



Lead Assembler - Modular Furniture

Options: Lock Installer

QP Code: FFS/Q5103

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/Q5103: Lead Assembler - Modular Furniture

Brief Job Description

Lead assembler is required to assemble various products in modular furniture by fitting/assembling the furniture pieces /parts together, performing the installation and conducting post installation check of the final installed product at the site.

Personal Attributes

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

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N5103: Assembling and installation of different parts of the modular furniture](#)
2. [FFS/N8501: Maintain work area, tools and machines](#)
3. [FFS/N8601: Ensure health and safety at workplace](#)
4. [FFS/N8801: Work effectively with others](#)

Options (Not mandatory):

Option : Lock Installer

Lock installer is responsible for installations of different locks on the doors, repair and service of locks whenever required.

1. [FFS/N5703: Carry out lock installation activities](#)
2. [FFS/N5704: Perform lock repairing and servicing](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Modular Furniture
Occupation	Production- Modular Furniture
Country	India

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NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification & Experience	5th Class with 1-2 Years of experience OR 5th Class OR 5th Class
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Basic carpentry skills, computer basic, basic knowledge of other trades, usage of power tools - suggested but not mandatory
Minimum Job Entry Age	18 Years
Last Reviewed On	12/07/2017
Next Review Date	12/07/2020
NSQC Approval Date	03/08/2018
Version	1.0

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FFS/N5103: Assembling and installation of different parts of the modular furniture

Description

This unit is about assembling and installation of different parts to make final product of modular furniture.

Scope

This unit/task covers the following:

- Preparatory activities for assembling and installation of the product/furniture
- Assemble part and assemblies to complete the product/furniture
- Installation of assembled product/ furniture
- Post installation quality check

Elements and Performance Criteria

Preparatory activities for assembling and installation of the product/furniture

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

- PC1.** study the drawing(2D/3D) and designs and understand the requirement
- PC2.** get requisite approval on the cost budget and timelines before work initiation
- PC3.** assist in site measurement according to design
- PC4.** assess the requirement of hardware fittings and tools and equipment (hand / power tools) and gather the same
- PC5.** unpack the requisite furniture parts and organize the required in a proper sequence
- PC6.** verify that the required parts are as per required standards
- PC7.** check the functioning of tools and equipments and assess if there is requirement for replacing or repairing them
- PC8.** ensure quality check of materials (MDF, Plywood, laminates, adhesives etc.) and assess for minor repairs and changes required in materials w.r.t roughness, size, alignment etc.
- PC9.** inform supervisor after review of designs and specifications and material in case of any new requirement and/or replacement/shortage/defect of materials ,fittings, hardware etc.
- PC10.** reject defective materials and sub-assemblies of poor quality and inform supervisor and or seniors and raise new request
- PC11.** ensure that the work area is clean and free from hazards
- PC12.** plan and organize the activities/steps to be taken to execute the work in accordance with the timeline/schedule and the sequence
- PC13.** ensure to note all the details and undertake proper documentation during assembling and installation of product

Assemble parts and assemblies to complete the product/furniture

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

- PC14.** arrange and check combination of assembling parts (parts made of wood, MDF, plywood, laminates and sub-assemblies of different material and fittings etc)

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- PC15.** assist in taking measurements and create marking to assemble different parts
- PC16.** select and apply adhesives/screws/hardware as per requirement to ensure quality
- PC17.** integrate sub-assemblies like cabinet accessories (garbage pull-outs, cutlery trays etc) , cabinets components (shelves, drawers ,locks etc) and cabinet doors etc , with furniture at site using specified joinery techniques and required adhesives/screws
- PC18.** undertake quality checks at regular intervals to avoid any error detection at later stage and any delays
- PC19.** ensure coordination among team while assembling various pieces of furniture

