

SKILLS FRAMEWORK FOR FOOD MANUFACTURING				
SKILLS MAP - QUALITY CONTROL TECHNICIAN/QUALITY CONTROL ASSISTANT/LABORATORY TECHNICIAN				
Sector	Food Manufacturing			
Track	Quality Assurance and Control			
Occupation	Quality Controller			
Job Role	Quality Control Technician/Quality Control Assistant/Laboratory Technician			
Job Role Description	<p>The Quality Control Technician/Quality Control Assistant/Laboratory Technician supports process and product quality testing activities by preparing equipment and materials and assisting in the execution of tests to identify processes and products that do not meet specified requirements in food safety and manufacturing. He/She conducts the laboratory tests to identify lapses in the production lines' conformance to food safety and hygiene standards. He assists in the management of the quality control (QC) laboratory by performing routine monitoring and maintenance of laboratory infrastructure and equipment, recording laboratory data and assisting in preparing the laboratory for audits.</p> <p>His work scope may include laboratory testing, and he should have a systematic mindset to check that materials are at hand and verify protocols to be used before starting testing procedures. He should have quick learning abilities to apply and identify areas of improvement within his own area of work and be able to apply basic analytical skills to identify issues and solve routine problems.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks		Performance Expectations (For legislated / regulated occupations)
	Conduct tests for food quality and packaging	Prepare samples, standards and solutions		In accordance with: <ul style="list-style-type: none"> • ISO 22000:2005 - Food safety management systems • Singapore Standard (SS) 590:2013 • SS 444:2010 • Food Safety System Certification (FSSC) 22000 • Good laboratory practices (GLP) • Good manufacturing practices (GMP)
		Perform tests on intermediate and finished products for compliance with food safety and other requirements		
		Document and report sampling conditions, testing activities and results		
	Maintain standards and quality processes in food manufacturing operations	Inspect in-coming and out-going products according to receiving and shipping policies		
		Review and validate supplier raw material records and results		
		Conduct daily in-process quality control (QC) inspections at production lines		
		Maintain integrity, accuracy and completeness of QC data and records		
	Manage laboratory operations	Assist in monitoring and inspecting laboratory infrastructure, equipment and utilities		
		Perform routine calibration and maintenance of laboratory equipment		
Maintain integrity, accuracy and completeness of QC data and records				
Manage quality assurance and control framework	Assist with the monitoring of manufacturing processes, according to validation plans and schedules			
	Assist in identifying out-of-specification (OOS), deviations and quality problems of products, materials, packaging and utilities			
	Collect information and data required for validation activities in line with standard operating procedures (SOPs)			
	Record results of internal and external audits and organise information for product and process quality metric management reports			
Rectify issues of non-compliance	Support traceability investigations into lapses in quality, hygiene standards and non-compliance to quality standards			
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Chemical Risk Management	Level 2	Teamwork	Basic
	Cleanliness Testing	Level 3	Problem Solving	Basic
	Continuous Process Improvement	Level 3	Communication	Basic
	Document Control	Level 2	Interpersonal Skills	Basic
	Emergency Response Management	Level 2	Sense Making	Basic
	Food Safety Analysis	Level 2		
	Food Safety Management	Level 1		
	Good Manufacturing Practices Implementation	Level 3		
	Hazards and Risk Control, and Policy Management	Level 2		
Innovation Management	Level 3			

	Laboratory Data Analysis	Level 2	
	Laboratory Management	Level 2	
	Manufacturing Process Management	Level 3	
	Packaging Testing	Level 3	
	Process Validation	Level 2	
	Product Testing	Level 2	
	Project Management	Level 3	
	Quality Assurance Management	Level 3	
	Quality Control Management	Level 3	
	Quality System Management	Level 2	
	Stakeholder Management	Level 3	
	Systems Thinking	Level 3	
	Technical Report Writing	Level 2	
	WSH Performance Management	Level 2	
Programme Listing	For a list of Training Programmes available for the Food Manufacturing sector, please visit: www.skillsfuture.sg/skills-framework/foodmfg		

The information contained in this document serves as a guide.