



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:

HCSSC, New Delhi
Handicrafts & Carpet
Sector Skill Council,
EPCH House,
Pocket 6 & 7, Sector C,
Vasant Kunj,
New Delhi-110070

E-mail:
hcssc@hcssc.in



Contents

1. Introduction and Contacts.....P1
2. Qualifications Pack.....P2
3. Glossary of Key Terms.....P3
4. OS Units.....P5
5. Nomenclature for QP & OS.....P24

Introduction

Qualifications Pack – Abrasion Machine Operator (Glassware)

SECTOR: HANDICRAFTS & CARPET

SUB-SECTOR: Glassware

OCCUPATION: Grinding & Abrasion Operation

REFERENCE ID: HCS/Q2303

ALIGNED TO: NCO-2004/7322.90

The abrasion machine operator is responsible for smoothening the surface of the glass article by working it over the abrasion wheel

Brief Job Description: The individual at work is responsible for making the surface of the raw product smooth. The individual understands the different kinds of abrasion machines used in glass manufacturing and how to operate the abrasion machine

Personal Attributes: The job requires the individual to have: ability to work in sitting position for a long time, work in high decibel noise environment, steady hand and hand eye coordination



Job Details	Qualifications Pack Code	HCS/Q2303		
	Job Role	Abrasion machine Operator (Glassware)		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Handicrafts & Carpet	Drafted on	06/03/2015
	Sub-sector	Glassware	Last reviewed on	27/05/2015
	Occupation	Grinding & Abrasion Operation	Next review date	27/05/2016

Job Role	Abrasion Machine Operator (Glassware)
Role Description	smoothing the surface of the glass article by working it over the abrasion wheel
NSQF level	4
Minimum Educational Qualifications	5 th pass (Primary Education)
Maximum Educational Qualifications	Not applicable
Training (Suggested but not mandatory)	Not Applicable
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> HCS/N2304 Perform abrasion operation in the glass product HCS/N9901 Coordinate with colleagues and work as a team HCS/N9902 Maintain safe work environment HCS/N9903 Maintain personal health Optional: Not applicable
Performance Criteria	As described in the relevant OS units



Definitions

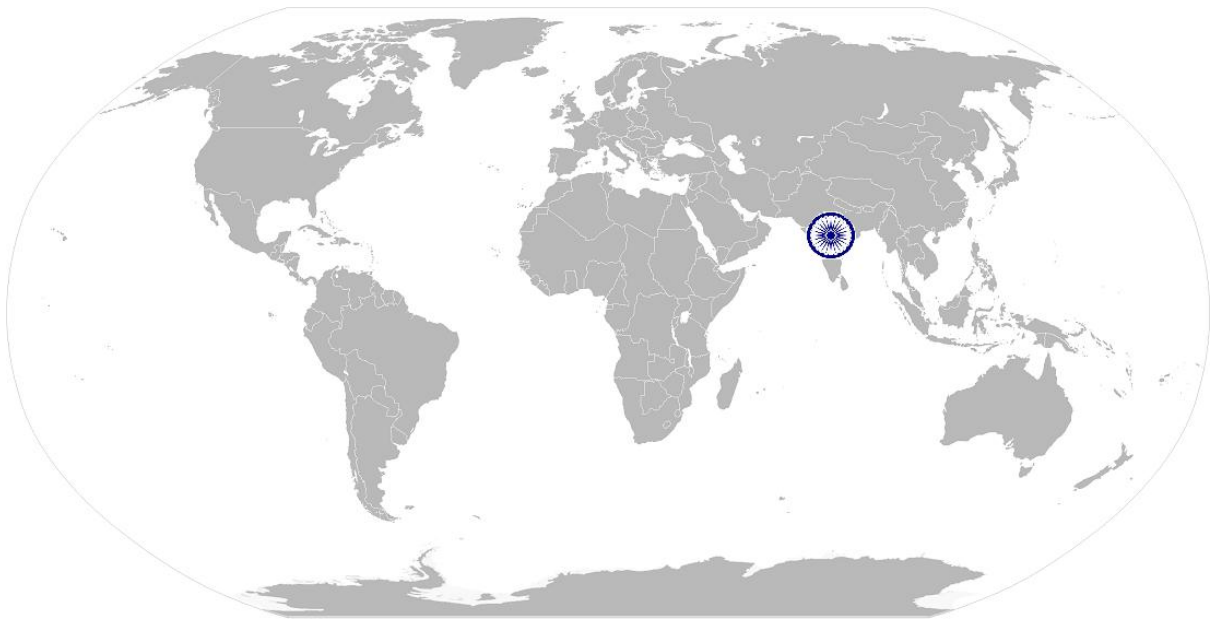
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further 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 the abrasion of raw products to make the edges of the product smooth by working it on the abrasion machine.



