

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 – Washing Range Operator

SECTOR: TEXTILE

SUB-SECTOR: PROCESSING

OCCUPATION: WASHING & DRYING

REFERENCE ID: TSC/Q 5301

ALIGNED TO: NCO-2004 / 8264.10

Brief Job Description: A Washing Range Operator is responsible to do the specified job of washing of dyed or printed 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 Washing Range machine

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

| | | | | |
|---|--------------------------|--|------------------|----------|
| Job Details | Qualifications Pack Code | TSC/Q5301 | | |
| | Job Role | Washing Range Operator | | |
| | Credits (NSQF) | TBD | Version number | 1.0 |
| | Sector | Textile | Drafted on | 15/12/14 |
| | Sub-sector | Processing | Last reviewed on | 25/02/15 |
| | Occupation | Washing & Drying | Next review date | 01/03/16 |
| | Job Role | Washing Range Operator | | |
| Role Description | | To carry out the process of washing of fabric using a Washing Range Machine, as specified under Job Order | | |
| NSQF level | | 4 | | |
| Minimum Educational Qualifications | | 10 th standard, preferably | | |
| Maximum Educational Qualifications | | N/A | | |
| Training (Suggested but not mandatory) | | Three to six months of training in textile processing. | | |
| Experience | | Preferably 1-2 years in textile processing | | |
| National Occupational Standards (NOS) | | Compulsory: <ol style="list-style-type: none"> TSC/N 5301 Taking charge of shift and handing over shift to Washing Range Operator TSC/N 5302 Operating the Washing Range Machine TSC/N 5303 Check the quality of Washed fabric 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: Not Applicable | | |
| Performance Criteria | | As described in the relevant OS units | | |

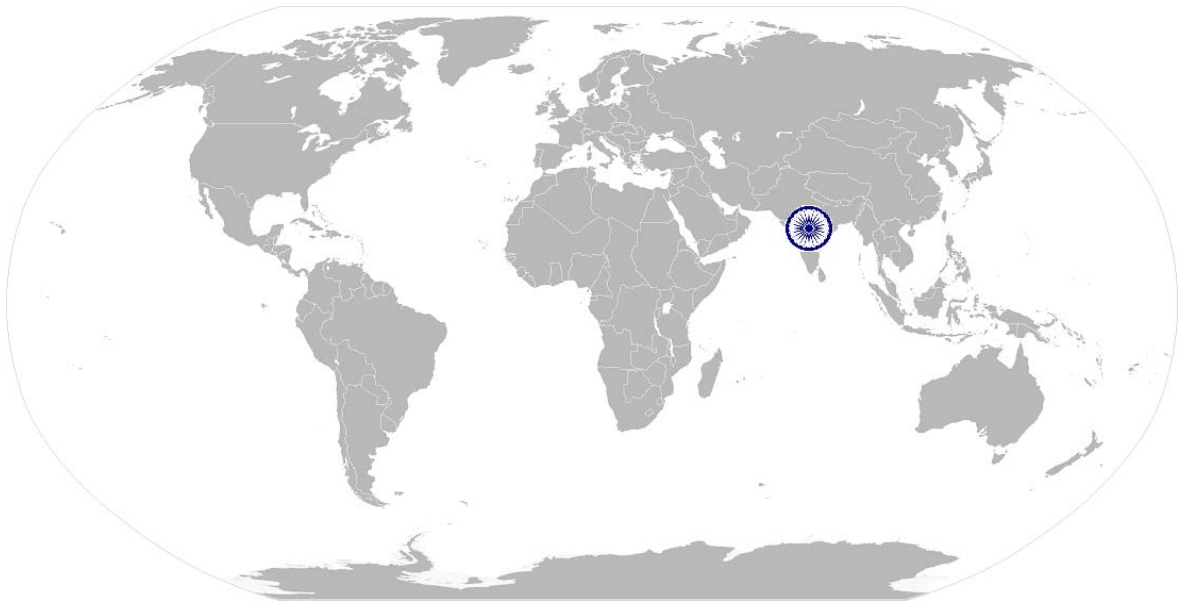
Table 1: Glossary of Key Terms

| 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. |
| 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 5301 Taking charge of shift and handing over shift to Washing Range Operator

National Occupational Standard



Overview

This unit is about taking charge of shift and handing over shift to a Washing Range operator

TSC/N 5301 Taking charge of shift and handing over shift to Washing Range Operator

| | | |
|--------------------------------|---|---|
| National Occupational Standard | Unit Code | TSC/N5301 |
| | Unit Title (Task) | Taking charge of shift and handing over shift to Washing Range Operator |
| | Description | This unit is about taking charge of shift from previous shift washing range operator and relieving the responsibilities to the next shift washing range operator |
| | Scope | This unit/task covers the following: <ul style="list-style-type: none"> To take charge of shift from previous shift washing range operator To hand over the shift to next shift washing range operator |
| | Elements | Performance Criteria |
| | Taking charge of shift from washing range operator | <p>To be competent, you must be able to:</p> <p>PC1. come at least 10 - 15 minutes earlier to the work place</p> <p>PC2. bring the necessary operational tools to the department</p> <p>PC3. meet the previous shift operator and discuss with him /her regarding the issues faced by them with respect to the quality,production, spare,safety or any other specific instruction etc.</p> <p>PC4. understand the fabric being processed & process running on the machine</p> <p>PC5. ensure the technical details are mentioned on the job card display on the machine</p> <p>PC6. check for the availability of the spare trolley for unloading the fabric</p> <p>PC7. check the next batch to be processed is ready near the machine</p> <p>PC8. ensure the required chemicals are already weighed & prepared</p> <p>PC9. check the cleanliness of the machines & other work areas</p> <p>PC10. question the previous shift washing range 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 charge of the shift from the outgoing washing range operator in a proper manner</p> |
| | Handing Over Shift to washing range operator | <p>PC12. ensure in providing the details regarding fabric quality & the process running on the machine</p> <p>PC13. provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine.</p> <p>PC14. ensure the empty trolley is near the machine for unloading the fabric</p> <p>PC15. ensure the next lot to be processed is ready near the machine already stitched & arranged properly</p> <p>PC16. ensure the required chemicals for the next lot or next process are weighed & 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 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> |

TSC/N 5301 Taking charge of shift and handing over shift to Washing Range Operator

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| | PC22. ensure the machine and its work place is clean |
| 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 procedure (SOP) and regulations in a processing unit</p> <p>KA2. safe working practices to be adopted in processing unit</p> <p>KA3. quality systems and other processes practiced in the processing unit</p> <p>KA4. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different products in the processing unit</p> |
| B. Technical Knowledge | <p>KB1. understanding the importance of quality & productivity</p> <p>KB2. understanding various defects in the fabric due to yarn, weaving or processing</p> <p>KB3. reasons for various defects in the fabric due to processing & their remedy</p> <p>KB4. process flow in a processing unit</p> <p>KB5. material flow in a processing unit</p> <p>KB6. functions of various controls of the machine</p> <p>KB7. importance of material handling and types of material handling equipment being used</p> <p>KB8. importance of cleanliness at workplace</p> <p>KB9. functions and methodology for operating different material handling equipment</p> <p>KB10. understanding the functions of various alarm signals</p> <p>KB11. guidelines for operating the machine</p> <p>KB12. guidelines for taking charge of shift from previous shift washing range operator</p> <p>KB13. guidelines for handing over the shift to the next shift washing range operator</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> |

TSC/N 5301 Taking charge of shift and handing over shift to Washing Range Operator

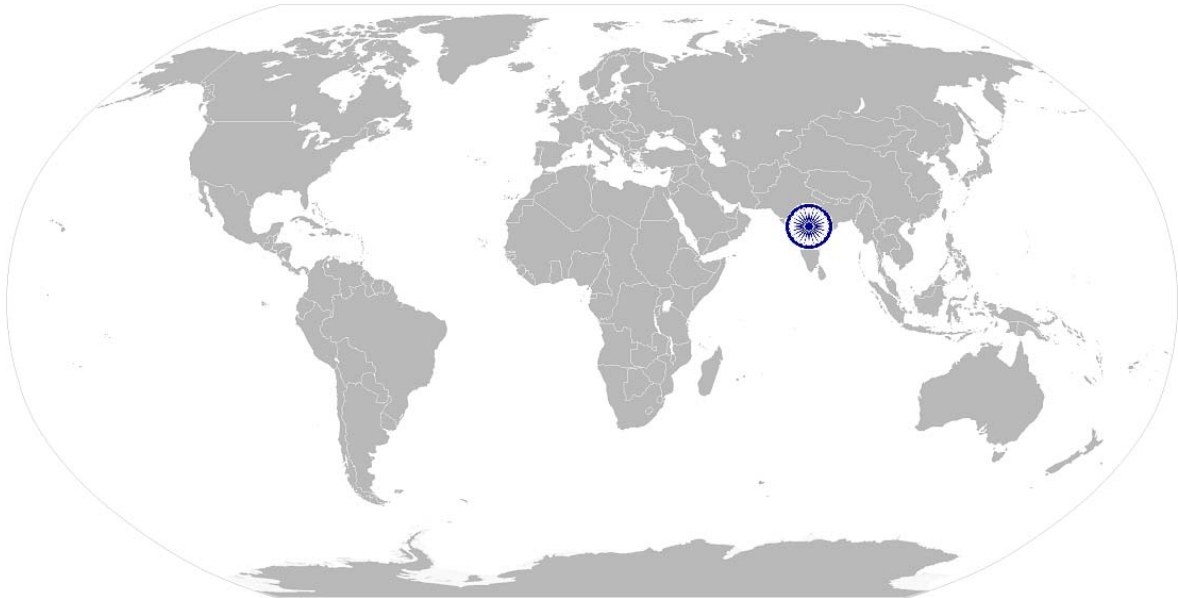
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| | <p>You need to know and understand:</p> <ul style="list-style-type: none"> SB6. operate the machine SB7. operate various valves & traps SB8. operate different material handling tools and equipment SB9. check the quality of processed fabric SB10. maintain cleanliness at work place |
|--|---|

