



## On approval of the Unified tariff and qualification reference book of work and professions of workers (issue 62)

### *Unofficial translation*

Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated February 24, 2020 No. 68. Registered with the Ministry of Justice of the Republic of Kazakhstan on February 27, 2020 No. 20068.

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In accordance with subparagraph 16-1) of Article 16 of the Labor Code of the Republic of Kazakhstan, **I HEREBY ORDER:**

**Footnote. The preamble is in the wording of the order of the Acting Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 12.08.2022 No. 309 ( shall be enforced ten calendar days after the date of its first official publication).**

1. To approve the Unified tariff and qualification reference book of work and professions of workers (issue 62) in accordance with the Annex to this Order.

2. The Department of Labor and Social Partnership of the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan, in the manner prescribed by law, shall ensure:

1) state registration of this Order with the Ministry of Justice of the Republic of Kazakhstan;

2) posting this Order on the Internet resource of the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan;

3) within ten working days after the state registration of this Order with the Ministry of Justice of the Republic of Kazakhstan, information on the implementation of the measures provided for in subparagraphs 1) and 2) of this paragraph shall be submitted to the Department of Legal Service of the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan.

3. To recognize as terminated the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated June 25, 2012 No. 255-Ө-М "On approval of the Unified tariff and qualification reference book of work and professions of workers ( issue 62)" (registered in the State Register of Normative Legal Acts under No. 7812, published on November 2, 2012 in the "YuridicheskayaGazeta" newspaper No. 166 (2348)).

4. Control over the execution of this Order shall be assigned to the Vice-Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan Sarbassova A.A.

5. This Order shall come into effect upon the expiration of ten calendar days after the day of its first official publication.

## **Unified tariff and qualification reference book of work and professions of workers (issue 62)**

### **Chapter 1. Introduction**

1. The unified tariff and qualification reference book of work and professions of workers (issue 62) (hereinafter referred to as the UTQR (issue 62)) contains works in the field of consumer services.

2. UTQR (issue 62) has been developed by the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan.

3. Tariff and qualification characteristics shall be applied when billing work and assigning qualification categories to workers in organizations, regardless of their form of ownership and organizational and legal forms, where there are production facilities and types of work specified in this UTQR (issue 62).

### **Chapter 2. Tariff and qualification characteristics of workers' professions by categories for work in the sphere of public services**

#### **Paragraph 1. Operator for washing and repair of work clothes, 2nd category**

##### 4. Description of works:

washing, drying and ironing work clothes and other industrial items: towels, curtains, linens manually and by machines;

preparation of washing, starch and bluing solutions;

washing of work clothes and linen;

drying in drying drums (chambers) or in natural conditions;

ironing on presses, hot press machine or manually;

minor repair of work clothes and linen manually and on a sewing machine;

shortening of sleeves, trousers and work clothes of work clothes;

stripe of marks;

acceptance, sorting and delivery of work clothes and other items;

drawing up the established documentation.

##### 5. Competencies to know:

processing technology for work clothes made of various materials;

device and rules of operation of the serviced equipment;

types, properties of used detergents and bleaching agents and methods of their use and preparation;

maintaining established documentation.

### **Paragraph 2. Headwear finisher, 4th category**

6. Characteristics of works:

finishing and restoration of the shape and style of hats;

preparation of finishing and special impregnating solutions according to the established recipe;

acceptance of products according to the accompanying document and their delivery to the workplace;

completion of production batches by type of processing;

preparation of products for dry cleaning or dyeing;

determination of the technological sequence and finishing modes depending on the range of products, the type and fibrous composition of the material, the complexity of the style;

transfer of products to the subsequent technological operation.

7. Competencies to know:

assortment of hats for processing;

device, rules of technical operation and maintenance of installed equipment;

rules for picking production batches;

methods of processing hats;

the effect of solvents and chemical materials on products, fittings and finishing materials;

rules for preparing finishing and special impregnating solutions;

consumption rates of applied chemical materials;

requirements for the quality of processing.

### **Paragraph 3. Dyer, 3rd category**

8. Description of works:

conducting the process of dyeing yarn, fabric cuts and products made of cotton fibers, coarse-woolen and coarse-woven fabrics - in various tones, as well as products made of natural silk and woolen fibers - in dark tones in dyeing machines and barges;

calculation of the required amount of components and preparation of dyeing and chemical solutions according to the established recipe;

acceptance of products according to the accompanying document and their delivery to the workplace;

completing working batches by dyeing method, product range, dyeing color;

weighing of lots;

determination of the method and technological mode of dyeing, depending on the type, fibrous composition and density of materials, class and properties of dyes, color of dye;

cleaning products from contamination;

leveling or discoloration of the color;  
removal of impregnations;  
washing of products and fixing of color;  
spinning products in a centrifuge;  
transfer of products to the subsequent technological operation.

9. Competencies to know:

assortment and labeling of products coming into processing;  
type and fibrous composition of materials;  
device, rules of technical operation and maintenance of installed equipment;  
methods and technological modes of dyeing;  
rules for completing work parties;  
types and properties of dyes, chemical solutions and their effect on products;  
recipe and rules for the preparation of dyeing and chemical solutions;  
consumption rates of used dyes and chemical materials;  
requirements for the quality of dyeing products.

#### **Paragraph 4. Dyer, 4th category**

10. Description of works:

conducting the process of dyeing yarn, fabric cuts, products from natural silk and woolen fibers - in light colors, from synthetic and mixed fibers - in various colors in dyeing machines and barges;

impregnation of products with special preparations;

calculation of the required number of components and preparation of dyeing, chemical and special impregnating solutions according to the established recipe;

determination of the method and technological regime of dyeing depending on the type, fibrous composition and density of materials, class and properties of dyes, the color of dyeing

11. Competencies to know:

assortment and labeling of items coming into processing;

type and fibrous composition of materials;

methods, technological modes of dyeing and processing of products with special preparations;

types and properties of dyes, chemical solutions and their effect on products;

recipe and rules for preparing dyeing, chemical and special impregnating solutions;

consumption rates of used dyes and chemical materials;

requirements for the quality of dyeing products.

#### **Paragraph 5. Dyer, 5th category**

## 12. Description of works:

conducting the process of dyeing products from synthetic and natural furs, leather and suede in dyeing machines, barges or manually;

individual dyeing of products according to the customer's sample;

viewing products and determining the strength of the leather tissue and hairline of fur products;

calculation of the required number of components and preparation of dyeing, chemical and special impregnating solutions according to the established recipe;

determination of the method and technological regime of dyeing depending on the range, type and fibrous composition of the material, color of the dye, condition of the painted surface, class and properties of dyes;

drying products made of natural fur, leather and suede;

drumming - shaking them in recoiling drums and shaking them in mesh drums.

## 13. Competencies to know:

assortment and labeling of products for processing;

type and fibrous composition of materials;

methods, technological modes of dyeing and processing of products with special preparations;

types and properties of dyes, chemical solutions and their effect on products;

recipe and rules for the preparation of dyeing, chemical and special impregnating solutions;

consumption rates of used dyes and chemical materials;

requirements for the quality of dyeing products.

## **Paragraph 6. Steamer- presser, 3rdcategory**

### 14. Characteristics of works:

conducting the process of wet heat treatment of knitwear, straight skirts, splices, cuts, curtains and straight curtains, blankets, bedspreads, blankets, tablecloths, scarves, draperies, covers, carpets on presses and steaming tables;

ironing the linings of products with an electric iron;

acceptance of products according to the accompanying document and their delivery to the workplace;

determination of modes of wet heat treatment depending on the range of products, type and fibrous composition of the material, installed equipment;

delivery of products to the expedition department.

### 15. Competencies to know:

assortment and labeling of products for processing;

type and fibrous composition of materials;

device, rules of technical operation and maintenance of presses, steaming tables, electric irons;  
modes of wet heat treatment;  
requirements for the quality of processing.

