



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET SECTOR

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- Automatic Stick Making M/C Operator

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Handicrafts (Agarbatti)

OCCUPATION: Automatic Stick Making M/C Operator

REFERENCE ID: HCS/Q7803

ALIGNED TO: NCO-2015/7523.9900

Brief Job Description: Automatic stick making machine operator is the one who produces bamboo stick using different machines such as cross cutting machine, Radial splitting machine and stick making machine followed by polishing , bundling & Packaging.

Personal Attributes: Automatic stick making M/C operator should have good eyesight, hand-eye coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).



Job Details	Qualifications Pack Code	HCS/Q7803		
	Job Role	AUTOMATIC STICK MAKING M/C OPERATOR		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Handicrafts & Carpet	Drafted on	19/06/15
	Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
	Occupation	Automatic Stick Making M/C operator	Next review date	29/06/17

Job Role	Automatic Stick Making M/C operator
Role Description	An Automatic Stick Making M/C operator is the one who operates different machines to make Bamboo Agarbatti sticks or desired dimensions.
NSQF level	4
Minimum Educational Qualifications	Basic Literacy and Numeracy
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in Bamboo Stick making by operating different machines and achieve the quality parameters.
Minimum Job Entry Age	18 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> HCS/N7807 (To carry out bamboo cutting, splitting & sliver making using M/Cs) HCS/N7808 (To carry out bamboo stick making & sizing using M/Cs) HCS/N7809 (To carry out polishing, drying, bundling & packing bamboo sticks) HCS/N9908 (Working in a team) HCS/N9912 (Maintain work area & tools) HCS/N9913 (Maintain health, safety and security at workplace) Optional: N/A
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



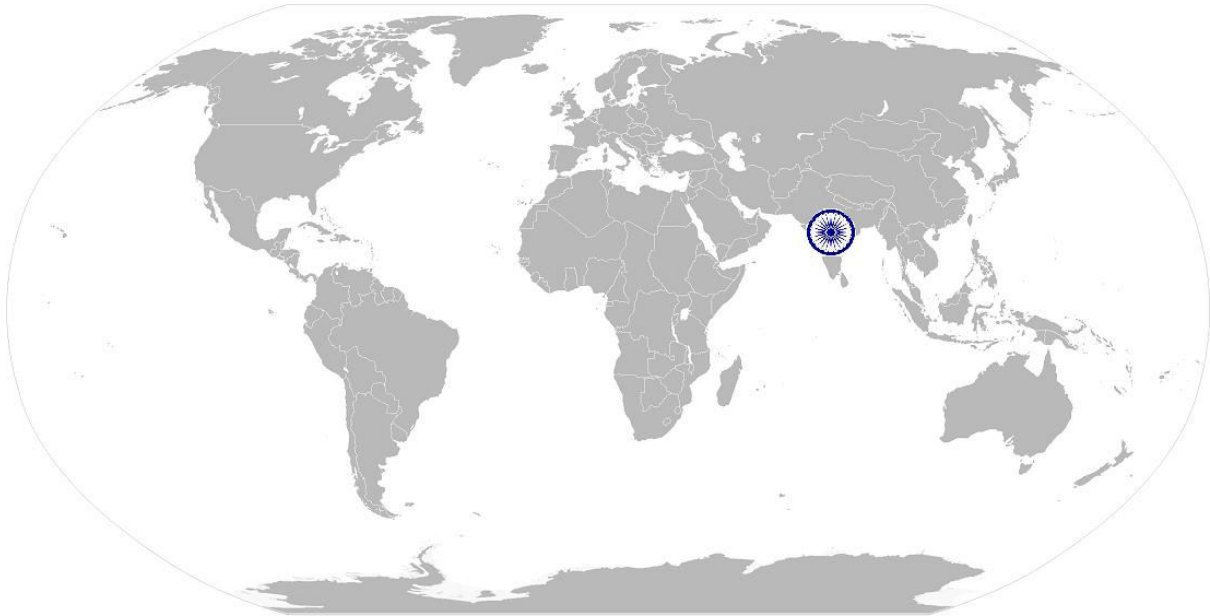
	appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding 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	Handicrafts and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

Acronyms



HCS/N7807 Carry out bamboo cutting, splitting & sliver making using M/Cs

National Occupational Standard



Overview

This unit is about carrying out bamboo pole Cutting, Splitting & Sliver making of required length, usually 8 to 9 inches, by operating automatic machines & using tools.



