

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR LIFE SCIENCES 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

Introduction

Qualifications Pack-Production/Machine Operator – Life Sciences

SECTOR: LIFE SCIENCES

SUB-SECTOR: PHARMACEUTICAL, BIOPHARMACEUTICAL

OCCUPATION: MANUFACTURING

REFERENCE ID: LFS/Q0207

ALIGNED TO: NCO-2004/ NIL

Machine operator also known as production operator is responsible for preparing the machines before the manufacturing process, perform manufacturing activities and carry out post manufacturing activities.

Brief Job Description: Machine operator is responsible for monitoring the events of a manufacturing of drugs/medicines. They verify materials and products to ensure that a perfect mixture is used and may perform superficial quality checks to ensure total quality management.

Personal Attributes: The individual should have good knowledge of the activities in the manufacturing process. The role holder should be aware of good manufacturing practices and importance of maintaining sterility in the production environment. He/she should also be aware of the basics of housekeeping and hygiene.

Qualifications Pack For Production/Machine Operator-Life Sciences

Job Details	Qualifications Pack Code	LFS/Q0207		
	Job Role	Production/Machine Operator – Life Sciences		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Life Sciences	Drafted on	15/12/14
	Sub-sector	Pharmaceutical and Biopharmaceutical	Last reviewed on	26/03/15
	NSQC Clearance on Job Role	Manufacturing	Next review date	01/06/17
	NSQC Clearance on Job Role	20/07/2015		
	Job Role	Production/Machine Operator – Life Sciences		
	Role Description	Responsible for preparing the machines before the manufacturing process, perform manufacturing activities and carry out post manufacturing activities		
	NSQF level	4		
Minimum Educational Qualifications	10+2			
Maximum Educational Qualifications	Diploma/ D.Pharma/ ITI/ B.Sc (chemistry specialization preferable for Pharmaceutical)			
Training (Suggested but not mandatory)	On the job training for GMP and EHS			
Minimum Job Entry Age	18 Years			
Experience	0-2 years			
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. LFS/N0213: Prepare machines and accessories for the manufacturing process 2. LFS/N0214: Perform manufacturing operations 3. LFS/N0103: Ensure cleanliness in the work area 4. LFS/N0102: carry out reporting and documentation 5. LFS/N0215: Carry out broad level quality checks before, in-process and post manufacturing 6. LFS/N0101: Maintain a healthy, safe and secure working environment in the life sciences facility 			

Qualifications Pack For Production/Machine Operator-Life Sciences

	Optional: N.A.
Performance Criteria	As described in the relevant OS units

Qualifications Pack For Production/Machine Operator-Life Sciences

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.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate NOS they are looking for.
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 organisation.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organisational 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 organisation 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.

Qualifications Pack For Production/Machine Operator-Life Sciences

Acronyms

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 an 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.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skill Qualifications Framework
NCO-2004	National Classification of Occupations-2004
OS	Occupational Standard(s)
QP	Qualifications Pack
SOP	Standard Operating Procedures
FIFO	First in First Out
GMP	Good Manufacturing Practices

LFS/N0213 :

Prepare machines and accessories for the manufacturing process

National Occupational Standards



Overview

This Occupational Standard describes the knowledge, understanding and skills required for a Machine Operator to prepare machines and accessories for the manufacturing process.

LFS/N0213 :

Prepare machines and accessories for the manufacturing process

Unit Code	LFS/N0213
Unit Title (Task)	Prepare machines and accessories for the manufacturing process
Description	This NOS is about a Machine Operator ensuring housekeeping and safety in the manufacturing area, preparing the machine by managing settings, carrying out tests and regulating it to ensure that it runs flawlessly throughout the procedure and setting parameters on the set-up machine.
Scope	The unit/task covers the following: <ul style="list-style-type: none"> • Equipment Readiness • Raw material/material appropriateness • Health & Safety
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Equipment Readiness	To be competent, the user/individual on the job must be able to: <p>PC1. Take handover from the colleague in previous shift and ensure that the machine, surrounding areas and classified areas are clean, dry, sterilised (wherever required) and fit for use as per the SOP to avoid contamination and highlight the risk if any</p> <p>PC2. set up machines at the beginning of the batch processing to ensure proper working order and refer to the machine history received from the supervisor/colleague at the time of handover</p> <p>PC3. perform testing procedures to ensure that machines work optimally to carry out production activities</p> <p>PC4. ensure that the approach path from the input storage area to storage area for output is free of obstructions to transportation</p> <p>PC5. select the correct raw materials to be loaded</p> <p>PC6. ensure that the material is from a respective batch and is checked by the concerned supervisor and approved by the QA team</p> <p>PC7. assemble the machinery properly</p> <p>PC8. set critical parameters for the machinery (cycle time, temperature, pressure, ampere load, spray rate, etc.) as per the company's SOP</p> <p>PC9. keep all the accessories like cleaning brush, levers, release agent, etc. ready</p> <p>PC10. monitor machines during every procedure to ensure optimum performance</p> <p>PC11. perform random tests to ensure accuracy and maintain online documentation for the same along with justifications for any wrong entries, if any</p> <p>PC12. coordinate with maintenance teams for preventive maintenance</p>
Raw material / material appropriateness	PC13. ensure stocks of required materials are ready and available at all times PC14. ensure that the compound/material to be fed is approved by the laboratory as per SOP and record the receipt details like product name, batch name and operator name PC15. match the batch code/item code , Authorized Return (AR) No of each compound/material with the batch code on the job schedule given by the

LFS/N0213 :

Prepare machines and accessories for the manufacturing process

	<p>planning department, ensuring FIFO (First in First Out) and further record the name, shelf life and quantities during documentation</p> <p>PC16. measure/weigh the raw material/compound as per the desired specifications (shape, size and weight) and return the unused material to warehouse with the appropriate label</p> <p>PC17. ensure, by visual inspection, that the compound is of desired quality (free of contamination/bloom), and reach out to the supervisor for rejection control if disparities exist</p>
<p>Health & Safety</p>	<p>PC18. ensure housekeeping/safety in the manufacturing area as per the SOP</p> <p>PC19. maintain and clean the machines before and after batch processing</p> <p>PC20. use lifting equipment such as forklift/trolleys while lifting heavy materials to avoid physical injury</p> <p>PC21. ensure that the lift/ejection/slide/pneumatic valve mechanism of the machinery is properly functioning</p> <p>PC22. ensure that signs indicating hot surfaces are put up wherever necessary</p> <p>PC23. adhere to all safety norms (like wearing protective gloves, shoes)</p> <p>PC24. comply with health, safety, environment guidelines, regulations in accordance with international/national standards or organizational SOP</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organisational Context (Knowledge of the Company/ Organisation and its processes)</p>	<p>The user/ individual on the job needs to know and understand :</p> <p>KA1. organizational coding system of finished materials, compounds and the company manual</p> <p>KA2. different quality management systems (ISO-9000, ISO-14001, OHSAS-18000) and tools, good laboratory and manufacturing practices</p> <p>KA3. importance of identifying non-conforming products and storage of the same</p> <p>KA4. importance of FIFO</p> <p>KA5. handover/ takeover procedures and production workflow sequences to be followed and materials required</p> <p>KA6. organization's vision and strategy</p>
<p>B. Technical Knowledge</p>	<p>The user/ individual on the job needs to know and understand:</p> <p>KB1. standard measuring units and methods of performing simple calculations</p> <p>KB2. different standard reference material</p> <p>KB3. operation of machinery and functioning of different types of machines like rapid mixer granulator, spray coating machine, strip packing machine, blister packaging machine. Knowledge of working of the machines used for the manufacture of specified products listed below is expected:</p> <p>Liquid - Filter Press, Inline Homogeniser Cum Mixer, Preparation vessel, reactor & Storage Tank, Dispo Homogenizer, Skid CIP-WIP System, Colloid Mill, Automatic Filling Machine, Semi-Automatic Cap Sealing Machine, Induction machine, Washing Machine, On Line Inspection, Turn Table, Labelling machine;</p> <p>Ointment – Planetary, Preparation vessel, reactor & Storage Tank, Vacuum Homogenizer Mixer, Agitator- Stirrer, Colloid Mill, Inline Homogenizer, Skid CIP-WIP System, Tube Filling and Sealong Machines For Laminated / Plastic Tubes</p>

