

Qualification Pack



Transport Duty Manager

QP Code: THC/Q4203

Version: 2.0

NSQF Level: 6

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THC/Q4203: Transport Duty Manager

Brief Job Description

The individual at work plans and implements policies manages the departmental staff, handles the financial aspects of the business, and monitors the transportation process to ensure smooth business performance.

Personal Attributes

The job requires the individual to have strong analytical thinking, problem-solving, team management and communication skills with good attention to detail.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [THC/N4212: Plan and implement policies and manage staff and finance](#)
2. [THC/N4213: Monitor the vehicles and transportation process](#)
3. [THC/N9902: Ensure effective communication and service standards at workplace](#)
4. [THC/N9910: Ensure to maintain organisational confidentiality and guest's privacy](#)
5. [THC/N9907: Monitor and maintain health, hygiene and safety at workplace](#)

Qualification Pack (QP) Parameters

Sector	Tourism & Hospitality
Sub-Sector	Tours and Travels
Occupation	Transportation
Country	India
NSQF Level	6
Aligned to NCO/ISCO/ISIC Code	NCO-2015/1324.0200

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Minimum Educational Qualification & Experience	12th Class/I.T.I (two years after class 10th) with 3 Years of experience as a Transport Duty Officer OR 12th Class/I.T.I (one year after class 10th with one year of relevant experience) with 3 Years of experience as a Transport Duty Officer OR Certificate-NSQF (Level-5 Transport Duty Officer) with 1 Year of experience in the relevant field
Minimum Level of Education for Training in School	Not Applicable
Pre-Requisite License or Training	Not Applicable
Minimum Job Entry Age	21 Years
Last Reviewed On	30/09/2021
Next Review Date	30/09/2024
NSQC Approval Date	30/09/2021
Version	2.0
Reference code on NQR	2021/TH/THSC/04561
NQR Version	1

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THC/N4212: Plan and implement policies and manage staff and finance

Description

This OS unit is about implementing policies and managing the staff and financial aspect of business to operate it profitably.

Scope

The scope covers the following :

- Plan and implement organizational policies
- Manage the staff
- Handle financial matters

Elements and Performance Criteria

Plan and implement organizational policies

To be competent, the user/individual on the job must be able to:

- PC1.** assist senior management in formulating and implementing policies, procedures, goals, and objectives
- PC2.** develop and document standard and emergency operating procedures, and procedural manuals
- PC3.** plan and implement improvements to internal or external systems or processes, if required

Manage the staff

To be competent, the user/individual on the job must be able to:

- PC4.** assess staffing needs and support the HR in interviewing, and selecting, departmental personnel
- PC5.** conduct employee training sessions on organizational policies and procedures, employee orientation, quality improvement, etc.
- PC6.** ensure staff is appropriately trained and competent to operate all relevant vehicles and equipment
- PC7.** manage team's workload efficiently
- PC8.** plan, organize and manage the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements, safety rules, union contracts, and government regulations
- PC9.** develop performance parameters (KRA and KPIs) for the team
- PC10.** monitor staff performance and provide feedback
- PC11.** promote healthy emotional culture at the workplace

Handle financial matters

To be competent, the user/individual on the job must be able to:

- PC12.** prepare departmental budget in agreement with the senior management
- PC13.** monitor expenditure to ensure that expenses are consistent with approved budgets

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- PC14.** analyze costs and other financial information to develop plans, policies, and budgets for increasing profits and improving services
- PC15.** explore all aspects of business operations to determine the most cost-effective or efficient means of transportation
- PC16.** negotiate and authorize contracts with equipment and materials suppliers, and monitor contract fulfillment
- PC17.** recommend expenditures for acquisition of new equipment to increase efficiency and services of the department
- PC18.** confer with other department heads to coordinate activities, such as sales, purchasing, etc.
- PC19.** prepare reports related to revenue and expenditure as per organizational policy

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** legislation, standards, policies, regulations, and procedures followed in the organization
- KU2.** process of creating effective SOPs
- KU3.** the methodologies used to identify and eliminate the root cause of errors
- KU4.** risk assessment and pre-emptive corrective measures
- KU5.** recruitment and selection process
- KU6.** human resource management
- KU7.** performance appraisal methods
- KU8.** methods for managing conflict
- KU9.** techniques to provide constructive feedback
- KU10.** effective ways of the team handling
- KU11.** negotiation practices and methodologies
- KU12.** vendor management process
- KU13.** latest and effective management practices
- KU14.** basic principles of the financial management
- KU15.** budgeting process
- KU16.** data gathering and analysis tools and techniques

