



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

Contact Us:

HCSSC
C/o EPCH, Plot No. 3,
Pocket 6 & 7, Sector C,
Vasant Kunj,
New Delhi – 110070
Phone: +91-11-26139834
Fax: +91-11-26135519
Website: www.hcssc.in
Email: hcssc@hcssc.in



Contents

1. Introduction and Contacts.....	1
2. Qualifications Pack.....	2
3. Glossary of Key Terms.....	3
4. OS Units.....	5
5. Annexure: Nomenclature for QP & OS.....	25
6. Assessment Criteria.....	27

Introduction

Qualifications Pack- Seasoning and Chemical Treatment Assistant (Woodware)

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Handicrafts (Woodware)

OCCUPATION: Seasoning and Chemical Treatment

REFERENCE ID: HCS/Q6801

ALIGNED TO: NCO -2004/NIL

The job involves chemical treatment and seasoning of wood under supervision to remove bugs, moisture and other defects for preparing the wood for its further processing.

Brief Job Description: The individual is responsible for chemical treatment and seasoning of wood preparing it for further processing and works under supervision. The individual loads and unloads the chemical and heat treatment chambers, ensures correct maintenance of pressure and temperature, operates these chambers, and is responsible for ensuring safe working. The person possesses knowledge of various wood species and relevant wood treatment.

Personal Attributes: The job requires the operator to be fit to lift logs and move or transport them. The person needs to be prepared for manual work and have an attentive and alert mind.



Job Details	Qualifications Pack Code	HCS/Q6801		
	Job Role	Seasoning and Chemical Treatment Assistant (Woodware)		
	Credits	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	05/01/2016
	Sub-sector	Handicrafts (Woodware)	Last reviewed on	05/01/2016
	Occupation	Seasoning and Chemical Treatment	Next review date	05/01/2018
	NSQF clearance on	NA		

Job Role	Seasoning and Chemical Treatment Assistant (Woodware)
Role Description	The individual works under supervision and is responsible for chemical treatment and seasoning of wood, and preparing it for further processes.
NSQF level	3
Minimum Educational Qualifications	Class 5th
Maximum Educational Qualifications	NA
Training (Suggested but not mandatory)	NA
Minimum Job Entry Age	18 Years
Experience	NA
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N6801 Carry out chemical treatment of wood as per requirement HCS/N6802 Carry out seasoning processes on wood HCS/N6608 Use basic health and safety practices in a wood working environment <p>Optional: NA</p>
Performance Criteria	As described in the relevant OS units



Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar business 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.
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 an 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-function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a 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 when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual need in order to perform to the required standard.
Organizational Context	Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work



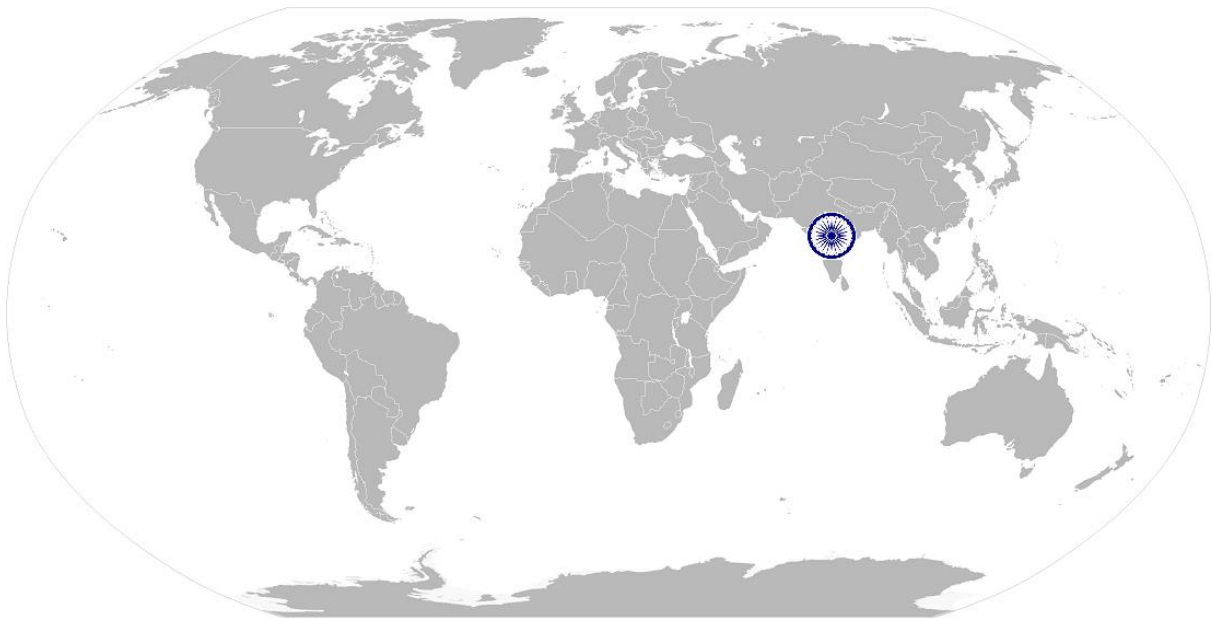
Acronyms

	environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
W.R.T.	With Respect To
QP	Qualifications Pack
NA	Not Applicable
TBD	To Be Discussed



HCS/N6801 Carry out chemical treatment of wood as per requirement

National Occupational Standard



Overview

This unit covers the chemical treatment of wood. It also covers knowledge of wood species and wood treatment as per species and thickness of wood.



HCS/N6801 Carry out chemical treatment of wood as per requirement

National Occupational Standard	Unit Code	HCS/N6801
	Unit Title (Task)	Carry out chemical treatment of wood as per requirement
	Description	This unit involves carrying out the chemical treatment of wood. It also covers knowledge of wood species and wood treatment as per species and thickness of wood.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Prepare for chemical treatment of wood • Remove bugs through chemical treatment of wooden logs and planks • Check pieces of wood post chemical treatment • Work safely
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Prepare for chemical treatment of wood	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify different types of wood species PC2. stack wooden pieces safely and as per organisational standards, in designate area PC3. transport wooden planks and pieces safely from one place to another, as required, using manual lifting and trolleys PC4. load chemicals in the chemical seasoning chamber by operating the valves correctly PC5. load and unload wooden planks into the chamber, to ensure optimum utilisation and safety
	Remove bugs through chemical treatment of wooden logs and planks	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC6. diagnose the presence or absence of bugs, termites, fungus attack etc. in the wood, using visual inspection PC7. identify and segregate the pieces that are highly damaged and are beyond the treatment point verify with supervisor PC8. diagnose the intensity of chemical treatment required by the individual pieces under guidance from supervisor PC9. monitor the gauges on the chemical seasoning chamber to ensure correct pressure
	Check pieces of wood post chemical treatment	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC10. check every individual piece after the chemical treatment for correct exposure and any gaps in treatment PC11. ensure that the chemical treatment has served the purpose and the wood log /plank is free of bugs, termites , fungus etc. PC12. check and send the complete wood log batch for further processing



