

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 – Fitter - Processing

SECTOR: TEXTILE

SUB-SECTOR: PROCESSING

OCCUPATION: MAINTENANCE

REFERENCE ID: TSC/ Q 5701

ALIGNED TO: NCO-2004 / 7233.46

Brief Job Description: A Fitter - Processing is responsible for carrying out maintenance activities of all the machines in processing department like Singeing, CBR, Mercerizing, Drying Range, Jigger, Stenter, Jet dyeing, Soft flow, Calendaring, & finishing machines. He should carry out all the maintenance activities like erecting, dismantling, assembling, leveling, attending & resolving repairs and breakdowns in processing department. He should also carry out regular preventive maintenance activities thus ensuring proper functioning of all machines. This job requires the individual to have thorough knowledge of process flow and material flow in a processing unit for fabric production and should have sound technical knowledge on erecting the different sequence of machines in processing department.

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

Job Details	Qualifications Pack Code	TSC/Q5701		
	Job Role	Fitter - Processing		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/15
	Sub-sector	Processing	Last reviewed on	25/02/15
	Occupation	Maintenance	Next review date	01/03/16
	Job Role	Fitter - Processing		
Role Description		A Fitter is responsible for carrying out all the maintenance activities in the processing department such as erecting, dismantling, assembling, leveling, attending & resolving repairs and breakdowns in machines, as well as carry out regular preventive maintenance activities in the processing unit.		
NSQF level		5		
Minimum Educational Qualifications		10 th standard, preferably ITI Certificate		
Maximum Educational Qualifications		N/A		
Training (Suggested but not mandatory)		Three to six months of training in textile processing.		
Experience		Preferably 2-3 years		
National Occupational Standards (NOS)		Compulsory: <ol style="list-style-type: none"> TSC/ N5701 Taking charge of shift and handing over shift to Fitter – Processing TSC/N5702 Carryout all types of Maintenance activities in Processing unit TSC/N5703 Maintaining records & ensure spares availability 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

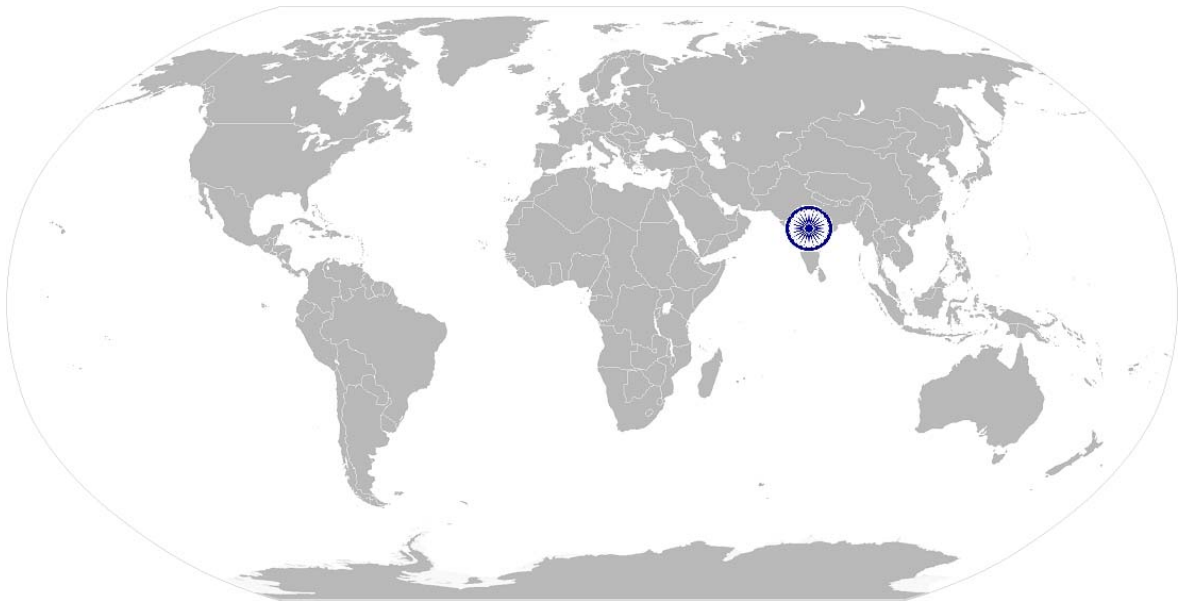
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived 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 5701

Taking charge of shift and handing over shift to Fitter – Processing

National Occupational Standard



Overview

This unit is about taking charge of shift from previous shift fitter-Processing and relieving the responsibilities to the next shift fitter-Processing

TSC/N 5701 Taking charge of shift and handing over shift to Fitter – Processing

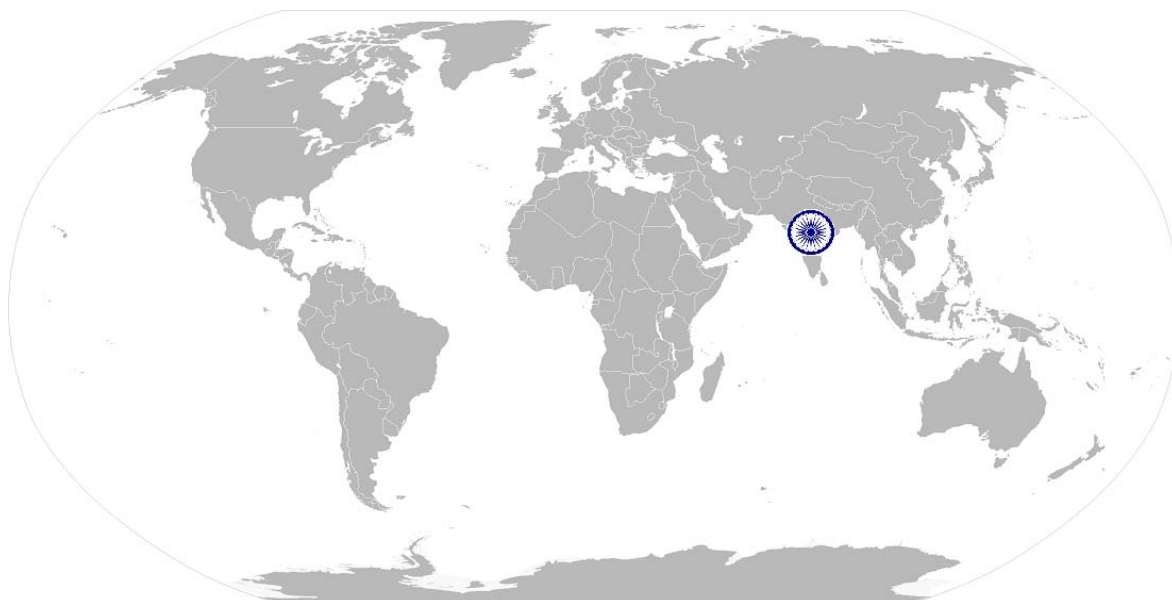
National Occupational Standard	Unit Code	TSC/ N 5701
	Unit Title (Task)	Taking charge of shift and handing over shift to Fitter – Processing
	Description	This unit is about taking charge of shift from previous shift fitter-Processing r and relieving the responsibilities to the next shift fitter-Processing
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Taking charge of shift from fitter-Processing ▪ Handing over shift to fitter-Processing
	Elements	Performance Criteria
	Taking charge of shift from fitter-Processing	<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 fitter 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. ensure all the machines are running properly, machines which are not running and problems associated with the same should be clarified with the fitter, supervisor and operator</p> <p>PC7. check whether any spare/raw material/ tool / yarn / any other material are not thrown under the machines or in the other work areas.</p> <p>PC8. check the cleanliness of the machines & other work areas</p> <p>PC9. question the previous shift fitter for any deviation in the above and bring the same to the knowledge of his/ her shift superior as well that of the previous shift.</p> <p>PC10. take charge of the shift from the outgoing fitter-Processing in a proper manner</p>
	Handing over shift to fitter-Processing	<p>PC11. hand over the shift to the incoming fitter-Processing in a proper manner</p> <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. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC15. report to his/ her shift superiors as well as that of the incoming shift supervisor in case his/ her counterpart doesn't report for the incoming shift</p> <p>PC16. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and leave the department only after getting concurrence for the same from his/ her superiors</p> <p>PC17. collect the wastes from waste collection bags, weigh them and transport to storage area</p> <p>PC18. ensure the your work area is clean</p>
	Knowledge and Understanding (K)	

