



## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFT AND CARPET

### 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- Crochet Lace Maker- Apparel

**SECTOR:** HANDICRAFTS AND CARPET

**SUB-SECTOR:** Hand Crocheted Textiles

**OCCUPATION:** Crochet Lace Maker- Apparel

**REFERENCE ID:** HCS/Q 7703

**ALIGNED TO:** NCO-2004/7432.72

**Brief Job Description:** A Crochet Lace Maker- Apparel is responsible for crocheting lace apparel or apparel components. A Crochet Lace Maker- Apparel should be able to make different kind of crochets using different yarns as per the given specifications. This job requires the individual to have knowledge of crochet lace making, raw materials used for making apparel products and the techniques used for the same.

**Personal Attributes:** A Crochet Lace Maker- Apparel should have good eyesight, hand-eye coordination and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).



Job Details	Qualifications Pack Code	HCS/Q 7703		
	Job Role	CROCHET LACE MAKER-APPAREL		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	23/07/15
	Sub-sector	Hand Crocheted Textiles	Last reviewed on	30/07/15
	Occupation	Crochet Lace Maker-Apparel	Next review date	30/07/17

<b>Job Role</b>	<b>Crochet Lace Maker- Apparel</b>
<b>Role Description</b>	To make crochet laces for furnishings as per specifications.
<b>NSQF level</b>	3
<b>Minimum Educational Qualifications</b>	Preferably 5 <sup>th</sup> standard
<b>Maximum Educational Qualifications</b>	Not Applicable
<b>Training</b> (Suggested but not mandatory)	Training in crochet lace making- apparel and quality appraisal.
<b>Minimum Job Entry Age</b>	15 years
<b>Experience</b>	Not Applicable
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">HCS/N 7707 (Prepare for making crochet lace for apparel)</a></li> <li>2. <a href="#">HCS/N 7708 (Carry out the crocheting process for apparel)</a></li> <li>3. <a href="#">HCS/N 7709 (Contribute to achieve quality in crochet lace making for apparel)</a></li> <li>4. <a href="#">HCS/N 9908 (Working in a team)</a></li> <li>5. <a href="#">HCS/N 9912 (Maintain work area &amp; tools)</a></li> <li>6. <a href="#">HCS/N 9913 (Maintain health, safety and security at workplace)</a></li> </ol> <p><b>Optional:</b> N/A</p>
<b>Performance Criteria</b>	As described in the relevant OS units



Glossary of Key Terms

Keywords /Terms	Description
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 to fulfill the achieving the objectives of the function.
Job role	Job role defines a 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 when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria 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 Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or 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

Definitions



	helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the 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 the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization 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	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVQF	National Vocational Qualifications Framework
HCSSC	Handicraft and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

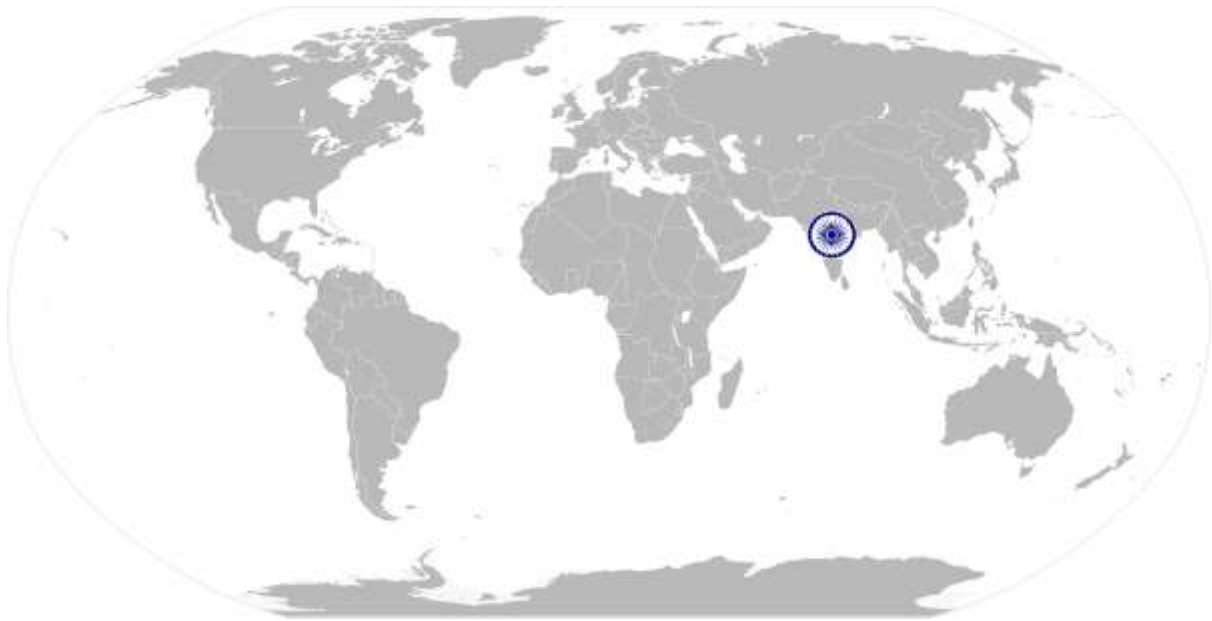
Acronyms



HCS/N 7707 Prepare for making crochet lace for apparel

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# National Occupational Standard



