QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR CAPITAL GOODS INDUSTRY

Contents

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 underpinning knowledge and understanding

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Introduction

Qualifications Pack: Plasma Cutter - Manual

SECTOR: CAPITAL GOODS

SUB-SECTOR:

1. Machine Tools
2. Dies, Moulds and Press Tools
3. Plastic Manufacturing Machinery
4. Textile Manufacturing Machinery
5. Process Plant Machinery
6. Electrical and Power Machinery
7. Light Engineering Goods

OCCUPATION: Welding and Cutting

REFERENCE ID: CSC/ Q 0207

ALIGNED TO: NCO-2004/NIL

Plasma Cutter - Manual: Perform manual cutting operations using plasma arc cutting process. The person would be able to independently carry out plasma arc cutting operations for as per welding procedure specification (WPS).

Brief Job Description: The candidate should be able to cut different materials (mild carbon steel, stainless steel, aluminum, high tensile and special steels, and other materials) in various profiles. This involves setting-up and preparing for operations interpreting the right information from the specification documents, obtaining the right consumables and other materials, etc.

Personal Attributes: Basic communication, numerical and computational abilities. Openness to learning, ability to plan and organize own work and identify and solve problems in the course of working. Understanding the need to take initiative and manage self and work to improve efficiency and effectiveness.

Job Details

Qualifications Pack Code	**CSC/ Q 0207**		
Job Role	**Plasma Cutter - Manual**		
Credits (NSQF)	**TBD**	**Version number**	**1.0**
Sector	**CAPITAL GOODS**	**Drafted on**	**10/04/14**
Sub-sector	1. Machine Tools 2. Dies, Moulds and Press Tools 3. Plastic Manufacturing Machinery 4. Textile Manufacturing Machinery 5. Process Plant Machinery 6. Electrical and Power Machinery 7. Light Engineering Goods	**Last reviewed on**	**18/03/15**
Occupation	**WELDING AND CUTTING**	**Next review date**	**30/08/16**
NSQC Clearance on	20/07/2015		

Job Role	Plasma Cutter - Manual
Role Description	Manual cutting operations using plasma arc cutting process. The person would be able to independently carry out plasma arc cutting operations for as per welding procedure specification (WPS).
NSQF level	3
Minimum Educational Qualifications	8th standard
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	No Previous Training Required
Minimum Job Entry Age	18 Years Old
Experience	No Previous Experience Required
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. CSC/ N 0207 (Manually cut metal materials using plasma arc) 2. CSC/ N 1335 (Use basic health and safety practices at the workplace) 3. CSC/ N 1336 (Work effectively with others) **Optional:** N.A.
Performance Criteria	As described in the relevant OS units

Definitions

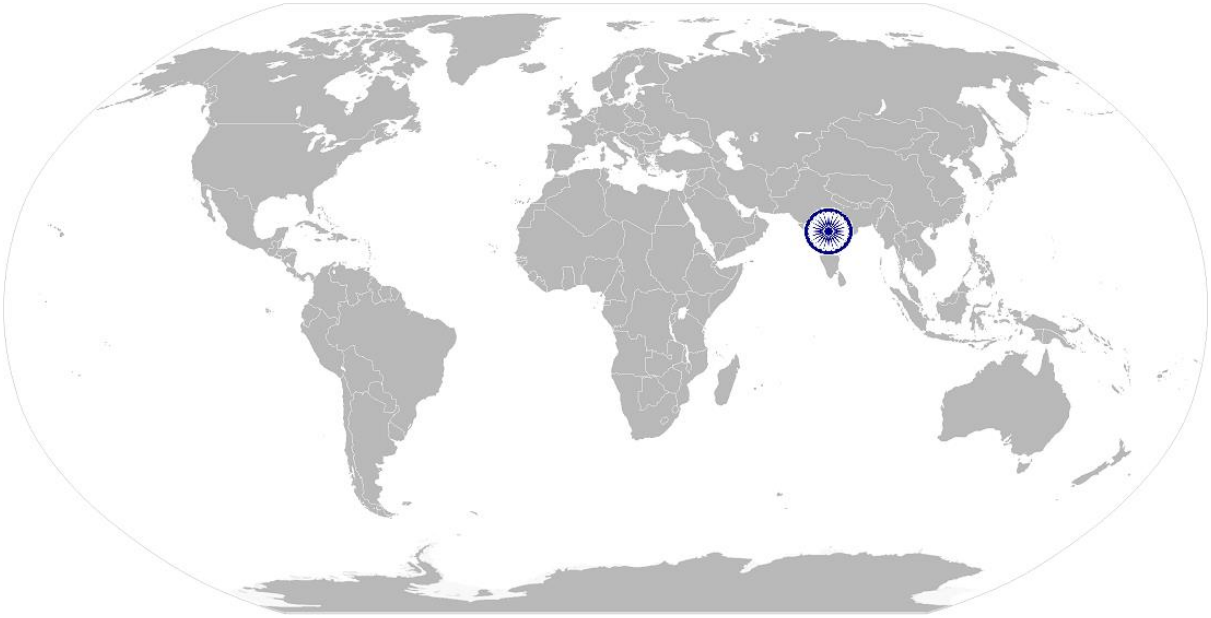
Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.
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 NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational 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.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
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.
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 characteristics and interests.
Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

Acronyms

Keywords /Terms	Description
WPS	Welding Procedure Speciation
HAZ	Heat Affected Zone
CO2	Carbon dioxide
CPR	Cardiac Pulmonary Resuscitation
PPE	Persnal Protective Equipment

CSC/ N 0207: Manually cut metal materials using plasma arc

National Occupational Standard



Overview

This unit covers manual cutting operations using plasma arc cutting process. The person would be able to independently carry out plasma arc cutting operations for as per welding procedure specification (WPS).

