

Model Curriculum

Assembler Modular Furniture

SECTOR : FURNITURE & FITTINGS
SUB-SECTOR : Modular Furniture
OCCUPATION : Production- Modular Furniture
REF ID : FFS/Q5101, V1.0
NSQF LEVEL : 3



Certificate

CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

FURNITURE & FITTINGS SKILLS COUNCIL

for

MODEL CURRICULUM

Complying to National Occupational Standards of
Job Role/ Qualification Pack: 'Assembler Modular Furniture' QP No. 'FFS/Q5101 NSQF Level 3'

Date of Issuance: February 15th, 2018

Valid up to*: February 14th, 2019

*Valid up to the next review date of the Qualification Pack



Authorized Signatory
(Furniture & Fittings Skill Council)

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Assembler Modular Furniture

CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of an “Assembler Modular Furniture”, in the “Furniture & Fittings” Sector/Industry and aims at building the following key competencies amongst the learner.

Program Name	Assembler Modular Furniture		
Qualification Pack Name & Reference ID	FFS/Q5101, v1.0		
Version No.	1.0	Version Update Date	12-07-2017
Pre-requisites to Training	Class V, preferable		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Assist in assembling different modular parts: He/she will be able to place all furniture parts and hardware in appropriate manner based on requirement of assembling of parts • Assist in Installation of different modular furniture parts: He/she will be able to assist in installation of fittings, decorative mouldings, finishing accessories etc • Post installation check of assembled furniture: Conduct of post installation check and perform touch up, cleaning ,sanding, and finishing of assembled installed product • Working knowledge of tools and equipment: The person will have able to have knowledge of methods, materials, tools and equipment used. • Quality check at different stages of furniture making: He/s she check the product at every stages and rectifies for any fault • Maintain the work area, tools and equipment: Appropriate method of handling tools, equipment and organizing the work area will be maintained. • Maintain Health & Safety at site/ workplace: Well versed with health and safety measures in terms of personal safety and equipment safety relevant to carpentry occupation. • Carry out work effectively with others: Work effectively with stakeholder, Colleague, customer etc. adhering to the organizational rules and regulations. 		

This course encompasses 4 out of 4 NOS (National Occupational Standards), of “Assembler Modular Furniture” Qualification Pack issued by “Furniture & Fittings Skill Council”.

Sr No	Module	Key Learning Outcomes	Equipment required
1	Introduction Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code Bridge Module	<ul style="list-style-type: none"> Describe General Discipline in the classroom Understand the Role of an Assembler Modular Furniture and job opportunities and its importance Understand the scope of furniture & fittings industry Impart basic skills of communication 	1XBlackboard, Chalk 2 packet, duster 1 pc.
2	Understanding the organizational context/ company/ employer Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 00:00 Corresponding NOS Code FFS/N5101	<ul style="list-style-type: none"> Relates to expectations and responsibilities of the job role Applies the knowledge and understanding of the importance of the rules, codes, guidance and standards, policies, manuals, rules and regulation of the organization Identifies and contact the concerned persons in case of queries on procedures/products/ any problem Differentiate and learn the escalation in hierarchy 	1XBlackboard, Chalk 2 packet, duster 1 pc.
3	Maintenance of work area, tools and machines Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 08:00 Corresponding NOS Code FFS/N8501	<ul style="list-style-type: none"> Handle materials, machinery, equipment and tools safely and correctly Use correct handling procedures Use materials to minimize waste Prepare and organize work Maintain a clean and hazard free working area Deal with work interruptions Maintain tools equipment and consumables Work in a comfortable position with the correct posture Use cleaning equipment and methods appropriate for the work to be carried out 	1XBlackboard, Chalk 2 packet, duster 1 pc. Raw materials:- Solid Wood, Block Board, Plywood, Particle &MDF Panel, Laminate, Veneer, PVC Edge Banding Tape, Adhesive Hardware & Fittings:- Rastex/Minifix, Auto closing hinges:-0 Crank,9.5 crank, 16 crank, Drawer Runner:- Telescopic/Under mount Runner, Handle,Knob,Locks:- Cabinet

