

QUALIFICATION PACK – OCCUPATIONAL STANDARD FOR FURNITURE AND FITTINGS SECTOR

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

Contact Us:

E-mail: NOS@ffsc.in

Ph No.: 012-44425251



Contents

1. Introduction and Contacts..... Page no. 1
2. Qualifications Pack.....Page no.2
3. OS Units.....Page no.2
4. Glossary of Key TermsPage no.3

Introduction

Qualification Pack - Carpenter – Wooden Furniture

SECTOR:	FURNITURE AND FITTING
SUB SECTOR:	Wooden Furniture
OCCUPATION:	Carpentry
REFERENCE ID:	FFS/Q0102
ALIGNED TO:	NCO- 2004/ 7124.10/7124.35

Carpentry for furniture making is a skilled trade in which the primary work performed is the cutting, shaping and installation of different components together to make the final product.

Brief Job Description: Furniture Maker is responsible for designing, building and repairing fixtures, furniture, and other items using different types of wood. He/she is required to study the technical drawings, measure, cut and shape wood, plywood or other material.

Personal Attributes: A Furniture Maker should have knowledge of different types of furniture and its installation along with knowledge of structure of furniture, dimension conversion and conversion of drawings to furniture. He/ she is required to be flexible in terms of adapting their style of work to different types of furniture design and the type of furniture He/she should have good mathematical skills and have accuracy in measurement along with having good hand-eye coordination.

Qualification Pack For Carpenter

Job Details	Qualifications Pack Code	FFS/Q0102		
	Job Role	Carpenter – Wooden Furniture		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Furniture and Fittings	Drafted on	23/06/15
	Sub-sector	Wooden Furniture	Last reviewed on	30/06/15
	Occupation	Carpentry	Next review date	30/06/17
	NSQC Clearance on			

Job Role	Carpenter – Wooden Furniture
Role Description	Furniture Maker is responsible for designing, building and repairing fixtures, furniture, and other items using different types of wood. He/she is required to study the technical drawings, measure, cut and shape wood, plywood or other material.
NSQF level	4
Minimum Educational Qualifications	Preferably Class V
Maximum Educational Qualifications	N/A
Training (Suggested but not mandatory)	N/A
Minimum Job Entry Age	18 Years
Experience	Minimum of two years of experience as an assistant in furniture making preferred
Applicable National Occupational Standards (NOS)	<p>Compulsory</p> <ol style="list-style-type: none"> FFS/N0102 Carry out cutting and trimming of the wood FFS/N0103 Carry out assembling of different parts of the furniture FFS/N8501 Maintain the work area, tools and machines FFS/N8601 Maintain health, safety and security at workplace FFS/N8701 Carry out work effectively at the workplace <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

Qualification Pack For Carpenter

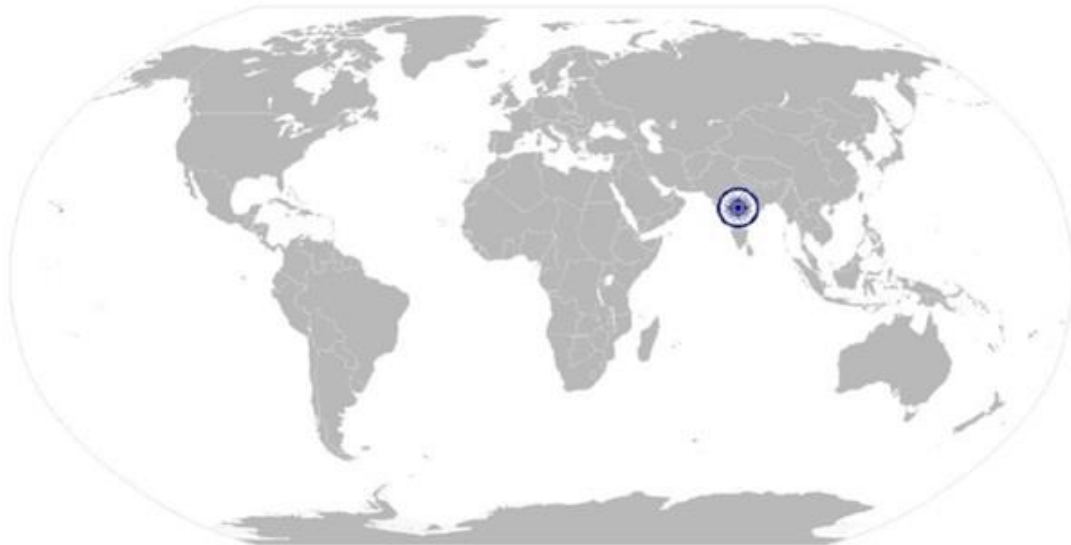
Definition

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

Qualification Pack For Carpenter

Acronyms	Keywords /Terms	Description
	OS	Occupational Standard(s)
	NOS	National Occupational Standard(s)
	QP	Qualifications Pack
	NSQF	National Skill Qualifications Framework
	TBD	To Be Determined

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for a furniture maker to carry out cutting and trimming of the wood to make components of the furniture.

FFS/N0102

Carry out cutting and trimming of the wood

National Occupational Standard

Unit Code	FFS/N0102
Unit Title (Task)	Carry out cutting and trimming of the wood
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for a furniture maker to carry out cutting and trimming of the wood to make components of the furniture.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Preparation • Cutting and trimming • Inspection
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation	To be competent, the user/individual on the job must be able to: PC1. Collect technical drawings or instructions from supervisors PC2. Clarify with the supervisor in case the design or instructions are unclear PC3. Prepare sketches taking as per the requirements of the customer, in case of absence of such drawing / sketch PC4. Estimate height, width, length, and other proportions for preparation of the layout PC5. Prepare list of components required based on specific measurements and characteristic PC6. Select materials and the type of timber as per customer requirements PC7. Determine the quantity of materials required for the job PC8. Ensure the availability of cutting tools and equipment as per the requirement PC9. Sharpen the tools if required PC10. Organize the tools and equipment used for the process as per the requirement of the process PC11. Identify the appropriate power sockets to be used for different electrical equipment PC12. Check for safety and proper functioning of the power sockets PC13. Test run the electrical equipment before starting the actual work PC14. Report to the supervisor in case of unsafe electrical equipment and power socket
Cutting and trimming	PC15. Take measurements as per the technical drawings or the instructions of the supervisor PC16. Mark appropriately on the wood/ laminates based on the measurement PC17. Place the cutting tool or equipment appropriately on the wood to be cut and as per the measurement PC18. Cut the wood using appropriate tools and equipment as per the specified measurements PC19. Prepare wood based boards and laminating sheets as per the requirement of the size and shape