Installation of assembled product/ furniture

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

- PC20.** recheck- measurement, alignments as per design drawing to avoid any damage during installation
- PC21.** insure to remove cabinets, fixtures and other fittings from existing settings on work site, if required carefully without damage to adjoining areas
- PC22.** confirm to identify slots for placing each furniture part as per design
- PC23.** ensure to re take measurements of area and corresponding furniture measurements to be installed
- PC24.** fasten boxes/pieces of furniture to the surface/wall taking utmost care of alignment and obstructions
- PC25.** install fillers taking care of measurement wherever necessary
- PC26.** Create markings and install fittings like handles, latch, locks etc. and decorative moldings/ finish accessories (crown moulding, decorative panels etc.)
- PC27.** polish the surfaces of the products/unit if required in accordance to organization finish product policy
- PC28.** ensure that the installation is cleaned to remove dust etc.
- PC29.** undertake checks at regular intervals to avoid any defects/error detection at later stage

Post installation quality check

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

- PC30.** conduct post installation visual and quality check with respect to placement, levelling, functioning etc. and perform touch up, cleaning /sanding/ finishing as needed for the installed product
- PC31.** rectify any error or faults observed to comply with organizational quality standards
- PC32.** ensure to gather all the tools post installation and place accordingly
- PC33.** remove all the debris from the site and clean the work area in accordance with organization policy
- PC34.** take note of inputs/ feedback received to incorporate in future
- PC35.** complete the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of installation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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- KU1.** knowledge about various organizational processes, rules, codes, guidelines and standards and escalation hierarchy
- KU2.** knowledge about the organisation procedures and formalities to be completed during work
- KU3.** statutory responsibilities under organizational legislation and regulations
- KU4.** information about the organisation clients
- KU5.** various types of designs of the products
- KU6.** relevant safety and security procedures to be followed
- KU7.** knowledge about assembly process/ product line
- KU8.** knowledge about terminology, abbreviations, symbols, dimension matrix etc.
- KU9.** proper disposal system for waste and by-product
- KU10.** ability to interpret work specifications and interpret them accurately
- KU11.** reading and interpreting 2D / 3D drawings
- KU12.** the process of site measurement for project level work
- KU13.** measurement of length, width & depth in MKS & FPS system and its application and undertake measuring accurately
- KU14.** different types of tools and equipments and the processes of operating the same. For e.g. Measuring Tape, Screws and Screw drivers, Hinges, Connector, Drill bits and machines, Fastening tools(with power),planning and sanding tools(including power tools) etc.
- KU15.** usage and safe handling of tools and equipments
- KU16.** arrangement of tools and equipment as assembly offurniture
- KU17.** knowledge of various types of furniture accessories, fittings, types of joinery etc. and estimating the quantities required
- KU18.** knowledge of different process involved in assembling and installation of products and various appropriate fittings
- KU19.** proper procedure of cleaning the work site and tools and equipments
- KU20.** technique of joining the materials with screws, staples, or adhesives and the quantities to be used
- KU21.** correct lifting, loading and unloading and handling procedures
- KU22.** safety standards and precautions to be taken and different types of personal protective gear and their usage
- KU23.** technique of touch up, sanding ,polishing furniture for proper finishing, if needed
- KU24.** method of conducting visual inspection for any errors or damages to the cut components
- KU25.** standard operating procedures
- KU26.** common issues troubleshooting knowledge
- KU27.** know how of cleaning process and waste disposal procedures
- KU28.** knowledge of safe handling with tools and equipments eg the amount of pressure and tolerance to be applied , posture while using tools etc

Generic Skills (GS)