## Overview

This unit is about carrying out preparations for making crochet lace for apparel



HCS/N 7707 Prepare for making crochet lace for apparel

<b>Unit Code</b>	HCS/N 7707
<b>Unit Title (Task)</b>	Prepare for making crochet lace for apparel
<b>Description</b>	This unit is about preparing for making crochet laces for apparel
<b>Scope</b>	This unit/task covers the following <ul style="list-style-type: none"> <li>analysing the design and preparing raw materials for making crochet lace apparel</li> <li>tracing pattern from the master pattern</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Analysing the design and preparing raw materials for making crochet lace apparel</b>	To be competent, the user/individual on the job must be able to: <p>PC1. analyse and interpret the given apparel design to be developed</p> <p>PC2. discuss the given design with Master Crochet Lace Maker and understand the instructions/ specifications for the apparel product to be developed</p> <p>PC3. ensure that the yarn procured is of optimum strength and as per requirements</p> <p>PC4. draw all the coloured yarn from the cone</p> <p>PC5. weigh the yarn and note it down</p> <p>PC6. ensure that the yarn does not get dirty and entangled</p> <p>PC7. select the suitable crochet hook as per the yarn count selected</p> <p>PC8. ensure the hook to be used is free from faults and dirt. In case of any report them</p> <p>PC9. identify and prepare the tools required for crochet lace making</p> <p>PC10. discuss on pattern of the design given</p>
<b>Tracing pattern from the master pattern</b>	<p>PC11. analyse the patterns of the different parts of the apparel product to be made carefully</p> <p>PC12. prepare the paper and tracing instruments to make pattern</p> <p>PC13. measure the given master pattern</p> <p>PC14. trace/reproduce the master pattern appropriately</p> <p>PC15. cut the traced pattern</p> <p>PC16. ensure that the cut pattern is as per requirements</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <p>KA1. your organization's policies, procedures, guidelines and standards for quality</p> <p>KA2. safe working practices and organisational procedures</p> <p>KA3. quality systems and other processes practiced in the organization</p> <p>KA4. types of problems with quality and how to report them to appropriate people</p> <p>KA5. the importance of complying with written instructions</p> <p>KA6. reporting procedure in case of faults in own/ other processes</p> <p>KA7. who to refer problems to when they are outside the limit of your authority</p> <p>KA8. your organization's tools, templates and processes for weaving related operations in production</p>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <p>KB1. basic crochet technique and crochet stitches used for making apparel</p> <p>KB2. basics of length and weight measurements</p> <p>KB3. types of crochet finishings used for making apparel lace products</p> <p>KB4. different thicknesses of yarns used for crocheting apparel</p>





HCS/N 7707 Prepare for making crochet lace for apparel

	<p>KB5. yarn counts          KB6. different types of yarns used for crocheting          KB7. quality measures          KB8. types of crochet hooks          KB9. joining the motifs/parts          KB10. details on finishing crochets with fringes/border laces/pompoms          KB11. tools and materials required for crochet lace making          KB12. basic process of making tracings and patterns          KB13. preparatory processes of crocheting          KB14. process of crochet making for apparel</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read instructions in local language
	<b>Oral Communication (Listening and Speaking skills)</b>
The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	<b>Plan and Organize</b>
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
<b>Critical Thinking</b>	
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation,	



**HCS/N 7707 Prepare for making crochet lace for apparel**

	experience, reasoning, or communication, as a guide to thought and action
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**NOS Version Control**

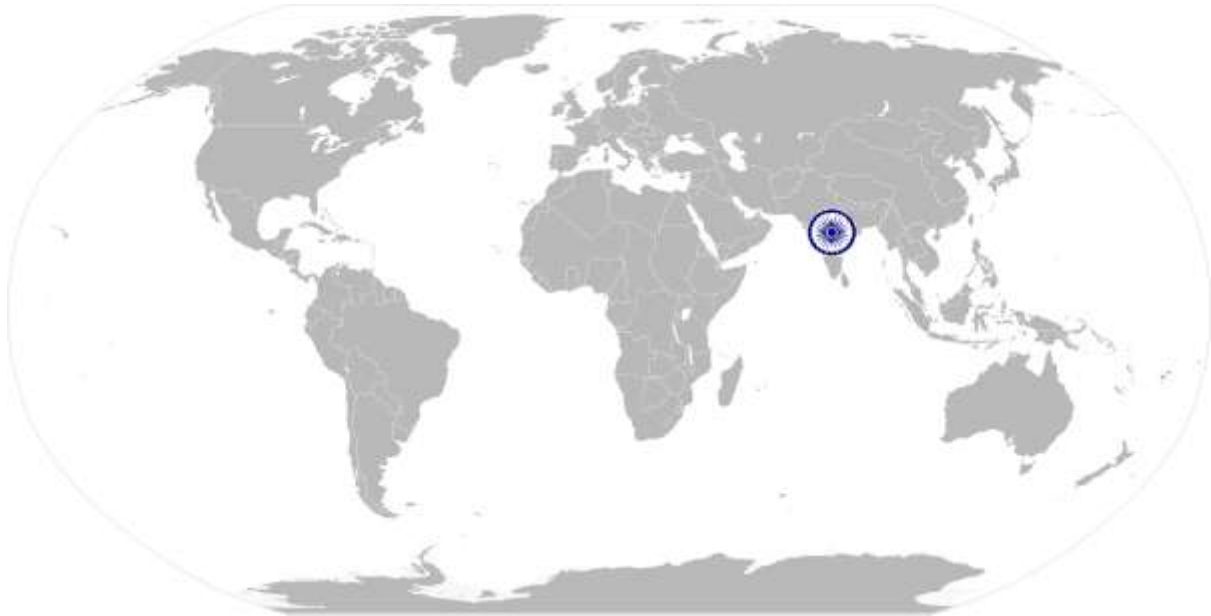
<b>NOS Code</b>	<b>HCS/N 7707</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet Sector</b>	<b>Drafted on</b>	<b>23/07/15</b>
<b>Industry Sub-sector</b>	<b>Hand Crocheted Textiles</b>	<b>Last reviewed on</b>	<b>30/07/15</b>
<b>Occupation</b>	<b>Crochet Lace Maker-Apparel</b>	<b>Next review date</b>	<b>30/07/17</b>







# National Occupational Standard



## Overview

This unit is about carrying out the basic crocheting process for making crochet lace apparel/ apparel components using the given yarns as per the design specifications provided.



HCS/N 7708

Carry out crocheting process for making crochet lace apparel

National Occupational Standard	<b>Unit Code</b>	HCS/N 7708
	<b>Unit Title (Task)</b>	Carry out crocheting process for making crochet lace apparel
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carrying out the basic crocheting process for making crochet lace apparel using the given yarns as per the design specifications provided.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>carry out the basic process of crocheting used for making apparel/ apparel components</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Carry out the basic process of crocheting used for making apparel/ apparel components</b>	To be competent on the job, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. identify the use of raw materials as per the specifications provided</li> <li>PC2. use the correct thickness and colour of yarn to start crocheting</li> <li>PC3. take necessary action when the material do not confirm to quality standards</li> <li>PC4. report and replace identified faulty yarn which does not meet requirement</li> <li>PC5. start crocheting from the correct position in the apparel panel with the specified crochet stitch</li> <li>PC6. carry out basic crochet stitches for to make the apparel/ apparel panel as per given specifications</li> <li>PC7. carry out crocheting of motifs/ elements in specific given sizes as per the design provided</li> <li>PC8. manipulate the number of stitches row-wise to attain the required shape of the crochet lace</li> <li>PC9. check for the tension of the yarn from all direction and ensure the evenness of crocheting</li> <li>PC10. carry out the panel making by using appropriate method/s to join motifs/smaller crochet units</li> <li>PC11. carry out the finishing of the crochet lace apparel product as per instructions</li> <li>PC12. check the crochet lace/product against the pattern to ensure the correct dimension and shape</li> <li>PC13. join the crochet panels with using appropriate method to make the apparel product without any attachment defects</li> <li>PC14. carry out the process of making neck lace with the appropriate crochet stitches</li> <li>PC15. carry out the process of neck lace attachment</li> <li>PC16. carry out the attachment of trims like beads, mirrors, etc as per the design</li> <li>PC17. fold the garments as per the specifications</li> <li>PC18. keep the product in cool dry place and pack as per requirement</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. the organisation's policies and procedures</li> <li>KA2. guidelines for storage and disposal of waste materials</li> <li>KA3. potential hazards associated with the machines and the safety precautions that must be taken</li> </ul>



