



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

### What are Occupational Standards(OS)?

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

#### 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.28
6. Assessment Criteria.....P.30

### Introduction

## Qualifications Pack- Pedal-operated M/C Agarbatti Maker

**SECTOR:** HANDICRAFTS AND CARPET

**SUB-SECTOR:** Handicrafts (Agarbatti)

**OCCUPATION:** Pedal Operated Machine Agarbatti Maker

**REFERENCE ID:** HCS/Q 7902

**ALIGNED TO:** NCO-2004/8229.20

**Brief Job Description:** A Pedal Operated Machine Rolled Agarbatti Maker is the one who produces agarbatti (perfumed or un-perfumed depending on ingredients) using Pedal- Operated Agarbatti Rolling M/C. The major ingredients in agarbatti making are bamboo sticks and agarbatti masala.

**Personal Attributes:** A Pedal operated Agarbatti 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/Q 7902		
	Job Role	PEDAL OPERATED MACHINE AGARBATTI MAKER		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Handicrafts & Carpet	Drafted on	19/06/15
	Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
	Occupation	Pedal-operated Agarbatti Maker	Next review date	29/06/17

Job Role	Pedal-operated Machine Agarbatti Maker
Role Description	To prepare the raw materials and process them in a Pedal-operated rolling machine to get agarbatti as the final product.
NSQF level	3
Minimum Educational Qualifications	Preferably 5 <sup>th</sup> standard
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in agarbatti making using Pedal- operated Agarbatti Rolling M/C and quality appraisal.
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">HCS/N 7904 (Carry out processing of raw materials for feeding into pedal-operated rolling machine)</a></li> <li><a href="#">HCS/N 7905 (Carry out rolling using pedal operated rolling machine)</a></li> <li><a href="#">HCS/N 7906 (Contribute to achieve quality in agarbatti rolling using pedal-operated rolling machine)</a></li> <li><a href="#">HCS/N 9908 (Working in a team)</a></li> <li><a href="#">HCS/N 9912 (Maintain work area &amp; tools)</a></li> <li><a href="#">HCS/N 9913 (Maintain health, safety and security at workplace)</a></li> </ol> <p><b>Optional:</b> N/A</p>
Performance Criteria	As described in the relevant OS units



## Glossary of Key Terms

Keywords /Terms	Description	
Definitions	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential 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.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVQF	National Vocational Qualifications Framework
HCSSC	Handicrafts and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

Acronyms

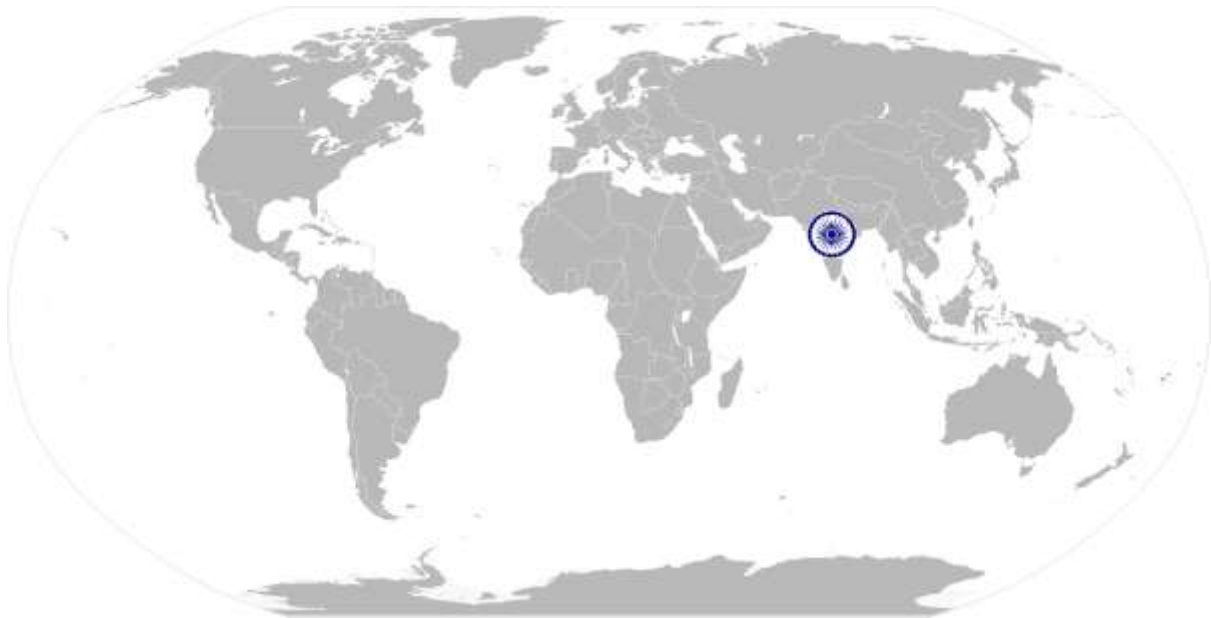


HCS/N 7904

Carry out processing of raw materials for feeding into pedal-operated rolling machine

---

# National Occupational Standard



## Overview

This unit is about processing of raw materials, namely bamboo stick and agarbatti masala, to make them suitable for loading on pedal-operated rolling machine.



