

Qualification Pack



Packing Machine Worker-Food Processing

QP Code: FIC/Q7002

Version: 3.0

NSQF Level: 3

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Qualification Pack

Contents

FIC/Q7002: Packing Machine Worker-Food Processing	3
<i>Brief Job Description</i>	3
Applicable National Occupational Standards (NOS)	3
<i>Compulsory NOS</i>	3
<i>Qualification Pack (QP) Parameters</i>	3
CSC/N1336: Work effectively with others	5
FIC/N7024: Monitor packing machines for various processed food products	9
FIC/N9002: Use basic health and safety practices at a food processing workplace	17
DGT/VSQ/N0101: Employability Skills (30 Hours)	26
Assessment Guidelines and Weightage	31
<i>Assessment Guidelines</i>	31
<i>Assessment Weightage</i>	32
Acronyms	33
Glossary	34

Qualification Pack

FIC/Q7002: Packing Machine Worker-Food Processing

Brief Job Description

This job holder monitors the packing machine, loads the packing material, removes the packed food items, checks the quality of the packing visually and segregates the pieces that are not properly packed. The candidates works under supervision and in shifts.

Personal Attributes

Needs to be quality conscious, alert and physically active as well as capable to stand and work for long hours. Should be able to work as per instructions given, be responsible for own outcomes and work in a team.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [CSC/N1336: Work effectively with others](#)
2. [FIC/N7024: Monitor packing machines for various processed food products](#)
3. [FIC/N9002: Use basic health and safety practices at a food processing workplace](#)
4. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling, Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Soya Food, Packaged Foods
Occupation	Packaging
Country	India
NSQF Level	3
Credits	9
Aligned to NCO/ISCO/ISIC Code	NCO-2004/NIL

Qualification Pack

Minimum Educational Qualification & Experience	<p>5th Class with 4 Years of experience relevant experience</p> <p>OR</p> <p>Ability to read and write with 5 Years of experience relevant experience</p> <p>OR</p> <p>8th grade pass and pursuing continuous schooling in regular school with vocational subject</p> <p>OR</p> <p>8th grade pass with 1 Year of experience relevant experience</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level (2) with 1 Year of experience relevant experience</p> <p>OR</p> <p>Previous relevant Qualification of NSQF Level (2.5) with 6 Months of experience</p>
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	30/09/2024
NSQC Approval Date	30/09/2021
Version	3.0
Reference code on NQR	2022/FI/FICSI/06691
NQR Version	2

Remarks:

NA

Qualification Pack

CSC/N1336: Work effectively with others

Description

This unit covers basic etiquette and competencies that a candidate is required to possess and demonstrate in their behavior and interactions with others at the workplace. These cover areas such as communication etiquette, discipline, listening etc.

Elements and Performance Criteria

Work effectively with others

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

- PC1.** accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required
- PC2.** accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt
- PC3.** give information to others clearly, at a pace and in a manner that helps them to understand
- PC4.** display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible
- PC5.** consult with and assist others to maximize effectiveness and efficiency in carrying out tasks
- PC6.** display appropriate communication etiquette while working (Communication etiquette: do not use abusive language; use appropriate titles and terms of respect; do not eat or chew while talking (vice versa) etc.)
- PC7.** display active listening skills while interacting with others at work
- PC8.** use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism
- PC9.** demonstrate responsible and disciplined behaviors at the workplace (Disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.)
- PC10.** escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions
- KU2.** reporting structure, inter-dependent functions, lines and procedures in the work area
- KU3.** relevant people and their responsibilities within the work area
- KU4.** escalation matrix and procedures for reporting work and employment related issues
- KU5.** various categories of people that one is required to communicate and coordinate within the organization
- KU6.** importance of effective communication in the workplace