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write criteria, application instructions, procedural manuals, and reports
- GS2.** communicate effectively with staff, and suppliers of the organization
- GS3.** resolve the challenges that arises in the transport department
- GS4.** analyze the requirement of the department

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Plan and implement organizational policies</i>	10	10	-	5
PC1. assist senior management in formulating and implementing policies, procedures, goals, and objectives	-	-	-	-
PC2. develop and document standard and emergency operating procedures, and procedural manuals	-	-	-	-
PC3. plan and implement improvements to internal or external systems or processes, if required	-	-	-	-
<i>Manage the staff</i>	15	20	-	5
PC4. assess staffing needs and support the HR in interviewing, and selecting, departmental personnel	-	-	-	-
PC5. conduct employee training sessions on organizational policies and procedures, employee orientation, quality improvement, etc.	-	-	-	-
PC6. ensure staff is appropriately trained and competent to operate all relevant vehicles and equipment	-	-	-	-
PC7. manage team's workload efficiently	-	-	-	-
PC8. plan, organize and manage the work of subordinate staff to ensure that the work is accomplished in a manner consistent with organizational requirements, safety rules, union contracts, and government regulations	-	-	-	-
PC9. develop performance parameters (KRA and KPIs) for the team	-	-	-	-
PC10. monitor staff performance and provide feedback	-	-	-	-
PC11. promote healthy emotional culture at the workplace	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Handle financial matters</i>	15	15	-	5
PC12. prepare departmental budget in agreement with the senior management	-	-	-	-
PC13. monitor expenditure to ensure that expenses are consistent with approved budgets	-	-	-	-
PC14. analyze costs and other financial information to develop plans, policies, and budgets for increasing profits and improving services	-	-	-	-
PC15. explore all aspects of business operations to determine the most cost-effective or efficient means of transportation	-	-	-	-
PC16. negotiate and authorize contracts with equipment and materials suppliers, and monitor contract fulfillment	-	-	-	-
PC17. recommend expenditures for acquisition of new equipment to increase efficiency and services of the department	-	-	-	-
PC18. confer with other department heads to coordinate activities, such as sales, purchasing, etc.	-	-	-	-
PC19. prepare reports related to revenue and expenditure as per organizational policy	-	-	-	-
NOS Total	40	45	-	15

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National Occupational Standards (NOS) Parameters

NOS Code	THC/N4212
NOS Name	Plan and implement policies and manage staff and finance
Sector	Tourism & Hospitality
Sub-Sector	Tours and Travels
Occupation	Transportation
NSQF Level	6
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
NSQC Clearance Date	30/09/2021

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THC/N4213: Monitor the vehicles and transportation process

Description

This OS unit is about examining the vehicle condition for proper maintenance and monitoring the transportation process for uninterrupted operations.

Scope

The scope covers the following :

- Monitor the vehicles
- Monitor transportation process

Elements and Performance Criteria

Monitor the vehicles

To be competent, the user/individual on the job must be able to:

- PC1.** make sure vehicles are properly maintained
- PC2.** ensure proper functioning of various devices and equipment used for transportation such as GPS, etc.
- PC3.** verify the vehicle papers and other required documentation is properly maintained
- PC4.** inspect vehicles or equipment periodically to ensure compliance with rules, safety standards, or regulations
- PC5.** conduct visual inspections of emission control equipment and smoke emitted from the vehicles to ensure compliance with pollution checks and standards
- PC6.** arrange for replacements, repairs, and routine maintenance of the vehicles
- PC7.** direct activities of staff performing repairs and maintenance to equipment, vehicles, and facilities
- PC8.** analyze reports on investigations or inspections and actions taken

Monitor transportation process

To be competent, the user/individual on the job must be able to:

- PC9.** ensure the customer bookings are taken as per the standard procedures
- PC10.** make sure the customers are handled as per organizational policies
- PC11.** review invoices, booking details, or demand forecasts to estimate peak performance periods and to issue work assignments
- PC12.** monitor operations to ensure that staff members comply with administrative policies and procedures and safety rules
- PC13.** conduct safety audits to promote safe work activities
- PC14.** audit trip sheets, expenses and invoices
- PC15.** monitor activities related to routing and tracking the vehicles
- PC16.** direct and coordinate activities of the transportation department to ensure efficient use of equipment, facilities, and human resources