HCS/N 7904

**Carry out processing of raw materials for feeding into pedal-operated rolling machine**

National Occupational Standard	<b>Unit Code</b>	HCS/N 7904
	<b>Unit Title (Task)</b>	Carry out processing of raw materials for feeding into pedal-operated rolling machine
	<b>Description</b>	This unit is about carrying out basic operations involved in processing of raw materials to make them suitable for loading in the Pedal- operated M/C for Agarbatti making .
	<b>Scope</b>	Basic operations to be undertaken by the Pedal- operated M/C Agarbatti maker are: <ul style="list-style-type: none"> <li>• preparing bamboo sticks for rolling</li> <li>• preparing agarbatti masala dough</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Preparing bamboo sticks for rolling</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. take out the bamboo stick bundle of required length from the stock</li> <li>PC2. sort out &amp; segregate the unusable bamboo stick from the bundle of sticks to reduce wastage of materials &amp; enhance productivity</li> <li>PC3. measure and mark the required tip length for colouring as per instructions (if required)</li> <li>PC4. prepare the colour solution for dipping</li> <li>PC5. dip the sorted stick bundle in colour solution for colouring upto the required length</li> <li>PC6. ensure the uniform drying of the coloured sticks</li> </ul>
	<b>Preparing agarbatti masala dough</b>	<ul style="list-style-type: none"> <li>PC7. identify different ingredients for agarbatti masala</li> <li>PC8. check the ingredients and remove any unwanted materials</li> <li>PC9. calculate the approximate ratio in which the ingredients are to be mixed</li> <li>PC10. take out and mix different ingredients uniformly</li> <li>PC11. add appropriate amount of liquid (water or oil) to attain the optimum level of viscosity of the masala dough for loading into the machine</li> <li>PC12. mix the liquid with ingredients thoroughly by machine to prepare the dough</li> <li>PC13. check and make sure that the masala dough is uniformly mixed with right level of viscosity</li> <li>PC14. proper storage/ covering of the masala dough to keep it moistened</li> <li>PC15. carry out operations at a rate which maintains workflow</li> <li>PC16. respond appropriately in case of any major faults in the bamboo stick and other ingredients.</li> <li>PC17. minimise and dispose the waste materials in the approved manner</li> <li>PC18. take safety precautions while mixing the masala ingredients</li> <li>PC19. leave work area safe and secure when work is complete</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. the organization's policies, procedures, guidelines and standards for quality</li> <li>KA2. safe working practices and organisational procedures</li> <li>KA3. quality systems and other processes practiced in the organization</li> <li>KA4. types of problems with quality and how to report them to appropriate people</li> <li>KA5. reporting procedure in case of faults in own/ other processes</li> <li>KA6. who to refer problems to when they are outside the limit of your authority</li> </ul>



HCS/N 7904

**Carry out processing of raw materials for feeding into pedal-operated rolling machine**

	KA7. the organization's tools, templates and processes for related operations in production
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. different types of ingredients for agarbatti masala KB2. function of different ingredients in agarbatti masala KB3. different grades of bamboo sticks used for agarbatti rolling. KB4. recipe of making the the agarbatti masala dough KB5. proportions of the ingredients to make the required amount of dough KB6. need for proper storage of prepared agarbatti masala dough
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	<b>Critical Thinking</b>
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation,



**HCS/N 7904**      **Carry out processing of raw materials for feeding into pedal-operated rolling machine**

	experience, reasoning, or communication, as a guide to thought and action
--	---

**NOS Version Control**

NOS Code	HCS/N 7904		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Pedal- operated M/C Agarbatti Maker	Next review date	29/06/17





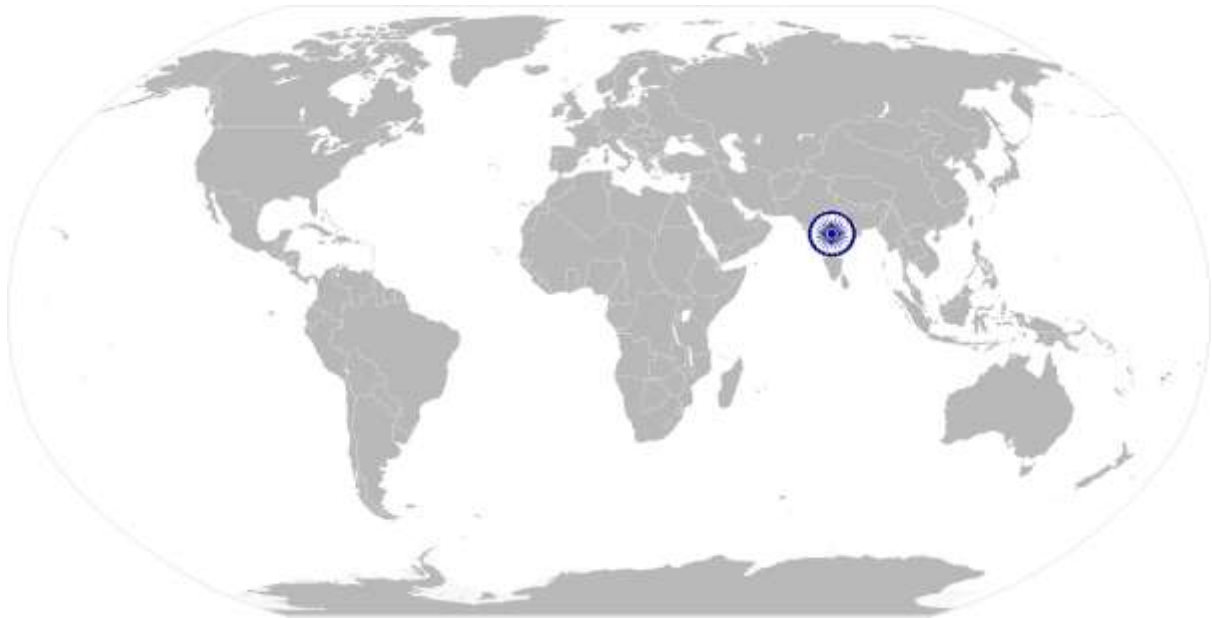


HCS/N 7905

Carry out rolling using pedal-operated rolling machine

---

# National Occupational Standard



## Overview

This unit is about carrying out rolling of agarbatti masala onto the bamboo stick and post rolling operations using pedal operated rolling machine



