



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

### 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- Carpet Weaver – Tufted

**SECTOR:** HANDICRAFTS AND CARPET

**SUB-SECTOR:** Carpet

**OCCUPATION:** Weaver

**REFERENCE ID:** HCS/Q5702

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

This role exists either are employed or contracted. The weaver could also be a member of a co-operative or self help group and works under supervision.

**Brief Job Description:** This job holder manually weaves tufted carpets using manual tufted weaving guns, or electric powered tufted weaving guns as per the requirements of the design document. The design document is in full size paper drawing with various specifications for making the carpet which the worker will have to identify and trace on the fabric after fixing the fabric on a flat tufted weaving loom. After weaving, the woven carpet is given to the relevant team for further processing.

**Personal Attributes:** Needs to be quality conscious, alert and physically active as well as capable to sit in position and work meticulously for long hours. Should be able to work as per instructions given, be responsible for own outcomes and work in a team.



Job Details	<b>Qualifications Pack Code</b>	<b>HCS/Q5702</b>		
	<b>Job Role</b>	<b>Carpet Weaver - Tufted</b>		
	<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>03/08/15</b>
	<b>Sub-sector</b>	<b>Carpet</b>	<b>Last reviewed on</b>	<b>03/08/15</b>
	<b>Occupation</b>	<b>Weaving</b>	<b>Next review date</b>	<b>03/08/17</b>
	<b>NSQC Clearance on</b>	<b>NA</b>		

<b>Job Role</b>	<b>Carpet Weaver - Tufted</b>
<b>Role Description</b>	The person should be able to manually weave carpet using tufting technique as per the design document received and as per instructions.
<b>NSQF level</b>	3
<b>Minimum Educational Qualifications</b>	5 <sup>th</sup> Standard pass, preferably
<b>Maximum Educational Qualifications</b>	NA
<b>Training</b> (Suggested but not mandatory)	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Experience</b>	NA
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">HCS/N5705 Perform tufted carpet weaving as per given design</a></li> <li><a href="#">HCS/N9907 Receive, track and handle payments as per work done</a></li> <li><a href="#">HCS/N9908 Use basic health and safety practices while weaving carpets</a></li> <li><a href="#">CSC/N1336 Work effectively with others</a></li> </ol> <p><b>Optional:</b> NA</p>
<b>Performance Criteria</b>	As described in the relevant OS units



Definitions

Keywords /Terms	Description
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 NOS, these include communication related skills that are applicable to most job roles.
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 NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational 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.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
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.
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.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

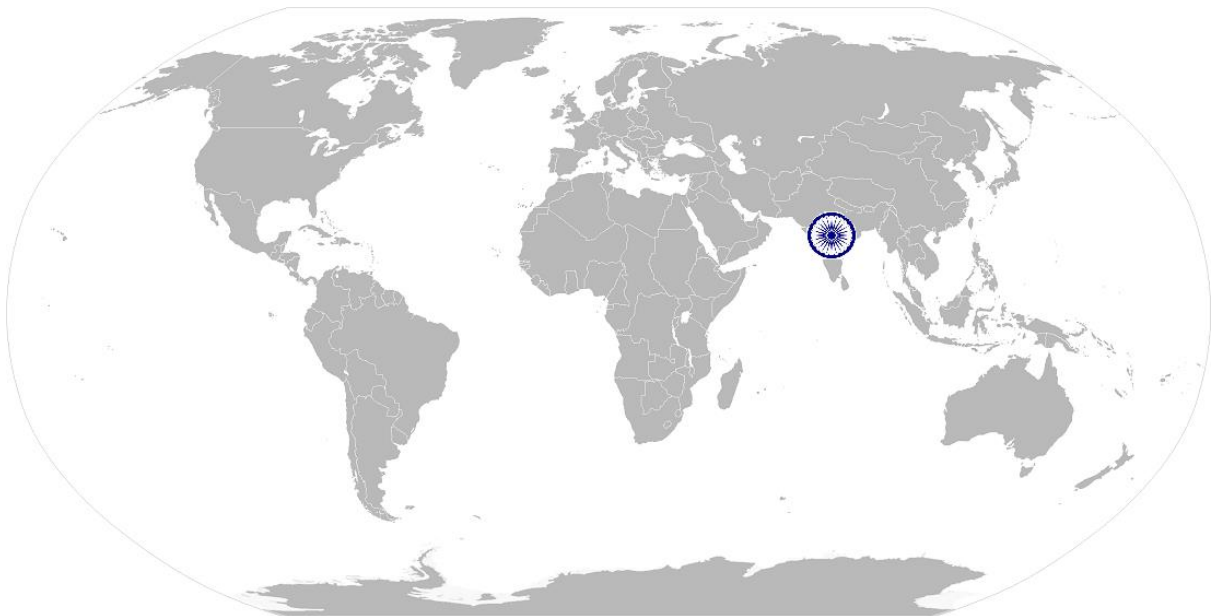


Acronyms

Keywords /Terms	Description
NSQF	National Skill Qualification Framework
NOS	National Occupational Standards
PPE	Personal Protective Equipment



# National Occupational Standard



## Overview

This unit is about manually weaving tufted carpets using manual tufted gun or electric powered tufted gun as per the requirements of the design document



**HCS/N5705**

**Perform tufted carpet weaving as per given design**

<b>National Occupational Standard</b>	<b>Unit Code</b>	<b>HCS/N5705</b>
	<b>Unit Title (Task)</b>	<b>Perform tufted carpet weaving as per given design</b>
	<b>Description</b>	This unit prepares the learner to manually weave tufted carpets as per instructions provided and under constant supervision using manual tufted weaving guns, or electric powered tufted weaving guns as per the requirements of the design document.
	<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Apply safe and healthy work practices while carpet weaving</li> <li>• Organise for and take care of tufted carpet weaving tools and materials</li> <li>• Prepare for tufted carpet weaving</li> <li>• Fix the primary fabric for tufted weaving as per the specifications of the design</li> <li>• Prepare stencil and trace the design on the primary fabric</li> <li>• Perform tufted carpet weaving as per the design</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>		
<b>Element</b>	<b>Performance Criteria</b>	
<b>Apply safe and healthy work practices while carpet weaving</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. use protective mask for protection from inhaling cotton and wool dust and adequate footwear to save from stepping on sharp objects.</p> <p>PC2. state the name and location of people responsible for health and safety in the workplace</p> <p>PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace</p> <p>Hazards: Inhaling cotton and wool dust, awkward positions, poorly designed tools, repetitive movements, and stressful working conditions including insufficient rest periods, inadequate lighting and poor temperature control, sharp/pointed tools like the tufted gun, scissors, etc.</p> <p>PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others</p>	
<b>Organise for and take care of tufted carpet weaving tools and materials</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. identify various tools and materials used in carpet weaving</p> <p>Tools: Manual tufted weaving gun (loop and cut pile); power gun for tufted weaving (loop and cut pile), scissors, marking tools</p> <p>Materials: e.g. raw material (fabric, yarn), tracing paper, tracing colour/ink, etc.</p> <p>PC6. prepare the tools appropriately for usage</p> <p>Appropriately: e.g. safely, cleanly, using right accessories, ensuring all parts are well maintained and functional, right sharpness, etc.</p> <p>PC7. identify any damage or malfunctioning of the tools</p> <p>PC8. use appropriate care procedures for routine maintenance or for troubleshooting,</p>	





