

## 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 – Combing Preparatory Tenter

**SECTOR:** TEXTILE

**SUB-SECTOR:** SPINNING

**OCCUPATION:** SPINNING PREPARATORY

**REFERENCE ID:** TSC/Q 0103

**ALIGNED TO:** NCO-2004 /7431.54

**Brief Job Description:** A combing preparatory tenter is responsible to carry out tenting activities in the combing preparatory machine. He should be able to operate the combing preparatory machine, ensure proper feeding of carded or drawing sliver, piece the sliver on breakage, doff the comber laps and transport to the combing area

**Personal Attributes:** This job requires the individual to have thorough knowledge in process flow and material flow in a textile mill for yarn production and should be able to know the important functions and operations of all the machines in combing department.

Job Details	Qualifications Pack Code	TSC/Q 0103		
	Job Role	Combing Preparatory Tenter		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/14
	Sub-sector	Spinning	Last reviewed on	25/02/15
	Occupation	Spinning Preparatory	Next review date	01/03/16
	Job Role	Combing Preparatory Operator		
	Role Description	A combing preparatory operator is responsible to carry out tenting activities in the combing preparatory machine.		
	NSQF level	4		
	Minimum Educational Qualifications	5 <sup>th</sup> standard, preferably		
	Maximum Educational Qualifications	N/A		
	Training (Suggested but not mandatory)	Not Applicable		
	Experience	Preferably 1-2 years of work experience in a textile mill.		
	National Occupational Standards (NOS)	<b>Compulsory:</b> <ol style="list-style-type: none"> <li>1. <a href="#">TSC/ N0107 Taking charge of shift and handing over shift to Combing Preparatory Operator</a></li> <li>2. <a href="#">TSC/ N0108 Operating the combing preparatory machines</a></li> <li>3. <a href="#">TSC/ N0109 Carryout creeling, piecing and doffing activities at Combing preparatory</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		

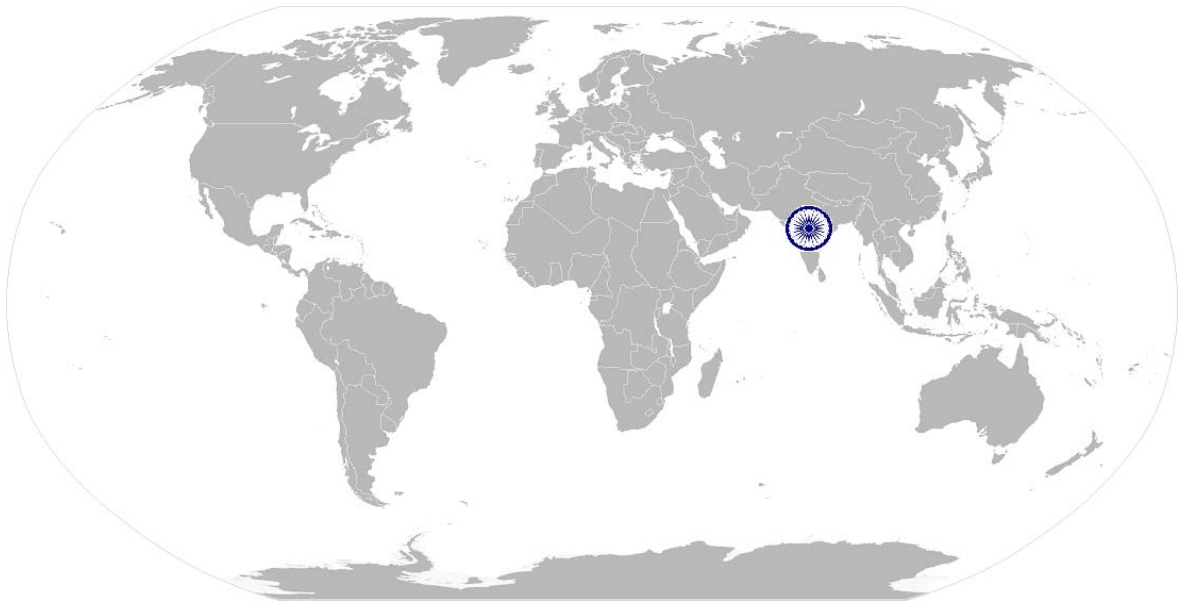
Table 1: Glossary of Key Terms

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.
<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 Qualification Framework
NCO	National Classification of Occupations
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation

