-eat food</li> <li>▪ Checking gloves are intact and without any tear</li> <li>▪ Ensuring hands are dry before putting on gloves</li> <li>▪ Fitting gloves into hands properly</li> </ul>  | ✓                          |                  |          |
| PC 3.6<br>Contain and wrap food safely            | Candidate is able to contain and wrap food safely: <ul style="list-style-type: none"> <li>▪ Checking food container is clean and in good condition / is dating broken container / container with broken cover</li> <li>▪ Placing one ready-to-eat food into food container using</li> </ul>   | ✓                          |                  |          |

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|   | <p>disposable gloves or appropriate utensils</p> <ul style="list-style-type: none"> <li>Ensuring food container is tightly covered</li> <li>Labeling date of preparation</li> </ul>  |   |  |  |
| <b>CE 4 – Handle Food Safely</b>  |  |   |  |  |
| PC 4.1<br>Use appropriate containers for storage of food  | <p>Candidate is able to use appropriate containers for storage</p> <ul style="list-style-type: none"> <li>Checking food container is clean and in good condition / isolating container with broken cover (specified in PC 3.6)</li> </ul>  | ✓ |  |  |
| PC 4.5<br>Store dry goods safely  | <p>Candidate is able to store dry goods safely :</p> <ul style="list-style-type: none"> <li>Removing/ discard expired food items from storage area</li> <li>Removing all cleaning supplies / insecticides from storage area</li> <li>Removing empty carton boxes from storage area</li> </ul>  | ✓ |  |  |
| PC 4.6<br>Use first expire, first out (FEFO) stock rotation system  | <p>Candidate is able to use first expire first out (FEFO) stock rotation system:</p> <ul style="list-style-type: none"> <li>Reading label on food packaging</li> <li>Arranging according to FEFO based on shelf life/ best-before date, such that items expiring should be used first</li> </ul>   | ✓ |  |  |
| <b>CE 5 – Store Food Safely</b>   |  |   |  |  |
| PC 5.1<br>Wash cooking utensils, crockery, storage containers and equipment after use                     | <p>Candidate is able to wash cooking utensils, crockery, storage containers and equipment:</p> <ul style="list-style-type: none"> <li>Washing and rinsing appropriate utensils and crockery with detergent</li> </ul>  | ✓ |  |  |
| PC 5.2<br>Store plates, crockery and cooking utensils on clean raised shelves, racks, cupboards or hooks. | <p>Candidate is able to store plates, crockery and cooking utensils on clean raised shelves, racks, cupboards or hooks:</p> <ul style="list-style-type: none"> <li>Checking shelves, racks and cupboards are clean before storing crockery and/or utensils</li> <li>Storing appropriate crockery and/or utensils on rack after washing and allow to air dry</li> </ul> | ✓ |  |  |
| PC 5.3<br>Use clean crockery, utensils and appliances that are in good condition.                         | <p>Candidate is able to use clean crockery, utensils and appliances that are in good condition:</p> <ul style="list-style-type: none"> <li>Checking condition of crockery (e.g. plates or bowls)</li> <li>Isolating crockery (e.g. plates or bowls) that are stained, chipped, broken or cracked</li> </ul>  | ✓ |  |  |
| PC 5.4<br>Use and launder towels correctly  | <p>Candidate is able to select and use the designated towel for different cleaning task:</p> <ul style="list-style-type: none"> <li>Distinguishing towels for specific tasks</li> <li>Selecting correct designated towel for task (e.g. clean table top used for food preparation)</li> <li>Washing towels using suitable detergent</li> </ul>                         | ✓ |  |  |
| PC 5.5<br>Keep food storage and preparation areas clean   | <p>Candidate is able to clean preparation area</p> <p>Cleaning table top used for food preparation with designated towel</p>   | ✓ |  |  |
| PC 5.6<br>Keep premises free from pests   | <p>Candidate is able to keep premises free from pests and practice good waste management:</p> <ul style="list-style-type: none"> <li>Using foot pedal bin lined with plastic bag</li> <li>Securing plastic bag before disposal</li> </ul>  | ✓ |  |  |

