

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: WEAVING**

**OCCUPATION: WEAVING**

**REFERENCE ID: TSC/Q 2203**

**ALIGNED TO: NCO-2004 / 8261.35**

**Brief Job Description:** A shuttle-less loom weaver - Rapier, is a job-role in a weaving department. The responsibility of Weaver –Rapier loom is to run the loom efficiently so as to get maximum output with minimum defects giving due importance to safety and environment aspects

**Personal Attributes:** A shuttle-less loom weaver - Rapier should have good eyesight, eye-hand coordination, motor skills and vision (including near vision distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

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**Introduction**

**Qualifications Pack – Shuttle-Less Loom Weaver - Rapier**

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

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| --- | --- | --- |
| Job Details | **Qualifications Pack Code** | **TSC/ Q 2203** |
| **Job Role** | **Shuttle-less Loom Weaver - Rapier** |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Sector** | **Textile** | **Drafted on**  | **15/12/14** |
| **Sub-sector** | **Weaving** | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

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| --- | --- |
| **Job Role** | **Shuttle-less Loom Weaver - Rapier** |
| **Role Description** | To run Rapier loom efficiently so as to get maximum output with minimum defects, giving due importance to safety and environmental aspects |
| **NSQF level****Minimum Educational Qualifications****Maximum Educational Qualifications** | 4 |
| Preferably Class 10th N/A |
| **Training**(Suggested but not mandatory) | Preferably trained in weaving department. |
| **Experience** | Not essential |
| **National Occupational Standards (NOS)**  | **Compulsory:**1. [TSC/ N2205 Taking charge of shift and handing over shift to operator](#_TSC/_N0101)
2. [TSC/ N2206 Run Rapier loom efficiently](#_This_unit_is_2)
3. [TSC/ N9001 Maintain work area,tools and machines](#_This_unit_is_3)
4. [TSC/ N9002 Working in a team](#_This_unit_is_3)
5. [TSC/ N9003 Maintain health, safety and security at workplace](#_This_unit_is_4)
6. [TSC/ N9004 Comply with industry and organizational requirement](#_This_unit_is_5)

**Optional:** |
| **Performance Criteria** | As described in the relevant OS units |

# Glossary of Key Terms

**Table 1: Glossary of Key Terms**

|  |  |  |
| --- | --- | --- |
| Definitions  | **Keywords /Terms** | **Description** |
| Sector | Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined asa 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**

