

PRIVATE SECONDARY EDUCATION AUTHORITY

MONITORING OF NORMS AND STANDARDS IN A FACILITY RECKONED AS:

**FOOD LABORATORY UP TO GRADE 11/13 - Year 2021/2022**

**Subject Appellation and Level:**

- FOOD STUDIES – Grades 12 & 13 – HSC/AL CIE syllabus code 9336
- FOOD & NUTRITION – Grades 10 & 11 – SC/OL CIE syllabus code 6065
- FOOD AND TEXTILES STUDIES – Up to Grade 9 & 9+EP (the 'Food' component only where there is no *Food & Textiles Junior Laboratory*) – NCF

Name of School: \_\_\_\_\_ Date of Verification: \_\_\_\_\_

No. of Food Labs. at school: \_\_\_\_\_ Lab. being monitored: \_\_\_\_\_

Is the facility New / Relocated / Existing / Upgraded ? \_\_\_\_\_

Number of sections and students using this facility:

Grade	Extended Program				Regular							
	7	8	9	9+	7	8	9	10	11	12	13	
No. of Sections												
No. of Students												
No. of Groups												

Educator in Charge: \_\_\_\_\_ Qualifications: \_\_\_\_\_

Specialist Room  
Attendant: \_\_\_\_\_ Qualifications: \_\_\_\_\_

**IMPORTANT NOTE:**

The following conditions should be fulfilled to ensure a reasonable standard:

- The room and floor area provided should be appropriate.
- A minimum score of 75 % should be obtained in each of the four Sections A to D.
- Compulsory items in Section D, highlighted in bold characters, should be provided.
- Record of use of the Lab. should be kept as required.

Minimum requirements for a class of 20 students are specified. However, in case of need provision should be made to accommodate up to additional students.

**(A) PHYSICAL FACILITIES – weightage: 30 %**

Item	Description	Requirements	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use only)	
<p><b>1. Floor Area and Room</b></p> <p><b>*NOTES:</b></p> <p>i) For existing <i>Food &amp; Nutrition/ Food Studies Labs</i> the previously approved Floor Area shall be accepted and rated pro-rata.</p> <p>ii) For new <i>Food Laboratories</i> a floor area of 60 m<sup>2</sup> is required.</p>	<p><b>GRADE 7 - 9</b></p> <p><b>CONDITIONS OF ROOM:</b></p>	A minimum area of 60 m <sup>2</sup> is required*  (see side-notes)		4500			
		<b>Ceiling</b>	Plastered Crack-free	10%	<b>(Rated pro-rata on area)</b>		
		<b>Walls</b>	Plastered & painted	10%			
		<b>Flooring</b>	Flat & tiled /painted	10%			
		<b>Shape</b>	Convenient	10%			
		<b>Set Up</b>	Conducive	10%			
		<b>Cleanliness</b>	Maintained	10%			
		<b>Proper Storage and Classification</b>	Indexing & Accessibility	10%			
		<b>Lighting</b>	Adequate Natural/ Assisted	10%			
		<b>Ventilation</b>		10%			
<b>Utilities</b>	Water/Gas/ Electricity	10%					

<p><b>2. Furniture &amp; Accessories</b></p> <p><b>*NOTE:</b> Working Units excluding those already connected to fridge, microwave /cookers and situated at appropriate places for use of electrical appliances (i.e. not near sinks/ovens/cookers)</p> <p><b>*Note: Conditions</b> Problems identified with the conditions of <b>Furniture and Accessories</b>, if any, shall be evaluated on how far they affect teaching and learning on a scale of 1 to 10 before effecting deductions on marks for conditions. The marks may be totally forfeited in case of even a single grave problem with conditions.</p>	<p>i) Working unit with formica surface or better - 0.75m<sup>2</sup> for each student <i>(excluding table/shelf area for appliances and complete with in-built drawers &amp; shelves – height 0.8 m)</i> *see side NOTE</p>	15 m <sup>2</sup>	30	450		
	ii) Stools	20	10	200		
	iii) Table (1.25 m x 0.75 m) + chair for teacher	1	150	150		
	iv) White Board Size 243cm x 105 cm	1	200	200		
	v) Taps (Graded type) and sinks ( <i>porcelain or stainless steel</i> )	6	50	300		
	vi) Power Points	8	15	120		
	vii) Wall Clock	1	40	40		
	viii) Cupboards with shelves and drawers	4	50	200		
	ix) Demonstration Table Size (2m x 1.2m)	1	200	200		
	x) Wall-mounted shelves	4	40	160		
	xi) Notice Board	1	80	80		
	<b>Conditions of i) to xi)*</b>			500		
			<b>Total Sect. A</b>	<b>8 600</b>		<b>Score sect A</b>

