

# QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY

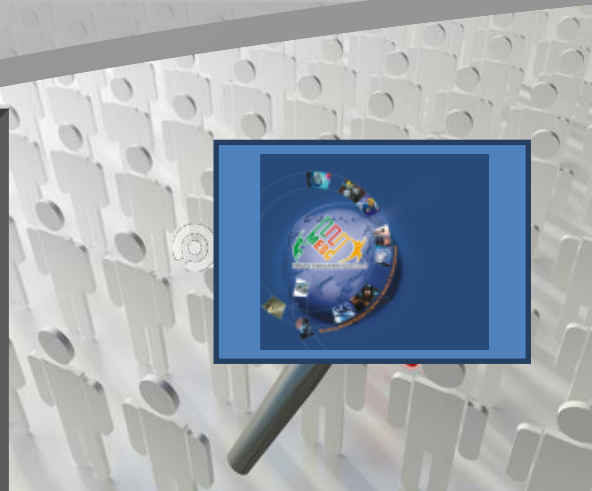
## What are Occupational Standards(OS)?

- 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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## Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack..... P.2
3. OS Units.....P.2
4. Glossary of Key Terms .....P.3
5. Annexure: Nomenclature for QP & OS...P.5

## Introduction

### Qualifications Pack- Sound engineer

**SECTOR:** MEDIA AND ENTERTAINMENT

**SUB-SECTOR:** Film, Television, Radio, Animation, Gaming, Advertising

**OCCUPATION:** Sound engineer

**REFERENCE ID:** MES/ Q 3402

**ALIGNED TO:** NCO-2004/2144.50

**Sound engineer in the Media & Entertainment Industry is also known as a Sound mixer or Sound recordist**

**Brief Job Description:** Individuals at this job are responsible to record/mix sound sources to create end-products that meet the quality standards and requirements of production.

**Personal Attributes:** This job requires the individual to know how to operate a range of sound equipment and software. The individual must be well-versed with the principles of sound and acoustics. The individual must be able to select sound sources and apply various mixing techniques and treatments to create quality end-products that meet production requirements.

Job Details	<b>Qualifications Pack Code</b>	<b>MES/ Q 3402</b>		
	<b>Job Role</b>	<b>Sound engineer</b> This job role is applicable in both national and international scenarios		
	<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>10/11/14</b>
	<b>Sub-sector</b>	<b>Film, Television, Radio, Animation, Gaming, Advertising</b>	<b>Last reviewed on</b>	<b>21/11/14</b>
	<b>Occupation</b>	<b>Sound</b>	<b>Next review date</b>	<b>20/11/16</b>

<b>Job Role</b>	<b>Sound engineer</b>
<b>Role Description</b>	Record/mix sound sources to create required end-products
<b>NSQF level</b>	4
<b>Minimum Educational Qualifications</b>	Class XII, preferably with a background in physical sciences
<b>Maximum Educational Qualifications</b>	Graduation, preferably in electronics
<b>Training</b> (Suggested but not mandatory)	Sound mixing, editing, production and sound editing software
<b>Experience</b>	2+ Years of work experience, with experience as an apprentice installing studio equipment
<b>Applicable National Occupational Standards (NOS)</b>	<b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">MES / N 3405 (Prepare sound equipment)</a></li> <li><a href="#">MES / N 3407 (Record/mix sound)</a></li> <li><a href="#">MES / N 3409 (Maintain workplace health and safety)</a></li> </ol> <b>Optional:</b> N.A.
<b>Performance Criteria</b>	As described in the relevant OS units

