

Skills Measurement Test for Food and Drink Manufacturing

Industry: Specified Skills Type I

Guidance on the Domestic Test (to be applied in and after December 2019)

1. Specified skills and purpose of the Test

The “Specified Skills” have been created as a new status of residence pursuant to the amended Immigration Control and Refugee Recognition Act enforced on April 1, 2019.

The status of “Specified Skills” is a system of accepting foreign capable persons who have certain expertise and skills in fourteen specified industrial sectors that are in a situation where it is still difficult to recruit capable persons, even though efforts have been made to improve productivity and to recruit domestic capable persons, in order to respond to a more serious labor shortage as that in the food and drink manufacturing industry.

To obtain the status of residence of “Specified Skills Type I” in the food and drink manufacturing industry sector, you need to meet the standard in both the “Skills Level” and the “Japanese Language Proficiency Level.”

The “Japanese Language Proficiency Level” will be determined in the “Japanese Language Proficiency Decision Test” conducted by the Japan Foundation or the “Japanese Language Proficiency Test” conducted by the said Foundation and the Japan Educational Exchanges and Services.

The “Skills Level” in the food and drink manufacturing industry sector will be determined in the “Skills Measurement Test for Food and Drink Manufacturing Industry: Specified Skills Type I” conducted by OTAFF. (OTAFF may occasionally state the test title concisely as necessary.)

For application for and issue of a specified skills visa, please apply to the Immigration Services Agency of Japan of the Ministry of Justice.

OTAFF does not accept inquiries about matters (e.g. the method of applying for a visa and criteria for application for a visa) other than those connected with the Test.

2. Qualifications to take the Test

A person who is entitled to take a test in Japan for specified skills in the food and drink manufacturing industry must be a person who fulfills the conditions set forth in (a) and (b) below on the test day:

- (a) the person shall be 17 years of age or older on the test day; and
- (b) the person must be a medium-to-long-term resident (Note 1) or a person who has lived in Japan as a medium-to-long-term resident in the past.

However, the following persons shall be excluded (Note 2):

- (i) overseas students who have been expelled from school or whose names have been removed from the school register (including leaving school);
- (ii) missing technical intern trainees;
- (iii) persons who maintain a status of residence in “Designated Activities (application for refugee)”;
- (iv) persons who are carrying out the activities concerned under a status of residence that requires the drawing up of a plan for carrying out activities, including technical intern training, (hereinafter referred to as “Plan of Action”) (whose status of residence is not to be changed for reasons of the nature of the Plan of Action or whose status of residence is to be changed to a specific one or whose period of stay is to be renewed after the end of the activity according to the Plan); specifically, persons who are carrying out activities according to a Plan of Action connected with the following statuses of residence:
 - “Technical Intern Training (Note 3)”;
 - “Trainee”;
 - “Designated Activities (Human resource cultivation program to spread Japanese food culture overseas)”;
 - “Designated Activities (Program to spread specified traditional cuisine overseas)”;
 - “Designated Activities (Program to promote foreign employee acceptance in the manufacturing industry)”;
 - “Designated Activities (Internship)”;
 - “Designated Activities (Program to encourage foreign entrepreneurs to start a business)”;
 - “Business Management (Program to promote acceptance of foreigners to start a business)”;
- (v) Nationals of a country or region that does not cooperate in executing a written deportation order smoothly (Note 4).

Note 1: Such a resident means a person as prescribed in Article 19-3 of the Immigration Control and Refugee Recognition Act, and the following persons shall be excluded:

- (i) persons for whom it has been decided that their period of stay is three months or less;
- (ii) persons to whom the status of residence as “Temporary Visitor,” “Diplomat” or “Official”

- has been granted; and
- (iii) persons who are special permanent residents or have no status of residence, and other persons.

Note 2: Please note that, even if a person falling within the above items has taken and passed the test in Japan, the person will not be considered as a “Successful Candidate” in the examination of status of residence by the Immigration Services Agency of Japan.

Note 3: There were cases where a technical intern trainee receiving technical intern training tried to take a specified skills test conducted by OTAFF. Please note that technical intern trainees who are receiving technical intern training fall into the category of “Persons who are carrying out activities according to a Plan of Action connected with status of residence” and may not take that test.

Note 4: Currently, the Islamic Republic of Iran falls into the category of those countries or regions.

3. Test subjects and test method

A test in academic subjects and a skill test will be conducted over a period of 80 minutes by a written test method (using a mark-sensing card).

- (1) Test in academic subjects (Questions will be in Japanese.)
The general knowledge of hygiene control and occupational health and safety will be assessed according to HACCP and other criteria.

