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# Model Curriculum

## Finisher – Bamboo Furniture (Option: Wood and Metal)

**SECTOR: FURNITURE & FITTINGS**  
**SUB-SECTOR: Cane and Bamboo Furniture**  
**OCCUPATION: Finishing**  
**REF ID: FFS/Q4104, V1.0**  
**NSQF LEVEL: 3**

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## 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: **'Finisher-Bamboo Furniture (Option: Wood and Metal)'**  
QP No. **'FFS/Q4104 NSQF Level 3'**

Date of Issuance: August 22<sup>nd</sup>, 2019

Valid up to\*: September 22<sup>nd</sup>, 2022

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

  
Authorized Signatory  
(Furniture & Fittings Skill Council)

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# Finisher – Bamboo Furniture (Option: Wood and Metal)- FFS/Q4104

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Finisher – Bamboo Furniture (Option: Wood and Metal)- FFS/Q4104”, in the “Furniture & Fittings” Sector/Industry and aims at building the following key competencies amongst the learner.

<b>Program Name</b>	<b>Finisher – Bamboo Furniture (Option: Wood and Metal)- FFS/Q4104</b>		
<b>Qualification Pack Name &amp; Reference ID</b>	FFS/Q4104, v1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	05/05/19
<b>Pre-requisites to Training</b>	Class V		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>• Identify basic tools, equipment and materials</li> <li>• Preparation of the work area</li> <li>• Surface treatment of bamboo</li> <li>• Bleaching of the bamboo</li> <li>• Carry out the finishing work</li> <li>• Maintain the work area, tools and equipment</li> <li>• Maintain environment, health and safety</li> <li>• Work effectively with others</li> </ul>		

This course encompasses 5 out of 5 **Compulsory** NOS (National Occupational Standards), 4 out of 4 **Optional NOS** of “Finisher – Bamboo Furniture (Option: Wood and Metal)” Qualification Pack issued by “Furniture & Fittings Skill Council”.

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>Recognize the importance of general discipline in the class room (do's and don'ts)</li> <li>Explain the role of a Finisher – Bamboo Furniture (Option: Wood and Metal) and its job opportunities</li> <li>Explain scope of furniture &amp; fittings industry</li> <li>List expectations and outcome from the training</li> </ul>	
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/N4107	<ul style="list-style-type: none"> <li>Discuss codes, standards, policies, manuals, rules and regulation of the organization</li> <li>Identify the concerned persons in case of queries on procedures/products/ escalation/ any problem</li> </ul>	
3	<b>Ensuring health and safety at workplace</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 04:00  <b>Corresponding NOS Code</b> FFS/N8601	<ul style="list-style-type: none"> <li>Work safely by complying relevant guidelines</li> <li>Assess the worksite for any possible health and safety hazards</li> <li>Ensure safe handling and disposal of waste and debris</li> <li>Identify and report of any hazards and potential risks/ threats to supervisors or other authorized personnel</li> <li>Undertake first aid activities in case of any accident</li> <li>Demonstrate use of appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines</li> <li>Maintain correct body posture while standing and working for long hours and carrying heavy materials</li> </ul>	Personal protective equipment Gloves, safety shoes, earplugs, goggles, nose mask, first aid, different types of fire extinguisher

		<ul style="list-style-type: none"> <li>Handle all required tools, machines, materials and equipment safely</li> <li>Adhere to relevant occupational safety procedures while handling sharp tools, glass, heavy wood, and chemicals</li> <li>Apply good housekeeping practices always by keeping the work area tidy</li> <li>Report of accident to authorized person</li> </ul>	
4	<b>Dealing with emergencies</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 04:00  <b>Corresponding NOS Code</b> FFS/N8601	<ul style="list-style-type: none"> <li>Follow appropriate procedure in case of fire</li> <li>Follow the electrical safety measures while working with electrical power tools and equipment</li> <li>Follow the evacuation procedure in the event of an emergency or an accident, fire, natural calamity</li> <li>Describe the use of general health and safety equipment</li> <li>Comply with restrictions imposed on harmful chemicals during working hours</li> <li>Know the correct rescue techniques during fire hazard</li> <li>Demonstrate good housekeeping in order to prevent accident</li> <li>Demonstrate the correct use of a fire extinguisher</li> <li>Respond promptly and appropriately to an accident situation or medical emergency</li> <li>Participate in emergency procedures</li> <li>Know the methods of accident prevention in the working area</li> </ul>	Personal protective equipment Gloves, safety shoes, earplugs, goggles, nose mask, first aid, different types of fire extinguisher Gloves, safety shoes, earplugs, goggles, nose mask
5	<b>Interaction with seniors</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 04:00  <b>Corresponding NOS Code</b> FFS/N8801	<ul style="list-style-type: none"> <li>Seek and obtain clarifications on policies from the supervisor or other authorized personnel</li> <li>Identify and report any deviations to appropriate authority</li> <li>Address the problems effectively and report if required to immediate supervisor</li> <li>Seek instructions from supervisor and respond effectively on the same</li> <li>Follow escalation matrix in case of any grievance</li> </ul>	
6	<b>Work effectively</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm)	<ul style="list-style-type: none"> <li>Coordinate with colleagues to achieve work objectives</li> <li>Display courteous behaviour</li> <li>Respond politely to customer queries and team members</li> <li>Follow dress code at work place</li> <li>Keep work area in a tidy and organized manner</li> </ul>	

	04:00 <b>Corresponding NOS Code</b> FFS/N8801	<ul style="list-style-type: none"> <li>Adhere to timeline 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> </ul>	
7	<b>Prepare for work area</b>  <b>Theory Duration</b> (hh:mm) 04:00  <b>Practical Duration</b> (hh:mm) 08:00  <b>Corresponding NOS Code</b> FFS/N4107	<ul style="list-style-type: none"> <li>Obtain job instructions from responsible personnel</li> <li>Obtain appropriate materials, hand and power tools/machines suitable to carry out the given tasks</li> <li>Plan out an efficient sequence of work as per the job requirement and specification</li> <li>Check the material before starting the finishing activities</li> <li>Report any shortage or defect of materials to the concerned person before commencement of work</li> <li>Check that the selected tools &amp; equipment are in safe working condition and ready for use</li> </ul>	Brush, spray gun, blow torch, sand papers (grit 60, 80, 100, 120, 150), muslin cloth, thinner, stain, rag cloth, polish, fillers, sealer, clear varnish, adhesive, wall putti, acrylic paint, oil pad, roller coating, lacquer coating (primer, sealer, top coat), sand paper etc
8	<b>Surface treatment of bamboo</b>  <b>Theory Duration</b> (hh:mm) 08:00  <b>Practical Duration</b> (hh:mm) 26:00  <b>Corresponding NOS Code</b> FFS/N4107	<ul style="list-style-type: none"> <li>Check for flaws on the surface of bamboo furniture</li> <li>Fill pin holes with fillers carefully wherever required</li> <li>Perform sanding on bamboo surface by hand or by portable power sander and as per sequence</li> <li>Wipe with rag and remove any dust particle or excess material</li> <li>Check whether the surface is ready for staining and polishing</li> </ul>	Brush, spray gun, blow torch, sand papers (grit 60, 80, 100, 120, 150), muslin cloth, thinner, stain, rag cloth, polish, fillers, sealer, clear varnish, adhesive, wall putti, acrylic paint, oil pad, roller coating, lacquer coating (primer, sealer, top coat), sand paper etc
9	<b>Bleaching the bamboo by working safely</b>  <b>Theory Duration</b> (hh:mm) 08:00  <b>Practical Duration</b> (hh:mm) 24:00  <b>Corresponding NOS Code</b>	<ul style="list-style-type: none"> <li>Follow the manufacturer's recommendation strictly in case of bleaching as it is a very strong chemical</li> <li>Prepare the bleach solution</li> <li>Bleach the discolored bamboo before staining, polishing, painting or varnishing</li> <li>Dry the bleached bamboo appropriately</li> <li>Select and use appropriate personal protective equipment compatible to the work and compliant to relevant</li> </ul>	Personal protective equipment: masks, safety glasses, head protection, safety footwear, gloves, aprons, warning signs and tapes, fire extinguisher, first aid kit