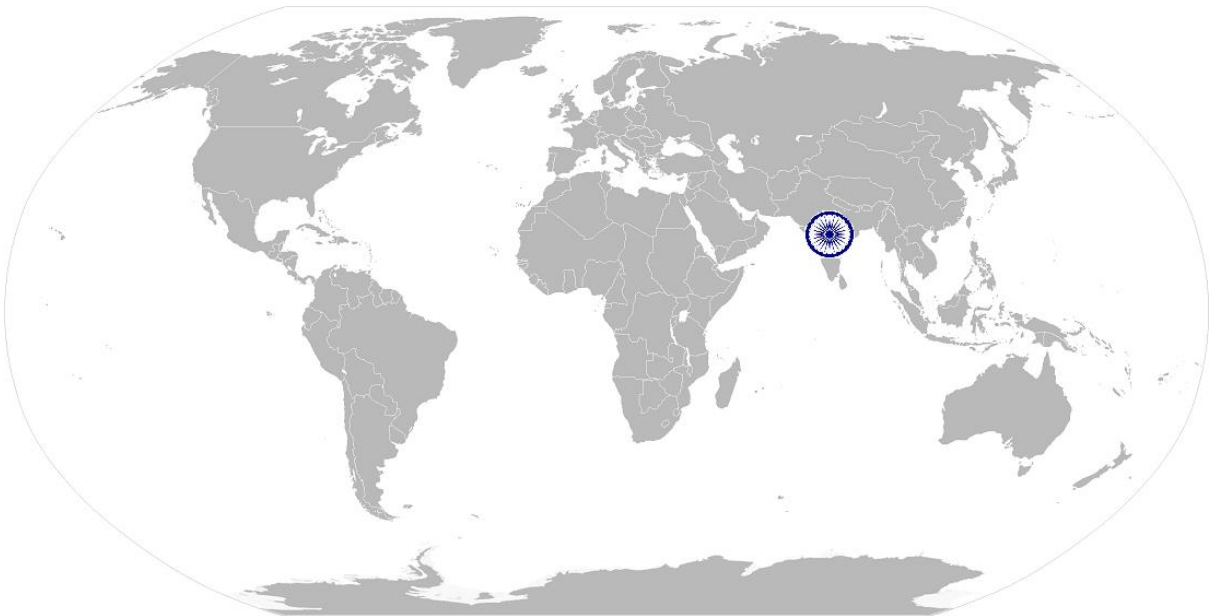
Definitions

Keywords /Terms	Description
Acoustics	Acoustics is the science of sound production, creation of effects and their transmission
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Continuity	Continuity represents the seamless transition from one shot to another
Copyright Laws	A legal framework linked to intellectual property and the rights given to creators of original products/ concepts
Creative Brief	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
Target Audience	Group of people at whom content/ advertising is aimed. A target audience is typically defined by age, gender, economic classification, geography and any other relevant parameters (e.g. Females, aged 25-40, average monthly household income INR 25,000-50,000, from Hindi speaking states in North India)
Timelines	Timelines is a listing of dates by which the production milestones/stages need to be completed
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.
Sound concept	Sound concept is a description of the overall sound experience for the production
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 Code	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 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 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.
<b>Keywords /Terms</b>	<b>Description</b>
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

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# National Occupational Standard



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## Overview

**This unit is about preparing sound equipment prior to recording/ playback to ensure that they are correctly aligned in accordance to requirements**



MES/ N 3405



Prepare sound equipment

National Occupational Standard

<b>Unit Code</b>	MES/ N 3405
<b>Unit Title (Task)</b>	Prepare sound equipment
<b>Description</b>	This OS unit is about preparing sound equipment prior to recording/ playback to ensure that they are correctly aligned in accordance to requirements
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Aligning the sound input and output interfaces, including sound levels, polarity/phase, acoustic impedance, frequency, path, interferences, troubleshooting, sampling rate, bandwidth</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Aligning the sound input and output interfaces	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Align/synchronise the inputs and output interfaces of sound systems to ensure that the sound signals are sent and received at the correct specifications</li> <li>PC2. Test sound signals for an appropriate duration to ensure that they meet requirements and are free from disturbances and defects</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. The acoustics of the performance area and how they affect sound production requirements (eg: the bifurcation of different sound sources)</li> <li>KA2. The layout and positioning of sound equipment, including the various origin and destination points</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. The principles of sound and acoustics</li> <li>KB2. How to use and handle various types of sound equipment (input and output devices)</li> <li>KB3. How to create a good signal-to-noise ratio, amplifying certain sounds while limiting ambient noises to a safe and appropriate sound level</li> <li>KB4. How to align sound equipment to the appropriate polarity, acoustic impedance, frequency etc.</li> <li>KB5. How to use audio metering devices to meter, monitor and level sound, mitigating sound-quality deviations</li> <li>KB6. How to place output devices such as amplifiers, speakers, headphones etc. in an optimum way so as to not cause interference with input devices</li> <li>KB7. How to phone in and out</li> <li>KB8. Applicable health and safety guidelines</li> </ul>

