

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR POWER SECTOR

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding



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Introduction

Qualifications Pack- Distribution Lineman

SECTOR: POWER

SUB-SECTOR: Distribution

OCCUPATION: Lineman

REFERENCE ID: PSS/ Q 0102

ALIGNED TO: NCO-2004/7245.10

Distribution Lineman operates, maintains and repairs overhead and underground electrical distribution systems.

Brief Job Description: The incumbent in the job will replace and maintain steel, wood, laminate and concrete poles, structures and other related hardware. They install, maintain and repair overhead and underground powerlines and cables, and other associated equipment such as insulators, conductors, lightning arrestors, switches, metering systems, transformers and lighting systems. They attend to customer breakdown complaints and requests, releasing and restoring connections. They also attend to street lighting maintenance.

Personal Attributes: Physically and mentally able to safely perform essential functions of the job. This will also include differently abled people who can perform the job with or without reasonable accommodations (modified practices.) The candidate should be able to climb ladders, scaffolds, poles and towers of various heights. Also able to crawl and work in confined spaces such as attics, manholes and crawlspaces. The candidate should be able to read, hear and understand instructions and warnings.

Job Details

Qualifications Pack Code	PSS/ Q 0102		
Job Role	Distribution Lineman		
Credits (NSQF)	TBD	Version number	1.0
Sector	Power	Drafted on	26/03/15
Sub-sector	Distribution	Last reviewed on	26/03/15
Occupation	Lineman	Next review date	26/03/17

Job Role	Distribution - Lineman
Role Description	Distribution lineman constructs, operates, maintains and repairs overhead and underground power distribution systems.
NSQF level	4
Minimum Educational Qualifications	8 th
Maximum Educational Qualifications	NA
Training (Suggested but not mandatory)	Electrical - 6 months
Experience	2 years as technical helper/apprenticeship
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> PSS N 0105 (Repair and maintenance of power distribution lines and components) PSS N 0107 (Operation and maintenance of 11/0.433 KV Distribution Substation) PSS/ N 2001 (Use basic health and safety practices for power related work) CSC/ N 1336 (Work effectively with others) <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

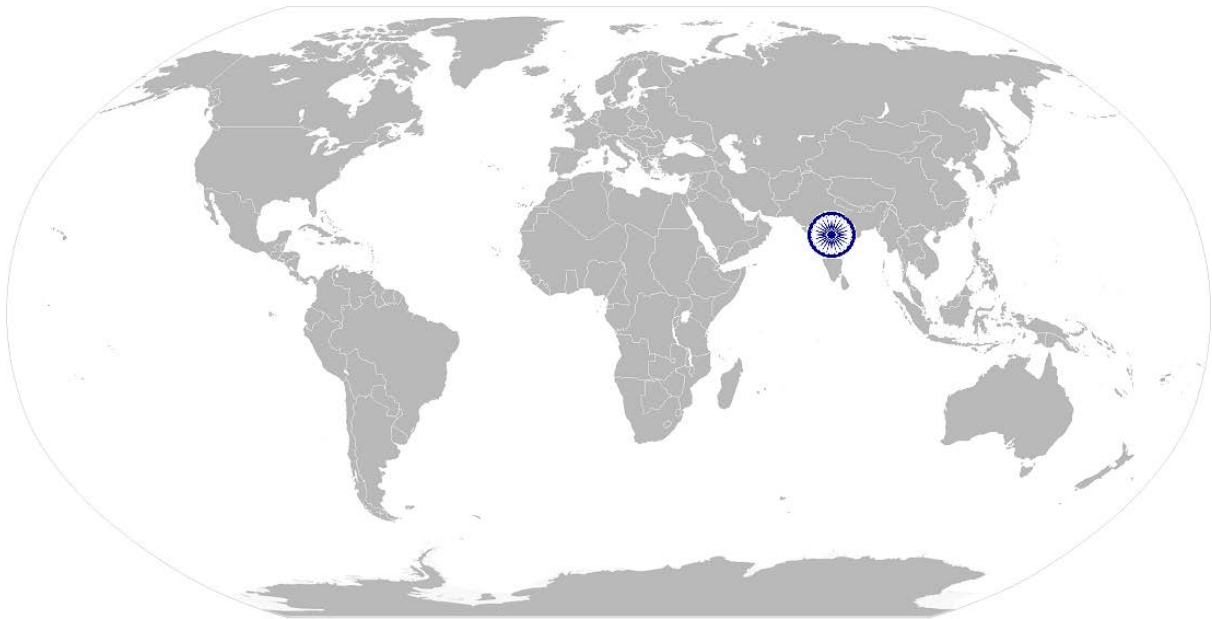
Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

Acronyms

Keywords /Terms	Description
T&D	Transmission and Distribution
REC	Rural Electrification Corporation
AB Cables	Aerial Bunched Cables
HT	Hight Tension
LT	Low Tension
HV	High Voltage
LV	Low Voltage
BDV	Breakdown Voltage
ULF	Ultra Low Frequency
VLF	Very Low Frequency
OPGW	Optical Groundwire
KV	Kilovolt

PSS/ N 0105: Repair and maintenance of Sub-station, Power Distribution Lines and components

National Occupational Standard



Overview

This unit covers the competencies required for repair and maintenance of Power Distribution Lines. It also covers the respective health and safety competencies required to perform such operations.

PSS/ N 0105: Repair and maintenance of Sub-station, Power Distribution Lines and components

Unit Code	PSS/ N 0105
Unit Title (Task)	Inspection, repair and maintenance of Power Distribution Lines and components
Description	<p>This unit covers the competencies required by technicians for repair and maintenance for Power Distribution Lines and components. This includes handling of tools and equipment for installation and maintenance and carrying out necessary repair and maintenance tasks in a safe, efficient and effective manner. This will also include preventive and corrective maintenance of overhead and underground lines and cables.</p> <p>The candidate will be expected to perform independently with little to no supervision.</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Working safely • Prepare for repair and maintenance of Power Distribution lines • Carrying out maintenance for Power Distribution lines • Operation of Switchgear (LT & HT) • Post repair and maintenance activities
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Working safely	<p>The user / individual on the job should be able to:</p> <p>PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines</p> <p>PC2. adhere to procedures or systems in place for health and safety, personal protective equipment (PPE) and other relevant safety regulations for electrical and related operations</p> <p>PC3. work following laid down procedures and instructions</p> <p>PC4. ensure that all tools, equipment, etc. are in a safe and usable condition and are kept at secured location</p> <p>PC5. ensure work area is clean and safe from hazards before and after the job is completed</p>
Prepare for repair and maintenance of power distribution lines	<p>The user / individual on the job should be able to:</p> <p>PC6. access and survey area in accordance with established procedures</p> <p>PC7. assess and confirm condition of pole structure and components based on Distribution line standards</p> <p>PC8. perform load checks to identify imbalanced and overloaded circuits</p> <p>PC9. identify hazards of trimming trees such as limits of approach, public safety and step and touch potential</p> <p>PC10. conduct site inspection for emergency cases following established procedures</p> <p>PC11. identify various types of circuits</p> <p>PC12. identify and acquire correct tools, equipment and instruments required for</p>

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	<p>Distribution line assessment and inspection</p> <p>PC13. ensure the tools and equipment is well maintained, calibrated and approved for use</p> <p>PC14. use Distribution line tools, equipment and hardware in line with job requirements for maintenance operations</p> <p>PC15. prepare and maintain the work area as per procedure or operation specification</p> <p>PC16. switch off, isolate, discharge and earth (side) line cables</p> <p>PC17. confirm and/or obtain PTW/work permit (shut down) is taken to proceed to work from appropriate personnel in accordance with standard procedure</p> <p>PC18. safely operate switchgears e.g. on/off, earth, etc.</p>
<p>Repair and maintenance of Power Distribution lines</p>	<p>The user / individual on the job should be able to:</p> <p>PC19. perform off-line overhead line maintenance procedure according to job specifications and requirements</p> <p>PC20. perform off-line underground line maintenance procedure according to job specifications and requirements</p> <p>PC21. perform stay wire assembly as per requirements and specifications, safely and efficiently</p> <p>PC22. ensure lines are properly aligned by tightening appropriate nuts and bolts</p> <p>PC23. ensure proper clearance of lowest conductor from ground</p> <p>PC24. ensure guy insulators are of suitable capacity to the stay sets</p> <p>PC25. select and use test equipment such as tong testers/clip-on meter, meggers and voltmeters to verify fault and integrity</p> <p>PC26. sectionalize circuit to determine location of fault</p> <p>PC27. isolate fault, damage or hazard and restore power to customers using equipment such as switches</p> <p>PC28. repair conductor by splicing, jointing, using armor rods, line guards, vibration dampers</p> <p>PC29. check work carried out by team members and ensure it is as per standard requirement</p> <p>PC30. provide useful feedback regarding work matter to team members in a timely, polite and supportive manner</p> <p>PC31. report trouble and required actions such as repairs or replacements, and estimated repair time to system authority</p>
<p>Carry out replacement activities as required</p>	<p>The user / individual on the job should be able to:</p> <p>PC32. ensure pole dismantling and re-setting procedure is carried out as per standard procedure, where required</p> <p>PC33. carry out conductor stringing procedures, paving conductor on the ground along the pole taking into account permissible span length and sagging</p> <p>PC34. replace components such as transformers, disconnects, conductors, poles, switches, elbows and terminations and insulators safely and as per company procedure</p>

