

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: POT-WEAVING**

**REFERENCE ID: TSC/Q 2301**

**ALIGNED TO: NCO-2004 /**

**Brief Job Description:** A Fabric Checker is a job-role in a Weaving department. The responsibility of a fabric checker is to check the fabrics produced so as to get quality output with minimum defects giving due importance to safety and environment aspects.

**Personal Attributes:** A Fabric Checker 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 – Fabric Checker**

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

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| --- | --- | --- |
| Job Details | **Qualifications Pack Code** | **TSC/ Q 2301** |
| **Job Role** | **Fabric Checker** |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Sector** | **Textile** | **Drafted on**  | **15/12/14** |
| **Sub-sector** | **Weaving** | **Last reviewed on** | **21/01/15** |
| **Occupation** | **Pot - Weaving** | **Next review date** |  |

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| **Job Role** | **Fabric Checker** |
| **Role Description** | To check the fabrics produced , efficiently so as to get quality output with minimum defects, giving due importance to safety & environmental aspects |
| **NSQF level****Minimum Educational Qualifications****Maximum Educational Qualifications** | 4 |
| Preferably Class 10th NA |
| **Training**(Suggested but not mandatory) | Preferably training in weaving department. |
| **Experience** | Not Applicable |
| **National Occupational Standards (NOS)**  | **Compulsory:**1. [TSC/ N2301 Taking charge of shift and handing over shift to operator](#_TSC/_N0101)
2. TSC/ N2302 Check the fabrics produced
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:****N/A** |
| **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 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 2301 |
| **Unit Title****(Task)** | Taking charge of shift and handing over shift to operator  |
| **Description** | This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator |
| Scope | **This unit/task covers the following:*** To take charge of shift from previous shift operator
* To hand over the shift to next shift operator
 |
| **Elements** | **Performance Criteria** |
| Taking charge of shift | To be competent, you must be able to:1. come at least 10 - 15 minutes earlier to the work spot
2. check for the necessary items like ‘ Cutter’, ‘ Needle’, ‘Trimmer’, ‘Counting Glass’, ‘Measuring Tape’, ‘ Cup Of water’ and ‘Brush’
 |
| Handing over shift | 1. hand over all the tools given to the higher authority.
2. report to his/ her shift superior about the quality ,production ,safety issues or any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her 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 & procedures
2. should have an awareness and 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 and 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**
 | The user/individual on the job needs to know and understand:1. minimum quality requirements of the product with respect to
2. permissible/non-permissible defect
3. about the needles to be used for the different materials , different counts etc.
 |
| **About the raw materials**1. yarns from natural fibers - cotton, silk, wool
2. yarns from manmade fibers - polyester, nylon, viscose
3. blended yarns - polyester cotton, polyester viscose
4. plain weave
5. twill weave
6. drill weave
7. plain satin
8. reverse satin
9. window pane
10. micro check
11. satin band
12. other dobby designs
13. jacquard all over pattern
14. jacquard engineering pattern
 |
| **About different types of Weaves**KB18. yarn faults like slub, thick place, thin place, yarn variation ,  shade variation, yarn contamination, color contamination, kitties and black  spots KB 19. sizing faults like size patches, sizing beads, sizing stain and sizing beam oil  |
| **Fabric Defects**KB20. weaver / labor oriented faults like wrong drawing, wrong denting, double end, end out, hand stain, double pick, broken pick.KB21. machine oriented faults like take up fault, let off fault, starting  mark, floats, weft cracks, tear, cloth torn, temple cut, temple  mark, emery cut or emery hole or emery impression , guide tooth mark, other impression mark, under tuck in , bad selvedge, bad shedding or bad pattern and tails KB22. other faults like reed mark, cloth not cut at centre in case of  multiple channel fabrics and cloth not cut at sides in case of fabrics with false selvedges.  |
| **Skills (S)** |
| 1. **Core Skills/ Generic Skills**
 | **Writing Skills** |
| You need to know and understand how to:1. write in simple language
 |
| **Reading Skills** |
| You need to know and understand how to:1. comprehend written instructions.
2. plan and manage work routine based on instructions from supervisor
 |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:1. participate in the various programs/ meetings that will be conducted by the superior
2. put forth the suggestions in the interest of the company.
3. 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’
 |
| 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**
 | 1. to know about ’4 point american system’ as below
* defects of length/ width less than 3” - 1 point
* defects of length/ width between 3” to 6” – 2 points
* defects of length/ width between 6” to 9” – 3 points
* defects of length/width of above 9” - 4 points
1. permissible points as per 4 points american system – 15 points for 100 square mtrs
2. piece lengths as per export standards
* 80 % - 80 mtrs & above
* 20& - between 40 to 80 mtrs
1. permissible specification faults( universally )
* ends per inch - plus or minus 2
* picks per inch - plus or minus 1 ( for single pick insertion)
* cloth width - no minus

