



Fitter-Food manufacturing facility

QP Code: FIC/Q9503

Version: 1.0

NSQF Level: 3

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FIC/Q9503: Fitter-Food manufacturing facility

Brief Job Description

The individual is responsible for carrying out fitting and assembly operations for the machinery utilised at a food processing workplace in adherence with standard work practices. The individual must ensure that the machinery is functioning as per desired standards post completion of fitting and assembly operations.

Personal Attributes

The individual must be able to plan and prioritise tasks effectively. The individual must possess manual dexterity and capable of performing routine calculations accurately.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FIC/N9506: Perform fitting and assembly operations on various equipment at the food processing workplace](#)
2. [FIC/N9507: Carry out preventive maintenance of food processing equipment](#)
3. [FIC/N9901: Implement health and safety practices at the workplace](#)
4. [FIC/N9902: Work effectively in an organisation](#)
5. [SGJ/N1702: Optimize resource utilization at workplace](#)

Qualification Pack (QP) Parameters

Sector	Food Processing
Sub-Sector	Generic
Occupation	Utilities and Maintenance
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL

Minimum Educational Qualification & Experience	12th Class OR 10th Class (and 2 years course in relevant stream) OR 10th Class with 2 Years of experience OR 10th Class + I.T.I (2 years in relevant field)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	1.0

FIC/N9506: Perform fitting and assembly operations on various equipment at the food processing workplace

Description

This NOS is about carrying out various tasks for fitting and assembly of food processing equipment in adherence with standard work practices.

Scope

The scope covers the following :

- Prepare for fitting and assembly
- Perform the fitting and assembly operations
- Perform the post-assembling tasks

Elements and Performance Criteria

Prepare for fitting and assembly

To be competent, the user/individual on the job must be able to:

- PC1.** determine work requirements by obtaining required information from equipment manuals, work instructions, etc.
- PC2.** identify and arrange the tools, measuring instruments, equipment, components/parts and sub-assemblies required for the job
- PC3.** select the appropriate method of fitting and assembly as per the tasks to be performed
- PC4.** check the tools and equipment thoroughly to ensure optimal operation
- PC5.** clean the equipment, fixtures and accessories, work area etc. thoroughly before starting the job
- PC6.** move the food processing equipment and components manually or by hoist and place them securely on the designated space for fitting and assembly work
- PC7.** inspect and mark the defects if any, such as in paint, dents, grooves, cracks, rough edges etc. on the physical body of the food processing equipment

Perform the fitting and assembly operations

To be competent, the user/individual on the job must be able to:

- PC8.** align, adjust and level the components to be assembled as per the design/ manufacturers' specifications
- PC9.** perform fitting operations such as threading, drilling, filing etc. as per equipment needs and prepare the components/parts and sub-assemblies of the equipment for assembly operations
- PC10.** perform assembly operations such as torquing, joining, fastening etc. and assemble the components/parts and sub-assemblies
- PC11.** seal the required areas thoroughly to prevent penetration of water/air etc. during the usage of equipment
- PC12.** set and adjust linkages, tensions and clearances of assembled components as per specifications using gauges and hand tools
- PC13.** check the joints, connections, etc. to ensure they are adequately tightened and joined
- PC14.** escalate issues beyond own scope and seek expert intervention wherever required

- PC15.** label the food processing equipment, specifying the information related to assembly process and quality norms followed
- PC16.** conduct trials of the equipment to verify that system is working effectively and specified parameters are attained with no abnormalities
- PC17.** adjust equipment settings and controls as required to ensure desired operation
- PC18.** run few cycles of equipment and observe its functioning in the presence of the supervisor
- PC19.** implement corrective measures as required after installation to ensure effective operation

Perform the post-assembling tasks

To be competent, the user/individual on the job must be able to:

- PC20.** inspect the food processing equipment visually and carry out minor adjustments as required
- PC21.** clean and store the tools, equipment and process auxiliaries as per organisational procedures
- PC22.** maintain and update the records and documents such as related to fitting and assembling activities done as per organisational practices
- PC23.** dispose waste materials such as failed parts/aggregates safely while ensuring no contact with the raw material, processed food, packaging material, etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant standards and procedures followed in the organization for fitting and assembly of food processing equipment
- KU2.** reporting and documentation procedure followed in an organisation
- KU3.** fittings, components and other parts of mechanical equipment used in food processing industry
- KU4.** various types of mechanical defects that can occur to food processing equipment
- KU5.** procedure to carry out various fitting operations such as filing, drilling, sawing, threading etc.
- KU6.** procedure to carry out assembly operations such as bolting, torquing, tightening, fastening, greasing, hammering, sealing, clamping on the equipment
- KU7.** Standard Operating Procedures (SOP) recommended by the manufacturer for using hand tools, measuring instruments and equipment required during the fitting and assembly process
- KU8.** types of inspections done on the equipment and marking for defects before starting the work
- KU9.** safety requirements to be followed during the fitting and assembling work
- KU10.** how to align, adjust and level the equipment for fitting and assembling work
- KU11.** application of various sealing compounds and adhesives
- KU12.** linkages, tensions and clearances of various food processing equipment
- KU13.** safe practices followed to conduct a trial run of the equipment
- KU14.** inspections conducted post completion of fitting and assembly operations
- KU15.** how to troubleshoot and perform minor repairs for food processing equipment
- KU16.** corrective actions to be taken to rectify the faulty equipment
- KU17.** types of records to be maintained and information to be recorded in them

KU18. safe disposal of materials from the workplace ensuring zero contamination with raw materials, processed food, packaging materials, etc.

KU19. importance of ensuring a clean workplace

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and interpret information from work instructions, equipment manuals and process documents

GS2. communicate with others effectively

GS3. comprehend the information given by the supervisor/team members

GS4. write work related information in English/regional language/Hindi accurately

GS5. recognise workplace problems and take suitable action

GS6. analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently

GS7. plan and prioritise tasks as per work requirements

GS8. be courteous

GS9. be punctual

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for fitting and assembly</i>	11	15	-	8
PC1. determine work requirements by obtaining required information from equipment manuals, work instructions, etc.	1	2	-	1
PC2. identify and arrange the tools, measuring instruments, equipment, components/parts and sub-assemblies required for the job	3	3	-	2
PC3. select the appropriate method of fitting and assembly as per the tasks to be performed	3	3	-	2
PC4. check the tools and equipment thoroughly to ensure optimal operation	1	2	-	1
PC5. clean the equipment, fixtures and accessories, work area etc. thoroughly before starting the job	1	2	-	1
PC6. move the food processing equipment and components manually or by hoist and place them securely on the designated space for fitting and assembly work	1	1	-	-
PC7. inspect and mark the defects if any, such as in paint, dents, grooves, cracks, rough edges etc. on the physical body of the food processing equipment	1	2	-	1
<i>Perform the fitting and assembly operations</i>	15	29	-	10
PC8. align, adjust and level the components to be assembled as per the design/ manufacturers' specifications	2	4	-	1
PC9. perform fitting operations such as threading, drilling, filing etc. as per equipment needs and prepare the components/parts and sub-assemblies of the equipment for assembly operations	2	5	-	2
PC10. perform assembly operations such as torquing, joining, fastening etc. and assemble the components/parts and sub-assemblies	2	5	-	2

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. seal the required areas thoroughly to prevent penetration of water/air etc. during the usage of equipment	1	2	-	1
PC12. set and adjust linkages, tensions and clearances of assembled components as per specifications using gauges and hand tools	1	2	-	1
PC13. check the joints, connections, etc. to ensure they are adequately tightened and joined	1	2	-	1
PC14. escalate issues beyond own scope and seek expert intervention wherever required	1	1	-	-
PC15. label the food processing equipment, specifying the information related to assembly process and quality norms followed	1	1	-	-
PC16. conduct trials of the equipment to verify that system is working effectively and specified parameters are attained with no abnormalities	1	2	-	1
PC17. adjust equipment settings and controls as required to ensure desired operation	1	2	-	-
PC18. run few cycles of equipment and observe its functioning in the presence of the supervisor	1	1	-	-
PC19. implement corrective measures as required after installation to ensure effective operation	1	2	-	1
<i>Perform the post-assembling tasks</i>	4	6	-	2
PC20. inspect the food processing equipment visually and carry out minor adjustments as required	1	2	-	1
PC21. clean and store the tools, equipment and process auxiliaries as per organisational procedures	1	2	-	1
PC22. maintain and update the records and documents such as related to fitting and assembling activities done as per organisational practices	1	1	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. dispose waste materials such as failed parts/aggregates safely while ensuring no contact with the raw material, processed food, packaging material, etc.	1	1	-	-
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9506
NOS Name	Perform fitting and assembly operations on various equipment at the food processing workplace
Sector	Food Processing
Sub-Sector	Generic
Occupation	Utilities and Maintenance
NSQF Level	3
Credits	TBD
Version	1.0
Next Review Date	NA

FIC/N9507: Carry out preventive maintenance of food processing equipment

Description

This NOS is about performing various tasks to ensure preventive maintenance of equipment installed at the food processing facility.

