



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

### What are Occupational Standards(OS)?

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

#### Contact Us:

Handicrafts and Carpet  
Sector Skill Council  
(HCSSC),  
OCF, Plot No. 2,  
Pocket 9, Sector B,  
Vasant Kunj,  
New Delhi-110070

E-mail:  
hcssc@hcssc.in



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### Introduction

#### Qualifications Pack- Shade Supervisor (Carpets)

**SECTOR:** HANDICRAFTS AND CARPET

**SUB-SECTOR:** Carpet

**OCCUPATION:** Designing

**REFERENCE ID:** HCS/Q5203

**ALIGNED TO:** NCO-2015/NIL

**Brief Job Description:** The shade supervisor is a job role in Weaving department. The responsibility of shade supervisor is to ensure knotted and tufted carpets are made as per specified design with correct selection of shade for knotting and tufting while weaving the design.

**Personal Attributes:** The supervisor 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.



Job Details	Qualifications Pack Code	HCS/Q5203		
	Job Role	Shade Supervisor (Carpets)		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	30/04/15
	Sub-sector	Carpet	Last reviewed on	27/05/15
	Occupation	Designing	Next review date	26/05/16

Job Role	Shade Supervisor (Carpets)
Role Description	To plan and execute plan supervising production of carpets with right colour of threads ensured to be used for knotting and tufting of carpets as per design specified for.
NSQF level	4
Minimum Educational Qualifications	Class 8th
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Not Applicable
Experience	1-2 years of working experience in textile/apparel/carpet industry
Applicable National Occupational Standards (NOS)	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">HCS/N5203 Supervision for Manufacturing of carpets as per Design and Shade</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/N9909 Comply with industry and organizational requirement</a></li> <li><a href="#">HCS/N9913 Maintain health, safety and security at workplace</a></li> </ol>
Performance Criteria	As described in the relevant OS units



## Glossary of Key Terms

### 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 to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications 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 OS unit, which can be denoted with either an 'O' or 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.

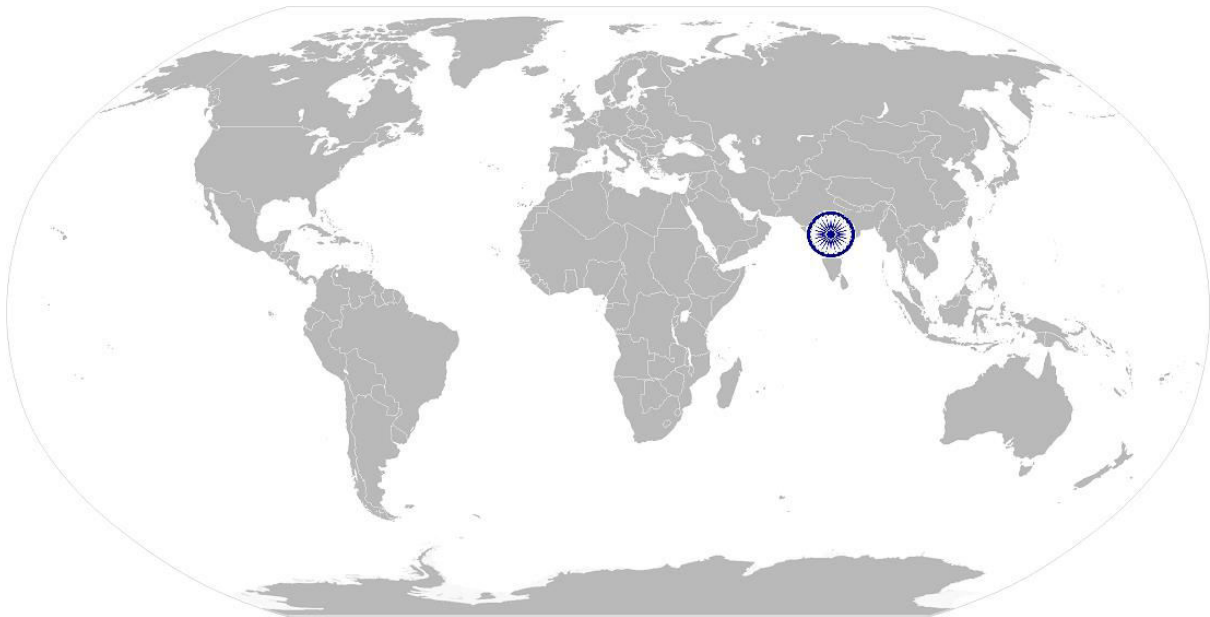


Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge 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 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.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVQF	National Vocational Qualifications Framework
HCSSC	Handicraft and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

Acronyms



# National Occupational Standard



## Overview

This unit is about capturing skills and attributes for supervising production of knotted and tufted carpets so as to ensure they are made with correct design with selection and use of right shade for threads as per design needs for knotting and tufting.