TSC/N 5301 Taking charge of shift and handing over shift to Washing Range Operator

| NOS Code | TSC/N 5301 | | |
|------------------------------|------------------|------------------|----------|
| Credits (NSQF) [OPTIONAL] | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 15/12/14 |
| Industry Sub-sector | Processing | Last reviewed on | 25/02/15 |
| Occupation | Washing & Drying | Next review date | 01/03/16 |

NOS Version Control

National Occupational Standard



Overview

This unit is about operating the Washing Range Machine

TSC/N 5302

Operating the Washing Range Machine

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|---|---|
| Unit Code | TSC/N 5302 |
| Unit Title (Task) | Operating the Washing Range Machine |
| Description | This unit is about operating the Washing Range Machine |
| Scope | <p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Carry out preparatory activities for operations in the machine Operate the machine for specified tasks as per work order Clean the machine on a regular basis and carryout preventive maintenance activities |
| 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. ensure that the machine is empty & clean including guide rolls & squeezing rolls</p> <p>PC3. feed the fabric from the batch or trolley in the center of the machine using fabric centering & compensating devices</p> <p>PC4. ensure fabric is crease-less and evenly fed onto the machine using J-box for continuous operation of machine</p> |
| Operate the machine for specified tasks as per Work Order | <p>PC5. know the operations of the machine</p> <p>PC6. read & understand the process being followed to do the task</p> <p>PC7. keep even tension on fabric throughout the process</p> <p>PC8. keep optimum pressure of the squeezer rolls to get good results</p> <p>PC9. set the required temp in all chambers</p> <p>PC10. open the steam valves & drain the condensate in all compartments</p> <p>PC11. dispense the chemicals in the chambers</p> <p>PC12. start the machine & take out fabric either on batch or trolley</p> <p>PC13. check ph & temp & other parameters in all compartments</p> |
| Clean the machine on a regular basis and carryout preventive maintenance activities | <p>PC14. make sure the machine is kept clean at all times ,before loading, while running & after unloading the fabric</p> <p>PC15. follow the preventive maintenance schedule & ensure the machine is running smoothly</p> <p>PC16. check that all controls are functioning properly</p> <p>PC17. clean & empty out the dirt collector as and when required</p> <p>PC18. stop the machine in case of any abnormal sound</p> <p>PC19. ensure enough supply of utilities such as water, air & steam for proper functioning of machine</p> |
| Knowledge and Understanding (K) | |
| A. Organizational Context (Knowledge of the | <p>You need to know and understand:</p> <p>KA1. standard operating procedure (SOP) and regulations in processing unit</p> <p>KA2. procedure followed to get the final output in processing unit</p> |

TSC/N 5302
Operating the Washing Range Machine

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| company/ organization and its processes) | 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. Technical Knowledge | You need to know and understand: KB1. importance of discipline & punctuality KB2. importance of take over & handover in achieving quality & productivity KB3. any abnormal sound/ noise should be reported to the concerned/ supervisor KB4. how to report to the supervisor if there is any major defect in machine KB5. type of fiber, yarn and fabric- yarn dyed, piece dyed or printed KB6. ensure continuous feeding of fabric using scray/ j- box KB7. various controls of machine KB8. procedure of washing of dyed fabric KB9. procedure of washing of printed fabric KB10. proper use of guide rolls & tensioning devices to avoid unnecessary tension on the fabric KB11. SOP of washing of fabric dyed or printed with reactive, vat or disperse dyestuffs KB12. operation of various valves, traps KB13. use various chemicals for washing of vat, reactive or disperse dyed or printed fabrics KB14. Method of use of batching devices for fabric roll up KB15. Knowledge of various process parameters for washing of dyed & printed fabric KB16. cleaning of machine after washing dark colours to avoid staining on light colours KB17. how to spare the machine when it's due for maintenance to avoid breakdown of machine while working KB18. controls functions of the machine KB19. continuous supply of good quality air, steam & water for maximum output |
| Skills (S) | |
| | Reading Skills |
| | You need to know and understand how to: SA1. comprehend written instructions SA2. read any application sent by other colleagues |
| | Oral Communication (Listening and Speaking skills) |
| | You need to know and understand how to: SA3. communicate in local language orally SA4. communicate with supervisor appropriately SA5. talk to others to convey information effectively |
| C. Professional Skills | Problem Solving |
| | You need to know and understand how to: SB1. identify the real reason of problem faced |

TSC/N 5302

Operating the Washing Range Machine

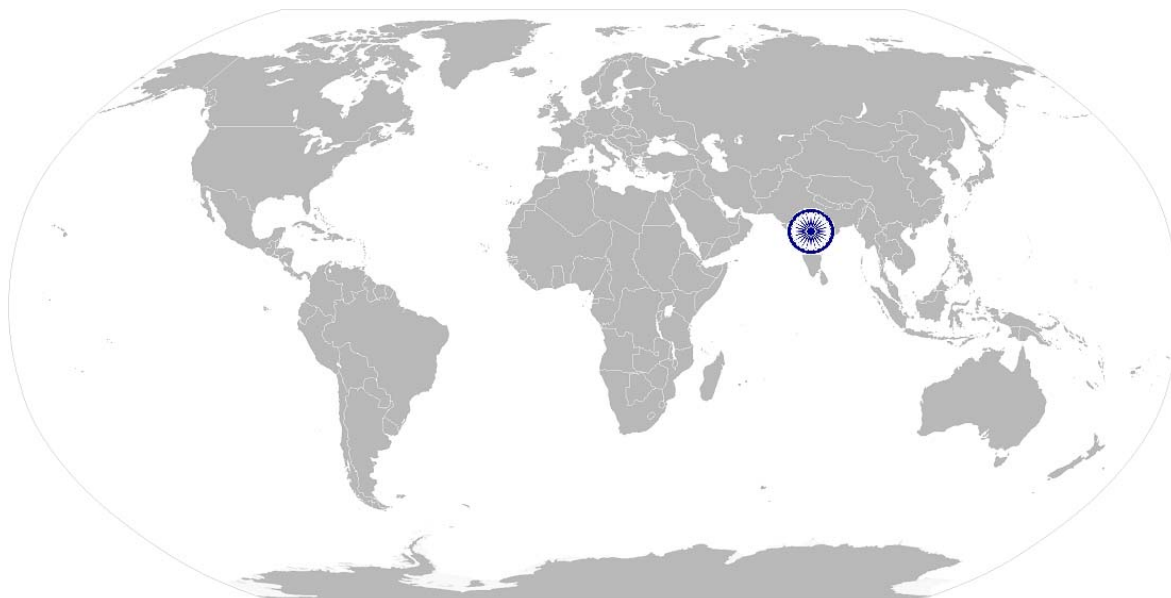
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| | <p>SB2. apply problem-solving approaches in different situations</p> <p>SB3. refer anomalies to the supervisor</p> <p>SB4. seek clarification on problems from others</p> |
| | <p>Attention to Detail</p> <p>You need to know and understand how to:</p> <p>SB5. apply good attention to detail</p> <p>SB6. check your work is complete and free from errors</p> <p>SB7. make sure every kind of communication is error free</p> <p>You need to know and understand :</p> <p>SB8. various functions of washing range machine</p> <p>SB9. various faults due to yarn, weaving, dyeing or printing in the fabric</p> <p>SB10. various fabric qualities / sort no.s running in the mill</p> <p>SB11. Finish width of fabric under process</p> <p>SB12. length & weight of the batch</p> <p>SB13. how to use correct tools for cleaning the machine</p> <p>SB14. use of edge guide sensors or centering device for even & straight feeding of fabric to the machine</p> <p>SB15. proper use of guide rolls & control sensors</p> <p>SB16. basic operation of washing range machine</p> <p>SB17. various control functions of the machine</p> <p>SB18. various operations carried out on washing range machine</p> <p>SB19. proper use of tensioning devices to get even width of the fabric</p> <p>SB20. requirement of optimum mangle pressure for efficient washing processes</p> <p>SB21. washing temp of various products</p> <p>SB22. how to drain the condensate first from steam line before opening the steam valve</p> <p>SB23. automatic or manual dosing of various chemicals</p> <p>SB24. how to monitor various control parameters for efficient washing results</p> <p>SB25. use of proper cleaning tools such as blowers or vacuum cleaners</p> <p>SB26. how to drain out condensate or water from steam & air supply line before starting the machine</p> |

