



## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET

### What are Occupational Standards(OS)?

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

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### Introduction

#### Qualifications Pack- Tufted Weaving Supervisor

**SECTOR:** Handicrafts and Carpet

**SUB-SECTOR:** Carpet

**OCCUPATION:** Weaving

**REFERENCE ID:** HCS/Q5411

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

**Tufted Weaving Supervisor:** Tufted Weaving Supervisor is overall head of tufted weaving section responsible for monitoring and execution of production planning schedule for production and quality of tufted carpet and its delivery to subsequent customer department.

**Brief Job Description:** The Tufted Weaving Supervisor is a job role in Weaving department. The responsibility of supervisor is to ensure production of tufted carpets as per specified quality and productivity level while maintaining cohesive team of Tufting gun operators performing with commitment. He also ensures keeping in order the safety and security of workplace and working in compliance with organization policies and practices.

**Personal Attributes:** The supervisor (jamadar) should be keen, vigilant, good eyesight, patient and investigative. He should be free from defects of colour vision. Agile, cooperative, available and responsive to needs of people seeking technical/professional assistance.



<b>Job Details</b>	<b>Qualifications Pack Code</b>	<b>HCS/Q5411</b>		
	<b>Job Role</b>	<b>Tufted Weaving Supervisor (Jamadar)</b>		
	<b>Credits (NSQF)</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>30/04/15</b>
	<b>Sub-sector</b>	<b>Carpet</b>	<b>Last reviewed on</b>	<b>27/05/15</b>
	<b>Occupation</b>	<b>Weaving</b>	<b>Next review date</b>	<b>26/05/15</b>
	<b>Job Role</b>	<b>Tufted Weaving Supervisor</b>		
<b>Role Description</b>	To plan and execute plan for production of tufted carpets. Tufting of carpets is done either with manually operated tufting guns or electrically operated tufting gun. The planning shall include defining production targets based on carpet size, tuft density, tuft area, sophistication in tufting operation as well as to ensure they are produced and delivered to subsequent department as per priority defined.			
<b>NSQF level</b>	5			
<b>Minimum Educational Qualifications*</b>	Preferably Class X			
<b>Maximum Educational Qualifications*</b>	Not Applicable			
<b>Training</b> (Suggested but not mandatory)	Not Applicable			
<b>Experience</b>	1-2 years of working experience in textile/apparel/carpet industry			
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">HCS/N5413 Supervision of the Process of Tufted Weaving</a></li> <li><a href="#">HCS/N5414 Maintenance of Tufted Weaving Records</a></li> <li><a href="#">HCS/N9906 Maintain work area, tools and machines</a></li> <li><a href="#">HCS/N9908 Working in a team</a></li> <li><a href="#">HCS/N9907 Maintain health, safety and security at workplace</a></li> <li><a href="#">HCS/N9909 Comply with industry and organizational requirement</a></li> </ol> <p><b>Optional:</b> Not Applicable</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 businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential achieving the objectives of the function.
	Job role	Job role defines unique set of functions that together form a unique employment opportunity in an organization.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
	Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
	National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.	
Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job role satisfactorily at workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.	
Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.	
Organizational Context	Organizational Context includes the way the organization is structured and how it operates. It includes elements of operational knowledge	

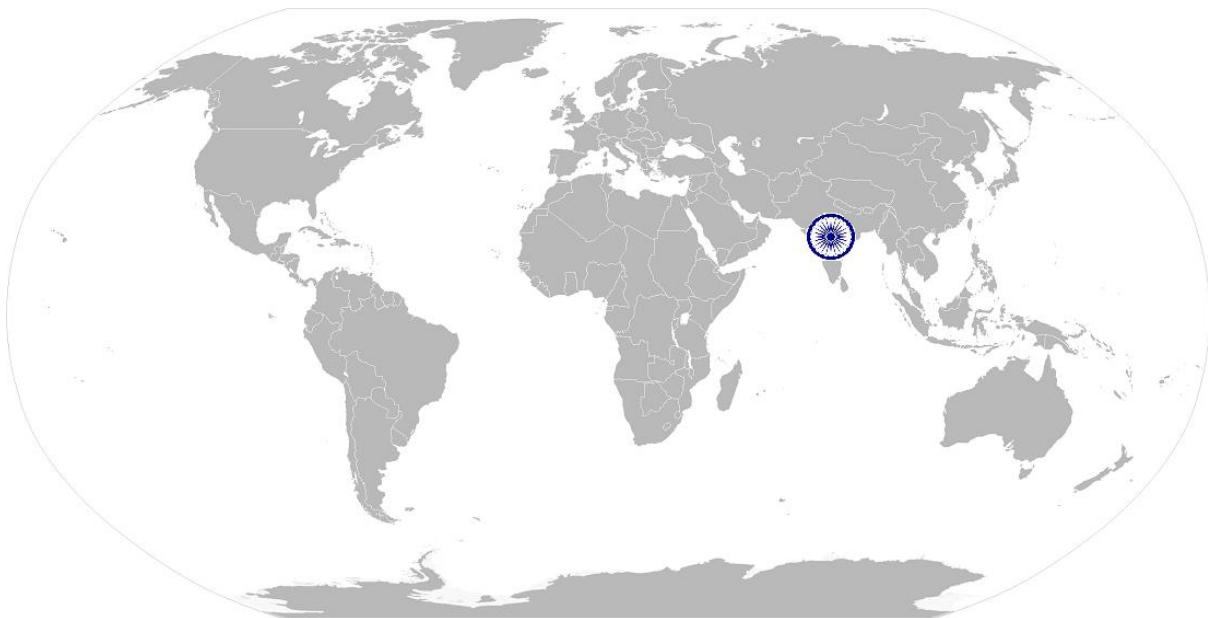


	contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It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

Acronyms



# National Occupational Standard



## Overview

This unit is about capturing skills and attributes for supervising production of tufted carpet so as to ensure it conforms to buyer requirements for quantity, quality, delivery schedule etc.