#### **Paragraph 7. Steamer- presser, 4th category**

16. Characteristics of works:

conducting the process of wet heat treatment of coats, raincoats, jackets, suit jackets, trousers, dresses, pleated and corrugated products, blouses, curtains with puffs on mannequins or in a steam-air chamber, presses with partial finishing with an electric iron;

combing and polishing fur and suede products on an ironing machine;

formation of non-crease folds;

preparation of special impregnating solutions according to the established recipe;

determination of the technological sequence and finishing modes depending on the range of products, the type and fibrous composition of the material, the complexity of the style, the type of work;

hanging finished products on special devices.

17. Competencies to know:

assortment and labeling of products for processing;

type and fibrous composition of materials;

device, rules of technical operation and maintenance of the mannequin, steam-air chambers, presses, ironing machines;

processing modes and technology for performing finishing operations;

rules for the preparation of impregnating solutions;

consumption rates of applied chemical materials;

requirements for the quality of processing.

#### **Paragraph 8. Picker, 2nd category**

18. Characteristics of works:

completing batches of products after dry cleaning and dyeing for finishing;

picking of finished orders at receiving points;

acceptance of products according to the accompanying document and their delivery to the workplace;

selection of products with manifested spots for their removal;

selection of production batches for finishing in accordance with the technology and organization of finishing works;

sorting and hanging of finished orders on brackets or laying out on racks according to numbers of receiving points;

preparation of products for sending to collection points;  
registration of the necessary accompanying documentation;  
transfer of products to a subsequent technological operation or for transportation to receiving points;  
keeping the order book.

19. Competencies to know:

assortment and labeling of products;  
rules for the acceptance, delivery, storage and transportation of material values;  
the order of passing orders by workshops and sections;  
rules for completing production batches;  
the order of drawing up documentation;  
finishing equipment performance.

### **Paragraph 9. Picker, 3rd category**

20. Characteristics of works:

completing batches of products before dry cleaning or dyeing;  
acceptance of packaged items arriving from collection points;  
checking the number and name of products in the packaging in accordance with the accompanying document;  
checking the correctness of the order, if necessary, the return of products with the obligatory registration of documents;  
sorting of products by time of order execution, types of services provided and processing methods;  
cleaning products from dry dirt on a mechanical brush or manually;  
weighing production batches;  
preparation of the necessary documentation;  
transfer of the assembled batches to the subsequent technological operation.

21. Competencies to know:

assortment and labeling of products for processing;  
device, rules of technical operation and maintenance of installed equipment;  
rules for completing production batches;  
types of services provided;  
the effect of solvents and chemical materials on products, fittings and finishing materials;  
rules for accepting products and maintaining accompanying documentation.

### **Paragraph 10. Product dryer, 3rd category**

22. Characteristics of works:

conducting the process of drying products, yarn, fabric cuts in link dryers, chambers or drums;

acceptance of products according to the accompanying document and their delivery to the workplace;

shaking products and loading them into a drum or hanging them on the brackets of rocker dryers, chambers in accordance with the current technological instructions;

determination of the technological regime of drying, depending on the range and color of products, type and fibrous composition of the material;

removal or unloading of products after drying;

transfer to the subsequent technological operation.

23. Competencies to know:

assortment and labeling of products arriving for drying;

type and fibrous composition of the material;

device, rules of technical operation and maintenance of drying plants;

technological modes of drying;

rules for hanging, loading and unloading products;

requirements for the quality of drying.

#### **Paragraph 11. Quality controller of product processing, 3rd category**

24. Characteristics of works:

Quality controller of product processing at various stages of the technological process;

return to collection points of products accepted without indicating defects or incompleteness of orders;

checking the correctness of determining the types of technological processing, carrying out preparatory operations and adhering to the rules for completing production batches;

viewing products and determining the quality of processing in accordance with the current technological instructions, enterprise standards, state standards and technical specifications;

selection of products with processing defects and determination of the causes of defects;

execution of relevant documentation for rejected products, indicating the type and nature of the defects;

direction of damaged products for drawing up an act;

accounting of checked and rejected products.

25. Competencies to know:

technical requirements for the quality of processing at all stages of the technological process;

methods of technical control of processing quality;

requirements for placing orders accepted for processing;

the procedure for returning incorrectly accepted or executed orders to the collection points

;



the effect of solvents, chemical materials and dyes on products, accessories and finishing materials;

assortment and labeling of products;

type and fibrous composition of materials;

rules for completing production batches;

technological instructions in force, enterprise standards, state standards and technical conditions;

rules for storage and transportation of products;

types of production defects, methods of its prevention and elimination;

procedure for processing documentation on the quality of services provided and incorrigible defects.

### **Paragraph 12. Designer of the vignette and album scoreboard, 3rd category**

26. Description of works:

vignette scoreboard design;

preparation of tablets table about;

selection, cropping of photographs using a stencil;

placement of photographs, inscriptions and design on the area of the board;

board installation;

sticker of installation elements;

production of simple type and graphic works.

27. Competencies to know:

ways to draw with a pencil;

the property of applied watercolors and gouache paints, ink, glue;

technology for gluing paper and cardboard;

types of tools used in the work;

rules for framing portraits;

basics of composition.

### **Paragraph 13. Designer of the vignette and album scoreboard, 4th category**

28. Description of works:

the design of the scoreboard for albums;

preparation of tablets for the board of albums;

selection and distribution of materials for album design;

production of photomontages;

sticker of installation elements;

production of complex type and graphic works.

29. Competencies to know:

ways to paint with watercolors;  
properties and purpose of materials used in the design of the scoreboard;  
formulation and physical and chemical properties of the applied paints;  
methods of obtaining an artistic image, space, linear perspective, tone, light, volume and shape.

**Paragraph 14. Stain remover, 2nd category**

30. Description of works:  
cleaning products manually with special solutions before processing with organic solvents  
;  
preparation of solutions for cleaning according to the established recipe;  
acceptance of products according to the accompanying document and their delivery to the workplace;  
viewing products to identify the most contaminated places;  
transfer of products to the subsequent technological operation.

31. Competencies to know:  
range of products for processing;  
types and properties of cleaning agents and their effect on products;  
formulation and rules for the preparation, use and storage of stripping solutions;  
consumption rates of the materials used.

**Paragraph 15. Stain remover, 3rd category**

32. Characteristics of works:  
removing stains from products made of woolen, semi-woolen, cotton fibers of dark colors on a stain remover machine or manually;  
cleaning of contaminated areas on a clothes cleaning machine;  
processing of products with aqueous solutions of detergents in washing machines or manually;  
spinning products in centrifuges;  
selection of the necessary stain removers;  
preparation of chemical mixtures and washing solutions according to the established recipe;  
determination of methods and technological modes of processing depending on the assortment, type and fibrous composition of the material, degree of contamination;  
picking of working parties according to the processing method.

33. Competencies to know:  
assortment and labeling of products coming into processing, type and fibrous composition of materials;

device, rules of technical operation and maintenance of installed equipment;  
technological sequence and modes of processing products, the nature of the spots;  
rules for completing work parties;  
types and properties of special stain - removing preparations, chemical materials and their effect on products;  
recipe and rules for the preparation of chemical solutions;  
consumption rates of applied chemical materials;  
requirements for the quality of processing.

**Paragraph 16. Stain remover, 4th category**

34. Characteristics of works:  
removing stains from products made of woolen, semi-woolen, cotton fibers of light colors, natural silk, synthetic and mixed fibers of various tones, products made of artificial suede and combined with artificial suede on a stain remover machine or manually;  
cleaning of contaminated areas on clothes cleaning machine;  
processing of products with aqueous solutions of detergents in washing machines or manually;  
spinning products in centrifuges;  
preparation of chemical mixtures and washing solutions according to the established recipe;  
determination of methods and technological modes of processing depending on the range, type and fibrous composition of the material, degree of contamination

35. Competencies to know:  
assortment and labeling of products coming into processing, type and fibrous composition of materials;  
technological sequence and modes of product processing;  
types and properties of special stain removing preparations, chemical materials and their effect on products;  
recipe and rules for the preparation of chemical solutions;  
consumption rates of applied chemical materials;  
requirements for the quality of processing.

