



Assistant Carpenter

QP Code: FFS/Q2201

Version: 1.0

NSQF Level: 3

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

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FFS/Q2201: Assistant Carpenter

Brief Job Description

The Assistant Carpenter plays the primary role of assisting in the preparation of worksite, fabrication, assembly, finishing, and installation of the products on the worksite. The person is responsible for loading, unloading, moving, and storing required materials, tools, and equipment. The individual will also perform additional tasks as delegated by the senior carpenters in construction, maintenance, repairing, remodeling at the worksite.

Personal Attributes

The individual must have physical strength, good stamina, problem-solving and analytical skills, with a willingness to learn and perform. The individual must be a team player capable of multitasking, good listener with skills to comprehend and communicate. The individual should be honest, trustworthy, and reliable.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FFS/N2206: Prepare the worksite for on-site operations](#)
2. [FFS/N2207: Assist in the fabrication of the products at the worksite](#)
3. [FFS/N2208: Assist in the assembly, finishing, and installation of the products at the worksite](#)
4. [FFS/N8201: Follow health, safety, and greening practices at the worksite](#)
5. [FFS/N8202: Work effectively with the co-workers, supervisor, and others](#)

Qualification Pack (QP) Parameters

Sector	Furniture & Fittings
Sub-Sector	Furniture Sales, Installation & After Sales
Occupation	Furniture Installation
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7115.0300

Minimum Educational Qualification & Experience	5th Class with 1 Year of relevant experience OR Certificate-NSQF (Level 2- General Assistant-Furniture and Fittings Installation) with 6 Months of relevant experience
Minimum Level of Education for Training in School	8th Class
Pre-Requisite License or Training	NA
Minimum Job Entry Age	16 Years
Last Reviewed On	23/06/2021
Next Review Date	23/06/2024
Deactivation Date	23/06/2024
NSQC Approval Date	
Version	1.0

Remarks:

NA

FFS/N2206: Prepare the worksite for on-site operations

Description

This unit describes the performance outcomes required to prepare the worksite for on-site operations like recce, material management, fabrication, assembly, and installation work while maintaining the work area, tools, and equipment.

Scope

The scope covers the following :

- Interpret the job cards and manage the workday
- Prepare the worksite for recce and take measurements
- Perform loading and unloading operations
- Segregate and store the materials, tools, and equipment
- Prepare the worksite for fabrication, assembly, and installation purposes

Elements and Performance Criteria

Interpret the job cards and manage the workday

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

- PC1.** interpret and plan out the work in accordance with the job cards received from the supervisor
- PC2.** prepare a list of all the necessary materials, tools, and equipment required for the various job work
- PC3.** ensure coordination with the various departments for material movement at various intervals
- PC4.** ensure daily filling and timely submission of job cards to the supervisor

Prepare the worksite for recce and take measurements

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

- PC5.** update the supervisor for any shortage or requirement of the tools and equipment
- PC6.** assist in interpreting the site layout in order to perform the physical survey of the worksite during recce
- PC7.** examine the recce site for any possible health and safety hazards and ensure it is prepared for marking and measurement purpose
- PC8.** assist in marking the worksite as per layout plan and take measurements
- PC9.** prepare the measurement sheet and handover to supervisor in-time

Perform loading and unloading operations

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

- PC10.** interpret the material loading/ unloading/ handling instruction sheet
- PC11.** assist in preparing the execution plan with supervisor as per the instruction sheet
- PC12.** assist in performing a visual quality check of handling equipment
- PC13.** ensure proper arrangement of the handling equipment for loading and unloading of the materials at the specified location
- PC14.** assist in the Quality Checking (QC) process of the materials before loading and unloading

Segregate and store the materials, tools, and equipment

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

- PC15.** ensure the use of appropriate containers to store or carry rivets, bolts, drift pins, etc.
- PC16.** ensure that all the materials and equipment are stacked properly for easy identification and traceability
- PC17.** ensure proper disposal of combustible waste products at the end of each work day
- PC18.** maintain proper records of materials, tools, and equipment for each workday and update the supervisor

