QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR MEDIA AND ENTERTAINMENT INDUSTRY
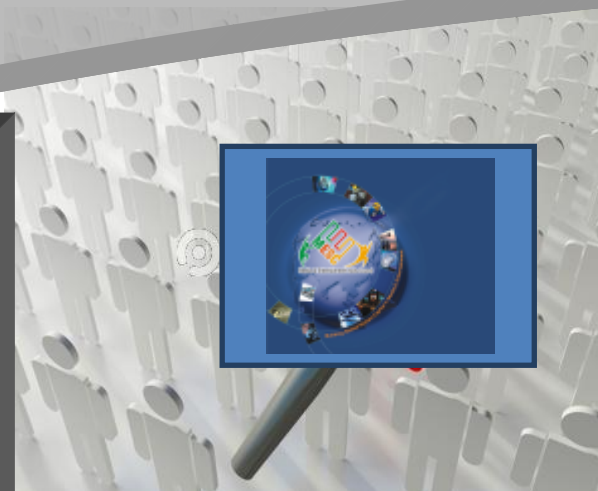
Contents

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

Contact Us:
Media & Entertainment Skills Council

E-mail: mesc@ficci.com

Introduction

Qualifications Pack- Storyboard artist

SECTOR: MEDIA AND ENTERTAINMENT

SUB-SECTOR: Animation, Gaming

OCCUPATION: Storyboard artist

REFERENCE ID: MES/ Q 0507

ALIGNED TO: NCO-2004/NIL

Storyboard artist in the Media & Entertainment Industry is also known as the Story artist

Brief Job Description: Individuals at this job need to translate the script/ story/ idea/ concept into a visual medium using a series of illustrated frames

Personal Attributes: This job requires the individual to have excellent drawing skills and an understanding of the elements of storyboarding. The individual must be able to visualize frames/ scenes and conceptualise creative ways to illustrate them using software such as Adobe Photoshop Storyboard Pro, Storyboard Artist Studio, Microsoft Powerpoint etc.

Qualifications Pack Code	MES/ Q 0507		
Job Role	**Storyboard artist** This job role is applicable in both national and international scenarios		
Credits(NSQF)	TBD	**Version number**	**1.0**
Sector	**Media and Entertainment**	**Drafted on**	**21/10/14**
Sub-sector	**Animation, Gaming**	**Last reviewed on**	**29/10/14**
Occupation	**Art & Design**	**Next review date**	**20/10/16**

Job Details (sidebar)

Job Role	Storyboard artist
Role Description	Translate the script/story into a series of illustrated frames
NSQF level **Minimum Educational Qualifications** **Maximum Educational Qualifications**	3 Class X Class XII and above
Training (Suggested but not mandatory)	Art, Adobe Photoshop
Experience	0-2 Years of work experience
Applicable National Occupational Standards (NOS)	**Compulsory:** 1. MES / N 0501 (Understanding the script) 2. MES / N 0508 (Prepare storyboard) 3. MES / N 0509 (Create Visual References) 4. MES / N 0514 (Maintain workplace health and safety) **Optional:** N.A.
Performance Criteria	As described in the relevant OS units

Keywords /Terms	Description
Attitude poses	Attitude poses are used to describe the body language and personality of the characters
Budget	Budget is an estimate of the total cost of production that may include a break-up of cost components
Character line-up	Character line-up is the portrayal of characters side-by-side
Character turnarounds	Character turnarounds are used to depict the characters look from all angles
Clean-up	Refining the interim/rough animation
Color keys	Color keys are used to depict the mood of the production through hues and tones
color theory	Color theory is the art of combining all the colors in the color wheel to create specific color combinations
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 OS, these include communication related skills that are applicable to most job roles.
Creative Brief	Creative brief is a document that captures the key questions that serve as a guide for the production including the vision, objective of the project, target audience, timelines, budgets, milestones, stakeholders etc.
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 OS 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 OS.
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.
Lighting keys	Lighting keys are used to depict the mood of the production through intensity, tine and shadows
Mouth chart	Mouth chart is used to portray the emotions and expressions of the characters
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
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.

Definitions

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Keywords /Terms	Description
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Acronyms