FFS/N0102

Carry out cutting and trimming of the wood

	<p>PC20. Prepare components to facilitate joining and fixing and to provide for fittings and fixtures</p> <p>PC21. Remove excess wood by trimming the cut wood in case the wood is not cut as per the measurement</p> <p>PC22. Prepare templates, jigs and fixtures for furniture using material such as wood, Plywood, fiberglass, or drywall</p> <p>PC23. Ensure cut components are positioned in their designated place as per the instructions of the supervisor</p> <p>PC24. Ensure all the components are arranged for the next stage of production</p>
Inspection	<p>PC25. Conduct a visual check for any errors or damages to the cut components</p> <p>PC26. Verify if the cut components are in line with the technical drawings and the design specification</p> <p>PC27. Rectify the errors within one’s own responsibility and as per instructions of the supervisors</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Expectations and responsibilities of the job role</p> <p>KA2. The organization’s rules, codes, guidelines and standards</p> <p>KA3. Various types of designs of the products</p> <p>KA4. Organizational policies , manuals and rules and regulations</p> <p>KA5. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA6. Contact person in case of queries on procedure or products</p> <p>KA7. Method to handle tools and equipment safely and the health and safety implications of not doing so</p> <p>KA8. Proper disposal system for waste and by-product</p> <p>KA9. Escalation hierarchy</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic properties of timber, Plywood, metal etc. (whichever material furniture he/ she makes)</p> <p>KB2. Different types of timber</p> <p>KB3. Measurement length, width & depth in MKS & FPS system and its application</p> <p>KB4. Basic calculations pertaining to timber & other material used for furniture</p> <p>KB5. Read and interpret technical drawings</p> <p>KB6. Procedure of taking measurements as per the technical drawings</p> <p>KB7. Method of marking on the wood/ laminates based on the measurement</p> <p>KB8. Method of placing the cutting tool or equipment appropriately on the wood to be cut and as per the measurement</p> <p>KB9. Method of cutting the wood using appropriate tools and equipment</p> <p>KB10. Various cutting angles for different tools in relation to hard and soft timbers</p> <p>KB11. Procedure to prepare wood based boards and laminating sheets</p> <p>KB12. Methods and tools for joining and fixing</p>

FFS/N0102

Carry out cutting and trimming of the wood

	<p>KB13. Method of trimming of wood to remove excess wood</p> <p>KB14. Procedure to prepare templates, jigs and fixtures for furniture using material such as wood, Plywood, fiberglass, or drywall</p> <p>KB15. Preparing sketches as per customer / supervisor instructions</p> <p>KB16. Estimating proportions for preparation of furniture from drawings</p> <p>KB17. List of components required based on specific measurements and characteristic</p> <p>KB18. Procedure of choosing the type of timber depending on furniture and requirement</p> <p>KB19. Procedure for estimation of quantity of material and consumables required</p> <p>KB20. Safety procedures to follow while operating powered tools</p> <p>KB21. Method of conducting visual inspection for any errors or damages to the cut components</p> <p>KB22. Sharpening angles for tools used for different purposes</p> <p>KB23. Methods of storing sharpened tools</p> <p>KB24. Different tools and equipment- Sharpening saws, chisels, bench planes, shoulder planes, scrapers, and spoke shaves</p> <p>KB25. Cleaning and maintenance procedures</p> <p>KB26. Sharpening angles for tools used for different purposes</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Analyze the defects and the procedure for dealing with it
	SA2. Take appropriate decisions related to job role
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
SA3. Plan and organize cleaning and maintenance activities	
SA4. Work with helpers, supervisors/ team mates to carry out work related tasks	
SA5. Plan work according to the required schedule	
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA6. Perform cutting activities as per the customer requirements
	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Review the defects and take appropriate decision along with the supervisor
SB2. Make technical drawings for furniture making	
SB3. Mark and take measurements from the technical drawings for making furniture	
SB4. Cut and trim the timber for making furniture	
Plan and Organize	
The user/ individual on the job needs to know and understand how to:	
SB5. Follow the technical drawing for making furniture	

FFS/N0102

Carry out cutting and trimming of the wood

	SB6. make technical drawings for making furniture
	SB7. plan schedule of day for meeting timelines
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB8. Perform cutting activities as per the customer requirements
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB9. Review the defects and take appropriate decision along with the supervisor
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB10. Diagnose common defects in the cut material based on visual inspection
	Critical Thinking
The user/ individual on the job needs to know and understand how to: SB11. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	



FFS/N0102 Carry out cutting and trimming of the wood

NOS Version Control

NOS Code	FFS/N0102		
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Sector	Furniture and Fittings	Drafted on	23/06/15
Industry Sub-sector	Wooden Furniture	Last reviewed on	30/06/15
Occupation	Carpentry	Next review date	30/06/17

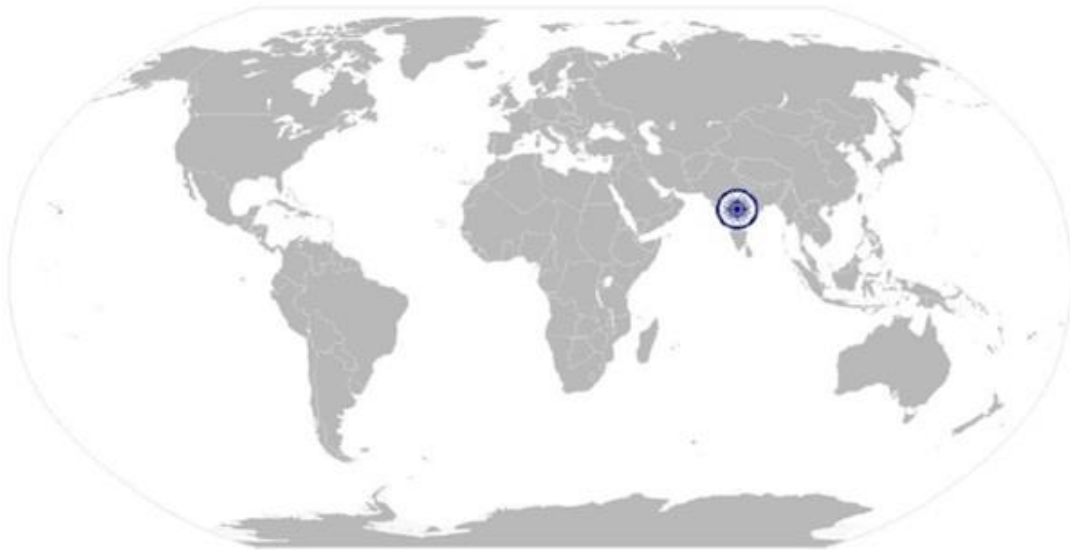
[Back To Top](#)



FFS/N0103

Carry out assembling of different parts of the furniture

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for a carpenter to carry out assembling of different components together to make the furniture.