Prepare the worksite for fabrication, assembly, and installation purposes

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

- PC19.** organize all the necessary tools, materials, and equipment required for the specified operations
- PC20.** ensure the work area is cleaned for hazard-free operations and appropriate floor and machine guards are in place
- PC21.** ensure power sockets are functional as per the required job work
- PC22.** set the work bench, tools, and machines as per the required job work
- PC23.** ensure the usage of proper methods for cleaning and maintenance of the tools and equipment at regular intervals

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose & objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** various Standard Operating Procedures (SOP) and department-specific processes of the organization
- KU3.** the products & services provided by the company to clients and its quality standards
- KU4.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU5.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU6.** relevance of health and safety requirements applicable in the worksite
- KU7.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU8.** the importance and ways of visual checks required during the various stages of operations
- KU9.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU10.** the types of material, tools and equipment required for various tasks
- KU11.** the relevant basic mathematics and geometry skills
- KU12.** the basics of measuring tapes and tools, operational guides
- KU13.** the importance of preparing measurement sheet and its process
- KU14.** the various elements of the instruction sheet related to loading/ unloading/ handling
- KU15.** the basics of various types of material handling equipment such as trolley, forklift, lifter, etc. and its application

- KU16.** the process of loading, unloading, and shifting of different types of material, tools, and equipment
- KU17.** the different types of storage options appropriate to the type of material, tools and equipment
- KU18.** waste disposal procedures and guidelines
- KU19.** different types of tool kits/boxes with regards to operations
- KU20.** the usage and application of the different safety guards during working
- KU21.** the basics of electrical systems and safety precautions
- KU22.** the significance, types and usage of various types of work bench
- KU23.** the operational procedure to check the serviceability of relevant tools and machines

Generic Skills (GS)

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

- GS1.** communicate proficiently in one or more languages, preferably local language and/or english
- GS2.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS3.** use the communication systems of the company, e.g., telephone, email, chat, public announcement systems, or hard copy memos/letters
- GS4.** effectively communicate with team members and supervisor in a respectful manner as per the protocol of the organization
- GS5.** work constructively and collaboratively with others
- GS6.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS7.** read notes/comments from the supervisor and teams
- GS8.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS9.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS10.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS11.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS12.** use reasoning skills to take appropriate decisions and troubleshoot concerns related to own responsibilities
- GS13.** complete the tasks efficiently and accurately within the specified time frame

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpret the job cards and manage the workday</i>	4	9	6	1
PC1. interpret and plan out the work in accordance with the job cards received from the supervisor	1	2	3	1
PC2. prepare a list of all the necessary materials, tools, and equipment required for the various job work	1	3	-	-
PC3. ensure coordination with the various departments for material movement at various intervals	1	2	-	-
PC4. ensure daily filling and timely submission of job cards to the supervisor	1	2	3	-
<i>Prepare the worksite for recce and take measurements</i>	6	12	-	3
PC5. update the supervisor for any shortage or requirement of the tools and equipment	1	-	-	1
PC6. assist in interpreting the site layout in order to perform the physical survey of the worksite during recce	2	3	-	-
PC7. examine the recce site for any possible health and safety hazards and ensure it is prepared for marking and measurement purpose	1	3	-	1
PC8. assist in marking the worksite as per layout plan and take measurements	1	4	-	1
PC9. prepare the measurement sheet and handover to supervisor in-time	1	2	-	-
<i>Perform loading and unloading operations</i>	5	10	-	3
PC10. interpret the material loading/ unloading/ handling instruction sheet	1	-	-	-
PC11. assist in preparing the execution plan with supervisor as per the instruction sheet	1	-	-	-
PC12. assist in performing a visual quality check of handling equipment	1	4	-	1

