



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET INDUSTRY

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack – Turner - Stonecraft

SECTOR: HANDICRAFTS & CARPET

SUB-SECTOR: Handicrafts (Stonecraft)

OCCUPATION: Pre - Crafting

REFERENCE ID: HCS/Q1404

ALIGNED TO: NCO-2004/NIL

Turner: Turner is responsible for operating the lathe machine for producing range of stone components having different features. The individual continuously monitor the machine operations and make adjustments in its settings whenever required

Brief Job Description: The individual at work is responsible for operating the lathe machine for producing range of stone components having different features. The individual continuously monitors the machine operations and make adjustments in its settings whenever required

Personal Attributes: The job requires the individual to have: manual dexterity, good vision, the ability to work on moving electrical equipments and ability to work for long hours in standing position.



Job Details

Qualifications Pack Code	HCS/Q 1404		
Job Role	Turner - Stonecraft		
Credits(NSQF)	TBD	Version number	1.0
Sector	Handicrafts & Carpet	Drafted on	07/03/2015
Sub-sector	Stoneware	Last reviewed on	09/07/2015
Occupation	Pre - Crafting	Next review date	09/07/2017
NSQC Clearance on	05/08/2015		

Job Role	Turner - Stonecraft Also called "Lathe Machine Operator"
Role Description	Responsible for operating the lathe machine for producing range of stone components having different features. The individual continuously monitor the machine operations and make adjustments in its settings whenever required
NSQF level	4
Minimum Educational Qualifications	Preferably 8 th pass
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Not Applicable
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> HCS/N1405 Prepare stone components on lathe machine HCS/N9901 Coordinate with colleagues and work as a team HCS/N9902 Maintain safe work environment HCS/N9903 Maintain personal health Optional: Not applicable
Performance Criteria	As described in the relevant OS units



Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential achieving the objectives of the function.
Job role	Job role defines unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job role satisfactorily at workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.
Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.
Organizational	Organizational Context includes the way the organization is structured and how it

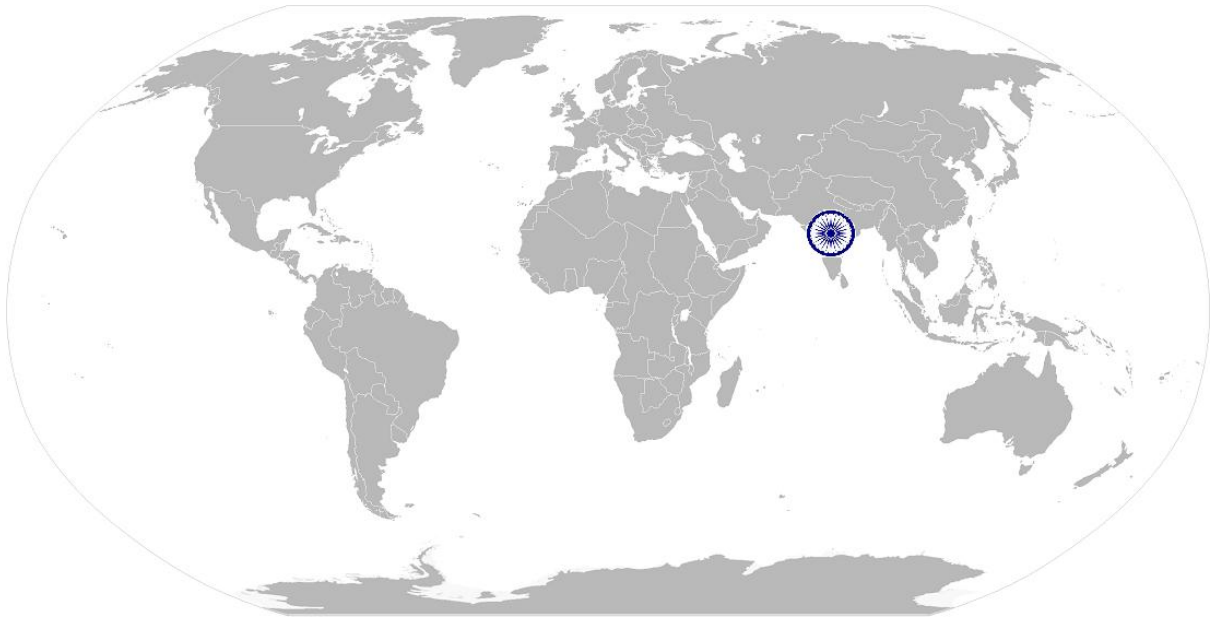


Context	operates. It includes elements of operational knowledge contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
HCS	Handicrafts and Carpet Skill Sector Council
NSDC	National Skill Development Corporation

Acronyms



National Occupational Standard



Overview

This unit is about preparing the stone components on the lathe machine as per product specifications.



HCS/N1405

Prepare stone components on lathe machine

National Occupational Standard

Unit Code	HCS/N1405
Unit Title (Task)	Prepare stone components on lathe machine
Description	This unit is about preparing the stone components on the lathe machine as per product specifications.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> Receiving the raw alabaster stone and work instructions Prepare the stone for the lathe machine Operating the lathe machine Achieve productivity and quality standards
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Receiving the raw alabaster stone and work instructions	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. receive raw alabaster stone from the supervisor</p> <p>PC2. receive the information about the type and quantity of components of different products to be made in the day</p> <p>PC3. receive work specific instructions from the supervisor</p> <p>PC4. get daily production targets from the supervisor</p>
Prepare the stone for the lathe machine	<p>To be competent, the user/ individual must be able to:</p> <p>PC5. cut the stone into manageable size for lathe machine if required</p> <p>PC6. cut off any large corners or any protrusions in the stone</p>
Operating the lathe machine	<p>To be competent, the user/ individual must be able to:</p> <p>PC7. check the lathe machine and its settings</p> <p>PC8. mount the stone on the lathe machine</p> <p>PC9. position the stone correctly on the machine</p> <p>PC10. correctly set the range of work holding devices like chucks; drive plates; fixtures; magnetic or pneumatic devices etc.</p> <p>PC11. correctly set the range of cutting tools like turning, facing, boring, knurling, parting off, forming, central drill, twist drill, reamers etc.</p> <p>PC12. switch on the machine and operate it as per the operational manual</p> <p>PC13. perform turning operations using various equipment to produce stone components with various shapes</p> <p>PC14. change the position of the stone and slide the blades inside it to create gradual round shape as per product requirements</p> <p>PC15. demount the shaped stone once the desired form is achieved</p> <p>PC16. give back the shaped stone to the supervisor for further processing</p>
Achieving productivity and quality standards	<p>To be competent, the user/ individual must be able to:</p> <p>PC17. give shape to the stone as per the product specifications</p> <p>PC18. do the minimum wastage of the stone during the turning operations</p> <p>PC19. shape the stone without damaging it for further processing</p>



