





## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**FURNITURE & FITTINGS SKILLS COUNCIL**

for

### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: 'Lead Carpenter-Wooden Furniture' QP No. 'FFS/Qo104 NSQF Level 4'

Date of Issuance: **February 15<sup>th</sup>, 2018**

Valid up to\*: **February 14<sup>th</sup>, 2019**

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



Authorized Signatory  
(Furniture & Fittings Skill Council)

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# Lead Carpenter-Wooden Furniture

## CURRICULUM / SYLLABUS

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

Program Name	Lead Carpenter-Wooden Furniture		
Qualification Pack Name & Reference ID	FFS/Q0104, Version 1.0		
Version No.	1.0	Version Update Date	12-07-2017
Pre-requisites to Training	Class V, preferable 1-2 years of relevant experience		
Training Outcomes	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• <b>The Carpenter Wooden Furniture will gain understanding of his Job Role:</b> General introduction to the job role, importance of the carpenter with respect to the furniture industry, potential and prospects of carpenter in the industry</li> <li>• <b>The carpenter will understand basic tools, equipment &amp; materials:</b> Effectively identify, select &amp; use the specified tools and equipment relevant to carpentry works.</li> <li>• <b>Maintain the work area, tools and equipment:</b> Appropriate method of handling tools, equipment and organizing the work area</li> <li>• <b>Planning and organize work, tools and equipment materials :</b> Identify and evaluate the work and planning the tools and materials as per work</li> <li>• <b>Gain understanding to Making furniture :</b> Joining the cut and trimmed wooden parts as per the given lay out, and make furniture, right use of adhesives, fixtures etc. for making the final product</li> <li>• <b>Carry out lock installation activities:</b> Different types of locks, lock systems, choosing right type of lock, installing lock perfectly.</li> <li>• <b>Perform lock repairing and servicing:</b> Identify the defects of locks, do the repairing and servicing.</li> <li>• <b>Maintain Environment Health &amp; Safety:</b> Well versed with health and safety measures in terms of personal safety and equipment safety relevant to carpentry occupation.</li> <li>• <b>Work effectively with others:</b> Work effectively with stakeholder, Colleague, customer etc. adhering to the organizational rules regulations.</li> </ul>		

This course encompasses 5 out of 5 **Compulsory** NOS (National Occupational Standards), 2 out of 2 **Optional NOS**, of “Lead Carpenter- Wooden Furniture” Qualification Pack issued by “Furniture & Fittings Skill Council”.

**COMPULSORY NOS:**

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<b>Introduction</b>  <b>Theory Duration</b> (hh:mm) 08:00 <b>Practical Duration</b> (hh:mm) 00:00  <b>Corresponding NOS Code</b> Bridge Module	<ul style="list-style-type: none"> <li>Develop general discipline in the classroom</li> <li>Understand Role of an Lead Carpenter – Wooden Furniture, job opportunities and its importance</li> <li>Understand scope of furniture &amp; fittings industry</li> <li>Develop basic skills of communication</li> <li>Develop basic reading capabilities for enabling him to read signs, notices and/or cautions at site.</li> </ul>	1XBlackboard, Chalk 2 packet, duster 1 pc.
2	<b>Understanding the organizational context/ company/ employer</b>  <b>Theory Duration</b> (hh:mm) 08:00 <b>Practical Duration</b> (hh:mm) 00:00  <b>Corresponding NOS Code</b> FFS/N0106	<ul style="list-style-type: none"> <li>Relates to expectations and responsibilities of the job role</li> <li>Applies the knowledge and understanding of the importance of the rules, codes, guidance and standards, policies, manuals, rules and regulation of the organization</li> <li>Identifies and contact the concerned persons in case of queries on procedures/products/ any problem</li> <li>Differentiate and learn the escalation in hierarchy</li> </ul>	1XBlackboard, Chalk 2 packet, duster 1 pc.