HCS/N 7709

**Contribute to achieve quality in crochet lace making for apparel**

its processes)	<p>KA4. protocol to obtain more information on work related tasks</p> <p>KA5. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment</p> <p>KA6. details of the job role and responsibilities</p> <p>KA7. work target and review mechanism with your supervisor</p> <p>KA8. method of obtaining/ giving feedback related to performance</p> <p>KA9. importance of team work and harmonious working relationships</p> <p>KA10. process for offering/ obtaining work related assistance</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the different raw materials used for making crochet laces for apparel products</p> <p>KB2. basics of yarn thicknesses, yarn types and hooks</p> <p>KB3. different crocheting processes for making crochet apparel products</p> <p>KB4. basic crochet stitches</p> <p>KB5. techniques of making different motifs/ elements</p> <p>KB6. methods of joining crochet units/motifs</p> <p>KB7. methods of joining different panels</p> <p>KB8. different crochet lace designs/ patterns for apparel products</p> <p>KB9. methods of attaching trims like beads, mirrors, etc</p> <p>KB10. different crocheting knots, stitches and methods</p> <p>KB11. the process of making neck laces</p> <p>KB12. neck lace attachment</p> <p>KB13. the correct technique of the increasing and decreasing the row length</p> <p>KB14. quality aspects of crochet making</p> <p>KB15. different types of defects/quality errors/issues in hand crocheting, and methods/ways to eliminate them</p> <p>KB16. common hazards in the work area and workplace procedures for dealing with them</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write in local language</p> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read instructions, guidelines, procedures and rules</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. communicate orally with colleagues</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. follow organization rule-based decision making process</p> <p>SB2. take decision with systematic course of actions and/or response</p> <p><b>Plan and Organize</b></p> <p>User/individual needs to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p>



HCS/N 7709

**Contribute to achieve quality in crochet lace making for apparel**

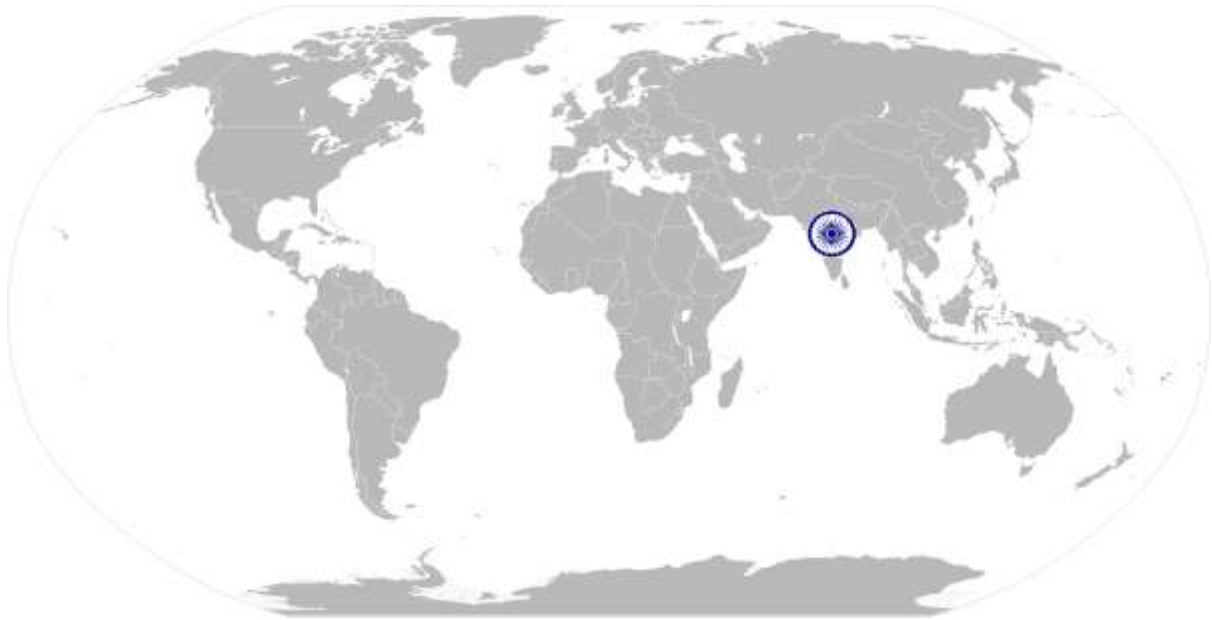
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	<b>Critical Thinking</b>
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	

**NOS Version Control**

<b>NOS Code</b>	HCS/N 7708		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Handicrafts and Carpet Sector	<b>Drafted on</b>	23/07/15
<b>Industry Sub-sector</b>	Hand Crocheted Textiles	<b>Last reviewed on</b>	30/07/15
<b>Occupation</b>	Crochet Lace Maker-Apparel	<b>Next review date</b>	30/07/17



# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in crochet lace making for apparel.



HCS/N 7709

**Contribute to achieve quality in crochet lace making for apparel**

National Occupational Standard	<b>Unit Code</b>	HCS/N 7709
	<b>Unit Title (Task)</b>	Contribute to to achieve quality in crochet lace making for apparel
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking crochet lace making for apparel related activities to ensure that the crochet lace apparel meet specifications and quality.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>contribute to achieving the quality in crochet lace making for apparel and related operations</li> </ul>
	<b>Performance Criteria (PC) w.r.t the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Contribute to achieving quality in crochet lace apparel</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. identify and use materials required based on the specifications given in the Master Crochet Lace maker</li> <li>PC2. take the necessary action when materials do not conform to quality standards</li> <li>PC3. report and replace identified faulty materials and component parts which do not meet specification</li> <li>PC4. ensure that the yarn ends are clipped neatly, so that the crochet yarns don't unravel</li> <li>PC5. carry out work safely and at a rate which maintains work flow and quality</li> <li>PC6. report to the responsible person when the work flow of other production areas disrupts work</li> <li>PC7. carry out quality checks at specified intervals according to instructions</li> <li>PC8. apply the allowed tolerances</li> <li>PC9. make adjustments promptly to ensure the crochet lace apparel matches specifications</li> <li>PC10. fault-find materials and components for stained, damage and incorrectly made-up component parts</li> <li>PC11. report faults in other processes to the appropriate person</li> <li>PC12. ensure that the shape of the produced crochet lace matches the requirements</li> <li>PC13. take corrective measures to get the correct shape</li> <li>PC14. while making units for bigger panels ensure that the units are similar in size, shape and material</li> <li>PC15. ensure uniformity in materials, size, design and shape <ul style="list-style-type: none"> <li>a. within a product</li> <li>b. between a pair/set of products</li> </ul> </li> <li>PC16. ensure that the crocheted garment panels are of the required shapes and sizes</li> </ul>
	<b>Knowledge and Understanding (K) w.r.t the Scope</b>	
	<b>Elements</b>	<b>Knowledge and Understanding</b>
	<b>A. Organisational Context</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. safe working practices and organisational procedures</li> </ul>