Scope

The scope covers the following :

- Prepare for maintenance work
- Repair and maintain the food processing equipment

Elements and Performance Criteria

Prepare for maintenance work

To be competent, the user/individual on the job must be able to:

- PC1.** determine the work requirements such as type of tasks to be performed (repair, maintenance, etc.), equipment to be maintained from drawings, maintenance schedule, work instructions, process manuals, etc.
- PC2.** identify tools, consumables, spare parts, etc. required for performing repair and maintenance
- PC3.** notify the equipment operator and process owners about the repair and maintenance tasks to be carried out and obtain prior approval
- PC4.** enquire with the user/operator about any problems/unusual conditions noticed in the equipment
- PC5.** clear the work area thoroughly to ensure no unwanted materials are present before starting the work

Repair and maintain the food processing equipment

To be competent, the user/individual on the job must be able to:

- PC6.** shut down the equipment properly by disconnecting all primary and secondary energy sources safely
- PC7.** dismantle the equipment and disconnect the faulty parts from the equipment safely
- PC8.** install the new component/s while ensuring it is connected appropriately as per the schedule
- PC9.** inspect the equipment thoroughly for defects, leakages, breakages, unusual noise, under-rated performance and confirm the nature of operations to be performed
- PC10.** check the equipment for any geometric inaccuracies or internal conditions to test its working status and expected conditions
- PC11.** carry out minor repairs and adjustments of the equipment and report any malfunctions/repairs in the machine beyond own scope to the concerned person
- PC12.** assemble back the covers, guards, clamps, insulation etc. of the equipment after repair and maintenance
- PC13.** update the Maintenance Data Sheet (MDS) on the equipment
- PC14.** record all repairs carried out, parts disposed and replaced, time taken and other significant findings observed during the work process

- PC15.** ensure that all maintenance activities are adequately addressed
- PC16.** dispose unwanted components and waste safely while ensuring no contact with the raw material, processed food, packaging material, etc.
- PC17.** report information such as repair and maintenance work done, faults observed, action taken, parts replaced, next scheduled maintenance, etc. to the supervisors accurately

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant standards and procedures followed in the organization pertaining to food processing equipment maintenance
- KU2.** organisational reporting and documentation procedure
- KU3.** machine specifications and elements of desired functioning of food processing equipment
- KU4.** importance of maintenance schedules and checklists recommended by the equipment manufacturer
- KU5.** significance of equipment layout and plant drawings for maintenance
- KU6.** safe techniques for dismantling and assembling the electrical parts of food processing equipment
- KU7.** SOP recommended by the manufacturer for using tools, equipment, gauges, meters, testing equipment etc. during the maintenance activities
- KU8.** procedure to be followed for checking performance of various components of food processing equipment
- KU9.** safety requirements to be followed during maintenance work
- KU10.** how to troubleshoot and perform minor repairs for components installed within the processing equipment
- KU11.** how to install components in the food processing equipment safely
- KU12.** corrective actions taken to address equipment faults
- KU13.** information to be recorded on the maintenance data sheet
- KU14.** documentation and records need to maintain regarding repair and maintenance activities performed
- KU15.** how to ensure optimal operation of food processing equipment
- KU16.** safe disposal of materials from the workplace ensuring zero contamination with raw materials, processed food, packaging materials, etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and interpret information from work instructions, manuals and process documents
- GS2.** communicate supervisor and co-workers effectively
- GS3.** comprehend the information given by the supervisor/team members
- GS4.** write work related information in English/regional language accurately
- GS5.** recognise a workplace problem and take suitable action

- GS6.** analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS7.** plan and prioritise tasks as per the work requirements
- GS8.** multi-task and adapt to meet work timelines