 a maximum of ½” in plus side is allowed |

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| --- | --- |
| **NOS Code** | **TSC/ N 2301** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving** | **Last reviewed on** | **21/01/15** |
| **Occupation** | **Pot - Weaving** | **Next review date** |  |

**NOS Version Control**

**National Occupational Standard**

**Overview**

# This unit provides performance criteria ,knowledge & understanding and skills & abilities check fabrics produced so as to get quality output & minimum defects

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| **Unit Code**National Occupational Standard | **TSC/ N2302** |
| **Unit Title****(Task)** | Check the fabrics produced |
| **Description** | This unit provides performance criteria ,knowledge & understanding and skills & abilities check fabrics produced so as to get quality output & minimum defects, without entertaining any damage to the people , the machine & without spoiling the environmental aspects. |
| Scope | **This unit/task covers the following:*** To check the fabrics produced efficiently so as to get quality output with minimum defects, giving due importance to safety & environmental aspects
 |
| **Performance Criteria (PC) w.r.t. the Scope** |
| **Elements** | **Performance Criteria** |
| Sample Approval | To be competent, you must be able to:1. get in writing about the construction details from the higher authority.
2. verify the loom card details with that of the ‘construction details’ received from the higher authority
3. check the following specifications in the sample provided to him/ her
* running faults with respect to warp.
* running faults with respect to weft.
* ends per inch
* picks per inch
* cloth width
* weave/ design
* product material ( warp & weft)
1. check the following running faults with respect to warp
* yarn faults like thick & thin places, slubs, colour contamination, yarn contamination, black spots, kitties
* sizing faults like sizing oil, sizing beam oil, sizing beads, size patches
* weaver faults like wrong drawing, wrong denting, pattern changing, double end and end out
* other machine faults like reed mark, selvedge cut, temple cut, temple mark, bad selvedge, selvedge size difference between sides, impression mark, selvedge weave and selvedge type like closed selvedge or tuck in selvedge or fringe selvedge
1. check the following running faults with respect to weft
* yarn faults like thick & thin places, slubs, black spots, kitties, colour contamination, yarn contamination
* weaver faults like broken pick, starting mark, thick place, double pick, weft crack
* other machine faults like let off mark, take-up fault, short pick, guide Tooth Mark, Oil Stain, Under Tuck In, Tails, Tear, Hole, Emery Hole or impression, Weft Cramming, Missing Pick
1. ensure that further production is carried out after the correction of the

 faults & as per the advice of the Higher Authority only.1. ensure proper “ Register “ for all the above .
2. ensure that the said sample approval is done on need basis like Ware