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

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- GS1.** document the information communicated /observations if any related to process and procedures
- GS2.** document records/observations/information communicated related to assembling and installation
- GS3.** write reports, information documents to internal departments/ internal teams
- GS4.** read and understand the package details as per company procedures
- GS5.** read instructions and interpret such as those for assembling/installation and for the safe use of machine and tools
- GS6.** read internal information documents sent by internal teams
- GS7.** discuss task lists, schedules and activities
- GS8.** effectively communicate with team members and customers
- GS9.** attentively listen and comprehend the information given by the speaker
- GS10.** communicate clearly on the issues being faced and clarify queries
- GS11.** share best practices with peers
- GS12.** ability to troubleshoot common concerns faced
- GS13.** analyze critical points in day to day tasks through experience and observation, and identify control measures to solve the issue
- GS14.** find damaged and/or defective products and hardware and perform minor repairs or reject them
- GS15.** plan ,organize and prioritize the work order and jobs received
- GS16.** ability to organize and conduct work in optimal manner
- GS17.** plan to utilize time and equipment's effectively
- GS18.** ability to concentrate on task and ability to complete with time limits
- GS19.** assist in record keeping and proper documentation
- GS20.** understand customer requirements and time lines and respond as per their needs
- GS21.** being courteous with customers and ability to handle different types of customers
- GS22.** support lead/manager in solving problems by detailing and discussing the possible solutions
- GS23.** ability to quickly identify common causes of errors and help in resolution
- GS24.** apply domain information/knowledge and assess day to day tasks through experience and observation, to identify control measures to solve issues
- GS25.** provide suggestions to further streamline process
- GS26.** use reasoning skills to identify and resolve basic problems
- GS27.** 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>Preparatory activities for assembling and installation of the product/furniture</i>	10	27	-	-
PC1. study the drawing(2D/3D) and designs and understand the requirement	1	4	-	-
PC2. get requisite approval on the cost budget and timelines before work initiation	1	2	-	-
PC3. assist in site measurement according to design	1	2	-	-
PC4. assess the requirement of hardware fittings and tools and equipment (hand / power tools) and gather the same	1	3	-	-
PC5. unpack the requisite furniture parts and organize the required in a proper sequence	-	2	-	-
PC6. verify that the required parts are as per required standards	-	2	-	-
PC7. check the functioning of tools and equipments and assess if there is requirement for replacing or repairing them	-	2	-	-
PC8. ensure quality check of materials (MDF, Plywood, laminates, adhesives etc.) and assess for minor repairs and changes required in materials w.r.t roughness, size, alignment etc.	2	2	-	-
PC9. inform supervisor after review of designs and specifications and material in case of any new requirement and/or replacement/shortage/defect of materials ,fittings, hardware etc.	-	2	-	-
PC10. reject defective materials and sub-assemblies of poor quality and inform supervisor and or seniors and raise new request	1	1	-	-
PC11. ensure that the work area is clean and free from hazards	1	1	-	-
PC12. plan and organize the activities/steps to be taken to execute the work in accordance with the timeline/schedule and the sequence	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. ensure to note all the details and undertake proper documentation during assembling and installation of product	1	1	-	-
<i>Assemble parts and assemblies to complete the product/furniture</i>	5	17	-	-
PC14. arrange and check combination of assembling parts (parts made of wood, MDF, plywood, laminates and sub-assemblies of different material and fittings etc)	1	4	-	-
PC15. assist in taking measurements and create marking to assemble different parts	-	2	-	-
PC16. select and apply adhesives/screws/hardware as per requirement to ensure quality	1	2	-	-
PC17. integrate sub-assemblies like cabinet accessories (garbage pull-outs, cutlery trays etc) , cabinets components (shelves, drawers ,locks etc) and cabinet doors etc , with furniture at site using specified joinery techniques and required adhesives/screws	1	4	-	-
PC18. undertake quality checks at regular intervals to avoid any error detection at later stage and any delays	1	3	-	-
PC19. ensure coordination among team while assembling various pieces of furniture	1	2	-	-
<i>Installation of assembled product/ furniture</i>	4	23	-	-
PC20. recheck- measurement, alignments as per design drawing to avoid any damage during installation	-	2	-	-
PC21. insure to remove cabinets, fixtures and other fittings from existing settings on work site, if required carefully without damage to adjoining areas	1	3	-	-
PC22. confirm to identify slots for placing each furniture part as per design	1	2	-	-
PC23. ensure to re take measurments of area and corresponding furniture measurements to be installed	-	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC24. fasten boxes/pieces of furniture to the surface/wall taking utmost care of alignment and obstructions	1	3	-	-
PC25. install fillers taking care of measurement wherever necessary	-	2	-	-
PC26. Create markings and install fittings like handles, latch, locks etc. and decorative moldings/ finish accessories (crown moulding, decorative panels etc.)	1	3	-	-
PC27. polish the surfaces of the products/unit if required in accordance to organization finish product policy	-	2	-	-
PC28. ensure that the installation is cleaned to remove dust etc.	-	2	-	-
PC29. undertake checks at regular intervals to avoid any defects/error detection at later stage	-	2	-	-
<i>Post installation quality check</i>	1	13	-	-
PC30. conduct post installation visual and quality check with respect to placement, levelling, functioning etc. and perform touch up, cleaning /sanding/ finishing as needed for the installed product	1	3	-	-
PC31. rectify any error or faults observed to comply with organizational quality standards	-	2	-	-
PC32. ensure to gather all the tools post installation and place accordingly	-	2	-	-
PC33. remove all the debris from the site and clean the work area in accordance with organization policy	-	2	-	-
PC34. take note of inputs/ feedback received to incorporate in future	-	2	-	-
PC35. complete the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of installation	-	2	-	-
NOS Total	20	80	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	FFS/N5103
NOS Name	Assembling and installation of different parts of the modular furniture
Sector	Furniture & Fittings
Sub-Sector	Modular Furniture
Occupation	Production- Modular Furniture
NSQF Level	4
Credits	NA
Version	1.0
Last Reviewed Date	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	03/08/2018