HCS/N7807 Carry out bamboo cutting, splitting & sliver making using M/Cs

Unit Code	HCS/N7807
Unit Title (Task)	Carry out Bamboo cutting, Splitting and Sliver making using M/Cs
Description	This unit is about to carrying out basic operations of Bamboo Cutting, Splitting & Sliver making.
Scope	<p>Basic operations to be undertaken by the Automatic Stick Making M/C Operator are as follows:</p> <ul style="list-style-type: none"> • bamboo pole cutting- conversion of bamboo pole into cylinders of required lengths by machine • radial splitting of bamboo cylinders either manually or by machine. • bamboo sliver making & peeling off the green outer surface
Performance Criteria (PC) w.r.t. the Scope	
Bamboo Pole cutting- Conversion of Bamboo Pole into cylinders of required lengths using cross cutting M/C	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. appropriately handle the cross cutting machine/hand tool to cut cylinders of required lengths which is 8 to 9 inches as per standards</p> <p>PC2. analyze the bamboo pole for calculating the approximate quantity of cylinders of required lengths that can be achieved</p> <p>PC3. select the correct/appropriate internodes to maximize yield</p> <p>PC4. appropriately measure and mark for the proposed cut</p> <p>PC5. carry out cutting operations as per measurement</p> <p>PC6. maintain the cylinder cutting tool/ machine</p> <p>PC7. take safety precautions while handling the cutting tool/ machine</p> <p>PC8. carry out operations at a rate which maintains workflow</p> <p>PC9. leave work area safe and secure when work is complete.</p>
Radial Splitting of Bamboo Cylinders either manually or by hand operated Bamboo splitting machine.	<p>PC10. choose appropriate bamboo cylinder of similar diameter for obtaining uniform size split.</p> <p>PC11. correct handling of bamboo cylinder to get appropriate splitting by radial splitting tools machine.</p> <p>PC12. maintain uniform pressure to split in correct shape.</p> <p>PC13. to maintain sharpness of blade of a machine & radial split hand tool.</p> <p>PC14. maintain the radial splitting machine.</p> <p>PC15. take safety precautions while splitting</p> <p>PC16. conform to product quality standards</p>
Bamboo Sliver making & Peeling off the green outer surface	<p>PC17. appropriately feed the bamboo split into the sliver machine to get bamboo sliver accurately.</p> <p>PC18. to maintain the work flow by periodically inserting the bamboo split.</p> <p>PC19. to maintain the bamboo sliver machine</p> <p>PC20. peeling off green surface of bamboo split is to be inspected properly.</p> <p>PC21. leave work area safe, clean and secure when work is complete</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. your organization's policies, procedures, guidelines and standards for quality</p> <p>KA2. safe working practices and organisational procedures</p> <p>KA3. quality systems and other processes practiced in the organization</p>



HCS/N7807 Carry out bamboo cutting, splitting & sliver making using M/Cs

organization and its processes)	KA4. types of problems with quality and how to report them to appropriate people KA5. the importance of complying with written instructions KA6. reporting procedure in case of faults in own/ other processes KA7. who to refer problems to when they are outside the limit of your authority KA8. your organization's tools, templates and processes for related operations in production
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. about the structure of bamboo pole. KB2. step-by-step process of bamboo cutting, splitting & sliver making. KB3. the correct use of the cross cutting machine, splitting machine and sliver making machine. KB4. the different parts of the machine, their functions and correction of snags. KB5. common mistakes in handling of tools and machines affecting the quality KB6. the maintenance of the machine.
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. 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: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities



HCS/N7807 Carry out bamboo cutting, splitting & sliver making using M/Cs

	SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control

NOS Code	HCS/N7807		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Automatic Stick making M/C Operator	Next review date	29/06/17

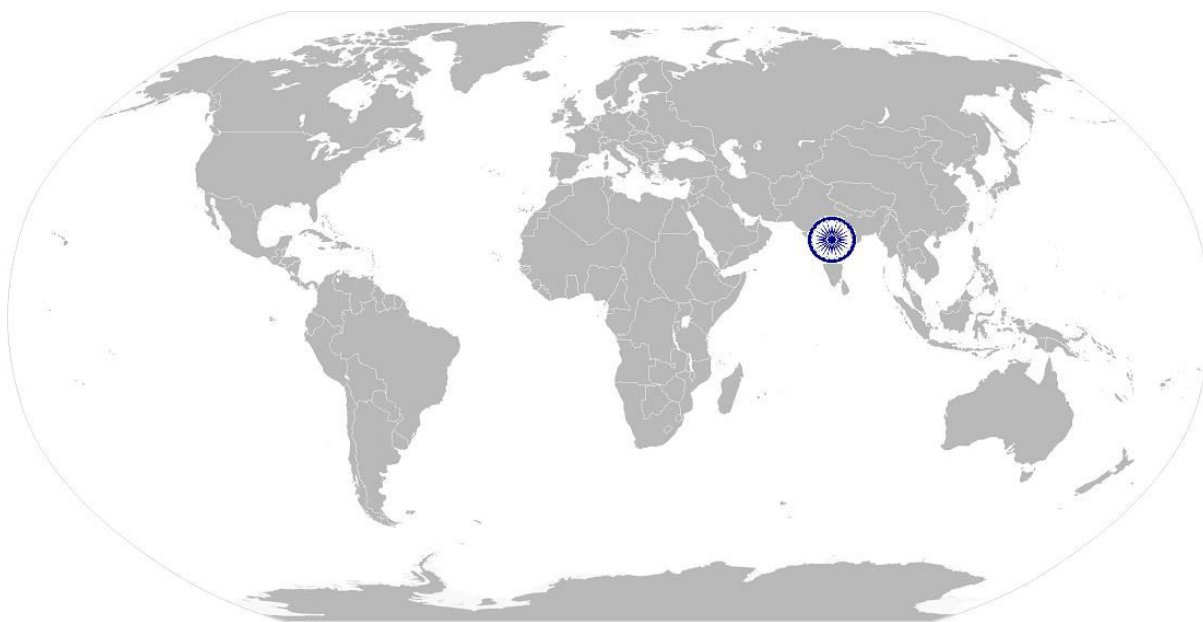




HCS/N7808

Carry out bamboo stick making and sizing using M/Cs

National Occupational Standard



Overview

This unit is about carrying out the process of making Bamboo sticks making and sizing by machine.



