

Qualification Pack



Multipurpose Assistant- Furniture Production and Installation

Installation

QP Code: FFS/Q0901 Instantiated QP Code: FFS/Q0901-SI004

Version: 1.0

NSQF Level: 3

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FFS/Q0901-SI004: Multipurpose Assistant- Furniture Production and Installation

Brief Job Description

Multipurpose Assistant in Furniture Production and Installation is a beginner who assists in interpreting work dockets, conducting work site recce, compiling lists of required materials, tools, and equipment, and setting up the work area as per operational needs. This individual may choose a specialization from a range of options, such as store/warehouse operations, woodworking, machine shop operations, furniture finishing, upholstery, furniture packaging, or furniture installation operations. The role involves supporting the smooth execution of tasks and maintaining an organized work environment.

Personal Attributes

An individual should demonstrate meticulous attention to detail for precise task execution in furniture production and installation. They must foster a collaborative mindset for a positive team environment and be willing to proactively address challenges for smooth task execution.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N0901: Assist in interpreting work dockets, and recce of work area/work site](#)
2. [FFS/N0902: Assist in compiling list of the required materials, tools and equipment, and arranging it.](#)
3. [FFS/N0903: Assist in the setting up the work area as per required operation and managing it](#)
4. [FFS/N8201: Follow health, safety, and greening practices at the worksite](#)
5. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Electives (mandatory to select at least one):

Elective : Installation

1. [FFS/N0910: Assist in installation operations for furniture, fixtures & fittings](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
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Sub-Sector	Furniture Design & Production
Occupation	Furniture Production (Work Shop)
Country	India
NSQF Level	3
Credits	15
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7115.9900
Minimum Educational Qualification & Experience	10th Class with NA of experience OR 8th grade pass with 1 year of (NTC/ NAC) after 8th with NA of experience OR 8th grade pass and pursuing continuous schooling with NA of experience OR 9th grade pass (Pursuing continuous schooling in regular school) with NA of experience OR 9th grade pass with 1 Year of experience Relevant Experience OR 8th grade pass with 2 Years of experience Relevant Experience OR 5th grade pass with 5 Years of experience Relevant Experience OR Previous relevant Qualification of NSQF Level (Foundation course on Design-Build-Install at Level-2) with 3 Years of experience Relevant Experience
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	14 Years
Last Reviewed On	NA
Next Review Date	31/08/2026
NSQF Approval Date	31/08/2023
Version	1.0



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Reference code on NQR	QG-03-WC-00819-2023-V1-FFSC
NQR Version	1

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FFS/N0901: Assist in interpreting work dockets, and recce of work area/work site

Description

This unit describes the performance outcomes required to assist in interpreting the work dockets and conducting site recce of the work area involving measurement and marking with the supervisor

Scope

The scope covers the following :

- Assist in interpreting the work dockets
- Assist in conducting the recce of the work area

Elements and Performance Criteria

Assist in interpreting the work dockets

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

- PC1.** interpret the scope of work as per the job card and plan resources
- PC2.** ensure timely filling and daily submission of job cards to the supervisor.
- PC3.** ensure that all components of work docket are available and report any anomalies
- PC4.** assist in interpreting the technical drawings, plans & elevations, exploded views, etc.
- PC5.** assist in interpreting the part lists, cuttings lists, material lists, tools and equipment's list

Assist in conducting the recce of the work area

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

- PC6.** assist in preparing the list of material, tools, or equipment required for conducting recce and ensure its availability
- PC7.** ensure the cleanliness of the work area for marking and measurement purpose
- PC8.** assist in conducting the physical site survey and follow the instructions as per the recce checklist
- PC9.** assist in marking the worksite as per layout and plan
- PC10.** assist in timely compilation and handover of the measurement sheet to the supervisor

