

## CANDIDATE'S ASSESSMENT SUMMARY RECORD

<b>ASSESSMENT CENTRE</b>	XPRIENZ PTE LTD		
<b>Competency Unit</b>			
<b>Candidate Name (As in NRIC)</b>			
<b>Candidate's NRIC</b>		<b>Assessment Date</b>	

Competency Element	Assessment Method 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**

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<b>Assessor Name</b>			
<b>Assessor's Signature</b>		<b>Date</b>	

<b>Candidate's Signature</b>	✓✓✓	<b>Date</b>	
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***By signing, the candidate is agreeing to accept the overall assessment outcome***

Feedback on outcome by Assessor/ Feedback by candidate:


**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)

<b>Candidate's Name:</b>		<b>NRIC:</b>		
<b>Assessor's Name:</b>		<b>Date:</b>		
<b>Candidate's Special Needs:</b>		<b>Start Time:</b>	<b>End Time:</b>	
Underpinning Knowledge	Question	Tick (✓)		Comments
		C	NYC	
<b>CE1 – Practise good personal hygiene</b>				
<b>UK 1.1(K)</b> Importance of good personal hygiene	<u>MCQ 1</u> Why must food handlers observe good personal hygiene? Ans: To prevent contamination of food that could lead to foodborne illness	✓		
<b>UK 1.4 (K)</b> Importance of working only when in good health	<u>MCQ 2</u> When you are sick with diarrhoea &/or vomiting, you should  Ans: All of the above.	✓		
<b>UK 1.2 (C)</b> Impact of good personal hygiene on prevention of foodborne illnesses	<u>MCQ 3</u> Which of the following is a good personal hygiene practice to prevent foodborne illness?  Ans: Wash hands with soap & water after visiting the toilet.	✓		
<b>UK 1.3 (A)</b> Hand washing procedures	<u>MCQ 4</u> Which of the following is the <b>CORRECT</b> way to clean your hands after handling raw food? Ans: Wash hands with soap & running water.	✓		
<b>UK 1.5 (K)</b> Environmental Public Health (Food Hygiene) Regulations	<u>MCQ 5</u> Which of the following personal hygiene practice is <b>INCORRECT</b> ?  Ans: Handle food with untied long hair.	✓		
<b>CE2 – Use safe ingredients</b>				
<b>UK 2.1 (K)</b> Importance of using ingredients from approved sources	<u>MCQ 6</u> Why is it important to use food items from approved sources?  Ans: The food items have undergone quality checks	✓		
<b>UK 2.2 (K)</b> Environmental Public Health (Food Hygiene) Regulations	<u>MCQ 7</u> Which of the following is <b>INCORRECT</b> ?  Ans: Use spoilt ingredients to prepare food.	✓		
<b>CE3 – Handle food safely</b>				
<b>UK 3.1 (C)</b> Impact of safe defrosting to prevent contamination	<u>MCQ 8</u> Which of the following is the <b>INCORRECT</b> way to defrost frozen food to prevent contamination?  Ans: Place on the table top.	✓		
<b>UK 3.2 (K)</b> Importance of preventing cross-contamination	<u>MCQ 9</u> Cross-contamination may lead to foodborne illness. Which of the following would cause cross-contamination?  Ans: Use the same chopping board to handle raw & ready-to-eat food	✓		
<b>UK 3.3 (C)</b> Considerations for handling ready-to-eat food	<u>MCQ 10</u> Which of the following practice is <b>INCORRECT</b> ?  Ans: Handle money with gloved hand.	✓		
<b>UK 3.4 (K)</b> Importance of maintaining food hygiene during food transportation	<u>MCQ 11</u> Which of the following food transportation practice is <b>INCORRECT</b> ?  Ans: Food trays & containers are placed on the floor of the delivery truck.	✓		

