

## SELF ASSESSMENT GUIDE

Qualification :	<b>FOOD PROCESSING NC IV</b>	
Certificate of Competency 1:	<b>APPLY RAW MATERIALS/INGREDIENTS AND PROCESS KNOWLEDGE</b>	
<b>Introduction:</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 answers.</li> </ul>		
<b>CAN I?</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>• Monitor processing parameters, stages and changes which occur during processing*</li> </ul>		
<ul style="list-style-type: none"> <li>• Identify and report non-conformance in raw materials/ingredients, processes and products in accordance to workplace reporting requirements*</li> </ul>		
<ul style="list-style-type: none"> <li>• Investigate and report causes of non-conformance according to workplace reporting requirements*</li> </ul>		
<ul style="list-style-type: none"> <li>• Determine and implement corrective action within level of responsibility and workplace procedures*</li> </ul>		
<ul style="list-style-type: none"> <li>• Take action to prevent reoccurrence of non-conformance and reports action taken according to workplace procedures and reporting requirements*</li> </ul>		
<ul style="list-style-type: none"> <li>• Dispose non-conforming ingredients, raw materials, and products according to workplace policies and procedures*</li> </ul>		
<ul style="list-style-type: none"> <li>• Complete workplace records including reporting non-conformance and documenting corrective actions according to workplace procedures*</li> </ul>		
<ul style="list-style-type: none"> <li>• Identify appropriate handling and storage requirements for raw materials/ingredients and final product*</li> </ul>		
<ul style="list-style-type: none"> <li>• Explain the changes and reactions through processing stages</li> </ul>		
<ul style="list-style-type: none"> <li>• Determine the causes of contamination/unacceptable quality of raw materials/ingredients*</li> </ul>		
<ul style="list-style-type: none"> <li>• Determine the factors affecting shelf life*</li> </ul>		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purpose and can only be assessed by concerned assessment personnel and my manager / supervisor.</p>		
<b>Candidate's signature:</b>	<b>Date:</b>	
<b>Assessor's signature :</b>	<b>Date:</b>	

## SELF ASSESSMENT GUIDE

Qualification :	<b>FOOD PROCESSING NC IV</b>	
Certificate of Competency 2:	<b>MAINTAIN FOOD SAFETY WHEN LOADING, UNLOADING AND TRANSPORTING FOOD</b>	
<b>Introduction:</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 answers.</li> </ul>		
<b>CAN I?</b>	<b>YES</b>	<b>NO</b>
• Inspect and prepare food storage vehicles and containers/ receptacles for appropriateness for use*		
• Follow hand washing and disinfecting procedures to meet workplace requirements*		
• Follow loading/unloading procedures for food in correct sequence and configuration to prevent contamination Loads, secures, and unloads food to meet transportation and temperature control requirements*		
• Monitor temperature parameters and related food safety control points before, during and after transporting food and record information in the required format*		
• Check and monitor other factors that can influence spoilage and contamination during transport*		
• Report incident where food safety control requirements are not met and takes corrective action*		
• Record food safety information to meet workplace requirements*		
• Apply GMP and use PPE*		
• Determine food handling and transport requirements*		
• Determine the hazards in loading, transporting, and unloading food*		
• Communicate effectively both orally and in writing with supervisor and team members		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purpose and can only be assessed by concerned assessment personnel and my manager / supervisor.</p>		
<b>Candidate's signature:</b>	<b>Date:</b>	
<b>Assessor's signature :</b>	<b>Date:</b>	

## SELF ASSESSMENT GUIDE

Qualification :	<b>FOOD PROCESSING NC IV</b>	
Certificate of Competency 3:	<b>PARTICIPATE IN SENSORY ANALYSIS</b>	
<b>Introduction:</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 answers.</li> </ul>		
<b>CAN I?</b>	<b>YES</b>	<b>NO</b>
• Participate in sensory analysis*		
• Ensure that personal conduct does not jeopardize analytical ability*		
• Analyze samples according to workplace procedures and sensory analysis criteria*		
• Identify and report defects or abnormalities in samples*		
• Record analysis results and submit reports to appropriate personnel for action*		
• Explain principles of sensory analysis system and procedures		
• Record and report results of analysis*		
• Communicate effectively with team members and supervisors		
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<b>Candidate's signature:</b>	<b>Date:</b>	
<b>Assessor's signature :</b>	<b>Date:</b>	

