

## 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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## Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5

## Introduction

### Qualifications Pack – Balloon Squeezer Machine Operator

**SECTOR: TEXTILE**

**SUB-SECTOR: PROCESSING**

**OCCUPATION: KNIT PROCESSING**

**REFERENCE ID: TSC/ Q5501**

**ALIGNED TO: NCO-2004 /8264.90**

**Brief Job Description:** A Balloon Squeezer Machine Operator is responsible to do the specified job of Detwisting, Spreading, & Squeezing of Knitted fabric in Tubular or Open Width form with proper control of parameters to get the desired effect on a Balloon Squeezer Machine. This job requires the individual to have thorough knowledge of process flow and material flow in a processing mill for fabric production and should know the important functions and operations of a Balloon Squeezer machine.

**Personal Attributes:** A Balloon Squeezer Machine Operator should have good eyesight, motor skills and vision. He/she should also have good interpersonal skills.

Job Details	Qualifications Pack Code	TSC/Q5501		
	Job Role	Balloon Squeezer Machine Operator		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/14
	Sub-sector	Processing	Last reviewed on	25/02/15
	Occupation	Knit Processing	Next review date	01/03/16
	Job Role	Balloon Squeezer Machine Operator		
Role Description		to carry out the process of detwisting, spreading & squeezing of fabric using a balloon squeezer machine, as specified under job order		
NSQF level		4		
Minimum Educational Qualifications		10 <sup>th</sup> standard, preferably		
Maximum Educational Qualifications		N/A		
Training (Suggested but not mandatory)		Three to six months of training in textile processing.		
Experience		Preferably 1-2 years		
National Occupational Standards (NOS)		<b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">TSC/ N5501 Taking charge of shift and handing over shift to Balloon Squeezer Machine Operator</a></li> <li><a href="#">TSC/N5502 Operating the Balloon Squeezer Machine</a></li> <li><a href="#">TSC/N5503 Preparation of finishing chemicals</a></li> <li><a href="#">TSC/ N9001 Maintain work area, tools and machines</a></li> <li><a href="#">TSC/ N9002 Working in a team</a></li> <li><a href="#">TSC/ N9003 Maintain health, safety and security at workplace</a></li> <li><a href="#">TSC/ N9004 Comply with industry and organizational requirement</a></li> </ol> <b>Optional: N/A</b>		
Performance Criteria		As described in the relevant OS units		

Table 1: Glossary of Key Terms

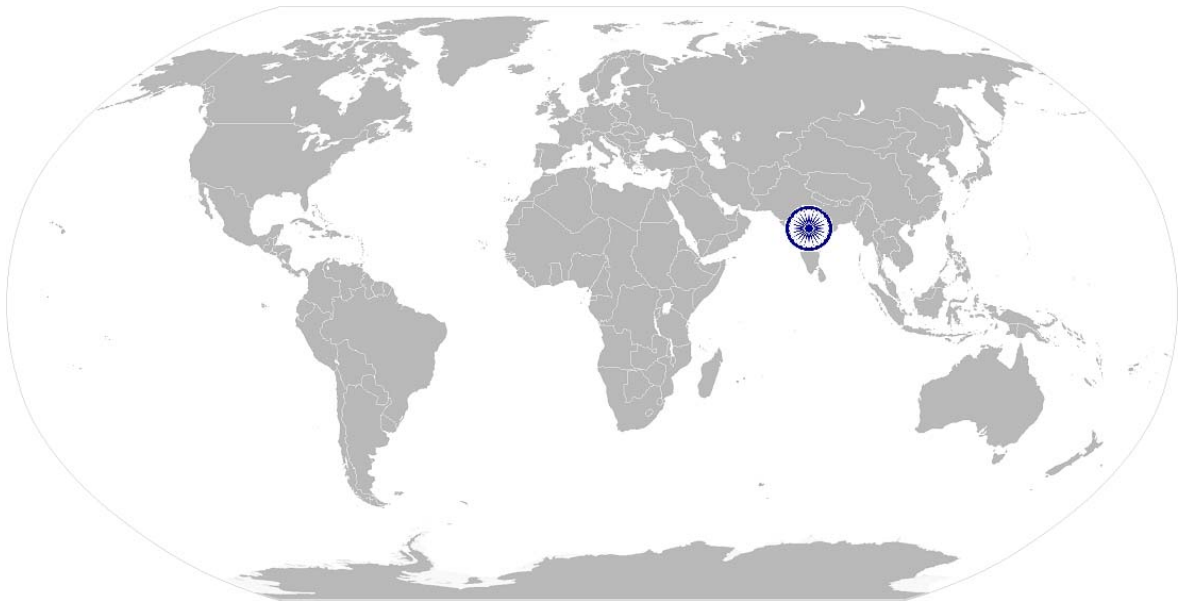
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived 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.
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

TSC/ N5501

Taking charge of shift and handing over shift to Balloon Squeezer Machine Operator

# National Occupational Standard



## Overview

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

**TSC/ N5501 Taking charge of shift and handing over shift to Balloon Squeezer Machine Operator**

**National Occupational Standard**

<b>Unit Code</b>	<b>TSC/ N 5501</b>
<b>Unit Title (Task)</b>	<b>Taking charge of shift and handing over shift to Balloon Squeezer Machine Operator</b>
<b>Description</b>	This unit is about taking charge of shift from previous shift Balloon squeezer machine operator and relieving the responsibilities to the next shift Balloon squeezer machine operator
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>Taking charge of shift from Balloon squeezer machine operator</li> <li>Handing over shift to Balloon squeezer machine operator</li> </ul>
<b>Elements</b>	<b>Performance Criteria</b>
<b>Taking charge of shift from Balloon squeezer machine operator</b>	<p>To be competent, you must be able to:</p> <p>PC1. come at least 10 - 15 minutes earlier to the work place</p> <p>PC2. bring the necessary operational tools to the department</p> <p>PC3. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality, production, spare, safety or any other specific instruction etc.</p> <p>PC4. understand the fabric being processed &amp; process running on the machine</p> <p>PC5. ensure the technical details are mentioned on the job card display on the machine</p> <p>PC6. check for the availability of the spare trolley for unloading the fabric</p> <p>PC7. check the next batch to be processed is ready near the machine</p> <p>PC8. ensure the required chemicals are already weighed &amp; prepared</p> <p>PC9. check the cleanliness of the machines &amp; other work areas</p> <p>PC10. 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 as that of the previous shift.</p> <p>PC11. take over the shift from the incoming operator in a proper manner</p>
<b>Handing Over Shift to Balloon squeezer machine operator</b>	<p>PC12. ensure in providing the details regarding fabric quality &amp; the process running on the machine</p> <p>PC13. to provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine.</p> <p>PC14. ensure the empty trolley is near the machine for unloading the fabric</p> <p>PC15. ensure the next lot to be processed is ready near the machine already stitched &amp; arranged properly</p> <p>PC16. ensure the required chemicals for the next lot or next process are weighed &amp; prepared</p> <p>PC17. should get clearance from the incoming counterpart before leaving the work spot</p> <p>PC18. should report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift</p> <p>PC19. ensure the shift has to be properly handed over to the incoming shift operator</p> <p>PC20. should report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors</p>

