

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR CAPITAL GOODS INDUSTRY

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### 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: Flux Cored Arc Welder (Semi-Automatic)

**SECTOR:** CAPITAL GOODS

**SUB-SECTOR:**

- |                                     |                                    |
|-------------------------------------|------------------------------------|
| 1. Machine Tools                    | 4. Textile Manufacturing Machinery |
| 2. Dies, Moulds and Press Tools     | 5. Process Plant Machinery         |
| 3. Plastics Manufacturing Machinery | 6. Electrical and Power Machinery  |

**OCCUPATION:** Welding and Cutting

**REFERENCE ID:** CSC/ Q 0205

**Aligned to:** NCO-2004/ 7212.2

**Flux cored Arc Welder:** Perform semi-automatic flux cored arc welding process for a range of standard welding job requirements as per welding procedure specification (WPS).

**Brief Job Description:** Perform semi automatic flux cored arc welding process for a range of standard welding job requirements and weld different materials from a selection of (carbon steel and stainless steel) in various positions. The welder can prepare various joints including corner, butt, fillet and tee.

**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.

Qualifications Pack Code	CSC/ Q 0205		
Job Role	Flux Cored Arc Welder (Semi Automatic)		
Credits (NSQF)	TBD	Version number	1.0
Sector	CAPITAL GOODS	Drafted on	14/04/14
Sub-sector	<ol style="list-style-type: none"> <li>1. Machine Tools</li> <li>2. Dies, Moulds and Press Tools</li> <li>3. Plastic Manufacturing Machinery</li> <li>4. Textile Manufacturing Machinery</li> <li>5. Process Plant Machinery</li> <li>6. Electrical and Power Machinery</li> </ol>	Last reviewed on	
Occupation	WELDING AND CUTTING	Next review date	30/08/16

Job Details	Job Role	Flux cored Arc Welder
	Role Description	Perform operations for semiautomatic flux cored arc welding process for a range of standard welding job requirements as per welding procedure specification (WPS).
	NSQF level	4
	Minimum Educational Qualifications	10 <sup>th</sup> standard
	Maximum Educational Qualifications	N.A.
	Training (Suggested but not mandatory)	Manual/Shielded Metal Arc Welding
	Experience	No previous experience required
	Applicable National Occupational Standards (NOS)	<p><b>Compulsory:</b></p> <p><a href="#">CSC/ N 0205 (Perform semi automatic flux cored arc welding process to prepare joints)</a></p> <p><a href="#">CSC/ N 0204 (Manually weld carbon and low alloy steels in 1G/1F, 2G/2F and 3G/3F welding positions using Manual Metal Arc Welding / Shielded Metal Arc Welding)</a></p> <p><a href="#">CSC/ N 0203 (Manually cut metal and metal alloys using oxy-fuel gas)</a></p> <p><a href="#">CSC/ N 0207 (Manually cut metal materials using plasma arc)</a></p> <p><a href="#">CSC/ N 1335 (Use basic health and safety practices at the workplace)</a></p> <p><a href="#">CSC/ N 1336 (Work effectively with others)</a></p> <p><b>Optional:</b></p> <p>N.A.</p>
	Performance Criteria	As described in the relevant OS units

Definitions

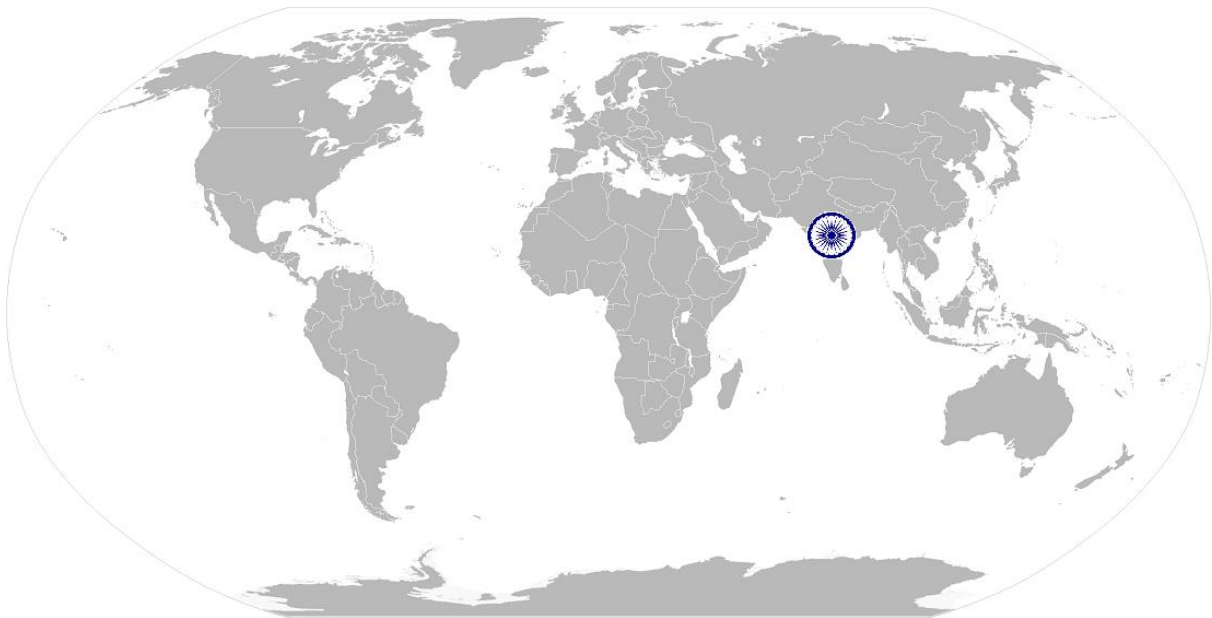
Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable 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
	FCAW	Flux Cored Arc Welding
	MIG	Metal Inert Gas
	NDT	Non-Destructive Testing
	DT	Destructive Testing
	WPS	Welding Procedure Specification
	RT	Radiographic Testing
	UT	Ultrasonic Testing
	DPT	Dye Penetrant Testing
	MPT	Magnetic Particle Testing
	FPT	Fluorescent Penetrant Testing
	O <sub>2</sub>	Oxygen
	H <sub>2</sub>	Hydrogen
	N <sub>2</sub>	Nitrogen
	CO <sub>2</sub>	Carbon dioxide
	STT	Surface Tension Transfer
	ISO	International Organization for Standardization
	EN	European Standard
	ASME	American Society of Mechanical Engineers
	PQR	Procedure Qualification Record
	DC	Direct Current
	VT	Visual Testing
	CPR	Cardiac Pulmonary Resuscitation

**CSC/ N 0205: Perform semi-automatic flux cored arc welding (FCAW) process to prepare joints**

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# National Occupational Standard



## Overview

This unit covers operations for performing semi-automatic flux cored arc welding process for a range of standard welding job requirements as per Welding Procedure Specifications (WPS).

**CSC/ N 0205: Perform semi-automatic flux cored arc welding (FCAW) process to prepare joints**

National Occupational Standard

Unit Code	CSC / N 0205
Unit Title (Task)	Perform semi-automatic flux cored arc welding (FCAW) process to prepare joints
Description	<p>This unit covers performing of semi-automatic flux cored arc welding process for a range of standard welding job requirements as per welding procedure specification (WPS). This involves welding different materials from a selection of carbon steel, and stainless steel in various positions and various joints including corner, butt, fillet and tee.</p> <p>The candidate will be expected to work with a minimum of supervision, taking personal responsibility for own actions, quality and accuracy of the work.</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Working safely</li> <li>Preparing for welding operations</li> <li>Carrying out welding operations</li> <li>Testing of output</li> <li>Post-welding activities</li> <li>Dealing with contingencies</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Working safely	<p>The user/individual on the job should be able to:</p> <p>PC1. work safely at all times, complying with health and safety and other relevant regulations and guidelines</p> <p>PC2. stop machine in case of emergencies and start when safe using correct procedure</p> <p>PC3. operate machine safety devices in line with set procedures</p> <p>PC4. stop the machine in a timely and safe manner during an emergency</p>
Preparing for welding operations	<p>The user/individual on the job should be able to:</p> <p>PC5. interpret for weld procedure data sheets specifications, PQR and WPS points</p> <p><b>WPS points:</b> welding process (ISO codes); parent metal; consumables; pre welding activities (cleaning, edge preparation, assembly, pre-heat); welding parameters; welding positions (EN ISO 6947 – PA, PB, PC, PD, PE, PF, PG; ASME IX – I-6 G/1-6 F); number and arrangement of runs to fully fill/weld joints; electrode sizes for joint thicknesses; electrode/filler wire; electrical conditions required (type of current, direct [d.c.], electrode polarity (positive, negative), welding current ranges; methods of arc ignition; shielding gas (type, flow rate, pre-weld gas flow, post-weld gas flow); welding techniques; sequencing of welding; control of heat input; interpass/run cleaning/back gouging methods; post welding activities (wiring brushing, removal of excess weld metal where required), stress relieving/post-weld heat treatment</p>



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	<p>PC6. select welding machines such as inverters, rectifiers and generators, according to the task</p> <p>PC7. select electrodes according to classification and specifications <b>Types of FCAW electrodes:</b> gas shielding flux cored, self-shielded flux cored</p> <p>PC8. prepare the materials and joint in readiness for welding , <b>Preparation:</b> made rust free; cleaned – free from scaling, paint, oil/grease; made dry and free from moisture; edges to be welded prepared as per job requirement (eg. as flat, square or beveled); use various machines and techniques for the above (eg. chamfering machine, grinding and stripping, gas and plasma cutting, etc.); heat treatment; correctly positioned: Positioning: devices and techniques(jigs and fixtures; setting up the joint in the correct position and alignment; tack welding; spacing in relation to thickness and size; pre-setting)</p> <p>PC9. check the joint for accuracy before final welding</p> <p>PC10. check the condition of, and correctly connect, welding leads/cables, hoses, shielding gas supply and wire feed mechanisms</p> <p>PC11. prepare the welding equipment for a range of given applications <b>Welding equipment:</b> rectifier (diode, thyristor/transistor), inverter, generator; wire feed system; measurement equipment for measuring electrical output and continuity (voltmeter/multi-meter, ammeter/shunts/coils, tong tester); welding cables - wire feed to torch (air cooled, harness construction); welding guns/torches (air cooled, construction, types [push, pull, reel-on-gun] swan neck design, pistol design); nozzles (dip, spray); return clamps (types, clamping mechanisms) and cables; solenoid valves (shielding gas); jog-feed control, gas purge control; ancillary equipment (angle grinders, wire brushes, finishers, hammer, power saw, angle, pedestal and straight grinders, chisel); other tools and equipment such as wrenches, wire cutters and MIG pliers</p> <p>PC12. select the welding shielding gases for a range of given applications <b>Shielding gases:</b> shielding gases / gas mixtures for arc welding (CO<sub>2</sub> and CO<sub>2</sub> mixtures,, argon, helium, argon-helium mixtures, argon-H<sub>2</sub> mixtures, argon-N<sub>2</sub> mixtures, argon-O<sub>2</sub> mixtures); gas pressure requirements; flow rates for applications</p> <p>PC13. plan the welding activities before they start them effectively and efficiently for achieving specifications as per WPS <b>Activities:</b> correct set-up of the joint; proper condition of electrical connections; welding return and earthing arrangements; operating parameters</p> <p>PC14. clean wire feeder and torch tip using correct procedures</p> <p>PC15. connect torches and components correctly <b>Components of torch:</b> handle; neck; trigger; hose package; shielding gas nozzle; contact tip and tip fixture; insulator; wire guide tube (liner); shielding</p>
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	<p>gas supply lead; welding current supply lead</p> <p>PC16. connect and adjust regulators and flow meters to cylinders correctly</p> <p>PC17. adjust wire feed rate and read and set current as per requirement</p> <p>PC18. set other welding parameters (eg. voltage) as per requirement</p> <p>PC19. set pre-purge with shielding gas as per requirement</p> <p>PC20. set and verify gas flow rates</p> <p>PC21. confirm that the machine is calibrated, set up and operating correctly, ready for the joining operations to be carried out</p> <p>PC22. check the installation has been approved for production</p> <p>PC23. check supplies of components and consumables are adequate and correctly prepared</p> <p>PC24. select and use tools and equipment such as fillet gauges, calculators, measuring tapes, squares and straight edges</p> <p>PC25. ensure all safety equipment is in place and functioning correctly</p> <p>PC26. connect cables and ground clamps to power source correctly and safely change components according to task</p> <p>PC27. select and use tools and equipment such as temperature sticks, pyrometer, thermometers and pre-heat monitoring equipment</p> <p>PC28. identify material required according to drawings and specifications</p> <p>PC29. select required amount of materials</p> <p>PC30. verify appropriate heat treatments have been applied as per requirement</p>
<b>Carrying out welding operations</b>	<p>The user/individual on the job should be able to:</p> <p>PC31. check, adjust and use welding and related equipment for flux cored wire welding</p> <p>PC32. use correct work and travel angles, flow rate, travel speed and electrode extensions as required for the job</p> <p>PC33. weld joints according to approved welding procedures in good access situations in various positions</p> <p><b>Positions:</b> flat (PA) 1G/1F, horizontal vertical (PB) 2F, horizontal (PC) 2G, vertical upwards (PF) 3F / 3G, vertical downwards (PG) 3F / 3G, plate to pipe (fixed) 5F</p> <p>PC34. select consumables appropriate to the material, its thickness and application include (more than one of) wire types and sizes from different material groups and at least two different shielding gases (where applicable)</p> <p><b>Consumables selection :</b> specification requirements; base metal composition and thickness; FCAW electrode type; shielding gas selection; power source; welding position; joint type and design</p> <p>PC35. weld the joint to the specified quality, dimensions and profile</p> <p>PC36. adjust wire stick-out as per requirement</p> <p>PC37. use welding consumables appropriate to the material and application to DC current types</p>