HCS/N6801 Carry out chemical treatment of wood as per requirement

Work safely	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC13. use personal protective equipment (PPE) as required for the job PPE: eg. gloves, protective footwear, aprons, goggles, breathing mask, etc.</p> <p>PC14. handle the chemicals safely and efficiently, without spills and in appropriate containers</p> <p>PC15. avoid any health and safety hazard due to mishandling of the chemicals</p> <p>PC16. keep work area clean and orderly as per organizational standards</p> <p>PC17. apply correct lifting techniques while handling heavy loads</p> <p>PC18. identify and report any malfunction of the seasoning chamber to the supervisor after taking necessary safety precautions</p> <p>PC19. communicate clearly in a timely manner to co-workers on matters related to health and safety</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organization's policies on safety measures, prescribed level of chemicals to be used and quality standards accepted</p> <p>KA2. work flow involved in chemical treatment</p> <p>KA3. importance of the individual's role in the production process of the organization</p> <p>KA4. the formal reporting and operating structure of the organization</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. type and properties of different wood species and quality</p> <p>KB2. the need and importance for wood treatment and the process</p> <p>KB3. different chemicals used in wood treatment</p> <p>KB4. quantities, duration and sequence of chemical application</p> <p>KB5. process of chemical treatment of wood</p> <p>KB6. various relevant treatment processes available in the industry</p> <p>KB7. various technical developments in the field of wood treatment</p> <p>KB8. defects and possible errors involved in the treatment process</p> <p>KB9. quality of wood and other raw material used to achieve the right output</p> <p>KB10. personal protective safety equipments, its need and correct use</p> <p>KB11. precautions to be taken while working with chemicals</p> <p>KB12. quality standards to be followed</p> <p>KB13. safe lifting, stacking and moving techniques for handling heavy loads</p> <p>KB14. importance of temperature, pressure and time in the chemical treatment process</p> <p>KB15. importance of correct stacking, loading and unloading and its impact on quality and productivity</p> <p>KB16. what is productivity and its importance for the company success</p>



HCS/N6801 Carry out chemical treatment of wood as per requirement

Skills (S)	
A. Core Skills/ Generic Skills	Reading Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. read basic terms and terminologies to accurately interpret supervisor instructions in the local language SA2. read and interpret accurate information from various relevant logs and records SA3. read and interpret safety warnings, signage and labels
	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA4. write the raw material requirement for operational requirements with complete detailing in the local language SA5. write basic numbers, quantities and messages for operational requirements in the local language
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA6. interact with the supervisor appropriately (correct protocol and manner of speaking) in order to understand the basic requirements of the job, work plans and other associated requirements SA7. give clear instructions to co-workers about the type of output required, health & safety matters, and answer queries SA8. display active listening skills while interacting with co-workers and other in the workplace
	Decision Making
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB1. identify and list variables in the operational process that impact achievement and quality SB2. state rule of thumb in order to making adjustments to work plan based on variables SB3. consider time, safety and quality as parameters to escalate issues to supervisor or modify work schedules
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB4. use correct sequencing and time planning techniques to carry out operational tasks in the time allocated correctly and effectively SB5. use checklists to ensure all actions are taken before, during and after work operations as required according to company procedures and job requirements



HCS/N6801 Carry out chemical treatment of wood as per requirement

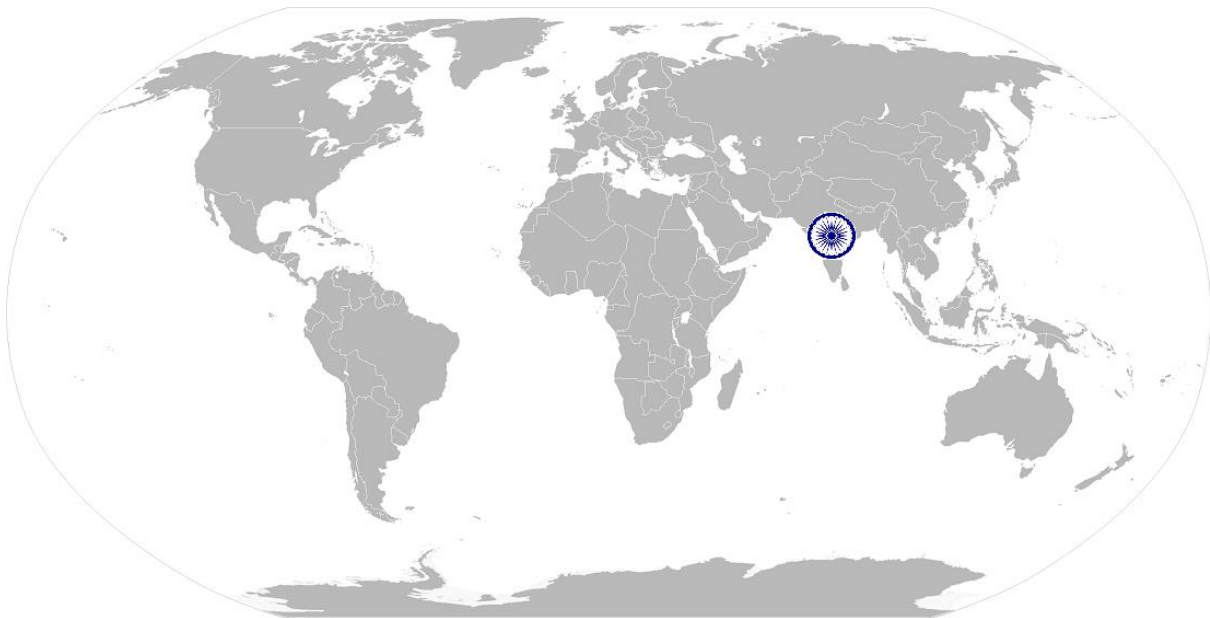
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB6. link the importance of following processes and specifications and connecting it to quality and ultimately shaping customer experience SB7. explain the importance of customer satisfaction for company and personal success SB8. explain the concept of internal and external customers
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB9. work with co-workers and supervisor to resolve any issues that threaten disruption, increase risk, cause delays or under-achievement of quality and targets as per the planned schedule
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. anticipate and work towards reducing the possible errors that can emerge in the chemical treatment process SB11. improvise on the work process using safe and acceptable methods, in discussions with the supervisor in order to ensure achievement of targets or improvements in productivity and output
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB12. identify any problem leading to production output delay or disruption. SB13. report any concern to the relevant authorities where there is risk to men, materials, tools and equipment or achievement	