LFS/N0213 :

Prepare machines and accessories for the manufacturing process

	<p>Injection – Multicolumn, Rectangular Steriliser, D.M. storage Tank, Dry Heat Sterilizer, Filling / Pressure Vessel, Automatic Filling Machine, Monoblock Rotary Dry Powder Filling & Sealing Machine, Semi-Automatic Cap Sealing Machine, Semi-Automatic Ropp Cap Sealing Machine & Screw Capping Machine, Automatic Single Head Ropp Cap Sealing Machine, Washing Machine, On Line Inspection, Automatic Self Adhesive Vertical Labelling Machine</p> <p>KB4. operational characteristics of the materials, equipment and processes, sufficient enough to recognize deviation from standard products and processes</p> <p>KB5. usage of appropriate equipment, materials, processes and procedures</p> <p>KB6. potential effects of variations in raw materials and equipment operation on the quality of products</p> <p>KB7. preventive measures to ensure proper working of machines</p> <p>KB8. details of machine history, efficiency, and output time and must possess the aptitude to analyze this information</p> <p>KB9. methods to identify breakdown of machinery</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. maintain proper records as per given format</p> <p>Reading and Understanding Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read and interpret images, graphs, diagrams for typical product specifications, job sheets, procedures, basic machine control panels, material labels and safety information as provided</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. communicate with upstream teams</p> <p>SA4. work in a team and possess other behavioural skills required to support small group activities</p> <p>SA5. communicate confidential and sensitive information discretely to authorized person as per the SOP</p>
B. Professional Skills	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. pay attention to detail</p> <p>SB2. suggest improvements(if any) in current ways of working</p>

LFS/N0213 :

Prepare machines and accessories for the manufacturing process

	SB3. spot process disruptions and delays and report to supervisor
	Plan & Organize
	The user/individual on the job needs to know and understand how to:
	SB4. plan and organize their assigned work in order to achieve specified deadlines
	SB5. meet the desired work specifications
	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB6. appropriately use the escalation matrix for complex decisions
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB7. solve problems faced in day-to-day work
	Critical Thinking
	Not Applicable
	Customer Centricity
	Not Applicable

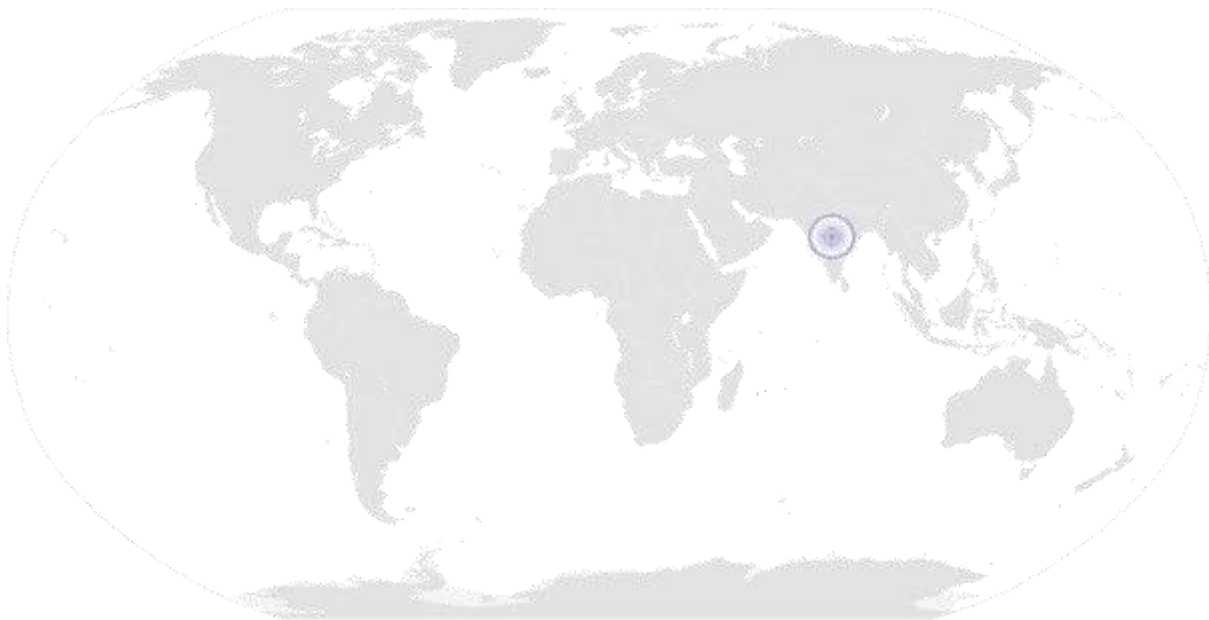
NOS Version Control

NOS Code	LFS/N0213		
Credits(NSQF)	TBD	Version number	1.0
Industry	Life Sciences	Drafted on	15/12/14
Industry Sub-sector	Pharmaceuticals, Biopharmaceuticals	Last reviewed on	26/03/15
Occupation	Manufacturing	Next review date	01/06/17

LFS/N0214 :

Perform manufacturing operations

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Machine Operator to perform manufacturing operations.