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. ensure proper arrangement of the handling equipment for loading and unloading of the materials at the specified location	1	3	-	1
PC14. assist in the Quality Checking (QC) process of the materials before loading and unloading	1	3	-	1
<i>Segregate and store the materials, tools, and equipment</i>	4	11	-	1
PC15. ensure the use of appropriate containers to store or carry rivets, bolts, drift pins, etc.	1	3	-	-
PC16. ensure that all the materials and equipment are stacked properly for easy identification and traceability	1	3	-	-
PC17. ensure proper disposal of combustible waste products at the end of each work day	1	2	-	1
PC18. maintain proper records of materials, tools, and equipment for each workday and update the supervisor	1	3	-	-
<i>Prepare the worksite for fabrication, assembly, and installation purposes</i>	3	17	4	1
PC19. organize all the necessary tools, materials, and equipment required for the specified operations	1	3	-	-
PC20. ensure the work area is cleaned for hazard-free operations and appropriate floor and machine guards are in place	1	4	-	-
PC21. ensure power sockets are functional as per the required job work	-	3	-	-
PC22. set the work bench, tools, and machines as per the required job work	-	4	4	-
PC23. ensure the usage of proper methods for cleaning and maintenance of the tools and equipment at regular intervals	1	3	-	1
NOS Total	22	59	10	9

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N2206
NOS Name	Prepare the worksite for on-site operations
Sector	Furniture & Fittings
Sub-Sector	Furniture Sales, Installation & After Sales
Occupation	Furniture Installation
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	23/06/2021
Next Review Date	23/06/2024

FFS/N2207: Assist in the fabrication of the products at the worksite

Description

This unit describes the performance outcomes required to assist in the furniture fabrication operations at the worksite.

Scope

The scope covers the following :

- Interpret and select resources as per instructions
- Set out, measure, and mark the timber and timber-based materials
- Form joints and prepare members of the product for assembly

Elements and Performance Criteria

Interpret and select resources as per instructions

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

- PC1.** interpret the job card and plan out the workday in consultation with the supervisor
- PC2.** interpret the CAD-based or conventionally prepared drawings and specifications
- PC3.** select the correct materials to comply with drawings and specifications

Set out, measure, and mark the timber and timber-based materials

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

- PC4.** identify the timber and timber-based materials for appropriate operations
- PC5.** assist in identifying different members of the products as per the given specifications
- PC6.** assist in preparing the part list of product with the supervisor
- PC7.** use the suitable tool for marking on the wood as per the specified dimensions
- PC8.** assist in collecting information related to marking and measuring of materials using appropriate means or techniques
- PC9.** use appropriate calculations and formulae to confirm the accuracy

Form joints and prepare members of the product for assembly

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

- PC10.** cut the joints safely and accurately using hand and power tools
- PC11.** use the appropriate planing and shaping tools to prepare the members of the product as per specifications
- PC12.** smoothen out the wooden surface using suitable sanding papers and tools
- PC13.** conduct a visual check for any errors or damages in the wood or a given part
- PC14.** check the overall accuracy and quality in terms of measurements, fitting of assembled parts, rigidity, steadiness, leveling, etc.
- PC15.** rectify if any defects are found in any members of the product
- PC16.** clean the parts of the product for the assembly operation
- PC17.** assist in preparing the production status update report

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose & objective, various departments, hierarchy, reporting matrix, code of conduct, etc.
- KU2.** various Standard Operating Procedures (SOP) and department-specific processes of the organization
- KU3.** the products & services provided by the company to clients and its quality standards
- KU4.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU5.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU6.** relevance of health and safety requirements applicable in the worksite
- KU7.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU8.** the importance and ways of visual checks required during the various stages of operations
- KU9.** the basics of preparing and interpreting 2D / 3D drawings i.e. terminology, pictorial representation, symbols, etc. related to architectural drawings and specifications
- KU10.** different varieties of timber and timber-based materials along with their properties
- KU11.** the different elements and parts of various types of furniture products
- KU12.** the importance of preparing cutting list and part list for product fabrication
- KU13.** the type of tools, jigs and techniques used for marking the wood
- KU14.** basic principles of measurement, geometry, and arithmetic calculation
- KU15.** about various types of joints and their application based on the area of usage and relevant material specifications
- KU16.** usage of appropriate hand tools/ power tools/ machines as per the job work i.e., cutting/ planning/ shaping/ finishing, etc.
- KU17.** the various types of anomalies/ defects of the raw material, techniques of rectification, etc.
- KU18.** the techniques to check the accuracy and build quality of parts or the complete product, and criteria for rejection
- KU19.** the elements of the production status update report