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- PC17.** manage procurement processes, including equipment research and testing, vendor contracts, and requisitions approval
- PC18.** ensure maintenance of metrics, reports, process documentation, customer service logs, training or safety records
- PC19.** analyze customer feedbacks and complaints and resolve them
- PC20.** plan and implement energy-saving changes to transportation services, such as reducing routes, optimizing capacities, minimizing idling, etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** checklist to monitor the vehicle performance, equipment, and tools
- KU2.** various logs to be maintained for the transportation process
- KU3.** common repair and maintenance procedures of the vehicles and equipment
- KU4.** repair and maintenance procedure and schedule of the vehicles and equipment
- KU5.** organizational policies to receive and attend to the customers, taking bookings, etc.
- KU6.** various transportation packages
- KU7.** procedure to prepare and monitor the tour plan, workloads, and duty rosters
- KU8.** implementation process of energy-saving strategies
- KU9.** procedure to obtain feedback
- KU10.** customer complaint management process
- KU11.** billing and payment procedures

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write criteria, application instructions, procedural manuals, and reports
- GS2.** communicate effectively with the staff
- GS3.** analyze the requirement of the department

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Monitor the vehicles</i>	20	20	-	10
PC1. make sure vehicles are properly maintained	-	-	-	-
PC2. ensure proper functioning of various devices and equipment used for transportation such as GPS, etc.	-	-	-	-
PC3. verify the vehicle papers and other required documentation is properly maintained	-	-	-	-
PC4. inspect vehicles or equipment periodically to ensure compliance with rules, safety standards, or regulations	-	-	-	-
PC5. conduct visual inspections of emission control equipment and smoke emitted from the vehicles to ensure compliance with pollution checks and standards	-	-	-	-
PC6. arrange for replacements, repairs, and routine maintenance of the vehicles	-	-	-	-
PC7. direct activities of staff performing repairs and maintenance to equipment, vehicles, and facilities	-	-	-	-
PC8. analyze reports on investigations or inspections and actions taken	-	-	-	-
<i>Monitor transportation process</i>	20	20	-	10
PC9. ensure the customer bookings are taken as per the standard procedures	-	-	-	-
PC10. make sure the customers are handled as per organizational policies	-	-	-	-
PC11. review invoices, booking details, or demand forecasts to estimate peak performance periods and to issue work assignments	-	-	-	-
PC12. monitor operations to ensure that staff members comply with administrative policies and procedures and safety rules	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. conduct safety audits to promote safe work activities	-	-	-	-
PC14. audit trip sheets, expenses and invoices	-	-	-	-
PC15. monitor activities related to routing and tracking the vehicles	-	-	-	-
PC16. direct and coordinate activities of the transportation department to ensure efficient use of equipment, facilities, and human resources	-	-	-	-
PC17. manage procurement processes, including equipment research and testing, vendor contracts, and requisitions approval	-	-	-	-
PC18. ensure maintenance of metrics, reports, process documentation, customer service logs, training or safety records	-	-	-	-
PC19. analyze customer feedbacks and complaints and resolve them	-	-	-	-
PC20. plan and implement energy-saving changes to transportation services, such as reducing routes, optimizing capacities, minimizing idling, etc.	-	-	-	-
NOS Total	40	40	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	THC/N4213
NOS Name	Monitor the vehicles and transportation process
Sector	Tourism & Hospitality
Sub-Sector	Tours and Travels
Occupation	Transportation
NSQF Level	6
Credits	TBD
Version	2.0
Last Reviewed Date	30/09/2021
Next Review Date	30/09/2024
NSQC Clearance Date	30/09/2021

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THC/N9902: Ensure effective communication and service standards at workplace

Description

This OS unit is about communicating effectively, maintaining standards of etiquette at workplace, and engaging with guests to provide specific services.

Scope

The scope covers the following :

- Promote effective communication
- Maintain professional etiquette
- Ensure rendering of specific services as per the guests' requirements

Elements and Performance Criteria

Promote effective communication

To be competent, the user/individual on the job must be able to:

- PC1.** greet the guests promptly and appropriately as per organization's procedure
- PC2.** communicate with the guests in a polite and professional manner
- PC3.** build effective yet impersonal relationship with guests
- PC4.** identify guests' dissatisfactions and address complaints effectively
- PC5.** inform guests of any issue/problem well in advance
- PC6.** seek feedback from the guests and incorporate them to improve the guest experience
- PC7.** ensure essential information is passed on in a timely manner
- PC8.** ensure team members to maintain etiquette while interacting with each other
- PC9.** ensure the team members provide feedback to their peers