	FFS/N4107	<p>occupational health and safety guidelines</p> <ul style="list-style-type: none"> <li>Follow electrical safety measures while working with electrically powered tools &amp; equipment</li> <li>Follow safety measures while handling strong chemicals</li> </ul>	
10	<p><b>Traditional colouring of bamboo by blow torch</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 24:00</p> <p><b>Corresponding NOS Code</b> FFS/N4108</p>	<ul style="list-style-type: none"> <li>Burn the bamboo with blow torch appropriately to get desired results</li> <li>Make different pattern/design on bamboo using blow torch</li> <li>Coat the bamboo with traditional colour</li> </ul>	<p>Brush, spray gun, blow torch, sand papers (grit 60, 80, 100, 120, 150), muslin cloth, thinner, stain, rag cloth, polish, fillers, sealer, clear varnish, adhesive, wall putti, acrylic paint, oil pad, roller coating, lacquer coating (primer, sealer, top coat), sand paper etc</p>
11	<p><b>Colouring of bamboo by staining</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 24:00</p> <p><b>Corresponding NOS Code</b> FFS/N4108</p>	<ul style="list-style-type: none"> <li>Perform sanding on bamboo surface by hand using sand paper to give it a smooth surface</li> <li>Follow the correct process of staining</li> <li>Finish the furniture with top coat of clear varnish, lacquer, or polishing using a spray gun</li> </ul>	<p>Brush, spray gun, blow torch, sand papers (grit 60, 80, 100, 120, 150), muslin cloth, thinner, stain, rag cloth, polish, fillers, sealer, clear varnish, adhesive, wall putti, acrylic paint, oil pad, roller coating, lacquer coating (primer, sealer, top coat), sand paper etc</p>
12	<p><b>Colouring of bamboo with paint</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 24:00</p> <p><b>Corresponding NOS Code</b> FFS/N4108</p>	<ul style="list-style-type: none"> <li>Perform sanding on bamboo surface by hand using sand paper to give it a smooth surface</li> <li>Apply a thin and even coat of acrylic paint on the bamboo with hand brush</li> <li>Match the color with the design specification</li> </ul>	<p>Brush, spray gun, blow torch, sand papers (grit 60, 80, 100, 120, 150), muslin cloth, thinner, stain, rag cloth, polish, fillers, sealer, clear varnish, adhesive, wall putti, acrylic paint, oil pad, roller coating, lacquer coating (primer, sealer, top coat), sand paper etc</p>
13	<p><b>Finishing the bamboo with lacquer, varnish or polish</b></p>	<ul style="list-style-type: none"> <li>Select appropriate appearance depending upon the type of coloring technique and the final effect required</li> <li>Apply the finish coat by hand or by</li> </ul>	<p>Brush, spray gun, blow torch, sand papers (grit 60, 80, 100, 120, 150), muslin cloth, thinner,</p>



	<p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 16:00</p> <p><b>Corresponding NOS Code</b> FFS/N4108</p>	<p>natural bristle brush or foam brush</p> <ul style="list-style-type: none"> <li>Determine the number of coats required to get the desired final finishing</li> <li>Apply finish by spray gun using correct process</li> <li>Choose appropriate tool for applying finishes as per the work requirement</li> </ul>	<p>stain, rag cloth, polish, fillers, sealer, clear varnish, adhesive, wall putti, acrylic paint, oil pad, roller coating, lacquer coating (primer, sealer, top coat), sand paper etc</p>
14	<p><b>Quality check at different stages of furniture making</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 16:00</p> <p><b>Corresponding NOS Code</b> FFS/N8401</p>	<ul style="list-style-type: none"> <li>Use raw material as per the specified quality standards</li> <li>Check for any irregularities like splinters, protruding nails, cracks and unwanted cavities</li> <li>Check for symmetry and right angles</li> <li>Check for proper assembly of all furniture parts</li> <li>Check for structural strength by applying load on furniture made</li> <li>Identify amendable or adjustable defects and modify them</li> <li>Carry out quality checks at specified intervals according to instructions</li> <li>Perform thorough check of joints for strength and durability</li> <li>Ensure that the final texture of the product is as per client requirement and design specification</li> <li>Check for appropriate moisture content in bamboo for quality processing</li> <li>Check the quality of mat boards prepared</li> </ul>	
	<p><b>Total Duration</b> <b>270:00</b></p> <p><b>Theory Duration</b> <b>92:00</b></p> <p><b>Practical Duration</b> <b>178:00</b></p>	<p><b>Unique Equipment Required:</b></p> <p>Personal protective equipment, gloves, safety shoes, earplugs, goggles, nose mask, first aid, different types of fire extinguisher</p> <p>Brush, spray gun, blow torch, sand papers (grit 60, 80, 100, 120, 150), muslin cloth, thinner, stain, rag cloth, polish, fillers, sealer, clear varnish, adhesive, wall putti, acrylic paint, oil pad, roller coating, lacquer coating (primer, sealer, top coat), sand paper etc</p>	

