

**What are**

**Occupational**

**Standards(OS)?**

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

Contact Us:

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QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR

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**Introduction**

**Qualifications Pack – Carding Operator**

**Sector:** TEXTILE

**SUB-SECTOR:** SPINNING

**OCCUPATION: SPINNING PREPARATORY**

**REFERENCE ID: TSC/Q 0102**

**ALIGNED TO: NCO-2004 / 7431.50**

**Brief Job Description:** A carding operator should be able to operate the carding machine, ensure proper feeding of material in chute/lap feed system, piece the sliver on breakage, doff the cans and transport to the storage area.

**Personal Attributes:** This job requires the individual to have thorough knowledge in process flow and material flow in a textile mill for yarn production and should be able to know the important functions and operations of all the machines in carding department

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2. [Qualifications Pack……….………………............P.2](#QP)
3. [Glossary of Key Terms…….……..……….……...P.3](#Glossary)
4. [NOS Units…………………………………………………P.5](#OS)

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| --- | --- | --- | --- | --- |
| Job Details | **Qualifications Pack Code** | **TSC/Q0102** | | |
| **Job Role** | **Carding Operator** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Sector** | **Textile** | **Drafted on** | **15/12/14** |
| **Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Spinning Preparatory** | **Next review date** | **01/03/16** |

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| **Job Role** | **Carding Operator** |
| **Role Description** | To carry out activities in a carding machine ensuring minimum machine stoppage and achieving maximum production. |
| **NSQF level**  **Minimum Educational Qualifications**  **Maximum Educational Qualifications** | 4 |
| 5th standard, preferably  N/A |
| **Training**  (Suggested but not mandatory) | Not Applicable |
| **Experience** | Preferably 1-2 years of work experience in a textile mill. |
| **National Occupational Standards (NOS)** | **Compulsory:**   1. [TSC/ N0104 Taking charge of shift and handing over shift to operator](#_TSC/_N0101) 2. [TSC/ N0105 Operating the carding machine](#_TSC/_N1402) 3. [TSC/ N0106 Piecing the sliver and doffing the sliver can in card](#_This_unit_is) 4. [TSC/ N9001 Maintain work area, tools and machines](#_Overview) 5. [TSC/ N9002 Working in a team](#_This_unit_is_1) 6. [TSC/ N9003 Maintain health, safety and security at workplace](#_This_unit_is_2) 7. [TSC/ N9004 Comply with industry and organizational requirement](#_This_unit_is_3)   **Optional:** |
| **Performance Criteria** | As described in the relevant OS units |

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| Definitions | **Keywords /Terms** | **Description** |
| Sector | Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests. |
| Sub-sector | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components. |
| Vertical | Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry. |
| Occupation | Occupation is a set of job roles, which perform similar/related set of functions in an industry. |
| Function | Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS. |
| Sub-functions | Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function. |
| Job role | Job role defines a unique set of functions that together form a unique employment opportunity in an organization. |
| Occupational Standards (OS) | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| Performance Criteria | Performance Criteria are statements that together specify the standard of performance required when carrying out a task. |
| National Occupational Standards (NOS) | NOS are Occupational Standards which apply uniquely in the Indian context. |
| Qualifications Pack Code | Qualifications Pack Code is a unique reference code that identifies a qualifications pack. |
| Qualifications Pack(QP) | Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code. |
| Unit Code | Unit Code is a unique identifier for an OS unit, which can be denoted with either an ‘**O**’ or an ‘**N**’. |
| Unit Title | Unit Title gives a clear overall statement about what the incumbent should be able to do. |
| Description | Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for. |
| Scope | Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required. |
| Knowledge and Understanding | Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard. |
| Organizational Context | Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility. |
| Technical Knowledge | Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities. |
| Core Skills/Generic Skills | Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles. |
| **Acronyms** | **Keywords /Terms** | **Description** |
| SSC | Sector Skill Council |
| OS | Occupational Standard(s) |
| NOS | National Occupational Standard(s) |
| QP | Qualifications Pack |
| NSQF | National Skill Qualifications Framework |
| NCO | National Classifications of Occupation |
| TBD | To Be Determined |
| TSC | Textile Sector Skill Council |
| NSDC | National Skill Development Corporation |