 House Approval, Marketing Approval, Buyer Representative Approval and  Buyer Approval1. check the first roll produced after every knotting ( if possible ) or every sort Change (compulsorily) on the Illuminated Glass Inspection Table for all the above defects
2. allow bulk production, only after all the above faults are corrected as per the advice of the Higher Authority
 |
| **Online Checking**  | 1. ensure that ‘Loom Cards’are placed or hanged visibly on all the looms
2. ensure that the Fabric specification especially weft Count, fabric design or weave matches to that of the Loom Card in all the looms.
3. ensure the selvedges for the following
4. whether the selvedge type like Closed Selvedge, Tuck In Selvedge, Fringe Selvedge matches to the requirements
5. whether the selvedge sizes ( Selvedge widths) are as per the requirements
6. whether the selvedge weave matches to the requirements
7. whether the selvedge types in both sides matches to the requirements
8. whether the selvedge size ( selvedge width) in both sides matches
9. ensure whether the ‘Catch Cord Ends’ are drawn as per requirements In both sides
10. correct the following fabric defects ( if noticed) on the looms immediately
11. Wrong drawing
12. Wrong Denting
13. Double End
14. End Out
15. Thick End Or Thin End
16. Wrong Warp raw Material
17. Wrong Warp Count
18. stop the looms for the following running faults( Cuttable faults) and bring the same
19. bring to the knowledge of the higher authority for immediate correction
20. Selvedge tear
21. Cloth tear
22. Holes
23. Guide Tooth Mark
24. Temple Cut
25. Emery Cut or Emery Hole
26. Bad Shedding or Wrong Pattern or Dobby Fault or Jacquard fault
27. Take Up Fault
28. Let Off Fault
29. Weft Crack
30. Objectionable Reed Mark
31. Under Tuck In
32. Bad Selvedge
33. Objectionable Impression Mark
34. Serious Oil Marks or Oil Stains
35. Warp Floats & Weft Floats
36. End Out for more than 1”
37. Malfunctioning or not functioning of Centre Cutter & Side Cutter
38. Continuous Short Picks
39. ensure that the roll is doffed at the above faults , if the roll size is

 big to insert indication paper in the said rolls , so that the next roll doffing would be carried out only after sufficient roll length is ensured1. ensure that all big rolls are doffed as per the requirements.
2. ensure that all the cloth rolls are doffed properly , without entertaining cloth damage like Hole, Torn and Stain. Proper cover has to be spread on the floor after ensuring the cleanliness of the floor, wherein the cloth rolls are doffed.
3. ensure that the cloth rolls doffed are wrapped with proper cover and the said doffed cloth rolls are removed from the looms and brought to the place , they have to be stored without giving room for any damage
4. check for the below fabric faults and bring the same to the knowledge of the Higher Authority
5. Occasional Starting Mark
6. Occasional Thick Place
7. Occasional Short Pick
8. Minor stain
9. Minor oil stain
10. Tails
11. Size Patches
12. Sizing Beads
13. Sizing Beam Oil
14. Sizing Stain
15. All Yarn faults as mentioned above
16. Temple Mark
17. Minor Reed mark
18. ensure that all the above are recorded properly in a ‘Register’
 |
| **Fabric Examination on Table** | 1. check whether the following required details are written on the cloth rolls, before the same are taken for inspection
2. Loom No.
3. Construction details
4. Date & Shift of doffing
5. Doffed meters
6. Doffed Person’s Name
7. ensure whether no transit or handling damage is there on the cloth roll, before the same is taken for inspection.
8. get ‘Fabric Inspection Report’ with a Roll No. duly allotted from the Higher Authority
9. reset the ‘Counter Meter on the inspection Table’ to ‘Zero’
10. mount the fabric roll to be inspected on the ‘Cloth Roll Stands’ , without damaging the fabric
11. note down the fabric specifications as per the construction details
12. inspect the fabric for the following at 3 Places , namely 10 meters after the beginning of the inspection, in the middle of the inspection of the roll

