



## 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

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### Introduction

## Qualifications Pack – Drill machine Operator - Stonecraft

**SECTOR:** HANDICRAFTS & CARPET

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

**OCCUPATION:** Stone Crafting

**REFERENCE ID:** HCS/Q1503

**ALIGNED TO:** NCO-2004/7113.40

**Drill Machine Operator:** The drill machine operator is responsible for using a stone drill machine with variety of rammers to hollow out the flat stone as per the product template

**Brief Job Description:** The individual at work is responsible for using a stone drill machine with variety of rammers to hollow out the flat stone as per the product template.

**Personal Attributes:** The job requires the individual to have: eye-hand coordination, manual dexterity, finger dexterity, good near vision, repetitive squatting; bending; lifting heavy weight; moving and ability to work for long hours in sitting position. The individual must be able to work under different environmental conditions in the open area.



Job Details

Qualifications Pack Code	HCS/Q1503		
Job Role	Drill machine Operator - Stonecraft		
Credits(NSQF)	TBD	Version number	1.0
Sector	Handicrafts & Carpet	Drafted on	10/03/2015
Sub-sector	Stoneware	Last reviewed on	09/07/2015
Occupation	Pre - Crafting	Next review date	09/07/2017
NSQC Clearance on	05/08/2015		

Job Role	Drill Machine Operator - Stonecraft
Role Description	Responsible for using a stone drill machine with variety of rammers to hollow out the flat stone as per the product template
NSQF level	4
Minimum Educational Qualifications	Preferably 5th pass
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Not Applicable
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">HCS/N1504 Create cavity inside the flat stone</a></li> <li><a href="#">HCS/N9901 Coordinate with colleagues and work as a team</a></li> <li><a href="#">HCS/N9902 Maintain safe work environment</a></li> <li><a href="#">HCS/N9903 Maintain personal health</a></li> </ol> <p><b>Optional:</b> Not applicable</p>
Performance Criteria	As described in the relevant OS units



Definitions

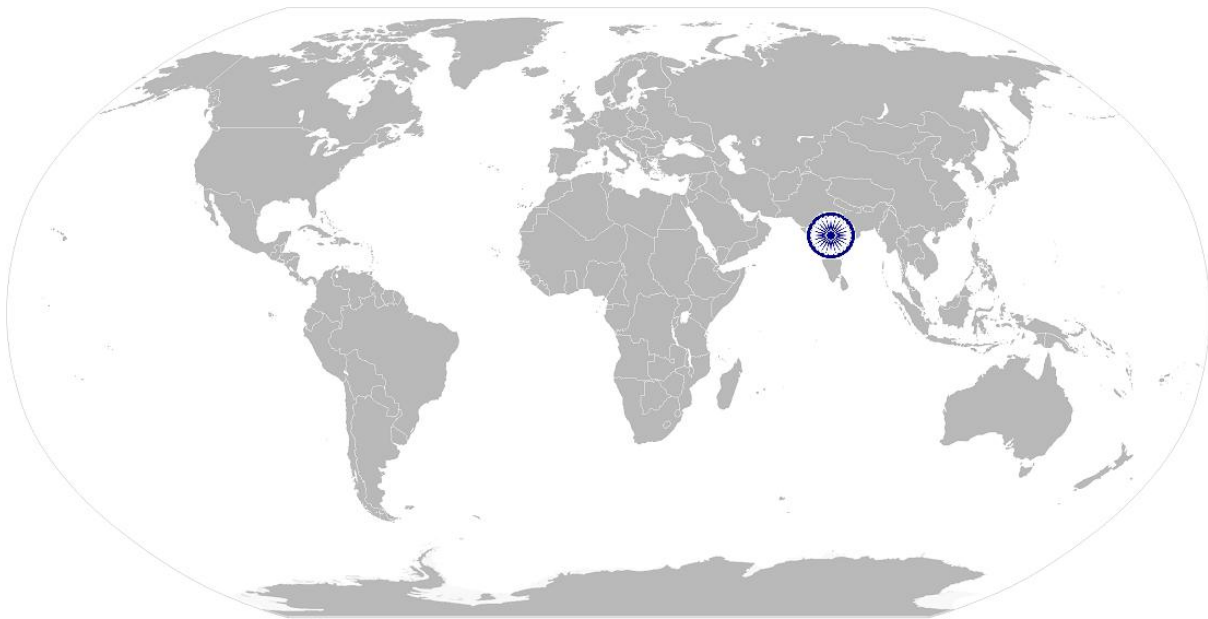
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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	Organizational Context includes the way the organization is structured and how it



Context	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.
Keywords /Terms	Description
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



# National Occupational Standard



## Overview

This unit is about receiving the flat stone slabs with design marking from the supervisor and then creating cavity in them as per the product template



## HCS/N1504

## Create cavity inside the flat stone

<b>Unit Code</b>	<b>HCS/N1504</b>
<b>Unit Title (Task)</b>	<b>Create cavity inside the flat stone</b>
<b>Description</b>	This unit is about receiving the flat stone slabs with design marking from the supervisor and then creating cavity in them as per the product template.
<b>Scope</b>	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>Receiving flat slabs and work instructions</li> <li>Operating drill machine to shape the flat stone</li> <li>Achieve productivity and quality standards</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Receiving flat slabs and work instructions</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. receive flat slabs with product design marking from the supervisor</p> <p>PC2. receive product template and work instructions from the supervisor for day's work</p> <p>PC3. follow standard operating procedure while handling slabs</p> <p>PC4. place slabs in a way so that work flow is smooth and there is no damage to other slabs</p> <p>PC5. document the quantity of flat slabs of stones received</p>
<b>Operating drill machine to shape the flat stone</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC6. take one flat slab and place it on ground</p> <p>PC7. rest it in comfortable and stable position</p> <p>PC8. plug in the handheld drill machine to connect it with electricity</p> <p>PC9. switch on the machine and start making a hole inside the flat stone as per the product design</p> <p>PC10. change rammer of the drill machine as per the shaping requirements of the product</p> <p>PC11. create hole with the help of rammer / repeatedly creating multiple holes in nearby areas to create a cavity inside the flat slab as per the product template</p> <p>PC12. remove the remaining stone with the help of chisel and hammer</p> <p>PC13. smooth the cavity surface using different sizes of rammers on the drill machine</p> <p>PC14. fill cracks or imperfections in marble with wax that matches the stone color</p> <p>PC15. handover the product to supervisor for further processing</p>
<b>Achieving productivity and quality standards</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC16. understand the product template and work instructions to create the cavity inside the flat stone slab</p> <p>PC17. drill the flat slab cleanly without breaking / damaging it</p> <p>PC18. achieve daily targets with no wastage of flat stone slabs</p> <p>PC19. segregate and dispose of scrape as per the company's SOP</p>



