

QUALIFICATIONSPACK -OCCUPATIONALSTANDARDSFORAPPARELMADE-UPS &HOME FURNISHINGSECTOR

What are Occupational Standards (OS)?

OS describe what individuals need to do, know and understand in order to carry out a particular job role or function

OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underlying pinning knowledge and understanding

Contact Us: AMH-SSC



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Introduction

Qualifications Pack – Advance Pattern Maker (CAD/CAM)

SECTOR: APPAREL, MADE-UP'S AND HOME FURNISHING

SUB-SECTOR: APPAREL

OCCUPATION: ADVANCE PATTERN MAKING (CAD/CAM)

REFERENCE ID: AMH/Q1101

ALIGNED TO: NCO-2004 / 7435.90

Brief Job Description: The advance pattern maker uses the CAD system to recreate the pattern design techniques by transferring ideas to the computer, digitizing and modifying patterns and also the use of CAM to get the patterns and lays cut out in the actual sizes

Personal Attributes: Needs to have the knowledge to interpret instructions, specs or sample clothing designs and working of the particular software/system to produce a pattern. He/she should also have basic mathematical skills, particularly making calculations and measuring. Good written and oral communication skills.

Qualifications Pack Code	AMH/Q1101		
Job Role	Advance Pattern Maker (CAD/CAM)		
Credits (NSQF)	TBD	Version number	1.0
Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	16/08/14
Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Advance Pattern making (CAD/CAM)	Next review date	30/12/15
NSQF Clearance On*	20/07/15		
Job Role	Advance Pattern Maker (CAD/CAM)		
Role Description	This unit covers the skills and knowledge to develop patterns using the CAD and CAM		
NSQF level	5		
Minimum Educational Qualifications	Graduate with training in CAD/CAM, preferably		
Maximum Educational Qualifications	N/A		
Training (Suggested but not mandatory)	certification course in CAD/CAM		
Minimum Job Entry Age	18 years		
Experience	1-2 years of work experience/internship in CAD/CAM dept, preferably		
National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> 1. AMH/N1101 (Pattern Development through CAD/CAM) 2. AMH/N1102 (Maintenance of work area, machinery tools and equipments) 3. AMH/N0103 (Maintain health, safety and security at work place) Optional:		
Performance Criteria	As described in the relevant OS units		

Glossary of Key Terms

Table I: Glossary of Key Terms

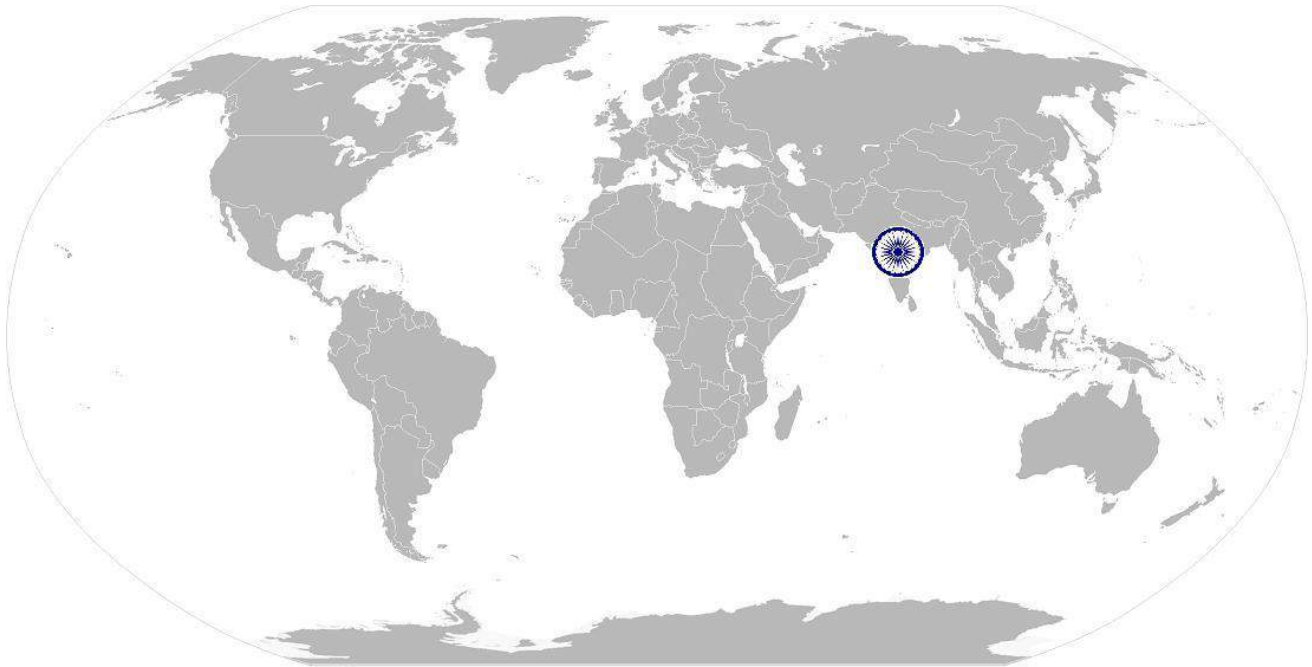
Definitions	Keywords/Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
	Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
	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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance Criteria 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	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.	
Qualifications Pack (QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.	
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or 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 the 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 the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization 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	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.

