

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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**Qualifications Pack – Beam Carrier - Loader**

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

**Introduction**

**Sector: TEXTILE**

**SUB-SECTOR: WEAVING**

**OCCUPATION: Material Handling & Waste Management**

**REFERENCE ID: TSC/Q 2601**

**ALIGNED TO: NCO-2004 / 8262.90**

**Brief Job Description:** A Beam Carrier / Loader is a job-role in the weaving preparatory department. The responsibility of a Beam Carrier/ Loadman is to unload the materials from the vehicles, carry sized beams to the loom sheds, load the materials in the vehicles etc., with minimum defects giving due importance to safety and environment aspects

**Personal Attributes:** A beam carrier/loader should have good eyesight, eye-hand coordination, good physique and vision (including near vision distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

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| Job Details | **Qualifications Pack Code** | **TSC/Q 2601** | | |
| **Job Role** | **Beam Carrier - Loader** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Sector** | **Textile** | **Drafted on** | **15/12/14** |
| **Sub-sector** | **Weaving** | **Last reviewed on** | **21/01/15** |
| **Occupation** |  | **Next review date** |  |

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| **Job Role** | **Beam carrier and Loadman** |
| **Role Description** | To carry beams, loading and unloading of materials from the vehicles with minimum defects, giving due importance to safety and environmental aspects |
| **NSQF level**  **Minimum Educational Qualifications**  **Maximum Educational Qualifications** | 2 |
| Preferably 8th Std.  N/A |
| **Training**  (Suggested but not mandatory) | Preferably trained in weaving preparatory department. |
| **Experience** | Not essential |
| **National Occupational Standards (NOS)** | **Compulsory:**   1. TSC/ N2601 Taking charge of shift and handing over the shift 2. [TSC/ N2602 Carrying beams, loading and unloading materials from the vehicles](#_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:** |
| **Performance Criteria** | As described in the relevant OS units |

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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

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| **Unit Code**  National Occupational Standard | **TSC/ N2601** |
| **Unit Title**  **(Task)** | Taking charge of shift and handing over the shift |
| **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 |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Take charge of shift | To be competent, you must be able to:   1. come atleast 10 - 15 minutes earlier to the work spot 2. collect instructions from the higher authority regarding the works to be carried out for the day, (with order of preference), because loadman is hired only for general shift ( day shift ) |
| Handing over shift | 1. ensure that all the tasks given for the day by his/her superiors are completed, as instructed 2. report to his/her shift superior about the status of the tasks given for the day 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 and procedures 2. potential hazards associated with the machines and the safety precautions must be taken 3. protocol to obtain more information on work related tasks 4. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials and equipments 5. details of the various job rolls and responsibilities 6. protocol and format for reporting work related risks/ problems 7. method of obtaining /giving feed back with respect to performance 8. importance of team work .harmonious working relationships 9. process for offering /obtaining work related assistance 10. responsibilities under health, safety and environmental legislation 11. guidelines for storage and disposal of waste materials |
| 1. **Technical Knowledge/ Domain knowledge about products** | You need to know and understand:   1. about the standards / procedures with respect to stacking 2. about the impact of the transit damages for the raw materials |
| 1. **Safety mechanism** | You need to know and understand:   1. About the functioning of various types of (Mechanical and Electronic) scales 2. About the functional aspects of the “ Chain Block” 3. About the functional aspects of “ Fork Lift” 4. About the functional aspects of “ Hoist” |
| **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. 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. 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. 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 be able to achieve the following skills :   1. avoid handling damages to the materials or machines or to any other item, in the work place 2. see that stacking looks neat and good, with easy traceability |

**NOS Version Control**

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| **NOS Code** | **TSC/ N2601** | | |
| **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** |

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| **Occupation** | **Material Handling & Waste Management** | **Next review date** |  |

**Overview**

This unit provides performance criteria ,knowledge and understanding and skills and abilities required to carry beams,load and unload materials with 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

