

Qualification Pack



Latexing Man (Carpets)

QP Code: HCS/Q5402

Version: 2.0

NSQF Level: 2.5

Handicrafts and Carpet Sector Skill Council || OCF, Plot No. 2, Pocket 9, Sector B, Vasant Kunj
New Delhi - 110070 || email:project.cen@hcsc.in

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HCS/Q5402: Latexing Man (Carpets)

Brief Job Description

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

Personal Attributes

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

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HCS/N5402: Applying latex](#)
2. [HCS/N9906: Maintaining work area, tools and machines](#)
3. [HCS/N9901: Coordinate with colleagues and work as a team](#)
4. [HCS/N9909: Comply with industry and organizational requirement](#)
5. [HCS/N9913: Maintain health, safety and security at workplace](#)
6. [HCS/N0101: Oversee the production process](#)

Qualification Pack (QP) Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Carpet
Occupation	Finishing
Country	India
NSQF Level	2.5
Credits	10
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8141.1500

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Minimum Educational Qualification & Experience	9th grade pass OR 8th grade pass and pursuing continuous schooling OR 8th grade pass with 1 Year of experience OR 5th grade pass with 4 Years of experience OR Ability to read and write with 5 Years of experience OR Previous relevant Qualification of NSQF Level (2) with 6 Months of experience OR Previous relevant Qualification of NSQF Level (1) with 1-2 Years of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	31/08/2026
NSQC Approval Date	31/08/2023
Version	2.0
Reference code on NQR	QG-2.5-HC-00852-2023-V2-HCSSC
NQR Version	2.0

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HCS/N5402: Applying latex

Description

This unit is about inventory of supervisory skills, knowledge, tools and techniques needed for applying latex manually to fix backing cloth.

Scope

The scope covers the following :

- application of latex

Elements and Performance Criteria

Application of Latex

To be competent, the user/individual on the job must be able to:

- PC1.** Ensure the base fabric is clean and free from dust and dirt
- PC2.** Ensure base backing fabric is uniformly spread, taut and free from kink/crease
- PC3.** Ensure latex made available is freshly prepared with desired properties
- PC4.** Check the latex for proper stickiness, viscosity and uniformity of paste characteristics
- PC5.** Ensure use of proper PPE while applying latex
- PC6.** Ensure latex is spread uniformly at all points body to corner
- PC7.** Process flow of tufted carpets finishing department that is affected by the process step of latexing

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** General rules and regulations in a carpet industry
- KU2.** Correct working practices for binding of carpet
- KU3.** Color coding, marking, ply, count, material etc. for binding threads that are followed to ensure product matches buyers specified requirements for quality
- KU4.** The importance of identifying quality and production targets, and the effect of not meeting these on self and/or your team
- KU5.** The importance of Material class of threads viz. Wool, Viscose etc Thread colour e.g. hue, tone etc Types of threads viz. count, ply Carpet design and ground colour Types of design defects Tuft density Carpet dimension General aesthetic parameters appearance, cleanliness, feel, look etc.
- KU6.** Process flow in tufted carpet manufacturing sector
- KU7.** Importance of marking/coding/labelling/numbering etc. for threads followed at various process stages of tufting for identification and traceability
- KU8.** Importance of cleanliness at workplace
- KU9.** Difference between correctable and non-correctable binding faults

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KU10. Acceptable solutions for specific faults identified/detected0

KU11. Method to make use of the information detailed in specifications and work instructions

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Prepare status and progress reports

GS2. 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

GS3. Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets

GS4. Discuss task lists, schedules, and work-loads with co-workers

GS5. Keep co-workers and supervisors informed about progress

GS6. Make decisions pertaining to the concerned area of work

GS7. Plan and organize service feedback files/documents

GS8. Manage relationships with customers

GS9. Build customer relationships and use customer centric approach

GS10. Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)

