



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 – Handloom Weaver (Carpets)

SECTOR: Handicrafts and Carpet

SUB-SECTOR: Carpet

OCCUPATION: Weaving

REFERENCE ID: HCS/Q5412

ALIGNED TO: NCO-2004/7432.58

Brief Job Description: The hand loom weaver is a job role in weaving department. The responsibility of Hand operated Loom Weaver is to run manually operated looms (equipped with very little mechanization) efficiently so as to get maximum output with minimum defects.

Personal Attributes: A loom weaver should be strong, hard working, good eyesight, good eye-hand-leg coordination, motor skills and free from colour vision.



Job Details	Qualifications Pack Code	HCS/Q5412		
	Job Role	Hand Loom Weaver		
	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	Weaving	Next review date	26/05/16

Job Role	Hand Loom Weaver
Role Description	To run hand operated loom efficiently as per buyer design so as to get maximum output with minimum defects
NSQF level	3
Minimum Educational Qualifications	Preferably Class V
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training for weaving of handlooms
Experience	6 months in handloom weaving industry
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N5415 Run hand operated loom efficiently HCS/N9906 Maintain work area, tools and machines HCS/N9908 Working in a team HCS/N9907 Maintain health, safety and security at workplace HCS/N9909 Comply with industry and organizational requirement <p>Optional: Not Applicable</p>
Performance Criteria	As described in the relevant OS units



Keywords /Terms	Description	
Definitions	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential achieving the objectives of the function.
	Job role	Job role defines unique set of functions that together form a unique employment opportunity in an organization.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
	Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
	National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.
	Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
	Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job role satisfactorily at workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.
	Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.
	Organizational Context	Organizational Context includes the way the organization is structured and how it operates. It includes elements of operational knowledge



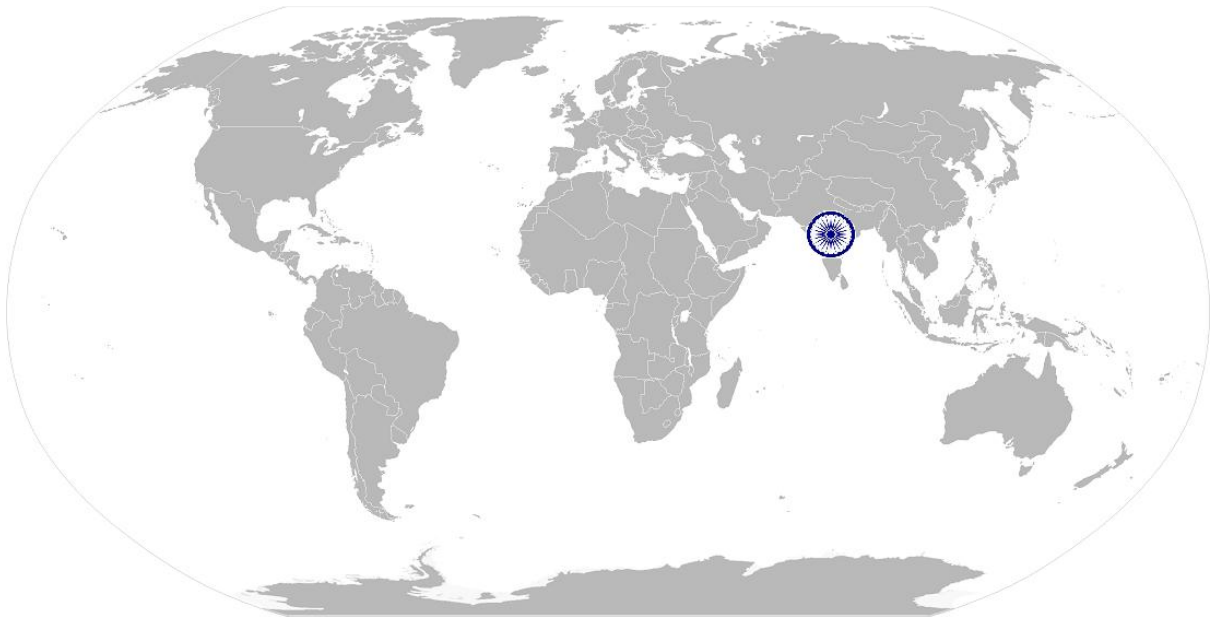
	contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.