HCS/N5413

Supervision of the Process of Tufted Weaving

National Occupational Standard	<b>Unit Code</b>	HCS/N5413
	<b>Unit Title (Task)</b>	Supervision of the Process of Tufted Weaving
	<b>Description</b>	This unit is about inventory of supervisory skills, knowledge, tools and techniques needed for execution of the task of planning, execution and proper implementation of plan so as to ensure tufted carpets are being produced with specified quality level and delivered as per schedule defined.
	<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>▪ To check defects as per standard defined and/or against permissible limits specified by the customer</li> <li>▪ To ensure it conforms to customer requirements for quality parameters applicable at this stage viz. shade, knots, knots/inch etc</li> <li>▪ To ensure carpets are produced as per priority schedule</li> <li>▪ To ensure tufting guns are in operational conditions and working smoothly</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Production of tufted carpet</b>	<p>PC1. Understand buyer's defined and implied requirements for quality and product conformity</p> <p>PC2. Collect all information needed for planning of production schedule like carpet design, shade card, yarn types, tuft type, cut pile height, tuft density, etc</p> <p>PC3. Identify and highlight constraints affecting planning, production, quality and target delivery</p> <p>PC4. Check yarn shade as per design particulars</p> <p>PC5. Check for proper fixing of backing fabric with uniform tension onto loom</p> <p>PC6. Check for clarity of design traced onto fabric</p> <p>PC7. Check for design matches with tufted loom frame size etc</p> <p>PC8. Check for type of tufting gun used [manual generally used for 16-20 tuft/inch<sup>2</sup> and electrically operated for 30-36 tuft/inch<sup>2</sup>]</p> <p>PC9. Check for Pile height for loop and cut type</p> <p>PC10. Check for proper working of tufting gun like threads not cutting through, thread stuck/jammed, mechanical failure etc.</p> <p>PC11. Ensure tufting is done as per requirements of ply and spacing defined</p> <p>PC12. Identify different types of faults likely to be encountered during tufting</p> <p>PC13. process flow of tufted Weaving department with stages and significance of monitoring needs for productivity and quality.</p>
	<b>Reporting and Recording of Inspection Results</b>	<p>PC14. Record information related to planning, production and quality</p> <p>PC15. Record information related to performance report recorded as per organizational recording system and/or suitably presentable layout</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/	<p>KA1. general rules and regulations in a carpet industry</p> <p>KA2. Correct working practices for inspection and checking adopted</p> <p>KA3. Color coding, marking, labeling etc are followed to ensure product matches buyer's specified requirements for quality</p>



HCS/N5413

**Supervision of the Process of Tufted Weaving**

organization and its processes)	KA4. Identify quality and production targets and the effect of not meeting these on self and/or your team
<b>B. Technical Knowledge</b>	<p>KB1. understanding the importance of</p> <ul style="list-style-type: none"> <li>• types of yarn</li> <li>• type of base fabric</li> <li>• carpet design</li> <li>• knot types</li> <li>• types of base fabric defects</li> <li>• tuft density</li> <li>• carpet dimension</li> <li>• general aesthetic parameters – appearance, cleanliness, feel, etc</li> </ul> <p>KB2. process flow in handmade carpet manufacturing sector</p> <p>KB3. importance of marking/coding/labelling etc followed at various process stages for identification and traceability</p> <p>KB4. importance of cleanliness at workplace</p> <p>KB5. Explain difference between correctable and non-correctable weaving faults</p> <p>KB6. Acceptable solutions for specific faults identified/detected</p> <p>KB7. Method to make use of the information detailed in specifications and Work instructions</p> <p>KB8. Importance of safety and security at workplace</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. prepare status and progress reports</p> <p>SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. keep co-workers and supervisors informed about progress</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the concerned area of work</p> <p><b>Plan and Organize</b></p>



**HCS/N5413**

**Supervision of the Process of Tufted Weaving**

	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. use the existing data to arrive at specific data points
	<b>Critical Thinking</b>
The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

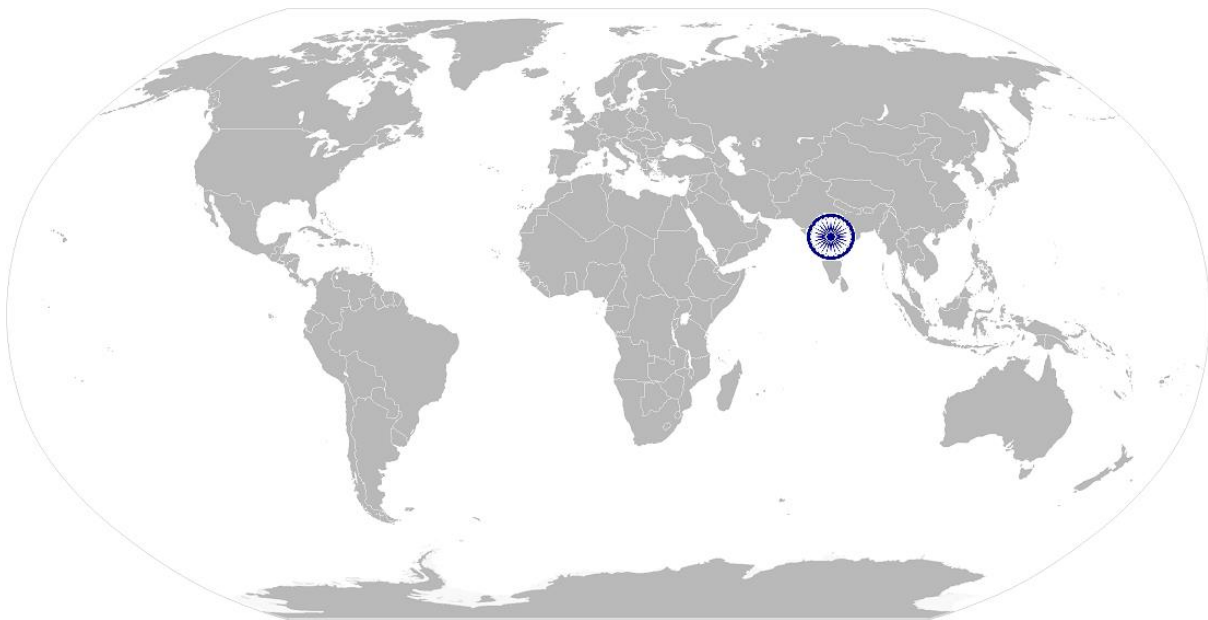
**NOS Version Control**

<b>NOS Code</b>	<b>HCS/N5413</b>		
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<b>Occupation</b>	<b>Weaving</b>	<b>Next review date</b>	<b>26/05/15</b>





# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to define, establish, maintain and securely preserve records related to various activities carried out in weaving.