CSC/ N 0207: Manually cut metal materials using plasma arc

National Occupational Standard

Unit Code	**CSC / N 0207**
Unit Title (Task)	**Manually cut joints using plasma cutting**
Description	This unit is about competencies required for manual cutting operations using plasma arc. The candidate will be able to cut different materials (mild carbon steel, stainless steel, aluminum, high tensile and special steels, and other materials) in various profiles pertaining to the gas cutting process. The candidate will be expected to work with a minimum of supervision, taking personal responsibility for own actions, quality and accuracy of the work.
Scope	This unit/task covers the following: • Working safely • Prepare for cutting operations • Carry out cutting operations • Test for quality • Dealing with contingencies

Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Working safely	The user/individual on the job should be able to: PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines **Safety precautions (general)**: general workshop safety; fire prevention; general hazards; manual lifting; overhead lifting; surface conditions; stability of surrounding structures, furniture, etc. PC2. take necessary safety precautions for plasma cutting operations including equipment, processes and checks
Prepare for cutting operations	The user/individual on the job should be able to: PC3. interpret cutting procedure data sheets specifications PC4. check regulators, hoses and check that valves are securely connected and free from leaks and damage PC5. check equipment is calibrated and approved for use PC6. check/fit the correct nozzle to the torch PC7. match correct tips and cups to the torch as per requirement and manufacturer's equipment instructions PC8. set the amperage and gas pressure as per metal thickness, metal type, and type of gas **Materials type**: mild steel; high alloy steel; stainless steel; aluminium and its alloys; other appropriate metal **Types of gases:** Primary Plasma Gas – used to create the plasma arc (Nitrogen, Argon, Hydrogen, Compressed air); Secondary Shielding Gas – used to protect the cut metals from oxidation (CO2, Compressed Air) PC9. use the correct procedure for lighting, adjusting and extinguishing the arc

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	PC10. use appropriate and safe procedures for handling and storing of gas cylinders PC11. prepare the work area for the cutting activities PC12. obtain the appropriate tools and equipment for the plasma arc cutting operations, and check that they are in a safe and usable condition **Equipment**: plasma power source ; pilot arc ignition system; torch; portable straight line cutters; profile cutting machines; air filter with regulator; burner electrode; compressor; nozzle; electrode holder; contact tube; front cap; gas supply system with gauges; cooling system; earthing clamp; connecting leads and cables PC13. check that the plasma arc cutting equipment is correctly set up for the operations to be performed PC14. carry out correct measurements required using appropriate equipment and methods for planning the cut PC15. where appropriate, mark out the components for the required operations, using appropriate tools and techniques PC16. perform trial cut to check for cut defect
Carry out cutting operations	The user/individual on the job should be able to: PC17. operate the plasma cutting equipment to produce items/cut shapes to the dimensions and profiles as specified PC18. use the correct angles to cut and the right speed PC19. use various types of plasma arc cutting methods/techniques **Cutting techniques**: stand-off, circle cutting, profile cutting, edge, stenting hole, piercing technique PC20. perform various cutting operations correctly **Cutting operations**: down-hand straight cuts (freehand), making straight cuts (track guided), cutting regular shapes, cutting irregular shapes, making angled cuts, cutting chamfers, making radial cuts, gouging/flushing, bevelled edge – weld preparations, cutting out holes PC21. produce thermal cuts in various forms of material **Forms:** plate, rolled section, pipe/tube, solid bars PC22. produce cut profiles for various type of materials **Materials type**: mild steel; high alloy steel; stainless steel; aluminium and its alloys; other appropriate metal PC23. produce thermally-cut components which meet specified quality criteria **Quality criteria:** dimensional accuracy is within the tolerances specified on the drawing/specification, or within +/- 1mm; angled/radial cuts are within specification requirements; cuts are clean and smooth and free from flutes; no drags PC24. detect and correct defects in cut PC25. leave the work area in a safe and tidy condition on completion of the cutting activities

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Test for quality	The user/individual on the job should be able to: PC26. check that the finished components meet the required standard PC27. use appropriate methods and equipment to check the quality, and that all dimensional and geometrical aspects of the cut material are to the specification PC28. identify various cutting defects **Defects**: grooved, fluted or ragged cuts, poor draglines, rounded edges, tightly adhering slag, dross, burr, distortion
Dealing with contingencies	The user/individual on the job should be able to: PC29. report any difficulties or problems that may arise with the cutting activities, and carry out any agreed actions PC30. detect equipment malfunctions and deal with them appropriately PC31. deal promptly and effectively with problems within their control, and seek help and guidance from the relevant people if they have problems that they cannot resolve PC32. shut down and make safe the cutting equipment on completion of the cutting activities or during an emergency PC33. in case of emergencies follow standard emergency procedures
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. job relevant legislation, standards, policies, and procedures followed in the company KA2. key purpose of the organization KA3. department structure and hierarchy protocols KA4. work flow and own role in the workflow KA5. dependencies and interdependencies in the workflow KA6. support functions and types of support available for incumbents in this role
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. types of fire extinguishers and their suitable uses in case of gas cutting related fires KB2. specific safety precautions to be taken when working with plasma arc cutting equipment in a fabrication environment **Safety precautions**: safety from trailing hoses; safety from arc; appropriate fume and gases extraction/control measures; safety from spatter and hot metal (distance, PPE, proper handling and placement); protection from live and other electrical components, including insulation, proper earthing, proper loading, etc.; adequate lighting; appropriate personal protective equipment; protection of self and others from the effects of the arc; cylinder safety; safety measures including nozzles. valves, flowmeter, flashback arrestors, etc.; safety measures for elevated and trench working KB3. personal protective clothing and equipment (PPE) to be worn when working with plasma cutting equipment **Personal protective equipment:** suitable aprons, gloves, safety boots, correctly fitting overalls, suitable eye shields/goggles, ear plugs or covering KB4. hazards associated with carrying out plasma arc cutting activities and how

