

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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Introduction

Qualifications Pack – Relax Dryer Operator

SECTOR: TEXTILE

SUB-SECTOR: PROCESSING

OCCUPATION: KNIT PROCESSING

REFERENCE ID: TSC/ Q5502

ALIGNED TO: NCO-2004 / 8264.90

Brief Job Description: A Relax Dryer Operator is responsible to do the specified job of Drying, Relaxing & Shrinking of Knitted fabric in Tubular or Open Width form with proper control of parameters to get the desired effect on a Relax Dryer machine. He should be able to operate the machine, carry out routine cleaning & preventive maintenance activities to produce defect free fabric.

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 Relax Dryer machine.

Personal Attributes: A Relax Dryer Operator should have good eyesight, motor skills and vision. He/she should also have good interpersonal skills.

Job Details	Qualifications Pack Code	TSC/Q5502		
	Job Role	Relax Dryer 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	Relax Dryer Operator		
Role Description		to carry out the process of drying, relaxing & shrinking of knitted fabric using a relax dryer machine, as specified under job order		
NSQF level		4		
Minimum Educational Qualifications		10 th 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)		Compulsory: <ol style="list-style-type: none"> TSC/ N5504 Taking charge of shift and handing over shift to Relax Dryer Operator TSC/N5505 Operating the Relax Dryer Machine TSC/ N5506 Checking the fabric quality after drying TSC/ N9001 Maintain work area, tools and machines TSC/ N9002 Working in a team TSC/ N9003 Maintain health, safety and security at workplace TSC/ N9004 Comply with industry and organizational requirement Optional: N/A		
Performance Criteria		As described in the relevant OS units		

Table 1: Glossary of Key Terms

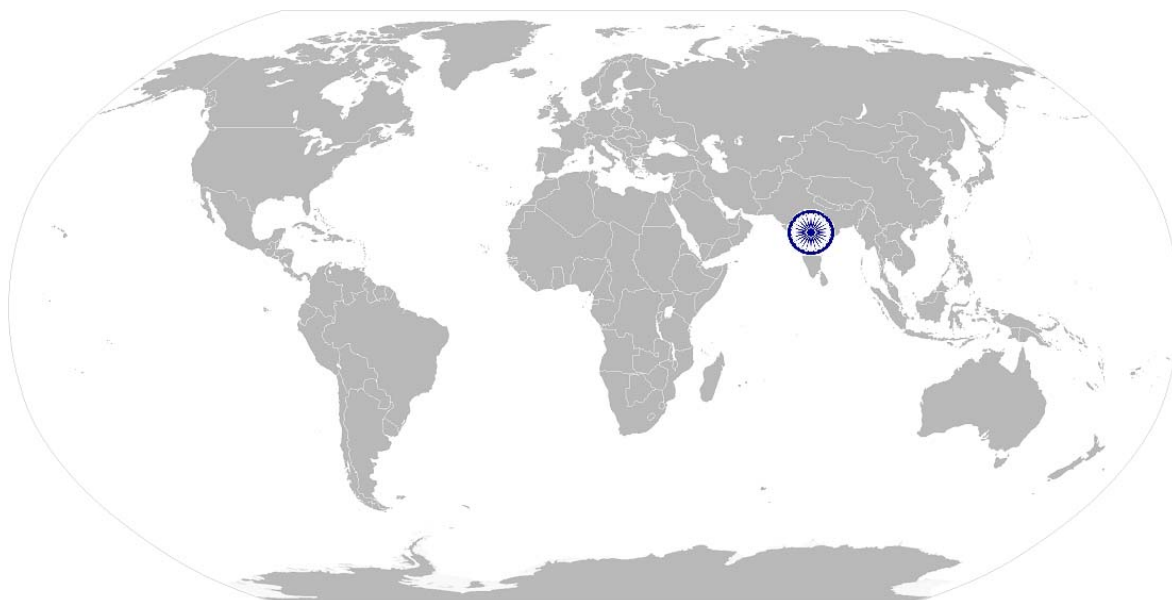
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived 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/ N 5504

Taking charge of shift and handing over shift to Relax Dryer Operator

National Occupational Standard



Overview

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

TSC/ N 5504

Taking charge of shift and handing over shift to Relax Dryer Operator

Unit Code	TSC/ N 5504
Unit Title (Task)	Taking charge of shift and handing over shift to Relax Dryer Operator
Description	This unit is about taking charge of shift from previous shift Relax Dryer operator and relieving the responsibilities to the next shift Relax Dryer operator
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Taking charge of shift from Relax Dryer operator Handing over shift to Relax Dryer operator
Elements	Performance Criteria
Taking charge of shift from Relax Dryer operator	<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 & 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 that the machine & it's control functions are working properly</p> <p>PC9. check the cleanliness of the machines & 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 outgoing operator in a proper manner</p>
Handing Over Shift to Relax Dryer operator	<p>PC12. ensure in providing the details regarding fabric quality & the process running on the machine</p> <p>PC13. 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 & arranged properly</p> <p>PC16. Ensure that machine control functions are working properly</p> <p>PC17. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC18. 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 is properly handed over to the incoming shift operator</p> <p>PC20. 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> <p>PC21. 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>

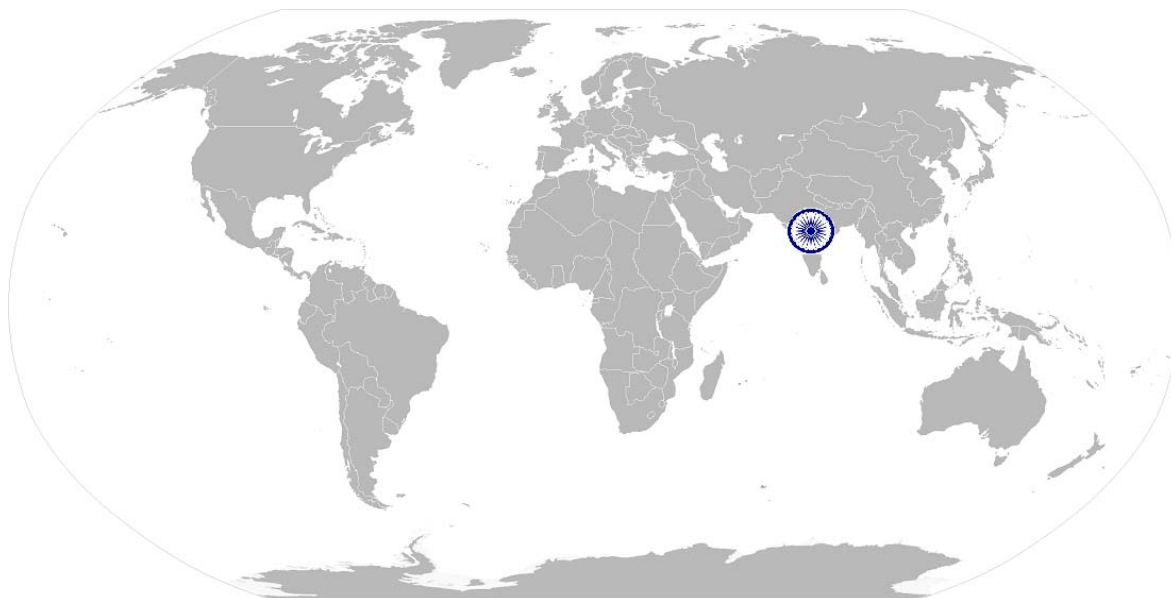
TSC/ N 5504 Taking charge of shift and handing over shift to Relax Dryer Operator

