

## CANDIDATE'S ASSESSMENT SUMMARY RECORD

|                             |                 |                 |  |
|-----------------------------|-----------------|-----------------|--|
| ASSESSMENT CENTRE           | XPRIENZ PTE LTD |                 |  |
| Competency Unit             |                 |                 |  |
| Candidate Name (As in NRIC) |                 |                 |  |
| Candidate's NRIC            |                 | Assessment Date |  |

| Competency Element  | Assessment Method<br>Indicate C or NYC |    |    | Overall Result       |
|---|--|----|----|----------------------|
|   | MCQ                                    | PP | OQ | Indicate<br>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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|                      |  |      |  |
|----------------------|--|------|--|
| Assessor Name        |  |      |  |
| Assessor's Signature |  | Date |  |

|                       |     |      |  |
|-----------------------|-----|------|--|
| Candidate's Signature | ✓✓✓ | Date |  |
|-----------------------|-----|------|--|

***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)

| <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><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  | ✓                  |                  |          |
| <b>UK 1.4 (K)</b><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.   | ✓                  |                  |          |
| <b>UK 1.2 (C)</b><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 illness?<br><br>Ans: Wash hands with soap & water after visiting the toilet.                         | ✓                  |                  |          |
| <b>UK 1.3 (A)</b><br>Hand washing procedures  | <u>MCQ 4</u><br>Which of the following is the <b>CORRECT</b> way to clean your hands after handling raw food?<br>Ans: Wash hands with soap & running water.  | ✓                  |                  |          |
| <b>UK 1.5 (K)</b><br>Environmental Public Health (Food Hygiene) Regulations               | <u>MCQ 5</u><br>Which of the following personal hygiene practice is <b>INCORRECT</b> ?<br><br>Ans: Handle food with untied long hair.  | ✓                  |                  |          |
| <b>CE2 – Use safe ingredients</b>   |  |                    |                  |          |
| <b>UK 2.1 (K)</b><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>Ans: The food items have undergone quality checks  | ✓                  |                  |          |
| <b>UK 2.2 (K)</b><br>Environmental Public Health (Food Hygiene) Regulations               | <u>MCQ 7</u><br>Which of the following is <b>INCORRECT</b> ?<br><br>Ans: Use spoilt ingredients to prepare food.   | ✓                  |                  |          |
| <b>CE3 – Handle food safely</b>   |  |                    |                  |          |
| <b>UK 3.1 (C)</b><br>Impact of safe defrosting to prevent contamination                   | <u>MCQ 8</u><br>Which of the following is the <b>INCORRECT</b> way to defrost frozen food to prevent contamination?<br><br>Ans: Place on the table top.  | ✓                  |                  |          |
| <b>UK 3.2 (K)</b><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 | ✓                  |                  |          |
| <b>UK 3.3 (C)</b><br>Considerations for handling ready-to-eat food                        | <u>MCQ 10</u><br>Which of the following practice is <b>INCORRECT</b> ?<br><br>Ans: Handle money with gloved hand.  | ✓                  |                  |          |
| <b>UK 3.4 (K)</b><br>Importance of maintaining food hygiene during food transportation    | <u>MCQ 11</u><br>Which of the following food transportation practice is <b>INCORRECT</b> ?<br><br>Ans: Food trays & containers are placed on the floor of the delivery truck.                        | ✓                  |                  |          |

