

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 0303**

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

**Brief Job Description:**

A Two For One Twister (TFO) tenter is responsible for carrying out tenting activities and ensuring minimum machine stoppage and achieving maximum production in TFO machine. He should be able to creel the paralleled yarn, piece the yarn on breakage, doff the doubled cone package, carry out cleaning and preventive maintenance activities thus producing defect free doubled yarn.

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 a TFO machine

**Personal Attributes:** A TFO tenter 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 – TFO Tenter**

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

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| --- | --- | --- | --- | --- |
| Job Details | **Qualifications Pack Code** | **TSC/Q0303** | | |
| **Job Role** | **TFO Tenter** | | |
| **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** | **01/03/2016** |

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| **Job Role** | **TFO Tenter** |
| **Role Description** | A Two For One twister (TFO) tenter is responsible for carrying out tenting activities 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/ N0309 Taking charge of shift and handling over shift to operator](#_TSC/_N0310) 2. [TSC/ N0310 Creeling and knotting/splicing the yarn](#_Overview:_This_unit) 3. [TSC/ N0311 Carry out doffing activities](#_This_unit_is_1) 4. [TSC/ N0312 Carry out cleaning and maintenance activities](#_Carry_out_cleaning) 5. [TSC/ N9001 Maintaining work area, tools and machines](#_Overview) 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. |
| **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/ N0309 |
| **Unit Title**  **(Task)** | Taking charge of shift and handing over shift to next 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 able to competent ,you must be able to:   1. reach the work place at least 10 - 15 minutes early 2. bring the necessary operational tools to the department 3. meet the previous shift operator and discuss with him/ her regarding the issues faced with respect to the quality, production, spare, safety or any other specific instruction etc. 4. understand the count produced, colour coding followed in the TFO for his allocated number of spindles or machines 5. ensure the technical details are mentioned in the display board in the TFO machine 6. check for the availability of the paralleled cheese package 7. check the availability of cheese package trolley with technical details mentioned regarding the count being produced 8. check that the yarn passage and doubled yarn formation is proper 9. check for the run outs and availability of the cheese package in the pot 10. ensure all the spindles are running properly, if not enquire the reason for idle spindle and report to the superiors regarding the same 11. check the condition of different running spindles 12. ensure proper functioning of TFO machine parts and machine 13. ensure all allocated spindles are running with uniform length of yarn is wound on cone, variations if any should be discussed with operator and reported to superiors 14. check the condition of running spindles and report damages, if any 15. check the cleanliness of the machines and other work areas 16. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas. 17. ask the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior and the superior of the previous shift 18. ensure proper passage of yarn though pig tail guide to avoid twist variations and defective package 19. ensure the waste collection boxes are empty while taking charge of shift 20. ensure the work spot is clean 21. ensure the OHTC is working properly |
| **Handing over shift** | 1. hand over the shift to the incoming TFO tenter in a proper manner 2. provide the details regarding count produced, colour coding followed in the TFO for his allocated number of spindles or machines 3. provide all relevant information regarding the count produced, idle spindles, damaged machine parts if any 4. get clearance from the incoming counterpart before leaving the work place 5. report to his/ her shift superior and the incoming shift operator in case his/ her counterpart does not report for the incoming shift 6. ensure the shift is 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 superior 8. collect the waste from waste collection bags, weigh them and transport to storage area 9. ensure that 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. the importance of  * types of fibres * types of yarn * yarn count * importance of doubled yarn * types of yarn defects  1. process flow in a textile mill 2. material flow in a textile mill 3. importance of mixing, count change 4. functions of different parts of TFO machine 5. importance of colour coding followed for different counts in textile mill 6. guidelines for operating the TFO machine 7. 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. knowledge of waste collection system & equipments used 11. importance of cleanliness at workplace 12. importance of material handling and types of material handling equipments used 13. functions and methodology for operating different material handling equipments Safety procedures to be followed in a TFO machine |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in local language |
| **Reading Skills** |
| 1. read and comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| 1. communicate with supervisor appropriately 2. talk to others and 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 that your work is complete and free of errors |
| 1. **Technical Skills** | You need to know and understand:   1. procedure to patrol around the TFO machine 2. procedure to identify yarn breakage or cheese exhaust 3. procedure for operating different material handling tools and equipments 4. procedure for patrolling around the TFO department and identifying worn out or damaged machine parts 5. procedure to check the quality of paralleled cheese package, doubled yarn, proper functioning of machine parts in a TFO machine 6. maintain neatness at work |

**NOS Version Control**

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| **NOS Code** | **TSC/ N0309** | | |
| **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** | **01/03/2016** |

**National Occupational Standard**

# Overview:

# This unit is about the procedure for creeling the paralleled cheese package and knotting/splicing the yarn in case of breakage.