TSC/ N0107 Taking charge of shift and handing over shift to Combing Preparatory Operator

# National Occupational Standard



## Overview

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

TSC/ N0107

Taking charge of shift and handing over shift to Combing Preparatory Tenter

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<b>Unit Code</b>	<b>TSC/ N0107</b>
<b>Unit Title (Task)</b>	<b>Taking charge of shift and handing over shift to Combing Preparatory Operator</b>
<b>Description</b>	This unit is about taking charge of shift from previous shift Combing preparatory operator and relieving the responsibilities to the next shift Combing preparatory operator
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>Taking charge of shift from Combing preparatory operator</li> <li>Handing over the shift to Combing preparatory operator</li> </ul>
<b>Elements</b>	<b>Performance Criteria</b>
<b>Taking charge of shift from Combing preparatory operator</b>	<p>To be competent, you must be able to:</p> <p>PC1. come at least 10 - 15 minutes earlier to the work spot</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 hank produced, colour coding, followed in the combing preparatory and combing department for his allocated number of machines</p> <p>PC5. ensure the technical details are mentioned in the display board check for the availability of the sliver and sliver cans in storage area</p> <p>PC6. ensure all the machines are running properly, machines which are not running and problems if any should be clarified with the supervisor and operator</p> <p>PC7. ensure proper functioning of combing preparatory machine parts</p> <p>PC8. check the cleanliness of the machines &amp; other work areas</p> <p>PC9. check whether any spare/raw material/ tool / yarn / any other materials are thrown under the machines or in the other work areas.</p> <p>PC10. should 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. ensure the wastes collection boxes are empty while taking charge of shift</p> <p>PC12. ensure the work spot is clean</p> <p>PC13. ensure carding can randomization</p> <p>PC14. take over the shift from the outgoing shift operator in a proper manner</p>
<b>Handing over the shift to Combing preparatory operator</b>	<p>PC15. ensure in providing the details regarding hank produced, colour coding followed in the combing preparatory for his allocated number of machines</p> <p>PC16. provide all relevant information regarding the hank produced, , damaged machine parts if any</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 supervisor 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/</p>



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**Taking charge of shift and handing over shift to Combing Preparatory Tender**

	<p>any other issue faced in his/her shift and should leave the department only after getting concurrence for the same from his/ her superiors</p> <p>PC21. collect the wastes from waste collection bags, weigh them and transport to storage area</p> <p>PC22. ensure the work spot is clean</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KB1. standard operating procedures (SOP) and regulations in a spinning / textile mill</p> <p>KB2. safe working practices to be adopted in spinning / textile mill</p> <p>KB3. quality systems and other processes practiced in the spinning / textile mill</p> <p>KB4. reporting to the supervisor or higher authority in case of emergency</p> <p>KB5. color coding adopted for different hanks in the textile spinning / textile mill</p>
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KB1. understanding the importance of</p> <ul style="list-style-type: none"> <li>• types of fibres</li> <li>• types of sliver</li> <li>• sliver defects</li> <li>• comber lap defects</li> </ul> <p>KB2. process flow in a textile spinning / textile mill</p> <p>KB3. material flow in a textile spinning / textile mill</p> <p>KB4. importance of combing and combing preparatory</p> <p>KB5. functions of different parts of lap former</p> <p>KB6. importance of colour coding followed for different hanks</p> <p>KB7. guidelines for operating the lap former machine</p> <p>KB8. understanding the functions of different signal lamps</p> <p>KB9. guidelines for taking charge of shift from previous shift Combing preparatory operator</p> <p>KB10. guidelines for handing over the shift to the next shift Combing preparatory operator</p> <p>KB11. importance of material handling and types of material handling equipments used equipments</p> <p>KB12. functions and methodology for operating different material handling tools</p> <p>KB13. knowledge of waste collection system &amp; equipments used</p> <p>KB14. importance of cleanliness at workplace</p> <p>KB15. safety procedures to be followed</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:

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	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: SB4. apply good attention to detail SB5. check your work is complete and free from errors You need to know and understand how to: SB6. procedure to patrol around the combing preparatory machine SB7. procedure to operate the different mechanisms in lap former SB8. procedure for patrolling around the combing preparatory department and identifying worn out or damaged machine parts SB9. procedure to check the quality of sliver, comber lap and proper functioning of machine parts in combing preparatory machine SB10. procedure for operating different material handling tools and equipments SB11. maintain neatness at work



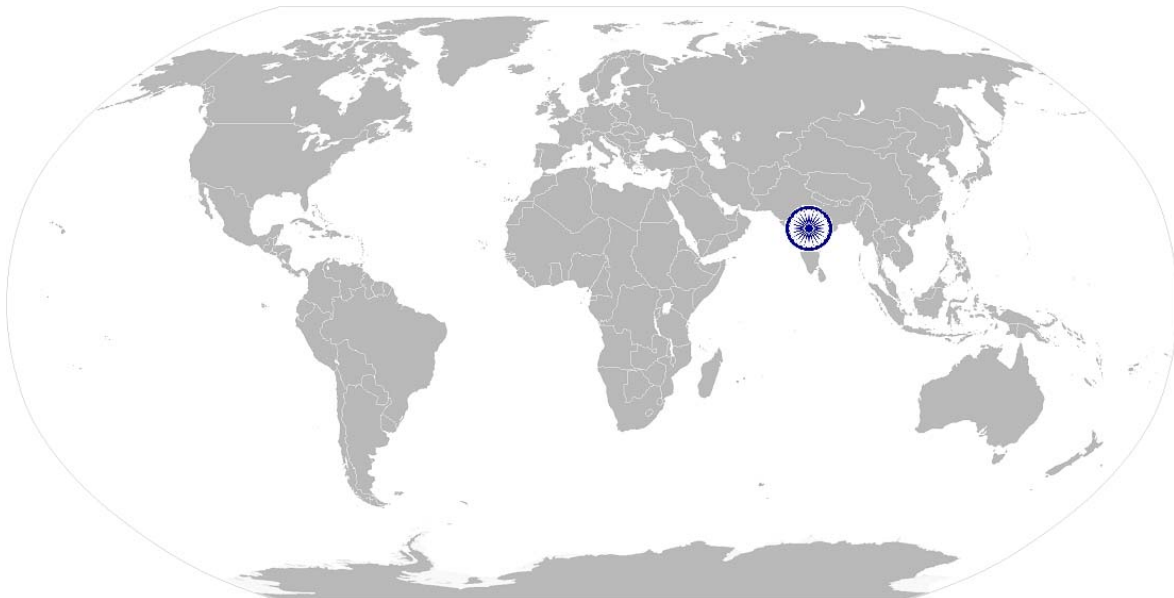


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**Taking charge of shift and handing over shift to Combing Preparatory Tenter**

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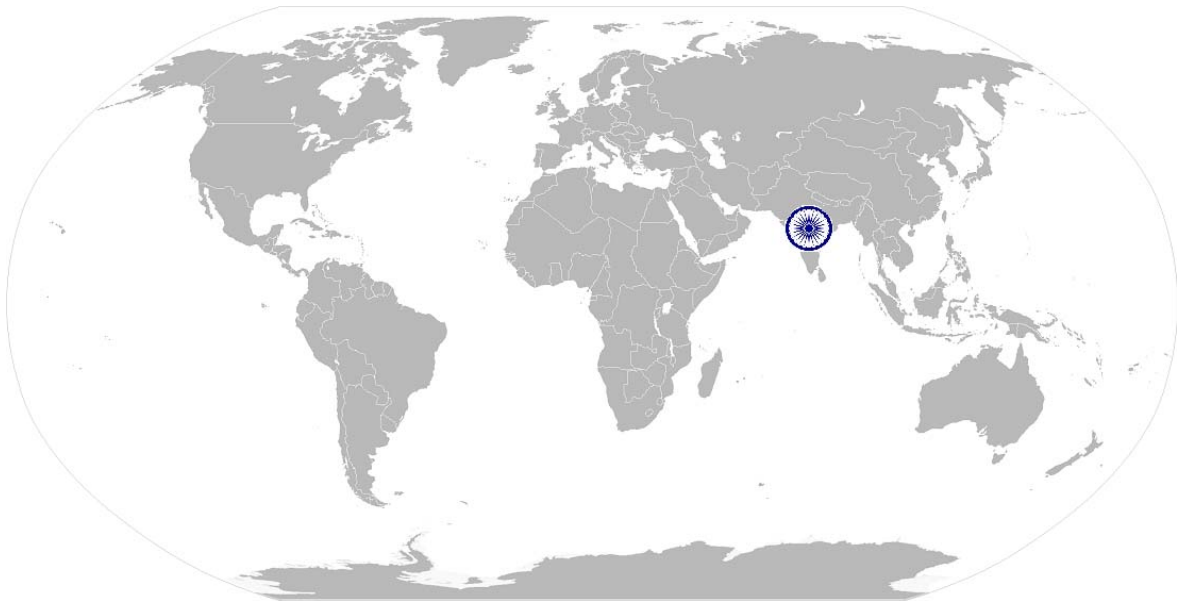
NOS Code	TSC/ N0107		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16