National Occupational Standard
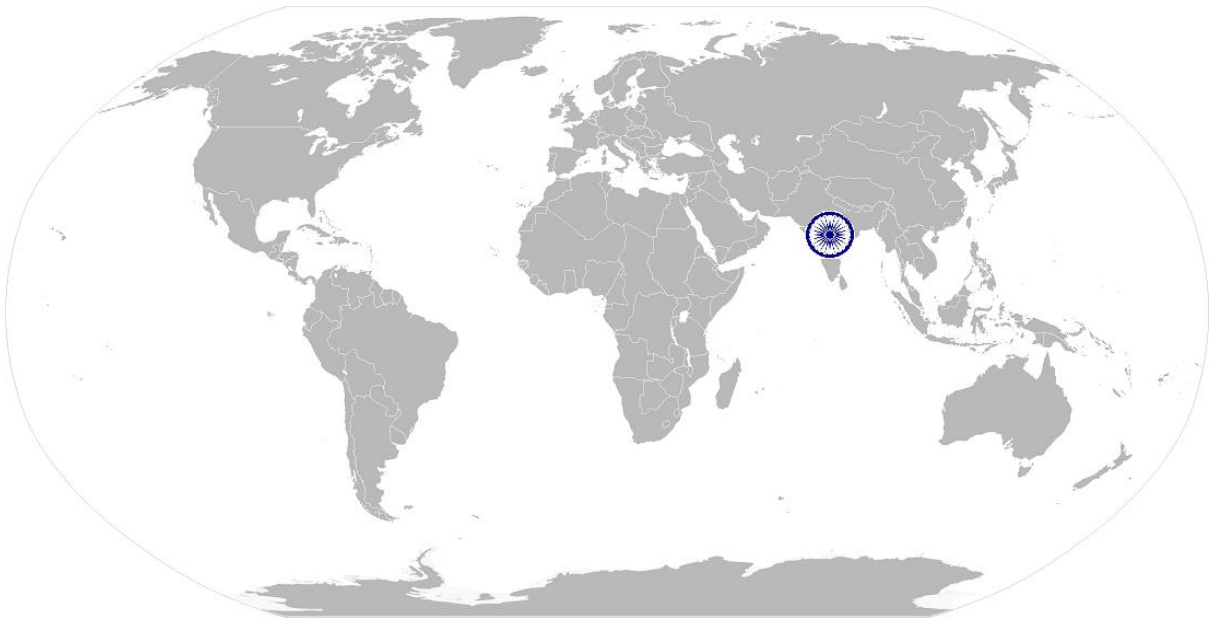
Overview

This unit is about interpreting the script/ brief/ storyboard/ concept for the animation process

National Occupational Standard

Unit Code	MES/ N 0501
Unit Title (Task)	**Understanding the script**
Description	This OS unit is about interpreting the script/ brief/ storyboard/ concept for the animation and design process
Scope	This unit/task covers the following: • Interpret the script/ brief/ storyboard/concept correctly • Liaise with the team to improve understanding

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Interpret the script/ brief/ storyboard correctly	To be competent, the user/individual on the job must be able to: KA1. Understand the artistic and communication goals of the script, brief or storyboard with respect to the individual's role KA2. Be aware of the intended medium and target audience, and how this may affect animation processes KA3. Understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.) KA4. Understand the requirements according to the scripts (number, types, duplicates etc.) based on the individual's role and its requirements KA5. Understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individual's role and its requirements KA6. Understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.) KA7. Understand the of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc
Liaise with the team to improve understanding	KA8. Liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc) to better understand script elements, as appropriate

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The creative vision and elements of production relating to the job role KA2. The project pipeline/schedule and timelines with respect to the individual's role KA3. The intended purpose/ end-use of the models/ designs that need to be created by the individual

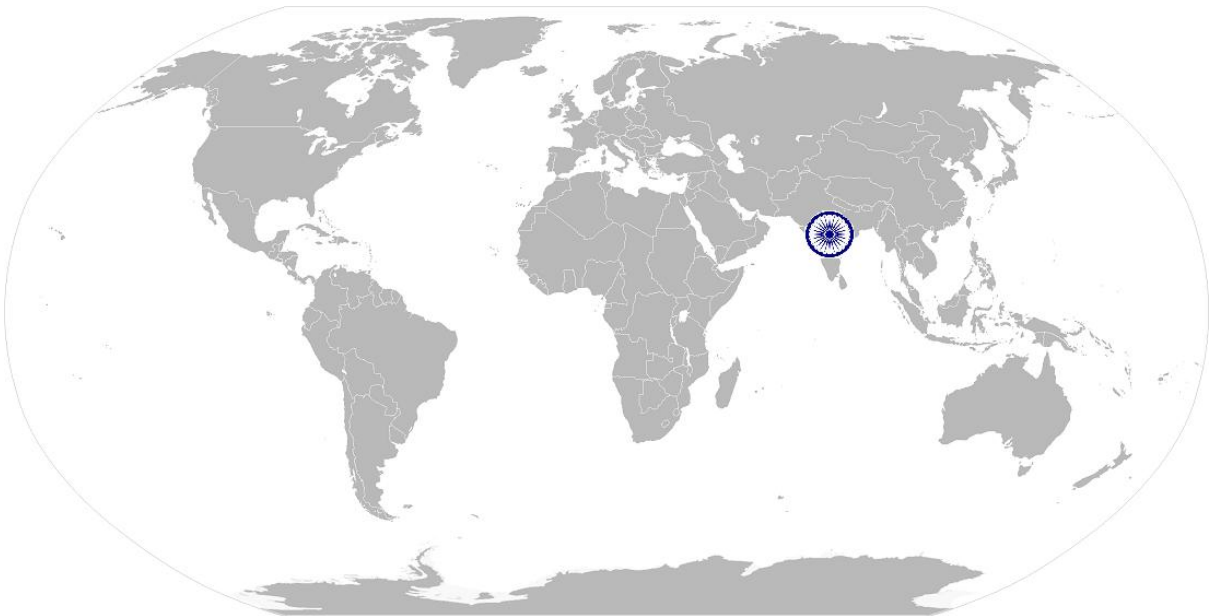| B. Technical Knowledge	The user/individual on the job needs to know and understand:
	KB1. Principles of animation
	KB2. How to assess the script and its artistic and communication goals
	KB3. How to extract and interpret relevant information regarding the script's vision
	KB4. How to discuss and understand relevant information regarding the concept's vision from relevant personnel (Art Director, Producers, Animation Supervisor etc)
	KB5. How to research and tap into the sources for procuring information/ background material that will enhance understanding of the concept
	KB6. Applicable copyright norms and intellectual property rights
	KB7. Applicable health and safety guidelines
Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to:
	SA1. Document notes while understanding the brief, requirements and specifications to refer to during the production process
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA2. Read and understand the script/ brief/ storyboard
	SA3. Research links, videos, artwork etc. that can be used as references
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA4. Understand the central idea and the concept of the script
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to:
	SB1. Analyse the tasks required and estimate the time required for each task, so as to manage the allotted work and achieve it in given schedules
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB2. Critically analyse the various elements of the script and the work that may be required in relevance with the individual's role

