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Maxxansa/ Issue History				
Maxxansa/ Issue	Ibsa Jijjiiramaa/ Description of Change	Sadarkaa/ Status	Ka’umsa/ Originator	Guyyaa Hojiirra Oole/ Effective Date
1	Maxxansa Jalqabaa/ Initial Release	Wixinee/ Draft	Task force	Feb 02, 2026
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Sanada Wabii/ Reference Documents	
Lakk. Sanadaa/ Document Number	Mata-duree Sanadaa/ Document Title
EX/OOCAA/001	ES ISO/IEC 17024:2013 Conformity assessment - General requirements for bodies operating certification of persons.
EX/OOCAA/002	ES ISO/IEC 17000:2020, Conformity assessment — Vocabulary and general principles
EX/ OOCAA /003	Federal Democratic Republic of Ethiopia OCCUPATIONAL STANDARD CROP PRODUCTION NTQF Level-IV

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1. Barbaachisummaa/Purpose

This certification scheme is designed to ensure that certified crop producer (Certified Crop Producer – Level IV (CP-Level-IV) select appropriate integrated soil fertility management strategy, select field crop and horticultural crop type, variety prepare individual field and a whole farm, monitor soil health and fertility indicators, carry out preliminary planning activities for plant propagation, monitor the storage regulatory to protect from deterioration or pests.

2. Daangaa/Scope,

This certification scheme applies to individuals who demonstrate competence in manage integrated soil fertility management technologies and practices, develop production plans for field crops, develop production plans for horticultural crops, plan and implement organic farm production, plan horticultural crops propagation program, plan and implement crop pest management practices, manage and implement quality standards in storage, demonstrate improved crop technologies and practices, seed multiplication and quality control, and develop value chain analysis.

Furthermore, the scope includes the application of appropriate occupational health and safety measures and environmental practices in compliance with relevant industry standards to ensure safe, reliable, and quality crop production.

3. Jechootaa fi Hiikkaawwan/Terms and Definitions – clarify key terms if not already standardized.

3.1. Hiika Jechootaa/Definition of terms

3.1.1. Crop production: -The process of growing plants for food, fiber, fuel, or other uses.

3.1.2. Horticulture: A branch of agriculture focused on growing fruits, vegetables, and ornamental plants.

3.1.3. Irrigation: - Artificial application of water to crops.

3.1.4. Fertilizer: Substances added to soil to supply nutrients to plants.

3.1.5. Pest: Organisms that damage crops.

3.1.6. Pesticide: Chemicals used to control pests

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3.1.7. Harvesting: The process of collecting mature crops

3.1.8. Propagation: the method of producing new plants from seeds or plant parts.

3.1.9. Grafting: is a horticultural technique of joining parts of two plants so that they grow as one.

3.2. Gabaajeewwan/Abbreviations

KA	Knowledge and Attitude
S	Skill
JTA	Job Task Analysis
OOCAA	Oromia Occupational Competency Assurance Agency
SC	Scheme
CP	Certified Crop Production
PPE	Personal Protective Equipment
OHS	Occupational Health and Safety
MSDS	Material Safety Data Sheets
TVET	Technical Vocational Education Training
RPL	Recognition of Prior Learning
OCA	Occupational Competence Assessment
OS	Occupational Standard
OP	Operational Procedure
SMEs	Subject Mater Experts
ISO	International Organization for Standardization
IEC	International Electro Technical Commission
IPM	Integrated Pest Management

4. Job task analysis (JTA)

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The Job Task Analysis (JTA) provides a systematic breakdown of the essential tasks and responsibilities performed by a Level-IV certified Crop producer.

