



## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET SECTOR

### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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## Introduction

### Qualifications Pack – Loom Supervisor – Knotted Carpet

SECTOR: Handicrafts and Carpet

SUB-SECTOR: Carpet

OCCUPATION: Weaving

REFERENCE ID: HCS/Q5410

ALIGNED TO: NCO-2004/NIL

**Brief Job Description:** The loom supervisor is a job role in Weaving department. The responsibility of Loom supervisor is to ensure production of knotted carpets as per specified quality and productivity level as per prescribed timelines while maintaining cohesive team of weavers performing with commitment. He also ensures keeping in order the safety and security of workplace and working in compliance with organization policies and practices.

**Personal Attributes:** The supervisor should be keen, vigilant, good eyesight, patient and investigative. He should be free from defects of colour vision. Agile, cooperative, available and responsive to needs of people seeking technical/professional assistance.



Job Details	Qualifications Pack Code	HCS/Q5410		
	Job Role	Loom Supervisor – Knotted Carpet		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	30/04/15
	Sub-sector	Carpet	Last reviewed on	27/05/2015
	Occupation	Weaving	Next review date	26/05/16

Job Role	Loom Supervisor – Knotted Carpet
Role Description	To plan and execute plan for production of knotted carpets. The planning shall include defining production targets based on carpet size, knots type, knots density, sophistication in weaving etc as well as to ensure they are produced and delivered to subsequent department as per priority defined.
NSQF level	5
Minimum Educational Qualifications	Preferably Class VIII
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Not Applicable
Experience	5-7 years of working experience in carpet weaving
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> <li><a href="#">HCS/N5411 Loom Supervision of Knotted Carpet</a></li> <li><a href="#">HCS/N5412 Maintenance of Weaving Records</a></li> <li><a href="#">HCS/N9906 Maintain work area, tools and machines</a></li> <li><a href="#">HCS/O9910 Managing a team</a></li> <li><a href="#">HCS/N9907 Maintain health, safety and security at workplace</a></li> </ol> <p>Optional Not Applicable</p>
Performance Criteria	As described in the relevant OS units



Keywords /Terms	Description	
Definitions	Sector	Sector is a conglomeration of different business operations having similar businesses 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.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential achieving the objectives of the function.
	Job role	Job role defines unique set of functions that together form a unique employment opportunity in an organization.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
	Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
	National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.
	Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
	Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job role satisfactorily at workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.
	Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.
	Organizational Context	Organizational Context includes the way the organization is structured and how it operates. It includes elements of operational knowledge

