

Manufacture of Food and Beverages Skills Proficiency Test

Information on test held in Japan

(Applicable from April 2022)

**The Organization for Technical Skill Assessment of
Foreign Workers in Food Industry**



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1. Specified skilled workers and the purpose of the test

With the revision of the Immigration Control and Refugee Recognition Act, a new residence status, "Specified Skilled Worker", was created on April 1, 2019.

"Specific Skilled Worker" is a system for the acceptance of foreign workers who have a certain level of expertise and skill in specified industry fields, such as the food and beverages manufacturing industry, where it has proven difficult to recruit workers, despite efforts to improve productivity and recruit staff within Japan, in order to address worsening staff shortages.

In order to qualify for the Specified Skilled Worker 1 residency status for the food and beverages manufacturing industry, a candidate must satisfy the Skill Level and Japanese Language Proficiency requirements.

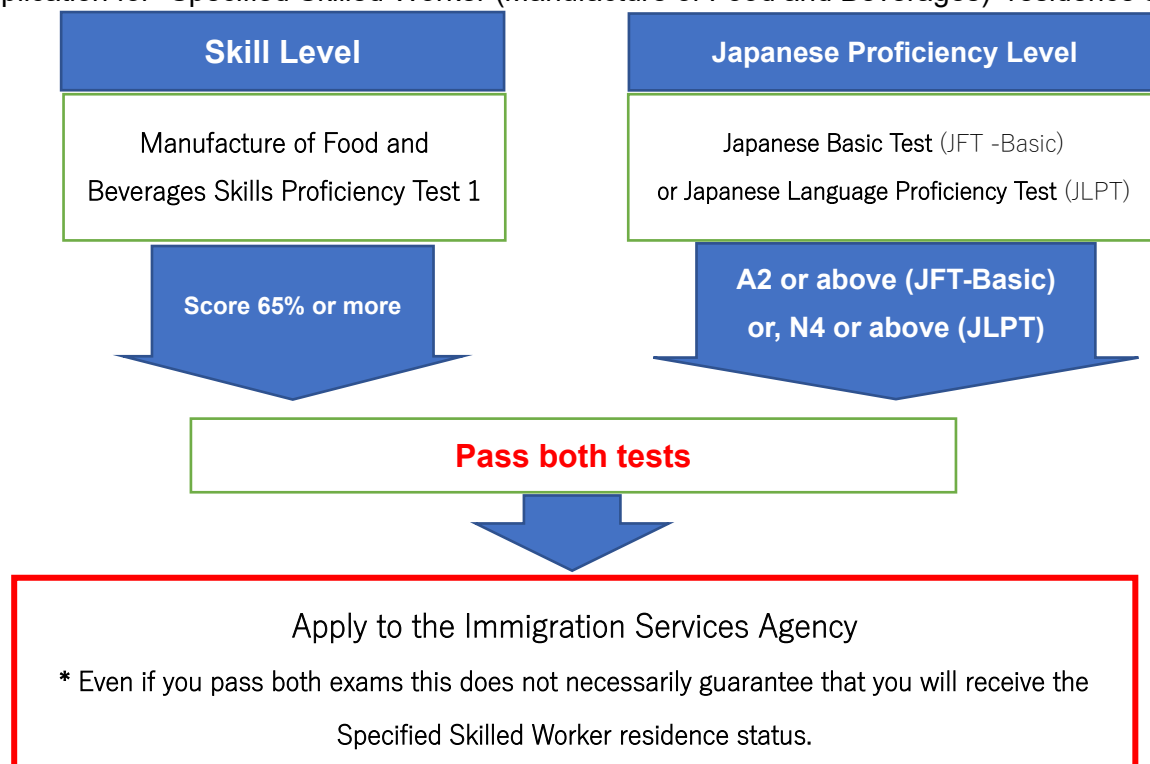
The Japanese Language Proficiency Level is judged by the Japanese language proficiency assessment tests operated by the Japan Foundation, or the Japanese Language Proficiency Test operated by the Japan Foundation and Japan Educational Exchanges and Services.

The Skill Level in the food and beverages manufacturing industry category is determined by the Manufacture of Food and Beverages Skills Proficiency Test administered by OTAFF. (OTAFF may abbreviate the name of the test as and when necessary.)