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	<p><b>Welding consumables:</b> wire electrodes, wires and rods for arc welding</p> <p>PC38. produce joints of the required quality and of specified dimensional accuracy which achieve a weld quality equivalent to Level C of ISO 5817</p> <p>PC39. produce joints from various materials in different forms</p> <p><b>Materials:</b> carbon steel, stainless steel, alloy steels, hard facing alloys</p> <p><b>Forms of metals:</b> sheet (less than 3 mm), plate, structural section, pipe/tube, other forms</p> <p>PC40. weld joints in good access situations, in select positions</p> <p>PC41. produce welded components covering different joint configurations</p> <p>PC42. produce welded components covering different material groups</p> <p>PC43. carry out welding and monitor the machine operations in accordance with specifications and job instructions</p> <p>PC44. monitor the process operation and machine functions, and make adjustments as required to welding parameters and mechanisms within their permitted authority and tolerance</p> <p>PC45. place and secure parts to be welded as per requirement</p> <p>PC46. transfer methods of information from parent piece to off-cuts and crop pieces accurately</p> <p><b>Methods:</b> globular, spray arc, pulse, surface tension transfer (STT)</p> <p>PC47. remove welding slag using appropriate methods and tools without damaging the weld and the weld piece</p> <p><b>Slag removal tools and techniques:</b> eg. chipping hammer, welding hammer, wire brush, angle grinder, etc.</p>
<p><b>Test of output</b></p>	<p>The user/individual on the job should be able to:</p> <p>PC48. identify various weld defects by using appropriate methods and equipment to check the quality, and that all dimensional and geometrical aspects of the weld are to the specification</p> <p>PC49. check that the welded joint conforms to the specification, by checking various quality parameters by visual inspection</p> <p><b>Quality parameters:</b> dimensional accuracy; alignment/squareness; size and profile of weld; visual defects; NDT/DT tested defects</p> <p><b>Visual inspections:</b> use of visual techniques, distance of observation, angel of observation, adequate lighting, low powered magnification, fillet weld gauges</p> <p>PC50. detect surface imperfections and deal with them appropriately</p> <p>PC51. carry out DPT tests to assess fine defect open to the surface not detected by visual inspection (VT)</p>
<p><b>Post-welding activities</b></p>	<p>The user/individual on the job should be able to:</p> <p>PC52. assist in preparation for non-destructive testing of the welds, for a range of tests</p> <p><b>Non-destructive tests (NDT:</b> dye penetrant (DPT), fluorescent penetrant (FPT), magnetic particle (MPT)</p>

**CSC/ N 0205: Perform semi-automatic flux cored arc welding (FCAW) process to prepare joints**

	<p>PC53. prepare for destructive tests on weld specimens for select tests  <b>Destructive tests (DT):</b> macro examination, nick break test, bend tests (such as face, root or side, as appropriate), mechanical (peel, tensile and shear, hardness, fatigue, impact tests), chemical</p> <p>PC54. shut down and make safe the welding equipment on completion of the welding activities</p>
<b>Dealing with contingencies</b>	<p>The user/individual on the job should be able to:</p> <p>PC55. detect equipment malfunctions and deal with them appropriately</p> <p>PC56. 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</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. 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. relevant legislation, standards, policies, and procedures followed in the company</p> <p>KA2. key purpose of the organization</p> <p>KA3. department structure and hierarchy protocols</p> <p>KA4. work flow and own role in the workflow</p> <p>KA5. dependencies and interdependencies in the workflow</p> <p>KA6. support functions and types of support available for incumbents in this role</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. safe working practices and procedures to be observed when operating flux cored arc welding installations  <b>Safety precautions (FCAW):</b> protection from live and other electrical components, including insulation, proper earthing, etc.; proper handling and placement of hot metal; taking account of splatter and related safe distance; using machine guards and safety devices; connect ground to base metal for conductivity; adequate lighting; appropriate personal protective equipment {suitable aprons, welding gloves, respirators, safety boots, correctly fitting overalls, suitable eye shields/goggles (higher grade of glasses DIN 13)}; protection of self and others from the effects of the welding arc; fume extraction/control measures; safety measures for elevated and trench working; cylinder safety (following safe manual handling and use of cylinder trolley; following and aware of leak detection procedures; correct cylinder identification; awareness of correct gas pressures; appropriate use of cylinder and equipment safety features; use emergency shutdown procedures when required)</p> <p>KB2. hazards associated with arc welding machines and how they can be minimized including use of PPE</p> <p>KB3. types of fire extinguishers and their suitable uses in case of welding related fires</p> <p>KB4. how to handle and store gas cylinders used in welding safely and correctly</p> <p>KB5. principles of flux cored wire arc welding including fusion welding</p> <p>KB6. FCAW equipment and its operation</p>

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	<p><b>Welding equipment:</b> rectifier (diode, thyristor/transistor), inverter, generator; wire feed system; measurement equipment for measuring electrical output and continuity (voltmeter/multi-meter, ammeter/shunts/coils, tong tester); welding cables - wire feed to torch (air cooled, harness construction); welding guns/torches (air cooled, construction, types [push, pull, reel-on-gun] swan neck design, pistol design); nozzles (dip, spray); return clamps (types, clamping mechanisms) and cables; solenoid valves (shielding gas); jog-feed control, gas purge control; ancillary equipment (angle grinders, wire brushes, linishers, hammer, power saw, angle, pedestal and straight grinders, chisel); other tools and equipment such as wrenches, wire cutters and MIG pliers</p> <p>KB7. variation in self-shielded and gas shielded FCAW equipment and consumables  <b>Equipment:</b> cylinders; manifold systems; regulators (fixed, single-stage, two-stage); gas flow meters; gas tubes and connectors; solenoid valves; heaters for CO<sub>2</sub>  <b>Welding consumables:</b> wire electrodes, wires and rods for arc welding</p> <p>KB8. selection of welding torch and consumable depending on whether self-shielded or gas shielded FCAW  <b>Consumables selection:</b> specification requirements; base metal composition and thickness; FCAW electrode type; shielding gas selection; power source; welding position; joint type and design</p> <p>KB9. common terminology used in welding</p> <p>KB10. procedures and techniques used to deposit a weld bead using FCAW welding equipment</p> <p>KB11. factors that determine weld bead shape  <b>Factors:</b> gun angles and weld bead profiles (push, perpendicular, drag); electrode extensions stickout (short, normal, long); fillet weld electrode extension stickout (short, normal, long); gun travel speed (slow, normal, fast); current and voltage; thickness of material</p> <p>KB12. types of weld beads and uses (stringer, weave, weave patterns)</p> <p>KB13. weld bead quality characteristic  <b>Characteristics:</b> spatter deposits, roughness, evenness, fill, crater, overlap, contour – convex, concave, mitre</p> <p>KB14. electrode extension and appropriate travel speed for the weld job</p> <p>KB15. appropriate work and travel angles for the weld job</p> <p>KB16. how to control gas flow rates and its importance in FCAW welding</p> <p>KB17. type and thickness of base metals and its impact on welding operations</p> <p>KB18. uses, classification and considerations for usage of consumables such as filler wires and shielding gases</p> <p>KB19. correct procedures to store consumables used for FCAW</p> <p>KB20. where to source or clarify information on uses, classification and consideration of consumables such as filler wires and shielding gases</p> <p>KB21. use, features and impact of power sources (DC) in FCAW welding</p> <p>KB22. how to set up and align the workpiece, and the equipment to be used</p> <p>KB23. weld positions such as flat, horizontal, vertical and overhead and correct procedures for welding in such positions</p>
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	<p><b>Positions:</b> flat (PA) 1G/1F, horizontal vertical (PB) 2F, horizontal (PC) 2G, vertical upwards (PF) 3F / 3G, vertical downwards (PG) 3F / 3G, plate to pipe (fixed) 5F</p> <p>KB24. how to extract the information required from the drawings and welding procedure specifications</p> <p>KB25. welding symbols and their interpretation</p> <p>KB26. scope, content and application of the welding procedure specification</p> <p>KB27. types and features of welded joints in different forms of materials</p> <p><b>Kinds of Joints:</b> fillet lap joints, tee fillet joints, corner joints, butt joints (square, single vee, double vee)</p> <p><b>Materials:</b> carbon steel, stainless steel, alloy steels, hard facing alloys</p> <p><b>Forms of metals:</b> sheet (less than 3 mm), plate, structural section, pipe/tube, other forms</p> <p><b>Features:</b> fillet and butt welds; single and multi-run welds; welding positions; weld quality</p> <p>KB28. methods used to set up and restrain the joint to achieve correct location of components and control of distortion</p> <p>KB29. importance of checking equipment calibration and procedure to deal with non-calibrated equipment</p> <p>KB30. importance and good practices of equipment use and maintenance for safety, accuracy and productivity</p> <p>KB31. techniques of welding and operation of the welding equipment to produce a range of joints in the various joint positions</p> <p><b>Welding technique:</b> fine adjustment of parameters, correct manipulation of the torch, blending in stops/starts, tack welds, angle of the torch, setting of individual parameters like wire feed speed, voltage, gas flow rate, stick-out</p> <p>KB32. problems that can occur with the welding activities and explain how these can be overcome</p> <p>KB33. designation types of flux wires and their appropriate use in FCAW</p> <p>KB34. purpose and correct use of anti-spatter compound</p> <p>KB35. importance and procedure to clean torch tip and liner</p> <p>KB36. causes of distortion and methods of control</p> <p><b>Distortion:</b> Causes (improper sequence of weld runs; direction of weld runs; heat input errors; lack of inaccuracy of jigs and fixture); Control Methods (sequence of welding as materials; proper direction; tacking and its frequency (where applicable); use clamping and jigs and fixtures (where applicable)</p> <p>KB37. slag removal tools and techniques</p> <p><b>Slag removal tools and techniques:</b> eg. chipping hammer, welding hammer, wire brush, angle grinder, etc.</p> <p>KB38. weld inspection techniques and test procedures for visual inspection of weld job</p> <p><b>Visual inspections:</b> use of visual techniques, distance of observation, angle of observation, adequate lighting, low powered magnification, fillet weld gauges</p> <p>KB39. types of destructive and non-destructive methods of testing for assessing weld quality</p> <p><b>Non-destructive tests (NDT):</b> dye penetrant (DPT), fluorescent penetrant</p>
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	<p>(FPT), magnetic particle (MPT)</p> <p><b>Destructive tests (DT):</b> macro examination, nick break test, bend tests (such as face, root or side, as appropriate), mechanical (peel, tensile and shear, hardness, fatigue, impact tests), chemical</p> <p>KB40. own responsibility for preparation of specimen for NDT and DT for weld quality assessment</p> <p>KB41. procedure to conduct dye penetrant test for assessing weld quality</p> <p>KB42. effects of heat on base metal and job due to welding</p> <p>KB43. significance of diffusible hydrogen for welds and how it is measured</p> <p>KB44. gouging and back gouging, its importance, principles, methods and procedures</p> <p>KB45. heat procedures for performing FCAW welds</p> <p><b>Heat procedures:</b> pre-heating, interpass temperature, post weld heat treatment, stress relieving, using temperature measuring devices</p> <p>KB46. pre-heat, inter-pass and post-heat treatment requirements in FCAW welding</p> <p>KB47. purpose and importance of pre-heating requirements for base metals for welding</p> <p>KB48. purpose and importance of post-heating in welding</p> <p>KB49. methods to achieve pre-heat and post heat requirements for weld jobs</p> <p>KB50. tools and methods to measure temperature for pre-heat and post-heat welding requirements such as thermal chalk, thermocouple, etc.</p> <p>KB51. significance of diffusible hydrogen for welds and how it is measured</p> <p>KB52. organizational quality systems used and weld standards to be achieved</p> <p>KB53. personal approval tests of weld jobs and their applicability to their work</p> <p>KB54. reasons and considerations for marking material and parts for weld and other shop-floor jobs eg. traceability and identification</p> <p>KB55. importance of personalized weld identification methods such as initials and stamps</p> <p>KB56. methods of removing a test piece of weld from a suitable position in the joint</p> <p>KB57. extent of their own authority and whom they should report to if they have problems that they cannot resolve</p> <p>KB58. reporting lines and procedures, line supervision and technical experts</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Communication</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>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</p> <p>SA2. fill up appropriate technical forms, process charts, activity logs as per organizational format in English and/or local language</p> <p>SA3. convey and share technical information clearly using appropriate language</p> <p>SA4. check and clarify task-related information</p> <p>SA5. liaise with appropriate authorities using correct protocol</p> <p>SA6. communicate with people in respectful form and manner in line with organizational protocol</p>



**CSC/ N 0205: Perform semi-automatic flux cored arc welding (FCAW) process to prepare joints**

	<b>Numerical and computational skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA7. undertake numerical operations, geometry and calculations/ formulae (including addition, subtraction, multiplication, division, fractions and decimals, percentages and proportions, simple ratios and averages)</li> <li>SA8. use appropriate measuring techniques</li> <li>SA9. use and convert imperial and metric systems of measurements</li> <li>SA10. apply appropriate degree of accuracy to express numbers</li> <li>SA11. calculate tolerance in terms of limits of size</li> <li>SA12. check measurements, angles, orientation and slopes</li> <li>SA13. types of reference lines such as tangent lines, datum lines, centre lines and work points</li> <li>SA14. check square of material using corner-to-corner dimensions and triangulation (3-4-5) method</li> <li>SA15. select and use tools and equipment such as measuring tapes, levels, squares, protractors and dividers</li> <li>SA16. ability to check dimensions of components</li> <li>SA17. calculate the value of angles in a triangle</li> </ul>
	<b>Learning</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA18. participate in on-the-job and other learning, training and development interventions and assessments</li> <li>SA19. clarify task related information with appropriate personnel or technical adviser</li> <li>SA20. seek to improve and modify own work practices</li> <li>SA21. maintain current knowledge of application standards, legislation, codes of practice and product/process developments</li> </ul>
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB1. identify problems with work planning, procedures, output and behavior and their implications</li> <li>SB2. prioritize and plan for problem solving</li> <li>SB3. communicate problems appropriately to others</li> <li>SB4. identify sources of information and support for problem solving</li> <li>SB5. seek assistance and support from other sources to solve problems</li> <li>SB6. identify effective resolution techniques</li> <li>SB7. select and apply resolution techniques</li> <li>SB8. seek evidence for problem resolution</li> </ul>
	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB9. plan, prioritize and sequence work operations as per job requirements</li> <li>SB10. organize and analyze information relevant to work</li> <li>SB11. basic concepts of shop-floor work productivity including waste reduction, efficient material usage and optimization of time</li> </ul>

**CSC/ N 0205: Perform semi-automatic flux cored arc welding (FCAW) process to prepare joints**

	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
	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