**National Occupational Standard**

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| **Unit Code**  National Occupational Standard | **TSC/ N2602** |
| **Unit Title**  **(Task)** | Carrying beams, loading and unloading materials from the vehicles |
| **Description** | This unit provides performance criteria, knowledge and understanding and skill abilities required to carry beams, load and unload materials from vehicles with minimum defects, without entertaining any damage to people, machine etc., without wasting raw materials, spares, tools, etc., and without spoling the environmental aspects |
| Scope | **This unit/task covers the following:**   * To carry beams, load and unload materials with minimum defects , giving due importance to safety and environmental aspects |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Unloading materials | To be competent, you must be able to:   1. check with the higher authority whether the materials pertain to the required work or not 2. check whether tarpai is properly tied and the materials are properly covered 3. after the vehicle comes to the loading point, and while unloading the materials, ensure that one higher authority and one security are present. 4. avoid use of any hook 5. check the condition of the packages . if any of the packages are opened or damaged, the same should be unloaded, only after the approval of the higher authority 6. unload the cone / cheese bags/ boxes and store the same at the place earmarked for the same. 7. ensure that the markings on the bags/boxes are readable. accordingly, the said bags/boxes should be stacked 8. unload the empty beams from the vehicle, without damaging the same 9. store the unloaded empty beams at the reserve place 10. ensure the safety methods are adopted accordingly so that no damage is caused to people or material , whether it is manual unloading with or without proper loading point or unloading using forklift, chain block , electrical hoist or any other equipment,. |
| Carrying the Beam | 1. check the condition of the empty beams, before bringing them to the sizing machine and handing over the same to the sizer. 2. peel off the old beam tickets from the empty beams 3. clean the empty beams thoroughly, so that no stain or rust is there, before they are brought to the sizing machine and handed over to the sizer 4. paste fresh beam tickets after the sized beams are unloaded from the sizing machine, as per the advise of the higher authority 5. properly wrap the sized beams as per the advise of the higher authority so that no warp sheet is exposed outside 6. store the sized beams in the place, earmarked 7. store the sized beams in such a way that there is no damage and they are easily tracable 8. carry the sized beams to the loom sheds as per the advise of the higher authority, using beam trolleys 9. ensure that there is no damage entertained while carrying to the loom shed higher authority. safely hand over of the sized beams after storing them at the place, as advised by the loom shed authority 10. hand over the GRN slip to the higher authority in the sizing department 11. get the list of the materials ( from the higher authority) to be loaded in the vehicle. 12. check whether tarpai is there and whether the same is in good condition in the vehicle, in which the materials need to be loaded. 13. check the condition of the “body” of the vehicle. if it is in bad condition, no materials should be loaded in the said vehicle. 14. check that the “body” of the said vehicle is clean. if necessary, cleaning has to be done. some floor covers should be spread to protect the materials from stain 15. check the availability of the materials to be loaded , as per the list given by the higher authority 16. take the materials from the stacked place safely and without damaging the other materials , kept for other use. 17. check that loading takes place in the presence of one higher authority and one security 18. ensure that all the materials are loaded without damaging the packages |
| Other work practices | 1. keep the hands clean during material handling 2. work as a team while carrying out the works 3. maintain clean habits (without drinking , without smoking etc) while being on duty 4. ensure that the loading point is free from other hazards 5. ensure that the trolleys move freely without any obstruction, by cleaning the fluff in the wheels or by changing the worn out/ damaged wheels 6. ensure that the weighing scales work properly. for any deviation should bring the same to the knowledge of the higher authorities 7. ensure proper functioning of “ chain block” “ fork lift” “ hoist” etc. for any deviation, should bring the same to the knowledge of the higher authorities |
| **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. potential hazards associated with the machines and the safety precautions must be taken 3. protocol to obtain more information on work related tasks 4. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials and equipments 5. details of the various job rolls and responsibilities 6. protocol and format for reporting work related risks/ problems 7. method of obtaining /giving feed back with respect to performance 8. importance of team work .harmonious working relationships 9. process for offering /obtaining work related assistance 10. responsibilities under health, safety and environmental legislation 11. guidelines for storage and disposal of waste materials |
| 1. **Technical Knowledge/ Domain knowledge about products** | You need to know and understand:   1. About the standards / procedures with respect to Stacking 2. about the impact of the transit damages for the raw materials 3. about the functioning of various types of (mechanical and electronic) scales 4. about the functional aspects of the “ chain block” 5. about the functional aspects of “ fork lift” 6. about the functional aspects of “ Hoist” |
| **Skills (S) w.r.t the scope** | |
| 1. **Core Skills/** Carrying beams, loading and unloading materials from vehicles**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 |
| **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. should willingly participate in the " quality circles" that will be formed by the superiors 5. should 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 be able to achieve the following skills :   1. avoid handling damages to the materials or machines or to any other item, in the work place 2. Oversee stacking looks neat and good, with easy traceability |

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| **NOS Code** | **TSC/ N2602** | | |
| **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** | **Material Handling & Waste Management** | **Next review date** |  |