HCS/N2304

Perform abrasion operation in the glass product

Unit Code	HCS/N2304
Unit Title (Task)	Perform abrasion operation in the glass product
Description	This unit is about the abrasion of raw products to make the surface of the product smooth by working it on the abrasion machine.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> Receive and understand the abrasion requirements of the product Smoothen the rough edges of the glass article Achieve productivity and quality standards Follow safety procedure during abrasion
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Receive and understand the abrasion requirements of the product	<p>To be competent, the user/ individual must be able to:</p> <p>PC1. receive instructions from production supervisor regarding daily targets for abrasion</p> <p>PC2. receive instructions from production supervisor regarding product dimensions and parameters for abrasion operation</p> <p>PC3. make note of precision and surface finish to be achieved</p> <p>PC4. identify and work on different types of abrasion wheels used in the process</p> <p>PC5. store the different materials and abrasion wheel used in the process</p>
Smoothen the rough edges of the glass article	<p>To be competent, the user/ individual must be able to:</p> <p>PC6. get specific work related instructions from supervisor, if required</p> <p>PC7. assemble abrasion wheel correctly to ensure they are properly balanced and fit to use</p> <p>PC8. ensure to follow the proper method of dressing an abrasive wheel</p> <p>PC9. handle abrasion wheel</p> <p>PC10. control the speed of abrasion wheel</p> <p>PC11. control the functions of all the components used with abrasive wheels</p> <p>PC12. hold the glass product and smoothen the rough edge of it using the abrasive wheels</p> <p>PC13. control the operating speed of wheels for finer finishing</p> <p>PC14. ensure that the machinery is suitable for its intended use and properly maintained</p>
Achieve productivity and quality standards	<p>To be competent, the user/ individual must be able to:</p> <p>PC15. ensure minimum / zero damage to the product during the process of abrasion</p> <p>PC16. achieve the desired shelf life of wheel used for abrasion by following standard operating procedure</p> <p>PC17. ensure zero material defect while handling the stones</p> <p>PC18. finish the product with appropriate smooth finish as per specification</p> <p>PC19. achieve periodical target of production</p>
Follow safety procedure during	<p>To be competent, the user/ individual must be able to:</p> <p>PC20. ensure safety measures during examination, handling and storage of</p>



HCS/N2304

Perform abrasion operation in the glass product

abrasion	<p>abrasive wheel</p> <p>PC21. use suitable personal protective equipments during abrasion operation</p> <p>PC22. minimise hazards and risks arising from the use of abrasion wheels and the precautions to be observed</p> <p>PC23. ensure damaged wheel is not used for abrasion</p> <p>PC24. ensure no material damage / personal damage during work</p>
Knowledge and Understanding (K)	
A. Organizational Context (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 code of conduct</p> <p>KA3. organisation culture and typical product profile</p> <p>KA4. company's reporting structure</p> <p>KA5. company's documentation policy</p> <p>KA6. company's safety procedure</p>
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. glass article production process</p> <p>KB2. operation and controls in abrasion machine</p> <p>KB3. different type of abrasive used in wheel construction</p> <p>KB4. different grades of wheels (soft or hard) used in abrasion</p> <p>KB5. structure (level of porosity) of wheel used in abrasion</p> <p>KB6. different materials used in abrasion process</p> <p>KB7. different types of abrasion wheels used and their operating procedures</p> <p>KB8. handling procedure of glass during abrasion</p> <p>KB9. optimum operating speed of abrasive wheel as per procedure</p> <p>KB10. finish required in the glass product as a result of abrasion</p> <p>KB11. usage of abrasion machine and its controls</p> <p>KB12. usage of materials and consumables in the process and material handling procedure</p> <p>KB13. perform basic maintenance</p> <p>KB14. precautions to be taken while handling abrasion wheel</p> <p>KB15. material handling procedure</p> <p>KB16. usage and purpose of personal protective equipment</p> <p>KB17. quality parameters of abrasion process</p> <p>KB18. safety precautions to be taken at workplace</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Reading skills</p> <p>The individual on the job needs to know and understand:</p> <p>SA1. how to read instructions on process and material handling</p> <p>SA2. how to read signs on safety procedures and storage of materials</p> <p>Writing skills</p> <p>The individual on the job needs to know and understand:</p> <p>SA3. how to take notes or read about the process requirements</p> <p>Communication (Listening and speaking) skills</p> <p>The individual on the job needs to know and understand:</p> <p>SA4. how to receive details such as markings regarding type, size and maximum</p>