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	<p>PC35. replace other line components due to damage or unsuitability as per standard procedure, where required</p> <p>PC36. make connections and energize replaced underground cables, as per standard procedures where required</p>
Post-repair and maintenance activities	<p>The user / individual on the job should be able to:</p> <p>PC37. restore system to normal operating status by using switching procedures</p> <p>PC38. deal promptly and effectively with problems within control, and seek help and guidance from the relevant people for problems that cannot be resolved</p> <p>PC39. leave the work area in a safe and tidy condition on completion of the repair and maintenance activities</p> <p>PC40. refer unresolved job related problems to appropriate personnel for support</p> <p>PC41. monitor the problem and keep the supervisor informed about progress or any delays in resolving the problem</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions</p> <p>KA2. relevant health and safety requirements applicable in the work place</p> <p>KA3. own job role and responsibilities and sources for information pertaining to employment terms, entitlements, job role and responsibilities</p> <p>KA4. reporting structure, inter-dependent functions, lines and procedures in the work area</p> <p>KA5. how to engage with specialists for support in order to resolve incidents and service requests</p> <p>KA6. importance of working in clean and safe environment practices and procedures</p> <p>KA7. relevant people and their responsibilities within the work area</p> <p>KA8. escalation matrix and procedures for reporting work and employment related issues</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. principles of electricity Principles: e.g. current, voltage, conductor size relation, series/parallel connections</p> <p>KB2. common electricity terminology and correct interpretation of the same Terminology: e.g. Current, Voltage, Resistance, Inductance, Capacitance, Kilovolt ampere (kva), Kilowatt (kw), Kilowatt hour: (kwh)(unit of electric consumption), Power factor</p> <p>KB3. specific terminology used in Distribution Line work Terminology: e.g. peak hours, peak load, load shedding, load transfer, Technical and commercial loss, maximum power,</p> <p>KB4. elements of the power system Elements: e.g. generation, transmission, distribution, metering, equipment, etc.</p> <p>KB5. different types of material and accessories used in power Distribution Materials and accessories: e.g. Supports (Poles-Steel, Cement , Wooden),</p>

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	<p>Conductors (Sizes, current carrying capacity), Conductor Accessories, Binding Tape, Binding Wire, P.G. Clamp, T Clamp etc. , switchgear panel, DT, Insulators (Pin, Disc, shackle, Guy etc.), Cross Arms, Stay sets, GO Switches etc. type of cross arms, etc.</p> <p>KB6. tools and equipment used in testing, repair and maintenance Tools: e.g. Plier, Screwdriver, Wrench set, Hammer, Drilling machine, Hacksaw / cutting tools, Measuring tape, Pulleys (Force Pulley with sling), Tommy bar, Crimping machine, Round / flat file, Earth rod (discharge rod), leakage current monitoring kit</p> <p>KB7. specific health and safety precautions which must be taken when carrying out Distribution lines repair and maintenance work especially live line or equipment Precautions: e.g. loose dhotis, pajamas, key chain or watch chains should not be worn; shoes with projecting nails or other types of metal parts not to be used; do not start work unless circuit is in off condition and discharged, confirmation of line clear permit is taken on equipment, equipment or line is properly earthed</p> <p>KB8. various types of circuits Types: e.g. C.T., P.T., A.C., D.C., Control, Series, Parallel, Neutral phase, Indication & Annunciation Circuits</p> <p>KB9. troubleshooting and repair methods</p> <p>KB10. fault indicators</p> <p>KB11. overhead distribution system apparatus such as regulators and reclosers</p> <p>KB12. overhead distribution system standards</p> <p>KB13. access points such as vaults, open trenches and manholes</p> <p>KB14. underground distribution system apparatus such as transformers, switching cubicles, distribution and junction boxes</p> <p>KB15. co-existing underground utilities</p> <p>KB16. causes of conductor damage Causes: Aeolian vibration, sway oscillation, galloping, unbalanced loading, over loading</p> <p>KB17. classification of conductor and insulator damage including fretting, abrasion, fatigue breaks, tensile breaks</p> <p>KB18. need for an authorized permit on 11 KV and above voltage line</p> <p>KB19. hazards associated with carrying out power line maintenance and how they can be minimized Hazards: e.g. live wires, faulty insulation, voltage surges, faulty and damaged equipment and components, unsecure cables, unstable ladders, insects and reptiles, and scaffolding, etc.</p> <p>KB20. importance of ensuring that tools and equipment are suitable, well maintained, calibrated and operating effectively</p> <p>KB21. importance of following good housekeeping and fire prevention procedures</p> <p>KB22. importance of following job instructions and defined maintenance procedures</p> <p>KB23. material preparation methods and techniques to be undertaken, prior to using for testing and maintenance activities</p> <p>KB24. preparation of equipment for testing and repair activities</p> <p>KB25. components of Distribution lines</p>
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	<p>Line components: e.g. cross arm, insulator, line hardware, x-brace, armor rod, conductor, jumper, copper bond, arching horn, spacer, gang operated switch, drop out fuse, lightning arrester, etc.</p> <p>KB26. procedures for handling Distribution line components with imperfections/defects that cannot be removed/repared and how can they be minimized</p> <p>Imperfections/defects: e.g. Cross Arms (damaged cross arms, splitting or twisting, loose, broken, or missing nuts and braces, presence of insects), Insulators disc type (corroded pin, flashover, broken insulator, molds / moss or algae, hair crack), Insulator Synthetic – polymer (broken rubber petticoat at hot end part, burned rubber petticoat at hot end part), Conductors (cut strand and loose conductor, loose vibration damper and spacer, low clearance (line to ground), Spot heating of connectors, other fittings and galvanized steel components (corroded bolts and nuts/steel pin, loose cotter key, dislocated steel pin, missing cotter / split pin), Ground wires and connectors (corroded earthwire, corroded / detached connector at jumper loop, corroded / cut ground lead, detached connector on ground lead and earthwire), Stay wires (rusted anchor rod, corroded)</p> <p>KB27. problems and conditions which render electrical poles or towers in need of maintenance or replacement</p> <p>Problems and conditions: e.g. tower structure (corroded tower parts, loose or bent tower parts, eroded foundation), leaning pole, eroded pole, splitting, splitting or pulling of stay, twisting or raking, knots hole or birds nest, presence of insects, burned pole, excessive cracks, corroded poles, effects of lightning, etc.</p> <p>KB28. importance of leaving the work area and equipment in a safe and clean condition on completion of the repair and maintenance activities</p> <p>KB29. importance of reporting problems in a timely manner</p> <p>KB30. methods and parameters to check quality of line components against required quality standards</p> <p>Methods: e.g. visual inspection, binoculars, measuring tape, use of instruments</p> <p>KB31. principles and practices of electrical safety</p> <p>KB32. standard procedures how to deal with electric shocks and electrocutions to rescue and minimize damage and harm</p> <p>KB33. personal protective equipment (PPE) and clothing that must be worn during the inspection, repair and maintenance activity and from where can it be obtained</p> <p>PPE: e.g. safety helmet, safety glove, safety shoe, climbing harness, lanyard and tool belt (when climbing), earth rod (discharge rod), zola, safety rope</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. read/listen and interpret information correctly from various job specification documents, manuals, health and safety instructions, memos, etc. applicable to</p>

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	<p>the job in English and/or local language</p> <p>SA2. fill up appropriate forms, activity logs, attendance sheets as per organizational format in English and/or local language</p> <p>SA3. convey and share technical information clearly using appropriate language</p> <p>SA4. check and clarify task-related information</p> <p>SA5. liaise with appropriate authorities using correct protocol</p> <p>SA6. communicate with people in respectful form and manner in line with organizational protocol</p> <p>Numerical and computational skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. undertake basic numerical computations and calculations Numerical computations: addition, subtraction, multiplication, division, fractions and decimals, percentages and proportions, simple ratios and averages</p> <p>SA8. identify various basic, compound and solid shapes as per dimensions given Basic shapes: square, rectangle, triangle, circle, quadrilaterals Compound shapes: involving squares, rectangles, triangles, circles, semi-circles, quadrants of a circle Solid shapes: cube, rectangular prism, cylinder</p> <p>SA9. use appropriate measuring techniques and units of measurement</p> <p>SA10. use appropriate units and number systems to express degree of accuracy Units and number systems representing degree of accuracy: decimals places, significant figures, fractions as a decimal quantity</p> <p>SA11. use metric systems of measurement</p>
	<p>Learning</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA12. participate in on-the-job and other learning, training and development interventions and assessments</p> <p>SA13. clarify task related information with appropriate personnel or technical adviser</p> <p>SA14. seek to improve and modify own work practices</p> <p>SA15. maintain current knowledge of application standards, legislation, codes of practice and product/process developments</p>
<p>B. Professional Skills</p>	<p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. identify problems with work planning, procedures, output and behavior and their implications</p> <p>SB2. prioritize and plan for problem solving</p> <p>SB3. communicate problems appropriately to others</p> <p>SB4. identify sources of information and support for problem solving</p> <p>SB5. seek assistance and support from other sources to solve problems</p> <p>SB6. identify effective resolution techniques</p> <p>SB7. select and apply resolution techniques</p> <p>SB8. seek evidence for problem resolution</p> <p>Plan and Organize</p>