HCS/N5414

## Maintenance of Tufted Weaving Records

National Occupational Standard	<b>Unit Code</b>	HCS/N5414
	<b>Unit Title (Task)</b>	Maintenance of Tufted Weaving Records
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to define, establish, update and maintain records with relevant analysis related to various activities pertinent to process, product quality, material storage, identification, retrieval and movement of materials.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Establish master list of records with defined format</li> <li>Analysis for activities carried out in the department</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Record Keeping</b>	PC1. Adhere to work instructions defined related to recording format. PC2. Procedure for disposal of old records. PC3. Record of interdepartmental communications regarding materials, processes and corrective and preventive actions
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	KA1. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Limits of your own responsibility KA4. Ways and Methodology of resolving problems within the work area KA5. The value chain of process steps affecting and affected by specific work activities related to stores KA6. Approved channel of effective communication within organization KA7. The lines of communication, authority and reporting procedures KA8. The organization's rules, codes and guidelines (including timekeeping)
	<b>B. Technical Knowledge</b>	KB1. Work instructions and specifications with ability to interpret them accurately KB2. Method to make use of the information detailed in specifications and Work instructions KB3. Relation between work role and the overall operating processes KB4. The importance of taking action when problems are identified KB5. Technical Approach of Estimating and Minimizing wastes originated of and related to Material receiving, handling and storage KB6. Safe working practices for house keeping
<b>Skills (S) [Optional]</b>		
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>	



HCS/N5414

**Maintenance of Tufted Weaving Records**

	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. prepare status and progress reports</p> <p>SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct</p>
	<p><b>Reading Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
<b>B. Professional Skills</b>	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. keep co-workers and supervisors informed about progress</p>
	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the concerned area of work</p>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize service feedback files/documents</p>
	<p><b>Customer Centricity</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. manage relationships with customers</p> <p>SB4. build customer relationships and use customer centric approach</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB6. identify immediate or temporary solutions to resolve delays</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. use the existing data to arrive at specific data points</p>
	<p><b>Critical Thinking</b></p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p>	