**CSC/ N 0205: Perform semi-automatic flux cored arc welding (FCAW) process to prepare joints**

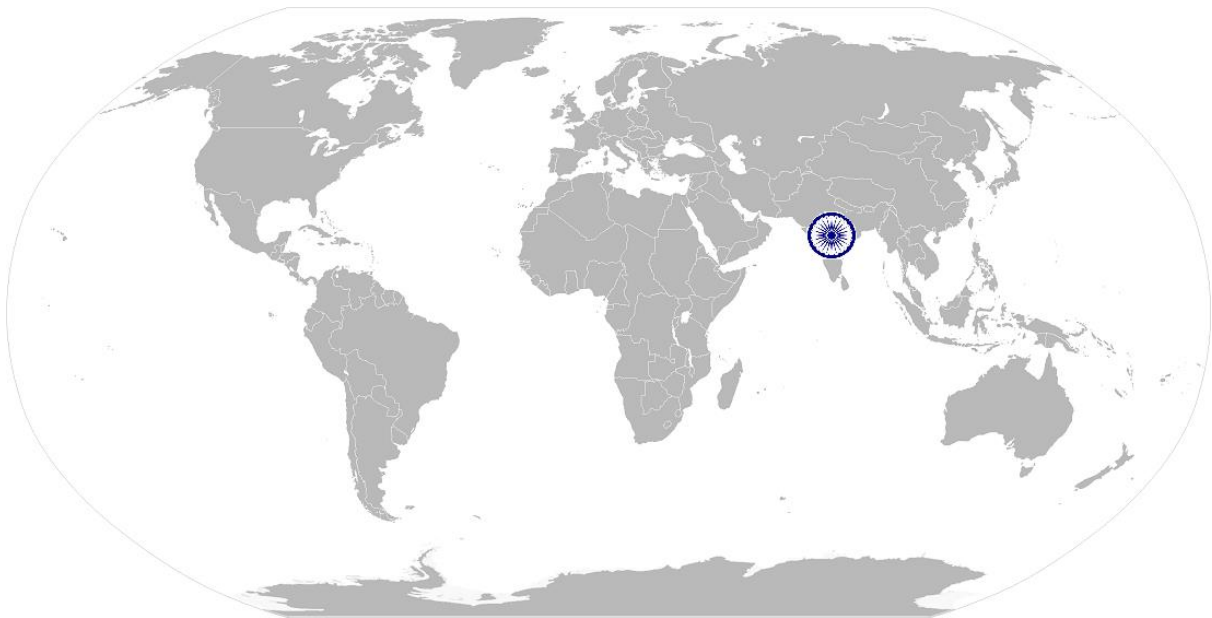
## NOS Version Control

NOS Code	CSC / N 0205		
Credits(NSQF)	TBD	Version number	1.0
Industry	Capital Goods	Drafted on	14/04/14
Industry Sub-sector	<ol style="list-style-type: none"> <li>1. Machine Tools</li> <li>2. Plastics Manufacturing Machinery</li> <li>3. Textile Manufacturing Machinery</li> <li>4. Process Plant Machinery</li> <li>5. Electrical and Power Machinery</li> <li>6. Light Engineering Goods</li> </ol>	Last reviewed on	
		Next review date	30/08/16

**CSC/ N 0204: Manually weld carbon and low alloy steels in 1G/1F, 2G/2F and 3G/3F welding positions using Manual Metal Arc Welding / Shielded Metal Arc Welding**

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# National Occupational Standard



## Overview

This unit covers the performing of manual metal arc welding (MMAW) also known as shielded metal arc welding (SMAW) for producing various types of joints on low carbon and low alloy steels in simple welding positions as per specific instructions given.

**CSC/ N 0204: Manually weld carbon and low alloy steels in 1G/1F, 2G/2F and 3G/3F welding positions using Manual Metal Arc Welding / Shielded Metal Arc Welding**

National Occupational Standard

<b>Unit Code</b>	<b>CSC/ N 0204</b>
<b>Unit Title (Task)</b>	<b>Manually weld carbon and low alloy steels in 1G/1F, 2G/2F, 3G/3F welding positions using Metal Arc Welding / Shielded Metal Arc Welding</b>
<b>Description</b>	<p>This OS unit is about performing manual metal arc welding (MMAW) welding also known as Shielded Metal Arc Welding (SMAW) for producing various types of joints on carbon and low alloy steels in 1G/1F, 2G/2F and 3G/3F welding positions as per specific instructions given.</p> <p>The welder can perform these operations under supervision as per WPS and can set-up and prepare for operations interpreting the right information from the WPS, obtaining the right consumables and raw materials, etc.</p>
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Working Safely</li> <li>• Preparing for welding operations</li> <li>• Carrying out welding operations</li> <li>• Testing for quality</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Working Safely</b>	<p>The user/individual on the job should be able to:</p> <p>PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines</p> <p>PC2. adhere to procedures or systems in place for health and safety, personal protective equipment (PPE) and other relevant safety regulations</p> <p><b>Safety precautions (general)</b> : general workshop safety; fire prevention; general hazards; manual lifting; overhead lifting; shopfloor housekeeping including surface conditions; waste disposal; stability of surrounding structures, furniture etc.</p> <p>PC3. check the condition of, welding leads, earthing arrangements and electrode holder</p> <p>PC4. report any faults or potential hazards to appropriate authority</p> <p>PC5. follow fume extraction safety procedures</p>
<b>Preparing for welding operations</b>	<p>The user/individual on the job should be able to:</p> <p>PC6. read and interpret routine information on written job instructions and drawings, welding procedure specifications and standard operating procedures</p> <p><b>Interpreting the WPS:</b> e.g. welding process (ISO codes); parent metal; consumables; pre welding joint preparation (edge preparation, assembly, pre-heat); welding parameters; welding positions (ISO 6947 – PA, PB, PC, PD, PE, PF, PG; ASME IX – I-6 G/1-6 F); number and arrangement of runs to fully fill/weld joints; electrode sizes for joint thicknesses; electrode and covering; electrical conditions required (type of current, alternating [A.C.] direct [D.C.], electrode polarity (positive or negative), welding current ranges); welding techniques (string/weave); sequence of welding; control of heat input</p>



**CSC/ N 0204: Manually weld carbon and low alloy steels in 1G/1F, 2G/2F and 3G/3F welding positions using Manual Metal Arc Welding / Shielded Metal Arc Welding**

	<p>(preheat/ post heat); interpass run cleaning/back gouging methods; post welding activities (wire brushing and grinding, removal of excess weld metal where required); post-weld heat treatment (normalising, stress relief); etc.</p> <p>PC7. identify welding machines eg. transformers, rectifiers, inverters and generators, according to the task</p> <p>PC8. prepare the work area for the welding activities</p> <p>PC9. perform measurements for joint preparation and routine MMAW</p> <p>PC10. prepare the materials and joint in readiness for welding</p> <p><b>Materials:</b> carbon, low alloy steel, plate(&gt;1.5mm, &lt;24mm)/ sheet (1.5mm)</p> <p><b>Material and joint preparation:</b> made rust free; cleaned – free from scaling, paint, oil/grease; made dry and free from moisture; edges to be welded prepared as per job requirement - such as flat, square or bevelled; use various machines and techniques for the above (eg. chamfering machine, grinding and stripping, gas or plasma cutting, etc.); correctly positioned (positioning: devices and techniques; jigs and fixtures; setting up the joint in the correct position and alignment)</p> <p>PC11. use manual metal-arc welding and related equipment to include a. alternating current (AC) equipment b. direct current (DC) equipment</p> <p><b>MMAW equipment:</b> transformers; rectifiers; generators; invertors; consumables – electrodes, dyes; welding accessories - holders, cables and accessories; ancillary equipment (power saw, angle, pedestal and straight grinders, tong tester, etc.)</p> <p>PC12. connect equipment to power source</p> <p>PC13. connect cables, electrode holders, return leads and ground clamps to appropriate terminal</p> <p>PC14. re-dry electrodes as per electrode classification requirement</p> <p>PC15. set, read and adjust amperage controls</p> <p>PC16. tack weld the joint at appropriate intervals, and check the joint for accuracy before final welding</p> <p>PC17. verify set up by running test weld specimen (scrap plate)</p> <p>PC18. report any faults or problem to appropriate authority</p>
<p><b>Carrying out welding operations</b></p>	<p>The user/individual on the job should be able to:</p> <p>PC19. strike and maintain a stable arc</p> <p>PC20. stop and properly re-start arc to avoid welding defects (scratch start, tapping techniques)</p> <p>PC21. maintain constant puddle by using appropriate travel speed</p> <p>PC22. remove slag in an appropriate manner (eg. wire brush, hammer, etc.)</p> <p>PC23. produce welded joints to the specified quality, dimensions and profile applicable to carbon and low alloy steel sheets and plates from 1.5 mm – 24 mm</p> <p><b>Quality standards:</b> required parameters for dimensional accuracy; weld finishes are built up to the full section of the weld; joins at stop/start positions merge smoothly; weld surface is (free from cracks; substantially free from porosity; free from any pronounced hump or crater; substantially free from shrinkage cavities; substantially free from trapped slag; substantially</p>



**CSC/ N 0204: Manually weld carbon and low alloy steels in 1G/1F, 2G/2F and 3G/3F welding positions using Manual Metal Arc Welding / Shielded Metal Arc Welding**

	<p>free from arcing or chipping marks ); fillet welds are (equal in leg length, slightly convex in profile (where applicable), size of the fillet equivalent to the thickness of the material welded); weld contour is (of linear and of uniform profile; smooth and free from excessive undulations; regular and has an even ripple formations); welds are adequately fused, and there is minimal undercut, overlap and surface inclusions; tack welds are blended in to form part of the finished weld, without excessive hump; corner joints have minimal burn through to the underside of the joint or, where appropriate</p> <p><b>Joints:</b> fillet lap joints, tee fillet joints, corner joints, butt joints (square, single, vee, double vee)</p> <p>PC24. produce fillet and groove joints in 1F/1G, 2F/2G and 3F/ 3G welding positions as per the WPS specified using single or multi-run welds</p> <p><b>Positions:</b> flat (PA) 1G/1F, horizontal vertical (PB) 2F, horizontal (PC) 2G, vertical upwards (PF) 3F / 3G, vertical downwards (PG) 3F / 3G, Plate to Pipe (Fixed) 5F</p> <p>PC25. 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</p> <p>PC26. shut down and make safe the welding equipment on completion of the welding activities</p> <p><b>MMAW equipment:</b> e.g. transformers; rectifiers; generators; invertors; consumables – electrodes, dyes; welding accessories - holders, cables and accessories; ancillary equipment - power saw, angle, pedestal and straight grinders, tong tester; etc.</p>
<p><b>Testing for quality</b></p>	<p>The user/individual on the job should be able to:</p> <p>PC27. measure and check that all dimensional and geometrical aspects of the weld are as per instructions</p> <p>PC28. check that the welded joint conforms to the instructions given, by checking various quality parameters by visual inspection</p> <p><b>Quality parameters:</b> dimensional accuracy; alignment/squareness; size and profile of weld; visual defects</p> <p>PC29. identify various weld defects using visual inspection</p> <p><b>Weld defects:</b> lack of continuity of the weld; uneven and irregular ripple formation; excessive spatter; incorrect weld size or profile; burn through; undercutting; overlap; inclusions; distortion; porosity; internal cracks; surface cracks; lack of fusion or incomplete fusion; lack of penetration; excessive penetration; gouges; stray arc strikes; sharp edges; excessive convexity</p> <p><b>Visual inspections:</b> e.g. use of visual techniques, distance from workpiece, angle of observation, adequate lighting, low powered magnification, fillet weld gauges, etc.</p> <p>PC30. detect and report surface imperfections to appropriate authority</p> <p>PC31. deal with defects in welding as per instructions given</p>
<p><b>Knowledge and Understanding (K)</b></p>	

**CSC/ N 0204: Manually weld carbon and low alloy steels in 1G/1F, 2G/2F and 3G/3F welding positions using Manual Metal Arc Welding / Shielded Metal Arc Welding**

<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KA1. relevant legislation, standards, policies, and procedures followed in the company</li> <li>KA2. department structure and hierarchy protocols</li> <li>KA3. work flow and own role in the workflow</li> <li>KA4. dependencies and interdependencies in the workflow</li> <li>KA5. support functions and types of support available for incumbents in this role</li> </ul>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. health and safety hazards associated with MMAW/SMAW welding <b>Safety precautions (MMAW/SMAW Welding):</b> protection from live and other electrical components, including insulation, proper earthing, etc.; proper handling and placement of hot metal; taking account of spatter and related safe distance; adequate lighting; appropriate personal protective equipment); protection of self and others from the effects of the welding arc; fume extraction/control measures; safety measures for elevated and trench workings (eg. harness, etc.)</li> <li>KB2. effects of exposure to the electric arc</li> <li>KB3. types of fire extinguishers and their suitable uses</li> <li>KB4. effects of exposure to welding fume</li> <li>KB5. methods of managing welding fume hazards</li> <li>KB6. personal protective equipment (PPE) and clothing to be worn during MMAW/SMAW welding <b>Personal protective equipment (PPE):</b> (suitable aprons, welding gloves, respirators, safety boots, correctly fitting overalls, suitable eye shields/goggles, hard hat/helmet</li> <li>KB7. welding specific equipment requirements for MMAW/SMAW welding <b>MMAW equipment:</b> e.g. transformers; rectifiers; generators; invertors; consumables – electrodes, dyes; welding accessories - holders, cables and accessories; ancillary equipment - power saw, angle, pedestal and straight grinders, tong tester; etc.</li> <li>KB8. main components and controls of welding equipment</li> <li>KB9. how to connect electrical components correctly</li> <li>KB10. type of current used and implication</li> <li>KB11. welding symbols used and their correct interpretation</li> <li>KB12. types of consumables used for MMAW/SMAW welding</li> <li>KB13. various defects associated with the MMAW/SMAW welding process <b>Weld defects:</b> lack of continuity of the weld; uneven and irregular ripple formation; excessive spatter; incorrect weld size or profile; burn through; undercutting; overlap; inclusions; distortion; porosity; internal cracks; surface cracks; lack of fusion or incomplete fusion; lack of penetration; excessive penetration; gouges; stray arc strikes; sharp edges; excessive convexity</li> <li>KB14. types of joint configurations for welding <b>Types:</b> groove and fillet</li> <li>KB15. factors that determine weld bead shape <b>Factors:</b> electrode angles and welding technique (push, perpendicular, drag); arc length; thickness of base metal; travel speed (slow, normal, fast)</li> <li>KB16. types of beads, characteristics and uses (stringer, weave, weave patterns)</li> </ul>

