



Lead Wood Quality Examiner - Wooden Furniture

QP Code: FFS/Q0109

Version: 1.0

NSQF Level: 4

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

Qualification Pack

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FFS/Q0109: Lead Wood Quality Examiner - Wooden Furniture

Brief Job Description

The individual at work is responsible for testing of natural wood and finished wooden products at different stages of production or at completion, by using test and measuring equipment, machines and visual aids in order to ensure that they are of correct value, are painted/ marked as per company's specifications and ensure adherence to prescribed tolerances and specifications.

Personal Attributes

The job requires the individual to have attention to details, good eye sight and no colour blindness . S/he should have the ability to work for long hours and be physically fit. S/he should have knowledge of different type and quality of wood, wooden manufacturing process and surface finish knowledge and flexible in adapting their work to different work situations. S/he should have communication skills , numerical and computational abilities . S/he should have openness to learning, ability to plan and organize work , identify and solve problems in the course of working.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N0117: Testing of Natural/ Engineered Wood](#)
2. [FFS/N0118: Testing of Finished wood product](#)
3. [FFS/N8501: Maintain work area, tools and machines](#)
4. [FFS/N8601: Ensure health and safety at workplace](#)
5. [FFS/N8801: Work effectively with others](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture
Occupation	Quality Analysis Production
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO- 2015/7543.0500

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Minimum Educational Qualification & Experience	12th Class with 1-2 Years of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Computer basics and basic carpentry knowledge -suggested but not mandatory
Minimum Job Entry Age	18 Years
Last Reviewed On	12/07/2017
Next Review Date	12/07/2020
Deactivation Date	12/07/2020
NSQC Approval Date	19/12/2018
Version	1.0

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FFS/N0117: Testing of Natural/ Engineered Wood

Description

This OS unit is about testing of natural /engineered wood to check for conformance to specified standards by using test machines, measuring instruments and visual aids.

Scope

This unit/task covers the following:

- Understanding work requirement and set up preparation process
- Sorting criteria for wooden logs
- Grading of wood
- Sorting criteria for engineered wood
- Achieve productivity and quality standard.

Elements and Performance Criteria

Understanding work requirement and set up preparation process

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

- PC1.** coordinate with supervisor and understand clearly the application of wood to be used in furniture piece i.e. for interior, exterior use
- PC2.** collect the furniture drawings, product sample/wood log
- PC3.** read and comprehend the job sheet to know the specifications, work instruction notes and work manuals
- PC4.** setup equipments and maintain the work area as per procedure or operation specification
- PC5.** ensure that all measuring equipment is within calibration date and are approved for usage

Sorting criteria for wooden logs

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

- PC6.** conduct the physical and visual check for size i.e. length and circumference (diameter) of individual log
- PC7.** carry out the physical and visual check for any discoloration, fungal and insect attack.
- 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.

Grading of wood

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

- PC9.** carry out the visual , physical and mechanical test for determining the kind of wood and also carry out fiber test
- PC10.** carry out the physical and mechanical test for woods density, diameter of largest knot, circumference of logs.
- PC11.** carry out the physical and mechanical test for woods stability, drop and surface soundness test
- PC12.** carry out the physical and mechanical test for woods tension, compression, Flexure test

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- PC13.** carry out the physical and mechanical test for woods elasticity and hardness test.
- PC14.** carry out the visual, physical and mechanical test for moisture content in wood logs
- PC15.** carry out the physical and mechanical test for woods load endurance and internal bond strength test
- PC16.** carry out the physical and mechanical test for woods impact test and test for woods flammability, woods heat and visible Smoke Release Rates Test
- PC17.** carry out the physical and mechanical test of Direct Screw Withdrawal Test
- PC18.** carry out the visual, physical and mechanical test for woods Dull Corrosion, Humidity & Temperature Test

