



Assembler Modular Furniture

QP Code: FFS/Q5101

NSQF Level: 3

Furniture and Fittings Skill Council || 407-408, DLF City Court, M G Road, Sikanderpur
Gurgaon - 122002

Qualification Pack

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FFS/Q5101: Assembler Modular Furniture

Brief Job Description

Assembler is required to assist in assemble of various products/parts of modular furniture by fitting/assembling the furniture pieces /parts together, performing the installation, application of hardware and conducting post installation check of the final installed product.

Personal Attributes

Assembler should have basic knowledge of different types of furniture installations. They are required to be flexible in terms of adapting their style of work to different types of furniture design. He/she should have good mathematical skills and have accuracy in measurement along with having good hand-eye coordination and being physically fit.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N5101: Assist in assembling and installation of different modular furniture parts](#)
2. [FFS/N8501: Maintain work area, tools and machines](#)
3. [FFS/N8601: Ensure health and safety at workplace](#)
4. [FFS/N8801: Work effectively with others](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Modular Furniture
Occupation	Production- Modular Furniture
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification & Experience	5th Class with 0-6 Months of experience OR 5th Class OR 5th Class

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Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Basic carpentry skills, computer basic, basic knowledge of other trades, usage of power tools - suggested but not mandatory
Minimum Job Entry Age	18 Years
Last Reviewed On	12/07/2017
Next Review Date	12/07/2020
NSQC Approval Date	03/08/2018
Version	1.0

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FFS/N5101: Assist in assembling and installation of different modular furniture parts

Description

This unit is about assisting in assembling and installation of different parts in modular furniture.

Scope

This unit/task covers the following:

- Assist in preparatory activities for assembling and installation of the modular furniture
- Assist in assembling at site
- Assist in installation at site
- Post installation check of assembled furniture

Elements and Performance Criteria

Assist in preparatory activities for assembling and installation of the modular furniture

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

- PC1.** gather and organize required tools & equipment, hardware fittings (e.g. measuring tape ,drill, scrapper, pencil, table saw, measuring tape, power tools, drilling tools, sanding tools, hinges, drawer runners etc.) for assembling and installing of modular furniture
- PC2.** take site measurement according to design
- PC3.** unpack the materials/furniture parts delivered for modular furniture, as per the instructions of the lead/ supervisor
- PC4.** assist in reviewing hardware and quality check of materials (MDF, HDF , Plywood, laminates, adhesives etc.) and actual condition of tools and equipments and inform the lead/supervisor for repair /replacement as needed
- PC5.** clean work area to ensure hazard free work
- PC6.** ensure that the floor guard/ other floor safety material is spread on the floor to prevent damage to the floor/individual and also use safety equipment and personal protection equipment as needed such as gloves , goggles, ear plugs, mask correctly in accordance with work policy
- PC7.** check for safety and proper functioning of the power socket for usage of power tools before initiating work
- PC8.** place and set the ladder and other supporting equipment as per the requirement of different activities
- PC9.** assist in requisite documentation as per organization protocol
- PC10.** place all the furniture parts and hardware in an appropriate manner based on requirement during assembling of parts

Assist in assembling at site

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

- PC11.** assist in removing cabinets, fixtures and other fittings from existing furniture settings on work site if required as per directions from supervisor

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- PC12.** take measurement and creating markings to assemble different parts
- PC13.** apply adhesives /screws / hardware as per requirement for fastening the furniture parts to ensure quality and correct fitting
- PC14.** follow the instruction of lead and manufacturer manual , in case of integration of sub-assemblies like cabinet accessories- garbage pull-outs, cutlery trays etc. , cabinets components (shelves, drawers, door hinges etc.) and cabinet doors with furniture at site using specified joinery techniques and required adhesives/screws
- PC15.** assist in checking at regular interval during assembling to avoid any errors/defects

Assist in installation at site

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

- PC16.** identify slots for placing/installing each furniture part as per design
- PC17.** recheck measurements of slot and furniture part to avoid damage during installation
- PC18.** take requisite cut-outs for electrical outlets, plumbing hook ups and other arrangements
- PC19.** assist in installation and fasten of boxes/furniture parts to the surface/wall by using adhesives /hardware as appropriate and be mindful of wall strength and spacing etc.
- PC20.** support in installing fillers , shims wherever necessary
- PC21.** assist in installation of other associated fittings e.g. sink, cooking hob, chimney and other electrical appliances in case of kitchen, study table in bed rooms etc.
- PC22.** assist in installation of fittings (like locks, latch etc.), decorative mouldings/ finish accessories (crown moulding, decorative panels etc.)