GS11. Identify immediate or temporary solutions to resolve delays

GS12. Use the existing data to arrive at specific data points

GS13. Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Application of Latex</i>	4	16	-	-
PC1. Ensure the base fabric is clean and free from dust and dirt	-	1	-	-
PC2. Ensure base backing fabric is uniformly spread, taut and free from kink/crease	-	1	-	-
PC3. Ensure latex made available is freshly prepared with desired properties	1	2	-	-
PC4. Check the latex for proper stickiness, viscosity and uniformity of paste characteristics	1	3	-	-
PC5. Ensure use of proper PPE while applying latex	-	3	-	-
PC6. Ensure latex is spread uniformly at all points body to corner	-	3	-	-
PC7. Process flow of tufted carpets finishing department that is affected by the process step of latexing	2	3	-	-
NOS Total	4	16	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N5402
NOS Name	Applying latex
Sector	Handicrafts and Carpet
Sub-Sector	Carpet
Occupation	Finishing
NSQF Level	2.5
Credits	4
Version	2.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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HCS/N9906: Maintaining work area, tools and machines

Description

This unit provides performance criteria, knowledge, understanding, skills and abilities required to organize/maintain work areas and activities to ensure the maintenance of tools and machines as per norms.

Elements and Performance Criteria

Maintain the work area, tools and machines

To be competent, the user/individual on the job must be able to:

- PC1.** handle materials, tools and equipment with care and use them in correct way
- PC2.** Use correct and handling procedures
- PC3.** Maintain clean and hazard free working area
- PC4.** Carry out running maintenance within agreed schedules
- PC5.** Carry out maintenance and/or cleaning within ones responsibility
- PC6.** Report unsafe equipment and other dangerous occurrences
- PC7.** Use clean equipment and methods appropriate for the work to be carried out
- PC8.** Dispose of waste safely in the designated location
- PC9.** Store equipment safely after use

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Personal hygiene and duty of care
- KU2.** Safe working practices and organizational procedures
- KU3.** Ways of resolving conflicts/problems within the work area
- KU4.** The design process and the specific work activities that relate to the process
- KU5.** Organizations rules, codes and guidelines
- KU6.** The companys quality standards
- KU7.** Importance of complying with written instructions
- KU8.** Work instructions and ability to interpret them accurately
- KU9.** Relation between work role and the overall manufacturing process
- KU10.** Hazards likely to be encountered when carrying out the maintenance process
- KU11.** Maintenance procedures
- KU12.** Importance of running maintenance and regular cleaning
- KU13.** Safe working practices for maintenance
- KU14.** The importance of taking action when problems are identified
- KU15.** Effects of contamination on products
- KU16.** Common faults with equipment and the method to rectify

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Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Prepare status and progress reports
- GS2.** Write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors in grammar or sentence construct
- GS3.** Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS4.** Discuss task lists, schedules, and work-loads with co-workers
- GS5.** Keep coworker and supervisor informed about progress
- GS6.** Make decisions pertaining to the concerned area of work
- GS7.** Plan and manage work routine based on company procedure
- GS8.** Plan and organize service feedback files/documents
- GS9.** Manage relationships with customers
- GS10.** Build customer relationships and use customer centric approach
- GS11.** Think through a problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS12.** Identify immediate or temporary solutions to resolve delays
- GS13.** Use the existing data to arrive at specific data points
- GS14.** Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the work area, tools and machines</i>	21	29	-	-
PC1. handle materials, tools and equipment with care and use them in correct way	5	8	-	-
PC2. Use correct and handling procedures	2	3	-	-
PC3. Maintain clean and hazard free working area	2	3	-	-
PC4. Carry out running maintenance within agreed schedules	2	3	-	-
PC5. Carry out maintenance and/or cleaning within ones responsibility	2	3	-	-
PC6. Report unsafe equipment and other dangerous occurrences	2	3	-	-
PC7. Use clean equipment and methods appropriate for the work to be carried out	2	-	-	-
PC8. Dispose of waste safely in the designated location	2	3	-	-
PC9. Store equipment safely after use	2	3	-	-
NOS Total	21	29	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9906
NOS Name	Maintaining work area, tools and machines
Sector	Handicrafts and Carpet
Sub-Sector	Metalware, Paper Mache, Carpet, Handicrafts (Woodware)
Occupation	Metal Craft Making, Production, Research and Development, Research and Development, Processing, Designing, Finishing, Processing, Designing, Weaving, Quality Check, Merchandising, Pre-Production, Assembling
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQF Clearance Date	30/11/2023

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HCS/N9901: Coordinate with colleagues and work as a team

Description

This NOS describes the communication and coordination skills and knowledge to work with colleagues and supervisor to achieve a smooth and hazard-free workflow.

