



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET SECTOR

What are Occupational Standards(OS)?

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

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Introduction

Qualifications Pack- Agarbatti Perfume Applicator

SECTOR: HANDICRAFTS AND CARPET

SUB-SECTOR: Handicrafts (Agarbatti)

OCCUPATION: Agarbatti Perfume Applicator

REFERENCE ID: HCS/Q 8001

ALIGNED TO: NCO-2004/8229.202

Brief Job Description: Agarbatti Perfume Applicator is the one who prepares the perfume solution and carries out perfuming of raw Agarbattis by dipping in the Ready- to- Dip perfume solution and

Personal Attributes: Perfume Applicator should have good eyesight, hand-eye coordination, motor skills 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 8001		
	Job Role	AGARBATTI PERFUME APPLICATOR		
	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	Agarbatti Perfume Applicator	Next review date	29/06/17

Job Role	Agarbatti Perfume Applicator
Role Description	Agarbatti Perfume Applicator is the one who prepares the perfume solution and carries out perfuming of raw Agarbattis by dipping in a Ready- to- Dip solution.
NSQF level	3
Minimum Educational Qualifications	Preferably 5 th standard
Maximum Educational Qualifications	Not Applicable
Training (Suggested but not mandatory)	Training in preparation of RTD (Ready- to- Dip) solution and carrying out perfuming by dipping.
Minimum Job Entry Age	15 years
Experience	Not Applicable
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> HCS/N 8001 (Preparation of Ready-to-Dip solution for perfuming raw agarbatti sticks) HCS/N 8002 (Carry out absorption by dipping in RTD solution) HCS/N 8003 (Contribute to achieve quality in perfuming of raw agarbattis) HCS/N 9908 (Working in a team) HCS/N 9912 (Maintain work area and tools) HCS/N 9913 (Maintain health, safety and security at workplace) <p>Optional: N/A</p>
Performance Criteria	As described in the relevant OS units





Glossary of Key Terms

Keywords /Terms	Description
Definitions	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be



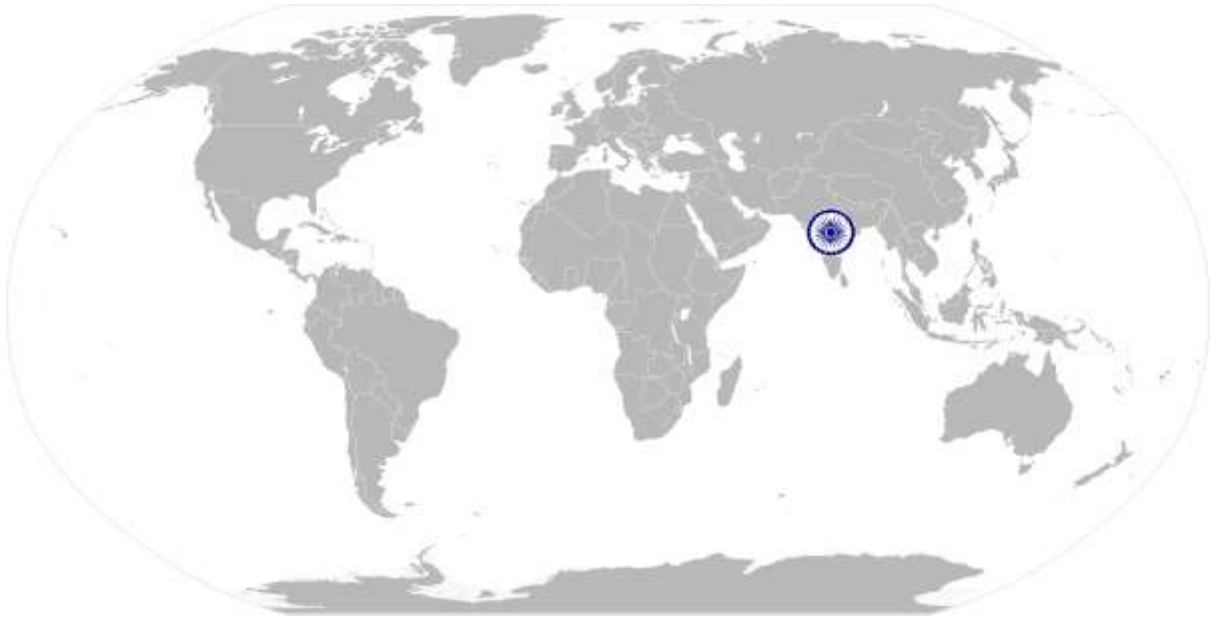
	helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVQF	National Vocational Qualifications Framework
HCSSC	Handicrafts and Carpet Sector Skill Council
TBD	To Be Determined
NSDC	National Skill Development Corporation
M/C	Machine

Acronyms



HCS/N 8001 Preparation of Ready- to- Dip (RTD) perfume solution for raw agarbattis

National Occupational Standard



Overview

This unit is about preparation of Ready-to-Dip (RTD) perfume solution which is used for perfuming raw agarbattis by dipping technique.