## HCS/N1504

## Create cavity inside the flat stone

Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs understand:</p> <p>KA1. company's policies on: human resource management, benefits and code of conduct</p> <p>KA2. company's products with different stones and quality assurance</p> <p>KA3. organisation culture and typical customer profile</p> <p>KA4. company's reporting structure</p> <p>KA5. company's documentation policy</p>
<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. variety of stones and their basic quality</p> <p>KB2. handling of different types of stones</p> <p>KB3. different types of tools used in stoneware product making</p> <p>KB4. different types of rammers of the drill machine</p> <p>KB5. usage of drill machine and changing variety of rammers in the drilling machine</p> <p>KB6. move controls to adjust, start or stop equipment during drilling</p> <p>KB7. maintenance and repair of handheld stone drilling machine and its rammers</p> <p>KB8. sharpening abrasive rammers using machines and hand tools</p> <p>KB9. Cleaning of drill machine and hand tools daily</p> <p>KB10. how to load and adjust rammers on to drill machine</p> <p>KB11. how to position drilling machine over surface</p> <p>KB12. how to measure dimensions</p> <p>KB13. sizes and shapes of work pieces, finishes specified and steps in finishing processes</p>
Skills (S) [Optional]	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA1. read the layout of work pieces in the drill machine and product templates</p> <p>SA2. read the company's work instructions and guidelines</p>
	<b>Writing skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA3. document the slabs received from the supervisor</p> <p>SA4. document the number of variety of products shaped after drilling the flat stone slab</p> <p>SA5. document the damage / wastage happened during the drilling process</p>
	<b>Communication skills</b>
	<p>The individual on the job needs to know and understand how to:</p> <p>SA6. how to seek work instructions from the supervisor</p> <p>SA7. listen to supervisor to know daily targets</p> <p>SA8. seek out and listen to co-workers</p> <p>SA9. express the information, both technical and non-technical, to seniors and colleagues effectively</p>
<b>B. Professional Skills</b>	<b>Decision making skills</b>





## HCS/N1504

### Create cavity inside the flat stone

	The individual on the job needs to know and understand how to: SB1. identify and decide the critical methods, tools and machines to be used for drilling
	<b>Plan and Organize</b>
	The individual on the job needs to know and understand how to: SB2. prioritize and organise to achieve the daily targets SB3. organize all the necessary tools and equipments at the work place
	<b>Customer centricity</b>
	The individual on the job needs to know and understand how to: SB4. communicate with customers / clients and understand their preferences
	<b>Problem solving</b>
	The individual on the job needs to know and understand how to: SB5. resolve problems / conflicts through proper communication
	<b>Analytical thinking</b>
	The individual on the job needs to know and understand how to: SB6. analyse and communicate as per the requirement
	<b>Critical thinking</b>
	The individual on the job needs to know and understand how to: SB7. spot process disruptions and delays SB8. report on any concerns to superiors without delay