HCS/N6801 Carry out chemical treatment of wood as per requirement

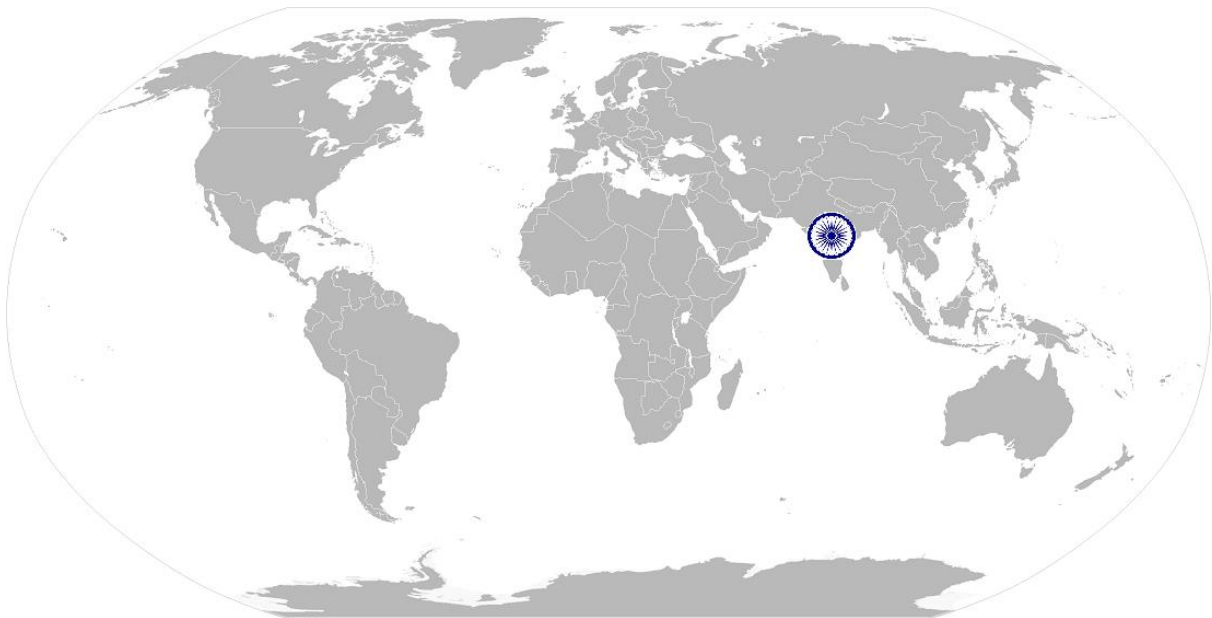
NOS Version Control

NOS Code	HCS/N6801		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	05/01/2016
Industry Sub-sector	Handicrafts (Woodware)	Last reviewed on	05/01/2016
Occupation	Seasoning and Chemical Treatment	Next review date	05/01/2018





National Occupational Standard



Overview

This unit covers the seasoning of wood for ensuring correct moisture content in the wood. It involves loading, unloading and controlling the seasoning chamber and completing the process to specifications.



HCS/N6802

Carry out seasoning processes on wood

National Occupational Standard	Unit Code	HCS/N6802
	Unit Title (Task)	Carry out seasoning processes on wood
	Description	This unit performs the seasoning of wood for individual pieces of wooden planks.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Handle seasoning machinery and other equipments • Perform seasoning treatment of wooden planks • Check wooden pieces after seasoning treatment for further processing • Work safely
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Handle seasoning machinery and other equipments	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify different types of wood qualities and species</p> <p>PC2. stack wooden pieces safely and as per organisational standards, in designate area</p> <p>PC3. transport wooden planks and pieces safely from one place to another, as required, using manual lifting and trolleys</p> <p>PC4. load and unload wooden planks into the chamber or kiln, to ensure optimum utilisation and safety, verify it with the supervisor</p> <p>PC5. load fuel or wood chippings to fire the chamber in a safe manner in required quantities, ensuring sufficient stock for replenishing</p> <p>PC6. take all the necessary safety and precautionary measures as prescribed by the organization</p>
	Perform seasoning treatment of wooden planks	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC7. diagnose the level of moisture present in the wood using a moisture meter</p> <p>PC8. reject the pieces that are highly damp and are beyond the seasoning point, verify with supervisor</p> <p>PC9. fire up the chamber after ensuring it is properly locked</p> <p>PC10. maintain desired temperature and pressure by replenishing fuel or wood chippings</p> <p>PC11. perform the seasoning treatment of the individual wooden pieces keeping in mind the required time and temperature for every individual piece</p>
	Check wooden pieces after seasoning treatment for further processing	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC12. check every individual piece after the seasoning treatment where low quantities and use appropriate random sampling techniques to check when quantities are large, verify with supervisor</p> <p>PC13. use a moisture meter accurately for checking moisture in wooden pieces</p> <p>PC14. ensure that the seasoning treatment has served the purpose and the wood log is free of moisture and other defects</p> <p>PC15. diagnose and re-treat the wooden logs that need further seasoning treatment</p> <p>PC16. check and send the complete wood log batch for further processing after supervisor approval</p>