TSC/N 5701 Taking charge of shift and handing over shift to Fitter – Processing

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 counts in the processing unit</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. the importance of quality & productivity</p> <p>KB2. various defects in the fabric due to yarn, weaving or processing</p> <p>KB3. reasons for various defects in the fabric due to processing & 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. 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 fitter-Processing</p> <p>KB13. guidelines for handing over the shift to the next shift fitter-Processing</p> <p>KB14. 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. Patrol around the machines & report any abnormal sound</p>

TSC/N 5701 Taking charge of shift and handing over shift to Fitter – Processing

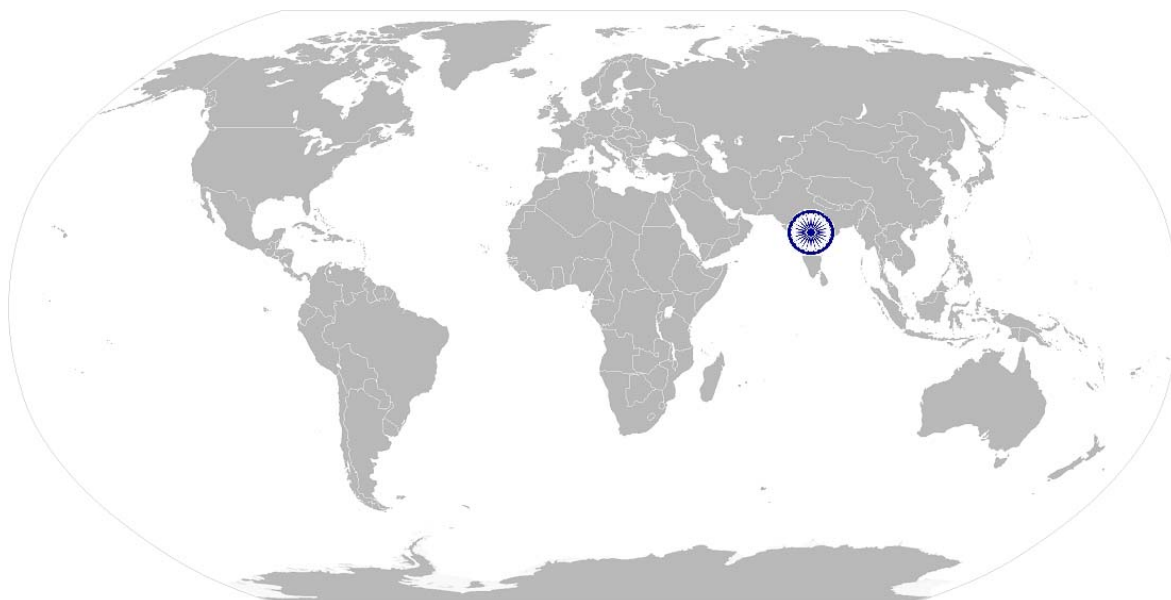
	<p>SB7. Check various valves & traps</p> <p>SB8. Procedure to operate different material handling tools and equipment</p> <p>SB9. Check various control systems</p> <p>SB10. maintain cleanliness at work place</p>
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TSC/N 5701 Taking charge of shift and handing over shift to Fitter – Processing

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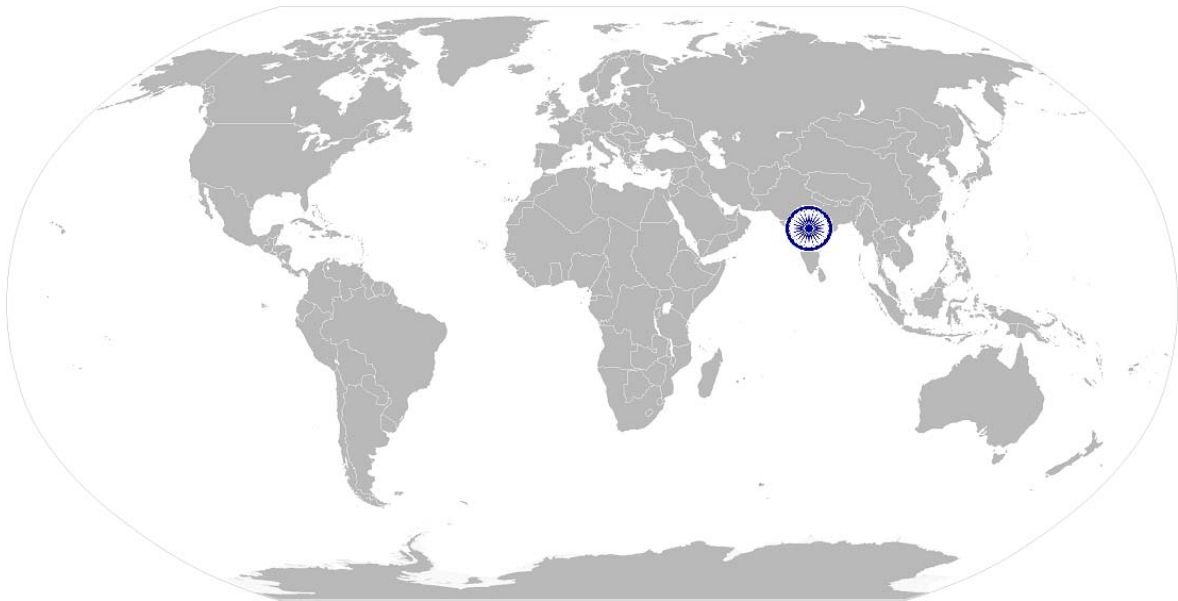
NOS Code	TSC/N 5701		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/16



TSC/N 5702

Carryout all types of Maintenance activities in Processing unit

National Occupational Standard



Overview

This unit is about carrying out all types of Maintenance activities in a Processing unit