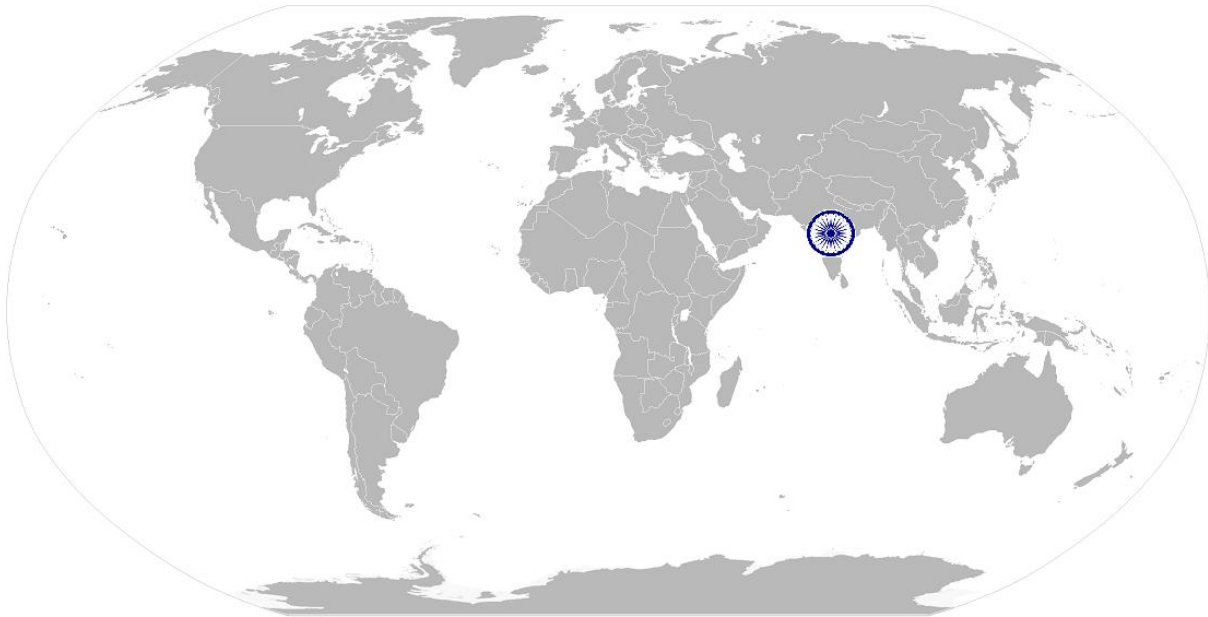


HCS/N1504

Create cavity inside the flat stone

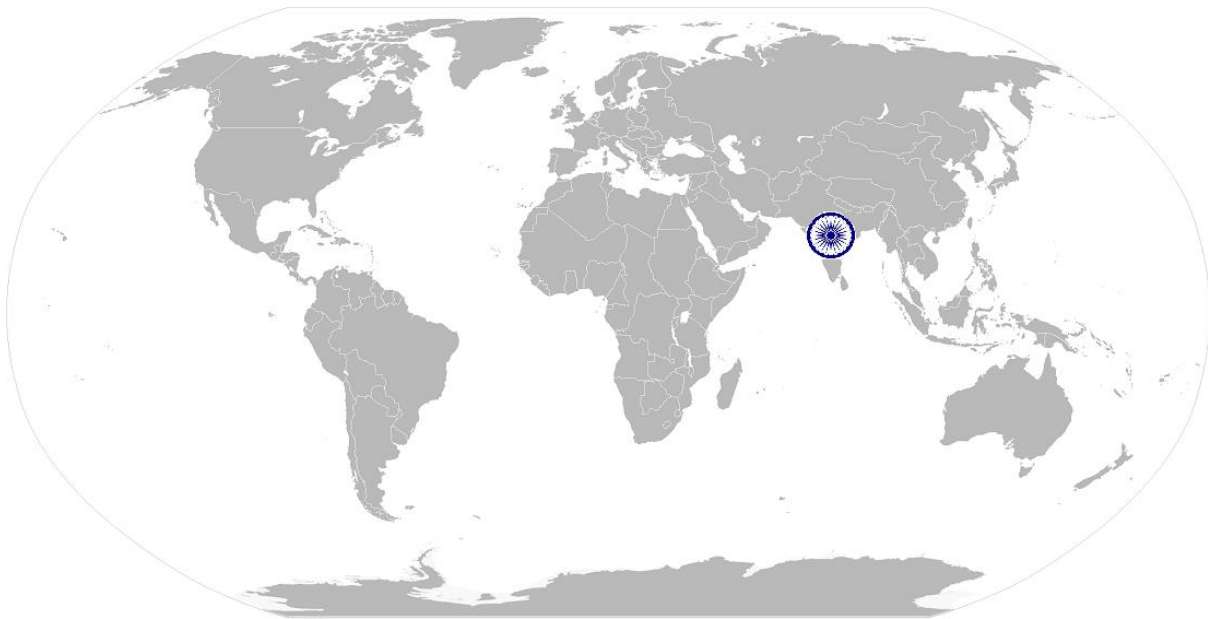
## NOS Version Control

NOS Code	HCS/N1504		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	10/03/2015
Industry Sub-sector	Stoneware	Last reviewed on	09/07/2015
Occupation	Pre - Crafting	Next review date	09/07/2017





# National Occupational Standard



## Overview

This unit is about individual's coordination and communication level with colleagues and superiors so as to achieve the deliverable on time through a smooth workflow.



## HCS/N9901

## Coordinate with colleagues and work as a team

### National Occupational Standard

<b>Unit Code</b>	<b>ELE/N9901</b>
<b>Unit Title (Task)</b>	<b>Coordination and team work with colleagues and superior</b>
<b>Description</b>	This OS unit is about communicating and coordinating with colleagues and superiors in order to achieve smooth and hazard free work flow during production. It is about the ability to work as a team member, share work and multi task to meet the deliverable schedule and quality requirements, assuring no process disruptions.
<b>Scope</b>	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>• Interact with supervisor or superior</li> <li>• Work as a team by coordinating with colleagues within and outside the department</li> <li>• Report and Document</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Interact with supervisor or superior</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. receive job order and instructions from reporting supervisor</p> <p>PC2. understand the work output requirements, targets, performance indicators and incentives</p> <p>PC3. deliver quality work on time and report any anticipated reasons for delays</p> <p>PC4. report on any grievances, production defects and any potential hazards</p> <p>PC5. communicate on process flow improvements</p> <p>PC6. communicate maintenance and repair schedule proactively to the supervisor</p> <p>PC7. receive feedback on work standards</p> <p>PC8. interact and clarify doubts on design, usage of materials &amp; tools, quality &amp; standards compliance, etc</p> <p>PC9. report in time for shortage or need of raw materials</p> <p>PC10. handover completed work to supervisor</p>
<b>Work as a team by coordinating with colleagues within and outside the department</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team</p> <p>PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues</p> <p>PC13. interact with colleagues from different functions and understand the nature of their work</p> <p>PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues</p> <p>PC15. resolve conflicts and ensure smooth workflow</p> <p>PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly</p> <p>PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement</p> <p>PC18. receive feedback from Quality Control and rework in order to complete work on time</p>



## HCS/N9901

## Coordinate with colleagues and work as a team

	PC19. share information with colleagues to enable efficient delivery of work PC20. highlight any errors of colleagues, help to rectify and ensure quality output PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance
<b>Report and Document</b>	To be competent, the user/ individual must be able to: PC22. document all the details accurately relating to one's role as required PC23. report on the work completed and keep it in records
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The individual on the job needs understand: KA1. company's policies on preferred language of communication, incentives, quality standards, personnel management, reporting and escalation matrix policy KA2. company's standard operating procedure (SOP) and the risk and impact of not following them KA3. procedures for working with colleagues, his/her role and responsibilities in relation to this KA4. organizational hierarchy and the line of reporting structure KA5. procedures to report employment related issues and to deal with conflicts KA6. work flow involved in the company's production process and the sequence of operations KA7. importance of the individual's role in the workflow and details of the individual responsibilities KA8. Work target and review mechanism KA9. common potential hazards in the work place and the procedures to deal with them KA10. tools and equipments handling procedure KA11. documentation procedures as required
<b>B. Technical Knowledge</b>	The individual on the job needs to know and understand: KB1. communicate effectively with various categories of people and the different departments in the organization KB2. build team coordination and work effectively in a team for organizational and individual success KB3. to document the job activity as required like the check sheets, history sheets, etc. KB4. help colleagues with specific issues and problems, meeting quality and time standards as a team KB5. listen actively to team members KB6. maintain the proper tone and pitch for communication, ethics and discipline for professional success KB7. develop effective working relationship with mutual trust and respect within the team KB8. express and address grievances appropriately, deal with difficult work relationships and manage the internal conflicts effectively.



