

Diversified Occupations Standards
Approved by MACTE on January 11, 2016

Task		Performance Criteria
A. Professional Attributes		
A1	Displays high standards for attendance and punctuality.	Arrives on time and prepared to work; remains at worksite as scheduled and takes breaks as scheduled; calls in to report absence or delays.
A2	Follows worksite policies pertaining to appearance.	Demonstrates appropriate personal hygiene and grooming; dresses appropriately for required duties and in compliance with safety regulations.
A3	Displays appropriate workplace behavior.	Follows policies and procedures of work site; shows respect for self, others, and equipment; exhibits self-control; uses appropriate language; reports problems to supervisors.
A4	Displays a positive work ethic.	Performs assignment to the best of one's ability; shows initiative and willingness to learn or assume additional duties.
A5	Stays on task.	Stays focused on activity appropriate length of time; moves to next task at appropriate time.
A6	Displays planning and time management skills.	Sets goals; prioritizes tasks; completes assignments in a timely manner; shows initiative in performing work without prompting.
A7	Displays a positive attitude.	Exhibits motivation; accepts feedback and suggestions for improvement; copes with mistakes, stressful situations, and failures constructively.
A8	Works well under supervision.	
A9	Functions as part of a team.	Fulfills personal responsibilities as a team member; asks for or offers help appropriately; works cooperatively.
A10	Meets customer needs.	Greets each customer courteously and respectfully; takes appropriate action to satisfy customer; recognizes situations where it is beneficial or necessary to refer customer to co-worker or supervisor.
B. Communications		
B1	Applies listening skills.	Listens for, interprets, and recalls details and instructions in conversations and group meetings; follows oral directions and instructions.
B2	Applies speaking skills.	Speaks clearly and directly; asks appropriate questions; expresses needs and wants; uses proper language etiquette in person and on the telephone.
B3	Applies reading skills.	Locates and demonstrates understanding of written information necessary for completing a task/project.
B4	Uses reading materials in a variety of formats.	Applies information contained in graphs, tables, charts, schedules, calendars.
B5	Follows verbal directions.	Interprets and completes one, two, or multiple step tasks sequentially and accurately.
B6	Follows written directions/instructions.	Interprets and completes tasks from written material accurately and efficiently.
B7	Applies writing skills.	Writes or prints legibly and neatly; completes written assignments such as personal information cards, applications and labels accurately.
B8	Uses computers and other electronic devices to communicate with others.	

Task		Performance Criteria
C. Critical/Creative Thinking		
C1	Locates and researches information and data.	Identifies appropriate information sources; locates information in resources such as a telephone directory, newspaper index or reference book.
C2	Applies problem-solving skills.	Identifies types of problems and methods for solving them; considers options with pros and cons for each; suggests reasonable solution(s).
C3	Applies decision-making skills.	Identifies decision to be made; evaluates potential outcomes; consults instructors/supervisors or peers as appropriate.
C4	Demonstrates functional reading skills.	Uses indexes and/or alphabetical order to locate information in sources such as a telephone book or newspaper; recognizes and understands labels, traffic and information signs; reads and follows written directions..
C5	Performs math functions involving addition, subtraction, multiplication, division.	
C6	Uses calculator.	
C7	Performs general information management tasks.	Keeps written and electronic information organized.
D. Career Preparation		
D1	Sets goals.	Develops realistic personal performance goals; defines steps to reach long- and short-term goals; measures progress toward goals.
D2	Identifies career that matches personal interests.	
D3	Describes job duties and responsibilities of position.	
D4	Identifies entry-level positions in the field of interest.	
D5	Completes sample job application form.	Fills out necessary forms legibly, completely, and accurately.
D6	Develops resume.	Collects information; edits; arranges in an attractive format; finished product is 100% error free.
D7	Exposure to developing a portfolio.	Compiles information such as a copy of transcript, letters of recommendation, references, samples of work and items illustrating personal interests and achievements such as awards and honors.
E. Safety		
E1	Follows all safety guidelines and procedures while performing a task.	Complies with governmental and organizational safety guidelines/procedures relevant to assigned duties such as the use of personal protective equipment, handling of hazardous materials, and proper use of equipment..
E2	Identifies, uses, and stores hazardous materials common to the work area.	Practices safe procedures for handling and storing all commonly used hazardous materials; recognizes OSHA hazardous labeling symbols; identifies where to find applicable MSDS (Material Safety Data Sheet) and extracts pertinent information
E3	Uses ergonomically correct work methods	Complies with Occupational Safety and Health Administration (OSHA), state, and work site ergonomic guidelines such as lifting techniques and proper posture.
E4	Follows emergency safety procedures.	Displays understanding of emergency safety procedures; responds appropriately during safety drills.
E5	Maintains safe work area.	Keeps clean, well-organized, and manageable work station(s); identifies and reports hazardous and unsafe conditions.