**Actual Marks Scored on Section A =  $\frac{\text{Score sect A}}{8600} \times 19500 =$  \_\_\_\_\_**

**(B) SAFETY ITEMS – weightage: 10 %**

Item	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score (for PSEA use)
1. First Aid Kit	Equipped with: i) Antiseptic cream/ solution & gauze ii) Gel for burns iii) Wound-plast iv) 1 pair scissors (small) v) Safety pins vi) Cotton wool vii) 1 bandage roll	1	350	350		
2. Fire Extinguisher	Capacity: 2 L or 2Kg (serviced on time)	1	350	350		
3. Fire Blanket		1	350	350		
4. Emergency Exit (clearly indicated)	Additional door for quick exit in case of emergency	1	350	350		
5. Safety Charts (Min. size: A <sub>3</sub> )	Clear instructions about safety. (conspicuously displayed at appropriate places)	Min. 5	70	350		
6.i) Main Switch/ Circuit Breaker	Separate for the Food Studies Lab. and located inside the lab.	1	350	350		
ii) ELCB/RCD		1	350	350		
7. Gas conductors <b>AND/OR</b> Electrical connections <i>(NOTE: Gas tanks, if any, to be kept preferably outside the building with an internal gas switch)</i>	Rubber tubing connected to ovens/stoves should be replaced before expiry date stated thereon <b>AND/OR</b> Electrical cords and fittings of appliances should be in good condition.		350	350		
8. Cotton Aprons	Plastic aprons should not be used	5 of each	60	300		
9. Oven Gloves	Made from Inflammable materials	10 pairs	30	300		
			<b>Sub-total Sect. B</b>	<b>3400</b>		<b>Score sect B</b>

**CAUTION: No student should be allowed to operate any power/gas equipment or use hazardous items except under close teacher supervision and while observing all safety precautions, like wearing appropriate protective equipment.**

**Actual Marks Scored on Section B =  $\frac{\text{Score sect B}}{6500} \times 6500 =$  \_\_\_\_\_**  
**3400**

<b>(C) INSTRUCTIONAL TOOLS &amp; RECORDS</b> (WEIGHTAGE 30%)		Quantity Required	Marks per Unit	Marks Item-wise	Existing	Score (for PSEA use only)								
<b>1. Record of Practical Sessions</b>  <b>NOTE:</b> If school has a F&T Junior Lab., practicals for EP & Grades 7 to 9 are not reckoned here.	A minimum of 20 practical sessions per class in the academic year spread over all three school terms for Gds. 10-13 and 10 for lower Gds.  <i>(Records to be kept class-wise and signed by teacher(s))</i>	20	250	5000	Average for all classes reckoned:  -----	-----								
<b>GRADE</b>	<b>Ext. Prg.</b>	<b>Regular</b>												
	7 8 9 9+	7	8	9	10	11	12	13						
Class/Group	A													
	B													
	C													
	D													
	E													
	F													
<b>Total</b> (x2 up to G.R9)														
<b>NOTE: Reckoned pro-rata for the current academic year - max. 20 per class or group on 8.5 months.</b>														
<b>2. Record of Audio Visual Lessons</b>  <b>NOTE:</b> If school has a F&T Junior Lab., A/V lessons for EP & Grades 7- 9 not reckoned here.	A minimum of 10 lessons per class in the academic year spread over all three school terms for Gds. 10-13 and 5 for lower Gds.  <i>(Records to be kept in the lab., class-wise and signed by teacher(s))</i>	10	200	2000	-----	-----								
<b>GRADE</b>	<b>Ext. Prg.</b>	<b>Regular</b>												
	7 8 9 9+	7	8	9	10	11	12	13						
Class/Group	A													
	B													
	C													
	D													
	E													
	F													
<b>Total</b> (x2 up to G 9R)														
<b>NOTE: Reckoned pro-rata for the current academic year - max. 10 per class or group on 8.5 months.</b>														
											<b>Sub-Total Section C</b>	<b>7000</b>		

