



## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET INDUSTRY



### 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.....	23
6. Assessment Criteria.....	25

### 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: 011-26139834  
Fax: +91-11-26135519  
Website: [www.hcssc.in](http://www.hcssc.in)  
Email: [hcssc@hcssc.in](mailto:hcssc@hcssc.in)



## Introduction

### Qualifications Pack- Finisher (Woodware)

**SECTOR:** HANDICRAFTS AND CARPET

**SUB-SECTOR:** Handicrafts (Woodware)

**OCCUPATION:** Finishing

**REFERENCE ID:** HCS/Q7101

**ALIGNED TO:** NCO-2004/NIL

The job holder matches the finish of the approved sample on to the production.

**Brief Job Description:** The individual will carry out finishing techniques on various types of wood material using a range of hand tools. The job involves attaining the required finish on wooden pieces. The incumbent will need to carry out cost effective application of material in an optimal way, to minimize wastage and achieve product specifications.

**Personal Attributes:** Finisher should have high precision in the skill, irrespective of the literacy level. This requires steady hand and good eyesight. He should also possess good interpersonal and personnel management skills to guide others and get quality of work from them.



Job Details	<b>Qualifications Pack Code</b>	<b>HCS/Q7101</b>		
	<b>Job Role</b>	<b>Finisher (Woodware)</b>		
	<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>05/01/2016</b>
	<b>Sub-sector</b>	<b>Handicrafts (Woodware)</b>	<b>Last reviewed on</b>	<b>05/01/2016</b>
	<b>Occupation</b>	<b>Finishing</b>	<b>Next review date</b>	<b>05/01/2018</b>
	<b>NSQC Clearance on</b>	<b>NA</b>		

<b>Job Role</b>	<b>Finisher (Woodware)</b>
<b>Role Description</b>	The individual will carry out finishing techniques on various types of wood material using a range of hand tools.
<b>NSQF level</b>	4
<b>Minimum Educational Qualifications</b>	Class 5th
<b>Maximum Educational Qualifications</b>	NA
<b>Training</b> (Suggested but not mandatory)	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Experience</b>	NA
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">HCS/N7102 Complete the final finish</a></li> <li><a href="#">HCS/N7103 Ensure that the product gets the final finish as per the approved sample</a></li> <li><a href="#">HCS/N6608 Use basic health and safety practices in a wood working environment</a></li> </ol> <p><b>Optional:</b> NA</p>
<b>Performance Criteria</b>	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 fulfil 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 organisation.
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 organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation 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

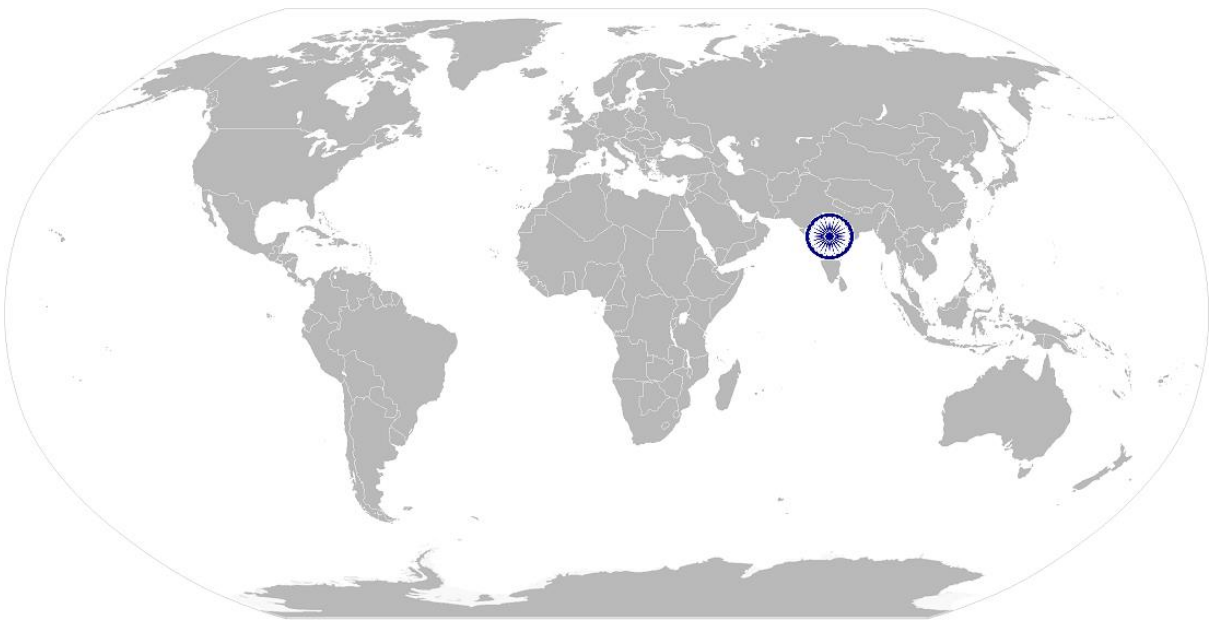


Acronyms

	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
QP	Qualifications Pack
W.R.T.	With Respect To
NA	Not Applicable
TBD	To Be Decided