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| **Unit Code** | **TSC/ N0310** |
| **Unit Title**  **(Task)** | Creeling and knotting / splicing the yarn |
| **Description** | This unit is about the procedure for creeling the paralleled cheese package and knotting/splicing the yarn in case of breakage and package change |
| Scope | This unit/task covers the following:   * To attend the machine for creeling * To creel the cheese package * To attend the breaks and knotting/splicing the yarn |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| **Attending the machine for creeling** | To be competent, you must be able to:   1. bring the paralleled cheese package in the cheese trolley from storage area 2. ensure correct colour coded cheese is taken to TFO section for creeling 3. identify cheese exhausts and remove the empty cheese 4. ensure proper material handling of cheese and cheese trolley 5. ensure colour coding of feed in the creel is correct 6. ensure minimum time is taken for attending the cheese exhaust or cheese change |
| **Creeling the cheese package** | 1. ensure colour coding of feed in the creel is correct 2. before taking empty cheese from inner pot lift the drop wire first 3. lift the cheese spindle and properly mount the full cheese 4. creel the cheese in the creel stand and ensure the cheese is properly fixed in the cheese pot 5. take the flyer out and put it on pigtail guide rod 6. turn the pigtail, else cut end cheese may be formed. 7. clean the inner pot using cloth. 8. after cleaning, take the tension variatior out and replace it with full cheese 9. re-fix the tension variator and flyer. 10. take the yarn from cheese and pass through the flyer through wire 11. ensure minimum time is taken for creeling the cheese package during exhaust or cheese change |
| **Attending the breaks and knotting/splicing the yarn** | 1. patrol around the machine to ensure proper production of ply yarn 2. ensure minimum time is taken for attending the breaks 3. when there is any break, clean the cone ( as specified length ), ensure proper twist 4. lift the drop wire 5. take the flyer and tension variator out and store in a suitable place. 6. take the cheese package and identify defects, if any 7. remove defects in the cheese package, if any 8. feed the cleaned cheese into the inner pot 9. ensure defect free cheese is fed in the pot 10. fix the flyer and tension variator in a correct position 11. take the yarn from cheese and pass through the flyer through proper material handling tools 12. stop the spindle by applying brake. 13. insert the nylon wire/ or appropriate tool through the tension variator 14. tie the yarn at the piecing wire properly 15. Pullout the wire by holding the front end through the reserve disc 16. take the yarn through pig tail guide 17. release the brake 18. ensure proper time is taken for tying / knotting/splicing the yarns, so that to insert-required amount of twist to the untwisted portion of yarn. 19. cut the yarn passing through pre-take up roller in the cone 20. engage the cradle 21. engage the drop wire 22. mark the brakes 23. ensure releasing the brakes 24. Knot/Splice the ends using knotter/splicer 25. ensure the size of knot / splices minimal 26. to ensure proper procedure for knotting/splicing the yarn 27. while processing knotless yarn broken ends to be overlapped on the cone as instructed 28. ensure proper material handling of cheese and cone package 29. ensure proper yarn passage &tension variator position post knotting/splicing 30. ensure proper procedure for operating material handing tools and knotting/splicing equipments 31. ensure safety while carrying out creeling and knotting/splicing activities 32. ensure cleanliness at work place |
| 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. importance of types of fibres, types of yarn, yarn count, importance of yarn quality, types of yarn defects 2. process flow in a textile mill 3. material flow in a textile mill 4. functions of different parts of TFO machine 5. importance of colour coding followed for different counts in textile mill 6. importance of creeling 7. importance of knotting/splicing 8. importance of attending breakages and knotting/splicing the yarn 9. guidelines for creeling the cheese package in TFO 10. guidelines for knotting/splicing the yarn 11. knowledge of waste collection system & equipments used 12. importance of material handling 13. types of material handling equipments used 14. functions and methodology for operating different material handling equipments 15. understanding the functions of different signal lamps 16. safety procedures to be followed in a TFO machine 17. importance of cleanliness at workplace |
| **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. **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 :   1. procedure for patrolling around the TFO machine 2. patrol around the TFO machine and identify yarn breakage or cheese exhaust 3. procedure for material handling of cheese package and cheese trolley 4. standard operating procedure for creeling the cheese package 5. standard operating procedure for knotting/splicing the paralleled yarn 6. procedure for removing the damages in cheese package surface 7. procedure for operating different material handling tools and equipments 8. maintain neatness at work |