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for maintenance work</i>	10	11	-	5
PC1. determine the work requirements such as type of tasks to be performed (repair, maintenance, etc.), equipment to be maintained from drawings, maintenance schedule, work instructions, process manuals, etc.	1	2	-	1
PC2. identify tools, consumables, spare parts, etc. required for performing repair and maintenance	5	3	-	2
PC3. notify the equipment operator and process owners about the repair and maintenance tasks to be carried out and obtain prior approval	1	2	-	1
PC4. enquire with the user/operator about any problems/unusual conditions noticed in the equipment	1	1	-	-
PC5. clear the work area thoroughly to ensure no unwanted materials are present before starting the work	2	3	-	1
<i>Repair and maintain the food processing equipment</i>	20	39	-	15
PC6. shut down the equipment properly by disconnecting all primary and secondary energy sources safely	1	2	-	1
PC7. dismantle the equipment and disconnect the faulty parts from the equipment safely	2	3	-	2
PC8. install the new component/s while ensuring it is connected appropriately as per the schedule	1	3	-	1
PC9. inspect the equipment thoroughly for defects, leakages, breakages, unusual noise, under-rated performance and confirm the nature of operations to be performed	5	10	-	3
PC10. check the equipment for any geometric inaccuracies or internal conditions to test its working status and expected conditions	3	6	-	2

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. carry out minor repairs and adjustments of the equipment and report any malfunctions/repairs in the machine beyond own scope to the concerned person	2	5	-	2
PC12. assemble back the covers, guards, clamps, insulation etc. of the equipment after repair and maintenance	1	2	-	1
PC13. update the Maintenance Data Sheet (MDS) on the equipment	1	1	-	-
PC14. record all repairs carried out, parts disposed and replaced, time taken and other significant findings observed during the work process	1	2	-	1
PC15. ensure that all maintenance activities are adequately addressed	1	1	-	-
PC16. dispose unwanted components and waste safely while ensuring no contact with the raw material, processed food, packaging material, etc.	1	2	-	1
PC17. report information such as repair and maintenance work done, faults observed, action taken, parts replaced, next scheduled maintenance, etc. to the supervisors accurately	1	2	-	1
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9507
NOS Name	Carry out preventive maintenance of food processing equipment
Sector	Food Processing
Sub-Sector	Generic
Occupation	Utilities and Maintenance
NSQF Level	3
Credits	TBD
Version	1.0
Next Review Date	NA

FIC/N9901: Implement health and safety practices at the workplace

Description

This unit is about following health and safety procedures at the workplace.

Scope

The scope covers the following :

- Ensure food safety and personal hygiene
- Follow safety measures to avoid accidents
- Follow emergency procedures
- Manage infection control

Elements and Performance Criteria

Ensure food safety and personal hygiene

To be competent, the user/individual on the job must be able to:

- PC1.** follow relevant practices to avoid cross contamination at all stages of food processing operations
- PC2.** follow organisational procedures for handling items that may cause allergic reactions
- PC3.** follow Good Manufacturing Practices (GMP) at the workplace. Good Manufacturing Practices: location and layout (ergonomics), cleaning and sanitation, equipment and containers, pest control, facilities (lighting, water supply, drainage and waste disposal, air quality and ventilation), food storage, transportation, and distribution (Source: Schedule IV, FSSAI Licensing and Registration, 2011)
- PC4.** follow Good Hygiene Practices (GHP) at the workplace appropriately. Good Hygiene Practices: use of gloves, hairnets, masks, ear plugs, goggles, shoes etc; washing hands regularly; treating injuries such as cuts, boils, skin infections and grazes; preventive health check-ups ; getting vaccinated whenever required. (Source: Schedule IV, FSSAI Licensing and Registration, 2011)

Follow safety measures to avoid accidents

To be competent, the user/individual on the job must be able to:

- PC5.** use protective clothing/equipment for specific tasks and work conditions
- PC6.** identify job-site hazardous work and possible causes of risk or accident at the workplace
- PC7.** deal with hazards safely and appropriately to ensure safety of self and others as per organisational protocol
- PC8.** use various types of fire extinguishers effectively
- PC9.** respond promptly and appropriately to an accident situation or medical emergency
- PC10.** provide cardio-pulmonary resuscitation (CPR) as per the requirement (e.g. cardiac arrest)

Follow emergency procedures

To be competent, the user/individual on the job must be able to:

- PC11.** follow workplace emergency and evacuation procedures
- PC12.** use safe methods to free a person from electrocution

PC13. administer appropriate first aid to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning etc.

