

**What are**

**Occupational**

**Standards(OS)?**

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

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QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR

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Current Industry Trends

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**Introduction**

**Sector: TEXTILE**

**SUB-SECTOR: SPINNING**

**OCCUPATION: SPINNING PREPARATORY**

**REFERENCE ID: TSC/ Q 0106**

**ALIGNED TO: NCO-2004 / 8261.50**

**Brief Job Description:** A speed frame operator is responsible for carrying out tenting and doffing activities in a speed frame machine. A speed frame operator should be able to piece the sliver, piece the roving and carry out routine cleaning and preventive maintenance activities, doff the roving bobbins and ensure that quality roving bobbin is produced in speed frame machine.

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 a speed frame machine.

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

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**Qualifications Pack – Speed Frame Operator-Tenter and Doffer**

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

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| --- | --- | --- | --- | --- |
| Job Details | **Qualifications Pack Code** | **TSC/Q 0106** | | |
| **Job Role** | **Speed Frame Operator – Tenter & Doffer** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Sector** | **Textile** | **Drafted on** | **15/12/14** |
| **Sub-sector** | **Spinning** | **Last reviewed on** | **25/02/15** |
| **Occupation** | **Spinning** | **Next review date** | **01/03/16** |

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| --- | --- |
| **Job Role** | **Speed Frame Operator - Tenter & Doffer** |
| **Role Description** | To carry out tenting and doffing activities in a speed frame machine ensuring minimum machine stoppage and achieving maximum production, along with minimum time for carrying out doffing activities and ensure proper functioning of speed frame machine. |
| **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/ N 0116 Taking charge of shift and handing over shift to operator](#_TSC/_N0101) 2. [TSC/N 0117 Piecing the broken sliver](#_Overview) 3. [TSC/N 0118 Piecing the broken roving](#_This_unit_is_1) 4. [TSC/N 0119 Preparing for doffing](#_This_unit_is_8) 5. [TSC/N 0120 Carryout doffing activity](#_This_unit_is_6) 6. [TSC/N 0121 Tenting responsibilities](#_This_unit_is_7) 7. [TSC/N 0122 Carry out additional tenting responsibilities effectively](#_This_unit_is_2) 8. [TSC/ N9001 Maintain work area,tools and machines](#_Overview_1) 9. [TSC/ N9002 Working in a team](#_This_unit_is_3) 10. [TSC/ N9003 Maintain health, safety and security at workplace](#_This_unit_is_4) 11. [TSC/ N9004 Comply with industry and organizational requirement](#_This_unit_is_5)   **Optional:**  Not Applicable |
| **Performance Criteria** | As described in the relevant OS units |

Glossary of Key Terms

**Table 1: Glossary of Key Terms**

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

**National Occupational Standard**

**Overview**

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

|  |  |
| --- | --- |
| **Unit Code**  National Occupational Standard | TSC/ N0116 |
| **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 speed frames for his allocated number of spindles or machines 5. ensure the technical details are mentioned in the display board in the speed frame machine 6. should check for the availability of the spare roving bobbins 7. should check the availability of bobbin trolley with technical details mentioned regarding the count being produced 8. check the condition of running travellers 9. check the roving passage and yarn formation is proper 10. should check for the run outs , availability of the roving bobbins 11. 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 12. should check the condition of different running boobbins 13. ensure proper functioning of speed frame machine parts and machine 14. 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 15. check the condition of running spindles, damages if any should be reported 16. check the cleanliness of the machines & other work areas 17. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas. 18. 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. 19. ensure no roller lapping in speed frame 20. remove the roller lapping manually if any without damaging the cots 21. ensure that only the correct size of spacer is used for replacement 22. ensure the wastes collection boxes are empty while taking charge of shift 23. ensure the work spot is clean |
| **Handing over shift** | 1. should hand over the shift to the incoming speed frame tenter in a proper manner 2. 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. to provide all relevant information regarding the count produced, idle spindles, damaged machine parts if any 4. should get clearance from the incoming counterpart before leaving the work spot 5. 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 6. ensure the shift has to be properly handed over to the incoming shift operator 7. 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 8. should 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 * roving hank * importance of roving quality * types of roving defects  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 speed 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. functions and methodology for operating different material handling equipments 9. guidelines for operating the speed frame machine 10. guidelines for taking charge of shift from previous shift operator 11. guidelines for handing over the shift to the next shift operator 12. importance of cleanliness at workplace 13. safety procedures to be followed in a speed 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 and 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 how to:   1. patrol around the speed frame machine and identify sliver breakage, sliver exhaust, roving breakage or bobbin exhaust 2. operatedifferent material handling tools and equipments 3. patrol around the speed frame departments ad identifying worn out or damaged machine parts 4. check the quality of sliver, roving bobbins, proper functioning of machine parts in speed frame machine 5. maintain neatness at work |