Qualification Pack

- KU7.** importance of teamwork in organizational and individual success
- KU8.** various components of effective communication
- KU9.** key elements of active listening
- KU10.** value and importance of active listening and assertive communication
- KU11.** barriers to effective communication
- KU12.** importance of tone and pitch in effective communication
- KU13.** importance of avoiding casual expletives and unpleasant terms while communicating professional circles
- KU14.** how poor communication practices can disturb people, environment and cause problems for the employee, the employer and the customer
- KU15.** importance of ethics for professional success
- KU16.** importance of discipline for professional success
- KU17.** what constitutes disciplined behavior for a working professional
- KU18.** common reasons for interpersonal conflict
- KU19.** importance of developing effective working relationships for professional success
- KU20.** expressing and addressing grievances appropriately and effectively
- KU21.** importance and ways of managing interpersonal conflict effectively

Generic Skills (GS)

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

- GS1.** read basic terms and terminologies to accurately interpret work-related documents, labels, supervisor instructions in the local language
- GS2.** read and interpret accurate information from various relevant work instructions and records
- GS3.** write clear and legible notes to self, colleagues and seniors to pass messages, keep records, prepare to-do lists, take down instructions
- GS4.** write basic numbers, quantities and work-related terminology for operational requirements in the local language
- GS5.** interact with the supervisor appropriately (correct protocol and manner of speaking) in order to understand the basic requirements of the product, production plans, and other associated requirements
- GS6.** give clear instructions to co-workers about the type of output required and answer queries
- GS7.** display active listening skills while interacting with co-workers and others in the workplace
- GS8.** use appropriate planning to maintain a smooth relationship with fellow team members
- GS9.** take steps within ones limits of authority to initiate modification in plan if the circumstances require it
- GS10.** check that work meets customer requirements
- GS11.** deliver consistent and reliable service to internal and external customers
- GS12.** work with co-workers and supervisor to resolve any issues that threaten disruption, increase risk, cause delays or under-achievement of quality and targets as per the planned schedule

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Work effectively with others</i>	30	70	-	-
PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required	3	7	-	-
PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt	3	7	-	-
PC3. give information to others clearly, at a pace and in a manner that helps them to understand	3	7	-	-
PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible	3	7	-	-
PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks	3	7	-	-
PC6. display appropriate communication etiquette while working (Communication etiquette: do not use abusive language; use appropriate titles and terms of respect; do not eat or chew while talking (vice versa) etc.)	3	7	-	-
PC7. display active listening skills while interacting with others at work	3	7	-	-
PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism	3	7	-	-
PC9. demonstrate responsible and disciplined behaviors at the workplace (Disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.)	3	7	-	-
PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict	3	7	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	CSC/N1336
NOS Name	Work effectively with others
Sector	Capital Goods
Sub-Sector	Machine Tools, Dies, Moulds and Press Tools, Plastics Manufacturing Machinery, Textile Manufacturing Machinery, Process Plant Machinery, Electrical and Power Machinery, Light Engineering Goods
Occupation	Machining
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
NSQC Clearance Date	30/09/2021

Qualification Pack

FIC/N7024: Monitor packing machines for various processed food products

Description

This OS unit covers competencies required by a worker on the packing machine section of a food processing production line. It is an entry level position and the candidate is expected to perform as per instructions given and under supervision, taking responsibility of own actions and for quality, accuracy and required rate of productivity.

Elements and Performance Criteria

Prepare for packing by packing machine

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

- PC1.** obtain packing specifications from authorized source eg.supervisor, team lead, ERP system, etc
- PC2.** identify food product to be packed and its specification in terms of quantity and quality
- PC3.** ensure inflow of food product to be packed is suitable as per specifications
- PC4.** identify packing material to be obtained, their quantities and any quality criteria that is to be adhered to before packing packing material: sheets, boxes, cans, or rolls made of plastic, paper, cardboard, cloth or metal; bottles, etc.
- PC5.** obtain packing material as per the job specification received
- PC6.** check if the packing material is as per required quantity and quality standard
- PC7.** ensure the packing machine is in operating condition
- PC8.** use the appropriate personal protective equipment(PPE)
- PC9.** ensure environmental requirements for packing of the particular food item are in place as per operational guidelines environmental requirements: e.g. temperature requirements, moisture requirements, non-contamination requirements, cleanliness and hygiene requirements, ventilation requirements, etc.
- PC10.** load, position, or feed the food product in the packing machine as per manufactures guidelines and packing specifications packing machine: in continuation with the food processing line, separate machine from the food processing line
- PC11.** load, position or feed the packing materials in the packing machine as per manufactures guidelines and packing specifications