Task		Performance Criteria
F. Community Job Site Skills		
F1	Recognizes and complies with safety guidelines and procedures while performing tasks.	
F2	Complies with social customs/rules.	Displays appropriate manners and common courtesy to others;
F3	Adapts to changes.	
F4	Demonstrates general coping skills.	
F5	Leaves a clean organized work station.	
F6	Operates common industry equipment.	Practices safe operation according to manual instructions and stores when not in use.
F7	Uses telephone appropriate.	Describes procedure for accessing emergency services, uses phone to obtain information or order services.
F8	Practices effective consumer relations.	Purchases goods and supplies; compares prices and product features, uses resources such as sales flyers to make good purchasing choices.
F9	Demonstrates understanding of employment issues such as, fair labor and child labor laws.	
F10	Demonstrates understanding of basic legal issues concerning areas such as harassment and substance abuse.	
F11	Accesses personal care services.	Makes appointments; locates offices and plans route to get there.
F12	Tells time and demonstrates an understanding of time concepts.	
F13	Recognizes the value of a schedule.	
F14	Performs measurements. (linear, liquid, weight)	
F15	Identifies departments in a place of business such as a grocery store.	
G. Food Service – Health and Safety		
G1	Identifies ways to avoid cuts or burns.	Uses guards and safety gloves; unplugs equipment after use; Operates ovens, burners, and fryers according to manufacturer and company policy.
G2	Follows traffic patterns such as established entrance-exit doors to kitchen.	
G3	Uses electrical appliances/equipment safely.	Unplugs electrical appliances and equipment before cleaning; inspects cords for grounded plugs and evidence of wear; reports malfunctions to supervisor; operates and stores equipment away from water.
G4	Practices proper personal hygiene.	Uses hat or hair net; washes hands frequently while on duty and ensures that fingernails are clean; changes uniform and apron when soiled; wears service gloves when directly handling food.
G5	Demonstrates proper hand-washing procedure.	
G6	Practices proper food storage procedures.	Covers and stores food to prevent biological, chemical, and physical contamination; stores all food items according to recommended temperatures as outlined in local, state, and national codes.
G7	Stores and handles convenience foods.	Follows SERVSAFE guidelines for recommended storage and handling of convenience foods.
G8	Describes characteristics of spoiled foods.	
G9	Uses sanitizers for cleaning.	Chooses proper cleaning/sanitizing compounds; applies according to manufacturer instructions and company guidelines.