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses

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- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the components and requirements of the job card, including the scope of work and the resources needed.
- KU9.** how to analyze and interpret the scope of work to identify the tasks, deliverables, and objectives involved.
- KU10.** the purpose and importance of job cards in tracking work progress and documenting tasks performed.
- KU11.** the process of filling out job cards, including the required information to be recorded.
- KU12.** the components typically included in a work docket include drawings, specifications, material lists, and any additional instructions or guidelines.
- KU13.** the significance of the work docket in the planning and execution of woodworking tasks.
- KU14.** how to interpret technical drawings, plans, elevations, and exploded views in conveying design information and specifications.
- KU15.** the common symbols, notations, and conventions used in technical drawings, plans, elevations, and exploded views.
- KU16.** the relationship between different views (e.g., top, front, side) and how they collectively represent an object or structure.
- KU17.** the purpose of part lists, cuttings lists, material lists, and tools and equipment lists in a furniture manufacturing context.
- KU18.** the common terminology, abbreviations, and symbols used in part lists, cuttings lists, material lists, and tools and equipment lists.
- KU19.** how to prepare a comprehensive list of material, tools, or equipment for conducting recce (reconnaissance).
- KU20.** the specific material, tools, or equipment commonly required for conducting recce, considering the nature of the tasks and objectives involved.
- KU21.** the importance of a clean work area for accurate marking and measurement activities.
- KU22.** the process of conducting a physical site survey as part of the site survey/recce process.
- KU23.** the key components and activities involved in a physical site survey, such as measurements, observations, documentation, and data collection.
- KU24.** the potential safety hazards associated with conducting site survey
- KU25.** the process of accurately marking the worksite according to the provided layout and plan.
- KU26.** the key elements of a layout and plan, including dimensions, reference points, and symbols.
- KU27.** the content and format of a measurement sheet, including required details and standardized conventions.

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.

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- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in interpreting the work dockets</i>	8	18	20	2
PC1. interpret the scope of work as per the job card and plan resources	2	4	4	-
PC2. ensure timely filling and daily submission of job cards to the supervisor.	2	4	4	-
PC3. ensure that all components of work docket are available and report any anomalies	-	2	4	-
PC4. assist in interpreting the technical drawings, plans & elevations, exploded views, etc.	2	4	4	1
PC5. assist in interpreting the part lists, cuttings lists, material lists, tools and equipment's list	2	4	4	1
<i>Assist in conducting the recce of the work area</i>	10	26	12	4
PC6. assist in preparing the list of material, tools, or equipment required for conducting recce and ensure its availability	2	4	4	1
PC7. ensure the cleanliness of the work area for marking and measurement purpose	2	4	-	1
PC8. assist in conducting the physical site survey and follow the instructions as per the recce checklist	2	8	4	1
PC9. assist in marking the worksite as per layout and plan	2	8	-	1
PC10. assist in timely compilation and handover of the measurement sheet to the supervisor	2	2	4	-
NOS Total	18	44	32	6

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0901
NOS Name	Assist in interpreting work dockets, and recce of work area/work site
Sector	Furniture & Fittings
Sub-Sector	Furniture Design & Production
Occupation	Furniture Production (Work Shop)
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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FFS/N0902: Assist in compiling list of the required materials, tools and equipment, and arranging it.

Description

This unit describes the performance outcomes required to assist in the preparation and setup of tools, equipment, and materials at the worksite

Scope

The scope covers the following :

- Assist in compiling the required lists of material, tools and equipment
- Assist in coordination with the concerned departments
- Assist in selection of materials as per list and quality checking
- Assist in loading, movement and unloading operations

Elements and Performance Criteria

Assist in compiling the required lists of material, tools and equipment

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

- PC1.** assist in interpreting the number of operations and department involved in the production process
- PC2.** assist in preparing the lists of different raw material, tools and equipment required from various departments
- PC3.** assist in preparing the material movement plan highlighting the various departments involved
- PC4.** assist in the timely compilation and handover of the materials, tools and equipment lists to the supervisor

Assist in coordination with the concerned departments

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

- PC5.** assist in the material selection and movement briefing
- PC6.** assist in handover of the material lists and material movement plans to the concerned department
- PC7.** ensure adherence to defined timelines as per plan and report anomalies if any

Assist in selection of materials as per list and quality checking

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

- PC8.** assist in the identification, measurement and marking of material such as wood, panels, etc.
- PC9.** assist in identification and checking of different architectural hardware & fittings
- PC10.** assist in identification and checking of material for finishing
- PC11.** assist in identification and checking of material for upholstery
- PC12.** assist in identification and checking of tools & equipment, spares, etc.
- PC13.** assist in identification and checking of semi finished & finished goods
- PC14.** assist in ensuring quality of materials and report in case of any anomalies