TSC/ N0108

Operating the combing preparatory machine

# National Occupational Standard



## Overview

This unit is about carrying out procedure for operating the combing preparatory machines and carrying out cleaning and maintenance activities

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Operating the combing preparatory machine

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<b>Unit Code</b>	<b>TSC/ N0108</b>
<b>Unit Title (Task)</b>	<b>Operating the combing preparatory machine</b>
<b>Description</b>	This unit is about carrying out procedure for operating the combing preparatory machines and carrying out cleaning and maintenance activities
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>Operating the machine</li> <li>carryout cleaning activities</li> <li>carryout maintenance activities</li> <li>Material handling and safety at workplace</li> <li>Other tenting responsibilities</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
Operating the machine	<p>To be competent ,you must be able to:</p> <p>PC1. ensure that necessary changes and tests are carried out and follow the instructions of the superiors before running the machine</p> <p>PC2. to operate the control switches for starting and stopping the machine</p> <p>PC3. following the different signal lamps used in machines</p> <p>PC4. identify the mixing by looking at the hank board affixed on the machine</p> <p>PC5. ensure proper functioning of lap former by verifying in the display panel</p> <p>PC6. check whether the sliver is properly fed</p> <p>PC7. properly creel the carding or drawn sliver in creel</p> <p>PC8. piece the sliver during breakage</p> <p>PC9. doff the lap</p> <p>PC10. view the display panel and identify the reasons for machine stoppages if any</p> <p>PC11. ensure the machine is running in the set speed by viewing the display panel</p> <p>PC12. ensure the working area is clean</p>
Carryout cleaning activities	<p>PC13. ensure the lap produced is free from surface damages</p> <p>PC14. clean the wastes around the machine</p> <p>PC15. segregate the wastes collected and deposit at the respective waste bins</p> <p>PC16. remove the defect in slivers if any</p> <p>PC17. support the mechanic while carrying out cleaning &amp; maintenance activities</p> <p>PC18. use proper tools for cleaning</p> <p>PC19. carryout cleaning activities in creeling zone, drafting zone, and delivery zone at the scheduled intervals</p> <p>PC20. clean the drafting zone twice in a shift and remove cotton stickings in the rollers, bearings etc</p> <p>PC21. ensure safety while carrying out cleaning</p> <p>PC22. ensuring the wastes collected are deposited in the respective waste box</p> <p>PC23. ensure drawing area is clean</p>
Carryout maintenance activities	<p>PC24. ensure the sliver is uniformly creeled and fed</p> <p>PC25. support the fitter for carrying out maintenance activities</p> <p>PC26. ensure the draft variation on CV% is within the limits and if it's abnormal report it to superiors.</p>

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**Operating the combing preparatory machine**