# National Occupational Standard



## Overview

This unit involves carrying out the final finish of the wooden products as per plan. It involves identifying the required finish and carrying out finishing activity.



HCS/N7102

Complete the final finish

National Occupational Standard

<b>Unit Code</b>	HCS/N7102
<b>Unit Title (Task)</b>	Complete the final finish
<b>Description</b>	This unit is about carrying out the final finish of the wooden products as per plan. It involves identifying the required finish and carrying out finishing activity.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Identify finishing requirements</li> <li>Give the product final touches before dispatching</li> <li>Achieve standards as per company's policy</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Identify finishing requirements</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. identify different types of finishing material available and used in the industry</li> <li>PC2. identify type of finishing material required for each wooden quality and surface</li> <li>PC3. identify by correlating accurately the effect of each type of finishing material on the wooden surface to the colour of wood that is displayed after application of the finishing material</li> <li>PC4. identify the different types of finishes and various finishing techniques available and used in the industry to achieve these finishes</li> </ul>
<b>Give the product final touches before dispatching</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC5. perform different finishing processes on the semi-finished products to give it the finished look using hand tools Finishing processes: sanding, waxing, buffing, polishing, etc.</li> <li>PC6. ensure the uniformity in the work through out the production batch</li> <li>PC7. ensure that the product matches the approved sample</li> </ul>
<b>Achieve standards as per company's policy</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC8. work and plan to achieve 100% target of daily production</li> <li>PC9. work and plan to achieve 100% of planned work scheduled on or before time</li> <li>PC10. work and plan to achieve zero errors as per the company's standards</li> <li>PC11. record any defects/inadequacies noted during the assembly process</li> <li>PC12. maintain safety standards as per company policy</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. organization's policies on product making, safety measures, prescribed level of colors, chemicals and sprays to be used and quality standards accepted</li> <li>KA2. work flow involved in product designing and the production process</li> <li>KA3. importance of the individual's role in the production process of the organization</li> <li>KA4. the formal reporting and operating structure of the organization</li> </ul>



HCS/N7102

Complete the final finish

	<p>KA5. documentation and recording policies of the organization</p> <p>KA6. the extent and categories of the different market areas targeted by the organization</p>
<b>B. Technical Knowledge</b>	<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. wood finishing process</p> <p>KB3. various categories of wooden products</p> <p>KB4. various relevant finishing techniques available in the industry</p> <p>KB5. various technical developments in the field of wood finishing</p> <p>KB6. various kinds of raw materials used in the finishing process according to the final product finish required</p> <p>KB7. defects and possible errors involved in the production process</p> <p>KB8. quality of wood and other raw material used to achieve the right finish</p> <p>KB9. safety equipments and precautions to be taken</p> <p>KB10. market trend of the latest product range and customer preferences</p> <p>KB11. quality standards to be followed</p> <p>KB12. the procedure and importance of the documentation and categorization of different product designs</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA1. read numbers on various gauges
	SA2. read health and safety signage and labels
	<b>Writing Skills</b>
The user/ individual on the job needs to know and understand how to:	
SA3. write basic quantities and names of raw materials	
<b>Oral Communication (Listening and Speaking skills)</b>	
The user/individual on the job needs to know and understand how to:	
SA4. speak clearly in the local language to communicate basic health and safety instructions effectively	
SA5. use appropriate protocol (titles, courtesies, etc.) to communicate with different levels of co-workers	
SA6. display active listening skills while interacting with co-workers and other in the workplace	
SA7. give instructions to the workforce regarding the safe storage and handling of the chemicals and other related material in the organization	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	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	



HCS/N7102

**Complete the final finish**

	SB3. consider time, safety and quality as parameters to escalate issues to supervisor or modify work schedules
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB4. use checklists to ensure that all tasks are carried out and in the correct sequence
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB5. consider impact of own work quality on customer experience for every task carried out by oneself SB6. identify internal and external customers and importance of keeping them satisfied
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB7. 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
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. anticipate and work towards reducing the possible errors that can emerge in the finishing process SB9. improvise on the finishing work plan using safe and acceptable methods, in discussions with the supervisor in order to ensure achievement of targets or improvements in productivity and output
	<b>Critical Thinking</b>
The user/individual on the job needs to know and understand how to: SB10. identify any problem leading to production output delay or disruption SB11. report any concern to the relevant authorities where there is risk to men, materials, tools and equipment or achievement	



