



Model Curriculum

1. Shop Tinting Assistant

SECTOR: PAINTS AND COATINGS
SUB-SECTOR: APPLICATION
OCCUPATION: DECORATIVE AND INDUSTRIAL PAINT APPLICATION
REF ID: PCS/Q5007, V1.0
NSQF LEVEL: 4





Skill India
सौभाग्यं भारत - कुशलं भवतु

PAINTS AND
COATINGS
SKILL COUNCIL





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National
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Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

PAINTS AND COATINGS SKILL COUNCIL

for

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/Qualification Pack: **'Shop Tinting Assistant'** QP No. **'PCS/Q5007 NSQF Level 4'**

Date of Issuance: December 27th, 2016

Valid up to*: **March 31st, 2018**

*Valid up to the next review date of the Qualification Pack or the
'Valid up to' date mentioned above (whichever is earlier)


Authorised Signatory
(Paints and Coatings Skill Council)



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Shop Tinting Assistant

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Shop Tinting Assistant”, in the “Paints and Coatings” Sector/Industry and aims at building the following key competencies amongst the learner

| | | | |
|---|--|----------------------------|--|
| Program Name | Shop Tinting Assistant | | |
| Qualification Pack Name & Reference ID. ID | PCS/Q5007, v1.0 | | |
| Version No. | 1.0 | Version Update Date | |
| Pre-requisites to Training | 8 th Standard | | |
| Training Outcomes | <p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Know about the sector: Discuss the Paints and Coatings sector in India and its sub-sectors • Know about different types of liquid paints and its uses with advantages and disadvantages • Know about the major ingredients of liquid paint • Know about paint manufacturing in general and the process flow. • Understand the colour characteristics of different pigment/ colourants and its use in tinting/ colour matching • Learn the use of computer coupled spectrophotometer for colour reading and matching and mixing using a gyroshaker • Learn to prepare sample panels as per standard application procedure • Learn to undertake counter sales and maintain inventory • Demonstrate various skills: Performance of behavioural, professional, technical and communication skills • Understand safety: Work in a safe manner without endangering your health and that of your colleagues | | |



This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Shop Tinting Assistant” Qualification Pack issued by “Paints and Coatings Skill Council”.

| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|--|--|---|
| 1 | <p>Introduction</p> <p>Theory Duration (hh:mm) 6:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p> | <ul style="list-style-type: none"> Understand General Discipline in the class room (Do’s & Don’ts) Understand the scope of the Paints and Coatings sector in India with its sub sectors Understand the liquid paint segment Advantages and benefits and features of various liquid paints as well as its uses and shortcomings Learn and Practice Basic skills of communication | Laptop, white board, marker, projector |
| 2 | <p>Perform colour mixing and matching</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 60:00</p> <p>Corresponding NOS Code PCS/No508</p> | <ul style="list-style-type: none"> Understand what are different types of liquid paints, their characteristics and where they are used Compare and explain differences between water based and solvent based paints Compare, understand and explain the differences between the various resin systems used Understand the components of liquid paints and paint chemistry Learn basics of liquid paint manufacture Learn to study and understand formulation of liquid paint and the process sheet Learn colour theory Understand the different pigments/ colourants used in paints and its characteristics Understand the colour requirement of the customer from the standard shade card Learn to understand the different pigments/ colourants required for matching the colour and estimate its quantity Learn to look up the colour composition on the computer and set parameters for colourant addition Understand the importance of using recommended pigments/ colourants and following the instructions of the process sheet and SOP to get a consistent quality for each batch Understand the importance of general and preventive maintenance of the equipments | <p>Laptop, white board, marker, projector, first aid kit.</p> <p>Computer, computer coupled spectro-photometer, tinting machine, gyroshaker, empty containers</p> |



| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|---|---|---|
| 3 | <p>Undertake counter sales and manage inventory</p> <p>Theory Duration (hh:mm) 30:00</p> <p>Practical Duration (hh:mm) 50:00</p> <p>Corresponding NOS Code PCS/No509</p> | <ul style="list-style-type: none"> Communicate with colleagues/supervisor regarding the operation at each stage Learn and understand the latest available paints and painting tools Learn to understand customer's requirements on paint, colour, painting services, quantity Understand the importance of maintaining an inventory register of all paint and painting materials Learn to undertake a sale and complete the commercial activities associated with it. Learn to maintain the storage area and ensure proper stacking of the paint containers. Understand FIFO. Communicate with colleagues/supervisor regarding the operation at each stage | <p>Laptop, white board, marker, projector, first aid kit.</p> <p>Computer</p> |
| 4 | <p>Co-ordinate with colleagues and/or customers</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code PCS/N9901</p> | <ul style="list-style-type: none"> Understand customer requirements and specifications Learn about various performance indicators, meaning of targets and timelines and how to communicate about these with your colleagues and customers Learn appropriate behavioural skills whilst dealing with colleagues/co-workers Learn how you can contribute to improving customer satisfaction | <p>Laptop, white board, marker, projector</p> |
| 5 | <p>Maintain standards of product / service quality</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code PCS/N9902</p> | <ul style="list-style-type: none"> Learn about quality requirements for manufacturing process Understand how quality is defined, various tests and their acceptance criteria, and how standards can be achieved Learn about various equipment used for quality tests and how to use them Learn to meet and exceed quality requirements of a customer | <p>Laptop, white board, marker, projector</p> |
| 6 | <p>Maintain OH&S standards and follow environmental standards</p> | <ul style="list-style-type: none"> Learn about health hazards of chemicals/ ingredients used in paint manufacturing | <p>Laptop, white board, marker, projector</p> |



| Sr. No. | Module | Key Learning Outcomes | Equipment Required |
|---------|---|--|--------------------|
| | <p>Theory Duration (hh:mm) 10:00</p> <p>Practical Duration (hh:mm) 20:00</p> <p>Corresponding NOS Code PCS/N9903</p> | <ul style="list-style-type: none"> Learn the use and importance of personal protective equipment Learn to handle chemical, powder materials, tools and equipment in a safe manner Minimising risks of inhalation injury Become aware of hazards in liquid paint manufacturing process and how to prevent/eliminate them Understand methods and precautions to be taken for safe disposal of waste generated in the process Learn about safety signs in a plant environment and how to interpret and adhere to them | |
| | <p>Total Duration</p> <p>Theory Duration 96:00</p> <p>Practical Duration 144:00</p> | <p>Unique Equipment Required: First aid kit</p> | |

Grand Total Course Duration: **240Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Paints and Coatings Skill Council](#))



Trainer Prerequisites for Job role: "Shop Tinting Assistant" mapped to Qualification Pack: "PCS/Q5007, v1.0"

| Sr. No. | Area | Details |
|---------|------------------------------------|--|
| 1 | Description | A Shop Tinting Assistant is an individual who prepares paint in the colour mixing or tinting machine as per paint-company's shade card, colour code or matching panel, undertakes retail-counter sale and service and manages inventory at the shop. |
| 2 | Personal Attributes | A Shop Tinting Assistant should have no colour blindness, good eye sight and ability to work in a paint-redolent environment. |
| 3 | Minimum Educational Qualifications | 12 th Standard |
| 4a | Domain Certification | Certified for Job Role: "Shop Tinting Assistant" mapped to QP: "PCS/Q5007, v1.0". Minimum accepted score is 80% |
| 4b | Platform Certification | Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "SSC/Q1402". Minimum accepted % as per respective SSC guidelines is 70%. |
| 5 | Experience | <ul style="list-style-type: none"> 3-year experience in laboratory/ manufacturing |



Annexure: Assessment Criteria

| | |
|----------------------------|------------------------|
| Assessment Criteria | |
| Job Role | Shop Tinting Assistant |
| Qualification Pack | PCS/Q5007, v1.0 |
| Sector Skill Council | Paints and Coatings |