TSC/N 5702

Carryout all types of Maintenance activities in Processing unit

National Occupational Standard

Unit Code	TSC/N 5702
Unit Title	Carryout all types of Maintenance activities in Processing unit
Description	This unit is about carrying out all types of Maintenance activities in a Processing unit
Scope	This unit covers the following: <ul style="list-style-type: none"> • carryout general maintenance activities • carryout preventive maintenance activities • carryout breakdown maintenance activities
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Carryout General Maintenance activities	<p>To be competent, you must be able to:</p> <p>PC1. take round of the work area before the start of the shift and observing the working.</p> <p>PC2. noting down the machines stopped for repairs and the type of problem.</p> <p>PC3. dismantle and assemble different mechanisms in machines on need basis</p> <p>PC4. understand the work done till now and the work pending in the machines stopped for repairs or for maintenance work or modifications.</p> <p>PC5. understand the production plan and preparing maintenance plan and allocating people for different activities.</p> <p>PC6. allocate the workers for different tasks considering their knowledge, skills, maturity and workloads agreed.</p> <p>PC7. ensure the use of safety gadgets like masks, gloves and shoes by all maintenance workers.</p> <p>PC8. to view display panel board and identify the reason for breakdown maintenance</p> <p>PC9. identify any abnormal sound in machine and stop the machine for carrying out maintenance activities</p>
Carryout Preventive maintenance activities	<p>PC10. check the proper functioning of machines like stenter, jiggers, drying range, mercerizing, singeing, sanforizing & others</p> <p>PC11. check the conditions of machine parts while they are being cleaned/scoured or overhauled</p> <p>PC12. identify the worn out parts and getting the worn-out parts replaced.</p> <p>PC13. monitor the stoppages due to breakdowns and analyzing the reasons for breakdowns and taking precautionary measures.</p> <p>PC14. conduct the tool audits i.e. the tools used for maintenance like spanners, top arm gauge, lubricating and flushing pumps, buffing machines, mounting machines, etc.</p> <p>PC15. to oil and grease the different machine parts at scheduled interval for smooth functioning of machines</p> <p>PC16. ensure correct oil and grease are taken</p> <p>PC17. ensure proper functioning of machines in the processing department</p>
carryout breakdown maintenance activities	<p>PC18. attend the machine on a break down</p> <p>PC19. report to the maintenance supervisor on a breakdown</p> <p>PC20. preparing the machine for carrying out breakdown maintenance</p> <p>PC21. ensure in bringing the proper tool and equipment required for carrying out</p>

TSC/N 5702

Carryout all types of Maintenance activities in Processing unit

	<p>maintenance</p> <p>PC22. analyze the machine which is under breakdown</p> <p>PC23. identify the reason for breakdown</p> <p>PC24. replace worn out parts with new parts</p> <p>PC25. ensure safety while carrying out maintenance activity</p> <p>PC26. ensure proper material handling of maintenance tools</p> <p>PC27. check for proper functioning of machine after maintenance</p> <p>PC28. repair further and ascertain if further fine tuning is needed</p> <p>PC29. ensure the output material quality is as per quality requirement.</p> <p>PC30. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers</p> <p>PC31. ensure minimum time taken for attending the breakdown, identifying the reason for breakdown and carryout the breakdown maintenance activities</p>
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. safe working practices and organizational standard operating procedures</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. how to attend the machines priority wise</p> <p>KB4. procedure to dismantle and assemble different mechanisms in machines</p> <p>KB5. knowledge of various display signs</p> <p>KB6. stopping the machine & attending it immediately</p> <p>KB7. planning the preventive maintenance without hampering the production</p> <p>KB8. importance of oiling and greasing</p> <p>KB9. procedure to oil and grease the different machine parts</p> <p>KB10. reporting to the supervisor in time to avoid production loss</p> <p>KB11. skill to identify the reason for breakdown</p> <p>KB12. skill to carryout different maintenance activities</p> <p>KB13. skill of material handling, the different maintenance tools properly</p> <p>KB14. skill to identify that the quality of output material is as per requirement</p> <p>KB15. maintain cleanliness at work place</p>
Skills (S)	
A. Core Skills/	Reading Skills

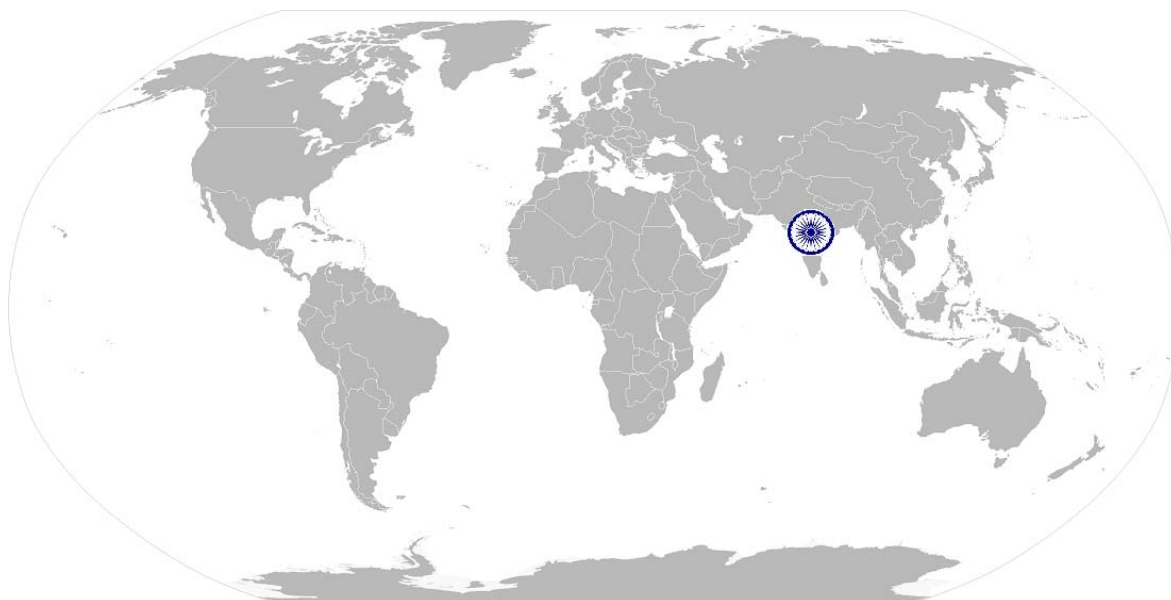
TSC/N 5702 Carryout all types of Maintenance activities in Processing unit

Generic 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 in local language orally SA4. communicate with supervisor appropriately SA5. 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"> • identify the real reason of problem faced • apply problem-solving approaches in different situations • refer anomalies to the supervisor • seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to: <ul style="list-style-type: none"> • apply good attention to detail • check your work is complete and free from errors • make sure every kind of communication is error free You need to know and understand : <ul style="list-style-type: none"> • knowledge about the operations & functions of various processing machines • knowledge of various spares & consumable items used in processing machines • planning maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life. • workloads, work allocation and standard working conditions for maintenance operatives. • knowledge of lubricants • knowledge of various types of bearing and belts • knowledge of measuring instruments • calculation of maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption, mean time between breakdowns, and the industry norms. • knowledge of machine model and parts • general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production. • safety precautions and gadgets to be used in factory • knowledge of functions of various processing machines • procedure to replace worn-out parts • attending to the problem in time to avoid the losses due to breakdown of machine • importance of conducting tool audits • methods of oiling & greasing of machine parts • knowledge of various oils & greases used in machines • functions of various machines and mechanisms used in processing machines

TSC/N 5702

Carryout all types of Maintenance activities in Processing unit

- workloads, work allocation and standard working conditions for maintenance operatives.
- general management knowledge
- factors affecting maintenance
- standing orders and discipline in working and precautions to be taken while working
- safety precautions and gadgets to be used in factory
- importance of time management

