



# QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET SECTOR SKILL COUNCIL

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## 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 – Finisher (Carpets)

**SECTOR:** Handicrafts and Carpet

**SUB-SECTOR:** Carpets

**OCCUPATION:** Finishing

**REFERENCE ID:** HCS/Q5407

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

**Finisher:** The finisher gives the final touch to the carpet which includes re-trimming, shearing, color touch up etc. so that it is ready for final packing and dispatch.

**Brief Job Description:** The finisher removes dust particles, chemicals and unnecessary yarn particles which would have accumulated subsequent to tufting, drying, embossing and latexing.

**Personal Attributes:** The job requires an individual to remove the unwanted dust particles, vaccums the carpet with all respects and ensures it is rolled with strong polythene protection and dispatch to the buyer.

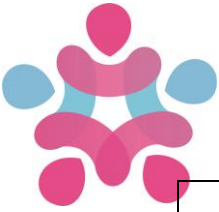


Job Details	<b>Qualifications Pack Code</b>	<b>HCS/Q5407</b>		
	<b>Job Role</b>	<b>Finisher</b>		
	<b>Credits (NSQF)</b>	<b>3</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>30/04/2015</b>
	<b>Sub-sector</b>	<b>Carpets</b>	<b>Last reviewed on</b>	<b>27/05/2015</b>
	<b>Occupation</b>	<b>Finishing</b>	<b>Next review date</b>	<b>26/05/2016</b>
	<b>Job Role</b>	<b>Finisher</b>		
<b>Role Description</b>	The finisher gives the final touch to the carpet which includes re-trimming, shearing, color touch up etc. so that it is ready for final packing and dispatch.			
<b>NSQF level</b>	4			
<b>Minimum Educational Qualifications*</b>	5 <sup>th</sup> Pass			
<b>Maximum Educational Qualifications*</b>	Not Applicable			
<b>Training</b> (Suggested but not mandatory)	Not Applicable			
<b>Experience</b>	Not Applicable			
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">HCS/N5407 Understanding of basic activities involved in carpet finishing</a></li> <li><a href="#">HCS/N9907 Maintain health, safety and security at workplace</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 -function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational standards(OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standard (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualification Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualification Pack (QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification 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 the 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 the quality of performance required.
Knowledge and understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard .
Organizational context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge

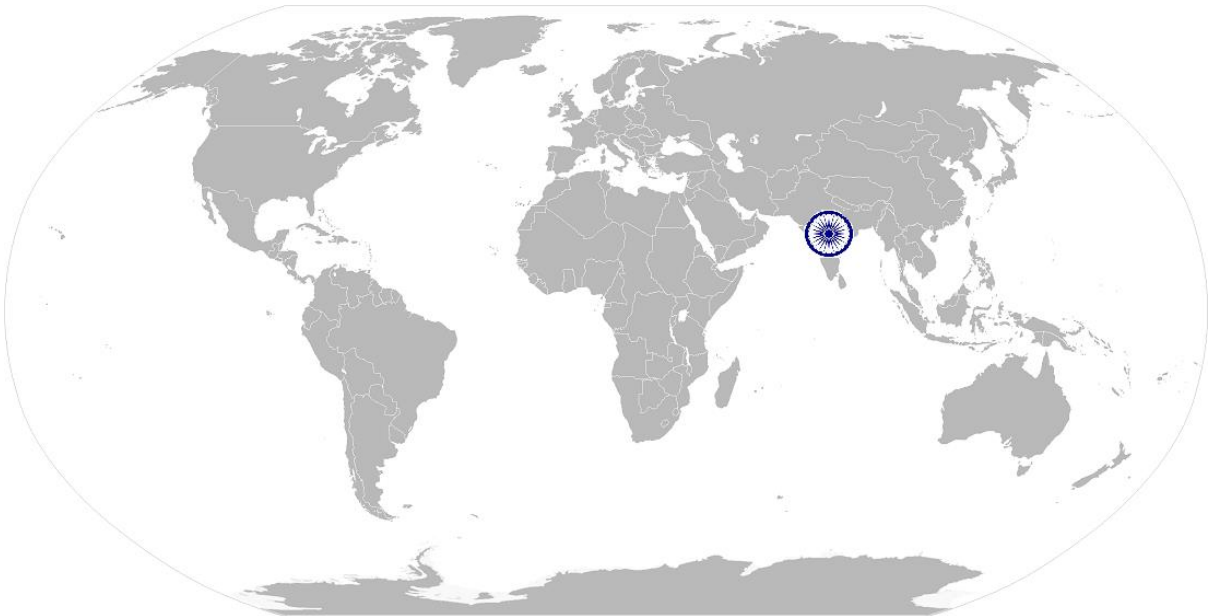


Acronyms

	managers have of their relevant areas of responsibility.
Technical knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core skill / Generic skill	Core Skills or Generic Skills are a group of skills that are key to learning and working 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)
QP	Qualifications Pack
OS	Occupational Standard(s)
NSQF	National Skills Qualifications Framework