Generic Skills (GS)

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

- GS1.** communicate proficiently in one or more languages, preferably local language and/or english
- GS2.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS3.** use the communication systems of the company, e.g., telephone, email, chat, public announcement systems, or hard copy memos/letters
- GS4.** effectively communicate with team members and supervisor in a respectful manner as per the protocol of the organization
- GS5.** work constructively and collaboratively with others
- GS6.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS7.** read notes/comments from the supervisor and teams

- GS8.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS9.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS10.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS11.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS12.** use reasoning skills to take appropriate decisions and troubleshoot concerns related to own responsibilities
- GS13.** complete the tasks efficiently and accurately within the specified time frame

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interpret and select resources as per instructions</i>	4	9	-	-
PC1. interpret the job card and plan out the workday in consultation with the supervisor	1	2	-	-
PC2. interpret the CAD-based or conventionally prepared drawings and specifications	2	4	-	-
PC3. select the correct materials to comply with drawings and specifications	1	3	-	-
<i>Set out, measure, and mark the timber and timber-based materials</i>	11	12	-	-
PC4. identify the timber and timber-based materials for appropriate operations	1	3	-	-
PC5. assist in identifying different members of the products as per the given specifications	1	4	-	-
PC6. assist in preparing the part list of product with the supervisor	3	-	-	-
PC7. use the suitable tool for marking on the wood as per the specified dimensions	1	2	-	-
PC8. assist in collecting information related to marking and measuring of materials using appropriate means or techniques	3	3	-	-
PC9. use appropriate calculations and formulae to confirm the accuracy	2	-	-	-
<i>Form joints and prepare members of the product for assembly</i>	11	28	25	-
PC10. cut the joints safely and accurately using hand and power tools	2	5	7	-
PC11. use the appropriate planing and shaping tools to prepare the members of the product as per specifications	2	5	4	-
PC12. smoothen out the wooden surface using suitable sanding papers and tools	1	4	4	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13. conduct a visual check for any errors or damages in the wood or a given part	1	4	3	-
PC14. check the overall accuracy and quality in terms of measurements, fitting of assembled parts, rigidity, steadiness, leveling, etc.	1	4	-	-
PC15. rectify if any defects are found in any members of the product	2	3	2	-
PC16. clean the parts of the product for the assembly operation	1	3	3	-
PC17. assist in preparing the production status update report	1	-	2	-
NOS Total	26	49	25	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N2207
NOS Name	Assist in the fabrication of the products at the worksite
Sector	Furniture & Fittings
Sub-Sector	Furniture Sales, Installation & After Sales
Occupation	Furniture Installation
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	23/06/2021
Next Review Date	23/06/2024

FFS/N2208: Assist in the assembly, finishing, and installation of the products at the worksite

Description

This unit describes the performance outcomes required to assist in the assembly, finishing, and installation of various members of the product.

Scope

The scope covers the following :

- Assist in assembling the various members of the product
- Assist in finishing the surface of the product
- Assist in installation of the product and its handover

Elements and Performance Criteria

Assist in assembling the various members of the product

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

- PC1.** interpret the assembly drawings and instructions of the product
- PC2.** measure the various components and segregate them for the pre-assembly marking operation
- PC3.** select and use the specified fasteners wherever required
- PC4.** assist in assembling and erecting structures accurately without damage to components
- PC5.** assist in knocking down the existing cabinets, fixtures, and other fittings on the worksite as per the directions from supervisor

Assist in finishing the surface of the product

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

- PC6.** attach members neatly using appropriate fasteners or/ add adhesives as applicable
- PC7.** prepare accurate joints and intersections with no gaps
- PC8.** use the appropriate wood fillers and sanding papers to finish the product to a specified standard as per the supervisor's instruction