Conduct pre-checks before starting the packing production line

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

- PC12.** enter the operating parameters as per the production requirements given in the packing specification
- PC13.** produce sample packing and check if the packing is as per specifications
- PC14.** adjust operating parameters to correct the faults identified in the samples till the packing is as per acceptable standards
- PC15.** monitor equipment to identify any discrepancy in operating conditions
- PC16.** report the discrepancies identified to the supervisor or maintenance staff as per operational guidelines

Qualification Pack

Monitor the packing production line

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

- PC17.** start production as per workplace procedures, taking all safety and hygiene related precautions
- PC18.** monitor the packing production line to ensure that there are no discrepancies as per standard
- PC19.** identify non-standard output product by visual inspection
- PC20.** perform integrity testing on the packed items as per operational guidelines
- PC21.** segregate and label the non-standard materials and packages which do not meet the specification
- PC22.** hand over standard and non-standard packed products as per operational guidelines, with minimum damage
- PC23.** maintain the supply of packing materials throughout the run
- PC24.** ensure that the required output rates are maintained
- PC25.** identify discrepancies, non-standard out-put, problems and immediately report to the supervisor to ensure immediate resolution of the problem
- PC26.** shut down the packing production line in case of emergencies

Perform post production activities

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

- PC27.** follow the correct procedures for the removal of waste
- PC28.** clean the machine after use as per operational guidelines and manufacture's guidelines
- PC29.** identify and report equipment faults as per operational guidelines
- PC30.** Store re-usable materials and equipment in designated area in a condition ready for re-use
- PC31.** Perform relevant documentation like production details, quality details, maintenance details, etc.

Process Compliances

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

- PC32.** comply with relevant legislation for food processing and packaging norms Norms: Food Safety and Standards Act, 2006 - Packaging and Labeling Regulations, relevant HACCP guidelines, relevant ISO 22000 guidelines, regulations with respect to the food item being packed, etc.
- PC33.** adhere to organizational and FSSAI standards, policies and procedures with respect to operation of the food item packing machine

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant legislation, standards, policies, and procedures followed in the company
- KU2.** relevant health and safety requirements applicable in the work place
- KU3.** own job role and responsibilities and sources for information pertaining to employment terms, entitlements, job role and responsibilities
- KU4.** reporting structure, inter-dependent functions, lines and procedures in the work area

Qualification Pack

- KU5.** who to approach for support in order to obtain work related instructions, clarifications and support
- KU6.** importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business
- KU7.** relevant people and their responsibilities within the work area
- KU8.** escalation matrix and procedures for reporting work and employment related issues
- KU9.** documentation and related procedures applicable in the context of employment and work
- KU10.** purpose and basic principles of the packaging process
- KU11.** various types of packing machines used for packaging of processed food items in india
- KU12.** various types of packaged processed food items
- KU13.** various types of packaging used for processed food items
- KU14.** various material(s) used for packing
- KU15.** how to identify material specifications like, type, quantity, quality, etc
- KU16.** how to obtain the food items and packing materials in a production facility
- KU17.** possible quality criteria for various types of processed food items that needs to be checked before packing
- KU18.** possible quality criteria for various types of packing materials that need to be checked before packing
- KU19.** ppe used during processed food packing operations and its need
- KU20.** possible environmental requirements for while packaging different types of processed food items
- KU21.** how to load, position or feed the food product in the packing machine
- KU22.** how to load, position or feed the packing material(s) in the packing machine
- KU23.** various operating parameters in different types of packing machines and which aspect of the packaging does it impact
- KU24.** how to identify the operating parameters of the packing machine
- KU25.** how to enter the operating parameters into the packing machine
- KU26.** importance of obtaining a sample and inspecting it against the required standard before initiating the complete production process
- KU27.** possible quality parameters that may need to be checked to ensure adherence to standard in packaging
- KU28.** possible indicators of fault in the packaging equipment or machine
- KU29.** safety and hygiene precautions for packing operation of various types of processed food items
- KU30.** contamination/food safety risks related to stages in the packaging process and related control measures
- KU31.** basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment
- KU32.** the machine sequence for packing operations
- KU33.** the procedures for reporting and dealing with problems
- KU34.** how to monitor and maintain the levels of materials