Maintain professional etiquette

To be competent, the user/individual on the job must be able to:

- PC10.** ensure self and team members report to work on time
- PC11.** use the guests' names as many times as possible during the conversation with proper salutation
- PC12.** maintain personal integrity & ethical behaviour
- PC13.** make sure personal hygiene is maintained by self and others at all times
- PC14.** ensure self and team members adhere to the dress code as per organizational policy
- PC15.** respect privacy of others at the workplace

Ensure rendering of specific services as per the guests' requirements

To be competent, the user/individual on the job must be able to:

- PC16.** provide assistance to Persons with Disability, if asked
- PC17.** ensure self and team members comply to the organizational policies towards Persons with Disability

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- PC18.** make sure gender and age sensitive service practices are followed at all times
- PC19.** ensure compliance to the organizational policies related to prevention of sexual harassment, both physical and verbal by self and team members
- PC20.** support PwD team members in overcoming any challenges faced at work
- PC21.** make sure the workplace is accessible for the Persons with Disability

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational policies on behavioural etiquette and professionalism
- KU2.** organizational policies on gender sensitive service practices at workplace
- KU3.** organizational reporting and hierarchy structure
- KU4.** documentation policy and procedures of the organization
- KU5.** service quality standards as per organizational policies
- KU6.** complaint handling policy and procedures
- KU7.** SOP on personal hygiene
- KU8.** procedure of giving and receiving feedback positively
- KU9.** specific requirements of different age-groups of guests
- KU10.** age and gender specific etiquette
- KU11.** organizational policy with regards to Persons with disability
- KU12.** significance of professional etiquette and behaviour

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read job sheets, organization policy documents, information displayed at the workplace and comments received from the supervisor or guest
- GS2.** fill up documentation pertaining to job requirement
- GS3.** interact with team members to work efficiently
- GS4.** communicate effectively with the guests
- GS5.** spot and report potential areas of disruption to work process proactively
- GS6.** improve work processes by incorporating guest feedback
- GS7.** motivate self and colleagues to work effectively

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Promote effective communication</i>	20	20	-	10
PC1. greet the guests promptly and appropriately as per organization's procedure	-	-	-	-
PC2. communicate with the guests in a polite and professional manner	-	-	-	-
PC3. build effective yet impersonal relationship with guests	-	-	-	-
PC4. identify guests' dissatisfactions and address complaints effectively	-	-	-	-
PC5. inform guests of any issue/problem well in advance	-	-	-	-
PC6. seek feedback from the guests and incorporate them to improve the guest experience	-	-	-	-
PC7. ensure essential information is passed on in a timely manner	-	-	-	-
PC8. ensure team members to maintain etiquette while interacting with each other	-	-	-	-
PC9. ensure the team members provide feedback to their peers	-	-	-	-
<i>Maintain professional etiquette</i>	10	10	-	5
PC10. ensure self and team members report to work on time	-	-	-	-
PC11. use the guests' names as many times as possible during the conversation with proper salutation	-	-	-	-
PC12. maintain personal integrity & ethical behaviour	-	-	-	-
PC13. make sure personal hygiene is maintained by self and others at all times	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. ensure self and team members adhere to the dress code as per organizational policy	-	-	-	-
PC15. respect privacy of others at the workplace	-	-	-	-
<i>Ensure rendering of specific services as per the guests' requirements</i>	10	10	-	5
PC16. provide assistance to Persons with Disability, if asked	-	-	-	-
PC17. ensure self and team members comply to the organizational policies towards Persons with Disability	-	-	-	-
PC18. make sure gender and age sensitive service practices are followed at all times	-	-	-	-
PC19. ensure compliance to the organizational policies related to prevention of sexual harassment, both physical and verbal by self and team members	-	-	-	-
PC20. support PwD team members in overcoming any challenges faced at work	-	-	-	-
PC21. make sure the workplace is accessible for the Persons with Disability	-	-	-	-
NOS Total	40	40	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	THC/N9902
NOS Name	Ensure effective communication and service standards at workplace
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant, Tours and Travels, Facility Management, Cruise
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

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THC/N9910: Ensure to maintain organisational confidentiality and guest's privacy

Description

This unit is about ensuring that confidentiality of the organisational information and the privacy of the guests is maintained at all times.