**HCS/N9901**

**Coordinate with colleagues and work as a team**

Skills (S) [Optional]	
<b>C. Core Skills/ Generic Skills</b>	<b>Reading skills</b>
	The individual on the job needs to know and understand how to: SA10. read job sheets, design sheet and information displayed at the workplace SA11. read notes/comments from the supervisor SA12. read and understand manuals, health and safety instructions, memos etc
	<b>Writing skills</b>
	The individual on the job needs to know and understand how to: SA13. fill up documentation to one's role
	<b>Communication skills</b>
	The individual on the job needs to know and understand how to: SA14. interact with team members to work efficiently SA15. communicate effectively with supervisor
<b>D. Professional Skills</b>	<b>Decision making skills</b>
	The individual on the job needs to know and understand how to: SB9. report to supervisor and deal with a colleague individually, depending on the type of concern
	<b>Plan and Organize</b>
	The individual on the job needs to know and understand how to: SB10. communicate with superiors as required
	<b>Customer centricity</b>
	The individual on the job needs to know and understand how to: SB11. communicate with customers / clients and understand their preferences
	<b>Problem solving</b>
	The individual on the job needs to know and understand how to: SB12. resolve problems / conflicts through proper communication
	<b>Analytical thinking</b>
	The individual on the job needs to know and understand how to: SB13. analyse and communicate as per the requirement
	<b>Critical thinking</b>
	The individual on the job needs to know and understand how to: SB14. spot and communicate potential areas of disruptions to work process and report the same

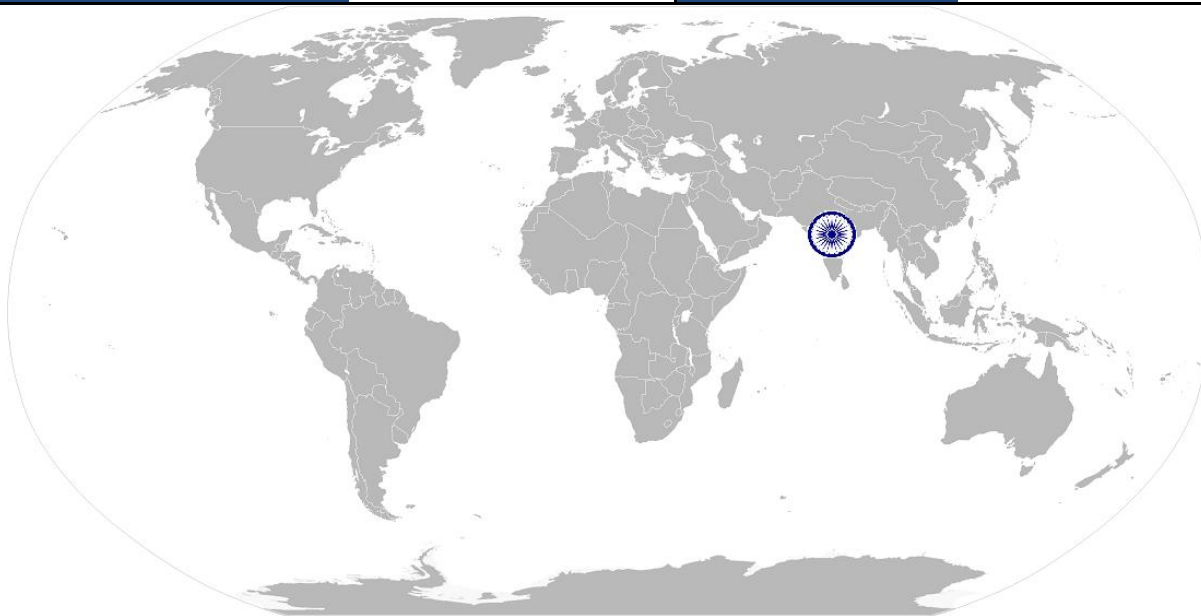


**HCS/N9901**

**Coordinate with colleagues and work as a team**

## **NOS Version Control**

NOS Code	HCS/N9901		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/02/2015
Industry Sub-sector	Handicrafts	Last reviewed on	26/03/2015
Occupation	Pre-production / Craft making / Finishing	Next review date	26/03/2016





HCS/N9902

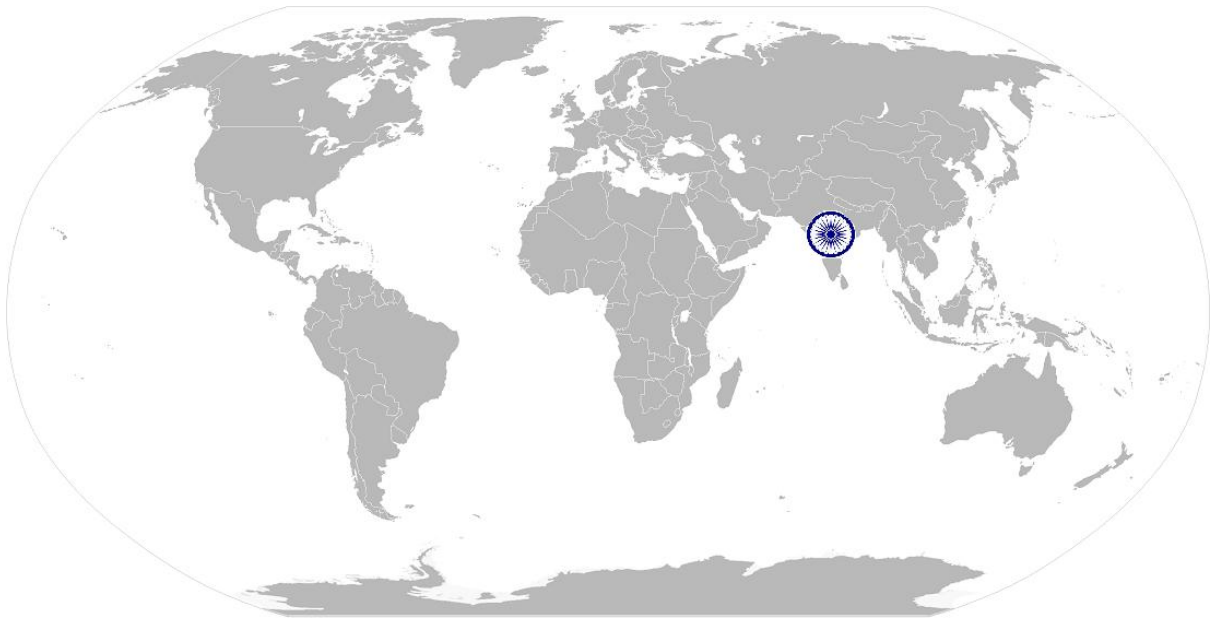
NOS  
National Occupational Standards

Maintain safe work environment

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# National Occupational Standard



