

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR

**What are**

**Occupational**

**Standards(OS)?**

* OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
* OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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**Sector: TEXTILE**

**SUB-SECTOR: Processing**

**OCCUPATION: Washing & Drying**

**REFERENCE ID: TSC/ Q 5302**

**ALIGNED TO: NCO-2004 /7346.10**

**Brief Job Description:** A Screen Preparatory Operator is responsible for preparation of design screen for printing machine. He should be able to operate the machine, carry out routine cleaning & preventive maintenance activities to produce defect free designs.

This job requires the individual to have thorough knowledge of process flow and material flow in a processing mill for fabric production and should know about the important functions and operations of a printing machine.

**Personal Attributes:**A Screen Preparatory Operator should have good eyesight, matching skills and vision. He/she should also have good interpersonal skills.

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**Qualifications Pack – Screen Preparatory Operator –**

**Rotary/ Flat Bed**

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

**Introduction**

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| --- | --- | --- |
| Job Details | **Qualifications Pack Code** | **TSC/Q 5302** |
| **Job Role** | **Screen preparatory operator – rotary/ flat bed** |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Sector** | **Textile** | **Drafted on**  | **15/12/15** |
| **Sub-sector** | **Processing** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Washing & Drying** | **Next review date** | **01/03/16** |

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| --- | --- |
| **Job Role** | **Screen preparatory operator – rotary/ flat bed** |
| **Role Description** | To carryout preparation of design screens for Printing Machine, as specified under Job Order |
| **NSQF level****Minimum Educational Qualifications****Maximum Educational Qualifications** | 4 |
| 10th standard, preferablyN/A |
| **Training**(Suggested but not mandatory) | Three to six months of training in textile processing. |
| **Experience** | Preferably 1-2 years in textile processing. |
| **National Occupational Standards (NOS)**  | **Compulsory:**1. [TSC/ N5101 Taking charge of shift and handing over shift to operator](#_TSC/_N0101)
2. TSC/N5102 Preparing the Design Screen
3. TSC?N5103 Checking the quality of exposed Design Screen
4. [TSC/ N9001 Maintain work area,tools and machines](#_This_unit_is_3)
5. [TSC/ N9002 Working in a team](#_This_unit_is_3)
6. [TSC/ N9003 Maintain health, safety and security at workplace](#_This_unit_is_4)
7. [TSC/ N9004 Comply with industry and organizational requirement](#_This_unit_is_5)