<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. Record the technical requirements of sound, to refer to while aligning sound equipment
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. Read recording schedules to ensure that the sound equipment is aligned and ready for recording/play out ahead of timelines SA3. Read user manuals, handling specifications and safety considerations to aid the correct use and handling of sound equipment
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. Discuss the sound requirements and the layout of sound equipment with the Sound supervisor and clarify doubts, if any SA5. Discuss handling guidelines and safety considerations with contributors (artists, commentators, presenters, field journalists etc.)
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB1. Plan work according to requirements and agreed timelines
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB2. Identify potential issues/variations from sound requirements and identify solutions to be able to resolve/correct them proactively



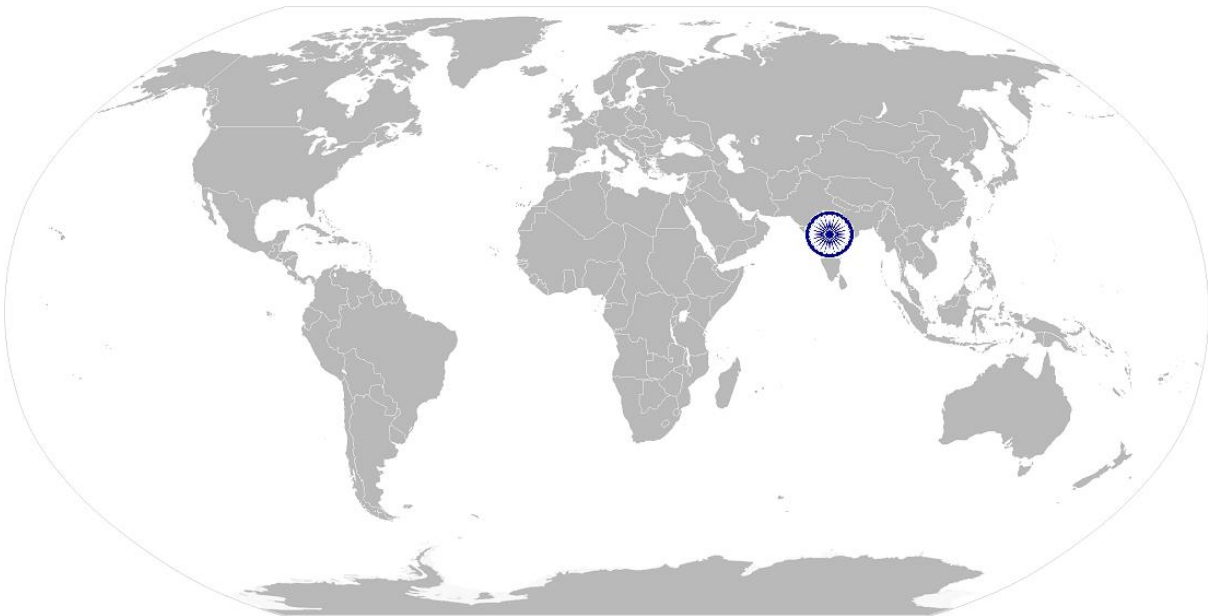
MES/ N 3405



Prepare sound equipment

## NOS Version Control

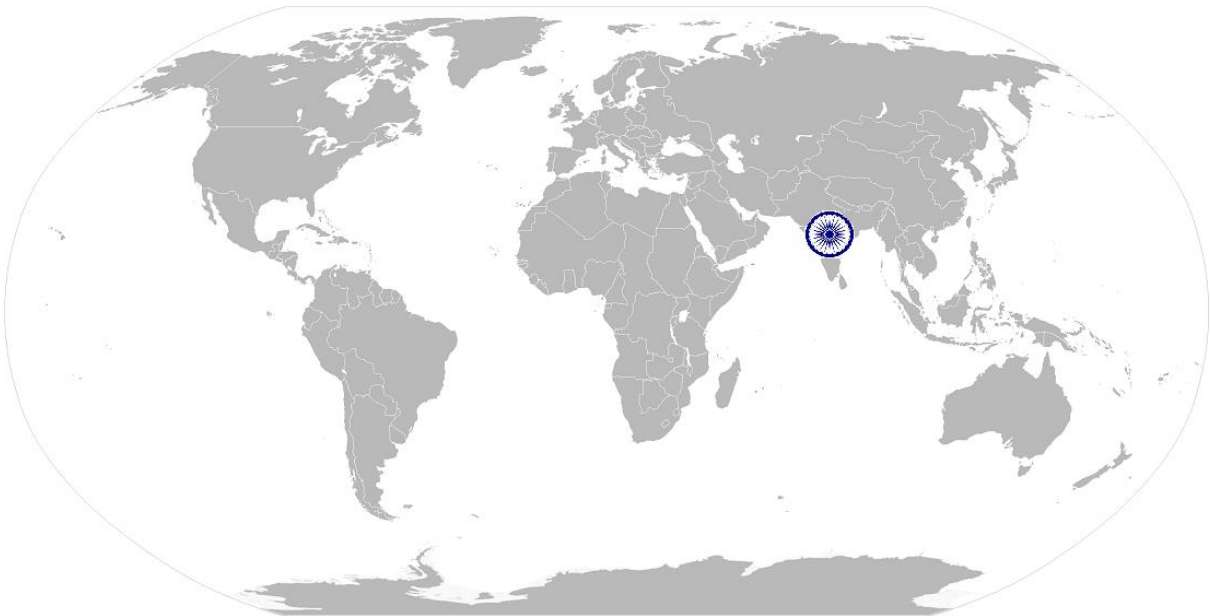
<b>NOS Code</b>	MES / N 3405		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	10/11/14
<b>Sub-sector</b>	Film, Television, Radio, Animation, Gaming, Advertising	<b>Last reviewed on</b>	21/11/14
<b>Occupation</b>	Sound	<b>Next review date</b>	20/11/16





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# National Occupational Standard



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## Overview

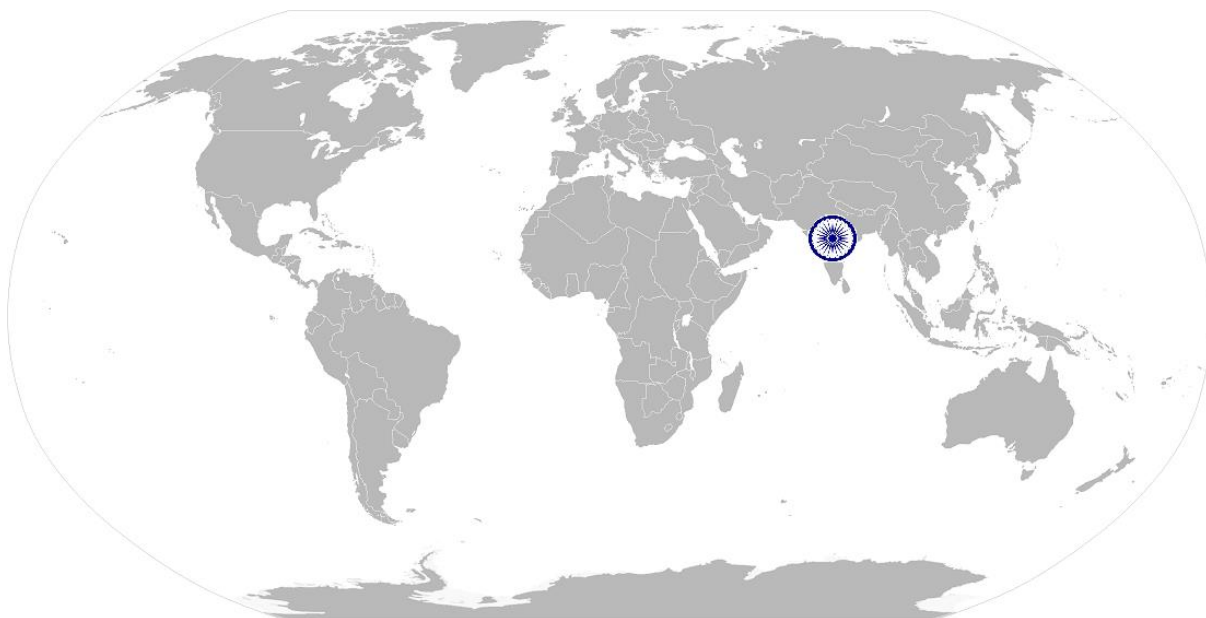
**This unit is about recording/mixing sound using different sound sources in accordance to production requirements**

