

Model Curriculum

Cabinet Maker Modular Kitchen

SECTOR: FURNITURE & FITTINGS
SUB-SECTOR: Modular Furniture
OCCUPATION: Production- Modular Furniture (Kitchen)
REF ID: FFS/Q5102, 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: 'Cabinet Maker Modular Kitchen' QP No. 'FFS/Q5102 NSQF Level 4'

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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Cabinet Maker Modular Kitchen

CURRICULUM / SYLLABUS

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

Program Name	Cabinet Maker Modular Kitchen		
Qualification Pack Name & Reference ID	FFS/Q5102, v1.0		
Version No.	1.0	Version Update Date	12-07-2017
Pre-requisites to Training	Class V, preferable 0-1 years of relevant experience		
Training Outcomes	<p>After completing this programme, participants will be able to:</p> <ul style="list-style-type: none"> • Interpret kitchen layout and other requirements of kitchen: He/she will be able to assist in understanding the client’s need. • Execute preparatory activities for cabinet making: He/she will be able to do the preparatory activities, tools and inventory check. • Make and assemble parts: The person will learn cutting, making joints, assembling different parts, sanding and finishing. • Conduct quality check at different stages of furniture making: He/she will be able to check the product at every stage and rectify the faults. • Maintain the work area, tools and equipment: He/She will be able to comprehend appropriate methods for handling tools, equipment and organize the work area. • Maintain health and safety at site/ workplace: He/She will get well versed with the health and safety measures in terms of personal safety measures relevant to the carpentry occupation. • Carry out work effectively with others: He/She will work effectively with stakeholders, colleagues, customers and adhere to the organizational rules and regulations. 		

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

SI No	Module	Key Learning Outcomes	Equipment required
1	<p>Introduction</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code Bridge Module</p>	<ul style="list-style-type: none"> Maintain general discipline in the classroom Define the responsibilities of a Cabinet Maker Modular Kitchen and its job opportunities and its importance Describes and learn basic reading capabilities for enabling him to read signs, notices and/or cautions at site. 	<p>1XBlackboard, chalk 2 packet, duster 1 pc.</p> <p>Chart paper depicting tools, hardware and machineries</p>
2	<p>Understanding the organizational context/ company/ employer</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 00:00</p> <p>Corresponding NOS Code FFS/N5102</p>	<ul style="list-style-type: none"> Relates to expectations and responsibilities of the job role Applies the knowledge and remembers 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 	<p>1XBlackboard, chalk 2 packet, duster 1 pc.</p> <p>Chart paper depicting hierarchy</p>
3	<p>Maintenance of work area, tools and machines</p> <p>Theory Duration (hh:mm) 08:00</p> <p>Practical Duration (hh:mm) 08:00</p> <p>Corresponding NOS Code FFS/N8501</p>	<ul style="list-style-type: none"> Handle material, machinery, equipment and tools with safety Optimally use materials to minimize wastage Prepare and organize work area Maintain a clean and hazard free working area Deal with work interruptions Ensure safe and correct handling of materials, equipment and tools Keep tools, equipment and consumables safely after use Work in a comfortable position with the correct posture Select the cleaning equipment and methods appropriately for the work to be carried out Dispose of waste safely in the designated location 	<p>1XBlackboard, chalk 2 packet, duster 1 pc.</p> <p>Raw materials:-Solid wood, block board, plywood, particle board, MDF panel, laminate, veneer, PVC edge Banding Tape, Adhesive</p> <p>Hardware and Fittings:- Rastex/Minifix, auto closing hinges, 9.5 crank, 16 crank, Drawer Runner:- Telescopic/Under mount Runner, Handle, Knob, Locks:- Cabinet Lock/Multipurpose Lock, Wire Baskets,</p>