Main Task	Sub-task	Criticality	Frequency	Risk Level	Description
Manage Integrated Soil Fertility Management Technologies and Practices	Determine the requirements for soil health and fertility improvement for crop production	High	Frequent	High	The candidate selects appropriate integrated soil fertility management strategy, determine relevant soil health and fertility management technologies, require for soil health and fertility improve, implement of agro ecology elements in production systems, and document of soil health and plant nutrition programs, monitor and evaluate of soil health, fertility and crop production ,monitor crop maturity requirements, and complete cleaning and hygiene operations.
Develop Production Plans for Field Crops	Prepare production plan for individual crop	High	Frequent	Medium	Select field crop type and variety, determine yield potential, Prepare individual field and a whole farm crop

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	and the whole farm				production plan and review production plan. monitor, and evaluate field crop production plan.
Develop Production Plans for Horticultural Crops	Prepare production plan for individual horticultural crop and whole farm	High	Frequent	High	select horticultural crop type and variety, determine yield potential, prepare individual crop and a whole farm production plan. In addition, the unit covers major points on greenhouse establishment and maintenance and reviewing whole farm production plan.
Plan and implement organic farm production	Select and implement allowable techniques and inputs for organic farming	Critical	High	Medium	Monitor and evaluate organic farming activities, maintain quality standard of the products of organic farming and documenting organic farming program
Plan Horticultural Crops Propagation Program	Implement propagation plan and monitor success of propagation	Critical	Continuous	High	Carry out preliminary planning activities for a plant propagation program, develop the propagation plan, prepare parent material and monitor success of horticultural crop propagation activities.

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Plan and Implement Crop Pest Management Practices	Plan to perform field surveillance for a specific Pest	High	Continuous	Very High	Assess/survey pest plan and perform field surveillance for a specific pest, implement pest management action plan, identify resources for pest management, plan and apply cultural methods of crop pest management, Plan and implement chemical use program, ensure the correct selection and application of the chemical, Coordinate activities, Prepare Reports and document the data.
Manage and implement quality standards in storage	Maintain hygiene in storage areas	High	Frequent	High	Assessing and maintaining hygiene in the storage areas, monitor produce from arrival to dispatch, monitor and maintain produce conditions in storage as well as control pests in storage area.
Demonstrate Improved Crop Technologies and Practices	Demonstrate Crop Technologies and practices	High	Continuous	Very High	Establishing demonstrations of new crop production technologies and practices. problem identifications, need assessment, select appropriate crop technologies and practices, demonstration

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					plots selection and establishment.
Seed multiplication and quality control	Select quality seed/ planting materials	Critical	Continuous	Very High	selection of quality seed or planting materials, multiplication of improved crop seeds and other planting materials.planning and preparing for seed multiplication, preparing land and sowing, maintaining the field, managing weeds and pests, harvesting, grading of seeds. Processing/post-harvest seed treatments of seeds and storage
Develop value chain analysis	Identify Value chain analysis				Understand value chain, identify concepts of value chain ideas, develop the value chain and Upgraded value addition

5. Competence Requirements

5.1 Knowledge (K) and Attitude(A)

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The knowledge component defines what the candidate must understand and be able to recall to perform Crop production tasks effectively. It forms the theoretical foundation for skills and safe practice.

Code	Description	Detailed Explanation
K1A1	Manage Integrated Soil Fertility Management Technologies and Practices	The candidate must have the knowledge and attitude of: - - Align agro ecological concepts, principles and elements in to the existing cropping system - Characteristics of soil and crop requirement to enhance productivity - Methods of nutrient uptake by plants and favorable conditions for effective uptake to occur - Understand nutrients and water required by plants grown by the enterprise - Identify effects of nutrient deficiency and toxicity on individual plant species and varieties, including visual symptoms - OHS hazards associated with implementing a plant nutrition program and controls necessary to remove or minimize associated risks - Understand organic matter, pest and disease, and nutrient interactions in soil and nutrient cycling - Agro ecological approaches associated with application of integrated soil fertility management technologies and practices - Understand processes and techniques for preparing, costing and documenting a soil health, fertility & plant nutrition program - Understand soil fertility and productivity concepts - Recognize site evaluation techniques for growth media, cropping system, methods of soil sampling and analysis - Soil amendments commonly required to treat soil problems experienced by organization.