		<ul style="list-style-type: none"> Dispose of waste safely in the designated location Store cleaning equipment safely after use Ensure safe and correct handling of materials, equipment and tools Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration 	Lock/Multipurpose Lock, Wire Baskets
4	<p>Ensuring health and safety at workplace</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N8601</p>	<ul style="list-style-type: none"> Work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines The worksite for any possible health and safety hazards is checked Follow of manufacturers' instructions and job specifications relating to safe use of materials specifically chemicals and power equipment Safe handling and disposal of waste and debris Identification and report of any hazards and potential risks/ threats to supervisors or other authorized personnel Know the possible hazards like sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc. Undertake first aid activities in case of any accident, if required and asked to do so Appropriate use of personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines Know use of personal protective equipment like masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc. Maintain correct body posture while standing and working for long hours and carrying heavy materials Know about lifting, carrying or moving heavy wooden furniture and accessories from one place to another using approved safe working practices Handle all required tools, machines , materials & equipment safely Adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings Take safety measures while handling 	<p>1XBlackboard, Chalk 2 packet, duster 1 pc.</p> <p>Masks, safety glasses, ear muffs, safety footwear, gloves, aprons etc.</p> <p>First Aid, Different Types of Fire Extinguisher</p>

		<p>glass, heavy wood, materials, chemicals etc.</p> <ul style="list-style-type: none"> • Apply good housekeeping practices at all times • Follow good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces • Report of accident/incident and report to authorized person 	
5	<p>Dealing with emergencies</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N8601</p>	<ul style="list-style-type: none"> • Understand appropriate procedure in case a of fire emergency • Know the electrical safety measures while working with electrically powered tools & equipment • Follow agreed evacuation procedures in the event of an emergency or an accident, fires, natural calamities • Check and ensure general health and safety equipment are available at work site • Understand the use of general health and safety equipment like fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans) • Comply with restrictions imposed on harmful chemicals inside work area during working hours • Know the correct demonstrating rescue techniques applied during fire hazard • Demonstrate good housekeeping in order to prevent fire hazards • Demonstrate the correct use of a fire extinguisher and how to free a person from electrocution • Respond promptly and appropriately to an accident situation or medical emergency • Participate in emergency procedures like raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work • Understand the use the various appropriate fire extinguishers on different types of fires correctly like Class A: e.g. ordinary solid combustibles, such as wood, paper, cloth, plastic, charcoal, etc.; Class B: flammable liquids and gases, such as gasoline, propane, diesel fuel, tar, cooking oil, and similar substances; 	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p> <p>Masks, safety glasses, ear muffs, safety footwear, gloves, aprons etc.</p> <p>First Aid, Different Types of Fire Extinguisher</p>

		<p>Class C: e.g. electrical equipment such as appliances, wiring, breaker panels, etc. These categories of fires become Class A, B, and D fires when the electrical equipment that initiated the fire is no longer receiving electricity); Class D:combustible metals such as magnesium, titanium, and sodium (These fires burn at extremely high temperatures and require special suppression agents)</p> <ul style="list-style-type: none"> Know methods of accident prevention in the work environment <p>Methods of accident prevention like training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors</p>	
6	<p>Interaction with seniors</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N8801</p>	<ul style="list-style-type: none"> Know how to seek assistance from supervisor or any such appropriate authority as and when required Ask questions and seek clarifications on work tasks whenever required Know the way to seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel Identify and report any possible deviations to appropriate authority Address the problems effectively and report if required to immediate supervisor appropriately Receive instructions clearly from superiors and respond effectively on the same Follow escalation matrix in case of any grievance Accurately receive information and instructions from the supervisor related to one's work 	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p>
7	<p>Work effectively</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N8801</p>	<ul style="list-style-type: none"> Coordinate and cooperate with colleagues to achieve work objectives Display courteous behaviour at all times Respond politely to customer queries and other team members Follow work place dress code Keep work area in a tidy and organized state Adhere to time lines and quality standards Follow organizational policies and 	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p>

