

**Assessment Evidence
Guide**

For

**“Environmental Services
Attendant”**

Level-2

Operate Computer Functions (General)
(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 2 in Environmental Technology (Environmental Services Attendant)	CS Code: 724DOT04A	Level: 02	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Perform Basic Computer Operations 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p>1. Assessment Task 1: Candidate is required to set up the computer and organize assigned files/folders as per instructions, given by assessor.</p> <p>And complete:</p> <p>2. Knowledge assessment test (Written or Oral)</p> <p>3. Portfolios at the time of assessment (if any)</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Identify physical components of computer</p> <p>Performance Criteria 2: Identify peripheral devices of the computer</p> <p>Performance Criteria 3: Connect all components of computer</p> <p>Performance Criteria 4: Follow procedures to turn on the computer system</p> <p>Performance Criteria 5: Create folders/subfolders with suitable names</p> <p>Performance Criteria 6: Save files in relevant folders</p> <p>Performance Criteria 7: Rename and move folders in different drives</p> <p>Performance Criteria 8: Move folders and files using drag and drop techniques</p> <p>Performance Criteria 9: Save folders and files on different media</p> <p>Performance Criteria 10: Search for folders/subfolders and files using appropriate tool bars</p> <p>Performance Criteria 11: Delete Folder files</p> <p>Performance Criteria 12: Restore deleted folder files</p> <p>Performance Criteria 13: Save any work to be retained</p>

	Performance Criteria 14: Close open application programs correctly Performance Criteria 15: Shut down computer Performance Criteria 16: Switch off any unused peripheral devices Performance Criteria 17: Ensure computer safety
	Portfolios required at the time of assessment (if any) for

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Assessment Task 1		Description of Assessment Task 1		
		Candidate is required to set up the computer and organize assigned files/folders as per instructions, given by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify physical components of computer			
2.	Identify peripheral devices of the computer			
3.	Connect all components of computer			
4.	Follow procedures to turn on the computer system			
5.	Create folders/subfolders with suitable names			
6.	Save files in relevant folders			
7.	Rename and move folders in different drives			
8.	Move folders and files using drag and drop techniques			
9.	Save folders and files on different media			
10.	Search for folders/subfolders and files using appropriate tool bars			
11.	Delete Folder files			
12.	Restore deleted folder files			
13.	Save any work to be retained			
14.	Close open application programs correctly			
15.	Shut down computer			
16.	Switch off any unused peripheral devices			
17.	Ensure computer safety			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Environmental Technology (Environmental Services Attendant)	CS Code: 724DOT04A	Level: 02	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Perform Basic Computer Operations 	Assessment Date (DD/MM/YY): Assessment Time: 30mins		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. A computer cannot "boot" if it does not have the?	
2. The combination of operating system and processor in a compute is referred to as computers?	
3. Modem is a?	
4. Which of the following can be considered as portable computer?	
5. CPU is an abbreviation for?	
6. What is CPU of computer?	
7. A desktop computer is also known as?	

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
8. Numeric pad is in the?	

ANSWER KEY

Sr.	Answers
1.	Operating system
2.	Platform
3.	Hardware
4.	PDA
5.	Central Processing Unit
6.	Brain
7.	PC
8.	Keyboard

Assessment Evidence Guide

For

“Environmental Services Attendant”

Level-2

Perform Housekeeping at Workplace

(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 2 in Environmental Technology (Environmental Services Attendant)	CS Code: 0712-EPT-1	Level: 02	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Perform Housekeeping at Workplace Follow Basic Health and Safety Practices at Workplace 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> Assessment Task1: Prepare cleaning and disinfecting solutions to clean and disinfect the workplace. Assessment Task 2: Collect the waste material for disposal. (Note: Locations must be assigned by assessor/trainer) <p>And complete:</p> <ol style="list-style-type: none"> Knowledge assessment test (Written or Oral) Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Identify different cleaning and disinfecting solutions.</p> <p>Performance Criteria 2: Follow given Standard Operating Procedures (SOPs) and prescribed ratio to prepare disinfecting solution.</p> <p>Performance Criteria 3: Wear personal protective equipment, if required</p> <p>Performance Criteria 4: Locate and clean the area according to given SOPs.</p> <p>Performance Criteria 5: Clean surface before disinfecting.</p> <p>Performance Criteria 6: Follow the label instructions on the chemical products.</p> <p>Performance Criteria 7: Avoid mixing of different chemicals</p> <p>Performance Criteria 8: Perform disinfecting job according to SOPs</p> <p>Performance Criteria 9: Wash hands after disinfecting</p>

