

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: SPINNING**

**REFERENCE ID: TSC/ Q 0202**

**ALIGNED TO: NCO-2004 / 7432.32**

**Brief Job Description:**

A ring frame doffer is responsible for carrying out doffing activities in a ring frame machine. A ring frame doffer should be able to prepare for doffing, perform doffing activities, ensuring proper functioning of machine and also ensure minimum time is taken for carrying out doffing activities in ring frame machines.

**Personal Attributes:** A ring frame doffer should have good eyesight, hand-eye-leg coordination, motor skills and vision. He/she should alsohave good interpersonal skills.

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**Introduction**

**Qualifications Pack – Ring Frame Doffer**

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

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| --- | --- | --- | --- | --- |
| Job Details | **Qualifications Pack Code** | **TSC/Q 0202** | | |
| **Job Role** | **Ring Frame Doffer** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Sector** | **Textile** | **Drafted on:** | **15/12/14** |
| **Sub-sector** | **Spinning** | **Last reviewed** | **25/02/15** |
| **Occupation** | **Spinning** | **Next Review** | **01/03/16** |

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| **Job Role** | **Ring Frame Doffer** |
| **Role Description** | A ring frame doffer is responsible for carrying out doffing activities in a ring frame machine. A ring frame doffer should be able to prepare for doffing, perform doffing activities, ensuring proper functioning of machine and also ensure minimum time is taken for carrying out doffing activities in ring frame machines. |
| **NSQF level**  **Minimum Educational Qualifications**  **Maximum Educational Qualifications** | 3 |
| 5th standard, preferably  N/A |
| **Training**  (Suggested but not mandatory) | Not Applicable |
| **Experience** | N/A |
| **National Occupational Standards (NOS)** | **Compulsory:**   1. [TSC/ N0205 Taking charge of shift and handling over shift to doffer](#_TSC/_N0101) 2. [TSC/ N0206 Preparing for doffing activity](#_This_unit_is) 3. [TSC/ N0207 Carryout doffing activity and post doffing activity](#_This_unit_is_1) 4. [TSC/ N0208 Responsibilities while working in auto doffer ring frame](#_This_unit_is_2) 5. [TSC/ N9001 Maintain work area,tools and machines](#_This_unit_is_6) 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 |

Glossary of Key Terms

**Table 1: Glossary of Key Terms**

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

**National Occupational Standard**

**Overview**

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

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| **Unit Code**  National Occupational Standard | TSC/ N0205 |
| **Unit Title**  **(Task)** | Taking charge of shift and handing over shift to next doffer |
| **Description** | This unit is about taking charge of shift from previous shift doffer and relieving the responsibilities to the next shift doffer |
| Scope | This unit/task covers the following:   * To take charge of shift from previous doffer * To hand over the shift to next doffer |
| **Elements** | **Performance Criteria** |
| **Taking charge of shift** | To be competent you must be able to :   1. reach the work placeatleast 10 - 15 minutes early 2. bring the necessary operational tools to the department 3. understand the count produced, colour coding, followed in the ring frames 4. meet the previous shift doffer and discuss with him/ her regarding theschedule of doffing activities to be carried out in ring frame department, and issues faced with respect to the quality, production, spare, safety or any other specific instruction etc. 5. ensure the technical details are mentioned in the display board in the ring frame machine 6. check the availability of empty cops and fill the empty cop trolley and ensure colour coding and technical details mentioned 7. ensure proper functioning of cop trolleys 8. check the condition of empty cops in cop trolleys 9. ensure proper functioning of ring frame machine parts 10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas. 11. ask the previous shift doffer for any deviation in the above and bring the same to the knowledge of his/ her shift superior and the superior of the previous shift as well. 12. ensure the wastes collection boxes are empty while taking charge of shift 13. ensure that the workplace is clean |
| **Handing over shift** | 1. hand over the shift to the incoming ring frame doffer in a proper manner it should be recorded in a proper way. Convey information effectively, and confirm understandingProvidethe details regarding count produced, colour coding followed in the ring frames and prepare schedule for carrying out doffing activities 2. get clearance from the incoming counterpart before leaving the work spot 3. report to his/ her shift superior and the incoming shift doffer in case his/ her counterpart does not report for the incoming shift 4. ensure the shift is properly handed over to the incoming shiftdoffer 5. 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 superior 6. ensure that the work spot is clean 7. lot Change and count change cleaning |
| **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. terminology used in the industry including technical and machine related terminology 2. the importance of  * types of fibres * types of yarn * yarn count * types of roving * roving hank * importance of roving quality * types of roving defects * reasons for ringbreakage  1. process flow in a spinning mill 2. material flow in a spinning mill 3. importance of mixing, count change 4. functions of different parts of ring frame machine 5. importance of colour coding followed for different counts in spinning mill 6. knowledge of waste collection system &equipments used 7. importance of material handling and types of material handling equipments used 8. importance of cleanliness at workplace 9. functions and methodology for operating different material handling equipments 10. understand the functions of different signal lamps 11. guidelines for operating the ring frame machine 12. guidelines for taking charge of shift from previous doffer 13. guidelines for handing over the shift to the next shift doffer 14. safety procedures to be followed in a ring frame machine 15. traveller Change |
| **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. comprehend written instructions |
| **Oral Communication (Listening and Speaking skills)** |
| 1. communicate with supervisor appropriately 2. talk to others andconvey 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 defects to the supervisor 3. seek clarification on problems from others |
| **Attention to Detail** |
| 1. apply good attention to detail 2. check that your work is complete and free oferrors |
| 1. **Technical Skills** | You need to know and understand:   1. procedure for operating different material handling tools and equipments 2. procedure to check the quality of ring cops, roving bobbins, proper functioning of machine parts in ring frame machine 3. procedure to maintain neatness at work |

