



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFT AND CARPET

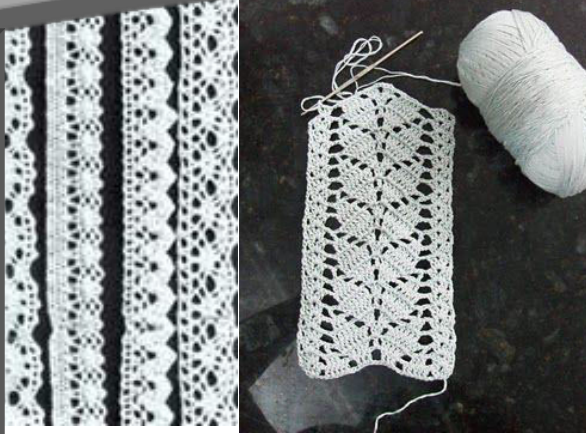
What are Occupational Standards(OS)?

- 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

Contact Us:

Handicrafts & Carpet
Sector Skill Council
(HCSSC),
EPCH House,
Pocket 6 & 7, Sector C,
Vasant Kunj,
New Delhi-110070

E-mail:
hcsc@hcsc.in



Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5
5. Annexure: Nomenclature for QP & OS....P.38
6. Assessment Criteria.....P.40

Introduction

Qualifications Pack- Master Crochet Lace Maker

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Hand Crocheted Textiles

OCCUPATION: Master Crochet Lace Maker

REFERENCE ID: HCS/Q7704

ALIGNED TO: NCO-2015/7318.6500

Brief Job Description: A Master Crochet Lace Maker is responsible for making samples of crochet lace products according to the requirements and specifications given by the client/ designer. A Master Crochet Lace Maker should be able to crochet the sample, detail out instructions for production and make the master pattern of the sample. She/ He must be able to crochet different products with different designs and yarns. This job requires the individual to have knowledge of crochet lace making, raw materials and the techniques used for making crochet lace products.

Personal Attributes: A Master Crochet Lace Maker 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/Q7704		
	Job Role	MASTER CROCHET LACE MAKER		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	23/07/15
	Sub-sector	Hand Crocheted Textiles	Last reviewed on	27/02/18
	Occupation	Master Crochet Lace Maker	Next review date	27/02/20
	NSQF Clearance on	09/04/2018		

Job Role	Master Crochet Lace Maker
Role Description	To crochet the crochet lace sample as per the client/ designer requirements, make master pattern and instructions for production.
NSQF level	4
Minimum Educational Qualifications	Basic literacy, preferably 5th class pass
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in stitching and finishing of crochet lace products by machines as per specifications and quality appraisal
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N7710 (Prepare for sampling of crochet lace product) HCS/N7711 (Carry out crocheting of crochet lace sample as per requirement) HCS/N7712 (Making production instructions for crochet lace sample) HCS/N7713 (Contribute to achieve quality in crochet lace sample making) HCS/N9908 (Working in a team) HCS/N9912 (Maintain work area & tools) HCS/N9913 (Maintain health, safety and security at workplace)
Performance Criteria	As described in the relevant OS units



Glossary of Key Terms

Definitions	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.	

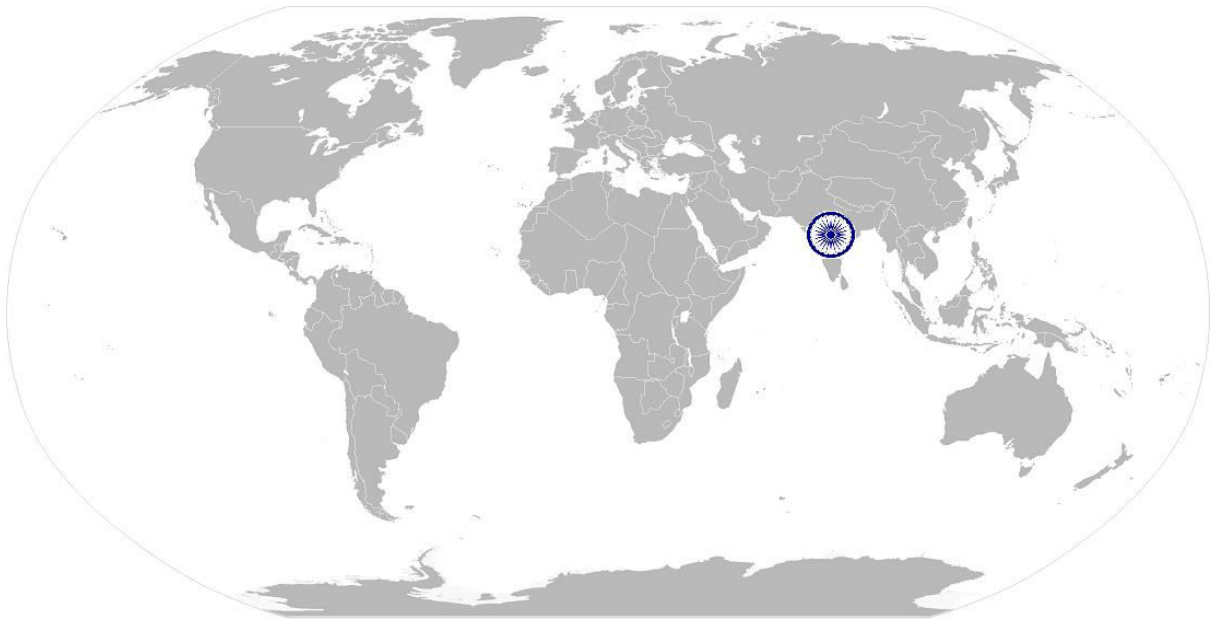


Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in 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.
Keywords /Terms	Description
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



National Occupational Standard



Overview

This unit is about carrying out preparations for making crochet lace sample as per the requirements and instructions given by the client/ designer.



HCS/N7710

Prepare for sampling of crochet lace product

National Occupational Standard

Unit Code	HCS/N7710
Unit Title (Task)	Prepare for sampling of crochet lace product
Description	This unit is about carrying out preparations for sampling of crochet lace products as requirements and instructions given by the client/ designer.
Scope	This unit/task covers the following <ul style="list-style-type: none"> analysing the product reference/instructions and requirements provided collect and prepare the materials and tools
Performance Criteria (PC) w.r.t. the Scope	
Analysing the product reference/instructions and requirements provided	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. discuss with requirements and specifications with the client/ designer PC2. understand the product requirements PC3. analyse the reference product picture, if given PC4. analyse the specification sheet if given PC5. analyse the given reference sample PC6. understand the yarns to be used PC7. understand the positioning of embellishments like beads, mirrors, sequence or buttons, if any PC8. understand the placement and use of colours in the sample PC9. discuss the designs and crochet stitches to be used in the sample
Collect and prepare the materials and tools	<ul style="list-style-type: none"> PC10. estimate the quantity and collect the appropriate yarns required to make the sample PC11. estimate the quantity and collect the beads/ mirrors/ buttons required to make the sample PC12. ensure that the yarn procured is of optimum strength and as per the client requirements PC13. draw all the coloured yarn from the cone PC14. weigh the yarn and note it down PC15. ensure that the yarn does not get dirty and entangled PC16. select the suitable crochet hook as per the yarn count PC17. ensure the hook to be used is free from faults and dirt. In case of any report them. PC18. identify and prepare the tools required for crochet lace making
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. your organization's policies, procedures, guidelines and standards for quality KA2. safe working practices and organisational procedures KA3. quality systems and other processes practiced in the organization KA4. types of problems with quality and how to report them to appropriate people KA5. the importance of complying with written instructions KA6. reporting procedure in case of faults in own/ other processes KA7. who to refer problems to when they are outside the limit of your authority KA8. your organization's tools, templates and processes for crochet lace sampling



