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## SELF ASSESSMENT GUIDE

Qualification:	<b>SHIPS' CATERING NC III (SHIPS' COOKS)</b>		
Units of Competency Covered	<ul style="list-style-type: none"> <li>• Prepare Nutritionally - and Health-Balanced Calendar Menu</li> <li>• Demonstrate Practical Cookery</li> <li>• Practice Food Safety, Sanitation and Hygiene</li> <li>• Observe Workplace Health and Safety Practices</li> <li>• Implement Waste Management and Disposal System</li> <li>• Supervise/Administer Galley Area</li> </ul>		
<b>Instruction:</b>			
<ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check in the appropriate box opposite each question to indicate your answer.</li> </ul>			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
<b>PREPARE NUTRITIONALLY-AND HEALTH-BALANCED CALENDAR MENU</b>			
• Prepare balanced menu based on religious and cultural aspects of crew *			
• Apply component of nutritionally balanced diet foods in accordance with budgetary and ship's crew requirements			
• Observe food allergens and intolerances in accordance with declaration reports			
• Consider diet and nutrition to combat lifestyle disease in accordance with the company policies and procedures			
• Prepare and design calendar/cycle menu based on available resources and dietary requirements			
• Check calculation of amount of food, supplies and ingredients according to recipes/menus			
• Ascertain compliance to system and units of measurement			
• Report estimated food supplies/ ingredients to concern person*			
• Identify food supplies/ ingredients according to portioning per head meal, per head per day per month *			
• Check beginning inventory in accordance with company policies and procedures*			
• Prepare forecast requisition in accordance with availability of supplies *			
• Provide diet plan in consideration with nutritional requirements in accordance with religious and cultural beliefs*			
• Comply rules and regulations according to international standards			

<ul style="list-style-type: none"> <li>Determine number of crew and days of voyage in accordance with the budget allocated by the company</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare request order in accordance with company systems, policies and procedures*</li> </ul>		
<b>DEMONSTRATE PRACTICAL COOKERY</b>		
<ul style="list-style-type: none"> <li>Use ingredients and flavoring agents according to standard recipes and side dishes (Hot or Cold) *</li> </ul>		
<ul style="list-style-type: none"> <li>Use clarifying agents , thickening agents, convenience products and methods are according to procedures</li> </ul>		
<ul style="list-style-type: none"> <li>Use various stocks, soups, sauces, dips and dressings according to calendar menu</li> </ul>		
<ul style="list-style-type: none"> <li>Produce variety of stocks, soups , sauces, dips and dressings , according to standard recipe*</li> </ul>		
<ul style="list-style-type: none"> <li>Store stocks, soups, sauces, dips and dressing in accordance with standard operating procedures</li> </ul>		
<ul style="list-style-type: none"> <li>Identify, checks tools and equipment for defects, damages and conditions in accordance with manufacturer's manual based on the required tasks*</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare hot meals and side dishes following approved cooking methods</li> </ul>		
<ul style="list-style-type: none"> <li>Thaw frozen ingredients according to approved thawing standards*</li> </ul>		
<ul style="list-style-type: none"> <li>Apply preparation techniques, cutting and portioning based on standard recipes</li> </ul>		
<ul style="list-style-type: none"> <li>Check temperature, quality and texture of cooked meals according to standard recipes*</li> </ul>		
<ul style="list-style-type: none"> <li>Keep meals in their respective holding equipment prior to serving*</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare appetizers, salads and sandwiches (hot, cold and open) following approved cooking methods</li> </ul>		
<ul style="list-style-type: none"> <li>Bake/prepare bread products and hot/cold desserts according to cooking methods*</li> </ul>		
<ul style="list-style-type: none"> <li>Use inventory program in accordance with ship's requirements and arrangement negotiated with ship chandlers</li> </ul>		
<ul style="list-style-type: none"> <li>Perform physical inventory of catering department provisions, bonded items and housekeeping supplies as per ship's requirement</li> </ul>		
<ul style="list-style-type: none"> <li>Prepare requisition order based on company requisition and purchasing policy</li> </ul>		
<ul style="list-style-type: none"> <li>Receive and inspect delivered provisions and supplies based on HACCP standard and in accordance with ship's standard</li> </ul>		
<ul style="list-style-type: none"> <li>Store provision and supplies according to approved method storage of foods wet and dry*</li> </ul>		
<ul style="list-style-type: none"> <li>Perform task using prescribed Personal Protective Equipment (PPE)*</li> </ul>		

<b>PRACTICE FOOD SAFETY, SANITATION AND HYGIENE</b>		
• Identify cause and prevention of food borne disease and food hazards*		
• Apply HACCP (Hazard Analysis Critical Control Point) /Food Safety Management System*		
• Apply principle of receiving food provisions *		
• Apply principle and approved method of storing foods to refrigerated and dry food items*		
• Check and control/ eliminate favorable conditions that support bacteria growth*		
• Clean and sanitize galley, galley tools and equipment following established procedures *		
• Record task in accordance with ship's procedures*		
• Identify source of cross contamination*		
• Apply good personal hygiene practice*		
• Practice personal hygiene in line with the requirements of the ship's food safety program. *		
• Apply proper procedure of hand washing *		
<b>OBSERVE WORKPLACE HEALTH AND SAFETY PRACTICES</b>		
• Clean/ sanitize catering equipment are washed and dried in accordance with ship's standards*		
• Identify and apply sick policies are discussed and undertaken*		
• Identify cause of accident in the galley and preventive measures discussed and undertaken*		
• Identify and apply prevention of accidents are discussed and undertaken*		
• Observe operational procedures of catering tools and equipment in accordance with manufacturer's instruction		
• Assess/check first-aid kit and facilities		
• Assign or arrange trained Basic first-aider		
• Identify prevention of fire *		
• Select and use appropriate type of fire extinguisher *		

<b>IMPLEMENT WASTE MANAGEMENT AND DISPOSAL SYSTEM</b>			
• Determine waste categories prior to segregation *			
• Determine/segregate waste according with their type *			
• Waste is sealed and packaged in accordance with MARPOL Annex V			
• Waste is labeled and placed in a location designated for the purpose			
• Sort waste is store in designated bins/containers in accordance with MARPOL Regulations and procedures			
• Waste is dispose of in accordance with MARPOL Regulations and procedures.			
• Compact where necessary, waste ground for in accordance with the established procedures			
<b>SUPERVISE/ADMINISTER GALLEY AREA</b>			
• Supervise galley management system documents*			
• Supervise/manage storage of cleaning and sanitizing agents in accordance with port state/ship's standard*			
• Determine number of crew and days of voyage in accordance with the budget allocated by the company*			
• Estimate quantity of food supplies/ ingredients required to complete recipes/ menus *			
• Supervise/ manage Inventory in accordance with company policies and procedures*			
• Supervise/ manage calculations according to recipes/menus*			
• Supervise/manage cleaning and sanitation of the galley in accordance with port state/ship's standards*			
• Prepare forecast requisition in accordance with availability of supplies*			
• Supervise/ manage purchase order and forecast requisition in accordance with availability of supplies*			
• Supervise/manage calculation needed to complete work tasks and total expenses using the basic mathematical principles*			
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.			
<b>Candidate's Name &amp; Signature</b>		<b>Date:</b>	