Post installation check of assembled furniture

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

- PC23.** assist in conducting post installation check and perform touch up, cleaning, sanding and finishing of assembled installed product as instructed by lead/supervisor
- PC24.** gather all tools and equipments post installation and place accordingly
- PC25.** wipe/clean the product post installation and remove any dust etc.
- PC26.** remove all the debris from the site and clean the work area in accordance with organization policy
- PC27.** take note of inputs/ feedback received during installation to incorporate in future

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** about various organizational processes and procedures, code of conduct, reporting matrix and escalation hierarchy
- KU2.** about organisation products and services
- KU3.** about the organisation procedures and formalities to be completed during work
- KU4.** various types of designs of the products
- KU5.** about terminology, abbreviations, symbols, dimension matrix etc.
- KU6.** about assembly process/ product line
- KU7.** information about the organisation clients and previous design developed

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- KU8.** common hazards in the work area and relevant safety and security procedures/manuals to be followed
- KU9.** waste disposal policy
- KU10.** about organisation documentation and reporting policy
- KU11.** work specifications and interpret them accurately
- KU12.** ability to interpret work specifications and interpret them accurately
- KU13.** process of site measurement for project level work
- KU14.** measurement of length, width & depth in MKS & FPS system and its application and undertake measuring accurately
- KU15.** required tools, equipment and material for assembling and installing furniture at the customer location
- KU16.** arrangement of tools and equipment for assembly of furniture
- KU17.** knowledge of various types of furniture accessories, fittings, types of joinery etc. and estimating the quantities required
- KU18.** different process involved in assembling of products and various appropriate slots for fittings the furniture
- KU19.** different types of tools and equipments and the processes of operating the same. For e.g. Measuring Tape, Screws and Screw drivers, Hinges, Connector, Drill bits and machines, Fastening tools(with power),planning and sanding tools(including power tools) etc.
- KU20.** proper procedure of cleaning the work site and tools and equipments
- KU21.** technique of joining the materials with screws, staples, or adhesives and the amount of adhesives to be used
- KU22.** handling and storage of different tools and equipment
- KU23.** correct lifting, loading and unloading and handling procedures
- KU24.** safety standards and precautions to be taken and different types of personal protective gear and their usage
- KU25.** technique of polishing furniture for proper finishing, if needed
- KU26.** Standard operating procedures
- KU27.** common issues troubleshooting knowledge

Generic Skills (GS)

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

- GS1.** document records/observations/information communicated related to assembling and installation
- GS2.** write reports, information documents to internal departments/ internal teams
- GS3.** read and understand the package details as per company procedures
- GS4.** read instructions and interpret such as those for assembling/installation and for the safe use of machine and tools
- GS5.** read internal information documents sent by internal teams
- GS6.** discuss task lists, schedules and activities
- GS7.** effectively communicate with team members and customers