HCS/N7808

Carry out bamboo stick making and sizing using M/Cs

National Occupational Standard	Unit Code	HCS/N7808
	Unit Title (Task)	Carry out bamboo stick making and sizing using machines
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out bamboo split making and sizing using M/Cs.
	Scope	<p>The stick making operations to be undertaken by the Automatic Stick making M/C Operator are as follows:</p> <ul style="list-style-type: none"> • drawing out sticks from the bamboo split using stick making m/c • sizing the sticks of required lengths by m/c
	Performance Criteria (PC) w.r.t. the Scope	
	Drawing out sticks from the Bamboo Split using stick making machine	<p>To be competent on the job, the user/individual on the job must be able to:</p> <p>PC1. appropriate usage of stick making machine to make sticks of the required dimensions and cross-sectional shape, i.e. circular or square</p> <p>PC2. effectively handle the split during feeding to stick making machine.</p> <p>PC3. choose uniform splits for making sticks.</p> <p>PC4. periodically feed to ensure regular workflow.</p> <p>PC5. maintain the stick making machine.</p> <p>PC6. clean the machine parts regularly to ensure effective functioning.</p> <p>PC7. check that the materials to be used are free from faults.</p> <p>PC8. conform to company quality standards</p> <p>PC9. maintain the sharpness of the blade to a machine.</p> <p>PC10. leave work area safe, clean and secure when work is complete free from hazards.</p> <p>PC11. take safety precautions while handling the stick making machine.</p>
	Sizing the sticks of required lengths by M/C	<p>PC12. take appropriate amount of sticks to be feed for cutting in machine.</p> <p>PC13. appropriate placement of sticks to get uniform size of sticks</p> <p>PC14. take a standard length for cutting sticks for agarbatti sticks (8"-9").</p> <p>PC15. fix the sticks into machine properly to avoid any error.</p> <p>PC16. ensure minimal wastage while cutting sticks in sizes.</p> <p>PC17. take safety precautions while handling the stick cutting machine.</p> <p>PC18. properly dispose of unwanted sticks.</p> <p>PC19. maintain the sharpness of the blade for a machine.</p> <p>PC20. maintain the machine</p>
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company/ organization and its processes)		<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the organisation's policies and procedures</p> <p>KA2. responsibilities under health, safety and environmental legislation</p> <p>KA3. guidelines for storage and disposal of waste materials</p> <p>KA4. potential hazards associated with the machines and the safety precautions that must be taken</p> <p>KA5. protocol to obtain more information on work related tasks</p> <p>KA6. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment</p> <p>KA7. details of the job role and responsibilities</p>



HCS/N7808

Carry out bamboo stick making and sizing using M/Cs

	<p>KA8. work target and review mechanism with your supervisor</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining/ giving feedback related to performance</p> <p>KA11. importance of team work and harmonious working relationships</p> <p>KA12. process for offering/ obtaining work related assistance</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. working of the stick making m/c, it's different parts and their functions</p> <p>KB2. need for sorting of sticks</p> <p>KB3. need for polishing</p> <p>KB4. proper storing methods</p> <p>KB5. knowledge of types of sticks based on quality and quantity measurements</p> <p>KB6. different types of defects/quality errors/issues</p> <p>KB7. knowledge of different parts of machines</p> <p>KB8. common hazards in the work area and workplace procedures for dealing with them</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write in local language</p>
	Reading Skills
	<p>The user/ individual on the job needs to know and understand how to :</p> <p>SA2. read measurement instructions.</p>
	Oral Communication (Listening and Speaking skills)
	<p>The user/ individual on the job needs to know and understand how to :</p> <p>SA3. listen effectively and orally communicate information accurately</p> <p>SA4. ask for clarification and advice from others</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. follow organization rule-based decision making process</p> <p>SB2. take decision with systematic course of actions and/or response</p>
	Plan and Organize
	<p>User/individual needs to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p>
	Customer Centricity
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. manage relationships with customers</p> <p>SB5. build customer relationships and use customer centric approach</p>
	Problem Solving
	<p>User/individual needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB7. identify immediate or temporary solutions to resolve delays</p>
	Analytical Thinking



HCS/N7808

Carry out bamboo stick making and sizing using M/Cs

	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control

NOS Code	HCS/N7808		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Automatic Stick making M/C Operator	Next review date	29/06/17