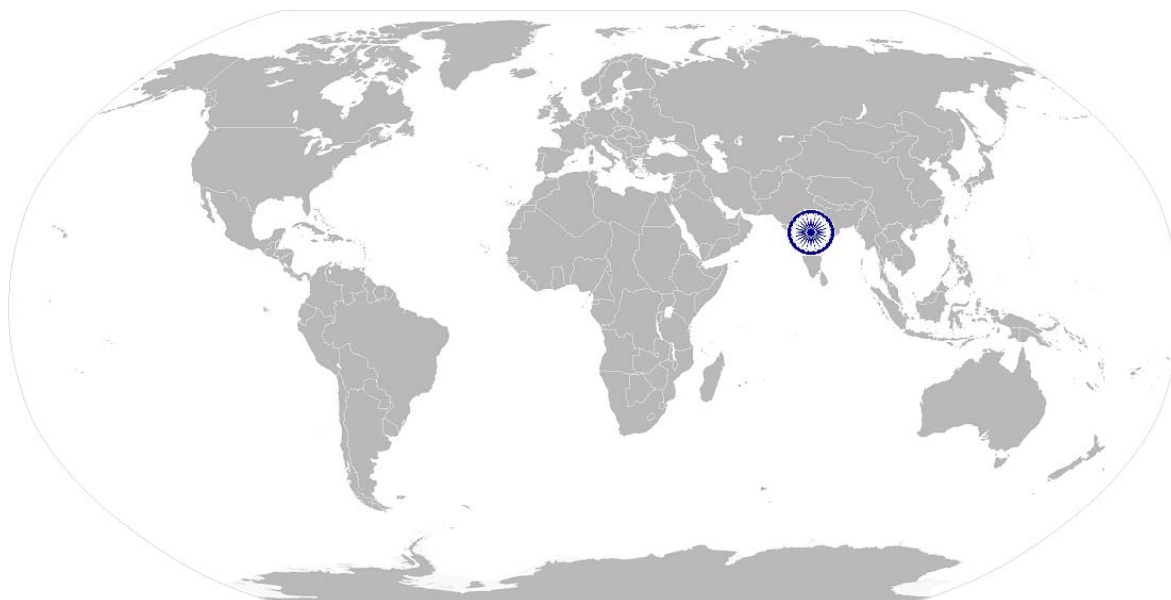


**TSC/ N5501 Taking charge of shift and handing over shift to Balloon Squeezer Machine Operator**

	<p>PC21. Should collect the wastes from waste collection bags, weigh them and transport to storage area</p> <p>PC22. ensure the machine and its work place is clean</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a processing unit /mill</p> <p>KA2. safe working practices to be adopted in processing unit / mill</p> <p>KA3. quality systems and other processes practiced in the processing unit/ mill</p> <p>KA4. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different products in the processing unit / mill</p>
<b>B. Technical Knowledge</b>	<p>KB1. understanding the importance of quality &amp; productivity</p> <p>KB2. understanding various defects in the fabric due to yarn, weaving or processing</p> <p>KB3. reasons for various defects in the fabric due to processing &amp; their remedy</p> <p>KB4. process flow in a processing unit</p> <p>KB5. material flow in a processing unit</p> <p>KB6. functions of various controls of the machine</p> <p>KB7. importance of material handling and types of material handling equipment being used</p> <p>KB8. importance of cleanliness at workplace</p> <p>KB9. functions and methodology for operating different material handling equipment</p> <p>KB10. understanding the functions of various alarm signals</p> <p>KB11. guidelines for operating the machine</p> <p>KB12. guidelines for taking charge of shift from previous shift Balloon squeezer machine operator</p> <p>KB13. guidelines for handing over the shift to the next shift Balloon squeezer machine operator</p> <p>KB14. safety procedures to be followed while operating the machine</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to:
	SA1. write clear and short sentences
	<b>Reading Skills</b>
	You need to know and understand how to:
	SA2. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to:
	SA3. communicate with supervisor appropriately
	SA4. talk to others to convey information effectively
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to:
	SB1. apply problem-solving approaches in different situations
	SB2. refer anomalies to the supervisor

**TSC/ N5501 Taking charge of shift and handing over shift to Balloon Squeezer Machine Operator**

	SB3. seek clarification on problems from others
	<b>Attention to Detail</b>
	You need to know and understand how to:
	SB4. apply good attention to detail
	SB5. check your work is complete and free from errors
	You need to know and understand:
	SB6. Standard operating procedures for operating the machine
	SB7. Procedures for operating various valves & traps
	SB8. Procedures for operating different material handling tools and equipment
	SB9. Procedures to check the quality of processed fabric
	SB10. maintain cleanliness at work place.
	SB11. Procedure for segregating the different types of wastes
	SB12. Procedure for storing reusable wastes and weighing them

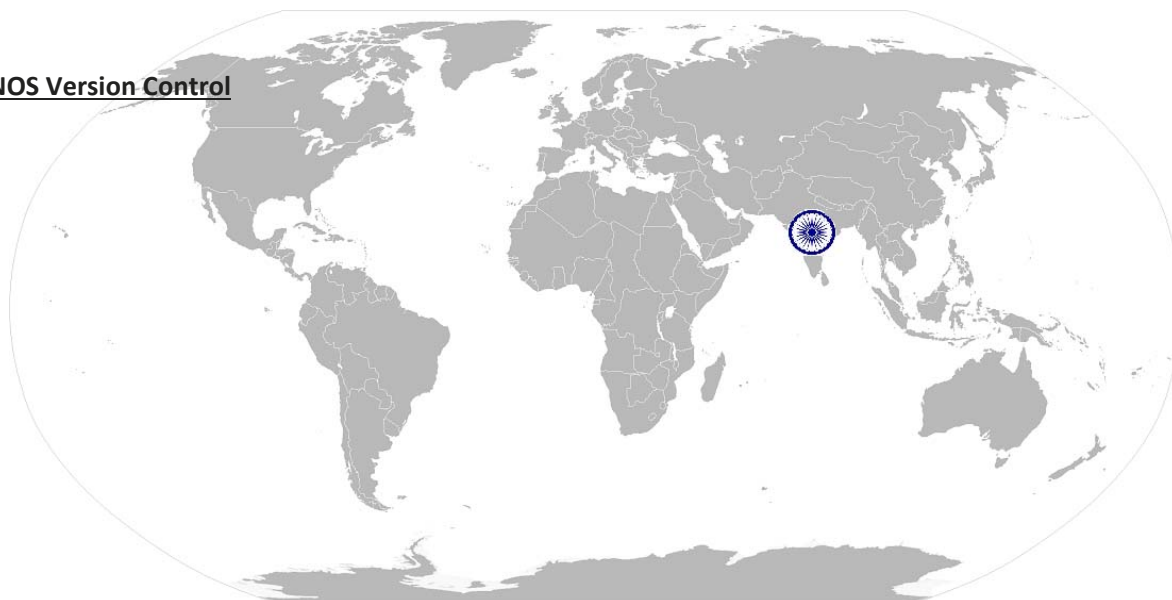




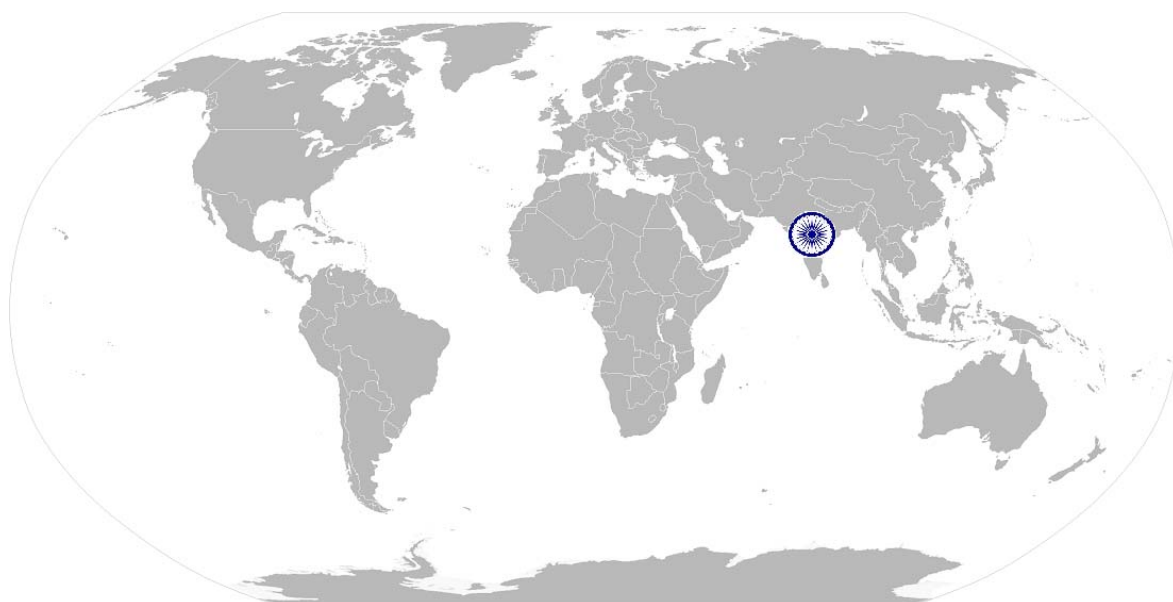
**TSC/ N5501 Taking charge of shift and handing over shift to Balloon Squeezer Machine Operator**

NOS Code	TSC/ N 5501		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Knit Processing	Next review date	01/03/16

**NOS Version Control**



# National Occupational Standard



## Overview

**TSC/ N5502**

**Operating the Balloon Squeezer Machine**

**This unit is about operating the Balloon Squeezer Machine.**

<b>Unit Code</b>	<b>TSC/N 5502</b>
<b>Unit Title</b>	<b>Operating the Balloon Squeezer Machine</b>
<b>Description</b>	This unit is about operating the Balloon Squeezer Machine
<b>Scope</b>	<p><b>This unit covers the following:</b></p> <ul style="list-style-type: none"> <li>carry out preparatory activities for operations of the machine</li> <li>operate the machine for the specified task as per work order</li> <li>clean the machine &amp; carryout preventive maintenance activities</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Carry out preparatory activities for operations of the machine	<p>To be competent, you must be able to:</p> <p>PC1. understand the task mentioned in the work order</p> <p>PC2. ensure that the machine is clean</p> <p>PC3. place the fabric trolley/ box on the centre of turn table</p> <p>PC4. lock the trolley/ box to avoid falling down while rotating</p> <p>PC5. pass the fabric through squeezer rolls to the compensating basket</p> <p>PC6. adjust roller pressure to suit the fabric construction</p> <p>PC7. thread the fabric through the detwisting unit</p> <p>PC8. remove the twist in the fabric by operating the machine manually</p> <p>PC9. feed the fabric to the expander basket</p> <p>PC10. place the sensor on the cutting line</p> <p>PC11. adjust the cutting knife on the slitting line</p> <p>PC12. expand the magnetic stretcher/ expander basket to fit tightly in the fabric tube</p> <p>PC13. pass the fabric through the trough to the squeezing rolls</p> <p>PC14. pull out the fabric through plaiting device to the empty trolley</p> <p>PC15. Ensure the mangle trough &amp; squeezing rollers are clean &amp; free from any loose thread or lint.</p> <p>PC16. Ensure the fabric trolley / box is clean &amp; free from any type of contaminations</p> <p>PC17. Ensure the safety devices are functioning properly</p> <p>PC18. Ensure to use personal protective equipments such as mask, gloves, ear plugs &amp; gum boots</p>
Operate the machine for specified tasks as per Work Order	<p>PC19. Carry out the operations of the balloon squeezer machine</p> <p>PC20. read &amp; understand the process being followed to do the task</p> <p>PC21. start the machine in manual mode &amp; adjust the expander according to fabric width</p> <p>PC22. set the overfeed in case of tubular fabric as specified in the job order</p> <p>PC23. adjust the squeezer roller pressure to the optimum</p> <p>PC24. adjust the machine speed to the optimum</p> <p>PC25. check if all safety devices are working</p>