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- GS8.** attentively listen and comprehend the information given by the speaker
- GS9.** communicate clearly on the issues being faced and clarify queries
- GS10.** share best practices with peers
- GS11.** analyze critical points in day to day tasks through experience and observation, and identify control measures to solve the issue
- GS12.** ability to troubleshoot common concerns faced
- GS13.** plan ,organize and prioritize the work order and jobs received
- GS14.** ability to organize and conduct work in optimal manner
- GS15.** plan to utilize time and equipment's effectively
- GS16.** ability to concentrate on task and ability to complete with time limits
- GS17.** assist in record keeping and proper documentation
- GS18.** understand customer requirements and time lines and respond as per their needs
- GS19.** being courteous with customers and ability to handle different types of customers
- GS20.** being aware of different customer cultures/faiths and responding appropriately
- GS21.** support lead/manager in solving problems by detailing and discussing the possible solutions
- GS22.** ability to quickly identify common causes of errors and help in resolution
- GS23.** apply domain information/knowledge and assess day to day tasks through experience and observation, to identify control measures to solve issues
- GS24.** provide suggestions to further streamline process
- GS25.** use reasoning skills to identify and resolve basic problems
- GS26.** use acquired knowledge of the process and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in preparatory activities for assembling and installation of the modular furniture</i>	3	31	-	-
PC1. gather and organize required tools & equipment, hardware fittings (e.g. measuring tape ,drill, scrapper, pencil, table saw, measuring tape, power tools, drilling tools, sanding tools, hinges, drawer runners etc.) for assembling and installing of modular furniture	-	4	-	-
PC2. take site measurement according to design	-	4	-	-
PC3. unpack the materials/furniture parts delivered for modular furniture, as per the instructions of the lead/ supervisor	-	3	-	-
PC4. assist in reviewing hardware and quality check of materials (MDF, HDF , Plywood, laminates, adhesives etc.) and actual condition of tools and equipments and inform the lead/supervisor for repair /replacement as needed	1	3	-	-
PC5. clean work area to ensure hazard free work	-	3	-	-
PC6. ensure that the floor guard/ other floor safety material is spread on the floor to prevent damage to the floor/individual and also use safety equipment and personal protection equipment as needed such as gloves , goggles, ear plugs, mask correctly in accordance with work policy	-	3	-	-
PC7. check for safety and proper functioning of the power socket for usage of power tools before initiating work	-	3	-	-
PC8. place and set the ladder and other supporting equipment as per the requirement of different activities	-	3	-	-
PC9. assist in requisite documentation as per organization protocol	1	2	-	-
PC10. place all the furniture parts and hardware in an appropriate manner based on requirement during assembling of parts	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in assembling at site</i>	5	13	-	-
PC11. assist in removing cabinets, fixtures and other fittings from existing furniture settings on work site if required as per directions from supervisor	1	2	-	-
PC12. take measurement and creating markings to assemble different parts	1	3	-	-
PC13. apply adhesives /screws / hardware as per requirement for fastening the furniture parts to ensure quality and correct fitting	1	3	-	-
PC14. follow the instruction of lead and manufacturer manual , in case of integration of sub-assemblies like cabinet accessories- garbage pull-outs, cutlery trays etc. , cabinets components (shelves, drawers, door hinges etc.) and cabinet doors with furniture at site using specified joinery techniques and required adhesives/screws	1	3	-	-
PC15. assist in checking at regular interval during assembling to avoid any errors/defects	1	2	-	-
<i>Assist in installation at site</i>	7	25	-	-
PC16. identify slots for placing/installing each furniture part as per design	1	4	-	-
PC17. recheck measurements of slot and furniture part to avoid damage during installation	1	2	-	-
PC18. take requisite cut-outs for electrical outlets, plumbing hook ups and other arrangements	1	3	-	-
PC19. assist in installation and fasten of boxes/furniture parts to the surface/wall by using adhesives /hardware as appropriate and be mindful of wall strength and spacing etc.	1	4	-	-
PC20. support in installing fillers , shims wherever necessary	1	4	-	-
PC21. assist in installation of other associated fittings e.g. sink, cooking hob, chimney and other electrical appliances in case of kitchen, study table in bed rooms etc.	1	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC22. assist in installation of fittings (like locks, latch etc.), decorative mouldings/ finish accessories (crown moulding, decorative panels etc.)	1	4	-	-
<i>Post installation check of assembled furniture</i>	5	11	-	-
PC23. assist in conducting post installation check and perform touch up, cleaning, sanding and finishing of assembled installed product as instructed by lead/supervisor	1	3	-	-
PC24. gather all tools and equipments post installation and place accordingly	1	2	-	-
PC25. wipe/clean the product post installation and remove any dust etc.	1	2	-	-
PC26. remove all the debris from the site and clean the work area in accordance with organization policy	1	2	-	-
PC27. take note of inputs/ feedback received during installation to incorporate in future	1	2	-	-
NOS Total	20	80	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N5101
NOS Name	Assist in assembling and installation of different modular furniture parts
Sector	Furniture & Fittings
Sub-Sector	Modular Furniture
Occupation	Production- Modular Furniture
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	03/08/2018

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FFS/N8501: Maintain work area, tools and machines

Description

This OS unit is about organizing / maintaining work area and activities to ensure tools and machines are maintained as per norms