NOS Version Control

NOS Code	MES / N 0501		
Credits(NSQF)	TBD	**Version number**	1.0
Sector	Media and Entertainment	**Drafted on**	21/10/14
Sub-sector	Animation, Gaming	**Last reviewed on**	29/10/14
Occupation	Art & Design	**Next review date**	20/10/16

National Occupational Standard

Overview

This unit is about translating the script/ story/ idea/ concept (largely written material/ text) into a visual medium using a storyboard/series of illustrated frames

MES/ N 0508

NOS
National Occupational Standards

N·S·D·C
National
Skill Development
Corporation

Prepare storyboard

National Occupational Standard

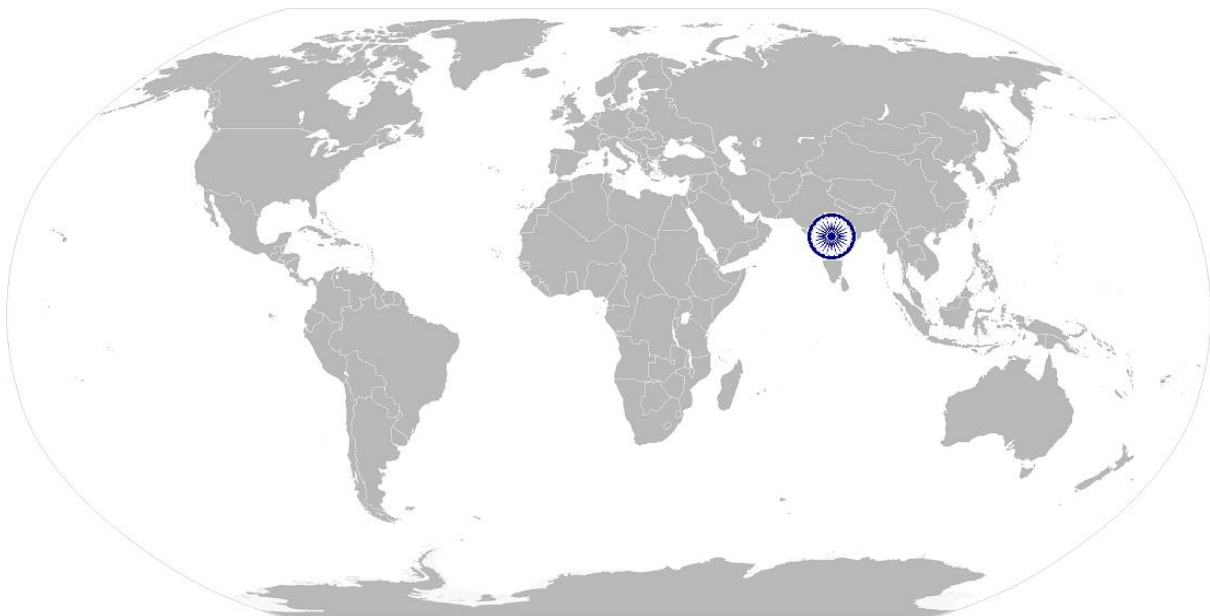| Unit Code	MES/ N 0508
Unit Title (Task)	**Prepare storyboard**
Description	This OS unit is about translating the script/ story/ idea/ concept (largely written material/ text) into a visual medium using a storyboard/series of illustrated frames
Scope	This unit/task covers the following: • Breaking the production idea/script down into frames/ scenes. Production could include the following: • Animation, Advertisements/commercials, Documentaries, Feature films, Short Films, Television Series (Storyboards are most relevant for Animation, Vfx and Advertising) • Translating the frames into a series of sequential illustrations

Performance Criteria (PC) w.r.t. the Scope	
Element	**Performance Criteria**
Breaking the production idea/script down into frames/ scenes	To be competent, the user/individual on the job must under the close supervision of a senior, be able to: PC1. Analyze and break the production idea/script down into frames/scenes/ panels PC2. Conceptualize creative ways of illustrating frames/scenes (all possible technical aspects must be handled carefully in each panel)
Translating the frames into a series of sequential illustrations	PC3. Prepare storyboards for the script in accordance to specifications, keeping in mind the technical continuity of the story from the concept to the screenplay PC4. Respond positively to feedback and changes in creative requirements

