



Lab assistant (Ceramics)

QP Code: HCS/Q1002

Version: 2.0

NSQF Level: 4

Handicrafts and Carpet Sector Skill Council || OCF, Plot No. 2, Pocket 9, Sector B, Vasant Kunj
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HCS/Q1002: Lab assistant (Ceramics)

Brief Job Description

The lab assistant receives and understands the incoming materials tests, defects and acceptance parameters after which he/she performs the associated tests on the materials to determine the acceptance and issue/share test results for records

Personal Attributes

The job requires the individual to have: high concentration, excellent vision, eye for detail, chemistry understanding, logical mind and patience

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [HCS/N1003: Receive and understand the associated procedures](#)
2. [HCS/N1004: Perform the tests](#)
3. [HCS/N9901: Coordinate with colleagues and work as a team](#)
4. [HCS/N9902: Maintain Safe and Healthy Work Environment](#)
5. [HCS/N9903: Maintain Personal Hygiene](#)

Qualification Pack (QP) Parameters

Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics)
Occupation	Quality Control & Testing-Ceramics
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/3116.10

Minimum Educational Qualification & Experience	Graduate (Science) with 1 Year of experience in ceramics industry OR 3 years of Diploma after 10th with 3 years of experience OR 2 years Diploma after 12th with 2 years of experience. OR ITI with 4 years of experience
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	21 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	2.0

HCS/N1003: Receive and understand the associated procedures

Description

This OS unit is about receiving and understanding the various associated procedures like the tests, defects and acceptance criteria for the various materials.

Scope

The scope covers the following :

- receive the appropriate parameters
- understand the various defects
- understand the various tests
- understand the acceptance criteria
- understand the sampling plan
- understand reporting and recording

Elements and Performance Criteria

Receive the appropriate parameters

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

- PC1.** communicate with the technical director
- PC2.** receive the defects, tests, acceptance criteria and sampling plan list from the technical director and understand the same
- PC3.** discuss the above parameters with the lab team
- PC4.** clarify any doubts on the above parameters with the technical director
- PC5.** highlight any discrepancies are observed

Understand the various defects

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

- PC6.** understand material-wise list of defects
- PC7.** map defects like the difference in residue, colour changes, variation in melting point, litre weight, flow per second for various materials
- PC8.** understand when typically these defects will be displayed
- PC9.** analyze the causes of defects
- PC10.** map the effects of the defects
- PC11.** assess the impact of the defects in the production

Understand the various tests

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

- PC12.** understand material-wise list of tests
- PC13.** map tests like %residue colour, %residue mesh, setting time find, initial residue, etc for various materials
- PC14.** understand when the tests have to be performed
- PC15.** understand what the tests are supposed to reveal keeping in mind the end product and its usage

PC16. analyze the test results

PC17. map the impact of the test on the overall material quality

Understand the acceptance criteria

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

PC18. understand material-wise list of acceptance criteria

PC19. comprehend the rationale behind the determination of the acceptance criteria

Understand the sampling plan

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

PC20. make note of the typical sampling quantities

PC21. understand how to handle the samples

PC22. deduce how to access the samples

PC23. comprehend how to dispose of the samples

Understand reporting and recording

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

PC24. understand the manner in which test data has to be recorded

PC25. analyze the implications of test reporting

PC26. help in creation of the appropriate templates

PC27. fill the template with correct data and interpretation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. companys policies on: personnel management, relevant legislation, standards, policies, and procedures followed in the company

KU2. organizations history and culture

KU3. organization structure

KU4. companys policies related to dress code and etiquette

KU5. the locations where the materials are typically stored

KU6. the key product lines of the company

KU7. the usually used test parameters

KU8. past test analyses

KU9. past formats for recording and reporting

KU10. importance of testing

KU11. the testing parameters in the ceramics industry

KU12. reporting formats

KU13. effective inter-team communication

KU14. applying basic arithmetic in the testing process

KU15. applying percentages and other associated analyses

KU16. managing his/her time to understand the procedures

KU17. managing his/her time to understand the reporting and recording templates

KU18. handling the samples appropriately

- KU19.** ensuring that there is no mal handling/accidents due to improper handling of the materials
- KU20.** different materials and associated tests
- KU21.** recurring challenges in testing
- KU22.** typical acceptance criteria
- KU23.** typical defects observed
- KU24.** the chemistry knowledge behind the tests
- KU25.** material properties
- KU26.** typical sampling quantities