**Paragraph 17. Stain remover, 5 category**

36. Characteristics of works:  
removing stains from products made of fabrics tanned with foam rubber, porous rubber, fur, wool and fabrics with a film coating, products made of artificial leather, fur and combined with artificial leather, fur, products made of natural leather, suede, fur and combined with natural leather, suede, fur, products containing metalized lurex thread, carpets

made of synthetic and mixed fibers, duplicated with foam rubber on an adhesive, latex basis on a stain remover machine or manually;

treatment with aqueous solutions of detergents on washing machines;

spinning products in centrifuges;

impregnation of products with special preparations;

cleaning carpets, upholstered furniture and vehicle interiors using a universal portable installation for field service;

preparation of chemical mixtures, detergents and special impregnating solutions according to the established recipe;

determination of methods, technological sequence and processing modes, depending on the range and color of products, type and fibrous composition of the material, color strength and degree of contamination;

receiving a work order, necessary materials, charging processing fees in accordance with the price list;

paperwork and delivery of cash proceeds in the prescribed manner.

37. Competencies to know:

assortment and labeling of products received for processing, type and fibrous composition of materials;

device, rules of technical operation and maintenance of the equipment used;

technological sequence and modes of product processing;

types and properties of special stain remover preparations, chemical materials and their effect on products;

recipe and rules for the preparation of chemical and special impregnating solutions;

consumption rates of applied chemical materials;

documentation rules;

requirements for the quality of processing.

#### **Paragraph 18. Acceptor of the rental point, 1st category**

38. Characteristics of works:

issuing to citizens for temporary use (rental) of household and cultural and household items, sports equipment and other equipment at points, in salons and rental studios;

execution of receipts or contracts;

familiarization of citizens with the rental rules, price lists, rules for the operation of rental items;

reception of returned rental items from citizens, receipt of money for rental;

keeping a journal of the movement of issued rental items and other documentation;

registration of a cash register, delivery of proceeds in accordance with the established procedure of rental items of a seasonal nature.

39. Competencies to know:

rental rules;  
price lists;  
established procedure for accounting and reporting.

**Paragraph 19. Acceptor of the rental point, 2nd category**

40. Description of works:

issuing to citizens for temporary use (rental) of household and cultural and household items, sports equipment and other equipment, checking their serviceability and completeness;  
minor repairs of individual rental items;  
delivery of faulty rental items for repair, execution of acts to write off worn-out inventory;  
drawing up applications for the replenishment of the rental inventory and equipment;  
checking the serviceability and completeness of rental items received from citizens;  
registration of acts for items that are out of order due to the fault of citizens.

41. Competencies to know:

rental rules;  
the device and rules for the operation of inventory and equipment available in the rental fund;  
rules for the maintenance and use of the rental fund;  
rules for drawing up acts for rental items that are out of order.

**Paragraph 20. Maker of detergents, 3rd category**

42. Characteristics of works:

conducting the technological process of preparing washing and finishing solutions;  
preparation of raw materials for dissolution, addition and dosage;  
raw material consumption calculations;  
control over compliance with the technological regime for the preparation of solutions and their quality;  
transfer of ready-made solutions for filling washing machines.

43. Competencies to know:

technological rules for the preparation of washing and finishing solutions;  
methods and recipes for the preparation of washing and finishing solutions;  
dosage of materials used to prepare solutions;  
physical and chemical properties of the prepared washing and finishing solutions.

**Paragraph 21. Washing machine operator, 2nd category**

44. Description of works:

washing of cotton and linen manually and on machines under the guidance of a more qualified operator;

washing of various embroidered products;  
checking the availability of a travel coupon for linen;  
determination of the temperature and water module of the washing solution during single and double washing;  
boiling white linen in a soap and soda solution;  
rinsing linen;  
preparation of starch and blueing solutions;  
starching and bluing of linen;  
unwinding of cherry fabric on an unwinding machine;  
disassembly of other textile materials used in production;  
loading them into the washing machine;  
rinsing in the washing machine and unloading from the machine.

45. Competencies to know:

the technology of hand washing and machine washing of cotton and linen of all degrees of dirtiness and wiping fabric;  
washing materials, their properties and methods of application;  
consumption rates of detergent materials;  
formulation and methods for preparing various washing and finishing solutions;  
methods and features of washing and spinning various linen;  
methods of bleaching white linen and acidity of colored products;  
norms for loading linen into machines, depending on the degree of soiling;  
main units of the equipment used and their adjustment.

## **Paragraph 22. Washing machine operator, 3rd category**

46. Characteristics of works:

conducting the technological process of washing cotton and linen on non-automated washing machines;  
loading linen into the washing machine;  
pouring washing solutions and blue into the machine;  
unloading washed linen from washing machines;  
hand washing of linen and woolen, silk and synthetic fabrics;  
preparation of detergent solutions for washing these products, acidification of products from colored fabrics;  
determination of the cleanliness of the washed linen.

47. Competencies to know:

device and rules of operation of serviced washing machines;  
norms for loading machines with different degrees of soiling of linen;  
action of valves on pipelines;  
methods and features of hand washing products from woolen, silk and synthetic fabrics;

used detergents and auxiliaries for washing these products.

**Paragraph 23. Washing machine operator, 4th category**

48. Characteristics of works:

maintenance of the technological process of washing cotton and linen on automated washing machines;

loading linen into washing machines;

monitoring the correct operation of machines, the sequence of actuation of the actuators, the control and measuring devices on washing machines and pipelines;

supply of bleaching and starch solutions;

determination of the cleanliness of the washed linen;

unloading the washed linen from the machine;

cleaning equipment;

supervising the work of operators of low-category washing machines.

49. Competencies to know:

device and rules of operation of serviced washing machines;

rules for conducting the technological process of washing linen and products on serviced washing machines;

rules for loading and unloading linen, depending on the degree of contamination;

name and composition of detergents and finishing agents;

dosage of bleaching solutions;

assortment of processed products;

types of processed fabrics;

rules and regimes for cleaning equipment.

**Paragraph 24. Washing machine operator, 5th category**

50. Description of works:

conducting the technological process of washing linen on automated washing-extractors with program control;

determination of the processing mode, selection of program cards and putting them into the programmer;

readjustment and adjustment of machines for various technological modes of washing clothes;

checking the serviceability of machines, individual components and instrumentation;

establishment of a technological regime for washing linen, depending on the degree of contamination, type of fabrics, the strength of fabric dye

checking the consistency of washing, bleaching and starch solutions.

51. Competencies to know:

device and rules of operation of serviced machines;  
rules for conducting the technological process of washing linen from all types of fabrics;  
rules for determining the degree of soiling of linen;  
consumption rates and dosage of washing, bleaching and starch solutions;  
rules for changing machines to different technological modes of washing linen.

#### **Paragraph 25. Linen picker, 2nd category**

52. Description of works:

collection and selection of clean linen for organizations and individual customers before and after ironing;

checking the presence and number of receipts in the register;

placing receipts on the collection table in the accepted order and sequence;

finding a mark on each item of linen and placing this item on the corresponding receipt;

checking the availability of linen after selecting a production batch for each invoice and assortment receipt;

stowing receipts into linen bundles.

53. Competencies to know:

documentation accompanying the production batch of linen;

the procedure for assigning labels to customers;

places of marks on certain types of linen;

name of linen by assortment and types of fabrics;

rules for the selection and folding of clean linen according to labels and receipts;

determination of the quality of the processed linen.

#### **Paragraph 26. Linen picker, 3rd category**

54. Characteristics of works:

collection of linen into production batches in accordance with the capacity of the equipment per shift and in micro-batches, respectively, the capacity of washing machines;

sorting of linen according to uniform technological characteristics, methods and types of processing, type and color of fabric, nature and degree of soiling, with the determination of the strength of dyes on fabric;

sorting of linen, issuing a travel voucher for each batch, indicating the weight, number of pieces and the number of places in each of them;

stowage of production batches of linen prepared for washing in a place designated for storage;

drawing up a batch sheet with the calculation of the total number of pieces of linen and checking the number of pieces of linen in a production batch with the number of pieces of linen specified in the order register;



selection of linen in separate parties.