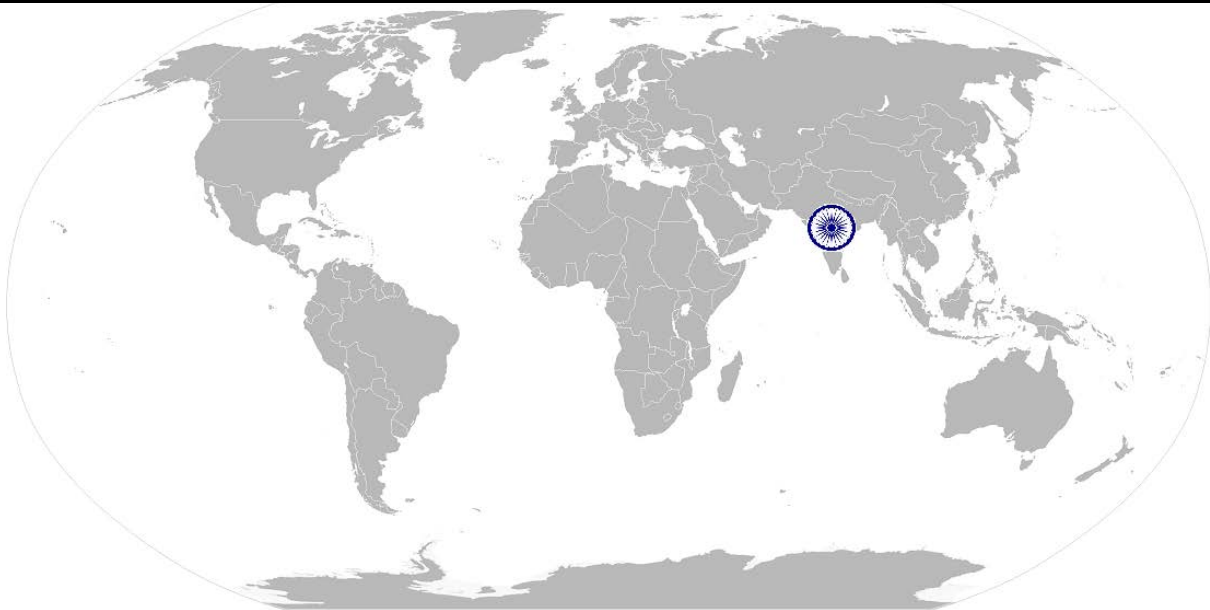
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	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB9. plan, prioritize and sequence work operations as per job requirements SB10. organize and analyze information relevant to work SB11. basic concepts of shop-floor work productivity including waste reduction, efficient material usage and optimization of time
	<p>Initiative and Enterprise</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB12. undertake and express new ideas and initiatives to others SB13. modify work plan to overcome unforeseen difficulties or developments that occur as work progresses SB14. participate in improvement procedures including process, quality and internal/external customer/supplier relationships SB15. one's competencies in new and different situations and contexts to achieve more
	<p>Self-Management</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB16. exercise restraint while expressing dissent and during conflict situations SB17. avoid and manage distractions to be disciplined at work SB18. manage own time for achieving better results
	<p>Teamwork</p>
<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB19. work in a team in order to achieve better results SB20. identify and clarify work roles within a team SB21. communicate and cooperate with others in the team for better results SB22. seek assistance from fellow team members 	

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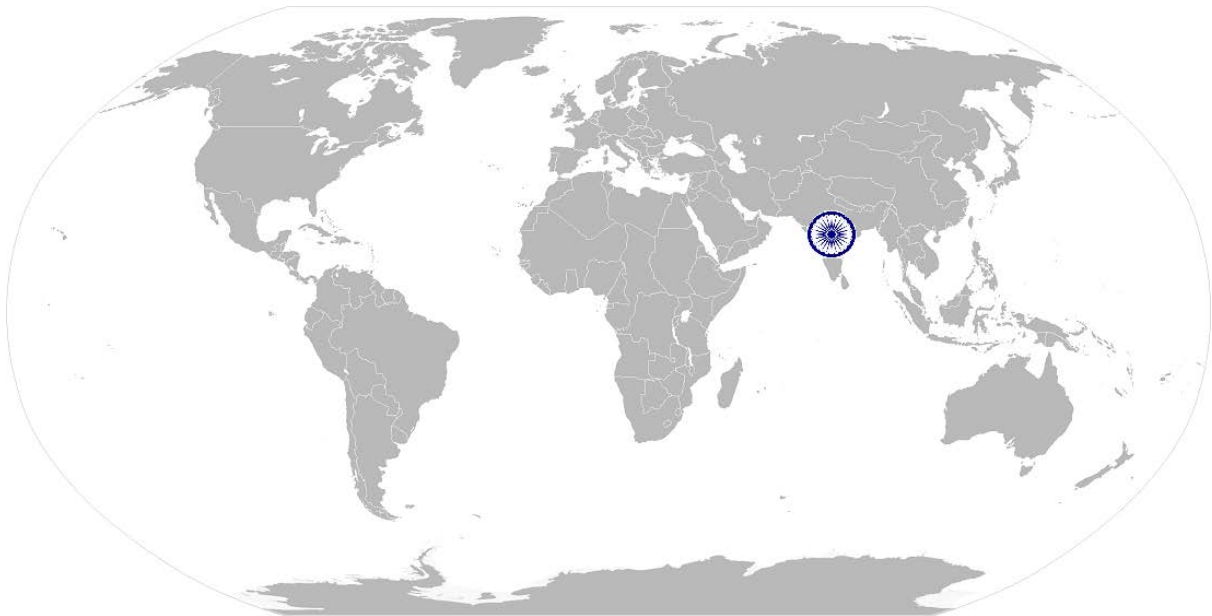
NOS Version Control

NOS Code	PSS/ N 0105		
Credits NSQF	TBD	Version number	1.0
Industry	Power	Drafted on	26/03/15
Industry Sub-sector	Distribution	Last reviewed on	26/03/15
		Next review date	26/03/17



PSS/ N 0107: Operation and maintenance of 11/0.433 KV Distribution Substation

National Occupational Standard



Overview

This unit covers the competencies required for operation and maintenance of an 11/0.433 KV Distribution Substation. It also covers the respective health and safety competencies required to perform such operations.

PSS/ N 0107: Operation and maintenance of 11/0.433 KV Distribution Substation

Unit Code	PSS/ N 0107
Unit Title (Task)	Operation and maintenance of an 11/0.433 KV Distribution Substation
Description	<p>This unit covers the competencies required technicians to erect and conduct maintenance for an 11/0.433 KV Distribution Substation. This includes working with the crew to install the Substation transformer, handling of tools and equipment for installation and maintenance and carrying out necessary tasks in a safe, efficient and effective manner.</p> <p>The candidate will be expected to perform independently with little or no supervision and as per job specifications.</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Working safely • Operate an 11/0.433 KV Distribution Substation • Carrying out maintenance for the Distribution Substation
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Working safely	<p>The user / individual on the job should be able to:</p> <p>PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines</p> <p>PC2. adhere to procedures or systems in place for health and safety, personal protective equipment (PPE) and other relevant safety regulations for Electrical and related operations</p> <p>PC3. work following laid down procedures and instructions</p> <p>PC4. ensure that all tools, equipment, power cables are in a safe and usable condition and are kept at secured location</p> <p>PC5. ensure work area is clean and safe from hazards before and after the job is completed</p> <p>PC6. inspect the component to check if it is as per specification and without defects</p>
Operate and maintain 11/0.433 KV Distribution Substation	<p>The user / individual on the job should be able to:</p> <p>PC7. identify job requirements for specific operations as per instructions given from valid sources Valid sources: job instruction sheet/job card; work drawings; supervisor/incharge</p> <p>PC8. identify various components of the power system</p> <p>PC9. ensure equipment and tools required for installation work are identified, acquired, calibrated, suitable and approved for use</p> <p>PC10. identify, estimate and acquire correct materials required for the Substation erection and installation work</p>