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	they can be minimized KB5. safe working practices and procedures for using plasma equipment KB6. principles of plasma arc cutting **Principles**: plasma an ionized gas that conducts electricity; plasma is created by adding energy to an electrically neutral gas; gas is compressed air, energy is electricity; more electrical energy added, the hotter the plasma; plasma cutting machines constrict the arc and force it through a concentrated area (the nozzle); pilot arc, cutting arc; increasing air pressure and intensifying the arc with higher amperage, the arc becomes hotter and more capable of blasting through thicker metals and blowing away the cuttings and it does not require a pre-heat cycle; using an inert gas for pressure prevents the cut areas from oxidizing; for most ferrous metals, compressed air is used; for non-ferrous metals the inert gas is essential to prevent oxidation; different plasma tip diameters are used for different cutting thickness; has smaller heat affected zone (HAZ) preventing the area around the cut from warping and minimizes paint damage; provides gouging and piercing capabilities; minimal cleanup required, small and more precise kerf (width of the cut); cuts any type of electrically conductive metals including aluminum, copper, brass and stainless steel KB7. common terminology used in plasma cutting KB8. procedure for obtaining the required drawings, job instructions and other related specifications KB9. how to use and extract information from engineering drawings and related specifications, workpiece reference points and system of tolerances KB10. various types of plasma arc cutting equipment available **Types**: transferred, non-transferred (welding) KB11. various components of the cutting equipment and types of consumables used **Consumables**: electrode, gases, tips, cups KB12. construction of the cutting torch KB13. types of plasma arc gases used **Types of gases:** Primary Plasma Gas – used to create the plasma arc (Nitrogen, Argon, Hydrogen, Compressed air); Secondary Shielding Gas – used to protect the cut metals from oxidation (CO2, Compressed Air) KB14. accessories that can be used with handheld gas cutting equipment to aid cutting operations (such as cutting guides, templates) KB15. types of regulators such as low- and high-pressure, and single- and two-stage KB16. nozzle type as per type and thickness of base materials KB17. preparations prior to cutting (including checking connections for leaks, setting gas pressures, setting up the material/workpiece, and checking the cleanliness of materials used) KB18. holding methods that are used to aid plasma cutting, and the equipment that can be used KB19. correct procedure for lighting, cutting and extinguishing the arc KB20. importance of following the correct procedure for lighting, cutting and extinguishing an arc KB21. importance of torch to arc distance in relation to thickness of materials, types of torches and gases

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	Torches: air plasma, oxygen injected, duel gas KB22. factors that impact nozzle life KB23. double arcing and its impact KB24. problems that can occur with plasma cutting, and how they can be avoided (including causes of distortion during plasma cutting and methods of controlling distortion) KB25. effects of oil, grease, scale or dirt on the cutting process KB26. quality parameters for plasma cut materials **Quality parameters**: shape and length of the draglines; squareness; angle deviation; smoothness of the sides; sharpness of the top edges; amount of slag adhering to the metal KB27. causes of cutting defects, how to recognize them, and methods of correction and prevention KB28. gouging and back gouging principles, methods and procedures KB29. importance of leaving the work area in a safe and clean condition on completion of activities KB30. emergency procedures for electrical and other fires KB31. how to close down the cutting equipment safely and correctly KB32. purging tools and their function
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	**Communication**
	The user/ individual on the job needs to know and understand how to: SA1. read and interpret information correctly from various job specification documents, manuals, health and safety instructions, memos, etc. applicable to the job in English and/or local language SA2. fill up appropriate technical forms, process charts, activity logs as per organizational format in English and/or local language SA3. convey and share technical information clearly using appropriate language SA4. check and clarify task-related information SA5. liaise with appropriate authorities using correct protocol SA6. communicate with people in respectful form and manner in line with organizational protocol
	Numerical and computational skills
	The user/individual on the job needs to know and understand how to: SA7. undertake numerical operations, geometry and calculations/ formulae (including addition, subtraction, multiplication, division, fractions and decimals, percentages and proportions, simple ratios and averages) SA8. use appropriate measuring techniques SA9. use and convert imperial and metric systems of measurements SA10. apply appropriate degree of accuracy to express numbers SA11. use tolerance in terms of limits of size SA12. check measurements, angles, orientation and slopes SA13. types of reference lines such as tangent lines, datum lines, center lines and work points SA14. check square of material using corner-to-corner dimensions and triangulation (3-4-5) method

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	SA15. select and use tools and equipment such as measuring tapes, levels, squares, protractors and dividers SA16. ability to check dimensions of components SA17. calculate the value of angles in a triangle
	Learning
	The user/individual on the job needs to know and understand how to: SA18. participate in on-the-job and other learning, training and development interventions and assessments SA19. clarify task related information with appropriate personnel or technical adviser SA20. seek to improve and modify own work practices SA21. maintain current knowledge of application standards, legislation, codes of practice and product/process developments
B. Professional Skills	**Problem Solving**
	The user/individual on the job needs to know and understand how to: SB1. identify problems with work planning, procedures, output and behavior and their implications SB2. prioritize and plan for problem solving SB3. communicate problems appropriately to others SB4. identify sources of information and support for problem solving SB5. seek assistance and support from other sources to solve problems SB6. identify effective resolution techniques SB7. select and apply resolution techniques SB8. seek evidence for problem resolution
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB9. plan, prioritize and sequence work operations as per job requirements SB10. organize and analyze information relevant to work SB11. basic concepts of shop-floor work productivity including waste reduction, efficient material usage and optimization of time
	Initiative and Enterprise
	The user/individual on the job needs to know and understand how to: SB12. undertake and express new ideas and initiatives to others SB13. modify work plan to overcome unforeseen difficulties or developments that occur as work progresses SB14. participate in improvement procedures including process, quality and internal/external customer/supplier relationships SB15. one's competencies in new and different situations and contexts to achieve more
	Self-Management
	The user/individual on the job needs to know and understand how to: SB16. exercise restraint while expressing dissent and during conflict situations SB17. avoid and manage distractions to be disciplined at work SB18. manage own time for achieving better results