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| **NOS Code** | **TSC/ N0310** | | |
| **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** | **01/03/2016** |

**National Occupational Standard**

**Overview**

# This unit is about carrying out the doffing activities in a TFO machine.

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| **Unit Code**  National Occupational Standard | **TSC/N 0311** |
| **Unit Title**  **(Task)** | Carry out doffing activities |
| **Description** | This unit is about carrying out the doffing activities in a TFO machine |
| Scope | This unit/task covers the following:   * To identify the machine to carryout doffing activity * To doff the full cone package * To weigh and store the full cone package in storage area * Restarting the machine after doffing |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| **Identify the machine for carrying out doffing** | To be competent, you must be able to:   1. follow the plan as instructed by superiors for performing doffing activities at various machines in TFO department 2. identify the machine in the TFO department which is ready for doffing 3. ensure minimum time is taken for identifying the machine to carryout doffing activity 4. ensure in confirming the machine with the superiors for carrying out doffing activity |
| **Doffing the cone package** | 1. ensure the cone is wound up to 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. before taking doffs take empty cone from empty cone peg stand and ensure count identification 4. remove full cone from cone holder 5. keep doffed cone in the peg trolley 6. either stop the machine for doffing or doff the cone package while the machine is running as per the instructions of the supervisor 7. ensure proper procedure is adopted for doffing the cone package 8. ensure proper material handling of cone package 9. ensure safety while carrying out doffing activity |
| **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 as instructed by superiors 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 5. move cone trolley to cone staking area and remove approx ( as per prescribed length ) of yarn, ensure normal twist before unloading cones to the floor |
| **Restarting the machine after doffing** | 1. after doffing insert the empty cone 2. Ensure proper colour coded empty paper cone is mounted in the spindle. 3. put tail end of minimum (as prescribed length) on the base of the empty cone before starting. 4. do the necessary changes and follow the instructions of the superiors. 5. ensure the proper passage of yarn in the TFO machine 6. take the empty cheese from inner pot, feed the full cheese (the yarn taken from cheese in clockwise direction) and pass the yarn through the flyer. 7. fix the cone tightly on centring disc nose and base side 8. release the brake 9. insert the nylon wire/appropriate prescribed tool through the tension variator until it comes out through the exit of the spindle and the yarn from flyer tied with the tail end of the wire, pull out the wire through reserve disc, pig tail guide. 10. engage the drop wire 11. ensure releasing of brake , proper yarn passage & tension variator |
| **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. understand the types of yarn defects and reason for yarn breakage 3. functions of different parts of a TFO machine 4. functions of different signal lamps and control buttons 5. knowledge about the schedule for carrying out doffing activity 6. type of yarn defects 7. importance of doffing 8. importance of material handling 9. tools and equipments used for doffing 10. guidelines for carrying out doffing activity 11. knowledge of waste collection system & material handling equipments used 12. safety procedures to be followed in a TFO 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. **Technical Skills** | You need to know and understand :   1. standard operating procedure for carrying out doffing activity 2. procedure to inspect the cone package and identify defects in cone 3. procedure to identify the cone defects 4. procedure to material handling cone and cone trolley 5. procedure for deposit the waste. 6. neatness at work |

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| **NOS Code** | **TSC/N 0311** | | |
| **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** | **01/03/2016** |