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FFS/N8501: Maintain work area, tools and machines

Description

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

Elements and Performance Criteria

Maintenance of workarea, tools and machines

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

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

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

Generic Skills (GS)

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

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

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Assessment Criteria

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

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National Occupational Standards (NOS) Parameters

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

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FFS/N8601: Ensure health and safety at workplace

Description

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

Elements and Performance Criteria

Health and Safety

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

- PC1.** work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines
- PC2.** ensure that health and safety instructions applicable to the work place are being followed
- PC3.** check the worksite for any possible health and safety hazards
- PC4.** Follow manufacturers instructions and job specifications relating to safe use of materials specifically chemicals and power equipment
- PC5.** ensure safe handling and disposal of waste and debris
- PC6.** identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel
Hazards: sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc.
- PC7.** undertake first aid activities in case of any accident, if required and asked to do so
- PC8.** select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines
Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc.
- PC9.** maintain correct body posture while standing and working for long hours and carrying heavy materials
- PC10.** lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices
- PC11.** handle all required tools, machines , materials & equipment safely
- PC12.** adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings
- PC13.** take safety measures while handling glass, heavy wood, materials, chemicals etc.
- PC14.** apply good housekeeping practices at all times
Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces
- PC15.** report accident/incident report to authorized personal
- PC16.** perform basic safety checks before operation of all machines, tools and electrical equipment
- PC17.** follow recommended material handling procedure to control damage and personal injury
- PC18.** follow safe working practices at all times

Dealing with Emergencies

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

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

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- PC20.** follow electrical safety measures while working with electrically powered tools & equipment
- PC21.** follow agreed work location procedures in the event of an emergency or an accident
- PC22.** follow emergency and evacuation procedures in case of accidents, fires, natural calamities
- PC23.** Check and ensure general health and safety equipment are available at work site. General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans)
- PC24.** Comply with restrictions imposed on harmful chemicals inside work area during working hours
- PC25.** correctly demonstrate rescue techniques applied during fire hazard
- PC26.** demonstrate good housekeeping in order to prevent fire hazards
- PC27.** demonstrate the correct use of a fire extinguisher
- PC28.** demonstrate how to free a person from electrocution
- PC29.** respond promptly and appropriately to an accident situation or medical emergency
- PC30.** participate in emergency procedures Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work
- PC31.** use the various appropriate fire extinguishers on different types of fires correctly. Types of fires: Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)
- PC32.** state methods of accident prevention in the work environment. Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

Generic Skills (GS)