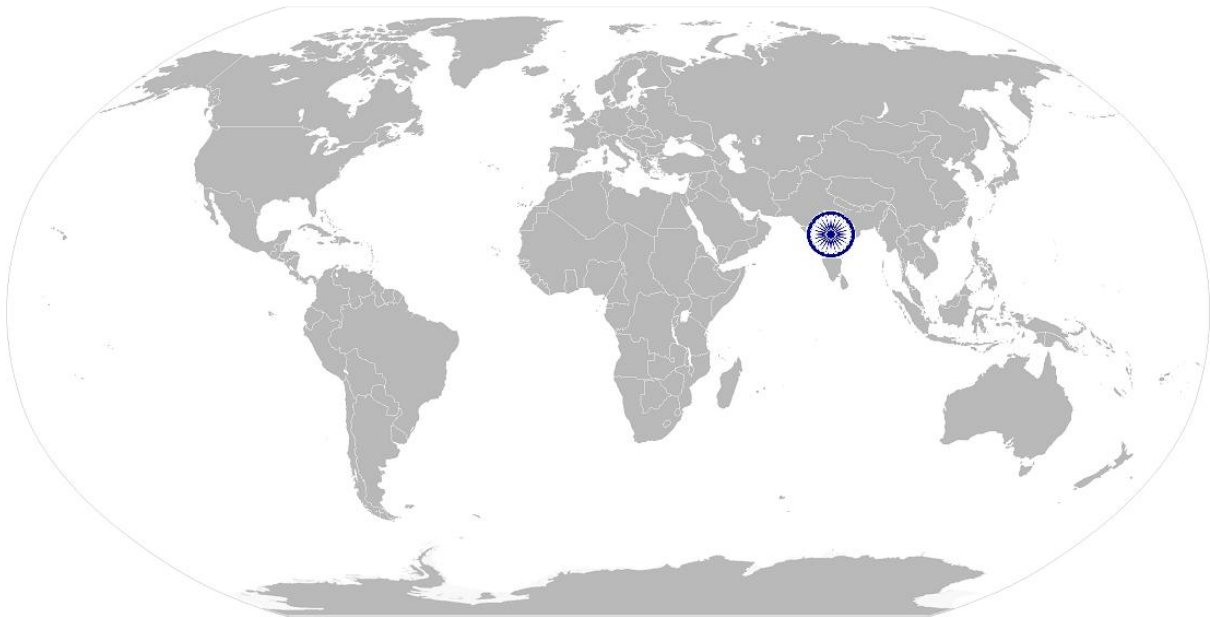


	contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
Sector	Sector is a conglomeration of different business operations having similar businesses 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.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
HCS	Handicrafts and Carpet Skill Sector Council
NSDC	National Skill Development Corporation

Acronyms



# National Occupational Standard



## Overview

This unit is about dealing remotely with basic IT service requests and incidents in the form of software service to the members of the staff and to internal or external customers.



HCS/N5411

Loom Supervision of Knotted Carpet

National Occupational Standard

Unit Code	HCS/N5411
Unit Title (Task)	Loom Supervision of Knotted Carpet
Description	This unit is about inventory of supervisory skills, knowledge, tools and techniques needed for execution of the task of planning, execution and proper implementation of plan so as to ensure production of knotted carpets are being produced with specified quality level and delivered as per schedule defined.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> <li>To check defects as per standard defined and/or against permissible limits specified by the customer</li> <li>To ensure it conforms to customer requirements for quality parameters applicable at this stage viz. shade, knots, knots/inch etc</li> <li>To ensure carpets are produced as per priority schedule</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Checking and Inspection of Carpets	<p>PC1. Setting up and installation of loom appropriately for effective weaving</p> <p>PC2. Needs to have very good knowledge on the warp settings / required Tuft cloth and tensions thereon.</p> <p>PC3. Understand buyer's defined and implied requirements for quality and product conformity</p> <p>PC4. Should be able to read the design by the map and guide the weavers where necessary</p> <p>PC5. Collect all information needed for planning of production schedule like carpet design, shade card, yarn types, knots, knot density, etc</p> <p>PC6. Identify and highlight constraints affecting planning, production, quality and target delivery</p> <p>PC7. Check yarn lot and correct usage of shade as per design particulars</p> <p>PC8. Check design received matches with loom size, warp width etc</p> <p>PC9. Check marking on design is clearly indicated and not broken/split etc</p> <p>PC10. Select threads for knotting as per shade and yarn particulars indicated on design sheet</p> <p>PC11. Identify different types of faults likely to be encountered during weaving</p> <p>PC12. Check knots/inch as per design indicated</p> <p>PC13. Process flow of Weaving department with stages and significance of</p> <p>PC14. Monitoring needs for productivity and quality as per timelines</p> <p>PC15. Margins to be taken during weaving to prevent shortage of size</p>
Reporting and Recording of Inspection Results	<p>PC16. Record information related to planning, production and quality</p> <p>PC17. Record information related to performance report results as per organizational recording system and/or suitably presentable layout</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>KA1. General rules and regulations in a carpet industry</p> <p>KA2. Correct working practices for inspection and checking adopted</p>



**HCS/N5411**

**Loom Supervision of Knotted Carpet**

(Knowledge of the company/ organization and its processes)	<p>KA3. Color coding, marking, labeling etc are followed to ensure product matches buyer's specified requirements for quality</p> <p>KA4. Identify quality and production targets and the effect of not meeting these on self and/or your team</p>
B. Technical Knowledge	<p>KB1. Understanding of:</p> <p>A) Warp and weft density</p> <p>B) Knots / tuft density</p> <p>C) Ply and count of yarn to be used in warps and wefts</p> <p>D) Loom pile</p> <p>E) Tolerances for variations size etc.</p> <p>KB2. Understanding of raw materials, knotting and loom setting process</p> <p>KB3. Process flow in handmade carpet manufacturing sector</p> <p>KB4. Importance of cleanliness at workplace</p> <p>KB5. Identification of critical faults and potential reason behind its occurrence</p> <p>KB6. Explain difference between correctable and non-correctable weaving faults</p> <p>KB7. Acceptable solutions for specific faults identified/detected</p> <p>KB8. Method to make use of the information detailed in specifications and Work instructions</p> <p>KB9. Importance of safety and security at workplace</p>
<b>Skills (S) [Optional]</b>	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. prepare status and progress reports
	SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
	Reading Skills
The user/individual on the job needs to know and understand how to:	
SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets	
Oral Communication (Listening and Speaking skills)	
The user/individual on the job needs to know and understand how to:	
SA4. discuss task lists, schedules, and work-loads with co-workers	
SA5. keep co-workers and supervisors informed about progress	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. make decisions pertaining to the concerned area of work
Plan and Organize	
The user/individual on the job needs to know and understand:	