Scope

The scope covers the following :

- Ensure organisational confidentiality
- Ensure guests' privacy

Elements and Performance Criteria

Maintain organisational confidentiality

To be competent, the user/individual on the job must be able to:

- PC1.** prevent leak of new plans and designs to competitors
- PC2.** ensure protection of employee information
- PC3.** prevent leak of organisation's policies like pricing strategies, revenue management policies, marketing plans etc.
- PC4.** take immediate and appropriate action in case of any IPR violation
- PC5.** make sure that the subordinates report any infringement observed by anyone in the organisation to the immediate supervisor
- PC6.** protect sensitive data with strong passwords and change passwords on a regular basis
- PC7.** ensure policies around confidential information are followed by all staff members

Maintain guests' privacy

To be competent, the user/individual on the job must be able to:

- PC8.** ensure the team refrains from infringing upon guest's professional deals and plans
- PC9.** make sure guest's personal information and financial data is protected all times
- PC10.** ensure proper disposal of guest's information like booking details, credit card slips etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** basics of IPR Laws, Trademark Laws, Patent Laws, etc. in the country, and penalties associated with them
- KU2.** organisation's policies on intellectual property rights and confidential information
- KU3.** organisation's product, service or design patents
- KU4.** how Intellectual property protection is important for competitiveness of an organisation
- KU5.** guidelines for crafting effective SOPs regarding IPR

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KU6. procedure for disposal of confidential documents

KU7. confidential data protection methods

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and follow IPR and related information documents

GS2. manage communication regarding IPR infringement, prevention, and management

GS3. identify measures that can prevent potential infringements within the team

GS4. evaluate organisation policies and procedures and assess its robustness to prevent IPR infringements

GS5. analyse the impact of IPR infringement on the guests and the organization

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain organisational confidentiality</i>	6	3	-	3
PC1. prevent leak of new plans and designs to competitors	-	-	-	-
PC2. ensure protection of employee information	-	-	-	-
PC3. prevent leak of organisation's policies like pricing strategies, revenue management policies, marketing plans etc.	-	-	-	-
PC4. take immediate and appropriate action in case of any IPR violation	-	-	-	-
PC5. make sure that the subordinates report any infringement observed by anyone in the organisation to the immediate supervisor	-	-	-	-
PC6. protect sensitive data with strong passwords and change passwords on a regular basis	-	-	-	-
PC7. ensure policies around confidential information are followed by all staff members	-	-	-	-
<i>Maintain guests' privacy</i>	4	2	-	2
PC8. ensure the team refrains from infringing upon guest's professional deals and plans	-	-	-	-
PC9. make sure guest's personal information and financial data is protected all times	-	-	-	-
PC10. ensure proper disposal of guest's information like booking details, credit card slips etc.	-	-	-	-
NOS Total	10	5	-	5

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National Occupational Standards (NOS) Parameters

NOS Code	THC/N9910
NOS Name	Ensure to maintain organisational confidentiality and guest's privacy
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant, Tours and Travels, Facility Management, Cruise
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	4.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

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THC/N9907: Monitor and maintain health, hygiene and safety at workplace

Description

This OS unit is about ensuring a hazard free working environment along with maintaining health and hygiene and adoption of sustainable practices at workplace.

Scope

The scope covers the following :

- Ensure personal and workplace hygiene
- Maintain safe and secure working environment
- Follow effective waste management and recycling practices at workplace

Elements and Performance Criteria

Ensure personal and workplace hygiene

To be competent, the user/individual on the job must be able to:

- PC1.** ensure that self and team's work area is clean and tidy
- PC2.** ensure washing and sanitizing hands at regular intervals using hand wash & alcohol-based sanitizers by self as well as team members
- PC3.** make sure workplace is cleaned with appropriate cleaning solution and disinfectants as recommended
- PC4.** ascertain cleaning of the crockery and other articles as per established standards
- PC5.** monitor sanitization of all tools, equipment and machine touch-points at regular intervals
- PC6.** ensure that the trashcans are cleared regularly following the cleanliness and maintenance schedule
- PC7.** maintain personal hygiene and ensure the team members do the same
- PC8.** report to the concerned authority in case any co-worker is unwell
- PC9.** report personal health issues related to injury, food, air and infectious disease and avoid going to work if unwell

Maintain safe and secure working environment

To be competent, the user/individual on the job must be able to:

- PC10.** ensure safety procedures are followed while handling materials, tools, acids etc. and lifting or moving equipment and supplies
- PC11.** ensure use of appropriate PPE (gloves, three layered masks, long gown, headwear, glasses, goggles, footwear, etc.) by self and others at all times
- PC12.** make sure first aid procedures are followed appropriately
- PC13.** identify hazards at the workplace and report to the concerned person in time