Acronyms

Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
HCS	Handicrafts and Carpet Skill Sector Council
NSDC	National Skill Development Corporation



National Occupational Standard



Overview


This unit provides performance criteria, knowledge & understanding and skills & abilities required to run hand operated loom efficiently by attending to quality needs of product and safeguarding machine and safety.



HCS/N5415

Run the hand operated loom efficiently

National Occupational Standard

Unit Code	HCS/N5415
Unit Title (Task)	Run the hand operated loom efficiently
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to run operated loom at optimal speed, attending to warp & weft breakages, minimizing downtime and safeguarding damage to surroundings/environment
Scope	This unit/task covers the following: <ul style="list-style-type: none"> To run hand operated loom efficiently To give due importance to product quality, process safety and environmental aspects
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Run hand operated loom efficiently	 <p>PC1. Warp setting PC2. Application of material on the warp PC3. Should know how to weave on the warp PC4. Should know how to repair the warp PC5. Proper usage of comb (tool used during weaving) PC6. Should be able to repair warp breakage (by replacing broken warp with new warp) PC7. Find out the broken warp end PC8. Mend the broken warp end by replacing with extra warp PC9. Should be able draw warp threads for weaver's beam behind the operator PC10. Should ensure tension (tightness) of warp threads are uniform PC11. Should ensure spacing of warp threads per inch is matching with design PC12. Ensure right color of yarn to be used as per the design PC13. Should weave as per design PC14. Ensure to trip extra weft PC15. Should be well acquainted with the operation of the weaving pedals PC16. Should be aware of the required hammering density PC17. Should have knowledge of cutting the pile evenly</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	KA1. The organization's policies and procedures KA2. Potential hazards associated with the loom and tools used KA3. Safety precautions KA4. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipments KA5. Documentation and reporting formats KA6. Work targets KA7. Method of obtaining /giving feed back with respect to performance KA8. Importance of team work and maintaining harmonious working relationships KA9. Process for offering/obtaining work related assistance KA10. Responsibilities under health, safety and environmental legislation
B. Technical Knowledge/	KB1. Quality standards for the product with respect to nature of permissible/non-permissible defects



HCS/N5415

Run the hand operated loom efficiently

Domain knowledge	KB2. Fabric quality parameters such as colour, design, width, pattern etc. KB3. Quality of cotton used for warp and weft
	KB4. Wrong drawing , wrong denting, lot mix, colour mix, wrong end, wrong pick, loose end, snarls, oil stain, colour / fibre migration, shade variation, wrong pattern, improper pile, loop size etc.
	KB5. Know the safety points for loom and equipments used & should ensure that the same are functional
	KB6. Know about the functional operations of the machine
Skills (S) [Optional]	
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 regarding grammar or sentence construct
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep co-workers and supervisors informed about progress
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: 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
	Problem Solving
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	