	Performance Criteria 10: Ensure ventilation of the area
	Assessment Task 2 Performance Criteria 1: Recognise types and categories of the waste Performance Criteria 2: Dispose-off the waste properly Performance Criteria 3: Identify tools / equipment required for cleaning and disinfection Performance Criteria 4: Follow user guidelines for the tools /equipment Performance Criteria 5: Handle the equipment properly Performance Criteria 6: Clean and lubricate the equipment's. Performance Criteria 7: Inform the in-charge if any tool needs repair Performance Criteria 8: Store the equipment/material safely after use
	Portfolios required at the time of assessment (if any) for

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Assessment Task 1		Description of Assessment Task 1 Prepare cleaning and disinfecting solutions to clean and disinfect the workplace.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify different cleaning and disinfecting solutions.			
2.	Follow given Standard Operating Procedures (SOPs) and prescribed ratio to prepare disinfecting solution.			
3.	Wear personal protective equipment, if required			
4.	Locate and clean the area according to given SOPs.			
5.	Clean surface before disinfecting.			
6.	Follow the label instructions on the chemical products.			
7.	Avoid mixing of different chemicals			
8.	Perform disinfecting according to SOPs			
9.	Wash hands after disinfecting			
10.	Ensure ventilation of the area			
11.	Recognize types and categories of the waste			
12.	Dispose-off the waste properly			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Assessment Task 2		Description of Assessment Task 2 Collect the waste material for disposal.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify tools / equipment required for cleaning and disinfection			
2.	Follow user guidelines for the tools /equipment			
3.	Handle the equipment properly			
4.	Clean and lubricate the equipment's.			
5.	Store the equipment/material safely after use			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Environmental Technology (Environmental Services Attendant)	CS Code: 0712-EPT- 1	Level: 02	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Perform Housekeeping at Workplace Follow Basic Health and Safety Practices at Workplace 	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Enlist different cleaning tools and equipment.	
2. Describe the purpose cleaning and disinfecting solutions.	
3. Define waste and its types.	
4. Enlist various types of workplace hazards.	

ANSWER KEY

Sr.	Answers
1.	<p>Following are different housekeeping tools and equipment needed at workplace.</p> <ul style="list-style-type: none">• Mops and brushes• Buckets• Extension dusting brush• Ladders and steps• Rags and dusters• Rotary disc scrubbers and polishing machines• Vacuum cleaners• Floor and Furniture Polisher <p>Steam cleaners</p>
2.	<p>Following are various disinfectants chemicals and solutions used for the purpose of cleaning and disinfecting the workplace.</p> <ul style="list-style-type: none">• Alcohol• Chlorine and chlorine compounds• Formaldehyde• Glutaraldehyde• Hydrogen peroxide• Iodophors• Ortho-phthalaldehyde (OPA)• Peracetic acid• Peracetic acid and hydrogen peroxide
3.	<p>Types of waste</p> <ol style="list-style-type: none">1. Municipal Solid wastes:2. Bio-medical wastes:3. Industrial wastes:4. Agricultural wastes:5. Fishery wastes6. Radioactive wastes7. E-wastes
4.	<p>The main types of hazards are given below:</p> <ul style="list-style-type: none">• Biological hazards.• Chemical hazards• Physical hazards• Safety hazards• Ergonomic hazards• Psychosocial hazard

Assessment Evidence Guide

For “Environmental Technology”