Knowledge and Understanding (K)	
A. Organizational Context (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. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different products in the processing unit</p>
B. Technical Knowledge	<p>KA1. understanding the importance of quality & productivity</p> <p>KA2. understanding various defects in the fabric due to yarn, knitting or processing</p> <p>KA3. reasons for various defects in the fabric due to processing & their remedy</p> <p>KA4. process flow in a processing unit</p> <p>KA5. material flow in a processing unit</p> <p>KA6. functions of various controls of the machine</p> <p>KA7. importance of material handling and types of material handling equipment being used</p> <p>KA8. importance of cleanliness at workplace</p> <p>KA9. functions and methodology for operating different material handling equipment</p> <p>KA10. understanding the functions of various alarm signals</p> <p>KA11. guidelines for operating the machine</p> <p>KA12. guidelines for taking charge of shift from previous shift Relax Dryer operator</p> <p>KA13. guidelines for handing over the shift to the next shift Relax Dryer operator</p> <p>KA14. safety procedures to be followed while operating the machine</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>You need to know and understand how to:</p> <p>SA1. Write clear and short sentences</p>
	Reading Skills
	<p>You need to know and understand how to:</p> <p>SA2. comprehend written instructions</p>
	Oral Communication (Listening and Speaking skills)
	<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. Professional Skills	Problem Solving
	<p>You need to know and understand how to:</p> <p>SB1. apply problem-solving approaches in different situations</p> <p>SB2. refer anomalies to the supervisor</p> <p>SB3. seek clarification on problems from others</p>
	Attention to Detail
	<p>You need to know and understand how to:</p> <p>SB4. apply good attention to detail</p> <p>SB5. check your work is complete and free from errors</p> <p>You need to know and understand:</p> <p>SB6. operate the machine</p>

TSC/ N 5504

Taking charge of shift and handing over shift to Relax Dryer Operator

- SB7. operate various valves& traps
- SB8. operate different material handling tools and equipment
- SB9. check the quality of processed fabric
- SB10. maintain cleanliness at work place



TSC/ N 5504

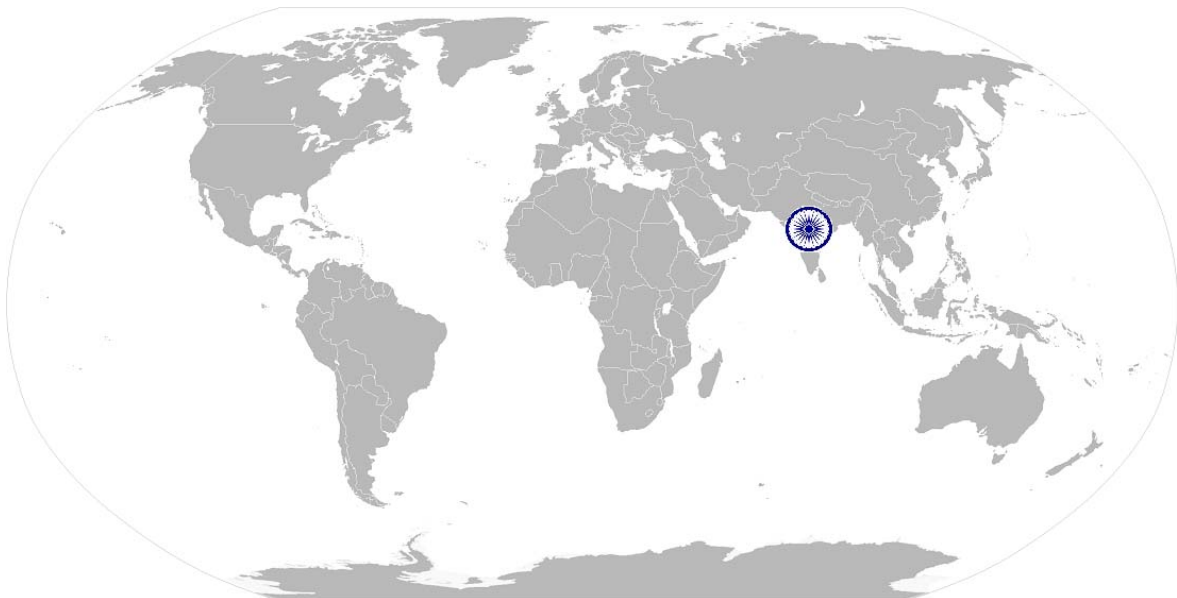
Taking charge of shift and handing over shift to Relax Dryer Operator

NOS Version Control

NOS Code	TSC/ N5504		
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



National Occupational Standard



Overview

This unit is about operating the Relax Dryer Machine

TSC/ N 5505

Operating the Relax Dryer Machine

National Occupational Standard	Unit Code	TSC/N 5505
	Unit Title	Operating the Relax Dryer Machine
	Description	This unit is about operating the Relax Dryer Machine
	Scope	This unit covers the following: <ul style="list-style-type: none"> Carry out preparatory activities for operations of the machine Operate the machine for the specified task as per work order Clean the machine & carryout preventive maintenance
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Carry out preparatory activities for 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. read & understand the fabric parameters properly</p> <p>PC3. ensure that the machine is clean</p> <p>PC4. clean all filters properly</p> <p>PC5. open steam valve & drain condensate from the line</p> <p>PC6. drain water, from the air line</p> <p>PC7. start blowers to heat the machine</p> <p>PC8. bring the fabric trolley near the machine</p> <p>PC9. join the loose ends properly</p> <p>PC10. keep empty trolley ready in the front for taking fabric</p>
	Operate the machine for specified tasks as per Work Order	<p>PC11. know the operations of relax dryer machine</p> <p>PC12. read & understand the process being followed to do the task</p> <p>PC13. set the required temp in all chambers</p> <p>PC14. feed fabric through guide rolls to the overfeeding roller</p> <p>PC15. spread the fabric evenly and ensure fabric coverage of 95% to 100% in line with belt width</p> <p>PC16. set the overfeed values as per the requirement of fabric quality</p> <p>PC17. ensure tensionless feeding of fabric</p> <p>PC18. ensure that all safety devices are operational</p> <p>PC19. take out fabric from exit end in the trolley</p> <p>PC20. check the fabric width after drying</p> <p>PC21. check moisture content in the fabric to avoid over drying</p> <p>PC22. adjust machine speed accordingly</p> <p>PC23. adjust overfeed values as specified</p> <p>PC24. keep next trolley ready both at entry & exit</p> <p>PC25. record shift production in the production register</p> <p>PC26. record all machine stoppages in the book</p>
	Clean the machine and carryout preventive maintenance activities	<p>PC27. keep the machine clean at all times</p> <p>PC28. follow the preventive maintenance schedule & ensure the machine is running smoothly</p> <p>PC29. check that all controls are functioning properly</p> <p>PC30. ensure enough supply of utilities such as water, air & steam for proper functioning of machine</p>

TSC/ N 5505

Operating the Relax Dryer Machine

PC31. cool down the machine after completion of job	
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. standard operating procedures (SOP)</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organisation's rules, codes and guidelines (including timekeeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p> <p>KA11. equipment operating procedures / supervisor's instructions</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. importance of discipline & punctuality</p> <p>KB2. importance of take over & handover in achieving quality & productivity</p> <p>KB3. any abnormal sound/ noise should be reported to the concerned/ supervisor</p> <p>KB4. reporting to the supervisor if there is any major defect in fabric</p> <p>KB5. fabric construction & composition</p> <p>KB6. use of blowers or vacuum cleaner to clean machine parts</p> <p>KB7. methods of joining the fabric</p> <p>KB8. knowledge about various controls of machine</p> <p>KB9. knowledge about standard shrinkage parameters required for various qualities</p> <p>KB10. Finish widths of various products</p> <p>KB11. proper use of guide rolls & width sensors</p> <p>KB12. proper use of spreader / scroll rolls to avoid overlapping</p> <p>KB13. avoiding any entanglement of fabric</p> <p>KB14. the use & knowledge of various safety devices</p> <p>KB15. reading & writing skills</p> <p>KB16. sparing the machine when it's due for maintenance to avoid any breakdown while running</p> <p>KB17. control functions of machine</p> <p>KB18. continuous supply of good quality air, steam & water for maximum output</p>
Skills (S)	
A. Core Skills/ Generic Skills	Reading Skills You need to know and understand how to: SA1. comprehend written instructions SA2. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	<p>You need to know and understand how to:</p> <p>SA3. communicate with supervisor appropriately</p>