HCS/N5415

Run the hand operated loom efficiently

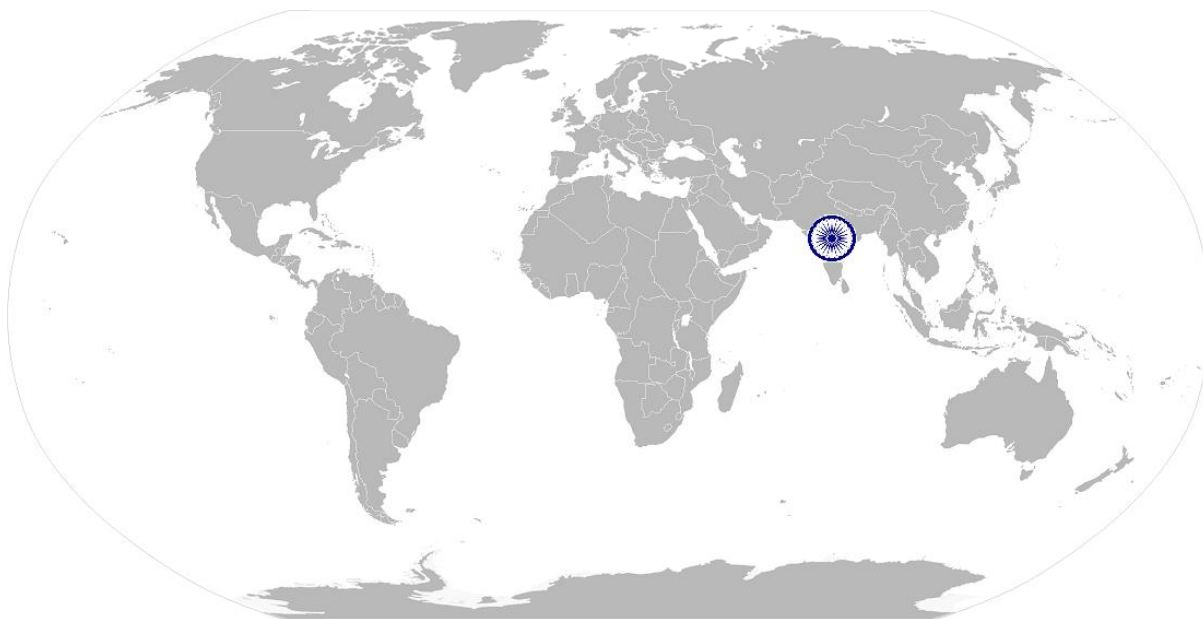
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. use the existing data to arrive at specific data points
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action
	Attending to Weft and Pile breakage and rectification
	SB9. Attend the weft break immediately SB10. Check work is complete and product is free from defects
	Quality Evaluation
	SB11. Should be able to weave fabric free from "Weaver oriented defects" such as "Wrong Drawing", "Wrong Denting", "Wrong Design", etc.

NOS Version Control

NOS Code	HCS/N5415		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Weaving	Next review date	26/05/16



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

Maintaining work area, tools and machines

National Occupational Standard	Unit Code	HCS/N9906
	Unit Title (Task)	Maintaining work area, tools and machines
	Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/maintain work areas and activities to ensure tools and machines are maintained 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 handtools and equipments
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools with care and use them in correct way PC2. Maintain a clean and hazard free working area PC3. Carry out running maintenance within agreed schedules PC4. Carry out maintenance and/or cleaning within one's responsibility PC5. Report unsafe equipment and other dangerous occurrences PC6. Use clean equipment and methods appropriate for the work to be carried out PC7. Dispose of waste safely in the designated location PC8. Store cleaning of equipment safely after use
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	KA1. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Limits of your own responsibility KA4. Ways of resolving conflicts/problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. Effective communication with supervisors KA7. Lines of communication, authority and reporting procedures KA8. Organization's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards KA10. Importance of complying with written instructions
	B. Technical /Domain Knowledge	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 process KB4. Maintenance procedures KB5. Importance of running maintenance and regular cleaning KB6. Hazards likely to be encountered when conducting routine maintenance KB7. Safe working practices for maintenance KB8. The importance of taking action when problems are identified KB9. Different ways of minimizing waste KB10. Effects of contamination on products i.e. machine oil, dirt, foreign materials KB11. Common faults with equipment and the method to rectify



HCS/N9906

Maintaining work area, tools and machines

Skills (S) [Optional]	
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 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
	Plan and Organize
	The user/individual on the job needs to know and understand: 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
	Problem Solving
	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
	Analytical 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
	Critical Thinking
The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