HCS/N 8001 Preparation of Ready- to- Dip (RTD) perfume solution for raw agarbattis

National Occupational Standard	Unit Code	HCS/N 8001
	Unit Title (Task)	To prepare the Ready-to-Dip (RTD) solution for perfuming the raw agarbattis.
	Description	This unit is about to carry out basic operations for making RTD solution for perfuming raw agarbattis.
	Scope	Basic operations to be undertaken by the Perfume Applicator are as follows: <ul style="list-style-type: none"> to determine the optimum amount of ready concentrated perfume & fixative solvent required to mix the appropriate quantity of ingredients required to make the ready- to-dip solution based on the batch size.
	Performance Criteria (PC) w.r.t. the Scope	
	To determine the optimum amount of ready concentrated perfume & fixative solvent required	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify the appropriate perfume concentrate PC2. identify the correct set of ingredients for the required set PC3. analyze the agarbatti batch size for perfuming for estimating the amount of rtd required PC4. determine the appropriate ratio of mixing of concentrated perfume and fixative solvent (such as di-ethyl phthalate) PC5. determine the amount of concentrated perfume solution for the required quality of agarbatti PC6. use the appropriate containers & measuring jars PC7. ensure minimum wastage of concentrated perfume and other liquids PC8. avoid contamination of solutions and concentrates while measuring and mixing
	To mix the appropriate quantity of ingredients required to make the Ready- to- Dip solution based on the batch size	<ul style="list-style-type: none"> PC9. ensure uniform mixing of ingredients PC10. ensure and maintain the correct proportion of ingredients PC11. use the solution appropriately to avoid mistakes PC12. store the solution appropriately to avoid loss due to evaporation PC13. determine the retention time of scent & fixative solvent mixture for uniform mixing PC14. take safety precautions while handling the perfume and chemicals PC15. respond appropriately in case of any major faults in the ingredients PC16. minimise and dispose the waste materials in the approved manner PC17. leave work area safe and secure when work is complete PC18. carry out the work at a rate that maintains work flow
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual needs to know and understand: <ul style="list-style-type: none"> KA1. the organization's policies, procedures, guidelines and standards for quality KA2. safe working practices and organisational procedures KA3. quality systems and other processes practiced in the organization KA4. types of problems with quality and how to report them to appropriate people KA5. the importance of complying with written instructions KA6. reporting procedure in case of faults in own/ other processes KA7. whom to refer problems to when they are outside the limit of your authority



HCS/N 8001 Preparation of Ready- to- Dip (RTD) perfume solution for raw agarbattis

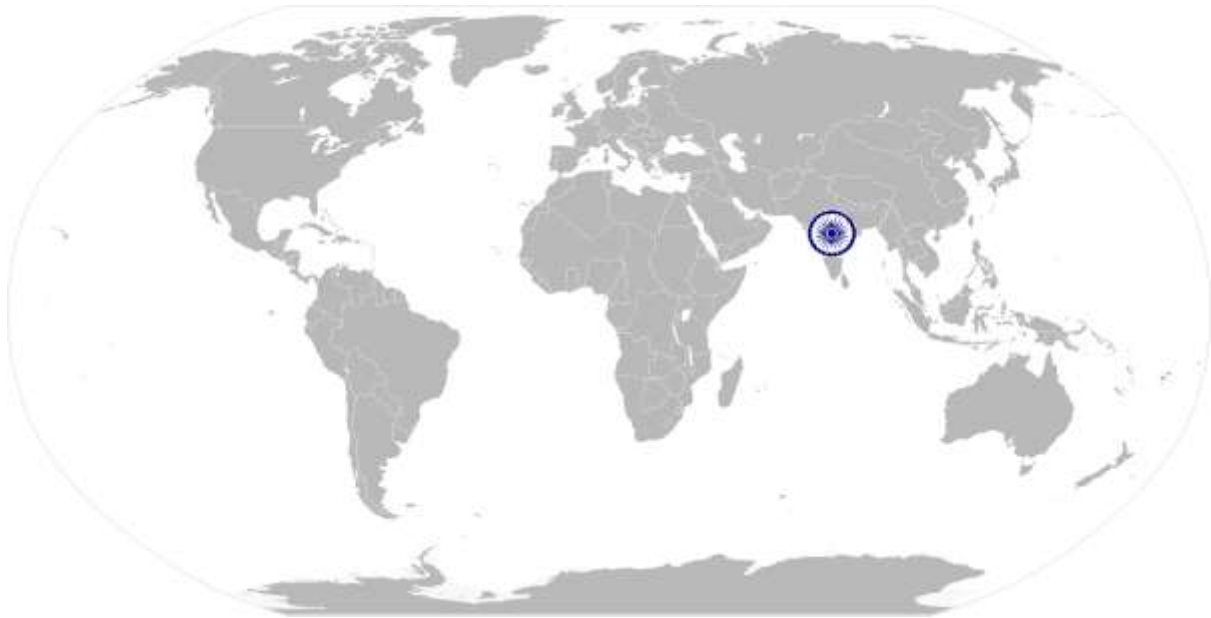
	KA8. your organization’s tools, templates and processes for related operations in production
B. Technical Knowledge	The user/individual needs to know and understand: KB1. about different types of perfumes available and their identifying feature KB2. about fixative solvent and their use KB3. step-by-step process of making the rtd solution KB4. the correct use of the equipments used for preparing the solution
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual need to know and understand how to: SA2. read measurement instructions.
	Oral Communication (Listening and Speaking skills)
	The user/individual needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
B. Professional Skills	Decision Making
	The The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking
User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action	