Task		Performance Criteria
G10	Keeps surfaces wiped down.	Follows <i>clean as you go</i> procedures for floors, counters, and shelves.
G11	Sweeps and mops floor.	
G12	Picks up and disposes of trash.	
G13	Follows cleaning schedules.	Washes, dries, and sanitizes floors; dusts ceiling lights, intakes, and air vents; sanitizes utensil racks; degreases, washes, and dries hood filters; cleans laundry and trash receptacles; washes and scrubs kitchen walls and borders.
G14	Cleans and sanitizes equipment and utensils.	Ensures that utensils and equipment are free of grease, stains, and food particles; maintains cleanliness of utensil storage areas; washes, dries, and sanitizes kitchen equipment.
G15*	Operates/cleans dishwasher.	Ensures that dishwasher temperatures are within the proper range; uses proper type and amounts of cleaning agents; ensures that washed dishes and utensils are free of grease, stains, and food particles.
G16	Stores equipment.	Places heavy items on lower storage shelves; ensures that floors, doorways, stairs, and corridors are clear of equipment.
G1. Food Service – Food Preparation		
G1.1	Identifies kitchen terms and equipment.	
G1.2	Identifies measuring terms and abbreviations and relates to the correct measuring tool.	
G1.3	Measures liquids, dry ingredients and ingredients by weight.	Uses the correct utensil and process; measures accurately.
G1.4	Adjusts controls for time and temperature.	Monitors walk-in coolers, refrigerators, and freezers for proper operation and temperature; reports missing or broken thermometers; Monitors serving temperatures of prepared meals and ensures that they remain within recommended range; adjusts temperature as necessary
G1.5	Uses microwave.	Selects correct utensils/dishes, and selects appropriate cooking time/power level for item.
G1.6	Demonstrates knife skills.	
G1.7	Prepares fruits and vegetables.	Selects appropriate tools and equipment; removes unserviceable portions, such as stems, seeds, and cores; washes and peels completely; maximizes use of serviceable portion; follows standardized recipes or production sheets.
G1.8	Arranges fruit/veggie platters.	Selects and arranges on appropriate dishes; applies sauce and garnish as specified; ensures that items are selected, washed, trimmed, and portioned according to production sheet; garnishes and stores finished dishes under refrigeration.
G1.9	Prepares salads.	Selects appropriate greens in amount specified; washes, trims, and performs selected techniques for preparation; prepares, arranges, and garnishes salads as specified.
G1.10	Prepares sandwiches.	Gathers ingredients; inspects for freshness, Proportions ingredients according to company policy; performs procedures such as chopping, mixing, and slicing; ensures that fillings are of proper consistency and seasoning; ensures that sliced fillings are of uniform weight and size.
G1.11	Prepares breakfast foods.	Determines proper cooking method as outlined on recipe, production sheet, or by customer request; ensures that cooked eggs are of uniform color and texture; produces batters of the proper consistency; determines doneness by color, consistency, and cooking time.

Task		Performance Criteria
G1.12	Prepares ice cream dishes.	
G1.13	Prepares desserts.	Prepares baked goods such as pie crust, pies using prepared shells, yeast-raised products, doughnuts and cookies.
G1.14	Prepares hor d'oeuvres.	
G1.15	Stores prepared baked goods	
G1.16	Prepares products for freezing	
G2. Food Service – Line Work		
G2.1	Sets up food stations.	Ensures that food station is organized and stocked for prompt service; arranges plates, bowls, cups, silverware, and utensils in a sanitary and efficient manner.
G2.2	Performs side work.	Replenishes condiments and sundries; replenishes food and items at serving sites.
G2.3	Fills beverage dispensers.	
G2.4	Brews coffee.	
G2.5	Prepares tea.	
G2.6	Prepares and portions soft drinks/fruit juices.	
G2.7	Greets guests.	
G2.8	Takes orders from guests.	
G2.9	Places orders for preparation.	
G2.10	Picks up food orders and serves to guests.	
G2.11	Processes sales check.	
H. Horticulture		
H1	Identifies horticulture terms and equipment.	
H2	Identifies and uses common gardening tools safely and correctly.	Selects correct tool for the task; operates and maintains equipment and tools according to manufacturer manuals and company policy.
H3	Demonstrates understanding of the need for water, light, and soil for plants.	
H4	Waters plants.	
H5	Applies fertilizer.	
H6	Controls light requirements.	
H7	Controls temperature requirements.	
H8	Controls plant pests.	Determines type of pest, appropriate control measures and amount of chemical to apply; uses recommended procedure to apply treatment; maintains record of treatments and handles and stores hazardous materials properly.
H9	Reports disease and plant damage.	
H10	Recognizes healthy plants; removes diseased plants.	
H11	Mixes growing media materials.	
H12	Mixes fertilizer into growing media.	Determines correct amounts of fertilizer based on soil test results and applies through proper and safe use of application equipment.
H13	Prepares seedbed.	Clears growing area of weeds, litter and leaves; cultivates soil to a depth of 6"; adds organic matter, starter fertilizer, and pre-plant herbicides to meet the recommended environmental conditions for particular plant species.
H14	Level or smooth planting area.	
H15	Plants seeds.	
H16	Plants bulbs.	