To apply for the Specified Skilled Worker residency status, please contact the Ministry of Justice or the Immigration Services Agency.

OTAFF cannot respond to any queries other than those regarding the skills proficiency tests for Specified Skilled Workers for the food and beverages manufacturing industry and the food service industry.

【Application for “Specified Skilled Worker (Manufacture of Food and Beverages)” residence status】



2. Eligibility

Persons eligible to take the test in Japan for Specified Skilled Workers in the food and beverages manufacturing industry are those who satisfy the conditions a) and b), below, on the day of the test.

- a) Persons who have the appropriate residence status (Note 1) and are 17 years of age or older on the day of the test.
- b) Persons having a passport (Note 2) issued by a foreign government or competent authority of a territory, as prescribed in public notice by the Minister of Justice, for the purposes of cooperating in the smooth execution of any forced deportation order.

Note1: With the exception of those who are in Japan illegally (illegal residents), persons legally residing in Japan are eligible. This also includes persons who are legally in Japan for a short stay, such as for tourism, even if they do not have a residence card.

Note 2: Currently, passports other than those issued by Islamic Republic of Iran are acceptable.

Important points

- Passing the test does not guarantee that the residence status of Specified Skilled Worker will be granted.
Even if candidates who have passed the test submit an application for a Certificate of Eligibility or an application to change their residence status, it is not always the case that a Certificate of Eligibility can be issued, or a change in residence status approved.
- Further, even if you do receive a Certificate of Eligibility, your visa application will be reviewed separately by the Ministry of Foreign Affairs, and there is no guarantee that you will be granted a visa.
- In order to prevent the spread of COVID-19, the Japanese government has established restrictions, such as refusing entry to persons from certain countries and regions. Therefore, please make sure that you will be able to enter Japan in order to take the test.

Ministry of Justice: Regarding refusal of landing to prevent the spread of COVID-19 disease (novel coronavirus)

http://www.moj.go.jp/isa/hisho06_00099.html

3. Test subjects and test format, etc.

(All test questions are written in Japanese (kanji characters are annotated with furigana).)

Test subjects: Two tests comprised of a theoretical test and a practical test.

Test time: 80 minutes

Test format: Written test (using a mark sheet).

(1) **Theoretical test** (questions in Japanese)

This test measures the candidate's knowledge of general hygiene management and occupational health and safety, using HACCP, etc.

| Item | Main content | Number of questions (Qs) | Allocation of points (Pts) | Full marks (Pts) |
|--|--|--------------------------|----------------------------|------------------|
| Basic knowledge of food safety and quality control | <ul style="list-style-type: none">- Necessity of food safety- Knowledge relating to food poisoning | 25 | 3 | 75 |
| Basics of general hygiene management | <ul style="list-style-type: none">- Fundamental rules of hygiene management and food safety before, during and after any operation- 5S activities- Prevention of contamination by foreign matter | | | |
| Basics of manufacturing process control | <ul style="list-style-type: none">- Ingredient management- Manufacturing process control and precautions- Product control- Control of allergens | | | |
| Using HACCP for hygiene management | <ul style="list-style-type: none">- HACCP- Hazard analysis- Seven principles of HACCP- Basics of HACCP hygiene management | | | |
| Knowledge relating to occupational safety | <ul style="list-style-type: none">- Hazard prevention in the workplace- Strict enforcement of work procedures and 5S- Action in the event of unexpected situations | 5 | 5 | 25 |
| Total | | 30 | | 100 |

(2) **Practical test** (questions in Japanese Judgement test - planning test, etc.)

This test gauges whether the candidate possesses the required skills for the work.

The skills are gauged in the judgement test, which looks at whether the candidate is able to take the correct action in a given situation, using diagrams and illustrations, and the planning test, which looks at whether they are able to formulate plans for the required tasks, given prescribed calculation formulae.