HCS/N7710

Prepare for sampling of crochet lace product

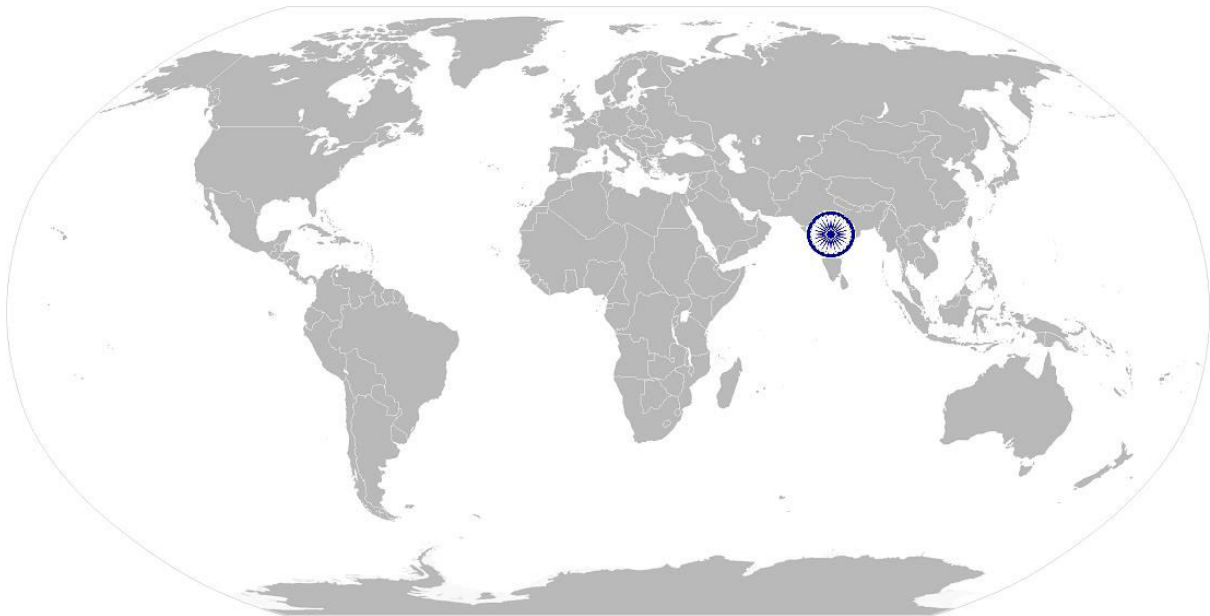
	related operations in production
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of products made by crocheting (apparel, accessories and furnishings)</p> <p>KB2. different types of embellishments like beads, mirrors or buttons and methods of incorporating them in crocheting</p> <p>KB3. basic understanding of colours</p> <p>KB4. tools and material requirements for crochet lace making</p> <p>KB5. process of crochet making</p> <p>KB6. basic crochet stitches</p> <p>KB7. basics of length and weight measurements</p> <p>KB8. types of crochet finishings</p> <p>KB9. different thicknesses of yarns used for crocheting</p> <p>KB10. basic relationship of thicknesses and yarn counts</p> <p>KB11. different types of yarns used for crocheting</p> <p>KB12. quality measures</p> <p>KB13. types of crochet hooks</p> <p>KB14. tools and materials required for crochet lace making</p> <p>KB15. preparatory processes of crocheting</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read a design specification sheet
	Oral Communication (Listening and Speaking skills)
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. Professional Skills	Decision Making
	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
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	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
	Problem Solving
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)	



HCS/N7710

Prepare for sampling of crochet lace product

	SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking
	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



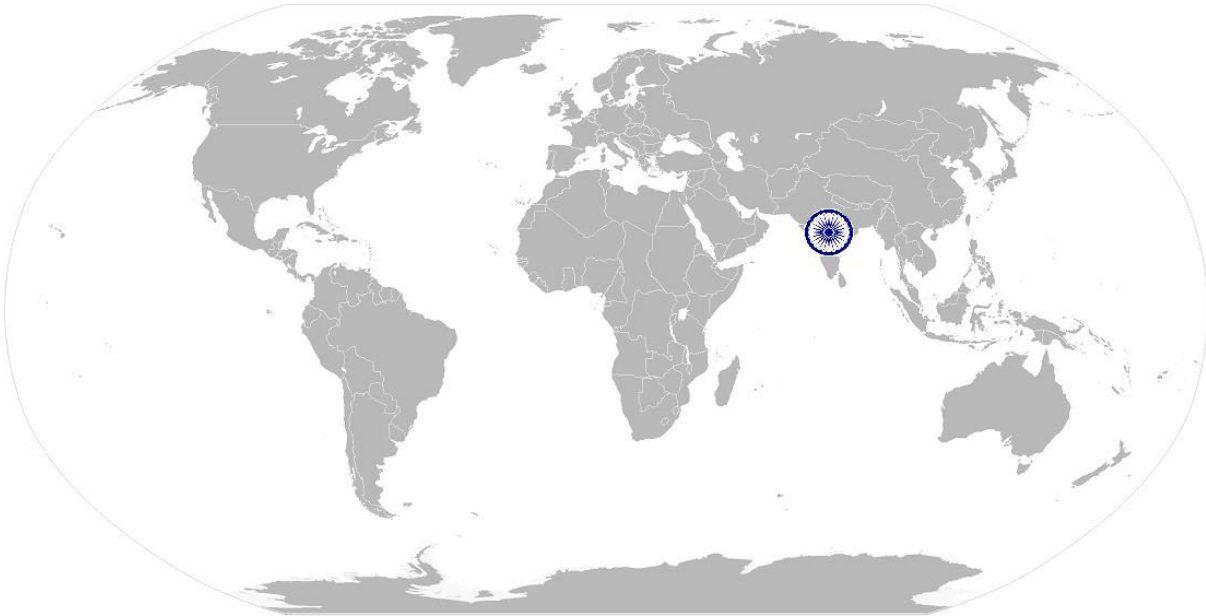


HCS/N7710

Prepare for sampling of crochet lace product

NOS Version Control

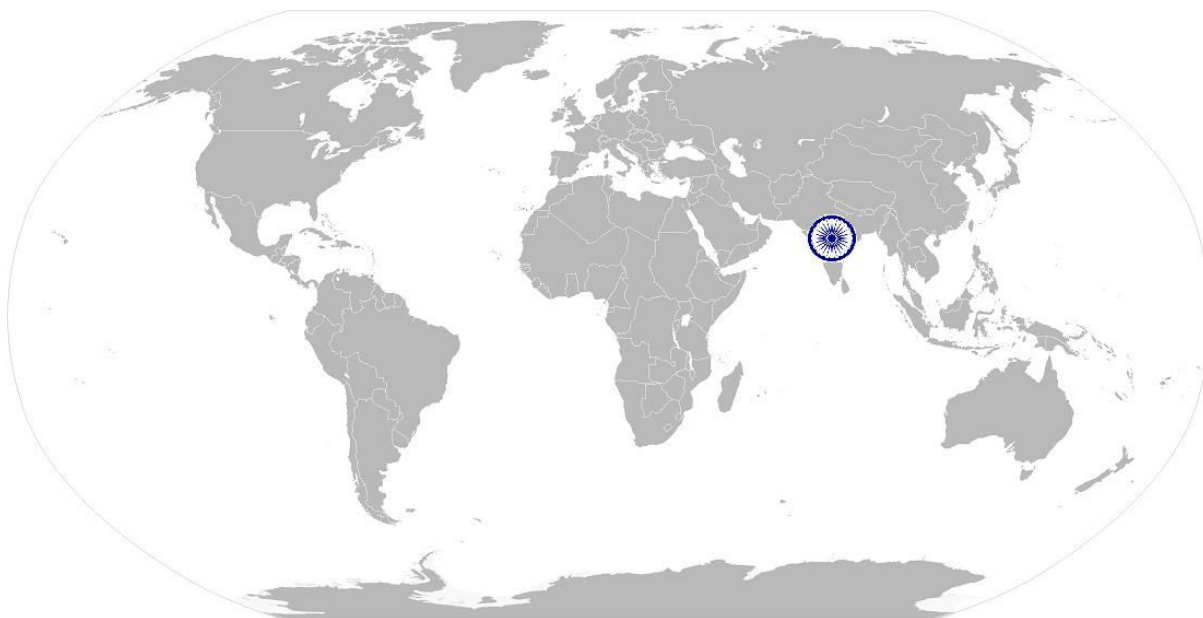
NOS Code		HCS/N7710	
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	27/02/18
Occupation	Master Crochet Lace Maker	Next review date	27/02/20





HCS/N7711 Carry out crocheting of crochet lace sample as per requirement

National Occupational Standard



Overview

This unit is about carrying out the crocheting process to make the crochet lace sample.



HCS/N7711 Carry out crocheting of crochet lace sample as per requirement

National Occupational Standard	Unit Code	HCS/N7711
	Unit Title (Task)	Carry out the crocheting of the crochet lace sample as per requirement
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for carrying out the crocheting of crochet lace sample as per the requirement.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> carry out the basic techniques of crocheting for making crochet lace sample
	Performance Criteria (PC) w.r.t. the Scope	
	Carry out the basic techniques of crocheting for making crochet lace sample	<p>To be competent on the job, the user/individual on the job must be able to:</p> <p>PC1. ask questions to obtain more information on tasks, in case of any doubts resolve them</p> <p>PC2. ensure that correct thickness and colour of yarn are used to start crocheting</p> <p>PC3. ensure that the raw materials used are as per the specifications and requirements of the client</p> <p>PC4. replace identified faulty yarn which does not meet requirement</p> <p>PC5. identify the starting point for crocheting</p> <p>PC6. start crocheting with the required crochet stitch</p> <p>PC7. carry out basic crochet stitches for to make the product</p> <p>PC8. carry out crocheting of motifs/ elements in the required sizes</p> <p>PC9. manipulate the number of stitches row-wise to attain the required shape of the crochet lace</p> <p>PC10. check for the tension of the yarn from all direction and ensure the evenness of crocheting</p> <p>PC11. carry out the panel making by using appropriate method/s to join motifs/smaller crochet units</p> <p>PC12. carry out the finishing of the crochet lace product as per the requirements provided by the client/ designer</p> <p>PC13. ensure the correct dimension and shape of the crochet lace</p> <p>PC14. join the crochet panels using appropriate method to make product without any attachment defects</p> <p>PC15. carry out the process of making neck lace with the appropriate crochet stitches in case of apparel products</p> <p>PC16. carry out the process of neck lace attachment for apparel products</p> <p>PC17. carry out the attachment of trims like beads, mirrors, etc as per the design</p> <p>PC18. make changes while crocheting to meet the requirements of the client</p> <p>PC19. trim the extra knots, fold and pack the sample appropriately</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the organisation's policies and procedures</p> <p>KA2. guidelines for storage and disposal of waste materials</p> <p>KA3. potential hazards associated with the machines and the safety precautions that must be taken</p>