Item	Major points	Questions	Allotment of marks (score)	Full marks (score)
Basic knowledge of food safety and quality control	<ul style="list-style-type: none"> ▪ Necessity of food safety ▪ Knowledge of food poisoning 	25	3	75
Basics of general hygiene control	<ul style="list-style-type: none"> ▪ Rules on hygiene control and food safety before, during and after operations ▪ Approaches to 5S activities ▪ Foreign matter mixing control 			
Basics of manufacturing process control	<ul style="list-style-type: none"> ▪ Raw material control ▪ Control of and things to note in the manufacturing process ▪ Product control ▪ Allergen control 			
Hygiene control through HACCP	<ul style="list-style-type: none"> ▪ What is HACCP? ▪ Hazard analysis ▪ Seven-point HACCP principle ▪ Basics of HACCP hygiene control 			
Knowledge of occupational health and safety	<ul style="list-style-type: none"> ▪ Hazard prevention measures in the workplace ▪ Work procedure and observance of 5S ▪ Response to abnormal situations, and other matters 	5	5	25
Total		30		100

- (2) Skill test (Questions will be made in Japanese, e.g. a judgment test and a planning test)
The level of skills necessary for operations will be assessed through such tests as a judgment test in which an examinee decides a proper act in a situation shown using drawings, illustrations or the like and a planning test in which an examinee draws up a plan for necessary operations using given formulas.

■ Skill test (e.g. a judgment test and a planning test) (for 30 minutes)

Item	Major points	Questions			Allotment of marks (score)	Full marks (score)
		Judgment test	Planning test	Total		
Basic knowledge of food safety and quality control	<ul style="list-style-type: none"> ▪ Necessity of food safety ▪ Knowledge of food poisoning 	4	2	6	5	30
Basics of general hygiene control	<ul style="list-style-type: none"> ▪ Rules on hygiene and safety before, during and after operations ▪ Approaches to 5S activities ▪ Foreign matter mixing control 					
Basics of manufacturing process control	<ul style="list-style-type: none"> ▪ Raw material control ▪ Control of and things to note in the manufacturing process ▪ Product control ▪ Allergen control 					
Hygiene control through HACCP	<ul style="list-style-type: none"> ▪ What is HACCP? ▪ Hazard analysis ▪ Seven-point HACCP principle ▪ Basics of HACCP hygiene control 					
Knowledge of occupational health and safety	<ul style="list-style-type: none"> ▪ Hazard prevention measures in the workplace ▪ Work procedure and observance of 5S ▪ Response to abnormal situations, and other matters 	4	0	4	5	20
Total		8	2	10		50

4. Criteria for passing the test

A score 65% or more will constitute a pass.

5. Textbooks

Textbooks for examinees are made public on the Japan Food Industry Association's website (<https://www.shokusan.or.jp/news/3199/>).

6. Flow of procedure for test

STEP 1. Read the Guidance on Test

You should fully confirm qualifications to take the test, test subjects and other matters.

STEP 2. Register MyPage

[Guide to MyPage Registration](#)

[Rules for photos to register](#)

An examination will be conducted for MyPage registration. The examination will take up to five business days. You should apply for MyPage registration earlier before applying to take the test.

STEP 3. Apply for the test

[Test Application Guide](#)

Log into MyPage to choose the test date, test hall and other items and re-confirm qualifications to take the test and pay the test fee.

The test fee paid cannot be refunded (Note). You should pay the test fee after you fully confirm the test date and test hall.

Note: There are exceptions such as a case where the test is cancelled owing to a natural disaster. For details, please see “Test Fee” in the Guidance on Test.

STEP 4. Download a test admission card

Download a test admission card from MyPage. When you can download the card will be stated in the Details of Schedule for Next Test which are announced in advance every time the test is held.

STEP 5. Take the test

After the identity verification at the reception of the test hall with (i) your test admission card and (ii) your passport or residence card, you will take the test. For details, please see “Items to be brought on test day” in the Guidance on Test.

STEP 6. Receive the result of the test

The examinee numbers of successful candidates will be made public on OTAFF’s website, and the result of the test will be notified to examinees by e-mail.

STEP 7. Receive a certificate of passing the test

A certificate of passing the test will be sent to the receiver’s address registered by the examinee on MyPage.

7. Test fee

8,000 yen (including tax) (to be applied in the 2019 business year)

The test fee paid shall not be refunded except in the following cases:

- where it is impossible to conduct the test owing to a cause attributable to OTAFF; or
- where OTAFF decides that it is impossible to conduct the test owing to a natural disaster or the like (except where a substitute test is conducted).

Please see OTAFF's website to confirm whether the test will be conducted or not.

8. Items to be brought on the test day

You should bring the items set forth in (i) and (ii) below without fail. Identity verification will be carried out with those items at reception on the test day. If it is not possible to verify your identity, you may not take the test.

- (i) your test admission card; and
- (ii) your passport or residence card.

