

## 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 – Singeing & Desizing Machine Operator

**SECTOR:** TEXTILE

**SUB-SECTOR:** PROCESSING

**OCCUPATION:** PRE-TREATMENT

**REFERENCE ID:** TSC/Q 5101

**ALIGNED TO:** NCO-2004 / 8264.87

**Brief Job Description:** A Singeing & Desizing Machine Operator is responsible to do the specified job of singeing & desizing of fabric with proper control of parameters to get the desired effect. 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 Singeing & Desizing machine.

**Personal Attributes:** A Singeing & Desizing Machine Operator should have good eyesight, motor skills and vision. He should also have good interpersonal skills.

Job Details	Qualifications Pack Code	TSC/Q5101		
	Job Role	Singeing & Desizing Machine Operator		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/15
	Sub-sector	Processing	Last reviewed on	25/02/15
	Occupation	Pre-Treatment	Next review date	01/03/16
	Job Role	Singeing & Desizing Machine Operator		
	Role Description	To carry out the process of singeing & desizing of fabric using a Singeing & Desizing Machine, as specified under Job Order		
	NSQF level	4		
	Minimum Educational Qualifications	10 <sup>th</sup> standard, preferably		
	Maximum Educational Qualifications	N/A		
	Training (Suggested but not mandatory)	Three to six months of training in textile processing.		
	Experience	Preferably 2-3 years in textile processing		
	National Occupational Standards (NOS)	<b>Compulsory:</b> <ol style="list-style-type: none"> <li>1. <a href="#">TSC/N5101 Taking charge of shift and handing over shift to Singeing &amp; Desizing Machine Operator</a></li> <li>2. <a href="#">TSC/N5102 Operating the Singeing &amp; Desizing Machine</a></li> <li>3. <a href="#">TSC/N5103 Controlling the Desizing operation</a></li> <li>4. <a href="#">TSC/ N9001 Maintain work area, tools and machines</a></li> <li>5. <a href="#">TSC/ N9002 Working in a team</a></li> <li>6. <a href="#">TSC/ N9003 Maintain health, safety and security at workplace</a></li> <li>7. <a href="#">TSC/ N9004 Comply with industry and organizational requirement</a></li> </ol> <b>Optional:</b> Not Applicable		
	Performance Criteria	As described in the relevant OS units		

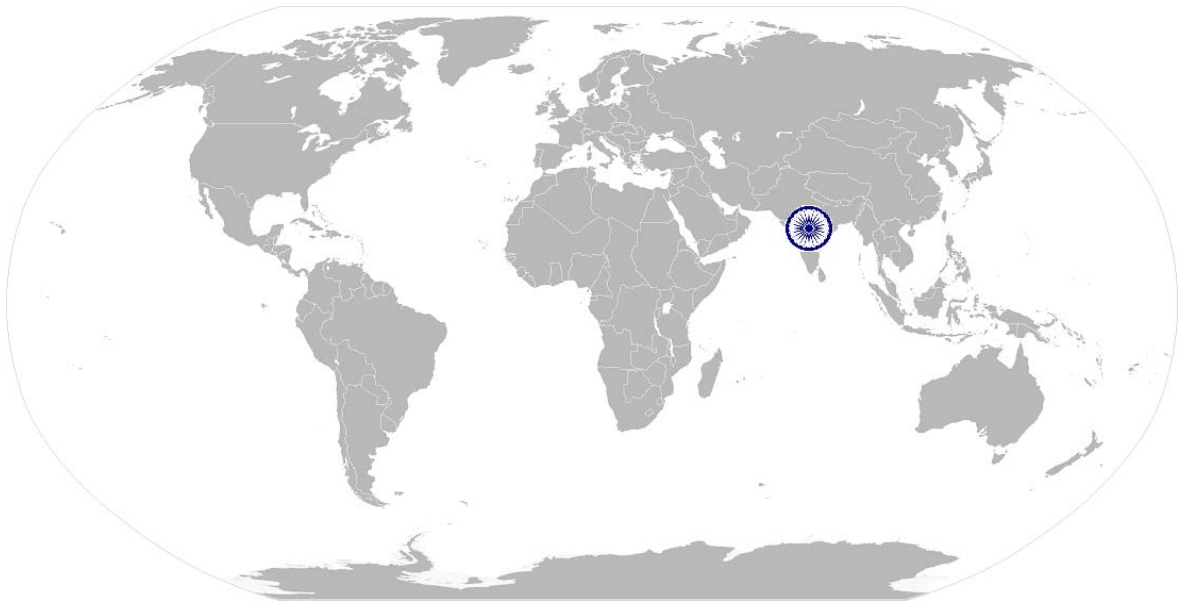
**Table 1: Glossary of Key Terms**

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.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
<b>Keywords /Terms</b>	<b>Description</b>
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/N5101 Taking charge of shift and handing over shift to Singeing & Desizing Machine Operator

# National Occupational Standard



## Overview

This unit is about taking charge of shift and handing over shift to Singeing & desizing machine operator

**TSC/N5101 Taking charge of shift and handing over shift to Singeing & Desizing Machine Operator**

**National Occupational Standard**

<b>Unit Code</b>	<b>TSC/N5101</b>
<b>Unit Title (Task)</b>	<b>Taking charge of shift and handing over shift to Singeing &amp; Desizing Machine Operator</b>
<b>Description</b>	This unit is about taking charge of shift from previous shift Singeing & desizing machine operator and relieving the responsibilities to the next shift Singeing & desizing machine operator
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>Taking charge of shift from Singeing &amp; desizing machine operator</li> <li>Handing over shift to Singeing &amp; desizing machine operator</li> </ul>
<b>Elements</b>	<b>Performance Criteria</b>
<b>Taking charge of shift from Singeing &amp; desizing machine operator</b>	<p>To be competent, you must be able to:</p> <p>PC1. come at least 10 - 15 minutes earlier to the work place</p> <p>PC2. bring the necessary operational tools to the department</p> <p>PC3. meet the previous shift operator and discuss with him/ her regarding the issues faced by him with respect to the quality, production ,spare, safety or any other specific instruction etc.</p> <p>PC4. understand the fabric being processed &amp; process running on the machine</p> <p>PC5. ensure the technical details are mentioned on the job card display on the machine</p> <p>PC6. check for the availability of the spare trolley for unloading the fabric</p> <p>PC7. check the next batch to be processed is ready near the machine</p> <p>PC8. ensure the required chemicals are already weighed &amp; prepared</p> <p>PC9. check the cleanliness of the machines &amp; other work areas</p> <p>PC10. question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well as that of the previous shift.</p> <p>PC11. take over the shift from the outgoing operator in a proper manner</p>
<b>Handing over shift to Singeing &amp; desizing machine operator</b>	<p>PC12. ensure in providing the details regarding fabric quality &amp; 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 &amp; arranged properly</p> <p>PC16. ensure the required chemicals for the next lot or next process are weighed &amp; prepared</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 has to be 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</p>