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Assist in loading, movement and unloading operations

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

- PC15.** interpret the material loading and unloading instruction sheet received from the supervisor.
- PC16.** arrange the appropriate handling equipment for loading and unloading materials.
- PC17.** use the handling equipment to shift the material from the loading/ unloading bay to the designated area.
- PC18.** assist in the maintaining records, timely compilation and handover of the documents to concerned department & supervisor

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the common operations and departments typically found in a production process, such as manufacturing, assembly, quality control, logistics, etc.
- KU9.** the different types and specifications of raw material, tools, and equipment commonly used in the industry or specific furniture manufacturing processes.
- KU10.** the elements of a material movement document and the pre-requisites required for the same
- KU11.** the different departments typically involved in material movements, such as procurement, production, logistics, and quality control.
- KU12.** the importance of compiling accurate and comprehensive lists of materials, tools, and equipment for task execution and resource management.
- KU13.** the requisites involved in conducting site handover activity
- KU14.** the various techniques and standard criteria for selecting appropriate materials in woodworking projects.
- KU15.** safety protocols and procedures for handling and storing woodworking materials.
- KU16.** the process of proper handover procedures for material lists and movement plans to ensure effective coordination and execution of tasks.
- KU17.** the importance of adhering to defined timelines for successful project completion and effective task management.
- KU18.** the measurement techniques, tools, and units of measurement used in furniture fabrication for precise and accurate measurement of materials.

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- KU19.** the marking methods and techniques used in furniture fabrication for effective communication and identification of materials.
- KU20.** the different types of architectural hardware and fittings, along with their characteristics, functions, and specifications commonly used in furniture projects.
- KU21.** the different types of materials commonly used for finishing purposes in furniture projects such as paint, varnish, tiles, wallpaper, etc.
- KU22.** the different types of materials commonly used for upholstery purposes in furniture or interior design projects such as fabrics, leather, foam, etc.
- KU23.** the different types of tools, equipment, and spares commonly used in the woodworking along with their characteristics, functions, and maintenance requirements
- KU24.** the different types of semi-finished and finished goods commonly produced or used in the woodworking along with their characteristics, features, and quality criteria
- KU25.** quality standards and specifications applicable to the commonly used materials in the woodworking or relevant industry.
- KU26.** common quality defects and anomalies that may occur in materials and the associated reporting procedures.
- KU27.** common terminology and symbols used in material handling and logistics.
- KU28.** types of handling equipment used for material loading and unloading
- KU29.** the capabilities and limitations of different handling equipment.
- KU30.** the operation and controls of the handling equipment used for material shifting
- KU31.** safety precautions and procedures related to material shifting using handling equipment.
- KU32.** the importance of maintaining accurate records and timely document compilation
- KU33.** the relevant document types, formats, and filing procedures related to woodworking and related industry.

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame



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GS10. build and maintain positive and effective relationships with clients

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in compiling the required lists of material, tools and equipment</i>	3	8	6	2
PC1. assist in interpreting the number of operations and department involved in the production process	1	-	2	1
PC2. assist in preparing the lists of different raw material, tools and equipment required from various departments	1	4	2	1
PC3. assist in preparing the material movement plan highlighting the various departments involved	1	2	-	-
PC4. assist in the timely compilation and handover of the materials, tools and equipment lists to the supervisor	-	2	2	-
<i>Assist in coordination with the concerned departments</i>	2	8	4	1
PC5. assist in the material selection and movement briefing	1	4	2	1
PC6. assist in handover of the material lists and material movement plans to the concerned department	1	2	-	-
PC7. ensure adherence to defined timelines as per plan and report anomalies if any	-	2	2	-
<i>Assist in selection of materials as per list and quality checking</i>	6	26	14	1
PC8. assist in the identification, measurement and marking of material such as wood, panels, etc.	1	4	2	1
PC9. assist in identification and checking of different architectural hardware & fittings	1	4	2	-
PC10. assist in identification and checking of material for finishing	1	4	2	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. assist in identification and checking of material for upholstery	1	4	2	-
PC12. assist in identification and checking of tools & equipment, spares, etc.	1	4	2	-
PC13. assist in identification and checking of semi finished & finished goods	1	4	2	-
PC14. assist in ensuring quality of materials and report in case of any anomalies	-	2	2	-
<i>Assist in loading, movement and unloading operations</i>	2	10	6	1
PC15. interpret the material loading and unloading instruction sheet received from the supervisor.	-	2	2	-
PC16. arrange the appropriate handling equipment for loading and unloading materials.	1	2	-	1
PC17. use the handling equipment to shift the material from the loading/ unloading bay to the designated area.	1	4	2	-
PC18. assist in the maintaining records, timely compilation and handover of the documents to concerned department & supervisor	-	2	2	-
NOS Total	13	52	30	5

