Model Curriculum

Lead Wood Quality Examiner -Wooden Furniture

SECTOR: FURNITURE & FITTINGS
SUB-SECTOR: Wooden Furniture
OCCUPATION: Quality Analysis-Production
REF ID: FFS/Q0109, V1.0
NSQF LEVEL: 4

Skill India
कौशल भारत-कुशल भारत

FURNITURE & FITTINGS SKILL COUNCIL

N·S·D·C National Skill Development Corporation
Transforming the skill landscape

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 Wood Quality Examiner-Wooden Furniture**' QP No. '**FFS/Q0109 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)

TABLE OF CONTENTS

Lead Wood Quality Examiner - Wooden Furniture

CURRICULUM / SYLLABUS

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

Program Name	Lead Wood Quality Examiner -Wooden Furniture		
Qualification Pack Name & Reference ID	FFS/Q0109, v1.0		
Version No.	1.0	**Version Update Date**	12-07-2017
Pre-requisites to Training	Class XII 1-2 years or relevant experience		
Training Outcomes	**After completing this programme, participants will be able to:** • test natural wood and finished products at different stages of production or at completion • achieve productivity and quality standard • well versed with health and safety measures in terms of personal safety and equipment safety relevant to carpentry occupation • maintain work area and ensure tools and machines are maintained as per norms • 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 "Lead Wood Quality Examiner -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	• Recognize the importance of general disciple in the class room (do's and don'ts) • Explain the roles and responsibilities of a Lead Wood Quality Examiner -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	**Understanding the organizational context/ company/ employer** **Theory Duration** (hh:mm) 08:00 **Practical Duration** (hh:mm) 00:00 **Corresponding NOS Code** FFS/N0117	• Discuss codes, standards, policies, manuals, rules and regulation of the organization • Contact the concerned persons in case of queries on procedures/products/ escalation/ any problem	
3	**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 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	Moisture meter, meter type, digital vernier caliper, angle measure, sliding bevel angle, level plumb, steel flat bar, utility knife, coin, gloss meter, cross cut test

		• Select the cleaning equipment and methods appropriately for the work to be carried out • Disposal of waste safely in the designated location • Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration	
4	**Ensuring health and safety at workplace** **Theory Duration** (hh:mm) 04:00 **Practical Duration** (hh:mm) 04:00 **Corresponding NOS Code** FFS/N8601	• Work safely by complying relevant guidelines • Assess the worksite for any possible health and safety hazards • Follow instructions of manufacturer related to safe use of materials • 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 • Maintain correct body posture while working for long hours and carrying heavy materials • Follow the processes involved while lifting, carrying or moving heavy wooden furniture and accessories from one place to another • Handle all required tools, machines, materials and equipment safely • Adhere to relevant occupational safety procedures while handling sharp tools, glass, heavy wood, and chemicals • Apply good housekeeping practices by keeping the work area tidy • Report any accident duly to the authorized person	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	• Follow the electrical safety measures while working with electrical power tools and equipment • Follow the evacuation procedures in the event of an emergency, accident, fire or natural calamity • Ensure general health and safety equipment are available at site • 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	Masks, safety glasses, ear muffs, safety footwear, gloves, aprons, first aid, different types of fire extinguisher

		• Respond promptly and appropriately to an accident situation or medical emergency • Know the methods of accident prevention in the working area	
6	**Interaction with seniors** **Theory Duration** (hh:mm) 04:00 **Practical Duration** (hh:mm) 04:00 **Corresponding NOS Code** FFS/N8801	• Seek clarifications on policies from the supervisor or other authorized personnel • Identify any deviations to the appropriate authority • Address the problems effectively and report to immediate supervisor • Seek instructions from supervisor • 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 • Work together with co-workers in a synchronized manner • Show respect to others and their work • Display active listening skills while interacting with others at work	
8	**Understanding the work requirement and set up preparation process** **Theory Duration** (hh:mm) 08:00 **Practical Duration** (hh:mm) 08:00	• Coordinate with supervisor and understand clearly the application of wood to be used in furniture piece • Collect the furniture drawings, product sample/wood log • Comprehend the job sheet to know the specifications, work instruction notes and work manuals • Ensure that all measuring equipment is within calibration date and approved for usage	Moisture meter, meter type, digital vernier caliper, angle measure, sliding bevel angle, level plumb, steel flat bar, utility knife, coin, gloss meter, cross cut test