Acronyms

Keywords/Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

National Occupational Standard



Overview

This unit is about how the advance pattern maker manages to develop the pattern using the CAD/CAM software.

AMH/N1101

PatterndevelopmentthroughCAD/CAM

National Occupational Standard

Unit Code AMH/N1101	
Unit Title PatterndevelopmentthroughCAD/CAM (Task)	
Description	This unit is about how the advance pattern maker manages to develop the patterns using CAD/CAM software
Scope	This unit/task covers the following: Identifying the process: <ul style="list-style-type: none"> • Prepare the prerequisites for CAD/CAM operation • Operate the CAD/CAM
Performance Criteria(PC)w.r.t.theScope	
Element	Performance Criteria
Prepare the prerequisites for CAD/CAM operation	To be competent, you must be able to: PC1. Downloading and organizing information obtained by designer/buyer PC2. Analyzing specific information and translating according to company procedure PC3. Coordinate with merchandiser to ensure clarity of information and resolve any possible misinterpretations
Operate the CAD/CAM	PC4. Draft the pattern on the CAD software as per specification given PC5. Digitize the manual pattern on the CAD software, if applicable, as per specification given PC6. Adjust the pattern specifications as per the standard and allowances required PC7. Perform size wise grading of patterns as provided in the BOM(Bill of Material) PC8. Incorporate shrinkage in pattern grading PC9. Determine the cut ratio plan PC10. Perform the most efficient marker(lay planning) according to the configuration intended PC11. Set Parameters on CAM as per required output PC12. Ensure the design output is cut and hand over to the next department PC13. Ensure the work is saved as a back-up before shutting down the CAD machine PC14. Take printout of mini marker to be handed over to the merchandiser, for reference PC15. Shut down, after use, the CAD/CAM system carefully and in accordance with company instructions.
KnowledgeandUnderstanding(K)	
A. Organizational Context (Knowledgeofthecompany/ organizationandits processes)	You need to know and understand: Your organization's policies, procedures, guidelines and standards for dealing with buyers/clients Recognizing and adapting to cultural differences in the workplace , including modes of behavior and interactions KA3. Set the machine parameters as per manufacturer's instructions