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0902
NOS Name	Assist in compiling list of the required materials, tools and equipment, and arranging it.
Sector	Furniture & Fittings
Sub-Sector	Furniture Design & Production
Occupation	Furniture Production (Work Shop)
NSQF Level	3
Credits	2
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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FFS/N0903: Assist in the setting up the work area as per required operation and managing it

Description

This unit describes the performance outcomes required to perform worksite management based on supervisor instructions

Scope

The scope covers the following :

- Assist in setting up the work area
- Assist in managing the work area

Elements and Performance Criteria

Assist in setting up the work area

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

- PC1.** assist in preparing the work area for the defined operation as per supervisor's instruction
- PC2.** assist in unpacking, arranging the materials, furniture parts, and tools & equipment etc.
- PC3.** ensure the use of appropriate containers to store or carry rivets, bolts, drift pins, and similar items.
- PC4.** ensure that all the materials and equipment are duly checked and stacked properly as per the required work area setup plan

Assist in managing the work area

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

- PC5.** assist in management of the material, tools & equipment and other semi-finished/finished products
- PC6.** assist in given task or operation as per instructions of the supervisor
- PC7.** assist in measurement and maintenance of semi-finished parts & finished goods
- PC8.** ensure cleaning of the work area at required intervals and before the project handover.
- PC9.** assist in collecting, storing, and removing combustible waste products at the end of each work shift.
- PC10.** assist in proper record keeping of materials, tools, and equipment for each workday

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth

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- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** the importance of proper work area preparation and organization for efficient and safe operations.
- KU9.** the proper handling and organization of materials, furniture parts, tools, and equipment
- KU10.** the proper procedure for unpacking, arranging materials and furniture parts, becoming familiar with the inventory list, and identifying discrepancies.
- KU11.** different types of containers suitable for storing and carrying rivets, bolts, drift pins, and similar items.
- KU12.** the various types of material handling equipment such as trolley, forklift, lifter, etc. and its application
- KU13.** different methods of stacking and storage conditions as per the materials
- KU14.** the process, precautions, and body posture to be followed while loading, unloading, and shifting the materials
- KU15.** the importance of effective management of materials, tools & equipment, and products in a woodworking environment.
- KU16.** the basics of designated bays in the woodworking setup specifically for movement and storage of semi-finished/finished products and materials
- KU17.** the safety consideration while assisting in a task based on specified instructions
- KU18.** the importance of performing job work in accordance with specified instructions
- KU19.** measurement techniques and tools used for assessing the dimensions and quality of semi-finished parts and finished goods.
- KU20.** maintenance procedures and best practices for preserving the quality and functionality of semi-finished parts and finished goods.
- KU21.** the basics of workplace safety and cleanliness guidelines
- KU22.** the basics of using different cleaning products, tools, and equipment along with PPE kit
- KU23.** potential hazards and risks associated with an unclean work environment
- KU24.** the tools and equipment used in effective waste disposal process
- KU25.** different types of combustible and other waste materials generated at woodworking setup
- KU26.** proper storage and disposal methods for combustible waste
- KU27.** the various techniques associated with record-keeping of materials, tools, and equipment

Generic Skills (GS)