HCS/N1405

Prepare stone components on lathe machine

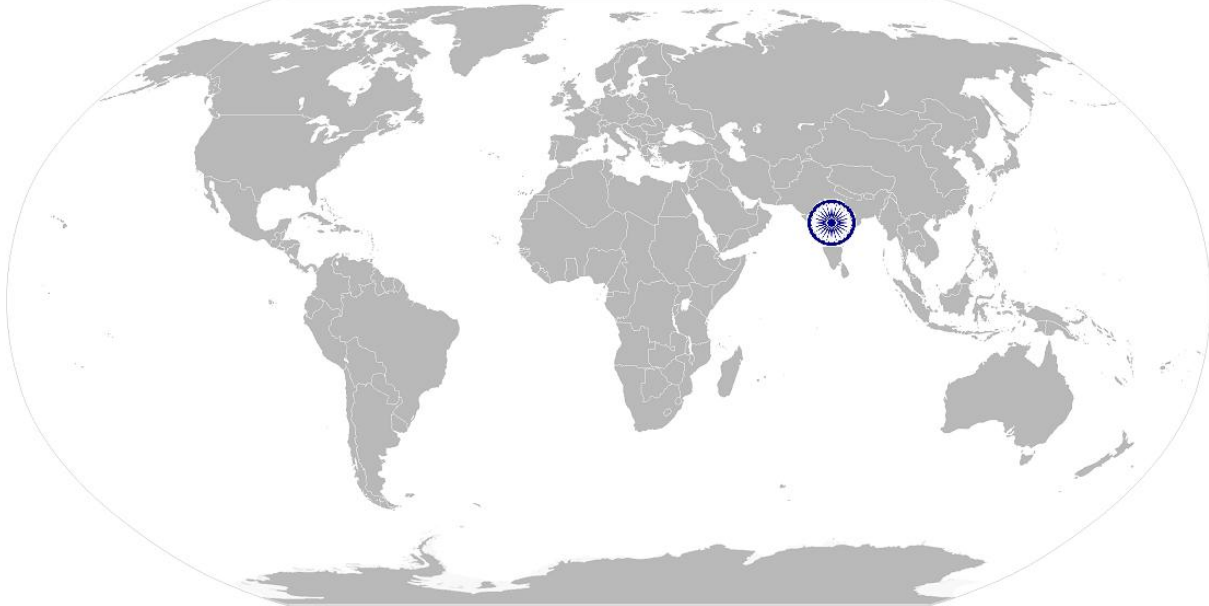
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs understand: KA1. company's policies on: human resource management, benefits and code of conduct KA2. company's products with different stones and quality assurance KA3. organisation culture and typical customer profile KA4. company's reporting structure KA5. company's documentation policy
B. Technical Knowledge	The individual on the job needs to know and understand: KB1. types of stone and their basic qualities KB2. how to cut the stone into manageable size for lathe machine KB3. how to cut off the large corners or any protrusions without damaging the whole piece KB4. usage of stone cutting machine, variety of chisels and hammer KB5. changing parts of the machine KB6. maintenance and repair lathe machine KB7. how to mount the heavy stone on the lathe machine KB8. what is the right position of the stone on the lathe machine to work upon KB9. how to operate and monitor the lathe machine KB10. how to change the parts of the lathe machine as per product requirements KB11. how to set the tools and working parts on the machine KB12. how to change the position of the stone on the lathe machine as per design requirements
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	<div style="background-color: #d9e1f2; padding: 2px;">Reading skills</div> The individual on the job needs to know and understand how to: SA1. how to read the work requirements SA2. how to read company policy notes
	<div style="background-color: #d9e1f2; padding: 2px;">Writing skills</div> The individual on the job needs to know and understand how to: SA3. how to document the quantity of stones received from the supervisor
	<div style="background-color: #d9e1f2; padding: 2px;">Communication skills</div> The individual on the job needs to know and understand how to: SA4. how to seek work instructions from the supervisor SA5. listen to supervisor to know daily targets SA6. seek out and listen to co-workers SA7. express the information, both technical and non-technical, to seniors and colleagues effectively.
B. Professional Skills	<div style="background-color: #d9e1f2; padding: 2px;">Decision making skills</div> The individual on the job needs to know and understand how to: SB1. decide the use of appropriate use of tools and machines
	<div style="background-color: #d9e1f2; padding: 2px;">Plan and Organize</div> The individual on the job needs to know and understand how to: SB2. to plan the work and organize all the tools; parts and equipments required to



HCS/N1405

Prepare stone components on lathe machine

	perform the job
	Customer centricity
	The individual on the job needs to know and understand how to: SB3. communicate with customers / clients and understand their preferences
	Problem solving
	The individual on the job needs to know and understand how to: SB4. to solve work related problems
	Analytical thinking
	The individual on the job needs to know and understand how to: SB5. analyse and communicate as per the requirement
	Critical thinking
The individual on the job needs to know and understand how to: SB6. spot process disruptions and delays SB7. report on any concerns to superiors without delay	