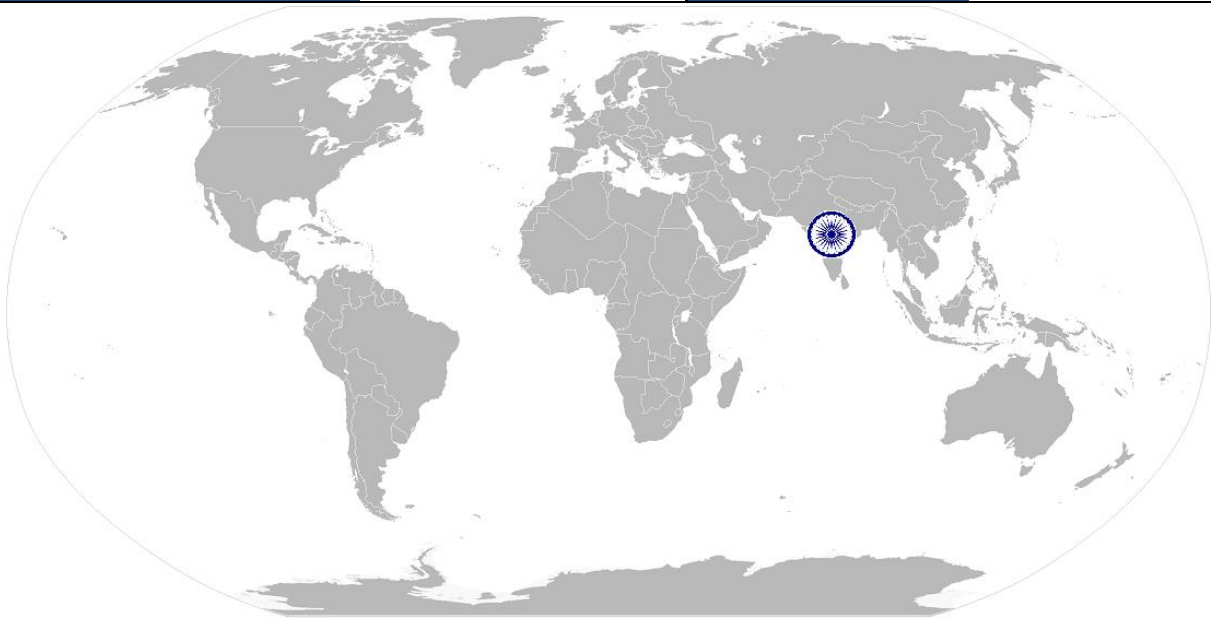


HCS/N7102

Complete the final finish

## NOS Version Control

NOS Code	HCS/N7102		
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	Finishing	Next review date	05/01/2018

