

# COTTON PROCESSING

## Assessment Package

National Vocational  
Certificate Level 2

Version 1 - January 2014

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**Document Version**

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**Islamabad, Pakistan**

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# 1

## ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: WEIGH SEED COTTON (PHUTTI) DELIVERED AT FACTORY		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> <li>Monitor the Weighing and checking of the quality of seed cotton (phutti) delivered to the ginning mill</li> <li>Ensure payment and maintain record according to quantity and quality of seed cotton delivered to the ginning mill</li> </ul>		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> <li>Answer all questions your Assessor may have during the practical assessment.</li> </ul>		
Other Requirements			✓		<ul style="list-style-type: none"> <li>N/A</li> </ul>		

# 2

## CANDIDATE ASSESSMENT

Candidate's Name..... Father's Name .....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **1/2 hour** timeframe:

- Monitor the Weighing and checking of the quality of seed cotton (phutti) delivered to the ginning mill
- Ensure payment and maintain record according to quantity and quality of seed cotton delivered to the ginning mill

ACTIVITIES	CANDIDATE RESPONSE
<p><b>1. Complete practical task of weighing seed cotton (phutti) delivered at factory under observation by an assessor</b></p>	<p>During a practical assessment, under observation by an assessor, I will correctly :</p> <ul style="list-style-type: none"> <li>• Monitor the Weighing and checking of the quality of seed cotton (phutti) delivered to the ginning mill               <ul style="list-style-type: none"> <li>✓ Ensure the quality of the seed cotton delivered to the ginning mill with respect to moisture level and contaminants</li> <li>✓ Ensure no presence of diseased seed cotton in the phutti delivered to the ginning mill</li> <li>✓ Monitor the identification of the variety of the seed cotton delivered to the ginning mill</li> <li>✓ Ensure the rate/price of the seed cotton on the basis of checked quality and variety of the seed cotton delivered to the ginning mill</li> <li>✓ Monitor the weighing of seed cotton delivered to the ginning mill on weighing machine</li> <li>✓ Ensure the issuance of receipt of the raw seed cotton to the driver indicating total weight, net payable weight, rate and total payable amount</li> <li>✓ Observe the unloading of seed cotton at specified raw seed cotton storage yard of the ginning mill</li> </ul> </li> <li>• Ensure payment and maintain record according to quantity and quality of seed cotton delivered to the ginning mill               <ul style="list-style-type: none"> <li>✓ Monitor the develop of payment advice for received quantity of seed cotton (phutti)</li> <li>✓ Ensure the payment as per weight, quality and variety of the seed cotton delivered to the ginning mill</li> <li>✓ Ensure the calculation for net payable amount for the delivered seed cotton</li> <li>✓ Ensure exact payment to the supplier of the seed cotton</li> <li>✓ Ensure the maintenance of payments disbursement record</li> </ul> </li> </ul>
<p><b>2. Other requirements</b></p>	<p>N/A</p>
<p><b>3. Answer any questions your assessor may have during the practical assessment</b></p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate's Name ..... Father's Name.....

### INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
<b>1. Complete practical task of weighing seed cotton (phutti) delivered at factory under observation by an assessor</b>	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Monitor the Weighing and checking of the quality of seed cotton (phutti) delivered to the ginning mill	Ensured the quality of the seed cotton delivered to the ginning mill with respect to moisture level and contaminants			
	Ensured no presence of diseased seed cotton in the phutti delivered to the ginning mill			
	Monitored the identification of the variety of the seed cotton delivered to the ginning mill			
	Ensured the rate/price of the seed cotton on the basis of checked quality and variety of the seed cotton delivered to the ginning mill			
	Monitored the weighing of seed cotton delivered to the ginning mill on weighing machine			
	Ensured the issuance of receipt of the raw seed cotton to the driver indicating total weight, net payable weight, rate and total payable amount			
	Observed the unloading of seed cotton at specified raw seed cotton storage yard of the ginning mill			
Ensure payment and maintain record according to quantity and quality of seed cotton delivered to the ginning mill	Monitored the develop of payment advice for received quantity of seed cotton (phutti)			
	Ensured the payment as per weight, quality and variety of the seed cotton delivered to the ginning mill			
	Ensured the calculation for net payable amount for the delivered seed cotton			
	Ensured exact payment to the supplier of the seed cotton			
	Ensured the maintenance of payments disbursement record			
<b>2. Other requirements</b>	N/A			

**3. Answer any questions the assessor may have during the practical assessment**

Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.

Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.



# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

<b>INSTRUCTIONS</b>	This section contains information regarding; <ul style="list-style-type: none"><li>• Context of the assessment</li><li>• List of required tools and equipment.</li><li>• List of consumable items required during the service</li></ul>
<b>1. Context of Assessment</b>	This task will be performed in <b>Real Time</b> environment.

<b>2. List of tools and equipment required (for five candidates)</b>		
<b>S. No</b>	<b>Items</b>	<b>Quantity</b>
1	Personal protective equipment (PPE)	05
2		
3		
4		

<b>3. List of consumable items required (for five candidates)</b>		
<b>S. No</b>	<b>Items</b>	<b>Quantity</b>
1		
2		
3		



<b>ASSESSMENT MATERIAL</b>  <b>EVIDENCE GUIDE</b>	<h2 style="margin: 0;">INSPECTION OF DELIVERED SEED COTTON (PHUTTI) FOR QUALITY STANDARDS</h2>																																												
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# 1

## ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: INSPECTION OF DELIVERED SEED COTTON (PHUTTI) FOR QUALITY STANDARDS		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> <li>Inspection of received raw seed cotton material at the ginning mill for quality standards</li> <li>Maintain record of different quality checks adopted for the inspection of received seed cotton at ginning mill</li> </ul>		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> <li>Answer all questions your Assessor may have during the practical assessment.</li> </ul>		
Other Requirements			✓		<ul style="list-style-type: none"> <li>NA</li> </ul>		

# 2

## CANDIDATE ASSESSMENT

Candidate's Name..... Father's Name .....

**ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.**

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **1/2 hour** timeframe:

- Inspection of received raw seed cotton material at the ginning mill for quality standards
- Maintain record of different quality checks adopted for the inspection of received seed cotton at ginning mill