**TSC/ N5502**
**Operating the Balloon Squeezer Machine**

	PC26. change the machine to auto mode PC27. check the width of fabric & adjust the expander accordingly
Clean the machine and carryout preventive maintenance activities	PC28. ensure the machine is kept clean all time, while working or after completion of job PC29. follow the preventive maintenance schedule & make sure the machine is running smoothly with out any problem PC30. ensure the right quality of water steam & air is available for proper functioning of machine PC31. ensure there is no leakage in the water , steam or air line PC32. greasing & oiling of moving part of machine as specified PC33. stop the machine in case of any abnormal sound and report the matter to concerned person & supervisor PC34. Ensure that all safety devices are working properly
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. personal hygiene and duty of care KA2. standard operating procedures (SOP) KA3. limits of your own responsibility KA4. ways of resolving problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with supervisors KA7. the lines of communication, authority and reporting procedures KA8. the organisation's rules, codes and guidelines (including timekeeping) KA9. the company's quality standards KA10. the importance of complying with written instructions KA11. equipment operating procedures / supervisor's instructions
<b>B. Technical Knowledge</b>	You need to know and understand: KB1. importance of discipline & punctuality KB2. importance of take over & handover in achieving quality & productivity KB3. any abnormal sound/ noise should be reported to the concerned/ supervisor KB4. report to the supervisor if there is any major defect in fabric KB5. Various fabric construction & composition KB6. use of cleaning equipments such as blowers or vacuum cleaner to clean machine parts KB7. operations of slitting device KB8. operations of various control switches of machine KB9. knowledge about various signal lamps & control panel display of machine KB10. knowledge about shrinkage parameters & finished widths of various products KB11. Knowledge of optimum squeezing pressure for efficient squeezing & productivity KB12. guidelines for operating the material handling tools and equipments KB13. importance of cleanliness at work place KB14. procedure to identify the normal defects in fabric and actions needed to

**TSC/ N5502**

**Operating the Balloon Squeezer Machine**

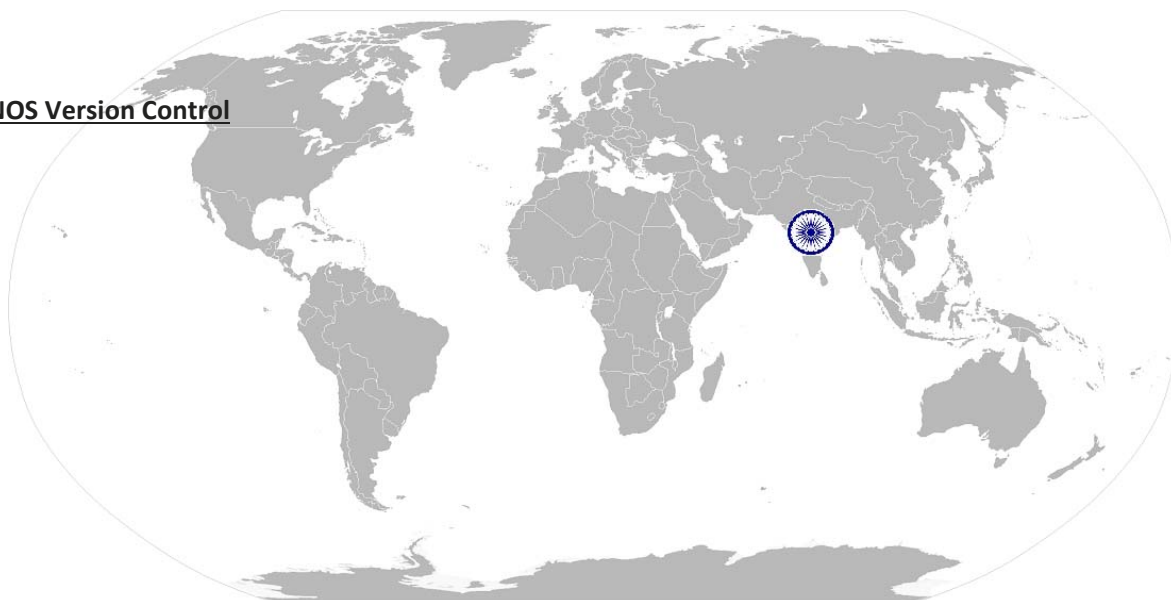
	<p>correct them</p> <p>KB15. guidelines for carrying out cleaning activities</p> <p>KB16. guidelines for carrying out maintenance activities</p> <p>KB17. functions of safety gadgets used in the machine</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Reading Skills</b></p> <p>You need to know and understand how to:</p> <p>SA1. comprehend written instructions</p> <p>SA2. read any application sent by other colleagues</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>You need to know and understand how to:</p> <p>SA3. communicate with supervisor appropriately</p> <p>SA4. talk to others to convey information effectively</p>
<b>B. Professional Skills</b>	<p><b>Problem Solving</b></p> <p>You need to know and understand how to:</p> <p>SB1. identify the real reason of problem faced</p> <p>SB2. apply problem-solving approaches in different situations</p> <p>SB3. refer anomalies to the supervisor</p> <p>SB4. seek clarification on problems from others</p>
	<p><b>Attention to Detail</b></p> <p>You need to know and understand how to:</p> <p>SB5. apply good attention to detail</p> <p>SB6. check your work is complete and free from errors</p> <p>SB7. make sure every kind of communication is error free</p>
	<p>You need to know and understand :</p> <p>SB8. about various functions of balloon squeezer machine</p> <p>SB9. various faults due to yarn, knitting or dyeing in the fabric</p> <p>SB10. Various products &amp; qualities running in the mill</p>
	<p>SB11. length &amp; weight of the batch</p> <p>SB12. the correct tools for cleaning the machine</p> <p>SB13. operations of turn table</p> <p>SB14. adjustment of pressure of squeezer rollers</p> <p>SB15. operation of detwisting unit</p> <p>SB16. adjustment of expander &amp; stretcher</p> <p>SB17. setting of sensor device</p> <p>SB18. setting of cutting blade</p> <p>SB19. basic operation of balloon squeezer machine</p> <p>SB20. Plc/ control mechanism of the machine</p> <p>SB21. understanding of various operations carried out on balloon squeezer machine</p> <p>SB22. finished width of different products</p> <p>SB23. about shrinkage parameters for various products</p> <p>SB24. Functions of various safety devices</p>

**TSC/ N5502**

**Operating the Balloon Squeezer Machine**

NOS Code	TSC/ N 5502		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Knit Processing	Next review date	01/03/16

**NOS Version Control**

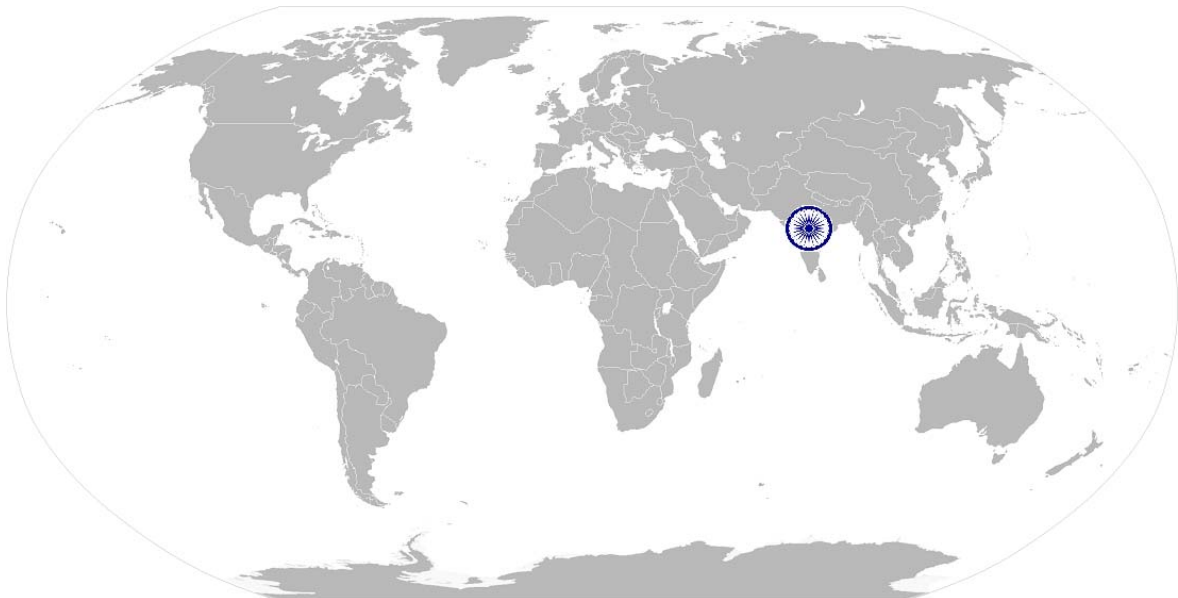




TSC/ N5503

Preparation of finishing chemicals

# National Occupational Standard



**TSC/ N5503**  
**Overview**

**Preparation of finishing chemicals**

This unit is about preparation of finishing chemicals

<b>Unit Code</b>	<b>TSC/N 5503</b>
<b>Unit Title</b>	<b>Preparation of finishing chemicals</b>
<b>Description</b>	This unit is about preparation of finishing chemicals
<b>Scope</b>	<b>This unit covers the following:</b> <ul style="list-style-type: none"> <li>preparing the finishing chemicals&amp; filling the mangle trough</li> <li>checking the feel of the finished fabric</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Preparing the finishing chemicals& filling the mangle trough Checking the feel of finished fabric	To be competent, you must be able to: PC1. dissolve & mix the finishing chemicals as per the recipe PC2. adjust the ph of finishing mixture as required PC3. fill chemicals into mangle trough PC4. adjust mangle pressure to get the right feel of fabric PC5. report to the supervisor in case of any problem in the fabric PC6. Sample cutting & checking the feel of fabric after squeezer
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. personal hygiene and duty of care KA2. standard operating procedures (SOP) KA3. limits of your own responsibility KA4. ways of resolving problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with supervisors KA7. the lines of communication, authority and reporting procedures KA8. the organisation's rules, codes and guidelines (including timekeeping) KA9. the company's quality standards KA10. the importance of complying with written instructions KA11. equipment operating procedures / supervisor's instructions
<b>B. Technical Knowledge</b>	You need to know and understand: KA1. Procedures for use of various mixing tools KA2. Procedures for safe handling of various chemicals KA3. effects of pick up on finished fabric KA4. knowledge of various finishing recipes & their use KA5. effect of process parameter on the finish of fabric KA6. Operations of various control switches of machine KA7. guidelines for operating the material handling tools and equipments KA8. importance of cleanliness at work place