<b>Unit Code</b>	MES/ N 3407
<b>Unit Title (Task)</b>	Record/mix sound
<b>Description</b>	This OS unit is about recording/mixing sound using different sound sources in accordance to production requirements
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Recording/mixing realistic sound with software tools using different sound sources including live music, songs, interviews, announcements, dialogues, commentaries etc., pre-recorded sound tracks/ clips/ bytes, phone-ins <ul style="list-style-type: none"> <li>○ Productions could include sound tracks/bytes/compressed formats, background scores, interviews, documentaries, live events, news broadcasts, radio programmes</li> </ul> </li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Recording/mixing realistic sound with software tools using different sound sources	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Develop creative possibilities for producing sound to achieve the requirements set out in the sound concept</p> <p>PC2. Assessing and selecting the sound sources most appropriate for recording/mixing/editing</p> <p>PC3. Controlling/manipulating sound sources to the required sound level, quality and balance</p> <p>PC4. Preparing end-products that meet production requirements</p>
<b>Knowledge and Understanding (K)</b>	
<b>B. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The technical and creative requirements of sound as laid down in the sound concept</p> <p>KA2. The expected quality standards for the production and formats in which they need to be stored</p> <p>KA3. The end-use and likely output devices from which the sound would be heard</p> <p>KA4. Applicable timelines and budget for recording the required sound</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The functional and operating characteristics of sound mixing equipment</p> <p>KB2. The principles and appropriate application of acoustics</p> <p>KB3. The characteristics of sound (tone, pitch, frequency, wavelength, threshold, volume, melody, acoustics, balance, timing, reverberation, quality, masking)</p> <p>KB4. How to operate different types of sound equipment (amplifiers, recording media, mixing consoles, speakers, converters)</p> <p>KB5. The typical problems that might arise while creating sound</p> <p>KB6. How to record sound onto digital audio tape or hard disk recorders</p> <p>KB7. The sources of different types of sound that would be required during</p>

	<p>recordings and the estimated cost of procurement and copyrights for pre-recorded sound tracks, if applicable</p> <p>KB8. How to monitor sound output to ensure it meets the required quality and creative standards</p> <p>KB9. The techniques and treatments that can be applied to create and modify sound sources to create realistic sound as set out in the concept</p> <p>KB10. The compatibility of the output with different types of playback (mono, stereo, surround sound)</p> <p>KB11. The techniques for cleaning and finalizing end-products in a way that facilitates the post-production process</p> <p>KB12. Sound editing/mixing software (Adobe Audition, Nuendo, Pyramix) w.r.t. both their theoretical and practical components</p> <p>KB13. The applicable copyright norms and intellectual property rights</p> <p>KB14. Applicable health and safety guidelines</p>
<b>Skills (S) (Optional)</b>	
<p><b>C. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Prepare notes to use during the recording/mixing sessions</p>
	<p><b>Reading Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. Read and understand the sound concept</p> <p>SA3. Read and understand the creative and technical requirements for recording</p> <p>SA4. Read the script and understand the context/emotion that would need to be expressed through the sound</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. Communicate effectively with the Sound Supervisor, producers or contributors regarding the sound concept, as well as creative/technical requirements</p> <p>SA6. Discuss the possibilities of creating sound with the given sound sources so as to conform to the sound concept</p> <p>SA7. Present and solicit feedback on the end-products and identify modifications required</p>	
<p><b>D. Professional Skills</b></p>	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Plan individual work and timelines so as to deliver the end-products required within timelines and within the designated budget</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Identify problems with successful execution of the task and resolve them in consultation with the Sound Supervisor</p>
<p><b>Critical Thinking</b></p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Critically analyse the end-products to ensure they are of the optimum quality and meet the requirements of post-production</p>	