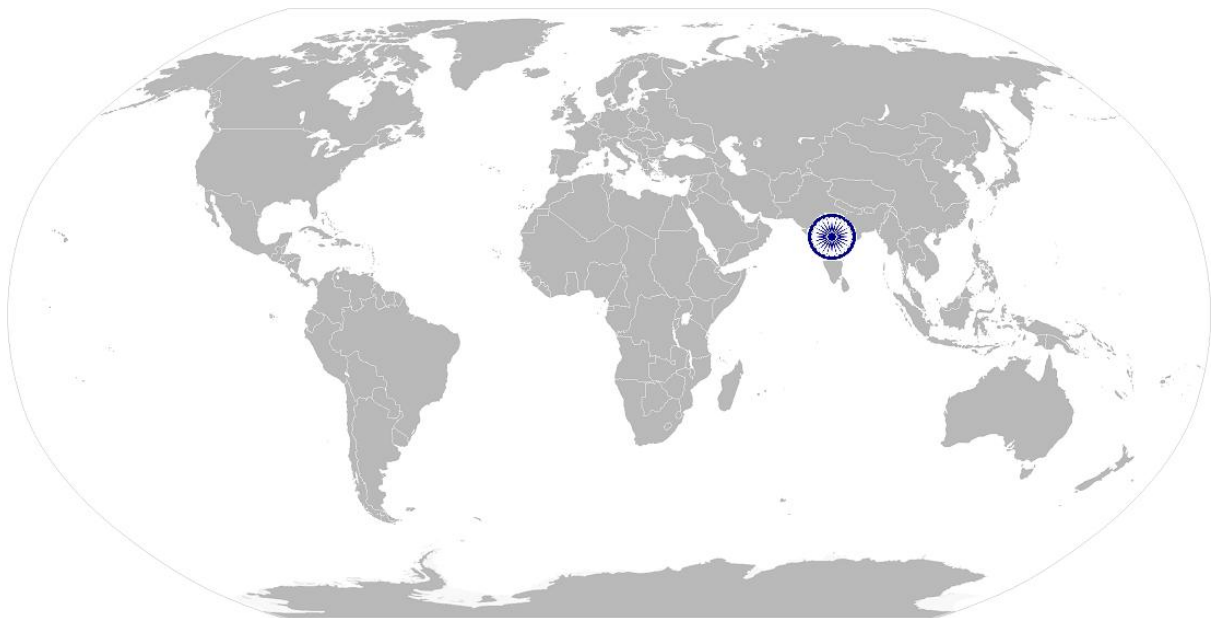| **Knowledge and Understanding (K)**	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The objective and outcomes of the production relevant to the individual's job role KA2. The objective/purpose that the storyboard intends to achieve i.e. to make pitches (e.g. ad films) or to explain requirements/ act as a reference for the production team (e.g. animated content, ad film production) KA3. The storyboarding requirements and specifications KA4. The timelines within which the storyboard needs to be delivered KA5. How to see the story and its requirements through the Directors eyes KA6. The age-group for which the story needs to be presented KA7. The precautions that need to be kept in mind for a particular script
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The elements of storyboarding including character movements, backgrounds, camera angles, shots, frame composition, perspective, lighting, sets etc. KB2. How to draw and illustrate using various drawing techniques KB3. How to illustrate words, emotions and actions in a simple and powerful way KB4. The human anatomy, emotions, actions and expressions

	KB5.	Basics of theatre, staging, gestures and group behavior
	KB6.	How to work on storyboarding software such as Adobe Photoshop Storyboard Pro, Storyboard Artist Studio, and Microsoft PowerPoint etc.
	KB7.	How to present simple and appropriate camera angles to make the scene interesting
	KB8.	How to use photography as a tool to gather references
	KB9.	How to break the script down into frames / scenes relevant to the individual's own work
	KB10.	The basics of frame resolution and ratios
	KB11.	How to visualize frames/ scenes from the angle of a camera and conceptualize creative ways to illustrate them
	KB12.	How to research/ collect visual references
	KB13.	Applicable health and safety guidelines

Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to:
	SA1. Document notes on requirements and specifications
	SA2. Label each frame sequentially and document notes, where required
	Reading Skills
	The user/individual on the job needs to know and understand how to:
	SA3. Read and understand the script/ story/ concept/ idea
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA4. Be a good story-teller
	SA5. Understand storyboard requirements and specifications from the Producer and Director
	SA6. Present and pitch storyboards to the Producer, Director, Production team, as appropriate
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to:
	SB1. Plan and prioritize own work according to the requirements and agreed timelines
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB2. Identify any problems with successful execution of the the individual's tasks and resolve them in consultation supervisors

NOS Version Control

NOS Code	MES / N 0508		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	21/10/14
Sub-sector	Animation, Gaming	Last reviewed on	29/10/14
Occupation	Art & Design	Next review date	20/10/16

National Occupational Standard

Overview

This unit is about translating the script/ story/ idea/ concept into visual references

National Occupational Standard

Unit Code	MES/ N 0509
Unit Title (Task)	**Create Visual References**
Description	This OS unit is about translating the script/ story/ idea/ concept into visual references
Scope	This unit/task covers the following: • Creating visual references based on the story/ concept, under supervision

Performance Criteria (PC) w.r.t. the Scope

Element	Performance Criteria
Creating visual references based on the story/ content, under supervision	To be competent, the user/individual on the job must under close supervision of a senior, be able to: PC1. Translate initial character designs into appropriate visual references showing all required positions, angles and views, with particular regard to continuity and size relationships PC2. Create environmental backgrounds with appropriate perspective and lighting that matches existing designs PC3. Produce reference material that establishes the required mood, meaning and effect within the confines of the required style PC4. Produce accurate visual references that provide the necessary information for use by the animation team, including explanatory notes where required PC5. Remain constantly flexible and adaptable to new directions, creative requirements and developments in design