## HCS/N5705 Perform tufted carpet weaving as per given design

<b>Prepare for tufted carpet weaving</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC9. receive order pack containing processed and dyed raw material, design and description of the work from a valid source</p> <p>PC10. extract key information from the design graph and order description Key information: Colour/raw material code; where to start; dimensions of the carpet; type of design (simple/complex, repeat patterns/single pattern, geometrical/traditional/modern, etc.); repeat parts; type of tana to be built (8 threads per inch, 16 threads per inch etc.)</p> <p>PC11. read and interpret the terminology used on the design map in local language or English</p> <p>PC12. read and extract key information in order description in local language and English Key Information: e.g. timelines; contact person details, etc.</p> <p>PC13. check the map for any inconsistency or missing information</p> <p>PC14. cross check the raw material given with the description given in the order pack and coding given in the design map</p> <p>PC15. communicate to the contact person as per the contact person details mentioned in the order description in case there is a discrepancy or doubt in the map or raw material received</p>
<b>Fix the primary fabric for tufted weaving as per the specifications of the design</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC16. select the primary fabric as per the requirement of the order</p> <p>PC17. determine the yardage of fabric required from the dimension details in the order design and check availability</p> <p>PC18. stretch the primary fabric on the loom securely and without damage to the fabric as per the dimensions of the carpet to be woven</p>
<b>Prepare stencil and trace the design on the primary fabric</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC19. select equipment and material required for preparation of stencil and tracing on primary fabric</p> <p>PC20. prepare and pin hole the stencil as per the design</p> <p>PC21. trace the design from the stencil to the primary fabric accurately</p>
<b>Perform tufted carpet weaving as per the design</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC22. perform checks on all equipment before starting the weaving Checks: e.g. check the primary fabric to ensure that it is neither too loose nor too tight; cross check dimensions of the primary fabric and design tracing for accuracy as per the design document; check loom: should not be bent or tilted; check the tufting tool, should be well greased and should have right sharpness, etc.</p> <p>PC23. rectify problems that are within own's control and seek help if unable to resolve the problem Problem rectification: e.g. adjust the primary fabric to right tightness; redo the fabric (partially or completely as the case may be), is there is any error that cannot be corrected otherwise; if there is an error in design, turn the fabric around and redo the tracing; adjust the loom to correct position and uprightness; grease and/or sharpen knife if required; etc.</p> <p>PC24. wind the yarn into spools or rolls that can easily unwind</p> <p>PC25. set the yarn spools or rolls on the spool rack attached to the warp structure in the form of a beam or rope to keep them from getting tangled or stuck</p>



**HCS/N5705 Perform tufted carpet weaving as per given design**

	<p>PC26. select the correct tufting gun and adjust its setting as per the requirement which includes loop or cut pile; size of the pile; etc.</p> <p>PC27. load the yarn end on the tufting gun</p> <p>PC28. sit comfortably and position self in such a way that the weaving can be done without straining oneself</p> <p>PC29. perform the tufted weaving stitch with neatness and accuracy as per the design</p> <p>PC30. join yarn neatly and securely when broken</p>
<b>Knowledge and Understanding (K)</b>	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant legislation, standards, policies, and procedures followed in the company</p> <p>KA2. relevant health and safety requirements applicable in the work place</p> <p>KA3. own job role and responsibilities and sources for information pertaining to employment terms, entitlements, job role and responsibilities</p> <p>KA4. reporting structure, inter-dependent functions, lines and procedures in the work area</p> <p>KA5. who to approach for support in order to obtain work related instructions, clarifications and support</p> <p>KA6. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business</p> <p>KA7. relevant people and their responsibilities within the work area</p> <p>KA8. escalation matrix and procedures for reporting work and employment related issues</p> <p>KA9. documentation and related procedures applicable in the context of employment and work</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. scope and relevance of carpet making</p> <p>KB2. types of carpets</p> <p>KB3. types of carpet weaving</p> <p>KB4. tufted carpet making process</p> <p>KB5. role and tasks of a tufted carpet weaver</p> <p>KB6. benefits of being a weaver</p> <p>KB7. career pathways for a weaver</p> <p>KB8. names (and job titles if applicable), and where to find, all the people responsible for health and safety in a workplace.</p> <p>KB9. meaning of “hazards” and “risks”</p> <p>KB10. health and safety hazards commonly present in the work environment and related precautions</p> <p>KB11. possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible</p> <p>KB12. possible causes of risk and accident Possible causes of risk and accident: Physical actions; reading; listening to and giving instructions; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness)</p> <p>KB13. methods of accident prevention</p> <p>KB14. safe working practices when working with tools</p>





## HCS/N5705

### Perform tufted carpet weaving as per given design

- KB15. importance of using protective clothing/equipment while working
- KB16. precautionary activities to prevent the fire accident
- KB17. various causes of fire  
Causes of fires: Heating of metal; spontaneous ignition; sparking; electrical heating; loose fires (smoking, welding, etc.); chemical fires; etc.
- KB18. how to Class A fire extinguishers
- KB19. different materials used for extinguishing fire  
Materials: Sand, water, foam, CO2, dry powder, moist leaves
- KB20. rescue techniques applied during a fire hazard
- KB21. some common types of safety signs and what they mean
- KB22. importance of securing the equipment and keeping the work area tidy and clutter free
- KB23. various types of materials used in tufted carpet weaving and their handling process
- KB24. various tools used in tufted carpet weaving and their functions
- KB25. care procedures for routine maintenance or for troubleshooting
- KB26. valid sources of receiving the design order, e.g. employer(with valid appointment letter or service agreement); contractor(with valid contract); client(with signed job order and advance payment as agreed), etc.
- KB27. various features in the design map
- KB28. how to use a design map
- KB29. information available in the design map
- KB30. terminology used in the design map
- KB31. importance of checking the map and cross checking raw material before starting work
- KB32. what to check in the map
- KB33. what is the primary fabric and its function
- KB34. the process of fixing the primary backing on the loom for tufted carpet making,
- KB35. how to calculate the cloth yardage required
- KB36. precautions to be taking while fixing the primary backing.
- KB37. how to make the stencil
- KB38. how to trace the design from the stencil to the fabric
- KB39. precautions to be taking while making the stencil and tracing the design
- KB40. importance of each of the checks performed before starting and the consequences if the check is not performed
- KB41. various types of tufted carpet weaving
- KB42. how to use a manual tufting tool
- KB43. precautions to be taking while tufted weaving
- KB44. how to fix the secondary backing after weaving
- KB45. how to remove the woven material from the loom
- KB46. importance of securing the equipment and keeping the work area tidy and clutter free



