







Model Curriculum

Lead Sofa Maker- Wooden Furniture

SECTOR: FURNITURE & FITTINGS

SUB-SECTOR: Wooden Furniture

OCCUPATION: Production-Sofa Maker

REF ID: FFS/Q0107, V1.0

NSQF LEVEL: 4















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: 'Lead Sofa Maker-Wooden Furniture' QP No. 'FFS/Qo107 NSQF Level 4'

Date of Issuance: April 15th , 2018

Valid up to*: April 14th , 2019

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

Authorized Signatory (Furniture & Fittings Skill Council)









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Lead Sofa Maker- Wooden Furniture

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a "<u>Lead Sofa Maker- Wooden Furniture</u>", in the "<u>Furniture & Fittings</u>" Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Lead Sofa Maker- Woo	den Furniture	
Qualification Pack Name & Reference ID	FFS/Q0107, v1.0		
Version No.	1.0	Version Update Date	07-09 -2018
Pre-requisites to Training	Class VIII 1-2 years or relevant experience		
Training Outcomes	 Use basic tools, equ Prepare sofa frame. Makes the upholstere Perform fabric laying 		gs and padding work.









This course encompasses $\underline{6}$ out of $\underline{6}$ NOS (National Occupational Standards), of "<u>Lead Sofa Maker-Wooden Furniture</u>" Qualification Pack issued by "<u>Furniture & Fittings Skill Council</u>".

Sr No	Module	Key Learning Outcomes	Equipment required
1	Introduction Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding	 Recognize the importance of general disciple in the class room (do's and don'ts) Explain the role of a Lead Sofa Maker-Wooden Furniture and its job opportunities Explain scope of furniture & fittings industry Impart basic skills of communication List expectations and outcome from the training 	
2	NOS Code Bridge Module Understanding the organizational context/ company/ employer Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00	 Discuss codes, standards, policies, manuals, rules and regulation of the organization Discuss with the concerned persons in case of queries on procedures/products/ escalation/ any problem 	
3	Corresponding NOS Code FFS/N0111 Maintenance of work area, tools and machines Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 08:00 Corresponding NOS Code FFS/N8501	 Handle material, machinery, equipment and tools with safety Prepare the work area Maintain a clean and hazard free working area Deal with work interruptions Ensure safe and correct handling of materials, equipment and tools Keep tools, equipment and consumables safely after use Work in a comfortable position with the correct posture Select the cleaning equipment and methods appropriately for the work to be 	Stitching machine, umbrella make, stapler gun, glue spray gun, scissors, pien hammer, pincers, stapler remover driver, air gun, hexa blade, adjustable spanner, knife edge cutter, staples (80/12,80/9)









4	Ensuring health and safety at workplace Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code FFS/N8601	 Disposal of waste safely in the designated location Store the cleaning equipment safely after use Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration Assess the worksite for any possible health and safety hazards Follow instructions of manufacturer related to safe use of materials specifically chemicals and power equipment Ensure safe handling and disposal of waste and debris Undertake first aid activities in case of any accident Demonstrate use of appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines Maintain correct body posture while working for long hours and carrying heavy materials Adhere to relevant occupational safety procedures while handling sharp tools, glass, heavy wood, and chemicals 	Masks, safety glasses, ear muffs, safety footwear, gloves, aprons etc. First aid, different types of fire extinguisher
5	Dealing with emergencies Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code FFS/N8601	 Apply good housekeeping practices by keeping the work area tidy Report any accident duly to the authorized person Follow appropriate procedures in case of fire Follow the electrical safety measures while working with electrical power tools and equipment Follow the evacuation procedures in the event of an emergency or an accident, fire or a natural calamity Ensure general health and safety equipment are available at site Describe the use of general health and safety equipment Comply with the restrictions imposed on harmful chemicals during working hours Know the correct rescue techniques during a fire hazard Demonstrate good housekeeping to prevent accidents Demonstrate the correct use of a fire extinguisher Know the methods of accident prevention in the working area 	Masks, safety glasses, ear muffs, safety footwear, gloves, aprons, first aid, different types of fire extinguisher









6	Interaction with seniors Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code FFS/N8801	 Obtain clarifications on policies from the supervisor or other authorized personnel Report any deviations to the appropriate authority Address the problems effectively Seek instructions from supervisor and respond effectively Follow the escalation matrix in case of any grievance
7	Work effectively Theory Duration (hh:mm) 04:00 Practical Duration (hh:mm) 04:00 Corresponding NOS Code FFS/N8801	 Coordinate with colleagues to achieve work objectives Display courteous behaviour Respond politely to customer queries and team members Follow strict dress code at work place Keep work area in a tidy and organized manner Adhere to the timelines 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 others and their work Display active listening skills while
8	Work assessment and planning Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 16:00 Corresponding NOS Code FFS/N0111	 Evaluate the nature of work & requirement in terms of layout, design via discussions with the client and supervisor Identify style, pattern, shapes, dimensions and detailing of work needed on the sofa arm rest /back/legs as per client needs. Identify upholstery covering material/fabric Get approval/signoff from the requisite authority before initiating the work basis the design and on all the decided details of sofa and fabric/material to be used