Sorting criteria for engineered wood

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

- PC19.** carry out the physical and mechanical test of engineered woods (veneer etc.) Specimen test , impact test and also determine the moisture content
- PC20.** carry out the physical and mechanical test of engineered woods stability, drop and surface soundness test
- PC21.** carry out the physical and mechanical test of engineered woods load ,Tensile Strength Modulus of Rupture and Modulus of Elasticity Test
- PC22.** carry out the physical and mechanical test of engineered woods fiber or particle Internal Bond, Adhesives plywood quality test
- PC23.** carry out the physical and mechanical test of engineered woods Formaldehyde Concentrations in Air and Emission Rates test
- PC24.** carry out the physical and mechanical test of engineered woods Face Screw-Holding Capacity, Edge Screw-Holding Capacity test
- PC25.** carry out the visual, physical and mechanical test of engineered woods water Absorption and Thickness Swelling test

Achieving productivity and quality standards

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

- PC26.** maintain notes and records of all readings undertaken and ensure to undertake required documentation for complete compliance
- PC27.** review the readings and other records and discuss the results with the senior/supervisor before initiating the markings of all the engineered wood
- PC28.** basis the results of the tests, undertake markings of ranking/grading of all wood /engineered wood
- PC29.** achieve 100% target w.r.t number and area of pieces to be tested
- PC30.** Ensure compliance to standards and 100% quality guarantee
- PC31.** confirm to rules adherence towards requisite grading and sorting of all wood /engineered wood

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** about various organizational processes
- KU2.** organisation procedures and the formalities to be completed

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- KU3.** about organisation products and services
- KU4.** relevant safety , quality standards and security procedures to be followed
- KU5.** about the furniture warehouses and warehousing policy
- KU6.** work specifications and interpret them accurately
- KU7.** kinds of wood and wood properties/ engineered wood properties
- KU8.** about wooden logs, grading of wood , kinds of engineered wood and its features etc.
- KU9.** tools and machines used for testing/grading
- KU10.** about tests to undertake grading of wood- tests on woods density, diameter of largest knot, circumference of logs, moisture content test, woods stability, drop and surface soundness test, woods tension, compression, flexure test, elasticity and hardness test etc.
- KU11.** safety standards and precautions to be taken and different types of personal protective gear and their usage
- KU12.** standard operating procedures and documentation required
- KU13.** common issues troubleshooting knowledge

Generic Skills (GS)

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

- GS1.** document the information communicated /observations if any related to process
- GS2.** write reports, information documents to internal departments/ internal teams
- GS3.** ability to read and interpret the process required for conducting the assigned work
- GS4.** read internal information documents sent by internal teams
- GS5.** discuss task lists, schedules and activities
- GS6.** follow instructions accurately
- GS7.** effectively communicate with team members.
- GS8.** attentively listen and comprehend the information given by the speaker
- GS9.** respond and communicate clearly on the issues/queries
- GS10.** share best practices with peers
- GS11.** take appropriate decisions related to own responsibilities to deliver within prescribed time and as per quality standards
- GS12.** identify and decide the tools and equipments to be used.
- GS13.** ability to troubleshoot common concerns faced
- GS14.** plan, organize and prioritize the work order and jobs received
- 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.** support lead/manager in solving problems by detailing and discussing the possible solutions
- GS20.** ability to quickly identify common causes of errors and help in resolution
- GS21.** apply a structured approach to providing sustainable solutions