		<p>procedures</p> <ul style="list-style-type: none"> • Share information with team wherever and whenever required to enhance quality and productivity at work place • Work together with co-workers in a synchronized manner • Communicate with others clearly, at a pace and in a manner that helps them to understand • Show respect to other and their work • Display active listening skills while interacting with others at work • Demonstrate responsible and disciplined behaviors at the workplace e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc. 	
8	<p>Preparatory activities for assembling and installation of the modular furniture parts</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 32:00</p> <p>Corresponding NOS Code FFS/N5101</p>	<ul style="list-style-type: none"> • Gather and organize required tools & equipment, hardware fittings (e.g. measuring tape ,drill, scrapper, pencil, table saw, measuring tape, power tools, drilling tools, sanding tools, hinges, drawer runners etc.) for assembling and installing of modular furniture • Take site measurement according to design • Unpack the materials/furniture parts delivered for modular furniture, as per the instructions of the lead/ supervisor • Assist in reviewing hardware and quality check of materials (MDF, HDF , Plywood, laminates, adhesives etc.) and actual condition of tools and equipment's and inform the lead /supervisor for repair /replacement as needed • Clean work area to ensure hazard free work • Ensure that the floor guard/ other floor safety material is spread on the floor to prevent damage to the floor/individual and also use safety equipment and personal protection equipment as needed such as gloves , goggles ,mask, ear plugs correctly in accordance with work policy • Check for safety and proper functioning of the power socket for usage of power tools before initiating work • Place and set the ladder and other supporting equipment as per the requirement of different activities 	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p> <p>Hand Tools: e.g. dao, chisel set, dropping knife, width seizers, scissors, hammer, round planer/knot remover, scrapper, blow torch, vice, grinder, thicknesses, hand plane, V-shaped knife, pointed knife, mallet, wood saw, hacksaw, pliers, hand drill and bits, sand container, pencil, marker, measuring tape, steel rule, staple gun etc.</p> <p>Power Tools: e.g. power saw, power drill, hand cutting machine, hand splicer, surface planer, trowel, tumbler, shovel etc. Material: e.g. treated bamboo of required diameter, adhesive, sand paper, nails, cane (3-4mm for binding), wood pegs, bending wire, nut bolt etc</p>

		<ul style="list-style-type: none"> Assist in requisite documentation as per organization protocol Place all the furniture parts and hardware in an appropriate manner based on requirement during assembling of parts 	
9	<p>Assist in assembling at site</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 32:00</p> <p>Corresponding NOS Code FFS/N5101</p>	<ul style="list-style-type: none"> Assist in removing cabinets, fixtures and other fittings from existing furniture settings on work site if required as per directions from supervisor Take measurement and creating markings to assemble different parts Apply adhesives/screws /hardware as per requirement for fastening the furniture parts to ensure quality and correct fitting Follow the instruction of lead and manufacturer manual , in case of integration of sub-assemblies like cabinet accessories- garbage pull-outs, cutlery trays etc. , cabinet's components (shelves, drawers, door hinges etc.) and cabinet doors with furniture at site using specified joinery techniques and required adhesives/ screws. assist in checking at regular interval during assembling to avoid any errors/defects 	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p> <p>Hand Tools: e.g. dao, chisel set, dropping knife, width seizers, scissors, hammer, round planer/knot remover, scrapper, blow torch, vice, grinder, thicknesses, hand plane, V-shaped knife, pointed knife, mallet, wood saw, hacksaw, pliers, hand drill and bits, sand container, pencil, marker, measuring tape, steel rule, staple gun etc.</p> <p>Power Tools: e.g. power saw, power drill, hand cutting machine, hand splicer, surface planer, trowel, tumbler, shovel etc. Material: e.g. treated bamboo of required diameter, adhesive, sand paper, nails, cane (3-4mm for binding), wood pegs, bending wire, nut bolt etc</p>
10	<p>Assist in installation at site</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 46:00</p> <p>Corresponding NOS Code FFS/N5101</p>	<ul style="list-style-type: none"> Identify slots for placing/installing each furniture part as per design Recheck measurements of slot and furniture part to avoid damage during installation Take requisite cut-outs for electrical outlets, plumbing points and other arrangements Assist in installation and fasten of boxes/furniture parts to the surface/wall by using adhesives/hardware as appropriate and be mindful of wall strength and spacing etc. Support in installing fillers , shims wherever necessary Assist in installation of other associated fittings e.g. sink, cooking hob, chimney and other electrical 	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p> <p>Hand Tools: e.g. dao, chisel set, dropping knife, width seizers, scissors, hammer, round planer/knot remover, scrapper, blow torch, vice, grinder, thicknesses, hand plane, V-shaped knife, pointed knife, mallet, wood saw, hacksaw, pliers, hand drill and bits, sand container, pencil, marker, measuring tape, steel rule, staple gun etc.</p>