Task		Performance Criteria
H17	Monitors plant growth.	Plant materials are properly staked, pruned, cleaned, edged, mulched, watered and fertilized according to company plan and time guidelines.
H18	Cares for potted plants.	Monitors environmental conditions [temperature, light, space and water] and corrects signs of poor condition due to culture, disease or insects.
H19	Transplants seedlings.	
H20	Thins seedlings.	
H21	Pinches and disbuds flowering plants	
H22	Identifies flower parts.	
H23	Identifies seedpod formations.	
H24	Collects and dries seeds.	
H25	Identifies characteristics of annuals and recognizes common varieties.	
H26	Identifies characteristics of perennials and recognizes common varieties.	
H27	Identifies common houseplants.	
H28	Propagates houseplants from offsets, by leaf cuttings and by root division.	
H29	Reputs plants.	
H30	Cuts flowers.	Cuts, cleans and conditions flowers; stores in sanitized containers with proper water level and temperature.
H31	Labels plants.	Ensures label information is correct and legible, locates label according to company policy.
H32	Recognizes and divides mature plantings that need thinning.	Divides plants according to procedure and replants and appropriate amount in a given area.
H33	Creates a container garden.	Selects appropriate number and type of plants and transplants into container; assembles with minimum wastage; plants should be complimentary and product should be visually appealing with appropriate balance, color combinations, harmonies, line, form and texture.
H34	Assembles corsages or bouquets	Selects appropriate number and type of flowers and supplies; creates product that is visually appealing.
H35	Processes incoming plants and materials.	Receives, unloads, unpacks and checks quality and quantity of materials against invoice; removes and disposes of packing materials; places merchandise in the correct location.
H36	Prepares plants for delivery.	Selects, harvests grades plants according to customer and company requirements and specifications; wraps plants and loads/stacks so that they can be transported safely without damage or collapsing.
H37	Records sales of merchandise.	Records merchandise and customer information correctly; validates discount, cash, check and credit transactions according to company policy.

I. Automobile Reconditioning

I1	Follows safety guidelines and procedures.	Complies with governmental and organizational safety guidelines/procedures relevant to assigned duties such as the use of personal protective equipment, handling of hazardous materials, and proper use of equipment
I2	Follows regulations concerning use and disposal of hazardous materials.	Recognizes symbols used to denote hazardous materials; follows OSHA guidelines and company protocols for safe handling and storage.

Task		Performance Criteria
I3	Provides customer service.	Practices courtesies such as the use fender covers, disposable seat covers and floor mats to avoid soiling car; leaves controls such as radio station and temperature at customer's settings; ensures customer personal belongings are returned with vehicle.
I4	Uses power equipment.	Operates machines such as power buffers, high pressure washers, or shampooers according to manufacturer recommendations and in compliance with safety regulations.
I5	Selects proper supplies and chemicals needed to clean/protect vehicle.	Uses the least aggressive/abrasive cleaner to accomplish the job; checks that cleaning compounds are compatible before using on a vehicle; follows manufacturer recommendations for applicators to be used with products.
I6	Completes pre-delivery checklist.	Checks off each item to verify the task has been completed in compliance with shop standards;
I7	Washes/dries vehicle.	Performs task with car out of direct sun and where air temperature will allow products to function properly. Removes any tar or other non-water soluble substances from vehicle exterior; mixes vehicle wash soap according to manufacturer instructions; uses correct sequence of washing operations, dries with a terry cloth and inspects to ensure vehicle is uniformly clean with no missed areas.
I8	Washes windows and mirrors.	Uses glass cleaning agent and lint-free cloth or paper to clean interior and exterior windows; inspects for streaks, road or insect residue and uses 0000 steel wool or razor blade for difficult spots; ensures the top edge of moveable glass is cleaned; repeats cleaning until glass is spotless
I9	Prepares vehicle for interior cleaning.	Removes floor mats, trash and debris from interior; uses compressed air to blow dirt and dust from vents and other inaccessible areas.
I10	Vacuums interior fabric surfaces.	Cleans seats, seat backs, headliner and carpets; inspects for stains.
I11	Cleans interior vinyl surfaces.	Cleans all areas such as the dashboard, instrument panel, door panels and vinyl seats with a detail brush or lint free rag and appropriate cleaner.
I12	Shampoos/cleans upholstery.	Uses appropriate stain removal process and cleaning product; follows manufacturer recommendations for application.
I13	Shampoos/cleans rugs.	Uses appropriate stain removal process and cleaning product; follows manufacturer recommendations for application.
I14	Applies vinyl dressing.	Follows product manufacturer recommendations for application and completes in correct sequence.
I15	Cleans trunk compartment.	Removes and stores personal items; removes and cleans mat; vacuums, treats stains, spray cleans and reassembles.
I16	Cleans tires.	Scrubs tires with a brush and cleanser; cleans to the tread line, rinses, dries and applies protectant.
I17	Selects proper supplies/chemicals to recondition vehicle paint surfaces.	Determines if vehicle finish is conventional or clear coat; Describes properties of various types of compounds and their uses; chooses the least aggressive/abrasive product for the job.
I18	Applies rubbing/buffer and polishing compounds.	Follows recommended process and sequence for applying products.
I19	Hand buffs.	
I20	Power buffs.	
I21	Applies waxes, sealants and polymers.	Follows recommended process and sequence for applying products; avoids rubber and vinyl trim; removes wax residue from exterior cracks, door jambs and gutters; inspects to ensure vehicle is uniformly coated with the wax product.