**National Occupational Standard**

**Overview**

**This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator**

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| **Unit Code**  National Occupational Standard | TSC/ N0104 |
| **Unit Title**  **(Task)** | Taking charge of shift and handing over shift to operator |
| **Description** | This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator |
| Scope | This unit/task covers the following:   * To take charge of shift from previous shift operator * To hand over the shift to next shift operator |
| **Elements** | **Performance Criteria** |
| Taking charge of shift | To be competent, you must be able to:   1. come at least 10 - 15 minutes earlier to the work spot 2. bring the necessary operational tools to the department 3. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality or production or spare or safety or any other specific instruction etc. 4. understand the count produced, colour coding, followed in the carding for his allocated number of machines 5. ensure the technical details are mentioned in the display board in the card 6. check for the availability of the empty sliver cans 7. ensure all the cards are running properly and problems if any should be clarified with the supervisor and operator, idle machines should be enquired for the reason for stoppage and report to the superiors regarding the same 8. ensure proper functioning of card machine parts 9. check the cleanliness of the machines & other work areas 10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas. 11. should question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well. 12. ensure the wastes collection boxes are empty while taking charge of shift 13. ensure the work spot is clean |
| Handing over shift | 1. hand over the shift to the incoming shift operator in a proper manner 2. ensure in providing the details regarding count produced, colour coding followed in the carding for his allocated number of machines 3. provide all relevant information regarding the count produced, idle machines, damaged machine parts if any 4. get clearance from the incoming counterpart before leaving the work spot 5. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift 6. ensure the shift has to be properly handed over to the incoming shift operator 7. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/her shift and should leave the department only after getting concurrence for the same from his/ her superiors 8. collect the wastes from waste collection bags, weigh them and transport to storage area 9. ensure the work spot is clean |
| **Knowledge and Understanding (K)** | |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes) | You need to know and understand:   1. general rules and regulations in a textile mill 2. safe working practices to be adopted in textile mill 3. quality systems and other processes practiced in the textile mill 4. reporting to the supervisor or higher authority in case of emergency 5. color coding adopted for different counts in the textile mill |
| 1. **Technical Knowledge** | 1. understanding the importance of  * types of fibres * types of yarn * sliver hank * types of defects in sliver  1. process flow in a textile mill 2. material flow in a textile mill 3. importance of carding and sliver formation 4. functions of different parts of carding machine 5. importance of colour coding followed for different sliver hanks 6. guidelines for operating the carding machine 7. understanding the functions of different signal lamps 8. guidelines for taking charge of shift from previous shift operator 9. guidelines for handing over the shift to the next shift operator 10. importance of material handling and types of material handling equipments used equipments 11. functions and methodology for operating different material handling tools 12. knowledge of waste collection system &equipments used 13. importance of cleanliness at workplace 14. safety procedures to be followed in carding machine |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in simple language |
| **Reading Skills** |
| You need to know and understand how to:   1. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:   1. communicate with supervisor appropriately 2. talk to others to convey information effectively |
| 1. **Professional Skills** | **Problem Solving** |
| You need to know and understand how to:   1. apply problem-solving approaches in different situations 2. refer anomalies to the supervisor 3. seek clarification on problems from others |
| **Attention to Detail** |
| You need to know and understand how to:   1. apply good attention to detail 2. check your work is complete and free from errors |
| 1. **Technical Skills** | You need to know and understand how to:   1. procedure to patrol around the carding department 2. procedure to operate the carding machine 3. procedure for patrolling around the carding department and identifying worn out or damaged machine parts 4. procedure to check the quality of sliver and ensuring proper functioning of machine parts in card 5. procedure for operating different material handling tools and equipments 6. maintain neatness at work |

**NOS Version Control**

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| **NOS Code** | **TSC/ N0104** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Spinning Preparatory** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

**This unit is about carrying out procedure for operating the carding machine**

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| **Unit Code**  National Occupational Standard | TSC/ N0105 |
| **Unit Title**  **(Task)** | Operating a carding machine |
| **Description** | This unit is about carrying out procedure for operating the sequence of machines in carding |
| Scope | **This unit/task covers the following:**   * Operating the card * Carryout cleaning activities * Carryout maintenance activities * Material handling and safety at workplace * Other related responsibilities |
| **Elements** | **Performance Criteria** |
| Operating the card | To be competent ,you must be able to:   1. start the machine 2. operate the control switches for starting and stopping the card 3. follow the different signal lamps used in machines 4. ensure proper functioning of card by verifying in the display panel 5. check whether the material properly fed in the carding machine via chute/lap feed system 6. piece the sliver during breakage 7. place empty can as per the machine number in the magazine 8. view the display panel and identify the reasons for machine stoppages if any 9. ensure the card is running in the set speed by viewing the display panel 10. ensure the working area is clean 11. ensure proper functioning of machine 12. store defective material in non conformity area |
| Carryout cleaning activities | 1. ensure the sliver produced is free from surface damages 2. clean the wastes in the carding department as per schedule 3. segregate the wastes collected and deposit at the waste bins 4. remove the defect in slivers 5. support the mechanic while carryout cleaning maintenance activities 6. use proper tools for cleaning 7. ensure safety while carrying out cleaning 8. ensure the wastes collected are deposited in the respective waste box 9. ensure carding area is clean |
| Carryout maintenance activities | 1. ensure the chute/ lap feed is working properly and material is uniformly fed into card 2. support the fitter for carrying out maintenance activities 3. ensure the draft variation on CV% is within the limits and if it’s abnormal report it to superiors. 4. inform the supervisor and maintenance in charge in case of a jam 5. support the fitter during minor breakdown |
| Material handling and safety at workplace | 1. ensure proper material handling of sliver, sliver can and empty can 2. ensure using proper material handling of tools and equipments 3. ensure safety while operating the card 4. use safety gadgets like caps, masks and shoes and verifying the safety stop motions |
| Other related responsibilities | 1. ensure the sliver produced is free from outside damages 2. collected usable waste to be weighed at shift end and to be placed in the specified area 3. inform superiors immediately, if any break down or fault in the machine is noticed 4. ensure the proper functioning of signal lamps 5. ensure that machine is always working properly, if any deviations inform superiors immediately 6. collect the reusable wastes in card and weigh them at shift end and place them in specified area 7. provide all relevant information’s of the current working process to the next shift operator before relieving. |
| **Knowledge and Understanding (K)** | |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes) | You need to know and understand:   1. general rules and regulations in a textile mill 2. safe working practices to be adopted in textile mill 3. quality systems and other processes practiced in the textile mill 4. reporting to the supervisor or higher authority in case of emergency 5. color coding adopted for different counts in the textile mill |
| 1. **Technical Knowledge** | You need to know and understand:   1. process and material flow in a textile mill 2. understanding the importance of fibers, types of yarn, yarn count, types of sliver, sliver hank, importance of sliver and roving quality 3. importance of carding, various parts in a card and their functions 4. function of chute/lap feed system 5. importance & functions of different signal lamps 6. different control buttons in card 7. knowledge of different functions in display panel and procedure to operate the card 8. types of wastes 9. procedure for collecting wastes 10. guidelines for operating the material handling tools and equipments 11. importance of cleanliness at work place 12. procedure to identify the normal defects in card web and actions needed to correct them 13. guidelines for carrying out cleaning activities 14. guidelines for carrying out maintenance activities 15. importance of material handling 16. types of material handling equipments used 17. functions and methodology for operating different material handling equipments 18. importance of safety at card 19. safety gadgets used in a textile mill |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in simple language |
| **Reading Skills** |
| You need to know and understand how to:   1. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:   1. communicate with supervisor appropriately 2. talk to others to convey information effectively |
| 1. **Professional Skills** | **Problem Solving** |
| You need to know and understand how to:   1. apply problem-solving approaches in different situations 2. refer anomalies to the supervisor 3. seek clarification on problems from others |
| **Attention to Detail** |
| You need to know and understand how to:   1. apply good attention to detail 2. check your work is complete and free from errors |
| 1. **Technical Skills** | You need to know and understand :   1. procedure to identify and remove the defects in sliver 2. procedure for cleaning the wastes and waste segregation 3. procedure to carryout cleaning activities in card 4. procedure for cleaning the carding area 5. procedure to carryout basic maintenance activities in card 6. maintain cleanliness at work place |