|  |  |
| --- | --- |
| **Unit Code**National Occupational Standard | TSC/ N 2205 |
| **Unit Title****(Task)** | Taking charge of shift and handing over shift to weaver  |
| **Description** | This unit is about taking charge of shift from previous shift weaver and relieving the responsibilities to the next shift weaver |
| Scope | **This unit/task covers the following:*** To take charge of shift from previous shift weaver
* To hand over the shift to next shift weaver
 |
| **Elements** | **Performance Criteria** |
| Taking charge of shift | To be competent, you should:1. come atleast 10 - 15 minutes earlier to the work spot
2. bring the necessary operational tools like " weavers' hook", “ weft wire” " knife" etc.
3. meet the previous shift weaver , 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 type of fabric produced, specifications of fabrics, followed in the rapier loom for his allocated number of looms or machines
5. ensure the technical details are mentioned in the display board in the rapier loom machine
6. check for the availability of the weft cones & check the condition of the same
7. check the condition of the running beams , for cross ends, ends pulling out particularly at the selvedges, catch card etc
8. check the availability of the " thrums" , quality & condition of the same
9. check the cloth for the running damages like end out, wrong drawing, wrong denting, double end, reed mark, temple cut/ temple mark let- off mark, take up fault, oil stain, hole, cloth torn, under tuck in , tails. etc
10. check for the size of the cloth rolls & to see whether any indication is there in the cloth rolls
11. check whether any spare/raw material/ tool / fabric/ any other material is thrown under the machines or in the other work areas.
12. question the previous shift weaver 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 proper functioning of rapier loom machine parts and machine
14. ensure the wastes collection boxes are empty while taking charge of shift
15. check the cleanliness of the machines & other work areas
16. ensure the work spot is clean
 |
| **Handing over shift** | 1. hand over the shift to the incoming rapier loom weaver in a proper manner
2. ensure in providing the details regarding count produced, colour coding followed in the rapier loom for his allocated number of looms or machines
3. provide all relevant information regarding the type of fabric production, 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 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 superiors
8. collect the waste 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 weaving mill
2. safe working practices to be adopted in weaving mill
3. quality systems and other processes practiced in the weaving mill
4. reporting to the supervisor or higher authority in case of emergency
5. color coding adopted for different counts in the weaving mill
 |
| 1. **Technical Knowledge**
 | 1. understanding the importance of
* types of fibres
* types of yarn
* yarn count
* types of fabric
* types of fabric defects
* types of weaving machines – autoloom, projectie, rapier, airjet, waterjet
1. process flow in a weaving mill
2. material flow in a weaving mill
3. functions of different parts of shuttle-less loom - rapier
4. importance of colour coding followed for different counts in weaving mill
5. knowledge of waste collection system & equipments used
6. importance of material handling and types of material handling equipments used
7. importance of cleanliness at workplace
8. functions and methodology for operating different material handling equipments
9. understanding the functions of different signal lamps
10. guidelines for operating the rapier loom
11. guidelines for taking charge of shift from previous shift operator
12. guidelines for handing over the shift to the next shift operator
13. safety procedures to be followed in a rapier loom
 |
| **Skills (S)** |
| 1. **Core Skills/ Generic Skills**
 | **Writing Skills** |
| You need to know and understand how to:1. Write in local language
 |
| **Reading Skills** |
| You need to know and understand how to:1. Read and comprehend written instructions
 |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:1. Communicate with supervisor appropriately
2. talk to others to convey information effectively
 |
| 1. **Professional Skills**
 | **Problem Solving** |
| You need to know and understand how to:1. apply problem-solving approaches in different situations
2. refer anomalies to the supervisor
3. seek clarification on problems from others
 |
| **Attention to Detail** |
| You need to know and understand how to:1. apply good attention to detail
2. check your work is complete and free from errors
 |
| 1. **Technical Skills**
 | You need to know and understand how to:1. patrol around the rapier loom and identify warp and weft breakage
2. procedure for operating different material handling tools and equipments
3. procedure for patrolling around the rapier loom departments and identifying worn out or damaged machine parts
4. maintain neatness at work
 |

**NOS Version Control**

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| **NOS Code** | **TSC/ N 2205** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving** | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