Manage infection control

To be competent, the user/individual on the job must be able to:

PC14. use appropriate disinfectants to disinfect the work area and equipment as per organisational protocol

PC15. ensure personal hygiene by washing hands regularly using alcohol based sanitisers and wearing personal protective equipment (PPE)

PC16. report illness of self and others to the supervisor or concerned authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. meaning of hazards and risks

KU2. possible causes of risk, hazard or accident in the workplace

KU3. where to find all the general health and safety equipment in the workplace

KU4. health and safety policy and procedures of the organization

KU5. health and safety hazards commonly present in the work environment

KU6. work practices and precautions used to control and prevent risks, hazards and accidents

KU7. applicable standards and regulations as listed in The Food Safety and Standards Act, 2006

KU8. importance of each personal protective equipment used such as eye protection, hard hats, gloves apron, rubber boots, etc.

KU9. importance of ensuring personal hygiene at the workplace

KU10. ways to prevent cross contamination at the workplace

KU11. importance of storing food at specified temperatures

KU12. various dangers associated with the use of electrical and other equipment

KU13. preventive and remedial actions to be taken in the case of exposure to toxic materials

KU14. various causes of fire and the ways to prevent them

KU15. techniques of using the different fire extinguishers

KU16. procedure followed for providing cardio-pulmonary resuscitation (CPR) to the affected

KU17. rescue techniques applied during a fire hazard

KU18. various types of safety signs and what they mean

KU19. workplace emergency and evacuation procedures

KU20. appropriate basic first aid treatment relevant to the condition e.g. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries

KU21. potential injuries and ill health conditions associated with incorrect manual handling

KU22. safe lifting and carrying practices

KU23. safe practices to be followed for ensuring sanitisation of self and work area

KU24. procedure for storing the sanitising materials appropriately

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write an accident/incident report in local language or English
- GS2.** read and comprehend basic content to read labels, charts, signages, symbols and product manuals
- GS3.** communicate with coworkers appropriately in order to clarify instructions and other issues
- GS4.** make appropriate decisions pertaining to the concerned area of work regarding the work objective, span of authority, responsibility, laid down procedure and guidelines
- GS5.** plan and organize the work schedule, work area, tools, equipment and materials for improved productivity
- GS6.** identify probable solutions to the problems in hand and evaluate them
- GS7.** seek official and authorised sources of help and guidance to resolve problems that cannot be solved at one's level of authority

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure food safety and personal hygiene</i>	7	19	-	-
PC1. follow relevant practices to avoid cross contamination at all stages of food processing operations	1	4	-	-
PC2. follow organisational procedures for handling items that may cause allergic reactions	1	4	-	-
PC3. follow Good Manufacturing Practices (GMP) at the workplace. Good Manufacturing Practices: location and layout (ergonomics), cleaning and sanitation, equipment and containers, pest control, facilities (lighting, water supply, drainage and waste disposal, air quality and ventilation), food storage, transportation, and distribution (Source: Schedule IV, FSSAI Licensing and Registration, 2011)	3	7	-	-
PC4. follow Good Hygiene Practices (GHP) at the workplace appropriately. Good Hygiene Practices: use of gloves, hairnets, masks, ear plugs, goggles, shoes etc; washing hands regularly; treating injuries such as cuts, boils, skin infections and grazes; preventive health check-ups ; getting vaccinated whenever required. (Source: Schedule IV, FSSAI Licensing and Registration, 2011)	2	4	-	-
<i>Follow safety measures to avoid accidents</i>	11	24	-	-
PC5. use protective clothing/equipment for specific tasks and work conditions	2	4	-	-
PC6. identify job-site hazardous work and possible causes of risk or accident at the workplace	2	4	-	-
PC7. deal with hazards safely and appropriately to ensure safety of self and others as per organisational protocol	2	4	-	-
PC8. use various types of fire extinguishers effectively	2	4	-	-
PC9. respond promptly and appropriately to an accident situation or medical emergency	1	4	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. provide cardio-pulmonary resuscitation (CPR) as per the requirement (e.g. cardiac arrest)	2	4	-	-
<i>Follow emergency procedures</i>	6	12	-	-
PC11. follow workplace emergency and evacuation procedures	2	4	-	-
PC12. use safe methods to free a person from electrocution	2	4	-	-
PC13. administer appropriate first aid to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning etc.	2	4	-	-
<i>Manage infection control</i>	6	15	-	-
PC14. use appropriate disinfectants to disinfect the work area and equipment as per organisational protocol	3	7	-	-
PC15. ensure personal hygiene by washing hands regularly using alcohol based sanitisers and wearing personal protective equipment (PPE)	1	4	-	-
PC16. report illness of self and others to the supervisor or concerned authority	2	4	-	-
NOS Total	30	70	-	-

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9901
NOS Name	Implement health and safety practices at the workplace
Sector	Food Processing
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQ Clearance Date	25/11/2021

FIC/N9902: Work effectively in an organisation

Description

This unit is about working effectively with others.