**HCS/N5411**

**Loom Supervision of Knotted Carpet**

	SB2. plan and organize service feedback files/documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. use the existing data to arrive at specific data points
	Critical Thinking
The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

**NOS Version Control**

NOS Code	HCS/N5411		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/2015
Occupation	Weaving	Next review date	26/05/16





HCS/N5411

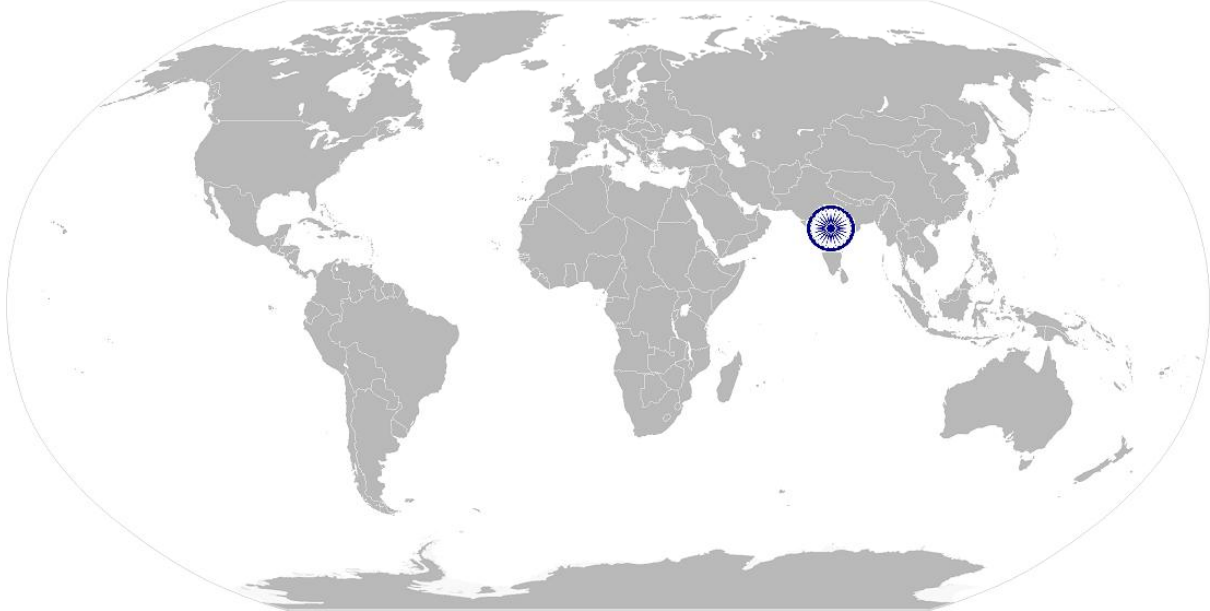
NOS  
National Occupational Standards



Maintenance of Weaving Records

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# National Occupational Standard



## **Overview**

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to define, establish, maintain and securely preserve records related to various activities carried out in weaving.



HCS/N5412

Maintenance of Weaving Records

National Occupational Standard	Unit Code	HCS/N5412
	Unit Title (Task)	Maintenance of Weaving Records
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to define, establish, update and maintain records with relevant analysis related to various activities pertinent to process, product quality, material storage, identification, retrieval and movement of materials.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> <li>Establish master list of records with defined format</li> <li>Analysis for activities carried out in the department</li> </ul>
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Record Keeping	PC1. Record actual findings of different quality parameters during weaving and report to the management including corrective actions taken
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	KA1. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Ways and Methodology of resolving problems within the work area KA4. The value chain of process steps affecting and affected by specific work activities related to stores KA5. Approved channel of effective communication within organization KA6. The lines of communication, authority and reporting procedures KA7. The organization's rules, codes and guidelines (including timekeeping)
	B. Technical Knowledge	KB1. Work instructions and specifications with ability to interpret them accurately KB2. Method to make use of the information detailed in specifications and Work instructions KB3. Relation between work role and the overall operating processes KB4. Taking corrective action on the spot to the best extent possible KB5. The importance of taking action when problems are identified and take action on best extent possible. KB6. Technical Approach of Estimating and Minimizing wastes originated of and related to Material receiving, handling and storage KB7. Safe working practices for house keeping
Skills (S) [Optional]		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to: SA1. prepare status and progress reports SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct	
	Reading Skills	