LFS/N0214 :

Perform manufacturing operations

National Occupational Standard

Unit Code	LFS/N0214
Unit Title (Task)	Perform manufacturing operations
Description	This NOS unit is about a Machine Operator operating the machine, feeding raw materials which needs to be processed into the machine, inspecting and resolving any defaults in running of machinery and reporting any unresolved problems and also inspect any defected material or products and report it.
Scope	The unit/ task covers the following: <ul style="list-style-type: none"> • Raw material/ material appropriateness • Operation
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria
Raw material/ material appropriateness	To be competent, the user/individual on the job must be able to: PC1. handle the chemicals, materials and compounds appropriately to avoid contamination
Operation	PC2. complete takeover of work and equipment and conduct pre-start checks PC3. start the equipment safely and perform 'dry runs' to warm hydraulics and components to operating temperature before production, as required PC4. load the identified material in the correct pattern as per the SOP to minimize material overflow/wastage/excess flash PC5. ensure smooth running of machines and the pressure and temperature is maintained in the machines as per the specifications and adhere to the production timelines PC6. adhere to the SOPs and guidelines for maintaining quality PC7. maintain both online and offline records in the log books and other documentation required as per GMP and GDP like – breakdown time, daily manufacturing record, yield report, etc. PC8. take appropriate safety steps while carrying out manufacturing operations PC9. carry out status labelling and segregation of material/ intermediate/ finished goods as per SOPs PC10. provide support for line clearance before the next batch is produced and handover the work/ equipment to colleague in next shift in adherence of the shift schedule PC11. perform broad level in process checks and report results to supervisor PC12. ensure and confirm correctness of online process parameters PC13. minimize waste during entire production operations PC14. coordinate and work with supervisor, team members in own department and cross functions to achieve the production targets and to ensure efficient workflow PC15. take necessary steps as per SOP and escalation matrix in case of any disagreement with colleagues or in other conflict

LFS/N0214 :

Perform manufacturing operations

	PC16. discuss with supervisor on own performance and receive support and feedback from supervisor or any other appropriate authority
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	The user/individual on the job needs to know and understand: KA1. impact of various practices on cost, quality, productivity, delivery and safety KA2. chemicals used in the industry and their functions, material segregation and labelling procedures KA3. risk and impact of not following defined procedures/work instructions KA4. characteristics of the product/material KA5. methods of handover/takeover the equipment/work area as per company's SOP
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. influence of different process parameters (e.g. time, temperature, pressure) on manufacturing and product performance KB2. good practices to be followed while working on machines KB3. basics of GMP KB4. purpose and requirements of 'dry running' before starting production KB5. potential effects of variations in raw materials and equipment operation on the quality of products KB6. factors which may affect product quality or production output and must be aware of appropriate remedies
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. record and communicate details of work done to appropriate people using written/typed report
	Reading skills
	The user/individual on the job needs to know and understand how to: SA2. read and interpret images, graphs, diagrams for typical product specifications, job sheets, procedures, basic machine control panels, material labels and safety information as provided SA3. read and understand manuals, SOPs, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:

LFS/N0214 :

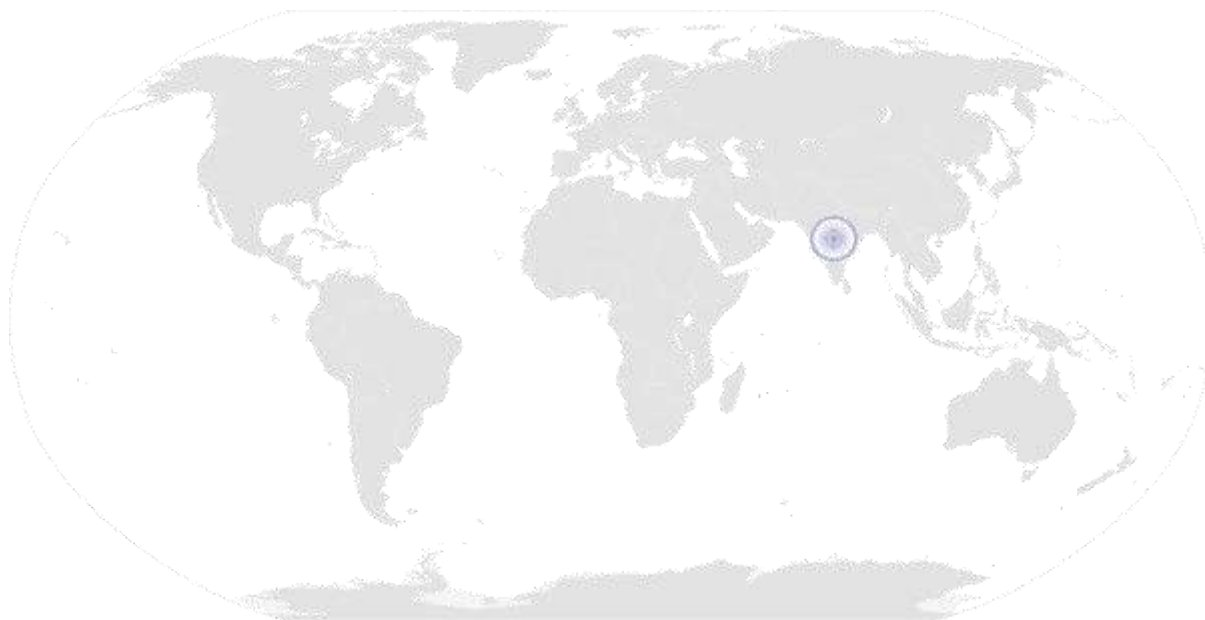
Perform manufacturing operations

	<p>SA4. disclose information only to those who have the right and need to know it</p> <p>SA5. communicate confidential and sensitive information discretely to authorized person as per the SOP</p> <p>SA6. share in a precise manner information about machine's previous history</p> <p>SA7. share in a precise manner the information about critical machine parameters</p>
<p>B. Professional Skills</p>	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. pay attention to detail</p> <p>SB2. suggest improvements(if any) in current ways of working</p> <p>SB3. spot equipment/process disruptions and delays and report to supervisor</p>
	<p>Plan & Organize</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. plan and organize assigned work in order to achieve specified deadlines as per the schedule provided</p> <p>SB5. meet the desired work specifications</p>
	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. appropriately use the escalation matrix for complex decisions</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. solve problems faced in day-to-day work</p>
	<p>Critical Thinking</p>
	<p>Not Applicable</p>
<p>Customer Centricity</p>	
<p>Not Applicable</p>	

LFS/N0214 : Perform manufacturing operations

NOS Version Control

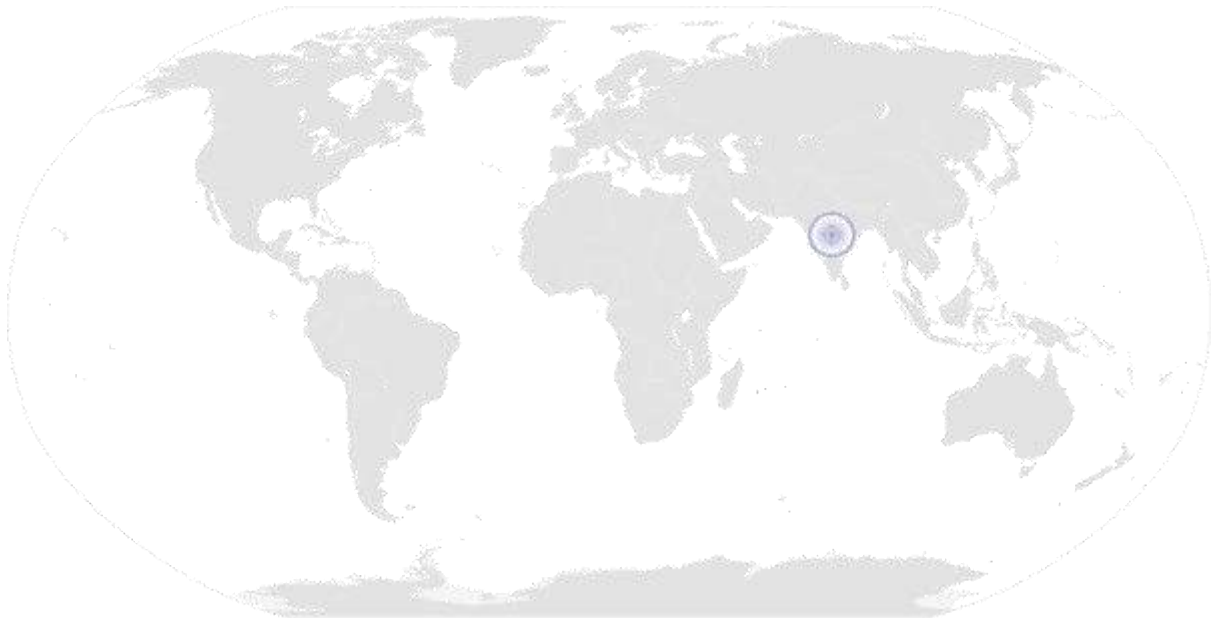
NOS Code	LFS/N0214		
Credits(NSQF)	TBD	Version number	1.0
Industry	Life Sciences	Drafted on	15/12/14
Industry Sub-sector	Pharmaceuticals, Biopharmaceuticals	Last reviewed on	26/03/15
Occupation	Manufacturing	Next review date	01/06/17



