Qualification Pack

Industrial Production Worker

QP Code: FIC/Q9005

Version: 3.0

NSQF Level: 2

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Qualification Pack

Contents

FIC/Q9005: Industrial Production Worker

Brief Job Description

The duties of an Industrial production worker consist of a limited range of tasks such as preparation for production, monitoring production; winding up etc. in a mechanised unit and as per instructions and specifications provided. The candidate is expected to carry out these assigned duties in line with quality standards and organizational policies. This role also requires adherence to food and personal safety guidelines at every stage during production.

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/N9020: Monitor the food production on a mechanized production line for processed food items

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	Production
Country	India
NSQF Level	2
Credits	9

Aligned to NCO/ISCO/ISIC Code	NCO-2004/7412.15
Minimum Educational Qualification & Experience	5th Class OR Ability to read and write with 1 Year of experience relevant experience
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	1. Food standards and regulations2. Operating different types of dairy processingequipments3. Packaging technology4. GMP5. HACCP6. QMS7. Computer basics and ERP system followed by theorganization8. Training in Food Safety Standards and Regulations (asper FSSAI) (Mandatory)
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/06689
NQR Version	2

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

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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Work effectively with others	**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**	**-**	**-**

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

FIC/N9020: Monitor the food production on a mechanized production line for processed food items

Description

This unit covers responsibilities of an industrial production worker in a mechanized food processing unit monitoring various stages of processing perations as per organizational policies and tandards overseen by the supervisor.

Elements and Performance Criteria

Feed or load stacking equipment or moulds into the machine

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

PC1. use appropriate personal protective equipment ppe)againsthazardsassociated with production as per occupational health and safety guidelines personal protective equipment (ppe): coats and aprons; ear plugs or muffs; eye and facial protection; head-wear; lifting assistance; mesh aprons; protective boot covers; protective hand and arm covering ; protective head and hair covering; work uniforms; safety and waterproof footwear,etc.

PC2. carry out preliminary safety & hygiene checks of the working areaandrelatedinputs inputs: e.g. equipment, containers, tensils, hand tools, lifting aids, etc.

PC3. clean the equipment for carrying the food items in various stages of processing properly

PC4. place the equipment for carrying the food items in the stacking equipment in correct position and load into the machine as per the instruction given in the guideline

PC5. select appropriate lining materials or agents as per thespecificationsgivenand apply it on to food item carrying equipment where required

PC6. identify and pick out unacceptable/distorted stacking or food carrying equipment from the conveyer belt to ensure quality maintenance.

PC7. check and adjust the stacking equipment to avoid blockage/jam

PC8. ensure the equipment, used are clean and clear of any

Perform basic operations on the machines

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

PC9. identify regulatory keys of the machine and keyfunctions

PC10. inspect/check machines prior to peration for any mechanical inefficiency and technical problem

PC11. identify and report if technical maintenance is required

PC12. set and adjust parameters of food processing machine in accordance as per the specification given

PC13. monitor the various stages of processing operation to maintain quality standards

PC14. operate machines effectively and safely while working

PC15. check and control line speeds, roduction rates, starting and stopping of equipment, etc. as per the requirements specified

PC16. conduct performance check of quipment to maintain effective operating condition

PC17. identify and report variation/ technical issues in operating condition

PC18. identify anomalies/ variations in operating system and report the issue to the concerned authorised person mmediately

PC19. identify the appropriate method to shut down the operating system following the necessary guidelines given in the instructions

Monitor all product pieces passing through the allotted assembly line area

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

PC20. monitor pieces passing to confirm that all the items pass through the conveyor belt as per the allotted process

PC21. identify and pick out non-conforming product pieces passing through the conveyer belt

PC22. place the non-conforming product in a separate box and label the box as per the workplace instruction

PC23. identify and report any operating system issues

PC24. confirm the approved product and direct it to the specified belt for packaging

PC25. confirm that the outcome product meets the standard quality as per the specification mentioned in the guidelines

PC26. operate the machine by using the control keys safely and efficiently in line with production requirements machine control keys: start, stop, regulatory and function keys production requirements: e.g. line speed, production rate, correct ingredients, recommended mixing proportions, temperature, time control,etc.