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| <b>UK 3.5 (C)</b><br>Considerations for handling high-risk food   | <u>MCQ 12</u><br>Which of the following practice is <b>INCORRECT</b> ?<br><br>Ans: Place cooked meat on the floor.   | ✓ |  |  |
| <b>UK 3.6 (K)</b><br>Environmental Public Health (Food Hygiene) Regulations   | <u>MCQ 13</u><br>Which of the following practice on handling cooked / ready-to-eat food is <b>INCORRECT</b> ?<br>Ans: Reheat leftover food & serve the next day.           | ✓ |  |  |
| <b>UK 3.7 (C)</b><br>Separated & labeled meat grinders used for processing mutton, pork & beef  | <u>MCQ 14</u><br>When using meat grinders, which of the following practice is <b>INCORRECT</b> ?<br><br>Ans: Use one grinder for all types of meat.                        | ✓ |  |  |
| <b>CE4 – Store food safely</b>  |  |   |  |  |
| <b>UK 4.1 (K)</b><br>How temperature affects growth of germs in food  | <u>MCQ 15</u><br>To prevent germs from multiplying quickly to high levels, __<br><br>Ans: All of the above.  | ✓ |  |  |
| <b>UK 4.2 (K)</b><br>Importance of holding & storing food at proper temperatures  | <u>MCQ 16</u><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 | ✓ |  |  |
| <b>UK 4.3 (K)</b><br>Importance of maintaining proper storage conditions  | <u>MCQ 17</u><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.             | ✓ |  |  |
| <b>UK 4.4 (K)</b><br>Importance of ensuring that food products & items used in food preparation & service are stored away from potential sites of contamination | <u>MCQ 18</u><br>Chemicals such as insecticides & detergent should not be stored together with food because they may cause food .<br><br>Ans: To be contaminated           | ✓ |  |  |
| <b>UK 4.5 (K)</b><br>Importance of stock rotation, such as first expire, first out (FEFO) system  | <u>MCQ 19</u><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.              | ✓ |  |  |
| <b>UK 4.6 (K)</b><br>Environmental Public Health (Food Hygiene) Regulations   | <u>MCQ 20</u><br>Which of the following is the <b>INCORRECT</b> method to store food in the chiller?<br>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><br>Importance of using correct procedures during cleaning   | <u>MCQ 21</u><br>Which of the following practice would attract pests to food premises?<br><br>Ans: Leave dirty plates & utensils overnight                                 | ✓ |  |  |
| <b>UK 5.2 (K)</b><br>Importance of using clean & safe utensils & equipment to prepare food  | <u>MCQ 22</u><br>Chipped & cracked crockery should not be used because__.<br><br>Ans: All of the above.  | ✓ |  |  |
| <b>UK 5.3 (K)</b><br>Importance of keeping premises clean to prepare food   | <u>MCQ 23</u><br>Which of the following will ensure safe food preparation?<br><br>Ans: Neat & clean work surfaces.   | ✓ |  |  |
| <b>UK 5.4 (C)</b><br>Impact of good refuse management   | <u>MCQ 24</u><br>Which of the following would attract pests & cause food contamination?<br>Ans: Leave refuse bag with food waste on the floor                              | ✓ |  |  |
| <b>UK 5.5 (K)</b><br>Importance of effective pest control at food establishment   | <u>MCQ 25</u><br>Why is pest control important in a food establishment?<br><br>Ans: All of the above.  | ✓ |  |  |
| <b>UK 5.6 (K)</b><br>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><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> | ✓                  |                  |                 |
| <b>PC 1.2</b><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>CE2 – Use Safe Ingredients</b>                        |   |                    |                  |                 |
| <b>PC 2.1</b><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>   | ✓                  |                  |                 |
| <b>PC 2.2</b><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>CE3 – Handle Food Safely</b>                          |   |                    |                  |                 |
| <b>PC 3.5</b><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>  | ✓                  |                  |                 |
| <b>PC 3.6</b><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 / isolating broken container / container with broken cover</li> <li>▪ Placing <b>one</b> ready-to-eat food into food container using</li> </ul>  | ✓                  |                  |                 |

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|  | 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><br>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><br>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><br>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><br>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><br>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><br>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><br>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><br>Keep food storage and preparation areas clean   | Candidate is able to clean preparation area:<br>Cleaning table top used for food preparation with designated towel  | ✓ |  |  |
| <b>PC 5.6</b><br>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><br>Observe good personal hygiene habits                | <u>OQ 1</u><br>If you have a cut on your hand, what should you do?   | ✓                  |                  |                 |
| <b>CE2 – Use safe ingredients</b>                                    |  |                    |                  |                 |
| <b>PC 2.1</b><br>Use safe and wholesome food ingredients             | <u>OQ 2</u><br>What are the signs of food spoilage?  | ✓                  |                  |                 |
| <b>CE3 – Handle food safely</b>                                      |  |                    |                  |                 |
| <b>PC 3.1</b><br>Defrost food safely                                 | <u><b>For practical reason, this portion of PC will be assessed using MCQ</b></u>  | ✓                  |                  |                 |
| <b>PC 3.2</b><br>Prepare food safely                                 | <u>OQ 3</u><br>State two (2) places where food preparation <b>CANNOT</b> be carried out<br><br><u>OQ 4</u><br>Why must you use separate chopping boards, knives, utensils & crockery used to handle raw & ready-to-eat food? | ✓                  |                  |                 |
| <b>PC 3.3</b><br>Ensure that high-risk food is handled appropriately | <u>OQ 5</u><br>State one example of a high-risk food.<br><br><u>OQ 6</u><br>State two (2) precautions when handling high-risk food   | ✓                  |                  |                 |

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| <b>PC 3.4</b><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?  | ✓ |  |  |
| <b>PC 3.7</b><br>Display food safely   | <u>OQ 9</u><br>State one (1) precaution when displaying food.  | ✓ |  |  |
| <b>PC 3.8</b><br>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><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?  | ✓ |  |  |
| <b>PC 4.3</b><br>Store, chill & freeze food safely   | <u>OQ 11</u><br>When storing food in the chiller, state two (2) safe practices.  | ✓ |  |  |
| <b>PC 4.4</b><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. | ✓ |  |  |
| <b>PC 4.5</b><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 <b>NOT</b> be stored at.         | ✓ |  |  |
| <b>CE5 – Maintain cleanliness of utensils, equipment and service/storage areas</b>         |  |   |  |  |
| <b>PC 5.5</b><br>Keep food storage and preparation areas clean                             | <u>OQ 16</u><br>State one (1) way to keep the chiller / freezer clean.   | ✓ |  |  |
| <b>PC 5.7</b><br>Practise good waste management  | <u>OQ 17</u><br>When should you empty the refuse bin?  | ✓ |  |  |