

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:** SPINNING

**OCCUPATION: Post Spinning**

**REFERENCE ID: TSC/ Q 0301**

**ALIGNED TO: NCO-2004 / 8261.85**

**Brief Job Description:** An autoconer tenter is responsible to carry out tenting activities in an autoconer machine. An autoconertenter should be able to segregate quality cops, creel the cops, ensure proper splicing carry out routine cleaning and maintenance activities, thus producing defect free cone package and ensure proper functioning of autoconermachine.This job requires the individual to have thorough knowledge of process flow and material flow in a spinning mill for yarn production and should know about the important functions and operations of autoconer machine.

**Personal Attributes:** An autoconer tenter should have good eyesight, hand-eye-leg coordination, motor skills and vision. He/she should also have good interpersonal skills.

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**Introduction**

**Qualifications Pack – Autoconer Tenter**

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

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| --- | --- | --- | --- | --- |
| Job Details | **Qualifications Pack Code** | **TSC/Q0301** | | |
| **Job Role** | **Autoconer Tenter** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Sector** | **Textile** | **Drafted on** | **15/12/14** |
| **Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Post-Spinning** | **Next review date** | **01/03/16** |

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| **Job Role** | **Autoconer Tenter** |
| **Role Description** | To carry out tenting activities in an Autoconer machine ensuring minimum machine stoppage and achieving maximum production. |
| **NSQF level**  **Minimum Educational Qualifications**  **Maximum Educational Qualifications** | 4 |
| 5th standard, preferably  N/A |
| **Training**  (Suggested but not mandatory) | Not Applicable |
| **Experience** | Preferably 1-2 years of work experience in a textile mill. |
| **National Occupational Standards (NOS)** | **Compulsory:**   1. [TSC/ N0301 Taking charge of shift and handing over shift to operator](#_TSC/_N0101) 2. [TSC/ N0302 Operating the autoconer and carrying out general tenting activities](#_Overview_1) 3. [TSC/ N0303 Filling the ring cops and doffing the cone package](#_This_unit_is_1) 4. [TSC/ N0304 Carryout cleaning and maintenance activities](#_Carryout_cleaning_and) 5. [TSC/ N9001 Maintain work area,tools and machines](#_Overview) 6. [TSC/ N9002 Working in a team](#_This_unit_is_3) 7. [TSC/ N9003 Maintain health, safety and security at workplace](#_This_unit_is_4) 8. [TSC/ N9004 Comply with industry and organizational requirement](#_This_unit_is_5)   **Optional:**  **N/A** |
| **Performance Criteria** | As described in the relevant OS units |

**Table 1: Glossary of Key Terms**

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| Definitions | **Keywords /Terms** | **Description** |
| Sector | Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined asa distinct subset of the economy whose components share similar characteristics and interests. |
| Sub-sector | Sub-sector is derived from a further breakdown based on the characteristics and interests of its components. |
| Vertical | Vertical may exist within a sub-sector representing different domain areas  or the client industries served by the industry. |
| Occupation | Occupation is a set of job roles, which perform similar/related set of functions in an industry. |
| Function | Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS. |
| Sub-functions | Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function. |
| Job role | Job role defines a unique set of functions that together form a unique employment opportunity in an organization. |
| Occupational Standards (OS) | OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts. |
| Performance Criteria | Performance Criteria are statements that together specify the standard of performance required when carrying out a task. |
| National Occupational Standards (NOS) | NOS are Occupational Standards which apply uniquely in the Indian context. |
| Qualifications Pack Code | Qualifications Pack Code is a unique reference code that identifies a qualifications pack. |
| Qualifications Pack(QP) | Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code. |
| Unit Code | Unit Code is a unique identifier for an OS unit, which can be denoted with either an ‘**O**’ or an ‘**N**’. |
| Unit Title | Unit Title gives a clear overall statement about what the incumbent should be able to do. |
| Description | Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for. |
| Scope | Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required. |
| Knowledge and Understanding | Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard. |
| Organizational Context | Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility. |
| Technical Knowledge | Technical Knowledge is the specific knowledge  needed to accomplish specific designated responsibilities. |
| Core Skills/Generic Skills | Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles. |
| **Acronyms** | **Keywords /Terms** | **Description** |
| SSC | Sector Skill Council |
| OS | Occupational Standard(s) |
| NOS | National Occupational Standard(s) |
| QP | Qualifications Pack |
| NSQF | National Skill Qualifications Framework |
| NCO | National Classifications of Occupation |
| TBD | To Be Determined |
| TSC | Textile Sector Skill Council |
| NSDC | National Skill Development Corporation |