Qualification Pack

- KU35.** packing specification that have to be monitored and inspected the flow of processes supplying the packaging process and the effect of outputs on downstream processes
- KU36.** effect of variation in inputs, such as packaging components/consumables, materials and/or services, on process performance
- KU37.** typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems
- KU38.** methods used to monitor the packaging process, such as visual inspecting, and measuring and integrity testing as required by the process
- KU39.** emergency and routine shutdowns, when and how to perform the same on the packing machine
- KU40.** the condition in which the area should be left
- KU41.** how and when to remove packs and part packs

Generic Skills (GS)

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

- GS1.** Fill logs, forms and formats in local or English language for recording production figures, quality related information, machine maintenance related information, etc.
- GS2.** Take notes in local or English language of instructions received from supervisor
- GS3.** Read to differentiate the various types of packing
- GS4.** Read the job specification provided in local or English language
- GS5.** Read instructions from supervisor provided in local or English language
- GS6.** Inform supervisor or team members of discrepancies, non-standard output, machine issues or any or problems in any language understood locally
- GS7.** Take instructions completely so that no instruction is missed or misunderstood
- GS8.** Seek clarification and understanding where instructions are not clear in any language understood locally
- GS9.** Use common food product or machine related terms and jargons where required
- GS10.** Use the quality parameters to take decisions to reject a packed piece or not
- GS11.** When faced with difficult decisions seek clarification from the supervisor and understand the parameters used by the supervisor to arrive at the decision
- GS12.** Plan and organize own work in a way that all activities are completed in time and as per specifications