## Overview

This unit is about the individual's effort to maintain safe work environment.





## HCS/N9902

## Maintain safe work environment

<b>Unit Code</b>	<b>HCS/N9902</b>
<b>Unit Title (Task)</b>	<b>Maintain safe work environment</b>
<b>Description</b>	This OS unit is about following adequate safety procedures to make work environment safe.
<b>Scope</b>	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>Follow safety procedure and practices</li> <li>Achieve safety standards</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Follow safety procedure and practices</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. comply with safety procedures while on work to prevent accidents</p> <p>PC2. take adequate safety measures while handling materials, chemicals and tools</p> <p>PC3. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working</p> <p>PC4. undertake basic safety checks before operation of all tools and electrical equipments</p> <p>PC5. wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area )</p> <p>PC6. follow recommended material handling procedure to control material and personal damage</p> <p>PC7. perform all procedures as per company's work instructions for controlling operational risk</p> <p>PC8. perform the duties in a manner which minimizes environmental damage</p> <p>PC9. dispose of waste safely and correctly in a designated area as per company's SOP</p> <p>PC10. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger</p>
<b>Achieve safety standards</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC11. ensure zero accident at workplace</p> <p>PC12. adhere to safety standards and ensure no material damage</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on work safety and occupational hazard management</p> <p>KA2. company's HR policies</p> <p>KA3. company's reporting structure</p> <p>KA4. company emergency evacuation procedure</p>



## HCS/N9902

## Maintain safe work environment

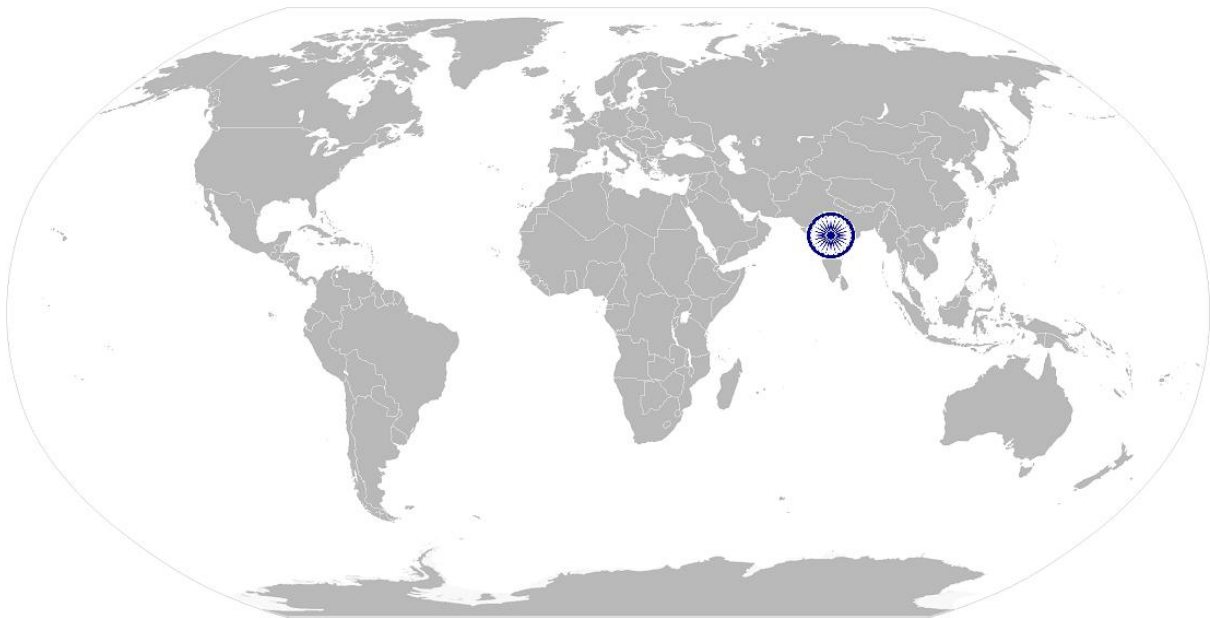
<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. accidental risks to the worker</p> <p>KB2. how to maintain the work area safe and secure</p> <p>KB3. how to perform the duties in a way to minimize accidental risks</p> <p>KB4. how to handle chemicals</p> <p>KB5. purpose and usage of protective gears such as gloves , protective goggles, masks, etc. while working</p> <p>KB6. material handling procedure</p> <p>KB7. standard Operating Procedure (SOP) of processes</p> <p>KB8. precautionary activities to be followed in the processes</p> <p>KB9. how to operate tools and electrical equipments</p> <p>KB10. emergency procedures to be followed in case of an mishap such as fire accidents etc.</p>
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading skills</b>
	<p>To be competent, the user/ individual must be able to:</p> <p>SA1. read safety instructions, safety signage and safety manuals</p> <p>SA2. read the usage of various safety tools and equipments</p>
	<b>Writing skills</b>
	<p>To be competent, the user/ individual must be able to:</p> <p>SA3. take notes on descriptions and details of various safety precautions and procedures as instructed</p>
	<b>Communication Skills</b>
	<p>To be competent, the user/ individual must be able to:</p> <p>SA4. communicate supervisor about the work safety issues</p> <p>SA5. receive instructions from supervisor on minimizing the accidental risks</p> <p>SA6. communicate co-workers about the precautions to be taken for accident free work</p>
<b>B. Professional Skills</b>	<b>Decision Making skills</b>
	<p>The individual on the job needs to know and understand:</p> <p>SB1. how to select appropriate safety tools and equipments</p>
	<b>Plan and Organize</b>
	<p>The individual on the job needs to know and understand:</p> <p>SB2. improve work processes by adopting best safety practices</p>
	<b>Customer centricity</b>
	<p>The individual on the job needs to know and understand:</p> <p>SB3. coordinate with different departments on briefing the safety aspects</p> <p>SB4. guide the team members on use of various safety tools and equipments</p>
	<b>Problem solving</b>
	<p>The individual on the job needs to know and understand:</p> <p>SB5. improve work processes by adopting best safety practices</p>



