



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- Agarbatti Packer

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Handicrafts (Agarbatti)

OCCUPATION: Agarbatti Packer

REFERENCE ID: HCS/Q 8002

ALIGNED TO: NCO-2004/8229.202

Brief Job Description: An Agarbatti Packer is the one who carries out the complete packaging of scented aggarbattis. The process of packaging includes sorting as per required quality, weighing or counting as per the packaging inclussions and sealing the packets. The complete process is mostly manual except in some cases where sealing machines may be used.

Personal Attributes: An Agarbatti Packer should have good eyesight, hand-eye coordination and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).



Job Details	Qualifications Pack Code	HCSSC/Q 8002		
	Job Role	AGARBATTI PACKER		
	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	Agarbatti Packer	Next review date	29/06/17

Job Role	Agarbatti Packer
Role Description	To carry out sorting, counting, weighing and packaging of finished Agarbattis.
NSQF level	3
Minimum Educational Qualifications	Preferably 5 th standard
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in sorting, counting, weighing and packaging of perfumed agarbatti
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N 8004 (Carry out sorting, counting and weighing of perfumed agarbatti) HCS/N 8005 (Carry out packaging of perfumed agarbattis) HCS/N 8006 (Contribute to achieve quality in packaging of perfumed agarbattis) HCS/N 9908 (Working in a team) HCS/N 9912 (Maintain work area & tools) HCS/N 9913 (Maintain health, safety and security at workplace) <p>Optional: N/A</p>
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

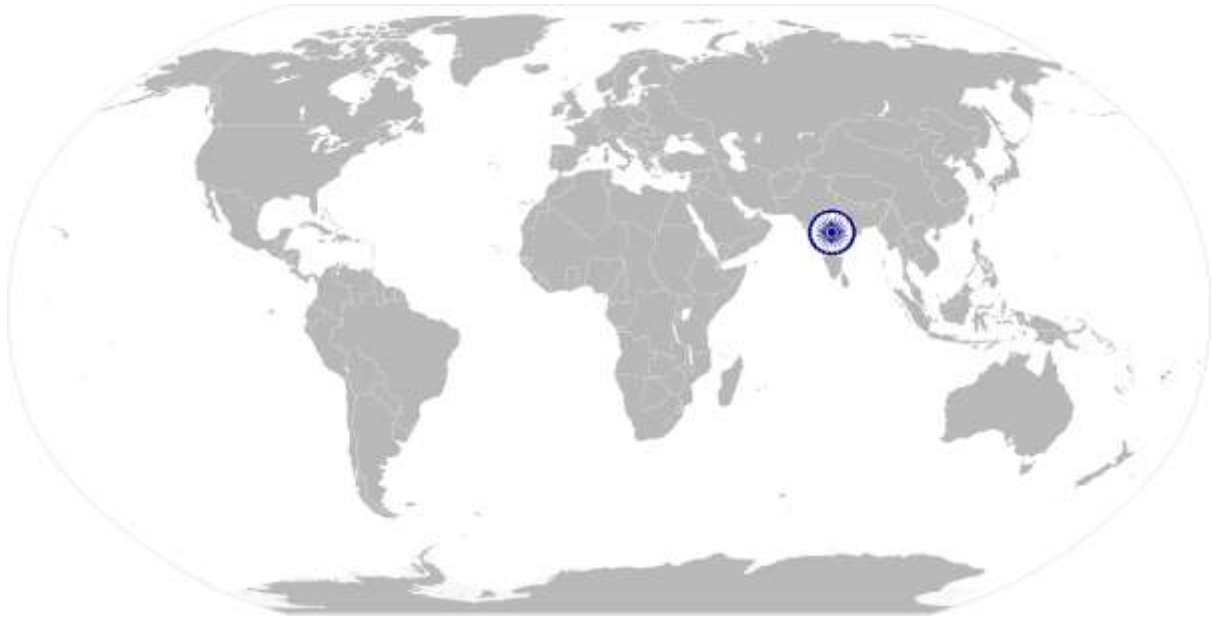
Acronyms



HCS/N 8004

Carry out sorting, counting and weighing of perfumed agarbatti

National Occupational Standard



Overview

This unit is about carrying out sorting and making of basic units by counting or weighing of finished Agarbattis as per given packaging specifications.