HCS/N2304

Perform abrasion operation in the glass product

	<p>operating speed</p> <p>SA5. how to listen and receive details of the markings on the wheel indicating specific restrictions for use</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. Professional Skills	Decision making
	The individual on the job needs to know and understand: SB1. how to decide on material requirement for abrasion activity
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. prioritize and organise to achieve the daily targets
	Customer centricity
	The user/individual on the job needs to know and understand how to: SB3. the customer preference on craft products
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. solve work related problems
	Analytical thinking
	The individual on the job needs to know and understand: SB5. how to analyse the shape of the product and accordingly perform abrasion operation
	Critical thinking
	The individual on the job needs to know and understand: SB6. how to spot process disruptions and delays

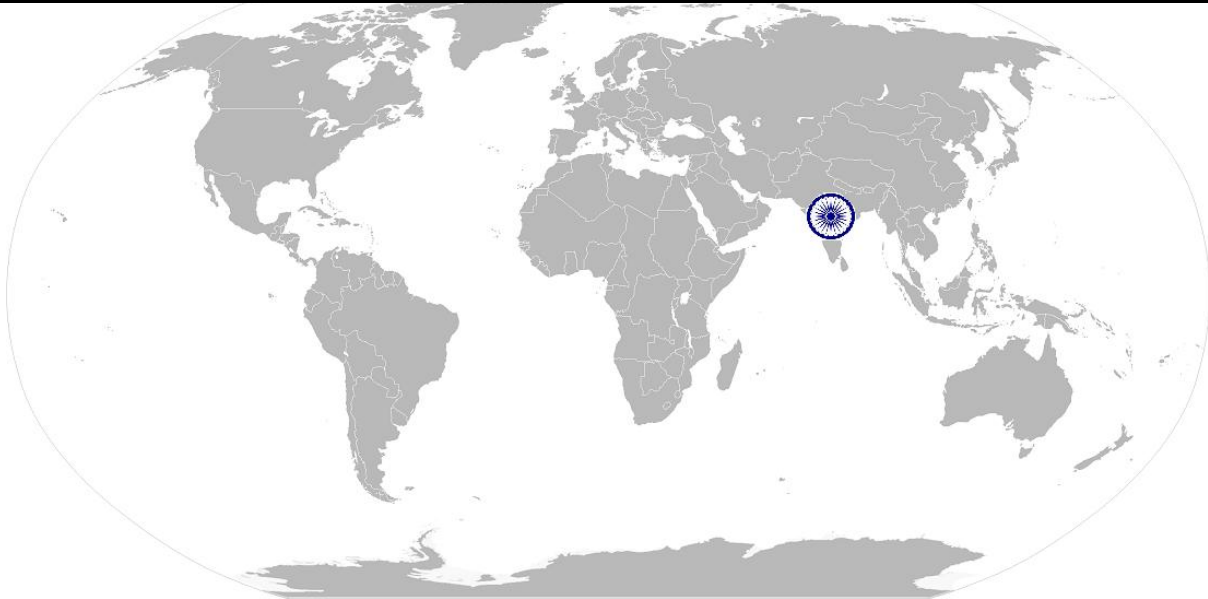


HCS/N2304

Perform abrasion operation in the glass product

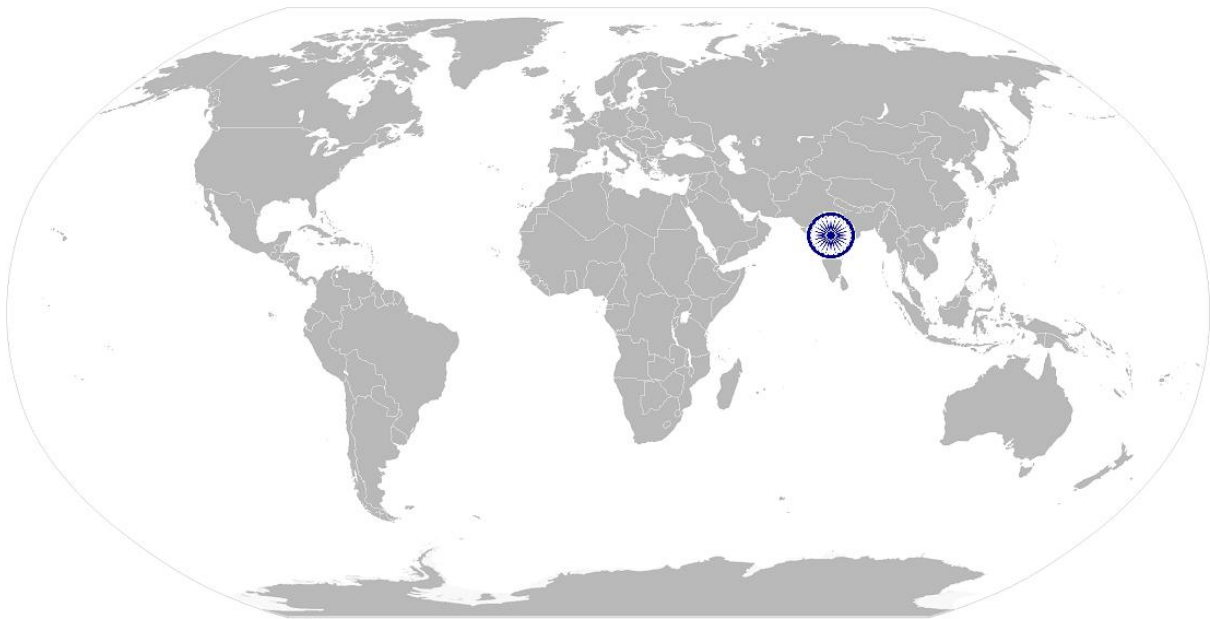
NOS Version Control

NOS Code	HCS/N2304		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	06/03/2015
Industry Sub-sector	Glassware	Last reviewed on	27/05/2015
Occupation	Grinding & Abrasion Operation	Next review date	27/05/2016





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

Unit Code	ELE/N9901
Unit Title (Task)	Coordination and team work with colleagues and superior
Description	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.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • Interact with supervisor or superior • Work as a team by coordinating with colleagues within and outside the department • Report and Document
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Interact with supervisor or superior	<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 & tools, quality & 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>
