



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- Latexing Man (Carpets)

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Carpet

OCCUPATION: Finishing

REFERENCE ID: HCS/Q5402

ALIGNED TO: NCO-2015/NIL

Brief Job Description: The Latexing man spreads latex uniformly (emulsion of mixture based on synthetic, natural with various composition of inorganic compounds) so as to fix the third backing firmly and smoothly on to the carpet adding strength, protection against damages and enhancing look.

Personal Attributes: The Latexing man should be hard working and keen looking for perfect good eyesight. He should have tenacity for long hours of work at floor and able to work under pressure.



Job Details	Qualifications Pack Code	HCS/Q5402		
	Job Role	Latexing Man (Carpets)		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	30/04/15
	Sub-sector	Carpet	Last reviewed on	27/05/15
	Occupation	Finishing	Next review date	26/05/16

Job Role	Latexing Man (Carpets)
Role Description	To spread latex uniformly
NSQF level	3
Minimum Educational Qualifications	Class 5th
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Not Applicable
Experience	3-6 months working experience in carpet industry
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N5402 Applying Latex HCS/N9906 Maintain work area, tools and machines HCS/N9908 Working in a team HCS/N9909 Comply with industry and organizational requirement HCS/N9913 Maintain health, safety and security at workplace
Performance Criteria	As described in the relevant OS units



Glossary of Key Terms

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.

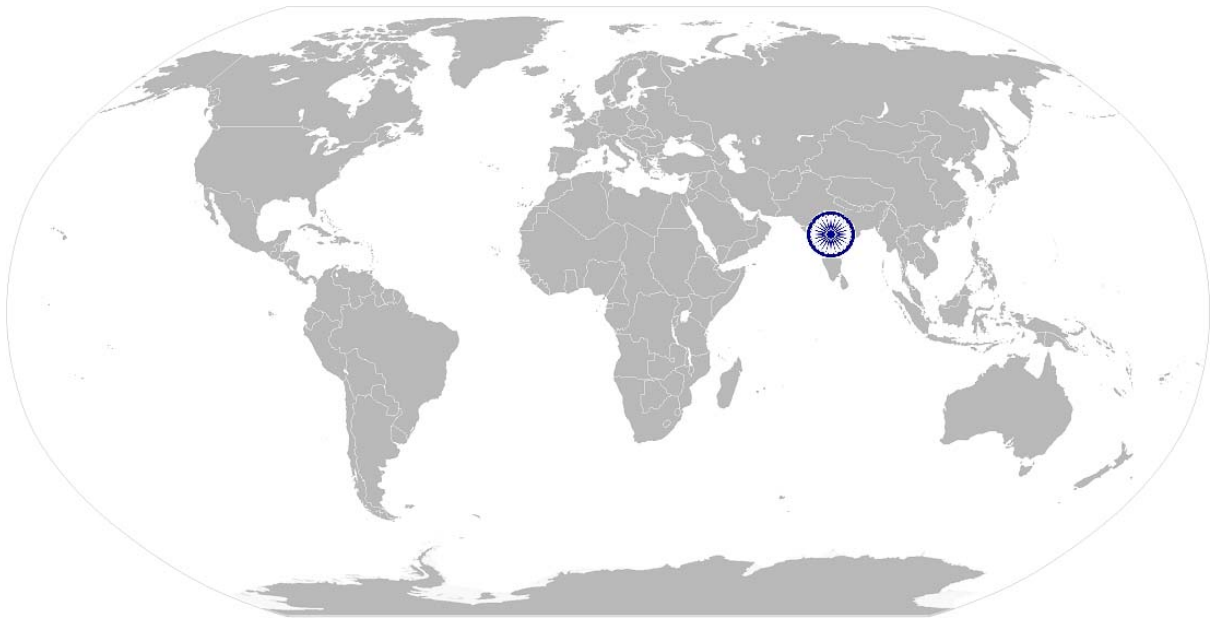


Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVQF	National Vocational Qualifications Framework
HCSSC	Handicraft and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

Acronyms



National Occupational Standard



Overview

This unit is about capturing skills and attributes needed for applying latex on tufted carpet to fix backing cloth.