AMH/N1101

Pattern development through CAD/CAM

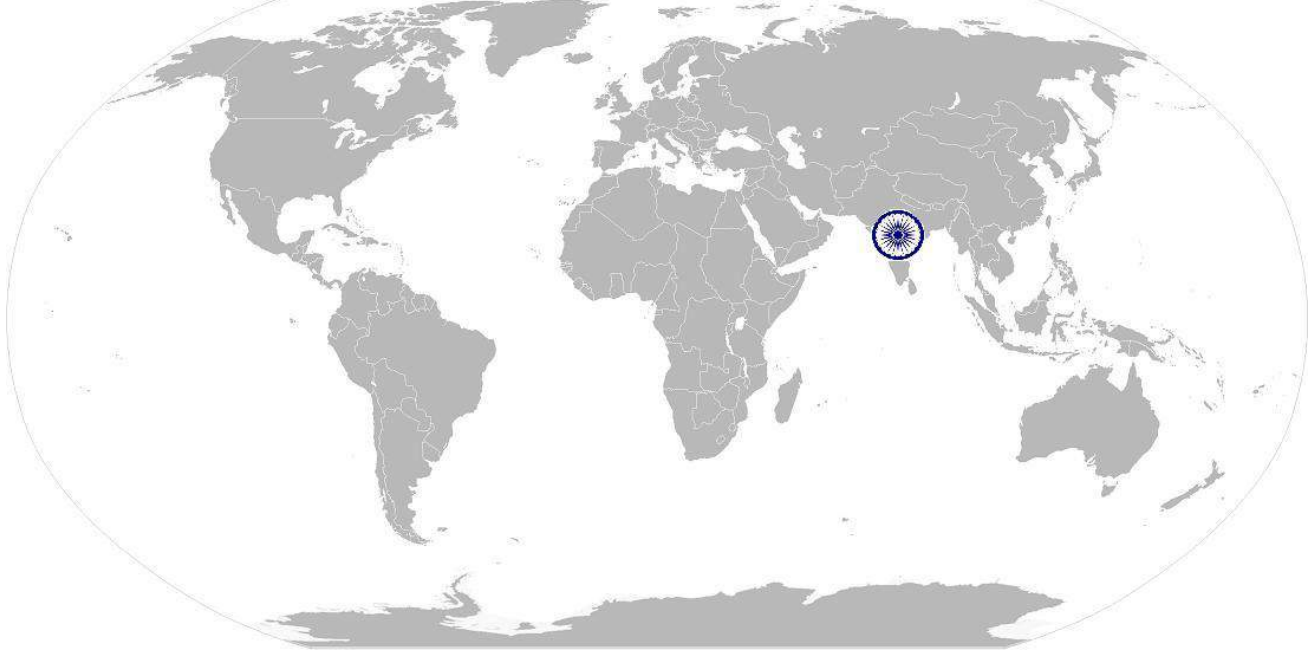
	<p>KA4. Identifying improvements.</p> <p>KA5. Completing work systematically with attention to detail without damage to goods and equipments</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. Garment construction techniques and processes.</p> <p>KB2. CAD/CAM Operating system.</p> <p>KB3. Principles of the CAD/CAM systems.</p> <p>KB4. Process of modeling and testing using CAD</p> <p>KB5. Grading using CAD</p> <p>KB6. Lay planning with accuracy</p>
Skills(S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>You need to know and understand how to:</p> <p>SA1. Complete accurate well written work with attention to detail</p> <p>SA2. Communicate effectively with supervisors, managers etc</p>
	Reading Skills
	<p>You need to know and understand how to:</p> <p>SA3. Follow guidelines/procedures/rules and service level agreements</p> <p>SA4. Read and understand the buyer/client's requirements</p>
	Oral Communication (listening and speaking skills)
	<p>You need to know and understand how to:</p> <p>SA5. Listen effectively and orally communicate information accurately</p> <p>SA6. Ask for clarification and advice from others</p>
B. Professional Skills	Decision Making
	<p>You need to know and understand:</p> <p>SB1. Follow rule-based decision-making processes</p> <p>SB2. Make decisions on a suitable course of action or response</p>
	Plan and Organize
	<p>You need to know and understand how to:</p> <p>SB3. Plan and organize your work to achieve targets and deadlines</p> <p>SB4. Plan processes and encourage interchange of ideas/designs</p>
	Customer Centricity
	N/A
	Problem Solving
	<p>You need to know and understand how to:</p> <p>SB1. Clarification on the design to be developed with the team members</p> <p>SB5. Assess/evaluate design processes</p> <p>SB6. Communicate effectively within the workplace</p>
	Analytical Thinking
	<p>You need to know and understand how to:</p> <p>SB7. Analyze the marker lay and specifications sheet</p> <p>SB8. Pass on relevant information to others</p>
Critical Thinking	
<p>You need to know and understand how to:</p> <p>SB9. Provide opinion on work in a detailed and constructive way</p>	