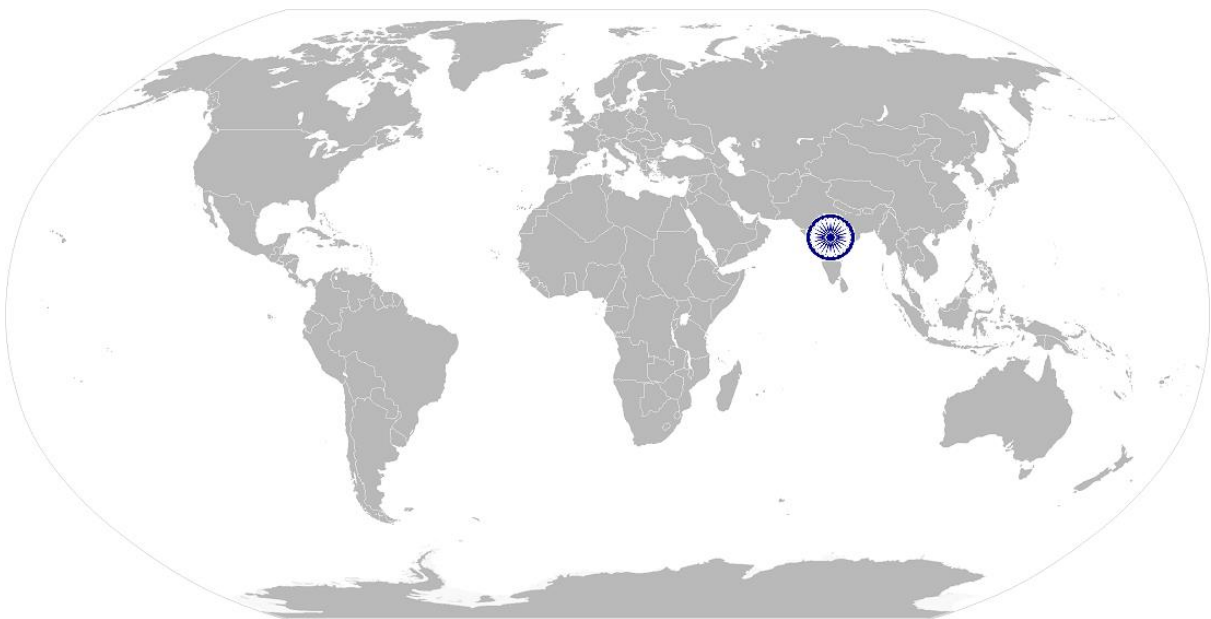




HCS/N7103 Ensure that the product gets the final finish as per the approved sample

---

# National Occupational Standard



## Overview

This unit ensures that the finish of the final product matches the finishing standard of the approved sample.



## HCS/N7103 Ensure that the product gets the final finish as per the approved sample

National Occupational Standard	<b>Unit Code</b>	HCS/N7103
	<b>Unit Title (Task)</b>	Ensure that the product gets the final finish as per the approved sample
	<b>Description</b>	This unit ensures that the finish of the final product matches the finishing standard of the approved sample.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Interpret the desired finishing requirements</li> <li>Finish techniques and raw material identification</li> <li>Compare finished product against specifications</li> <li>Achieve standards as per company's policy</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Interpret the desired finishing requirements</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. interpret the finishing requirement of the product as per sample or design specifications</li> <li>PC2. list the various attributes of the look of the product that needs to be developed</li> </ul>
	<b>Finish techniques and raw material identification</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC3. identify the finishing technique used in the sample</li> <li>PC4. obtain the raw material and other equipment used to achieve the finish</li> </ul>
	<b>Compare finished product against specifications</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC5. check the final product visually against the approved sample</li> <li>PC6. ensure that the product matches the set criteria</li> <li>PC7. reject or refinish the items that are below the acceptance level</li> <li>PC8. refinish using appropriate finishing technique</li> <li>PC9. maintain the quality level of the final product according to the organizational standards and the target market</li> </ul>
	<b>Achieve standards as per company's policy</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC10. work and plan achieve 100% target of daily production</li> <li>PC11. work and plan achieve 100% of planned work scheduled on or before time</li> <li>PC12. work and plan to achieve zero errors as per the company's standards</li> <li>PC13. record any defects/inadequacies noted during the assembly process</li> <li>PC14. maintain safety standards as per company policy</li> </ul>
<b>Knowledge and Understanding (K)</b>		
<b>A.Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. organization's policies on product making, safety measures, prescribed level of colours, chemicals, sprays etc. to be used and quality standards accepted</li> <li>KA2. work flow involved in product finishing and the production process</li> <li>KA3. importance of the individual's role in the production process of the organization</li> <li>KA4. the formal reporting and operating structure of the organization</li> </ul>	



**HCS/N7103 Ensure that the product gets the final finish as per the approved sample**

	<p>KA5. documentation and recording policies of the organization</p> <p>KA6. the extent and categories of the different market areas targeted by the organization</p>
<b>B. Technical Knowledge</b>	<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. wood finishing process</p> <p>KB3. various categories of wooden products</p> <p>KB4. various relevant finishing technique available in the industry</p> <p>KB5. various technical developments in the field of wood finishing</p> <p>KB6. various kinds of raw materials used in the production process according to the final product finish required</p> <p>KB7. defects and possible errors involved in the finishing process</p> <p>KB8. quality of wood and other raw material used to achieve the right finish</p> <p>KB9. safety equipments and precautions to be taken</p> <p>KB10. market trend of the latest product range and customer preferences.</p> <p>KB11. quality standards to be followed</p> <p>KB12. the procedure and importance of the documentation and categorization of different product designs</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA1. read numbers on various gauges
	SA2. read health and safety signage and labels
	<b>Writing Skills</b>
The user/ individual on the job needs to know and understand how to:	
SA3. write basic quantities and names of raw materials	
<b>Oral Communication (Listening and Speaking skills)</b>	
The user/individual on the job needs to know and understand how to:	
SA4. speak clearly in the local language to communicate basic health and safety instructions effectively	
SA5. use appropriate protocol (titles, courtesies, etc.) to communicate with different levels of co-workers	
SA6. display active listening skills while interacting with co-workers and other in the workplace	
SA7. give instructions to the workforce regarding the safe storage and handling of the chemicals and other related material in the organization	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	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	