3	<b>Maintenance of work area, tools and machines</b>  <b>Theory Duration</b> (hh:mm) 08:00 <b>Practical Duration</b> (hh:mm) 08:00  <b>Corresponding NOS Code</b> FFS/N8501	<ul style="list-style-type: none"> <li>Handle materials, machinery, equipment and tools safely and correctly</li> <li>Use correct handling procedures</li> <li>Use materials to minimize waste</li> <li>Prepare and organize work</li> <li>Maintain a clean and hazard free working area</li> <li>Deal with work interruptions</li> <li>Maintain tools equipment and consumables</li> <li>Work in a comfortable position with the correct posture</li> <li>Use cleaning equipment and methods appropriate for the work to be carried out</li> <li>Dispose of waste safely in the designated location</li> <li>Store cleaning equipment safely after use</li> <li>Ensure safe and correct handling of materials, equipment and tools</li> <li>Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration</li> </ul>	1XBlackboard, Chalk 2 packet, duster 1 pc.  <b>Hand Tools:-</b> <b>Measurement tools:-</b> Measurement Tape, Steel Rule, Zigzag Rule, Folding Rule <b>Marking Tools:-</b> Pencil, Marking Knife, Marking Thread <b>Striking Tools:-</b> Cross peen Hammer, Mallet <b>Planing Tools:-</b> Jack Plane, Smoothing Plane, Block Plane, Compass Plane, Spoke Shave <b>Sharpening Tools:-</b> Oil stone, Triangular File <b>Sawing Tools:-</b> Hand saw, Compass saw, Coping saw <b>Testing Tools:-</b> Try Square, Mitre Square, Sprit Level, Water Level Pipe, <b>Chipping Tools:-</b> Firmer/Bevel Chisel, Mortise Chisel <b>Holding Tools:-</b> T Bar clamp, G clamp <b>Power Tools:-</b> Circular Saw, Jig Saw, Planner, Router, Drill Machine
4	<b>Ensuring health and safety at workplace</b>  <b>Theory Duration</b> (hh:mm) 08:00 <b>Practical Duration</b> (hh:mm) 00:00	<ul style="list-style-type: none"> <li>Work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines</li> <li>Check the worksite for any possible health and safety hazards</li> <li>Follow of manufacturers' instructions and job specifications relating to safe use of materials specifically chemicals and power equipment</li> <li>Ensure safe handling and disposal of waste and debris</li> <li>Identification and report of any hazards and potential risks/ threats to</li> </ul>	1XBlackboard, Chalk 2 packet, duster 1 pc.  Masks, safety glasses, ear muffs, safety footwear, gloves, aprons etc. First Aid, Different Types of Fire Extinguisher

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

	<p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> FFS/N8601</p>	<p>accident, fires, natural calamities</p> <ul style="list-style-type: none"> <li>• Check and ensure general health and safety equipment are available at work site</li> <li>• Understand the use of general health and safety equipment like fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans)</li> <li>• Comply with restrictions imposed on harmful chemicals inside work area during working hours</li> <li>• Know the correct demonstrating rescue techniques applied during fire hazard</li> <li>• Demonstrate good housekeeping in order to prevent fire hazards</li> <li>• Demonstrate the correct use of a fire extinguisher and how to free a person from electrocution</li> <li>• Respond promptly and appropriately to an accident situation or medical emergency</li> <li>• Participate in emergency procedures like raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work</li> <li>• Understand the use the various appropriate fire extinguishers on different types of fires correctly like Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)</li> <li>• Know methods of accident prevention in</li> </ul>	<p>etc. First Aid, Different Types of Fire Extinguisher</p>
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		the work environment Methods of accident prevention	
6	<b>Interaction with seniors</b>  <b>Theory Duration</b> (hh:mm) 08:00 <b>Practical Duration</b> (hh:mm) 00:00  <b>Corresponding NOS Code</b> FFS/N8801	<ul style="list-style-type: none"> <li>Know how to seek assistance from supervisor or any such appropriate authority as and when required</li> <li>Ask questions and seek clarifications on work tasks whenever required</li> <li>Know the way to seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel</li> <li>Identify and report any possible deviations to appropriate authority</li> <li>Address the problems effectively and report if required to immediate supervisor appropriately</li> <li>Receive instructions clearly from superiors and respond effectively on the same</li> <li>Follow escalation matrix in case of any grievance</li> <li>Accurately receive information and instructions from the supervisor related to one's work</li> </ul>	1XBlackboard, Chalk 2 packet, duster 1 pc
7	<b>Work effectively</b>  <b>Theory Duration</b> (hh:mm) 08:00 <b>Practical Duration</b> (hh:mm) 00:00 <b>Corresponding NOS Code</b> FFS/N8801	<ul style="list-style-type: none"> <li>Coordinate and cooperate with colleagues to achieve work objectives</li> <li>Display courteous behaviour at all times</li> <li>Respond politely to customer queries and other team members</li> <li>Follow work place dress code</li> <li>Keep work area in a tidy and organized state</li> <li>Adhere to time lines and quality standards</li> <li>Follow organizational policies and procedures</li> <li>Share information with team wherever and whenever required to enhance quality and productivity at work place</li> <li>Work together with co-workers in a synchronized manner</li> <li>Communicate with others clearly, at a pace and in a manner that helps them to understand</li> <li>Show respect to other and their work</li> <li>Display active listening skills while</li> </ul>	1XBlackboard, Chalk 2 packet, duster 1 pc