TSC/ N 5505

Operating the Relax Dryer Machine

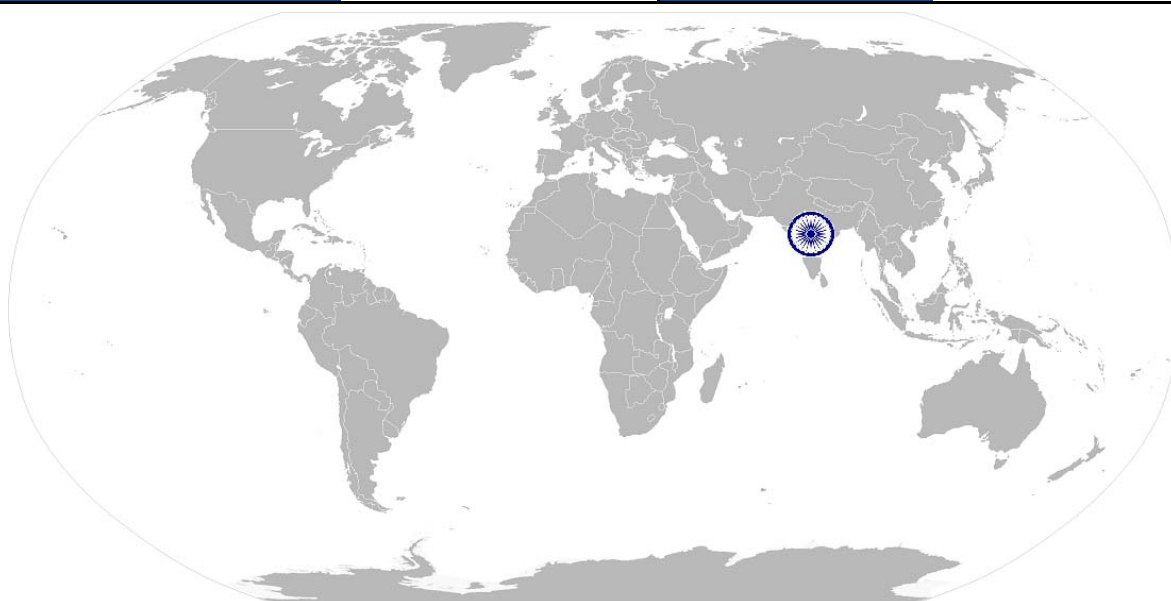
	SA4. talk to others to convey information effectively
B. Professional Skills	<p>Problem Solving</p> <p>You need to know and understand how to:</p> <p>SB1. identify the real reason of problem faced</p> <p>SB2. apply problem-solving approaches in different situations</p> <p>SB3. refer anomalies to the supervisor</p> <p>SB4. seek clarification on problems from others</p> <p>Attention to Detail</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 relax dryer machine</p> <p>SB9. know the various faults due to yarn, knitting or dyeing in the fabric</p> <p>SB10. Process of drying/relaxing/shrinking</p> <p>SB11. Various fabric qualities</p> <p>SB12. finish width of different products</p> <p>SB13. fabric weight& constructions</p> <p>SB14. use the correct tools for cleaning the machine</p> <p>SB15. use of various cleaning tools such as blower or vacuum cleaner</p> <p>SB16. operations of various valves & steam traps</p> <p>SB17. basic operation of relax dryer machine</p> <p>SB18. PLC/ control mechanism of the machine</p> <p>SB19. various operations carried out on relax dryer machine</p> <p>SB20. drying temp for various products & qualities</p> <p>SB21. overfeed settings for various products</p> <p>SB22. use of moisture controller equipment</p> <p>SB23. various machine controls for efficient drying of fabric</p> <p>SB24. use of proper cleaning tools such as vacuum cleaners or blowers</p> <p>SB25. drain out condensate or water from steam & air supply line before starting the machine</p>

TSC/ N 5505

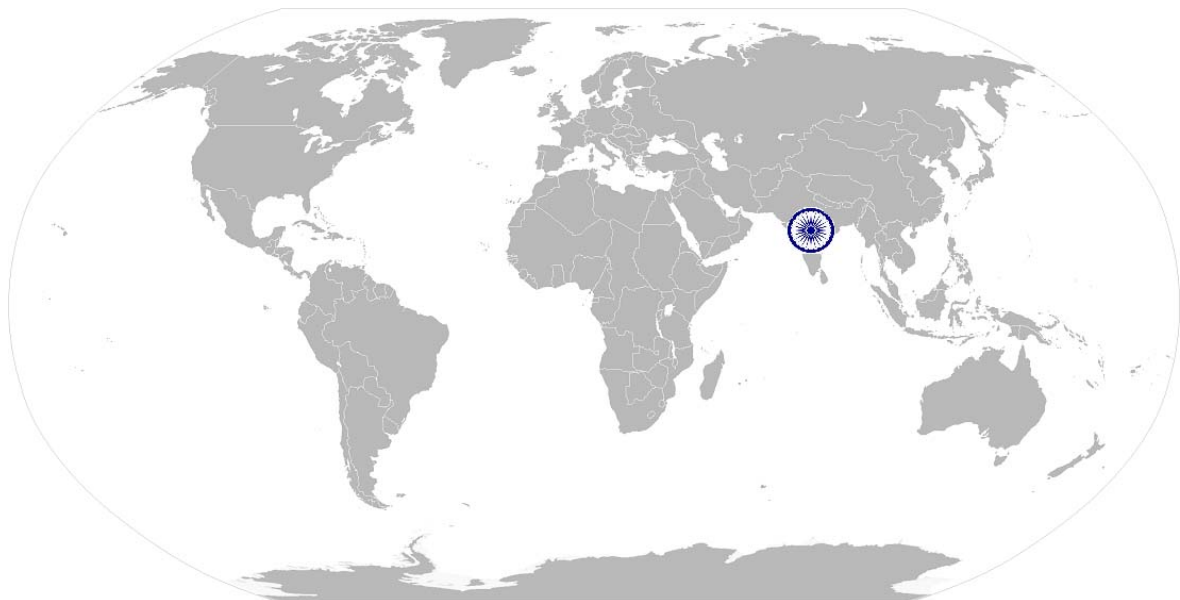
Operating the Relax Dryer Machine

NOS Version Control

NOS Code	TSC/ N 5505		
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



National Occupational Standard



Overview

This unit is about checking the quality of dried fabric & comparing it with the standard

TSC/ N 5506

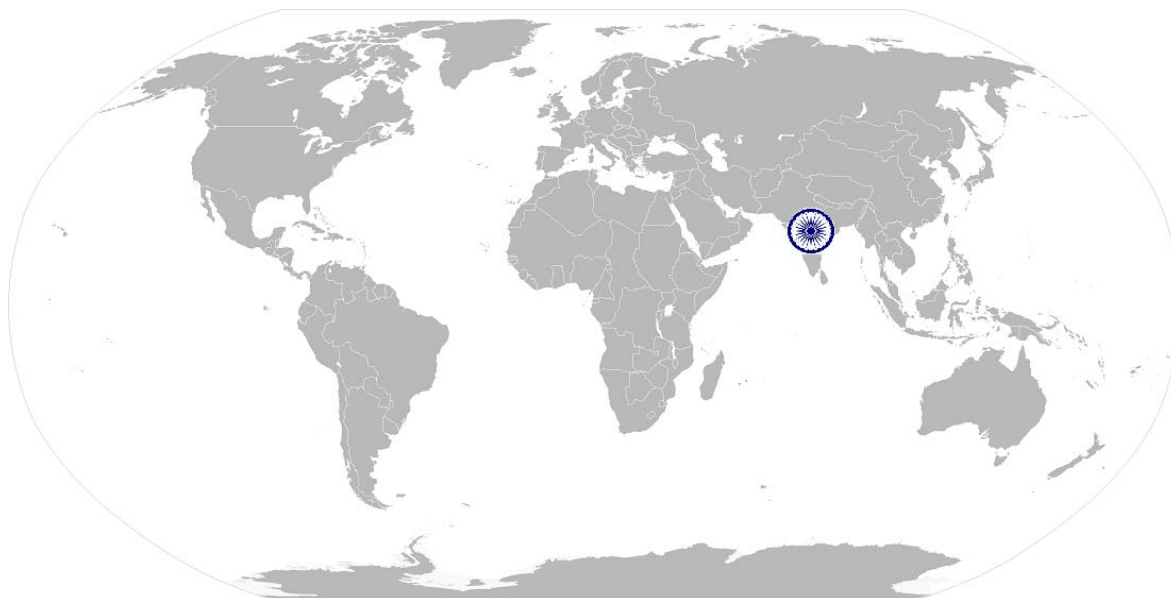
Checking the fabric quality after drying