Task		Performance Criteria
J. Small Engine Repair – Fundamental Skills		
J1	Follows safety procedures for working with small engines.	
J2	Uses general and special hand tools.	
J3	Uses precision measuring tools.	
J4	Selects proper grades and types of bolts and nuts.	
J5	Demonstrates correct torqueing and tightening techniques.	
J6	Uses gaskets and sealants.	
J7	Repairs damaged thread using heli-coil.	Threads are correct size and depth and hold when the bolt is tightened to its specific torque.
J8	Repairs damaged thread using tap and die set.	Threads are correct size and depth and hold when the bolt is tightened to its specific torque.
J9	Identifies engine assemblies and systems.	
J10	Examines engine parts for damage or wear.	Inspects, measures and records actual size or worn dimension of parts; compares measurements to manufacturer specifications and compiles list of parts needing repair or replacement.
J11	Prepares a list of parts and supplies needed to complete a repair.	
J12	Prepares small engine for storage.	Ensures engine is clean, lubricated as specified, and fuel is drained; protects stored engine from moisture.
J13	Cleans, repairs, paints decks, frames and sheet metal covers/shrouds.	
J14	Services, cleans and sharpens chains.	
J1. Small Engine Repair – Preventive Maintenance		
J1.1	Cleans exterior engine and cooling fins.	Ensures the exterior is free from dust and grease and that the cooling fins and air passages are unobstructed.
J1.2	Lubricates chassis.	
J1.3	Services air cleaners.	Ensures the cleaned element allows filtered air to flow to the carburetor.
J1.4	Changes engine oil.	Drains and disposes of used oil appropriately; fills crankcase to proper level with new oil of viscosity and type recommended by manufacturer.
J1.5	Replaces crankcase oil filter.	Torques filter to manufacturer's specifications; ensures filter does not leak oil while engine is operating.
J1.6	Services a crankcase breather.	Inspects breather valve and gasket for wear or damage; replaces as necessary and ensures reinstalled breather is free of grease and dirt.
J1.7	Services governor mechanisms.	Inspects condition of linkage, freedom of movement of linkage and spring tension; repairs and adjusts so that engine speed is regulated according to manufacturer specifications.
J1.8	Services the battery.	Cleans case, cable clamps and battery posts or replaces if needed and charges to the specified gravity recommended by manufacturer.
J1.9	Services a manual recoil starter.	Ensures that the engine crankshaft rotates when the rope is pulled and the rope rewinds when released; rope is not worn and unwinds freely without binding; rewind mechanism engages and disengages properly.

Task		Performance Criteria
J1.10	Maintains magneto ignition system.	Inspects crankshaft bearing for wear, flywheel for damage, the strength of the magnets and flywheel key for partial shearing. Checks contact points condition, condenser capacitance, leakage and resistance, coil performance and wiring and connections for soundness; replaces parts as necessary, reassembles and adjusts system so that it performs according to manufacturer specifications.
J1.11	Services fuel tank and fuel lines.	Clears rust and sediment from fuel lines and tank or replaces if necessary; ensures fuel flows freely through the lines.
J1.12	Services fuel filter systems.	Cleans filter or replaces if necessary so that equipment operates according to manufacturer's specifications.
J1.13	Services carburetors.	Cleans all parts and inspects for wear and damage, assembles with new gaskets, seals or replacement parts from repair kit according to manufacturer specifications.
J1.14	Services the battery.	Cleans case, cable clamps and battery posts or replaces if needed and charges to the specified gravity recommended by manufacturer.
J1.15	Services the recoil starter.	Ensures that the engine crankshaft rotates when the rope is pulled and the rope rewinds when released; rope is not worn and unwinds freely without binding; rewind mechanism engages and disengages properly.
J1.17	Services and installs spark plugs.	Selects, gaps, installs and torques according to manufacturer specifications.
J1.18	Maintains magneto ignition system.	Inspects crankshaft bearing for wear, flywheel for damage, the strength of the magnets and flywheel key for partial shearing. Checks contact points condition, condenser capacitance, leakage and resistance, coil performance and wiring and connections for soundness; replaces parts as necessary, reassembles and adjusts system so that it performs according to manufacturer specifications.