HCS/N7711 Carry out crocheting of crochet lace sample as per requirement

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. Technical Knowledge	<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 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. bead attachment</p> <p>KB14. the correct technique of the increasing and decreasing the row length</p> <p>KB15. quality aspects of crochet making</p> <p>KB16. different types of defects/quality errors/issues in hand crocheting, and methods/ways to eliminate them</p> <p>KB17. common hazards in the work area and workplace procedures for dealing with them</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write in local language</p> <p>Reading Skills</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>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. communicate orally with colleagues</p>
B. Professional Skills	<p>Decision Making</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>Plan and Organize</p> <p>User/individual needs to know and understand how to:</p>



HCS/N7711 Carry out crocheting of crochet lace sample as per requirement

	SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	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
	Problem Solving
	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
	Analytical Thinking
	User/individual needs to know and understand how to:
	SB8. analyze data and activities
	SB9. pass on relevant information to others
	Critical Thinking
	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

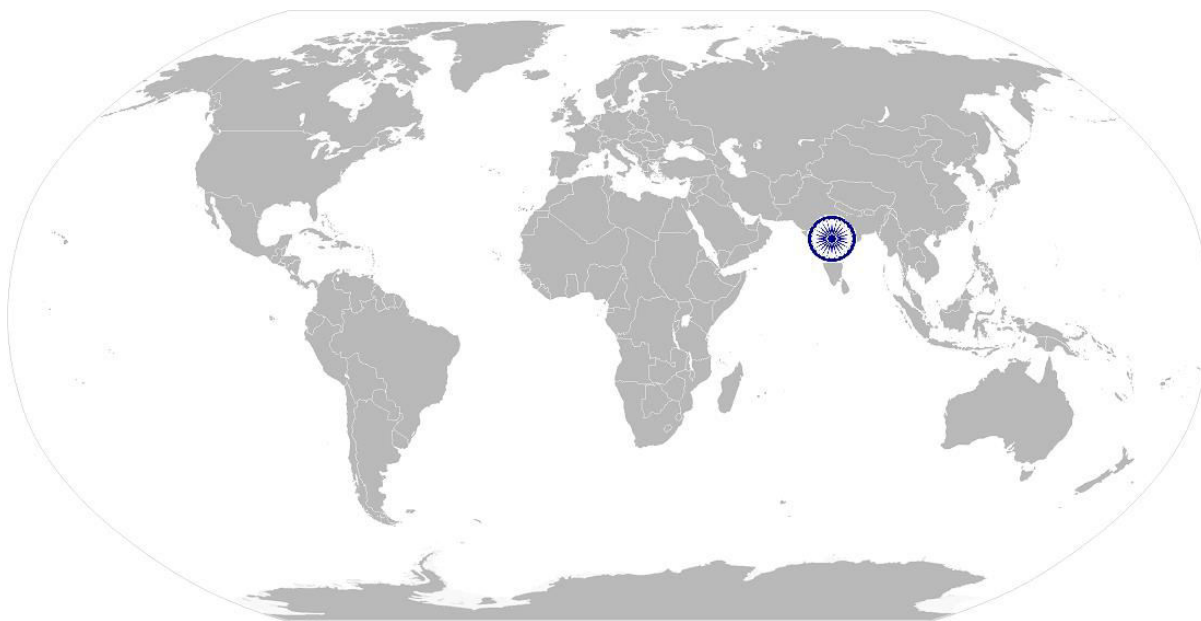




HCS/N7711 Carry out crocheting of crochet lace sample as per requirement

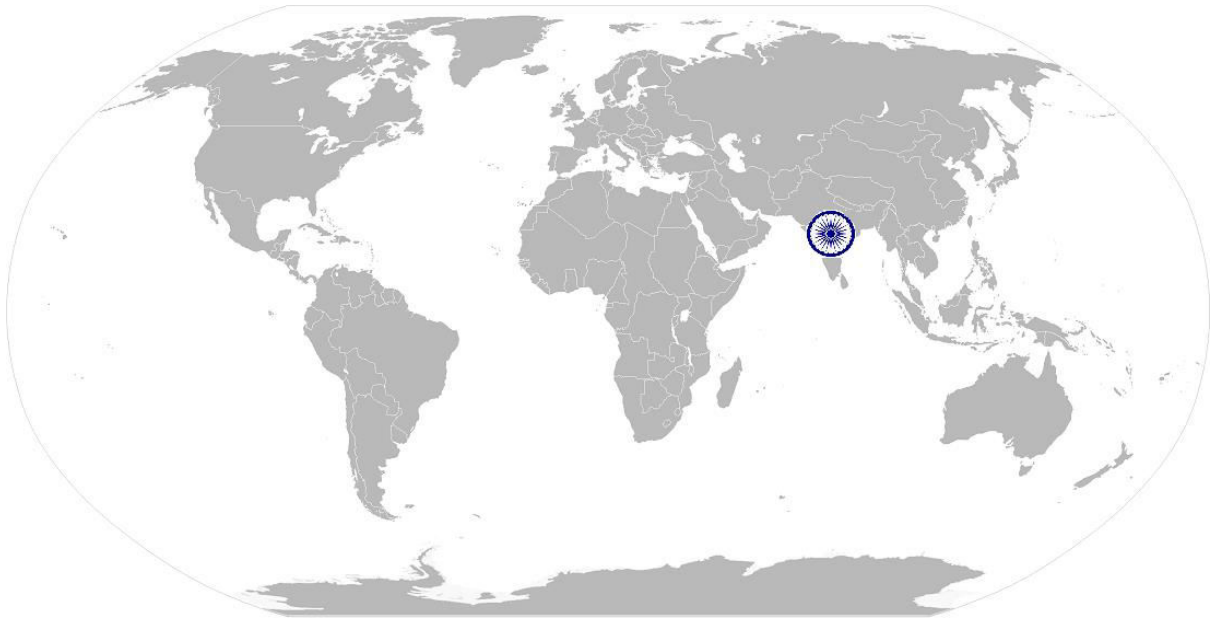
NOS Version Control

NOS Code	HCS/N7711		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	27/02/18
Occupation	Master Crochet Lace Maker	Next review date	27/02/20





National Occupational Standard



Overview

This unit is about making of master pattern and detailing out instructions for crochet lace sample for production by the crochet lace makers.



HCS/N7712

Making production instructions for crochet lace sample

National Occupational Standard	Unit Code	HCS/N7712
	Unit Title (Task)	Making production instructions for crochet lace sample
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for making production instructions for crochet lace sample
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • make master pattern for the sample • detail out specifications/instructions for production of sample by lace makers
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Make master pattern for the sample	To be competent, the user/individual on the job must be able to: PC1. measure the master sample appropriately PC2. take complete information about the shape and measurements of the sample PC3. analyse the shape of the sample and its components PC4. make a rough sketch of the of the product and its components PC5. prepare the paper and pattern making instruments to make pattern PC6. use the measuring and drawing instruments appropriately to create the pattern PC7. cut the pattern appropriately PC8. ensure that the cut pattern is as per the sample
	Detail out specifications/instructions for production of sample by lace makers	PC9. calculate and note the amount of yarn required for making the sample PC10. note down the number and position of knots required to begin crocheting PC11. count the knots/crochets row wise PC12. analyse the sample carefully and detail out instructions for positioning of colours, techniques, stitches, finishes, neck lines etc PC13. estimate the amount of time required to make the sample
	Knowledge and Understanding (K) w.r.t. the Scope	
	Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. safe working practices and organisational procedures KA2. the organisation's procedures and guidelines KA3. quality systems and processes practiced in the organization KA4. equipment operating procedures / manufacturer's instructions KA5. types of problems with quality and how to report them to appropriate people KA6. methods to present any ideas for improvement to supervisor KA7. the importance of complying with written instructions KA8. limits of personal responsibility KA9. reporting procedure in case of faults in own/ other processes	
C. Technical /Domain Knowledge	The user/individual on the job needs to know and understand: KB1. basic process of making patterns KB2. basics of length and weight measurements KB3. basics of colour KB4. the different raw materials used for making crochet laces for crochet lace	



HCS/N7712

Making production instructions for crochet lace sample

	<p>products</p> <p>KB5. basics of yarn thicknesses, yarn types and hooks</p> <p>KB6. different crocheting processes for making crochet products</p> <p>KB7. basic crochet stitches</p> <p>KB8. techniques of making different motifs/ elements</p> <p>KB9. methods of joining crochet units/motifs</p> <p>KB10. methods of joining different panels</p> <p>KB11. different crochet lace designs/ patterns for products</p> <p>KB12. methods of attaching embellishments like beads, mirrors, etc</p> <p>KB13. different crocheting knots, stitches and methods</p> <p>KB14. the process of making neck laces</p> <p>KB15. attachment of different components of crochet products</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write in local language
	Reading Skills
	You need to know and understand how to: SA2. read measurements and instructions.
	Oral Communication (Listening and Speaking skills)
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. Professional Skills	Decision Making
	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
	Plan and Organize
	The user/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual 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 needs to know and understand how to: SB7. analyze data and activities SB8. pass on relevant information to others
Critical Thinking	

