



# Assembler- Doors/Windows (Glass)

Options: Wooden/Aluminium

QP Code: FFS/Q6101

NSQF Level: 3

Furniture and Fittings Skill Council || 407-408, DLF City Court, M G Road, Sikanderpur  
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## Qualification Pack

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### FFS/Q6101: Assembler- Doors/Windows (Glass)

#### Brief Job Description

Fitter/assembler is responsible for assisting technician for installing glazed/ toughened/ plain glass windows, doors with fittings and fixtures. S/he would be required to prepare for installation by undertaking preparatory work and assist in installation at the work site in accordance to client requirements and quality standards.

#### Personal Attributes

This job requires the individual to have good hand eye coordination, attention to detail, steady hands and patience. He/she should be physically fit and they are required to be flexible in terms of adapting their work to different types of works associated with architectural fittings and varied environmental conditions. He/she should have good mathematical skills and have accuracy in measurement.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [FFS/N6101: Assist lead technician in work process-glass doors and windows](#)
2. [FFS/N8501: Maintain work area, tools and machines](#)
3. [FFS/N8601: Ensure health and safety at workplace](#)
4. [FFS/N8801: Work effectively with others](#)

##### Options (Not mandatory):

Option : Wooden/Aluminium

Fitter/ assembler responsible for assisting lead/technician for installing wooden/aluminium doors/windows with frames and other fittings and fixtures

1. [FFS/N6102: Assist lead technician in work process-wooden/aluminium-doors and windows](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Wooden Furniture
<b>Occupation</b>	Production- Fittings
<b>Country</b>	India

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<b>NSQF Level</b>	3
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/NIL
<b>Minimum Educational Qualification &amp; Experience</b>	5th Class with 0-1 years of experience relevant experience OR 5th Class OR 5th Class
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	Basic carpentry skills, training on usage of power tools, computer basics- suggested but not mandatory
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	12/07/2017
<b>Next Review Date</b>	12/07/2020
<b>NSQC Approval Date</b>	03/08/2018
<b>Version</b>	1.0

## Qualification Pack

# FFS/N6101: Assist lead technician in work process-glass doors and windows

## Description

This OS unit is about working effectively with lead technician for installing of glass doors, windows

## Scope

This unit/task covers the following:

- Preparatory work and onsite assessment before work initiation
- Assist in installing glass doors, windows
- Assist in quality check and handover to client

## Elements and Performance Criteria

### *Preparatory work and on site assessment before work initiation*

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

- PC1.** gather and organize required tools and equipments, hardware fittings for assembling and installation of fitting
- PC2.** unpack the material /parts as per instructions of lead
- PC3.** assist in checking quality of material arrived at work site as per specification agreed by the client and inform lead for any repair/replacement needed
- PC4.** re take measurement of the space/ area for fitting of doors, windows against the glass door/window
- PC5.** Assist in carrying out a risk assessment for the installation process and accordingly advise the client of the hazards associated with the work. ( e.g. condition of wall)
- PC6.** support in checking for any apparent defects and deficiencies around the structural opening. Inform client for repair before the new windows/doors being installed.
- PC7.** check for presence of any electrical or specialist items such as television aerials and telephone wires in the aperture. If these items affect the performance of doors/windows suggest different route for them.
- PC8.** clean the work area to ensure hazard free work
- PC9.** assist in requisite documentation as per organization protocol
- PC10.** ensure that the floor guard/ other floor safety material is spread on the floor to prevent damage to the floor/individual and also use safety equipment and personal protection equipment as needed such as gloves , goggles ,mask

### *Assist in installing glass doors, windows*

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

- PC11.** assist in removal of old windows and door along with other removable architectural fittings with hand and power tools for repairing or installing new pieces
- PC12.** assist in checking trueness of structure using level and plumb bob tools
- PC13.** measure materials using appropriate tools and equipments and mark outlines or pattern on glass for cutting

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- PC14.** assist in cutting, grinding or polishing glass, smoothening surfaces with materials or tools as needed in accordance to design and client requirement
- PC15.** place toughened/glazed/plain glass in windows, doors and entrances at the marked location or as per fittings placement
- PC16.** assist in identifying and applying materials and sealant to fill gaps in surfaces and trim excess materials in installation and smoothening of surfaces as per quality standards
- PC17.** check for functioning ,alignment etc. and rectify any error found
- PC18.** put markings of placement positions and access the fastener system (e.g. power drills) to fasten the hardware accessories or fittings as per worksite requirements. E.g. Fittings like floor springs, floor pivots, overhead closers, channels and fixings, handles, latch/bolts etc.