**TSC/ N5503**
**Preparation of finishing chemicals**

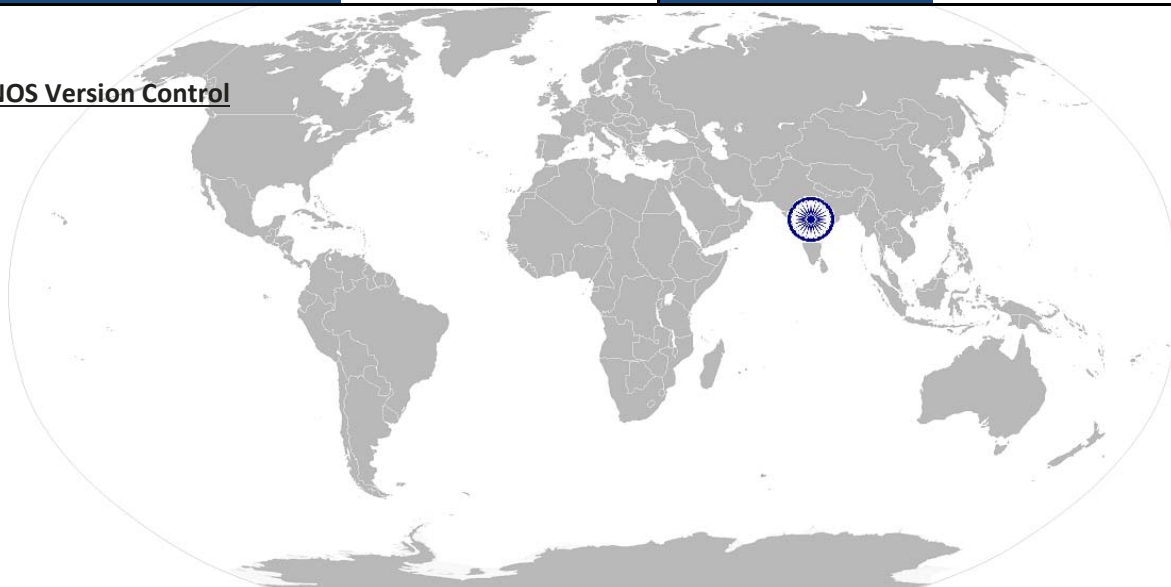
	KA9. procedure to identify the normal defects in fabric and actions needed to correct them
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading Skills</b> You need to know and understand how to: SA1. comprehend written instructions SA2. read any application sent by other colleagues
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to: SB1. identify the real reason of problem faced SB2. apply problem-solving approaches in different situations SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others
	<b>Attention to Detail</b>
	You need to know and understand how to: SB5. apply good attention to detail SB6. check your work is complete and free from errors SB7. make sure every kind of communication is error free
	You need to know and understand : SB8. knowledge about mixing of various finishing chemicals SB9. knowledge about various finishes SB10. setting process parameters according to required finish SB11. skill to handle various chemicals

**TSC/ N5503**

**Preparation of finishing chemicals**

NOS Code	TSC/ N 5503		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Knit Processing	Next review date	01/03/16

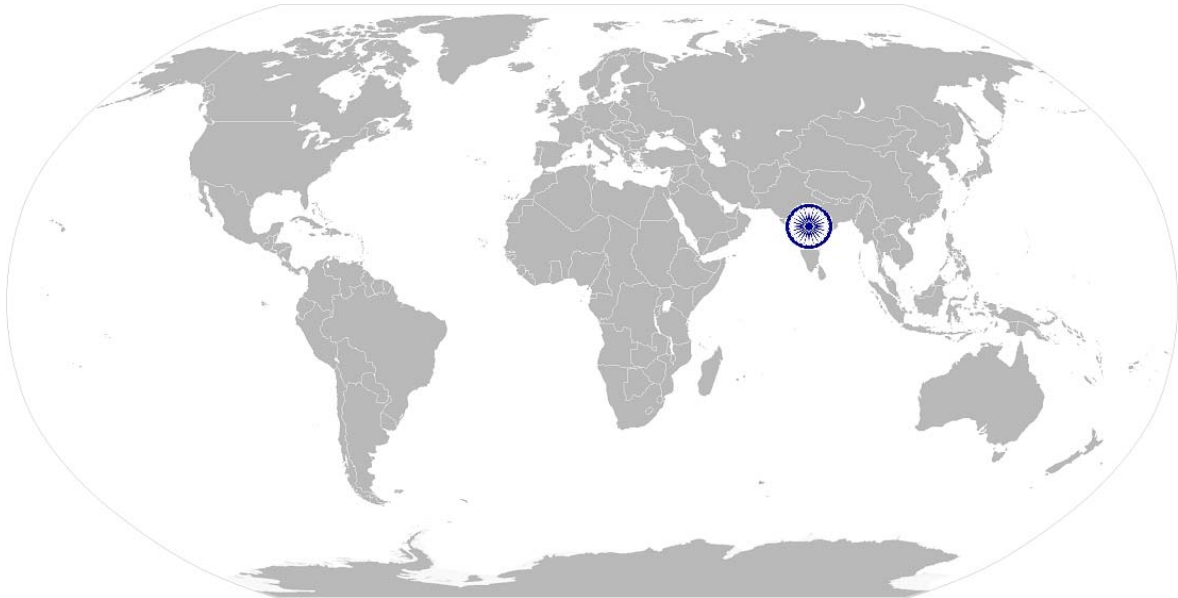
**NOS Version Control**



TSC/ N9001

Maintaining work area, tools and machine

# National Occupational Standard



## Overview

**TSC/ N9001**

**Maintaining work area, tools and machine**

This unit is about maintaining work areas and activities to ensure tools and machines are maintained as per norms.

National Occupational Standard	<b>Unit Code</b>	<b>TSC/ N9001</b>
	<b>Unit Title (Task)</b>	<b>Maintaining work area, tools and machines</b>
	<b>Description</b>	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
	<b>Scope</b>	<b>This unit covers the following:</b> <ul style="list-style-type: none"> <li>maintain the work area, tools and machines</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	Maintain the work area, tools and machines	<p>To be competent, you must be able to:</p> <p>PC1. handle materials, machinery, equipment and tools with care and use them in the correct way</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain tools and equipment</p> <p>PC6. carry out running maintenance within agreed schedules</p> <p>PC7. carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. report unsafe equipment and other dangerous occurrences</p> <p>PC9. ensure that the correct machine guards are in place</p> <p>PC10. work in a comfortable position with the correct posture</p> <p>PC11. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. dispose of waste safely in the designated location</p> <p>PC13. store cleaning equipment safely after use</p> <p>PC14. carry out cleaning according to schedules and limits of responsibility</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KB1. personal hygiene and duty of care</p> <p>KB2. standard operating procedures (SOP)</p> <p>KB3. limits of your own responsibility</p> <p>KB4. ways of resolving problems within the work area</p> <p>KB5. the production process and the specific work activities that relate to the whole process</p> <p>KB6. the importance of effective communication with supervisors</p> <p>KB7. the lines of communication, authority and reporting procedures</p> <p>KB8. the organisation's rules, codes and guidelines (including timekeeping)</p> <p>KB9. the company's quality standards</p> <p>KB10. the importance of complying with written instructions</p> <p>KB11. equipment operating procedures / supervisor's instructions</p>



**TSC/ N9001**

**Maintaining work area, tools and machine**

<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KA12. work instructions and specifications and interpret them accurately</p> <p>KA13. relation between work role and the overall manufacturing process</p> <p>KA14. hazards likely to be encountered when conducting routine maintenance</p> <p>KA15. the importance of taking action when problems are identified</p> <p>KA16. different ways of minimizing waste</p> <p>KA17. the importance of running maintenance and regular cleaning</p> <p>KA18. effects of contamination on products i.e. machine oil, dirt, foreign materials</p> <p>KA19. common faults with equipment and the method to rectify</p> <p>KA20. maintenance procedures</p> <p>KA21. different types of cleaning equipment and substances and their use</p> <p>KA22. safe working practices for cleaning and the method of carrying them out</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading Skills</b>
	<p>You need to know and understand how to:</p> <p>SA1. comprehend written instructions</p> <p>SA2. Read any application sent by other colleagues</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>You need to know and understand how to:</p> <p>SA3. communicate with supervisor appropriately</p> <p>SA4. talk to others to convey information effectively</p>
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	<p>SB1. You need to know and understand how to:</p> <p>SB2. identify the real reason of problem faced</p> <p>SB3. apply problem-solving approaches in different situations</p> <p>SB4. refer anomalies to the supervisor</p> <p>SB5. seek clarification on problems from others</p>
	<b>Attention to Detail</b>
	<p>SB6. You need to know and understand how to:</p> <p>SB7. apply good attention to detail</p> <p>SB8. check your work is complete and free from errors</p> <p>SB9. make sure every kind of communication is error free</p>
	<p>You need to know and understand :</p> <p>SB10. communicate effectively</p> <p>SB11. apply leadership skills wherever required</p> <p>SB12. take initiative at the right place</p> <p>SB13. understand the requirement to be creative</p>