**CSC/ N 0204: Manually weld carbon and low alloy steels in 1G/1F, 2G/2F and 3G/3F welding positions using Manual Metal Arc Welding / Shielded Metal Arc Welding**

	<p><b>Bead characteristics:</b> spatter deposits, roughness, evenness, fill, crater, overlap</p> <p>KB17. factors that affect weld quality standards</p> <p><b>Quality standards:</b> required parameters for dimensional accuracy; weld finishes are built up to the full section of the weld; joints at stop/start positions merge smoothly; weld surface is (free from cracks; substantially free from porosity; free from any pronounced hump or crater; substantially free from shrinkage cavities; substantially free from trapped slag; substantially free from arcing or chipping marks ); fillet welds are (equal in leg length, slightly convex in profile (where applicable), size of the fillet equivalent to the thickness of the material welded); weld contour is (of linear and of uniform profile; smooth and free from excessive undulations; regular and has an even ripple formations); welds are adequately fused, and there is minimal undercut, overlap and surface inclusions; tack welds are blended in to form part of the finished weld, without excessive hump; corner joints have minimal burn through to the underside of the joint or, where appropriate</p> <p>KB18. weld positions such as flat, horizontal, vertical and overhead</p> <p><b>Positions:</b> flat (PA) 1G/1F, horizontal vertical (PB) 2F, horizontal (PC) 2G and 3G/3F vertical downwards</p> <p>KB19. types of equipment components such as electrode holders, work leads cables and ground clamps</p> <p>KB20. awareness and importance of cable size and length</p> <p>KB21. types of polarity such as DC electrode negative and DC electrode positive for welding purposes</p> <p>KB22. various types of base metals used in welding and their implications</p> <p>KB23. distortion and how to control distortion</p> <p><b>Distortion (causes and control methods):</b> Causes (improper sequence of weld runs; direction of weld runs; heat input errors; lack of inaccuracy of jigs and fixture); Control Methods (sequence of welding as materials; proper direction; tacking and its frequency (where applicable); use clamping and jigs and fixtures (where applicable)</p> <p>KB24. magnetic arc blow or arc deflection, causes and methods to avoid or compensate</p> <p>KB25. significance of diffusible hydrogen for welds</p> <p>KB26. storage requirements for consumable electrodes</p> <p>KB27. welding process specification sheet, process qualification record (PQR) and related essential variables</p> <p>KB28. travel speed and heat inputs</p> <p>KB29. amperage requirements for different classification of electrodes and positions</p> <p>KB30. importance and implications of various diameters of electrodes</p> <p>KB31. gouging and back gouging principles, methods and procedures</p> <p>KB32. purpose and importance of pre-heating requirements for base metals</p> <p>KB33. tools and methods to measure temperature for pre-heat and post-heat requirements such as thermal chalk, thermocouple, etc.</p> <p>KB34. purpose and importance of post-heating in welding</p> <p>KB35. types of visual inspection indicators and methods</p>
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**CSC/ N 0204: Manually weld carbon and low alloy steels in 1G/1F, 2G/2F and 3G/3F welding positions using Manual Metal Arc Welding / Shielded Metal Arc Welding**

	<p><b>Visual inspections:</b> e.g. use of visual techniques, distance from workpiece, angle of observation, adequate lighting, low powered magnification, fillet weld gauges, etc.</p> <p>KB36. awareness of common welder testing codes and their purpose</p> <p><b>Welder testing codes:</b> ASME section IX, EN 287, ISO 9606, IS 7310</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. read and interpret information correctly from various job specification documents, manuals, health and safety instructions, memos, etc. applicable to the job in English or local language</p> <p>SA2. convey and share technical information clearly using appropriate language</p> <p>SA3. check and clarify task-related information</p> <p>SA4. liaise with appropriate authorities using correct protocol</p> <p>SA5. communicate with people in respectful form and manner in line with organizational protocol</p>
	<b>Numerical and computational skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. undertake numerical operations, geometry and calculations/ formulae (including addition, subtraction, multiplication, division, fractions and decimals, percentages and proportions, simple ratios and averages)</p> <p>SA7. use appropriate measuring techniques</p> <p>SA8. apply appropriate degree of accuracy to express numbers</p> <p>SA9. calculate tolerance in terms of limits of size</p> <p>SA10. check measurements, angles, orientation and slopes</p> <p>SA11. types of reference lines such as tangent lines, datum lines, centre lines and work points</p> <p>SA12. select and use tools and equipment such as measuring tapes, levels, squares, protractors and dividers</p> <p>SA13. ability to check dimensions of components</p> <p>SA14. calculate the value of angles in a triangle</p>
	<b>Learning</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA15. participate in on-the-job and other learning, training and development interventions and assessments</p> <p>SA16. clarify task related information with appropriate personnel or technical adviser</p> <p>SA17. seek to improve and modify own work practices</p> <p>SA18. maintain current knowledge of application standards, legislation, codes of practice and product/process developments</p>
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. identify problems with work planning, procedures, output and behavior and their implications</p>

**CSC/ N 0204: Manually weld carbon and low alloy steels in 1G/1F, 2G/2F and 3G/3F welding positions using Manual Metal Arc Welding / Shielded Metal Arc Welding**

	<p>SB2. prioritize and plan for problem solving</p> <p>SB3. communicate problems appropriately to others</p> <p>SB4. identify sources of information and support for problem solving</p> <p>SB5. seek assistance and support from other sources to solve problems</p> <p>SB6. identify effective resolution techniques</p> <p>SB7. select and apply resolution techniques</p> <p>SB8. seek evidence for problem resolution</p>
	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. plan, prioritize and sequence work operations as per job requirements</p> <p>SB10. organize and analyze information relevant to work</p> <p>SB11. basic concepts of shop-floor work productivity including waste reduction, efficient material usage and optimization of time</p>
	<b>Initiative and Enterprise</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. undertake and express new ideas and initiatives to others</p> <p>SB13. modify work plan to overcome unforeseen difficulties or developments that occur as work progresses</p> <p>SB14. participate in improvement procedures including process, quality and internal/external customer/supplier relationships</p> <p>SB15. one's competencies in new and different situations and contexts to achieve more</p>
	<b>Self-Management</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB16. exercise restraint while expressing dissent and during conflict situations</p> <p>SB17. avoid and manage distractions to be disciplined at work</p> <p>SB18. manage own time for achieving better results</p>
	<b>Teamwork</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB19. work in a team in order to achieve better results</p> <p>SB20. identify and clarify work roles within a team</p> <p>SB21. communicate and cooperate with others in the team for better results</p> <p>SB22. seek assistance from fellow team members</p>



**CSC/ N 0204: Manually weld carbon and low alloy steels in 1G/1F, 2G/2F and 3G/3F welding positions using Manual Metal Arc Welding / Shielded Metal Arc Welding**

## NOS Version Control

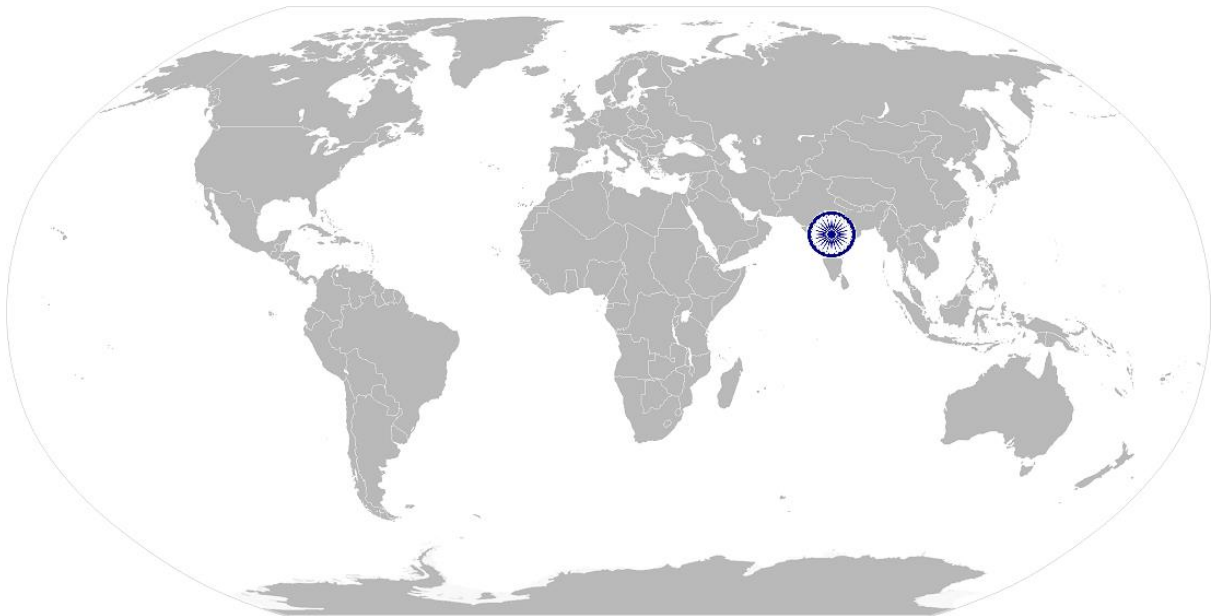
NOS Code	CSC/ N 0204		
Credits(NSQF)	TBD	Version number	1.0
Industry	Capital Goods	Drafted on	10/04/14
Industry Sub-sector	<ol style="list-style-type: none"> <li>1. Machine Tools</li> <li>2. Dies, Moulds and Press Tools</li> <li>3. Plastics Manufacturing Machinery</li> <li>4. Textile Manufacturing Machinery</li> <li>5. Process Plant Machinery</li> <li>6. Electrical and Power Machinery</li> <li>7. Light Engineering Goods</li> </ol>	Last reviewed on	
		Next review date	30/08/16



**CSC/ N 0203: Manually cut metal and metal alloys using oxy-fuel gas**

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# National Occupational Standard



## Overview

This unit is about competencies required for manual cutting operations using oxy-fuel gas. The person would be able to independently carry out oxy-fuel gas cutting operations as per welding procedure specification (WPS).

**CSC/ N 0203: Manually cut metal and metal alloys using oxy-fuel gas**

Unit Code	CSC/ N 0203
Unit Title (Task)	Manually cut metal and metal alloys using oxy-fuel gas
Description	<p>This unit is about competencies required for manual cutting operations using oxy-fuel gas such as oxy-acetylene. The person would be able to independently carry out oxy-fuel cutting operations for as per welding procedure specification (WPS). The candidate will be able to cut different materials (mild carbon steel, high tensile and special steels, other materials) in various positions.</p> <p>The candidate will be expected to work with a minimum of supervision, taking personal responsibility for own actions, quality and accuracy of the work.</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Work safely</li> <li>• Prepare for cutting operations</li> <li>• Carry out cutting operations</li> <li>• Test for accuracy</li> <li>• Dealing with contingencies</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Work safely	<p>The user/individual on the job should be able to:</p> <p>PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines  <b>Safety precautions:</b> general workshop safety, fire prevention, general hazards, manual lifting, overhead lifting, surface conditions, stability of surrounding structures, furniture, etc.</p> <p>PC2. take necessary safety precautions for gas cutting operations including equipment, processes and checks</p>
Prepare for cutting operations	<p>The user/individual on the job should be able to:</p> <p>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 size gas nozzle to the torch  PC7. ensure preheat and oxygen holes on the tips are clean  PC8. check that a flashback arrestor is fitted  PC9. set appropriate gas pressures  PC10. use the correct procedure for lighting, adjusting and extinguishing the flame  <b>Lighting and cutting procedures:</b> lighting the cutting torch; adjusting gas controls to produce a neutral flame; methods of starting the cut and controlling the cutting speed; direction and angle of cut; procedure for extinguishing the flame</p> <p>PC11. adjust torch valve for type of flame such as neutral, carburizing and oxidizing  PC12. follow sequence of operations such as pre-heating material and initiating cut</p>

**CSC/ N 0203: Manually cut metal and metal alloys using oxy-fuel gas**

	<p>PC13. mark out the locations for cutting accurately and as per requirement</p> <p>PC14. use appropriate and safe procedures for handling and storing of gas cylinders</p> <p>PC15. prepare the work area for the cutting activities</p> <p>PC16. obtain the appropriate tools and equipment for the oxy-fuel gas cutting operations, and check that they are in a safe and usable condition</p> <p><b>Equipment:</b> hand-held oxy-fuel gas cutting equipment, simple, portable, track-driven cutting equipment (electrical or mechanical), fixed bench gas cutting equipment</p> <p>PC17. check that the oxy-fuel gas cutting equipment is set up for the operations to be performed</p> <p>PC18. adjust cylinder valves and adjust regulator for operating pressure to achieve specifications for required operations</p> <p>PC19. where appropriate, mark out the components for the required operations, using appropriate tools and techniques</p> <p>PC20. perform trial cut to check for cut defects</p>
<b>Carry out cutting operations</b>	<p>The user/individual on the job should be able to:</p> <p>PC21. operate the oxy-fuel gas cutting equipment to produce items/cut shapes to the dimensions and profiles specified</p> <p>PC22. use various types of oxy-fuel gas cutting methods</p> <p>PC23. perform various cutting operations correctly</p> <p><b>Cutting operations:</b> 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, beveled edge – weld preparations, cutting out holes</p> <p>PC24. produce thermal cuts in various forms of material (metal of 3mm and above)</p> <p>PC25. produce cut profiles for various type of materials and forms</p> <p><b>Materials:</b> mild carbon steel, high tensile and special steels, other materials</p> <p><b>Forms:</b> plate, rolled section, pipe/tube, solid bars</p> <p>PC26. produce thermally-cut components which meet specified quality criteria</p> <p><b>Quality criteria:</b> dimensional accuracy is within the tolerances specified on the drawing/specification, or within +/- 2mm; angled/radial cuts are within specification requirements; cuts are clean and smooth and free from flutes; no drags</p> <p>PC27. recognize and correct burnback and flashback</p> <p>PC28. detect and correct defects in cut</p> <p>PC29. ensure the work area is left in a safe and tidy condition on completion of the cutting activities</p>
<b>Test for accuracy</b>	<p>The user/individual on the job should be able to:</p> <p>PC30. check that the finished components meet the standard required</p> <p>PC31. use appropriate methods and equipment to check the quality, and that all dimensional and geometrical aspects of the cut material are to the specification</p> <p>PC32. identify various cutting defects and follow organisation recommended procedures to address them</p> <p><b>Defects:</b> distortion; grooved, fluted or ragged cuts; poor draglines; rounded</p>