HCS/N 8001 Preparation of Ready- to- Dip (RTD) perfume solution for raw agarbattis

NOS Version Control

NOS Code	HCS/N 8001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicraft and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicraft (Agarbatti)	Last reviewed on	29/06/15
Occupation	Agarbatti Perfume Applicator	Next review date	29/06/17

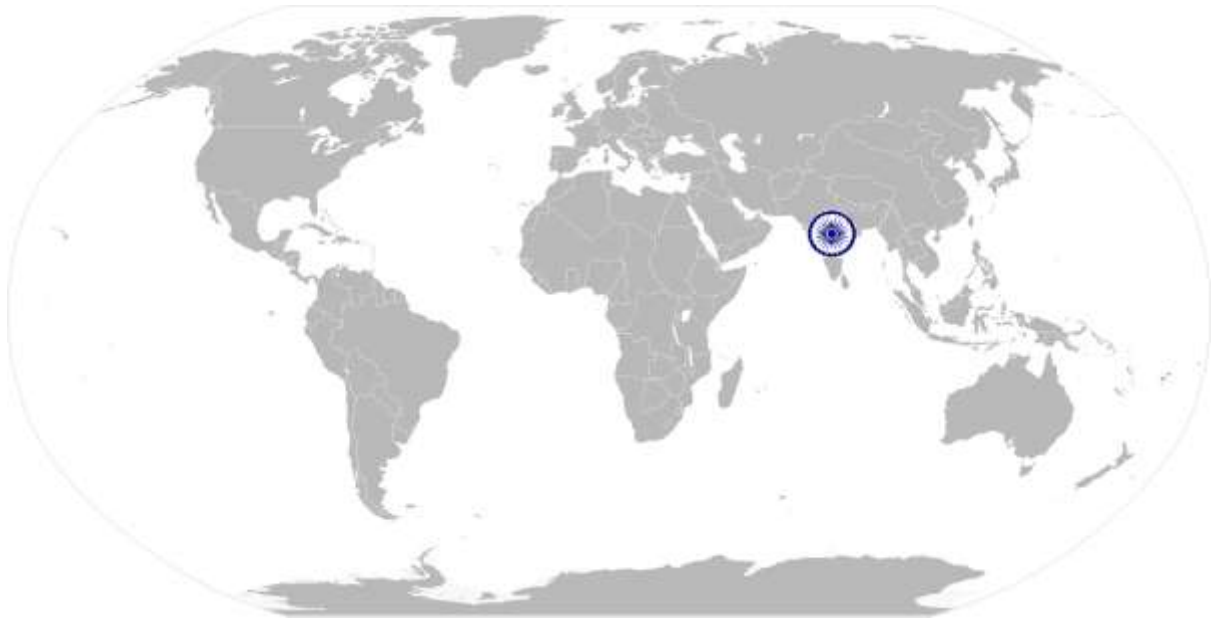




HCS/N 8002

Carry out absorption by dipping in RTD solution

National Occupational Standard



Overview

This unit is about carrying out the process of applying perfume on raw agarbattis by dipping in RTD solution.



HCS/N 8002

Carry out absorption by dipping in RTD solution

National Occupational Standard	Unit Code	HCS/N 8002
	Unit Title (Task)	Carry out absorption by dipping in RTD solution
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out absorption by dipping in RTD solution.
	Scope	Basic operations to be undertaken by the Perfume Applicator are as follows: <ul style="list-style-type: none"> to carry out dipping in ready-to-dip solution. to carry out complete absorption of solution into agarbatti sticks.
	Performance Criteria (PC) w.r.t. the Scope	
	To carry out dipping in Ready-to-Dip solution.	To be competent on the job, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. check & ensure that the dipping area is free from dirt & hazardous material PC2. ensure that the equipments, tools and hands are cleaned properly to avoid any contamination that may occur from previous batch of perfuming PC3. carry out dipping of agarbatti according to the standards PC4. ensure optimum absorption PC5. carry out process in the given time frame PC6. ensure minimal wastage of solution PC7. appropriately use the hand gloves for handling the sticks to avoid wastage of solution PC8. ensure total absorption of solution in agarbatti stick PC9. take safety measure while working with solutions PC10. ensure that agarbatti sticks bundle is properly placed in the area after dipping where it can absorb the solution without any disturbance
	To carry out complete absorption of perfume into agarbatti stick	<ul style="list-style-type: none"> PC11. properly keep the dipped agarbattis in an enclosure to ensure proper absorption PC12. ensure minimum loss of perfume solution due to evaporation PC13. ensure that the agarbattis are retained in the enclosure for optimum time PC14. ensure that the perfume spilled in the dipping tray be collected for reuse PC15. report to the instructor in case of undesirable smell of fragrance PC16. carry out the work at a rate that maintains workflow for the next level of processing
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual needs to know and understand: <ul style="list-style-type: none"> KA1. the organisation's policies and procedures KA2. responsibilities under health, safety and environmental legislation KA3. guidelines for storage and disposal of waste materials KA4. protocol to obtain more information on work related tasks KA5. contact person in case of queries on procedure or for resolving issues related to defective tools and/or equipment KA6. details of the job role and responsibilities KA7. work target and review mechanism with your supervisor KA8. protocol and format for reporting work related risks/ problems KA9. method of obtaining/ giving feedback related to performance KA10. importance of team work and harmonious working relationships