**TSC/ N9001**

**Maintaining work area, tools and machine**

NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Knit Processing	Next review date	01/03/16

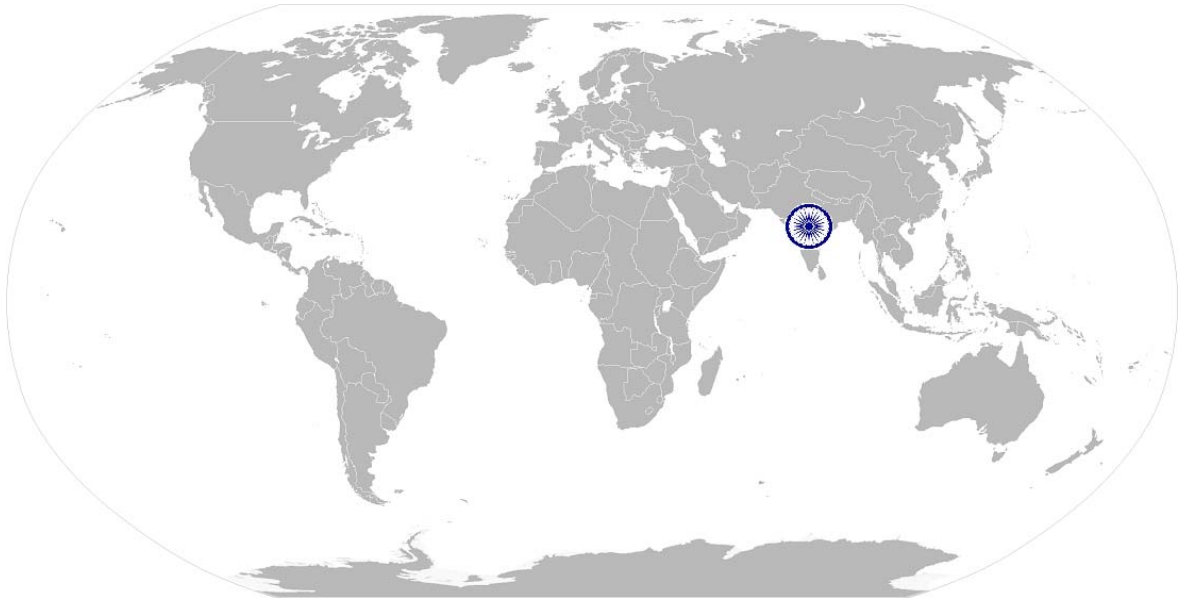
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TSC/ N9002

Working in a team

# National Occupational Standard



## Overview

This unit is about working as part of a team in the textile industry.

**TSC/ N9002**

**Working in a team**

National Occupational Standard

Unit Code	TSC/ N9002
Unit Title (Task)	Working in a team
Description	This unit is about working as a team member in the role of processing unit operator in the textile industry
Scope	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>commitment and trust</li> <li>communication</li> <li>adaptability</li> <li>creative freedom</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Commitment and trust	To be competent, you must be able to: PC1. be accountable to the own role in whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	PC4. properly communicate about company policies PC5. report all problems faced during the process PC6. talk politely with other team members and colleagues PC7. submit daily report of own performance
Adaptability	PC8. adjust in different work situations PC9. give due importance to others' point of view PC10. avoid conflicting situations PC11. collaborate with colleagues performing the pre-required and post-required duty of processing unit operator
Creative freedom	PC12. develop new ideas for work procedures PC13. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)	
<b>A. Organizational Context</b>	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. procedure followed to get the final output in the textile mill KA3. safe working practices to be adopted in textile mill KA4. reporting to the supervisor or higher authority about any grievances faced
<b>B. Technical Knowledge</b>	KB1. Understanding the importance of the previous and next step of the process KB2. Process flow in a textile mill and the concerned workers KB3. Material flow in a textile mill and the required person KB4. Functions of different parts of machines KB5. Tools and equipments used KB6. Guidelines for operating the machines KB7. Safety procedures to be followed
Skills (S)	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b> You need to know and understand how to: SA1. write clear and short sentences

**TSC/ N9002**

**Working in a team**

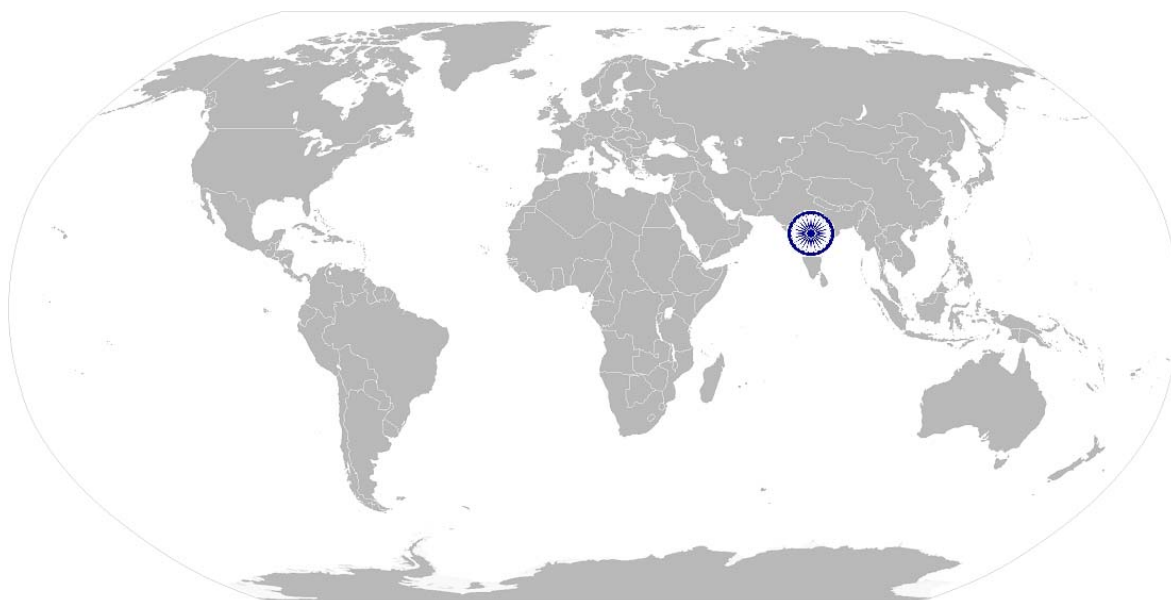
	SA2. write daily work report
	SA3. write grievance complaint application
	<b>Reading Skills</b>
	You need to know and understand how to: SA4. comprehend written instructions SA5. read any application sent by other colleagues
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SA6. communicate with supervisor appropriately SA7. talk to co-workers to convey information effectively
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to: SB1. identify the real reason of problem faced SB2. be able to find the most effective solution to the problems faced
	<b>Attention to Detail</b>
	You need to know and understand how to: SB3. apply good attention to detail SB4. ensure every kind of communication is error free
	You need to know and understand how to: SB5. communicate effectively SB6. apply leadership skills wherever required SB7. take initiative at the right place SB8. understand the requirement to be creative

**TSC/ N9002**

**Working in a team**

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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	Processing	Last reviewed on	25/02/15
Occupation	Knit Processing	Next review date	01/03/16

