SELF-ASSESSMENT GUIDE

<table>
<thead>
<tr>
<th>Qualification</th>
<th>CHEMICAL PROCESS OPERATIONS NC III</th>
</tr>
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<tbody>
<tr>
<td>Unit of Competency covered</td>
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</table>

**Instruction:**
- Read each of the questions in the left-hand column of the chart.
- Place a check in the appropriate box opposite each question to indicate your answer.

<table>
<thead>
<tr>
<th>Can I</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td><strong>Determine process requirements</strong></td>
<td></td>
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<tr>
<td>- Identify raw materials in accordance with production plan. *</td>
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<tr>
<td>- Complete proper coordination with personnel or other departments</td>
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<tr>
<td>- Prepare documentation. *</td>
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<tr>
<td>- Retrieve or receive raw materials in accordance with established company procedures. *</td>
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<td>- Check quality and quantity of materials needed *</td>
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<tr>
<td>- Identify non-conforming materials *</td>
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<td></td>
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<tr>
<td>- Take action to address non-conformances *</td>
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<td></td>
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<tr>
<td>- Report readiness of materials in accordance with company requirements.</td>
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<td></td>
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<tr>
<td>- Identify equipment and utilities in accordance with production plan</td>
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<td></td>
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<tr>
<td>- Verify equipment and utilities to be in good operating condition</td>
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**Evaluate process data**
- Identify process parameters and standard settings in accordance with product formulations and specifications. *
- Generate and record process parameters in accordance with established company procedures.*
- Practice safety procedures *
- Compare actual process parameters against the standard parameters in accordance with established procedures. *
- Record and report interprets results to immediate supervisor in accordance with company requirements. *
- Identify process variations in accordance with established company procedures. *
- Take troubleshooting in accordance with established procedures. *
- Review process records and proposes process improvement

**Operate Process Equipment**

- Identify process equipment in accordance with job requirements and manufacturer's specifications
- Inspect process equipment in accordance with established procedures
- Make needed corrections where necessary to ensure readiness of process equipment in accordance with established procedures*
- Forward documentation in relation to ready-for-start-up activities to appropriate personnel in accordance with company requirements
- Start up all equipment in accordance with manufacturer's specifications and operations manual.*
- Build and maintain required Control Rate in accordance with established requirements.*
- Install engineering controls in good working condition
- Document and implement Administrative controls
- Use appropriate personal protective equipment
- Manage waste accordingly
- Emission and discharge are within regulatory limit

**Monitor Process Equipment**

- Recognize indications of potential and actual equipment problems and immediately reported in accordance with the established procedures.*
- Prepare and forward documentation immediately to appropriate personnel and/or authority in accordance with company requirements.
- Practice safety protocols
- Do Manual/electronic adjustments and actions to address indications of potential and actual equipment problems in accordance with the established procedures*
- Record and report manual/electronic adjustments done to immediate supervisor in accordance with the established procedures.
- Prepare and fill up Production Data sheet in accordance with established procedures.
- Accomplish Data sheet regularly in a timely, truthful and accurate manner

**Qualify In-Process and Finished Product Samples**

- Secure sampling requirements in accordance with sampling plan.*
- Wear Safety Personal Protective Equipment in accordance with established procedures. *
- Take, label properly and turn over samples to appropriate personnel in accordance with established procedures.
- Retrieve or receive results of quality control tests in accordance with established procedures.*
- Compare actual results against standard product and process specifications in accordance with established procedures.*
- Identify non-conforming samples in accordance with established procedures.*
- Take action to address non-conformances in accordance with established procedures.*
- Prepare required data sheet in accordance with established procedures.*
- Prepare and maintain reports in accordance with established procedures *

**Perform shutdown activities**

- Comply requirements in accordance with established procedures
- Do proper coordination with appropriate personnel in accordance with established procedures.
- Conduct final inspection to ensure proper sequence and safety of shutdown in accordance with the established procedures.*
- Shut down equipment properly in accordance with the established procedures for scheduled and emergency shutdowns.*
- Prepare shutdown records and forwards immediately to appropriate personnel in accordance with company requirements.
- Practice safety protocol

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.

<table>
<thead>
<tr>
<th>Candidate's Name and signature:</th>
<th>Date:</th>
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