HCS/N 8004

Carry out sorting, counting and weighing of perfumed agarbatti

National Occupational Standard	Unit Code	HCS/N 8004
	Unit Title (Task)	Carry out sorting, counting and weighing of perfumed agarbatti
	Description	This unit is about carrying out basic operations of sorting and making of basic units by counting or weighing of finished Agarbattis as per given packaging specifications.
	Scope	Basic operations to be undertaken by the Perfumed Agarbatti Packer are as follows: <ul style="list-style-type: none"> • sorting of scented agarbattis • making units by counting/ weighing for filling into packets/pouches.
	Performance Criteria (PC) w.r.t. the Scope	
	Sorting of Scented Agarbatti	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify the right batch of scented agarbatti based on specifications like perfume, length of sticks, rolling process (hand rolled, machine rolled etc.) PC2. check if the perfume has spread over the full length & surface of rolled masala PC3. separate the appropriately scented agarbattis from partially scented agarbattis PC4. carry out burning test of the lot to confirm burning consistency & burning time PC5. immediately report to the supervisor in case of inconsistency in burning or out of range burning time PC6. take appropriate action in case of burning inconsistency or out of range burning time as per instruction of supervisor PC7. dispose the non-conforming products in appropriate manner PC8. carry out work at a rate that maintains workflow
	Making units by counting/ weighing for filling into packets/pouches.	<ul style="list-style-type: none"> PC9. understand the instruction for deciding unit amount (either weight or no. of sticks) PC10. use a counting machine or manually count the required number of sticks per unit packet PC11. use a weighing machine for the required weight of sticks per unit packet PC12. use a separator block to keep each unit of counted/ weighed agarbattis PC13. carefully handle the agarbattis ensuring minimum damage of rolled surface PC14. take safety precautions while handling the scented agarbattis PC15. respond appropriately incase of any major faults in the agarbatti stick and other ingredients PC16. minimise and dispose the waste materials in the approved manner PC17. leave work area safe and secure when work is complete
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. the organization's policies, procedures, guidelines and standards for quality KA2. safe working practices and organisational procedures KA3. quality systems and other processes practiced in the organization KA4. types of problems with quality and how to report them to appropriate people KA5. reporting procedure in case of faults in own/ other processes KA6. who to refer problems to when they are outside the limit of your authority



HCS/N 8004

Carry out sorting, counting and weighing of perfumed agarbatti

	KA7. the 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. how the unit amount of agarbatti is decided (weight or count) KB2. different types of agarbattis KB3. standard quality parameters for agarbattis KB4. different grades of agarbatti quality KB5. points for rejection KB6. need for testing burning consistency KB7. need for testing burning time
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual need to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
	The user/individual 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
	he 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,	



HCS/N 8004

Carry out sorting, counting and weighing of perfumed agarbatti

	experience, reasoning, or communication, as a guide to thought and action
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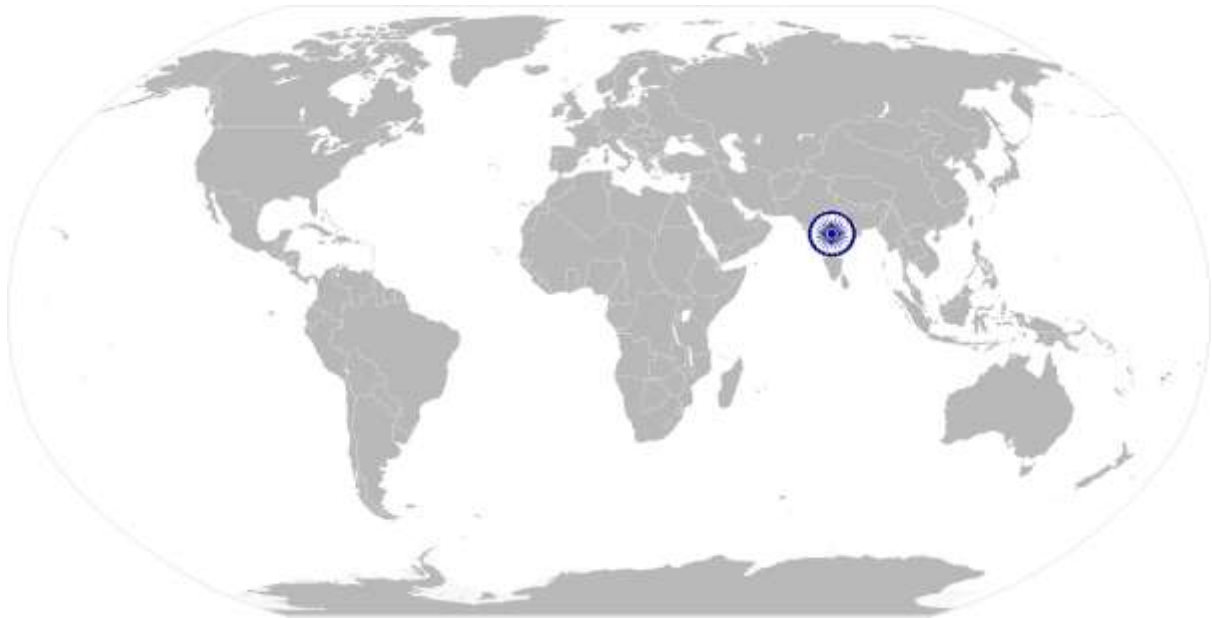
NOS Version Control