and 10 meters before the close of the inspection of the roll. 1. Ends Per Inch
2. Picks Per Inch
3. Cloth Width
4. Weave or Design of the body as well as that of both the selvedges
5. To check the selvedge types on both sides
6. To check the selvedge size
7. To check for all the yarn faults
8. To check for all the running faults ( particularly in warp way)
9. see that the loom is stopped for any deviation in the above and the loom is run further after correcting the said faults and after checking with the higher authority
10. implement a ‘Stop Loom Report Memo’ or a ‘Red Card System’ for the above
11. Mark and note all the fabric defects in the Fabric Examination Report.
12. give points as per 4 Point American system and the same have to be recorded in the Fabric Examination Report
13. follow tag System as below
14. For cuttable fault, Red Tag
15. For defects coming under 4 points , Blue
16. Other faults , White For more authentication , We can use different tags for defects coming under 1 point, 2 points, 3 points ,4 points apart from using ‘Red Tag’ for cuttable faults
17. note down the “ shift marks” on the fabrics , so as to ascertain the shift & date of the production carried out. through this, we can identify the person who has done the fault or who has allowed the fault and sometimes the exact cause of the said defect
18. mend the loose threads , slubs , snarls and other mend able faults
19. clean the “ stain “ using water & brush
20. note the defects against the corresponding meter only
21. note down the total roll meter, after the completion of the inspection of the roll
22. properly cover and store the inspected fabric in the place, earmarked
23. report for the defects noticed during the inspection to the higher authority so that the concerned person responsible for making such fault can be shown the defective portion of the fabrics
24. get signature of such person for the defects shown apart from taking the signature of the higher authority in the completed inspection report.
 |
| **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 & procedures
2. about awareness and knowledge of customers
3. potential hazards associated with the machines and the safety precautions

 must be taken.1. protocol to obtain more information on work related tasks
2. contact person in case of queries on procedure or products and for revolving

 issues related to defective machines, tools, materials & equipments.1. details of the various job rolls & responsibilities.
2. documentation and reporting formats.
3. work targets & review machine with superiors.
4. protocol and format for reporting work related risks/ problems.
5. method of obtaining /giving feed back with respect to performance.
6. importance of team work .harmonious working relationships.
7. process for offering /obtaining work related assistance.
8. responsibilities under health, safety and environmental legislation.
9. guidelines for storage & disposal of waste materials.
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| 1. **Technical Knowledge**
 | The user/individual on the job needs to know and understand:KB. 1. minimum quality requirements of the product with respect to  permissible/non-permissible defectKB. 2. about the needles to be used for the different materials , different counts  Etc,tools and equipments used**About the Raw materials**KB. 3. yarns from natural fibers - Cotton, Silk, WoolKB. 4. yarns from Manmade Fibers - Polyester, Nylon, ViscoseKB. 5. blended yarns - Polyester Cotton, Polyester ViscoseKB . 6 plain WeaveKB. 8 . twill WeaveKB. 9. drill WeaveKB. 10. plain SatinKB. 11. reverse SatinKB. 12. window PaneKB. 13. micro CheckKB 14. satin BandKB. 15. other Dobby DesignsKB. 16. jacquard All Over PatternKB. 17. jacquard Engineering Pattern**About different types of Weaves**KB. 18. yarn Faults like Slub, Thick Place, Thin Place, Yarn Variation ,  shade Variation, Yarn contamination, Color Contamination, Kitties and Black SpotsKB . 19. sizing faults like Size Patches, Sizing Beads, Sizing Stain and Sizing Beam Oil**Fabric Defects**KB. 20. weaver / labor oriented faults like Wrong Drawing, Wrong Denting, Double End, End Out, Hand Stain, Double Pick, Broken Pick.KB. 21. machine oriented faults like Take up fault, Let Off fault, Starting  Mark, Floats, Weft Cracks, Tear, Cloth Torn, Temple Cut, Temple  Mark, Emery Cut or Emery hole or emery impression , Guide Tooth Mark, Other Impression Mark, Under Tuck In , Bad Selvedge, Bad shedding or Bad Pattern and Tails KB. 22. other faults like Reed Mark, Cloth not cut at centre in case of  multiple channel fabrics and Cloth not cut at sides in case of fabrics with false selvedges.  |
| **Skills (S)** |
| 1. **Core Skills/ Generic Skills**
 | **Writing Skills** |
| You need to know and understand how to:1. write in simple language
 |
| **Reading Skills** |
| You need to know and understand how to:1. comprehend written instructions.,
2. plan and manage work routine based on instructions from supervisor
 |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:1. participate in the various programs/ meetings that will be conducted by the Superior
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’
 |
| 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
 |
| 1. **Technical Skills**
 | 1. about ’4 Point American System’ as below
* Defects of length/ width less than 3” - 1 point
* Defects of length/ width between 3” to 6” – 2 points
* Defects of length/ width between 6” to 9” – 3 points
* Defects of length/width of above 9” - 4 points
1. Permissible points as per 4 points American system – 15 points for 100 square meters
2. Piece Lengths As Per Export Standards
* 80 % - 80 meters & above
* 20& - Between 40 to 80 meters
1. Permissible Specification faults( Universally )
* Ends Per Inch - Plus or minus 2
* Picks Per Inch - Plus or minus 1 ( for single pick insertion)
* Cloth Width - No Minus