HCS/N5402 Applying Latex

National Occupational Standard

Unit Code	HCS/N5402
Unit Title (Task)	Applying latex
Description	This unit is about inventory of supervisory skills, knowledge, tools and techniques needed for applying latex manually to fix backing cloth.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Applying Latex for fixing of third backing cloth
Performance Criteria (PC) w.r.t. the Scope	
Application of Latex	To be competent, the user/individual on the job must be able to: <p>PC1. Ensure the base fabric is clean and free from dust and dirt</p> <p>PC2. Ensure base backing fabric is uniformly spread, taut and free from kink/crease</p> <p>PC3. Ensure latex made available is freshly prepared with required chemical composition and no bubbles are present in the latex</p> <p>PC4. Check the latex for proper stickiness, viscosity and uniformity of paste characteristics</p> <p>PC5. Ensure use of proper PPE while applying latex</p> <p>PC6. Ensure latex is spread uniformly at all points – body to corner and maintain the backing cloth’s angular distance of opposite corner in both directions equal</p> <p>PC7. Process flow of tufted carpets finishing department that is affected by the process step of latexing</p>
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: <p>KA1. General rules and regulations in a carpet industry</p> <p>KA2. Correct working practices for binding of carpet</p> <p>KA3. Color coding, marking, ply, count, material etc. for binding threads that are followed to ensure product matches buyer’s specified requirements for quality</p> <p>KA4. The importance of identifying quality and production targets, and the effect of not meeting these on self and/or your team</p>
B. Technical Knowledge	The user/individual on the job needs to know and understand: <p>KB1. The importance of: <ul style="list-style-type: none"> Material class of threads viz. Wool, Viscose etc Thread colour e.g. hue, tone etc Types of threads viz. count, ply Carpet design and ground colour Types of design defects Tuft density Carpet dimension General aesthetic parameters – appearance, cleanliness, feel, look etc. </p> <p>KB2. Process flow in tufted carpet manufacturing sector</p>



HCS/N5402 Applying Latex

	<p>KB3. Importance of marking/coding/labelling/numbering etc. for threads followed at various process stages of tufting for identification and traceability</p> <p>KB4. Importance of cleanliness at workplace</p> <p>KB5. Difference between correctable and non-correctable binding faults</p> <p>KB6. Acceptable solutions for specific faults identified/detected</p> <p>KB7. Method to make use of the information detailed in specifications and work instructions</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Prepare status and progress reports</p> <p>SA2. Write memos and e-mail to co-workers and vendors to provide them with work updates, and to request appropriate information without English language errors regarding grammar or sentence construct</p>
	<p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. Discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. Keep co-workers and supervisors informed about progress</p>
	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Make decisions pertaining to the concerned area of work</p>
	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Plan and organize service feedback files/documents</p>
B. Professional Skills	<p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. Manage relationships with customers</p> <p>SB4. Build customer relationships and use customer centric approach</p>
	<p>Problem Solving</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB6. Identify immediate or temporary solutions to resolve delays</p>
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. Use the existing data to arrive at specific data points</p>
	<p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action</p>



HCS/N5402 Applying Latex

NOS Version Control

NOS Code	HCS/N5402		
Credits(NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Finishing	Next review date	26/05/16





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

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



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 co-worker 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
Customer Centricity		
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.