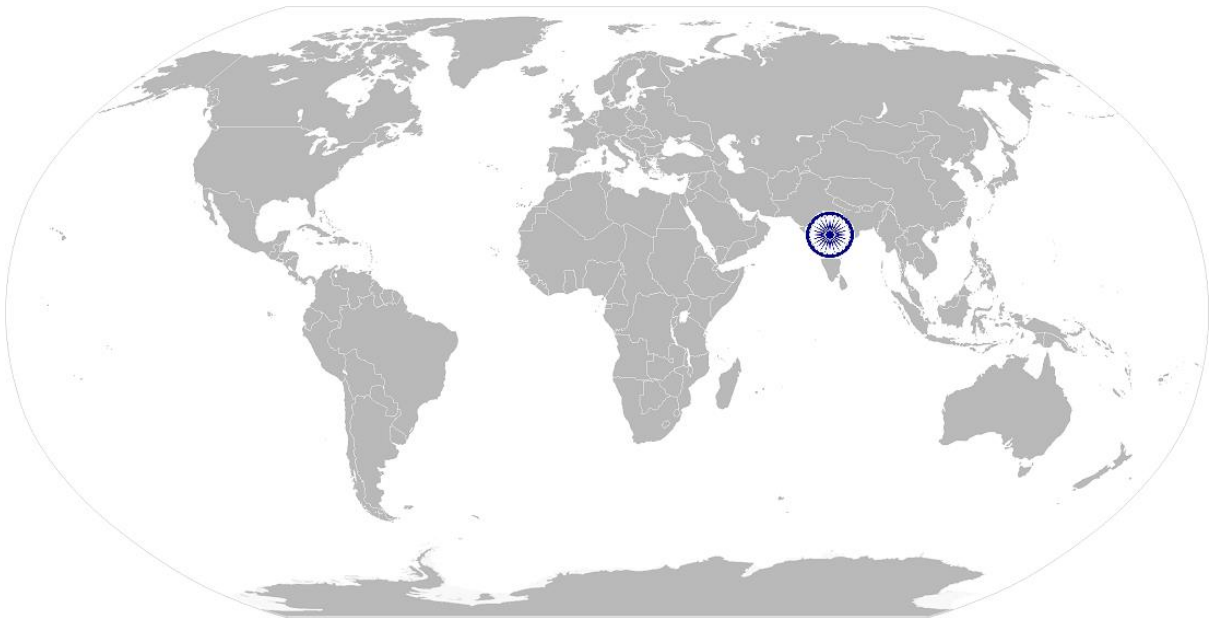
## NOS Version Control

<b>NOS Code</b>	MES / N 3407		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Sector</b>	Media and Entertainment	<b>Drafted on</b>	10/11/14
<b>Sub-sector</b>	Film, Television, Radio, Animation, Gaming, Advertising	<b>Last reviewed on</b>	21/11/14
<b>Occupation</b>	Sound	<b>Next review date</b>	20/11/16



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# National Occupational Standard



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## Overview

This unit is about contributing towards maintaining a healthy, safe and secure working environment