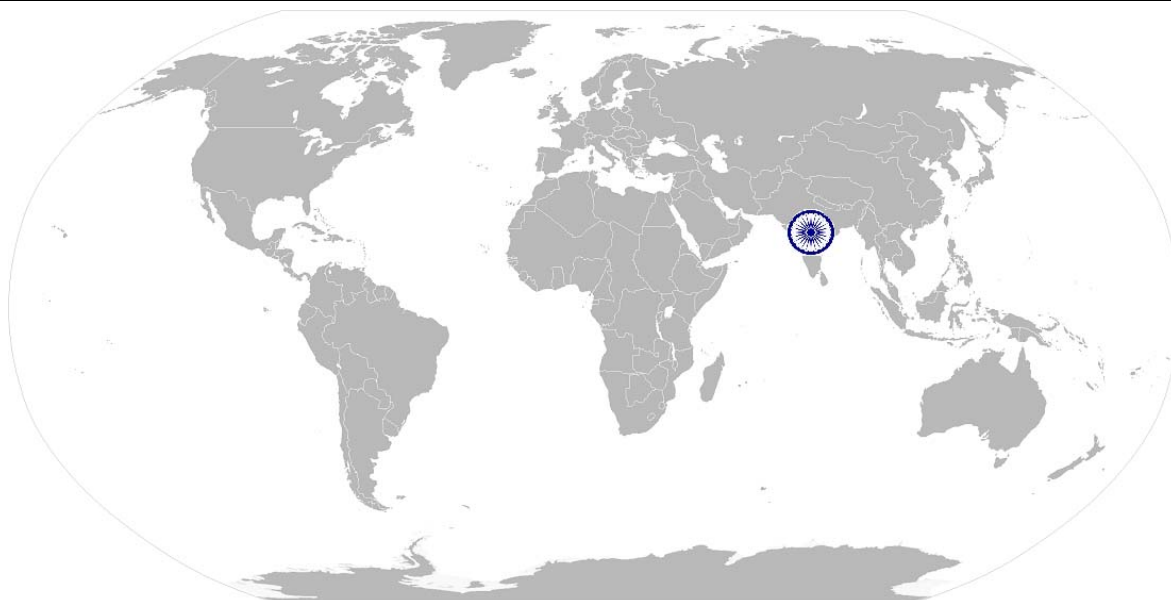


TSC/N 5702

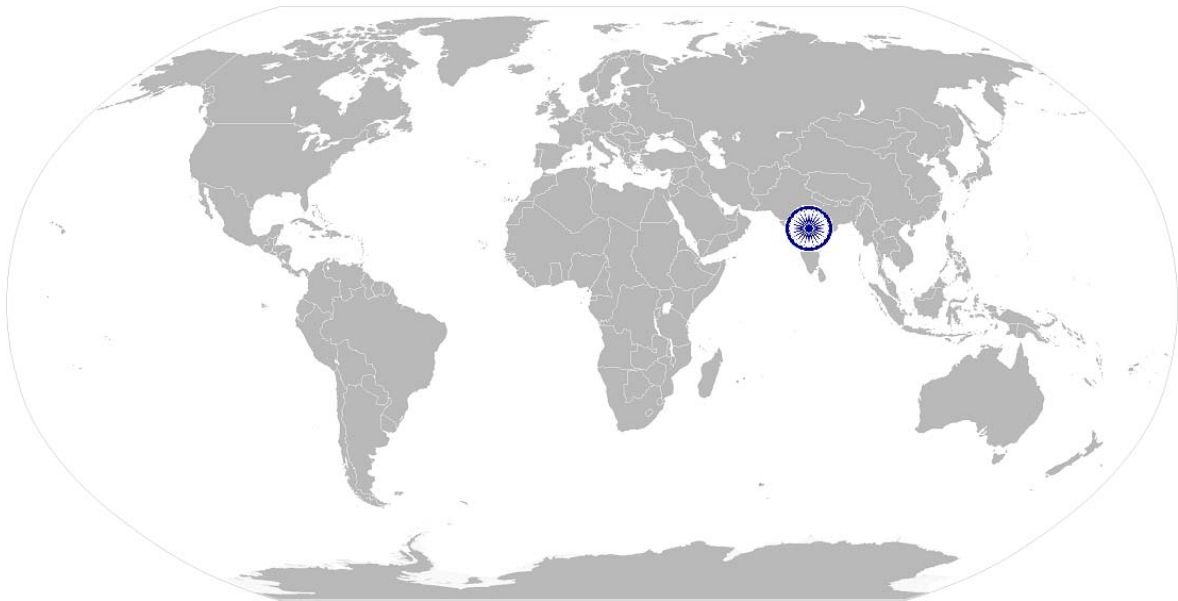
Carryout all types of Maintenance activities in Processing unit

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NOS Code	TSC/N 5702		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/16



National Occupational Standard



Overview

This unit is about maintaining records of maintenance activities & ensuring spares availability

TSC/N 5703

Maintaining records & ensure spares availability

National Occupational Standard

Unit Code	TSC/N 5703
Unit Title	Maintaining records & ensure spares availability
Description	This unit is about maintaining Records of maintenance activities & ensuring Spares availability
Scope	This unit covers the following: <ul style="list-style-type: none"> maintaining records of maintenance activities ensuring spares availability
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Maintaining records of maintenance activities	To be competent, you must be able to: PC1. carryout maintenance auditing PC2. record the activities in the log book (Report Book) and update the machine history book PC3. plan maintenance activities by preparing date-wise plans for maintenance and replacement of parts considering their life. PC4. calculate maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption
Ensuring spares availability	PC5. verify the stock of various spares, accessories and lubricants PC6. work out the indenting plan and placing indents. PC7. refer the machinery catalogues and identify the correct spares needed. PC8. ensure availability of spares and giving requisitions on need basis PC9. maintain records of spares , oils & lubricants consumed PC10. check the quality of materials received at stores, for e.g. bearings, wheels, machine spares, belts, brushes, spanners and other tools
Knowledge and Understanding (K)	
C. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. personal hygiene and duty of care KA2. safe working practices and organisational standard operating procedures 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
D. Technical Knowledge	You need to know and understand: KB1. time plan to complete the job KB2. skill to identify the problem in machine when it is small KB3. skill to identify the right spare KB4. skill to verify the quality of spares & consumables

TSC/N 5703
Maintaining records & ensure spares availability

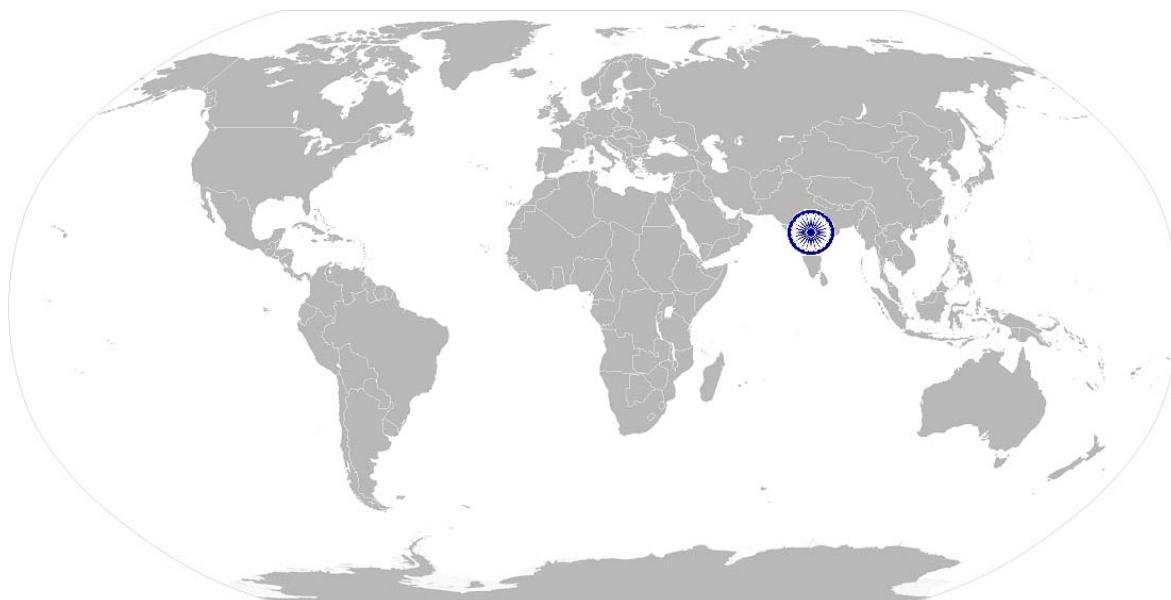
Skills (S)	
A. Core Skills/ Generic Skills	Reading Skills You need to know and understand how to: SA1. read and comprehend written instructions SA2. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills) You need to know and understand how to: SA3. communicate in local language orally SA4. communicate with supervisor appropriately SA5. talk to others to convey information effectively
	B. Professional Skills
	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 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. procedure to carryout maintenance auditing SB9. procedure to record preventive & breakdown maintenance activities SB10. allocation of work force to attend to maintenance activities SB11. methods & tools to reduce the breakdown in the machines & cost of maintenance SB12. knowledge of various spares & consumables used in processing SB13. procedures of indenting the spares SB14. type & functions of different spares SB15. keeping proper records & minimum order level SB16. knowledge of various spares & oils/ lubricants used in machines SB17. methods & procedure of checking the quality of spares & consumables

