

Form - Competency Assessment

Food Safety & Quality Template · Provided by GIFSQ

Competency assessment watches someone do the job and scores it - the bridge between 'trained' and 'can actually do it'. Essential for CCP monitors and anyone whose mistakes reach the consumer.

Be specific and honest in every field; vague records help nobody during an investigation. If a field doesn't apply, write N/A rather than leaving it blank.

1. Document control

Field	Details
Document title	Form - Competency Assessment
Document no.	[QA-FORM-015]
Version	[1.0]
Effective date	[YYYY-MM-DD]
Prepared by	[Name / Title / Date]
Approved by	[Name / Title / Date]
Review date	[YYYY-MM-DD]

1. Assessment details

- Name: [] | Role: [] | Task assessed: []
- Assessor: [Name] | Date: [YYYY-MM-DD]
- Type: [Initial / periodic / post-incident / post-training]

2. Assessment criteria

Score honestly: 'competent with supervision' is a valid outcome, not a failure. It tells you exactly what to do next.

#	Criterion	C / NYC (not yet competent)	Evidence / observation
1	[Follows the procedure in correct sequence]	[]	[]
2	[Uses equipment correctly (e.g., probe technique)]	[]	[]
3	[Knows the critical limits / action criteria]	[]	[]
4	[Knows what to do on deviation and who to tell]	[]	[]
5	[Completes records accurately and promptly]	[]	[]
6	[Applies hygiene/GMP during the task]	[]	[]

3. Outcome

- Overall: [Competent / Competent with supervision / Not yet competent]
- Development actions: [] | Review date: [YYYY-MM-DD]
- Next assessment due: [YYYY-MM-DD]
- Assessee signature: [] | Assessor signature: []

Approval and control

Role	Name	Signature	Date
Prepared by	[Name]	[Signature]	[Date]
Reviewed by (QA)	[Name]	[Signature]	[Date]
Approved by	[Name]	[Signature]	[Date]

Keep completed forms for Retain for employment plus [3 years]. at [defined location] - and make sure someone besides you knows where that is.

General use: This template contains no country-specific laws or regulator names and suits any food business — restaurant, catering, food manufacturing, retail, or food service. Adapt temperature limits, legal references, and record-retention periods to your local regulations. Provided by GIFSQ · v1.0 · September 2026