Scope

The scope covers the following :

- interact with supervisor or superior
- work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation
- report and Document

Elements and Performance Criteria

Interact with supervisor or superior

To be competent, the user/individual on the job must be able to:

- PC1.** comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace
- PC2.** actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.
- PC3.** receive job orders and instructions from reporting supervisor and receive feedback on work standards.
- PC4.** understand the work output requirements, targets, performance indicators and incentives.
- PC5.** deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor
- PC6.** report on any grievances, production defects and any potential hazards.

Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation

To be competent, the user/individual on the job must be able to:

- PC7.** communicate maintenance and repair schedule proactively to the supervisor
- PC8.** interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.

Report and Document

To be competent, the user/individual on the job must be able to:

- PC9.** report in time for shortage or need of raw materials
- PC10.** communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team
- PC11.** maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.
- PC12.** put team over individual goals and multi-task or share work where necessary supporting the colleagues.

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PC13. document all the details accurately relating to ones role as required.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge about the importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU2.** knowledge about how to accommodate employees with disabilities etiquette to adhere to and proper language and terminology
- KU3.** knowledge about how to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs
- KU4.** knowledge about promoting a safe, accessible and healthy workplace for disabled employees
- KU5.** company's policies on preferred language of communication, incentives, quality standards, personnel management, reporting and escalation matrix policy.
- KU6.** company's standard operating procedure (sop) and the risk and impact of not following them.
- KU7.** procedures for working with colleagues, his/her role and responsibilities in relation to this
- KU8.** organizational hierarchy and the line of reporting structure and work target and review mechanism
- KU9.** procedures to report employment related issues and to deal with conflicts
- KU10.** importance of the individuals role in the organizational workflow and details of the individual responsibilities
- KU11.** tools and equipment handling procedure and common potential hazards in the work place and the procedures to deal with them
- KU12.** effective communication with various categories of people and the different departments in the organization
- KU13.** to document the job activity as required like the check sheets, history sheets, etc
- KU14.** expressing and addressing grievances appropriately, deal with difficult work relationships and manage the internal conflicts effectively

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS2.** actively take part in any discussion/workshop organized for gender sensitization training
- GS3.** read and comprehend written instructions related to gender equality issues in the organization
- GS4.** identify and report any harassment or inappropriate behavior towards any employee
- GS5.** create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS6.** actively take part in any discussion/workshop organized for disability sensitization training.

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- GS7.** read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS8.** read job sheets, design sheet and information displayed at the workplace
- GS9.** read and understand manuals, health and safety instructions, memos etc
- GS10.** fill up documentation to ones role
- GS11.** communicate effectively with supervisor
- GS12.** contribute to quality of team work and achieve smooth workflow
- GS13.** improve work processes by interacting with others and adopting best practices

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact with supervisor or superior</i>	14	30	-	-
PC1. comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace	2	5	-	-
PC2. actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.	2	5	-	-
PC3. receive job orders and instructions from reporting supervisor and receive feedback on work standards.	2	5	-	-
PC4. understand the work output requirements, targets, performance indicators and incentives.	2	5	-	-
PC5. deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor	3	5	-	-
PC6. report on any grievances, production defects and any potential hazards.	3	5	-	-
<i>Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation</i>	6	10	-	-
PC7. communicate maintenance and repair schedule proactively to the supervisor	3	5	-	-
PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.	3	5	-	-
<i>Report and Document</i>	15	25	-	-
PC9. report in time for shortage or need of raw materials	3	5	-	-
PC10. communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team	3	5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.	3	5	-	-
PC12. put team over individual goals and multi-task or share work where necessary supporting the colleagues.	3	5	-	-
PC13. document all the details accurately relating to ones role as required.	3	5	-	-
NOS Total	35	65	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9901
NOS Name	Coordinate with colleagues and work as a team
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware, Carpet, Handicrafts (Woodware)
Occupation	Production Management, Research and Development, Mixing and Milling, Moulding, Finishing and Painting, Pre- Production, Furnace Operation, Quality Check, Production, Pre - Crafting, Stone Crafting, Mixing, Moulding, Cutting, Smoothing, Finishing, Designing, Metal Casting and Stamping, Metal Craft Making, Cleaning/Polishing/Buffering, Painting and Plating, Packing, Marketing and Merchandising
NSQF Level	4
Credits	2
Version	6.0
Last Reviewed Date	30/06/2022
Next Review Date	30/06/2025
NSQF Clearance Date	30/06/2022