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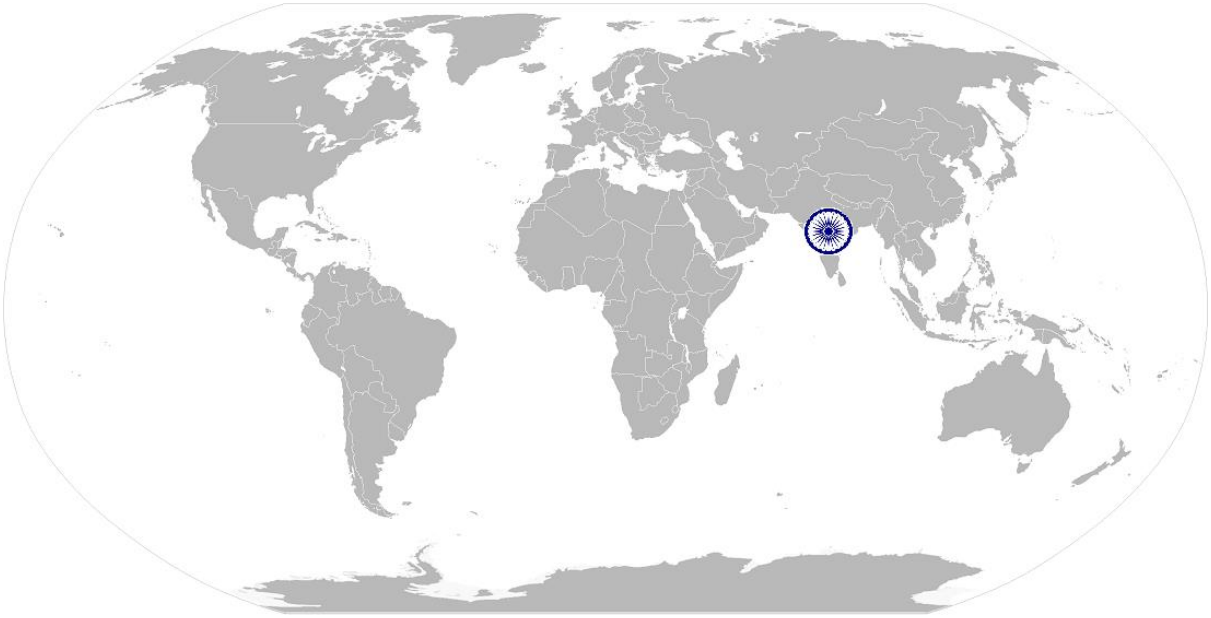
	Teamwork
	The user/individual on the job needs to know and understand how to: SB19. work in a team in order to achieve better results SB20. identify and clarify work roles within a team SB21. communicate and cooperate with others in the team for better results SB22. seek assistance from fellow team members



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NOS Version Control

NOS Code	CSC / N 0207		
Credits (NSQF)	TBD	Version number	1.0
Industry	Capital Goods	Drafted on	10/04/14
Industry Sub-sector	1. Machine Tools 2. Dies, Moulds And Press Tools 3. Plastics Manufacturing Machinery 4. Textile Manufacturing Machinery 5. Process Plant Machinery 6. Electrical and Power Machinery 7. Light Engineering Goods	Last reviewed on	18/03/15
Occupation	Welding and Cutting	Next review date	30/08/16

CSC/ N 1335: Use basic health and safety practices at the workplace

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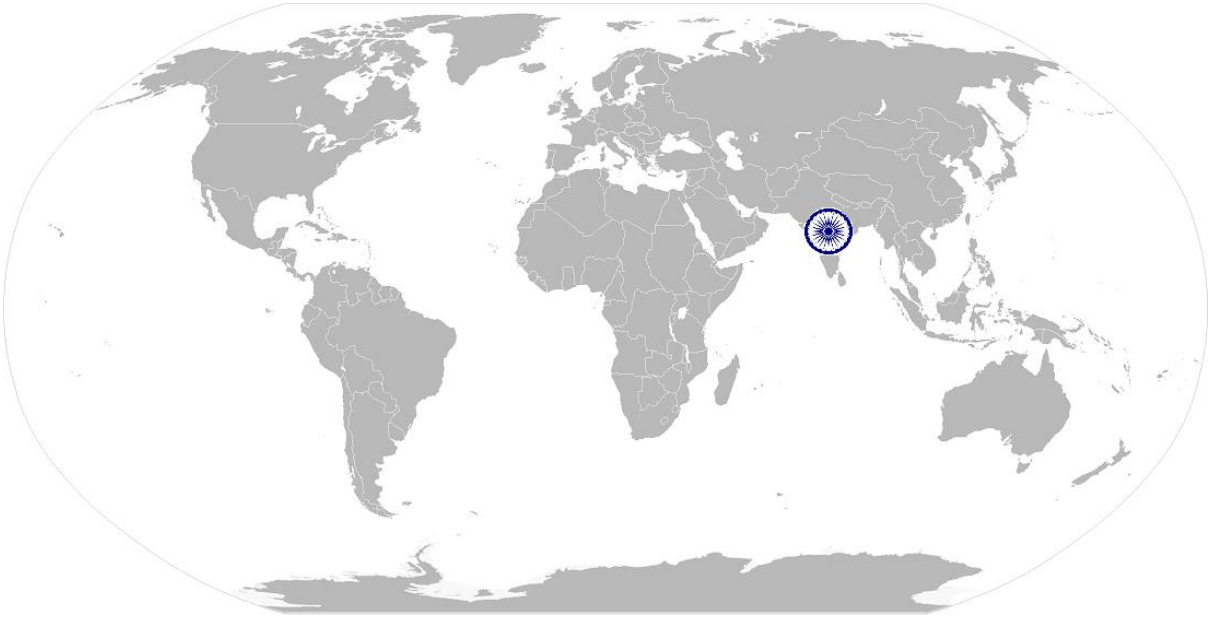
National Occupational Standard



Overview

This unit covers health, safety and security at the workplace. This includes procedures and practices that candidates need to follow to help maintain a healthy, safe and secure work environment.