## HCS/N5203 Supervision for Manufacturing of carpets as per Design and Shade

National Occupational Standard	<b>Unit Code</b>	HCS/N5203
	<b>Unit Title (Task)</b>	Supervision for Manufacturing of carpets as per Design and Shade
	<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 production of carpets – matching with designs as per colours indicated on design map.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Supervising shade design</li> <li>Reporting and Recording of Production Results</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Supervising shade design</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. understand buyer's defined and implied requirements for design quality and product colour conformity</li> <li>PC2. collect all information needed for identification of threads for knotting and tufting e.g. material types, count, ply, shade number, design reference number etc</li> <li>PC3. check the colour and/or indicative number along with the colour marked on design map</li> <li>PC4. identify and highlight constraints affecting planning, production, quality and target delivery</li> <li>PC5. ensure threads available are matching with the shade indicated on design map</li> <li>PC6. check availability of threads in sufficient quantity as per design needs</li> <li>PC7. supervise by patrolling and random checking to ensure threads are used as per design for knotting and tufting</li> <li>PC8. check knots/inch<sup>2</sup> and tuft density as per design indicated</li> <li>PC9. process flow of department with stages and significance of monitoring needs for productivity and design conformity to quality.</li> </ul>
	<b>Reporting and recording of production results</b>	<ul style="list-style-type: none"> <li>PC10. record information related to planning, production and quality as per design</li> <li>PC11. record information related to performance report recorded as per organizational recording system and/or suitably presentable layout</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. general rules and regulations in a carpet industry</li> <li>KA2. correct working practices for inspection and checking adopted</li> <li>KA3. color coding, marking, labeling etc. that are followed to ensure product matches buyer's specified requirements for quality</li> <li>KA4. identify quality and production targets and the effect of not meeting these on self and/or your team</li> </ul>
	<b>B. Technical</b>	The user/individual on the job needs to know and understand:



### HCS/N5203 Supervision for Manufacturing of carpets as per Design and Shade

<b>Knowledge</b>	<p>KB1. the understanding and importance of:</p> <ul style="list-style-type: none"> <li>• types of fibres</li> <li>• types of threads</li> <li>• types of fabric</li> <li>• carpet design</li> <li>• knot types</li> <li>• types of design defects</li> <li>• number of knots per square inch (tapka/inch<sup>2</sup>)</li> <li>• tuft density</li> <li>• design repeat</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/numbering etc. followed at various process stages of knotting and tufting for identification and traceability</p> <p>KB4. importance of cleanliness at workplace</p> <p>KB5. difference between correctable and non-correctable design faults</p> <p>KB6. acceptable solutions for specific faults identified/detected</p> <p>KB7. methods to make use of the information detailed in specifications and work instructions</p>
<b>Skills (S)</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. write instruction clearly and legibly
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read and comprehend written instructions
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. seek clarification on problems from others
<b>Attention to Detail</b>	<b>Attention to Detail</b>
	The user/individual on the job needs to know and understand how to: SB3. apply good attention to detail SB4. check whether a particular work is complete and free from errors

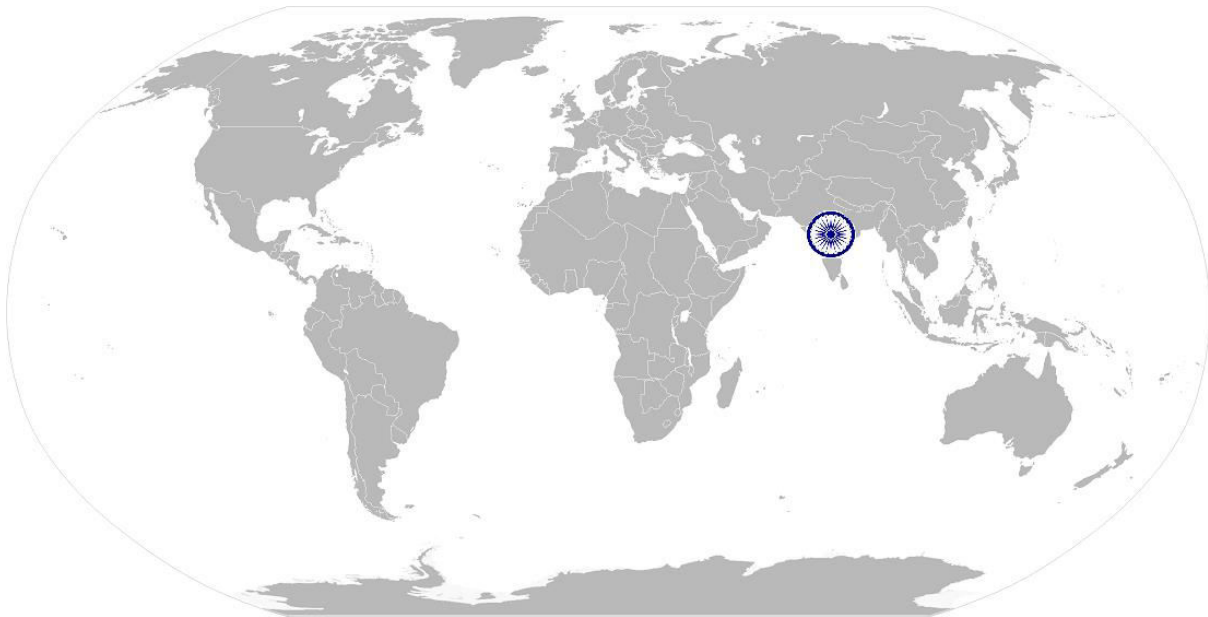




## HCS/N5203 Supervision for Manufacturing of carpets as per Design and Shade

### NOS Version Control

NOS Code	HCS/N5203		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Designing	Next review date	26/05/16







HCS/N9906 Maintain work area, tools and machines

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# 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 Maintain work area, tools and machines

