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PINE NUTS PROCESSOR

Learner Guide

National Vocational Certificate Level 1

Version 1 - February 2020

NAVTTC

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Contents

Introduction

Welcome to your Learner's Guide for the *Pine Nuts Processor Level 1* Program. It will help you to complete the program and to go on to complete further study or go straight into employment.

The *Pine Nuts Processor Level 1* program is to engage young people with a program of development that will provide them with the knowledge, skills and understanding to start this career in Pakistan. The program has been developed to address specific issues, such as the national, regional and local cultures, the manpower availability within the country, and meeting and exceeding the needs and expectations of their customers.

The main elements of your learner's guide are:

- **Introduction:**
  - This includes a brief description of your guide and guidelines for you to use it effectively
- **Modules:**
  - The modules form the sections in your learner's guide
- **Learning Units:**
  - Learning Units are the main sections within each module
- **Learning outcomes**:
  - Learning outcomes of each learning units are taken from the curriculum document
- **Learning Elements:**
  - This is the main content of your learner's guide with detail of the knowledge and skills (practical activities, projects, assignments, practices etc.) you will require to achieve learning outcomes stated in the curriculum
  - This section will include examples, photographs and illustrations relating to each learning outcome
- **Summary of modules**:
  - This contains the summary of the modules that make up your learner's guide
- **Frequently asked questions**:
  - These have been added to provide further explanation and clarity on some of the difficult concepts and areas. This further helps you in preparing for your assessment.
- **Multiple choice questions for self-test**:
  - These are provided as an exercise at the end of your learner's guide to help you in preparing for your assessment.

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Module-1

Module 1: Maintain Personal Safety Standards

Objective of the module: The aim of this module is to develop the knowledge, skills and understanding needed to maintain personal safety standards.

Learning Unit	Learning Outcomes	Learning Elements	Materials Required
LU1. Maintain personal protective equipment (PPE)	**Trainee will be able to:** • Arrange personal protective equipment (PPE) as per requirements • Wear correct personal protective equipment as per job nature • Store PPE at appropriate place after use.	• Elaborate factors affecting Health & Safety in the workplace. • Know and use of Personal Protective Equipment (PPE) • Knowledge about PPE storage	• Personal Protective Equipment (safety shoes, gloves, goggles, helmet etc.)
LU2. Maintain First-aid Box	**Trainee will be able to:** • Ensure availability of first aid box • Check first aid box for requisite emergency medicines against checklist. • Check expiry of medicines	• Knowledge and understanding of First-Aid-Box. • Knowledge emergency medicines and expiry	• First aid box

	• Perform first aid treatment against electric shocks • Perform first aid treatment/ bandages against minor injuries	• Understanding of site hazards and its treatment	
LU3. Maintain Firefighting Equipment	**Trainee will be able to:** • Check expiry of fire extinguisher • Operate fire extinguisher • Replace fire extinguisher	• Define Fire Extinguisher • Types and functions of various fire extinguishers • Describe operational techniques of fire extinguishers	• Fire Extinguisher • Smoke Detecting Alarm
LU4. Prepare for emergencies	**Trainee will be able to:** • Perform mock emergency exercises • Perform mock first aid cardio respiratory, resuscitation and CPR	• Describe types of emergencies • Knowledge about mock exercise for emergency	

LU5. Respond to emergencies	**Trainee will be able to:** • Follow emergency plan • Communicate instructions to co workers • Assess risk and determine course of action • Operate emergency equipment and supplies	• Describe various types of emergencies • Describe instructions to coworker concerning the emergency • Describe use of emergency equipment, supplies and their operation/procedure	• Emergency Plan • Emergency equipment

Examples and illustrations

Personal Protective Equipment:

PPE are equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE).

Basic Types of PPE:

Following are the basic types of PPE.

1.Head Protection:

PPE includes hard hats and headgears and should be required for tasks than can cause any force or object falling to the head. When performing head protection safety checks, ensure that there are no dents or deformities on the shell and connections are tightened inside. Do not store in direct sunlight and always replace a hard hat if it was used for any kind of impact, even if damage is unnoticeable.