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 60% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

| | Performance Criteria | Total Marks (250) | Out of | Theory | Skills Practical |
|---|---|-------------------|--------|--------|------------------|
| PCS/N5008 Perform colour mixing and matching | PC1. check the working condition of the colour mixing machine | 50 | 1.5 | 0.5 | 1 |
| | PC2. understand the colour matching requirement as per shade card or sample panel | | 1.5 | 0.5 | 1 |
| | PC3. understand the operation of the machine as per operating manual or company's standards | | 1.5 | 0.5 | 1 |
| | PC4. set the machine parameters in order to begin the colour mixing process | | 1.5 | 0.5 | 1 |
| | PC5. switch on the colour mixing machine | | 1.5 | 0.5 | 1 |
| | PC6. feed in required colour and parameters for recommended composition of the colours as per the company's mixing instructions | | 1.5 | 0.5 | 1 |
| | PC7. operate the colour mixing machine | | 1.5 | 0.5 | 1 |
| | PC8. check the accuracy of the colour with two similar shades of a colour | | 1.5 | 0.5 | 1 |
| | PC9. add more tinters, base colours, etc., if the required colour is not achieved | | 1.5 | 0.5 | 1 |
| | PC10. repeat the process until the desired colour is achieved | | 1.5 | 0.5 | 1 |
| | PC11. accurately assess any colour difference as per the company's specifications | | 1.5 | 0.5 | 1 |
| | PC12. add and mix the pigments, tinters or base colours with paints, enamels or | | 1.5 | 0.5 | 1 |



| | Performance Criteria | Total Marks (250) | Out of | Theory | Skills Practical |
|--|--|-------------------|-----------|-------------|------------------|
| | lacquers in exact proportion in order to match colours | | | | |
| | PC13. ensure that exact raw materials are mixed and as per specified amounts | | 1.5 | 0.5 | 1 |
| | PC14. diligently follow the formula and standard colour samples in order to avoid wastage and mismatch | | 1.5 | 0.5 | 1 |
| | PC15. compare samples using colorimeter | | 1.5 | 0.5 | 1 |
| | PC16. repeat operation and make shade adjustments until the specified shade is obtained | | 1.5 | 0.5 | 1 |
| | PC17. test the colour obtained to match the specifications | | 2 | 0.5 | 1.5 |
| | PC18. interpret the test results and calculate the required colour adjustments/ additions | | 2 | 0.5 | 1.5 |
| | PC19. analyze and resolve any return complaints on colour | | 2 | 0.5 | 1.5 |
| | PC20. maintain status of complaints in database such as complaint analysis, action on complaints, etc. | | 2 | 0.5 | 1.5 |
| | PC21. ensure to wear suitable personal protective equipment and use the specified environmental safety equipment | | 2 | 0.5 | 1.5 |
| | PC22. clean and maintain the work area and equipment | | 2 | 0.5 | 1.5 |
| | PC23. maintain detailed records of work orders, formulae and the amount of ingredients added or mixed to obtain the desired colour | | 2 | 0.5 | 1.5 |
| | PC24. ensure general maintenance and upkeep of the colour mixing machine | | 2 | 0.5 | 1.5 |
| | PC25. ensure no shut down of machines due to improper maintenance | | 2 | 0.5 | 1.5 |
| | PC26. perform regular cleaning process as prescribed by manufacturer | | 2 | 0.5 | 1.5 |
| | PC27. ensure to meet 100%, the established colour standards and quality | | 2 | 0.5 | 1.5 |
| | PC28. ensure compliance to meet specified laboratory procedures for any quality check by the paint company | | 2 | 0.5 | 1.5 |
| | PC29. ensure to complete the colour matching in target time | | 2 | 0.5 | 1.5 |
| | POINTS | | 50 | 14.5 | 35.5 |
| | TOTAL POINTS | | | | 50 |