**National Occupational Standard**

**Overview**

# This unit is about carrying out the cleaning and maintenance activities in a TFO machine.

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| **Unit Code**  National Occupational Standard | **TSC/ N0312** |
| **Unit Title**  **(Task)** | Carry out cleaning and maintenance activities |
| **Description** | This unit is about carrying out the tenting responsibilities in a Ring frame machine with auto doffer |
| Scope | This unit/task covers the following:   * To carryout cleaning maintenance activities * To carryout maintenance activities * To carry out other tenting activities |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| **Carryout cleaning maintenance activities** | To be competent, you must be able to:   1. schedule the cleaning maintenance activities 2. carry out cleaning maintenance activities 3. clean the creeling area 4. ensure cleanliness in the yarn passage 5. clean the inner pot using cloth 6. ensure proper cleaning of different mechanisms in TFO machine 7. deposit the yarn waste in the waste collection pocket provided to each tenter and finally deposit in the waste collection box 8. remove the cleaned waste and store in a separate area 9. clean the alley around the TFO machine using proper cleaning equipments 10. ensure the waste collected from different parts of machine are deposited in the respective dustbins 11. ensure the TFO department is neat and clean |
| **Carry out maintenance activities** | 1. ensure proper functioning of machine 2. check and verify the quality of different machine parts 3. ensure taking care of yarn passage, tension variator position 4. support fitter in removing the worn out parts and replace with new parts in TFO machine 5. When Spindle tape when the spindle tape is cut, immediately cut the yarn from the cheese and remove cone of respective tape in case of 4 spindle drive 4 to be removed in case of tangential all cones to be removed 6. check TPI from relevant department (qad/SQC/R&D) to ensure proper twist and run 7. remove and replace worn out parts 8. oil the different parts of TFO machine on need basis 9. check top arm lifting 10. check OHTC air blowing 11. report to the supervisor and maintenance fitter if any problems are observed in the smooth functioning of the machine 12. ensure the OHTC is working 13. carry out preventive maintenance activities at specified intervals |
| Other tenting responsibilities | 1. check the count board, cheese colour, cone tip colour end other given instructions 2. record the production details in the production report 3. report to the supervisor in case of emergency stoppage of machine 4. report to the supervisor and maintenance in charge if the operator was able to replace the worn out machine part with a new one. 5. support the maintenance team while machine is under maintenance 6. ensure all details related to production are provided the next shift operator while relieving 7. ensure count wise storage of damaged cones in a separate area |
| **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 3. quality systems and other processes practiced in the textile mill 4. reporting to the supervisor or higher authority in case of emergency |
| **B. Technical**  **Knowledge** | You need to know and understand:   1. process and material flow in a textile mill 2. functions of different parts of a TFO machine 3. importance of yarn quality 4. importance of cleaning 5. schedule for cleaning 6. types and functions of various cleaning tools and equipments 7. guidelines for cleaning the various parts in TFO machine 8. operational schedule for cleaning different parts of TFO machine 9. guidelines for carrying out routine preventive maintenance activities 10. types of end breaks and reason for end breaks 11. knowledge of the types of oil used for preventive maintenance 12. understanding the safety precautions to be followed in a TFO department |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in local 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. procedure for operating the various cleaning tools and equipments 2. procedure for cleaning the creeling area 3. procedure for cleaning the different mechanisms in TFO machine 4. procedure for proper material handling of cleaning equipments and maintenance tools 5. procedure to identify and remove worn out parts in TFO 6. procedure to replace the worn out parts with a new machine part 7. procedure for carrying our preventive maintenance activities 8. procedure for oiling different parts of TFO machine 9. maintain neatness at work |

**NOS Version Control**

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| **NOS Code** | **TSC/N 0312** | | |
| **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** | **01/03/2016** |

**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 | This unit/task covers the following:   * maintaining work area , tools and machines |
| **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 |

**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** | **Post-Spinning** | **Next review date** | **01/03/2016** |

**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 |

**NOS Version Control**

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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** | **01/03/2016** |

**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 * Recognizing the hazards * Planning the safety techniques * Implementing the 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 | 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 local language |
| **Reading Skills** |
| You need to know how to:   1. read and understand the company instructions 2. read and understand the local language 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 how to:   1. maintain neatness at work 2. procedure for reporting unwanted behavior |

**NOS Version Control**

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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** | **01/03/2016** |

