

Model Curriculum

Assistant Carpenter-Wooden Furniture

SECTOR: FURNITURE & FITTINGS
SUB-SECTOR: Wooden Furniture
OCCUPATION: Production- Wooden Furniture
REF ID: FFS/Q0103, V1.0
NSQF LEVEL: 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

FURNITURE & FITTINGS SKILLS COUNCIL

for

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Assistant Carpenter-Wooden Furniture' QP No. 'FFS/Qo103 NSQF Level 3'

Date of Issuance: **February 15th, 2018**

Valid up to*: **February 14th, 2019**

*Valid up to the next review date of the Qualification Pack



Authorized Signatory
(Furniture & Fittings Skill Council)

TABLE OF CONTENTS

1. Curriculum	01
2. Trainer Prerequisites	09
3. Annexure: Assessment Criteria	10

Assistant Carpenter-Wooden Furniture

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of an “Assistant Carpenter-Wooden Furniture”, in the “Furniture & Fittings” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Assistant Carpenter-Wooden Furniture		
Qualification Pack Name & Reference ID	FFS/Q0103, Version 1.0		
Version No.	1.0	Version Update Date	12-07-2017
Pre-requisites to Training	<p>Preferably equivalent to 5th (Normal literacy of reading, writing and understanding)</p> <p>0- 1 year of experience relevant experience preferred</p>		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • The assistant carpenter Wooden Furniture will gain understanding of his Job Role: General introduction to the job role, importance of the assistant carpenter with respect to the furniture industry, potential and prospects of assistant carpenter in the industry • The assistant carpenter will understand basic tools, equipment & materials: Effectively identify, select & use the specified tools and equipment relevant to carpentry works. • Assistance in furniture making: Assist in furniture making efficiently • Maintain the work area, tools and equipment: Appropriate method of handling tools, equipment and organizing the work area • Maintain Environment Health & Safety: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to carpentry occupation. • Work effectively with others: Work effectively with stakeholder, Colleague, customer etc. adhering to the organizational rules and regulations. 		

This course encompasses 5 out of 5 NOS (National Occupational Standards), of “Assistant Carpenter- Wooden Furniture” Qualification Pack issued by “Furniture & Fittings Skill Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	Introduction Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Impart General Discipline in the classroom The Role of an Assistant Carpenter – Wooden Furniture, job opportunities and its importance Scope of furniture & fittings industry Impart basic skills of communication To make understand basic reading capabilities for enabling him to read signs, notices and/or cautions at site. 	1XBlackboard, Chalk 2 packet, duster 1 pc.
2	Understanding the organizational context/ company/ employer Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code FFS/N0104	<ul style="list-style-type: none"> Relates to expectations and responsibilities of the job role Applies the knowledge and understanding of the importance of the rules, codes, guidance and standards, policies, manuals, rules and regulation of the organization Identifies and contact the concerned persons in case of queries on procedures/products/ any problem Differentiate and learn the escalation in hierarchy 	1XBlackboard, Chalk 2 packet, duster 1 pc.
3	Maintenance of work area, tools and machines Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 08:00 Corresponding NOS Code FFS/N8501	<ul style="list-style-type: none"> Handle materials, machinery, equipment and tools safely and correctly Use correct handling procedures Use materials to minimize waste Prepare and organize work Maintain a clean and hazard free working area Deal with work interruptions Maintain tools equipment and consumables Work in a comfortable position with the correct posture 	1XBlackboard, Chalk 2 packet, duster 1 pc. 1XBlackboard, Chalk 2 packet, duster 1 pc. Hand Tools:- Measurement tools:- Measurement Tape, Steel Rule, Zigzag Rule, Folding Rule