**Optional:**Not Applicable |
| **Performance Criteria** | As described in the relevant OS units |

**Glossary of Key Terms**

**Table 1: Glossary of Key Terms**

|  |  |  |
| --- | --- | --- |
| 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/ N5101 |
| **Unit Title****(Task)** | Taking charge of shift and handing over shift to co-operator  |
| **Description** | This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator |
| Scope | **This unit/task covers the following:*** To take charge of shift from previous shift operator
* To hand over the shift to next shift operator
 |
| **Elements** | **Performance Criteria** |
| Taking charge of shift | To be competent, you must be able to:PC1. should come atleast 10 - 15 minutes earlier to the work place1. should bring the necessary operational tools to the department
2. should meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality or production or spare or safety or any other specific instruction etc.
3. understand the fabric being processed & process running on the machine
4. ensure the technical details are mentioned on the job card display on the machine
5. should check for the availability of the spare trolley for unloading the fabric
6. should check the next batch to be processed is ready near the machine
7. must ensure the required dyes & chemicals are already weighed & prepared
8. should check the cleanliness of the machines & other work areas
9. should question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.
 |
| Handing Over Shift | 1. should hand over the shift to the incoming operator in a proper manner
2. ensure in providing the details regarding fabric quality & the process running on the machine
3. to provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine.
4. should ensure the empty trolley is near the machine for unloading the fabric
5. should ensure the next lot to be processed is ready near the machine already stitched & arranged properly
6. ensure the required dyes & chemicals for the next lot or next process are weighed & prepared
7. should get clearance from the incoming counterpart before leaving the work spot
8. should report to his/ her shift superiors as well as that of the incoming shift operatorin case his/ her counterpart doesn't report for the incoming shift
9. ensure the shift has to be properly handed over to the incoming shift operator
10. should report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors
11. should collect the wastes from waste collection bags, weigh them and transport to storage area
12. ensure the machine and its work place is clean
 |
| **Knowledge and Understanding (K)** |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes)
 | You need to know and understand:1. General rules and regulations in a processing unit
2. Safe working practices to be adopted in processing unit
3. Quality systems and other processes practiced in the processing unit
4. Reporting to the supervisor or higher authority in case of emergency
5. Color coding adopted for different counts in the processing unit
 |
| 1. **Technical Knowledge**
 | 1. Understanding the importance of quality & productivity
2. Understanding various defects in the fabric due to yarn, weaving or processing
3. Reasons for various defects in the fabric due to processing& their remedy
4. Process flow in a processing unit
5. Material flow in a processing unit
6. Functions of various controls of the machine
7. Importance of material handling and types of material handling equipment being used
8. Importance of cleanliness at workplace
9. Functions and methodology for operating different material handling equipment
10. Understanding the functions of various alarm signals
11. Guidelines for operating the machine
12. Guidelines for taking charge of shift from previous shift operator
13. Guidelines for handing over the shift to the next shift operator
14. Safety procedures to be followed while operating the machine
 |
| **Skills (S)** |
| 1. **Core Skills/ Generic Skills**
 | **Writing Skills** |
| You need to know and understand how to:1. Write in basic language
 |
| **Reading Skills** |
| You need to know and understand how to:1. Read and comprehend written instructions
 |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:1. Communicate with supervisor appropriately
2. Talk to others to convey information effectively
 |
| 1. **Professional Skills**
 | **Problem solving** |
| You need to know and understand how to:1. Apply problem-solving approaches in different situations
2. Refer anomalies to the supervisor
3. Seek clarification on problems from others
 |
| **Attention to Detail** |
| You need to know and understand how to:1. Apply good attention to detail
2. Check your work is complete and free from errors
 |
| 1. **Technical Skills**
 | You need to know and understand:1. Operate the machine
2. Operate various valve & traps
3. Operate different material handling tools and equipment
4. Check the quality of processed fabric
5. Maintain cleanliness at work place
 |

**NOS Version Control**

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| **NOS Code** | **TSC/ N5101** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/15** |
| **Industry Sub-sector** | **Processing** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Washing & Drying** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

**This unit is about preparing the Design Screen**

|  |  |
| --- | --- |
| **Unit Code** | **TSC/N5102** |
| **Unit Title** | Preparing the Design Screen |
| **Description** | This unit is about preparing the Design Screen |
| Scope | This unit covers the following:* take over & hand over operations
* carry out preparatory activities for screen making
* operate the machine for the specified task as per work order
* clean the machine & carryout preventive maintenance
 |
| **Performance Criteria (PC) w.r.t. the Scope** |
| **Element** | **Performance Criteria** |
| Carry out preparatory activities for screen making | To be competent, you must be able to:1. understand the task mentioned in the work order
2. check the art work or the design film to be exposed
3. check the design repeat
4. check the no. of colours to be printed
5. clean the screen frames
6. select the right mesh size depending upon the design to be printed
7. cut the required no. of mesh fabric as per size of screen
 |
| Operate the machine for the specified task as per work order | 1. stretch the mesh on all frames evenly & leave it for few hours
2. re stretch the mesh again & stick it to the frame with glue
3. degrease the screen thoroughly using screen degreaser
4. apply solvent resistant direct emulsion evenly to the screen
5. dry the screen completely before exposure
6. maintain optimum drying conditions in the drying area
7. ensure the drying area is warm & dust free
8. expose the screen using a light exposure unit
9. wash the exposed screen thoroughly
10. dry the screen completely
 |
| Clean the machine on a regular basis and carryout preventive maintenance activities | 1. keep the exposing machine & other equipment clean at all times
2. follow the preventive maintenance schedule & ensure the machine is running