**National Occupational Standard**

**Overview**

**This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator**

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| --- | --- |
| **Unit Code**  National Occupational Standard | TSC/ N0301 |
| **Unit Title**  **(Task)** | Taking charge of shift and handing over shift to operator |
| **Description** | This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator |
| Scope | This unit/task covers the following:   * To take charge of shift from previous shift operator * To hand over the shift to next shift operator |
| **Elements** | **Performance Criteria** |
| Taking charge of shift | To be competent you must be able to:   1. come atleast 10 - 15 minutes earlier to the work spot 2. bring the necessary operational tools to the department 3. 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. 4. understand the count produced, colour coding, followed in the autoconer for his allocated number of drums or machines 5. ensure the technical details are mentioned in the display board in the autoconer 6. check for the availability of the ring cops in cheese trolleys 7. ensure all the winding units are running properly, winding units which are not running and problems if any should be clarified with the supervisor and operator 8. ensure all the cone drums are running properly, if not should be enquired for the reason for idle cone drumse and report to the superiors regarding the same 9. ensure proper functioning of autoconer machine parts 10. check the cleanliness of the machines & other work areas 11. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas. 12. 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. 13. ensure the wastes collection boxes are empty while taking charge of shift 14. ensure the work spot is clean 15. ensure the Over Head Travelling Cleaner (OHTC) is working properly |
| Handing over shift | 1. hand over the shift to the incoming shift operator in a proper manner 2. ensure in providing the details regarding count produced, colour coding followed in the autoconer for his allocated number of cone drums or machines 3. provide all relevant information regarding the count produced, idle cone drums, damaged machine parts if any 4. get clearance from the incoming counterpart before leaving the work spot 5. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift 6. ensure the shift has to be properly handed over to the incoming shift operator 7. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/her shift and should leave the department only after getting concurrence for the same from his/ her superiors 8. collect the wastes from waste collection bags, weigh them and transport to storage area 9. ensure the work spot is clean |
| **Knowledge and Understanding (K)** | |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes) | You need to know and understand:   1. general rules and regulations in a spinning mill 2. safe working practices to be adopted in spinning mill 3. quality systems and other processes practiced in the spinning mill 4. reporting to the supervisor or higher authority in case of emergency 5. color coding adopted for different counts in the spinning mill |
| 1. **Technical Knowledge** | 1. understanding the importance of  * types of fibres * types of yarn * yarn count * types of yarn defects  1. process flow in a spinning mill 2. material flow in a spinning mill 3. importance of autoconer and cone package formation 4. functions of different parts of autoconer 5. importance of colour coding followed for different counts 6. guidelines for operating the autoconer machine 7. understanding the functions of different signal lamps 8. guidelines for taking charge of shift from previous shift operator 9. guidelines for handing over the shift to the next shift operator 10. importance of material handling and types of material handling equipments used equipments 11. functions and methodology for operating different material handling tools 12. knowledge of waste collection system &equipments used 13. importance of cleanliness at workplace 14. safety procedures to be followed in an autoconer 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** |
| 1. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| 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** |
| 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. procedure to patrol around the autoconer 2. procedure to operate the different mechanisms in autoconer machine 3. procedure for patrolling around the autoconer department and identifying worn out or damaged machine parts 4. procedure to check the quality of ring cops, cone package, , proper functioning of machine parts in autoconer 5. procedure for operating different material handling tools and equipments 6. maintainance of neatness at work |

**NOS Version Control**

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| **NOS Code** | **TSC/ N0301** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Post -Spinning** | **Next review date** | **01/03/16** |

**National Occupational Standard**

# Overview

**This unit is about carrying out procedure for operating autoconer machine and carryout general tenting responsibilities**

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| **Unit Code**  National Occupational Standard | **TSC/ N0302** |
| **Unit Title**  **(Task)** | Operating the autoconer and carryout general tenting activities |
| **Description** | This unit is about carrying out procedure for operating the autoconer machine and carryout general tenting responsibilities |
| Scope | This unit/task covers the following:   * To operate the autoconer ensuring proper functioning of autoconer * To carry out general activities in autoconer * To ensure proper material handling and safety at work place |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Operating the machine | To be competent, you must be able to:   1. identify the cop by looking at the count board affixed on the machine 2. make sure that necessary changes and tests are carried out and follow the instructions of the superiors before running the machine 3. operate the control switches for starting and stopping the machine 4. ensure correct procedure is followed for operating the different control switches and machine 5. following the different signal lamps used in machines 6. ensure the display panel board is working properly and relevant details are displayed in the screen 7. ensure proper functioning of autoconer by verifying the details in the display panel 8. ensure the ring cops are properly filled in the magazine 9. properly doff the full cone package in case of manual doffing 10. ensure the full cone are properly doffed in auto doffer 11. ensure the machine is running in the set speed by viewing the display panel |
| Carry out general tenting activities | 1. bring the cops in the cop trolley from storage area 2. fill the ring cops in magazine 3. ensure proper passage of material of yarn in the winding units 4. ensure the splicing unit is working properly 5. restart the winding unit if the winding unit is stopped on specified number of successive failures of splicing 6. ensure the waxing roll is available if the yarn is waxed 7. put the waxes in the wax axle according to the material being processed as per the instruction of superiors 8. check the waxing unit and fix new waxing rolls if the old one exhausts 9. replace the new wax immediately if the wax indication alarm blinks. 10. ensure running waxes are clean and they are freely rotating. 11. ensure the wax index is switched off, while processing un - waxed counts 12. restart the winding unit on need basis 13. ensure the eye unit is working properly 14. remove the drum lapping manually with appropriate tool like knife, scissors, without damaging the drum 15. switch on air valve while restating the machine after every stoppage 16. see that the tension is as per requirement in drums 17. Follow instructions/direction of supervisors, during count changes, 18. switch on the spindle only after rectifying the problem. 19. ensure all the winding unit are in running condition 20. see the signal lamps in every winding unit and identify the reason for stoppage and restart ensure minimum time taken 21. identify the reason for unit stoppage and ensure it is proper fixed 22. carryout doffing activity if auto doffing unit is not available in the autoconer 23. Attend DHT conveyor belt jam immediately to avoid parallel yarn winding. 24. report to the supervisor and maintenance incharge if the yarn alarm and quality alarms rings 25. identify and report the different package defectsto the superiors transport of empty cops to ring frame department 26. report to superiors immediately if any defects such as yarn shade variation, strength variation, twist variation, stains etc. are found 27. change as per the instructions direction of supervisors during count changes |
| Material handling and safety at workplace | 1. ensure proper material handling of full cops, empty cops, cop trolleys and full cones 2. ensure using proper material handling of tools and equipments 3. ensure proper material handling of waste   PC42. use of safety gadgets like caps, masks and shoes and verifying the safety stop motions |
| **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 spinning mill 2. safe working practices to be adopted in spinning mill 3. quality systems and other processes practiced in the spinning mill 4. reporting to the supervisor or higher authority in case of emergency 5. color coding adopted for different counts in the spinning mill |
| 1. **Technical Knowledge** | You need to know and understand:   1. process and material flow in a spinning mill 2. understanding the importance of fibres, types of yarn, yarn count, types of sliver, sliver hank, 3. knowledge of different functions in display panel and procedure to operate in autoconer 4. importance of mixing, count change, yarn defects 5. functions of different keys in display panel 6. functions and purpose of different signal lamps 7. functions of different mechanisms in autoconer 8. importance of splicing, waxing, and electronic yarn clearing system (eyc) 9. types of yarn defects 10. guidelines for removing defects in cop and cone package 11. guidelines for operating the winding unit in autoconer 12. guidelines for filling the cops in magazine 13. guidelines for carrying out doffing activity 14. importance of material handling 15. types of material handling equipments used 16. functions and methodology for operating different material handling equipments 17. importance of cleanliness at work place 18. importance of safety at workplace 19. safety gadgets used in a spinning mill |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write inbasic language |
| **Reading Skills** |
| 1. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| 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** |
| 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. procedure to identify and remove the defects in cops and cone 2. procedure to operate different keys in display panel 3. procedure to operate the autoconer machine 4. procedure to operate the winding unit in autoconer 5. procedure to transport full cops in cop trolley 6. procedure to remove and replace wax rolls in waxing unit 7. maintain cleanliness at work place |