	Corresponding NOS Code FFS/N0117		
9	**Sorting criteria for wooden logs** **Theory Duration** (hh:mm) 08:00 **Practical Duration** (hh:mm) 08:00 **Corresponding NOS Code** FFS/N0117	• Conduct the physical and visual check for size of individual log • Carry out the physical and visual check for any discoloration, fungal and insect attack.	Moisture meter, meter type, digital vernier caliper, angle measure, sliding bevel angle, level plumb, steel flat bar, utility knife, coin, gloss meter, cross cut test
10	**Grading of wood** **Theory Duration** (hh:mm) 08:00 **Practical Duration** (hh:mm) 16:00 **Corresponding NOS Code** FFS/N0117	• Carry out the visual, physical and mechanical test for determining the kind of wood • Carry out fibre test • Carry out all the tests for grading of wood	Moisture meter, meter type, digital vernier caliper, angle measure, sliding bevel angle, level plumb, steel flat bar, utility knife, coin, gloss meter, cross cut test
11	**Sorting criteria for engineered wood** **Theory Duration** (hh:mm) 08:00 **Practical Duration** (hh:mm) 16:00 **Corresponding NOS Code** FFS/N0117	• Carry out the relevant physical and mechanical tests for sorting of engineered wood's	Moisture meter, meter type, digital vernier caliper, angle measure, sliding bevel angle, level plumb, steel flat bar, utility knife, coin, gloss meter, cross cut test
12	**Achieving productivity and**	• Maintain records of all readings to undertake required documentation for complete compliance	

	quality standards **Theory Duration** (hh:mm) 08:00 **Practical Duration** (hh:mm) 16:00 **Corresponding NOS Code** FFS/N0117	• Review the readings and other records • Discuss the results with the senior/supervisor before initiating the markings of all the engineered wood • Ensure compliance to standards and quality guarantee • Adhere towards requisite grading and sorting of all wood /engineered wood	
13	**Comprehend work requirement** **Theory Duration** (hh:mm) 08:00 **Practical Duration** (hh:mm) 08:00 **Corresponding NOS Code** FFS/N0118	• Coordinate with supervisor to understand the day's/week's target and the overall timelines • Read job sheet to understand the specifications for the lot received, work instruction notes and work manuals • Collect the furniture piece samples to be tested • Collect the requisite tools needed	Moisture meter, meter type, digital vernier caliper, angle measure, sliding bevel angle, level plumb, steel flat bar, utility knife, coin, gloss meter, cross cut test
14	**Set up and operate the test, during manufacturing process** **Theory Duration** (hh:mm) 08:00 **Practical Duration** (hh:mm) 16:00 **Corresponding NOS Code** FFS/N0118	• Ensure that all wooden sections are properly stacked, dried and have standard moisture content • Ensure all the markings are as per given drawing specifications • Ensure all wooden sections, board and ply are accurately cut and all sawing and shaping done efficiently as per standards. • Check all the joineries are done as per drawings using appropriate mortise tenon, dovetails, dowels or screws • Ensure all the sections are properly screwed or tied or joined together with neatness as per the approved drawings	Moisture meter, meter type, digital vernier caliper, angle measure, sliding bevel angle, level plumb, steel flat bar, utility knife, coin, gloss meter, cross cut test