	<p>PC27. attend roller lapping, chocking of sliver and ensure minimum waste</p> <p>PC28. carry out wheel changes/ hank changes as per supervisor's/shift officer's instructions</p> <p>PC29. ensure roller lapping doesn't happen frequently</p> <p>PC30. release the pressure on top rollers when the machine is to be stopped for longer duration</p> <p>PC31. failure of stop motions and breakdown should be reported to superiors</p> <p>PC32. inform the supervisor and maintenance incharge in case of a jam</p> <p>PC33. report to the superior and support him / the concerned for carrying out maintenance activities ,in case of any break-downs,</p> <p>PC34. support the fitter during minor breakdown</p>
Material handling and safety at workplace	<p>PC35. ensure proper material handling of sliver, sliver can, spool and lap</p> <p>PC36. ensure using proper material handling of tools and equipments</p> <p>PC37. ensure safety while operating the lap former machine</p> <p>PC38. ensure using of safety gadgets like caps, masks and shoes and verifying the safety stop motions</p>
Other tenting responsibilities	<p>PC39. ensure the lap produced is free from outside damages</p> <p>PC40. inform superiors immediately, if any break down or fault in the machine is noticed</p> <p>PC41. ensure the proper functioning of signal lamps</p> <p>PC42. ensure that machine is working properly, if any deviations inform superiors immediately</p> <p>PC43. collect the reusable wastes and weigh them at shift end and place them in specified area</p> <p>PC44. provide all relevant information's of the current working process to the next shift operator before relieving.</p>
<b>knowledge and understanding (k)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. the organization's policies &amp; standard operating procedures (SOP)</p> <p>KA2. should have an awareness, knowledge of customers</p> <p>KA3. potential hazards associated with the machines and the safety precautions that must be taken</p> <p>KA4. protocol to obtain more information on work related tasks</p> <p>KA5. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials &amp; equipments</p> <p>KA6. details of the various job roles &amp; responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets &amp; review with superiors</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining /giving feed back with respect to performance</p> <p>KA11. importance of team work .harmonious working relationships</p> <p>KA12. process for offering /obtaining work related assistance</p> <p>KA13. responsibilities under health, safety and environmental legislation</p> <p>KA14. guidelines for storage &amp; disposal of waste materials</p>
<b>B. Technical/Domain</b>	You need to know and understand:

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**Operating the combing preparatory machine**

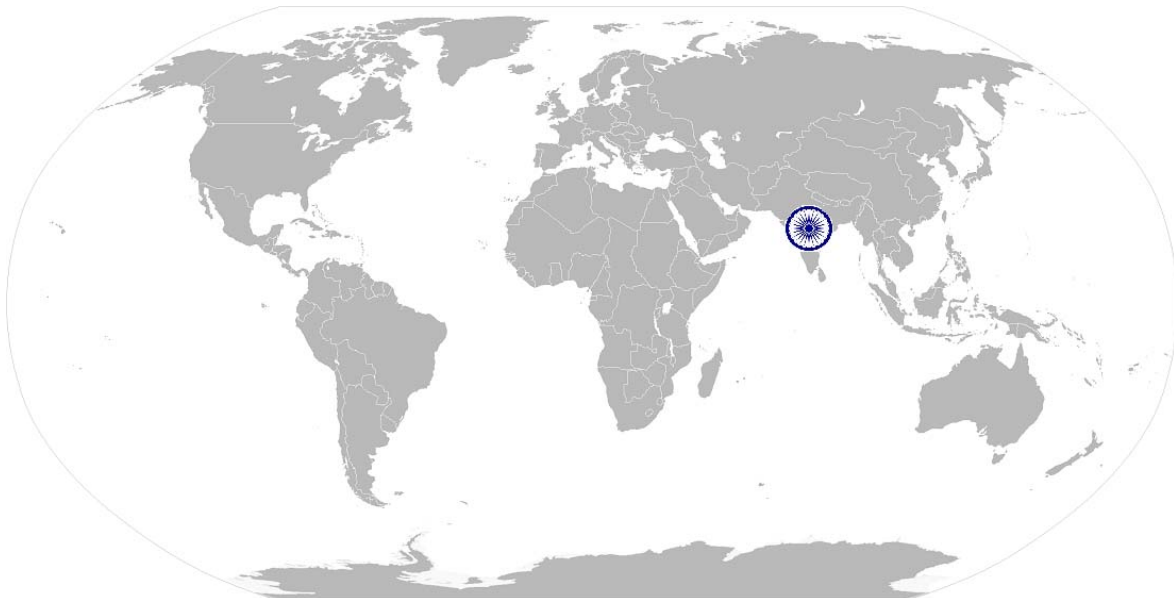
<b>Knowledge of product</b>	<p>KB1. process and material flow in a spinning / textile mill</p> <p>KB2. understanding the importance of fibers, types of yarn, , types of sliver, sliver hank, lap</p> <p>KB3. importance of sliver and lap quality</p> <p>KB4. importance of combing and combing preparatory</p> <p>KB5. functions of various parts in a lap former</p> <p>KB6. importance &amp; functions of different signal lamps</p> <p>KB7. importance of drafting</p> <p>KB8. different control buttons used</p> <p>KB9. knowledge of different functions in display panel and procedure to operate the lap former</p> <p>KB10. types of wastes and procedure for collecting and segregating wastes</p> <p>KB11. guidelines for operating the material handling tools and equipments</p> <p>KB12. importance of cleanliness at work place</p> <p>KB13. guidelines for carrying out cleaning activities</p> <p>KB14. guidelines for carrying out maintenance activities</p> <p>KB15. importance of material handling</p> <p>KB16. types of material handling equipments used</p> <p>KB17. functions and methodology for operating different material handling equipments</p> <p>KB18. importance of safety at workplace</p> <p>KB19. safety gadgets used in a textile mill</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>Participation</b>
	On the job the individual should be able to: SA3. read, write and communicate orally in local language SA4. plan and manage work routine based on instructions from supervisor SA5. participate in the " quality circles" that will be formed by the superiors
	You need to know and understand : SA6. procedure to identify and remove the defects in sliver and lap SA7. procedure for cleaning the wastes and waste segregation SA8. procedure to remove roller lapping SA9. procedure to carryout cleaning activities SA10. procedure for cleaning mechanisms of the creel zone, drafting zone and delivery zone SA11. procedure to carryout basic maintenance activities SA12. maintain cleanliness at work place