**National Occupational Standard**

**Overview**

# This unit provides performance criteria ,knowledge & understanding and skills & abilities required to run rapier loom

|  |  |
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| **Unit Code**National Occupational Standard | **TSC/ N2206** |
| **Unit Title****(Task)** | Run the rapier loom efficiently |
| **Description** | This unit provides performance criteria ,knowledge & understanding and skills & abilities required to run Rapier loom, by attending to warp breakages, weft breakages so as to get maximum output & minimum defects, without entertaining any damage to the people , the machine etc., without wasting much of raw materials, spares, tools etc., & without spoiling the environmental aspects |
| Scope | **This unit/task covers the following:*** To run rapier loom efficiently so as to get maximum output
* To give due importance to safety & environmental aspects
 |
| **Performance Criteria (PC) w.r.t. the Scope** |
| **Elements** | **Performance Criteria** |
| Weaver’s knot | To be competent, you should be able to:1. should be able to do tiny and firm weaver's knots
2. ensure the weavers knot is of minimum size to pass easily through the heald wires and reed
 |
| Attending to Warp Break | 1. to check the indicating lamp
2. to find out the broken warp end
3. should find out the location of the broken end, by bringing the hands under the dropper bars , with mechanical droppers
4. use electrical warp stop motion , to detect the location using the indication lamp and by bringing the hands over the droppers
5. be able to mend the broken warp end in the sized beams with the thrums of the same count of the sized beams, using " weavers ' knots"
6. be able to draw the mended warp yarn through the healds properly , as per the drawing order prescribed
7. start the loom without inching/ in one stroke
8. to check the indicator lamp
9. find out the breakage place ( whether it is before accumulator or in the accumulator or in the weft feeder or in the rapier )
 |
| Attend the weft breakage | 1. to use weft wire if the weft is cut before accumulator or in the accumulator
2. be able to find out the last pick inserted in the produced cloth, by ensuring proper pick finding
3. start the loom without inching/ in one stroke
 |
| Other work practices | 1. correct the fabric defects like wrong drawing, wrong denting , end out , double end etc., immediately and also ensure that the other fabric defects too are corrected at the earliest, before continuing further production
2. clean the machines and work area, so as to ensure good working atmosphere, without damaging the fabrics in the looms where the cleaning work is carried out as well as in the adjacent & opposite looms. should not misuse “ air” . it has to be used for cleaning, only in the areas . “ air cleaning “ is permitted
3. in case of any floats, should be able to " unweave " the same & should be able to run the machine without " starting mark or crack"
4. after attending to the warp breaks, should ensure that the loose threads are hanged in higher length ( not more than 4 mm) . accordingly, it has to be trimmed
5. to draw catch card ends properly
6. to ensure the size of the catch card & the selvedges
7. weft yarn reserve packages have to be tied with tail ends of the running weft yarn package & ensure proper transfer
8. patrol the machines and do mending so as to minimise the stoppages
9. shoud tie the " waist bag" & all the waste generated by the weavers are collected in the said waist bag, which can be ultimately disposed in the places/ bins provided, at the end of the shift.
10. should ensure that the correct weft yarn, as per the " loom card" only is used
11. see that the weft yarn is completely used , without giving room for additional wastage of raw materials. for any quality issue or defective cone etc., the same has to be brought to the notice of the superiors
12. not pull out warp ends or catch card ends, unnecessarily. if end is getting cut often in the selvedges or in the catch card, , the same has to be brought to the notice of the mechanics/ fitters/ superiors & get it corrected
13. ensure that all the stop motions, indication lamps , preventive mechanisms etc., function properly
14. ensure correct quality of thrums are there & see that the same are properly tied
15. check the knotted loom for knotting quality etc. double ends have to be removed
16. report to superiors for any deviation in the same & for any other quality issue
17. ensure that his/ her looms are stopped for a minimum possible down time due to whatever reason & see that he/ she gets maximum outputs in his/ her shift
18. check the fabrics for the defects atleast twice in a shift and sign on the cloth in both times
19. ensure that cloth rolls are doffed whenever/ wherever necessary
20. give preference to safety.
21. not enter the area, where he/ she is not allowed.
22. not do a job in which training has not being given
23. ensure that no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in the other work areas.
24. check for the reasons for the frequent warp/ weft breaks . the reasons that could be corrected by himself/ herself should be corrected. otherwise, the same has to be reported to the mechanics/ fitters/ superiors
 |
| **Knowledge and Understanding (K)** |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes)
 | You need to know and understand:1. the organization's policies and procedures
2. have an awareness, knowledge of customers
3. potential hazards associated with the machines and the safety precautions must be taken
4. protocol to obtain more information on work related tasks
5. contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipments
6. details of the various job rolls & responsibilities
7. documentation and reporting formats
8. work targets & review machine with superiors
9. protocol and format for reporting work related risks/ problems
10. method of obtaining /giving feed back with respect to performance
11. importance of team work .harmonious working relationships
12. process for offering /obtaining work related assistance
13. responsibilities under health, safety and environmental legislation
14. guidelines for storage & disposal of waste materials
 |
| 1. **Technical Knowledge/ Domain knowledge about products**
 | you need to know and understand:1. minimum quality requirements of the product with respect to permissible/non-permissible defects
2. fabric quality particulars such as ends & picks per inch, width, weave etc.
 |
| **About the raw materials** | 1. yarns from natural fibres - cotton, silk, wool
2. yarns from man made fibres - polyester, nylon, viscose
3. blended yarns - polyester cotton, polyester viscose
 |
| **About different types of looms** | 1. hand loom
2. power loom- conventional loom
3. auto loom- shuttle loom
4. shuttle less loom-projectile, rapier, airjet, waterjet
5. tappet loom/ cam loom/ crank loom , dobby loom, jacquard loom
 |
| **About Type Of Weaves** | 1. plain weave, twill , drill, plain satin, stripe satin , dobby designs , jacquard designs
 |
| **Causes for fabric defects: due to weaver,due to loom, due to other reasons** | 1. wrong drawing , wrong denting, end out , double end, broken pick , double pick, missing pick, hand stain , hole, wrong weft, bad selvedge,
2. end out, let-off, take- up problem, temple mark, temple cut, emery hole/ emery cut/ emery mark, broken pick, missing pick, double pick, short pick, snarls, impression mark, oil stain, selvedge cut, loops, weft stitches, warp stitches, bumping mark, weft crack, cloth torn , bad shedding, warp floats, weft floats, reed mark, bad selvedge, starting mark, thin & thick place , hair line crack, under tick in, tails
3. spinning faults - thin place, thick place, neps, kitties, contamination,
4. colour flies, yarn variation, shade variation
5. sizing faults - shade variation, size patches, sizing oil, bead formation,
6. weaving faults - wrong weft, wrong pattern, less width, low epi, low ppi, wrong warp,
 |
| **Inspection Standard** | 1. four point american system
* below 3" - 1 point
* between 3" to 6 " - 2 points
* between 6" to 9" - 3 points
* above 9" - 4 points
 |
| **British system of grading Cuttable faults, Warp way, Continuous faults, Specification deviation** | 1. a grade
* no cuttable faults
* no warp way
* continuous faults
* no 3 major faults
* 15 minor points
1. b grade
* rejection .
* deviation from a grade
1. . cuttable faults
* hole
* let - off
* take - up
* selvedge cut
* weft crack
* cloth torn
* wrong pattern
* bad shedding
* size patches
* sizing oil
* bead formation
* wrong weft
1. major faults
* wrong drawing
* wrong denting
* end out
* double end
* temple mark
* temple cut
* emery hole
* emery cut
* emery mark
* impression mark
* guide tooth mark
* under tuck in
* tails
* warp stitches
* warp floats
* reed mark
* bad selvedge
* yarn variation
* shade variation
1. cloth width –
* no minus is accepted & no excess above 0.5" is accepted
1. ends per inch –
* plus or minus 2 is accepted
1. picks per inch –
* plus or minus 1
 |
| **American system** | 1. a grade –
* no cuttable faults,
* no warp way continuous faults
* no grading export specification deviation
* maximum 15 points for 100 square meter standard -piece
1. b grade –
* rejection .
* deviation from a grade lengths
 |
|  | 1. between 40 mtrs to 79.75 mtrs (20% variation from buyer to buyer)
2. above 80 mtrs - 80%
 |
| **Safety mechanism** | 1. know the safety mechanisms of the machines & should ensure that the same are in order
2. know about the stop motions & should ensure that the same are in order
3. know about the indication lamps & should ensure that the same are in order
 |
| **Machine operations** | 1. know about the functional operations of the machines, where he/ she is working
 |
| **Skills (S)** |
| 1. **Core Skills/ Generic Skills**
 | **Writing Skills** |
| You need to know and understand how to:1. Write in local language
 |
| **Reading Skills** |
| You need to know and understand how to:1. Read and comprehend written instructions
 |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:1. Communicate with supervisor appropriately
2. talk to others to convey information effectively
 |
| **Participation** |
| 1. willingly participate in the various programs/ meetings that will be conducted by the Superiors
2. put forth the suggestions in the interest of the Company
3. willingly participate in the " Quality Circles" that will be formed by the Superiors
4. extend voluntary supports and adapt to the various procedures that will be adopted by the Company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001" GOTS Certification " Fair Trade " etc.
 |
| 1. **Professional Skills**
 | **Weaver’s knots** |
| You need to know and understand how to1. Put minimum 15 knots/ minute
 |
| **Attending to Weft break** |
| You need to know and understand how to:1. Attend the Weft break within 30 seconds
2. Check your work is complete and free from errors
 |
| 1. **Technical Skills**
 | **Attending to Warp break** |
| 1. One should attend a single warp end through dropper, Heald and reed dent in 45 to 60 seconds depending on the automation of the machines/ type of weave etc.
 |
| **Quality evaluation** |
| 1. be able to weave fabric free from " Weaver oriented damages " such as " Wrong Drawing" , " Wrong Denting” " End Out " " Double End" etc.
 |