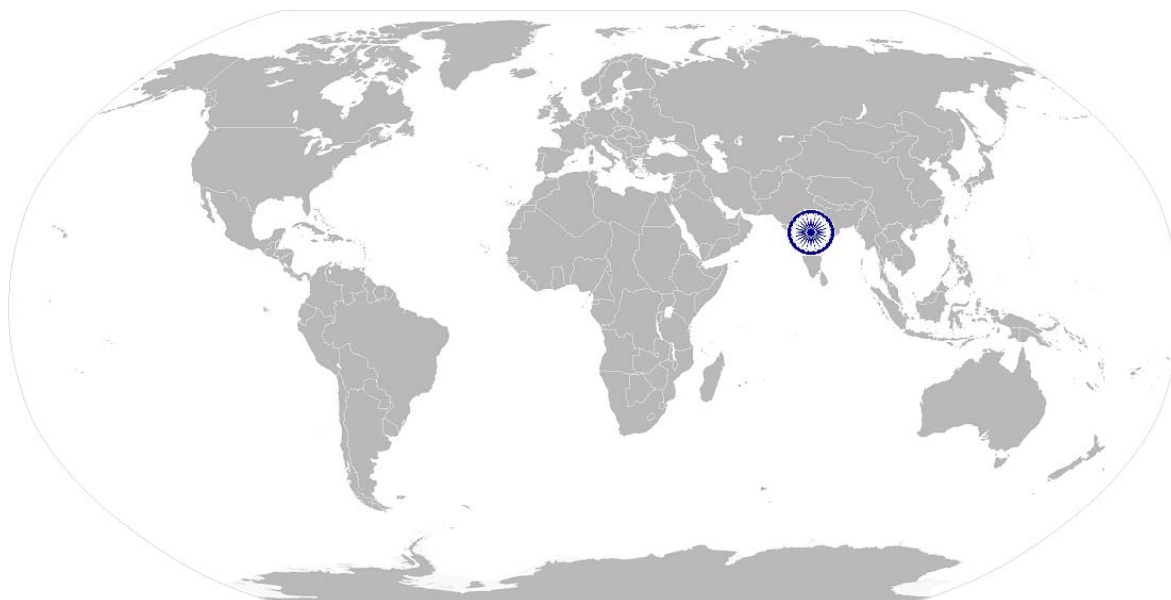


**TSC/N5101 Taking charge of shift and handing over shift to Singeing & Desizing Machine Operator**

	<p>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> <p>PC23. set the burner position</p> <p>PC24. set selection of burners and adjust the flames</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KA1. the importance of quality &amp; productivity</p> <p>KA2. various defects in the fabric due to yarn, weaving or processing</p> <p>KA3. reasons for various defects in the fabric due to processing &amp; 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. 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 Singeing &amp; desizing machine operator</p> <p>KA13. guidelines for handing over the shift to the next shift Singeing &amp; desizing machine operator safety procedures to be followed while operating the machine</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to:
	SA1. write clear and short sentences
	<b>Reading Skills</b>
	You need to know and understand how to:
	SA2. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to:
	SA3. communicate with supervisor appropriately
	SA4. talk to others to convey information effectively
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to:
	SB1. apply problem-solving approaches in different situations
	SB2. refer anomalies to the supervisor
	SB3. seek clarification on problems from others
	<b>Attention to Detail</b>
	You need to know and understand how to:

**TSC/N5101 Taking charge of shift and handing over shift to Singeing & Desizing Machine Operator**

	<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 how to:</p> <p>SB6. operate the machine</p> <p>SB7. operate various valves &amp; traps</p> <p>SB8. operate different material handling tools and equipment</p> <p>SB9. check the quality of processed fabric</p> <p>SB10. maintain cleanliness at work place</p>
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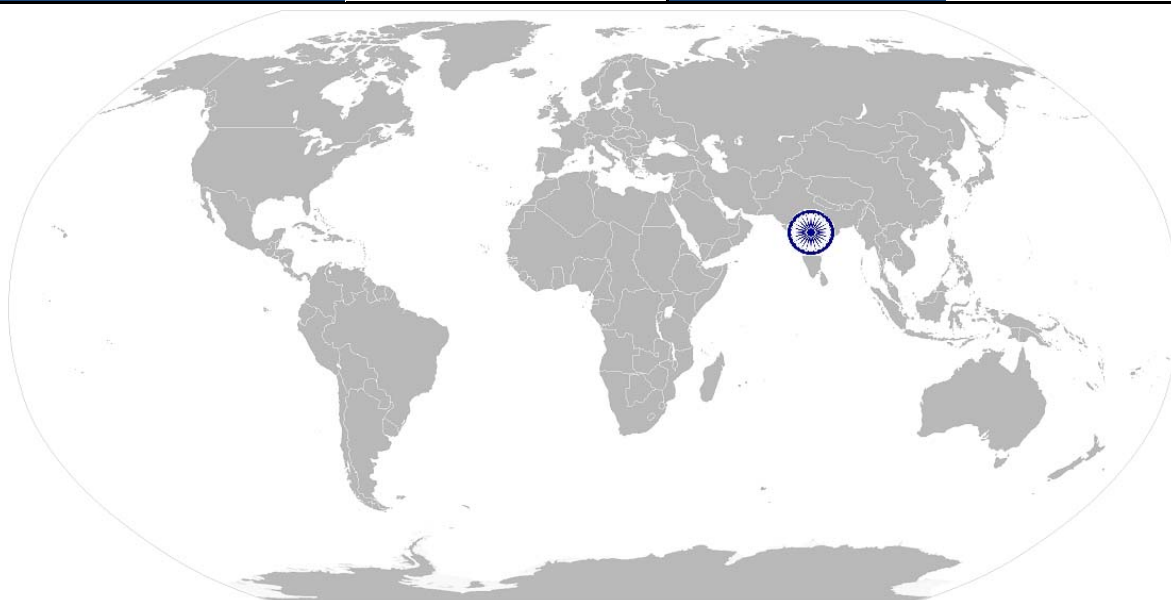




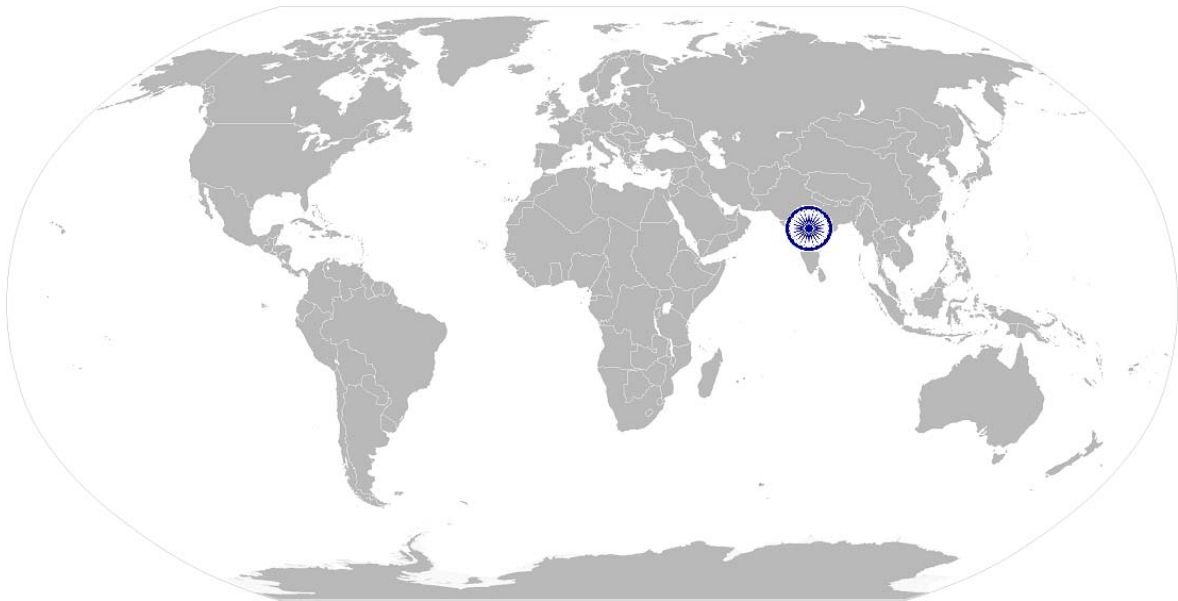
## TSC/N5101 Taking charge of shift and handing over shift to Singeing & Desizing Machine Operator

### NOS Version Control

NOS Code	TSC/N 5101		
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	Pre-Treatment	Next review date	01/03/16



