

Nepal Industrial and Business Sector
Occupational Standard (OS)
Of
Herbal Processor Level-2 (Foreman level)



In jointly implemented by

Occupational classification linkage with NSCO

Occupational Title: Herbal Processor

Level: 2 (Foreman Level)

Sector: Agriculture

Sub – Sector: Herbal & Medicinal Plant

OS ID No. AG-003-O78

Major Group: 6

Sub-major Group 61

Minor Group 611

Unit Group 6112

Occupation Specific Employers Panel:

S.N.	Name	Designation	Organization
1.	Arjun Oli	Proprietor	Jurimalika Jadibuti Sahakari Sanstha Ltd.
2.	Yubraj Poudel	Proprietor	Yugal Herbal Farm
3.	Laiku Lama	MD	Himalaya Herbs Traders
4.	Madhav Pd. Sigdel	Proprietor	DMG Herbal Farm
5.	Prasun Satyal	Proprietor	Annapurna Aroma
6.	Suman Pandey	Director	Sun Herbal Pvt Ltd
7.	Hari Dhital	DGM	Gorkha Ayurved Company
8.	Mahesh Banjara	Director	HareKrishna Herbal Products
9.	Bisanta Rasailli	Director	Shristi Sanjibini Organic Herbal Ind
10.	Dipak Nepal	Proprietor	Kulayan Natural Herbal Pvt. Ltd
11.	Sweta Dhungel	MD	Khaptad Aroma
12.	Pharsuram Acharya	Director	Annapurna Organic Agri Ind.

Occupation Specific Expert Workers Panel:

S.N.	Name	Designation	Organization
1.	Dinesh Oli	Herbal Processor	Jurimalika Jadibuti Shakari Sanstha Ltd.
2.	Yagya Raj Kharel	Herbal Processor	Sirjanshil Herbal Products & Agriculture farm Pv.Ltd.
3.	Laxmi Datt Pant	Herbal Processor	NEHHPA/Ex . emloye HPPCL
4.	Rinchhen Lama	Herbal Processor	Himalayan Herbs Traders Pvt Ltd
5.	Harisaran Banjara	Herbal Processor	HereKrishna Herbal Products
6.	Bijay Raj Panta	Herbal Processor	Nepal Chandan Pvt Ltd.
7.	Bishnu B K	Herbal Processor	Shristi Sanjibini Organic Herbal Ind
8.	Narayan Roy	Herbal Processor	-
9.	Sushama K. Adhikari	Herbal Processor	Annapurna Aroma Pvt. Ltd.
10.	Jamuna Giri	Herbal Processor	Rapti Herbal Wood & Food Pvt Ltd
11.	Prajesh Chitrakar	Herbal Processor	Jaimani Group of company
12.	Prachanda Acharya	Herbal Processor	Annapurna Organic Agri Ind,

OS Development Workshop Facilitated by:

S.N.	Name	Designation	Organization
1.	Mr. Harischandra Sapkota	Facilitator	Freelancer
2.	Ms. Srijana Katuwal	Co-facilitator / Recorder	Freelancer

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. Khemraj Kafle	Agriculture Sector Expert	EOU

OS Verified by ELMS Technical Advisory Committee:

S.N.	Name	Designation	Organization
1.	Dr. Mahesh Nath Parajuli	Professor	KU
2.	Mr. Pravat Uprety	Associate Prof.	TU
3.	Mr. Kul Bahadur Phadera	Under Secretary	MoEST
4.	Mr. Kishor KC	Statistics Officer	CBS
5.	Ms. Sarada Ghimire	Dy. Director	CTEVT
6.	Mr. Keshab Ghimire	Dy. Director	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. Sajan Shakya	Secretary General	HAN
9.	Mr. Nicholas Pandey	Senior Vice President	FCAN
10.	Mr. Roshan Dahal	General Secretary	FCAN

OS Approved by ELMS Board:

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

Occupational Description:

Herbal processing encompasses the unique procedures of preparing herbal materials and herbal preparations, and it may be extended to the production of finished herbal products, with the ultimate goal of assuring quality of herbal medicines. About 600 herbs are used in Nepal. Lack of storage system for herbal, cost of production is higher. As per the employers panel, 1600 herbal processing industries are registered in this sub-sector among which 800 industries are involved in full processing. For each industry, at least 3-5 herbal processor are employing. The current skilled manpower in herbal industry is 2400 but the demand is more than 3200. Herbal processor needs to care the herbs, harvest, collect and perform post-harvest processing. He/she has to work in the field and workshop environment, work with soil and water, agricultural and processing tools and equipment.

The Herbal 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 the set level of skills, knowledge and attitudes which reflect for the improvement of production/services and workers' productivity.

Occupational and environmental safety:

This occupation deserve both positive and negative effects. In case of positive aspects, herbal processing techniques are eco-friendly as only natural products. The occupation encourages cultivation and protection of plants aids in protecting soil and maintain greenery. Infertile land can be used for such industries so that fertility can be restored in such areas by the plantation and cultivation of herbs. Use of integrated pest management and organic pesticides helps in protecting the environment. The negative effects of herbal processing are air pollution, water pollution and sound pollution. In order to minimize air pollution, alternative fuels or electricity should be used instead of firewood. Select sites far from residential areas to minimize the sound pollution. Further, apply technology to minimize the air pollution and to make sound proof.

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, 10th grade graduates or equivalent qualification are recommended to enter in this sector.

Worker's traits:

The desired workers traits for Herbal Processor are physically fit and healthy individuals who are disciplined, hardworking, loyal, patient, polite, perseverant, responsible, and accountable and the ones who love working with plants and encourage, coach and guide colleagues. In addition to these, individuals who are cooperative, friendly, helpful, problem solving, creative, confidential along with positive attitude, networking abilities and a sense of ownership are desired workers traits in this occupation.

Occupational career path:

- **Above the Position-** Supervisor: Level- 3
- **Current Position :** Herbal Processor Level-2
- **Below the Position-** Assistant Herbal Processor : Level-1

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 Bureau of Statistics
CTEVT	: Council of Technical Education and Vocational Training
NSTB	: National Skill Testing Board
PPE	: Personal Protective Equipment
CIP	: Clean In Place
Kg.	: Kilogram
GI	: Galvanized Iron
KMS	: Potassium Meta-bi-Sulphate

List of duties and tasks of the Herbal 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 customer and team members
		3.	Exhibit work ethics of herbal processor
		4.	Respond assignment received
		5.	Receive / give feedback and feed forward
2.	Exhibit interpersonal skills	6.	Listen customers' demands, complaints and other information
		7.	Communication with others about products and services
		8.	Coordinate with customers and team members
		9.	Perform net-working with team members 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 assignment
		14.	Develop work plan of Herbal Processor
		15.	Perform basic calculation
Core Skills Area			
3.	Perform Basic Operations	16.	Maintain personal hygiene
		17.	Identify common herbs
		18.	Perform grading of herbs
		19.	Perform clean in place (CIP)
		20.	Take primary sample of herbs
		21.	Perform physical test
		22.	Perform sensory test
		23.	Perform screening of raw materials
		24.	Remove foreign matters from raw materials
		25.	Perform washing of raw materials
		26.	Perform chopping of raw materials manually
		27.	Operate basic herbal processing machines
4.	Grind herbs	28.	Make herbal granules
		29.	Make herbal powder
		30.	Perform pulverizing of herbal products/
		31.	Make slice of herbs
		32.	Remove husk of the herbs
		33.	Grind herbs by hammering