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Current Industry Trends

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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 organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms |
| Scope | **Proper maintaining of work area and activities** |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Maintain the work area, tools and machines | To be competent, you must be able to:   1. handle materials, machinery, equipment and tools with care and use them in the correct way 2. use correct lifting and handling procedures 3. use materials to minimize waste 4. maintain a clean and hazard free working area 5. maintain tools and equipment 6. carry out running maintenance within agreed schedules 7. carry out maintenance and/or cleaning within one’s responsibility 8. report unsafe equipment and other dangerous occurrences 9. ensure that the correct machine guards are in place 10. work in a comfortable position with the correct posture 11. use cleaning equipment and methods appropriate for the work to be carried out 12. dispose of waste safely in the designated location 13. store cleaning equipment safely after use 14. carry out cleaning according to schedules and limits of responsibility |
| **Knowledge and Understanding (K)** | |
| 1. **Organizational Context** (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** |
| 1. write in simple launguage |
| **Reading Skills** |
| You need to know and understand how to:   1. comprehend written instructions 2. read any application sent by other colleagues |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:   1. Communicate effectively in local language 2. communicate with supervisor appropriately 3. talk to others to convey information effectively |
| 1. **Professional Skills** | **Problem Solving** |
| You need to know and understand how to:   1. identify the real reason of problem faced 2. apply problem-solving approaches in different situations 3. refer anomalies to the supervisor 4. seek clarification on problems from others |
| **Attention to Detail** |
| You need to know and understand how to:   1. apply good attention to detail 2. check your work is complete and free from errors 3. make sure every kind of communication is error free |
| 1. **Technical Skills** | You need to know and understand :   1. communicate effectively 2. apply leadership skills wherever required 3. take initiative at the right place 4. understand the requirement to be creative |

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| **NOS Code** | **TSC/ N9001** | | |
| **Credits (NSQF)**  **[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** |  |
| **Industry Sub-sector** | **Weaving** | **Last reviewed on** |  |
| **Occupation** | **Material Handling & Waste Management** | **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 |

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| **NOS Code** | **TSC/ N9002** | | |
| **Credits (NSQF)**  **[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** |  |
| **Industry Sub-sector** | **Weaving** | **Last reviewed on** |  |
| **Occupation** | **Material Handling & Waste Management** | **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. comphrende written instructions |
| **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** |  |
| **Industry Sub-sector** | **Weaving** | **Last reviewed on** |  |
| **Occupation** | **Material Handling & Waste Management** | **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. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| 1. talk effectively with others 2. put forward your point 3. listen to others |
| 1. **Technical skills** | you need to know and understand :   1. Organizational requirements 2. your responsibilities at the workplace 3. procedure to comply with the industry standards |