HCS/N5412

**Maintenance of Weaving Records**

	The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep co-workers and supervisors informed about progress
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. use the existing data to arrive at specific data points
	Critical Thinking
The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	



HCS/N5412

Maintenance of Weaving Records

## NOS Version Control

NOS Code	HCS/N5412		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/2015
Occupation	Weaving	Next review date	26/05/16





HCS/N9906

NOS  
National Occupational Standards



Maintaining work area, tools and machines

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# National Occupational Standard



## Overview

This unit is about maintaining work areas and activities to ensure tools and machines are maintained as per norms.



HCS/N9906

Maintaining work area, tools and machines

National Occupational Standard	Unit Code	HCS/N9906
	Unit Title (Task)	Maintaining work area, tools and machines
	Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/maintain work areas and activities to ensure tools and machines in weaving section are maintained as per norms
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Proper maintaining of work area and activities</li> <li>• Maintenance of work related handtools and equipments</li> </ul>
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools with care and use them in correct way PC2. Maintain a clean and hazard free working area PC3. Carry out running maintenance within agreed schedules PC4. Carry out maintenance and/or cleaning within one's responsibility PC5. Report unsafe equipment and other dangerous occurrences PC6. Use clean equipment and methods appropriate for the work to be carried out PC7. Dispose of waste safely in the designated location PC8. Store cleaning of equipment safely after use
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	KA1. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Ways of resolving conflicts/problems within the work area KA4. The production process and the specific work activities that relate to the whole process KA5. Organization's rules, codes and guidelines (including timekeeping) KA6. The company's quality standards KA7. Importance of complying with written instructions
	B. Technical /Domain Knowledge	KB1. Work instructions and ability to interpret them accurately KB2. Relation between work role and the overall manufacturing process KB3. Hazards likely to be encountered when carrying out the maintenance process KB4. Maintenance procedures KB5. Importance of running maintenance and regular cleaning KB6. Safe working practices for maintenance KB7. The importance of taking action when problems are identified KB8. Effects of contamination on products i.e. machine oil, dirt, foreign materials KB9. Common faults with equipment and the method to rectify
A. Core Skills/	Writing Skills	



HCS/N9906

**Maintaining work area, tools and machines**

Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. prepare status and progress reports SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA4. discuss task lists, schedules, and work-loads with co-workers SA5. keep co-workers and supervisors informed about progress
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize service feedback files/documents
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. use the existing data to arrive at specific data points
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