# National Occupational Standard



## Overview

This unit is about having a basic understanding of activities involved in the final finishing of the carpet that includes application of third backing cloth and tape to decorate and strengthen the edges.



HCS/N5407

**Understanding of basic activities involved in final finishing of the carpet**

National Occupational Standard	<b>Unit Code</b>	HCS/N5407
	<b>Unit Title (Task)</b>	Understanding of basic activities involved in final finishing of the carpet
	<b>Description</b>	This OS unit is about understanding of basic activities involved in finishing of the carpet
	<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Application of third backing cloth and tape to strengthen and decorate the edges</li> <li>• Ensure 100% compliance and adherence to quality standards</li> <li>• Coordinate with other team members</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>		
<b>Element</b>	<b>Performance Criteria</b>	
<b>Application of Third backing cloth and tape to strengthen third backing cloth</b>	<p>PC1. Assemble the necessary raw material in appropriate quantity</p> <p>PC2. Applies third backing cloth at the back of the tufted carpet</p> <p>PC3. Ensure that third backing cloth is properly stretched from all ends</p> <p>PC4. Ensure that third backing cloth sticks to latex which is applied on the back side of the carpet., from all ends</p> <p>PC5. Ensure that third backing cloth is not torn from anywhere</p> <p>PC6. Ensure the cloth is of prescribed quality to ensure strength and durability</p> <p>PC7. Use backing cloth of different colors as per the buyer's requirements</p> <p>PC8. Ensures the edges are adequate and cleanly latex and fasten to prevent from fraying</p> <p>PC9. Fix the strip from all ends properly</p> <p>PC10. Ensure strip covers all the four ends on the third backing cloth</p> <p>PC11. Cut the ends properly for proper finishing</p> <p>PC12. Set aside the raw material for further usage</p> <p>PC13. Return the raw materials back to store on time</p> <p>PC14. Ensure third backing and carpet is free from any stains</p>	
<b>Ensure quality and productivity standards</b>	<p>PC15. Visually examine the raw materials</p> <p>PC16. Achieve targets as set by the supervisors</p> <p>PC17. Ensure no quality flaws as this is the final stage in tufted carpet manufacturing</p> <p>PC18. Inform in advance in case of any anticipated faults</p> <p>PC19. Ensure availability of raw materials and coordinate with stores on inventory update</p>	
<b>Coordination with other team members</b>	<p>PC20. Coordinate with other team members and communicate properly to undertake the tasks effectively</p> <p>PC21. Work as a team and multi-task in case of high volumes</p> <p>PC22. Deliver quality work and report in case of any anticipated reasons of delay</p> <p>PC23. Understand the target for the day and demonstrate ability to work under pressure</p> <p>PC24. Interact and clarify doubts on design, usage of materials &amp; tools, quality standard and compliance, etc.</p>	



HCS/N5407

**Understanding of basic activities involved in final finishing of the carpet**

	PC25. Maintain good behavior at the workplace, avoid disputes and demonstrate responsible and disciplined behavior
<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: KA1. relevant, nature of business, standards, policies, and procedures followed in the company KA2. Understanding of firm's client base and exports market KA3. Company policies related to personnel management, reporting and escalation matrix policy KA4. Work flow in the company's operations and sequence of operations KA5. Role and importance of Finishing especially while managing large orders and high volumes of same design KA6. Documentation and standard operating procedures
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Ability to work in different climatic conditions KB2. Basic functionality involve in application of third backing cloth and tape KB3. Understanding of the value chain and assembly line KB4. Estimation of height and width for symmetrical adjustments KB5. Excellent grip on the cloth and ability to use it diligently with good eye-sight KB6. Effective communication with supervisors and other colleagues
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading and Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Record keeping of third backing cloth ordered through stores SA2. Maintain track of inventory and report timely in case of shortage SA3. Read job sheets, other information shown by supervisors
	<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 carpets finished in a day SA5. Discuss on the priority areas for fast delivery or time bound delivery SA6. give clear instructions to people within the assembly line SA7. avoid using jargon, slang or acronyms when communicating with a customer, unless it is required