Knowledge and Understanding (K)

| A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The objective and outcomes of the production KA2. The objective/purpose that the storyboard intends to achieve i.e. to make pitches (e.g. ad films) or to explain requirements/ act as a reference for the production team (e.g. animated content, ad film production) KA3. The storyboarding requirements and specifications KA4. The timelines within which the storyboard needs to be delivered KA5. How to see the story and its requirements through the Directors eyes KA6. The age-group for which the story needs to be presented KA7. The precautions that need to be kept in mind for a particular script
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The elements of storyboarding including character movements, backgrounds, camera angles, shots, frame composition, perspective, lighting, sets etc. KB2. How to draw and illustrate using various drawing techniques KB3. How to illustrate words, emotions and actions in a simple and powerful way KB4. The human anatomy, emotions, actions and expressions KB5. Elements animation technique and the medium that are relevant to the individual's job role KB6. How to work on storyboarding software such as Adobe Photoshop Storyboard Pro, Storyboard Artist Studio, and Microsoft PowerPoint etc. KB7. How to present simple and appropriate camera angles to make the scene

	interesting
	KB8. How to use photography as a tool to gather references
	KB9. How to break the script down into frames / scenes
	KB10. The basics of frame resolution and ratios
	KB11. How to visualize frames/ scenes from the angle of a camera and conceptualize creative ways to illustrate them
	KB12. How to research/ collect visual references
	KB13. Applicable health and safety guidelines

Skills (S) (Optional)	
A. Core Skills/ Generic Skills	**Writing Skills**
	The user/individual on the job needs to know and understand how to: SA1. Document notes on requirements and specifications SA2. Label each frame sequentially and document notes, where required
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. Read and understand the script/ story/ concept/ idea
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. Be a good story-teller SA5. Understand storyboard requirements and specifications from the Producer and Director SA6. Present and pitch storyboards to the Producer, Director, Production team and end clients
B. Professional Skills	**Plan and Organize**
	The user/individual on the job needs to know and understand how to: SB1. Plan and prioritize own work according to the requirements and agreed timelines
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. Identify any problems with successful execution of the individual's tasks and resolve them in consultation with the producer and director

NOS Version Control

NOS Code	MES / N 0509		
Credits(NSQF)	TBD	Version number	1.0
Sector	Media and Entertainment	Drafted on	21/10/14
Sub-sector	Animation, Gaming	Last reviewed on	29/10/14
Occupation	Art & Design	Next review date	20/10/16
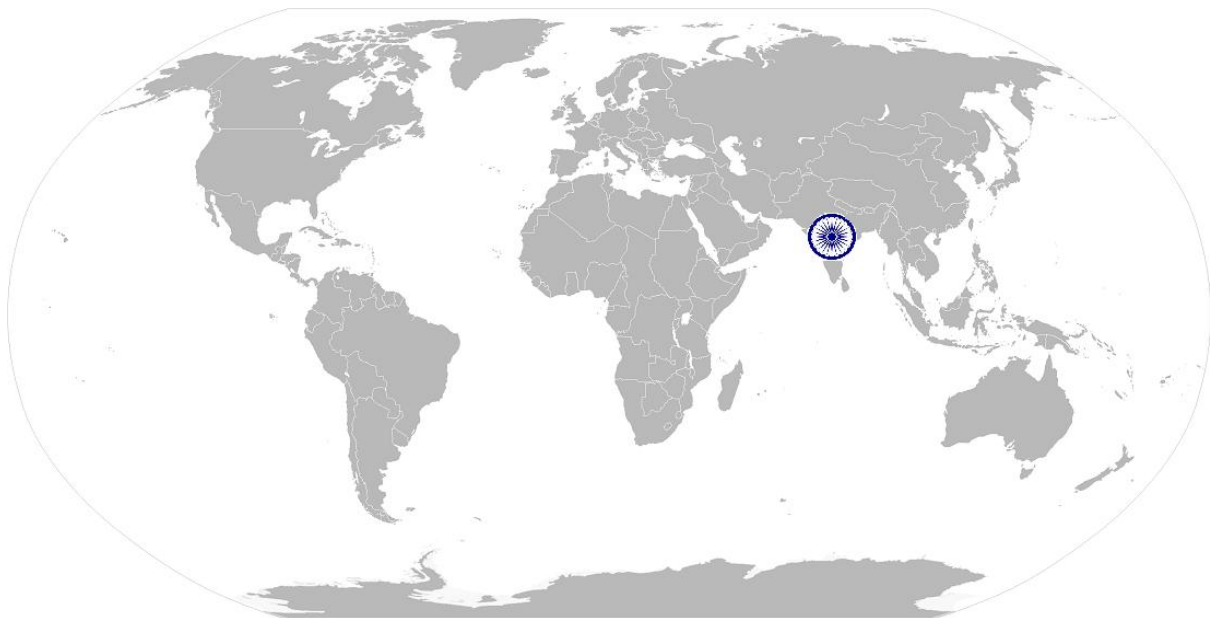
National Occupational Standard
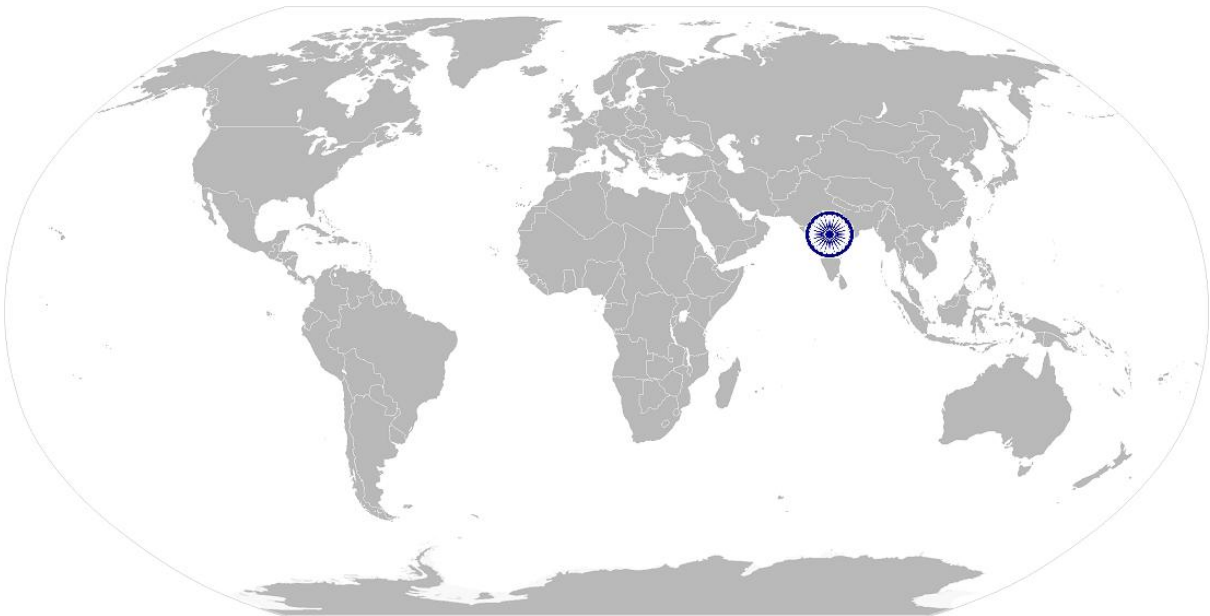
Overview