HCS/N 7905

Carry out rolling using pedal-operated rolling machine

National Occupational Standard	<b>Unit Code</b>	HCS/N 7905
	<b>Unit Title (Task)</b>	Carry out rolling using pedal operated rolling machine
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out rolling of agarbatti using Pedal- operated Rolling M/C
	<b>Scope</b>	The basic operations to be undertaken are as follows: <ul style="list-style-type: none"> <li>• preparation of rolling machine &amp; loading of masala dough</li> <li>• rolling operation</li> <li>• post rolling operation</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Preparation of rolling machine &amp; loading of masala dough</b>	To be competent on the job, the user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>PC1. identify different parts of rolling machine</li> <li>PC2. check and ensure that different parts of the machine are working properly</li> <li>PC3. regularly maintain the rolling machine by greasing</li> <li>PC4. compactly load the masala dough into the cylinder minimizing air gap</li> <li>PC5. adjust the tip length decider to required level</li> <li>PC6. adjust the nozzle and rocket for smooth rolling</li> </ul>
	<b>Rolling Operation</b>	<ul style="list-style-type: none"> <li>PC7. correctly hold bamboo stick for enhanced productivity</li> <li>PC8. operate the machine to produce rolled agarbatti</li> <li>PC9. reload the spilled out masala into the cylinder to minimize wastage</li> <li>PC10. stop operation and report to your supervisor in case of disfunction of the machine that may happen due to several reasons</li> </ul>
	<b>Post Rolling Operation</b>	<ul style="list-style-type: none"> <li>PC11. carry out drying of rolled batti uniformly ensuring minimum moisture content</li> <li>PC12. check for any defective rolled batti and remove the same from the lot</li> <li>PC13. weigh the dried rolled batti and make bundles of unit weight (say 1 or half kg)</li> <li>PC14. roll each bundle separately in paper to avoid rolled batti to catch moisture</li> <li>PC15. store the rolled batti lot in a dry area avoiding direct contact with ground</li> <li>PC16. clean the machine from any strains of masala that may create difficulty for next rolling batch</li> <li>PC17. dispose the waste materials in the approved manner</li> <li>PC18. take safety precautions while operating the machine</li> <li>PC19. carry out operations at a rate which maintains workflow</li> <li>PC20. leave work area safe and secure when work is complete</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. the organisation's policies and procedures</li> <li>KA2. responsibilities under health, safety and environmental legislation</li> <li>KA3. guidelines for storage and disposal of waste materials</li> <li>KA4. potential hazards associated with the machines and the safety precautions that must be taken</li> </ul>



HCS/N 7905

Carry out rolling using pedal-operated rolling machine

	<p>KA5. protocol to obtain more information on work related tasks</p> <p>KA6. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment</p> <p>KA7. details of the job role and responsibilities</p> <p>KA8. work target and review mechanism with your supervisor</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining/ giving feedback related to performance</p> <p>KA11. importance of team work and harmonious working relationships</p> <p>KA12. process for offering/ obtaining work related assistance</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different parts of machine</p> <p>KB2. consequences of improper loading of masala into the cylinder</p> <p>KB3. need for regular maintenance of machine and steps for the same</p> <p>KB4. different types of defects/quality errors/issues in rolled agarbatti</p> <p>KB5. common hazards in the work area and workplace procedures for dealing with them</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to:
	SA1. write in local language
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to:
	SA2. read measurement instructions.
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to:
	SA3. listen effectively and orally communicate information accurately
	SA4. ask for clarification and advice from others
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to:
	SB1. follow organization rule-based decision making process
	SB2. take decision with systematic course of actions and/or response
	<b>Plan and Organize</b>
	User/individual needs to know and understand how to:
	SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
The user/individual on the job needs to know and understand how to:	
SB4. manage relationships with customers	
SB5. build customer relationships and use customer centric approach	
	<b>Problem Solving</b>
	User/individual needs to know and understand how to:
	SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)
	SB7. identify immediate or temporary solutions to resolve delays