<b>UK 3.5 (C)</b> Considerations for handling high-risk food	<u>MCQ 12</u> Which of the following practice is <b>INCORRECT</b> ?  Ans: Place cooked meat on the floor.	✓		
<b>UK 3.6 (K)</b> Environmental Public Health (Food Hygiene) Regulations	<u>MCQ 13</u> Which of the following practice on handling cooked / ready-to-eat food is <b>INCORRECT</b> ? Ans: Reheat leftover food & serve the next day.	✓		
<b>UK 3.7 (C)</b> Separated & labeled meat grinders used for processing mutton, pork & beef	<u>MCQ 14</u> When using meat grinders, which of the following practice is <b>INCORRECT</b> ?  Ans: Use one grinder for all types of meat.	✓		
<b>CE4 – Store food safely</b>				
<b>UK 4.1 (K)</b> How temperature affects growth of germs in food	<u>MCQ 15</u> To prevent germs from multiplying quickly to high levels, __  Ans: All of the above.	✓		
<b>UK 4.2 (K)</b> Importance of holding & storing food at proper temperatures	<u>MCQ 16</u> To avoid selling food that is unfit for human consumption, you should throw away cooked food stored at room temperature for more than __. Ans: 4 hours	✓		
<b>UK 4.3 (K)</b> Importance of maintaining proper storage conditions	<u>MCQ 17</u> Which of the following storage condition will allow germs to multiply quickly to high level? Ans: Keep cooked food at between 5°C to 60°C.	✓		
<b>UK 4.4 (K)</b> Importance of ensuring that food products & items used in food preparation & service are stored away from potential sites of contamination	<u>MCQ 18</u> Chemicals such as insecticides & detergent should not be stored together with food because they may cause food .  Ans: To be contaminated	✓		
<b>UK 4.5 (K)</b> Importance of stock rotation, such as first expire, first out (FEFO) system	<u>MCQ 19</u> What is the benefit of using the first expire, first out (FEFO) stock rotation system?  Ans: To ensure that expired food are not used.	✓		
<b>UK 4.6 (K)</b> Environmental Public Health (Food Hygiene) Regulations	<u>MCQ 20</u> Which of the following is the <b>INCORRECT</b> method to store food in the chiller? Ans: Store raw meat above ready-to- eat food.	✓		
<b>CE5 – Maintain cleanliness of utensils, equipment &amp; service/storage areas</b>				
<b>UK 5.1 (K)</b> Importance of using correct procedures during cleaning	<u>MCQ 21</u> Which of the following practice would attract pests to food premises?  Ans: Leave dirty plates & utensils overnight	✓		
<b>UK 5.2 (K)</b> Importance of using clean & safe utensils & equipment to prepare food	<u>MCQ 22</u> Chipped & cracked crockery should not be used because__.  Ans: All of the above.	✓		
<b>UK 5.3 (K)</b> Importance of keeping premises clean to prepare food	<u>MCQ 23</u> Which of the following will ensure safe food preparation?  Ans: Neat & clean work surfaces.	✓		
<b>UK 5.4 (C)</b> Impact of good refuse management	<u>MCQ 24</u> Which of the following would attract pests & cause food contamination? Ans: Leave refuse bag with food waste on the floor	✓		
<b>UK 5.5 (K)</b> Importance of effective pest control at food establishment	<u>MCQ 25</u> Why is pest control important in a food establishment?  Ans: All of the above.	✓		
<b>UK 5.6 (K)</b> Environmental Public Health (Food Hygiene) Regulations	MCQ covered in earlier questions: Q2 1& 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>		<b>NRIC:</b>		
<b>Assessor's Name:</b>		<b>Date:</b>		
<b>Candidate's Special Needs:</b>		<b>Start Time:</b>	<b>End Time:</b>	
Performance Criteria	Assessment Criteria	C	NYC	Comments
<b>CE1 – Practise Good Personal Hygiene</b>				
<b>PC 1.1</b> 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>	✓		
<b>PC 1.2</b> 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>CE2 – Use Safe Ingredients</b>				
<b>PC 2.1</b> 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>	✓		
<b>PC 2.2</b> 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>CE3 – Handle Food Safely</b>				
<b>PC 3.5</b> 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>	✓		
<b>PC 3.6</b> 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 / isolating broken container / container with broken cover</li> <li>▪ Placing <b>one</b> ready-to-eat food into food container using</li> </ul>	✓		

