



### QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR PAINTS AND COATINGS INDUSTRY

### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand 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: Decorative Painter** 

**Options: Texture Painter** 

**SECTOR: PAINTS AND COATINGS** 

**SUB-SECTOR:** Application

**OCCUPATION:** Decorative Application

**REFERENCE ID:** PCS/Q5002

**ALIGNED TO:** NCO-2015/7131.0100

**Brief Job Description:** The individual paints interior and exterior walls of buildings as well as metal frames of doors and windows, either independently or under the direction and supervision of the supervisor. S/he may also create desired texture finish as per customer's requirements, using stencil or hand tools.

**Personal Attributes:** The job requires the individual to: undertake physical labour; work in a paint-redolent environment, be free from colour blindness, have good hand-eye coordination and be able to work in all weather conditions.



### Qualifications Pack For Decorative Painter



Qualifications Pack Code	PCS/Q5002		
Job Role	Decorative Painter		
Credits(NSQF)	TBD	Version number	1.0
Sector	Paints and Coatings	Drafted on	26/07/17
Sub-sector	Application	Last reviewed on	23/08/17
Occupation	<b>Decorative Application</b>	Next review date	22/08/19
NSQC Clearance on	NA		

Job Role	Decorative Painter Also known as Architectural Painter	
Role Description	Painting interior and exterior walls of buildings as well as metal frames of doors and windows, either independently or under the direction and supervision of the supervisor. Achieve textured finish as per customer's requirement.	
NSQF level Minimum Educational Qualifications Maximum Educational Qualifications	4 5 <sup>th</sup> standard Not Applicable	
Training (Suggested but not mandatory)	Interpreting design drawings	
Minimum Job Entry Age Experience	18 years  Minimum preferable 3 years as Painting Helper.	
Applicable National Occupational Standards (NOS)	Compulsory:  1. PCS/N5001 Manage interaction with customer during painting  2. PCS/N5004 Paint the wall and/or doors and window surface manually  3. PCS/N5005 Paint the wall and/or doors and window surface using machines  4. PCS/N9901 Coordinate with colleagues and/or customers  5. PCS/N9902 Maintain standards of product/ service quality  6. PCS/N9903 Maintain O&HS standards and follow environmental norms  Options: Option 1. PCS/N5002 Paint the wall texture using hand tool or stencil	
Performance Criteria	As described in the relevant OS units	

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### Qualifications Pack For Decorative Painter

Keywords /Terms	Description
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the NOS, these include communication related skills that are applicable to most job roles.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual need in order to perform to the required standard.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
Qualifications Pack (QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.





### Qualifications Pack For Decorative Painter

Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

Keywords /Terms	Description
NSQF	National Skills Qualifications Framework
QP	Qualification Pack
OS	Occupational Standards
OH&S	Occupational Health and Safety
PPE	Personal Protective Equipment
HR	Human Resources
TBD	To be decided







Manage interaction with customer during painting

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### **Overview**

This unit is about managing customer interaction during painting to understand the customer's preferences and expectations, inspect the surface to be painted, broadly calculate the material and equipment required, provide a cost estimate for the job.







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Unit Code	PCS /N5001
Unit Title (Task)	Manage interaction with customer during painting
Description	This unit is about managing customer interaction during painting to understand the customer's preferences and expectations, inspect the surface to be painted, broadly calculate the material and equipment required, provide a cost estimate for the job.
Scope	<ul> <li>This unit/task covers the following:</li> <li>Understand any specific concerns and preferences of the customer on conduct during the painting job at their premises</li> <li>Inspect the surface to be painted</li> <li>Estimate time, supplies and equipment</li> <li>Assist in preparing measurement sheet and bill the customer</li> </ul>

### Performance Criteria(PC) w.r.t. the Scope

Element	Performance Criteria
Understand any	To be competent, the user/individual must be able to:
specific concerns and	PC1. visit customer's site, home or business premises as scheduled
preferences of the	PC2. note down the customer's painting (e) ice requirement
customer on conduct	PC3. understand customer's preferences and expectations wrt colour, finish, type
during the painting	of paint such as water-based paint, solvent-based paint, low-volatile organic
job at their premises	compound (VOC) paint, etc.
	PC4. understand the customer's requirement of type of texture/ design to be painted
	PC5. understand the customer's budget
	PC6. understand the customer's concern regarding conduct during painting at his premises
	PC7. understand the customer's preference for sequence of painting different area
	of the premises
	PC8. understand the expectation on maintaining discipline, cleanliness and hygiene
	during painting
	PC9. show shade cards, texture paint booklets to demonstrate the colour combinations, finish and texture.
	PC10. demonstrate new designs or design modifications, if necessary
Inspecting surface to	To be competent, the user/ individual must be able to:
be painted	PC11. assess the surface to be painted
	PC12. inform if any pre-treatment needs to be done by the customer prior to
	starting the paint work such as water-proofing, pest control, etc.
	PC13. check for any damage to the surface that the painting process cannot rectify
	PC14. make the customer aware of the consequences of not doing the required
	pretreatment, e.g., flaking, bubble formation, poor smoothness, etc.
	PC15. check the level of paint, dust, grease or grime to be removed while preparing
	the surface





Estimating time,	To be o	competent, the user/ individual must be able to:
material and	PC16. assess the time and effort required for preparing the surface, coating and	
equipment		finishing
•	PC17.	measure dimensions of the area to be painted
		calculate tools, material, chemicals and equipment requirements for the job
		respond to customer's queries and concerns
Assist in preparing		competent, the user/ individual must be able to:
measurement sheet	PC20.	mutually agree with the customer on job completion date and total amount
and bill the customer		(including taxes) payable.
	PC21.	agree on the advance payment, payment against specific jobs completed and
		post work payment
Knowledge and Under	standing	
A. Organizational		dividual on the job needs to know and understand:
Context	KA1.	customer's or paint company's instructions and acceptable quality standards
(Knowledge of the	KA2.	any discounts and scheme offerings
company /	KA3.	contractor's/ dealer's/ company's personnel management
organization and	KA4.	incentives rules for painters
its processes)	KA5.	importance of the individual's role in the workflow
its processes,	KA6.	reporting structure, if any
	KA7.	occupational health and safety standards
B. Technical	The in	dividual on the job needs to know and understand:
Knowledge	KB1.	different types of finishes e.g., matt, glossy, satin, textured
J	KB2.	difference between stencil and hand tool textures
	KB3.	new texture designs creation and stencils or hand tools
	KB4.	difference between manual and machine painting
	KB5.	use of related tools or machines such as brush, roller, spray or for sanding
	KB6.	types of brushes and rollers used for different types of paints
	KB7.	suitability of various paints on different surfaces (exterior or interior) and
		weather conditions, durability and pricing
	KB8.	availability of paint with contractor or company or dealer
	KB9.	major ingredients of paints and role of pigment, binder, extender
	KB10.	process of wall and window painting such as sanding, sealing and cleaning,
		putty/ primer application, top coat application
	KB11.	
		avoiding wastage
	KB12.	common defects post painting and errors to avoid
	KB13.	colour combinations and different shades available for a colour and their
		numbering
	KB14.	importance of required textured finish
	KB14.	process of computerised colour tinting and matching
	KB15.	impact of lighting on finish and final outcome against the proposed design
	KB17.	new market and industry trends in textured painting
	KB17.	
		new types of paints products available in the market
	KB19.	use of moisture meter, pH meter, measuring tapes
	KB20.	dilution ratio and drying time
	KB21.	various techniques for estimating customer service standards in the market





	and benchmarks		
	KB22. importance of safety at work, especially, from dust inhalation		
	KB23. importance of cleaning post painting for complete customer satisfaction KB24. use of mobile application based paint calculator and quotation generation,		
	KB24. use of mobile application based paint calculator and quotation generation, whereever available.		
	KB25. use of scaffolding, ladders, covers and slings for painting on exterior and high surfaces		
	KB26. safe disposal of paints and used materials as per standard norms		
Skills (S)			
A. Core Skills/	Reading Skills		
Generic Skills	The user/individual on the job needs to know and understand how:		
	SA1. to read instructions printed on paints and solutions' containers		
	Writing Skills		
	The user/individual on the job needs to know and understand how:		
	SA2. to maintain records as per company's/contractor's policy		
	SA3. to note down customer's requirements/ measurements accurately		
	Oral Communication (Listening and Speaking skills)		
	The user/individual on the job needs to know and understand how to:		
	SA4. listen to customers to capture their requirements		
	SA5. answer the queries of customers in language they understand		
	SA6. communicate with customers in pleasant, polite, calm and clear way		
	SA7. provide a list of equipment, materials and aids that would be used as		
	cosummables as per company's standards		
B. Professional Skills	Decision Making		
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	The user/individual on the job needs to know and understand how:		
	SB1. to select the right materials and tools for painting as per the surface, type of painting required and market/contractor's/company's standards		
	SB2. to provide a schedule of the painting job to be carried out		
	3b2. to provide a schedule of the painting job to be carried out		
	Plan and Organize		
	The user/individual on the job needs to know and understand how:		
	SB3. to schedule the sequence of work		
	SB4. to arrange for materials and equipment required to do the work		
	SB5. to interact with persons involved in the process as per company's standards		
	SB6. to carry documents as per company's standards		
	Customer Centricity		
	The user/individual on the job needs to know and understand how to:		
	SB7. ensure correct conduct and etiquette while at the customer's premises		
	SB8. ensure the completion of work as per the schedule given to the customer at		
	the start of the work		
	Problem Solving		





