

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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**Introduction**

**Sector: TEXTILE**

**SUB-SECTOR: WEAVING PREPARATORY**

**OCCUPATION: MAINTENANCE**

**REFERENCE ID: TSC/Q 2401**

**ALIGNED TO: NCO-2004 /**

**Brief Job Description:** A Fitter , Weaving Preparatory - is a job-role in a weaving preparatory department. The responsibility of a Fitter ( Weaving Preparatory ) is to Maintain all Weaving Preparatory Machines, efficiently so as to get maximum output with minimum defects giving due importance to safety and environment aspects

**Personal Attributes:** A Fitter - Weaving Preparatory 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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**Qualifications Pack – Fitter - Weaving preparatory**

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

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| --- | --- | --- |
| Job Details | **Qualifications Pack Code** | **TSC/ Q2401** |
| **Job Role** | **Fitter - Weaving preparatory** |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Sector** | **Textile** | **Drafted on**  | **20/01/15** |
| **Sub-sector** | **Weaving Preparatory** | **Last reviewed on** |  |
| **Occupation** | **Maintenance** | **Next review date** |  |

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| --- | --- |
| **Job Role** | **Fitter - Weaving preparatory** |
| **Role Description** | To maintain Weaving Preparatory Machines 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 |
| 10th std. preferablyN/A |
| **Training**(Suggested but not mandatory) | Preferably trained in weaving preparatory department. |
| **Experience** | Not essential |
| **National Occupational Standards (NOS)**  | **Compulsory:**1. TSC/N2401 Taking charge of shift and handing over shift to operator
2. [TSC/ N2402 Maintain weaving preparatory machines](#_This_unit_is_2)
3. [TSC/ N9001 Maintain work area, tools and machines](#_This_unit_is_3)
4. TSC/ N9002 Working in a team
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 2401 |
| **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 need to 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’
3. meet the previous fitter , discuss with him/ her regarding the issues faced with respect to the quality or production or spare or safety or any other specific instruction, etc.
 |
| Handing over shift | 1. hand over all the tools given to the higher authority.
2. question the previous fitter for any deviation in the process and should bring the same to the knowledge of his/ her superior.
3. 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:KB1. minimum quality requirements of the product with respect to  permissible/non-permissible defectKB2. about the needles to be used for the different materials , different counts etc. |
| **About the Raw materials**KB3. yarns from natural fibres - Cotton, Silk, WoolKB4. yarns from Manmade Fibres - Polyester, Nylon, ViscoseKB5. blended yarns - Polyester Cotton, Polyester ViscoseKB6 plain WeaveKB8 . twill WeaveKB9. drill WeaveKB10. plain SatinKB11. reverse SatinKB12. window PaneKB13. micro CheckKB14. satin BandKB15. other Dobby DesignsKB16. jacquard All Over PatternKB17. 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  KB19. 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.  |
|  |
| 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. willingly participate in the various programs/ meetings that will be conducted by the Superior
2. 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
 |
| **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 meters
2. piece Lengths As Per Export Standards
* 80 % - 80 meters & above
* 20& - Between 40 to 80 meters

 SC3. 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 2401** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/14** |
| **Industry Sub-sector** | **Weaving Preparatory** | **Last reviewed on** | **11/01/15** |
| **Occupation** | **Maintenance** | **Next review date** |  |

**NOS Version Control**

**National Occupational Standard**

**Overview**

# This unit provides performance criteria, knowledge and understanding and skills and abilities required to maintain Weaving Preparatory Machines.