**NOS Version Control**

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| **NOS Code** | **TSC/ N2206** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving** | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

**National Occupational Standard**

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EYE ON IT

Current Industry Trends

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**Overview**

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

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| **Unit Code**National Occupational Standard | **TSC/ N9001** |
| **Unit Title****(Task)** | Maintaining work area, tools and machines |
| **Description** | This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ 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**
 | You need to know and understand:1. personal hygiene and duty of care
2. safe working practices and organisational 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 organisation’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 minimising 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)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving**  | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

**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)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving**  | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

**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**
 | 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. maintainance of neatness at work
2. procedure for reporting unwanted behavior
 |

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| **NOS Code** | **TSC/ N9003** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving**  | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

 **NOS Version Control**

**National Occupational Standard**

**Overview**

# This unit is about knowing, understanding, and complying with the requirements of the organization and the textle 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 textle 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** | **PerformanceCriteria** |
| 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
 |
| Organisational 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 organisationl 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/ N9004** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving**  | **Last reviewed on** | **21/1/15** |
| **Occupation** | **Weaving** | **Next review date** |  |

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| **Job Role: Shuttle-less Loom Weaver - Rapier Qualification Pack: TSC/Q 2203 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** |
| **Skills Practical** | **Theory** | **Viva** |
| **1. TSC/N2205 (Taking charge of shift and handing over shift to operator)**  | PC1.      come atleast 10 - 15 minutes earlier to the work spot  | **160** | **7** | **5** | **2** | **0** |
| PC2.      bring the necessary operational tools like " weavers' hook", “ weft wire” " knife" etc. | **6** | **3** | **3** | **0** |
| PC3.      meet the previous shift weaver , discuss with him/ her regarding the issues faced by them with respect to the quality or production or spare or safety or any other specific instruction etc  | **7** | **4** | **3** | **0** |
| PC4.      understand the type of fabric produced, specifications of fabrics, followed in the rapier loom for his allocated number of looms or machines | **7** | **4** | **3** | **0** |
| PC5.      ensure the technical details are mentioned in the display board in the rapier loom machine | **7** | **3** | **2** | **2** |
| PC6.      check for the availability of the weft cones & check the condition of the same | **7** | **3** | **2** | **2** |
| PC7.      check the condition of the running beams , for cross ends, ends pulling out particularly at the selvedges, catch card etc | **6** | **2** | **2** | **2** |
| PC8.      check the availability of the " thrums" , quality & condition of the same | **6** | **2** | **2** | **2** |
| PC9.      check the cloth for the running damages like end out, wrong drawing, wrong denting, double end, reed mark, temple cut/ temple mark let- off mark, take up fault, oil stain, hole, cloth torn, under tuck in , tails. etc | **7** | **3** | **2** | **2** |
| PC10.  check for the size of the cloth rolls & to see whether any indication is there in the cloth rolls | **7** | **4** | **0** | **3** |
| PC11.  check whether any spare/raw material/ tool / fabric/ any other material is thrown under the machines or in the other work areas. | **7** | **3** | **2** | **2** |
| PC12.  question the previous shift weaver 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. | **7** | **5** | **0** | **2** |
| PC13.  ensure proper functioning of rapier loom machine parts and machine | **7** | **4** | **3** | **0** |