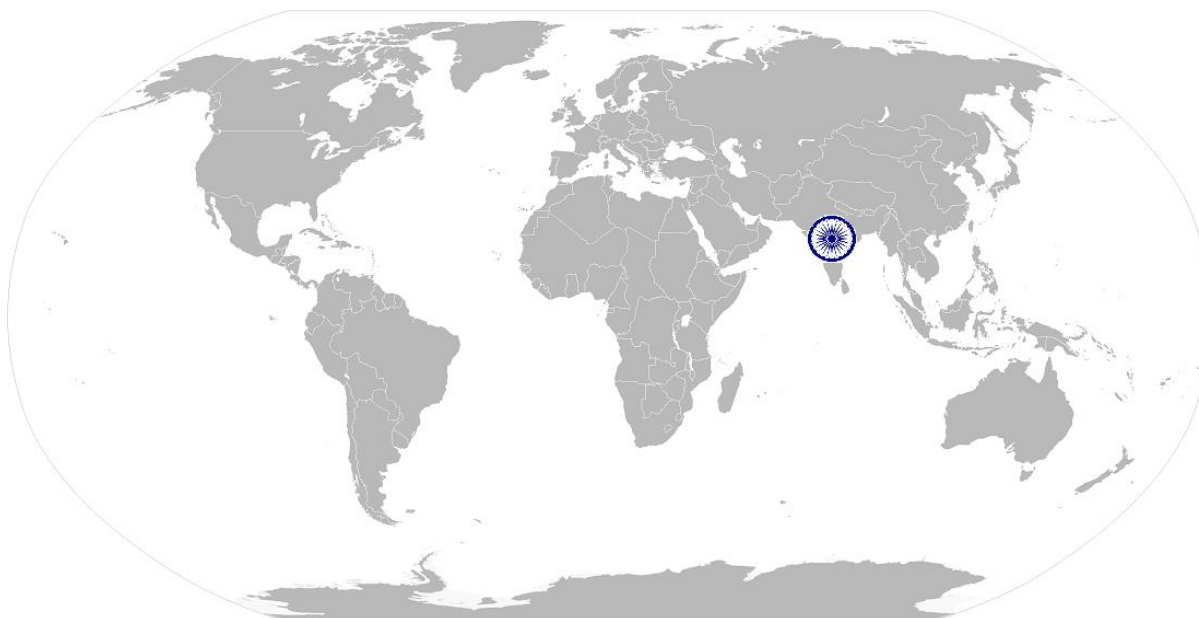


HCS/N5414

## Maintenance of Tufted Weaving Records

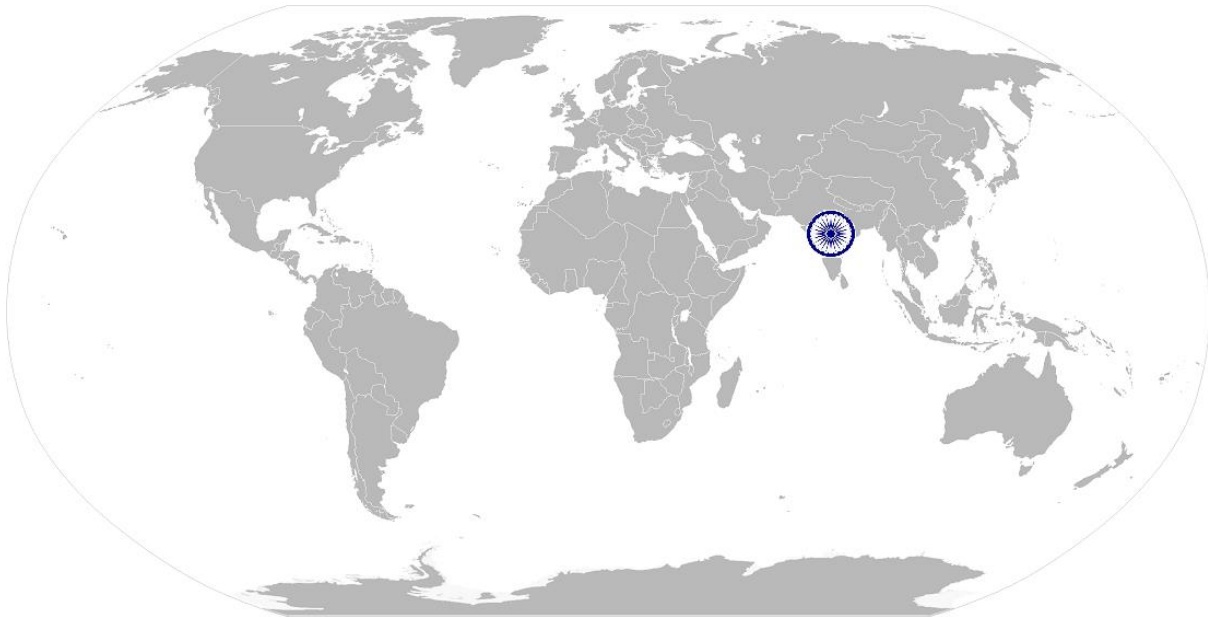
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<b>NOS Code</b>	HCS/N5414		
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<b>Industry</b>	Handicrafts and carpet	<b>Drafted on</b>	30/04/15
<b>Industry Sub-sector</b>	Carpet	<b>Last reviewed on</b>	27/05/15
<b>Occupation</b>	Weaving	<b>Next review date</b>	26/05/15





# National Occupational Standard



## Overview

This unit is about maintaining work areas and activities to ensure tools and machines are maintained as per norms.



HCS/N9906

Maintaining work area, tools and machines

National Occupational Standard	<b>Unit Code</b>	HCS/N9906
	<b>Unit Title (Task)</b>	Maintaining work area, tools and machines
	<b>Description</b>	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/maintain work areas and activities to ensure tools and machines are maintained as per norms
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Proper maintaining of work area and activities</li> <li>• Maintenance of work related handtools and equipments</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	Maintain the work area, tools and machines	PC1. handle materials, machinery, equipment and tools with care and use them in correct way PC2. maintain a clean and hazard free working area PC3. carry out running maintenance of tufting gun within agreed schedules PC4. carry out maintenance and/or cleaning within one's responsibility PC5. report unsafe tufting gun/equipment and other dangerous occurrences PC6. use clean equipment and methods appropriate for the work to be carried out PC7. dispose of waste safely in the designated location PC8. store equipment safely after use
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	KA1. personal hygiene and duty of care KA2. safe working practices and organizational procedures KA3. ways of resolving conflicts/problems within the work area KA4. the production process and the specific work activities that relate to the process KA5. organization's rules, codes and guidelines (including timekeeping) KA6. the company's quality standards KA7. importance of complying with written instructions
	<b>B. Technical /Domain Knowledge</b>	KB1. work instructions and ability to interpret them accurately KB2. relation between work role and the overall manufacturing process KB3. Hazards likely to be encountered when carrying out the maintenance process KB4. maintenance procedures KB5. importance of running maintenance and regular cleaning KB6. safe working practices for maintenance KB7. the importance of taking action when problems are identified KB8. effects of contamination on products i.e. machine oil, dirt, foreign materials KB9. common faults with equipment and the method to rectify
<b>Skills (S) [Optional]</b>		
<b>A. Core Skills/</b>	<b>Writing Skills</b>	



HCS/N9906

**Maintaining work area, tools and machines**

<b>Generic Skills</b>	The user/ individual on the job needs to know and understand how to: SA1. prepare status and progress reports SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep coworker and supervisor informed about progress
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan and manage work routine based on company procedure SB3. plan and organize service feedback files/documents
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. use the existing data to arrive at specific data points
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB9. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