**OPTIONS (Optional to choose any or all or none)**

**OPTION 1: Wood and Metal**

Sr No	Module	Key Learning Outcomes	Equipment required
1	<p><b>Preparation of wooden surface for staining/polishing</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00</p> <p><b>Practical Duration</b> (hh:mm) 08:00</p> <p><b>Corresponding NOS Code</b> FFS/N0119</p>	<ul style="list-style-type: none"> <li>decide the wood finishing techniques to be used to get the desired finishes</li> <li>list out required tools and accordingly arrange for them such as brushes, scrapers, sand papers, putty, stainer, thinner blades, spray gun and machines etc.</li> <li>select and organise/procure for the appropriate materials and mixing ingredients such as stainer, chalk mitti, putty, water, base colour, varnishes etc.</li> <li>report on any shortage or defect of raw materials to the concerned person and undertake procurement as needed</li> <li>clean the work area before starting the process</li> <li>place the furniture and clean the furniture surface and remove if any adhesive, dirt etc. remained at the surface</li> <li>check for any defect like nail head on wooden surface, blemishes such as nail holes, or split in the wood etc. and assist in smoothening the surface by hammering nail heads, filling the blemishes with fillers or putty or sealer coat of shellac mixed with spirit.</li> <li>apply sand paper of different grit along the wooden grain to smooth the wooden surface.</li> </ul>	<p>Spray booth/ painting area Sand paper and cotton rag. Wood Filler and Wood Primer, with appropriate hardener and thinner (if required). Brush, Spray gun Stirrer Wood Sealer or Clear topcoat with appropriate hardener and thinner Test instruments</p>
2	<p><b>Preparation of wooden surface for staining/polishing</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00</p> <p><b>Practical Duration</b> (hh:mm) 16:00</p> <p><b>Corresponding NOS Code</b> FFS/N0119</p>	<ul style="list-style-type: none"> <li>check all the surface preparation work such as sanding, filling and cleaning are completed as per required finishing specification</li> <li>assess the requirement and decide on the use of water stain or oil stain</li> <li>arrange the required colour of pigmented powder or liquid stainer etc. and prepare the staining material using appropriate solvent (water or oil)</li> <li>assist lead/seniors in applying of stain on wooden surface of furniture piece</li> <li>apply sand paper of fine grit and assist in applying another coat of stain</li> <li>assess surface coating material requirement .i.e. varnish, shellac or lacquer finish, prepare and mix with required consistency</li> </ul>	<p>Spray booth/ painting area Sand paper and cotton rag. Wood Filler and Wood Primer, with appropriate hardener and thinner (if required). Brush, Spray gun Stirrer Wood Sealer or Clear topcoat with appropriate hardener and thinner Test instruments</p>

		<ul style="list-style-type: none"> <li>assist lead/seniors in applying of surface coating work and ensure work-piece achieves the required characteristics and meets the finishing specification</li> </ul>	
3	<p><b>Assisting polisher in staining and applying of surface coat</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00</p> <p><b>Practical Duration</b> (hh:mm) 08:00</p> <p><b>Corresponding NOS Code</b> FFS/N0119</p>	<ul style="list-style-type: none"> <li>check all the surface preparation work such as sanding, filling and cleaning are completed as per required finishing specification</li> <li>assess the requirement and decide on the use of water stain or oil stain</li> <li>arrange the required colour of pigmented powder or liquid stainer etc. and prepare the staining material using appropriate solvent (water or oil)</li> <li>assist lead/seniors in applying of stain on wooden surface of furniture piece</li> <li>apply sand paper of fine grit and assist in applying another coat of stain</li> <li>assess surface coating material requirement .i.e. varnish, shellac or lacquer finish, prepare and mix with required consistency</li> <li>assist lead/seniors in applying of surface coating work and ensure work-piece achieves the required characteristics and meets the finishing specification</li> </ul>	<p>Spray booth/ painting area Sand paper and cotton rag. Wood Filler and Wood Primer, with appropriate hardener and thinner (if required). Brush, Spray gun Stirrer Wood Sealer or Clear topcoat with appropriate hardener and thinner</p> <p>Test instruments</p>
4	<p><b>Check quality of output</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00</p> <p><b>Practical Duration</b> (hh:mm) 12:00</p> <p><b>Corresponding NOS Code</b> FFS/N0119</p>	<ul style="list-style-type: none"> <li>conduct a visual check and rectify any errors to ensure delivery is as per standards</li> <li>gather all the tools post work completion and place accordingly</li> <li>ensure minimal wastage of material .</li> <li>remove all the debris from the site and clean the work area in accordance with organization policy</li> <li>take note of inputs/ feedback received during work to incorporate in future</li> </ul>	<p>Spray booth/ painting area Sand paper and cotton rag. Wood Filler and Wood Primer, with appropriate hardener and thinner (if required). Brush, Spray gun Stirrer Wood Sealer or Clear topcoat with appropriate hardener and thinner</p> <p>Test instruments</p>
5	<p><b>Preparation of wooden surface for painting</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00</p> <p><b>Practical Duration</b> (hh:mm) 08:00</p> <p><b>Corresponding NOS Code</b> FFS/N0120</p>	<ul style="list-style-type: none"> <li>decide the wood finishing techniques to be used to get the desired finishes</li> <li>list out required tools and accordingly arrange for them such as brushes, rollers, painting bucket, stirrers, scrapers, sand papers, putty blades, spray gun and machines etc.</li> <li>check if required tools and equipment/machines are in proper working condition</li> <li>select and organise/procure for the appropriate materials and mixing ingredients such as stainer, chalk mitti,</li> </ul>	<p>Spray booth/ painting area Sand paper and cotton rag. Wood Filler and Wood Primer, with appropriate hardener and thinner (if required). Brush, Spray gun Stirrer Wood Sealer or Clear topcoat with appropriate hardener and thinner</p> <p>Test instruments</p>

		<p>putty, water primer, base colour, tint base, colorants, varnishes, enamel, etc.</p> <ul style="list-style-type: none"> <li>report on any shortage or defect of raw materials to the concerned person and undertake procurement as needed</li> <li>clean the work area before starting the process</li> <li>place the furniture and clean the furniture surface and remove if any adhesive, dirt etc. remained at the surface</li> <li>check for any defect like nail head on wooden surface, blemishes such as nail holes, or split in the wood. Insert nail heads, and fill the blemishes with fillers or putty or sealer coat of shaltec mixed with sprit</li> <li>apply sand paper of different grit along the wooden grain to smooth the wooden surface</li> <li>clean the surface by applying vacuum to remove all trace of dust , grit and wipe the surface with rag dampened with paint thinner</li> <li>remove the paint/polish by applying paint remover evenly on the surface of furniture using bristle brush if furniture is old and painted</li> </ul>	
6	<p><b>Apply primer on wooden surface</b></p> <p><b>Theory Duration</b> (hh:mm) 04:00</p> <p><b>Practical Duration</b> (hh:mm) 08:00</p> <p><b>Corresponding NOS Code</b> FFS/N0120</p>	<ul style="list-style-type: none"> <li>clean the surface to remove oil/grease/dust using tag cloth, before applying paint on surface and cover all the surface area which would not be painted using mask paper</li> <li>assist in spray of primer/use of roller brush on the surface to be painted (e.g. using air spray gun) and wait till primer dries.</li> <li>sand the primed surface and check if any minute holes are left to be filled again and apply another coat of primer on the surface.</li> <li>check visually to ensure even finish</li> </ul>	<p>Spray booth/ painting area Sand paper and cotton rag. Wood Filler and Wood Primer, with appropriate hardener and thinner (if required). Brush, Spray gun Stirrer Wood Sealer or Clear topcoat with appropriate hardener and thinner Test instruments</p>
7	<p><b>Assist in apply of paint/top coat on wooden surface</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 28:00</p> <p><b>Corresponding NOS Code</b> FFS/N0120</p>	<ul style="list-style-type: none"> <li>discuss the nature of work such as colour code and finishes (matt, satin or gloss) etc. and follow the instruction of lead/seniors on the job</li> <li>check all the filling and primer coating done to ensure it is as per required finishing specification</li> <li>prepare colour/top coat finishes in mentioned ratio of pigment, thinner and hardener as per specification/ instruction given by lead</li> <li>assist in spray or use of foam roller to paint on the wooden surface using</li> </ul>	<p>Spray booth/ painting area Sand paper and cotton rag. Wood Filler and Wood Primer, with appropriate hardener and thinner (if required). Brush, Spray gun Stirrer Wood Sealer or Clear topcoat with appropriate hardener and thinner Test instruments</p>