HCS/N9902

Maintain safe work environment

	<b>Analytical thinking</b>
	The individual on the job needs to know and understand: SB6. analyse the usage of appropriate tools and consumables
	<b>Critical thinking</b>
	The individual on the job needs to know and understand how to: SB7. spot errors and any other disruptions and communicate with solutions



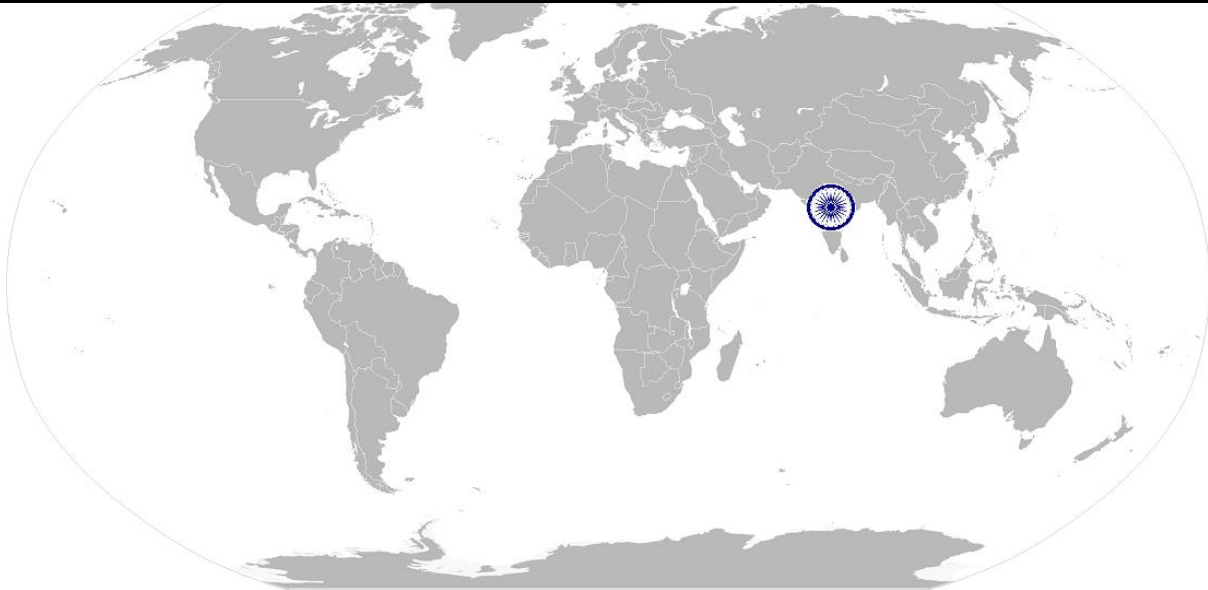


HCS/N9902

Maintain safe work environment

## NOS Version Control

NOS Code	HCS/N9902		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/02/2015
Industry Sub-sector	Handicrafts	Last reviewed on	26/03/2015
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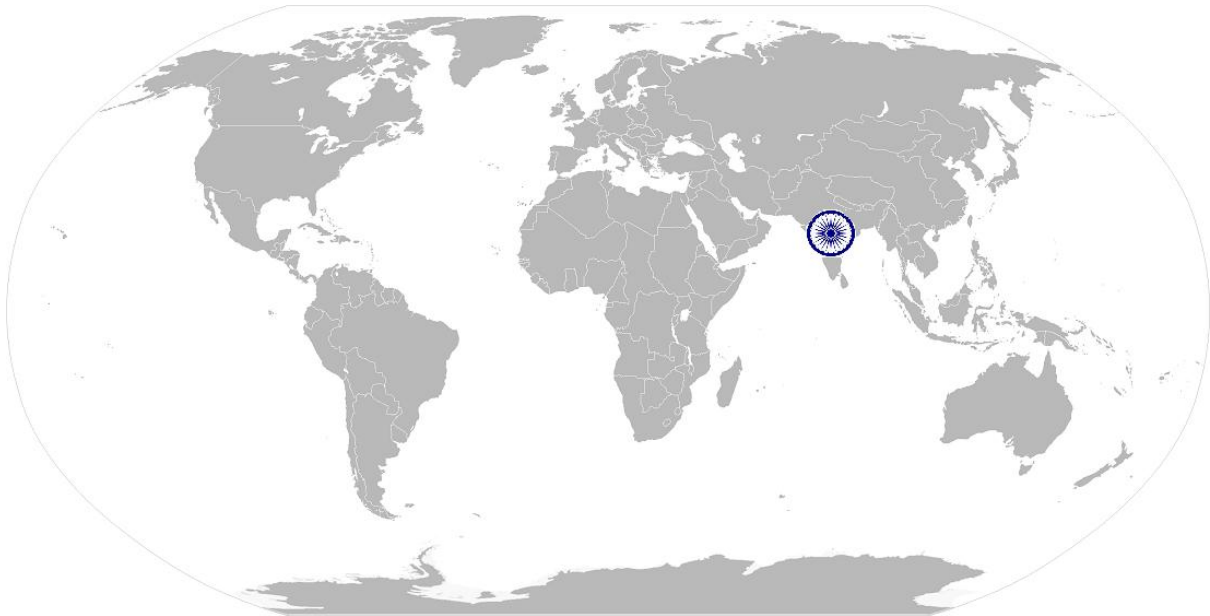


HCS/N9903

Maintain personal health

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# National Occupational Standard



## Overview

This unit is about managing personal health at work place.