		34. Remove/extract pulps
5.	Dry herbs	35. Perform machine drying of herbal materials
		36. Dry herbal materials by solar dryer
		37. Dry herbal materials by direct sun
		38. Clean tools/equipment/utensils
		39. Sterilize tools/ equipment
		40. Pasteurize herbs
		41. Dry herbal materials in shed
		42. Dry in normal hot air
		43. Dry herbal materials in normal air
6.	Perform extraction	44. Perform herbal extraction by distillation
		45. Extract by using solvent
		46. Make tincture
		47. Prepare dilution (Kwath)
		48. Perform dilution of herbal products
		49. Blanch herbs
		50. Apply additives and preservatives
7.	Develop products	51. Perform mixing of ingredients
		52. Perform blending
		53. Make capsules
		54. Make tablets
		55. Make churna
		56. Make syrup
		57. Make paste (abaleha)
		58. Make quath (powder/liquid)
		59. Crystallize herbal products
		60. Apply fermentation for herbal products
10	Perform packaging (Pack the herbs)	61. Take volume of liquid
		62. Measure weight of solid matter
		63. Perform machine filling of liquid
		64. Perform filling of solid
		65. Perform capping
		66. Fix cork
		67. Perform sealing of container by aluminum foil
		68. Perform sealing of polythene pouch
		69. Perform sewing of packet
		70. Perform screening – pre and post screening

	71. Perform labelling of final products
	72. Perform wrapping of final products
	73. Perform final packaging
	74. Store herbs and herbal products
	75. Manage waste of the herbal processing plant
11. Record keeping	76. Develop forms and formats for record keeping
	77. Keep records

Task Competency Standard

Soft Skills Area:

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

Task number:	2		
Task statement:	Exhibit empathy with customers and team members		
Level of task:	Significance	Ease	Occurrence
	2	2	1
Terminal performance standard	Given Condition <ul style="list-style-type: none"> Any incident (Problems, awkward situation or unusual situation) of customer or team members. Task: Exhibit empathy with customers and team members. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Expressed feelings (body language, gesture, posture, facial expression) as per the given incident during the performance; Acted accordingly as per the feelings. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance empathy; Knowledge on different situation; Points to be consider while exhibiting empathy. 		

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

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

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

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

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

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

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

Task number:	10		
Task statement:	Exhibit behavior of team player among the members		
Level of task:	Significance	Ease	Occurrence
	2	1	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Assignment and • Working team. Task: Exhibit behavior of team player among the members Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Encouraged team members; • Taken collective ownership; • Possessed cooperative and assertiveness; • Taken responsibility and accountability. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of team work; • Characteristics of good team player; • Phases of team formation; • Tips of effective team work. 		

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

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

Task number:	13		
Task statement:	Take responsibility and accountability of the assignment		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Assignment; • Job description. Task: Take responsibility and accountability of the assignment. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Exhibited dedication to the assignment; • Attempted to complete the assignment as per the set standard; • Taken ownership of results. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning of responsibility and accountability; • Importance of responsibility and accountability for hotel maintenance technician. 		

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

Task No:	15.		
Task statement:	Perform Basic Calculation		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Formula; • Measurement, record and specification table. Task: Perform basic calculation. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Result matches with the result of calculation done by supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> • Importance of calculation; • Situation required basic calculation; • Calculation process. 		

	<ul style="list-style-type: none"> • Different calculation methods • Application of different formulas
--	--

Core Skills Areas:			
Task number:	16.		
Task statement:	Maintain personal hygiene		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Processing plant; • During performing all assignment. Task: Maintain personal hygiene Time: 10 minutes Standard/Criteria: <ul style="list-style-type: none"> • Clothes are noticed clean; • Nails are trimmed; • Performer is free from ornaments; • Hair is trimmed; • Safety cap is used; • Safety wares are applied. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of personal hygiene; • Points to be considered to keep personal hygiene; • Occupational safety and health of herbal processor. 		
Safety/precaution	<ul style="list-style-type: none"> • Wear safety wares; • Personal hygiene is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Boots, mask, cap, gloves, apron and sanitizer. 		

Task number:	17.		
Task statement:	Identify common herbs		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Sample of common herbs and quantity of sample. Task: Identify common herbs. Time: 5 minutes for single herb. Standard/Criteria: <ul style="list-style-type: none"> • Given sample is identified by common name; • Given sample is identified by value; • Sample is identified by common characteristics; • Given sample is identified by commonly available region. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and purpose of identification of herbs; • Types and characteristics of different herbs; • Classification of herbs; • Parts of plant are use as important herbal business; • Common herbs found in Nepal and their value (Industrial/commercial). 		
Safety/precaution	<ul style="list-style-type: none"> • Apply safety protocol; • Nature and characteristics of common herbs are important. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Sample of common herbs; • Pen and paper. 		

Task number:	18.		
Task statement:	Perform grading of herbs		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Primary raw materials (Raw herbs) in processing plant; Grading criteria. Task: Perform grading of herbs. Time: N/A (Depends on types of raw materials). Standard/Criteria: <ul style="list-style-type: none"> Raw materials are maintained in similar size, shape, color, stage and parts of plant (Root, leaf, stem, flower and fruit) are kept separately in separate container; Work station is cleaned. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and purpose of grading of herbs; Types and characteristics of different herbs; Parts of plant used in herbal business; Common herbs found in Nepal and their value (Industrial/commercial). 		
Safety/precaution	<ul style="list-style-type: none"> Wear safety wares; Grading size, stage and parts are critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Tarpaulin, gloves, mask; Glass, sieving machine; Shovel, container, bag; Bata, broom, weighing machine; Record book, pen, water; Soap and towel. 		