55. Competencies to know:

name of linen by assortment and types of fabric;

rules for the selection and folding of clean and dirty linen according to labels and receipts;

determination of the quality of the processed linen;

rules and principles for the collection of production and micro-batches of linen;

production and technological documentation for accounting for the movement of linen in production;

technological equipment operation schedule;

device and rules for using the scales.

### **Paragraph 27. Quality inspector for processing clothes and linen, 3rd category**

56. Characteristics of works:

control of the processing technology of clothes and linen in processes;

control of registration of reception of clothes and linen from individual customers and organizations;

the correctness of drawing up production batches of clothing and linen;

modes of processing clothes and linen (introductory module, temperature regime), the duration of individual operations;

norms for loading units with clothes and linen;

norms of the use of detergents and finishing materials of washing;

rinsing clothes and linen, spinning linen, drying and ironing;

taking measures to eliminate detected deviations from the established technology and product quality processing requirements.

57. Competencies to know:

rules for the technological process of processing clothes and linen in laundries;

valid working instructions for all production operations for processing clothes and linen;

rules for the operation of technological equipment;

methods of processing clothes and linen taken in various types of processing;

rules for receiving clothes and linen and compiling production batches;

methods for determining the quality of work performed for all processes of processing clothes and linen;

types of defects and ways to prevent them.

### **Paragraph 28. Beautician, 3rd category**

58. Characteristics of works:

massage of the face, neck and scalp;

hygienic face cleansing (vacuum and other cleanings), application of nutritious, disinfecting masks;

carrying out exfoliating procedures;

paraffin wrapping of the hands;

eyebrow correction, eyebrow and eyelash coloring, eyelash curling, the ability to apply makeup.

59. Competencies to know:

basics of anatomy and physiology, structure and properties of the skin;

rules and methods of work performance;

device and operating rules for the equipment and tools used;

types of materials, preparations, their purpose and consumption rates;

rules of sanitation and hygiene;

customer service rules.

60. Requires technical and vocational (secondary specialized, secondary vocational) medical education.

When performing complex makeup with face correction - 4th category.

### **Paragraph 29. Nanny, 3rd category**

61. Description of works:

child care in preschool organizations;

helping the teacher in dressing, undressing, washing, bathing, feeding children and putting them to bed;

cleaning of premises;

caring for children, the elderly and the sick at home, including cooking, feeding, washing and cleaning dishes, changing linen and clothes, serving and cleaning the ship and other work

;

compliance with the necessary regimen for the sick, the elderly and children at home;

ensuring the correct use of linen and clothing, household and equipment and detergents.

When carrying out work related to sending dirty linen for disinfection, for washing - 4th category.

62. Competencies to know:

sanitary and hygienic requirements for the maintenance of premises;

rules for caring for children, the elderly and the sick;

rules of sanitation and hygiene, recipes for cooking;

the purpose of detergents and how to handle them.

### **Paragraph 30. Carpet cleaning operator, 3rd category**

63. Characteristics of works:

conducting the process of processing carpets on a dust-removing machine;  
acceptance of products according to the accompanying document and their delivery to the workplace;

sorting products by type, size and pile height.

64. Competencies to know:

device, rules of technical operation and maintenance of the dust-removing machine;

technological process of processing carpets;

requirements for the quality of dust-removing of carpet products.

### **Paragraph 31. Carpet cleaning operator, 4th category**

65. Characteristics of works:

conducting processes of processing of carpets on drying and steaming installations;

quality control of processing;

determination of the technological regime of drying and steaming, depending on the type and fibrous composition of the material;

combing the bristles and brushes manually with brushes;

delivery of products to the department of forwarding agents.

66. Competencies to know:

assortment, type and fibrous composition of carpets for processing;

device, rules of technical operation and maintenance of installed equipment;

technological modes of drying and finishing of carpets;

requirements for the quality of carpet processing.

### **Paragraph 32. Carpet cleaning operator, 5th category**

67. Description of works:

conducting the process of processing carpet products on a washing machine;

impregnation of carpets with special preparations;

preparation of detergent and special impregnating solutions according to the established recipe;

determination of the technological mode of processing products depending on the type of carpet products and the degree of contamination;

participation in preventive inspection and technical maintenance of installed equipment.

68. Competencies to know:

device, rules of technical operation and maintenance of the washing machine;

technological modes of processing carpet products and impregnating them with special preparations;

rules for the preparation of washing and special impregnating solutions and their effect on products;

consumption rates of applied chemical materials;  
requirements for the quality of product processing.

**Paragraph 33. Ironing arranger, 1st category**

69. Characteristics of works:

shaking the linen to be ironed manually;  
checking the presence of a travel ticket in the batch of linen to be shaken;  
thorough shaking of each item with the straightening of folds;  
sorting of linen into straight and shaped and by type of ironing;  
laying the shaken linen on the trestle.

70. Competencies to know:

conditions for ironing linen on steam rollers, hot press, presses and manually;  
assortment of linen to be ironed in tumble dryers, presses and manually.

**Paragraph 34. Ironing arranger, 2nd category**

71. Characteristics of works:

shaking of linen to be ironed on shaking machines;  
service of shaking machine machines;  
monitoring the correct operation of the shaking machine, checking its serviceability;  
control over the correctness of loading and unloading of shaking machines.

72. Competencies to know:

the technique of loading linen into the shaking machine;  
the purpose and design of the shaking machine;  
operating principle and control methods;  
rules of operation and maintenance of the shaking machine;  
conditions for ironing linen on steam rollers, hot press, presses and manually;  
assortment of linen to be ironed in tumble dryers, presses and manually.

**Paragraph 35. Operator for cleaning down and feather products, 4th category**

73. Characteristics of works:

conducting the process of processing down and feathers on machines for cleaning down and feather products;  
selection of a software card and its installation into a software device;  
preparation of special solutions according to the established recipe;  
acceptance of products according to the accompanying document and their delivery to the workplace;  
weighing of products;  
unpicking the seam of the bed-case;

determination of the technological mode of processing depending on the state of the down and feather;

packing down and feathers into bed-case;

keeping a journal for an accounting of equipment operation;

transfer of products to the subsequent technological operation.

74. Competencies to know:

device, rules of technical operation and maintenance of machines for cleaning down and feather products;

technological processing modes;

loading and unloading rules;

rules for preparing special solutions;

consumption rates of applied chemical materials;

requirements for the quality of processing.

### **Paragraph 36. Worker in the bath service, 1st category**

75. Characteristics of works:

service of visitors:

admitting visitors with admission tickets, providing them with free seats, a reminder of the end of the session (when servicing by sessions);

delivery of bath accessories to visitors, sale of related products, acceptance of linen and dresses for urgent washing, minor repairs, ironing and the provision of other paid services;

receiving valuable and other things for storage from visitors and ensuring their safety, providing assistance to persons with disabilities and the elderly;

monitoring the good condition of wardrobes, taps, valves, showers, pipelines, electric fireplaces and other equipment and promptly informing the administration about all malfunctions;

proper maintenance of flushing equipment;

ensuring cleanliness in the soap, steam room and dressing room;

provision of steam supply to the steam room, ventilation mode;

handing over used bath accessories for washing;

observance of rules on labor safety and protection, sanitation and hygiene.

**Footnote. Paragraph 75 as amended by the order of the Acting Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 12.08.2022 No. 309 ( shall be enforced ten calendar days after the date of its first official publication).**

76. Competencies to know:

sanitary norms and rules of service in the bath;

device and equipment operation;

rules for safety and labor protection, fire protection;

the price list for the services provided and the internal regulations of the bath.