		<ul style="list-style-type: none"> • Store the cleaning equipment safely after use • Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration 	
4	<p>Ensuring health and safety at workplace</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code FFS/N8601</p>	<ul style="list-style-type: none"> • Work safely by complying relevant guidelines • Assess the worksite for any possible health and safety hazards • Follow instructions of manufacturer related to safe use of materials specifically chemicals and power equipment • Ensure safe handling and disposal of waste and debris • Identify and report of any hazards and potential risks/ threats to supervisors or other authorized personnel • Memorize first aid activities in case of any accident • Demonstrate use of appropriate personal protective equipment compatible to the work and compliant to relevant occupational health and safety guidelines • Maintain correct body posture while working for long hours and carrying heavy materials • Practice the process involved while lifting, carrying or moving heavy wooden furniture and accessories from one place to another using appropriate safe working practices • Handle all required tools, machines, materials and equipment safely • Adhere to relevant occupational safety procedures while handling sharp tools, glass, heavy wood, and chemicals • Apply good housekeeping practices by keeping the work area tidy • Report any accident duly to the authorized person 	<p>1XBlackboard, chalk 2 packet, duster 1 pc.</p> <p>Masks, safety glasses, ear plugs, safety footwear, gloves, first aid, different types of fire extinguisher</p>

5	<p>Dealing with emergencies</p> <p>Theory Duration (hh:mm) 04:00</p> <p>Practical Duration (hh:mm) 04:00</p> <p>Corresponding NOS Code FFS/N8601</p>	<ul style="list-style-type: none"> • Follow appropriate procedures in case of fire • Follow the electrical safety measures while working with electrical power tools and equipment • Follow the evacuation procedures in the event of an emergency or an accident, fire or a natural calamity • Check and ensure general health and safety equipment are available at site • Describe the use of general health and safety equipment • Comply with the restrictions imposed on harmful chemicals during working hours • Identify the correct demonstrating rescue techniques applied during fire hazard • Demonstrate good housekeeping to prevent accidents • Demonstrate the correct use of a fire extinguisher • Respond promptly and appropriately to an accident situation or medical emergency • Take the measures to avoid accident at the work area 	<p>1XBlackboard, chalk 2 packet, duster 1 pc</p> <p>Masks, safety glasses, ear muffs, safety footwear, gloves, aprons, first aid, different Types of fire extinguisher</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"> • Identify 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 • Identify 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 • Receive accurate information and instructions from the supervisor related to one's work 	<p>1XBlackboard, chalk 2 packet, duster 1 pc</p>

7	<p>Work effectively with seniors/ team members</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 team members • Follow strict dress code at work place • Keep work area in a tidy and organized manner • Adhere to the timelines and quality standards • Follow organizational policies and procedures • 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 comprehend • Show respect to others and their work • Display active listening skills while interacting with others at work 	<p>1XBlackboard, chalk 2 packet, duster 1 pc</p>
8	<p>Understanding kitchen layout and other requirement from client / supervisor</p> <p>Theory Duration (hh:mm) 20:00</p> <p>Practical Duration (hh:mm) 12:00</p> <p>Corresponding NOS Code FFS/N5102</p>	<ul style="list-style-type: none"> • Take measurements for making layout and designs • Ensure proper storage of technical drawings • Assess the requirement of the client from supervisor • Assist in deciding the design and size of kitchen cabinets in consultation with supervisor/ client • Discuss with supervisor/ client regarding placement of cabinet systems, division of work zone, shifting of existing electrical points, water and gas connections • Support in planning, storage and other utilities inside the drawer and overhead cabinets. • Provide complete information of measurement, other details and assist in preparing technical drawings (2D/3D) 	<p>1XBlackboard, chalk 2 packet, duster 1 pc</p> <p>Hand Tools:- Measurement tape, steel rule, zig zag rule, folding rule</p> <p>Marking Tools:-Pencil, marking knife, marking thread</p> <p>Raw materials:-solid wood, block board, plywood, particle, MDF panel, laminate, veneer, PVC edge banding tape, adhesive</p> <p>Hardware and Fittings:- Rastex/ minifix, cam fittings, auto closing hinges, 9.5 crank, 16 crank, drawer runner:- telescopic/under mount runner, handle, knob, locks:-cabinet lock/multipurpose lock, wire baskets, PVC legs</p>