15	**Final product's Structure Strength, appearance and durability test** **Theory Duration** (hh:mm) 08:00 **Practical Duration** (hh:mm) 16:00 **Corresponding NOS Code** FFS/N0118	• Carry out load test, stability test, drop test and surface soundness test • Carry out the visual and physical checking of all corner blocks that add to the strength and stability to a piece in making of final product • Test for sturdiness by trying to rock or jostle the piece. • Carry out the visual and physical checking of furniture ergonomic test w.r.t efficiency, comfort, functionality • Review the overall furniture for any splintered edges	Moisture meter, meter type, digital vernier caliper, angle measure, sliding bevel angle, level plumb, steel flat bar, utility knife, coin, gloss meter, cross cut test
16	**Surface finish/ polish/ paint check** **Theory Duration** (hh:mm) 04:00 **Practical Duration** (hh:mm) 08:00 **Corresponding NOS Code** FFS/N0118	• Carry out the visual and physical checking of sanding process, staining, finishing and coating	Moisture meter, meter type, digital vernier caliper, angle measure, sliding bevel angle, level plumb, steel flat bar, utility knife, coin, gloss meter, cross cut test
17	**Final product's weather, chemical and fire test** **Theory Duration** (hh:mm) 08:00 **Practical Duration** (hh:mm) 16:00 **Corresponding NOS Code** FFS/N0118	• Carry out the visual, physical and mechanical inspection for final product's weather, chemical and fire test	Moisture meter, meter type, digital vernier caliper, angle measure, sliding bevel angle, level plumb, steel flat bar, utility knife, coin, gloss meter, cross cut test

18	**Achieving productivity and quality standards by testing finished wood product** **Theory Duration** (hh:mm) 08:00 **Practical Duration** (hh:mm) 08:00 **Corresponding NOS Code** FFS/N0118	• Maintain records of all readings undertaken for complete compliance • Review the readings and other records • Discuss the results with the senior/supervisor before initiating the sorting/grading of all finished articles • Basis the results of the tests, undertake the sorting/grading of all finished articles • Follow requisite testing of samples during manufacturing process and finished article testing	Moisture meter, meter type, digital vernier caliper, angle measure, sliding bevel angle, level plumb, steel flat bar, utility knife, coin, gloss meter, cross cut test
	Total Duration **Theory Duration: 120:00** **Practical Duration: 160:00**	**Unique Equipment Required for the QP:** Masks, safety glasses, ear muffs, safety footwear, gloves, aprons, first aid, different types of fire extinguisher Moisture meter, meter type, digital vernier caliper, angle measure, sliding bevel angle, level plumb, steel flat bar, utility knife, coin, gloss meter, cross cut test	

Grand Total Course Duration: **280 Hours, 0 minutes**

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

Trainer Prerequisites for Job role: "Lead Wood Quality Examiner - Wooden Furniture" mapped to Qualification Pack: "FFS/Q0109"

Sr. No.	Area	Details
1	**Description**	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack "FFS/Q0109".
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 10th pass Minimum age 25 year
4a	**Domain Certification**	Certified for Job Role: "Lead Wood Quality Examiner -Wooden Furniture" mapped to QP: "FFS/Q0109". 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 wood quality examination

Annexure: Assessment Criteria

Job Role	Lead Wood Quality Examiner -Wooden Furniture
Qualification Pack	FFS/Q0109, 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 **Total Marks: 500**		**Marks Allocation**			
Assessment outcomes	**Assessment criteria for outcomes**	**Total Marks**	**Out Of**	**Theory**	**Skills Practical**
1 FFS/N0117 (Testing of Natural /Engineered wood)	PC1. coordinate with supervisor and understand clearly the application of wood to be used in furniture piece i.e. for interior, exterior use	**100**	4	2	2
	PC2. collect the furniture drawings, product sample/wood log		4	2	2
	PC3. read and comprehend the job sheet to know the specifications, work instruction notes and work manuals		4	2	2
	PC4. setup equipments and maintain the work area as per procedure or operation specification		4	2	2
	PC5. ensure that all measuring equipment is within calibration date and are approved for usage		4	2	2