## HCS/N9903

## Maintain personal health

<b>Unit Code</b>	<b>HCS /N9903</b>
<b>Unit Title (Task)</b>	<b>Maintain personal health</b>
<b>Description</b>	<b>This OS unit is about managing personal health at work place.</b>
<b>Scope</b>	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>Adopt healthy work practices</li> <li>Achieve work productivity while maintaining health</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Adopt healthy work practices</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust</p> <p>PC2. follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it</p> <p>PC3. wear protective goggles over eyes and replace them when scratches on it obscure the vision</p> <p>PC4. wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts</p> <p>PC5. undergo preventive health checkups at regular intervals</p> <p>PC6. take prompt treatment from the doctor in case of illness</p> <p>PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work</p>
<b>Achieve work productivity while maintaining health</b>	<p>To be competent, the user/ individual must be able to:</p> <p>PC8. ensure no productivity loss or absenteeism from work due to illness</p> <p>PC9. ensure no long term ill effect on the personal health</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. company's policies on: personal health and occupational hazard management</p> <p>KA2. company's HR policies</p> <p>KA3. company's reporting structure</p> <p>KA4. company's emergency evacuation procedure</p>
<b>B. Technical Knowledge</b>	<p>The individual on the job needs to know and understand:</p> <p>KB1. health risks to the worker at the work place</p> <p>KB2. healthy work practices</p> <p>KB3. how to perform the duties in a way to minimize pollution at the work place</p> <p>KB4. what personal protective equipments should be worn and how it is cared for</p> <p>KB5. safe disposal methods for waste</p> <p>KB6. how to provide the first aid treatment at workplace</p> <p>KB7. emergency procedures to be followed in case of an mishap such as fire accidents etc.</p>





## HCS/N9903

## Maintain personal health

Skills (S)	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading skills</b>
	To be competent, the user/ individual must be able to: SA1. read personal health instructions and manual SA2. read the usage of various hand tools and personal protection equipments
	<b>Writing skills</b>
	To be competent, the user/ individual must be able to: SA3. take notes on descriptions and details of various personal health maintenance procedures
	<b>Communication Skills</b>
	To be competent, the user/ individual must be able to: SA4. communicate supervisor about the physical symptoms SA5. receive instructions from doctor and supervisor on medical care
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand: SB1. how to select appropriate hand tools and personal protection equipments SB2. when to change personal protection equipments during the work SB3. how to identify first aid needs in case and of an injury
	<b>Plan and organize</b>
	The user/individual on the job needs to know and understand: SB4. how to select appropriate hand tools and personal protection equipments SB5. when to change personal protection equipments during the work
	<b>Customer centricity</b>
	The user/individual on the job needs to know and understand: SB6. how to use materials that does not affect customer health / make injury
	<b>Problem solving</b>
	The individual on the job needs to know and understand: SB7. improve work processes by adopting best safety practices
	<b>Analytical thinking</b>
	The individual on the job needs to know and understand: SB8. analyse the usage of appropriate tools and consumables
	<b>Critical thinking</b>
	The individual on the job needs to know and understand how to: SB9. spot errors and any other disruptions and communicate with solutions





HCS/N9903

Maintain personal health

## NOS Version Control

NOS Code	HCS/N9903		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/02/2015
Industry Sub-sector	Handicrafts	Last reviewed on	26/03/2015
Occupation	Pre-production / Craft making / Finishing	Next review date	26/03/2016

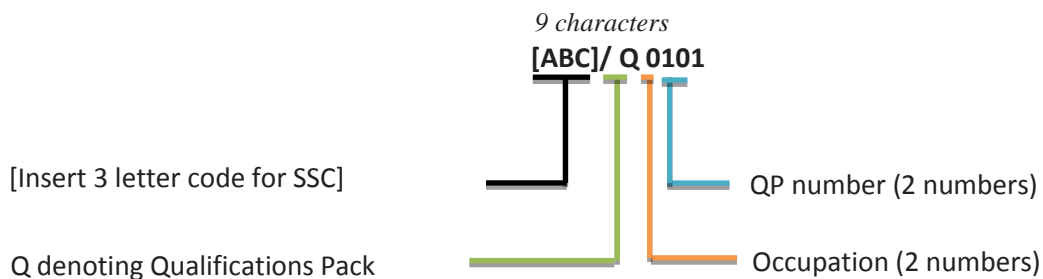




## Annexure

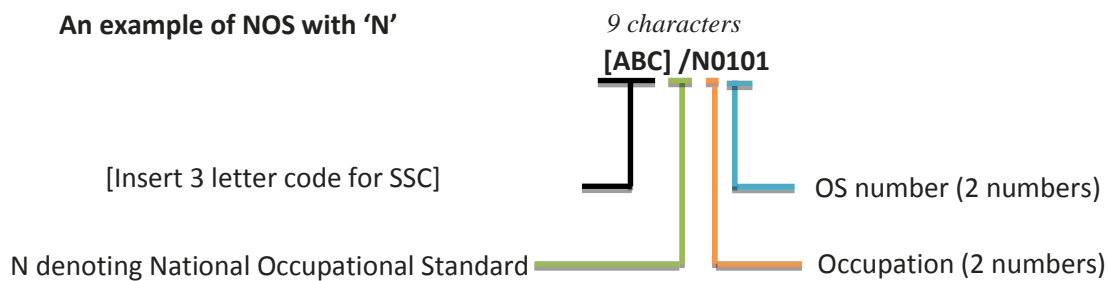
### Nomenclature for QP and NOS

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



## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role :** Drill machine operator (stonecraft)