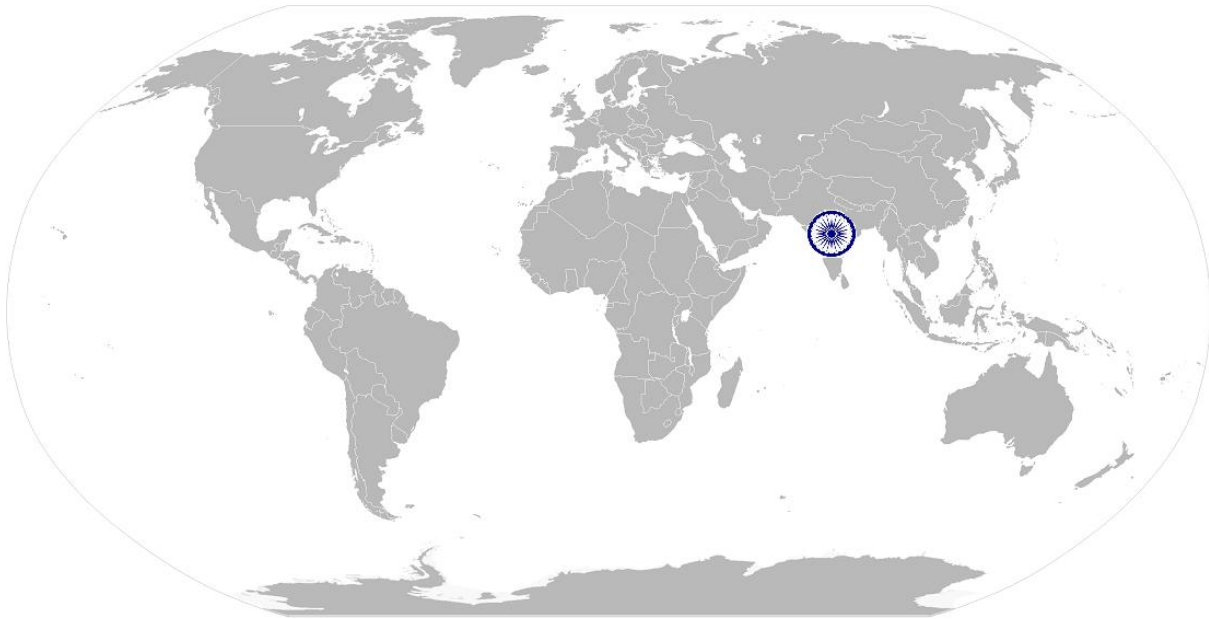


HCS/N1405

Prepare stone components on lathe machine

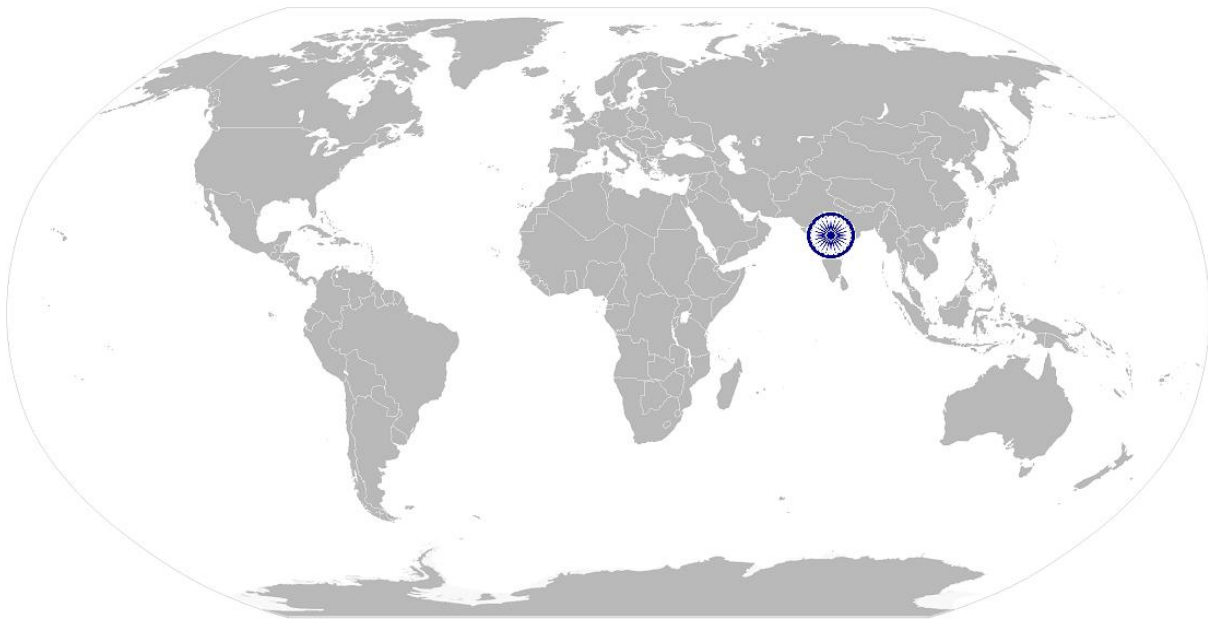
NOS Version Control

NOS Code	HCS/N1405		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	07/03/2015
Industry Sub-sector	Stoneware	Last reviewed on	09/07/2015
Occupation	Pre - Crafting	Next review date	09/07/2017





National Occupational Standard



Overview

This unit is about individual's coordination and communication level with colleagues and superiors so as to achieve the deliverable on time through a smooth workflow.



HCS/N9901

Coordinate with colleagues and work as a team

Unit Code	ELE/N9901
Unit Title (Task)	Coordination and team work with colleagues and superior
Description	This OS unit is about communicating and coordinating with colleagues and superiors in order to achieve smooth and hazard free work flow during production. It is about the ability to work as a team member, share work and multi task to meet the deliverable schedule and quality requirements, assuring no process disruptions.
Scope	This unit/ task covers the following: <ul style="list-style-type: none"> • Interact with supervisor or superior • Work as a team by coordinating with colleagues within and outside the department • Report and Document
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interact with supervisor or superior	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC1. receive job order and instructions from reporting supervisor PC2. understand the work output requirements, targets, performance indicators and incentives PC3. deliver quality work on time and report any anticipated reasons for delays PC4. report on any grievances, production defects and any potential hazards PC5. communicate on process flow improvements PC6. communicate maintenance and repair schedule proactively to the supervisor PC7. receive feedback on work standards PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc PC9. report in time for shortage or need of raw materials PC10. handover completed work to supervisor
Work as a team by coordinating with colleagues within and outside the department	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues PC13. interact with colleagues from different functions and understand the nature of their work PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues PC15. resolve conflicts and ensure smooth workflow PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement PC18. receive feedback from Quality Control and rework in order to complete work on time