	PC6. conduct the physical and visual check for size i.e. length and circumference (diameter) of individual log		3	1	2
	PC7. carry out the physical and visual check for any discoloration, fungal and insect attack.		3	1	2
	PC8. conduct the physical and visual check for spiral grains, type and size of knots, checks and splits, shakes, taper and sweep of logs, eccentricity, reaction wood, double pith, false heartwood, etc.		3	1	2
	PC9. carry out the visual , physical and mechanical test for determining the kind of wood and also carry out fiber test		3	1	2
	PC10. carry out the physical and mechanical test for wood's density, diameter of largest knot, circumference of logs.		3	1	2
	PC11. carry out the physical and mechanical test for wood's stability, drop and surface soundness test		3	1	2
	PC12. carry out the physical and mechanical test for wood's tension, compression, Flexure test		3	1	2
	PC13. carry out the physical and mechanical test for wood's elasticity and hardness test.		3	1	2
	PC14. carry out the visual, physical and mechanical test for moisture content in wood logs		3	1	2
	PC15. carry out the physical and mechanical test for wood's load		3	1	2

	endurance and internal bond strength test				
	PC16. carry out the physical and mechanical test for wood's impact test and test for wood's flammability, wood's heat and visible Smoke Release Rates Test		3	1	2
	PC17. carry out the physical and mechanical test of Direct Screw Withdrawal Test		3	1	2
	PC18. carry out the visual, physical and mechanical test for wood's Dull Corrosion, Humidity & Temperature Test		3	1	2
	PC19. carry out the physical and mechanical test of engineered wood's (veneer etc.) Specimen test , impact test and also determine the moisture content		3	1	2
	PC20. carry out the physical and mechanical test of engineered wood's stability, drop and surface soundness test		3	1	2
	PC21. carry out the physical and mechanical test of engineered wood's load ,Tensile Strength Modulus of Rupture and Modulus of Elasticity Test		3	1	2
	PC22. carry out the physical and mechanical test of engineered wood's fiber or particle Internal Bond, Adhesives plywood quality test		3	1	2
	PC23. carry out the physical and mechanical test of engineered wood's Formaldehyde		3	1	2

	Concentrations in Air and Emission Rates test				
	PC24. carry out the physical and mechanical test of engineered wood's Face Screw-Holding Capacity, Edge Screw-Holding Capacity test		3	1	2
	PC25. carry out the visual, physical and mechanical test of engineered wood's water Absorption and Thickness Swelling test		3	1	2
	PC26. maintain notes and records of all readings undertaken and ensure to undertake required documentation for complete compliance		3	1	2
	PC27. review the readings and other records and discuss the results with the senior/supervisor before initiating the markings of all the engineered wood		3	1	2
	PC28. basis the results of the tests, undertake markings of ranking/grading of all wood /engineered wood		4	2	2
	PC29. achieve 100% target w.r.t number and area of pieces to be tested		3	1	2
	PC30. ensure compliance to standards and 100% quality guarantee		4	2	2
	PC31. confirm to rules adherence towards requisite grading and sorting of all wood /engineered wood		3	1	2
			100	**40**	**60**
2. FFS/N0118 (Testing of Finished wood product)	PC1. coordinate with supervisor to understand the day's/week's target and the overall timelines	**100**	3	1	2

	PC2. read job sheet to understand the specifications for the lot received, work instruction notes and work manuals		4	2	2
	PC3. collect the furniture piece samples to be tested		4	2	2
	PC4. collect the requisite tools needed e.g. foot rule, callipers, right angle device etc.		4	2	2
	PC5. ensure that all wooden sections are properly stacked and are properly dry and have standard moisture content by doing moisture and humidity test		4	2	2
	PC6. ensure with measuring components, that all the markings done on wood, ply or board are as per given drawing specifications		3	1	2
	PC7. ensure with measuring components, that all wooden sections, board and ply are accurately cut and all sawing and shaping done efficiently as per standards.		3	1	2
	PC8. confirm that all the joineries are done as per drawings using appropriate Mortise and Tenon ,dovetails and dowels or screws		3	1	2
	PC9. assess whether the adhesive and hardware, e.g. screws, bolts etc. used are also as per drawings and standards		3	1	2
	PC10. ensure that all the sections including drawers, doors etc. are properly screwed or tied or joined together with neatness and skilfully as per the approved drawings		3	1	2