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

- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization

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- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in setting up the work area</i>	6	20	8	2
PC1. assist in preparing the work area for the defined operation as per supervisor's instruction	-	6	4	-
PC2. assist in unpacking, arranging the materials, furniture parts, and tools & equipment etc.	2	4	4	-
PC3. ensure the use of appropriate containers to store or carry rivets, bolts, drift pins, and similar items.	2	4	-	1
PC4. ensure that all the materials and equipment are duly checked and stacked properly as per the required work area setup plan	2	6	-	1
<i>Assist in managing the work area</i>	8	36	18	2
PC5. assist in management of the material, tools & equipment and other semi-finished/finished products	2	6	2	-
PC6. assist in given task or operation as per instructions of the supervisor	-	6	4	-
PC7. assist in measurement and maintenance of semi-finished parts & finished goods	2	6	4	1
PC8. ensure cleaning of the work area at required intervals and before the project handover.	2	6	4	1
PC9. assist in collecting, storing, and removing combustible waste products at the end of each work shift.	2	6	-	-
PC10. assist in proper record keeping of materials, tools, and equipment for each workday	-	6	4	-
NOS Total	14	56	26	4

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0903
NOS Name	Assist in the setting up the work area as per required operation and managing it
Sector	Furniture & Fittings
Sub-Sector	Furniture Design & Production
Occupation	Furniture Production (Work Shop)
NSQF Level	3
Credits	1
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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FFS/N8201: Follow health, safety, and greening practices at the worksite

Description

This unit describes the performance outcomes required to assist in maintaining health, safety, cleanliness, and hygiene at the worksite.

Scope

The scope covers the following :

- Maintain cleanliness of the worksite
- Follow health and safety procedures
- Maintain personal hygiene
- Follow precautionary measures to avoid work hazards
- Ensure material conservation and optimization of resources

Elements and Performance Criteria

Maintain cleanliness of the worksite

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

- PC1.** ensure adequate stock of cleaning materials and consumables
- PC2.** identify and report poor organizational practices with respect to hygiene, food handling, cleaning
- PC3.** ensure that the trash cans or waste collection points are cleared every day

Follow health and safety procedures

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

- PC4.** use appropriate personal protective equipment compatible with the work and compliant to relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons, etc.
- PC5.** use emergency equipment in accordance with manufacturers' specifications as per requirement

Maintain personal hygiene

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

- PC6.** follow the dress code of the worksite
- PC7.** wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.

Follow precautionary measures to avoid work hazards

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

- PC8.** follow the displayed safety signs at the worksite
- PC9.** undertake the safety measures and checks while handling any electrically powered tools, and equipment, etc.
- PC10.** ensure the usage of harmful chemicals inside work area as per the specified guidelines only
- PC11.** ensure safe handling and disposal of waste and debris

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PC12. undertake correct ways while lifting or movement of the heavy material from one place to another

Ensure material conservation and optimization of resources

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

PC13. ensure optimal material utilization in the specific processes

PC14. implement the suggested ways to conserve and re-use water

PC15. ensure to keep the electrical appliances in OFF position when not in use

PC16. carry out routine cleaning of tools, machines, and equipment as per instruction

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the organization structure, its purpose & objective, various departments, hierarchy, reporting matrix, code of conduct, etc

KU2. various Standard Operating Procedures (SOP) and department-specific processes of the organization

KU3. the products and services provided by the company to clients and its quality standards

KU4. the Key Result Areas (KRA) and its importance in the employee performance and growth

KU5. different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses

KU6. relevance of health and safety requirements applicable in the worksite

KU7. types of cleaning equipment and consumables such as chemicals, liquids, etc.

KU8. the process of raising a grievance and its redressal mechanism

KU9. usage of different colors of dustbins based on the type of waste

KU10. the organization legislative requirements and emergency procedures

KU11. various causes of fire, and usage of different fire prevention equipment

KU12. importance of work ethics, dress code, and personal hygiene

KU13. various types of safety signs and what they mean

KU14. the operational and relevant guidelines for usage and handling of tools and equipment and their serviceability procedures

KU15. storage and handling of hazardous substances

KU16. the process of segregation of waste based on reusable and non-recyclable materials

KU17. importance of safe lifting practices and correct body postures

KU18. importance of material usage planning and utilization

KU19. common practices associated with conserving water and electricity

KU20. various housekeeping process and equipment used for cleaning worksite, tools, and products