**NOS Version Control**

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| **NOS Code** | **TSC/ N0116** | | |
| **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 Preparatory** | **Next review date** | **01/03/16** |

**National Occupational Standard**

# Overview

# This unit is about carrying out the piecing activities in a speed frame machine in the event of a sliver breakage.

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| **Unit Code** | **TSC/Q 0117** |
| **Unit Title**  National Occupational Standard  **(Task)** | Piecing the broken sliver |
| **Description** | This unit is about following theprocedure for carrying out piecing activities in the event of a sliver breakage |
| Scope | This unit/task covers the following:   * To attend the machine on sliver breakage * To piece the broken sliver * To feed / replace sliver can * To ensure proper material handling of sliver * To check the quality of sliver piecing and starting the machine |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Attending the machine on sliver breakage | To be competent, you must be able to:   1. Identify whether the machine stoppage is due to a sliver breakage or roving breakage 2. move in the creel and identify which sliver is broken 3. 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 4. ensure minimum time is taken for attending the sliver breakage |
| Piecing the sliver | 1. ensure that the sliver passes through the creeling section without affecting the quality of sliver 2. ensure proper length of sliver is available for piecing 3. piece the broken sliver together in the event of sliver breakage at creel section 4. piece the sliver between cans in the event of sliver exhaust in sliver can and replacement with a full sliver can 5. keep the sliver waste in the waste collection pocket provided to each tenter and then put in the waste in waste collection box 6. ensure standard piecing procedure is adopted and quality of piecing is as per standards 7. ensure minimum time is taken for piecing the sliver |
| Feeding / Replacing sliver can | 1. inspect the creeling section and identify the empty can and sliver cans which are about to be exhausted 2. remove the empty can and replace with the full can 3. bring the full cans from draw frame department or from the drawn sliver can storage location 4. ensure colour coding of sliver can fed in the creel is correct |
| Material handling of the sliver | 1. properly handle the sliver 2. ensure sliver surface doesn’t gets damaged |
| Checking the quality of piecing and starting the machine | 1. verify the quality of piecing done in the sliver 2. ensure sliver tension in the creeling section is appropriate 3. ensure proper functioning of the machine |
| **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 sliver * sliver hank * importance of sliver quality * types of sliver defects * reasons for sliver breakage  1. process flow in a spinning mill 2. material flow in a spinning mill 3. functions of different parts of a speed frame machine 4. colour coding for sliver cans followed for different counts in spinning mill 5. tools and equipments used 6. knowledge of waste collection system &equipments 7. types of material handling equipments used 8. functions and methodology for operating different material handling equipments 9. understanding the functions of different signal lamps 10. guidelines for operating the speed frame machine 11. safety procedures to be followed in a speed 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 and 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 how to:   1. follow standard operating procedures for creeling the sliver 2. move in the sliver shed to identify the broken sliver 3. transport the filled and empty can 4. procedure for unraveling the sliver from the sliver can 5. adopt standard piecing technique for piecing the broken sliver 6. analyze the sliver tension with hand 7. check the quality of piecing 8. identify the reasons for sliver breakage 9. maintain neatness at work |

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| **NOS Code** | **TSC/Q 0117** | | |
| **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 Preparatory** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about carrying out the piecing activities in a speed frame machine in the event of a roving breakage.