FFS/N0103 Carry out assembling of different parts of the furniture

National Occupational Standard

Unit Code	FFS/N0103
Unit Title (Task)	Carry out assembling of different parts of the furniture
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for a carpenter to carry out assembling of different components together to make the furniture.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Preparation • Assembly • Finishing • Inspection
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Preparation	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Collect technical drawings or instructions from supervisors</p> <p>PC2. Clarify with the supervisor in case the design or instructions are unclear</p> <p>PC3. Prepare sketches taking as per the requirements of the customer, in case of absence of such drawing / sketch</p> <p>PC4. Estimate height, width, length, and other proportions for preparation of the layout</p> <p>PC5. Identify different components and their respective positions as per the design requirement</p> <p>PC6. Ensure the availability of required materials, tools and equipment for the assembling process</p> <p>PC7. Organize the tools and equipment used for the process as per the requirement of the process</p> <p>PC8. Identify the appropriate power sockets to be used for different electrical equipment</p> <p>PC9. Check for safety and proper functioning of the power sockets</p> <p>PC10. Test run the electrical equipment before starting the actual work</p> <p>PC11. Report to the supervisor in case of unsafe electrical equipment and power socket</p>
Assembly	<p>PC12. Follow technical drawings or instructions from supervisors</p> <p>PC13. Prepare templates, jigs and fixtures for furniture using material such as wood, Plywood, fiberglass, or drywall</p> <p>PC14. Align and position the components according to the drawing and as required for joining</p> <p>PC15. Assemble the components ensuring correct fit and as per instructions of the supervisor</p> <p>PC16. Perform operations using the appropriate tools and equipment - chisels, planes, saws, drills, and sanders to repair and erect structures</p> <p>PC17. Join the materials with nails, screws, staples, or adhesives as per the specifications</p> <p>PC18. Ensure appropriate amount of adhesive is applied as per the material and requirement</p>

FFS/N0103 Carry out assembling of different parts of the furniture

	<p>PC19. Check overall accuracy in terms of measurements and standard work practices</p> <p>PC20. Check quality of the product in terms of rigidity, steadiness, angular accuracy and neatness</p>
Finishing	<p>PC21. Apply hard putty on the furniture</p> <p>PC22. Clean the furniture in case of dust accumulation as per instructions of the supervisor</p>
Inspection	<p>PC23. Conduct a visual check for any misfits in the assembled parts</p> <p>PC24. Conduct a visual check for any scratches or defects in the furniture</p> <p>PC25. Verify if the furniture is in line with the blueprint and the design specification</p> <p>PC26. Rectify the errors within one's own responsibility and as per instructions of the supervisors</p> <p>PC27. Check alignment and snag in assembled parts and furniture</p> <p>PC28. Conduct performance test of the finished product as per supervisor's instructions</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Expectations and responsibilities of the job role</p> <p>KA2. The organization's rules, codes, guidelines and standards</p> <p>KA3. Various types of designs of the products</p> <p>KA4. Organizational policies, manuals, safety and environmental and rules and regulations</p> <p>KA5. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA6. Contact person in case of queries on procedure or products</p> <p>KA7. Method to handle tools and equipment safely and the health and safety implications of not doing so</p> <p>KA8. Proper disposal system for waste and by-product</p> <p>KA9. Escalation hierarchy</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Basic properties of timber, Plywood, metal etc. (whichever material furniture he/ she makes)</p> <p>KB2. Measurement length, width & depth in MKS & FPS system and its application</p> <p>KB3. Drawings, sketches & technical instructions</p> <p>KB4. Basic calculations pertaining to timber & other material used for furniture</p> <p>KB5. Read and interpret technical drawings</p> <p>KB6. Procedure of taking measurements as per the technical drawings</p> <p>KB7. Method of marking on the wood/ laminates based on the measurement</p> <p>KB8. Various components and material required for assembling furniture</p> <p>KB9. Various tools and equipment required for assembling of cut components</p> <p>KB10. Processes of assembling - Cutting, pasting, trimming, laminating, edge bending, turning cut components for making desired furniture</p> <p>KB11. Method of operating powered tools</p>

FFS/N0103 Carry out assembling of different parts of the furniture

	<p>KB12. Procedure to prepare templates, jigs and fixtures for furniture using material such as wood, Plywood, fiberglass, or drywall</p> <p>KB13. Technique of operating various tools and equipment</p> <p>KB14. Technique of joining the materials with nails, screws, staples, or adhesives</p> <p>KB15. Procedure of applying hard putty</p> <p>KB16. Performance standards of the standard products</p> <p>KB17. Various types of defects in the assembled furniture</p> <p>KB18. Properties of different types of glues used in furniture making</p> <p>KB19. Amount of adhesive that needs to be used</p> <p>KB20. Various types of joins – butt joinery, dovetail and lapped dovetail joinery, miters and scribes, mortise and tenon joinery, glues and correct choice of glue</p> <p>KB21. Sharpening angles for tools used for different purposes</p> <p>KB22. Methods of storing sharpened tools</p> <p>KB23. Different tools and equipment- Sharpening saws, chisels, bench planes, shoulder planes, scrapers, and spoke shaves</p> <p>KB24. Cleaning and maintenance procedures</p> <p>KB25. Basic calculations of volumes, ratios and dimension conversions.</p> <p>KB26. Procedure for estimation of quantity of material and consumables required</p> <p>KB27. Safety procedures to follow while operating powered tools</p> <p>KB28. Method of conducting visual inspection for any errors or damages to the cut components</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Write in English/local language as applicable
	SA2. Mark appropriately based on the measurements
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
SA3. Read Basic English/ local language as applicable	
SA4. Read and understand catalogs , job cards etc.	
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA5. Communicate effectively with team
	SA6. Speak in English/ local language as applicable
	Decision Making
	The user/ individual on the job needs to know and understand how to:
SB1. Decide the location of each cut component for assembling the furniture	
SB2. Operate various hand and powered tools for assembling and joining the cut components	
SB3. Use the correct amount of adhesive for pasting the cut components	
SB4. Analyze the defects and the procedure for dealing with it	
SB5. Use correct safety gear as applicable while at the workplace	
SB6. Take appropriate decisions related to responsibilities	