### **Paragraph 37. Self-service laundry operator, 4th category**

77. Description of works:

conducting a technological process for processing linen in a self-service laundry;  
determination and establishment of modes of washing of various linen;  
starting of washing machines and monitoring their operation;  
control over the correct loading and unloading of linen from the centrifuge and drying drums;  
control over ironing;  
starting up centrifuges, drying drums, hot press, rollers, presses and monitoring their work  
;  
instructing clients, observing and controlling the correct handling of linen in the self-service laundry;  
weighing the client's linen, issuing washing materials depending on the weight of the linen and charging a processing fee;  
control over the correct sorting of linen;  
checking the health of washing machines;  
control over the correct loading of linen and unloading from washing machines;  
maintenance of the equipment during operation.

78. Competencies to know:

rules for the technological process of washing, spinning and drying, as well as ironing all types of linen;  
types of washing machines, centrifuges, drying drums, hot press, rollers and presses;  
types and assortment of linen received for mechanical washing;  
rules for sorting linen by type and degree of soiling;  
modes of washing various types of linen;  
names and properties of detergents and finishing agents;  
consumption rates and dosage of washing materials for washing various types of linen;  
the technique of loading and unloading linen from the centrifuge, the duration of the spin of various types of linen;  
steam pressure parameters and permissible temperature for drying linen in drying drums;  
norms for loading drying drums with linen, moisture content of the unloaded linen after drying;  
working surface temperature of irons, hot press, rollers and presses;  
device and operating rules for washing machines, centrifuges, drying drums, irons, hot press, rollers and presses.

### **Paragraph 38. Pedicurist, 2nd category**

79. Characteristics of works:

hygienic cleaning of toenails, filing them to give the required shape;  
cleaning out growths on the feet and heels, removing calluses;  
nail polish;  
preparation of combined varnish colors;  
disinfection, cleaning and inspection of the instrument.

80. Competencies to know:

rules for performing pedicure work;  
rules of sanitation and hygiene;  
names and purpose of the tools used, methods of using them, rules for their storage;  
methods of preparing varnishes of various colors and shades;  
customer service rules and first aid methods.

### **Paragraph 39. Retoucher, 3rd category**

81. Characteristics of works:

technical retouching of black and white negatives and positives on film and photographic paper of documentary and artistic photographs;  
embedding of points, scratches and other technical defects made during shooting and laboratory processing using ink, paints and pencils.

82. Competencies to know:

the technique for performing technical retouching of black and white negatives and positives;  
the basics of obtaining a photographic image;  
technical requirements for the quality of negative and positive;  
types and properties of negative and positive photographic materials;  
properties of varnishes and their formulation;  
structure of black and white photographic materials.

### **Paragraph 40. Retoucher, 4th category**

83. Description of works:

Complements the artistic retouch black and white negatives and positives;  
drawing facial features, background and clothing details, strengthening and weakening the background and clothing details;  
retouching negatives with sharp gradation transitions of tone when making reproductions;  
fixing portraits;  
positive retouching of prints measuring 13x18 centimeters.

84. Competencies to know:

technique for performing artistic retouching of black and white negatives and positives;

the main elements of the composition;  
anatomy and plastic of the face;  
ways of strengthening and weakening the background, photographing portraits;  
production of prints by the projection method from small-format and medium-format non  
- retouched negatives;  
chemical-photographic processing of black and white photographic materials.

#### **Paragraph 41. Retoucher, 5th category**

85. Description of works:  
performing artistic retouching of color negatives and positives;  
karming negatives;  
drawing strokes of sketches that have compositional significance, requiring particularly  
careful elaboration of details;  
retouching negatives and positives of group vignettes with small-scale face images, with  
equalizing the tone of individual image elements;  
retouching negatives with soft gradation transitions of tone when making a reproduction;  
retouching portraits with drawing and removing individual features and details of the  
portrait, changing clothes, headwear, hairstyles;  
execution of retouched originals;  
positive retouching of photographic prints over 13x18 centimeters;  
retouching a portrait with colored pastels with oil paints.

86. Competencies to know:  
basic elements of color science;  
ways of drawing sketches and strokes;  
ways of retouching color negatives and positives with pastels and colored oil paints;  
the structure of color photographic materials.

#### **Paragraph 42. Retoucher, 6th category**

87. Characteristics of works:  
retouching portraits made from damaged originals with lost images of parts of the face in  
black and white and color  
negatives and positives;  
production of group portraits using several originals of different scales with different  
tones.

88. Competencies to know:  
the technique of retouching portraits with lost images of parts of the face;  
photography technology;  
color photo processing technology;



methods for determining the quality of photographic images using instrumentation.

**Paragraph 43. Ritual equipment operator, 2nd category**

89. Characteristics of works:

giving the elevator and lowering it with the coffin of the deceased at the signal of the duty administrator of the

funeral hall;

taking the coffin with the deceased from the lift, placing it on a trolley, feeding it into the oven;

monitoring the cremation process, the operation of the cremation oven and gas appliances;

collecting the ashes in a baking sheet after each cremation with the laying of the cremation room on it.

90. Competencies to know:

arrangement of cremation ovens;

instructions and rules for the operation of gas equipment;

the order and duration of the cremation of corpses.

**Paragraph 44. Demonstrator of hairstyles, 2nd category**

91. Characteristics of works:

demonstration of hairstyle models at contests and seminars;

participation in experiments to create new hairstyle models;

posing for artists, as well as for photography and filming.

92. Competencies to know:

rules and techniques for demonstrating hairstyle models.

**Paragraph 45. Order taker, 1st category**

93. Description of works:

receiving orders from the population for household services;

determination in accordance with the established rules of acceptance of the name of the product, the amount of work,

the process of wear, individual defects, the completeness of the products, the quantity and other signs, the degree of

contamination, the strength of the color, the quality of the linen accepted for washing;

issuing receipts for accepted orders with the determination of the list price;

determination of the term of work performance;

distribution and direction for execution with the registration of the necessary accompanying documentation of orders

to factories, receipt of completed orders;

delivery of products to the customer according to the presented receipt;  
receiving money from the population and handing it over in accordance with the established procedure.

94. Competencies to know:  
price lists (tariffs) for services;  
name, types, degree of wear, pollution and other quality characteristics of the accepted products;  
types of technological processing;  
rules for the preparation of documentation for the acceptance of the transfer of order fulfillment to consumer services enterprises;  
procedure for receiving, storing and depositing funds.

#### **Paragraph 46. Order taker, 2nd category**

95. Characteristics of works:  
receiving orders from the population for household services;  
determination of the name of the product, defects and the scope of repair work for jewelry, household machines, appliances, clocks, radio and television equipment, TV vehicles;  
issuance of a receipt for accepted orders with the determination of the cost of repair work in accordance with the current price lists, determination of the term of work and control over their observance;  
sending accepted orders to factories, workshops, workshops with the execution of accompanying documentation and receiving them with a quality check of the work performed;  
delivery of products to the customer;  
maintaining a card index of warranty repair of products;  
receiving orders from the population by subscribed telephones for the performance of personal services and monitoring their performance;  
accepting orders and concluding contracts with organizations and institutions for receiving newspaper and magazine information, giving announcements, advertisements.

96. Competencies to know:  
price lists (tariffs) for services;  
types, brands, name, device and operating principles of products, devices;  
method of testing precious metal scrap and type of stones;  
rules for the preparation of documentation for the receipt and issuance of orders;  
keeping a book of order movement;

state standards and technical conditions.

#### **Paragraph 47. Original inker, 2nd category**

97. Description of works:

drawing a contour on the original with the selection of one face from a group of up to six faces with gouache or

watercolors;

cleaning originals from dirt;

preparation of gouache or watercolors in accordance with the tone of the original.

98. Competencies to know:

1) properties of gouache and watercolor paints, emulsions and photographic paper;

2) the basics of color rendering of negative and positive photographic materials.

#### **Paragraph 48. Original inker, 3rd category**

99. Characteristics of works:

drawing a contour on the original with the selection of one person from a group of more than six faces with gouache or

watercolors;

applying the necessary tone for drawing a costume, dress, changing a headdress, hairstyle.