LFS/N0103 :

Ensure cleanliness in the work area

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Machine Operator to ensure cleanliness in the work area by carrying out housekeeping of their respective area.

LFS/N0103 :

Ensure cleanliness in the work area

National Occupational Standard

Unit Code	LFS/N0103
Unit Title (Task)	Ensure cleanliness in the work area
Description	This NOS unit is about the Machine Operator to carry out housekeeping activities for respective area
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Pre housekeeping activities • Operations • Post housekeeping activities
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Pre housekeeping activities	To be competent, the user/individual on the job must be able to: <p>PC1. inspect the area while taking into account various surfaces</p> <p>PC2. identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain</p> <p>PC3. ensure that the cleaning equipment is in proper working condition</p> <p>PC4. select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person</p> <p>PC5. plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces</p> <p>PC6. inform the affected people about the cleaning activity</p> <p>PC7. display the appropriate signage for the work being conducted</p> <p>PC8. ensure that there is adequate ventilation for the work being carried out</p> <p>PC9. wear the personal protective equipment required for the cleaning method and materials being used</p>
Operations	PC10. use the correct cleaning method for the work area, type of soiling and surface
	PC11. deal with accidental damage, if any, caused while carrying out the work
	PC12. report to the appropriate person any difficulties in carrying out work
	PC13. identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill
Post housekeeping activities	PC14. ensure that there is no oily substance on the floor to avoid slippage
	PC15. ensure that no scrap material is lying around
	PC16. maintain and store housekeeping equipment and supplies
	PC17. follow workplace procedures to deal with any accidental damage caused during the cleaning process
	PC18. ensure that, on completion of the work, the area is left clean and dry and meets requirements
	PC19. return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored

LFS/N0103 :

Ensure cleanliness in the work area

	<p>PC20. dispose the waste garnered from the activity in an appropriate manner</p> <p>PC21. dispose of used and un-used solutions according to manufacturer’s instructions, and clean the equipment thoroughly</p> <p>PC22. maintain schedules and records for housekeeping duty</p> <p>PC23. replenish any necessary supplies or consumables</p>
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. levels of hygiene required by storage area and importance of maintaining the same</p> <p>KA2. methodology for storage area inspection with methods and materials required for cleaning variety of surfaces and equipment</p> <p>KA3. the method to check the treated surface and equipment on completion of cleaning</p> <p>KA4. procedures for reporting any unidentified soiling</p> <p>KA5. escalation procedures for soils or stains that could not be removed</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. role of different materials, chemicals and equipment</p> <p>KB2. Good Laboratory Practices and Good Manufacturing Practices guidelines</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. record and communicate details of work done to appropriate people using written/typed report or computer based record/electronic mail</p>
	<p>Reading and Understanding Skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. understand the various coding systems as per company norms</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. communicate with upstream and downstream teams</p> <p>SA4. disclose information only to those who have the right and need to know it.</p>
B. Professional Skills	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p>

LFS/N0103 :

Ensure cleanliness in the work area

	SB1. suggest improvements(if any) in process based on experience
	Decision Making
	SB2. make decisions to maintain cleanliness in the area of work
	Analytical Thinking
	Not Applicable
	Decision Making
	Not Applicable
	Plan and Organize
	Not Applicable
	Customer Centricity
	Not Applicable

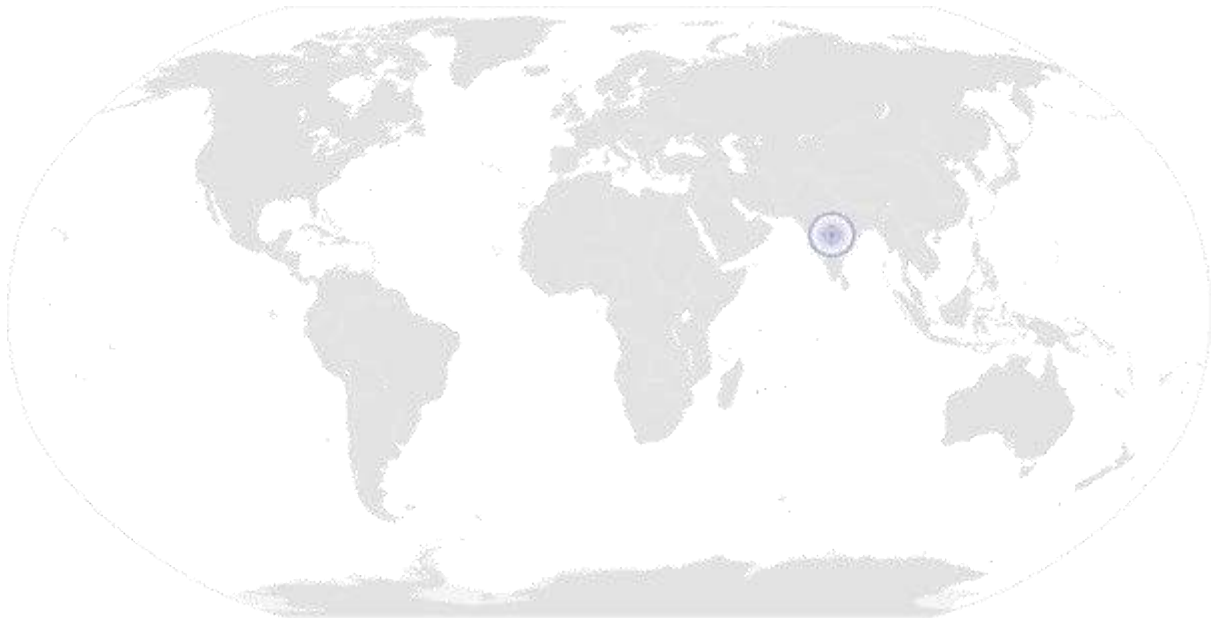
NOS Version Control

NOS Code	LFS/N0103		
Credits(NSQF)	TBD	Version number	1.0
Industry	Life Sciences	Drafted on	22/12/14
Industry Sub-sector	Pharmaceuticals and Bio Pharmaceuticals	Last reviewed on	15/05/15
Occupation	Manufacturing, Quality, Supply Chain, R&D	Next review date	01/06/16

LFS/N0102 :

Carry out reporting and documentation

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Machine Operator to carry out reporting and documentation.