# National Occupational Standard



## Overview

This unit is about operating the Singeing & Desizing Machine

**TSC/N5102**

**Operating the Singeing & Desizing Machine**

Unit Code	TSC/N 5102
Unit Title (Task)	Operating the Singeing & Desizing Machine
Description	This unit is about operating the Singeing & Desizing Machine
Scope	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>carry out preparatory activities for operations in the machine</li> <li>operate the machine for specified task as per work order</li> <li>clean the machine on a regular basis &amp; carryout preventive maintenance activities</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Carry out preparatory activities for operations in 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. Clean the machine properly including guide rolls, fabric spreader, tensioning rolls, burners, impregnation trough, squeezing &amp; quenching rollers</p> <p>PC3. Feed the fabric evenly, spread from the batch or trolley, using J – box for continuous operation</p> <p>PC4. Feed desizing chemicals in the trough &amp; adjust the mangle pressure</p> <p>PC5. Ensure all safety devices are functioning properly including exhaust system</p> <p>PC6. Take the fabric out from other end of machine on batching device or trolley &amp; start the machine</p>
Operate the machine for specified tasks as per Work Order	<p>PC7. know the operations of the machine &amp; the control system / mechanism</p> <p>PC8. read &amp; understand the process being followed to do the task</p> <p>PC9. set the flame width according to the width of the fabric to be singed</p> <p>PC10. set the distance between flame burner and fabric</p> <p>PC11. set the flame intensity according to the fabric structure</p> <p>PC12. set the drain temp of water cooled rollers</p> <p>PC13. fabric should be evenly &amp; uniformly dried before singeing</p> <p>PC14. set the machine speed as specified</p> <p>PC15. ensure the exhaust system is working properly</p> <p>PC16. ensure all safety controls are in good working condition</p>
Clean the machine on a regular basis and carryout preventive maintenance activities	<p>PC17. make sure the machine is kept clean at all times, before loading, while running &amp; after unloading the fabric</p> <p>PC18. follow the preventive maintenance schedule &amp; ensure the machine is running smoothly</p> <p>PC19. check that all controls are functioning properly</p> <p>PC20. ensure the right quality of water, steam &amp; air is available</p>
Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and	<p>You need to know and understand:</p> <p>KA1. SOP (Standard Operating Procedures) and regulations in processing unit</p> <p>KA2. procedure followed to get the final output in processing unit</p> <p>KA3. safe working practices to be adopted in processing unit</p> <p>KA4. how to report to the supervisor or higher authority about any grievances</p>

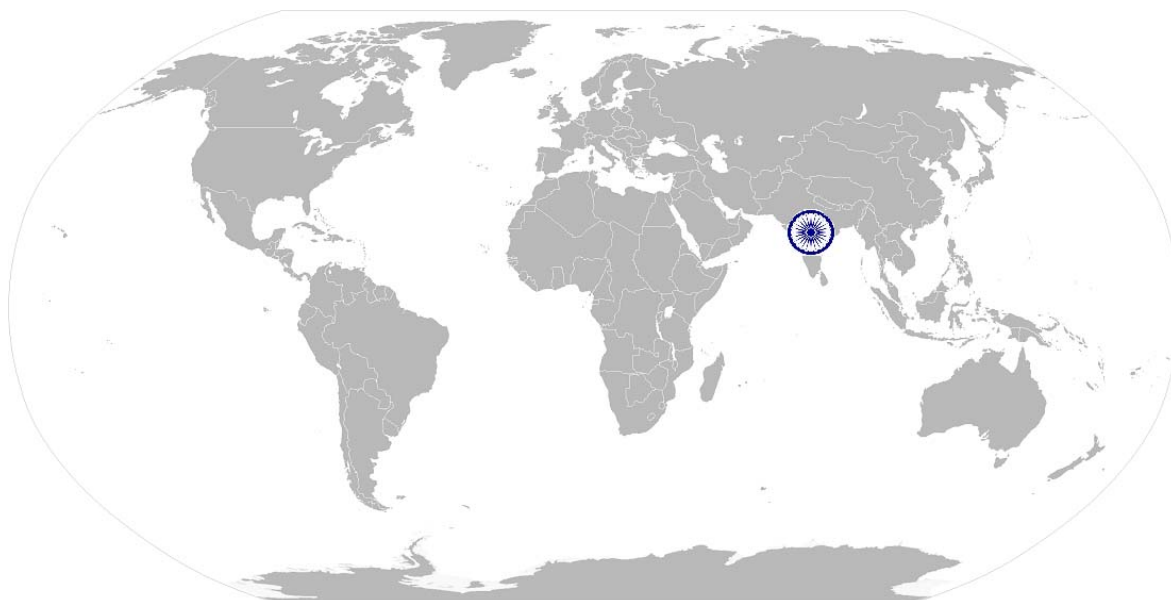
**TSC/N5102 Operating the Singeing & Desizing Machine**

its processes)	faced
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KB1. importance of discipline &amp; punctuality</p> <p>KB2. importance of take over &amp; handover in achieving quality &amp; productivity</p> <p>KB3. how to report any abnormal sound/ noise to the concerned/ supervisor</p> <p>KB4. type of fiber, yarn and fabric</p> <p>KB5. that clogged burners will give uneven singeing</p> <p>KB6. fabric tension must be even throughout</p> <p>KB7. knowledge about various controls of machine</p> <p>KB8. knowledge about various functions of singeing &amp; desizing machine</p> <p>KB9. knowledge of machine speed according to fabric quality (best 50-150m/min )</p> <p>KB10. knowledge about safety measures in case of an accident</p> <p>KB11. fabric should be checked for moisture content before singeing</p> <p>KB12. safety of man, machine &amp; material in case of an accident</p>
<b>Skills (s)</b>	
	<b>Reading skills</b>
	<p>You need to know and understand how to:</p> <p>SA1. read and comprehend written instructions</p> <p>SA2. read any application sent by other colleagues</p>
	<b>Oral communication (listening and speaking skills)</b>
	<p>You need to know and understand how to:</p> <p>SA3. communicate in local language orally</p> <p>SA4. communicate with supervisor appropriately</p> <p>SA5. talk to others to convey information effectively</p>
<b>C. Professional Skills</b>	<b>Problem solving</b>
	<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>
	<b>Attention to detail</b>
	<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. know the various faults due to yarn &amp; weaving in the fabric</p> <p>SB9. Various fabric qualities / sort no.</p> <p>SB10. width of fabric under process</p> <p>SB11. length &amp; weight of the batch</p> <p>SB12. burners, guide rolls &amp; other machine parts should be cleaned properly</p> <p>SB13. use of edge guide sensors for even &amp; straight feeding of fabric to the machine</p> <p>SB14. proper use of guide rolls &amp; control sensors</p>

**TSC/N5102**

**Operating the Singeing & Desizing Machine**

- SB15. basic operation of various types of singeing & desizing machine – plate, roller or gas singeing
- SB16. operations carried out on singeing machine – single side or both sides and one pass or two pass
- SC1. manual or auto setting of flame width
- SC2. adjustment of distance- shouldn't be too low or too high-between 6-8 mm
- SC3. setting of gas/ air mixture (bet 5-20 bar), speed of flame ( bet 15-35 m/min)
- SC4. Temperature control which shouldn't be too high or too low – between 50-55\*c