National Occupational Standard	Unit Code	TSC/N5506
	Unit Title	Checking the fabric quality after drying
	Description	This unit is about checking the quality of Dried fabric & comparing it with the standard
	Scope	This unit covers the following: <ul style="list-style-type: none"> Taking out the sample after drying & comparing it with the standard
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Taking out the sample after drying & comparing it with the standard	To be competent, you must be able to: <ul style="list-style-type: none"> PC1. take out the sample near the stitch, after drying, PC2. compare the sample with the standard for physical appearance PC3. take the sample to your supervisor if the sample is not matching for the standard for decision
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: <ul style="list-style-type: none"> 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. Technical Knowledge	You need to know and understand: <ul style="list-style-type: none"> KB1. cutting the required size of sample to avoid wastage KB2. take corrective action immediately to avoid waste of time & production loss
Skills (S)		
A. Core Skills/ Generic Skills		Reading Skills You need to know and understand how to: <ul style="list-style-type: none"> SA1. comprehend written instructions SA2. read any application sent by other colleagues Oral Communication (Listening and Speaking skills) You need to know and understand how to: <ul style="list-style-type: none"> SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
B. Professional Skills		Problem Solving You need to know and understand how to: <ul style="list-style-type: none"> SB1. identify the real reason of problem faced

TSC/ N 5506

Checking the fabric quality after drying

	SB2. apply problem-solving approaches in different situations
	SB3. refer anomalies to the supervisor
	SB4. seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to:
	SB5. apply good attention to detail
	SB6. check your work is complete and free from errors
	SB7. make sure every kind of communication is error free
	You need to know and understand :
	SB8. good colour matching skills & the finished fabric feel etc.
	SB9. adjustment of speed, temp or roller pressure depending upon the required feel & lusture in the fabric



TSC/ N 5506

Checking the fabric quality after drying

NOS Version Control

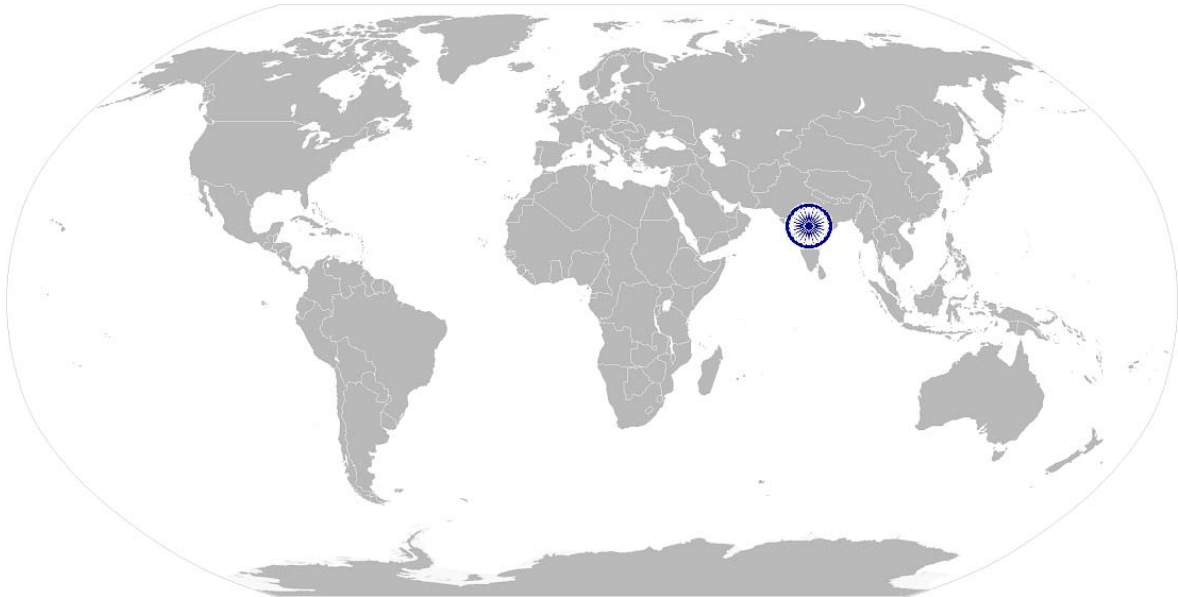
NOS Code	TSC/ N5506		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Knit Processing	Next review date	01/03/16



TSC/ N9001

Maintaining work area, tools and machine

National Occupational Standard



Overview

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

TSC/ N9001

Maintaining work area, tools and machine

Unit Code	TSC/ N9001
Unit Title (Task)	Maintaining work area, tools and machines
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit/task covers the following: <ul style="list-style-type: none"> 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	<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>
Knowledge and Understanding (K)	
C. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA12. personal hygiene and duty of care</p> <p>KA13. standard operating procedures (SOP)</p> <p>KA14. limits of your own responsibility</p> <p>KA15. ways of resolving problems within the work area</p> <p>KA16. the production process and the specific work activities that relate to the whole process</p> <p>KA17. the importance of effective communication with supervisors</p> <p>KA18. the lines of communication, authority and reporting procedures</p> <p>KA19. the organisation's rules, codes and guidelines (including timekeeping)</p> <p>KA20. the company's quality standards</p> <p>KA21. the importance of complying with written instructions</p> <p>KA22. equipment operating procedures / supervisor's instructions</p>
D. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. work instructions and specifications and interpret them accurately</p>

TSC/ N9001

Maintaining work area, tools and machine

	<p>KB2. relation between work role and the overall manufacturing process</p> <p>KB3. hazards likely to be encountered when conducting routine maintenance</p> <p>KB4. the importance of taking action when problems are identified</p> <p>KB5. different ways of minimising waste</p> <p>KB6. the importance of running maintenance and regular cleaning</p> <p>KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials</p> <p>KB8. common faults with equipment and the method to rectify</p> <p>KB9. maintenance procedures</p> <p>KB10. different types of cleaning equipment and substances and their use</p> <p>KB11. safe working practices for cleaning and the method of carrying them out</p>
Skills (S)	
B. Core Skills/ Generic Skills	Reading Skills
	You need to know and understand how to:
	SA1. comprehend written instructions
	SA2. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA3. communicate effectively in local language
	SA4. communicate with supervisor appropriately
C. Professional Skills	SA5. talk to others to convey information effectively
	Problem Solving
	You need to know and understand how to:
	SB1. identify the real reason of problem faced
	SB2. apply problem-solving approaches in different situations
	SB3. refer anomalies to the supervisor
	SB4. seek clarification on problems from others
	Attention to Detail
	SB5. You need to know and understand how to:
	SB6. apply good attention to detail
	SB7. check your work is complete and free from errors
	SB8. make sure every kind of communication is error free
	You need to know and understand :
	SB9. communicate effectively
	SB10. apply leadership skills wherever required
	SB11. take initiative at the right place
	SB12. understand the requirement to be creative

