



REGISTERED NATIONAL STANDARD

UNIT OF COMPETENCY

Title:	Maintaining health and safety in a commercial kitchen NS027-03 <i>Note: This unit has been adapted from the NZQA registered standards 24526 version 4 (2015), 13284 version 5 (2015) and 27955 version 3 (2018).</i>		
TQF Level:	3	Credits:	15
Version:	1		
National standard code:	NS027-03		
Associated qualification (and code):	National Certificate in Cookery L3 (QR-03-NQ-010-06-0903-20-01)		
Approval date:	19 March 2020	Review date:	19 March 2025
Purpose:	People who are credited with this unit are able to: <ol style="list-style-type: none"> i. identify hazards in a commercial kitchen, and ii. demonstrate safety practices in a commercial kitchen, and iii. clean food production areas, equipment and chopping boards, and iv. demonstrate food safety practices, and personal hygiene in commercial kitchens. 		

Learning Outcome 1 (LO1)	Identify hazards and accident procedures in a commercial kitchen.
Performance standards	<p>1.1 Identify types and causes of common hazards and accidents in a kitchen environment.</p> <p><i>[Range of accidents include but are not limited to – cuts, burns, falls, slips, electric shock and electrocution; Causes may include but are not limited to – excessive haste, poor concentration, failure to follow safety procedures, failure to use and maintain kitchen equipment, distractions, faulty power outlets or extension cords or machinery/equipment; etc.]</i></p> <p>1.2 Processes for dealing with kitchen accidents are charted according to legislative and establishment requirements.</p>
Learning Outcome 2 (LO2)	Apply safe working practices in a commercial kitchen.
Performance Standards	<p>2.1 Kitchen equipment is assembled, disassembled, and used according to manufacturer’s instructions and establishment requirements.</p> <p><i>[Range of kitchen equipment may include but is not limited to – slicers, mixers, food processors, mincers, blenders, vegetable peelers, dough brake; evidence of a minimum of two different types of equipment is required.]</i></p> <p>2.2 Hazardous circumstances are identified, reported to a supervisor, and action is undertaken to remove, isolate, or reduce the hazards according to legislative and establishment requirements.</p> <p><i>[Range hazardous situations may include but are not limited to – access, lifting, machinery use, use of hand tools, spillages, hot surfaces and materials, confined spaces, stacking, power outlets; evidence of four hazardous situations is required.]</i></p> <p>2.3 Workplace safety processes and guidelines of kitchen safety are described and followed.</p>
Learning Outcome 3 (LO3)	Clean food production areas in commercial kitchens.
Performance standards	<p>3.1 Sinks, hand basins and drains are cleaned according to establishment requirements.</p> <p>3.2 Floors and walls are cleaned and freed from contamination</p>

	<p>according to establishment requirements.</p> <p>3.3 Surfaces, shelving, cupboards, and drawers are cleaned, contamination-free, and completed ready for use according to establishment requirements.</p> <p>3.4 Trash and food wastage are disposed of, and containers cleaned, ready for use according to establishment requirements.</p>
Learning Outcome 4 (LO4)	<p>Clean food production equipment and chopping boards.</p> <p><i>[Range equipment includes but is not limited to – ovens, hobs, mixers, fridges; equipment may include but is not limited to – microwave ovens, ranges, grills, fryers, bain-marie, hot plates, food processors, slicers, freezers, dishwashers.]</i></p>
Performance standards	<p>4.1 Food production equipment is isolated from electrical sources before and during cleaning.</p> <p>4.2 Food production equipment is carefully dismantled, ensuring no injuries or equipment damage.</p> <p>4.3 Food production equipment is clean, safe, assembled and ready for use according to establishment requirements.</p> <p>4.4 Chopping boards are clean, dry and contamination-free according to establishment requirements.</p> <p>4.5 Kitchen sponges and wipes are clean in accordance with establishment requirement.</p>
Learning Outcome 5 (LO5)	<p>Demonstrate knowledge of food safety requirements in a commercial kitchen.</p>
Performance standards	<p>5.1 Food contamination hazards in a commercial kitchen are identified and explained.</p> <p><i>[Range evidence is required of one physical, one biological and one chemical hazard.]</i></p> <p>5.2 Sources of food cross-contamination and prevention procedures are identified and described.</p> <p><i>[Range evidence of three different methods is required.]</i></p> <p>5.3 Food control plans and their impact on avoiding food cross-contamination is described in terms of legislative and establishment requirements.</p>