		<p>appliances in case of kitchen, study table in bed rooms etc.</p> <ul style="list-style-type: none"> Assist in installation of fittings (like locks, latch etc.), decorative mouldings/ finish accessories (crown moulding, decorative panels etc.) 	<p>Power Tools: e.g. power saw, power drill, hand cutting machine, hand splicer, surface planer, trowel, tumbler, shovel etc. Material: e.g. treated bamboo of required diameter, adhesive, sand paper, nails, cane (3-4mm for binding), wood pegs, bending wire, nut bolt etc</p>
11	<p>Post installation check of assembled furniture</p> <p>Theory Duration (hh:mm) 06:00</p> <p>Practical Duration (hh:mm) 24:00</p> <p>Corresponding NOS Code FFS/N5101</p>	<ul style="list-style-type: none"> Assist in conducting post installation check and perform touch up, cleaning, sanding and finishing of assembled installed product as instructed by lead/supervisor Gather all tools and equipment's post installation and place accordingly Wipe/clean the product post installation and remove any dust etc. Remove all the debris from the site and clean the work area in accordance with organization policy Take note of inputs/ feedback received during installation to incorporate in future 	<p>1XBlackboard, Chalk 2 packet, duster 1 pc</p>
	<p>Total Duration</p> <p>Theory Duration 98:00</p> <p>Practical Duration 142:00</p>	<p>Unique Equipment Required:</p> <p>1XBlackboard, Chalk 2 Packet, Duster 1 pc</p> <p>PPE:-Safety Masks, safety glasses, Ear plug, Safety footwear, Gloves First Aid, Different Types of Fire Extinguisher, Working Bench</p> <p>Hand Tools:- Measurement tools:-Measurement Tape, Steel Rule, Zigzag Rule, Folding Rule</p> <p>Marking Tools:-Pencil, Marking Knife, Marking Thread</p> <p>Striking Tools:- Cross peen Hammer, Mallet</p> <p>Planing Tools:-Jack Plane, Smoothing Plane, Block Plane, Compass Plane, Spoke Shave</p> <p>Sharpening Tools:-Oil stone, Triangular File</p> <p>Sawing Tools:- Hand saw, Compass saw, Coping saw</p> <p>Testing Tools:- Try Square, Mitre Square, Sprit Level, Water Level Pipe,</p> <p>Chipping Tools:-Firmer/Bevel Chisel, Mortise Chisel</p> <p>Holding Tools:-T Bar clamp, G clamp, Rasp file</p> <p>Misc.Tools:-Screw Driver, Nail Punch, Pincer</p> <p>Power Tools:-Circular Saw, Jig Saw, Planner, Router, Drill Machine, Sander etc</p> <p>Accessories:- Adhesive, Screw (Different size), Nail, PVC Edge Banding Tape,</p> <p>Hardware:-,Hinges:- Butt Hinges, Auto closing Hinges:-0Crank,9.5 Crank,16 Crank, , Drawer Runner:-Telescopic/Under mount Runner ,Handle, Knob, Locks:-Door Locks/Multipurpose Lock</p>	