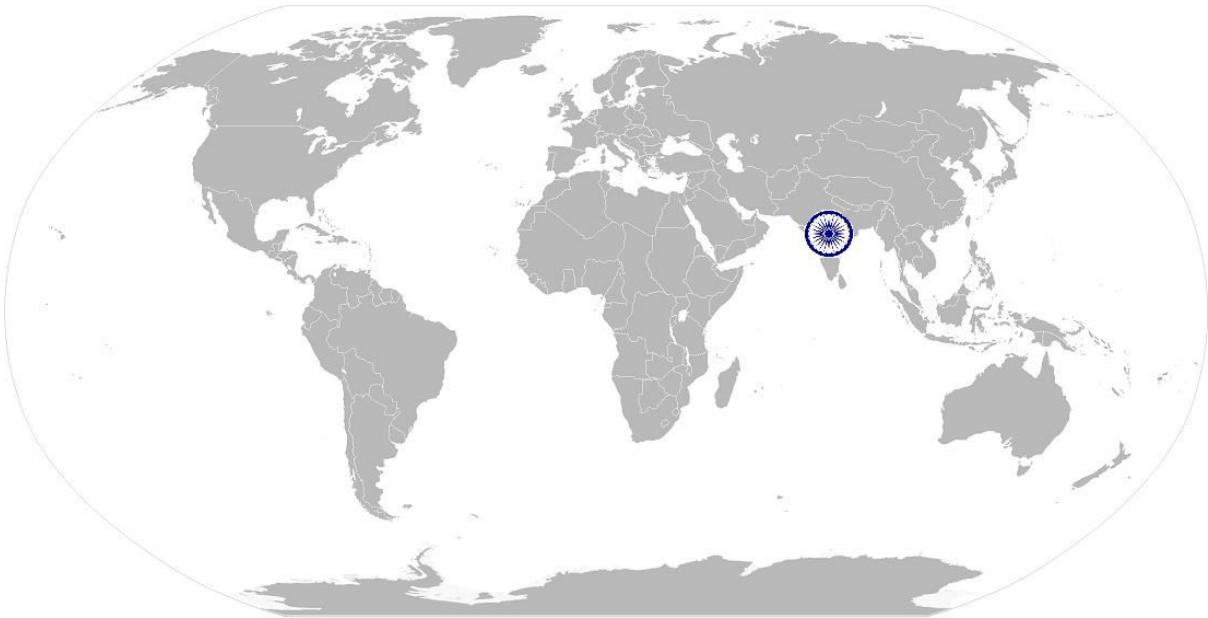


HCS/N7712

Making production instructions for crochet lace sample

The user/individual needs to know and understand how to:

SB9. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



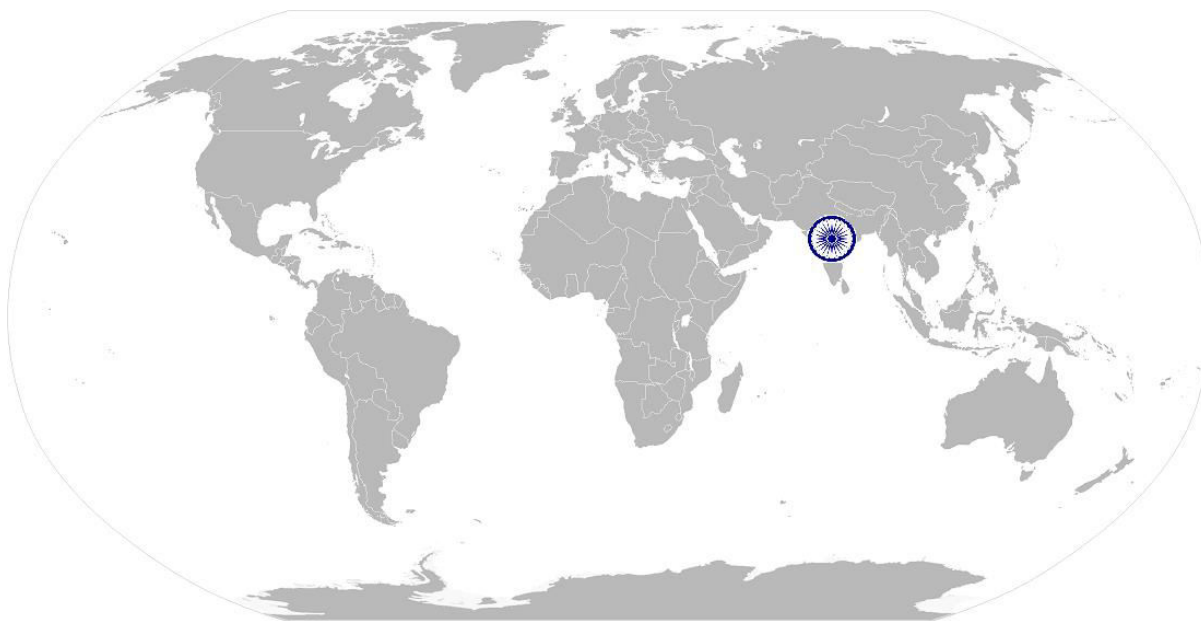


HCS/N7712

Making production instructions for crochet lace sample

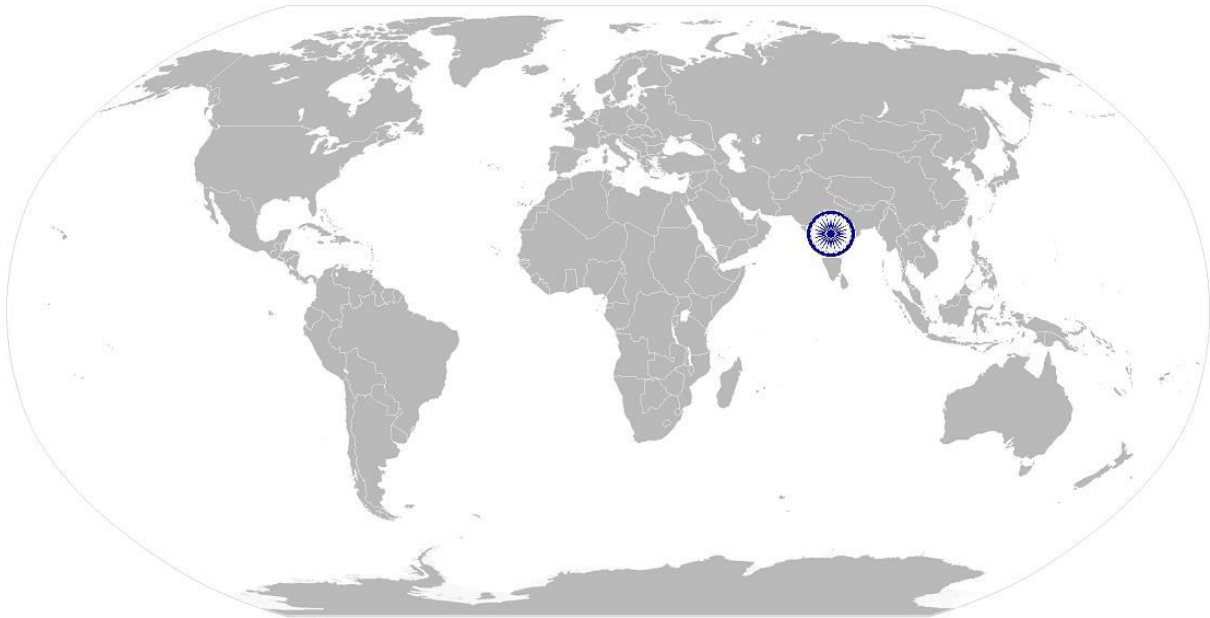
NOS Version Control

NOS Code		HCS/N7712	
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	27/02/18
Occupation	Master Crochet Lace Maker	Next review date	27/02/20





National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in sampling of crochet lace products



HCS/N7713

Contribute to achieve quality in crochet lace sample making

National Occupational Standard	Unit Code	HCS/N7713
	Unit Title (Task)	Contribute to achieve quality in crochet sample making
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required monitoring the quality while undertaking sampling of crochet lace products and related operations.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> contribute to achieving the quality in sampling crochet lace products
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Contribute to achieving the quality in sampling crochet lace products	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. take the necessary action when materials do not conform to quality standards</p> <p>PC2. replace identified faulty materials and component parts which do not meet specification</p> <p>PC3. discuss all the specifications with the designer and maintain quality accordingly</p> <p>PC4. take precautions while making patterns to ensure production of required sample</p> <p>PC5. ensure that the yarn ends are clipped neatly, so that the crochet yarns don't unravel</p> <p>PC6. carry out work safely and at a rate which maintains work flow and quality requirements</p> <p>PC7. ensure that panel attachment problems are corrected</p> <p>PC8. report to the responsible person when the work flow of other production areas disrupts work</p> <p>PC9. carry out quality checks at specified intervals according to instructions</p> <p>PC10. apply the allowed tolerances</p> <p>PC11. identify faults and take appropriate action for rectification</p> <p>PC12. make adjustments promptly to ensure the sample meets specification</p> <p>PC13. ensure that the tension of the crochet lace being produced is maintained</p> <p>PC14. ensure that the shape of the produced crochet lace matches the requirements</p> <p>PC15. while making units for bigger panels ensure that the units are similar in size, shape and material</p> <p>PC16. ensure uniformity in materials, size, design and shape</p> <ol style="list-style-type: none"> within a sample between a pair/set of samples
	Knowledge and Understanding (K) w.r.t the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company / organisation and its	<p>The user/individual on the job needs to know and understand:</p> <p>KA10. safe working practices and organisational procedures</p> <p>KA11. the organisation's procedures and guidelines</p> <p>KA12. quality systems and processes practiced in the organization</p> <p>KA13. equipment operating procedures / manufacturer's instructions</p>