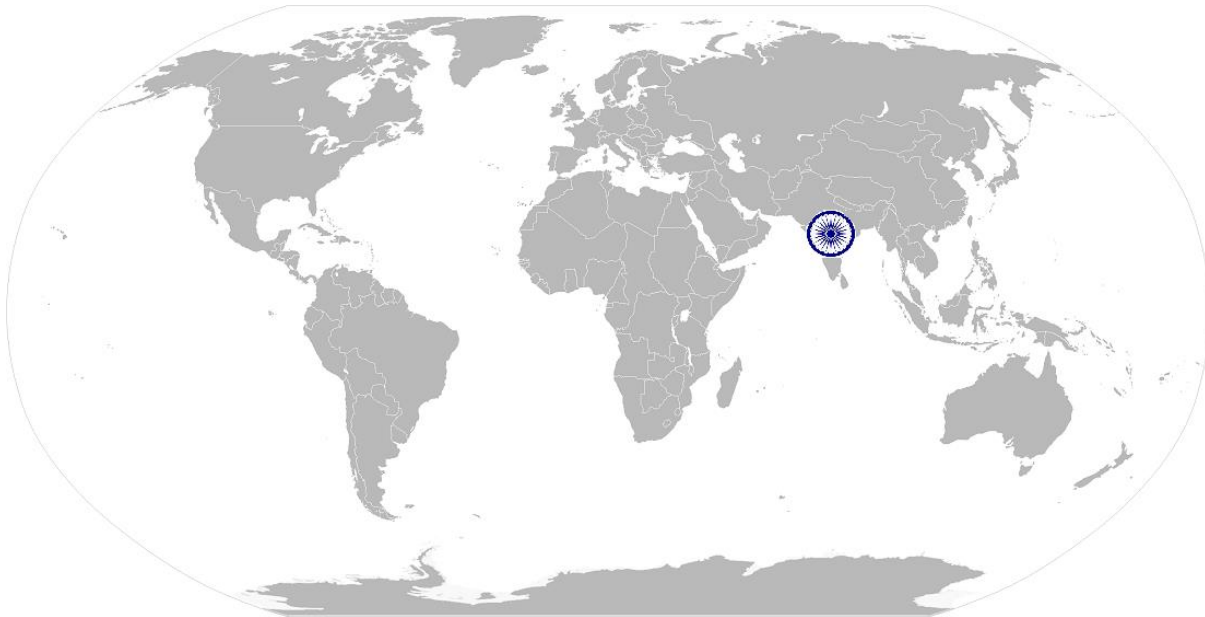


**HCS/N9906**

**Maintaining work area, tools and machines**

**NOS Version Control**

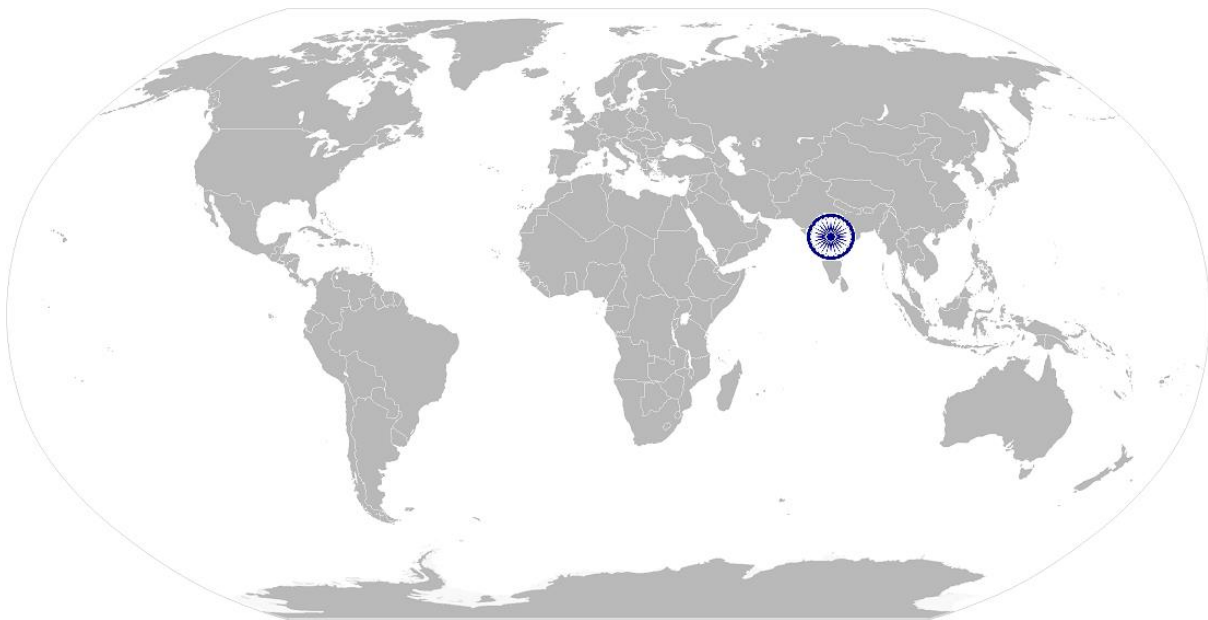
<b>NOS Code</b>	<b>HCS/N9906</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and carpet</b>	<b>Drafted on</b>	<b>30/04/15</b>
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# National Occupational Standard



## Overview

This unit is about working as part of a team in the process



HCS/N9908

Working in a team

National Occupational Standard	<b>Unit Code</b>	HCS/N9908
	<b>Unit Title (Task)</b>	Working in a team
	<b>Description</b>	This unit is about working as a team member in the role of carpet hand operated loom weaver
	<b>Scope</b>	<ul style="list-style-type: none"> <li>• Commitment and trust</li> <li>• Communication</li> <li>• Adaptability</li> <li>• Creative freedom</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Commitment and trust</b>	PC1. Be accountable to one's own role in whole process of weaving PC2. Perform all roles with full responsibility PC3. Be effective and efficient at workplace
	<b>Communication</b>	PC4. Properly communicate about company policies PC5. Talk politely with other team members and colleagues
	<b>Adaptability</b>	PC6. Adjust in different work situations PC7. Give due importance to others' point of view PC8. Avoid conflicting situations
	<b>Creative freedom</b>	PC9. Develop new ideas for work procedures PC10. Improve upon the existing techniques to increase process efficiency
<b>Knowledge and Understanding (K)</b>		
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	KA1. General rules and regulations in a carpet sector KA2. Procedure followed to get the final output KA3. Safe working practices to be adopted KA4. Reporting to the supervisor or higher authority about any grievances faced	
<b>B. Technical Knowledge</b>	KB1. Understanding the importance of the previous and next step of the process KB2. Process flow in a carpet weaving section KB3. Material sequence of flow KB4. Functions of different parts of carpet hand operated loom KB5. Tools and equipments used KB6. Guidelines for operating the hand operated loom KB7. Safety procedures to be followed in hand operated loom	



**HCS/N9908**

**Working in a team**

Skills (S) [Optional]	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	SA1. Write instructions in local language SA2. Write daily work report SA3. Write grievance complaint application
	<b>Reading Skills</b>
	SA4. Read and comprehend written instructions
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	SA5. Communicate with superiors appropriately SA6. Talk to workers to convey information effectively
	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. deal with clients lacking the technical background to solve the problem on their own SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. use the existing data to arrive at specific data points
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB9. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