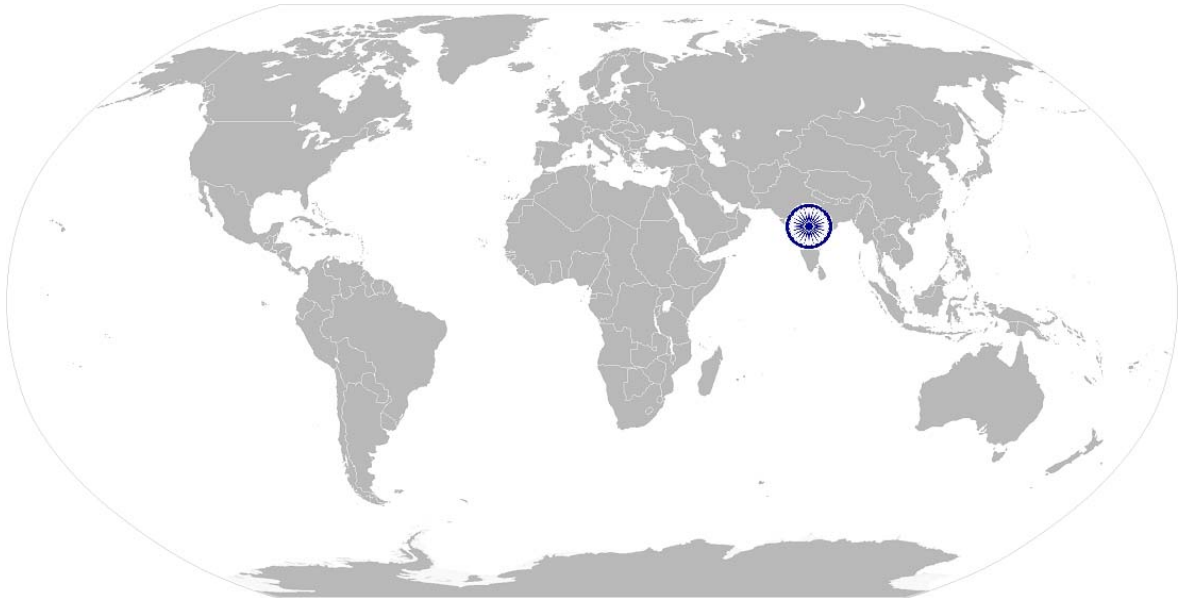




TSC/ N9003

Maintain health, safety and security at work place

# National Occupational Standard



## Overview

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

**TSC/ N9003**

**Maintain health, safety and security at work place**

Unit Code	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	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>comply with health, safety and security requirements at work</li> <li>recognizing the hazards</li> <li>planning the safety techniques</li> <li>implementing the programs</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Comply with health, Safety and security requirements at work	<p>To be competent, operator must be able to:</p> <p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment such as “ ear plug” “ nose mask “ “ head cap” etc., as per protocol</p> <p>PC3. carry out own activities in line with approved guidelines and procedures</p> <p>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. follow environment management system related procedures</p> <p>PC6. identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. report any service malfunctions that cannot be rectified</p> <p>PC8. store materials and equipment in line with organisational requirements</p> <p>PC9. safely handle and remove waste</p> <p>PC10. minimize health and safety risks to self and others due to own actions</p> <p>PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. monitor the workplace and work processes for potential risks and threat</p> <p>PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. follow organisation procedures for shutdown and evacuation when required</p>
Recognizing the hazards	<p>PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry</p> <p>PC20. recognise other possible security issues existing in the workplace</p>
Planning the safety	PC21. recognise different measures to curb the hazards

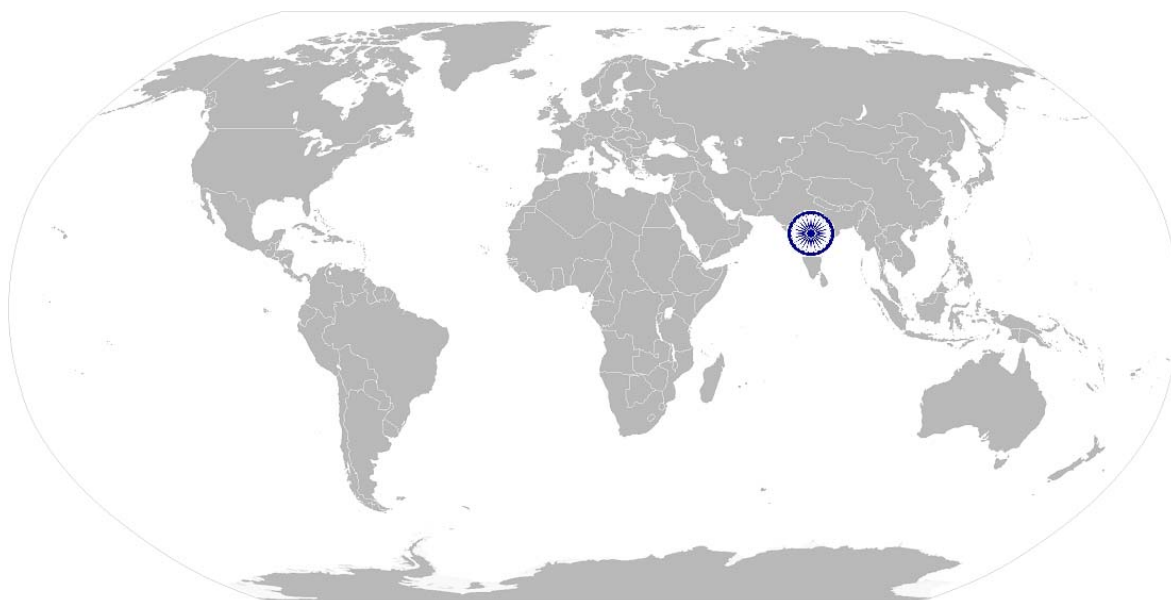
**TSC/ N9003**
**Maintain health, safety and security at work place**

techniques	
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a processing unit</p> <p>KA2. safe working practices to be adopted in processing unit</p> <p>KA3. quality systems and other processes practiced in the processing unit</p> <p>KA4. health and safety related practices applicable at the workplace</p> <p>KA5. potential hazards, risks and threats based on nature of operations</p> <p>KA6. organizational procedures for safe handling of equipment and machine operations</p> <p>KA7. potential risks due to own actions and methods to minimize these</p> <p>KA8. environmental management system related procedures at the workplace</p> <p>KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA10. potential accidents and emergencies and response to these scenarios</p> <p>KA11. reporting protocol and documentation required</p> <p>KA12. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KB1. occupational health and safety risks and methods</p> <p>KB2. personal protective equipment and method of use</p> <p>KB3. identification, handling and storage of hazardous substances</p> <p>KB4. proper disposal system for waste and by-products</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits</p> <p>KB7. ill-effects of alcohol, tobacco and drugs</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>You need to know and understand how to:</p> <p>SA1. write clear and short sentences</p>
	<b>Reading Skills</b>
	<p>You need to know how to:</p> <p>SA2. comprehend written instructions</p> <p>SA3. read and understand the safety guidelines</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>SA1. listen to others attentively</p> <p>SA2. respond to emergencies, accidents or fire at the workplace</p> <p>SA3. evacuate the premises and help others in need while doing so</p> <p>SA4. the value of physical fitness, personal hygiene and good habits</p> <p>SA5. talk with others politely</p>
	<b>Decision Making</b>

**TSC/ N9003**

**Maintain health, safety and security at work place**

<b>B. Professional Skills</b>	SB1. correct safety measure for particular hazard
	SB2. required safety plans as and when required
	SB3. raise alarm in case of emergency
	<b>Analytical Thinking</b>
	SB4. use of correct safety measure whenever required
	<b>Attention to Detail</b>
	SB5. be attentive to details
	SB6. be careful to avoid occurrence of hazards
	You need to know and understand :
	SB7. maintain neatness at work
	SB8. procedure for reporting unwanted behavior