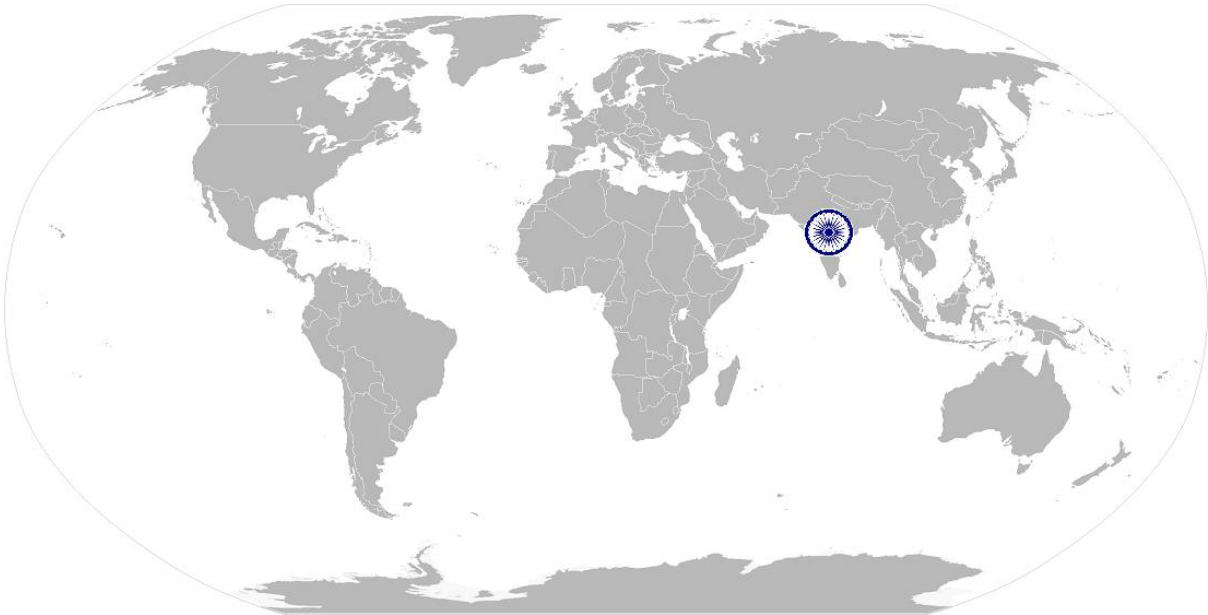


HCS/N9906

Maintaining work area, tools and machines

## NOS Version Control

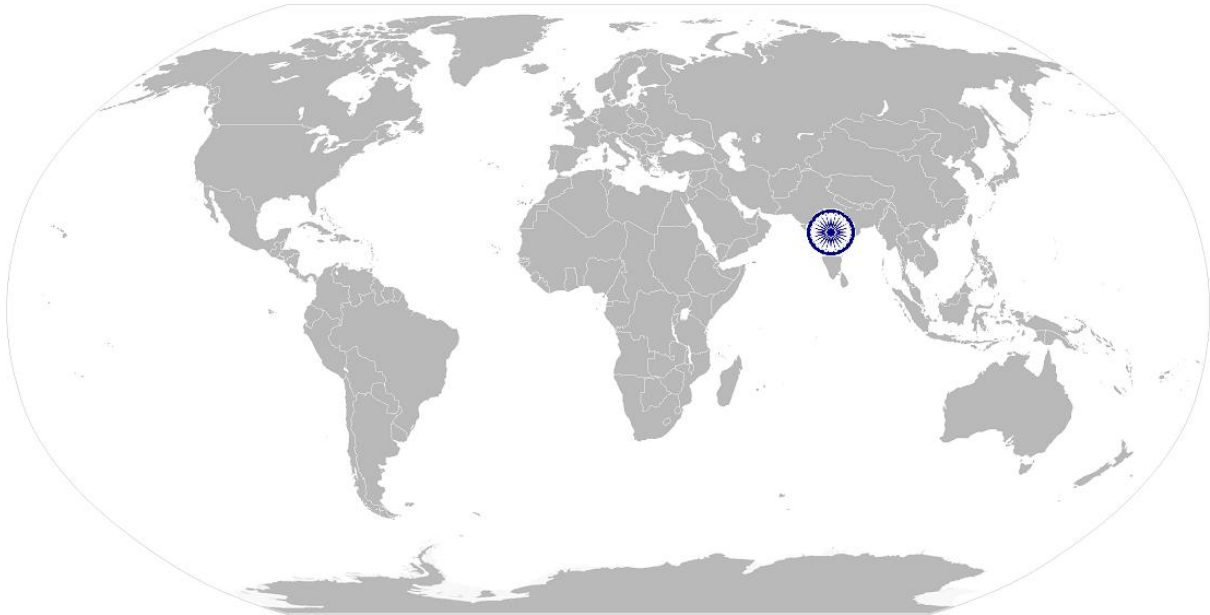
NOS Code	HCS/N9906		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/2015
Occupation	Weaving	Next review date	26/05/16