**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 |

**NOS Version Control**

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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** | **Post-Spinning** | **Next review date** | **01/03/2016** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Role: TFO Tenter  Qualification Pack: TFO Tenter (TSC/ Q 0303)  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/N0309 (Taking charge of shift and handing over shift to operator)** | | PC1.    reach the work place at least 10 - 15 minutes early | **100** | 2 | 1 | 1 | 0 |
| PC2.     bring the necessary operational tools to the department | 3 | 1 | 1 | 1 |
| PC3.     meet the previous shift operator and discuss with him/ her regarding the issues faced with respect to the quality, production, spare, safety or any other specific instruction etc. | 4 | 1 | 1 | 2 |
| PC4.     Understand the count produced, color coding followed in the TFO for his allocated number of spindles or machines | 4 | 1 | 1 | 2 |
| PC5.     Ensure the technical details are mentioned in the display board in the TFO machine | 3 | 1 | 1 | 1 |
| PC6. check for the availability of the paralleled cheese package | 3 | 1 | 1 | 1 |
| PC7.    check the availability of cheese package trolley with technical details mentioned regarding the count being produced | 4 | 1 | 2 | 1 |
| PC8.     Check that the yarn passage and doubled yarn formation is proper | 3 | 1 | 1 | 1 |
| PC9.     Check for the run outs and availability of the cheese package in the pot | 4 | 1 | 2 | 1 |
| PC10.    Ensure all the spindles are running properly, if not enquire the reason for idle spindle and report to the superiors regarding the same | 4 | 1 | 2 | 1 |
| PC11.    Check the condition of different running spindles | 4 | 1 | 3 | 0 |
| PC12.    Ensure proper functioning of TFO machine parts and machine | 3 | 1 | 1 | 1 |
| PC13.    Ensure all allocated spindles are running with uniform length of yarn is wound on cone, variations if any should be discussed with operator and reported to superiors | 4 | 1 | 2 | 1 |
| PC14.    Check the condition of running spindles and report damages, if any | 3 | 1 | 1 | 1 |
| PC15.    Check the cleanliness of the machines and other work areas | 3 | 1 | 1 | 1 |
| PC16.    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 |
| PC17.    Ask the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior and the superior of the previous shift | 3 | 1 | 1 | 1 |
| PC18.    Ensure proper passage of yarn though pig tail guide to avoid twist variations and defective package | 4 | 1 | 2 | 1 |
| PC19.    Ensure the waste collection boxes are empty while taking charge of shift | 4 | 1 | 2 | 1 |
| PC21.    Ensure the OHTC is working properly | 2 | 1 | 1 | 0 |
| PC22.    Hand over the shift to the incoming TFO tenter in a proper manner | 3 | 1 | 1 | 1 |
| PC23.    Provide the details regarding count produced, color coding followed in the TFO for his allocated number of spindles or machines | 4 | 2 | 1 | 1 |
| PC24.    Provide all relevant information regarding the count produced, idle spindles, damaged machine parts if any | 4 | 2 | 0 | 2 |
| PC25.    Get clearance from the incoming counterpart before leaving the work place | 4 | 2 | 0 | 2 |
| PC26.    Report to his/ her shift superior and the incoming shift operator in case his/ her counterpart does not report for the incoming shift | 4 | 1 | 0 | 3 |
| PC27.    Ensure the shift is properly handed over to the incoming shift operator | 3 | 1 | 1 | 1 |
| PC28.    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 superior | 4 | 1 | 1 | 2 |
| PC29.    Collect the waste from waste collection bags, weigh them and transport to storage area | 3 | 1 | 1 | 1 |
| PC30.    Ensure that the work spot is clean | 3 | 1 | 1 | 1 |
| **Total** | **100** | **32** | **35** | **33** |
| **Weight age %** |  | 100% | 32% | 35% | 33% |
|  | | | | | | | |
