



FORM

SELF ASSESSMENT (APL 02)

Document No	FPS.03.02
Edition/Revision	A/1
Activation Date	25 September 2017
Page No	1 of 23

Participant Name : _____ Date/Time : _____

Assessor Name : _____ Place of Competency Test : ~~When/Workplace/Independent*)~~
 *) Pick the appropriate

In this part, you are requested to conduct self assessment against the competence unit (s) will be assessed against you.

1. Learn the entire competency units, variables restrictions, assessment guide and critical aspects, and make sure that you have really understood the entire contents.
2. Conduct self assessment by studying and assessing your capability objectively against the entire list of the questions, and determine whether you already competent (C) or not yet competent (NC) by checking sign and checking in the supporting evidence that you consider relevant to each competency units.
3. Assessors and participants signed-off on the Self Assessment form (APL 02)

Certification Scheme Number	DSS.01
Certification Scheme Title	Halal Supervisor
Number of Competence Unit	M.749090.001.01
Title of Competence Unit	To develop HAS document
Element of Competence	1. To identify organization

No of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.1	Are you able to identify business process and documents of organization?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.2	Are you able to compare the Business process and documents to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

No of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
Element of Competence		2. To prepare HAS document according to standard requirements						
2.1	Are you able to develop The scope of HAS application according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.2	Are you able to identify Halal policy, Halal supervisory team, criteria of materials, criteria of product, and criteria of production facility according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.3	Are you able to develop Training and education program, a written procedure for critical activities, traceability program, handling procedure on products not meeting the criteria, internal audit program, management review program, HAS Manual according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.4	Are you able to control HAS document according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Number of Competence Unit		M.749090.002.01						
Title of Competence Unit		To verify HAS document						
Element of Competence		1. To identify HAS document						
No of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.1	Are you able to check the consistency of HAS document on the basis of organization's process business?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.2	Are you able to compare The consistency of HAS document to the scope of HAS application?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		2. To check the consistency of HAS documents with the standard requirements						
2.1	Are you able to check Halal policy, Halal supervisory team, criteria of materials, criteria of product, and criteria of production facility according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.2	Are you able to check Training and education program, a written procedure for critical activities, traceability program, handling procedure on products that do not meet the criteria, internal audit program, management review program, HAS Manual according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Number of Competence Unit		M.749090.003.01						
Title of Competence Unit		To do the socialization of HAS document						
Element of Competence		1. To plan the socialization of HAS document						
No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.1	Are you able to develop Socialization plan according to the organization's structure and functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.2	Are you able to prepare materials and method of socialization on the basis of requirements and its needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		2. To implement the socialization of HAS document						
2.1	Are you able to conduct socialization as it is planned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.2	Are you able to evaluate the effectiveness of socialization according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.3	Are you able to maintain the proof of socialization implementation according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Number of Competence Unit		M.749090.004.01						
Title of Competence Unit		To Prepare Materials Supporting Documents						
Element of Competence		1. To identify critical materials						
No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.1	Are you able to make the list of materials in accordance with the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.2	Are you able to identify critical materials according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		2. To identify the availability of critical materials supporting documents						
2.1	Are you able to ask all critical materials supporting documents in accordance with the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.2	Are you able to validate all critical materials supporting documents according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		3. To monitor the updating of materials supporting documents.						
3.1	Are you able to identify the updated supporting documents of critical materials according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
3.2	Are you able to ask all critical materials supporting documents which are no longer updated for its most updated documents in accordance with the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		4. To document the activity of materials supporting documents preparation						
4.1	Are you able to do documentation of the preparation activity of materials supporting documents in accordance with the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
4.2	Are you able to maintain the documentation of preparation of materials supporting documents according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Number of Competence Unit		M.749090.005.01						
Title of Competence Unit		To do the selection on halal materials						
Element of Competence		1. To do the selection on materials						
No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.1	Are you able to identify the materials to be used according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.2	Are you able to get approval on materials according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.3	Are you able to make list of halal materials in accordance with the approved materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		2. To document the materials selection activity						
2.1	Are you able to do documentation of the materials selection activity according to the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.2	Are you able to maintain the documentation of materials selection according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Number of Competence Unit		M.749090.006.01						
Title of Competence Unit		To do the procurement of halal materials						
Element of Competence		1. To do the procurement of materials						
No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.1	Are you able to identify the material to be purchased according to the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.2	Are you able to identify list of halal materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.3	Are you able to purchase the materials in accordance with the list of halal materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		2. Document of activity of halal materials procurement						
2.1	Are you able to document the activity of halal materials procurement in accordance with the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.2	Are you able to maintain the documentation of halal materials procurement activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Number of Competence Unit		M.749090.007.01						
Title of Competence Unit		To do the handling on halal materials						
Element of Competence		1. To conduct the inspection on incoming materials						
No Of Work Performance Critiera	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.1	Are you able to do the incoming material inspection in accordance with the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.2	Are you able to follow up the incoming materials which are not in compliance with the requirements in accordance with the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		2. To store materials						
2.1	Are you able to do the storage of halal materials in accordance with the standard of halal material storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.2	Are you able to follow up the material that not consistently stored in accordance with the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Element of Competence		3. To arrange the flow of materials						
No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
3.1	Are you able to do the lay-out of materials storage in accordance with the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
3.2	Are you able to adjust the flow of material activity to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		4. Document the activity of halal materials handling						
4.1	Are you able to do documentation of the activity of halal materials handling in accordance with the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
4.2	Are you able to maintain the documentation of handling halal materials in accordance with the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Number of Competence Unit		M.749090.008.01						
Title of Competence Unit		To conduct the halal production process						
Element of Competence		1. To perform the production preparation						
No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.1	Are you able to prepare the materials to be used according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.2	Are you able to prepare the production facility to be used according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		2. To perform the product manufacturing process						
2.1	Are you able to do the manufacturing process by personnel who meet the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.2	Are you able to do the process without any cross contamination from impure and /or haram materials and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		3. To do the washing of production facility						
3.1	Are you able to do the washing of production facility in accordance with the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				



