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SELF-ASSESSMENT GUIDE

Qualification:	FOOD PRODUCTION (PROFESSIONAL COOKERY) NC IV		
COC 3:	Plan and Implement a Food Safety Program		
Units of Competency Covered:	<ul style="list-style-type: none"> • Develop a Food Safety Program • Implement Safety, Health, Environmental, and Sustainable Policies and Procedures 		
Instruction: Read each question and check the appropriate column to indicate your answer.			
Can I?	YES	NO	
DEVELOP A FOOD SAFETY PROGRAM *			
1. Determine type of enterprise/ establishment			
2. Evaluate organizational characteristics that impact on food safety.			
3. Identify potential food safety hazards or any particular issues or risk situations in food handling operations and processes.			
4. Evaluate existing product specifications, identifies product suppliers and determines quality assurance specifications for foodstuff supplied.			
5. Evaluate existing policies and procedures and monitoring practices, including record keeping, and assess the need for change or enhancement.			
6. Design food safety program to integrate regulatory requirements and standards into policies and procedures that suit the characteristics and needs of the enterprise in consultation with colleagues and stakeholders.			
7. Develop food production flow charts and identifies critical control points in the food production system.			
8. Establish methods of control for critical points and hazards.			
9. Develop and modify standard operational policies and procedures to support the food safety program including control procedures and corrective actions and measures, and contingency plans.			
10. Develop procedures for systematic monitoring of controls and associated record keeping			
11. Develop corrective action procedures for uncontrolled hazards			
12. Develop or modify and record product specifications covering food items prepared and sold			
13. Ensure compliance of food safety program with regulatory requirements and standards			
14. Identify training needs, and develops a training plan or program based on needs.			
15. Establish practical user-friendly recording system to document food safety performance			

16. Develop schedule for regular review of the food safety program		
17. Document food safety program and provides them to regulatory authorities as required.		
18. Communicate food safety programs, policies, procedures and product specifications to management and colleagues in the workplace, and ensures display of appropriate signage and access to information.		
19. Organize training and mentoring related to the food safety program		
20. Monitor operational activities to ensure compliance to policies and procedures		
21. Manage response to incidents of uncontrolled food hazards and oversees implementation of corrective action procedures.		
22. Make changes to practices that led to the food safety breach, and documents, communicates and implements changes		
23. Maintain food safety management documents.		
24. Ensure audited food safety program as required by legislation.		
25. Participate in food safety program audits and provides assistance to inspectors.		
26. Retain records of food audits according to legislative requirements.		
27. Monitor operation and results of the food safety program according to schedule and in consultation with colleagues and other stakeholders		
28. Conduct scheduled review of operational policies, procedures, product specifications, monitoring systems, and record keeping methods and identifies changes, revisions or additions required.		
29. Carry out test and/or measures to validate required safety standards.		
30. Revise food safety program to incorporate amendments or additions		
31. Keep records to tracking changes and amendments to the food safety programs and provides them to regulatory authorities as required.		
32. Communicate changes and of when they commence, and monitors inclusion in production processes.		
33. Identify need for additional training based on evaluation of the program and changes to food safety practices.		
IMPLEMENT SAFETY, HEALTH, ENVIRONMENTAL, AND SUSTAINABLE POLICIES AND PROCEDURES *		
34. Identify aspects of sustainability to analyze the workplace.		
35. Analyze procedures for assessing compliance with SHES regulations, including sustainable building design.		
36. Review potential for change in aspects of the workplace environment to enhance sustainability.		
37. Identify and follow applicable Occupational Health and Safety (OHS), environmental, legislative and organizational requirements relevant to the implementation of SHES policies and procedures.		
38. Collect information on environmental, sustainability and resource efficiency systems and procedures are collected, and seeks input from stakeholders, key personnel and specialists.		

39. Collect, analyze, and organize information from a range of sources to provide information/advice and tools/resources for improvement opportunities.		
40. Establish and maintain communication with others in line with SHES requirements		
41. Perform tasks in a safe manner and in line with legislative requirements and environmental care principles, organizational policies and procedures		
42. Organize duties, equipment and materials in line with SHE requirements and organizational procedures		
43. Detect, assess, and report SHES issues and hazards in the work area to appropriate personnel.		
44. Evaluate current practice and determines opportunities to enhance sustainability.		
45. Analyze work practices and process to identify areas for improvement in relation to SHE issues and hazards.		
46. Propose changes to work practices and processes to improve SHE concerns, and provides to appropriate personnel and acts on as directed.		
47. Explore ethical dilemmas of workplace sustainable practices.		
48. Follow workplace procedures and work instructions for controlling risks and protecting the environment.		
49. Supervise team members and support them to identify possible areas for improved practices and resource efficiency in work area		
50. Evaluate alternative solutions to workplace SHES issues.		
51. Complete SHES, hazard, environmental or incident reports in line with workplace procedures and legislation.		
52. Apply continuous improvement strategies to own work area of responsibility, including ideas and possible solutions to communicate to the work group and management		
53. Identify and contact appropriate personnel in an emergency.		
54. Follow workplace procedures for dealing with own safety, safety of others, environmental incidents, accidents, and emergencies within scope of responsibilities		
55. Practice, record and implement emergency and evacuation procedures as required		
56. Record and report SHES procedures in line with workplace procedures		
57. Identify and assess organizational environmental goals.		
58. Implement and integrate environmental and resource efficiency improvement plans, including waste management, water conservation strategies and sustainable cleaning practices for own work group with day-to-day and other operational activities		
59. Implement training and operational controls in line with workplace procedures		
60. Monitor environmental measures and impact on the environment and takes corrective action as required in line with workplace procedures.		

61. Document and communicate outcomes to report on efficiency targets to key personnel and stakeholders.		
62. Engage ongoing collaboration with peers and others		
63. Encourage equitable participation in sustainable practices that integrate the service delivery systems from all stakeholders.		
64. Encourage proper application of procedures that support engagement.		
65. Present accurate information targeted to stakeholder interests/needs.		
66. Identify and promote achievements throughout the organization		
67. Promote successful strategies and rewards participants where possible		
68. Set and investigate new efficiency targets, and applies new tools and strategies.		
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 Name and Signature		Date

* *Critical Aspects of Competency*