HCS/N 7709

Contribute to achieve quality in crochet lace making for apparel

(Knowledge of the company / organisation and its processes)	<p>KA2. the organisation's procedures and guidelines</p> <p>KA3. quality systems and processes practiced in the organization</p> <p>KA4. equipment operating procedures / manufacturer's instructions</p> <p>KA5. types of problems with quality and how to report them to appropriate people</p> <p>KA6. methods to present any ideas for improvement to supervisor</p> <p>KA7. the importance of complying with written instructions</p> <p>KA8. limits of personal responsibility</p> <p>KA9. reporting procedure in case of faults in own/ other processes</p>
<b>C. Technical /Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different yarns used in making crochet lace apparel/ apparel components</p> <p>KB2. quality of raw materials used</p> <p>KB3. types of basic weaves- plain and twill</p> <p>KB4. types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB5. common quality issues with crochet lace apparel products</p> <p>KB6. different types of defects in crochet lace making</p> <p>KB7. the importance of marking and segregating rejects</p> <p>KB8. identify, mark and place rejects in the designated locations</p> <p>KB9. appropriate inspection methods that can be used</p> <p>KB10. acceptable solutions for particular faults</p> <p>KB11. the consequences of not rectifying problems</p> <p>KB12. the types of adjustments suitable for specific types of faults</p> <p>KB13. own responsibilities at work</p>
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	You need to know and understand how to: SA2. read measurements and instructions.
	<b>Oral Communication (Listening and Speaking skills)</b>
You need to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	<b>Plan and Organize</b>
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>





HCS/N 7709

Contribute to achieve quality in crochet lace making for apparel

	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	<b>Critical Thinking</b>
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

NOS Version Control

<b>NOS Code</b>	HCS/N 7709		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Handicrafts and Carpet Sector	<b>Drafted on</b>	23/07/15
<b>Industry Sub-sector</b>	Hand Crocheted Textiles	<b>Last reviewed on</b>	30/07/15
<b>Occupation</b>	Crochet Lace Maker-Apparel	<b>Next review date</b>	30/07/17



HCS/N 9908

NOS  
National Occupational Standards

Working in a Team

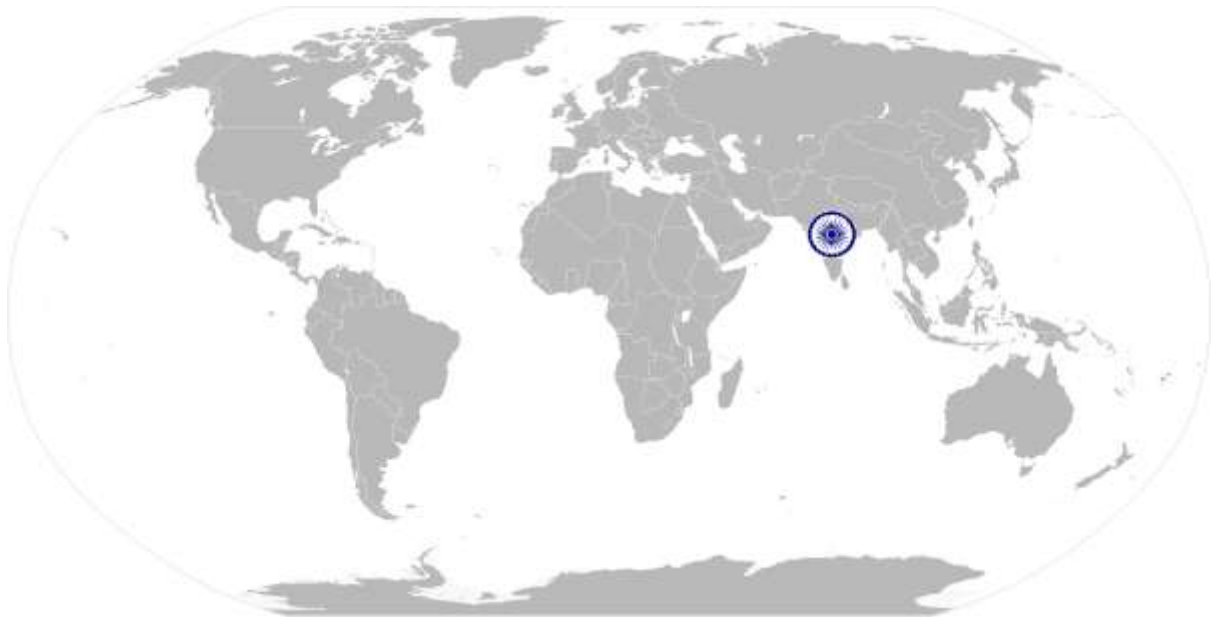


N · S · D · C

National  
Skill Development  
Corporation

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# National Occupational Standard



## Overview

This unit is about working as part of a team within the organisation.