2.Face and Eye Protection:

PPE includes safety goggles and face shields and should be used for tasks that can cause loss of vision and an eye, burns, splashes, sprays of toxic liquids etc. When conducting equipment safety checks, ensure that there are no cracks or deformities on the lenses, ensure the strap is in good working order and is firmly sealed to the cheek and forehead.

3.Foot Protection:

PPE includes knee pads and safety boots and should be used for tasks that can cause serious foot and leg injuries from falling or rolling objects, hot substances, electrical hazards and slippery surfaces. Use boots with slip-resistant soles that protect against compression and impact.

4.Hands Protection:

PPE includes safety gloves and should be used for tasks that can cause hand and skin burns, absorption of harmful substances, cuts, fractures or amputations. When inspecting hand protection equipment, ensure that they fit perfectly with no spaces and are free from cuts, burns and chemical residue. Always replace them if any sign of contamination was observed.

5.Body Protection:

PPE includes safety vests and suits and should be used for tasks that can cause body injuries from extreme temperatures, flames and sparks, toxic chemicals, insect bites and radiation. Ensure that they are clean and free from cuts and burns. Always get a good fit to ensure full body protection.

6.Hearing protection:

PPE includes ear muffs and plugs and should be used for tasks than can cause hearing problems and loss of hearing. When ensuring hearing safety, the equipment must fit the ear canal perfectly. Recommended types include formable earplugs to fit on different sizes of ear canals.

7.Fall Protection:

PPE includes safety harnesses and lanyards and should be strictly used for task that can cause falling from heights and serious injury or death. When inspecting equipment, ensure that the straps are free from tears, deformities and burn marks and buckles are connected securely and tightly. It is very important to dispose them if used after a falling incident.

8.Respiratory Protection:

PPE includes respirators and should be used for task that can cause inhalation of harmful materials to enter the body. When conducting respiratory protection safety, ensure that the equipment is fit-tested and the employee has undergone proper training before wearing one.

Where to store PPE

The general maintenance and storage of PPE usually includes keeping it in a clean and dry place, where it can be easily accessed and is not exposed to potentially damaging conditions. A cupboard is fine, as long as it meets the above criteria, but avoid storing your PPE with other items such as consumables or machinery.

The most important things to remember are to keep your PPE storage area clean, tidy, and organized. Avoid stacking things on top of each other excessively and utilize organizational tools like wall hooks and shelves where possible

https://millops.community.uaf.edu/tag/ppe/

First Aid Box:

It is a set of materials and tools used for giving emergency treatment to a sick or injured person. First aid kits are designed to manage all types of injuries including basic cuts, scrapes and burns etc.

A basic workplace first aid kit includes:

- *Plasters:* Used for small cuts and grazes
- *Dressings:* Used to apply pressure to larger wounds and help to stop bleeding
- *Bandages:* Used to support joints, hold dressings in place, put pressure on wounds and to stop swelling
- *Disposable gloves*: Used to reduce the risk of infection
- *Face shields or pocket masks:* Used to prevent infection when you give rescue breaths
- *Cleansing wipes, alcohol free wipes:* Used to clean the skin around the wound
- *Adhesive tape:* Used to hold dressings or the loose end of bandages in place
- *Pins and clips:* Used to fasten the loose end of bandages
- *Scissors or tweezers:* Used to cut bandages or sticky tape or someone's clothing if you need to get to a wound

First Aid Box

Fire Extinguisher:

A fire extinguisher is an active fire protection device used to extinguish or control small fires, often in emergency situations. Typically, a fire extinguisher consists of a hand-held cylindrical pressure vessel containing an agent which can be discharged to extinguish a fire.

Types of Fire Extinguishers:

There are three main types of extinguisher and they work in slightly different ways:

- **Water extinguishers**:

  Water extinguishers are the most common, are essentially tanks full of water with compressed (tightly squeezed) air as the propellant to make them come out. Water extinguishers work by removing heat from the fire.

- **Dry chemical extinguishers:**

  Dry chemical extinguishers are tanks of foam or dry powder with compressed nitrogen as the propellant. They work by smothering the fire: when you put a layer of powder or foam on the fire, you cut the fuel off from the oxygen around it, and the fire goes out.