The user/individual on the job needs to know and understand how to:

SB9. resolve work related problems such as related to materials shortage, helper support, change in customer expectation, either by communicating politely but effectively or by escalating to superior

### **Analytical Thinking**

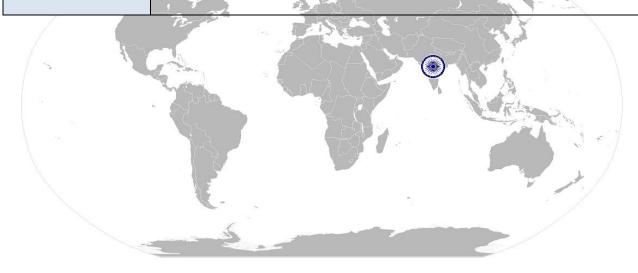
The user/individual on the job needs to know and understand how to:

- SB10. estimate the time required to do the job
- SB11. assess effort required for painting
- SB12. asssess and estimate the materials and equipment required for the type of surface to be painted
- SB13. calculate the cost of painting
- SB14. calculate the material quantity based on the type and surface area

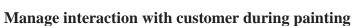
### **Critical Thinking**

The user/individual on the job needs to know and understand how to:

SB15. check the mositure content using the moisture meter and/ or pH using a pH meter and determine if the wall surface is suitable for painting









### **NOS Version Control**

NOS Code		PCS/N5001		
Credits(NSQF)	TBD	Version number	1.0	
Industry	Paints and Coatings	Drafted on	26/07/17	
Industry Sub-sector	Application	Last reviewed on	23/08/17	
Occupation	Decorative Application	Next review date	22/08/19	









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## National Occupational Standard

### **Overview**

This unit is about preparing surface, painting the exterior or inerior wall and/or doors/window surfaces, manually.







Unit Code	PCS /N5004
Unit Title (Task)	Paint the wall and/or doors and window surface manually
Description	This OS unit is about preparing surface, painting the exterior or interior wall and/or doors/ window surfaces, manually
Scope	This unit/task covers the following:
	Prepare the surface
	Apply putty or primer coat
	Apply finishing coat
Performance Criteria(P	C) w.r.t. the Scope
Element	Performance Criteria
Preparing the surface	To be competent, the user/ individual must be able to:  PC1. sand the surface with sand paper to remove any paint, grease, dust, etc.  PC2. sand the surface to a required smoothness level as per company's standards wipe-off the dust or residue from the surface  PC4. mask with a tape any parts or other surface that need not be painted clean with cloth or water, as per instructions  PC6. check suitability of the prepared surface for the type of paint finish desired
Applying putty/ primer coat	To be competent, the user/ individual must be able to: PC7. apply primer on the surface in the required quantity and as per company's standards PC8. mix putty/ primer, paint, thinner and hardener (if required as per company standards) as per instructions of paint manufacturer PC9. apply paint on the surface with brush/ roller/ spray gun as per company's standards or manufacturer's recommendations
Applying finishing	To be competent, the user/ individual must be able to:
coat	PC10. apply paint topcoat on the surface as per company's standards PC11. finish the surface as per customer's requirement or company's standards
Knowledge and Unders	standing (K)
A. Organizational Context (Knowledge of the company / organization and its processes)	The individual on the job needs to know and understand:  KA1. customer's or paint company's instructions and expected quality standards  KA2. any discounts and scheme offerings  KA3. contractor's/ dealer's/ company's personnel management  KA4. incentives rules for painters  KA5. importance of the individual's role in the workflow  KA6. reporting structure, if any  KA7. occupational health and safety standards
B. Technical Knowledge	The individual on the job needs to know and understand: KB1. different types of finishes e.g., matt, glossy, satin, textured







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	KB2. difference between manual and machine painting
	KB3. use of related tools such as brush, roller, spray
	KB4. types of brushes and rollers used for different types of paints
	KB5. suitability for various paints on different surfaces (exterior or interior) and
	weather conditions, durability and pricing
	KB6. availability of paint with contractor or company or dealer
	KB7. major ingredients of paints and role of pigment, binder, extender
	KB8. process of various stages in wall and window painting such as sanding, sealing
	and cleaning, putty/ primer application, top coat application
	KB9. the types of sand paper and their use for coarse to fine sanding while
	avoiding wastage
	KB10. common defects post painting and mistakes to avoid
	KB11. colour combinations and different shades available for a colour and their
	numbering
	KB12. importance of smooth finish
	KB13. process of computerised colour tinting and matching
	KB14. impact of lighting on finish and final outcome against the shade card
	KB15. new trends in wall/ window painting
	KB16. new types of paints products available in the market
	KB17. use of moisture meter, ph meter, measuring tapes
	KB18. dilution ratio and drying time
	KB19. various techniques for estimating customer service standards in the market
	and benchmarks
	KB20. importance of safety at work, especially, from dust inhalation
	KB21. importance of cleaning post painting for complete customer satisfaction
	KB22. use of mobile application based paint calculator and quotation generation
	KB23. use of scaffolding, ladders, covers and slings for painting on exterior and high
	surfaces
	KB24. safe disposal of paints and used materials as per standard norms
Skills (S)	
A. Core Skills/	Reading Skills
Generic Skills	The user/individual on the job needs to know and understand how:
	SA1. to read instructions displayed on the paint containers
	Writing Skills
	The user/individual on the job needs to know and understand how:
	SA2. to maintain records as per company's/ contractor's policy
	SA3. to note down customer's requirements accurately
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA4. listen to customers and register their requirements
	SA5. answer the queries of customers in a language they understand
	SA6. communicate with customers in a pleasant, polite, calm and clear manner
B. Professional Skills	Decision Making
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PCS/N5004	Paint	the wall and/or doors and window surface manually
		The user/individual on the job needs to know and understand how:
		SB1. to determine whether any pre-treatment is required or not
		SB2. to assess materials and consummables required
		SB3. to select the right materials and tools for painting as per the surface, type of
		painting required and company's standards
		SB4. to provide a schedule of the painting job to be carried out
		Plan and Organize
		The user/individual on the job needs to know and understand how:
		SB5. to arrange for paint, tools and other chemicals on time
		SB6. to prioritize work so as to complete the job as per agreed schedule
		SB7. work in coordination with co-workers to do the quality work in time
		Customer Centricity
		The user/individual on the job needs to know and understand how to:
		SB8. ensure the completion of work as per the given schedule and quantity of
		materials provided to the customer at the start of the work
		Problem Solving
		The user/individual on the job needs to know and understand how:
		SB9. to resolve any concerns related to work or customer's requirement by
		communicating politely and effectively or escalating the issue to designated
		superior
		Analytical Thinking
		The user/individual on the job needs to know and understand how:
		SB10. to select the application method depending on the paint to be applied
		SB11. to avoid wastage of paint while painting
		SB12. to hold and load the sprayer with the right amount of paint for good and smooth coverage
		SB13. to estimate the number of coats to be applied to achieve the required
		thickness
		Critical Thinking
		The user/individual on the job needs to know and understand how to:
		SB14. surface smoothness required to make paint adhere to it
		SB15. precautions to avoid brush marks, bubbles, breaks, etc., on the surface

SB16. distance to be maintained between the spray gun and the surface







### Paint the wall and/or doors and window surface manually

### **NOS Version Control**

NOS Code	PCS/N5004		
Credits(NSQF)	TBD	Version number	1.0
Industry	Paints and Coatings	Drafted on	26/07/17
Industry Sub-sector	Application	Last reviewed on	23/08/17
Occupation	Decorative Application	Next review date	22/08/19









## National Occupational Standard

### **Overview**

This unit is about using machines for preparing the wall and/ or window surface, applying putty/ primer and top coat to achieve faster, efficient and dust free painting.