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**Operating the combing preparatory machine**

**NOS Version Control**

NOS Code	TSC/ N0108		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16

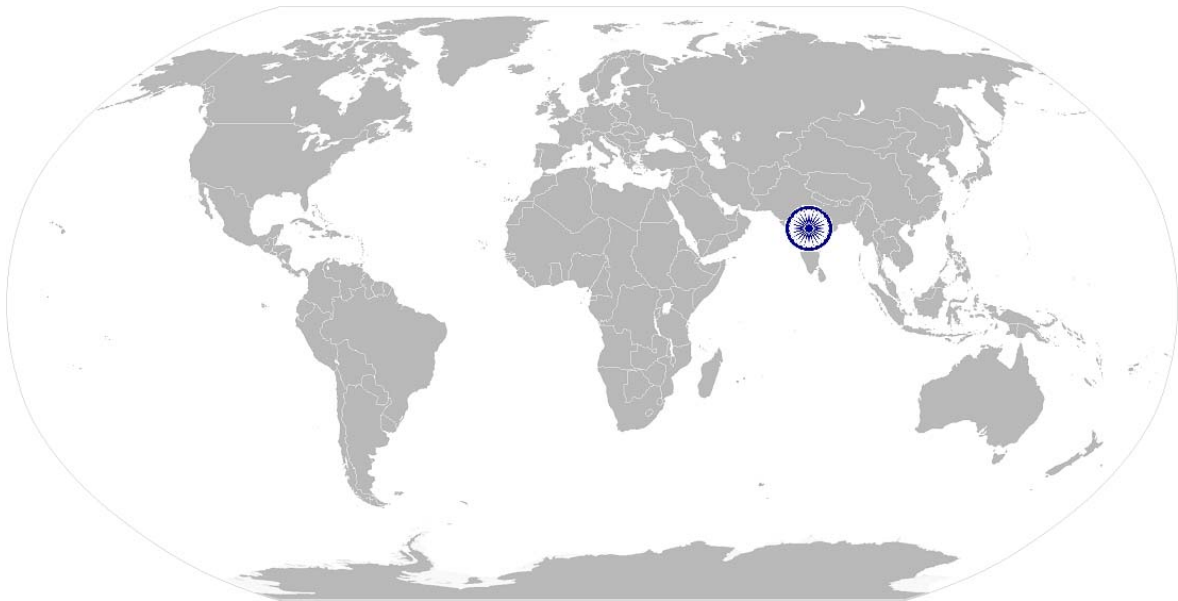




TSC /N0109

Carryout creeling, piecing and doffing activities at Combing preparatory

# National Occupational Standard



## Overview

This unit is about carrying out tenting, cleaning and maintenance activities in Combing preparatory .