Assist in installation of the product and its handover

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

- PC9.** identify slots for placing/ installing each furniture part as per design
- PC10.** undertake requisite cut-outs for electrical outlets, plumbing points, and other arrangements
- PC11.** assist in installation and fastening of furniture components to the surface/ wall using appropriate adhesives/ hardware, etc.
- PC12.** assist in installation of fittings (like locks, latch etc.), decorative mouldings/ finish accessories (crown moulding, decorative panels etc.)
- PC13.** ensure that the installed product is cleaned thoroughly before handover
- PC14.** undertake checks at regular intervals during installation to avoid any defects/ error detection at later stage

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose & objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** various Standard Operating Procedures (SOP) and department-specific processes of the organization
- KU3.** the products & services provided by the company to clients and its quality standards
- KU4.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU5.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU6.** relevance of health and safety requirements applicable in the worksite
- KU7.** common hazards in the worksite and relevant safety and security procedures/manuals to be followed
- KU8.** the importance and ways of visual checks required during the various stages of operations
- KU9.** the basics of interpreting 2D/3D drawings i.e. terminology, pictorial representation, symbols, etc. related to products, hardware, fittings, architecture, interior design, etc.
- KU10.** the basics of measurement of length, width & depth in MKS & FPS system and its application
- KU11.** process of estimating the quantities of tools, equipment, and materials for the assembly and installation-related work
- KU12.** the usage of appropriate hardwares and fittings
- KU13.** the reasons for material or part damage during the process of assembly and installation
- KU14.** the precautions to be taken while knocking down or shifting existing furniture
- KU15.** the types of fasteners and adhesives, its usage as per the material in use
- KU16.** the various tools and techniques used for clamping
- KU17.** the various types of wood fillers, sanding papers, sanding tools and equipment used in finishing process
- KU18.** precautions to be taken while handling different electrical and mechanical equipment

Generic Skills (GS)

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

- GS1.** communicate proficiently in one or more languages, preferably local language and/or english
- GS2.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS3.** use the communication systems of the company, e.g., telephone, email, chat, public announcement systems, or hard copy memos/letters
- GS4.** effectively communicate with team members and supervisor in a respectful manner as per the protocol of the organization
- GS5.** work constructively and collaboratively with others
- GS6.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS7.** read notes/comments from the supervisor and teams

- GS8.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS9.** evaluate the complexity of the tasks to determine if any guidance is required from the supervisor
- GS10.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS11.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS12.** use reasoning skills to take appropriate decisions and troubleshoot concerns related to own responsibilities
- GS13.** complete the tasks efficiently and accurately within the specified time frame

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in assembling the various members of the product</i>	5	20	11	-
PC1. interpret the assembly drawings and instructions of the product	1	3	2	-
PC2. measure the various components and segregate them for the pre-assembly marking operation	2	4	2	-
PC3. select and use the specified fasteners wherever required	1	5	2	-
PC4. assist in assembling and erecting structures accurately without damage to components	-	5	3	-
PC5. assist in knocking down the existing cabinets, fixtures, and other fittings on the worksite as per the directions from supervisor	1	3	2	-
<i>Assist in finishing the surface of the product</i>	4	12	9	-
PC6. attach members neatly using appropriate fasteners or/ add adhesives as applicable	1	5	4	-
PC7. prepare accurate joints and intersections with no gaps	2	4	3	-
PC8. use the appropriate wood fillers and sanding papers to finish the product to a specified standard as per the supervisor's instruction	1	3	2	-
<i>Assist in installation of the product and its handover</i>	10	20	9	-
PC9. identify slots for placing/ installing each furniture part as per design	1	2	1	-
PC10. undertake requisite cut-outs for electrical outlets, plumbing points, and other arrangements	2	4	2	-
PC11. assist in installation and fastening of furniture components to the surface/ wall using appropriate adhesives/ hardware, etc.	2	4	2	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. assist in installation of fittings (like locks, latch etc.), decorative mouldings/ finish accessories (crown moulding, decorative panels etc.)	2	4	2	-
PC13. ensure that the installed product is cleaned thoroughly before handover	1	3	2	-
PC14. undertake checks at regular intervals during installation to avoid any defects/ error detection at later stage	2	3	-	-
NOS Total	19	52	29	-