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	edges; tightly adhering slag
<b>Dealing with contingencies</b>	<p>The user/individual on the job should be able to:</p> <p>PC33. report any difficulties or problems that may arise with the cutting activities, and carry out any agreed actions</p> <p>PC34. detect equipment malfunctions and deal with them appropriately</p> <p>PC35. 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</p> <p>PC36. shut down and make safe the cutting equipment on completion of the cutting activities</p> <p>PC37. in case of emergencies follow standard emergency procedures</p> <p><b>Emergencies (safety procedures):</b> sustained backfire in a blowpipe; close the oxygen valve of the blowpipe; followed by the fuel valve and then close both cylinder valves; investigate the cause and rectify the fault; re-light the blowpipe only after it is completely cooled down; flashback into the hose and equipment, or a hose fire or explosion, or a fire at the gas regulator connections; isolate the fuel gas and oxygen supplies by closing the cylinder valves only when this can be done safely; may attempt to control the fire by fire-fighting equipment only when there is no undue risk of personal injury; activate the fire alarm and call for the Fire Services Department as per organizational procedures; fires involving acetylene cylinders; always best dealt with by firemen from the Fire Services Department. However, the following initial response may be appropriate: cool the cylinder by spraying with water only if it is safe to do so; close the cylinder valve to control the fire only if it is safe to do so; evacuate the building by activating the fire alarm or by any other means; to avoid explosion never move an acetylene cylinder involved in a fire or which has been affected by heat from a nearby fire even if it seems cooled down</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. 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. job relevant legislation, standards, policies, and procedures followed in the company</p> <p>KA2. key purpose of the organization</p> <p>KA3. department structure and hierarchy protocols</p> <p>KA4. work flow and own role in the workflow</p> <p>KA5. dependencies and interdependencies in the workflow</p> <p>KA6. support functions and types of support available for incumbents in this role</p>

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<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. types of fire extinguishers and their suitable uses in case of gas cutting related fires</p> <p>KB2. specific safety precautions to be taken when working with oxy-fuel gas cutting equipment in a fabrication environment  <b>Safety precautions:</b> safety from trailing hoses; safety from naked flames; appropriate fume and gases extraction/control measures; safety from explosive gas mixtures and oxygen enrichment; 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 flame; safety measures for elevated and trench working; gas cylinder safety: right color code; correctly labelled; no leakage; away from heat or ignition source; never use hose other than that designed for the specified gas; use ferrules or clamps designed for the hose (not ordinary wire or other substitute) to connect hoses to fittings; upright position (fuel gas); physical care to avoid damage and falls, throws and bumps; move on trolleys, cap closed and without regulators; valves closed on empty cylinders</p> <p>KB3. personal protective clothing and equipment (PPE) to be worn when working with gas cutting equipment  <b>Personal protective equipment:</b> suitable aprons, gloves, safety boots, correctly fitting overalls, suitable eye shields/goggles, respirators</p> <p>KB4. hazards associated with carrying out gas cutting activities and how they can be minimized</p> <p>KB5. safe working practices and procedures for using thermal equipment</p> <p>KB6. principles of oxy-fuel gas cutting  <b>Principles:</b> oxygen cutting for materials which readily get oxidized; oxides have lower melting points than the metals; widely used for ferrous materials; oxygen cutting is not used for materials like aluminum, bronze, mild steels which resist oxidation; cutting of high carbon steels and cast irons require special attention due to formation of heat affected zone (HAZ) where structural transformation occurs; substitute hydrocarbon gases (propane, butane and natural gas) not suitable for cutting ferrous materials due to their oxidizing characteristics</p> <p>KB7. procedure for obtaining the required drawings, job instructions and other related specifications</p> <p>KB8. how to use and extract information from engineering drawings and related specifications, workpiece reference points and system of tolerances</p> <p>KB9. various types of gas cutting equipment available  <b>Equipment:</b> hand-held oxy-fuel gas cutting equipment, simple, portable, track-driven cutting equipment (electrical or mechanical), fixed bench gas cutting equipment</p> <p>KB10. various components of the gas cutting equipment  <b>Components:</b> color coded cylinder oxygen; color coded cylinder acetylene; cylinder valve; flashback arrestor; set of nozzles; gas lighter nozzle; cutting tips; pressure regulator; pressure gauge; non-return valves; color coded flexible hose; trolleys; torches (rose-bud heating, cutting, others)</p>
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	<p>KB11. construction of the heating and cutting torch</p> <p>KB12. types of oxy-fuel gases such as acetylene, natural gas and propane</p> <p>KB13. accessories that can be used with handheld gas cutting equipment to aid cutting operations (such as cutting guides, trammels, templates)</p> <p>KB14. importance of correct marking procedure before a cut (eg. allowances for post-cut operations, punch marks, etc.)</p> <p>KB15. types of regulators such as low- and high-pressure, and single- and two-stage</p> <p>KB16. how to identify the gases used in the cutting process, and the color coding of gas cylinders</p> <p>KB17. type and thickness of base metals related to nozzle type</p> <p>KB18. preparations prior to cutting (including checking connections for leaks, setting gas pressures, setting up the material/workpiece, and checking the cleanliness of materials used)</p> <p>KB19. holding methods that are used to aid thermal cutting, and the equipment that can be used</p> <p>KB20. correct procedure for lighting, cutting and extinguishing the flame  <b>Lighting and cutting procedures:</b> lighting the cutting torch; adjusting gas controls to produce a neutral flame; methods of starting the cut and controlling the cutting speed; direction and angle of cut; procedure for extinguishing the flame</p> <p>KB21. types of flames and their implication for cutting</p> <p>KB22. importance of following the correct procedure for lighting, cutting and extinguishing a flame</p> <p>KB23. problems that can occur with thermal cutting, and how they can be avoided (including causes of distortion during thermal cutting and methods of controlling distortion)</p> <p>KB24. effects of oil, grease, scale or dirt on the cutting process</p> <p>KB25. gas mixture ratio required to get various flames</p> <p>KB26. quality parameters for gas cut materials  <b>Quality parameters:</b> shape and length of the draglines; smoothness of the sides; sharpness of the top edges; amount of slag adhering to the metal</p> <p>KB27. special grade materials used in industry and their behavior with oxy fuel gas</p> <p>KB28. causes of cutting defects, how to recognize them, and methods of correction and prevention  <b>Defects:</b> distortion; grooved, fluted or ragged cuts; poor draglines; rounded edges; tightly adhering slag</p> <p>KB29. importance of leaving the work area in a safe and clean condition on completion of activities</p> <p>KB30. correct handling and storage of gas cylinders</p> <p>KB31. emergency procedures for backfires, flashback and other fires  <b>Emergencies (safety procedures):</b> sustained backfire in a blowpipe; close the oxygen valve of the blowpipe; followed by the fuel valve and then close both cylinder valves; investigate the cause and rectify the fault; re-light the blowpipe only after it is completely cooled down; flashback into the hose and equipment, or a hose fire or explosion, or a fire at the gas regulator connections; isolate the fuel gas and oxygen supplies by closing the cylinder valves only when this can be done safely; may attempt to control the fire by fire-fighting equipment only when there is no undue risk of personal injury;</p>
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	<p>activate the fire alarm and call for the Fire Services Department as per organizational procedures; fires involving acetylene cylinders; always best dealt with by firemen from the Fire Services Department. However, the following initial response may be appropriate: cool the cylinder by spraying with water only if it is safe to do so; close the cylinder valve to control the fire only if it is safe to do so; evacuate the building by activating the fire alarm or by any other means; to avoid explosion never move an acetylene cylinder involved in a fire or which has been affected by heat from a nearby fire even if it seems cooled down</p> <p>KB32. how to close down the cutting equipment safely and correctly</p> <p>KB33. purging tools and their function</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Communication</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>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</p> <p>SA2. fill up appropriate technical forms, process charts, activity logs as per organizational format in English and/or local language</p> <p>SA3. convey and share technical information clearly using appropriate language</p> <p>SA4. check and clarify task-related information</p> <p>SA5. liaise with appropriate authorities using correct protocol</p> <p>communicate with people in respectful form and manner in line with organizational protocol</p>
	<b>Numerical and computational skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA6. undertake numerical operations, geometry and calculations/ formulae (including addition, subtraction, multiplication, division, fractions and decimals, percentages and proportions, simple ratios and averages)</p> <p>SA7. use appropriate measuring techniques</p> <p>SA8. apply appropriate degree of accuracy to express numbers</p> <p><b>Units and number systems representing degree of accuracy:</b> decimals places, fractions as a decimal quantity</p>
	<b>Learning</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA9. participate in on-the-job and other learning, training and development interventions and assessments</p> <p>SA10. clarify task related information with appropriate personnel or technical adviser</p> <p>SA11. seek to improve and modify own work practices</p> <p>SA12. maintain current knowledge of application standards, legislation, codes of practice and product/process developments</p>
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. identify problems with work planning, procedures, output and behavior and</p>

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	<p>their implications</p> <p>SB2. prioritize and plan for problem solving</p> <p>SB3. communicate problems appropriately to others</p> <p>SB4. identify sources of information and support for problem solving</p> <p>SB5. seek assistance and support from other sources to solve problems</p> <p>SB6. identify effective resolution techniques</p> <p>SB7. select and apply resolution techniques</p> <p>SB8. seek evidence for problem resolution</p>
	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. plan, prioritize and sequence work operations as per job requirements</p> <p>SB10. organize and analyze information relevant to work</p> <p>SB11. basic concepts of shop-floor work productivity including waste reduction, efficient material usage and optimization of time</p>
	<b>Initiative and Enterprise</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB12. undertake and express new ideas and initiatives to others</p> <p>SB13. modify work plan to overcome unforeseen difficulties or developments that occur as work progresses</p> <p>SB14. participate in improvement procedures including process, quality and internal/external customer/supplier relationships</p> <p>SB15. one's competencies in new and different situations and contexts to achieve more</p>
	<b>Self-Management</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB16. exercise restraint while expressing dissent and during conflict situations</p> <p>SB17. avoid and manage distractions to be disciplined at work</p> <p>SB18. manage own time for achieving better results</p>
	<b>Teamwork</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB19. work in a team in order to achieve better results</p> <p>SB20. identify and clarify work roles within a team</p> <p>SB21. communicate and cooperate with others in the team for better results</p> <p>SB22. seek assistance from fellow team members</p>

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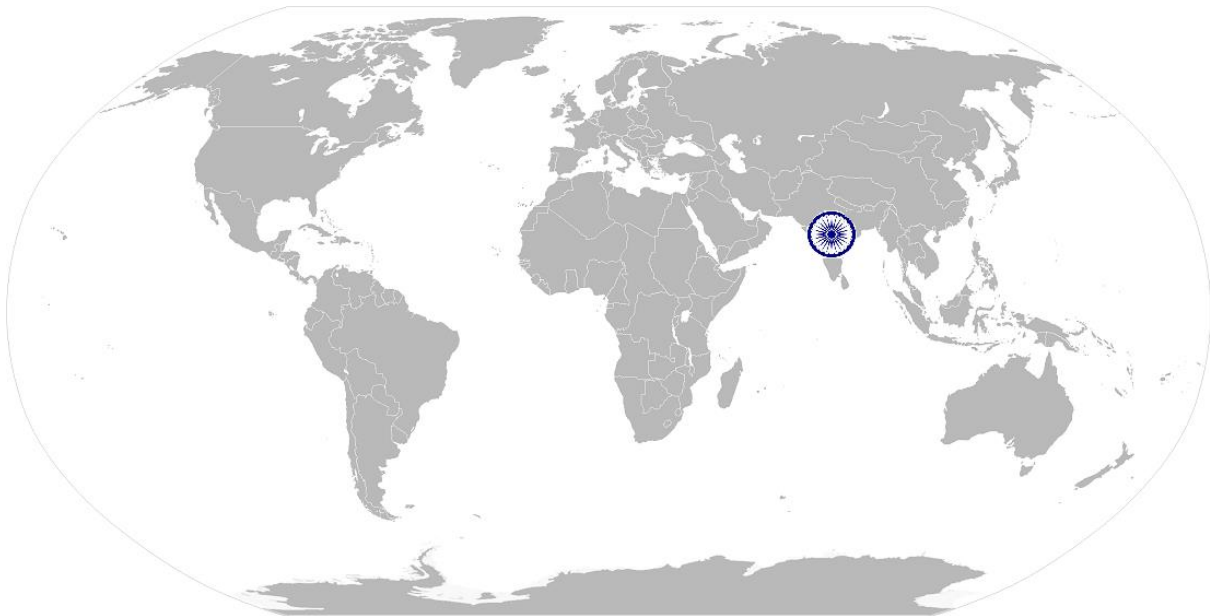
## **NOS Version Control**

<b>NOS Code</b>	<b>CSC/ N 0203</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Capital Goods</b>	<b>Drafted on</b>	<b>10/04/14</b>
<b>Industry Sub-sector</b>	<ol style="list-style-type: none"> <li>1. Machine Tools</li> <li>2. Dies, Moulds and Press Tools</li> <li>3. Plastics Manufacturing Machinery</li> <li>4. Textile Manufacturing Machinery</li> <li>5. Process Plant Machinery</li> <li>6. Electrical and Power Machinery</li> <li>7. Light Engineering Goods</li> </ol>	<b>Last reviewed on</b>	
		<b>Next review date</b>	<b>30/08/16</b>

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

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# 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

Unit Code	CSC / N 0207
Unit Title (Task)	Manually cut joints using plasma cutting
Description	<p>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.</p> <p>The candidate will be expected to work with a minimum of supervision, taking personal responsibility for own actions, quality and accuracy of the work.</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Working safely</li> <li>Prepare for cutting operations</li> <li>Carry out cutting operations</li> <li>Test for quality</li> <li>Dealing with contingencies</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Work safely	<p>The user/individual on the job should be able to:</p> <p>PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines</p> <p><b>Safety precautions (general):</b> general workshop safety; fire prevention; general hazards; manual lifting; overhead lifting; surface conditions; stability of surrounding structures, furniture, etc.</p> <p>PC2. take necessary safety precautions for plasma cutting operations including equipment, processes and checks</p>
Prepare for cutting operations	<p>The user/individual on the job should be able to:</p> <p>PC3. interpret cutting procedure data sheets specifications</p> <p>PC4. check regulators, hoses and check that valves are securely connected and free from leaks and damage</p> <p>PC5. check equipment is calibrated and approved for use</p> <p>PC6. check/fit the correct nozzle to the torch</p> <p>PC7. match correct tips and cups to the torch as per requirement and manufacturer's equipment instructions</p> <p>PC8. set the amperage and gas pressure as per metal thickness, metal type, and type of gas</p> <p><b>Materials type:</b> mild steel; high alloy steel; stainless steel; aluminium and its alloys; other appropriate metal</p> <p><b>Types of gases:</b> 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 (CO<sub>2</sub>, Compressed Air)</p> <p>PC9. use the correct procedure for lighting, adjusting and extinguishing the arc</p>