Elements and Performance Criteria

Maintenance of workarea, tools and machines

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

- PC1.** handle materials, machinery, equipment and tools safely and correctly
- PC2.** use correct handling procedures
- PC3.** use materials to minimize waste
- PC4.** prepare and organize work
- PC5.** maintain a clean and hazard free working area
- PC6.** deal with work interruptions
- PC7.** maintain tools equipment and consumables
- PC8.** work in a comfortable position with the correct posture
- PC9.** use cleaning equipment and methods appropriate for the work to be carried out
- PC10.** dispose of waste safely in the designated location
- PC11.** store cleaning equipment safely after use
- PC12.** ensure safe and correct handling of materials, equipment and tools
- PC13.** maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant legislation, standards, policies, and procedures followed in the company
- KU2.** expectations and responsibilities of the job role
- KU3.** the organizations rules, codes, guidelines and standards
- KU4.** statutory responsibilities, organizational legislation and regulations
- KU5.** contact person in case of queries on procedure or products
- KU6.** method to handle tools and equipment safely and the health and safety implications of not doing so
- KU7.** escalation matrix
- KU8.** relevant health and safety requirements applicable in the work place
- KU9.** who to approach for support in order to obtain work related instructions, clarifications and support
- KU10.** importance of following health, hygiene, safety and quality standards
- KU11.** work instructions and specifications and interpret them accurately

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- KU12.** method to make use of the information detailed in specifications and instructions
- KU13.** different ways of minimizing waste
- KU14.** effects of contamination on products i.e. dirt, water and from other work happening on the site
- KU15.** Common faults with equipment and the method to rectify them
- KU16.** maintenance procedures of tools, equipment and consumables as per manufacturers instructions
- KU17.** Hazards likely to be encountered when conducting routine maintenance
- KU18.** different types of cleaning equipment and substances and their use
- KU19.** safe working practices for cleaning and the method of carrying them out

Generic Skills (GS)

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

- GS1.** write in Hindi or local language
- GS2.** fill logs, forms and formats in local language or Hindi for recording quantity and quality of work figures, defects and other related information, etc. whenever needed
- GS3.** fill formats, logs and forms related to work in local language or Hindi/English
- GS4.** document measurement appropriately whenever required
- GS5.** read instructions from supervisor provided in local language or Hindi
- GS6.** read and understand manufacturers instructions and job specifications
- GS7.** interpret pictorial representations and written signs or instructions
- GS8.** read and interpret numbers written in Hindi or local language
- GS9.** understand safety symbols and basic warning signs wherever needed
- GS10.** communicate effectively with team members, supervisors, managers etc.
- GS11.** seek clarification on any unclear instructions in locally understood language
- GS12.** take decisions of once own roles and responsibilities
- GS13.** decide on material requirement for related to once work
- GS14.** decide on to accept or reject a work piece on the basis of quality parameter
- GS15.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS16.** plan word as per job specification
- GS17.** plan and organize cleaning and maintenance activities
- GS18.** work and deliver output as per client requirement and satisfaction
- GS19.** identify any defects in materials, tools and equipment and ways to resolve them
- GS20.** determine timely correction of errors to minimize rejection of pieces or rework
- GS21.** Analyse the situation and take appropriate actions while dealing with team members
- GS22.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintenance of workarea, tools and machines</i>				
PC1. handle materials, machinery, equipment and tools safely and correctly	4	4	-	-
PC2. use correct handling procedures	4	4	-	-
PC3. use materials to minimize waste	4	4	-	-
PC4. prepare and organize work	4	4	-	-
PC5. maintain a clean and hazard free working area	4	4	-	-
PC6. deal with work interruptions	4	4	-	-
PC7. maintain tools equipment and consumables	4	4	-	-
PC8. work in a comfortable position with the correct posture	4	4	-	-
PC9. use cleaning equipment and methods appropriate for the work to be carried out	4	4	-	-
PC10. dispose of waste safely in the designated location	5	3	-	-
PC11. store cleaning equipment safely after use	3	4	-	-
PC12. ensure safe and correct handling of materials, equipment and tools	3	4	-	-
PC13. maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration	3	3	-	-
NOS Total	50	50	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8501
NOS Name	Maintain work area, tools and machines
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	03/08/2018

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FFS/N8601: Ensure health and safety at workplace

Description

This OS unit covers health, safety and security at the workplace. This includes procedures and practices that candidate need to follow to help maintain a healthy, safe and secure work environment.