<p><b>3. Teaching and Learning Aids</b></p> <p><u>NOTES:</u></p> <p><u>Wall-charts should cover the following topics:</u></p> <ol style="list-style-type: none"> <li>Balanced Diet.</li> <li>Sources of proteins, fats, carbohydrates.</li> <li>Sources of dietary fibres.</li> <li>Vitamins and minerals and their importance in the diet.</li> <li>Food safety (spoilage, contamination, poisoning).</li> <li>Eating disorders.</li> <li>Healthy and unhealthy snacks.</li> <li>Food and kitchen hygiene.</li> <li>Food digestion.</li> <li>Selecting your fast-foods.</li> <li>Food preservation.</li> <li>Mass-production of foods</li> </ol> <p><u>CHARTS' QUALITY:</u></p> <p>i) Charts to be printed and of min. A3 size.</p> <p>ii) Contents should be readable with bold illustrations, pictures and characters.</p> <p><b>4. Time-table</b></p> <p><b>5. Stock Book</b></p>	<p><b>(i) Reference Books</b> (Published in the past 3 years)</p>	Min. 5 books	60	300			
	<p><b>(ii) Cookbook Recipes –</b></p>	Min. 12 veg. 12 non-veg.	5/recipe	120			
	<p><b>(ii) Magazines</b> Published in the past 2 years and including Health &amp; Nutrition</p>	Min. 8 mag.	50	400			
	<p><b>(iii) Wall-charts*</b> (see list in side notes)</p>	Min. 12 charts	25	300			
	<p><b>(iv) Packages and manuals</b></p> <p>a) Empty food packages with appropriate labels.</p>	5 asstd. Food packages and protective sheaths	15	75			
	<p>b) Household appliances manuals</p>	5 asstd. For microwave electric oven, kettle, refrigerator blender/mixer	15	75			
	<p><b>(v) Multimedia</b></p> <p><u>*NOTE:</u> A connectable LED TV of 55" may replace items d)&amp;e)</p>	<p>a) PC</p> <p>b) Printer</p> <p>c) Internet</p> <p>d) LCDprojector</p> <p>e) Screen</p>	700 300 300 600 100	700 300 300 600 100			
		With school seal and year stated.	1 displayed	50	50		
		Up to date and signed.	New items highlighted.	50	50		
				<b>Total Sect. C</b>	<b>10370</b>		<b>Score sect C</b>

Actual Marks Scored on Section C =  $\frac{\text{Score sect C} \times 19500}{10370} = \underline{\hspace{2cm}}$

**(D) EQUIPMENT AND CONSUMABLES – weightage: 30%****Up to Grade 9: Items 1 to 62 + Consumables 117 to 138 + Conditions Sect. D [Gd. 9]****Up to Grade 11 or 13: Items 1 to 138 + Conditions Sect. D [Gd. 11/13]**