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| **NOS Code** | **TSC/N 9004** | | |
| **Credits (NSQF)**  **[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** |  |
| **Industry Sub-sector** | **Weaving** | **Last reviewed on** |  |
| **Occupation** | **Material Handling & Waste Management** | **Next review date** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Job Role: Warper - Fitter - Beam Carrier - Loader Qualification Pack: TSC/Q 2601 Sector Skill Counci: Textile** | | | | | | |
|
| **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/ N2601 Taking charge of shift and handing over the shift** | PC1. come atleast 10 - 15 minutes earlier to the work spot | **100** | **25** | **20** | **0** | **5** |
| PC2. collect instructions from the higher authority regarding the works to be carried out for the day, (with order of preference), because loadman is hired only for general shift ( day shift ) | **25** | **10** | **10** | **5** |
| PC3. ensure that all the tasks given for the day by his/her superiors are completed, as instructed | **25** | **10** | **10** | **5** |
| PC4. report to his/her shift superior about the status of the tasks given for the day and should leave the department, only after getting concurrence for the same from his/her superiors | **25** | **10** | **10** | **5** |
|  | **100** | **50** | **30** | **20** |
| **Total** | **Weightage %** |  | **50%** | **30%** | **20%** |
|  | | | | | | |
| **2. TSC/ N2602 Carrying beams, loading and unloading materials from the vehicles** | PC1. check with the higher authority whether the materials pertain to the required work or not | **300** | **8** | **4** | **4** | **0** |
| PC2. check whether tarpai is properly tied and the materials are properly covered | **8** | **6** | **0** | **2** |
| PC3. after the vehicle comes to the loading point, and while unloading the materials, ensure that one higher authority and one security are present. | **8** | **4** | **0** | **4** |
| PC4. avoid use of any hook | **12** | **4** | **4** | **4** |
| PC5. check the condition of the packages . if any of the packages are opened or damaged, the same should be unloaded, only after the approval of the higher authority | **12** | **6** | **6** | **0** |
| PC6. unload the cone / cheese bags/ boxes and store the same at the place earmarked for the same. | **8** | **4** | **4** | **0** |
| PC7. ensure that the markings on the bags/boxes are readable. accordingly, the said bags/boxes should be stacked | **8** | **4** | **4** | **0** |
| PC8. unload the empty beams from the vehicle, without damaging the same | **8** | **6** | **0** | **2** |
| PC9. store the unloaded empty beams at the reserve place | **8** | **6** | **0** | **2** |
| PC10. ensure the safety methods are adopted accordingly so that no damage is caused to people or material , whether it is manual unloading with or without proper loading point or unloading using forklift, chain block , electrical hoist or any other equipment,. | **12** | **6** | **6** | **0** |
| PC11. check the condition of the empty beams, before bringing them to the sizing machine and handing over the same to the sizer. | **8** | **4** | **4** | **0** |
| PC12. peel off the old beam tickets from the empty beams | **8** | **6** | **2** | **0** |
| PC13. clean the empty beams thoroughly, so that no stain or rust is there, before they are brought to the sizing machine and handed over to the sizer | **8** | **4** | **2** | **2** |
| PC14. paste fresh beam tickets after the sized beams are unloaded from the sizing machine, as per the advise of the higher authority | **8** | **4** | **2** | **2** |
| PC15. properly wrap the sized beams as per the advise of the higher authority so that no warp sheet is exposed outside | **12** | **6** | **6** | **0** |
| PC16. store the sized beams in the place, earmarked | **8** | **6** | **2** | **0** |
| PC17. store the sized beams in such a way that there is no damage and they are easily tracable | **8** | **6** | **2** | **0** |
| PC18. carry the sized beams to the loom sheds as per the advise of the higher authority, using beam trolleys | **8** | **6** | **2** | **0** |
| PC19. ensure that there is no damage entertained while carrying to the loom shed higher authority. safely hand over of the sized beams after storing them at the place, as advised by the loom shed authority | **8** | **4** | **4** | **0** |
| PC20. hand over the GRN slip to the higher authority in the sizing department | **8** | **4** | **4** | **0** |
| PC21. get the list of the materials ( from the higher authority) to be loaded in the vehicle. | **8** | **4** | **4** | **0** |
| PC22. check whether tarpai is there and whether the same is in good condition in the vehicle, in which the materials need to be loded. | **8** | **4** | **4** | **0** |
| PC23. check the condition of the “body” of the vehicle. if it is in bad condition, no materials should be loaded in the said vehicle. | **8** | **4** | **4** | **0** |
| PC24. check that the “body” of the said vehicle is clean. if necessary, cleaning has to be done. some floor covers should be spread to protect the materials from stain | **8** | **5** | **3** | **0** |
| PC25. check the availability of the materials to be loaded , as per the list given by the higher authority | **8** | **5** | **3** | **0** |
| PC26. take the materials from the stacked place safely and without damaging the other materials , kept for other use. | **8** | **5** | **3** | **0** |
| PC27. check that loading takes place in the presence of one higher authority and one security | **8** | **4** | **4** | **0** |
| PC28. ensure that all the materials are loaded without damaging the packages | **8** | **6** | **2** | **0** |
| PC29. keep the hands clean during material handling | **8** | **6** | **2** | **0** |
| PC30. work as a team while carrying out the works | **8** | **6** | **2** | **0** |
| PC31. maintain clean habits (without drinking , without smoking etc) while being on duty | **8** | **4** | **0** | **4** |
| PC32. ensure that the loading point is free from other hazards | **8** | **5** | **3** | **0** |
| PC33. ensure that the trolleys move freely without any obstruction, by cleaning the fluff in the wheels or by changing the worn out/ damaged wheels | **8** | **4** | **2** | **2** |
| PC34. ensure that the weighing scales work properly. for any deviation should bring the same to the knowledge of the higher authorities | **8** | **8** | **0** | **0** |
| PC35. ensure proper functioning of “ chain block” “ fork lift” “ hoist” etc. for any deviation, should bring the same to the knowledge of the higher authorities | **12** | **12** | **0** | **0** |
|  |  | **300** | **182** | **94** | **24** |
| **Total** | **Weightage %** |  | **61%** | **31%** | **8%** |
|  | | | | | | |
| **3. TSC/ N9001 Maintain 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/ N9002 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/ N9003 Maintain health, safety and security at workplace** | 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/ N9004 Comply with industry and organisational 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** | **Weihtage %** |  | **36%** | **38%** | **26%** |
|  | **Total** |  | **650** | **325** | **215** | **110** |
| **Grand Total-1 (Subject Domain)** | | **650** | | | | |