Task number:	19.		
Task statement:	Perform clean in place (CIP)		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Routine work; Standard procedure of CIP; Before, during and after work. Task: Perform clean in place (CIP). Time: 15 minutes /routine cleaning. Standard/Criteria: <ul style="list-style-type: none"> Herbal processing plant is cleaned; CIP is done as per the given standard procedure. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of CIP; Points to be considered while CIP; Procedure of CIP. 		
Safety/precaution	<ul style="list-style-type: none"> Apply safety wears; CIP procedure is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Cloth, water; Steam, oil; 		

	<ul style="list-style-type: none"> Alcohol and detergents.
--	---

Task number:	20.		
Task statement:	Take primary sample of herbs (Materials)		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials; Quantity (Bundle, Package, Bag). Task: Take primary sample of herbs (Materials) Time: 20 mins for single sample. Standard/Criteria: <ul style="list-style-type: none"> Sample is packed and labeled; Sample represents the total volume; Sample quantity is maintained at least 1% of total volume. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of sampling of raw materials, Sampling process of raw materials, Nature of sample of raw materials, Information mentioned in sample label. 		
Safety/precaution	<ul style="list-style-type: none"> Sampler / sampling tool should be sterilized and fresh; Sample should be free of contamination. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Sampler, container; Cartoon box, PPE; Label sticker, marker; Rope, bag and poly bag. 		

Task number:	21.		
Task statement:	Perform physical test		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials and their sample; Quantity or number of sample; Standard criteria of testing of raw materials. Task: Perform physical test. Time: 15 minutes /test. Standard/Criteria: <ul style="list-style-type: none"> Standard criteria followed; Test result is recorded; Result is maintained as per the test result of the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning, purpose and importance of physical test of raw materials; Procedure of physical test; Points to be consider while performing physical test of raw materials. 		
Safety/precaution	<ul style="list-style-type: none"> Be aware of contamination; Be safe by using safety wares. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Safety wares; Moisture meter, container; Weighing machine, measuring tape; 		

	<ul style="list-style-type: none"> Record book, pen and calculator.
--	--

Task number:	22.		
Task statement:	Perform sensory test		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Sample of raw materials or Sample of final products; Report format. Task: Perform sensory test. Time: 10 minutes /sensory test. Standard/Criteria: <ul style="list-style-type: none"> Test result is recorded; Test report is matched with the test result of supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of sensory test; Procedure of sensory test; Nature and toxicity of products; Natural color, texture, taste, smell. 		
Safety/precaution	<ul style="list-style-type: none"> Avoid to eat or smell toxic products. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Container; Record sheet; Stationery kit; Spoon, shovel; Sickle, soap, towel. 		

Task number:	23.		
Task statement:	Perform screening of raw materials		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials of herbs; Quantity to be screened; Criteria of screening of the raw materials. Task: Perform screening of raw materials. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Raw materials are maintained free from foreign materials; Screened raw materials are kept separately; Screened raw materials are labeled. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of screening; Possible foreign materials in the raw materials; Procedure of screening of raw materials. 		
Safety/precaution	<ul style="list-style-type: none"> Apply gloves to avoid injuries / burns Identification of foreign materials is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> PPE, Nanglo, bata, bucket; Water, fan, grading machine; Mesh, sieving machine, clothes; 		

	<ul style="list-style-type: none"> Stationery, soap and towel.
--	---

Task number:	24.		
Task statement:	Remove foreign matters from raw materials		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials; Quantity of raw materials. Task: Remove foreign matters from raw materials. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Raw materials are free from foreign materials; Performed removing of foreign matters as per the given quantity; Materials are kept separately. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of removing foreign matters; Common foreign materials found in the raw materials; Procedure of removing foreign matters. 		
Safety/precaution	<ul style="list-style-type: none"> Apply gloves to avoid injuries / burns 		
Tools, equipment and materials	<ul style="list-style-type: none"> PPE, Nanglo, bata , bucket; Water, fan, grading machine; Mesh, sieving machine, clothes; Stationery, soap and towel. 		

Task number:	25.		
Task statement:	Perform washing of raw materials		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Screened raw materials; Quantity to be washed. Task: Perform washing. Time: 2 minutes /kg. Standard/Criteria: <ul style="list-style-type: none"> Washed materials are free from dust, mud, fungus, soil and sand; Washed materials are dry or free from wetness. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of washing raw materials; Points to be consider while washing raw materials; Possible inert materials applied in washing; Procedure of washing raw materials. 		
Safety/precaution	<ul style="list-style-type: none"> Use gloves to avoid allergies/ injuries and burns; Wash safely without harming the materials. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Brush, water; Container, sieve, bucket, pipe; Electricity supply, motor; Soap and towel. 		

Task number:	26.
---------------------	------------

Task statement:	Perform chopping of raw materials manually.		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials; Standard specification or size. Task: Perform Chopping of raw materials manually. Time: 15 Minutes /kg. Standard/Criteria: <ul style="list-style-type: none"> Product is matched with the given specification or size; Working area is cleaned. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of chopping; Points to be consider while chopping raw materials; Shape and size of chopped products; Materials to be chopped. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the chopper safely 		
Tools, equipment and materials	<ul style="list-style-type: none"> Safety wear; Chopper (knife/sickle/, Khukuri) tarpolin, container; Chopping plate/Achano; Sharping stone, bucket; Water, soap, and towel. 		

Task number:	27.		
Task statement:	Operate basic herbal processing machines.		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Basic machines used in herbal processing; Desired standard of the product; Machine Operation Guidelines (Catalogue). Task: Operate basic herbal processing machines. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Machine is operated as per the operating guidelines; Final products are maintained as per the desired standard. 		
Related technical knowledge	<ul style="list-style-type: none"> Purpose and importance of machine operations; Common machines used in herbal processing; Machine operating guidelines; Points to be considered while operating machines; Safety measures while operating machines. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the machine safely; Desired product standard is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Machines (grinder, chopper; Blower, seal machine; Dryer distillation; Container, brush, broom, towel and soap. 		

Task number:	28.		
Task statement:	Make herbal granules.		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Products has to be made in granules form; • Quantity to be prepared granule; • Standard or desired criteria or shape or size of the product. Task: Make herbal granules. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Product is as per the given or desired criteria; • Products are as per the given shape and size; • The prepared granule is as per the given quantity; • Safety of operator and machine is ensured. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance; • Points to be consider while making granule; • Procedure of granule making. 		
Safety/precaution	<ul style="list-style-type: none"> • Safety of machine is critical; • Standard sized of granule is also critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Raw materials or herbs; • Granule making machine; • Grinder and dryer. 		

Task number:	29.		
Task statement:	Make herbal powder.		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Product has to be prepared as powder form; • Quantity to be prepared and standard criteria. Task: Make herbal powder. Time: 30 minutes /lot Standard/Criteria: <ul style="list-style-type: none"> • Powder is prepared as per the given or desired criteria; • Powder is as prepared per the given shape and size and fineness; • The prepared powder is as per the given quantity; • Safety of operator and machine is ensured. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance; • Procedure of preparing powder. 		
Safety/precaution	<ul style="list-style-type: none"> • Handle the machine safely; • Given size; • Shape or fineness of the powder is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Powder making machine, • Grinder and dryer. 		