TSC/N 5302

Operating the Washing Range Machine

| NOS Code | TSC/N 5302 | | |
|---------------------|-----------------|------------------|----------|
| Credits (NSQF) | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 15/12/14 |
| Industry Sub-sector | Processing | Last reviewed on | 25/02/15 |
| Occupation | Washing &Drying | Next review date | 01/03/16 |

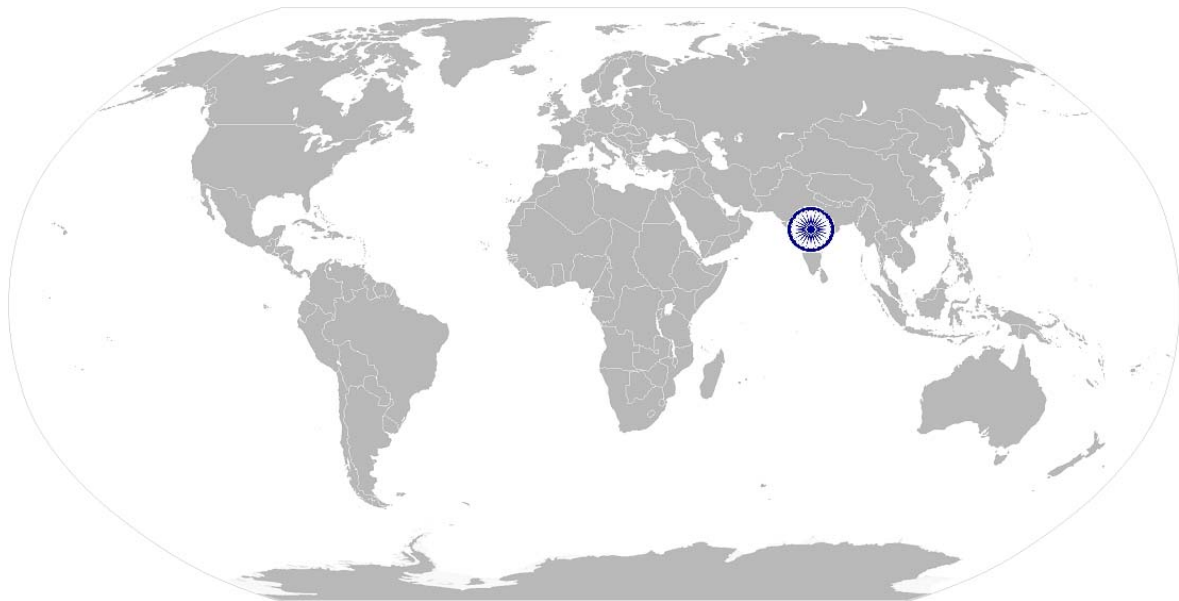
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TSC/N 5303

Checking the Quality of Washed Fabric

National Occupational Standard



Overview

TSC/N 5303

Checking the Quality of Washed Fabric

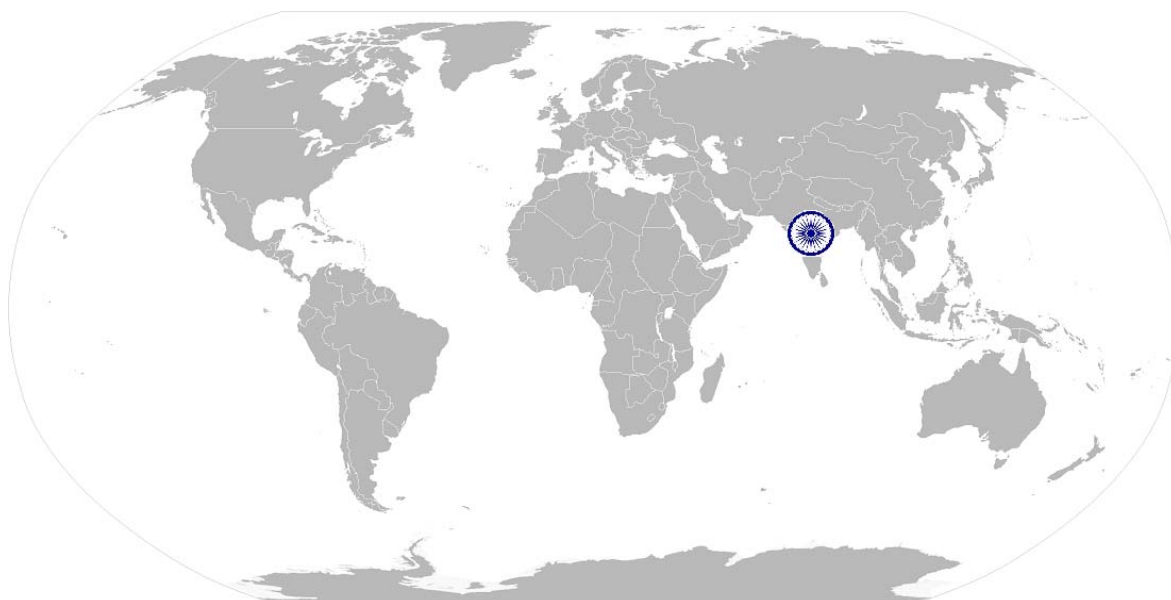
This unit is about checking the quality of Washed fabric & comparing with the standard sample

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| National Occupational Standard | Unit Code | TSC/N 5303 |
| | Unit Title (Task) | Checking the quality of Washed fabric |
| | Description | This unit is about checking the quality of Washed fabric & comparing it with the standard |
| | Scope | This unit/task covers the following: <ul style="list-style-type: none"> Taking out the sample after washing & comparing it with the standard |
| | Performance Criteria (PC) w.r.t. the Scope | |
| | Elements | Performance Criteria |
| | Taking out the sample after washing & comparing it with the standard | To be competent, you must be able to: PC1. take out the sample near the stitch PC2. compare the sample with the standard PC3. check the sample for washing or rubbing fastness PC4. take the sample to your supervisor if the sample is not matching to the standard for decision |
| | Knowledge and Understanding (K) | |
| | A. Organizational Context (Knowledge of the company/ organization and its processes) | You need to know and understand: KA1. procedure followed to get the final output in processing unit KA2. standard operating procedure (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. Technical Knowledge | You need to know and understand: KB1. how to cut the required size of sample to avoid wastage KB2. take corrective action immediately to avoid waste of time & production loss |
| Skills (S) | | |
| Reading Skills | | |
| You need to know and understand how to: | | |
| SA1. comprehend written instructions | | |
| SA2. read any application sent by other colleagues | | |
| Oral Communication (Listening and Speaking skills) | | |
| You need to know and understand how to: | | |
| SA3. communicate with supervisor appropriately | | |
| SA4. talk to others to convey information effectively | | |
| C. 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 | | |