National Occupational Standard	<b>Unit Code</b>	<b>HCS/N9906</b>
	<b>Unit Title (Task)</b>	<b>Maintain work area, tools and machines</b>
	<b>Description</b>	This unit provides performance criteria, knowledge, understanding, skills and abilities required to organize/maintain work areas and activities to ensure the maintenance of tools and machines 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 hand tools and equipment's</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Maintain the work area, tools and machines</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. handle materials, tools and equipment with care and use them in correct way</li> <li>PC2. Use correct and handling procedures</li> <li>PC3. Maintain clean and hazard free working area</li> <li>PC4. Carry out running maintenance within agreed schedules</li> <li>PC5. Carry out maintenance and/or cleaning within one's responsibility</li> <li>PC6. Report unsafe equipment and other dangerous occurrences</li> <li>PC7. Use clean equipment and methods appropriate for the work to be carried out</li> <li>PC8. Dispose of waste safely in the designated location</li> <li>PC9. Store equipment safely after use</li> </ul>
	<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Knowledge and Understanding</b>
	<b>A. Organisational Context (Knowledge of the company / organisation and its processes)</b>	The individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Personal hygiene and duty of care</li> <li>KA2. Safe working practices and organizational procedures</li> <li>KA3. Ways of resolving conflicts/problems within the work area</li> <li>KA4. The design process and the specific work activities that relate to the process</li> <li>KA5. Organization's rules, codes and guidelines</li> <li>KA6. The company's quality standards</li> <li>KA7. Importance of complying with written instructions</li> </ul>
<b>B. Technical / Domain Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. Work instructions and ability to interpret them accurately</li> <li>KB2. Relation between work role and the overall manufacturing process</li> <li>KB3. Hazards likely to be encountered when carrying out the maintenance process</li> <li>KB4. Maintenance procedures</li> <li>KB5. Importance of running maintenance and regular cleaning</li> <li>KB6. Safe working practices for maintenance</li> <li>KB7. The importance of taking action when problems are identified</li> <li>KB8. Effects of contamination on products</li> </ul>	



### HCS/N9906 Maintain work area, tools and machines

	KB9. Common faults with equipment and the method to rectify	
<b>Skills (S) w.r.t the Scope</b>		
<b>Elements</b>	<b>Skills</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 in 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 how to: SB2. Plan and manage work routine based on company procedure SB3. Plan and organize service feedback files/documents
<b>CustomerCentricity</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 a problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)		
<b>Analytical Thinking</b>		
The user/ individual on the job needs to know and understand how to: SB7. Identify immediate or temporary solutions to resolve delays 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 Maintain work area, tools and machines

### NOS Version Control

NOS Code	HCS/N9906		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	15/06/15
Industry Sub-sector	Metalware, Paper Mache, Carpet, Handicrafts (Woodware)	Last reviewed on	03/07/15
Occupation	Metal Craft Making, Production, Research and Development, Research and Development, Processing, Designing, Finishing, Processing, Designing, Weaving, Quality Check, Merchandising, Pre-Production, Assembling	Next review date	29/06/20





HCS/N9908 Working in a team

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# National Occupational Standard



## Overview

This unit is about working as part of a team in the sakhta making section.



## HCS/N9908 Working in a team

National Occupational Standard

<b>Unit Code</b>	<b>HCS/N9908</b>
<b>UnitTitle (Task)</b>	<b>Working in a team</b>
<b>Description</b>	This unit is about working as part of a team in the process.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Commitment and trust</li> <li>• Communication</li> <li>• Adaptability</li> <li>• Creative freedom</li> </ul>
<b>PerformanceCriteria(PC)w.r.t.the Scope</b>	
<b>Elements</b>	<b>PerformanceCriteria</b>
<b>Commitment and trust</b>	To be competent, the user/individual on the job must be able to: <p>PC1. Be accountable to one's own role in whole process.</p> <p>PC2. Perform all roles with full responsibility.</p>
<b>Communication</b>	PC3. Report problems faced during the process. PC4. Talk politely with other team members and colleagues. PC5. Submit daily report of own performance.
<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>KnowledgeandUnderstanding (K)w.r.t. theScope</b>	
<b>Elements</b>	<b>KnowledgeandUnderstanding</b>
<b>A. Organisational Context (Knowledge of the company / organisation and its processes)</b>	The individual on the job needs to know and understand: <p>KA1. General rules and regulations in the sector.</p> <p>KA2. Procedure followed to get the final output.</p> <p>KA3. Safe working practices to be adopted.</p> <p>KA4. Reporting to the supervisor or higher authority about any grievances faced.</p>
<b>B. Technical / Domain Knowledge</b>	The user/individual on the job needs to know and understand: <p>KB6. Understanding the importance of the previous and next step of the process.</p> <p>KB7. Process flow in the handicraft section.</p> <p>KB8. Material sequence of flow.</p> <p>KB9. Functions of different parts of product development.</p> <p>KB10. Tools and equipments used.</p> <p>KB11. Guidelines for operating the equipment.</p> <p>KB12. Safety procedures to be followed as applicable.</p>
<b>Skills (S) w.r.t.theScope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills/</b>	<b>Writing Skills</b>



### HCS/N9908 Working in a team

<b>GenericSkills</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>
<b>B. Professional 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 co-workers and supervisors informed about progress.
	<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>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: 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>Analytical Thinking</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>Critical 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. SB8. 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

