

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR

**What are**

**Occupational**

**Standards(OS)?**

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

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**Sector: TEXTILE**

**SUB-SECTOR: SPINNING**

**OCCUPATION: post-Spinning**

**REFERENCE ID: TSC/ Q 0302**

**ALIGNED TO: NCO-2004 / 8261.25**

**Brief Job Description:** A cone winding operator is responsible to carry out tenting activities in cone winding / assemble winding machine. He/ She should be able to segregate quality cops, creel the cops, knitting the yarn, doff the cones, carry out routine cleaning and maintenance activities thus producing defect free cone package and ensure proper functioning of winding machine machine. This job requires the individual to have thorough knowledge of process flow and material flow in a textile mill for yarn production and should know about the important functions and operations of winding machine.

**Personal Attributes:** A winding operator should have good eyesight, hand-eye-leg coordination, motor skills and vision. He/she should also have good interpersonal skills.

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**Introduction**

**Qualifications Pack – Cone Winding Operator**

**Sector: Information technology- INFORMATION TECHNOLOGY enabled SERVICES (IT-ITeS)ces Helpdesk Attendant**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Job Details | **Qualifications Pack Code** | **TSC/Q 0302** | | |
| **Job Role** | **Cone Winding 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** | **Post-Spinning** | **Next review date** | **01/03/16** |

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| **Job Role** | **Cone Winding Operator** |
| **Role Description** | A winding operator is responsible to carry out tenting activities in a cone winding machine. |
| **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/N0305 Taking charge of shift and handing over shift to operator](#_Overview) 2. [TSC/N0306 Creeling the cops and knotting the broken yarn)](#_Creeling_the_cops) 3. [TSC/N0307 Doffing the cone package](#_This_unit_is_1) 4. [TSC/N0308 Carryout tenting, cleaning and maintenance activities](#_Carryout_tenting,_cleaning) 5. [TSC/ N9001 Maintaining work area, tools and machines](#_Overview_1) 6. [TSC/ N9002 Working in a team](#_This_unit_is_3) 7. [TSC/ N9003 Maintain health, safety and security at workplace](#_This_unit_is_4) 8. [TSC/ N9004 Comply with industry and organizational requirement](#_This_unit_is_5)   **Optional:**  Not Applicable |
| **Performance Criteria** | As described in the relevant OS units |

# Glossary of Key Terms

**Table 1: Glossary of Key Terms**

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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. |
| Helpdesk | Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk. |
| **Acronyms** | **Keywords /Terms** | **Description** |
| SSC | Sector Skill Council |
| OS | Occupational Standard(s) |
| NOS | National Occupational Standard(s) |
| QP | Qualifications Pack |
| NSQF | National Skill Qualification Framework |
| NCO | National Classification of Occupations |
| 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/ N0305 |
| **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** | 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 winding for his allocated number of drums or machines 5. ensure the technical details are mentioned in the display board in the winding machine 6. check for the availability of the ring cops in cheese trolleys 7. ensure all the winding drums are running properly, winding drums which are not running and problems if any should be clarified with the supervisor and operator 8. ensure all the cone drums are running properly, if not should be enquired for the reason for idle cone drums and report to the superiors regarding the same 9. ensure proper functioning of winding machine parts 10. check the cleanliness of the machines & other work areas 11. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas. 12. 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. 13. ensure the wastes collection boxes are empty while taking charge of shift 14. ensure the work spot is clean 15. ensure the OHTC is working properly |
| **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 winding for his allocated number of cone drums or machines 3. provide all relevant information regarding the count produced, idle cone drums, 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** | You need to know and understand:   1. understanding the importance of  * types of fibres * types of yarn * yarn count * types of yarn defects  1. process flow in a textile mill 2. material flow in a textile mill 3. importance of cone winding and cone package formation 4. functions of different parts of winding 5. importance of colour coding followed for different counts 6. guidelines for operating the winding 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 a winding machine |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in basic language |
| **Reading Skills** |
| 1. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| 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** |
| 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 winding machine 2. procedure to operate the different mechanisms in winding machine 3. procedure for patrolling around the winding department and identifying worn out or damaged machine parts 4. procedure to check the quality of ring cops, cone package, proper functioning of machine parts in winding machine 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/ N0305** | | |
| **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** | **Post-Spinning** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about carrying out tenting activities in a cone winding machine.