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| **Unit Code**  National Occupational Standard | **TSC/N 0118** |
| **Unit Title**  **(Task)** | Piecing the broken roving |
| **Description** | This unit is about carrying out procedure for piecing activities in the event of a roving breakage |
| Scope | This unit/task covers the following:   * To attend the machine and identify roving breakage * To piece the broken roving * To ensure proper material handling of roving bobbin * To check the quality of sliver piecing and starting the machine |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Attending the machine and identifying roving breakage | To be competent, you must be able to:   1. identify the reason for machine stoppage by seeing the signal lamps. 2. patrol and identify in which spindle the roving is broken 3. 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. ensure minimum time is taken for attending and identifying the roving breakage |
| Piecing the roving | 1. unwind or remove the broken roving from the bobbin 2. unwind extra length of roving from the bobbin 3. fix the bobbin in a proper manner in the spindle and pass the roving through the false twister making it ready for piecing 4. piece the roving between false twister and drafting zone by following standard piecing techniques 5. ensure minimum time is taken for piecing the rove |
| Material handling of roving bobbin | 1. ensure in proper material handling of roving and roving bobbin 2. ensure surface of roving doesn’t get damaged 3. ensure to avoid usage of damaged or defective bobbins |
| Check the quality of pieced roving, preparing and staring the machine | 1. ensure the quality of piecing is as per standard 2. ensure the tension of the pieced roving is proper 3. ensure the bobbin is perfectly fitted in the spindle 4. verify proper material passage from drafting zone till the roving wound on bobbin 5. remove the sliver waste and roving waste and deposit in the respective waste collection bags 6. ensure proper functioning of the machine 7. ensure and maintain Colour code |
| **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. understanding the importance of different types of fibres, sliver, roving, yarn, hank and count. 2. understand the 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 speed frame machine 5. importance of piecing 6. tools and equipments used for piecing 7. knowledge of waste collection system & material handling equipments used 8. functions of different signal lamps and control buttons 9. guidelines for operating the speed frame machine 10. safety procedures to be followed in a speed frame machine |
| **Skills (S)** | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** |
| You need to know and understand how to:   1. write in local 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** |
| You need to know and understand how to:   1. apply good attention to detail 2. check your work is complete and free from errors |
| 1. **Technical Skills** | You need to know and understand :   1. procedure for finding the broken roving 2. procedure to patrol across the speed frame machine 3. procedure to unwind and remove the broken sliver 4. procedure to unwind extra length of roving from the bobbin 5. procedure for mounting the bobbin in the spindle 6. standard piecing technique for piecing the broken rove 7. procedure to check the quality of piecing 8. maintain neatness at work |

**NOS Version Control**

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| **NOS Code** | **TSC/N 0118** | | |
| **Credits (NSQF)** | **TBD** | **Version number** | **1.0** |
| **Industry** | **Textile** | **Drafted on** | **15/12/14** |
| **Industry Sub-sector** | **Spinning** | **Last reviewed on** | **21/01/15** |
| **Occupation** | **Spinning Preparatory** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about preparing the speed frame machine for carrying out doffing activities.

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| --- | --- | --- | --- |
| **Unit Code** | | **TSC/N 0119** | |
| **Unit Title**  National Occupational Standard  **(Task)** | | Preparing for doffing | |
| **Description** | | This unit is about doing the preparation for carrying out doffing activity | |
| Scope | | This unit/task covers the following:   * To identify the machine for carrying out doffing activity * To collect the empty bobbins from storage area * To load the empty bobbins in the bobbin trolley * To support the tenter for preparing the creel zone in case of count 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 speed frame department 2. identify which machine in speed frame departments is ready for doffing | |
| Collecting the empty bobbins from storage area | | 1. identify the empty bobbin required for next doff and segregate it size wise, count wise and type wise 2. ensure the bobbins are clean, clean the empty bobbins if needed 3. ensure the empty bobbins in good condition 4. remove the damaged bobbins and store in a separate place 5. ensure correct sized and colour coded empty bobbin is to be loaded in the bobbin trolley 6. ensure proper material handling of empty bobbin | |
| Loading the empty bobbin in the bobbin trolley | | 1. load the empty bobbins in the bobbin trolley in an organised manner 2. load the required number of empty bobbins as per requirement in different bobbin trolleys 3. move and arrange the bobbin trolleys in an organised manner near the speed frame machine 4. ensure minimum time is taken out for carrying the activities | |
| support in preparing the creel zone in case of count change | | 1. support the tenter in bringing the new sliver cans from the draw frame department to the speed frame creeling zone 2. to ensure correct sliver can is taken from the draw frame department 3. arrange the sliver cans in an organised manner near the creel zone 4. 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 5. ensure proper material handling of sliver and sliver can | |
| **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. process and material flow in a spinning mill 2. functions of different parts of a speed frame machine 3. understanding the importance of fibres, types of yarn, yarn count, types of sliver, sliver hank, importance of sliver and roving quality 4. knowledge of different type of bobbin 5. importance of colour coding 6. importance of material handling 7. types of material handling equipments used 8. functions and methodology for operating different material handling equipments 9. importance of cleanliness at work place 10. safety procedures to be followed in a speed frame machine | |
| **skills (s)** | | | |
| 1. **Core Skills/ Generic Skills** | **Writing Skills** | | |
| You need to know and understand how to:   1. Write in local 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. skill to identify the defects in empty bobbin 2. procedure to arrange empty bobbin in the bobbin trolley 3. procedure to operate different material handling equipments 4. proper material handling of empty bobbin and sliver can 5. procedure to distribute the existing slivers without waste to sliver cans 6. procedure for proper material handling of sliver 7. standard piecing technique for piecing the sliver 8. maintainanace of neatness at work place | | |