Learning Outcome 6 (LO6)	Maintain personal hygiene in accordance with establishment requirements.
Performance standards	<p>6.1 Body, clothing and footwear are clean.</p> <p>6.2 Personal hygiene is maintained.</p> <p>6.3 Personal hygiene methods used to prevent food cross-contamination are adhered to.</p> <p><i>[Range evidence of three different techniques is required.]</i></p> <p>6.4 Personal hygiene issues are identified and reported to a supervisor.</p> <p><i>[Range issues include but are not limited to – illness, skin conditions, cuts, open wounds.]</i></p>
Learning Outcome 7 (LO7)	Apply safe food practices when handling food in a commercial kitchen.
Performance standards	<p>7.1 Food safety methods employed to prevent food cross-contamination are practised.</p> <p><i>[Range food safety techniques may include but are not limited to – correct storage of goods, correct rotation of food, routine temperature checks;</i></p> <p><i>Evidence of three food safety techniques is required.]</i></p> <p>7.2 Clean and hygienic work area and equipment is maintained during food service.</p> <p>7.3 Expiry date and critical limits for temperature and time of Food items are maintained during food service.</p> <p>7.4 Rubbish is disposed of, and contamination problems identified and reported to a supervisor.</p> <p>7.5 Operational problems that impact on food safety are identified and reported to a supervisor.</p>
Pre-requisites	N/A
Co-requisites	N/A
Underpinning skill and knowledge	Basic cooking knowledge; Basic knowledge of food and food preparation; Planning skills; Evaluating skills; General human health and diseases, Human foods and nutrition, Hazards and safety, Communication (Tongan and English), Cultural awareness and sensitivity, Interpersonal communication skills, Workplace security.

<p>Suggested assessment methods</p>	<p><u>Context of assessment:</u> It is suggested that assessment is carried out in the workplace (commercial kitchen) or a training kitchen.</p> <p><u>Methods of assessment:</u> This unit comprises both practical skills and knowledge. The following methods can be used to assess learning:</p> <ul style="list-style-type: none"> • Direct observation of students performing certain tasks (such as cleaning food preparation surfaces and equipment, wall, and storage areas, etc.); • Inspection of equipment and areas. • Interviews • Written questions • Portfolios of evidence • Third-party reports (from workplace manager/supervisor). <p>Note: This is a competency-based unit (Refer to section on <i>Requirements to complete unit</i> for more information]</p>
<p>Resource requirements</p>	<ol style="list-style-type: none"> 1. Commercial kitchen or training kitchen (Refer to <i>Minimum requirements for a kitchen</i>) 2. Computers for students and staff 3. Internet access for students and staff 4. Relevant readings at the discretion of the unit coordinator/trainer. 5. Unit outline.
<p>Moderation arrangements</p>	<p>Use provider’s approved moderation process, OR TNQAB moderation processes</p>
<p>Requirements to complete this unit</p>	<p>Learners must be at least 90% “Competent” after a maximum of 3 attempts. Those who fail to meet this requirement will be asked to reenrol in the unit.</p>
<p>Public comments on unit</p>	<p>Please contact TNQAB National Qualifications Unit (email EnquireNQ@tnqab.to or Telephone 28136) if you like to discuss or suggest changes to the details of this unit.</p>

MINIMUM REQUIREMENTS FOR A COMMERCIAL KITCHEN

TABLE 1: SMALL EQUIPMENT

	EQUIPMENT	DESCRIPTION	MINIMUM REQUIREMENT (for 15 - 20 students)
1	Baking tin	Stainless small, medium and large, Assorted depth and shapes	6 for each size
2	Baking trays	Stainless small, medium and large	3 for each size
3	Can/bottle opener	Stainless	3 sets
4	Chef Knives	Stainless, Set (Paring, All purpose, Fillet, Serrated Clever, Scissors)	12 Sets
5	Chinois	Stainless small or medium	3 pieces
6	Colander	Stainless or plastic	3 pieces
7	Cutting Boards	Plastic and Wooden, medium and large with colours	6 for each size and type
8	Food Posters	Meat, Fish, Shellfish, Herbs and Spices, Vegetables, Food commodities etc.	2 of each kind
9	Frying pans	for; Omelette and shallow frying (non-stick)	3 for each purpose
10	Grater	Manual, box or 4-sided or flat, stainless or plastics	3 sets either type
11	Ladles	Stainless in multiple sizes; small, medium and large	2 of each size
12	Lifter	Plastic or stainless	3 each type
13	Masher	Stainless (small or Large)	3 sets either size
14	Measuring Cups	Stainless or plastics (minimum of 4 sizes cups)	3 sets either type
15	Measuring Jugs	Stainless, plastics or Glass (minimum of 1000 milliliters)	3 either type
16	Measuring spoons	Stainless or plastics (minimum of 4 sizes spoons)	3 sets either type
17	Mixing bowls	Stainless and Plastic, small, medium and large	6 for each size
18	Moulds	Ceramic or stainless, small and medium	6 each size
19	Oven mitts	Assorted sizes, shapes and color with minimum of 3 layers of thickness	6 pairs
20	Peeler	Plastic or stainless	6 sets
21	Plates	Ceramic, small, medium and large (any design and color)	12 for each size
22	Pot holders	Assorted sizes, shapes and color with minimum of 3 layers of thickness	6 pairs
23	Pots	for; stock, soup, and boiling, preferably stainless	3 for each purpose
24	Rolling Pin	Wooden or Plastic (small and large)	3 each size(6 in total)
25	Sanitizer	Plastic bottle sprayers	3 containers refilled
26	Saucepans	Small to medium sizes, preferably stainless	6 of each size
27	Serving bowls	Ceramic, for Soup and pasta, small and medium (any	12 of each size