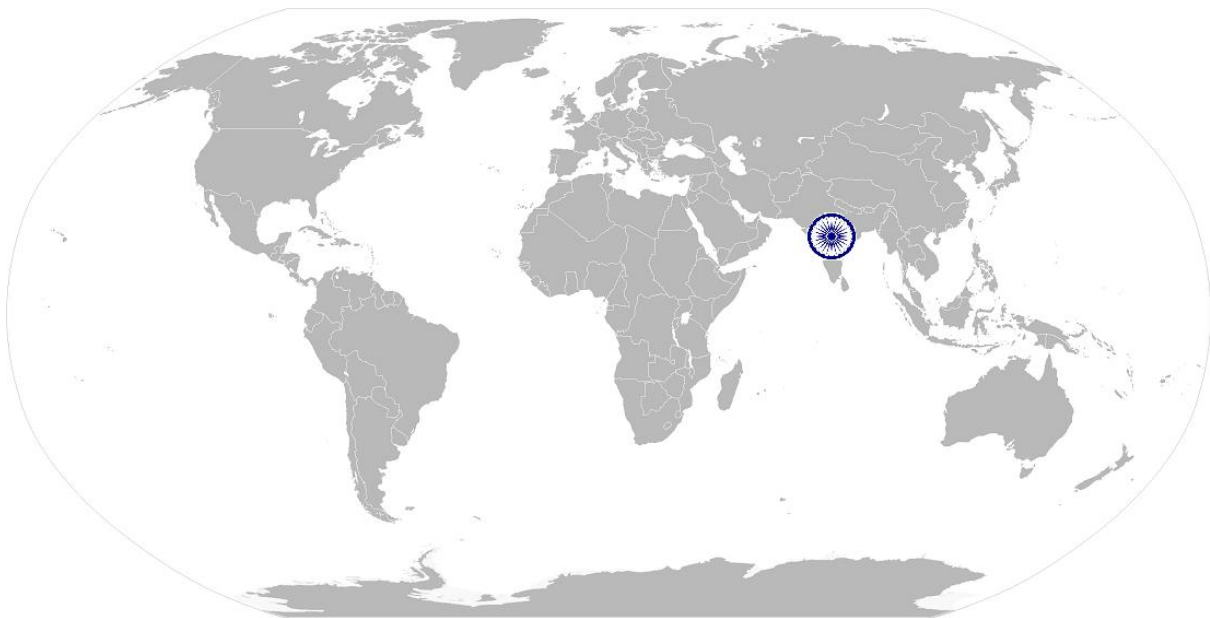**This unit is about contributing towards maintaining a healthy, safe and secure working environment**

Unit Code	MES/ N 0514
Unit Title (Task)	Maintain workplace health and safety
Description	This OS unit is about contributing towards maintaining a healthy, safe and secure working environment
Scope	This unit/task covers the following: • Understanding the health, safety and security risks prevalent in the workplace • Knowing the people responsible for health and safety and the resources available • Identifying and reporting risks • Complying with procedures in the event of an emergency