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| **Unit Code** | **TSC/ N0306** |
| **Unit Title**  National Occupational Standard  **(Task)** | Creeling the cops and knotting the broken yarn |
| **Description** | This unit is about carrying out procedure for creeling the ring cops, knotting the yarn in cone winding machine |
| Scope | This unit/task covers the following:   * To creel the cops * To knot or splice the yarn * To restart the winding unit after knotting * Material handling * Creeling and knotting in Assembly winder |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| **Creeling the cops** | To be competent you must be able to:   1. bring the cops in the cop trolley from storage area 2. ensure correct count cop trolley is taken to winding unit for creeling 3. patrol around the cone winding machine and identify the cop exhaust 4. creel the cops in the creel stand 5. ensure the cop is properly fixed in the holder 6. ensure the winding unit should not stop due to cops exhaust 7. ensure minimum time is taken for creeling the ring cops 8. ensuring the cone drum is not running for a long time with cop exhaust 9. lift the cone spindle from the surface of the drum to a certain height 10. properly stop the cone spindle before knotting 11. ensure proper functioning of machine 12. ensure safety while creeling and knotting the yarn |
| **Knotting the yarn** | 1. use hand knotters or splicers for knotting the broken yarn or during cop change and during yarn breakage 2. ensure proper procedure for operating the hand knotters for knotting 3. ensure proper procedure for operating the hand splicer 4. knot should be done with minimum loss of time and with minimum waste. 5. knot should be done with minimum tails and the tails should be trimmed with proper trimmers. 6. ensure that the knots are of good strength, small size and of minimum tail ends. if not, get the knotter repaired / replaced. |
| **Restarting for winding** | 1. ensure the yarn is properly knotted / spliced 2. lift the cone holder lever and lay the cone spindle on the cone drum 3. ensure the cone is proper laid in the winding drum and the yarn is properly wound on the cone uniformly |
| **Material Handling** | 1. ensure proper material handling of ring cops and cone 2. ensure proper material handling of cop trolley, knotters and splicers |
| **Creeling and knotting in Assembly winder** | 1. place the single yarn cones in assembly winder 2. ensure correct colour coded and labelled cone package is taken for creeling 3. ensure minimum time for attending the end breaks 4. ensure both the yarns are parallel winded in the assemble cheese package 5. knot the ends during breakage 6. ensure that the knots are of good strength 7. ensure proper material handling of cone packages |
| **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. report 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. understanding the importance of  * types of fibres * types of yarn * yarn count * types of yarn defects * reasons for yarn breakage  1. function of different parts in winding machine 2. importance of yarn quality 3. importance of material handling 4. importance of cleanliness at work 5. procedure for material handling of cops, cop trolley, hand knotters, splicing unit and cone packages 6. importance of time management 7. procedure for creeling the empty cops 8. types of knitters 9. procedure for knotting using hand knotters and splicers 10. knotting defects and reasons for defects 11. importance of splicing 12. types of splicing 13. procedure for splicing 14. splicing defects 15. importance of safety at work place 16. importance of cleanliness at work place |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:  SA1. write in basic language |
| **Reading Skills** |
| You need to know and understand how to:   1. comprehend written instructions |
| 1. **Technical Skills** | You need to know and understand :   1. procedure for patrolling around the winding machine 2. procedure for creeling the cops 3. standard operating procedure for creeling the cops 4. procedure for lifting the cops using the lever 5. knotting procedure 6. splicing procedure |

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| **NOS Code** | **TSC/ N0306** | | |
| **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** | **Post-Spinning** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about carrying out procedure for doffing the full cone package in cone winding machine.