Grand Total Course Duration: 240 Hours, 0 Minutes

*(This syllabus/ curriculum has been approved by **Furniture & Fittings Skill Council**)*

Trainer Prerequisites for Job role: “Assembler Modular Furniture” mapped to Qualification Pack: “FFS/Q5101”

Sr. No.	Area	Details
1	Description	To deliver accredited training service, mapping to the curriculum detailed above, in accordance with the Qualification Pack “ <u>FFS/Q5101</u> ”.
2	Personal Attributes	Aptitude for conducting training, and pre/ post work to ensure competent, employable candidates at the end of the training. Strong communication skills, interpersonal skills, ability to work as part of a team; a passion for quality and for developing others; well organized and focused, eager to learn and keep oneself updated with the latest in the mentioned field
3	Minimum Educational Qualifications	Minimum 10 th pass Minimum age 25 years
4a	Domain Certification	Certified for Job Role: “ <u>Assembler Modular Furniture</u> ” mapped to QP: “ <u>FFS/Q5101</u> ”. Minimum accepted score 80% as per the FFSC guideline.
4b	Platform Certification	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “MEP/Q0102”. Minimum accepted score as per respective FFSC guideline is 80%.
5	Experience	<ul style="list-style-type: none"> Minimum Five years of experience in furniture making and assembling

Annexure: Assessment Criteria

Job Role Assembler Modular Furniture

Qualification Pack FFS/Q5101

Sector Skill Council Furniture & Fittings Skill Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below)
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
6. To pass the Qualification Pack, every trainee should score a minimum of 50% in aggregate
- 7 In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Compulsory NOS		Marks Allocation			
Total Marks: 400	Assessment criteria for outcomes	Total Marks	Out Of	Theory	Skills Practica I
1 FFS/N5101 (Assist in assembling and installation of different modular furniture parts)	PC1. gather and organize required tools & equipment, hardware fittings (e.g. measuring tape, drill, scrapper, pencil, table saw, measuring tape, power tools, drilling tools, sanding tools, hinges, drawer runners etc.) for assembling and installing of modular furniture	100	4	1	3
	PC2. take site measurement according to design		4	1	3
	PC3. unpack the materials/furniture parts delivered for modular furniture, as per the instructions of the lead/supervisor		3	1	2

	PC4. assist in reviewing hardware and quality check of materials (MDF, HDF , Plywood, laminates, adhesives etc.) and actual condition of tools and equipment's and inform the lead/supervisor for repair /replacement as needed		4	1	3
	PC5. clean work area to ensure hazard free work		3	1	2
	PC6. ensure that the floor guard/ other floor safety material is spread on the floor to prevent damage to the floor/individual and also use safety equipment and personal protection equipment as needed such as gloves , goggles, ear plugs, mask correctly in accordance with work policy		3	1	2
	PC7. check for safety and proper functioning of the power socket for usage of power tools before initiating work		3	1	2
	PC8. place and set the ladder and other supporting equipment as per the requirement of different activities		3	1	2
	PC9. assist in requisite documentation as per organization protocol		3	1	2
	PC10. place all the furniture parts and hardware in an appropriate manner based on requirement during assembling of parts		4	1	3
	PC11. assist in removing cabinets, fixtures and other fittings from existing furniture settings on work site if required as per directions from supervisor		3	1	2