HCS/N 7905

Carry out rolling using pedal-operated rolling machine

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

**NOS Version Control**

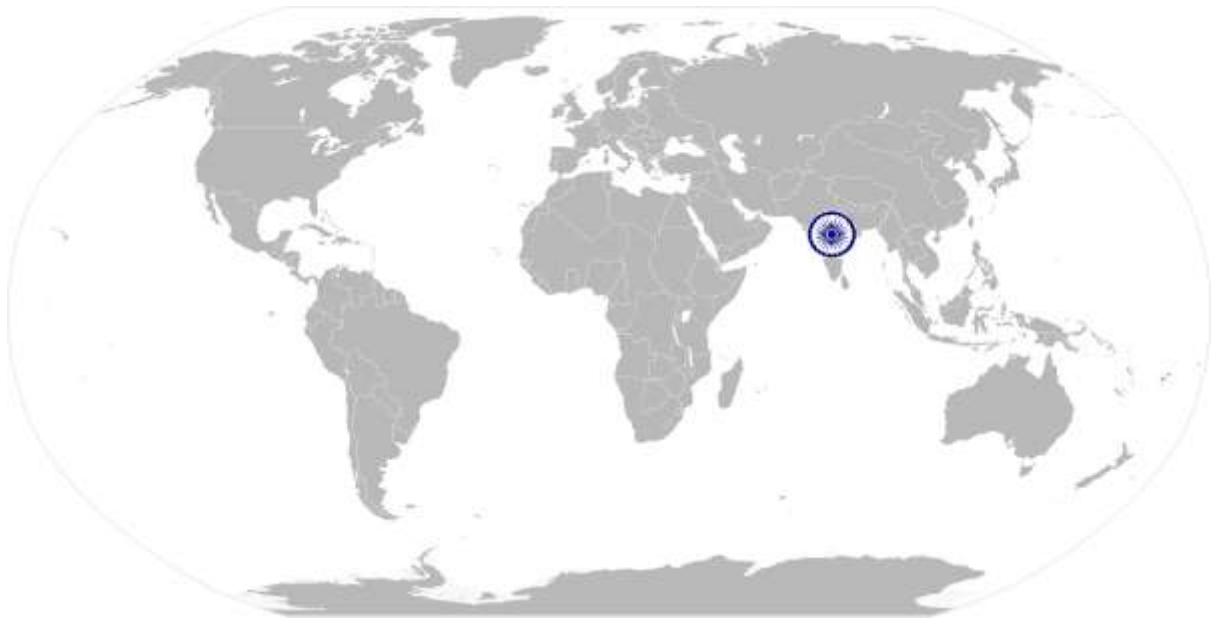
<b>NOS Code</b>	HCS/N 7905		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Handicrafts and Carpet Sector	<b>Drafted on</b>	19/06/15
<b>Industry Sub-sector</b>	Handicrafts (Agarbatti)	<b>Last reviewed on</b>	29/06/15
<b>Occupation</b>	Pedal- operated M/C Agarbatti Maker	<b>Next review date</b>	29/06/17





HCS/N 7906      Contribute to achieve quality in agrabatti rolling using pedal- operated rolling machine

# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in Pedal- operated M/C rolled agarbatti making



**HCS/N 7906      Contribute to achieve quality in agrabatti rolling using pedal- operated rolling machine**

National Occupational Standard

<b>Unit Code</b>	<b>HCS/N 7906</b>
<b>Unit Title (Task)</b>	<b>Contribute to achieve quality in agrabatti rolling using pedal-operated rolling machine</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking rolling of agarbatti using pedal operated rolling machine to ensure that the agarbatti is of the required specifications.
<b>Scope</b>	This unit/task covers the following : <ul style="list-style-type: none"> <li>elements necessary for achieving the quality in pedal operated machine rolled agarbatti making related operations</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Contribute to achieving the product quality in embroidery work</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. identify and use raw materials as per the specifications provided</li> <li>PC2. take the necessary action when materials do not conform to quality standards</li> <li>PC3. report and replace identified faulty materials and component parts which do not meet specification</li> <li>PC4. identify modifiable defects and rework on them</li> <li>PC5. carry out work safely and at a rate which maintains work flow</li> <li>PC6. report to the responsible person when the work flow of other production areas disrupts work</li> <li>PC7. carry out quality checks at specified intervals according to instructions</li> <li>PC8. apply the allowed tolerances</li> <li>PC9. identify faults and take appropriate action for rectification</li> <li>PC10. maintain the required productivity and quality levels</li> <li>PC11. ensure standard stick length is 8-9 inches or as per the specification</li> <li>PC12. ensure the tip length is 45-55mm for 8 inches and 50-60mm for 9 inches or as per the specification</li> <li>PC13. ensure the burning time is 25-30min for 8 inches and 30-35min for 9 inches or as per the specification</li> </ul>
<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. safe working practices and organisational procedures</li> <li>KA2. the organisation's procedures and guidelines</li> <li>KA3. quality systems and machine embroidery processes practiced in the organization</li> <li>KA4. equipment operating procedures / manufacturer's instructions</li> <li>KA5. types of problems with quality and how to report them to appropriate people</li> <li>KA6. methods to present any ideas for improvement to supervisor</li> </ul>



**HCS/N 7906      Contribute to achieve quality in agrabatti rolling using pedal- operated rolling machine**

	<p>KA7. the importance of complying with written instructions</p> <p>KA8. Limits of personal responsibility</p> <p>KA9. Reporting procedure in case of faults in own/ other processes</p>
<b>B. Technical / Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different types of faults that are likely to be found</p> <p>KB2. consequences of using incorrect tools</p> <p>KB3. consequences of incorrect handling of tools</p> <p>KB4. types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB5. different types of defects</p> <p>KB6. the importance of segregating rejects</p> <p>KB7. appropriate inspection methods that can be used</p> <p>KB8. different quality parameters in the industry</p> <p>KB9. own responsibilities at work</p>
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
	<b>Oral Communication (Listening and Speaking skills)</b>
The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	<b>Plan and Organize</b>
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays



**HCS/N 7906      Contribute to achieve quality in agrabatti rolling using pedal- operated rolling machine**

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

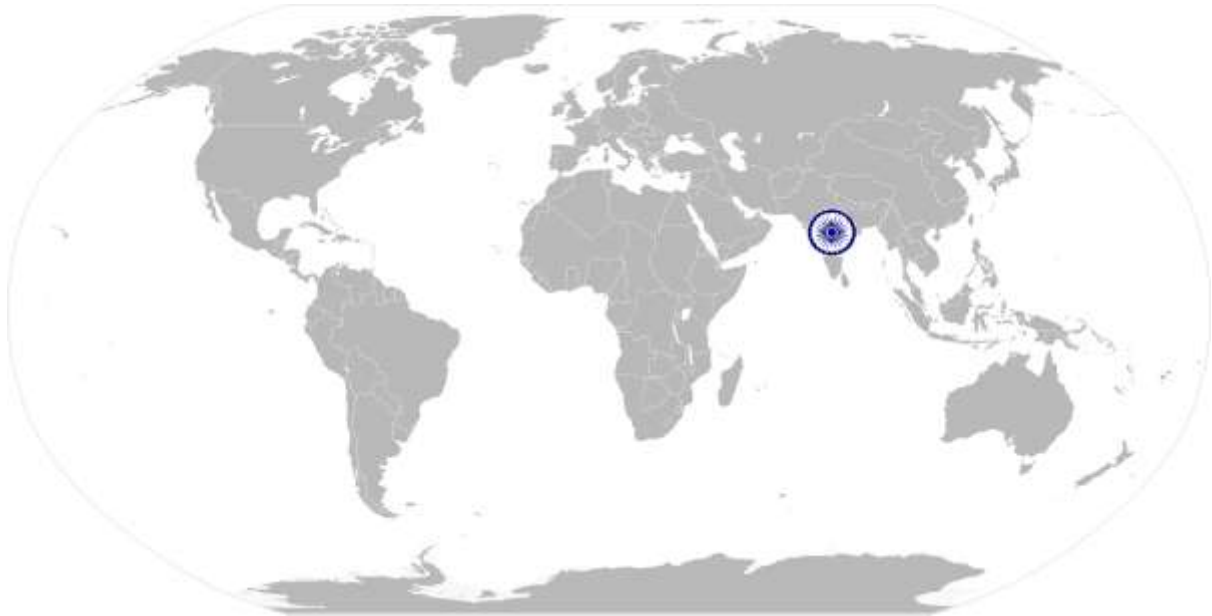
**NOS Version Control**

<b>NOS Code</b>	<b>HCS/N 7906</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet Sector</b>	<b>Drafted on</b>	<b>19/06/15</b>
<b>Industry Sub-sector</b>	<b>Handicrafts (Agarbatti)</b>	<b>Last reviewed on</b>	<b>29/06/15</b>
<b>Occupation</b>	<b>Pedal- operated M/C Agarbatti Maker</b>	<b>Next review date</b>	<b>29/06/17</b>





# National Occupational Standard



## Overview

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



HCS/N 9908

Working in a team

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



HCS/N 9908

Working in a team

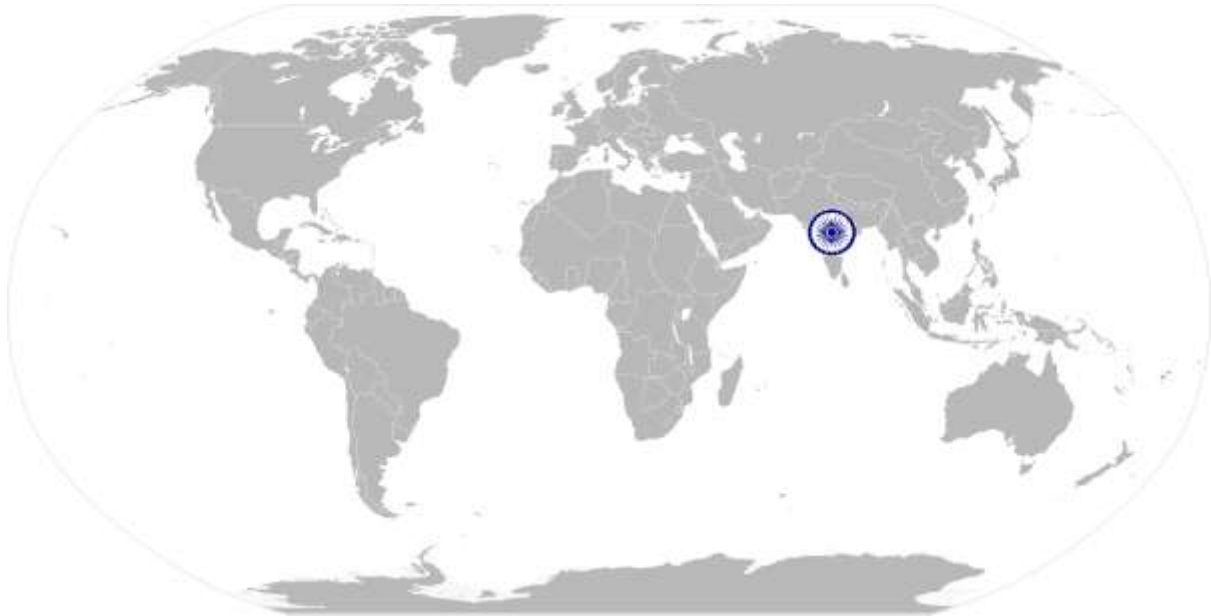
	The user/individual on the job needs to know and understand: SA5. communicate with superior, colleagues and juniors appropriately SA6. talk to team members to convey information effectively
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand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