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K2A2	Develop Production Plans for Field Crops	Candidate must demonstrate knowledge and attitude of:- • Determinant of crop yield • Cultural practices related to cropping • Market prices and cash flow budgets • Pest management for relevant crops • Identify Machinery and equipment requirements for cropping • Record keeping systems (computer or non-computer) • Market oriented crop production • Understand/set Criteria to select crop type and variety for agro-processing industries, international market and small-scale processing.
K3A3	Develop Production Plans for Horticultural Crops	Candidate must demonstrate knowledge and attitude of: - ▪ Determinant of horticultural crop yield ▪ Cultural practices related to cropping ▪ Market prices and cash flow budgets ▪ Pest management for relevant crops

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		- Identify Machinery and equipment requirements for cropping - Record keeping systems (computer or non-compute.
K4A4	Plan and implement organic farm production fertility management	Candidate must demonstrate general knowledge and attitude of:- - Principles and practices of organic agriculture Assessing biodiversity and plant health through observation of plant community - Recognize soil biology, chemical and physical conditions - Principles of organic produce standards and certification - Interactions among soil fertility, animals, plants, pests and diseases - Understand soil health and soil fertility - Understand the production site ecosystem agroecology
K5A5	Plan Horticultural Crops Propagation Program	Candidate must demonstrate knowledge and attitude of :- - Quality standards for propagation and marketing propagated seedlings - workplace health, safety, environmental and biosecurity legislation - principles and practices of propagation program planning - Processes and techniques for preparing, costing and documenting plans and scheduling propagation activities - OHS hazards associated with undertaking propagation activities, and the controls necessary to remove or minimize risks associated with them - organization hygiene practice, standards required for propagation activities, including relevant quarantine regulations - organization quality specifications for parent plants and propagation materials

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		• Common problems that may occur while performing propagation activities in a controlled environment, and preventative/corrective action that may apply • Aftercare requirements for a range of propagated plant varieties and cultivars • Preferred types of propagation materials for different species
K6A6	Plan and Implement Crop Pest Management Practices	Candidate must demonstrate knowledge and attitude of: - • Relevant legislative and regulatory requirements • Pest control methods and techniques • Integrated pest management • Social and environmental issues • Contingency management principles. • Ecological systems. • Sustainable production systems. • Appropriate standards and protocols for the emergency disease or plant pest, such as Plant Pest Response Plan • Emergency plant pest control procedures • Personal and general decontamination procedures. • Hazards involved in the use of the specific chemical concerned and related risk control measures. • Signs of pest damage and signs of beneficial organisms. • Recognize pest management thresholds • Life cycle of pests and target stages. • Pest resistance to chemicals. • Types of chemical and modes of action. • Recognize weather conditions for chemical application • Maximum residue limits. • OHS legislative requirements and codes of practice relevant to chemical use and hazardous substances. • Use, maintenance and storage of personal protective equipment.

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K7A7	Manage and implement quality standards in storage	Candidates must demonstrate knowledge and understanding of:- • Commodity types, varieties and grades • Handling requirements for gas cylinders • Insect life cycles and optimum conditions for development • Integrated pest management principles and the procedures used within the organization • Legislative requirements, and procedures relating to the purchase, transport, storage, use and disposal of pesticides and fumigants • Client's sampling and classification requirements • Common storage pests and their general control methods • Marketing requirements and options for crop produce storage • Equipment available and its uses, limitations and OHS requirements • Site hazards and sound management practices and processes to minimize noise, odors, and debris from storage operations • Chemical handling and dangerous goods requirements • Developments and options available for maintaining or improving the quality of produce during storage. • Identify the main environmental factors and pest that affect quantity and quality in storage • Understanding crop produce storage systems