**HCS/N7103 Ensure that the product gets the final finish as per the approved sample**

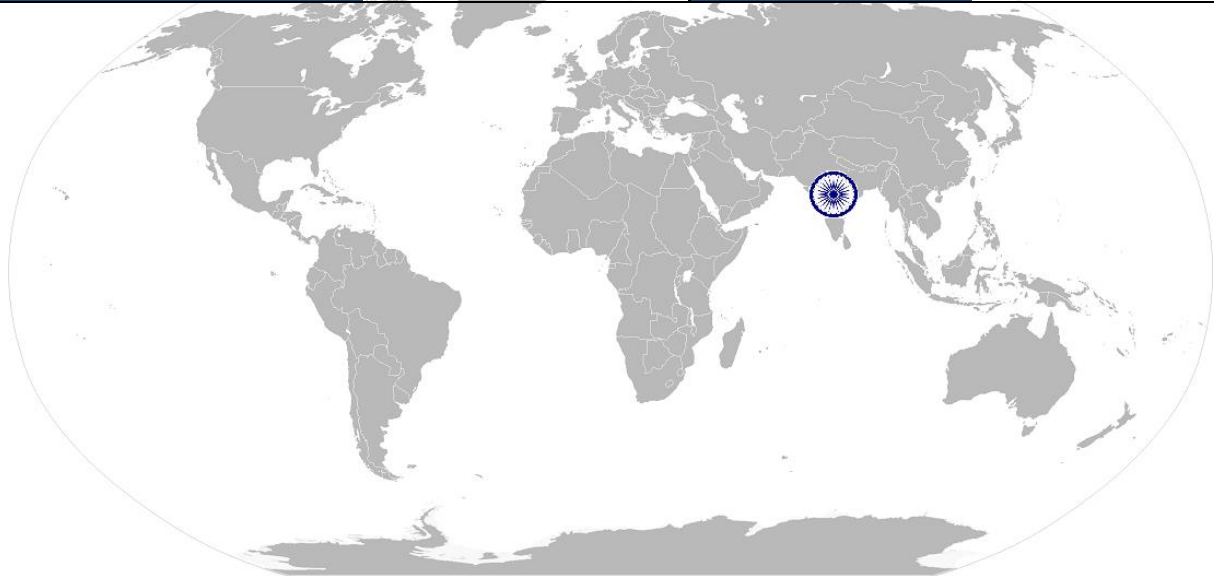
	SB3. consider time, safety and quality as parameters to escalate issues to supervisor or modify work schedules
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB4. use checklists to ensure that all tasks are carried out and in the correct sequence
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB5. consider impact of own work quality on customer experience for every task carried out by oneself SB6. identify internal and external customers and importance of keeping them satisfied
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB7. 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
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. anticipate and work towards reducing the possible errors that can emerge in the finishing process SB9. improvise on the finishing work plan using safe and acceptable methods, in discussions with the supervisor in order to ensure achievement of targets or improvements in productivity and output
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB10. identify any problem leading to production output delay or disruption SB11. report any concern to the relevant authorities where there is risk to men, materials, tools and equipment or achievement