HCS/N7713

Contribute to achieve quality in crochet lace sample making

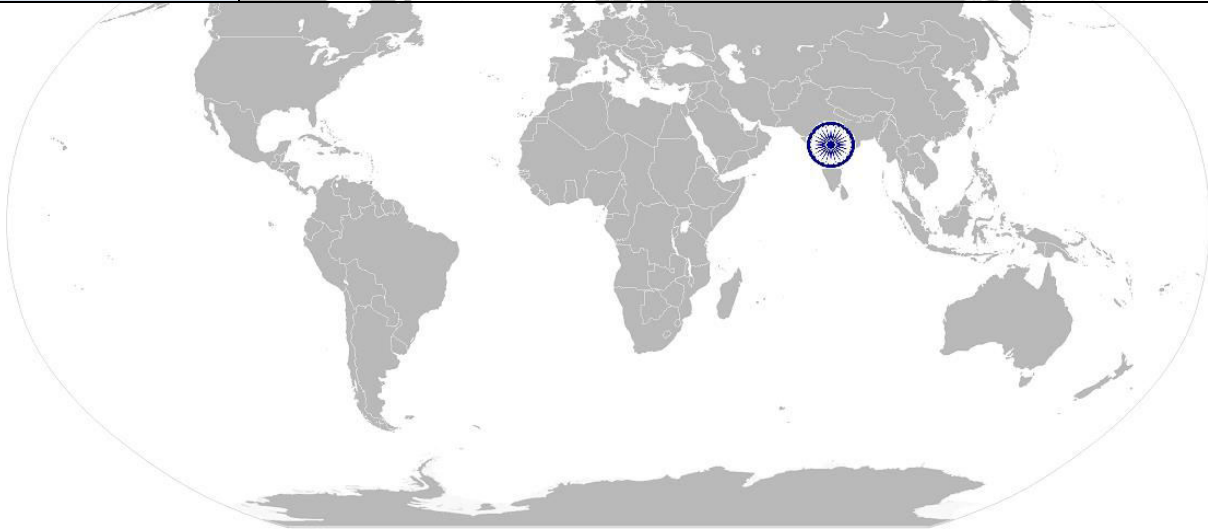
processes)	<p>KA14. types of problems with quality and how to report them to appropriate people</p> <p>KA15. methods to present any ideas for improvement to supervisor</p> <p>KA16. the importance of complying with written instructions</p> <p>KA17. limits of personal responsibility</p> <p>KA18. reporting procedure in case of faults in own/ other processes</p>
D. Technical /Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. quality requirements of yarns and other raw materials used in making crochet</p> <p>KB2. types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB3. common quality issues with crochet lace products</p> <p>KB4. different types of defects in crochet lace making</p> <p>KB5. types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB6. common quality issues with crochet lace products</p> <p>KB7. different types of defects in crochet lace making</p> <p>KB8. the importance of marking and segregating rejects</p> <p>KB9. identify, mark and place rejects in the designated locations</p> <p>KB10. appropriate inspection methods that can be used</p> <p>KB11. acceptable solutions for particular faults</p> <p>KB12. the consequences of not rectifying problems</p> <p>KB13. the types of adjustments suitable for specific types of faults</p> <p>KB14. own responsibilities at work</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to: SA5. write in local language
	Reading Skills
	You need to know and understand how to: SA6. read measurements and instructions.
	Oral Communication (Listening and Speaking skills)
You need to know and understand how to: SA7. listen effectively and orally communicate information accurately SA8. ask for clarification and advice from others	
B. Professional Skills	Decision Making
	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
	Plan and Organize
	The user/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity



HCS/N7713

Contribute to achieve quality in crochet lace sample making

	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
	Problem Solving
	The 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
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
Critical Thinking	
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	



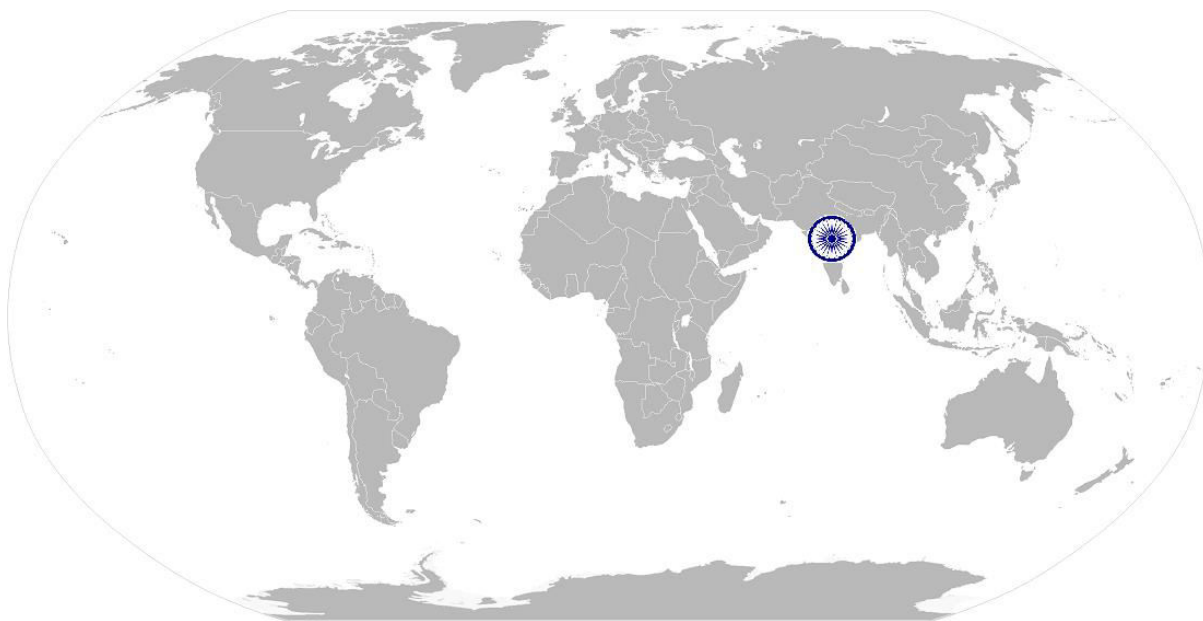


HCS/N7713

Contribute to achieve quality in crochet lace sample making

NOS Version Control

NOS Code		HCS/N7713	
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	27/02/18
Occupation	Master Crochet Lace Maker	Next review date	27/02/20





HCS/N9908

NOS
National Occupational Standards

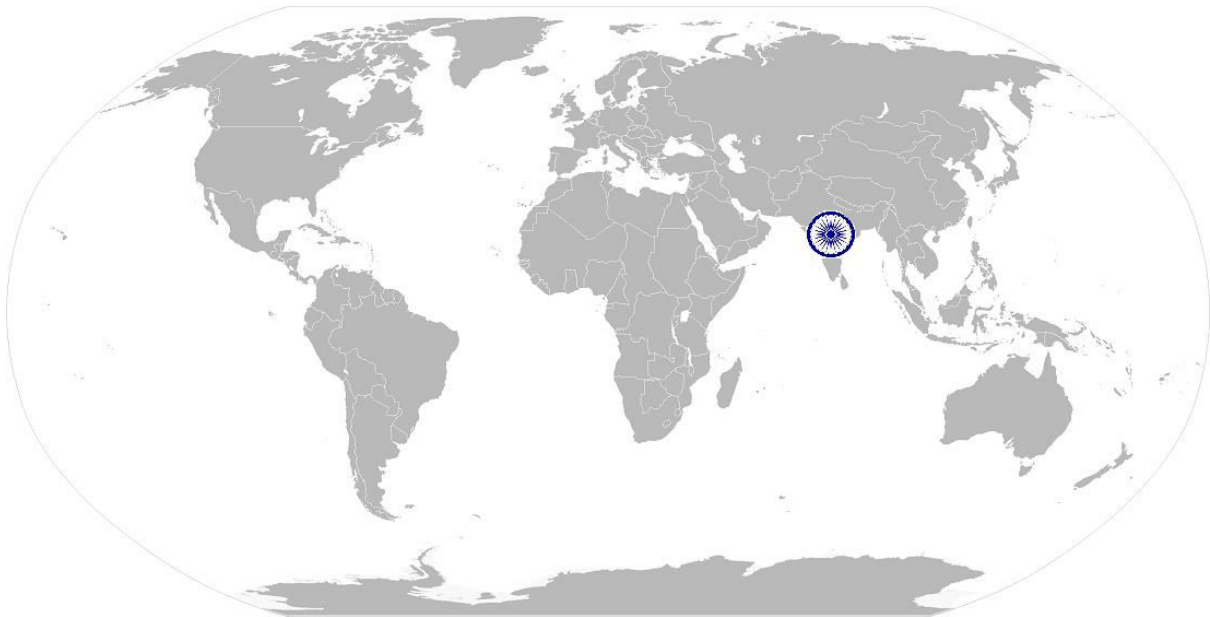
Working in a team



N · S · D · C

National
Skill Development
Corporation

National Occupational Standard



Overview

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



HCS/N9908

Working in a team

National Occupational Standard	Unit Code	HCS/N9908
	Unit Title (Task)	Working in a team
	Description	This unit is about working as a team member within the organisation
	Scope	<ul style="list-style-type: none"> ▪ Commitment and trust ▪ Communication ▪ Adaptability ▪ Creative freedom
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Commitment and trust	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
	Communication	PC4. properly communicate about organization policies PC5. talk politely with other team members and colleagues
	Adaptability	PC6. adjust in different work situations PC7. give due importance to others' point of view PC8. avoid conflicting situations
	Creative freedom	PC9. develop new ideas for work procedures PC10. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)		
A. Organizational Context	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. Technical Knowledge	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	
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	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	
	Reading Skills	
	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	
Oral Communication (Listening and Speaking skills)		
The user/individual on the job needs to know and understand:		



HCS/N9908

Working in a team

	SA5. communicate with superior, colleagues and juniors appropriately SA6. talk to team members to convey information effectively
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the concerned scope of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize the work to achieve shared objectives of the team
	Customer Centricity
	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
	Problem Solving
	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
	Analytical Thinking
	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
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB8. critically evaluate various approaches of building team and sustaining team performance.	