**NOS Version Control**

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| **NOS Code** | **TSC/ N0205** | | |
| **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** | **Spinning** | **Next Review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about doing the preparation for carrying out doffing activity.

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| **Unit Code**  National Occupational Standard | **TSC/ N0206** |
| **Unit Title**  **(Task)** | Prepare for doffing activity |
| **Description** | This unit is about preparing for the doffing activity |
| Scope | This unit/task covers the following:   * to identify the machine for carrying out doffing activity * to collect the empty cops from storage area * to support the tenter for preparing the creel zone in case of lot change |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| **Identify the machine for carrying out doffing** | To be competent, you must be able to:   1. follow the plan as instructed by superior for performing doffing activities at various machines in ring frame department 2. identify which machine in ring frame departments is ready for doffing 3. ensure minimum time is taken for identifying the machine to be carryout doffing activity 4. ensure in confirming the machine with the superiors for carrying out doffing activity |
| **Collecting the empty cops from storage area and loading in cop trolley** | 1. identify the empty cops required for next doff and segregate it according to size and colourcode 2. ensure the cops are clean 3. clean the empty cops and remove the yarn remnants, if needed 4. remove the collected waste and store it in a waste collection box 5. ensure that the empty cops are in good condition 6. remove the damaged cops and store in a separate place 7. ensure that an empty cop of correct size and colour code is loaded in the bobbin trolley 8. ensure proper material handling of empty cops 9. load the empty cops in the cop trolley in an organised manner 10. load the required number of empty cops as per requirement in different cop trolleys 11. move and arrange the cop trolleys in an organised manner near the ring frame machine in which doffing activity is to be carried out 12. ensure minimum time is taken for carrying the above activities 13. ensure that overhead blower parked at one side of the m/c during doffing 14. overhead blower should start as soon the doffing m/c starts |
| **Support in preparing the creel zone in case of Lot change** | 1. support the tenter in bringing the new bobbin from the speed frame department to the ring frame filling zone at the time of lot change as per instruction from the superiors 2. to ensure correct roving bobbins are taken for filling 3. creel the roving bobbins in the reserve umbrella creel as instructed by superiors 4. ensure proper material handling of bobbin and bobbin trolley 5. keep the roving waste in the waste collection pocket provided to each operatorand then put in the waste in waste collection box 6. ensure minimum time is taken for filling the roving bobbin 7. discuss with the supervisor on a timely basis for clarifications if any 8. ensure cleanliness at work place |
| **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. Understand the terminology associated with with the job role and standards 2. understand the importance of types of fibers, types of yarn, yarn count, types of roving, roving hank, importance of roving quality, types of roving defects, reasons for roving breakage 3. process flow in a spinning mill 4. material flow in a spinning mill 5. functions of the different parts of machine 6. importance of filling 7. importance of colour coding followed for different counts in a spinning mill 8. tools and equipments used 9. knowledge of waste collection system and equipments used 10. importance of material handling and types of material handling equipments used 11. functions and methodology for operating different material handling equipments 12. understand the functions of different signal lamps 13. guidelines for operating the machine 14. safety procedures to be followed in a 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 that work is complete and free from errors |
| 1. **Technical Skills** | You need to know and understand :   1. procedure to transport the cop trolley and bobbin trolley 2. standard operating procedures to be followed for filling the roving bobbin 3. procedure for operating different material handling tools and equipments 4. procedure for removing the yarn remnants in cops 5. procedure for segregating the damaged cops 6. procedure for filling the empty cops in cop trolley 7. procedure for material handling of empty cops and cop trolley 8. procedure for material handling of roving bobbin and bobbin trolley 9. procedure for filling the roving bobbin 10. maintain neatness at work |