TSC/ N9001

Maintaining work area, tools and machine

NOS Version Control

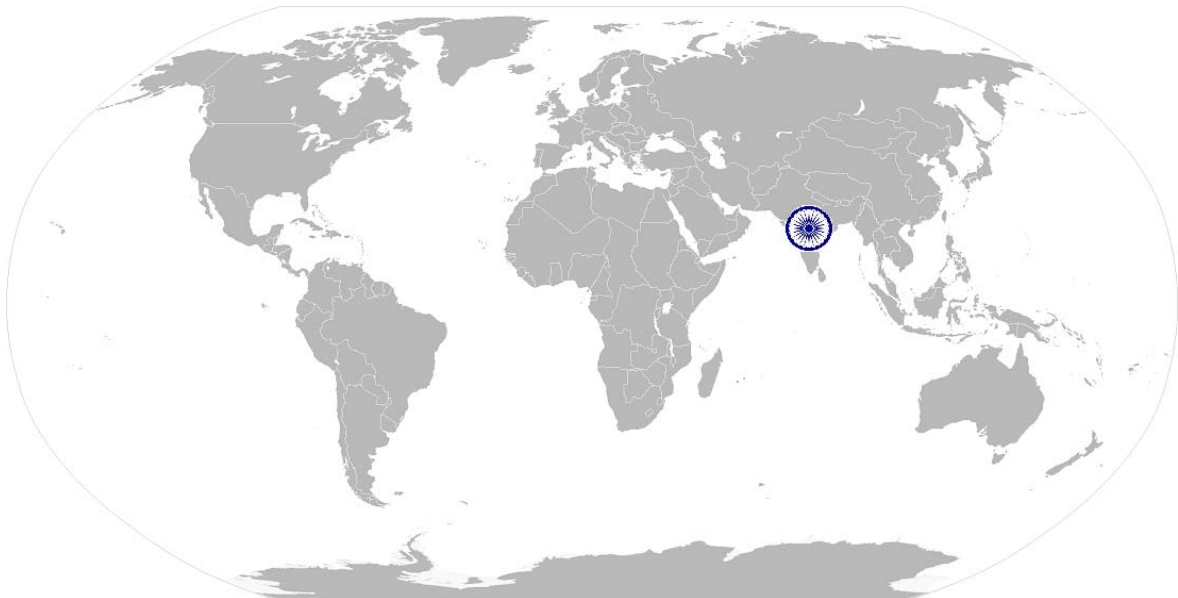
NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Knit Processing	Next review date	01/03/16



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

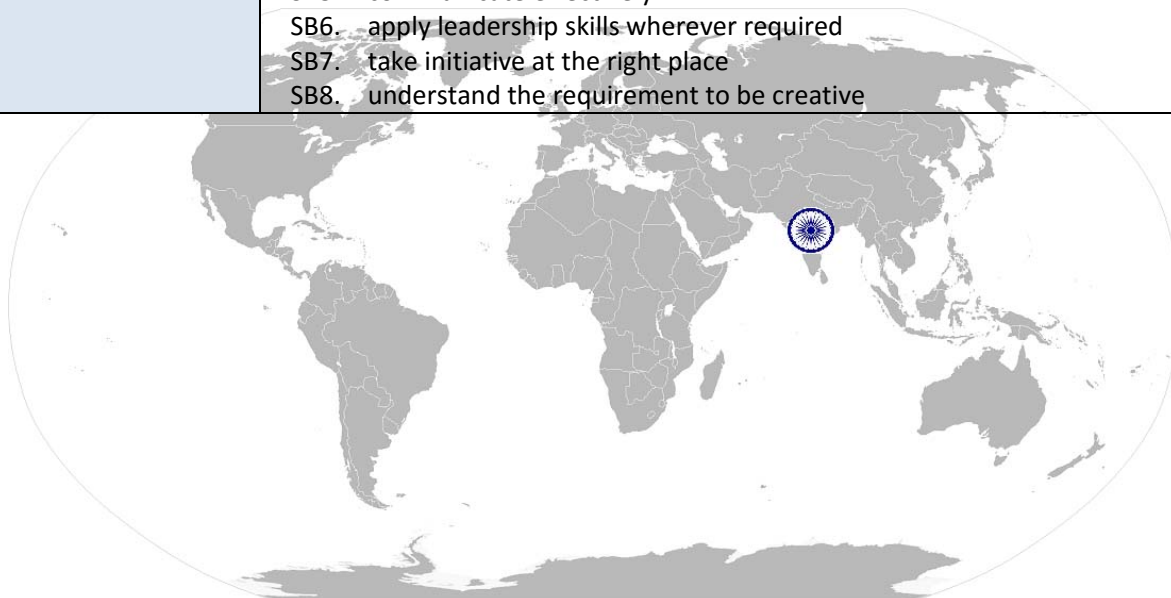
Working in a team

Unit Code	TSC/ N9002
Unit Title (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: <ul style="list-style-type: none"> 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: 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
Creative freedom	PC11. develop new ideas for work procedures PC12. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)	
A. Organizational Context	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a processing unit KA2. procedure followed to get the final output in the processing unit KA3. safe working practices to be adopted in processing unit KA4. reporting to the supervisor or higher authority about any grievances faced
B. Technical Knowledge	KB1. the importance of the previous and next step of the process KB2. process flow in a processing unit and the concerned workers KB3. material flow in a processing unit and the required person KB4. functions of different parts of the machine KB5. tools and equipments used KB6. guidelines for operating the machine KB7. safety procedures to be followed in the machine
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills You need to know and understand how to: SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application
	Reading Skills

TSC/ N9002

Working in a team

B. Professional Skills	SA4. comprehend written instructions
	SA5. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	SA6. communicate with supervisor appropriately
	SA7. talk to co-workers to convey information effectively
	Problem Solving
	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
	Attention to Detail
	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