PC27. shut down the operating system safely and correctly following the necessary

Maintain and clean work area and quipment

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

PC28. perform basic documentation required like recording the no of batches, etc.

PC29. follow workplace hygiene and sanitation practices on the completion of processing activity hygiene and sanitation practices: e.g. clean equipment, hand tools and conveyor belts; wash and dry containers and utensils; regularly wash and replace used uniforms, caps, aprons, gloves and shoes; collect & recycle cardboard and trash; report presence of hazardous substance or other chemicals; etc.

PC30. return used equipment, tools and other utilities to their respective storage as per organizational guidelines or policies

PC31. read and state numerical, alphabetical, graphical and colour indicators and alarms and inform as instructed

PC32. perform basic documentation required like recording the no of batches, etc

PC33. follow workplace hygiene and sanitation practices on the completion of processing activity

PC34. return used equipment, tools and other utilities to their respective storage as per organizational guidelines or policies

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. relevant legislation/regulatory requirements, standards, policies, and procedures followed in the company Regulatory requirements contained in: Food Safety and Standards Regulations2011, Food Safety and Standards Act,2006, Occupational Health SafetyISO18000, relevant HACCP guidelines, relevant ISO 22000 guidelines, etc

KU2. relevant health and safety requirements applicable in the workplace

KU3. own job role and responsibilities and sources for information per taining to employment terms, entitlements, job role and responsibilities

KU4. reporting structure, inter-dependent functions, lines and procedures in the work area

KU5. who to approach for support in order to obtain workrelated 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 workarea

KU8. escalation matrix and procedures for reporting work and employment related issues

KU9. importance of using personal protective equipment (ppe)against possibleoccupational hazards while carrying out productionactivities hazards: chemicals; bodily fluids; sharps noise; manual handling; work posture; underfoot hazards; moving parts of machinery; toxic waste; etc.

KU10. importance of following workplace hygiene and sanitation practices as prescribed in the organizational guidelines

KU11. how to obtain job specifications and other relevant production in structions from appropriate authority

KU12. various types of mechanized processed food production units

KU13. list of various equipment, tools and machines used inprocessed food production units and their functions

KU14. various methods used to avoid contamination while handling food items

KU15. different factors that affect result of measurement of ingredients and the relevant corrective steps taken to control them

KU16. importance of frequent monitoring, checking and adjusting of equipment settings according to product specifications

KU17. reporting protocol of an organization and how to handle emergency situations and consequences due to non-conformance

KU18. equipment parameters and how to set them as per organizational standards

KU19. main factors that influence product outcome: temperature, volume, time, ratio etc.

KU20. technical steps commonly involved in the baking process e.g ingredient mixing/blending, heating, cooling, moulding/shaping, cutting, stacking, fillingin containers, etc.

KU21. how to load, position or feed the raw material on the machine

KU22. various operating parameters in different types of bakery units and which aspect of the production process does it impact

KU23. how to identify the operating parameters of the machine

KU24. how to enter the operating parameters into the machine

KU25. importance of obtaining a sample and inspecting it against the required standard before initiating the complete production process and intermittently

KU26. possible quality parameters that may need to be checked to ensure adherence to standard

KU27. possible indicators of fault in the equipment or machine

KU28. safety and hygiene precautions for packing operation of various types of processed food items

KU29. contamination/food safety risks related to stages in the bakery process and related control measures

KU30. basic operating principles of process control, where relevant, including the relationship between control panels and systems and the physical equipment