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	<p>PC10. use appropriate and safe procedures for handling and storing of gas cylinders</p> <p>PC11. prepare the work area for the cutting activities</p> <p>PC12. obtain the appropriate tools and equipment for the plasma arc cutting operations, and check that they are in a safe and usable condition  <b>Equipment:</b> 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</p> <p>PC13. check that the plasma arc cutting equipment is correctly set up for the operations to be performed</p> <p>PC14. carry out correct measurements required using appropriate equipment and methods for planning the cut</p> <p>PC15. where appropriate, mark out the components for the required operations, using appropriate tools and techniques</p> <p>PC16. perform trial cut to check for cut defect</p>
<p><b>Carry out cutting operations</b></p>	<p>The user/individual on the job should be able to:</p> <p>PC17. operate the plasma cutting equipment to produce items/cut shapes to the dimensions and profiles as specified</p> <p>PC18. use the correct angles to cut and the right speed</p> <p>PC19. use various types of plasma arc cutting methods/techniques  <b>Cutting techniques:</b> stand-off, circle cutting, profile cutting, edge, stenting hole, piercing technique</p> <p>PC20. perform various cutting operations correctly  <b>Cutting operations:</b> 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</p> <p>PC21. produce thermal cuts in various forms of material  <b>Forms:</b> plate, rolled section, pipe/tube, solid bars</p> <p>PC22. produce cut profiles for various type of materials  <b>Materials type:</b> mild steel; high alloy steel; stainless steel; aluminium and its alloys; other appropriate metal</p> <p>PC23. produce thermally-cut components which meet specified quality criteria  <b>Quality criteria:</b> 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</p> <p>PC24. detect and correct defects in cut</p> <p>PC25. leave the work area in a safe and tidy condition on completion of the cutting activities</p>

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<b>Test for quality</b>	<p>The user/individual on the job should be able to:</p> <p>PC26. check that the finished components meet the required standard</p> <p>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</p> <p>PC28. identify various cutting defects  <b>Defects:</b> grooved, fluted or ragged cuts, poor draglines, rounded edges, tightly adhering slag, dross, burr, distortion</p>
<b>Dealing with contingencies</b>	<p>The user/individual on the job should be able to:</p> <p>PC29. report any difficulties or problems that may arise with the cutting activities, and carry out any agreed actions</p> <p>PC30. detect equipment malfunctions and deal with them appropriately</p> <p>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</p> <p>PC32. shut down and make safe the cutting equipment on completion of the cutting activities or during an emergency</p> <p>PC33. in case of emergencies follow standard emergency procedures</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. 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. job relevant legislation, standards, policies, and procedures followed in the company</p> <p>KA2. key purpose of the organization</p> <p>KA3. department structure and hierarchy protocols</p> <p>KA4. work flow and own role in the workflow</p> <p>KA5. dependencies and interdependencies in the workflow</p> <p>KA6. support functions and types of support available for incumbents in this role</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. types of fire extinguishers and their suitable uses in case of gas cutting related fires</p> <p>KB2. specific safety precautions to be taken when working with plasma arc cutting equipment in a fabrication environment  <b>Safety precautions:</b> 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</p> <p>KB3. personal protective clothing and equipment (PPE) to be worn when working with plasma cutting equipment  <b>Personal protective equipment:</b> suitable aprons, gloves, safety boots, correctly fitting overalls, suitable eye shields/goggles, ear plugs or covering hazards associated with carrying out plasma arc cutting activities and how</p> <p>KB4.</p>

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

	<p>they can be minimized</p> <p>KB5. safe working practices and procedures for using plasma equipment</p> <p>KB6. principles of plasma arc cutting  <b>Principles:</b> 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</p> <p>KB7. common terminology used in plasma cutting</p> <p>KB8. procedure for obtaining the required drawings, job instructions and other related specifications</p> <p>KB9. how to use and extract information from engineering drawings and related specifications, workpiece reference points and system of tolerances</p> <p>KB10. various types of plasma arc cutting equipment available  <b>Types:</b> transferred, non-transferred (welding)</p> <p>KB11. various components of the cutting equipment and types of consumables used  <b>Consumables:</b> electrode, gases, tips, cups</p> <p>KB12. construction of the cutting torch</p> <p>KB13. types of plasma arc gases used  <b>Types of gases:</b> 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 (CO<sub>2</sub>, Compressed Air)</p> <p>KB14. accessories that can be used with handheld gas cutting equipment to aid cutting operations (such as cutting guides, templates)</p> <p>KB15. types of regulators such as low- and high-pressure, and single- and two-stage</p> <p>KB16. nozzle type as per type and thickness of base materials</p> <p>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)</p> <p>KB18. holding methods that are used to aid plasma cutting, and the equipment that can be used</p> <p>KB19. correct procedure for lighting, cutting and extinguishing the arc</p> <p>KB20. importance of following the correct procedure for lighting, cutting and extinguishing an arc</p> <p>KB21. importance of torch to arc distance in relation to thickness of materials, types of torches and gases</p>
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**CSC/ N 0207: Manually cut metal materials using plasma arc**

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

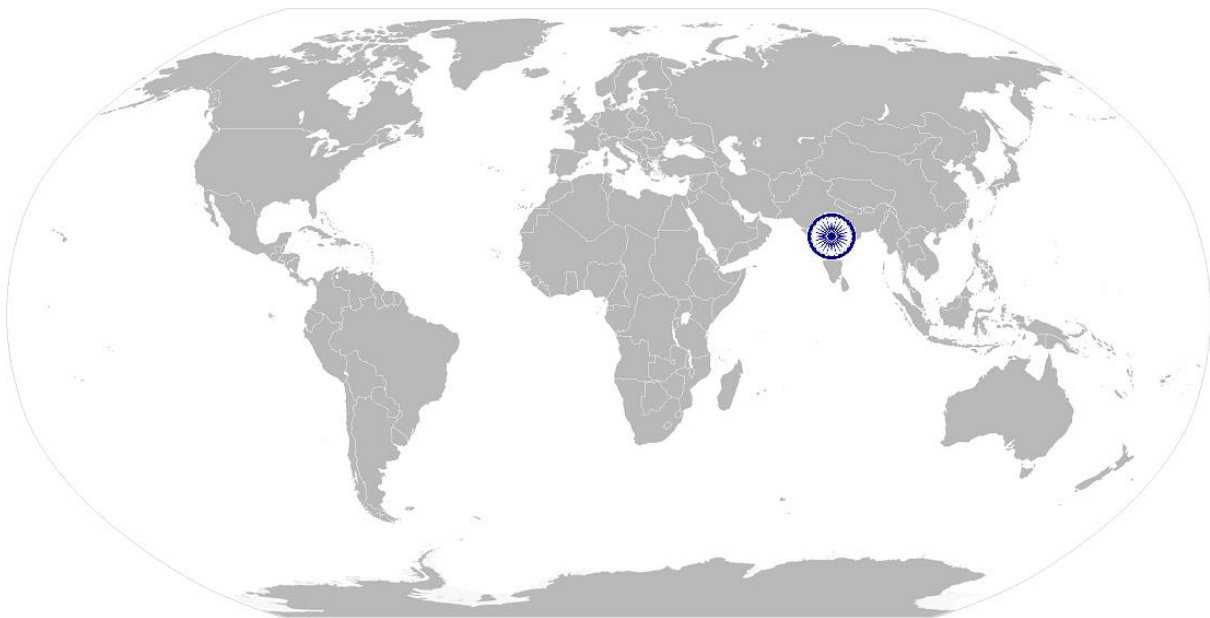
**CSC/ N 0207: Manually cut metal materials using plasma arc**

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



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

	Teamwork
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB19. work in a team in order to achieve better results</li> <li>SB20. identify and clarify work roles within a team</li> <li>SB21. communicate and cooperate with others in the team for better results</li> <li>SB22. seek assistance from fellow team members</li> </ul>



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

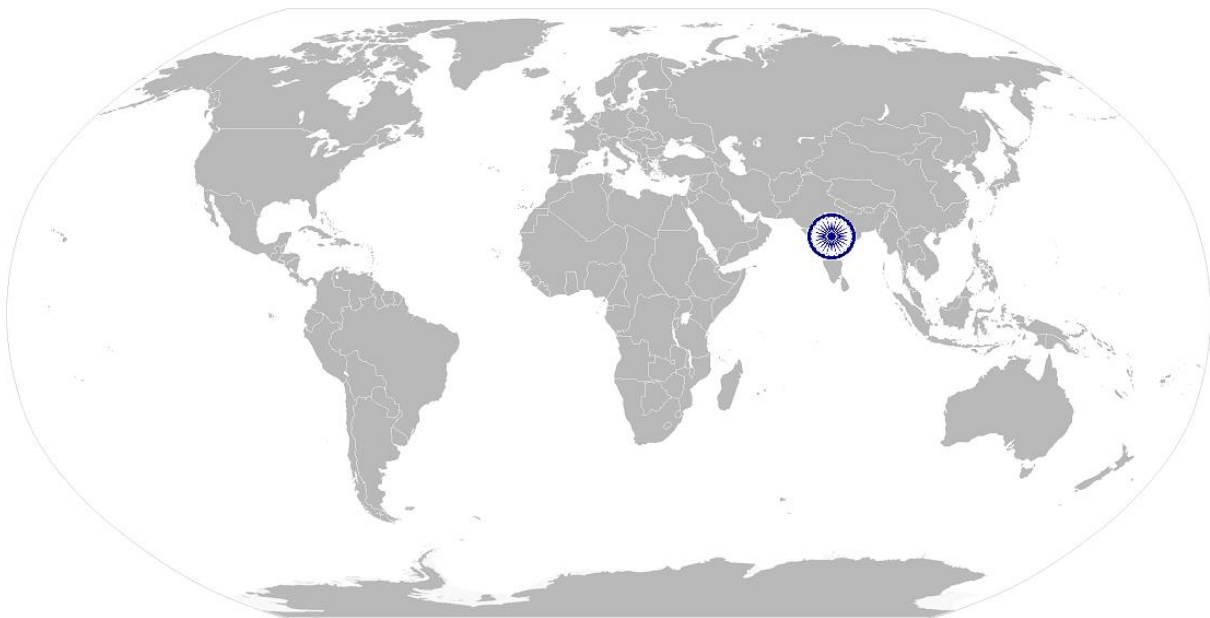
## **NOS Version Control**

NOS Code	CSC / N 0207		
Credits(NSQF)	TBD	Version number	1.0
Industry	Capital Goods	Drafted on	10/04/14
Industry Sub-sector	<ol style="list-style-type: none"> <li>1. Machine Tools</li> <li>2. Dies, Moulds And Press Tools</li> <li>3. Plastics Manufacturing Machinery</li> <li>4. Textile Manufacturing Machinery</li> <li>5. Process Plant Machinery</li> <li>6. Electrical and Power Machinery</li> <li>7. Light Engineering Goods</li> </ol>	Last reviewed on	
		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

Unit Code	CSC / N 1335
Unit Title (Task)	Use basic health and safety practices at the workplace
Description	<p>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.</p> <p>It includes understanding of risks and hazards in the workplace, along with common techniques to minimize risk, deal with accidents, emergencies, etc.</p> <p>It covers knowledge of fire safety, common first aid applications, safe practices and emergency procedures.</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Health and safety</li> <li>• Fire safety</li> <li>• Emergencies, rescue and first-aid procedures</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Health and safety	<p>The user/individual on the job should be able to:</p> <p>PC1. use protective clothing/equipment for specific tasks and work conditions</p> <p><b>Protective clothing:</b> 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</p> <p><b>Equipment:</b> hand shields, machine guards, residual current devices, shields, dust sheets, respirator</p> <p>PC2. state the name and location of people responsible for health and safety in the workplace</p> <p>PC3. state the names and location of documents that refer to health and safety in the workplace</p> <p>PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace</p> <p><b>Hazards:</b> 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.)</p>

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

	<p><b>Possible causes of risk and accident:</b> physical actions; reading; listening to and giving instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness)</p> <p>PC5. carry out safe working practices while dealing with hazards to ensure the safety of self and others</p> <p><b>Safe working practices:</b> 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.</p> <p>PC6. state methods of accident prevention in the work environment of the job role</p> <p><b>Methods of accident prevention:</b> training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors</p> <p>PC7. state location of general health and safety equipment in the workplace</p> <p><b>General health and safety equipment:</b> fire extinguishers; first aid equipment; safety instruments and clothing; safety installations(eg fire exits, exhaust fans)</p> <p>PC8. inspect for faults, set up and safely use steps and ladders in general use</p> <p><b>Ladder faults:</b> corrosion of metal components, deterioration, splits and cracks timber components, imbalance, loose rungs, missing/unfixed nuts or bolts, etc.</p> <p><b>Ladders set up:</b> firm/level base, clip/lash down, leaning at the correct angle, etc.</p> <p>PC9. work safely in and around trenches, elevated places and confined areas</p> <p>PC10. lift heavy objects safely using correct procedures</p> <p>PC11. apply good housekeeping practices at all times</p> <p><b>Good housekeeping practices:</b> clean/tidy work areas, removal/disposal of waste products, protect surfaces</p> <p>PC12. identify common hazard signs displayed in various areas</p> <p><b>Various areas:</b> on chemical containers; equipment; packages; inside buildings; in open areas and public spaces, etc.</p> <p>PC13. retrieve and/or point out documents that refer to health and safety in the workplace</p>
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**CSC/ N 1335: Use basic health and safety practices at the workplace**