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HCS/N9909: Comply with industry and organizational requirement

Description

This unit is about knowing, understanding, and complying with the requirements of the organization and carpet industry.

Elements and Performance Criteria

Comply with legal and ethical requirements

To be competent, the user/individual on the job must be able to:

- PC1.** Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures
- PC2.** Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel
- PC3.** Apply and follow these policies and procedures within your work practices
- PC4.** Provide support to your supervisor and team members in enforcing these considerations
- PC5.** Identify and report any possible deviation to these requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The importance of having an ethical and value-based approach
- KU2.** Benefits to the company and oneself due to practice of these procedures
- KU3.** The importance of punctuality and attendance
- KU4.** Specific to the industry/sector, know and understand: Legal and ethical requirements
Procedures to follow if someone does not meet the requirements
- KU5.** Customer specific requirements mandated as a part of the work process
- KU6.** Customer specific regulations and their importance
- KU7.** Reporting procedure in case of deviations
- KU8.** Limits of personal responsibility

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Prepare status and progress reports
- GS2.** 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
- GS3.** Keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
- GS4.** Discuss task lists, schedules, and work-loads with co-workers

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- GS5.** Keep coworker and supervisor informed about progress
- GS6.** Make decisions pertaining to the concerned area of work
- GS7.** Plan and organize service feedback files/documents
- GS8.** Manage relationships with customers
- GS9.** Build customer relationships and use customer centric approach
- GS10.** Think through a problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
- GS11.** Identify immediate or temporary solutions to resolve delays
- GS12.** Take appropriate decisions related to responsibilities
- GS13.** Follow the given standards
- GS14.** Procedure Comply with the standard procedures
- GS15.** Plan and manage work routine based on company procedures
- GS16.** Positively influence your team members to follow procedures as required
- GS17.** Participate and influence the organizations response towards these procedures
- GS18.** Use the existing data to arrive at specific data points
- GS19.** Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with legal and ethical requirements</i>	5	20	-	-
PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	2	5	-	-
PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel	1	5	-	-
PC3. Apply and follow these policies and procedures within your work practices	-	4	-	-
PC4. Provide support to your supervisor and team members in enforcing these considerations	1	3	-	-
PC5. Identify and report any possible deviation to these requirements	1	3	-	-
NOS Total	5	20	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9909
NOS Name	Comply with industry and organizational requirement
Sector	Handicrafts and Carpet
Sub-Sector	Carpet
Occupation	Processing, Designing, Finishing, Weaving, Quality Check
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	23/06/2023
Next Review Date	23/06/2026
NSQC Clearance Date	23/06/2023

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HCS/N9913: 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.

Elements and Performance Criteria

Comply with health, safety and security requirements at work

To be competent, the user/individual on the job must be able to:

- PC1.** Comply with health and safety related instructions applicable to the workplace.
- PC2.** Use and maintain personal protective equipment as per protocol.
- PC3.** Carry out own activities in line with approved guidelines and procedures.
- PC4.** Maintain a healthy lifestyle and guard against dependency on intoxicants.
- PC5.** Follow environment management system related procedures.
- PC6.** Store materials and tools in line with manufacturers and organisational requirements.
- PC7.** Safely handle and move waste and debris.
- PC8.** Minimize health and safety risks to self and others due to own actions.
- PC9.** Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.
- PC10.** Monitor the workplace and work processes for potential risks and threats.
- PC11.** Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned.
- PC12.** Report hazards and potential risks/ threats to supervisors or other authorized personnel.
- PC13.** Participate in mock drills/ evacuation procedures organized at the workplace.
- PC14.** Undertake first aid, fire-fighting and emergency response training, if asked to do so.
- PC15.** Take action based on instructions in the event of fire, emergencies or accidents.
- PC16.** Follow organisation procedures for evacuation when required.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Health and safety related practices applicable at the workplace.
- KU2.** Potential hazards, risks and threats based on nature of operations.
- KU3.** Organizational procedures for safe handling of tools.
- KU4.** Potential risks due to own actions and methods to minimize these.
- KU5.** Environmental management system related procedures at the workplace.
- KU6.** Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points.
- KU7.** Potential accidents and emergencies and response to these scenarios.