| Item | Main content | Number of questions (Qs) | | | Allocation of points (Pts) | Full marks (Pts) |
|--|--|--------------------------|---------------|-------|----------------------------|------------------|
| | | Judgement test | Planning test | Total | | |
| Basic knowledge of food safety and quality control | - Necessity of food safety - Knowledge relating to food poisoning | 4 | 2 | 6 | 5 | 30 |
| Basics of general hygiene management | - Fundamental rules of hygiene management and food safety before, during and after any operation - 5S activities - Prevention of contamination by foreign matter | | | | | |
| Basics of manufacturing process control | - Ingredient management - Manufacturing process control and precautions - Product control - Control of allergens | | | | | |
| Using HACCP for hygiene management | - HACCP - Hazard analysis - Seven principles of HACCP Basics of general hygiene management | | | | | |
| Knowledge relating to occupational safety | - Hazard prevention in the workplace - Strict enforcement of work procedures and 5S - Action in the event of unexpected situations | | | | | |
| Total | | 8 | 2 | 10 | | 50 |

4. Pass mark

The pass mark is 65%.

5. Textbooks

The textbooks that can be used for test preparation are available at the website of Japan Food Industry Association (<https://www.shokusan.or.jp/news/3199/>)

6. Test application procedures and prohibition of duplicate applications

Step 1. Read the test information

Go through the conditions for eligibility and the test subjects, etc.

Step 2. Register your own My Page

How to register My Page

Rules on using photographs

Read through "How to register My Page" and enter your personal information and upload your portrait photograph to your own My Page.

Your My Page registration will be screened, and this can take up to five business days (excluding weekends and holidays).

Complete your My Page registration by the new registration deadline, before you apply for the test.

Your portrait photograph will be used for identification and for the pass certificate. Carefully read "Rules on using photographs" before registering.

[Prohibition of duplicate registration] (duplicate = 2 or more)

Duplicate My Page registration

One person can only create one My Page.

The same person cannot create two My Pages.

Step 3. Submit test application

Test application guidance

Carefully read "Test application guidance" before submitting your application.

Log into your My Page and select the date and test venue, and check the eligibility one more time before you submit your application.

If the number of candidates is lower than capacity, a second round of recruitment will be carried out.

[Prohibition of duplicate applications] (duplicate = 2 or more)

Duplicate test applications

One person can only apply for each test of the Food and Beverage Manufacturing Industry and the Food Service Industry one time.

The same person cannot submit duplicate applications for the same industry's tests.

Note: If you create duplicate My Pages, or submit duplicate applications for tests, you may not be able to take OTAFF's Specified Skills test for up to a maximum of 5 years.

Step 4. Pay the test fee if you are selected to participate * The draw will consist of drawing lots with "Success" or "Miss" written on them.

If there are more candidates than the capacity, selection will be made by a draw*. Once the results of the draw are known, notification will be sent to your registered email address.

You can check the results of the draw under "Exam history" on My Page. If you are selected to participate, you may pay the test fee.

There are three methods of payment: credit card, convenience store settlement, or Pay-easy (direct debit).

Payment at a convenience store or by Pay-easy is only available in Japan. Test fees, once paid, cannot be returned. (Note)

Carefully check the test date and venue before you make payment.

Note: This does not apply in cases where the test has been canceled due to natural disaster. For details, please read "7. Test fee" in the test information.

Step 5. Download the admission ticket

You can check the download start date on the OTAFF website, under "Test schedule (overall flow)." Also, notification of the download start date will be sent to your registered email address. The admission ticket can be downloaded from My Page, under "Test history."

Step 6. Take the test

Before taking the test, be sure to read "9. Points to note on the day of the test" on page 11 of this test information. On the day of the test, be sure to bring with you your admission ticket, your passport or residence card, HB pencils and an eraser. For details, please read "8. What to bring on the day of the test" on page 10 of the test information. Also, please remember to wear a mask. At the test venue, you may take the test after your identity has been confirmed at Reception.

Step 7. Receive your test results

After the test, you will be able to see the results on the OTAFF website from the "Test history" section of My Page, within three weeks.

We will also send a notification that the results have been announced to your registered email address.

Step 8. Receive the pass certificate

Pass certificates will be uploaded to "Test history" on the My Page of successful candidates. You will be able to download the pass certificate so that you can print it out when necessary. OTAFF cannot download and print out the pass certificate.

7. Test fee (Period from April 1, 2022 to March 31, 2023)

JPY 8,000 (tax included) (for FY2020)

Test fees, once paid, cannot be returned except under the following circumstances.