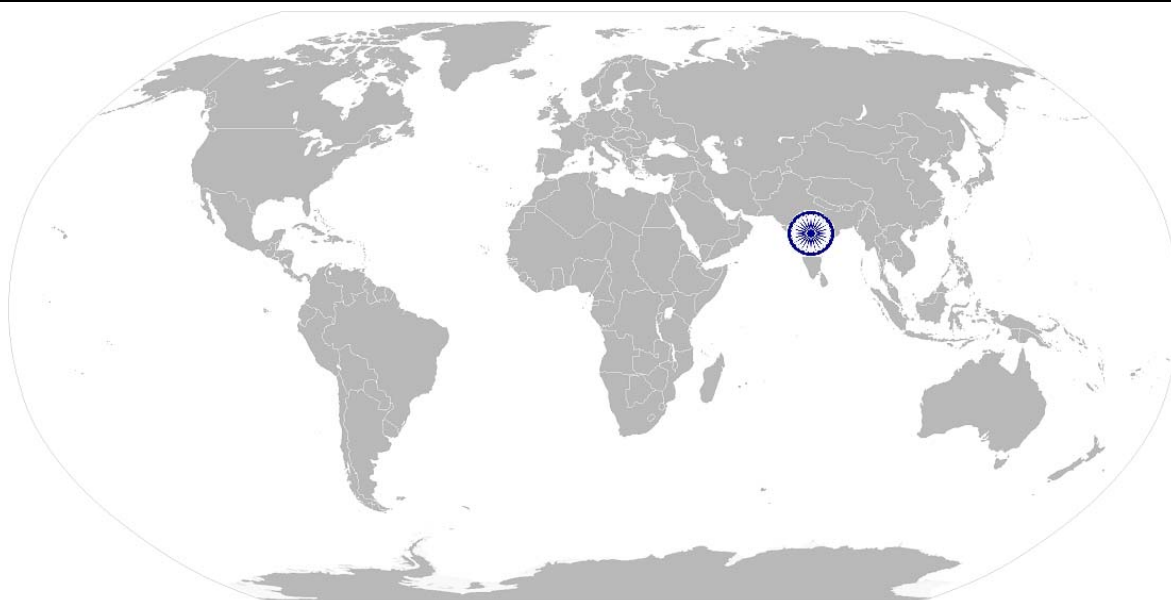


**TSC/ N9003**

**Maintain health, safety and security at work place**

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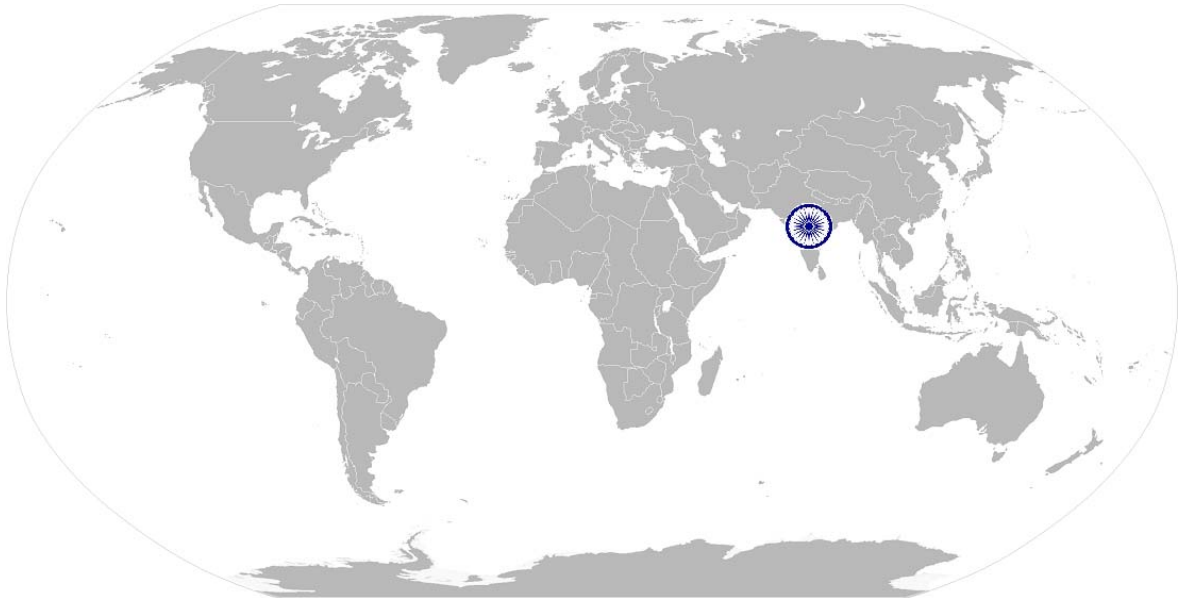
NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Knit Processing	Next review date	01/03/16



TSC/ N9004

Comply with industry and organizational requirements

# National Occupational Standard



## Overview

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



**TSC/ N9004**

**Comply with industry and organizational requirements**

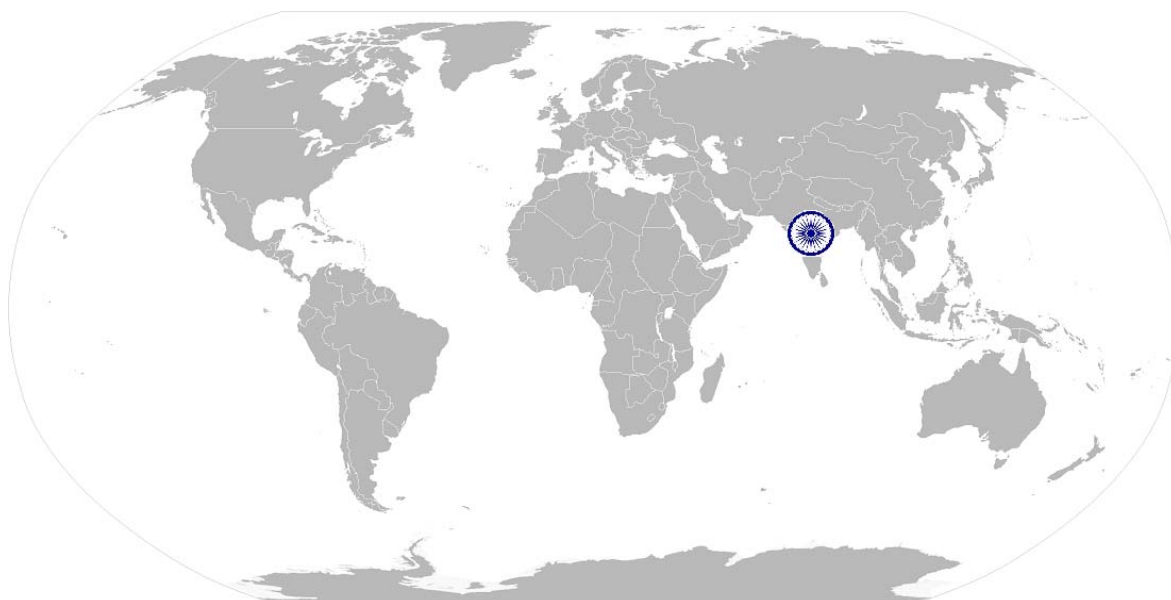
National Occupational Standard

Unit Code	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 textile industry
Scope	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>self development</li> <li>team work</li> <li>organizational standards</li> <li>industry standards</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Self- development	To be competent, you must be able to: PC1. perform own duties effectively PC2. take responsibility for own actions PC3. be accountable towards the job role and assigned duties PC4. take initiative and innovate the existing methods PC5. focus on self-learning and improvement
Team work	PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication
Organisational standards	PC9. know the organisational standards PC10. implement them in your performance PC11. motivate others to follow them
Industry standards	PC12. know the industry standards PC13. align them with organisation standards
Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a processing unit KA2. reporting to the supervisor or higher authority KA3. knowledge of organisational standards KA4. knowledge of industry standards
<b>B. Technical Knowledge</b>	KB1. process and material flow in a processing unit KB2. importance of complying with the standards KB3. guidelines for cleaning the various part of processing unit machine
Skills (S)	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b> You need to know and understand how to: SA1. Write clear and short sentences <b>Reading Skills</b> You need to know and understand how to:

**TSC/ N9004**

**Comply with industry and organizational requirements**

	SB1. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SB2. talk effectively with others SB3. put forward your point SB4. listen to others
	You need to know and understand : SB5. procedure of preparing the industry standards SB6. procedure to follow the given standards SB7. procedure to comply with the standards

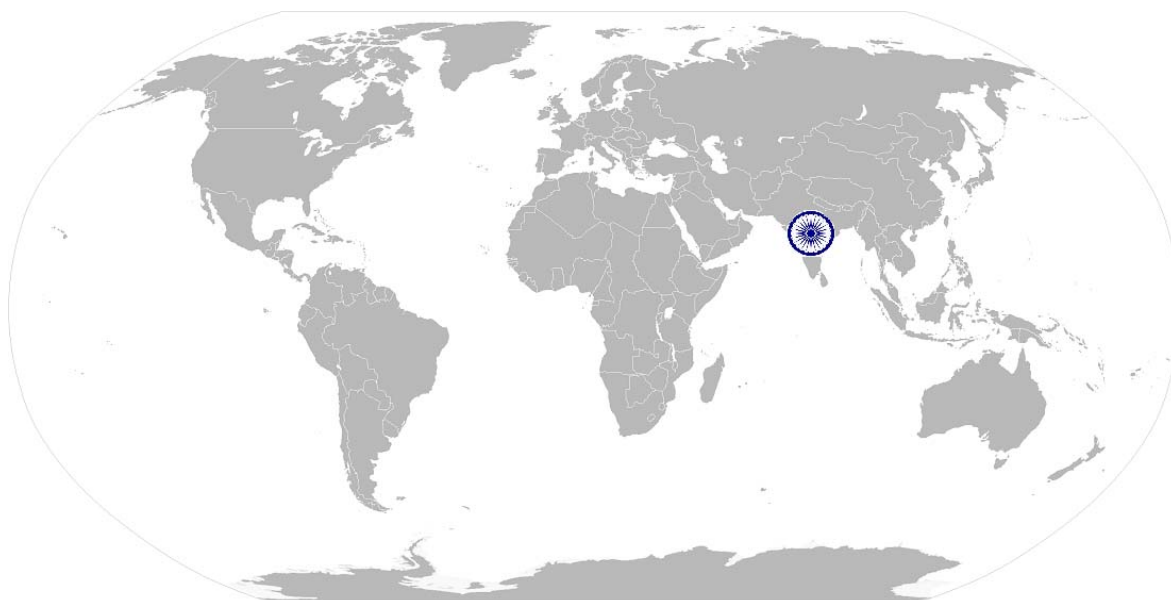


**TSC/ N9004**

**Comply with industry and organizational requirements**

**NOS Version Control**

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



### Assessment Criteria

<b>Job Role: Balloon Squeezer Machine Operator</b> <b>Qualification Pack: Balloon Squeezer Machine Operator</b> <b>Sector Skill Council: Textile Sector Skill Council</b>						
<b>Guidelines for assessment :-</b> 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 at each examination/training centre (as per assessment criteria below). 4. To pass the qualification pack, every trainee should score a minimum of 80%.						
National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
<b>1.TSC/ N5501 (Taking charge of shift and handing over shift to Balloon Squeezer Machine Operator)</b>	PC1. come at least 10 - 15 minutes earlier to the work place	<b>39</b>	2	0	2	0
	PC2. bring the necessary operational tools to the department		1	0	1	0
	PC3. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality, production ,spare ,safety or any other specific instruction etc.		3	1	2	0
	PC4. understand the fabric being processed & process running on the machine		2	0	2	0
	PC5. ensure the technical details are mentioned on the job card display on the machine		2	1	0	1
	PC6. check for the availability of the spare trolley for unloading the fabric		1	0	1	0
	PC7. check the next batch to be processed is ready near the machine		1	0	1	0
	PC8. ensure the required chemicals are already weighed & prepared		1	0	1	0
	PC9. check the cleanliness of the machines & other work areas		2	0	2	0

PC10. 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 as that of the previous shift as well.	2	0	2	0
PC11. take over the shift from the outgoing operator in a proper manner	2	0	2	0
PC12. ensure in providing the details regarding fabric quality & the process running on the machine	3	1	0	2
PC13. to provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine.	3	0	3	0
PC14. ensure the empty trolley is near the machine for unloading the fabric	1	0	1	0
PC15. ensure the next lot to be processed is ready near the machine already stitched & arranged properly	1	0	1	0
PC16. ensure the required chemicals for the next lot or next process are weighed & prepared	1	0	1	0
PC17. should get clearance from the incoming counterpart before leaving the work spot	2	0	2	0
PC18. should report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift	2	0	2	0
PC19. ensure the shift has to be properly handed over to the incoming shift operator	1	0	1	0
PC20. should report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors	3	1	1	1
PC21. Should collect the wastes from waste collection bags, weigh them and transport to storage area	1	0	1	0
PC22. ensure the machine and its work place is clean	2	0	2	0