CSC/ N 1335: Use basic health and safety practices at the workplace

National Occupational Standard

Unit Code	CSC / N 1335
Unit Title (Task)	**Use basic health and safety practices at the 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. It includes understanding of risks and hazards in the workplace, along with common techniques to minimize risk, deal with accidents, emergencies, etc. It covers knowledge of fire safety, common first aid applications, safe practices and emergency procedures.
Scope	This unit/task covers the following: • Health and safety • Fire safety • Emergencies, rescue and first-aid procedures
Performance Criteria(PC) w.r.t. the Scope	
Element	**Performance Criteria**
Health and safety	The user/individual on the job should be able to: PC1. use protective clothing/equipment for specific tasks and work conditions **Protective clothing**: leather or asbestos gloves, flame proof aprons, flame proof overalls buttoned to neck, cuffless (without folds), trousers, reinforced footwear, helmets/hard hats, cap and shoulder covers, ear defenders/plugs, safety boots, knee pads, particle masks, glasses/goggles/visors **Equipment**: hand shields, machine guards, residual current devices, shields, dust sheets, respirator PC2. state the name and location of people responsible for health and safety in the workplace PC3. state the names and location of documents that refer to health and safety in the workplace PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace **Hazards**: sharp edged and heavy tools; heated metals; oxyfuel and gas cylinders; welding radiation; hazardous surfaces(sharp, slippery, uneven, chipped, broken, etc.); hazardous substances(chemicals, gas, oxy-fuel, fumes, dust, etc.); physical hazards(working at heights, large and heavy objects and machines, sharp and piercing objects, tolls and machines, intense light, load noise, obstructions in corridors, by doors, blind turns, noise, over stacked shelves and packages, etc.) electrical hazards (power supply and points, loose and naked cables and wires, electrical machines and appliances, etc.)

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	Possible causes of risk and accident: physical actions; reading; listening to and giving instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness) PC5. 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; 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 safety harness, fall arrestors, etc. PC6. 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 PC7. 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(eg fire exits, exhaust fans) PC8. inspect for faults, set up and safely use steps and ladders in general use **Ladder faults**: corrosion of metal components, deterioration, splits and cracks timber components, imbalance, loose rungs, missing/ unfixed nuts or bolts, etc. **Ladders set up**: firm/level base, clip/lash down, leaning at the correct angle, etc. PC9. work safely in and around trenches, elevated places and confined areas PC10. lift heavy objects safely using correct procedures PC11. apply good housekeeping practices at all times **Good housekeeping practices**: clean/tidy work areas, removal/disposal of waste products, protect surfaces PC12. identify common hazard signs displayed in various areas **Various areas**: on chemical containers; equipment; packages; inside buildings; in open areas and public spaces, etc. PC13. retrieve and/or point out documents that refer to health and safety in the workplace

CSC/ N 1335: Use basic health and safety practices at the workplace

	Documents: fire notices, accident reports, safety instructions for equipment and procedures, company notices and documents, legal documents (eg government notices)
Fire safety	The user/individual on the job should be able to: PC14. use the various appropriate fire extinguishers on different types of fires correctly **Types of fires**: Class A: eg. 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: eg. 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) PC15. demonstrate rescue techniques applied during fire hazard PC16. demonstrate good housekeeping in order to prevent fire hazards PC17. demonstrate the correct use of a fire extinguisher
Emergencies, rescue and first-aid procedures	The user/individual on the job should be able to: PC18. demonstrate how to free a person from electrocution PC19. administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc. PC20. demonstrate basic techniques of bandaging PC21. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments PC22. perform and organize loss minimization or rescue activity during an accident in real or simulated environments PC23. 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 PC24. demonstrate the artificial respiration and the CPR Process PC25. participate in emergency procedures **Emergency procedures**: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work PC26. 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 PC27. demonstrate correct method to move injured people and others during an emergency
Knowledge and Understanding (K)	

CSC/ N 1335: Use basic health and safety practices at the workplace

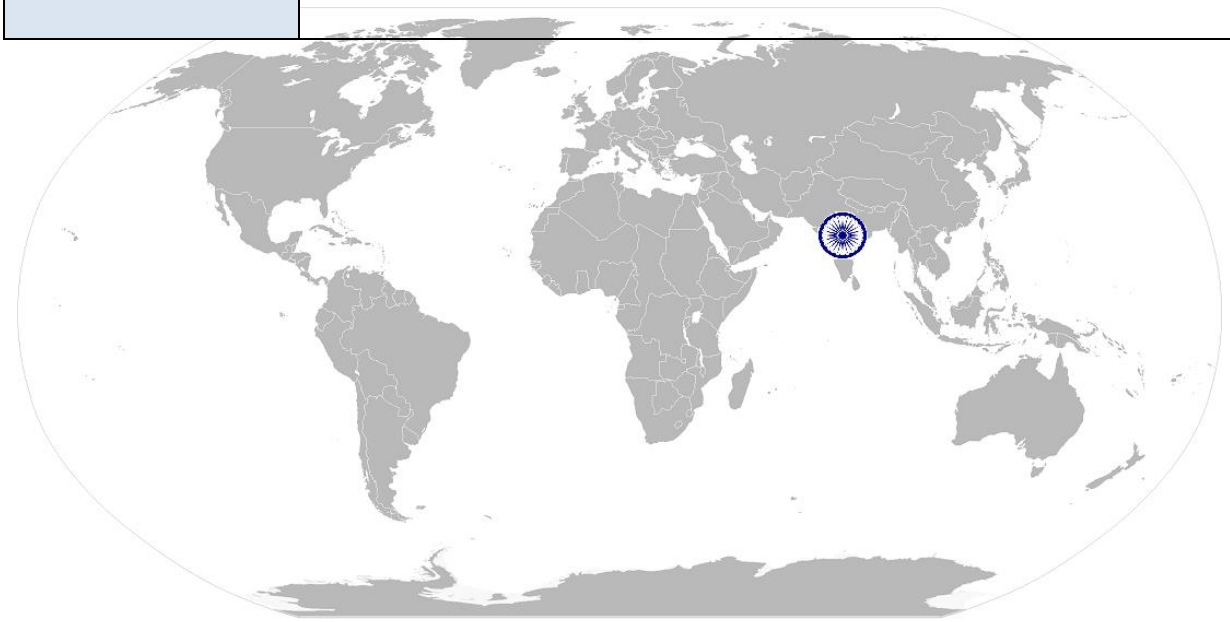
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. names (and job titles if applicable), and where to find, all the people responsible for health and safety in a workplace. KA2. names and location of documents that refer to health and safety in the workplace.
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. meaning of "hazards" and "risks" KB2. health and safety hazards commonly present in the work environment and related precautions KB3. possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible KB4. possible causes of risk and accident **Possible causes of risk and accident**: physical actions; reading; listening to and giving instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness) KB5. 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 KB6. safe working practices when working with tools and machines KB7. safe working practices while working at various hazardous sites KB8. where to find all the general health and safety equipment in the workplace KB9. various dangers associated with the use of electrical equipment KB10. 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 KB11. importance of using protective clothing/equipment while working KB12. precautionary activities to prevent the fire accident KB13. various causes of fire **Causes of fires**: heating of metal; spontaneous ignition; sparking; electrical heating; loose fires (smoking, welding, etc.); chemical fires; etc. KB14. techniques of using the different fire extinguishers KB15. different methods of extinguishing fire KB16. different materials used for extinguishing fire **Materials**: sand, water, foam, CO2, dry powder KB17. rescue techniques applied during a fire hazard KB18. various types of safety signs and what they mean