		<p>sprayer or use brush to paint the surface as required</p> <ul style="list-style-type: none"> <li>remove masking, rub and buff the work surface to remove any grains/particle, etc., formed on the surface after painting.</li> <li>place all the ready product at an appropriate place and remove wastage from site</li> </ul>	
8	<p><b>Preparation of work and metallic surface for painting/polishing</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p> <p><b>Practical Duration</b> (hh:mm) 16:00</p> <p><b>Corresponding NOS Code</b> FFS/N2101</p>	<ul style="list-style-type: none"> <li>list out required tools and accordingly arrange them such as brushes, rollers, painting bucket, stirrers, scrapers, sand papers, putty blades, spray gun and machines etc.</li> <li>check if required tools and equipment/machines are in proper working condition</li> <li>select and arrange/procure the appropriate materials and mixing ingredients such as stainer, chalk mitti, putty, water primer, base colour, tint base, colorants, varnishes, enamel, etc.</li> <li>report on any shortage or defect of raw materials to the concerned person.</li> <li>clean the work area before starting the process</li> <li>place the furniture in an appropriate manner and wipe/clean the furniture surface to remove any adhesive, dirt etc.</li> <li>clean and sand the metallic furniture to remove all loose mill scale, loose rust, loose paint from the surface</li> <li>clean all bolts, nuts, welds, and field rivet heads etc. and remove rust (rust scale), weld slag, flux and weld spatter by use of appropriate tools such as rotary or impact power tools</li> <li>remove the paint/polish by applying paint remover evenly on the surface of furniture using bristle brush if furniture is old and painted</li> <li>remove all the fittings such as handles, lock etc. from the furniture, if fitted</li> <li>clean the surface applying vacuum to remove all trace of dust and grit before applying paint/primer</li> </ul>	<p>Spray booth/ painting area Sand paper and cotton rag. Wood Filler and Wood Primer, with appropriate hardener and thinner (if required). Brush, Spray gun Stirrer Metal Sealer or Clear topcoat with appropriate hardener and thinner Test instruments</p>
9	<p><b>Assist in applying putty, primer and paint on the metallic surface of furniture</b></p> <p><b>Theory Duration</b> (hh:mm) 08:00</p>	<ul style="list-style-type: none"> <li>fill blemishes or any depressions, holes on metallic surface by spreading putty evenly on the surface using Plastic/Steel Spreader</li> <li>allow putty to dry as per company standards and apply sand paper on the surface where putty is applied to level the surface.</li> </ul>	<p>Spray booth/ painting area Sand paper and cotton rag. Wood Filler and Wood Primer, with appropriate hardener and thinner (if required). Brush, Spray gun Stirrer Metal Sealer or Clear topcoat with appropriate</p>



	<p><b>Practical Duration</b> (hh:mm) 28:00</p> <p><b>Corresponding NOS Code</b> FFS/N2101</p>	<ul style="list-style-type: none"> <li>• clean the surface to remove oil/grease/dust using tag cloth and cover all the surface area of furniture which need not to be painted, using mask paper.</li> <li>• spray or brush primer on the surface to be painted using air spray gun or paint brush</li> <li>• apply specified number of coats of appropriate primer to prevent any oxidization on metal and allow appropriate drying time between two subsequent primer coats as per company standards.</li> <li>• check visually at regular intervals for even finish and to avoid later detection of any error</li> <li>• prepare colour in mentioned ratio of pigment, thinner and hardener by following standard procedure for effective mixing and dilution of paints and adding reducer/thinner/ water to adjust viscosity of paint mix as per requirement.</li> <li>• fill the paint in the fluid container and adjust controls for pressure in fluid container and size of the fluid orifice.</li> <li>• spray paint on the metal surface in the designated paint area.</li> <li>• apply appropriate coats of paint as per the requirements/specification and ensure appropriate drying time between two subsequent coats.</li> <li>• remove masking and rub the work surface to remove any dust, etc., formed on the surface after spraying of paint coat.</li> <li>• polish the surface by buffing and check quality of finish</li> </ul>	<p>hardener and thinner Test instruments</p>
<p><b>10</b></p>	<p><b>Finishing work (powder coating) on metallic / steel fabricated</b></p> <p><b>Theory Duration</b> (hh:mm) 16:00</p> <p><b>Practical Duration</b> (hh:mm) 44:00</p> <p><b>Corresponding NOS Code</b> FFS/N2102</p>	<ul style="list-style-type: none"> <li>• Prepare the work for metallic surface</li> <li>• place the furniture in appropriate manner in the designated paint booth/ area</li> <li>• pick the colour approved and place it as per selected machine i.e spray gun or compressed air spray.</li> <li>• spray the powder coat to the furniture surface</li> <li>• check visually to ensure even powder coating work and has covered all the exposed surface of metal furniture</li> <li>• cure the furniture at an agreed norm temperature, e.g. between 175° to 190°C or as appropriate ,by using any flame less heat source</li> <li>• allow furniture piece to cool</li> </ul>	<p>Spray booth/ painting area Sand paper and cotton rag. Wood Filler and Wood Primer, with appropriate hardener and thinner (if required). Brush, Spray gun Stirrer Metal Sealer or Clear topcoat with appropriate hardener and thinner Test instruments</p>