LFS/N0102 :

Carry out reporting and documentation

Unit Code	LFS/N0102
Unit Title (Task)	Carry out reporting and documentation
Description	This NOS is about a Machine Operator for reporting ,recording and documentation of data/problem/incidents etc. and to maintain information security
Scope	The unit/task covers the following: <ul style="list-style-type: none"> • Reporting. • Recording and documentation • Information security
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Reporting	To be competent, the user/individual on the job must be able to: PC1. report data/problems/incidents as applicable in a timely manner PC2. report to the appropriate authority as laid down by the company PC3. follow reporting procedures as prescribed by the company
Recording and documentation	PC4. identify documentation to be completed relating to one's role PC5. record details accurately in an appropriate format PC6. complete all documentation within stipulated time according to company procedure PC7. ensure that the final document meets regulatory and compliance requirements PC8. make sure documents are available to all appropriate authorities to inspect
Information Security	PC9. respond to requests for information in an appropriate manner whilst following organizational procedures PC10. inform the appropriate authority of requests for information received
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	The user/individual on the job needs to know and understand: KA1. types of documentation in organization, importance of maintaining the same and different methods of recording information KA2. the importance of reporting incidents where standard operating procedures are not followed KA3. the importance of complete and accurate documentation KA4. production workflow sequences and materials demand KA5. escalation matrix for reporting identified issues, hazards and breakage
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. methods of obtaining and interpreting records, charts, specifications, equipment manuals, history/technical support reports and other documents

LFS/N0102 :

Carry out reporting and documentation

Skills (S)	
A. Core Skills/ Generic Skills	Writing skills
	The user/ individual on the job needs to know and understand how to: SA1. record and communicate details of work done to appropriate people using written/typed report SA2. maintain proper records as per given format
	Reading skills
	The user/individual on the job needs to know and understand how to: SA3. read and understand manuals, SOPs, health and safety instructions, memos, reports, job cards etc. SA4. read and interpret images, graphs, diagrams for typical product specifications, job sheets, procedures, basic machine control panels, material labels and safety information as provided SA5. use and interpret the various coding systems as per company norms
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. disclose information only to those who have the right and need to know it SA7. communicate confidential and sensitive information discretely to authorized person as per SOP SA8. communicate with people in a proper form and manner and use language that is open and respectful
B. Professional Skills	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB1. pay attention to detail SB2. use automated report writing and documentation technologies
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB3. suggest improvements(if any) in process based on experience
	Plan and Organise
	The user/individual on the job needs to know and understand how to: SB4. learn from experience in a range of settings and scenarios and the capacity to reflect on and analyse one's learning
	Problem Solving

LFS/N0102 :

Carry out reporting and documentation

	The user/individual on the job needs to know and understand how to: SB5. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	Decision Making
	Not Applicable
	Customer Centricity
	Not Applicable

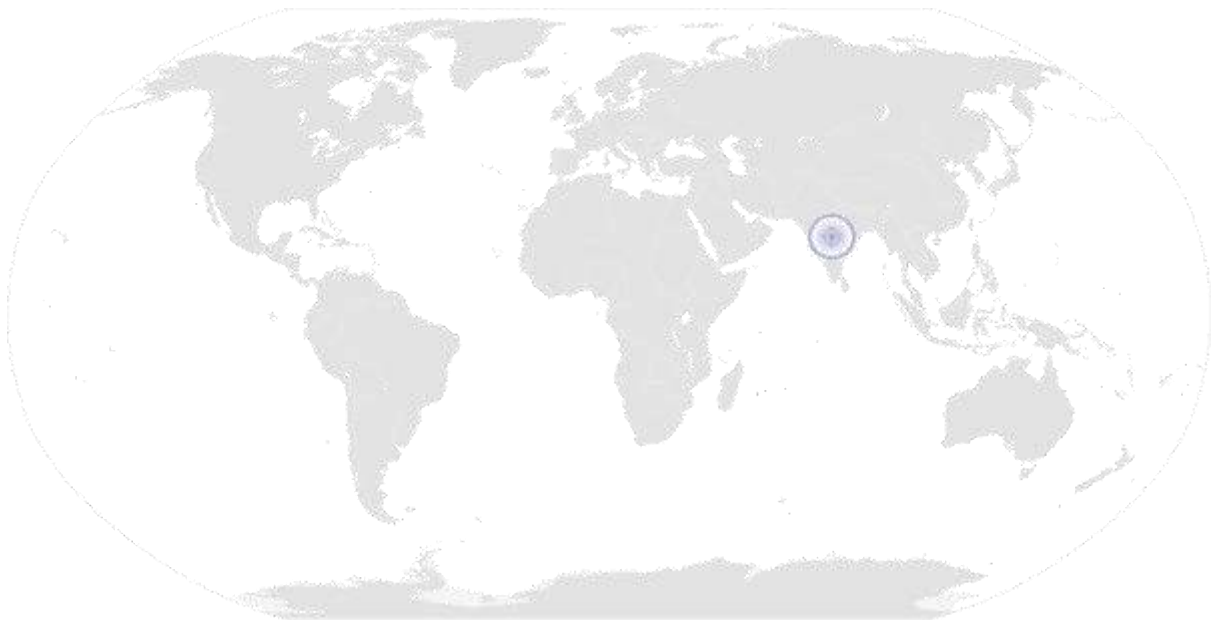
NOS Version Control



NOS Code	LFS/N0102		
Credits(NSQF)	TBD	Version number	1.0
Industry	Life Sciences	Drafted on	15/12/14
Industry Sub-sector	Pharmaceuticals, Biopharmaceuticals	Last reviewed on	26/03/15
Occupation	Manufacturing, Quality, Supply Chain, R&D	Next review date	01/06/17

LFS/N0215 : Carry out broad level quality checks before, in-process and post manufacturing

National Occupational Standard



Overview

This Occupational Standard describes the knowledge, understanding and skills required of a Machine Operator to carry out broad level quality checks before, in-process and post manufacturing.