## HCS/N5705 Perform tufted carpet weaving as per given design

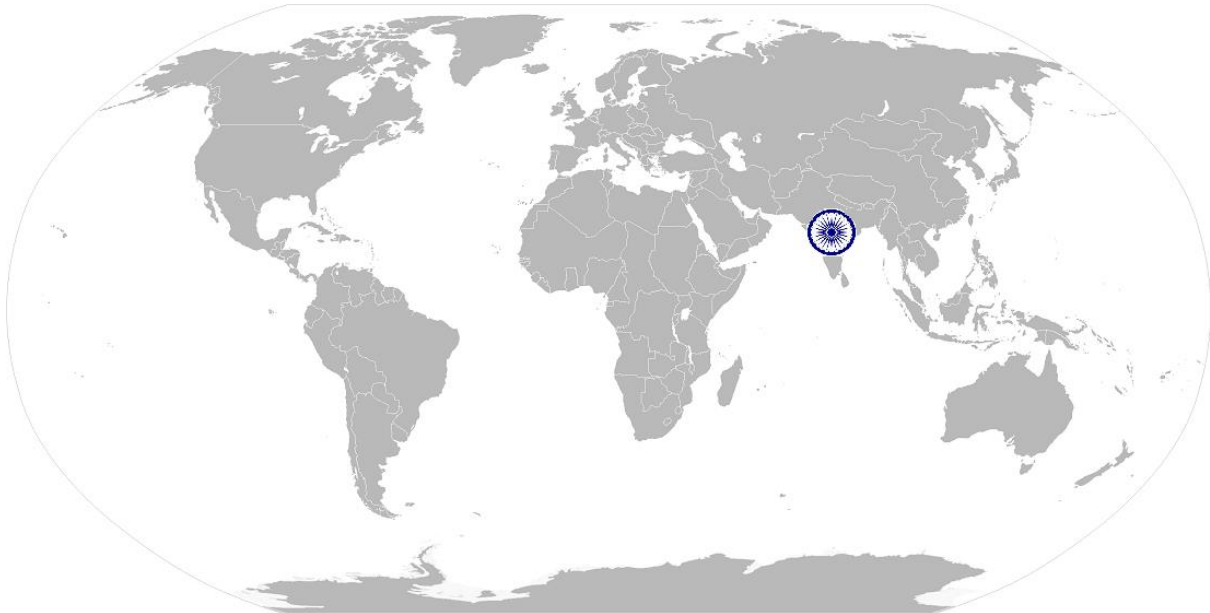
Skills (S)	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. fill logs, forms and formats in local, Hindi or English language for recording production figures, quality related information, tool and material care and maintenance related information, etc. SA2. take notes in any language of instructions received from supervisor
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. read to differentiate the various types of yarn and their colour codes SA4. read the terminology provided in the design document in local, Hindi or English language SA5. read and correctly interpret simple instructions from supervisor provided in local, Hindi or English language SA6. read and correctly interpret own notes written in any language
	<b>Oral Communication (Listening and Speaking skills)</b>
The user/individual on the job needs to know and understand how to: SA7. inform supervisor or team members of discrepancies; non-standard output; design document or tools and material related issues; or any problems in any language understood locally SA8. take instructions completely so that no instruction is missed or misunderstood SA9. seek clarification and understanding where instructions are not clear in any language understood locally SA10. use common tufted carpet related terms and jargons where required	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. use the quality parameters to take decisions during tufted carpet weaving SB2. when faced with difficult decisions seek clarification from the supervisor and understand the parameters used by the supervisor to arrive at the decision
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand: SB3. plan and organize own work in a way that all activities are completed in time and as per specifications
	<b>Customer Centricity</b>
The user/individual on the job needs to know and understand: SB4. interpret contractor or client's work requirements and other weaving related specifications correctly SB5. provide contractor or client with all relevant weaving information including delivery timelines, work requirements, feasibility and available support SB6. deliver quality output and maintain long term business relationship with contractors or clients	



## HCS/N5705

## Perform tufted carpet weaving as per given design

	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB7. determine timely correction of errors to prevent redoing of work
	<b>Analytical Thinking</b>
	NA
	<b>Critical Thinking</b>
	NA





NOS

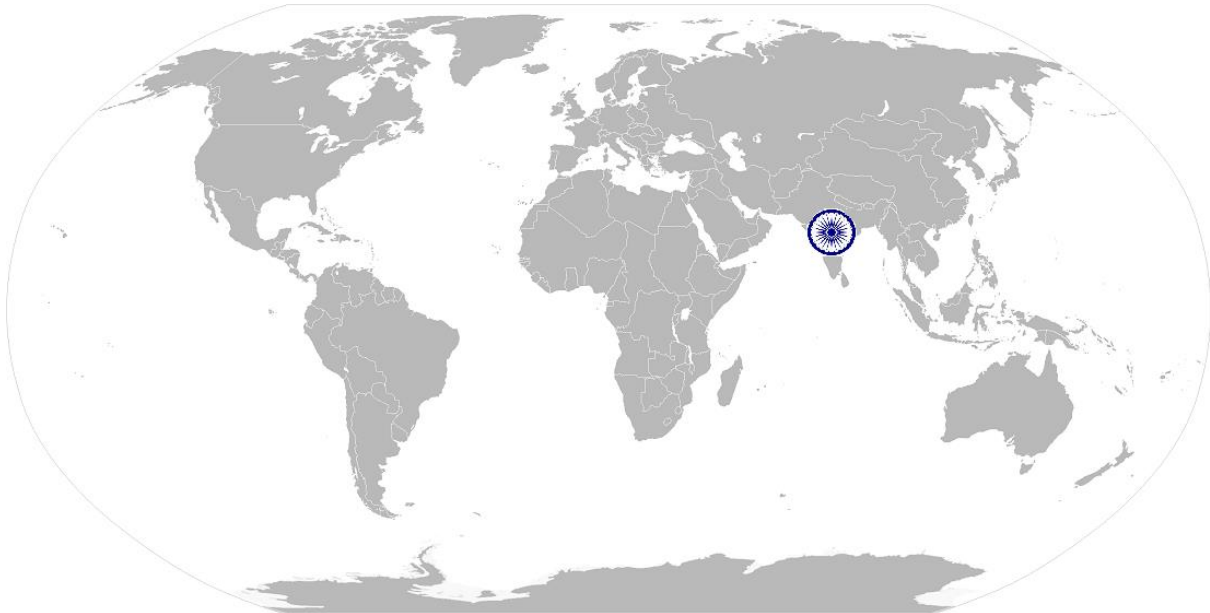
National Occupational Standards



**HCS/N5705      Perform tufted carpet weaving as per given design**

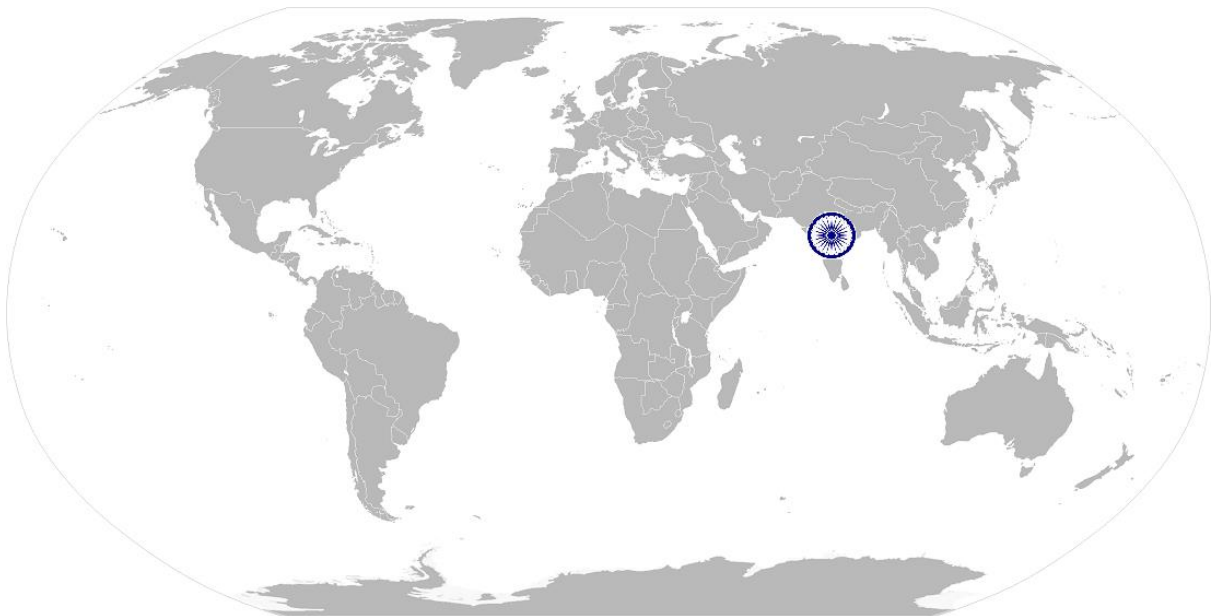
### **NOS Version Control**

<b>NOS Code</b>	<b>HCS/N5705</b>		
<b>Credits</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>03/08/16</b>
<b>Industry Sub-sector</b>	<b>Carpet</b>	<b>Last reviewed on</b>	<b>03/08/16</b>
<b>Occupation</b>	<b>Weaving</b>	<b>Next review date</b>	<b>03/08/18</b>





# National Occupational Standard



## Overview

This unit is about receiving, tracking and handling payments received for contractual or freelance work.





