



HCS/N4507 Lacquering of painted object

National Occupational Standard	Unit Code	HCS/N4507
	Unit Title (Task)	Lacquering of painted object
	Description	This unit is about quantification and measurement of skills and competencies enabling one to work satisfactorily in adding/creating thematic look to paper mache products, either by self-imagination and creativity or inspired out of motifs supplied by the customer.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Preparation of lacquer Applying Varnish to painted objects
	Performance Criteria (PC) w.r.t. the Scope	
	Preparation of lacquer	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. use suitable ppe like rubber hand gloves and nose mask as required PC2. ensure the place/room is clean, ventilated and well lit PC3. select suitable lacquer based on hue and tone of object and customer requirement PC4. transfer lacquer (varnish) in a clean bowl PC5. dilute with volatile thinner to make solution of suitable consistency PC6. mix the lacquer and thinner well with a stirrer PC7. check the mixture by sample testing on suitable materials to ensure it matches with the shade/finish required
	Applying lacquer on object	<ul style="list-style-type: none"> PC8. ensure the object is clean, smooth and free from dust, dirt etc. PC9. ensure the object is not damp or wet PC10. apply lacquer to the object uniformly as per finish required PC11. allow it to dry PC12. check the coating and if needed apply second coat and allow to dry PC13. continue applying lacquer and drying till desired level of shine/finish is attained
	Knowledge and Understanding (K)	
	A. Organizational Context (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"> KA1. general rules and regulations in a paper mache processing section KA2. material safety data sheets (msds) of paints & chemicals KA3. safe working practices KA4. mixing process of lacquer KA5. basic knowledge about paints, varnish, thinner etc.
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. type of product being processed KB2. the importance of: <ul style="list-style-type: none"> types of product process parameters types of lacquering defects and their remedy



HCS/N4507 Lacquering of painted object

	<ul style="list-style-type: none"> • fastness of lacquer • thickness of lacquer • drying parameters <p>KB3. importance of cleanliness of workplace</p> <p>KB4. difference between correctable and non-correctable lacquering faults</p> <p>KB5. acceptable solutions for specific faults identified/detected</p> <p>KB6. methods to make use of the information detailed in specification sheets and work instructions</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to:
	SA1. document records related to production and quality
	SA2. write letters, memos clearly and legibly
	Reading Skills
The user/individual on the job needs to know and understand how to:	
SA3. read and comprehend written instructions related to the process	
Oral Communication (Listening and Speaking skills)	
The user/individual on the job needs to know and understand how to:	
SA4. communicate with superiors, colleagues and juniors appropriately	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. make decisions in relation to the scope of work
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. plan and organize the work to meet the target
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB3. manage relationships with customers who desperately need relevant information yet unwilling and unaware of its needs
	SB4. build customer understanding of trust and cooperativeness
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB5. apply problem-solving approaches in different situations
SB6. report abnormalities and non-conformities detected to superiors	
SB7. seek clarification on problems when in doubt	
Analytical Thinking	
The user/individual on the job needs to know and understand how to:	
SB8. identify root cause of a problem related to man, machine and material	
Critical Thinking	
The user/individual on the job needs to know and understand how to:	
SB9. critically evaluate information gathered from various sources to arrive at a solution	



HCS/N9906 Maintain work area, tools and machines

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

	KB9. Common faults with equipment and the method to rectify	
Skills (S) w.r.t the Scope		
Elements	Skills	
A. Core Skills/ Generic Skills	Writing Skills	
	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	
	Reading Skills	
	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	
	Oral Communication (Listening and Speaking skills)	
	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. Professional Skills	Decision Making
		The user/individual on the job needs to know and understand how to: SB1. Make decisions pertaining to the concerned area of work
		Plan and Organize
		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
CustomerCentricity		
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		
Problem Solving		
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)		
Analytical Thinking		
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		
Critical Thinking		
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