TSC/N 5303

Checking the Quality of Washed Fabric

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| | <p>Attention to Detail</p> <p>You need to know and understand how to:</p> <ul style="list-style-type: none"> 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 <p>You need to know and understand :</p> <ul style="list-style-type: none"> SB8. good matching skills & knowledge about the fabric SB9. washing & rubbing properties of various fabrics SB10. how to adjust speed, temp or roller pressure depending upon the required effect on the fabric |
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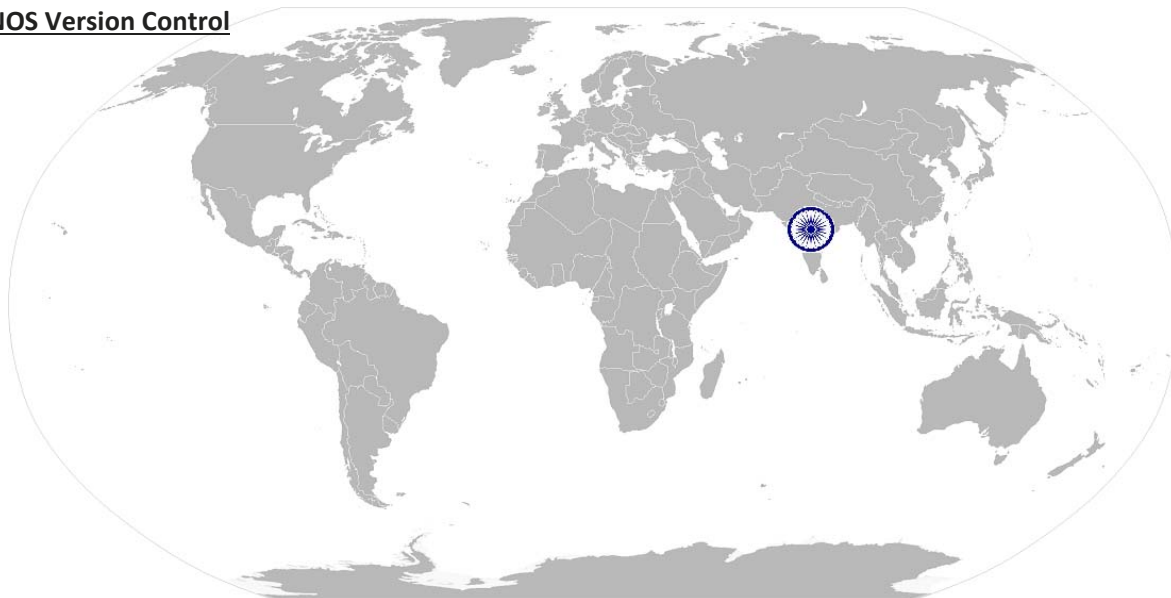


TSC/N 5303

Checking the Quality of Washed Fabric

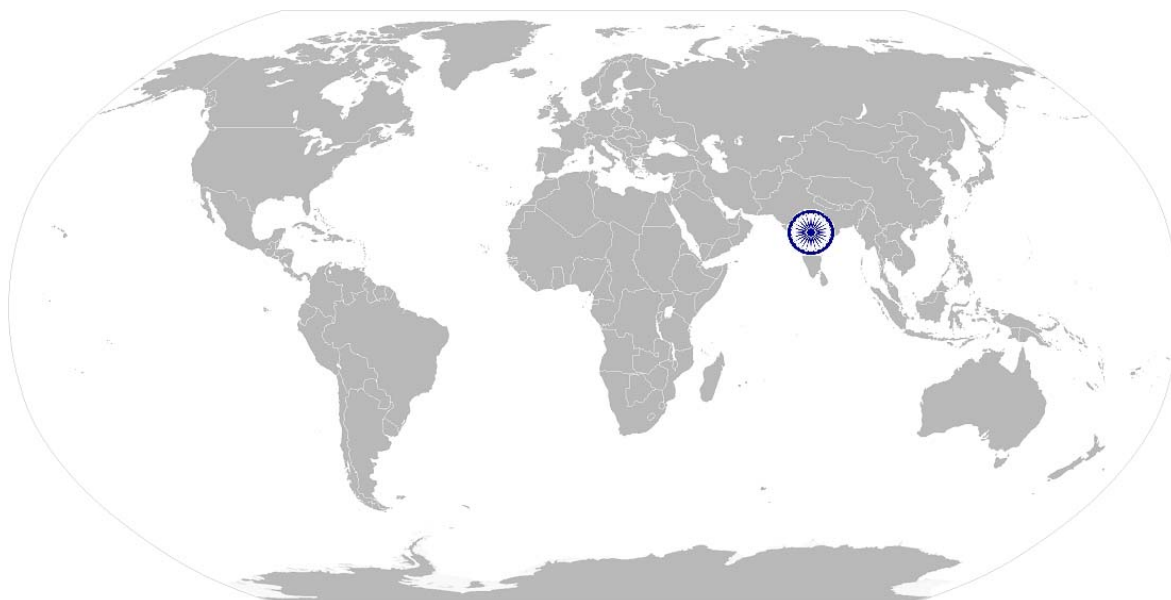
| NOS Code | TSC/N 5303 | | |
|---------------------|------------------|------------------|----------|
| Credits (NSQF) | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 15/12/14 |
| Industry Sub-sector | Processing | Last reviewed on | 25/02/15 |
| Occupation | Washing & Drying | Next review date | 01/03/16 |

NOS Version Control



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 machine

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|--------------------------------|--|---|
| 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>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. Technical | You need to know and understand: |

TSC/ N9001

Maintaining work area, tools and machine

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|---|---|
| Knowledge | <p>KB1. work instructions and specifications and interpret them accurately</p> <p>KB2. relation between work role and the overall manufacturing process</p> <p>KB3. hazards likely to be encountered when conducting routine maintenance</p> <p>KB4. the importance of taking action when problems are identified</p> <p>KB5. different ways of minimising waste</p> <p>KB6. the importance of running maintenance and regular cleaning</p> <p>KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials</p> <p>KB8. common faults with equipment and the method to rectify</p> <p>KB9. maintenance procedures</p> <p>KB10. different types of cleaning equipment and substances and their use</p> <p>KB11. safe working practices for cleaning and the method of carrying them out</p> |
| Skills (S) | |
| A. Core Skills/ Generic Skills | Reading Skills |
| | You need to know and understand how to: |
| | <p>SA1. comprehend written instructions</p> <p>SA2. read any application sent by other colleagues</p> |
| | Oral Communication (Listening and Speaking skills) |
| B. Professional Skills | You need to know and understand how to: |
| | <p>SA3. Communicate effectively in local language</p> <p>SA4. communicate with supervisor appropriately</p> <p>SA5. talk to others to convey information effectively</p> |
| | Problem Solving |
| | You need to know and understand how to: |
| B. Professional Skills | <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> |
| | Attention to Detail |
| | You need to know and understand how to: |
| | <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. understand the requirement to be creative</p> |

TSC/ N9001

Maintaining work area, tools and machine

NOS Version Control

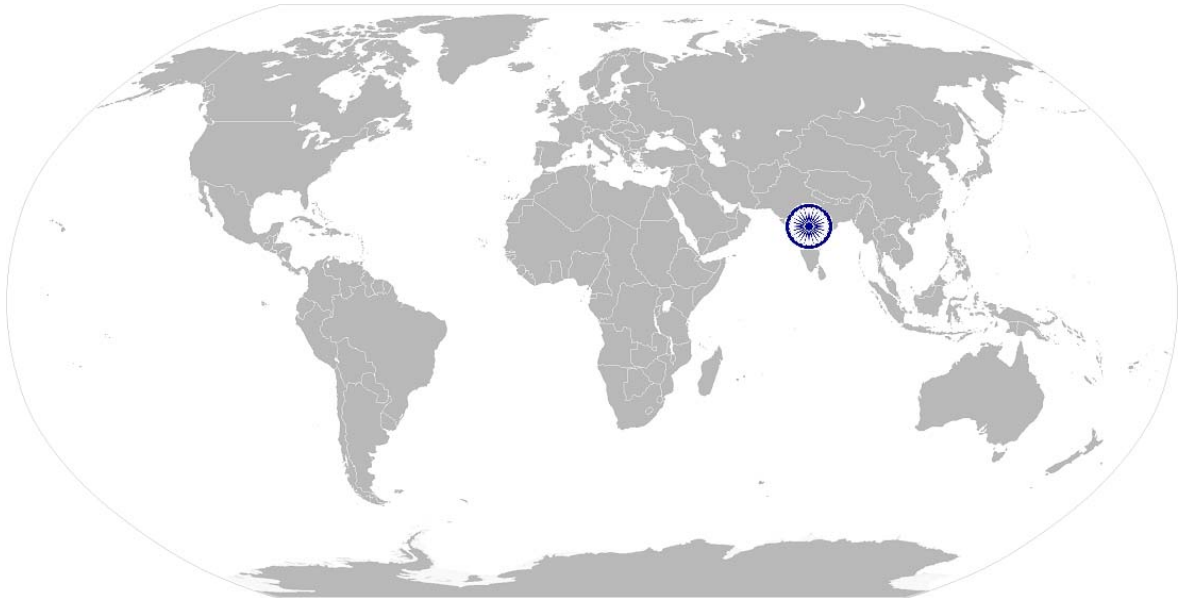
| NOS Code | TSC/ N9001 | | |
|---------------------|-----------------|------------------|----------|
| Credits (NSQF) | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 15/12/15 |
| Industry Sub-sector | Processing | Last reviewed on | 25/02/15 |
| Occupation | Washing &Drying | Next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