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| **Unit Code**  National Occupational Standard | **TSC/N 0307** |
| **Unit Title**  **(Task)** | Doffing the cone package |
| **Description** | This unit is about carrying out procedure for doffing the full cone package in cone winding machine |
| Scope | This unit/task covers the following:   * To doff the full cone package * To weigh the full cone package * To store the full cone package in storage area * To restart the machine after doffing |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| **Doffing the cone package** | To be competent you must be able to   1. ensure the cone is wound till the required length or weight of yarn is wound on cone package 2. check the cone package is fully would to the predetermined length or weight and start doffing 3. either stop the machine for doffing or doff the cone package while the machine is running as per the instructions of the supervisor 4. ensure proper procedure is adopted for doffing the cone package 5. ensure proper material handling of cone package |
| **Weighing and store the cone package** | 1. weigh the cone package and ensure the required weight have been achieved 2. fix the cone in the cone spindle and run it again till the cone reaches the predetermined weight 3. place the cones in the cone trolley and store in the storage area as instructed 4. reserve the empty paper cones in the reserve area for doffing |
| **Restarting the machine after doffing** | 1. after doffing insert the empty cone 2. ensure strictly proper colour coded empty paper cone is mounted in spindle. 3. put tail end of minimum 0.5mtrs on the base of the empty cone before starting. 4. during count change do the necessary changes and follow the instructions of the superiors. 5. release the spindle lever and lay the cone spindle on the winding drum 6. ensure proper traverse of yarn on winding drum 7. ensure the proper passage of yarn in winding machine |
| **Knowledge and Understanding (K)** | |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes) | You need to know and understand:   1. safe working practices and organizational procedures 2. limits of your own responsibility 3. ways of resolving with problems within the work area 4. the production process and the specific work activities that relate to the whole process 5. importance of effective communication with supervisors 6. lines of communication, authority and reporting procedures 7. the organization’s rules, codes and guidelines (including timekeeping) 8. the company’s quality standards 9. the importance of complying with written instructions 10. equipment operating procedures / supervisor’s instructions |
| 1. **Technical Knowledge** | You need to know and understand:   1. process flow and material flow in textile mill 2. importance of types of fibres, types of yarn, yarn count, types of yarn defects, reasons for yarn breakage 3. functions of cone winding machine 4. function of different parts in winding machine 5. importance of yarn quality 6. importance of doffing 7. importance of weighing the cone package 8. importance of material handling 9. material handling of cone and cone trolley |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in simple language |
| **Reading Skills** |
| 1. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| 1. communicate with supervisor appropriately 2. talk to others to convey information effectively |
| 1. **Technical Skills** | You need to know and understand :   1. standard doffing procedure 2. procedure for weighing the cone package 3. procedure for material handling of cone package 4. standard operating procedure for restarting the machine post doffing |

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| **NOS Code** | **TSC/ N0307** | | |
| **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** | **Post-Spinning** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about carrying out tenting, cleaning and maintenance activities.

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| **Unit Code**  National Occupational Standard | **TSC/N0308** |
| **Unit Title**  **(Task)** | Carryout tenting, cleaning and maintenance activities |
| **Description** | This unit is about carrying out the cleaning, maintenance and tenting responsibilities in a cone winding machine |
| Scope | This unit/task covers the following:   * To carryout tenting activities in cone winding machine * To carryout cleaning activities * To carryout maintenance activities |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| General tenting responsibilities | To be competent you must be able to:   1. bring the cops in the cop trolley from storage area 2. ensure proper passage of material of yarn in the winding units 3. attend to machine on yarn breakage and knot the ends using knotter 4. ensure the knots are of good strength, small size and minimum tail ends 5. check the appearance of splicing 6. see the signal lamps ensure minimum time taken for creeling 7. material handling of full cops, empty cops and full cones 8. material handling of waste 9. transport empty cops to ring frame department 10. operate the overhead blower - ensure its working while winding 11. report to superiors immediately ,if any defects such as yarn shade variation, strength variation, twist variation, stains etc. are found 12. inform the superiors or maintenance personnel if any faulty winding spindle is found among the spindle allotted |
| Carryout cleaning activities | 1. handle material of full cops, empty cops and full cones 2. handle material of waste 3. transport empty cops to ring frame department 4. carrying out cleaning activities 5. removing faults from ring cops 6. keep the wastes in waste bag in apron 7. Use the wax rolls, if instructed, for waxing the yarn. 8. ensure in keeping the wax washers clean 9. clean the waste accumulation from different parts of the machine from time to time 10. package defects produced in the winding machine to be identified and report it to the superiors 11. ensure cleanliness at work place |
| Carryout regular maintenance activities | 1. check the waxing unit and fix new waxing rolls if the old one exhausts 2. ensure all the winding drum is in good running condition 3. ensure the working of all stop motions, tension washer and EYC. 4. check whether splicing unit is working proper condition 5. check the proper functioning of hand knotters 6. check the proper functioning of machine parts 7. ensure that the conveyor belt is clean and proper cop transport occurs 8. attend the jams in winding sections and report to supervisor and fitters 9. in case yarn gets wound on the drum, stop the machine and remove the same gently without damaging the drum 10. report to the maintenance in charge and supervisor if the machine is not functioning properly 11. check the OHTC working condition. 12. report to the superiors if any EYC is malfunctioning 13. ensure safety while carrying out maintenance activities |
| **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. importance of effective communication with supervisors 7. lines of communication, authority and reporting procedures 8. organization’s rules, codes and guidelines (including timekeeping) 9. company’s quality standards 10. importance of complying with written instructions 11. equipment operating procedures / supervisor’s instructions |
| **B. Technical**  **Knowledge** | You need to know and understand:   1. process flow and material flow in textile mill 2. function of different parts in winding machine 3. importance of yarn quality 4. importance of cleaning 5. importance of quality 6. types of waste 7. knowledge on types of defects in yarn and cone package 8. importance of material handling 9. material handling of cone and cone trolley 10. procedure for material handling of cops, cop trolley, hand knotters, splicing unit and cone packages 11. importance and procedure for weighing the cone packages 12. general guidelines for carryout maintenance activities 13. importance of cleanliness at work 14. types of material handling tools and equipments used in winding 15. types of control switches and signal lamps used in winding machine 16. importance of safety at work place |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in basic language |
| **Reading Skills** |
| 1. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| 1. communicate with supervisor appropriately 2. talk to others to convey information effectively |
| **Problem Solving** |
| 1. apply problem-solving approaches in different situations 2. refer anomalies to the supervisor 3. seek clarification on problems from others |
| 1. **Technical Skills** | You need to know and understand :   1. procedure for material handling of cops, cop trolley, cone packages, empty cones 2. procedure for knotting the yarn using knotter 3. procedure for splicing the yarn 4. procedure for material handling of full cops, empty cops and full cones 5. procedure for operating the overhead blower 6. procedure for material handling of cops, cop trolley, hand knotters, splicing unit and cone packages 7. procedure for carrying out maintenance activities of different parts in winding machine 8. procedure for operating material handling tools and equipments 9. procedure for carrying out maintenance activities in different parts of winding machine |

