

# Nepal Industrial and Business Sector Occupational Standard (OS) Of Tea Processor Level-2



In jointly implemented by



## **Occupational Classification Linkage with NSCO:**

**Occupational Title: Tea Processor**

**Level: 2 (Foreman Level)**

**Sector: Agriculture**

**Sub – Sector: Agriculture**

**OS ID No.: AG-010-078**

**Major Group: 7**

**Sub-major Group: 75**

**Minor Group: 754**

**Unit Group: 7543**

**Occupation Specific Employers Panel:**

S.N.	Name	Designation	Organization
1.	Raju Katuwal	Bhatta Operator	Delta Tea
2.	Gopal Dahal	Director	Green Hill Tea Industries, Ilam
3.	Manju Rai	Director	Maipokhari Tea Industry
4.	Prabesh Pradhan	Director	Ilam Tea producer
5.	Tilchan Pokhrel	Manager	Sangrila Tea industry, Terhathum
6.	Ananda Prasad Pokhrel	Manager	Ilam Tea industry
7.	Devi Pd. Khatiwada	Director	NAPAS Jhapa
8.	Gopal Koirela	Employer	Himalayan Sangrila Tea production
9.	Udaya Chapagain	Executive chairperson	Gorkha Tea Estate, Ilam
10.	Pramod Rai	President/Employer	Suryodaya Nagar Tea Estate, Ilam
11.	Om Nath Adhikari	Chair person	NCPA
12.	Ganesh Pd.	Chief	DCC Ilam

**Occupation Specific Expert Workers Panel:**

S.N.	Name	Designation	Organization
1.	Nabin Pokhrel	Expert worker	Singha Devi Chiya Utpadan
2.	Yam Bahadur Mukhya	Expert worker	Brothers Tea
3.	Muna Mukhya	Expert worker	Baraha Tea
4.	Milan Dahal	Manager/expert worker	Dahal Bandhu Tea
5.	Purna Bahadur Rasali	Manager/expert worker	Sakhejung Hill range Tea
6.	Dinesh Kumar Rasali	Manager/expert worker	Himalayan Sangrila Tea producer
7.	Buddhi Bal Rai	Manager/expert worker	Gorkha Tea State
8.	Ramesh Chapagain	Marketing Manager	Everest Organic Tea
9.	Chandra Pd. Bhattarai	Processor/ Expert worker	Kanchanganga TERC
10.	Ambika Dhungana	Processor/ Expert worker	Shangrila Tea
11.	Dal Krishna Basnet	Processor/ Expert worker	Charkhola Earthodusk Tea
12.	Sanil Pahlri	Expert worker	Ajambari Himchuli
13.	Man Kumar Mukhiya	Expert worker	Maipokhari Tea

**OS Development Workshop facilitated by:**

S.N.	Name	Designation	Organization
1.	Harischandra Sapkota	Facilitator	Freelance
2.	Prabesh Aryal	Co-facilitators / Recorder, Tourism Sector Expert	ELMS

**OS Reviewed by ELMS Agriculture Sector Working Group:**

S.N.	Name	Designation	Organization
1.	Mr. Govinda Ghemire	Advisor, Export Promotion Committee	FNCCI
2.	Mr. Krishna Prasad Adhikari	Vice President	CNI
3.	Ms. Shanta Basnskota Koirala	Secretary General, Woman Entrepreneur Committee	FNCSI
4.	Mr. Khemjaj Kafle	Agriculture Sector Expert	ELMS

**OS Verified by ELMS Technical Advisory Committee:**

S.N.	Name	Designation	Organization
1.	Dr. Mahesh Nath Parajuli	Professor	KU
2.	Mr. Kul Bahadur Phadera	Under secretary	MoEST
3.	Mr. Pravat Uprety	Associate Prof.	TU
4.	Mr. Kishor KC	Statistics Officer	CBS
5.	Ms. Sarada Ghimire	Dy. Director	CTEVT, Curriculum Div.
6.	Mr. Keshab Ghimire	Dy. Director	CTEVT, NSTB

**OS Recommended by ELMS Coordination Committee:**

S.N.	Name	Designation	Organization
1.	Mr. Rabin Kumar Shrestha	Focal Person/Ex EC member	FNCCI
2.	Mr. Sumit Kumar Kedia	Executive committee member	FNCCI
3.	Mr. Birendra Raj Pandey	Vice –president	CNI
4.	Mr. Megh Nath Neupane	Senior – Consultant	CNI
5.	Ms. Shobha Gurung	Vice president	FNCSI
6.	Mr. Mohan Katuwal	Vice president	FNCSI
7.	Mr. Binayak Shah	Senior-vice president	HAN
8.	Mr. Sajjan Shakya	Secretary General	HAN
9.	Mr. Nicholas Pandey	Senior Vice President	FCAN
10.	Mr. Roshan Dahal	General Secretary	FCAN

**OSS Approved by ELMS Board:**

S.N.	Name	Designation	Organization
1.	Mr. Shekhar Golchha	Head of the organization	FNCCI
2.	Mr. Vishnu Kumar Agarwal	Head of the organization	CNI
3.	Mr. Shyam Prasad Giri	Head of the organization	FNCSI
4.	Ms. Srijana Rana	Head of the organization	HAN
5.	Mr. Rabi Singh	Head of the organization	FCAN
6.	Mr. Chandra Kanta Adhikari	Member Secretary	ELMS

**Occupational Description:**

In Nepal first tea was planted in 1863 and the seed was brought from China. Tea is the second drinking commodity after water in the world. Total demand of tea is 3- 4 Karor Kg. /year. Cultivation of tea is increasing and the tea is being first commercial crop in eastern hills of Nepal. Quality tea is depend upon the cultivation practices, harvesting and processing. Main duties of tea processor in tea processing plant is receiving green tea leaf and start processing immediate after receiving. After receiving green leaf about 16 -18 hours' continuous time is needed for up to final products. The processor perform withering of green leaf, rolling the green leaf, after that there are two type of tea first is normal tea and the process depends the processing technique. For black (normal tea) fermentation, drying, sorting and packaging are the major duties of the tea processor. For the green tea processing; fermentation process is excluded and other whole process from receiving of green leaf to final products is the same. During this time intensive care, continuous processing effort is necessary and the tea processor must be involve in whole processing events.

There is no formal training of tea processor in Nepal yet. Initially the tea processor was full filled from India and still qualified processor are from India. Some Nepali tea processor are became experienced working with the Indian processor for long time and they became perfect. Only about 15 persons are competent tea processor in the tea processing industries in Nepal. Considering increasing number and modernization of processing plants there is demand of 300 competent tea processor.

The occupation “**Tea Processor**” Level-2 (Foreman Level) describes the individual with required knowledge for applying basic method of performance, knowledge to select tools, equipment and materials appropriate for the given task. He/she possess the ability to apply basic theory and principle of the common duties and tasks to solve the given assignment. Further, the performer has ability to act independently in simple core skills and can work under the supervision of supervisor for some higher level of tasks to ensure the technicality as a co-worker. This individual has to operate machines and supervises assistant worker and labour in the team. Nepal's industrial & business sector expects Individual reserving set level of skills, knowledge and attitudes of Tea Processor which reflect for the improvement of production/services and workers' productivity.