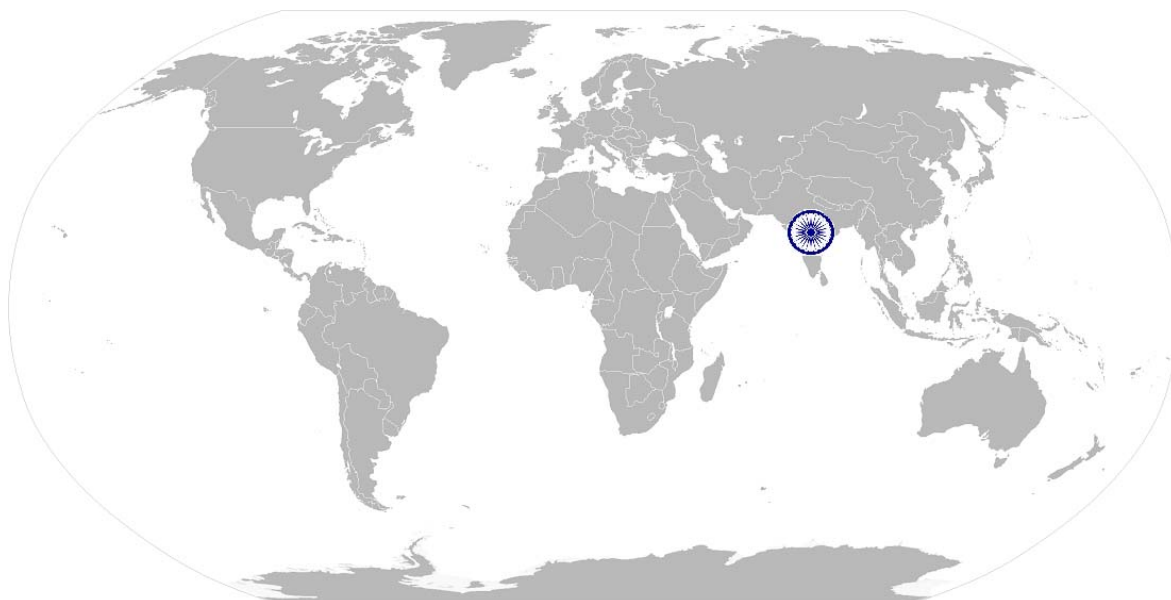


TSC/ N9002

Working in a team

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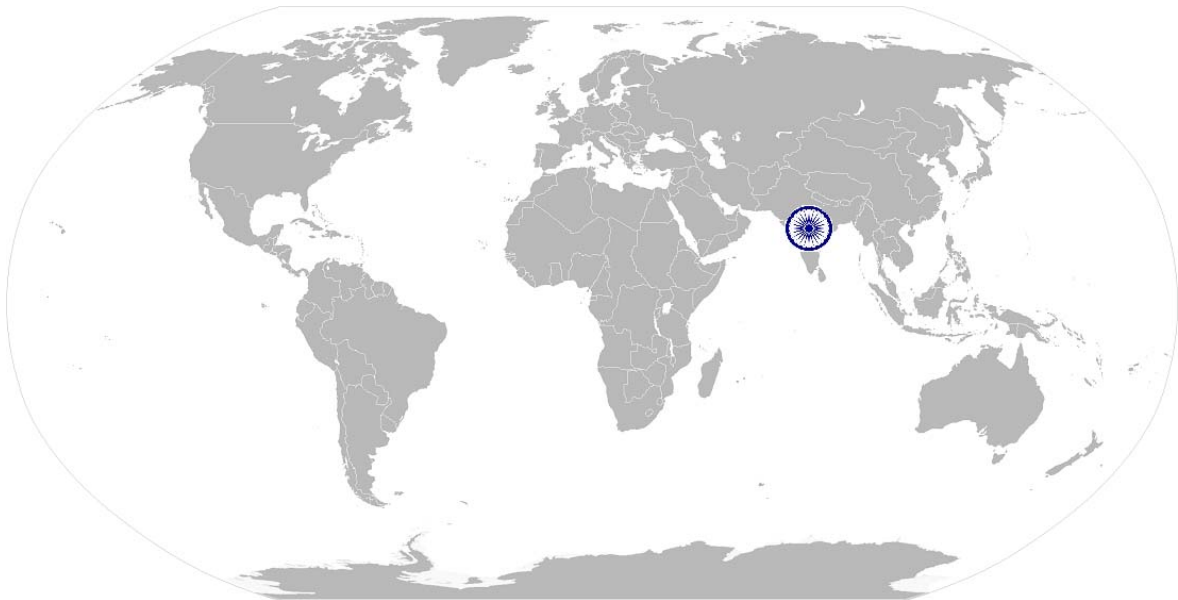
NOS Code	TSC/ N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Knit Processing	Next review date	01/03/16



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	This unit/task covers the following: <ul style="list-style-type: none"> comply with health, safety and security requirements at work 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	<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>To be competent, you must be able to:</p> <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>

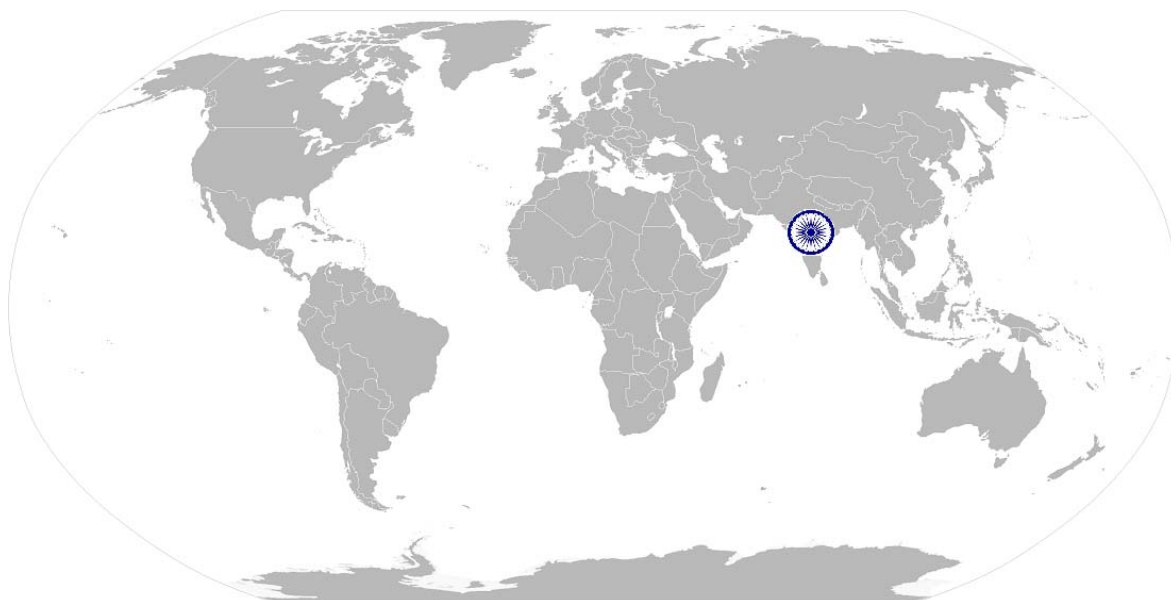
TSC/ N9003
Maintain health, safety and security at work place

Planning the safety techniques	PC21. recognise different measures to curb the hazards
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
Knowledge and Understanding (K)	
A. Organizational Context (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. Technical Knowledge	<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>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>You need to know and understand how to:</p> <p>SA1. write clear and short sentences</p>
	Reading Skills
	<p>SA2. read and understand the company instructions</p> <p>SA3. read and understand work instructions</p> <p>SA4. read and understand the safety guidelines</p>
	Oral Communication (Listening and Speaking skills)
	<p>SA5. listen to others attentively</p> <p>SA6. respond to emergencies, accidents or fire at the workplace</p> <p>SA7. evacuate the premises and help others in need while doing so</p> <p>SA8. the value of physical fitness, personal hygiene and good habits</p> <p>SA9. talk with others politely</p>
B. Professional Skills	Decision Making