Generic Skills (GS)

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

- GS1.** write basic process notes
- GS2.** write information on analysis
- GS3.** read about various testing related information
- GS4.** read about industry practices in testing
- GS5.** interact with employees to work efficiently
- GS6.** interact with the supervisor
- GS7.** communicate the gaps in the process, if any to relevant colleagues
- GS8.** apply the test parameters
- GS9.** make recording templates
- GS10.** schedule the testing appropriately
- GS11.** to prioritize and organise to achieve the daily targets
- GS12.** the customer preference, taste, etc and accordingly make crafts
- GS13.** to solve work related problems
- GS14.** how to analyse the material requirement
- GS15.** spot process disruptions and delays
- GS16.** report on any concerns to superiors without delay

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Receive the appropriate parameters</i>	5	15	-	-
PC1. communicate with the technical director	1	3	-	-
PC2. receive the defects, tests, acceptance criteria and sampling plan list from the technical director and understand the same	1	3	-	-
PC3. discuss the above parameters with the lab team	1	3	-	-
PC4. clarify any doubts on the above parameters with the technical director	1	3	-	-
PC5. highlight any discrepancies are observed	1	3	-	-
<i>Understand the various defects</i>	6	18	-	-
PC6. understand material-wise list of defects	1	3	-	-
PC7. map defects like the difference in residue, colour changes, variation in melting point, litre weight, flow per second for various materials	1	3	-	-
PC8. understand when typically these defects will be displayed	1	3	-	-
PC9. analyze the causes of defects	1	3	-	-
PC10. map the effects of the defects	1	3	-	-
PC11. assess the impact of the defects in the production	1	3	-	-
<i>Understand the various tests</i>	6	18	-	-
PC12. understand material-wise list of tests	1	3	-	-
PC13. map tests like %residue colour, %residue mesh, setting time find, initial residue, etc for various materials	1	3	-	-
PC14. understand when the tests have to be performed	1	3	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. understand what the tests are supposed to reveal keeping in mind the end product and its usage	1	3	-	-
PC16. analyze the test results	1	3	-	-
PC17. map the impact of the test on the overall material quality	1	3	-	-
<i>Understand the acceptance criteria</i>	2	6	-	-
PC18. understand material-wise list of acceptance criteria	1	3	-	-
PC19. comprehend the rationale behind the determination of the acceptance criteria	1	3	-	-
<i>Understand the sampling plan</i>	4	8	-	-
PC20. make note of the typical sampling quantities	1	2	-	-
PC21. understand how to handle the samples	1	2	-	-
PC22. deduce how to access the samples	1	2	-	-
PC23. comprehend how to dispose of the samples	1	2	-	-
<i>Understand reporting and recording</i>	4	8	-	-
PC24. understand the manner in which test data has to be recorded	1	2	-	-
PC25. analyze the implications of test reporting	1	2	-	-
PC26. help in creation of the appropriate templates	1	2	-	-
PC27. fill the template with correct data and interpretation	1	2	-	-
NOS Total	27	73	-	-

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N1003
NOS Name	Receive and understand the associated procedures
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics)
Occupation	Quality Check
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	NA
Deactivation Date	NA
NSQC Clearance Date	NA

HCS/N1004: Perform the tests

Description

This OS unit is about performing the tests in line with the recommended procedures and schedule.