NOS Code	HCS/N 8004		
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	Agarbatti Packer	Next review date	29/06/17





National Occupational Standard



Overview

This unit is about carrying out packaging of sorted counted/ weighed Agarbatti units for filling in pouches or packets.



HCS/N 8005

Carry out packaging of perfumed agarbattis

National Occupational Standard	Unit Code	HCS/N 8005
	Unit Title (Task)	Carry out packaging of perfumed agarbatti
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out packaging of sorted & counted/ weighed agarbatti units by filling in packets/ pouches.
	Scope	The basic operations to be undertaken by the Agarbatti Packer are as follows: <ul style="list-style-type: none"> • filling in inner pouch • filling in outer packet & sealing • bulk packaging
	Performance Criteria (PC) w.r.t. the Scope	
	Filling in Inner Pouch	To be competent on the job, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify the correct lot of sorted & counted/ weighed agarbattis PC2. identify the composition of unit packets/ pouches comprising of inner pouch and outer packet as per packaging instructions PC3. identify the correct pouches/ packets as per the instruction PC4. correctly handle the agarbattis while filling PC5. carry out filling the agarbattis manually in pouches/ inner pouches PC6. ensure minimum damage/ breakage of the agarbattis while filling manually
	Filling in outer Packet & Sealing	<ul style="list-style-type: none"> PC7. carry out sealing of pouches/ inner pouches using a sealing machine or heating arrangement PC8. identify & ensure the appropriate combination of different scented agarbatti inner pouches for filling in outer packet as per instructions PC9. carry out filling of inner pouches in outer packet manually PC10. appropriately seal outer packet openings using cellotape or other sealing methods as per requirement PC11. use the appropriate inner pouches, outer packets, cellotape etc. as per the instruction of supervisor
Bulk Packaging	<ul style="list-style-type: none"> PC12. identify the level of bulk packaging, say dozen packaging, cfc packaging etc. PC13. use the appropriate packaging materials based on size of unit packets, brand etc. PC14. carry out filling of unit packets/ pouches in intermediary bulk packets such as dozen packets & sealing PC15. carry out filling of intermediary bulk packets (such as dozen packets) in bulk packets, such as corrugated flexible cartons & sealing PC16. carry out printing of batch details etc. on the bulk packet PC17. appropriately store bulk packets in sequential manner in dry & dust free area PC18. take safety precautions while handling the scented agarbattis PC19. respond appropriately incase of any major faults in the agarbatti stick and packaging materials PC20. minimise and dispose the waste materials in the approved manner PC21. leave work area safe and secure when work is complete PC22. carry out the work at a rate that maintains work flow 	



HCS/N 8005

Carry out packaging of perfumed agarbattis

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> <ul style="list-style-type: none"> KA1. the organisation's policies and procedures KA2. responsibilities under health, safety and environmental legislation KA3. guidelines for storage and disposal of waste materials KA4. potential hazards associated with the machines and the safety precautions that must be taken KA5. protocol to obtain more information on work related tasks KA6. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment KA7. details of the job role and responsibilities KA8. work target and review mechanism with your supervisor KA9. protocol and format for reporting work related risks/ problems KA10. method of obtaining/ giving feedback related to performance KA11. importance of team work and harmonious working relationships KA12. process for offering/ obtaining work related assistance
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. different combination of scented agarbattis in an unit outer packet (for assorted agarbattis) KB2. need for sealing the pouches & packets KB3. correct sealing methods KB4. need for storing the bulk packets in sequential manner KB5. different types of packaging used (both inner and outer) KB6. common hazards in the work area and workplace procedures for dealing with them
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. write in local language <p>Reading Skills</p> <p>The user/individual need to know and understand how to:</p> <ul style="list-style-type: none"> SA2. read measurement instructions. <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual needs to know and understand how to:</p> <ul style="list-style-type: none"> SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response <p>Plan and Organize</p> <p>User/individual needs to know and understand how to:</p> <ul style="list-style-type: none"> SB3. plan and organize your work to achieve targets and deadlines