TSC/ N9002

Working in a team

National Occupational Standard



Overview

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

TSC/ N9002

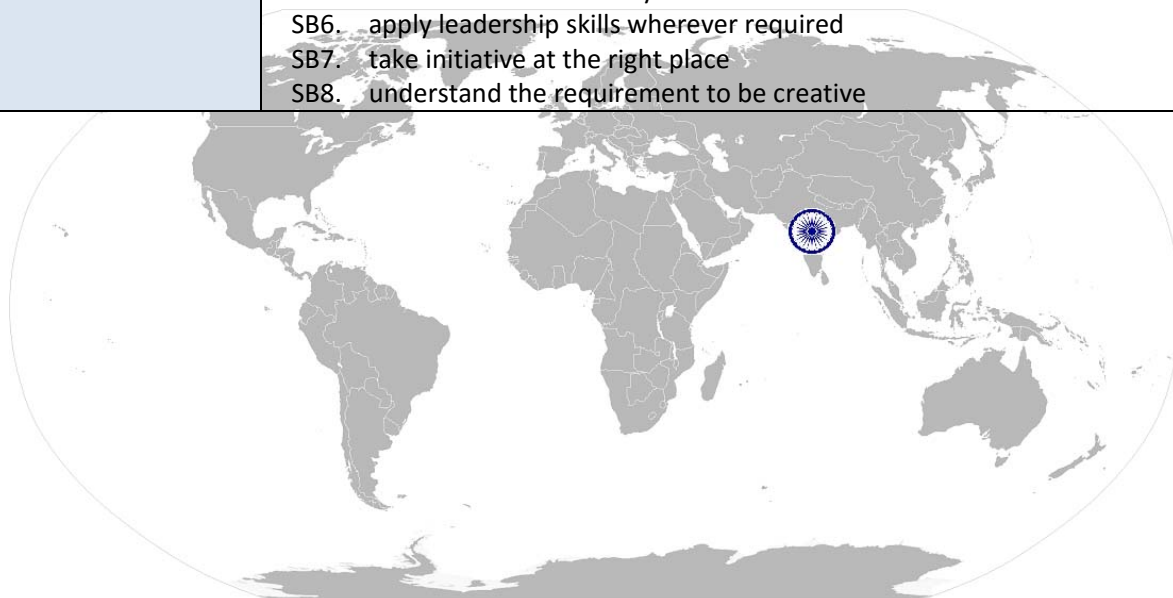
Working in a team

| Unit Code | TSC/ N9002 |
|--|--|
| Unit Title (Task) | Working in a team |
| Description | This unit is about working as a team member in the textile industry |
| Scope | This unit/task covers the following: <ul style="list-style-type: none"> commitment and trust communication adaptability creative freedom |
| Performance Criteria (PC) w.r.t. the Scope | |
| Elements | Performance Criteria |
| Commitment and trust | To be competent, you must be able to: PC1. be accountable to the own role in whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace |
| Communication | PC4. properly communicate about company policies PC5. report all problems faced during the process PC6. talk politely with other team members and colleagues PC7. submit daily report of own performance |
| Adaptability | PC8. adjust in different work situations PC9. give due importance to others' point of view PC10. avoid conflicting situations |
| Creative freedom | PC11. develop new ideas for work procedures PC12. improve upon the existing techniques to increase process efficiency |
| Knowledge and Understanding (K) | |
| A. Organizational Context | You need to know and understand: KA1. standard operating procedure (SOP) and regulations in a textile mill KA2. procedure followed to get the final output in the 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 | KB1. the importance of the previous and next step of the process KB2. process flow in a textile mill and the concerned workers KB3. material flow in a textile mill and the required person KB4. functions of different parts of the machine KB5. tools and equipments used KB6. guidelines for operating the machine KB7. safety procedures to be followed in the machine |
| Skills (S) | |
| A. Core Skills/ Generic Skills | Writing Skills You need to know and understand how to: SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application |
| | Reading Skills |

TSC/ N9002

Working in a team

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

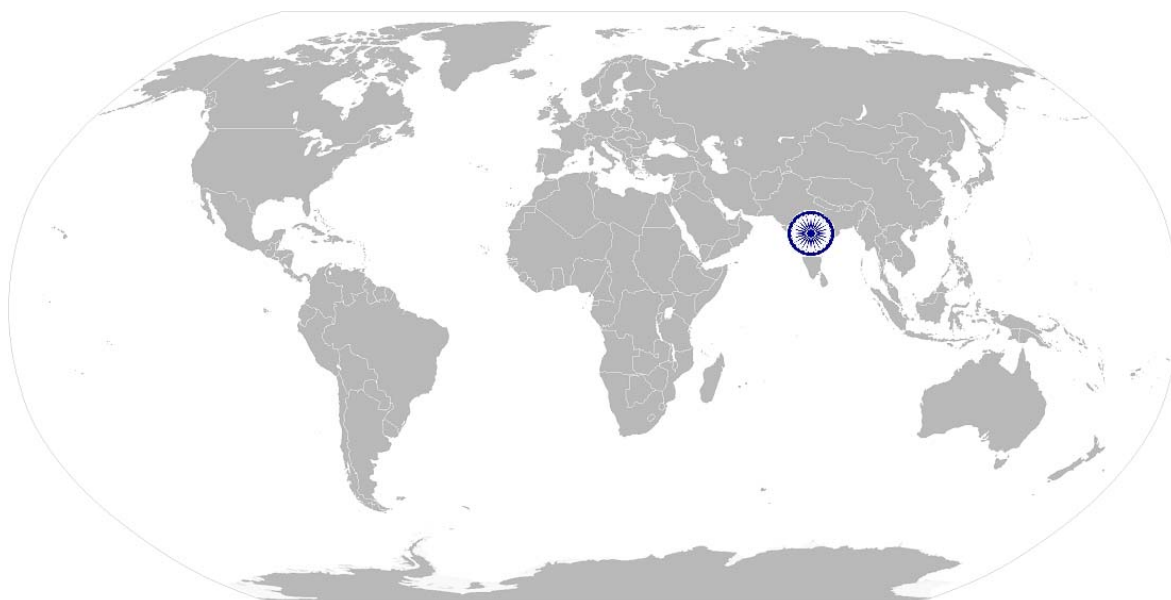


TSC/ N9002

Working in a team

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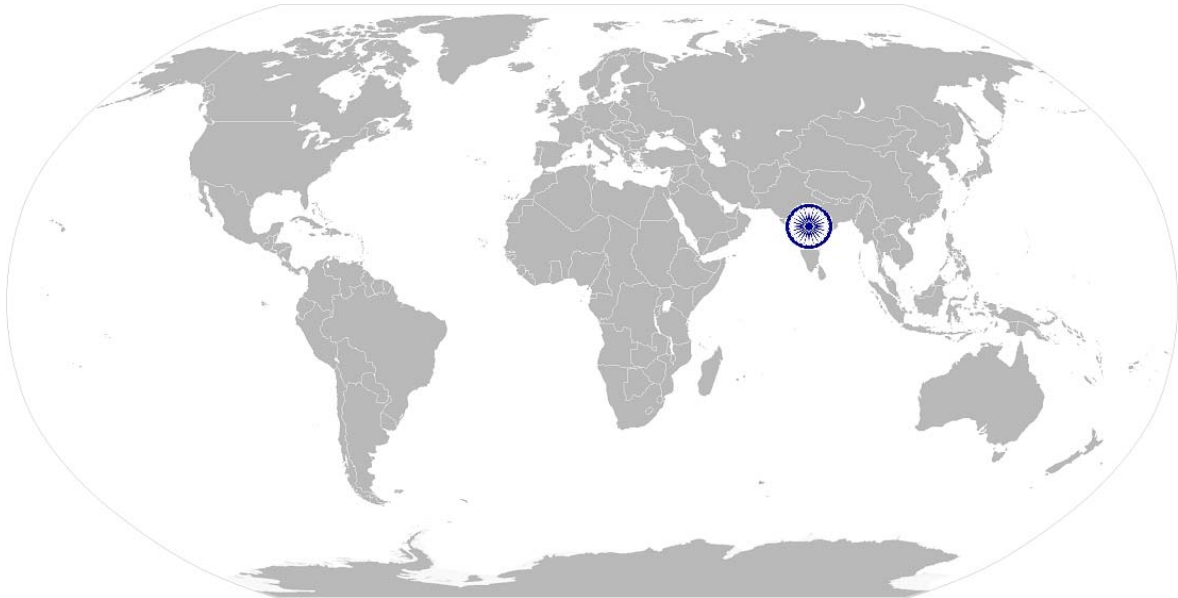
| NOS Code | TSC/ N9002 | | |
|---------------------|------------------|------------------|----------|
| Credits (NSQF) | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 15/12/15 |
| Industry Sub-sector | Processing | Last reviewed on | 25/02/15 |
| Occupation | Washing & Drying | Next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