| **2. TSC/N0310 /Creeling and knotting / splicing the yarn** | | PC1.     Bring the paralleled cheese package in the cheese trolley from storage area | **200** | 4 | 1 | 3 | 0 |
| PC2.     Ensure correct color coded cheese is taken to TFO section for creeling | 4 | 1 | 2 | 1 |
| PC3.     Identify cheese exhausts and remove the empty cheese | 4 | 1 | 2 | 1 |
| PC4.     Ensure proper material handling of cheese and cheese trolley | 4 | 1 | 2 | 1 |
| PC5.     Ensure color coding of feed in the creel is correct | 3 | 1 | 1 | 1 |
| PC6.     Ensure minimum time is taken for attending the cheese exhaust or cheese change | 3 | 1 | 1 | 1 |
| PC7.     Ensure color coding of feed in the creel is correct | 3 | 1 | 1 | 1 |
| PC8.     Before taking empty cheese from inner pot lift the drop wire first | 4 | 2 | 2 | 0 |
| PC9.     Lift the cheese spindle and properly mount the full cheese | 4 | 2 | 2 | 0 |
| PC10.    Creel the cheese in the creel stand and ensure the cheese is properly fixed in the cheese pot | 4 | 1 | 2 | 1 |
| PC11.    Take the flyer out and put it on pigtail guide rod | 4 | 1 | 2 | 1 |
| PC12.    Turn the pigtail, else cut end cheese may be formed. | 5 | 1 | 3 | 1 |
| PC13.    Clean the inner pot using cloth. | 5 | 2 | 3 | 0 |
| PC14.    After cleaning, take the tension variatior out and replace it with full cheese | 5 | 2 | 2 | 1 |
| PC15.    Re-fix the tension variator and flyer. | 4 | 2 | 2 | 0 |
| PC16.    Take the yarn from cheese and pass through the flyer through wire | 5 | 2 | 3 | 0 |
| PC17.    Ensure minimum time is taken for creeling the cheese package during exhaust or cheese change | 4 | 1 | 2 | 1 |
| PC18.    Patrol around the machine to ensure proper production of ply yarn | 4 | 1 | 2 | 1 |
| PC19.    Ensure minimum time is taken for attending the breaks | 3 | 1 | 1 | 1 |
| PC20.    When there is any break, clean the cone ( as specified length ), ensure proper twist | 4 | 1 | 2 | 1 |
| PC21.    Lift the drop wire | 4 | 1 | 3 | 0 |
| PC22.    Take the flyer and tension variator out and store in a suitable place. | 4 | 1 | 3 | 0 |
| PC23.    Take the cheese package and identify defects, if any | 4 | 1 | 2 | 1 |
| PC24.    Remove defects in the cheese package, if any | 5 | 1 | 3 | 1 |
| PC25.    Feed the cleaned cheese into the inner pot | 5 | 1 | 3 | 1 |
| PC26.    Ensure defect free cheese is fed in the pot | 4 | 1 | 2 | 1 |
| PC27.    Fix the flyer and tension variator in a correct position | 4 | 1 | 2 | 1 |
| PC28.    Take the yarn from cheese and pass through the flyer through proper material handling tools | 5 | 2 | 2 | 1 |
| PC29.    Stop the spindle by applying brake. | 4 | 1 | 2 | 1 |
| PC30.    Insert the nylon wire/ or appropriate tool through the tension variator | 4 | 1 | 2 | 1 |
| PC31.    Tie the yarn at the piecing wire properly | 4 | 2 | 1 | 1 |
| PC32.    Pull out the wire by holding the front end through the reserve disc | 5 | 2 | 3 | 0 |
| PC33.    Take the yarn through pig tail guide | 5 | 2 | 3 | 0 |
| PC34.    Release the brake | 4 | 2 | 1 | 1 |
| PC35.    Ensure proper time is taken for tying / knotting/splicing the yarns, so that to insert-required amount of twist to the untwisted portion of yarn. | 5 | 2 | 2 | 1 |
| PC36.    Cut the yarn passing through pre-take up roller in the cone | 4 | 1 | 2 | 1 |
| PC37.    Engage the cradle | 4 | 1 | 2 | 1 |
| PC38.    Engage the drop wire | 4 | 1 | 2 | 1 |
| PC39.    Mark the brakes | 3 | 1 | 2 | 0 |
| PC40.    Ensure releasing the brakes | 5 | 1 | 3 | 1 |
| PC41.    Knot/splice the ends using knotter/splicer | 5 | 1 | 3 | 1 |
| PC42.    Ensure the size of knot / splices minimal | 4 | 2 | 2 | 0 |
| PC43.    To ensure proper procedure for knotting/splicing the yarn | 4 | 1 | 2 | 1 |
| PC44.    While processing knotless yarn broken ends to be overlapped on the cone as instructed | 4 | 1 | 2 | 1 |
| PC45.    Ensure proper material handling of cheese and cone package | 3 | 1 | 1 | 1 |
| PC46.    Ensure proper yarn passage &tension variator position post knotting/splicing | 4 | 1 | 2 | 1 |