HCS/N 8005

Carry out packaging of perfumed agarbattis

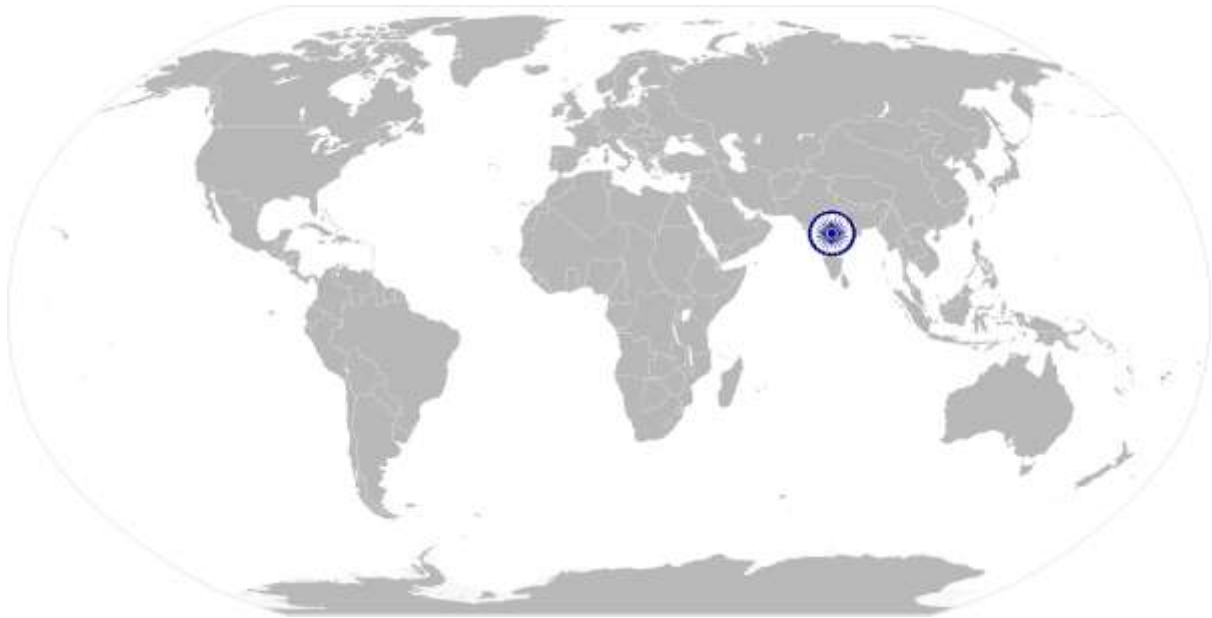
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, 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

NOS Version Control

NOS Code	HCS/N 8005		
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	Agarbatti Packer	Next review date	29/06/17



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in packaging of perfumed agarbattis



HCS/N 8006 Contribute to achieve quality in packaging of perfumed agarbatti

National Occupational Standard	Unit Code	HCS/N 8006
	Unit Title (Task)	Contribute to to achieve quality in packaging of perfumed agarbattis
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking packaging of perfumed agarbattis to ensure that the packaging meets the desired specifications.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> contribute to achieving the quality in packaging of perfumed agarbatti related operations
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Contribute to achieve quality in packaging of finished agarbattis	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify and use different packaging materials as per the specifications provided PC2. take the necessary action when materials do not confirm to quality standards PC3. report and replace identified faulty materials and component parts which do not meet specification PC4. ensure the packaging is not damaged before or during packing PC5. ensure the sealing is done properly PC6. identify modifiable defects and rework on them PC7. carry out work safely and at a rate which maintains work flow PC8. report to the responsible person when the work flow of other production areas disrupts work PC9. carry out quality checks at specified intervals according to instructions PC10. apply the allowed tolerances PC11. identify faults and take appropriate action for rectification PC12. maintain the required productivity and quality levels
	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 user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. safe working practices and organisational procedures KA2. the organisation's procedures and guidelines KA3. quality systems KA4. equipment operating procedures / manufacturer's instructions KA5. types of problems with quality and how to report them to appropriate people KA6. methods to present any ideas for improvement to supervisor KA7. the importance of complying with written instructions KA8. limits of personal responsibility reporting procedure in case of faults in own/ other processes
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. different quality standards for agarbattis KB2. consequences of using incorrect packaging 	