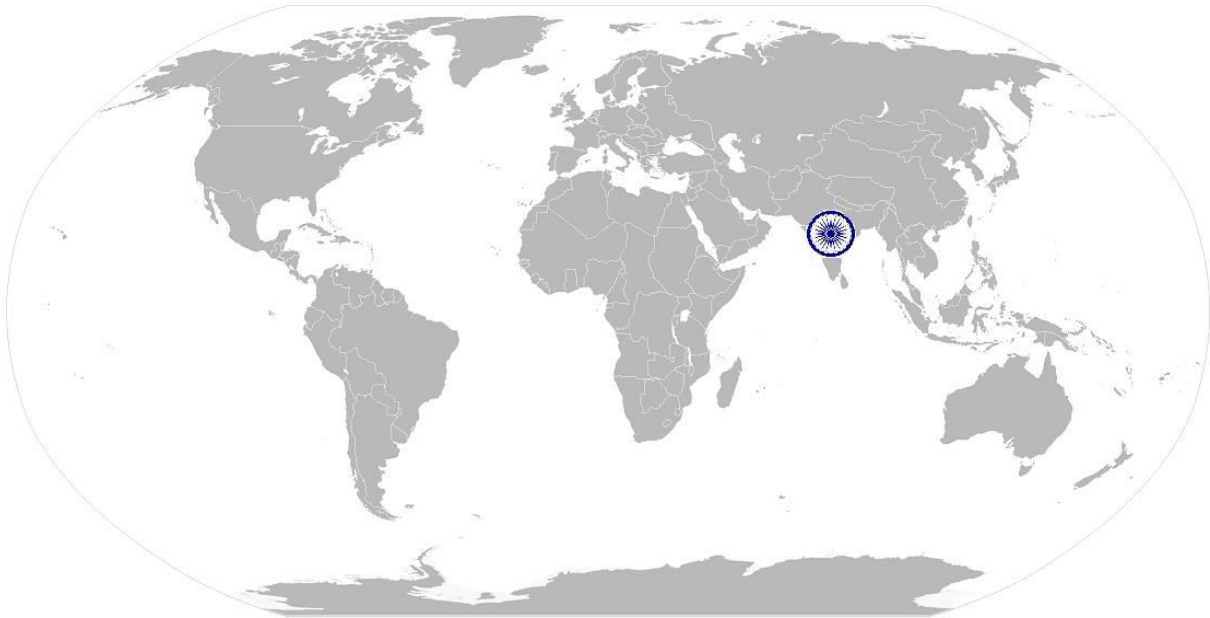




HCS/N7809

Carry out polishing, drying, bundling and packing of bamboo sticks

National Occupational Standard



Overview

This unit is about carrying out Polishing, Drying, Bundling and Packing of Bamboo Sticks as per requirements



HCS/N7809 Carry out polishing, drying, bundling and packing of bamboo sticks

Unit Code	HCS/N7809
Unit Title (Task)	Carry out polishing, drying, bundling & packing of bamboo sticks
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities for carrying out polishing, drying, bundling and packing of bamboo sticks as per requirements.
Scope	<p>The stick making operations to be undertaken by the Automatic Stick Making M/C Operator are as follows:</p> <ul style="list-style-type: none"> to carry out polishing of bamboo sticks by polishing machine. drying of bamboo sticks in sunlight. bundling and packaging of bamboo sticks
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
To carry out polishing of bamboo sticks by polishing machine.	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. choose the sticks with the required dimensions for polishing.</p> <p>PC2. appropriate handling of machine to ensure effective work.</p> <p>PC3. take the necessary action when materials do not conform to quality standards</p> <p>PC4. to ensure the removal of bamboo fibre while in process of polishing.</p> <p>PC5. identify modifiable defects and rework on them</p> <p>PC6. carry out work safely and at a rate which maintains work flow</p> <p>PC7. carry out quality checks at specified intervals according to instructions</p> <p>PC8. maintain proper storage of sticks</p> <p>PC9. maintain the required productivity and quality levels</p>
Drying of bamboo sticks in sunlight	<p>PC10. identify the sticks with fibres removed uniformly</p> <p>PC11. ensure uniform and complete drying</p> <p>PC12. properly dispose unwanted sticks</p>
Bundling and packaging of Bamboo sticks	<p>PC13. prepare unit bunches of handmade stick by taking appropriate amount(weight/number of pieces as per market demand)of bamboo sticks from the sorted bulk lot.</p> <p>PC14. undertake precautions while storing the sticks to avoid moisture.</p>
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. safe working practices and organisational procedures</p> <p>KA2. the organisation's procedures and guidelines</p> <p>KA3. quality systems and machine embroidery processes practiced in the organization</p> <p>KA4. equipment operating procedures / manufacturer's instructions</p> <p>KA5. types of problems with quality and how to report them to appropriate people</p> <p>KA6. methods to present any ideas for improvement to supervisor</p>



HCS/N7809 Carry out polishing, drying, bundling and packing of bamboo sticks

	KA7. the importance of complying with written instructions KA8. limits of personal responsibility KA9. reporting procedure in case of faults in own/ other processes
B. Technical Knowledge	You need to know and understand: KB1. need for sorting of sticks KB2. need for drying of sticks KB3. proper storing methods KB4. knowledge of types of sticks based on quality and quantity measurements KB5. different types of defects/quality errors/issues KB6. common hazards in the work area and workplace procedures for dealing with them
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write in local language
	Reading Skills
	You need to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. 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: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking



HCS/N7809 **Carry out polishing, drying, bundling and packing of bamboo sticks**

	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control

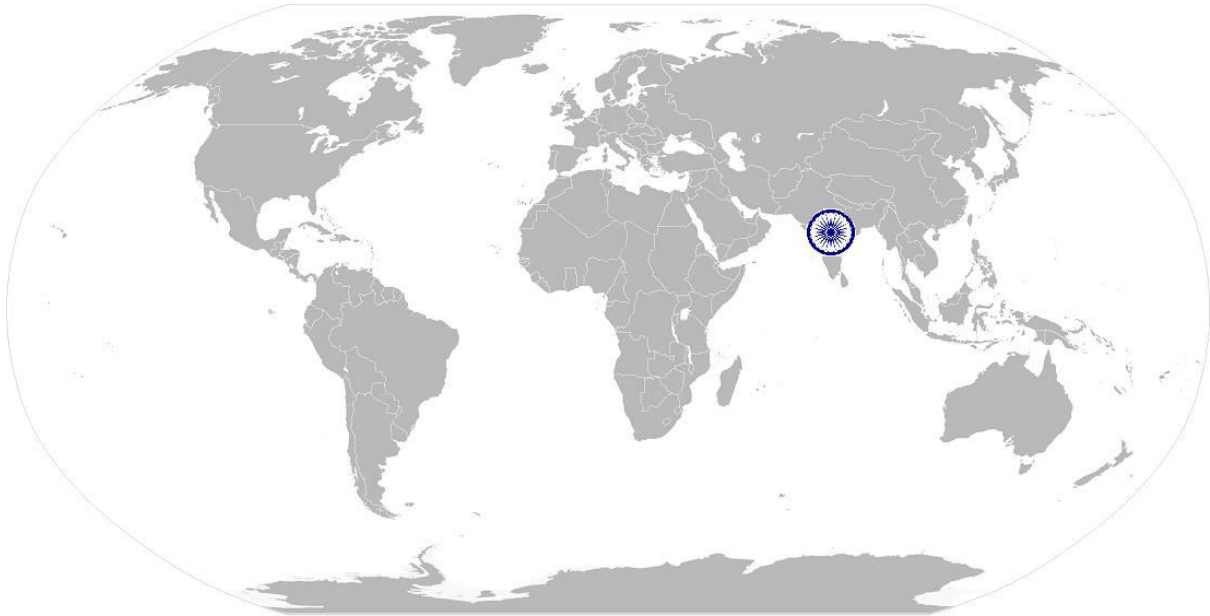
NOS Code	HCS/N7809		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts & Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Automatic Stick Making M/C operator	Next review date	29/06/17