100. Competencies to know:

the principle of obtaining a photographic image;

ways of drawing with watercolors and gouache paints, ink and pencil:

the purpose of the photographic materials used, the color rendition of negative and positive materials.

#### **Paragraph 49. Manicurist, 2nd category**

101. Characteristics of works:

hygienic cleaning of fingernails, removing varnish, filing nails to give them the required shape;

nail polish;

preparation of combined varnish colors;

disinfection of the instrument.

102. Competencies to know:

rules for performing manicure services from;

rules of sanitation and hygiene;

the purpose of the tools used, the methods of using them and the rules for their storage;

methods of preparing varnishes of various colors and shades;

customer service rules and methods of first aid.

## **Paragraph 50. Circus attendant, 4th category**

Footnote. Paragraph 50 is excluded by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 24.05.2022 No. 174 (shall be enforced ten calendar days after the date of its first official publication).

## **Paragraph 51. Ironer, 1st category**

105. Characteristics of works:

moistening the linen with a spray bottle or manually for hand ironing;

Checking the operability of the sprayer for moistening the linen or the availability of the necessary equipment for manually moistening the linen;

checking the sanitary condition of the workplace and racks or chests for storing linen;

checking the availability of a travel ticket;

stowage of things on racks or chests and for keeping.

106. Competencies to know:

current technological rules for ironing and preparing linen for ironing;

production documentation for the movement of linen in the shop;

device and rules for the operation of sprayers;

permissible percentage of moisture in various types of linen and products;

rules for folding and rolling up linen for storage;

the duration of keeping white and colored linen.

## **Paragraph 52. Ironer, 2nd category**

107. Characteristics of works:

ironing of straight and shaped, linen, cotton, starched and

non starched linen with electric irons of various systems;

determination of the technological sequence of ironing;

determination of the heating temperature of the working surface of the iron in accordance with the type of fabric;

unrolling and laying the damp linen on the table;

regulation of the heating temperature of electric irons;

identification and elimination of defects;

folding linen in a specific order;

cold rolling of linen with a mechanical or manual roller.

108. Competencies to know:

assortment of linen, types of fabrics and their properties;

technological process of ironing linen and cotton linen manually;

the degree of moistening of the linen received for ironing;

methods of determining the operating temperature of the heating surface of the iron for ironing starched and non starched linen;  
rules for folding linen after ironing;  
device and operating rules for irons of various systems;  
types of ironing tables, their sizes and requirements for them;  
spray device for additional moistening of the linen;  
types of defects and its prevention;  
sequence (order) of ironing of individual production batches.

### **Paragraph 53. Ironer, 3rd category**

109. Characteristics of works:

ironing of straight starched and non-starched linen on hot press, steam, electric and vacuum rollers, shaped starched and non-starched linen on presses;

selection of the appropriate range of linen for the full use of the working surface of the machines;

supply of linen under the pressure rollers of the roller or on the input conveyor of the hot press with folding out the folds, stacking and distribution of items of linen on the plate cushion, regulation of the pressing force of the top plate;

folding men's outer shirts on a mechanical folding machine;

electric ironing of linen and products made of woolen, silk and synthetic fabrics, lace products, hard and especially hard starched men's outer shirts and other things;

determination of the technological sequence for ironing linen made of woolen, silk and synthetic fabrics, hard and especially hardcovers of small shirts;

determination of the heating temperature of the working surface of the iron in accordance with the type of fabric;

unrolling and laying the damp linen on the table;

steaming woolen items;

ironing of cotton, lavsan and woolen work clothes contaminated with radioactive substances in compliance with the technological sequence depending on the nature, type and degree of radioactive contamination;

inspection of each item;

additional moistening of work clothes using pulverizes.

110. Competencies to know:

assortment of linens to be ironed on hot press, rollers and presses, as well as an assortment of woolen, silk, synthetic, lace fabrics to be ironed manually;

types of fabrics and their properties for various ironing;

technological process rules;

methods of steaming woolen products;

rules for serving linen and the procedure for folding ironed linen;  
the purpose and arrangement of hot press, rollers and presses and the interaction of their main parts;  
parameters of normal steam pressure of ironing machines;  
heating temperature of the working surface of irons, hot press, rollers and press plates, the throughput of machines, depending on the type of linen;  
rules of production and technical operation and maintenance of machines;  
documentation accompanying the production batch of linen;  
types of defects and ways to prevent and eliminate them;  
properties of cotton fabrics;  
technology for ironing work clothes contaminated with radioactive substances;  
sanitary rules for working with radioactive substances.

**Paragraph 54. Ironer, 4th category**

111. Characteristics of works:  
ironing of linen on automated vacuum rollers with adjustable vacuum roller speeds and temperature of ironing surfaces depending on steam pressure and temperature;  
watching the operation of the photocell;  
cleaning the eye of the photocell;  
ironing men's outer shirts on dummy presses;  
determination of the heating temperature of dummy press plates;  
stacking of products on the press cushions and pressing collar, sleeves, cuffs of shirts;  
pulling the shirt body onto the mannequin and sending it to the ironing room;  
regulation of the valves of the dummy press automation system.

112. Competencies to know:  
purpose and arrangement of serviced vacuum rollers and dummy presses;  
rules for conducting the technological process of ironing linen on automated vacuum rollers and dummy presses;  
parameters of normal pressure of presses;  
heating temperature of the working surface of rollers and press plates;  
rules for feeding linen on dummy presses and the procedure for folding ironed linen;  
rules of production and technical operation and maintenance of presses;  
types of defects and ways to prevent and eliminate them.

**Paragraph 55. Film checker, 3rd category**

**Footnote. Paragraph 55 is excluded by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 24.05.2022 No. 174 (shall be enforced ten calendar days after the date of its first official publication).**

#### **Paragraph 56. Film checker, 4th category**

Footnote. Paragraph 56 is excluded by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 24.05.2022 No. 174 (shall be enforced ten calendar days after the date of its first official publication).

#### **Paragraph 57. Film checker, 5th category**

Footnote. Paragraph 57 is excluded by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 24.05.2022 No. 174 (shall be enforced ten calendar days after the date of its first official publication).

#### **Paragraph 58. Operator of photo machines, 4th category**

119. Characteristics of works:

photographing black-and-white photographs on photo booths;  
preparation of serviced photo booths for work;  
installation of light, preparation of a solution;  
making test shots;  
regulation of processing modes;  
preventive inspection of mechanisms and optics of photo-automatic devices.

120. Competencies to know:

the formulation of processing solutions and the rules for their testing;  
processing technology for reversible photographic papers;  
rules and methods for installing light;  
exposure determination;  
rules for preventive examination and regulation of processing modes.

#### **Paragraph 59. Operator of photo machines, 5th category**

121. Description of works:

photography on photo booths of color images;  
preparation of serviced photo booths for work;  
installation of light;  
regulation of processing modes;  
making test shots;  
drawing up solutions;  
adjustment of the mechanisms of photo automatic machines.

122. Competencies to know:

formulation of processing solutions and rules for their testing and regulation of modes;  
processing technology of used color photographic materials;  
rules and methods for installing light;

exposure determination;

rules of preventive care and regulation of mechanisms of photo-automatic devices.

### **Paragraph 60. Photo prints edger, 2nd category**

123. Characteristics of works:

edging of photo prints under glass;

preparation of photo prints made on paper, fabric, positive film for glass edging, alignment, perimeter cropping, checking right angles;

cutting glass to the size of a blank and a tablet, cardboard, paper, leatherette;

glass wiping;

gluing the tablet, form;

attaching a photo print to a tablet, letterhead;

preparation of glue.

124. Competencies to know:

the technique of edging photo prints under glass;

properties of used raw materials, materials and glue for gluing various materials;

types of tools used in the work;

rules of frame construction when cropping and gluing a print.

### **Paragraph 61. Photo prints edger, 3rd category**

125. Characteristics of works:

installation of portraits for film;

connecting photo prints with a mask and cropping them according to a template;

cutting corners, forming and running in edges;

installation of liners, gluing of the assembled block;

drying, polishing the outer surface.