- **Carbon dioxide (CO_2) extinguishers:**

  Carbon dioxide extinguishers contain a mixture of liquid and gaseous carbon dioxide (a nonflammable gas). CO2 is normally a gas at room temperature and pressure. It has to be stored under high pressure to make it a liquid. When you release the pressure, the gas expands enormously and makes a huge white jet. CO2 attacks the fire triangle in two ways: it smothers the oxygen and, when it turns from a liquid back to a gas, it "sucks" in a massive amount of heat from its surroundings (the latent heat of vaporization), which cools whatever you spray it on by removing heat.

Operating a Fire Extinguisher:

There are four (4) basic steps for using modern portable fire extinguishers.

The acronym **PASS** is used to describe these four basic steps.

1.Pull (pin):

Pull pin at the top of the extinguisher, breaking the seal. When in place, the pin keeps the handle from being pressed and accidentally operating the extinguisher. Immediately test the extinguisher. (Aiming away from the operator) This is to ensure the extinguisher works and also shows the operator how far the stream travels

2.Aim:

Approach the fire standing at a safe distance. Aim the nozzle or outlet towards the base of the fire.

3.Squeeze:

Squeeze the handles together to discharge the extinguishing agent inside. To stop discharge, release the handles.

4.Sweep:

Sweep the nozzle from side to side as you approach the fire, directing the extinguishing agent at the base of the flames. After an A Class fire is extinguished, probe for smoldering hot spots that could reignite the fuel.

Operating a fire extinguisher
https://www.artofmanliness.com/articles/how-to-use-a-fire-extinguisher/

CPR- Cardio Pulmonary Resuscitation:

CPR – or Cardiopulmonary Resuscitation – is an emergency lifesaving procedure performed when the heart stops beating. Immediate CPR can double or triple chances of survival after cardiac arrest.

How CPR is Performed:

There are two main stages to CPR: the preparation stage and the CPR stage.

Preparation Step:

Before performing CPR on an adult, use the following preparation steps:

Step 1. Call Emergency services:

First, check the scene for factors that could put you in danger, such as traffic, fire, or falling masonry. Next, check the person. Do they need help? Tap their shoulder and shout, "Are you OK?"

If they are not responding, call emergency service or ask a bystander to call emergency service before performing CPR.

Step 2. Place the person on their back and open their airways:

Place the person carefully on their back and kneel beside their chest. Tilt their head back slightly by lifting their chin. Open their mouth and check for any obstruction, such as food or vomit. Remove any obstruction if it is loose. If it is not loose, trying to grasp it may push it farther into the airway.

Step 3. Check for breathing:

Place your ear next the person's mouth and listen for no more than 10 seconds. If you do not hear breathing, or you only hear occasional gasps, begin CPR.

If someone is unconscious but still breathing, do not perform CPR. Instead, if they do not seem to have a spinal injury, place them in the recovery position. Keep monitoring their breathing and perform CPR if they stop breathing.

Step 4. Perform 30 chest compressions:

Place one of your hands on top of the other and clasp them together. With the heel of the hands and straight elbows, push hard and fast in the center of the chest, slightly below the nipples.