HCS/N 9908

Working in a Team

National Occupational Standard

<b>Unit Code</b>	<b>HCS/N9908</b>
<b>Unit Title (Task)</b>	<b>Working in a team</b>
<b>Description</b>	This unit is about working as a team member within the organisation
<b>Scope</b>	<ul style="list-style-type: none"> <li>▪ Commitment and trust</li> <li>▪ Communication</li> <li>▪ Adaptability</li> <li>▪ Creative freedom</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Commitment and trust</b>	PC1. be accountable to one's own role in whole process of developing product PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
<b>Communication</b>	PC4. properly communicate about organization policies PC5. talk politely with other team members and colleagues
<b>Adaptability</b>	PC6. adjust in different work situations PC7. give due importance to others' point of view PC8. avoid conflicting situations
<b>Creative freedom</b>	PC9. develop new ideas for work procedures PC10. improve upon the existing techniques to increase process efficiency
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	KA1. general rules and regulations in a paper mache sector KA2. procedure followed to get the final output KA3. safe working practices to be adopted KA4. reporting to the supervisor or higher authority about any grievances faced
<b>B. Technical Knowledge</b>	KB1. understanding the importance of the previous and next step of the process KB2. process flow in a paper mache section KB3. material sequence of flow KB4. functions of different parts of product development KB5. tools and equipments used KB6. guidelines for operating the equipment KB7. safety procedures to be followed as applicable
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand: SA1. write letters, memos, applications regarding team needs and performance in simple language SA2. write daily work report
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand: SA3. comprehend written instructions SA4. read any application sent by other colleagues and team members
<b>Oral Communication (Listening and Speaking skills)</b>	
The user/individual on the job needs to know and understand:	



HCS/N 9908

**Working in a Team**

	SA5. communicate with superior, colleagues and juniors appropriately SA6. talk to team members to convey information effectively
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the concerned scope of work
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB2. plan and organize the work to achieve shared objectives of the team
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who may be in need of supports to maintain productivity and performance SB4. build with customer a relationship of trust and cooperation in achieving team goal
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand: SB5. apply problem-solving approaches to resolve conflicts SB6. seek clarification to problems when in doubt
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB7. identify root cause of problem split to utmost level of circumstances, personality etc
<b>Critical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB8. critically evaluate various approaches of building and sustaining team performance.	

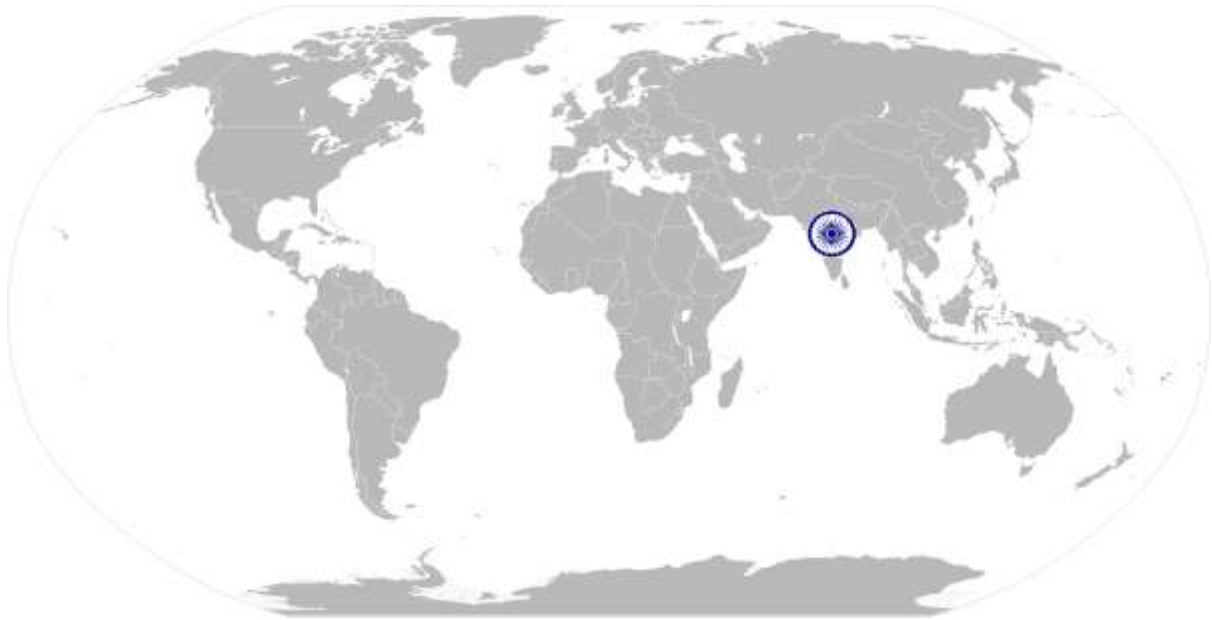
**NOS Version Control**

<b>NOS Code</b>	<b>HCS/N9908</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>23/07/15</b>
<b>Industry Sub-sector</b>	<b>Hand Crocheted Textiles</b>	<b>Last reviewed on</b>	<b>30/07/15</b>
<b>Occupation</b>	<b>Crochet Lace Maker-Apparel</b>	<b>Next review date</b>	<b>30/07/17</b>



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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure tools used are maintained as per norms



HCS/N 9912

Maintain work area and tools

National Occupational Standard	<b>Unit Code</b>	HCS/N 9912
	<b>Unit Title (Task)</b>	Maintain work area and tools
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure tools used are maintained as per norms
	<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>maintain the work area and tools</li> </ul>
	<b>Performance Criteria (PC) w.r.t the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Maintain the work area, tools and machines</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. handle materials and tools safely and correctly</li> <li>PC2. use materials to minimize waste</li> <li>PC3. maintain a clean and hazard free working area</li> <li>PC4. maintain the tools</li> <li>PC5. carry out maintenance and/or cleaning within one's responsibility</li> <li>PC6. report damaged tools &amp; materials</li> <li>PC7. work in a comfortable position with the correct posture</li> <li>PC8. dispose of waste safely in the designated location</li> <li>PC9. store cleaning equipment safely after use</li> <li>PC10. carry out cleaning according to schedules and limits of responsibility</li> </ul>
	<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Knowledge and Understanding</b>
	<b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. personal hygiene and duty of care</li> <li>KA2. safe working practices and organisational procedures</li> <li>KA3. limits of your own responsibility</li> <li>KA4. ways of resolving with problems within the work area</li> <li>KA5. the production process and the specific work activities that relate to the whole process</li> <li>KA6. the importance of effective communication with colleagues</li> <li>KA7. the lines of communication, authority and reporting procedures</li> <li>KA8. the organisation's rules, codes and guidelines (including timekeeping)</li> <li>KA9. the organisations's quality standards</li> <li>KA10. the importance of complying with written instructions</li> </ul>
<b>B. Technical / Domain Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. work instructions and specifications and interpret them accurately</li> <li>KB2. relation between work role and the overall manufacturing process</li> <li>KB3. the importance of taking action when problems are identified</li> <li>KB4. different ways of minimising waste</li> <li>KB5. effects of contamination on products</li> <li>KB6. common faults with handloom woven mats and the method to rectify</li> <li>KB7. tools maintenance procedures</li> <li>KB8. hazards likely to be encountered when conducting routine maintenance</li> <li>KB9. safe working practices for cleaning and the method of carrying them out</li> </ul>	
<b>Skills (S) w.r.t the Scope</b>		