Task number:	30.
---------------------	------------

Task statement:	Perform pulverizing of herbal products.		
Level of task:	Significance	Ease	Occurrence
	3	2	1
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Quantity to be pulverized; Fineness or size of particles; Prescribed criteria or standard of the product. Task: Perform pulverizing of herbal products. Time: 30 minutes /lot. Standard/Criteria: <ul style="list-style-type: none"> Product is free from clots while pressing and squeezing; Product matches with the given specified criteria. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of pulverizing; Purpose of pulverizing; Required quality of materials that can be pulverize; Points to be considered while pulverizing herbal products. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the machine safely; Fineness of the product is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Container, brush; Bag, pack, sack; Seal machine; Raw materials and Pulverizes machine. 		

Task number:	31.		
Task statement:	Make slice by slicer		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials to be sliced; Quantity to be sliced, standard specification of slice or product. Task: Make slice. Time: 30 minutes /lot. Standard/Criteria: <ul style="list-style-type: none"> Sliced as per the given quantity; Product is as per the given standard specification. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance slicing; Operating procedure of slicer; Types/name of materials to be sliced; Points to be consider while making slice. 		
Safety/precaution	<ul style="list-style-type: none"> Safety is critical while slicing; Size and thickness of slice or product is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Slicer, knife; Container, bucket; Safety wares; Water, soap, towel. 		

Task number:	32.
---------------------	------------

Task statement:	Remove husk of herbs		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Crude herbs with husk; Standard specification or criteria. Task: Remove husk of herb. Time: 30 minutes /lot. Standard/Criteria: <ul style="list-style-type: none"> Product is free from husks; Safety is adopted while husking; Products is as per specification or given criteria. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of husking; Procedure of operating husking machine; Points to be considered; Types of herbs which should be perform husking. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the tools safely; The product free from husk is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Safety wear; Husking machine; Container, fan; Broom and dust pan. 		

Task number:	33.		
Task statement:	Grind herbs by hammering		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials; Specification of products. Task: Grind herbs by hammering Time: 30 minutes /lot Standard/Criteria: <ul style="list-style-type: none"> Prepared product is as per given specification; Safety is adopted while hammering; Working station is cleaned after completion of work. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of hammering; Points to be considered while hammering; Merits and demerits of hammering of herbs; Materials which are prepared by hammering. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the tools safely; Specification of product is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Hammering tools; Dust pan, broom; Container, soap; Towel and water. 		

Task number:	34.		
Task statement:	Remove/extract pulps of herbs		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Quantity of materials; Quality or characteristics of pulp; Types of herbal species; Raw materials with pulps. Task: Remove/extract pulps. Time: 30 mins /lot. Standard/Criteria: <ul style="list-style-type: none"> Herbs are ensured free from pulp after extraction; Pulp and dry matter are separated; Working station is cleaned after completion of task. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of removing pulps; Materials which are prepared by removing pulps during processing; Points to be considered while removal of pulp; Procedure of pulp extraction or removal. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the tools safely; Materials making with pulp free is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Safety wear, pulping machine, container, bucket, soap, water and towel. 		

Task number:	35.		
Task statement:	Perform machine drying of herbal materials		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials with high moisture content; Final moisture content of the dried products; Species and quantity to be dried; Standard procedure of machine drying; Task: Perform machine drying of herbal materials. Time: 20 minutes /lot. Standard/Criteria: <ul style="list-style-type: none"> Time and temperature in the machine are adjusted as per the standard criteria; Materials are not overlapped in the tray; Standard procedure is followed while operating machine; Performed as per the given quantity and final moisture content; Quantity of the materials are measured and recorded. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance machine drying; Procedure / machine operation process; Time and temperature requirement; Moisture content requirement in the raw materials; Types of materials that needs machine drying; Points to be considered while machine drying. 		
Safety/precaution	<ul style="list-style-type: none"> Handle tools and equipment safely; Moisture content in the dried materials is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Safety wear, dryer machine / oven, tray and container. 		

Task number:	36.		
Task statement:	Dry herbal materials by solar dryer.		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials with high moisture content than required; Quantity of raw materials to be dried; Operating procedure of solar dryer. Task: Dry herbal materials by solar dryer. Time: 10 minutes /lot Standard/Criteria: <ul style="list-style-type: none"> Materials are not overlapped in the tray; Operating procedure is followed; Doors are closed in the dryer. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of drying in the solar dryer; Procedure of operating solar dryer; Types of materials to be dry by solar dryer; Condition of using solar dryer; Required moisture content in the materials. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the tools safely; Moisture content in the dried herbal material is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Thermometer; Solar dryer, tray and container. 		

Task number:	37.		
Task statement:	Dry materials by direct sun		
Level of task:	Significance	Ease	Occurrence
	3	1	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials that fit to direct sun drying; Quantity to be dried and Final moisture content of the dried materials. Task: Dry herbal materials by direct sun. Time: 20 minutes /lot. Standard/Criteria: <ul style="list-style-type: none"> Drying area is cleaned; Drying area is ensured sunny; Materials are not overlapped in the tray; Given moisture content is maintained in the dried materials. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and purpose of drying in direct sun; Points to be considered while drying on sun; Types of materials that can be dry directly in the sun. 		
Safety/precaution	<ul style="list-style-type: none"> Clean area is crucial; Overlapping delayed the drying. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Tarpaulin, Gundri / Mandro / tray; Container, spreader and Dalo / thunchhe. 		

Task number:	38.		
Task statement:	Clean tools/equipment/utensils		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Tools/equipment /utensils. Task: Clean tools/equipment/utensils, Time: 30 minutes /routine work. Standard/Criteria: <ul style="list-style-type: none"> Tools/equipment/utensils are ensured free from dirt/dist./odor; Tools equipment/utensils are maintained dry; After cleaning tools equipment/utensils are kept in safe place. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of clean tools/equipment/utensils; Procedure of cleaning tools equipment/utensils; Common chemicals used while cleaning tools equipment/utensils. 		
Safety/precaution	<ul style="list-style-type: none"> Handle tools and equipment safely; Strength of chemicals or detergents is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Water, brush; Clothes, bucket; Mug, pipe, soap; Detergent and towel. 		

Task number:	39.		
Task statement:	Sterilize tools/equipment		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Method of sterilization Tools/equipment /utensils to be sterilized and standard procedure; Task: Sterilize tools/equipment/utensils. Time: 30 minutes /routine work. Standard/Criteria: <p><i>During the observation of supervisor:</i></p> <ul style="list-style-type: none"> Standard criteria followed as per the given method of sterilization; Used method is recorded. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance sanitization; Different methods of sterilization of tools/equipment; Pros and cons of different method of sterilization; Sanitization procedure by different method; Points to be considered while sanitizing. 		
Safety/precaution	<ul style="list-style-type: none"> Handle tools and equipment safely; Sterilization procedure is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Autoclave, Fuel, Electricity; UV-set, Forceps and container. 		