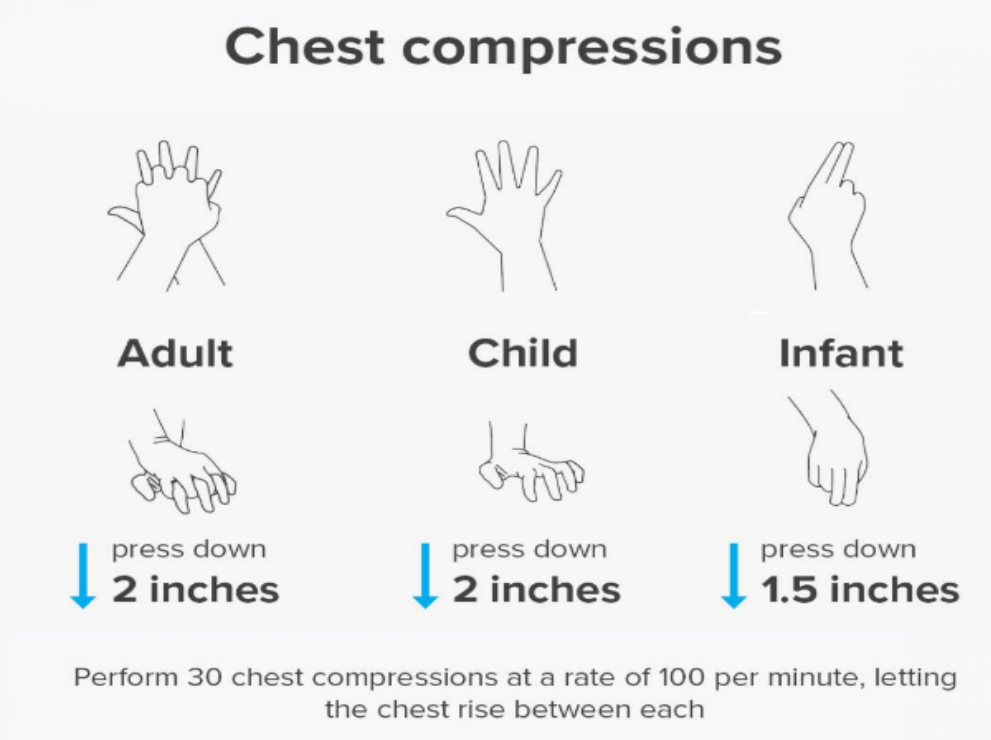
Push at least 2 inches deep. Compress their chest at a rate of least 100 times per minute. Let the chest rise fully between compressions.

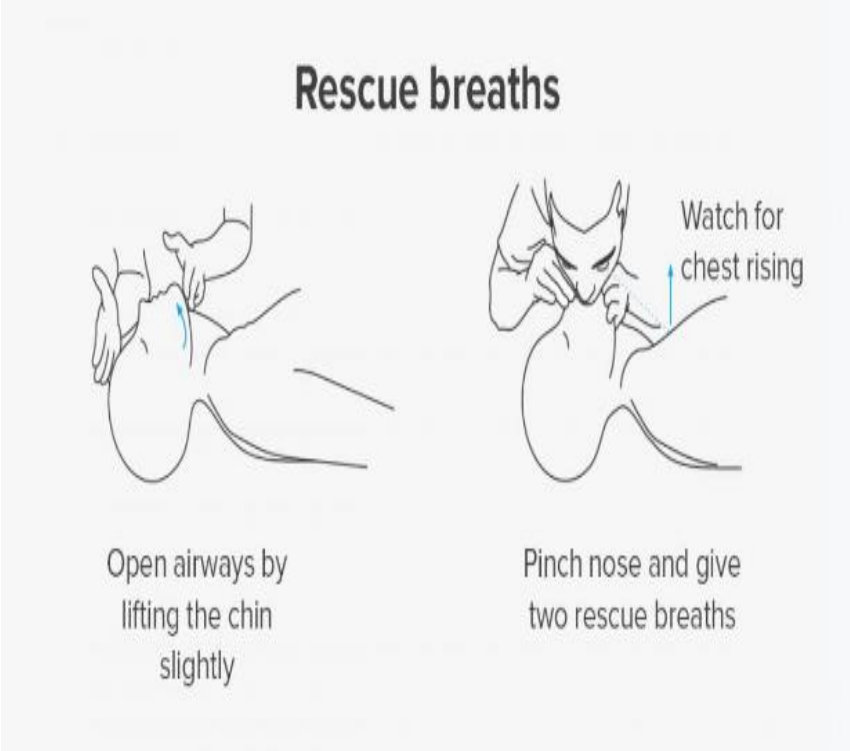
Step 5. Perform two rescue breaths:

Making sure their mouth is clear, tilt their head back slightly and lift their chin. Pinch their nose shut, place your mouth fully over theirs, and blow to make their chest rise. If their chest does not rise with the first breath, retilt their head. If their chest still does not rise with a second breath, the person might be choking.

Step 6. Repeat:

Repeat the cycle of 30 chest compressions and two rescue breaths until the person starts breathing or help arrives. If an AED arrives, carry on performing CPR until the machine is set up and ready to use.