	PC12. take measurement and creating markings to assemble different parts		4	1	3
	PC13. apply adhesives /screws / hardware as per requirement for fastening the furniture parts to ensure quality and correct fitting		4	1	3
	PC14. follow the instruction of lead and manufacturer manual , in case of integration of sub-assemblies like cabinet accessories- garbage pull-outs, cutlery trays etc. , cabinet's components (shelves, drawers, door hinges etc.) and cabinet doors with furniture at site using specified joinery techniques and required adhesives/screws		4	1	3
	PC15. assist in checking at regular interval during assembling to avoid any errors/defects		3	1	2
	PC16. identify slots for placing/installing each furniture part as per design		5	1	4
	PC17. recheck measurements of slot and furniture part to avoid damage during installation		3	1	2
	PC18. take requisite cut-outs for electrical outlets, plumbing hook ups and other arrangements		4	1	3
	PC19. assist in installation and fasten of boxes/furniture parts to the surface/wall by using adhesives /hardware as appropriate and be mindful of wall strength and spacing etc.		5	1	4
	PC20. support in installing fillers , shims wherever necessary		5	1	4

	PC21. assist in installation of other associated fittings e.g. sink, cooking hob, chimney and other electrical appliances in case of kitchen, study table in bed rooms etc.		5	1	4
	PC22. assist in installation of fittings (like locks, latch etc.), decorative mouldings/ finish accessories (crown moulding, decorative panels etc.)		5	1	4
	PC23. assist in conducting post installation check and perform touch up, cleaning, sanding and finishing of assembled installed product as instructed by lead/supervisor		4	1	3
	PC24. gather all tools and equipment's post installation and place accordingly		3	1	2
	PC25. wipe/clean the product post installation and remove any dust etc.		3	1	2
	PC26. remove all the debris from the site and clean the work area in accordance with organization policy		3	1	2
	PC27. take note of inputs/ feedback received during installation to incorporate in future		3	1	2
			100	20	80
2. FFS/ N8601 Ensure health and safety at workplace	PC1. work safely at all times, complying with health and safety legislation, regulations and other relevant guidelines	100	3	2	1
	PC2. ensure that health and safety instructions applicable to the work place are being followed		3	1	2
	PC3. check the worksite for any possible health and safety hazards		3	1	2
	PC4. follow manufacturers' instructions and job		3	1	2

	specifications relating to safe use of materials specifically chemicals and power equipment				
	PC5. ensure safe handling and disposal of waste and debris		3	0	3
	PC6. identify and report any hazards and potential risks/ threats to supervisors or other authorized personnel Hazards: sharp edged tools, hazardous surfaces, physical hazards, electrical hazards, health hazards from chemicals and other such toxic material etc.		3	1	2
	PC7. undertake first aid activities in case of any accident, if required and asked to do so		3	0	3
	PC8. select and use appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines Personal protective equipment: masks, safety glasses, head protection, ear muffs, safety footwear, gloves, aprons etc.		3	0	3
	PC9. maintain correct body posture while standing and working for long hours and carrying heavy materials		3	0	3
	PC10. lift, carry or move heavy wooden furniture and accessories from one place to another using approved safe working practices		4	2	2

	PC11. handle all required tools, machines , materials & equipment safely		4	2	2
	PC12. adhere to relevant occupational safety policies while handling sharp tools to make and install furniture and fittings		3	0	3
	PC13. take safety measures while handling glass, heavy wood, materials, chemicals etc.		3	0	3
	PC14. apply good housekeeping practices at all times Good housekeeping practices: clean/tidy work areas, removal/disposal of waste products, protect surfaces		3	2	1
	PC15. report accident/incident report to authorised personal		3	1	2
	PC16. perform basic safety checks before operation of all machines, tools and electrical equipment		3	2	1
	PC17. follow recommended material handling procedure to control damage and personal injury		3	1	2
	PC18. follow safe working practices at all times		3	1	2
	PC19. follow appropriate procedure in case a of fire emergency		3	1	2
	PC20. follow electrical safety measures while working with electrically powered tools & equipment		4	2	2
	PC21. follow agreed work location procedures in the event of an emergency or an accident		3	1	2