HCS/N 9912

**Maintain work area and tools**

Elements	Skills
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	You need to know and understand how to: SA2. read measurement instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
You need to know and understand how to: SA3. communicate orally with colleagues	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	<b>Plan and Organize</b>
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
<b>Critical Thinking</b>	
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	



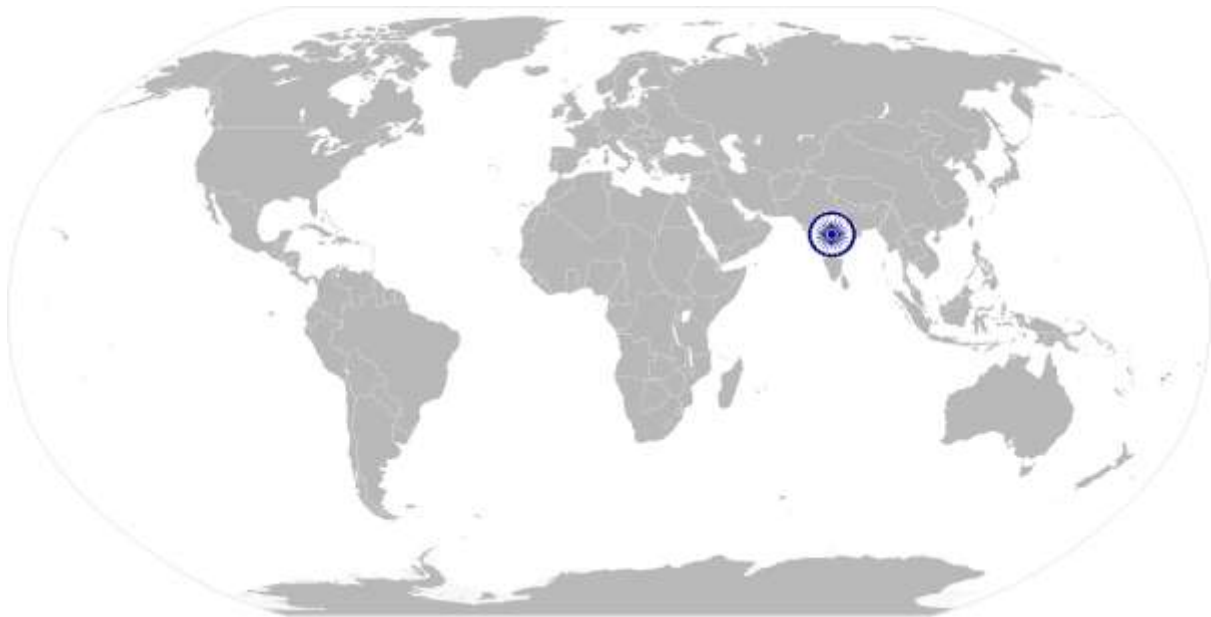


HCS/N 9912

Maintain work area and tools

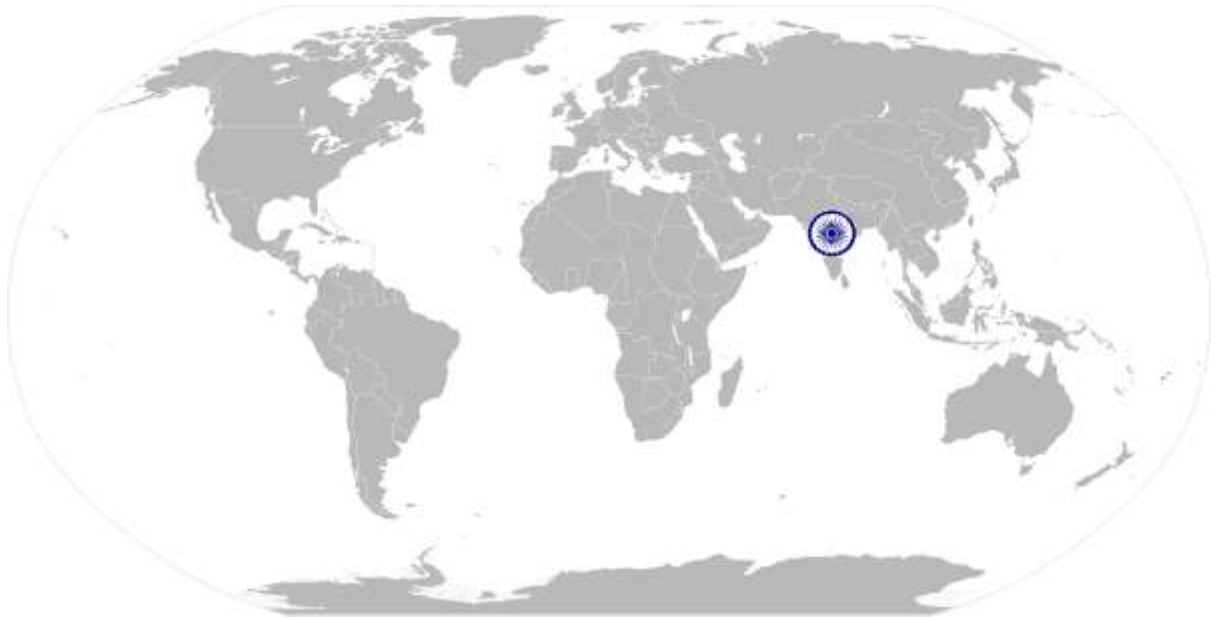
NOS Version Control

<b>NOS Code</b>	<b>HCS/N 9912</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet Sector</b>	<b>Drafted on</b>	<b>23/07/15</b>
<b>Industry Sub-sector</b>	<b>Hand Crocheted Textiles</b>	<b>Last reviewed on</b>	<b>30/07/15</b>
<b>Occupation</b>	<b>Crochet Lace Maker-Apparel</b>	<b>Next review date</b>	<b>30/07/17</b>





# National Occupational Standard



## Overview

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 minimise risk to self and others.