Work as a team by coordinating with colleagues within and outside the department	<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

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



HCS/N9901

Coordinate with colleagues and work as a team

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Reading skills
	The individual on the job needs to know and understand how to: SA1. read job sheets, design sheet and information displayed at the workplace SA2. read notes/comments from the supervisor SA3. read and understand manuals, health and safety instructions, memos etc
	Writing skills
	The individual on the job needs to know and understand how to: SA4. fill up documentation to one's role
B. Professional Skills	Communication skills
	The individual on the job needs to know and understand how to: SA5. interact with team members to work efficiently SA6. communicate effectively with supervisor
	Decision making skills
	The individual on the job needs to know and understand how to: SB1. report to supervisor and deal with a colleague individually, depending on the type of concern
	Plan and Organize
	The individual on the job needs to know and understand how to: SB2. communicate with superiors as required
	Customer centricity
	The individual on the job needs to know and understand how to: SB3. communicate with customers / clients and understand their preferences
	Problem solving
	The individual on the job needs to know and understand how to: SB4. resolve problems / conflicts through proper communication
	Analytical thinking
	The individual on the job needs to know and understand how to: SB5. analyse and communicate as per the requirement
	Critical thinking
	The individual on the job needs to know and understand how to: SB6. spot and communicate potential areas of disruptions to work process and report the same