### *Assist in quality check and handover to client*

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

- PC19.** assist lead in testing of repaired/ serviced product /new installation w.r.t functioning, alignment, placement etc. against the specifications before handing over to client
- PC20.** conduct any on site modifications that may be required and touch up if needed
- PC21.** assist in checking for any path blockage or damage like pre-installed decorative materials, ducts or any other structure in building and suggest remedies if required
- PC22.** assist in advising customer of any relevant maintenance requirements in accordance with organizational policy
- PC23.** gather all the tools and equipments and remove from the site
- PC24.** wipe the installation and clean the work area
- PC25.** remove the debris and dispose the waste appropriately after work completion in accordance to waste disposal policy
- PC26.** take note of inputs/ feedback received during work to incorporate in future
- PC27.** assist in completion of the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of installation

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** about various organizational processes, code of conduct, reporting matrix and escalation hierarchy
- KU2.** knowledge about the organisation procedures and formalities to be complied
- KU3.** knowledge about organisation furniture/fitting products, their usage/features and pricing
- KU4.** information about the organisation clients and their preferences
- KU5.** relevant safety and security procedures to be followed
- KU6.** compliance of documentation requirements
- KU7.** various types of glass doors and windows fitting products manufactured by the company along with their functions, specifications and components
- KU8.** assembling door and windows and placement of glass
- KU9.** know how of marking, cutting glass, polishing, repairing rough edges etc
- KU10.** product and workplace safety specifications

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- KU11.** terminologies used in products and components
- KU12.** assembling and dismantling procedure of components for different products
- KU13.** various types of defects such as loose screws, improper alignment, etc. and troubleshooting common errors
- KU14.** relevant hand and power tools such as wrenches, pliers, screwdriver, power drill, whole cutter, metal file, power driller etc.
- KU15.** units of measurement
- KU16.** handling of tools and equipments with care on finished surface
- KU17.** common faults encountered with equipments and the methods to rectify them
- KU18.** about alignment, strength of material and proper setting of frames, doors and other fittings
- KU19.** about adhesives, sealant and other filling materials used in fittings of glass and other structures
- KU20.** safety standards and precautions to be taken and different types of personal protective environment and their usage
- KU21.** quality standards to be maintained
- KU22.** Standard operating procedures
- KU23.** reporting and documentation skills

## Generic Skills (GS)

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

- GS1.** write in English/ local language design /notes/form /reports as applicable
- GS2.** note the information received / communicate observations, if any
- GS3.** read and understand the labelling codes/package details as per company procedures.
- GS4.** read and interpret the process required for conducting the assigned work.
- GS5.** read internal information documents sent by internal teams
- GS6.** read and understand designs, manuals, health and safety instructions, memos, reports, job cards, organization policy documents.
- GS7.** discuss task lists, schedules and activities.
- GS8.** effectively communicate with team members and customers
- GS9.** attentively listen and comprehend the information given by the seniors.
- GS10.** communicate clearly on the issues being faced and clarify queries.
- GS11.** share best practices with peers.
- GS12.** ability to troubleshoot common concerns faced
- GS13.** take appropriate decisions related to own responsibilities to deliver within prescribed time and as per quality standards
- GS14.** identify and decide the tools and equipments to be used
- GS15.** plan, organize and prioritize the work order and jobs received
- GS16.** ability to organize and conduct installation in optimal manner
- GS17.** plan to utilize time and equipment's effectively
- GS18.** ability to concentrate on task and ability to complete with time limits