PSS/ N 0107: Operation and maintenance of 11/0.433 KV Distribution Substation

	<p>PC11. follow standard specifications and procedures for installing a pole mounted distribution transformer</p> <p>PC12. ensure poles set to proper depth, and properly aligned</p> <p>PC13. carry out erection of channel on the double pole for preparation of transformer bed as per requirement</p> <p>PC14. fix lightning arrester as per requirement and standard procedure</p> <p>PC15. install earth connection as per standard procedure</p> <p>PC16. install cross arm as per specifications and requirement</p> <p>PC17. provide anti-climbing device on poles</p> <p>PC18. arrange to lift the transformer and put it on the transformer bed in a safe and efficient manner</p> <p>PC19. fit the Gang operating (GO Switch) and dropout fuse as per standard procedure</p> <p>PC20. follow applicable construction standards e.g. REC construction standards, for carrying out the erection procedures</p> <p>PC21. connect low voltage cables as per standard procedures in a safe and efficient manner</p> <p>PC22. carry out low voltage cable joints as per standard procedures, safely and effectively</p> <p>PC23. perform post-installation procedures for ensuring clean and safe environment in the work and surrounding area</p> <p>PC24. check Oil level and ensure leakages are attended to and arrested</p> <p>PC25. check Oil BDV and acidity at regular intervals as per schedule and standard procedure</p> <p>PC26. checking for sludge, dust, dirt ,moisture ion in oil and address it effectively in a timely fashion</p> <p>PC27. clean bushings regularly and inspect for any cracks</p> <p>PC28. check, note and rectify dust & dirt deposition, salt or chemical deposition, cement or acid fumes depositions</p> <p>PC29. check tap position and gap of arching horn and tighten connection as requirement to address any issues</p> <p>PC30. check neutral grounding and ensure it is maintained as per standard</p> <p>PC31. periodically check for any loose connections of the terminations of HV & LV side</p> <p>PC32. examine the breather through color of silica gel , if pink heat it or replace if necessary</p>
<p>Post erection activities</p>	<p>The user / individual on the job should be able to:</p> <p>PC33. ensure facility is locked and warning signs are displayed effectively</p> <p>PC34. deal promptly and effectively with problems within control, and seek help and guidance from the relevant people for problems that cannot be resolved</p> <p>PC35. leave the work area in a safe and tidy condition on completion of the substation construction and maintenance activities</p> <p>PC36. refer unresolved job related problems to appropriate personnel for support</p>

PSS/ N 0107: Operation and maintenance of 11/0.433 KV Distribution Substation

	PC37. monitor the problem and keep the supervisor informed about progress or any delays in resolving the problem
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes) as	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions</p> <p>KA2. relevant health and safety requirements applicable in the work place</p> <p>KA3. own job role and responsibilities and sources for information pertaining to employment terms, entitlements, job role and responsibilities</p> <p>KA4. reporting structure, inter-dependent functions, lines and procedures in the work area</p> <p>KA5. how to engage with specialists for support in order to resolve incidents and service requests</p> <p>KA6. importance of working in clean and safe environment practices and procedures</p> <p>KA7. relevant people and their responsibilities within the work area</p> <p>KA8. escalation matrix and procedures for reporting work and employment related issues</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. various components of the power system Components: e.g. transformers, Isolators, CTs, PTs, Circuit breakers, LAs, various types of Panels & Sub-station protection systems</p> <p>KB2. transformer part and their usage Parts: e.g. main tank, radiators, conservator, explosion vent, lifting lugs, air release plug, oil level indicator, tap changer, wheels, HV/LV bushings, filter valves, oil filling plug, drain plug, cable box</p> <p>KB3. specific health and safety precautions which must be taken when carrying out substation installation processes</p> <p>KB4. hazards associated with carrying out substation construction and installation process and maintenance, and how they can be minimized Hazards: e.g. live wires and equipment, heavy objects, insects and reptiles, obstructions and blockages, sharp edges and equipment, etc.</p> <p>KB5. importance of following job instructions and defined installation and maintenance procedures</p> <p>KB6. equipment used in substation construction and maintenance activities</p> <p>KB7. importance of leaving the work area and equipment in a safe and clean condition on completion of the heat treatment activities</p> <p>KB8. importance of reporting problems in a timely manner</p> <p>KB9. methods and parameters to check quality of the components against required quality standards</p> <p>KB10. types of cable joints Types: e.g. straight, T-joint, terminal joint</p> <p>KB11. calibration schedule of all equipment used in the construction and maintenance procedures</p> <p>KB12. importance of tools and equipment to be kept in a safe and usable condition</p> <p>KB13. importance of displaying rating and diagram plates</p> <p>KB14. personal protective equipment (PPE) and clothing that must be worn during</p>

PSS/ N 0107: Operation and maintenance of 11/0.433 KV Distribution Substation

	the heat treatment activity and from where can it be obtained
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication The user/ individual on the job needs to know and understand how to: SA1. read and interpret information correctly from various job specification documents, manuals, health and safety instructions, memos, etc. applicable to the job in English and/or local language SA2. fill up appropriate technical forms, process charts, activity logs as per organizational format in English and/or local language SA3. convey and share technical information clearly using appropriate language SA4. check and clarify task-related information SA5. liaise with appropriate authorities using correct protocol SA6. communicate with people in respectful form and manner in line with organizational protocol
	Numerical and computational skills The user/individual on the job needs to know and understand how to: SA7. undertake basic numerical computations and calculations Numerical computations: addition, subtraction, multiplication, division, fractions and decimals, percentages and proportions, simple ratios and averages SA8. identify various basic, compound and solid shapes as per dimensions given Basic shapes: square, rectangle, triangle, circle, quadrilaterals Compound shapes: involving squares, rectangles, triangles, circles, semi-circles, quadrants of a circle Solid shapes: cube, rectangular prism, cylinder SA9. use appropriate measuring techniques and units of measurement SA10. use appropriate units and number systems to express degree of accuracy Units and number systems representing degree of accuracy: decimals places, significant figures, fractions as a decimal quantity SA11. use metric systems of measurement
	Learning The user/individual on the job needs to know and understand how to: SA12. participate in on-the-job and other learning, training and development interventions and assessments SA13. clarify task related information with appropriate personnel or technical adviser SA14. seek to improve and modify own work practices SA15. maintain current knowledge of application standards, legislation, codes of practice and product/process developments
B. Professional Skills	Problem Solving The user/individual on the job needs to know and understand how to: SB1. identify problems with work planning, procedures, output and behavior and their implications SB2. prioritize and plan for problem solving SB3. communicate problems appropriately to others

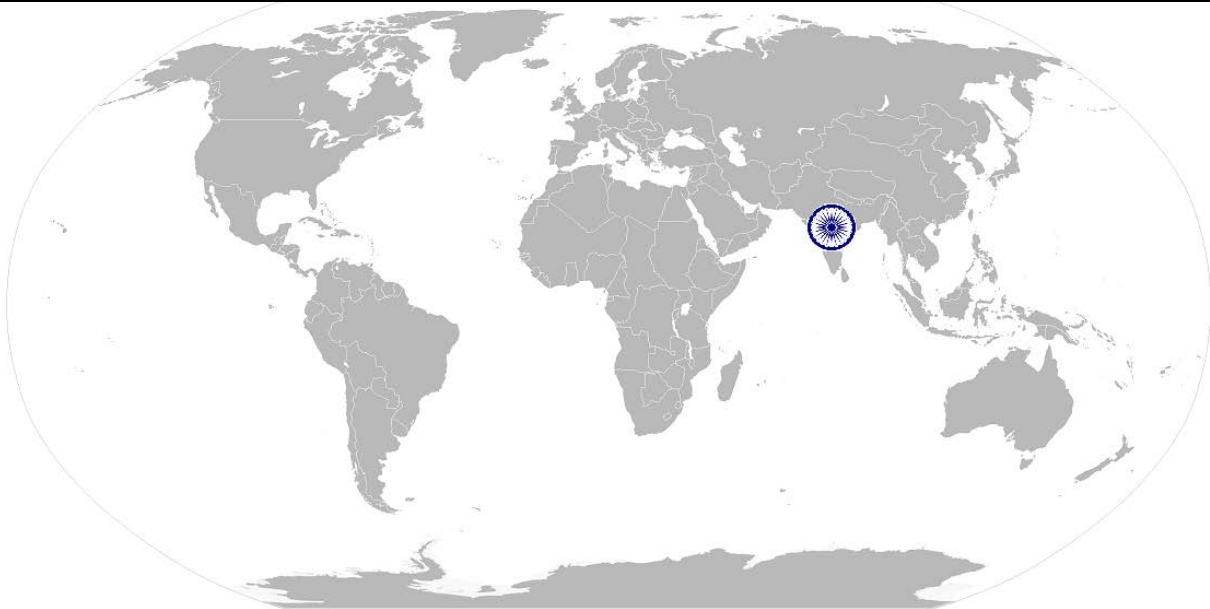
PSS/ N 0107: Operation and maintenance of 11/0.433 KV Distribution Substation