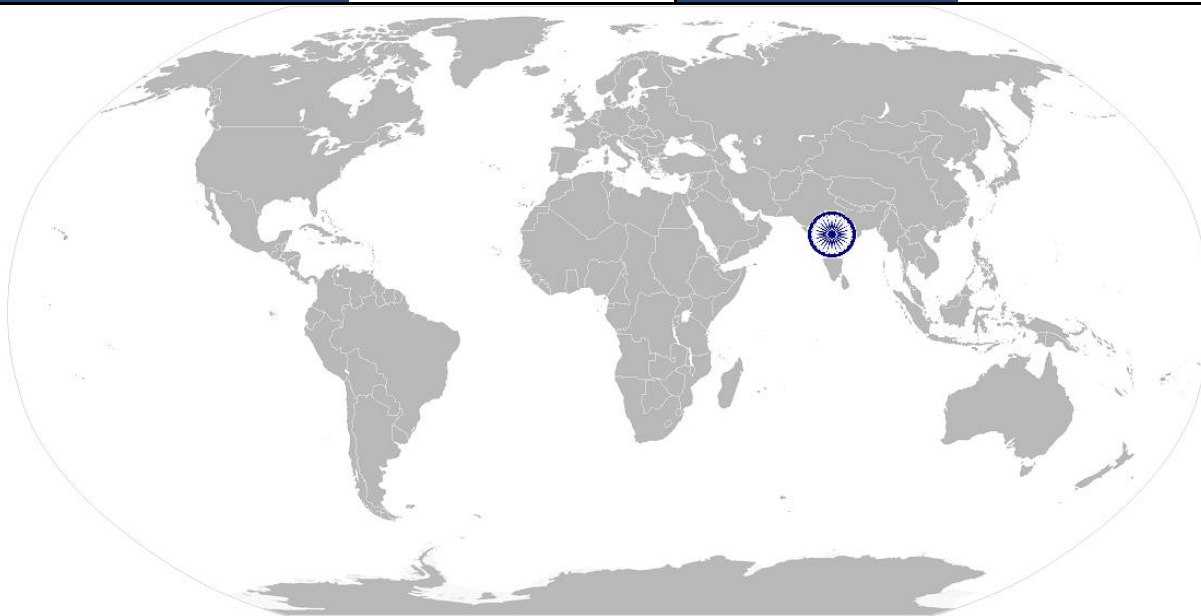


HCS/N9901

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





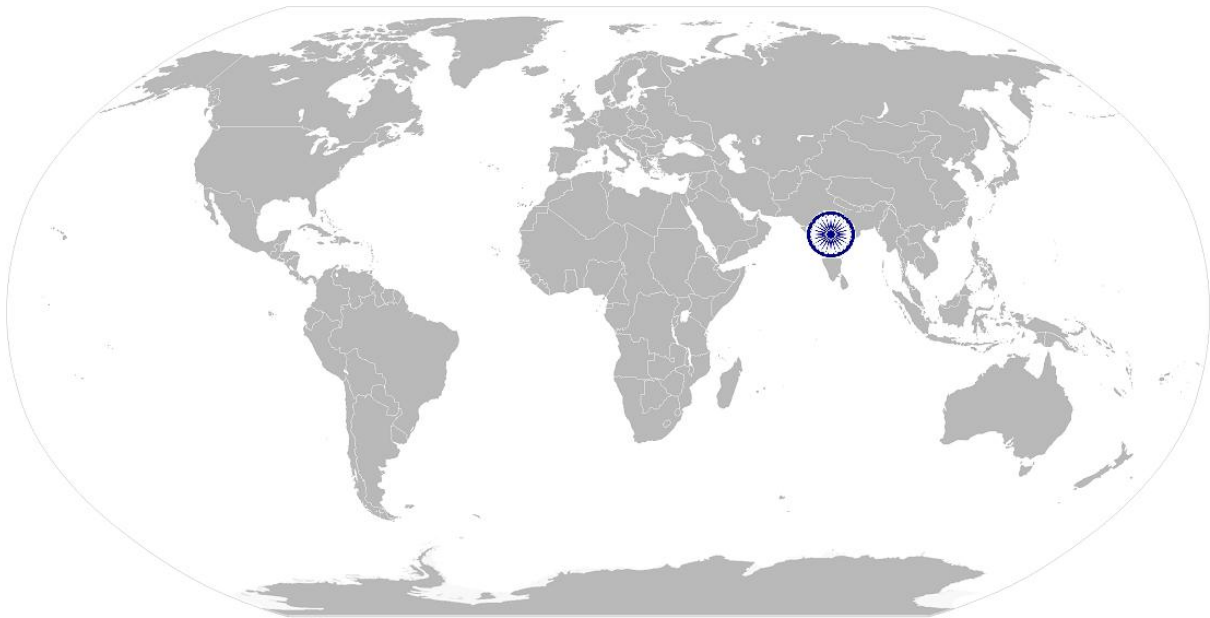
HCS/N9902

NOS
National Occupational Standards



Maintain safe work environment

National Occupational Standard



Overview

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



HCS/N9902

Maintain safe work environment

Unit Code	HCS/N9902
Unit Title (Task)	Maintain safe work environment
Description	This OS unit is about following adequate safety procedures to make work environment safe.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> Follow safety procedure and practices Achieve safety standards
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Follow safety procedure and practices	<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>
Achieve safety standards	<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>
Knowledge and Understanding (K)	
A. Organizational Context (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