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- GS22.** apply domain information/knowledge and assess day to day tasks through experience and observation, to identify measures to solve issues
- GS23.** deliver business process improvements measures/suggestions in a systematic manner to further streamline the process
- GS24.** use reasoning skills to identify and resolve problems
- GS25.** 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>Understanding work requirement and set up preparation process</i>	10	10	-	-
PC1. coordinate with supervisor and understand clearly the application of wood to be used in furniture piece i.e. for interior, exterior use	2	2	-	-
PC2. collect the furniture drawings, product sample/wood log	2	2	-	-
PC3. read and comprehend the job sheet to know the specifications, work instruction notes and work manuals	2	2	-	-
PC4. setup equipments and maintain the work area as per procedure or operation specification	2	2	-	-
PC5. ensure that all measuring equipment is within calibration date and are approved for usage	2	2	-	-
<i>Sorting criteria for wooden logs</i>	3	6	-	-
PC6. conduct the physical and visual check for size i.e. length and circumference (diameter) of individual log	1	2	-	-
PC7. carry out the physical and visual check for any discoloration, fungal and insect attack.	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.	1	2	-	-
<i>Grading of wood</i>	10	20	-	-
PC9. carry out the visual , physical and mechanical test for determining the kind of wood and also carry out fiber test	1	2	-	-
PC10. carry out the physical and mechanical test for woods density, diameter of largest knot, circumference of logs.	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. carry out the physical and mechanical test for woods stability, drop and surface soundness test	1	2	-	-
PC12. carry out the physical and mechanical test for woods tension, compression, Flexure test	1	2	-	-
PC13. carry out the physical and mechanical test for woods elasticity and hardness test.	1	2	-	-
PC14. carry out the visual, physical and mechanical test for moisture content in wood logs	1	2	-	-
PC15. carry out the physical and mechanical test for woods load endurance and internal bond strength test	1	2	-	-
PC16. carry out the physical and mechanical test for woods impact test and test for woods flammability, woods heat and visible Smoke Release Rates Test	1	2	-	-
PC17. carry out the physical and mechanical test of Direct Screw Withdrawal Test	1	2	-	-
PC18. carry out the visual, physical and mechanical test for woods Dull Corrosion, Humidity & Temperature Test	1	2	-	-
<i>Sorting criteria for engineered wood</i>	7	14	-	-
PC19. carry out the physical and mechanical test of engineered woods (veneer etc.) Specimen test , impact test and also determine the moisture content	1	2	-	-
PC20. carry out the physical and mechanical test of engineered woods stability, drop and surface soundness test	1	2	-	-
PC21. carry out the physical and mechanical test of engineered woods load ,Tensile Strength Modulus of Rupture and Modulus of Elasticity Test	1	2	-	-
PC22. carry out the physical and mechanical test of engineered woods fiber or particle Internal Bond, Adhesives plywood quality test	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC23. carry out the physical and mechanical test of engineered woods Formaldehyde Concentrations in Air and Emission Rates test	1	2	-	-
PC24. carry out the physical and mechanical test of engineered woods Face Screw-Holding Capacity, Edge Screw-Holding Capacity test	1	2	-	-
PC25. carry out the visual, physical and mechanical test of engineered woods water Absorption and Thickness Swelling test	1	2	-	-
<i>Achieving productivity and quality standards</i>	10	10	-	-
PC26. maintain notes and records of all readings undertaken and ensure to undertake required documentation for complete compliance	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	2	2	-	-
PC28. basis the results of the tests, undertake markings of ranking/grading of all wood /engineered wood	2	2	-	-
PC29. achieve 100% target w.r.t number and area of pieces to be tested	2	1	-	-
PC30. Ensure compliance to standards and 100% quality guarantee	2	1	-	-
PC31. confirm to rules adherence towards requisite grading and sorting of all wood /engineered wood	1	2	-	-
NOS Total	40	60	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0117
NOS Name	Testing of Natural/ Engineered Wood
Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture
Occupation	Quality Analysis- Production
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	19/12/2018

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FFS/N0118: Testing of Finished wood product

Description

This unit is about testing of finished wood products to check for conformance to specified standards, using machine, test and measuring instruments and visual aids.

Scope

This unit/task covers the following:

- Comprehend work requirement
- Set up and operate the test, during manufacturing process
- Final product's Structure Strength, appearance and durability test
- Surface finish /polish/paint check
- Final product weather, chemical and fire test
- Achieve productivity and quality standard.

Elements and Performance Criteria

Comprehend work requirement

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

- PC1.** coordinate with supervisor to understand the days/weeks target and the overall timelines
- PC2.** read job sheet to understand the specifications for the lot received, work instruction notes and work manuals
- PC3.** collect the furniture piece samples to be tested
- PC4.** collect the requisite tools needed e.g. foot rule, callipers, right angle device etc.