Generic Skills (GS)

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

GS1. communicate proficiently in one or more languages, preferably local language and/or english

Qualification Pack

- GS2.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS3.** use the communication systems of the company, e.g., telephone, email, chat, public announcement systems, or hard copy memos/letters
- GS4.** effectively communicate with team members and supervisor in a respectful manner as per the protocol of the organization
- GS5.** work constructively and collaboratively with others
- GS6.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS7.** read notes/comments from the supervisor and teams
- GS8.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS9.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS10.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS11.** use reasoning skills to take appropriate decisions and troubleshoot concerns related to own responsibilities

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain cleanliness of the worksite</i>	3	4	3	2
PC1. ensure adequate stock of cleaning materials and consumables	1	2	-	1
PC2. identify and report poor organizational practices with respect to hygiene, food handling, cleaning	1	-	-	1
PC3. ensure that the trash cans or waste collection points are cleared every day	1	2	3	-
<i>Follow health and safety procedures</i>	5	6	4	1
PC4. use appropriate personal protective equipment compatible with the work and compliant to relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons, etc.	3	3	4	-
PC5. use emergency equipment in accordance with manufacturers' specifications as per requirement	2	3	-	1
<i>Maintain personal hygiene</i>	4	4	5	-
PC6. follow the dress code of the worksite	2	2	3	-
PC7. wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.	2	2	2	-
<i>Follow precautionary measures to avoid work hazards</i>	12	19	-	2
PC8. follow the displayed safety signs at the worksite	3	2	-	1
PC9. undertake the safety measures and checks while handling any electrically powered tools, and equipment, etc.	3	7	-	1
PC10. ensure the usage of harmful chemicals inside work area as per the specified guidelines only	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. ensure safe handling and disposal of waste and debris	3	3	-	-
PC12. undertake correct ways while lifting or movement of the heavy material from one place to another	2	4	-	-
<i>Ensure material conservation and optimization of resources</i>	11	7	8	-
PC13. ensure optimal material utilization in the specific processes	3	2	-	-
PC14. implement the suggested ways to conserve and re-use water	3	2	2	-
PC15. ensure to keep the electrical appliances in OFF position when not in use	2	-	3	-
PC16. carry out routine cleaning of tools, machines, and equipment as per instruction	3	3	3	-
NOS Total	35	40	20	5

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8201
NOS Name	Follow health, safety, and greening practices at the worksite
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	1
Version	3.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

Qualification Pack

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Qualification Pack

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values – Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
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

FFS/N0910: Assist in installation operations for furniture, fixtures & fittings

Description

This unit describes the performance outcomes required to assist in performing basic operations relating to installation

Scope

The scope covers the following :

- Assist in preparing the worksite for installation
- Assist in assembly & installation of furniture, fixtures & fittings
- Assist in cleaning the work site and handover

Elements and Performance Criteria

Assist in preparing the worksite for installation

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

- PC1.** interpret task requirements from work docket/job card and supervisor's instructions pertaining to product assembly & installation to plan resources
- PC2.** assist in identifying the piece/s of furniture that needs to be installed, including the name, model number, and any other relevant information.
- PC3.** assist in selecting and organizing the tools and materials required for the installation, including any special equipment or hardware that may be necessary, and personal protective equipment
- PC4.** assist in loading, unloading, material movement, unpacking the materials/furniture parts/furniture/other products as per given instructions
- PC5.** assist in setting up the work area appropriate to the installation requirement
- PC6.** install the wall and floor safety/protection material to prevent damage to the floor/walls/individuals
- PC7.** ensure safety and proper functioning of the power socket for the usage of power tools before initiating work

Assist in assembly & installation of furniture, fixtures & fittings

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

- PC8.** align different product components & hardwares based on assembly sequence
- PC9.** assist in making cut-outs for electrical outlets, plumbing points, and other arrangements.
- PC10.** assist in assembling the various components of the furniture
- PC11.** assist in installation of the architectural hardwares & fittings
- PC12.** assist in installation of different types of Doors & Windows, aluminium, UPVC, etc.
- PC13.** assist in installation of different types of floorings, etc.
- PC14.** assist in installation of the fixtures
- PC15.** assist in installing and fixing the assembled parts/furniture at the designated place

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- PC16.** assist in testing the furniture & fittings if it is installed properly and functioning properly, make necessary adjustments if required
- PC17.** inspect and mark defects, if any, such as gaps, scratches, loose parts, etc. on the installed furniture.