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- GS19.** assist in record keeping and proper documentation
- GS20.** understand customer requirements and time lines and respond as per their needs
- GS21.** being courteous with customers and ability to handle different types of customers
- GS22.** being aware of different customer cultures/faiths and responding appropriately
- GS23.** support lead/manager in solving problems by detailing and discussing the possible solutions
- GS24.** ability to quickly identify common causes of errors and help in resolution
- GS25.** identify emergency situations and accordingly respond
- GS26.** understand the importance of following the organizational rules and procedures
- GS27.** apply domain information/knowledge and assess day to day tasks through experience and observation, to identify control measures to solve issues
- GS28.** use acquired knowledge of the work and process and apply the information gathered from observation, experience, reasoning, or communication to act efficiently
- GS29.** use reasoning skills to identify and resolve basic problems

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparatory work and on site assessment before work initiation</i>	4	31	-	-
<b>PC1.</b> gather and organize required tools and equipments, hardware fittings for assembling and installation of fitting	-	3	-	-
<b>PC2.</b> unpack the material /parts as per instructions of lead	-	3	-	-
<b>PC3.</b> assist in checking quality of material arrived at work site as per specification agreed by the client and inform lead for any repair/replacement needed	-	5	-	-
<b>PC4.</b> re take measurement of the space/ area for fitting of doors, windows against the glass door/window	1	3	-	-
<b>PC5.</b> Assist in carrying out a risk assessment for the installation process and accordingly advise the client of the hazards associated with the work. ( e.g. condition of wall)	1	4	-	-
<b>PC6.</b> support in checking for any apparent defects and deficiencies around the structural opening. Inform client for repair before the new windows/doors being installed.	-	4	-	-
<b>PC7.</b> check for presence of any electrical or specialist items such as television aerials and telephone wires in the aperture. If these items affect the performance of doors/windows suggest different route for them.	-	3	-	-
<b>PC8.</b> clean the work area to ensure hazard free work	1	2	-	-
<b>PC9.</b> assist in requisite documentation as per organization protocol	1	2	-	-
<b>PC10.</b> ensure that the floor guard/ other floor safety material is spread on the floor to prevent damage to the floor/individual and also use safety equipment and personal protection equipment as needed such as gloves , goggles ,mask	-	2	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Assist in installing glass doors, windows</i>	<b>8</b>	<b>25</b>	-	-
<b>PC11.</b> assist in removal of old windows and door along with other removable architectural fittings with hand and power tools for repairing or installing new pieces	1	3	-	-
<b>PC12.</b> assist in checking trueness of structure using level and plumb bob tools	1	3	-	-
<b>PC13.</b> measure materials using appropriate tools and equipments and mark outlines or pattern on glass for cutting	1	3	-	-
<b>PC14.</b> assist in cutting, grinding or polishing glass, smoothening surfaces with materials or tools as needed in accordance to design and client requirement	1	4	-	-
<b>PC15.</b> place toughened/glazed/plain glass in windows, doors and entrances at the marked location or as per fittings placement	1	4	-	-
<b>PC16.</b> assist in identifying and applying materials and sealant to fill gaps in surfaces and trim excess materials in installation and smoothening of surfaces as per quality standards	1	3	-	-
<b>PC17.</b> check for functioning ,alignment etc. and rectify any error found	1	2	-	-
<b>PC18.</b> put markings of placement positions and access the fastener system (e.g. power drills) to fasten the hardware accessories or fittings as per worksite requirements. E.g. Fittings like floor springs, floor pivots, overhead closers, channels and fixings, handles, latch/bolts etc.	1	3	-	-
<i>Assist in quality check and handover to client</i>	<b>8</b>	<b>24</b>	-	-
<b>PC19.</b> assist lead in testing of repaired/ serviced product /new installation w.r.t functioning, alignment, placement etc. against the specifications before handing over to client	1	4	-	-
<b>PC20.</b> conduct any on site modifications that may be required and touch up if needed	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC21.</b> assist in checking for any path blockage or damage like pre-installed decorative materials, ducts or any other structure in building and suggest remedies if required	1	3	-	-
<b>PC22.</b> assist in advising customer of any relevant maintenance requirements in accordance with organizational policy	1	3	-	-
<b>PC23.</b> gather all the tools and equipments and remove from the site	1	2	-	-
<b>PC24.</b> wipe the installation and clean the work area	1	2	-	-
<b>PC25.</b> remove the debris and dispose the waste appropriately after work completion in accordance to waste disposal policy	1	2	-	-
<b>PC26.</b> take note of inputs/ feedback received during work to incorporate in future	-	3	-	-
<b>PC27.</b> assist in completion of the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of installation	1	2	-	-
<b>NOS Total</b>	<b>20</b>	<b>80</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N6101
<b>NOS Name</b>	Assist lead technician in work process-glass doors and windows
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Architectural Fittings-Doors/Windows
<b>Occupation</b>	Production- Fittings
<b>NSQF Level</b>	3
<b>Credits</b>	NA
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	12/07/2017
<b>Next Review Date</b>	12/07/2020
<b>NSQC Clearance Date</b>	03/08/2018