HCS/N 9913

Maintain health, safety and security at workplace

National Occupational Standard

<b>Unit Code</b>	<b>HCS/N 9913</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</b>
<b>Description</b>	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 minimise risk to self and others.
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>comply with health, safety and security requirements at work</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Comply with health, safety and security requirements at work</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. comply with health and safety related instructions applicable to the workplace</li> <li>PC2. use and maintain personal protective equipment as per protocol</li> <li>PC3. carry out own activities in line with approved guidelines and procedures</li> <li>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</li> <li>PC5. follow environment management system related procedures</li> <li>PC6. store materials and tools in line with manufacturer's and organisational requirements</li> <li>PC7. safely handle and move waste and debris</li> <li>PC8. minimize health and safety risks to self and others due to own actions</li> <li>PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</li> <li>PC10. monitor the workplace and work processes for potential risks and threats</li> <li>PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</li> <li>PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel</li> <li>PC13. participate in mock drills/ evacuation procedures organized at the workplace</li> <li>PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so</li> <li>PC15. take action based on instructions in the event of fire, emergencies or accidents</li> <li>PC16. follow organisation procedures for evacuation when required</li> </ul>
<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b>	The user/individual on the job needs to know and understand:
<b>(Knowledge of the company / organisation and its processes)</b>	<ul style="list-style-type: none"> <li>KA1. health and safety related practices applicable at the workplace</li> <li>KA2. potential hazards, risks and threats based on nature of operations</li> <li>KA3. organizational procedures for safe handling of tools</li> <li>KA4. potential risks due to own actions and methods to minimize these</li> <li>KA5. environmental management system related procedures at the workplace</li> <li>KA6. layout of the plant and details of emergency exits, escape routes,</li> </ul>



HCS/N 9913

**Maintain health, safety and security at workplace**

	<p>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>
<b>B. Technical / Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</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>
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to:
	SA1. write in local language
	<b>Reading Skills</b>
	You need to know and understand how to:
	SA2. read measurement instructions
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to:
	SA3. communicate orally with colleagues
	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to:
	SB1. follow organization rule-based decision making process
	SB2. take decision with systematic course of actions and/or response
	<b>Plan and Organize</b>
User/individual needs to know and understand how to:	
SB3. plan and organize your work to achieve targets and deadlines	
<b>Customer Centricity</b>	
The user/individual on the job needs to know and understand how to:	
SB4. manage relationships with customers	
SB5. build customer relationships and use customer centric approach	
<b>Problem Solving</b>	
User/individual needs to know and understand how to:	
SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)	
SB7. identify immediate or temporary solutions to resolve delays	
<b>Analytical Thinking</b>	
User/individual needs to know and understand how to:	



**HCS/N 9913**

**Maintain health, safety and security at workplace**

	SB8. analyze data and activities
	SB9. pass on relevant information to others
	<b>Critical Thinking</b>
	User/individual need to know and understand how to:
	SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

**NOS Version Control**

<b>NOS Code</b>	<b>HCSSC/N 9913</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet Sector</b>	<b>Drafted on</b>	<b>23/07/15</b>
<b>Industry Sub-sector</b>	<b>Hand Crocheted Textiles</b>	<b>Last reviewed on</b>	<b>30/07/15</b>
<b>Occupation</b>	<b>Crochet Lace Maker-Apparel</b>	<b>Next review date</b>	<b>30/07/17</b>

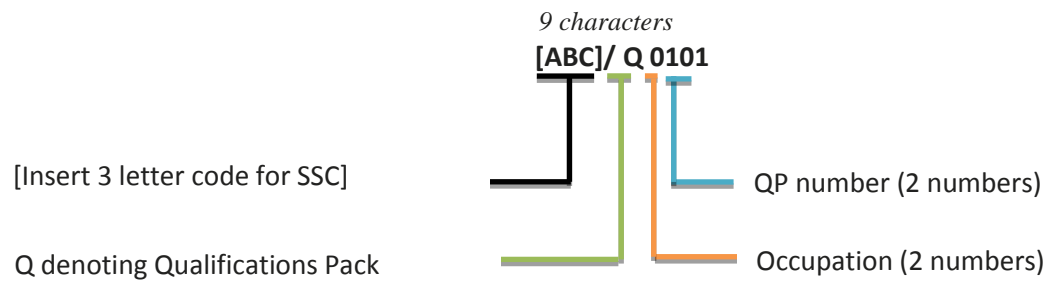




## Annexure

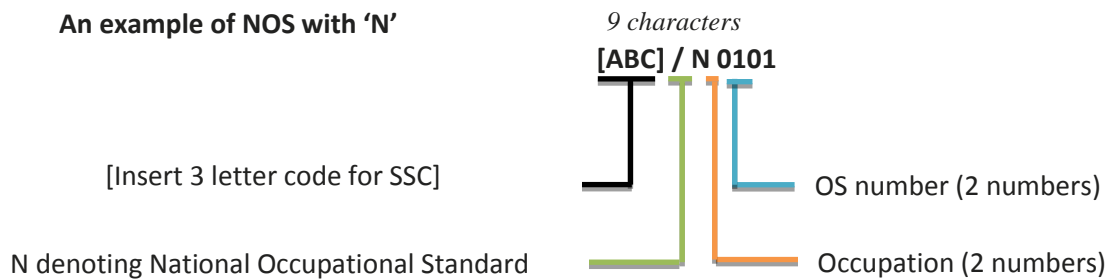
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'





The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Ceramics	01 – 10
Fashion Jewellery	11 - 13
Stoneware	14 - 19
Glassware	20 - 27
Metalware crafts	28 - 37
Leather crafts	38 - 43
Paper Mache	44 - 49
Carpets & rugs	50 – 59
Horn bone & shell craft	60 – 65
Wood ware, dolls & toys	66 – 71
Hand printed, Embroidered / knitted & crocheted textiles	72 – 77
Agarbatti	78 – 82
Paper crafts	83 – 86
NER crafts	87 – 92
Miscellaneous crafts	93 - 95
Generic Occupation	96 – 99

Sequence	Description	Example
Three letters	Handicraft and Carper Sector Skill Council	HCS
Slash	/	/
Next letter	Whether QP or NOS	Q
Next two numbers	Occupation code	01
Next two numbers	OS number	01





## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role: Crochet Lace Maker- Apparel**

**Qualification Pack: HCS/Q 7703**

**Sector Skill Council : Handicrafts & 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 each PC.
2. Each NOS will be assessed both for theoretical knowledge and practical
3. The assessment will be based on knowledge bank of questions created by the SSC.
4. Individual assessment agencies will create unique question papers for theory and skill practical part for each candidate at each examination/training center
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

### ASSESSMENT CRITERIA

		Total Marks (600)	Out of	Marks Allocation	
				Theory	Skills practical
1. HCS/N 7710 (Prepare for sampling of crochet lace product)	PC1. analyse and interpret the given apparel design to be developed	<b>100</b>	7	2	5
	PC2. discuss the given design with Master Crochet Lace Maker and understand the instructions/ specifications for the apparel product to be developed		10	3	7
	PC3. ensure that the yarn procured is of optimum strength and as per requirements		8	2	6
	PC4. draw all the coloured yarn from the cone		8	2	6
	PC5. weigh the yarn and note it down		7	2	5
	PC6. ensure that the yarn does not get dirty and entangled		7	2	5
	PC7. select the suitable crochet hook as per the yarn count selected		8	2	6
	PC8. ensure the hook to be used is free from faults and dirt. In case of any report them		5	1	4
	PC9. identify and prepare the tools required for crochet lace making		5	1	4