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| **Unit Code**National Occupational Standard | **TSC/ N2402** |
| **Unit Title****(Task)** | Maintain weaving preparatory machines |
| **Description** | This unit provides performance criteria, knowledge and understanding and skills and abilities required to maintain Weaving Preparatory Machines; attend to breakdowns and adhere to Preventive Maintenance Schedules of all the Weaving Preparatory Machines and get maximum output and minimum defects, without entertaining any damage to the people , the machine etc., without wasting much of raw materials, spares, tools etc., and without spoiling the environmental aspects. |
| Scope | **This unit/task covers the following:*** To maintain Weaving Preparatory Machines efficiently so as to get maximum output with minimum defects, giving due importance to safety & environmental aspects
 |
| **Performance Criteria (PC) w.r.t. the Scope** |
| **Elements** | **Performance Criteria** |
| Maintain Warping machines | To be competent, you must be able to:1. check the condition of the running beams & machine performance of both warping and sizing machines. also, should check for any abnormal sound/ noise in all the warping and sizing machines
2. check whether all the stop motions work in good condition
3. check the cleanliness of the machines and other work areas
4. check whether any spare/raw material/ tool /any other material is thrown under the machines or in the other work areas
 |
| 1. plan preventive maintenance.
2. ensure thorough cleaning of all the warping machines
3. check all the settings in the stop motions and correct the same in case of any deviation
4. check the brake drum setting and correct the same in case of any deviation
5. check the condition of the “ counter meter “ and change it whenever necessary
6. check the comb condition and change it whenever necessary
7. check the empty warping beams and ensure that all the bolts are tightly fixed
8. check the empty warping beams and ensure that the beam flanges are not bent and are in good condition
9. ensure that correct tare weights of the empty warping beams are written on the corresponding empty warping beams
10. ensure that the hand knitters are in good working condition
11. ensure that the air compressor is in good working condition
12. ensure that water is draining out of the compressor, whenever required
13. check the air compressor line and ensure that there is no leakage in compressor air
14. ensure proper lubrication ( oiling & greasing) in the warping machines
15. ensure that all the bolts in the warping machines are tightly fixed
16. ensure that all the bolts in the warping machines are tightly fixed
17. ensure that there is no leakage of oil in the warping machines
18. ensure that oil is changed in the warping machines, whenever required
19. ensure that hydraulic pressure is maintained in all the warping machines
20. ensure that all the motors in all the warping machines are in good working condition
 |
| Maintain Sizing machines | 1. ensure thorough cleaning of sizing creel area, sizing cylinders, size cooker, size storage vessel, sow boxes and all other parts of the sizing machine
2. ensure proper lubrication (oiling & greasing) is done to the whole sizing machine
3. ensure that there is no leakage of oil in the sizing machine
4. ensure that oil is changed whenever required in the sizing machine
5. ensure that all the bolts in the sizing machine are fixed tightly
6. attend breakdowns immediately.
7. ensure that the hydraulic rollers , are in good working condition
8. ensure that the beam flanges are free from any damage
9. ensure that there is no bend in the beam flanges
10. ensure that there is no steam leakage
11. ensure that all the motors in the cooking vessel , storage vessel , sizing creel , sizing machine etc. are in good working condition
12. ensure proper functioning of moisture control
13. ensure that stretch control is in proper condition
14. ensure that the pump motor is in good working condition
15. check the “ shore hardness” in the squeeze rollers and act as per the advise of the higher authority
16. ensure that the comb is in good working condition
17. ensure that the boiler is in good working condition
18. ensure that there is no steam leakage anywhere in the line
19. ensure that there is no leakage in the cooker vessel , storage vessel sow boxes etc
 |
| Other work practices | 1. ensure that all the weighing machines are in good working condition
2. ensure and maintain the required flange distance as per the instructions given for the running program
3. ensure that the bolts are tight in the empty beams, before they are taken for sizing
4. ensure that the empty beams are cleaned properly so that the “centre beam oil” complaint is not there in weaving, particularly in the looms which are operated with “ twin beams”
5. give preference to safety
6. ensure that no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in other work areas
7. ensure that any major machine faults, is immediately reported to the superiors.
 |
| 1. ensure that all the warping machines and sizing machines work without any problem, before leaving the work spot for the day
 |
| **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. should 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 resolving issues related to defective machines, tools, materials and equipments
6. details of the various job roles and responsibilities
7. protocol and format for reporting work related risks/ problems
8. method of obtaining /giving feed back with respect to performance
9. importance of team work and harmonious working relationships
10. process for offering /obtaining work related assistance
11. responsibilities under health, safety and environmental legislation
12. guidelines for storage and disposal of waste materials
 |
| 1. **Technical Knowledge/ Domain knowledge**
 | **About the Products** |
| You need to know and understand:1. minimum quality requirements of the product with respect to permissible/non-permissible defects
2. beam quality particulars such as count, ends 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 Machines** |
| 1. conventional sizing machine
2. modern sizing machines
3. about the compressor machines
4. about the boilers
5. about sectional warping machines
6. about the conventional direct warping machines
7. about modern direct warping machines
 |
| **Sizing Beam Defects** |
| 1. shade variation
2. soft sized beams
3. size patches
4. sunken ends
5. sizing stain
6. beam centre oil
 |
| **Safety mechanism** |
| You need to know and understand:1. the safety mechanisms of the machines & should ensure that the same are in order
2. should know about the stop motions & should ensure that the same are in order
 |
| **Machine Operations** |
| 1. should know about the functional operations of the machines, where he/ she is working
 |
| **Skills (S) w.r.t the scope** |
| 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 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. plan and manage work routine based on instructions from supervisor
2. should willingly participate in the various programs/ meetings that will be conducted by the Superiors
3. put forth the suggestions in the interest of the Company
4. willingly participate in the " Quality Circles" that will be formed by the Superiors
5. 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**
 | On job the individual should know the following:1. warping Creel Capacity
2. sizing Creel Capacity
 |
| 1. **Technical Skills**
 | 1. be able to produce sized beams free from “ Shade variation” , “ Soft Size” “ Size Patches” , “ Sunken Ends” , “ Cut & Missing Ends” etc.
 |

