

Self-Assessment Guide

Qualification:	FOOD PROCESSING NC III	
Certificate of Competency 1:	RECEIVE & STORE STOCK; CONTROL AND ORDER STOCK; APPLY PRODUCT KNOWLEDGE; HANDLE DANGEROUS GOODS	
Instruction <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. 		
Can I?	YES	NO
• Check incoming stock against order and delivery documentation in accordance with workplace procedures*		
• Inspect items and communicates variations to appropriate person*		
• Transport and store stocks in the appropriate storage area*		
• Label stock in accordance with workplace procedures*		
• Identify and apply storage and handling characteristics*		
• Rotate or move stock using appropriate equipment in accordance with workplace procedures and OHS requirements*		
• Monitor and maintain stock levels based on workplace requirements*		
• Use inventory and labeling systems to locate products*		
• Administer stock takes and processes stock orders*		
• Monitor delivery process to meet agreed deadlines*		
• Distribute stock in accordance with agreed allocations*		
• Check quality of stocks and reports out of specification*		
• Identify and apply storage requirements for hazardous goods*		
• Use and maintain Personal Protective Equipment *		
• Complete records and documentation as per organizational requirements*		
• Communicate effectively with superior and co-workers		
• Explain the emergency procedures in case of site incident		
• Explain the load handling and shifting procedures and suitable signage		
Candidate's Name:	Date:	

Self-Assessment Guide

Qualification:	FOOD PROCESSING NC III	
Certificate of Competency 2:	PERFORM BASIC TESTS ON RAW MATERIALS , IN PROCESS AND FINISHED PRODUCTS	
Instruction <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. 		
Can I?	YES	NO
• Receive, label and store samples for testing according to workplace procedures*		
• Prepare samples in accordance with appropriate standard methods*		
• Check and calibrate equipment and tools to be used for testing*		
• Set up test reagent, tools, equipment and instrumentation*		
• Perform sequence of tests on samples per standard method*		
• Complete all tests within required timeline without sacrificing safety, accuracy or quality*		
• Identify and report a typical results and “out of specification” to appropriate personnel*		
• Clean test equipment and store unused reagents as required by relevant regulations and codes*		
• Apply SOPs to efficiently prepare samples for testing and analyses*		
• Calculate, record, present and interpret test results accurately and legibly*		
• Use safety information (e.g. MSDSs), PPE and performs procedures safely*		
• Dispose wastes based on environmental requirements		
• Explain the principles of standard methods and calibration procedures*		
• Explain the integrity and contamination issues in the handling and storage of samples		
Candidate’s Name:	Date:	

Self-Assessment Guide

Qualification:	FOOD PROCESSING NC III	
Certificate of Competency 3:	OPERATE A BOILER	
<p>Instruction</p> <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. 		
Can I?	YES	NO
<ul style="list-style-type: none"> ▪ Conduct pre-operational safety checks in accordance with statutory requirements and operating procedures written in the manual* 		
<ul style="list-style-type: none"> ▪ Select prevention/control measures in accordance with hierarchy of control* 		
<ul style="list-style-type: none"> ▪ Start and bring boiler on line safely* 		
<ul style="list-style-type: none"> ▪ Identify and report maintenance requirements* 		
<ul style="list-style-type: none"> ▪ Diagnose operating status and maintain operating log* 		
<ul style="list-style-type: none"> ▪ Monitor boiler in accordance with workplace procedures* 		
<ul style="list-style-type: none"> ▪ Conduct water quality tests and make adjustments to meet workplace criteria* 		
<ul style="list-style-type: none"> ▪ Store and handle boiler house chemicals according to statutory requirements* 		
<ul style="list-style-type: none"> ▪ Shut down, clean and store boiler* 		
<ul style="list-style-type: none"> ▪ Select and use Personal Protective Equipment (minimum requirements only)* 		
<ul style="list-style-type: none"> ▪ Communicate effectively with supervisors, contractors and suppliers 		
<ul style="list-style-type: none"> ▪ Explain the operating principles and methods of boilers and steam equipment* 		
<ul style="list-style-type: none"> ▪ Explain the processes and procedures relevant to working with a boiler and steam equipment* 		
<ul style="list-style-type: none"> ▪ Comply with site safety plan and OHS legislation/regulations/codes of practice/advisory standards applicable to workplace operations* 		
<ul style="list-style-type: none"> ▪ Comply with organizational policies and procedures including quality requirements* 		
<ul style="list-style-type: none"> ▪ Respond to boiler emergency 		
<ul style="list-style-type: none"> • Identify hazards and potential hazards in the work area 		
Candidate's Name:	Date:	