**Occupational and environmental safety:**

In Nepal till now the tea processing plants apply fire wood as the fuel of the processing plant. Huge amount of trees are cut and burned in the processing unit. Burning of fire wood increases **Co<sub>2</sub>** in the air in one side and causes deforestation in the other side. Use of electricity power as processing fuel can mitigate the deforestation and carbon emission in the air. If we apply chemical fertilizers and synthetic pesticides in the tea garden it causes the soil, water and air pollution. There is residual effect of the chemical in the final products of tea. So organic cultivation practices can minimize the pollution created by the chemical fertilizer and pesticides. On the other hand, cultivation of rapid growing plants for fire wood is also a way of minimizing deforestation.

**Minimum Job Entry Requirement:**

As per the labour law the Nepalese citizen aged 18 years and above and competent as per this occupation standards are eligible to enter in this occupation. To cope the required knowledge and tasks performance standard of this occupation 10<sup>th</sup> grade graduates or equivalent qualification are suggested to enter in the skills and knowledge impartation process of the Tea Processor.

**Worker's traits:**

Desirable workers traits of for **Tea Processor** are individual with creative, active, laborious, honest and patient behaviors are essential. Similarly, the tea processor should be a team player, good communicator and positive to the tea cultivation and processing practices. He/she also should be enjoyed in the tea cultivation and processing plant. Further, individual having flexible in time management, honest, loyal to the organization, able to maintain minimum work ethics, punctual and regular as a professional tea processor are desirable behaviors. Additionally, the Tea Processor should possess simple maintenance skills and knowledge of common machines of the processing plant. In our Nepalese context, some of the tea processing plants are small and cannot afford for many types of workers, so that, the Tea Processor should also play the role of manager of the processing plant, and needs to hands on administrative and financial management skills. The tea processing is seasonal and the processing starts from March and continue to August/September. After that, there is no green leaves for processing and the processing plant stops, during this gap the processor should be involved and enjoyed in the cleaning and maintenance of the processing plant.

**Occupational career path:**

- Above the position: Senior Tea Processor or Level -3 (Supervisor Level)
- Current position : Tea processor or Level -2 (Foreman Level)
- Below the position: Assistant Tea Processor or Level -1 (Assistant Level).

**Abbreviation used:**

Task Level	Rating number and their meaning
Significance	: 1- Important; 2- Moderately important; 3-Highly important.
Ease	: 1- Easy; 2-Moderately easy; 3-Very easy.
Occurrence	: 1-Rarely occurred; 2-Moderately occurred; 3-Frequently occurred.

  

N/A	: Not Applicable
OS	: Occupation Standard
FNCCI	: Federation of Nepalese Chamber of Commerce & Industries
CNI	: Confederation of Nepalese Industries
FNCSI	: Federation of Nepalese Cottage & Small Industries
FCAN	: Federation of Construction Association Nepal
HAN	: Hotel Association Nepal
ELMS	: Employers Led Market Secretariat
SWG	: Sector Working Group
TAC	: Technical Advisory Committee
SOP	: Standard Operating Procedure
KU	: Kathmandu University
MoEST	: Ministry of Education, Science & Technology
TU	: Tribhuvan University
CBS	: Central Beauru of Statics'
CTEVT	: Council of Technical Education and Vocational Training
NSTB	: National Skill Testing Board
Div.	: Division
PPM	: Parts Per Million
RPM	: Round Per Minutes
TSLC	: Technical School Level Certificate
DMT	: Dryer Mouth Tea
gm.	: Gram
ml.	: Milliliter
F.	: Fahrenheit
C.	: Celsius

## List of Duties and Tasks of the Tea Processor: Level-2

Soft Skills Area			
SN	Duty statements	SN	Task statements
1.	Demonstrate positive attitude	1.	Manage time for occupational assignment
		2.	Exhibit empathy with customers and team members
		3.	Exhibit work ethics of Tea Processor
		4.	Respond assignment received
		5.	Receive / give feedback and feed forward
2.	Exhibit interpersonal skills	6.	Listen customers demand, complaints, or others information
		7.	Communicate with others about products and services
		8.	Coordinate with customers, team members and stakeholders
		9.	Perform net-working with customers, team, and stakeholders
3.	Demonstrate occupational leadership	10.	Exhibit behavior of team player among the members
		11.	Make decision at different situation of the occupation
		12.	Solve problem encountered in the occupation
		13.	Take responsibility and accountability of the assignment
		14.	Develop work plan of Tea Processor
Core Skills Area			
4.	Analyzing and receiving	15.	Perform grading of green leaf
		16.	Perform weighing of green leaf
		17.	Receive green leaf
5.	Perform withering	18.	Perform trough loading of green leaf
		19.	Treat green leaf by cold and hot air
		20.	Test withered condition of green leaf
		21.	Unload withered leaf from trough
6.	Perform rolling of withered green leaf	22.	Set rolling program
		23.	Load withered green leaf in roller
		24.	Run the roller
		25.	Perform shifting
7.	Ferment rolled green leaf	26.	Spread rolled green leaf
		27.	Check fermentation status
		28.	Collect fermented leaf
8.	Perform drying of rolled green leaf	29.	Set dryar
		30.	Run the dryar
		31.	Load fermented leaf on dryar
		32.	Collect dried leaf from dryer
9.	Perform sorting of dried leaf	33.	Analyze DMT
		34.	Perform hand sorting of dried leaf
		35.	Check sorting machine
		36.	Perform sorting by machine for black tea
		37.	Perform grade analysi of tea
10.	Perform Packaging	38.	Take sample of graded tea
		39.	Taste sample of final products
		40.	Perform manual packaging
		41.	Perform packeging by machine
		42.	Keep records
11.	Manage processing plant	43.	Prepare duty wheel

		44. Supervise subordinate/workers
		45. Motivate staff/ workers
12.	Perform Simple maintenance	46. Check voltage of electricity supply
		47. Troubleshoot problems of processing machine
		48. Perform basic mechanical maintenance
		49. Replace fan belt of machine
13.	De-enzyming & speciality making	50. Perform steaming for green tea
		51. Perform roasting for green tea
		52. Prepare golden tea
		53. Prepare Oolon tea
		54. Prepare white tea

## Task Competency Standard

Soft Skills Area:			
<b>Task number:</b>	<b>1</b>		
<b>Task statement:</b>	<b>Manage time for occupational assignment</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Regular duty hours and work plan</li> </ul> <b>Task:</b> Manage time for occupational assignment <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Punctuality in the assignment is exhibited;</li> <li>Tasks are completed within the given time frame;</li> <li>Tasks are performed as per the given work plan.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of time management;</li> <li>Work priority and rescheduling as per the urgency;</li> <li>Points to be consider while managing time during duty hours.</li> </ul>		

