

## 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**

☐

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

***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>	
<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 1.1</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>	✓		

	disposable gloves or appropriate utensils <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	Candidate is able use to use appropriate containers for storage <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	Candidate is able to store dry goods safely : <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	Candidate is able to use first expire first out (FEFO) stock rotation system: <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	Candidate is able to wash cooking utensils crockery, storage containers and equipment: <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.	Candidate is able to store plates, crockery and cooking utensils on clean raised shelves, racks, cupboards or hooks: <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.	Candidate is able to use clean crockery, utensils and appliances that are in good condition: <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	Candidate is able to select and use the designated towel for different cleaning task: <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	Candidate is able to clean preparation area: Cleaning table top used for food preparation with designated towel	✓		
<b>PC 5.6</b> Keep premises free from pests	Candidate is able to keep premises free from pests and practice good waste management: <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>OQ 6</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?	✓		