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| **NOS Code** | **TSC/ N0206** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on:** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed** | **25/02/15** |
| **Occupation** | **Spinning** | **Next Review** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about procedure for carrying out doffing activity and post doffing activities

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| **Unit Code**  National Occupational Standard | **TSC/N 0207** |
| **Unit Title**  **(Task)** | Carry out doffing activity and post doffing activities |
| **Description** | This unit is about carrying out the doffing activities in a Ring frame machine |
| Scope | This unit/task covers the following:   * to transport the empty cops to ring frame machine * to carryout doffing activity * to ensure proper material handling of ring cops |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| **Transporting the empty bobbin trolley to thering frame machine** | To be competent, you must be able to:   1. transport the empty cop trolley of ring frame machine 2. arrange the cops trolley in an organised manner 3. stop the machine |
| **Carry out doffing** | 1. ensure the machine is completely stopped 2. remove the full yarn cop from spindle and replace it with an empty cop from the cop trolley 3. ensure proper procedure is followed for carrying out doffing activity 4. ensure the empty cop is properly mounted in the spindle 5. repeat the doffing activity for specified number of spindles as instructed by your superior 6. Do gaiting with the same running yarn 7. ensure proper material handling of empty cops and full cops 8. ensure minimum time is taken for carrying out doffing activity 9. cover the doffed ring cops if needed 10. ensure cleanliness at work place |
| **Check for completion of doffing activity** | 1. ensure all the full cops are replaced with empty cops 2. ensure all the empty cops are mounted in the spindle properly 3. ensure gaiting is done for all the spindles in a proper manner 4. ensure all the full cops are placed in the cop trolley |
| **Post doffing responsibilities** | 1. ensure the doffing is completed out in a proper manner 2. ensure the delivery zone is clean 3. support the tenter by bringing roving bobbin for filling, filling activities and piecing in the event of a count change 4. support the tenter in changing traveller as instructed by superiors during count change 5. ensuring the machine is ready to start 6. start the machine 7. ensure proper functioning of machine 8. report to the supervisor / maintenance team if the machine is not functioning properly 9. Ensure to restart the overheadblower along with the machine |
| **Transporting & storing the filled cops** | 1. ensure proper transportation of filled cop trolleys 2. ensure count wise storage of filled cops in storage area 3. ensure proper material handling of ring cops |
| **Other responsibilities** | 1. ensure that the empty cop is kept clean and arranged in a proper manner 2. clean the defective cops in the respective shift and ensure that yarn remnants are removed 3. segregate the roving waste and yarn waste count wise and store in their respective waste bins 4. weigh the different types of waste collected and maintain record in a register, if needed 5. support the tenter in carrying out tenting activities as and whenever instructed by the supervisor 6. support the maintenance team while machine is under maintenance 7. Carry out activities assigned by the supervisor from time to time 8. take part in doffs wherever necessary as instructed by the supervisor 9. transport the empty bobbins to the speed frame department storage area after count change 10. ensure cleanliness at work place |
| **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. importance of different types of fibres, roving, roving, yarn, hank and count. 2. types of roving defects and reason for roving breakage 3. process and material flow in a spinning mill 4. functions of different parts of a ring frame machine 5. functions of different signal lamps and control buttons 6. guidelines for operating the ring frame machine 7. importance of colour coding 8. importance of doffing 9. guidelines for carrying out doffing activity 10. importance of count change and traveler change 11. importance of cleaning 12. types of waste 13. tools and equipments used for cleaning 14. guidelines for carrying out cleaning activity 15. guidelines for cleaning the various part of ring frame machine 16. importance of machine maintenance 17. guidelines for carrying out maintenance activities 18. knowledge on the tenting activities to be followed in a ring frame machine 19. operational schedule for cleaning different parts of ring frame machine 20. importance of material handling 21. guidelines for operating various material handling tools 22. importance of safety at work place 23. safety procedures to be followed in a Ring frame 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. read in local language and comprehend them |
| **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 to arrange empty cops in cop trolley 2. procedure to carryout doffing activities 3. procedure to remove full ring cops and replace with empty cops 4. procedure for mounting the cop in the spindle 5. standard filling procedure 6. standard piecing procedure 7. standard doffing procedure 8. procedure for cleaning different parts of machine 9. procedure for cleaning the doffing zone 10. procedure for deposit the wastein waste collection box 11. procedure for changing traveler 12. procedure for handling different material handling tools 13. procedure for material handling of cops and cop trolley 14. maintain neatness at work |