**NOS Version Control**

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| **NOS Code** | **TSC/N 0119** | | |
| **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 Preparatory** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about carrying out the doffing activities in a speed frame machine.

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| **Unit Code**  National Occupational Standard | **TSC/N 0120** |
| **Unit Title**  **(Task)** | Carrying out doffing activity |
| **Description** | This unit is about carrying out the doffing in the speed frame machine |
| Scope | This unit/task covers the following:   * To transport the empty bobbin trolley to the speed frame machine * To carrying out doffing * Check for completion of doffing activity |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **Performance Criteria** |
| Transporting the empty bobbin trolley to the speed frame machine | To be competent you must be able to:   1. transport the empty bobbin trolley to the front part of speed frame machine 2. arrange the empty bobbin trolley in an organized manner 3. stop the machine |
| Carrying out doffing | 1. ensure the machine is completely stopped and open the safety door 2. remove the fully bobbin from spindle and store in the bobbin trolley 3. fix the empty bobbin in the spindle 4. repeat the doffing activity for specified number of spindles as instructed by his / her superior 5. gait the roving end with the empty bobbin 6. ensure proper material handling of roving and full bobbin 7. ensure minimum time is taken for carrying out doffing activity |
| Check for completion of doffing activity | 1. ensure all the full bobbins are replaced with empty bobbins 2. ensure all the empty bobbins are mounted in the spindle rail properly 3. ensure gaiting is done for all the spindles in a proper manner 4. ensure all the full bobbins are placed in the bobbin trolley |
| **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. the importance of different types of fibres, sliver, roving, yarn, hank and count. 2. the 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 speed frame machine 5. functions of different signal lamps and control buttons 6. knowledge on doffing 7. guidelines for operating the speed frame machine 8. operational procedure for carrying out doffing activity 9. importance of material handling 10. safety procedures to be followed in a speed 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. 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** |
| You need to know and understand how to:   1. apply good attention to detail 2. check your work is complete and free from errors |
| 1. **Technical Skills** | You need to know and understand :   1. standard operation procedure for transporting & arranging the empty bobbin trolley near speed frame machine 2. standard operating procedure for carrying out doffing activity 3. procedure for cleaning different in delivery zone 4. proper material handling roving and roving bobbin 5. maintain neatness at work |

**NOS Version Control**

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| **NOS Code** | **TSC/N 0120** | | |
| **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 Preparatory** | **Next review date** | **01/03/16** |