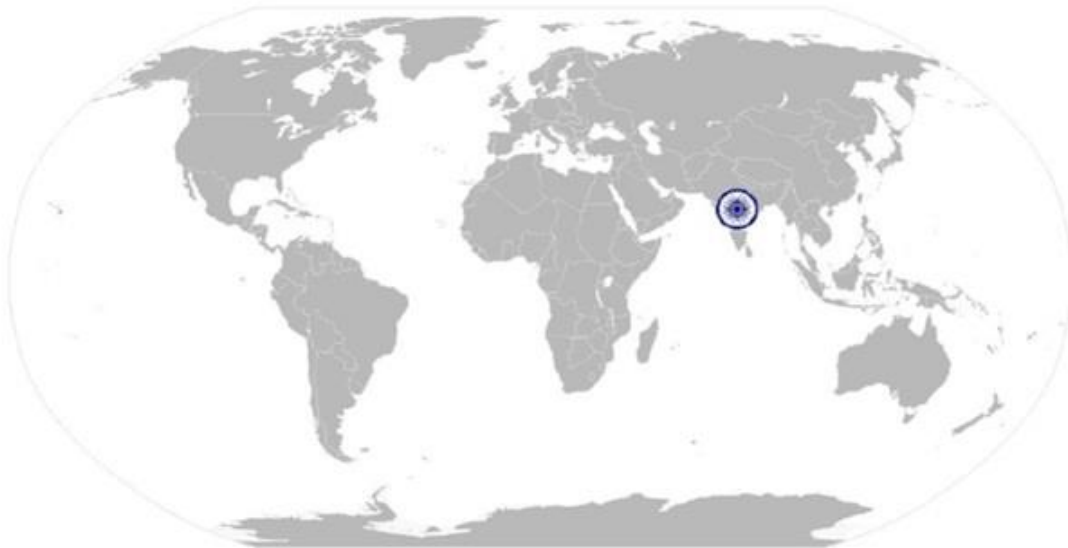
FFS/N0103 Carry out assembling of different parts of the furniture

	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB7. Plan and organize assembling activities SB8. Work with helpers, supervisors/ team mates to carry out work related tasks SB9. Plan work according to the required schedule
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB10. Perform assembling activities as per the customer requirements and instructions from the supervisor
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB11. Review the defects and take appropriate decision along with the supervisor
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB12. Diagnose common defects in the assembled product based on visual inspection SB13. Diagnose snags in assembled furniture SB14. Basic Arithmetic Skills
	Critical Thinking
The user/ individual on the job needs to know and understand how to: SB15. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	

FFS/N0103 Carry out assembling of different parts of the furniture
NOS Version Control

NOS Code	FFS/N0103		
Credits(NSQF)	TBD	Version number	1.0
Sector	Furniture and Fittings	Drafted on	23/06/15
Industry Sub-sector	Wooden Furniture	Last reviewed on	30/06/15
Occupation	Carpentry	Next review date	30/06/17

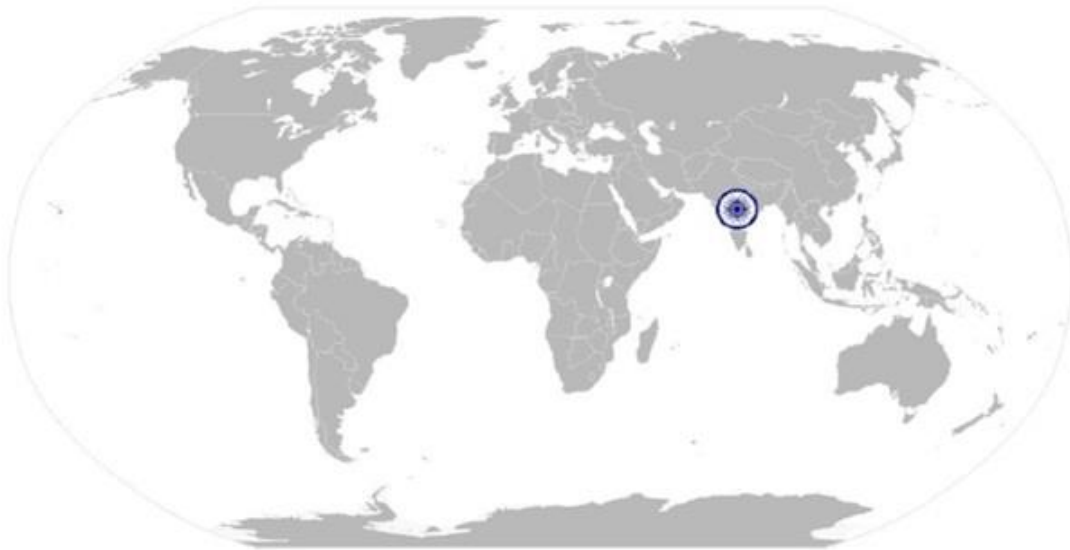
[Back To Top](#)



FFS/N8501

Maintain the work area, tools and machines

National Occupational Standard



Overview

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

FFS/N8501 Maintain the work area, tools and machines

National Occupational Standard

Unit Code	FFS/N8501
Unit Title (Task)	Maintain the work area, tools and machines
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintenance of work area, tools and machines
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintenance of work area, tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Prepare and organize work</p> <p>PC5. Maintain a clean and hazard free working area</p> <p>PC6. Deal with work interruptions</p> <p>PC7. Move around the workplace with care</p> <p>PC8. Maintain tools equipment and consumables</p> <p>PC9. Carry out maintenance and/or cleaning outside responsibility</p> <p>PC10. Report unsafe equipment and other dangerous occurrences</p> <p>PC11. Ensure that the correct machine guards are in place</p> <p>PC12. Work in a comfortable position with the correct posture</p> <p>PC13. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC14. Dispose of waste safely in the designated location</p> <p>PC15. Store cleaning equipment safely after use</p> <p>PC16. Complete and store accurate records and documentation</p> <p>PC17. Give inputs and assist in completing documentation</p> <p>PC18. Report the need for maintenance and/or cleaning outside your area of responsibility</p> <p>PC19. Ensure safe and correct handling of materials, equipment and tools</p> <p>PC20. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Expectations and responsibilities of the job role</p> <p>KA2. The organization's rules, codes, guidelines and standards</p> <p>KA3. Organizations rules and regulations pertaining to work standards</p> <p>KA4. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA5. Contact person in case of queries on procedure or products</p> <p>KA6. Method to handle tools and equipment safely and the health and safety implications of not doing so</p> <p>KA7. Proper disposal system for waste and by-product</p>

FFS/N8501

Maintain the work area, tools and machines

	KA8. Escalation hierarchy
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of good time keeping and attendance</p> <p>KB5. The importance of minimized production costs</p> <p>KB6. The importance of taking action when problems are identified</p> <p>KB7. Different ways of minimizing waste</p> <p>KB8. Effects of contamination on products i.e. dirt, water and from other work happening at the site</p> <p>KB9. Common faults with equipment and the method to rectify them</p> <p>KB10. Maintenance procedures of tools and equipment and consumables as per manufacturer's instructions</p> <p>KB11. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB12. Different types of cleaning equipment and substances and their use</p> <p>KB13. Safe working practices for cleaning and the method of carrying them out</p> <p>KB14. The production process and the specific work activities that relate to the whole process</p>
Skills (S)	
A. Core Skills / Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English/local language as applicable</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read Basic English/ local language as applicable</p> <p>SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.</p> <p>Oral Communication (Listening and Speaking Skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Communicate effectively with team</p> <p>SA5. Speak in English/ local language as applicable</p> <p>SA6. Use correct technical terms while interacting with supervisors and team members</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>SB2. Assess for any damage/faulty component in the equipment/machines and take action accordingly</p> <p>SB3. Evaluate the decision and conduct basic trouble shooting</p> <p>Plan and Organize</p> <p>The user/ individual on the job needs to know and understand how to:</p>