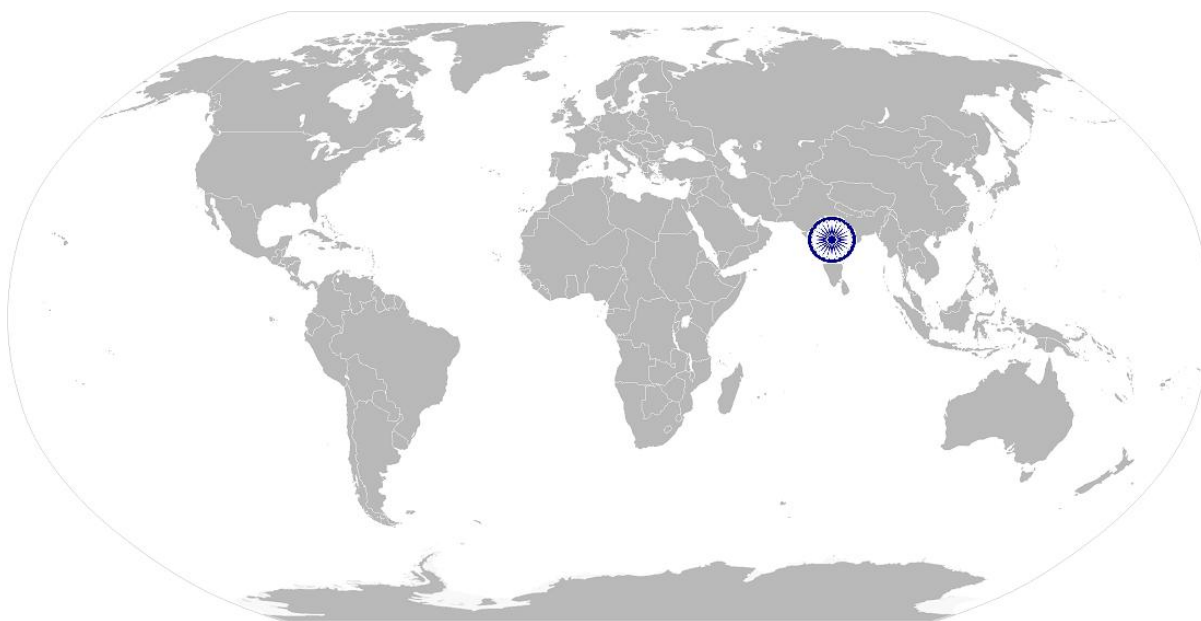


HCS/N9906

Maintaining work area, tools and machines

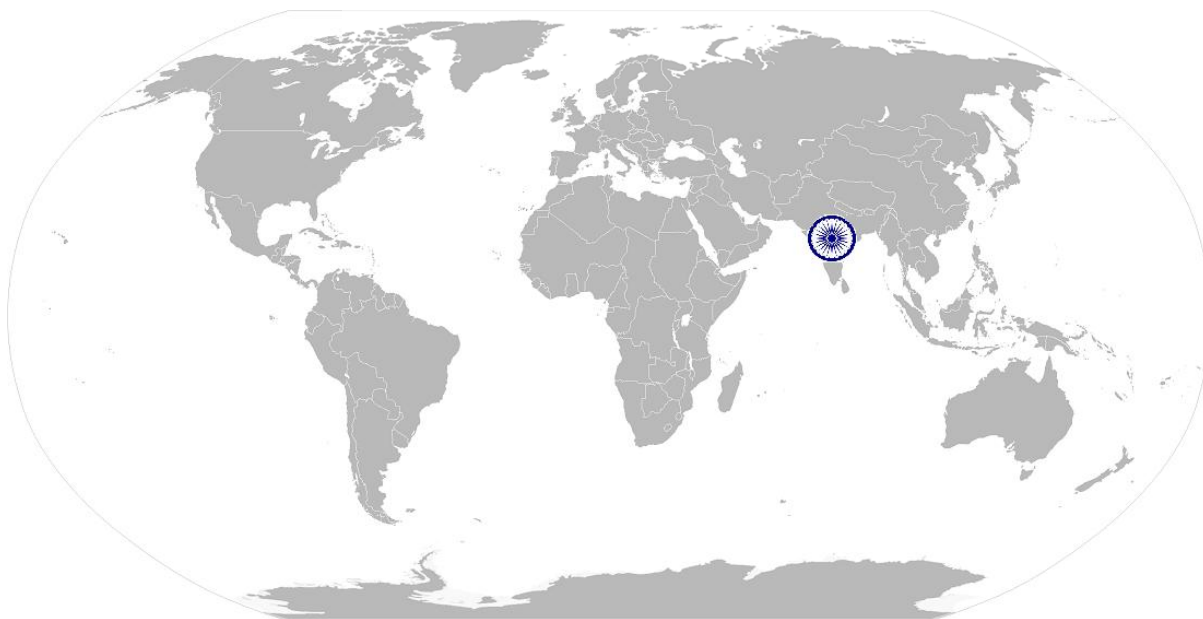
NOS Version Control

NOS Code	HCS/N5413		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Weaving	Next review date	26/05/16





National Occupational Standard



Overview

This unit is about working as part of a team in the process



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 in the role of carpet hand operated loom weaver
	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 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)		
A. Organizational Context	KA1. General rules and regulations in a carpet 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 carpet weaving section KB3. Material sequence of flow KB4. Functions of different parts of carpet hand operated loom KB5. Tools and equipments used KB6. Guidelines for operating the hand operated loom KB7. Safety procedures to be followed in hand operated loom	
Skills (S) [Optional]		
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 regarding grammar or sentence construct	



HCS/N9908

Working in a team

	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep co-workers and supervisors informed about progress
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: 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
	Problem Solving
	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
	Analytical 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
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