 smoothly1. check that all controls are functioning properly
2. replace the exposing unit bulbs when it’s due
3. keep the exposing & drying area dust free
4. Store the screen in the rack for repeat orders
 |
| **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. Importance of discipline & punctuality
2. Importance of take over & handover in achieving quality & productivity
3. Use of proper cleaning tools
4. Use of proper cutting tools
5. Use of degreasing chemical
6. Use of thermometer & hygrometer to monitor drying conditions
7. Use filtered warm & dry air
8. Avoid overexposing or under exposing of screen
9. Spare the machine when it’s due for maintenance
 |
| **Skills (S)** |
| 1. **Core Skills/ Generic Skills**
 | **Reading & Writing Skills** |
| You need to know and understand how to:1. Read and 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 in basic language orally
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: SB1. Identify the real reason of problem faced SB2. Apply problem-solving approaches in different situations SB3. Refer anomalies to the supervisor SB4. Seek clarification on problems from others |
| **Attention to Detail** |
| You need to know and understand how to: SB5. Apply good attention to detail SB6. Check your work is complete and free from errors SB7. Make sure every kind of communication is error free |
| 1. **Technical Skills**
 | You need to know and understand :1. Knowledge about the operations & functions of exposing machine
2. Know the various faults & their correction during printing
3. Type of designs
4. No. of colours to be printed
5. Repeat size
6. Cover percentage
7. Knowledge of various repeat sizes
8. Knowledge of various types of screen mesh depending upon the design coverage
9. Methods of stretching the screen mesh on frame
10. Knowledge of optimum stretching pressure
11. Methods of applying emulsion to the screen
12. Knowledge of optimum temp & humidity for drying
13. Knowledge of proper exposing technique
14. Methods of washing the screen
15. Use of proper cleaning tools
16. Knowledge of various control functions of machine
17. Use of filtered & warm air in the drying area
 |

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| **NOS Code** | **TSC/ N5102** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/15** |
| **Industry Sub-sector** | **Processing** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Washing & Drying** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

**This unit is about checking the quality of exposed Design Screen**

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| **Unit Code** | **TSC/N5103** |
| **Unit Title** | Check the quality of exposed Design Screen |
| **Description** | This unit is about checking the quality of exposed Design Screen |
| Scope | **This unit covers the following:*** Checking the quality of exposed Design Screen
 |
| **Performance Criteria (PC) w.r.t. the Scope** |
| **Element** | **Performance Criteria** |
| Checking the quality of exposed design screen | To be competent, you must be able to:1. examine the screen under white light for pinhole & other defects
2. do the touching of any pin holes or other defects
3. mask the sides with tape to avoid wastage of print paste
4. fix the end rings to the screen in case of Rotary screen
 |
| **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. Methods of repairing of screen
 |
| **Skills (S)** |
| 1. **Core Skills/ Generic Skills**
 | **Reading & Writing skills** |
| You need to know and understand how to:1. Comprehend written instructions

 SA2. Read any application sent by other colleagues |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to: SA3. Communicate in basic language orally SA4. Communicate with supervisor appropriately SA5. Talk to others to convey information effectively |
| **B. Professional Skills** | **Problem Solving** |
| You need to know and understand how to: SB1. Identify the real reason of problem faced SB2. Apply problem-solving approaches in different situations SB3. Refer anomalies to the supervisor SB4. Seek clarification on problems from others |
| **Attention to Detail** |
|  | You need to know and understand how to: SB5. Apply good attention to detail SB6. Check your work is complete and free from errors SB7. Make sure every kind of communication is error free |
| 1. **Technical Skills**
 | You need to know and understand :1. Knowledge of various defects due to poor exposure of screen
2. Knowledge of fixing the end rings
 |

**NOS Version Control**

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| **NOS Code** | **TSC/ N5103** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/15** |
| **Industry Sub-sector** | **Processing** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Washing & Drying** | **Next review date** | **01/03/16** |

**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 | **This unit covers the following:*** 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 1. use correct lifting and handling procedures
2. use materials to minimize waste
3. maintain a clean and hazard free working area
4. maintain tools and equipment
5. carry out running maintenance within agreed schedules
6. carry out maintenance and/or cleaning within one’s responsibility
7. report unsafe equipment and other dangerous occurrences
8. ensure that the correct machine guards are in place
9. work in a comfortable position with the correct posture
10. use cleaning equipment and methods appropriate for the work to be carried

 out 1. dispose of waste safely in the designated location
2. store cleaning equipment safely after use
3. 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**
 | **Reading Skills** |
| You need to know and understand how to:1. Read and 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 in basic language orally
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: SB1. Identify the real reason of problem faced SB2. Apply problem-solving approaches in different situations SB3. Refer anomalies to the supervisor SB4. Seek clarification on problems from others |
| **Attention to Detail** |
| You need to know and understand how to: SB5. Apply good attention to detail SB6. Check your work is complete and free from errors SB7. 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 Version Control**