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

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

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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Health and Safety</i>	17	39	-	-
PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	2	1	-	-
PC2. ensure that health and safety instructions applicable to the work place are being followed	1	2	-	-
PC3. check the worksite for any possible health and safety hazards	1	2	-	-
PC4. Follow manufacturers instructions and job specifications relating to safe use of materials specifically chemicals and power equipment	1	2	-	-
PC5. ensure safe handling and disposal of waste and debris	-	3	-	-
PC6. identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel Hazards: sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc.	1	2	-	-
PC7. undertake first aid activities in case of any accident, if required and asked to do so	-	3	-	-
PC8. select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc.	-	3	-	-
PC9. maintain correct body posture while standing and working for long hours and carrying heavy materials	-	3	-	-
PC10. lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices	2	2	-	-

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	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC25. correctly demonstrate rescue techniques applied during fire hazard	-	3	-	-
PC26. demonstrate good housekeeping in order to prevent fire hazards	-	3	-	-
PC27. demonstrate the correct use of a fire extinguisher	2	1	-	-
PC28. demonstrate how to free a person from electrocution	1	2	-	-
PC29. respond promptly and appropriately to an accident situation or medical emergency	-	3	-	-
PC30. participate in emergency procedures Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work	-	3	-	-
PC31. use the various appropriate fire extinguishers on different types of fires correctly. Types of fires: Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)	1	2	-	-
PC32. state methods of accident prevention in the work environment. Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors	3	-	-	-
NOS Total	30	70	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

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

Qualification Pack

FFS/N8801: Work effectively with others

Description

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

Elements and Performance Criteria

Interaction with Seniors

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

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

Work effectively

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

- PC9.** coordinate and cooperate with colleagues to achieve work objectives
- PC10.** display courteous behaviour at all times
- PC11.** respond politely to customer queries and other team members
- PC12.** follow work place dress code
- PC13.** keep work area in a tidy and organized state
- PC14.** adhere to time lines and quality standards
- PC15.** follow organizational policies and procedures
- PC16.** share information with team wherever and whenever required to enhance quality and productivity at work place
- PC17.** work together with co-workers in a synchronized manner
- PC18.** communicate with others clearly, at a pace and in a manner that helps them to understand
- PC19.** show respect to other and their work
- PC20.** display active listening skills while interacting with others at work
- PC21.** Demonstrate responsible and disciplined behaviors at the workplace disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

Generic Skills (GS)

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

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

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

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 ones work	3	2	-	-
<i>Work effectively</i>	12	55	-	-
PC9. coordinate and cooperate with colleagues to achieve work objectives	-	5	-	-
PC10. display courteous behaviour at all times	-	5	-	-
PC11. respond politely to customer queries and other team members	1	4	-	-
PC12. follow work place dress code	-	5	-	-
PC13. keep work area in a tidy and organized state	-	5	-	-
PC14. adhere to time lines and quality standards	2	3	-	-

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	12/07/2017
Next Review Date	12/07/2020
NSQC Clearance Date	03/08/2018

Qualification Pack

FFS/N5703: Carry out lock installation activities

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for installing different lock systems on doors.

Scope

This unit/task covers the following:

- Lock installation activities

Elements and Performance Criteria

Lock installation activities

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

- PC1.** identify the type of lock as per the design and functioning of the door/window
- PC2.** place the lock marker if provided in the lock set on the designated location
- PC3.** choose appropriate drill blades, depending on the thickness of the door
- PC4.** drill appropriate holes on the door using the drill machine
- PC5.** place the front portion of the lock with the logo upward, in the front part of the door
- PC6.** place the lock retainer plate on the other side of the door
- PC7.** secure the lock retainer on the other portion of the door with lock fixing screws with screwdriver
- PC8.** identify the length of the flat strip and screw to be cut as per the thickness of the door
- PC9.** place the latch assembly on the door frame as per the alignment of lock on the door
- PC10.** mark the area latch assembly unit using a marker
- PC11.** make chippings on the door using a chisel to ensure the latch fits in the door
- PC12.** secure the latch with screws
- PC13.** ensure lock body is aligned in accordance with door latch
- PC14.** make necessary adjustments if the lock and the latch is not aligned
- PC15.** check functioning of lock by using the key
- PC16.** clean the work area to prevent mishaps
- PC17.** use appropriate materials to clean the tools and equipment