Task number:	40.		
Task statement:	Pasteurize herbs		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Materials or products during the process; Types of herbs and quantity to be pasteurize; Standard criteria of pasteurization. Task: Pasteurize herbs. Time: 30 mins /lot. Standard/Criteria: <i>While observing by the supervisor;</i> <ul style="list-style-type: none"> Standard criteria are followed; Procedure is recorded; Pasteurized as per the given quantity. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of pasteurization; Procedure of pasteurization of different materials/products; Points to be considered while performing pasteurization. 		
Safety/precaution	<ul style="list-style-type: none"> Handle tools and equipment safely and apply references of temperature. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Safety wear, Fuel/electricity; UV set, forceps; Container and pasteurizer. 		

Task number:	41.		
Task statement:	Dry herbal materials in shed.		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Location or site; Raw materials appropriate to be dried in shed; Desired level of moisture content; Species of herbs and quantity to be dried. Task: Dry herbal materials in shed. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Materials are spread in shed or hang on shed; Materials are ensured free from sunlight exposure; Reduced moisture content in desired/given level; Materials are kept safe from rain fall, strong wind, and safe from animals/birds. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of drying in shed; Types of materials which should be dry in shed; Procedure of drying in the shed; Required moisture content in the materials. 		
Safety/precaution	<ul style="list-style-type: none"> Safety of herbal material is critical during shed drying. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Safety wear, GI wire, rope; Tarpaulin, shed area and hanger. 		

Task number:	42.		
Task statement:	Dry materials on hot air.		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials with high moisture content; Quantity to be dry in hot air; Prescribed or desired criteria of the dried materials. Task: Dry materials on hot air. Time: 30 min /lot Standard/Criteria: <ul style="list-style-type: none"> Materials are kept in hot air machine; Hot air machine is operated; Prescribed temperature is adjusted; Desired moisture content in the materials is maintained. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of hot air drying; Procedure of machine operation; Required temperature and moisture content; Types of materials which can be dried in hot air; Points to be considered while hot air drying; 		
Safety/precaution	<ul style="list-style-type: none"> Handle the machine safely; Temperature adjustment and duration is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Safety wear; Hot air machine, tray; Container, spreader and Fuel/electricity supply. 		

Task number:	43.		
Task statement:	Dry materials on normal air.		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Materials to be dried; Quantity to be dried. Task: Dry materials in normal air. Time: 30 minutes /lot. Standard/Criteria: <ul style="list-style-type: none"> Materials are hung/placed on fresh aeration area; Materials are not overlapped and speeded; Materials are ensured safe from animals/birds. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of fresh air drying; Procedure of fresh air drying; Types of materials to be dry in fresh air; Points to be considered. 		
Safety/precaution	<ul style="list-style-type: none"> Safety from animals and birds is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Fan, blower, exhaust fan, rope; Nails, hammer and container. 		

Task number:	44.		
Task statement:	Perform herbal extraction by distillation.		
Level of task:	Significance	Ease	Occurrence
	3	3	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials; Quantity to be prepared or extracted; Standard procedure and specification or quality of the product; Task: perform herbal extraction by distillation. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Standard procedure followed; Given quantity is extracted; Product is as per the given specification or quality. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of extraction by distillation; Type of materials which are extracted by distillation; Procedure of extraction by extraction by distillation; Points to be considered while extracting by distillation. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the tools safely. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Safety wear; Distillation unit set, fuel; Electricity supply; Container, filter paper; Conical flask, separator; Water, soap and towel. 		

Task number:	45.		
Task statement:	Extract by using solvent		
Level of task:	Significance	Ease	Occurrence
	3	3	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials; Standard procedure. Task: Extract by using solvent. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Extraction is done as per standard criteria; Performance is as per standard procedure. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance extraction by solvent; Procedure of extraction by solvent; Types of materials which are extraction by solvent; Maturation time. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the chemicals, equipment , apparatus , raw materials safely 		
Tools, equipment and materials	<ul style="list-style-type: none"> Solvent extractor; Vacuum concentrator; Container and solvents. 		

Task number:	46.		
Task statement:	Make tincture		
Level of task:	Significance	Ease	Occurrence
	3	2	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials that is fit to prepare tincture; Standard specification quantity and procedure. Task: Make tincture. Time: 15 minutes /daily routine work. Standard/Criteria: <ul style="list-style-type: none"> Preparation is done as per the given procedure; Final product is as per prescribed specification and quality. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of making tincture; Procedure of makeing tincture; Maturation time for makeing tincture; Points to be considered while preparing tincture. 		
Safety/precaution	<ul style="list-style-type: none"> Handel the tools safely. Maturation period is critical for quality product. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Water, container, fuel ; Stainless steel's frying pan, organic herbs; Glass jars (either with a plastic lid or parchment paper/a sandwich bag; Knife or chopper; Metal funnel, cheese cloth; Alcohol / menstruum; Amber glass dropper and bottles. 		

Task number:	47.		
Task statement:	Prepare dilution (Kwath)		
Level of task:	Significance	Ease	Occurrence
	3	3	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials that are available to prepare dilution product; Desired quantity of dilution; Prescribed specification or standard of products. Task: Prepare Decoction (Kwath) Time: 15 minutes /lot Kwath Standard/Criteria: <ul style="list-style-type: none"> Dilution is prepared as per the prescribed criteria; Products is as per prescribed specification or standard; Standard procedure followed while preparing dilution. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of Kwath (decoction); Procedure of Kwath (decoction) preparation; Types of raw materials that is used to prepare decoction; Points to be considered while preparing decoction. 		
Safety/precaution	<ul style="list-style-type: none"> Handle chemicals safely. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Water, container, fuel and Stainless steel's frying pan. 		

Task number:	48.		
Task statement:	Perform dilution of herbal products		
Level of task:	Significance	Ease	Occurrence
	3	3	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Concentrated herbal products; Desired concentration of dilution; Prescribed procedure and specification. Task: Perform dilution of herbal products Time: 10 minutes /lot Standard/Criteria: <ul style="list-style-type: none"> Dilution is as per prescribed criteria; Composition of solvent and concentrated products is as per requirement; Procedure is followed while performing dilution of herbal products. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of dilution; Procedure of dilution; Types of materials to be diluted; Points to be considered while preparing dilution of herbal products. 		
Safety/precaution	<ul style="list-style-type: none"> Handle apparatus safely. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Distilled water; Rectified spirit, container; Measuring tools, syringe and vibrator. 		

Task number:	49.		
Task statement:	Blanch herbs		
Level of task:	Significance	Ease	Occurrence
	3	3	2
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials that is needed to blanched; Species of herbs; Criteria/standard of final product or blanched material; Standard procedure; Quality of final product. Task: Blanch herbs. Time: 10 minutes /lot herbs. Standard/Criteria: <ul style="list-style-type: none"> Blanching is done as per the given standard; Blanching is done as per the given quantity; Final products are prepared as per the given procedure. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of blanching; Procedure of blanching; Materials they can be processed by blanching; Points to be considered while blanching. 		
Safety/precaution	<ul style="list-style-type: none"> Handle chemicals safely. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Water, potassium meta-bi-sulphate (KMS); Container and fuel. 		