126. Competencies to know:

the technique of mounting portraits for film;

used tools for editing portraits.

### **Paragraph 62. Photographer, 3rd category**

127. Characteristics of works:

photographing for documents in the pavilion;

reproduction from flat line originals;

charging cassettes and cameras of various systems with negative materials;

developing, fixing, washing and drying black and white negative photographic materials;

preparation of developing and fixing solutions;

retouching and photo printing of pictures for documents;



analysis of negatives for orders.

128. Competencies to know:

photographing technique for documents and basic lighting schemes;

formulation of developing and fixing solutions used for processing black and white negative photographic materials;

equipment used for shooting;

the structure of black and white photographic materials.

### **Paragraph 63. Photographer, 4th category**

129. Description of works:

photography of single portraits, small groups, children in the pavilion and outside the pavilion on a permanent set on black and white photographic materials;

technological shooting of stationary objects in field conditions;

photography of flat and volume originals in black and white;

macro photography in stationary conditions;

negative retouching and photo printing;

checking equipment and optics.

130. Competencies to know:

technique of photographing portraits;

basics of composition;

lighting organization rules;

characteristics of the cameras used, their optics, special reproduction attachments, extension rings and attachment lenses;

characteristics of the applied photosensitive photographic materials;

facial anatomy;

the main dimensions of the pavilion, rational use of its site;

processing technology for black and white negative and positive photographic materials, negative retouching technique;

work with instrumentation to determine the characteristics of black and white photographic materials;

equipment for mechanized and automated processing of black and white photographic materials;

the structure of color photographic materials.

### **Paragraph 64. Photographer, 5 category**

131. Characteristics of works:

artistic photography of single and group portraits on color photographs in the pavilion and outside the pavilion;

photography of architecture, interiors, moving objects, production processes;  
microfilming;

photography of multi-color flat and three-dimensional originals in stationary and field conditions in the color image;

processing of photographs and negatives.

132. Competencies to know:

technique of artistic photography;

types of art photography;

spectral characteristics of the applied filters;

the use of various types of nozzles and diffusers to soften the image pattern;

technical requirements for the quality of the negative and photo prints;

all kinds of negative and positive retouching of black and white photographic materials and photo printing;

color photo processing technology;

equipment for mechanized and automated processing of color photographic materials.

#### **Paragraph 65. Photographer, 6th category**

133. Characteristics of works:

panoramic, stereoscopic and raster photography;

choice of lighting options depending on the individual characteristics of the person and the composition of the group.

134. Competencies to know:

elements of color science;

rules for the use of color in artistic portrait photography;

optical means for eliminating imperfections during shooting;

work with instrumentation to determine the characteristics of color photographic materials

;

performing color photo printing and retouching.

#### **Paragraph 66. Photo laboratory assistant, 2nd category**

135. Description of works:

performing black-and-white technical photographic printing in various ways on well-adjusted devices of various scales, inscriptions and other images on glass, metal, paper;

preparation of flushing devices for work;

checking the completeness of flushing;

photo processing of X-ray film;

preparation of solutions for the processing of black and white negative and positive according to ready-made recipes;

washing and applying an emulsion layer on the surface of the processed plates;  
observance of the established operating modes of the baths of development, fixation and coloring;

determination by the appearance of the quality of printing;  
processing of prints with defects in photo paper or printing;  
preparation of solutions for X-ray film processing;  
preparation and charging of cassettes for radiography;  
drying, knurling, trimming, satin finishing and gluing of prints;  
cutting rolls of photo paper on a semiautomatic device and manually.

136. Competencies to know:

technology for washing prints;  
equipment for washing, drying and sanitizing photographic prints;  
fundamentals of photochemistry;  
assortment and characteristics of photographic paper;  
types and purpose of projection equipment and contact machines, rules for using them;  
purpose, device and rules for handling optical devices;  
exposure mode, development and fixation of photo prints;  
storage conditions and rules for handling photographic materials and X-ray films;  
ways of charging cassettes;  
rules for working with photochemical;  
the structure of black and white photographic materials.

### **Paragraph 67. Photo laboratory assistant, 3rd category**

137. Characteristics of works:

performing black and white technical photographic printing in various ways on stationary installations of photographs for documents, diagrams and drawings;

establishment of modes of printing, development and coloring of the emulsion layer with paints;

compilation of various colors of nitro paints and other dyes;

projection printing from the negative of several photographic prints according to the established standard;

determination of the time of development and fixation of the X-ray film, depending on its density;

determination of the density of negative blackening using a micro photometer;

preparation of solutions for processing black and white negatives and positives;

glossing of photo prints.

138. Competencies to know:

technology for processing black and white photographic materials;

design and purpose of photo apparatuses for printing and developing by a photochemical process of samples, reproductions, diagrams, drawings, pointers on paper, glass and metal;  
the purpose of the equipment used and instrumentation;  
photography and determination of resolution;  
the basics of color photography;  
varieties, properties of photographic plates and X-ray films;  
the effect of light, X-ray and gamma radiation on X-ray film;  
purpose and properties of reinforcing tungsten screens, screens made of heavy metal foil;  
the reasons for the appearance of defects on the negative ones due to the poor quality of screens and foil;  
determination of the density of blackening of the image;  
ways to eliminate negative defects;  
factors affecting the quality of images;  
staining process with special dyes;  
photo optics, formulation of developing and fixing solutions and their properties;  
the device of cameras, exposure meters, glossy machines and the rules for using them.

**Paragraph 68. Photo laboratory assistant, 4th category**

139. Characteristics of works:  
performing black-and-white artistic and color technical photographic printing in various ways;  
preparation of processing solutions according to recipes;  
toning, coloring, strengthening and weakening black and white negatives and positives;  
technical retouching of black and white negatives and positives;  
the development of color negatives and transparencies;  
production of super magnifications (photographic backgrounds ) on special equipment;  
adjustment of projection equipment and contact machines;  
making a black and white countertype from the negative.

140. Competencies to know:  
technology for processing color negative and transparencies;  
formulation for the preparation of various solutions for toning, weakening light-sensitive emulsions and solutions for etching black and white photography;  
properties of chemical reagents for processing negative and positive photographic materials.

**Paragraph 69. Photo laboratory assistant, 5 category**

141. Characteristics of works:  
performing color artistic photo printing in various ways;

the development of color negative and positive photographic materials;  
correction of color negative processing defects in projection printing;  
making a colored reproductive countertype from the negative;  
printing from a color reproduction negative;  
copying works;  
large-scale printing, double printing;  
connection and imprinting of other subjects, over-magnification, color correction in photo printing;

preparation of solutions for processing color negative and positive photographic materials;  
preparation of processing solutions according to recipes;  
strengthening and weakening of colored negative and positive.

142. Competencies to know:

technology for processing color negative and positive photographic materials;  
formulation and preparation of various processing solutions for weakening and etching of color photographic prints;

arrangement of equipment for processing color negative and positive photographic materials;

methods of color correction using corrective, mosaic filters and lenses;

ways to fix color negatives;

control and measuring equipment for determining the characteristics of color photographic materials.

#### **Paragraph 70. Dry cleaning operator, 3rd category**

143. Characteristics of the works:

conducting processes of processing products with organic solvents and impregnating them with special preparations on dry cleaning machines with manual or automatic control under the guidance of a more qualified operator;

determination of the level of solvent in the tanks and, if necessary, refueling them;

applying filter powder to filter elements;

acceptance of products according to the accompanying document and their delivery to the workplace;

checking the weight of the production batch;

solvent distillation;

transfer of products to the subsequent technological operation.

144. Competencies to know:

assortment and labeling of products for processing;

type and fibrous composition of materials;

device, rules of technical operation and maintenance of chemical cleaning machines;

the purpose of the main units of the distillation unit;

technological process of processing products with organic solvents;  
rules for loading and unloading products;  
the effect of organic solvents on products;  
accessories and finishing materials.