## Qualification Pack

### FFS/N8501: Maintain work area, tools and machines

#### Description

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

#### Elements and Performance Criteria

##### *Maintenance of workarea, tools and machines*

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

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

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

## Generic Skills (GS)

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

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

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### Assessment Criteria

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

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### National Occupational Standards (NOS) Parameters

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

## Qualification Pack

### FFS/N8601: Ensure health and safety at workplace

#### Description

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

#### Elements and Performance Criteria

##### *Health and Safety*

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

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

##### *Dealing with Emergencies*

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

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

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

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

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

## Generic Skills (GS)

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

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

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

## Qualification Pack

### Assessment Criteria

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

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> handle all required tools, machines , materials & equipment safely	2	2	-	-
<b>PC12.</b> adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings	-	3	-	-
<b>PC13.</b> take safety measures while handling glass, heavy wood, materials, chemicals etc.	-	3	-	-
<b>PC14.</b> apply good housekeeping practices at all times Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces	2	1	-	-
<b>PC15.</b> report accident/incident report to authorized personal	1	2	-	-
<b>PC16.</b> perform basic safety checks before operation of all machines, tools and electrical equipment	2	1	-	-
<b>PC17.</b> follow recommended material handling procedure to control damage and personal injury	1	2	-	-
<b>PC18.</b> follow safe working practices at all times	1	2	-	-
<i>Dealing with Emergencies</i>	<b>13</b>	<b>31</b>	-	-
<b>PC19.</b> follow appropriate procedure in case a of fire emergency	1	2	-	-
<b>PC20.</b> follow electrical safety measures while working with electrically powered tools & equipment	2	2	-	-
<b>PC21.</b> follow agreed work location procedures in the event of an emergency or an accident	1	2	-	-
<b>PC22.</b> follow emergency and evacuation procedures in case of accidents, fires, natural calamities	1	2	-	-
<b>PC23.</b> Check and ensure general health and safety equipment are available at work site. General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans)	1	3	-	-
<b>PC24.</b> Comply with restrictions imposed on harmful chemicals inside work area during working hours	-	3	-	-