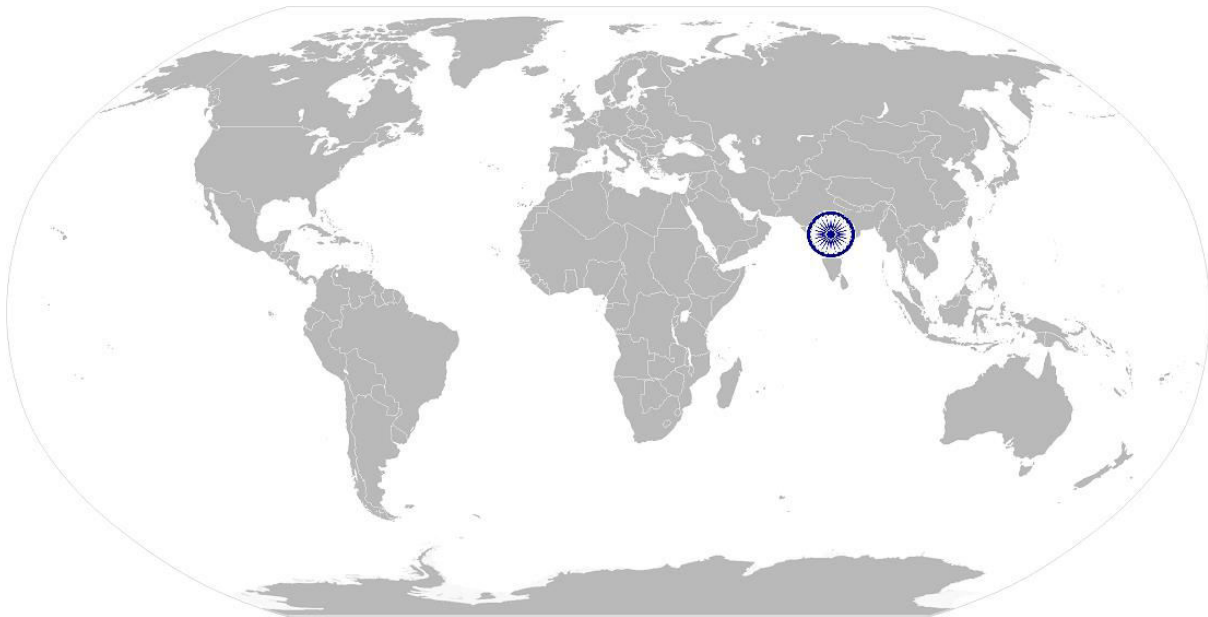


HCS/N9908

Working in a team

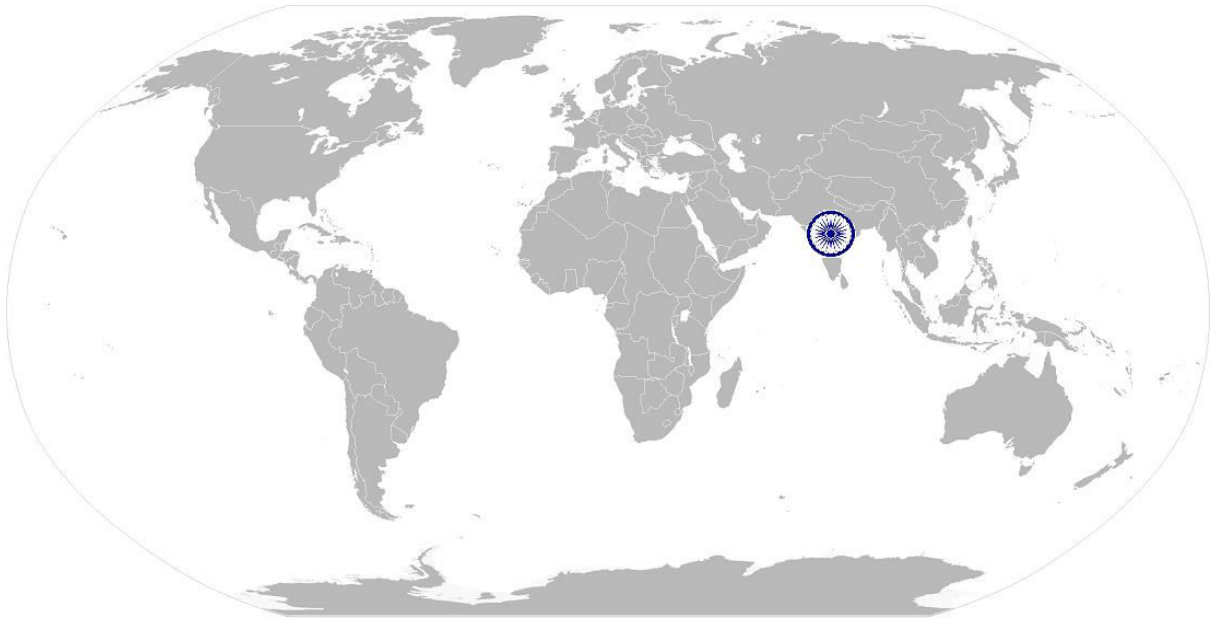
NOS Version Control

NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	27/02/18
Occupation	Master Crochet Lace Maker	Next review date	27/02/20





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/N9912

Maintain work area and tools

National Occupational Standard

Unit Code	HCS/N9912
Unit Title (Task)	Maintain work area and tools
Description	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
Scope	This unit/task covers the following: <ul style="list-style-type: none"> maintain the work area and tools
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: PC1. handle materials and tools safely and correctly PC2. use materials to minimize waste PC3. maintain a clean and hazard free working area PC4. maintain the tools PC5. carry out maintenance and/or cleaning within one's responsibility PC6. report damaged tools & materials PC7. work in a comfortable position with the correct posture PC8. dispose of waste safely in the designated location PC9. store cleaning equipment safely after use PC10. carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. personal hygiene and duty of care KA2. safe working practices and organisational procedures KA3. limits of your own responsibility KA4. ways of resolving with problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with colleagues KA7. the lines of communication, authority and reporting procedures KA8. the organisation's rules, codes and guidelines (including timekeeping) KA9. the organisation's quality standards KA10. the importance of complying with written instructions
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB15. work instructions and specifications and interpret them accurately KB16. relation between work role and the overall manufacturing process KB17. the importance of taking action when problems are identified KB18. different ways of minimising waste KB19. effects of contamination on products KB20. common faults with handloom woven mats and the method to rectify KB21. tools maintenance procedures KB22. hazards likely to be encountered when conducting routine maintenance KB23. safe working practices for cleaning and the method of carrying them out



HCS/N9912

Maintain work area and tools

Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write in local language
	Reading Skills
	You need to know and understand how to: SA2. read measurement instructions
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. communicate orally with colleagues
B. Professional Skills	Decision Making
	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
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	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
	Problem Solving
	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
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
Critical Thinking	
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	