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N2208
NOS Name	Assist in the assembly, finishing, and installation of the products at the worksite
Sector	Furniture & Fittings
Sub-Sector	Furniture Sales, Installation & After Sales
Occupation	Furniture Installation
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	23/06/2021
Next Review Date	23/06/2024

FFS/N8201: Follow health, safety, and greening practices at the worksite

Description

This unit describes the performance outcomes required to assist in maintaining health, safety, cleanliness, and hygiene at the worksite.

Scope

The scope covers the following :

- Maintain cleanliness of the worksite
- Follow health and safety procedures
- Maintain personal hygiene
- Follow precautionary measures to avoid work hazards
- Ensure material conservation and optimization of resources

Elements and Performance Criteria

Maintain cleanliness of the worksite

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

- PC1.** ensure adequate stock of cleaning materials and consumables
- PC2.** identify and report poor organizational practices with respect to hygiene, food handling, cleaning
- PC3.** ensure that the trash cans or waste collection points are cleared every day

Follow health and safety procedures

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

- PC4.** use appropriate personal protective equipment compatible with the work and compliant to relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons, etc.
- PC5.** use emergency equipment in accordance with manufacturers' specifications as per requirement

Maintain personal hygiene

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

- PC6.** follow the dress code of the worksite
- PC7.** wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.

Follow precautionary measures to avoid work hazards

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

- PC8.** follow the displayed safety signs at the worksite
- PC9.** undertake the safety measures and checks while handling any electrically powered tools, and equipment, etc.
- PC10.** ensure the usage of harmful chemicals inside work area as per the specified guidelines only
- PC11.** ensure safe handling and disposal of waste and debris
- PC12.** undertake correct ways while lifting or movement of the heavy material from one place to another

Ensure material conservation and optimization of resources

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

- PC13.** ensure optimal material utilization in the specific processes
- PC14.** implement the suggested ways to conserve and re-use water
- PC15.** ensure to keep the electrical appliances in OFF position when not in use
- PC16.** carry out routine cleaning of tools, machines, and equipment as per instruction

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose & objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** various Standard Operating Procedures (SOP) and department-specific processes of the organization
- KU3.** the products and services provided by the company to clients and its quality standards
- KU4.** the Key Result Areas (KRA) and its importance in the employee performance and growth
- KU5.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU6.** relevance of health and safety requirements applicable in the worksite
- KU7.** types of cleaning equipment and consumables such as chemicals, liquids, etc.
- KU8.** the process of raising a grievance and its redressal mechanism
- KU9.** usage of different colors of dustbins based on the type of waste
- KU10.** the organization legislative requirements and emergency procedures
- KU11.** various causes of fire, and usage of different fire prevention equipment
- KU12.** importance of work ethics, dress code, and personal hygiene
- KU13.** various types of safety signs and what they mean
- KU14.** the operational and relevant guidelines for usage and handling of tools and equipment and their serviceability procedures
- KU15.** storage and handling of hazardous substances
- KU16.** the process of segregation of waste based on reusable and non-recyclable materials
- KU17.** importance of safe lifting practices and correct body postures
- KU18.** importance of material usage planning and utilization
- KU19.** common practices associated with conserving water and electricity
- KU20.** various housekeeping process and equipment used for cleaning worksite, tools, and products

Generic Skills (GS)

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

- GS1.** communicate proficiently in one or more languages, preferably local language and/or english
- GS2.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS3.** use the communication systems of the company, e.g., telephone, email, chat, public announcement systems, or hard copy memos/letters

- GS4.** effectively communicate with team members and supervisor in a respectful manner as per the protocol of the organization
- GS5.** work constructively and collaboratively with others
- GS6.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS7.** read notes/comments from the supervisor and teams
- GS8.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS9.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS10.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS11.** use reasoning skills to take appropriate decisions and troubleshoot concerns related to own responsibilities