9	Tool planning and material gathering Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 08:00 Corresponding NOS Code FFS/N0111	 Organise the appropriate tools and equipment's Check if the required tools and equipment's /machines are in proper working condition Report on any shortage or defect of raw materials to the supervisor /concerned person and raise a request if any specific tool/equipment is needed for the work Gather the required raw materials Arrange/place the raw materials and tools in an appropriate sequential manner 	Stitching machine, umbrella make, stapler gun, glue spray gun, scissors, pien hammer, pincers, stapler remover driver, air gun, hexa blade, adjustable spanner, knife edge cutter, staples (80/12,80/9)
10	Prepare sofa frame Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 32:00 Corresponding NOS Code FFS/N0112	 Collect the wood for sofa frame and inspect the same to ensure it is free from defects Initiate the work for sofa frame by undertaking measurements and cutting the wood into sections using appropriate tools and equipment's Ensure thickness of all cut wooden sections are strong enough to allow for heavy tension webbing. Join all the cut pieces of wood together by using proper joineries ,adhesives and hardware via usage of tools and ensure its done with accuracy and efficiency Undertake frame inspection to ensure that it is as per the design finalized and has proper support, balance to hold all padding and fabric work, post integrating all the sofa frame pieces together Incorporate any suggestions/feedback received from supervisor/team mates during visual/physical inspection 	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
11	Perform webbing and spring work	Undertake measurement of all the area of the frame where work is to be done	Stitching machine, umbrella make,
	Theory Duration (hh:mm)	 Initiate by cutting the webbing strips long enough so that the ends can be folded into wooden frame. 	stapler gun, glue spray gun, scissors,









	08:00 Practical Duration (hh:mm) 32:00 Corresponding NOS Code FFS/N0112	 Interwove the cut strips together by stretching across the frame and fasten by usage of appropriate nails and hardware via hand/power tools. Gather the springs of the appropriate size and fix them onto the fixed webbing strips of the sofa frame with flax twine Secure the springs by covering it with burlap or any sturdy cloth/material 	pien hammer, pincers, stapler remover driver, air gun, hexa blade, adjustable spanner, knife edge cutter, staples (80/12,80/9)
12	Perform padding Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 32:00 Corresponding NOS Code FFS/N0112	 Take the measurement of the areas of the sofa where padding work need to be done post installation of springs. Cut the padding sheets with neatness and accuracy as per measurements. Fix the padding sheets upon the frame using appropriate adhesives Cover the padding sheets with muslin cloth. Remove all the debris from the site and clean the work area in accordance with organization policy 	Stitching machine, umbrella make, stapler gun, glue spray gun, scissors, pien hammer, pincers, stapler remover driver, air gun, hexa blade, adjustable spanner, knife edge cutter, staples (80/12,80/9)
13	Attach fabric to padded frame Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 32:00 Corresponding NOS Code FFS/N0113	 Undertake measurement of the padded frame to know the amount of fabric requirement Prepare patterns on cardboard and transfer the same on the fabric Cut the fabric panels by following the pattern along with providing appropriate seam allowance and also mark with chalk along the top corner to identify the top/front side of the fabric. Initiate sewing the cut pieces together. Place the fabric panels on to the padded frame and attach them to the padded frame. Ensure attention is paid to pattern alignment and for neatness at the folds or corners 	Stitching machine, umbrella make, stapler gun, glue spray gun, scissors, pien hammer, pincers, stapler remover driver, air gun, hexa blade, adjustable spanner, knife edge cutter, staples (80/12,80/9)
14	Making Cushions Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 28:00 Corresponding NOS Code FFS/N0113	 Prepare patterns and transfer the same to the foam/rubber in accordance with design finalised Cut the foam/rubber material in accordance to the pattern with accuracy and ensure neatness Cover the foam with a thin layer of fibre/foam, if required and then cover the cushions with the stitched fabric in line with the sofa frame fabric placement and fix/place them on the sofa seat and back Fill the stitched fabric with loose fibre mixed with crumbled pieces of foam for additional loose cushions Ensure attention is paid to details edges 	Stitching machine, umbrella make, stapler gun, glue spray gun, scissors, pien hammer, pincers, stapler remover driver, air gun, hexa blade, adjustable spanner, knife edge cutter, staples (80/12,80/9)