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

PSS/ N 0107: Operation and maintenance of 11/0.433 KV Distribution Substation

NOS Version Control

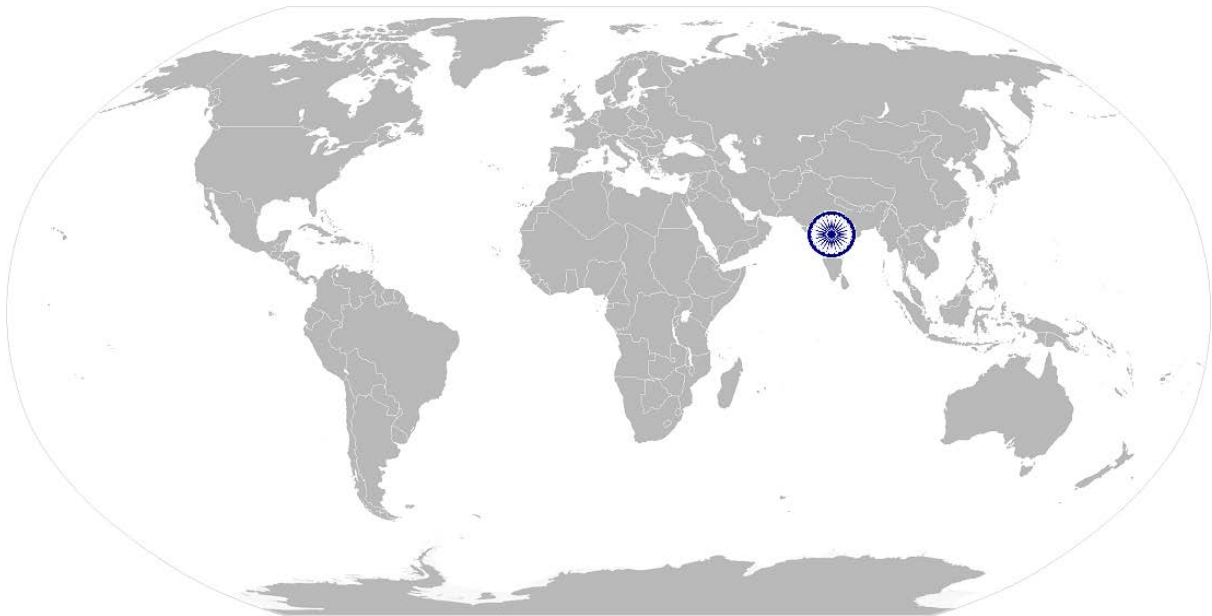
NOS Code	PSS/ N 0107		
Credits NSQF	TBD	Version number	1.0
Industry	Power	Drafted on	26/03/15
Industry Sub-sector	Distribution	Last reviewed on	26/03/15
		Next review date	26/03/17



PSS/ N 2001: Use basic health and safety practices for power related work

National Occupational Standard

National Occupational Standard



Overview

This unit covers health, safety and security for power related work. This includes procedures and practices that candidates need to follow to help maintain a healthy, safe and secure work environment in a power plant, power station/substation or on the field while working on power equipment.

PSS/ N 2001: Use basic health and safety practices for power related work

National Occupational Standard

Unit Code	PSS / N 2001
Unit Title (Task)	Use basic health and safety practices for power related work
Description	<p>This unit covers health, safety and security for power related work. This includes procedures and practices that candidates need to follow to help maintain a healthy, safe and secure work environment in a power plant, power station/substation or on the field while working on power equipment. It covers responsibilities towards self, others, assets and the environment.</p> <p>It includes understanding of risks and hazards in the workplace, along with common techniques to minimize risk, deal with accidents, emergencies, etc.</p> <p>It covers knowledge of fire safety, common first aid applications, safe practices and emergency procedures.</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Health and safety Fire safety Emergencies, rescue and first-aid procedures
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Health and safety	<p>The user/individual on the job should be able to:</p> <p>PC1. use protective clothing/equipment for specific tasks and work conditions</p> <p>Protective clothing: leather or asbestos gloves, flame proof aprons, flame proof overalls buttoned to neck, cuffless (without folds), trousers, reinforced footwear, helmets/hard hats, cap and shoulder covers, ear defenders/plugs, safety boots, knee pads, particle masks, glasses/goggles/visors</p> <p>Equipment: hand and face shields, machine guards, residual current devices, shields, dust sheets, respirator</p> <p>PC2. state the name and location of people responsible for health and safety in the workplace</p> <p>PC3. state the names and location of documents that refer to health and safety in the workplace</p> <p>PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace</p> <p>Hazards: electrical hazards (dealing with high voltage equipment, power supply and points, loose and naked cables and wires, electrical machines and appliances, etc.); sharp edged and heavy tools; heated metals; oxyfuel and gas cylinders; welding radiation; hazardous surfaces(sharp, slippery, uneven, chipped, broken, etc.); hazardous substances(chemicals, gas, oxy-fuel, fumes, dust, hazardous waste materials, etc.); physical hazards(working at heights, working in windy</p>

PSS/ N 2001: Use basic health and safety practices for power related work

	<p>or moist areas, large and heavy objects and machines, sharp and piercing objects, moving objects and part of machinery, tools and machines, intense light, loud noise, abnormal temperature; obstructions in corridors, by doors, blind turns, over stacked shelves and packages, etc.); working in high temperatures</p> <p>Possible causes of risk and accident: physical actions; not following instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness); not taking safety precautions</p> <p>PC5. follow electrical safe working procedures such as Tag out/Lock out, PTW (Permit To Work),</p> <p>PC6. follow warning signs (danger, out of service, etc.) while working with electrical systems</p> <p>PC7. use standard safe working practices when working at heights, confined areas and trenches</p> <p>PC8. test any electrical equipment and system using insulated testing devices before touching them</p> <p>PC9. ensure positive isolation of electrical equipment & system as per given standards</p> <p>PC10. recognize any abnormalities in electrical equipment or system installed alarm annunciation and/or noticing parameters from gauge/ indicator installed</p> <p>Parameters: temperature, pressure, flow & current</p> <p>PC11. carry out safe working practices while dealing with hazards to ensure the safety of self and others</p> <p>Safe working practices: using protective clothing and equipment; putting up and reading safety signs; handle tools in the correct manner and store and maintain them properly; keep work area clear of clutter, spillage and unsafe objects lying casually; while working with electricity take all electrical precautions like insulated clothing, adequate equipment insulation, use of control equipment, dry work area, switch off the power supply when not required, etc.; safe lifting and carrying practices; use equipment that is working properly and is well maintained; take due measures for safety while working at heights, etc. including safety harness, fall arrestors, guardrails, proper work positioning, do not jump or overload, etc.; take due measures for safety while working in confined spaces or trenches, etc.</p> <p>PC12. state methods of accident prevention in the work environment of the job role</p> <p>Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors</p> <p>PC13. state location of general health and safety equipment in the workplace</p> <p>General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g.</p>
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PSS/ N 2001: Use basic health and safety practices for power related work

	<p>fire exits, exhaust fans)</p> <p>PC14. inspect for faults, set up and safely use of scaffolds and elevated platforms and ladders Faults: corrosion of metal components, deterioration, splits and cracks timber components, imbalance, loose rungs, missing/ unfixed nuts or bolts, etc. Set up: firm/level base, clip/lash down, leaning at the correct angle, appropriate load as per capacity, etc.</p> <p>PC15. lift, carry and transport heavy objects & tools safely using correct procedures from storage to workplace and vice versa</p> <p>PC16. inspect power plant and its equipment routinely for any signs of oil, water and/or steam leakage</p> <p>PC17. store flammable materials and machine lubricating oil safely and correctly</p> <p>PC18. check that the emission and pollution control devices are working properly in line with environmental policy standards</p> <p>PC19. apply good housekeeping practices at all times Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces</p> <p>PC20. identify common hazard signs displayed in various areas Various areas: on chemical containers; equipment; packages; inside buildings; in open areas and public spaces, etc.</p> <p>PC21. retrieve and/or point out documents that refer to health and safety in the workplace Documents: fire notices, accident reports, safety instructions for equipment and procedures, company notices and documents, legal documents (e.g. government notices)</p> <p>PC22. inform relevant authorities about any abnormal situation/behavior of any equipment/system promptly</p>
<p>Fire safety</p>	<p>The user/individual on the job should be able to:</p> <p>PC23. use the various appropriate fire extinguishers on different types of fires correctly Types of fires: Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids; Class C: e.g. combustible gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class D: combustible chemicals and metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents) These categories of fires become Class A, B, C and D fires when the electrical equipment that initiated the fire is no longer receiving electricity; Class E: e.g. electrical equipment such as appliances, wiring, breaker panels, etc.</p> <p>PC24. demonstrate rescue techniques applied during fire hazard</p> <p>PC25. demonstrate good housekeeping in order to prevent fire hazards</p> <p>PC26. demonstrate the correct use of a fire extinguisher</p>