**HCS/N9907      Receive, track and handle payments as per work done**

<b>National Occupational Standard</b>	<b>Unit Code</b>	<b>HCS/N9907</b>
	<b>Unit Title (Task)</b>	<b>Receive, track and handle payments as per work done</b>
	<b>Description</b>	<p>This OS unit covers competencies required by a worker working on a contractual or freelance basis to receive, track and handle payments as per the work done. It also gives inputs on how payments are calculated so that they understand the basis of payments and deductions.</p> <p>This is relevant for people with low levels of numeracy and literacy.</p>
	<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Receive, track and handle payments as per work done</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>	
<b>Receive, track and handle payments as per work done</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. cross check if the correct amount has been received as per the work agreement and/or agreed basis of payment</p> <p>PC2. keep track of expenses and payments</p> <p>PC3. follow up for non-receipt of payment with the appropriate authorities</p> <p>PC4. open a bank account and perform basic operations</p> <p>Basic operations: Withdrawing of money from ATM or by cheque, checking account balance from ATM or branch, tracking transactions in a bank statement, depositing cash or cheque in a bank</p>	
<b>Knowledge and Understanding (K)</b>		
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. relevant legislation, standards, policies, and procedures followed in the company</p> <p>KA2. relevant health and safety requirements applicable in the work place</p> <p>KA3. own job role and responsibilities and sources for information pertaining to employment terms, entitlements, job role and responsibilities</p> <p>KA4. reporting structure, inter-dependent functions, lines and procedures in the work area</p> <p>KA5. who to approach for support in order to obtain work related instructions, clarifications and support</p> <p>KA6. importance of following health, hygiene, safety and quality standards and the impact of not following the standards on consumers and the business</p> <p>KA7. relevant people and their responsibilities within the work area</p> <p>KA8. escalation matrix and procedures for reporting work and employment related issues</p> <p>KA9. documentation and related procedures applicable in the context of employment and work</p>	



## HCS/N9907 Receive, track and handle payments as per work done

<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. basis of payment for carpet making</li> <li>KB2. modes of receiving payment</li> <li>KB3. importance of keeping track of expenses and payments</li> <li>KB4. how to handle non-receipt of payment</li> <li>KB5. handling a bank account</li> <li>KB6. importance of saving for the future</li> <li>KB7. various options for micro savings</li> <li>KB8. what is Provident Fund, basis of PF deductions and how to claim PF amount</li> </ul>
<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> <ul style="list-style-type: none"> <li>SA1. fill bank and PF related forms, write a cheque in regional language, Hindi or English</li> <li>SA2. maintain a record of expenses and payments in any language</li> <li>SA3. take notes in any language of instructions received regarding payments</li> </ul> <p><b>Reading Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA4. read dates and amounts transacted in the transaction statement in English</li> <li>SA5. read instructions in the ATM in Hindi or English</li> </ul> <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> <ul style="list-style-type: none"> <li>SA6. Explain own requirements, ask for clarifications and state observations to employer, contractor, bank authorities, etc. in local, Hindi or English language</li> </ul>
<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> <ul style="list-style-type: none"> <li>SB1. use the quality parameters to take decisions to reject a packed piece or not</li> <li>SB2. when faced with difficult decisions seek clarification from the supervisor and understand the parameters used by the supervisor to arrive at the decision</li> </ul> <p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB3. plan and organize own work in a way that all activities are completed in time and as per specifications</li> </ul> <p><b>Customer Centricity</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> <li>SB4. interpret contractor or client's work requirements and manage financial dealings efficiently</li> <li>SB5. provide contractor or client with all relevant weaving information including delivery timelines, work requirements, feasibility and available support</li> <li>SB6. deliver quality output and maintain long term business relationship with contractors or clients</li> </ul>



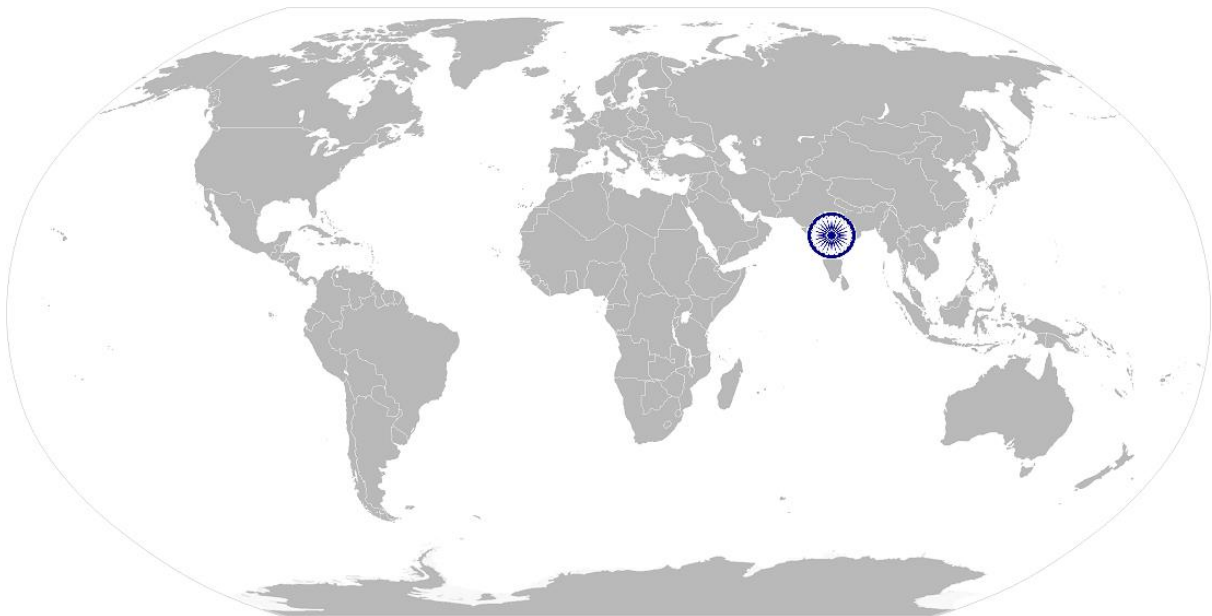
# NOS

National Occupational Standards



## HCS/N9907 Receive, track and handle payments as per work done

	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB7. determine timely correction of errors to overcome redoing of work
	<b>Analytical Thinking</b>
	NA
	<b>Critical Thinking</b>
	NA