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| **NOS Code** | **TSC/ N0105** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Spinning Preparatory** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about piecing the sliver on breakage and doffing the sliver can in carding machine

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| **Unit Code** | **TSC/ N0106** |
| **Unit Title**  **(Task)** | Piecing the sliver and doffing the sliver can in card |
| **Description** | This unit is about carrying out tenting, cleaning and maintenance activities in carding |
| Scope | **This unit/task covers the following:**   * To piece the broken sliver * Checking the quality of piecing * To carryout doffing activity in card * Post doffing responsibilities |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Attending the machine on sliver breakage | To be competent, you must be able to:   1. identity whether the machine stoppage by viewing the signal lamps and in display panel 2. identify the reasons for sliver breakage 3. ensure minimum time is taken for attending the sliver breakage in carding department |
| Piecing the sliver | 1. open the calendaring zone of card using control switches 2. collect the web from calendaring zone and condense through the calendaring rollers and trumphet for sliver formation 3. ensure proper piecing 4. draw the sliver through the conveyor rollers and pass it through the coiler rollers in delivery zone into the sliver can 5. ensure proper functioning of card post piecing 6. collect the wastes collected during piecing and store the waste at respective waste box 7. segregate the reusable wastes and weigh and record them in a register 8. transfer the reusable wastes to carding 9. ensure standard piecing procedure is adopted and quality of piecing is as per standards 10. ensure minimum time is taken for piecing the sliver 11. ensure safety while carrying out piecing activity |
| Checking the quality of piecing | 1. verify the quality of piecing done in the sliver 2. ensure sliver tension in the creeling section is appropriate 3. ensure proper functioning of the machine |
| Carrying out doffing | 1. collect the empty cans from combing preparatory or drawing department for feeding the empty cans in card 2. keep the can castors clean before putting to the card 3. ensure whether the sliver can is ready for doffing by viewing the details in display panel 4. keep the empty cans at coiler for automatic can change 5. keep the empty sliver can near the doffing machine in manual doffing 6. doff the full sliver can in case of manual doffing 7. ensure proper doffing procedure is followed 8. ensure doffing is carried out properly in auto doffing 9. move the sliver can to storage area 10. ensure the card is properly restarted after doffing |
| Post doffing responsibilities | 1. ensure proper functioning of card post doffing 2. ensure proper material handling of sliver, sliver can and empty can 3. ensure proper material handling of tools and equipments |
| **Knowledge and Understanding (K)** | |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes) | You need to know and understand:   1. general rules and regulations in a textile mill 2. safe working practices to be adopted in textile mill 3. quality systems and other processes practiced in the textile mill 4. reporting to the supervisor or higher authority in case of emergency 5. color coding adopted for different counts in the textile mill |
| 1. **Technical Knowledge** | You need to know and understand:   1. process flow and material flow in textile mill 2. functions of carding machine 3. functions of control switches and signal lamps in carding 4. importance of piecing 5. importance of doffing 6. importance of sliver quality 7. guidelines for piecing the sliver 8. guidelines for carrying out doffing activity 9. functions of different control switches in card 10. knowledge of different functions in display panel and procedure to operate the card 11. functions of different signal lamps in card 12. importance of cleanliness and safety at work place |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in simple language |
| **Reading Skills** |
| You need to know and understand how to:   1. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:   1. communicate with supervisor appropriately 2. talk to others to convey information effectively |
| 1. **Professional Skills** | **Problem Solving** |
| You need to know and understand how to:   1. apply problem-solving approaches in different situations 2. refer anomalies to the supervisor 3. seek clarification on problems from others |
| **Attention to Detail** |
| You need to know and understand how to:   1. apply good attention to detail 2. check your work is complete and free from errors |
| 1. **Technical Skills** | You need to know and understand how to :   1. procedure for collect the web from calendaring zone and condense through the calendaring rollers for sliver formation 2. standard operating procedure for carrying out piecing activity 3. standard operating procedure for carrying out doffing activity 4. procedure for segregating the different types of fiber wastes 5. procedure for storing reusable wastes and weighing them 6. procedure for material handling of sliver, sliver cans 7. maintain cleanliness at work |

**NOS Version Control**

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| **NOS Code** | **TSC/ N0106** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Spinning Preparatory** | **Next review date** | **01/03/16** |