Level-2

**Ensure safe storage of Tools, Equipment and
Supplies at Workplace**

(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 2 in Environmental Technology (Environmental Services Attendant)	CS Code: 0712-EPT- 3	Level: 02	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> • Ensure safe storage of Tools, Equipment and Supplies at Workplace • Follow Basic Health and Safety Practices at Workplace • Adhere to organizational policies and regulations 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> 1. Assessment Task 1: Demonstrate the safe storage of provided tools, equipment and supplies by follow given organizational policies and regulations <p>(Note: Locations must be assigned by assessor/trainer)</p> <p>And complete:</p> <ol style="list-style-type: none"> 2. Knowledge assessment test (Written or Oral) 3. Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Maintain inventory record</p> <p>Performance Criteria 2: Assign correct storage place for tools / equipment</p> <p>Performance Criteria 3: Ensure free access to all store items</p> <p>Performance Criteria 4: Use labels for tools / equipment</p> <p>Performance Criteria 5: Use required tools / equipment and warning signs</p> <p>Performance Criteria 6: Identify hazardous and non-hazardous chemicals</p> <p>Performance Criteria 7: Use labels for all chemicals</p> <p>Performance Criteria 8: Provide specific space for each chemical</p> <p>Performance Criteria 9: Use ventilated area where required</p> <p>Performance Criteria 10: Ensure seal of containers is intact, where required</p> <p>Performance Criteria 11: Identify code of conduct</p> <p>Performance Criteria 12: Identify mobile phone/internet policy</p> <p>Performance Criteria 13: Recognize smoking policy</p>

	Performance Criteria 14: Identify health and safety policy Performance Criteria 15: Follow organizational policies, rules and regulations Performance Criteria 16: Follow regularity and punctuality Performance Criteria 17: Follow SOPs at workplace
	Portfolios required at the time of assessment (if any) for

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Assessment Task 1		Description of Assessment Task 1		
		Demonstrate the safe storage of provided tools, equipment and supplies.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Maintain inventory of the tools / equipment			
2.	Assign correct storage place for tools / equipment			
3.	Ensure free access to all store items			
4.	Use labels for tools / equipment			
5.	Use required tools / equipment and warning signs			
6.	Identify hazardous and non-hazardous chemicals			
7.	Use labels for all chemicals			
8.	Provide specific space for each chemical			
9.	Use ventilated area where required			
10.	Ensure seal of containers is intact, where required			
11.	Identify code of conduct			
12.	Identify mobile phone/internet policy			
13.	Recognize smoking policy			
14.	Identify health and safety policy			
15.	Follow organizational policies, rules and regulations			
16.	Follow regularity and punctuality			
17.	Follow SOPs at workplace			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 in Environmental Technology (Environmental Services Attendant)	CS Code: 081PF01B	Level: 02	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Ensure safe storage of Tools, Equipment and Supplies at Workplace Follow Basic Health and Safety Practices at Workplace Adhere to organizational policies and regulations 	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Define various warning signs used at workplace.	
2. Enlist safety tools and equipment	
3. Define Inventory	
4. Define Labeling.	

ANSWER KEY

Sr.	Answers
1.	<p>Following are some safety warning signs.</p> <ul style="list-style-type: none">• Explosives• Flammable• Oxidizing substances• Gas under pressure• Corrosive• Toxic• Health hazard• Serious health hazard• Dangerous for the environment
2.	<p>Following of safety tools and equipment used at workplace.</p> <ul style="list-style-type: none">• Safety glasses• Hearing protection.• Safety gloves.• Face shield- Industrial Safety Equipment• Safety helmets.• Safety shoes
3.	<p>Inventory means all the materials (may be raw or finished parts/components, in process or finished products, castings and consumable tools, electrodes etc.) recorded on the ledgers/books of the organization and kept in its stocks (in the store or warehouses) for some period.</p>
4.	<p>Chemical labeling is the act of writing and displaying information about a packaged chemical. These labels show important details which customers must know such as to inform users about the precautions to safely handle, store and dispose of the chemicals.</p>