TSC/N 5703

Maintaining records & ensure spares availability

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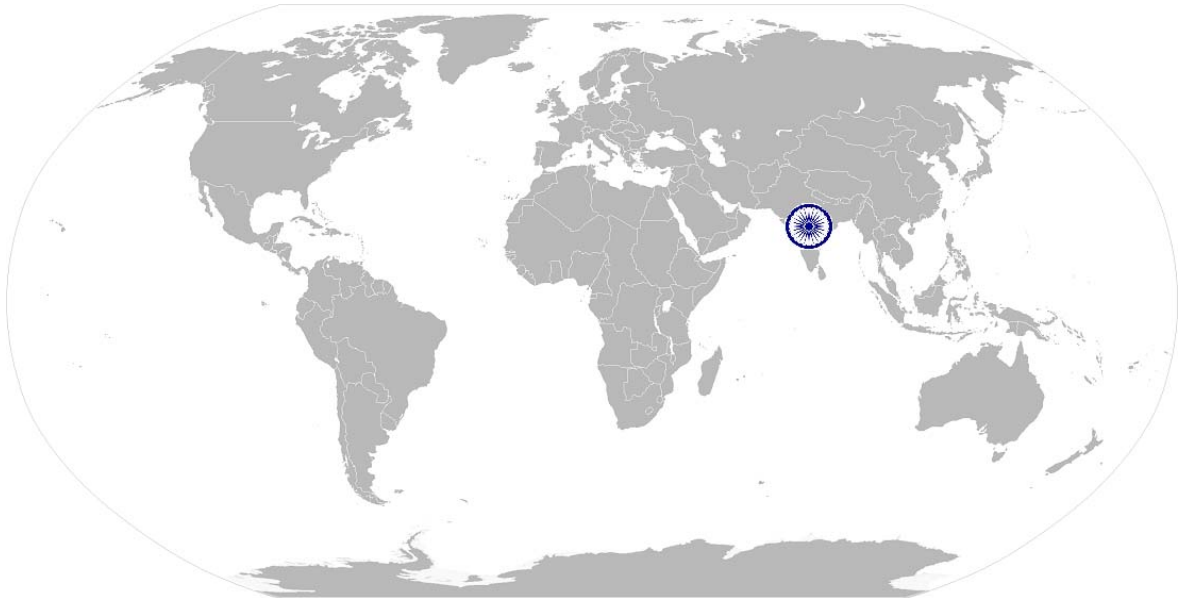
NOS Code	TSC/N 5703		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/16



TSC/ N9001

Maintaining work area, tools and machines

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 machines

National Occupational Standard	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)	
	A. Organizational Context (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. safe working practices and organisational standard operating procedures</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>
	B. Technical Knowledge	<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>

TSC/ N9001

Maintaining work area, tools and machines

	<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 minimising 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>
Skills (S)	
A. Core Skills/ Generic Skills	Reading Skills
	You need to know and understand how to:
	SA6. comprehend written instructions
	SA7. read any application sent by other colleagues
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA8. communicate with supervisor appropriately
	SA9. talk to others to convey information effectively
B. Professional Skills	Problem Solving
	You need to know and understand how to:
	SC1. identify the real reason of problem faced
	SC2. apply problem-solving approaches in different situations
B. Professional Skills	Attention to Detail
	You need to know and understand how to:
	SC5. apply good attention to detail
	SC6. check your work is complete and free from errors
B. Professional Skills	You need to know and understand :
	SC7. make sure every kind of communication is error free
	SC8. communicate effectively
	SC9. apply leadership skills wherever required
B. Professional Skills	SC10. take initiative at the right place
	SC11. understand the requirement to be creative

TSC/ N9001

Maintaining work area, tools and machines

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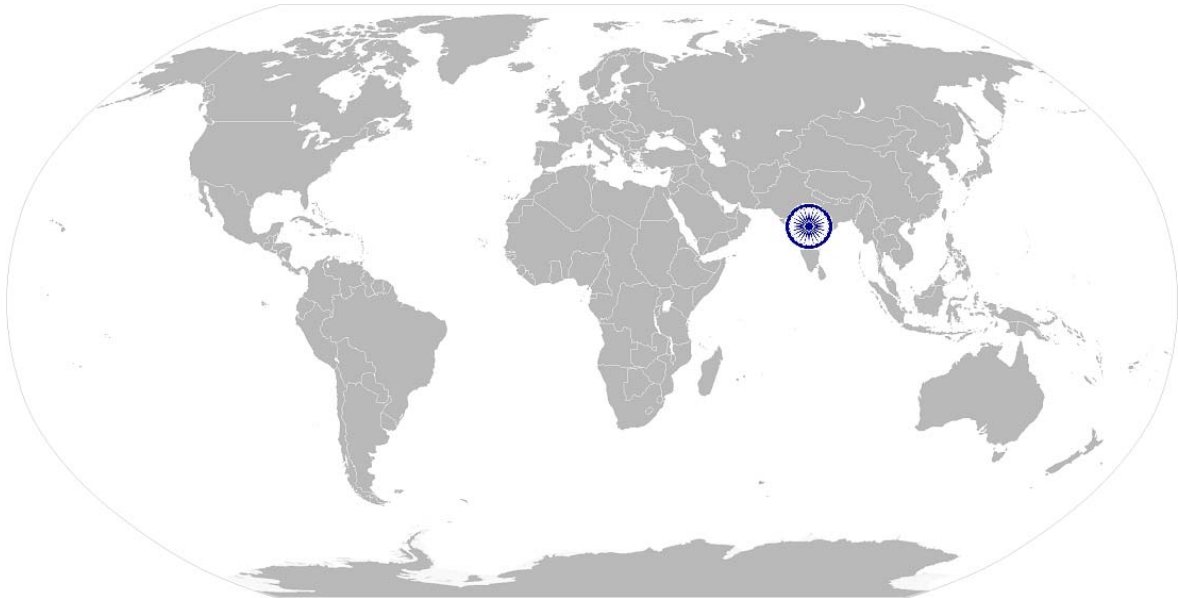
NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/16



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 role of processing unit fitter 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. communicate about company policies properly 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 / fitter
Creative freedom	PC12. develop new ideas for work procedures PC13. 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 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. Technical Knowledge	You need to know and understand: 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 a machine KB5. tools and equipments used KB6. guidelines for operating the machines KB7. safety procedures to be followed in a machine
Skills (S)	
A. Core Skills/	Writing Skills
	You need to know and understand how to:

TSC/ N9002

Working in a team

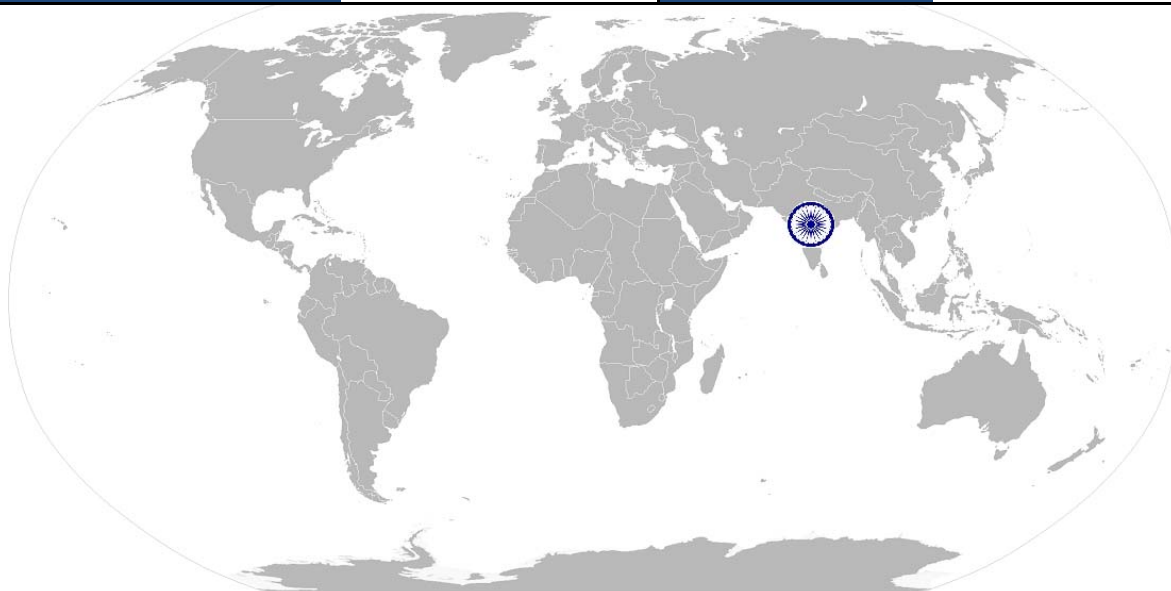
Generic Skills	SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application
	Reading Skills
	You need to know and understand how to: SA4. comprehend written instructions SA5. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA6. communicate with supervisor appropriately SA7. talk to co-workers to convey information effectively
B. Professional Skills	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
	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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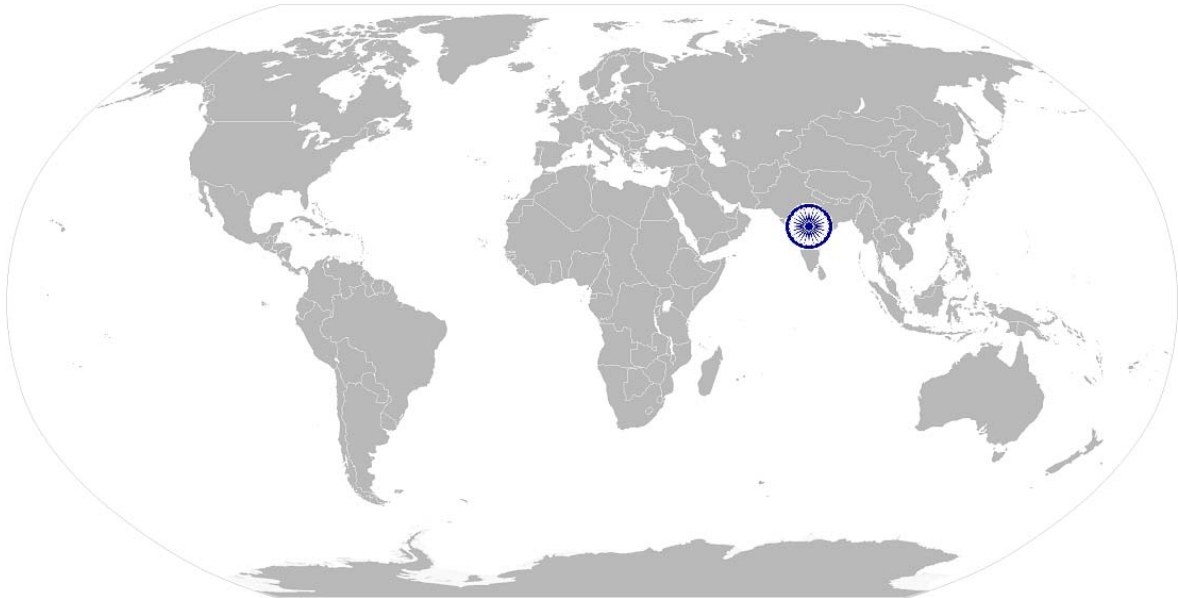
NOS Code	TSC/ N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/16



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, you 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

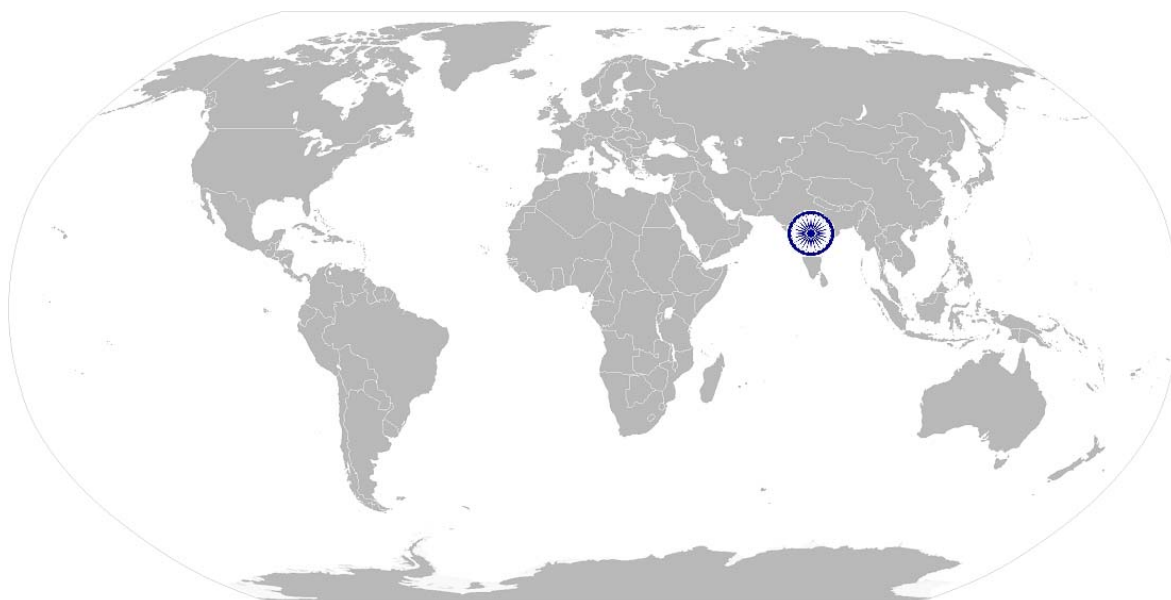
Maintain health, safety and security at work place

techniques	
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
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
	You need to know and understand how to:
	SA1. write clear and short sentences
	Reading Skills
	SA2. You need to know how to:
	SA3. read and understand the company instructions SA4. read and understand the local language SA5. read and understand the safety guidelines
	Oral Communication (Listening and Speaking skills)
	SA6. You need to know how to: SA7. listen to others attentively SA8. respond to emergencies, accidents or fire at the workplace SA9. evacuate the premises and help others in need while doing so SA10. the value of physical fitness, personal hygiene and good habits SA11. talk with others politely