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain cleanliness of the worksite</i>	3	4	3	2
PC1. ensure adequate stock of cleaning materials and consumables	1	2	-	1
PC2. identify and report poor organizational practices with respect to hygiene, food handling, cleaning	1	-	-	1
PC3. ensure that the trash cans or waste collection points are cleared every day	1	2	3	-
<i>Follow health and safety procedures</i>	5	6	4	1
PC4. use appropriate personal protective equipment compatible with the work and compliant to relevant Occupational Health and Safety (OHS) guidelines: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons, etc.	3	3	4	-
PC5. use emergency equipment in accordance with manufacturers' specifications as per requirement	2	3	-	1
<i>Maintain personal hygiene</i>	4	4	5	-
PC6. follow the dress code of the worksite	2	2	3	-
PC7. wash hands regularly using suggested material such as soap, one-use disposable tissue, warm water, etc.	2	2	2	-
<i>Follow precautionary measures to avoid work hazards</i>	12	19	-	2
PC8. follow the displayed safety signs at the worksite	3	2	-	1
PC9. undertake the safety measures and checks while handling any electrically powered tools, and equipment, etc.	3	7	-	1
PC10. ensure the usage of harmful chemicals inside work area as per the specified guidelines only	1	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. ensure safe handling and disposal of waste and debris	3	3	-	-
PC12. undertake correct ways while lifting or movement of the heavy material from one place to another	2	4	-	-
<i>Ensure material conservation and optimization of resources</i>	11	7	8	-
PC13. ensure optimal material utilization in the specific processes	3	2	-	-
PC14. implement the suggested ways to conserve and re-use water	3	2	2	-
PC15. ensure to keep the electrical appliances in OFF position when not in use	2	-	3	-
PC16. carry out routine cleaning of tools, machines, and equipment as per instruction	3	3	3	-
NOS Total	35	40	20	5

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8201
NOS Name	Follow health, safety, and greening practices at the worksite
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	2
Credits	TBD
Version	1.0
Last Reviewed Date	23/06/2021
Next Review Date	23/06/2024

FFS/N8202: Work effectively with the co-workers, supervisor, and others

Description

This unit describes the performance outcomes required to work effectively within a team and with others to achieve the desired results.

Scope

The scope covers the following :

- Interact and communicate effectively with the co-workers, supervisors, and others
- Follow gender and Person with Disability (PwD) sensitive practices at the worksite

Elements and Performance Criteria

Interact and communicate effectively with the co-workers, supervisors, and others

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

- PC1.** maintain work etiquette e.g. use polite language, behave courteously and responsibly, etc.
- PC2.** seek assistance and clarifications from the supervisor or any such appropriate authority as and when required
- PC3.** coordinate and cooperate with the co-workers to maximize effectiveness and efficiency in carrying out tasks
- PC4.** assist in identifying and reporting any information or possible deviations to appropriate authority timely
- PC5.** follow escalation matrix in case of any grievance

Follow gender and Person with Disability (PwD) sensitive practices at the worksite

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

- PC6.** maintain a conducive environment for all the genders at the worksite
- PC7.** transact with everyone without any personal bias based on gender, disability, caste, religion, color, sexual orientation, and culture
- PC8.** follow gender-inclusive practices at the worksite
- PC9.** use appropriate verbal and non-verbal communication while interacting with Persons with Disability (PwD)
- PC10.** report incidents of any harassment and discrimination to the appropriate authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization structure, its purpose and objective, various departments, hierarchy, reporting matrix, code of conduct, etc
- KU2.** various Standard Operating Procedures (SOP) and department-specific processes of the organization
- KU3.** the products and services provided by the company to clients and its quality standards
- KU4.** the Key Result Areas (KRA) and its importance in the employee performance and growth