HCS/N 8002

Carry out absorption by dipping in RTD solution

	KA11. process for offering/ obtaining work related assistance
B. Technical Knowledge	The user/individual needs to know and understand: KB1. perfuming by absorption method (by dipping) KB2. steps involved in perfuming by dipping KB3. need for optimizing the absorption level KB4. cause & consequences of contamination of fragrance KB5. common hazards in the work area and workplace procedures for dealing with them
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
B. Professional Skills	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays
	Analytical Thinking
	User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others
	Critical Thinking
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action



HCS/N 8002

Carry out absorption by dipping in RTD solution

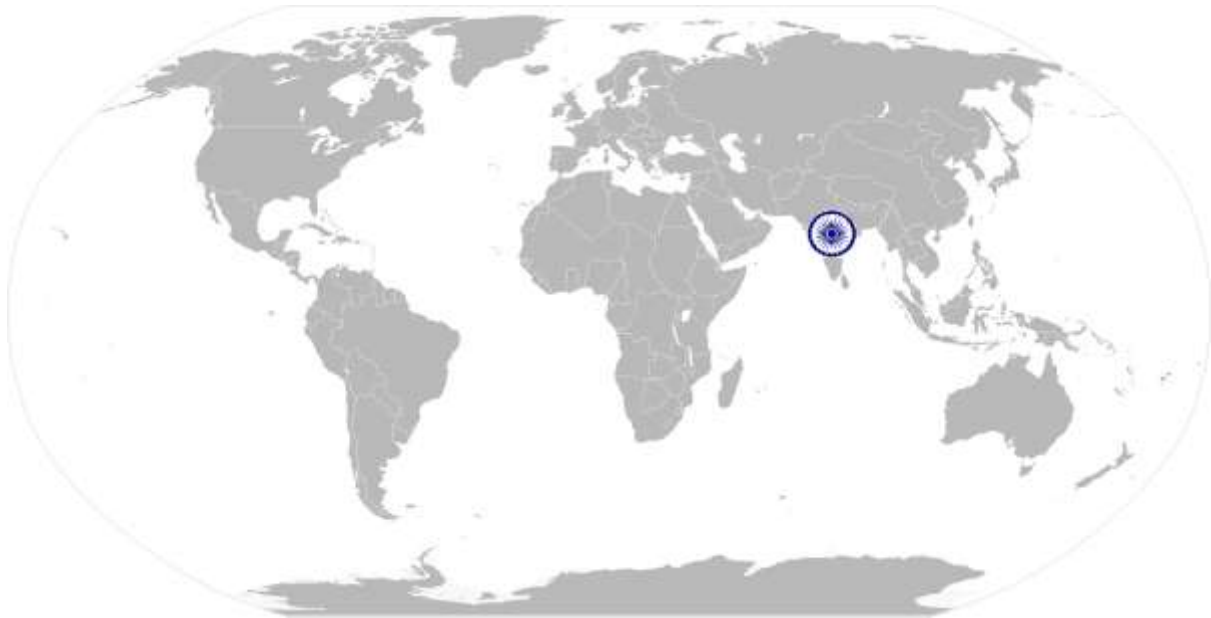
NOS Version Control

NOS Code		HCS/N 8002	
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicraft and carpet sector	Drafted on	19/06/15
Industry Sub-sector	Handicraft (Agarbatti)	Last reviewed on	29/06/15
Occupation	Agarbatti Perfume Applicator	Next review date	29/06/17





National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to achieve quality in perfuming of raw Agarbattis



HCS/N 8003

Contribute to achieve quality in perfuming of raw agarbattis

National Occupational Standard	Unit Code	HCS/N 8003
	Unit Title (Task)	Contribute to achieve quality in perfuming of raw agarbattis
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to achieve quality in perfuming of raw Agarbattis
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> achieving the quality in perfuming of raw agarbattis and related operations
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Contribute to achieving the product quality in perfuming of raw agarbattis	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. identify and use raw agarbattis as per the specifications provided PC2. ensure that the raw agarbatti lot used for perfuming comply to quality standards PC3. ensure that the correct concentration of perfume solution is identified PC4. take the necessary action if the solution does not confirm to quality standards PC5. ensure the dipping of agarbatti is done for optimum time PC6. conduct burning test for the agarbatti batches to ensure optimum burning consistency and time PC7. ensure that the absorption content is about 15% PC8. carry out work safely and at a rate which maintains work flow PC9. carry out quality checks at specified intervals according to instructions PC10. report to the responsible person when the work flow of other production areas disrupts work PC11. apply the allowed tolerances PC12. identify and segregate faulty agarbattis/ agarbatti lots PC13. ensure the intensity of fragrance is as desired
	Knowledge and Understanding (K) w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. safe working practices and organisational procedures KA2. the organisation's procedures and guidelines KA3. quality systems KA4. equipment operating procedures / manufacturer's instructions KA5. types of problems with quality and how to report them to appropriate people KA6. methods to present any ideas for improvement to supervisor KA7. the importance of complying with written instructions KA8. limits of personal responsibility KA9. reporting procedure in case of faults in own/ other processes