TSC/ N9003

Maintain health, safety and security at work place

National Occupational Standard



Overview

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

TSC/ N9003

Maintain health, safety and security at work place

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

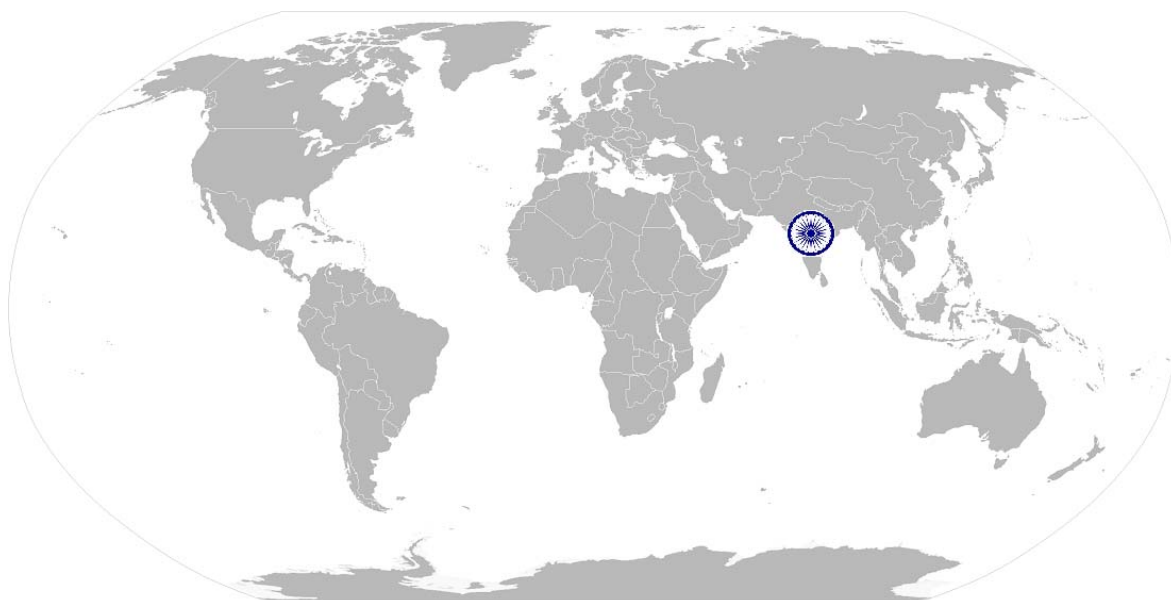
TSC/ N9003
Maintain health, safety and security at work place

| | |
|--|---|
| 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 procedure (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. 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. read and understand the company instructions SA3. read and understand work instructions SA4. read and understand the safety guidelines |
| | Oral Communication (Listening and Speaking skills) |
| | SA1. listen to others attentively SA2. respond to emergencies, accidents or fire at the workplace SA3. evacuate the premises and help others in need while doing so SA4. the value of physical fitness, personal hygiene and good habits SA5. talk with others politely |
| B. Professional Skills | Decision Making |
| | SB1. identify correct safety measure for particular hazard SB2. make required safety plans as and when required |

TSC/ N9003

Maintain health, safety and security at work place

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

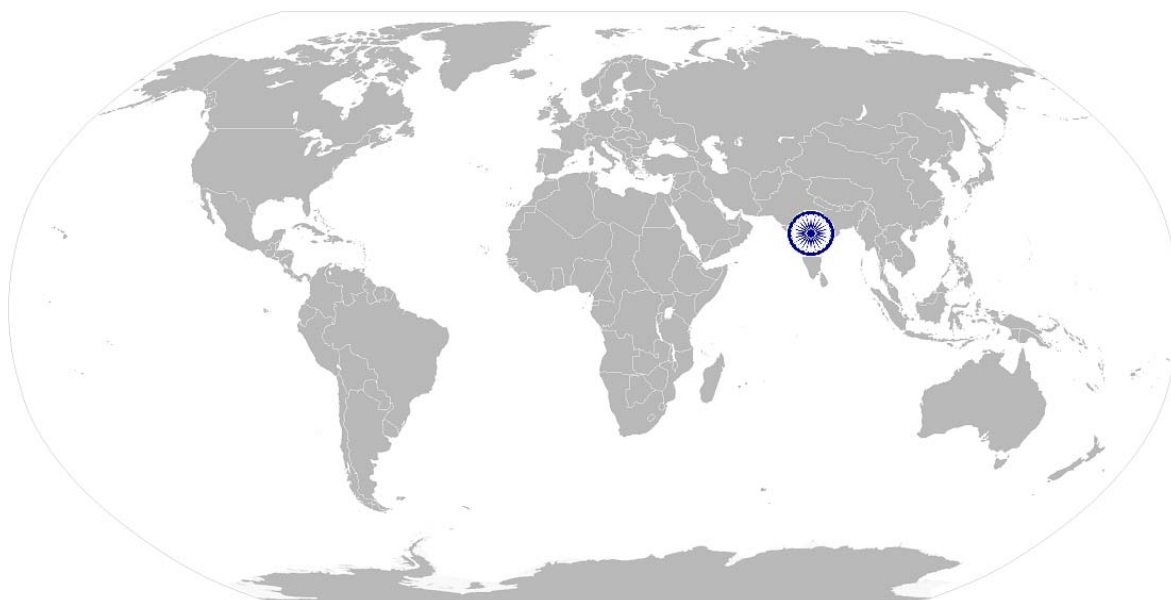


TSC/ N9003

Maintain health, safety and security at work place

NOS Version Control

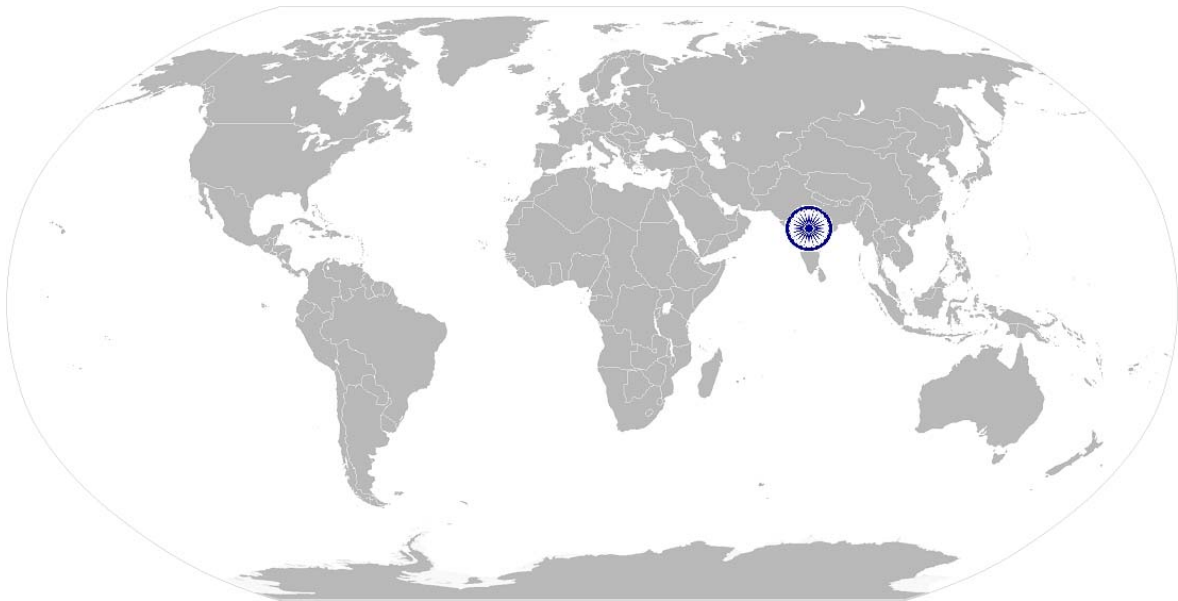
| NOS Code | TSC/ N9003 | | |
|---------------------|-----------------|------------------|----------|
| Credits (NSQF) | TBD | Version number | 1.0 |
| Industry | Textile | Drafted on | 15/12/15 |
| Industry Sub-sector | Processing | Last reviewed on | 25/02/15 |
| Occupation | Washing &Drying | Next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



TSCN9004

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.