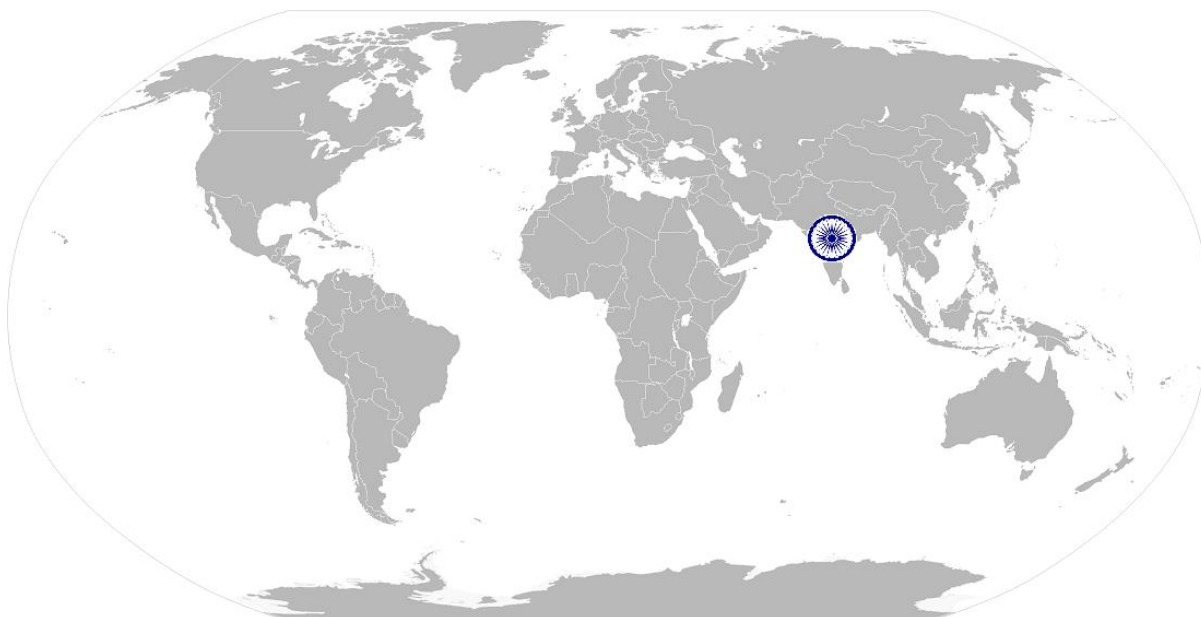


HCS/N9908

Working in a team

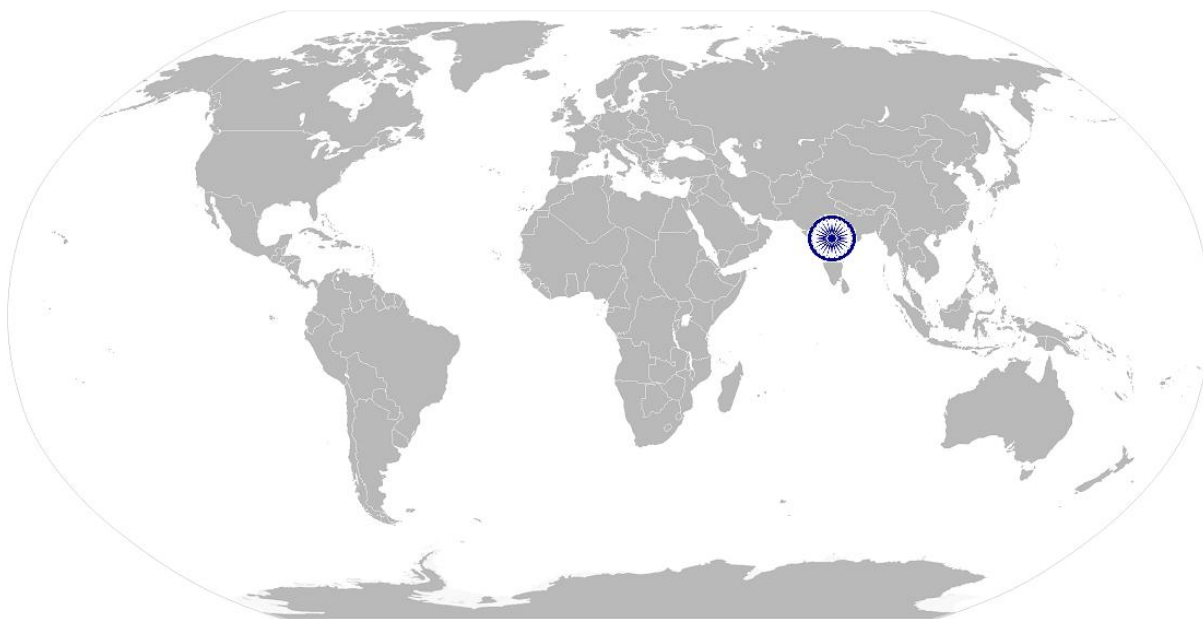
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NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Weaving	Next review date	26/05/16