	<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>CE4 – Handle Food Safely</b>				
<b>PC 4.1</b> Use appropriate containers for storage of food	<p>Candidate is able use 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>	✓		
<b>PC 4.5</b> 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 form storage area</li> <li>Removing empty carton boxes from storage area</li> </ul>	✓		
<b>PC 4.6</b> 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>CE5 – Store Food Safely</b>				
<b>PC 5.1</b> 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>	✓		
<b>PC 5.2</b> 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>	✓		
<b>PC 5.3</b> 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>	✓		
<b>PC 5.4</b> 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>	✓		
<b>PC 5.5</b> 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>	✓		
<b>PC 5.6</b> 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>		<b>NRIC:</b>		
<b>Assessor's Name:</b>		<b>Date:</b>		
<b>Candidate's Special Needs:</b>		<b>Start Time:</b>	<b>End Time:</b>	
<b>Performance Criteria</b>	<b>Assessment Criteria</b>	<b>C</b>	<b>NYC</b>	<b>Comments</b>
<b>CE1 – Practise Good Personal Hygiene</b>				
<b>PC 1.2</b> Observe good personal hygiene habits	<u>OQ 1</u> If you have a cut on your hand, what should you do?	✓		
<b>CE2 – Use safe ingredients</b>				
<b>PC 2.1</b> Use safe and wholesome food ingredients	<u>OQ 2</u> What are the signs of food spoilage?	✓		
<b>CE3 – Handle food safely</b>				
<b>PC 3.1</b> Defrost food safely	<u><b>For practical reason, this portion of PC will be assessed using MCQ</b></u>	✓		
<b>PC 3.2</b> Prepare food safely	<u>OQ 3</u> State two (2) places where food preparation <b>CANNOT</b> be carried out  <u>OQ 4</u> Why must you use separate chopping boards, knives, utensils & crockery used to handle raw & ready-to-eat food?	✓		
<b>PC 3.3</b> Ensure that high-risk food is handled appropriately	<u>OQ 5</u> State one example of a high-risk food.  <u>OQ6</u> State two (2) precautions when handling high-risk food	✓		

<b>PC 3.4</b> Cook and reheat food thoroughly	<u>OQ 7</u> How do you know when food is cooked thoroughly?  <u>OQ 8</u> How many times can food be reheated?	✓		
<b>PC 3.7</b> Display food safely	<u>OQ 9</u> State one (1) precaution when displaying food.	✓		
<b>PC 3.8</b> Transport Product safely	<b><u>For practical reason, this PC will be assessed using MCQ</u></b>	✓		
<b>CE4 – Store food safely</b>				
<b>PC 4.2</b> Hold prepared food safely out of the temperature danger zone (5°C - 60°C)	<u>OQ 10</u> What are the correct temperatures for holding hot & cold prepared food?	✓		
<b>PC 4.3</b> Store, chill & freeze food safely	<u>OQ 11</u> When storing food in the chiller, state two (2) safe practices.	✓		
<b>PC 4.4</b> Maintain proper temperature of chiller and freezer	<u>OQ 12</u> What should be the set temperature of chiller and freezer?  <u>OQ 13</u> State two (2) ways to maintain the chiller / freezer at appropriate temperature.	✓		
<b>PC 4.5</b> Store dry goods safely	<u>OQ 14</u> What is the minimum shelf height for racks used to store food? Why?  <u>OQ 15</u> State two (2) places where food should <b>NOT</b> be stored at.	✓		
<b>CE5 – Maintain cleanliness of utensils, equipment and service/storage areas</b>				
<b>PC 5.5</b> Keep food storage and preparation areas clean	<u>OQ 16</u> State one (1) way to keep the chiller / freezer clean.	✓		
<b>PC 5.7</b> Practise good waste management	<u>OQ 17</u> When should you empty the refuse bin?	✓		