		<ul style="list-style-type: none"> • Use cleaning equipment and methods appropriate for the work to be carried out • Dispose of waste safely in the designated location • Store cleaning equipment safely after use • Ensure safe and correct handling of materials, equipment and tools • Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration 	<p>Marking Tools:- Pencil, Marking Knife, Marking Thread</p> <p>Striking Tools:- Cross peen Hammer, Mallet</p> <p>Planing Tools:- Jack Plane, Smoothing Plane, Block Plane, Compass Plane, Spoke Shave</p> <p>Sharpening Tools:-Oil stone, Triangular File</p> <p>Sawing Tools:- Hand saw, Compass saw, Coping saw</p> <p>Testing Tools:- Try Square, Mitre Square, Sprit Level, Water Level Pipe,</p> <p>Chipping Tools:- Firmer/Bevel Chisel, Mortise Chisel</p> <p>Holding Tools:-T Bar clamp, G clamp</p> <p>Power Tools:- Circular Saw, Jig Saw, Planner, Router, Drill Machine</p> <p>Hardware & Fittings:- Rastex/Minifix, Auto closing hinges:-0 Crank,9.5 crank, 16 crank, Drawer Runner:- Telescopic/Under mount Runner, Handle,Knob,Locks :-Cabinet Lock/Multipurpose Lock, Wire Baskets</p>
4	<p>Ensuring health and safety at workplace</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration</p>	<ul style="list-style-type: none"> • Work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines • Check the worksite for any possible health and safety hazards • Follow of manufacturers' instructions and job specifications relating to safe use of materials specifically chemicals and power equipment • Ensure safe handling and disposal of waste 	<p>1XBlackboard, Chalk 2 packet, duster 1 pc.</p> <p>Masks, safety glasses, ear muffs, safety footwear, gloves, aprons etc. First Aid,</p>

	<p>(hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N8601</p>	<p>and debris</p> <ul style="list-style-type: none"> • Identification and report of any hazards and potential risks/ threats to supervisors or other authorized personnel • Know the possible hazards like sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc. • Undertake first aid activities in case of any accident, if required and asked to do so • Select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines • Know use of personal protective equipment like masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc. • Maintain correct body posture while standing and working for long hours and carrying heavy materials • Know about lifting, carrying or moving heavy wooden furniture and accessories from one place to another using approved safe working practices • Handle all required tools, machines , materials & equipment safely • Adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings • Take safety measures while handling glass, heavy wood, materials, chemicals etc. • Apply good housekeeping practices at all times • Follow good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces • Report of accident/incident and report to authorized person 	<p>Different Types of Fire Extinguisher</p>
<p>5</p>	<p>Dealing with emergencies</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N8601</p>	<ul style="list-style-type: none"> • Understand appropriate procedure in case a of fire emergency • Know the electrical safety measures while working with electrically powered tools & equipment • Follow agreed evacuation procedures in the event of an emergency or an accident, fires, natural calamities • Check and ensure general health and safety equipment are available at work site • Understand the use of general health and safety equipment like fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans) • Comply with restrictions imposed on harmful 	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p> <p>Masks, safety glasses, ear muffs, safety footwear, gloves, aprons etc. First Aid, Different Types of Fire Extinguisher</p>

		<p>chemicals inside work area during working hours</p> <ul style="list-style-type: none"> • Know the correct demonstrating rescue techniques applied during fire hazard • Demonstrate good housekeeping in order to prevent fire hazards • Demonstrate the correct use of a fire extinguisher and how to free a person from electrocution • Respond promptly and appropriately to an accident situation or medical emergency • Participate in emergency procedures like raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work • Understand the use the various appropriate fire extinguishers on different types of fires correctly like Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents) • Know methods of accident prevention in the work environment Methods of accident prevention like training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors 	
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<p>6</p>	<p>Interaction with seniors</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N8801</p>	<ul style="list-style-type: none"> • Know how to seek assistance from supervisor or any such appropriate authority as and when required • Ask questions and seek clarifications on work tasks whenever required • Know the way to seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel • Identify and report any possible deviations to appropriate authority • Address the problems effectively and report if required to immediate supervisor appropriately • Receive instructions clearly from superiors and respond effectively on the same • Follow escalation matrix in case of any grievance • Accurately receive information and instructions from the supervisor related to one's work 	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p>
<p>7</p>	<p>Work effectively</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N8801</p>	<ul style="list-style-type: none"> • Coordinate and cooperate with colleagues to achieve work objectives • Display courteous behaviour at all times • Respond politely to customer queries and other team members • Follow work place dress code • Keep work area in a tidy and organized state • Adhere to time lines and quality standards • Follow organizational policies and procedures • Share information with team wherever and whenever required to enhance quality and productivity at work place • Work together with co-workers in a synchronized manner • Communicate with others clearly, at a pace and in a manner that helps them to understand • Show respect to other and their work • Display active listening skills while interacting with others at work • Demonstrate responsible and disciplined behaviors at the workplace e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc. 	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p>