- The test has been unable to be held due to reasons attributable to OTAFF.
- OTAFF has judged that the test cannot be held due to natural disaster, etc. (excluding cases where an alternative test has been organized)
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Check the OTAFF website to find out whether the test is due to go ahead or not.

8. What to bring on the day of the test

Be sure to bring the following ①, ②, ③ and ④.

① and ② will be used to identify you at Reception on the day of the test. If you cannot be identified, you will not be able to take the test.

- ① Admission ticket
- ② Passport or residence card (Note 1)
- ③ HB pencils *Mechanical pencils are not allowed. (Note 2)
- ④ Eraser

Note 1: If you do not have your passport or residence card because your residence card is being renewed, please be sure to print a color photocopy of the front and back sides of your residence card, bearing the seals (company/ organization and person in charge) of your proxy (Japanese language school, immigration lawyer, etc.).

Note 2: Even if mechanical pencils, rocket pencils or pencil sharpeners are taken into the test, they cannot be used during the test.

9. Points to note on the day of the test and prohibition of acts of misconduct

(1) Before arriving at the test venue

In order to prevent the spread of COVID-19, be sure to wear a mask.

Please keep your mask on during the test.

Please note that candidates who are not wearing masks will not be able to take the test.

Also, on the day of the test, your temperature will be taken.

If you have a high temperature or feel unwell, your test may be suspended and you may be asked to leave.

Your understanding is appreciated.

(2) Reception

- ① Before entering the venue, please read "8. What to bring on the day of the test" on page 10 of the test information and make sure you have items ① and ②.
- ② Your identity will be checked at Reception. For the purpose of facial identification, you will be asked to remove your mask.
- ③ Please take off your hat, sunglasses, headphones or earphones, and put them inside your bag.
- ④ If there is any problem with the portrait photo you uploaded to your My Page, you will be asked to take it again. If you are asked to take the portrait photo again, please follow the instructions of the reception staff.
- ⑤ After completing reception, you may enter the examination hall.

※Please come to reception at least 15 minutes before the test starts. You may not be allowed to take the test if you do not arrive 15 minutes before it.
If you arrive late, you will not be able to take the test.

Note: Public transport may be delayed due to weather conditions.

Please try to give yourself enough time to arrive at the venue 15 minutes before the test starts.

(3) Points to note inside the examination hall

- ① Please take the seat with the number shown on your admission ticket.
- ② If you enter or leave the examination hall before the test starts, you must carry your admission ticket with you.
- ③ Please enter the examination hall at least 15 minutes before the test starts.
- ④ Please do not talk.
- ⑤ You cannot eat or drink in the examination hall.
- ⑥ Once the test starts, you cannot enter the examination hall.

- Place your admission ticket to the side of your seat number.
- Place your HB pencils and eraser on the desk.
Mechanical pencils are not allowed.
All other items must be placed inside your bag.
- Mobile telephones and all other telecommunications devices and electronic devices must be turned OFF until you leave the examination hall.
Be sure to check in advance how to turn OFF your electronic devices.
Once your devices have been powered OFF, place them inside your bag, close the bag and place it underneath your seat.
- There will be a clock in the examination hall.
- Please be sure to turn OFF any alarms on your watch.
Place your watch inside your bag, close the bag and place it underneath your seat. You cannot have your watch on your desk, or wear it on your person.
Mobile phones, etc., cannot be used as watches.
If your alarm goes off during the test, this may be treated in the same way as an act of misconduct.
- You may not use electronic calculators.
- While in the examination hall, you must follow the instructions of the invigilator.
Failure to follow the instructions of the invigilator may be treated in the same way as an act of misconduct.

(4) Points to note before the test begins

- On your desk, you should only have your admission ticket, HB pencils, eraser, mark sheet and “How to fill in the mark sheet and other notes about the test.”
Place all other items inside your bag, close the bag and place it underneath your seat.
- Follow the example in “How to fill in the mark sheet,” and enter your own name and candidate number in the mark sheet.
- Be sure to fill in your candidate number correctly.
- People with letters or numbers written on their bodies or clothes will be considered to be cheating. They will be asked to leave the examination hall, and may not be able to take the test. Please do not write any letters or numbers on your bodies or clothes.