ACTIVITIES	CANDIDATE RESPONSE
<p><b>1. Complete practical task of inspection of delivered seed cotton (phutti) for quality standards under observation by an assessor</b></p>	<p>During a practical assessment, under observation by an assessor, I will correctly :</p> <ul style="list-style-type: none"> <li>• Inspection of received raw seed cotton at the ginning mill for quality standards               <ul style="list-style-type: none"> <li>✓ Supervise the quality inspection of seed cotton received at ginning mill before ginning</li> <li>✓ Ensure the estimation of moisture contents in the seed cotton received at ginning mill</li> <li>✓ Monitor the separation of diseased and healthy seed cotton and calculate the percentage of diseased seed cotton</li> <li>✓ Monitor the identification of various contaminants (organic and inorganic) in the received seed cotton at ginning mill</li> <li>✓ Monitor the calculations for trash and other non-fibrous materials in the received seed cotton at ginning mill</li> <li>✓ Supervise the testing of staple length and strength of the fibre of received seed cotton at ginning mill</li> <li>✓ Ensure the separation of different varieties of the received seed cotton at ginning mill</li> <li>✓ Ensure the use of dandri and khillari for checking/separation of non-fibrous materials from the seed cotton received at ginning mill</li> <li>✓ Monitor the separation of different trash materials and calculate the percentage of trashes in the received seed cotton</li> </ul> </li> <li>• Maintain record of different quality checks adopted for the inspection of received seed cotton at ginning mill               <ul style="list-style-type: none"> <li>✓ Monitor the record keeping procedure for different quality checks (moisture contents, diseased cotton, contaminants and trashes) for the received seed cotton at ginning mill</li> <li>✓ Ensure the record keeping in the form of soft as well as hard copy</li> <li>✓ Communicate all quality reports to the people involved in processing of seed cotton at ginning mill</li> </ul> </li> </ul>
<p><b>2. Other requirements</b></p>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p><b>3. Answer any questions your assessor may have during the practical assessment</b></p>	<p>My answers to questions are correct and demonstrate my understanding of the topics and their application.</p>

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate's Name ..... Father's Name.....

### INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
<b>1. Complete practical task of inspection of delivered seed cotton (phutti) for quality standards under observation by an assessor</b>	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Inspection of received raw seed cotton at the ginning mill for quality standards	Supervised the quality inspection of seed cotton received at ginning mill before ginning			
	Ensured the estimation of moisture contents in the seed cotton received at ginning mill			
	Monitored the separation of diseased and healthy seed cotton and calculated the percentage of diseased seed cotton			
	Monitored the identification of various contaminants (organic and inorganic) in the received seed cotton at ginning mill			
	Monitored the calculations for trash and other non-fibrous materials in the received seed cotton at ginning mill			
	Supervised the testing of staple length and strength of the fibre of received seed cotton at ginning mill			
	Ensured the separation of different varieties of the received seed cotton at ginning mill			
	Ensured the use of dandri and khillari for checking/separation of non-fibrous materials from the seed cotton received at ginning mill			
	Monitor the separation of different trash materials and calculate the percentage of trashes in the received seed cotton			
Maintain record of different quality checks adopted for the inspection of received seed cotton at ginning mill	Monitored the record keeping procedure for different quality checks (moisture contents, diseased cotton, contaminants and trashes) for the received seed cotton at ginning mill			
	Ensured the record keeping in the form of soft as well as hard copy			
	Communicated all quality reports to the people involved in processing of seed cotton at ginning mill			
<b>2. Other requirements</b>	N/A			

<p><b>3. Answer any questions the assessor may have during the practical assessment</b></p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			
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# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

<b>INSTRUCTIONS</b>	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> <li>• Context of the assessment</li> <li>• List of required tools and equipment.</li> <li>• List of consumable items required during the service</li> </ul>
<b>1. Context of Assessment</b>	This task will be performed in <b>real time</b> environment.

<b>2. List of tools and equipment required (for five candidates)</b>		
S. No	Items	Quantity
1	Personal protective equipment (PPE)	05

<b>3. List of consumable items required (for five candidates)</b>		
S. No	Items	Quantity
1		
2		
3		



**ASSESSMENT MATERIAL**

**EVIDENCE GUIDE**

**Qualification**  
Cotton Processing  
**CS Code:**  
**Level: 2**  
**Credit: 7**  
**Version: 1**

**MAKE HEAPS OF SEED COTTON (PHUTTI)**

**CONTENTS**

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgment Guide
4. List of required tools/equipment, material and context of assessment

**ASSESSMENT AND ASSESSOR DETAILS**

**Competent**  **Not Yet Competent**

**Assessment**  **Re-Assessment**

Assessor's Name ..... Assessor's Code .....

Assessor's Signature ..... Date 

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DD MM YYYY

**CANDIDATE DETAILS**

Candidate's Name .....  
First Name Last Name

Father's Name .....

Institute Name and District .....

CNIC/BFORM # 

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Registration Number issued by Assessment Body .....

Gender Male  Female  Transgender

Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature .....

**ASSESSMENT RESULTS SUMMARY FORM**

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTC**

**NAVTTC OFFICE ONLY**

1. DATE FORM RECEIVED: 

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 DD MM YYYY

2. DATE ENTERED INTO DATABASE: 

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# 1

## ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: MAKE HEAPS OF SEED COTTON (PHUTTI)		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> <li>Monitor the grading of seed cotton (phutti) on the basis of different standards</li> <li>Ensure the maintenance of record of different grades of raw seed cotton (phutti)</li> </ul>		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> <li>Answer all questions your Assessor may have during the practical assessment.</li> </ul>		
Other Requirements			✓		<ul style="list-style-type: none"> <li>N/A</li> </ul>		

# 2

## CANDIDATE ASSESSMENT

Candidate's Name..... Father's Name .....

**ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.**

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **1/2 hour** timeframe:

- Monitor the grading of seed cotton (phutti) on the basis of different standards
- Ensure the maintenance of record of different grades of raw seed cotton (phutti)

ACTIVITIES	CANDIDATE RESPONSE
<b>1. Complete practical task of make heaps of seed cotton (phutti) of different grades under observation by an assessor</b>	During a practical assessment, under observation by an assessor, I will correctly : <ul style="list-style-type: none"> <li>• Monitor the grading of seed cotton (phutti) on the basis of different standards               <ul style="list-style-type: none"> <li>✓ Monitor the grading of the seed cotton (phutti) on the basis of variety, colour, contamination, trash, diseased fibre, mature immature bolls and shells.</li> <li>✓ Ensure the making grade wise heaps of seed cotton in the cotton storage yard of the ginning mill</li> <li>✓ Give directions for the proper heaping place (well paved, open and sunny place) depending upon potential chances of contamination (dirt, dust, or environmental contaminations) and further processing.</li> </ul> </li> <li>• Ensure the maintenance of the record of different grades of raw seed cotton (phutti)               <ul style="list-style-type: none"> <li>✓ Ensure the labelling of heaps with the identification marks of their relative grades.</li> <li>✓ Monitor proper record keeping (grading basis, weight, grade-wise further processing etc.) of different grades of seed cotton.</li> <li>✓ Ensure the first in first use of graded heaps in order to maintain proper material flow.</li> </ul> </li> </ul>
<b>2. Other requirements</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>3. Answer any questions your assessor may have during the practical assessment</b>	My answers to questions are correct and demonstrate my understanding of the topics and their application.

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate's Name ..... Father's Name.....

### INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
<b>1. Complete practical task of make heaps of seed cotton (phutti) under observation by an assessor</b>	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Monitor the grading of seed cotton (phutti) on the basis of different standards	Monitored the grading of the seed cotton (phutti) on the basis of variety, colour, contamination, trash, diseased fibre, mature immature bolls and shells.			
	Ensured the making grade wise heaps of seed cotton in the cotton storage yard of the ginning mill			
	Gave directions for the proper heaping place (well paved, open and sunny place) depending upon potential chances of contamination (dirt, dust, or environmental contaminations) and further processing.			
Ensure the maintenance of the record of different grades of raw seed cotton (phutti)	Ensured the labelling of heaps with the identification marks of their relative grades.			
	Monitored proper record keeping (grading basis, weight, grade-wise further processing etc.) of different grades of seed cotton.			
	Ensured the first in first use of graded heaps in order to maintain proper material flow.			
<b>2. Other requirements</b>	N/A			

<p><b>3. Answer any questions the assessor may have during the practical assessment</b></p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			
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# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

<b>INSTRUCTIONS</b>	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> <li>• Context of the assessment</li> <li>• List of required tools and equipment.</li> <li>• List of consumable items required during the service</li> </ul>
<b>1. Context of Assessment</b>	This task will be performed in <b>real time</b> environment.

<b>2. List of tools and equipment required (for five candidates)</b>		
S. No	Items	Quantity
1	Personal protective equipment (PPE)	05

<b>3. List of consumable items required (for five candidates)</b>		
S. No	Items	Quantity
1		0
2		0
3		0



**ASSESSMENT  
MATERIAL**

**EVIDENCE  
GUIDE**

**Qualification**

Cotton Processing

**CS Code:**

**Level: 2**

**Credit: 4**

**Version: 1**

## PREPARE FOR GINNING OF RAW SEED COTTON (PHUTTI) AT GINNING MILL

**CONTENTS**

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgment Guide
4. List of required tools/equipment, material and context of assessment

**ASSESSMENT AND  
ASSESSOR  
DETAILS**

**Competent**  **Not Yet Competent**

**Assessment**  **Re-Assessment**

Assessor's Name ..... Assessor's Code .....

Assessor's Signature ..... Date 

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DD MM YYYY

**CANDIDATE  
DETAILS**

Candidate's Name .....  
First Name Last Name

Father's Name .....

Institute Name and District .....

CNIC/BFORM # 

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Registration Number issued by  
Assessment Body .....

Gender Male  Female  Transgender

Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements  
of the assessment. I fully understand my rights of appeal.

Candidate's Signature .....

**ASSESSMENT  
RESULTS  
SUMMARY FORM**

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTCC**

**NAVTTCC OFFICE  
ONLY**

1. DATE  
FORM  
RECEIVED: 

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DD MM YYYY

2. DATE ENTERED INTO  
DATABASE: 

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DD MM YYYY

# 1

## ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PREPARE FOR GINNING OF RAW SEED COTTON (PHUTTI) AT GINNING MILL		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> <li>Monitor the process of spreading of raw seed cotton for drying before ginning at ginning mill</li> <li>Ensure the proper cleaning of extraneous materials (trash) in raw seed cotton before ginning</li> <li>Monitor the feeding of the raw seed cotton to suction pipes for ginning</li> </ul>		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> <li>Answer all questions your Assessor may have during the practical assessment.</li> </ul>		
Other Requirements			✓		<ul style="list-style-type: none"> <li>N/A</li> </ul>		

# 2

## CANDIDATE ASSESSMENT

Candidate's Name..... Father's Name .....

**ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.**

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **1/2 hour** timeframe:

- Monitor the process of spreading of raw seed cotton for drying before ginning at ginning mill
- Ensure the proper cleaning of extraneous materials (trash) in raw seed cotton before ginning
- Monitor the feeding of the raw seed cotton to suction pipes for ginning

ACTIVITIES	CANDIDATE RESPONSE
<b>1. Complete practical task of preparation for ginning of raw seed cotton (phutti) at ginning mill under observation by an assessor</b>	During a practical assessment, under observation by an assessor, I will correctly : <ul style="list-style-type: none"> <li>• Monitor the process of spreading of raw seed cotton for drying before ginning at ginning mill               <ul style="list-style-type: none"> <li>✓ Ensure the selection of clean, paved, dirt free and a nearby place to spread the heap of raw seed cotton (phutti) for drying at ginning mill</li> <li>✓ Monitor the spreading of raw seed cotton for drying while maintaining the maximum bed height up to one foot</li> <li>✓ Ensure the drying of raw seed cotton (phutti) in sunlight up to a moisture contents of 8.5%</li> </ul> </li> <li>• Ensure the proper cleaning of extraneous materials (trash) in raw seed cotton before ginning               <ul style="list-style-type: none"> <li>✓ Monitor the identification of various extraneous materials in raw seed cotton.</li> <li>✓ Ensure the proper separation of extraneous materials</li> <li>✓ Monitor the percentages of separated materials and maintain a record</li> <li>✓ Monitor the feeding of the raw seed cotton to suction pipes for ginning</li> <li>✓ Monitor the proper functioning of suction pipes of ginning mill</li> <li>✓ Ensure the application of industrial standards for the suction of different grades of raw seed cotton</li> </ul> </li> </ul>
<b>2. Other requirements</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>
<b>3. Answer any questions your assessor may have during the practical assessment</b>	My answers to questions are correct and demonstrate my understanding of the topics and their application.



# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate's Name ..... Father's Name.....

### INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
<b>1. Complete practical task of Preparation for cotton picking under observation by an assessor</b>	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Monitor the process of spreading of raw seed cotton for drying before ginning at ginning mill	Ensured the selection of clean, paved, dirt free and a nearby place to spread the heap of raw seed cotton (phutti) for drying at ginning mill			
	Monitored the spreading of raw seed cotton for drying while maintaining the maximum bed height up to one foot			
	Ensured the drying of raw seed cotton (phutti) in sunlight up to a moisture contents of 8.5%			
Ensure the proper cleaning of extraneous materials (trash) in raw seed cotton before ginning	Monitored the identification of various extraneous materials in raw seed cotton.			
	Ensured the proper separation of extraneous materials			
	Monitored the percentages of separated materials and maintain a record			
Monitor the feeding of the raw seed cotton to suction pipes for ginning	Monitored the proper functioning of suction pipes of ginning mill			
	Ensured the application of industrial standards for the suction of different grades of raw seed cotton			
<b>2. Other requirements</b>	[All other requirements related to the Assessment]			

<p><b>3. Answer any questions the assessor may have during the practical assessment</b></p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			
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# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

<b>INSTRUCTIONS</b>	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> <li>Context of the assessment</li> <li>List of required tools and equipment.</li> <li>List of consumable items required during the service</li> </ul>
<b>1. Context of Assessment</b>	This task will be performed in <b>real time</b> environment.