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| **NOS Code** | **TSC/ N9001** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/15** |
| **Industry Sub-sector** | **Processing** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Washing & Drying** | **Next review date** | **01/03/16** |

**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 role of processing unittenter 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
4. Collaborate with colleagues performing the pre-required and post-required

 Duty of processing unittenter |
| 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 thetextile 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**
 |  KB1. Understanding the importance of the previous and next step of the process KB2. Process flow in a textile mill and the concerned workers KB3. Material flow in a textile mill and the required person KB4. Functions of different parts of machine KB5. Tools and equipments used KB6. Guidelines for operating the machine KB7. 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 basic language
2. Write daily work report
3. Write grievance complaint application
 |
| **Reading Skills** |
| You need to know and understand how to:1. Read and 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 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** |
| You need to know and understand how to: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**  | **15/12/15** |
| **Industry Sub-sector** | **Processing** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Washing & Drying** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about maintaining health, safety, and security standards at workplace.

|  |  |
| --- | --- |
| **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, you 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 | 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 processing unit
2. Safe working practices to be adopted in processing unit
3. Quality systems and other processes practiced in the processing unit
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 basic language
 |
| **Reading Skills** |
| You need to know how to:1. Read and understand the company instructions
2. Read and understand the basic language
3. Read and understand the safety guidelines
 |
| **Oral Communication (Listening and Speaking skills)** |
|  SA5. Listen to others attentively SA6. Respond to emergencies, accidents or fire at the workplace SA7. Evacuate the premises and help others in need while doing so SA8. The value of physical fitness, personal hygiene and good habits SA9. 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. Maintain neatness at work
2. Procedure for reporting unwanted behavior
 |

**NOS Version Control**

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| **NOS Code** | **TSC/ N9003** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/15** |
| **Industry Sub-sector** | **Processing** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Washing & Drying** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about knowing, understanding, and complying with the requirements of the organization and the textle industry

|  |  |
| --- | --- |
| **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 processing unit
2. Reporting to the supervisor or higher authority
3. Knowledge of organisationl standards
4. Knowledge of industry standards
 |
| 1. **Technical Knowledge**
 |  KB1. Process and material flow in a processing unit KB2. Importance of compying with the standards KB3. Guidelines for cleaning the various part of processing unit machine |
| **Skills (S)** |
| 1. **Core Skills/ Generic Skills**
 | **Writing Skills** |
| You need to know and understand how to:1. Write reports
2. Write in basic language
 |
| **Reading Skills** |
| You need to know and understand how to:1. Read the basic language
2. Read one more language than the basic language
3. Read and comprehend the standards and rules
 |
| **Oral Communication (Listening and Speaking skills)** |
| You need to know and understand how to:1. Talk effectively with others
2. Put forward your point
3. Listen to others
 |
| 1. **Technical Skills**
 | You need to know and understand :1. Procedure of preparing the industry standards
2. Procedure to follow the given standards
3. Procedure to comply with the standards
 |

**NOS Version Control**

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| --- | --- |
| **NOS Code** | **TSC/N 9004** |
| **Credits (NSQF)****[*OPTIONAL*]** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on**  | **15/12/15** |
| **Industry Sub-sector** | **Processing** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Washing & Drying** | **Next review date** | **01/03/16** |