| PC47.    Ensure proper procedure for operating material handing tools and knotting/splicing equipments | 3 | 1 | 1 | 1 |
| PC48.    Ensure safety while carrying out creeling and knotting/splicing activities | 4 | 1 | 2 | 1 |
| PC49.    Ensure cleanliness at workplace | 3 | 1 | 1 | 1 |
| **Total** | **200** | **62** | **101** | **37** |
| **Weight age %** |  | 100% | 31% | 50.50% | 18.50% |
|  | | | | | | | |
| **3.TSC/N0311 (Carry out doffing activity and post doffing activities)** | PC1.        Follow the plan as instructed by superiors for performing doffing activities at various machines in TFO department | | **120** | 4 | 1 | 1 | 2 |
| PC2.        Identify the machine in the TFO department which is ready for doffing | | 5 | 1 | 2 | 2 |
| PC3.        Ensure minimum time is taken for identifying the machine to carryout doffing activity | | 4 | 1 | 2 | 1 |
| PC4.        Ensure in confirming the machine with the superiors for carrying out doffing activity | | 4 | 1 | 2 | 1 |
| PC5.        Ensure the cone is wound up to the required length or weight of yarn is wound on cone package | | 4 | 1 | 2 | 1 |
| PC6.        Check the cone package is fully would to the predetermined length or weight and start doffing | | 5 | 2 | 2 | 1 |
| PC7.        Before taking doffs take empty cone from empty cone peg stand and ensure count identification | | 4 | 1 | 2 | 1 |
| PC8.        Remove full cone from cone holder | | 4 | 1 | 2 | 1 |
| PC9.        Keep doffed cone in the peg trolley | | 4 | 1 | 2 | 1 |
| PC10.     Either stop the machine for doffing or doff the cone package while the machine is running as per the instructions of the supervisor | | 4 | 1 | 2 | 1 |
| PC11.     Ensure proper procedure is adopted for doffing the cone package | | 4 | 1 | 2 | 1 |
| PC12.     Ensure proper material handling of cone package | | 4 | 1 | 2 | 1 |
| PC13.     Ensure safety while carrying out doffing activity | | 5 | 2 | 2 | 1 |
| PC14.     Weigh the cone package and ensure the required weight have been achieved | | 5 | 1 | 3 | 1 |
| PC15.     Fix the cone in the cone spindle and run it again till the cone reaches the predetermined weight as instructed by superiors | | 4 | 1 | 2 | 1 |
| PC16.     Place the cones in the cone trolley and store in the storage area as instructed | | 4 | 1 | 2 | 1 |
| PC17.     Reserve the empty paper cones in the reserve area for doffing | | 3 | 1 | 1 | 1 |
| PC18.       Move cone trolley to cone staking area and remove approx ( as per prescribed length ) of yarn, ensure normal twist before unloading cones to the floor | | 4 | 1 | 2 | 1 |
| PC19.       After doffing insert the empty cone | | 4 | 1 | 2 | 1 |
| PC20.       Ensure proper color coded empty paper cone is mounted in the spindle. | | 3 | 1 | 1 | 1 |
| PC21.       Put tail end of minimum (as prescribed length) on the base of the empty cone before starting. | | 4 | 1 | 2 | 1 |
| PC22.       Do the necessary changes and follow the instructions of the superiors. | | 5 | 2 | 2 | 1 |
| PC23.       Ensure the proper passage of yarn in the TFO machine | | 4 | 1 | 2 | 1 |
| PC24.       Take the empty cheese from inner pot, feed the full cheese (the yarn taken from cheese in clockwise direction) and pass the yarn through the flyer. | | 4 | 1 | 2 | 1 |
| PC25.       Fix the cone tightly on centering disc nose and base side | | 4 | 1 | 2 | 1 |
| PC26.       Release the brake | | 4 | 1 | 2 | 1 |
| PC27.       Insert the nylon wire/appropriate prescribed tool through the tension variator until it comes out through the exit of the spindle and the yarn from flyer tied with the tail end of the wire, pull out the wire through reserve disc, pig tail guide. | | 5 | 2 | 2 | 1 |
| PC28.       Engage the drop wire | | 4 | 1 | 2 | 1 |
| PC29.       Ensure releasing of brake , proper yarn passage & tension variator | | 4 | 1 | 2 | 1 |
| **Total** | | **120** | **33** | **56** | **31** |
| **Weight age %** | |  | 100% | 27.50% | 46.67% | 25.83% |