HCS/N6802

Carry out seasoning processes on wood

Work safely	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC17. handle the tools and equipment safely and efficiently</p> <p>PC18. use personal protective equipment (PPE) as required for the job PPE: eg. gloves, protective footwear, aprons, goggles, breathing mask, etc.</p> <p>PC19. keep work area clean and orderly as per organizational standards</p> <p>PC20. apply correct lifting techniques while handling heavy loads</p> <p>PC21. take precautions to ensure flammable items are not placed near the heat sources</p> <p>PC22. identify and report any malfunction of the seasoning chamber to the supervisor after taking necessary safety precautions</p> <p>PC23. communicate clearly in a timely manner to co-workers on matters related to health and safe</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organization's policies on safety measures, prescribed level of chemicals to be used and quality standards accepted</p> <p>KA2. work flow involved in seasoning treatment</p> <p>KA3. importance of the individual's role in the production process of the organization</p> <p>KA4. the formal reporting and operating structure of the organization</p> <p>KA5. documentation and recording policies of the organization</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. type and properties of different wood quality</p> <p>KB2. importance of wood seasoning</p> <p>KB3. wood seasoning process</p> <p>KB4. different functions and operations of the seasoning equipment</p> <p>KB5. various relevant treatment processes available in the industry</p> <p>KB6. various technical developments in the field of wood treatment</p> <p>KB7. various kinds of raw materials used in the treatment process</p> <p>KB8. defects and possible errors involved in the treatment process</p> <p>KB9. quality of wood and other raw material used to achieve the right output</p> <p>KB10. personal protective safety equipments, its need and correct use</p> <p>KB11. quality standards to be followed</p> <p>KB12. different levels of temperature and time required for different wood qualities and moisture level</p> <p>KB13. process to use a moisture meter</p> <p>KB14. safe lifting, stacking and moving techniques for handling heavy loads</p> <p>KB15. importance of temperature, pressure and time in the chemical treatment process</p> <p>KB16. importance of correct stacking, loading and unloading and its impact on quality and productivity</p> <p>KB17. what is productivity and its importance for the company success</p>



HCS/N6802

Carry out seasoning processes on wood

Skills (S)	
A. Core Skills/ Generic Skills	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA1. read basic terms and terminologies to accurately interpret supervisor instructions in the local language SA2. read and interpret accurate information from various relevant logs and records SA3. read and interpret safety warnings, signage and labels
	Writing Skills
	The user/individual on the job needs to know and understand how to: SA4. write the raw material requirement for operational requirements with complete detailing in the local language SA5. write basic numbers, quantities and messages for operational requirements in the local language
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. interact with the supervisor appropriately (correct protocol and manner of speaking) in order to understand the basic requirements of the job, work plans and other associated requirements SA7. give clear instructions to co-workers about the type of output required, health & safety matters, and answer queries SA8. display active listening skills while interacting with co-workers and other in the workplace
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. identify and list variables in the operational process that impact achievement and quality SB2. state rule of thumb in order to making adjustments to work plan based on variables SB3. consider time, safety and quality as parameters to escalate issues to supervisor or modify work schedules
B. Professional Skills	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB4. use correct sequencing and time planning techniques to carry out operational tasks in the time allocated correctly and effectively SB5. use checklists to ensure all actions are taken before, during and after work operations as required according to company procedures and job requirements



HCS/N6802

Carry out seasoning processes on wood

	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB6. link the importance of following processes and specifications and connecting it to quality and ultimately shaping customer experience SB7. explain the importance of customer satisfaction for company and personal success SB8. explain the concept of internal and external customers
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB9. work with co-workers and supervisor to resolve any issues that threaten disruption, increase risk, cause delays or under-achievement of quality and targets as per the planned schedule
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. anticipate and work towards reducing the possible errors that can emerge in the chemical treatment process SB11. improvise on the work process using safe and acceptable methods, in discussions with the supervisor in order to ensure achievement of targets or improvements in productivity and output
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB12. identify any problem leading to production output delay or disruption. SB13. report any concern to the relevant authorities where there is risk to men, materials, tools and equipment or achievement	