**National Occupational Standard**

# Overview

# This unit is about carrying out responsibilities of a speed frame doffer post doffing activity

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| **Unit Code**  National Occupational Standard | **TSC/Q 0121** |
| **Unit Title**  **(Task)** | Tenting responsibilities |
| **Description** | The unit is about carrying out the responsibilities of a speed frame doffer post doffing activity |
| Scope | This unit/task covers the following:   * Post doffing activites * Transporting & storing the filled bobbin * Other responsibilities |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **PerformanceCriteria** |
| Post doffing responsibilities | To be competent you must be able to:   1. ensure the doffing is carried out in a proper manner 2. ensure the delivery zone is clean 3. support the tenter by bringing draw frame can for creeling, creeling activities and piecing in the event of a count change 4. ensuring the machine is ready to start 5. ensure proper functioning of machine 6. report to the supervisor / maintenance team if the machine is not functioning properly |
| Transporting & storing the filled bobbin | 1. ensure proper transportation of filled bobbin trolley 2. ensure count wise storage of filled roving bobbin in storage area 3. ensure proper material handling of roving bobbin 4. Ensure material is covered post doffing |
| Other responsibilities | 1. ensure in keeping the empty bobbins clean and arranged in proper manner 2. clean the defective roving bobbins in the respective shift 3. segregate the sliver waste and roving waste count wise and store in the respective waste bins 4. weigh the different types of waste collected in the speed frame departments 5. transport the collected wastes to the waste room 6. support tenter in carrying out tenting activities then and there as instructed by supervisor 7. support the maintenance team while machine is under maintenance 8. 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 9. take part doffs wherever necessary as instructed by the supervisor 10. transport the empty cans to the draw frame can storage area after count change 11. 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. report to the supervisor or higher authority in case of emergency 5. color coding adopted for different counts in the spinning mill |
| **B. Technical**  **Knowledge** | You need to know and understand:   1. process and material flow in a spinning mill 2. functions of different parts of a speed frame machine 3. knowledge of different types of roving defects 4. importance of removing the defective roving 5. types of waste collected from the speed frame machine 6. importance of cleaning 7. types and functions of variouscleaning tools and equipments 8. guidelines for cleaning the various part of speed frame machine 9. operational schedule for cleaning different parts of speed frame machine 10. knowledge on the tenting activities to be followed in a speed frame machine 11. importance of machine maintenance 12. knowledge of basic maintenance activities to be carried out in a speed frame machine 13. guidelines for carrying out routine preventive maintenance activities |
| **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 and 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** |
| You need to know and understand how to:   1. apply good attention to detail 2. check your work is complete and free from errors |
| 1. **Technical Skills** | You need to know and understand how to:   1. cleanthe empty bobbin 2. arrange the empty bobbins in storage are 3. remove the defects in roving bobbin 4. clean different parts of machine 5. clean the doffing zone 6. handle different material handling tools 7. follow standard piecing procedure 8. follow standard doffing procedure 9. transport filled bobbin trolley 10. segregate the different types of waste 11. do material handling of sliver cans |

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| **NOS Code** | **TSC/Q 0121** | | |
| **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 Preparatory** | **Next review date** | **01/03/16** |

**National Occupational Standard**

**Overview**

# This unit is about carrying out the tenting responsibilities in a speed frame machine other than piecing the sliver and rove