TSC/ N9003

Maintain health, safety and security at work place

B. Professional Skills	Decision Making
	You need to know how to:
	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. maintain neatness at work
	SB8. procedure for reporting unwanted behavior

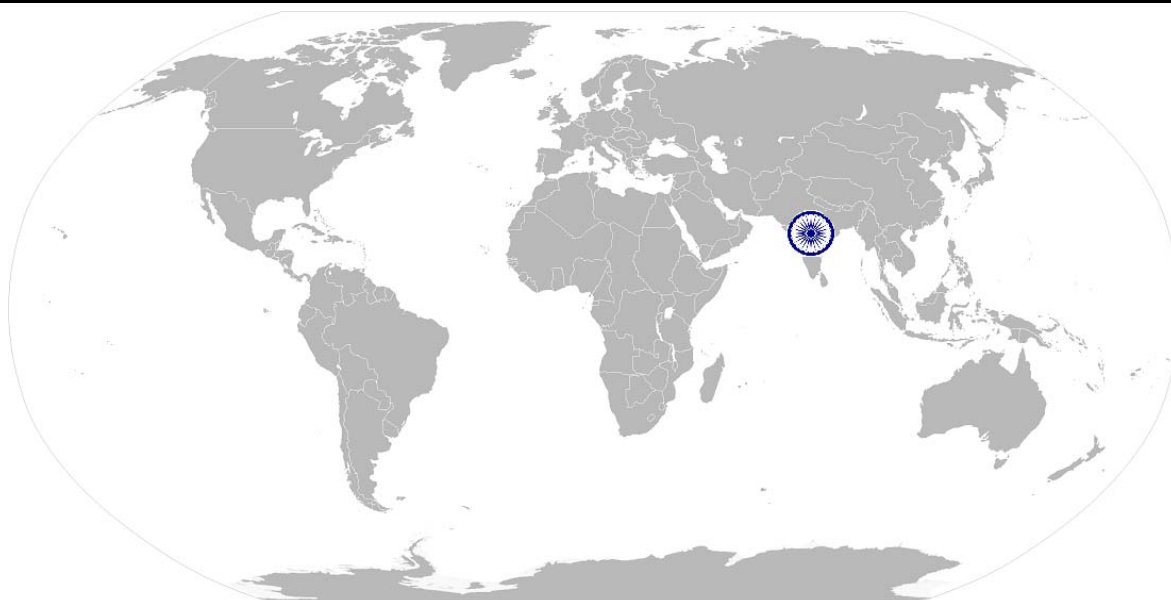


TSC/ N9003

Maintain health, safety and security at work place

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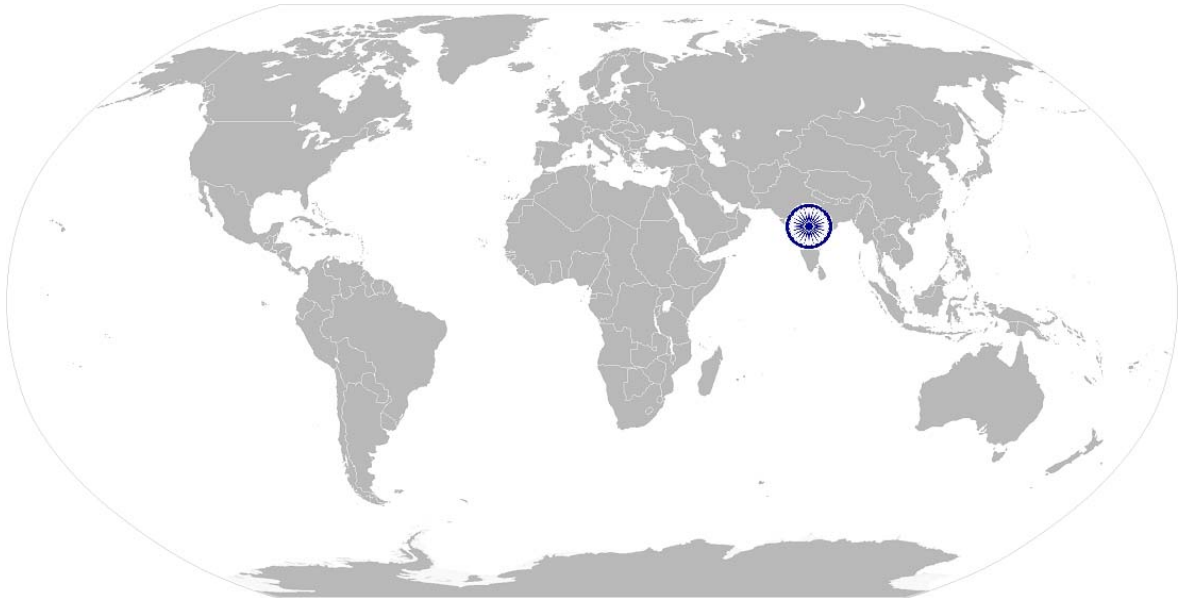
NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/16



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 textile mill KA2. how report 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 textile mill KB2. importance of complying with the standards KB3. guidelines for cleaning the various part of machine
Skills (S)		
A. Core Skills/ Generic Skills		Writing Skills
		You need to know and understand how to: SA1. write reports

TSC/ N9004

Comply with industry and organizational requirements

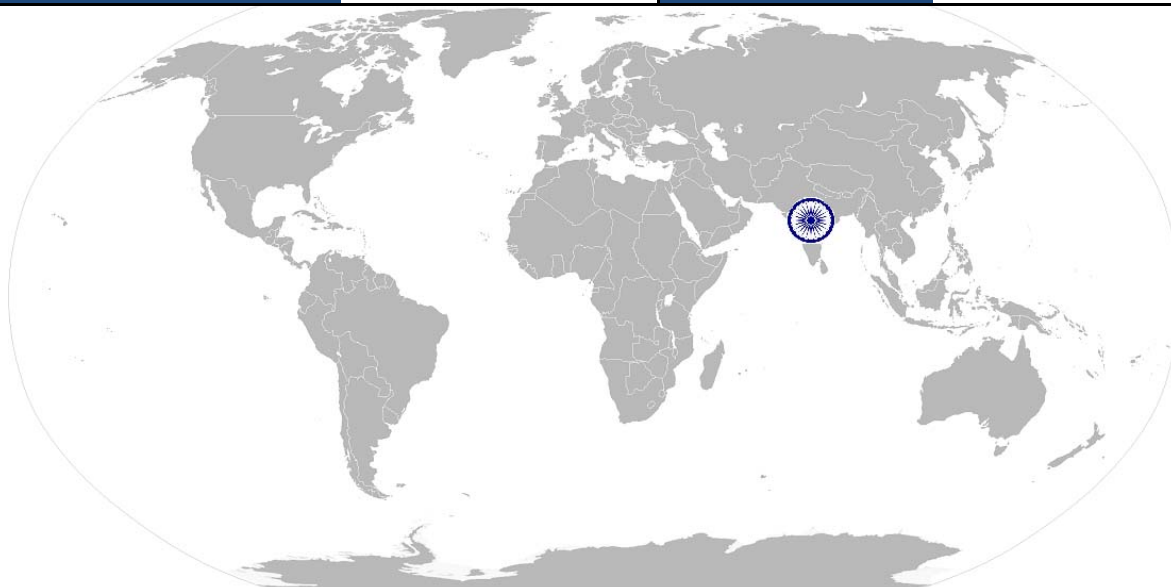
	SA2. write clear and short sentences
	Reading Skills
	You need to know and understand how to: SA3. read the local language SA4. read one more language than the local language SA5. read and comprehend the standards and rules
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA6. talk effectively with others SA7. put forward your point SA8. listen to others You need to know and understand : SA9. procedure of preparing the industry standards SA10. procedure to follow the given standards SA11. procedure to comply with the standards