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K8A8	Demonstrate Improved Crop Technologies and Practices	Candidates must Demonstrates knowledge and attitude of: - Understand guidelines to demonstrate new crop technologies and practices - Recognize problem identification and need assessment principles - Identify source of new crop technologies and practices - Understand new technology and practices selection criteria - Recognized demonstration plan preparation principles and procedures - Understand required inputs and resources for demonstration - Understand demonstration plot selection guidelines - Recognize the new technology demonstrations and implement managerial practices - Understand guidelines for monitoring demonstration plots - Able to understand recorded, analyzed, interpreted and reported data's - Understand site identification and evaluation procedures - Able to locate appropriate sources of information regarding new technologies and practices - Understand best practices from the field day events
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K9 A9	Seed multiplication and quality control	The candidate must demonstrate knowledge and attitude of: - • Definition of seeds and planting material • Establishment and maintenance of a range of improved seed and other planting materials multiplication of various crop varieties in relation to client needs and the standards of the country • Establishment procedures, plant selection and culture • Practices for a range of crops variety’s seed and other planting materials production and multiplication. • How to maintain Isolation distances and field requirements to produce seed • Identifying crop types, preparation of seeds, seeding methods and application techniques • Identify method of pollination and their implication for seed production • Define basic seeds, certified seeds, hybrid seeds • Understand parental lines and their maintaining methods • procedures for cleaning, securing and storing machinery • equipment and materials • Pests and disease recognition on seed production • Economic, aesthetic or environmental thresholds for a range of
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K10 A10	Develop value chain analysis	The candidate must demonstrate knowledge and attitude on: - - Understand concepts of value chain - Understand and Recognize characteristic of value chain - Understand dimension and structures of value chain - Identify principles of value chain for agricultural production - Identify value chain actors and Illustrate value chain mapping in agricultural product - Identify value chain analysis improve value chain development - Understand the Bench mark analyzes to develop value chain analysis - Observe environmental issue to upgrade Value chain - Determine value chain upgrade and focus on Value chain addition
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5.2 Skills (S)

Skills define the practical abilities required to carry out Crop production tasks. Each skill is associated with performance criteria to assess whether the candidate can perform tasks correctly in a real-world setting.

Code	Description	Performance Criteria	Detailed Explanation
S1	Manage Integrated Soil Fertility Management Technologies and Practices	How effectively soil health, crop productivity, and resource use are improved in a sustainable way.	Candidate must accurately demonstrate: - - Integrated use of organic and inorganic fertilizer application and soil amendment activities - Implementing improved agronomic practices in to the existing cropping system - Measuring agronomic use efficiency

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			- calculate nutrients and water required for crop - Implementing a plant nutrition program - Calculate nutrient budgeting - Documenting plans, specifications and work procedures - Calculating cost, spatial and logistical requirements - Communicating and negotiating orally and in writing with staff, managers, consultants and customers - Complying with legislative requirements and codes of practice - Writing reports and feedbacks for staff, managers, and customers
S2	Develop Production Plans for Field Crops	Focus on ensuring that farming activities are well-organized, efficient, profitable, and sustainable.	Candidate Demonstrate skills of: - Prepare budgets - Manage and monitor crop diaries and associated records - Select crop types and variety based on market demand, raw material for agro industry, small scale processing and export market - Determine yield potential for selected field crop - Prepare individual crop field plans - Review production plan - Communicate ideas and information through record keeping of previous yields and other relevant data.

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			• Collect, analyze and organize information through evaluation and review of production plans, and comparison with collated data. • Plan and organize activities according to standard planning processes for crops production. • Apply team work through consultation with others involved in crop management. • Use mathematical ideas and techniques to determine yield potential, nutrient/fertilizer, seed, and pesticide requirements • Apply problem-solving skills through planning for unforeseen circumstances related to crop production and dealing with variables as they arise • Use information communication technologies for reporting and documentation
S3	Develop Production Plans for	Intensive management, quality production, and market orientation.	The candidate must: - ▪ Prepare budgets ▪ Manage and monitor crop diaries and associated records

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	Horticultural Crops	Compared to field crops, horticulture requires more precise planning due to perishability and higher input needs	- Select crop species and variety - Determine yield potential for horticultural crop - Prepare individual crop field plans - Prepare cropping calendar - Review production plan - Communicate ideas and information through record keeping of previous yields and other relevant data. - Collect, analyze and organize information through evaluation and review of production plans, and comparison with collated data. - Plan and organize activities according to standard planning processes for crops production. - Apply team work through consultation with others involved in horticultural crop management. - Apply problem-solving skills through planning for unforeseen circumstances related to crop production and dealing with variables as they arise - Use information communication technologies for reporting and documentation.
S4		producing crops sustainably while	The candidate must demonstrate: -