Unit Code	PCS /N5005
Unit Title	Paint the wall and/ or window surface using machines
(Task)	-
Description	This OS unit is about using machines for preparing the wall and/ or window surface,
Coord	applying putty/ primer and top coat to achieve faster, efficient and dust free painting
Scope	This unit/task covers the following:
	Prepare the surface using sanding machine, multipurpose mixer, high-pressure
	washer
	Apply primer and top coat using auto roller/ air assisted or airless spray gun
Performance Criteria(P	C) wrt the Scope
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Element	Performance Criteria
Preparing surface	To be competent, the user/ individual must be able to:
	PC1. use sanding machine and its knob controls
	PC2. use multipurpose mixer for putty, paint and texture mixing at regulated
	speeds, as specified by the company
	PC3. wash the surface using high pressure washer
	PC4. achieve a smooth surface suitable for superior finish
Applying primer and	To be competent, the user/ individual must be ble to:
top coat using auto	PC5. mix paint, thinner and hardener as per company standards
roller, air assisted or	PC6. apply primer or paint using auto roller, air assisted or airless spray gun
airless spray gun	PC7. apply water-based primer and water-based top coat using airless spray gun
Knowledge and Unders	standing (K)
B. Organizational	The individual on the job needs to know and understand:
Context	KA1. customer's or paint company's instructions and acceptable quality standards
(Knowledge of the	KA2. any discounts and scheme offerings
company /	KA3. contractor's/ dealer's/ company's personnel management
organization and	KA4. incentives rules for painters
its processes)	KA5. importance of the individual's role in the workflow
	KA6. reporting structure, if any
	KA7. occupational health and safety standards
B. Technical	The individual on the job needs to know and understand:
Knowledge	KB1. different types of paints and finishes for interiors and exteriors, and for first
	time painting and repainting
	KB2. difference between manual and machine painting
	KB3. use of related machines such as sanding machine, multipurpose mixer, auto
	roller, high-pressure washer, and airless paint sprayer
	KB4. efficiency in paint consumption and time taken using machines
	KB5. advantages of dust reduction and sparkling finish via machine painting
	KB6. varieties of sprayers or rollers used for different types of paints
	KB7. suitability of various paints for different surfaces (exterior or interior) and
	weather conditions, durability and pricing
	KB8. availability of paint with contractor or company or dealer







		KB9. major ingredients of paints and role of pigment, binder, extender
		KB10. various stages in process of wall painting such as sanding, sealing and
		cleaning, putty/ primer application, top coat application
		KB11. the types of sand paper and their use for coarse to fine sanding while
		avoiding wastage
		KB12. common defects post painting and mistakes to avoid
		KB13. colour combinations and different shades available for a colour and their
		numbering
		KB14. importance of smooth finish
		KB15. process of computerised colour tinting and matching
		KB16. impact of lighting on finish and final outcome against the shade card
		KB17. new trends in wall/ window painting
		KB18. new types of paints products available in the market
		KB19. use of moisture meter, pH meter, measuring tapes
		KB20. dilution ratio and drying time
		KB21. various techniques for estimating customer service standards in the market
		and benchmarks
		KB22. importance of safety at work, especially, from dust inhalation
		KB23. importance of cleaning post painting for complete customer satisfaction
		KB24. use of mobile application based paint calculator and quotation generation,
		wherever available.
		KB25. use of scaffolding, ladders, covers and slings for painting on exterior and high
		surfaces
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Skills	s (S)	KB26. safe disposal of paints and used materials as per standard norms
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Α. (	Core Skills/	Reading Skills  The user/individual on the job needs to know and understand how:  SA1. to read company's machine operation manuals and instructions
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A. (	Core Skills/ Generic Skills	Reading Skills  The user/individual on the job needs to know and understand how: SA1. to read company's machine operation manuals and instructions SA2. to read instructions displayed on the paint/ chemical containers  Writing Skills  The user/individual on the job needs to know and understand how: SA3. to maintain records as per company's policy SA4. to note down customer's requirements accurately  Oral Communication (Listening and Speaking skills)  The user/individual on the job needs to know and understand how to: SA5. listen to register customer's requirements SA6. answer customer queries in a language they understand SA7. communicate with customer in a pleasant, polite, calm and clear manner  Decision Making  The user/individual on the job needs to know and understand how: SB1. to decide the right machine to use for each type of paint SB2. to select the right materials and tools for painting as per the surface, type of painting required and company's standards







### **Plan and Organize**

The user/individual on the job needs to know and understand how:

SB4. to arrange for paint, tools, machines and other chemicals on time

SB5. to prioritize the work to complete as per agreed schedule

SB6. work in coordination with co-workers to do the quality work in time

### **Customer Centricity**

The user/individual on the job needs to know and understand how to:

SB7. ensure the completion of work as per the given schedule and quantity of materials indicated to the customer at the start of the work

### **Problem Solving**

The user/individual on the job needs to know and understand how:

SB8. to maintain the machines for efficient and long service

SB9. to resolve any concerns related to work or customer's requirement by communicating politely and effectively or by escalating the issue to designated superior

### **Analytical Thinking**

The user/individual on the job needs to know and understand how:

SB10. to use machines for greater efficiency and superior finish

SB11. to estimate the number of coats to be applied to achieve required thickness

### **Critical Thinking**

The user/individual on the job needs to know and understand:

SB12. surface smoothness required to make paint adhere to it

SB13. precautions to avoid brush marks, bubbles, breaks, etc., on the surface

SB14. distance to be maintained between the spray gun and the surface

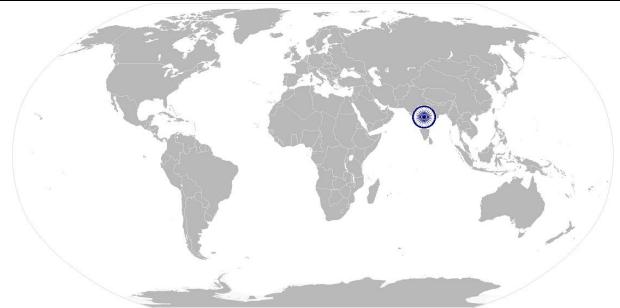






### **NOS Version Control**

NOS Code		PCS/N5005	
Credits(NSQF)	TBD	Version number	1.0
Industry	Paints and Coatings	Drafted on	26/07/17
Industry Sub-sector	Application	Last reviewed on	23/08/17
Occupation	Decorative Application	Next review date	22/08/19









Paint the wall texture using hand tool or stencil

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### **Overview**

This unit is about preparing surface, painting the exterior or interior wall and/or doors/window surfaces, and creating texture designs using hand tools or stencil.







### PCS/N5002 Paint the wall texture using hand tools or stencil

Unit Code	PCS /N5002
Unit Title	Paint the wall texture using hand tools or stencil
(Task)	Tank the wan texture asing hand tools of sterion
Description	This OS unit is about preparing surface, painting the exterior or inerior wall and/or doors/ window surfaces, and creating texture designs using hand tools or stencil.
Scope	This unit/task covers the following:
	Create texture design on wall using stencil or hand tools
Performance Criteria(P	C) w.r.t. the Scope
Element	Performance Criteria
Creating texture	To be competent, the user/ individual must be able to:
design on wall using	PC1. use stencil evenly to create patterns as agreed with customer
stancil or hand tools	PC2. use hand tools with coordinated motion and even pressure to create patterns
	of equal texture across the area
	PC3. apply paint colour combination layers as agreed
	PC4. avoid spilling or uneven intensity of paint application
	PC5. achieve a neat finish without aberrations
	PC6. cover separations to achieve a seamless design finish
	PC7. finish the surface as per customer's requirement or company's standards
Knowledge and Unders	standing (K)
A. Organizational	The individual on the job needs to know and understand:
Context (Knowledge of	KA1. customer's or paint company's instructions and expected quality standards
the company /	KA2. any discounts and scheme offerings
organization and its	KA3. contractor's/ dealer's/ company's personnel management
processes)	KA4. incentives rules for painters
	KA5. importance of the individual's role in the workflow
	KA6. reporting structure, if any
	KA7. occupational health and safety standards
B. Technical	The individual on the job needs to know and understand:
Knowledge	KB1. different types of finishes e.g., matt, glossy, satin, textured
	KB2. difference between stencil and hand tool textures
	KB3. new texture designs creation and stencils or hand tools
	KB4. difference between manual and machine painting
	KB5. use of related tools or machines such as brush, roller, and sanders
	KB6. types of brushes and rollers used for different types of paints
	KB7. suitability for various paints on different surfaces (exterior or interior) and
	weather conditions, durability and pricing
	KB8. availability of paint with contractor or company or dealer
	KB9. major ingredients of paints and role of pigment, binder, extender
	KB10. process of wall and window painting such as sanding, sealing and cleaning,
	putty/ primer application, top coat application







### Paint the wall texture using hand tools or stencil

	KB11. the types of sand paper and their use for coarse to fine sanding while
	avoiding wastage
	KB12. common defects post painting and mistakes to avoid
	KB13. colour combinations and different shades available for a colour and their
	numbering
	KB14. importance of required textured finish
	KB15. booth painting simulation techniques
	KB16. process of computerised colour tinting and matching
	KB17. impact of lighting on finish and final outcome against the proposed design
	KB18. new trends in textured painting
	KB19. new types of paints products available in the market
	KB20. use of moisture meter, pH meter, measuring tapes
	KB21. dilution ratio and drying time
	KB22. various techniques for estimating customer service standards in the market and benchmarks
	KB23. importance of safety at work, especially, from dust inhalation
	KB24. importance of cleaning post painting for complete customer satisfaction
	KB25. use of mobile application based paint calculator and quotation generation,
	where available
	KB26. use of scaffolding, ladders, covers and slings for painting on exterior and high
	surfaces
	KB27. safe disposal of paints and used materials as per standard norms
Skills (S)	
A. Core Skills/	Reading Skills
Generic Skills	
	The user/individual on the job, needs to know and understand how
	The user/individual on the job needs to know and understand how:
	SA1. to read company's / contractor's instructions and quality policy
	•
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### Paint the wall texture using hand tools or stencil