**National Occupational Standard**

# Overview

**This unit is about maintaining work areas and activities to ensure tools and machines are maintained as per norms.**

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| **Unit Code**  National Occupational Standard | **TSC /N9001** |
| **Unit Title**  **(Task)** | Maintain work area, tools and machines |
| **Description** | This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms |
| Scope | **This unit covers the following:**   * Proper maintaining of work area and activities |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Maintain the work area, tools and machines | To be competent, you must be able to:   1. handle materials, machinery, equipment and tools with care and use them in the correct way 2. use correct lifting and handling procedures 3. use materials to minimize waste 4. maintain a clean and hazard free working area 5. maintain tools and equipment 6. carry out running maintenance within agreed schedules 7. carry out maintenance and/or cleaning within one’s responsibility 8. report unsafe equipment and other dangerous occurrences 9. ensure that the correct machine guards are in place 10. work in a comfortable position with the correct posture 11. use cleaning equipment and methods appropriate for the work to be carried out 12. dispose of waste safely in the designated location 13. store cleaning equipment safely after use 14. carry out cleaning according to schedules and limits of responsibility |
| **Knowledge and Understanding (K)** | |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes) | You need to know and understand:   1. personal hygiene and duty of care 2. safe working practices and organizational procedures 3. limits of your own responsibility 4. ways of resolving with problems within the work area 5. the production process and the specific work activities that relate to the whole process 6. the importance of effective communication with supervisors 7. the lines of communication, authority and reporting procedures 8. the organization’s rules, codes and guidelines (including timekeeping) 9. the company’s quality standards 10. the importance of complying with written instructions 11. equipment operating procedures / supervisor’s instructions |
| 1. **Technical Knowledge** | You need to know and understand:   1. work instructions and specifications and interpret them accurately 2. relation between work role and the overall manufacturing process 3. hazards likely to be encountered when conducting routine maintenance 4. the importance of taking action when problems are identified 5. different ways of minimizing waste 6. importance of running maintenance and regular cleaning 7. effects of contamination on products i.e. machine oil, dirt, foreign materials 8. common faults with equipment and the method to rectify 9. maintenance procedures 10. different types of cleaning equipment and substances and their use 11. safe working practices for cleaning and the method of carrying them out |

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| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Reading Skills** |
| You need to know and understand how to:   1. comprehend written instructions 2. read any application sent by other colleagues |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:   1. communicate in local language orally 2. communicate with supervisor appropriately 3. talk to others to convey information effectively |
| 1. **Professional Skills** | **Problem Solving** |
| You need to know and understand how to:   1. identify the real reason of problem faced 2. apply problem-solving approaches in different situations 3. refer anomalies to the supervisor 4. seek clarification on problems from others |
| **Attention to Detail** |
| You need to know and understand how to:   1. apply good attention to detail 2. check your work is complete and free from errors 3. make sure every kind of communication is error free |
| 1. **Technical Skills** | You need to know and understand :   1. communicate effectively 2. apply leadership skills wherever required 3. take initiative at the right place 4. understand the requirement to be creative |

**NOS Version Control**

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| **NOS Code** | **TSC /N9001** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Spinning Preparatory** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about working as part of a team as a Carding Operator in the textile industry.

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| **Unit Code** | **TSC/ N9002** |
| **Unit Title**  National Occupational Standard  **(Task)** | Working in a team |
| **Description** | This unit is about working as a team member in the role of Carding Operator in the textile industry |
| Scope | **This unit/task covers the following:**   * Commitment and trust * Communication * Adaptability * Creative freedom |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Commitment and trust | To be competent, you must be able to:   1. be accountable to the own role in whole process 2. perform all roles with full responsibility 3. be effective and efficient at workplace |
| Communication | 1. properly communicate about company policies 2. report all problems faced during the process 3. talk politely with other team members and colleagues 4. submit daily report of own performance |
| Adaptability | 1. adjust in different work situations 2. give due importance to others’ point of view 3. avoid conflicting situations 4. collaborate with colleagues performing the pre-required and post-required duty of Carding Operator |
| Creative freedom | 1. develop new ideas for work procedures 2. improve upon the existing techniques to increase process efficiency |
| **Knowledge and Understanding (K)** | |
| 1. **Organizational Context** | You need to know and understand:   1. general rules and regulations in a textile mill 2. procedure followed to get the final output in the textile mill 3. safe working practices to be adopted in textile mill 4. reporting to the supervisor or higher authority about any grievances faced |
| 1. **Technical Knowledge** | You need to know and understand:   1. understand the importance of the previous and next step of the process 2. process flow in a textile mill and the concerned workers 3. material flow in a textile mill and the required person 4. functions of different parts of the machine 5. tools and equipments used 6. guidelines for operating the machine 7. safety procedures to be followed in the machine |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in simple language 2. write daily work report 3. write grievance complaint application |
| **Reading Skills** |
| You need to know and understand how to:   1. comprehend written instructions 2. read any application sent by other colleagues |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:   1. communicate with supervisor appropriately 2. talk to co-workers to convey information effectively |
| 1. **Professional Skills** | **Problem Solving** |
| You need to know and understand how to:   1. identify the real reason of problem faced 2. be able to find the most effective solution to the problems faced |
| **Attention to Detail** |
| You need to know and understand how to:   1. apply good attention to detail 2. ensure every kind of communication is error free |
| 1. **Technical Skills** | You need to know and understand how to:   1. communicate effectively 2. apply leadership skills wherever required 3. take initiative at the right place 4. understand the requirement to be creative |

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| **NOS Code** | **TSC/N9002** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Spinning Preparatory** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about maintaining health, safety, and security standards at workplace.