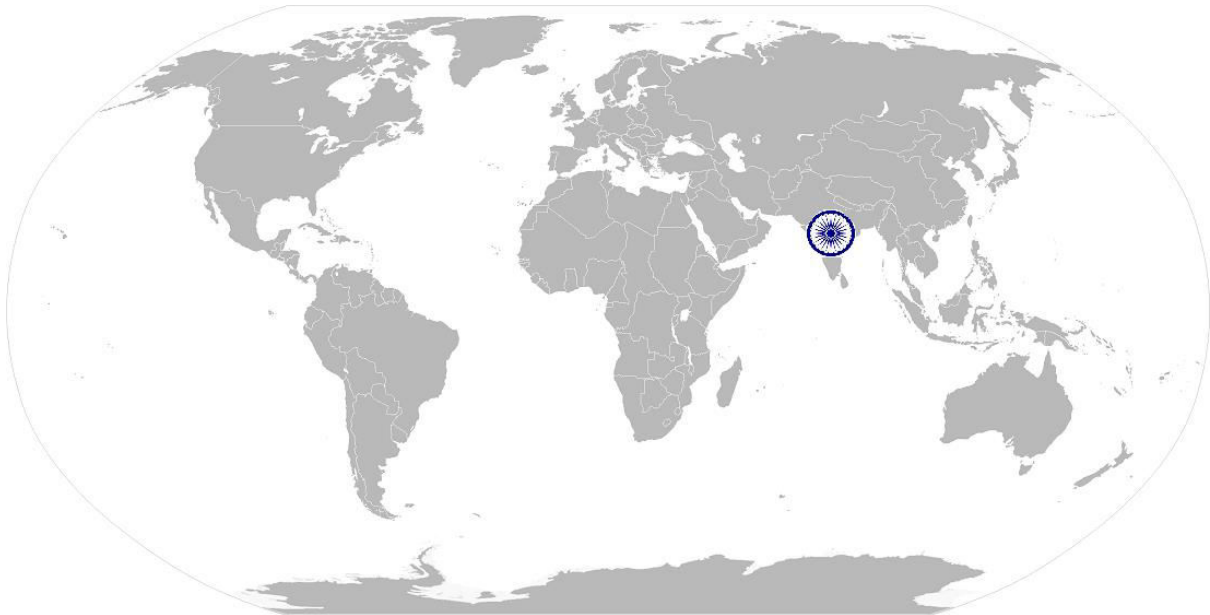
### NOS Version Control

NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	30/04/15
Industry Sub-sector	Paper Mache, Carpet, Handi Crafted Textiles, Hand Crocheted Textiles, Handicrafts (Agarbatti), Handicrafts (Bamboo).	Last reviewed on	28/09/17
Occupation	Procurement, Production, Processing, Designing, Finishing, Weaving, Traditional Hand Embroiderer, Master Hand Embroiderer, Hand Embroidery, Design Tracer, Embroidery Finishing, Hand Block Printer, Block Print Supervisor, Crochet Lace Maker, Master Crochet Lace Maker, Crochet Lace Tailor, Handmade Bamboo Agarbatti Stick Maker, Semi-Mechanized Bamboo Stick Maker, Automatic Stick Making M/C Operator, Hand Rolled Agarbatti Maker, Pedal Operated Machine Agarbatti Maker, Automatic Machine Rolled Agarbatti Maker, Agarbatti Perfume Applicator, Bamboo Processor and Dyer, Bamboo Mat Weaver,	Next review date	28/09/19



## HCS/N9908 Working in a team

**Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler, Bamboo Utility Product Tailor, Bamboo Artwork Maker.**





HCS/N9909 Comply with industry and organizational requirement

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# 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 requirement

National Occupational Standard	<b>Unit Code</b>	HCS/N9909
	<b>Unit Title (Task)</b>	Comply with industry and organizational requirement
	<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>Comply with legal and organizational requirements</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Comply with legal and organizational requirements</b>	To be competent, the user/individual on the job must be able to: <p>PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures.</p> <p>PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel.</p> <p>PC3. Apply and follow these policies and procedures within your work practices.</p> <p>PC4. Provide support to your supervisor and team members in enforcing these considerations.</p> <p>PC5. Identify and report any possible deviation to these requirements.</p>
	<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Knowledge and Understanding</b>
	<b>A. Organizational context</b>	The user/individual on the job needs to know and understand: <p>KA1. The importance of having an ethical and value-based approach</p> <p>KA2. Benefits to the company and oneself due to practice of these procedures</p> <p>KA3. The importance of punctuality and attendance</p> <p>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> </p> <p>KB5. Customer specific requirements mandated as a part of the work process.</p>
	<b>A. Technical/ Domain Knowledge</b>	The user/individual on the job needs to know and understand: <p>KB1. Customer specific regulations and their importance.</p> <p>KB2. Reporting procedure in case of deviations.</p> <p>KB3. Limits of personal responsibility.</p>
	<b>Skills (S) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Skills</b>
	<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b> <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>
	<b>Reading Skills</b>	