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	Plan and Implement Organic farm Production	maintaining soil health, environmental safety, and compliance with organic standards	- Principles and practices of organic farming - Implement organic farming standards - Implement soil health and fertility improvement practices - Identifying and preparations of organic resources for organic farming - Operating equipment safely - Sampling soil and plant tissues. - Analyze soil test results for a range of indicators of soil fertility - Recording, interpreting and document results of soil tests
S5	Plan Horticultural Crops Propagation Program	Ensuring the production of healthy, uniform, and high-quality planting materials in an efficient, timely, and sustainable way	The Candidate: - - Develop propagation plan - Apply quality standards set by responsive authority for propagation and marketing propagated seedlings - Identify parent materials (Scion and rootstock) - Identify and check propagation materials - Sterilize propagation equipment's and tools - Implement propagation techniques (grafting, layering, cutting, budding, ...) - Identify propagation stages - Check the performance and success of propagation - Determine acclimatization/hardening of propagated seedlings - Determine propagation success rate

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			Write reports for the understanding of staff, supervisors and clients
S6	Plan and Implement Crop Pest Management Practices	Preventing, monitoring, and controlling pests in an effective, economical, and environmentally safe way—often using an Integrated Pest Management (IPM) approach.	The candidate must: - - Plan and manage resources and time. - Communicate, negotiate and liaise with other statutory authorities, agencies and stakeholders. - Organize the work. - Record and report actions and work progress. - Identify pests for planning activities and control measures - Access, accurately read and interpret conditions and labels information for chemicals. - Identifying hazardous situations. - Correct wearing/fit of personal protective equipment - Communicate procedures, policies and safety information to others in the workplace. - Plan and organize activities to be planned in conjunction with chemical use. - Use mathematical ideas and techniques in calibration and calculation of equipment and chemicals. - Calibrate and calculate of equipment and chemicals - Calculate threshold levels - Identify hazards and potential problems that may arise during chemical use and

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			developing suitable solutions and risk control measures. ▪ Apply relevant standards, protocols and procedures ▪ Apply disposal of packaging materials, left over chemicals and washing of equipment's ▪ Collect, analyze and organize information on labels, MSDS and legislation need to be interpreted and analyzed.
S7	Manage and Implement Quality Standards in Storage	Maintaining the safety, quality, and value of agricultural products (grains, seeds, fruits, vegetables) while minimizing losses	▪ Candidate demonstrate: - ▪ Silo and temporary storage configuration and operation ▪ Hermetic storage identification and application ▪ Grading of horticultural crop produce ▪ Identify the range of applicable pesticides, application methods and handling requirements ▪ Setup and operate fumigation and pesticide application equipment ▪ Sample loads and produce in the storage, and conduct a sample analysis ▪ Create, maintain, and keep clear and tractable records ▪ Operate a range of communication equipment, including in emergency situations ▪ Inspect and test silos ▪ Identify insects, pests and other factors that affect stored produce quality

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			▪ Set up and operate inert atmosphere equipment ▪ Handle and mix chemicals for baiting, fumigation, spraying, and other forms of application ▪ Interpret and monitored information on pests ▪ Plan and schedule pest control including amending plans during the operations ▪ Calculate mass and volumes of grain and horticultural produce ▪ Observe, identify and react appropriately to environmental implications and OHS hazards. ▪ Collect, analyze and organize information by observing and measuring the impact of pests and contaminants. ▪ Plan and organize activities in arranging for samples to be taken of the, and in getting those samples laboratory tested. ▪ Work with others and in teams in working safely to store and monitor grain in silos and other storage facilities. ▪ Use mathematical ideas and techniques in calculating sampling results, loadings, and volumes of storages. ▪ Solve problems through identifying deterioration in the product quality and selecting an appropriate response. ▪ Appropriate action to be taken in contingency situations
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S8	Demonstrate Improved Crop Technologies and Practices	Effectively showing farmers and stakeholders how new technologies work, their benefits, and how they can be applied under local conditions.	The candidate demonstrates: - - Conduct problem identification and need assessment - Select new crop technologies and practices - Prepare demonstration plan - Prepare and conduct training plan - Calculate required inputs and costs - Prepare data recording sheet - Select demonstration plots - Implement managemental practices - Record, analyze, interpret and report demonstration data - Identify demonstration sites - Ability to assist in the decision-making process - interpretating technical manuals - Evaluate and apply new technology and practices to assist in solving organizational problems - Prepare best practices formats and - Documentation and compilation of best practices
S9	Seed multiplication and quality control	Seeds produced are genetically pure, physically clean, viable, and capable of producing high yields.	The candidates demonstrate: - - Use range of seed and other planting materials - Implement methods of ploughing a range of soil types - Ploughing soil for planting