PSS/ N 2001: Use basic health and safety practices for power related work

<p>Emergencies, rescue and first-aid procedures</p>	<p>The user/individual on the job should be able to:</p> <p>PC27. demonstrate how to free a person from electrocution</p> <p>PC28. administer appropriate first aid to victims where required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.</p> <p>PC29. demonstrate basic techniques of bandaging</p> <p>PC30. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments</p> <p>PC31. perform and organize loss minimization or rescue activity during an accident in real or simulated environments</p> <p>PC32. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases</p> <p>PC33. demonstrate the artificial respiration and the CPR Process</p> <p>PC34. participate in emergency procedures</p> <p>Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work</p> <p>PC35. complete a written accident/incident report or dictate a report to another person, and send report to person responsible</p> <p>Incident Report includes details of: name, date/time of incident, date/time of report, location, environment conditions, persons involved, sequence of events, injuries sustained, damage sustained, actions taken, witnesses, supervisor/manager notified</p> <p>PC36. demonstrate correct method to move injured people and others during an emergency</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. names (and job titles if applicable), and where to find, all the people responsible for health and safety in a workplace.</p> <p>KA2. names and location of documents that refer to health and safety in the workplace.</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. meaning of “hazards” and “risks”</p> <p>KB2. health and safety hazards commonly present in the work environment and related precautions</p> <p>KB3. possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible</p> <p>KB4. possible causes of risk and accident</p> <p>Possible causes of risk and accident: physical actions; not following instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness); not taking safety precautions</p> <p>KB5. methods of accident prevention</p> <p>Methods of accident prevention: training in health and safety</p>

PSS/ N 2001: Use basic health and safety practices for power related work

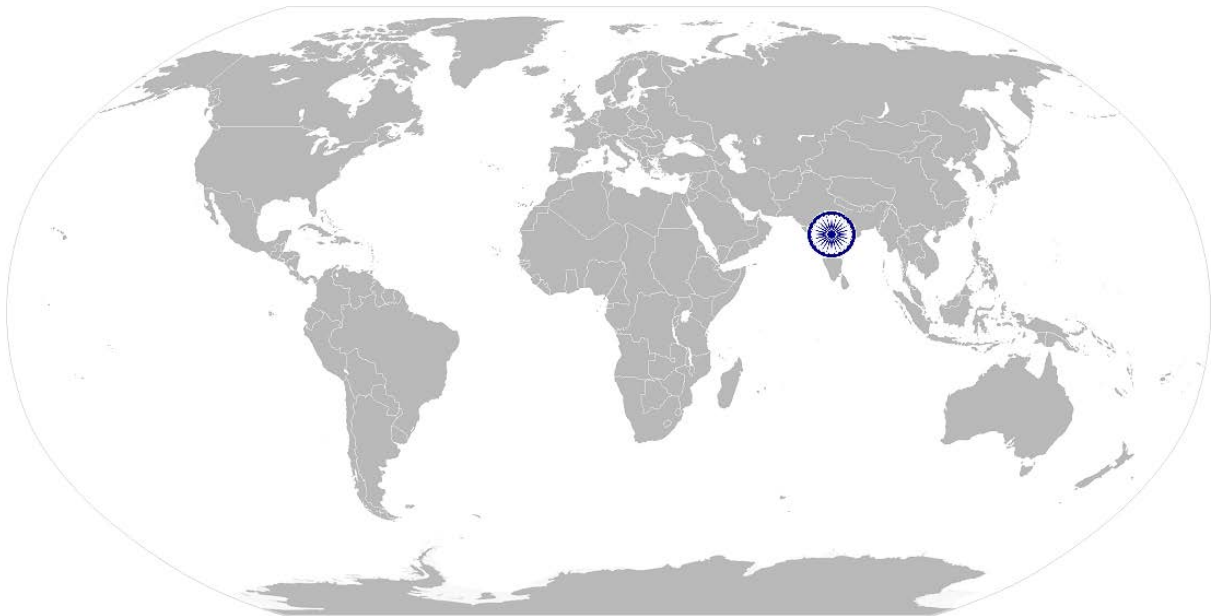
	<p>procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors</p> <p>KB6. safe working practices when working with tools and machines</p> <p>KB7. safe working practices while working at various hazardous sites</p> <p>KB8. where to find all the general health and safety equipment in the workplace</p> <p>KB9. various dangers associated with the use of electrical equipment</p> <p>KB10. positive isolation of electrical equipment and system</p> <p>KB11. safe handling and disposal of hazardous power plant wastes</p> <p>KB12. use of emission and pollution control devices and measures taken to control pollution</p> <p>KB13. various safety procedures and equipment used to work at heights, trenches and confined places</p> <p>KB14. safe working practices specific to working with electrical equipment & system e.g. lock out/ tag out, PTW, etc.</p> <p>KB15. preventative and remedial actions to be taken in the case of exposure to toxic materials Exposure: ingested, contact with skin, inhaled Preventative action: ventilation, masks, protective clothing/ equipment); Remedial action: immediate first aid, report to supervisor Toxic materials: solvents, flux, lead</p> <p>KB16. importance of using protective clothing/equipment and other insulated work gear while handling electrical system and equipment</p> <p>KB17. precautionary activities taken to prevent fire accident</p> <p>KB18. various causes of fire Causes of fires: heating of metal; spontaneous ignition; sparking; electrical heating; loose fires (smoking, welding, etc.); chemical fires; etc.</p> <p>KB19. techniques of using the different fire extinguishers</p> <p>KB20. different methods of extinguishing fire</p> <p>KB21. different materials used for extinguishing fire Materials: sand, water, foam, CO2, dry powder</p> <p>KB22. emergency rescue techniques applied during a fire hazard</p> <p>KB23. various types of safety signs and what they mean</p> <p>KB24. appropriate basic first aid treatment relevant to the condition e.g. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries</p> <p>KB25. content of written accident report</p> <p>KB26. potential injuries and ill health associated with incorrect manual handling</p> <p>KB27. safe lifting, carrying and transporting practices</p> <p>KB28. personal safety, health and dignity issues relating to the movement of a person by others</p> <p>KB29. potential impact to a person who is moved incorrectly</p>
Skills (S) [Optional]	

PSS/ N 2001: Use basic health and safety practices for power related work

A. Core Skills/ Generic Skills	Reading and Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. read and comprehend basic content to read labels, charts, signages SA2. read and comprehend basic English to read manuals of operations SA3. read and write an accident/incident report in local language or English
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. question coworkers appropriately in order to clarify instructions and other issues SA5. give clear instructions to coworkers, subordinates others
	Decision Making
	The user/individual on the job needs to know and understand how to: SA6. make appropriate decisions pertaining to the concerned area of work with respect to intended work objective, span of authority, responsibility, laid down procedure and guidelines
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. plan and organize their own work schedule, work area, tools, equipment and materials to maintain decorum and for improved productivity
	Working with others
	The user/individual on the job needs to know and understand how to: SB2. remain congenial while discussing and debating issues with co-workers SB3. follow appropriate protocols for communication based on situation, hierarchy, organizational culture and practice SB4. ask for, provide and receive required assistance where possible to ensure achievement of work related objectives SB5. thank coworkers for any assistance received SB6. offer appropriate respect based on mutuality and respect for fellow workmanship and authority
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB8. identify immediate or temporary solutions to resolve delays SB9. identify sources of support that can be availed of for problem solving for various kind of problems SB10. seek appropriate assistance from other sources to resolve problems SB11. report problems that you cannot resolve to appropriate authority
	Analytical Thinking

PSS/ N 2001: Use basic health and safety practices for power related work

	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none">SB12. identify cause and effect relations in their area of workSB13. use cause and effect relations to anticipate potential problems and their solution
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PSS/ N 2001: Use basic health and safety practices for power related work