**NOS Version Control**

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| **NOS Code** | **TSC/ N0308** | | |
| **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** | **Post-Spinning** | **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.**

|  |  |
| --- | --- |
| **Unit Code**  National Occupational Standard | **TSC/ N9001** |
| **Unit Title**  **(Task)** | Maintaining 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 | **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. the 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 effectively in local language 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 |

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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** | **Post-Spinning** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about working as part of a team 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 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 |
| 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 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** | 1. 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** |
| 1. comprehend written instructions 2. read any application sent by other colleagues |
| **Oral Communication (Listening and Speaking skills)** |
| 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** |
| 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** | **Post-Spinning** | **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:   * to recognize hazards * to plan safety techniques * to implement programs * to audit workplace |
| **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 | To be competent, you must be able to:   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 |
| **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 simple language |
| **Reading Skills** |
| 1. read and understand the company instructions 2. read and understand work instructions 3. read and understand the safety guidelines |
| **Oral Communication (Listening and Speaking skills)** |
| 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** |
| 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. maintenance of neatness at work 2. procedure for reporting unwanted behavior |

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| **NOS Code** | **TSC/ N9003** | | |
| **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** | **Post-Spinning** | **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/ N9004** |
| **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 |
| 1. **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 parts of 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. read the given instructions 2. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| 1. talk effectively with others 2. put forward your point 3. listen to others |
| 1. **Technical skills** | you need to know and understand :   1. Organizational requirements 2. your responsibilities at the workplace 3. procedure to comply with the industry standards |