<b>2. List of tools and equipment required (for five candidates)</b>		
S. No	Items	Quantity
1	Personal protective equipment (PPE)	05
2		
3		
4		

<b>3. List of consumable items required (for five candidates)</b>		
S. No	Items	Quantity
1		0
2		0
3		0



<b>ASSESSMENT MATERIAL</b>  <b>EVIDENCE GUIDE</b>	<h2>PRE CLEANING OF RAW SEED COTTON (PHUTTI) BY PRE CLEANER MACHINES AT GINNING MILL</h2>																				
<b>Qualification</b> Cotton Processing <b>CS Code:</b> <b>Level: 2</b> <b>Credit: 3</b> <b>Version: 1</b>																					
<b>CONTENTS</b>	1. Assessment Summary and Record 2. Candidate Assessment 3. Assessor Judgment Guide 4. List of required tools/equipment, material and context of assessment																				
<b>ASSESSMENT AND ASSESSOR DETAILS</b>	<b>Competent</b> <input type="checkbox"/> <span style="margin-left: 200px;"><b>Not Yet Competent</b></span> <input type="checkbox"/>																				
	<b>Assessment</b> <input type="checkbox"/> <span style="margin-left: 200px;"><b>Re-Assessment</b></span> <input type="checkbox"/>																				
	Assessor's Name ..... Assessor's Code ..... Assessor's Signature ..... Date <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> <div style="display: flex; justify-content: space-around; width: 100px;"><span>DD</span><span>MM</span><span>YYYY</span></div>																				
<b>CANDIDATE DETAILS</b>	Candidate's Name ..... <div style="display: flex; justify-content: space-between; width: 100%;"><span>First Name</span><span>Last Name</span></div>																				
	Father's Name .....																				
	Institute Name and District .....																				
	CNIC/BFORM # <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
	Registration Number issued by Assessment Body .....																				
	Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/>																				
Candidate's Consent ..... I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal. Candidate's Signature .....																					
<b>ASSESSMENT RESULTS SUMMARY FORM</b>	You can use this coversheet as an <i>Assessment Results Summary Form</i> . Simply post a photocopy of this completed coversheet to <b>NAVTTCC</b>																				
<b>NAVTTCC OFFICE ONLY</b>	1. DATE FORM RECEIVED: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> DD MM YYYY 2. DATE ENTERED INTO DATABASE: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> DD MM YYYY																				

# 1

## ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: PRE CLEANING OF RAW SEED COTTON (PHUTTI) BY PRE CLEANER MACHINES AT GINNING MILL		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> <li>Observe the process of cleaning of raw seed cotton by pre cleaner machines at ginning mill</li> </ul>		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> <li>Answer all questions your Assessor may have during the practical assessment.</li> </ul>		
Other Requirements			✓		<ul style="list-style-type: none"> <li>N/A</li> </ul>		

# 2

## CANDIDATE ASSESSMENT

Candidate's Name..... Father's Name .....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **1/2 hour** timeframe:

- Observe the process of cleaning of raw seed cotton by pre cleaner machines at ginning mill

ACTIVITIES	CANDIDATE RESPONSE
<b>1. Complete practical task of pre cleaning of raw seed cotton (phutti) by pre cleaner machines at ginning mill under observation by an assessor</b>	During a practical assessment, under observation by an assessor, I will correctly : <ul style="list-style-type: none"><li>• <b>Observe the process of cleaning of raw seed cotton by pre cleaner machines at ginning mill</b></li><li>✓ Monitor the working condition of pre cleaner machines of ginning mill</li><li>✓ Ensure the sanitation of pre cleaner machines and surroundings</li><li>✓ Monitor the seed cotton (phutti) for proper suction by pre-cleaner</li><li>✓ Ensure the proper working of cleaning screens and their maintenance</li><li>✓ Observe level of plunging and ensure the plunged material to be open and fluffy</li><li>✓ Ensure the proper disposal of waste material from seed cotton (Phutti)</li></ul>
<b>2. Other requirements</b>	<ul style="list-style-type: none"><li>• [N/A]</li></ul>
<b>3. Answer any questions your assessor may have during the practical assessment</b>	My answers to questions are correct and demonstrate my understanding of the topics and their application.

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate's Name ..... Father's Name.....

### INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
<b>1. Complete practical task of Preparation for cotton picking under observation by an assessor</b>	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Observe the process of cleaning of raw seed cotton by pre cleaner machines at ginning mill	Monitored the working condition of pre cleaner machines of ginning mill			
	Ensured the sanitation of pre cleaner machines and surrounding			
	Monitored the seed cotton (phutti) for proper suction by pre-cleaner			
	Ensured the proper working of cleaning screens and their maintenance			
	Observed the level of plunging and ensured the plunged material to be open and fluffy			
	Ensured the proper disposal of waste material from seed cotton (Phutti)			
<b>2. Other requirements</b>	[N/A]			

<p><b>3. Answer any questions the assessor may have during the practical assessment</b></p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			
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# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

<b>INSTRUCTIONS</b>	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> <li>Context of the assessment</li> <li>List of required tools and equipment.</li> <li>List of consumable items required during the service</li> </ul>
<b>1. Context of Assessment</b>	This task will be performed in <b>real time</b> environment.

2. List of tools and equipment required (for five candidates)		
S. No	Items	Quantity
1	Personal protective equipment (PPE)	05

3. List of consumable items required (for five candidates)		
S. No	Items	Quantity
1		0
2		0
3		0



**ASSESSMENT  
MATERIAL**

**EVIDENCE  
GUIDE**

**Qualification**

Cotton Processing

**CS Code:**

**Level: 2**

**Credit: 5**

**Version: 1**

## GINNING OF RAW SEED COTTON (PHUTTI) AT GINNING MILL

**CONTENTS**

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgment Guide
4. List of required tools/equipment, material and context of assessment

**ASSESSMENT AND  
ASSESSOR  
DETAILS**

**Competent**

**Not Yet Competent**

**Assessment**

**Re-Assessment**

**Assessor's Name**

**Assessor's Code**

**Assessor's Signature**

**Date**

DD	MM	YYYY									

**CANDIDATE  
DETAILS**

**Candidate's Name**

First Name

Last Name

**Father's Name**

**Institute Name and District**

**CNIC/BFORM #**

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**Registration Number issued by  
Assessment Body**

**Gender**

Male

Female

Transgender

**Candidate's Consent**

I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

**Candidate's Signature**

**ASSESSMENT  
RESULTS  
SUMMARY FORM**

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to **NAVTTC**

**NAVTTC OFFICE  
ONLY**

1. DATE  
FORM  
RECEIVED:

DD	MM	YYYY									

2. DATE ENTERED INTO  
DATABASE:

DD	MM	YYYY									

# 1

## ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD: GINNING OF RAW SEED COTTON (PHUTTI) AT GINNING MILL		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> <li>Supervise the process of ginning of seed cotton at ginning</li> </ul>		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> <li>Answer all questions your Assessor may have during the practical assessment.</li> </ul>		
Other Requirements			✓		<ul style="list-style-type: none"> <li>N/A</li> </ul>		

# 2

## CANDIDATE ASSESSMENT

Candidate's Name..... Father's Name .....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **1 hour** timeframe:

- Supervise the process of ginning of seed cotton at ginning

ACTIVITIES	CANDIDATE RESPONSE
<b>1. Complete practical task of ginning of raw seed cotton (phutti) at ginning mill under observation by an assessor</b>	During a practical assessment, under observation by an assessor, I will correctly : <ul style="list-style-type: none"><li>• Supervise the process of ginning of seed cotton at ginning<ul style="list-style-type: none"><li>✓ Ensure the working condition of ginning machines at ginning mill</li><li>✓ Monitor the speed and sharpness of the ginning saws of cotton ginning machine</li><li>✓ Observe the monitoring of temperature of the seed cotton (phutti) stock while ginning</li><li>✓ Monitor the supply of seed cotton (Phutti) to the ginning machine through feeding hopper</li><li>✓ Ensure the complete separation of lint and cotton seed during ginning</li><li>✓ Ensure the cleanliness of lint after passing through fan and ensure zero trash level</li><li>✓ Ensure lint free cotton seed after passing through ginning machine</li><li>✓ Ensure the quality of the cotton seed and lint after passing through ginning machine</li><li>✓ Supervise the process to separate the stock of cotton seed and its delivery to oil expulsion unit</li><li>✓ Ensure the record keeping of ginned cotton stocks</li></ul></li></ul>
<b>2. Other requirements</b>	<ul style="list-style-type: none"><li>• NA</li></ul>
<b>3. Answer any questions your assessor may have during the practical assessment</b>	My answers to questions are correct and demonstrate my understanding of the topics and their application.