HCS/N 8003

Contribute to achieve quality in perfuming of raw agarbattis

<p>B. Technical / Domain Knowledge</p>	<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>
<p>Skills (S) w.r.t the Scope</p>	
<p>Elements</p>	<p>Skills</p>
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write in local language</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read measurement instructions.</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. listen effectively and orally communicate information accurately</p> <p>SA4. ask for clarification and advice from others</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The The user/individual on the job needs to know and understand how to:</p> <p>SB1. follow organization rule-based decision making process</p> <p>SB2. take decision with systematic course of actions and/or response</p> <p>Plan and Organize</p> <p>User/individual needs to know and understand how to:</p> <p>SB3. Plan and organize your work to achieve targets and deadlines</p> <p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. manage relationships with customers</p> <p>SB5. build customer relationships and use customer centric approach</p> <p>Problem Solving</p> <p>User/individual needs to know and understand how to:</p> <p>SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s)</p> <p>SB7. identify immediate or temporary solutions to resolve delays</p> <p>Analytical Thinking</p> <p>User/individual needs to know and understand how to:</p> <p>SB8. analyze data and activities</p> <p>SB9. pass on relevant information to others</p>



HCS/N 8003

Contribute to achieve quality in perfuming of raw agarbattis

	Critical Thinking
	User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

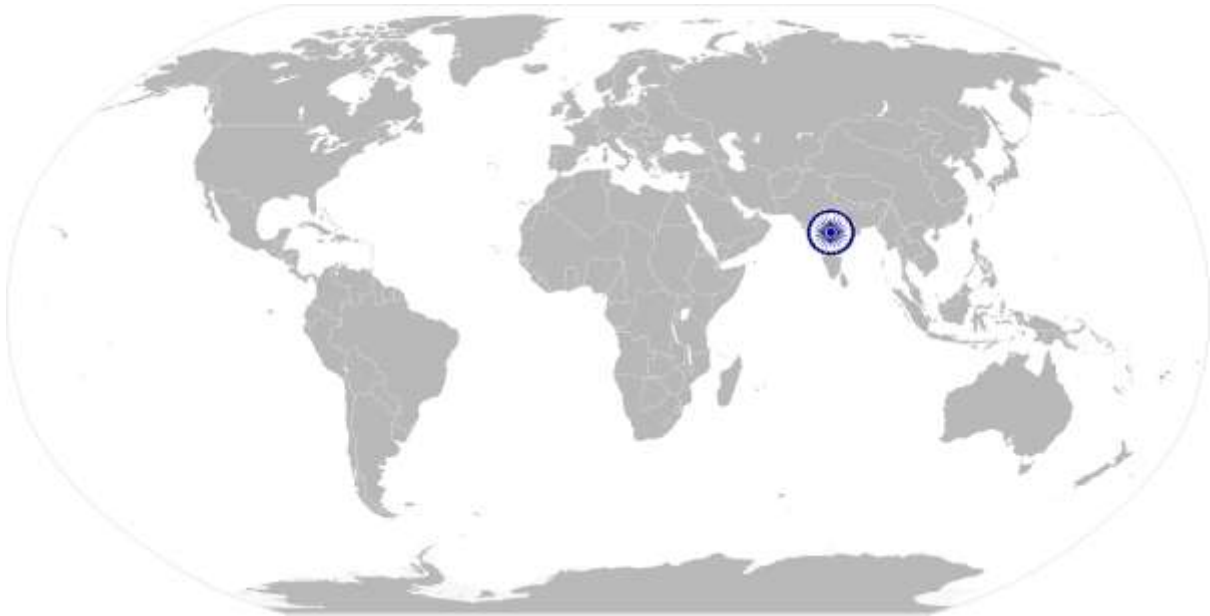
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NOS Code	HCS/N 8003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Agarbatti Perfume Applicator	Next review date	29/06/17





