

Self-Assessment Guide

| | | |
|---|--|-----------|
| Qualification: | FOOD PROCESSING NC III | |
| Certificate of Competency 1: | RECEIVE & STORE STOCK; CONTROL AND ORDER STOCK; APPLY PRODUCT KNOWLEDGE; HANDLE DANGEROUS GOODS | |
| <p>Instruction</p> <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. | | |
| Can I? | YES | NO |
| • Check incoming stock against order and delivery documentation in accordance with workplace procedures* | | |
| • Inspect items and communicates variations to appropriate person* | | |
| • Transport and store stocks in the appropriate storage area* | | |
| • Label stock in accordance with workplace procedures* | | |
| • Identify and apply storage and handling characteristics* | | |
| • Rotate or move stock using appropriate equipment in accordance with workplace procedures and OHS requirements* | | |
| • Monitor and maintain stock levels based on workplace requirements* | | |
| • Use inventory and labeling systems to locate products* | | |
| • Administer stock takes and processes stock orders* | | |
| • Monitor delivery process to meet agreed deadlines* | | |
| • Distribute stock in accordance with agreed allocations* | | |
| • Check quality of stocks and reports out of specification* | | |
| • Identify and apply storage requirements for hazardous goods* | | |
| • Use and maintain Personal Protective Equipment * | | |
| • Complete records and documentation as per organizational requirements* | | |
| • Communicate effectively with superior and co-workers | | |
| • Explain the emergency procedures in case of site incident | | |
| • Explain the load handling and shifting procedures and suitable signage | | |
| Candidate's Name: | Date: | |

Self-Assessment Guide

| | | |
|--|--|-----------|
| Qualification: | FOOD PROCESSING NC III | |
| Certificate of Competency 2: | PERFORM BASIC TESTS ON RAW MATERIALS , IN PROCESS AND FINISHED PRODUCTS | |
| Instruction <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. | | |
| Can I? | YES | NO |
| • Receive, label and store samples for testing according to workplace procedures* | | |
| • Prepare samples in accordance with appropriate standard methods* | | |
| • Check and calibrate equipment and tools to be used for testing* | | |
| • Set up test reagent, tools, equipment and instrumentation* | | |
| • Perform sequence of tests on samples per standard method* | | |
| • Complete all tests within required timeline without sacrificing safety, accuracy or quality* | | |
| • Identify and report a typical results and “out of specification” to appropriate personnel* | | |
| • Clean test equipment and store unused reagents as required by relevant regulations and codes* | | |
| • Apply SOPs to efficiently prepare samples for testing and analyses* | | |
| • Calculate, record, present and interpret test results accurately and legibly* | | |
| • Use safety information (e.g. MSDSs), PPE and performs procedures safely* | | |
| • Dispose wastes based on environmental requirements | | |
| • Explain the principles of standard methods and calibration procedures* | | |
| • Explain the integrity and contamination issues in the handling and storage of samples | | |
| Candidate’s Name: | Date: | |

Self-Assessment Guide

| | | |
|--|-------------------------------|-----------|
| Qualification: | FOOD PROCESSING NC III | |
| Certificate of Competency 3: | OPERATE A BOILER | |
| Instruction <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. | | |
| Can I? | YES | NO |
| <ul style="list-style-type: none"> ▪ Conduct pre-operational safety checks in accordance with statutory requirements and operating procedures written in the manual* | | |
| <ul style="list-style-type: none"> ▪ Select prevention/control measures in accordance with hierarchy of control* | | |
| <ul style="list-style-type: none"> ▪ Start and bring boiler on line safely* | | |
| <ul style="list-style-type: none"> ▪ Identify and report maintenance requirements* | | |
| <ul style="list-style-type: none"> ▪ Diagnose operating status and maintain operating log* | | |
| <ul style="list-style-type: none"> ▪ Monitor boiler in accordance with workplace procedures* | | |
| <ul style="list-style-type: none"> ▪ Conduct water quality tests and make adjustments to meet workplace criteria* | | |
| <ul style="list-style-type: none"> ▪ Store and handle boiler house chemicals according to statutory requirements* | | |
| <ul style="list-style-type: none"> ▪ Shut down, clean and store boiler* | | |
| <ul style="list-style-type: none"> ▪ Select and use Personal Protective Equipment (minimum requirements only)* | | |
| <ul style="list-style-type: none"> ▪ Communicate effectively with supervisors, contractors and suppliers | | |
| <ul style="list-style-type: none"> ▪ Explain the operating principles and methods of boilers and steam equipment* | | |
| <ul style="list-style-type: none"> ▪ Explain the processes and procedures relevant to working with a boiler and steam equipment* | | |
| <ul style="list-style-type: none"> ▪ Comply with site safety plan and OHS legislation/regulations/codes of practice/advisory standards applicable to workplace operations* | | |
| <ul style="list-style-type: none"> ▪ Comply with organizational policies and procedures including quality requirements* | | |
| <ul style="list-style-type: none"> ▪ Respond to boiler emergency | | |
| <ul style="list-style-type: none"> • Identify hazards and potential hazards in the work area | | |
| Candidate's Name: | Date: | |