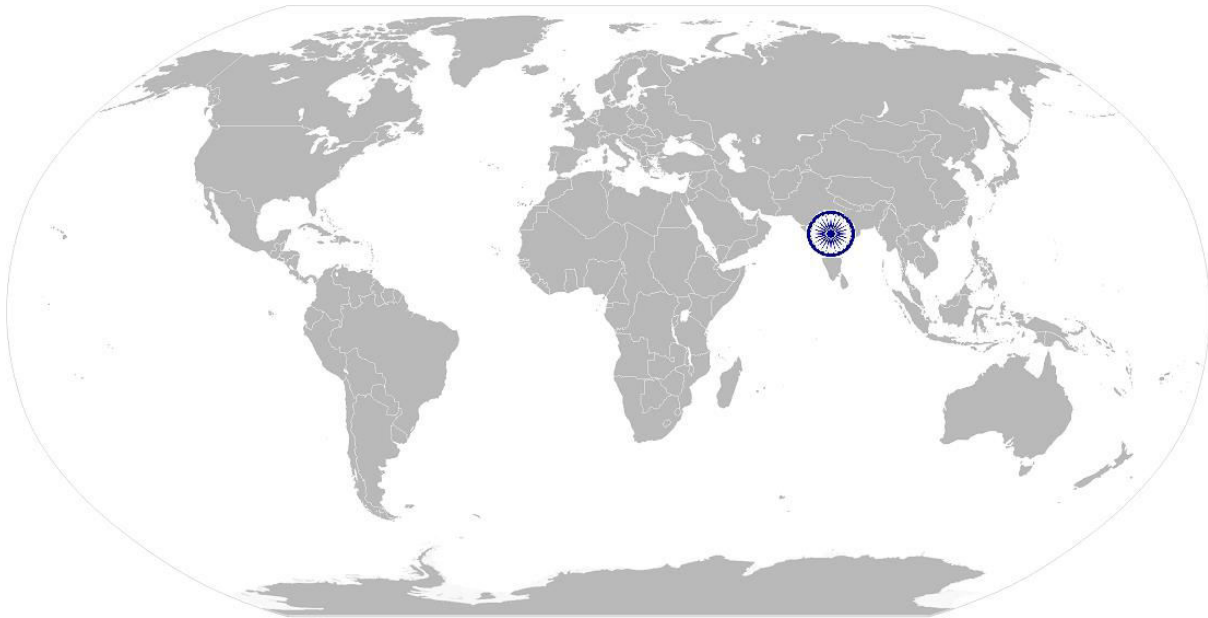


HCS/N9912

Maintain work area and tools

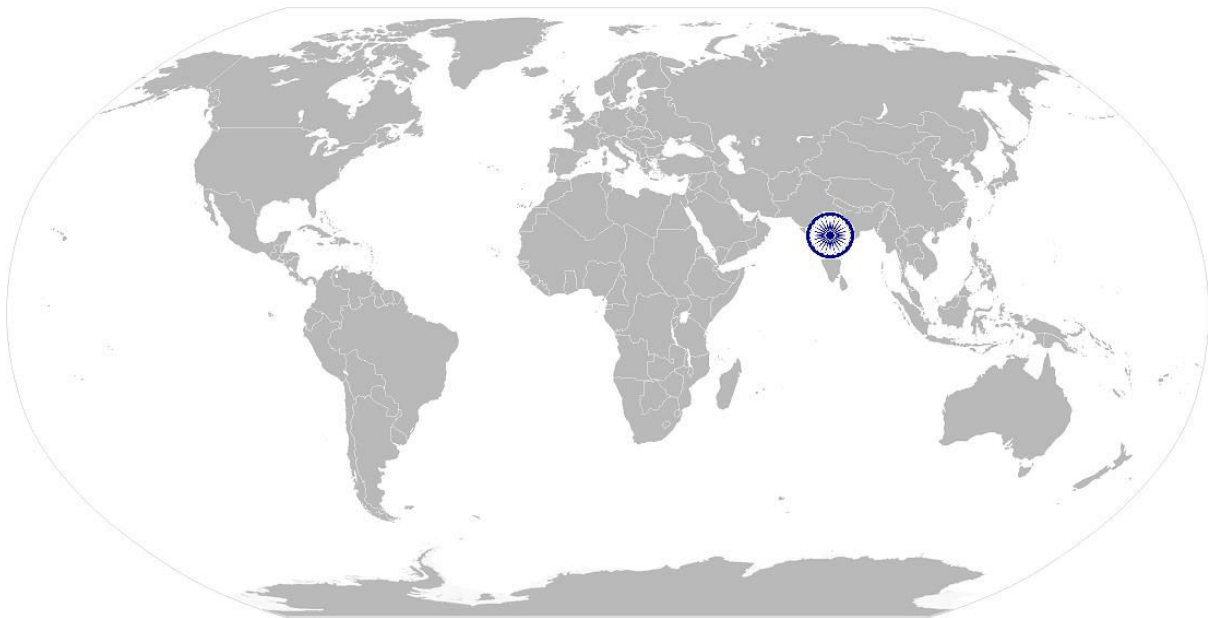
NOS Version Control

NOS Code	HCS/N9912		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	27/02/18
Occupation	Master Crochet Lace Maker	Next review date	27/02/20





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/N9913

Maintain health, safety and security at workplace

National Occupational Standard

Unit Code	HCS/N9913
Unit Title (Task)	Maintain health, safety and security at workplace
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 minimise risk to self and others.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> comply with health, safety and security requirements at work
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Comply with health, safety and security requirements at work	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment as per protocol PC3. carry out own activities in line with approved guidelines and procedures PC4. maintain a healthy lifestyle and guard against dependency on intoxicants PC5. follow environment management system related procedures PC6. store materials and tools in line with manufacturer's and organisational requirements PC7. safely handle and move waste and debris PC8. minimize health and safety risks to self and others due to own actions PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC10. monitor the workplace and work processes for potential risks and threats PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel PC13. participate in mock drills/ evacuation procedures organized at the workplace PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so PC15. take action based on instructions in the event of fire, emergencies or accidents PC16. follow organisation procedures for evacuation when required
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context	The user/individual on the job needs to know and understand:
(Knowledge of the company / organisation and its processes)	<ul style="list-style-type: none"> KA1. health and safety related practices applicable at the workplace KA2. potential hazards, risks and threats based on nature of operations KA3. organizational procedures for safe handling of tools KA4. potential risks due to own actions and methods to minimize these KA5. environmental management system related procedures at the workplace



HCS/N9913

Maintain health, safety and security at workplace

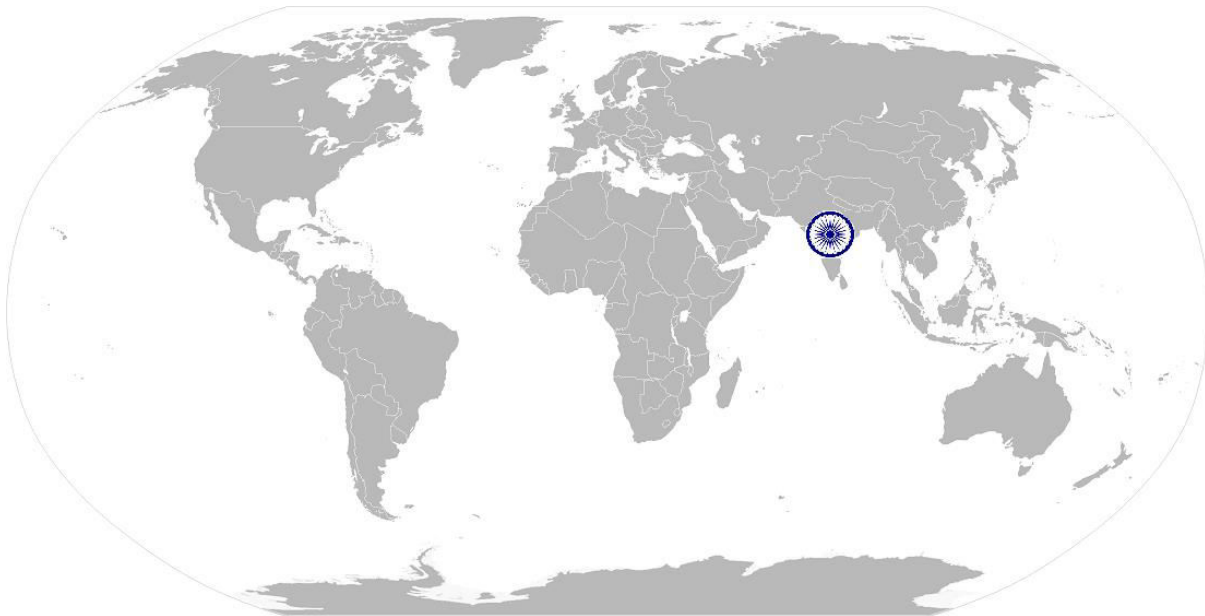
	<p>KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol and documentation required</p> <p>KA9. details of personnel trained in first 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>
B. Technical / Domain Knowledge	<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>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write in local language
	Reading Skills
	You need to know and understand how to: SA2. read measurement instructions
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. communicate orally with colleagues
B. Professional Skills	Decision Making
	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
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	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
	Problem Solving
	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
Analytical Thinking	



HCS/N9913

Maintain health, safety and security at workplace

	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking
	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



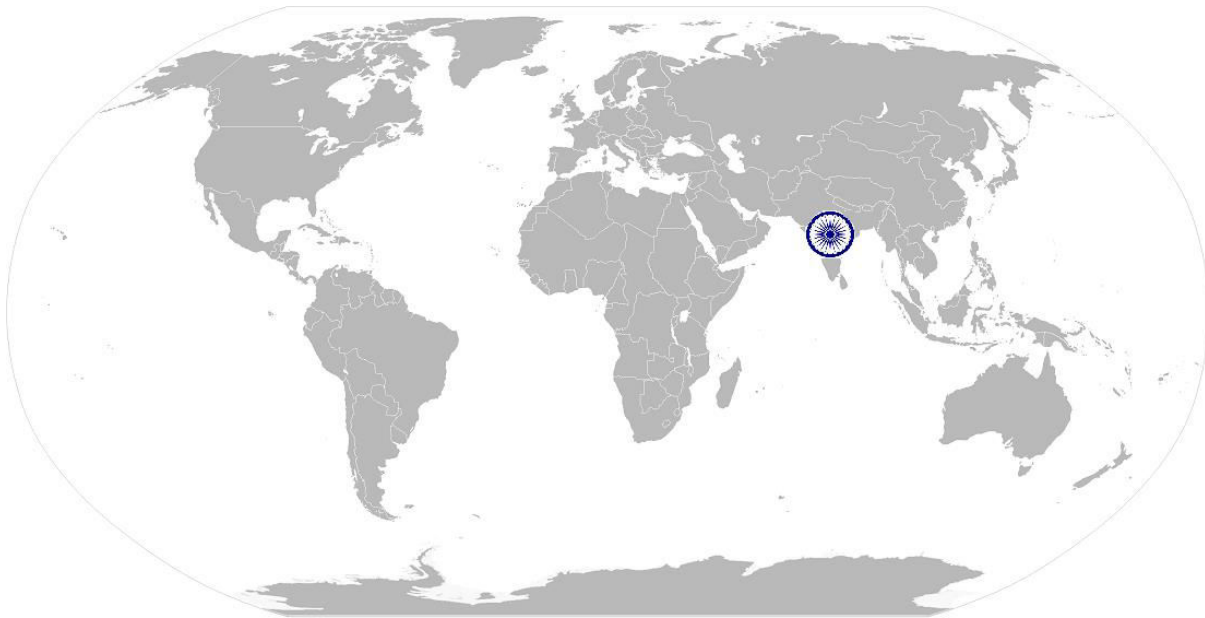


HCS/N9913

Maintain health, safety and security at workplace

NOS Version Control

NOS Code	HCSSC/N9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	23/07/15
Industry Sub-sector	Hand Crocheted Textiles	Last reviewed on	27/02/18
Occupation	Master Crochet Lace Maker	Next review date	27/02/20