		<ul style="list-style-type: none"> <li>• check quality of finish and ensure that the work-piece achieves the required characteristics and meets the finishing specification</li> <li>• re assemble all the furniture fittings and place the ready product in an appropriate manner</li> <li>• check quality of finish and rectify any errors to ensure that the work-piece achieves the required characteristics and meets the finishing specification</li> <li>• gather all the tools post work completion and place accordingly</li> <li>• ensure minimal wastage of material.</li> <li>• remove all the debris from the site and clean the work area in accordance with organization policy</li> <li>• take note of inputs/ feedback received during work to incorporate in future</li> </ul>	
	<p><b>Option 1: Total Duration: 240 hours</b></p> <p><b>Theory Duration: 64 hours</b></p> <p><b>Practical Duration: 176 hours</b></p>	<p><b>Unique Equipment Required for the QP:</b></p> <p>Spray booth/ painting area Sand paper and cotton rag. Wood Filler and Wood Primer, with appropriate hardener and thinner (if required). Brush, Spray gun Stirrer Metal Sealer or Clear topcoat with appropriate hardener and thinner Test instruments</p>	
	<p><b>Grand Total Duration</b></p> <p><b>Minimum duration for the QP= <u>270 hrs</u></b> <b>Theory: <u>92 hrs</u></b> <b>Practical: <u>178 hrs</u></b></p> <p><b>Maximum duration for the QP= <u>510 hrs</u></b> <b>Theory: <u>156 hrs</u></b> <b>Practical: <u>354 hrs</u></b></p>	<p><b>Unique Equipment Required for the QP:</b></p> <p>Personal protective equipment, gloves, safety shoes, earplugs, goggles, nose mask, first aid, different types of fire extinguisher</p> <p>Brush, spray gun, blow torch, sand papers (grit 60, 80, 100, 120, 150), muslin cloth, thinner, stain, rag cloth, polish, fillers, sealer, clear varnish, adhesive, wall putti, acrylic paint, oil pad, roller coating, lacquer coating (primer, sealer, top coat), sand paper etc</p> <p>Spray booth/ painting area Sand paper and cotton rag. Wood Filler and Wood Primer, with appropriate hardener and thinner (if required). Brush, Spray gun Stirrer Metal Sealer or Clear topcoat with appropriate hardener and thinner Test instruments</p>	

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

## Trainer Prerequisites for Job role: “Finisher – Bamboo Furniture (Option: Wood and Metal)” mapped to Qualification Pack: “FFS/Q4104”

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/Q4104”.
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, well organized and focused, eager to learn and keep oneself updated with the latest trends in the mentioned field
3	<b>Minimum Educational Qualifications</b>	Minimum 10 <sup>th</sup> pass Minimum age 25 years
4a	<b>Domain Certification</b>	Certified for Job Role: “Finisher – Bamboo Furniture (Option: Wood and Metal)” mapped to QP: “FFS/Q4104”. Minimum accepted score 80% as per the FFSC guideline.
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score as per respective FFSC guideline is 80%.
5	<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum five years of relevant experience in bamboo, wood and metal finishing work</li> </ul>



## Annexure: Assessment Criteria

**Job Role** Finisher – Bamboo Furniture (Option: Wood and Metal)- FFS/Q4104

**Qualification Pack** FFS/Q4104

**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. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.

Compulsory NOS		Marks Allocation			
<b>Total Marks: 500+400= 900</b>					
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Skills Practical
FFS/N 4107 Prepare for finishing bamboo furniture	PC1. obtain job instructions from responsible personnel  Job instruction: type of finish, color, effect, material required etc.	100	2	1	1
	PC2. read and confirm that the given instructions and the finish specifications are complete and correct		3	1	2
	PC3. obtain appropriate materials, hand and power tools/machines suitable to carry out the given tasks  Tools and materials: e.g. brush, spray gun, blow torch, sand papers (grit 60, 80, 100, 120, 150), muslin cloth, thinner, stain, rag cloth, polish, fillers, sealer, clear varnish, adhesive, wall putti, acrylic paint etc.		2	0	2

PC4. check the material procured with the order document	2	0	2
PC5. interact with supervisor in order to understand the client requirement and scope of work	2	1	1
PC6. plan out an efficient sequence of work as per the job requirement and specification	2	0	2
PC7. loading and unloading of bamboo furniture if required	2	1	1
PC8. identify and check the material before starting the finishing activities	2	0	2
PC9. report any shortage or defect of materials to the concerned person before commencement of work	2	0	2
PC10. arrange the material in the order you will using them to quickly find the right material when you need it without damage and time wastage	4	2	2
PC11. check that the selected tools & equipment are in safe working condition and ready for use	2	0	2
PC12. check that the gun pressure is appropriate for spraying	3	0	3
PC13. check for flaws like scratches, cracks, milling marks, glue, pin holes and other imperfections on the surface of bamboo furniture	2	0	2
PC14. fill pin holes with fillers carefully wherever required	2	1	1
PC15. perform sanding on bamboo surface by hand or by portable power sander and as per sequence  Appropriate sequence: Start with sandpaper that has a grain of about 60 or 80-grit and move forward, Sand paper no. 60/80/100/120no, are	5	1	4

	normally used for sanding in increasing order			
	PC16. identify the requirement and repeat the rounds of sanding till he/she gets the smooth required surface	2	0	2
	PC17. wipe with rag and remove any dust particle or excess material	3	0	3
	PC18. check whether the surface is ready for staining and polishing	2	2	0
	PC19. check and follow the manufacturer's recommendation strictly incase of bleaching as it is a very strong chemical	2	0	2
	PC20. bleach the discolored (if required) bamboo before staining, polishing, painting or varnishing	2	0	2
	PC21. prepare the bleach solution as per given specification	3	1	2
	PC22. soak the bamboo in bleach solution completely for uniform result	3	1	2
	PC23. handle the bamboo and the beach solution carefully and safely	4	2	2
	PC24. remove the bamboo from the solution and wash	6	3	3
	PC25. dry the bleached bamboo appropriately  Appropriately: avoid direct sunlight on bamboo slivers/ sticks, keep them away from dust, pile the bamboo in correct standing order for drying etc.	6	0	6
	PC26. return all the used tools and materials safely to their appropriate storage area	4	2	2
	PC27. work safely at all times, complying with health and safety	3	0	3

	legislation, regulations and other relevant guidelines				
	PC28. maintain correct body posture while standing and working for long hours and carrying heavy materials	3	0	3	
	PC29. lift, carry or move heavy bamboo furniture and accessories from one place to another using approved safe working practices	3	1	2	
	PC30. ensure that the work area is free of clutters to carry out activities smoothly	3	0	3	
	PC31. 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, safety footwear, gloves, aprons, warning signs and tapes, fire extinguisher, first aid kit	4	2	2	
	PC32. follow electrical safety measures while working with electrically powered tools & equipment	5	2	3	
	PC33. follow safety measures while handling strong chemicals	5	1	4	
	<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>	
FFS/N 4108 Carry out finishing activities	PC1. burn the bamboo with blow torch appropriately to get desired results  Appropriately: maintain the appropriate distance between the bamboo and the blow torch, burn at a pace that give desired uniform color, burn lightly (for lesser time) to get light effect on bamboo and for longer duration for darker effect	100	3	1	2