LFS/N0215 : Carry out broad level quality checks before, in-process and post manufacturing

National Occupational Standard

Unit Code	LFS/N0215
Unit Title (Task)	Carry out broad level quality checks before, in-process and post manufacturing
Description	This NOS unit is about a Machine Operator carrying out quality checks to identify problems through inspection and analysis activities
Scope	The unit/ task covers the following: <ul style="list-style-type: none"> • Inspection • Analysis Activities
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Inspection	To be competent, the user/individual on the job must be able to: <p>PC1. ensure that the total range of checks are regularly and consistently performed</p> <p>PC2. check that the products, materials and equipment meet the requirements for production</p> <p>PC3. use appropriate measuring instruments, equipment, tools, accessories etc. ,as required</p>
Analysis	PC4. identify non-conformities to quality assurance standards PC5. identify potential causes of non-conformities to quality assurance standards PC6. identify impact on final product due to non-conformance to company standards PC7. evaluate the need for action to ensure that problems do not recur PC8. suggest corrective action to address problems PC9. review effectiveness of corrective action
Knowledge and Understanding (K)	
A. Organisational Context (Knowledge of the Company/ Organisation and its processes)	The user/individual on the job needs to know and understand: <p>KA1. risk and impact of not following defined procedures/work instructions</p> <p>KA2. escalation matrix for reporting identified issues, hazards and breakage</p> <p>KA3. implications of inaccurate measurements and testing equipment</p> <p>KA4. implications (impact on internal/external customers) of defective products, materials or components</p> <p>KA5. reason and impact of problems affecting the equipment</p> <p>KA6. measures, steps and possible solutions that have been identified/taken to address previous problems</p> <p>KA7. the correct method for sampling, identification of non-conforming products and carrying out corrective actions outlined for each problem</p> <p>KA8. importance of identifying non-conforming products and labelling and storage of the same</p>

LFS/N0215 : Carry out broad level quality checks before, in-process and post manufacturing

<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. implications of delays in the preparation process</p> <p>KB2. possible causes of common machinery problems and their remedies</p> <p>KB3. influence of different process parameters (e.g. time, temperature, pressure) on manufacturing and product performance</p> <p>KB4. good practices for working on machines</p> <p>KB5. factors which may affect product quality or production output and appropriate remedies</p> <p>KB6. correct method / procedure for processing samples</p> <p>KB7. how to interpret the sample quality check results</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. record and communicate details of work done to appropriate people using written/typed report</p> <p>Reading skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read and understand manuals, SOPs, health and safety instructions, memos, reports, job cards etc.</p> <p>SA3. read and interpret images, graphs, diagrams for typical product specifications, job sheets, procedures, basic machine control panels, material labels and safety information as provided</p> <p>SA4. use and interpret the various coding systems as per company norms</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. communicate with other teams</p> <p>SA6. disclose information only to those who have the right and need to know it.</p> <p>SA7. communicate confidential and sensitive information discretely to authorized person as per SOP</p> <p>SA8. communicate with people in an appropriate form and manner and use language that is open and respectful</p>
<p>B. Professional Skills</p>	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. pay attention to detail</p> <p>SB2. diagnose common quality issues/non-conformities etc.</p> <p>SB3. suggest improvements(if any) in current ways of working</p>

LFS/N0215 : Carry out broad level quality checks before, in-process and post manufacturing

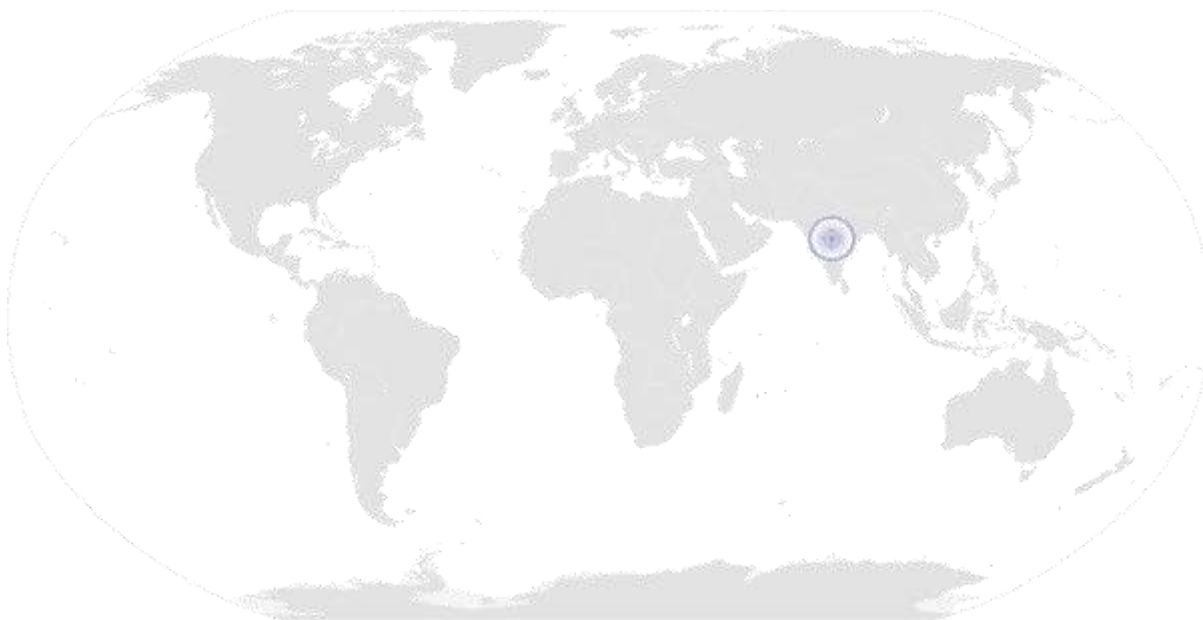
	Decision Making
	The user/individual on the job needs to know and understand how to: SB4. appropriately use the escalation matrix for complex decisions SB5. appropriately highlight and escalate identified issues
	Critical Thinking
	Not Applicable
	Plan and Organize
	Not Applicable
	Problem Solving
	Not Applicable
	Customer Centricity
	Not Applicable

NOS Version Control

NOS Code	LFS/N0215		
Credits(NSQF)	TBD	Version number	1.0
Industry	Life Sciences	Drafted on	15/12/14
Industry Sub-sector	Pharmaceuticals, Biopharmaceuticals	Last reviewed on	26/03/15
Occupation	Manufacturing	Next review date	01/06/17

LFS/N0101 : Maintain a healthy, safe and secure working environment in the life sciences facility

National Occupational Standard



Overview

This Occupational Standard is about the knowledge, understanding and skills required by a Machine Operator to ensure healthy, safe and secure working environment in the life sciences facility

LFS/N0101 : Maintain a healthy, safe and secure working environment in the life sciences facility

National Occupational Standard

Unit Code	LFS /N0101
Unit Title (Task)	Maintain a healthy, safe and secure working environment in the life sciences facility
Description	This NOS unit is about a Machine Operator monitoring the working environment and making sure that it meets the requirements for health, safety and security in the pharmaceutical/contract research/biopharmaceutical facility/ manufacturing/ testing/ analysis/ research laboratory.
Scope	<p>This unit / task covers the following:</p> <p>Ensuring healthy, safe and secure working environment:</p> <ul style="list-style-type: none"> • self monitor and adhere to safety principles and standards • ensure behavioural safety by workmen to cGMP and applicable safety standards on the shop floor/ laboratory • report any identified breaches in health, safety, and security policies and procedures to the designated person <p>Managing emergency procedures:</p> <ul style="list-style-type: none"> • illness • accidents • fires • other reasons to evacuate the premises • breaches of security
Performance Criteria (PC) wrt the Scope	
Element	Performance Criteria
Ensuring healthy, safe and secure working environment	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. observe and comply with the company's current health, safety and security policies and procedures</p> <p>PC2. while carrying out work, use appropriate safety gears like head gear, masks, gloves and other accessories as mentioned in the guidelines</p> <p>PC3. report any identified breaches in health, safety, and security policies and procedures to the designated person</p> <p>PC4. responsible for maintaining discipline at the shop-floor/ production area</p> <p>PC5. identify and correct any hazards that the individual can deal with safely, competently and within the limits of their authority</p> <p>PC6. adhere and comply to storage and handling guidelines for hazardous material</p> <p>PC7. identify and recommend opportunities for improving health, safety, and security to the designated person</p> <p>PC8. complete any health, safety and security activities like safety drills and prepare records legibly and accurately</p>
Managing emergency procedures	<p>PC9. report any hazards that the individual is not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected</p> <p>PC10. follow the company's emergency procedures promptly, calmly, and efficiently</p>
Knowledge and Understanding (K)	