 A maximum of ½” in Plus side is allowed |

**NOS Version Control**

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| --- | --- |
| **NOS Code** | **TSC/ N2302** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving** | **Last reviewed on** | **21/01/15** |
| **Occupation** | **Pot - Weaving** | **Next review date** |  |

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**National Occupational Standard**

**Overview**

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

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| **Unit Code**National Occupational Standard | **TSC/ N9001** |
| **Unit Title****(Task)** | Maintaining work area, tools and machines |
| **Description** | This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms |
| Scope | **Proper maintaining of work area and activities** |
| **Performance Criteria (PC) w.r.t. the Scope** |
| **Elements** | **Performance Criteria** |
| Maintain the work area, tools and machines | To be competent, you must be able to:1. handle materials, machinery, equipment and tools with care and use them in the correct way
2. use correct lifting and handling procedures
3. use materials to minimize waste
4. maintain a clean and hazard free working area
5. maintain tools and equipment
6. carry out running maintenance within agreed schedules
7. carry out maintenance and/or cleaning within one’s responsibility
8. report unsafe equipment and other dangerous occurrences
9. ensure that the correct machine guards are in place
10. work in a comfortable position with the correct posture
11. use cleaning equipment and methods appropriate for the work to be carried out
12. dispose of waste safely in the designated location
13. store cleaning equipment safely after use
14. carry out cleaning according to schedules and limits of responsibility
 |
| **Knowledge and Understanding (K)** |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes)
 | You need to know and understand:1. personal hygiene and duty of care
2. safe working practices and 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**
 | **Writing Skills** |
| You need to know and understand how to:1. write in simple language
 |
| **Reading Skills** |
| You need to know and understand how to:1. comprehend written instructions
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** | **21/01/15** |
| **Occupation** | **Pot - 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** | **21/01/15** |
| **Occupation** | **Pot - 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** (Knowledge of the company/ organization and its processes)
 | You need to know and understand:1. general rules and regulations in a textile mill
2. safe working practices to be adopted in textile mill
3. quality systems and other processes practiced in the textile mill
4. health and safety related practices applicable at the workplace
5. potential hazards, risks and threats based on nature of operations
6. organizational procedures for safe handling of equipment and machine operations
7. potential risks due to own actions and methods to minimize these
8. environmental management system related procedures at the workplace
9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
10. potential accidents and emergencies and response to these scenarios
11. reporting protocol and documentation required
12. details of personnel trained in first aid, fire-fighting and emergency response
13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
 |
| 1. **Technical Knowledge**
 | You need to know and understand:1. occupational health and safety risks and methods
2. personal protective equipment and method of use
3. identification, handling and storage of hazardous substances
4. proper disposal system for waste and by-products
5. signage related to health and safety and their meaning
6. importance of sound health, hygiene and good habits
7. ill-effects of alcohol, tobacco and drugs
 |
| **Skills (S)** |
| 1. **Core Skills/ Generic Skills**
 | **Writing Skills** |
| You need to know and understand how to:1. write in simple language
 |
| **Reading Skills** |
| 1. read and understand the company instructions
2. read and understand work instructions
3. read and understand the safety guidelines
 |
| **Oral Communication (Listening and Speaking skills)** |
| 1. listen to others attentively
2. respond to emergencies, accidents or fire at the workplace
3. evacuate the premises and help others in need while doing so
4. the value of physical fitness, personal hygiene and good habits
5. talk with others politely
 |
| 1. **Professional Skills**
 | **Decision Making**  |
| 1. identify correct safety measure for particular hazard
2. make required safety plans as and when required
3. raise alarm in case of emergency
 |
| **Analytical Thinking** |
| 1. know the use of correct safety measure whenever required
 |
| **Attention to Detail** |
| 1. be attentive to details
2. be careful to avoid occurrence of hazards
 |
| 1. **Technical Skills**
 | You need to know and understand :1. 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** | **21/01/15** |
| **Occupation** | **Pot - 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
 |