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for packing by packing machine</i>	8	25	-	-
PC1. obtain packing specifications from authorized source eg.supervisor, team lead, ERP system, etc	-	2	-	-
PC2. identify food product to be packed and its specification in terms of quantity and quality	1	2	-	-
PC3. ensure inflow of food product to be packed is suitable as per specifications	1	2	-	-
PC4. identify packing material to be obtained, their quantities and any quality criteria that is to be adhered to before packing packing material: sheets, boxes, cans, or rolls made of plastic, paper, cardboard, cloth or metal; bottles, etc.	1	2	-	-
PC5. obtain packing material as per the job specification received	-	2	-	-
PC6. check if the packing material is as per required quantity and quality standard	1	2	-	-
PC7. ensure the packing machine is in operating condition	-	2	-	-
PC8. use the appropriate personal protective equipment(PPE)	1	3	-	-
PC9. ensure environmental requirements for packing of the particular food item are in place as per operational guidelines environmental requirements: e.g. temperature requirements, moisture requirements, non-contamination requirements, cleanliness and hygiene requirements, ventilation requirements, etc.	1	2	-	-
PC10. load, position, or feed the food product in the packing machine as per manufactures guidelines and packing specifications packing machine: in continuation with the food processing line, separate machine from the food processing line	1	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. load, position or feed the packing materials in the packing machine as per manufactures guidelines and packing specifications	1	3	-	-
<i>Conduct pre-checks before starting the packing production line</i>	4	12	-	-
PC12. enter the operating parameters as per the production requirements given in the packing specification	1	2	-	-
PC13. produce sample packing and check if the packing is as per specifications	1	3	-	-
PC14. adjust operating parameters to correct the faults identified in the samples till the packing is as per acceptable standards	1	3	-	-
PC15. monitor equipment to identify any discrepancy in operating conditions	1	2	-	-
PC16. report the discrepancies identified to the supervisor or maintenance staff as per operational guidelines	-	2	-	-
<i>Monitor the packing production line</i>	9	23	-	-
PC17. start production as per workplace procedures, taking all safety and hygiene related precautions	1	3	-	-
PC18. monitor the packing production line to ensure that there are no discrepancies as per standard	2	2	-	-
PC19. identify non-standard output product by visual inspection	1	2	-	-
PC20. perform integrity testing on the packed items as per operational guidelines	1	3	-	-
PC21. segregate and label the non-standard materials and packages which do not meet the specification	2	2	-	-
PC22. hand over standard and non-standard packed products as per operational guidelines, with minimum damage	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. maintain the supply of packing materials throughout the run	-	2	-	-
PC24. ensure that the required output rates are maintained	-	2	-	-
PC25. identify discrepancies, non-standard out-put, problems and immediately report to the supervisor to ensure immediate resolution of the problem	1	3	-	-
PC26. shut down the packing production line in case of emergencies	-	2	-	-
<i>Perform post production activities</i>	2	10	-	-
PC27. follow the correct procedures for the removal of waste	1	2	-	-
PC28. clean the machine after use as per operational guidelines and manufacture's guidelines	1	2	-	-
PC29. identify and report equipment faults as per operational guidelines	-	2	-	-
PC30. Store re-usable materials and equipment in designated area in a condition ready for re-use	-	2	-	-
PC31. Perform relevant documentation like production details, quality details, maintenance details, etc.	-	2	-	-
<i>Process Compliances</i>	2	5	-	-
PC32. comply with relevant legislation for food processing and packaging norms Norms: Food Safety and Standards Act, 2006 - Packaging and Labeling Regulations, relevant HACCP guidelines, relevant ISO 22000 guidelines, regulations with respect to the food item being packed, etc.	-	3	-	-
PC33. adhere to organizational and FSSAI standards, policies and procedures with respect to operation of the food item packing machine	2	2	-	-
NOS Total	25	75	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N7024
NOS Name	Monitor packing machines for various processed food products
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling, Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks, Soya Food, Packaged Foods
Occupation	Packaging
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	30/09/2021
Next Review Date	19/07/2023
NSQF Clearance Date	19/01/2023

Qualification Pack

FIC/N9002: Use basic health and safety practices at a food processing workplace

Description

This OS unit is about knowledge and practices relating to health, safety and security that candidates need to use in the workplace. It covers responsibilities towards self, others, assets and the environment.

Elements and Performance Criteria

Health and safety

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

- PC1.** use protective clothing/equipment for specific tasks and work conditions protective clothing: coats and aprons; ear plugs or muffs; eye and facial protection; head-wear; mesh aprons; protective boot covers; protective hand and arm covering; protective head and hair covering; uniforms; waterproof clothing; work, safety or waterproof footwear equipment: lifting assistance, respirator
- PC2.** state the name and location of people responsible for health and safety in the workplace
- PC3.** identify job-site hazardous work and state possible causes of risk or accident in the workplace hazards: sharp edged tools; hazardous surfaces(sharp, slippery, uneven, chipped, broken, etc.); physical hazards(working at heights, manual handling, sharp equipment, sharp and piercing objects, excessive noise, confined spaces, obstructions due to unattended carcasses movement along the rails/ conveyors & trolleys, blind turns, poor ventilation, over stacked shelves and packages, etc.) electrical hazards (power supply and points, loose and naked cables and wires, equipment malfunctions, etc.) possible causes of risk and accident: physical actions; listening to and giving instructions; inattention; improper disposal of organic and carcass wastes & fluids; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness/ zoonotic diseases)
- PC4.** carry out safe working practices while dealing with hazards to ensure the safety of self and others safe working practices: using protective clothing and equipment; putting up and reading safety signs; handle tools in the correct manner and store and maintain them properly; sterilize tools and equipment; prevent organic material and carcass contamination; disinfect work area, keep work area clear of clutter, spillage and unsafe object lying casually; while working with electricity take all electrical precautions like insulated clothing, adequate equipment insulation, use of control equipment, dry work area, switch off the power supply when not required, etc.; safe lifting and carrying practices; use equipment that is working properly and is well maintained; take due measures for safety while working in confined places, trenches or at heights, etc. including good ventilation, lighting etc.
- PC5.** state methods of accident prevention in the work environment of the job role methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors
- PC6.** state location of general health and safety equipment in the workplace general health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations(e.g. fire exits, exhaust fans)
- PC7.** work safely in and around trenches, elevated places and confined areas
- PC8.** handle food and related materials safely using correct procedures