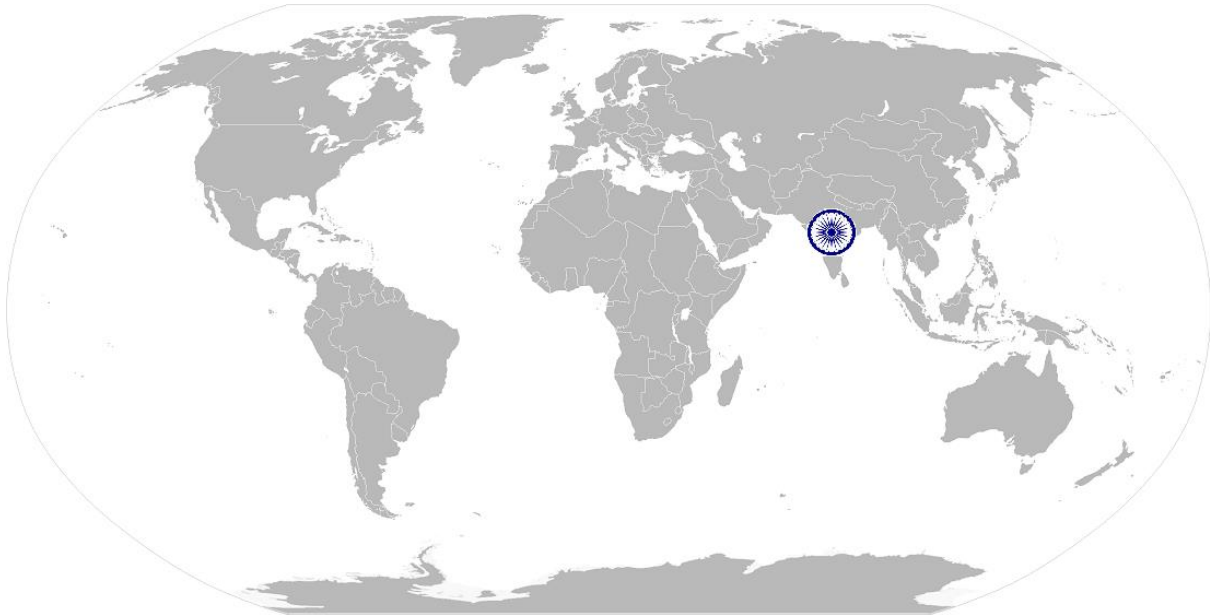




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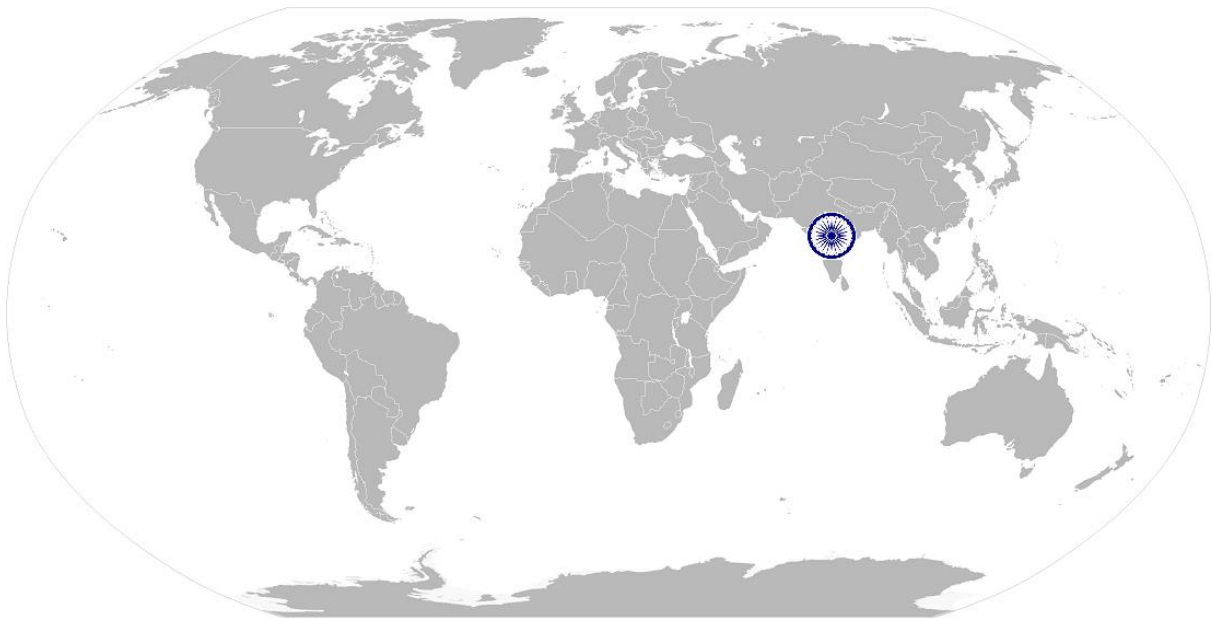
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<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>03/08/16</b>
<b>Industry Sub-sector</b>	<b>Carpet</b>	<b>Last reviewed on</b>	<b>03/08/16</b>
<b>Occupation</b>	<b>Weaving</b>	<b>Next review date</b>	<b>03/08/18</b>





# National Occupational Standard



## Overview

This unit covers health, safety and security while weaving carpets manually. This includes procedures and practices that candidates need to follow to help maintain a healthy, safe and secure work environment.





**HCS/N9908 Use basic health and safety practices while weaving carpets**

<b>National Occupational Standard</b>	<b>Unit Code</b>	<b>HCS/N9908</b>
	<b>Unit Title (Task)</b>	<b>Use basic health and safety practices while weaving carpets</b>
	<b>Description</b>	This OS unit is about knowledge and practices relating to health, safety and security that candidates need to use while weaving carpets manually. It covers responsibilities towards self, others, assets and the environment. It includes understanding of risks and hazards in the workplace, along with common techniques to minimize risk, deal with accidents, emergencies, etc.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Health and safety</li> <li>• Fire safety</li> <li>• Emergencies, rescue and first-aid procedures</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>	
<b>Health and safety</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. use protective clothing/equipment for specific tasks and work conditions  Protective clothing: Face masks; clothing appropriate to the weather, adequate footwear  Equipment: Lifting assistance</p> <p>PC2. state the name and location of people responsible for health and safety in the workplace</p> <p>PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace  Hazards: Sharp edged tools; poorly designed tools, hazardous surfaces(sharp, slippery, uneven, chipped, broken, etc.); physical hazards(wrong postures, flying particles of fabric/yarn, repetitive movements, and stressful working conditions including insufficient rest periods, inadequate lighting/ventilation and poor temperature control, manual handling, sharp equipment, sharp and piercing objects, excessive noise, confined spaces, over stacked shelves and packages, etc.); electrical hazards (power supply and points, loose and naked cables and wires, equipment malfunctions, etc.)  Possible causes of risk and accident: Physical actions; listening to and giving instructions while working; inattention; sickness and incapacity (such as drunkenness); health hazards (such as untreated injuries and contagious illness)</p> <p>PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others  Safe working practices: Using protective clothing and equipment; putting up and reading safety signs; handle tools in the correct manner and store and maintain them properly; while working with electricity take all electrical precautions like insulated clothing,</p>	



**HCS/N9908 Use basic health and safety practices while weaving carpets**

	<p>adequate equipment insulation, use of control equipment, dry work area, switch off the power supply when not required, etc.; safe lifting and carrying practices; use equipment that is working properly and is well maintained; take due measures for safety while working in confined places, awkward seating, etc. ensure good ventilation, lighting, etc.</p> <p>PC5. state methods of accident prevention in the work environment of the job role Methods of accident prevention: Training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors</p> <p>PC6. state location of general health and safety equipment in the workplace General health and safety equipment: Fire extinguishers; first aid equipment; safety instruments and clothing; safety installations(e.g. fire exits, exhaust fans)</p> <p>PC7. apply good housekeeping practices at all times Good housekeeping practices: Clean/tidy work areas, removal/disposal of waste products, pest control</p> <p>PC8. identify common hazard signs displayed in various areas Various areas: On chemical containers; equipment; packages; inside buildings; in open areas and public spaces, etc.</p>
<p><b>Fire safety</b></p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC9. use the various appropriate fire extinguishers on different types of fires correctly Types of fires: Class A: eg. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; Class C: eg. electrical equipment such as appliances, wiring, breaker panels, etc. (These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D: combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)</p> <p>PC10. demonstrate rescue techniques applied during fire hazard</p> <p>PC11. demonstrate good housekeeping in order to prevent fire hazards</p> <p>PC12. demonstrate the correct use of a fire extinguisher</p>
<p><b>Emergencies, rescue and first-aid procedures</b></p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC13. demonstrate how to free a person from electrocution</p> <p>PC14. administer appropriate first aid to victims where required e.g. in case of bleeding, burns, choking, electric shock, poisoning, etc.</p> <p>PC15. demonstrate basic techniques of bandaging</p> <p>PC16. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments</p> <p>PC17. perform and organize loss minimization or rescue activity during an</p>