## HCS/N9909 Comply with industry and organizational requirement

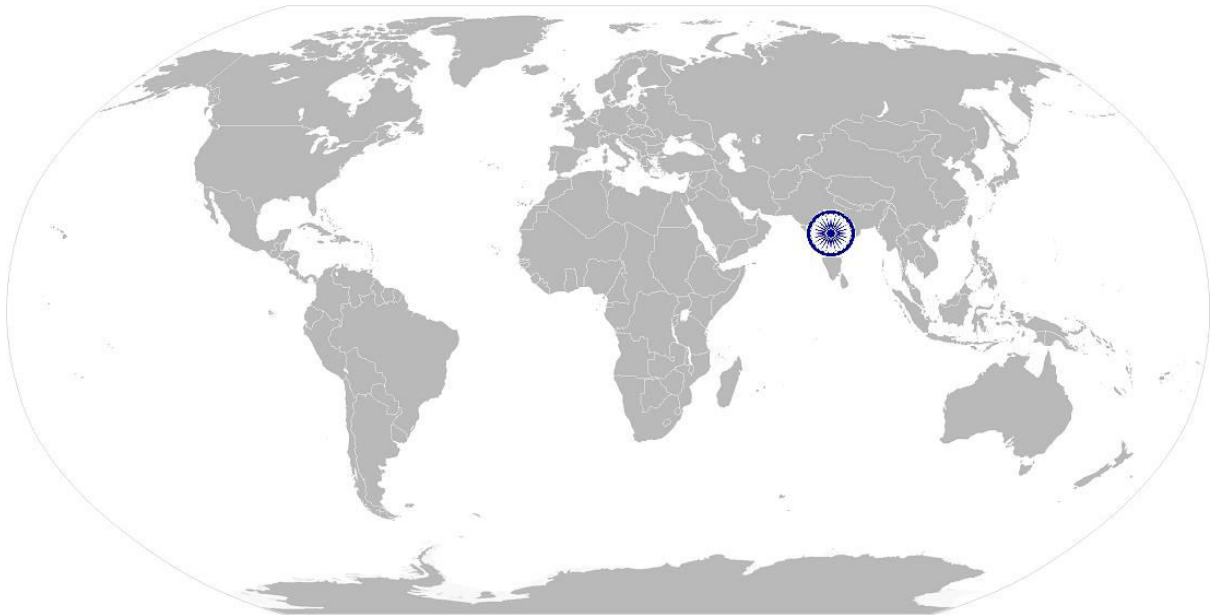
	The user/ individual on the job needs to know and understand how to: SA3. Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets.
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. Discuss task lists, schedules, and work-loads with co-workers. SB2. Keep coworker and supervisor informed about progress. SB3. 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 how to: SB4. Plan and organize service feedback files/documents.
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB5. Manage relationships with customers. SB6. 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: SB7. Think through a problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB8. Identify immediate or temporary solutions to resolve delays. SB9. Analyze data and activities.
<b>Critical Thinking</b>	
The user/ individual on the job needs to know and understand how to: SB10. Pass on relevant information to others. SB11. 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 requirement

### NOS Version Control

NOS Code	HCS/N9909		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Processing, Designing, Finishing, Weaving, Quality Check	Next review date	26/05/16

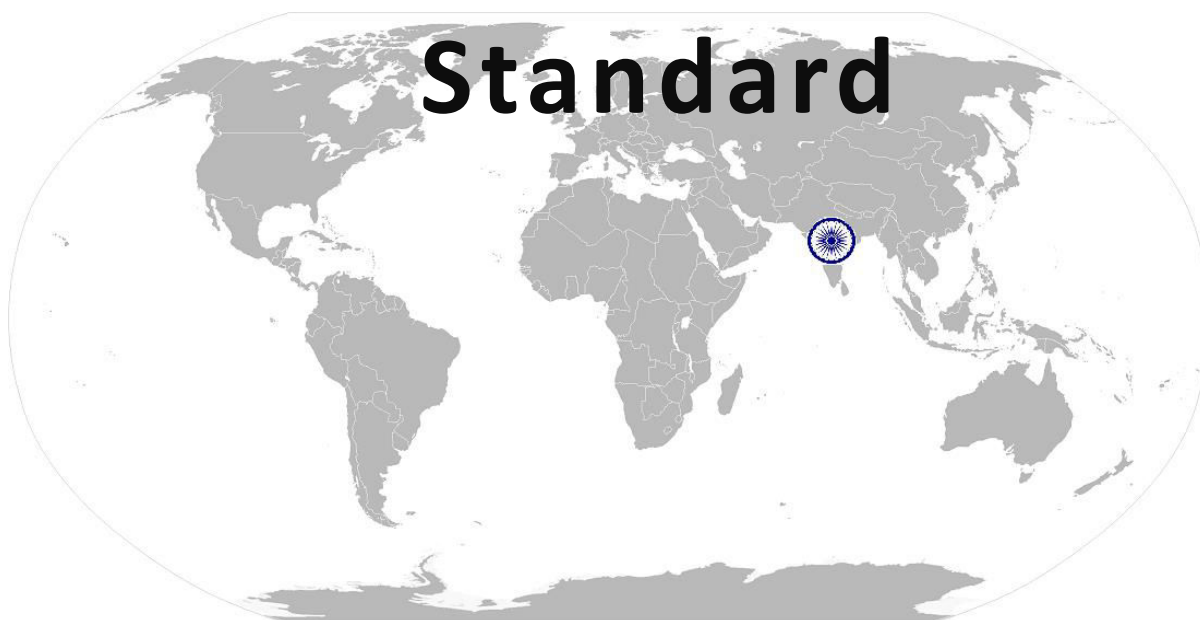




HCS/N9913 Maintain health, safety and security at workplace

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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/N9913 Maintain health, safety and security at workplace