PC2. make different pattern/design on bamboo by revolving it in circular motion against the blow torch	2	0	2
PC3. perform sanding on bamboo surface by hand using sand paper to give it a smooth surface	2	0	2
PC4. identify the requirement and repeat the rounds of sanding till he/she gets the smooth required surface	3	1	2
PC5. wipe with rag and remove any dust particle or excess material	2	0	2
PC6. clean the bamboo with wet cloth and leave for drying in sun for appropriate time	2	0	2
PC7. prepare the solution of adhesive and water as per manufacturer's specification	2	1	1
PC8. apply the coat of adhesive solution on bamboo and leave for drying	2	0	2
PC9. finish the furniture or its components by applying the coat of clear varnish with the help of the spray gun	2	0	2
PC10. check the bamboo before staining for clean, grease free and smooth surface	3	1	2
PC11. perform sanding on bamboo surface by hand using sand paper to give it a smooth surface	3	1	2
PC12. wipe with rag and remove any dust particle or excess material	1	0	1
PC13. select and apply matching filler to close the pores of the bamboo	3	0	3
PC14. match the color of the stain with the design specification	2	1	1

PC15. stain the wood with the brush or pad/ball of clean rag	3	1	2
PC16. follow the correct process of staining  Correct process: apply the stain using brush or pad, spread the stain liberally and evenly, work with the grain, blend wet edges as quickly as possible, distribute the color evenly, absorb the excess stain by cloth	4	1	3
PC17. sand lightly as per requirement and apply wash coat to prevent color from bleeding	3	1	2
PC18. finish the furniture with top coat of clear varnish, lacquer, or polishing using a spray gun	2	0	2
PC19. perform sanding on bamboo surface by hand using sand paper to give it a smooth surface	3	0	3
PC20. wipe with rag and remove any dust particle or excess material	4	2	2
PC21. clean the bamboo with wet cloth and leave for drying in sun for appropriate time	2	0	2
PC22. apply wall putti to fill the pores	2	0	2
PC23. perform sanding again to get a smooth surface to painting	2	0	2
PC24. select the paint color as per design specification	2	0	2
PC25. apply a thin and even coat of acrylic paint on the bamboo with hand brush and keep it for drying	3	0	3
PC26. match the color with the design specification and apply another coat if required	2	0	2
PC27. finish the furniture or its components by applying the coat of	2	0	2

	clear varnish with the help of the spray gun			
	PC28. select appropriate finish depending upon the type of coloring technique and the final effect required	3	0	3
	PC29. check and decipher weather the finishing material (lacquer, varnish etc.) can be used directly for finishing or need to be diluted by thinner	2	2	0
	PC30. check the labels for appropriate solvents, , mixing quantity, time between coats and precautions for use	3	3	0
	PC31. apply the finish coat by hand or by natural bristle brush or foam brush	3	0	3
	PC32. check for and sand off any bristles that appear after the first finish coat	3	1	2
	PC33. apply finish by brush following correct process  Correct process: side to side, front to back, completing the stroke etc.	4	1	3
	PC34. determine the number of coats required to get the desired final finishing	3	1	2
	PC35. apply finish by spray gun using correct process  Correct process: appropriate distance, correct pressure etc.	3	1	2
	PC36. choose appropriate tool for applying finishes as per the work requirement  Tools: rags, brushes, rubbing pads and spray guns	4	2	2

	<p>PC37. follow the appropriate process to apply finish</p> <p>Appropriate process: apply the first finish coat, let the first finish coat dry completely, sand again, remove the dust with a tack rag or a vacuum and then apply the second coat and so on till one get the required finish, no sanding after the final coat</p>		6	3	3
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
FFS/N 8401 Quality Control	PC1. check and use raw material as per the specified quality standards	100	9	4	5
	PC2. identify defects and communicate to the appropriate personnel when raw material do not confirm to quality standards		9	4	5
	PC3. check for any irregularities like splinters, protruding nails, cracks and unwanted cavities		9	3	6
	PC4. check for symmetry and right angles		9	0	9
	PC5. check for proper assembly of all furniture parts		9	0	9
	PC6. check for structural strength by applying load on furniture made		9	0	9
	PC7. identify amendable or adjustable defects and modify them		9	0	9
	PC8. carry out quality checks at specified intervals according to instructions		9	9	0
	PC9. perform through check of joints for strength and durability		5	0	5
	PC10. check and ensure that the final finish of the product is as per client requirement and design specification		5	2	3



	PC11. take appropriate action for fault rectification		9	0	9
	PC12. Check for appropriate moisture content in bamboo for quality processing		4	0	4
	PC13. Check the quality of mat boards prepared		5	3	2
	<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>	
FFS/N 8601 Ensure health and safety at workplace	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	100	3	2	1
	PC2. ensure that health and safety instructions applicable to the work place are being followed		3	1	2
	PC3. check the worksite for any possible health and safety hazards		3	1	2
	PC4. follow manufacturers' instructions and job specifications relating to safe use of materials specifically chemicals and power equipment		3	2	1
	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		3	1	2

	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	3	0	3
	PC10. lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices	3	0	3
	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	4	2	2
	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	0	3
	PC15. report accident/incident report to authorised personal	3	2	1
	PC16. perform basic safety checks before operation of all machines, tools and electrical equipment	3	1	2
	PC17. follow recommended material handling procedure to control damage and personal injury	3	2	1

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	3	1	2
PC21. follow agreed work location procedures in the event of an emergency or an accident	4	2	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)	3	1	2
PC24. comply with restrictions imposed on harmful chemicals inside work area during working hours	4	2	2
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	0	3
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

	<p>PC30. participate in emergency procedures</p> <p>Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work</p>	3	0	3
	<p>PC31. use the various appropriate fire extinguishers on different types of fires correctly</p> <p>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.</p> <p>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)</p>	3	1	2
	<p>PC32. state methods of accident prevention in the work environment</p> <p>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</p>	3	2	1
	<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>