FORM

SELF ASSESSMENT (APL 02)

Document No	FPS.03.02
Edition/Revision	A/1
Activation Date	25 September 2017
Page No	12 of 23

No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
3.2	Are you able to verify the result of washing of production facility in accordance with the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		4. To document the halal production activity						
4.1	Are you able to maintain the documentation of halal manufacturing process according to the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
4.2	Are you able to maintain the documentation of product traceability according to the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Number of Competence Unit		M.749090.009.01						
Title of Competence Unit		To conduct handling on halal products						
Element of Competence		1. Do the product storage						
No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.1	Are you able to prepare the location/facility of product storage according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.2	Are you able to do the product storage according to the requirements of halal product storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		2. Do the product distribution						
2.1	Are you able to prepare distribution facility in order to be free from any prohibited and/or impure element?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.2	Are you able to do the implementation of product distribution without any cross-contamination from any prohibited and/or impure materials and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		3. Do the product serving						
3.1	Are you able to prepare product serving facility in order to be free from any haram and/or impure element?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				



FORM

SELF ASSESSMENT (APL 02)

Document No	FPS.03.02
Edition/Revision	A/1
Activation Date	25 September 2017
Page No	14 of 23

No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
3.2	Are you able to do the implementation of product serving without any cross-contamination from any haram and / or impure materials and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		4. Document the halal product handling						
4.1	Are you able to do documentation of handling on halal products according to the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
4.2	Are you able to maintain the documentation of halal products handling according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Number of Competence Unit	M.749090.010.01
Title of Competence Unit	To conduct the handling on Products not Meeting Halal Criteria
Element of Competence	1. To identify products not meeting halal criteria

No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.1	Are you able to trace back the cause and type of non-conformity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.2	Are you able to identify the products that do not meet halal criteria according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Element of Competence	2. To handle products not meeting the criteria
------------------------------	--