KU31. the machine sequence for production

KU32. the procedures for reporting and dealing with problems

KU33. how to monitor and maintain the levels of incoming materials

KU34. specification that have to be monitored and inspected the flow of processes supplying the raw material and the effect of outputs on downstreamprocesses

KU35. effect of variation in inputs, such as packaging components/consumables, materials and/or services, on process performance

KU36. typical equipment faults and related causes, including signs and symptoms of faulty equipment and early warning signs of potential problems

KU37. methods used to monitor the mechanized production process, such as visual inspecting, and measuring and integrity testing as required by the process

KU38. emergency and routine shutdowns, when and how to perform the same on the machine

KU39. the condition in which the area should be left

KU40. sustainable processing methods, environmental issues and controls and handling procedures related to the process

KU41. different types of the food standards code, symbols, regulations, labels, weights and other related guidelines relevant to bread and bakery

Generic Skills (GS)

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

GS1. fill logs, forms and formats in local, Hindi or English language for recording production figures, quality related information, machine maintenance related information, etc. whenever needed

GS2. take notes in local, Hindi or English language of instructions received from supervisor

GS3. document measurement readings in correct mathematical units whenever required

GS4. interpret pictorial representations and written signs or instructions on ingredients

GS5. read and interpret numbers written in English, Hindi or lo chllan gauge

GS6. understand safety symbols on equipment and measurement units used

GS7. read the job specification provided in local, Hindi or English language

GS8. inform supervisor or team members of equipment issues or any other problems in any language understood locally

GS9. take instructions completely so that no instruction is missed or misunderstood

GS10. seek clarification and understanding where instructions are not clear in any language understood locally

GS11. use common food product or machine related terms and jargons where required

GS12. use the quality parameters to take decisions to reject out of specification product

GS13. when faced with difficult decisions seek clarification from the supervisor and understand the parameters used by the supervisor to

GS14. plan and organize own work in a way that all activities are completed in time and as per specifications