Task number:	50.		
Task statement:	Apply additives and preservatives		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Products before final stage of processing; • Proportion of additives and preservatives; • Standard specification of the final product. Task: Apply additives and preservatives. Time: 10 mins /lot product. Standard/Criteria: <ul style="list-style-type: none"> • Additives and preservatives is applied as per the given proportion/ratio; • Additives and preservatives are added as per the standard requirement; • Final product matched the given specification or desired standard. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning of additives and preservatives; • Pros and cons of applying additives; • Procedure of mixing additives and preservatives; • Types of products needed additives and preservatives; • Points to be consider while applying additives. 		
Safety/precaution	<ul style="list-style-type: none"> • Handle tools and chemicals safely; • Proportion or ratio or percentage or PPM is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Preservatives -KMS, salt, oil, vinegar, container; • Mixture, measuring cylinder, water and towel. 		

Task number:	51.		
Task statement:	Perform mixing of ingredients.		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Intermediate raw materials during processing; • Secondary products or • Semi-final products; • Specified ratio of mixture. Task: Perform mixing. Time: 20 mins /lot of ingredients mixing. Standard/Criteria: <ul style="list-style-type: none"> • Fallowed the standard process of mixing; • Ratio of mixture is recorded; • Record is as per the specified or given ratio; • Specification of final products is as per specification maintained. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of mixing; • Procedure of mixing; • Specified mixing ratio; • Measurement unit; • Basic calculation of ratio. 		
Safety/precaution	<ul style="list-style-type: none"> • Mix carefully with the specified ratio. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Mixture, container, bag, weighing machine; • Spoon, spatula, gloves and safety wares. 		

Task number:	52.		
Task statement:	Perform Blending		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Standard procedure; Raw materials; Secondary products; Semi-final products; Specified ratio of the mixture. Task: Perform Blending. Time: 20 minutes /lot of blending. Standard/Criteria: <ul style="list-style-type: none"> Given procedure is followed; Blending is as per the specified ratio; Ratio of blending is recorded; Specification of final products is as per specification. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance; Procedure of blending; Raw materials needed; Secondary products; Semi-final products; Specified ratio of blending. 		
Safety/precaution	<ul style="list-style-type: none"> Blend carefully with the specified ratio. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Blender ,container, bag , weighing machine; Spoon, spatula, gloves and safety wares. 		

Task number:	53.		
Task statement:	Make capsules		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Empty capsules; Medicine's dust / liquid of jell form; Quantity of medicine's dust / liquid of jell form to prepare capsules. Task: Make capsules. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> The cap of the capsule is tightly closed / capsule is locked; No dust/dirt is presented outside the capsule; Weight of the capsule is as per given specification maintained. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning of capsuling; Pros and cons of capsuling; Procedure of capsuling; Points to be considered while capsuling; Weight and measurement of capsules. 		
Safety/precaution	<ul style="list-style-type: none"> Fill the capsules carefully. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Stainless steels bawl , capsuling machine; Malmal cloth, soap, towel and water. 		

Task number:	54.		
Task statement:	Make tablets		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Medicine's powder; • Standard size / dye or • Specification of tablets; • Quantity to be prepared. Task: Make tablets. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> • Tablet is prepared as per the standard shape and size; • Weight of the tablets is maintained as per given specification; • Working place is cleaned. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of making tablet; • Procedure of making tablet; • Points to be considered while making tablet; • Weight and measurement of making tablet. 		
Safety/precaution	<ul style="list-style-type: none"> • Be careful at each step; • Specification of tablet is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Tableting machine, material's dust; • Container, water, soap and towel. 		

Task number:	55.		
Task statement:	Make Churna		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Prepared intermediate products or raw materials; • Specification or composition of Churna; • Standard procedure of making Churna • Sample of Churna. Task: Make Churna. Time: 1 hours /lot. Standard/Criteria: <ul style="list-style-type: none"> • Standard procedure followed; • Churna is as per given composition maintained; • Sent and taste is maintained as per given sample. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of making churna; • Procedure of making churna; • Points to be considered while making churna; • Weight and measurement of making churna; • Composition of different types of churna; • Common raw materials used to prepare churna. 		
Safety/precaution	<ul style="list-style-type: none"> • Proportion of composition is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Grinding machine, mixing/blending machine, weighing balance; • Measuring cup, container, soap, towel and water. 		

Task number:	56.		
Task statement:	Make syrup		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Syrup based materials Standard criteria, formula and sample of syrup Task: Make syrup Time: 30 mins/lot. Standard/Criteria: <ul style="list-style-type: none"> The consistent flow of syrup is maintained; Standard formula is recorded as per given formula; Taste, color and smell is maintained as per given sample syrup. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of making syrup; Procedure of making syrup; Points to be considered while making syrup; Weight and measurement of making syrup; Composition of different syrup; Raw materials used to prepare syrup. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the tools carefully. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Refractrometer, measuring jug , measuring cylinder, bottle; Spoon, spatula, weighing machine, pots, funnel and cooking arrangements. 		

Task number:	57.		
Task statement:	Make paste		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Paste based ingredients; Standard procedure; Quantity to be prepared; Ratio or formula of paste. Task: Make paste. Time: 30 minutes /lot. Standard/Criteria: <ul style="list-style-type: none"> Consistent flow of paste is maintained; Standard formula is recorded as per given formula; Taste, color and smell is maintained as per given sample paste. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning of paste and pros and cons of making paste; Procedure of making paste; Points to be considered while making paste; Weight and measurement of making paste; Composition of different paste; Intermediate products or raw materials used to prepare paste. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the tools safely and composition of ingredients is critical; 		
Tools, equipment and materials	<ul style="list-style-type: none"> Binder, homogenizer, hydrometer, weighing machine; Kitchen, apparatus, container, soap, towel and water. 		

Task number:	58.		
Task statement:	Make syrup (Quath)		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Intermediate products or ingredients; Formula of syrup; Standard procedure; Quantity to be prepared and sample of syrup. Task: Make syrup (Quath) Time: 30 minutes /lot. Standard/Criteria: <ul style="list-style-type: none"> Formula recorded; 1/4 of the whole liquid is remained as final product; Taste, color and smell of the products is maintained as per the given sample. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of Quath; Procedure of quath preparation; Composition and ingredients of Quath; Intermediate products or raw materials used to make Quath. 		
Safety/precaution	<ul style="list-style-type: none"> Handle tools safely; Standard formula is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Ingredients, utensils, container; Cooking arrangement, filter, soap, water and towel. 		