HCS/N9908 Working in a team

National Occupational Standard	Unit Code	HCS/N9908
	Unit Title (Task)	Working in a team
	Description	This unit is about working as part of a team in the process.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Commitment and trust • Communication • Adaptability • Creative freedom
	Performance Criteria(PC)w.r.t the Scope	
	Elements	Performance Criteria
	Commitment and trust	To be competent, the user/individual on the job must be able to: PC1. Be accountable to one's own role in whole process. PC2. Perform all roles with full responsibility.
	Communication	PC3. Report problems faced during the process. PC4. Talk politely with other team members and colleagues. PC5. Submit daily report of own performance.
	Adaptability	PC6. Adjust in different work situations. PC7. Give due importance to others' point of view. PC8. Avoid conflicting situations.
	Creative freedom	PC9. Develop new ideas for work procedures PC10. Improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)w.r.t. the Scope		
Elements	Knowledge and Understanding	
A. Organisational Context (Knowledge of the company / organisation and its processes)	The individual on the job needs to know and understand: KA1. General rules and regulations in the sector. KA2. Procedure followed to get the final output. KA3. Safe working practices to be adopted. KA4. Reporting to the supervisor or higher authority about any grievances faced.	
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB6. Understanding the importance of the previous and next step of the process. KB7. Process flow in the handicraft section. KB8. Material sequence of flow. KB9. Functions of different parts of product development. KB10. Tools and equipments used. KB11. Guidelines for operating the equipment. KB12. Safety procedures to be followed as applicable.	
Skills (S) w.r.t the Scope		
Elements	Skills	
A. Core Skills/	Writing Skills	



HCS/N9908 Working in a team

Generic 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 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)
B. Professional 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.
	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

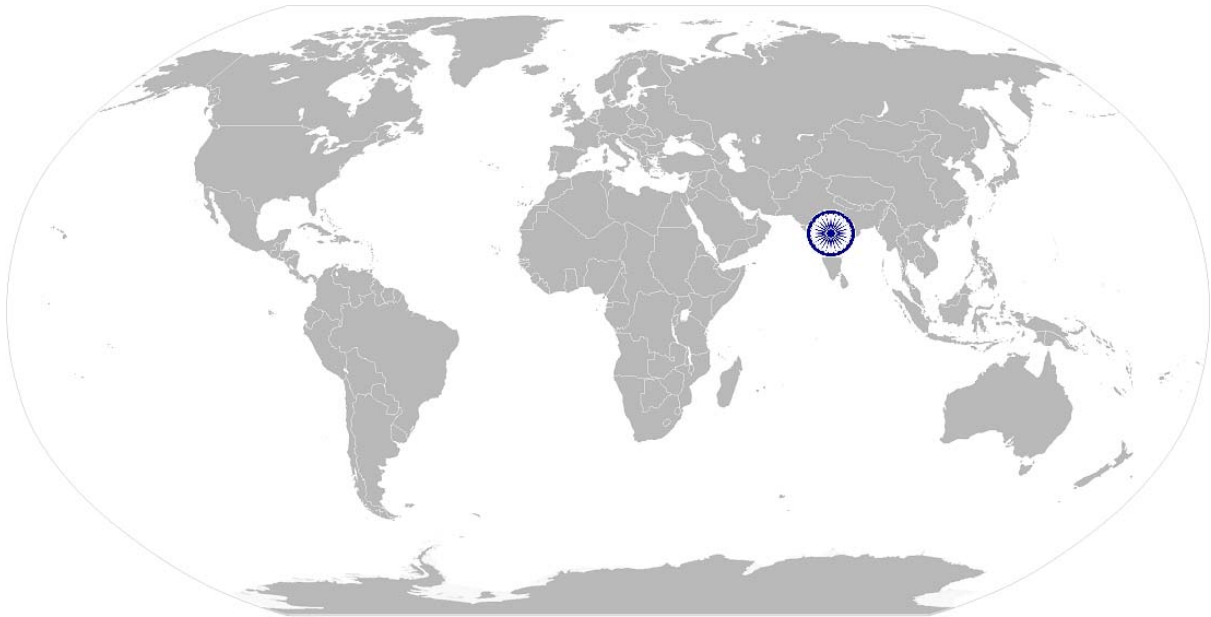
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NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	30/04/15
Industry Sub-sector	Paper Mache, Carpet, Hand Crafted Textiles, Hand Crocheted Textiles, Handicrafts (Agarbatti), Handicrafts (Bamboo).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



HCS/N9908 Working in a team

	<p>Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler, Bamboo Utility Product Tailor, Bamboo Artwork Maker.</p>	
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HCS/N9909 Comply with industry and organizational requirement

National Occupational Standard



Overview

This unit covers performance criteria, knowledge & understanding and skills abilities required to comply with legal and organization requirements.