<b>Task number:</b>	<b>2</b>		
<b>Task statement:</b>	<b>Exhibit empathy with customers and team members</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Any incident (Problems, awkward situation or unusual situation) of customer or team members.</li> </ul> <b>Task:</b> Exhibit empathy with customers and team members. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Performer is expressed feelings (body language, gesture, posture, facial expression) as per the given incident during the performance.</li> <li>Performer is acted accordingly as per the feelings.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance empathy;</li> <li>Different situations of empathy;</li> <li>Points to be consider while exhibiting empathy.</li> </ul>		

<b>Task number:</b>	<b>3</b>		
<b>Task statement:</b>	<b>Exhibit work ethics of Tea processor</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Occupational ethics and code of conduct of organization or</li> <li>Standard operating procedure (SOP).</li> </ul> <b>Task:</b> Keep work ethics. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Given occupational ethics and organizational code of conducts are followed;</li> <li>SOP is followed;</li> <li>Performer is satisfied and motivated in the occupation.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance work ethics;</li> <li>Occupational work ethics.</li> <li>Code of conducts of organization or SOP.</li> </ul>		



<b>Task number:</b>	<b>4</b>		
<b>Task statement:</b>	<b>Respond assignment received</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Any assignment or task order.</li> </ul> <b>Task:</b> Respond assignment <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Assignment is responded promptly;</li> <li>Assignment is noted;</li> <li>Assignment is completed within the agreed time.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of timely response;</li> <li>Time requirement of assignment.</li> <li>Manner of interaction with others;</li> <li>Types of work and urgency.</li> </ul>		

<b>Task number:</b>	<b>5</b>		
<b>Task statement:</b>	<b>Receive / give feedback and feed forward</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Any assignment or task order</li> </ul> <b>Task:</b> Receive / give feedback and feed forward <b>Time:</b> NA <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Performer is listened actively;</li> <li>Performer is noted feed forward and feedback;</li> <li>Firstly, given positive feedback objectively;</li> <li>Secondly given developmental feedback objectively;</li> <li>Digestible amount of feedback is considered.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of feed forward and feedback;</li> <li>Types of feedback;</li> <li>Techniques of receiving and giving feed forward and feedback.</li> </ul>		

<b>Task number:</b>	<b>6</b>		
<b>Task statement:</b>	<b>Listen customers demand, complaints or others information</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Customer or team member is complaining / reporting</li> </ul> <b>Task:</b> Listen customers demand, complaints or others information <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Complaints are listened actively;</li> <li>Performer is nodded the head during listening;</li> <li>Complainer is asked for clarification;</li> <li>Noted the complaint or reporting is done;</li> <li>Reporter or complainer is satisfied with his/her listening attitude.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Importance of active listening;</li> <li>Differences between active listening and hearing;</li> <li>Techniques of active listening.</li> </ul>		

<b>Task No:</b>	<b>7</b>		
<b>Task statement:</b>	<b>Communicate with others about products and services</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Information to be communicated and</li> <li>Relevant audience.</li> </ul> <b>Task:</b> Communicate with others about products and services <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Voice is heard clear and audible;</li> <li>Vocal is heard pleasant;</li> <li>Visual expressions are seen natural;</li> <li>Information shared is found concise and complete.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of effective communication;</li> <li>Effective communication model;</li> <li>Types of communication;</li> <li>Means of communication;</li> <li>Techniques of effective communication.</li> </ul>		

<b>Task number:</b>	<b>8</b>		
<b>Task statement:</b>	<b>Coordinate with customers, team members and stakeholders</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition</b> <ul style="list-style-type: none"> <li>Agenda or issue or information to be coordinated,</li> <li>Team members or relevant stakeholders and</li> <li>Means of coordination.</li> </ul> <b>Task:</b> Coordinate with customers, team members and stakeholders <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Coordination is done as per the given agenda, issues or information;</li> <li>Coordination is done as per the target receivers;</li> <li>Coordination is done as per the given means of coordination.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance coordination;</li> <li>Means of coordination;</li> <li>Techniques of effective coordination.</li> </ul>		

<b>Task number:</b>	<b>9</b>		
<b>Task statement:</b>	<b>Perform net-working with customers, team and stakeholders</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Assignment and</li> <li>Job description.</li> </ul> <b>Task:</b> Perform net-working with customers, team and stakeholders <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Service delivery met the standard of the organization;</li> <li>Additional service procurement is easily available.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of networking;</li> <li>Means of networking;</li> <li>Techniques of effective networking.</li> </ul>		

<b>Task number:</b>	<b>10</b>		
<b>Task statement:</b>	<b>Exhibit behavior of team player among the members</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	2	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Assignment and</li> <li>• Working team.</li> </ul> <b>Task:</b> Exhibit behavior of team player among the members <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Team members are found encouraged;</li> <li>• Collective ownership is taken;</li> <li>• Cooperative and assertiveness are found;</li> <li>• Responsibility and accountability are taken.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of team work;</li> <li>• Characteristics of good team player;</li> <li>• Phases of team formation;</li> <li>• Tips of effective team work.</li> </ul>		

<b>Task number:</b>	<b>11</b>		
<b>Task statement:</b>	<b>Make decision at different situation of the occupation</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Any assignment with possible unusual situation during the process and</li> <li>• Problem or case and time frame.</li> </ul> <b>Task:</b> Make decision at different situation of the occupation <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Decisions are taken within given time frame;</li> <li>• Desired results are achieved;</li> <li>• Decisions are considered efficient use of time, money and resources.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of decision making;</li> <li>• Simple decision-making process.</li> </ul>		

<b>Task number:</b>	<b>12</b>		
<b>Task statement:</b>	<b>Solve problem encountered in the occupation</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Any problem or case and time frame.</li> </ul> <b>Task:</b> Solve problem encountered in the occupation. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Problems are solved in given time frame;</li> <li>• Desired results are achieved;</li> <li>• Efficient use of time, money and resources are considered.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of problem solving;</li> <li>• List of potential problems in the occupation;</li> <li>• General problem-solving techniques.</li> </ul>		

<b>Task number:</b>	<b>13</b>		
<b>Task statement:</b>	<b>Take responsibility and accountability of the assignment</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Assignment;</li> <li>• Job description.</li> </ul> <b>Task:</b> Take responsibility and accountability of the assignment <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Dedication to the assignment is exhibited;</li> <li>• To complete the assignment as per the set standard is attempted;</li> <li>• Ownership of results are taken</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning of responsibility and accountability;</li> <li>• Importance of responsibility and accountability for tea processor.</li> </ul>		

<b>Task No:</b>	<b>14</b>		
<b>Task statement:</b>	<b>Develop work plan</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• List of tasks and their priority order;</li> <li>• Planning forms and format;</li> <li>• Job description.</li> </ul> <b>Task:</b> Develop work plan. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Plan is developed as per the given tasks;</li> <li>• Planning is done in given forms and format;</li> <li>• Tasks are planned based on priority order or sequence;</li> <li>• Efficient use of resources (time, money, and people) are considered.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning of planning;</li> <li>• Importance of planning;</li> <li>• Different planning tools;</li> <li>• Points to be considered while planning;</li> </ul>		