		<p>interacting with others at work</p> <ul style="list-style-type: none"> <li>• Demonstrate responsible and disciplined behaviors at the workplace e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.</li> </ul>	
8	<p><b>Work assessment &amp; Planning for making the Wooden Furniture</b></p> <p><b>Theory Duration</b> (hh:mm) 40:00</p> <p><b>Practical Duration</b> (hh:mm) 24:00</p> <p><b>Corresponding NOS Code</b> FFS/N0106</p>	<ul style="list-style-type: none"> <li>• Identification and evaluation of the nature of work and requirement of customer for making furniture</li> <li>• Understand from the customer the cost, budgets and timeline before work starting</li> <li>• Collection of technical drawings, or instructions</li> <li>• Preparation of sketches as per requirement of customer in case of technical drawing and get approval from customer/supervisor</li> <li>• Arrangement of work place with proper lighting, ventilation etc. to start work with approval from client/supervisor if work is to be conducted at client site</li> <li>• Select and gather the appropriate tools and equipment's needed for making furniture</li> <li>• Sharpen the tools and make tools and equipment workable before starting work</li> <li>• Estimation and measurement of length, width &amp; depth in MKS &amp; FPS system and its application</li> <li>• Collection of the wood &amp; materials and inspect to ensure it is free from defects</li> <li>• Organizing, preparing the tools and equipment as per the requirement</li> <li>• Arrangement for place for raw materials, tools and equipment , machine etc. in appropriate manner to have enough space for work</li> <li>• Identify power sockets for different electrical equipment Checking the functioning and test running the electrical equipment before starting the actual work</li> <li>• Reporting to supervisor in case of unsafe electrical equipment and power socket</li> </ul>	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p> <p>Measurement Tools Testing Tools, Technical drawings</p>

## Lead Carpenter-Wooden Furniture

10	<p><b>Assembling the different Components of the furniture</b></p> <p><b>Theory Duration</b> (hh:mm) 12:00</p> <p><b>Practical Duration</b> (hh:mm) 54:00</p> <p><b>Corresponding NOS Code</b> FFS/N0107</p>	<ul style="list-style-type: none"> <li>Alignment and positioning the components according to the drawing and as required for the joining</li> <li>Assembly of the components ensuring correct fit and as per instructions of the supervisors</li> <li>Understand the process of carrying out operations using the appropriate tools and equipment</li> <li>Application of appropriate amount of adhesive as per the material and requirement</li> <li>Checking of overall accuracy in terms of measurements and standard work practices</li> <li>Checking of quality of the product in terms of rigidity, steadiness, angular accuracy and neatness</li> <li>Ensuring all hardware fittings are aligned and proper fitted</li> <li>Application of hard putty on the furniture</li> <li>Cleaning the furniture in case of dust accumulation</li> <li>Checking for any misfits in the assembled parts/ scratches/ defects in furniture</li> <li>Verification of furniture is in line with the Technical Drawing and design specification</li> <li>Rectifying the errors within one's own responsibility and as per the instruction</li> <li>Checking alignments and snagging in assembled parts and furniture</li> <li>Conducting performance test of the finished product as per the supervisor's instructions</li> </ul>	<p><b>Hand Tools:-</b> <b>Measurement tools:-</b> Measurement Tape, Steel Rule, Zigzag Rule, Folding Rule</p> <p><b>Marking Tools:-</b>Pencil, Marking Knife, Marking Thread</p> <p><b>Striking Tools:-</b> Cross peen Hammer, Mallet</p> <p><b>Planing Tools:-</b>Jack Plane, Smoothing Plane, Block Plane, Compass Plane, Spoke Shave</p> <p><b>Sharpening Tools:-</b>Oil stone, Triangular File</p> <p><b>Sawing Tools:-</b> Hand saw, Compass saw, Coping saw</p> <p><b>Testing Tools:-</b> Try Square, Mitre Square, Spirit Level, Water Level Pipe,</p> <p><b>Chipping Tools:-</b> Firmer/Bevel Chisel, Mortise Chisel</p> <p><b>Holding Tools:-</b>T Bar clamp, G clamp</p> <p><b>Power Tools:-</b>Circular Saw, Jig Saw, Planner, Router, Drill Machine, Sander etc</p> <p><b>Accessories:-</b> Adhesive, Screw (Different size), Nail, PVC Edge Banding Tape,</p> <p><b>Hardware:-</b>,Hinges:- Butt Hinges,Auto closing Hinges:-0Crank,9.5 Crank,16 Crank, , Drawer Runner:- Telescopic/Under mount Runner ,Handle, Knob, Locks:-Door Locks/Multipurpose Lock</p>
11	<p><b>Review post completion</b></p>	<ul style="list-style-type: none"> <li>Post completion check the furniture and fitting with respect to measurement,</li> </ul>	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p>