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		of cut foam, covering foam with fabric and placement on sofa in line with the design
15	Review post completion Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 16:00 Corresponding NOS Code FFS/N0113	 Add skirts, piping or lace to the sofa as per the design requirement Conduct post preparation check of the sofa with respect to fabric layering, sofa levelling, cleanliness of work Conduct any on site modifications that may be required and touch up if needed Gather all the tools and remove from the site Remove all the debris from the site and clean the work area Take note of inputs/ feedback received by supervisor/client to incorporate at work. Ensure completion of the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of work in compliance to customer
	Total Duration	requirement
		Unique Equipment Required: Stitching machine, umbrella make, stapler gun, glue spray gun, scissors,
	Theory Duration: 100:00	pien hammer, pincers, stapler remover driver, air gun, hexa blade, adjustable spanner, knife edge cutter, staples (80/12,80/9)
	Practical Duration: 220:00	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
		Masks, safety glasses, ear muffs, safety footwear, gloves, aprons, first aid, different types of fire extinguisher

Grand Total Course Duration: 320 Hours, 0 minutes

(This syllabus/curriculum has been approved by **Furniture & Fittings Skill Council)**









Trainer Prerequisites for Job role: "Lead Sofa Maker- Wooden Furniture" mapped to Qualification Pack: "FFS/Q0107"

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack <u>"FFS/Q0107"</u> .
2	Personal Attributes	Should have good communication skills Should be good in spoken and written English language Should have a pleasing personality and a desire to help students learn Should be Computer and Digital media savvy Should be willing to learn new technology and latest market trends
3	Minimum Educational Qualifications	Minimum 10 th pass Minimum age 25 year
4a	Domain Certification	Certified for Job Role: "Lead Sofa Maker- Wooden Furniture" mapped to QP: "FFS/Q0107". Minimum accepted score 80% as per the FFSC guideline.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: "Trainer", mapped to the Qualification Pack: "MEP/Q0102". Minimum accepted score as per respective FFSC guideline is 80%.
5	Experience	 Minimum five years site experience in woodworking Minimum three years of site experience of sofa making









Annexure: Assessment Criteria

Job Role Lead Sofa Maker- Wooden Furniture

Qualification Pack FFS/Q0107, v1.0

Sector Skill Council 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 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 this criteria
- 6.To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate
- 7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

	Compulsory NOS		Marks A	Allocation	
Total Marks: 600		_			
Assessment outcomes	Assessment criteria for outcomes				
outcomes		Total Marks	Out Of	Theory	Skills Practic al
1 FFS/N0111 (Plan and organize work to meet expected outcome of making sofa)	PC1. understand and evaluate the nature of work & requirement in terms of layout, design via discussions with the client and supervisor	100	10	3	7
	PC2. identify style, pattern, shapes, dimensions and detailing of work needed on the sofa arm rest /back/legs as per client needs		8	2	6
	PC3. identify upholstery covering material/fabric e.g. leather, vinyl etc.		8	2	6
	PC4. get clarity on the cost budget and timelines before work initiation	-	6	2	4
	PC5. ensure compliance to all the required documentation	-	5	1	4









PC6. seek approval from supervisor incase of any changes in the de sketch basis suggestion/inputs received		5	1	4
PC7. plan and organize the activities/steps to be taken to execute the work in accordance with the timeline/schedule and sequence		8	2	6
PC8. agree upon working parameter space to work, lighting etc. with supervisor and the client, if the work is to be conducted at the client site	h the	6	1	5
PC9. prepare design sketch in absen sketch/drawings and seek requ approvals along with incorpora suggestions/feedback	isite	6	2	4
PC10. get approval/signoff from requisite authority before inition the work basis the design and the decided details of sofa fabric/material to be used	iating on all	6	1	5
PC11. select and organize the appropriate tools and equipment's such as hammer pliers, chisel, ruler, planning t measuring tape, driller machi V-tool, planning tools (e.g. ele planer, hand plane), sanding (e.g. sand paper, belt sander)	ne , ectric tools	7	2	5
PC12. check if the required tools equipment's /machines are in proper working condition		8	2	6
PC13. report on any shortage or def of raw materials to the super /concerned person and raise request if any specific	visor	5	1	4