NOS Version Control

<b>NOS Code</b>	<b>HCS/N9908</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>23/07/15</b>
<b>Industry Sub-sector</b>	<b>Handicrafts (Agarbatti)</b>	<b>Last reviewed on</b>	<b>30/07/15</b>
<b>Occupation</b>	<b>Pedal- operatd M/C Agarbatti Maker</b>	<b>Next review date</b>	<b>30/07/17</b>



# National Occupational Standard



## Overview

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



HCS/N 9912

Maintain work area and tools

National Occupational Standard

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



HCS/N 9912

Maintain work area and tools

	<p>KB7. common faults in pedal operated machine rolled agarbatti</p> <p>KB8. tools and machine maintenance procedures</p> <p>KB9. hazards likely to be encountered when conducting routine maintenance</p> <p>KB10. safe working practices for cleaning and the method of carrying them out</p>
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	<b>Problem Solving</b>
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	<b>Analytical Thinking</b>
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	<b>Critical Thinking</b>
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

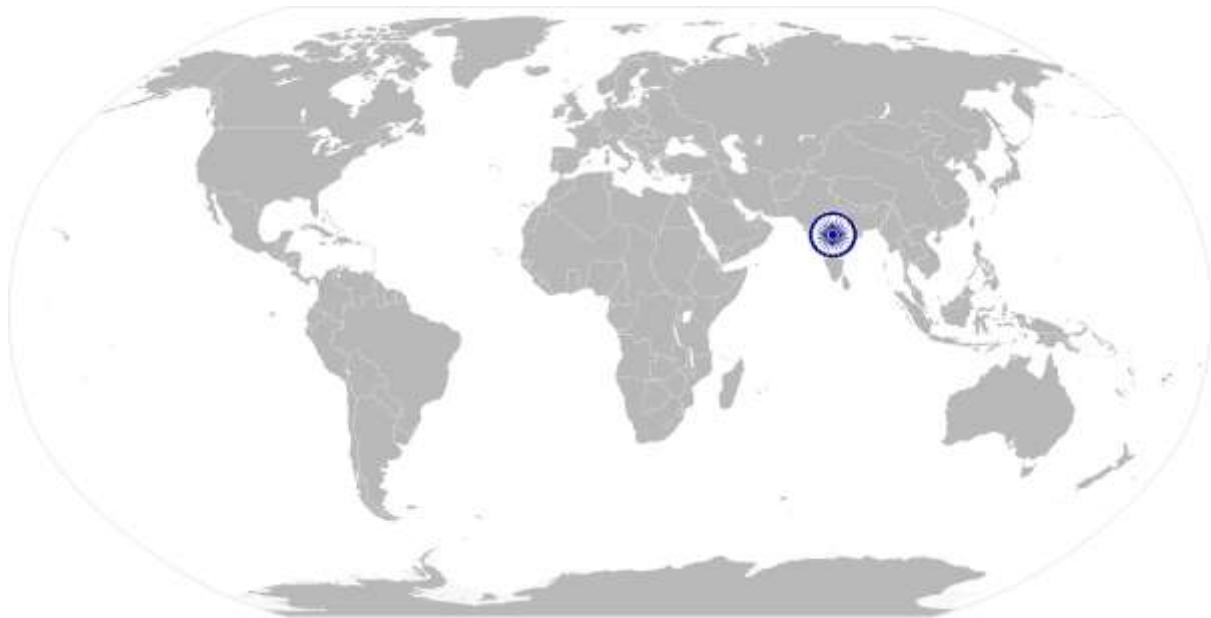


HCS/N 9912

Maintain work area and tools

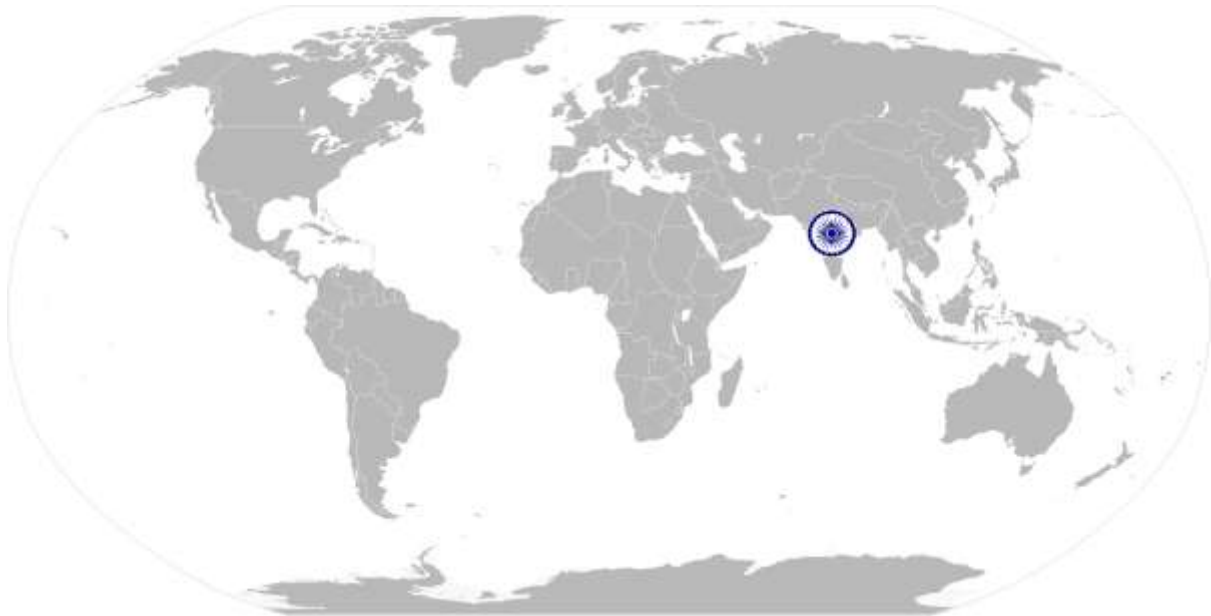
NOS Version Control

NOS Code	HCS/N 9912		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Pedal-operated Agarbatti Maker	Next review date	29/06/17





# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.