| PC14.  ensure the wastes collection boxes are empty while taking charge of shift | **6** | **4** | **2** | **0** |
| PC15.  check the cleanliness of the machines & other work areas | **6** | **4** | **2** | **0** |
| PC16. ensure the work spot is clean | **6** | **5** | **0** | **1** |
| PC17.      hand over the shift to the incoming rapier loom weaver in a proper manner | **6** | **6** | **0** | **0** |
| PC18.      ensure in providing the details regarding count produced, colour coding followed in the rapier loom for his allocated number of looms or machines | **6** | **5** | **1** | **0** |
| PC19.      provide all relevant information regarding the type of fabric production, damaged machine parts if any  | **6** | **5** | **1** | **0** |
| PC20.      get clearance from the incoming counterpart before leaving the work spot  | **6** | **5** | **1** | **0** |
| PC21.      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** | **4** | **1** | **1** |
| PC22.      ensure the shift is properly handed over to the incoming shift operator | **6** | **4** | **2** | **0** |
| PC23.      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 | **6** | **3** | **3** | **0** |
| PC24.      collect the waste from waste collection bags, weigh them and transport to storage area | **6** | **5** | **1** | **0** |
| PC25. ensure the work spot is clean | **6** | **5** | **0** | **1** |
|   | **160** | **100** | **40** | **20** |
| **Total** | **Weightage %** |  | **63%** | **25%** | **12%** |
|  |
| **2. TSC/N2206 (Running Rapier Loom efficiently)** | PC1. should be able to do tiny and firm weaver's knots | **340** | **10** | **6** | **2** | **2** |
| PC2. ensure the weavers knot is of minimum size to pass easily through the heald wires and reed | **10** | **8** | **0** | **2** |
| PC3. to check the indicating lamp  | **10** | **8** | **0** | **2** |
| PC4. to find out the broken warp end | **10** | **5** | **5** | **0** |
| PC5. should find out the location of the broken end, by bringing the hands under the dropper bars , with mechanical droppers | **10** | **5** | **5** | **0** |
| PC6. use electrical warp stop motion , to detect the location using the indication lamp and by bringing the hands over the droppers | **8** | **4** | **2** | **2** |
| PC7. be able to mend the broken warp end in the sized beams with the thrums of the same count of the sized beams, using " weavers ' knots" | **10** | **5** | **5** | **0** |
| PC8. be able to draw the mended warp yarn through the healds properly , as per the drawing order prescribed | **8** | **3** | **3** | **2** |
| PC9. start the loom without inching/ in one stroke  | **10** | **4** | **3** | **3** |
| PC10. to check the indicator lamp | **8** | **4** | **2** | **2** |
| PC11. find out the breakage place ( whether it is before accumulator or in the accumulator or in the weft feeder or in the rapier ) | **10** | **8** | **0** | **2** |
| PC12. to use weft wire if the weft is cut before accumulator or in the accumulator | **10** | **4** | **4** | **2** |
| PC13. be able to find out the last pick inserted in the produced cloth, by ensuring proper pick finding | **10** | **8** | **0** | **2** |
| PC14. start the loom without inching/ in one stroke  | **8** | **6** | **2** | **0** |
| PC15. correct the fabric defects like wrong drawing, wrong denting , end out , double end etc., immediately and also ensure that the other fabric defects too are corrected at the earliest, before continuing further production | **10** | **8** | **2** | **0** |
| PC16. clean the machines and work area, so as to ensure good working atmosphere, without damaging the fabrics in the looms where the cleaning work is carried out as well as in the adjacent & opposite looms. should not misuse “ air” . it has to be used for cleaning, only in the areas . “ air cleaning “ is permitted | **10** | **8** | **2** | **0** |
| PC17. in case of any floats, should be able to " unweave " the same & should be able to run the machine without " starting mark or crack" | **10** | **8** | **2** | **0** |
| PC18. after attending to the warp breaks, should ensure that the loose threads are hanged in higher length ( not more than 4 mm) . accordingly, it has to be trimmed | **10** | **6** | **4** | **0** |
| PC19. to draw catch card ends properly | **10** | **6** | **4** | **0** |
| PC20. to ensure the size of the catch card & the selvedges | **8** | **4** | **2** | **2** |
| PC21. weft yarn reserve packages have to be tied with tail ends of the running weft yarn package & ensure proper transfer | **8** | **4** | **2** | **2** |
| PC22. patrol the machines and do mending so as to minimise the stoppages | **8** | **4** | **2** | **2** |