**HCS/N7103 Ensure that the product gets the final finish as per the approved sample**

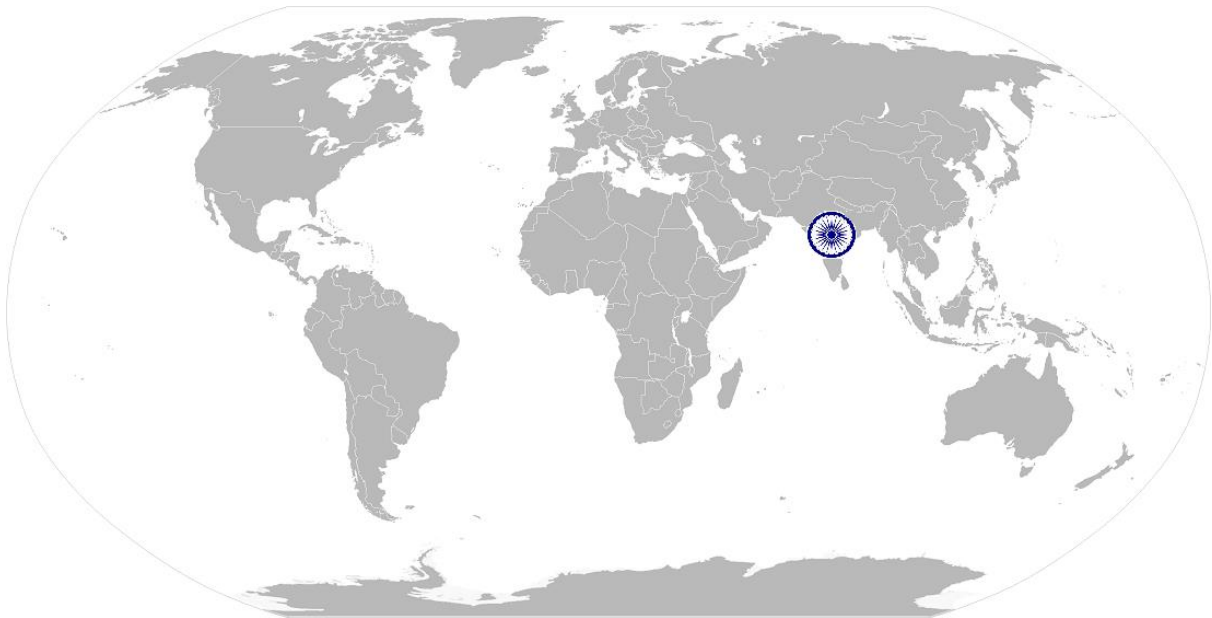
## NOS Version Control

NOS Code	HCS/N7103		
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	Finishing	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	<b>Unit Code</b>	HCS/N6608
	<b>Unit Title (Task)</b>	Use basic health and safety practices in a wood working environment
	<b>Description</b>	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.
	<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• General health and safety</li> <li>• Fire safety</li> <li>• Physical Safety</li> <li>• Chemical Safety</li> <li>• Electrical Safety</li> <li>• Incident Response</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>		
	<b>Element</b>	<b>Performance Criteria</b>
	<b>General health and safety</b>	<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

<b>Fire safety</b>	<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>
<b>Physical Safety</b>	<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>
<b>Chemical Safety</b>	<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>
<b>Electrical safety</b>	<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><b>Incident response</b></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 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 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><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b> (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>B. Technical Knowledge</b></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>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading Skills</b>
	<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>



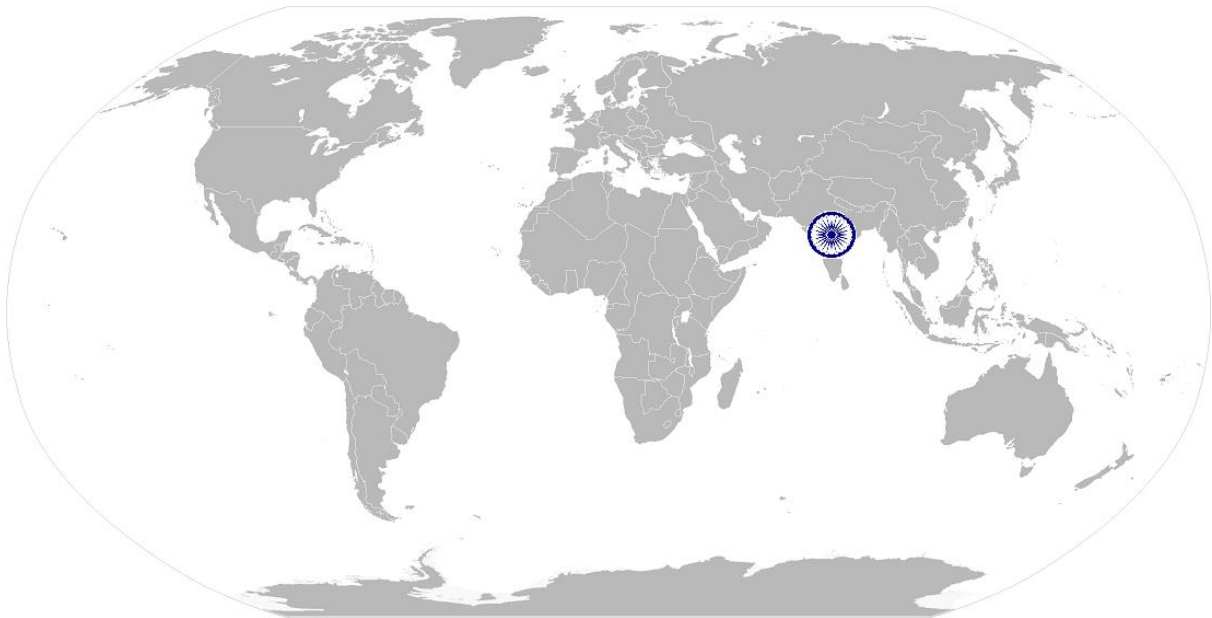
**HCS/N6608 Use basic health and safety practices in a wood working environment**