| | Performance Criteria | Total Marks (250) | Out of | Theory | Skills Practical |
|---|---|--------------------------|---------------|---------------|-------------------------|
| | Performance Criteria | Total Marks (250) | Out of | Theory | Skills Practical |
| PCS/N5009 Undertake counter sales and manage inventory | PC1. attend to customer queries on paints and painting service | 50 | 1.5 | 0.5 | 1 |
| | PC2. display shade cards, booklets and samples | | 1.5 | 0.5 | 1 |
| | PC3. assist customer in calculating paint and material required for a given area | | 1.5 | 0.5 | 1 |
| | PC4. arrange for painting contractor or job workers as demanded by customer | | 1.5 | 0.5 | 1 |
| | PC5. check availability of paint and materials as demanded by painting contractor or customer | | 2 | 0.5 | 1.5 |
| | PC6. share information on latest paints and tools with customer or contractor or job worker | | 2 | 0.5 | 1.5 |
| | PC7. arrange for painter training organised by paint company | | 2 | 0.5 | 1.5 |
| | PC8. make a sale, collect cash and enter transaction on computer | | 2 | 0.5 | 1.5 |
| | PC9. prepare invoice and bill | | 2 | 0.5 | 1.5 |
| | PC10. negotiate credit and return terms with painting contractor or job worker | | 2 | 0.5 | 1.5 |
| | PC11. receive order list from the superior or dealer as per customer's/ contractor's bill of material and enter into computer | | 2 | 0.5 | 1.5 |
| | PC12. count the number of items to be dispatched as per order and match the items to be loaded with the order list | | 2 | 0.5 | 1.5 |
| | PC13. arrange for the recommended material handling equipment for loading | | 2 | 0.5 | 1.5 |
| | PC14. receive stock list from the superior or dealer for storage and enter into computer | | 2 | 0.5 | 1.5 |
| | PC15. receive the stock from suppliers | | 2 | 0.5 | 1.5 |
| | PC16. count the number of items to be unloaded | | 2 | 0.5 | 1.5 |
| | PC17. match the items and count of items to be unloaded with the list provided | | 2 | 0.5 | 1.5 |
| | PC18. instruct helpers to unload/ unload the items | | 2 | 0.5 | 1.5 |
| | PC19. inspect the storage area for spillage, breakage or any other safety issues | | 2 | 0.5 | 1.5 |
| | PC20. check stability of storage racks | | 2 | 0.5 | 1.5 |
| | PC21. check stacking of materials as recommended | | 2 | 0.5 | 1.5 |
| | PC22. ensure storage area is clean | | 2 | 0.5 | 1.5 |



| | Performance Criteria | Total Marks (250) | Out of | Theory | Skills Practical |
|--|--|-------------------|-----------|-----------|------------------|
| | PC23. match the numbers with the count in computer data entries | | 2 | 0.5 | 1.5 |
| | PC24. maintain record of inward and outward material movement as per dealer's policy | | 2 | 0.5 | 1.5 |
| | PC25. match the numbers with the count in computer data entries | | 2 | 0.5 | 1.5 |
| | PC26. maintain record of inward and outward material movement as per dealer's policy | | 2 | 0.5 | 1.5 |
| | POINTS | | 50 | 13 | 37 |
| | TOTAL POINTS | | | 50 | |

| | Performance Criteria | Total Marks (250) | Out of | Theory | Skills Practical |
|--|---|-------------------|--------|--------|------------------|
| PCS/N9901 Coordinate with colleagues and/or customers | PC1. receive job order and instructions from reporting superior | 50 | 0.5 | 0.0 | 0.5 |
| | PC2. understand the work output requirements, targets, performance indicators and incentives | | 2.0 | 0.5 | 1.5 |
| | PC3. deliver quality work on time and report any anticipated reasons for delays | | 2.0 | 0.5 | 1.5 |
| | PC4. escalate unresolved problems or complaints to the relevant senior | | 2.0 | 0.5 | 1.5 |
| | PC5. communicate maintenance and repair schedule proactively to the superior | | 2.0 | 0.5 | 1.5 |
| | PC6. receive feedback on work standards | | 1.0 | 0.0 | 1.0 |
| | PC7. document the completed work schedule and handover to the superior | | 2.0 | 0.5 | 1.5 |
| | PC8. exhibit trust, support and respect to all the colleagues in the workplace | | 1.0 | 0.25 | 0.75 |
| | PC9. aim to achieve smooth workflow | | 2.0 | 0.5 | 1.5 |
| | PC10. help and assist colleagues with information and knowledge | | 1.0 | 0.0 | 1.0 |
| | PC11. seek assistance from the colleagues when required | | 1.0 | 0.25 | 0.75 |
| | PC12. identify the potential and existing conflicts with the colleagues and resolve | | 1.0 | 0.25 | 0.75 |
| | PC13. pass on essential information to other colleagues on timely basis | | 1.0 | 0.0 | 1.0 |
| | PC14. maintain the etiquette, use polite language, demonstrate responsible and disciplined behaviours to the colleagues | | 2.0 | 0.5 | 1.5 |
| | PC15. interact with colleagues from different functions clearly and effectively on all aspects to carry out the work among the team and understand the nature of their work | | 1.0 | 0.25 | 0.75 |