# National Occupational Standard



## Overview

This unit is about managing a team in the process



HCS/N9910

Managing a team

National Occupational Standard	Unit Code	HCS/N9910
	Unit Title (Task)	Manage and lead a team
	Description	Manage the team on day to day basis, ensuring their deployment, motivating them by involving them in various engagement initiatives at the work area, helping them improve the skills levels and managing their grievances in the best possible manner in order to maximize the people productivity
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> <li>Engaging the team</li> <li>Coordinating the deployment of the team</li> <li>Measuring performance, sharing feedback and training of the team</li> <li>Managing grievances of the team</li> </ul>
	Working Conditions	<ul style="list-style-type: none"> <li>Ability to work in shifts, weekends and public holidays</li> </ul>
Performance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria	
Manage and lead a team	<p>The user/individual on the job needs to know and understand:</p> <p>PC1. Ensure the team is aware of the schedule and job expectations on a daily basis</p> <p>PC2. Involve the team in regular meetings to communicate information intended for them</p> <p>PC3. Ensure communication to the team on any changes in policies/ processes by the organization through required verbal/ written mechanisms</p> <p>PC4. Ensure participation of the team in various engagement initiatives organized by the organization</p> <p>PC5. Counsel and address issues among the team for any work related issues</p> <p>PC6. Support the centre manager the deployment of the team as per client schedule and the organizational norms and guidelines</p> <p>PC7. Ensure periodic training of the team and support the team by delivering trainings</p> <p>PC8. Share knowledge of processes, techniques, therapies and products with the the team to enhance their skill levels</p> <p>PC9. Provide feedback to the centre manager pertaining to performance appraisals of the team</p>	
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the organization and	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organization's standards of performance and sequence of services</p> <p>KA2. Relevant HR Policies and Processes followed by the organization</p>	



HCS/N9910

**Managing a team**

its processes)	
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge of roster norms and guidelines KB2. How and when to measure performance of the team KB3. How to share feedback with team members KB4. Applicable legislation relating to the workplace (for example health and safety, workplace regulations, use of work equipment, handling/ storage/ disposal/ cautions of use of products, fire precautions, hygiene practice, disposal of waste, environmental protection)
<b>Skills (S) [Optional]</b>	
A. Core Skills/ Generic Skills	Professional Attitude and Client Relationships
	SA1. Use positive body language, abide by organization regulations and codes of conduct, be supportive and respectful, be sensitive to client's and colleague's personal details, professional appearance, avoid inappropriate conversations
	SA2. Provide a level of service which meets the expectations in terms of quality, hygiene, health and safety of the organization
	Presentation/ Personal Grooming
	SA3. Clean shaven, sporting the professional uniform, neat combed hair, closed-in footwear, personal hygiene and cleanliness (shower/bath), oral hygiene (clean teeth, fresh breath)
	SA4. Committed to service excellence, courteous, pleasant personality and have considerable patience to address client queries
	Communications
	SA5. Manner and tone, professional, supportive, respectful, sensitive to client
	SA6. Effectively communicate with the therapists and helpers and make them aware of work expectations, targets, policies, processes etc.
	SA7. Listen with full attention the queries and grievances raised by the the team and comprehend the queries and grievances
	SA8. Use emails and other business correspondence methods (internal memos, circular etc.) for communicating with colleagues
Working Environment – Hygiene and Safety Requirements	
SA9. Maintain a hygienic work area adhering to the organizational and applicable legal health and safety standards	
SA10. Manage the storage/ disposal/cautions of use of products, fire precautions, occurrences, hygiene practice, disposal of waste and environmental protection	
SA11. Maintain accurate records of operating and closing checklists, product stock status, electrical equipment maintenance	
B. Professional Skills	Planning and Organizing
	The user/individual on the job needs to know and understand how to: SB1. Maintain accurate records of the team member deployment, leave, and