	PC11. ensure that all the open edges are properly covered and sealed		3	1	2
	PC12. carry out the visual and physical checking of the product's longevity, strength, durability, and physical appearance by doing of load test, stability Test, drop test and surface soundness test etc.		3	1	2
	PC13. carry out the visual and physical checking all corner blocks that add to the strength and stability to a piece in making of final product		3	1	2
	PC14. test for sturdiness by trying to rock or jostle the piece. It shouldn't squeak, twist or wobble. Check to make sure it's level with the floor surface.		3	1	2
	PC15. carry out the visual and physical checking of furniture ergonomic test w.r.t efficiency, comfort, functionality etc.		3	1	2
	PC16. review the overall furniture for any splintered edges		3	1	2
	PC17. carry out the visual and physical checking of sanding process done in final product. The following points should be taken into consideration:		4	2	2
	a) check for smoothness by running hand over surface and highlight any rough patches,				
	b) review the surface from different angles to check for any scratches/ blotchiness,				
	c) ensure that sanding is not done across wood grain to avoid unattractive results such as dark				

	lines or scratches across the surface,				
	d) review the overall sanding done on the product to avoid uneven staining done at subsequent stage.				
	PC18. carry out the visual and physical check of staining done on final product. E.g. evaluate if the staining done is even or not without any dark spots and all sides, ends of furniture are of same tone or not.		4	2	2
	PC19. conduct the visual and physical check of finishes and top coating done on the final product. The following points should be taken into consideration:		4	2	2
	a) evaluate that the finishes should be similar on the back and underside of the furniture too,				
	b) evaluate the finish to ensure it is smooth and free of rough spots, dust specks or bubbles,				
	c) review for the depth and richness in the finish which comes on furniture through several light coats of finish with sanding between the coats.				
	PC20. check for any dull spots indicating not enough coats or for any glossy or cloudy surface that hides the wood grain		3	1	2
	PC21. carry out the visual, physical and mechanical test of final product's surface water absorption and thickness swelling test		3	1	2

	PC22. carry out the visual, physical and mechanical test of final product's surface linear variation with change in Moisture Content test, Humidity & Temperature test		3	1	2
	PC23. carry out the visual, physical and mechanical test of final product's surface Dull Accelerated Heat and UV aging Test		3	1	2
	PC24. carry out the physical and mechanical test of final product's flammability, heat and visible Smoke Release Rates test		3	1	2
	PC25. maintain notes and records of all readings undertaken and ensure to undertake required documentation for complete compliance		4	2	2
	PC26. review the readings and other records and discuss the results with the senior/supervisor before initiating the sorting/grading of all finished articles		4	2	2
	PC27. basis the results of the tests, undertake the sorting/grading of all finished articles		4	2	2
	PC28. achieve 100% target w.r.t number and area of pieces to be tested		3	1	2
	PC29. ensure compliance to standards and 100% quality guarantee		3	1	2
	PC30. confirm to rules adherence towards requisite testing of samples during manufacturing process and finished article testing		3	1	2
			100	**40**	**60**

3. 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 behaviors at the workplace disciplined behaviors: 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**
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/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		3	1	2

		hazards from chemicals and other such toxic material etc.				
	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,		3	2	1

		removal/disposal of waste products, protect surfaces				
	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 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		3	1	2

	agents)				
	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**
Grand Total			**500**	**190**	**310**
Percentage Weightage				**30%**	**70%**
Minimum Pass % to qualify (aggregate)			**70%**		