

## Instruction Sheet for the Candidate

<b>Qualification</b>	<b>National Vocational Certificate in Metal Forming &amp; Processing Level 2</b>
<b>Competency Standard</b>	Observe Basic Occupational Safety & Health Practices
<b>Purpose of Assessment</b>	<b>Formative Assessment</b>
<b>Candidate Details</b>	Name _____ Registration/Roll Number _____
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following within 04 Hrs. time frame (for practical demonstration &amp; assessment):</b></p> <ul style="list-style-type: none"> <li>• CU1. Use PPEs</li> <li>• CU2. Clean the workplace</li> <li>• CU3. Adhere to emergency procedures</li> <li>• CU4. Identify hazards and risk at Workplace</li> <li>• CU5. Follow machine's operating guidelines</li> </ul>
<b>Time: 04 Hrs.</b>	During a practical assessment, under observation by an assessor, you are required to
<b>Minimum Evidence Required</b>	<p><b>CU1. Use PPEs</b>            P1. Arrange PPEs as per job requirement            P2. Check PPEs for smooth function.            P3. Wear PPE as per nature of job            P4. Inspect personal protective equipment to maintain in a good order for reuse.            P5. Store PPE at designated place after use</p> <p><b>CU2. Clean the workplace</b>            P1. Inspect the workplace for friendly working condition.            P2. Remove any unwanted material from workplace            P3. Clean tools on a regular basis before stacking            P4. Store tools and equipment at designated place            P5. Perform housekeeping duties according to standard operating procedure.</p> <p><b>CU3. Adhere to emergency procedures</b>            P1. Follow OSH Rules/Regulations as per company policy            P2. Use emergency equipment (like First aid box, Fire Alarm, Fire Extinguisher etc) available in accordance with workplace policies and procedures.            P3. Response to emergency as per SOPs</p>

	<p><b>CU4. Identify hazards and risk at Workplace</b></p> <p>P1. Identify hazards to maintain a healthy and safe working environment.</p> <p>P2. Enlist the possible hazards at workplace.</p> <p>P3. Enlist the possible risk at workplace.</p> <p>P4. Follow workplace procedures and work instructions to control risks at workplace.</p> <p><b>CU5. Follow machine's operating guidelines</b></p> <p>P1. Follow machine's operating procedure</p> <p>P2. Practice regulations &amp; guidelines specific to Machine operations</p> <p>P3. Practice common safety procedures while using machines</p>
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## Self-Assessment Checklist

<b>Candidate Name</b>	
<b>Registration No.</b>	
<b>Qualification</b>	<b>National Vocational Certificate in Metal Forming &amp; Processing Level 2</b>
<b>Competency Standard</b>	Observe Basic Occupational Safety & Health Practices
<b>Purpose of Assessment</b>	<b>Formative Assessment</b>
<b>Assessment Task</b>	<ul style="list-style-type: none"> <li>• CU1. Use PPEs</li> <li>• CU2. Clean the workplace</li> <li>• CU3. Adhere to emergency procedures</li> <li>• CU4. Identify hazards and risk at Workplace</li> <li>• CU5. Follow machine's operating guidelines</li> </ul>

I can.....

<b>Performance Criteria</b>	<b>Yes</b>	<b>No</b>
<b>P1.</b> Arrange PPEs as per job requirement	<input type="checkbox"/>	<input type="checkbox"/>
<b>P2.</b> Check PPEs for smooth function.	<input type="checkbox"/>	<input type="checkbox"/>
<b>P3.</b> Wear PPE as per nature of job	<input type="checkbox"/>	<input type="checkbox"/>
<b>P4.</b> Inspect personal protective equipment to maintain in a good order for reuse.	<input type="checkbox"/>	<input type="checkbox"/>
<b>P5.</b> Store PPE at designated place after use	<input type="checkbox"/>	<input type="checkbox"/>
<b>P6.</b> Inspect the workplace for friendly working condition.	<input type="checkbox"/>	<input type="checkbox"/>
<b>P7.</b> Remove any unwanted material from workplace	<input type="checkbox"/>	<input type="checkbox"/>
<b>P8.</b> Clean tools on a regular basis before stacking	<input type="checkbox"/>	<input type="checkbox"/>
<b>P9.</b> Store tools and equipment at designated place	<input type="checkbox"/>	<input type="checkbox"/>
<b>P10.</b> Perform housekeeping duties according to standard operating procedure	<input type="checkbox"/>	<input type="checkbox"/>
<b>P11.</b> Follow OSH Rules/Regulations as per company policy	<input type="checkbox"/>	<input type="checkbox"/>
<b>P12.</b> Use emergency equipment (like First aid box, Fire Alarm, Fire Extinguisher etc) available in accordance with workplace policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>
<b>P13.</b> Response to emergency as per SOPs	<input type="checkbox"/>	<input type="checkbox"/>
<b>P14.</b> Identify hazards to maintain a healthy and safe working environment.	<input type="checkbox"/>	<input type="checkbox"/>
<b>P15.</b> Enlist the possible hazards at workplace.	<input type="checkbox"/>	<input type="checkbox"/>
<b>P16.</b> Enlist the possible risk at workplace.	<input type="checkbox"/>	<input type="checkbox"/>
<b>P17.</b> Follow workplace procedures and work instructions to control risks at workplace.	<input type="checkbox"/>	<input type="checkbox"/>