AMH/N1101

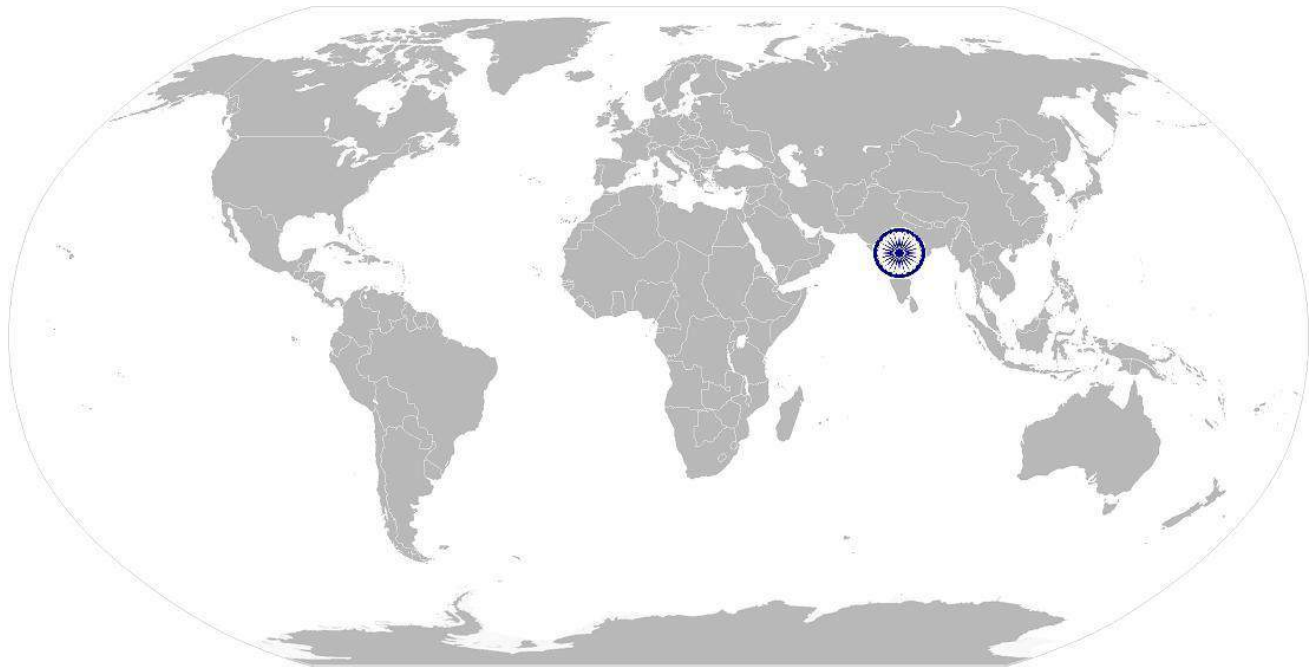
PatterndevelopmentthroughCAD/CAM

NOSVersionControl

NOSCode	AMH/N1101		
Credits(NSQF)	TBD	Versionnumber	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Draftedon	16/08/14
IndustrySub-sector	Apparel	Lastreviewedon	17/10/14
Occupation	Advance Pattern making (CAD/CAM)	Nextreviewdate	30/12/15



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/maintain work areas and activities to ensure tools and machines are maintained as per norms

AMH/N1102

Maintenance of work area, machinery ,tools and equipments

National Occupational Standard

UnitCode	AMH/N1102
UnitTitle(Task)	Maintenance of work area, machinery, tools and equipments
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintenance of Work area ,tools and machine maintenance
Performance Criteria(PC) w.r.t the Scope	
Elements	Performance Criteria
Maintain the Work area, tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Prepare and organize work</p> <p>PC2. Use correct handling procedures.</p> <p>PC3. Work in comfortable position with correct posture</p> <p>PC4. Deal with work interruptions</p> <p>PC5. Maintain tools and equipment</p> <p>PC6. Carry out running maintenance within agreed schedules</p> <p>PC7. Carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. Report unsafe equipment and other dangerous occurrences</p> <p>PC9. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC10. Carry out cleaning according to schedules and limits of responsibility</p> <p>PC11. Request for upgrading of system or softwares when required for effective working</p> <p>PC12. Always a backup file to be maintained when working on various design softwares</p> <p>PC13. All soft copies of design work to be maintained in files as well for future reference</p>

AMH/N1102

Maintenance of work area, machinery ,tools and equipments

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organization's rules, codes and guidelines (including timekeeping)
B. Technical/ Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Work instructions and specifications and interpret them accurately KB2. Method to make use of the information detailed in specifications and instructions KB3. Relation between work role and the overall manufacturing process
	KB4. The importance of taking action when problems are identified KB5. Different ways of minimizing waste KB6. The importance of running maintenance and regular cleaning KB7. Effects of contamination on products i.e. Machine oil, dirt KB8. Common faults with equipment and the method to rectify KB9. Maintenance procedures KB10. Safe working practices for cleaning and the method of carrying them out
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. Fill in the information required to communicate the level of quality SA2. Communicate with others in writing SA3. Use the accurate terminology
	Reading Skills
	You need to know and understand how to: SA4. Follow manuals/procedures/and compliance policies SA5. Update actively with modifications through written print and mail communication (digital)
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA6. Listen effectively and orally communicate information accurately SA7. Communicate proactively on critical issues
B. Professional Skills	Decision Making