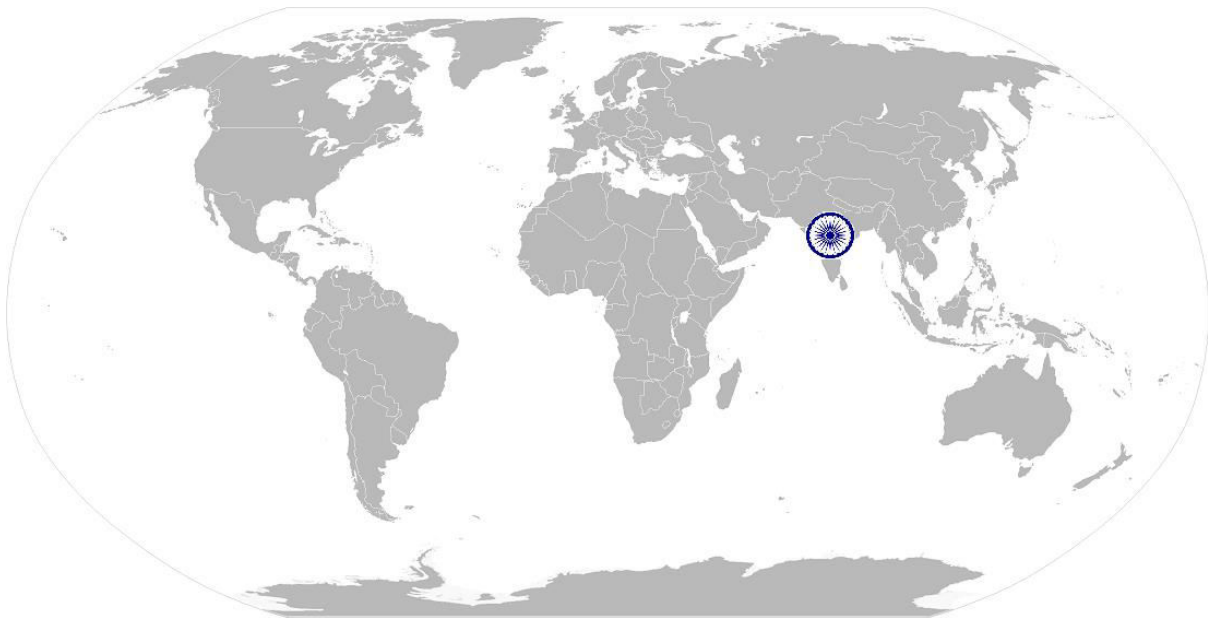
NOS Code	HCS/N9906		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	15/06/15
Industry Sub-sector	Metalware, Paper Mache, Carpet, Handicrafts (Woodware)	Last reviewed on	03/07/15
Occupation	Metal Craft Making, Production, Research and Development, Research and 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