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

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

## Qualification Pack

### FFS/N8801: Work effectively with others

#### Description

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

#### Elements and Performance Criteria

##### *Interaction with Seniors*

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

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

##### *Work effectively*

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

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

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

## Qualification Pack

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

## Generic Skills (GS)

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

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

## Qualification Pack

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

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interaction with Seniors</i>	<b>18</b>	<b>15</b>	-	-
<b>PC1.</b> seek assistance from supervisor or any such appropriate authority as and when required	1	2	-	-
<b>PC2.</b> ask questions and seek clarifications on work tasks whenever required and handling procedures	1	2	-	-
<b>PC3.</b> seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel	5	-	-	-
<b>PC4.</b> identify and report any possible deviations to appropriate authority	1	2	-	-
<b>PC5.</b> address the problems effectively and report if required to immediate supervisor appropriately	2	3	-	-
<b>PC6.</b> Receive instructions clearly from superiors and respond effectively on the same	1	2	-	-
<b>PC7.</b> follow escalation matrix in case of any grievance	4	2	-	-
<b>PC8.</b> accurately receive information and instructions from the supervisor related to ones work	3	2	-	-
<i>Work effectively</i>	<b>12</b>	<b>55</b>	-	-
<b>PC9.</b> coordinate and cooperate with colleagues to achieve work objectives	-	5	-	-
<b>PC10.</b> display courteous behaviour at all times	-	5	-	-
<b>PC11.</b> respond politely to customer queries and other team members	1	4	-	-
<b>PC12.</b> follow work place dress code	-	5	-	-
<b>PC13.</b> keep work area in a tidy and organized state	-	5	-	-
<b>PC14.</b> adhere to time lines and quality standards	2	3	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC15.</b> follow organizational policies and procedures	4	-	-	-
<b>PC16.</b> share information with team wherever and whenever required to enhance quality and productivity at work place	2	3	-	-
<b>PC17.</b> work together with co-workers in a synchronized manner	-	6	-	-
<b>PC18.</b> communicate with others clearly, at a pace and in a manner that helps them to understand	3	3	-	-
<b>PC19.</b> show respect to other and their work	-	5	-	-
<b>PC20.</b> display active listening skills while interacting with others at work	-	5	-	-
<b>PC21.</b> Demonstrate responsible and disciplined behaviors at the workplace disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.	-	6	-	-
<b>NOS Total</b>	<b>30</b>	<b>70</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N8801
<b>NOS Name</b>	Work effectively with others
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Generic
<b>Occupation</b>	Generic
<b>NSQF Level</b>	3
<b>Credits</b>	NA
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	12/07/2017
<b>Next Review Date</b>	12/07/2020
<b>NSQC Clearance Date</b>	03/08/2018

## Qualification Pack

# FFS/N6102: Assist lead technician in work process-wooden/aluminium-doors and windows

## Description

This OS unit about working with lead /senior technician for installing doors and windows (wooden/aluminium/uPVC) with fittings and fixtures.

## Scope

This unit/task covers the following:

- Preparatory work and on site assessment before work initiation
- Assist in installing doors/ windows (wooden/aluminum/uPVC) with frame, fittings and fixtures.
- Assist in quality check and handover to client

## Elements and Performance Criteria

### *Preparatory work and on site assessment before work initiation*

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

- PC1.** gather and organize required tools and equipments, hardware fittings for assembling and installation of fitting
- PC2.** unpack the material /parts as per instructions of lead
- PC3.** assist in checking quality of material arrived at work site as per specification agreed by the client and inform lead for any repair/replacement needed
- PC4.** check the measurement of doors/windows aperture considering the size and material of doors/windows to be installed, if necessary provide suggestions for modification considering expansion/contraction in material under temperature fluctuations
- PC5.** assist in carrying out a risk assessment for the installation process and accordingly advise the client of the hazards associated with the work. ( e.g. condition of wall)
- PC6.** support in checking for any apparent defects and deficiencies around the structural opening. Inform client for repair before the new windows/doors being installed
- PC7.** check for presence of any electrical or specialist items such as television aerials and telephone wires in the aperture. If these items affect the performance of doors/windows suggest different route for them.
- PC8.** check the requirement of sill height and masonry opening for doors/windows and if any legal approval is required and inform seniors/client for necessary action
- PC9.** clean the work area to ensure hazard free work
- PC10.** assist in requisite documentation as per organization protocol
- PC11.** ensure that the floor guard/ other floor safety material is spread on the floor to prevent damage to the floor/individual and also use safety equipment and personal protection equipment as needed such as gloves , goggles ,mask