Scope

The scope covers the following :

- Communicate effectively
- Work in a team effectively
- Respect diversity

Elements and Performance Criteria

Communicate effectively

To be competent, the user/individual on the job must be able to:

- PC1.** obtain complete information and instructions from designated personnel
- PC2.** reciprocate understanding and seek clarifications whenever required
- PC3.** provide information accurately and clearly
- PC4.** use inclusive language (verbal, non-verbal and written) that is gender, disability and culturally sensitive

Work in a team effectively

To be competent, the user/individual on the job must be able to:

- PC5.** plan tasks to be performed as per priority and need
- PC6.** consult with and assist others to maximize effectiveness and efficiency at work
- PC7.** escalate problems and grievances beyond own scope to the concerned authority
- PC8.** take appropriate action to resolve conflicts at the workplace

Respect diversity

To be competent, the user/individual on the job must be able to:

- PC9.** maintain a gender-neutral behaviour with everyone at the workplace
- PC10.** empathise with People with Disabilities (PwD) and offer help, if required
- PC11.** recognise and report incidents of harassment and discrimination to appropriate authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational quality procedures and processes associated with work
- KU2.** standards, policies, and procedures followed in the organization relevant to employment, harassment, discrimination and performance conditions
- KU3.** reporting structure, inter-dependent functions, lines, and procedures applicable at the workplace

- KU4.** different types of harassment and discrimination based on gender, disability, caste, religion, and culture
- KU5.** components of effective communication and its importance
- KU6.** importance of teamwork in organizational and individual success
- KU7.** importance of ethics and discipline for professional success
- KU8.** how to express and address grievances appropriately and effectively
- KU9.** importance and ways of managing interpersonal conflict effectively
- KU10.** different types of disabilities and the challenges faced by persons with disability (PwD)
- KU11.** laws, acts and provisions defined for PwD
- KU12.** importance of gender sensitivity and equality
- KU13.** legislations, grievance redressal mechanisms, and penalties against harassment in the workplace

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate information, doubts and concerns about work related matters in local language or Hindi/English
- GS2.** read and interpret information given in local language or Hindi/English
- GS3.** establish priorities and deadlines in consultation with other and record them
- GS4.** be punctual
- GS5.** listen to others concerns and doubts carefully and address them
- GS6.** be courteous

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicate effectively</i>	8	13	-	-
PC1. obtain complete information and instructions from designated personnel	2	3	-	-
PC2. reciprocate understanding and seek clarifications whenever required	2	3	-	-
PC3. provide information accurately and clearly	2	3	-	-
PC4. use inclusive language (verbal, non-verbal and written) that is gender, disability and culturally sensitive	2	4	-	-
<i>Work in a team effectively</i>	8	14	-	-
PC5. plan tasks to be performed as per priority and need	2	4	-	-
PC6. consult with and assist others to maximize effectiveness and efficiency at work	2	3	-	-
PC7. escalate problems and grievances beyond own scope to the concerned authority	2	3	-	-
PC8. take appropriate action to resolve conflicts at the workplace	2	4	-	-
<i>Respect diversity</i>	6	12	-	-
PC9. maintain a gender-neutral behaviour with everyone at the workplace	2	4	-	-
PC10. empathise with People with Disabilities (PwD) and offer help, if required	2	4	-	-
PC11. recognise and report incidents of harassment and discrimination to appropriate authority	2	4	-	-
NOS Total	22	39	-	-

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9902
NOS Name	Work effectively in an organisation
Sector	Food Processing
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

SGJ/N1702: Optimize resource utilization at workplace

Description

This unit is about adopting sustainable practices and optimizing use of resources, especially material, energy and waste, in day-to-day operations at work

Scope

The scope covers the following :