Follow effective waste management and recycling practices at workplace

To be competent, the user/individual on the job must be able to:

- PC14.** identify and segregate recyclable, non-recyclable and hazardous waste at workplace

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- PC15.** segregate waste into different coloured dustbins
- PC16.** handle waste as per SOP
- PC17.** recycle waste wherever applicable
- PC18.** dispose of PPEs in a plastic bag, sealed and labelled as infectious waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational policies on safety procedures at workplace
- KU2.** procedure to maintain cleanliness standards at workplace
- KU3.** compliance norms for established health and hygiene procedures at workplace
- KU4.** importance of preventive health check-up and healthy living
- KU5.** purpose and usage of PPE such as gloves, protective goggles, masks, etc.
- KU6.** basic first aid procedures
- KU7.** methods to minimize accidental risks
- KU8.** the significance of safe handling of chemicals, acids, etc. for cleaning
- KU9.** instructions for operating and handling equipment as per standard
- KU10.** emergency procedures to be followed in case of a mishappening such as fire accidents, etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read organizational policy documents, manuals, instructions and information displayed at the workplace
- GS2.** fill in relevant forms, formats and checklist accurately
- GS3.** communicate effectively with visitors, co-workers and supervisors
- GS4.** analyze importance of personal hygiene
- GS5.** analyze the impact of not adhering to the health and safety procedures

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure personal and workplace hygiene</i>	15	15	-	5
PC1. ensure that self and team's work area is clean and tidy	-	-	-	-
PC2. ensure washing and sanitizing hands at regular intervals using hand wash & alcohol-based sanitizers by self as well as team members	-	-	-	-
PC3. make sure workplace is cleaned with appropriate cleaning solution and disinfectants as recommended	-	-	-	-
PC4. ascertain cleaning of the crockery and other articles as per established standards	-	-	-	-
PC5. monitor sanitization of all tools, equipment and machine touch-points at regular intervals	-	-	-	-
PC6. ensure that the trashcans are cleared regularly following the cleanliness and maintenance schedule	-	-	-	-
PC7. maintain personal hygiene and ensure the team members do the same	-	-	-	-
PC8. report to the concerned authority in case any co-worker is unwell	-	-	-	-
PC9. report personal health issues related to injury, food, air and infectious disease and avoid going to work if unwell	-	-	-	-
<i>Maintain safe and secure working environment</i>	10	10	-	5
PC10. ensure safety procedures are followed while handling materials, tools, acids etc. and lifting or moving equipment and supplies	-	-	-	-
PC11. ensure use of appropriate PPE (gloves, three layered masks, long gown, headwear, glasses, goggles, footwear, etc.) by self and others at all times	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. make sure first aid procedures are followed appropriately	-	-	-	-
PC13. identify hazards at the workplace and report to the concerned person in time	-	-	-	-
<i>Follow effective waste management and recycling practices at workplace</i>	5	10	-	5
PC14. identify and segregate recyclable, non-recyclable and hazardous waste at workplace	-	-	-	-
PC15. segregate waste into different coloured dustbins	-	-	-	-
PC16. handle waste as per SOP	-	-	-	-
PC17. recycle waste wherever applicable	-	-	-	-
PC18. dispose of PPEs in a plastic bag, sealed and labelled as infectious waste	-	-	-	-
NOS Total	30	35	-	15

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	THC/N9907
NOS Name	Monitor and maintain health, hygiene and safety at workplace
Sector	Tourism & Hospitality
Sub-Sector	Hotels/Restaurant, Tours and Travels, Facility Management, Cruise
Occupation	Generic
NSQF Level	6
Credits	TBD
Version	2.0
Last Reviewed Date	24/02/2022
Next Review Date	24/02/2025
NSQC Clearance Date	24/02/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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 the proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on the knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for the theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score a minimum of 70% of % aggregate marks to successfully clear the assessment.

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7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
THC/N4212.Implement policies and monitor staff and finance	40	45	-	15	100	25
THC/N4213.Monitor the vehicles and transportation process	40	40	-	20	100	25
THC/N9902.Ensure effective communication and service standards at workplace	40	40	-	20	100	20
THC/N9910.Ensure to maintain organisational confidentiality and guest's privacy	10	5	-	5	20	15
THC/N9907.Monitor and maintain health, hygiene and safety at workplace	30	35	-	15	80	15
Total	160	165	-	75	400	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business 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.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
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.
Scope	Scope is a 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 quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment 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.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.