- You may not wear hats or sunglasses inside the examination hall.
Further, you may not wear earpieces.
Place these items inside your bag, close the bag and place it underneath your seat.
- You must wear your mask at all times.
However, please remove the mask if asked to do so by the invigilator, for the purposes of identification, for example.
- The only writing implements that you are allowed to use are HB pencils and erasers.
Mechanical pencils cannot be used.
- Place these items inside your bag, close the bag and place it underneath your seat.
- Please go to the restroom at least 15 minutes before the test starts.
- The test papers will be placed on your desk just before the test begins.
Do not touch the test papers until the invigilator indicates that the test has begun.

(5) Points to note after the test begins

- Write your answers on the mark sheet.
Answers written on the test paper will not be marked.
- If you make a mistake in your answers, please neatly erase it with an eraser.
Please do not crease or make a mess on your mark sheet.
The machine that reads the mark sheet may not be able to read it correctly. If it cannot be correctly read, it will not be marked.
- If you leave the examination hall to go to the restroom, you will not be allowed to enter the examination hall again. Please go to the restroom at least 15 minutes before the test starts.
- Once the invigilator indicates that 30 minutes have passed, you may leave the examination hall after being told “you can leave” by the invigilator’s check. If you leave the examination hall, you will not be allowed to enter the examination hall again. Your test will end at that point when once you leave the examination hall.
- Please refrain from any chatting in corridors, etc., adjacent to the examination hall.
- You may not leave the examination hall during the last ten minutes before the test ends.
- Questions regarding the content of the test questions cannot be answered.
- If you need to leave your seat during the test due to feeling unwell, or some other unavoidable circumstance, raise your hand, and inform the invigilator, and follow their instructions.
- Carefully listen to the invigilator says and follow the instructions.

(6) Points to note when leaving the examination hall

- If you need to leave the examination hall while the test is in progress, raise your hand to inform the invigilator, while staying seated in your seat. Hand your mark sheet, test paper and “How to fill in the mark sheet and other notes about the test” to the invigilator and wait for them to check it. After being checked and told “you can leave” by the invigilator, you may leave the examination hall with your baggage.
- Once you leave the examination hall, you will not be allowed to re-enter. Further, upon leaving the examination hall after the test is finished, please leave the test venue promptly.
- During the remaining ten minutes before the test ends, please wait until the invigilator has finished gathering the mark sheets, test papers and “How to fill in the mark sheet and other notes about the test.”
Please remain seated until the invigilator indicates that you may leave the hall.

(7) Acts of misconduct

- If you do any of the following acts, you will be shown a yellow card and warned.
If you are shown two yellow cards you will be disqualified, told to leave, and will not be marked.

[Yellow card = a warning] (Two yellow cards mean disqualification and having to leave)

- ① Opening the test paper and writing answers before the test starts.
- ② Speaking without permission during the test.
- ③ Suspicious behavior during the test such as “telling other people the answers,” “giving signals,” “getting answers from other people,” and “looking at other people’s answers.”
- ④ Alarms or vibrations from mobile phones, smartphones or watches going off during the test.
- ⑤ Copying the questions or answers onto something other than the test paper or mark sheet.
- ⑥ Acting in a way that bothers other people, and not heeding the warnings of the invigilator.
- ⑦ Standing up without permission before the invigilator instructs you to do so, and then not doing as you are told despite the invigilator’s warnings.
- ⑧ Writing answers even after the invigilator has told you to “stop writing on the mark sheet.”
- ⑨ After the test is over, not handing over your mark sheet even though the invigilator is collecting them in.
- ⑩ Being found to be chewing gum, eating candy, etc., or drinking a drink during the test.
- ⑪ In addition, not following the invigilators instructions despite warnings.

- If you do any of the following acts you will be shown a red card, disqualified, told to leave and will not be marked.

[Red card = disqualification and having to leave]

(One red card means disqualification and having to leave)

- ① If the examinee is a different person to that on the admission ticket.
- ② Writing answers on another person's mark sheet, having answers written for you, or exchanging test papers and mark sheets during the test.
- ③ Cheating during the test by looking at cheat sheets or reference books, or using a calculator or a smart phone.
- ④ Taking test papers or mark sheets out from the examination hall.
- ⑤ Leaving the examination hall before being told "you can leave" by the invigilator.
- ⑥ Copying the questions and answers onto something, and taking it out of the examination hall.