FFS/N 8801  Work effectively with others	PC1. seek assistance from supervisor or any such appropriate authority as and when required	<b>100</b>	3	1	2
	PC2. ask questions and seek clarifications on work tasks whenever required		3	1	2
	PC3. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		5	5	0
	PC4. identify and report any possible deviations to appropriate authority		3	1	2
	PC5. address the problems effectively and report if required to immediate supervisor appropriately		5	2	3
	PC6. receive instructions clearly from superiors and respond effectively on the same		3	1	2
	PC7. follow escalation matrix in case of any grievance		5	4	1
	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		5	0	5
	PC18. communicate with others clearly, at a pace and in a manner that helps them to understand		5	2	3
	PC19. show respect to other and their work		5	0	5
	PC20. display active listening skills while interacting with others at work		5	0	5
	PC21. demonstrate responsible and disciplined behaviors at the workplace		5	0	5
	PC22. disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.		4	1	3
	<b>Total</b>		<b>100</b>	<b>30</b>	<b>70</b>
<b>(Option: Wood and Metal)</b>					
<b>Optional NOS</b>		<b>Marks Allocation</b>			
<b>Total Marks: 500+400= 900</b>					
<b>FFS/N0119 (Finishing work (staining, polishing) on wooden furniture)</b>	PC1. understand the specifications of furniture finish from client/lead	<b>100</b>	4	1	3
	PC2. decide the wood finishing techniques to be used to get the desired finishes.		4	1	3
	PC3. list out required tools and accordingly arrange for them such as brushes, scrapers, sand papers, putty, stainer, thinner		3	1	2

blades, spray gun and machines etc.				
PC4. check if required tools and equipment/machines are in proper working condition		2	0	2
PC5. select and organise/procure for the appropriate materials and mixing ingredients such as stainer, chalk mitti, putty, water, base colour, varnishes etc.		3	1	2
PC6. report on any shortage or defect of raw materials to the concerned person and undertake procurement as needed		3	1	2
PC7. clean the work area before starting the process		3	1	2
PC8. place the furniture and clean the furniture surface and remove if any adhesive, dirt etc. remained at the surface		4	1	3
PC9. check for any defect like nail head on wooden surface , blemishes such as nail holes, or split in the wood etc. and assist in smoothening the surface by hammering nail heads, filling the blemishes with fillers or putty or sealer coat of shellac mixed with sprit.		3	1	2
PC10. apply sand paper of different grit along the wooden grain to smooth the wooden surface.		4	1	3
PC11. clean the surface by applying vacuum to remove all trace of dust , grit and wipe the surface		4	1	3

with rag dampened with paint thinner				
PC12. remove the paint/polish by applying paint remover/thinner evenly on the surface of furniture using bristle brush if furniture is old and painted		3	1	2
PC13. check all the surface preparation work such as sanding, filling and cleaning are completed as per required finishing specification		2	0	2
PC14. assess the requirement and decide on the use of water stain or oil stain		3	1	2
PC15. arrange the required colour of pigmented powder or liquid stainer etc. and prepare the staining material using appropriate solvent (water or oil)		3	1	2
PC16. assist lead/seniors in applying of stain on wooden surface of furniture piece		3	1	2
PC17. apply sand paper of fine grit and assist in applying another coat of stain		3	1	2
PC18. assess surface coating material requirement .i.e. varnish, shellac or lacquer finish, prepare and mix with required consistency		3	1	2
PC19. assist lead/seniors in applying of surface coating work and ensure work-piece achieves the required characteristics and		3	1	2



meets the finishing specification				
PC20. discuss the nature of work and finishes such as matt, satin or glossy finish etc. and follow the instruction of lead/seniors on the job		4	1	3
PC21. check all the staining and surface coating completed to ensure it is as per required finishing specification		3	1	2
PC22. mix the top coat liquid with appropriate thinner and hardener place appropriately for application		3	1	2
PC23. fill prepared mixture in spray gun in appropriate manner		3	1	2
PC24. assist senior in spray of top coat on the wooden surface.		3	1	2
PC25. let the surface dry and rub the work surface to remove dust, etc., formed on the surface after spraying of top coat		3	1	2
PC26. assist lead/senior in applying of glazing and toning techniques used to highlight the details in the woodwork by applying coat of transparent pigmented liquid over or between coats of finish, wherever necessary		3	1	2
PC27. assist senior in applying of pickling of liming traditional finishing processes used to accentuate the wood grain, by using two contrasting colours: a base colour and another		3	1	2

	colour rubbed into the grain., wherever necessary				
	PC28. support in applying of bleaching techniques used to lighten the natural colour of wood or to remove discoloration caused by moisture or applying distressing technique finish, wherever required		3	1	2
	PC29. conduct a visual check and rectify any errors to ensure delivery is as per standards		2	1	1
	PC30. gather all the tools post work completion and place accordingly		2	1	1
	PC31. ensure minimal wastage of material .		3	1	2
	PC32. remove all the debris from the site and clean the work area in accordance with organization policy		3	1	2
	PC33. take note of inputs/ feedback received during work to incorporate in future		2	0	2
			<b>100</b>	<b>30</b>	<b>70</b>
<b>FFS/N0120 (Finishing work (painting) on wooden furniture)</b>	PC1. understand the specifications of furniture finish from client/lead	<b>100</b>	4	1	3
	PC2. decide the wood finishing techniques to be used to get the desired finishes		4	1	3
	PC3. list out required tools and accordingly arrange for them such as brushes, rollers, painting bucket, stirrers,		3	1	2

	scrapers, sand papers, putty blades, spray gun and machines etc.			
PC4.	check if required tools and equipment/machines are in proper working condition	3	1	2
PC5.	select and organise/procure for the appropriate materials and mixing ingredients such as stainer, chalk mitti, putty, water primer, base colour, tint base, colorants, varnishes, enamel, etc.	4	1	3
PC6.	report on any shortage or defect of raw materials to the concerned person and undertake procurement as needed	3	1	2
PC7.	clean the work area before starting the process	3	1	2
PC8.	place the furniture and clean the furniture surface and remove if any adhesive, dirt etc. remained at the surface	3	1	2
PC9.	check for any defect like nail head on wooden surface, blemishes such as nail holes, or split in the wood. Insert nail heads, and fill the blemishes with fillers or putty or sealer coat of shaltec mixed with sprit	5	1	4
PC10.	apply sand paper of different grit along the wooden grain to smooth the wooden surface	4	1	3
PC11.	clean the surface by applying vacuum to remove all trace of	4	1	3

	dust , grit and wipe the surface with rag dampened with paint thinner			
	PC12. remove the paint/polish by applying paint remover evenly on the surface of furniture using bristle brush if furniture is old and painted	4	1	3
	PC13. clean the surface to remove oil/grease/ dust using tag cloth, before applying paint on surface and cover all the surface area which would not be painted using mask paper	4	1	3
	PC14. assist in spray of primer/use of roller brush on the surface to be painted (e.g. using air spray gun) and wait till primer dries	5	1	4
	PC15. sand the primed surface and check if any minute holes are left to be filled again and apply another coat of primer on the surface	4	1	3
	PC16. check visually to ensure even finish	3	1	2
	PC17. discuss the nature of work such as colour code and finishes (matt, satin or gloss) etc. and follow the instruction of lead/seniors on the job	4	1	3
	PC18. check all the filling and primer coating done to ensure it is as per required finishing specification	3	1	2
	PC19. prepare colour/top coat finishes in mentioned ratio of	4	1	3

	pigment, thinner and hardener as per specification/ instruction given by lead				
	PC20. assist in spray or use of foam roller to paint on the wooden surface using sprayer or use brush to paint the surface as required		5	1	4
	PC21. remove masking, rub and buff the work surface to remove any grains/particle, etc., formed on the surface after painting.		5	1	4
	PC22. place all the ready product at an appropriate place and remove wastage from site		3	1	2
	PC23. conduct a visual check and rectify any errors to ensure delivery is as per standards		3	1	2
	PC24. gather all the tools post work completion and place accordingly		3	1	2
	PC25. ensure minimal wastage of material		3	1	2
	PC26. remove all the debris from the site and clean the work area in accordance with organization policy		3	1	2
	PC27. take note of inputs/ feedback received during work to incorporate in future		3	2	1
			<b>100</b>	<b>30</b>	<b>70</b>
<b>3</b> <b>FFS/N2101(Finishing work (painting/polishing) on metallic / steel</b>	PC1. understand the specifications of furniture finish from client/lead	<b>100</b>	4	1	3
	PC2. list out required tools and accordingly arrange them		4	1	3