National Occupational Standard



Overview

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



HCS/N 9908

Working in a team

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



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

NOS Version Control

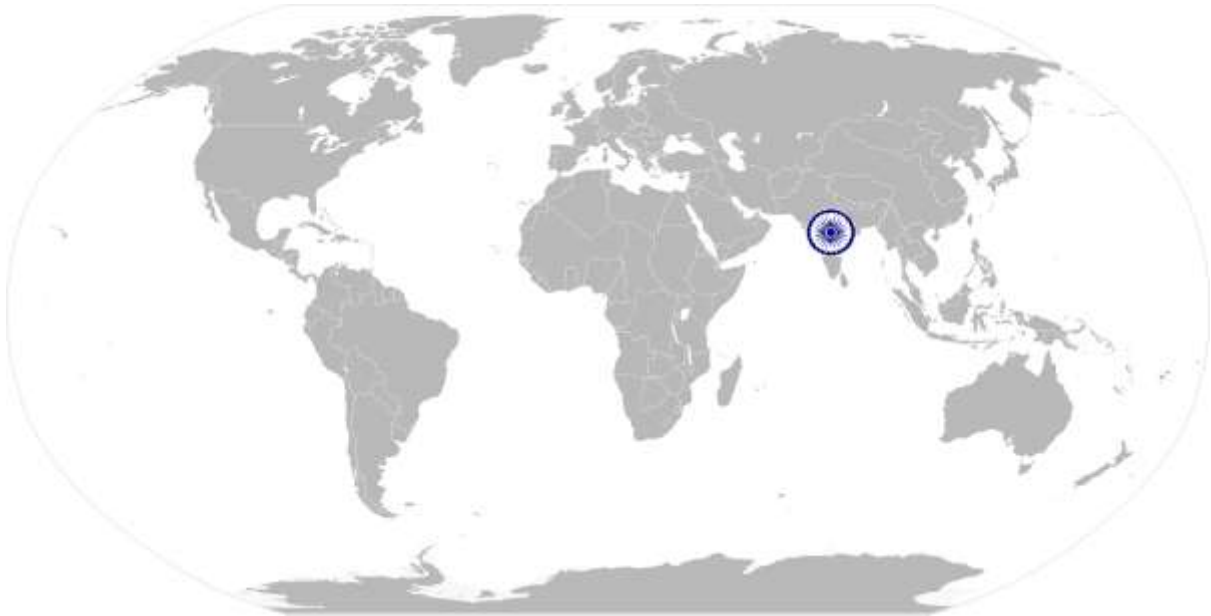
NOS Code	HCS/N9908		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Agarbatti Perfume Applicator	Next review date	29/06/17



HCS/N 9912

Maintain work area and tools

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 are maintained as per norms.