HCS/N9901

Coordinate with colleagues and work as a team

	<p>PC19. share information with colleagues to enable efficient delivery of work PC20. highlight any errors of colleagues, help to rectify and ensure quality output PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance</p>
Report and Document	<p>To be competent, the user/ individual must be able to: PC22. document all the details accurately relating to one's role as required PC23. report on the work completed and keep it in records</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The individual on the job needs understand:</p> <p>KA1. company's policies on preferred language of communication, incentives, quality standards, personnel management, reporting and escalation matrix policy KA2. company's standard operating procedure (SOP) and the risk and impact of not following them KA3. procedures for working with colleagues, his/her role and responsibilities in relation to this KA4. organizational hierarchy and the line of reporting structure KA5. procedures to report employment related issues and to deal with conflicts KA6. work flow involved in the company's production process and the sequence of operations KA7. importance of the individual's role in the workflow and details of the individual responsibilities KA8. Work target and review mechanism KA9. common potential hazards in the work place and the procedures to deal with them KA10. tools and equipments handling procedure KA11. documentation procedures as required</p>
<p>B. Technical Knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. communicate effectively with various categories of people and the different departments in the organization KB2. build team coordination and work effectively in a team for organizational and individual success KB3. to document the job activity as required like the check sheets, history sheets, etc. KB4. help colleagues with specific issues and problems, meeting quality and time standards as a team KB5. listen actively to team members KB6. maintain the proper tone and pitch for communication, ethics and discipline for professional success KB7. develop effective working relationship with mutual trust and respect within the team KB8. express and address grievances appropriately, deal with difficult work relationships and manage the internal conflicts effectively.</p>



HCS/N9901 Coordinate with colleagues and work as a team

Skills (S) [Optional]	
C. Core Skills/ Generic Skills	Reading skills
	The individual on the job needs to know and understand how to: SA8. read job sheets, design sheet and information displayed at the workplace SA9. read notes/comments from the supervisor SA10. read and understand manuals, health and safety instructions, memos etc
	Writing skills
	The individual on the job needs to know and understand how to: SA11. fill up documentation to one's role
	Communication skills
	The individual on the job needs to know and understand how to: SA12. interact with team members to work efficiently SA13. communicate effectively with supervisor
D. Professional Skills	Decision making skills
	The individual on the job needs to know and understand how to: SB8. report to supervisor and deal with a colleague individually, depending on the type of concern
	Plan and Organize
	The individual on the job needs to know and understand how to: SB9. communicate with superiors as required
	Customer centricity
	The individual on the job needs to know and understand how to: SB10. communicate with customers / clients and understand their preferences
	Problem solving
	The individual on the job needs to know and understand how to: SB11. resolve problems / conflicts through proper communication
	Analytical thinking
	The individual on the job needs to know and understand how to: SB12. analyse and communicate as per the requirement
Critical thinking	
The individual on the job needs to know and understand how to: SB13. spot and communicate potential areas of disruptions to work process and report the same	

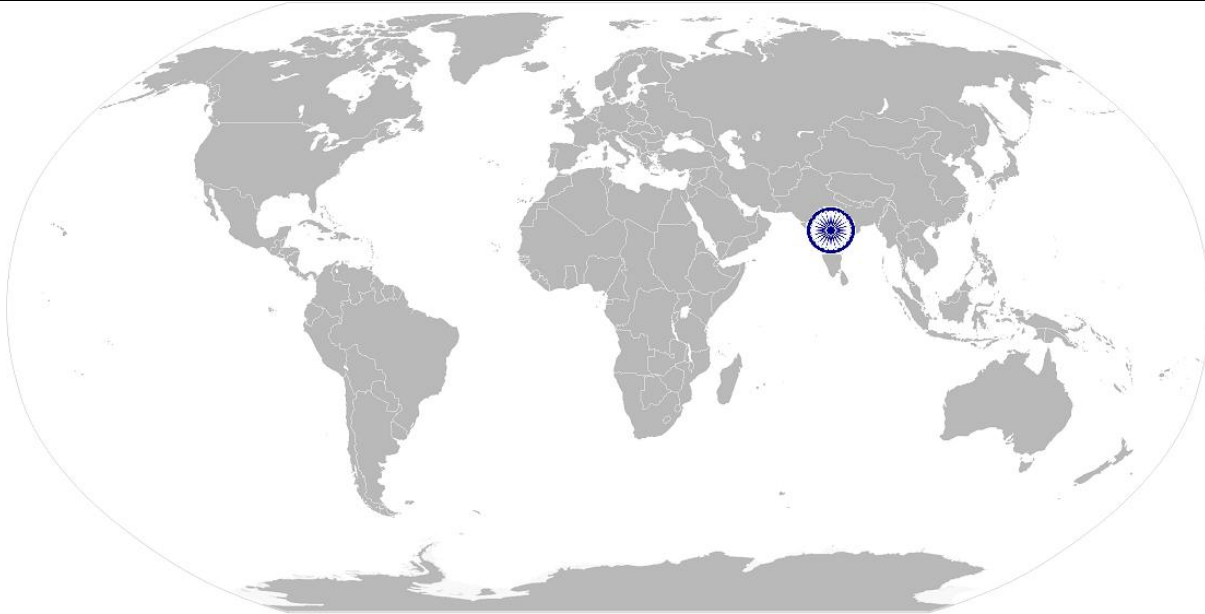


HCS/N9901

Coordinate with colleagues and work as a team

NOS Version Control

NOS Code	HCS/N9901		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/02/2015
Industry Sub-sector	Handicrafts	Last reviewed on	26/03/2015
Occupation	Pre-production / Craft making / Finishing	Next review date	26/03/2016





HCS/N9902

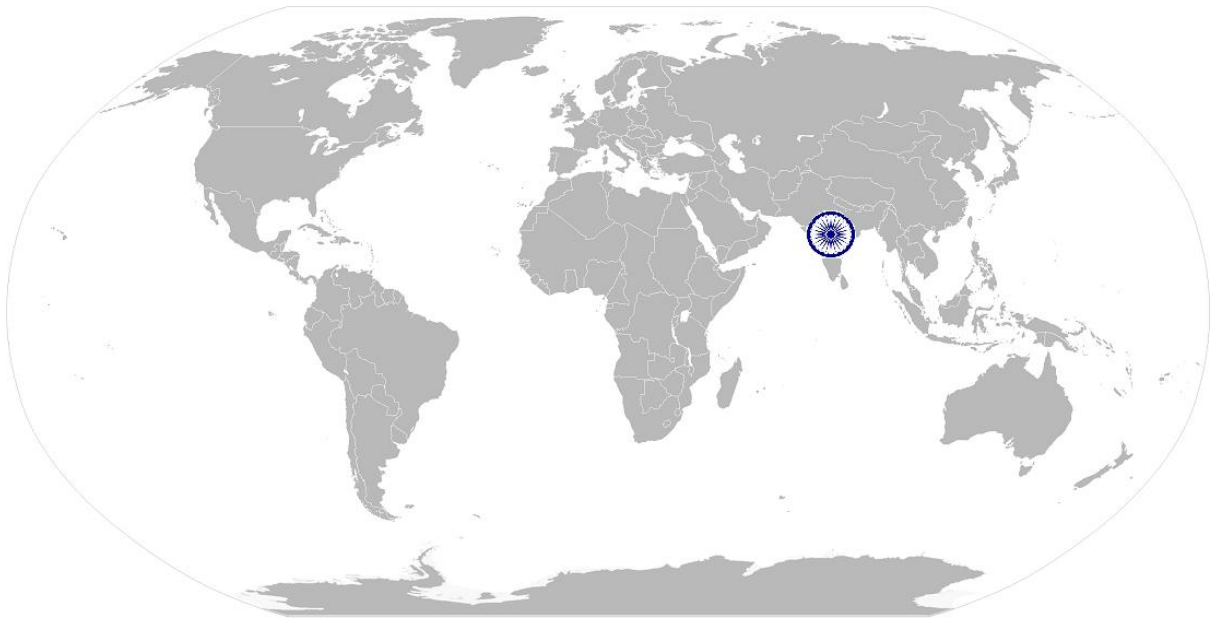
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National Occupational Standards