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| **NOS Code** | **TSC/ N0302** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Post -Spinning** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about carrying out procedure for filling the ring cops and doffing the cone package in autoconer machine

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| **Unit Code**  National Occupational Standard | **TSC/N 0303** |
| **Unit Title**  **(Task)** | Filling the ring cops and doffing the cone package |
| **Description** | This unit is about carrying out procedure for filling the ring cops and doffing the cone package in autoconer machine |
| Scope | This unit/task covers the following:   * Filling the cops * Doffing the cone package if no auto doffing unit is available * Restarting the winding unit after doffing * Weighing and store the cone package * Responsibilities in autoconer with link coner attachment |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Filling the cops | To be competent, you must be able to:   1. bring the cops in the cop trolley from storage area 2. ensure correct count cop trolley is taken to winding unit for filling 3. patrol around the winding machine and identify the cop exhaust in magazine 4. creel the cops in the magazine 5. ensure the cop is properly placed in the magazine 6. ensure the yarn end of the cop is fed in the suction pipe at the centre of magazine 7. ensure the winding unit should not stop due to cops exhaust 8. ensure minimum time is taken for filling the ring cops 9. ensure proper functioning of machine 10. ensure safety while filling and knotting the yarn |
| Doffing the cone package if no auto doffing unit is available | 1. to ensure the cone is wound till the required length or weight of yarn is wound on cone package 2. to check the cone package is fully would to the predetermined length or weight and start doffing 3. to either stop the machine for doffing or doff the cone package while the machine is running as per the instructions of the supervisor 4. ensure proper procedure is adopted for doffing the cone package 5. ensure proper material handling of cone package |
| Restarting the winding unit after doffing | 1. ensure the cones are as per specifications 2. insert the empty cone after doffing 3. ensure strictly proper colour coded empty paper cone is mounted in holder. 4. put tail end as specified on the base of the empty cone before starting. 5. during count change do the necessary changes and follow the instructions of the superiors 6. release the cone holder and ensure the parper cone is in surface contatc with the winding drumensure proper traverse of yarn on winding drum 7. ensure the proper passage of yarn in autoconer |
| Weighing and store the cone package | 1. weigh the cone package as specified and ensure the required weight have been achieved 2. place the cones in the cone trolley and store in the storage area as instructed 3. reserve the empty paper cones in the reserve area for doffing |
| Responsibilities in autoconer with link coner attachment | 1. ensure the link coner mechanism is properly working 2. ensure there is no jam in the link coner transport passage 3. ensure the cops are properly mounted in the cop holder 4. ensure the cops are properly fed to winding unit |
| **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 spinning mill 2. safe working practices to be adopted in spinning mill 3. quality systems and other processes practiced in the spinning mill 4. reporting to the supervisor or higher authority in case of emergency 5. color coding adopted for different counts in the spinning mill |
| 1. **Technical Knowledge** | You need to know and understand:   1. process flow and material flow in spinning mill 2. the importance of types of yarn, yarn count, types of yarn defects 3. function of different parts in winding machine 4. importance of yarn quality 5. importance of material handling 6. procedure for material handling of cops, cop trolley, and cone packages 7. importance of time management 8. procedure for filling the empty cops 9. importance of splicing 10. types of splicing 11. procedure for splicing 12. splicing defects 13. importance of yarn quality 14. importance of doffing 15. importance of weighing the cone package 16. importance of safety at work place 17. importance of cleanliness at work place |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in basic language |
| **Reading Skills** |
| 1. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| 1. communicate with supervisor appropriately 2. talk to others to convey information effectively |
| 1. **Technical Skills** | You need to know and understand :   1. procedure for patrolling around the winding machine 2. procedure for filling the cops 3. standard operating procedure for filling the cops 4. standard operating procedure for restarting the winding unit post doffing 5. standard doffing procedure 6. procedure for weighing the cone package 7. procedure for material handling of cone package |

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| **NOS Code** | **TSC/N 0303** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Post-Spinning** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