HCS/N9910

**Managing a team**

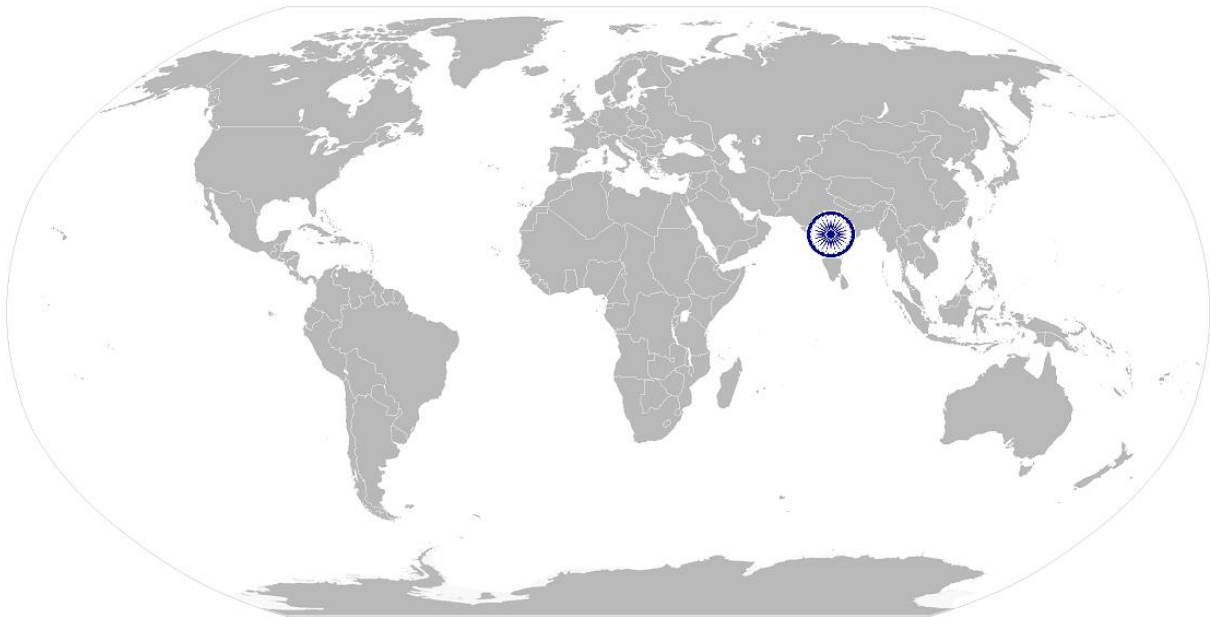
	timkeeping
	Developing Self & Others
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Identify the strengths and weaknesses of the subordinate team members</p> <p>SB3. Provide constructive and genuine feedback</p> <p>SB4. Provide training to the the team for technical and behavioural areas</p> <p>SB5. Identify conflicts in the team and try to resolve them at the earliest</p> <p>SB6. Interact and engage with the team members on a day to day basis</p> <p>SB7. Counsel and coach the the team and help them resolve issues</p> <p>SB8. Timely highlight to the management about any good work/ achievement by the team</p> <p>SB9. Display empathy for the problems faced by the team and act on the concerns</p>

**NOS Version Control**

NOS Code	HCS/N9910		
Credits (NSQF)	TBD	Version number	1:0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/2015
Occupation	Weaving	Next review date	26/05/16



# National Occupational Standard



## Overview

This unit is about maintaining work areas and activities to ensure health, safety & security are maintained as per norms.



HCS/ N9907

Maintain health, safety and security at work place

National Occupational Standard

Unit Code	HCS/N9907
Unit Title (Task)	Maintain health, safety and security at work place
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> <li>To comply with health, safety and security requirements at work</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Comply with health, Safety and security requirements at work	<p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment such as "Nose Mask" etc. as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Follow environment management system related procedures</p> <p>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunctions that cannot be rectified</p> <p>PC8. Store materials and equipment in line with organisational requirements</p> <p>PC9. Safely handle and remove waste</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threat</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organisation procedures for shutdown and evacuation when required</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/organization and its processes)	<p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize them</p> <p>KA5. Environmental management system related procedures at the workplace</p>



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	<p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<p>B. Technical/Domain Knowledge</p>	<p>KB1. Occupational health and safety risks and methods</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
<p><b>Skills (S) [Optional]</b></p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. prepare status and progress reports</p> <p>SA2. write memos and e-mail to co-workers, and vendors to provide them with work updates and to request appropriate information without English language errors regarding grammar or sentence construct</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. keep abreast with the latest knowledge by reading brochures, pamphlets, and product information sheets</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. discuss task lists, schedules, and work-loads with co-workers</p> <p>SA5. keep co-workers and supervisors informed about progress</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. make decisions pertaining to the concerned area of work</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize service feedback files/documents</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. manage relationships with customers</p> <p>SB4. build customer relationships and use customer centric approach</p>



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	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB6. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. use the existing data to arrive at specific data points
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

**NOS Version Control**

NOS Code	HCS/N9007		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	30/04/15
Industry Sub-sector	Carpet	Last reviewed on	27/05/2015
Occupation	Weaving	Next review date	26/05/16





**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role** Loom Supervisor – Knotted Carpet

**Qualification Pack** HCS/Q5410

**Sector Skill Council** Handicrafts and Carpet

**Guidelines for Assessment**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

		Total Marks	Out Of	Marks Allocation	
				Theory	Skills Practical
1. HCS/N5411 - Loom supervision of knotted carpets	PC1. Setting up and installation of loom appropriately for effective weaving	100	6	2	4
	PC2. Needs to have very good knowledge on the warp settings / required Tuft cloth and tensions thereon.		6	2	4
	PC3. Understand buyer's defined and implied requirements for quality and product conformity		6	2	4
	PC4. Should be able to read the design by the map and guide the weavers where necessary		6	2	4
	PC5. Collect all information needed for planning of production schedule like carpet design, shade card, yarn types, knots, knot density, etc		6	2	4
	PC6. Identify and highlight constraints affecting planning, production, quality and target delivery		6	2	4
	PC7. Check yarn lot and correct usage of shade as per design particulars		6	2	4