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| **NOS Code** | **TSC/ N0207** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on:** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed** | **25/02/15** |
| **Occupation** | **Spinning** | **Next Review** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about carrying out the tenting responsibilities in a Ring frame machine withauto doffer.

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| **Unit Code**  National Occupational Standard | **TSC/ N0208** |
| **Unit Title (Task)** | Responsibilities while working in auto doffer ring frame |
| **Description** | This unit is about carrying out the tenting responsibilities in a Ring frame machine with auto doffer |
| Scope | This unit/task covers the following:   * Responsibilities while working in auto doffer ring frame * To carryout other doffing responsibilities in ring frame |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **PerformanceCriteria** |
| **Responsibilities while working in auto doffer ring frame** | To be competent, you must be able to:   1. ensure there is no empties or full cop under the doffing unit 2. ensure empty ring tubes are ready in all c channel peg tray before the machine reaches the dofflength 3. ensure there is no empties or full cops found under the doffing unit to avoid any stuck up 4. ensure empty ring tubes are loaded fully in the tube loader reserve box before doffing is started. 5. ensure doffing persons reach the machine for gaiting work before starting the doffing activity 6. ensure doff trolleys are kept in the off end in the specified position. 7. ensure that doffing process is functioning properly without any malfunction. 8. ensure after doffing gaiting to be done properly and timely 9. ensure that all the full cops are removed from the spindles and empties are loaded in spindlesduring doffing to avoid yarn wound on empty spindle. 10. ensure that all the grippers in the doffing unit are available in position without missing duringdoffing. 11. ensure that there is no air leakage in the grippers. 12. ensure the wastes collected from different parts of machine are deposited in the respective dustbins 13. ensure the ring frame department is neat and clean |
| **Other Doffing responsibilities** | 1. verify the proper build of the ring cop 2. record the production details in the production report 3. report to the supervisor in case of emergency stoppage of machine 4. support the tenter and maintenance team for carrying out cleaning activities, on need basis 5. support the maintenance team while machine is under maintenance 6. ensure all details related to production are provided to the next shift doffer while 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** | 1. process and material flow in a spinning mill 2. functions of different parts of a ring frame machine 3. importance and functions of auto doffing 4. functions of different mechanisms of auto doffing unit 5. advantages and disadvantages of auto doffing 6. importance of tube loader, pin spacer, gripper 7. importance of material handling 8. knowledge of gaiting 9. importance of cop build 10. knowledge of manual doffing of ring cops 11. importance of cleanliness at work place 12. guidelines for identifying worn out parts 13. guidelines for carrying out cleaning and maintenance activities 14. importance of waste collection 15. guidelines for collecting wastes 16. understand the safety precautions to be followed in a ring frame machine 17. cleaning of trolley wheels from waste 18. contamination free trollies 19. placing bobbins in a systematic manner in box (tip one side) 20. no variation in length of bobbins 21. no broken bobbin to be use |
| **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. doffing procedure as applicable to work requirements 2. procedure for material handling of cop, wastes, doff trolley 3. gaiting procedure 4. maintain neatness at work |