В.	Professional	
	Skills	

### **Decision Making**

The user/individual on the job needs to know and understand how:

- SB1. to determine whether pre-treatment is required or not
- SB2. to assess materials and consummables required
- SB3. to select the right materials and tools for painting as per the surface, type of painting required and company's standards
- SB4. to provide a detailed schedule to customer as per company's/ contractor's standards

### **Plan and Organize**

The user/individual on the job needs to know and understand how:

- SB5. to arrange for paint, tools and other chemicals in time for use
- SB6. to prioritize the work to complete as per agreed schedule
- SB7. work in coordination with co-workers to deliver good quality work on time

### **Customer Centricity**

The user/individual on the job needs to know and understand how to:

SB8. ensure the completion of work as per the given schedule and quantity of materials provided to the customer at the start of the work

### **Problem Solving**

The user/individual on the job needs to know and understand how:

SB9. to resolve any concerns related to work or customer's requirement by communicating politely and effectively or by escalating the issue to designated superior

### **Analytical Thinking**

The user/individual on the job needs to know and understand how:

- SB10. to select the application method depending on the paint to be applied
- SB11. to avoid wastage of paint while painting
- SB12. to hold and load the sprayer with the right amount of paint for good and smooth coverage
- SB13. to estimate the number of coats to be applied to achieve the required thickness

### **Critical Thinking**

The user/individual on the job needs to know and understand:

- SB14. surface smoothness to make paint adhere to it
- SB15. precautions to avoid brush marks, bubbles, breaks, flakes, etc., on the surface
- SB16. distance to be maintained between the spray gun and the surface



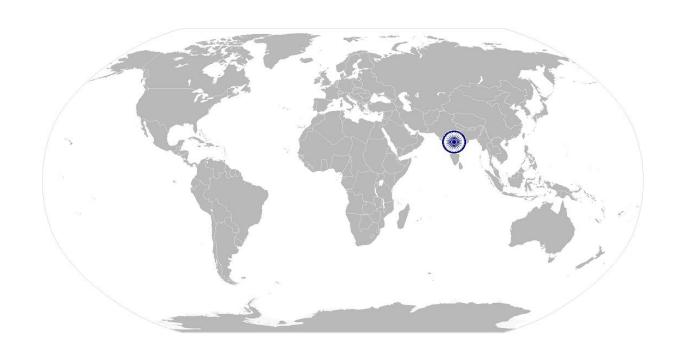




### Paint the wall texture using hand tools or stencil

### **NOS Version Control**

NOS Code	PCS/N5002		
Credits(NSQF)	TBD	Version number	1.0
Industry	Paints and Coatings	Drafted on	26/07/17
Industry Sub-sector	Application	Last reviewed on	23/08/17
Occupation	Decorative Application	Next review date	22/08/19









Coordinate with colleagues and/or customers

## National Occupational Standard

### **Overview**

This unit is about communicating effectively with superiors, colleagues and/or customers to achieve a smooth workflow.







Unit Code	PCS/N9901
Unit Title (Task)	Coordinate with colleagues and/or customers
Description	This OS unit is about communicating effectively with superiors, colleagues and customer to achieve a smooth workflow
Scope	This unit/task covers the following:
	Interact with superior
	Communicate with colleagues
	Communicate effectively with customers
Performance Criteria(I	PC) w.r.t. the Scope
Element	Performance Criteria
Interacting with	To be competent, the user/ individual must be able to:
superior	PC1. receive job order and instructions from reporting superior
	PC2. understand the work output requirements, targets, performance indicators and incentives
	PC3. deliver quality work on time and report any anticipated reasons for delays
	PC4. escalate unresolved problems or complaints to the relevant senior
	PC5. communicate maintenance and repair medule proactively to the superior
	PC6. receive feedback on work standards
	PC7. document the completed work schedule and handover to the superior
Communicating with	To be competent, the user/ individual must be able to:
colleagues	PC8. exhibit trust, support and respect to all the colleagues in the workplace
	PC9. aim to achieve smooth workflow PC10. help and assist colleagues with information and knowledge
	PC11. seek assistance from the colleagues when required
	PC12. identify the potential and existing conflicts with the colleagues and resolve
	PC13. pass on essential information to colleagues on timely basis
	PC14. maintain work etiquette, use polite language, demonstrate responsible and
	disciplined behavior with colleagues
	PC15. interact with colleagues from different functions clearly and effectively to
	understand the nature of their work and work effectively as a team
	PC16. put team over individual goals and multi task or share work where necessary
	supporting the colleagues PC17. highlight any errors of colleagues, help to rectify and ensure quality output
	PC18. work with cooperation, coordination, communication and collaboration, with
	shared goals and supporting each other's performance
Communicating	To be competent, the user/ individual must be able to:
effectively with	PC19. ask relevant questions to the customers and identify their needs
customers, if	PC20. possess adequateg knowledge on the product, services and market
required	PC21. brief the customers clearly on potential costs and hazards
	PC22. communicate with the customers in a polite, professional and friendly manner
	PC23. build effective but impersonal relationship with the customers
	PC24. ensure that appropriate language and tone are used with customers







PC25. listen actively and have a two way communication
PC26. be sensitive to the gender, cultural and social differences such as modes of
greeting, formality, etc.
PC27. understand the customer expectations correctly and provide appropriate products and services
PC28. understand customer's dissatisfaction and address or escalate their complaints effectively
PC29. maintain a positive and cooperative manner at all times
PC30. ensure proper body language, dress code, gestures and etiquettes towards the customers
PC31. avoid interrupting the customers while they talk
PC32. avoid negative questions and statements to the customers
PC33. inform the customers on any issues or problems before hand and also on the developments involving them
PC34. respond promptly to customer's voice messages, e-mails, apps, etc.
PC35. develop good rapport with the customers and promote other products and services
PC36. seek feedback from the customers on their understanding to what was
discussed
PC37. explain the terms and conditions clearly

### **Knowledge and Understanding (K)**

Knowledge and Onderstanding (K)			
A. Organizational	The individual on the job needs to know and understand:		
Context (Knowledge of the company / organization and its processes)	<ul> <li>KA1. company's policies on personnel management, effective team work at workplace</li> <li>KA2. company's HR policies</li> <li>KA3. company's reporting structure</li> <li>KA4. company's documentation policy</li> <li>KA5. company's customer profile</li> <li>KA6. occupational health and safety standards</li> </ul>		
B. Technical Knowledge	The individual on the job needs to know and understand:  KA7. methods for effective communication with various categories of people and the different departments in the organization  KA8. significance of team coordination and productivity targets of the organisation  KA9. how to record the job activity as required on various types of documents  KA10. how to use computer or smartphone to communicate effectively and productively  KA11. significance of helping colleagues with specific issues and problems  KA12. importance of meeting quality and time standards as a team  KA13. how to practice effective listening and talking  KA14. effective use of voice tone and pitch for communication  KA15. how to demonstrate ethics and discipline during interaction with customers  KA16. how to build effective working relationship with mutual trust and respect		







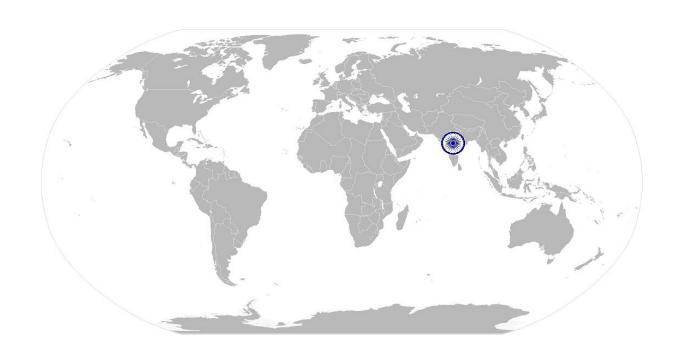
		within the team			
		KA17. importance of dealing with grievances effectively and on time			
Ski	cills (S)				
A.	Core Skills/	Reading Skills			
	Generic Skills	The user/ individual on the job needs to know and understand how to:  SA1. read job sheets, company policy documents and information displayed at the workplace  SA2. read notes/comments from the supervisor			
		Writing Skills			
		The user/ individual on the job needs to know and understand how to:			
		SA3. complete documentation required at the job			
		Oral Communication (Listening and Speaking skills)			
		The user/ individual on the job needs to know and understand how to:			
		SA4. interact with team members to work efficiently			
		SA5. communicate effectively with superior to achieve smooth workflow			
		SA6. communicate effectively with the customers and build a good rapport with			
		them			
		SA7. use language that the customer or colleague understands SA8. effectively use the communications systems of the company, e.g., telephone			
		SA8. effectively use the communications systems of the company, e.g., telephone, fax, public announcement systems			
		SA9. use E-mail and Internet for communicating			
		SA10. use audio-visual aids to communicate complex issues			
В.	Professional Skills	Decision Making			
		The user/ individual on the job needs to know and understand how to:			
		SB1. spot and communicate potential areas of disruptions to work process and			
		report the same			
		SB2. report to supervisor and deal with a colleague individually, depending on the type of concern			
		type of concern			
		Plan and Organize			
		The user/ individual on the job needs to know and understand how to:			
		SB3. plan communication strategy to avoid conflicts and work disruption			
		Customer Centricity			
		The user/ individual on the job needs to know and understand how to:  SB4. practice patient listening, careful talking and paraphrasing to avoid			
		misunderstanding Problem Solving			
		The user/ individual on the job needs to know and understand how to:			
		SB5. coordinate with different departments and multi-task as necessary			
		SB6. contribute to quality of team work and achieve smooth workflow			
		SB7. share work load as required			
		SB8. delegate work in consultation with superior or as necessary instead of			
		, , , , , , , , , , , , , , , , , , , ,			







	allowing work to pile up	
	Analytical Thinking	
	The user/ individual on the job needs to know and understand how to:	
	SB9. resolve recurring inter-personal conflicts by clear and two-way dialogue	
Critical Thinking		
	The user/individual on the job needs to know and understand how to:	
	SB10. improve work processes by interacting with others and adopting best	
	practices	