National Occupational Standard	<b>Unit Code</b>	<b>HCS/N9913</b>
	<b>UnitTitle (Task)</b>	<b>Maintain health, safety and security at workplace</b>
	<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 minimise risk to self and others.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Comply with health, safety and security requirements at work</li> </ul>
	<b>PerformanceCriteria(PC)w.r.tthe Scope</b>	
	<b>Elements</b>	<b>PerformanceCriteria</b>
	<b>Comply with health, safety and security requirements at work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC6. Comply with health and safety related instructions applicable to the workplace.</p> <p>PC7. Use and maintain personal protective equipment as per protocol.</p> <p>PC8. Carry out own activities in line with approved guidelines and procedures.</p> <p>PC9. Maintain a healthy lifestyle and guard against dependency on intoxicants.</p> <p>PC10. Follow environment management system related procedures.</p> <p>PC11. Store materials and tools in line with manufacturer's and organisational requirements.</p> <p>PC12. Safely handle and move waste and debris.</p> <p>PC13. Minimize health and safety risks to self and others due to own actions.</p> <p>PC14. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.</p> <p>PC15. Monitor the workplace and work processes for potential risks and threats.</p> <p>PC16. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned.</p> <p>PC17. Report hazards and potential risks/ threats to supervisors or other authorized personnel.</p> <p>PC18. Participate in mock drills/ evacuation procedures organized at the workplace.</p> <p>PC19. Undertake first aid, fire-fighting and emergency response training, if asked to do so.</p> <p>PC20. Take action based on instructions in the event of fire, emergencies or accidents.</p> <p>PC21. Follow organisation procedures for evacuation when required.</p>
	<b>KnowledgeandUnderstanding (K)w.r.t. theScope</b>	
	<b>Elements</b>	<b>KnowledgeandUnderstanding</b>
	<b>A. Organizational context</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KA5. Health and safety related practices applicable at the workplace.</p> <p>KA6. Potential hazards, risks and threats based on nature of operations.</p> <p>KA7. Organizational procedures for safe handling of tools.</p>



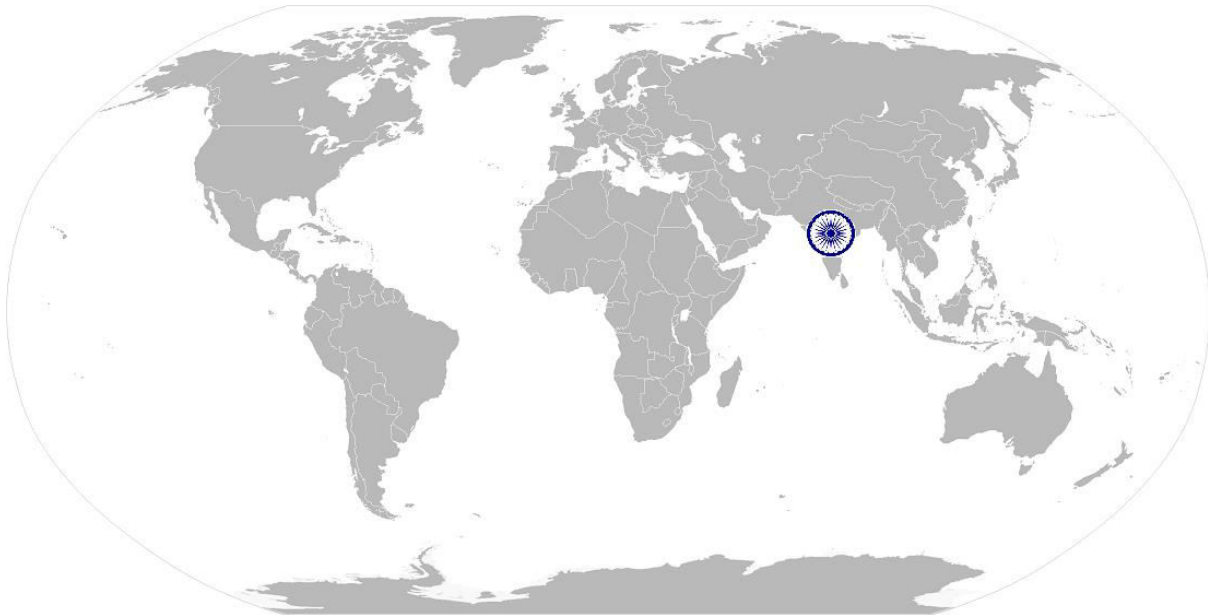
### HCS/N9913 Maintain health, safety and security at workplace

	<p>KA8. Potential risks due to own actions and methods to minimize these.</p> <p>KA9. Environmental management system related procedures at the workplace.</p> <p>KA10. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points.</p> <p>KA11. Potential accidents and emergencies and response to these scenarios.</p> <p>KA12. Reporting protocol and documentation required.</p> <p>KA13. Details of personnel trained in first aid, fire-fighting and emergency response.</p> <p>KA14. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire.</p>
<b>A. Technical/ Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB4. Occupational health and safety risks and methods.</p> <p>KB5. Personal protective equipment and method of use.</p> <p>KB6. Identification, handling and storage of hazardous substances.</p> <p>KB7. Proper disposal system for waste and by-products.</p> <p>KB8. Signage related to health and safety and their meaning.</p> <p>KB9. Importance of sound health, hygiene and good habits.</p> <p>KB10. Ill-effects of alcohol, tobacco and drugs.</p>
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</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: SA4. Write in local language.
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA5. Read measurement instructions.
	<b>Oral Communication (Listening and Speaking skills)</b>
The user/ individual on the job needs to know and understand how to: SA6. Communicate orally with colleagues.	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB12. Follow organization rule-based decision making process. SB13. Take decision with systematic course of actions and/or response.
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB14. Plan and organize your work to achieve targets and deadlines.
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB15. Manage relationships with customers. SB16. 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: SB17. Think through the problem, evaluate the possible solution(s) and suggest an	