**NOS Version Control**

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| **NOS Code** | **TSC/ N0208** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on:** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed** | **25/02/15** |
| **Occupation** | **Spinning** | **Next Review** | **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 machine |
| **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:   * Maintaining the work area, tools and machines |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Maintaining 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 effectively in local language 2. communicate with supervisor appropriately 3. talk to others to convey information effectively |
| 1. **Professional Skills** | **Problem Solving** |
| You need to know and understand how to:   1. identify the real reason of problem faced 2. apply problem-solving approaches in different situations 3. refer anomalies to the supervisor 4. seek clarification on problems from others |
| **Attention to Detail** |
| You need to know and understand how to:   1. apply good attention to detail 2. check your work is complete and free from errors 3. make sure every kind of communication is error free |
| 1. **Technical Skills** | You need to know and understand :   1. communicate effectively 2. apply leadership skills wherever required 3. take initiative at the right place 4. understand the requirement to be creative |

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| **NOS Code** | **TSC/ N9001** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on:** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed** | **25/02/15** |
| **Occupation** | **Spinning** | **Next Review** | **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** | **25/02/15** |
| **Occupation** | **Spinning** | **Next Review** | **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 * Recognizing the hazards * to plan safety techniques * to implement 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 |

**NOS Version Control**

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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** | **25/02/15** |
| **Occupation** | **Spinning** | **Next Review** | **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 |

**NOS Version Control**

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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** | **25/02/15** |
| **Occupation** | **Spinning** | **Next Review** | **01/03/16** |