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

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| --- | --- | --- | --- | --- | --- | --- |
| **Job Role: Cone Winding Operator Qualification Pack: Cone Winding Operator (TSC/ Q 0302 ) 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/N1305(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 | 2 | 1 | 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. | 5 | 1 | 1 | 3 |
| PC4.          Understand the count produced, color coding, followed in the winding for his allocated number of drums or machines | 5 | 2 | 1 | 2 |
| PC5.          Ensure the technical details are mentioned in the display board in the winding machine | 4 | 2 | 1 | 1 |
| PC6.          Check for the availability of the ring cops in cheese trolleys | 5 | 2 | 2 | 1 |
| PC7.          Ensure all the winding drums are running properly, winding drums which are not running and problems if any should be clarified with the supervisor and operator | 4 | 1 | 2 | 1 |
| PC8.          ensure all the cone drums are running properly, if not should be enquired for the reason for idle cone drums and report to the superiors regarding the same | 4 | 1 | 2 | 1 |
| PC9.          Ensure proper functioning of winding machine parts | 4 | 1 | 2 | 1 |
| PC10.       Check the cleanliness of the machines & other work areas | 3 | 1 | 1 | 1 |
| PC11.       Check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas. | 4 | 2 | 1 | 1 |
| PC12.       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. | 5 | 1 | 2 | 2 |
| PC13.       Ensure the wastes collection boxes are empty while taking charge of shift | 4 | 1 | 2 | 1 |
| PC14.       Ensure the work spot is clean | 3 | 1 | 1 | 1 |
| PC15.       Ensure the OHTC is working properly | 3 | 1 | 1 | 1 |
| PC16.       Hand over the shift to the incoming shift operator in a proper manner | 4 | 1 | 2 | 1 |
| PC17.       Ensure in providing the details regarding count produced, color coding followed in the winding for his allocated number of cone drums or machines | 5 | 1 | 1 | 3 |
| PC18.       Provide all relevant information regarding the count produced, idle cone drums, damaged machine parts if any | 5 | 1 | 1 | 3 |
| PC19.       Get clearance from the incoming counterpart before leaving the work spot | 5 | 1 | 2 | 2 |
| PC20.       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 | 4 | 1 | 1 | 2 |
| PC21.       Ensure the shift has to be properly handed over to the incoming shift operator | 4 | 1 | 1 | 2 |
| PC22.       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 |
| PC23.       Collect the wastes from waste collection bags, weigh them and transport to storage area | 4 | 1 | 2 | 1 |
| PC24.       Ensure the work spot is clean | 5 | 2 | 1 | 2 |
| **Total** | **100** | **30** | **33** | **37** |
| **Weihtage %** |  | 100% | 30% | 33% | 37% |
|  | | | | | | |
| **2. TSC/N306 (Creeling the cops and knotting the broken yarn )** | PC1.           Bring the cops in the cop trolley from storage area | **150** | 4 | 1 | 2 | 1 |
| PC2.      ensure correct count cop trolley is taken to winding unit for creeling | 4 | 2 | 1 | 1 |
| PC3.      patrol around the cone winding machine and identify the cop exhaust | 6 | 2 | 3 | 1 |
| PC4.      creel the cops in the creel stand | 6 | 2 | 3 | 1 |
| PC5.      Ensure the cop is properly fixed in the holder | 5 | 2 | 2 | 1 |
| PC6.      Ensure the winding unit should not stop due to cops exhaust | 4 | 2 | 2 | 0 |
| PC7.      ensure minimum time is taken for creeling the ring cops | 4 | 1 | 2 | 1 |
| PC8.      Ensuring the cone drum is not running for a long time with cop exhaust | 5 | 2 | 2 | 1 |
| PC9.      lift the cone spindle from the surface of the drum to a certain height | 6 | 2 | 3 | 1 |
| PC10.  properly stop the cone spindle before knotting | 5 | 2 | 2 | 1 |
| PC11.  Ensure proper functioning of machine | 4 | 1 | 2 | 1 |
| PC12.  Ensure safety while creeling and knotting the yarn | 4 | 1 | 2 | 1 |
| PC13.  Use hand knotters or splicers for knotting the broken yarn or during cop change and during yarn breakage | 6 | 2 | 3 | 1 |