Assist in cleaning the work site and handover

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

- PC18.** ensure timely completion of the assigned task
- PC19.** ensure that the work area is cleaned, hand and/or power tools and equipment are cleaned, maintained and stored in accordance with workplace procedures
- PC20.** assist in cleaning and covering the finished product, if required, thoroughly before handover
- PC21.** dispose of unwanted materials based on waste disposal procedures.
- PC22.** take note of inputs/feedback from the supervisor/client to incorporate and maintain the requisite documents

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose, and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** the products and services provided by the company to clients and its quality standards
- KU3.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU4.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU5.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU6.** the procedures for conducting visual checks required during the various stages of operations and their importance
- KU7.** the importance of reporting relevant information to the appropriate authority
- KU8.** how to interpret task requirements from work dockets/job cards and supervisor's instructions, including the identification of necessary resources based on product assembly and installation details.
- KU9.** different types of furniture and their identification attributes such as name, model number, and relevant information.
- KU10.** the various tools, materials, special equipment, hardware, and personal protective equipment commonly used in furniture installation.
- KU11.** the principles and procedures for safe loading, unloading, and material movement in the context of furniture installation.
- KU12.** the safety precautions associated with the unpacking of materials/furniture
- KU13.** the setup requirements for different furniture products, such as beds, wardrobes, kitchen cabinets, etc., including space considerations, tools, and equipment needed for installation.
- KU14.** the importance of wall and floor safety/protection during furniture installation to prevent damage to surfaces and ensure a safe working environment.

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- KU15.** the various types of wall and floor safety/protection materials used during furniture installation
- KU16.** the basics of power socket safety and the importance of ensuring its proper functioning before using power tools.
- KU17.** the importance of following an assembly sequence in furniture installation to ensure proper alignment and functionality of the product.
- KU18.** the purpose and techniques of making cut-outs for electrical outlets, plumbing points, and other arrangements.
- KU19.** the various woodworking tools and equipment required for making cut-outs, including saws, drills, chisels, and routers, considering the specific material and type of cut-out required.
- KU20.** the procedures and techniques for assembling different components of furniture using appropriate tools, materials, and equipment
- KU21.** the usage of screws, nails, adhesives, or other fastening methods in furniture assembly by employing tools such as screwdrivers, hammers, or drills
- KU22.** the types and installation methods of architectural hardware and fittings.
- KU23.** the installation techniques and considerations for different types of doors and windows (e.g., aluminium, UPVC).
- KU24.** the types and installation methods of different flooring materials.
- KU25.** the purpose and installation methods of various types of fixtures on furniture.
- KU26.** the process and requirements for installing and fixing furniture in different environments and settings.
- KU27.** the methods and criteria for testing furniture and fittings for proper installation and functionality.
- KU28.** the various types of testing devices used for checking proper alignment, balance, and the correct functioning of moving parts, hinges, locks, or other components.
- KU29.** the criteria for inspecting and identifying defects on installed furniture.
- KU30.** the various types of defects encountered during furniture installation and ways to rectify them
- KU31.** the impact of timely completion of assigned tasks on work efficiency and output.
- KU32.** the importance of maintaining a clean work area and properly cleaning, maintaining, and storing hand and/or power tools and equipment in the furniture furniture installation shop.
- KU33.** the importance of thorough cleaning of the finished product to ensure its cleanliness and presentability before handover in furniture installation shop
- KU34.** the waste disposal procedures applicable to the furniture installation shop, and the importance of proper waste management.
- KU35.** the environmental and safety regulations associated with waste proposal at the worksite
- KU36.** the significance of incorporating inputs and feedback from the supervisor and maintaining relevant documents in the furniture installation shop.
- KU37.** how to prepare effective notes and job work documentation

Generic Skills (GS)