FFS/N8501

Maintain the work area, tools and machines

	SB4. Plan and manage work routine based on company procedure
	SB5. Work with supervisors/ team mates to carry out work related tasks
	SB6. Plan for cleaning and lubricating the concerned machinery daily
	SB7. Plan for cleaning the concerned tools and workplace daily before and after operations
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB8. Ensure and follow organizational procedures pertaining to health and safety are followed
	Problem Solving
The user/ individual on the job needs to know and understand how to:	
SB9. Solve operational role related issues	
Analytical Thinking	
The user/ individual on the job needs to know and understand how to:	
SB10. Diagnose common problems in the machine based on visual inspection	
Critical Thinking	
The user/ individual on the job needs to know and understand how to:	
SB11. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	



FFS/N8501 Maintain the work area, tools and machines

NOS Version Control

NOS Code	FFS/N8501		
Credits(NSQF)	TBD	Version number	1.0
Sector	Furniture and Fittings	Drafted on	23/06/15
Industry Sub-sector	Wooden Furniture	Last reviewed on	30/06/15
Occupation	Carpentry	Next review date	30/06/17

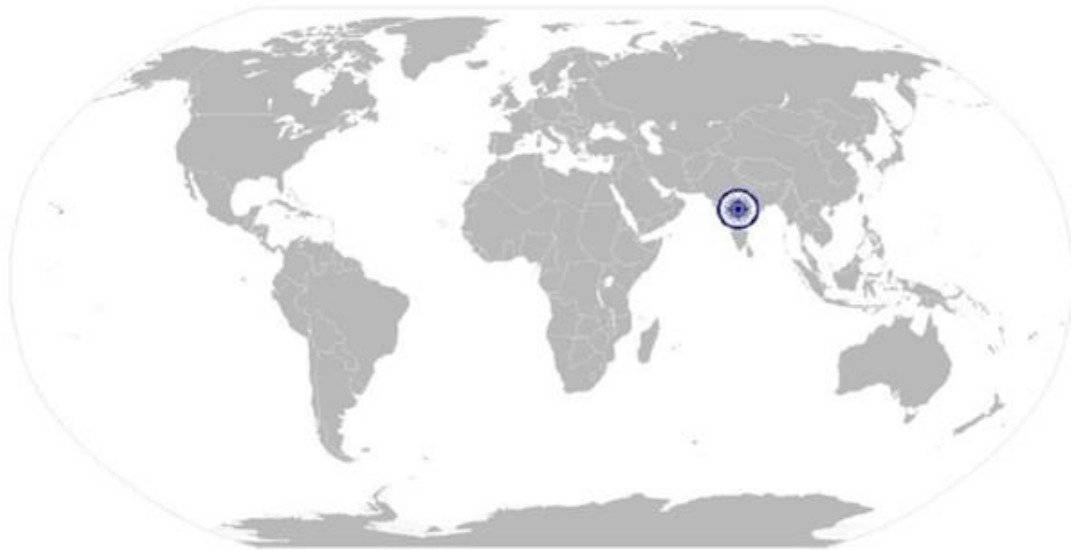
[Back To Top](#)



FFS/N8601

Maintain health, safety and security at workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.

FFS/N8601 Maintain health, safety and security at workplace

National Occupational Standard

Unit Code	FFS/N8601
Unit Title (Task)	Maintain health, safety and security at workplace
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Compliance with health, safety and security requirements at work location
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Compliance with health, safety and security requirements at work location	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Follow health and safety related instructions applicable to the work locations at all times</p> <p>PC2. Carry out own activities in line with approved guidelines and procedures</p> <p>PC3. Ensure the worksite is free from health and safety hazards</p> <p>PC4. Follow manufacturers' and other relevant instructions relating to safe use of equipment and materials</p> <p>PC5. Safely handle and move waste and debris</p> <p>PC6. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC7. Monitor the workplace and work processes for potential risks and threats</p> <p>PC8. Identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC9. Undertake first aid like fractures, cuts, bleeding, fire and electrocution if asked to do so</p> <p>PC10. Take appropriate action in case of fire emergency</p> <p>PC11. Use safety equipment and personal protection equipment such as gloves , goggles ,mask and shoes correctly</p> <p>PC12. Follow agreed work location procedures in the event of an emergency and of any injury</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Health and safety related practices applicable at the work location</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential accidents and emergencies and how to respond to these situations</p> <p>KA5. Reporting protocol and documentation required</p> <p>KA6. Actions to take in the event of accident, emergency or fire</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Potential hazards and risks which may be present at furniture and</p>

FFS/N8601

Maintain health, safety and security at workplace

	<p>fitting related work place</p> <p>KB2. Identification, handling and storage of materials, tools and equipment</p> <p>KB3. Importance of keeping the work area risk and hazard free</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Potential risks due to own actions and methods to minimize these</p> <p>KB6. Safe working practices in a furniture and fittings related workplace</p> <p>KB7. Procedures for dealing with injured persons</p> <p>KB8. The different types of personal protective equipment and when they should be used</p>
Skills (S)	
<p>A. Core Skills / Generic Skills</p>	<p>Writing Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Document and fill forms as applicable for health and safety compliance</p>
	<p>Reading Skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read all organizational and equipment related health and safety manuals and documents</p> <p>SA3. Read and comprehend safety related documents at the work location</p>
	<p>Oral Communication (Listening and Speaking Skills)</p>
<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Give clear instructions to co-workers, subordinates and other personnel at the work location</p>	
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Make an appropriate timely decision in responding to emergencies/accidents</p>
	<p>Plan and Organize</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB2. Work with supervisors/ team mates to carry out work related tasks</p> <p>SB3. Plan work schedule, work location, tools, equipment and material to minimize health and safety risk</p>
	<p>Customer Centricity</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Ensure and follow work location procedures pertaining to health and safety are followed</p>
	<p>Problem Solving</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB5. Take appropriate actions during emergencies, accidents or fire at the work location</p>
	<p>Analytical Thinking</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB6. Identify cause and effect relations in their area of work</p>
<p>Critical Thinking</p>	
<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. Apply balanced judgment to different situations</p>	