8	<p>Work Assessment</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 10:00</p> <p>Corresponding NOS Code FFS/N0104</p>	<ul style="list-style-type: none"> • Understanding nature of work, timeliness and requirement from the supervisor • Assist in compilation to all the required documentation • Assist in preparing sketches as per requirements of the customer 	<p>Measurement Tools Testing Tools, Technical drawings</p>
9	<p>Tool planning and material gathering</p> <p>Theory Duration (hh:mm) 16:00</p> <p>Practical Duration (hh:mm) 12:00</p> <p>Corresponding NOS Code FFS/N0104</p>	<ul style="list-style-type: none"> • Selection and gathering of appropriate tools and equipment needed for making furniture • Collection of raw materials, hardware materials post supervisor approval • Identification of any shortage or defect in raw materials • Arrangement of raw materials and tools in an appropriate manner 	<p>Raw materials:- Solid Wood, Block Board, Plywood, Particle &MDF Panel, Laminate, Veneer, PVC Edge Banding Tape, Adhesive</p> <p>Hardware & Fittings:-Hinges:- Butt Hinges/Auto closing hinges:-0 Crank,9.5 crank, 16 crank, Drawer Runner:- Telescopic/Under mount Runner, Handle, Knob, Locks, Door</p>

10	<p>Cutting and shaping of wood</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 58:00</p> <p>Corresponding NOS Code FFS/N0105</p>	<ul style="list-style-type: none"> • Study of technical drawing, cutting of wood as per the specified measurement using try-square, scribe etc • Cutting the wood as per the specified measurements using appropriate tools with design specification • Assist in giving shape to furniture component as per the drawing using appropriate tools • Assist in running the planer over the wooden surface • Placing the cut components in an appropriate manner • Assist in marking and making provision for joineries on wooden components and facilitate joining by using adhesive, nails or screws • Assist in cutting laminate/veneer sheet to size in design and paste with adhesive on the surface 	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p> <p>Hand Tools</p> <p>Measurement tools:- Measurement Tape, Steel Rule, Zigzag Rule, Folding Rule</p> <p>Marking Tools:- Pencil, Marking Knife, Marking Thread</p> <p>Striking Tools:- Cross peen Hammer, Mallet</p> <p>Planing Tools:- Jack Plane, Smoothing Plane, Block Plane, Compass Plane, Spoke Shave</p> <p>Sharpening Tools:-Oil stone, Triangular File</p> <p>Sawing Tools:- Hand saw, Compass saw, Coping saw</p> <p>Testing Tools:- Try Square, Mitre Square, Sprit Level, Water Level Pipe,</p>
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	<p>Assist in assembling components</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 44:00</p> <p>Corresponding NOS Code FFS/N0105</p>	<ul style="list-style-type: none"> Assist in placing the furniture components/ parts according to the drawing and as required for joining Assemble the components using joinery and ensuring correct fit and secure them by using hardware like screw, nails, dowel, adhesives etc Assist in covering all open edges using tape or putty Support in smoothening all wooden surfaces using sanding tools Smoothening the components or repair/ replace the parts Assist in gathering all the hardware fittings that are required to be fitted on the furniture like door, cabinet hinges, latches, drawer, sliding channels etc Marking the furniture and using appropriate tools and fittings at the required place. Support in checking for overall accuracy and quality in terms of measurements, fittings of assembled parts, rigidity, steadiness, levelling etc Rectify the defects as per the instructions Clean the furniture for removing the dust Clean the site and remove all the debris 	<p>Sand paper, belt sander, orbital sander, nails, dowel, adhesives, Testing tools Sharpening tools Drilling tools Planning tools Supportive tools , Power Tools (Circular saw, Jig saw, Planner, Router, Drill Machine, etc</p>
	<p>Total Duration</p> <p>Theory Duration 108:00</p> <p>Practical Duration 132:00</p>	<p>Unique Equipment Required: 1XBlackboard, Chalk 2 Packet, Duster 1 pc PPE:-Safety Masks, safety glasses, Ear plug, Safety footwear, Gloves First Aid, Different Types of Fire Extinguisher, Working Bench Hand Tools:- Measurement tools:-Measurement Tape, Steel Rule, Zigzag Rule, Folding Rule Marking Tools:-Pencil, Marking Knife, Marking Thread Striking Tools:- Cross peen Hammer, Mallet Planing Tools:-Jack Plane, Smoothing Plane, Block Plane, Compass Plane, Spoke Shave Sharpening Tools:-Oil stone, Triangular File Sawing Tools:- Hand saw, Compass saw, Coping saw Testing Tools:- Try Square, Mitre Square, Sprit Level, Water Level Pipe, Chipping Tools:-Firmer/Bevel Chisel, Mortise Chisel Holding Tools:-T Bar clamp, G clamp, Rasp file Misc.Tools:-Screw Driver, Nail Punch, Pincer Power Tools:-Circular Saw, Jig Saw, Planner, Router, Drill Machine, Sander etc Accessories:- Adhesive, Screw (Different size), Nail, PVC Edge Banding Tape, Hardware:-,Hinges:- Butt Hinges, Auto closing Hinges:-0Crank,9.5 Crank,16 Crank, , Drawer Runner:-Telescopic/Under mount Runner ,Handle, Knob, Locks:-Door Locks/Multipurpose Lock</p>	