	PC22. follow emergency and evacuation procedures in case of accidents, fires, natural calamities		3	1	2
	PC23. check and ensure general health and safety equipment are available at work site General health and safety equipment: fire extinguishers; first aid equipment; safety instruments and clothing; safety installations (e.g. fire exits, exhaust fans)		4	1	3
	PC24. comply with restrictions imposed on harmful chemicals inside work area during working hours		3	0	3
	PC25. correctly demonstrate rescue techniques applied during fire hazard		3	0	3
	PC26. demonstrate good housekeeping in order to prevent fire hazards		3	0	3
	PC27. demonstrate the correct use of a fire extinguisher		3	2	1
	PC28. demonstrate how to free a person from electrocution		3	1	2
	PC29. respond promptly and appropriately to an accident situation or medical emergency		3	0	3
	PC30. participate in emergency procedures Emergency procedures: raising alarm, safe/efficient, evacuation, correct means of escape, correct assembly point, roll call, correct return to work		3	0	3

3. FFS/N8501 Maintain work area, tools and machines	PC1. handle materials, machinery, equipment and tools safely and correctly	100	8	4	4
	PC2. use correct handling procedures		8	4	4
	PC3. use materials to minimize waste		8	4	4
	PC4. prepare and organize work		8	4	4
	PC5. maintain a clean and hazard free working area		8	4	4
	PC6. deal with work interruptions		8	4	4
	PC7. maintain tools equipment and consumables		8	4	4
	PC8. work in a comfortable position with the correct posture		8	4	4
	PC9. use cleaning equipment and methods appropriate for the work to be carried out		8	4	4
	PC10. dispose of waste safely in the designated location		8	5	3
	PC11. store cleaning equipment safely after use		7	3	4
	PC12. ensure safe and correct handling of materials, equipment and tools		7	3	4
	PC13. maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration		6	3	3
	Total	100	50	50	

4. FFS/N8801 Work effectively with others	PC1. seek assistance from supervisor or any such appropriate authority as and when required	100	3	1	2
	PC2. ask questions and seek clarifications on work tasks whenever required		3	1	2
	PC3. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		5	5	0
	PC4. identify and report any possible deviations to appropriate authority		3	1	2
	PC5. address the problems effectively and report if required to immediate supervisor appropriately		5	2	3
	PC6. receive instructions clearly from superiors and respond effectively on the same		3	1	2
	PC7. follow escalation matrix in case of any grievance		6	4	2
	PC8. accurately receive information and instructions from the supervisor related to one's work		5	3	2
	PC9. coordinate and cooperate with colleagues to achieve work objectives		5	0	5
	PC10. display courteous behaviour at all times		5	0	5
	PC11. respond politely to customer queries and other team members		5	1	4
	PC12. follow work place dress code		5	0	5
	PC13. keep work area in a tidy and organized state		5	0	5

	PC14. adhere to time lines and quality standards		5	2	3
	PC15. follow organizational policies and procedures		4	4	0
	PC16. share information with team wherever and whenever required to enhance quality and productivity at work place		5	2	3
	PC17. work together with co-workers in a synchronized manner		6	0	6
	PC18. communicate with others clearly, at a pace and in a manner that helps them to understand		6	3	3
	PC19. show respect to other and their work		5	0	5
	PC20. display active listening skills while interacting with others at work		5	0	5
	PC21. demonstrate responsible and disciplined behaviors at the workplace disciplined behaviors: e.g. punctuality; completing tasks as per given time and standards; not gossiping and idling time; eliminating waste, honesty, etc.		6	0	6
		Total	100	30	70
	Grand Total		400	130	270
	Percentage Weightage			30%	70%
	Minimum Pass% to qualify (aggregate)			50%	