### *Assist in installing doors /windows (wooden/aluminium/uPVC) with frame, fittings and fixtures.*

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

## Qualification Pack

- PC12.** assist in removal of old windows and door along with other removable architectural fittings with hand and power tools for repairing or installing new pieces.
- PC13.** assist in checking trueness of structure using level and plumb bob tools and checking condition of walls (strength of wall, plaster, load bearing capacity etc.)
- PC14.** recheck the aperture sizes against the survey sizes to avoid damage during installation of windows/doors
- PC15.** take measurements and create markings to assemble different parts of door /window structure before installation
- PC16.** apply adhesives/screws/nails as per requirement for fastening the furniture parts to ensure quality and correct fitting.
- PC17.** undertake checks at regular intervals to avoid any errors
- PC18.** undertake markings of placement positions and access the fastener system (e.g. power drills) to fasten the hardware accessories or fittings as per worksite requirements. E.g. Fittings like door hinges, floor springs, floor pivots, handles, latch/bolts etc.
- PC19.** identify slots for placing/installing and assist in installation of door/windows frame by fastening to surface via appropriate usage of nails/screws
- PC20.** install the door/window into the frame by using appropriate door/window hinges and screws to fasten them
- PC21.** check for spacing ,alignment between the door /window and frame
- PC22.** assist in identifying and applying materials and sealant to fill gaps in surfaces and trim excess materials in installation and smoothening of surfaces as per quality standards

### *Assist in quality check and handover to client*

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

- PC23.** ensure to deliver work within the timeframe and in accordance to quality standards
- PC24.** assist lead in testing of repaired/ serviced product /new installation w.r.t functioning, alignment, placement etc. against the specifications before handing over to client
- PC25.** conduct any on site modifications that may be required and touch up if needed
- PC26.** assist in checking for any blockage or damage like pre-installed decorative materials, ducts or any other structure in building and suggest remedies if required.
- PC27.** assist in advising customer of any relevant maintenance requirements in accordance with worksite requirements.
- PC28.** gather all the tools and equipments and remove from the site
- PC29.** wipe the installation and clean the work area
- PC30.** remove the debris and dispose the waste appropriately after work completion in accordance to waste disposal policy
- PC31.** take note of inputs/ feedback received during work to incorporate in future.
- PC32.** assist in completion of the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of installation

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

## Qualification Pack

- KU1.** about various organizational processes, code of conduct, reporting matrix and escalation hierarchy
- KU2.** knowledge about the organisation procedures and formalities to be complied
- KU3.** knowledge about organisation furniture/fitting products, their usage/features and pricing
- KU4.** information about the organisation clients and their preferences
- KU5.** relevant safety and security procedures to be followed
- KU6.** compliance of documentation requirements
- KU7.** various types of glass doors and windows fitting products manufactured by the company along with their functions, specifications and components
- KU8.** various types of window/doors and techniques used in installation.
- KU9.** product and workplace safety specifications
- KU10.** terminologies used in products and components
- KU11.** assembling and dismantling procedure of components for different products
- KU12.** various types of defects such as loose screws, improper alignment, etc. and troubleshooting common errors
- KU13.** relevant hand and power tools such as wrenches, pliers, screwdriver, power drill, whole cutter, metal file, power driller etc.
- KU14.** units of measurement
- KU15.** handling of tools and equipments with care on finished surface
- KU16.** common faults encountered with equipments and the methods to rectify them
- KU17.** about alignment, strength of material and proper setting of frames, doors and other fittings
- KU18.** about adhesives, sealant and other filling materials used in fittings
- KU19.** safety standards and precautions to be taken and different types of personal protective environment and their usage
- KU20.** quality standards to be maintained
- KU21.** Standard operating procedures
- KU22.** reporting and documentation skills

## Generic Skills (GS)

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

- GS1.** write in English/ local language design /notes/form /reports as applicable
- GS2.** note the information received / communicate observations, if any
- GS3.** read and understand the labelling codes/package details as per company procedures.
- GS4.** read and interpret the process required for conducting the assigned work.
- GS5.** read internal information documents sent by internal teams
- GS6.** read and understand designs, manuals, health and safety instructions, memos, reports, job cards, organization policy documents.
- GS7.** discuss task lists, schedules and activities.
- GS8.** effectively communicate with team members and customers
- GS9.** attentively listen and comprehend the information given by the seniors.