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| **Unit Code**  National Occupational Standard | **TSC/ N9003** |
| **Unit Title**  **(Task)** | Maintain health, safety and security at work place |
| **Description** | This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others. |
| Scope | **This unit/task covers the following:**   * Comply with health, Safety and security requirements at work * To recognize the hazards * Planning the safety techniques * To implement programs |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Comply with health, Safety and security requirements at work | To be competent, operator must be able to:   1. comply with health and safety related instructions applicable to the workplace 2. use and maintain personal protective equipment such as “ ear plug” “ nose mask “ “ head cap” etc., as per protocol 3. carry out own activities in line with approved guidelines and procedures 4. maintain a healthy lifestyle and guard against dependency on intoxicants 5. follow environment management system related procedures 6. identify and correct (if possible) malfunctions in machinery and equipment 7. report any service malfunctions that cannot be rectified 8. store materials and equipment in line with organisational requirements 9. safely handle and remove waste 10. minimize health and safety risks to self and others due to own actions 11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks 12. monitor the workplace and work processes for potential risks and threat 13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned 14. report hazards and potential risks/ threats to supervisors or other authorized personnel 15. participate in mock drills/ evacuation procedures organized at the workplace 16. undertake first aid, fire-fighting and emergency response training, if asked to do so 17. take action based on instructions in the event of fire, emergencies or accidents 18. follow organisation procedures for shutdown and evacuation when required |
| Recognizing the hazards | 1. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry 2. recognise other possible security issues existing in the workplace |
| Planning the safety techniques | 1. recognise different measures to curb the hazards |
| Implementing the programs | 1. communicate the safety plan to everyone 2. attach disciplinary rules with the implementation 3. ensure that all revolving parts come to a halt before attending to the machine manually |
| **Knowledge and Understanding (K)** | |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes) | You need to know and understand:   1. general rules and regulations in a textile mill 2. safe working practices to be adopted in textile mill 3. quality systems and other processes practiced in the textile mill 4. health and safety related practices applicable at the workplace 5. potential hazards, risks and threats based on nature of operations 6. organizational procedures for safe handling of equipment and machine operations 7. potential risks due to own actions and methods to minimize these 8. environmental management system related procedures at the workplace 9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points 10. potential accidents and emergencies and response to these scenarios 11. reporting protocol and documentation required 12. details of personnel trained in first aid, fire-fighting and emergency response 13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire |
| 1. **Technical Knowledge** | You need to know and understand:   1. occupational health and safety risks and methods 2. personal protective equipment and method of use 3. identification, handling and storage of hazardous substances 4. proper disposal system for waste and by-products 5. signage related to health and safety and their meaning 6. importance of sound health, hygiene and good habits 7. ill-effects of alcohol, tobacco and drugs |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in local language |
| **Reading Skills** |
| You need to know and understand how to:   1. comprehende written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to   1. listen to others attentively 2. respond to emergencies, accidents or fire at the workplace 3. evacuate the premises and help others in need while doing so 4. the value of physical fitness, personal hygiene and good habits 5. talk with others politely |
| 1. **Professional Skills** | **Decision Making** |
| You need to know and understand how to:   1. identify correct safety measure for particular hazard 2. make required safety plans as and when required 3. raise alarm in case of emergency |
| **Analytical Thinking** |
| 1. know the use of correct safety measure whenever required |
| **Attention to Detail** |
| 1. be attentive to details 2. be careful to avoid occurrence of hazards |
| 1. **Technical Skills** | You need to know and understand :   1. maintain neatness at work 2. procedure for reporting unwanted behavior |

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| **NOS Code** | **TSC/N 9003** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Spinning Preparatory** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry

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| **Unit Code**  National Occupational Standard | **TSC/N 9004** |
| **Unit Title**  **(Task)** | Comply with industry and organizational requirements |
| **Description** | This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry |
| Scope | **This unit/task covers the following:**   * Focus on self development * Focus on team work * Know and understand organizational standards * Know and understand industry standards |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Self- development | To be competent, you must be able to:   1. perform own duties effectively 2. take responsibility for own actions 3. be accountable towards the job role and assigned duties 4. take initiative and innovate the existing methods 5. focus on self-learning and improvement |
| Team work | 1. co-ordinate with all the team members and colleagues 2. communicate politely 3. avoid conflicts and miscommunication |
| Organizational standards | 1. know the organisational standards 2. implement them in your performance 3. motivate others to follow them |
| Industry standards | 1. know the industry standards 2. align them with organisation standards |
| **Knowledge and Understanding (K)** | |
| 1. **Organizational**   **Context** (Knowledge of the company/ organization and its processes) | You need to know and understand:   1. general rules and regulations in a textile mill 2. reporting to the supervisor or higher authority 3. knowledge of organization standards 4. knowledge of industry standards |
| **B. Technical**  **Knowledge** | You need to know and understand:   1. process and material flow in a textile mill 2. importance of complying with the standards 3. guidelines for cleaning the various part of carding machine |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write reports 2. write in local language |
| **Reading Skills** |
| You need to know and understand how to:   1. read the local language 2. read one more language than the local language 3. read and comprehend the standards and rules |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:   1. talk effectively with others 2. put forward your point 3. listen to others |
| 1. **Technical Skills** | You need to know and understand :   1. procedure of preparing the industry standards 2. procedure to follow the given standards 3. Procedure to comply with the standards |

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| **NOS Code** | **TSC/N 9004** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Spinning Preparatory** | **Next review date** | **01/03/16** |