HCS/N9909 Comply with industry and organizational requirement

National Occupational Standard	Unit Code	HCS/N9909
	Unit Title (Task)	Comply with industry and organizational requirement
	Description	This unit is about knowing, understanding, and complying with the requirements of the organization and carpet industry.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with legal and organizational requirements
	Performance Criteria(PC)w.r.t the Scope	
	Elements	Performance Criteria
	Comply with legal and organizational requirements	To be competent, the user/individual on the job must be able to: <p>PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures.</p> <p>PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel.</p> <p>PC3. Apply and follow these policies and procedures within your work practices.</p> <p>PC4. Provide support to your supervisor and team members in enforcing these considerations.</p> <p>PC5. Identify and report any possible deviation to these requirements.</p>
	Knowledge and Understanding (K)w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organizational context	The user/individual on the job needs to know and understand: <p>KA1. The importance of having an ethical and value-based approach</p> <p>KA2. Benefits to the company and oneself due to practice of these procedures</p> <p>KA3. The importance of punctuality and attendance</p> <p>KA4. Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> Legal and ethical requirements Procedures to follow if someone does not meet the requirements </p> <p>KB5. Customer specific requirements mandated as a part of the work process.</p>
A. Technical/ Domain Knowledge	The user/individual on the job needs to know and understand: <p>KB1. Customer specific regulations and their importance.</p> <p>KB2. Reporting procedure in case of deviations.</p> <p>KB3. Limits of personal responsibility.</p>	
Skills (S) w.r.t the Scope		
Elements	Skills	
A. Core Skills/ Generic Skills	Writing Skills <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Prepare status and progress reports.</p> <p>SA2. Write memos and e-mail to co-workers and vendors to provide them with work updates, and to request appropriate information without English language errors regarding grammar or sentence construct.</p>	
	Reading Skills	