Scope

The scope covers the following :

- taking the appropriate samples
- testing the samples
- documentation of the testing process and findings
- ensure quality and productivity standards

Elements and Performance Criteria

Taking the appropriate samples

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

- PC1.** understand the reason for the sampling
- PC2.** recall the sample amount for the respective materials
- PC3.** apply the appropriate sampling methodology
- PC4.** take the appropriate amount of sample after weighing
- PC5.** handle the samples carefully
- PC6.** replace the materials in location after taking the samples

Testing the samples

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

- PC7.** correlate the testing methodology according to the material and test
- PC8.** place the samples appropriately on the equipment
- PC9.** perform the appropriate tests on the samples
- PC10.** use the various testing equipment appropriately
- PC11.** observe the test process
- PC12.** observe the defects and know what defects can be observed in the test process
- PC13.** understand why the defects arise
- PC14.** make notes during the process
- PC15.** retire the equipment after the test
- PC16.** remove the samples and clean the equipment after the test

Documentation of the testing process and findings

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

- PC17.** record details of the batch
- PC18.** record the details of the samples
- PC19.** record the details on the product lines
- PC20.** compute the percentages and any other details required
- PC21.** compute details for achieving the acceptance criteria

- PC22.** note the same appropriately
 - PC23.** interpret the results when required
 - PC24.** ensure all results recorded are in line with the template
- Ensure quality and productivity standards*
- To be competent, the user/individual on the job must be able to:
- PC25.** alert about any recurrent issue
 - PC26.** avoid overall production losses due to quality
 - PC27.** communicate where rework is required
 - PC28.** perform testing on the targeted number per day
 - PC29.** complete all activities as per internal standards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: personnel management, relevant legislation, standards, policies, and procedures followed in the company
- KU2.** organizations history and culture
- KU3.** organisation structure
- KU4.** companys policies related to dress code and etiquette
- KU5.** the locations where the materials are typically stored
- KU6.** the key product lines of the company
- KU7.** the usually used testing parameters
- KU8.** importance of testing on materials
- KU9.** the testing techniques in ceramics industry
- KU10.** reporting formats
- KU11.** effective inter-team communication
- KU12.** applying basic arithmetic in the testing process
- KU13.** managing his/her time to test the products
- KU14.** appropriately scheduling test so that there is sufficient time for recording the data
- KU15.** handling the material samples appropriately
- KU16.** ensuring that there is no mal handling/accidents due to improper handling of the samples
- KU17.** different product lines and associated tests
- KU18.** various stages of production
- KU19.** recurring challenges in testing
- KU20.** acceptance criteria
- KU21.** typical defects
- KU22.** typical stage of defects
- KU23.** chemistry basics
- KU24.** material properties
- KU25.** various sampling techniques

Generic Skills (GS)

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

- GS1.** write basic process notes.
- GS2.** write information on analysis.
- GS3.** read about various testing related information.
- GS4.** read about industry practices in testing.
- GS5.** interact with employees to work efficiently.
- GS6.** interact with the supervisor.
- GS7.** communicate the gaps in process, if any to relevant colleagues.
- GS8.** apply the test parameters.
- GS9.** make recording templates.
- GS10.** schedule the testing appropriately.
- GS11.** to prioritize and organise to achieve the daily targets.
- GS12.** the customer preference, taste, etc and accordingly make crafts.
- GS13.** to solve work related problems.
- GS14.** how to analyse the material requirement.
- GS15.** spot process disruptions and delays.
- GS16.** report on any concerns to superiors without delay.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Taking the appropriate samples</i>	6	18	-	-
PC1. understand the reason for the sampling	1	3	-	-
PC2. recall the sample amount for the respective materials	1	3	-	-
PC3. apply the appropriate sampling methodology	1	3	-	-
PC4. take the appropriate amount of sample after weighing	1	3	-	-
PC5. handle the samples carefully	1	3	-	-
PC6. replace the materials in location after taking the samples	1	3	-	-
<i>Testing the samples</i>	10	27	-	-
PC7. correlate the testing methodology according to the material and test	1	3	-	-
PC8. place the samples appropriately on the equipment	1	3	-	-
PC9. perform the appropriate tests on the samples	1	3	-	-
PC10. use the various testing equipment appropriately	1	3	-	-
PC11. observe the test process	1	3	-	-
PC12. observe the defects and know what defects can be observed in the test process	1	3	-	-
PC13. understand why the defects arise	1	3	-	-
PC14. make notes during the process	1	2	-	-
PC15. retire the equipment after the test	1	2	-	-
PC16. remove the samples and clean the equipment after the test	1	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Documentation of the testing process and findings</i>	8	16	-	-
PC17. record details of the batch	1	2	-	-
PC18. record the details of the samples	1	2	-	-
PC19. record the details on the product lines	1	2	-	-
PC20. compute the percentages and any other details required	1	2	-	-
PC21. compute details for achieving the acceptance criteria	1	2	-	-
PC22. note the same appropriately	1	2	-	-
PC23. interpret the results when required	1	2	-	-
PC24. ensure all results recorded are in line with the template	1	2	-	-
<i>Ensure quality and productivity standards</i>	5	10	-	-
PC25. alert about any recurrent issue	1	2	-	-
PC26. avoid overall production losses due to quality	1	2	-	-
PC27. communicate where rework is required	1	2	-	-
PC28. perform testing on the targeted number per day	1	2	-	-
PC29. complete all activities as per internal standards	1	2	-	-
NOS Total	29	71	-	-