HCS/N 9912

Maintain work area and tools

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



HCS/N 9912

Maintain work area and tools

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

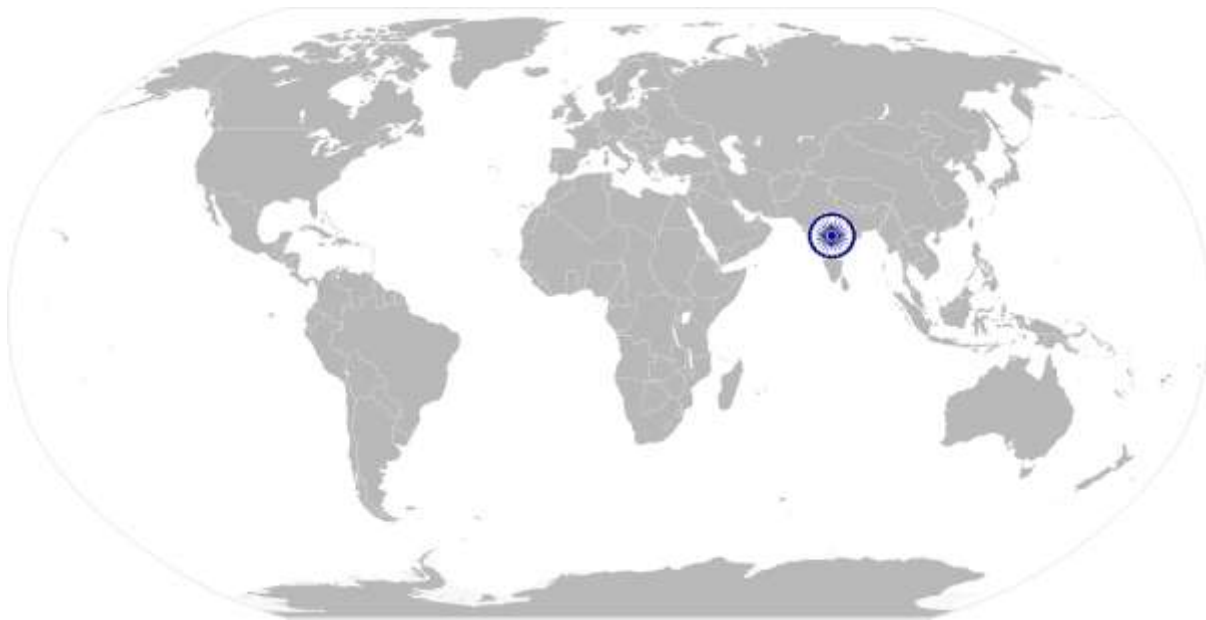


HCS/N 9912

Maintain work area and tools

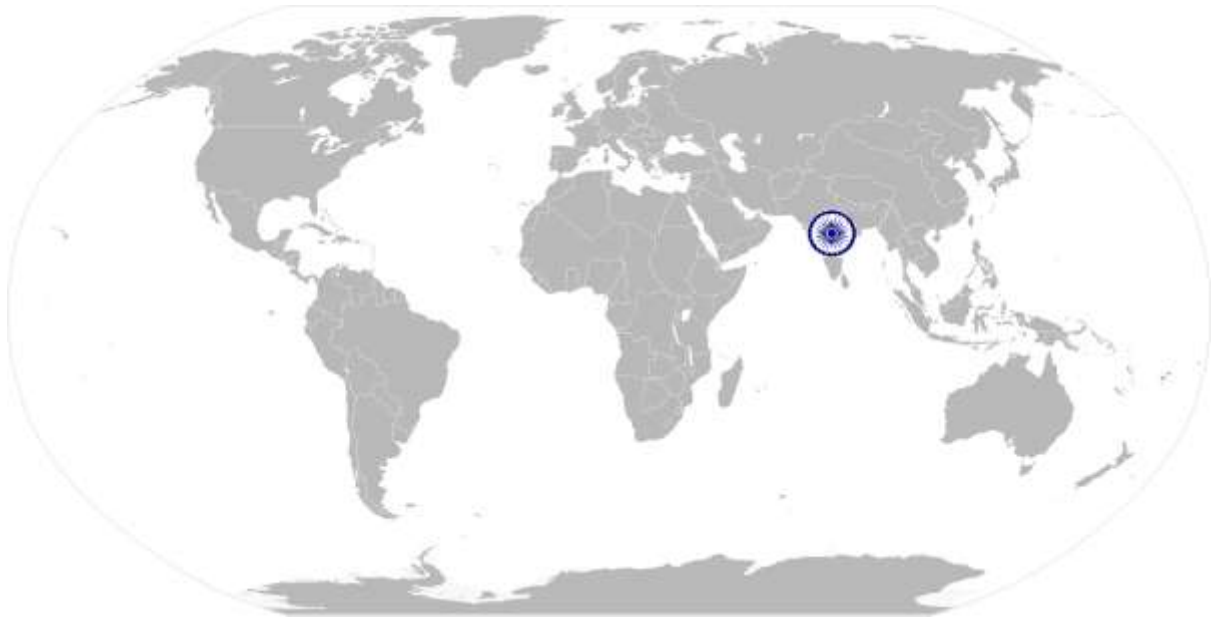
NOS Version Control

NOS Code	HCS/N 9912		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicraft & Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Agarbatti Perfume Applicator	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

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



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Maintain health, safety and security at workplace

	<p>emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol and documentation required</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. occupational health and safety risks and methods</p> <p>KB2. personal protective equipment and method of use</p> <p>KB3. identification, handling and storage of hazardous substances</p> <p>KB4. proper disposal system for waste and by-products</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits</p> <p>KB7. ill-effects of alcohol, tobacco and drugs</p>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read measurement instructions.
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response
B. Professional Skills	Plan and Organize
	User/individual needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. manage relationships with customers SB5. build customer relationships and use customer centric approach
B. Professional Skills	Problem Solving
	User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays



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Maintain health, safety and security at workplace

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

NOS Version Control

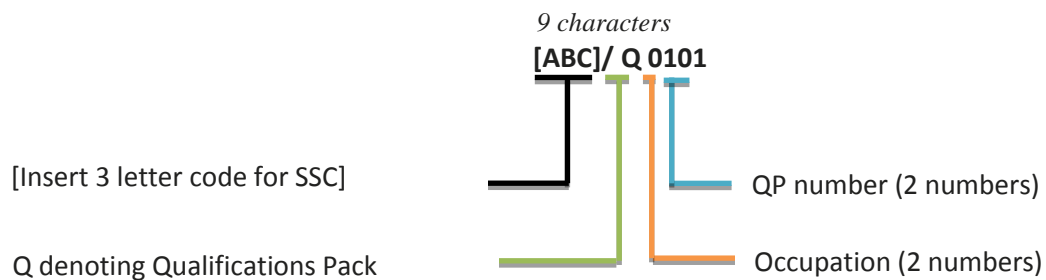
NOS Code	HCS/N 9913		
Credits (NSQF)	TBD	Version number	1.0
Industry	Handicraft & Carpet Sector	Drafted on	19/06/15
Industry Sub-sector	Handicrafts (Agarbatti)	Last reviewed on	29/06/15
Occupation	Agarbatti Perfume Applicator	Next review date	29/06/17



Annexure

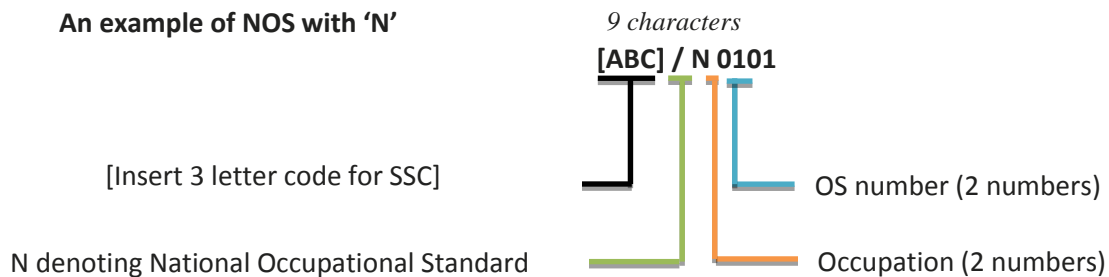
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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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: Agarbatti Perfume Applicator

