

Reference No.																	
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SELF-ASSESSMENT GUIDE

Qualification Title:	FOOD PROCESSING NC I		
COC 4 Title:	Operate Basic Equipment		
Instruction: Read each question and check the appropriate box to indicate your answer.			
Can I?	YES	NO	
<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			
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.