AMH/N1102

Maintenance of work area, machinery ,tools and equipments

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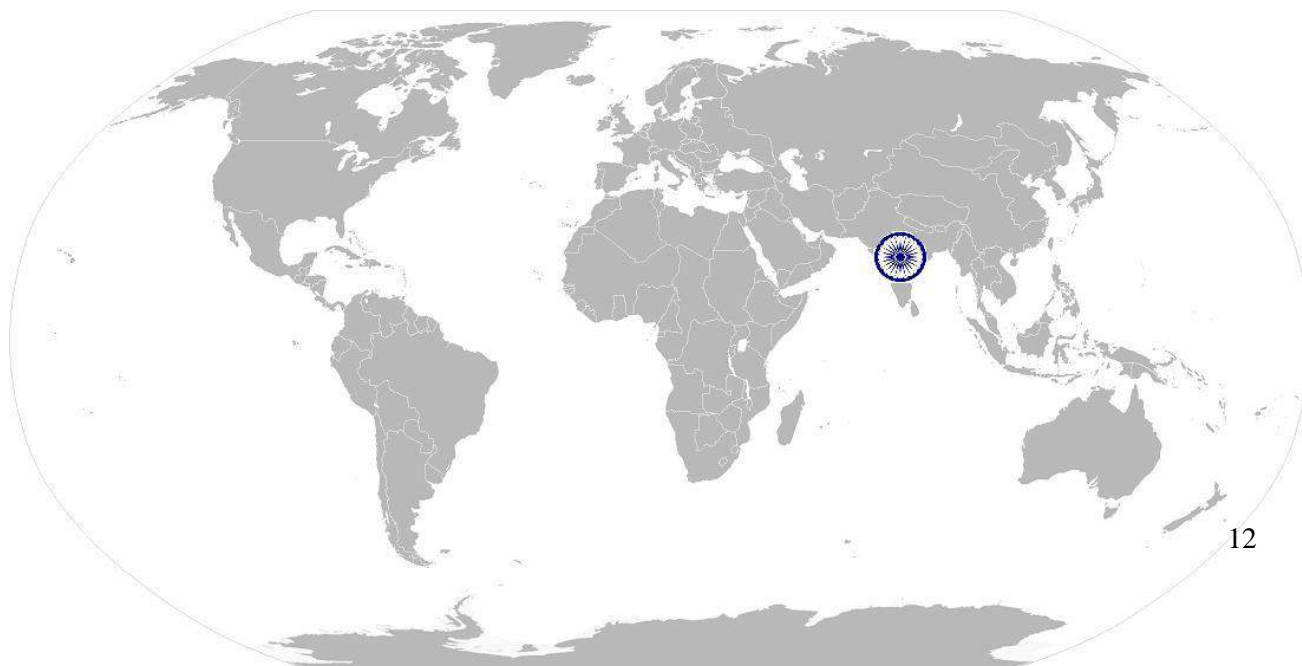
1	<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SB1. Follow rule-based decision-making processes SB2. Make decisions on a suitable course of action or response SB3. Identify situation that need escalation on quality issues and seek intervention
	<p>Plan and Organize</p>
	<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SB4. Plan and organize your work to achieve targets and deadlines SB5. Consult and coordinate for effective delivery
	<p>Customer Centricity</p>
	<p>NA</p>
	<p>Problem Solving</p>
	<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SB6. Apply problem-solving approaches in different situations SB7. Refer anomalies to the particular personnel SB8. Seek clarification on problems from others
	<p>Analytical Thinking</p>
<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SB9. Analyze needs, requirements and dependencies in order to meet your work requirements SB10. Seek participation of members from Quality, Production, Audit or any other team for effective solutions 	
<p>Critical Thinking</p>	
<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SB11. Provide opinions on work in a detailed and constructive way to the concerned personnel SB12. Apply balance judgments to different situations 	