	<p><b>Theory Duration</b> (hh:mm) 12:00</p> <p><b>Practical Duration</b> (hh:mm) 30:00</p> <p><b>Corresponding NOS Code</b> FFS/N0107</p>	<p>steadiness, overall finish, placement, levelling, configuration, functioning etc</p> <ul style="list-style-type: none"> <li>• Conduct any on site modifications or touch up that may be required</li> <li>• Cleaning of the work area</li> <li>• Taking feedback</li> <li>• Completion of the procedural documents post completion and undertake customer signoff for completion of work</li> </ul>	
	<p><b>COMPULSORY NOS: Total Duration</b></p> <p><b>Theory duration 132:00</b></p> <p><b>Practical duration 176:00</b></p>	<p><b>Unique Equipment Required:</b> 1XBlackboard, Chalk 2 Packet, Duster 1 pc</p> <p><b>PPE:-</b>Safety Masks, safety glasses, Ear plug, Safety footwear, Gloves First Aid, Different Types of Fire Extinguisher</p> <p><b>Hand Tools:- Measurement tools:-</b>Measurement Tape, Steel Rule, Zigzag Rule, Folding Rule</p> <p><b>Marking Tools:-</b>Pencil, Marking Knife, Marking Thread</p> <p><b>Striking Tools:-</b> Cross peen Hammer, Mallet</p> <p><b>Planing Tools:-</b>Jack Plane, Smoothing Plane, Block Plane, Compass Plane, Spoke Shave</p> <p><b>Sharpening Tools:-</b>Oil stone, Triangular File</p> <p><b>Sawing Tools:-</b> Hand saw, Compass saw, Coping saw</p> <p><b>Testing Tools:-</b> Try Square, Mitre Square, Sprit Level, Water Level Pipe,</p> <p><b>Chipping Tools:-</b>Firmer/Bevel Chisel, Mortise Chisel</p> <p><b>Holding Tools:-</b>T Bar clamp, G clamp</p> <p><b>Misc.Tools:-</b>Screw Driver, Nail Punch, Pincer</p> <p><b>Power Tools:-</b>Circular Saw, Jig Saw, Planner, Router, Drill Machine, Sander etc</p> <p><b>Accessories:-</b> Adhesive, Screw (Different size), Nail, PVC Edge Banding Tape,</p> <p><b>Hardware:-</b>.,Hinges:- Butt Hinges, Auto closing Hinges:-0Crank,9.5 Crank,16 Crank, , Drawer Runner:-Telescopic/Under mount Runner ,Handle, Knob,</p> <p><b>Locks:-</b>Door Locks/Multipurpose Lock</p>	

OPTIONS (Optional to choose any or all or none)

OPTION 1: FFS/Q5703- Lock Installer

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<b>Carry out lock installation activities</b>  <b>Theory Duration</b> (hh:mm) 08:00 <b>Practical Duration</b> (hh:mm) 16:00  <b>Corresponding NOS Code</b> FFS/N5703	<ul style="list-style-type: none"> <li>Identify the type of lock(Mortice lock, Rim lock, Cylindrical lock, Verti bolt Lock etc. ) as per design/width of door and functioning of door (Right hand door/left hand door/double leaf door/sliding door etc.</li> <li>Select and gather the appropriate tools and equipment and sharpen the tools before working</li> <li>Follow the instructions of lock manufacture</li> <li>Place lock marking on the door as per lock manufacture's jig and template</li> <li>Lay down floor safety guard before mortising or lock installation</li> <li>Use correct size of chisel/drill bits for mortising as per mortice lock body</li> <li>Align the mortice lock with door</li> <li>Marking for striking plate must be align with lock body</li> <li>Ensure lock body is aligned in according with striking plate</li> <li>Ensure lock Handle is aligned in according with door ( not slanted )</li> <li>All screw must be tightened with Screw driver</li> <li>Length of flat strip/square spindle as per thickness of the door</li> <li>Check the functioning lock dead bolt, latch properly with key</li> <li>Remove all debris, dust from work place</li> <li>Satisfy the customer after proper lock installation</li> </ul>	Drill Machine ,Marking tools, , Measurement Tools, Try Square, ,Chisel, Mortise chisel ,Mallet, Marking & Mortise Gauge, Drill Bits all size, Different type of Screw driver, Safety Floor Guard, Testing Tools
2	<b>Perform lock repairing and services</b>  <b>Theory Duration</b> (hh:mm) 08:00 <b>Practical Duration</b> (hh:mm) 16:00  <b>Corresponding NOS Code</b> FFS/5704	<ul style="list-style-type: none"> <li>Identify the possible problems in the locks as per customer 's complains</li> <li>Check warranty of lock before starting to repair</li> <li>use appropriate tools and equipment to be used to repair the lock</li> <li>visually check the lock for any fault</li> <li>change the defective component (Handle ,Lock body, Spindle, Key Pin cylinder etc.) of the lock as per the organizational procedures/Customer requirement</li> <li>assemble the lock system after the repair as per the standard procedure</li> <li>Ensure that all components of lock are proper aligned</li> <li>Ensure proper functioning of the lock and satisfy the customer</li> </ul>	Mortice Lock, Rim Lock, Vert bolt Lock, Cylindrical Lock, Different types of Screw, Hole saw cutter blade, Hex saw etc.