**TSC/N5102**

**Operating the Singeing & Desizing Machine**

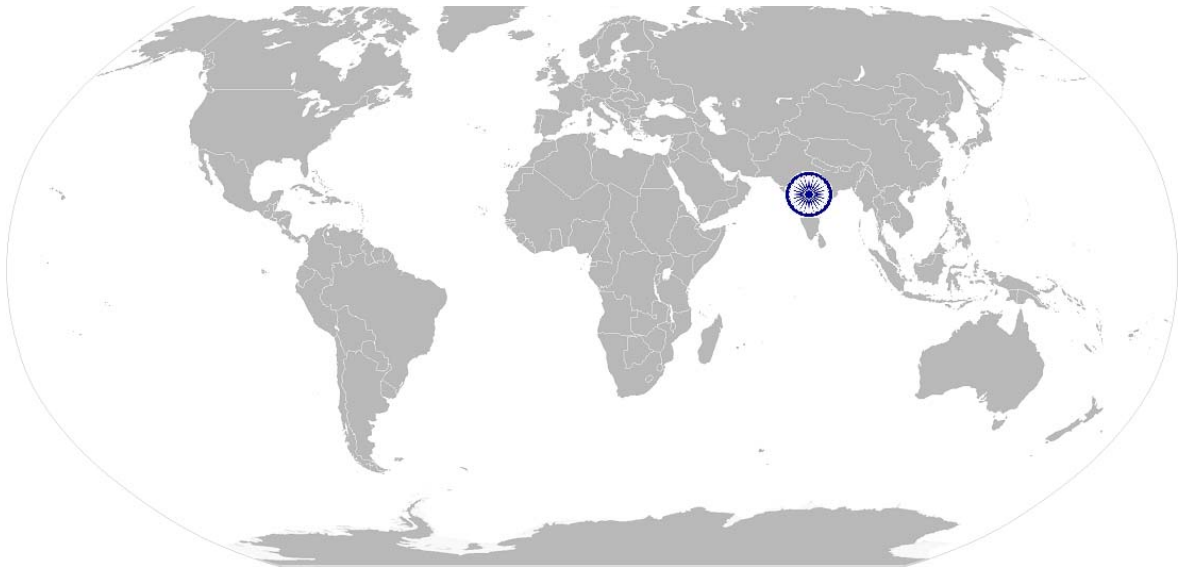
**NOS Version Control**

NOS Code	TSC/N 5102		
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	Pre-Treatment	Next review date	01/03/16





# National Occupational Standard



## Overview

This unit is about controlling the desizing operation

TSC/N5103

## Controlling the Desizing Operation

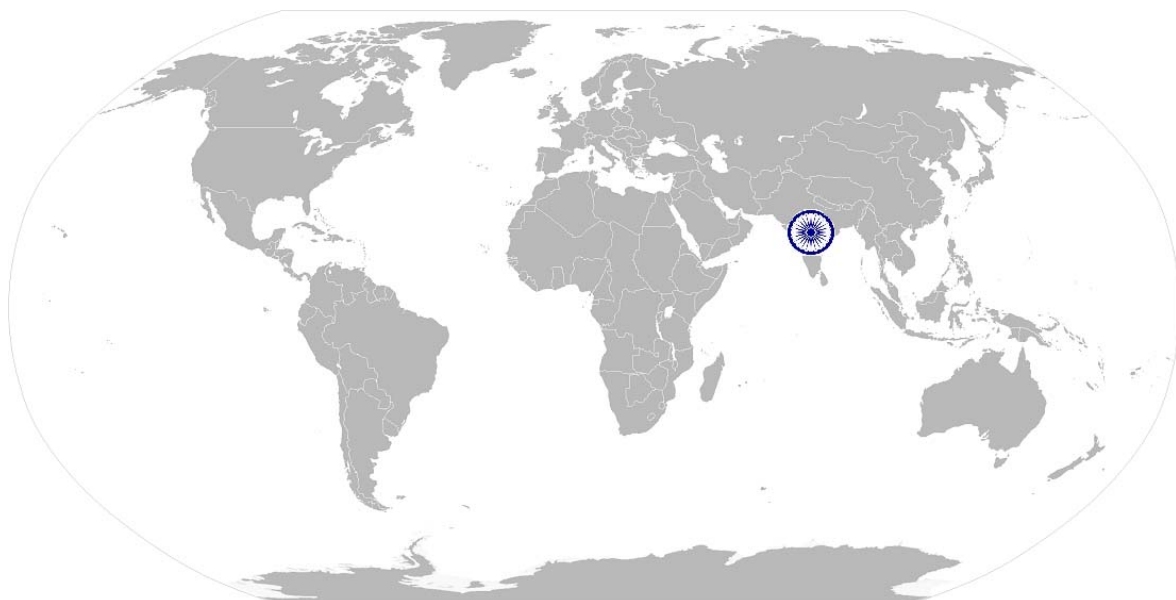
National Occupational Standard

<b>Unit Code</b>	<b>TSC/N 5103</b>
<b>Unit Title (Task)</b>	<b>Controlling the Desizing Operation</b>
<b>Description</b>	This unit is about controlling the desizing operation
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>preparing the desizing chemicals</li> <li>checking the result &amp; comparing with the standard</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
Preparing the desizing chemicals	To be competent, you must be able to: PC1. dissolving & mixing the desizing chemicals as per the recipe PC2. adjusting the ph & temp of desizing solution PC3. feed the solution to the machine tank PC4. check temperature, ph & reaction time in the desizing chamber
Checking the result & comparing with the standards	PC5. cut the sample after desizing PC6. dry the sample & check the size content in the fabric PC7. compare the results with the standard
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. procedure followed to get the final output in processing unit KA2. standard operating procedures (SOP) and regulations in processing unit KA3. safe working practices to be adopted in processing unit KA4. how to report to the supervisor or higher authority about any grievances faced
<b>B. Technical Knowledge</b>	You need to know and understand: KB1. basic knowledge of various sizing chemicals & their removal KB2. maintain the concentration of desizing solution KB3. proper use of cutting tools KB4. consulting the supervisor in case of any problem KB5. various desizing agents & their properties KB6. about ph & temp of various chemicals for optimum results
<b>Skills (s)</b>	
	<b>Reading skills</b>
	You need to know and understand how to: SA1. read and comprehend written instructions SA2. read any application sent by other colleagues
	<b>Oral communication (listening and speaking skills)</b>
	You need to know and understand how to: SA3. communicate in local language orally SA4. communicate with supervisor appropriately SA5. talk to others to convey information effectively
<b>C. Professional Skills</b>	<b>Problem solving</b>
	You need to know and understand how to: SB1. identify the real reason of problem faced

**TSC/N5103**

**Controlling the Desizing Operation**

	SB2. apply problem-solving approaches in different situations
	SB3. refer anomalies to the supervisor
	SB4. seek clarification on problems from others
	<b>Attention to detail</b>
	You need to know and understand how to:
	SB5. apply good attention to detail
	SB6. check your work is complete and free from errors
	SB7. make sure every kind of communication is error free
	You need to know and understand :
	SB8. maintain required ph & temp of bath
	SB9. method of checking the presence of size in the fabric
	SB10. comparison with the standard for hand feel & other parameters