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- KU8.** Reporting protocol and documentation required.
- KU9.** Details of personnel trained in first aid, fire-fighting and emergency response.
- KU10.** Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire.
- KU11.** Occupational health and safety risks and methods.
- KU12.** Personal protective equipment and method of use.
- KU13.** Identification, handling and storage of hazardous substances.
- KU14.** Proper disposal system for waste and by-products.
- KU15.** Signage related to health and safety and their meaning.
- KU16.** Importance of sound health, hygiene and good habits.
- KU17.** Ill-effects of alcohol, tobacco and drugs.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Write in local language.
- GS2.** Read measurement instructions.
- GS3.** Communicate orally with colleagues.
- GS4.** Follow organization rule-based decision making process.
- GS5.** Take decision with systematic course of actions and/or response.
- GS6.** Plan and organize your work to achieve targets and deadlines.
- GS7.** Manage relationships with customers.
- GS8.** Build customer relationships and use customer centric approach.
- GS9.** Think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s).
- GS10.** Identify immediate or temporary solutions to resolve delays.
- GS11.** Analyze data and activities.
- GS12.** Pass on relevant information to others.
- GS13.** Apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health, safety and security requirements at work</i>	30	70	-	-
PC1. Comply with health and safety related instructions applicable to the workplace.	2	6	-	-
PC2. Use and maintain personal protective equipment as per protocol.	2	6	-	-
PC3. Carry out own activities in line with approved guidelines and procedures.	2	6	-	-
PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants.	2	6	-	-
PC5. Follow environment management system related procedures.	2	4	-	-
PC6. Store materials and tools in line with manufacturers and organisational requirements.	2	3	-	-
PC7. Safely handle and move waste and debris.	1	3	-	-
PC8. Minimize health and safety risks to self and others due to own actions.	2	4	-	-
PC9. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks.	1	3	-	-
PC10. Monitor the workplace and work processes for potential risks and threats.	1	3	-	-
PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned.	2	3	-	-
PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel.	3	4	-	-
PC13. Participate in mock drills/ evacuation procedures organized at the workplace.	2	3	-	-
PC14. Undertake first aid, fire-fighting and emergency response training, if asked to do so.	2	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. Take action based on instructions in the event of fire, emergencies or accidents.	2	6	-	-
PC16. Follow organisation procedures for evacuation when required.	2	6	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9913
NOS Name	Maintain health, safety and security at workplace
Sector	Handicrafts and Carpet
Sub-Sector	Hand Crafted Textiles, Hand Crocheted Textiles, Handicrafts (Agarbatti), Handicrafts (Bamboo)
Occupation	Traditional Hand Embroiderer, Master Hand Embroiderer, Embroidery finishing, Design Tracer, Hand Block Printer, Block Print Supervisor, Hand Embroidery, Crochet Lace Maker, Master Crochet Lace Maker, Crochet Lace Tailor, Handmade Bamboo Agarbatti Stick Maker, Semi-Mechanized Bamboo Stick Maker, Automatic Stick Making M/C Operator, Hand Rolled Agarbatti Maker, Pedal Operated Machine Agarbatti Maker, Automatic Machine Rolled Agarbatti Maker, Agarbatti Perfume Applicator, Bamboo Processor and Dyer, Bamboo Mat Weaver, Handmade Bamboo Stick Maker (for Woven Mats), Bamboo Basket Maker, Bamboo Utility Handicraft Assembler, Bamboo Utility Product Tailor, Bamboo Artwork Maker.
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	30/11/2023
Next Review Date	30/11/2026
NSQC Clearance Date	30/11/2023

Qualification Pack

HCS/N0101: Oversee the production process

Description

This OS unit is about overseeing the production process by adhering to the production schedules and interfacing with multiple teams to ensure the production process is hassle-free.