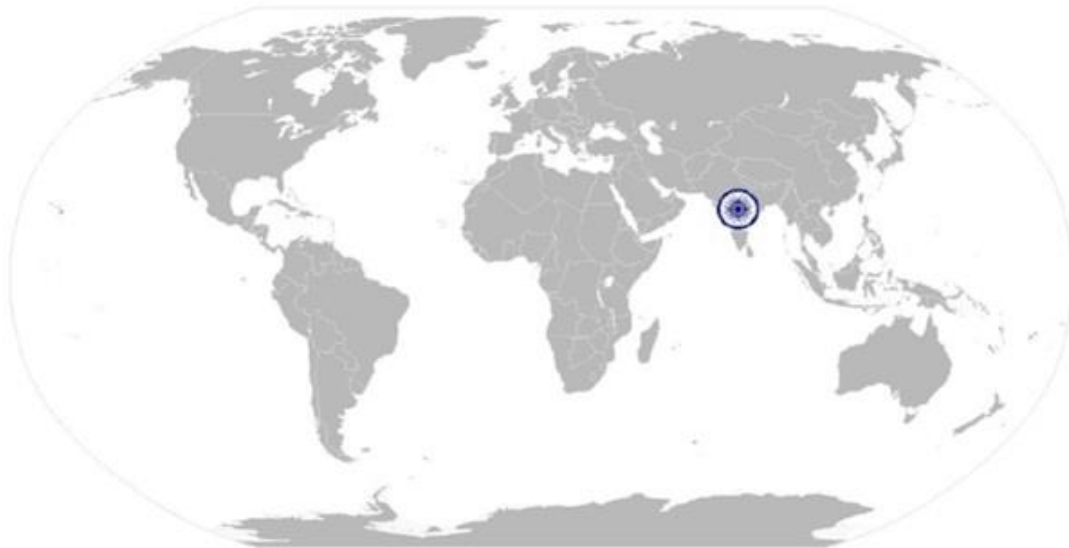
FFS/N8601

Maintain health, safety and security at workplace

NOS Version Control

NOS Code		FFS/N8601	
Credits(NSQF)	TBD	Version number	1.0
Sector	Furniture and Fittings	Drafted on	23/06/15
Industry Sub-sector	Wooden Furniture	Last reviewed on	30/06/15
Occupation	Carpentry	Next review date	30/06/17

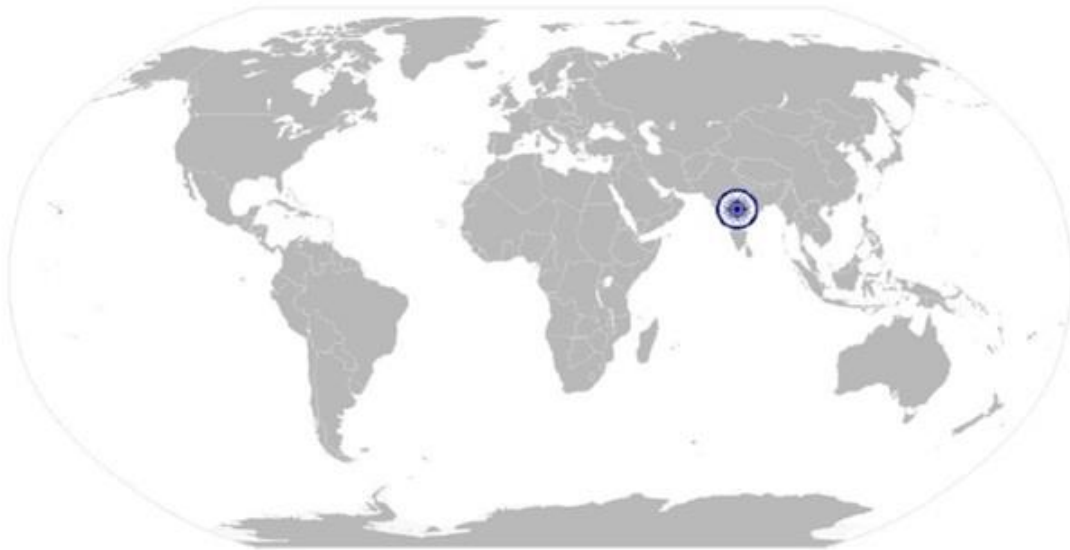
[Back To Top](#)



FFS/N8701

Carry out work effectively at the workplace

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for an individual to carry out work effectively by interacting with the stakeholder and compliance to organizational rules and regulations.

FFS/N8701 Carry out work effectively at the workplace

National Occupational Standard

Unit Code	FFS/N8701
Unit Title (Task)	Carry out work effectively at the workplace
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for an individual to carry out work effectively by interacting with the stakeholder and compliance to organizational rules and regulations.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Work effectively • Stakeholder Interaction • Compliance to organizational rules and regulations
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Work Effectively	To be competent, the user/individual on the job must be able to: PC1. Ensure all the required resources before beginning work PC2. Whenever necessary work with others to achieve set work objectives PC3. Keep work area in a tidy and organized state PC4. Complete allocated tasks within the desired time frame and quality standards
Stakeholder Interaction	PC5. Display courteous behavior at all times PC6. Respond politely to customer queries PC7. Seek assistance as and when required from appropriate authority at the workplace in an appropriate manner PC8. Ask questions and seek clarifications on work tasks whenever required PC9. Follow dress code as applicable at the work location
Compliance to organizational rules and regulations	PC10. Carry out work functions in accordance with the norms of the organization and work place PC11. Follow organizational policies and procedures PC12. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel PC13. Identify and report any possible deviations to appropriate authority
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. Hierarchy in the organization KA2. The organizational policies and procedures KA3. The importance of team work KA4. The importance of effective communication and establishing good working relationships with stakeholders KA5. Responsibilities and objectives of the role
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. The principle of furniture and fittings manufacturing and installation KB2. Procedures need to be followed to obtain required resources to complete work objective KB3. Importance of having correct understanding of work task and objective KB4. When and why it may be necessary to work with others to achieve set work objective

FFS/N8701

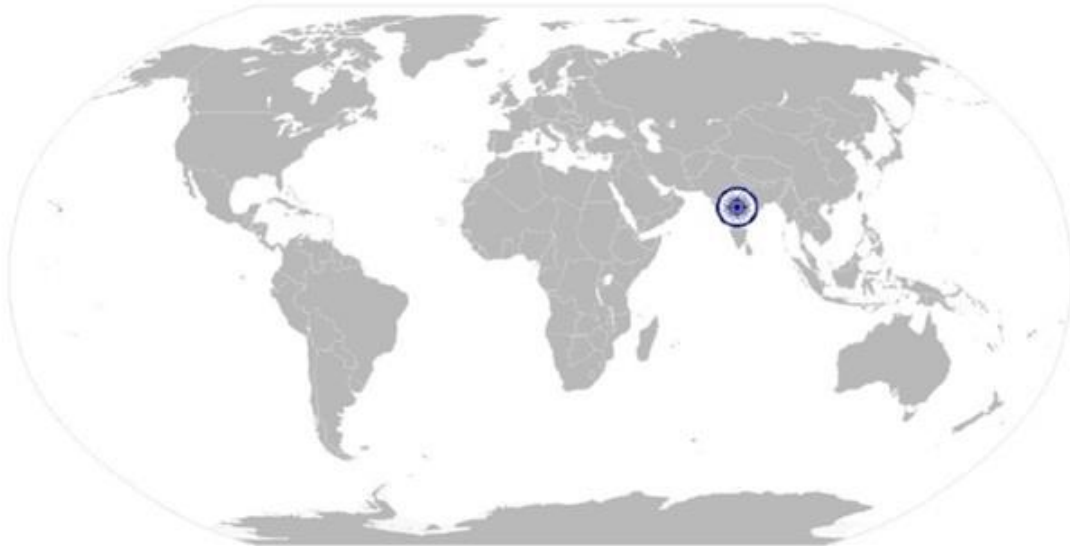
Carry out work effectively at the workplace