Maintain safe work environment



National Occupational Standard



Overview

This unit is about the individual's effort to maintain safe work environment.



HCS/N9902

Maintain safe work environment

Unit Code	HCS/N9902
Unit Title (Task)	Maintain safe work environment
Description	This OS unit is about following adequate safety procedures to make work environment safe.
Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Follow safety procedure and practices Achieve safety standards
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Follow safety procedure and practices	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC1. comply with safety procedures while on work to prevent accidents PC2. take adequate safety measures while handling materials, chemicals and tools PC3. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working PC4. undertake basic safety checks before operation of all tools and electrical equipments PC5. wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area) PC6. follow recommended material handling procedure to control material and personal damage PC7. perform all procedures as per company's work instructions for controlling operational risk PC8. perform the duties in a manner which minimizes environmental damage PC9. dispose of waste safely and correctly in a designated area as per company's SOP PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger
Achieve safety standards	To be competent, the user/ individual must be able to: <ul style="list-style-type: none"> PC11. ensure zero accident at workplace PC12. adhere to safety standards and ensure no material damage
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. company's policies on work safety and occupational hazard management KA2. company's HR policies KA3. company's reporting structure KA4. company emergency evacuation procedure



HCS/N9902

Maintain safe work environment

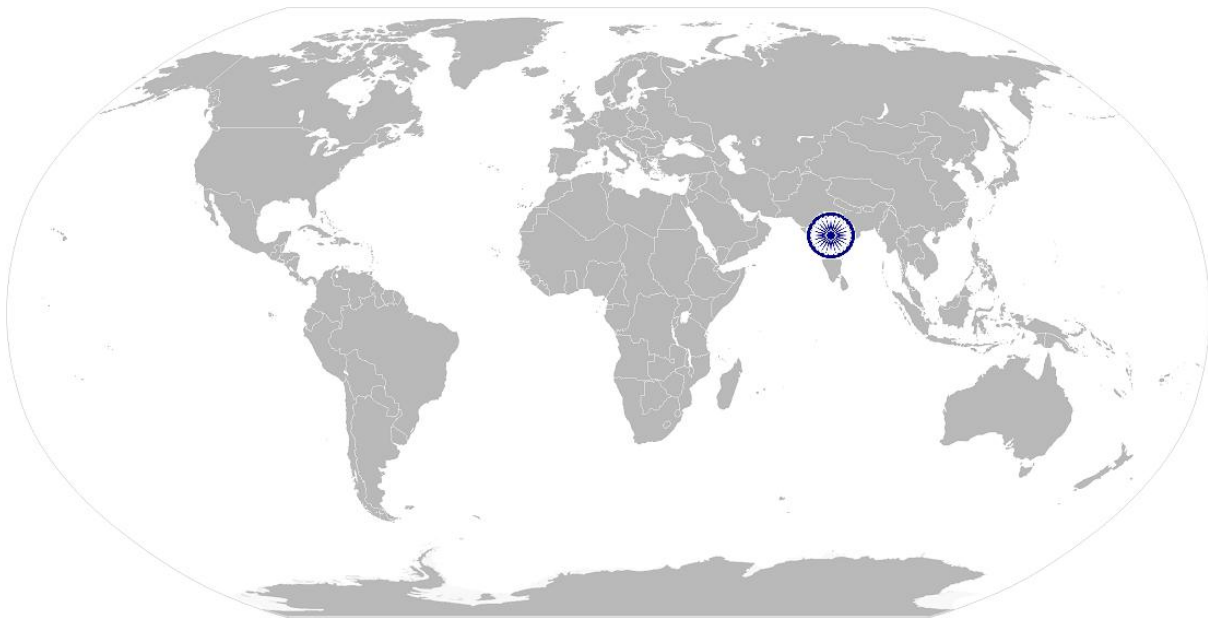
<p>B. Technical Knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. accidental risks to the worker</p> <p>KB2. how to maintain the work area safe and secure</p> <p>KB3. how to perform the duties in a way to minimize accidental risks</p> <p>KB4. how to handle chemicals</p> <p>KB5. purpose and usage of protective gears such as gloves , protective goggles, masks, etc. while working</p> <p>KB6. material handling procedure</p> <p>KB7. standard Operating Procedure (SOP) of processes</p> <p>KB8. precautionary activities to be followed in the processes</p> <p>KB9. how to operate tools and electrical equipments</p> <p>KB10. emergency procedures to be followed in case of an mishap such as fire accidents etc.</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Reading skills</p> <p>To be competent, the user/ individual must be able to:</p> <p>SA1. read safety instructions, safety signage and safety manuals</p> <p>SA2. read the usage of various safety tools and equipments</p> <p>Writing skills</p> <p>To be competent, the user/ individual must be able to:</p> <p>SA3. take notes on descriptions and details of various safety precautions and procedures as instructed</p> <p>Communication Skills</p> <p>To be competent, the user/ individual must be able to:</p> <p>SA4. communicate supervisor about the work safety issues</p> <p>SA5. receive instructions from supervisor on minimizing the accidental risks</p> <p>SA6. communicate co-workers about the precautions to be taken for accident free work</p>
<p>B. Professional Skills</p>	<p>Decision Making skills</p> <p>The individual on the job needs to know and understand:</p> <p>SB1. how to select appropriate safety tools and equipments</p> <p>Plan and Organize</p> <p>The individual on the job needs to know and understand:</p> <p>SB2. improve work processes by adopting best safety practices</p> <p>Customer centricity</p> <p>The individual on the job needs to know and understand:</p> <p>SB3. coordinate with different departments on briefing the safety aspects</p> <p>SB4. guide the team members on use of various safety tools and equipments</p> <p>Problem solving</p> <p>The individual on the job needs to know and understand:</p> <p>SB5. improve work processes by adopting best safety practices</p>