HCS/N5407

**Understanding of basic activities involved in final finishing of the carpet**

<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 tasks to be done during a day
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB3. 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: SB4. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB5. 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: SB6. use the existing data to arrive at specific data points SB7. use the existing data points for improving the current method of application of third backing cloth and tape SB8. use the existing data points to generate required reports for business
<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	

**NOS Version Control**

<b>NOS Code</b>	<b>HCS/ N5407</b>		
<b>Credits (NSQF)</b>	<b>3</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>30/04/2015</b>
<b>Industry Sub-sector</b>	<b>Carpets</b>	<b>Last reviewed on</b>	<b>27/05/2015</b>
<b>Occupation</b>	<b>Finishing</b>	<b>Next review date</b>	<b>26/05/2016</b>





HCS/N9907

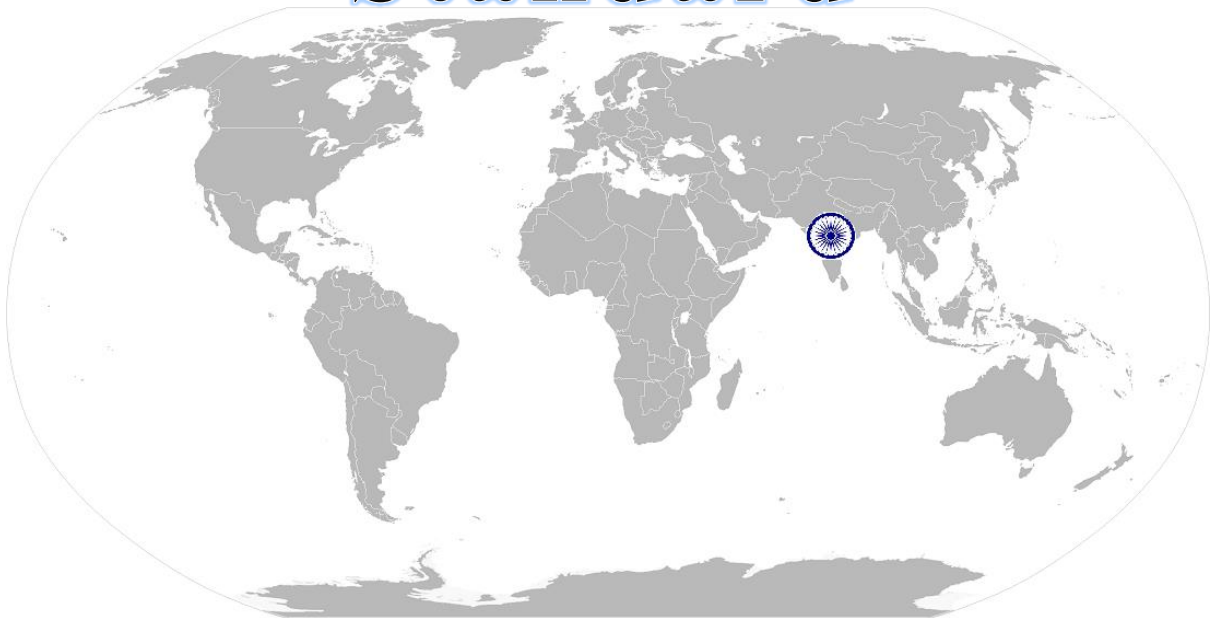
NOS  
National Occupational Standards



Maintain health, safety and security at work place

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# 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>Elements</b>	<b>Performance Criteria</b>
	<b>Follow safety procedures at work place</b>	<p>PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipments</p> <p>PC2. Use and maintain personal protective equipment such as “Nose Mask” etc</p> <p>PC3. Identify areas in the workplace which are potentially hazardous / unhygienic in nature</p> <p>PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear and tear of the machine</p> <p>PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc</p> <p>PC6. Report malfunctions of tools to supervisors wherever applicable</p> <p>PC7. Follow the instructions given on the equipment manual describing the operating process</p> <p>PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury</p> <p>PC9. Maintain high standards of personal hygiene at the work place</p>
	<b>Ensure 100% adherence to safety standards</b>	<p>PC10. Ensure zero accidents at workplace</p> <p>PC11. Adhere to safety norms and ensure no damage to any material or individual</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/organization and its processes)	<p>KA1. Relevant standards, procedures and policies related to Health, safety and Environment followed at the workplace</p> <p>KA2. Emergency handling procedures and hierarchy for escalations</p> <p>KA3. Organizational procedures for safe handling of equipment / tools wherever applicable</p>
	<b>B. Technical/Domain Knowledge</b>	<p>KA4. Occupational health and safety risks and methods</p> <p>KA5. Personal protective equipment and method of use</p> <p>KA6. Identification, handling and storage of hazardous substances</p> <p>KA7. Proper disposal system for waste and by-products</p> <p>KA8. Signage related to health and safety and their meaning</p> <p>KA9. Importance of sound health, hygiene and good habits</p> <p>KA10. Ill-effects of alcohol, tobacco and drugs</p>