Scope

The scope covers the following :

- understand production schedule
- ensure production schedule compliant processes
- manage human resources
- manage any challenges
- ensure quality and production standards
- record production process-related data

Elements and Performance Criteria

Understand production schedule

To be competent, the user/individual on the job must be able to:

- PC1.** understand the various aspects of the production schedule
- PC2.** form ideas on the indicative time required for each module of production
- PC3.** interface with various team leaders to discuss on the schedule and expected hurdles.
- PC4.** evaluate and allocate time to each operation efficiently.
- PC5.** list and categorize the resources required for the production.
- PC6.** ensure that the tools and equipment available and in working condition to meet the production timelines.
- PC7.** identify and procure the required tools and equipment which are not available, before starting the production.

Ensure production schedule compliant process

To be competent, the user/individual on the job must be able to:

- PC8.** ensure that the production moves smoothly from one department to the other
- PC9.** interface with various teams to check if the process flow is smooth
- PC10.** observe the flow of the process and intervene when required
- PC11.** predict key result areas that are critical for the production
- PC12.** monitor the overall time spent in each operation
- PC13.** proactively speed up the processes that lag
- PC14.** interact with various department heads on the progress
- PC15.** move around in the production floor observing processes

Manage human resources

To be competent, the user/individual on the job must be able to:

- PC16.** allot work appropriately based on skills and efficiency

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- PC17.** train the team on the production floor when required
- PC18.** interact with the team regularly
- PC19.** promote open communication with proper hierarchy
- PC20.** motivate and keep the work spirits high
- PC21.** assess and evaluate the performance of the team
- PC22.** avoid any conflict in the team.
- PC23.** resolve conflicts when required
- PC24.** ensure high performing individuals/teams are rewarded

Manage any challenges

To be competent, the user/individual on the job must be able to:

- PC25.** pre-empt any problems in production and avoid the same
- PC26.** handle any technical issues in production
- PC27.** ensure that the same issue does not come up in the future
- PC28.** ensure a quick replacements of manpower/machine is always on standby
- PC29.** ensure the maintenance team is available on even short notice.

Ensure quality and productivity standards

To be competent, the user/individual on the job must be able to:

- PC30.** visually examine the entire process
- PC31.** ensure that there is no wastage of materials
- PC32.** ensure overall cleanliness is maintained
- PC33.** ensure there is no dilution in quality

Record production process-related data

To be competent, the user/individual on the job must be able to:

- PC34.** design formats for recording various types of data
- PC35.** ensure the inventory records are maintained
- PC36.** ensure that all material movements are on record
- PC37.** ensure that the daily production report is maintained
- PC38.** ensure that the daily packing report is properly maintained

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational policies on: personnel management, relevant legislation, standards, policies, and procedures followed in the company
- KU2.** work history and culture of the organization
- KU3.** organizational structure
- KU4.** organizational policies related to dress code and etiquette
- KU5.** the locations where the materials are typically stored
- KU6.** the key product lines of the company
- KU7.** production schedule

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- KU8.** skill levels of employees
- KU9.** ceramics manufacturing process
- KU10.** production planning and control
- KU11.** machine and tools required for the manufacturing
- KU12.** time-management
- KU13.** handling the raw materials appropriately
- KU14.** storing the raw materials appropriately
- KU15.** the correct way of handling tools and equipment
- KU16.** operation of various equipment
- KU17.** human resource management
- KU18.** cost efficiency analysis
- KU19.** raw materials and their properties
- KU20.** typical production issues and hurdles
- KU21.** optimal manufacturing techniques
- KU22.** monitoring stage-wise outputs
- KU23.** required time for each operation
- KU24.** efficient processing techniques

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write process notes
- GS2.** write production cycles related data
- GS3.** read about various ceramics manufacturing related information
- GS4.** interact with employees to work efficiently
- GS5.** interact with the various department heads
- GS6.** communicate the gaps in process, if any to relevant colleagues
- GS7.** allocation of job
- GS8.** adhere to the production schedule
- GS9.** identify critical processes
- GS10.** prioritize and organise to achieve the daily targets
- GS11.** capture customer preference, taste, etc. and accordingly make craft
- GS12.** solve work related problems
- GS13.** analyse the material requirement
- GS14.** identify process disruptions and delays
- GS15.** report concerns to manager without delay