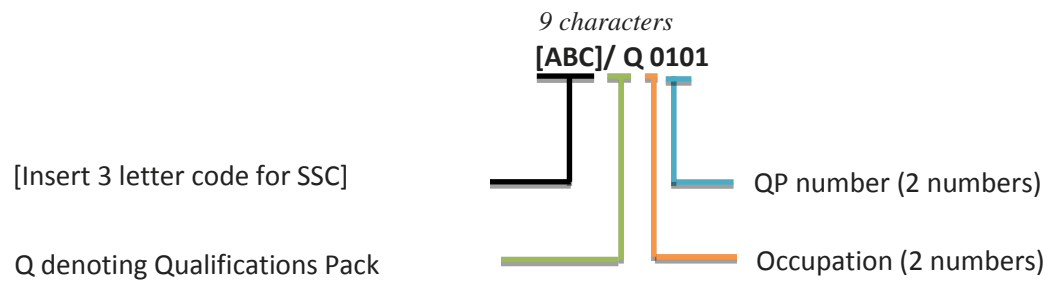




Annexure

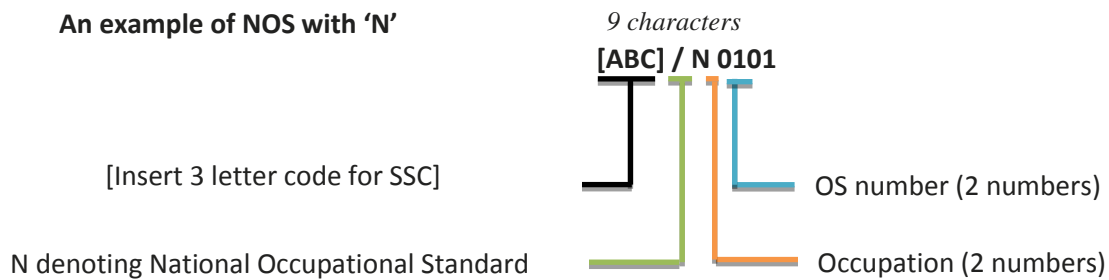
Nomenclature for QP and NOS

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: Master Crochet Lace Maker

Qualification Pack: HCS/Q7704

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 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 (700)	Marks Allocation		
			Out of	Theory	Skills practical
1. HCS/N7710 (Prepare for sampling of crochet lace product)	PC1. discuss with requirements and specifications with the client/ designer	100	7	2	5
	PC2. understand the product requirements		7	3	4
	PC3. analyse the reference product picture, if given		7	3	4
	PC4. analyse the specification sheet if given		7	3	4
	PC5. analyse the given reference sample		7	3	4
	PC6. understand the yarns to be used		5	2	3
	PC7. understand the positioning of embellishments like beads, mirrors, sequence or buttons, if any		5	2	3
	PC8. understand the placement and use of colours in the sample		5	2	3
	PC9. discuss the designs and crochet stitches to be used in the sample		5	2	3
	PC10. estimate the quantity and collect the appropriate yarns required to make the sample		5	2	3



	PC11. estimate the quantity and collect the beads/ mirrors/ buttons required to make the sample		5	2	3
	PC12. ensure that the yarn procured is of optimum strength and as per the client requirements		5	2	3
	PC13. draw all the coloured yarn from the cone		5	2	3
	PC14. weigh the yarn and note it down		5	2	3
	PC15. ensure that the yarn does not get dirty and entangled		5	1	4
	PC16. select the suitable crochet hook as per the yarn count		5	2	3
	PC17. ensure the hook to be used is free from faults and dirt. In case of any report them.		5	1	4
	PC18. identify and prepare the tools required for crochet lace making		5	2	3
		TOTAL	100	38	62
2. HCS/N7711 (Carry out the crocheting of the crochet lace sample as per client requirements)	PC1. ask questions to obtain more information on tasks, in case of any doubts resolve them	100	3	0	3
	PC2. ensure that correct thickness and colour of yarn are used to start crocheting		3	0	3
	PC3. ensure that the raw materials used are as per the specifications and requirements of the client		4	1	3
	PC4. replace identified faulty yarn which does not meet requirement		3	0	3
	PC5. identify the starting point for crocheting		3	0	3
	PC6. start crocheting with the required crochet stitch		5	1	4
	PC7. carry out basic crochet stitches for to make the product		7	2	5
	PC8. carry out crocheting of motifs/ elements in the required sizes		7	2	5
	PC9. manipulate the number of stitches row-wise to attain the required shape of the crochet lace		7	2	5
	PC10. check for the tension of the yarn from all direction and ensure the evenness of crocheting		5	1	4
	PC11. carry out the panel making by using appropriate method/s to join motifs/smaller crochet units		7	2	5
	PC12. carry out the finishing of the crochet lace product as per the requirements provided by the client/ designer		7	2	5



	PC13. ensure the correct dimension and shape of the crochet lace		5	1	4
	PC14. join the crochet panels using appropriate method to make product without any attachment defects		7	2	5
	PC15. carry out the process of making neck lace with the appropriate crochet stitches in case of apparel products		7	2	5
	PC16. carry out the process of neck lace attachment for apparel products		7	2	5
	PC17. carry out the attachment of trims like beads, mirrors, etc as per the design		5	1	4
	PC18. make changes while crocheting to meet the requirements of the client		5	1	4
	PC19. trim the extra knots, fold and pack the sample appropriately		3	0	3
	TOTAL	100	22	78	
3. HCS/N7712 (Make production instructions for crochet lace sample)	PC1. measure the master sample appropriately	100	7	2	5
	PC2. take complete information about the shape and measurements of the sample		5	1	4
	PC3. analyse the shape of the sample and its components		7	2	5
	PC4. make a rough sketch of the of the product and its components		4	1	3
	PC5. prepare the paper and pattern making instruments to make pattern		7	2	5
	PC6. use the measuring and drawing instruments appropriately to create the pattern		12	4	8
	PC7. cut the pattern appropriately		10	3	7
	PC8. ensure that the cut pattern is as per the sample		6	1	5
	PC9. calculate and note the amount of yarn required for making the sample		8	2	6
	PC10. note down the number and position of knots required to begin crocheting		8	2	6
	PC11. count the knots/crochets row wise		8	2	6
	PC12. analyse the sample carefully and detail out instructions for positioning of colours, techniques, stitches, finishes, neck lines etc		10	3	7
	PC13. estimate the amount of time required to make the sample		8	2	6
TOTAL	100	27	73		
4. HCS/N7713 (Contribute to	PC1. take the necessary action when materials do not conform to quality standards	100	7	1	6



achieve quality in crochet sample making)	PC2. replace identified faulty materials and component parts which do not meet specification		6	2	4
	PC3. discuss all the specifications with the designer and maintain quality accordingly		8	2	6
	PC4. take precautions while making patterns to ensure production of required sample		6	3	3
	PC5. ensure that the yarn ends are clipped neatly, so that the crochet yarns don't unravel		5	1	4
	PC6. carry out work safely and at a rate which maintains work flow and quality requirements		6	1	5
	PC7. ensure that panel attachment problems are corrected		6	2	4
	PC8. report to the responsible person when the work flow of other production areas disrupts work		6	1	5
	PC9. carry out quality checks at specified intervals according to instructions		6	2	4
	PC10. apply the allowed tolerances		6	2	4
	PC11. identify faults and take appropriate action for rectification		7	2	5
	PC12. make adjustments promptly to ensure the sample meets specification		6	2	4
	PC13. ensure that the tension of the crochet lace being produced is maintained		6	1	5
	PC14. ensure that the shape of the produced crochet lace matches the requirements		6	1	5
	PC15. while making units for bigger panels ensure that the units are similar in size, shape and material		7	2	5
	PC16. ensure uniformity in materials, size, design and shape a. within a sample b. between a pair/set of samples		6	1	5
		TOTAL	100	26	74
5. HCS/N9908 (Working in a team)	PC1. be accountable to one's own role in whole process of developing product	100	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
		TOTAL	100	29	71
6. HCS/N9912 (Maintain work area and tools)	PC1. handle materials and tools safely and correctly	100	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
			TOTAL	100	30
7. HCS/N9913 (Maintain health, safety and security at workplace)	PC1. comply with health and safety related instructions applicable to the workplace	100	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,		5	2	3



	if assigned				
	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
		TOTAL	100	30	70