AMH/N1102

Maintenance of work area, machinery ,tools and equipments

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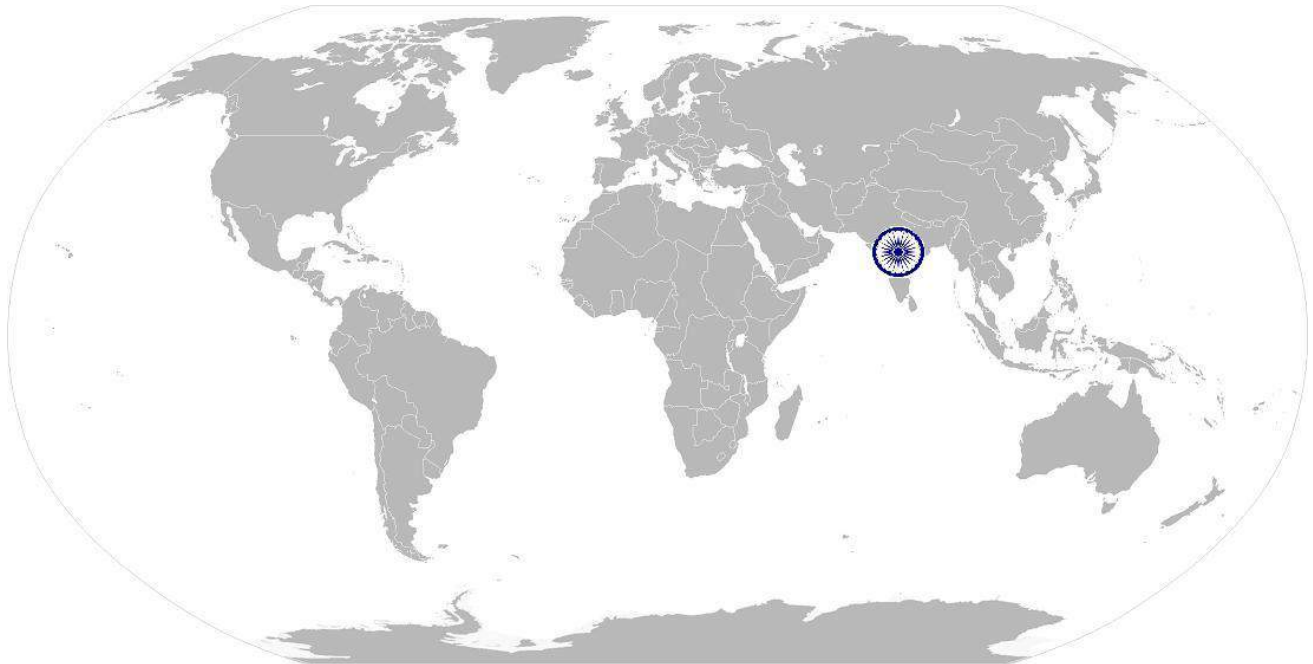
NOSCode	AMH/N1102		
Credits(NSQF)	TBD	Versionnumber	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Draftedon	16/08/14
IndustrySub-sector	Apparel	lastreviewedon	17/10/14
Occupation	Advance Pattern making (CAD/CAM)	Nextreviewdate	30/12/15



AMH/N0103

Maintain Health, Safety and Security at Workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.

AMH/N0103

Maintain Health, Safety and Security at Workplace

National Occupational Standard

Unit Title (Task)	
Maintain health, safety and security at workplace	
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with health, safety and security requirements at work
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Comply with health, safety and security requirements at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Follow environment management system related procedures</p> <p>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunctions that cannot be rectified</p> <p>PC8. Store materials and equipment in line with manufacturer's and organizational requirements</p> <p>PC9. Safely handle and move waste and debris</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threats</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organisation procedures for shutdown and evacuation when required</p>
Knowledge and Understanding (K)	

AMH/N0103

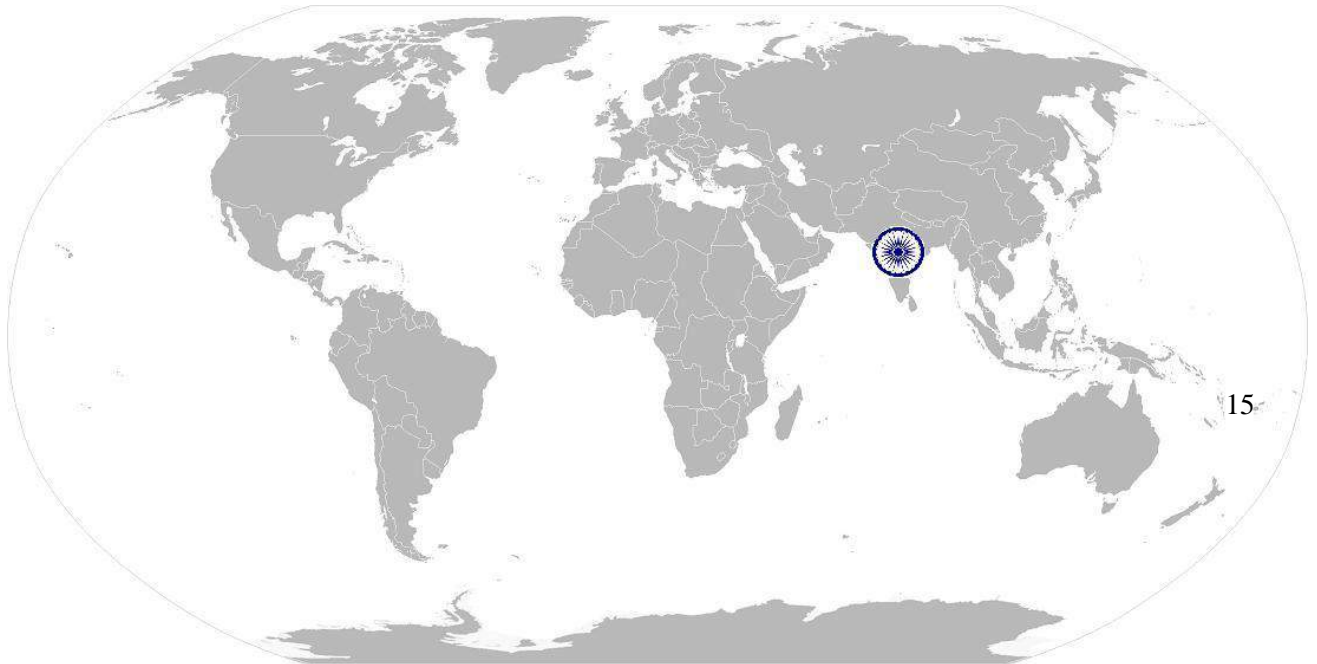
Maintain Health, Safety and Security at Workplace