Grand Total Course Duration: **240 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Furniture & Fittings Skill Council](#))

Trainer Prerequisites for Job role: “Assistant Carpenter – Wooden Furniture” mapped to Qualification Pack: “FFS/Q0103”

Sr No	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “FFS/Q0103”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	Minimum Educational Qualifications	Minimum 10 th pass Minimum 25 years of age
4a	Domain Certification	Certified for Job Role: “Assistant Carpenter – Wooden Furniture” mapped to QP: “FFS/Q0103”. Minimum accepted score as per FFSC guidelines will be 80%.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score will be 80%.
5	Experience	<ul style="list-style-type: none"> Minimum Five years site experience in woodworking

Annexure: Assessment Criteria

<u>Job Role</u>	Assistant Carpenter Wooden Furniture
<u>Qualification Pack</u>	FFS/Q0103, v1.0
<u>Sector Skill Council</u>	Furniture & Fittings Skill Council

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.Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
- 4.Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
- 6.To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate
- 7.In case of unsuccessful completion. the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS		Marks Allocation			
Total Marks: 500		Total Marks	Out Of	Theory	Skills Practical
Assessment outcomes	Assessment criteria for outcomes				
1. FFS/N0104 (Assist in furniture planning and organizing work to meet expected outcome)	PC1. understand the nature of work & requirement in terms of style, shape, design pattern, dimensions etc. and detailing of work needed on furniture from the supervisor	100	15	3	12
	PC2. get clarity on the timelines before work initiation		7	1	6
	PC3. assist in compliance to all the required documentation		10	2	8
	PC4. assist in preparing sketches as per requirements of the customer in case of absence of such drawing/sketch and seek requisite approvals		11	2	9
	PC5. support in selecting and gathering the appropriate tools and equipment's needed for making of furniture such as hammer, saw, circular saw ,chisel, measuring tape, driller machine ,measuring tape, planning tools (e.g. electric planer, hand plane) ,sanding tools (e.g. sand paper, belt sander) etc.		13	3	10