**This unit is about carrying the tenting, cleaning and maintenance activities in cone winding machine.**

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| **Unit Code**  National Occupational Standard | **TSC/ N0304** |
| **Unit Title**  **(Task)** | Carryout cleaning and maintenance activities |
| **Description** | This unit is about carrying the tenting, cleaning and maintenance activities in cone winding machine |
| Scope | This unit/task covers the following:   * To carryout cleaning activities * To carryout autonomous maintenance activities * To carryout regular maintenance activities * Other responsibilites |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **PerformanceCriteria** |
| Carry out cleaning activities | To be competent, you must be able to:   1. ensure the different mechanisms in autoconer is clean 2. clean the different mechanisms in autoconer at the scheduled interval as instructed by superiors 3. removing faults from ring cops 4. ensure the waxing rolls are clean 5. ensure the eyc area is clean 6. remove the waste from the measuring head of eyc if any 7. to keep the wastes in waste bags,piecer bags, or in aprons. 8. proper material handling of full cops, empty cops and full cones 9. proper material handling of waste 10. transporting empty cops to ring frame department 11. ensure in keeping the wax washers clean 12. clean the waste accumulation from different parts of the machine from time to time 13. to use proper tools for cleaning 14. package defects produced in the autoconer to be identified and should be reported to superiors 15. ensure the yarn produced is free from defects and damages 16. collect the hard wastes from waste collection box in autoconer machine at regular intervals as instructed by superiors 17. ensure the wastes collected are deposited in the respective waste box 18. the rejected cops in the empties trolley should be segregated, cleaned and returned. 19. all half cops and damaged cops should be cleaned in the particular shift itself 20. to ensure safety while carrying out cleaning activities 21. ensure cleanliness at work place 22. support the mechanic while carryout cleaning maintenance activities 23. clean the wastes in the alley around the autoconer area 24. ensure the full cone transportation belt area is clean 25. ensure cleanliness of autoconerarea 26. ensure OHTC is running continuously without stopping whenever machine stopped for any maintenance / cleaning work |
| Carry out autonomous maintenance activities | 1. ensure proper functioning of machine 2. check and verify the quality of different machine parts 3. able to remove the worn out parts and replace with new parts in Autoconer machine |
| Carryout regular maintenance activities | 1. ensure proper functioning of different mechanisms in autoconer 2. check the waxing unit and ensure the waxing roll is properly mounted 3. ensure all the winding drum is in good running condition 4. remove the lappings if any 5. ensure the working of all stop motions, tension washer and eyc. 6. check whether splicing unit is working proper condition 7. check the proper functioning of machine parts 8. ensure that the conveyor belt is clean and proper cop transport occurs 9. ensure that the conveyor belt is clean and proper cone transport occurs 10. attend the jams in winding sections and report to supervisor and fitters 11. see that all the red lights are attended immediately and also feed track jamming, cops jamming in apckvb should be attended properly 12. in case yarn getting wound up on the drum, stop the machine and remove the same gently without damaging the drum 13. report to the maintenance incharge and supervisor if any malfunctioning in the machine 14. check the OHTC working condition. 15. report to the superiors if any eyc is malfunctioning 16. ensure safety while carrying out maintenance activities 17. support the fitter for carrying out maintenance activities 18. inform the supervisor and maintenance inchargeincase of a jam 19. in case of any break-downs, report to the superiors and support him for carrying out maintenance activities 20. support the fitter during minor breakdown |
| Other tenting responsibilities | 1. ensure the cone produced is free from outside damages 2. inform superiors immediately, if any break down or fault in the machine is noticed 3. ensure the proper functioning of signal lamps 4. ensure that machine is working properly, if any deviations inform superiors immediately 5. collect the hard wastes and weigh them at shift end and place them in specified area 6. provide all relevant information’s of the current working process to the next shift operator before relieving. |
| **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 spinning mill 2. safe working practices to be adopted 3. quality systems and other processes practiced in the spinning mill 4. reporting to the supervisor or higher authority in case of emergency |
| **B. Technical**  **Knowledge** | You need to know and understand:   1. process flow and material flow in spinning mill 2. function of different parts in winding machine 3. importance of yarn quality 4. importance of cleaning and carrying put maintenance activities 5. types of waste 6. knowledge on types of defects in yarn and cone package 7. importance of material handling 8. material handling of cone and cone trolley 9. importance and procedure for weighing the cone packages 10. general guidelines for carryout maintenance activities 11. importance of cleanliness at work 12. types of material handling tools and equipments used in winding 13. types of control switches and signal lamps used in autoconer machine 14. importance of safety at work place |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in basic language |
| **Reading Skills** |
| 1. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| 1. communicate with supervisor appropriately 2. talk to others to convey information effectively |
| 1. **Technical Skills** | You need to know and understand :   1. procedure for material handling of cops, cop trolley, cone packages, empty cones 2. procedure for material handling of full cops, empty cops and full cones 3. procedure for carrying out cleaning activities of different parts in autoconer machine 4. procedure for carrying out maintenance activities in different parts of autoconer machine 5. procedure for operating material handling tools and equipments 6. maintain cleanliness at work place |

**NOS Version Control**

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| **NOS Code** | **TSC/ N0304** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Post-Spinning** | **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)** | Maintain 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/task covers the following:  Maintain the work area, tools and machines |
| **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** | **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 in local basic 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:   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)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Post –Spinning** | **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 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)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Post –Spinning** | **Next review date** | **01/03/16** |

**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:   * Comply with health, Safety and security requirements at work to plan safety techniques * Recognizing the hazards * Planning the safety techniques * Implementing the programs |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Comply with health, Safety and security requirements at work | To be competent, operator must be able to:   1. comply with health and safety related instructions applicable to the workplace 2. use and maintain personal protective equipment such as “ear plug”, “ nose mask “, “ head cap” etc., as per protocol 3. carry out own activities in line with approved guidelines and procedures 4. maintain a healthy lifestyle and guard against dependency on intoxicants 5. follow environment management system related procedures 6. identify and correct (if possible) malfunctions in machinery and equipment 7. report any service malfunctions that cannot be rectified 8. store materials and equipment in line with organisational requirements 9. safely handle and remove waste 10. minimize health and safety risks to self and others due to own actions 11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks 12. monitor the workplace and work processes for potential risks and threat 13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned 14. report hazards and potential risks/ threats to supervisors or other authorized personnel 15. participate in mock drills/ evacuation procedures organized at the workplace 16. undertake first aid, fire-fighting and emergency response training, if asked to do so 17. take action based on instructions in the event of fire, emergencies or accidents 18. follow organisation procedures for shutdown and evacuation when required |
| Recognizing the hazards | To be competent, you must be able to:   1. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry 2. recognise other possible security issues existing in the workplace |
| Planning the safety techniques | 1. recognise different measures to curb the hazards |
| Implementing the programs | 1. communicate the safety plan to everyone 2. attach disciplinary rules with the implementation |
| **Knowledge and Understanding (K)** | |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes) | You need to know and understand:   1. general rules and regulations in a textile mill 2. safe working practices to be adopted in textile mill 3. quality systems and other processes practiced in the textile mill 4. health and safety related practices applicable at the workplace 5. potential hazards, risks and threats based on nature of operations 6. organizational procedures for safe handling of equipment and machine operations 7. potential risks due to own actions and methods to minimize these 8. environmental management system related procedures at the workplace 9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points 10. potential accidents and emergencies and response to these scenarios 11. reporting protocol and documentation required 12. details of personnel trained in first aid, fire-fighting and emergency response 13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire |
| 1. **Technical Knowledge** | You need to know and understand:   1. occupational health and safety risks and methods 2. personal protective equipment and method of use 3. identification, handling and storage of hazardous substances 4. proper disposal system for waste and by-products 5. signage related to health and safety and their meaning 6. importance of sound health, hygiene and good habits 7. ill-effects of alcohol, tobacco and drugs |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in simple language |
| **Reading Skills** |
| 1. read and understand the company instructions 2. read and understand work instructions 3. read and understand the safety guidelines |
| **Oral Communication (Listening and Speaking skills)** |
| 1. listen to others attentively 2. respond to emergencies, accidents or fire at the workplace 3. evacuate the premises and help others in need while doing so 4. the value of physical fitness, personal hygiene and good habits 5. talk with others politely |
| 1. **Professional Skills** | **Decision Making** |
| 1. identify correct safety measure for particular hazard 2. make required safety plans as and when required 3. raise alarm in case of emergency |
| **Analytical Thinking** |
| 1. know the use of correct safety measure whenever required |
| **Attention to Detail** |
| 1. be attentive to details 2. be careful to avoid occurrence of hazards |
| 1. **Technical Skills** | You need to know and understand :   1. maintainance of neatness at work 2. procedure for reporting unwanted behavior |

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| **NOS Code** | **TSC/ N9003** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Post -Spinning** | **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.