	EQUIPMENT	DESCRIPTION	MINIMUM REQUIREMENT (for 15 - 20 students)
		design and color)	
28	Sieve	Stainless or plastic (4 sizes in 1 set)	3 sets either type
29	Sifter	Stainless or plastic	3 either type
30	Spatulas	Wooden or Silicone	3 either type
31	Stirring spoons	Stainless and wooden, medium and large	6 stainless medium, 6 stainless large, 6 wooden medium, 6 wooden large)
32	Tea Towels	Cloth, any colour, sizes and designs	24 towels
33	Thermometer	Waterproof pocket Digital probe or Gun thermometer	2 pieces
34	Tongs	Stainless in multiple sizes; small, medium and large	3 of each size
35	Whisks	Stainless, sizes: medium and large	3 of each size
36	Wok	for; Saute and Stir-frying, either household or commercial brand	2 pieces

TABLE 2: LARGE EQUIPMENT

	EQUIPMENT	DESCRIPTION	MINIMUM REQUIREMENT (for 15 - 20 students)
1	Deep-Fryer	Gas burners or Electric heating element, either household or commercial brand	2 Fryers with minimum of 2 liters capacity each
2	Fire Extinguishers	Approved and valid to be used in the kitchen (OHS & SOP standards)	2 up to date extinguishers either sizes
3	Freezer	Chest or upright freezer or Walk-in freezer, either household or commercial brand	1 set
4	Handbasin	Single Stainless or Ceramic with or without hot water	1 set
5	Oven	Gas burners or Electric heating element, either household or commercial brand	3 Ovens with or without fan
6	Oven Griller or Salamander	Gas burners or Electric heating element, either household or commercial brand	3 Grillers or 1 Salamander
7	Pantry	Good air ventilation set up and well accessible (fixed or removable)	1 set
8	Range or Stovetop burners	Gas burners or Electric hot plates, either household or commercial brand	12 burners or 3 Range with 4 burners each
9	Refrigerator	Reach-in fridge or walk-in cooler, either household or commercial brand	1 set
10	Rubber Floor Mats	Cover the length of the work stations (above)	Enough to cover all Workstations
11	Sinks	Single or Double stainless installed with running water faucet (Hot water optional)	4 set singles or 2 sets double
12	Steamer	Layered Steaming pot	1 set
13	Umu Shed	Shed with well constructed Umu pit (including huokauvao, Hakalo, Umu-stones and Firewoods)	1 set
14	Work Benches and Tops	Stainless steel double benches and tops with or without drawers	2 sets

TABLE 3: MECHANICAL EQUIPMENT

	EQUIPMENT	DESCRIPTIONS	MINIMUM REQUIREMENT (for 15 - 20 students)
1	Air Ventilation System	Electrical Air Suction or Fixed Air-Vent Ventilator	Designated to ventilate heat and smokes
2	Blender	Any Quality and brand (minimum of 500 milliliters capacity)	1 machine
3	Food Mixer	Any Quality and brand (minimum of 500 milliliters capacity)	1 machine
4	Food Processor	Any Quality and brand (minimum of 500 milliliters capacity)	1 machine
5	Meat Slicer	Stainless and can be any size and brand	1 machine
6	Pasta Machine	Stainless with processing cutters (Manual or electric)	2 sets
7	Kitchen Scale	Digital or mechanical	2 either qualities
8	Toaster	Industrial or household brands, minimum of two bread racks	1 set
9	Vegetable Slicer	Any Quality and brand	1 machine