**Qualification Pack :** HCS/Q1503

**Sector Skill Council :** Handicrafts & Carpet

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 each PC.
2. Each NOS will be assessed both for theoretical knowledge and practical
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
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 (400)			
<b>HCS/N1504</b>	<b>Create cavity inside the flat stone</b>				
<b>NOS Element</b>	Performance Criteria		<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
<b>Receiving flat slabs and work instructions</b>	PC1. receive flat slabs with product design marking from the supervisor	100	2	1	1
	PC2. receive product template and work instructions from the supervisor for day's work		2	1	1
	PC3. follow standard operating procedure while handling slabs		4	1	3
	PC4. place slabs in a way so that work flow is smooth and there is no damage to other slabs		4	1	3
	PC5. document the quantity of flat slabs of stones received		3	1	2
<b>Operating drill machine to shape the flat stone</b>	PC6. take one flat slab and place it on ground		4	1	3
	PC7. rest it in comfortable and stable position		4	1	3
	PC8. plug in the handheld drill machine to connect it with electricity		4	1	3
	PC9. switch on the machine and start making a hole inside the flat stone as per the product design		6	1	5
	PC10. change rammer of the drill machine		7	2	5



## Qualifications Pack For Drill machine Operator - Stonecraft

	as per the shaping requirements of the product				
	PC11. create hole with the help of rammer / repeatedly creating multiple holes in nearby areas to create a cavity inside the flat slab as per the product template		9	2	7
	PC12. remove the remaining stone with the help of chisel and hammer		6	1	5
	PC13. smooth the cavity surface using different sizes of rammers on the drill machine		6	1	5
	PC14. fill cracks or imperfections in marble with wax that matches the stone color		6	1	5
	PC15. handover the product to supervisor for further processing		3	1	2
<b>Achieving productivity and quality standards</b>	PC16. understand the product template and work instructions to create the cavity inside the flat stone slab		4	1	3
	PC17. drill the flat slab cleanly without breaking / damaging it		10	3	7
	PC18. achieve daily targets with no wastage of flat stone slabs		10	3	7
	PC19. segregate and dispose of scrape as per the company's SOP		6	1	5
	<b>TOTAL POINTS</b>		100	25	75

HCS/N9901	Coordinate with colleagues and work as a team				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
<b>Interact with supervisor</b>	PC1. receive job order and instructions from reporting supervisor	100	4	3	1
	PC2. understand the work output requirements, targets, performance indicators and incentives		5	4	1
	PC3. deliver quality work on time and report any anticipated reasons for delays		5	1	4
	PC4. report on any grievances, production defects and any potential hazards		4	2	2
	PC5. communicate on process flow improvements		4	2	2
	PC6. communicate maintenance and repair schedule proactively to the supervisor		4	1	3
	PC7. receive feedback on work standards		4	2	2
	PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc		5	2	3
	PC9. report in time for shortage or need of raw materials		4	1	3



	PC10. handover completed work to supervisor		4	2	2
<b>Work as a team by coordinating with colleagues within and outside the department</b>	PC11. communicate to the colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team		5	2	3
	PC12. maintain the etiquettes, use polite language, demonstrate responsible and disciplined behaviours to the colleagues		5	2	3
	PC13. interact with colleagues from different functions and understand the nature of their work		4	2	2
	PC14. put team over individual goals and multi task or share work where necessary supporting the colleagues		4	2	2
	PC15. resolve conflicts and ensure smooth workflow		4	1	3
	PC16. interact and understand the production requirement for the day from the previous and successive processing department and work accordingly		4	1	3
	PC17. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		4	1	3
	PC18. receive feedback from Quality Control and rework in order to complete work on time		5	1	4
	PC19. share information with colleagues to enable efficient delivery of work		6	3	3
	PC20. highlight any errors of colleagues, help to rectify and ensure quality output		4	2	2
	PC21. work with cooperation, coordination, communication and collaboration, with shared goals and supporting each others performance		4	1	3
<b>Report and Document</b>	PC22. document all the details accurately relating to one's role as required		4	1	3
	PC23. report on the work completed and keep it in records		4	1	3
	<b>TOTAL POINTS</b>		100	40	60

<b>HCS/N9902</b>	<b>Maintain safe work environment</b>				
<b>NOS Element</b>	Performance Criteria		<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
<b>Follow safety procedure and practices</b>	PC1. comply with safety procedures while on work to prevent accidents	100	8	2	6
	PC2. take adequate safety measures while handling materials, chemicals and tools		8	2	6
	PC3. wear appropriate personal protective		8	2	6



		gears such as gloves, protective goggles, masks etc. while working			
	PC4.	undertake basic safety checks before operation of all tools and electrical equipments	9	2	7
	PC5.	wear appropriate and recommended clothing as per the work environment (eg: working in a furnace area )	9	2	7
	PC6.	follow recommended material handling procedure to control material and personal damage	8	2	6
	PC7.	perform all procedures as per company's work instructions for controlling operational risk	8	4	4
	PC8.	perform the duties in a manner which minimizes environmental damage	6	2	4
	PC9.	dispose of waste safely and correctly in a designated area as per company's SOP	8	2	6
	PC10.	report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger	8	4	4
Achieve safety standards	PC11.	ensure zero accident at workplace	10	2	8
	PC12.	adhere to safety standards and ensure no material damage	10	2	8
	<b>TOTAL POINTS</b>		<b>100</b>	<b>28</b>	<b>72</b>

<b>HCS/N9903</b>	<b>Maintain personal health</b>				
<b>NOS Element</b>	Performance Criteria		<b>Out of</b>	<b>Theory</b>	<b>Skills Practical</b>
<b>Adopt healthy work practices</b>	PC1.	always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	12	4	8
	PC2.	follow work instructions strictly to reduce the amount of pollution at the work place e.g. wet the rock / craft material before working on it	10	2	8
	PC3.	wear protective goggles over eyes and replace them when scratches on it obscure the vision	10	2	8
	PC4.	wear gloves as per the materials used for making handicraft to avoid blisters; scratches and cuts	10	2	8
	PC5.	undergo preventive health checkups at regular intervals	10	2	8
	PC6.	take prompt treatment from the doctor in case of illness	11	3	8
			100		





## Qualifications Pack For Drill machine Operator - Stonecraft

	PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work		11	4	7
Achieve work productivity while maintaining health	PC8. ensure no productivity loss or absenteeism from work due to illness		13	3	10
	PC9. ensure no long term ill effect on the personal health		13	3	10
	<b>TOTAL POINTS</b>		100	25	75