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| **Unit Code**  National Occupational Standard | **TSC/ N9004** |
| **Unit Title**  **(Task)** | Comply with industry and organizational requirements |
| **Description** | This unit is about knowing, understanding, and complying with the requirements of the organization and the textle industry |
| Scope | **This unit/task covers the following:**   * focus on self development * focus on team work * know and understand organizational standards * know and understand industry standards |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **PerformanceCriteria** |
| Self- development | To be competent, you must be able to:   1. perform own duties effectively 2. take responsibility for own actions 3. be accountable towards the job role and assigned duties 4. take initiative and innovate the existing methods 5. focus on self-learning and improvement |
| Team work | 1. co-ordinate with all the team members and colleagues 2. communicate politely 3. avoid conflicts and miscommunication |
| Organisational standards | 1. know the organisational standards 2. implement them in your performance 3. motivate others to follow them |
| Industry standards | 1. know the industry standards 2. align them with organisation standards |
| **Knowledge and Understanding (K)** | |
| 1. **Organizational Context** (Knowledge of the company/ organization and its processes) | You need to know and understand:   1. general rules and regulations in a textile mill 2. reporting to the supervisor or higher authority 3. knowledge of organisationl standards 4. knowledge of industry standards |
| 1. **Technical Knowledge** | You need to know and understand:   1. process and material flow in a textile mill 2. importance of complying with the standards 3. guidelines for cleaning the various parts of machine |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in simple language |
| **Reading Skills** |
| You need to know and understand how to:   1. read the given instructions 2. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| 1. talk effectively with others 2. put forward your point 3. listen to others |
| 1. **Technical skills** | you need to know and understand :   1. Organizational requirements 2. your responsibilities at the workplace 3. procedure to comply with the industry standards |

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| **NOS Code** | **TSC/N 9004** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Post -Spinning** | **Next review date** | **01/03/16** |