**Assessment criteria**

|  |
| --- |
| **Job Role: Screen Preparatory Operator – Rotary/ Flat bed Qualification Pack: Screen Preparatory Operator – Rotary/ Flat bed Sector Skill Council: Textile Sector Skill Council**  |
|
| **Guidelines for assessment :-** 1. Criteria for assessment for each qualification pack will be created by the Sector Skill Council. Each performance criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for theory & skill practical for each PC. 2. The assessment for the theory part will be based on knowledge bank of question created by the SSC. 3. Individual assessment agencies will create unique evaluations for skill practical for every student each examination/training centre (as per assessment criteria below). 4. To pass the qualification pack, every trainee should achieve minimum grade 'C' (More Than 90% - "A+", 80%-89%-"A", 70%-79%-"B+", 60%-69%-"B", 50%-59%-"C", 49% or less is "F") |
|  |  |  |  |  |  |  |
| **National Occupational Standards (NOS)** | **Performance Criteria (PC)** | **Total Marks** | **Out Of** | **Marks Allocation** |
| **Theory** | **Skills Practical** | **Viva** |
| **1.TSC/ N5101 (Taking charge of shift and handing over shift to operator)** | PC1.should come at least 10 - 15 minutes earlier to the work place | **36** | 2 | 0 | 2 | 0 |
| PC2. should bring the necessary operational tools to the department | 1 | 0 | 1 | 0 |
| PC3. should meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality or production or spare or safety or any other specific instruction etc.  | 3 | 1 | 1 | 1 |
| PC4. understand the fabric being processed & process running on the machine | 2 | 1 | 1 | 0 |
| PC5. ensure the technical details are mentioned on the job card display on the machine | 2 | 1 | 1 | 0 |
| PC6. should check for the availability of the spare trolley for unloading the fabric | 1 | 0 | 1 | 0 |
| PC7. should check the next batch to be processed is ready near the machine | 1 | 0 | 1 | 0 |
| PC8. must ensure the required dyes & chemicals are already weighed & prepared  | 1 | 0 | 1 | 0 |
| PC9. should check the cleanliness of the machines & other work areas  | 2 | 0 | 2 | 0 |
| PC10. should question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well. | 2 | 0 | 2 | 0 |
| PC11. should hand over the shift to the incoming operator in a proper manner | 2 | 0 | 2 | 0 |
| PC12. ensure in providing the details regarding fabric quality & the process running on the machine | 2 | 1 | 0 | 1 |
| PC13. to provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine. | 2 | 0 | 2 | 0 |
| PC14. should ensure the empty trolley is near the machine for unloading the fabric | 1 | 0 | 1 | 0 |
| PC15. should ensure the next lot to be processed is ready near the machine already stitched & arranged properly | 1 | 0 | 1 | 0 |
| PC16. ensure the required dyes & chemicals for the next lot or next process are weighed & prepared  | 1 | 0 | 1 | 0 |
| PC17. should get clearance from the incoming counterpart before leaving the work spot  | 2 | 0 | 2 | 0 |
| PC18. should report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift | 2 | 0 | 2 |   |
| PC19. ensure the shift has to be properly handed over to the incoming shift operator | 1 | 0 | 1 | 0 |
| PC20. should report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors | 2 | 0 | 2 | 0 |
| PC21. should collect the wastes from waste collection bags, weigh them and transport to storage area | 1 | 0 | 1 | 0 |
| PC22. ensure the machine and its work place is clean  | 2 | 0 | 2 | 0 |
|   | **36** | **4** | **30** | **2** |
| **Total** | **Weightage %** |   | 11% | 83% | 6% |
|   |
| **2. TSC/ N5102 (Preparing the Design Screen)** | PC1. understand the task mentioned in the work order  | **52** | 3 | 1 | 1 | 1 |
| PC2. check the art work or the design film to be exposed | 2 | 0 | 2 | 0 |
| PC3. check the design repeat | 3 | 1 | 2 | 0 |