Task number:	59.		
Task statement:	Crystallize herbal products		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Intermediate products or raw materials for crystallization; Formula of crystal making ingredients; Quantity to be prepared crystal; Standard procedure and sample. Task: Crystallize herbal products. Time: 10 minutes /lot. Standard/Criteria: <ul style="list-style-type: none"> Standard procedures are followed; Record is matched with the procedure; Product is matched with the given sample. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning/ importance of crystallization; Procedure or method of crystallization; Ingredients to be used; Points to be considered during crystallization; Intermediate products or raw materials that can be crystallized. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the tools safely; Formula is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Freezer , container, spatula; Spoon, dye and thermometer. 		

Task number:	60.		
Task statement:	Apply fermentation for herbal products		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Intermediate products or raw materials to be fermented; Standard criteria of fermentation; Quantity to be ferment or prepared; Sample of fermented materials. Task: Apply fermentation for herbal products. Time: 30 mins /lot. Standard/Criteria: <ul style="list-style-type: none"> Standard procedure followed; Record is kept as per the standard; Product is maintained as per the given sample. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning/ importance fermentation in herbal processing; Procedure or method of fermentation in herbal processing; List of materials can be fermented in herbal processing; Points to be considered while fermenting herbs. 		
Safety/precaution	<ul style="list-style-type: none"> Handle equipment safely; Procedure is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Fermentation vat; Container and spatula. 		

Task number:	61.		
Task statement:	Take volume of liquid		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Liquid that has to be measure; System of measurement or scale; Work order or assignment; Required volume or quantity. Task: Take volume of liquid. Time: 5 minutes /10 liter. Standard/Criteria: <ul style="list-style-type: none"> Measurement is taken as per given scale; Working place is cleaned; Measured materials are not spoiled. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance; Measuring scale of liquid volume; Points to be considered while measuring volume. 		
Safety/precaution	<ul style="list-style-type: none"> Measure carefully; Scale is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Measuring equipment; Container; Funnel and cloth. 		

Task number:	62.		
Task statement:	Measure weight of solid matter.		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Solid materials that has to be measured during the processing; • Measuring scale; • Quantity to be measured. Task: Measure weight of solid matter. Time: 10 minutes /50 kg solid. Standard/Criteria: <ul style="list-style-type: none"> • Measurement is taken as per given scale; • Working place is cleaned; • Measured materials are free from spoilage. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance measuring solid; • Types of scale and units; • Points to be considered while measuring solid weight. 		
Safety/precaution	<ul style="list-style-type: none"> • Measure carefully; • Measuring scale is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Weighing machine; • Weighing materials or ingredients. 		

Task number:	63.		
Task statement:	Perform machine filling of liquid.		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Liquid to be filled; • Quantity to be filled; • Per unit volume to be filled; • Work order. Task: Perform machine filling of liquid Time: 5 minutes /container. Standard/Criteria: <ul style="list-style-type: none"> • Filling is done as per the given scale; • Working place is cleaned after completion of task; • Filling of per unit is maintained uniform and consistent; • Liquid is maintained free from spoilage. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of machine filling of liquid; • Procedure of filling; • Types of liquid to be filled. 		
Safety/precaution	<ul style="list-style-type: none"> • Measure and fill carefully; • Uniformity and consistency is critical as per the given quantity or volume. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Liquid to be filled; • Liquid filling machine and • Container or packet. 		

Task number:	64.		
Task statement:	Perform filling of solid.		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Solid to be filled; • Volume or weight of unit product; • Quantity to be filled; • Work order and scale. Task: Perform filling of solid. Time: 5 minutes /container. Standard/Criteria: <ul style="list-style-type: none"> • Filling is performed as per the given scale; • Working area is cleaned after completion of task; • Materials are maintained free from spoilage. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance filling of solid; • Types of solid to be filled; • Points to be consider while filling solid; • Procedure of filling solid in the given container. 		
Safety/precaution	<ul style="list-style-type: none"> • Measure and fill carefully; • Quantity, volume and consistency is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Solid products; • Weighing machine and • Container or packet. 		

Task number:	65.		
Task statement:	Perform capping		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Capping required container in processing line; • Quantity needed to perform capping; • Standard procedure of capping. Task: Perform capping. Time: 10 minutes /unit container. Standard/Criteria: <ul style="list-style-type: none"> • Standard criteria are followed; • Capping is done leakage free; • Caps are ensured straight, tight and uniform. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of capping; • Procedure of capping; • Types of capping required; • Points to be consider while capping. 		
Safety/precaution	<ul style="list-style-type: none"> • Handle safely and air tight is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Cap, container; • Heating gun/machine and hot water. 		

Task number:	66.		
Task statement:	Fix cork		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Corking required container in processing line; • Quantity of corking required; • Standard criteria of corking. Task: Fix cork. Time: 5minutes /unit container. Standard/Criteria: <ul style="list-style-type: none"> • Standard procedure is followed; • Units are maintained free from leakage; • Corks are maintained straight, tight and uniform. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of corking; • Pros and cons of corking; • Procedure of fixing cork; • Types of corking products; • Points to be consider while corking. 		
Safety/precaution	<ul style="list-style-type: none"> • Handle safely; • Leakage free and consistent is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Cork and • Cork tighter machine. 		

Task number:	67.		
Task statement:	Perform sealing of container by aluminum foal		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Capped or seal required container in the processing line; • Quantity to be sealed; • Standard procedure. Task: Perform sealing of container by aluminum foal. Time: 5 minutes /unit container. Standard/Criteria: <ul style="list-style-type: none"> • Standard procedure is followed; • Sealing is maintained tight, uniform and consistent; • Container are ensured leakage free. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of sealing of container; • Procedure of sealing; • Types of products of sealing requirement; • Points to be consider while sealing. 		
Safety/precaution	<ul style="list-style-type: none"> • Handle tools safely; • Tight, uniform and consistent Sealing is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Sealing machine; • Metallic foil and • Electricity supply. 		

Task number:	68.		
Task statement:	Perform sealing of polythene pouch.		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Seal required polyethene pouch in processing line; Quantity to be sealed and work order; Standard procedure of sealing pouch. Task: Perform sealing of polyethene pouch. Time: 5 mins /pouch Standard/Criteria: <ul style="list-style-type: none"> Standard criteria are followed; Pouch is found leakage free. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance sealing of pouch; Procedure of sealing pouch; Points to be consider while sealing pouch. 		
Safety/precaution	<ul style="list-style-type: none"> Handle tools safely; Tight, uniform and consistent sealing is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Seal required polyethene pouch; Sealing machine and Electricity supply. 		

Task number:	69.		
Task statement:	Perform sewing of packet.		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Sewing required sacks in the processing line; Standard of sewing; Quantity of packet to be sewed. Task: Perform sewing of packet. Time: 5 minutes /packet. Standard/Criteria: <ul style="list-style-type: none"> The sewing is maintained tight, strong and uniform; Sewing ends are folded and safe; Packets are maintained leakage free and as per the given standard. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance sewing of packets; Procedure of sewing packet; Types of packet sewing machine. 		
Safety/precaution	<ul style="list-style-type: none"> Handle tools safely; Tight, strong and uniform is essential; 		
Tools, equipment and materials	<ul style="list-style-type: none"> Sewing machine; Thread and needle. 		