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

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

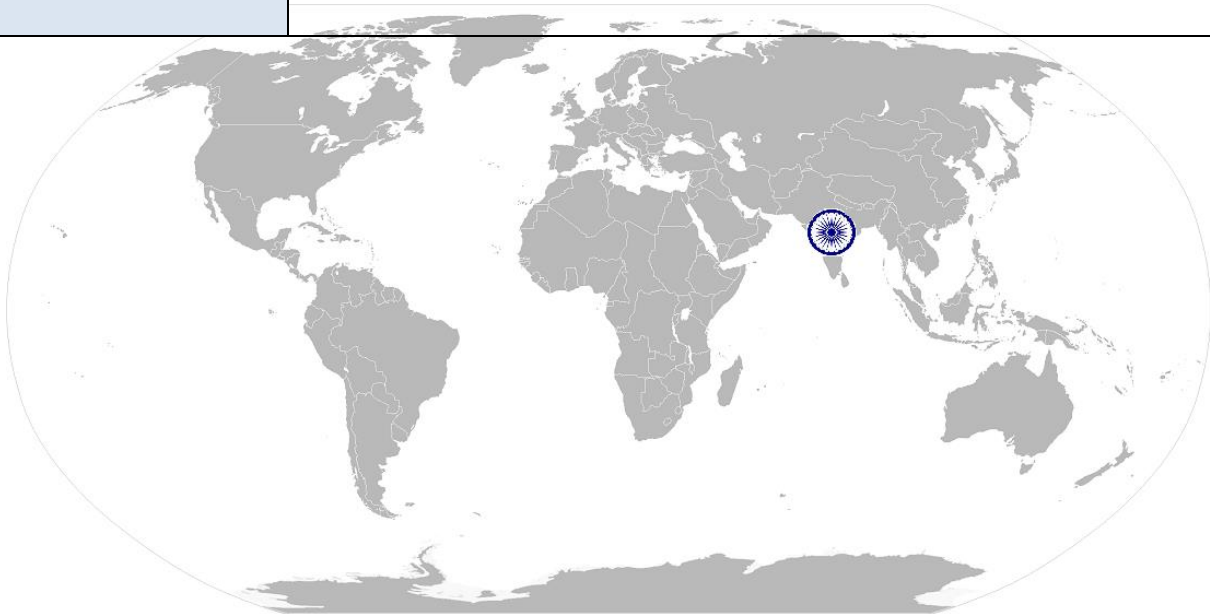
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. names (and job titles if applicable), and where to find, all the people responsible for health and safety in a workplace.</p> <p>KA2. names and location of documents that refer to health and safety in the workplace.</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. meaning of “hazards” and “risks”</p> <p>KB2. health and safety hazards commonly present in the work environment and related precautions</p> <p>KB3. possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible</p> <p>KB4. possible causes of risk and accident  <b>Possible causes of risk and accident:</b> physical actions; reading; listening to and giving instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness)</p> <p>KB5. methods of accident prevention  <b>Methods of accident prevention:</b> training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors</p> <p>KB6. safe working practices when working with tools and machines</p> <p>KB7. safe working practices while working at various hazardous sites</p> <p>KB8. where to find all the general health and safety equipment in the workplace</p> <p>KB9. various dangers associated with the use of electrical equipment</p> <p>KB10. preventative and remedial actions to be taken in the case of exposure to toxic materials  <b>Exposure:</b> ingested, contact with skin, inhaled  <b>Preventative action:</b> ventilation, masks, protective clothing/ equipment);  <b>Remedial action:</b> immediate first aid, report to supervisor  <b>Toxic materials:</b> solvents, flux, lead</p> <p>KB11. importance of using protective clothing/equipment while working</p> <p>KB12. precautionary activities to prevent the fire accident</p> <p>KB13. various causes of fire  <b>Causes of fires:</b> heating of metal; spontaneous ignition; sparking; electrical heating; loose fires (smoking, welding, etc.); chemical fires; etc.</p> <p>KB14. techniques of using the different fire extinguishers</p> <p>KB15. different methods of extinguishing fire</p> <p>KB16. different materials used for extinguishing fire  <b>Materials:</b> sand, water, foam, CO<sub>2</sub>, dry powder</p> <p>KB17. rescue techniques applied during a fire hazard</p> <p>KB18. various types of safety signs and what they mean</p>

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

	<p>KB19. appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries</p> <p>KB20. content of written accident report</p> <p>KB21. potential injuries and ill health associated with incorrect manual handling</p> <p>KB22. safe lifting and carrying practices</p> <p>KB23. personal safety, health and dignity issues relating to the movement of a person by others</p> <p>KB24. potential impact to a person who is moved incorrectly</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading and Writing Skills</b>
	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
	<b>Oral Communication (Listening and Speaking skills)</b>
	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
	<b>Decision Making</b>
	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>B. Professional Skills</b>	<b>Plan and Organize</b>
	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
	<b>Working with others</b>
	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 workmanship and authority

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

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



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

## **NOS Version Control**

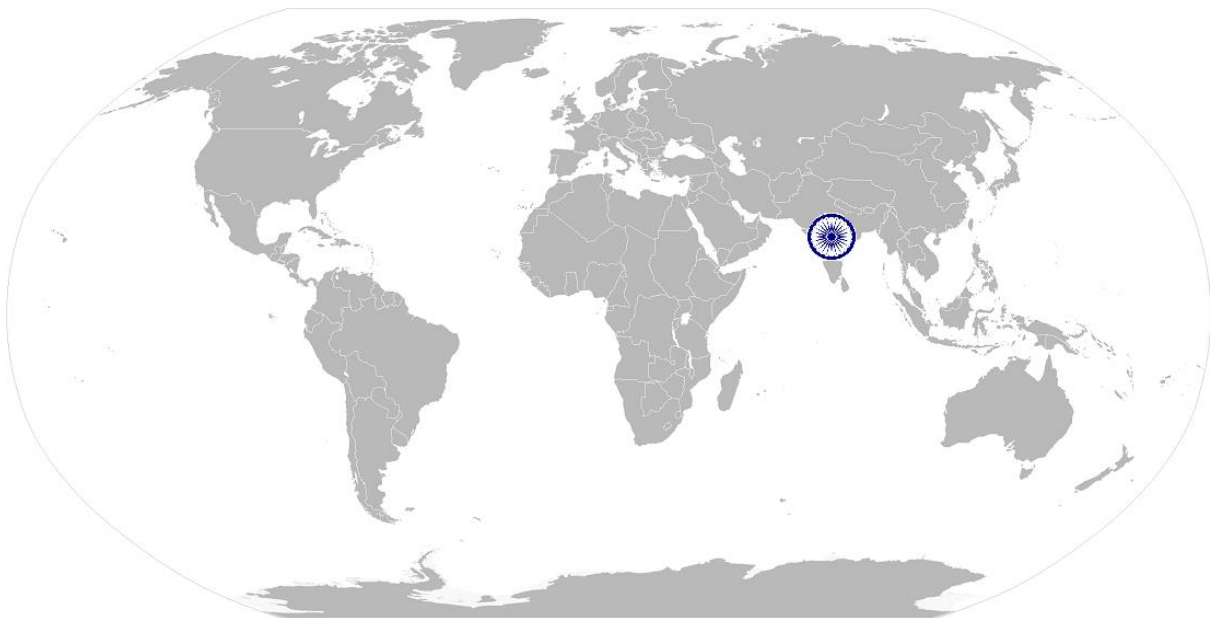
<b>NOS Code</b>	<b>CSC / N 1335</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Capital Goods</b>	<b>Drafted on</b>	<b>10/04/14</b>
<b>Industry Sub-sector</b>	1. Machine Tools 2. Dies, Moulds And Press Tools 3. Plastics Manufacturing Machinery 4. Textile Manufacturing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



CSC/ N 1336: Work effectively with others

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# 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**

Unit Code	CSC / N 1336
Unit Title (Task)	Work effectively with others
Description	<p>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.</p> <p>These cover areas such as communication etiquette, discipline, listening, handling conflict and grievances.</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Working with others</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Working with others</b>	<p>The user/individual on the job should be able to:</p> <p>PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required</p> <p>PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt</p> <p>PC3. give information to others clearly, at a pace and in a manner that helps them to understand</p> <p>PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible</p> <p>PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks</p> <p>PC6. display appropriate communication etiquette while working</p> <p><b>Communication etiquette:</b> do not use abusive language; use appropriate titles and terms of respect; do not eat or chew while talking (vice versa)etc.</p> <p>PC7. display active listening skills while interacting with others at work</p> <p>PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism</p> <p>PC9. demonstrate responsible and disciplined behaviors at the workplace</p> <p><b>Disciplined behaviors:</b> e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.</p> <p>PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict</p>
Knowledge and Understanding (K)	
<b>A. 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. legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions</p> <p>KA2. reporting structure, inter-dependent functions, lines and procedures in the work area</p> <p>KA3. relevant people and their responsibilities within the work area</p> <p>KA4. escalation matrix and procedures for reporting work and employment related issues</p>

**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**

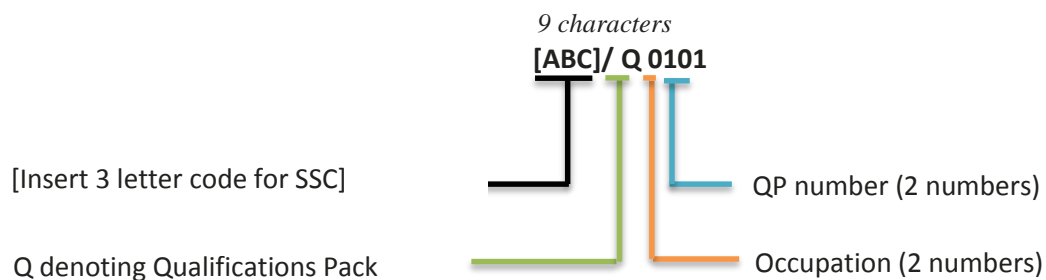
## **NOS Version Control**

<b>NOS Code</b>	<b>CSC / N 1336</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Capital Goods</b>	<b>Drafted on</b>	<b>10/04/14</b>
<b>Industry Sub-sector</b>	<ol style="list-style-type: none"> <li>1. Machine Tools</li> <li>2. Dies, Moulds And Press Tools</li> <li>3. Plastics Manufacturing Machinery</li> <li>4. Textile Manufacturing Machinery</li> <li>5. Process Plant Machinery</li> <li>6. Electrical and Power Machinery</li> <li>7. Light Engineering Goods</li> </ol>	<b>Last reviewed on</b>	
		<b>Next review date</b>	<b>30/08/16</b>

## Annexure

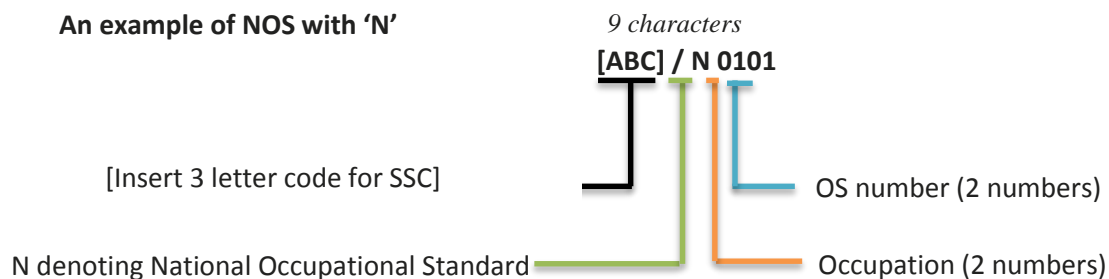
### Nomenclature for QP and NOS

#### 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

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

**PERFORMANCE CRITERIA**

**Job Role: Flux Cored Arc Welder (Semi-Automatic)**

**Qualification Pack: CSC/ Q 0205**

**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.

**Assessment Strategy Marks Allocation**

<b>NOS CODE</b>	<b>NOS TITLE</b>	<b>Weightage</b>
CSC/ N 0205	Perform semi-automatic flux cored arc welding (FCAW) process to prepare joints	25
CSC/ N 0204	Manually weld low alloy steels in simple welding positions using Metal Arc Welding / Shielded Metal Arc Welding	15
CSC/ N 0203	Manually cut metal and metal alloys using oxy-fuel gas	15
CSC/ N 0207	Manually cut metal materials using plasma arc	15
CSC/ N 1335	Use basic health and safety practices at the workplace	20
CSC/ N 1336	Work effectively with others	10
		<b>100</b>

<b>CSC/ N 0205</b>	<b>Perform semi-automatic flux cored arc welding (FCAW) process to prepare joints</b>		
<b>Elements</b>	<b>Performance criteria</b>	<b>Theory</b>	<b>Practical</b>
<b>Work safely</b>	PC1. work safely at all times, complying with health and safety and other relevant regulations and guidelines	1	1
	PC2. stop machine in case of emergencies and start when safe using correct procedure	1	2
	PC3. operate machine safety devices in line with set procedures	1	1
	PC4. stop the machine in a timely and safe manner during an emergency	0	2
		<b>3</b>	<b>6</b>
<b>Prepare for welding</b>	PC5. interpret for weld procedure data sheets specifications, PQR and WPS points	1	1

operations	PC6. select welding machines such as inverters, rectifiers and generators, according to the task	1	1
	PC7. select electrodes according to classification and specifications	1	1
	PC8. prepare the materials and joint in readiness for welding	0	2
	PC9. check the joint for accuracy before final welding	0	2
	PC10. check the condition of, and correctly connect, welding leads/cables, hoses, shielding gas supply and wire feed mechanisms	0	1
	PC11. prepare the welding equipment for a range of given applications	0	1
	PC12. select the welding shielding gases for a range of given applications	0	1
	PC13. plan the welding activities before they start them effectively and efficiently for achieving specifications as per WPS	1	1
	PC14. clean wire feeder and torch tip using correct procedures	1	1
	PC15. connect torches and components correctly	0	1
	PC16. connect and adjust regulators and flow meters to cylinders correctly	0	1
	PC17. adjust wire feed rate and read and set current as per requirement	1	1
	PC18. set other welding parameters (eg. voltage) as per requirement	1	1
	PC19. set pre-purge with shielding gas as per requirement	1	1
	PC20. set and verify gas flow rates	0	1
	PC21. confirm that the machine is calibrated, set up and operating correctly, ready for the joining operations to be carried out	0	1
	PC22. check the installation has been approved for production	0	1
	PC23. check supplies of components and consumables are adequate and correctly prepared	0	1
	PC24. select and use tools and equipment such as fillet gauges, calculators, measuring tapes, squares and straight edges	0	1
	PC25. ensure all safety equipment is in place and functioning correctly	0	1
	PC26. connect cables and ground clamps to power source correctly and safely change components according to task	1	1