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N1004
NOS Name	Perform the tests
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics)
Occupation	Quality Check
NSQF Level	4
Credits	TBD
Version	2.0
Last Reviewed Date	NA
Next Review Date	NA
Deactivation Date	NA
NSQC Clearance Date	NA

HCS/N9901: Coordinate with colleagues and work as a team

Description

This NOS describes the communication and coordination skills and knowledge to work with colleagues and supervisor to achieve a smooth and hazard-free workflow.

Scope

The scope covers the following :

- interact with supervisor or superior
- work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation
- report and Document

Elements and Performance Criteria

Interact with supervisor or superior

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

- PC1.** comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace
- PC2.** actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.
- PC3.** receive job orders and instructions from reporting supervisor and receive feedback on work standards.
- PC4.** understand the work output requirements, targets, performance indicators and incentives.
- PC5.** deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor
- PC6.** report on any grievances, production defects and any potential hazards.

Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation

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

- PC7.** communicate maintenance and repair schedule proactively to the supervisor
- PC8.** interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.

Report and Document

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

- PC9.** report in time for shortage or need of raw materials
- PC10.** communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team
- PC11.** maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.
- PC12.** put team over individual goals and multi-task or share work where necessary supporting the colleagues.
- PC13.** document all the details accurately relating to ones role as required.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** knowledge about the importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU2.** knowledge about how to accommodate employees with disabilities etiquette to adhere to and proper language and terminology
- KU3.** knowledge about how to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs
- KU4.** knowledge about promoting a safe, accessible and healthy workplace for disabled employees
- KU5.** company's policies on preferred language of communication, incentives, quality standards, personnel management, reporting and escalation matrix policy.
- KU6.** company's standard operating procedure (sop) and the risk and impact of not following them.
- KU7.** procedures for working with colleagues, his/her role and responsibilities in relation to this
- KU8.** organizational hierarchy and the line of reporting structure and work target and review mechanism
- KU9.** procedures to report employment related issues and to deal with conflicts
- KU10.** importance of the individuals role in the organizational workflow and details of the individual responsibilities
- KU11.** tools and equipment handling procedure and common potential hazards in the work place and the procedures to deal with them
- KU12.** effective communication with various categories of people and the different departments in the organization
- KU13.** to document the job activity as required like the check sheets, history sheets, etc
- KU14.** expressing and addressing grievances appropriately, deal with difficult work relationships and manage the internal conflicts effectively

Generic Skills (GS)

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

- GS1.** create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS2.** actively take part in any discussion/workshop organized for gender sensitization training
- GS3.** read and comprehend written instructions related to gender equality issues in the organization
- GS4.** identify and report any harassment or inappropriate behavior towards any employee
- GS5.** create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS6.** actively take part in any discussion/workshop organized for disability sensitization training.
- GS7.** read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS8.** read job sheets, design sheet and information displayed at the workplace

- GS9.** read and understand manuals, health and safety instructions, memos etc
- GS10.** fill up documentation to ones role
- GS11.** communicate effectively with supervisor
- GS12.** contribute to quality of team work and achieve smooth workflow
- GS13.** improve work processes by interacting with others and adopting best practices