HCS/N 9913

Maintain health, safety and security at workplace

National Occupational Standard

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



HCS/N 9913

Maintain health, safety and security at workplace

<p><b>(Knowledge of the company / organisation and its processes)</b></p>	<p>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            KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points            KA7. potential accidents and emergencies and response to these scenarios            KA8. reporting protocol and documentation required            KA9. details of personnel trained in first aid, fire-fighting and emergency response            KA10. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<p><b>B. Technical / Domain Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:            KB1. occupational health and safety risks and methods            KB2. personal protective equipment and method of use            KB3. identification, handling and storage of hazardous substances            KB4. proper disposal system for waste and by-products            KB5. signage related to health and safety and their meaning            KB6. importance of sound health, hygiene and good habits            KB7. ill-effects of alcohol, tobacco and drugs</p>
<p><b>Skills (S) w.r.t the Scope</b></p>	
<p><b>Elements</b></p>	<p><b>Skills</b></p>
<p><b>A. Core Skills / Generic Skills</b></p>	<p><b>Writing Skills</b>            The user/individual on the job needs to know and understand how to:            SA1. write in local language</p> <p><b>Reading Skills</b>            The user/individual on the job needs to know and understand how to:            SA2. read measurement instructions.</p> <p><b>Oral Communication (Listening and Speaking skills)</b>            The user/individual on the job needs to know and understand how to:            SA3. listen effectively and orally communicate information accurately            SA4. ask for clarification and advice from others</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b>            The 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</p> <p><b>Plan and Organize</b>            User/individual needs to know and understand how to:            SB3. plan and organize your work to achieve targets and deadlines</p> <p><b>Customer Centricity</b>            The user/individual on the job needs to know and understand how to:            SB4. manage relationships with customers            SB5. build customer relationships and use customer centric approach</p>



**HCS/N 9913**

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

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

**NOS Version Control**

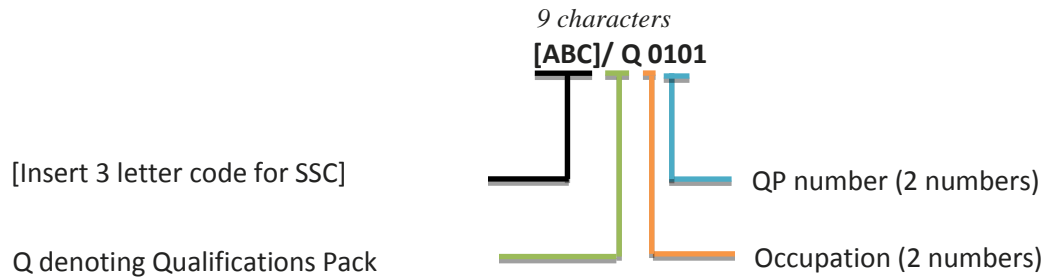
NOS Code	HCS/N 9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Pedal-operated Agarbatti Maker	Next review date	29/06/17



## Annexure

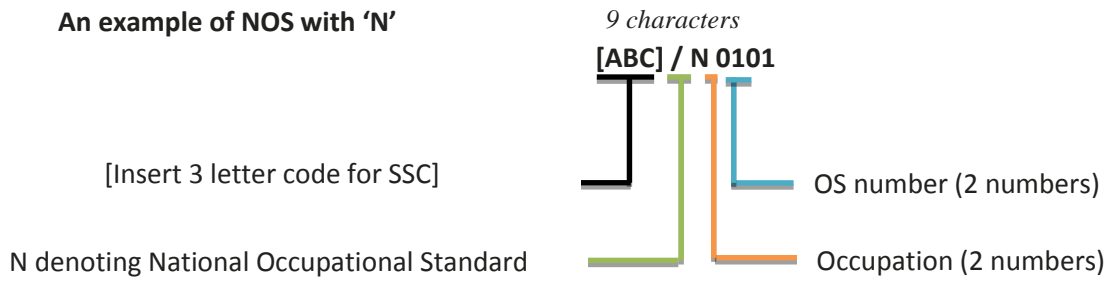
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

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



[Back to top...](#)



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: Pedal-operated Machine Agarbatti Maker**

**Qualification Pack: HCS/Q 7902**

**Sector Skill Council : Handicrafts & Carpet**

**Guidelines for Assessment**

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

**ASSESSMENT CRITERIA**

		Total Marks (600)	Out of	Marks Allocation	
				Theory	Skills practical
1. HCS/N 7904 (Carry out processing of raw materials for feeding into pedal-operated rolling machine)	PC1. Take out the bamboo stick bundle of required length from the stock	<b>100</b>	3	1	2
	PC2. Sort out & segregate the unusable bamboo stick from the bundle of sticks to reduce wastage of materials & enhance productivity		7	3	4
	PC3. Measure and mark the required tip length for colouring as per instructions		3	1	2
	PC4. Prepare the colour solution for dipping		8	3	5
	PC5. Dip the sorted stick bundle in colour solution covering the required tip length		3	1	2
	PC6. Ensure the uniform drying of the coloured sticks		3	1	2