HCS/N9908

Working in a team

National Occupational Standard



Overview

This unit is about working as part of a team within the organisation.



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 a team member within the organisation
Scope	<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	PC1. be accountable to one's own role in whole process of developing product PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	PC4. properly communicate about organization policies PC5. talk politely with other team members and colleagues
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)	
A. Organizational Context	KA1. general rules and regulations in a paper mache 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 Knowledge	KB1. understanding the importance of the previous and next step of the process KB2. process flow in a paper mache section KB3. material sequence of flow KB4. functions of different parts of product development KB5. tools and equipments used KB6. guidelines for operating the equipment KB7. safety procedures to be followed as applicable
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: SA1. write letters, memos, applications regarding team needs and performance in simple language SA2. write daily work report
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. comprehend written instructions SA4. read any application sent by other colleagues and team members
Oral Communication (Listening and Speaking skills)	



HCS/N9908

Working in a team

	The user/individual on the job needs to know and understand: SA5. communicate with superior, colleagues and juniors appropriately SA6. talk to team members to convey information effectively
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 concerned scope of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize the work to achieve shared objectives of the team
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who may be in need of supports to maintain productivity and performance SB4. build with customer a relationship of trust and cooperation in achieving team goal
	Problem Solving
	The user/individual on the job needs to know and understand: SB5. apply problem-solving approaches to resolve conflicts SB6. seek clarification to problems when in doubt
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify root cause of problem split to utmost level of circumstances, personality etc
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB8. critically evaluate various approaches of building team and sustaining team performance.

NOS Version Control

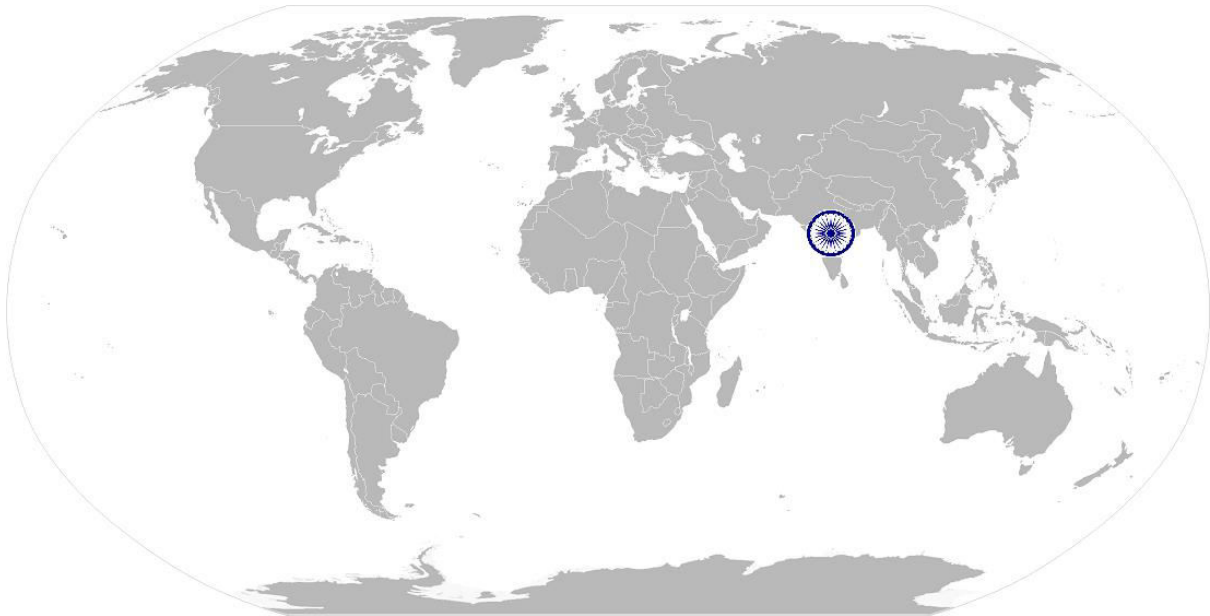
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HCS/N9912

Maintain work area and tools

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure machines used maintained as per norms.