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Interact with supervisor or superior</i>	14	30	-	-
PC1. comply with health, safety gender, and PwD (People with disability) related instructions applicable to the workplace	2	5	-	-
PC2. actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender, and PwD awareness organized at the workplace.	2	5	-	-
PC3. receive job orders and instructions from reporting supervisor and receive feedback on work standards.	2	5	-	-
PC4. understand the work output requirements, targets, performance indicators and incentives.	2	5	-	-
PC5. deliver quality work on time and report any anticipated reasons for delays and handover completed work to supervisor	3	5	-	-
PC6. report on any grievances, production defects and any potential hazards.	3	5	-	-
<i>Work as a team by coordinating with colleagues within and outside the department and include inputs on PwD & Gender Sensitisation</i>	6	10	-	-
PC7. communicate maintenance and repair schedule proactively to the supervisor	3	5	-	-
PC8. interact and clarify doubts on design, usage of materials & tools, quality & standards compliance, etc.	3	5	-	-
<i>Report and Document</i>	15	25	-	-
PC9. report in time for shortage or need of raw materials	3	5	-	-
PC10. communicate with colleagues from within and other departments, clearly and effectively on all aspects to carry out the work among the team	3	5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC11. maintain the etiquette, use polite language, demonstrate responsible and disciplined behavior towards colleagues.	3	5	-	-
PC12. put team over individual goals and multi-task or share work where necessary supporting the colleagues.	3	5	-	-
PC13. document all the details accurately relating to ones role as required.	3	5	-	-
NOS Total	35	65	-	-

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9901
NOS Name	Coordinate with colleagues and work as a team
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware, Carpet, Handicrafts (Woodware)
Occupation	Production Management, Research and Development, Mixing and Milling, Moulding, Finishing and Painting, Pre- Production, Furnace Operation, Quality Check, Production, Pre - Crafting, Stone Crafting, Mixing, Moulding, Cutting, Smoothing, Finishing, Designing, Metal Casting and Stamping, Metal Craft Making, Cleaning/Polishing/Buffing, Painting and Plating, Packing, Marketing and Merchandising
NSQF Level	4
Credits	TBD
Version	6.0
Last Reviewed Date	31/08/2021
Next Review Date	31/08/2026
Deactivation Date	31/08/2026
NSQC Clearance Date	31/08/2021

HCS/N9902: Maintain Safe and Healthy Work Environment

Description

This NOS is about following adequate safety procedures to make the work environment safe and Healthy.

Scope

The scope covers the following :

- follow safety procedures and practices.
- achieve safety standards

Elements and Performance Criteria

Follow safety procedures and practices

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

- PC1.** carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations
- PC2.** apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices
- PC3.** actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes
- PC4.** comply with safety procedures while on work to prevent accidents
- PC5.** take adequate safety measures while handling materials, chemicals and tools
- PC6.** wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working
- PC7.** wear appropriate and recommended clothing as per the work environment
- PC8.** follow recommended material handling procedure to control material and personal damage.
- PC9.** perform all procedures as per company's work instructions for controlling operational risk

Achieve safety standards

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

- PC10.** perform the duties in a manner which minimizes environmental damage
- PC11.** dispose off waste safely and correctly in a designated area as per company's SOP
- PC12.** report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger
- PC13.** ensure zero accident at workplace
- PC14.** adhere to safety standards and ensure no material damage

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** making conscious and sustainable decisions for achieving effective and green workplace.
- KU2.** company's policies on work safety and occupational hazard management

- KU3.** knowledge about company's HR policies and reporting structure
- KU4.** company emergency evacuation procedure
- KU5.** accidental risks to the worker
- KU6.** how to maintain the work area safe and secure
- KU7.** how to perform the duties in a way to minimize accidental risks
- KU8.** how to handle chemicals in a safe manner
- KU9.** purpose and usage of protective gears such as gloves, protective goggles, masks, etc. while working
- KU10.** safe and correct material handling procedure
- KU11.** standard operating procedure (sop) of processes
- KU12.** precautionary activities to be followed in the processes
- KU13.** how to operate tools and electrical equipment
- KU14.** emergency procedures to be followed in case of a mishap such as fire accidents etc.