- Material conservation practices
- Energy/electricity conservation practices
- Effective waste management/recycling practices

Elements and Performance Criteria

Material conservation practices

To be competent, the user/individual on the job must be able to:

- PC1.** identify ways to optimize usage of material including water in various tasks/activities/processes
- PC2.** check for spills/leakages in various tasks/activities/processes
- PC3.** plug spills/leakages and escalate to appropriate authority if unable to rectify
- PC4.** carry out routine cleaning of tools, machines and equipment

Energy/electricity conservation practices

To be competent, the user/individual on the job must be able to:

- PC5.** identify ways to optimize usage of electricity/energy in various tasks/activities/processes
- PC6.** check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC7.** report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment
- PC8.** ensure electrical equipment and appliances are properly connected and turned off when not in use

Effective waste management/recycling practices

To be competent, the user/individual on the job must be able to:

- PC9.** identify recyclable and non-recyclable, and hazardous waste generated
- PC10.** segregate waste into different categories
- PC11.** dispose non-recyclable waste appropriately
- PC12.** deposit recyclable and reusable material at identified location
- PC13.** follow processes specified for disposal of hazardous waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** potential hazards, risks and threats based on the nature of work
- KU2.** layout of the workstation and electrical and thermal equipment used
- KU3.** organizations procedures for minimizing waste
- KU4.** efficient and inefficient utilization of material and water
- KU5.** ways of efficiently managing material and water in the process
- KU6.** basics of electricity and prevalent energy efficient devices
- KU7.** ways to recognize common electrical problems
- KU8.** common practices of conserving electricity
- KU9.** usage of different colours of dustbins
- KU10.** categorization of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU11.** waste management and methods of waste disposal
- KU12.** common sources of pollution and ways to minimize it

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** record data on waste disposal at workplace
- GS2.** complete statutory documents relevant to safety and hygiene
- GS3.** read Standard Operating Practices (SOP) documents
- GS4.** communicate with colleagues on the significance of greening of jobs
- GS5.** make timely decisions for efficient utilization of resources
- GS6.** complete tasks efficiently and accurately within stipulated time
- GS7.** work with supervisors/team members to carry out work related tasks
- GS8.** identify cause and effect of greening of jobs

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Material conservation practices</i>	4	8	-	-
PC1. identify ways to optimize usage of material including water in various tasks/activities/processes	1	2	-	-
PC2. check for spills/leakages in various tasks/activities/processes	1	2	-	-
PC3. plug spills/leakages and escalate to appropriate authority if unable to rectify	1	2	-	-
PC4. carry out routine cleaning of tools, machines and equipment	1	2	-	-
<i>Energy/electricity conservation practices</i>	4	8	-	-
PC5. identify ways to optimize usage of electricity/energy in various tasks/activities/processes	1	2	-	-
PC6. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	1	2	-	-
PC7. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	1	2	-	-
PC8. ensure electrical equipment and appliances are properly connected and turned off when not in use	1	2	-	-
<i>Effective waste management/recycling practices</i>	5	10	-	-
PC9. identify recyclable and non-recyclable, and hazardous waste generated	1	2	-	-
PC10. segregate waste into different categories	1	2	-	-
PC11. dispose non-recyclable waste appropriately	1	2	-	-
PC12. deposit recyclable and reusable material at identified location	1	2	-	-
PC13. follow processes specified for disposal of hazardous waste	1	2	-	-
NOS Total	13	26	-	-

National Occupational Standards (NOS) Parameters

NOS Code	SGJ/N1702
NOS Name	Optimize resource utilization at workplace
Sector	Green Jobs
Sub-Sector	Other Green Jobs
Occupation	Resource Optimization
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
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Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FIC/N9506.Perform fitting and assembly operations on various equipment at the food processing workplace	30	50	-	20	100	35
FIC/N9507.Carry out preventive maintenance of food processing equipment	30	50	-	20	100	25
FIC/N9901.Implement health and safety practices at the workplace	30	70	-	-	100	15
FIC/N9902.Work effectively in an organisation	22	39	-	-	61	15
SGJ/N1702.Optimize resource utilization at workplace	13	26	-	-	39	10
Total	125	235	-	40	400	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

Organisational Context	<p>Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.</p>
Technical Knowledge	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
Core Skills/ Generic Skills (GS)	<p>Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.</p>
Electives	<p>Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.</p>
Options	<p>Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.</p>