	<p>KB5. Importance of keeping the work area tidy and clean</p> <p>KB6. Applicable quality standards for assigned work task and objective</p> <p>KB7. Different methods of communication and its appropriate usage</p> <p>KB8. Benefits of cordial relationships with colleagues and clients</p> <p>KB9. Effective working relationships with all stakeholders: internal and external</p> <p>KB10. Procedures in the organization to deal with conflict and poor working relationships</p> <p>KB11. Reporting procedure in case of deviations</p> <p>KB12. Organizational policies and procedures</p>	
Skills (S)		
A. Core Skills / Generic Skills	Writing Skills	
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Fill in forms accurately based on the requirement and as applicable</p> <p>SA2. Write in English/local language as applicable</p>	
	Reading Skills	
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read and interpret workplace documentation</p> <p>SA4. Read and interpret organizational policies and procedures</p>	
	Oral Communication (Listening and Speaking Skills)	
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Use gestures or simple words to communicate as applicable</p> <p>SA6. Pay attention while instructions are being given</p> <p>SA7. Ask questions to minimize misunderstandings</p> <p>SA8. Positively influence the team members into following procedures</p>	
	B. Professional Skills	Decision Making
		<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions related to responsibilities</p>
Plan and Organize		
<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB2. Plan and organize work activities with the team members</p> <p>SB3. Plan and manage work routine based on company procedure</p>		
Customer Centricity		
<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Build relationship with internal and external team members</p> <p>SB5. Work in accordance with organizational norms</p>		
Problem Solving		
<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB6. Evaluate and seek and obtain clarification from the superiors</p> <p>SB7. Be proactive in solving issues with the fellow members in the team</p>		
Analytical Thinking		
<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB8. Analyze the situation and take appropriate actions while dealing with team members</p>		
Critical Thinking		

FFS/N8701

Carry out work effectively at the workplace

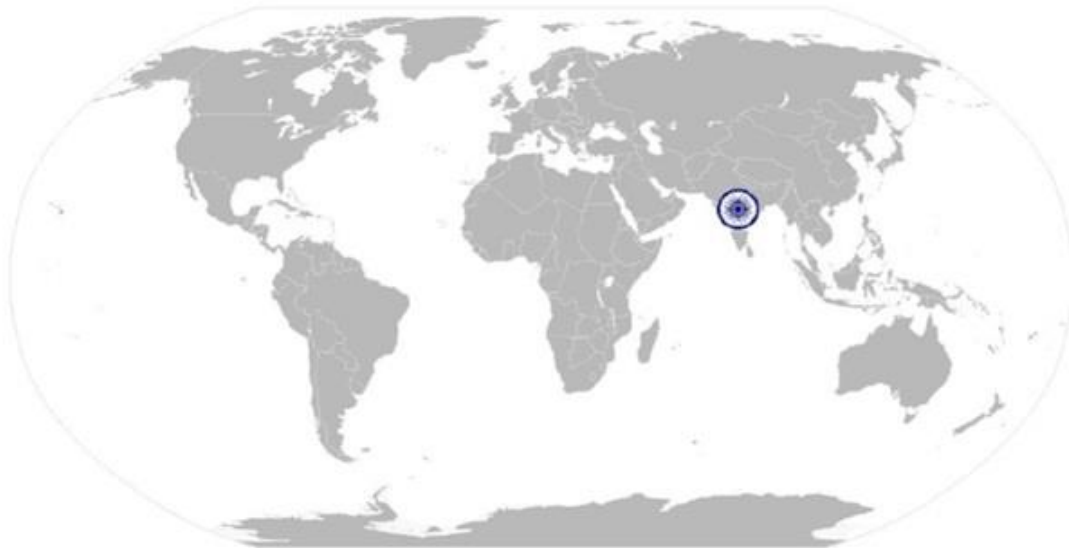
	The user/ individual on the job needs to know and understand how to: SB9. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently
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FFS/N8701 Carry out work effectively at the workplace
NOS Version Control

NOS Code	FFS/N8701		
Credits(NSQF)	TBD	Version number	1.0
Sector	Furniture and Fittings	Drafted on	23/06/15
Industry Sub-sector	Wooden Furniture	Last reviewed on	30/06/15
Occupation	Carpentry	Next review date	30/06/17

[Back To Top](#)



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Carpenter – Wooden Furniture

Qualification Pack Code FFS/Q0102

Sector Skill Council Furniture and Fittings

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% aggregate
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Marks Allocation			
		Total Mark	Out Of	Theory	Skills Practical
FFS/N0102 Carry out cutting and trimming of the wood	PC1. Collect technical drawings or instructions from supervisors	39	1	0	1
	PC2. Clarify with the supervisor in case the design or instructions are unclear		1	0	1
	PC3. Prepare sketches taking as per the requirements of the customer, in case of absence of such drawing / sketch		3	1	2
	PC4. Estimate height, width, length, and other proportions for preparation of the layout		2	0	2
	PC5. Prepare list of components required based on specific measurements and characteristic		1	1	0
	PC6. Select materials and the type of timber as per customer requirements		1	0	1
	PC7. Determine the quantity of materials required for the job		1	0	1
	PC8. Ensure the availability of cutting tools and equipment as per the requirement		2	1	1
	PC9. Sharpen the tools if required		1	0	1