HCS/N9912

Maintain work area and tools

Unit Code	HCS/N9912
Unit Title (Task)	Maintain work area and tools
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure machines/tools used for making Bamboo sticks are maintained as per norms.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> maintain the work area and machines/tools
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. handle materials, machine & tools safely and correctly</p> <p>PC2. use materials to minimize waste</p> <p>PC3. maintain a clean and hazard free working area</p> <p>PC4. maintain the machine/tools used for bamboo stick making</p> <p>PC5. carry out maintenance and/or cleaning within one's responsibility</p> <p>PC6. report damaged tools & materials</p> <p>PC7. work in a comfortable position with the correct posture</p> <p>PC8. dispose off waste safely in the designated location</p> <p>PC9. store tools safely after use</p> <p>PC10. carry out cleaning according to schedules and limits of responsibility</p>
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organisational procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving with problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with colleagues</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organisation's rules, codes and guidelines (including timekeeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. work instructions and specifications accurately</p> <p>KB2. method to make use of the information detailed in specifications and instructions</p> <p>KB3. relation between work role and the overall manufacturing process</p> <p>KB4. the importance of taking action when problems are identified</p> <p>KB5. different ways of minimising waste</p> <p>KB6. effects of contamination on products</p> <p>KB7. common faults in bamboo sticks/slivers</p>



HCS/N9912

Maintain work area and tools

	KB8. tools maintenance procedures KB9. hazards likely to be encountered when conducting routine maintenance KB10. safe working practices for cleaning and the method of carrying them out
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write in local language
	Reading Skills
	You need to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. 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: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

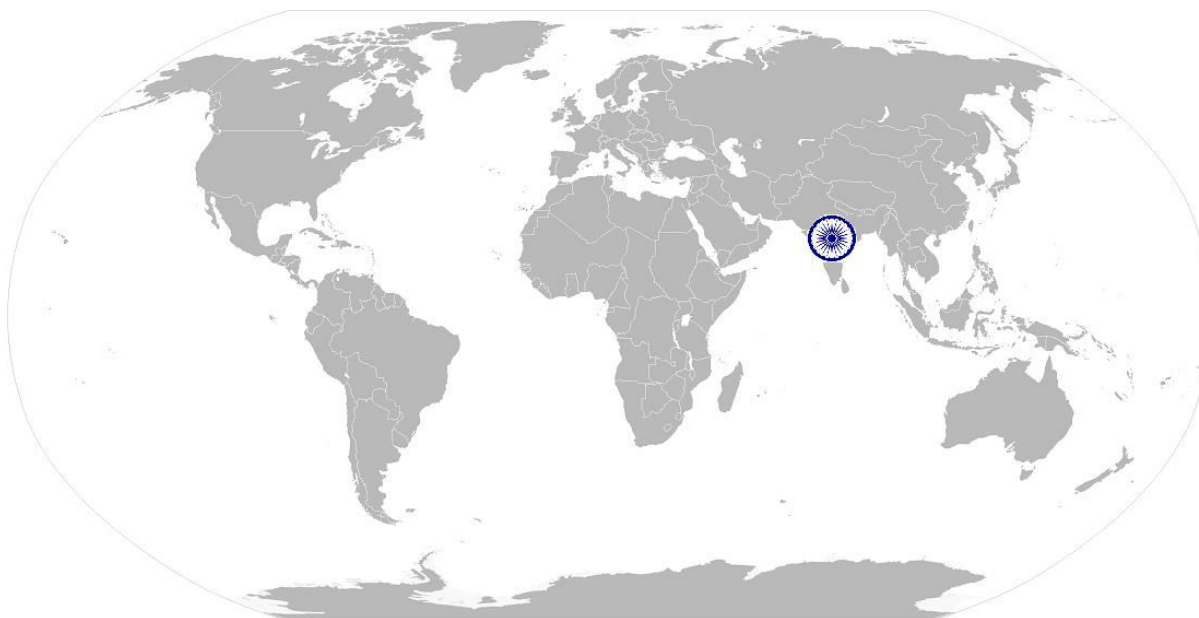


HCS/N9912

Maintain work area and tools

NOS Version Control

NOS Code	HCS/N9912		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts & Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Automatic Stick Making M/C Operator	Next review date	29/06/17

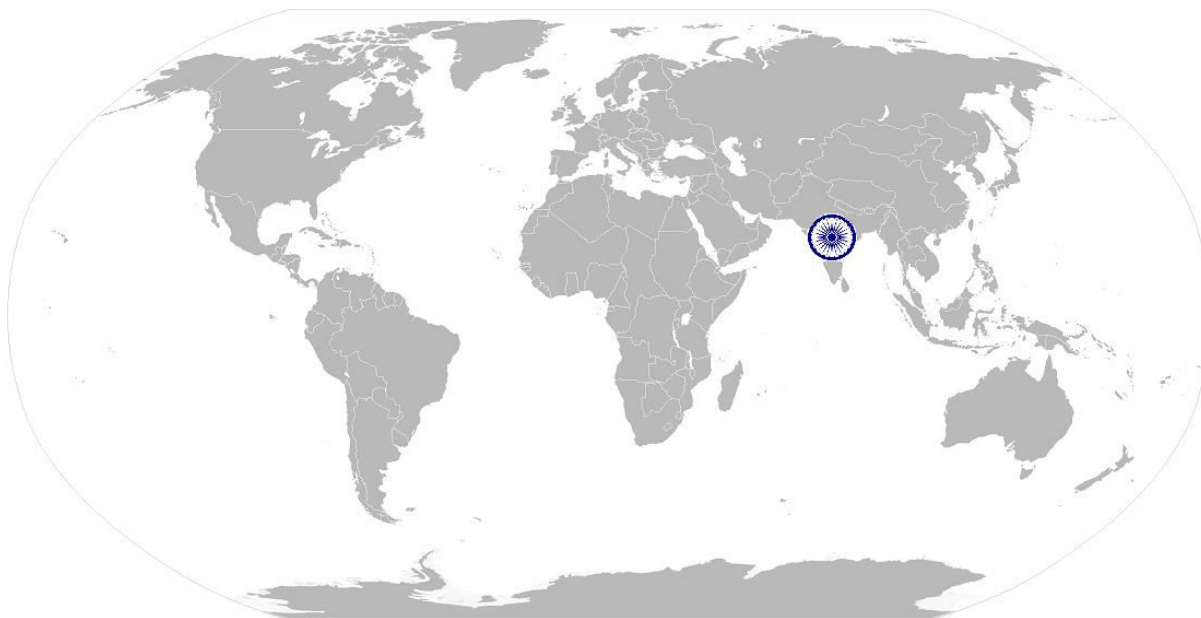




HCS/N9913

Maintain health, safety and security at workplace

National Occupational Standard



Overview

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.