Qualification Pack: HCS/Q 8001

Sector Skill Council : Handicrafts & Carpet

Guidelines for Assessment

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

ASSESSMENT CRITERIA

		Total Marks (600)	Out of	Marks Allocation	
				Theory	Skills Practical
1. HCS/N 8001 (To prepare the Ready-to- Dip (RTD) solution for perfuming raw agarbattis)	PC1. Identify the appropriate perfume concentrate	100	7	3	4
	PC2. Identify the correct set of ingredients for the required set		7	3	4
	PC3. Analyze the Agarbatti batch size for perfuming for estimating the amount of RTD required		7	3	4
	PC4. Determine the appropriate ratio of mixing of concentrated perfume and fixative solvent (such as Di-ethyl Phthalate)		6	3	3
	PC5. Determine the amount of concentrated perfume solution for the required quality of Agarbatti		5	2	3
	PC6. Use the appropriate containers & measuring jars		5	2	3
	PC7. Ensure minimum wastage of concentrated perfume and other liquids		5	2	3



	PC8. Avoid contamination of solutions and concentrates while measuring and mixing		5	2	3
	PC9. Ensure uniform mixing of ingredients		7	3	4
	PC10. Ensure and maintain the correct proportion of ingredients		6	3	3
	PC11. Use the solution appropriately to avoid mistakes		5	2	3
	PC12. Store the solution appropriately to avoid loss due to evaporation		5	2	3
	PC13. Determine the retention time of scent & fixative solvent mixture for uniform mixing		5	2	3
	PC14. Take safety precautions while handling the perfume and chemicals		5	2	3
	PC15. Respond appropriately in case of any major faults in the ingredients		5	2	3
	PC16. Minimise and dispose the waste materials in the approved manner		5	2	3
	PC17. Leave work area safe and secure when work is complete		5	2	3
	PC18. Carry out the work at a rate that maintains work flow		5	2	3
		TOTAL	100	42	58
2. HCS/N 8002 (Carry out absorption by dipping in RTD solution)	PC1. Check & ensure that the dipping area is free from dirt & hazardous material	100	7	3	4
	PC2. Ensure that the equipments, tools and hands are cleaned properly to avoid any contamination that may occur from previous batch of perfuming		7	3	4
	PC3. Carry out dipping of agarbatti according to the standards		7	3	4
	PC4. Ensure optimum absorption		6	3	3
	PC5. Carry out process in the given time frame		6	3	3
	PC6. Ensure minimal wastage of solution		6	3	3
	PC7. Appropriately use the hand gloves for handling the sticks to avoid wastage of solution		5	2	3
	PC8. Ensure total absorption of solution in agrabatti stick		5	2	3
	PC9. Take safety measure while		7	3	4



	working with solutions				
	PC10. Ensure that agarbatti sticks bundle is properly placed in the area after dipping where it can absorb the solution without any disturbance	7	3	4	
	PC11. Properly keep the dipped agarbattis in an enclosure to ensure proper absorption	7	3	4	
	PC12. Ensure minimum loss of perfume solution due to evaporation	7	3	4	
	PC13. Ensure that the agarbattis are retained in the enclosure for optimum time	7	3	4	
	PC14. Ensure that the perfume spilled in the dipping tray be collected for reuse	6	3	3	
	PC15. Report to the instructor in case of undesirable smell of fragrance	5	2	3	
	PC16. Carry out the work at a rate that maintains workflow for the next level of processing	5	2	3	
		TOTAL	100	44	56
3. HCS/N 8003 (Contribute to achieve quality in perfuming of raw agarbattis)	PC1. Identify and use raw agarbattis as per the specifications provided	100	10	4	6
	PC2. Ensure that the raw agarbatti lot used for perfuming comply to quality standards		10	4	6
	PC3. Ensure that the correct concentration of perfume solution is identified		8	4	4
	PC4. Take the necessary action if the solution does not confirm to quality standards		8	4	4
	PC5. Ensure the dipping of Agarbatti is done for optimum time		8	4	4
	PC6. Conduct burning test for the Agarbatti batches to ensure optimum burning consistency and time		8	4	4
	PC7. Ensure that the absorption content is about 15%		8	4	4
	PC8. Carry out work safely and at a rate which maintains work flow		8	4	4
	PC9. Carry out quality checks at specified intervals according to instructions		8	4	4
	PC10. Report to the responsible person when the work flow of other production		6	3	3



	areas disrupts work				
	PC11. Apply the allowed tolerances		6	3	3
	PC12. Identify and segregate faulty Agarbattis/ Agarbatti lots		6	3	3
	PC13. Ensure the intensity of fragrance is as desired		6	3	3
		TOTAL	100	48	52
4. HCS/N 9908 (Working in a team)	PC1. Be accountable to one's own role in whole process of developing product	100	12	4	8
	PC2. Perform all roles with full responsibility		10	3	7
	PC3. Be effective and efficient at workplace		10	3	7
	PC4. Properly communicate about organisation's policies		8	4	4
	PC5. Talk politely with other team members and colleagues		10	3	7
	PC6. Adjust in different work situations		10	3	7
	PC7. Give due importance to others' point of view		10	3	7
	PC8. Avoid conflicting situations		10	2	8
	PC9. Develop new ideas for work procedures		8	2	6
	PC10. Improve upon the existing techniques to increase process efficiency		12	2	10
			TOTAL	100	29
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



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