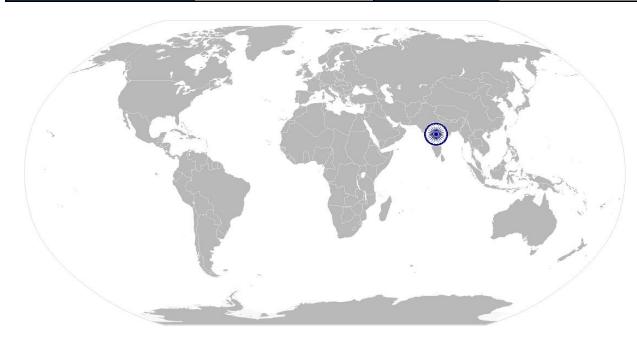




### Coordinate with colleagues and/or customers

### **NOS Version Control**

NOS Code	PCS/N9901		
Credits(NSQF)	TBD	Version number	1.0
Industry	Paints and Coatings	Drafted on	17/02/16
Industry Sub-sector	Manufacturing and Application	Last reviewed on	31/03/16
Occupation	Decorative Application	Next review date	31/03/18









Maintain standards of product/ service quality

# National Occupational Standard

### **Overview**

This unit is about understanding expected standards of product quality or customer service and executing the designated work in a manner that results in 100% satisfaction.







### PSC/N9903 Maintain OH&S standards and follow environmental norms

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Unit Code	PCS/N9902		
Unit Title (Task)	Maintain standards of product/ service quality		
Description	This OS unit is about understanding expected standards of product quality or customer service and executing the designated work in a manner that results in 100% satisfaction.		
Scope	This unit/task covers the following:		
	<ul> <li>Engage with superior or customers to understand their product/service quality requirements</li> <li>Achieve 100% satisfaction for given quality</li> <li>Work to fulfil end-customers's expectations</li> </ul>		
Performance Criteria(F	rformance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria		
Engaging with superior or customers to understand product/ service quality requirements	To be competent, the user/individual must be able to: PC1. keep in mind the profiles of expected customers PC2. understand the target customers and their product/ service quality requirements as defined by the comapny PC3. receive superior's/ customer feedback regularly PC4. aim to build a good connect with the customers through quality product/ service PC5. keep tab through frequent discussions with regular customers on general customer preferences in the market, latest trends, customer expectations, etc. PC6. receive updates on regular feedbacks from the clients on current service, complaints, and improvements to be made, etc. PC7. seek customer rating of product/ service in order to help improve procedures PC8. demonstrate quality orientation at all levels PC9. aim to gain long lasting customer loyalty through satisfaction		
Achieving 100% customer satisfaction for given quality	To be competent, the user/ individual must be able to: PC10. ensure 100% customer satisfaction via product/ service quality PC11. treat the customers fairly and with due respect PC12. focus on executing company's marketing strategies and product development needs PC13. focus on enhancing brand value of company by maintaining or enhancing quality standards		
Fulfilling customer requirement	To be competent, the user/ individual must be able to: PC14. ensure that customer expectations are met PC15. learn to read customers' needs and wants PC16. willingly accept and implement new and innovative products and services that help improve customer satisfaction PC17. communicate feedback of customer to senior, especially, the negative feedback PC18. maintain close contact with the customers and focus groups		







### Maintain standards of product/ service quality

PC19. offer promotions to improve product satisfaction level to the customers periodically PC20. weigh the cost of fulfilling unscheduled customer requests, consult with senior and advise the customer on alternatives  (nowledge and Understanding (K)				
A. Organizational	A. Organizational The individual on the job needs to know and understand:			
Context (Knowledge of the company / organization and its processes)	<ul> <li>KA1. company's quality standards policy</li> <li>KA2. company's HR policies</li> <li>KA3. company's reporting structure</li> <li>KA4. company's documentation policy for quality compliance</li> <li>KA5. company's end-customer profile</li> </ul>			
B. Technical Knowledge	The individual on the job needs to know and understand:  KA6. significance of maintaining or enhancing company's quality standards  KA7. significance of treating the customers with respect and in a professional way  KA8. different types of parameters tested for quality  KA9. test pass/ fail criteria and acceptable tolerance levels  KA10. equipment used for quality tests  KA11. importance of gaining customer loyalty  KA12. methods of engaging with the customers effectively and professionally, for customer facing activities  KA13. ways to improve company's customer satisfaction rating  KA14. prevailing market standards of customer satisfaction  KA15. standard operating procedure (SOP)  KA16. the variety of common and unscheduled requests to expect in customer facing activities  KA17. importance of being transparent and courteous under all circumstances involving customer interaction without losing composure			
Skills (S)	j .			
A. Core Skills/ Generic Skills	Reading Skills  The user/ individual on the job needs to know and understand how to:  SA1. read job sheets, company policy documents and information displayed at the workplace about quality standards  SA2. read notes/comments from the supervisor  Writing Skills			
	The user/ individual on the job needs to know and understand how to:  SA3. complete documentation pertaining to customer satisfaction  Oral Communication (Listening and Speaking skills)			







### Maintain standards of product/ service quality

	The user/ individual on the job needs to know and understand how to:		
	SA4. interact with team members to achieve quality standards		
	SA5. communicate effectively with customers in field jobs		
	SA6. engage with customer to understand their expectations in field jobs		
	SA7. company standards and effectiveness improvements pattern		
	SA8. resolve customer's concerns satisfactorily within timeframe stipulated by the		
	company or as agreed with customer or colleague		
	SA9. use Internet for updating on current quality related practices		
	SA10. use audio-visual aids to communicate recurring quality concerns		
	SA10. use addio-visual alus to communicate recurring quanty concerns		
B. Professional Skills	Decision Making		
	The user/ individual on the job needs to know and understand:		
	SB1. how to spot and when to report potential areas of recurring quality concerns		
	SB2. how to address complaints and handle dissatisfied customers		
	Plan and Organize		
	Pidii dilu Organize		
	The user/individual on the job needs to know and understand:		
	SB3. how to plan workflow to achieve/ deliver 100% quality in the given time and		
	with given equipment		
	Customer Centricity		
	The user/ individual on the job needs to know and understand:		
	SB4. how to earn full customer loyalty		
	Problem Solving		
	The user/ individual on the job needs to know and understand how to:		
	SB5. coordinate with different departments to service the customer better		
	SB6. contribute to quality of team work and achieve smooth workflow		
	SB7. share work load as required		
	Analytical Thinking		
	The user/individual on the job needs to know and understand how to:		
	SB8. communicate new product quality standards to different stakeholders in the		
	market and train colleagues for quality, if required		
	Critical Thinking		
	The user/ individual on the job needs to know and understand how to:		
	SB9. improve work processes by interacting with customers and adopting best		
	practices		
	SB10. resolve recurring inter-personal or system related conflicts with colleagues		
	that hinder customer service		
	SB11. constructively act upon any problems pointed out by customers		
	SB12. handle personality clashes effectively		
	-		



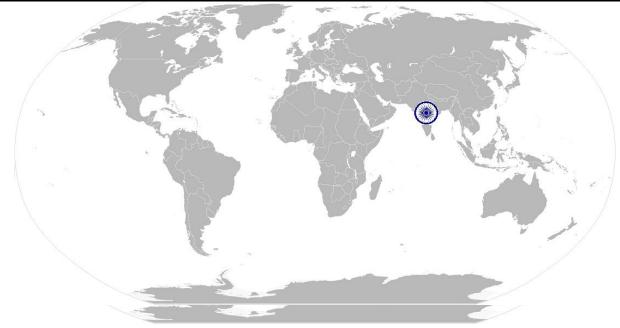




### Maintain standards of product/ service quality

### **NOS Version Control**

NOS Code	PCS/N9902		
Credits(NSQF)	TBD	Version number	1.0
Industry	Paints and Coatings	Drafted on	17/02/16
Industry Sub-sector	Manufacturing and Application	Last reviewed on	31/03/16
Occupation	Decorative Application	Next review date	31/03/18









# **National Occupational**



# **Overview**

This unit is about complying with workplace health, hygiene, safety and environmental standards to have a hazard-free environment and avoid downtime. It is also about following government laid norms for waste treatment and disposal.