TSC/ N9003

Maintain health, safety and security at work place

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

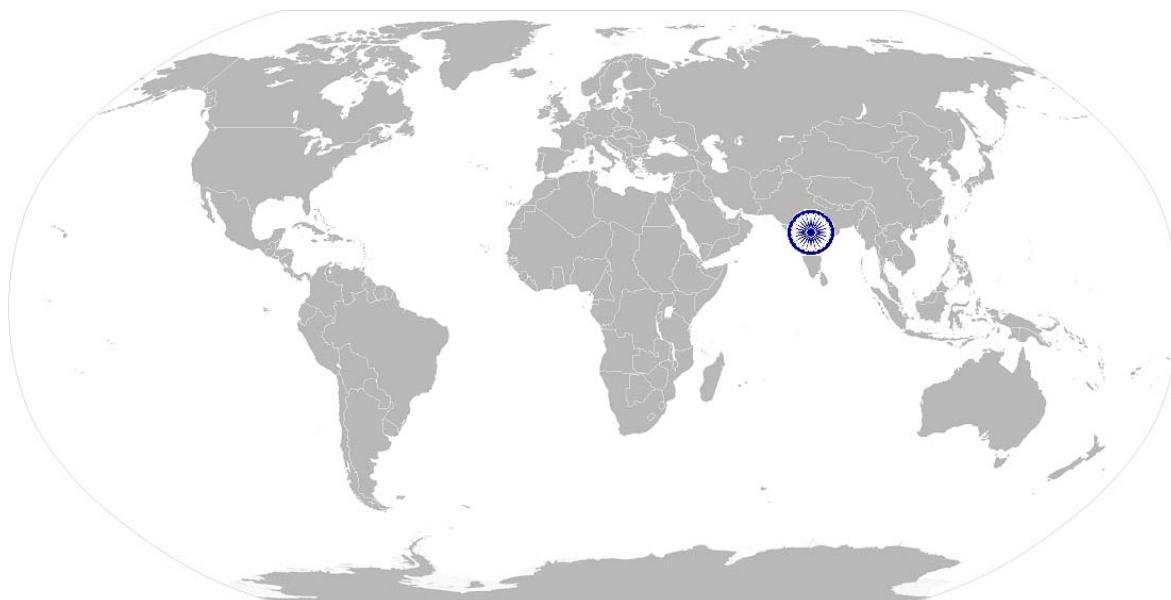


TSC/ N9003

Maintain health, safety and security at work place

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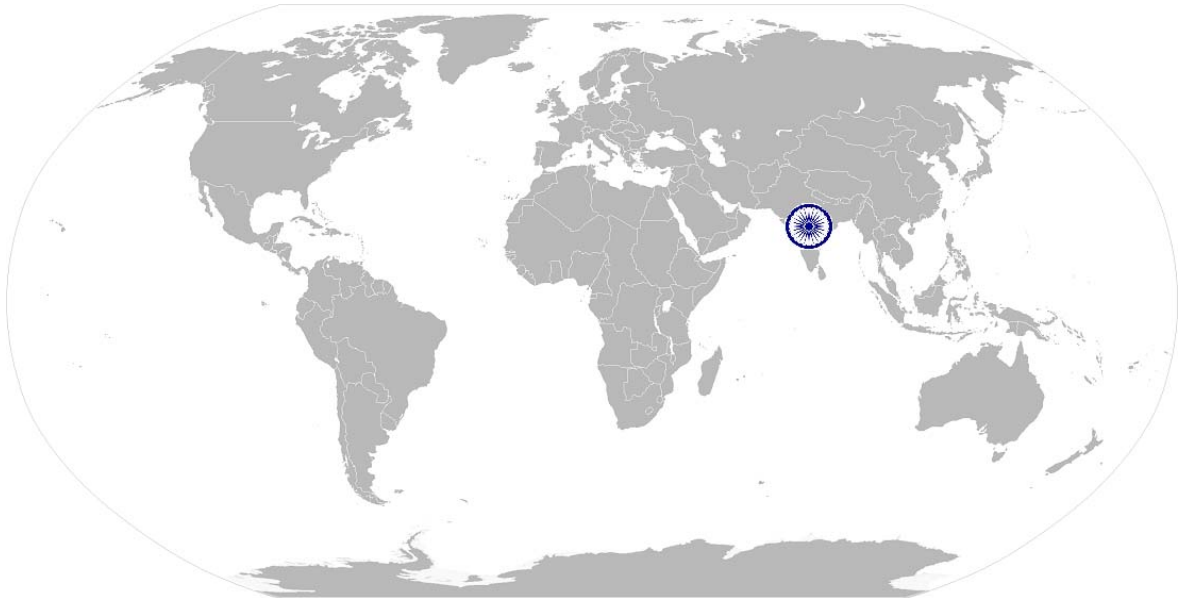
NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Knit Processing	Next review date	01/03/16



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

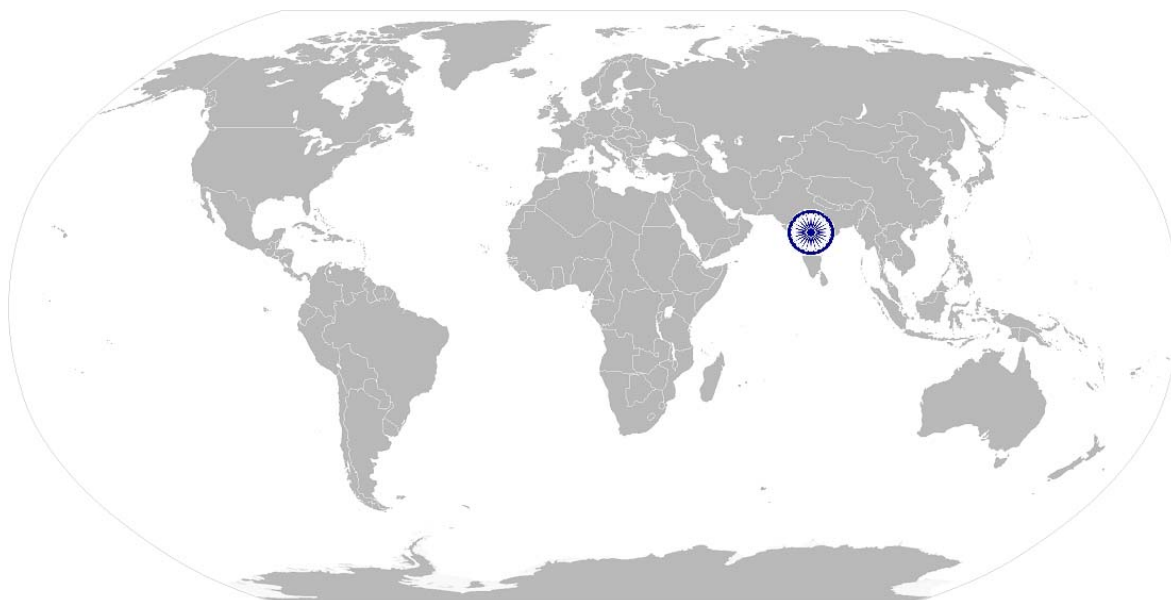
Comply with industry and organizational requirements

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	This unit/task covers the following: <ul style="list-style-type: none"> self development team work organizational standards industry standards
	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)		
A. Organizational Context (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. Technical Knowledge		You need to know and understand: KB1. process and material flow in a processing unit KB2. importance of complying with the standards KB3. guidelines for cleaning the various parts of machine
Skills (S)		
A. Core Skills/ Generic Skills		Writing Skills
		You need to know and understand how to: SA1. write clear and short sentences

TSC/ N9004

Comply with industry and organizational requirements

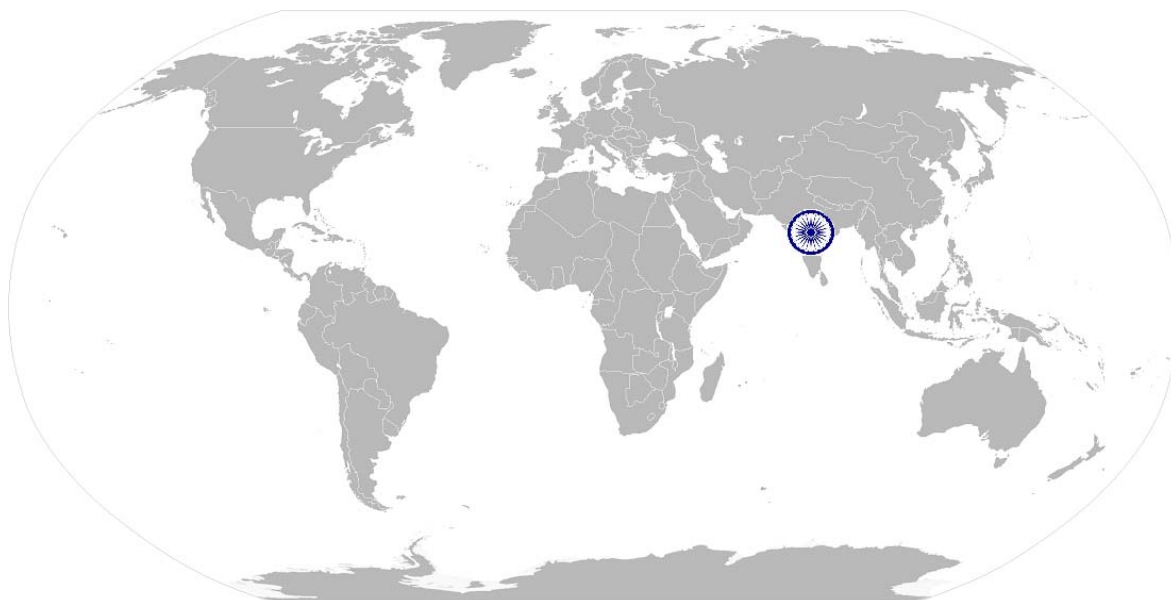
	Reading Skills
	You need to know and understand how to:
	SA2. read the given instructions SA3. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	SA4. talk effectively with others
	SA5. put forward your point
	SA6. listen to others
	you need to know and understand :
	SA7. Organizational requirements SA8. your responsibilities at the workplace SA9. procedure to comply with the industry standards



TSC/ N9004 Comply with industry and organizational requirements

NOS Version Control

NOS Code	TSC/N9004		
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

Job Role: Relax Dryer Operator Qualification Pack: TSC/Q 5502 Relax Dryer Operator Sector Skill Council: Textile Sector Skill Council						
Guidelines for assessment :- 1. Criteria for assessment for each qualification pack will be created by the Sector Skill Council. Each performance criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for theory & skill practical for each PC. 2. The assessment for the theory part will be based on knowledge bank of question created by the SSC. 3. Individual assessment agencies will create unique evaluations for skill practical for every student 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		
				Practical	Theory	Viva
1. TSC/ N5504 Taking charge of shift and handing over shift to Relax Dryer Operator	PC1. come atleast 10 - 15 minutes earlier to the work place	50	2	1	1	0
	PC2. bring the necessary operational tools to the department		3	2	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	2	1	0
	PC4. Understand the fabric being processed & process running on the machine		2	1	1	0
	PC5. Ensure the technical details are mentioned on the job card display on the machine		2	2	0	0
	PC6. check for the availability of the spare trolley for unloading the fabric		2	2	0	0
	PC7. check the next batch to be processed is ready near the machine		2	1	1	0