K. Retail/Point-of-Sale Operations

K1	Practices good customer service techniques.	Provides prompt service; treats customer with courtesy and interest; maintains eye contact while describing products/services realistically and positively.
K2	Tickets the merchandise and maintains knowledge of current pricing.	Ensures that price on ticket, price list, and register price match; attaches ticket to merchandise according to company policy.
K3	Stocks/re-stocks merchandise keeping it neat and organized.	Rotates stock; ensures that appropriate amount and variety of stock is displayed according to company policy.
K4	Arranges items for display.	Places merchandise so that display organizes products and presents them attractively.
K5	Takes inventory.	Classifies and counts items in stock and records totals according to company policy.
K6	Identifies and reports shortages and overages.	Notifies appropriate personnel of discrepancies.
K7	Takes orders.	Repeats order to guest to ensure accuracy; records order accurately.
K8		
K9	Operates a cash register.	Processes transactions according to company procedures; maintains cash register drawer according to organization's system.
K10	Makes change/cash management.	
K12	Prepares receipts for deposit.	Rolls coins and counts bills accurately; ensures accurate listing on deposit slip of all cash and checks; verifies that total matches items listed.
K13	Monitors premises for safety hazards.	Inspects area for potential dangers such as torn carpeting, blocked aisles or exits, and unsteady displays; corrects unsafe situations or reports to appropriate personnel.

Task		Performance Criteria
K14	Maintains up-to-date product/service knowledge.	Explains company products/services in terms such as function, quality, and special features.
L. Carpentry & Woodworking – Fundamental Skills		
L1	Demonstrates knowledge of the proper storage and care of building materials.	
L2	Identifies common types/grades of wood.	
L3	Squares stock.	
L4	Measures materials.	Uses squares, measuring tapes or rules to measure to within 1/8” accuracy.
L5	Performs math functions using fractions.	
L6	Demonstrates safe and proper use and storage of hand tools.	
L7	Demonstrates safe and proper use and storage of power tools.	
L8	Selects appropriate tool(s) for a task.	
L9	Selects correct anchors, fasteners and adhesives for a specific application...	
L10	Uses clamps.	
L11	Identifies types/grades of abrasive materials.	
L12	Develops materials list.	
L13	Operates portable power tools.	
L14	Operates stationary power tools.	
L1. Wood Working-Finishing Surfaces		
L1.1	Prepares wood surfaces for finishing	Removes excess glue, stains, bleaches, fills and seals wood.
L1.2	Sands wood surfaces	
L1.3	Identifies stains and applications procedures.	
L1.4	Applies clear and pigmented finishes to wood.	
M. General Trades – Welding Operations		
M1	Prepares surfaces.	Removes all foreign matter, such as rust, so that weld holds securely.
M2	Selects welding method.	Chooses appropriate method such as oxygen/acetylene, MIG (metal arc inert gas), TIG (tungsten inert gas), or air-arc for specific welding applications.
M3	Selects rods.	Chooses appropriate rod, such as brazing or steel, for particular welding application.
M4	Selects current.	Uses polarity switch to generate positive or negative current; chooses appropriate electrode for welding application.
M5	Makes welds.	Ensures that weld is consistent in order to maximize weld strength.
M6	Solders with propane torch, soldering gun or soldering iron.	
N1. General Trades – Cutting Operations		
M1.1	Prepares surfaces.	Removes foreign matter to ensure that surface is clean and can be cut precisely.
M1.2	Sets up regulators and tanks.	Sets tank and regulator according to type and thickness of material to be cut.

Task		Performance Criteria
M1.3	Selects cutting tips.	Chooses tip by size and shape to produce most effective and efficient cut.
M1.4	Adjusts flames.	Ensures that flame size, shape, and temperature are appropriate for cutting application.
M1.5	Makes cuts.	Wears eye, arm, and hand protection according to degree of slag expected at cutting surface.
M1.6	Conducts shut-down procedures.	Shuts down valves on tank; allows cool-down before storing cutting tools.