

Reference No.																			
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SELF ASSESSMENT GUIDE

Qualification:	SHIPS' CATERING NC III (SHIPS' COOKS)		
Units of Competency Covered	<ul style="list-style-type: none"> • Prepare Nutritionally - and Health-Balanced Calendar Menu • Demonstrate Practical Cookery • Practice Food Safety, Sanitation and Hygiene • Observe Workplace Health and Safety Practices • Implement Waste Management and Disposal System • Supervise/Administer Galley Area 		
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	
PREPARE NUTRITIONALLY-AND HEALTH-BALANCED CALENDAR MENU			
• Prepare balanced menu based on religious and cultural aspects of crew *			
• Apply component of nutritionally balanced diet foods in accordance with budgetary and ship's crew requirements			
• Observe food allergens and intolerances in accordance with declaration reports			
• Consider diet and nutrition to combat lifestyle disease in accordance with the company policies and procedures			
• Prepare and design calendar/cycle menu based on available resources and dietary requirements			
• Check calculation of amount of food, supplies and ingredients according to recipes/menus			
• Ascertain compliance to system and units of measurement			
• Report estimated food supplies/ ingredients to concern person*			
• Identify food supplies/ ingredients according to portioning per head meal, per head per day per month *			
• Check beginning inventory in accordance with company policies and procedures*			
• Prepare forecast requisition in accordance with availability of supplies *			
• Provide diet plan in consideration with nutritional requirements in accordance with religious and cultural beliefs*			
• Comply rules and regulations according to international standards			

<ul style="list-style-type: none"> Determine number of crew and days of voyage in accordance with the budget allocated by the company 		
<ul style="list-style-type: none"> Prepare request order in accordance with company systems, policies and procedures* 		
DEMONSTRATE PRACTICAL COOKERY		
<ul style="list-style-type: none"> Use ingredients and flavoring agents according to standard recipes and side dishes (Hot or Cold) * 		
<ul style="list-style-type: none"> Use clarifying agents , thickening agents, convenience products and methods are according to procedures 		
<ul style="list-style-type: none"> Use various stocks, soups, sauces, dips and dressings according to calendar menu 		
<ul style="list-style-type: none"> Produce variety of stocks, soups , sauces, dips and dressings , according to standard recipe* 		
<ul style="list-style-type: none"> Store stocks, soups, sauces, dips and dressing in accordance with standard operating procedures 		
<ul style="list-style-type: none"> Identify, checks tools and equipment for defects, damages and conditions in accordance with manufacturer’s manual based on the required tasks* 		
<ul style="list-style-type: none"> Prepare hot meals and side dishes following approved cooking methods 		
<ul style="list-style-type: none"> Thaw frozen ingredients according to approved thawing standards* 		
<ul style="list-style-type: none"> Apply preparation techniques, cutting and portioning based on standard recipes 		
<ul style="list-style-type: none"> Check temperature, quality and texture of cooked meals according to standard recipes* 		
<ul style="list-style-type: none"> Keep meals in their respective holding equipment prior to serving* 		
<ul style="list-style-type: none"> Prepare appetizers, salads and sandwiches (hot, cold and open) following approved cooking methods 		
<ul style="list-style-type: none"> Bake/prepare bread products and hot/cold desserts according to cooking methods* 		
<ul style="list-style-type: none"> Use inventory program in accordance with ship’s requirements and arrangement negotiated with ship chandlers 		
<ul style="list-style-type: none"> Perform physical inventory of catering department provisions, bonded items and housekeeping supplies as per ship’s requirement 		
<ul style="list-style-type: none"> Prepare requisition order based on company requisition and purchasing policy 		
<ul style="list-style-type: none"> Receive and inspect delivered provisions and supplies based on HACCP standard and in accordance with ship’s standard 		
<ul style="list-style-type: none"> Store provision and supplies according to approved method storage of foods wet and dry* 		
<ul style="list-style-type: none"> Perform task using prescribed Personal Protective Equipment (PPE)* 		

PRACTICE FOOD SAFETY, SANITATION AND HYGIENE		
• Identify cause and prevention of food borne disease and food hazards*		
• Apply HACCP (Hazard Analysis Critical Control Point) /Food Safety Management System*		
• Apply principle of receiving food provisions *		
• Apply principle and approved method of storing foods to refrigerated and dry food items*		
• Check and control/ eliminate favorable conditions that support bacteria growth*		
• Clean and sanitize galley, galley tools and equipment following established procedures *		
• Record task in accordance with ship's procedures*		
• Identify source of cross contamination*		
• Apply good personal hygiene practice*		
• Practice personal hygiene in line with the requirements of the ship's food safety program. *		
• Apply proper procedure of hand washing *		
OBSERVE WORKPLACE HEALTH AND SAFETY PRACTICES		
• Clean/ sanitize catering equipment are washed and dried in accordance with ship's standards*		
• Identify and apply sick policies are discussed and undertaken*		
• Identify cause of accident in the galley and preventive measures discussed and undertaken*		
• Identify and apply prevention of accidents are discussed and undertaken*		
• Observe operational procedures of catering tools and equipment in accordance with manufacturer's instruction		
• Assess/check first-aid kit and facilities		
• Assign or arrange trained Basic first-aider		
• Identify prevention of fire *		
• Select and use appropriate type of fire extinguisher *		

IMPLEMENT WASTE MANAGEMENT AND DISPOSAL SYSTEM		
• Determine waste categories prior to segregation *		
• Determine/segregate waste according with their type *		
• Waste is sealed and packaged in accordance with MARPOL Annex V		
• Waste is labeled and placed in a location designated for the purpose		
• Sort waste is store in designated bins/containers in accordance with MARPOL Regulations and procedures		
• Waste is dispose of in accordance with MARPOL Regulations and procedures.		
• Compact where necessary, waste ground for in accordance with the established procedures		
SUPERVISE/ADMINISTER GALLEY AREA		
• Supervise galley management system documents*		
• Supervise/manage storage of cleaning and sanitizing agents in accordance with port state/ship's standard*		
• Determine number of crew and days of voyage in accordance with the budget allocated by the company*		
• Estimate quantity of food supplies/ ingredients required to complete recipes/ menus *		
• Supervise/ manage Inventory in accordance with company policies and procedures*		
• Supervise/ manage calculations according to recipes/menus*		
• Supervise/manage cleaning and sanitation of the galley in accordance with port state/ship's standards*		
• Prepare forecast requisition in accordance with availability of supplies*		
• Supervise/ manage purchase order and forecast requisition in accordance with availability of supplies*		
• Supervise/manage calculation needed to complete work tasks and total expenses using the basic mathematical principles*		
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 Name & Signature	Date:	