Self-Assessment Guide

| | | |
|--|----------------------------------|-----------|
| Qualification: | FOOD PROCESSING NC III | |
| Certificate of Competency 4: | OPERATE PUMPING EQUIPMENT | |
| Instruction <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. | | |
| Can I? | YES | NO |
| <ul style="list-style-type: none"> ▪ Confirm availability and readiness of equipment, tools, materials, and services for operation according to requirements* | | |
| <ul style="list-style-type: none"> ▪ Check the alignment of the pump and motor* | | |
| <ul style="list-style-type: none"> ▪ Explain the operating and maintenance procedures written in the manual* | | |
| <ul style="list-style-type: none"> ▪ Operate the pumping equipment and monitor the pressure and time in accordance with workplace procedures* | | |
| <ul style="list-style-type: none"> ▪ Monitor the supply and flow of materials to and from the pump* | | |
| <ul style="list-style-type: none"> ▪ Identify, and/or report out of specification performance or non-compliance* | | |
| <ul style="list-style-type: none"> ▪ Shut down pumps for maintenance* | | |
| <ul style="list-style-type: none"> ▪ Replace parts and things in pumps and motors based on preventive maintenance* | | |
| <ul style="list-style-type: none"> ▪ Maintain records in accordance with enterprise guidelines* | | |
| <ul style="list-style-type: none"> ▪ Identify the corrective action when the pump or motor fails* | | |
| <ul style="list-style-type: none"> ▪ Explain the purpose and basic principles of pumping system and equipment components and the effect of raw materials on pumping and its effect on material quality* | | |
| <ul style="list-style-type: none"> • Communicate effectively with supervisor and work team members | | |
| Candidate's Name: | Date: | |

Self-Assessment Guide

| | | |
|--|---|-----------|
| Qualification: | FOOD PROCESSING NC III | |
| Certificate of Competency 5: | OPERATE AND MONITOR FOOD PROCESSES AND EQUIPMENT | |
| Instruction <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. | | |
| Can I? | YES | NO |
| • Confirm availability of materials to meet production requirements* | | |
| • Prepare pre-mixes as required based on the production schedule* | | |
| • Identify and confirm cleaning and maintenance requirements* | | |
| • Conduct pre-start checks as required by workplace requirements* | | |
| • Load materials in correct quantities and sequencing, and monitors automatic ingredient addition and/or manual addition* | | |
| • Start, operate, monitor and adjust process equipment to achieve required outcomes* | | |
| • Use/maintain PPE * | | |
| • Fit and adjust machine components and related attachments* | | |
| • Follow processing/operating parameters to meet safety and production requirements* | | |
| • Check equipment's performance, adjust variations in equipment operation and report maintenance requirements* | | |
| • Monitor food process to meet production specifications* | | |
| • Identify, rectify and/or report out of specification product/process* | | |
| • Shut down, clean and maintain food process equipment* | | |
| • Explain how to measure quantities, application rates and calibrate equipment | | |
| • Identify responses to out of specification or non-compliance results* | | |
| • Maintain workplace records* | | |
| • Communicate effectively with supervisor and work team members | | |
| Candidate's Name: | Date: | |

Self-Assessment Guide

| | | |
|---|------------------------------------|-----------|
| Qualification: | FOOD PROCESSING NC III | |
| Certificate of Competency 6: | OPERATE A PACKAGING PROCESS | |
| <p>Instruction</p> <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. | | |
| Can I? | YES | NO |
| • Confirm availability of materials and utilities to meet operating requirements* | | |
| • Identify and confirm cleaning and maintenance requirements* | | |
| • Use / maintain PPE * | | |
| • Fit and adjust machine components and related attachments | | |
| • Enter operating parameters to meet safety and production requirements | | |
| • Load or position materials, product and packaging components/ consumables as per packaging requirements* | | |
| • Conduct pre-start checks* | | |
| • Check and adjust equipment performance to required specifications* | | |
| • Identify variation in equipment operation and reports maintenance requirements* | | |
| • Monitor process and inspect packaged items to meet specifications* | | |
| • Identify, rectify and/or report out of specification product/process* | | |
| • Shut down, clean and maintain packaging equipment* | | |
| • Collect, treat, recycle, or dispose wastes according to company procedures* | | |
| • Explains how to measure quantities, application rates and calibrate equipment | | |
| • Identify responses to out of specification or non-compliance results* | | |
| • Maintain workplace records* | | |
| • Communicate effectively with supervisor and work team members | | |
| Candidate's Name: | Date: | |

Self-Assessment Guide

| | | |
|---|--|-----------|
| Qualification: | FOOD PROCESSING NC III | |
| Certificate of Competency 7: | WORK IN A FREEZER AND WITH TEMPERATURE CONTROLLED STOCK | |
| <p>Instruction</p> <ul style="list-style-type: none"> • Read each of the questions in the left-hand column of the chart. • Place a check on each question to indicate your answers. | | |
| Can I? | YES | NO |
| • Identify temperature controlled storage facilities and temperature danger zones* | | |
| • Identify storage requirements for a range of goods | | |
| • Identify and uses correct points of entry and exit in freezer storage* | | |
| • Secure all doors and screens* | | |
| • Follow personal hygiene and product safety procedures* | | |
| • Monitor and adjust temperatures of stocks within specifications * | | |
| • Handle frozen products according to organizational requirements | | |
| • Store goods in appropriate storage temperature zone to meet storage requirements* | | |
| • Use instrumentation to monitor stocks and zone temperatures* | | |
| • Identify, rectify, and/or report out of specification storage or product temperatures* | | |
| • Segregate damaged product according to workplace procedures* | | |
| • Explain the basic knowledge on the effect of freezing temperatures on equipment | | |
| • Identify emergency procedures and effects of exposure to gas leaks* | | |
| • Select and use PPE according to requirements | | |
| Candidate's Name: | Date: | |