Generic Skills (GS)

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

- GS1.** make conscious and sustainable decisions that help reduce, rescue, and recycle the company resources
- GS2.** identify and replace processes that create unnecessary waste.
- GS3.** read safety instructions, safety signage and safety manuals
- GS4.** read the usage of various safety tools and equipment
- GS5.** take notes on descriptions and details of various safety precautions and procedures as instructed
- GS6.** communicate supervisor about the work safety issues.
- GS7.** receive instructions from supervisor on minimizing the accidental risks
- GS8.** communicate co-workers about the precautions to be taken for accident-free work.
- GS9.** how to select appropriate safety tools and equipment
- GS10.** improve work processes by adopting best safety practices
- GS11.** coordinate with different departments on briefing the safety aspects
- GS12.** guide the team members on use of various safety tools and equipment
- GS13.** spot errors and any other disruptions and communicate with solutions
- GS14.** how to use safety equipment such as fire extinguisher during fire accidents.
- GS15.** how to store chemicals and tools in a safe way.

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Follow safety procedures and practices</i>	18	46	-	-
PC1. carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations	2	5	-	-
PC2. apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices	2	5	-	-
PC3. actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes	2	5	-	-
PC4. comply with safety procedures while on work to prevent accidents	2	5	-	-
PC5. take adequate safety measures while handling materials, chemicals and tools	2	6	-	-
PC6. wear appropriate personal protective gears such as gloves, protective goggles, masks etc. while working	2	5	-	-
PC7. wear appropriate and recommended clothing as per the work environment	2	5	-	-
PC8. follow recommended material handling procedure to control material and personal damage.	2	5	-	-
PC9. perform all procedures as per companys work instructions for controlling operational risk	2	5	-	-
<i>Achieve safety standards</i>	10	26	-	-
PC10. perform the duties in a manner which minimizes environmental damage	2	5	-	-
PC11. dispose off waste safely and correctly in a designated area as per companys sop	2	5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. report any accidents, incidents or problems without delay to the supervisor and take necessary immediate action to reduce further danger	2	5	-	-
PC13. ensure zero accident at workplace	2	5	-	-
PC14. adhere to safety standards and ensure no material damage	2	6	-	-
NOS Total	28	72	-	-

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9902
NOS Name	Maintain Safe and Healthy Work Environment
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware, Carpet, Handicrafts (Woodware)
Occupation	Production Management, Research and Development, Mixing and Milling, Moulding, Finishing and Painting, Pre- Production, Furnace Operation, Quality Check, Production, Pre - Crafting, Stone Crafting, Mixing, Moulding, Cutting, Smoothing, Finishing, Designing, Metal Casting and Stamping, Metal Craft Making, Cleaning/Polishing/Buffering, Painting and Plating, Packing, Marketing and Merchandising
NSQF Level	4
Credits	TBD
Version	6.0
Last Reviewed Date	31/08/2021
Next Review Date	31/08/2026
Deactivation Date	31/08/2026
NSQC Clearance Date	31/08/2021

HCS/N9903: Maintain Personal Hygiene

Description

This NOS provides the abilities required for taking responsibility for their own health at the workplace and is about using the correct procedures to prevent, control and minimize risk to them and others at the workplace.

Scope

The scope covers the following :

- adopt healthy work practices
- achieve work productivity while maintaining health

Elements and Performance Criteria

Adopt healthy work practices

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

- PC1.** always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust
- PC2.** wear safety shoes while visiting the production unit to avoid any damage
- PC3.** wear personal protective equipment while visiting the different departments during production. orexample mask in the washing section, glasses and mask in an assembly line, and gloves in the printing section, etc.
- PC4.** always wash sanitize your hands after a factory unit before touching any document, laptop, cell phone, etc.
- PC5.** undergo preventive health checkups at regular intervals.
- PC6.** take prompt treatment from the doctor in case of illness.