Assessment Evidence Guide For “Environmental Services Attendant”

Level-2

**Handle Hazardous Materials / Chemicals at
Workplace**

(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 2 in Environmental Technology (Environmental Services Attendant)	CS Code: 0712-EPT-4	Level: 02	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> • Handle Hazardous Materials / Chemicals at Workplace • Follow Basic Health and Safety Practices at Workplace • Adhere to organizational policies and regulations 	Assessment Date (DD/MM/YY):		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p>Assessment Task1: Segregate hazardous and non-hazardous material following safe handling practices by follow rules and regulation of health and safety</p> <p>And complete:</p> <ol style="list-style-type: none"> 1. Knowledge assessment test (Written or Oral) 2. Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Categorize explosive materials / chemicals.</p> <p>Performance Criteria 2: Sort materials in alphabetical order.</p> <p>Performance Criteria 3: Identify gases / toxic gases.</p> <p>Performance Criteria 4: Identify flammable solids, liquids, and substances.</p> <p>Performance Criteria 5: Identify hazardous chemicals (paints, detergents, gas cylinders, pesticides, corrosives).</p> <p>Performance Criteria 6: Use containers to separate hazardous chemicals.</p> <p>Performance Criteria 7: Identify different PPEs required at workplace.</p> <p>Performance Criteria 8: Inspect PPEs before use.</p> <p>Performance Criteria 9: Demonstrate methods to wear PPEs.</p>

	<p>Performance Criteria 10: Follow Standard Operating Procedures (SOPs) for use of safety harness</p> <p>Performance Criteria 11: Use PPEs as per standard recommendation of OEM at plant</p> <p>Performance Criteria 12: Identify fire safety signs</p> <p>Performance Criteria 13: Identify emergency exit signs</p> <p>Performance Criteria 14: Store all hazardous materials properly</p> <p>Performance Criteria 15: Identify non-hazardous materials</p> <p>Performance Criteria 16: Separate incompatible material / chemicals</p> <p>Performance Criteria 17: Store chemicals in ventilated area</p> <p>Performance Criteria 18: Use labels where required</p> <p>Performance Criteria 19: Ensure cleanliness</p>
	Portfolios required at the time of assessment (if any) for

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Assessment Task 1		Description of Assessment Task 1 Candidate is required to Segregate hazardous and non-hazardous material following safe handling practices by follow rules and regulation of health and safety		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Identify different PPEs required at workplace			
2.	Inspect PPEs before use			
3.	Demonstrate methods to wear PPEs			
4.	Follow Standard Operating Procedures (SOPs) for use of safety harness			
5.	Use PPEs as per standard recommendation of OEM at plant			
6.	Identify fire safety signs			
7.	Identify emergency exit signs			
8.	Categorize explosive materials / chemicals			
9.	Sort materials in alphabetical order			
10.	Identify gases / toxic gases			
11.	Identify flammable solids, liquids, and substances			
12.	Identify hazardous chemicals (paints, detergents, gas cylinders, pesticides, corrosives).			
13.	Use containers to separate hazardous chemicals			
14.	Store all hazardous materials properly			
15.	Identify non-hazardous materials			
16.	Separate incompatible material / chemicals			
17.	Store chemicals in ventilated area			
18.	Use labels where required			
19.	Ensure cleanliness			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Knowledge Assessment



Title of Qualification: National Vocational Certificate Level 2 in Environmental Technology (Environmental Services Attendant)	CS Code: 0712-EPT-4	Level: 02	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Handle Hazardous Materials / Chemicals at Workplace Follow Basic Health and Safety Practices at Workplace Adhere to organizational policies and regulations 	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Differentiate between hazardous materials and non-hazardous materials	
2. Enlist any three hazardous materials	
3. Enlist any three non-hazardous materials	
4. Enlist the name of any five flammable materials	

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)

<p>5. Blue circle</p> 	
<p>6. What are the 3P's in first aid?</p>	
<p>7. Yellow triangle with black outline and zigzag arrow</p> 	