HCS/N 8006 Contribute to achieve quality in packaging of perfumed agarbatti

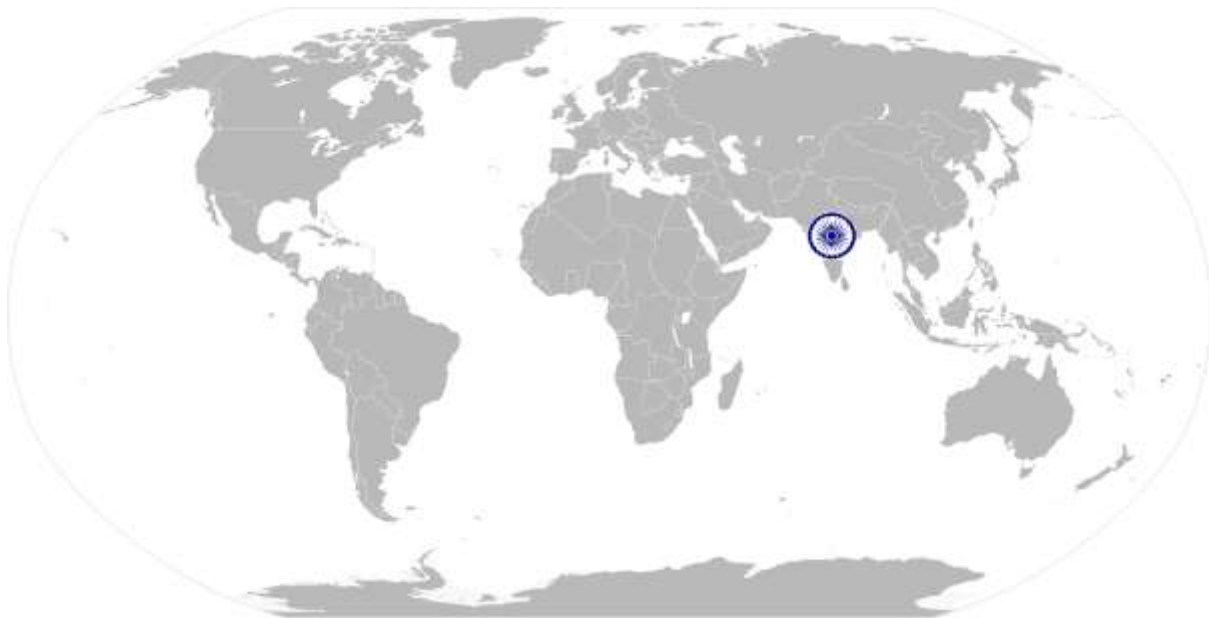
	<p>KB3. consequences of incorrect handling of tools</p> <p>KB4. types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB5. types of sealing and how to maintain quality while sealing</p> <p>KB6. the importance of segregating rejects</p> <p>KB7. appropriate inspection methods that can be used</p> <p>KB8. own responsibilities at work</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual need to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
	The user/individual 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 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/N 8006 Contribute to achieve quality in packaging of perfumed agarbatti

NOS Version Control

NOS Code		HCS/N 8006	
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	Agarbatti Packer	Next review date	29/06/17