Sr. No.	Module	Key Learning Outcomes	Equipment Required
	<b>Option 1 : Total Duration</b>  <b>Theory Duration 16:00 hrs</b>  <b>Practical Duration 32:00 hrs</b>	<b>Unique Equipment Required:</b> 1XBlackboard, Chalk 2 Packet, Duster 1 pc <b>PPE :-</b> Gloves, earplugs, Safety goggles, Nose mask, Safety helmet, Safety shoes ,Apron etc. <b>Tools:-</b> Measurement Tools, Striking Tools, Sharpening Tools, Sawing Tools, Testing Tools, Chipping Tools, Holding Tools, Boring Tools, Filling Tools, Supportive Tools <b>Power Tools :-</b> Router, Drill Machine, Sander etc <b>Locks:-</b> Mortice lock, Rim Lock, Verti bolt Lock, Cylindrical Lock, Multipurpose lock etc.	

	<b>GRAND Total Duration</b>  <b>Minimum Duration for the QP= <u>308 hrs</u></b> <b>Theory: <u>132 hrs</u></b> <b>Practical: <u>176 hrs</u></b>  <b>Maximum Duration for the QP= <u>356 hrs</u></b> <b>Theory: <u>148 hrs</u></b> <b>Practical: <u>208 hrs</u></b>	<b>Unique Equipment Required:</b> 1XBlackboard, Chalk 2 Packet, Duster 1 pc <b>PPE :-</b> Gloves, earplugs, Safety goggles, Nose mask, Safety helmet, Safety shoes ,Apron etc. <b>Hand Tools:-</b> <b>Measurement tools:-</b> Measurement Tape, Steel Rule, Zigzag Rule, Folding Rule <b>Marking Tools:-</b> Pencil, Marking Knife, Marking Thread <b>Striking Tools:-</b> Cross peen Hammer, Mallet <b>Planing Tools:-</b> Jack Plane, Smoothing Plane, Block Plane, Compass Plane, Spoke Shave <b>Sharpening Tools:-</b> Oil stone, Triangular File <b>Sawing Tools:-</b> Hand saw, Compass saw, Coping saw <b>Testing Tools:-</b> Try Square, Mitre Square, Sprit Level, Water Level Pipe, <b>Chipping Tools:-</b> Firmer/Bevel Chisel, Mortise Chisel <b>Holding Tools:-</b> T Bar clamp, G clamp <b>Misc.Tools:-</b> Screw Driver, Nail Punch, Pincer <b>Power Tools:-</b> Circular Saw, Jig Saw, Planner, Router, Drill Machine, Sander etc <b>Accessories:-</b> Adhesive, Screw (Different size), Nail, PVC Edge Banding Tape, <b>Hardware:-</b> ,Hinges:- Butt Hinges, Auto closing Hinges:-0Crank,9.5 Crank,16 Crank, , Drawer Runner:-Telescopic/Under mount Runner ,Handle, Knob, <b>Power Tools :-</b> Router, Drill Machine, Sander etc <b>Locks:-</b> Mortice lock, Rim Lock, Verti bolt Lock, Cylindrical Lock, Multipurpose lock etc.	
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(This syllabus/ curriculum has been approved by **Furniture & Fittings Skill Council**)