HCS/N9902

Maintain safe work environment

	Analytical thinking
	The individual on the job needs to know and understand: SB6. analyse the usage of appropriate tools and consumables
	Critical thinking
	The individual on the job needs to know and understand how to: SB7. spot errors and any other disruptions and communicate with solutions



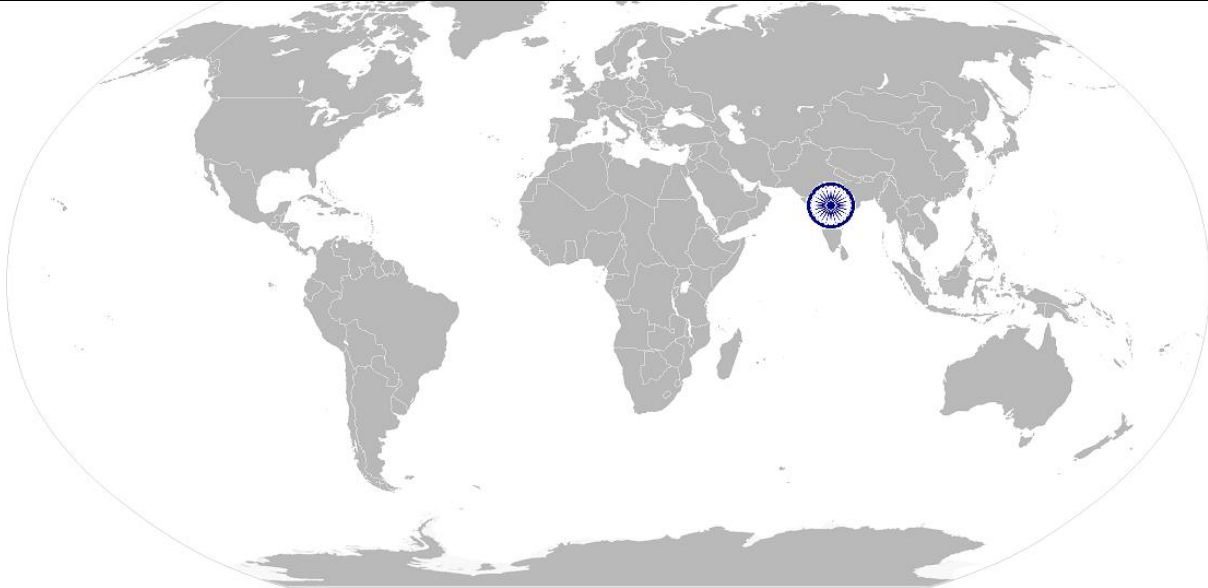


HCS/N9902

Maintain safe work environment

NOS Version Control

NOS Code	HCS/N9902		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/02/2015
Industry Sub-sector	Handicrafts	Last reviewed on	26/03/2015
Occupation	Pre-production / Craft making / Finishing	Next review date	26/03/2016

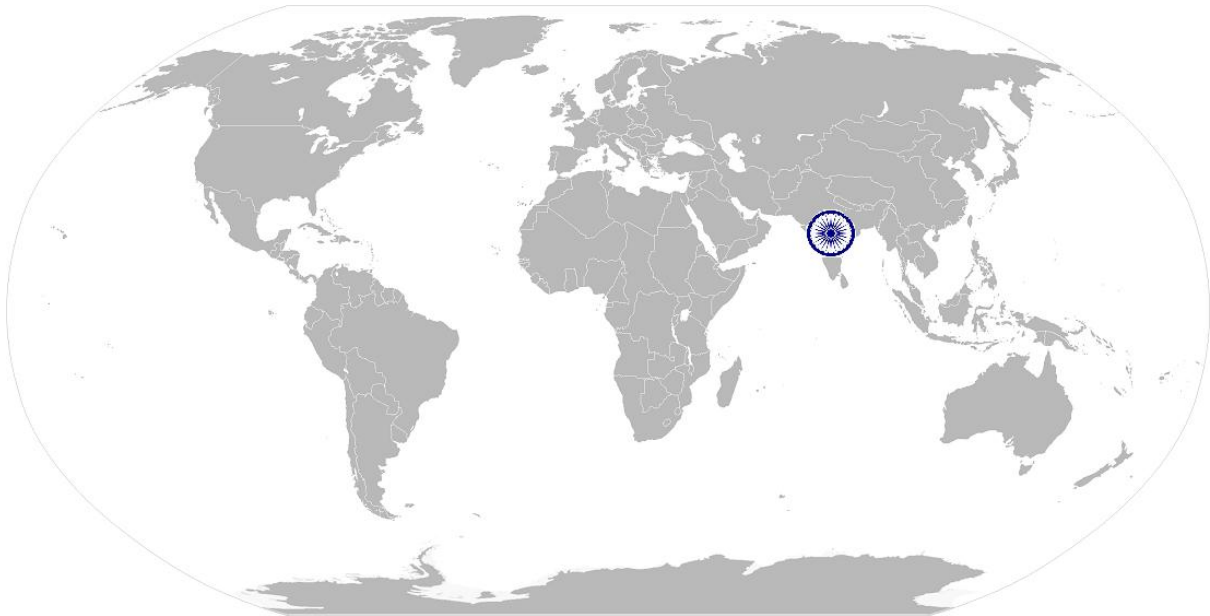




HCS/N9903

Maintain personal health

National Occupational Standard



Overview

This unit is about managing personal health at work place.