	PC6. collect the wood raw material and all hardware materials (e.g. nails , adhesives etc.) needed and assist in undertaking procurement if in shortage, post supervisor approval		12	2	10
	PC7. check if the required tools and equipment's /machines/other materials are in proper working condition		10	2	8
	PC8. assist the lead/supervisor in identifying any shortage or defect in raw materials and raising a request if any specific tool/equipment is needed for the work		12	2	10
	PC9. arrange /place the raw materials and tools in an appropriate manner to have enough space to work and seek supervisor guidance if needed		10	2	8
		Total	100	20	80
2. FFS/N0105 (Assist in furniture making)	PC1. study all the technical drawings and help in marking on the wood as per the dimensions in the drawing using try-square, scribe, etc.	100	6	1	5
	PC2. cut the wood as per the specified measurements using appropriate tools and equipment's. E.g. hand saw, table saw, circular saw, chisels, cutter machine etc.		8	2	6
	PC3. check that the cut components are in line with the design specifications		5	1	4
	PC4. assist in giving a shape to the furniture component e.g. round or oval etc., as per the drawing using appropriate tools and run a planer over the wooden surface. Tools e.g. saw, hand router, rasp, file, hand plane, electric planer, spoke shave etc.		6	1	5
	PC5. place the cut components in an appropriate manner		5	1	4
	PC6. assist in marking and making provision for joineries on wooden components and facilitate joining by using adhesive, nail or screws		5	1	4

PC7. cut laminate/veneer sheet to size in case stated in design and paste with adhesive on the surface of furniture		5	1	4
PC8. assist in placing the furniture components/parts according to the drawing and as required for joining		4	1	3
PC9. assemble the components using joinery and ensuring correct fit and secure them in position by using hardware like screws, nails, dowel ,adhesives etc.		6	1	5
PC10. assist in covering all the open edges using tape or putty etc.		5	1	4
PC11. support in smoothening all the wooden surfaces using sanding tools. E.g.- sand paper, belt sander, orbital sander etc. and polishing if needed and finishing it to required specifications		5	1	4
PC12. smoothen the component or repair/replace the parts as needed for an old structure, as per seniors guidance received		3	1	2
PC13. assist in gathering all the hardware fittings that are required to be fitted onto the furniture basis the design. E.g. door and cabinet hinges, latches, drawer sliding channels etc.		5	1	4
PC14. put markings on the furniture and using appropriate tools fasten /place the fittings at the required place. Tools e.g. drill machine, hammer etc.		8	2	6
PC15. support in checking for overall accuracy and quality in terms of measurements, fitting of assembled parts, rigidity, steadiness, levelling etc.		6	1	5
PC16. rectify if any defects are found or incorporate if any improvement feedback is received		5	1	4
PC17. wipe the furniture to remove any dust etc.		4	1	3
PC18. gather all the tools and remove from the site		4	1	3

	PC19. remove all the debris from the site and clean the work area in accordance with organization policy		5	1	4
		Total	100	20	80
3.FFS/N8601 Ensure health and safety at workplace	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	100	3	2	1
	PC2. ensure that health and safety instructions applicable to the work place are being followed		3	1	2
	PC3. check the worksite for any possible health and safety hazards		3	1	2
	PC4. follow manufacturers' instructions and job specifications relating to safe use of materials specifically chemicals and power equipment		3	1	2
	PC5. ensure safe handling and disposal of waste and debris		3	0	3
	PC6. identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel Hazards: sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc.		3	1	2
	PC7. undertake first aid activities in case of any accident, if required and asked to do so		3	0	3
	PC8. select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc.		3	0	3
	PC9. maintain correct body posture while standing and working for long hours and carrying heavy materials		3	0	3
	PC10. lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices		4	2	2