LFS/N0101 : Maintain a healthy, safe and secure working environment in the life sciences facility

<p>B. Organisational Context (Knowledge of the Company/ Organisation and its processes)</p>	<p>The user/ individual on the job needs to know and understand:</p> <p>KA1. legislative requirements and company's procedures for health, safety and security and individual's role and responsibilities in relation to this</p> <p>KA2. what is meant by a hazard, including the different types of health and safety hazards that can be found in the workplace</p> <p>KA3. how and when to report hazards</p> <p>KA4. limits of individual responsibility for dealing with hazards</p> <p>KA5. the organization's emergency procedures for different emergency situations and the importance of following these</p> <p>KA6. the importance of maintaining high standards of health, safety and security</p> <p>KA7. implications that any non-compliance with health, safety and security may have on individuals and the organization</p> <p>KA8. health hazards and its implications if any in the production process</p>
<p>B Technical Knowledge</p>	<p>The user/ individual on the job needs to know and understand:</p> <p>KB1. different types of breaches in health, safety and security and how and when to report these</p> <p>KB2. evacuation procedures for workers and visitors</p> <p>KB3. how to summon medical assistance and the emergency services, where necessary</p> <p>KB4. how to use the health, safety and accident reporting procedures and the importance of these</p> <p>KB5. different types of occupational health hazards</p> <p>KB6. knowledge of chemical substances, their characteristics and required precaution and safety measures</p>
<p>Skills (S)</p>	
<p>C. Core Skills/ Generic Skills</p>	<p>Writing skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. complete accurate, well written work with attention to detail</p>
	<p>Reading skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. read instructions, guidelines, procedures, rules and service level agreements</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. listen effectively and orally communicate information accurately</p>

LFS/N0101 : Maintain a healthy, safe and secure working environment in the life sciences facility

D. Professional Skills	Decision making
	The user/ individual on the job needs to know and understand how to: SB1. make decisions on suitable courses of action
	Plan and Organise
	The user/ individual on the job needs to know and understand how to: SB2. plan and organize work to meet health, safety and security requirements
	Problem solving
	The user/ individual on the job needs to know and understand how to: SB3. apply problem solving approaches in different situations
	Analytical thinking
	The user/ individual on the job needs to know and understand how to: SB4. analyse data and activities
	Critical thinking
	The user/ individual on the job needs to know and understand how to: SB5. apply balanced judgments to different situations
Customer Centricity	
Not Applicable	

NOS Version Control

NOS Code	LFS/N0101		
Credits(NSQF)	TBD	Version number	1.0
Industry	Life Sciences	Drafted on	26/06/14
Industry Sub-sector	Pharmaceuticals and Bio Pharmaceuticals	Last reviewed on	15/05/15
Occupation	Manufacturing, Quality, Supply Chain, R&D	Next review date	01/06/16

Qualifications Pack For Production/Machine Operator –Life Sciences

Annexure

Nomenclature for QP and NOS

Qualifications Pack

9 characters

LFS / Q 0101

LFS



QP Number (2 numbers)

Q denoting Qualification Pack

Occupation (2 numbers)

Occupational Standard

An example of NOS with 'N'

9 characters

LFS / N 0101

LFS



OS Number (2 numbers)

N denoting National Occupational Standard

Occupation (2 numbers)

Qualifications Pack For Production/Machine Operator –Life Sciences

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

Sub-Sector	Range of Occupation Numbers
Pharmaceutical and Biopharmaceutical and Contract Research	01-10
Pharmaceutical	11-20
Biopharmaceutical	21-30
Contract Research	31-40

Sequence	Description	Example
Three letters	Industry name	LFS
Slash	/	/
Next letter	Whether QP or NOS	Q/N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

Qualifications Pack For Production/Machine Operator –Life Sciences

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Production/Machine Operator – Life Sciences

Qualification Pack LFS/Q0207

Sector Skill Council Life Sciences Sector Skill Development Council

Guidelines for Assessment:

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory 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 70% 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.

Assessment Outcome	Assessment Criteria of Outcomes	Marks Allocation			
		Total Marks (600)	Out Of	Theory	Skills Practical
LFS/N0213 (Prepare machines and accessories for the manufacturing process)	PC1. Take handover from the colleague in previous shift and ensure that the machine, surrounding areas and classified areas are clean, dry, sterilised (wherever required) and fit for use as per the SOP to avoid contamination and highlight the risk if any	100	4	2	2
	PC2. set up machines at the beginning of the batch processing to ensure proper working order and refer to the machine history received from the supervisor/colleague at the time of handover		4	2	2
	PC3. perform testing procedures to ensure that machines work optimally to carry out production activities		4	2	2
	PC4. ensure that the approach path from the input storage area to storage area for output is free		4	2	2

Qualifications Pack For Production/Machine Operator –Life Sciences

	of obstructions to transportation			
	PC5.select the correct material to be loaded	4	2	2
	PC6. ensure that the material is from a respective batch and is checked by the concerned supervisor and approved by the QA team	4	2	2
	PC7.assemble the machinery properly	4	2	2
	PC8. set critical parameters for the machinery (cycle time, temperature, pressure, ampere load, spray rate, etc.) as per the company's SOP	4	2	2
	PC9. keep all the accessories like cleaning brush, levers, release agent, etc. ready	4	2	2
	PC10. monitor machines during every procedure to ensure optimum performance	4	2	2
	PC11. perform random tests to ensure accuracy and maintain online documentation for the same along with justifications for any wrong entries, if any	4	2	2
	PC12. coordinate with maintenance teams for preventive maintenance	4	2	2
	PC13. ensure stocks of required materials are ready and available at all times	4	2	2
	PC14. ensure that the compound/material to be fed is approved by the laboratory as per SOP and record the receipt details like product name, batch name and operator name	4	2	2
	PC15. match the batch code/item code , authorized return (AR) No. of each compound/material with the batch code on the job schedule given by the planning department, ensuring FIFO and further record the name, shelf	4	2	2

Qualifications Pack For Production/Machine Operator –Life Sciences

	life and quantities during documentation				
	PC16. measure/weigh the raw material/compound as per the desired specifications (shape, size and weight) and return the unused material to warehouse with the appropriate label		4	2	2
	PC17. ensure, by visual inspection, that the compound is of desired quality (free of contamination/bloom), and reach out to the supervisor for rejection control if disparities exist		4	3	3
	PC18. ensure housekeeping/safety in the manufacturing area as per the SOP		4	2	2
	PC19. maintain and clean the machines before and after batch processing		4	2	2
	PC20. use lifting equipment such as forklift/trolleys while lifting heavy materials to avoid physical injury		4	2	2
	PC21. ensure that the lift/ejection/slide/pneumatic valve mechanism of the machinery is properly functioning		4	2	2
	PC22. ensure that signs indicating hot surfaces are put up wherever necessary		4	2	2
	PC23. adhere to all safety norms (like wearing protective gloves, shoes)		4	2	2
	PC24. comply with health, safety, environment guidelines, regulations in accordance with international/national standards or organizational SOP		4	3	3
	Total		100	50	50
LFS/N0214 (Perform manufacturing operations)	PC1. handle the chemicals, materials and compounds appropriately to avoid contamination	100	8	4	4
	PC2. conduct pre-start checks		12	6	6