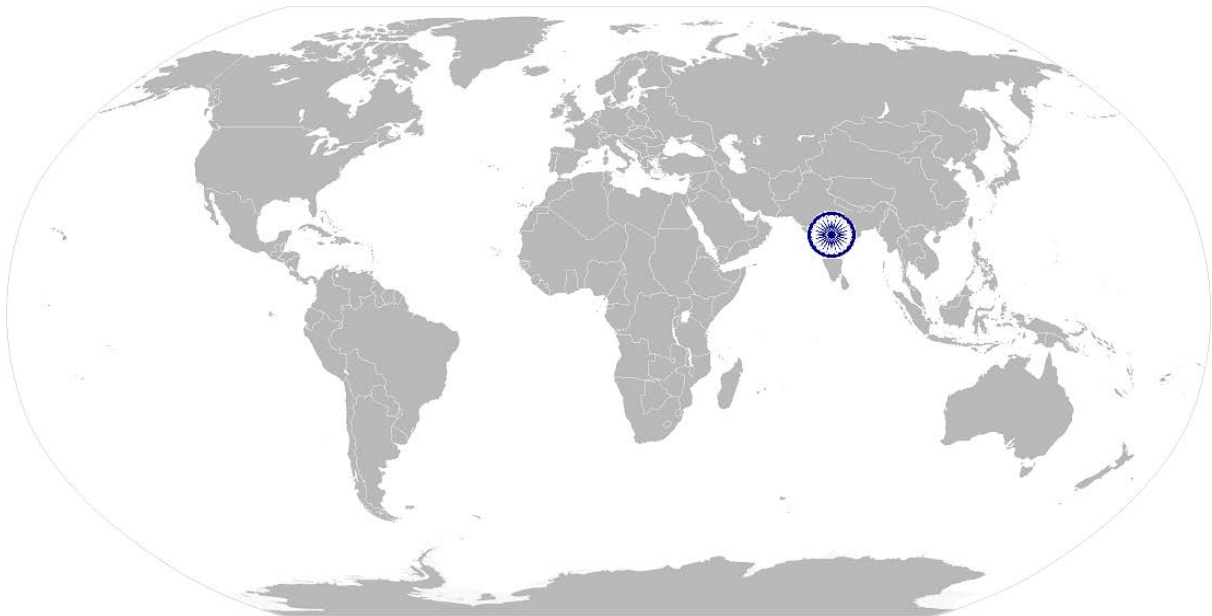
NOS Version Control

NOS Code	PSS / N 2001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Power	Drafted on	26/03/15
Industry Sub-sector	Generation, Transmission, Distribution, Renewable energy, Equipment manufacturing	Last reviewed on	26/03/15
		Next review date	26/03/17



CSC/ N 1336: Work effectively with others

National Occupational Standard



Overview

This unit covers basic practices that improve effectiveness of working with others in an organizational set-up.

CSC/ N 1336: Work effectively with others

Unit Code	CSC / N 1336
Unit Title (Task)	Work effectively with others
Description	<p>This unit covers basic etiquette and competencies that a candidate is required to possess and demonstrate in their behavior and interactions with others at the workplace.</p> <p>These cover areas such as communication etiquette, discipline, listening, handling conflict and grievances.</p>
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Working with others
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Working with others	<p>The user/individual on the job should be able to:</p> <p>PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required</p> <p>PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt</p> <p>PC3. give information to others clearly, at a pace and in a manner that helps them to understand</p> <p>PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible</p> <p>PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks</p> <p>PC6. display appropriate communication etiquette while working</p> <p>Communication etiquette: do not use abusive language; use appropriate titles and terms of respect; do not eat or chew while talking (vice versa)etc.</p> <p>PC7. display active listening skills while interacting with others at work</p> <p>PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism</p> <p>PC9. demonstrate responsible and disciplined behaviors at the workplace</p> <p>Disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.</p> <p>PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions</p> <p>KA2. reporting structure, inter-dependent functions, lines and procedures in the work area</p> <p>KA3. relevant people and their responsibilities within the work area</p> <p>KA4. escalation matrix and procedures for reporting work and employment related issues</p>

CSC/ N 1336: Work effectively with others

**B. Technical
Knowledge**

The user/individual on the job needs to know and understand:


- KB1. various categories of people that one is required to communicate and co-ordinate with in the organization
- KB2. importance of effective communication in the workplace
- KB3. importance of teamwork in organizational and individual success
- KB4. various components of effective communication
- KB5. key elements of active listening
- KB6. value and importance of active listening and assertive communication
- KB7. barriers to effective communication
- KB8. importance of tone and pitch in effective communication
- KB9. importance of avoiding casual expletives and unpleasant terms while communicating professional circles
- KB10. how poor communication practices can disturb people, environment and cause problems for the employee, the employer and the customer
- KB11. importance of ethics for professional success
- KB12. importance of discipline for professional success
- KB13. what constitutes disciplined behavior for a working professional
- KB14. common reasons for interpersonal conflict
- KB15. importance of developing effective working relationships for professional success
- KB16. expressing and addressing grievances appropriately and effectively
- KB17. importance and ways of managing interpersonal conflict effectively

Skills (S) [Optional]



CSC/ N 1336: Work effectively with others

NOS Version Control

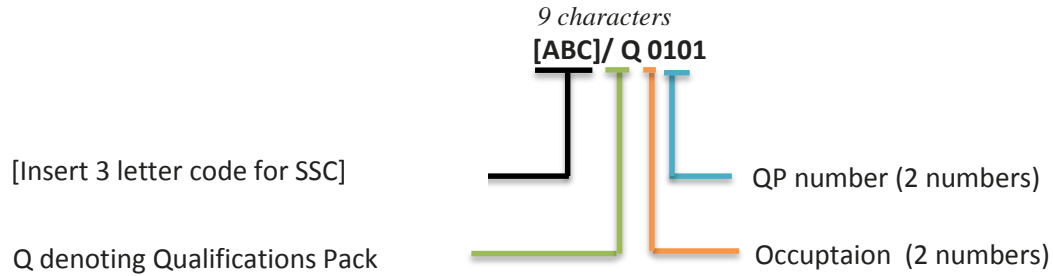
NOS Code	CSC / N 1336		
Credits(NSQF)	TBD	Version number	1.0
Industry	Power Sector	Drafted on	26/03/15
Industry Sub-sector	Power Generation, Power Transmission, Power Distribution, Renewable Energy, Power Equipment Manufacturing	Last reviewed on	26/03/15
		Next review date	26/03/17



Annexure

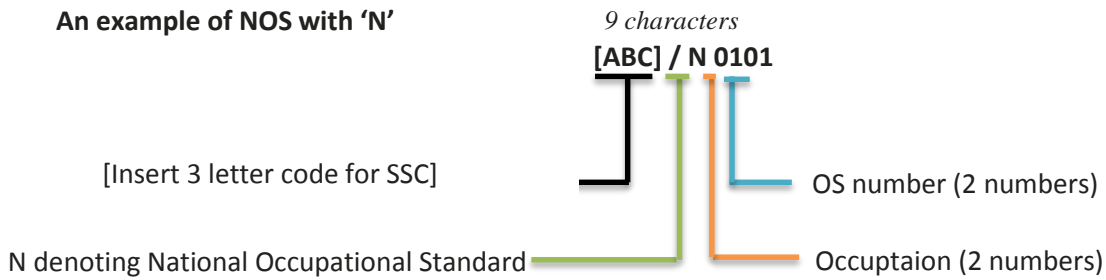
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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

Sub-sector	Range of Occupation numbers
Generation	01-10
Transmission	01-10
Distribution	01-10
Renewable Energy	01-10
Power Equipment Manufacturing	01-10

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

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Distribution Lineman

Qualification Pack PSS/ Q 0102

Sector Skill Council Power

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

		Mark Allocation			
		Total Mark (400)	Out of	Theory	Skills Practical
PSS/ N 0105: Repair and maintenance of Sub-station, Power Distribution Lines and components	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	100	3	1	2
	PC2. adhere to procedures or systems in place for health and safety, personal protective equipment (PPE) and other relevant safety regulations for electrical and related operations		3	1	2
	PC3. work following laid down procedures and instructions		2	1	1
	PC4. ensure that all tools, equipment, etc. are in a safe and usable condition and are kept at secured location		1	0	1
	PC5. ensure work area is clean and safe from hazards before and after the job is completed		1	0	1
	PC6. access and survey area in accordance with established procedures		3	1	2

PC7. assess and confirm condition of pole structure and components based on Distribution line standards	4	2	2
PC8. perform load checks to identify imbalanced and overloaded circuits	2	0	2
PC9. identify hazards of trimming trees such as limits of approach, public safety and step and touch potential prior to commencing work	2	0	2
PC10. conduct site inspection for emergency cases following established procedures	3	1	2
PC11. identify various types of circuits	1	0	1
PC12. identify and acquire correct tools, equipment and instruments required for Distribution line assessment and inspection	1	0	1
PC13. ensure the tools and equipment is well maintained, calibrated and approved for use	1	0	1
PC14. use Distribution line tools, equipment and hardware in line with job requirements for maintenance operations	2	1	1
PC15. prepare and maintain the work area as per procedure or operation specification	2	1	1
PC16. switch off, isolate, discharge and earth (side) line cables	2	0	2
PC17. confirm and/or obtain PTW/work permit (shut down) is taken to proceed to work from appropriate personnel in accordance with standard procedure	3	1	2
PC18. safely operate switchgears eg. on/off, earth, etc.	2	0	2
PC19. perform off-line overhead line maintenance procedure according to job specifications and requirements	4	2	2
PC20. perform off-line underground line maintenance procedure according to job specifications and requirements	4	2	2
PC21. perform stay wire assembly as per requirements and specifications, safely and efficiently	4	2	2
PC22. ensure lines are properly aligned by tightening appropriate nuts and bolts	2	0	2