Core Skills Area			
<b>Task number:</b>	<b>15.</b>		
<b>Task statement:</b>	<b>Perform grading of green leaf</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Supplier / Farmer with green tea leaf;</li> <li>• Worker/labour;</li> <li>• Quantity of green leaf and types of grade.</li> </ul> <p><b>Task:</b> Perform grading of green leaf. Time: 2 minutes /sample.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• Grading by the performer is matched with the grading done by the supervisor;</li> <li>• Sample green leaves with one bud and two leaves are (81 to 100 %) graded "A";</li> <li>• Sample green leaves with one bud and two leaves are (71 to 80 %) graded "B";</li> <li>• Sample green leaves with one bud and two leaves are (61 to 70 %) graded "C";</li> <li>• Sample green leaves with one bud and two leaves below 60 % are not graded.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of grading of green leaf;</li> <li>• Points to be considered while grading of green leaf;</li> <li>• Different grading system of green leaf in tea industries;</li> <li>• Decision making process in tea leaf grading.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Condition of the leaf, freshness is critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Green leaf sample;</li> <li>• Net bag and Doko.</li> </ul>		

<b>Task number:</b>	<b>16.</b>		
<b>Task statement:</b>	<b>Perform weighing of green leaf</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<p><b>Given Condition:</b></p> <ul style="list-style-type: none"> <li>• Graded green leaf.</li> </ul> <p><b>Task:</b> Perform weighing of green leaf. <b>Time:</b> 5 minutes /quintal.</p> <p><b>Standard/Criteria:</b></p> <ul style="list-style-type: none"> <li>• The weight measured by the performer is matched with the weight measured by the supervisor;</li> <li>• Weight of green leaf is recorded.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Importance of weighing of green leaf;</li> <li>• Different units and their conversion;</li> <li>• Points to be considered while weighing the green leaf.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Volume of green leaf increase weight of green leaf.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Weighing balance;</li> <li>• Sack, net bag;</li> <li>• Record book and bill pad.</li> </ul>		

	<b>17.</b>		
<b>Task statement:</b>	<b>Receive green leaf</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Weighted green leaf;</li> <li>Day book, log book and quantity to be received or accepted.</li> </ul> <b>Task:</b> Receive green leaf. <b>Time:</b> 5 minutes /quintal. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Received green leaf is recorded;</li> <li>Bills/dispatch slips are found.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of receiving;</li> <li>Points to be considered while receiving green leaf;</li> <li>Grade of green leaf.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Grade wise separation of green leaf is importance.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Bill, record book, day book, pen;</li> <li>Forms/ formats, net bag and vehicle.</li> </ul>		

<b>Task number:</b>	<b>18.</b>		
<b>Task statement:</b>	<b>Perform trough loading of green leaf</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Assistant of loading;</li> <li>Received green leaf and quantity to be trough loaded.</li> </ul> <b>Task:</b> Perform trough loading of green leaf. <b>Time:</b> 30 minutes /quintal/individual. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Thickness level of spreaded green leaves is made uniform;</li> <li>The rate of trough loading is maintained 1 kg/square feet;</li> <li>Loaded green leaf is recorded.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of trough loading of green leaf;</li> <li>Types and capacity of trough;</li> <li>Round per minute (RPM) of fan in the trough;</li> <li>Points to be considered while trough loading of green leaf.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Thickness of spreading is critical;</li> <li>Condition of trough is critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Assistant, Doko/Thunse/net bag/Carate;</li> <li>Wheel barrow/trolley and trough,</li> </ul>		

<b>Task number:</b>	<b>19.</b>		
<b>Task statement:</b>	<b>Treat green leaves by cold and hot air</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Loaded trough;</li> <li>The required quality of moisture in tea or</li> <li>Moisture percent to be removed.</li> </ul> <b>Task:</b> Treat green leaves by cold and hot air. <b>Time:</b> Total treatment up to 18 hrs. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The moisture removal in treated leaf is maintained 40 – 70 % ;</li> <li>The cold air temperature is maintained (above 15 degree Celsius is better);</li> <li>The hot air temperature is maintained 40 – 60° Celsius;</li> <li>Hot air flow is provided for 8 – 14 hours;</li> <li>Re-cold air flow is provided for minimum 1 hour.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of treating by cold and hot air;</li> <li>Points to be considered while treating by cold and hot air;</li> <li>Humidity requirement in the treated leaf;</li> <li>Factors depends on the length / duration for cold and hot air treatment;</li> <li>Length of cold and air flow depends on climatic condition.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety protocol.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Excel fan, heater, electricity / source of power;</li> <li>Hygrometer and thermal gun.</li> </ul>		

<b>Task number:</b>	<b>20.</b>		
<b>Task statement:</b>	<b>Check withered condition of green leaf</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Withered leaf sample and moisture reference;</li> <li>Quantity of sample or number of sample to be tested.</li> </ul> <b>Task:</b> Test withered leaf. <b>Time:</b> 5 minutes /sample. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Leaves are evenly withered and ball formed when taken in the palm;</li> <li>Withered stems are found un-broken when bended;</li> <li>Moisture content is found as per the given reference;</li> <li>The results are reported by the performer matched with the test result of supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of testing withered leaf;</li> <li>Standard moisture content in the withered leaf;</li> <li>Points to be considered while testing of withered leaf;</li> <li>Factors responsible to moisture content in the withered leaf;</li> <li>Testing procedure.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Desired quality of tea needs to be prepared.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Sample and trough.</li> </ul>		

<b>Task number:</b>	<b>21.</b>		
<b>Task statement:</b>	<b>Perform unloading of withered leaf from trough</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Withered leaves in trough;</li> <li>• Quantity/number of trough to be un-loaded.</li> </ul> <b>Task:</b> Perform unloading of withered leaf from trough. <b>Time:</b> 30 minutes /quintal leacves. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Moisture out is determined by weighing;</li> <li>• Uploaded withered leaves are recorded;</li> <li>• Unloaded withered leaves are found safe and un-broken.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of uploading;</li> <li>• Points to be considered while unloading of withered leaf.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Handle the leaf gently</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Net bag/ bucket/carat/ Doko/thunse;</li> <li>• Weighing balance;</li> <li>• Log book / day book / stationary.</li> </ul>		

<b>Task number:</b>	<b>22.</b>		
<b>Task statement:</b>	<b>Set rolling program</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Roller machine;</li> <li>• Feeding and discharged time and required pressure.</li> </ul> <b>Task:</b> Set rolling program. <b>Time:</b> 5 minutes /lot. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Feeding discharge time is set as per the given criteria;</li> <li>• Required pressure is maintained/set as per standard pressure reference.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of setting rolling program;</li> <li>• Types of roller and dryer and their condition;</li> <li>• RPM of roller;</li> <li>• Withered condition of leaf;</li> <li>• Points to be considered while setting roller.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Condition of withered leaf condition is critical;</li> <li>• Time factor is importance.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Stationary, whiteboard;</li> <li>• Marker and wiper.</li> </ul>		