National Occupational Standard



Overview

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



HCS/N9907

Maintain health, safety and security at work place

National Occupational Standard

Unit Code	HCS/N9907
Unit Title (Task)	Maintain health, safety and security at work place
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 minimize risk to self and others.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> To comply with health, safety and security requirements at work
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Follow safety procedures at work place	<p>PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipments</p> <p>PC2. Use and maintain personal protective equipment such as "Nose Mask" etc</p> <p>PC3. Identify areas in the workplace which are potentially hazardous / unhygienic in nature</p> <p>PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear and tear of the machine</p> <p>PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc</p> <p>PC6. Report malfunctions of tools to supervisors wherever applicable</p> <p>PC7. Follow the instructions given on the equipment manual describing the operating process</p> <p>PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury</p> <p>PC9. Maintain high standards of personal hygiene at the work place</p>
Ensure 100% adherence to safety standards	<p>PC10. Ensure zero accidents at workplace</p> <p>PC11. Adhere to safety norms and ensure no damage to any material or individual</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/organization and its processes)	<p>KA1. Relevant standards, procedures and policies related to Health, safety and Environment followed at the workplace</p> <p>KA2. Emergency handling procedures and hierarchy for escalations</p> <p>KA3. Organizational procedures for safe handling of equipment / tools wherever applicable</p>
B. Technical/Domain Knowledge	<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) [Optional]	



HCS/N9907

Maintain health, safety and security at work place

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 regarding grammar or sentence construct
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep co-workers and supervisors informed about progress
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
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	Customer Centricity
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	Problem Solving
	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
	Analytical 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
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

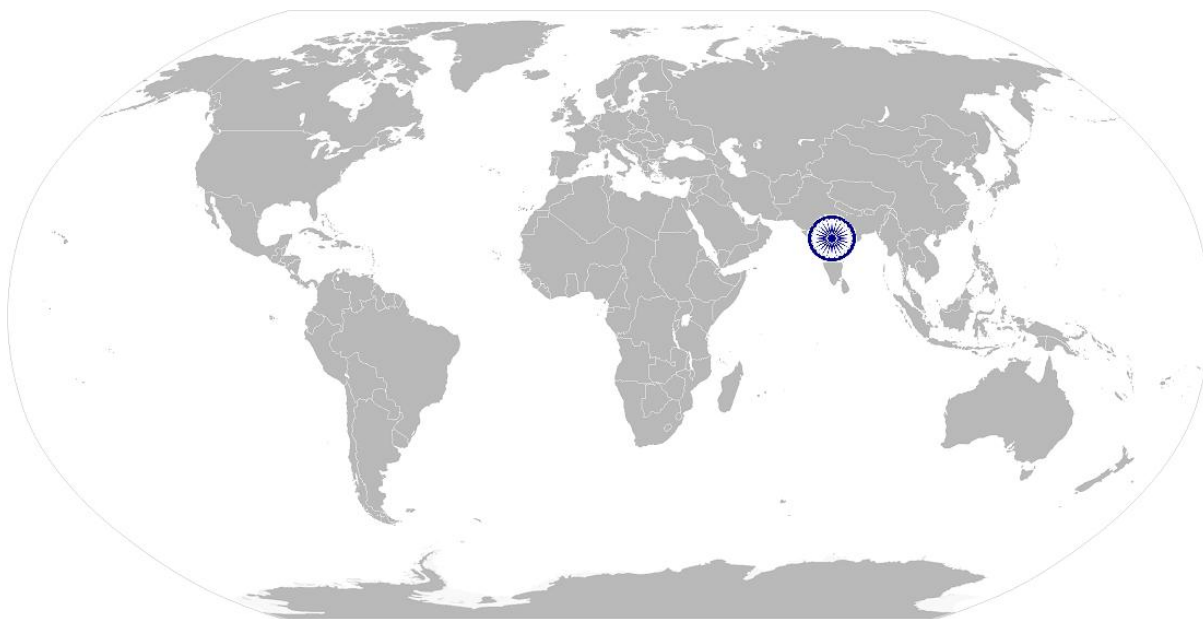


HCS/N9907

Maintain health, safety and security at work place

NOS Version Control

NOS Code	HCS/N9907		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/15
Occupation	Weaving	Next review date	26/05/16





CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Hand Loom Weaver

Qualification Pack HCS/Q5412

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

Assessment criteria

NOS Elements	Performance criteria	Total marks	Out of	Marks allocation	
				Theory	Skills Practical
1.HCS/N5415 - Run the hand operated loom efficiently	PC1. Warp setting	100	6	2	4
	PC2. Application of material on the warp		6	2	4
	PC3. Should know how to weave on the warp		8	2	6
	PC4. Should know how to repair the warp		5	1	4
	PC5. Proper usage of comb (tool used during weaving)		6	2	4
	PC6. Should be able to repair warp breakage (by replacing broken warp with new warp)		6	2	4
	PC7. Find out the broken warp end		6	2	4
	PC8. Mend the broken warp end by replacing with extra warp		6	2	4



	PC9. Should be able draw warp threads for weaver's beam behind the operator		6	2	4
	PC10. Should ensure tension (tightness) of warp threads are uniform		5	1	4
	PC11. Should ensure spacing of warp threads per inch is matching with design		5	1	4
	PC12. Ensure right color of yarn to be used as per the design		5	1	4
	PC13. Should weave as per design		6	2	4
	PC14. Ensure to trip extra weft		6	2	4
	PC15. Should be well acquainted with the operation of the weaving pedals		6	2	4
	PC16. Should be aware of the required hammering density		6	2	4
	PC17. Should have knowledge of cutting the pile evenly		6	2	4
	TOTAL		100	30	70
				Marks allocation	
NOS Elements	Performance criteria	Total marks	Out of	Theory	Skills Practical
2.HCS/N9906 - Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools with care and use them in correct way	100	14	6	8
	PC2. Maintain a clean and hazard free working area		10	4	6
	PC3. Carry out running maintenance within agreed schedules		13	5	8
	PC4. Carry out maintenance and/or cleaning within one's responsibility		13	5	8
	PC5. Report unsafe equipment and other dangerous occurrences		12	4	8



	PC6. Use clean equipment and methods appropriate for the work to be carried out		11	5	6
	PC7. Dispose of waste safely in the designated location		14	6	8
	PC8. Store cleaning of equipment safely after use		13	5	8
	TOTAL		100	40	60
				Marks allocation	
NOS Elements	Performance criteria	Total marks	Out of	Theory	Skills Practical
3. HCS/N9908 - Working in a team	PC1. Be accountable to one's own role in whole process	100	10	4	6
	PC2. Perform all roles with full responsibility		10	4	6
	PC3. Report problems faced during the process		10	4	6
	PC4. Talk politely with other team members and colleagues		10	4	6
	PC5. Submit daily report of own performance		10	4	6
	PC6. Adjust in different work situations		10	4	6
	PC7. Give due importance to others' point of view		10	4	6
	PC8. Avoid conflicting situations		10	4	6
	PC9. Develop new ideas for work procedures		10	4	6
	PC10. Improve upon the existing techniques to increase process efficiency		10	4	6
	TOTAL			40	60
				Marks allocation	
NOS Element	Performance Criteria	Total marks	Out of	Theory	Skills Practical



4. HCS/N9909 -Maintain health, safety and security at work place	PC1. Identify activities that can cause potential injury through sharp objects and other tools and equipments	100	10	2	8
	PC2. Use and maintain personal protective equipment such as "Nose Mask"etc		10	2	8
	PC3. Identify areas in the workplace which are potentially hazardous / unhygienic in nature		10	2	8
	PC4. Conduct regular checks on equipment and machines to identify potential hazards due to wear tear of the machine		8	2	6
	PC5. Inform concerned authorities about the potential risks identified in the processes, workplace area/layout, materials used etc.		12	4	8
	PC6. Report malfunctions of tools to supervisors wherever applicable		12	4	8
	PC7. Follow the instructions given on the equipment manual describing the operating process		8	2	6
	PC8. Maintain a clean and safe working environment by ensuring no chemicals is spread on the floor resulting in injury		8	2	6
	PC9. Maintain high standards of personal hygiene at the work place		8	2	6
	PC10. Ensure zero accidents at workplace		8	2	6
	PC11. Adhere to safety norms and ensure no damage to any material or individual		6	1	5
TOTAL POINTS			100	25	75