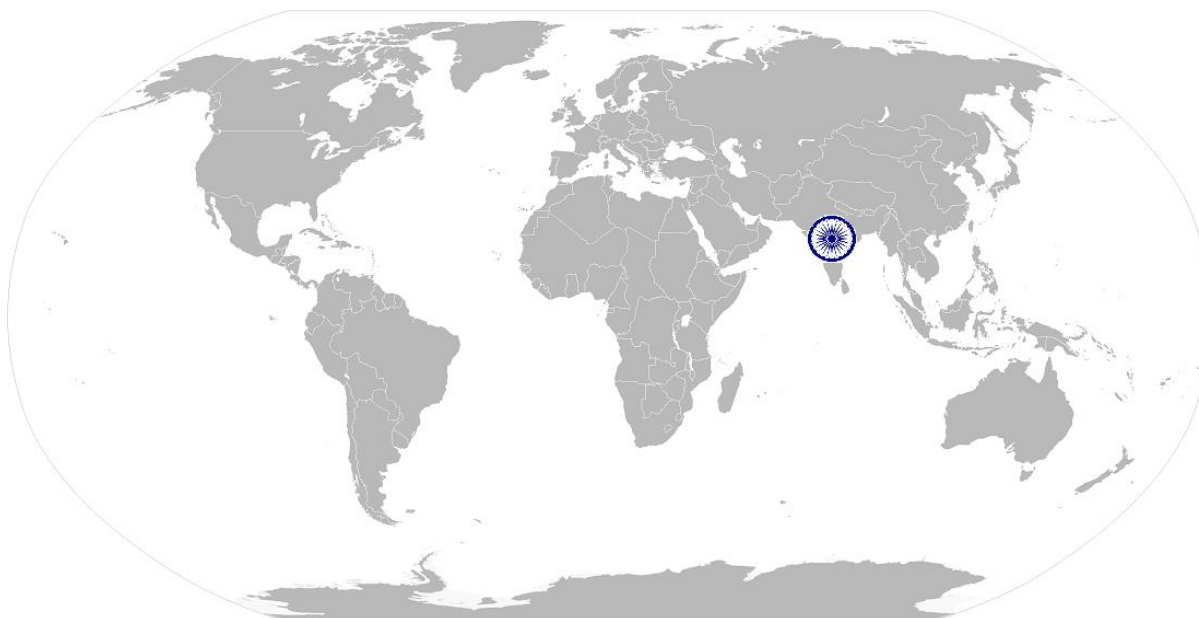


**HCS/N9908**

**Working in a team**

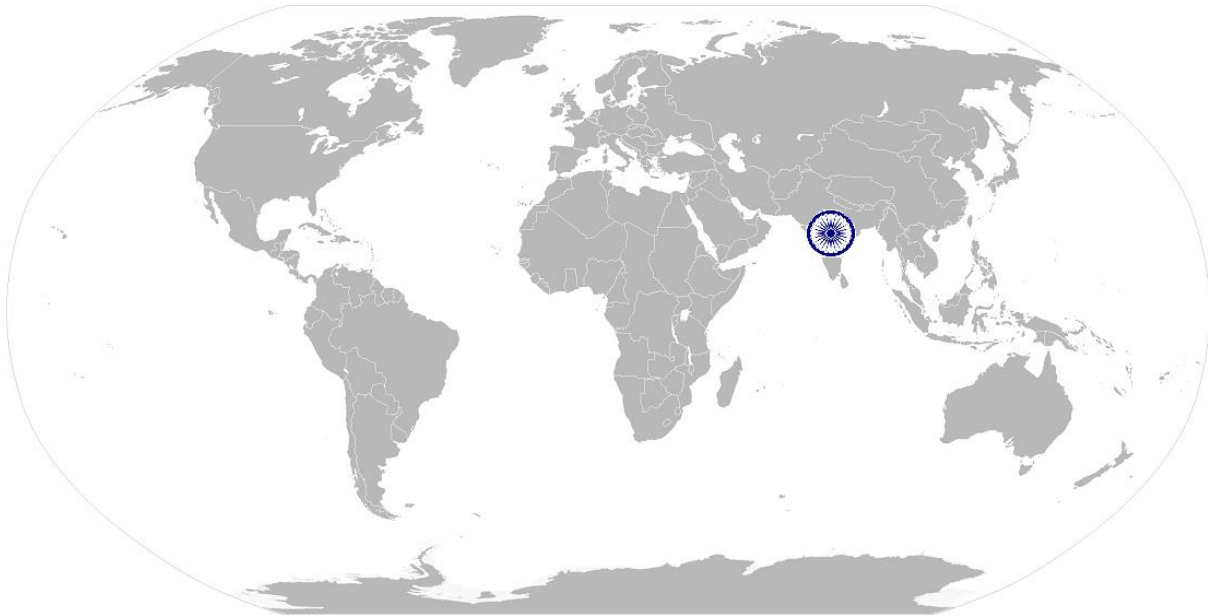
## **NOS Version Control**

<b>NOS Code</b>	<b>HCS/N9908</b>		
<b>Credits (NSQF)</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>30/04/15</b>
<b>Industry Sub-sector</b>	<b>Carpet</b>	<b>Last reviewed on</b>	<b>27/05/15</b>
<b>Occupation</b>	<b>Weaving</b>	<b>Next review date</b>	<b>26/05/15</b>





# National Occupational Standard



## Overview

This unit is about maintaining work areas and activities to ensure health, safety & security are maintained as per norms.

.