Assessment Criteria

PC8. Ensure that the machine & it's control functions are working properly	2	0	1	1
PC9. check the cleanliness of the machines & other work areas	2	1	1	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.	2	1	1	0
PC11. take over the shift from the outgoing operator in a proper manner	3	2	1	0
PC12. ensure in providing the details regarding fabric quality & the process running on the machine	2	1	1	0
PC13. provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine.	2	1	1	0
PC14. ensure the empty trolley is near the machine for unloading the fabric	3	2	0	1
PC15. ensure the next lot to be processed is ready near the machine already stitched & arranged properly	2	1	1	0
PC16. Ensure that machine control functions are working properly	2	1	0	1
PC17. get clearance from the incoming counterpart before leaving the work spot	2	0	1	1
PC18. 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	1	1	0
PC19. ensure the shift is properly handed over to the incoming shift operator	3	1	1	1

Assessment Criteria

	PC20. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors		2	1	1	0
	PC21. collect the wastes from waste collection bags, weigh them and transport to storage area		2	2	0	0
	PC22. ensure the machine and its work place is clean		3	1	1	1
	Total		50	27	17	6
		Weightage %		54%	34%	12%
2. TSC/ N5505 Operating the Relax Dryer Machine	PC1. understand the task mentioned in the work order	126	3	2	1	0
	PC2. read & understand the fabric parameters properly		5	2	2	1
	PC3. ensure that the machine is clean		4	3	0	1
	PC4. clean all filters properly		5	2	2	1
	PC5. open steam valve & drain condensate from the line		4	2	1	1
	PC6. drain water, from the air line		5	2	2	1
	PC7. start blowers to heat the machine		4	2	2	0
	PC8. bring the fabric trolley near the machine		5	3	1	1
	PC9. join the loose ends properly		4	2	2	0
	PC10. keep empty trolley ready in the front for taking fabric		3	2	1	0
	PC11. know the operations of relax dryer machine		4	2	2	0
	PC12. read & understand the process being followed to do the task		5	3	0	2
	PC13. set the required temp in all chambers		4	2	1	1
	PC14. feed fabric through guide rolls to the overfeeding roller		4	2	2	0
	PC15. spread the fabric evenly and ensure fabric coverage of 95% to 100% in line with belt width		3	2	1	0

Assessment Criteria

	PC16. set the overfeed values as per the requirement of fabric quality		5	4	0	1
	PC17. ensure tensionless feeding of fabric		4	2	2	0
	PC18. ensure that all safety devices are operational		4	4	0	0
	PC19. take out fabric from exit end in the trolley		5	4	1	0
	PC20. check the fabric width after drying		5	2	2	1
	PC21. check moisture content in the fabric to avoid over drying		4	3	0	1
	PC22. adjust machine speed accordingly		4	2	1	1
	PC23. adjust overfeed values as specified		5	4	0	1
	PC24. keep next trolley ready both at entry & exit		5	2	2	1
	PC25. record shift production in the production register		4	3	0	1
	PC26. record all machine stoppages in the book		4	2	1	1
	PC27. keep the machine clean at all times		3	3	0	0
	PC28. follow the preventive maintenance schedule & ensure the machine is running smoothly		4	1	2	1
	PC29. check that all controls are functioning properly		2	2	0	0
	PC30. ensure enough supply of utilities such as water, air & steam for proper functioning of machine		4	1	2	1
	PC31. cool down the machine after completion of job		2	2	0	0
	Total		126	74	33	19
		Weightage %		59%	26%	15%
3. TSC/N 5506 Checking the fabric quality after drying	PC1. take out the sample near the stitch, after drying,	24	8	4	1	3
	PC2. compare the sample with the standard for physical appearance		8	5	3	0

Assessment Criteria

	PC3. take the sample to your supervisor if the sample is not matching for the standard for decision		8	6	0	2
	Total		24	15	4	5
		Weightage %		62%	17%	21%
4. TSC/ N9001 Maintain work area, tools and machines	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	50	4	2	1	1
	PC2. use correct lifting and handling procedures		4	2	2	0
	PC3. use materials to minimize waste		3	2	1	0
	PC4. maintain a clean and hazard free working area		3	2	1	0
	PC5. maintain tools and equipment		4	3	0	1
	PC6. carry out running maintenance within agreed schedules		4	2	1	1
	PC7. carry out maintenance and/or cleaning within one's responsibility		3	2	1	0
	PC8. report unsafe equipment and other dangerous occurrences		3	1	2	0
	PC9. ensure that the correct machine guards are in place		4	3	1	0
	PC10. work in a comfortable position with the correct posture		4	3	1	0
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		4	2	1	1
	PC12. dispose of waste safely in the designated location		3	2	1	0
	PC13. store cleaning equipment safely after use		4	3	0	1
	PC14. carry out cleaning according to schedules and limits of responsibility		3	3	0	0
	Total		50	32	13	5
		Weightage %		64%	26%	10%
5.TSC/ N9002 Working in a	PC1. be accountable to the own role in whole process	50	4	2	1	1

Assessment Criteria

team	PC2. perform all roles with full responsibility		4	2	0	2
	PC3. be effective and efficient at workplace		6	4	2	0
	PC4. properly communicate about company policies		4	3	0	1
	PC5. report all problems faced during the process		3	2	0	1
	PC6. talk politely with other team members and colleagues		4	2	1	1
	PC7. submit daily report of own performance		5	5	0	0
	PC8. adjust in different work situations		3	2	1	0
	PC9. give due importance to others' point of view		4	2	0	2
	PC10. avoid conflicting situations		2	1	1	0
	PC11. develop new ideas for work procedures		6	4	2	0
	PC12. improve upon the existing techniques to increase process efficiency		5	2	1	2
	Total		50	31	9	10
		Weightage %		62%	18%	20%
6. TSC/ N9003 Maintain health, safety and security at workplace	PC1. comply with health and safety related instructions applicable to the workplace	50	2	1	1	0
	PC2. use and maintain personal protective equipment such as "ear plug", "nose mask", "head cap" etc., as per protocol		2	1	1	0
	PC3. carry out own activities in line with approved guidelines and procedures		3	1	1	1
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		2	2	0	0
	PC5. follow environment management system related procedures		2	1	1	0
	PC6. identify and correct (if possible) malfunctions in machinery and equipment		2	1	1	0

Assessment Criteria

PC7. report any service malfunctions that cannot be rectified	3	3	0	0
PC8. store materials and equipment in line with organisational requirements	2	1	1	0
PC9. safely handle and remove waste	2	1	1	0
PC10. minimize health and safety risks to self and others due to own actions	2	1	0	1
PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	2	1	0	1
PC12. monitor the workplace and work processes for potential risks and threat	2	1	1	0
PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	2	1	1	0
PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel	2	2	0	0
PC15. participate in mock drills/ evacuation procedures organized at the workplace	2	1	1	0
PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so	2	2	0	0
PC17. take action based on instructions in the event of fire, emergencies or accidents	2	2	0	0
PC18. follow organisation procedures for shutdown and evacuation when required	2	1	1	0
PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry	2	1	0	1
PC20. recognise other possible security issues existing in the workplace	2	1	1	0
PC21. recognise different measures to	3	1	1	1

Assessment Criteria

	curb the hazards					
	PC22. communicate the safety plan to everyone		2	1	0	1
	PC23. attach disciplinary rules with the implementation		3	1	1	1
	Total		50	29	14	7
		Weightage %		58%	28%	14%
7. TSC/ N9004 Comply with industry and organisational requirements	PC1. perform own duties effectively	50	4	2	1	1
	PC2. take responsibility for own actions		4	2	2	0
	PC3. be accountable towards the job role and assigned duties		3	2	0	1
	PC4. take initiative and innovate the existing methods		4	2	1	1
	PC5. focus on self-learning and improvement		4	3	1	0
	PC6. co-ordinate with all the team members and colleagues		3	2	0	1
	PC7. communicate politely		4	4	0	0
	PC8. avoid conflicts and miscommunication		4	2	1	1
	PC9. know the organisational standards		3	3	0	0
	PC10. implement them in your performance		4	2	1	1
	PC11. motivate others to follow them		4	3	1	0
	PC12. know the industry standards		5	3	1	1
	PC13. align them with organisation standards		4	2	1	1
	Total		50	32	10	8
		Weightage %		64%	20%	16%
	Grand Total		400	240	100	60