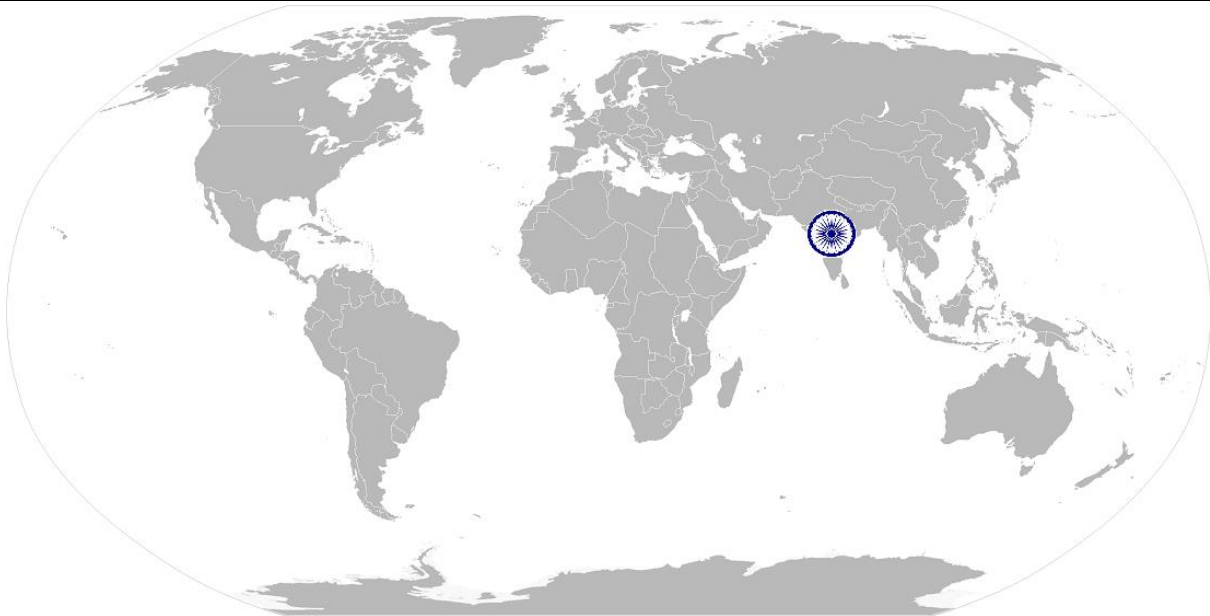


HCS/N6802

Carry out seasoning processes on wood

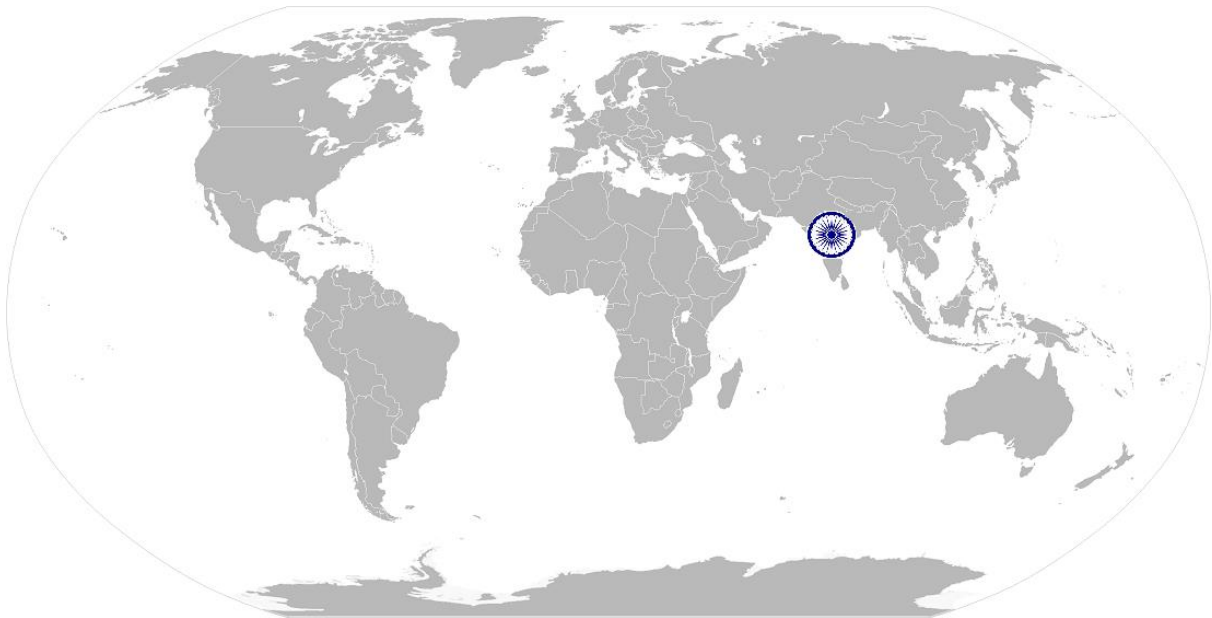
NOS Version Control

NOS Code	HCS/N6802		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	05/01/2016
Industry Sub-sector	Handicrafts (Woodware)	Last reviewed on	05/01/2016
Occupation	Seasoning and Chemical Treatment	Next review date	05/01/2018





National Occupational Standard



Overview

This unit covers maintaining the norms of health and safety as suggested by the organization's policies and documents.



HCS/N6608 Use basic health and safety practices in a wood working environment

National Occupational Standard	Unit Code	HCS/N6608
	Unit Title (Task)	Use basic health and safety practices in a wood working environment
	Description	This unit covers health and safety procedures to be followed as required in a woodworking environment in the handicrafts sector. This include following health and safety measures as may be suggested by the organization’s policies and documents.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • General health and safety • Fire safety • Physical Safety • Chemical Safety • Electrical Safety • Incident Response
Performance Criteria (PC) w.r.t. the Scope		
	Element	Performance Criteria
	General health and safety	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. use protective clothing/equipment for specific tasks and work conditions Protective clothing: Leather or asbestos gloves, aprons, trousers, footwear, helmets/hard hats, cap and shoulder covers, ear defenders/plugs, safety boots, particle masks, glasses/goggles/visors Equipment: Hand shields, machine guards, residual current devices, shields, dust sheets, respirator</p> <p>PC2. state the name and location of people responsible for health and safety in the workplace</p> <p>PC3. state the names and location of documents that refer to health and safety in the workplace</p> <p>PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace Hazards: Sharp edged and heavy tools; heated metals; oxyfuel and gas cylinders; hazardous surfaces(sharp, slippery, uneven, chipped, broken, etc.); hazardous substances (chemicals, gas, fumes, dust, etc.); physical hazards(working at heights, large and heavy objects and machines, sharp and piercing objects, tolls and machines, intense light, load noise, obstructions in corridors, by doors, blind turns, noise, over stacked shelves and packages, etc.) electrical hazards (power supply and points, loose and naked cables and wires, electrical machines and appliances, etc.) Possible causes of risk and accident: Physical actions; reading; listening to and giving instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness)understand various health and safety measures that are important in the organization’s functioning</p>



HCS/N6608 Use basic health and safety practices in a wood working environment

Fire safety	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. carry out jobs which cause sparking in a safe manner, creating sufficient distance between flammable items and the sparking</p> <p>PC6. use the various appropriate fire extinguishers on different types of fires correctly</p> <p>Types of fires: Class A: eg. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: eg. electrical equipment such as appliances, wiring, breaker panels, etc. (These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)</p> <p>PC7. demonstrate rescue techniques applied during fire hazard</p> <p>PC8. demonstrate good housekeeping in order to prevent fire hazards</p> <p>PC9. demonstrate the correct use of a fire extinguisher</p>
Physical Safety	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC10. inspect for faults, set up and safely use steps and ladders in general use</p> <p>Ladder faults: Corrosion of metal components, deterioration, splits and cracks timber components, imbalance, loose rungs, missing/ unfixed nuts or bolts, etc.</p> <p>Ladders set up: Firm/level base, clip/lash down, leaning at the correct angle, etc.</p> <p>PC11. work safely in and around trenches, elevated places and confined areas</p> <p>PC12. lift heavy objects safely using correct procedures</p> <p>PC13. ensure machine guards are in place and there is no risk of contact with moving parts when working with machines with sharp edges, blades, abrasive materials, etc.</p>
Chemical Safety	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC14. identify different types of chemicals that are used in the wood finishing and treatment</p> <p>PC15. use chemicals as per organisation or manufacturer's prescribed levels in any chemical treatment and finishing of the wood</p> <p>PC16. explain to others the harmful effects of any chemical, if used in excess or inappropriate combination</p> <p>PC17. use safety devices and equipment while using sprays and paints</p> <p>PC18. ensure limits of edible level of colors and paints are adhered to when used on toys and dolls</p>
Electrical safety	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC19. ensure all electrical appliances are used in line with instructions and with the appropriate attachments in line with manufacturer's guidelines</p> <p>PC20. spot and repair any frayed wires and insulation using appropriate and approved measures like insulation taping, replacing wires, etc.</p>