ANSWER KEY

Sr.	Answers
1.	<p>A hazardous material is defined as any substance or material could adversely affect the safety of the public, handlers, or carriers during transportation.</p> <p>Non-hazardous waste is waste that does not pose an immediate threat to the environment or public health.</p>
2.	<p>The following are some commonly known hazardous materials:</p> <ul style="list-style-type: none"> • Battery powered equipment • Environmentally hazardous substances • Explosives, gases, and flammable liquids • Flammable solids • Infectious substances • Magnetized material • Oxidizing substances and organic peroxide • Radioactive materials • Toxic substances
3.	<p>The given below list show the examples of non-hazardous materials.</p> <ul style="list-style-type: none"> • Non-toxic buffer solutions • vegetable oils and mineral oils • Amino acids and salts • Sugars • Hand soap and lotion
4.	<p>Following are few examples of flammable materials:</p> <ul style="list-style-type: none"> • Gasoline • Acetone • Toluene • Diethyl ether • Alcohols.
5.	Mandatory action
6.	<p>“Three P’s”</p> <ul style="list-style-type: none"> • Preserve life • Prevent further injury • Provide pain relief
7.	Warning sign – a sign giving warning of a hazard or danger (e.g. ‘danger: electricity’)

**Assessment Evidence
Guide
For
“Environmental Services
Attendant”**

Level-2

**Identify Tools, Equipment and Supplies
Related To Environmental Technology**

(Formative Assessment)



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 2 in Environmental Technology (Environmental Services Attendant)	CS Code: 0712-EPT-2	Level: 02	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Identify Tools, Equipment and Supplies related to Environmental Technology Follow Basic Health and Safety Practices at Adhere to organizational policies and regulations 	Assessment Date (DD/MM/YY): 		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <p>1. Assessment Task1: Candidate is required to identify tools, equipment and supplies provided by assessor.</p> <p>And complete:</p> <p>2. Knowledge assessment test (Written or Oral)</p> <p>3. Portfolios at the time of assessment (if any)</p>
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Use air monitoring equipment</p> <p>Performance Criteria 2: Use sound level meter and pH meter</p> <p>Performance Criteria 3: Use water pollution monitoring equipment</p> <p>Performance Criteria 4: Use vibration monitoring equipment</p> <p>Performance Criteria 5: Use solutions and Detergents</p> <p>Performance Criteria 6: Identify fire extinguishers and fire hydrants etc.</p>
	Portfolios required at the time of assessment (if any) for

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	<div style="display: flex; justify-content: space-between;"> COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> </div> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Assessment Task 1		Description of Assessment Task 1		
		Candidate is required to identify tools, equipment and supplies provided by assessor.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Use air monitoring equipment			
2.	Use sound level meter and pH meter			
3.	Use water pollution monitoring equipment			
4.	Use vibration monitoring equipment			
5.	Use solutions and Detergents			
6.	Identify fire extinguishers and fire hydrants etc.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Knowledge Assessment

Title of Qualification: National Vocational Certificate Level 2 Environmental Technology (Environmental Services Attendant)	CS Code: 0712-EPT-2	Level: 02	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> Identify Tools, Equipment and Supplies related to Environmental Technology Follow Basic Health and Safety Practices at Adhere to organizational policies and regulations 	Assessment Date (DD/MM/YY): Assessment Time: 30 min		

Guidance for Candidate	To complete your assessment for this Competency Standard, you need to answer the questions on the following pages successfully.
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Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Written Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Define sound level meter.	
2. Define pH and pOH.	
3. Name any four water monitoring methods.	
4. Differentiate between fire extinguishers and fire hydrants	