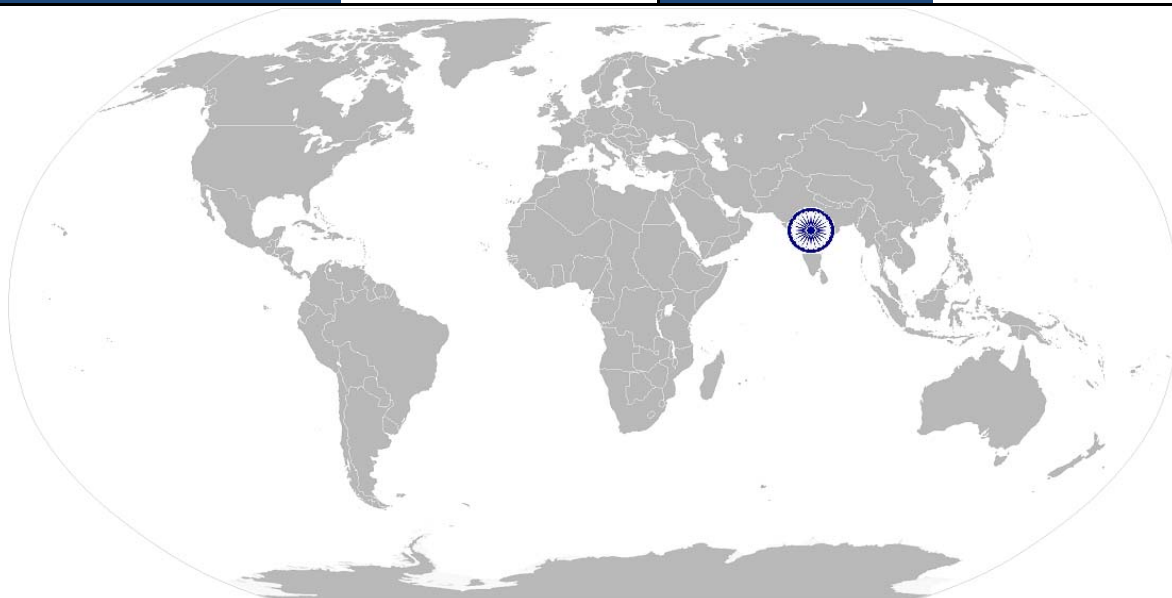


**TSC/N5103**

**Controlling the Desizing Operation**

**NOS Version Control**

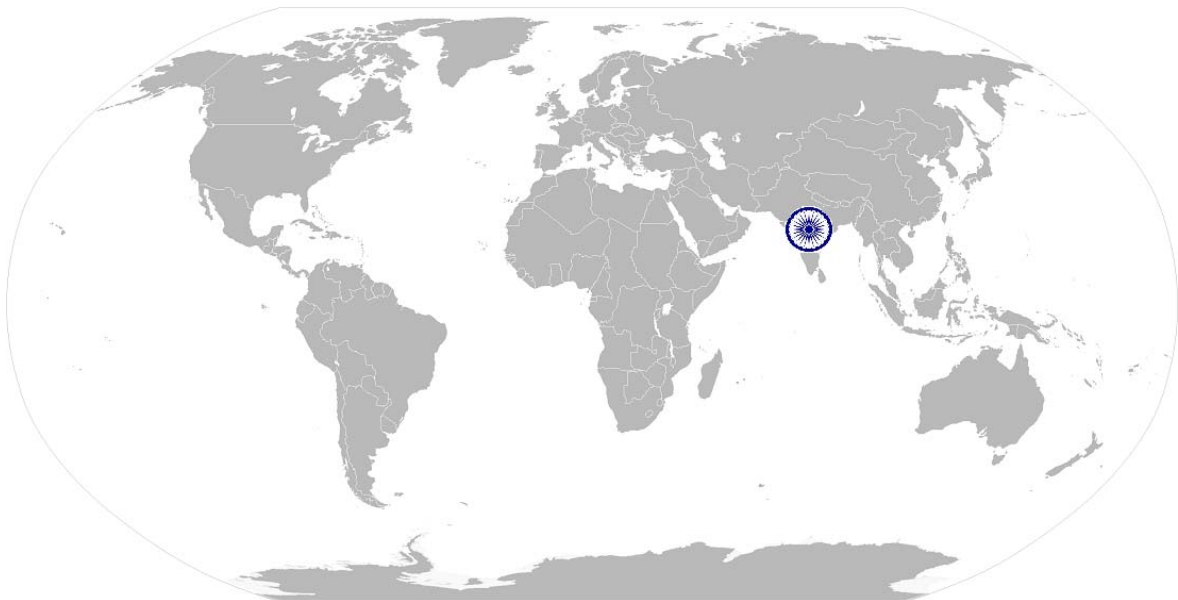
NOS Code	TSC/N 5103		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Pre-Treatment	Next review date	01/03/16



**TSC/ N9001**

**Maintain 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**

**Maintain work area, tools and machines**

<b>Unit Code</b>	<b>TSC/ N9001</b>
<b>Unit Title (Task)</b>	<b>Maintain work area, tools and machines</b>
<b>Description</b>	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>Maintaining the work area, tools and machines</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
Maintain the work area, tools and machines	<p>To be competent, you must be able to:</p> <p>PC1. handle materials, machinery, equipment and tools with care and use them in the correct way</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain tools and equipment</p> <p>PC6. support or carry out running maintenance within agreed schedules</p> <p>PC7. carry out maintenance within one's responsibility</p> <p>PC8. report unsafe equipment and other dangerous occurrences</p> <p>PC9. ensure that the correct machine guards are in place</p> <p>PC10. work in a comfortable position with the correct posture</p> <p>PC11. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. dispose of waste safely in the designated location</p> <p>PC13. store cleaning equipment safely after use</p> <p>PC14. carry out cleaning according to schedules and limits of responsibility</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>you need to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organisational 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>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KB1. work instructions and specifications and interpret them accurately</p> <p>KB2. relation between work role and the overall manufacturing process</p>



**TSC/ N9001**

**Maintain work area, tools and machines**

	<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. contaminants such as 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>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading Skills</b>
	<p>you need to know and understand how to:</p> <p>SA1. comprehend written instructions</p> <p>SA2. read any application sent by other colleagues</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>You need to know and understand how to:</p> <p>SA3. communicate with supervisor appropriately</p> <p>SA4. talk to others to convey information effectively</p>
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	<p>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>
	<b>Attention to Detail</b>
	<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. communicate effectively</p> <p>SB9. apply leadership skills wherever required</p> <p>SB10. take initiative at the right place</p> <p>SB11. the requirement to be creative</p>

**TSC/ N9001**

**Maintain work area, tools and machines**

**NOS Version Control**

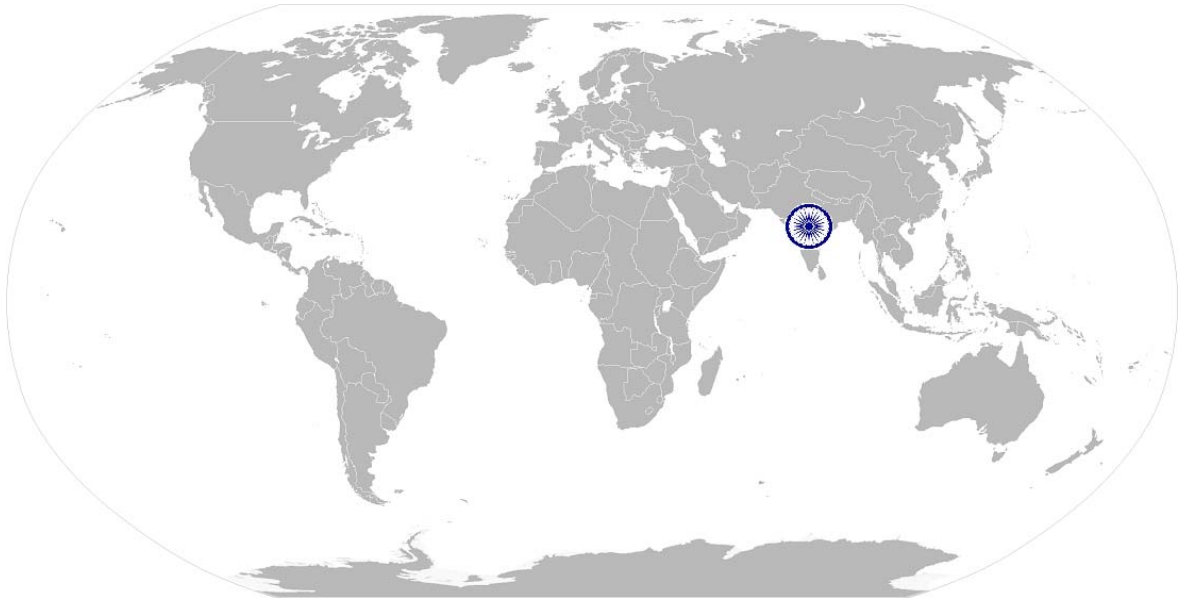
NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Pre-Treatment	Next review date	01/03/16