Item No.	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score <i>(for office use only)</i>
1.	Apple corer	4	15	60		
2.	Aluminium foil	2 rolls	60	120		
3.	<b>Blender / Liquidiser</b>	<b>2</b>	<b>60</b>	<b>120</b>		
4.	Baking sheet/tray (small and medium) – metal/silicon	6	30	180		
5.	Biscuit cutters – stainless steel or plastics – different shapes	5 sets of 5	24	120		
6.	Bottle opener	2	60	120		
7.	Cutlery:					
	i) – table spoon	12	10	120		
	ii) - fork	12	10	120		
	iii) - table knife	12	10	120		
	iv) - Vegetable/ fruit knife	5	24	120		
	v) - Bread knife	5	24	120		
	v) - teaspoon	12	10	120		
8.	Cutlery tray/stand/rack	2	90	180		
9.	Cling film	2 rolls	60	120		
10.	Chopping board:					
	i) For meat/fish	Asstd. types	3	60	180	
	ii) For vegetarian		3	60	180	
11.	Cake tin (baking tins):					
12.	- round diameter 18 – 20 cm	4	30	120		
	- Victoria sandwich tin 16 - 18cm	6	20	120		
	- Swiss roll tin 24 x 14 x 3 cm	3	40	120		
13.	Cake moulds – silicon, 15 - 20cm	5	24	120		
14.	Can opener - rustproof	4	30	120		
15.	Colander (aluminium/stainless)	4	45	180		
16.	Electric Kettle – 1.5 lts	2	90	180		
17.	Egg slicer	5	12	60		

18.	Electric portable stoves – <i>Single or alternative</i>	2	60	120		
19.	Electric food steamer	1	60	60		
20.	Flour dredger	4	30	120		
21.	Food cover	5	24	120		
22.	Gas lighter	2	90	180		
23.	Grater (stainless steel) for <u>vegetables</u> and <u>cheese</u>	3 each	30	180		
24.	Glasses - tall	20	3	60		
25.	Juice squeezer	5	24	120		
26.	Jug (serving)	4	30	120		
27.	Jug (water)	5	24	120		
28.	Kitchen towel	6	20	120		
29.	Kitchen scale	5	36	180		
30.	Kitchen roll	5	24	120		
31.	Kitchen scissors	5	12	60		
32.	Large ingredient tray (rectangular)	5	24	120		
33.	Large kitchen bin (pedal operated with plastic liners)	2	90	180		
34.	<b>Microwave oven– cap. 25-30 lts. with grill</b>	<b>1</b>	<b>180</b>	<b>180</b>		
35.	Microwave dishes and bowls	1 set of 5 pieces each	18	180		
36.	Mixing bowl: large, medium , small • Plastic • Glass	6 of each size 6 of each size	30 30	180 180		
37.	Muffin mould - 6-hole, silicon	5	24	60		
38.	Measuring spoon - asstd. sizes	5 sets of 4	6	120		
39.	Measuring cup/cylinder – asstd. sizes	5 sets of 3	8	120		
40.	Measuring jug – 1000 ml.	5	24	120		
41.	<b>Oven – including gas cooker + electric oven</b>	<b>5 units</b>	<b>36</b>	<b>180</b>		
42.	Pastry board + Rolling pin	5 sets	24	120		
43.	Palette knife	5	12	60		
44.	Plastic food containers asstd sizes	2 sets of 5	12	120		



45.	Plates – <u>glass</u> and <u>plastics</u>	10 each type	6	120		
46.	Peeler	6	20	120		
47.	Pastry brush - silicon	5	24	120		
48.	Pan stand, large and medium	5	12	60		
49.	Patty tins	5	12	60		
50.	<b>Refrigerator - cap. 300 to 400 lbs. with freezer compartment – no frost – with 2 doors.</b>	<b>1</b>	<b>180</b>	<b>180</b>		
51.	Scraper	5	12	60		
52.	Salad spinner	1	120	120		
53.	Sponge / sponge cloth (pck of 3)	2 pcks	30	60		
54.	Scouring pad (pck of 3)	5 pcks	12	60		
55.	Serving sauceboat	2	30	60		
56.	Saucepan – small, medium, large	2 each	20	120		
57.	Serving plates	5	12	60		
58.	Sieve - plastic	5	24	120		
59.	Strainer	5	12	60		
60.	Wooden spoon	5	24	120		
61.	Whisks (hand)	5	24	120		
62.	Washing-up liquid	2 lts.	90	180		
			<b>Sub-Total Sect D Items 1-62</b>	<b>8520</b>		Score 1-63