HCS/N9907

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

Skills (S) [Optional]	
<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
	<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>Decision Making</b>
<b>B. Professional Skills</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. 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



HCS/N9907

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

	<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>	HCS/N9907		
<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>	Finishing	<b>Next review date</b>	26/05/16



**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role** Finisher

**Qualification Pack** HCS/Q5407

**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 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

**Assessment criteria**

NOS Elements	Performance criteria	Total Marks	Out of	Marks Allocation	
				Theory	Skills Practical
<b>1.HCS/N5407 - Understanding of basic activities involved in final finishing of the carpet</b>	PC1. Assemble the necessary raw material in appropriate quantity	100	6	2	4
	PC2. Applies third backing cloth at the back of the tufted carpet		6	2	4
	PC3. Ensure that third backing cloth is properly stretched from all ends		3	1	2
	PC4. Ensure that third backing cloth sticks to latex which is applied on the back side of the carpet., from all ends		3	1	2
	PC5. Ensure that third backing cloth is not torn from anywhere		6	2	4
	PC6. Ensure the cloth is of prescribed quality to ensure strength and durability		6	2	4



PC7.	Use backing cloth of different colors as per the buyer's requirements	6	2	4
PC8.	Ensures the edges are adequate and cleanly latex and fasten to prevent from fraying	3	1	2
PC9.	Fix the strip from all ends properly	5	1	4
PC10.	Ensure strip covers all the four ends on the third backing cloth	3	1	2
PC11.	Cut the ends properly for proper finishing	3	1	2
PC12.	Set aside the raw material for further usage	5	1	4
PC13.	Return the raw materials back to store on time	3	1	2
PC14.	Ensure third backing and carpet is free from any stains	5	1	4
PC15.	Visually examine the raw materials	3	1	2
PC16.	Identify different colors of third backing cloth as per buyer's requirements	3	1	2
PC17.	Achieve targets as set by the supervisors	5	1	4
PC18.	Ensure no quality flaws as this is the final stage in tufted carpet manufacturing	3	1	2
PC19.	Ensure availability of raw materials and coordinate with stores on inventory update	3	1	2
PC20.	Coordinate with other team members and communicate properly to undertake the tasks effectively	5	1	4
PC21.	Work as a team and multi-task in case of high volumes	3	1	2
PC22.	Deliver quality work and report in case of any anticipated reasons of delay	3	1	2



	PC23. Understand the target for the day and demonstrate ability to work under pressure		3	1	2
	PC24. Interact and clarify doubts on design, usage of materials & tools, quality standard and compliance, etc.		3	1	2
	PC25. Maintain good behaviour at the workplace, avoid disputes and demonstrate responsible and disciplined behaviour		3	1	2
	<b>TOTAL</b>			<b>30</b>	<b>70</b>
<b>NOS Element</b>	<b>Performance Criteria</b>	<b>Total Marks</b>	<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
<b>2.HCS/N9907 Maintain health, safety and security at work place</b>	PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipments	100	10	2	8
	PC2. Use and maintain personal protective equipment such as “Nose Mask” etc		10	2	8
	PC3. Identify areas in the workplace which are potentially hazardous / unhygienic in nature		10	2	8
	PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear and tear of the machine		8	2	6
	PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc.		12	4	8
	PC6. Report malfunctions of tools to supervisors wherever applicable		12	4	8
	PC7. Follow the instructions given on the equipment manual describing the operating process		8	2	6
	PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury		8	2	6



	PC9. Maintain high standards of personal hygiene at the work place		8	2	6
	PC10. Ensure zero accidents at workplace		8	2	6
	PC11. Adhere to safety norms and ensure no damage to any material or individual		6	1	5
	<b>TOTAL POINTS</b>			<b>25</b>	<b>75</b>
	<b>GRAND TOTAL</b>			<b>100</b>	