## Qualification Pack

- GS10.** communicate clearly on the issues being faced and clarify queries.
- GS11.** share best practices with peers.
- GS12.** ability to troubleshoot common concerns faced
- GS13.** take appropriate decisions related to own responsibilities to deliver within prescribed time and as per quality standards
- GS14.** identify and decide the tools and equipments to be used
- GS15.** plan, organize and prioritize the work order and jobs received
- GS16.** ability to organize and conduct installation in optimal manner
- GS17.** plan to utilize time and equipment's effectively
- GS18.** ability to concentrate on task and ability to complete with time limits
- GS19.** assist in record keeping and proper documentation
- GS20.** understand customer requirements and time lines and respond as per their needs
- GS21.** being courteous with customers and ability to handle different types of customers
- GS22.** being aware of different customer cultures/faiths and responding appropriately
- GS23.** support lead/manager in solving problems by detailing and discussing the possible solutions
- GS24.** ability to quickly identify common causes of errors and help in resolution
- GS25.** identify emergency situations and accordingly respond
- GS26.** understand the importance of following the organizational rules and procedures
- GS27.** apply domain information/knowledge and assess day to day tasks through experience and observation, to identify control measures to solve issues
- GS28.** use acquired knowledge of the work and process and apply the information gathered from observation, experience, reasoning, or communication to act efficiently
- GS29.** use reasoning skills to identify and resolve basic problems