TSCN9004

Comply with industry and organizational requirements

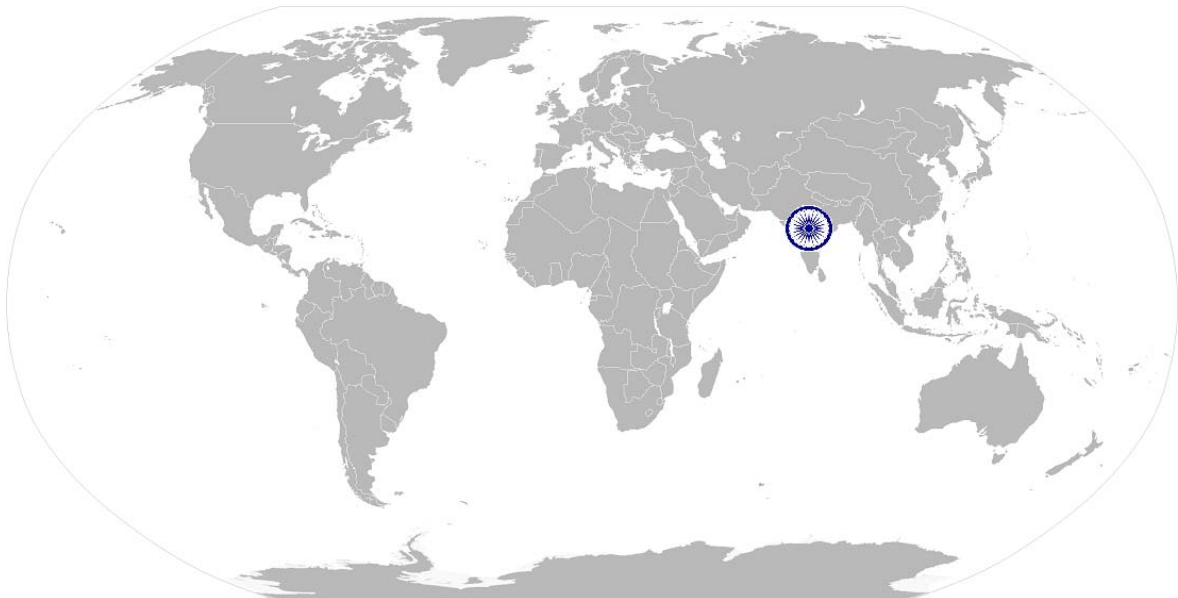
National Occupational Standard

| | |
|--|---|
| 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 | PerformanceCriteria |
| 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 procedure (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. 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 parts of machine |
| Skills (S) | |
| A. Core Skills/ Generic Skills | Writing Skills You need to know and understand how to: SA1. write clear and short sentences Reading Skills |

TSCN9004

Comply with industry and organizational requirements

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

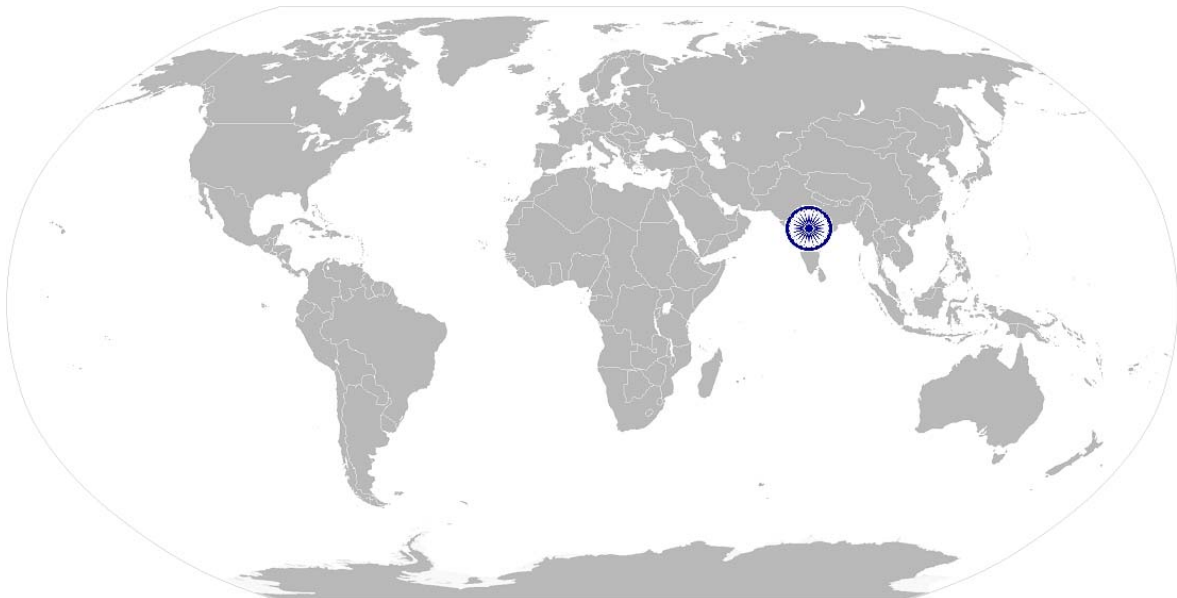


TSCN9004

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 | Washing &Drying | Next review date | 01/03/16 |



Assessment Criteria

Job Role: Washing Range Operator
Qualification Pack: TSC/Q 4601 Washing Range Operator
Sector Skill Council: Textile Sector Skill Council

Guidelines for assessment :-

1. Criteria for assessment for each qualification pack will be created by the Sector Skill Council. Each performance criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for theory & skill practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of question created by the SSC.
3. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre (as per assessment criteria below).
4. To pass the qualification pack, every trainee should score a minimum of 80%.

| National Occupational Standards (NOS) | Performance Criteria (PC) | Total Marks | Out Of | Marks Allocation | | |
|--|---|-------------|----------|------------------|----------|----------|
| | | | | Practical | Theory | Viva |
| 1. TSC/N 5301 Taking charge of shift and handing over shift to Washing Range Operator | PC1. come at least 10 - 15 minutes earlier to the work place | 60 | 2 | 1 | 1 | 0 |
| | PC2. bring the necessary operational tools to the department | | 3 | 2 | 1 | 0 |
| | PC3. meet the previous shift operator and discuss with him /her regarding the issues faced by them with respect to the quality,production,spare,safety or any other specific instruction etc. | | 3 | 2 | 1 | 0 |
| | PC4. understand the fabric being processed & process running on the machine | | 2 | 1 | 1 | 0 |
| | PC5. ensure the technical details are mentioned on the job card display on the machine | | 2 | 2 | 0 | 0 |
| | PC6. check for the availability of the spare trolley for unloading the fabric | | 2 | 2 | 0 | 0 |
| | PC7. check the next batch to be processed is ready near the machine | | 2 | 1 | 1 | 0 |
| | PC8. ensure the required chemicals are already weighed & prepared | | 2 | 0 | 1 | 1 |
| | PC9. check the cleanliness of the machines & other work areas | | 2 | 1 | 1 | 0 |
| | PC10. question the previous shift operator for any deviation in the above and should bring the same to the | | 2 | 1 | 1 | 0 |

Assessment Criteria

| | | | | | | |
|--|---|--|-----------|-----------|-----------|----------|
| | knowledge of his/ her shift superior as well as that of the previous shift | | | | | |
| | PC11. Take charge of the shift from the outgoing operator in a proper manner | | 4 | 2 | 2 | 0 |
| | PC12. ensure in providing the details regarding fabric quality & the process running on the machine | | 2 | 1 | 1 | 0 |
| | PC13. provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine. | | 2 | 1 | 1 | 0 |
| | PC14. ensure the empty trolley is near the machine for unloading the fabric | | 6 | 5 | 0 | 1 |
| | PC15. ensure the next lot to be processed is ready near the machine already stitched & arranged properly | | 2 | 1 | 1 | 0 |
| | PC16. ensure the required chemicals for the next lot or next process are weighed & prepared | | 4 | 1 | 1 | 2 |
| | PC17. get clearance from the incoming counterpart before leaving the work spot | | 4 | 3 | 0 | 1 |
| | PC18. report to his/her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift | | 2 | 1 | 1 | 0 |
| | PC19. ensure, the shift has to be properly handed over to the incoming shift operator | | 5 | 3 | 1 | 1 |
| | PC20. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors | | 2 | 1 | 1 | 0 |
| | PC21. collect the wastes from waste collection bags, weigh them and transport to storage area | | 2 | 2 | 0 | 0 |
| | PC22. ensure the machine and its work place is clean | | 3 | 1 | 1 | 1 |
| | Total | | 60 | 35 | 18 | 7 |

Assessment Criteria

| | | Weightage % | | 58% | 30% | 12% |
|---|---|-------------|-----------|----------|----------|----------|
| 2. TSC/ N 5302 Operating the Washing Range Machine | PC1. understand the task mentioned in the work order | 100 | 4 | 2 | 1 | 1 |
| | PC2. ensure that the machine is empty & clean including guide rolls & squeezing rolls | | 3 | 2 | 1 | 0 |
| | PC3. feed the fabric from the batch or trolley in the center of the machine using fabric centering & compensating devices | | 4 | 2 | 1 | 1 |
| | PC4. ensure fabric is crease-less and evenly fed onto the machine using J-box for continuous operation of machine | | 5 | 3 | 2 | 0 |
| | PC5. know the operations of the machine | | 10 | 8 | 2 | 0 |
| | PC6. read & understand the process being followed to do the task | | 6 | 3 | 1 | 2 |
| | PC7. keep even tension on fabric throughout the process | | 4 | 2 | 2 | 0 |
| | PC8. keep optimum pressure of the squeezer rolls to get good results | | 3 | 2 | 1 | 0 |
| | PC9. set the required temp in all chambers | | 8 | 5 | 2 | 1 |
| | PC10. open the steam valves & drain the condensate in all compartments | | 5 | 3 | 2 | 0 |
| | PC11. dispense the chemicals in the chambers | | 8 | 4 | 1 | 3 |
| | PC12. start the machine & take out fabric either on batch or trolley | | 6 | 2 | 2 | 2 |
| | PC13. check ph & temp & other parameters in all compartments | | 6 | 4 | 1 | 1 |
| | PC14. make sure the machine is kept clean at all times, before loading, while running & after unloading the fabric | | 5 | 3 | 1 | 1 |
| | PC15. follow the preventive maintenance schedule & ensure the machine is running smoothly | | 6 | 4 | 1 | 1 |
| | PC16. check that all controls are functioning properly | | 4 | 3 | 1 | 0 |
| | PC17. clean & empty out the dirt collector as and when required | | 3 | 2 | 1 | 0 |
| | PC18. stop the machine in case of any abnormal sound | | 5 | 3 | 1 | 1 |