HCS/N6608 Use basic health and safety practices in a wood working environment

	<p>PC21. ensure all naked wires are covered with insulation</p> <p>PC22. wear insulated footwear while working with electrical appliances or equipment</p>
<p>Incident response</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC23. demonstrate how to free a person from electrocution</p> <p>PC24. administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc.</p> <p>PC25. demonstrate basic techniques of bandaging</p> <p>PC26. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments</p> <p>PC27. perform and organize loss minimization or rescue activity during an accident in real or simulated environments</p> <p>PC28. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases</p> <p>PC29. demonstrate the artificial respiration and the CPR Process</p> <p>PC30. participate in emergency procedures</p> <p>Emergency procedures: Raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work</p> <p>PC31. complete a written accident/incident report or dictate a report to another person, and send report to person responsible</p> <p>Incident Report includes details of: Name, date/time of incident, date/time of report, location, environment conditions, persons involved, sequence of events, injuries sustained, damage sustained, actions taken, witnesses, supervisor/manager notified</p> <p>PC32. demonstrate correct method to move injured people and others during an emergency</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organization's policies on safety measures</p> <p>KA2. importance of the individual's role in the daily operations of the organization</p> <p>KA3. the formal reporting and operating structure of the organization</p> <p>KA4. documentation and recording policies of the organization</p> <p>KA5. the extent and categories of the different market areas targeted by the organization</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. type and properties of different wood quality</p> <p>KB2. quality of wood and other raw material used to achieve the right finish</p> <p>KB3. safety equipment and precautions to be taken</p> <p>KB4. meaning of "hazards" and "risks"</p> <p>KB5. health and safety hazards commonly present in the work environment and related precautions</p> <p>KB6. possible causes of risk, hazard or accident in the workplace and why risk</p>



HCS/N6608 Use basic health and safety practices in a wood working environment

	<p>and/or accidents are possible</p> <p>KB7. possible causes of risk and accident Possible causes of risk and accident: Physical actions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness)</p> <p>KB8. methods of accident prevention Methods of accident prevention: Training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors</p> <p>KB9. safe working practices when working with tools and machines</p> <p>KB10. safe working practices while working at various hazardous sites</p> <p>KB11. where to find all the general health and safety equipment in the workplace</p> <p>KB12. various dangers associated with the use of electrical equipment</p> <p>KB13. hazards and risks associated with working with wood Hazards and risks: Flammable nature of wood and wood shavings, weight of wood, sharp edges and wooden splinters, breakages, etc.</p> <p>KB14. preventative and remedial actions to be taken in the case of exposure to toxic materials Exposure: Ingested, contact with skin, inhaled Preventative action: Ventilation, masks, protective clothing/ equipment; Remedial action: immediate first aid, report to supervisor Toxic materials: solvents, lead, acid</p> <p>KB15. importance of using protective clothing/equipment while working</p> <p>KB16. precautionary activities to prevent the fire accident</p> <p>KB17. various causes of fire Causes of fires: Heating of metal; spontaneous ignition; sparking; electrical heating; loose fires (smoking, welding, etc.); chemical fires; etc.</p> <p>KB18. techniques of using the different fire extinguishers</p> <p>KB19. different methods of extinguishing fire</p> <p>KB20. different materials used for extinguishing fire Materials: Sand, water, foam, CO₂, dry powder</p>
Skills (S)	
A. Core Skills/ Generic Skills	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. read the organization's health and safety policy documents or notifications in the local language using assistance with difficult words, sentences and passages</p> <p>SA2. read the safety manuals and/or instructions of various machines and tools being used in the organization using assistance with difficult words and passages</p> <p>SA3. read and comprehend basic content to read labels, charts, permissible levels of use, signages</p>



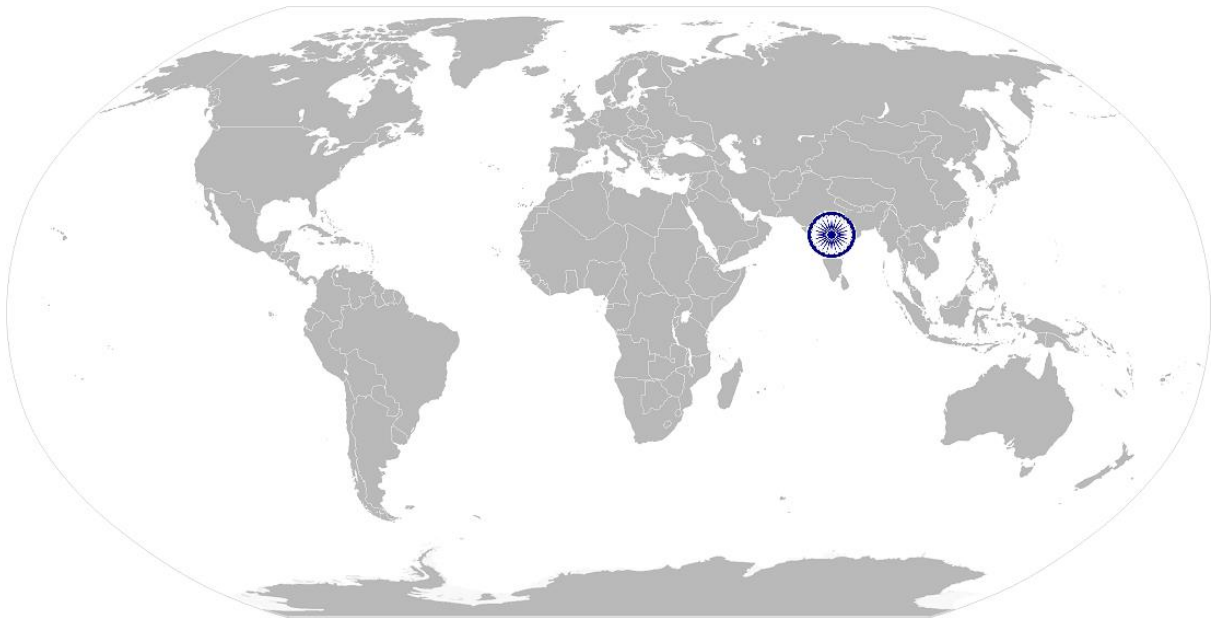
HCS/N6608 Use basic health and safety practices in a wood working environment

	Writing Skills
	The user/individual on the job needs to know and understand how to: SA4. write simple messages for communicating health and safety warnings or instructions in the local language clearly and coherently SA5. write quantities and names for materials and equipment for requisitioning, issuing and receiving purposes
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. speak clearly in the local language to communicate basic health and safety instructions effectively SA7. use appropriate protocol (titles, courtesies, etc.) to communicate with different levels of co-workers SA8. display active listening skills while interacting with co-workers and other in the workplace SA9. give instructions to the workforce regarding the safe storage and handling of the chemicals and other related material in the organization
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. consider time, safety and quality as parameters to escalate issues to supervisor or modify work schedules
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. use correct sequencing and time planning techniques to carry out health and safety tasks in the time allocated correctly and effectively SB3. use checklists to ensure all health and safety actions are taken before, during and after work operations
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. work with co-workers and supervisor to resolve any issues that threaten disruption or increase risk of health and safety
Analytical Thinking	
The user/individual on the job needs to know and understand how to: SB5. anticipate and work towards reducing the possible risks that can emerge in a woodworking environment SB6. improvise on practices and processes using safe and acceptable methods, in discussions with the supervisor in order to ensure improved safety and healthy practices	