HCS/N9903

Maintain personal health

Unit Code	HCS /N9903
Unit Title (Task)	Maintain personal health
Description	This OS unit is about managing personal health at work place.
Scope	This unit/ task covers the following: <ul style="list-style-type: none"> Adopt healthy work practices Achieve work productivity while maintaining health
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Adopt healthy work practices	To be competent, the user/ individual must be able to: <p>PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust</p> <p>PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it</p> <p>PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision</p> <p>PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts</p> <p>PC5. undergo preventive health checkups at regular intervals</p> <p>PC6. take prompt treatment from the doctor in case of illness</p> <p>PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work</p>
Achieve work productivity while maintaining health	To be competent, the user/ individual must be able to: <p>PC8. ensure no productivity loss or absenteeism from work due to illness</p> <p>PC9. ensure no long term ill effect on the personal health</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand: <p>KA1. company's policies on: personal health and occupational hazard management</p> <p>KA2. company's HR policies</p> <p>KA3. company's reporting structure</p> <p>KA4. company's emergency evacuation procedure</p>
B. Technical Knowledge	The individual on the job needs to know and understand: <p>KB1. health risks to the worker at the work place</p> <p>KB2. healthy work practices</p> <p>KB3. how to perform the duties in a way to minimize pollution at the work place</p> <p>KB4. what personal protective equipments should be worn and how it is cared for</p> <p>KB5. safe disposal methods for waste</p> <p>KB6. how to provide the first aid treatment at workplace</p> <p>KB7. emergency procedures to be followed in case of an mishap such as fire accidents etc.</p>



HCS/N9903

Maintain personal health

Skills (S)	
A. Core Skills/ Generic Skills	Reading skills
	To be competent, the user/ individual must be able to: SA1. read personal health instructions and manual SA2. read the usage of various hand tools and personal protection equipments
	Writing skills
	To be competent, the user/ individual must be able to: SA3. take notes on descriptions and details of various personal health maintenance procedures
	Communication Skills
	To be competent, the user/ individual must be able to: SA4. communicate supervisor about the physical symptoms SA5. receive instructions from doctor and supervisor on medical care
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SB1. how to select appropriate hand tools and personal protection equipments SB2. when to change personal protection equipments during the work SB3. how to identify first aid needs in case and of an injury
	Plan and organize
	The user/individual on the job needs to know and understand: SB4. how to select appropriate hand tools and personal protection equipments SB5. when to change personal protection equipments during the work
	Customer centricity
	The user/individual on the job needs to know and understand: SB6. how to use materials that does not affect customer health / make injury
	Problem solving
	The individual on the job needs to know and understand: SB7. improve work processes by adopting best safety practices
	Analytical thinking
	The individual on the job needs to know and understand: SB8. analyse the usage of appropriate tools and consumables
Critical thinking	
The individual on the job needs to know and understand how to: SB9. spot errors and any other disruptions and communicate with solutions	

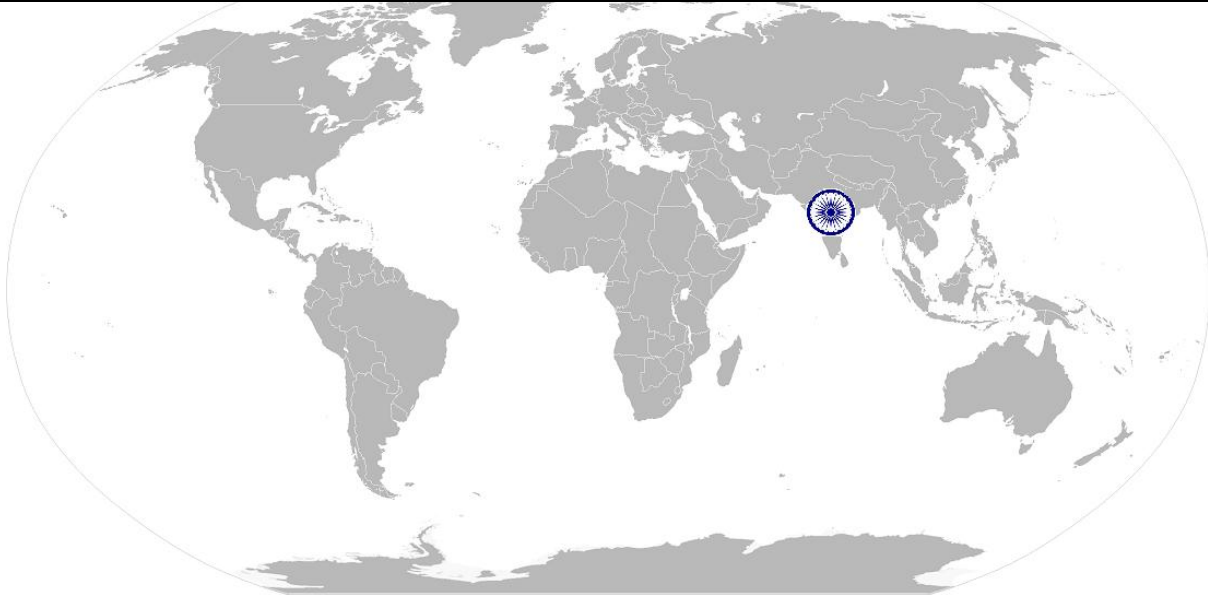


HCS/N9903

Maintain personal health

NOS Version Control

NOS Code	HCS/N9903		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/02/2015
Industry Sub-sector	Handicrafts	Last reviewed on	26/03/2015
Occupation	Pre-production / Craft making / Finishing	Next review date	26/03/2016