National Occupational Standard



Overview

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



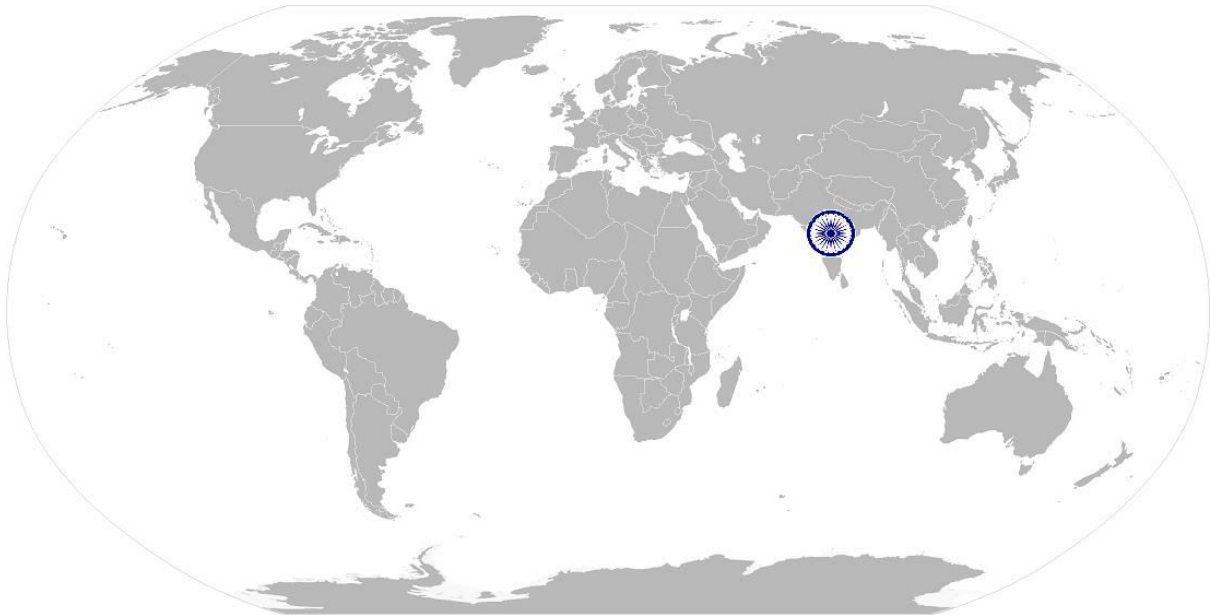
HCS/N9908 Working in a team

GenericSkills	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.
	Reading Skills
	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.
	Oral Communication (Listening and Speaking skills)
	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. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Make decisions pertaining to the concerned area of work.
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB2. Plan and organize service feedback files/documents.
	Customer Centricity
	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.
	Analytical Thinking
	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.
	Critical Thinking
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

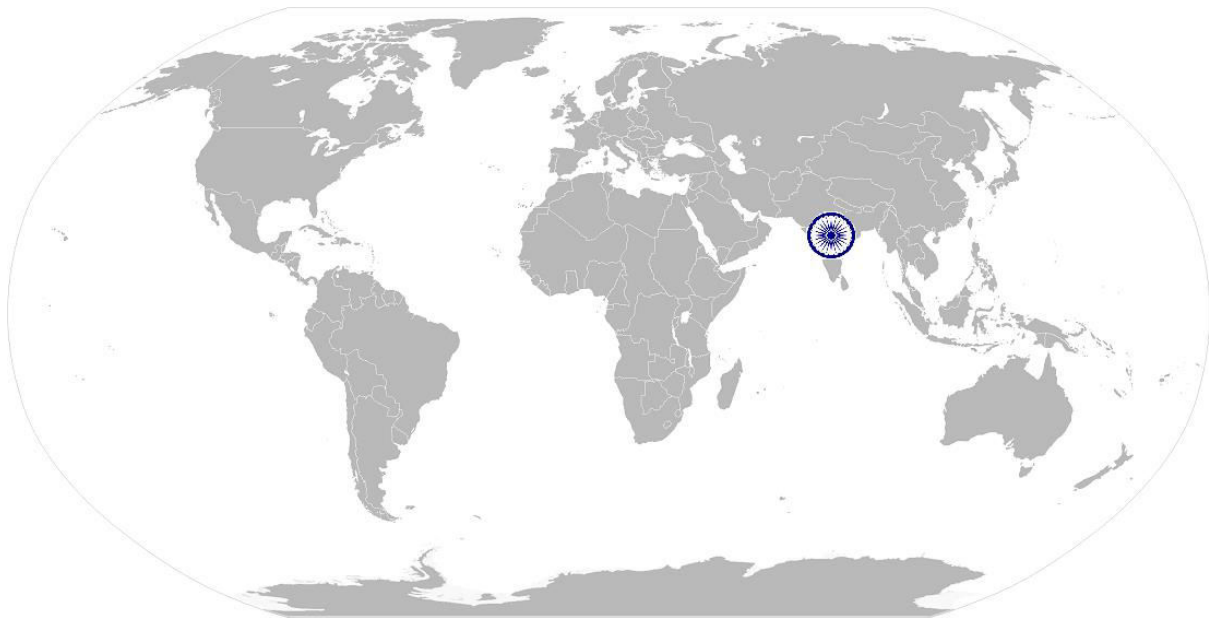
Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler, Bamboo Utility Product Tailor, Bamboo Artwork Maker.





HCS/N9913 Maintain health, safety and security at workplace

National Occupational Standard



Overview

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