<b>Task number:</b>	<b>23.</b>		
<b>Task statement:</b>	<b>Load withered green leaf in roller</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Unloaded withered leaves and quantity to be uploaded;</li> <li>• Set roller and desire quality of tea to be load;</li> <li>• Required time or refrence time.</li> </ul> <b>Task:</b> Load withered green leaf in roller. <b>Time:</b> 5 - 10 minutes /lot. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Uploaded withered leaves are loaded as per given quantity;</li> <li>• Uploaded withered leaves is made free from spell/waste;</li> <li>• Uploading is found as per the given time and types of roller.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of uploading of roller;</li> <li>• Points to be considered while uploading of roller;</li> <li>• Types of roller.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Safety is critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Withered leaves, assistant;</li> <li>• Shovel and Bata/ bucket.</li> </ul>		

<b>Task number:</b>	<b>24.</b>		
<b>Task statement:</b>	<b>Run the roller</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Types of roller and set roller;</li> <li>• Types/condition of withered leaf.</li> </ul> <b>Task:</b> Run the roller. <b>Time:</b> N/A (Depends upon quantity required and seting of the roller). <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Roller is found running as per the setting;</li> <li>• Condition of rolling is observed and recorded.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Working principle of machine;</li> <li>• Factors affecting rolling time.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Machine safety and personal safety is important.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Continuous power supply.</li> </ul>		

<b>Task number:</b>	<b>25.</b>		
<b>Task statement:</b>	<b>Perform shifting</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Rolled leaf and quantity to be shifted.</li> </ul> <b>Task:</b> Perform shifting. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Raw materials are found safe;</li> <li>• Two types of products are graded (fine and coarse);</li> <li>• Feeding is done as per the given quality;</li> <li>• Shifter is found feeding continuously by the roller while running.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of shifting;</li> <li>• Types of shifting;</li> <li>• Requirement of shifting;</li> <li>• Procedure of shifting.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Timing, machine and personal safety.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Shifting machine and rolled leaf.</li> </ul>		

<b>Task number:</b>	<b>26.</b>		
<b>Task statement:</b>	<b>Spread rolled leaf in floor/rake</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Site or location of spreading and rolled leaf;</li> <li>• Quantity to be spreaded.</li> <li>• Thickness of spread (4")</li> </ul> <b>Task:</b> Spread rolled leaf in floor/rake. <b>Time:</b> Depends on quality and temperature. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Leaves are spreaded as per the given quantity;</li> <li>• Thickness of spreading is given 4 inch and uniform;</li> <li>• Fine and coarse are separately spreaded;</li> <li>• Spreaded materials are found ball free;</li> <li>• Spreading is done in hyeginic place.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of spreading;</li> <li>• Points to be considered while spreading;</li> <li>• Spreading methods and</li> <li>• Factors affecting duration of spreading;</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Timing is critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Spreading floor/rake (space), thermometer;</li> <li>• Fan, fermentation space (room).</li> </ul>		

<b>Task number:</b>	<b>27.</b>		
<b>Task statement:</b>	<b>Check fermentation status</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Sample of spreaded leaf.</li> </ul> <b>Task:</b> Check fermentation status. <b>Time:</b> 1 minutes /sample <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Test result is matched with the test result of the supervisor;</li> <li>• Color is seen coppery;</li> <li>• Aroma is found pleasant;</li> <li>• The formatted duration is given 3-4 hours.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of checking fermented leaf;</li> <li>• Points to be considered while checking;</li> <li>• Desire flavor and color of the fermented leaf;</li> <li>• Fermentation time is (3 - 4 hours) depends on quality and desire.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Desire flavor and color is critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Eye/nose.</li> </ul>		

<b>Task number:</b>	<b>28.</b>		
<b>Task statement:</b>	<b>Collect fermented leaf</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Leaf spreaded floor/rack and quantity to be collected;</li> <li>• Time of collection or reference.</li> </ul> <b>Task:</b> Collect fermented leaf. <b>Time:</b> 2 minutes /bucket. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Collected leaves are kept as per the grade (fine/coarse);</li> <li>• Fermented leaves are collected immediately after desire color and flavor (quality) appears;</li> <li>• Fermented leaves are collected safely and ensured free from waste.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance collection and collection time duration;</li> <li>• Collection methods;</li> <li>• Required time duration for fermentation.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Mixing and contamination is critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Bucket, bowl, Bata, shovel;</li> <li>• Broom, mask;</li> <li>• Collection pan and PPE.</li> </ul>		

<b>Task number:</b>	<b>29.</b>		
<b>Task statement:</b>	<b>Set dryer</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Types of dryer and desire temperature.</li> </ul> <b>Task:</b> Set dryer. <b>Time:</b> 30 minutes /setting in daily routine work. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Dryer setting is found as per the desire temperature;</li> <li>Feeding thickness is set as per the reference;</li> <li>Hot air volume is adjusted as per the desire quality and time.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of setting dryer;</li> <li>Common temperature requirement;</li> <li>Feeding thickness is 3 cm (3/4 inch);</li> <li>Hot air volume and time requirement.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Temperature, feeding thickness and hot air volume are critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Dryer;</li> <li>Thermometer and watch.</li> </ul>		

<b>Task number:</b>	<b>30.</b>		
<b>Task statement:</b>	<b>Run the dryer</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Set dryer.</li> </ul> <b>Task:</b> Run the dryer. <b>Time:</b> 1 minutes /lot. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Running of dryer is seen as per the setting;</li> <li>Running is monitored.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Points to be considered;</li> <li>Capacity of machine;</li> <li>Minimum and maximum time requirement.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Continuous monitoring is essential.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Dryer;</li> <li>Electricity supply and PPE.</li> </ul>		

<b>Task number:</b>	<b>31.</b>		
<b>Task statement:</b>	<b>Load fermented leaf in dryer</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Running dryer and quantity to be loaded.</li> </ul> <b>Task:</b> Upload fermented leaf in dryer. <b>Time:</b> Depends upon the capacity of dryer. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Upload is found as per the given quantity;</li> <li>Thickness is made as per the setting and uniform;</li> <li>Uploading is made free of wastage;</li> <li>Inlet and outlet temperature difference is maintained 90° – 100° F.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Uploading methods/ frequency;</li> <li>Inlet and outlet temperature difference (90° – 100° F.);</li> <li>Types of machines and factors affecting drying.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Avoid overloading.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Fermented leaf, filled bucket;</li> <li>Broom, assistant, bucket and broom.</li> </ul>		