HCS/N6608 Use basic health and safety practices in a wood working environment

	Critical Thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none">SB7. diagnose any problem leading to production delay or disruptionSB8. diagnose any problem in the machine handling or chemical handling while working and storageSB9. report any concern to the relevant authorities

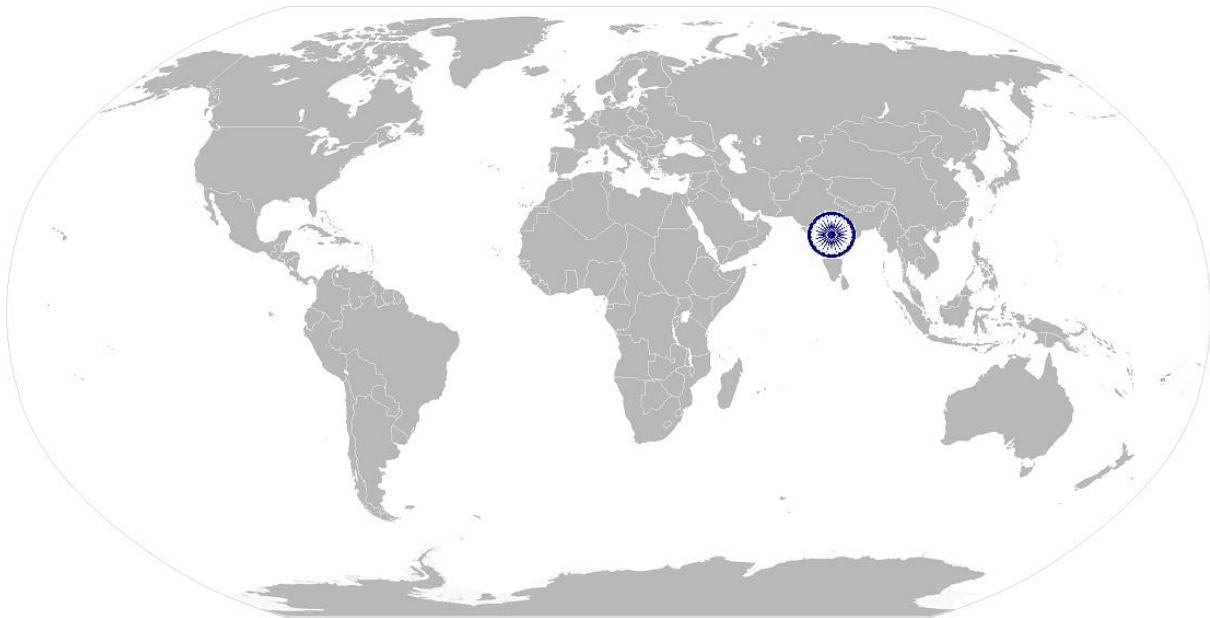




HCS/N6608 Use basic health and safety practices in a wood working environment

NOS Version Control

NOS Code	HCS/N6608		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	05/01/2016
Industry Sub-sector	Handicrafts (Woodware)	Last reviewed on	05/01/2016
Occupation	All Occupations	Next review date	05/01/2018

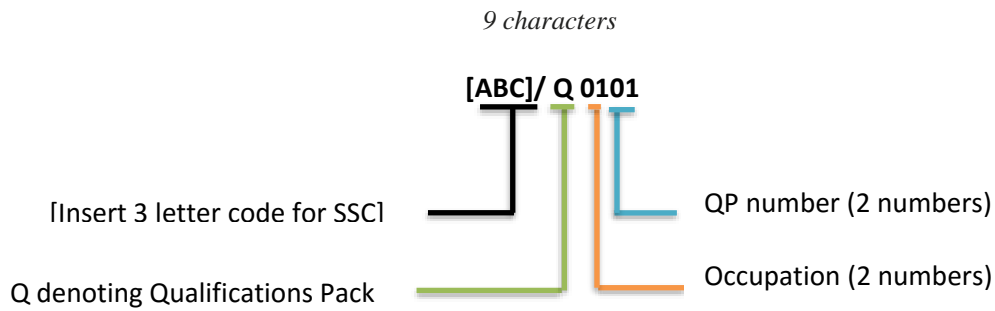




Annexure

Nomenclature for QP and NOS

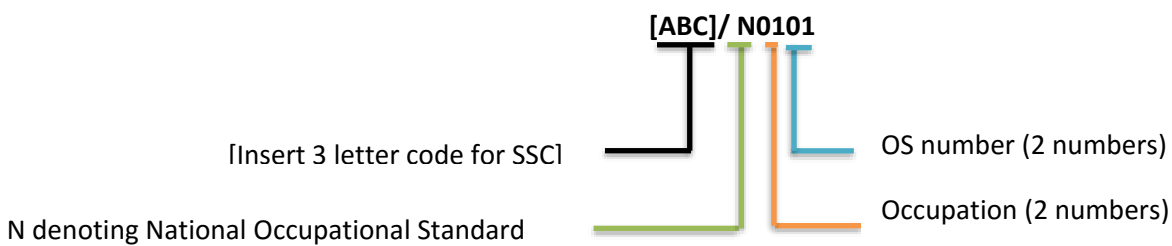
Qualifications Pack



Occupational Standard

9 characters

An example of NOS with 'N'





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	HCS
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Seasoning and Chemical Treatment Assistant (Woodware)

Qualification Pack: HCS/Q6801

Sector Skill Council: Handicrafts and Carpet

Guidelines for Assessment:

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 Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on these criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of 50% 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.