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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Job Role: Autoconer Tenter Qualification Pack: TSC/ Q 0301  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/ N 1001 Taking charge of shift and handing over shift to operator** | PC1.      Come atleast 10 - 15 minutes earlier to the work spot | **100** | 2 | 1 | 1 | 0 | | PC2.      Bring the necessary operational tools to the department | 4 | 1 | 2 | 1 | | PC3.      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. | 4 | 1 | 1 | 2 | | PC4.      Understand the count produced, colour coding, followed in the speed frames for his allocated number of spindles or machines | 4 | 1 | 1 | 2 | | PC5.      Ensure the technical details are mentioned in the display board in the speed frame machine | 3 | 1 | 1 | 1 | | PC6.      Should check for the availability of the spare roving bobbins | 2 | 1 | 1 | 0 | | PC7.  Should check the availability of bobbin trolley with technical details mentioned regarding the count being produced | 2 | 1 | 1 | 0 | | PC8. Check the condition of running travellers | 3 | 2 | 1 | 0 | | PC9.      Check the roving passage and yarn formation is proper | 4 | 1 | 2 | 1 | | PC10.   Should check for the run outs , availability of the roving bobbins | 3 | 1 | 1 | 1 | | PC11.   Ensure all the spindles are running properly, if not should be enquired for the reason for idle spindle and report to the superiors regarding the same | 4 | 2 | 1 | 1 | | PC12.   Should check the condition of different running boobbins | 3 | 1 | 1 | 1 | | PC13.   Ensure proper functioning of speed frame machine parts and machine | 4 | 1 | 2 | 1 | | PC14.   Ensure all allocated spindles are running with uniform length of roving is wound on bobbin, variations if any should be discussed with operator and reported to superiors | 3 | 1 | 1 | 1 | | PC15.   Check the condition of running spindles, damages if any should be reported | 3 | 1 | 1 | 1 | | PC16.   Check the cleanliness of the machines & other work areas | 3 | 1 | 1 | 1 | | PC17.   Check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas. | 4 | 2 | 1 | 1 | | PC18.   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. | 4 | 1 | 2 | 1 | | PC19.   Ensure no roller lapping in speed frame | 3 | 1 | 1 | 1 | | PC20.   Remove the roller lapping manually if any without damaging the cots | 3 | 1 | 1 | 1 | | PC21.   Ensure that only the correct size of spacer is used for replacement | 3 | 1 | 1 | 1 | | PC22.  Ensure the wastes collection boxes are empty while taking charge of shift | 3 | 1 | 1 | 1 | | PC. Ensure the work spot is clean | 2 | 1 | 1 | 0 | | PC24.  Should hand over the shift to the incoming speed frame tenter in a proper manner | 3 | 1 | 1 | 1 | | PC25.  Ensure in providing the details regarding hank / count produced, colour coding followed in the speed frames for his allocated number of spindles or machines | 3 | 1 | 1 | 1 | | PC26.  To provide all relevant information regarding the count produced, idle spindles, damaged machine parts if any | 3 | 1 | 1 | 1 | | PC27.  Should get clearance from the incoming counterpart before leaving the work spot | 3 | 1 | 1 | 1 | | PC28.  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 | 4 | 1 | 1 | 2 | | PC29.  Ensure the shift has to be properly handed over to the incoming shift operator | 3 | 1 | 1 | 1 | | PC30.  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 | 3 | 1 | 1 | 1 | | PC31.  Should collect the wastes from waste collection bags, weigh them and transport to storage area | 3 | 1 | 1 | 1 | | PC32.  Ensure the work spot is clean | 2 | 1 | 1 | 0 | | **Total** | **100** | **35** | **36** | **29** | |  | **Weightage %** | 100% | 35% | 36% | 29% | |  | | | | | | | | **2. TSC/N1002- Piecing the broken sliver** | PC1.     Identify whether the machine stoppage is due to a sliver breakage or roving breakage | **100** | 5 | 2 | 2 | 1 | | PC2.     Move in the creel and identify which sliver is broken | 5 | 2 | 2 | 1 | | PC3.     Identify the reasons for sliver breakage by viewing the breakage spot i.e., whether sliver is broken at creel or sliver is exhausted in the sliver can | 6 | 2 | 3 | 1 | | PC4.     Ensure minimum time is taken for attending the sliver breakage | 4 | 1 | 2 | 1 | | PC5.     Ensure that the sliver passes through the creeling section without affecting the quality of sliver | 4 | 1 | 2 | 1 | | PC6.     Ensure proper length of sliver is available for piecing | 5 | 2 | 3 | 0 | | PC7.     Piece the broken sliver together in the event of sliver breakage at creel section | 6 | 2 | 3 | 1 | | PC8.     Piece the sliver between cans in the event of sliver exhaust in sliver can and replacement with a full sliver can | 6 | 2 | 3 | 1 | | PC9.     Keep the sliver waste in the waste collection pocket provided to each tenter and then put in the waste in waste collection box | 5 | 2 | 2 | 1 | | PC10.    Ensure standard piecing procedure is adopted and quality of piecing is as per standards | 6 | 2 | 3 | 1 | | PC11.    Ensure minimum time is taken for piecing the sliver | 4 | 1 | 2 | 1 | | PC12.    Inspect the creeling section and identify the empty can and sliver cans which are about to be exhausted | 4 | 1 | 2 | 1 | | PC13.    Remove the empty can and replace with the full can | 5 | 2 | 2 | 1 | | PC14.    Bring the full cans from draw frame department or from the drawn sliver can storage location | 5 | 2 | 2 | 1 | | PC15.    Ensure colour coding of sliver can fed in the creel is correct | 5 | 2 | 2 | 1 | | PC16.    Properly handle the sliver | 5 | 2 | 2 | 1 | | PC17.    Ensure sliver surface doesn’t gets damaged | 6 | 2 | 3 | 1 | | PC18.    Verify the quality of piecing done in the sliver | 5 | 1 | 3 | 1 | | PC19.    Ensure sliver tension in the creeling section is appropriate | 5 | 2 | 2 | 1 | | PC20.    Ensure proper functioning of the machine | 4 | 1 | 2 | 1 | | **Total** | **100** | **34** | **47** | **19** | |  | **Weightage %** | 100% | 34% | 47% | 19% | |  | | | | | | | | **3 . TSC/N1003-Piecing the broken rove** | PC1.     Identify the reason for machine stoppage by seeing the signal lamps. | **75** | 4 | 1 | 1 | 2 | | PC2.     Patrol and identify in which spindle the roving is broken | 4 | 1 | 2 | 1 | | PC3.     Check and identify the reasons for roving breakage by viewing at the breakage spot i.e., whether the roving is broken at spindle or flyer or drafting zone | 4 | 1 | 2 | 1 | | PC4.     Ensure minimum time is taken for attending and identifying the roving breakage | 3 | 1 | 1 | 1 | | PC5.     Unwind or remove the broken roving from the bobbin | 4 | 1 | 2 | 1 | | PC6.     