Note: A person who is not in possession of either their passport or residence card, while he/she is going through the procedure for renewing his/her residence card, should bring without fail a color copy of his/her passport or the front and the back of his/her residence card to which the official seal of the agent (e.g. a Japanese language school or administrative scrivener) that keeps the residence card and the passport is affixed.

9. Things to note on the test day

(1) At reception

Before entry into the test room, you should show the items set forth in Section 8, (i) and (ii) to undergo identity verification at reception without fail. You should enter the test room after passing through reception. If you are told at reception that you need to retake your photograph, you should have your photograph retaken on the instructions of the person in charge.

You will not be allowed entry after the start of the test. You may not take the test if you are late for the start time of the test.

Note: Transportation may be occasionally delayed owing to the influence of weather or other reason.

You should arrive at the test hall with time to spare on the test day.

(2) In the test room

After identity verification at reception (or after retaking of the photograph if the examinee's photograph needs to be retaken), each examinee should enter the test room 20 minutes before the start time of the test and sit down on the seat with the same number as that on his/her test admission card. The examinee will not be permitted to enter the room after the start of the test.

- You should put your test admission card next to the number on the desk.
- Writing materials (including an eraser) will be prepared in the test room. You should put away items other than the prepared writing materials in a bag or the like and should not use those other items.
- You should put away any communication device, such as a mobile phone, and electronic devices in a bag or the like, after you turn them off without fail, and should close the mouth of the bag until you have left the test room. You should confirm how to turn off a communication device such as a mobile phone beforehand.
- You should also put away any watch in a bag or the like after switching off its alarm and should close the mouth of the bag. You may not put a watch on the desk or wear it while you are taking the test. In addition, you may not use a mobile phone or the like as a clock. If a watch makes a sound during the test time, it may be dealt with in the same way as a wrongful act.
- You may not use a calculator.
- A clock will be displayed in the test room.
- You should act on the supervisor's instructions in the test room. Failure to follow the instructions may be dealt with in the same way as a wrongful act.

(3) Before the start of the test

- You may not put on the desk any items other than your test admission card, writing materials (including an eraser) prepared in the test room, a mark-sensing card, "Explanatory Note on How to Fill In a Mark-sensing Card" and "Explanatory Note on Things to Note about the Test." You should put away all other items in a bag or the like, close its mouth and put the bag under the chair.
- Enter your name and examinee number on the mark-sensing card and black out applicable numbers on the mark-sensing card without making a mistake by referring to the example of how to fill in a mark-sensing card.

- You should not use items other than writing materials (including an eraser) prepared in the test room. If you need to correct your answer, you should erase it cleanly with the eraser. You should not make the mark-sensing card dirty or fold it. Otherwise there is a risk that the mark-sensing card will not be read properly. If it is not possible to read the mark-sensing card properly, the card will not be graded.
- If you leave the room to go to the restroom after the start of the test, the test will end at the time of leaving. You should go to the restroom and return to your seat before the start of the test to avoid leaving the room during the test.
- A question sheet will be placed on the desks immediately before the test. You must not touch the distributed sheet until the supervisor signals the start of the test.

(4) After the start of the test

- You may not leave the room for 30 minutes after the start of the test. You may leave the room in the middle of the test after 30 minutes have passed, provided that you do not leave the room during the final five minutes of the test.
- At the time of leaving the room in the middle of the test, the test will end. In addition, if you leave the room to go to the restroom during the test, the test will end at the time of leaving. You may not reenter the room.
- No answer will be given to questions about the content of test questions.
- If you leave the seat because of unavoidable circumstances, such as ill health, during the test time, be sure to tell the supervisor and should follow his/her instructions.
- If you commit a wrongful act, you will be immediately ordered to leave the room.
- You will not be permitted to wear a hat or sunglasses in the test room during the test time as it makes it difficult to identify you. In addition, you will not be permitted to use an earplug.
- You will be permitted to wear a mask if you have a cold or the like. However, you should take off your mask when the supervisor carries out identity verification or requests you to remove it.
- If you leave the room in the middle of the test, you may not reenter the room. In addition, you should not talk in the corridor or other spaces adjacent to the test room after you leave.

(5) Upon leaving

- Taking back a question sheet, copying test questions to a memo paper, taking photographs and video, or taking back a memo paper or medium with data copied or recorded in it shall be

strictly prohibited. In principle, an examinee who has committed such an act will be treated as if he/she has committed a wrongful act.

- When you are to leave the room during the test, you should give to the supervisor the filled-in mark-sensing card, question sheet, Explanatory Note on Things to Note about the Test, Explanatory Note on How to Fill in a Mark-sensing Card and writing materials (including the eraser) and should leave the room after receiving the supervisor's consent.
- During the final five minutes of the test, even after that end time, you should not rise from your seat until the supervisor finishes collecting the Explanatory Note on Things to Note about the Test, Explanatory Note on How to Fill in a Mark-sensing Card, question sheet, the filled-in mark-sensing card and writing materials, and gives instructions to leave the room.