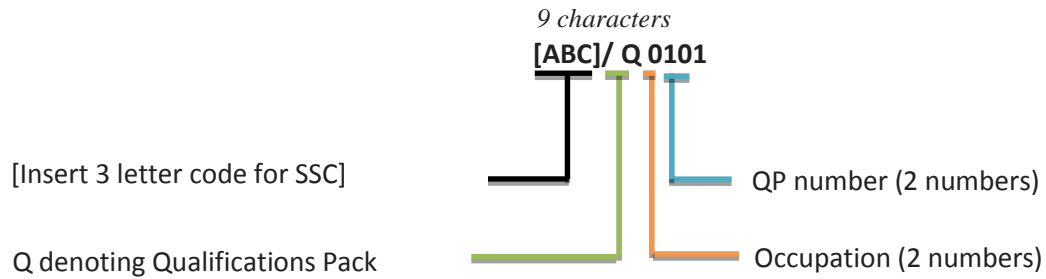




Annexure

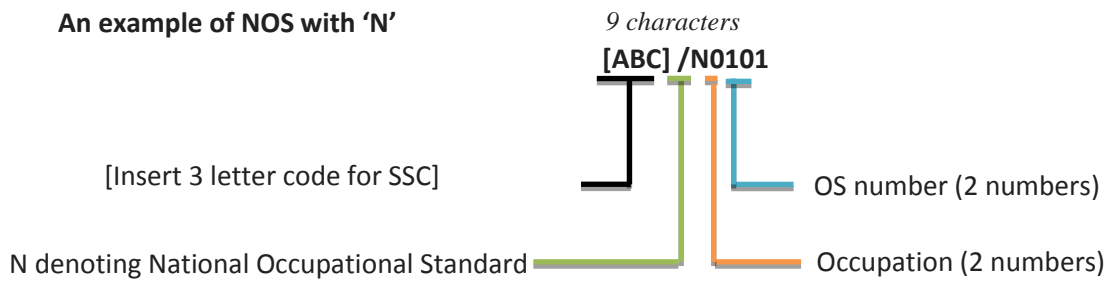
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Ceramics	01 – 10
Fashion Jewellery	11 - 13
Stoneware	14 - 19
Glassware	20 - 27
Metalware crafts	28 - 37
Leather crafts	38 - 43
Paper Mache	44 - 49
Carpets & rugs	50 – 59
Horn bone & shell craft	60 – 65
Wood ware, dolls & toys	66 – 71
Hand printed, Embroidered / knitted & crocheted textiles	72 – 77
Agarbatti	78 – 82
Paper crafts	83 – 86
NER crafts	87 – 92
Miscellaneous crafts	93 - 95
Generic Occupation	96 – 99

Sequence	Description	Example
Three letters	Handicrafts and Carpet Sector Skill Council	HCS
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	01
Next two numbers	OS number	01



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role : Turner (Stonecraft)

Qualification Pack : HCS/Q1404

Sector Skill Council : Handicrafts & Carpet

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for each PC.
2. Each NOS will be assessed both for theoretical knowledge and practical
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

		Total Marks (400)			
HCS/N1405	Prepare stone components on lathe machine				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Receiving the raw alabaster stone and work instructions	PC1. receive raw alabaster stone from the supervisor	100	1	0	1
	PC2. receive the information about the type and quantity of components of different products to be made in the day		4	1	3
	PC3. receive work specific instructions from the supervisor		4	1	3
	PC4. get daily production targets from the supervisor		4	1	3
Prepare the stone for the lathe machine	PC5. cut the stone into manageable size for lathe machine if required		7	0	7
	PC6. cut off any large corners or any protrusions in the stone		7	0	7
Operating the lathe machine	PC7. check the lathe machine and its settings		8	1	7
	PC8. mount the stone on the lathe machine		8	1	7
	PC9. position the stone correctly on the machine		7	0	7
	PC10. correctly set the range of work holding devices like chucks; drive plates; fixtures; magnetic or pneumatic devices etc.		8	1	7



Qualifications Pack For Turner - Stonecraft

	PC11. correctly set the range of cutting tools like turning, facing, boring, knurling, parting off, forming, central drill, twist drill, reamers etc.	6	1	5
	PC12. switch on the machine and operate it as per the operational manual	6	1	5
	PC13. perform turning operations using various equipment to produce stone components with various shapes	6	1	5
	PC14. change the position of the stone and slide the blades inside it to create gradual round shape as per product requirements	6	1	5
	PC15. demount the shaped stone once the desired form is achieved	4	1	3
	PC16. give back the shaped stone to the supervisor for further processing	2	1	1
Achieving productivity and quality standards	PC17. give shape to the stone as per the product specifications	4	1	3
	PC18. do the minimum wastage of the stone during the turning operations	4	1	3
	PC19. shape the stone without damaging it for further processing	4	1	3
	TOTAL POINTS	100	15	85

HCS/N9901	Coordinate with colleagues and work as a team				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Interact with supervisor	PC1. receive job order and instructions from reporting supervisor	100	4	3	1
	PC2. understand the work output requirements, targets, performance indicators and incentives		5	4	1
	PC3. deliver quality work on time and report any anticipated reasons for delays		5	1	4
	PC4. report on any grievances, production defects and any potential hazards		4	2	2
	PC5. communicate on process flow improvements		4	2	2
	PC6. communicate maintenance and repair schedule proactively to the supervisor		4	1	3
	PC7. receive feedback on work standards		4	2	2
	PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc		5	2	3
	PC9. report in time for shortage or need of raw materials		4	1	3



	PC10. handover completed work to supervisor		4	2	2
Work as a team by coordinating with colleagues within and outside the department	PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team		5	2	3
	PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues		5	2	3
	PC13. interact with colleagues from different functions and understand the nature of their work		4	2	2
	PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues		4	2	2
	PC15. resolve conflicts and ensure smooth workflow		4	1	3
	PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly		4	1	3
	PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		4	1	3
	PC18. receive feedback from Quality Control and rework in order to complete work on time		5	1	4
	PC19. share information with colleagues to enable efficient delivery of work		6	3	3
	PC20. highlight any errors of colleagues, help to rectify and ensure quality output		4	2	2
	PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance		4	1	3
Report and Document	PC22. document all the details accurately relating to one's role as required		4	1	3
	PC23. report on the work completed and keep it in records		4	1	3
	TOTAL POINTS		100	40	60

HCS/N9902	Maintain safe work environment				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Follow safety procedure and practices	PC1. comply with safety procedures while on work to prevent accidents	100	8	2	6
	PC2. take adequate safety measures while handling materials, chemicals and tools		8	2	6
	PC3. wear appropriate personal protective		8	2	6



		gears such as gloves, protective goggles, masks etc. while working			
	PC4.	undertake basic safety checks before operation of all tools and electrical equipments	9	2	7
	PC5.	wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area)	9	2	7
	PC6.	follow recommended material handling procedure to control material and personal damage	8	2	6
	PC7.	perform all procedures as per company's work instructions for controlling operational risk	8	4	4
	PC8.	perform the duties in a manner which minimizes environmental damage	6	2	4
	PC9.	dispose of waste safely and correctly in a designated area as per company's SOP	8	2	6
	PC10.	report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger	8	4	4
Achieve safety standards	PC11.	ensure zero accident at workplace	10	2	8
	PC12.	adhere to safety standards and ensure no material damage	10	2	8
	TOTAL POINTS		100	28	72

HCS/N9903	Maintain personal health				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Adopt healthy work practices	PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	100	12	4	8
	PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it		10	2	8
	PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision		10	2	8
	PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts		10	2	8
	PC5. undergo preventive health checkups at regular intervals		10	2	8
	PC6. take prompt treatment from the doctor in		11	3	8



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	case of illness				
	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work		11	4	7
Achieve work productivity while maintaining health	PC8. ensure no productivity loss or absenteeism from work due to illness		13	3	10
	PC9. ensure no long term ill effect on the personal health		13	3	10
	TOTAL POINTS		100	25	75