CSC/ N 1335: Use basic health and safety practices at the workplace

	KB19. appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries KB20. content of written accident report KB21. potential injuries and ill health associated with incorrect manual handing KB22. safe lifting and carrying practices KB23. personal safety, health and dignity issues relating to the movement of a person by others KB24. potential impact to a person who is moved incorrectly
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	**Reading and Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. read and comprehend basic content to read labels, charts, signages SA2. read and comprehend basic English to read manuals of operations SA3. read and write an accident/incident report in local language or English
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. question coworkers appropriately in order to clarify instructions and other issues SA5. give clear instructions to coworkers, subordinates others
	Decision Making
	The user/individual on the job needs to know and understand how to: SA6. 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
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. plan and organize their own work schedule, work area, tools, equipment and materials to maintain decorum and for improved productivity
	Working with others
	The user/individual on the job needs to know and understand how to: SB2. remain congenial while discussing and debating issues with co-workers SB3. follow appropriate protocols for communication based on situation, hierarchy, organizational culture and practice SB4. ask for, provide and receive required assistance where possible to ensure achievement of work related objectives SB5. thank coworkers for any assistance received SB6. offer appropriate respect based on mutuality and respect for fellow worksmanship and authority

CSC/ N 1335: Use basic health and safety practices at the workplace

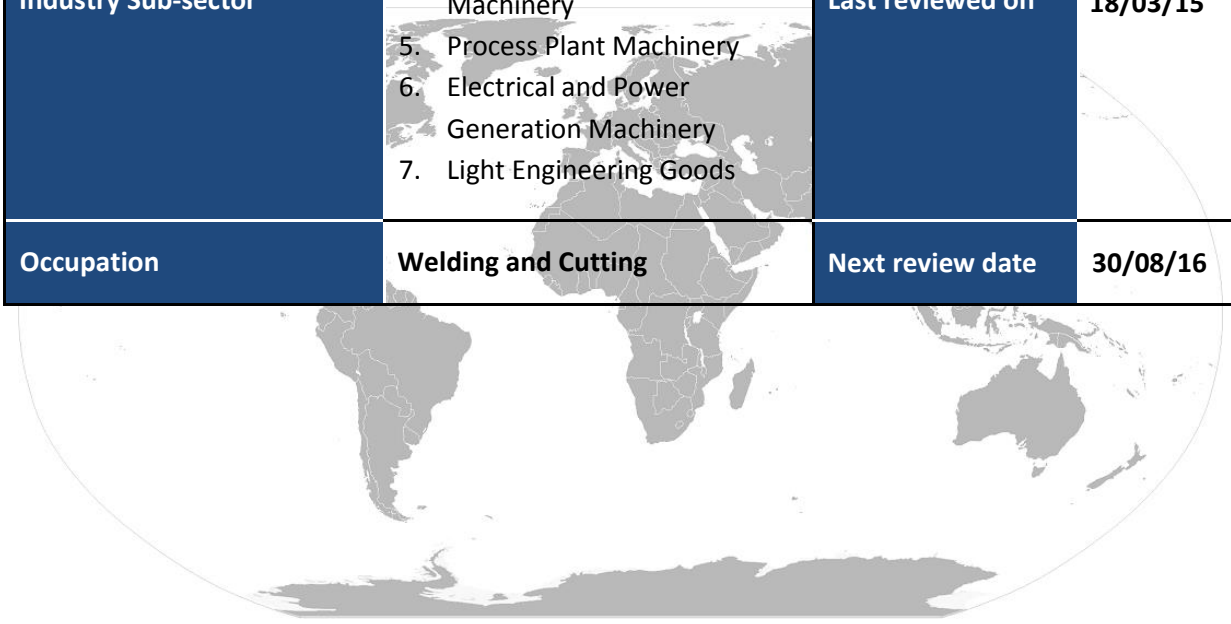
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB8. identify immediate or temporary solutions to resolve delays SB9. identify sources of support that can be availed of for problem solving for various kind of problems SB10. seek appropriate assistance from other sources to resolve problems SB11. report problems that you cannot resolve to appropriate authority
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB12. identify cause and effect relations in their area of work SB13. use cause and effect relations to anticipate potential problems and their solution