Unit Code	PCS/N9903
Unit Title (Task)	Maintain OH&S standards and follow environmental norms
Description	This OS unit is about complying with workplace health, hygiene, safety and environmental standards to have a hazard-free environment and avoid downtime. It is also about following government laid norms for waste treatment and disposal
Scope	<ul> <li>This unit/task covers the following:</li> <li>Take precautionary measures to avoid work hazards and environmental damage</li> <li>Follow standard health, safety and environmental policies and procedures</li> </ul>
	Use safety tools and/ or personal protective equipment
	Achieve health, safety and environmental standards
Performance Criteria(F	PC) w.r.t. the Scope
Element	Performance Criteria
Taking precautionary measures to avoid health, safety and environmental hazards  Following standard	To be competent, the user/ individual must be able to:  PC1. assess the various health, safety and environmental hazards in the work areas  PC2. take steps to eliminate or minimize the hazards  PC3. analyze the causes of accidents at the workplace  PC4. suggest measures to prevent such accidents from taking place  PC5. take preventive measures to avoid risk of burns and other injury due to contact with hot surfaces, gas, fire, hot fluids/ liquids, etc.  PC6. suggest methods to improve the existing safety procedures at the workplace  PC7. dispose waste in the designated areas safely as per company's policies and rules  PC8. maintain appropriate ventilation in the rooms while there is more exposure to paint vapours  PC9. avoid dumping unused cans to safeguard the environment  To be competent, the user/individual must be able to:
health, safety and environmental policies and procedure	PC10. stay aware of the locations of fire extinguishers, emergency exits, etc. PC11. practice correct emergency procedures PC12. check and review the storage areas frequently PC13. stack items in an organized way and use safe lifting techniques to reduce risk of injuries while handling materials PC14. handle materials, tools, acids, chemicals, equipment, etc. safely PC15. store the chemicals and acids in well-ventilated and locked areas with warning signs displayed PC16. adopt safe techniques while moving furniture and fixtures PC17. avoid risk of injury from use of electrical tools PC18. read the manufacturer's manual carefully before use of any equipment PC19. unplug the electrical equipment before performing maintenance PC20. keep the floors free from oil, water and grease to avoid slippery surface PC21. use rubber mats in the places where floors are constantly wet PC22. avoid injuries while handling sharp hazardous tools and equipment PC23. use flat surfaces, secure holding and protective wear while using such sharp







Using safety tools or Personal Protective Equipment	tools  PC24. use health, safety and environmental protection practices for storing, cleaning, and maintaining tools, equipment, and supplies  PC25. practice ergonomic lifting and bending techniques while moving equipment and supplies  PC26. identify the requirement for maintaining environmental norms  PC27. comply with the environmental safety norms while on work to prevent accidents and health hazards  PC28. follow company policies and rules regarding use of hazardous materials to avoid adverse health, safety and environmental impacts  To be competent, the user/individual must be able to:  PC29. ensure the employees have access to first aid kit when needed  PC30. ensure all equipment and tools are stored and maintained properly and safe for use  PC31. always use personal protective equipment and safety gear such as gloves,
	mask, headwear, footwear, glasses, goggles, etc. for specific tasks and work conditions where required  PC32. display safety signs where required to warn co-workers and others  PC33. ensure electrical precautions such as insulated clothing, adequate equipment insulation, dry work area, switch off the power supply when not required, etc.  PC34. ensure availability of general health and safety equipment such as fire extinguishers, first aid equipment, safety equipment, clothing, safety installations such as fire exits, exhaust fans, etc.
Achieving health, safety and environmental standards	To be competent, the user/individual must be able to:  PC35. document all the first aid treatments, inspections, etc., conducted to keep track of the safety measures undertaken  PC36. document all the environmental hazards caused and the measures undertaken to comply with the established safety procedures of the workplace  PC37. report to the supervisor on any problems and hazards identified and any breach of environmental procedures.  PC38. work at all times towards achieving zero accident at workplace  PC39. adhere to safety standards and ensure no material damage  PC40. take necessary action and correct any environmental hazards caused
Knowledge and Unders	
A. Organizational  Context  (Knowledge of the company / organization and its processes)	<ul> <li>The individual on the job needs to know and understand:</li> <li>KA1. company's policies on health, safety and environmental procedures at the workplace</li> <li>KA2. company's reporting structure</li> <li>KA3. company's documentation policy</li> <li>KA4. occupational health, safety and environmental standards.</li> </ul>







B. Technical	The individual on the job needs to know and understand:	
KB1. the purpose and use of protective gear such as gloves, goggles, masks, while working  KB2. use of first aid at workplace  KB3. significance of accident risks to the worker and productivity loss  KB4. reporting procedure or heirarchy for signs of damage and potential haz  KB5. methods to minimize accident risks  KB6. safe handling of chemicals, acids, etc. for cleaning  KB7. material handling procedure  KB8. standard operating procedure for safety drills and equipment maintened  KB9. precautionary activities to be followed for work place safety  KB10. operation of tools and electrical equipment  KB11. emergency procedures to be followed in case of an mishap such as fire accidents, etc.  KB12. government and company's environmental norms  KB13. solid, liquid and gaseous waste disposal, treatment norms and equipment  KB14. necessary action to be taken for the hazards identified  KB15. methods to minimize environmental hazards		
el :II (e)	KB16. precautionary activities to be followed to minimize environmental impacts	
Skills (S)		
A. Core Skills/	Reading Skills	
Generic Skills	The user/individual on the job needs to know and understand how to:  SA1. read and interpret the relevant organisation policies, procedures and diagrams that identify health, safety and safe environmental practices.  SA2. read job sheets, company policy documents and information displayed at the workplace for health, safety and environment.  SA3. read notes/comments from the supervisor	
	Writing Skills	
	The user/individual on the job needs to know and understand how to:  SA4. fill up documentation related to health, safety and environmental standards, if required	
	Oral Communication (Listening and Speaking skills)	
	The user/individual on the job needs to know and understand how to:  SA5. verbally report health, safety and environmental hazards and poor organisation practice.  SA6. communicate to the supervisor about the work health, safety and environmental issues  SA7. receive instructions from supervisor on minimizing the risks  SA8. communicate with co-workers about the precautions to be taken for hazards free work	







B. Professional Skills	Decision Making					
	The user/individual on the job needs to know and understand how to:					
	SB1. take preventive measures for the identified hazards					
	SB2. select appropriate hand tools and personal protection equipment					
	SB3. identify first aid needs in case of an injury					
	Plan and Organize					
	The user/individual on the job needs to know and understand how to:					
	SB4. incorporate elements of health, safety and environment in daily work					
	practices					
	Customer Centricity					
	The user/ individual on the job needs to know and understand how to:					
	SB5. ensure targeted product/ service delivery by practicing stipulated standards					
	of occupational health safety and environmental measures					
	Problem Solving					
	he user/individual on the job needs to know and understand how to:					
	SB6. take care of personal and equipment protection					
	SB7. identify the hazards and suggest possible solutions					
	Analytical Thinking					
	The user/individual on the job needs to know and understand how to:					
	SB8. use safety equipment such as fire extinguisher during fire accidents					
	SB9. store chemicals and tools in a safe way					
	SB10. use tools and equipment without causing any injury to fellow workers					
	SB11. analyse the seriousness of the hazards					
	Critical Thinking					
	The user/individual on the job needs to know and understand how to:					
	SB12. evolve smooth workflow by avoiding hazards at workplace					
	SB13. evaluate and apply the possible solutions for the hazards, as necessary					

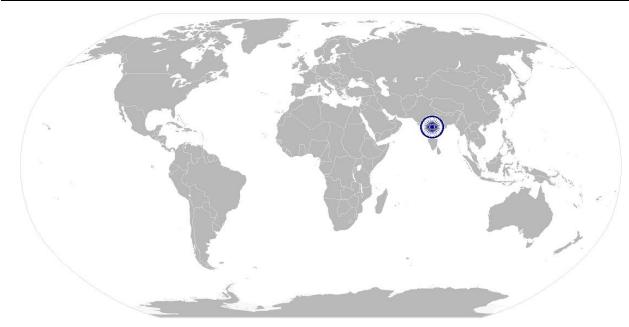






# **NOS Version Control**

NOS Code	PCS/N9903				
Credits(NSQF)	TBD	Version number	1.0		
Industry	Paints and Coatings	Drafted on	07/03/16		
Industry Sub-sector	Manufacturing and Application	Last reviewed on	31/03/16		
Occupation	Decorative Application	Next review date	31/03/18		