Assessment Criteria

| | | | | | | |
|---|--|--------------------|------------|------------|------------|------------|
| | PC19. ensure enough supply of utilities such as water, air & steam for proper functioning of machine | | 5 | 4 | 1 | 0 |
| | Total | | 100 | 61 | 25 | 14 |
| | | Weightage % | | 61% | 25% | 14% |
| 3. TSC/N 5303 Checking the quality of Washed fabric | PC1. take out the sample near the stitch | 40 | 10 | 5 | 3 | 2 |
| | PC2. compare the sample with the standard | | 10 | 6 | 2 | 2 |
| | PC3. check the sample for washing or rubbing fastness | | 10 | 6 | 2 | 2 |
| | PC4. take the sample to your supervisor if the sample is not matching to the standard for decision | | 10 | 6 | 2 | 2 |
| | Total | | 40 | 23 | 9 | 8 |
| | | Weightage % | | 57% | 23% | 20% |
| 4. TSC/ N9001 Maintain work area, tools and machines | PC1. handle materials, machinery, equipment and tools with care and use them in the correct way | 50 | 4 | 2 | 1 | 1 |
| | PC2. use correct lifting and handling procedures | | 4 | 2 | 2 | 0 |
| | PC3. use materials to minimize waste | | 3 | 2 | 1 | 0 |
| | PC4. maintain a clean and hazard free working area | | 3 | 2 | 1 | 0 |
| | PC5. maintain tools and equipment | | 4 | 3 | 0 | 1 |
| | PC6. carry out running maintenance within agreed schedules | | 4 | 2 | 1 | 1 |
| | PC7. carry out maintenance and/or cleaning within one's responsibility | | 3 | 2 | 1 | 0 |
| | PC8. report unsafe equipment and other dangerous occurrences | | 3 | 1 | 2 | 0 |
| | PC9. ensure that the correct machine guards are in place | | 4 | 3 | 1 | 0 |
| | PC10. work in a comfortable position with the correct posture | | 4 | 3 | 1 | 0 |
| | PC11. use cleaning equipment and methods appropriate for the work to be carried out | | 4 | 2 | 1 | 1 |
| | PC12. dispose of waste safely in the designated location | | 3 | 2 | 1 | 0 |
| | PC13. store cleaning equipment safely after use | | 4 | 3 | 0 | 1 |

Assessment Criteria

| | | | | | | |
|--|--|--------------------|-----------|------------|------------|------------|
| | PC14. carry out cleaning according to schedules and limits of responsibility | | 3 | 3 | 0 | 0 |
| | Total | | 50 | 32 | 13 | 5 |
| | | Weightage % | | 64% | 26% | 10% |
| 5.TSC/ N9002 Working in a team | PC1. be accountable to the own role in whole process | 50 | 4 | 2 | 1 | 1 |
| | PC2. perform all roles with full responsibility | | 4 | 2 | 0 | 2 |
| | PC3. be effective and efficient at workplace | | 6 | 4 | 2 | 0 |
| | PC4. properly communicate about company policies | | 3 | 2 | 0 | 1 |
| | PC5. report all problems faced during the process | | 3 | 2 | 0 | 1 |
| | PC6. talk politely with other team members and colleagues | | 4 | 2 | 1 | 1 |
| | PC7. submit daily report of own performance | | 5 | 3 | 1 | 1 |
| | PC8. adjust in different work situations | | 3 | 2 | 1 | 0 |
| | PC9. give due importance to others' point of view | | 4 | 2 | 0 | 2 |
| | PC10. avoid conflicting situations | | 4 | 3 | 1 | 0 |
| | PC11. develop new ideas for work procedures | | 6 | 4 | 2 | 0 |
| | PC12. improve upon the existing techniques to increase process efficiency | | 4 | 1 | 1 | 2 |
| | Total | | 50 | 29 | 10 | 11 |
| | | Weightage % | | 58% | 20% | 22% |
| 6. TSC/ N9003 Maintain health, safety and security at workplace | PC1. comply with health and safety related instructions applicable to the workplace | 50 | 2 | 1 | 1 | 0 |
| | PC2. use and maintain personal protective equipment such as "ear plug", " nose mask ", " head cap" etc., as per protocol | | 2 | 1 | 1 | 0 |
| | PC3. carry out own activities in line with approved guidelines and procedures | | 3 | 1 | 1 | 1 |
| | PC4. maintain a healthy lifestyle and guard against dependency on intoxicants | | 2 | 2 | 0 | 0 |
| | PC5. follow environment management system related procedures | | 2 | 1 | 1 | 0 |

Assessment Criteria

| | | | | |
|---|---|---|---|---|
| PC6. identify and correct (if possible) malfunctions in machinery and equipment | 2 | 1 | 1 | 0 |
| PC7. report any service malfunctions that cannot be rectified | 3 | 3 | 0 | 0 |
| PC8. store materials and equipment in line with organisational requirements | 2 | 1 | 1 | 0 |
| PC9. safely handle and remove waste | 2 | 1 | 1 | 0 |
| PC10. minimize health and safety risks to self and others due to own actions | 2 | 1 | 0 | 1 |
| PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks | 2 | 1 | 0 | 1 |
| PC12. monitor the workplace and work processes for potential risks and threat | 2 | 1 | 1 | 0 |
| PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned | 2 | 1 | 1 | 0 |
| PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel | 2 | 2 | 0 | 0 |
| PC15. participate in mock drills/ evacuation procedures organized at the workplace | 2 | 1 | 1 | 0 |
| PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so | 2 | 2 | 0 | 0 |
| PC17. take action based on instructions in the event of fire, emergencies or accidents | 2 | 2 | 0 | 0 |
| PC18. follow organisation procedures for shutdown and evacuation when required | 2 | 1 | 1 | 0 |
| PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry | 2 | 1 | 0 | 1 |
| PC20. recognise other possible security issues existing in the workplace | 2 | 1 | 1 | 0 |
| PC21. recognise different measures to curb the hazards | 3 | 1 | 1 | 1 |
| PC22. communicate the safety plan to everyone | 2 | 1 | 0 | 1 |
| PC23. attach disciplinary rules with the | 3 | 1 | 1 | 1 |

Assessment Criteria

| | | | | | | |
|---|--|-------------|-----|-----|-----|-----|
| | implementation | | | | | |
| | Total | | 50 | 29 | 14 | 7 |
| | | Weightage % | | 58% | 28% | 14% |
| 7. TSC/ N9004 Comply with industry and organisational requirements | PC1. perform own duties effectively | 50 | 4 | 2 | 1 | 1 |
| | PC2. take responsibility for own actions | | 4 | 2 | 2 | 0 |
| | PC3. be accountable towards the job role and assigned duties | | 3 | 2 | 0 | 1 |
| | PC4. take initiative and innovate the existing methods | | 4 | 2 | 1 | 1 |
| | PC5. focus on self-learning and improvement | | 4 | 3 | 1 | 0 |
| | PC6. co-ordinate with all the team members and colleagues | | 3 | 2 | 0 | 1 |
| | PC7. communicate politely | | 4 | 4 | 0 | 0 |
| | PC8. avoid conflicts and miscommunication | | 4 | 2 | 1 | 1 |
| | PC9. know the organisational standards | | 3 | 3 | 0 | 0 |
| | PC10. implement them in your performance | | 4 | 2 | 1 | 1 |
| | PC11. motivate others to follow them | | 4 | 2 | 2 | 0 |
| | PC12. know the industry standards | | 5 | 3 | 1 | 1 |
| | PC13. align them with organisation standards | | 4 | 2 | 1 | 1 |
| | Total | | 50 | 31 | 11 | 8 |
| | | Weightage % | | 62% | 22% | 16% |
| | Grand Total | | 400 | 240 | 100 | 60 |