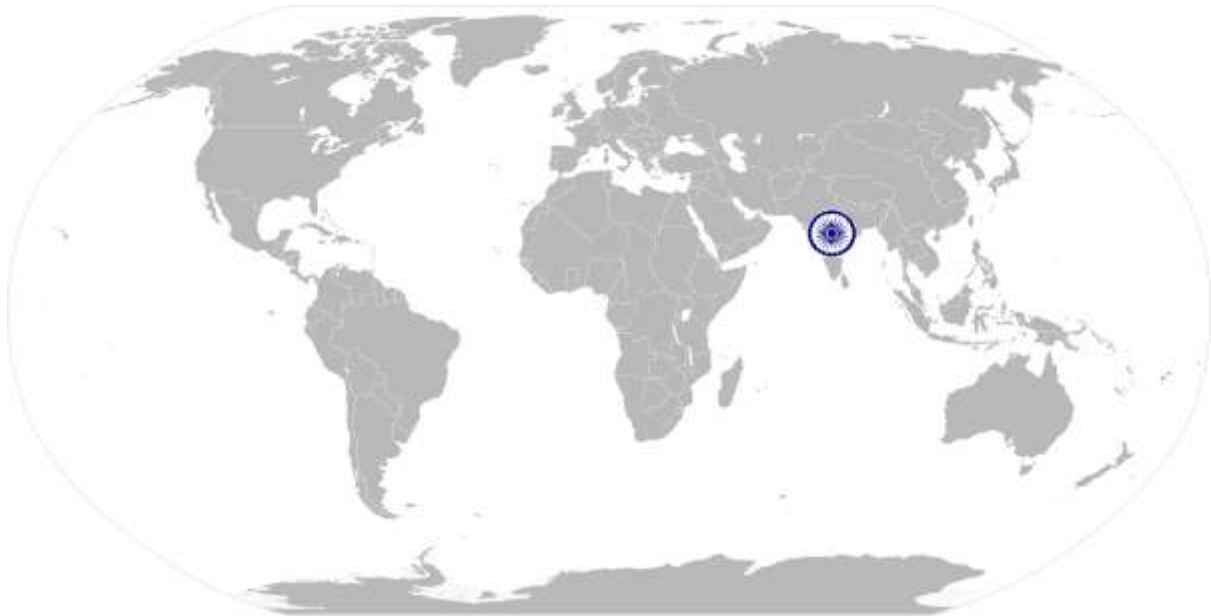




HCS/N 9908

Working in a team

National Occupational Standard



Overview

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



HCS/N 9908

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)
	The user/individual on the job needs to know and understand:



HCS/N 9908

Working in a team

	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

NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Agarbatti Packer	Next review date	29/06/17



National Occupational Standard



Overview

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



HCS/N 9912

Maintain work area, tools and materials

National Occupational Standard	Unit Code	HCS/N 9912
	Unit Title (Task)	Maintain work area, tools and materials
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines used for packaging of finished Agarbatti are maintained as per norms.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> maintain the work area, tools and materials
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Maintain the work area, tools and materials	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. handle materials and tools safely and correctly PC2. use packing materials efficiently to minimize waste PC3. maintain a clean and hazard free working area PC4. maintain the tools and equipments used for packaging effectively and safely PC5. store the different packing materials in the assigned area PC6. maintain the sealing machine or burning arrangement PC7. carry out maintenance and/or cleaning within one's responsibility PC8. report damaged tools & materials PC9. work in a comfortable position with the correct posture PC10. dispose off waste safely in the designated location PC11. store tools safely after use PC12. carry out cleaning according to schedules and limits of responsibility
	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 user/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 organisational procedures KA3. limits of your own responsibility KA4. ways of resolving with problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with colleagues KA7. the lines of communication, authority and reporting procedures KA8. the organisation's rules, codes and guidelines (including timekeeping) KA9. the organisation's quality standards KA10. the 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 specifications accurately KB2. method to make use of the information detailed in specifications and instructions KB3. relation between work role and the overall manufacturing process KB4. the importance of taking action when problems are identified KB5. different ways of minimising waste 	



HCS/N 9912

Maintain work area, tools and materials

	<p>KB6. effects of contamination on products</p> <p>KB7. common faults in packaging</p> <p>KB8. tools maintenance procedures</p> <p>KB9. hazards likely to be encountered when conducting routine maintenance</p> <p>KB10. safe working practices for cleaning and the method of carrying them out</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual need to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
	The user/individual 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 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



