

SELF ASSESSMENT GUIDE

Qualification :	FOOD PROCESSING NC IV	
Certificate of Competency 1:	APPLY RAW MATERIALS/INGREDIENTS AND PROCESS KNOWLEDGE	
Introduction: <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 answers. 		
CAN I?	YES	NO
• Monitor processing parameters, stages and changes which occur during processing*		
• Identify and report non-conformance in raw materials/ingredients, processes and products in accordance to workplace reporting requirements*		
• Investigate and report causes of non-conformance according to workplace reporting requirements*		
• Determine and implement corrective action within level of responsibility and workplace procedures*		
• Take action to prevent reoccurrence of non-conformance and reports action taken according to workplace procedures and reporting requirements*		
• Dispose non-conforming ingredients, raw materials, and products according to workplace policies and procedures*		
• Complete workplace records including reporting non-conformance and documenting corrective actions according to workplace procedures*		
• Identify appropriate handling and storage requirements for raw materials/ingredients and final product*		
• Explain the changes and reactions through processing stages		
• Determine the causes of contamination/unacceptable quality of raw materials/ingredients*		
• Determine the factors affecting shelf life*		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purpose and can only be assessed by concerned assessment personnel and my manager / supervisor.</p>		
Candidate's signature:	Date:	
Assessor's signature :	Date:	

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Qualification :	FOOD PROCESSING NC IV	
Certificate of Competency 2:	MAINTAIN FOOD SAFETY WHEN LOADING, UNLOADING AND TRANSPORTING FOOD	
Introduction: <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 answers. 		
CAN I?	YES	NO
• Inspect and prepare food storage vehicles and containers/ receptacles for appropriateness for use*		
• Follow hand washing and disinfecting procedures to meet workplace requirements*		
• Follow loading/unloading procedures for food in correct sequence and configuration to prevent contamination Loads, secures, and unloads food to meet transportation and temperature control requirements*		
• Monitor temperature parameters and related food safety control points before, during and after transporting food and record information in the required format*		
• Check and monitor other factors that can influence spoilage and contamination during transport*		
• Report incident where food safety control requirements are not met and takes corrective action*		
• Record food safety information to meet workplace requirements*		
• Apply GMP and use PPE*		
• Determine food handling and transport requirements*		
• Determine the hazards in loading, transporting, and unloading food*		
• Communicate effectively both orally and in writing with supervisor and team members		
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Qualification :	FOOD PROCESSING NC IV	
Certificate of Competency 3:	PARTICIPATE IN SENSORY ANALYSIS	
Introduction: <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 answers. 		
CAN I?	YES	NO
• Participate in sensory analysis*		
• Ensure that personal conduct does not jeopardize analytical ability*		
• Analyze samples according to workplace procedures and sensory analysis criteria*		
• Identify and report defects or abnormalities in samples*		
• Record analysis results and submit reports to appropriate personnel for action*		
• Explain principles of sensory analysis system and procedures		
• Record and report results of analysis*		
• Communicate effectively with team members and supervisors		
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Qualification :	FOOD PROCESSING NC IV	
Certificate of Competency 4:	SET UP AND OPERATE PROCESSES IN A PRODUCTION/PACKAGING SYSTEM	
Introduction: <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 answers. 		
CAN I?	YES	NO
• Confirm availability of equipment, related accessories, tools, and utilities to meet production/ packaging requirements*		
• Select machine settings and enter operating parameters as required to meet safety and production/packaging requirements*		
• Load materials, ingredients and/or product as required to meet production requirements*		
• Conduct pre-start checks*		
• Start system and monitor operating conditions and equipment performance*		
• Identify variation in operation and report maintenance requirements*		
• Monitor system to confirm that specifications and stock levels of materials and ingredients are met*		
• Identify, rectify and/or report out-of-specification product/ process/ packaging outcomes*		
• Follow stock level maintenance requirements*		
• Conduct stock inventory and correct and/or report discrepancies in accordance with workplace procedures*		
• Handover system operation and brief operators on system status*		
• Shut down system and identify maintenance requirements		
• Prepare records and reports on operation and areas for improvement		
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Qualification :	FOOD PROCESSING NC IV	
Certificate of Competency 5:	PARTICIPATE IN AN AUDIT PROCESS	
Introduction: <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 answers. 		
CAN I?	YES	NO
<ul style="list-style-type: none"> • Identify roles and responsibilities of audit participants, purpose and scope of the audit, and information and resources required* 		
<ul style="list-style-type: none"> • Collect and analyze information to assess performance against program* 		
<ul style="list-style-type: none"> • Check alignment of actual practices with rules, regulations, and requirements* 		
<ul style="list-style-type: none"> • Identify areas requiring corrective action and report situations of imminent and serious risk* 		
<ul style="list-style-type: none"> • Prepare reports and communicate audit results* 		
<ul style="list-style-type: none"> • Develop corrective action plan* 		
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Qualification :	FOOD PROCESSING NC IV	
Certificate of Competency 6:	PARTICIPATE IN A HACCP TEAM	
Introduction: <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 answers. 		
CAN I?	YES	NO
• Identify roles and responsibilities for participating in developing or reviewing a food safety program*		
• Identify the scope of the food safety program to cover the area of responsibility*		
• Identify processes to be covered by the food safety program and describes steps within each process*		
• Identify food safety hazards expected to occur for each process based on the food safety program*		
• Identify handling methods, processing techniques and existing support programs used in the workplace according to the food safety program*		
• Establish, implements and reviews acceptable methods of control for each food safety hazard *		
• Establish procedures for taking preventive action, methods for monitoring processes, and required corrective action to respond to situations*		
• Communicate food safety-related roles and responsibilities and record keeping requirements and responsibilities*		
• Establish records required to document, implement and maintain the food safety program*		
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Qualification :	FOOD PROCESSING NC IV	
Certificate of Competency 7:	MONITOR WORKPLACE PERFORMANCE AND PARTICIPATE IN IMPROVEMENT PROCESSES	
CAN I?	YES	NO
<ul style="list-style-type: none"> Identify the purpose, responsibilities, and systems and formats in recording and reporting information* 		
<ul style="list-style-type: none"> Identify and uses workplace standards and key performance indicators for performance measurements* 		
<ul style="list-style-type: none"> Confirm records as complete, timely, and accurate and in required format 		
<ul style="list-style-type: none"> Assess, prioritize and address requests for information to meet required timelines* 		
<ul style="list-style-type: none"> Identify access levels, authorities, and security breaches according to records maintenance and security policies* 		
<ul style="list-style-type: none"> Identify barriers to good practice or optimal performance and defines scope of problem* 		
<ul style="list-style-type: none"> Conduct benchmarking within the company, within the food industry, and across different industries to identify potential improvement* 		
<ul style="list-style-type: none"> Identify other data required and additional resources available to support investigation and select data collection methods* 		
<ul style="list-style-type: none"> Select and apply techniques to investigate problem and identify and assess possible causes and options for improvement* 		
<ul style="list-style-type: none"> Identify and describe preferred options and present recommendations* 		
<ul style="list-style-type: none"> Support improvement trials, and evaluate and refine proposals 		
<ul style="list-style-type: none"> Update and communicate operating procedures of improved practices and monitors improvement performance* 		
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