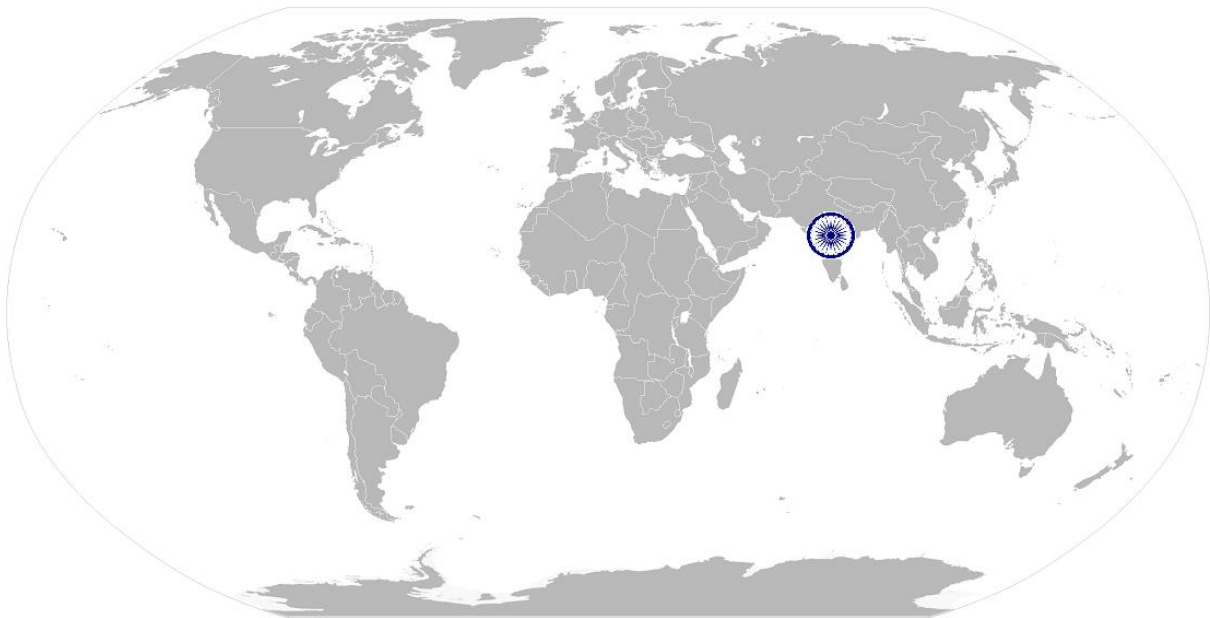
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KB1. accidental risks to the worker</p> <p>KB2. how to maintain the work area safe and secure</p> <p>KB3. how to perform the duties in a way to minimize accidental risks</p> <p>KB4. how to handle chemicals</p> <p>KB5. 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>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Reading skills
	<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>
	Writing skills
	<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>
	Communication Skills
	<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. Professional Skills	Decision Making skills
	<p>The individual on the job needs to know and understand:</p> <p>SB1. how to select appropriate safety tools and equipments</p>
	Plan and Organize
	<p>The individual on the job needs to know and understand:</p> <p>SB2. improve work processes by adopting best safety practices</p>
	Customer centricity
	<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>
	Problem solving
	<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

	Analytical thinking
	The individual on the job needs to know and understand: SB6. analyse the usage of appropriate tools and consumables
	Critical thinking
	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
Occupation	Pre-production / Craft making / Finishing	Next review date	26/03/2016

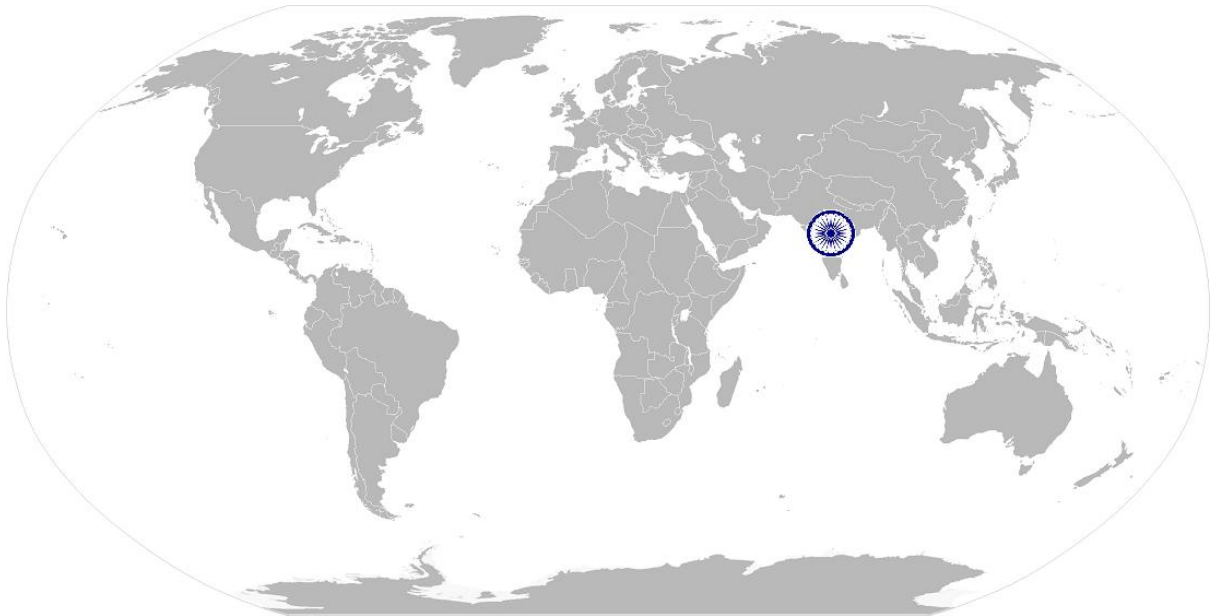




HCS/N9903

Maintain personal health

National Occupational Standard



Overview

This unit is about managing personal health at work place.