HCS/N9907

**Maintain health, safety and security at work place**

National Occupational Standard	<b>Unit Code</b>	HCS/N9907
	<b>Unit Title (Task)</b>	Maintain health, safety and security at work place
	<b>Description</b>	This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>To comply with health, safety and security requirements at work</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	Comply with health, Safety and security requirements at work	<p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment such as “Nose Mask”etc. as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Follow environment management system related procedures</p> <p>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunctions that cannot be rectified</p> <p>PC8. Store materials and equipment in line with organisational requirements</p> <p>PC9. Safely handle and remove waste</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threat</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organisation procedures for shutdown and evacuation when required</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the	<p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. Organizational procedures for safe handling of equipment and machine operations</p>



HCS/N9907

**Maintain health, safety and security at work place**

<p>company / organization and its processes)</p>	<p>KA4. Potential risks due to own actions and methods to minimize them            KA5. Environmental management system related procedures at the workplace            KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points            KA7. Potential accidents and emergencies and response to these scenarios            KA8. Reporting protocol and documentation required            KA9. Details of personnel trained in first aid, fire-fighting and emergency response            KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<p><b>B. Technical Knowledge</b></p>	<p>KB1. Occupational health and safety risks and methods            KB2. Personal protective equipment and method of use            KB3. Identification, handling and storage of hazardous substances            KB4. Proper disposal system for waste and by-products            KB5. Signage related to health and safety and their meaning            KB6. Importance of sound health, hygiene and good habits            KB7. Ill-effects of alcohol, tobacco and drugs</p>
<p><b>Skills (S) [Optional]</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. prepare status and progress reports            SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. discuss task lists, schedules, and work-loads with co-workers            SA5. keep coworker and supervisor informed about progress</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the concerned area of work</p> <p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize service feedback files/documents</p> <p><b>Customer Centricity</b></p>



**HCS/N9907**

**Maintain health, safety and security at work place**

	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB5. Raise alarm in case of emergency SB6. Safe and correct procedure of handling equipment and machinery SB7. Identify, report malfunctions in machinery and equipment and correct them if possible SB8. Identify and report service malfunctions and chemical leaks SB9. Keep work area free from potential hazards SB10. Report to supervisors and other authorized personnel for assistance think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB11. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB12. use the existing data to arrive at specific data points
	<b>Critical Thinking</b>
The user/individual on the job needs to know and understand how to: SB13. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

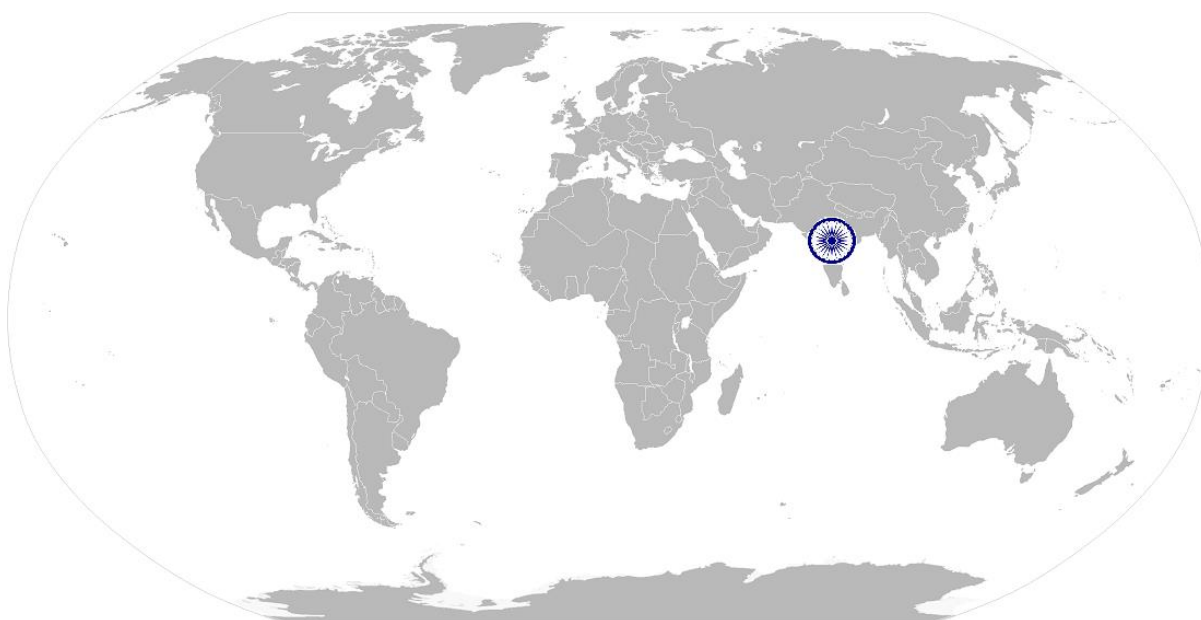
**NOS Version Control**

<b>NOS Code</b>	<b>HCS/N9907</b>		
<b>Credits (NSQF)</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>30/04/15</b>
<b>Industry Sub-sector</b>	<b>Carpet</b>	<b>Last reviewed on</b>	<b>27/05/15</b>
<b>Occupation</b>	<b>Weaving</b>	<b>Next review date</b>	<b>26/05/15</b>





# National Occupational Standard



## Overview

This unit covers performance criteria, knowledge & understanding and skills abilities required to comply with legal and organization requirements.



HCS/N9909

Comply with industry and organizational requirements

National Occupational Standard	<b>Unit Code</b>	HCS/N9909
	<b>Unit Title (Task)</b>	Comply with industry and organizational requirements
	<b>Description</b>	This unit is about knowing, understanding, and complying with the requirements of the organization and carpet industry
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>To Comply with legal and organizational requirements</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	Comply with legal and ethical requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within your work practices PC4. Provide support to your supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	KA1. The importance of having an ethical and value-based approach KA2. Benefits to your company and yourself due to practice of these procedures KA3. The importance of punctuality and attendance KA4. Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> <li>Legal and ethical requirements</li> <li>Procedures to follow if someone does not meet the requirements</li> </ul> KA5. Customer specific requirements mandated as a part of your work process
	<b>B. Technical Knowledge</b>	KB1. Customer specific regulations and their importance KB2. Reporting procedure in case of deviations KB3. Limits of personal responsibility
<b>Skills (S) [Optional]</b>		
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>	
	The user/ individual on the job needs to know and understand how to: SA1. prepare status and progress reports SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct	
	<b>Reading Skills</b>	
The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets		



HCS/N9909

### Comply with industry and organizational requirements

	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep coworker and supervisor informed about progress
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays SB7. Take appropriate decisions related to responsibilities SB8. Follow the given standards SB9. Procedure to comply with the standards SB10. Plan and manage work routine based on company procedure SB11. Positively influence your team members into follow procedures as required SB12. Participate and influence your organization's response towards these procedures
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB13. use the existing data to arrive at specific data points
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB14. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