Qualification Pack

- PC9.** apply good housekeeping practices at all times good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces, disinfect work areas, clean/clear drains, sterile knives, pest control
- PC10.** identify common hazard signs displayed in various areas various areas: on chemical containers; equipment; packages; inside buildings; in open areas and public spaces, etc.
- PC11.** adhere to relevant food safety policies such as propriety product policy, gloves policy, pest control policy, restrictions on harmful chemicals inside work area during production

Fire safety

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

- PC12.** use the various appropriate fire extinguishers on different types of fires correctly types of fires: class a: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; class b: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; class c: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. (these categories of fires become class a, b, and d fires when the electrical equipment that initiated the fire is no longer receiving electricity); class d: combustible metals such as magnesium, titanium, and sodium (these fires burn at extremely high temperatures and require special suppression agents)
- PC13.** demonstrate rescue techniques applied during fire hazard
- PC14.** demonstrate good housekeeping in order to prevent fire hazards
- PC15.** demonstrate the correct use of a fire extinguisher

Emergencies, rescue and first-aid procedures

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

- PC16.** demonstrate how to free a person from electrocution
- PC17.** administer appropriate first aid to victims where required e.g. in case of bleeding, burns, choking, electric shock, poisoning, etc.
- PC18.** demonstrate basic techniques of bandaging
- PC19.** respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments
- PC20.** perform and organize loss minimization or rescue activity during an accident in real or simulated environments
- PC21.** administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases
- PC22.** demonstrate the artificial respiration and the CRP process
- PC23.** participate in emergency procedures emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work
- PC24.** complete a written accident/incident report or dictate a report to another person, and send report to person responsible incident report includes details of: name, date/time of incident, date/time of report, location, environment conditions, persons involved, sequence of events, injuries sustained, damage sustained, actions taken, witnesses, supervisor/manager notified
- PC25.** demonstrate correct method to move injured people and others during an emergency

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

Qualification Pack

- KU1.** names (and job titles if applicable), and where to find, all the people responsible for health and safety in a workplace
- KU2.** names and location of documents that refer to health and safety in the workplace
- KU3.** meaning of hazards and risks
- KU4.** health and safety hazards commonly present in the work environment and related precautions
- KU5.** possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible
- KU6.** possible causes of risk and accident possible causes of risk and accident: physical actions; listening to and giving instructions; inattention; improper disposal of carcass wastes & fluids; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness/ zoonotic diseases)
- KU7.** methods of accident prevention methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors
- KU8.** safe working practices when working with tools and equipment
- KU9.** safe working practices while working at various hazardous sites
- KU10.** where to find all the general health and safety equipment in the workplace
- KU11.** various dangers associated with the use of electrical equipment
- KU12.** preventative and remedial actions to be taken in the case of exposure to toxic materials exposure: ingested, contact with skin, inhaled preventative action: ventilation, masks, protective clothing/ equipment); remedial action: immediate first aid, report to supervisor toxic materials: solvents, flux, lead
- KU13.** importance of using protective clothing/equipment while working
- KU14.** adherence to environmental management policies
- KU15.** precautionary activities to prevent the fire accident
- KU16.** various causes of fire causes of fires: heating of metal; spontaneous ignition; sparking; electrical heating; loose fires (smoking, welding, etc.); chemical fires; etc.
- KU17.** techniques of using the different fire extinguishers
- KU18.** different methods of extinguishing fire
- KU19.** different materials used for extinguishing fire materials: sand, water, foam, CO2, dry powder
- KU20.** rescue techniques applied during a fire hazard
- KU21.** various types of safety signs and what they mean
- KU22.** appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries, etc.
- KU23.** content of written accident report
- KU24.** potential injuries and ill health associated with incorrect manual handling
- KU25.** safe lifting and carrying practices
- KU26.** personal safety, health and dignity issues relating to the movement of a person by others
- KU27.** potential impact to a person who is moved incorrectly