HCS/N 9912

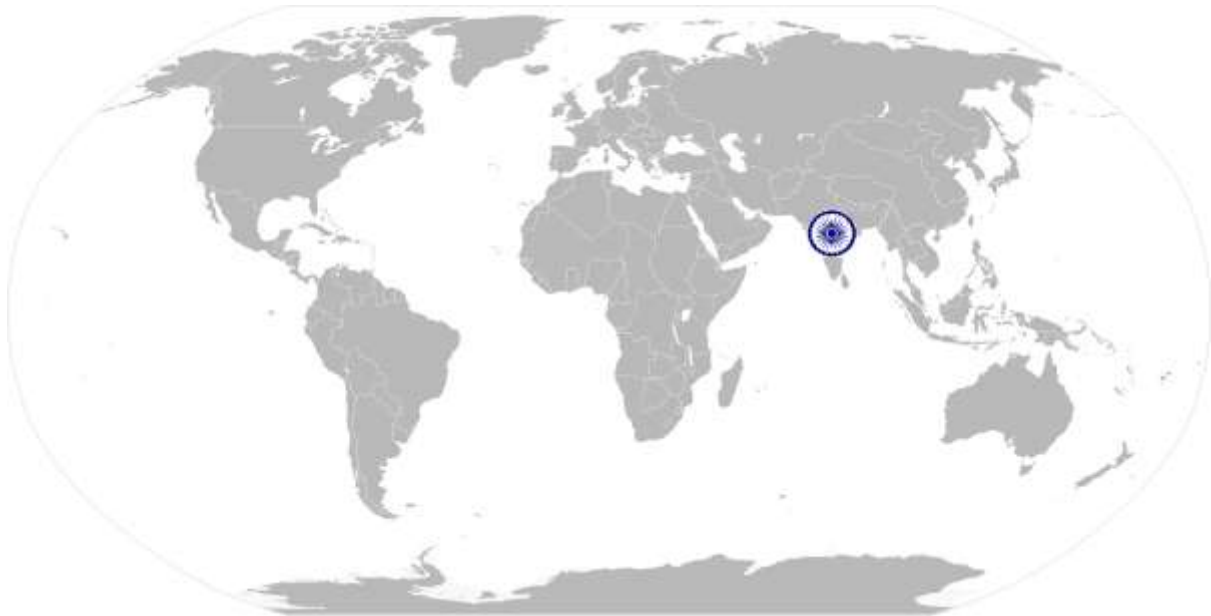
Maintain work area, tools and materials

NOS Code	HCS/N 9912		
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	Agarbatti Packer	Next review date	29/06/17





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/N 9913

Maintain health, safety and security at workplace

National Occupational Standard

Unit Code	HCS/N 9913
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> <p>KA6. layout of the plant and details of emergency exits, escape routes,</p>



HCS/N 9913

Maintain health, safety and security at workplace

	<p>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
	The user/individual needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual need to know and understand how to: SA2. read measurement instructions.
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	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
B. Professional Skills	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
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



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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

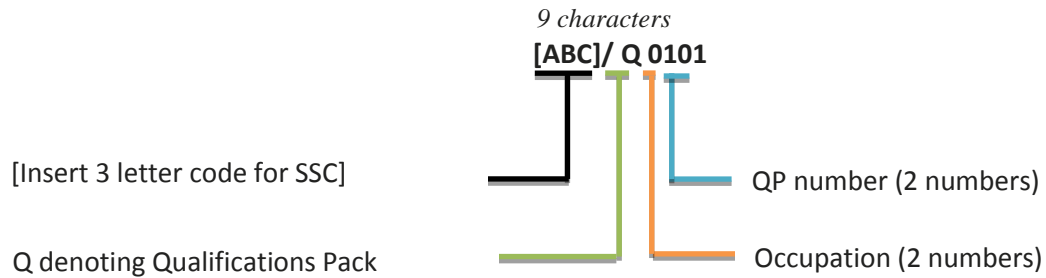
NOS Code	HCS/N 9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Agarbatti Packer	Next review date	29/06/17



Annexure

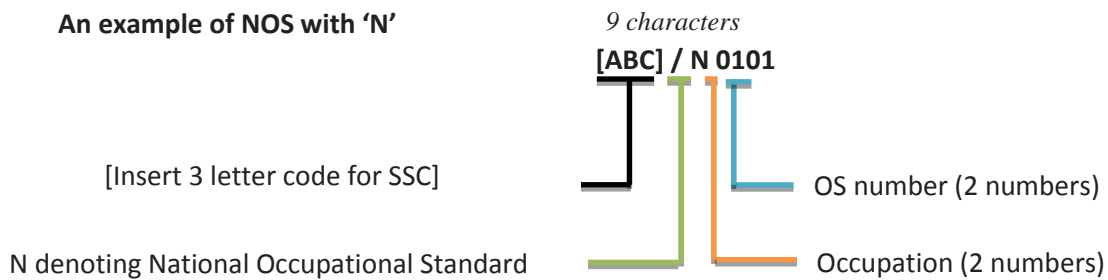
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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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: Agarbatti Packer