| PC4. check the no. of colours to be printed | 2 | 0 | 2 | 0 |
| PC5. clean the screen frames | 2 | 0 | 2 | 0 |
| PC6. select the right mesh size depending upon the design to be printed | 3 | 1 | 2 | 0 |
| PC7. cut the required no. of mesh fabric as per size of screen | 2 | 0 | 2 | 0 |
| PC8. stretch the mesh on all frames evenly & leave it for few hours | 2 | 0 | 2 | 0 |
| PC9. re stretch the mesh again & stick it to the frame with glue | 2 | 0 | 2 | 0 |
| PC10. degrease the screen thoroughly using screen degreaser | 3 | 1 | 2 |   |
| PC11. apply solvent resistant direct emulsion evenly to the screen | 3 | 1 | 2 | 0 |
| PC12. dry the screen completely before exposure | 2 | 0 | 2 |   |
| PC13. maintain optimum drying conditions in the drying area | 3 | 1 | 1 | 1 |
| PC14. ensure the drying area is warm & dust free | 2 | 0 | 2 | 0 |
| PC15. expose the screen using a light exposure unit | 3 | 1 | 2 | 0 |
| PC16. wash the exposed screen thoroughly | 3 | 0 | 3 | 0 |
| PC17. dry the screen completely | 2 | 0 | 2 | 0 |
| PC18. keep the exposing machine & other equipment clean at all times | 2 | 0 | 2 | 0 |
| PC19. follow the preventive maintenance schedule & ensure the machine is running smoothly | 2 | 0 | 2 | 0 |
| PC20. check that all controls are functioning properly  | 2 | 0 | 2 | 0 |
| PC21. replace the exposing unit bulbs when it’s due  | 2 | 1 | 1 | 0 |
| PC22. keep the exposing & drying area dust free | 1 | 0 | 2 | 0 |
| PC23.Store the screen in the rack for repeat orders | 1 | 0 | 0 | 0 |
|   | **52** | **8** | **42** | **2** |
| **Total** | **Weightage %** |   | 15% | 81% | 4% |
|   |
| **3. TSC/ N5103 (Check the quality of exposed Design Screen)** | PC1. examine the screen under white light for pinhole & other defects | **10** | 3 | 1 | 2 | 0 |
| PC2. do the touching of any pin holes or other defects | 3 | 0 | 3 | 0 |
| PC3. mask the sides with tape to avoid wastage of print paste | 2 | 0 | 2 | 0 |
| PC4. fix the end rings to the screen in case of rotary screen | 2 | 0 | 2 | 0 |
|   | **10** | **1** | **9** | **0** |
| **Total** | **Weightage %** |  | **10%** | **90%** | **0%** |
|   |
| **4.TSC/ N9001 (Maintaining work area, tools and machines)** | PC1. handle materials, machinery, equipment and tools with care and use them in the correct way  | **29** | 3 | 1 | 2 | 0 |
| PC2. use correct lifting and handling procedures  | 1 | 0 | 1 | 0 |
| PC3. use materials to minimize waste  | 2 | 1 | 1 | 0 |
| PC4. maintain a clean and hazard free working area  | 3 | 1 | 1 | 1 |
| PC5. maintain tools and equipment  | 3 | 1 | 2 | 0 |
| PC6. carry out running maintenance within agreed schedules  | 2 | 1 | 1 | 0 |
| PC7. carry out maintenance and/or cleaning within one’s responsibility  | 1 | 0 | 1 | 0 |
| PC8. report unsafe equipment and other dangerous occurrences  | 1 | 1 | 0 | 0 |
| PC9. ensure that the correct machine guards are in place  | 2 | 1 | 1 | 0 |
| PC10. work in a comfortable position with the correct posture  | 3 | 1 | 2 | 0 |
| PC11. use cleaning equipment and methods appropriate for the work to be carried out  | 2 | 1 | 1 | 0 |
| PC12. dispose of waste safely in the designated location  | 2 | 0 | 2 | 0 |
| PC13. store cleaning equipment safely after use  | 2 | 0 | 2 | 0 |
| PC14. carry out cleaning according to schedules and limits of responsibility | 2 | 1 | 1 | 0 |
|   | **29** | **10** | **18** | **1** |
| **Total** | **Weightage %** |   | **34%** | **62%** | **3%** |
|   |
| **5.TSC/ N9002 (Working in a team)** | PC1. be accountable to the own role in whole process | **26** | 2 | 1 | 1 | 0 |
| PC2. perform all roles with full responsibility | 3 | 1 | 2 | 0 |
| PC3. be effective and efficient at workplace | 4 | 1 | 2 | 1 |
| PC4. properly communicate about company policies | 2 | 1 | 0 | 1 |
| PC5. report all problems faced during the process | 1 | 1 | 0 | 0 |