Elements and Performance Criteria

Health and Safety

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

- PC1.** work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines
- PC2.** ensure that health and safety instructions applicable to the work place are being followed
- PC3.** check the worksite for any possible health and safety hazards
- PC4.** Follow manufacturers instructions and job specifications relating to safe use of materials specifically chemicals and power equipment
- PC5.** ensure safe handling and disposal of waste and debris
- 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.
- PC7.** undertake first aid activities in case of any accident, if required and asked to do so
- 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.
- PC9.** maintain correct body posture while standing and working for long hours and carrying heavy materials
- PC10.** lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices
- PC11.** handle all required tools, machines , materials & equipment safely
- PC12.** adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings
- PC13.** take safety measures while handling glass, heavy wood, materials, chemicals etc.
- PC14.** apply good housekeeping practices at all times
Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces
- PC15.** report accident/incident report to authorized personal
- PC16.** perform basic safety checks before operation of all machines, tools and electrical equipment
- PC17.** follow recommended material handling procedure to control damage and personal injury
- PC18.** follow safe working practices at all times

Dealing with Emergencies

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

- PC19.** follow appropriate procedure in case a of fire emergency

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- PC20.** follow electrical safety measures while working with electrically powered tools & equipment
- PC21.** follow agreed work location procedures in the event of an emergency or an accident
- PC22.** follow emergency and evacuation procedures in case of accidents, fires, natural calamities
- 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)
- PC24.** Comply with restrictions imposed on harmful chemicals inside work area during working hours
- PC25.** correctly demonstrate rescue techniques applied during fire hazard
- PC26.** demonstrate good housekeeping in order to prevent fire hazards
- PC27.** demonstrate the correct use of a fire extinguisher
- PC28.** demonstrate how to free a person from electrocution
- PC29.** respond promptly and appropriately to an accident situation or medical emergency
- 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
- 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)
- 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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational procedures for safe handling of equipment and machine operations
- KU2.** how to respond to emergency situation in line with organisational procedures
- KU3.** reporting protocol and documentation required
- KU4.** whom to contact in case of an emergency
- KU5.** Where to get the list of contact in case of an emergency in the organization
- KU6.** common health and safety hazards in a work environment and related precautions
- KU7.** organizational procedures for safe handling of tools and equipment
- KU8.** how to respond to an emergency situation
- KU9.** potential risks and threats
- KU10.** organizational reporting protocol
- KU11.** health and safety practices at work place
- KU12.** potential hazards and risks which may be present at furniture and fittings related workplace

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- KU13.** storage and handling of hazardous substances
- KU14.** importance of good housekeeping
- KU15.** procedure to be followed for safe disposal of waste
- KU16.** safe working practices in a furniture and fittings related workplace
- KU17.** how to deal with an accident which involve human life
- KU18.** different types of personal protective equipment and their use
- KU19.** how to follow safe working practices while at work
- KU20.** different risks associated with the use of electrical equipment
- KU21.** preventative and remedial actions to be taken in the case of exposure to toxic materials, Exposure: ingested, contact with skin, inhaled Preventative action: ventilation, masks, protective clothing/ equipment); Remedial action: immediate first aid, report to supervisor Toxic materials: solvents, flux, lead
- KU22.** importance of using protective clothing/equipment while working
- KU23.** Various causes of fire
- KU24.** techniques of using the different fire extinguishers
- KU25.** different type of fire extinguishers and their use
- KU26.** various types of safety signs and what they mean
- KU27.** Appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries, etc.
- KU28.** importance of safe lifting practices and correct body postures
- KU29.** list of names (and job titles if applicable), and the contact details of all the people responsible for health and safety in a workplace

Generic Skills (GS)

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

- GS1.** write in Hindi or local language
- GS2.** fill logs, forms and formats in local language or Hindi for recording quantity and quality of work figures, defects and other related information, etc. whenever needed
- GS3.** document measurement appropriately whenever required
- GS4.** read all organizational and equipment related health and safety manuals and documents
- GS5.** read and comprehend safety related documents
- GS6.** communicate effectively with team members, supervisors, managers etc
- GS7.** seek clarification on any unclear instructions in locally understood language
- GS8.** take decisions of once own roles and responsibilities
- GS9.** decide on material requirement for related to once work
- GS10.** decide on to accept or reject a work piece on the basis of quality parameter
- GS11.** plan and organize own work in a way that all activities are completed in time and as per specifications
- GS12.** plan word as per job specification
- GS13.** plan and organize cleaning and maintenance activities