	tool/equipment is needed for the				
	work				
					_
	PC14. gather the required raw materials		7	2	5
	used in making sofa e.g.				
	structure/wood, springs, planks of				
	wood, webbing materials, foam or				
	other padding materials,				
	glue/adhesives, nails, screw,				
	fabric etc. and undertake the				
	procurement process if in				
	shortage post superior approval				
	PC15. arrange/place the raw materials		5	1	4
	and tools in an appropriate				
	sequential manner				
			100	25	75
2. FFS/N0112	PC1. collect the wood for sofa frame and	100	6	2	4
(Prepare sofa frame	inspect the same to ensure it is free				
and perform webbing, springs, &	from defects				
padding work)	PC2. initiate the work for sofa frame by		7	2	5
padamg money	undertaking measurements and				
	cutting the wood into sections using				
	appropriate tools and equipment's				
	PC3. ensure thickness of all cut wooden		5	1	4
	sections are strong enough to allow				
	for heavy tension webbing				
	PC4. join all the cut pieces of wood		7	2	5
	together by using proper joineries				
	,adhesives and hardware (e.g.				
	screws etc.) via usage of tools and				
	ensure its done with accuracy and				
	efficiency				
	PC5. undertake frame inspection to		6	2	4
	ensure that it is as per the design				
	finalized and has proper support,				
	balance to hold all padding and				
	fabric work, post integrating all the				
	sofa frame pieces together				
	PC6. incorporate any		4	1	3
	suggestions/feedback received from				









	upervisor/team mates during risual/physical inspection			
PC7.	undertake measurement of all the area of the frame where work is to be done i.e. the main frame including the seat, back, armrest etc.	5	1	4
PC8.	initiate by cutting the webbing strips (e.g. jute strips) long enough so that the ends can be folded into wooden frame	6	1	5
PC9.	interwove the cut strips together by stretching across the frame and fasten by usage of appropriate nails and hardware via hand/power tools	8	2	6
PC10.	gather the springs of the appropriate size and fix them onto the fixed webbing strips of the sofa frame (e.g. at the front, back /arm rest) with flax twine	∞	2	6
PC11.	secure the springs by covering it with burlap or any sturdy cloth/material	7	2	5
PC12.	take the measurement of the areas of the sofa where padding work need to be done post installation of springs	6	1	5
PC13.	cut the padding sheets (e.g. burlap or foam or any other synthetic/other fiber material) with neatness and accuracy as per measurements	8	2	6
PC14.	fix the padding sheets upon the frame using appropriate adhesives	8	2	6
PC15.	cover the padding sheets with muslin cloth	5	1	4
PC16.	remove all the debris from the site and clean the work area in accordance with organization policy	4	1	3









				100	25	75
3. FFS/N0113 (Perform fabric laying and cushioning work)	PC1.	undertake measurement of the padded frame to know the amount of fabric requirement	100	5	1	4
cusmoning worky	PC2.	prepare patterns on cardboard and transfer the same on the fabric		6	2	4
	PC3.	cut the fabric panels by following the pattern along with providing appropriate seam allowance and also mark with chalk along the top corner to identify the top/front side of the fabric		7	2	5
	PC4.	initiate sewing the cut pieces together		4	1	3
	PC5.	place the fabric panels on to the padded frame and attach them to the padded frame. (e.g. by sewing/gluing depending upon the fabric)		6	2	4
	PC6.	ensure attention is paid to pattern alignment and for neatness at the folds or corners		4	1	3
	PC7.	prepare patterns and transfer the same to the foam/rubber in accordance with design finalised		6	2	4
	PC8.	cut the foam/rubber material in accordance to the pattern with accuracy and ensure neatness		6	2	4
	PC9.	cover the foam with a thin layer of fibre/foam, if required and then cover the cushions with the stitched fabric in line with the sofa frame fabric placement and fix/place them on the sofa seat and back		7	2	5









	PC10. fill the stitched fabric with loose fibre mixed with crumbled pieces of foam for additional loose cushions		5	1	4
	PC11. ensure attention is paid to details e.g. edges of cut foam, covering foam with fabric and placement on sofa in line with the design etc.		6	1	5
	PC12. add skirts, piping or lace to the sofa as per the design requirement		6	1	5
	PC13. conduct post preparation check of the sofa with respect to fabric layering, sofa levelling, cleanliness of work etc.		5	1	4
	PC14. conduct any on site modifications that may be required and touch up if needed		6	1	5
	PC15. gather all the tools and remove from the site		5	1	4
	PC16. remove all the debris from the site and clean the work area		5	1	4
	PC17. take note of inputs/ feedback received by supervisor/client to incorporate at work		5	1	4
	PC18. ensure completion of the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of work in compliance to customer requirement		6	2	4
			100	25	75
4. FFS/N8601 Ensure health and safety at workplace	PC1. work safely at all times, complying with health and safety	100	3	2	1