Set up and operate the test, during manufacturing process

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

- PC5.** ensure that all wooden sections are properly stacked and are properly dry and have standard moisture content by doing moisture and humidity test
- PC6.** ensure with measuring components, that all the markings done on wood, ply or board are as per given drawing specifications
- 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
- PC8.** confirm that all the joineries are done as per drawings using appropriate Mortise and Tenon ,dovetails and dowels or screws
- PC9.** assess whether the adhesive and hardware, e.g. screws, bolts etc. used are also as per drawings and standards
- 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
- PC11.** ensure that all the open edges are properly covered and sealed

Final products Structure Strength, appearance and durability test

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

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- PC12.** carry out the visual and physical checking of the products longevity, strength, durability, and physical appearance by doing of load test, stability Test, drop test and surface soundness test etc.
- 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
- 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.
- PC15.** carry out the visual and physical checking of furniture ergonomic test w.r.t efficiency, comfort, functionality etc.

- PC16.** review the overall furniture for any splintered edges

Surface finish /polish/paint check

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

- PC17.** carry out the visual and physical checking of sanding process done in final product. The following points should be taken into consideration: 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.
- 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: 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

Final products weather , chemical and fire test

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

- PC21.** carry out the visual, physical and mechanical test of final products surface water absorption and thickness swelling test
- PC22.** carry out the visual, physical and mechanical test of final products surface linear variation with change in Moisture Content test, Humidity & Temperature test
- PC23.** carry out the visual, physical and mechanical test of final products surface Dull Accelerated Heat and UV aging Test
- PC24.** carry out the physical and mechanical test of final products flammability, heat and visible Smoke Release Rates test

Achieving productivity and quality standards

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

- PC25.** maintain notes and records of all readings undertaken and ensure to undertake required documentation for complete compliance
- PC26.** review the readings and other records and discuss the results with the senior/supervisor before initiating the sorting/grading of all finished articles

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- PC27.** basis the results of the tests, undertake the sorting/grading of all finished articles
- PC28.** achieve 100% target w.r.t number and area of pieces to be tested
- PC29.** ensure compliance to standards and 100% quality guarantee
- PC30.** confirm to rules adherence towards requisite testing of samples during manufacturing process and finished article testing

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** about various organizational policies, processes , code of conduct and reporting structure, escalation hierarchy
- KU2.** the organisation procedures and formalities to be complied
- KU3.** about organisation furniture/fitting products
- KU4.** relevant safety , quality standards and security procedures to be followed
- KU5.** about the furniture warehouses and warehousing policy
- KU6.** work specifications and interpret them accurately
- KU7.** Quality standards to be maintained
- KU8.** Kinds of wood and wood properties/ engineered wood properties
- KU9.** Kinds of furniture made and their manufacturing process
- KU10.** About wooden logs, grading of wood and engineered wood
- KU11.** Tools and machines used for testing/grading
- KU12.** About tests to undertake test on moisture content , stability, drop and surface soundness test, Humidity & Temperature test, final products flammability, tests for checking surface finish etc.
- KU13.** About the quality checks to undertake while manufacturing process
- KU14.** Safety standards and precautions to be taken and different types of personal protective gear and their usage
- KU15.** Standard operating procedures and documentation required
- KU16.** Common issues troubleshooting knowledge

Generic Skills (GS)

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

- GS1.** document the information communicated /observations if any related to process and procedures
- GS2.** write reports ,records ,test results/outcome and information documents to internal departments/ internal teams
- GS3.** ability to read and interpret the process required for conducting the assigned work
- GS4.** read internal information documents sent by internal teams
- GS5.** discuss task lists, schedules and activities
- GS6.** follow instructions accurately