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	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment as per protocol</p> <p>PC3. carry out own activities in line with approved guidelines and procedures</p> <p>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. follow environment management system related procedures</p> <p>PC6. store materials and tools in line with manufacturer's and organisational requirements</p> <p>PC7. safely handle and move waste and debris</p> <p>PC8. minimize health and safety risks to self and others due to own actions</p> <p>PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC10. monitor the workplace and work processes for potential risks and threats</p> <p>PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC13. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC15. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC16. follow organisation procedures for evacuation when required</p>
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context	The user/individual on the job needs to know and understand:
(Knowledge of the company / organisation and its processes)	<p>KA1. health and safety related practices applicable at the workplace</p> <p>KA2. potential hazards, risks and threats based on nature of operations</p> <p>KA3. organizational procedures for safe handling of tools</p> <p>KA4. potential risks due to own actions and methods to minimize these</p> <p>KA5. environmental management system related procedures at the workplace</p>



HCS/N9913

Maintain health, safety and security at workplace

	<p>KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol and documentation required</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. occupational health and safety risks and methods</p> <p>KB2. personal protective equipment and method of use</p> <p>KB3. identification, handling and storage of hazardous substances</p> <p>KB4. proper disposal system for waste and by-products</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits</p> <p>KB7. ill-effects of alcohol, tobacco and drugs</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. write in local language
	Reading Skills
	You need to know and understand how to:
B. Professional Skills	SA2. read measurement instructions
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA3. communicate orally with colleagues
	Decision Making
B. Professional Skills	The user/individual on the job needs to know and understand how to:
	SB1. follow organization rule-based decision making process
	SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to:
B. Professional Skills	SB3. 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:
	SB4. manage relationships with customers
	SB5. build customer relationships and use customer centric approach
B. Professional Skills	Problem Solving
	User/individual needs to know and understand how to:
	SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB7. identify immediate or temporary solutions to resolve delays



HCS/N9913

Maintain health, safety and security at workplace

	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control

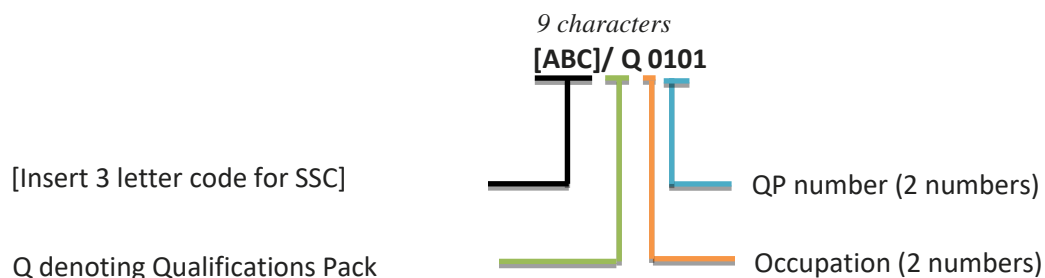
NOS Code	HCS/N9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts & Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Automatic Stick Making M/C Operator	Next review date	29/06/17



Annexure

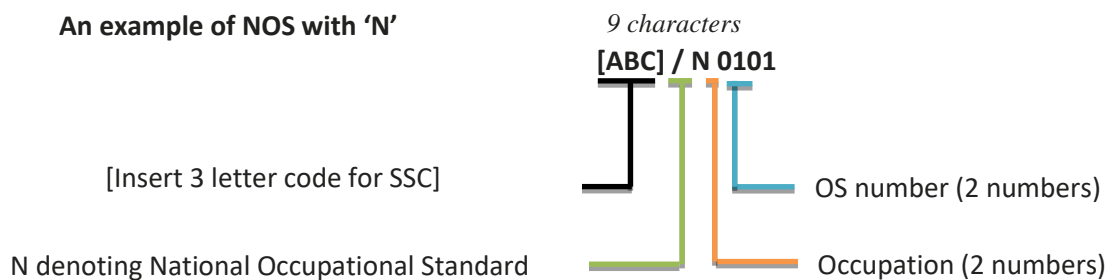
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'





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

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

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



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Automatic Stick Making Machine Operator

Qualification Pack: HCS/Q7803

Sector Skill Council : Handicrafts & 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 each PC.
2. Each NOS will assessed both for theoretical knowledge and practical
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

ASSESSMENT CRITERIA

		Total Marks (600)	Out of	Marks Allocation	
				Theory	Skills practical
1. HCS/N7807 (Carry out bamboo cutting, splitting and sliver making using M/Cs)	PC1. Appropriately handle the cross cutting machine/hand tool to cut cylinders of required lengths which is 8 to 9 inches as per standards	100	10	4	6
	PC2. Analyze the Bamboo Pole for calculating the approximate quantity of cylinders of required lengths that can be achieved		5	2	3
	PC3. Select the correct/appropriate internodes to maximize yield		3	2	1
	PC4. Appropriately measure and mark for the proposed cut		3	2	1
	PC5. Carry out cutting operations as per measurement		3	2	1
	PC6. Maintain the cylinder cutting tool/ machine		3	2	1
	PC7. Take safety precautions while handling		3	2	1