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**

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

**TSC/ N9002**

**Working in a team**

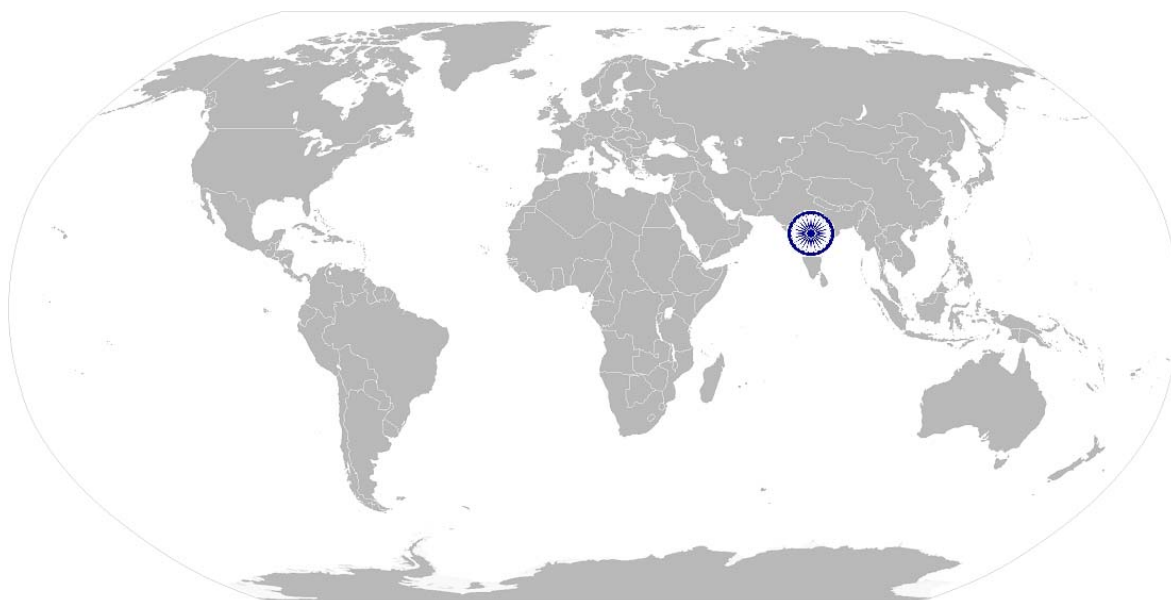
<b>Generic Skills</b>	SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application
	<b>Reading Skills</b>
	You need to know and understand how to: SA4. read and comprehend written instructions SA5. read any application sent by other colleagues
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SA6. communicate with supervisor appropriately SA7. talk to co-workers to convey information effectively
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to: SB1. identify the real reason of problem faced SB2. be able to find the most effective solution to the problems faced
	<b>Attention to Detail</b>
	You need to know and understand how to: SB3. apply good attention to detail SB4. ensure every kind of communication is error free
	You need to know and understand how to: SB5. communicate effectively SB6. apply leadership skills wherever required SB7. take initiative at the right place SB8. be creative

**TSC/ N9002**

**Working in a team**

**NOS Version Control**

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

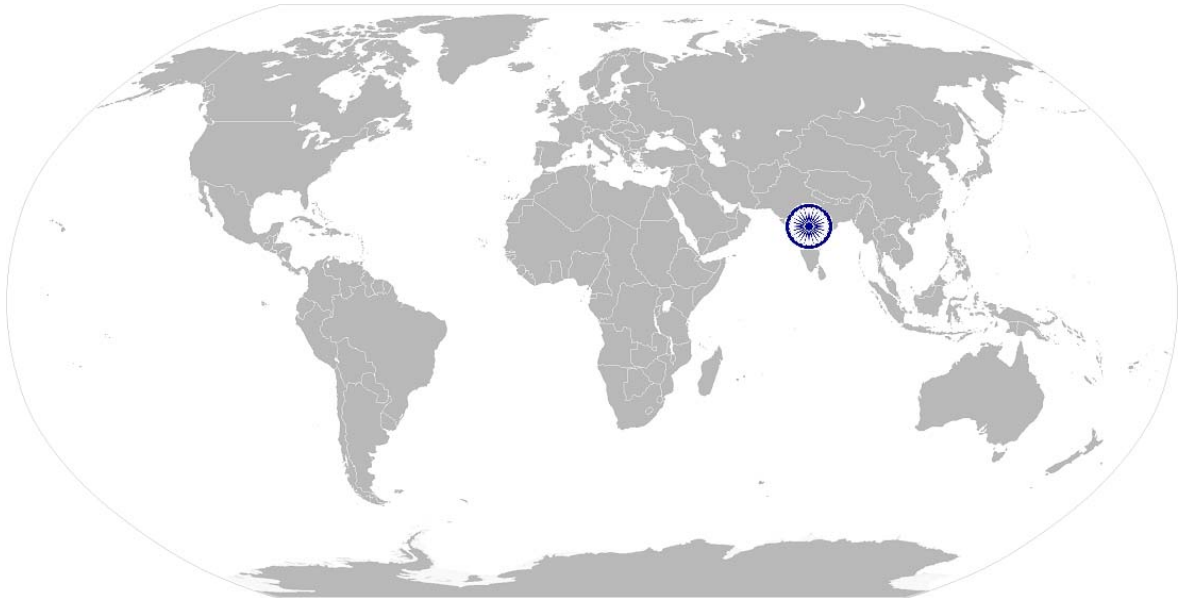




**TSC/ N9003**

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

# National Occupational Standard



## Overview

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

**TSC/ N9003**

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

Unit Code	TSC/ N9003
Unit Title (Task)	Maintain health, safety and security at work place
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>comply with health, safety and security requirements at work</li> <li>Recognizing the hazards</li> <li>Planning the safety techniques</li> <li>Implementing the programmes</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Comply with health, Safety and security requirements at work	<p>To be competent, operator must be able to:</p> <p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment such as “ ear plug” “ nose mask “ “ head cap” etc., as per protocol</p> <p>PC3. carry out own activities in line with approved guidelines and procedures</p> <p>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. follow environment management system related procedures</p> <p>PC6. identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. report any service malfunctions that cannot be rectified</p> <p>PC8. store materials and equipment in line with organisational requirements</p> <p>PC9. safely handle and remove waste</p> <p>PC10. minimize health and safety risks to self and others due to own actions</p> <p>PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. monitor the workplace and work processes for potential risks and threat</p> <p>PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. follow organisation procedures for shutdown and evacuation when required</p>
Recognizing the hazards	<p>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>
Planning the safety	PC21. recognise different measures to curb the hazards

**TSC/ N9003**

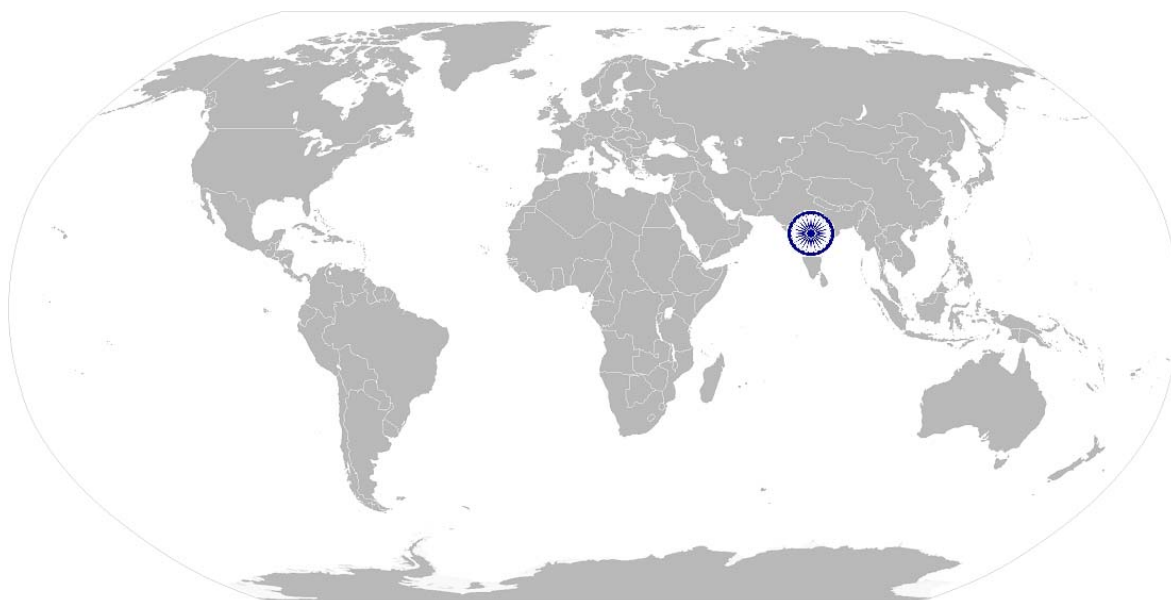
**Maintain health, safety and security at work place**