	PC27. select and use tools and equipment such as temperature sticks, pyrometer, thermometers and pre-heat monitoring equipment	0	1
	PC28. identify material required according to drawings and specifications	1	1
	PC29. select required amount of materials	0	1
	PC30. verify appropriate heat treatments have been applied as per requirement	1	1
		<b>11</b>	<b>28</b>

<b>Carry out welding operations</b>	PC31. check, adjust and use welding and related equipment for flux cored wire welding	0	1
	PC32. use correct work and travel angles, flow rate, travel speed and electrode extensions as required for the job	1	2
	PC33. weld joints according to approved welding procedures in good access situations in various positions	1	2
	PC34. select consumables appropriate to the material, its thickness and application include (more than one of) wire types and sizes from different material groups and at least two different shielding gases (where applicable)	1	1
	PC35. weld the joint to the specified quality, dimensions and profile	1	2
	PC36. adjust wire stick-out as per requirement	1	1
	PC37. use welding consumables appropriate to the material and application to DC current types	0	2
	PC38. produce joints of the required quality and of specified dimensional accuracy which achieve a weld quality equivalent to Level C of ISO 5817	0	3
	PC39. produce joints from various materials in different forms	1	2
	PC40. weld joints in good access situations, in select positions	0	2
	PC41. produce welded components covering different joint configurations	1	1
	PC42. produce welded components covering different material groups	0	1
	PC43. carry out welding and monitor the machine operations in accordance with specifications and job instructions	1	1
	PC44. monitor the process operation and machine functions, and make adjustments as required to welding parameters and mechanisms within their permitted authority and tolerance	1	2
	PC45. place and secure parts to be welded as per	1	1

	requirement		
	PC46. transfer methods of information from parent piece to off-cuts and crop pieces accurately	0	1
	PC47. remove welding slag using appropriate methods and tools without damaging the weld and the weld piece	0	1
		<b>10</b>	<b>26</b>
<b>Test of output</b>	PC48. identify various weld defects by using appropriate methods and equipment to check the quality, and that all dimensional and geometrical aspects of the weld are to the specification	1	2
	PC49. check that the welded joint conforms to the specification, by checking various quality parameters by visual inspection	1	2
	PC50. detect surface imperfections and deal with them appropriately	1	1
	PC51. carry out DPT tests to assess fine defect open to the surface not detected by visual inspection (VT)	1	1
<b>Post-welding activities</b>	PC52. assist in preparation for non-destructive testing of the welds, for a range of tests	0	1
	PC53. prepare for destructive tests on weld specimens for select tests	1	1
	PC54. shut down and make safe the welding equipment on completion of the welding activities	0	1
<b>Dealing with contingencies</b>	PC55. detect equipment malfunctions and deal with them appropriately	0	1
	PC56. 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	0	1
		<b>5</b>	<b>11</b>
		<b>29</b>	<b>71</b>
		<b>100</b>	



<b>CSC/ N 0204</b>	<b>Manually weld carbon and low alloy steels in 1G/1F, 2G/2F and 3G/3F welding positions using Manual Metal Arc Welding / Shielded Metal Arc Welding</b>		
Elements	Performance criteria	Theory	Practical
<b>Working Safely</b>	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	1	2
	PC2. adhere to procedures or systems in place for health and safety, personal protective equipment (PPE) and other relevant safety regulations	1	2
	PC3. check the condition of, welding leads, earthing arrangements and electrode holder	1	2
	PC4. report any faults or potential hazards to appropriate authority	1	2
	PC5. follow fume extraction safety procedures	1	2
		<b>5</b>	<b>10</b>

<b>Preparing for welding operations</b>	PC6. read and interpret routine information on written job instructions, welding procedure specifications and standard operating procedures	1	2
	PC7. identify welding machines eg. transformers, rectifiers, inverters and generators, according to the task	1	2
	PC8. prepare the work area for the welding activities	0	2
	PC9. performing measurements for joint preparation and routine MMAW	1	2
	PC10. prepare the materials and joint in readiness for welding	1	2
	PC11. use manual metal-arc welding and related equipment to include a. alternating current (AC) equipment b. direct current (DC) equipment	1	2
	PC12. connect equipment to power source	0	2
	PC13. connect cables, electrode holders, return leads and ground clamps to appropriate terminal	0	2
	PC14. re-dry electrodes as per electrode classification requirement	1	2
	PC15. set, read and adjust amperage controls	1	2
	PC16. tack weld the joint at appropriate intervals, and check the joint for accuracy before final welding	0	3
	PC17. verify set up by running test weld specimen (scrap plate)	1	3
	PC18. report any faults or problem to appropriate	0	2

	authority		
		<b>8</b>	<b>28</b>

<b>Carrying out welding operations</b>	PC19. strike and maintain a stable arc	1	3
	PC20. stop and properly re-start arc to avoid welding defects (scratch start, tapping techniques)	1	3
	PC21. maintain constant puddle by using appropriate travel speed	1	4
	PC22. remove slag in an appropriate manner (eg. wire brush, hammer, etc.)	0	2
	PC23. produce welded joints to the specified quality, dimensions and profile applicable to low carbon alloy steel sheets and plates from 1.5 mm – 24 mm	2	4
	PC24. produce fillet and groove joints in 1F/1G, 2F/2G and 3F/ 3G welding positions as per the WPS specified using single or multi-run welds	2	4
	PC26. 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	0	2
	PC27. shut down and make safe the welding equipment on completion of the welding activities	0	2
		<b>7</b>	<b>23</b>

<b>Testing for quality</b>	PC28. measure and check that all dimensional and geometrical aspects of the weld are as per instructions	1	3
	PC29. check that the welded joint conforms to the instructions given, by checking various quality parameters by visual inspection	2	3
	PC30. identify various weld defects using visual inspection	1	3
	PC31. detect and report surface imperfections to appropriate authority	0	2
	PC32. deal with defects in welding as per instructions given	1	2
		<b>5</b>	<b>13</b>
		<b>25</b>	<b>75</b>
		<b>100</b>	

CSC/ N 0203	Manually cut metal and metal alloys using oxy-fuel gas		
Elements	Performance criteria	Theory	Practical
Working safely	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	1	2
	PC2. take necessary safety precautions for gas cutting operations including equipment, processes and checks	1	2
		<b>2</b>	<b>4</b>

Prepare for cutting operations	PC3. interpret cutting procedure data sheets specifications	1	2
	PC4. check regulators, hoses and check that valves are securely connected and free from leaks and damage	0	2
	PC5. check equipment is calibrated and approved for use	0	2
	PC6. check/fit the correct size gas nozzle to the torch	0	2
	PC7. ensure preheat and oxygen holes on the tips are clean	0	2
	PC8. check that a flashback arrestor is fitted	1	2
	PC9. set appropriate gas pressures	0	2
	PC10. use the correct procedure for lighting, adjusting and extinguishing the flame	1	2
	PC11. adjust torch valve for type of flame such as neutral, carburizing and oxidizing	1	1
	PC12. follow sequence of operations such as pre-heating material and initiating cut	1	2
	PC13. mark out the locations for cutting accurately and as per requirement	1	2
	PC14. use appropriate and safe procedures for handling and storing of gas cylinders	1	2
	PC15. prepare the work area for the cutting activities	0	1
	PC16. obtain the appropriate tools and equipment for the oxy-fuel gas cutting operations, and check that they are in a safe and usable condition	1	1
	PC17. check that the oxy-fuel gas cutting equipment is set up for the operations to be performed	1	1
	PC18. adjust cylinder valves and adjust regulator for operating pressure to achieve specifications for required operations	1	2
	PC19. where appropriate, mark out the components for the required operations, using appropriate tools and techniques	1	1

	PC20. perform trial cut to check for cut defects	1	2
		<b>12</b>	<b>31</b>

<b>Carry out cutting operations</b>	PC21. operate the oxy-fuel gas cutting equipment to produce items/cut shapes to the dimensions and profiles specified	1	3
	PC22. use various types of oxy-fuel gas cutting methods	1	3
	PC23. perform various cutting operations correctly	0	4
	PC24. produce thermal cuts in various forms of material (metal of 3mm and above)	1	3
	PC25. produce cut profiles for various type of materials	1	3
	PC26. produce thermally-cut components which meet specified quality criteria leave	1	3
	PC27. recognize and correct burnback and flashback	1	2
	PC28. detect and correct defects in cut	1	2
	PC29. ensure the work area is left in a safe and tidy condition on completion of the cutting activities	0	2
		<b>7</b>	<b>25</b>

<b>Test for accuracy</b>	PC30. check that the finished components meet the standard required	0	2
	PC31. use appropriate methods and equipment to check the quality, and that all dimensional and geometrical aspects of the cut material are to the specification	1	3
	PC32. identify various cutting defects and follow organisation recommended procedures to address them	1	2
		<b>2</b>	<b>7</b>

<b>Dealing with contingencies</b>	PC33. report any difficulties or problems that may arise with the cutting activities, and carry out any agreed actions	0	2
	PC34. detect equipment malfunctions and deal with them appropriately	0	2
	PC35. 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	1	1
	PC36. shut down and make safe the cutting equipment on completion of the cutting activities	0	1
	PC37. in case of emergencies follow standard emergency procedures	1	1
		<b>2</b>	<b>8</b>
		<b>25</b>	<b>75</b>
		<b>100</b>	

<b>CSC/ N 0207</b>		<b>Manually cut metal materials using plasma arc</b>	
Elements	Performance criteria	Theory	Practical
<b>Working safely Preparing for welding operations</b>	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	1	2
	PC2. take necessary safety precautions for plasma cutting operations including equipment, processes and checks	1	2
	PC3. interpret cutting procedure data sheets specifications	1	2
	PC4. check regulators, hoses and check that valves are securely connected and free from leaks and damage	1	2
	PC5. check equipment is calibrated and approved for use	0	2
	PC6. check/fit the correct nozzle to the torch	1	2
	PC7. match correct tips and cups to the torch as per requirement and manufacturer's equipment instructions	0	2
	PC8. set the amperage and gas pressure as per metal thickness, metal type, and type of gas	0	2
	PC9. use the correct procedure for lighting, adjusting and extinguishing the arc	1	2
	PC10. use appropriate and safe procedures for handling and storing of gas cylinders	1	2
	PC11. prepare the work area for the cutting activities	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	1	2
	PC13. check that the plasma arc cutting equipment is correctly set up for the operations to be performed	0	2
	PC14. carry out correct measurements required using appropriate equipment and methods for planning the cut	1	3
	PC15. where appropriate, mark out the components for the required operations, using appropriate tools and techniques	1	2
	PC16. perform trial cut to check for cut defects	1	2
		<b>12</b>	<b>33</b>
<b>Carry out cutting operations</b>	PC17. operate the plasma cutting equipment to produce items/cut shapes to the dimensions and profiles as specified	1	4
	PC18. use the correct angles to cut and the right speed	1	3



	PC19. use various types of plasma arc cutting methods/techniques	1	3
	PC20. perform various cutting operations correctly	1	3
	PC21. produce thermal cuts in various forms of material	1	3
	PC22. produce cut profiles for various type of materials	0	3
	PC23. produce thermally-cut components which meet specified quality criteria	1	3
	PC24. detect and correct defects in cut	1	2
	PC25. leave the work area in a safe and tidy condition on completion of the cutting activities	0	2
		<b>7</b>	<b>26</b>

<b>Test for Quality Dealing with contingencies</b>	PC26. check that the finished components meet the required standard	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	2	2
	PC28. identify various cutting defects	1	2
	PC29. report any difficulties or problems that may arise with the cutting activities, and carry out any agreed actions	1	2
	PC30. detect equipment malfunctions and deal with them appropriately	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	1	2
	PC32. shut down and make safe the cutting equipment on completion of the cutting activities or during an emergency	0	2
	PC33. incase of emergencies follow standard emergency procedures	0	2
		<b>6</b>	<b>16</b>
		<b>25</b>	<b>75</b>
		<b>100</b>	

CSC/ N 1335		Use basic health and safety practices at the workplace	
Elements	Performance criteria	Theory	Practical
Health and safety	PC1. use protective clothing/equipment for specific tasks and work conditions	2	3
	PC2. state the name and location of people responsible for health and safety in the workplace	1	2
	PC3. state the names and location of documents that refer to health and safety in the workplace	1	2
	PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace	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	2	2
	PC6. state location of general health and safety equipment in the workplace	2	1
	PC7. inspect for faults, set up and safely use steps and ladders in general use	2	3
	PC8. work safely in and around trenches, elevated places and confined areas	2	3
	PC9. lift heavy objects safely using correct procedures	2	3
	PC10. apply good housekeeping practices at all times	2	2
	PC11. identify common hazard signs displayed in various areas	2	3
	PC12. retrieve and/or point out documents that refer to health and safety in the workplace	1	2
		<b>21</b>	<b>29</b>
Fire safety	PC13. use the various appropriate fire extinguishers on different types of fires correctly	1	3
	PC14. demonstrate rescue techniques applied during fire hazard	1	3
	PC15. demonstrate good housekeeping in order to prevent fire hazards	1	2
	PC16. demonstrate the correct use of a fire extinguisher	1	3
		<b>4</b>	<b>11</b>
Emergencies, rescue and first-aid procedures	PC17. demonstrate how to free a person from electrocution	1	3
	PC18. administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc.	1	3
	PC19. demonstrate basic techniques of bandaging	1	2

	PC20. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	1	3
	PC21. perform and organize loss minimization or rescue activity during an accident in real or simulated environments	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	1	2
	PC23. demonstrate the artificial respiration and the CPR Process	1	2
	PC24. participate in emergency procedures	2	1
	PC25. complete a written accident/incident report or dictate a report to another person, and send report to person responsible	1	3
	PC26. demonstrate correct method to move injured people and others during an emergency	1	3
		<b>11</b>	<b>24</b>
		<b>36</b>	<b>64</b>
		<b>100</b>	

CSC/ N 1336	Work effectively with others		
Elements	Performance criteria	Theory	Practical
<b>Work effectively with others</b>	PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required	3	7
	PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt	3	7
	PC3. give information to others clearly, at a pace and in a manner that helps them to understand	3	7
	PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible	3	7
	PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks	3	7
	PC6. display appropriate communication etiquette while working	3	7
	PC7. display active listening skills while interacting with others at work	3	7
	PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism	3	7
	PC9. demonstrate responsible and disciplined behaviors at the workplace	3	7
	PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict	3	7
		<b>30</b>	<b>70</b>
		<b>100</b>	