**HCS/N9908 Use basic health and safety practices while weaving carpets**

	<p>accident in real or simulated environments</p> <p>PC18. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases</p> <p>PC19. demonstrate the artificial respiration and the CPR Process</p> <p>PC20. participate in emergency procedures Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work</p> <p>PC21. complete a written accident/incident report or dictate a report to another person, and send report to person responsible Incident Report includes details of: name, date/time of incident, date/time of report, location, environment conditions, persons involved, sequence of events, injuries sustained, damage sustained, actions taken, witnesses, supervisor/manager notified</p> <p>PC22. demonstrate correct method to move injured people and others during an emergency</p>
<b>Knowledge and Understanding (K)</b>	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. names (and job titles if applicable), and where to find, all the people responsible for health and safety in a workplace</p> <p>KA2. names and location of documents that refer to health and safety in the workplace</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. meaning of “hazards” and “risks”</p> <p>KB2. health and safety hazards commonly present in the work environment and related precautions</p> <p>KB3. possible causes of risk, hazard or accident in the workplace and why risk and/or accidents are possible</p> <p>KB4. possible causes of risk and accident</p> <p>KB5. methods of accident prevention</p> <p>KB6. safe working practices when working with tools and equipment</p> <p>KB7. safe working practices while working at various hazardous sites</p> <p>KB8. where to find all the general health and safety equipment in the workplace</p> <p>KB9. various dangers associated with the use of electrical equipment</p> <p>KB10. preventative and remedial actions to be taken in the case of exposure to toxic materials Exposure: ingested, contact with skin, inhaled Preventative action: Ventilation, masks, protective clothing/ equipment); Remedial action: Immediate first aid, report to supervisor Toxic materials: Colour, paint, cleaning agents, etc.</p> <p>KB11. importance of using protective clothing/equipment while working</p> <p>KB12. adherence to environmental management policies</p>



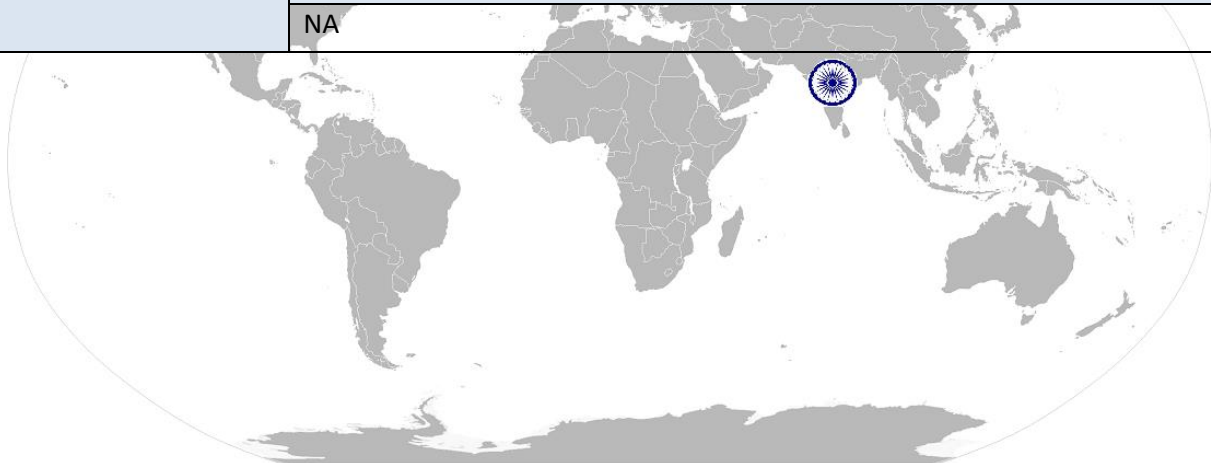
**HCS/N9908 Use basic health and safety practices while weaving carpets**

	<p>KB13. precautionary activities to prevent the fire accident</p> <p>KB14. various causes of fire Causes of fires: Heating of metal; spontaneous ignition; sparking; electrical heating; loose fires (smoking, welding, etc.); chemical fires; etc.</p> <p>KB15. techniques of using the different fire extinguishers</p> <p>KB16. different methods of extinguishing fire</p> <p>KB17. different materials used for extinguishing fire Materials: Sand, water, foam, CO<sub>2</sub>, dry powder</p> <p>KB18. rescue techniques applied during a fire hazard</p> <p>KB19. various types of safety signs and what they mean</p> <p>KB20. appropriate basic first aid treatment relevant to the condition eg. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries, etc.</p> <p>KB21. content of written accident report</p> <p>KB22. potential injuries and ill health associated with incorrect manual handling</p> <p>KB23. safe lifting and carrying practices</p> <p>KB24. personal safety, health and dignity issues relating to the movement of a person by others</p> <p>KB25. potential impact to a person who is moved incorrectly</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 an accident/incident report in local language or English
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read and comprehend basic content to read labels, charts, signages SA3. read an accident/incident report in local language or English
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. make appropriate decisions pertaining to the concerned area of work with respect to intended work objective, span of authority, responsibility, laid down procedure and guidelines
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB2. plan and organize their own work schedule, work area, tools, equipment and materials to maintain decorum and for improved productivity



**HCS/N9908 Use basic health and safety practices while weaving carpets**

	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB3. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB4. identify immediate or temporary solutions to resolve delays SB5. identify sources of support that can be availed of for problem solving for various kind of problems SB6. seek appropriate assistance from other sources to resolve problems SB7. report problems that you cannot resolve to appropriate authority
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB8. identify cause and effect relations in their area of work SB9. use cause and effect relations to anticipate potential problems and their solution
	<b>Critical Thinking</b>
NA	



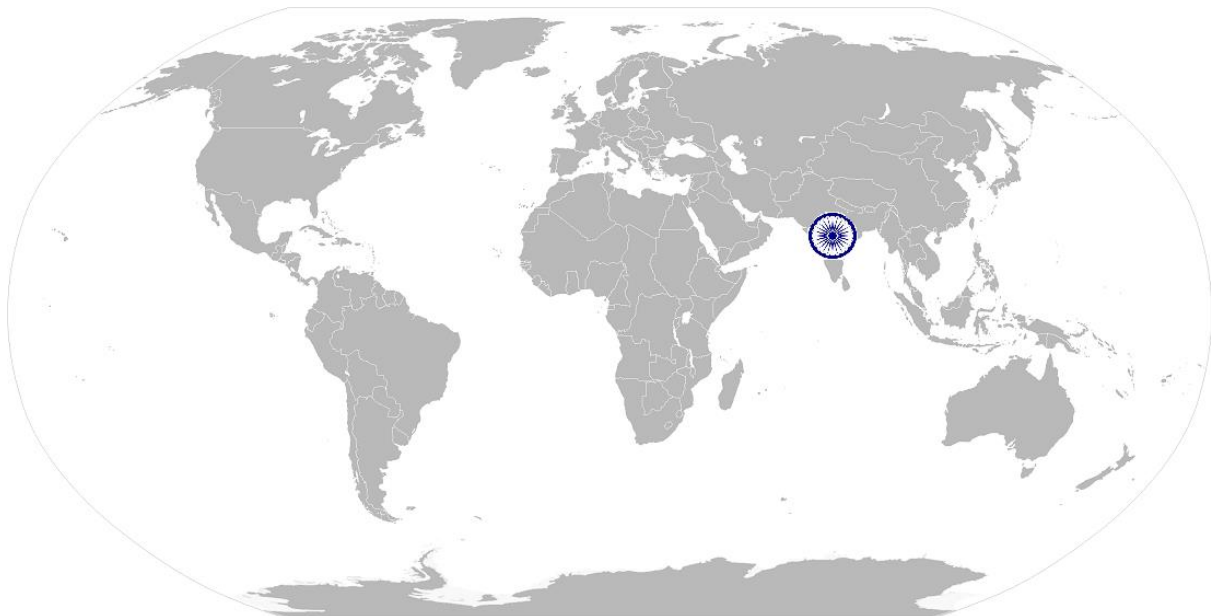




**HCS/N9908 Use basic health and safety practices while weaving carpets**

## **NOS Version Control**

<b>NOS Code</b>	<b>HCS/N9908</b>		
<b>Credits</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>03/08/16</b>
<b>Industry Sub-sector</b>	<b>Carpet</b>	<b>Last reviewed on</b>	<b>03/08/16</b>
<b>Occupation</b>	<b>All Occupations</b>	<b>Next review date</b>	<b>03/08/18</b>