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

**TSC/ N9003**

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

<b>B. Professional Skills</b>	<b>Decision Making</b>
	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
	<b>Analytical Thinking</b>
	SB4. know the use of correct safety measure whenever required
	<b>Attention to Detail</b>
	SB5. be attentive to details
	SB6. be careful to avoid occurrence of hazards
	You need to know and understand :
	SB7. maintain neatness at work
	SB8. procedure for reporting unwanted behavior



**TSC/ N9003**

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

**NOS Version Control**

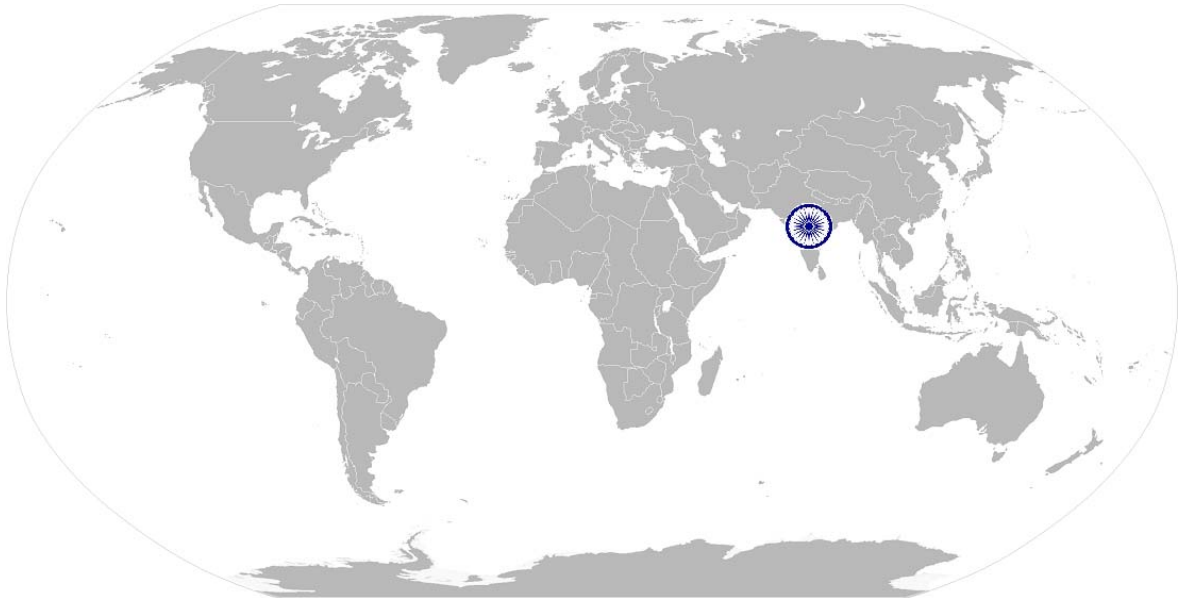
NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Pre-Treatment	Next review date	01/03/16



TSC/N 9004

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/N 9004**

**Comply with industry and organizational requirements**

National Occupational Standard	<b>Unit Code</b>	<b>TSC/ N9004</b>
	<b>Unit Title (Task)</b>	<b>Comply with industry and organizational requirements</b>
	<b>Description</b>	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry
	<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>self development</li> <li>team work</li> <li>organizational standards</li> <li>Industry standards</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	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
<b>Knowledge and Understanding (K)</b>		
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)		You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. reporting to the supervisor or higher authority KA3. knowledge of organisational standards KA4. knowledge of industry standards
<b>B. Technical Knowledge</b>		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
<b>Skills (S)</b>		
<b>A. Core Skills/ Generic Skills</b>		<b>Writing Skills</b>
		You need to know and understand how to: SA1. write reports

**TSC/N 9004**

**Comply with industry and organizational requirements**

	SA2. write clear and short sentences
	<b>Reading Skills</b>
	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
	<b>Oral Communication (Listening and Speaking skills)</b>
	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

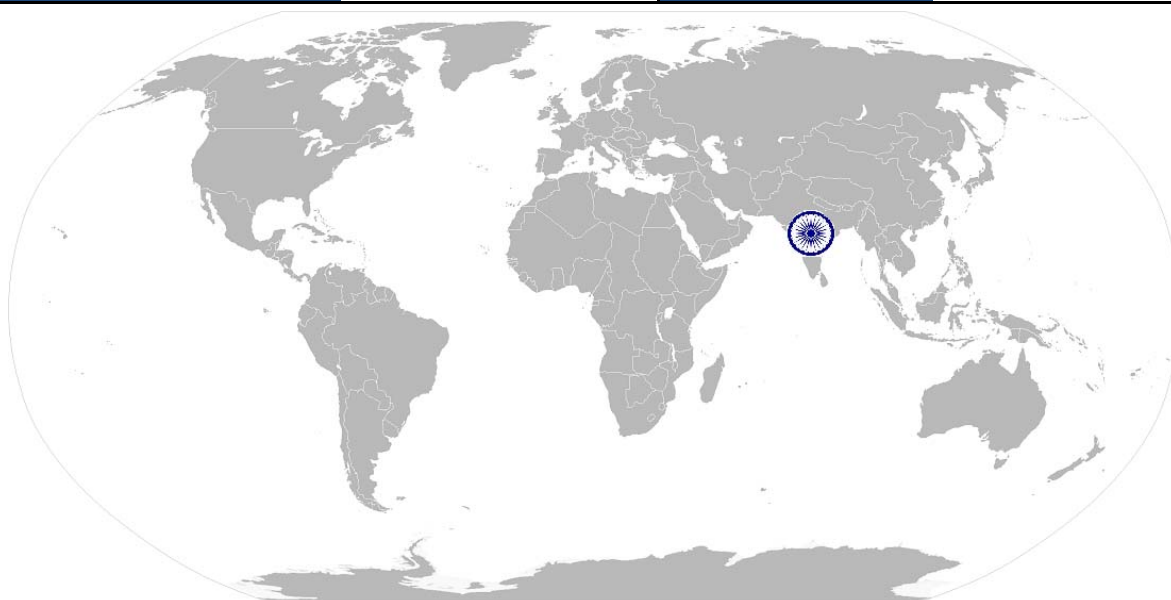


**TSC/N 9004**

**Comply with industry and organizational requirements**

**NOS Version Control**

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



### Assessment Criteria

<b>Job Role: Singeing &amp; Desizing Machine Operator</b> <b>Qualification Pack: Singeing &amp; Desizing Machine Operator</b> <b>Sector Skill Council: Textile Sector Skill Council</b>						
<b>Guidelines for assessment :-</b> 1. Criteria for assessment for each qualification pack will be created by the Sector Skill Council. Each performance criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for theory & skill practical for each PC. 2. The assessment for the theory part will be based on knowledge bank of question created by the SSC. 3. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre (as per assessment criteria below). 4. To pass the qualification pack, every trainee should score a minimum of 80%.						
National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
<b>1. TSC/ N5101 Taking charge of shift and handing over shift to Singeing &amp; Desizing Machine Operator</b>	PC1. come at least 10 - 15 minutes earlier to the work place	<b>42</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>0</b>
	PC2. bring the necessary operational tools to the department		<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
	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.		<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>
	PC4. understand the fabric being processed & process running on the machine		<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>
	PC5. ensure the technical details are mentioned on the job card display on the machine		<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>
	PC6. check for the availability of the spare trolley for unloading the fabric		<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
	PC7. check the next batch to be processed is ready near the machine		<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>
	PC8. ensure the required chemicals are already weighed &		<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>