HCS/N9903

Maintain personal health

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



HCS/N9903

Maintain personal health

Skills (S)	
A. Core Skills/ Generic Skills	Reading skills
	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
	Writing skills
	To be competent, the user/ individual must be able to: SA3. take notes on descriptions and details of various personal health maintenance procedures
	Communication Skills
	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. Professional Skills	Decision Making
	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
	Plan and organize
	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
	Customer centricity
	The user/individual on the job needs to know and understand: SB6. how to use materials that does not affect customer health / make injury
	Problem solving
	The individual on the job needs to know and understand: SB7. improve work processes by adopting best safety practices
	Analytical thinking
	The individual on the job needs to know and understand: SB8. analyse the usage of appropriate tools and consumables
	Critical thinking
	The individual on the job needs to know and understand how to: SB9. spot errors and any other disruptions and communicate with solutions

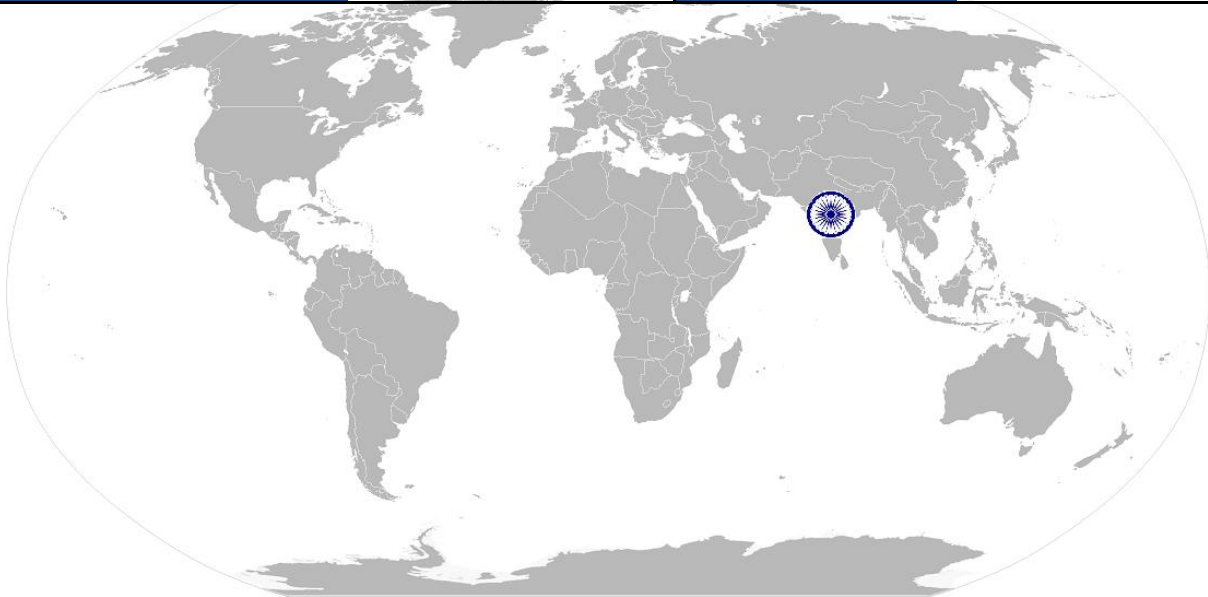


HCS/N9903

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

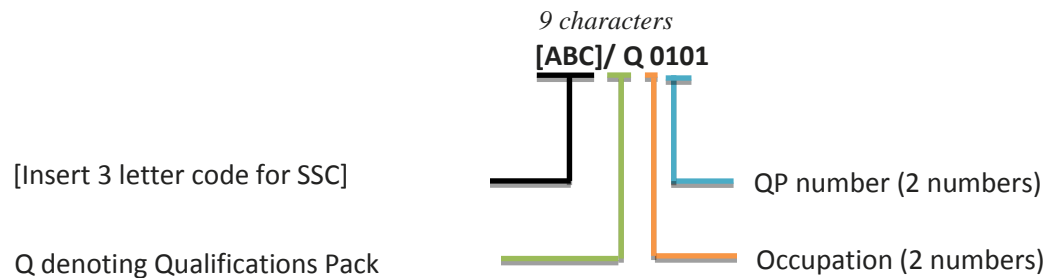




Annexure

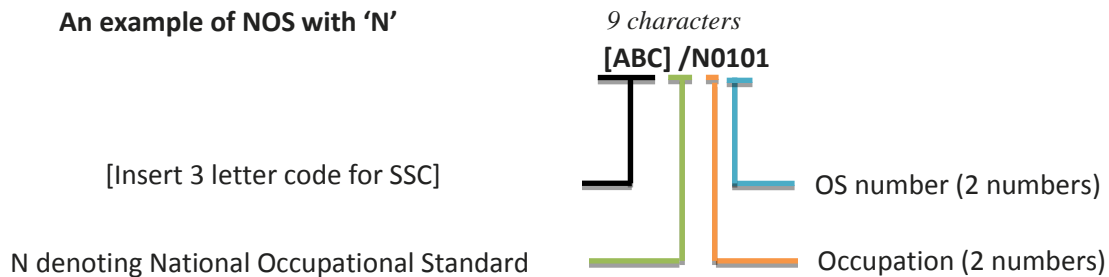
Nomenclature for QP and NOS

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
Three letters	Handicrafts and Carpet 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 : Abrasion Machine Operator

Qualification Pack : HCS/Q2303

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 60% 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)			
HCS/N2304	Perform abrasion operation in the glass product				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Receive and understand the abrasion requirements of the product	PC1. receive instructions from production supervisor regarding daily targets for abrasion	100	3	1	2
	PC2. receive instructions from production supervisor regarding product dimensions and parameters for abrasion operation		3	1	2
	PC3. make note of precision and surface finish to be achieved		3	1	2
	PC4. identify and work on different types of abrasion wheels used in the process		3	1	2
	PC5. store the different materials and abrasion wheel used in the process		3	1	2
Smoothen the rough edges of the glass article	PC6. get specific work related instructions from supervisor, if required		3	1	2
	PC7. assemble abrasion wheel correctly to ensure they are properly balanced and fit to use		3	1	2
	PC8. ensure to follow the proper method of dressing an abrasive wheel		3	1	2