## HCS/N9913 Maintain health, safety and security at workplace

	optimum /best possible solution(s).
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB18. Identify immediate or temporary solutions to resolve delays. SB19. Analyze data and activities.
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB20. Pass on relevant information to others. SB21. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.





## HCS/N9913 Maintain health, safety and security at workplace

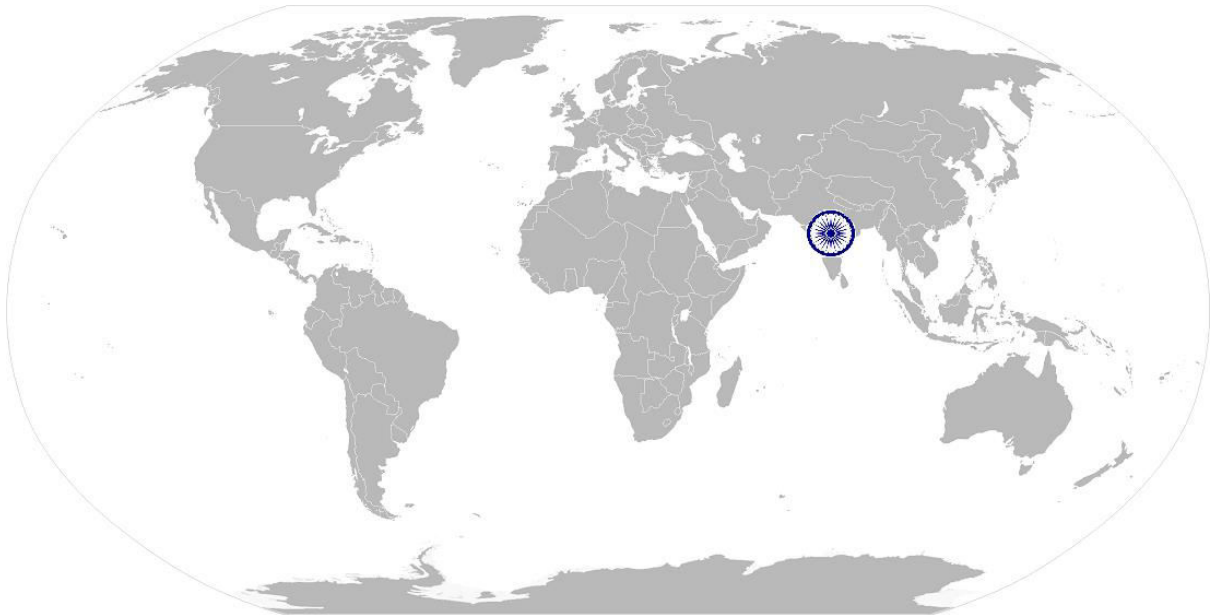
### NOS Version Control

NOS Code	HCS/N9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	09/10/15
Industry Sub-sector	Hand Crafted Textiles, Hand Crocheted Textiles, Handicrafts (Agarbatti), Handicrafts (Bamboo).	Last reviewed on	25/11/16
Occupation	Traditional Hand Embroiderer, Master Hand Embroiderer, Embroidery finishing, Design Tracer, Hand Block Printer, Block Print Supervisor, Hand Embroidery, Crochet Lace Maker, Master Crochet Lace Maker, Crochet Lace Tailor, Handmade Bamboo Agarbatti Stick Maker, Semi-Mechanized Bamboo Stick Maker, Automatic Stick Making M/C Operator, Hand Rolled Agarbatti Maker, Pedal Operated Machine Agarbatti Maker, Automatic Machine Rolled Agarbatti Maker, Agarbatti Perfume Applicator, Bamboo Processor and Dyer, Bamboo Mat Weaver, Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler,	Next review date	25/11/19



## HCS/N9913 Maintain health, safety and security at workplace

Bamboo Utility Product  
Tailor, Bamboo Artwork  
Maker.