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| **Job Role: Carding Operator Qualification Pack: Carding Operator Sector Skill Council: Textile Sector Skill Council** | | | | | | |
|
| **Guidelines for assessment: -** 1. Criteria for assessment for each qualification pack will be created by the Sector Skill Council. Each performance criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for theory & skill practical for each PC.  2. The assessment for the theory part will be based on knowledge bank of question created by the SSC.  3. Individual assessment agencies will create unique evaluations for skill practical for every student each examination/training centre (as per assessment criteria below). 4. To pass the qualification pack, every trainee should achieve minimum grade 'C' (More Than 90% - "A+", 80%-89%-"A", 70%-79%-"B+", 60%-69%-"B", 50%-59%-"C", 49% or less is "F") | | | | | | |
|  | | | | | | |
| **National Occupational Standards (NOS)** | **Performance Criteria (PC)** | **Total Marks** | **Out Of** | **Marks Allocation** | | |
| **Theory** | **Skills Practical** | **Viva** |
| 1**. TSC/N0104 (Taking charge of shift and handing over shift to operator )** | PC1. come at least 10 - 15 minutes earlier to the work spot | **100** | 3 | 1 | 1 | 1 |
| PC2. bring the necessary operational tools to the department | 4 | 1 | 2 | 1 |
| PC3. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality or production or spare or safety or any other specific instruction etc. | 7 | 3 | 2 | 2 |
| PC4. understand the count produced, color coding, followed in the carding for his allocated number of machines | 7 | 3 | 2 | 2 |
| PC5. ensure the technical details are mentioned in the display board in the card | 4 | 2 | 1 | 1 |
| PC6. check for the availability of the empty sliver cans | 4 | 1 | 2 | 1 |
| PC7. ensure all the cards are running properly and problems if any should be clarified with the supervisor and operator, idle machines should be enquired for the reason for stoppage and report to the superiors regarding the same | 3 | 1 | 1 | 1 |
| PC8. ensure proper functioning of card machine parts | 5 | 2 | 2 | 1 |
| PC9. check the cleanliness of the machines & other work areas | 4 | 1 | 2 | 1 |
| PC10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas. | 4 | 1 | 2 | 1 |
| PC11. should question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well. | 4 | 2 | 1 | 1 |
| PC12. ensure the wastes collection boxes are empty while taking charge of shift | 4 | 1 | 2 | 1 |
| PC13. ensure the work spot is clean | 3 | 1 | 1 | 1 |
| PC14. hand over the shift to the incoming shift operator in a proper manner | 5 | 2 | 2 | 1 |
| PC15. ensure in providing the details regarding count produced, color coding followed in the carding for his allocated number of machines | 7 | 3 | 2 | 2 |
| PC16. provide all relevant information regarding the count produced, idle machines, damaged machine parts if any | 7 | 3 | 2 | 2 |
| PC17. get clearance from the incoming counterpart before leaving the work spot | 5 | 2 | 1 | 2 |
| PC18. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift | 5 | 2 | 1 | 2 |
| PC19. ensure the shift has to be properly handed over to the incoming shift operator | 4 | 1 | 2 | 1 |
| PC20. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/her shift and should leave the department only after getting concurrence for the same from his/ her superiors | 4 | 1 | 1 | 2 |
| PC21. collect the wastes from waste collection bags, weigh them and transport to storage area | 4 | 2 | 2 | 0 |
| PC22. ensure the work spot is clean | 3 | 1 | 1 | 1 |
| **Total** | **100** | **37** | **35** | **28** |
| **Weight age %** |  |  | 37% | 35% | 28% |
|  | | | | | | |
| **2. TSC/N0105(Operating a carding machine )** | PC1. start the machine | **150** | 3 | 1 | 1 | 1 |
| PC2. operate the control switches for starting and stopping the card | 4 | 1 | 2 | 1 |
| PC3. follow the different signal lamps used in machines | 3 | 1 | 1 | 1 |
| PC4. ensure proper functioning of card by verifying in the display panel | 6 | 2 | 2 | 2 |
| PC5. check whether the cotton is proper fed in the carding machine via chute feed system | 4 | 1 | 2 | 1 |
| PC6. piece the sliver during breakage | 6 | 2 | 2 | 2 |
| PC7. doff the full sliver can | 6 | 2 | 2 | 2 |
| PC8. view the display panel and identify the reasons for machine stoppages if any | 5 | 2 | 2 | 1 |
| PC9. ensure the card is running in the set speed by viewing the display panel | 4 | 1 | 2 | 1 |
| PC10. ensure the working area is clean | 4 | 1 | 2 | 1 |
| PC11. ensure proper functioning of machine | 5 | 2 | 2 | 1 |
| PC12. ensure the sliver produced is free from surface damages | 5 | 2 | 2 | 1 |
| PC13. clean the wastes in the carding department | 4 | 1 | 2 | 1 |
| PC14. segregate the wastes collected and deposit at the waste bins | 4 | 1 | 2 | 1 |
| PC15. remove the defect in slivers | 5 | 2 | 2 | 1 |
| PC16. support the mechanic while carryout cleaning maintenance activities | 4 | 1 | 2 | 1 |
| PC17. use proper tools for cleaning | 4 | 1 | 2 | 1 |
| PC18. ensure safety while carrying out cleaning | 4 | 1 | 2 | 1 |
| PC19. ensure the wastes collected are deposited in the respective waste box | 4 | 1 | 2 | 1 |