	PC9. handle abrasion wheel		5	2	3
	PC10. control the speed of abrasion wheel		5	2	3
	PC11. control the functions of all the		5	2	3



	components used with abrasive wheels				
	PC12. hold the glass product and smoothen the rough edge of it using the abrasive wheels		5	2	3
	PC13. control the operating speed of wheels for finer finishing		5	2	3
	PC14. ensure that the machinery is suitable for its intended use and properly maintained		5	2	3
Achieve productivity and quality standards	PC15. ensure minimum / zero damage to the product during the process of abrasion		5	2	3
	PC16. achieve the desired shelf life of wheel used for abrasion by following standard operating procedure		5	2	3
	PC17. ensure zero material defect while handling the stones		5	2	3
	PC18. finish the product with appropriate smooth finish as per specification		5	2	3
	PC19. achieve periodical target of production		5	2	3
Follow safety procedure during abrasion	PC20. ensure safety measures during examination, handling and storage of abrasive wheel		4	2	2
	PC21. use suitable personal protective equipments during abrasion operation		4	2	2
	PC22. minimise hazards and risks arising from the use of abrasion wheels and the precautions to be observed		4	2	2
	PC23. ensure damaged wheel is not used for abrasion		5	2	3
	PC24. ensure no material damage / personal damage during work		4	2	2
	TOTAL POINTS		100	40	60

HCS/N9901	Coordinate with colleagues and work as a team				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Interact with supervisor	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		4	2	2



	defects and any potential hazards			
	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
Work as a team by coordinating with colleagues within and outside the department	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
Report and	PC22. document all the details accurately relating	4	1	3



Document	to one's role as required				
	PC23. report on the work completed and keep it in records		4	1	3
	TOTAL POINTS		100	40	60

HCS/N9902	Maintain safe work environment				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Follow safety procedure and practices	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 gears such as gloves, protective goggles, masks etc. while working		8	2	6
	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
	TOTAL POINTS		100	28	72

HCS/N9903	Maintain personal health				
NOS Element	Performance Criteria		Out of	Theory	Skills Practical
Adopt	PC1. always cover the mouth and nose with a dust	100	12	4	8



healthy work practices	mask while working and keep on changing when it gets blocked with dust			
	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
	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
TOTAL POINTS		100	25	75