<b>P18.</b> Follow machine's operating procedure	<input type="text"/>	<input type="text"/>
<b>P19.</b> Practice regulations & guidelines specific to Machine operations	<input type="text"/>	<input type="text"/>
<b>P20.</b> Practice common safety procedures while using machines	<input type="text"/>	<input type="text"/>

Candidate's Signature\_\_\_\_\_ Assessor's Signature\_\_\_\_\_

Date: \_\_\_\_\_

## Assessors Judgment Guide

<b>Qualification</b>	<b>National Vocational Certificate in Metal Forming &amp; Processing Level 2</b>
<b>Competency Standard</b>	Observe Basic Occupational Safety & Health Practices
<b>Purpose of Assessment</b>	<b>Formative Assessment</b>
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Signature: _____
<b>Assessment Outcome</b>	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor _____ Assessor's code: _____ Signature: _____

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment		✓					
Other Requirement							

## Observation Checklist

<b>Assessment Task</b>		<ul style="list-style-type: none"><li>• CU1. Use PPEs</li><li>• CU2. Clean the workplace</li><li>• CU3. Adhere to emergency procedures</li><li>• CU4. Identify hazards and risk at Workplace</li><li>• CU5. Follow machine's operating guidelines</li></ul>		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Arrange PPEs as per job requirement			
2.	Check PPEs for smooth function.			
3.	Wear PPE as per nature of job			
4.	Inspect personal protective equipment to maintain in a good order for reuse.			
5.	Store PPE at designated place after use			
6.	Inspect the workplace for friendly working condition.			
7.	Remove any unwanted material from workplace			
8.	Clean tools on a regular basis before stacking			
9.	Store tools and equipment at designated place			
10.	Perform housekeeping duties according to standard operating procedure.			
11.	Follow OSH Rules/Regulations as per company policy			
12.	Use emergency equipment (like First aid box, Fire Alarm, Fire Extinguisher etc) available in accordance with workplace policies and procedures.			
13.	Response to emergency as per SOPs			
14.	Identify hazards to maintain a healthy and safe working environment.			
15.	Enlist the possible hazards at workplace.			
16.	Enlist the possible risk at workplace.			
17.	Follow workplace procedures and work instructions to control risks at workplace.			
18.	Follow machine's operating procedure			

19.	Practice regulations & guidelines specific to Machine operations			
20.	Practice common safety procedures while using machines			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

## Knowledge Assessment

<b>Qualification</b>	<b>National Vocational Certificate in Metal Forming &amp; Processing Level 2</b>
<b>Competency Standard</b>	Observe Basic Occupational Safety & Health Practices
<b>Purpose of Assessment</b>	<b>Formative Assessment</b>
<b>Candidate Details</b>	Name: _____ Registration/Roll Number: _____ Candidate Signature: _____
<b>Assessment Outcome</b>	<div style="display: flex; justify-content: space-around; align-items: center;"> <span><b>COMPETENT</b> <input type="checkbox"/></span> <span><b>NOT YET COMPETENT</b> <input type="checkbox"/></span> </div> Name of the Assessor: _____ Assessor's code: _____ Signature of the Assessor: _____

Candidate's response is not required to be identical, but similar concepts and/or keywords must be used. Oral questioning may be used to clarify candidate understanding of topic and its application.

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)		Satisfactory	Not Satisfactory
1.	Enlist type of personal protective equipment required for the given activity		
2.	Define safety signs and symbols used at the workplace		



3.	Describe waste disposal SOP		
4.	Identify possible hazards at the workplace		
5.	Enlist best practices related to the safe work environment		

Feedback to the Candidate	
Candidate's Signature _____	Assessor's Signature _____