|  |  | |  |  |  |  |  |
| **4.TSC/N0312 (Carryout cleaning and maintenance activities)** | PC1.     Schedule the cleaning maintenance activities | | **130** | 5 | 2 | 1 | 2 |
| PC2.     Carry out cleaning maintenance activities | | 5 | 1 | 3 | 1 |
| PC3.     Clean the creeling area | | 4 | 1 | 2 | 1 |
| PC4.     Ensure cleanliness in the yarn passage | | 4 | 1 | 2 | 1 |
| PC5.     Clean the inner pot using cloth | | 3 | 1 | 1 | 1 |
| PC6.     Ensure proper cleaning of different mechanisms in TFO machine | | 4 | 1 | 2 | 1 |
| PC7.     Deposit the yarn waste in the waste collection pocket provided to each tenter and finally deposit in the waste collection box | | 5 | 2 | 3 | 0 |
| PC8.     Remove the cleaned waste and store in a separate area | | 4 | 1 | 2 | 1 |
| PC9.     Clean the alley around the TFO machine using proper cleaning equipments | | 4 | 1 | 2 | 1 |
| PC10.    Ensure the waste collected from different parts of machine are deposited in the respective dustbins | | 4 | 1 | 2 | 1 |
| PC11.    Ensure the TFO department is neat and clean | | 3 | 1 | 1 | 1 |
| PC12.    Ensure proper functioning of machine | | 3 | 1 | 1 | 1 |
| PC13.    Check and verify the quality of different machine parts | | 4 | 1 | 2 | 1 |
| PC14.   Ensure taking care of yarn passage, tension variator position | | 4 | 1 | 2 | 1 |
| PC15.    Support fitter in removing the worn out parts and replace with new parts in TFO machine | | 4 | 1 | 2 | 1 |
| PC16.    When spindle tape when the spindle tape is cut, immediately cut the yarn from the cheese and remove cone of respective tape in case of 4 spindle drive 4 to be removed in case of tangential all cones to be removed | | 5 | 1 | 3 | 1 |
| PC17.    Check TPI from relevant department (qad/ sqc/r&d) to ensure proper twist and run | | 5 | 2 | 2 | 1 |
| PC18.    Remove and replace worn out parts | | 4 | 1 | 2 | 1 |
| PC19.    Oil the different parts of TFO machine on need basis | | 4 | 1 | 2 | 1 |
| PC20.    Check top arm lifting | | 4 | 1 | 2 | 1 |
| PC21.    Check OHTC air blowing | | 4 | 1 | 2 | 1 |
| PC22.    Report to the supervisor and maintenance fitter if any problems are observed in the smooth functioning of the machine | | 6 | 2 | 1 | 3 |
| PC23.    Ensure the OHTC is working | | 3 | 1 | 1 | 1 |
| PC24.   Carry out preventive maintenance activities at specified intervals | | 4 | 1 | 2 | 1 |
| PC25.   Check the count board, cheese color, cone tip color end other given instructions | | 4 | 1 | 2 | 1 |
| PC26.    Record the production details in the production report | | 4 | 1 | 2 | 1 |
| PC27.    Report to the supervisor in case of emergency stoppage of machine | | 5 | 2 | 1 | 2 |
| PC28.    Report to the supervisor and maintenance in charge if the operator was able to replace the worn out machine part with a new one. | | 5 | 2 | 1 | 2 |
| PC29.    Support the maintenance team while machine is under maintenance | | 4 | 1 | 2 | 1 |
| PC30.    Ensure all details related to production are provided the next shift operator while relieving | | 5 | 2 | 1 | 2 |
| PC31.    Ensure count wise storage of damaged cones in a separate area | | 4 | 1 | 2 | 1 |
| **Total** | | **130** | **38** | **56** | **36** |
| **Weight age %** | |  | 100% | 29.23% | 43.08% | 27.69% |
|  | | | | | | | |
| **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 |
| **Weight age %** | |  | 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 | | 5 | 2 | 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 | | 4 | 2 | 1 | 1 |
| PC9. give due importance to others’ point of view | | 4 | 1 | 2 | 1 |
| PC10. avoid conflicting situations | | 4 | 1 | 1 | 2 |
| 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 | 17 | 16 |
| **Weight age %** | |  | 100% | 34% | 34% | 32% |
|  | | | | | | | |
| **7.TSC/N9003 (Maintain health, safety and security required 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** |
| **Weight age %** | |  | 100% | 36% | 38% | 26% |
| **GRAND TOTAL** | | | **800** | | | | |