Contd. on the next page

### ADDITIONAL EQUIPMENT AND CONSUMABLES FOR GRADES 10 to 13

Item No.	Description	Quantity Required	Marks Per Unit	Marks Item-wise	Existing	Score <i>(for office use only)</i>
63.	Air tight jar	5	12	60		
64.	Basin, 10L capacity	5	12	60		
<b>65.</b>	<b>Bowls: Pyrex, Arcoroc, Arcopal or similar Large (1.5 – 2 L), Medium (0.5-1L) and Small (0.25 L)</b>	<b>15 (5 each)</b>	<b>8</b>	<b>120</b>		
66.	Cheesecake tin with detachable base	5	12	60		
67.	Caraille/wok (medium)	3	40	120		
68.	Cup and saucer	10 pairs	6	60		
69.	Cake-stand	2	60	120		
70.	Deep frying pan with basket	3	40	120		
71.	Dishes and Bowls for serving – of varied shapes	1 set of 5 pieces each	6	60		
72.	Dish cloth	10	6	60		
<b>73.</b>	<b>Electric mixer</b>	<b>2</b>	<b>90</b>	<b>180</b>		
<b>74.</b>	<b>i) Gas / electric oven and grill + ii) Gas burners/hot plates (i &amp; ii may be combined) <i>(Gas equipment not rated if gas conductor has expired )</i></b>	<b>2</b> <b>2</b>	<b>90</b> <b>90</b>	<b>180</b> <b>180</b>		
75.	Flanel board	1	60	60		
76.	Food processor	1	120	120		
77.	Flan dish, Flan ring and Flan tin	10 asstd.	6	60		
78.	Griddle	3	20	60		
79.	Icing set	2	30	60		
80.	Jelly mould	10	6	60		
81.	Jug (measuring) 500 ml	5	12	60		
82.	Kitchen grease-proof paper	1 roll or 5 sheets	24	120		
83.	Knives:					
	i. Cook's knife/chopper	5	12	60		
	ii. Vegetable/ fruit knife	5	12	60		

	iii. Paring/Utility knife	5	12	60		
	iv. Bread knife	2	30	60		
	v. Pastry knife	5	12	60		
84.	Knife sharpener	1	120	120		
85.	Kitchen hood	1 For any one cooking unit	180	180		
86.	Ladle	2	30	60		
87.	Loaf tin	4	15	60		
88.	Magnetic board	1	60	60		
89.	Mat – heat resistant	5	24	120		
90.	Napkins /Paper	1 pkt.	120	120		
91.	Oven casserole with cover • 1/2 litre • 1 litre	2 2	60 60	120 120		
92.	Piping bag (silicon)	1	60	60		
93.	Potato masher	2	30	60		
94.	Pudding basin or other steel/aluminium basin	5	12	60		
95.	Pressure cooker	2	90	180		
96.	Shallow frying pan	2	60	120		
97.	Serving tray	2	60	120		
98.	Sieve	5	24	120		
99.	Savarin tin	5	12	60		
100.	saucepan - thick-based with cover (large and medium)	3 medium 3 large	40 40	120 120		
101.	Sundae glasses/ 'coupes'	12	5	60		
102.	Skewer	5	12	60		
103.	Salad bowl/plate	set of 5	24	120		
104.	Souffle dish	3	20	60		
105.	Slotted/perforated spoon	5	24	120		
106.	Scissors	2	30	60		
107.	Squeezer (for fruits)	3	40	120		
108.	Scrubbing brush	5	12	60		