Task number:	70.		
Task statement:	Perform screening		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Final products of the production line; Quantity to be screened; Standard criteria of the unit product; Task: Perform screening. Time: 2 mins /unit product. Standard/Criteria: <ul style="list-style-type: none"> Screening is performed as per the given criteria of the unit product; Screening activities are recorded; Screened products are marked OK; Discarded are kept separately. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance screening of final products; Procedure of screening of final products; Points to be considered while screening; Further process after screening. 		
Safety/precaution	<ul style="list-style-type: none"> Apply safety wear; Given criteria is critical while screening of the final products. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Final product; Sticker, level or pen and paper. 		

Task number:	71.		
Task statement:	Perform labelling of final products.		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Packed final products; Screened products; Printed label and quantity to be labelled. Task: Perform labelling of final products. Time: 2 minutes /unit product. Standard/Criteria: <ul style="list-style-type: none"> All information is visible and labelled; Labelled stickers are straight and horizontal alignment. All parts of labelled stickers are stocked with packet/pack/pouch. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of labelling; Procedure of labelling; Information to be included in labelling; Points to be considered while labelling. 		
Safety/precaution	<ul style="list-style-type: none"> Perform the task carefully; Information, alignment and visibility is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Final products after screening; Marker, labelling sticker; Labelling machine and glue. 		

Task number:	72.		
Task statement:	Perform wrapping of final products.		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Container / products required to wrap in the production line; • Criteria of wrapping; • Quantity of products to be wrapped and work order. Task: Perform wrapping of final products. Time: 10 minutes /unit final product. Standard/Criteria: <ul style="list-style-type: none"> • Wrapping is done as per the given quantity; • Wrapping is tighten as uniform and consistent; • Wrapping matched with the given criteria. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of wrapping; • Points to be considered while wrapping final products; • List of commonly wrapping final products; • Types and quality of wrapping materials. 		
Safety/precaution	<ul style="list-style-type: none"> • Apply safety wears; • Tight, uniform and consistent is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Wrapping materials; • Wrapping machine, hot gun and tape or glue. 		

Task number:	73.		
Task statement:	Perform final packaging		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> • Labelled and wrapped final products; • Criteria of packaging or sample; • Size of unit package or • Desired packaging materials; • Quantity to be packed and work order. Task: Perform final packaging. Time: 10 minutes /packet. Standard/Criteria: <ul style="list-style-type: none"> • Final pack is matched with the given criteria or sample; • Packaging is maintained as per the given quantity and size; • Packaging information is recorded. 		
Related technical knowledge	<ul style="list-style-type: none"> • Meaning and importance of final packaging; • Common packaging size and standard; • Types of packaging materials or container; • Points to be considered while final packaging. 		
Safety/precaution	<ul style="list-style-type: none"> • Apply safety wear; • Consider given quantity, size and uniformity of the packed products. 		
Tools, equipment and materials	<ul style="list-style-type: none"> • Sacks or cartoon or • Wrapper or ply box or plastic and cello tap or glue. 		

Task number:	74.		
Task statement:	Store herbs and herbal products		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Raw materials and final products to be stored; Quantity of the products or raw materials; Types of products or raw materials; Prescribed temperature chart; Work order or assignment. Task: Store materials and products. Time: 1 hour /lot of products. Standard/Criteria: <ul style="list-style-type: none"> Stored as per the given quantity; Label of stored products are visible; Products are stored in cool, and dry place and protected from light; Goods are placed as first com first out basis; Temperature of the store is adjusted as per the given criteria or chart or reference. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of storage; Points to be considered while storing; Recommended humidity of different products or materials; Recommended storage temperature of different goods. 		
Safety/precaution	<ul style="list-style-type: none"> Handle the storing materials/products safely; Recommended temperature, humidity and lot is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Facilities for temperature adjustment, stock book; Files, formats, pen, wheel barrow, ladder and safety wear. 		

Task number:	75.		
Task statement:	Manage waste of the herbal processing plant.		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Types of waste, site of managing waste; Quantity and work order to manage waste; Given standard or criteria of waste management or instruction. Task: Manage waste of the herbal processing plant. Time: N/A Standard/Criteria: <ul style="list-style-type: none"> Waste is separated in terms of nature of waste; Waste is managed as per the given standard or instruction of the supervisor. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of waste management; Points to be considered while managing waste; Meaning and importance of recycling of waste; Procedure of waste management; Types of waste commonly occurred in the herbal processing plant. 		
Safety/precaution	<ul style="list-style-type: none"> Apply safety ware; Separation of waste materials is critical in waste management. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Trolley, compost pit, dumping site; Contact details of the waste recycling party; Shovel, broom, dust pan and cloth. 		

Task number:	76.		
Task statement:	Develop forms and formats for record keeping		
Level of task:	Significance	Ease	Occurrence
	3	2	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Types of information needed to be recorded; Types of form and format needed; List of activities to be recorded. Task: Keep records Time: 1 hr. /form or format in daily routine work. Standard/Criteria: <ul style="list-style-type: none"> Forms and format has developed for each given types of activities. Forms and format are developed as per the given types of information; Forms and formats are maintained clear and user friendly. 		
Related technical knowledge	<ul style="list-style-type: none"> Meaning and importance of keeping records; Procedure of keeping records; Types of forms and formats commonly used in the herbal processing plant; Common format needed for record keeping: <ul style="list-style-type: none"> Production record, stock record; Sales record, raw materials record, inventory record. 		
Safety/precaution	<ul style="list-style-type: none"> Clear and user friendly format is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Recording format, book, files, pen, calculator; Filing cabinet, computer and stationery. 		

Task number:	77.		
Task statement:	Keep records		
Level of task:	Significance	Ease	Occurrence
	3	3	3
Terminal performance standard	Given Condition: <ul style="list-style-type: none"> Activities of the processing plant; List of information to be recorded; Forms and formats as per the activities. Task: Keep records Time: 30 minutes /record Standard/Criteria: <ul style="list-style-type: none"> Records are kept as per the activities of the processing plant; Records are maintained as per the given list of information to be recorded; Records are kept as per the given forms and formats as per the activities. 		
Related technical knowledge	<ul style="list-style-type: none"> <i>Types of information recorded in the following record:</i> <ul style="list-style-type: none"> Production record, stock record; Sales record, raw materials record; Inventory record. 		
Safety/precaution	<ul style="list-style-type: none"> Matching with types of information and types of forms and formats is critical. 		
Tools, equipment and materials	<ul style="list-style-type: none"> Recording format, book, files, pen, calculator; Filing cabinet, computer and stationery. 		





**Establishing an Employer led
Labour Market Secretariat**

Pachali Shahid Shukra FNCCI
Milan Marg, Teku, Kathmandu

Phone: 01-5362061

Email: info@elms.com.np

Website: elms.com.np