	PC7. Identify different ingredients for agarbatti masala		8	4	4
	PC8. Check the ingredients and remove any unwanted materials		5	1	4
	PC9. Calculate the approximate ratio in which the ingredients are to be mixed		10	4	6
	PC10. Take out and mix different ingredients uniformly		3	1	2
	PC11. Add appropriate amount of liquid (water or oil) to attain the optimum level of viscosity of the masala dough for loading into the machine		7	2	5
	PC12. Mix the liquid with ingredients thoroughly by machine to prepare the dough		4	1	3
	PC13. Check and make sure that the masala dough is uniformly mixed with right level of viscosity		6	2	4
	PC14. Proper storage/ covering of the masala dough to refrain it from drying		4	1	3
	PC15. Carry out operations at a rate which maintains workflow		8	3	5
	PC16. Respond appropriately in case of any major faults in the bamboo stick and other ingredients.		3	1	2
	PC17. Minimise and dispose the waste materials in the approved manner		6	2	4
	PC18. Take safety precautions while mixing the masala ingredients		5	2	3
	PC19. Leave work area safe and secure when work is complete		4	1	3
		<b>TOTAL</b>	<b>100</b>	<b>35</b>	<b>65</b>
2. HCS/N 7905 (Carry out rolling using pedal operated rolling machine)	PC1. Identify different parts of rolling machine	<b>100</b>	10	5	5
	PC2. Check and ensure that different parts of the machine are working properly		4	2	2
	PC3. Regularly maintain the rolling machine by greasing		3	1	2
	PC4. Compactly load the masala dough into the cylinder minimizing		5	1	4



	air gap				
	PC5. Adjust the tip length decider to required level		3	1	2
	PC6. Adjust the nozzle and rocket for smooth rolling		3	1	2
	PC7. Correctly Hold bamboo stick for enhanced productivity		4	1	3
	PC8. Operate the machine to produce rolled agarbatti		12	6	6
	PC9. Reload the spilled out masala into the cylinder to minimize wastage		3	1	2
	PC10. Stop operation and report to your supervisor in case of disfunction of the machine that may happen due to several reasons		5	4	1
	PC11. Carry out drying of rolled batti uniformly ensuring minimum moisture content		6	3	3
	PC12. Check for any defective rolled batti and remove the same from the lot		5	2	3
	PC13. Weigh the dried rolled batti and make bundles of unit weight (say 1 or half kg)		3	1	2
	PC14. Roll each bundle separately in paper to avoid rolled batti to catch moisture		6	1	5
	PC15. Store the rolled batti lot in a dry area avoiding direct contact with ground		7	2	5
	PC16. Clean the machine from any strains of masala that may create difficulty for next rolling batch		5	2	3
	PC17. Dispose the waste materials in the approved manner		4	1	3
	PC18. Take safety precautions while operating the machine		5	2	3
	PC19. Carry out operations at a rate which maintains workflow		3	1	2
	PC20. Leave work area safe and secure when work is complete		4	2	2
		<b>TOTAL</b>	<b>100</b>	<b>40</b>	<b>60</b>
3. HCS/N 7906 (Contribute to	PC1. Identify and use raw materials as per the specifications provided	<b>100</b>	10	4	6





achieve quality in agarbatti rolling using pedal-operated rolling machine)	PC2. Take the necessary action when materials do not conform to quality standards		8	4	4
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		6	3	3
	PC4. Identify modifiable defects and rework on them		5	2	3
	PC5. Carry out work safely and at a rate which maintains work flow		8	4	4
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		7	3	4
	PC7. Carry out quality checks at specified intervals according to instructions		10	4	6
	PC8. Apply the allowed tolerances		5	2	3
	PC9. Identify faults and take appropriate action for rectification		6	3	3
	PC10. Maintain the required productivity and quality levels		8	4	4
	PC11. Ensure standard stick length is 8-9 inches or as per the specification		10	4	6
	PC12. Ensure the tip length is 45-55mm for 8 inches and 50-60mm for 9 inches or as per the specification		10	4	6
	PC13. Ensure the burning time is 25-30min for 8 inches and 30-35min for 9 inches or as per the specification		7	3	4
		<b>TOTAL</b>	<b>100</b>	<b>40</b>	<b>60</b>
4. HCS/N9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	<b>100</b>	12	4	8
	PC2. Perform all roles with full responsibility		10	3	7
	PC3. Be effective and efficient at workplace		10	3	7
	PC4. Properly communicate about organisation's policies		8	4	4
	PC5. Talk politely with other team members and colleagues		10	3	7
	PC6. Adjust in different work situations		10	3	7
	PC7. Give due importance to others'		10	3	7



	point of view				
	PC8. Avoid conflicting situations		10	2	8
	PC9. Develop new ideas for work procedures		8	2	6
	PC10. Improve upon the existing techniques to increase process efficiency		12	2	10
	<b>TOTAL</b>		<b>100</b>	<b>29</b>	<b>71</b>
5. HCS/N 9912 (Maintain work area and tools)	PC1. Handle materials and tools safely and correctly	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
	<b>TOTAL</b>		<b>100</b>	<b>30</b>	<b>70</b>
6. HCS/N 9913 (Maintain health, safety and security at workplace)	PC1. Comply with health and safety related instructions applicable to the workplace	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		5	2	3



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