ANSWER KEY

Sr.	Answers
1.	Sound-level meter is a handheld device used to measure the ambient noise in an environment based on sound intensity expressed in decibel (dB) units. A sound-level meter consists of a microphone, electronic components, and a visual display that registers acoustical energy output.
2.	pH is a figure expressing the acidity or alkalinity of a solution on a logarithmic scale on which 7 is neutral.
3.	<p>Following are important ways to measure and monitor the water quality.</p> <ul style="list-style-type: none">• Colored or chromo-phoric dissolved organic matter (CDOM) monitoring• Conductivity, Salinity, and TDS Monitoring• Measuring the Dissolved Oxygen Level• pH and KH Testing
4.	<p>A fire extinguisher is an active fire protection device used to extinguish or control small fires, often in emergency situations.</p> <p>A fire hydrant system is simply a system of connected water pipes that fire fighters can connect to tap into a continuous pressurized water. Fire hydrants are used to extinguish and control the spread of fire and protect neighboring properties</p>

**Assessment Evidence
Guide
For
“Environmental Services
Attendant”
Level-2
(Summative Assessment)**



**National Vocational & Technical
Training Commission**

Instruction Sheet for the Candidate

Title of Qualification: National Vocational Certificate Level 2 in Environmental Technology (Environmental Services Attendant)	CS Code:	Level: 02	Version: 01
Competency Standard Title: <ul style="list-style-type: none"> • Comply with Work Health and Safety Policies • Maintain Personal Health, hygiene and safety • Perform Basic Communication Skills • Operate Computer Functions (General) • Perform Housekeeping at Workplace • Identify Tools, Equipment and Supplies related to Environmental Technology • Ensure safe storage of Tools, Equipment and Supplies at Workplace • Handle Hazardous Materials / Chemicals at Workplace • Adhere to organizational policies and regulations • Inform in case of accident and emergency situations to concerned person 	Assessment Date (DD/MM/YY): Assessment Time: 5 hours		

Candidate Details	Name: Registration/Roll Number:
Guidance for Candidate	<p>To meet this standard, you are required to complete the following within the given time frame (for practical demonstration & assessment):</p> <ol style="list-style-type: none"> 1. Assessment Task1: Perform housekeeping task and ensure the safe handling of available tools, equipment, and supplies. 2. Assessment Task 2: Manage hazardous materials by applying appropriate health and safety measures. <p>And complete:</p> <ol style="list-style-type: none"> 1. Knowledge assessment test (Written or Oral) 2. Portfolios at the time of assessment (if any)
Minimum Evidence Required	<p>During a practical assessment, under observation by an assessor, you will complete:</p> <p>Assessment Task 1</p> <p>Performance Criteria 1: Identify different cleaning and disinfecting solutions</p> <p>Performance Criteria 2: Follow Standard Operating Procedures (SOPs) and prescribed ratio to prepare disinfecting solution</p> <p>Performance Criteria 3: Wear personal protective equipment, if required</p>

	<p>Performance Criteria 4: Disinfect the area according to SOPs</p> <p>Performance Criteria 5: Follow the label instructions on the chemical products.</p> <p>Performance Criteria 6: Avoid mixing of different chemicals</p> <p>Performance Criteria 7: Identify tools / equipment required for cleaning and disinfection</p> <p>Performance Criteria 8: Follow user guidelines for the tools /equipment</p> <p>Performance Criteria 9: Handle the equipment properly</p> <p>Performance Criteria 10: Lubricate the equipment</p> <p>Performance Criteria 11: Keep the tools at the correct storage place</p> <p>Performance Criteria 12: Use required tools / equipment and warning signs</p> <p>Performance Criteria 13: Inform the in-charge if any tool needs repair</p> <p>Performance Criteria 14: Identify fire extinguishers and fire hydrants etc.</p> <p>Performance Criteria 15: Ensure ventilation of the area</p> <p>Performance Criteria 16: Recognize types and dispose off the waste properly</p>
	<p>Assessment Task 2</p> <p>Performance Criteria 1: Follow Standard Operating Procedures (SOPs) for use of safety harness</p> <p>Performance Criteria 2: Follow emergency exit signs</p> <p>Performance Criteria 3: Identify hazardous and non-hazardous materials</p> <p>Performance Criteria 4: Separate hazardous and non-hazardous materials</p> <p>Performance Criteria 5: Store all hazardous materials properly</p> <p>Performance Criteria 6: Ensure cleanliness</p>
	<p>Portfolios required at the time of assessment (if any) for</p>

Assessors Judgment Guide

Candidate Details	Name: Registration/Roll Number: Candidate Signature:.....
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <input type="checkbox"/> Name of the Assessor: Assessor's code: Signature of the Assessor:.....