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			• Apply a range of pre-planting treatments, their purpose and method of application • Identifying crop types • Prepare seeds, seeding methods and application techniques • Conduct appropriate seed tests • Pollinate crops • Pests and disease recognition. • Grade seeds based on the criteria • Conduct post-harvest seed processing • Conduct appropriate seed tests • Roughing and field inspection
S10	Develop value chain analysis	Understanding how a product moves from production to the final consumer, while identifying opportunities to improve efficiency, profitability, and competitiveness	The candidate must demonstrate: - • Identify concepts of value chain • Recognize and describe characteristic of value chain • Describe dimension and structures of value chain • Apply principles of value chain for agricultural production • Classify value chain actors and Illustrate value chain mapping in agricultural sector • Analyze the Bench mark to develop value chain analysis • Apply value addition and determine value chain upgrade development value chain analysis

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			- Contract farming system is established to promote value chain - Describe value chain upgraded and identify environmental issues for value chain development
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6. Eligibility requirements

To ensure that candidates possess the foundational knowledge, practical experience, and physical capability to perform crop production safely and effectively, the following eligibility criteria apply.

Requirement	Criteria	Description / Rationale
Education	TVET Level-IV Crop production	Candidates must have completed a recognized vocational or technical training program in crop production(L-IV) or an equivalent qualification, ensuring a basic understanding of crop production principles and practices.
Experience	Zero experience	Candidates shall not bring experience to take assessment in crop production to demonstrate exposure to real workplace tasks and develop proficiency in standard crop production operations.
Training	Recognized training program or Recognition of Prior Learning (RPL)	Candidates should have undergone formal training recognized by industry or regulatory bodies, or provide documented evidence of prior learning and workplace competence with one year experience that meets the Level-IV crop production standards.
Health	Physically fit	Candidates must be physically capable of performing crop production tasks, including handling tools safely, to prevent accidents and ensure safe work practices.

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7. Assessment system

The assessment system is designed to evaluate the competence of candidates based on the defined knowledge, skills, and attitudes necessary to perform crop production tasks safely, effectively, and in accordance with industry standards.

7.1 Practical assessment

Practical assessment prepared for Level-IV competency assessment encompass competence from Level-I up to Level-IV. The candidate shall perform all projects in practical assessment %100 with in a given time.

7.2 Knowledge assessment

For level-IV, eighty (80) multiple choice questions are developed focuses on critical unit of competences. From Level-IV forty (40) questions, from Level-III thirty (30) questions from Level-II five(5) questions and from Level-I five (5) questions will be taken.

7.3 Passing Criteria

The passing criteria define the minimum performance standards that candidates must meet to achieve certification. They ensure that certified individuals demonstrate sufficient **competence, safety** awareness, and knowledge required for professional crop production practice.

- Practical Assessment:100% is required in the practical assessment component. This is mandatory, as practical skills are critical to safe and effective crop production work.
- Knowledge Assessment: A minimum of 55% and above is required in the written examination, ensuring adequate theoretical knowledge of crop production principles, tools, materials, and safety regulations.