CPR Method

https://www.medicalnewstoday.com/articles/324712.php

Workplace Emergency:

A workplace emergency is an unforeseen situation that threatens your employees, customers, or the public; disrupts or shuts down your operations; or causes physical or environmental damage. Emergencies may be natural or manmade and include the following:

- Floods,
- Hurricanes,
- Tornadoes,
- Fires,
- Toxic gas releases,
- Chemical spills,
- Radiological accidents,
- Explosions,
- Civil disturbances, and
- Workplace violence resulting in bodily harm and trauma.

How do you protect yourself, your employees, and your business?

The best way is to prepare to respond to an emergency before it happens. Few people can think clearly and logically in a crisis, so it is important to do so in advance, when you have time to be thorough.

What is an emergency action plan?

An emergency action plan covers designated actions employers and employees must take to ensure employee safety from fire and other emergencies. Not all employers are required to establish an emergency action plan. Even if you are not specifically required to do so, compiling an emergency action plan is a good way to protect yourself, your employees, and your business during an emergency.

Putting together a comprehensive emergency action plan that deals with all types of issues specific to your worksite is not difficult.

When developing your emergency action plan, it's a good idea to look at a wide variety of potential emergencies that could occur in your workplace. It should be tailored to your worksite and include information about all potential sources of emergencies. Developing an emergency action plan means you should do a hazard assessment to determine what, if any, physical or chemical hazards in your workplaces could cause an emergency. If you have more than one worksite, each site should have an emergency action plan.

At a minimum, your emergency action plan must include the following:

- A preferred method for reporting fires and other emergencies;
- An evacuation policy and procedure;
- Emergency escape procedures and route assignments, such as floor plans, workplace maps, and safe or refuge areas;
- Names, titles, departments, and telephone numbers of individuals both within and outside your company to contact for additional information or explanation of duties and responsibilities under the emergency plan;

- Procedures for employees who remain to perform or shut down critical plant operations, operate fire extinguishers, or perform other essential services that cannot be shut down for every emergency alarm before evacuating; and
- Rescue and medical duties for any workers designated to perform them.

You also may want to consider designating an assembly location and procedures to account for all employees after an evacuation.

VIDEOS:

	How to use a fire extinguisher https://www.youtube.com/watch?v=lUojO1HvC8c
	Introduction to PPE's https://www.youtube.com/watch?v=r9vp1q1L2ro
	Health and Safety Training https://www.youtube.com/watch?v=dCOojwkWO8c

	How to Perform CPR https://www.youtube.com/watch?v=hizBdM1Ob68

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Module-2

Module 2: Maintain Tools & Equipment

Objective of the module: The aim of this module is to develop the knowledge, skills and understanding needed to maintain Tools and Equipment.

• Learning Unit	• Learning Outcomes	• Learning Elements	• Materials Required
LU1. Arrange Tools and equipment	**Trainee will be able to:** • Identify tools and equipment • Prepare list of tools and equipment as per requirement • Collect tools and equipment from store	• Describe functions of different tools • Knowledge of tools for specific task	• Multi media • Tools and Equipment • Stationery
LU2. Maintain Tool Box	**Trainee will be able to:** • Check physical conditions of tools and equipment before use • Perform preventive maintenance as per standards • Perform corrective maintenance of tools as per requirements • Clean tools and equipment after use • Place tools and equipment at appropriate place	• Describe arrangements of tools and equipment in tool box • Describe corrective and preventive maintenance	• Multi media • Tool Box

LU3. Calibrate measuring tools	**Trainee will be able to:** • Check calibration status of the measuring tools • Perform calibration of measuring tools as per standards • Record calibration test results	• Define calibration • Describe types of calibration • Describe methods of equipment calibration	• Multi media • Tools and Equipment • Calibrating tools
LU4. Manage Inventory of tools and equipment	**Trainee will be able to:** • Check tools and equipment as per record • Report for faulty tools and equipment to supervisor • Generate demand for deficit tools and equipment • Maintain all records of tools and equipment	• Explain methods of tools and equipment inventory control • Elaborate writing of faulty tools and equipment • Knowledge about stock and dead stock record	• Multi Media • Tools and equipment list • Stationery

Tools and Equipment for Pine Nuts Processing:

Tool cleaning, storage, and maintenance

In order to work safely, it is extremely important that all workshop equipment is maintained and inspected before it is used each time. Taking care of tools and equipment, and keeping them well maintained, will make them last longer before needing replacement.