NOS

National Occupational Standards

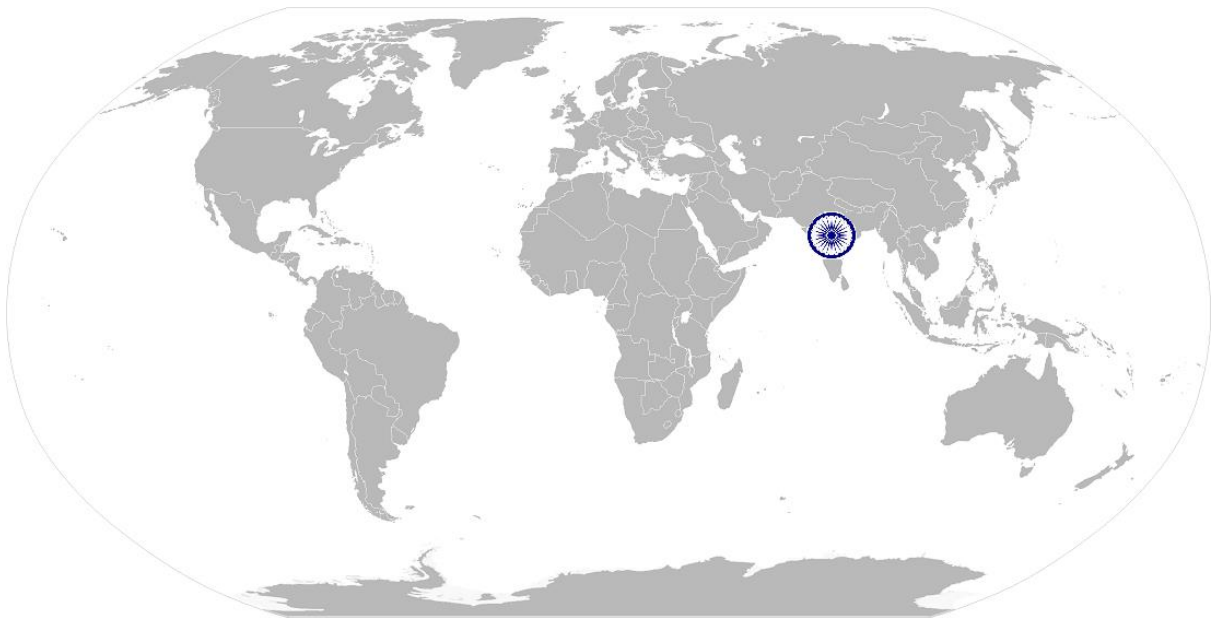


CSC/N1336

Work effectively with others

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# National Occupational Standard



## Overview

This unit covers basic practices that improve effectiveness of working with others in an organizational set-up.



## CSC/N1336

## Work effectively with others

<b>Unit Code</b>	<b>CSC/N1336</b>
<b>Unit Title (Task)</b>	<b>Work effectively with others</b>
<b>Description</b>	This unit covers basic etiquette and competencies that a candidate is required to possess and demonstrate in their behavior and interactions with others at the workplace. These cover areas such as communication etiquette, discipline, listening, handling conflict and grievances.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Working with others</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Working with others</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required</p> <p>PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt</p> <p>PC3. give information to others clearly, at a pace and in a manner that helps them to understand</p> <p>PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible</p> <p>PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks</p> <p>PC6. display appropriate communication etiquette while working Communication etiquette: do not use abusive language; use appropriate titles and terms of respect; do not eat or chew while talking (vice versa) etc.</p> <p>PC7. display active listening skills while interacting with others at work</p> <p>PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism</p> <p>PC9. demonstrate responsible and disciplined behaviors at the workplace Disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.</p> <p>PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. legislation, standards, policies, and procedures followed in the company relevant to own employment and performance conditions</p> <p>KA2. reporting structure, inter-dependent functions, lines and procedures in the work area</p> <p>KA3. relevant people and their responsibilities within the work area</p> <p>KA4. escalation matrix and procedures for reporting work and employment related issues</p>



**CSC/N1336**

**Work effectively with others**

<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. various categories of people that one is required to communicate and co-ordinate with in the organization</p> <p>KB2. importance of effective communication in the workplace</p> <p>KB3. importance of teamwork in organizational and individual success</p> <p>KB4. various components of effective communication</p> <p>KB5. key elements of active listening</p> <p>KB6. value and importance of active listening and assertive communication</p> <p>KB7. barriers to effective communication</p> <p>KB8. importance of tone and pitch in effective communication</p> <p>KB9. importance of avoiding casual expletives and unpleasant terms while communicating professional circles</p> <p>KB10. how poor communication practices can disturb people, environment and cause problems for the employee, the employer and the customer</p> <p>KB11. importance of ethics for professional success</p> <p>KB12. importance of discipline for professional success</p> <p>KB13. what constitutes disciplined behavior for a working professional</p> <p>KB14. common reasons for interpersonal conflict</p> <p>KB15. importance of developing effective working relationships for professional success</p> <p>KB16. expressing and addressing grievances appropriately and effectively</p> <p>KB17. importance and ways of managing interpersonal conflict effectively</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>NA</p> <p><b>Reading Skills</b></p> <p>NA</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>NA</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>NA</p> <p><b>Plan and Organize</b></p> <p>NA</p> <p><b>Customer Centricity</b></p> <p>NA</p> <p><b>Problem Solving</b></p> <p>NA</p> <p><b>Analytical Thinking</b></p> <p>NA</p> <p><b>Critical Thinking</b></p> <p>NA</p>



CSC/N1336

Work effectively with others

## NOS Version Control

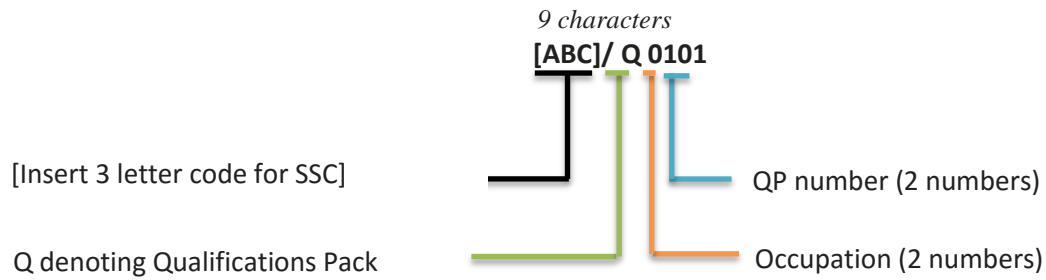
NOS Code	CSC/N1336		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	03/08/16
Industry Sub-sector	Ceramics Fashion Jewellery Stoneware Glassware Metalware crafts Leather crafts Paper Mache Carpets & rugs Horn bone & shell craft Wood ware, dolls & toys Hand printed, Embroidered / knitted & crocheted textiles Agarbatti Paper crafts NER crafts Miscellaneous crafts Generic Occupation	Last reviewed on	03/08/16
Occupation	All Occupations	Next review date	03/08/18