## Trainer Prerequisites for Job role: “Carpenter – Wooden Furniture” mapped to Qualification Pack: “FFS/Q0104”

Sr. No.	Area	Details
1	<b>Description</b>	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “FFS/Q0104”.
2	<b>Personal Attributes</b>	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well-organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field.
3	<b>Minimum Educational Qualifications</b>	Minimum 10th pass Minimum age 25 year
4a	<b>Domain Certification</b>	Certified for Job Role: “Lead Carpenter – Wooden Furniture” mapped to QP: “FFS/Q0104”. Minimum 80% score as per respective SSC guidelines.
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0104”. Minimum accepted score 80% as per respective SSC guidelines.
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum Five year site experience in woodworking</li> </ul>



## Annexure: Assessment Criteria

Job Role                      Lead Carpenter-Wooden Furniture  
 Qualification Pack        FFS/Q0104  
 Sector Skill Council      Furniture & Fittings Skill Council

### Guidelines for Assessment

- 1 Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
- 2 The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
- 3 Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
- 4 Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
- 5 Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
- 6 To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate
- 7 In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS		Marks Allocation			
Total Marks: 500 +200 =700					
Assessment outcomes	Assessment criteria for outcomes	Total Marks	Out Of	Theor y	Skills Practica l
1 FFS/N0106 (Plan and organize wood work to meet expected outcome)	PC1. identify and evaluate the nature of work & requirement in terms of style, shape, design pattern, dimensions etc. and detailing of work needed on furniture	100	12	2	10
	PC2. get requisite approval on the cost budget and timelines before work initiation		8	2	6
	PC3. ensure compliance to all the required documentation		8	2	6
	PC4. prepare sketches as per requirements of the customer in case of absence of such drawing/sketch and seek requisite approvals		10	2	8
	PC5. plan and organize the activities/steps to be taken to execute the work in accordance with the timeline/schedule and the sequence.		12	2	10
	PC6. agree upon working parameters like space to work, lighting etc. with the supervisor and the client when the work is to be conducted at the client site		8	2	6
	PC7. select and gather the appropriate tools and equipment's needed for making of furniture such as hammer, saw, circular saw ,CNC cutter machines, chisel, measuring tape,		8	2	6

	driller machine ,measuring tape, planning tools (e.g. electric planer, hand plane) ,sanding tools (e.g. sand paper, belt sander) etc.				
	PC8. collect the wood log and inspect the same to ensure it is free from defects		8	2	6
	PC9. assist the team in collecting all hardware (e.g. nails, adhesives ) needed and undertake procurement if in shortage, post supervisor approval		8	2	6
	PC10. ensure that the required tools and equipment's /machines/other materials are in proper working condition		5	1	4
	PC11. report on any shortage or defect of raw materials to the supervisor /concerned person and raise a request for procurement if any specific tool/equipment is needed for the work		8	2	6
	PC12. ensure to arrange /place the raw materials and tools in an appropriate manner to have enough space to work		5	1	4
			<b>100</b>	20	80
<b>2 FFS/N0107 (Make furniture)</b>	PC1. study all the technical drawings and start marking on the wood as per the dimensions in the drawing using try-square, scribe, etc.	<b>100</b>	5	1	4
	PC2. provide assistance in cutting the wood as per the specified measurements using appropriate tools and equipment's. E.g. hand saw, table saw, circular saw, chisels, cutter machine etc.		5	1	4
	PC3. validate that the cut components are in line with the design specifications		3	1	2
	PC4. give a shape to the furniture component e.g. round or oval etc., as per the drawing using appropriate tools and run a planer over the wooden surface. Tools like e.g. saw, rasp, file, hand plane, electric planer, spoke shave etc.		5	1	4
	PC5. ensure that cut components are placed in their designated places		3	1	2
	PC6. begin marking and making provision for joineries on wooden components and facilitate joining by using adhesive, nail or screws		5	1	4
	PC7. conduct a visual check for any errors or damages at regular intervals		3	1	2