	PC10. Organize the tools and equipment used for the process as per the requirement of the process		1	1	0
	PC11. Identify the appropriate power sockets to be used for different electrical equipment		2	0	2
	PC12. Check for safety and proper functioning of the power sockets		1	0	1
	PC13. Test run the electrical equipment before starting the actual work		2	0	2
	PC14. Report to the supervisor in case of unsafe electrical equipment and power socket		1	1	0
	PC15. Take measurements as per the technical drawings or the instructions of the supervisor		2	0	2
	PC16. Mark appropriately on the wood/ laminates based on the measurement		1	0	1
	PC17. Place the cutting tool or equipment appropriately on the wood to be cut and as per the measurement		1	0	1
	PC18. Cut the wood using appropriate tools and equipment as per the specified measurements		2	1	1
	PC19. Prepare wood based boards and laminating sheets as per the requirement of the size and shape		1	0	1
	PC20. Prepare components to facilitate joining and fixing and to provide for fittings and fixtures		2	0	2
	PC21. Remove excess wood by trimming the cut wood in case the wood is not cut as per the measurement		2	1	1
	PC22. Prepare templates, jigs and fixtures for furniture using material such as wood, plastic, fiberglass, or drywall		2	0	2
	PC23. Ensure cut components are positioned in their designated place as per the instructions of the supervisor		2	0	2
	PC24. Ensure all the components are arranged for the next stage of production		1	0	1
	PC25. Conduct a visual check for any errors or damages to the cut components		1	0	1
	PC26. Verify if the cut components are in line with the technical drawings and the design specification		1	1	0
	PC27. Rectify the errors within one's own responsibility and as per instructions of the supervisors		1	0	1
		Total	39	8	31
FFS/N0103 Carry out assembling of different parts of the furniture	PC1. Collect technical drawings or instructions from supervisors	44	1	0	1

	PC2. Clarify with the supervisor in case the design or instructions are unclear	1	0	1
	PC3. Prepare sketches taking as per the requirements of the customer, in case of absence of such drawing / sketch	2	0	2
	PC4. Estimate height, width, length, and other proportions for preparation of the layout	2	0	2
	PC5. Identify different components and their respective positions as per the design requirement	2	0	2
	PC6. Ensure the availability of required materials, tools and equipment for the assembling process	2	0	2
	PC7. Organize the tools and equipment used for the process as per the requirement of the process	1	0	1
	PC8. Identify the appropriate power sockets to be used for different electrical equipment	2	0	2
	PC9. Check for safety and proper functioning of the power sockets	1	0	1
	PC10. Test run the electrical equipment before starting the actual work	1	0	1
	PC11. Report to the supervisor in case of unsafe electrical equipment and power socket	1	0	1
	PC12. Follow technical drawings or instructions from supervisors	1	1	0
	PC13. Prepare templates, jigs and fixtures for furniture using material such as wood, plastic, fiberglass, or drywall	3	1	2
	PC14. Align and position the components according to the drawing and as required for joining	3	1	2
	PC15. Assemble the components ensuring correct fit and as per instructions of the supervisor	3	1	2
	PC16. Perform operations using the appropriate tools and equipment - chisels, planes, saws, drills, and sanders to repair and erect structures	1	0	1
	PC17. Join the materials with nails, screws, staples, or adhesives as per the specifications	3	1	2
	PC18. Ensure appropriate amount of adhesive is applied as per the material and requirement	1	0	1
	PC19. Check overall accuracy in terms of measurements and standard work practices	1	0	1
	PC20. Check quality of the product in terms of rigidity, steadiness, angular accuracy and neatness	1	1	0
	PC21. Apply hard putty on the furniture	2	0	2
	PC22. Clean the furniture in case of dust accumulation as per instructions of the supervisor	2	0	2

	PC23. Conduct a visual check for any misfits in the assembled parts		1	1	0
	PC24. Conduct a visual check for any scratches or defects in the furniture		1	0	1
	PC25. Verify if the furniture is in line with the blueprint and the design specification		1	0	1
	PC26. Rectify the errors within one's own responsibility and as per instructions of the supervisors		1	0	1
	PC27. Check alignment and snag in assembled parts and furniture		2	0	2
	PC28. Conduct performance test of the finished product as per supervisor's instructions		1	0	1
		Total	44	7	37
FFS/N8501 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	25	2	0	2
	PC2. Use correct handling procedures		2	0	2
	PC3. Use materials to minimize waste		2	0	2
	PC4. Prepare and organize work		1	1	0
	PC5. Maintain a clean and hazard free working area		1	0	1
	PC6. Deal with work interruptions		1	0	1
	PC7. Move around the workplace with care		2	0	2
	PC8. Maintain tools equipment and consumables		1	0	1
	PC9. Carry out maintenance and/or cleaning outside responsibility		1	1	0
	PC10. Report unsafe equipment and other dangerous occurrences		1	0	1
	PC11. Ensure that the correct machine guards are in place		1	0	1
	PC12. Work in a comfortable position with the correct posture		1	1	0
	PC13. Use cleaning equipment and methods appropriate for the work to be carried out		1	0	1
	PC14. Dispose of waste safely in the designated location		1	0	1
	PC15. Store cleaning equipment safely after use		1	0	1
	PC16. Complete and store accurate records and documentation		2	0	2
	PC17. Give inputs and assist in completing documentation		1	1	0
	PC18. Report the need for maintenance and/or cleaning outside your area of responsibility		1	0	1
	PC19. Ensure safe and correct handling of materials, equipment and tools		1	0	1

	PC20. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		1	0	1
		Total	25	4	21
FFS/N8601 Maintain health, safety and security at workplace	PC1. Follow health and safety related instructions applicable to the work locations at all times	13	1	1	0
	PC2. Carry out own activities in line with approved guidelines and procedures		1	0	1
	PC3. Ensure the worksite is free from health and safety hazards		1	0	1
	PC4. Follow manufacturers' and other relevant instructions relating to safe use of equipment and materials		1	1	0
	PC5. Safely handle and move waste and debris		1	1	0
	PC6. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		1	1	0
	PC7. Monitor the workplace and work processes for potential risks and threats		1	0	1
	PC8. Identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel		2	1	1
	PC9. Undertake first aid like fractures, cuts, bleeding, fire and electrocution if asked to do so		1	1	0
	PC10. Take appropriate action in case of fire emergency		1	0	1
	PC11. Use safety equipment and personal protection equipment eggloves , goggles ,mask and shoes correctly		1	0	1
	PC12. Follow agreed work location procedures in the event of an emergency and of any injury		1	0	1
		Total	13	6	7
FFS/N8701 Carry out work effectively at the workplace	PC1. Ensure all the required resources before beginning work	14	1	0	1
	PC2. Whenever necessary work with others to achieve set work objectives		1	1	0
	PC3. Keep work area in a tidy and organized state		1	0	1
	PC4. Complete allocated tasks within the desired time frame and quality Standards		1	1	0
	PC5. Display courteous behavior at all times		1	1	0
	PC6. Respond politely to customer queries		1	0	1

	PC7. Seek assistance as and when required from appropriate authority at the workplace in an appropriate manner		1	0	1
	PC8. Ask questions and seek clarifications on work tasks whenever required		1	0	1
	PC9. Follow dress code as applicable at the work location		2	1	1
	PC10. Carry out work functions in accordance with the norms of the organization and work place		1	0	1
	PC11. Follow organizational policies and procedures		1	1	0
	PC12. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		1	0	1
	PC13. Identify and report any possible deviations to appropriate authority		1	0	1
		Total	14	5	9