(6) Wrongful acts

- If you have committed a wrongful act, including the following, you may be ordered to stop the test or leave the room. In that case, your mark-sensing card will not be graded.
 - If you open a question sheet or start to answer questions before the start of the test
 - If you talk without permission during the test
 - If you commit an act of "telling an answer to another person," "giving a sign," "receiving an answer from another person," "looking deliberately at another person's answers" or other acts during the test
 - If you fill in another person's mark-sensing card or exchange a question sheet or mark-sensing card with another person
 - If you commit an act of reading a cheat sheet or reference book, using a mobile phone or smartphone or other such acts during the test
 - If you take a question sheet or mark-sensing card outside the room
 - If you commit an act of causing trouble to other examinees and do not follow a warning issued by the supervisor
 - If you do not stop writing even after the supervisor tells examinees to stop writing or if you do not present your mark-sensing card when the supervisor is collecting them
 - If you leave the test room before the supervisor says that you may leave the test room
- If a person has taken or tried to take the test by wrongful means, the person may be prohibited from taking that test, a decision on the person's passing the test may be revoked, or the person may not be permitted to take the test for a fixed period of five years.

- OTAFF shall not have any responsibility for or other obligation regarding a disadvantage or inconvenience which an examinee suffers owing to his/her having committed a wrongful act.

(7) Other points to note

- Taking or recording a photograph, video or the like shall be prohibited in the test room.
- You should strictly observe the rule of smoking only in the designated area.
- You should never enter a place in the test hall when entry into the place is prohibited. In addition, you should not touch fixtures or other fittings in the test hall.
- The test hall will have no waiting room for an attendant or children. Any persons other than examinees may not enter the test hall.
- Calling an examinee on the phone or giving a message to an examinee by phone will not be permitted on the test day.

10. Announcement of successful candidates and certificates of passing the test

(1) Announcement of successful candidates

After the test, OTAFF will announce the examinee numbers of successful candidates on its website within a few weeks. In addition, OTAFF will inform all examinees of the result of the test by e-mail to the e-mail addresses registered on MyPage (including the e-mail address of the person in charge of support when an examinee has entered that e-mail address).

OTAFF cannot respond to an inquiry about the result of the test, grading, the contents of test questions, correct answers, the allotment of marks and other matters.

(2) Sending of certificates of passing the test

After the test result announcement, OTAFF will send a certificate of passing to each of the successful candidates at the receiver's address registered by him/her on MyPage.

(3) Expiration date of a certificate of passing the test

A certificate of passing the test is valid for 10 years from the date of issue.

Points to Note

- The certificate of passing the test is required when changing status of residence in Japan or applying for a certificate of eligibility. You should keep the certificate secure in order not to lose it.
- There are cases where a certificate does not reach the successful candidate and is returned to OTAFF for the reason that there is a defect in the receiver's address for the certificate or that the receiver's registered address has not been updated even after changing address. If the certificate does not reach an examinee, the examinee should contact the specified skills test secretariat of OTAFF by e-mail or phone.
- It will take three weeks to one month after confirmation of the receiver's address to resend a certificate that has been returned to OTAFF. In addition, the successful candidate concerned shall bear the cost of postage for resending.
- If you have lost your certificate, it may be reissued only once and only when an application for reissue is made before the expiration date of the certificate. If a successful candidate requires a reissue, the candidate should contact us by e-mail at the contact address for inquiries as mentioned below. Reissue will take about one month. In addition, the successful candidate concerned shall bear the cost of postage.

(4) Revocation of pass

If any of the following wrongful acts comes to light regarding the test after the issue of a certificate, OTAFF will revoke the certification of the person who has committed that wrongful act and will report it to the Immigration Services Agency of Japan through the Ministry of Agriculture, Forestry and Fisheries. In addition, OTAFF will notify the person concerned of the revocation of the certificate and will request the person to return the certificate that was issued.

- (i) If an examinee has requested a person concerned in the test to provide information about secret matters such as test questions and received that information
- (ii) If a wrongful act has been intentionally committed in matters registered on MyPage
- (iii) If any other wrongful act has been committed in taking the test

11. Handling of personal information

Personal information which is obtained for the purpose of conducting the test will be handled appropriately pursuant to the Act on the Protection of Personal Information (Act No. 57 of 2003).

Personal information registered on MyPage will be used only for the conduct of the test by OTAFF and will not be disclosed to a third party, provided that, at the government's request under laws, regulations or other rules, the personal information may be provided to the government.

Of information registered on MyPage, prefectures in which applicants live or answers to questionnaires, for example, may be totaled in a personally unidentifiable form, and the totaling results may be made public.