Qualifications Pack For Production/Machine Operator –Life Sciences

PC3. start the equipment safely and perform 'dry runs' to warm hydraulics and components to operating temperature before production, as required	10	5	5
PC4. load the identified material in the correct pattern as per the SOP to minimize material overflow/wastage/excess flash	8	4	4
PC5. ensure smooth running of machines and the pressure and temperature is maintained in the machines as per the specifications and adhere to the production timelines	8	4	4
PC6. adhere to the SOPs and guidelines for maintaining quality	6	3	3
PC7. maintain both online and offline records in the log books and other documentation required as per GMP and GDP like – breakdown time, daily manufacturing record, yield report, etc	6	3	3
PC8. take appropriate safety steps while carrying out manufacturing operations	5	2	3
PC9. carry out status labelling and segregation of material/ intermediate/ finished goods as per SOPs	4	2	2
PC10. provide support for line clearance before the next batch is produced and handover the work / equipment to colleague in next shift in adherence of the shift schedule	4	2	2
PC 11. perform broad level in-process checks and report results to supervisor	4	2	2
PC 12. ensure and confirm correctness of online process parameters	6	3	3
PC 13. minimize waste during entire production operations	4	2	2

Qualifications Pack For Production/Machine Operator –Life Sciences

	PC14. coordinate and work with supervisor, team members in own department and cross functions to achieve the production targets and to ensure efficient workflow		6	2	4
	PC15. take necessary steps as per SOP and escalation matrix in case of any disagreement with colleagues or in other conflict		5	2	3
	PC16. discuss with supervisor on own performance and receive support and feedback from supervisor or any other appropriate authority		4	2	2
	Total		100	48	52
LFS/N0103 (Ensure cleanliness in the work area)	PC1.inspect the area while taking into account various surfaces	100	4	2	2
	PC2.identify the material requirements for cleaning the areas inspected, by considering risk, time, efficiency and type of stain		5	2	3
	PC3.ensure that the cleaning equipment is in proper working condition		5	2	3
	PC4.select the suitable alternatives for cleaning the areas in case the appropriate equipment and materials are not available and inform the appropriate person		4	2	2
	PC5.plan the sequence for cleaning the area to avoid re-soiling clean areas and surfaces		4	2	2
	PC6.inform the affected people about the cleaning activity		4	2	2
	PC7.display the appropriate signage for the work being conducted		4	2	2
	PC8.ensure that there is adequate ventilation for the work being carried out		5	2	3
	PC9.wear the personal protective equipment required for the cleaning method and materials being used		4	2	2

Qualifications Pack For Production/Machine Operator –Life Sciences

PC10.use the correct cleaning method for the work area, type of soiling and surface	4	2	2
PC11.deal with accidental damage, if any, caused while carrying out the work	4	2	2
PC12.report to the appropriate person any difficulties in carrying out work	4	2	2
PC13.identify and report to the appropriate person any additional cleaning required that is outside one's responsibility or skill	4	2	2
PC14.ensure that there is no oily substance on the floor to avoid slippage	4	2	2
PC15.ensure that no scrap material is lying around	4	2	2
PC16.maintain and store housekeeping equipment and supplies	4	2	2
PC17.follow workplace procedures to deal with any accidental damage caused during the cleaning process	4	2	2
PC18.ensure that, on completion of the work, the area is left clean and dry and meets requirements	4	2	2
PC19.return the equipment, materials and personal protective equipment that were used to the right places making sure they are clean, safe and securely stored	5	2	3
PC20.dispose the waste garnered from the activity in an appropriate manner	5	2	3
PC21.dispose of used and un-used solutions according to manufacturer's instructions, and clean the equipment thoroughly	5	2	3
PC22.maintain schedules and records for housekeeping duty	5	2	3

Qualifications Pack For Production/Machine Operator –Life Sciences

	PC23.replenish any necessary supplies or consumables		5	2	3
	Total		100	46	54
LFS/N0102 (Carry out reporting and documentation)	PC1.report data/problems/incidents as applicable in a timely manner	100	10	5	5
	PC2.report to the appropriate authority as laid down by the company		10	5	5
	PC3.follow reporting procedures as prescribed by the company		10	5	5
	PC4.identify documentation to be completed relating to one's role		10	5	5
	PC5.record details accurately in an appropriate format		10	5	5
	PC6.complete all documentation within stipulated time according to company procedure		10	5	5
	PC7.ensure that the final document meets regulatory and compliance requirements		10	5	5
	PC8.make sure documents are available to all appropriate authorities to inspect		10	5	5
	PC9.respond to requests for information in an appropriate manner whilst following organizational procedures		10	5	5
	PC10.inform the appropriate authority of requests for information received		10	4	6
	Total		100	49	51
LFS/N0215 (Carry out broad level quality checks before, in-process and post manufacturing)	PC1.ensure that total range of checks are regularly and consistently performed	100	10	5	5
	PC2.check that the products, materials and equipment meet the requirements for production		10	5	5
	PC3.use appropriate measuring instruments, equipment, tools, accessories etc. as required		10	5	5
	PC4.identify non-conformities to quality assurance standards		10	5	5

Qualifications Pack For Production/Machine Operator –Life Sciences

	PC5.identify potential causes of non-conformities to quality assurance standards		10	5	5
	PC6.identify impact on final product due to non-conformance to company standards		15	7	8
	PC7.evaluate the need for action to ensure that problems do not recur		10	5	5
	PC8.suggest corrective action to address problems		12	6	6
	PC9.review effectiveness of corrective action		13	6	7
	Total		100	49	51
LFS/N0101 (Maintain a healthy, safe and secure working environment in the life sciences facility)	PC1.observe and comply with the company's current health, safety and security policies and procedures	100	10	5	5
	PC2.while carrying out work, use appropriate safety gears like head gear, masks, gloves and other accessories as mentioned in the guidelines		10	5	5
	PC3.report any identified breaches in health, safety, and security policies and procedures to the designated person		10	5	5
	PC4. responsible for maintaining discipline at the shop-floor/ production area		10	5	5
	PC5. identify and correct any hazards that the individual can deal with safely, competently and within the limits of their authority		10	5	5
	PC6.adhere and comply to storage and handling guidelines for hazardous material		10	5	5
	PC7.identify and recommend opportunities for improving health, safety, and security to the designated person		10	5	5
	PC8. complete any health, safety and security activities like safety drills and prepare records legibly and accurately		10	4	6

Qualifications Pack For Production/Machine Operator –Life Sciences

	PC9. report any hazards that the individual is not competent to deal with to the relevant person in line with organizational procedures and warn other people who may be affected		10	4	6
	PC10. follow the company's emergency procedures promptly, calmly, and efficiently		10	5	5
Total			100	48	52