HCS/N9909 Comply with industry and organizational requirement

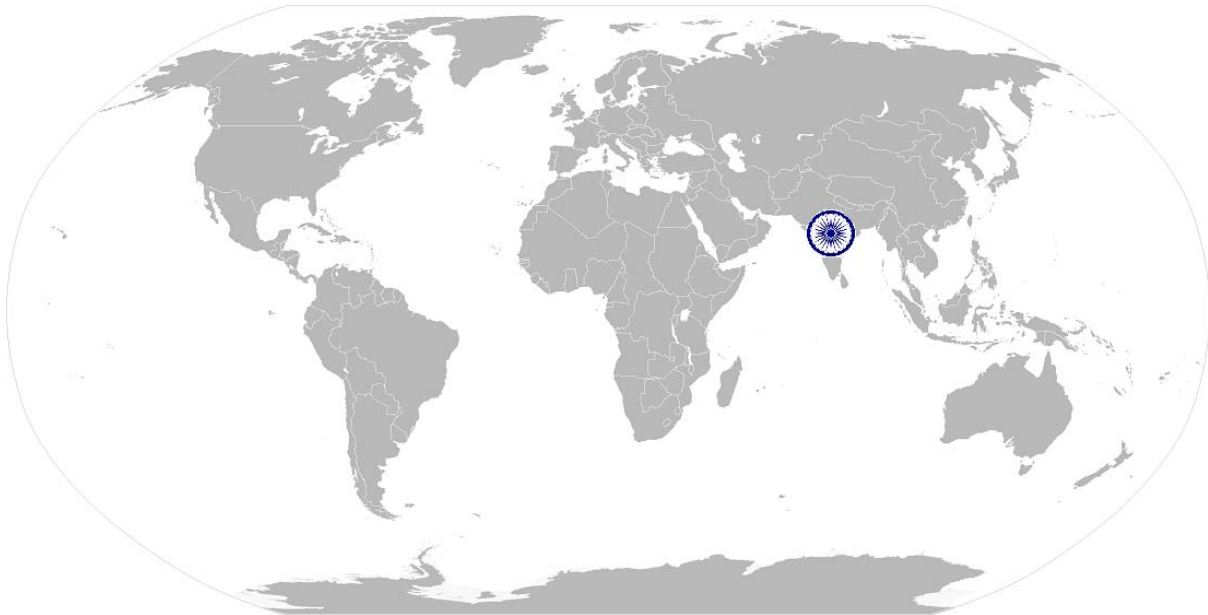
	The user/ individual on the job needs to know and understand how to: SA3. Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets.
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Discuss task lists, schedules, and work-loads with co-workers. SB2. Keep co-worker and supervisor informed about progress. SB3. 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: SB4. Plan and organize service feedback files/documents.
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. Manage relationships with customers. SB6. Build customer relationships and use customer centric approach.
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB7. Think through a problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB8. Identify immediate or temporary solutions to resolve delays. SB9. Analyze data and activities.
	Critical Thinking
The user/ individual on the job needs to know and understand how to: SB10. Pass on relevant information to others. SB11. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.	



HCS/N9909 Comply with industry and organizational requirement

NOS Version Control

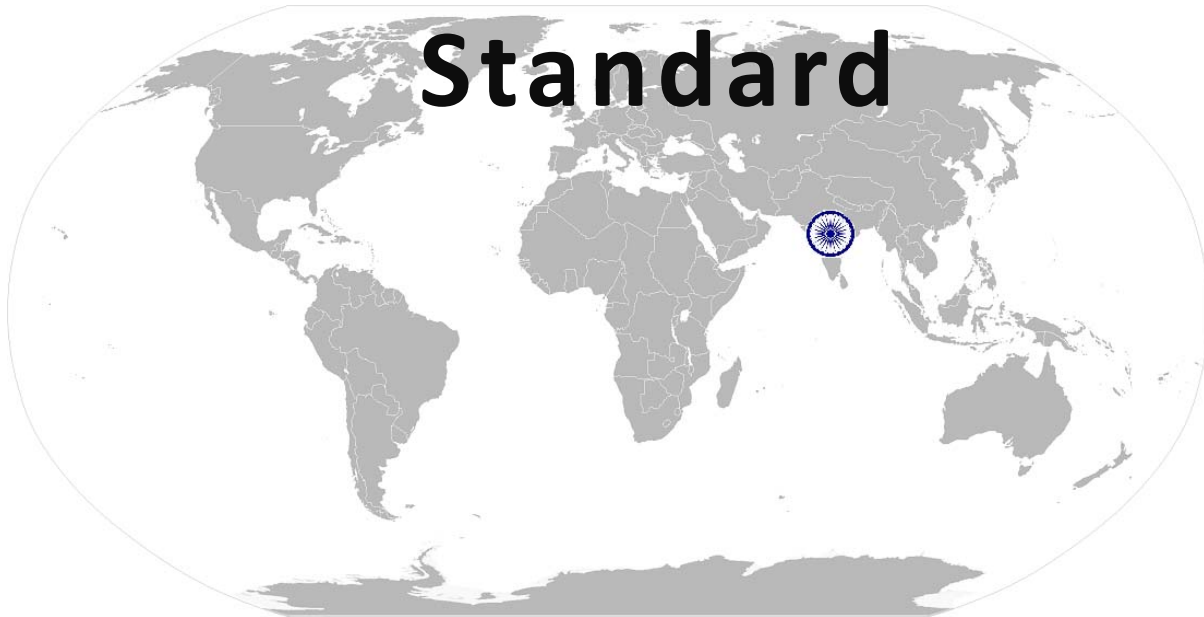
NOS Code	HCS/N9909		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Processing, Designing, Finishing, Weaving, Quality Check	Next review date	26/05/16