TSC/ N9004 Comply with industry and organizational requirements

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



Job Role: Fitter - Processing
Qualification Pack: Fitter - Processing
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		
				Theory	Skills Practical	Viva
1. TSC/ N 5701 Taking charge of shift and handing over shift to Fitter – Processing	PC1. come at least 10 - 15 minutes earlier to the work place	31	2	0	2	0
	PC2. bring the necessary operational tools to the department		2	0	2	0
	PC3. meet the previous shift fitter 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.		2	0	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		1	0	1	0
	PC6. ensure all the machines are running properly, machines which are not running and problems associated with the same should be clarified with the fitter, supervisor and operator		1	0	1	0
	PC7. check whether any spare/raw material/ tool / yarn / any other material are not thrown under the machines or in the other work areas.		1	0	1	0

	PC8. check the cleanliness of the machines & other work areas		2	0	2	0
	PC9. question the previous shift fitter for any deviation in the above and bring the same to the knowledge of his/ her shift superior as well as that of the previous shift.		3	0	3	0
	PC10. take charge of the shift from the outgoing fitter in a proper manner		1	0	1	0
	PC11. hand over the shift to the incoming fitter in a proper manner		1	0	1	0
	PC12. ensure in providing the details regarding fabric quality & the process running on the machine		2	0	2	0
	PC13. provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine.		1	0	1	0
	PC14. get clearance from the incoming counterpart before leaving the work spot		1	0	1	0
	PC15. report to his/ her shift superiors as well as that of the incoming shift supervisor in case his/ her counterpart doesn't report for the incoming shift		3	0	3	0
	PC16. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and leave the department only after getting concurrence for the same from his/ her superiors		2	0	2	0
	PC17. collect the wastes from waste collection bags, weigh them and transport to storage area		2	0	2	0
	PC18. ensure the your work area is clean		2	0	2	0
	Total		31	0	31	0
	Weight age %			0%	100%	0%
2. TSC/ N 5702 Carryout all types of Maintenance activities in Processing unit	PC1. take round of the work area before the start of the shift and observing the working.	61	2	0	2	0
	PC2. noting down the machines stopped for repairs and the type of problem.		2	0	2	0
	PC3. dismantle and assemble different mechanisms in machines on need basis		2	0	2	0

PC4. understand the work done till now and the work pending in the machines stopped for repairs or for maintenance work or modifications.	2	0	2	0
PC5. understand the production plan and preparing maintenance plan and allocating people for different activities.	2	0	1	1
PC6. allocate the workers for different tasks considering their knowledge, skills, maturity and workloads agreed.	2	0	2	0
PC7. ensure the use of safety gadgets like masks, gloves and shoes by all maintenance workers.	3	0	2	1
PC8. to view display panel board and identify the reason for breakdown maintenance	2	0	1	1
PC9. identify any abnormal sound in machine and stop the machine for carrying out maintenance activities	2	0	2	0
PC10. check the proper functioning of machines like stenter, jiggers, drying range, mercerizing, singeing, sanforizing & others	2	0	2	0
PC11. check the conditions of machine parts while they are being cleaned/scoured or overhauled	2	0	2	0
PC12. identify the worn out parts and getting the worn-out parts replaced.	2	0	2	0
PC13. monitor the stoppages due to breakdowns and analyzing the reasons for breakdowns and taking precautionary measures.	2	0	1	1
PC14. conduct the tool audits i.e. the tools used for maintenance like spanners, top arm gauge, lubricating and flushing pumps, buffing machines, mounting machines, etc.	2	1	1	0
PC15. to oil and grease the different machine parts at scheduled interval for smooth functioning of machines	2	0	2	0
PC16. ensure correct oil and grease are taken	3	1	1	1
PC17. ensure proper functioning of machines in the processing department	2	0	2	0
PC18. attend the machine on a break down	1	0	1	0
PC19. report to the maintenance supervisor on a breakdown	1	0	1	0
PC20. preparing the machine for carrying out breakdown maintenance	2	0	2	0

PERFECTING SKILLS		T				
		& ENTREPRENEURSHIP				
	PC21. ensure in bringing the proper tool and equipment required for carrying out maintenance		2	0	2	0
	PC22. analyze the machine which is under breakdown		2	0	2	0
	PC23. identify the reason for breakdown		2	1	0	1
	PC24. replace worn out parts with new parts		2	0	2	0
	PC25. ensure safety while carrying out maintenance activity		2	0	1	1
	PC26. ensure proper material handling of maintenance tools		2	0	1	1
	PC27. check for proper functioning of machine after maintenance		2	0	2	0
	PC28. repair further and ascertain if further fine tuning is needed		1	0	1	0
	PC29. ensure the output material quality is as per quality requirement.		1	0	1	0
	PC30. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers		2	0	2	0
	PC31. ensure minimum time taken for attending the breakdown, identifying the reason for breakdown and carryout the breakdown maintenance activities		3	0	2	1
	Total		61	3	49	9
		Weight age %		5%	80%	15%
3. TSC/N 5703 Maintaining records & ensure spares availability	PC1. carryout maintenance auditing	20	2	0	2	0
	PC2. record the activities in the log book (Report Book) and update the machine history book		2	0	1	1
	PC3. plan maintenance activities by preparing date-wise plans for maintenance and replacement of parts considering their life.		2	0	2	0
	PC4. calculate maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption		2	1	1	0
	PC5. verify the stock of various spares, accessories and lubricants		2	0	2	0
	PC6. work out the indenting plan and placing indents.		2	0	2	0
	PC7. refer the machinery catalogues and identify the correct spares needed.		2	1	1	0

	PC8. ensure availability of spares and giving requisitions on need basis		2	0	2	0
	PC9. maintain records of spares , oils & lubricants consumed		2	0	2	0
	PC10. check the quality of materials received at stores, for e.g. bearings, wheels, machine spares, belts, brushes, spanners and other tools		2	0	2	0
	Total		20	2	17	1
		Weight age %		10%	85%	5%
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	29	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
	Total		29	10	18	1
		Weight age %		35%	62%	3%
5.TSC/ N9002 Working in a	PC1. be accountable to the own role in whole process	26	2	1	1	0

PERFECTING SKILLS		& ENTREPRENEURSHIP				
team	PC2. perform all roles with full responsibility		3	1	2	0
	PC3. be effective and efficient at workplace		4	1	2	1
	PC4. communicate about company policies properly		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 processing unit operator / fitter		2	1	1	0
	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
	Total		26	10	12	4
		Weight age %		39%	46%	15%
6. TSC/ N9003 Maintain health, safety and security at workplace	PC1. comply with health and safety related instructions applicable to the workplace	71	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		2	0	1	1

PERFECTING SKILLS	with organisational requirements							
	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 so		5	2	2	1		
	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		
	Total		71	23	33	15		
			Weight age %		32%	47%	21%	
	7. TSC/ N9004 Comply with industry and organisational requirements		PC1. perform own duties effectively	39	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		4	1	2	1

	methods				
	PC5. focus on self-learning and improvement		3	1	1
	PC6. co-ordinate with all the team members and colleagues		3	1	2
	PC7. communicate politely		3	1	2
	PC8. avoid conflicts and miscommunication		3	1	2
	PC9. know the organisational standards		2	1	1
	PC10. implement them in your performance		3	1	2
	PC11. motivate others to follow them		3	1	2
	PC12. know the industry standards		2	1	0
	PC13. align them with organisation standards		2	0	2
	Total		39	12	21
		Weight age %		31%	54%
	Grand Total		277	60	181