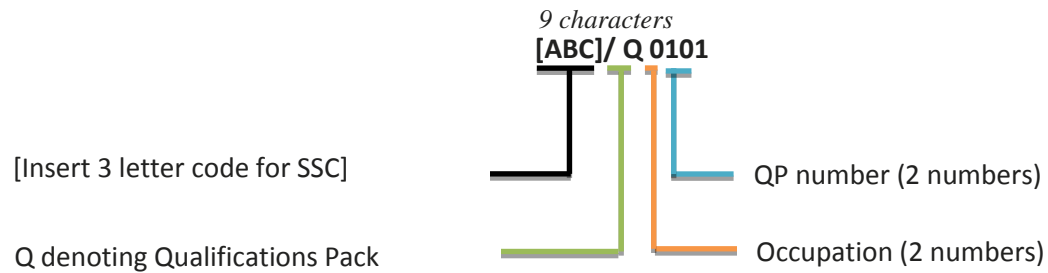




## Annexure

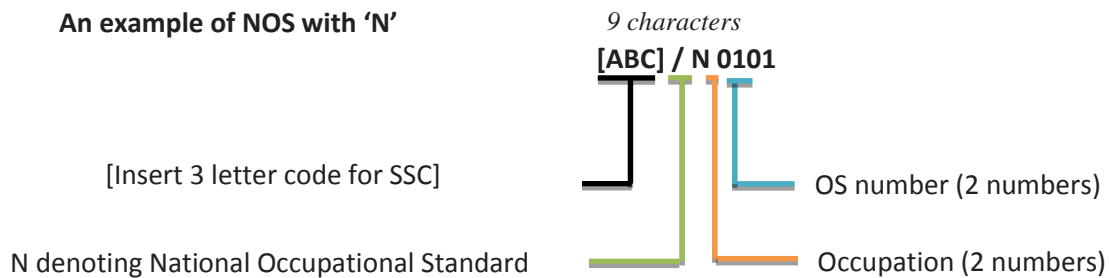
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'





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

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

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





## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role: Shade Supervisor (Carpets)**

**Qualification Pack: HCS/Q5203, v1.0**

**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.

Total Marks: 325				Marks Allocation	
Assessment Outcomes	Assessment Criteria for Outcomes	Total Mark	Out of	Theory	Skill Practical
1. HCS/N5203 Supervision for Manufacturing of carpets as per Design and Shade	PC1. understand buyer's defined and implied requirements for design quality and product colour conformity.	50	5	0	5
	PC2. collect all information needed for identification of threads for knotting and tufting e.g. material types, count, ply, shade number, design reference number etc.		7	2	5
	PC3. check the colour and/or indicative number along with the colour marked on design map.		6	2	4
	PC4. identify and highlight constraints affecting planning, production, quality and target delivery.		5	2	3
	PC5. ensure threads available are matching with the shade indicated on design map.		4	1	3
	PC6. check availability of threads in sufficient quantity as per design needs.		3	1	2
	PC7. supervise by patrolling and random checking to ensure threads are used as per design for knotting and tufting.		1	0	1



	PC8. check knots/inch <sup>2</sup> and tuft density as per design indicated.		1	0	1
	PC9. process flow of department with stages and significance of monitoring needs for productivity and design conformity to quality.		3	1	2
	PC10. record information related to planning, production and quality as per design.		10	5	5
	PC11. record information related to performance report recorded as per organizational recording system and/or suitably presentable layout.		5	2	3
	<b>Total</b>		<b>50</b>	<b>16</b>	<b>34</b>
2. HCS/N9906 Maintain work area, tools and equipment	PC1. Handle materials, tools and equipment with care and use them in correct way.	50	13	5	8
	PC2. Use correct and handling procedures.		5	2	3
	PC3. Maintain clean and hazard free working area.		5	2	3
	PC4. Carry out running maintenance within agreed schedules.		5	2	3
	PC5. Carry out maintenance and/or cleaning within one's responsibility.		5	2	3
	PC6. Report unsafe equipment and other dangerous occurrences.		5	2	3
	PC7. Use clean equipment and methods appropriate for the work to be carried out.		2	2	0
	PC8. Dispose of waste safely in the designated location.		5	2	3
	PC9. Store equipment safely after use.		5	2	3
	<b>Total</b>		<b>50</b>	<b>21</b>	<b>29</b>
3. HCS/N9908 Working in a team	PC1. Be accountable to one's own role in whole process.	100	10	3	7
	PC2. Perform all roles with full responsibility.		10	3	7
	PC3. Report problems faced during the process.		8	4	4
	PC4. Talk politely with other team members and colleagues.		10	3	7
	PC5. Submit daily report of own performance.		10	3	7
	PC6. Adjust in different work situations.		10	3	7



	PC7. Give due importance to others' point of view.		10	2	8
	PC8. Avoid conflicting situations.		8	2	6
	PC9. Develop new ideas for work procedures		12	2	10
	PC10. Improve upon the existing techniques to increase process efficiency		10	3	7
	<b>Total</b>		<b>100</b>	<b>29</b>	<b>71</b>
4. HCS/N9909 Comply with industry and organizational requirement	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures.	25	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>	<b>20</b>
5. HCS/N9913 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace.	100	8	2	6
	PC2. Use and maintain personal protective equipment as per protocol.		8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures.		8	2	6
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants.		8	2	6
	PC5. Follow environment management system related procedures.		6	2	4
	PC6. Store materials and tools in line with manufacturer's and organisational requirements.		5	2	3
	PC7. Safely handle and move waste and debris.		4	1	3
	PC8. Minimize health and safety risks to self and others due to own actions.		6	2	4
	PC9. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.		4	1	3



PC10. Monitor the workplace and work processes for potential risks and threats.	4	1	3
PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned.	5	2	3
PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel.	7	3	4
PC13. Participate in mock drills/ evacuation procedures organized at the workplace.	5	2	3
PC14. Undertake first aid, fire-fighting and emergency response training, if asked to do so.	6	2	4
PC15. Take action based on instructions in the event of fire, emergencies or accidents.	8	2	6
PC16. Follow organisation procedures for evacuation when required.	8	2	6
<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>



*Qualifications Pack For Shade Supervisor*