<b>fabricated furniture)</b>	such as brushes, rollers, painting bucket, stirrers, scrapers, sand papers, putty blades, spray gun and machines etc.				
	PC3. check if required tools and equipment/machines are in proper working condition		3	1	2
	PC4. select and arrange/procure the appropriate materials and mixing ingredients such as stainer, chalk mitti, putty, water primer, base colour, tint base, colorants, varnishes, enamel, etc.		3	1	2
	PC5. report on any shortage or defect of raw materials to the concerned person		3	1	2
	PC6. clean the work area before starting the process		3	1	2
	PC7. place the furniture in an appropriate manner and wipe/clean the furniture surface to remove any adhesive, dirt etc.		3	1	2
	PC8. clean and sand the metallic furniture to remove all loose mill scale, loose rust, loose paint from the surface		3	1	2
	PC9. clean all bolts, nuts, welds, and field rivet heads etc. and remove rust (rust scale), weld slag, flux and weld spatter by use of appropriate tools such as rotary or impact power tools		3	1	2

PC10. remove the paint/polish by applying paint remover evenly on the surface of furniture using bristle brush if furniture is old and painted		4	1	3
PC11. remove all the fittings such as handles, lock etc. from the furniture, if fitted		3	1	2
PC12. clean the surface applying vacuum to remove all trace of dust and grit before applying paint/primer		4	1	3
PC13. fill blemishes or any depressions, holes on metallic surface by spreading putty evenly on the surface using Plastic/Steel Spreader		4	1	3
PC14. allow putty to dry as per company standards and apply sand paper on the surface where putty is applied to level the surface		4	1	3
PC15. clean the surface to remove oil/grease/ dust using tag cloth and cover all the surface area of furniture which need not to be painted, using mask paper		4	1	3
PC16. spray or brush primer on the surface to be painted using air spray gun or paint brush		4	1	3
PC17. apply specified number of coats of appropriate primer to prevent any oxidization on metal and allow appropriate drying time between two		4	1	3

subsequent primer coats as per company standards				
PC18. check visually at regular intervals for even finish and to avoid later detection of any error		3	1	2
PC19. prepare colour in mentioned ratio of pigment, thinner and hardener by following standard procedure for effective mixing and dilution of paints and adding reducer/thinner/ water to adjust viscosity of paint mix as per requirement		4	1	3
PC20. fill the paint in the fluid container and adjust controls for pressure in fluid container and size of the fluid orifice		3	1	2
PC21. spray paint on the metal surface in the designated paint area		5	1	4
PC22. apply appropriate coats of paint as per the requirements/specification and ensure appropriate drying time between two subsequent coats		4	1	3
PC23. remove masking and rub the work surface to remove any dust, etc., formed on the surface after spraying of paint coat		3	1	2
PC24. polish the surface by buffing and check quality of finish		3	1	2



	PC25. conduct a visual check and rectify any errors to ensure delivery is as per standards		3	1	2
	PC26. gather all the tools post work completion and place accordingly		3	1	2
	PC27. ensure minimal wastage of material		3	1	2
	PC28. remove all the debris from the site and clean the work area in accordance with organization policy		3	1	2
	PC29. take note of inputs/ feedback received during work to incorporate in future		3	1	2
			<b>100</b>	<b>20</b>	<b>80</b>
<b>4.FFS/N2102 (Finishing work (powder coating) on metallic / steel fabricated furniture )</b>	PC1. understand the specifications of furniture powder colour coat and finish from client/lead	<b>100</b>	4	2	2
	PC2. decide the finishing techniques to be used to get the desired finishes i.e. applying of thermosets powder coat process or thermoplastics powder coat process		5	2	3
	PC3. list out required tools and machines and accordingly arrange them, such as brushes, scrapers, sand papers, spray gun etc.		4	1	3
	PC4. check if required tools and equipment/machines are in proper working condition		3	1	2

PC5.	select and arrange/procure the appropriate materials and mixing ingredients		4	1	3
PC6.	report on any shortage or defect of raw materials to the concerned person.		4	1	3
PC7.	clean the work area before starting the process		3	1	2
PC8.	separate out the fittings incase fitted and other furniture parts, any clamps, bolts etc that are not required to be coated from the metal furniture		3	1	2
PC9.	clean the base metal of furniture piece thoroughly using beads or abrasive blasting to remove mill, rust scale and dirt etc.		4	1	3
PC10.	apply sandpaper or tools like bench grinder etc. to even out the surface as needed and clean the surface off the excess material		5	1	4
PC11.	apply chemical solvent to remove any grease, oil, or paint from furniture and for further protection and improving the surface, before applying powder coat on surface. For instance, apply acetone on the surface or wipe the surface with rag soaked in acetone and ensure to dry by air drying or in an oven		5	1	4

PC12.	place the furniture in appropriate manner in the designated paint booth/ area		4	1	3
PC13.	pick the colour approved and place it as per selected machine i.e spray gun or compressed air spray.		5	2	3
PC14.	spray the powder coat to the furniture surface		6	2	4
PC15.	check visually to ensure even powder coating work and has covered all the exposed surface of metal furniture		5	2	3
PC16.	cure the furniture at an agreed norm temperature, e.g. between 175° to 190°C or as appropriate ,by using any flame less heat source		6	2	4
PC17.	allow furniture piece to cool		3	1	2
PC18.	check quality of finish and ensure that the work-piece achieves the required characteristics and meets the finishing specification		4	1	3
PC19.	re assemble all the furniture fittings and place the ready product in an appropriate manner		5	1	4
PC20.	check quality of finish and rectify any errors to ensure that the work-piece achieves the required characteristics and meets the finishing specification		4	1	3

PC21.	gather all the tools post work completion and place accordingly		3	1	2
PC22.	ensure minimal wastage of material		3	1	2
PC23.	remove all the debris from the site and clean the work area in accordance with organization policy		4	1	3
PC24.	take note of inputs/ feedback received during work to incorporate in future		4	1	3
			<b>100</b>	<b>30</b>	<b>70</b>