	legislation, regulations and other			
	relevant guidelines			
PC2.	ensure that health and safety	3	1	2
	instructions applicable to the			
	work place are being followed			
PC3.	check the worksite for any	3	1	2
FC3.	•	3	1	2
	possible health and safety			
	hazards			
PC4.	follow manufacturers'	3	1	2
	instructions and job			
	specifications relating to safe use			
	of materials specifically			
	chemicals and power equipment			
	chemicals and power equipment			
PC5.	ensure safe handling and	3	0	3
	disposal of waste and debris			
PC6.	identify and report any hazards	3	1	2
	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.			
PC7.	undertake first aid activities in	3	0	3
	case of any accident, if required			
	and asked to do so			
PC8.	solart and use appropriate	3	0	3
	select and use appropriate	3	U	3
	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.			









	1				
	PC9.	maintain correct body posture	3	0	3
		while standing and working for			
		long hours and carrying heavy			
		materials			
	PC10.	lift, carry or move heavy wooden	4	2	2
		furniture and accessories from			
		one place to another using			
		approved safe working practices			
	PC11.	handle all required tools,	4	2	2
		machines , materials &			
		equipment safely			
	DC42	- the section of the	2		
	PC12.	adhere to relevant occupational	3	0	3
		safety policies while handling			
		sharp tools to make and install			
		furniture and fittings			
	PC13.	take safety measures while	3	0	3
	PC13.	·	3	U	3
		handling glass, heavy wood,			
		materials, chemicals etc.			
	PC14.	apply good housekeeping	3	2	1
		practices at all times Good			
		housekeeping practices:			
		clean/tidy work areas,			
		removal/disposal of waste			
		products, protect surfaces			
		products, protect surfaces			
	PC15.	report accident/incident report	3	1	2
		to authorised personal			
	PC16.	perform basic safety checks	3	2	1
		before operation of all			
		machines, tools and electrical			
		equipment			
	PC17.	follow recommended material	3	1	2
		handling procedure to control			
		damage and personal injury			
	PC18.	follow safe working practices at	3	1	2
	. 510.	all times		_	_
		an times			
<u> </u>	I			1	









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









DCCC					
PC30.	participate in emergency		3	0	3
	procedures Emergency				
	procedures: raising alarm,				
	safe/efficient, evacuation,				
	correct means of escape, correct				
	assembly point, roll call, correct				
	return to work				
PC31.	use the various appropriate fire		3	1	2
	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 andgases,				
	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)				
PC32.	state methods of accident		3	3	0
	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				
	concupacy and supervisors	Total	100	30	70
		. Julia	100	30	, 0









5. 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
6. 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	5	5	0
PC3.	policies and procedures, from	5	5	U
	the supervisor or other			
	authorized personnel			
DC4	·	2	1	2
PC4.	identify and report any possible	3	1	2
	deviations to appropriate			
	authority			
PC5.	address the problems effectively	5	2	3
	and report if required to			
	immediate supervisor			
	appropriately			
PC6.	receive instructions clearly from	3	1	2
	superiors and respond			
	effectively on the same			
PC7.	follow escalation matrix in case	6	4	2
	of any grievance			
PC8.	accurately receive information	5	3	2
	and instructions from the			
	supervisor related to one's work			
PC9.	coordinate and cooperate with	5	0	5
	colleagues to achieve work			
	objectives			
PC10.	display courteous behaviour at	5	0	5
	all times			
PC11.		5	1	4
	queries and other team		_	-
	members			
PC12.		5	0	5
1612.	Tollow Work place aress code	3	O	3
PC13.	keep work area in a tidy and	5	0	5
	organized state			
PC14.		5	2	3
	standards	3	_	
PC15.		4	4	0
PC15.	and procedures	4	4	
DC1C	<u> </u>	5	2	2
PC16.		Э		3
	wherever and whenever			
	required to enhance quality and			
	productivity at work place			_
PC17.	· ·	6	0	6
	in a synchronized manner			









Minimum Pass % to qualify (aggregate)			709	%
Percentage Weightage			30%	70%
Grand Total		600	185	415
	Total	100	30	70
eliminating waste, honesty, etc.				
not gossiping and idling time;				
per given time and standards;				
punctuality; completing tasks as				
disciplined behaviors: e.g.				
workplace				
disciplined behaviors at the				
PC21. demonstrate responsible and		6	0	6
work				
while interacting with others at				
PC20. display active listening skills		5	0	5
work				
PC19. show respect to other and their		5	0	5
understand				
manner that helps them to				
clearly, at a pace and in a				
PC18. communicate with others		6	3	3