HCS/N9909

Comply with industry and organizational requirements

## NOS Version Control

<b>NOS Code</b>	HCS/N9909		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Handicrafts and carpet	<b>Drafted on</b>	30/04/15
<b>Industry Sub-sector</b>	Carpet	<b>Last reviewed on</b>	27/05/15
<b>Occupation</b>	Weaving	<b>Next review date</b>	26/05/15





### CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Tufted Weaving Supervisor

**Qualification Pack** HCS/Q5411

**Sector Skill Council** Handicrafts and Carpets

#### 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 this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

		Marks Allocation			
		Total Mark (315+85)	Out Of	Theory	Skills Practical
<b>1. HCS/N5413 - Supervision of the Process of Tufted Weaving</b>	PC1. Understand buyer's defined and implied requirements for quality and product conformity	<b>100</b>	<b>5</b>	0	5
	PC2. Collect all information needed for planning of production schedule like carpet design, shade card, yarn types, tuft type, cut pile height, tuft density, etc		<b>5</b>	0	5
	PC3. Identify and highlight constraints affecting planning, production, quality and target delivery		<b>10</b>	5	5
	PC4. Check yarn shade as per design particulars		<b>10</b>	2	8



	PC5. Check for proper fixing of backing fabric with uniform tension onto loom	6	3	3
	PC6. Check for clarity of design traced onto fabric	10	5	5
	PC7. Check for design matches with tufted loom frame size etc	7	2	5
	PC8. Check for type of tufting gun used [manual generally used for 16-20 tuft/inch <sup>2</sup> and electrically operated for 30-36 tuft/inch <sup>2</sup> ]	6	2	4
	PC9. Check for Pile height for loop and cut type	5	2	3
	PC10. Check for proper working of tufting gun like threads not cutting through, thread stuck/jammed, mechanical failure etc.	7	2	5
	PC11. Ensure tufting is done as per requirements of ply and spacing defined	5	2	3
	PC12. Identify different types of faults likely to be encountered during tufting	5	0	5
	PC13. process flow of tufted Weaving department with stages and significance of monitoring needs for productivity and quality.	5	2	3
	PC14. Record information related to planning, production and quality	7	2	5



	PC15. Record information related to performance report recorded as per organizational recording system and/or suitably presentable layout		7	2	5
		<b>Total</b>	<b>100</b>	<b>31</b>	<b>69</b>
<b>2. HCS/N5414 - Maintenance of Weaving Records</b>	PC1. Adhere to work instructions defined related to recording format.	<b>25</b>	12	3	9
	PC2. Procedure for disposal of old records.		5	2	3
	PC3. Record of interdepartmental communications regarding materials, processes and corrective and preventive actions		8	3	5
		<b>Total</b>	<b>25</b>	<b>8</b>	<b>17</b>
<b>3. HCS/N9906 - Maintain workarea, tools and machines</b>	PC1. handle materials, machinery, equipment and tools with care and use them in correct way	<b>50</b>	15	5	10
	PC2. maintain a clean and hazard free working area		5	2	3
	PC3. carry out running maintenance within agreed schedules		5	2	3
	PC4. carry out maintenance and/or cleaning within one's responsibility		10	5	5
	PC5. report unsafe equipment and other dangerous occurrences		2	2	0
	PC6. use clean equipment and methods appropriate for the work to be carried out		5	2	3
	PC7. dispose of waste safely in the designated location		5	2	3



	PC8. store cleaning of equipment safely after use		3	0	3
		<b>Total</b>	<b>50</b>	<b>20</b>	<b>30</b>
<b>4. HCS/N9908 - Working in a team</b>	PC1. Be accountable to one's own role in whole process of weaving	<b>40</b>	3	1	2
	PC2. Perform all roles with full responsibility		4	2	2
	PC3. Be effective and efficient at workplace		3	1	2
	PC4. Properly communicate about company policies		4	1	3
	PC5. Talk politely with other team members and colleagues		5	2	3
	PC6. Adjust in different work situations		4	1	3
	PC7. Give due importance to others' point of view		4	1	3
	PC8. Avoid conflicting situations		5	2	3
	PC9. Develop new ideas for work procedures		4	1	3
	PC10. Improve upon the existing techniques to increase process efficiency		4	1	3
		<b>Total</b>	<b>40</b>	<b>13</b>	<b>27</b>
<b>5. HCS/N9907 - Maintain Health, Safety and Security at Workplace</b>	PC1. Comply with health and safety related instructions applicable to the workplace	<b>75</b>	4	1	3
	PC2. Use and maintain personal protective equipment such as "Nose Mask" etc. as per protocol		3	1	2





	PC3. Carry out own activities in line with approved guidelines and procedures	5	2	3
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants	3	1	2
	PC5. Follow environment management system related procedures	3	1	2
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment	3	1	2
	PC7. Report any service malfunctions that cannot be rectified	3	1	2
	PC8. Store materials and equipment in line with organisational requirements	4	1	3
	PC9. Safely handle and remove waste	4	1	3
	PC10. Minimize health and safety risks to self and others due to own actions	4	1	3
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks	4	2	2
	PC12. Monitor the workplace and work processes for potential risks and threat	8	2	6
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	5	1	4



	PC14. Report hazards and potential risks/threats to supervisors or other authorized personnel		5	2	3
	PC15. Participate in mock drills/evacuation procedures organized at the workplace		6	2	4
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		2	0	2
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	0	3
	PC18. Follow organisation procedures for shutdown and evacuation when required		6	2	4
		<b>Total</b>	<b>75</b>	<b>22</b>	<b>53</b>
<b>6. HCS/N9909 - Comply with industry and organizational requirement</b>	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	<b>25</b>	7	2	5
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		6	1	5
	PC3. Apply and follow these policies and procedures within your work practices		4	0	4
	PC4. Provide support to your supervisor and team members in enforcing these considerations		4	1	3
	PC5. Identify and report any possible deviation to these requirements		4	1	3
			<b>Total</b>	<b>25</b>	<b>5</b>