Qualification Pack: HCS/Q 8002

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 be assessed both for theoretical knowledge and practical
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
5. To pass the Qualification Pack, every trainee should score a minimum of 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/N 8004 (Carry out sorting, counting and weighing of perfumed agarbatti)	PC1. Identify the right batch of scented Agarbatti based on specifications like perfume, length of sticks, rolling process (hand rolled, machine rolled etc.)	100	7	3	4
	PC2. Check if the perfume has spread over the full length & surface of rolled masala		7	3	4
	PC3. Separate the appropriately scented Agarbattis from partially scented Agarbattis		7	3	4
	PC4. Carry out burning test of the lot to confirm burning consistency & burning time		6	3	3
	PC5. Immediately report to the Supervisor in case of inconsistency in burning or out of range burning time		6	3	3
	PC6. Take appropriate action in case of burning inconsistency or out of range		6	3	3



	burning time as per instruction of Supervisor				
	PC7. Dispose the non-conforming products in appropriate manner		5	2	3
	PC8. Carry out work at a rate that maintains workflow		5	2	3
	PC9. Understand the instruction for deciding unit amount (either weight or no. of sticks)		7	3	4
	PC10. Use a counting machine or manually count the required number of sticks per unit packet		7	3	4
	PC11. Use a weighing machine for the required weight of sticks per unit packet		6	3	3
	PC12. Use a separator block to keep each unit of counted/ weighed Agarbattis		6	3	3
	PC13. Carefully handle the Agarbattis ensuring minimum damage of rolled surface		5	2	3
	PC14. Take safety precautions while handling the scented Agarbattis		5	2	3
	PC15. Respond appropriately incase of any major faults in the Agarbatti stick and other ingredients		5	2	3
	PC16. Minimise and dispose the waste materials in the approved manner		5	2	3
	PC17. Leave work area safe and secure when work is complete		5	2	3
		TOTAL	100	44	56
2. HCS/N 8005 (Carry out packaging of perfumed agarbattis)	PC1. Identify the correct lot of sorted & counted/ weighed Agarbattis	100	7	3	4
	PC2. Identify the composition of unit packets/ pouches comprising of inner pouch and outer packet as per Packaging instructions		7	3	4
	PC3. Identify the correct pouches/ packets as per the instruction		7	3	4
	PC4. Correctly handle the Agarbattis while filling		6	3	3
	PC5. Carry out filling the Agarbattis manually in pouches/ inner pouches		6	3	3
	PC6. Ensure minimum damage/ breakage of the Agarbattis while filling manually		6	3	3



	PC7. Carry out sealing of pouches/ inner pouches using a sealing machine or heating arrangement		5	2	3
	PC8. Identify & ensure the appropriate combination of different scented Agarbatti inner pouches for filling in outer packet as per instructions		5	2	3
	PC9. Carry out filling of inner pouches in outer packet manually		7	3	4
	PC10. Appropriately seal outer packet openings using cellotape or other sealing methods as per requirement		7	3	4
	PC11. Use the appropriate inner pouches, outer packets, cellotape etc. as per the instruction of Supervisor		6	3	3
	PC16. Carry out printing of batch details etc. on the bulk packet		6	3	3
	PC17. Appropriately store bulk packets in sequential manner in dry & dust free area		5	2	3
	PC18. Take safety precautions while handling the scented Agarbatti		5	2	3
	PC19. Respond appropriately in case of any major faults in the Agarbatti stick and packaging materials		5	2	3
	PC20. Minimise and dispose the waste materials in the approved manner		5	2	3
	PC21. Leave work area safe and secure when work is complete		5	2	3
		TOTAL	100	44	56
3. HCS/N 8006 (Contribute to achieve quality in packaging of perfumed agarbattis)	PC1. Identify and use different packaging materials as per the specifications provided	100	10	4	6
	PC2. Take the necessary action when materials do not confirm to quality standards		10	4	6
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		10	4	6
	PC4. Ensure the packaging is not damaged before or during packing		10	4	6
	PC5. Ensure the sealing is done properly		10	4	6
	PC6. Identify modifiable defects and rework on them		8	4	4
	PC7. Carry out work safely and at a		8	4	4



	rate which maintains work flow				
	PC8. Report to the responsible person when the work flow of other production areas disrupts work		8	4	4
	PC9. Carry out quality checks at specified intervals according to instructions		8	4	4
	PC10. Apply the allowed tolerances		6	3	3
	PC11. Identify faults and take appropriate action for rectification		6	3	3
	PC12. Maintain the required productivity and quality levels		6	3	3
		TOTAL	100	45	55
4. HCS/N 9908 (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
5. HCS/N 9912 (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		10	3	7
	PC10. Carry out cleaning according to schedules and limits of responsibility		10	3	7
		TOTAL	100	30	70
6. HCS/N 9913 (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		6	2	4



	asked				
	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