	PC8. Check design received matches with loom size, warp width etc		6	2	4	
	PC9. Check marking on design is clearly indicated and not broken/split etc		6	2	4	
	PC10. Select threads for knotting as per shade and yarn particulars indicated on design sheet		6	2	4	
	PC11. Identify different types of faults likely to be encountered during weaving		6	2	4	
	PC12. Check knots/inch as per design indicated		6	2	4	
	PC13. Process flow of Weaving department with stages and significance of		6	2	4	
	PC14. Monitoring needs for productivity and quality as per timelines		6	1	5	
	PC15. Margins to be taken during weaving to prevent shortage of size		6	1	5	
	PC16. Record information related to planning, production and quality		6	1	5	
	PC17. Record information related to performance report results as per organizational recording system and/or suitably presentable layout		4	1	3	
	<b>TOTAL</b>			30	70	
2. HCS/N5412 - Maintenance of Weaving Records	PC1. Record actual findings of different quality parameters during weaving and report to the management including corrective actions taken	100	100	70	30	
	<b>TOTAL</b>			70	30	
3. HCS/N9906 - Maintain workarea, tools and machines	PC1. Handle materials, machinery, equipment and tools with care and use them in correct way	100	12	4	8	
	PC2. Maintain a clean and hazard free working area			15	5	10
	PC3. Carry out running maintenance within agreed schedules			13	5	8
	PC4. Carry out maintenance and/or cleaning within one's responsibility			10	4	6
	PC5. Report unsafe equipment and other dangerous occurrences			12	4	8



	PC6. Use clean equipment and methods appropriate for the work to be carried out		15	5	10
	PC7. Dispose of waste safely in the designated location		13	5	8
	PC8. Store cleaning of equipment safely after use		10	4	6
				36	64
4. HCS/N9910 - Manage and lead a team	PC1. Ensure the team is aware of the schedule and job expectations on a daily basis	100	11	3	8
	PC2. Involve the team in regular meetings to communicate information intended for them		14	4	10
	PC3. Ensure communication to the team on any changes in policies/ processes by the organization through required verbal/ written mechanisms		14	4	10
	PC4. Ensure participation of the team in various engagement initiatives organized by the organization		10	4	6
	PC5. Counsel and address issues among the team for any work related issues		12	4	8
	PC6. Support the centre manager the deployment of the team as per client schedule and the organizational norms and guidelines		11	3	8
	PC7. Ensure periodic training of the team and support the team by delivering trainings		14	4	10
	PC8. Share knowledge of processes, techniques, therapies and products with the the team to enhance their skill levels		7	2	5
	PC9. Provide feedback to the centre manager pertaining to performance appraisals of the team		7	2	5
	TOTAL			30	70
5. HCS/N9909 - Maintain Health, Safety and Security at Workplace	PC1. Comply with health and safety related instructions applicable to the workplace	100	4	1	4



PC2.	Use and maintain personal protective equipment such as “Nose Mask”etc. as per protocol	7	2	5
PC3.	Carry out own activities in line with approved guidelines and procedures	7	2	5
PC4.	Maintain a healthy lifestyle and guard against dependency on intoxicants	5	2	3
PC5.	Follow environment management system related procedures	6	2	4
PC6.	Identify and correct (if possible) malfunctions in machinery and equipment when required	6	2	4
PC7.	Report any service malfunctions that cannot be rectified	7	2	5
PC8.	Store materials and equipment in line with organizational requirements	3	1	2
PC9.	Safely handle and remove waste	4	1	3
PC10.	Minimize health and safety risks to self and others due to own actions	5	1	4
PC11.	Seek clarifications, from supervisors or other authorized personnel in case of perceived risks	7	2	5
PC12.	Monitor the workplace and work processes for potential risks and threat	7	2	5
PC13.	Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	5	2	3



	PC14. Report hazards and potential risks/threats to supervisors or other authorized personnel		6	2	4
	PC15. Participate in mock drills/evacuation procedures organized at the workplace		6	2	4
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		7	2	5
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	1	2
	PC18. Follow organization procedures for shutdown and evacuation		4	1	3
	TOTAL			30	70