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SELF-ASSESSMENT GUIDE

Qualification Title:	FOOD PROCESSING NC I		
FULL NC	<ul style="list-style-type: none"> • Assist in Quality Inspection • Dispense Materials • Prepare Packaging Materials and Supplies for Processing • Operate Basic Equipment • Clean and Sanitize Equipment and Processing/Packaging Premises • Debone and Fillet Fish 		
Instruction: Read each question and check the appropriate box to indicate your answer.			
Can I?	YES	NO	
Assist in Quality Inspection			
<i>Conduct preparatory activities</i>			
• Identify samples and follow sampling requirements in accordance with the sampling plan			
• Identify, check and calibrate tools/equipment in terms of working condition*			
• Clean and maintain the preparation area according to industry guidelines*			
<i>Check raw materials, in-process products and finished products</i>			
• Check raw materials, packaging and delivery vehicle according to industry guidelines			
• Prepare samples according to sampling procedures and sampling plan			
• Record sample information according to industry guidelines*			
• Accomplish quality control checklist based on workplace procedure			
• Check raw materials, in-process products and finished products according to industry guidelines and free from defects*			
• Weigh and keep acceptable raw materials and products in accordance with industry guidelines*			
<i>Conduct post operation activities</i>			
• Clean and keep equipment according to industry guidelines*			
• Complete and report records according to workplace procedures*			
• Dispose wastes according to waste management			

Dispense Materials		
<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*		
Prepare Packaging Materials and Supplies for Processing		
<i>Acquire packaging materials and supplies for processing</i>		
• Accomplish material requisition form based on packaging requirements		
• Select packaging materials and supplies in accordance to production requirements*		
• Handle packaging materials and supplies in accordance to GMP and OHS requirements		
• Check and receive packaging materials in accordance to requisition and industry guidelines*		
• Report deviation from requisition in accordance to workplace procedure		
<i>Prepare packaging materials</i>		
• Ensure cleanliness of packaging materials according to required specifications and industry guidelines*		
• Perform pre-coding and marking generic packaging materials following company practice*		

• Observe wearing of PPEs following company practices*		
<i>Complete preparation of packaging materials</i>		
• Complete records according to workplace requirements*		
• Clean and sanitize workplace in accordance to company practice and industry guidelines*		
• Observe waste management in accordance to industry guidelines		
Operate Basic Equipment		
<i>Prepare equipment for use</i>		
• Perform routine pre-operational checks according to manufacturer's specifications and industry guidelines*		
• Prepare and submit pre-operational checklist and submitted according to workplace procedures		
<i>Operate equipment</i>		
• Use and maintain suitable PPEs in accordance with Occupational Health and Safety (OHS) requirements manufacturer's specifications and industry guidelines*		
• Operate machine/equipment in accordance with OHS requirements*		
• Determine/Report malfunctioned equipment in accordance to workplace procedures		
<i>Maintain equipment and resources</i>		
• Shut down equipment in accordance to workplace procedures, manufacturer's specifications and industry guidelines*		
• Clean, maintain work area and store tools and machine/equipment in accordance with workplace requirements, manufacturer's specifications and industry guidelines*		
• Determine faulty or damaged machine/equipment to report for replacement in accordance with workplace procedures and industry guidelines*		
• Follow industry guidelines/work procedure on waste management generated by both the process and cleaning procedure		
• Complete records and report in accordance with industry, legislative and workplace requirements		
Clean and Sanitize Equipment and Processing/Packaging Premises		
<i>Clean and sanitize processing/packaging premises</i>		
• Prepare cleaning/sanitizing supplies and materials, and utilities in accordance to cleaning and sanitizing requirements and industry guidelines		
• Prepare sanitizing solution according to workplace requirements and application and industry guidelines*		
• Clear processing/packaging premises in preparation for cleaning according to workplace requirements and industry guidelines		
• Clean and sanitize processing/packaging premises according to workplace procedures and industry guidelines*		

• Fill up checklist according to workplace procedures*		
<i>Clean and sanitize equipment</i>		
• Prepare cleaning/sanitizing supplies and materials and utilities in accordance to manufacturer's specifications and industry guidelines		
• Mix sanitizing solutions in accordance to manufacturer's specifications and industry guidelines*		
• Clean and sanitize equipment in accordance to manufacturer's specifications and industry guidelines*		
<i>Perform shut down activities</i>		
• Store cleaning equipment and chemicals in accordance to workplace procedure*		
• Dispose of waste from cleaning process in accordance to workplace and OHS requirements and industry guidelines*		
• Restore equipment and processing/packaging area to operating order in accordance to workplace procedures and industry guidelines*		
• Prepares and completes records in line with workplace requirement*		
Debone and Fillet Fish		
<i>Prepare tools, equipment and processing and packaging area</i>		
• Clean and set tools/equipment to meet operating requirements and industry guidelines		
• Sanitize tools/equipment/processing and packaging area in accordance to workplace procedure/industry guidelines*		
• Check and adjust tools and equipment performance as required and in accordance with the industry guidelines		
<i>Prepare fish for deboning and filleting</i>		
• Apply fish evisceration techniques in accordance to fish cuts and industry guidelines*		
• Wash fishes in accordance to company's specification, GMP requirements and industry guidelines*		
• Chill fishes according to company's specification/industry guidelines*		
• Scale fishes according to company's specification/industry guidelines*		
<i>Debone and fillet fish</i>		
• Debone fishes in accordance to company's specification and industry guidelines*		
• Fillet fishes in accordance to company's specification and industry guidelines*		
• Wash and transfer deboned/fillet fishes to next production line according to company's specification, GMP/industry guidelines*		
• Maintain workplace in accordance to housekeeping standards/industry guidelines*		
<i>Conduct post operation</i>		
• Clean and store tools based on workplace procedures, operation manuals/industry guidelines		

• Dispose waste in accordance to industry guidelines*		
• Prepare/Accomplish production data checklist in accordance to enterprise 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.		
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.