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- GS14.** work and deliver output as per client requirement and satisfaction
- GS15.** identify any defects in materials, tools and equipment and ways to resolve them
- GS16.** determine timely correction of errors to minimize rejection of pieces or rework
- GS17.** analyse the situation and take appropriate actions while dealing with team members
- GS18.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health and Safety</i>	17	39	-	-
PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	2	1	-	-
PC2. ensure that health and safety instructions applicable to the work place are being followed	1	2	-	-
PC3. check the worksite for any possible health and safety hazards	1	2	-	-
PC4. Follow manufacturers instructions and job specifications relating to safe use of materials specifically chemicals and power equipment	1	2	-	-
PC5. ensure safe handling and disposal of waste and debris	-	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.	1	2	-	-
PC7. undertake first aid activities in case of any accident, if required and asked to do so	-	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	-	-
PC9. maintain correct body posture while standing and working for long hours and carrying heavy materials	-	3	-	-
PC10. lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. handle all required tools, machines , materials & equipment safely	2	2	-	-
PC12. adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings	-	3	-	-
PC13. take safety measures while handling glass, heavy wood, materials, chemicals etc.	-	3	-	-
PC14. apply good housekeeping practices at all times Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces	2	1	-	-
PC15. report accident/incident report to authorized personal	1	2	-	-
PC16. perform basic safety checks before operation of all machines, tools and electrical equipment	2	1	-	-
PC17. follow recommended material handling procedure to control damage and personal injury	1	2	-	-
PC18. follow safe working practices at all times	1	2	-	-
<i>Dealing with Emergencies</i>	13	31	-	-
PC19. follow appropriate procedure in case a of fire emergency	1	2	-	-
PC20. follow electrical safety measures while working with electrically powered tools & equipment	2	2	-	-
PC21. follow agreed work location procedures in the event of an emergency or an accident	1	2	-	-
PC22. follow emergency and evacuation procedures in case of accidents, fires, natural calamities	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)	1	3	-	-
PC24. Comply with restrictions imposed on harmful chemicals inside work area during working hours	-	3	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC25. correctly demonstrate rescue techniques applied during fire hazard	-	3	-	-
PC26. demonstrate good housekeeping in order to prevent fire hazards	-	3	-	-
PC27. demonstrate the correct use of a fire extinguisher	2	1	-	-
PC28. demonstrate how to free a person from electrocution	1	2	-	-
PC29. respond promptly and appropriately to an accident situation or medical emergency	-	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	-	-
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)	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	-	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8601
NOS Name	Ensure health and safety at workplace
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	

Qualification Pack

FFS/N8801: Work effectively with others

Description

This OS unit is about communicating and coordinating with team members including subordinates and superiors.

Elements and Performance Criteria

Interaction with Seniors

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

- PC1.** seek assistance from supervisor or any such appropriate authority as and when required
- PC2.** ask questions and seek clarifications on work tasks whenever required handling procedures
- PC3.** seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel
- PC4.** identify and report any possible deviations to appropriate authority
- PC5.** address the problems effectively and report if required to immediate supervisor appropriately
- PC6.** Receive instructions clearly from superiors and respond effectively on the same
- PC7.** follow escalation matrix in case of any grievance
- PC8.** accurately receive information and instructions from the supervisor related to ones work