**NOS Version Control**

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| **NOS Code** | **TSC/ N2402** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **20/01/15** |
| **Industry Sub-sector** | **Weaving Preparatory** | **Last reviewed on** |  |
| **Occupation** | **Maintenance** | **Next review date** |  |

**National Occupational Standard**

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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 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**
 | 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
 |

|  |
| --- |
| **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** | **Maintenance** | **Next review date** |  |

**National Occupational Standard**

**Overview**

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

|  |  |
| --- | --- |
| **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** | **Maintenance** | **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** | **21/01/15** |
| **Occupation** | **Maintenance** | **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** | **Maintenance** | **Next review date** |  |

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| --- |
| **Job Role: Fabric Mender Qualification Pack: TSC/Q 2302 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/N2303 (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/N2304 (Operating Auto Pirn Winding Machine)** | PC1. understand the requirements of inspecting the fabric, finding the defects in fabric, marking the defects , following various inspection systems for inspecting and recording the defects  | **300** | **7** | **2** | **5** | **0** |
| PC2. collect the fabric from fabric store area | **5** | **3** | **2** | **0** |
| PC3. understand the fabric inspection requirement from the customer | **7** | **5** | **0** | **2** |
| PC4. understand the specifications of fabric requirements from the customer | **7** | **5** | **0** | **2** |
| PC5. prepare the inspection table for inspection | **7** | **5** | **0** | **2** |
| PC6. ensure the inspection table and inspection area is properly illuminated | **7** | **4** | **3** | **0** |
| PC7. ensure the proper functioning of continuous fabric inspection machine | **7** | **3** | **4** | **0** |
| PC8. mount the fabric rolls on the continuous inspection table / machine | **7** | **3** | **2** | **2** |
| PC9. before checking/mending, take care that the , equipments used, checking table etc. are cleaned so that no handling stains are added to the fabric being checked | **7** | **4** | **3** | **0** |
| PC10. check whether the following required details are written on the cloth rolls, before the same are taken for inspection loom no, construction details, date & shift of doffing, doffed mtrs, doffed person’s name | **7** | **4** | **3** | **0** |
| PC11. ensure the type of fabric selvedges is as per requirement  | **7** | **5** | **0** | **2** |
| PC12. ensure whether no transit or handling damage is there on the cloth roll, before the same is taken for inspection. | **7** | **4** | **3** | **0** |
| PC13. get ‘fabric inspection report’ with a roll no. duly allotted from the higher authority | **7** | **5** | **2** | **0** |
| PC14. reset the ‘counter meter on the inspection table’ to ‘zero’  | **7** | **5** | **2** | **0** |
| PC15. mount the fabric roll to be inspected on the ‘cloth roll stands’ , without damaging the fabric  | **7** | **5** | **2** | **0** |
| PC16. get in writing about the construction details from the higher authority. | **5** | **3** | **2** | **0** |
| PC17. ensure cleanliness and safety at work place | **7** | **5** | **2** | **0** |