PERFECTING SKILLS	prepared				
	PC9. check the cleanliness of the machines & other work areas	2	0	2	0
	PC10. question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well as that of the previous shift.	2	0	2	0
	PC11. take over the shift from the outgoing operator in a proper manner	1	0	1	0
	PC12. ensure in providing the details regarding fabric quality & the process running on the machine	3	1	1	1
	PC13. provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine.	2	0	2	0
	PC14. ensure the empty trolley is near the machine for unloading the fabric	1	0	1	0
	PC15. ensure the next lot to be processed is ready near the machine already stitched & arranged properly	2	0	2	0
	PC16. ensure the required chemicals for the next lot or next process are weighed & prepared	2	0	2	0
	PC17. get clearance from the incoming counterpart before leaving the work spot	2	0	2	0
	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	0	2	0
	PC19. ensure, the shift has to be properly handed over to the incoming shift operator	2	0	1	0
	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	1	1	1	1

PERFECTING SKILLS	PC21. collect the wastes from waste collection bags, weigh them and transport to storage area		1	0	1	0
	PC22. ensure the machine and its work place is clean		2	0	1	0
	PC23. set the burner position		1	0	1	0
	PC24. set selection of burners and adjust the flames		1	0	1	0
	<b>Total</b>		<b>42</b>	<b>5</b>	<b>32</b>	<b>5</b>
		<b>Weightage %</b>		<b>11.90%</b>	<b>76.2%</b>	<b>11.90%</b>
<b>2. TSC/ N5102 Operating the Singeing &amp; Desizing Machine</b>	PC1. understand the task mentioned in the work order	<b>35</b>	2	1	0	1
	PC2. Clean the machine properly including guide rolls, fabric spreader, tensioning rolls, burners, impregnation trough, squeezing & quenching rollers		1	0	1	0
	PC3. Feed the fabric evenly ,spread from the batch or trolley ,using J – box for continuous operation		1	0	1	0
	PC4. Feed desizing chemicals in the trough & adjust the mangle pressure		2	0	2	0
	PC5. Ensure all safety devices are functioning properly including exhaust system		3	1	1	1
	PC6. Take the fabric out from other end of machine on batching device or trolley & start the machine		2	0	2	0
	PC7. know the operations of the machine & the control system / mechanism		2	1	0	1
	PC8. read & understand the process being followed to do the task		2	0	2	0
	PC9. set the flame width according to the width of the fabric to be singed		2	0	2	0
	PC10. set the distance between flame burner and fabric		2	0	2	0
	PC11. set the flame intensity according to the fabric structure		2	0	1	1
	PC12. set the drain temp of water		2	0	2	0



PERFECTING SKILLS	cooled rollers					
	PC13. fabric should be evenly & uniformly dried before singeing		1	0	1	0
	PC14. set the machine speed as specified		1	0	1	0
	PC15. ensure the exhaust system is working properly		2	0	2	0
	PC16. ensure all safety controls are in good working condition		2	0	2	0
	PC17. make sure the machine is kept clean at all times ,before loading, while running & after unloading the fabric		2	0	2	0
	PC18. follow the preventive maintenance schedule & ensure the machine is running smoothly		2	0	2	0
	PC19. check that all controls are functioning properly		1	0	1	0
	PC20. ensure the right quality of water , steam & air is available		1	0	1	0
	<b>Total</b>		<b>35</b>	<b>3</b>	<b>28</b>	<b>4</b>
	<b>Weightage %</b>			<b>9%</b>	<b>80%</b>	<b>11%</b>
<b>3. TSC/N 5103 Controlling the Desizing Operation</b>	PC1. dissolving & mixing the desizing chemicals as per the recipe	<b>13</b>	3	1	1	1
	PC2. adjusting the ph & temp of desizing solution		3	1	1	1
	PC3. feed the solution to the machine tank		1	0	1	0
	PC4. check temperature, ph & reaction time in the desizing chamber		3	1	1	1
	PC5. cut the sample after desizing		1	0	1	0
	PC6. dry the sample & check the size content in the fabric		1	0	1	0
	PC7. compare the results with the standard		1	0	1	0
	<b>Total</b>		<b>13</b>	<b>3</b>	<b>7</b>	<b>3</b>
	<b>Weightage %</b>			<b>23%</b>	<b>54%</b>	<b>23%</b>
<b>4. TSC/ N9001 Maintain</b>	PC1. handle materials, machinery, equipment and tools with care	<b>29</b>	3	1	2	0

<b>work area, tools and machines</b>	and use them in the correct way					
	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. support or carry out running maintenance within agreed schedules		2	1	1	0
	PC7. carry out maintenance within one's responsibility		1	0	1	0
	PC8. report unsafe equipment and other dangerous occurrences		1	1	0	0
	PC9. ensure that the correct machine guards are in place		2	1	1	0
	PC10. work in a comfortable position with the correct posture		3	1	2	0
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		2	1	1	0
	PC12. dispose of waste safely in the designated location		2	0	2	0
	PC13. store cleaning equipment safely after use		2	0	2	0
	PC14. carry out cleaning according to schedules and limits of responsibility		2	1	1	0
	<b>Total</b>		<b>29</b>	<b>10</b>	<b>18</b>	<b>1</b>
		<b>Weightage %</b>		<b>34.5%</b>	<b>62%</b>	<b>3.5%</b>
<b>5.TSC/ N9002 Working in a team</b>	PC1. be accountable to the own role in whole process	<b>26</b>	2	1	1	0
	PC2. perform all roles with full responsibility		3	1	2	0
	PC3. be effective and efficient at workplace		4	1	2	1
	PC4. properly communicate about company policies		2	1	0	1
	PC5. report all problems faced during the process		1	1	0	0
	PC6. talk politely with other team members and colleagues		2	1	1	0
	PC7. submit daily report of own		1	0	1	0

PERFECTING SKILLS	performance					
	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		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
	<b>Total</b>		<b>26</b>	<b>10</b>	<b>12</b>	<b>4</b>
		<b>Weightage %</b>		<b>39%</b>	<b>46%</b>	<b>15%</b>
<b>6. TSC/ N9003 Maintain health, safety and security at workplace</b>	PC1. comply with health and safety related instructions applicable to the workplace	<b>71</b>	5	1	3	1
	PC2. use and maintain personal protective equipment such as "ear plug" "nose mask" "head cap" etc., as per protocol		5	1	3	1
	PC3. carry out own activities in line with approved guidelines and procedures		3	1	2	0
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		2	1	0	1
	PC5. follow environment management system related procedures		3	1	2	0
	PC6. identify and correct (if possible) malfunctions in machinery and equipment		3	1	1	1
	PC7. report any service malfunctions that cannot be rectified		2	1	0	1
	PC8. store materials and equipment in line with organisational requirements		2	0	1	1
	PC9. safely handle and remove waste		2	0	2	0
	PC10. minimize health and safety risks to self and others due to own actions		3	1	1	1
	PC11. seek clarifications, from supervisors or other authorized		3	1	1	1

PERFECTING SKILLS	personnel in case of perceived risks					
	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
			Weightage %		32%	47%
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 methods		4	1	2	1

	PC5. focus on self-learning and improvement		3	1	1	1
	PC6. co-ordinate with all the team members and colleagues		3	1	2	0
	PC7. communicate politely		3	1	2	0
	PC8. avoid conflicts and miscommunication		3	1	2	0
	PC9. know the organisational standards		2	1	1	0
	PC10. implement them in your performance		3	1	2	0
	PC11. motivate others to follow them		3	1	2	0
	PC12. know the industry standards		2	1	0	1
	PC13. align them with organisation standards		2	0	2	0
	<b>Total</b>		<b>39</b>	<b>12</b>	<b>21</b>	<b>6</b>
		<b>Weightage %</b>		<b>31%</b>	<b>54%</b>	<b>15%</b>
	<b>Grand Total</b>		<b>255</b>	<b>66</b>	<b>151</b>	<b>38</b>