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** expectations and responsibilities of the job role
- KU2.** organizations rules, codes, guidelines and standards
- KU3.** statutory responsibilities organizational legislation and regulations

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- KU4.** contact person in case of queries on procedure or products
- KU5.** method to handle tools and equipment safely and the health and safety implications of not doing so
- KU6.** escalation hierarchy
- KU7.** main types of locks, units assembled
- KU8.** different types of locks (left hand and right hand locks) and the type of door to install them
- KU9.** different parts of a lock
- KU10.** different types of door functions (inward opening, outward opening, sliding, rotating)
- KU11.** type and alignment of lock as per functioning of door

Generic Skills (GS)

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

- GS1.** write in English/ local language design /notes/form /reports as applicable
- GS2.** make appropriate marking based on the measurement
- GS3.** read and speak in English/local language as applicable
- GS4.** read and understand catalogues, health and safety instructions
- GS5.** communicate effectively with carpenters, supervisors, managers, etc
- GS6.** take appropriate decisions related to responsibilities
- GS7.** take appropriate decision regarding the type of lock to install
- GS8.** plan and organize cleaning and maintenance activities
- GS9.** work with carpenters, fitters, supervisors/ team mates to carry out work related tasks
- GS10.** plan work according to the required schedule
- GS11.** work with carpenters, fitters, supervisors/ team mates to carry out work related tasks
- GS12.** identify any defects in materials, tools and equipment and ways to resolve them
- GS13.** diagnose any defect or mismatch in materials as per specifications and ways for resolving them
- GS14.** identify the suitability of the lock with door/window
- GS15.** analyze, 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>Lock installation activities</i>				
PC1. identify the type of lock as per the design and functioning of the door/window	1	6	-	-
PC2. place the lock marker if provided in the lock set on the designated location	1	4	-	-
PC3. choose appropriate drill blades, depending on the thickness of the door	1	6	-	-
PC4. drill appropriate holes on the door using the drill machine	1	6	-	-
PC5. place the front portion of the lock with the logo upward, in the front part of the door	1	4	-	-
PC6. place the lock retainer plate on the other side of the door	1	4	-	-
PC7. secure the lock retainer on the other portion of the door with lock fixing screws with screwdriver	1	5	-	-
PC8. identify the length of the flat strip and screw to be cut as per the thickness of the door	1	6	-	-
PC9. place the latch assembly on the door frame as per the alignment of lock on the door	1	6	-	-
PC10. mark the area latch assembly unit using a marker	1	5	-	-
PC11. make chippings on the door using a chisel to ensure the latch fits in the door	1	5	-	-
PC12. secure the latch with screws	1	4	-	-
PC13. ensure lock body is aligned in accordance with door latch	1	6	-	-
PC14. make necessary adjustments if the lock and the latch is not aligned	2	4	-	-
PC15. check functioning of lock by using the key	1	4	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC16. clean the work area to prevent mishaps	2	2	-	-
PC17. use appropriate materials to clean the tools and equipment	2	3	-	-
NOS Total	20	80	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N5703
NOS Name	Carry out lock installation activities
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
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

Qualification Pack

FFS/N5704: Perform lock repairing and servicing

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for repairing and servicing different types of locks

Scope

This unit/task covers the following:

- Repair and lock servicing

Elements and Performance Criteria

Repair and lock servicing

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

- PC1.** check warranty of lock prior to initiating work service
- PC2.** identify the possible problem/problems in the lock as per the complains of the customer
- PC3.** visually check the lock for any fault
- PC4.** dismantle the lock if required to get a better understanding of the faults
- PC5.** identify the cause of the fault based on the inspection
- PC6.** use appropriate tools and equipment to be used to repair the lock
- PC7.** change the defective component of the lock as per the organizational procedures
- PC8.** assemble the lock system after the repair as per the standard procedure
- PC9.** ensure proper functioning of the lock using appropriate methods
- PC10.** report the problem to retailer/company if lock cannot be repaired and the problem persists