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- GS7.** effectively communicate with team members
- GS8.** attentively listen and comprehend the information given by the speaker
- GS9.** respond and communicate clearly on the issues/queries
- GS10.** share best practices with peers
- GS11.** take appropriate decisions related to own responsibilities to deliver within prescribed time and as per quality standards.
- GS12.** identify and decide the tools and equipments to be used.
- GS13.** ability to troubleshoot common concerns faced
- GS14.** plan, organize and prioritize the work order and jobs received.
- 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.** support lead/manager in solving problems by detailing and discussing the possible solutions
- GS20.** ability to quickly identify common causes of errors and help in resolution
- GS21.** apply domain information/knowledge and assess day to day tasks through experience and observation, to identify measures to solve issues
- GS22.** provide suggestions to further streamline process
- GS23.** use reasoning skills to identify and resolve problems
- GS24.** 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>Comprehend work requirement</i>	7	8	-	-
PC1. coordinate with supervisor to understand the days/weeks target and the overall timelines	1	2	-	-
PC2. read job sheet to understand the specifications for the lot received, work instruction notes and work manuals	2	2	-	-
PC3. collect the furniture piece samples to be tested	2	2	-	-
PC4. collect the requisite tools needed e.g. foot rule, callipers, right angle device etc.	2	2	-	-
<i>Set up and operate the test, during manufacturing process</i>	8	14	-	-
PC5. ensure that all wooden sections are properly stacked and are properly dry and have standard moisture content by doing moisture and humidity test	2	2	-	-
PC6. ensure with measuring components, that all the markings done on wood, ply or board are as per given drawing specifications	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	1	2	-	-
PC8. confirm that all the joineries are done as per drawings using appropriate Mortise and Tenon ,dovetails and dowels or screws	1	2	-	-
PC9. assess whether the adhesive and hardware, e.g. screws, bolts etc. used are also as per drawings and standards	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	1	2	-	-
PC11. ensure that all the open edges are properly covered and sealed	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Final products Structure Strength, appearance and durability test</i>	5	10	-	-
PC12. carry out the visual and physical checking of the products longevity, strength, durability, and physical appearance by doing of load test, stability Test, drop test and surface soundness test etc.	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	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.	1	2	-	-
PC15. carry out the visual and physical checking of furniture ergonomic test w.r.t efficiency, comfort, functionality etc.	1	2	-	-
PC16. review the overall furniture for any splintered edges	1	2	-	-
<i>Surface finish /polish/paint check</i>	7	8	-	-
PC17. carry out the visual and physical checking of sanding process done in final product. The following points should be taken into consideration: 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.	2	2	-	-
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.	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
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: 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.	2	2	-	-
PC20. check for any dull spots indicating not enough coats or for any glossy or cloudy surface that hides the wood grain	1	2	-	-
<i>Final products weather , chemical and fire test</i>	4	8	-	-
PC21. carry out the visual, physical and mechanical test of final products surface water absorption and thickness swelling test	1	2	-	-
PC22. carry out the visual, physical and mechanical test of final products surface linear variation with change in Moisture Content test, Humidity & Temperature test	1	2	-	-
PC23. carry out the visual, physical and mechanical test of final products surface Dull Accelerated Heat and UV aging Test	1	2	-	-
PC24. carry out the physical and mechanical test of final products flammability, heat and visible Smoke Release Rates test	1	2	-	-
<i>Achieving productivity and quality standards</i>	9	12	-	-
PC25. maintain notes and records of all readings undertaken and ensure to undertake required documentation for complete compliance	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	2	2	-	-
PC27. basis the results of the tests, undertake the sorting/grading of all finished articles	2	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC28. achieve 100% target w.r.t number and area of pieces to be tested	1	2	-	-
PC29. ensure compliance to standards and 100% quality guarantee	1	2	-	-
PC30. confirm to rules adherence towards requisite testing of samples during manufacturing process and finished article testing	1	2	-	-
NOS Total	40	60	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N0118
NOS Name	Testing of Finished wood product
Sector	Furniture & Fittings
Sub-Sector	Wooden Furniture
Occupation	Quality analysis -Production
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	