## Annexure

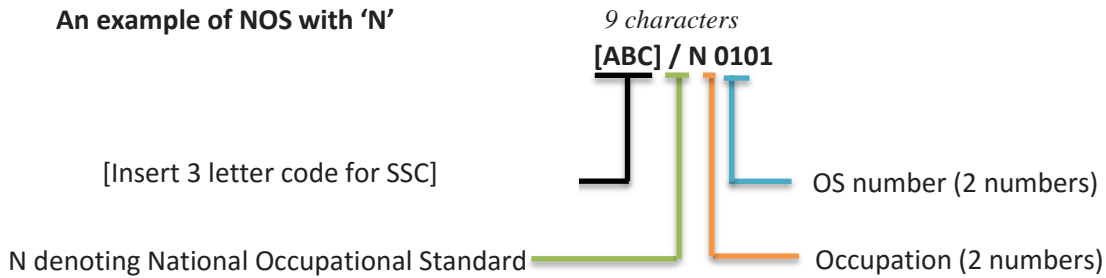
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

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







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

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

<b>Sequence</b>	<b>Description</b>	<b>Example</b>
<b>Three letters</b>	Handicrafts	HCS
<b>Slash</b>	/	/
<b>Next letter</b>	Whether <b>QP</b> or <b>NOS</b>	N
<b>Next two numbers</b>	Occupation code	01
<b>Next two numbers</b>	OS number	01



**CRITERIA FOR ASSESSMENT OF TRAINEES**

**Job Role: Carpet Weaver - Tufted**

**Qualification Pack: HCS/Q5702**

**Sector Skill Council: Handicrafts and Carpet**

**Guidelines for Assessment:**

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

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
HCS/N5705 Perform tufted carpet weaving as per given design	PC1. use protective mask for protection from inhaling cotton and wool dust and adequate footwear to save from stepping on sharp objects,	100	5	1	4
	PC2. state the name and location of people responsible for health and safety in the workplace		4	1	3
	PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace		4	1	3
	PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others		5	1	4
	PC5. identify various tools and materials used in carpet weaving		2	0	2
	PC6. prepare the tools appropriately for usage		2	0	2
	PC7. identify any damage or malfunctioning of the tools		3	1	2
	PC8. use appropriate care procedures for routine maintenance or for troubleshooting,		4	1	3



PC9. receive order pack containing processed and dyed raw material, design and description of the work from a valid source	3	0	3
PC10. extract key information from the design graph and order description	3	1	2
PC11. read and interpret the terminology used on the design map in local language or English	3	1	2
PC12. read and extract key information in order description in local language and English	3	1	2
PC13. check the map for any inconsistency or missing information	3	1	2
PC14. cross check the raw material given with the description given in the order pack and coding given in the design map	3	1	2
PC15. communicate to the contact person as per the contact person details mentioned in the order description in case there is a discrepancy or doubt in the map or raw material received	3	0	3
PC16. select the primary fabric as per the requirement of the order	3	1	2
PC17. determine the yardage of fabric required from the dimension details in the order design and check availability	4	1	3
PC18. stretch the primary fabric on the loom securely and without damage to the fabric as per the dimensions of the carpet to be woven	3	1	2
PC19. select equipment and material required for preparation of stencil and tracing on primary fabric	2	0	2
PC20. prepare and pin hole the stencil as per the design	3	1	2
PC21. trace the design from the stencil to the primary fabric accurately	3	1	2
PC22. perform checks on all equipment before starting the weaving	2	0	2
PC23. rectify problems that are within own's control and seek help if unable to resolve the problem	4	1	3
PC24. wind the yarn into spools or rolls that can easily unwind	2	0	2



	PC25. set the yarn spools or rolls on the spool rack attached to the warp structure in the form of a beam or rope to keep them from getting tangled or stuck		4	1	3
	PC26. select the correct tufting gun and adjust its setting as per the requirement which includes loop or cut pile; size of the pile; etc.		4	1	3
	PC27. load the yarn end on the tufting gun		3	0	3
	PC28. sit comfortably and position self in such a way that the weaving can be done without straining oneself		4	1	3
	PC29. perform the tufted weaving stitch with neatness and accuracy as per the design		6	2	4
	PC30. join yarn neatly and securely when broken		3	0	3
		<b>Total</b>	<b>100</b>	<b>22</b>	<b>78</b>
HCS/N9907 Receive, track and handle payments as per work done	PC1. cross check if the correct amount has been received as per the work agreement and/or agreed basis of payment	100	25	5	20
	PC2. keep track of expenses and payments		25	5	20
	PC3. follow up for non-receipt of payment with the appropriate authorities		20	5	15
	PC4. open a bank account and perform basic operations		30	10	20
		<b>Total</b>	<b>100</b>	<b>25</b>	<b>75</b>
HSC/N9908 Use basic health and safety practices while weaving carpets	PC1. use protective clothing/equipment for specific tasks and work conditions	100	4	1	3
	PC2. state the name and location of people responsible for health and safety in the workplace		5	2	3
	PC3. identify job-site hazardous work and state possible causes of risk or accident in the workplace		5	2	3
	PC4. carry out safe working practices while dealing with hazards to ensure the safety of self and others		5	2	3
	PC5. state methods of accident prevention in the work environment of the job role		5	1	4
	PC6. state location of general health and safety equipment in the workplace		4	0	4
	PC7. apply good housekeeping practices at all times		5	0	5



	PC8. identify common hazard signs displayed in various areas		4	1	3
	PC9. use the various appropriate fire extinguishers on different types of fires correctly		5	1	4
	PC10. demonstrate rescue techniques applied during fire hazard		5	2	3
	PC11. demonstrate good housekeeping in order to prevent fire hazards		4	1	3
	PC12. demonstrate the correct use of a fire extinguisher		5	1	4
	PC13. demonstrate how to free a person from electrocution		4	1	3
	PC14. administer appropriate first aid to victims where required e.g. in case of bleeding, burns, choking, electric shock, poisoning, etc.		5	1	4
	PC15. demonstrate basic techniques of bandaging		4	1	3
	PC16. respond promptly and appropriately to an accident situation or medical emergency in real or simulated environments		4	0	4
	PC17. perform and organize loss minimization or rescue activity during an accident in real or simulated environments		4	0	4
	PC18. administer first aid to victims in case of a heart attack or cardiac arrest due to electric shock, before the arrival of emergency services in real or simulated cases		4	1	3
	PC19. demonstrate the artificial respiration and the CPR Process		5	1	4
	PC20. participate in emergency procedures		4	1	3
	PC21. complete a written accident/incident report or dictate a report to another person, and send report to person responsible		6	2	4
	PC22. demonstrate correct method to move injured people and others during an emergency		4	1	3
		<b>Total</b>	<b>100</b>	<b>23</b>	<b>77</b>
CSC/N1336 Work effectively	PC1. accurately receive information and instructions from the supervisor and fellow workers, getting clarification where required	100	10	3	7



with others	PC2. accurately pass on information to authorized persons who require it and within agreed timescale and confirm its receipt	10	3	7
	PC3. give information to others clearly, at a pace and in a manner that helps them to understand	10	3	7
	PC4. display helpful behavior by assisting others in performing tasks in a positive manner, where required and possible	10	3	7
	PC5. consult with and assist others to maximize effectiveness and efficiency in carrying out tasks	10	3	7
	PC6. display appropriate communication etiquette while working	10	3	7
	PC7. display active listening skills while interacting with others at work	10	3	7
	PC8. use appropriate tone, pitch and language to convey politeness, assertiveness, care and professionalism	10	3	7
	PC9. demonstrate responsible and disciplined behaviors at the workplace	10	3	7
	PC10. escalate grievances and problems to appropriate authority as per procedure to resolve them and avoid conflict	10	3	7
		<b>Total</b>	<b>100</b>	<b>30</b>