<b>Task number:</b>	<b>32.</b>		
<b>Task statement:</b>	<b>Collect dried leaf from dryer</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Running loaded dryer;</li> <li>Capacity of dryer and collect dried leaf.</li> </ul> <b>Time:</b> Depend on the capacity of dryer. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>The dryness of the leaf is ensured as per the standard or desire quality;</li> <li>If the collected leaf are not dry as per requirement the dryer is re-adjusted as per the required dryness of leaf;</li> <li>The collection is done as per the capacity of dryer;</li> <li>The collection of leaf is done safely and free from waste;</li> <li>The moisture is 2-10 % in the collected DMT;</li> <li>Collection is recorded;</li> <li>Recovery is calculated.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Standard moisture content in the dried products;</li> <li>Process of collection;</li> <li>Required moisture content in DMT;</li> <li>Desired recovery of the DMT.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Moisture content is critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Bucket, bowl, PPE, bag;</li> <li>Broom and shovel.</li> </ul>		

<b>Task number:</b>	<b>33.</b>		
<b>Task statement:</b>	<b>Analyze DMT</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Sample of DMT and</li> <li>• DMT reference materials.</li> </ul> <b>Task:</b> Analyze DMT analysis. <b>Time:</b> 1 hour /sample. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• DMT analysis report is matched with the DMT test result of supervisor;</li> <li>• After analysis, required activities are recommended.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Standard reference of quality DMT;</li> <li>• Types of DMT;</li> <li>• Process/methods of DMT analysis;</li> <li>• Points to be considered while analyzing DMT.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Perform as per standard references.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Moisture meter;</li> <li>• Standard reference materials.</li> </ul>		

<b>Task number:</b>	<b>34.</b>		
<b>Task statement:</b>	<b>Perform hand sorting of dried leaf</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Recommendation of DMT analysis.</li> </ul> <b>Task:</b> Perform hand sorting of dried leaf <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Hand sorting is done as per the recommendation;</li> <li>• DMT is handled gently.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of sorting;</li> <li>• Points to be considered while sorting and possible size of DMT;</li> <li>• Possible types of foreign materials and grading type of DMT.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Handling of dry DMT is critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Nanglo, bucket, sack;</li> <li>• Analyzed DMT and PPE.</li> </ul>		

<b>Task number:</b>	<b>35.</b>		
<b>Task statement:</b>	<b>Check sorting machine</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Sorting machine before running;</li> <li>• Standard checklist of checking.</li> </ul> <b>Task:</b> Check sorting machine <b>Time:</b> 5 minutes /routine work. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The checking is done as per the given check list or</li> <li>• Standard procedure is followed.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of checking sorting machine;</li> <li>• Points to be considered while checking sorting machine;</li> <li>• Types of sorting machines;</li> <li>• Process of checking sorting machines;</li> <li>• Different points to be checked before starting machine (storage space, condition magnet, mess, sound, cleanness, safety measures etc.).</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Maintain if any defects were noticed.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Checklist, stationary;</li> <li>• Bucket, bowl and Bata,</li> </ul>		

<b>Task number:</b>	<b>36.</b>		
<b>Task statement:</b>	<b>Perform sorting by machine for black tea</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Checked machine</li> </ul> <b>Task:</b> Perform sorting by machine for black tea. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Sorting machine is found running in normal condition (Normal sound and RPM)</li> <li>• Feeding of DMT is done as per the capacity of sorting machine or</li> <li>• Machine is made free from over and less feeding;</li> <li>• Feeding thickness is maintained 1 inch.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of run sorting machine;</li> <li>• Points to be considered while running machine;</li> <li>• Grade of discharge of teal.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Checking of discharge of tea and foreign materials are critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• DMPPE, pan, broom;</li> <li>• Bucket, shovel and bowl.</li> </ul>		

<b>Task number:</b>	<b>37.</b>		
<b>Task statement:</b>	<b>Perform grade analysis of graded tea</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Sample of graded products and types of sample.</li> </ul> <b>Task:</b> Perform grade analysis of graded products (Tea) <b>Time:</b> 15 minutes /sample. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Size of graded products is found uniform;</li> <li>• Off sized are separated.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance grade analysis of graded tea;</li> <li>• Different size of graded products;</li> <li>• Points to be considered while analyzing grade;</li> <li>• Types of mess used in the machine.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• References materials are essential.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Sample;</li> <li>• Sampler and mess.</li> </ul>		

<b>Task number:</b>	<b>38.</b>		
<b>Task statement:</b>	<b>Take sample of graded tea</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Final product;</li> <li>• Volume/quantity;</li> <li>• Standard procedure.</li> </ul> <b>Task:</b> Take sample of graded tea. <b>Time:</b> 10 minutes /sample. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Sample is represented the whole population of products;</li> <li>• Sample size is maintained 200 gram;</li> <li>• Samples are packed in a poly bag;</li> <li>• Samples are labelled.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of sampling to final product;</li> <li>• Points to be considered while taking sample;</li> <li>• Procedure of sampling;</li> <li>• Quantity of sample;</li> <li>• Labeling information's in the sample.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Standard procedure of sampling is critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Sampler bag, sticker;</li> <li>• Weight balance;</li> <li>• Sealing machine and marker/pen.</li> </ul>		



<b>Task number:</b>	<b>39.</b>		
<b>Task statement:</b>	<b>Taste sample of final product</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Sample of final products;</li> </ul> <b>Task:</b> Taste sample of final product. <b>Time:</b> 30 minutes /sample. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Taste result matched with the taste result of supervisor;</li> <li>• Appearance of products is seen even size, uniform color, well rolled and bright;</li> <li>• Aroma of products is recorded (aroma: pleasant);</li> <li>• Infusion is recorded ( infusion: even color and bright);</li> <li>• Liquor is recorded (liquor: bright and as per desire color);</li> <li>• Flavor is recorded (flavor: pleasant;</li> <li>• Taste is recorded (taste: As per the desire character and tea taste or given sample).</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of tasting final products;</li> <li>• Points to be considered while tasting final products;</li> <li>• Type of taste of final products;</li> <li>• Sample size and quantity 91 gm /100 ml/2.5 gm/200 ml of water for 5 mins.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Testing experience is prime.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Sample, cup, water, weighing balance, tasting cup set.</li> </ul>		

<b>Task number:</b>	<b>40.</b>		
<b>Task statement:</b>	<b>Perform manual packaging</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Final products;</li> <li>• Quantity/volume of packaging;</li> <li>• Size of packet/per packet weight.</li> </ul> <b>Task:</b> Perform machine packaging. <b>Time:</b> 10 - 15 minutes /packet. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Packaging is done as per the given volume/weight;</li> <li>• Packaging is completed as per the given volume;</li> <li>• Packets are sealed;</li> <li>• Packets are labelled as per the desired labelled;</li> <li>• Packets are stored in safe place.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of packaging;</li> <li>• Types and grade of tea;</li> <li>• Normal or desired packets size;</li> <li>• Procedure of packaging of different quality of tea;</li> <li>• Points to be considered while packaging.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Quantity and sealing of packets are critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Paper sacks, sealed machine, boxes, cartoon tape;</li> <li>• Sewing needle, thread, poly bags, wrapping plastic, sacs and PPE.</li> </ul>		