	<b>Writing Skills</b>
	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
	<b>Oral Communication (Listening and Speaking skills)</b>
	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>B. Professional Skills</b>	<b>Decision Making</b>
	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
	<b>Plan and Organize</b>
	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
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	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
<b>Analytical Thinking</b>	
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	
	<b>Critical Thinking</b>



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

	<p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"><li>SB7. diagnose any problem leading to production delay or disruption</li><li>SB8. diagnose any problem in the machine handling or chemical handling while working and storage</li><li>SB9. report any concern to the relevant authorities</li></ul>
--	---

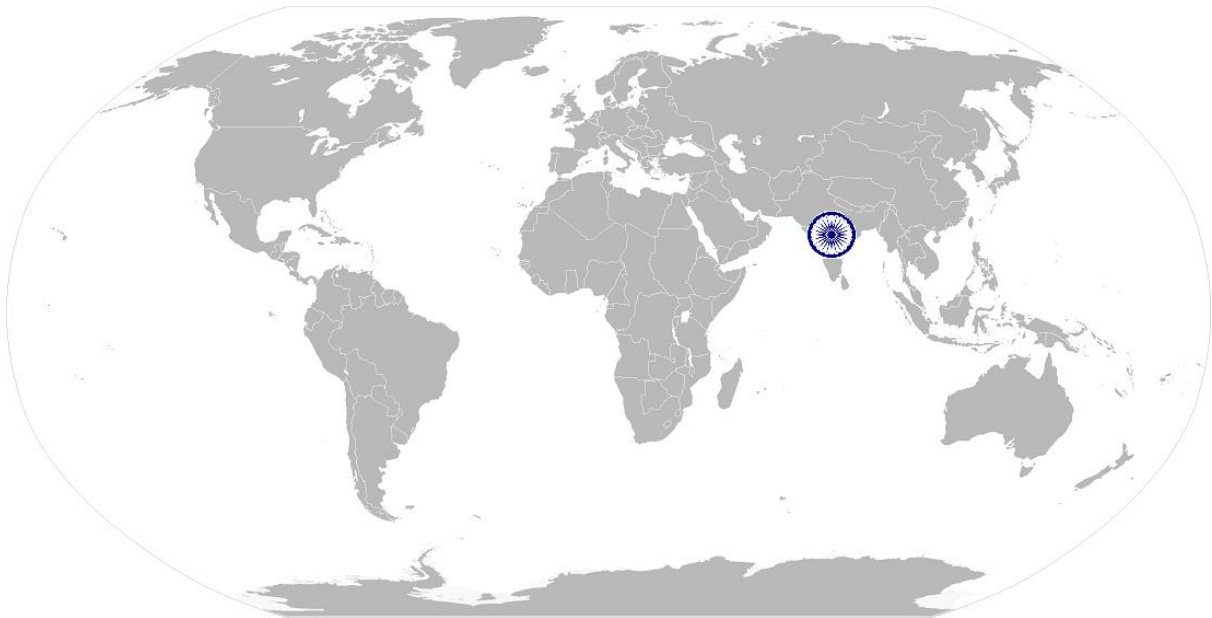




## HCS/N6608 Use basic health and safety practices in a wood working environment

### NOS Version Control

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

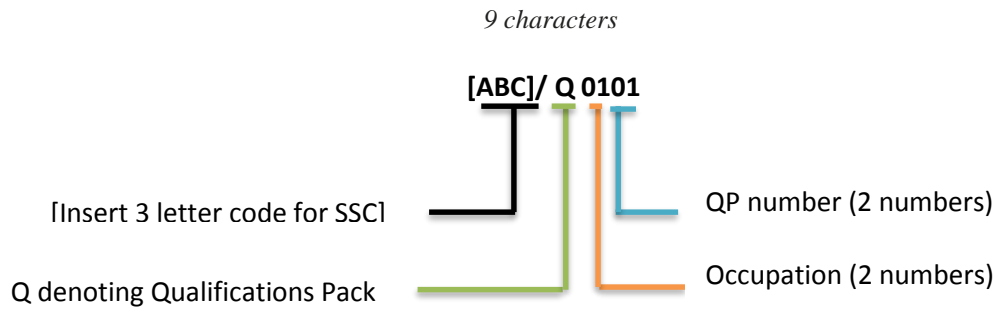




## Annexure

### Nomenclature for QP and NOS

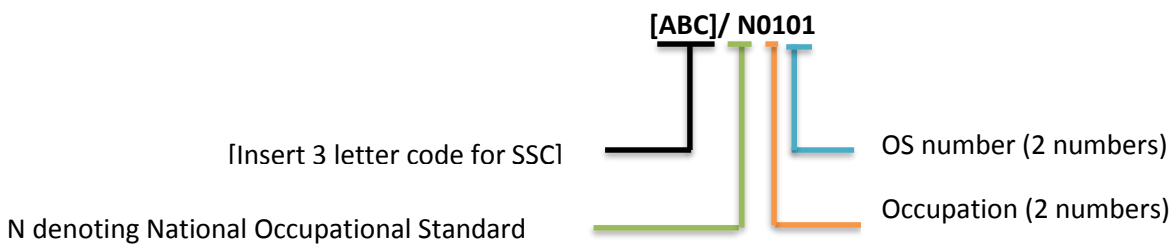
#### Qualifications Pack



#### 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
<b>Three letters</b>	Handicrafts and Carpet	HCS
<b>Slash</b>	/	/
<b>Next letter</b>	Whether QP or NOS	N
<b>Next two numbers</b>	Occupation code	01
<b>Next two numbers</b>	OS number	01





**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role: Finisher (Woodware)**

**Qualification Pack: HCS/Q7101**

**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 60% 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	Skills Practical
HCS/N7102 Complete the final finish	PC1. identify different types of finishing material available and used in the industry	100	10	3	7
	PC2. identify type of finishing material required for each wooden quality and surface		9	3	6
	PC3. identify by correlating accurately the effect of each type of finishing material on the wooden surface to the colour of wood that is displayed after application of the finishing material		10	2	8
	PC4. identify the different types of finishes and various finishing techniques available and used in the industry to achieve these finishes		8	2	6
	PC5. perform different finishing processes on the semi-finished products to give it the finished look using hand tools		8	2	6
	PC6. ensure the uniformity in the work throughout the production batch		6	0	6
	PC7. ensure that the product matches the approved sample		7	2	5
	PC8. work and plan to achieve 100% target of daily production		8	3	5
	PC9. work and plan to achieve 100% of planned work scheduled on or before time		8	3	5



	PC10. work and plan to achieve zero errors as per the company's standards		8	3	5
	PC11. record any defects/inadequacies noted during the assembly process		10	4	6