| PC20. ensure carding area is clean | 4 | 1 | 2 | 1 |
| PC21. ensure the chute feed is working properly and cotton is uniformly fed into card | 4 | 1 | 2 | 1 |
| PC22. support the fitter for carrying out maintenance activities | 3 | 1 | 1 | 1 |
| PC23. ensure the draft variation on CV% is within the limits and if it’s abnormal report it to superiors. | 4 | 2 | 1 | 1 |
| PC24. inform the supervisor and maintenance incharge in case of a jam | 4 | 1 | 2 | 1 |
| PC25. support the fitter during minor breakdown | 4 | 1 | 2 | 1 |
| PC26. ensure proper material handling of sliver, sliver can and empty can | 4 | 1 | 2 | 1 |
| PC27. ensure using proper material handling of tools and equipments | 3 | 1 | 1 | 1 |
| PC28. ensure safety while operating the card | 5 | 2 | 2 | 1 |
| PC29. use safety gadgets like caps, masks and shoes and verifying the safety stop motions | 4 | 1 | 2 | 1 |
| PC30. ensure the sliver produced is free from outside damages | 4 | 1 | 2 | 1 |
| PC31. collected usable waste to be weighed at shift end and to be placed in the specified area | 4 | 1 | 2 | 1 |
| PC32. inform superiors immediately, if any break down or fault in the machine is noticed | 4 | 1 | 2 | 1 |
| PC33. ensure the proper functioning of signal lamps | 3 | 1 | 1 | 1 |
| PC34. ensure that machine is always working properly, if any deviations inform superiors immediately | 4 | 1 | 2 | 1 |
| PC35. collect the reusable wastes in card and weigh them at shift end and place them in specified area | 4 | 1 | 2 | 1 |
| PC36. provide all relevant information’s of the current working process to the next shift operator before relieving. | 4 | 1 | 2 | 1 |
| **Total** | **150** | **45** | **66** | **39** |
| **Weight age %** |  |  | 30% | 44% | 26% |
|  | | | | | | |
| **3. TSC/N0106(Piecing the sliver and doffing the sliver can in card)** | PC1. identity whether the machine stoppage by viewing the signal lamps and in display panel | **150** | 5 | 2 | 2 | 1 |
| PC2. identify the reasons for sliver breakage | 6 | 2 | 2 | 2 |
| PC3. ensure minimum time is taken for attending the sliver breakage in carding department | 4 | 1 | 2 | 1 |
| PC4. open the calendaring zone of card using control switches | 4 | 1 | 2 | 1 |
| PC5. collect the web from calendaring zone and condense through the calendaring rollers and trumphet for sliver formation | 6 | 2 | 3 | 1 |
| PC6. ensure proper piecing | 7 | 2 | 3 | 2 |
| PC7. draw the sliver through the conveyor rollers and pass it through the coiler rollers in delivery zone into the sliver can | 7 | 2 | 3 | 2 |
| PC8. ensure proper functioning of card post piecing | 6 | 2 | 2 | 2 |
| PC9. collect the wastes collected during piecing and store the waste at respective waste box | 6 | 2 | 2 | 2 |
| PC10. segregate the reusable wastes and weigh and record them in a register | 5 | 2 | 2 | 1 |
| PC11. transfer the reusable wastes to carding | 4 | 1 | 2 | 1 |
| PC12. ensure standard piecing procedure is adopted and quality of piecing is as per standards | 6 | 2 | 3 | 1 |
| PC13. ensure minimum time is taken for piecing the sliver | 5 | 2 | 2 | 1 |
| PC14. ensure safety while carrying out piecing activity | 4 | 1 | 2 | 1 |
| PC15. verify the quality of piecing done in the sliver | 5 | 2 | 2 | 1 |
| PC16. ensure sliver tension in the creeling section is appropriate | 5 | 2 | 2 | 1 |
| PC17. ensure proper functioning of the machine | 4 | 1 | 2 | 1 |
| PC18. collect the empty cans from combing preparatory or drawing department for feeding the empty cans in card | 4 | 1 | 2 | 1 |
| PC19. keep the can castors clean before putting to the card | 4 | 1 | 2 | 1 |
| PC20. ensure whether the sliver can is ready for doffing by viewing the details in display panel | 4 | 1 | 2 | 1 |
| PC21. keep the empty cans at coiler for automatic can change | 4 | 1 | 2 | 1 |
| PC22. keep the empty sliver can near the doffing machine in manual doffing | 4 | 1 | 2 | 1 |
| PC23. doff the full sliver can in case of manual doffing | 5 | 1 | 3 | 1 |
| PC24. ensure proper doffing procedure is followed | 7 | 2 | 4 | 1 |
| PC25. ensure doffing is carried out properly in auto doffing | 6 | 2 | 3 | 1 |
| PC26. move the sliver can to storage area | 4 | 1 | 2 | 1 |
| PC27. ensure the card is properly restarted after doffing | 5 | 2 | 2 | 1 |
| PC28. ensure proper functioning of card post doffing | 5 | 2 | 2 | 1 |
| PC29. ensure proper material handling of sliver, sliver can and empty can | 4 | 1 | 2 | 1 |
| PC30. ensure proper material handling of tools and equipments | 5 | 2 | 2 | 1 |
| **Total** | **150** | **47** | **68** | **35** |
| **Weight age %** |  |  | 31% | 45% | 23% |
|  | | | | | | |
| **4.TSC/N9001(Maintaining work area, tools and machines)** | PC1. handle materials, machinery, equipment and tools with care and use them in the correct way | **50** | 4 | 1 | 2 | 1 |
| PC2. use correct lifting and handling procedures | 4 | 1 | 2 | 1 |
| PC3. use materials to minimize waste | 3 | 1 | 1 | 1 |
| PC4. maintain a clean and hazard free working area | 3 | 1 | 1 | 1 |
| PC5. maintain tools and equipment | 4 | 2 | 1 | 1 |
| PC6. carry out running maintenance within agreed schedules | 4 | 1 | 2 | 1 |
| PC7. carry out maintenance and/or cleaning within one’s responsibility | 4 | 1 | 2 | 1 |