CSC/ N 1335: Use basic health and safety practices at the workplace

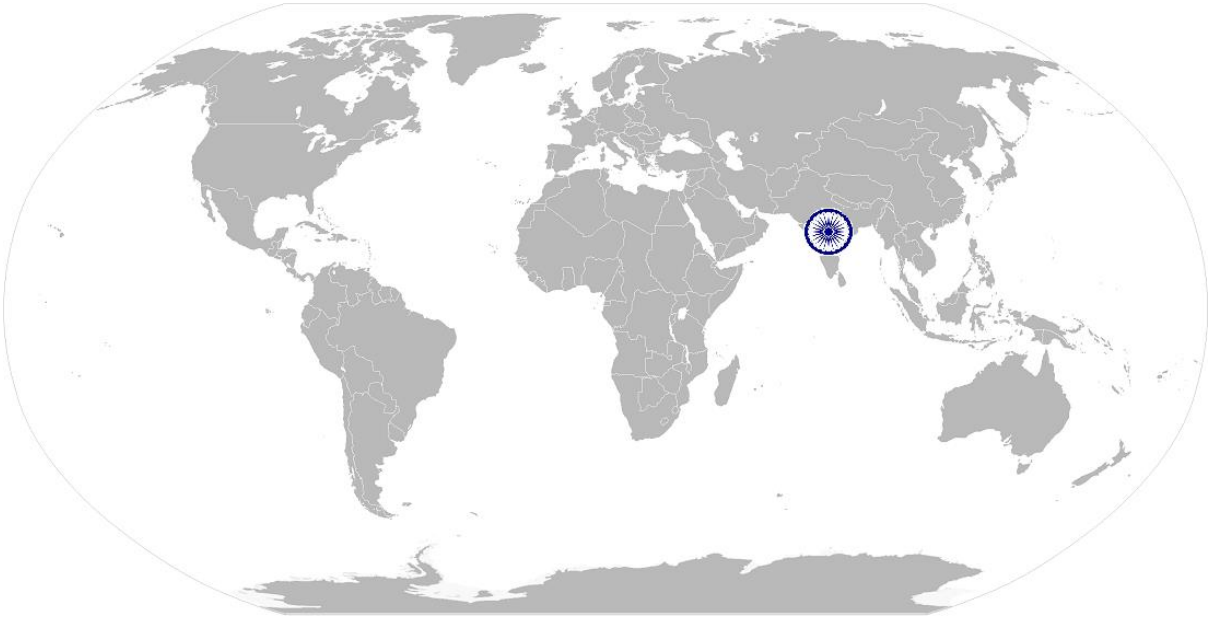
NOS Version Control

NOS Code	CSC / N 1335		
Credits (NSQF)	TBD	Version number	1.0
Industry	Capital Goods	Drafted on	10/04/14
Industry Sub-sector	1. Machine Tools 2. Dies, Moulds And Press Tools 3. Plastics Manufacturing Machinery 4. Textile Manufacturing Machinery 5. Process Plant Machinery 6. Electrical and Power Generation Machinery 7. Light Engineering Goods	Last reviewed on	18/03/15
Occupation	Welding and Cutting	Next review date	30/08/16



CSC/ N 1336: Work effectively with others

National Occupational Standard



Overview

This unit covers basic practices that improve effectiveness of working with others in an organizational set-up.

CSC/ N 1336: Work effectively with others

National Occupational Standard

Unit Code	**CSC / N 1336**
Unit Title (Task)	**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, handling conflict and grievances.
Scope	This unit/task covers the following: • Working with others

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Working with others	The user/individual on the job should 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 (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions KA2. reporting structure, inter-dependent functions, lines and procedures in the work area KA3. relevant people and their responsibilities within the work area KA4. escalation matrix and procedures for reporting work and employment related issues

CSC/ N 1336: Work effectively with others

B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. various categories of people that one is required to communicate and co-ordinate with in the organization KB2. importance of effective communication in the workplace KB3. importance of teamwork in organizational and individual success KB4. various components of effective communication KB5. key elements of active listening KB6. value and importance of active listening and assertive communication KB7. barriers to effective communication KB8. importance of tone and pitch in effective communication KB9. importance of avoiding casual expletives and unpleasant terms while communicating professional circles KB10. how poor communication practices can disturb people, environment and cause problems for the employee, the employer and the customer KB11. importance of ethics for professional success KB12. importance of discipline for professional success KB13. what constitutes disciplined behavior for a working professional KB14. common reasons for interpersonal conflict KB15. importance of developing effective working relationships for professional success KB16. expressing and addressing grievances appropriately and effectively KB17. importance and ways of managing interpersonal conflict effectively
Skills (S) [Optional]	

CSC/ N 1336: **Work effectively with others**

NOS Version Control

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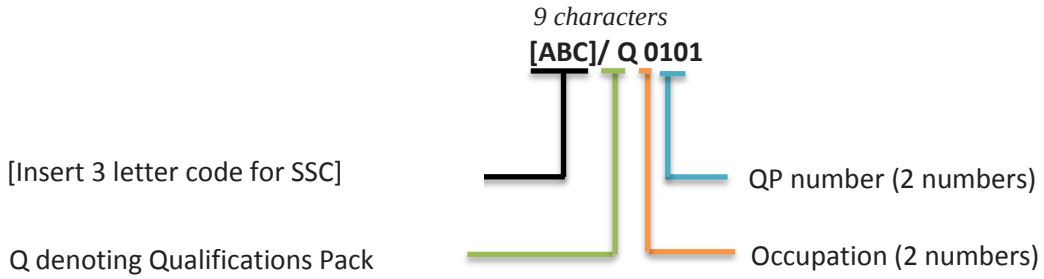
Industry Sub-sector	1. Machine Tools 2. Dies, Moulds And Press Tools 3. Plastics Manufacturing Machinery 4. Textile Manufacturing Machinery 5. Process Plant Machinery 6. Electrical and Power Machinery 7. Light Engineering Goods	**Last reviewed on**	**18/03/15**
Occupation	**Welding and Cutting**	**Next review date**	**30/08/16**

Annexure

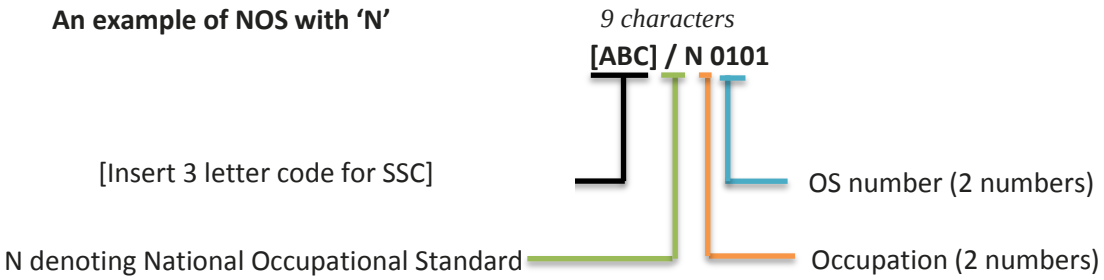
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Machine Tools	01-13
Dies, Moulds and Press Tools	01-13
Plastic Manufacturing Machinery	01-13
Textile Manufacturing Machinery	01-13
Process Plant Machinery	01-13
Electrical and Power Machinery	01-13
Light Engineering Goods	01-13

Sequence	Description	Example
Three letters	Capital Goods	CSC
Slash	/	/
Next letter	Whether **Q**P or **N**OS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

PERFORMANCE CRITERIA

Job Role: Plasma Cutter - Manual

Qualification Pack: CSC/ Q 0207

Sector Skill Council: Capital Goods Sector Skills Council

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 and skill practical part for each candidate at each examination/training center.
4. 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.