	PC12. maintain safety standards as per company policy		8	3	5
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
HCS/N7103 Ensure that the product gets the final finish as per the approved sample	PC1. interpret the finishing requirement of the product as per sample or design specifications	100	8	3	5
	PC2. list the various attributes of the look of the product that needs to be developed		7	2	5
	PC3. identify the finishing technique used in the sample		5	1	4
	PC4. obtain the raw material and other equipment used to achieve the finish		5	0	5
	PC5. check the final product visually against the approved sample		5	2	3
	PC6. ensure that the product matches the set criteria		8	3	5
	PC7. reject or refinish the items that are below the acceptance level		6	0	6
	PC8. refinish using appropriate finishing technique		8	2	6
	PC9. maintain the quality level of the final product according to the organizational standards and the target market		10	3	7
	PC10. work and plan achieve 100% target of daily production		8	3	5
	PC11. work and plan achieve 100% of planned work scheduled on or before time		8	3	5
	PC12. work and plan to achieve zero errors as per the company's standards		7	2	5
	PC13. record any defects/inadequacies noted during the assembly process		7	3	4
	PC14. maintain safety standards as per company policy		8	3	5
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
HCS/N6608 Use basic health and safety practices in a wood working	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		4	2	2
	PC3. state the names and location of documents that refer to health and safety in the workplace		4	2	2



environment	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		4	1	3
	PC6. use the various appropriate fire extinguishers on different types of fires correctly		3	1	2
	PC7. demonstrate rescue techniques applied during fire hazard		4	2	2
	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 organisation or manufacturer's prescribed levels in any chemical treatment and finishing of the wood		6	3	3
	PC16. explain to others the harmful effects of any chemical, if used in excess or inappropriate combination		3	1	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 dolls		3	1	2
	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	2	2



PC21. ensure all naked wires are covered with insulation	2	0	2
PC22. wear insulated footwear while working with electrical appliances or equipment	2	0	2
PC23. demonstrate how to free a person from electrocution	3	1	2
PC24. administer appropriate first aid to victims where required eg. in case of bleeding, burns, choking, electric shock, poisoning etc.	3	1	2
PC25. demonstrate basic techniques of bandaging	3	1	2
PC26. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments	3	1	2
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	4	2	2
PC32. demonstrate correct method to move injured people and others during an emergency	3	1	2
<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>