<p>9</p>	<p>Preparatory activities for cabinet making</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 40:00</p> <p>Corresponding NOS Code FFS/N5102</p>	<ul style="list-style-type: none"> Follow the drawing (2D/3D) given by the supervisor to further implement as per the specifications Assist in listing required raw material, as per drawings Check inventory for availability of materials, hardware and tools Organize materials and hardware required for manufacturing/ assembling in the sequence as per drawings Note all the details and assist in doing requisite documentation Support in quality check of materials before initiating work Support in assessment for minor repairs or changes to check roughness, size, alignment Assist in rejecting defective materials of poor quality and inform the supervisor to raise a new request Ensure that the work area is clean and free from hazards Ensure that floor guard is used to prevent damage to the floor Check for safety and proper functioning of power socket for usage of power tools at work site before initiating work 	<p>1XBlackboard, chalk 2 packets, duster 1 pc</p> <p>Raw materials:-solid wood, block board, plywood, particle and MDF panel, laminate, veneer, PVC edge banding tape, adhesive</p> <p>Hardware and Fittings:- Rastex/ minifix, cam fittings, auto closing hinges:- 9.5 crank, 16 crank, drawer runner, telescopic/under mount runner, handle, knob, locks, cabinet lock/multipurpose lock, wire baskets, PVC legs</p>
<p>10</p>	<p>Making of furniture and assembling of parts</p> <p>Theory Duration (hh:mm) 12:00</p> <p>Practical Duration (hh:mm) 56:00</p> <p>Corresponding NOS Code FFS/N5102</p>	<ul style="list-style-type: none"> Prioritise the parts to be manufactured at work site according to the design Take the measurement as per drawing, specification and mark on the raw material Cut the required raw material as per the dimensions of the drawings Prepare requisite joints if required as per the drawings to ensure correct finish and accurate fitting Follow the process to check any defects in the manufactured products Assist in smoothening of outer surface of furniture by proper tools Assist in selection of adhesives/screws/ hardware as per requirement and follow the instruction for fastening the required cabinet parts Support in putting marks and fixing hinges, brackets in the cabinet Support in conducting checks at regular intervals for alignment and functionality Assist in cleaning, sanding and finishing of manufactured products 	<p>1XBlackboard, chalk 2 packet, duster 1 pc</p> <p>Hand Tools:- Measurement tape, steel rule, zig zag rule, folding rule</p> <p>Marking Tools:-Pencil, marking knife, marking thread</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, spirit level, water level pipe,</p> <p>Chipping Tools:-Firmer/bevel chisel, mortise chisel</p> <p>Holding Tools:-T bar clamp, G clamp</p> <p>Power Tools:-Circular saw, jig saw, planner, router, drill machine, sander etc.</p> <p>Accessories:- Adhesive, screw, nail, PVC edge banding tape,</p> <p>Hardware:-Rextax / Minifix, cam fittings, auto closing</p>

			hinges, connecting fittings, drawer runner, handle, knob, locks, wire baskets, pull out, PVC legs
11	Quality check post making of modular furniture Theory Duration (hh:mm) 08:00 Practical Duration (hh:mm) 16:00 Corresponding NOS Code FFS/N5102	<ul style="list-style-type: none"> Conduct a visual quality checks of all sub parts Check design as per the specifications/drawings in respect to measurement, levelling and functionality to ensure proper functioning of the hardware in the installed furniture Conduct any touch up/modifications that may be required to get the quality output Gather all the tools from the work site and place appropriately Remove all the debris from the site and clean the work area Take note of inputs/ feedback received post completion of the final product 	1XBlackboard, Chalk 2 packet, duster 1 pc
	Total Duration Theory Duration: 100 hrs Practical Duration: 140 hrs	Unique Equipment Required for the QP: 1XBlackboard, Chalk 2 Packet, Duster 1 pc PPE:- Safety Masks, safety glasses, Ear plug, Safety footwear, Gloves First Aid, Different Types of Fire Extinguisher Hand Tools:- Measurement Tape, Steel Rule, Zigzag Rule, Folding Rule Marking Tools:- Pencil, Marking Knife, Marking Thread Striking Tools:- Cross peen Hammer, Mallet Planing Tools:- Jack Plane, Smoothing Plane, Block Plane, Compass Plane, Spoke Shave Sharpening Tools:- Oil stone, Triangular File Sawing Tools:- Hand saw, Compass saw, Coping saw Testing Tools:- Try Square, Mitre Square, Sprit Level, Water Level Pipe, Chipping Tools:- Firmer/Bevel Chisel, Mortise Chisel Holding Tools:- T Bar clamp, G clamp Misc. Tools:- Screw Driver, Nail Punch, Pincer Power Tools:- Circular Saw, Jig Saw, Planner, Router, Drill Machine, Sander etc. Accessories:- Adhesive, Screw (Different size), Nail, PVC Edge Banding Tape, Hardware:- Rextax/ Minifix, Auto, closing Hinges:-0Crank,9.5 Crank,16 Crank, Connecting fittings:-Bracket, Drawer Runner:-Telescopic/Under mount Runner, Handle, Knob, Locks:-Multipurpose Lock for Drawer, Wire Baskets, PVC Legs	