Assessable outcome	Assessment Criteria	Total Marks	Out of	Theory	Practical Skill
CSC/ N 0207: Manually cut metal materials using plasma arc	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	100	3	1	2
	PC2. take necessary safety precautions for plasma cutting operations including equipment, processes and checks		3	1	2
	PC3. interpret cutting procedure data sheets specifications		3	1	2
	PC4. check regulators, hoses and check that valves are securely connected and free from leaks and damage		3	1	2
	PC5. check equipment is calibrated and approved for use		2	0	2
	PC6. check/fit the correct nozzle to the torch		3	1	2
	PC7. match correct tips and cups to the torch as per requirement and manufacturer's equipment instructions		2	0	2
	PC8. set the amperage and gas pressure as per metal thickness, metal type, and type of gas		2	0	2
	PC9. use the correct procedure for lighting, adjusting and extinguishing the arc		3	1	2

	PC10. use appropriate and safe procedures for handling and storing of gas cylinders		3	1	2
	PC11. prepare the work area for the cutting activities		3	1	2
	PC12. obtain the appropriate tools and equipment for the plasma arc cutting operations, and check that they are in a safe and usable condition		3	1	2
	PC13. check that the plasma arc cutting equipment is correctly set up for the operations to be performed		2	0	2
	PC14. carry out correct measurements required using appropriate equipment and methods for planning the cut		4	1	3
	PC15. where appropriate, mark out the components for the required operations, using appropriate tools and techniques		3	1	2
	PC16. perform trial cut to check for cut defects		3	1	2
	PC17. operate the plasma cutting equipment to produce items/cut shapes to the dimensions and profiles as specified		5	1	4
	PC18. use the correct angles to cut and the right speed		4	1	3
	PC19. use various types of plasma arc cutting methods/techniques		4	1	3
	PC20. perform various cutting operations correctly		4	1	3
	PC21. produce thermal cuts in various forms of material		4	1	3
	PC22. produce cut profiles for various type of materials		3	0	3
	PC23. produce thermally-cut components which meet specified quality criteria		4	1	3
	PC24. detect and correct defects in cut		3	1	2
	PC25. leave the work area in a safe and tidy condition on		2	0	2

	completion of the cutting activities				
	PC26. check that the finished components meet the required standard		3	1	2
	PC27. use appropriate methods and equipment to check the quality, and that all dimensional and geometrical aspects of the cut material are to the specification		4	2	2
	PC28. identify various cutting defects		3	1	2
	PC29. report any difficulties or problems that may arise with the cutting activities, and carry out any agreed actions		3	1	2
	PC30. detect equipment malfunctions and deal with them appropriately		2	0	2
	PC31. deal promptly and effectively with problems within their control, and seek help and guidance from the relevant people if they have problems that they cannot resolve		3	1	2
	PC32. shut down and make safe the cutting equipment on completion of the cutting activities or during an emergency		2	0	2
	PC33. incase of emergencies follow standard emergency procedures		2	0	2
		Total	**100**	**25**	**75**
CSC/ N 1335: (Use basic health and safety practices at the workplace)	PC1. use protective clothing/equipment for specific tasks and work conditions	100	5	2	3
	PC2. state the name and location of people responsible for health and safety in the workplace		3	1	2
	PC3. state the names and location of documents that refer to health and safety in the workplace		3	1	2
	PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace		5	2	3

	PC5. carry out safe working practices while dealing with hazards to ensure the safety of self and others state methods of accident prevention in the work environment of the job role		4	2	2
	PC6. state location of general health and safety equipment in the workplace		3	2	1
	PC7. inspect for faults, set up and safely use steps and ladders in general use		5	2	3
	PC8. work safely in and around trenches, elevated places and confined areas		5	2	3
	PC9. lift heavy objects safely using correct procedures		5	2	3
	PC10. apply good housekeeping practices at all times		4	2	2
	PC11. identify common hazard signs displayed in various areas		5	2	3
	PC12. retrieve and/or point out documents that refer to health and safety in the workplace		3	1	2
	PC13. use the various appropriate fire extinguishers on different types of fires correctly		4	1	3
	PC14. demonstrate rescue techniques applied during fire hazard		4	1	3
	PC15. demonstrate good housekeeping in order to prevent fire hazards		3	1	2
	PC16. demonstrate the correct use of a fire extinguisher		4	1	3
	PC17. demonstrate how to free a person from electrocution		4	1	3
	PC18. administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc.		4	1	3
	PC19. demonstrate basic techniques of bandaging		3	1	2
	PC20. respond promptly and appropriately to an accident situation or medical emergency in		4	1	3

	real or simulated environments				
	PC21. perform and organize loss minimization or rescue activity during an accident in real or simulated environments		3	1	2
	PC22. 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		3	1	2
	PC23. demonstrate the artificial respiration and the CPR Process		3	1	2
	PC24. participate in emergency procedures		3	2	1
	PC25. complete a written accident/incident report or dictate a report to another person, and send report to person responsible		4	1	3
	PC26. demonstrate correct method to move injured people and others during an emergency		4	1	3
		Total	**100**	**36**	**64**
CSC/ N 1336: (Work effectively with others)	PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required	100	10	3	7
	PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt		10	3	7
	PC3. give information to others clearly, at a pace and in a manner that helps them to understand		10	3	7
	PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible		10	3	7
	PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks		10	3	7
	PC6. display appropriate communication etiquette while working		10	3	7

	PC7. display active listening skills while interacting with others at work		10	3	7
	PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism		10	3	7
	PC9. demonstrate responsible and disciplined behaviors at the workplace		10	3	7
	PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict		10	3	7
		Total	**100**	**30**	**70**