Generic Skills (GS)

Qualification Pack

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
- GS3.** read an accident/incident report in local language or english
- GS4.** question co-workers appropriately in order to clarify instructions and other issues
- GS5.** give clear instructions to coworkers, subordinates and others
- GS6.** make appropriate decisions pertaining to the concerned area of work with respect to intended work objective, span of authority, responsibility, laid down procedure and guidelines
- GS7.** plan and organize their own work schedule, work area, tools, equipment and materials to maintain decorum and for improved productivity
- GS8.** remain congenial while discussing and debating issues with co-workers
- GS9.** follow appropriate protocols for communication based on situation, hierarchy, organizational culture and practice
- GS10.** ask for, provide and receive required assistance where possible to ensure achievement of work related objectives
- GS11.** thank coworkers for any assistance received
- GS12.** offer appropriate respect based on mutuality and respect for fellow works man ship and authority
- GS13.** think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS14.** identify immediate or temporary solutions to resolve delays
- GS15.** identify sources of support that can be availed of for problem solving for various kind of problems
- GS16.** seek appropriate assistance from other sources to resolve problems
- GS17.** report problems that you cannot resolve to appropriate authority
- GS18.** identify cause and effect relations in their area of work
- GS19.** use cause and effect relations to anticipate potential problems and their solution