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate's Name ..... Father's Name.....

### INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
<b>1. Complete practical task of Preparation for cotton picking under observation by an assessor</b>	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Supervise the process of ginning of seed cotton at ginning	Ensured the working condition of ginning machines at ginning mill			
	Monitored the speed and sharpness of the ginning saws of cotton ginning machine			
	Observed the monitoring of temperature of the seed cotton (phutti) stock while ginning			
	Monitored the supply of seed cotton (Phutti) to the ginning machine through feeding hopper			
	Ensured the complete separation of lint and cotton seed during ginning			
	Ensured the cleanliness of lint after passing through fan and ensured zero trash level			
	Ensured lint free cotton seed after passing through ginning machine			
	Ensure the quality of the cotton seed and lint after passing through ginning machine			
	Supervised the process to separate the stock of cotton seed and its delivery to oil expulsion unit			
	Ensured the record keeping of ginned cotton stocks			
<b>2. Other requirements</b>	NA			

<p><b>3. Answer any questions the assessor may have during the practical assessment</b></p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			
---	--	--	--	--

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

<b>INSTRUCTIONS</b>	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> <li>Context of the assessment</li> <li>List of required tools and equipment.</li> <li>List of consumable items required during the service</li> </ul>
<b>1. Context of Assessment</b>	This task will be performed in <b>real time</b> environment.

<b>2. List of tools and equipment required (for five candidates)</b>		
S. No	Items	Quantity
1	Personal protective equipment (PPE)	05
2		
3		
4		

<b>3. List of consumable items required (for five candidates)</b>		
S. No	Items	Quantity
1		0
2		0
3		0



<b>ASSESSMENT MATERIAL</b> <b>EVIDENCE GUIDE</b>	<h2>PERFORM PRESSING OF RAW SEED COTTON (PHUTTI) AT GINNING MILL</h2>																																								
<b>Qualification</b> Cotton Processing <b>CS Code:</b> <b>Level: 2</b> <b>Credit: 6</b> <b>Version: 1</b>																																									
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<b>CANDIDATE DETAILS</b>	<p>Candidate's Name ..... <small style="display: inline-block; width: 150px; border-bottom: 1px dotted black;"></small> First Name <small style="display: inline-block; width: 150px; border-bottom: 1px dotted black;"></small> Last Name</p> <p>Father's Name .....</p> <p>Institute Name and District .....</p> <p>CNIC/BFORM # <table style="display: inline-table; border-collapse: collapse;"><tr><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td><td style="border: 1px solid black; width: 20px; height: 20px;"></td></tr></table></p> <p>Registration Number issued by Assessment Body .....</p> <p>Gender Male <input type="checkbox"/> Female <input type="checkbox"/> Transgender <input type="checkbox"/></p> <p>Candidate's Consent I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.</p> <p>Candidate's Signature .....</p>																																								
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DD	MM							YYYY																																	
DD	MM							YYYY																																	



# 1

## ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
	WRITTEN	ORAL	PORTFOLIO	OBSERVATION		COMPETENT	NOT YET COMPETENT
NATURE OF ACTIVITY					DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF COMPETENCY STANDARD:: PERFORM PRESSING OF RAW SEED COTTON (PHUTTI) AT GINNING MILL		
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> <li>Supervise the process of pressing of cotton lint at ginning mill</li> <li>Monitor the mechanism of labelling of stacked cotton lint at ginning mill</li> </ul>		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> <li>Answer all questions your Assessor may have during the practical assessment.</li> </ul>		
Other Requirements			✓		<ul style="list-style-type: none"> <li>N/A</li> </ul>		

# 2

## CANDIDATE ASSESSMENT

Candidate's Name..... Father's Name .....

ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **1/2 hour** timeframe:

- Supervise the process of pressing of cotton lint at ginning mill
- Monitor the mechanism of labelling of stacked cotton lint at ginning mill

ACTIVITIES	CANDIDATE RESPONSE
<b>1. Complete practical task of pressing of cotton lint at ginning mill under observation by an assessor</b>	During a practical assessment, under observation by an assessor, I will correctly : <ul style="list-style-type: none"> <li>• Supervise the process of pressing of cotton lint at ginning mill               <ul style="list-style-type: none"> <li>✓ Supervise the monitoring of moisture level of cotton lint using moisture meter</li> <li>✓ Ensure 8.5% moisture level of cotton lint after ginning</li> <li>✓ Monitor the lot wise pressing and packaging of cotton lint</li> <li>✓ Ensure the packaging of cotton lint using steel wires and cloth</li> <li>✓ Ensure the compliance to the weight and dimensions of bale of cotton lint stacked at ginning mill</li> <li>✓ Ensure the sanitation of the bale stacking area at ginning mill</li> <li>✓ Ensure stacking of cotton bales on wooden pallet at paved area to avoid weather damage</li> <li>✓ Ensure the stacking of cotton bales in lots of 100 bales per stack</li> <li>✓ Ensure the maintenance of record of bales and lots with reference to tags</li> </ul> </li> <li>• Monitor the mechanism of labelling of stacked cotton lint at ginning mill               <ul style="list-style-type: none"> <li>✓ Observe the labelling and tagging of the bales with given sticker</li> <li>✓ Ensure the maintenance of record of labelling of cotton lint bales stacked at ginning mill</li> </ul> </li> </ul>
<b>2. Other requirements</b>	<ul style="list-style-type: none"> <li>• NA</li> </ul>
<b>3. Answer any questions your assessor may have during the practical assessment</b>	My answers to questions are correct and demonstrate my understanding of the topics and their application.

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate's Name ..... Father's Name.....

### INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
<b>1. Complete practical task of Preparation for cotton picking under observation by an assessor</b>	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Supervise the process of pressing of cotton lint at ginning mill	Supervised the monitoring of moisture level of cotton lint using moisture meter			
	Ensured 8.5% moisture level of cotton lint after ginning			
	Monitored the lot wise pressing and packaging of cotton lint			
	Ensured the packaging of cotton lint using steel wires and cloth			
	Ensured the compliance to the weight and dimensions of bale of cotton lint stacked at ginning mill			
	Ensured the sanitation of the bale stacking area at ginning mill			
	Ensured stacking of cotton bales on wooden pallet at paved area to avoid weather damage			
	Ensured the stacking of cotton bales in lots of 100 bales per stack			
Monitor the mechanism of labelling of stacked cotton lint at ginning mill	Observed the labelling and tagging of the bales with given sticker			
	Ensured the maintenance of record of labelling of cotton lint bales stacked at ginning mill			
<b>2. Other requirements</b>	NA			

<b>3. Answer any questions the assessor may have during the practical assessment</b>	Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.  Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.			
--	---	--	--	--

# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

<b>INSTRUCTIONS</b>	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> <li>Context of the assessment</li> <li>List of required tools and equipment.</li> <li>List of consumable items required during the service</li> </ul>
<b>1. Context of Assessment</b>	This task will be performed in <b>real time</b> environment.

<b>2. List of tools and equipment required (for five candidates)</b>		
S. No	Items	Quantity
1	Personal protective equipment (PPE)	05

<b>3. List of consumable items required (for five candidates)</b>		
S. No	Items	Quantity
1		0
2		0
3		0



ASSESSMENT  
MATERIAL

## EVIDENCE GUIDE

### Qualification

Cotton Processing

CS Code:

Level: 2

Credit: 40

Version: 1

# COTTON PROCESSING

### CONTENTS

1. Assessment Summary and Record
2. Candidate Assessment
3. Assessor Judgment Guide
4. List of required tools/equipment, material and context of assessment

### ASSESSMENT AND ASSESSOR DETAILS

Competent

Not Yet Competent

Assessment

Re-Assessment

Assessor's Name

Assessor's Code

Assessor's Signature

Date

DD	MM	YYYY													

### CANDIDATE DETAILS

Candidate's Name

First Name

Last Name

Father's Name

Institute Name and District

CNIC/BFORM #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Registration Number issued by  
Assessment Body

Gender

Male

Female

Transgender

Candidate's Consent

I agree to the time and date of the assessment and am aware of the requirements of the assessment. I fully understand my rights of appeal.

Candidate's Signature

### ASSESSMENT RESULTS SUMMARY FORM

You can use this coversheet as an *Assessment Results Summary Form*. Simply post a photocopy of this completed coversheet to NAVTTC

### NAVTTTC OFFICE ONLY

1. DATE  
FORM  
RECEIVED:

DD	MM	YYYY													

2. DATE ENTERED INTO  
DATABASE:

DD	MM	YYYY													

# 1

## ASSESSMENT SUMMARY & RECORD

ACTIVITY	METHOD				DESIRED OUTCOMES	RESULT	
NATURE OF ACTIVITY	WRITTEN	ORAL	PORTFOLIO	OBSERVATION	DESIRED OUTCOMES FOR SUCCESSFUL ASSESSMENT OF QUALIFICATION: COTTON PROCESSING	COMPETENT	NOT YET COMPETENT
Practical Skill Demonstration				✓	<ul style="list-style-type: none"> <li>Monitor the Weighing and checking of the quality of seed cotton (phutti) delivered to the ginning mill</li> <li>Ensure payment and maintain record according to quantity and quality of seed cotton delivered to the ginning mill</li> <li>Inspection of received raw seed cotton material at the ginning mill for quality standards</li> <li>Maintain record of different quality checks adopted for the inspection of received seed cotton at ginning mill</li> <li>Monitor the grading of seed cotton (phutti) on the basis of different standards</li> <li>Ensure the maintenance of record of different grades of raw seed cotton (phutti)</li> <li>Monitor the process of spreading of raw seed cotton for drying before ginning at ginning mill</li> <li>Ensure the proper cleaning of extraneous materials (trash) in raw seed cotton before ginning</li> <li>Monitor the feeding of the raw seed cotton to suction pipes for ginning</li> <li>Observe the process of cleaning of raw seed cotton by pre cleaner machines at ginning mill</li> <li>Supervise the process of ginning of seed cotton at ginning</li> <li>Supervise the process of pressing of cotton lint at ginning mill</li> <li>Monitor the mechanism of labelling of stacked cotton lint at ginning mill</li> </ul>		
Knowledge Assessment	✓	✓			<ul style="list-style-type: none"> <li>Answer all questions your Assessor may have during the practical assessment.</li> </ul>		
Other Requirements			✓		<ul style="list-style-type: none"> <li>N/A</li> </ul>		

# 2

## CANDIDATE ASSESSMENT

Candidate's Name..... Father's Name .....

**ALL WORK ASSESSED IN THIS COMPETENCY STANDARD MUST BE YOUR OWN WORK.**

### GUIDANCE TO CANDIDATE

To meet this standard you are required to complete the following tasks within **4 hours** timeframe:

- Monitor the Weighing and checking of the quality of seed cotton (phutti) delivered to the ginning mill
- Ensure payment and maintain record according to quantity and quality of seed cotton delivered to the ginning mill
- Inspection of received raw seed cotton material at the ginning mill for quality standards
- Maintain record of different quality checks adopted for the inspection of received seed cotton at ginning mill
- Monitor the grading of seed cotton (phutti) on the basis of different standards
- Ensure the maintenance of record of different grades of raw seed cotton (phutti)
- Monitor the process of spreading of raw seed cotton for drying before ginning at ginning mill
- Ensure the proper cleaning of extraneous materials (trash) in raw seed cotton before ginning
- Monitor the feeding of the raw seed cotton to suction pipes for ginning
- Observe the process of cleaning of raw seed cotton by pre cleaner machines at ginning mill
- Supervise the process of ginning of seed cotton at ginning
- Supervise the process of pressing of cotton lint at ginning mill
- Monitor the mechanism of labelling of stacked cotton lint at ginning mill

ACTIVITIES	CANDIDATE RESPONSE
<p><b>1. Complete practical task of cotton processing under observation by an assessor</b></p>	<p>During a practical assessment, under observation by an assessor, I will correctly :</p> <ul style="list-style-type: none"> <li>• Monitor the Weighing and checking of the quality of seed cotton (phutti) delivered to the ginning mill               <ul style="list-style-type: none"> <li>✓ Ensure the quality of the seed cotton delivered to the ginning mill with respect to moisture level and contaminants</li> <li>✓ Ensure no presence of diseased seed cotton in the phutti delivered to the ginning mill</li> <li>✓ Monitor the identification of the variety of the seed cotton delivered to the ginning mill</li> <li>✓ Ensure the rate/price of the seed cotton on the basis of checked quality and variety of the seed cotton delivered to the ginning mill</li> <li>✓ Monitor the weighing of seed cotton delivered to the ginning mill on weighing machine</li> <li>✓ Ensure the issuance of receipt of the raw seed cotton to the driver indicating total weight, net payable weight, rate and total payable amount</li> <li>✓ Observe the unloading of seed cotton at specified raw seed cotton storage yard of the ginning mill</li> </ul> </li> <li>• Ensure payment and maintain record according to quantity and quality of seed cotton delivered to the ginning mill               <ul style="list-style-type: none"> <li>✓ Monitor the develop of payment advice for received quantity of seed cotton (phutti)</li> <li>✓ Ensure the payment as per weight, quality and variety of the seed cotton delivered to the ginning mill</li> <li>✓ Ensure the calculation for net payable amount for the delivered seed cotton</li> <li>✓ Ensure exact payment to the supplier of the seed cotton</li> <li>✓ Ensure the maintenance of payments disbursement record</li> </ul> </li> <li>• Inspection of received raw seed cotton at the ginning mill for quality standards               <ul style="list-style-type: none"> <li>✓ Supervise the quality inspection of seed cotton received at ginning mill before ginning</li> <li>✓ Ensure the estimation of moisture contents in the seed cotton received at ginning mill</li> <li>✓ Monitor the separation of diseased and healthy seed cotton and calculate the percentage of diseased seed cotton</li> <li>✓ Monitor the identification of various contaminants (organic and inorganic) in the received seed cotton at ginning mill</li> <li>✓ Monitor the calculations for trash and other non-fibrous materials in the received seed cotton at ginning mill</li> </ul> </li> </ul>