		Total		39	4	31	4
			Weightage %		10%	80%	10%
<b>2. TSC/ N5502 Operating the Balloon Squeezer Machine</b>	PC1. understand the task mentioned in the work order	<b>61</b>		3	0	2	1
	PC2. ensure that the machine is clean			3	0	3	0
	PC3. place the fabric trolley/ box on the centre of turn table			3	0	3	0
	PC4. lock the trolley/ box to avoid falling down while rotating			2	0	2	0
	PC5. pass the fabric through squeezer rolls to the compensating basket			2	0	2	0
	PC6. adjust roller pressure to suit the fabric construction			2	0	2	0
	PC7. thread the fabric through the detwisting unit			2	0	2	0
	PC8. remove the twist in the fabric by operating the machine manually			2	0	2	0
	PC9. feed the fabric to the expander basket			2	0	2	0
	PC10. place the sensor on the cutting line			2	0	2	0
	PC11. adjust the cutting knife on the slitting line			2	0	2	0
	PC12. expand the magnetic stretcher/ expander basket to fit tightly in the fabric tube			3	0	3	0
	PC13. pass the fabric through the trough to the squeezing rolls			2	0	2	0
	PC14. pull out the fabric through plaiting device to the empty trolley			2	0	2	0
	PC15. Ensure the mangle trough & squeezing rollers are clean & free from any loose thread or lint.			3	0	3	0
	PC16. Ensure the fabric trolley / box is clean & free from any type of contaminations			2	2	0	0
	PC17. Ensure the safety devices are functioning properly			2	0	2	0
	PC18. Ensure to use personal protective equipments such as mask, gloves, ear plugs & gum boots			2	0	1	1
	PC19. Carry out the operations of the balloon squeezer machine			2	0	1	1
	PC20. read & understand the process being followed to do the task			2	0	1	1
	PC21. start the machine in manual mode & adjust the expander according to fabric width			2	0	2	



	PC22. set the overfeed in case of tubular fabric as specified in the job order		1	0	1	0
	PC23. adjust the squeezer roller pressure to the optimum		2	0	2	0
	PC24. adjust the machine speed to the optimum		1	0	1	0
	PC25. check if all safety devices are working		1	0	1	0
	PC26. change the machine to auto mode		1	0	1	0
	PC27. check the width of fabric & adjust the expander accordingly		1	0	1	0
	PC28. ensure the machine is kept clean all time, while working or after completion of job		1	0	1	0
	PC29. follow the preventive maintenance schedule & make sure the machine is running smoothly without any problem		1	0	1	0
	PC30. ensure the right quality of water steam & air is available for proper functioning of machine		1	0	1	0
	PC31. ensure there is no leakage in the water , steam or air line		1	0	1	0
	PC32. greasing & oiling of moving part of machine as specified		1	0	1	0
	PC33. stop the machine in case of any abnormal sound and report the matter to concerned person & supervisor		1	0	1	0
	PC34. Ensure that all safety devices are working properly		1	0	1	0
	<b>Total</b>		<b>61</b>	<b>2</b>	<b>55</b>	<b>4</b>
		<b>Weightage %</b>		<b>3%</b>	<b>90%</b>	<b>7%</b>
<b>3. TSC/ N5503 Preparation of finishing chemicals</b>	PC1. dissolve & mix the finishing chemicals as per the recipe	<b>10</b>	2	0	1	1
	PC2. adjust the ph of finishing mixture as required		2	0	1	1
	PC3. fill chemicals into mangle trough		2	0	2	0
	PC4. adjust mangle pressure to get the right feel of fabric		2	0	2	0
	PC5. report to the supervisor in case of any problem in the fabric		1	0	1	0
	PC6. Sample cutting & checking the feel of fabric after squeezer		1	0	1	0
	<b>Total</b>		<b>10</b>	<b>0</b>	<b>8</b>	<b>2</b>
		<b>Weightage %</b>		<b>0%</b>	<b>80%</b>	<b>20%</b>

<b>4.TSC/ N9001 (Maintaining work area, tools and machines)</b>	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	<b>29</b>	3	1	2	0
	PC2. use correct lifting and handling procedures		1	0	1	0
	PC3. use materials to minimize waste		2	1	1	0
	PC4. maintain a clean and hazard free working area		3	1	1	1
	PC5. maintain tools and equipment		3	1	2	0
	PC6. carry out running maintenance within agreed schedules		2	1	1	0
	PC7. carry out maintenance and/or cleaning within one's responsibility		1	0	1	0
	PC8. report unsafe equipment and other dangerous occurrences		1	1	0	0
	PC9. ensure that the correct machine guards are in place		2	1	1	0
	PC10. work in a comfortable position with the correct posture		3	1	2	0
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		2	1	1	0
	PC12. dispose of waste safely in the designated location		2	0	2	0
	PC13. store cleaning equipment safely after use		2	0	2	0
	PC14. carry out cleaning according to schedules and limits of responsibility		2	1	1	0
	<b>Total</b>		<b>29</b>	<b>10</b>	<b>18</b>	<b>1</b>
	<b>Weightage %</b>			<b>35%</b>	<b>62%</b>	<b>3%</b>
<b>5.TSC/ N9002 (Working in a team)</b>	PC1. be accountable to the own role in whole process	<b>26</b>	2	1	1	0
	PC2. perform all roles with full responsibility		3	1	2	0
	PC3. be effective and efficient at workplace		4	1	2	1
	PC4. properly communicate about company policies		2	1	0	1
	PC5. report all problems faced during the process		1	1	0	0
	PC6. talk politely with other team members and colleagues		2	1	1	0
	PC7. submit daily report of own performance		1	0	1	0
	PC8. adjust in different work situations		2	0	2	0
	PC9. give due importance to others' point of view		2	1	0	1
	PC10. avoid conflicting situations		3	1	1	1
	PC11. collaborate with colleagues performing the pre-required and post-required duty of		2	1	1	0

	processing unit operator					
	PC12. develop new ideas for work procedures		1	0	1	0
	PC13. improve upon the existing techniques to increase process efficiency		1	1	0	0
	<b>Total</b>		<b>26</b>	<b>10</b>	<b>12</b>	<b>4</b>
		<b>Weightage %</b>		<b>39%</b>	<b>46%</b>	<b>15%</b>
<b>6. TSC/ N9003 (Maintain health, safety and security at work place)</b>	PC1. comply with health and safety related instructions applicable to the workplace	<b>71</b>	5	1	3	1
	PC2. use and maintain personal protective equipment such as “ ear plug” “ nose mask “ “ head cap” etc., as per protocol		5	1	3	1
	PC3. carry out own activities in line with approved guidelines and procedures		3	1	2	0
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		2	1	0	1
	PC5. follow environment management system related procedures		3	1	2	0
	PC6. identify and correct (if possible) malfunctions in machinery and equipment		3	1	1	1
	PC7. report any service malfunctions that cannot be rectified		2	1	0	1
	PC8. store materials and equipment in line with organisational requirements		2	0	1	1
	PC9. safely handle and remove waste		2	0	2	0
	PC10. minimize health and safety risks to self and others due to own actions		3	1	1	1
	PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks		3	1	1	1
	PC12. monitor the workplace and work processes for potential risks and threat		2	0	2	0
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	2	0	1
	PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel		3	2	0	1
	PC15. participate in mock drills/ evacuation procedures organized at the workplace		3	1	2	0
	PC16. undertake first aid, fire-fighting and emergency response training, if asked to do		5	2	2	1

	SO					
	PC17. take action based on instructions in the event of fire, emergencies or accidents		4	1	2	1
	PC18. follow organisation procedures for shutdown and evacuation when required		2	0	2	0
	PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		5	1	3	1
	PC20. recognise other possible security issues existing in the workplace		3	1	1	1
	PC21. recognise different measures to curb the hazards		3	1	2	0
	PC22. communicate the safety plan to everyone		3	2	0	1
	PC23. attach disciplinary rules with the implementation		2	1	1	0
	<b>Total</b>		<b>71</b>	<b>23</b>	<b>33</b>	<b>15</b>
		<b>Weightage %</b>		<b>32%</b>	<b>47%</b>	<b>21%</b>
<b>7. TSC/ N9004 Comply with industry and organizational requirements</b>	PC1. perform own duties effectively	<b>39</b>	4	1	2	1
	PC2. take responsibility for own actions		4	1	2	1
	PC3. be accountable towards the job role and assigned duties		3	1	1	1
	PC4. take initiative and innovate the existing methods		4	1	2	1
	PC5. focus on self-learning and improvement		3	1	1	1
	PC6. co-ordinate with all the team members and colleagues		3	1	2	0
	PC7. communicate politely		3	1	2	0
	PC8. avoid conflicts and miscommunication		3	1	2	0
	PC9. know the organisational standards		2	1	1	0
	PC10. implement them in your performance		3	1	2	0
	PC11. motivate others to follow them		3	1	2	0
	PC12. know the industry standards		2	1	0	1
	PC13. align them with organisation standards		2	0	2	0
	<b>Total</b>		<b>39</b>	<b>12</b>	<b>21</b>	<b>6</b>
		<b>Weightage %</b>		<b>31%</b>	<b>54%</b>	<b>15%</b>
	<b>Grand Total</b>		<b>275</b>	<b>61</b>	<b>178</b>	<b>36</b>