PC8.	cut laminate/veneer sheet to size in case stated in design and paste with adhesives on the surface of furniture	5	1	4
PC9.	align and position the furniture components/parts according to the drawing and as required for joining	4	1	3
PC10.	assemble the components ensuring correct fit and secure them in position using screws, nails or dowel or adhesives etc.	5	1	4
PC11.	ensure to cover all the open edges using tape or putty etc.	4	1	3
PC12.	smoothen all the wooden surfaces using sanding tools. E.g. sand paper, belt sander, orbital sander etc. and polish if needed and finish it to required specifications	5	1	4
PC13.	smoothen the component or repair/replace the parts as needed for an old structure	3	1	2
PC14.	gather all the hardware fittings that are required to be fitted onto the furniture basis the design. E.g. door and cabinet hinges, latches, drawer sliding channels, locks etc.	5	1	4
PC15.	initiate markings on the furniture and using appropriate tools fasten /place the fittings at the required place. E.g. drill machine, hammer etc.	5	1	4
PC16.	check for overall accuracy and quality in terms of measurements, fitting of assembled parts, rigidity, steadiness, levelling etc.	4	1	3
PC17.	rectify if any defects are found or incorporate if any improvement feedback is received	3	1	2
PC18.	ensure to wipe the furniture and remove any dust etc.	3	1	2
PC19.	conduct post completion quality check of the furniture and fitting with respect to measurements, steadiness, overall finish, placement, levelling, configuration, functioning etc. in line with organization practice	5	1	4
PC20.	conduct any on site modifications that may be required and/or touch up if needed	4	1	3
PC21.	gather all the tools and remove from the site	4	1	3
PC22.	remove all the debris from the site and clean the work area	4	1	3
PC23.	take note of inputs/ feedback received by supervisor /client to incorporate at work	4	1	3

	PC24. ensure completion of the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of work in compliance to customer needs		4	1	3
			<b>100</b>	<b>20</b>	<b>80</b>
<b>3. FFS/N8601 Ensure health and safety at workplace</b>	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	100	3	2	1
	PC2. ensure that health and safety instructions applicable to the work place are being followed		3	1	2
	PC3. check the worksite for any possible health and safety hazards		3	1	2
	PC4. follow manufacturers' instructions and job specifications relating to safe use of materials specifically chemicals and power equipment		3	1	2
	PC5. ensure safe handling and disposal of waste and debris		3	0	3
	PC6. identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel Hazards: sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc.		3	1	2
	PC7. undertake first aid activities in case of any accident, if required and asked to do so		3	0	3
	PC8. select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc.		3	0	3
	PC9. maintain correct body posture while standing and working for long hours and carrying heavy materials		3	0	3
	PC10. lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices		4	2	2
	PC11. handle all required tools, machines, materials & equipment safely		4	2	2
	PC12. adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings		3	0	3
	PC13. take safety measures while handling glass, heavy wood, materials, chemicals etc.		3	0	3

PC14.	apply good housekeeping practices at all times Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces	3	2	1
PC15.	report accident/incident report to authorised personal	3	1	2
PC16.	perform basic safety checks before operation of all machines, tools and electrical equipment	3	2	1
PC17.	follow recommended material handling procedure to control damage and personal injury	3	1	2
PC18.	follow safe working practices at all times	3	1	2
PC19.	follow appropriate procedure in case a of fire emergency	3	1	2
PC20.	follow electrical safety measures while working with electrically powered tools & equipment	4	2	2
PC21.	follow agreed work location procedures in the event of an emergency or an accident	3	1	2
PC22.	follow emergency and evacuation procedures in case of accidents, fires, natural calamities	3	1	2
PC23.	check and ensure general health and safety equipment are available at work site General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans)	4	1	3
PC24.	comply with restrictions imposed on harmful chemicals inside work area during working hours	3	0	3
PC25.	correctly demonstrate rescue techniques applied during fire hazard	3	0	3
PC26.	demonstrate good housekeeping in order to prevent fire hazards	3	0	3
PC27.	demonstrate the correct use of a fire extinguisher	3	2	1
PC28.	demonstrate how to free a person from electrocution	3	1	2
PC29.	respond promptly and appropriately to an accident situation or medical emergency	3	0	3
PC30.	participate in emergency procedures Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work	3	0	3
PC31.	use the various appropriate fire extinguishers on different types of fires correctly	3	1	2

	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		3	3	0
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
<b>4. FFS/N8501 Maintain work area, tools and machines</b>	PC1. handle materials, machinery, equipment and tools safely and correctly	100	8	4	4
	PC2. use correct handling procedures		8	4	4
	PC3. use materials to minimize waste		8	4	4
	PC4. prepare and organize work		8	4	4
	PC5. maintain a clean and hazard free working area		8	4	4
	PC6. deal with work interruptions		8	4	4
	PC7. maintain tools equipment and consumables		8	4	4
	PC8. work in a comfortable position with the correct posture		8	4	4
	PC9. use cleaning equipment and methods appropriate for the work to be carried out		8	4	4
	PC10. dispose of waste safely in the designated location		8	5	3
	PC11. store cleaning equipment safely after use		7	3	4
	PC12. ensure safe and correct handling of materials, equipment and tools		7	3	4
	PC13. maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		6	3	3
		<b>Total</b>	<b>100</b>	<b>50</b>	<b>50</b>
<b>5. FFS/N8801</b>	PC1. seek assistance from supervisor or any such appropriate authority as and when required	<b>100</b>	3	1	2