Self-Assessment Guide

Qualification:	FOOD PROCESSING NC III	
Certificate of Competency 4:	OPERATE PUMPING EQUIPMENT	
<p>Instruction</p> <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. 		
Can I?	YES	NO
<ul style="list-style-type: none"> ▪ Confirm availability and readiness of equipment, tools, materials, and services for operation according to requirements* 		
<ul style="list-style-type: none"> ▪ Check the alignment of the pump and motor* 		
<ul style="list-style-type: none"> ▪ Explain the operating and maintenance procedures written in the manual* 		
<ul style="list-style-type: none"> ▪ Operate the pumping equipment and monitor the pressure and time in accordance with workplace procedures* 		
<ul style="list-style-type: none"> ▪ Monitor the supply and flow of materials to and from the pump* 		
<ul style="list-style-type: none"> ▪ Identify, and/or report out of specification performance or non-compliance* 		
<ul style="list-style-type: none"> ▪ Shut down pumps for maintenance* 		
<ul style="list-style-type: none"> ▪ Replace parts and things in pumps and motors based on preventive maintenance* 		
<ul style="list-style-type: none"> ▪ Maintain records in accordance with enterprise guidelines* 		
<ul style="list-style-type: none"> ▪ Identify the corrective action when the pump or motor fails* 		
<ul style="list-style-type: none"> ▪ Explain the purpose and basic principles of pumping system and equipment components and the effect of raw materials on pumping and its effect on material quality* 		
<ul style="list-style-type: none"> • Communicate effectively with supervisor and work team members 		
Candidate's Name:	Date:	

Self-Assessment Guide

Qualification:	FOOD PROCESSING NC III	
Certificate of Competency 5:	OPERATE AND MONITOR FOOD PROCESSES AND EQUIPMENT	
Instruction <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. 		
Can I?	YES	NO
• Confirm availability of materials to meet production requirements*		
• Prepare pre-mixes as required based on the production schedule*		
• Identify and confirm cleaning and maintenance requirements*		
• Conduct pre-start checks as required by workplace requirements*		
• Load materials in correct quantities and sequencing, and monitors automatic ingredient addition and/or manual addition*		
• Start, operate, monitor and adjust process equipment to achieve required outcomes*		
• Use/maintain PPE *		
• Fit and adjust machine components and related attachments*		
• Follow processing/operating parameters to meet safety and production requirements*		
• Check equipment’s performance, adjust variations in equipment operation and report maintenance requirements*		
• Monitor food process to meet production specifications*		
• Identify, rectify and/or report out of specification product/process*		
• Shut down, clean and maintain food process equipment*		
• Explain how to measure quantities, application rates and calibrate equipment		
• Identify responses to out of specification or non-compliance results*		
• Maintain workplace records*		
• Communicate effectively with supervisor and work team members		
Candidate’s Name:	Date:	

Self-Assessment Guide

Qualification:	FOOD PROCESSING NC III	
Certificate of Competency 6:	OPERATE A PACKAGING PROCESS	
Instruction <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. 		
Can I?	YES	NO
• Confirm availability of materials and utilities to meet operating requirements*		
• Identify and confirm cleaning and maintenance requirements*		
• Use / maintain PPE *		
• Fit and adjust machine components and related attachments		
• Enter operating parameters to meet safety and production requirements		
• Load or position materials, product and packaging components/ consumables as per packaging requirements*		
• Conduct pre-start checks*		
• Check and adjust equipment performance to required specifications*		
• Identify variation in equipment operation and reports maintenance requirements*		
• Monitor process and inspect packaged items to meet specifications*		
• Identify, rectify and/or report out of specification product/process*		
• Shut down, clean and maintain packaging equipment*		
• Collect, treat, recycle, or dispose wastes according to company procedures*		
• Explains how to measure quantities, application rates and calibrate equipment		
• Identify responses to out of specification or non-compliance results*		
• Maintain workplace records*		
• Communicate effectively with supervisor and work team members		
Candidate's Name:	Date:	

Self-Assessment Guide

Qualification:	FOOD PROCESSING NC III	
Certificate of Competency 7:	WORK IN A FREEZER AND WITH TEMPERATURE CONTROLLED STOCK	
Instruction <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. 		
Can I?	YES	NO
• Identify temperature controlled storage facilities and temperature danger zones*		
• Identify storage requirements for a range of goods		
• Identify and uses correct points of entry and exit in freezer storage*		
• Secure all doors and screens*		
• Follow personal hygiene and product safety procedures*		
• Monitor and adjust temperatures of stocks within specifications *		
• Handle frozen products according to organizational requirements		
• Store goods in appropriate storage temperature zone to meet storage requirements*		
• Use instrumentation to monitor stocks and zone temperatures*		
• Identify, rectify, and/or report out of specification storage or product temperatures*		
• Segregate damaged product according to workplace procedures*		
• Explain the basic knowledge on the effect of freezing temperatures on equipment		
• Identify emergency procedures and effects of exposure to gas leaks*		
• Select and use PPE according to requirements		
Candidate's Name:	Date:	