Unwind extra length of roving from the bobbin | 4 | 1 | 2 | 1 | | PC7.     Fix the bobbin in a proper manner in the spindle and pass the roving through the false twister making it ready for piecing | 4 | 1 | 2 | 1 | | PC8.     Piece the roving between false twister and drafting zone by following standard piecing techniques | 6 | 2 | 3 | 1 | | PC9.     Ensure minimum time is taken for piecing the rove | 4 | 1 | 2 | 1 | | PC10.    Ensure in proper material handling of roving and roving bobbin | 4 | 1 | 2 | 1 | | PC11.    Ensure surface of roving doesn’t gets damaged | 4 | 1 | 2 | 1 | | PC12.    Ensure to avoid usage of damaged or defective bobbins | 3 | 1 | 1 | 1 | | PC13.    Ensure the quality of piecing is as per standard | 4 | 1 | 2 | 1 | | PC14.    Ensure the tension of the pieced roving is proper | 4 | 1 | 2 | 1 | | PC15.    Ensure the bobbin is perfectly fitted in the spindle | 4 | 1 | 2 | 1 | | PC16.    Verify proper material passage from drafting zone till the roving wound on bobbin | 4 | 1 | 2 | 1 | | PC17.    Remove the sliver waste and roving waste and deposit in the respective waste collection bags | 3 | 1 | 1 | 1 | | PC18.    Ensure proper functioning of the machine | 4 | 1 | 2 | 1 | | PC19.    Ensure and maintain colour code | 4 | 1 | 2 | 1 | | **Total** | **75** | **20** | **35** | **20** | |  | **Weightage %** | 100% | 26% | 46% | 26% | |  | | | | | | | | **4 . TSC/N0 1004 (Prepare for doffing)** | PC1.     Follow the plan as instructed by superior for performing doffing activities at various machines in speed frame department | **75** | 5 | 1 | 1 | 3 | | PC2.     Identify which machine in speed frame departments is ready for doffing | 5 | 1 | 2 | 2 | | PC3.     Identify the empty bobbin required for next doff and segregate it size wise, count wise and type wise | 4 | 1 | 2 | 1 | | PC4.     Ensure the bobbins are clean, clean the empty bobbins if needed | 4 | 1 | 2 | 1 | | PC5.     Ensure the empty bobbins in good condition | 4 | 1 | 2 | 1 | | PC6.     Remove the damaged bobbins and store in a separate place | 5 | 2 | 2 | 1 | | PC7.     Ensure correct sized and colour coded empty bobbin is to be loaded in the bobbin trolley | 4 | 1 | 2 | 1 | | PC8.     Ensure proper material handling of empty bobbin | 4 | 1 | 2 | 1 | | PC9.     Load the empty bobbins in the bobbin trolley in an organised manner | 5 | 1 | 3 | 1 | | PC10.    Load the required number of empty bobbins as per requirement in different bobbin trolleys | 5 | 2 | 2 | 1 | | PC11.    Move and arrange the bobbin trolleys in an organised manner near the speed frame machine | 5 | 1 | 3 | 1 | | PC12.    Ensure minimum time is taken out for carrying the activities | 4 | 1 | 2 | 1 | | PC13.    Support the tenter in bringing the new sliver cans from the draw frame department to the speed frame creeling zone | 4 | 1 | 2 | 1 | | PC14.    To ensure correct sliver can is taken from the draw frame department | 4 | 1 | 2 | 1 | | PC15.    Arrange the sliver cans in an organised manner near the creel zone | 4 | 1 | 2 | 1 | | PC16.    Distribute the existing slivers without waste to sliver cans at the time of starting new count or run out or any other time as required | 4 | 1 | 2 | 1 | | PC17.    Ensure proper material handling of sliver and sliver can | 5 | 2 | 2 | 1 | | **Total** | **75** | **20** | **35** | **20** | |  | **Weightage %** | 100% | 26.67% | 46.67% | 26.67% | |  | | | | | | | | **5 . TSC/N0 1005(Carrying out doffing activities )** | PC1.     Transport the empty bobbin trolley to the front part of speed frame machine | **50** | 3 | 1 | 1 | 1 | | PC2.      Arrange the empty bobbin trolley in an organized manner | 4 | 1 | 2 | 1 | | PC3.      Stop the machine | 2 | 0 | 2 | 0 | | PC4.      Ensure the machine is completely stopped and open the safety door | 4 | 1 | 2 | 1 | | PC5.      Remove the fully bobbin from spindle and store in the bobbin trolley | 4 | 1 | 2 | 1 | | PC6.      Fix the empty bobbin in the spindle | 4 | 1 | 2 | 1 | | PC7.      Repeat the doffing activity for specified number of spindles as instructed by his / her superior | 4 | 1 | 2 | 1 | | PC8.      Gait the roving end with the empty bobbin | 4 | 1 | 2 | 1 | | PC9.      Ensure proper material handling of roving and full bobbin | 4 | 1 | 2 | 1 | | PC10.  Ensure minimum time is taken for carrying out doffing activity | 3 | 1 | 1 | 1 | | PC11.  Ensure all the full bobbins are replaced with empty bobbins | 4 | 1 | 2 | 1 | | PC12.  Ensure all the empty bobbins are mounted in the spindle rail properly | 3 | 1 | 1 | 1 | | PC13.  Ensure gaiting is done for all the spindles in a proper manner | 4 | 1 | 2 | 1 | | PC14.  Ensure all the full bobbins are placed in the bobbin trolley | 3 | 1 | 1 | 1 | | **Total** | **50** | **13** | **24** | **13** | |  | **Weightage %** | 100% | 26.00% | 48.00% | 26.00% | |  | | | | | | | | **6 . TSC/Q 1006(Tenting responsibilities)** | PC1.      Ensure the doffing is carried out in a proper manner | **100** | 5 | 1 | 1 | 3 | | PC2.      Ensure the delivery zone is clean | 5 | 1 | 2 | 2 | | PC3.      Support the tenter by bringing draw frame can for creeling, creeling activities and piecing in the event of a count change | 5 | 1 | 3 | 1 | | PC4.      Ensuring the machine is ready to start | 4 | 1 | 2 | 1 | | PC5.      Ensure proper functioning of machine | 4 | 1 | 2 | 1 | | PC6.      Report to the supervisor / maintenance team if the machine is not functioning properly | 6 | 1 | 2 | 3 | | PC7.      Ensure proper transportation of filled bobbin trolley | 4 | 1 | 2 | 1 | | PC8.      Ensure count wise storage of filled roving bobbin in storage area | 5 | 1 | 2 | 2 | | PC9.      Ensure proper material handling of roving bobbin | 4 | 1 | 2 | 1 | | PC10.  Ensure material is covered post doffing | 5 | 2 | 2 | 1 | | PC11.  Ensure in keeping the empty bobbins clean and arranged in proper manner | 4 | 1 | 2 | 1 | | PC12.  Clean the defective roving bobbins in the respective shift | 6 | 1 | 3 | 2 | | PC13.  Segregate the sliver waste and roving waste count wise and store in the respective waste bins | 6 | 2 | 3 | 1 | | PC14.  Weigh the different types of waste collected in the speed frame departments | 5 | 2 | 2 | 1 | | PC15.  Transport the collected wastes to the waste room | 4 | 1 | 2 | 1 | | PC16.  Support tenter in carrying out tenting activities then and there as instructed by supervisor | 4 | 1 | 2 | 1 | | PC17.  Support the maintenance team while machine is under maintenance | 5 | 2 | 2 | 1 | | PC18.  Clean the gear end, off end, spindle rails, spindles, bobbin rail, clearer rollers and other parts of machine as instructed by supervisor using proper cleaning tools | 6 | 2 | 3 | 1 | | PC19.  