Grand Total Course Duration: **240 Hours, 0 Minutes**

(This syllabus/ curriculum has been approved by [Furniture & Fittings Skill Council](#))

Trainer Prerequisites for Job role: “Cabinet Maker Modular Kitchen” mapped to Qualification Pack: “FFS/Q5102” V1.0

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/Q5102</u> ” v1.0
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 Age above 25 years
4a	Domain Certification	Certified for Job Role: “Cabinet Maker Modular Kitchen” mapped to QP: “ <u>FFS/Q5102</u> ” v 1.0. 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 SSC guideline is 80%.
5	Experience	<ul style="list-style-type: none"> Minimum five years of experience in furniture and cabinet making

Annexure: Assessment Criteria

<u>Job Role</u>	Cabinet Maker Modular Kitchen
<u>Qualification Pack</u>	FFS/Q5102, v1.0
<u>Sector Skill Council</u>	Furniture & Fittings Skill Council

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council.
2. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS.
3. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
4. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
5. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
6. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
7. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria
8. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate
9. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Compulsory NOS		Marks Allocation			
Total Marks: 400					
Assessment outcomes	Assessment criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
		1. FFS/N5102 Make modular kitchen	PC1. Take measurements for making layout and designs (e.g. Distance between floor to ceiling, between walls and corners to doors/windows etc.)	100	3
	PC2. take records of architectural features present in the room or planned to be installed in the room in near future (pipes, ventilation window, radiator, special angles, chimney, exhaust etc.)	3	0		3
	PC3. Figure out the requirements of the client from supervisor /client e.g. layout, number of workstations, style,	3	0		3

	aesthetics, colour , kind of raw material etc.				
	PC4. Support in deciding the design shape of kitchen and size of kitchen cabinets with consultation of supervisor and or client (U-shape, L-shape, straight line kitchen or kitchen with and island etc.)		4	0	4
	PC5. discuss with supervisor and or client regarding placement of cabinet systems division of work zones (cooking, washing, storage etc.), shifting of existing electrical outlets, switches, and water and gas connections if necessary		4	1	3
	PC6. support in planning storage and other utilities inside the drawer, cabinets (like cutlery trays, waste bins, plate holders, plus all manner/size of boxes/cabinets, baskets and racks etc.) and outside storage (like wall- mounted dish drainers, cutlery stands, magnetic strips for knives, as well as baskets, hooks and holders etc.)		4	1	3
	PC7. provide complete information of measurement, other details and assist in preparing technical drawing& designs (2D/3D)		4	1	3
	PC8. study the design & drawing (2D/3D) prepared by supervisor to further get the idea on requirement and specifications for the work to be done		3	1	2
	PC9. suggest supervisor if any amendment is required in design and accordingly in material specifications		2	0	2

	considering the quality of work				
	PC10. assist in listing out required raw material, furniture, hardware to meet quality standards (size and standard) and quantity as per specifications		3	0	3
	PC11. check inventory for available materials, hardware and tools (screw, drill, scrapper, pencil, table saw, measuring tape, circular saw, drill, jigsaw, screw-gun etc.) and place order if additional material/hardware required		2	0	2
	PC12. organize materials and fittings hardware required for manufacturing/ assembling in a sequence as per requirement		2	0	2
	PC13. note all the details and assist in doing requisite documentation e.g. tracking material and hardware usage during manufacturing/ assembling of product		2	0	2
	PC14. support in quality check of materials MDF, HDF, Plywood, laminates, solid wood, adhesives etc.) before initiating work		4	1	3
	PC15. support in assessment for minor repairs or changes required in materials w.r.t roughness, size, alignment etc.		3	1	2
	PC16. assist in rejecting defective materials and sub-assemblies of poor quality		2	0	2