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| --- | --- | --- | --- | --- | --- | --- |
| **Job Role: Ring Frame Doffer Qualification Pack: Ring Frame Doffer (TSC/ Q 0202)  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 0205 (Taking charge of shift and handing over shift to doffer)** | PC1. Reach the work place atleast 10 - 15 minutes early | **75** | 3 | 1 | 1 | 1 |
| PC2. Bring the necessary operational tools to the department | 4 | 1 | 2 | 1 |
| PC3. Understand the count produced, colour coding, followed in the ring frames | 4 | 1 | 1 | 2 |
| PC4.  Meet the previous shift doffer and discuss with him/ her regarding theschedule of doffing activities to be carried out in ring frame department, and issues faced with respect to the quality, production, spare, safety or any other specific instruction etc. | 4 | 1 | 1 | 2 |
| PC5. Ensure the technical details are mentioned in the display board in the ring frame machine | 4 | 1 | 2 | 1 |
| PC6.  Check the availability of empty cops and fill the empty cop trolley and ensure colour coding and technical details mentioned | 4 | 1 | 2 | 1 |
| PC7. Ensure proper functioning of cop trolleys | 3 | 1 | 2 | 0 |
| PC8.  Check the condition of empty cops in cop trolleys | 3 | 1 | 2 | 0 |
| PC9. Ensure proper functioning of ring frame machine parts | 4 | 1 | 2 | 1 |
| PC10. Check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas. | 4 | 1 | 2 | 1 |
| PC11. Ask the previous shift doffer for any deviation in the above and bring the same to the knowledge of his/ her shift superior and the superior of the previous shift as well. | 4 | 1 | 1 | 2 |
| PC12.  Ensure the wastes collection boxes are empty while taking charge of shift | 4 | 1 | 2 | 1 |
| PC 13. Ensure that the workplace is clean | 4 | 1 | 2 | 1 |
| PC14.    Hand over the shift to the incoming ring frame doffer in a proper manner. It should be recorded in a proper way. Convey information effectively, and confirm understanding provide the details regarding count produced, colour coding followed in the ring frames and prepare schedule for carrying out doffing activities | 4 | 1 | 1 | 2 |
| PC15.  Get clearance from the incoming counterpart before leaving the work spot | 4 | 1 | 1 | 2 |
| PC16.  Report to his/ her shift superior and the incoming shift doffer in case his/ her counterpart does not report for the incoming shift | 4 | 1 | 1 | 2 |
| PC17.  Ensure the shift is properly handed over to the incoming shiftdoffer | 4 | 1 | 1 | 2 |
| PC18. 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 superior | 4 | 1 | 1 | 2 |
| PC19. Ensure that the work spot is clean | 3 | 1 | 1 | 1 |
| PC20. Lot change and count change cleaning | 3 | 1 | 1 | 1 |
| **Total** | **75** | **20** | **29** | **26** |
|  | **Weightage %** | 75 | 27% | 39% | 35% |
|  | | | | | | |
| **2. TSC/N 0206 (Prepare for doffing activity )** | PC1. Follow the plan as instructed by superior for performing doffing activities at various machines in ring frame department | **100** | 5 | 2 | 1 | 2 |
| PC2. Identify which machine in ring frame departments is ready for doffing | 3 | 1 | 1 | 1 |
| PC3. Ensure minimum time is taken for identifying the machine to be carryout doffing activity | 3 | 1 | 1 | 1 |
| PC4. Ensure in confirming the machine with the superiors for carrying out doffing activity | 3 | 1 | 1 | 1 |
| PC5. Identify the empty cops required for next doff and segregate it according to size and colourcode | 4 | 1 | 2 | 1 |
| PC6. Ensure the cops are clean | 3 | 1 | 2 | 0 |
| PC7. Clean the empty cops and remove the yarn remnants, if needed | 4 | 1 | 2 | 1 |
| PC8. Remove the collected waste and store it in a waste collection box | 4 | 2 | 1 | 1 |
| PC9.  Ensure that the empty cops are in good condition | 3 | 1 | 2 | 0 |
| PC10. Remove the damaged cops and store in a separate place | 4 | 1 | 2 | 1 |
| PC11. Ensure that an empty cop of correct size and colour code is loaded in the bobbin trolley | 3 | 1 | 1 | 1 |
| PC12. Ensure proper material handling of empty cops | 3 | 1 | 1 | 1 |
| PC13. Load the empty cops in the cop trolley in an organised manner | 4 | 1 | 2 | 1 |
| PC14. Load the required number of empty cops as per requirement in different cop trolleys | 4 | 2 | 1 | 1 |