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
HCS/N6801 Carry out chemical treatment of wood as per requirement	PC1. identify different types of wood species	100	5	1	4
	PC2. stack wooden pieces safely and as per organisational standards, in designate area		6	2	4
	PC3. transport wooden planks and pieces safely from one place to another, as required, using manual lifting and trolleys		4	0	4
	PC4. load chemicals in the chemical seasoning chamber by operating the valves correctly		8	2	6
	PC5. load and unload wooden planks into the chamber, to ensure optimum utilization and safety		4	0	4
	PC6. diagnose the presence or absence of bugs, termites, fungus attack etc. in the wood, using visual inspection		4	0	4
	PC7. identify and segregate the pieces that are highly damaged and are beyond the treatment point		5	1	4
	PC8. diagnose the intensity of chemical treatment required by the individual pieces under guidance from supervisor		8	2	6



	PC9. monitor the gauges on the chemical seasoning chamber to ensure correct pressure		6	1	5
	PC10. check every individual piece after the chemical treatment for correct exposure and any gaps in treatment		5	1	4
	PC11. ensure that the chemical treatment has served the purpose and the wood log /plank is free of bugs, termites, fungus etc.		5	1	4
	PC12. check and send the complete wood log batch for further processing		4	1	3
	PC13. use personal protective equipment (PPE) as required for the job		5	1	4
	PC14. handle the chemicals safely and efficiently, without spills and in appropriate containers		6	1	5
	PC15. avoid any health and safety hazard due to mishandling of the chemicals		5	1	4
	PC16. keep work area clean and orderly as per organizational standards		5	2	3
	PC17. apply correct lifting techniques while handling heavy loads		4	1	3
	PC18. identify and report any malfunction of the seasoning chamber to the supervisor after taking necessary safety precautions		5	1	4
	PC19. communicate clearly in a timely manner to co-workers on matters related to health and safety		6	1	5
		Total	100	20	80
HCS/N6802 Carry out seasoning processes on wood	PC1. identify different types of wood qualities and species	100	5	1	4
	PC2. stack wooden pieces safely and as per organisational standards, in designate area		5	2	3
	PC3. transport wooden planks and pieces safely from one place to another, as required, using manual lifting and trolleys		4	0	4
	PC4. load and unload wooden planks into the chamber or kiln, to ensure optimum utilisation and safety, verify with supervisor		5	1	4
	PC5. load fuel or wood chippings to fire the chamber in a safe manner in required quantities, ensuring sufficient stock for replenishing		5	0	5
	PC6. take all the necessary safety and precautionary measures as prescribed by the organization		6	2	4



PC7. diagnose the level of moisture present in the wood using a moisture meter	5	2	3
PC8. reject the pieces that are highly damp and are beyond the seasoning point, verify with supervisor	4	0	4
PC9. fire up the chamber after ensuring it is properly locked	3	0	3
PC10. maintain desired temperature and pressure by replenishing fuel or wood chippings	4	1	3
PC11. perform the seasoning treatment of the individual wooden pieces keeping in mind the required time and temperature for every individual piece	6	1	5
PC12. check every individual piece after the seasoning treatment where low quantities and use appropriate random sampling techniques to check when quantities are large, verify with supervisor	5	1	4
PC13. use a moisture meter accurately for checking moisture in wooden pieces	5	2	3
PC14. ensure that the seasoning treatment has served the purpose and the wood log is free of moisture and other defects	4	1	3
PC15. diagnose and re-treat the wooden logs that need further seasoning treatment	4	1	3
PC16. check and send the complete wood log batch for further processing, after supervisor approval	4	1	3
PC17. handle the tools and equipment safely and efficiently	3	0	3
PC18. use personal protective equipment (PPE) as required for the job	3	0	3
PC19. keep work area clean and orderly as per organizational standards	5	1	4
PC20. apply correct lifting techniques while handling heavy loads	4	1	3
PC21. take precautions to ensure flammable items are not placed near the heat sources	3	0	3
PC22. identify and report any malfunction of the seasoning chamber to the supervisor after taking necessary safety precautions	4	1	3
PC23. communicate clearly in a timely manner to co-workers on matters related to health and safe	4	1	3
Total	100	20	80



HCS/N6608 Use basic health and safety practices in a wood working environment	PC1. use protective clothing/equipment for specific tasks and work conditions	100	2	0	2
	PC2. state the name and location of people responsible for health and safety in the workplace		3	1	2
	PC3. state the names and location of documents that refer to health and safety in the workplace		3	1	2
	PC4. identify job-site hazardous work and state possible causes of risk or accident in the workplace		3	1	2
	PC5. carry out jobs which cause sparking in a safe manner, creating sufficient distance between flammable items and the sparking		3	1	2
	PC6. use the various appropriate fire extinguishers on different types of fires correctly		2	0	2
	PC7. demonstrate rescue techniques applied during fire hazard		3	0	3
	PC8. demonstrate good housekeeping in order to prevent fire hazards		3	0	3
	PC9. demonstrate the correct use of a fire extinguisher		3	0	3
	PC10. inspect for faults, set up and safely use steps and ladders in general use		4	1	3
	PC11. work safely in and around trenches, elevated places and confined areas		2	0	2
	PC12. lift heavy objects safely using correct procedures		2	1	1
	PC13. ensure machine guards are in place and there is no risk of contact with moving parts when working with machines with sharp edges, blades, abrasive materials, etc.		3	1	2
	PC14. identify different types of chemicals that are used in the wood finishing and treatment		3	1	2
	PC15. use chemicals as per organization or manufacturer's prescribed levels in any chemical treatment and finishing of the wood		4	1	3
	PC16. explain to others the harmful effects of any chemical, if used in excess or inappropriate combination		2	0	2
	PC17. use safety devices and equipment while using sprays and paints		2	0	2
	PC18. ensure limits of edible level of colors and paints are adhered to when used on toys and		3	1	2



dolls				
PC19. ensure all electrical appliances are used in line with instructions and with the appropriate attachments in line with manufacturer's guidelines	4	1	3	
PC20. spot and repair any frayed wires and insulation using appropriate and approved measures like insulation taping, replacing wires, etc.	4	1	3	
PC21. ensure all naked wires are covered with insulation	3	0	3	
PC22. wear insulated footwear while working with electrical appliances or equipment	3	0	3	
PC23. demonstrate how to free a person from electrocution	3	0	3	
PC24. administer appropriate first aid to victims when required eg. in case of bleeding, burns, choking, electric shock, poisoning etc.	3	1	2	
PC25. demonstrate basic techniques of bandaging	2	1	1	
PC26. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	3	0	3	
PC27. perform and organize loss minimization or rescue activity during an accident in real or simulated environments	3	1	2	
PC28. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases	4	1	3	
PC29. demonstrate the artificial respiration and the CPR Process	2	0	2	
PC30. participate in emergency procedures	2	0	2	
PC31. complete a written accident/incident report or dictate a report to another person, and send report to person responsible	5	1	4	
PC32. demonstrate correct method to move injured people and others during an emergency	5	1	4	
	Total	100	20	80