**NOS Version Control**

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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** | **21/01/15** |
| **Occupation** | **Pot - Weaving** | **Next review date** |  |

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| **Job Role: Fabric Checker Qualification Pack: TSC/Q 2301 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/N2301 (Taking charge of shift and handing over shift to operator)**  | PC1. come atleast 10 - 15 minutes earlier to the work spot  | **100** | **25** | **20** | **0** | **5** |
| PC2. check for the necessary items like ‘ Cutter’, ‘ Needle’, ‘Trimmer’, ‘Counting Glass’, ’Measuring Tape’, ‘ Cup Of water’ and ‘Brush’ | **25** | **10** | **10** | **5** |
| PC3. hand over all the tools given to the higher authority. | **25** | **10** | **15** | **0** |
| PC4. report to his/ her shift superior about the quality ,production ,safety issues or any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors | **25** | **10** | **5** | **10** |
|   | **100** | **50** | **30** | **20** |
| **Total** | **Weightage %** |  | **50%** | **30%** | **20%** |
|  |
| **2. TSC/N2302 (Check the fabrics produced)** | PC1. get in writing about the construction details from the higher authority. | **300** | **7** | **2** | **5** | **0** |
| PC2. verify the loom card details with that of the ‘construction details’ received from the higher authority | **7** | **4** | **3** | **0** |
| PC3. check the following specifications in the sample provided to him/ her• running faults with respect to warp.• running faults with respect to weft.• ends per inch• picks per inch• cloth width• weave/ design • product material ( warp & weft)  | **7** | **5** | **0** | **2** |
| PC4. check the following running faults with respect to warp• yarn faults like thick & thin places, slubs, colour contamination, yarn contamination, black spots, kitties• sizing faults like sizing oil, sizing beam oil, sizing beads, size patches• weaver faults like wrong drawing, wrong denting, pattern changing, double end and end out• other machine faults like reed mark, selvedge cut, temple cut, temple mark, bad selvedge, selvedge size difference between sides, impression mark, selvedge weave and selvedge type like closed selvedge or tuck in selvedge or fringe selvedge | **7** | **5** | **0** | **2** |
| PC5. check the following running faults with respect to weft• yarn faults like thick & thin places, slubs, black spots, kitties, colour contamination, yarn contamination• weaver faults like broken pick, starting mark, thick place, double pick, weft crack• other machine faults like let off mark, take-up fault, short pick, guide Tooth Mark, Oil Stain, Under Tuck In, Tails, Tear, Hole, Emery Hole or impression, Weft Cramming, Missing Pick | **7** | **5** | **0** | **2** |
| PC6.ensure that further production is carried out after the correction of the faults & as per the advise of the Higher Authority only. | **7** | **4** | **3** | **0** |
| PC7. ensure proper “ Register “ for all the above . | **7** | **3** | **4** | **0** |
| PC8. ensure that the said sample approval is done on need basis like Ware House Approval, Marketing Approval, Buyer Representative Approval and Buyer Approval. | **7** | **3** | **2** | **2** |
| PC9. check the first roll produced after every knotting ( if possible ) or every sort Change (compulsorily) on the Illuminated Glass Inspection Table for all the above defects  | **7** | **4** | **3** | **0** |
| PC10. allow bulk production, only after all the above faults are corrected as per the advice of the Higher Authority | **7** | **4** | **3** | **0** |