HCS/N9913 Maintain health, safety and security at workplace

National Occupational Standard



Overview

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



HCS/N9913 Maintain health, safety and security at workplace

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



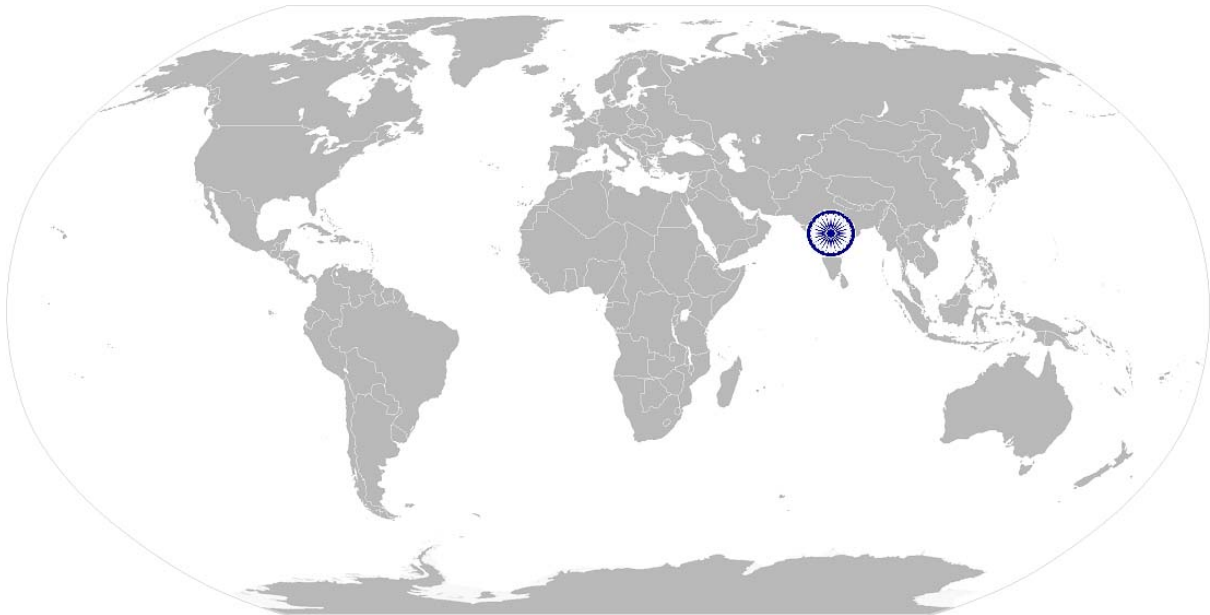
HCS/N9913 Maintain health, safety and security at workplace