Cleaning:

Tools are expensive items, so it is essential they are kept clean and in good working order. Some tools may need cleaning with high pressure air. They should be kept clean by wiping off any dirt, grease, or metal chips before being stored.

Storage:

Never leave tools lying round the workshop. Lost tools would be expensive to replace, but they may also cause damage or injury if not properly stored. After finishing the work look around in workshop or workplace if any tools are left behind and store them properly.

Small hand tools, such as screwdrivers, pliers, or spanners, can be hung on a panel or pegboard mounted on the wall. Measuring instruments, gauges, and meters should be stored where they cannot be damaged by weather or impact with other tools. Small tools may also be stored in a chest, cabinet, or tray system.

Maintenance:

If a tool or piece of equipment is damaged, it should not be used because it may be dangerous. It may damage other worker or property if used. Ensure equipment is clean and tidy. Damaged tools or equipment should not be used; they might damage other property and they are potentially dangerous. It is not acceptable to use a tool or piece of equipment that is damaged in any way.

Corrective maintenance

Corrective maintenance can be defined as a maintenance task performed to identify, isolate, and rectify a fault so that the failed equipment, machine, or asset can be restored to an operational condition within the tolerances or limits established for in-service operations.

Corrective maintenance is maintenance which is carried out after failure detection and is aimed at restoring an asset to a condition in which it can perform its intended function.

Preventive maintenance (PM) has the following meanings:

1. The care and servicing by qualified personnel for the purpose of maintaining equipment and facilities in satisfactory operating condition by providing for systematic inspection, detection, and correction of incipient failures either before they occur or before they develop into major defects.
2. Maintenance, including tests, measurements, adjustments, and parts replacement, performed specifically to prevent faults from occurring.

What is Instrument Calibration?

The process of evaluating the measurements made by the instrument to be calibrated against an instrument known to be making measurements that surpass the suitable limits of precision and correctness is known as instrument calibration. If any variation is found, then the instrument is calibrated so that it can give exact readings and values. It is common for any instrument to lose its calibration after a long period of usage. After the process of calibration, the instrument is good to use again.

Calibration is necessary for:

1. A crucial measurement
2. If the instrument has undergone adverse conditions and cannot give the right reading.
3. When the output does not match the stand-in instrument.
4. Drastic change in weather
5. Cyclic testing of instruments

When are Instruments Calibrated?

Instruments which measure length, weight, temperature, pressure etc. should be calibrated against some standard measurement at regular intervals. Methods of calibration depend on whether the instrument is calibrated regularly or only occasionally for a special task where a highly calibrated instrument is required. It is essential to get the instruments calibrated every now and then even if they are in good condition to prevent wrong measurements.

1. **Maintaining a Record** – When an instrument is being calibrated it is mandatory to maintain a record of every minute detail of the results before and after the calibration.
2. **Inspect the Documentation** – Regular inspection of the calibration process is mandatory other than just documenting the process. The changes can easily be detected if the calibration process is closely audited every single time. It is necessary to document the changes

Calibration Procedures

- The measurements acquired from the scale are compared with the measurements of the sub-standard instrument and the calibration curve is formed from the obtained values.
- If the measurements from the instruments are parallel to the substandard then it is a good enough calibration. Otherwise the readings will have to be taken multiple times.