	and inform supervisor and raise new request				
	PC17. ensure that the work area is clean and free from hazards		3	1	2
	PC18. ensure that the floor guard/ other floor safety material is spread on the floor to prevent damage to the floor 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
	PC19. check for safety and proper functioning of the power socket for usage of power tools at work site before initiating work		2	0	2
	PC20. prioritise the parts to be manufactured at work site in accordance to design		3	1	2
	PC21. take the measurement as per design drawing and specification and create marking on the ply board, MDF, HDF etc.		3	1	2
	PC22. cut the pieces as per marking and shape oversized material to required dimensions by using appropriate tools. E.g. cutter machine, saw, edge banding, edge sander, planer, adhesives etc.		3	1	2
	PC23. make requisite joints if required as per the drawings or client requirements such as dove tail, tenon mortise , half lap joints etc. and undertake check of joints frequently to ensure correct finish and accurate fitting		4	1	3

	PC24. arrange and check combination of assembling parts manufactured at work site to rectify defects if any		3	1	2
	PC25. assist in smoothening of outer surface of furniture by using plane, shaver etc.		3	1	2
	PC26. assist in selection of adhesives/screws/hardware as per requirement and follow the instruction received for fastening the required furniture parts		4	1	3
	PC27. support in putting marks and fixing hinges, brackets, etc. wherever required		3	1	2
	PC28. support in conducting checks at regular intervals during the process for eg check for alignment, functioning etc.		3	1	2
	PC29. assist in cleaning, sanding and finishing of manufactured product		3	1	2
	PC30. conduct a visual check and required quality check of all sub parts. E.g. check design against the specifications/drawings, check respect to measurements, levelling, functioning etc. to ensure proper functioning of the installed furniture		3	1	2
	PC31. conduct any touch up/modifications that may be required to get the quality output		2	0	2

	PC32. gather all the tools form the work site and place appropriately		2	0	2
	PC33. remove all the debris from the site and clean the work area in accordance with organization policy		2	0	2
	PC34. take note of inputs/ feedback received to incorporate in future and also assist in completing the procedural documents post completion		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 specifications relating to safe use of materials specifically chemicals and power equipment		3	1	2
	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 authorized 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
	PC31. use the various appropriate fire extinguishers on different types of fires correctly Types of fires: 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; 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		3	1	2

	extremely high temperatures and require special suppression agents)				
	PC32. state methods of accident prevention in the work environment Methods of accident prevention: training in health and safety procedures; using health and safety procedures; use of equipment and working practices (such as safe carrying procedures); safety notices, advice; instruction from colleagues and supervisors		3	3	0
		Total	100	30	70
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
	PC1. ask questions and seek clarifications on work tasks whenever required		3	1	2
	PC2. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		5	5	0
	PC3. identify and report any possible deviations to appropriate authority		3	1	2
	PC4. address the problems effectively and report if required to immediate supervisor appropriately		5	2	3
	PC5. receive instructions clearly from superiors and respond effectively on the same		3	1	2
	PC6. follow escalation matrix in case of any grievance		6	4	2
	PC7. accurately receive information and instructions from the supervisor related to one's work		5	3	2
	PC8. coordinate and cooperate with colleagues to achieve work objectives		5	0	5

	PC9. display courteous behaviour at all times		5	0	5
	PC10. respond politely to customer queries and other team members		5	1	4
	PC11. follow work place dress code		5	0	5
	PC12. keep work area in a tidy and organized state		5	0	5
	PC13. adhere to time lines and quality standards		5	2	3
	PC14. follow organizational policies and procedures		4	4	0
	PC15. share information with team wherever and whenever required to enhance quality and productivity at work place		5	2	3
	PC16. work together with co-workers in a synchronized manner		6	0	6
	PC17. communicate with others clearly, at a pace and in a manner that helps them to comprehend		6	3	3
	PC18. show respect to other and their work		5	0	5
	PC19. display active listening skills while interacting with others at work		5	0	5
	PC20. 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