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health and safety</i>	16	31	-	-
PC1. use protective clothing/equipment for specific tasks and work conditions protective clothing: coats and aprons; ear plugs or muffs; eye and facial protection; head-wear; mesh aprons; protective boot covers; protective hand and arm covering; protective head and hair covering; uniforms; waterproof clothing; work, safety or waterproof footwear equipment: lifting assistance, respirator	2	3	-	-
PC2. state the name and location of people responsible for health and safety in the workplace	1	2	-	-
PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace hazards: sharp edged tools; hazardous surfaces(sharp, slippery, uneven, chipped, broken, etc.); physical hazards(working at heights, manual handling, sharp equipment, sharp and piercing objects, excessive noise, confined spaces, obstructions due to unattended carcasses movement along the rails/ conveyors & trolleys, blind turns, poor ventilation, over stacked shelves and packages, etc.) electrical hazards (power supply and points, loose and naked cables and wires, equipment malfunctions, etc.) possible causes of risk and accident: physical actions; listening to and giving instructions; inattention; improper disposal of organic and carcass wastes & fluids; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness/ zoonotic diseases)	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<p>PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others safe working practices: using protective clothing and equipment; putting up and reading safety signs; handle tools in the correct manner and store and maintain them properly; sterilize tools and equipment; prevent organic material and carcass contamination; disinfect work area, keep work area clear of clutter, spillage and unsafe object lying casually; while working with electricity take all electrical precautions like insulated clothing, adequate equipment insulation, use of control equipment, dry work area, switch off the power supply when not required, etc.; safe lifting and carrying practices; use equipment that is working properly and is well maintained; take due measures for safety while working in confined places, trenches or at heights, etc. including good ventilation, lighting etc.</p>	2	3	-	-
<p>PC5. state methods of accident prevention in the work environment of the job role methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors</p>	-	3	-	-
<p>PC6. state location of general health and safety equipment in the workplace general health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations(e.g. fire exits, exhaust fans)</p>	-	3	-	-
<p>PC7. work safely in and around trenches, elevated places and confined areas</p>	2	3	-	-
<p>PC8. handle food and related materials safely using correct procedures</p>	2	3	-	-
<p>PC9. apply good housekeeping practices at all times good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces, disinfect work areas, clean/ clear drains, sterile knives, pest control</p>	2	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. identify common hazard signs displayed in various areas various areas: on chemical containers; equipment; packages; inside buildings; in open areas and public spaces, etc.	2	3	-	-
PC11. adhere to relevant food safety policies such as propriety product policy, gloves policy, pest control policy, restrictions on harmful chemicals inside work area during production	2	3	-	-
<i>Fire safety</i>	4	11	-	-
PC12. use the various appropriate fire extinguishers on different types of fires correctly types of fires: class a: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; class b: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; class c: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. (these categories of fires become class a, b, and d fires when the electrical equipment that initiated the fire is no longer receiving electricity); class d: combustible metals such as magnesium, titanium, and sodium (these fires burn at extremely high temperatures and require special suppression agents)	1	3	-	-
PC13. demonstrate rescue techniques applied during fire hazard	1	3	-	-
PC14. demonstrate good housekeeping in order to prevent fire hazards	1	3	-	-
PC15. demonstrate the correct use of a fire extinguisher	1	2	-	-
<i>Emergencies, rescue and first-aid procedures</i>	12	26	-	-
PC16. demonstrate how to free a person from electrocution	1	3	-	-
PC17. administer appropriate first aid to victims where required e.g. in case of bleeding, burns, choking, electric shock, poisoning, etc.	1	3	-	-
PC18. demonstrate basic techniques of bandaging	1	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC19. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	1	3	-	-
PC20. perform and organize loss minimization or rescue activity during an accident in real or simulated environments	1	3	-	-
PC21. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases	1	2	-	-
PC22. demonstrate the artificial respiration and the CRP process	1	2	-	-
PC23. participate in emergency procedures emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work	1	3	-	-
PC24. complete a written accident/incident report or dictate a report to another person, and send report to person responsible incident report includes details of: name, date/time of incident, date/time of report, location, environment conditions, persons involved, sequence of events, injuries sustained, damage sustained, actions taken, witnesses, supervisor/manager notified	2	2	-	-
PC25. demonstrate correct method to move injured people and others during an emergency	2	2	-	-
NOS Total	32	68	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9002
NOS Name	Use basic health and safety practices at a food processing workplace
Sector	Food Processing
Sub-Sector	Fruits and Vegetables, Food Grain Milling, Dairy Products, Meat and Poultry, Fish and Sea Food, Bread and Bakery, Alcoholic Beverages, Aerated Water/Soft Drinks, Soya Food, Packaged Foods
Occupation	Generic
NSQF Level	2
Credits	TBD
Version	1.0
Last Reviewed Date	30/09/2021
Next Review Date	19/07/2023
NSQC Clearance Date	19/01/2023

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values - Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	23/06/2023
Next Review Date	23/06/2026
NSQC Clearance Date	23/06/2023

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ 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 these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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
CSC/N1336.Work effectively with others	30	70	-	-	100	10
FIC/N7024.Monitor packing machines for various processed food products	25	75	-	-	100	50
FIC/N9002.Use basic health and safety practices at a food processing workplace	32	68	-	-	100	30
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	10
Total	107	243	0	0	350	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
ISO	International Organization for Standardization
HACCP	Hazard Analysis and Critical Control Point
FSSAI	Food Safety and Standards Authority of India
PPE	Personal Protective Equipment

Qualification Pack

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.

Qualification Pack

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	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.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	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.
Electives	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.
Options	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.