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



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





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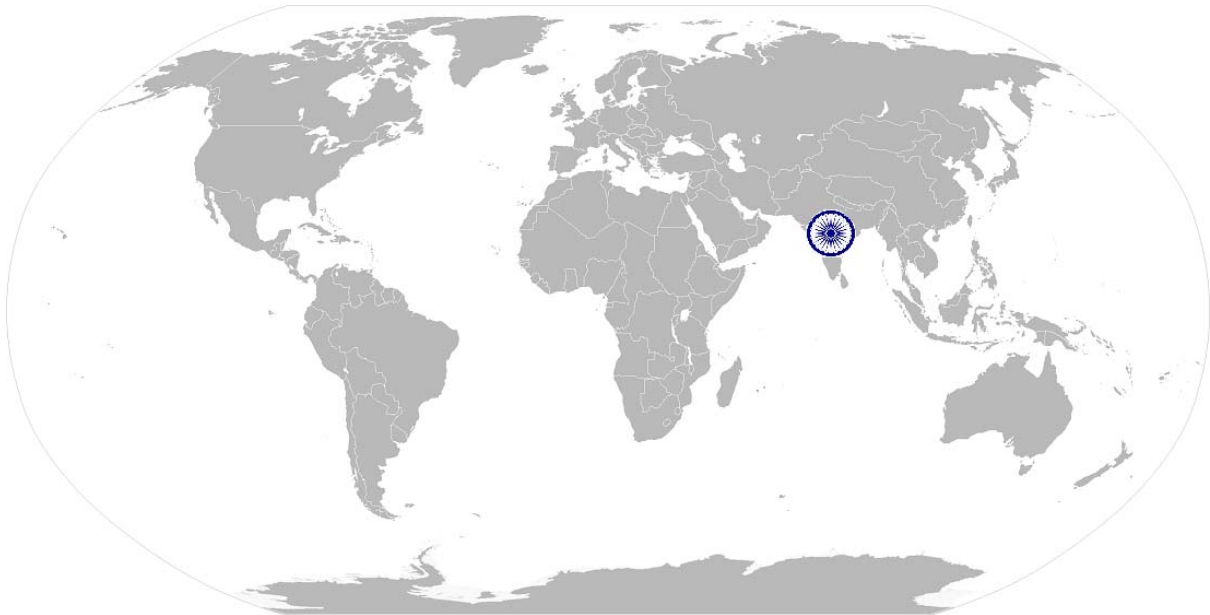
NOS Version Control

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



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**Bamboo Utility Product
Tailor, Bamboo Artwork
Maker.**

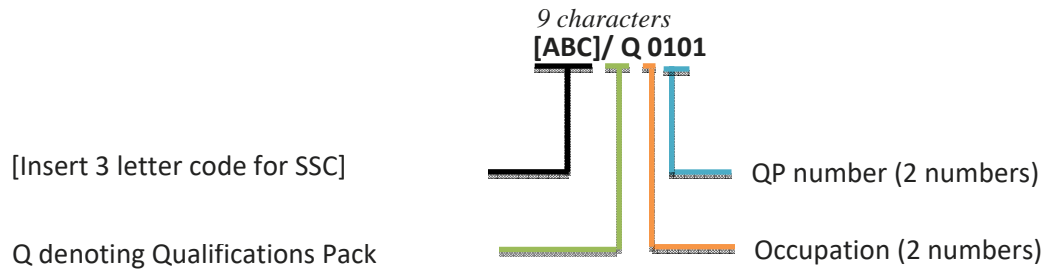




Annexure

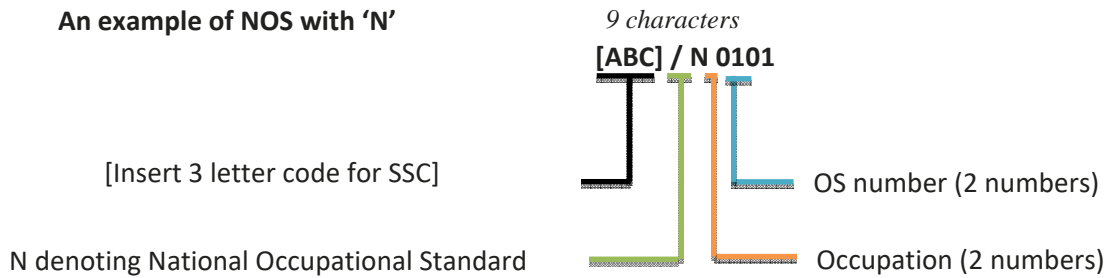
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'





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

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

Sequence	Description	Example
Three letters	Handicraft and 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: Latexing Man (Carpets)