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Preparatory work and on site assessment before work initiation</i>	4	30	-	-
<b>PC1.</b> gather and organize required tools and equipments, hardware fittings for assembling and installation of fitting	-	2	-	-
<b>PC2.</b> unpack the material /parts as per instructions of lead	-	2	-	-
<b>PC3.</b> assist in checking quality of material arrived at work site as per specification agreed by the client and inform lead for any repair/replacement needed	-	3	-	-
<b>PC4.</b> check the measurement of doors/windows aperture considering the size and material of doors/windows to be installed, if necessary provide suggestions for modification considering expansion/contraction in material under temperature fluctuations	-	5	-	-
<b>PC5.</b> assist in carrying out a risk assessment for the installation process and accordingly advise the client of the hazards associated with the work. ( e.g. condition of wall)	1	3	-	-
<b>PC6.</b> support in checking for any apparent defects and deficiencies around the structural opening. Inform client for repair before the new windows/doors being installed	1	3	-	-
<b>PC7.</b> check for presence of any electrical or specialist items such as television aerials and telephone wires in the aperture. If these items affect the performance of doors/windows suggest different route for them.	1	3	-	-
<b>PC8.</b> check the requirement of sill height and masonry opening for doors/windows and if any legal approval is required and inform seniors/client for necessary action	1	3	-	-
<b>PC9.</b> clean the work area to ensure hazard free work	-	2	-	-
<b>PC10.</b> assist in requisite documentation as per organization protocol	-	2	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> ensure that the floor guard/ other floor safety material is spread on the floor to prevent damage to the floor/individual and also use safety equipment and personal protection equipment as needed such as gloves , goggles ,mask	-	2	-	-
<i>Assist in installing doors /windows (wooden/aluminium/uPVC) with frame, fittings and fixtures.</i>	<b>10</b>	<b>28</b>	-	-
<b>PC12.</b> assist in removal of old windows and door along with other removable architectural fittings with hand and power tools for repairing or installing new pieces.	1	3	-	-
<b>PC13.</b> assist in checking trueness of structure using level and plumb bob tools and checking condition of walls (strength of wall, plaster, load bearing capacity etc.)	1	3	-	-
<b>PC14.</b> recheck the aperture sizes against the survey sizes to avoid damage during installation of windows/doors	1	2	-	-
<b>PC15.</b> take measurements and create markings to assemble different parts of door /window structure before installation	1	2	-	-
<b>PC16.</b> apply adhesives/screws/nails as per requirement for fastening the furniture parts to ensure quality and correct fitting.	1	2	-	-
<b>PC17.</b> undertake checks at regular intervals to avoid any errors	-	2	-	-
<b>PC18.</b> undertake markings of placement positions and access the fastener system (e.g. power drills) to fasten the hardware accessories or fittings as per worksite requirements. E.g. Fittings like door hinges, floor springs, floor pivots, handles, latch/bolts etc.	1	3	-	-
<b>PC19.</b> identify slots for placing/installing and assist in installation of door/windows frame by fastening to surface via appropriate usage of nails/screws	1	3	-	-
<b>PC20.</b> install the door/window into the frame by using appropriate door/window hinges and screws to fasten them	1	4	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC21.</b> check for spacing ,alignment between the door /window and frame	1	2	-	-
<b>PC22.</b> assist in identifying and applying materials and sealant to fill gaps in surfaces and trim excess materials in installation and smoothening of surfaces as per quality standards	1	2	-	-
<i>Assist in quality check and handover to client</i>	<b>6</b>	<b>22</b>	-	-
<b>PC23.</b> ensure to deliver work within the timeframe and in accordance to quality standards	1	2	-	-
<b>PC24.</b> assist lead in testing of repaired/ serviced product /new installation w.r.t functioning, alignment, placement etc. against the specifications before handing over to client	1	3	-	-
<b>PC25.</b> conduct any on site modifications that may be required and touch up if needed	1	2	-	-
<b>PC26.</b> assist in checking for any blockage or damage like pre-installed decorative materials, ducts or any other structure in building and suggest remedies if required.	1	3	-	-
<b>PC27.</b> assist in advising customer of any relevant maintenance requirements in accordance with worksite requirements.	1	2	-	-
<b>PC28.</b> gather all the tools and equipments and remove from the site	-	2	-	-
<b>PC29.</b> wipe the installation and clean the work area	-	2	-	-
<b>PC30.</b> remove the debris and dispose the waste appropriately after work completion in accordance to waste disposal policy	1	2	-	-
<b>PC31.</b> take note of inputs/ feedback received during work to incorporate in future.	-	2	-	-
<b>PC32.</b> assist in completion of the procedural documents post completion and undertake customer signoff digitally or on paper as acknowledgment for completion of installation	-	2	-	-
<b>NOS Total</b>	<b>20</b>	<b>80</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	FFS/N6102
<b>NOS Name</b>	Assist lead technician in work process-wooden/aluminium-doors and windows
<b>Sector</b>	Furniture & Fittings
<b>Sub-Sector</b>	Architectural Fittings-Doors/Windows
<b>Occupation</b>	Production- Fittings
<b>NSQF Level</b>	3
<b>Credits</b>	NA
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	12/07/2017
<b>Next Review Date</b>	12/07/2020
<b>NSQC Clearance Date</b>	03/08/2018

## Qualification Pack

### Assessment Guidelines and Assessment Weightage

#### Assessment Guidelines

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

**Recommended Pass % aggregate for QP : 50**

#### Assessment Weightage

##### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N6101.Assist lead technician in work process-glass doors and windows	20	80	-	-	100	30
FFS/N8501.Maintain work area, tools and machines	50	50	-	-	100	20
FFS/N8601.Ensure health and safety at workplace	30	70	-	-	100	30
FFS/N8801.Work effectively with others	30	70	-	-	100	20

### Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
<b>Total</b>	<b>130</b>	<b>270</b>	<b>-</b>	<b>-</b>	<b>400</b>	<b>100</b>

Optional: 1 Wooden/Aluminium

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FFS/N6102.Assist lead technician in work process- wooden/aluminium-doors and windows	20	80	-	-	100	10
<b>Total</b>	<b>20</b>	<b>80</b>	<b>-</b>	<b>-</b>	<b>100</b>	<b>10</b>

## Acronyms

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

## Qualification Pack

### Glossary

<b>Sector</b>	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.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	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.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	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.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	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.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	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.
<b>Organisational Context</b>	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.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	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.
<b>Electives</b>	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.
<b>Options</b>	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.