- Any candidate who takes or tries to take the test by dishonest means, including duplicate applications, will be prohibited from taking the test.

In some cases, the candidate's pass result may be canceled and the candidate prohibited from taking the test again for another five years.

- OTAFF cannot assume any responsibility or liability for any disadvantage or inconvenience that a candidate may suffer as a consequence of any dishonest activities.

(8) Other notes

- ① It is not permitted to take photographs or make any video or audio recordings at the test venue.
- ② Smoking is only permitted in designated areas.
- ③ Candidates must not enter any part of the test venue that is off limits.
- ④ Please refrain from touching any equipment or fittings, etc., in the test venue.
- ⑤ There are no waiting rooms for adults or children accompanying candidates.
- ⑥ Only candidates are permitted to enter the test venue. (Accompanying people cannot enter.
- ⑦ On the day of the test, candidates cannot be called to the telephone, nor can messages be taken.

10. Announcement of successful candidates and pass certificates

(1) Announcement of successful candidates

After the entire test schedule is completed, the registration numbers of successful candidates

will be announced on the OTAFF website within three weeks.

Exam results for all candidates will be uploaded onto their My Page. Also, notification will be sent to candidates' registered email addresses. OTAFF cannot respond to any queries regarding the test.

(2) Pass certificate download

From the tests of FY2020 onward, pass certificates will be uploaded to the My Page of successful candidates, after the test results have been announced.

Pass certificates can be downloaded from My Page, under "Test history." Please print out the certificate by yourself whenever you need it.

OTAFF cannot download and print out the pass certificate.

(3) Validity of pass certificate

The pass certificate is valid for a period of ten years from the date of issue.

The pass certificate will need to be presented when changing your status of residence in Japan, or applying for a Certificate of Eligibility for Status of Residence.

(Important points)

- Pass certificates for those people who took the test from April 1, 2019 to March 31, 2020, will be posted to the successful candidate's registered address within Japan.
However, if the registered address is incorrect, or if you have moved, etc., and the pass certificate is not delivered, it may be returned to OTAFF, so please contact OTAFF at that time.
- If those people who took the test from April 1, 2019 to March 31, 2020, have lost their pass certificate, it can be reissued, but only once.
However, it can only be reissued within the pass certificate's period of validity.
- If you wish to have a pass certificate resent or re-issued, contact OTAFF by email or telephone.
- To have a pass certificate re-issued, application should be made by the certificate holder themselves.
- To have a pass certificate resent takes around one month, and to have one re-issued takes around one month.
- Any costs involved in resending or reissuing a pass certificate must be borne by the candidate.
- Resent or re-issued pass certificates can only be sent to addresses in Japan.

For enquiries:

Email: tokutei@otaff.or.jp

Telephone: 03-6261-4949 (weekdays only: 9 a.m. to noon and 1 p.m. to 5 p.m.)

Website: <https://otaff.or.jp/>

(4) Cancellation of pass

Should it be discovered after a pass certificate has been awarded that any of the items of misconduct ① to ③ have been carried out regarding the test, the pass of the candidate who has carried out the acts of misconduct will be canceled.

- ① Requesting and receiving information of a confidential nature relating to test questions from a person or persons connected to the test.
- ② Information registered in the candidate's My Page is intentionally fraudulent.
- ③ Other misconduct relating to the test.

In addition, the Immigration Bureau will be notified via the Ministry of Agriculture, Forestry and Fisheries.

Also, a notification of the cancellation of the pass will be sent to the candidate involved, and any data relating to the pass certificate will be deleted from their My Page.

(In the case of pass certificates for the FY2019 test, the return of the actual certificate will be requested.)

Further, said candidate will be prohibited from taking the exam again for a period of five years.

11. Handling of personal information

Any personal information learned in the course of implementing the test will be handled appropriately, in accordance with the provisions of the Act on the Protection of Personal Information (Act No. 57 of 2003).

The personal information registered in My Page is used by OTAFF only for the purposes of implementing the test, and is not disclosed to any third party.

However, information may be provided to the government when requested by the government in accordance with relevant laws and ordinances.

Some of the information registered in My Page, such as the names of the prefectures where candidates live, or their responses to questionnaire surveys, may be collated in a format that cannot be used to identify specific individuals, and the aggregate results published.