| PC14.  Ensure proper procedure for operating the hand knotters for knotting | 6 | 2 | 3 | 1 |
| PC15.  Ensure proper procedure for operating the hand splicer | 6 | 2 | 3 | 1 |
| PC16.  Knot should be done with minimum loss of time and with minimum waste. | 7 | 2 | 3 | 2 |
| PC17.  Knot should be done with minimum tails and the tails should be trimmed with proper trimmers. | 7 | 2 | 3 | 2 |
| PC18.  Ensure that the knots are of good strength, small size and of minimum tail ends. If not, get the knotter repaired / replaced. | 5 | 2 | 2 | 1 |
| PC19.  Ensure the yarn is properly knotted / spliced | 5 | 2 | 2 | 1 |
| PC20.  Lift the cone holder lever and lay the cone spindle on the cone drum | 5 | 2 | 2 | 1 |
| PC21.  Ensure the cone is proper laid in the winding drum and the yarn is properly wound on the cone uniformly | 4 | 1 | 2 | 1 |
| PC22.  Ensure proper material handling of ring cops and cone | 5 | 2 | 2 | 1 |
| PC23.  Ensure proper material handling of cop trolley, knotters and splicers | 4 | 1 | 2 | 1 |
| PC24.  Place the single yarn cones in assembly winder | 5 | 2 | 2 | 1 |
| PC25.  Ensure correct color coded and labeled cone package is taken for creeling | 4 | 1 | 2 | 1 |
| PC26.  Ensure minimum time for attending the end breaks | 4 | 2 | 1 | 1 |
| PC27.  Ensure both the yarns are parallel winded in the assemble cheese package | 4 | 1 | 2 | 1 |
| PC28.  Knot the ends during breakage | 7 | 2 | 3 | 2 |
| PC29.  Ensure that the knots are of good strength | 5 | 2 | 2 | 1 |
| PC30.  Ensure proper material handling of cone packages | 4 | 1 | 2 | 1 |
| **Total** | **150** | **51** | **67** | **32** |
| **Weihtage %** |  | 100% | 34% | 44.67% | 21.33% |
|  | | | | | | |
| **3. TSC/N307(Doffing the cone package)** | PC1.       Ensure the cone is wound till the required length or weight of yarn is wound on cone package | **50** | 3 | 1 | 1 | 1 |
| PC2.       check the cone package is fully would to the predetermined length or weight and start doffing | 4 | 1 | 2 | 1 |
| PC3.       Either stop the machine for doffing or doff the cone package while the machine is running as per the instructions of the supervisor | 3 | 1 | 1 | 1 |
| PC4.       Ensure proper procedure is adopted for doffing the cone package | 3 | 1 | 1 | 1 |
| PC5.      Ensure proper material handling of cone package | 3 | 1 | 1 | 1 |
| PC6.      Weigh the cone package and ensure the required weight have been achieved | 3 | 1 | 2 | 0 |
| PC7.      Fix the cone in the cone spindle and run it again till the cone reaches the predetermined weight | 3 | 1 | 1 | 1 |
| PC8.      place the cones in the cone trolley and store in the storage area as instructed | 3 | 1 | 2 | 0 |
| PC9.      Reserve the empty paper cones in the reserve area for doffing | 3 | 1 | 2 | 0 |
| PC10.  After doffing insert the empty cone | 3 | 1 | 2 | 0 |
| PC11.  Ensure strictly proper color coded empty paper cone is mounted in spindle. | 4 | 1 | 2 | 1 |
| PC12.  Put tail end of minimum 0.5mtrs on the base of the empty cone before starting. | 3 | 1 | 2 | 0 |
| PC13.  During count change do the necessary changes and follow the instructions of the superiors. | 3 | 1 | 1 | 1 |
| PC14.  Release the spindle lever and lay the cone spindle on the winding drum | 3 | 1 | 1 | 1 |
| PC15.  Ensure proper traverse of yarn on winding drum | 3 | 1 | 1 | 1 |
| PC16.   Ensure the proper passage of yarn in winding machine | 3 | 1 | 1 | 1 |
| **Total** | **50** | **16** | **23** | **11** |
| **Weihtage %** |  | 100% | 32% | 46% | 22% |
|  |  |  |  |  |  |  |
| **4. TSC/N308(Carryout tenting, cleaning and maintenance activities)** | PC1.       Bring the cops in the cop trolley from storage area | **150** | 5 | 1 | 1 | 3 |
| PC2.       Ensure proper passage of material of yarn in the winding units | 5 | 1 | 2 | 2 |
| PC3.       Attend to machine on yarn breakage and knot the ends using knotter | 5 | 1 | 3 | 1 |
| PC4.       Ensure the knots are of good strength, small size and minimum tail ends | 4 | 1 | 2 | 1 |
| PC5.       Check the appearance of splicing | 4 | 1 | 2 | 1 |
| PC6.       See the signal lamps ensure minimum time taken for creeling | 4 | 1 | 2 | 1 |