Performance Criteria (PC) w.r.t. the Scope

Element	Performance Criteria
Understanding the risks prevalent in the workplace	To be competent, the user/individual on the job must be able to: PC1. Understand and comply with the organization's current health, safety and security policies and procedures PC2. Understand the safe working practices pertaining to own occupation PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises PC4. Participate in organization health and safety knowledge sessions and drills
Knowing the people responsible for health and safety and the resources available	PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms
Identifying and reporting risks	PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person PC10. Report any hazards outside the individual's authority to the relevant person in line with organizational procedures and warn other people who may be affected
Complying with procedures in the event of an emergency	PC11. Follow organization's emergency procedures for accidents, fires or any other natural calamity in case of a hazard PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority

Knowledge and Understanding (K)

A. Organizational Context (Knowledge of the company /	The user/individual on the job needs to know and understand: KA1. Organization's norms and policies relating to health and safety KA2. Government norms and policies regarding health and safety and related emergency procedures KA3. Limits of authority while dealing with risks/ hazards

organization and its processes)	KA4. The importance of maintaining high standards of health and safety at a workplace
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The different types of health and safety hazards in a workplace KB2. Safe working practices for own job role KB3. Evacuation procedures and other arrangements for handling risks KB4. Names and contact numbers of people responsible for health and safety in a workplace KB5. How to summon medical assistance and the emergency services, where necessary KB6. Vendors' or manufacturers' instructions for maintaining health and safety while using equipment, systems and/or machines

Skills (S) (<u>Optional</u>)		
A. Core Skills/ Generic Skills	**Writing Skills**	
	The user/individual on the job needs to know and understand how to: SA1. How to write and provide feedback regarding health and safety to the concerned people SA2. How to write and highlight potential risks or report a hazard to the concerned people	
	Reading Skills	
	The user/individual on the job needs to know and understand how to: SA3. Read instructions, policies, procedures and norms relating to health and safety	
	Oral Communication (Listening and Speaking skills)	
	The user/individual on the job needs to know and understand how to: SA4. Highlight potential risks and report hazards to the designated people SA5. Listen and communicate information with all anyone concerned or affected	
B. Professional Skills	**Decision making**	
	The user/individual on the job needs to know and understand how to: SB1. Make decisions on a suitable course of action or plan	
	Plan and Organize	
	The user/individual on the job needs to know and understand how to: SB2. Plan and organize people and resources to deal with risks/ hazards that lie within the scope of one's individual authority	
	Problem Solving	
	The user/individual on the job needs to know and understand how to: SB3. Apply problem solving approaches in different situations	
	Critical Thinking	
	The user/individual on the job needs to know and understand how to: SB4. Understand hazards that fall within the scope of individual authority and report all hazards that may supersede one's authority SB5. Apply balanced judgments in different situations	

NOS Version Control

NOS Code	**MES / N 0514**		
Credits(NSQF)	TBD	**Version number**	1.0
Sector	**Media and Entertainment**	**Drafted on**	21/10/14
Sub-sector	**Animation, Gaming**	**Last reviewed on**	29/10/14
Occupation	**Art & Design**	**Next review date**	20/10/16

Annexure

Nomenclature for QP and NOS

Qualifications Pack

9 characters

MES/ Q 0101

MES denotes the Media and Entertainment Sector

Q denoting Qualifications Pack

QP number (2 numbers)

Occupation (2 numbers)
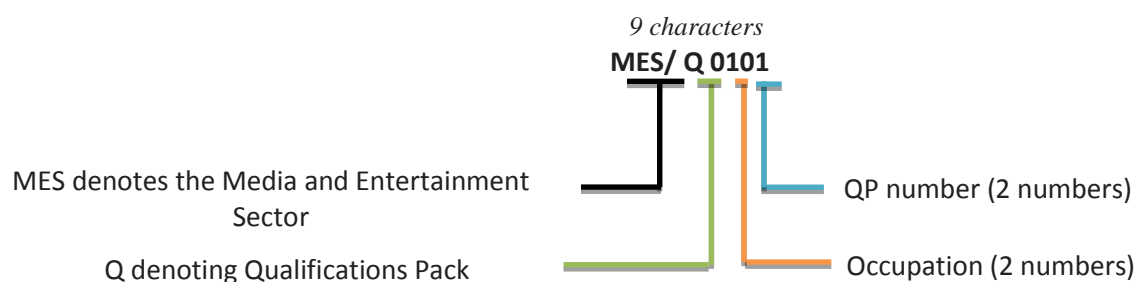
Occupational Standard

An example of NOS with 'N'

9 characters

MES / N 0101

MES denotes the Media and Entertainment Sector

N denoting National Occupational Standard

OS number (2 numbers)