A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and methods</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
Skills(S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms in required format of the company</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend the organizational documents pertaining to rules and procedures</p> <p>SA3. Read and understand manuals, health and safety instructions, memos, reports.</p>
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Positively influence the team members into following procedures</p>
	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1 decisions to keep the work area safe and create healthy environment</p>
Plan and Organize	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Keep and get the work area free from potential hazards</p>	
Customer Centricity	
<p>NA</p>	

AMH/N0103

Maintain Health, Safety and Security at Workplace

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Raise alarm SB4. Take feedback from supervisors and others
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Identify, report malfunctions in machinery and equipment. SB6. Identify and report service malfunctions and chemical leaks
	Critical Thinking
	NA

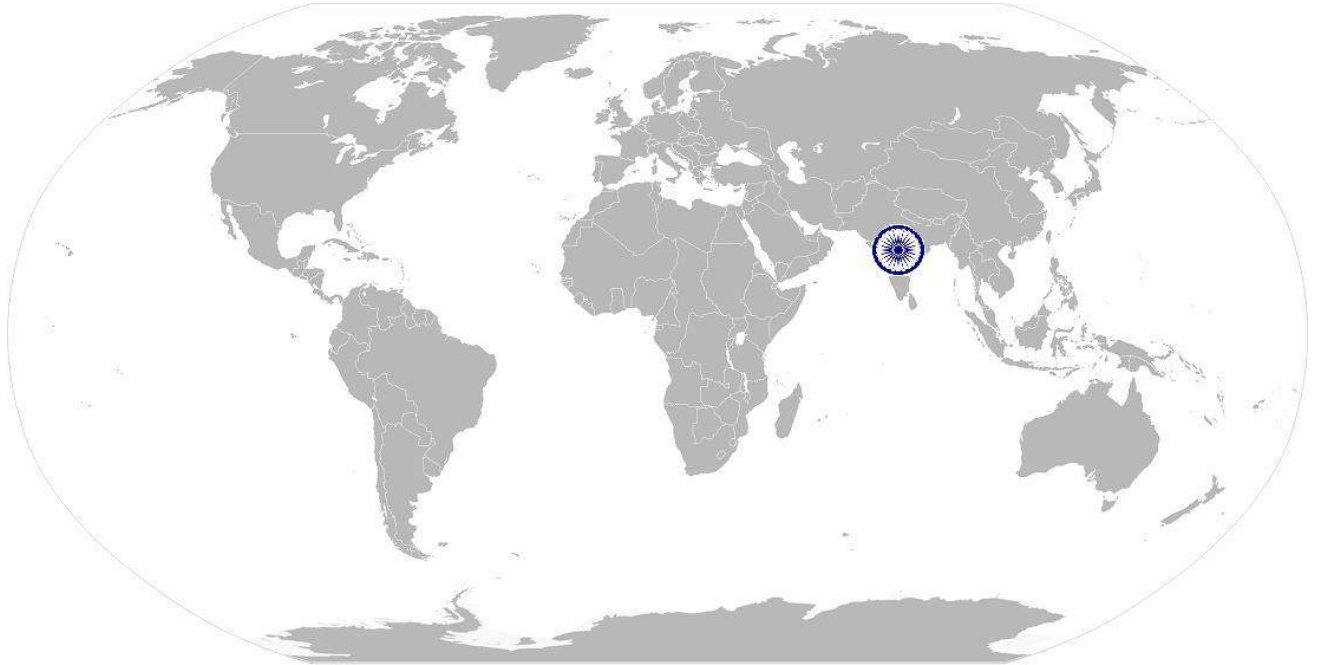


AMH/N0103

Maintain Health, Safety and Security at Workplace

NOS Version Control

NOS Code	AMH/N0103		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	16/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Advance Pattern making (CAD/CAM)	Next review date	30/12/15



CRITERIA FOR ASSESSMENT OF TRAINEES

Advance Pattern Maker (CAD/CAM)

AMH/Q1101

AMHSSC

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

		Marks Allocation				
		Total Mark	Out Of	Theory	Skills Practical	Viva
1. AMH/N1101 (Pattern development through CAD/CAM)	PC1 .Downloading and organizing information obtained by designer/buyer	150	10	2	6	2
	PC2 Analysing specific information and translating according to company procedure		15	9	4	2
	PC3. Coordinate with merchandiser to ensure clarity of information and resolve any possible misinterpretations		12	4	6	2
	PC4. Draft the pattern on the CAD software as per specification given		15	3	10	2
	PC5. Digitize the manual pattern on the CAD software, if applicable, as per specification given		15	2	12	1

	PC6. Adjust the pattern specifications as per the standard and allowances required		6	2	2	2
	PC7. Perform size wise grading of patterns as provided in the BOM(Bill of Material)		10	2	7	1
	PC8. Incorporate shrinkage in pattern grading		9	1	7	1
	PC9. Determine the cut ratio plan		9	2	5	2
	PC10. Perform the most efficient marker(lay planning) according to the configuration intended		15	2	10	3
	PC11. Set Parameters on CAM as per required output		7	1	4	2