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| **Unit Code**  National Occupational Standard | **TSC/Q 0122** |
| **Unit Title**  **(Task)** | Carryout additional tenting responsibilities effectively |
| **Description** | This unit is about carrying out the tenting responsibilities in a speed frame machine other than piecing the sliver and rove |
| Scope | This unit/task covers the following:   * Carryout cleaning &maintenance activities * Carryout preventive maintenance activities * Carryout other tenting responsibilities |
| **Performance Criteria (PC) w.r.t. the Scope** | |
| **Elements** | **PerformanceCriteria** |
| Carry out cleaning& maintenance activities | To be competent, you must be able to:   1. clean the creeling area 2. ensure proper removal of dusts from the creeling zone 3. clean the front and back portion of the machine 4. clean the back portion of the drafting arrangement 5. clean the front portion of drafting arrangement 6. ensure proper cleaning of drafting zone 7. clean the flyer, bobbin rail and spindle rail 8. collect the wastes in the waste collection chamber and depositing in the waste collection box 9. clean the waste collection chamber 10. remove the wastes in the clearer rollers on a timely basis 11. ensure the wastes collected from different parts of machine are deposited in the respective dustbins 12. clean the alley around the speed frame machine using proper cleaning equipments 13. ensure the speed frame department is neat and clean |
| Carry out preventive maintenance activities | 1. ensure proper functioning of machine 2. check and verify the quality of different machine parts 3. remove the worn out parts and replace with new parts in speed frame machine 4. carry out preventive maintenance activities at the specified intervals 5. oil the different parts of speed frame machine |
| Other tenting responsibilities | 1. Verifythe proper build of the roving bobbin 2. support the doffer while carrying out doffing activities 3. record the production details in the production report 4. report to the supervisor in case of emergency stoppage of machine 5. report to the supervisor and maintenance incharge if the operator was able to replace the worn out machine part with a new one. 6. support the maintenance team while machine is under maintenance 7. ensure all details related to production are provided the next shift operator while relieving 8. ensure count wise storage of wound bobbin without damaging the roving |
| **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 and material flow in a spinning mill 2. functions of different parts of a speed frame machine 3. importance of cleaning 4. types and functions of variouscleaning tools and equipments 5. types of waste collected from the speed frame machine 6. guidelines for cleaning the various part of speed frame machine 7. operational schedule for cleaning different parts of speed frame machine 8. operational schedule for collecting wastes from waste collection chamber 9. types of possible worn out parts in a speed frame machine 10. guidelines for carrying out routine preventive maintenance activities 11. knowledge on the function of building mechanism in speed frame machine 12. knowledge of the types of oil used for preventive maintenance 13. understanding the safety precautions to be followed ina speed frame department |
| **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 for operating the various cleaning tools and equipments 2. procedure for cleaning the creeling area 3. procedure for cleaning the drafting zone 4. procedure for cleaning the flyer, bobbin rail and spindle rails 5. procedure for collection of wastes from waste collection chamber 6. procedure for cleaning the waste collection chamber 7. procedure for cleaning the other parts of speed frame machine 8. procedure for cleaning the alley around the speed frame machine 9. procedure for proper material handling of cleaning equipments 10. Maintainance of neatness at work 11. procedure to identify and remove worn out parts in speed frame machine 12. procedure to replace the worn out parts with a new machine part 13. procedure for carrying our preventive maintenance activities 14. procedure for oiling different parts of speed frame machine 15. procedure to store the full bobbin in the storage area without damaging the roving |

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| **NOS Code** | **TSC/Q 0122** | | |
| **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 Preparatory** | **Next review date** | **01/03/16** |

**NOS Version Control**

**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 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 on** | **25/02/15** |
| **Occupation** | **Spinning Preparatory** | **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** | **Spinning Preparatory** | **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 spinning mill 2. safe working practices to be adopted in spinning mill 3. quality systems and other processes practiced in the spinning 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 local language |
| **Reading Skills** |
| You need to know how to:   1. read and understand the company instructions 2. read and understand the local language 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 how to:   1. maintain 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** | **Spinning Preparatory** | **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** | **Spinning Preparatory** | **Next review date** | **01/03/16** |

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| **Job Role: Speed Frame Operator – Tenter & Doffer Qualification Pack: TSC/ Q 0106  Sector Skill Council: Textile Sector Skill Council** | | | | | | | |
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| **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 0116 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 %** | 100.00% | 35.00% | 36.00% | 29.00% | |
|  | | | | | | | |
| **2. TSC/N 0117- 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 %** | 100.00% | 34.00% | 47.00% | 19.00% | |
|  | | | | | | | |
| **3 . TSC/N 0118-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 %** | 100.00% | 26.67% | 46.67% | 26.67% | |
|  | | | | | | | |
| **4 . TSC/N 0119 (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 %** | 100.00% | 26.67% | 46.67% | 26.67% | |
|  | | | | | | | |
| **5 . TSC/N 0120 (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 %** | 100.00% | 26.00% | 48.00% | 26.00% | |
|  | | | | | | | |
| **6 . TSC/Q 0121 (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 %** | 100.00% | 26.00% | 46.00% | 28.00% | |
|  | | | | | | | |
| **7. TSC/ N 0122(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 %** | 100.00% | 28.00% | 46.00% | 26.00% | |
|  | | | | | | | |
| **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 %** | 100.00% | 30.00% | 42.00% | 28.00% | |
|  | | | | | | | |
| **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 %** | 100.00% | 34.00% | 34.00% | 32.00% | |
|  | | | | | | | |
| **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 %** | 100.00% | 43.00% | 34.00% | 23.00% | |
|  | | | | | | | |
| **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 %** | 100.00% | 36.00% | 38.00% | 26.00% | |
| **Grand Total** | | **850** | | | | | |