PC11. handle all required tools, machines , materials & equipment safely	4	2	2
PC12. adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings	3	0	3
PC13. take safety measures while handling glass, heavy wood, materials, chemicals etc.	3	0	3
PC14. apply good housekeeping practices at all times Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces	3	2	1
PC15. report accident/incident report to authorised personal	3	1	2
PC16. perform basic safety checks before operation of all machines, tools and electrical equipment	3	2	1
PC17. follow recommended material handling procedure to control damage and personal injury	3	1	2
PC18. follow safe working practices at all times	3	1	2
PC19. follow appropriate procedure in case a of fire emergency	3	1	2
PC20. follow electrical safety measures while working with electrically powered tools & equipment	4	2	2
PC21. follow agreed work location procedures in the event of an emergency or an accident	3	1	2
PC22. follow emergency and evacuation procedures in case of accidents, fires, natural calamities	3	1	2
PC23. check and ensure general health and safety equipment are available at work site General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans)	4	1	3
PC24. comply with restrictions imposed on harmful chemicals inside work area during working hours	3	0	3
PC25. correctly demonstrate rescue techniques applied during fire hazard	3	0	3

	PC26. demonstrate good housekeeping in order to prevent fire hazards		3	0	3
	PC27. demonstrate the correct use of a fire extinguisher		3	2	1
	PC28. demonstrate how to free a person from electrocution		3	1	2
	PC29. respond promptly and appropriately to an accident situation or medical emergency		3	0	3
	PC30. participate in emergency procedures Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work		3	0	3
	PC31. use the various appropriate fire extinguishers on different types of fires correctly Types of fires: Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)		3	1	2
	PC32. state methods of accident prevention in the work environment Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors		3	3	0
		Total	100	30	70
4.FFS/N8501 Maintain work area, tools and machines	PC1. handle materials, machinery, equipment and tools safely and correctly	100	8	4	4
	PC2. use correct handling procedures		8	4	4
	PC3. use materials to minimize waste		8	4	4

	PC4. prepare and organize work		8	4	4
	PC5. maintain a clean and hazard free working area		8	4	4
	PC6. deal with work interruptions		8	4	4
	PC7. maintain tools equipment and consumables		8	4	4
	PC8. work in a comfortable position with the correct posture		8	4	4
	PC9. use cleaning equipment and methods appropriate for the work to be carried out		8	4	4
	PC10. dispose of waste safely in the designated location		8	5	3
	PC11. store cleaning equipment safely after use		7	3	4
	PC12. ensure safe and correct handling of materials, equipment and tools		7	3	4
	PC13. maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		6	3	3
		Total	100	50	50
5.FFS/N8801 Work effectively with others	PC1. seek assistance from supervisor or any such appropriate authority as and when required	100	3	1	2
	PC2. ask questions and seek clarifications on work tasks whenever required		3	1	2
	PC3. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		5	5	0
	PC4. identify and report any possible deviations to appropriate authority		3	1	2
	PC5. address the problems effectively and report if required to immediate supervisor appropriately		5	2	3
	PC6. receive instructions clearly from superiors and respond effectively on the same		3	1	2
	PC7. follow escalation matrix in case of any grievance		6	4	2
	PC8. accurately receive information and instructions from the supervisor related to one's work		5	3	2
	PC9. coordinate and cooperate with colleagues to achieve work objectives		5	0	5

PC10. display courteous behaviour at all times		5	0	5
PC11. respond politely to customer queries and other team members		5	1	4
PC12. follow work place dress code		5	0	5
PC13. keep work area in a tidy and organized state		5	0	5
PC14. adhere to time lines and quality standards		5	2	3
PC15. follow organizational policies and procedures		4	4	0
PC16. share information with team wherever and whenever required to enhance quality and productivity at work place		5	2	3
PC17. work together with co-workers in a synchronized manner		6	0	6
PC18. communicate with others clearly, at a pace and in a manner that helps them to understand		6	3	3
PC19. show respect to other and their work		5	0	5
PC20. display active listening skills while interacting with others at work		5	0	5
PC21. demonstrate responsible and disciplined behaviours at the workplace disciplined behaviours: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.		6	0	6
	Total	100	30	70
	Grand Total	500	150	350
	Percentage Weightage	100%	30%	70%
	Minimum Pass% to qualify (aggregate)	50%		