| PC15. Move and arrange the cop trolleys in an organised manner near the ring frame machine in which doffing activity is to be carried out | 5 | 2 | 3 | 0 |
| PC16. Ensure minimum time is taken for carrying the above activities | 4 | 1 | 2 | 1 |
| PC17. Ensure that overhead blower parked at one side of the m/c during Doffing | 4 | 2 | 1 | 1 |
| PC18. Overhead blower should start as soon the doffing m/c starts | 3 | 1 | 1 | 1 |
| PC19. Support the tenter in bringing the new bobbin from the speed frame department to the ring frame filling zone at the time of lot change as per instruction from the superiors | 4 | 1 | 2 | 1 |
| PC20. To ensure correct roving bobbins are taken for filling | 4 | 1 | 2 | 1 |
| PC21. Creel the roving bobbins in the reserve umbrella creel as instructed by superiors | 5 | 2 | 2 | 1 |
| PC22. Ensure proper material handling of bobbin and bobbin trolley | 4 | 1 | 2 | 1 |
| PC23. Keep the roving waste in the waste collection pocket provided to each operator and then put in the waste in waste collection box | 4 | 1 | 2 | 1 |
| PC24. Ensure minimum time is taken for filling the roving bobbin | 4 | 1 | 2 | 1 |
| PC25. Discuss with the supervisor on a timely basis for clarifications if any | 5 | 2 | 2 | 1 |
| PC26. Ensure cleanliness at work place | 4 | 1 | 2 | 1 |
| **Total** | **100** | **33** | **43** | **24** |
|  | **Weightage %** | 100 | 33% | 43% | 24% |
|  | | | | | | |
| **3 . TSC/N 0207 (Carry out doffing activity and post doffing activities)** | PC1. Transport the empty cop trolley of ring frame machine | **150** | 4 | 1 | 2 | 1 |
| PC2.  Arrange the cops trolley in an organised manner | 4 | 1 | 2 | 1 |
| PC3. Stop the machine | 3 | 1 | 2 | 0 |
| PC4. Ensure the machine is completely stopped | 4 | 1 | 2 | 1 |
| PC5.  Remove the full yarn cop from spindle and replace it with an empty cop from the cop trolley | 4 | 1 | 2 | 1 |
| PC6.  Ensure proper procedure is followed for carrying out doffing activity | 5 | 2 | 2 | 1 |
| PC7.  Ensure the empty cop is properly mounted in the spindle | 4 | 1 | 2 | 1 |
| PC8.  Repeat the doffing activity for specified number of spindles as instructed by your superior | 5 | 1 | 3 | 1 |
| PC9.  Do gaiting with the same running yarn | 5 | 1 | 3 | 1 |
| PC10. Ensure proper material handling of empty cops and full cops | 4 | 1 | 2 | 1 |
| PC11. Ensure minimum time is taken for carrying out doffing activity | 3 | 1 | 1 | 1 |
| PC12.  Cover the doffed ring cops if needed | 4 | 1 | 2 | 1 |
| PC13.  Ensure cleanliness at work place | 3 | 1 | 1 | 1 |
| PC14.  Ensure all the full cops are replaced with empty cops | 4 | 1 | 2 | 1 |
| PC15.    Ensure all the empty cops are mounted in the spindle properly | 4 | 1 | 2 | 1 |
| PC16.    Ensure gaiting is done for all the spindles in a proper manner | 4 | 1 | 2 | 1 |
| PC17.    Ensure all the full cops are placed in the cop trolley | 4 | 1 | 2 | 1 |
| PC18.    Ensure the doffing is completed out in a proper manner | 5 | 2 | 2 | 1 |
| PC19.    Ensure the delivery zone is clean | 4 | 1 | 2 | 1 |
| PC20.    Support the tenter by bringing roving bobbin for filling, filling activities and piecing in the event of a count change | 4 | 1 | 2 | 1 |
| PC21.    Support the tenter in changing traveller as instructed by superiors during count change | 4 | 1 | 2 | 1 |
| PC22.    Ensuring the machine is ready to start | 3 | 1 | 1 | 1 |
| PC23.    Start the machine | 3 | 1 | 1 | 1 |
| PC24.    Ensure proper functioning of machine | 3 | 1 | 1 | 1 |
| PC25.    Report to the supervisor / maintenance team if the machine is not functioning properly | 4 | 1 | 2 | 1 |
| PC26.    Ensure to restart the overheadblower along with the machine | 3 | 1 | 1 | 1 |
| PC27.    Ensure proper transportation of filled cop trolleys | 3 | 1 | 1 | 1 |
| PC28.    Ensure count wise storage of filled cops in storage area | 4 | 1 | 2 | 1 |
| PC29.    Ensure proper material handling of ring cops | 4 | 1 | 2 | 1 |
| PC30.    Ensure that the empty cop is kept clean and arranged in a proper manner | 4 | 1 | 2 | 1 |
| PC31.    Clean the defective cops in the respective shift and ensure that yarn remnants are removed | 4 | 1 | 2 | 1 |
| PC32.    Segregate the roving waste and yarn waste count wise and store in their respective waste bins | 4 | 1 | 2 | 1 |