Assessment Summary (to be filled by the assessor)							
Activity	Method					Result	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓				
Knowledge Assessment	✓	✓					
Other Requirement							

Observation Checklist

Assessment Task 1	Description of Assessment Task 1 Candidate is required to Perform housekeeping task and ensure the safe handling of available tools, equipment, and supplies.		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1. Identify different cleaning and disinfecting solutions			
2. Follow Standard Operating Procedures (SOPs) and prescribed ratio to prepare disinfecting solution			
3. Wear personal protective equipment, if required			
4. Disinfect the area according to SOPs			
5. Follow the label instructions on the chemical products			
6. Avoid mixing of different chemicals			
7. Identify tools / equipment required for cleaning and disinfection			
8. Follow user guidelines for the tools /equipment			
9. Handle the equipment properly			
10. Lubricate the equipment			
11. Keep the tools at the correct storage place			
12. Use required tools / equipment and warning signs			
13. Inform the in-charge if any tool needs repair			
14. Identify fire extinguishers and fire hydrants etc.			
15. Ensure ventilation of the area			
16. Recognize types and dispose-off the waste properly			
Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)			

Assessment Task 2		Description of Assessment Task 2 Candidate is required to Manage hazardous materials by applying appropriate health and safety measures.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1.	Follow Standard Operating Procedures (SOPs) for use of safety harness			
2.	Follow emergency exit signs			
3.	Identify hazardous and non-hazardous materials			
4.	Separate hazardous and non-hazardous materials			
5.	Store all hazardous materials properly			
6.	Ensure cleanliness			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		
Each Assessment Task (with performance criteria)				

Portfolio		Description of Portfolio Candidate is required to present a portfolio including:		
Current <input type="checkbox"/>	Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1.				
2.				
3.				
4.				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)	
1. Explain any five types of waste.	
2. Write any 5 Common Toxic Gases	
3. Name any five PPEs	
4. Name any five Warning signs	
5. Name any 3 Air monitoring equipment	
6. Write the name of any 5 methods of Disinfection	

Questions (Candidate confidently answered questions correctly and demonstrated understanding of the topics and their application)

7. How to respond in fire emergency.

8. Define the purpose of equipment lubrication.

Answer Key:

1. Following are five types of waste:

1. Municipal Solid wastes:
2. Bio-medical wastes:
3. Industrial wastes:
4. Radioactive wastes:
5. E-wastes:

2.

- Sulphur Oxide
- Nitrogen Dioxide
- Hydrogen Sulfide
- Carbon Monoxide
- Ammonia

3.

- Spraying
- Swabbing
- Scrubbing/mopping
- UV Light
- Fumigation

4.

- Safety Goggles
- Gloves
- Safety Footwear
- Masks
- Protective Clothing
- Head wears, etc

5.	<ul style="list-style-type: none"> • Prohibition Signs. • Mandatory Signs. • Warning Signs. • Safe Condition Signs. • Fire Equipment Signs.
6.	<ul style="list-style-type: none"> • NOx • SOx • PM
7.	<p>The following procedures shall be followed during the fire incident:</p> <ol style="list-style-type: none"> 1. Close the door to the room where the fire is located. 2. Activate the closest fire alarm system. 3. Report the location of the fire. 4. Extinguish or Evacuate 5. Do not re-enter the building
8.	<p>Lubrication can be defined as the application of oily or greasy substances, also called 'lubricants', to reduce friction and allow moving machine parts to slide smoothly past each other.</p> <p>Lubrication reduces friction and allows moving machine parts to slide smoothly past each other. An automatic lubrication system has many advantages compared to manual lubrication.</p>