| PC8. report unsafe equipment and other dangerous occurrences | 4 | 1 | 2 | 1 |
| PC9. ensure that the correct machine guards are in place | 3 | 1 | 1 | 1 |
| PC10. work in a comfortable position with the correct posture | 3 | 1 | 1 | 1 |
| PC11. use cleaning equipment and methods appropriate for the work to be carried out | 3 | 1 | 1 | 1 |
| PC12. dispose of waste safely in the designated location | 4 | 1 | 2 | 1 |
| PC13. store cleaning equipment safely after use | 3 | 1 | 1 | 1 |
| PC14. carry out cleaning according to schedules and limits of responsibility | 4 | 1 | 2 | 1 |
| **Total** | 50 | 15 | 21 | 14 |
| **Weight age%** |  |  | 30% | 42% | 28% |
|  |  |  |  |  |  |  |
| **5.TSC/N9002 (Working in a team)** | PC1. be accountable to the own role in whole process | **50** | 4 | 2 | 1 | 1 |
| PC2. perform all roles with full responsibility | 4 | 2 | 1 | 1 |
| PC3. be effective and efficient at workplace | 4 | 1 | 2 | 1 |
| PC4. properly communicate about company policies | 4 | 1 | 1 | 2 |
| PC5. report all problems faced during the process | 4 | 1 | 1 | 2 |
| PC6. talk politely with other team members and colleagues | 4 | 1 | 1 | 2 |
| PC7. submit daily report of own performance | 5 | 2 | 2 | 1 |
| PC8. adjust in different work situations | 3 | 1 | 1 | 1 |
| PC9. give due importance to others’ point of view | 3 | 1 | 1 | 1 |
| PC10. avoid conflicting situations | 3 | 1 | 1 | 1 |
| PC11. collaborate with colleagues performing the pre-required and post-required duty of carding tenter | 4 | 2 | 1 | 1 |
| PC12. develop new ideas for work procedures | 4 | 1 | 2 | 1 |
| PC13. improve upon the existing techniques to increase process efficiency | 4 | 1 | 2 | 1 |
| **Total** | 50 | 17 | 17 | 16 |
| **Weight age %** |  |  | 34% | 34% | 32% |
|  | | | | | | |
| **6.TSC/N9003 (Maintain health, safety and security at work place)** | PC1. comply with health and safety related instructions applicable to the workplace | 100 | 5 | 2 | 2 | 1 |
| PC2. use and maintain personal protective equipment such as “ ear plug” “ nose mask “ “ head cap” etc., as per protocol | 5 | 2 | 2 | 1 |
| PC3. carry out own activities in line with approved guidelines and procedures | 4 | 2 | 1 | 1 |
| PC4. maintain a healthy lifestyle and guard against dependency on intoxicants | 4 | 2 | 1 | 1 |
| PC5. follow environment management system related procedures | 4 | 2 | 1 | 1 |
| PC6. identify and correct (if possible) malfunctions in machinery and equipment | 4 | 2 | 2 | 0 |
| PC7. report any service malfunctions that cannot be rectified | 4 | 2 | 1 | 1 |
| PC8. store materials and equipment in line with organizational requirements | 4 | 1 | 2 | 1 |
| PC9. safely handle and remove waste | 4 | 1 | 2 | 1 |
| PC10. minimize health and safety risks to self and others due to own actions | 5 | 2 | 2 | 1 |
| PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks | 4 | 2 | 0 | 2 |
| PC12. monitor the workplace and work processes for potential risks and threat | 4 | 2 | 2 | 0 |
| PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned | 4 | 2 | 2 | 0 |
| PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel | 4 | 1 | 2 | 1 |
| PC15. participate in mock drills/ evacuation procedures organized at the workplace | 4 | 2 | 2 | 0 |
| PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so | 5 | 2 | 2 | 1 |
| PC17. take action based on instructions in the event of fire, emergencies or accidents | 4 | 2 | 2 | 0 |
| PC18. follow organization procedures for shutdown and evacuation when required | 4 | 2 | 1 | 1 |
| PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry | 4 | 2 | 1 | 1 |
| PC20. recognize other possible security issues existing in the workplace | 4 | 2 | 1 | 1 |
| PC21. recognize different measures to curb the hazards | 4 | 2 | 1 | 1 |
| PC22. communicate the safety plan to everyone | 4 | 2 | 1 | 1 |
| PC23. attach disciplinary rules with the implementation | 4 | 2 | 1 | 1 |
| PC24. ensure that all revolving parts come to a halt before attending to the machine manually | 4 | 2 | 2 | 0 |
| **Total** | 100 | 45 | 36 | 19 |
| **Weight age %** |  |  | 45% | 36% | 19% |
|  | | | | | | |
| **7.TSC/N9004 (Comply with industry and organizational requirements)** | PC1. perform own duties effectively | **50** | 4 | 1 | 2 | 1 |
| PC2. take responsibility for own actions | 4 | 1 | 2 | 1 |
| PC3. be accountable towards the job role and assigned duties | 4 | 2 | 1 | 1 |
| PC4. take initiative and innovate the existing methods | 3 | 1 | 1 | 1 |
| PC5. focus on self-learning and improvement | 4 | 1 | 2 | 1 |
| PC6. co-ordinate with all the team members and colleagues | 4 | 1 | 2 | 1 |
| PC7. communicate politely | 4 | 1 | 1 | 2 |
| PC8. avoid conflicts and miscommunication | 4 | 1 | 2 | 1 |
| PC9. know the organizational standards | 4 | 2 | 1 | 1 |
| PC10. implement them in your performance | 4 | 1 | 2 | 1 |
| PC11. motivate others to follow them | 3 | 1 | 1 | 1 |
| PC12. know the industry standards | 4 | 3 | 1 | 0 |
| PC13. align them with organization standards | 4 | 2 | 1 | 1 |
| **Total** | **50** | **18** | **19** | **13** |
| **Weight age %** |  |  | 36% | 38% | 26% |
| **Total** | | | **650** | **224** | **262** | **164** |
| **Grand Total** | | | **650** | | | |