| | Performance Criteria | Total Marks (250) | Out of | Theory | Skills Practical |
|--|---|-------------------|--------|--------|------------------|
| | PC16. put team over individual goals and multi task or share work where necessary supporting the colleagues | | 2.0 | 0.0 | 2.0 |
| | PC17. highlight any errors of colleagues, help to rectify and ensure quality output | | 1.0 | 0.25 | 0.75 |
| | PC18. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each other's performance | | 1.0 | 0.0 | 1.0 |
| | PC19. ask more questions to the customers and identify their needs | | 1.0 | 0.25 | 0.75 |
| | PC20. possess strong knowledge on the product, services and market | | 2.0 | 0.5 | 1.5 |
| | PC21. brief the customers clearly on potential costs and hazards | | 1.0 | 0.25 | 0.75 |
| | PC22. communicate with the customers in a polite, professional and friendly manner | | 1.0 | 0.25 | 0.75 |
| | PC23. build effective but impersonal relationship with the customers | | 0.5 | 0.25 | 0.25 |
| | PC24. ensure the appropriate language and tone are used with customers | | 1.0 | 0.25 | 0.75 |
| | PC25. listen actively and have a two way communication | | 1.0 | 0.25 | 0.75 |
| | PC26. be sensitive to the gender, cultural and social differences such as modes of greeting, formality, etc. | | 1.0 | 0.25 | 0.75 |
| | PC27. understand the customer expectations correctly and provide the appropriate products and services | | 2.0 | 0.5 | 1.5 |
| | PC28. understand the customer dissatisfaction and address or escalate their complaints effectively | | 2.0 | 0.5 | 1.5 |
| | PC29. maintain a positive, sensible and cooperative manner all time | | 1.0 | 0.25 | 0.75 |
| | PC30. ensure to maintain a proper body language, dress code, gestures and etiquettes towards the customers | | 1.0 | 0.25 | 0.75 |
| | PC31. avoid interrupting the customers while they talk | | 1.0 | 0.0 | 1.0 |
| | PC32. ensure to avoid negative questions and statements to the customers | | 1.0 | 0.0 | 1.0 |
| | PC33. inform the customers on any issues or problems before hand and also on the developments involving them | | 2.0 | 0.5 | 1.5 |
| | PC34. ensure to respond back to the customer immediately for their voice messages, e-mails, apps, etc. | | 1.0 | 0.0 | 1.0 |
| | PC35. develop good rapport with the customers and promote other products and services | | 2.0 | 0.5 | 1.5 |



| | Performance Criteria | Total Marks (250) | Out of | Theory | Skills Practical |
|--|---|-------------------|-----------|-----------|------------------|
| | PC36. seek feedback from the customers on their understanding to what was discussed | | 1.0 | 0.0 | 1.0 |
| | PC37. explain the terms and conditions clearly | | 2.0 | 0.5 | 1.5 |
| | POINTS | | 50 | 10 | 40 |
| | TOTAL POINTS | | | | 50 |