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

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- GS1.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS2.** effectively communicate with team members and supervisors respectfully as per the protocol of the organization
- GS3.** work constructively and collaboratively with others
- GS4.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS5.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS6.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS7.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS8.** use reasoning skills to make appropriate decisions and troubleshoot concerns related to own responsibilities
- GS9.** plan and prioritize the tasks efficiently and accurately within the specified time frame
- GS10.** build and maintain positive and effective relationships with clients

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in preparing the worksite for installation</i>	6	14	7	1
PC1. interpret task requirements from work docket/job card and supervisor's instructions pertaining to product assembly & installation to plan resources	-	2	1	-
PC2. assist in identifying the piece/s of furniture that needs to be installed, including the name, model number, and any other relevant information.	-	2	1	-
PC3. assist in selecting and organizing the tools and materials required for the installation, including any special equipment or hardware that may be necessary, and personal protective equipment	2	2	1	1
PC4. assist in loading, unloading, material movement, unpacking the materials/furniture parts/furniture/other products as per given instructions	-	2	1	-
PC5. assist in setting up the work area appropriate to the installation requirement	2	2	1	-
PC6. install the wall and floor safety/protection material to prevent damage to the floor/walls/individuals	-	2	2	-
PC7. ensure safety and proper functioning of the power socket for the usage of power tools before initiating work	2	2	-	-
<i>Assist in assembly & installation of furniture, fixtures & fittings</i>	14	20	16	3
PC8. align different product components & hardwares based on assembly sequence	-	2	-	-
PC9. assist in making cut-outs for electrical outlets, plumbing points, and other arrangements.	-	2	2	-
PC10. assist in assembling the various components of the furniture	2	2	2	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. assist in installation of the architectural hardware & fittings	2	2	2	1
PC12. assist in installation of different types of Doors & Windows, aluminium, UPVC, etc.	2	2	2	-
PC13. assist in installation of different types of floorings, etc.	2	2	2	1
PC14. assist in installation of the fixtures	2	2	2	-
PC15. assist in installing and fixing the assembled parts/furniture at the designated place	2	2	2	-
PC16. assist in testing the furniture & fittings if it is installed properly and functioning properly, make necessary adjustments if required	-	2	2	-
PC17. inspect and mark defects, if any, such as gaps, scratches, loose parts, etc. on the installed furniture.	2	2	-	1
<i>Assist in cleaning the work site and handover</i>	6	8	3	2
PC18. ensure timely completion of the assigned task	-	2	1	-
PC19. ensure that the work area is cleaned, hand and/or power tools and equipment are cleaned, maintained and stored in accordance with workplace procedures	2	2	-	1
PC20. assist in cleaning and covering the finished product, if required, thoroughly before handover	2	-	1	-
PC21. dispose of unwanted materials based on waste disposal procedures.	2	2	-	1
PC22. take note of inputs/feedback from the supervisor/client to incorporate and maintain the requisite documents	-	2	1	-
NOS Total	26	42	26	6

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0910
NOS Name	Assist in installation operations for furniture, fixtures & fittings
Sector	Furniture & Fittings
Sub-Sector	Furniture Design & Production
Occupation	Furniture Production (Work Shop)
NSQF Level	3
Credits	6
Version	1.0
Last Reviewed Date	31/08/2023
Next Review Date	31/08/2026
NSQC Clearance Date	31/08/2023

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 the proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on a 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 the 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 a minimum aggregate passing percentage of 70% for the QP and a minimum of 70% for each NOS.
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 : 70

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

Minimum Passing % at NOS Level: 50

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0901.Assist in interpreting work dockets, and recce of work area/work site	18	44	32	6	100	20
FFS/N0902.Assist in compiling list of the required materials, tools and equipment, and arranging it.	13	52	30	5	100	20
FFS/N0903.Assist in the setting up the work area as per required operation and managing it	14	56	26	4	100	25
FFS/N8201.Follow health, safety, and greening practices at the worksite	35	40	20	5	100	5
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	5
Total	100	222	108	20	450	75

Elective: 1 Installation

Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0910.Assist in installation operations for furniture, fixtures & fittings	26	42	26	6	100	25
Total	26	42	26	6	100	25