| PC18. pull the fabric on the inspection table and inspect the fabrics in manual inspection | **7** | **5** | **2** | **0** |
| PC19. operating the inspection machine control switches for moving the fabric on inspection table for inspection | **6** | **4** | **2** | **0** |
| PC20. check the dimensions of the fabric  | **7** | **4** | **3** | **0** |
| PC21. check the following specifications in the sample provided to him/ her | **7** | **4** | **3** | **0** |
| PC22. check the following faults with respect to warp and weft | **7** | **4** | **3** | **0** |
| PC23. measure the fabric width , remove the wrinkles/ crease gently from the fabric surface by keeping the measuring tape straight across the fabric horizontally from selvedge to selvedge, measure the width as far as possible near the centre avoiding the ends and ensuring not to stretch the fabric while measuring. | **7** | **2** | **5** | **0** |
| PC24. measure the fabric length – by passing through metre counter fitted roller, by manually clipping the fabrics in the fold measuring frame, by counting the number of metre fold in case of folded fabrics | **7** | **2** | **5** | **0** |
| PC25. note down the fabric specifications as per the construction details | **7** | **3** | **4** | **0** |
| PC26. inspect the fabric for the following at 3 places , namely 10 mtrs after the beginning of the inspection, in the middle of the inspection of the roll and 10 mtrs before the close of the inspection of the roll.  | **7** | **3** | **4** | **0** |
| PC27. mend the faults observed in the fabric | **7** | **3** | **2** | **2** |
| PC28. check the fabric construction particulars by measuring the epi, ppi, weight/sq.mtr | **7** | **3** | **2** | **2** |
| PC29. ensure using proper tools for measuring the dimensions and construction of fabric  | **5** | **3** | **2** | **0** |
| PC30. identify the different defects in fabric along with the fabric mender | **7** | **3** | **2** | **2** |
| PC31. identify the defects which come under mendable or non-mendable defects depending upon the magnitude of the defect and the quality of the fabric. | **7** | **3** | **2** | **2** |
| PC32. remove the fabric defects | **7** | **3** | **2** | **2** |
| PC33. ensure the fabric defects are properly mended | **7** | **2** | **3** | **2** |
| PC34. support the checker in recording the fabric defects in the visual inspection report | **5** | **3** | **2** | **0** |
| PC35. follow the different inspection systems as per the requirement and instructions from superiors | **7** | **5** | **2** | **0** |
| PC36. use proper tools and equipments for mending the fabric | **7** | **5** | **2** | **0** |
| PC37. Follow tag system for cuttable defects, defects coming under 4 points, and other faults | **7** | **5** | **2** | **0** |
| PC38. ensure all the marked defects are mended | **7** | **7** | **0** | **0** |
| PC39. note all the fabric defects and mark in the fabric examination report which has to mended | **7** | **7** | **0** | **0** |
| PC40. mend the loose threads , slubs , snarls and other mendable faults | **7** | **5** | **0** | **2** |
| PC41. clean the “ stain “ using water & brush | **5** | **5** | **0** | **0** |
| PC42. note the defects against the corresponding meter only | **7** | **6** | **1** | **0** |
| PC43. Cover and store the inspected fabric has to be properly in the place, earmarked | **5** | **5** | **0** | **0** |
| PC44. report the defects inspected and mended during the inspection to the higher authority | 7 | 5 | 2 | 0 |
| PC45. ensure cleanliness and safety at work place | 5 | 3 | 2 | 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** |