- ✓ Supervise the testing of staple length and strength of the fibre of received seed cotton at ginning mill
- ✓ Ensure the separation of different varieties of the received seed cotton at ginning mill
- ✓ Ensure the use of dandri and khillari for checking/separation of non-fibrous materials from the seed cotton received at ginning mill
- ✓ Monitor the separation of different trash materials and calculate the percentage of trashes in the received seed cotton
- Maintain record of different quality checks adopted for the inspection of received seed cotton at ginning mill
  - ✓ Monitor the record keeping procedure for different quality checks (moisture contents, diseased cotton, contaminants and trashes) for the received seed cotton at ginning mill
- Ensure the record keeping in the form of soft as well as hard copy
  - ✓ Communicate all quality reports to the people involved in processing of seed cotton at ginning mill
- Monitor the grading of seed cotton (phutti) on the basis of different standards
  - ✓ Monitor the grading of the seed cotton (phutti) on the basis of variety, colour, contamination, trash, diseased fibre, mature immature bolls and shells.
  - ✓ Ensure the making grade wise heaps of seed cotton in the cotton storage yard of the ginning mill
  - ✓ Give directions for the proper heaping place (well paved, open and sunny place) depending upon potential chances of contamination (dirt, dust, or environmental contaminations) and further processing.
- Ensure the maintenance of the record of different grades of raw seed cotton (phutti)
  - ✓ Ensure the labelling of heaps with the identification marks of their relative grades.
  - ✓ Monitor proper record keeping (grading basis, weight, grade-wise further processing etc.) of different grades of seed cotton.
  - ✓ Ensure the first in first use of graded heaps in order to maintain proper material flow.
- Monitor the process of spreading of raw seed cotton for drying before ginning at ginning mill
  - ✓ Ensure the selection of clean, paved, dirt free and a nearby place to spread the heap of raw seed cotton (phutti) for drying at ginning mill
  - ✓ Monitor the spreading of raw seed cotton for drying while maintaining the maximum bed height up to one foot
  - ✓ Ensure the drying of raw seed cotton (phutti) in sunlight up to a moisture contents of 8.5%
- Ensure the proper cleaning of extraneous materials (trash) in raw seed cotton before ginning
  - ✓ Monitor the identification of various extraneous materials in raw seed cotton.
  - ✓ Ensure the proper separation of extraneous materials
  - ✓ Monitor the percentages of separated materials and maintain a record
- Monitor the feeding of the raw seed cotton to suction pipes for ginning
  - ✓ Monitor the proper functioning of suction pipes of ginning mill
  - ✓ Ensure the application of industrial standards for the suction of different grades of raw seed cotton
- Observe the process of cleaning of raw seed cotton by pre cleaner machines at ginning mill
  - ✓ Monitor the working condition of pre cleaner machines of ginning mill
  - ✓ Ensure the sanitation of pre cleaner machines and surroundings
  - ✓ Monitor the seed cotton (phutti) for proper suction by pre-cleaner
  - ✓ Ensure the proper working of cleaning screens and their maintenance
  - ✓ Observe level of plunging and ensure the plunged material to be open and fluffy
  - ✓ Ensure the proper disposal of waste material from seed cotton (Phutti)
- Supervise the process of ginning of seed cotton at ginning
  - ✓ Ensure the working condition of ginning machines at ginning mill
  - ✓ Monitor the speed and sharpness of the ginning saws of cotton ginning machine
  - ✓ Observe the monitoring of temperature of the seed cotton (phutti) stock while ginning
  - ✓ Monitor the supply of seed cotton (Phutti) to the ginning machine through feeding hopper
  - ✓ Ensure the complete separation of lint and cotton seed during ginning
  - ✓ Ensure the cleanliness of lint after passing through fan and ensure zero trash level
  - ✓ Ensure lint free cotton seed after passing through ginning machine
  - ✓ Ensure the quality of the cotton seed and lint after passing through ginning machine
  - ✓ Supervise the process to separate the stock of cotton seed and its delivery to oil expulsion unit
  - ✓ Ensure the record keeping of ginned cotton stocks
- Supervise the process of pressing of cotton lint at ginning mill
  - ✓ Supervise the monitoring of moisture level of cotton lint using moisture meter
  - ✓ Ensure 8.5% moisture level of cotton lint after ginning
  - ✓ Monitor the lot wise pressing and packaging of cotton lint
  - ✓ Ensure the packaging of cotton lint using steel wires and cloth
  - ✓ Ensure the compliance to the weight and dimensions of bale of cotton lint stacked at ginning mill

	<ul style="list-style-type: none"> <li>✓ Ensure the sanitation of the bale stacking area at ginning mill</li> <li>✓ Ensure stacking of cotton bales on wooden pallet at paved area to avoid weather damage</li> <li>✓ Ensure the stacking of cotton bales in lots of 100 bales per stack</li> <li>✓ Ensure the maintenance of record of bales and lots with reference to tags</li> <li>• Monitor the mechanism of labelling of stacked cotton lint at ginning mill <ul style="list-style-type: none"> <li>✓ Observe the labelling and tagging of the bales with given sticker</li> <li>✓ Ensure the maintenance of record of labelling of cotton lint bales stacked at ginning mill</li> </ul> </li> </ul>
<b>2. Other requirements</b>	N/A
<b>3. Answer any questions your assessor may have during the practical assessment</b>	My answers to questions are correct and demonstrate my understanding of the topics and their application.

# 3

## ASSESSOR JUDGEMENT GUIDE

Candidate's Name ..... Father's Name.....

### INSTRUCTIONS FOR ASSESSOR

This section contains minimum evidence requirements. Oral questioning may be used to clarify candidate understanding of the topic and its application.