	PC12. Ensure the design output is cut and hand over to the next department		7	2	4	1
	PC13. Ensure the work is saved as a back-up before shutting down the CAD machine		5	1	3	1
	PC14. Take printout of mini marker to be handed over to the merchandiser, for reference		10	1	7	2
	PC15. Shut down, after use, the CAD/CAM system carefully and in accordance with company instructions		5	1	1	3
		Total	150	35	88	27
2 AMH/N1102 (Maintenance of work area, machinery tools and equipments)	PC1.Prepare and organize work	70	5	1	3	1
	PC2. Use correct handling procedures.		9	2	5	2

	PC3. Work in comfortable position with correct posture		5	1	3	1
	PC4. Deal with work interruptions		9	3	5	1
	PC5. Maintain tools and equipment		7	2	4	1
	PC6. Carry out running maintenance within agreed schedules		5	1	3	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		4	1	2	1
	PC8. Report unsafe equipment and other dangerous occurrences		7	2	3	2
	PC9. Use cleaning equipment and methods appropriate for the work to be carried out		4	1	2	1
	PC10. Carry out cleaning according to schedules and limits of responsibility		3	1	1	1
	PC11. Request for upgrading of system or softwares when required for effective working		4	1	2	1
	PC12. Always a backup file to be maintained when working on various design softwares		4	1	2	1

	PC13. All soft copies of design work to be maintained in files as well for future reference		4	1	2	1
		Total	70	18	37	15
3 AMH/N0103 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	100	5	1	3	1
	PC2. Use and maintain personal protective equipment as per protocol		10	1	8	1
	PC3. Carry out own activities in line with approved guidelines and procedures		5	2	2	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		5	3	1	1
	PC5. Follow environment management system related procedures		5	2	2	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		5	1	2	2
	PC7. Report any service malfunctions that cannot be rectified		5	1	2	1
	PC8. Store materials and equipment in line with manufacturer's and		5	1	3	1

	organizational requirements					
	PC9. Safely handle and move waste and debris		5	1	3	1
	PC10. Minimize health and safety risks to self and others due to own actions		5	2	2	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		5	2	2	1
	PC12. Monitor the workplace and work processes for potential risks and threats		7	1	4	2
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		6	1	3	2
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		5	1	3	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		5	2	3	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		5	1	2	2



	PC17. Take action based on instructions in the event of fire, emergencies or accidents		7	2	4	1
	PC18. Follow organisation procedures for shutdown and evacuation when required		5	2	1	2
	Total		100	27	50	23
	Grand Total		320	80	175	65