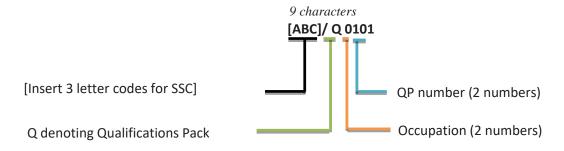




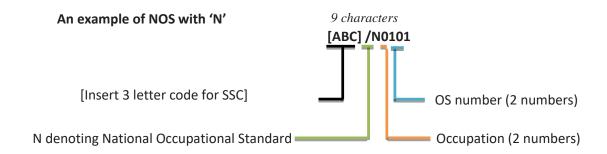
## **Annexure**

### Nomenclature for QP and NOS

#### **Qualifications Pack**



#### **Occupational Standard**







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

Sub-sector	Range of Occupation numbers
Manufacturing	01 - 49
Application	50 - 59
Unused	60 - 97
Generic occupation	98 - 99

Sequence	Description	Example
Three letters	Industry name	PCS
Slash	/	/
Next letter	Whether <b>Q</b> P or <b>N</b> OS	Q/N
Next two numbers	Occupation code	01
Next two numbers	OS number	01





#### **Criteria For Assessment Of Trainees**

Job Role: Decorative Painter
Qualification Pack: PCS/Q5002

**Sector Skill Council**: Paints and Coatings

#### **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 center (as per assessment criteria below).
- 4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
- 5. To pass the Qualification Pack, every trainee should score a minimum of 60% of aggregate marks to successfully clear the assessment.
- 6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Total Marks: 300			Marks Allocation		
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC1. visit customer's site, home or		_	0.5	4.5
	business premises as scheduled		2	0.5	1.5
	PC2. note down the customer's painting service requirement		2	0.5	1.5
	PC3. understand customer's preferences and expectations wrt colour, finish, type of paint such as water-based paint, solvent-based paint, low-volatile organic compound				
	(VOC) paint, etc.		2.5	0.5	2
PCS/N5001 Manage	PC4. Understand the customer's requirement of type of texture/ design to be painted		2.5	0.5	2
interaction with customer during painting	PC5. understand the customer's budget	50	2.3		_
	PC6. understand the customer's concern regarding conduct during painting at his premises		3	0.5	2
	PC7. understand the customer's preference for sequence of painting different area of the premises		3	1	2
	PC8. understand the expectation of maintaining discipline, cleanliness and				
	hygiene during painting		2	0.5	1.5
	PC9. show shade cards, texture paint		2	0.5	1.5

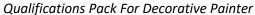




Compulsory NOS				•	Corpo
Total Marks: 300				Marks A	llocation
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	booklets to demonstrate the colour combinations, finish and texture.				
	PC10. demonstrate new designs or design modifications, if necessary		2	0.5	1.5
	PC11. assess the surface to be painted		2	0.5	1.5
	PC12. inform if any pre-treatment needs to be done by the customer prior to starting the paint work such as water-proofing, pest control, etc.		2	0.5	1.5
	PC13. check for any damage to the surface that the painting process cannot rectify		2	0.5	1.5
	PC14. make the customer aware of the consequences of not doing the required pretreatment, e.g., flaking, bubble formation, poor smoothness, etc.		2	0.5	1.5
	PC15. check the level of paint, dust, grease or grime to be removed while preparing the surface		3	0.5	2.5
	PC16. assess the time and effort required for preparing the surface, coating and finishing  PC17. measure dimensions of the area to		3	0.5	2.5
	be painted		3	0.5	2.5
	PC18. calculate tools, material, chemicals and equipment requirements for the job		3	0.5	2.5
	PC19. respond to customers' queries and concerns		2	0.5	1.5
	PC20. mutually agree with the customer on job completion date, and total amount (including taxes) payable		2	0.5	1.5
	PC21. agree on the advance payment, payment against specific jobs completed and post work payment		3	1	2
	Total		50	12	38

Compulsory NOS Total Marks: 300				Marks Al	location
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
PCS/N5004 Paint the wall	PC1. sand the surface with sand paper to remove any paint, grease, dust, etc. PC2. sand the surface to a required		4	1.5	2.5
and/or doors and window surface	smoothness level as per company's standards	50	4	1.5	2.5
manually	PC3. wipe-off the dust or residue from		4	1.5	2.5







			Marks A	llocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	the surface				
	PC4. mask with a tape any parts or other surface that need not be painted		4	1.5	2.5
	PC5. clean with cloth or water, as per instructions		4	1.5	2.5
	PC6. check suitability of the prepared surface for the type of paint finish desired		5	1	4
	PC7. apply primer on the surface in the required quantity and as per company's standards		5	1	4
	PC8. mix putty/ primer, paint, thinner and hardener (if required as per company's standards) as per instructions of paint manufacturer		6	2	4.0
	PC9. apply paint on the surface with brush/ roller/ spray gun as per company's standards or manufacturer's				
	recommendations		6	2	4.0
	PC10. apply paint topcoat on the surface as per company's standards		4	1.5	2.5
	PC11. finish the surface as per customer's requirement or company's standards		4	1.5	2.5
	Total		50	16.5	33.5

Compulsory NOS Total Marks: 300				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC1. use sanding machine and its knob controls		7	2	5
	PC2. use multipurpose mixer for putty and texture mixing at regulated speeds as specified by the company		7	2	5
PCS/N5005	PC3. wash the surface using high pressure washer		7	2	5
Paint the wall using machine	PC4. achieve a smooth surface suitable for superior finish	50	7	2	5
	PC5. mix paint, thinner and hardener as per company standards		8	3	5
	PC6. apply primer or paint using auto roller, air assisted or airless spray gun		7	2	5
	PC7. apply water-based primer and water-based top coat using airless spray gun		7	2	5
	Total		50	15	35





			Marks Al	location	
Total Marks: 300	Total Marks: 300			ariks Ai	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC1. receive job order and instructions		0.5	0.0	0.5
	from reporting superior PC2. understand the work output				
	PC2. understand the work output requirements, targets, performance		2.0	0.5	1.5
	indicators and incentives		2.0	0.5	1.5
	PC3. deliver quality work on time and				
	report any anticipated reasons for delays		2.0	0.5	1.5
	PC4. escalate unresolved problems or		2.0	0.5	1.5
	complaints to the relevant senior	_	2.0	0.5	1.5
	PC5. communicate maintenance and		2.0	0.5	1.5
	repair schedule proactively to the superior				
	PC6. receive feedback on work standards		1.0	0.0	1.0
	PC7. document the completed work		2.0	0.5	1.5
	schedule and handover to the superior				
	PC8. exhibit trust, support and respect to all the colleagues in the workplace		1.0	0.25	0.75
	PC9. aim to achieve smooth workflow		2.0	0.5	1.5
	PC10. help and assist colleagues with		2.0	0.5	1.3
	information and knowledge		1.0	0.0	1.0
	PC11. seek assistance from the		1.0	0.25	0.75
	colleagues when required		1.0	0.25	0.75
PCS/N9901	PC12. identify the potential and existing		1.0	0.25	0.75
Coordinate with colleagues	conflicts with the colleagues and resolve	50	1.0	0.23	0.75
and/or	PC13. pass on essential information to	30	1.0	0.0	1.0
customers	colleagues on timely basis PC14. maintain work etiquette, use				
	polite language, demonstrate responsible		2.0	0.5	1.5
	and disciplined behaviour with colleagues		2.0	0.5	1.5
	PC15. interact with colleagues from				
	different functions clearly and effectively to		1.0	0.25	0.75
	understand the nature of their work and		1.0	0.23	0.75
	work effectively as a team				
	PC16. put team over individual goals and		2.0	0.0	2.0
	multi task or share work where necessary supporting the colleagues		2.0	0.0	2.0
	PC17. highlight any errors of colleagues,				
	help to rectify and ensure quality output		1.0	0.25	0.75
	PC18. work with cooperation, coordination,				
	communication and collaboration, with		1.0	0.0	1.0
	shared goals and supporting each other's		1.0	0.0	1.0
	performance	_		-	
	PC19. ask relevant questions to the		1.0	0.25	0.75
	customers and identify their needs PC20. possess adequate knowledge on			1	
	the product, services and market		2.0	0.5	1.5
	PC21. brief the customers clearly on		1.5	6.3-	6.75
	potential costs and hazards		1.0	0.25	0.75
			1.0	0.25	0.75