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Feed or load stacking equipment or moulds into the machine	**5**	**18**	**-**	**-**
PC1. use appropriate personal protective equipment ppe)againsthazardsassociated with production as per occupational health and safety guidelines personal protective equipment (ppe): coats and aprons; ear plugs or muffs; eye and facial protection; head-wear; lifting assistance; mesh aprons; protective boot covers; protective hand and arm covering ; protective head and hair covering; work uniforms; safety and waterproof footwear,etc.	1	3	-	-
PC2. carry out preliminary safety & hygiene checks of the working areaandrelatedinputs inputs: e.g. equipment, containers, tensils, hand tools, lifting aids, etc.	1	2	-	-
PC3. clean the equipment for carrying the food items in various stages of processing properly	-	3	-	-
PC4. place the equipment for carrying the food items in the stacking equipment in correct position and load into the machine as per the instruction given in the guideline	1	2	-	-
PC5. select appropriate lining materials or agents as per thespecificationsgivenand apply it on to food item carrying equipment where required	1	2	-	-
PC6. identify and pick out unacceptable/distorted stacking or food carrying equipment from the conveyer belt to ensure quality maintenance.	-	2	-	-
PC7. check and adjust the stacking equipment to avoid blockage/jam	1	2	-	-
PC8. ensure the equipment, used are clean and clear of any	-	2	-	-
Perform basic operations on the machines	**8**	**25**	**-**	**-**
PC9. identify regulatory keys of the machine and keyfunctions	-	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. inspect/check machines prior to peration for any mechanical inefficiency and technical problem	1	2	-	-
PC11. identify and report if technical maintenance is required	-	2	-	-
PC12. set and adjust parameters of food processing machine in accordance as per the specification given	1	2	-	-
PC13. monitor the various stages of processing operation to maintain quality standards	-	3	-	-
PC14. operate machines effectively and safely while working	1	3	-	-
PC15. check and control line speeds, roduction rates, starting and stopping of equipment, etc. as per the requirements specified	1	2	-	-
PC16. conduct performance check of quipment to maintain effective operating condition	1	2	-	-
PC17. identify and report variation/ technical issues in operating condition	1	2	-	-
PC18. identify anomalies/ variations in operating system and report the issue to the concerned authorised person mmediately	1	2	-	-
PC19. identify the appropriate method to shut down the operating system following the necessary guidelines given in the instructions	1	2	-	-
Monitor all product pieces passing through the allotted assembly line area	**5**	**18**	**-**	**-**
PC20. monitor pieces passing to confirm that all the items pass through the conveyor belt as per the allotted process	1	2	-	-
PC21. identify and pick out non-conforming product pieces passing through the conveyer belt	-	3	-	-
PC22. place the non-conforming product in a separate box and label the box as per the workplace instruction	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. identify and report any operating system issues	-	3	-	-
PC24. confirm the approved product and direct it to the specified belt for packaging	1	2	-	-
PC25. confirm that the outcome product meets the standard quality as per the specification mentioned in the guidelines	-	2	-	-
PC26. operate the machine by using the control keys safely and efficiently in line with production requirements machine control keys: start, stop, regulatory and function keys production requirements: e.g. line speed, production rate, correct ingredients, recommended mixing proportions, temperature, time control,etc.	1	2	-	-
PC27. shut down the operating system safely and correctly following the necessary	1	2	-	-
Maintain and clean work area and quipment	**7**	**14**	**-**	**-**
PC28. perform basic documentation required like recording the no of batches, etc.	1	2	-	-
PC29. follow workplace hygiene and sanitation practices on the completion of processing activity hygiene and sanitation practices: e.g. clean equipment, hand tools and conveyor belts; wash and dry containers and utensils; regularly wash and replace used uniforms, caps, aprons, gloves and shoes; collect & recycle cardboard and trash; report presence of hazardous substance or other chemicals; etc.	1	2	-	-
PC30. return used equipment, tools and other utilities to their respective storage as per organizational guidelines or policies	1	2	-	-
PC31. read and state numerical, alphabetical, graphical and colour indicators and alarms and inform as instructed	1	2	-	-
PC32. perform basic documentation required like recording the no of batches, etc	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC33. follow workplace hygiene and sanitation practices on the completion of processing activity	1	2	-	-
PC34. return used equipment, tools and other utilities to their respective storage as per organizational guidelines or policies	1	2	-	-
NOS Total	**25**	**75**	**-**	**-**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9020
NOS Name	Monitor the food production on a mechanized production line for processed food items
Sector	Food Processing
Sub-Sector	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	Production/Processing
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

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

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 asappliances, 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:

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 handing

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)

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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Health and safety	**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	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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.	2	3	-	-
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	-	3	-	-
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)	-	3	-	-
PC7. work safely in and around trenches, elevated places and confined areas	2	3	-	-
PC8. handle food and related materials safely using correct procedures	2	3	-	-
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	2	3	-	-

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	-	-
Fire safety	**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 asappliances, 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	-	-
Emergencies, rescue and first-aid procedures	**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	-	-

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

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

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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	**1**	**1**	**-**	**-**
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
Constitutional values – Citizenship	**1**	**1**	**-**	**-**
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	**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.	-	-	-	-
Basic English Skills	**2**	**3**	**-**	**-**
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
Communication Skills	**1**	**1**	**-**	**-**
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
Diversity & Inclusion	**1**	**1**	**-**	**-**
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
Financial and Legal Literacy	**3**	**4**	**-**	**-**
PC9. use various financial products and services safely and securely	-	-	-	-

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	-	-	-	-
Essential Digital Skills	**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	-	-	-	-
Entrepreneurship	**3**	**5**	**-**	**-**
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
Customer Service	**2**	**2**	**-**	**-**
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	**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**	**-**	**-**

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.

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	20
FIC/N9020.Monitor the food production on a mechanized production line for processed food items	25	75	-	-	100	40
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**

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

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	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.