| | Performance Criteria | Total Marks (250) | Out of | Theory | Skills Practical |
|---|--|-------------------|--------|--------|------------------|
| PCS/N9902 Maintain standards of product/ service quality | PC1. keep in mind the profiles of expected customers | 50 | 2.0 | 0.5 | 1.5 |
| | PC2. understand the target customers and their product/ service quality requirements as defined by the company | | 3.0 | 0.5 | 2.5 |
| | PC3. receive superior's/ customer feedback regularly | | 2.0 | 0.0 | 2.0 |
| | PC4. aim to build a good connect with the customers through quality product/ service | | 2.0 | 0.5 | 1.5 |
| | PC5. keep tab on frequent discussions with regular customers on general likes and dislikes in the market, latest trends, customer expectations, etc. | | 2.0 | 0.5 | 1.5 |
| | PC6. receive updates on regular feedbacks from the clients on current service, complaints, and improvements to be made, etc. | | 2.0 | 0.5 | 1.5 |
| | PC7. if necessary, compulsively seek customer rating of product/ service in order to help develop a set of regularly improved procedures | | 2.0 | 0.5 | 1.5 |
| | PC8. demonstrate quality orientation at all level | | 4.0 | 1.5 | 2.5 |
| | PC9. aim to gain their long lasting loyalty through satisfaction | | 3.0 | 1.0 | 2.0 |
| | PC10. ensure 100% customer satisfaction via product/ service quality | | 3.0 | 0.5 | 2.5 |
| | PC11. treat the customers fairly and with due respect | | 3.0 | 0.5 | 2.5 |
| | PC12. focus on executing company's marketing strategies and product development needs | | 3.0 | 1.0 | 2.0 |
| | PC13. focus on enhancing brand value of company by maintaining or enhancing quality standards | | 3.0 | 1.0 | 2.0 |
| | PC14. ensure that customer expectations are met | | 2.0 | 0.5 | 1.5 |
| | PC15. learn to read customers' needs and wants | | 2.0 | 0.5 | 1.5 |



| | Performance Criteria | Total Marks (250) | Out of | Theory | Skills Practical |
|--|---|-------------------|-----------|-----------|------------------|
| | PC16. willingly accept and implement new and innovative products and services that help improve customer satisfaction | | 3.0 | 1.0 | 2.0 |
| | PC17. communicate feedback of customer to senior, especially, the negative feedback | | 2.0 | 0.5 | 1.5 |
| | PC18. maintain close contact with the customers and focus groups | | 2.0 | 0.5 | 1.5 |
| | PC19. offer promotions to improve product satisfaction level to the customers periodically | | 3.0 | 1.0 | 2.0 |
| | PC20. weigh the cost of fulfilling unscheduled customer requests, consult with senior and advise the customer on alternatives | | 2.0 | 0.5 | 1.5 |
| | POINTS | | 50 | 13 | 37 |
| | TOTAL POINTS | | | | 50 |

| | Performance Criteria | Total Marks (250) | Out of | Theory | Skills Practical |
|---|--|-------------------|--------|--------|------------------|
| PCS/N9903 Maintain O&HS standards and follow environmental norms | PC1. assess the various health, safety and environmental hazards in the work areas | 50 | 1.5 | 0.4 | 1.1 |
| | PC2. take necessary steps to eliminate or minimize the hazards | | 1.0 | 0.4 | 0.6 |
| | PC3. analyze the causes of accidents at the workplace | | 1.5 | 0.4 | 1.1 |
| | PC4. suggest measures to prevent such accidents from taking place | | 1.5 | 0.4 | 1.1 |
| | PC5. take preventive measures to avoid risk of burns and other injury due to contact with hot surfaces, gas, fire, hot fluids/ liquids, etc. | | 1.5 | 0.4 | 1.1 |
| | PC6. suggest methods to improve the existing safety procedures at the workplace | | 1.5 | 0.4 | 1.1 |
| | PC7. dispose waste in the designated areas safely as per company's policies and rules | | 1.5 | 0.4 | 1.1 |
| | PC8. maintain appropriate ventilation in the rooms while there is more exposure to paint vapours | | 1.0 | 0.4 | 0.6 |
| | PC9. avoid dumping unused cans to safeguard the environment | | 1.0 | 0.0 | 1.0 |
| | PC10. be aware of the locations of fire extinguishers, emergency exits, etc. | | 1.0 | 0.4 | 0.6 |
| | PC11. practice correct emergency procedures | | 1.5 | 0.4 | 1.1 |
| | PC12. check and review the storage areas frequently | | 1.5 | 0.4 | 1.1 |
| | PC13. stack items in an organized way and use safe lifting techniques to reduce risk of injuries from handling procedures at the storage areas | | 1.5 | 0.4 | 1.1 |