<b>Task number:</b>	<b>41.</b>		
<b>Task statement:</b>	<b>Perform packaging by machine</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Final products;</li> <li>Quantity/volume and size of packet/per packet weight.</li> </ul> <b>Task:</b> Perform packaging by machine. <b>Time:</b> 2-3 minutes /packet. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Packaging is done as per the given volume/weight;</li> <li>Packaging is completed as per the given volume;</li> <li>Packets are labelled and packets are sealed;</li> <li>Packets are stored in safe place and are verified as per given standard.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of machine packaging;</li> <li>Types and grade of tea;</li> <li>Procedure of packaging of different quality of tea;</li> <li>Information to be included in labelling;</li> <li>Common practices of packaging in the industry.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Quantity and sealing of packets are critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Packaging machine, paper sacks, sealed machine, boxes, cartoon tape;</li> <li>Sewing needle, thread, poly bags, wrapping plastic, sacs and PPE</li> </ul>		

<b>Task number:</b>	<b>42.</b>		
<b>Task statement:</b>	<b>Keep records</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	3	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Recording forms/format/book;</li> <li>Types of activities to be recorded.</li> </ul> <b>Task:</b> Keep records. <b>Time:</b> 30 minutes /day routine work. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Activities are recorded immediately after completion of task;</li> <li>Required information's are recorded;</li> <li>Information's are filled as per the given formats/forms;</li> <li>Formats/forms are filed;</li> <li>Information's are made understandable.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of record keeping;</li> <li>Points to be considered while keeping record;</li> <li>Types of activities to recorded: <ul style="list-style-type: none"> <li>Human resources</li> <li>Maintenance and cleaning</li> <li>Farmers</li> <li>Stock, Sales and marketing</li> <li>Processing, Packaging and storage</li> <li>Receiving, dispatch and payment</li> <li>Fuel record</li> </ul> </li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Regular updating is essential.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>File, format, record book, stationary;</li> <li>Computer, cupboard and calendar.</li> </ul>		

<b>Task number:</b>	<b>43.</b>		
<b>Task statement:</b>	<b>Prepare duty wheel</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Size of factory and number of staffs/labour;</li> <li>• Technical area of individual and types of activities to be perform;</li> <li>• Job position and description of enrolled human resources.</li> </ul> <b>Task:</b> Prepare duty wheel. <b>Time:</b> N/A (Based on size of farm/plant) <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• The duty wheel is matched with the size or capacity of factory;</li> <li>• Workloads are distributed evenly as per the number of staffs/labour;</li> <li>• Technical area of individual and types of activities to be perform is matched.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of duty wheel;</li> <li>• Points to be considered while preparing duty wheel;</li> <li>• Types to human resources and their job description and expertise;</li> <li>• Types of activities to be performed;</li> <li>• Time, season and factory rules and regulations.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Consider even workload of the workers.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Stationary, staffs details;</li> <li>• Record files and computer.</li> </ul>		

<b>Task number:</b>	<b>44.</b>		
<b>Task statement:</b>	<b>Supervise subordinates / workers</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Size of factory and number of staffs/labour;</li> <li>• Technical area and expertise of individual;</li> <li>• Types of activities to be perform and duty wheel.</li> </ul> <b>Task:</b> Supervise subordinates/workers. <b>Time:</b> 30 minutes /routine work (or based on regular basis). <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Supervision is recorded;</li> <li>• Feedback and feed-forward given to the staffs is recorded;</li> <li>• Supervision report is reported to the supervisor;</li> <li>• Supervision report is satisfied the supervisor.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of supervision;</li> <li>• Points to be considered while supervising;</li> <li>• Job description of staffs;</li> <li>• Number of staffs/labour and their technical expertise;</li> <li>• Types of activities to be perform and timing/schedule;</li> <li>• Responsibility, time and reporting process and channel.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Evaluate working atmosphere and job description or responsibilities.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Supervision format / checklist and stationary.</li> </ul>		

<b>Task number:</b>	<b>45.</b>		
<b>Task statement:</b>	<b>Motivate staff/worker</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Staff/worker;</li> <li>• Tea processing plant.</li> </ul> <b>Task:</b> Motivate staff/workers <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Productivity of the factory is found increased;</li> <li>• Punctuality in the factory is maintained;</li> <li>• Staffs/workers are made ready to take responsibility;</li> <li>• All staffs/workers are exhibited happiness;</li> <li>• Peace full environment is created in the factory.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of motivation;</li> <li>• Points to be considered while motivating the staffs/workers;</li> <li>• Factors of motivation of the worker/staffs; (Reward/punishment, Incentives, Leave, Training/exposure, promotion);</li> <li>• Desirable behaviors of the manager/supervisor.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Consider sustainability of the organization and consistency.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• References materials of motivation.</li> </ul>		

<b>Task number:</b>	<b>46.</b>		
<b>Task statement:</b>	<b>Check voltage power supply</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Different electrical machines;</li> <li>• Recommended voltage / specifications.</li> </ul> <b>Task:</b> Check voltage power supply. <b>Time:</b> 5 minutes /routine work. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Safety protocol is followed;</li> <li>• Voltage situation is recorded;</li> <li>• Further process is recommended (voltage, run the machine or stop the running machine or needs maintenance).</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Electricity safety requirement;</li> <li>• Meaning and importance of checking voltage of power supply;</li> <li>• Points to be considered while checking voltage of power supply;</li> <li>• Complications of irregular voltage power supply;</li> <li>• Types of voltage.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Safety measures are critical.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Volt meter, tester;</li> <li>• Electricity tool box, PPE/safety wears.</li> </ul>		

<b>Task number:</b>	<b>47.</b>		
<b>Task statement:</b>	<b>Troubleshoot problems processing machines</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Case history or briefing of processing plant;</li> <li>• Tools/equipment/machines and their specifications.</li> </ul> <b>Task:</b> Troubleshoot problems of processing machines. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Common simple problems are identified;</li> <li>• Further action or maintenance is recommended.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of troubleshooting in machine;</li> <li>• Points to be considered while troubleshooting of machine;</li> <li>• Working procedure of machines;</li> <li>• Normal sounds of different machines;</li> <li>• Potential common problems encountered in machines.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety protocol and references or specifications of machines.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Wrench, tester, plier, safety wears/equipment's, millimeter;</li> <li>• Hammer/tools box, cooler, jug and puller.</li> </ul>		

<b>Task number:</b>	<b>48.</b>		
<b>Task statement:</b>	<b>Perform basic mechanical maintenance</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Machines with loose nut bolts;</li> <li>• Machines to be greese;</li> <li>• Machines with dirt/dust;</li> <li>• Machines to be refuled.</li> </ul> <b>Task:</b> Perform basic mechanical maintenance <b>Time:</b> N/A (Depends on types of problem). <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Not bolts are tighten of the given machine;</li> <li>• Machines are greased;</li> <li>• Machines are cleaned;</li> <li>• Loose wires are sealed;</li> <li>• Machines is refueled;</li> <li>• Maintenance is reported.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of mechanical maintenance;</li> <li>• Points to be considered while maintenance of machines;</li> <li>• Common types of problems encountered in the processing machines;</li> <li>• Types and quality of machines and their alternatives;</li> <li>• Machine maintenance procedures and common spares parts.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Possible accidents and ways to minimize them.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Wrench, tester, plier, safety wears/equipment's, multi-meter;</li> <li>• Maintenance tools box, cooler, jug and puller.</li> </ul>		