| PC11. ensure that ‘Loom Cards’are placed or hanged visibly on all the looms | **7** | **5** | **0** | **2** |
| PC12.ensure that the Fabric specification especially weft Count, fabric design or weave matches to that of the Loom Card in all the looms. | **7** | **4** | **3** | **0** |
| PC13. ensure the selvedges for the followinga) whether the selvedge type like Closed Selvedge, Tuck In Selvedge, Fringe Selvedge matches to the requirementsb) whether the selvedge sizes ( Selvedge widths) are as per the requirements c) whether the selvedge weave matches to the requirementsd) whether the selvedge types in both sides matches to the requirementse) whether the selvedge size ( selvedge width) in both sides matches | **7** | **5** | **2** | **0** |
| PC14. ensure whether the ‘Catch Cord Ends’ are drawn as per requirements In both sides | **7** | **5** | **2** | **0** |
| PC15. correct the following fabric defects ( if noticed) on the looms immediatelya) Wrong drawingb) Wrong Dentingc) Double Endd) End Oute) Thick End Or Thin Endf) Wrong Warp raw Materialg) Wrong Warp Count | **7** | **5** | **2** | **0** |
| PC16. stop the looms for the following running faults( Cuttable faults) and bring the same | **7** | **5** | **2** | **0** |
| PC17. bring to the knowledge of the higher authority for immediate correctiona) Selvedge tearb) Cloth tearc) Holesd) Guide Tooth Marke) Temple Cutf) Emery Cut or Emery Hole g) Bad Shedding or Wrong Pattern or Dobby Fault or Jacquard faulth) Take Up Fault i) Let Off Faultj) Weft Crack k) Objectionable Reed Markl) Under Tuck In m) Bad Selvedgen) Objectionable Impression Marko) Serious Oil Marks or Oil Stainsp) Warp Floats & Weft Floatsq) End Out for more than 1” r) Malfunctioning or not functioning of Centre Cutter & Side Cutters) Continuous Short Picks  | **7** | **5** | **2** | **0** |
| PC18. ensure that the roll is doffed at the above faults , if the roll size is big to insert indication paper in the said rolls , so that the next roll doffing would be carried out only after sufficient roll length is ensured | **7** | **5** | **2** | **0** |
| PC19. ensure that all big rolls are doffed as per the requirements. | **6** | **4** | **2** | **0** |
| PC20. ensure that all the cloth rolls are doffed properly , without entertaining cloth damage like Hole, Torn and Stain. Proper cover has to be spread on the floor after ensuring the cleanliness of the floor, wherein the cloth rolls are doffed. | **7** | **4** | **3** | **0** |
| PC21. ensure that the cloth rolls doffed are wrapped with proper cover and the said doffed cloth rolls are removed from the looms and brought to the place , they have to be stored without giving room for any damage | **7** | **4** | **3** | **0** |
| PC22. check for the below fabric faults and bring the same to the knowledge of the Higher Authority a) Occasional Starting Markb) Occasional Thick Placec) Occasional Short Pickd) Minor staine) Minor oil stainf) Tailsg) Size Patchesh) Sizing Beadsi) Sizing Beam Oilj) Sizing Staink) All Yarn faults as mentioned abovel) Temple Markm) Minor Reed mark | **7** | **4** | **3** | **0** |
| PC23. ensure that all the above are recorded properly in a ‘Register’ | **7** | **2** | **5** | **0** |
| PC24. check whether the following required details are written on the cloth rolls, before the same are taken for inspectiona) Loom No.b) Construction detailsc) Date & Shift of doffingd) Doffed meters e) Doffed Person’s Name | **7** | **2** | **5** | **0** |