| | Performance Criteria | Total Marks (250) | Out of | Theory | Skills Practical |
|--|--|-------------------|--------|--------|------------------|
| | PC14. ensure to be safe while handling materials, tools, acids, chemicals, equipment, etc. | | 1.0 | 0.4 | 0.6 |
| | PC15. store the chemicals and acids in a well-ventilated and locked areas with warning signs displayed | | 1.5 | 0.4 | 1.1 |
| | PC16. ensure safe techniques while moving furniture and fixtures | | 1.5 | 0.4 | 1.1 |
| | PC17. ensure to reduce risk of injury from use of electrical tools | | 1.5 | 0.4 | 1.1 |
| | PC18. read the manufacturer's manual carefully before use of any equipment | | 1.0 | 0.0 | 1.0 |
| | PC19. unplug the electrical equipment before performing maintenance | | 1.0 | 0.4 | 0.6 |
| | PC20. keep the floors free from oil, water and grease to avoid slippery surface | | 1.0 | 0.4 | 0.6 |
| | PC21. use rubber mats in the places where floors are constantly wet | | 1.0 | 0.0 | 1.0 |
| | PC22. ensure safety from injuries of cuts to loss of fingers, while handling sharp hazardous tools and equipment | | 1.5 | 0.4 | 1.1 |
| | PC23. use flat surfaces, secure holding and protective wear while using such sharp tools | | 1.5 | 0.4 | 1.1 |
| | PC24. use health, safety and environmental protection practices for storing, cleaning, and maintaining tools, equipment, and supplies | | 1.5 | 0.4 | 1.1 |
| | PC25. practice ergonomic lifting, bending, or moving equipment and supplies | | 1.5 | 0.4 | 1.1 |
| | PC26. identify the requirement for maintaining environmental norms | | 1.0 | 0.4 | 0.6 |
| | PC27. comply with the environmental safety norms while on work to prevent accidents and health hazards | | 1.0 | 0.4 | 0.6 |
| | PC28. follow company policies and rules regarding use of hazardous materials to avoid health, safety and environmental impacts caused by them | | 1.0 | 0.4 | 0.6 |
| | PC29. ensure the employees have access to first aid kit when needed | | 1.0 | 0.0 | 1.0 |
| | PC30. ensure all equipment and tools are stored and maintained properly and safe to use | | 1.0 | 0.4 | 0.6 |
| | PC31. ensure to use personal protective equipment and safety gear such as gloves, mask, headwear, footwear, glasses, goggles, etc. for specific tasks and work conditions where required | | 1.5 | 0.4 | 1.1 |
| | PC32. ensure to display safety signs at places where necessary for people to be cautious | | 1.5 | 0.4 | 1.1 |



| | Performance Criteria | Total Marks (250) | Out of | Theory | Skills Practical |
|--|---|-------------------|-----------|-----------|------------------|
| | PC33. ensure electrical precautions such as insulated clothing, adequate equipment insulation, dry work area, switch off the power supply when not required, etc. | | 1.5 | 0.4 | 1.1 |
| | PC34. ensure availability of general health and safety equipment such as fire extinguishers, first aid equipment, safety equipment, clothing, safety installations such as fire exits, exhaust fans, etc. | | 1.5 | 0.4 | 1.1 |
| | PC35. document all the first aid treatments, inspections, etc., conducted to keep track of the safety measures undertaken | | 1.0 | 0.4 | 0.6 |
| | PC36. document all the environmental hazards caused and the measures undertaken to comply with the established safety procedures of the workplace | | 1.0 | 0.0 | 1.0 |
| | PC37. report to the supervisor on any problems and hazards identified and any breach of environmental procedures. | | 1.0 | 0.4 | 0.6 |
| | PC38. ensure zero accident at workplace | | 1.0 | 0.4 | 0.6 |
| | PC39. adhere to safety standards and ensure no material damage | | 1.0 | 0.4 | 0.6 |
| | PC40. take necessary action and correct any environmental hazards caused | | 1.0 | 0.4 | 0.6 |
| | POINTS | | 50 | 14 | 36 |
| | TOTAL POINTS | | | | 50 |
| | GRAND TOTAL | 250 | | | |