

REFERENCE NUMBER :	FOP			0	4	5	6			0	0	0		
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to be filled-out by the Processing Officer

SELF-ASSESSMENT GUIDE

Qualification:	FOOD PROCESSING II		
Unit/s of Competency Covered:	<ul style="list-style-type: none"> • Process Food by Salting, Curing and Smoking • Process Food by Fermentation and Pickling • Process Food by Sugar Concentration • Process Food by Drying and Dehydration • Process Food by Thermal Application 		
<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 in the appropriate box opposite each question to indicate your answer. 			
Can I?	YES	NO	
• Prepare equipment and tools in accordance with manufacturer's specifications.			
• Source-out processing materials are made available according to work requirements.			
• Check and sanitize kitchen utensils in accordance with manufacturer's specifications.			
• Apply safety measure in accordance with Occupational Safety and Health Standards (OSHS).			
• Calibrate quality control tools and weighing scales in accordance with manufacturer's specifications.			
• Sort, grade, wash and sanitize raw materials in accordance with product specifications, established procedures and company standards.*			
• Reduce size of raw materials in accordance with required product specifications.			
• Identify temperature and time requirements for pasteurization and sterilization in accordance with product specifications.*			
• Prepare packing medium in accordance with product type and its requirements.			
• Prepares raw materials based on specified procedures and methods of processing.			
• Prepare sorted fruits in accordance with required forms and target finished product.*			
• Weigh cleaned raw materials in accordance with approved specifications.			
• Boil prepared fruit for jelly and marmalade to obtain the juice extract.			
• Fill with packing medium in the container in accordance with specifications and GMP.*			

<ul style="list-style-type: none"> • Check headspace and filling temperature in accordance with company requirements.* 		
<ul style="list-style-type: none"> • Pack food materials in identified packing materials and weighs in accordance with product specifications.* 		
<ul style="list-style-type: none"> • Operate equipment following manufacturer's manual. 		
<ul style="list-style-type: none"> • Measure and weighs required ingredients for salting and curing in line with approved specifications and Philippine National Standards (PNS). 		
<ul style="list-style-type: none"> • Prepare curing solutions in line with approved specifications and formulation. 		
<ul style="list-style-type: none"> • Operate tools and equipment following instructional manuals. 		
<ul style="list-style-type: none"> • Cure raw materials in accordance with curing conditions and enterprise requirements. 		
<ul style="list-style-type: none"> • Wash and drain cured materials in accordance with standard operating procedures. 		
<ul style="list-style-type: none"> • Perform post -curing process in accordance with the processing requirements. 		
<ul style="list-style-type: none"> • Practice food safety measures following PNS, HACCP and CGMP. 		
<ul style="list-style-type: none"> • Apply work safety practices in accordance with OSHS. 		
<ul style="list-style-type: none"> • Pack and weigh processed cured materials in accordance with product specifications.* 		
<ul style="list-style-type: none"> • Seal and label processed cured products in accordance with product specifications. 		
<ul style="list-style-type: none"> • Practice packing procedures in accordance with CGMP. 		
<ul style="list-style-type: none"> • Observe current good manufacturing practices in the preparation of raw materials. 		
<ul style="list-style-type: none"> • Operate packing equipment in accordance with instructions manual.* 		
<ul style="list-style-type: none"> • Perform finished product inspection to ensure conformity with specifications.* 		
<ul style="list-style-type: none"> • Employ food safety practices in accordance with HACCP and CGMP. 		
<ul style="list-style-type: none"> • Apply work safety measures in accordance with OSHS. 		
<ul style="list-style-type: none"> • Store packed and finished food products in accordance with the required storage condition.* 		
<ul style="list-style-type: none"> • Clean and store tools, materials and equipment based on workplace procedures and operation manuals. 		
<ul style="list-style-type: none"> • Practice proper disposal of wastes in accordance with environmental rules and regulations. 		
<ul style="list-style-type: none"> • Accomplish production data checklist in accordance with enterprise protocol.* 		

• Seal can / bottle in accordance with the procedures manual.*		
• Check seal integrity following standard prescribed by enterprise.*		
• Apply thermal processing to bottled / canned products based on processing requirements.*		
• Observe proper cooling, drying and labeling procedures of bottled / canned products in accordance with standard operating procedures.*		
• Prepare production report in accordance with company standard operating procedures.		
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 and signature		Date

NOTE: * Critical aspects of competency

Evaluated by: <p style="text-align: center;"><u>ANNA LIZZA C. DECENA</u> AC Manager</p> Date:	<input type="checkbox"/> Qualified for Assessment <input type="checkbox"/> Not Yet Qualified for Assessment
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