Qualification Pack: HCS/Q5402, v1.0

Sector Skill Council : Handicrafts and Carpet

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
5. To pass the Qualification Pack , every trainee should score a minimum of 70% in every NOS.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Total Marks: 295				Marks Allocation	
Assessment Outcomes	Assessment Criteria for Outcomes	Total Mark	Out of	Theory	Skill Practical
1. HCS/N5402 - Applying latex	PC1. Ensure the base fabric is clean and free from dust and dirt.	20	1	0	1
	PC2. Ensure base backing fabric is uniformly spread, taut and free from kink/crease.		1	0	1
	PC3. Ensure latex made available is freshly prepared with desired properties.		3	1	2
	PC4. Check the latex for proper stickiness, viscosity and uniformity of paste characteristics.		4	1	3
	PC5. Ensure use of proper PPE while applying latex.		3	0	3
	PC6. Ensure latex is spread uniformly at all points – body to corner.		3	0	3
	PC7. Process flow of tufted carpets finishing department that is affected by the process step of latexing.		3	2	3
	Total		20	4	16
2. HCS/N9906	PC1. Handle materials, tools and equipment with care and use them in correct way.	50	13	5	8



Maintain work area, tools and equipment	PC2. Use correct and handling procedures.		5	2	3
	PC3. Maintain clean and hazard free working area.		5	2	3
	PC4. Carry out running maintenance within agreed schedules.		5	2	3
	PC5. Carry out maintenance and/or cleaning within one's responsibility.		5	2	3
	PC6. Report unsafe equipment and other dangerous occurrences.		5	2	3
	PC7. Use clean equipment and methods appropriate for the work to be carried out.		2	2	0
	PC8. Dispose of waste safely in the designated location.		5	2	3
	PC9. Store equipment safely after use.		5	2	3
	Total		50	21	29
3. HCS/N9908 Working in a team	PC1. Be accountable to one's own role in whole process.	100	10	3	7
	PC2. Perform all roles with full responsibility.		10	3	7
	PC3. Report problems faced during the process.		8	4	4
	PC4. Talk politely with other team members and colleagues.		10	3	7
	PC5. Submit daily report of own performance.		10	3	7
	PC6. Adjust in different work situations.		10	3	7
	PC7. Give due importance to others' point of view.		10	2	8
	PC8. Avoid conflicting situations.		8	2	6
	PC9. Develop new ideas for work procedures		12	2	10
	PC10. Improve upon the existing techniques to increase process efficiency		10	3	7
	Total		100	29	71
4. HCS/N9909 Comply with	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures.	25	7	2	5



industry and organizational requirement	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel.		6	1	5
	PC3. Apply and follow these policies and procedures within your work practices.		4	0	4
	PC4. Provide support to your supervisor and team members in enforcing these considerations.		4	1	3
	PC5. Identify and report any possible deviation to these requirements.		4	1	3
	Total		25	5	20
5. HCS/N9913 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace.	100	8	2	6
	PC2. Use and maintain personal protective equipment as per protocol.		8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures.		8	2	6
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants.		8	2	6
	PC5. Follow environment management system related procedures.		6	2	4
	PC6. Store materials and tools in line with manufacturer's and organisational requirements.		5	2	3
	PC7. Safely handle and move waste and debris.		4	1	3
	PC8. Minimize health and safety risks to self and others due to own actions.		6	2	4
	PC9. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.		4	1	3
	PC10. Monitor the workplace and work processes for potential risks and threats.		4	1	3
	PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned.		5	2	3
	PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel.		7	3	4
	PC13. Participate in mock drills/ evacuation procedures organized at the workplace.		5	2	3



Qualifications Pack For Latexing Man (Carpets)

	PC14. Undertake first aid, fire-fighting and emergency response training, if asked to do so.		6	2	4
	PC15. Take action based on instructions in the event of fire, emergencies or accidents.		8	2	6
	PC16. Follow organisation procedures for evacuation when required.		8	2	6
	Total		100	30	70