

Reference No.																			
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SELF-ASSESSMENT GUIDE

Qualification Title:	FOOD PROCESSING NC I																	
COC 2 Title:	Dispense Materials																	
Instruction: Read each question and check the appropriate box to indicate your answer.																		
Can I?																	YES	NO
<i>Perform preparatory activities</i>																		
• Receive materials according to industry guidelines*																		
• Prepare containers/bags and labels according to industry guidelines																		
• Perform pre-start checks according to industry guidelines*																		
<i>Conduct dispensing</i>																		
• Label dispensed material according to industry guidelines*																		
• Monitor and report accuracy and variation of measuring, dispensing and weighing equipment according to workplace procedure*																		
<i>Complete the dispensing process</i>																		
• Shut down and clean dispensing equipment according to industry guidelines																		
• Report maintenance requirements and unacceptable equipment/utensil conditions are reported according to workplace procedures																		
• Accomplish records in accordance to workplace procedure*																		
• Observe waste management in accordance to Ecological Solid Waste Management Act of 2000																		
<i>Load and unload raw materials, products and supplies</i>																		
• Perform special dispensing of materials according to industry guidelines*																		
• Unpack raw materials products and supplies according to industry guidelines*																		
• Dispense and pile raw materials in accordance to production sequence and industry guidelines*																		
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.																		
Candidate's signature:													Date:					

* *Critical Aspects of Competency*

Note:

1. The Candidate must bring head cap, laboratory gown, facemask, goggles and basic calculator.
2. The use of cellphone/smart phone is NOT allowed during the assessment.