	the cutting tool/ machine				
	PC8. Carry out operations at a rate which maintains workflow		5	2	3
	PC9. Leave work area safe and secure when work is complete.		5	2	3
	PC10. Choose appropriate Bamboo cylinder of similar diameter for obtaining uniform size split.		4	2	2
	PC11. Correct handling of bamboo cylinder to get appropriate splitting by radial splitting tools machine.		10	2	8
	PC12. Maintain uniform pressure to split in correct shape.		4	2	2
	PC13. To maintain sharpness of blade of a machine & radial split hand tool.		3	2	1
	PC14. Maintain the radial splitting machine.		4	2	2
	PC15. Take safety precautions while splitting		5	2	3
	PC16. Conform to product quality standards		5	2	3
	PC17. Appropriately feed the bamboo split into the sliver machine to get bamboo sliver accurately.		8	2	6
	PC18. Maintain the work flow by periodically inserting the bamboo split.		7	2	5
	PC19. Maintain the Bamboo sliver machine		4	2	2
	PC20. Peeling off green surface of bamboo split is to be inspected properly.		3	1	2
	TOTAL		100	42	58
2. HCS/N7808 (Carry out making bamboo sticks and sizing using machine)	PC1. Appropriate usage of stick making machine to make sticks of the required dimensions and cross- sectional shape, i.e. circular or square	100	10	4	6
	PC2. Effectively handle the split during feeding to stick making machine.		5	2	3
	PC3. Choose uniform splits for making sticks.		4	1	3
	PC4. Periodically feed to ensure regular workflow.		5	2	3
	PC5. Maintain the stick making machine.		4	1	3
	PC6. Clean the machine parts regularly to ensure effective functioning.		4	1	3
	PC7. Check that the materials to be used are free from faults.		5	2	3
	PC8. Conform to company quality standards.		5	2	3



	PC9. Maintain the sharpness of the blade for a machine.		3	1	2
	PC10. Leave work area safe, clean and secure when work is complete free from hazards.		5	2	3
	PC11. Take safety precautions while handling the stick making machine.		5	2	3
	PC12. Take appropriate amount of sticks to be feed for cutting in machine.		4	1	3
	PC13. Appropriate placement of sticks to get uniform size of sticks		4	1	3
	PC14. Take a standard length for cutting sticks for Agarbatti sticks (8"-9").		5	2	3
	PC15. Fix the sticks into machine properly to avoid any error.		5	2	3
	PC16. Ensure minimal wastage while cutting sticks in sizes.		5	2	3
	PC17. Take safety precautions while handling the stick cutting machine.		7	2	5
	PC18. Properly dispose of unwanted sticks.		5	2	3
	PC19. Maintain the sharpness of the blade for a machine.		5	2	3
	PC20. Maintain the machine		5	2	3
	TOTAL		100	36	64
3. HCS/N7809 (Carry out polishing, drying, bundling & packing of bamboo sticks)	PC1. Choose the sticks with the required dimensions for polishing.	100	9	4	5
	PC2. Appropriate handling of machine to ensure effective work.		9	4	5
	PC3. Adhere to the given specifications for the given batch according to the length and diameter		6	3	3
	PC4. Take the necessary action when materials do not conform to quality standards		5	2	3
	PC5. To ensure the removal of bamboo fibre while in process of polishing.		5	2	3
	PC6. Identify modifiable defects and rework on them		5	2	3
	PC7. Carry out work safely and at a rate which maintains work flow		5	2	3
	PC8. Carry out quality checks at specified intervals according to instructions		5	2	3
	PC9. Maintain proper storage of sticks		5	2	3
	PC10. Maintain the required productivity and quality levels		7	3	4



	PC11. Identify the sticks with fibres removed uniformly		9	4	5
	PC12. Ensure uniform and complete drying		9	4	5
	PC13. Properly dispose unwanted sticks		7	3	4
	PC14 Prepare unit bunches of handmade stick by taking appropriate amount(weight/number of pieces as per market demand)of bamboo sticks from the sorted bulk lot.		7	3	4
	PC15.Undertake precautions while storing the sticks to avoid moisture.		7	3	4
	TOTAL		100	43	57
4. HCS/N9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	100	12	4	8
	PC2. Perform all roles with full responsibility		10	3	7
	PC3. Be effective and efficient at workplace		10	3	7
	PC4. Properly communicate about organisation's policies		8	4	4
	PC5. Talk politely with other team members and colleagues		10	3	7
	PC6. Adjust in different work situations		10	3	7
	PC7. Give due importance to others' point of view		10	3	7
	PC8. Avoid conflicting situations		10	2	8
	PC9. Develop new ideas for work procedures		8	2	6
	PC10. Improve upon the existing techniques to increase process efficiency		12	2	10
	TOTAL		100	29	71
5. HCS/N9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	100	8	2	6
	PC2. Use materials to minimize waste		10	3	7
	PC3. Maintain a clean and hazard free working area		10	3	7
	PC4. Maintain the tools used for stick making		8	2	6
	PC5. Carry out maintenance and/or cleaning within one's responsibility		10	3	7
	PC6. Report damaged tools and materials		12	4	8
	PC7. Work in a comfortable position with correct posture		10	3	7
	PC8. Dispose of waste safely in designated location		12	4	8



	PC9. Store tools safely after use	TOTAL	10	3	7
	PC10. Carry out cleaning according to schedules and limits of responsibility		10	3	7
			100	30	70
6. 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 organised at the workplace		5	2	3
	PC14. Undertake first aid, fire fighting and emergency response training, if asked		6	2	4
	PC15. Take action based on instructions in the event of fire, emergencies or accidents		8	2	6
	PC16. Follow organisation evacuation procedures		8	2	6
		TOTAL	100	30	70