Take part doffs wherever necessary as instructed by the supervisor | 5 | 1 | 3 | 1 | | PC20.  Transport the empty cans to the draw frame can storage area after count change | 4 | 1 | 2 | 1 | | PC21.  Ensure cleanliness at work place | 4 | 1 | 2 | 1 | | **Total** | **100** | **26** | **46** | **28** | |  | **Weightage %** | 100% | 26% | 46% | 28% | |  | | | | | | | | **7. TSC/Q 1007(Carry out additional tenting responsibilities effectively)** | PC1.     Clean the creeling area | **100** | 3 | 1 | 1 | 1 | | PC2.      Ensure proper removal of dusts from the creeling zone | 3 | 1 | 1 | 1 | | PC3.      Clean the front and back portion of the machine | 4 | 1 | 2 | 1 | | PC4.      Clean the back portion of the drafting arrangement | 4 | 1 | 2 | 1 | | PC5.      Clean the front portion of drafting arrangement | 4 | 1 | 2 | 1 | | PC6.      Ensure proper cleaning of drafting zone | 4 | 1 | 2 | 1 | | PC7.      Clean the flyer, bobbin rail and spindle rail | 4 | 1 | 2 | 1 | | PC8.      Collect the wastes in the waste collection chamber and depositing in the waste collection box | 4 | 1 | 2 | 1 | | PC9.      Clean the waste collection chamber | 4 | 1 | 2 | 1 | | PC10.  Remove the wastes in the clearer rollers on a timely basis | 5 | 2 | 2 | 1 | | PC11.  Ensure the wastes collected from different parts of machine are deposited in the respective dustbins | 4 | 1 | 2 | 1 | | PC12.  Clean the alley around the speed frame machine using proper cleaning equipments | 3 | 1 | 1 | 1 | | PC13.  Ensure the speed frame department is neat and clean | 4 | 1 | 2 | 1 | | PC14.  Ensure proper functioning of machine | 4 | 1 | 2 | 1 | | PC15.  Check and verify the quality of different machine parts | 3 | 1 | 2 | 0 | | PC16.  Remove the worn out parts and replace with new parts in speed frame machine | 4 | 1 | 2 | 1 | | PC17.  Carry out preventive maintenance activities at the specified intervals | 5 | 2 | 2 | 1 | | PC18.  Oil the different parts of speed frame machine | 3 | 1 | 1 | 1 | | PC19.  Verify the proper build of the roving bobbin | 3 | 1 | 1 | 1 | | PC20.  Support the doffer while carrying out doffing activities | 4 | 1 | 2 | 1 | | PC21.  Record the production details in the production report | 4 | 1 | 2 | 1 | | PC22.  Report to the supervisor in case of emergency stoppage of machine | 4 | 1 | 1 | 2 | | PC23.  Report to the supervisor and maintenance incharge if the operator was able to replace the worn out machine part with a new one. | 4 | 1 | 2 | 1 | | PC24.  Support the maintenance team while machine is under maintenance | 4 | 1 | 2 | 1 | | PC25.  Ensure all details related to production are provided the next shift operator while relieving | 4 | 1 | 2 | 1 | | PC26.  Ensure count wise storage of wound bobbin without damaging the roving | 4 | 1 | 2 | 1 | | **Total** | **100** | **28** | **46** | **26** | |  | **Weightage %** | 100% | 28% | 46% | 26% | |  | | | | | | | | **8.TSC/N9001(Maintaining work area, tools and machines)** | PC1. handle materials, machinery, equipment and tools with care and use them in the correct way | **50** | 4 | 1 | 2 | 1 | | PC2. use correct lifting and handling procedures | 4 | 1 | 2 | 1 | | PC3. use materials to minimize waste | 3 | 1 | 1 | 1 | | PC4. maintain a clean and hazard free working area | 3 | 1 | 1 | 1 | | PC5. maintain tools and equipment | 4 | 2 | 1 | 1 | | PC6. carry out running maintenance within agreed schedules | 4 | 1 | 2 | 1 | | PC7. carry out maintenance and/or cleaning within one’s responsibility | 4 | 1 | 2 | 1 | | PC8. report unsafe equipment and other dangerous occurrences | 4 | 1 | 2 | 1 | | PC9. ensure that the correct machine guards are in place | 3 | 1 | 1 | 1 | | PC10. work in a comfortable position with the correct posture | 3 | 1 | 1 | 1 | | PC11. use cleaning equipment and methods appropriate for the work to be carried out | 3 | 1 | 1 | 1 | | PC12. dispose of waste safely in the designated location | 4 | 1 | 2 | 1 | | PC13. store cleaning equipment safely after use | 3 | 1 | 1 | 1 | | PC14. carry out cleaning according to schedules and limits of responsibility | 4 | 1 | 2 | 1 | | **Total** | 50 | 15 | 21 | 14 | |  | **Weightage %** | 100% | 30% | 42% | 28% | |  | | | | | | | | **9.TSC/N9002 (Working in a team)** | PC1. be accountable to the own role in whole process | **50** | 4 | 2 | 1 | 1 | | PC2. perform all roles with full responsibility | 5 | 3 | 1 | 1 | | PC3. be effective and efficient at workplace | 5 | 1 | 3 | 1 | | PC4. properly communicate about company policies | 5 | 2 | 1 | 2 | | PC5. report all problems faced during the process | 5 | 1 | 1 | 3 | | 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 | 3 | 1 | 1 | 1 | | PC9. give due importance to others’ point of view | 3 | 1 | 1 | 1 | | PC10. avoid conflicting situations | 3 | 1 | 1 | 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 | | **Total** | 50 | 17 | 17 | 16 | |  | **Weightage %** | 100% | 34% | 34% | 32% | |  | | | | | | | | **10.TSC/N9003 (Maintain health, safety and security at work place)** | PC1. comply with health and safety related instructions applicable to the workplace | **100** | 5 | 2 | 2 | 1 | | PC2. use and maintain personal protective equipment such as “ ear plug” “ nose mask “ “ head cap” etc., 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 organisational requirements | 4 | 1 | 2 | 1 | | PC9. safely handle and remove waste | 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 threat | 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 | | **Total** | 100 | 43 | 34 | 23 | |  | **Weightage %** | 100% | 43% | 34% | 23% | |  | | | | | | | | **11.TSC/N9004 (Comply with industry and organizational requirements)** | PC1. perform own duties effectively | **50** | 4 | 1 | 2 | 1 | | PC2. take responsibility for own actions | 4 | 1 | 2 | 1 | | PC3. be accountable towards the job role and assigned duties | 4 | 2 | 1 | 1 | | PC4. take initiative and innovate the existing methods | 3 | 1 | 1 | 1 | | PC5. focus on self-learning and improvement | 4 | 1 | 2 | 1 | | PC6. co-ordinate with all the team members and colleagues | 4 | 1 | 2 | 1 | | PC7. communicate politely | 4 | 1 | 1 | 2 | | PC8. avoid conflicts and miscommunication | 4 | 1 | 2 | 1 | | PC9. know the organisational standards | 4 | 2 | 1 | 1 | | PC10. implement them in your performance | 4 | 1 | 2 | 1 | | PC11. motivate others to follow them | 3 | 1 | 1 | 1 | | PC12. know the industry standards | 4 | 3 | 1 | 0 | | PC13. align them with organisation standards | 4 | 2 | 1 | 1 | | **Total** | **50** | **18** | **19** | **13** | |  | **Weihtage %** | 100% | 36% | 38% | 26% | | **Grand Total** | | **850** | | | | | |