<b>Work effectively with others</b>	PC2. ask questions and seek clarifications on work tasks whenever required		3	1	2
	PC3. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		5	5	0
	PC4. identify and report any possible deviations to appropriate authority		3	1	2
	PC5. address the problems effectively and report if required to immediate supervisor appropriately		5	2	3
	PC6. receive instructions clearly from superiors and respond effectively on the same		3	1	2
	PC7. follow escalation matrix in case of any grievance		6	4	2
	PC8. accurately receive information and instructions from the supervisor related to one's work		5	3	2
	PC9. coordinate and cooperate with colleagues to achieve work objectives		5	0	5
	PC10. display courteous behaviour at all times		5	0	5
	PC11. respond politely to customer queries and other team members		5	1	4
	PC12. follow work place dress code		5	0	5
	PC13. keep work area in a tidy and organized state		5	0	5
	PC14. adhere to time lines and quality standards		5	2	3
	PC15. follow organizational policies and procedures		4	4	0
	PC16. share information with team wherever and whenever required to enhance quality and productivity at work place		5	2	3
	PC17. work together with co-workers in a synchronized manner		6	0	6
	PC18. communicate with others clearly, at a pace and in a manner that helps them to understand		6	3	3
	PC19. show respect to other and their work		5	0	5
	PC20. display active listening skills while interacting with others at work		5	0	5
	PC21. demonstrate responsible and disciplined behaviours at the workplace disciplined behaviours: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.		6	0	6
		<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>
<b>Optional NOS</b>		<b>Marks Allocation</b>			
<b>Total Marks: 500+200=700</b>					



Assessment outcomes	Assessment criteria for outcomes	Total Marks	Out Of	Theor y	Skills Practica l
<b>1.FFS/N5703 (Carry out lock installation activities)</b>	PC1. identify the type of lock as per the design and functioning of the door/window	100	7	1	6
	PC2. place the lock marker if provided in the lock set on the designated location		5	1	4
	PC3. choose appropriate drill blades, depending on the thickness of the door		7	1	6
	PC4. drill appropriate holes on the door using the drill machine		7	1	6
	PC5. place the front portion of the lock with the logo upward, in the front part of the door		5	1	4
	PC6. place the lock retainer plate on the other side of the door		5	1	4
	PC7. secure the lock retainer on the other portion of the door with lock fixing screws with screwdriver		6	1	5
	PC8. identify the length of the flat strip and screw to be cut as per the thickness of the door		7	1	6
	PC9. place the latch assembly on the door frame as per the alignment of lock on the door		7	1	6
	PC10. mark the area latch assembly unit using a marker		6	1	5
	PC11. make chippings on the door using a chisel to ensure the latch fits in the door		6	1	5
	PC12. secure the latch with screws		5	1	4
	PC13. ensure lock body is aligned in accordance with door latch		7	1	6
	PC14. make necessary adjustments if the lock and the latch is not aligned		6	1	5
	PC15. check functioning of lock by using the key		5	1	4
	PC16. clean the work area to prevent mishaps		4	1	3
	PC17. use appropriate materials to clean the tools and equipment		5	1	4
			<b>100</b>	<b>20</b>	<b>80</b>
<b>2.FFS/N5704 (Perform lock repairing and servicing)</b>	PC1. check warranty of lock prior to initiating work service	100	7	1	6
	PC2. identify the possible problem/problems in the lock as per the complains of the customer		12	2	10
	PC3. visually check the lock for any fault		7	1	6
	PC4. dismantle the lock if required to get a better understanding of the faults		10	2	8
	PC5. identify the cause of the fault based on the inspection		12	2	10



	PC6. use appropriate tools and equipment to be used to repair the lock		12	2	10
	PC7. change the defective component of the lock as per the organizational procedures		10	2	8
	PC8. assemble the lock system after the repair as per the standard procedure		10	2	8
	PC9. ensure proper functioning of the lock using appropriate methods		10	2	8
	PC10. report the problem to retailer/company if lock cannot be repaired and the problem persists		10	2	8
			<b>100</b>	<b>20</b>	<b>80</b>
	<b>Grand Total</b>	<b>700</b>	<b>700</b>	<b>190</b>	<b>510</b>
	<b>Percentage Weightage</b>			<b>30%</b>	<b>70%</b>
	<b>Minimum Pass % to qualify (aggregate)</b>			<b>70%</b>	