Achieve work productivity while maintaining health

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

- PC7.** follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work
- PC8.** ensure no productivity loss or absenteeism from work due to illness
- PC9.** ensure no long-term ill effect on personal health.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** company's policies on personal health and occupational hazard management
- KU2.** company's HR policies.
- KU3.** company's reporting structure
- KU4.** company's emergency evacuation procedure
- KU5.** health risks to the worker at the workplace
- KU6.** healthy work practices

- KU7.** how to perform the duties in a way to minimize pollution at the workplace.
- KU8.** what personal protective equipment should be worn and how it is cared for
- KU9.** safe disposal methods for waste
- KU10.** how to provide first-aid treatment at the workplace
- KU11.** emergency procedures to be followed in case of an mishap such as fire accidents etc.

Generic Skills (GS)

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

- GS1.** read personal health instructions and manual
- GS2.** read the usage of various hand tools and personal protection equipment
- GS3.** take notes on descriptions and details of various personal health maintenance procedures
- GS4.** communicate supervisor about the physical symptoms
- GS5.** receive instructions from doctor and supervisor on medical care
- GS6.** how to select appropriate hand tools and personal protection equipment
- GS7.** when to change personal protection equipment during work
- GS8.** how to identify first aid needs in case and of an injury
- GS9.** how to select appropriate hand tools and personal protection equipment
- GS10.** when to change personal protection equipment during work
- GS11.** how to use materials that does not affect customer health / make injury
- GS12.** improve work processes by adopting best safety practices
- GS13.** analyze the usage of appropriate tools and consumables
- GS14.** spot errors and any other disruptions and communicate with solutions

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Adopt healthy work practices</i>	18	48	-	-
PC1. always cover the mouth and nose with a dust mask while working and keep on changing when it gets blocked with dust	3	8	-	-
PC2. wear safety shoes while visiting the production unit to avoid any damage	3	8	-	-
PC3. wear personal protective equipment while visiting the different departments during production. orexample mask in the washing section, glasses and mask in an assembly line, and gloves in the printing section, etc.	3	8	-	-
PC4. always wash sanitize your hands after a factory unit before touching any document, laptop, cell phone, etc.	3	8	-	-
PC5. undergo preventive health checkups at regular intervals.	3	8	-	-
PC6. take prompt treatment from the doctor in case of illness.	3	8	-	-
<i>Achieve work productivity while maintaining health</i>	9	25	-	-
PC7. follow SOPs for dealing with blisters; scratches; accidental fires or any other type of emergencies at work	3	8	-	-
PC8. ensure no productivity loss or absenteeism from work due to illness	3	8	-	-
PC9. ensure no long-term ill effect on personal health.	3	9	-	-
NOS Total	27	73	-	-

National Occupational Standards (NOS) Parameters

NOS Code	HCS/N9903
NOS Name	Maintain Personal Hygiene
Sector	Handicrafts and Carpet
Sub-Sector	Handicrafts (Ceramics), Handicrafts (Fashion Jewellery), Handicrafts (Stonecraft), Glassware, Metalware, Carpet, Handicrafts (Woodware)
Occupation	Production Management, Research and Development, Mixing and Milling, Moulding, Finishing and Painting, Pre- Production, Furnace Operation, Quality Check, Production, Pre - Crafting, Stone Crafting, Mixing, Moulding, Cutting, Smoothing, Finishing, Designing, Metal Casting and Stamping, Metal Craft Making, Cleaning/Polishing/Buffering, Painting and Plating, Packing, Marketing and Merchandising
NSQF Level	4
Credits	TBD
Version	3.0
Last Reviewed Date	31/08/2021
Next Review Date	31/08/2026
Deactivation Date	31/08/2026
NSQC Clearance Date	31/08/2021

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.

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.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
HCS/N1003.Receive and understand the associated procedures	27	73	-	-	100	20
HCS/N1004.Perform the tests	29	71	-	-	100	20
HCS/N9901.Coordinate with colleagues and work as a team	35	65	0	0	100	20
HCS/N9902.Maintain Safe and Healthy Work Environment	28	72	0	0	100	20
HCS/N9903.Maintain Personal Hygiene	27	73	0	0	100	20
Total	146	354	0	0	500	100

Acronyms

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

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.