DRY CLEANING AND LAUNDRY PROCESSOR

Competency Standards Code : O93S003

Source : National Competency Standard

National Certificate at NVQ Levels in the occupation of

DRY CLEANING AND LAUNDRY PROCESSOR will be awarded to those who are competent in

Units 1+2+4- O93S003Q1L3 - NVQ Level 3
Units 1+3+4- O93S003Q2L3 - NVQ Level 3
Units1+2+3+4+5- O93S003Q3L4 - NVQ Level 4



NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY,

No.971, Sri Jayawardanapura Mawatha, Welikada,

Rajagiriya.Telephone.0112888782-7 **Email: naitaitd@yahoo.com**

Unit of Competency	Elements	Module Number & Module	Task Number & Task
1.Make preparations for processing (Dry Cleaning and Washing) O93S003U01		**M-01** Sorting out	**A1** Check garments / linen for damages / foreign particles
			A2 Sort out linen / garments by colours
			A3 Sort out linen / garment according to soils
			A4 Separate washing & dry cleaning linen / garments
			A5 Sort out garments according to manufacturer's instructions for washing / dry cleaning
			A6 Prepare bills / invoice
2. Perform dry cleaning O93S003U02		**M-05** Dry cleaning machines	**E1** Sort out linen / garments according to colour / accessories & type of material
			E2 Check the applicability of the chemicals to be used
			E3 Spot clean in linen / garments
			E4 Operate machine
			E5 Distill used solvent
			E6 Change the solvent among the containers
3. Perform washing O93S003U03		**M-06** Manual washing	**F1** Soak linen / garments
			F2 Wash garments
			F3 Dry garments
4. Maintain records O93S003U04		**M-10** Maintaining records	**K1** Maintain "customer/ guest call records"
			K2 Enter data into the daily consumption sheets
5. Enhance performance at workplace		**M-02**	**B1** Respond to customer / guest calls
			B2 Pick up laundry
			B3 Confirm the laundry list
			B4 Inform the missing items to supervisor / lobby manager
			B5 Hand over the found items to the supervisor
			B6 Agree with the customer / guest on attending stains
			B7 Deliver linen / garments

5. Enhance performance at workplace O93S003U05		**M-09** Communication	**J1** Follow supervisor's instructions
			J2 Suggest improvements to supervisor
			J3 Demonstrate the processes to trainees
			J4 Inform the supervisor about reportable matters
			J5 Request material requirement from the supervisor
		M-11 Safety	**L1** Use personal protective equipment (PPE)
			L2 Use firefighting equipment
			L3 Obtain necessary vaccinations and medical checkups
			L4 Maintain clean & safe environment