| PC33.    Weigh the different types of waste collected and maintain record in a register, if needed | 3 | 1 | 1 | 1 |
| PC34.    Support the tenter in carrying out tenting activities as and whenever instructed by the supervisor | 4 | 1 | 2 | 1 |
| PC35.    Support the maintenance team while machine is under maintenance | 4 | 1 | 2 | 1 |
| PC36.    Carry out activities assigned by the supervisor from time to time | 4 | 1 | 2 | 1 |
| PC37.    Take part in doffs wherever necessary as instructed by the supervisor | 4 | 1 | 2 | 1 |
| PC38.    Transport the empty bobbins to the speed frame department storage area after count change | 4 | 1 | 2 | 1 |
| PC39.    Ensure cleanliness at work place | 3 | 1 | 1 | 1 |
|  | **150** | **41** | **71** | **38** |
| **Total** | **Weightage %** | 150 | 27% | 47% | 25% |
|  |  |  |  |  |  |  |
| **4 . TSC/N 0208 (Responsibilities while working in auto doffer ring frame)** | PC1.        Ensure there is no empties or full cop under the doffing unit | **75** | 4 | 1 | 2 | 1 |
| PC2.        Ensure empty ring tubes are ready in all c channel peg tray before the machine reaches the doff length | 4 | 1 | 2 | 1 |
| PC3.        Ensure there is no empties or full cops found under the doffing unit to avoid any stuck up | 3 | 1 | 1 | 1 |
| PC4.        Ensure empty ring tubes are loaded fully in the tube loader reserve box before doffing is started. | 4 | 1 | 2 | 1 |
| PC5.        Ensure doffing persons reach the machine for gaiting work before starting the doffing activity | 4 | 1 | 2 | 1 |
| PC6.        Ensure doff trolleys are kept in the off end in the specified position. | 3 | 1 | 1 | 1 |
| PC7.        Ensure that doffing process is functioning properly without any malfunction. | 4 | 1 | 2 | 1 |
| PC8.        Ensure after doffing gaiting to be done properly and timely | 5 | 2 | 2 | 1 |
| PC9.        Ensure that all the full cops are removed from the spindles and empties are loaded in spindlesduring doffing to avoid yarn wound on empty spindle. | 4 | 1 | 2 | 1 |
| PC10.     Ensure that all the grippers in the doffing unit are available in position without missing duringdoffing. | 5 | 2 | 2 | 1 |
| PC11.     Ensure that there is no air leakage in the grippers. | 4 | 1 | 2 | 1 |
| PC12.     Ensure the wastes collected from different parts of machine are deposited in the respective dustbins | 3 | 1 | 1 | 1 |
| PC13.     Ensure the ring frame department is neat and clean | 3 | 1 | 1 | 1 |
| PC14.    Verify the proper build of the ring cop | 4 | 1 | 2 | 1 |
| PC15.    Record the production details in the production report | 4 | 1 | 2 | 1 |
| PC16.    Report to the supervisor in case of emergency stoppage of machine | 4 | 1 | 1 | 2 |
| PC17.    Support the tenter and maintenance team for carrying out cleaning activities, on need basis | 5 | 1 | 2 | 2 |
| PC18.    Support the maintenance team while machine is under maintenance | 4 | 1 | 2 | 1 |
| PC19.     Ensure all details related to production are provided to the next shift doffer while relieving | 4 | 1 | 1 | 2 |
| **Total** | **75** | **21** | **32** | **22** |
|  | **Weightage %** | 75 | 28% | 43% | 29% |
|  | | | | | | |
| **5.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 %** | 50 | 30% | 42% | 28% |
|  |  |  |  |  |  |  |
| **6.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 | 4 | 2 | 1 | 1 |
| PC3. be effective and efficient at workplace | 4 | 1 | 2 | 1 |
| PC4. properly communicate about company policies | 4 | 1 | 1 | 2 |
| PC5. report all problems faced during the process | 4 | 1 | 1 | 2 |
| PC6. talk politely with other team members and colleagues | 5 | 2 | 1 | 2 |
| PC7. submit daily report of own performance | 5 | 2 | 2 | 1 |
| PC8. adjust in different work situations | 4 | 1 | 2 | 1 |
| PC9. give due importance to others’ point of view | 4 | 2 | 1 | 1 |
| PC10. avoid conflicting situations | 4 | 2 | 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 | 18 | 17 | 15 |
|  | **Weightage %** | 50 | 36% | 34% | 30% |
|  | | | | | | |
| **7.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% |
|  | | | | | | |
| **8.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 %** | 50 | 36% | 38% | 26% |
| **Grand Total** |  | **650** | | | | |