| PC6. talk politely with other team members and colleagues | 2 | 1 | 1 | 0 |
| PC7. submit daily report of own performance | 1 | 0 | 1 | 0 |
| PC8. adjust in different work situations | 2 | 0 | 2 | 0 |
| PC9. give due importance to others’ point of view | 2 | 1 | 0 | 1 |
| PC10. avoid conflicting situations | 3 | 1 | 1 | 1 |
| PC11. develop new ideas for work procedures  | 2 | 1 | 1 | 0 |
| PC12. improve upon the existing techniques to increase process efficiency  | 2 | 1 | 1 | 0 |
|   | **26** | **10** | **12** | **4** |
| **Total** | **Weightage %** |   | **46%** | **38%** | **15%** |
|   |
| **6. TSC/ N9003 (Maintain health, safety and security at work place)** | PC1. comply with health and safety related instructions applicable to the workplace  | **71** | 5 | 1 | 3 | 1 |
| PC2. use and maintain personal protective equipment such as “ear plug”, “ nose mask “, “ head cap” etc., as per protocol  | 5 | 1 | 3 | 1 |
| PC3. carry out own activities in line with approved guidelines and procedures  | 3 | 1 | 2 | 0 |
| PC4. maintain a healthy lifestyle and guard against dependency on intoxicants  | 2 | 1 | 0 | 1 |
| PC5. follow environment management system related procedures  | 3 | 1 | 2 | 0 |
| PC6. identify and correct (if possible) malfunctions in machinery and equipment  | 3 | 1 | 1 | 1 |
| PC7. report any service malfunctions that cannot be rectified  | 2 | 1 | 0 | 1 |
| PC8. store materials and equipment in line with organisational requirements  | 2 | 0 | 1 | 1 |
| PC9. safely handle and remove waste  | 2 | 0 | 2 | 0 |
| PC10. minimize health and safety risks to self and others due to own actions  | 3 | 1 | 1 | 1 |
| PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks  | 3 | 1 | 1 | 1 |
| PC12. monitor the workplace and work processes for potential risks and threat  | 2 | 0 | 2 | 0 |
| PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned  | 3 | 2 | 0 | 1 |
| PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel  | 3 | 2 | 0 | 1 |
| PC15. participate in mock drills/ evacuation procedures organized at the workplace  | 3 | 1 | 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  | 4 | 1 | 2 | 1 |
| PC18. follow organisation procedures for shutdown and evacuation when required | 2 | 0 | 2 | 0 |
| PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry | 5 | 1 | 3 | 1 |
| PC20. recognise other possible security issues existing in the workplace | 3 | 1 | 1 | 1 |
| PC21. recognise different measures to curb the hazards | 3 | 1 | 2 | 0 |
| PC22. communicate the safety plan to everyone | 3 | 2 | 0 | 1 |
| PC23. attach disciplinary rules with the implementation  | 2 | 1 | 1 | 0 |
|   | **71** | **23** | **33** | **15** |
| **Total** | **Weightage %** |   | **32%** | **46%** | **21%** |
|   |
| **7. TSC/ N9004 Comply with industry and organizational requirements** | PC1.   perform own duties effectively | **39** | 4 | 1 | 2 | 1 |
| PC2.   take responsibility for own actions | 4 | 1 | 2 | 1 |
| PC3.   be accountable towards the job role and assigned duties | 3 | 1 | 1 | 1 |
| PC4.   take initiative and innovate the existing methods | 4 | 1 | 2 | 1 |
| PC5.   focus on self-learning and improvement | 3 | 1 | 1 | 1 |
| PC6.  co-ordinate with all the team members and colleagues | 3 | 1 | 2 | 0 |
| PC7.   communicate politely | 3 | 1 | 2 | 0 |
| PC8.   avoid conflicts and miscommunication | 3 | 1 | 2 | 0 |
| PC9.   know the organisational standards | 2 | 1 | 1 | 0 |
| PC10. implement them in your performance | 3 | 1 | 2 | 0 |
| PC11.  motivate others to follow them | 3 | 1 | 2 | 0 |
| PC12.  know the industry standards | 2 | 1 | 0 | 1 |
| PC13.  align them with organisation standards | 2 | 0 | 2 | 0 |
|   | **39** | **12** | **21** | **6** |
| **Total** | **Weightage %** |   | **31%** | **54%** | **15%** |
| **Total** |  | **263** | **68** | **165** | **30** |
| **Grand Total-1 (Subject Domain)** |  | **263** |