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SELF-ASSESSMENT GUIDE

Qualification Title:	FOOD PROCESSING NC I		
COC 3 Title:	Prepare Packaging Materials and Supplies for Processing		
Instruction: Read each question and check the appropriate box to indicate your answer.			
Can I?	YES	NO	
<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			
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.