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** expectations and responsibilities of the job role
- KU2.** organizations rules, codes, guidelines and standards
- KU3.** common problems associated with the products
- KU4.** contact person in case of queries on procedure or products
- KU5.** method to handle tools and equipment safely and the health and safety implications of not doing so
- KU6.** method to check warranty of lock
- KU7.** method to handle tools and equipment safely and the health and safety implications of not doing so
- KU8.** different Lock systems- Rim Lock, Pad Lock, Cylindrical Lock, Mortise Lock, etc.
- KU9.** process of operating different locks

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- KU10.** different tools and equipment- Tool Box, Hammer, Nail Puller, Measuring Tape, Carpenter Pencil, Utility knife, Screw drivers, Various Saws, Nail pouch, Portable Ladder, Hinges, Screws, Connector, Drillers, Drivers, Fastening tools(with power), Spirit/Water leveling, Studs, Jacks, Wood Chisels, Floor guard, Tapes
- KU11.** knowledge of different lock problems/faults
- KU12.** different problems in locks:-DeadLock-Key does not enter the lock-Damaged local AL drop-Bend in lever
- KU13.** cleaning and maintenance procedures
- KU14.** problem identification procedures
- KU15.** dismantling and assembling procedures
- KU16.** method to identify process and product problems
- KU17.** handling and storage of different tools and equipment
- KU18.** proper disposal system for waste and by-product
- KU19.** safety procedures to follow while operating powered tools
- KU20.** method of conducting visual inspection for any errors or

Generic Skills (GS)

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

- GS1.** write in English/ local language design /notes/form /reports as applicable
- GS2.** make appropriate marking based on the measurement
- GS3.** read and speak in English/local language as applicable
- GS4.** read and understand catalogues, health and safety instructions
- GS5.** communicate effectively with carpenters, supervisors, managers, etc
- GS6.** take appropriate decisions related to responsibilities
- GS7.** identify the problem and apply appropriate methods of rectification
- GS8.** work with carpenters, fitters, supervisors/ team mates to carry out work related tasks
- GS9.** plan work according to the required schedule
- GS10.** respond to customer queries in an appropriate manner
- GS11.** review defects, if any and take appropriate decision
- GS12.** diagnose common problems in the machine based on visual inspection
- GS13.** analyze, 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>Repair and lock servicing</i>				
PC1. check warranty of lock prior to initiating work service	1	6	-	-
PC2. identify the possible problem/problems in the lock as per the complains of the customer	2	10	-	-
PC3. visually check the lock for any fault	1	6	-	-
PC4. dismantle the lock if required to get a better understanding of the faults	2	8	-	-
PC5. identify the cause of the fault based on the inspection	3	9	-	-
PC6. use appropriate tools and equipment to be used to repair the lock	3	9	-	-
PC7. change the defective component of the lock as per the organizational procedures	2	8	-	-
PC8. assemble the lock system after the repair as per the standard procedure	2	8	-	-
PC9. ensure proper functioning of the lock using appropriate methods	2	8	-	-
PC10. report the problem to retailer/company if lock cannot be repaired and the problem persists	2	8	-	-
NOS Total	20	80	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N5704
NOS Name	Perform lock repairing and servicing
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
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

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 % aggregate for QP : 70

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N5103.Assembling and installation of different parts of the modular furniture	20	80	-	-	100	40
FFS/N8501.Maintain work area, tools and machines	50	50	-	-	100	20
FFS/N8601.Ensure health and safety at workplace	30	70	-	-	100	20
FFS/N8801.Work effectively with others	30	70	-	-	100	20

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

Optional: 1 Lock Installer

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N5703.Carry out lock installation activities	20	80	-	-	100	25
FFS/N5704.Perform lock repairing and servicing	20	80	-	-	100	10
Total	40	160	-	-	200	35

Acronyms

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

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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.