Qualification Pack

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

Scope

This unit/task covers the following:

- Maintenance of work area, tools and machines

Elements and Performance Criteria

Maintenance of work area, 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:

1. relevant legislation, standards, policies, and procedures followed in the company
2. expectations and responsibilities of the job role
3. the organizations rules, codes, guidelines and standards
4. statutory responsibilities, organizational legislation and regulations
5. contact person in case of queries on procedure or products
6. method to handle tools and equipment safely and the health and safety implications of not doing so

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7. escalation matrix
8. relevant health and safety requirements applicable in the work place
9. who to approach for support in order to obtain work related instructions, clarifications and support
10. importance of following health, hygiene, safety and quality standards
11. work instructions and specifications and interpret them accurately
12. method to make use of the information detailed in specifications and instructions
13. different ways of minimizing waste
14. effects of contamination on products i.e. dirt, water and from other work happening on the site
15. Common faults with equipment and the method to rectify them
16. maintenance procedures of tools, equipment and consumables as per manufacturers instructions
17. Hazards likely to be encountered when conducting routine maintenance
18. different types of cleaning equipment and substances and their use
19. 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:

1. write in Hindi or local language
2. 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
3. fill formats, logs and forms related to work in local language or Hindi/English
4. document measurement appropriately whenever required
5. read instructions from supervisor provided in local language or Hindi
6. read and understand manufacturers instructions and job specifications
7. interpret pictorial representations and written signs or instructions
8. read and interpret numbers written in Hindi or local language
9. understand safety symbols and basic warning signs wherever needed
10. communicate effectively with team members, supervisors, managers etc.
11. seek clarification on any unclear instructions in locally understood language
12. take decisions of once own roles and responsibilities
13. decide on material requirement for related to once work
14. decide on to accept or reject a work piece on the basis of quality parameter
15. plan and organize own work in a way that all activities are completed in time and as per specifications
16. plan work as per job specification
17. plan and organize cleaning and maintenance activities
18. work and deliver output as per client requirement and satisfaction
19. identify any defects in materials, tools and equipment and ways to resolve them
20. determine timely correction of errors to minimize rejection of pieces or rework

Qualification Pack

21. Analyse the situation and take appropriate actions while dealing with team members
22. analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintenance of workarea, tools and machines</i>	50	50	-	-
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	-	-

Qualification Pack

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	17/10/2019
Next Review Date	17/10/2023
NSQC Clearance Date	22/08/2019

Qualification Pack

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.

Scope

This unit/task covers the following:

- Health and safety-Dealing with emergencies

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

Qualification Pack

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
- 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:

1. organizational procedures for safe handling of equipment and machine operations
2. how to respond to emergency situation in line with organisational procedures
3. reporting protocol and documentation required
4. whom to contact in case of an emergency
5. Where to get the list of contact in case of an emergency in the organization
6. common health and safety hazards in a work environment and related precautions
7. organizational procedures for safe handling of tools and equipment
8. how to respond to an emergency situation

Qualification Pack

9. potential risks and threats
10. organizational reporting protocol
11. health and safety practices at work place
12. potential hazards and risks which may be present at furniture and fittings related workplace
13. storage and handling of hazardous substances
14. importance of good housekeeping
15. procedure to be followed for safe disposal of waste
16. safe working practices in a furniture and fittings related workplace
17. how to deal with an accident which involve human life
18. different types of personal protective equipment and their use
19. how to follow safe working practices while at work
20. different risks associated with the use of electrical equipment
21. 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
22. importance of using protective clothing/equipment while working
23. Various causes of fire
24. techniques of using the different fire extinguishers
25. different type of fire extinguishers and their use
26. various types of safety signs and what they mean
27. Appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries, etc.
28. importance of safe lifting practices and correct body postures
29. 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:

1. write in Hindi or local language
2. 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
3. document measurement appropriately whenever required
4. read all organizational and equipment related health and safety manuals and documents
5. read and comprehend safety related documents
6. communicate effectively with team members, supervisors, managers etc
7. seek clarification on any unclear instructions in locally understood language
8. take decisions of once own roles and responsibilities
9. decide on material requirement for related to once work
10. decide on to accept or reject a work piece on the basis of quality parameter

Qualification Pack

- 11.** plan and organize own work in a way that all activities are completed in time and as per specifications
- 12.** plan work as per job specification
- 13.** plan and organize cleaning and maintenance activities
- 14.** work and deliver output as per client requirement and satisfaction
- 15.** identify any defects in materials, tools and equipment and ways to resolve them
- 16.** determine timely correction of errors to minimize rejection of pieces or rework
- 17.** analyse the situation and take appropriate actions while dealing with team members
- 18.** analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Qualification Pack

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	-	-

Qualification Pack

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	-	-

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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	17/10/2019
Next Review Date	17/10/2023
NSQC Clearance Date	22/08/2019

Qualification Pack

FFS/N8801: Work effectively with others

Description

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

Scope

This unit/task covers the following:

- Interaction with seniors
- Work effectively

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 one's 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

Qualification Pack

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:

1. legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions
2. reporting structure, inter-dependent functions, lines and procedures in the work area
3. relevant people and their responsibilities within the work area
4. escalation matrix and procedures for reporting work and employment relate issue clarifications and support
5. importance of working effectively with others to achieve organizations goals
6. importance of effective communication and establishing good working relationships with other
7. responsibilities and objectives of the role
8. own roles and responsibilities
9. principle of furniture and fittings manufacturing and installation
10. importance of having correct understanding of work task and objective
11. how to keep work area clean and tidy and its importance
12. applicable quality standards for assigned work task and objective
13. Reporting procedure in case of deviations
14. importance and need of supporting co-workers facing problems for smooth functioning of work
15. different type of people that one is required to communicate and coordinate within the organization
16. various components of communication cycle
17. importance of active listening
18. importance of discipline and ethics for professional success
19. what constitutes disciplined behavior for a working professional
20. expressing and addressing grievances appropriately and effectively
21. importance and ways of managing interpersonal conflict effectively

Generic Skills (GS)

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

1. write in Hindi or local language
2. fill formats, logs and forms related to work in local language or Hindi/English
3. document measurement appropriately whenever required
4. read instructions from supervisor provided in local language or Hindi
5. read and understand manufacturers instructions and job specifications
6. interpret pictorial representations and written signs or instructions

Qualification Pack

7. read and interpret numbers written in Hindi or local language
8. understand safety symbols and basic warning signs wherever needed
9. communicate effectively with team members, supervisors, managers etc.
10. seek clarification on any unclear instructions in locally understood language
11. take decisions of once own roles and responsibilities
12. decide on material requirement for related to once work
13. decide on to accept or reject a work piece on the basis of quality parameter
14. Plan and organize own work in a way that all activities are completed in time and as per specifications
15. plan word as per job specification
16. plan and organize cleaning and maintenance activities
17. work and deliver output as per client requirement and satisfaction
18. identify any defects in materials, tools and equipment and ways to resolve them
19. determine timely correction of errors to minimize rejection of pieces or rework
20. analyse the situation and take appropriate actions while dealing with team members
21. analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Qualification Pack

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 one's 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	-	-

Qualification Pack

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	17/10/2019
Next Review Date	17/10/2023
NSQC Clearance Date	22/08/2019

Qualification Pack

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 % : 70

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N0117.Testing of Natural/ Engineered Wood	40	60	-	-	100	30
FFS/N0118.Testing of Finished wood product	40	60	-	-	100	30
FFS/N8501.Maintain work area, tools and machines	50	50	-	-	100	15
FFS/N8601.Ensure health and safety at workplace	30	70	-	-	100	15

Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N8801.Work effectively with others	30	70	-	-	100	10
Total	190	310	-	-	500	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.