Maintain workplace health and safety

<b>Unit Code</b>	MES/ N 3409
<b>Unit Title (Task)</b>	Maintain workplace health and safety
<b>Description</b>	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Understanding the health, safety and security risks prevalent in the workplace</li> <li>Knowing the people responsible for health and safety and the resources available</li> <li>Identifying and reporting risks</li> <li>Complying with procedures in the event of an emergency</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Understanding the risks prevalent in the workplace	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Understand and comply with the organisation's current health, safety and security policies and procedures</p> <p>PC2. Understand the safe working practices pertaining to own occupation</p> <p>PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises</p> <p>PC4. Participate in organization health and safety knowledge sessions and drills</p>
Knowing the people responsible for health and safety and the resources available	<p>PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency</p> <p>PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms</p>
Identifying and reporting risks	<p>PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety</p> <p>PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures</p> <p>PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected</p>
Complying with procedures in the event of an emergency	<p>PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard</p> <p>PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organisation's norms and policies relating to health and safety</p> <p>KA2. Government norms and policies regarding health and safety and related emergency procedures</p> <p>KA3. Limits of authority while dealing with risks/ hazards</p>

its processes)	KA4. The importance of maintaining high standards of health and safety at a workplace
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. The different types of health and safety hazards in a workplace</p> <p>KB2. Safe working practices for own job role</p> <p>KB3. Evacuation procedures and other arrangements for handling risks</p> <p>KB4. Names and contact numbers of people responsible for health and safety in a workplace</p> <p>KB5. How to summon medical assistance and the emergency services, where necessary</p> <p>KB6. Vendors' or manufacturers' instructions for maintaining health and safety while using equipments, systems and/or machines</p>
<b>Skills (S) (Optional)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to:
	SA1. How to write and provide feedback regarding health and safety to the concerned people
	SA2. How to write and highlight potential risks or report a hazard to the concerned people
	<b>Reading Skills</b>
The user/individual on the job needs to know and understand how to:	
SA3. Read instructions, policies, procedures and norms relating to health and safety	
<b>Oral Communication (Listening and Speaking skills)</b>	
The user/individual on the job needs to know and understand how to:	
SA4. Highlight potential risks and report hazards to the designated people	
SA5. Listen and communicate information with all anyone concerned or affected	
<b>B. Professional Skills</b>	<b>Decision making</b>
	The user/individual on the job needs to know and understand how to:
	SB1. Make decisions on a suitable course of action or plan
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to:
	SB2. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority
	<b>Problem Solving</b>
The user/individual on the job needs to know and understand how to:	
SB3. Apply problem solving approaches in different situations	
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to:	
SB4. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority	
SB5. Apply balanced judgements in different situations	

## NOS Version Control

<b>NOS Code</b>	MES / N 3409		
<b>Credits</b>	TBD	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Media and Entertainment</b>	<b>Drafted on</b>	<b>10/11/14</b>
<b>Sub-sector</b>	<b>Film, Television, Radio, Animation, Gaming, Advertising</b>	<b>Last reviewed on</b>	<b>21/11/14</b>
<b>Occupation</b>	<b>Sound Effects / Audio Engineers &amp; Technicians</b>	<b>Next review date</b>	<b>20/11/16</b>