Frequently Asked Questions

1. What is Competency Based Training (CBT) and how is it different from currently offered trainings in institutes?	Competency-based training (CBT) is an approach to vocational education and training that places emphasis on what a person can do in the workplace as a result of completing a program of training. Compared to conventional programs, the competency based training is not primarily content based; it rather focuses on the competence requirement of the envisaged job role. The whole qualification refers to certain industry standard criterion and is modularized in nature rather than being course oriented.
2. What is the passing criterion for CBT certificate?	You shall be required to be declared “Competent” in the summative assessment to attain the certificate.
3. What are the entry requirements for this course?	The entry requirement for this course is 8th Grade or equivalent.
4. How can I progress in my educational career after attaining this certificate?	You shall be eligible to take admission in the National Vocational Certificate Level-2 in Pine Nuts Processor. You shall be able to progress further to National Vocational Certificate Level-3-4 in Pine Nuts Processor Course; and take admission in a level-5, DAE or equivalent course (if applicable). In certain case, you may be required to attain an equivalence certificate from The Inter Board Committee of Chairmen (IBCC).
5. If I have the experience and skills mentioned in the competency standards, do I still need to attend the course to attain this certificate?	You can opt to take part in the Recognition of Prior Learning (RPL) program by contacting the relevant training institute and getting assessed by providing the required evidences.
6. What is the entry requirement for Recognition of Prior Learning program (RPL)?	There is no general entry requirement. The institute shall assess you, identify your competence gaps and offer you courses to cover the gaps; after which you can take up the final assessment.
7. Is there any age restriction for entry in this course or Recognition of Prior Learning program (RPL)?	There are no age restrictions to enter this course or take up the Recognition of Prior Learning program
8. What is the duration of this course?	The duration of the course work is 1,510 hrs. (11 months)

9. What are the class timings?	The classes are normally offered 25 days a month from 08:00am to 01:30pm. These may vary according to the practices of certain institutes.
10. What is equivalence of this certificate with other qualifications?	As per the national vocational qualifications framework, the level-4 certificate is equivalent to Matriculation. The equivalence certificate can be obtained from The Inter Board Committee of Chairmen (IBCC).
11. What is the importance of this certificate in National and International job market?	This certificate is based on the nationally standardized and notified competency standards by National Vocational and Technical Training Commission (NAVTTC). These standards are also recognized worldwide as all the standards are coded using international methodology and are accessible to the employers worldwide through NAVTTC website.
12. Which jobs can I get after attaining this certificate? Are there job for this certificate in public sector as well?	You shall be able to take up jobs in the local or overseas construction companies in heavy machinery operator job profile.
13. What are possible career progressions in industry after attaining this certificate?	You shall be able to progress up to the level of supervisor after attaining sufficient experience, knowledge and skills during the job. Attaining additional relevant qualifications may aid your career advancement to even higher levels.
14. Is this certificate recognized by any competent authority in Pakistan?	This certificate is based on the nationally standardized and notified competency standards by National Vocational and Technical Training Commission (NAVTTC). The official certificates shall be awarded by the relevant certificate awarding body.
15. Is on-the-job training mandatory for this certificate? If yes, what is the duration of on-the-job training?	On-the-job training is not a requirement for final / summative assessment of this certificate. However, taking up on-the-job training after or during the course work may add your chances to get a job afterwards.
16. How much salary can I get on job after attaining this certificate?	The minimum wages announced by the Government of Pakistan in 2019 are PKR 17,500. This may vary in subsequent years and different regions of the country. Progressive employers may pay more than the mentioned amount. The heavy Machinery Operator normally earns 20,000 to 25,000 in the start.
17. Are there any alternative certificates which I can take up?	There are some short courses offered by some training institutes on this subject. Some institutes may still be offering conventional certificate courses in the field.

18. What is the teaching language of this course?	The leaching language of this course is Urdu and English.
19. Is it possible to switch to other certificate programs during the course?	There are some short courses offered by some training institutes on this subject. Some institutes may still be offering conventional certificate courses in the field.
20. What is the examination / assessment system in this program?	Competency based assessments are organized by training institutes during the course which serve the purpose of assessing the progress and preparedness of each student. Final / summative assessments are organized by the relevant qualification awarding bodies at the end of the certificate program. You shall be required to be declared “Competent” in the summative assessment to attain the certificate.
21. Does this certificate enable me to work as freelancer?	You can start your small business by purchasing your own heavy construction machine and can start earning 50,000 per month. You may need additional skills on entrepreneurship to support your initiative.

National Vocational and Technical Training Commission (NAVTTC)

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