# ASSESSMENT RECORD FOR ORAL QUESTIONING (15-MINUTES ASSESSMENT)

This document is for recording the evidence presented by the candidate during Practical Performance for the Competency Unit: Follow Food & Beverage Safety and Hygiene Policies and Procedures (FB-RM-102C-1)

| <b>Candidate's Name:</b> GUOLU XING                           |   | <b>NRIC:</b><br>G2572108Q  |                  |          |
|---|---|----------------------------|------------------|----------|
| <b>Assessor's Name:</b>                                       |   | <b>Date:</b><br>2015-09-14 |                  |          |
| <b>Candidate's Special Needs:</b>                             |   | <b>Start Time:</b>         | <b>End Time:</b> |          |
| Performance Criteria  | Assessment Criteria   | C                          | NYC              | Comments |
| <b>CE 1 – Practise Good Personal Hygiene</b>                  |   |                            |                  |          |
| PC 1.2<br>Observe good personal hygiene habits                | <u>QQ 1</u><br>If you have a cut on your hand, what should you do?  | ✓                          |                  |          |
| <b>CE 2 – Use safe ingredients</b>                            |   |                            |                  |          |
| PC 2.1<br>Use safe and wholesome food ingredients             | <u>QQ 2</u><br>What are the signs of food spoilage?   | ✓                          |                  |          |
| <b>CE 3 – Handle food safely</b>                              |   |                            |                  |          |
| PC 3.1<br>Defrost food safely                                 | <u>For practical reason, this portion of PC will be assessed using MCQ</u>  | ✓                          |                  |          |
| PC 3.2<br>Prepare food safely                                 | <u>QQ 3</u><br>State two (2) places where food preparation CANNOT be carried out<br><br><u>QQ 4</u><br>Why must you use separate chopping boards, knives, utensils & crockery used to handle raw & ready-to-eat food? | ✓                          |                  |          |
| PC 3.3<br>Ensure that high-risk food is handled appropriately | <u>QQ 5</u><br>State one example of a high-risk food<br><br><u>QQ 6</u><br>State two (2) precautions when handling high-risk food   | ✓                          |                  |          |

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| PC 3.4<br>Cook and reheat food thoroughly   | <u>OQ 7</u><br>How do you know when food is cooked thoroughly?<br><br><u>OQ 8</u><br>How many times can food be reheated?  | ✓ |  |  |
| PC 3.7<br>Display food safely   | <u>OQ 9</u><br>State one (1) precaution when displaying food.  | ✓ |  |  |
| PC 3.8<br>Transport Product safely  | <u>For practical reasons, this PC will be assessed using MCQ</u>   | ✓ |  |  |
| CE 4 – Store food safely  |  |   |  |  |
| PC 4.2<br>Hold prepared food safely out of the temperature danger zone (5°C - 60°C) | <u>OQ 10</u><br>What are the correct temperatures for holding hot & cold prepared food?  | ✓ |  |  |
| PC 4.3<br>Store, chill & freeze food safely   | <u>OQ 11</u><br>When storing food in the chiller, state two (2) safe practices.  | ✓ |  |  |
| PC 4.4<br>Maintain proper temperature of chiller and freezer                        | <u>OQ 12</u><br>What should be the set temperature of chiller and freezer?<br><br><u>OQ 13</u><br>State two (2) ways to maintain the chiller / freezer at appropriate temperature. | ✓ |  |  |
| PC 4.5<br>Store dry goods safely  | <u>OQ 14</u><br>What is the minimum shelf height for racks used to store food? Why?<br><br><u>OQ 15</u><br>State two (2) places where food should NOT be stored at.                | ✓ |  |  |
| CE 5 – Maintain cleanliness of utensils, equipment and service/storage areas        |  |   |  |  |
| PC 5.5<br>Keep food storage and preparation areas clean                             | <u>OQ 16</u><br>State one (1) way to keep the chiller / freezer clean.   | ✓ |  |  |
| PC 5.7<br>Practise good waste management  | <u>OQ 17</u><br>When should you empty the refuse bin?  | ✓ |  |  |