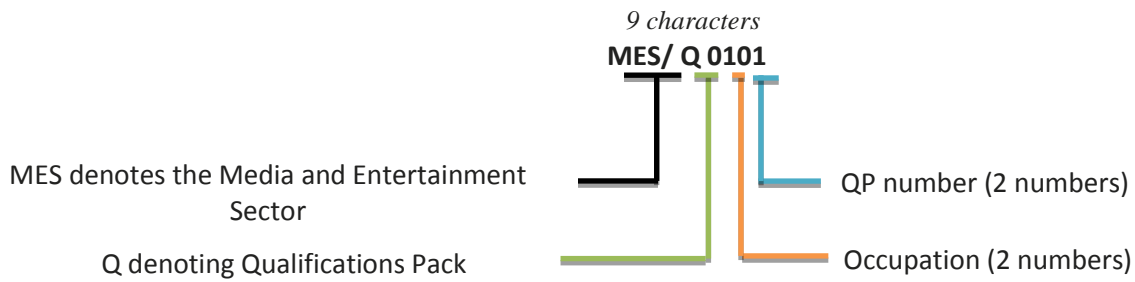




## Annexure

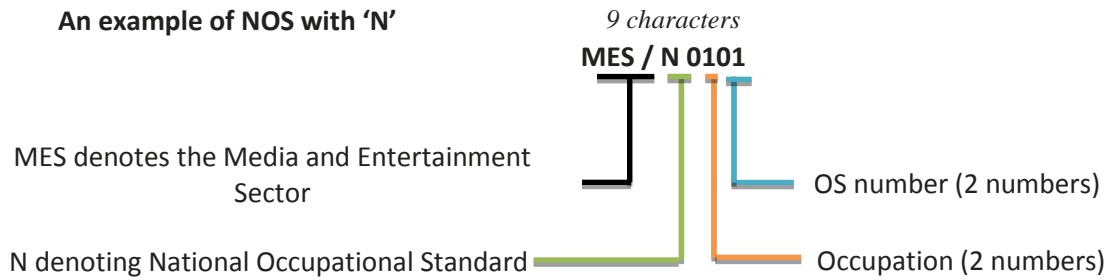
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



[Back to top...](#)

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

Sub-sector	Range of Occupation numbers
...	...

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Sound	34
Next two numbers	QP number	02

<b>Job Role/Qualification Pack</b>	<b>Sound Engineer</b>						
<b>QP- ID</b>	MES Q 3402						
	NOS	NOS NAME		Weightage			
1	MES/ N 3405	Prepare sound equipment		45%			
2	MES/ N 3407	Record/mix sound		50%			
3	MES/ N 3409	Maintain workplace health and safety Description		5%			
				100%			

### 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 & Practical part will be based on knowledge bank of questions created by the AA and approved by 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% cumulatively (Theory and Practical)

<b>Job Role</b>	Sound Engineer						
<b>NOS CODE</b>	<b>NOS NAME</b>	<b>Performance Criteria</b>			<b>Marks Allocation</b>		
			<b>Total Mark</b>	<b>Out Of</b>	<b>Theory</b>	<b>Skills Practical</b>	
<b>MES/ N 3405</b>	<b>Prepare sound equipment</b>	PC1. Align/synchronise the inputs and output interfaces of sound systems to ensure that the sound signals are sent and received at the correct specifications	<b>100</b>	60	20	40	
		PC2. Test sound signals for an appropriate duration to ensure that they meet requirements and are free from disturbances and defects		40	20	20	
			<b>Total</b>	<b>100</b>	<b>40</b>	<b>60</b>	
<b>MES/ N 3407</b>	<b>Record/mix sound</b>	PC1. Develop creative possibilities for producing sound to achieve the requirements set out in the sound concept	<b>100</b>	30	10	20	
		PC2. Assessing and selecting the sound sources most appropriate for recording/mixing/editing		20	10	10	
		PC3. Controlling/manipulating sound sources to the required sound level, quality and balance		30	10	20	

		PC4. Preparing end-products that meet production requirements		20	10	10
			<b>Total</b>	<b>100</b>	<b>40</b>	<b>60</b>
<b>MES/ N 3409</b>	<b>Maintain workplace health and safety Description</b>	PC1. Understand and comply with the organisation's current health, safety and security policies and procedures	<b>100</b>	10	5	<b>50</b>
		PC2. Understand the safe working practices pertaining to own occupation		10	5	
		PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises		5	3	
		PC4. Participate in organization health and safety knowledge sessions and drills		5	2	
		PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency		10	5	
		PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms		10	5	
		PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety		10	5	
		PC8. Ensure own personal health and safety, and that of others in the workplace through precautionary measures		10	5	
		PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person		5	3	
		PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected		10	5	
		PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard		10	5	
		PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2	
			<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>