| PC23. shoud tie the " waist bag" & all the waste generated by the weavers are collected in the said waist bag, which can be ultimately disposed in the places/ bins provided, at the end of the shift. | **8** | **4** | **2** | **2** |
| PC24. should ensure that the correct weft yarn, as per the " loom card" only is used | **8** | **4** | **2** | **2** |
| PC25. see that the weft yarn is completely used , without giving room for additional wastage of raw materials. for any quality issue or defective cone etc., the same has to be brought to the notice of the superiors | **8** | **4** | **2** | **2** |
| PC26. not pull out warp ends or catch card ends, unnecessarily. if end is getting cut often in the selvedges or in the catch card, , the same has to be brought to the notice of the mechanics/ fitters/ superiors & get it corrected | **8** | **4** | **2** | **2** |
| PC27. ensure that all the stop motions, indication lamps , preventive mechanisms etc., function properly | **10** | **6** | **2** | **2** |
| PC28. ensure correct quality of thrums are there & see that the same are properly tied | **10** | **6** | **2** | **2** |
| PC29. check the knotted loom for knotting quality etc. double ends have to be removed  | **8** | **4** | **4** | **0** |
| PC30. report to superiors for any deviation in the same & for any other quality issue | **8** | **3** | **5** | **0** |
| PC31. ensure that his/ her looms are stopped for a minimum possible down time due to whatever reason & see that he/ she gets maximum outputs in his/ her shift | **8** | **3** | **5** | **0** |
| PC32. check the fabrics for the defects atleast twice in a shift and sign on the cloth in both times | **8** | **2** | **6** | **0** |
| PC33. ensure that cloth rolls are doffed whenever/ wherever necessary | **8** | **4** | **4** | **0** |
| PC34. give preference to safety. | **10** | **3** | **7** | **0** |
| PC35. not enter the area, where he/ she is not allowed.  | **8** | **3** | **5** | **0** |
| PC36. not do a job in which training has not being given | **8** | **1** | **6** | **1** |
| PC37. ensure that no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in the other work areas. | **8** | **1** | **6** | **1** |
| PC38. check for the reasons for the frequent warp/ weft breaks . the reasons that could be corrected by himself/ herself should be corrected. otherwise, the same has to be reported to the mechanics/ fitters/ superiors | **8** | **4** | **4** | **0** |
|   | **340** | **182** | **117** | **41** |
| **Total** | **Weightage %** |  | **54%** | **34%** | **12%** |
|  |
| **3. TSC/N 9001 (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** |
|   | **50** | **15** | **21** | **14** |
| **Total** | **Weightage %** |  | **30%** | **42%** | **28%** |
|  |
| **4. TSC/N 9002 (Working in a team)** | PC1. be accountable to the own role in whole process | **50** | **5** | **3** | **1** | **1** |
| PC2. perform all roles with full responsibility | **4** | **2** | **1** | **1** |
| PC3. be effective and efficient at workplace | **4** | **1** | **2** | **1** |
| PC4. properly communicate about company policies | **4** | **1** | **1** | **2** |
| PC5. report all problems faced during the process | **4** | **1** | **1** | **2** |
| PC6. talk politely with other team members and colleagues | **4** | **1** | **1** | **2** |
| PC7. submit daily report of own performance | **5** | **2** | **2** | **1** |
| PC8. adjust in different work situations | **4** | **2** | **1** | **1** |
| PC9. give due importance to others’ point of view | **4** | **1** | **1** | **2** |
| PC10. avoid conflicting situations | **4** | **1** | **2** | **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** |
|   | **50** | **17** | **17** | **16** |
| **Total** | **Weightage %** |  | **34%** | **34%** | **32%** |
|  |
| **5. TSC/N 9003 (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 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 manufacturer’s and organisational requirements | **4** | **1** | **2** | **1** |
| PC9. Safely handle and move waste and debris | **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 threats | **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 organisation 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. recognise other possible security issues existing in the workplace | **4** | **2** | **1** | **1** |
| PC21. recognise 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** |
|   | **100** | **43** | **34** | **23** |
| **Total** | **Weightage %** |  | **43%** | **34%** | **23%** |
|  |
| **6. TSC/N 9004 (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 organisational 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 organisation standards | **4** | **2** | **1** | **1** |
|   | **50** | **18** | **19** | **13** |
| **Total** | **Weightage %** |  | **36%** | **38%** | **26%** |
|   | **Total** |  | **750** | **373** | **247** | **130** |
| **Grand Total-1** | **750** |