Work effectively

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

- PC9.** coordinate and cooperate with colleagues to achieve work objectives
- PC10.** display courteous behaviour at all times
- PC11.** respond politely to customer queries and other team members
- PC12.** follow work place dress code
- PC13.** keep work area in a tidy and organized state
- PC14.** adhere to time lines and quality standards
- PC15.** follow organizational policies and procedures
- PC16.** share information with team wherever and whenever required to enhance quality and productivity at work place
- PC17.** work together with co-workers in a synchronized manner
- PC18.** communicate with others clearly, at a pace and in a manner that helps them to understand
- PC19.** show respect to other and their work
- PC20.** display active listening skills while interacting with others at work
- 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.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions
- KU2.** reporting structure, inter-dependent functions, lines and procedures in the work area
- KU3.** relevant people and their responsibilities within the work area
- KU4.** escalation matrix and procedures for reporting work and employment relate issue clarifications and support
- KU5.** importance of working effectively with others to achieve organizations goals
- KU6.** importance of effective communication and establishing good working relationships with other
- KU7.** responsibilities and objectives of the role
- KU8.** own roles and responsibilities
- KU9.** principle of furniture and fittings manufacturing and installation
- KU10.** importance of having correct understanding of work task and objective
- KU11.** how to keep work area clean and tidy and its importance
- KU12.** applicable quality standards for assigned work task and objective
- KU13.** Reporting procedure in case of deviations
- KU14.** importance and need of supporting co-workers facing problems for smooth functioning of work
- KU15.** different type of people that one is required to communicate and coordinate within the organization
- KU16.** various components of communication cycle
- KU17.** importance of active listening
- KU18.** importance of discipline and ethics for professional success
- KU19.** what constitutes disciplined behavior for a working professional
- KU20.** expressing and addressing grievances appropriately and effectively
- KU21.** importance and ways of managing interpersonal conflict effectively

Generic Skills (GS)

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

- GS1.** write in Hindi or local language
- GS2.** fill formats, logs and forms related to work in local language or Hindi/English
- GS3.** document measurement appropriately whenever required
- GS4.** read instructions from supervisor provided in local language or Hindi
- GS5.** read and understand manufacturers instructions and job specifications
- GS6.** interpret pictorial representations and written signs or instructions
- GS7.** read and interpret numbers written in Hindi or local language
- GS8.** understand safety symbols and basic warning signs wherever needed
- GS9.** communicate effectively with team members, supervisors, managers etc.
- GS10.** seek clarification on any unclear instructions in locally understood language
- GS11.** take decisions of once own roles and responsibilities

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- GS12.** decide on material requirement for related to once work
- GS13.** decide on to accept or reject a work piece on the basis of quality parameter
- GS14.** Plan and organize own work in a way that all activities are completed in time and as per specifications
- GS15.** plan word as per job specification
- GS16.** plan and organize cleaning and maintenance activities
- GS17.** work and deliver output as per client requirement and satisfaction
- GS18.** identify any defects in materials, tools and equipment and ways to resolve them
- GS19.** determine timely correction of errors to minimize rejection of pieces or rework
- GS20.** analyse the situation and take appropriate actions while dealing with team members
- GS21.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interaction with Seniors</i>	18	15	-	-
PC1. seek assistance from supervisor or any such appropriate authority as and when required	1	2	-	-
PC2. ask questions and seek clarifications on work tasks whenever required handling procedures	1	2	-	-
PC3. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel	5	-	-	-
PC4. identify and report any possible deviations to appropriate authority	1	2	-	-
PC5. address the problems effectively and report if required to immediate supervisor appropriately	2	3	-	-
PC6. Receive instructions clearly from superiors and respond effectively on the same	1	2	-	-
PC7. follow escalation matrix in case of any grievance	4	2	-	-
PC8. accurately receive information and instructions from the supervisor related to ones work	3	2	-	-
<i>Work effectively</i>	12	55	-	-
PC9. coordinate and cooperate with colleagues to achieve work objectives	-	5	-	-
PC10. display courteous behaviour at all times	-	5	-	-
PC11. respond politely to customer queries and other team members	1	4	-	-
PC12. follow work place dress code	-	5	-	-
PC13. keep work area in a tidy and organized state	-	5	-	-
PC14. adhere to time lines and quality standards	2	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. follow organizational policies and procedures	4	-	-	-
PC16. share information with team wherever and whenever required to enhance quality and productivity at work place	2	3	-	-
PC17. work together with co-workers in a synchronized manner	-	6	-	-
PC18. communicate with others clearly, at a pace and in a manner that helps them to understand	3	3	-	-
PC19. show respect to other and their work	-	5	-	-
PC20. display active listening skills while interacting with others at work	-	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	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8801
NOS Name	Work effectively with others
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	03/08/2018

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Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ 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 these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Recommended Pass % aggregate for QP : 50

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N5101.Assist in assembling and installation of different modular furniture parts	20	80	-	-	100	40
FFS/N8501.Maintain work area, tools and machines	50	50	-	-	100	25
FFS/N8601.Ensure health and safety at workplace	30	70	-	-	100	25
FFS/N8801.Work effectively with others	30	70	-	-	100	10

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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
Total	130	270	-	-	400	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.