Occupation (2 numbers)
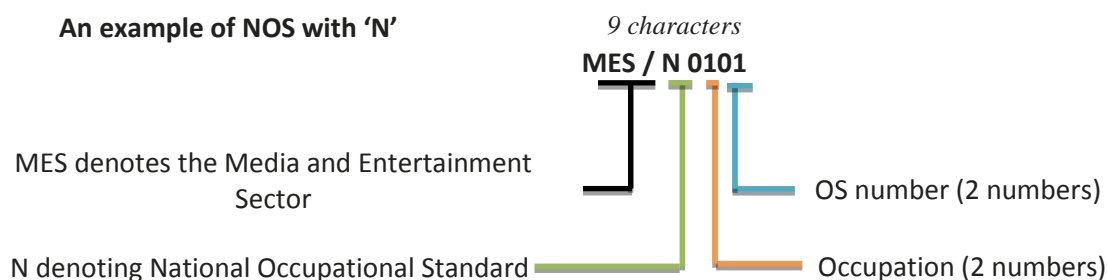
Back to top…

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

Sub-sector	Range of Occupation numbers
…	…

Sequence	Description	Example
Three letters	Media and Entertainment	MES
Slash	/	/
Next letter	Whether **Q**P or **N**OS	Q
Next two numbers	Art & Design	05
Next two numbers	QP number	07

	NOS	NOS NAME	Weightage			
Job Role/Qualification Pack		Story Board Artist				
QP- ID		MES Q 0507				
	NOS	NOS NAME	Weightage			
1	**MES/ N 0501**	Understanding the script	30%			
2	**MES/ N 0508**	Prepare storyboard	30%			
3	**MES/ N 0509**	Create visual preferences	30%			
4	**MES/ N 0514**	Maintain workplace health and safety	10%			
			100%			

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 & Practical part will be based on knowledge bank of questions created by the AA and approved by 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 evaulations 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.

Job Role	Storyboard artist					
NOS CODE	NOS NAME	Performance Criteria			Marks Allocation	
			Total Mark	Out Of	Theory	Skills Practical
MES/ N 0501	Understanding the script	PC1. Understand the artistic and communication goals of the script, brief or storyboard with respect to the individual's role	100	20	10	50
		PC2. Be aware of the intended medium and target audience, and how this may affect animation processes		10	5	
		PC3. Understand the aspects related to the design brief (appearance, complexion, dressing, moods, personalities, expressions etc.)		10	5	
		PC4. Understand the requirements according to the scripts (number, types, duplicates etc.) based on the individual's role and its requirements		20	10	
		PC5. Understand the specifications for the background and other aspects (dimensions, operating parameters etc.) based on the individual's role and its requirements		10	5	
		PC6. Understand the technical needs of the project with respect to the job role (Television, Film, Gaming, Internet, DVD etc.)		10	5	

Code	Title	Performance Criteria				
		PC7. Understand the of the concept, which may be self-created, provided in a brief, or arrived at via discussions with relevant personnel (Director, Executive Producer etc		10	5	
		PC8. Liaise with relevant personnel (Art Director, Producers, Animation Supervisor etc) to better understand script elements, as appropriate		10	5	
		Total	**100**	**50**	**50**	
MES/ N 0508	**Prepare storyboard**	PC1. Analyze and break the production idea/script down into frames/scenes/ panels		30	15	
		PC2. Conceptualize creative ways of illustrating frames/scenes (all possible technical aspects must be handled carefully in each panel)	100	30	15	50
		PC3. Prepare storyboards for the script in accordance to specifications, keeping in mind the technical continuity of the story from the concept to the screenplay		20	10	
		PC4. Respond positively to feedback and changes in creative requirements		20	10	
		Total	**100**	**50**	**50**	
		PC1. Translate initial character designs into appropriate visual references showing all required positions, angles and views, with particular regard to continuity and size relationships		20	10	

MES/ N 0509	Create visual preferences	PC2. Create environmental backgrounds with appropriate perspective and lighting that matches existing designs	100	30	15	50
		PC3. Produce reference material that establishes the required mood, meaning and effect within the confines of the required style		20	10	
		PC4. Produce accurate visual references that provide the necessary information for use by the animation team, including explanatory notes where required		20	10	
		PC5. Remain constantly flexible and adaptable to new directions, creative requirements and developments in design		10	5	
		Total	**100**	**50**	**50**	**50**
		PC1. Understand and comply with the organisation's current health, safety and security policies and procedures		10	5	
		PC2. Understand the safe working practices pertaining to own occupation		10	5	
		PC3. Understand the government norms and policies relating to health and safety including emergency procedures for illness, accidents, fires or others which may involve evacuation of the premises		5	3	

MES/N 0514	Maintain workplace health and safety Description	PC4. Participate in organization health and safety knowledge sessions and drills		100	5	2	50
		PC5. Identify the people responsible for health and safety in the workplace, including those to contact in case of an emergency			10	5	
		PC6. Identify security signals e.g. fire alarms and places such as staircases, fire warden stations, first aid and medical rooms			10	5	
		PC7. Identify aspects of your workplace that could cause potential risk to own and others health and safety			10	5	
		PC8. Ensure own personal health and safety, and that of others in the workplace though precautionary measures			10	5	
		PC9. Identify and recommend opportunities for improving health, safety, and security to the designated person			5	3	
		PC10. Report any hazards outside the individual's authority to the relevant person in line with organisational procedures and warn other people who may be affected			10	5	

		PC11. Follow organisation's emergency procedures for accidents, fires or any other natural calamity in case of a hazard		10	5
		PC12. Identify and correct risks like illness, accidents, fires or any other natural calamity safely and within the limits of individual's authority		5	2
			Total	**100**	**50**	**50**