| PC7.       Material handling of full cops, empty cops and full cones | 4 | 1 | 2 | 1 |
| PC8.       Material handling of waste | 4 | 1 | 2 | 1 |
| PC9.       Transport empty cops to ring frame department | 4 | 1 | 2 | 1 |
| PC10.    Operate the overhead blower - ensure its working while winding | 4 | 1 | 2 | 1 |
| PC11.    Report to superiors immediately, if any defects such as yarn shade variation, strength variation, twist variation, stains etc. Are found | 4 | 1 | 1 | 2 |
| PC12.    Inform the superiors or maintenance personnel if any faulty winding spindle is found among the spindle allotted | 4 | 1 | 1 | 2 |
| PC13.    Handle material of full cops, empty cops and full cones | 4 | 1 | 2 | 1 |
| PC15.    Transport empty cops to ring frame department | 4 | 1 | 2 | 1 |
| PC16.    Carrying out cleaning activities | 5 | 2 | 2 | 1 |
| PC17.    Removing faults from ring cops | 4 | 1 | 2 | 1 |
| PC18.    Keep the wastes in waste bag in apron | 4 | 1 | 2 | 1 |
| PC19.    Use the wax rolls, if instructed, for waxing the yarn. | 4 | 1 | 2 | 1 |
| PC20.    Ensure in keeping the wax washers clean | 4 | 1 | 2 | 1 |
| PC21.    Clean the waste accumulation from different parts of the machine from time to time | 4 | 1 | 2 | 1 |
| PC22.    Package defects produced in the winding machine to be identified and report it to the superiors | 5 | 1 | 2 | 2 |
| PC23.    Ensure cleanliness at work place | 3 | 1 | 1 | 1 |
| PC24.    Check the waxing unit and fix new waxing rolls if the old one exhausts | 5 | 2 | 2 | 1 |
| PC25.    Ensure all the winding drum is in good running condition | 4 | 1 | 2 | 1 |
| PC26.    Ensure the working of all stop motions, tension washer and EYC. | 4 | 1 | 2 | 1 |
| PC27.    Check whether splicing unit is working proper condition | 4 | 2 | 2 | 0 |
| PC28.    Check the proper functioning of hand knotters | 5 | 2 | 2 | 1 |
| PC29.    Check the proper functioning of machine parts | 4 | 1 | 2 | 1 |
| PC30.    Ensure that the conveyor belt is clean and proper cop transport occurs | 4 | 1 | 2 | 1 |
| PC31.    Attend the jams in winding sections and report to supervisor and fitters | 6 | 2 | 3 | 1 |
| PC32.    In case yarn gets wound on the drum, stop the machine and remove the same gently without damaging the drum | 6 | 2 | 3 | 1 |
| PC33.    Report to the maintenance in charge and supervisor if the machine is not functioning properly | 5 | 1 | 1 | 3 |
| PC34.  Check the OHTC working condition. | 3 | 1 | 2 | 0 |
| PC35.    Report to the superiors if any EYC is malfunctioning | 4 | 1 | 2 | 1 |
| PC36.    Ensure safety while carrying out maintenance activities | 4 | 1 | 2 | 1 |
| **Total** | **150** | **41** | **68** | **41** |
| **Weihtage %** |  | 100% | 27.33% | 45.33% | 27.33% |
|  | | | | | | |
| **5.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 |
| **Weihtage %** |  | 100% | 30% | 42% | 28% |
|  |  |  |  |  |  |  |
| **6.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 | 5 | 1 | 2 | 2 |
| PC7. submit daily report of own performance | 5 | 2 | 2 | 1 |
| PC8. adjust in different work situations | 4 | 1 | 2 | 1 |
| PC9. give due importance to others’ point of view | 4 | 2 | 1 | 1 |
| PC10. avoid conflicting situations | 4 | 2 | 1 | 1 |
| PC11. develop new ideas for work procedures | 4 | 1 | 2 | 1 |
| PC12. improve upon the existing techniques to increase process efficiency | 4 | 1 | 2 | 1 |
| **Total** | 50 | 17 | 18 | 15 |
| **Weihtage %** |  | 100% | 34% | 36% | 30% |
|  | | | | | | |
| **7.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 | 5 | 2 | 2 | 1 |
| 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 | 5 | 2 | 2 | 1 |
| PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned | 5 | 2 | 2 | 1 |
| 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 | 5 | 2 | 2 | 1 |
| 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 |
| **Total** | 100 | 43 | 34 | 23 |
| **Weight age %** |  | 100% | 43% | 34% | 23% |
|  | | | | | | |
| **8.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** |
| **Weihtage %** |  | 100% | 36% | 38% | 26% |
| **Total** | | | **700** | **231** | **283** | **186** |
| **Grand Total** | | **700** | | | | |