## SELF ASSESSMENT GUIDE

Qualification :	<b>FOOD PROCESSING NC IV</b>	
Certificate of Competency 4:	<b>SET UP AND OPERATE PROCESSES IN A PRODUCTION/PACKAGING SYSTEM</b>	
<b>Introduction:</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 answers.</li> </ul>		
<b>CAN I?</b>	<b>YES</b>	<b>NO</b>
• Confirm availability of equipment, related accessories, tools, and utilities to meet production/ packaging requirements*		
• Select machine settings and enter operating parameters as required to meet safety and production/packaging requirements*		
• Load materials, ingredients and/or product as required to meet production requirements*		
• Conduct pre-start checks*		
• Start system and monitor operating conditions and equipment performance*		
• Identify variation in operation and report maintenance requirements*		
• Monitor system to confirm that specifications and stock levels of materials and ingredients are met*		
• Identify, rectify and/or report out-of-specification product/ process/ packaging outcomes*		
• Follow stock level maintenance requirements*		
• Conduct stock inventory and correct and/or report discrepancies in accordance with workplace procedures*		
• Handover system operation and brief operators on system status*		
• Shut down system and identify maintenance requirements		
• Prepare records and reports on operation and areas for improvement		
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<b>Assessor's signature :</b>	<b>Date:</b>	

## SELF ASSESSMENT GUIDE

Qualification :	<b>FOOD PROCESSING NC IV</b>	
Certificate of Competency 5:	<b>PARTICIPATE IN AN AUDIT PROCESS</b>	
<b>Introduction:</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 answers.</li> </ul>		
<b>CAN I?</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>• Identify roles and responsibilities of audit participants, purpose and scope of the audit, and information and resources required*</li> </ul>		
<ul style="list-style-type: none"> <li>• Collect and analyze information to assess performance against program*</li> </ul>		
<ul style="list-style-type: none"> <li>• Check alignment of actual practices with rules, regulations, and requirements*</li> </ul>		
<ul style="list-style-type: none"> <li>• Identify areas requiring corrective action and report situations of imminent and serious risk*</li> </ul>		
<ul style="list-style-type: none"> <li>• Prepare reports and communicate audit results*</li> </ul>		
<ul style="list-style-type: none"> <li>• Develop corrective action plan*</li> </ul>		
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<b>Assessor's signature :</b>	<b>Date:</b>	

## SELF ASSESSMENT GUIDE

Qualification :	<b>FOOD PROCESSING NC IV</b>	
Certificate of Competency 6:	<b>PARTICIPATE IN A HACCP TEAM</b>	
<b>Introduction:</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 answers.</li> </ul>		
<b>CAN I?</b>	<b>YES</b>	<b>NO</b>
• Identify roles and responsibilities for participating in developing or reviewing a food safety program*		
• Identify the scope of the food safety program to cover the area of responsibility*		
• Identify processes to be covered by the food safety program and describes steps within each process*		
• Identify food safety hazards expected to occur for each process based on the food safety program*		
• Identify handling methods, processing techniques and existing support programs used in the workplace according to the food safety program*		
• Establish, implements and reviews acceptable methods of control for each food safety hazard *		
• Establish procedures for taking preventive action, methods for monitoring processes, and required corrective action to respond to situations*		
• Communicate food safety-related roles and responsibilities and record keeping requirements and responsibilities*		
• Establish records required to document, implement and maintain the food safety program*		
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## SELF ASSESSMENT GUIDE

Qualification :	<b>FOOD PROCESSING NC IV</b>	
Certificate of Competency 7:	<b>MONITOR WORKPLACE PERFORMANCE AND PARTICIPATE IN IMPROVEMENT PROCESSES</b>	
<b>CAN I?</b>	<b>YES</b>	<b>NO</b>
<ul style="list-style-type: none"> <li>Identify the purpose, responsibilities, and systems and formats in recording and reporting information*</li> </ul>		
<ul style="list-style-type: none"> <li>Identify and uses workplace standards and key performance indicators for performance measurements*</li> </ul>		
<ul style="list-style-type: none"> <li>Confirm records as complete, timely, and accurate and in required format</li> </ul>		
<ul style="list-style-type: none"> <li>Assess, prioritize and address requests for information to meet required timelines*</li> </ul>		
<ul style="list-style-type: none"> <li>Identify access levels, authorities, and security breaches according to records maintenance and security policies*</li> </ul>		
<ul style="list-style-type: none"> <li>Identify barriers to good practice or optimal performance and defines scope of problem*</li> </ul>		
<ul style="list-style-type: none"> <li>Conduct benchmarking within the company, within the food industry, and across different industries to identify potential improvement*</li> </ul>		
<ul style="list-style-type: none"> <li>Identify other data required and additional resources available to support investigation and select data collection methods*</li> </ul>		
<ul style="list-style-type: none"> <li>Select and apply techniques to investigate problem and identify and assess possible causes and options for improvement*</li> </ul>		
<ul style="list-style-type: none"> <li>Identify and describe preferred options and present recommendations*</li> </ul>		
<ul style="list-style-type: none"> <li>Support improvement trials, and evaluate and refine proposals</li> </ul>		
<ul style="list-style-type: none"> <li>Update and communicate operating procedures of improved practices and monitors improvement performance*</li> </ul>		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purpose and can only be assessed by concerned assessment personnel and my manager / supervisor.</p>		
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<b>Assessor's signature :</b>	<b>Date:</b>	