PC23. ensure proper clearance of lowest conductor from ground	2	0	2
PC24. ensure guy insulators are of suitable capacity to the stay sets	2	0	2
PC25. select and use test equipment such as tong testers/clip-on meter, meggers and voltmeters to verify fault and integrity	2	0	2
PC26. sectionalize circuit to determine location of fault	2	0	2
PC27. isolate fault, damage or hazard and restore power to customers using equipment such as switches	2	0	2
PC28. repair conductor by splicing, jointing, using armor rods, line guards, vibration dampers	2	0	2
PC29. check work carried out by team members and ensure it is as per standard requirement	4	2	2
PC30. provide useful feedback regarding work matter to team members in a timely, polite and supportive manner	2	0	2
PC31. report trouble and required actions such as repairs or replacements, and estimated repair time to system authority	2	0	2
PC32. ensure pole dismantling and re-setting procedure is carried out as per standard procedure, where required	4	2	2
PC33. carry out conductor stringing procedures, paving conductor on the ground along the pole taking into account permissible span length and sagging	3	0	3
PC34. replace components such as transformers, disconnects, conductors, poles, switches, elbows and terminations and insulators safely and as per company procedure	3	1	2
PC35. replace other line components due to damage or unsuitability as per standard procedure, where required	3	1	2
PC36. make connections and energize replaced underground cables, as per standard procedures where required	4	2	2

	PC37. restore system to normal operating status by using switching procedures		3	1	2
	PC38. deal promptly and effectively with problems within control, and seek help and guidance from the relevant people for problems that cannot be resolved		2	0	2
	PC39. leave the work area in a safe and tidy condition on completion of the repair and maintenance activities		2	0	2
	PC40. refer unresolved job related problems to appropriate personnel for support		2	0	2
	PC41. monitor the problem and keep the supervisor informed about progress or any delays in resolving the problem		2	0	2
	Total		100	25	75
PSS/ N 0107: Operation and maintenance of 11/0.433 KV Distribution Substation	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	100	3	1	2
	PC2. adhere to procedures or systems in place for health and safety, personal protective equipment (PPE) and other relevant safety regulations for Electrical and related operations		3	1	2
	PC3. work following laid down procedures and instructions		2	1	1
	PC4. ensure that all tools, equipment, power cables are in a safe and usable condition and are kept at secured location		2	0	2
	PC5. ensure work area is clean and safe from hazards before and after the job is completed		2	0	2
	PC6. inspect the component to check if it is as per specification and without defects		3	1	2
	PC7. identify job requirements for specific operations as per instructions given from valid sources		3	1	2
	PC8. identify various components of the power system		2	1	1

PC9. ensure equipment and tools required for installation work are identified, acquired, calibrated, suitable and approved for use	2	0	2
PC10. identify, estimate and acquire correct materials required for the Substation erection and installation work	2	0	2
PC11. follow standard specifications and procedures for installing a pole mounted distribution transformer	5	2	3
PC12. ensure poles set to proper depth, and properly aligned	2	0	2
PC13. carry out erection of channel on the double pole for preparation of transformer bed as per requirement	5	2	3
PC14. fix lightening arrester as per requirement and standard procedure	4	2	2
PC15. install earth connection as per standard procedure	3	1	2
PC16. install cross arm as per specifications and requirement	3	1	2
PC17. provide anti-climbing device on poles	2	0	2
PC18. arrange to lift the transformer and put it on the transformer bed in a safe and efficient manner	3	0	3
PC19. fit the Gang operating (GO Switch) and dropout fuse as per standard procedure	5	2	3
PC20. follow applicable construction standards e.sg. REC construction standards, for carrying out the erection procedures	4	2	2
PC21. connect low voltage cables as per standard procedures in a safe and efficient manner	3	1	2
PC22. carry out low voltage cable joints as per standard procedures, safely and effectively	3	1	2
PC23. perform post-installation procedures for ensuring clean and safe environment in the work and surrounding area	2	0	2
PC24. check Oil level and ensure leakages are attended to and arrested	2	0	2

	PC25. check Oil BDV and acidity at regular intervals as per schedule and standard procedure		3	1	2
	PC26. checking for sludge, dust, dirt ,moisture ion in oil and address it effectively in a timely fashion		2	0	2
	PC27. clean bushings regularly and inspect for any cracks		2	0	2
	PC28. check, note and rectify dust & dirt deposition, salt or chemical deposition, cement or acid fumes depositions		2	0	2
	PC29. check tap position and gap of arching horn and tighten connection as requirement to address any issues		3	1	2
	PC30. check neutral grounding and ensure it is maintained as per standard		3	1	2
	PC31. periodically check for any loose connections of the terminations of HV & LV side		2	0	2
	PC32. examine the breather through color of silica gel , if pink heat it or replace if necessary		2	0	2
	PC33. ensure facility is locked and warning signs are displayed effectively		2	0	2
	PC34. deal promptly and effectively with problems within control, and seek help and guidance from the relevant people for problems that cannot be resolved		3	0	3
	PC35. leave the work area in a safe and tidy condition on completion of the substation construction and maintenance activities		2	0	2
	PC36. refer unresolved job related problems to appropriate personnel for support		2	0	2
	PC37. monitor the problem and keep the supervisor informed about progress or any delays in resolving the problem		2	0	2
		Total	100	23	77
PSS/ N 2001 (Use basic health and safety practices at the	PC1. use protective clothing/equipment for specific tasks and work conditions	100	3	0	3

workplace)	PC2. state the name and location of people responsible for health and safety in the workplace	2	0	2
	PC3. state the names and location of documents that refer to health and safety in the workplace	2	0	2
	PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace	3	1	2
	PC5. follow electrical safe working procedures such as Tag out/Lock out, PTW (Permit To Work),	3	1	2
	PC6. follow warning signs (danger, out of service, etc.) while working with electrical systems	3	1	2
	PC7. use standard safe working practices when working at heights, confined areas and trenches	3	1	2
	PC8. test any electrical equipment and system using insulated testing devices before touching them	3	1	2
	PC9. ensure positive isolation of electrical equipment & system as per given standards	3	1	2
	PC10. recognize any abnormalities in electrical equipment or system installed alarm annunciation and/or noticing parameters from gauge/ indicator installed	3	1	2
	PC11. carry out safe working practices while dealing with hazards to ensure the safety of self and others	3	1	2
	PC12. state methods of accident prevention in the work environment of the job role	2	0	2
	PC13. state location of general health and safety equipment in the workplace	2	0	2
	PC14. inspect for faults, set up and safely use of scaffolds and elevated platforms and ladders	2	0	2
	PC15. lift, carry and transport heavy objects & tools safely using correct procedures from storage to workplace and vice versa	3	1	2
	PC16. inspect power plant and its equipment routinely for any signs of oil,	3	0	3

	water and/or steam leakage			
	PC17. store flammable materials and machine lubricating oil safely and correctly	2	0	2
	PC18. check that the emission and pollution control devices are working properly in line with environmental policy standards	5	2	3
	PC19. apply good housekeeping practices at all times	3	1	2
	PC20. identify common hazard signs displayed in various areas	2	0	2
	PC21. retrieve and/or point out documents that refer to health and safety in the workplace	2	0	2
	PC22. inform relevant authorities about any abnormal situation/behavior of any equipment/system promptly	3	0	3
	PC23. use the various appropriate fire extinguishers on different types of fires correctly	4	1	3
	PC25. demonstrate good housekeeping in order to prevent fire hazards	3	1	2
	PC26. demonstrate the correct use of a fire extinguisher	3	1	2
	PC27. demonstrate how to free a person from electrocution	3	1	2
	PC28. administer appropriate first aid to victims where required e.g. in case of bleeding, burns, choking, electric shock, poisoning etc.	3	0	3
	PC29. demonstrate basic techniques of bandaging	3	1	2
	PC30. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	3	1	2
	PC31. perform and organize loss minimization or rescue activity during an accident in real or simulated environments	3	1	2
	PC32. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or	3	1	2

	simulated cases				
	PC33. demonstrate the artificial respiration and the CPR Process		3	1	2
	PC34. participate in emergency procedures		3	1	2
	PC35. complete a written accident/incident report or dictate a report to another person, and send report to person responsible		3	1	2
	PC36. demonstrate correct method to move injured people and others during an emergency		3	1	2
		Total	100	24	76
CSC/ N 1336 (Work effectively with others)	PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required	100	10	3	7
	PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt		10	3	7
	PC3. give information to others clearly, at a pace and in a manner that helps them to understand		10	3	7
	PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible		10	3	7
	PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks		10	3	7
	PC6. display appropriate communication etiquette while working		10	3	7
	PC7. display active listening skills while interacting with others at work		10	3	7
	PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism		10	3	7
	PC9. demonstrate responsible and disciplined behaviors at the workplace		10	3	7
	PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and		10	3	7

	avoid conflict				
		Total	100	30	70