	PC10. discuss on pattern of the design given		4	1	3
	PC11. analyse the patterns of the different parts of the apparel product to be made carefully		3	0	3
	PC12. prepare the paper and tracing instruments to make pattern		3	0	3
	PC13. measure the given master pattern		7	2	5
	PC14. trace/reproduce the master pattern appropriately		7	2	5
	PC15. cut the traced pattern		7	2	5
	PC16. ensure that the cut pattern is as per requirements		4	1	3
		<b>TOTAL</b>	<b>100</b>	<b>25</b>	<b>75</b>
2. HCS/N 7708 (Carry out crocheting process for making crochet lace apparel)	PC1. identify the use of raw materials as per the specifications provided	<b>100</b>	5	1	4
	PC2. use the correct thickness and colour of yarn to start crocheting		5	1	4
	PC3. take necessary action when the material do not confirm to quality standards		5	1	4
	PC4. report and replace identified faulty yarn which does not meet requirement		5	1	4
	PC5. start crocheting from the correct position in the apparel panel with the specified crochet stitch		5	1	4
	PC6. carry out basic crochet stitches for to make the apparel/ apparel panel as per given specifications		7	2	5
	PC7. carry out crocheting of motifs/ elements in specific given sizes as per the design provided		7	2	5
	PC8. manipulate the number of stitches row-wise to attain the required shape of the crochet lace		7	2	5
	PC9. check for the tension of the yarn from all direction and ensure the evenness of crocheting		5	2	3
	PC10. carry out the panel making by using appropriate method/s to join motifs/smaller crochet units		7	2	5
	PC11. carry out the finishing of the crochet lace accessory as per instructions		5	1	4
	PC12. check the crochet lace/product against the pattern to ensure the correct dimension and shape		5	1	4
	PC13. join the crochet panels with using appropriate method to make the apparel		7	2	5



	product without any attachment defects				
	PC14. carry out the process of making neck lace with the appropriate crochet stitches		7	2	5
	PC15. carry out the process of neck lace attachment		5	1	4
	PC16. carry out the attachment of trims like beads, mirrors, etc as per the design		5	1	4
	PC17. fold the garments as per the specifications		4	1	3
	PC18. keep the product in cool dry place and pack as per requirement		4	1	3
	<b>TOTAL</b>	<b>100</b>	<b>25</b>	<b>75</b>	
3. HCS/N 7709 (Contribute to achieve quality in crochet lace making for apparel)	PC1. identify and use materials required based on the specifications given in the Master Crochet Lace maker	<b>100</b>	5	1	4
	PC2. take the necessary action when materials do not conform to quality standards		5	1	4
	PC3. report and replace identified faulty materials and component parts which do not meet specification		5	1	4
	PC4. ensure that the yarn ends are clipped neatly, so that the crochet yarns don't unravel		5	1	4
	PC5. carry out work safely and at a rate which maintains work flow and quality		7	2	5
	PC6. report to the responsible person when the work flow of other production areas disrupts work		5	1	4
	PC7. carry out quality checks at specified intervals according to instructions		7	2	5
	PC8. apply the allowed tolerances		5	1	4
	PC9. make adjustments promptly to ensure the crochet lace apparel matches specifications		7	2	5
	PC10. fault-find materials and components for stained, damage and incorrectly made-up component parts		5	1	4
	PC11. report faults in other processes to the appropriate person		5	1	4
	PC12. ensure that the shape of the produced crochet lace matches the requirements		8	2	6
	PC13. take corrective measures to get the correct shape		8	2	6
	PC14. while making units for bigger panels ensure that the units are similar in size, shape and material		8	2	6
	PC15. ensure uniformity in materials, size,		7	2	5



	design and shape a. within a product b. between a pair/set of products				
	PC16. ensure that the crocheted garment panels are of the required shapes and sizes		8	2	6
	<b>TOTAL</b>	<b>100</b>	<b>24</b>	<b>76</b>	
4. HCS/N9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	<b>100</b>	12	4	8
	PC2. Perform all roles with full responsibility		10	3	7
	PC3. Be effective and efficient at workplace		10	3	7
	PC4. Properly communicate about organisation's policies		8	4	4
	PC5. Talk politely with other team members and colleagues		10	3	7
	PC6. Adjust in different work situations		10	3	7
	PC7. give due importance to others' point of view		10	3	7
	PC8. avoid conflicting situations		10	2	8
	PC9. develop new ideas for work procedures		8	2	6
	PC10. improve upon the existing techniques to increase process efficiency		12	2	10
	<b>TOTAL</b>		<b>100</b>	<b>29</b>	<b>71</b>
5. HCS/N 9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	<b>100</b>	8	2	6
	PC2. Use materials to minimize waste		10	3	7
	PC3. Maintain a clean and hazard free working area		10	3	7
	PC4. Maintain the tools used for stick making		8	2	6
	PC5. Carry out maintenance and/or cleaning within one's responsibility		10	3	7
	PC6. Report damaged tools and materials		12	4	8
	PC7. Work in a comfortable position with correct posture		10	3	7
	PC8. Dispose of waste safely in designated location		12	4	8
	PC9. Store tools safely after use		10	3	7
	PC10. Carry out cleaning according to schedules and limits of responsibility		10	3	7
	<b>TOTAL</b>		<b>100</b>	<b>30</b>	<b>70</b>
6. HCS/N 9913 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	<b>100</b>	8	2	6
	PC2. Use and maintain personal protective equipment as per protocol		8	2	6
	PC3. Carry out own activities in line with approved guidelines and procedures		8	2	6



PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants	8	2	6
PC5. Follow environment management system related procedures	6	2	4
PC6. Store materials and tools in line with manufacturer's and organisational requirements	5	2	3
PC7. Safely handle and move waste and debris	4	1	3
PC8. Minimize health and safety risks to self and others due to own actions	6	2	4
PC9. Seek clarifications from supervisors or other authorized personnel in case of perceived risks	4	1	3
PC10. Monitor the workplace and work processes for potential risks and threats	4	1	3
PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	5	2	3
PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel	7	3	4
PC13. Participate in mock drills/ evacuation procedures organised at the workplace	5	2	3
PC14. Undertake first aid, fire fighting and emergency response training, if asked	6	2	4
PC15. Take action based on instructions in the event of fire, emergencies or accidents	8	2	6
PC16. Follow organisation evacuation procedures	8	2	6
<b>TOTAL</b>	<b>100</b>	<b>30</b>	<b>70</b>