| PC25. ensure whether no transit or handling damage is there on the cloth roll, before the same is taken for inspection. | **7** | **3** | **4** | **0** |
| PC26. get ‘Fabric Inspection Report’ with a Roll No. duly allotted from the Higher Authority | **7** | **3** | **4** | **0** |
| PC27. reset the ‘Counter Meter on the inspection Table’ to ‘Zero’  | **7** | **3** | **2** | **2** |
| PC28. mount the fabric roll to be inspected on the ‘Cloth Roll Stands’ , without damaging the fabric  | **7** | **3** | **2** | **2** |
| PC29. note down the fabric specifications as per the construction details | **7** | **3** | **2** | **2** |
| PC30. inspect the fabric for the following at 3 Places , namely 10 meters after the beginning of the inspection, in the middle of the inspection of the roll and 10 meters before the close of the inspection of the roll. 1) Ends Per Inch2) Picks Per Inch3) Cloth Width4) Weave or Design of the body as well as that of both the selvedges 5) To check the selvedge types on both sides6) To check the selvedge size 7) To check for all the yarn faults8) To check for all the running faults ( particularly in warp way)  | **7** | **3** | **2** | **2** |
| PC31. see that the loom is stopped for any deviation in the above and the loom is run further after correcting the said faults and after checking with the higher authority  | **7** | **3** | **2** | **2** |
| PC32. implement a ‘Stop Loom Report Memo’ or a ‘Red Card System’ for the above | **7** | **3** | **2** | **2** |
| PC33. Mark and note all the fabric defects in the Fabric Examination Report. | **7** | **2** | **5** | **0** |
| PC34. give points as per 4 Point American system and the same have to be recorded in the Fabric Examination Report | **7** | **4** | **3** | **0** |
| PC35. follow tag System as belowa) For cuttable fault, Red Tagb) For defects coming under 4 points , Bluec) Other faults , White For more authentication , We can use different tags for defects coming under 1 point, 2 points, 3 points ,4 points apart from using ‘Red Tag’ for cuttable faults  | **7** | **5** | **2** | **0** |
| PC36. note down the “ shift marks” on the fabrics , so as to ascertain the shift & date of the production carried out. through this, we can identify the person who has done the fault or who has allowed the fault and sometimes the exact cause of the said defect | **7** | **5** | **2** | **0** |
| PC37. mend the loose threads , slubs , snarls and other mend able faults | **7** | **5** | **2** | **0** |
| PC38. clean the “ stain “ using water & brush  | **7** | **7** | **0** | **0** |
| PC39. note the defects against the corresponding meter only | **7** | **7** | **0** | **0** |
| PC40. note down the total roll meter, after the completion of the inspection of the roll  | **7** | **7** | **0** | **0** |
| PC41. Properly cover and store the inspected fabric in the place, earmarked | **7** | **5** | **0** | **2** |
| PC42. report for the defects noticed during the inspection to the higher authority so that the concerned person responsible for making such fault can be shown the defective portion of the fabrics | **7** | **6** | **1** | **0** |
| PC43. get signature of such person for the defects shown apart from taking the signature of the higher authority in the completed inspection report. | **7** | **7** | **0** | **0** |
|   | **300** | **182** | **94** | **24** |
| **Total** | **Weightage %** |  | **61%** | **31%** | **8%** |
|  |
| **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** |  | 650 | 325 | 215 | 110 |
| **Grand Total-1 (Subject Domain)** | **650** |