8. Assessment Methods – explain how competence will be evaluated.

Method	Weight	Purpose	Description
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Practical assessment	100%	Skills	Candidates are practically perform the skills required to selection of appropriate integrated soil fertility management strategy, Select field crop type and variety, select horticultural crop type and variety, monitor soil health and fertility indicators, carry out preliminary planning activities for a plant propagation program, Plan and perform field surveillance for a specific Pest, Monitoring the storage regularly to protect from deterioration or pests damage and contaminants, establishing demonstrations of new crop production technologies and practices, selection of quality seed or planting materials, multiplication of improved crop seeds and other planting materials and Understand value chain ,Identify concepts of value chain ideas Develop the value chain and Upgraded value.
Knowledge assessment	55% and above	knowledge	Evaluates the candidate’s theoretically selection of appropriate integrated soil fertility management strategy, Select field crop type and variety, select horticultural crop type and variety, monitor soil health and fertility indicators, carry out preliminary planning activities for a plant propagation program, Plan and perform field surveillance for a specific Pest, Monitoring the storage regularly to protect from deterioration or pests damage and contaminants, establishing demonstrations of new crop production technologies and practices, selection of quality seed or planting materials, multiplication of improved crop seeds and other planting materials and

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			Understand value chain ,Identify concepts of value chain ideas Develop the value chain and Upgraded value.
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9. Certification Process

9.1 Initial certification criteria

The candidate shall follow the following steps to obtain initial certification

- Formal submission of application,
- Completion training of level- IV in crop production,
- Assessed by qualified assessors,
- Demonstrate skills practically %100,
- Score %55 and above in knowledge assessment

In general, all Initial certification criteria shall be applied accordance with the assessment procedure documented in OP/OCAPD/004

9.2 Recertification requirement

Recertification requirements in Occupational Competence Assessment (OCA) ensure that individuals continue to demonstrate the skills, knowledge, and behaviors required for their profession over time. OOCAA shall conduct recertification of candidates based on the following required criteria.

- Validity period
- Continuing professional development
- Performance review
- Compliance with OS
- If the candidate does **Not yet competent** during the first assessment period

9.3 Suspension and Withdrawal

Certification will be suspended and withdrawn if the individual violates the code of ethics, or is proven to have performed work that endangers public safety.

9.3.1 Withdrawal of Certification: -

- Failure to meet eligibility requirements

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- Fon-completion of assessment process
- Academic or professional misconduct
- Misrepresentation or fraud
- Violation of code of ethics or professional conduct
- Non-payment of required fees
- Failure to meet ongoing requirements (if already partly certified)
- Health, legal, or disciplinary issues

9.3.2 Suspension

- Failure to maintain competence
- Non-compliance with certification requirements
- Ethical or professional misconduct
- Investigation of complaints
- Misuse of certification
- Non-payment of fees
- Failure to provide required information
- Violation of agreement terms

In general withdrawal and suspension of certification will be implemented according to withdrawal and suspension policy of OOCOA PL/OOCOA/007

10. Appeals and Complaints References

All Appeals and Complaints shall be applied according to appeals and complaints procedure OP/OOCOA/008

11. Record Keeping and Confidentiality

OOCOA maintain clear, accurate, and complete records of each candidate’s assessment, including:

- Application forms and eligibility documents
- Assessment results

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- Complaints and appeals records
- Assessment evidence is stored in a way that prevents loss, damage, or unauthorized access
- Kept in locked cabinets or secure archives
- Access restricted to authorized personnel only
- Stored in password-protected systems or databases
- Regular data backups to prevent loss
- Personal and assessment data shared only with authorized individuals
- Use of confidentiality agreements for assessors and staff
- Information released to third parties only with candidate consent (unless legally required)
- Avoiding public disclosure of individual results
- Records are disposed of securely after the retention period

In order to keep the all record and confidentiality of Individuals Record keeping and Confidentiality PL/OOCOA/005 policy will be applied accordingly.

12.Scheme integrity and security

- Scheme Development: This scheme was reviewed and validated by a committee of Subject Matter Experts (SMEs) to ensure it remains fair and valid for the industry.
- Assessor Requirements: Assessors must be independent of the candidate's training process to prevent conflicts of interest (as per ISO/IEC 17024:2012, Clause 7).
- Assessment Material Security: All assessment materials, including knowledge package banks and practical scoring rubrics, are secured and managed in strict accordance with the Security Policy (PL/OOCOA/002).

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