<b>Task number:</b>	<b>49.</b>		
<b>Task statement:</b>	<b>Replace fan belt of machine</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	2	2
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Size of fan belt;</li> <li>• Types of machine.</li> </ul> <b>Task:</b> Replace fan belt. <b>Time:</b> 15 – 30 min depends on the size of machine. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Fan belt is replaced by same number and size;</li> <li>• Machine is seen running in normal condition.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of replacing fan belts;</li> <li>• Points to be considered while replacing fan belts;</li> <li>• Types and size of different fan belts;</li> <li>• Fan belt replacement procedure.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Ensure machine is off line.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Wrench, tester, plier;</li> <li>• Safety wears/equipment's, multi-meter;</li> <li>• Color, jug, puller and fan belts and tool box.</li> </ul>		

<b>Task number:</b>	<b>50.</b>		
<b>Task statement:</b>	<b>Perform steaming for Green tea</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>• Received green leaf;</li> <li>• Quantity to be steamed.</li> </ul> <b>Task:</b> Perform steaming for green tea. <b>Time:</b> 5 minutes /lot. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>• Steam pressure is found in green zone;</li> <li>• Steamed leaf and stem are found flexible when bended/twisted or like rubbery;</li> <li>• Uniform leaves are steamed at one lot.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>• Meaning and importance of de-enzymeing;</li> <li>• Meaning and importance of steaming;</li> <li>• Points to be considered while de-enzymeing;</li> <li>• Procedure and temperature requirement for steaming;</li> <li>• Types of steaming machine;</li> <li>• Required steaming time while processing;</li> <li>• Prerequisite of steaming;</li> <li>• Prose and cones of steaming;</li> <li>• Types of steamer and boiler;</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>• Apply safety protocols.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>• Steamer, boiler, bucket, energy;</li> <li>• PPE, water and cooling trough.</li> </ul>		

<b>Task number:</b>	<b>51.</b>		
<b>Task statement:</b>	<b>Perform roasting for Green tea</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Received green leaf;</li> <li>Quantity to be roasted.</li> </ul> <b>Task:</b> Perform roasting for green tea. <b>Time:</b> Depends on machine size. <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Steamed leaves are found rubbery when bended/twisted;</li> <li>Green color is found preserved or not changed;</li> <li>Input/output time 2 minutes is maintained.</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of de-enzymeing for green tea;</li> <li>Meaning and importance of roasting for green tea;</li> <li>Points to be considered while roasting for green tea;</li> <li>Procedure of roasting for green tea;</li> <li>Temperature requirement for roasting;</li> <li>Prose and cones of roasting;</li> <li>Cooling is required immediately after roasting/steaming.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety protocols.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Roster, de-enzyme, power supply, bucket, firewood;</li> <li>Thermal gun, trough, cooling fan and dryer.</li> </ul>		

<b>Task number:</b>	<b>52.</b>		
<b>Task statement:</b>	<b>Process golden tea</b>		
<b>Level of task:</b>	Significance	Ease	Occurrence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Received green leaf that can be used to be processed;</li> <li>Quantity to be processed and sample of green tea.</li> </ul> <b>Task:</b> Process golden bright tea. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Final products of golden tea is found golden in color in majority;</li> <li>Final products of golden tea is made uniform and consistent;</li> <li>Testing result of golden tea is matched with the characteristics of given sample; (liquors, taste, appearance, infusion, color, and aroma).</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of processing golden tea;</li> <li>Points to be considered while processing golden tea;</li> <li>Procedure of processing golden tea;</li> <li>Advantages and disadvantages of golden tea;</li> <li>Quality of green leaf needed to prepare golden tea;</li> <li>Appropriate season for processing golden tea;</li> <li>Characteristics of golden tea.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety protocol.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Roller, withering trough, weighing machine, grader and packaging.</li> </ul>		

<b>Task number:</b>	<b>53.</b>		
<b>Task statement:</b>	<b>Proess Oolongg tea</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Received green leaf that can be used to be processed.</li> <li>Quantity to be processed.</li> </ul> <b>Task:</b> Proess Oolong tea. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Final products of majority of golden tea is made golden in color;</li> <li>Final products of golden tea is found uniform and consistent;</li> <li>Testing result of golden tea is matched with the characteristics of the given sample (Color- mahanadi, taste-fruity, appearance-liquors, infusion-coppery, aroma).</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of processing Oolong tea;</li> <li>Points to be considered while processing Oolong tea;</li> <li>Procedure of processing Oolong tea;</li> <li>Advantages and disadvantages of Oolong tea;</li> <li>Quality of green leaf needed to prepare Oolong tea;</li> <li>Appropriate season for processing Oolong tea;</li> <li>Characteristics of Oolong tea;</li> <li>Types of Oolong tea.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety protocol.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Roller, withering trough, rocking machine, panning machine;</li> <li>Pressure machine and ball breaker machine.</li> </ul>		

<b>Task number:</b>	<b>54.</b>		
<b>Task statement:</b>	<b>Proess white tea</b>		
<b>Level of task:</b>	Significance	Ease	Occurence
	3	1	3
<b>Terminal performance standard</b>	<b>Given Condition:</b> <ul style="list-style-type: none"> <li>Received green leaf that can be used to be processed;</li> <li>Quantity to be processed and sample of white tea.</li> </ul> <b>Task:</b> Proess white tea. <b>Time:</b> N/A <b>Standard/Criteria:</b> <ul style="list-style-type: none"> <li>Appearance of the white tea is found white colour like snow;</li> <li>Final product is made uniform / consistent;</li> <li>Testing result of final products is matched with the testing result of sample (Liquor, color, taste, appearance, Infusion, Aroma).</li> </ul>		
<b>Related technical knowledge</b>	<ul style="list-style-type: none"> <li>Meaning and importance of processing white tea;</li> <li>Points to be considered while processing white tea;</li> <li>Procedure of processing white tea;</li> <li>Advantages and disadvantages of white tea;</li> <li>Quality of green leaf needed to prepare white tea;</li> <li>Appropriate season for processing white tea;</li> <li>Characteristics of white tea;</li> <li>Types of different specialty tea.</li> </ul>		
<b>Safety/precaution</b>	<ul style="list-style-type: none"> <li>Apply safety protocol.</li> </ul>		
<b>Tools, equipment and materials</b>	<ul style="list-style-type: none"> <li>Roller, withering trough, rocking machine, panning machine;</li> <li>Pressure machine and ball breaker machine.</li> </ul>		







**Establishing an Employer led  
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