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Understand production schedule</i>	7	12	-	-
PC1. understand the various aspects of the production schedule	1	2	-	-
PC2. form ideas on the indicative time required for each module of production	1	2	-	-
PC3. interface with various team leaders to discuss on the schedule and expected hurdles.	1	2	-	-
PC4. evaluate and allocate time to each operation efficiently.	1	2	-	-
PC5. list and categorize the resources required for the production.	1	2	-	-
PC6. ensure that the tools and equipment available and in working condition to meet the production timelines.	1	1	-	-
PC7. identify and procure the required tools and equipment which are not available, before starting the production.	1	1	-	-
<i>Ensure production schedule compliant process</i>	8	14	-	-
PC8. ensure that the production moves smoothly from one department to the other	1	1	-	-
PC9. interface with various teams to check if the process flow is smooth	1	2	-	-
PC10. observe the flow of the process and intervene when required	1	3	-	-
PC11. predict key result areas that are critical for the production	1	2	-	-
PC12. monitor the overall time spent in each operation	1	2	-	-
PC13. proactively speed up the processes that lag	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. interact with various department heads on the progress	1	1	-	-
PC15. move around in the production floor observing processes	1	1	-	-
<i>Manage human resources</i>	9	9	-	-
PC16. allot work appropriately based on skills and efficiency	1	1	-	-
PC17. train the team on the production floor when required	1	1	-	-
PC18. interact with the team regularly	1	1	-	-
PC19. promote open communication with proper hierarchy	1	1	-	-
PC20. motivate and keep the work spirits high	1	1	-	-
PC21. assess and evaluate the performance of the team	1	1	-	-
PC22. avoid any conflict in the team.	1	1	-	-
PC23. resolve conflicts when required	1	1	-	-
PC24. ensure high performing individuals/teams are rewarded	1	1	-	-
<i>Manage any challenges</i>	5	9	-	-
PC25. pre-empt any problems in production and avoid the same	1	3	-	-
PC26. handle any technical issues in production	1	3	-	-
PC27. ensure that the same issue does not come up in the future	1	1	-	-
PC28. ensure a quick replacements of manpower/machine is always on standby	1	1	-	-
PC29. ensure the maintenance team is available on even short notice.	1	1	-	-
<i>Ensure quality and productivity standards</i>	4	8	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC30. visually examine the entire process	1	2	-	-
PC31. ensure that there is no wastage of materials	1	2	-	-
PC32. ensure overall cleanliness is maintained	1	2	-	-
PC33. ensure there is no dilution in quality	1	2	-	-
<i>Record production process-related data</i>	5	10	-	-
PC34. design formats for recording various types of data	1	2	-	-
PC35. ensure the inventory records are maintained	1	2	-	-
PC36. ensure that all material movements are on record	1	2	-	-
PC37. ensure that the daily production report is maintained	1	2	-	-
PC38. ensure that the daily packing report is properly maintained	1	2	-	-
NOS Total	38	62	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	HCS/N0101
NOS Name	Oversee the production process
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics)
Occupation	Production Management
NSQF Level	5
Credits	TBD
Version	2.0
Last Reviewed Date	27/01/2022
Next Review Date	27/01/2025
NSQC Clearance Date	27/01/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ 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 Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

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Minimum Aggregate Passing % at QP Level : 50

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N5402.Applying latex	4	16	0	0	20	60
HCS/N9906.Maintaining work area, tools and machines	21	29	-	-	50	10
HCS/N9901.Coordinate with colleagues and work as a team	35	65	-	-	100	10
HCS/N9909.Comply with industry and organizational requirement	5	20	-	-	25	5
HCS/N9913.Maintain health, safety and security at workplace	30	70	-	-	100	5
HCS/N0101.Oversee the production process	38	62	-	-	100	10
Total	133	262	-	-	395	100

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Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

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Glossary

Sector	Sector is a conglomeration of different business operations having similar business 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.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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 (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by 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 a 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 quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation 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 (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment 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.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.