ACTIVITIES	MINIMUM EVIDENCE REQUIRED	YES	NO	ASSESSOR COMMENTS
<b>1. Complete practical task of weighing seed cotton (phutti) delivered at factory under observation by an assessor</b>	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Monitor the Weighing and checking of the quality of seed cotton (phutti) delivered to the ginning mill	Ensured the quality of the seed cotton delivered to the ginning mill with respect to moisture level and contaminants			
	Ensured no presence of diseased seed cotton in the phutti delivered to the ginning mill			
	Monitored the identification of the variety of the seed cotton delivered to the ginning mill			
	Ensured the rate/price of the seed cotton on the basis of checked quality and variety of the seed cotton delivered to the ginning mill			
	Monitored the weighing of seed cotton delivered to the ginning mill on weighing machine			
	Ensured the issuance of receipt of the raw seed cotton to the driver indicating total weight, net payable weight, rate and total payable amount			
	Observed the unloading of seed cotton at specified raw seed cotton storage yard of the ginning mill			
Ensure payment and maintain record according to quantity and quality of seed cotton delivered to the ginning mill	Monitored the develop of payment advice for received quantity of seed cotton (phutti)			
	Ensured the payment as per weight, quality and variety of the seed cotton delivered to the ginning mill			
	Ensured the calculation for net payable amount for the delivered seed cotton			
	Ensured exact payment to the supplier of the seed cotton			
	Ensured the maintenance of payments disbursement record			
Inspection of received raw seed cotton at the ginning mill for quality standards	Supervised the quality inspection of seed cotton received at ginning mill before ginning			
	Ensured the estimation of moisture contents in the seed cotton received at ginning mill			
	Monitored the separation of diseased and healthy seed cotton and calculated the percentage of diseased seed cotton			
	Monitored the identification of various contaminants (organic and inorganic) in the received seed cotton at ginning mill			
	Monitored the calculations for trash and other non-fibrous materials in the received seed cotton at ginning mill			
	Supervised the testing of staple length and strength of the fibre of received seed cotton at ginning mill			

	Ensured the separation of different varieties of the received seed cotton at ginning mill			
	Ensured the use of dandri and khillari for checking/separation of non-fibrous materials from the seed cotton received at ginning mill			
	Monitor the separation of different trash materials and calculate the percentage of trashes in the received seed cotton			
Maintain record of different quality checks adopted for the inspection of received seed cotton at ginning mill	Monitored the record keeping procedure for different quality checks (moisture contents, diseased cotton, contaminants and trashes) for the received seed cotton at ginning mill			
	Ensured the record keeping in the form of soft as well as hard copy			
	Communicated all quality reports to the people involved in processing of seed cotton at ginning mill			
Complete practical task of make heaps of seed cotton (phutti) under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Monitor the grading of seed cotton (phutti) on the basis of different standards	Monitored the grading of the seed cotton (phutti) on the basis of variety, colour, contamination, trash, diseased fibre, mature immature bolls and shells.			
	Ensured the making grade wise heaps of seed cotton in the cotton storage yard of the ginning mill			
	Gave directions for the proper heaping place (well paved, open and sunny place) depending upon potential chances of contamination (dirt, dust, or environmental contaminations) and further processing.			
Ensure the maintenance of the record of different grades of raw seed cotton (phutti)	Ensured the labelling of heaps with the identification marks of their relative grades.			
	Monitored proper record keeping (grading basis, weight, grade-wise further processing etc.) of different grades of seed cotton.			
	Ensured the first in first use of graded heaps in order to maintain proper material flow.			
Complete practical task of Preparation for cotton picking under observation by an assessor	During a practical assessment, under observation by an assessor, the candidate correctly carried out the following tasks:			
Monitor the process of spreading of raw seed cotton for drying before ginning at ginning mill	Ensured the selection of clean, paved, dirt free and a nearby place to spread the heap of raw seed cotton (phutti) for drying at ginning mill			
	Monitored the spreading of raw seed cotton for drying while maintaining the maximum bed height up to one foot			
	Ensured the drying of raw seed cotton (phutti) in sunlight up to a moisture contents of 8.5%			
Ensure the proper cleaning of extraneous materials (trash) in raw seed cotton before ginning	Monitored the identification of various extraneous materials in raw seed cotton.			
	Ensured the proper separation of extraneous materials			
	Monitored the percentages of separated materials and maintain a record			
Monitor the feeding of the raw seed cotton to suction pipes for ginning	Monitored the proper functioning of suction pipes of ginning mill			
	Ensured the application of industrial standards for the suction of different grades of raw seed cotton			
Observe the process of cleaning of raw seed cotton	Monitored the working condition of pre cleaner machines of ginning mill			
	Ensured the sanitation of pre cleaner machines and surrounding			

by pre cleaner machines at ginning mill	Monitored the seed cotton (phutti) for proper suction by pre-cleaner			
	Ensured the proper working of cleaning screens and their maintenance			
	Observed the level of plunging and ensured the plunged material to be open and fluffy			
	Ensured the proper disposal of waste material from seed cotton (Phutti)			
Supervise the process of ginning of seed cotton at ginning	Ensured the working condition of ginning machines at ginning mill			
	Monitored the speed and sharpness of the ginning saws of cotton ginning machine			
	Observed the monitoring of temperature of the seed cotton (phutti) stock while ginning			
	Monitored the supply of seed cotton (Phutti) to the ginning machine through feeding hopper			
	Ensured the complete separation of lint and cotton seed during ginning			
	Ensured the cleanliness of lint after passing through fan and ensured zero trash level			
	Ensured lint free cotton seed after passing through ginning machine			
	Ensure the quality of the cotton seed and lint after passing through ginning machine			
	Supervised the process to separate the stock of cotton seed and its delivery to oil expulsion unit			
	Ensured the record keeping of ginned cotton stocks			
Supervise the process of pressing of cotton lint at ginning mill	Supervised the monitoring of moisture level of cotton lint using moisture meter			
	Ensured 8.5% moisture level of cotton lint after ginning			
	Monitored the lot wise pressing and packaging of cotton lint			
	Ensured the packaging of cotton lint using steel wires and cloth			
	Ensured the compliance to the weight and dimensions of bale of cotton lint stacked at ginning mill			
	Ensured the sanitation of the bale stacking area at ginning mill			
	Ensured stacking of cotton bales on wooden pallet at paved area to avoid weather damage			
	Ensured the stacking of cotton bales in lots of 100 bales per stack			
Monitor the mechanism of labelling of stacked cotton lint at ginning mill	Observed the labelling and tagging of the bales with given sticker			
	Ensured the maintenance of record of labelling of cotton lint bales stacked at ginning mill			
<b>2. Other requirements</b>	N/A			

<p><b>3. Answer any questions the assessor may have during the practical assessment</b></p>	<p>Candidate's answers to questions are correct and demonstrate understanding of the topics and their application.</p> <p>Assessor to document below all questions asked and candidate answers. Use extra sheets if required and attach.</p>			
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# 4

## LIST OF TOOLS, EQUIPMENT, MATERIAL AND CONTEXT OF ASSESSMENT

<b>INSTRUCTIONS</b>	<p>This section contains information regarding;</p> <ul style="list-style-type: none"> <li>Context of the assessment</li> <li>List of required tools and equipment.</li> <li>List of consumable items required during the service</li> </ul>
<b>1. Context of Assessment</b>	This task will be performed in <b>Real Time</b> environment.


<b>2. List of tools and equipment required (for five candidates)</b>		
S. No	Items	Quantity
1	Personal protective equipment (PPE)	05
2		
3		
4		

<b>3. List of consumable items required (for five candidates)</b>		
S. No	Items	Quantity
1		
2		
3		

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