- KU5.** different types of personal protective equipment such as gloves, goggles, masks, etc. and their uses
- KU6.** relevance of health and safety requirements applicable in the worksite
- KU7.** importance of effective communication and establishing working relationships with others
- KU8.** the professional code of conduct, work ethics, and discipline
- KU9.** importance of teamwork and collaboration
- KU10.** the escalation matrix and procedure of expressing grievances appropriately
- KU11.** organization standards and guidelines on gender inclusivity, PwD, POSH (Prevention Of Sexual Harassment), etc
- KU12.** gender differences, gender diversity, gender issues, consequences of gender-based behavior, legislation, etc.
- KU13.** various medical conditions associated with PwD
- KU14.** how to assist people with special needs at the worksite the importance of displaying empathy towards PwD

Generic Skills (GS)

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

- GS1.** communicate proficiently in one or more languages, preferably local language and/or english
- GS2.** read company policy documents, information displayed at the worksite, job cards, etc.
- GS3.** use the communication systems of the company, e.g., telephone, email, chat, public announcement systems, or hard copy memos/letters
- GS4.** effectively communicate with team members and supervisor in a respectful manner as per the protocol of the organization
- GS5.** work constructively and collaboratively with others
- GS6.** fill up documents about one's role at the worksite (involves attendance, daily work update, etc.)
- GS7.** read notes/comments from the supervisor and teams
- GS8.** apply domain information/ knowledge and assess day to day tasks through experience and observation
- GS9.** interpret instructions related to the usage of machines and tools for fabrication, assembling, and installation of the various products
- GS10.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS11.** use reasoning skills to take appropriate decisions and troubleshoot concerns related to own responsibilities

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact and communicate effectively with the co-workers, supervisors, and others</i>	23	20	10	6
PC1. maintain work etiquette e.g. use polite language, behave courteously and responsibly, etc.	5	4	5	2
PC2. seek assistance and clarifications from the supervisor or any such appropriate authority as and when required	4	4	-	2
PC3. coordinate and cooperate with the co-workers to maximize effectiveness and efficiency in carrying out tasks	4	4	5	-
PC4. assist in identifying and reporting any information or possible deviations to appropriate authority timely	5	4	-	-
PC5. follow escalation matrix in case of any grievance	5	4	-	2
<i>Follow gender and Person with Disability (PwD) sensitive practices at the worksite</i>	25	10	-	6
PC6. maintain a conducive environment for all the genders at the worksite	5	4	-	2
PC7. transact with everyone without any personal bias based on gender, disability, caste, religion, color, sexual orientation, and culture	5	4	-	2
PC8. follow gender-inclusive practices at the worksite	5	-	-	2
PC9. use appropriate verbal and non-verbal communication while interacting with Persons with Disability (PwD)	5	2	-	-
PC10. report incidents of any harassment and discrimination to the appropriate authority	5	-	-	-
NOS Total	48	30	10	12

National Occupational Standards (NOS) Parameters

NOS Code	FFS/N8202
NOS Name	Work effectively with the co-workers, supervisor, and others
Sector	Furniture & Fittings
Sub-Sector	Generic
Occupation	Generic
NSQF Level	2
Credits	TBD
Version	1.0
Last Reviewed Date	23/06/2021
Next Review Date	23/06/2024

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 a minimum aggregate passing percentage of 70% for the QP and a minimum of 70% for each NOS.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Minimum Passing % at NOS Level: 70

(Please note: A Trainee must score the minimum percentage for each NOS separately as well as on the QP as a whole.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N2206.Prepare the worksite for on-site operations	22	59	10	9	100	20
FFS/N2207.Assist in the fabrication of the products at the worksite	26	49	25	0	100	25
FFS/N2208.Assist in the assembly, finishing, and installation of the products at the worksite	19	52	29	0	100	25
FFS/N8201.Follow health, safety, and greening practices at the worksite	35	40	20	5	100	15
FFS/N8202.Work effectively with the co-workers, supervisor, and others	48	30	10	12	100	15
Total	150	230	94	26	500	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
PwD	Person with Disability
POSH	Prevention Of Sexual Harassment
MKS	Meter Kilogram Second
FPS	Foot Pound Second
CAD	Computer Aided Design

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.
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.