Compulsory NOS Total Marks: 300				Marks Allocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC22. communicate with the customers		1.0	0.25	0.75
	in a polite, professional and friendly manner PC23. build effective but impersonal				
	relationship with the customers		0.5	0.25	0.25
	PC24. ensure that appropriate language		1.0	0.25	0.75
	and tone are used with customers		1.0	0.23	0.73
	PC25. listen actively and have a two-way communication		1.0	0.25	0.75
	PC26. be sensitive to the gender, cultural and social differences such as modes of greeting, formality, etc.		1.0	0.25	0.75
	PC27. understand the customer expectations correctly and provide appropriate products and services		2.0	0.5	1.5
	PC28. understand customer's dissatisfaction and address or escalate their complaints effectively		2.0	0.5	1.5
	PC29. maintain a positive, sensible and cooperative manner all time		1.0	0.25	0.75
	PC30. ensure a proper body language, dress code, gestures and etiquettes towards the customers		1.0	0.25	0.75
	PC31. avoid interrupting the customers while they talk		1.0	0.0	1.0
	PC32. avoid negative questions and statements to the customers		1.0	0.0	1.0
	PC33. inform the customers on any issues or problems before hand and on the developments involving them		2.0	0.5	1.5
	PC34. respond promptly to customer's voice messages, e-mails, apps, etc.		1.0	0.0	1.0
	PC35. develop good rapport with the customers and promote other products and services		2.0	0.5	1.5
	PC36. seek feedback from the customers on their understanding to what was discussed		1.0	0.0	1.0
	PC37. explain the terms and conditions clearly	_	2.0	0.5	1.5
	Total		50	10	40

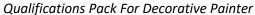
Compulsory NOS Total Marks: 300					llocation
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
PCS/N9902	PC1. keep in mind the profiles of	50	2.0	0.5	1.5





T-4-184	dive i direct		Marks A	llocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
Maintain	expected customers				
standards of product/ service quality	PC2. understand the target customers and their product/ service quality requirements as defined by the company		3.0	0.5	2.5
	PC3. receive superior's/ customer feedback regularly		2.0	0.0	2.0
	PC4. aim to build a good connect with the customers through quality product/ service		2.0	0.5	1.5
	PC5. keep tab through frequent discussions with regular customers on general customer preferences in the market, latest trends, customer expectations, etc.		2.0	0.5	1.5
	PC6. receive updates on regular feedbacks from the clients on current service, complaints, and improvements to be made, etc.		2.0	0.5	1.5
	PC7. seek customer rating of product/ service to help improve procedures		2.0	0.5	1.5
	PC8. demonstrate quality orientation at all levels		4.0	1.5	2.5
	PC9. aim to gain long lasting customer loyalty through satisfaction		3.0	1.0	2.0
	PC10. ensure 100% customer satisfaction via product/ service quality		3.0	0.5	2.5
	PC11. treat the customers fairly and with due respect		3.0	0.5	2.5
	PC12. focus on executing company's marketing strategies and product development needs		3.0	1.0	2.0
	PC13. focus on enhancing brand value of company by maintaining or enhancing quality standards		3.0	1.0	2.0
	PC14. ensure that customer expectations are met		2.0	0.5	1.5
	PC15. learn to read customers' needs and wants		2.0	0.5	1.5
	PC16. willingly accept and implement new and innovative products and services that help improve customer satisfaction		3.0	1.0	2.0
	PC17. communicate feedback of customer to senior, especially, the negative feedback		2.0	0.5	1.5
	PC18. maintain close contact with the customers and focus groups		2.0	0.5	1.5
	PC19. offer promotions to improve		3.0	1.0	2.0







Compulsory NOS Total Marks: 300					llocation
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	product satisfaction level to the customers periodically				
	PC20. weigh the cost of fulfilling unscheduled customer requests, consult with senior and advise the customer on alternatives		2.0	0.5	1.5
	Total		50	13	37

Total Marks: 300			Marks Allocation		
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC1. assess the various health, safety and environmental hazards in the work areas	50	1.5	0.4	1.1
	PC2. take steps to eliminate or minimize the hazards		1.0	0.4	0.6
	PC3. analyse the causes of accidents at the workplace		1.5	0.4	1.1
DCC /NOOO3	PC4. suggest measures to prevent such accidents from taking place		1.5	0.4	1.1
PCS/N9903 Maintain O&HS standards and follow	PC5. take preventive measures to avoid risk of burns and other injury due to contact with hot surfaces, gas, fire, hot fluids/ liquids, etc.		1.5	0.4	1.1
environmental norms	PC6. suggest methods to improve the existing safety procedures at the workplace		1.5	0.4	1.1
	PC7. dispose waste in the designated areas safely as per company's policies and rules		1.5	0.4	1.1
	PC8. maintain appropriate ventilation in the rooms while there is more exposure to paint vapours		1.0	0.4	0.6
	PC9. avoid dumping unused cans to safeguard the environment		1.0	0.0	1.0





Total Marks: 300			Marks A	llocation	
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC10. stay aware of the locations of fire		1.0	0.4	0.6
	extinguishers, emergency exits, etc.  PC11. practice correct emergency	-	4.5	0.4	1.1
	procedures		1.5	0.4	1.1
	PC12. check and review the storage areas frequently		1.5	0.4	1.1
	PC13. stack items in an organized way and use safe lifting techniques to reduce risk of injuries while handling materials		1.5	0.4	1.1
	PC14. handle materials, tools, acids, chemicals, equipment, etc. safely		1.0	0.4	0.6
	PC15. store the chemicals and acids in well-ventilated and locked areas with warning signs displayed		1.5	0.4	1.1
	PC16. adopt safe techniques while moving furniture and fixtures		1.5	0.4	1.1
	PC17. avoid risk of injury from use of electrical tools		1.5	0.4	1.1
	PC18. read the manufacturer's manual carefully before use of any equipment		1.0	0.0	1.0
	PC19. unplug the electrical equipment before performing maintenance		1.0	0.4	0.6
	PC20. keep the floors free from oil, water and grease to avoid slippery surface		1.0	0.4	0.6
	PC21. use rubber mats in the places where floors are constantly wet		1.0	0.0	1.0
	PC22. avoid injuries while handling sharp hazardous tools and equipment		1.5	0.4	1.1
	PC23. use flat surfaces, secure holding and protective wear while using such sharp tools		1.5	0.4	1.1
	PC24. use health, safety and environmental protection practices for storing, cleaning, and maintaining tools, equipment, and supplies		1.5	0.4	1.1
	PC25. practice ergonomic lifting and bending techniques while moving equipment and supplies		1.5	0.4	1.1
	PC26. identify the requirement for maintaining environmental norms		1.0	0.4	0.6
	PC27. comply with the environmental safety norms while on work to prevent accidents and health hazards	-	1.0	0.4	0.6







Total Marks: 300	Compulsory NOS Total Marks: 300			Marks Al	location
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out Of	Theory	Skills Practical
	PC28. follow company policies and rules regarding use of hazardous materials to avoid adverse health, safety and environmental impacts		1.0	0.4	0.6
	PC29. ensure the employees have access to first aid kit when needed		1.0	0.0	1.0
	PC30. ensure all equipment and tools are stored and maintained properly and safe for use		1.0	0.4	0.6
	PC31. always use personal protective equipment and safety gear such as gloves, mask, headwear, footwear, glasses, goggles, etc. for specific tasks and work conditions where required		1.5	0.4	1.1
	PC32. display safety signs where required to warn co-workers and others		1.5	0.4	1.1
	PC33. ensure electrical precautions such as insulated clothing, adequate equipment insulation, dry work area, switch off the power supply when not required, etc.		1.5	0.4	1.1
	PC34. ensure availability of general health and safety equipment such as fire extinguishers, first aid equipment, safety equipment, clothing, safety installations such as fire exits, exhaust fans, etc.		1.5	0.4	1.1
	PC35. document all the first aid treatments, inspections, etc., conducted to keep track of the safety measures undertaken		1.0	0.4	0.6
	PC36. document all the environmental hazards caused and the measures undertaken to comply with the established safety procedures of the workplace		1.0	0.0	1.0
	PC37. report to the supervisor on any problems and hazards identified and any breach of environmental procedures.		1.0	0.4	0.6
	PC38. work always towards achieving zero accident at workplace	]	1.0	0.4	0.6
	PC39. adhere to safety standards and ensure no material damage	]	1.0	0.4	0.6
	PC40. take necessary action and correct any environmental hazards caused		1.0	0.4	0.6
	Total		50	14	36





OPTIONS Option 1 Texture Painter							
Total Marks: 50				Marks Allocation			
Assessment outcomes	Assessment Criteria for outcomes	Total Mark	Out Of	Theory	Skills Practical		
	PC1. use stencil evenly to create patterns as agreed with customer	50	7	1	6		
	PC2. use hand tools with coordinated motion and even pressure to create patterns of equal texture across the area		7	1	6		
PCS/N5002 Paint the wall	PC3. apply paint colour combination layers as agreed		7	1	6		
texture using hand tools or	PC1. use stencil evenly to create patterns as agreed with customer  PC2. use hand tools with coordinated motion and even pressure to create patterns of equal texture across the area  PC3. apply paint colour combination layers as agreed  PC4. avoid spilling or uneven intensity of paint application  PC5. achieve a neat finish without aberrations  PC1. use stencil evenly to create patterns  7 1  50  7 1  50  7 1  PC5. achieve a neat finish without aberrations	6					
stencil			8	1	7		
	PC6. cover separations to achieve a seamless design finish		8	1	7		
	PC7. finish the surface as per customer's requirement or company's standards		6	1	5		
	Total		50	7	43		