**Paragraph 71. Chemical cleaning operator, 4th category**

145. Description of works:

conducting processes of processing products with organic solvents and impregnating them with special preparations on dry cleaning machines with manual or automatic control, as well as on dry cleaning machines in self-service areas;

regeneration of activated carbon in the adsorption apparatus;

determination of the technological mode of processing depending on the degree of contamination, assortment and color of products, type, fibrous composition and density of the material;

instructing clients on safety and labor protection, machine operating rules;

control over the correct picking of batches of products by clients, their loading and unloading;

registration of orders in the cash register or receipt, charging processing fees in accordance with the price list, issuing tokens, preparing the necessary documentation and handing over cash proceeds in accordance with the established procedure;

keeping logs for accounting of equipment operation, solvent consumption.

146. Competencies to know:

device, rules of technical operation and maintenance of dry cleaning machines;

technological modes of processing products with organic solvents and special preparations;

rules for completing production batches;

properties of organic solvents, impregnating solutions and their effect on products, accessories and finishing materials;

rules for accepting products and preparing documentation;

rules for the preparation of impregnating solutions;

consumption rates of applied chemical materials;

requirements for the quality of product processing.

**Paragraph 72. Dry cleaning operator, 5 category**

147. Description of works:

conducting processes of processing products with organic solvents and impregnating them with special and preparations on dry cleaning machines with program control;

selection of a software card in accordance with the selected technological mode and its installation into a software device;

management of the work of lower qualification dry cleaning machine operators.

148. Competencies to know:

device, rules of technical operation and maintenance of installed equipment;

arrangement of an automation system, instrumentation, filter, distiller, water separator and other machine units, adsorption unit;

the principle of selection of software cards and methods of regulating the duration of individual stages of the technological process.

### **Paragraph 73. Centrifuge squeezer, 2nd category**

149. Characteristics of works:

spinning of linen in automated and semi- automated centrifuges;

checking the health of the centrifuge;

checking the availability of a travel coupon for linen;

verification of its compliance with the actual composition of the linen and the correspondence of the weight of the linen to the centrifuge capacity;

determination of the color strength of products and the possibility of loading them together with other linen;

loading linen into the centrifuge and starting it;

monitoring the correct operation of the centrifuge;

stopping centrifuge and unloading it;

determination of the degree of spinning of the linen (residual moisture);

identification and elimination of defects when working on centrifuges;

centrifuge flushing, cleaning and lubrication.

150. Competencies to know:

technological process of washing linen, assortment of linen;

methods for determining the strength of dyes on fabrics;

technology and duration of spinning of different types of linen on centrifuges of different types;

the technique of loading and unloading linen from the centrifuge;

purpose, system and design of the centrifuge;

principles of work and methods of management;

centrifuge capacity and speed of centrifuge baskets;

rules for the operation and maintenance of the centrifuge;

the procedure for sending the linen for further processing;

documentation accompanying the batch of linen.

### **Paragraph 74. Hairdresser, 3rd category**

151. Description of works:

combing, cutting hair of adults and children;  
styling and curling hair in accordance with the direction of fashion and facial features;  
curling hair with curlers, with tongs, chemical and electric (permanent);  
massage and head washing, application of chemicals and solutions;  
hair coloring in different colors and shades, bleaching them;  
haircut and shaving, taking into account the properties of the skin;  
applying compresses and facial massage;  
performing work with overlays and wigs;  
disinfection, cleaning and inspection of the instrument.

152. Competencies to know:

structure and properties of skin and hair;  
rules, methods and techniques for performing work;  
the formulation of dye and chemical mixtures and their effect on the skin and hair;  
device and rules for the operation of equipment and tools;  
types of materials, products, their purpose and application rates;  
rules of sanitation and hygiene;  
service rules and methods of first aid;  
the basics of modeling hairstyles, makeup in the scope of the school of fashion designers;  
manufacturing technology wig making products.

When performing all types of work and services (complex hairstyles, haircuts) - 4th category.

When performing perm and hair dyeing in various ways and of increased complexity with face correction - 5th category.

153. Note:

when developing models of hairstyles and demonstrating them at competitions, the profession is called "hairdresser - designer".

#### **Paragraph 75. Operator of linen drying machines, 2nd category**

154. Characteristics of works:

drying linen and products in drying machines (drums) and link drying cabinets;  
drying of working clothes, cotton and lavsan, contaminated with radioactive substances, in drying machines (drums) and in drying cabinets;  
preparation of drying drums and wings for work;  
loading linen and work clothes into drums;  
hanging in the drying wings in the prescribed manner;  
determination of the duration of drying of various types of linen and work clothes;  
checking the drying process;



temperature control in drying drums and drying cabinets;  
unloading linen, products and work clothes from drying drums and removing linen from drying wings;  
determination of the moisture content of the linen after drying;  
check of the accepted work clothes from the decontamination department for the degree of radioactive contamination in accordance with the acceptance documents.

155. Competencies to know:

The technology of drying clothes, products and cotton Mylar clothing contaminated by radioactive substances in the dryer cans and ovens;  
types of drying drums and cabinets;  
norms for loading linen and work clothes into drying drums and wings;  
device and principle of operation of drying drums and wings;  
operating rules for drying equipment;  
sanitary rules for working with radioactive substances.

### **Paragraph 76. Operator of linen drying installations, 3rd category**

156. Characteristics of works:

drying of film work clothes, personal protective equipment and footwear in bubble baths;  
checking the correctness of the readings of measuring instruments and drying equipment;  
participation in radiation monitoring after drying.

157. Competencies to know:

the technology of drying captive full-time work clothes, personal protective equipment and footwear;  
rules for checking and operating drying equipment;  
methods of measurements on stationary instruments;  
sanitary rules for working with radioactive substances;  
material properties;  
thermal drying regime, safety and labor protection rules.

### **Chapter 3. Alphabetical index of workers' professions**

158. The alphabetical index of workers' occupations is given in the Annex to the UTQR (issue 62).

Annex to the Unified  
Tariff and Qualification  
Reference Book of Work  
and Professions of Workers  
(issue 62)

### **Alphabetical index of workers' professions**

Footnote. Appendix as amended by Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 24.05.2022 No. 174 (effective ten calendar days after the date of its first official publication).

No.	Name of professions	Category range	Page
1.	Work clothes washing and repair operator	2	3
2.	Head wear finisher	4	4
3.	Dyer	3-5	5
4.	Steamer- presser	3-4	8
5.	Product picker	2-3	9
6.	Product dryer	3	10
7.	Quality controller of product processing	3	11
8.	Vignette and album scoreboard designer	3-4	12
9.	Stain remover	2-5	14
10.	Acceptor of the rental point	1-2	15
11.	Laundry solution maker	3	16
12.	Washing machine operator	2-5	19
13.	Linen picker	2-3	20
14.	Quality inspector for processing clothes and linen	3	20
15.	Beautyician	3-4	21
16.	Nanny	3-4	21
17.	Carpet cleaning operator	3-5	22
18.	Ironing arranger	1-2	23
19.	Apparatus operator for cleaning down and feather products	4	25
20.	Bath service worker	1	25
21.	Self-service laundry operator	4	25
22.	Pedicurist	2	26
23.	Retoucher	3-6	28
24.	Ritual equipment operator	2	28
25.	Hairstyle demonstrator	2	28
26.	Order taker	1-2	30
27.	Original inker	2-3	30
28.	Manicurist	2	31
29.	Excluded by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 24.05.2022 No. 174 (shall be enforced ten calendar days after the date of its first official publication).		
30.	Ironer	1-4	34

31.	Excluded by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 24.05.2022 No. 174 (shall be enforced ten calendar days after the date of its first official publication).		
32.	Operator of photomachines	4-5	37
33.	Photoprint edger	2-3	38
34.	Photographer	3-6	40
35.	Photo laboratory assistant	2-5	43
36.	Drycleaningmachineoperator	3-5	45
37.	Linen squeezer on centrifuges	2	46
38.	Hairdresser	3-5	48
39.	Hairdresser- designer	5	48
40.	Operator of linen drying machines	2-3	48