2.1	Are you able to handle the product that do not meet criteria according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.2	Are you able to evaluate the handling of product that do not meet criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Element of Competence	3. To document the handling on products not meeting the criteria
------------------------------	--

3.1	Are you able to do documentation of handling of product that do not meet criteria according to the requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
-----	---	--------------------------	--------------------------	--	--	--	--	--



FORM

SELF ASSESSMENT (APL 02)

Document No	FPS.03.02
Edition/Revision	A/1
Activation Date	25 September 2017
Page No	16 of 23

No Of Work Performance Critiera	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
3.2	Are you able to maintain the documentation of handling of product that do not meet criteria according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Number of Competence Unit		M.749090.011.01						
Title of Competence Unit		To conduct the development of halal products						
Element of Competence		1. To perform the product re-formulation						
No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.1	Are you able to identify the product reformulation according to the requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.2	Are you able to do product reformulation according to requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		2. To perform the development of new products						
2.1	Are you able to identify new product development according to the requirement of halal product reformulation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.2	Are you able to do new product development according to the requirement of halal product development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				



FORM

SELF ASSESSMENT (APL 02)

Document No	FPS.03.02
Edition/Revision	A/1
Activation Date	25 September 2017
Page No	18 of 23

No Of Work Performance Critiera	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
Element of Competence		3. To document the development of halal products						
3.1	Are you able to do documentation of halal product development according to the requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
3.2	Are you able to maintain the documentation of halal product development according to the requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Number of Competence Unit		M.749090.012.01						
Title of Competence Unit		To conduct an internal audit						
Element of Competence		1. To plan an internal audit						
No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.1	Are you able to formulate objective and propose of internal audit according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.2	Are you able to identify the scope of internal audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.3	Are you able to prepare the internal audit resource according to the standard requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.4	Are you able to arrange the internal audit schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.5	Are you able to prepare internal audit checklist according to the needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.6	Are you able to determine the audit methode according to the needs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		2. To do the internal audit						
2.1	Are you able to do internal audit as it is planned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.2	Are you able to collect HAS implementation evidance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.3	Are you able to identify weaknesses of HAS implementation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		3. To prepare the internal audit report						
3.1	Are you able to analyze weaknesses of HAS implementation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
3.2	Are you able to make audit internal report according to the result of internal audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
3.3	Are you able to deliver internal audit report to the related parties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		4. To document the implementation of internal audit						
4.1	Are you able to do documentation of internal audit record according to the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
4.2	Are you able to maintain the documentation of internal audit record according to the requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

Number of Competence Unit		M.749090.013.01						
Title of Competence Unit		To monitor the follow-up of internal audit result						
Element of Competence		1. To conduct an evaluation on the effectiveness of the corrective action on internal audit results						
No Of Work Performance Criteria	List of questions (Self Assessment)	Assessment		Supporting Evidence	Filled by Assessor			
		C	NC		V	A	T	M
1.1	Are you able to plan corrective action according to the requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.2	Are you able to verify execution of corrective action?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
1.3	Are you able to validate result of corrective action according to the requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
Element of Competence		2. To document the monitoring on the corrective action of internal audit						
2.1	Are you able to do documentation of corrective action monitoring of internal audit result according to the requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				
2.2	Are you able to maintain documentation of corrective action monitoring of internal audit result according to the requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Curriculum Vitae <input type="checkbox"/> Photocopy of HAS training certificate or <input type="checkbox"/> Proof of work experience along with photocopy of letter of appointment of Halal Management Team				

**FORM**

Document No

FPS.03.02

SELF ASSESSMENT (APL 02)

Edition/Revision

A/1

Activation Date

25 September 2017

Page No

23 of 23**Assessor Recommendation :**

- Continue to the next assessment step
- Assessment can not be resumed (note the deficiency in note column to be completed and its deadline)

Participant :

Name

Sign/
Date**Note :****Assessor :**

Name

Reg. No.

MET.000.00

Sign/
Date