109.	Tea towel	10	6	60		
110.	Tea / coffee set	1 set	60	60		
111.	Table cloth	2	30	60		
112.	Towels – hand	5	36	180		
113.	Timer	1	120	120		
114.	Victoria sandwich tin 16-18 cms.	4	30	120		
115.	Pepper container + grinder	2	30	60		
116.	Stop Clock with alarm	1	60	60		
			<b>Sub-Total Sect D Items 63 -116</b>	<b>5640</b>		Score 63-116
<b>BASIC CONSUMABLES FOR ALL GRADES – stock to be continually replenished</b>						
<b>Item No.</b>	<b>Description</b>	<b>Quantity Required</b>	<b>Marks Per Unit</b>	<b>Marks Item-wise</b>	<b>Existing</b>	<b>Score (for office use only)</b>
117.	Baking powder	1kg pkt	180	180		
118.	Baking soda (sodium bicarbonate)	125g pkt	120	120		
119.	Butter/Margarine	5 pkts of 500g	36	180		
120.	Cinnamon: i) whole ii) powder ( <i>in air-tight container</i> )	125g pkt 125g pkt	120 120	120 120		
121.	Cardamon: i) Pods ii) powder ( <i>in air-tight container</i> )	125g pkt 125g pkt	120 120	120 120		
122.	Cloves i) Whole ii) powder ( <i>in air-tight container</i> )	125g pkt 125g pkt	120 120	120 120		
123.	Cream of Tartar	10 sachets	12	120		
124.	Eggs	1 carton of 30	6	180		
125.	Food colouring – 4 colours	40ml each	30/colour	120		
126.	Flour	5kg pkt	36	180		
127.	Flavours: i) Vanilla ii) Almond	500 ml 500 ml	120 120	120 120		
128.	Ginger – powder or paste	250g pkt	120	120		
129.	Garlic – powder or paste	250g pkt	120	120		

130.	Nutmeg	125g	120	120		
131.	Oil:					
	i) Olive	1 litre	120	120		
	ii) Cooking	1 gallon	180	180		
132.	Pepper grains/powder	125g pkt	120	120		
133.	Paprika	500g	120	120		
134.	Sugars:					
	i. Cubes	250g pkt	120	120		
	ii. Icing	250g	120	120		
	iii. Brown	500g pkt	180	180		
135.	Turmeric powder	1 pkt	120	120		
136.	Table Salt	1 pkt	180	180		
137.	Vinegar	1 litre	180	180		
138.	Yeast	1 box of 10 sachets	18	180		
			<b>Sub Total Items 117 - 138</b>	<b>4020</b>		Score 117-138
			<b>Sub Total Items 1 - 138</b>	<b>18180</b> (excluding conditions)		Score 1-138

**CRITERIA FOR MARKING CONDITIONS AND QUALITY OF EQUIPMENT IN SECTION D**

	CRITERIA	UP TO GRADE 9	UP TO GRADE 11/13	RATING ON A SCALE OF 1 TO 10	SCORE
1.	All food cutting, processing and cooking equipment maintained in good working conditions.	150	300		
2.	Quality of consumables	250	300		
	<b>TOTAL</b>	<b>400</b>	<b>600</b>		Score on Conditions

**Actual Marks Scored on section D: Score on items (1-62) + (117-138) + Score on Conditions x 19500= \_\_\_\_\_**  
**(Up to Grade 9) 12940**

**Actual Marks Scored on section D: Score on items (1-138) + Score on Conditions x 19500= \_\_\_\_\_**  
**(Up to Grade 11 or 13) 18780**

**MARK SCHEME AND SCORE**

<b>SECTION</b>	<b>WEIGH-TAGE</b>	<b>TOTAL MARKS</b>	<b>ACTUAL MARKS SCORED (Up to Grade 9)</b>	<b>ACTUAL MARKS SCORED (Up to Grade 11 or 13)</b>	<b>% SCORE Section-wise</b>
<b>A. Physical Facilities</b>	30%	<b>19500</b>			
<b>B. Safety Items</b>	10%	<b>6500</b>			
<b>C. Instructional Tools &amp; Records</b>	30%	<b>19500</b>			
<b>D. Equipment and Consumables</b>	30%	<b>19500</b>			
<b>OVERALL</b>	<b>100%</b>	<b>65000</b>			

**REMARKS AND SHORTCOMINGS**

*(With particular reference to conditions at page 1 and score obtained)*

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Signature of PSEA Supervisor / Senior Supervisor (s)

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Signature of Manager

Date: -----

Date: -----