

Reference. No.

To be filled up by the Processing Officer

SELF-ASSESSMENT GUIDE

Qualification	CHEMICAL PROCESS OPERATIONS NC III		
Unit of Competency covered :			
Instruction:			
<ul style="list-style-type: none"> • 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. 			
Can I	YES	NO	
Determine process requirements			
• Identify raw materials in accordance with production plan. *			
• Complete proper coordination with personnel or other departments			
• Prepare documentation. *			
• Retrieve or receive raw materials in accordance with established company procedures. *			
• Check quality and quantity of materials needed *			
• Identify non-conforming materials *			
• Take action to address non-conformances *			
• Report readiness of materials in accordance with company requirements.			
• Identify equipment and utilities in accordance with production plan			
• Verify equipment and utilities to be in good operating condition			
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.*			

<ul style="list-style-type: none"> Practice safety procedures * 		
<ul style="list-style-type: none"> Compare actual process parameters against the standard parameters in accordance with established procedures. * 		
<ul style="list-style-type: none"> Record and report interprets results to immediate supervisor in accordance with company requirements. * 		
<ul style="list-style-type: none"> Identify process variations in accordance with established company procedures. * 		
<ul style="list-style-type: none"> Take troubleshooting in accordance with established procedures. * 		
<ul style="list-style-type: none"> Review process records and proposes process improvement 		
Operate Process Equipment		
<ul style="list-style-type: none"> Identify process equipment in accordance with job requirements and manufacturer's specifications 		
<ul style="list-style-type: none"> Inspect process equipment in accordance with established procedures 		
<ul style="list-style-type: none"> Make needed corrections where necessary to ensure readiness of process equipment in accordance with established procedures* 		
<ul style="list-style-type: none"> Forward documentation in relation to ready-for-start-up activities to appropriate personnel in accordance with company requirements 		
<ul style="list-style-type: none"> Start up all equipment in accordance with manufacturer's specifications and operations manual.* 		
<ul style="list-style-type: none"> Build and maintain required Control Rate in accordance with established requirements.* 		
<ul style="list-style-type: none"> Install engineering controls in good working condition 		
<ul style="list-style-type: none"> Document and implement Administrative controls 		
<ul style="list-style-type: none"> Use appropriate personal protective equipment 		
<ul style="list-style-type: none"> Manage waste accordingly 		
<ul style="list-style-type: none"> Emission and discharge are within regulatory limit 		
Monitor Process Equipment		
<ul style="list-style-type: none"> Recognize indications of potential and actual equipment problems and immediately reported in accordance with the established procedures.* 		
<ul style="list-style-type: none"> Prepare and forward documentation immediately to appropriate personnel and/or authority in accordance with company requirements. 		

<ul style="list-style-type: none"> Practice safety protocols 		
<ul style="list-style-type: none"> Do Manual/electronic adjustments and actions to address indications of potential and actual equipment problems in accordance with the established procedures* 		
<ul style="list-style-type: none"> Record and report manual/electronic adjustments done to immediate supervisor in accordance with the established procedures 		
<ul style="list-style-type: none"> Prepare and fill up Production Data sheet in accordance with established procedures. 		
<ul style="list-style-type: none"> Accomplish Data sheet regularly in a timely, truthful and accurate manner 		
<p>Qualify In-Process and Finished Product Samples</p>		
<ul style="list-style-type: none"> Secure sampling requirements in accordance with sampling plan.* 		
<ul style="list-style-type: none"> Wear Safety Personal Protective Equipment in accordance with established procedures. * 		
<ul style="list-style-type: none"> Take, label properly and turn over samples to appropriate personnel in accordance with established procedures. 		
<ul style="list-style-type: none"> Retrieve or receive results of quality control tests in accordance with established procedures.* 		
<ul style="list-style-type: none"> Compare actual results against standard product and process specifications in accordance with established procedures.* 		
<ul style="list-style-type: none"> Identify non-conforming samples in accordance with established procedures.* 		
<ul style="list-style-type: none"> Take action to address non-conformances in accordance with established procedures.* 		
<ul style="list-style-type: none"> Prepare required data sheet in accordance with established procedures.* 		
<ul style="list-style-type: none"> Prepare and maintain reports in accordance with established procedures * 		
<p>Perform shutdown activities</p>		
<ul style="list-style-type: none"> Comply requirements in accordance with established procedures 		
<ul style="list-style-type: none"> Do proper coordination with appropriate personnel in accordance with established procedures. 		
<ul style="list-style-type: none"> Conduct final inspection to ensure proper sequence and safety of shutdown in accordance with the established procedures.* 		
<ul style="list-style-type: none"> Shut down equipment properly in accordance with the established procedures for scheduled and emergency shutdowns.* 		
<ul style="list-style-type: none"> Prepare shutdown records and forwards immediately to appropriate personnel in accordance with company requirements. 		

<ul style="list-style-type: none"> Practice safety protocol 		
<p>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.</p>		
<p>Candidate's Name and signature:</p>	<p>Date:</p>	