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**Carryout creeling, piecing and doffing activities at Combing preparatory**

<b>Unit Code</b>	<b>TSC/ N0109</b>
<b>Unit Title (Task)</b>	<b>Carryout creeling, piecing and doffing activities at Combing preparatory</b>
<b>Description</b>	This unit is about carrying out tenting, cleaning and maintenance activities in combing preparatory
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>▪ Creeling the sliver</li> <li>▪ Attending the machine on sliver breakage</li> <li>▪ Piecing the sliver at creel zone</li> <li>▪ Mending the delivery zone breakage</li> <li>▪ Checking the quality of piecing</li> <li>▪ To carryout doffing activity</li> <li>▪ Post doffing activities</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
Creeling the sliver	<p>To be competent ,you must be able to:</p> <p>PC1. understand the mixings, hanks and the color codification used</p> <p>PC2. ensure the correct hank of slivers cans are taken for creeling</p> <p>PC3. follow proper color coding of sliver cans</p> <p>PC4. creel the required number of cans and drawing the sliver forward</p> <p>PC5. ensure proper creeling procedure is followed for creeling the slivers</p> <p>PC6. draw the slivers to the drafting zone</p> <p>PC7. ensure the slivers are passed through all guide rollers and stop motions</p> <p>PC8. ensure proper material handling of slivers and sliver cans</p>
Attending the machine on sliver breakage	<p>PC9. identify the machine stoppage by viewing the signal lamps and in display panel</p> <p>PC10. identify the reasons for machine stoppage</p> <p>PC11. ensure minimum time is taken for attending the sliver breakage</p>
Piecing the sliver at creel zone	<p>PC12. ensure that the sliver passes through the creeling section without affecting the quality of sliver</p> <p>PC13. ensure proper length of sliver is available for piecing</p> <p>PC14. piece the broken sliver together in the event of sliver breakage at creel section</p> <p>PC15. piece the sliver between cans in the event of sliver exhaust in sliver can and replacement with a full sliver can</p> <p>PC16. ensure standard piecing procedure is adopted and quality of piecing is as per standards</p> <p>PC17. ensure minimum time is taken for piecing the sliver</p> <p>PC18. keep the sliver waste in the waste collection pocket provided to each tenter and then put in the waste collection box</p>
Mending the delivery zone breakage	<p>PC19. collect the slivers, draw the slivers through creel table, mend the broken ends and condense through the calendaring rollers and wind on the spool</p>

**TSC /N0109**

**Carryout creeling, piecing and doffing activities at Combing preparatory**

	<p>PC20. ensure proper procedure is followed for mending</p> <p>PC21. ensure proper functioning of machine post mending</p> <p>PC22. store the wastes collected during mending in respective waste box</p> <p>PC23. segregate the reusable wastes, weigh and record them in a register</p> <p>PC24. transfer the reusable wastes to storage area</p> <p>PC25. ensure standard procedure is adopted for mending and quality of piecing is as per standards</p> <p>PC26. ensure minimum time is taken for piecing the sliver</p> <p>PC27. ensure safety while carrying out piecing activity</p>
Checking the quality of piecing	<p>PC28. verify the quality of piecing done in the sliver</p> <p>PC29. ensure that sliver tension in the creeling section is appropriate</p> <p>PC30. ensure proper functioning of the machine</p>
Carrying out doffing	<p>PC31. collect the empty spools from comber</p> <p>PC32. ensure that empty spools are clean</p> <p>PC33. clean the empty spools if needed</p> <p>PC34. feed the empty spools in the reserve holder</p> <p>PC35. ensure whether the machine is ready for doffing by viewing the details in display panel</p> <p>PC36. keep the required number of spools in the reserve holder for automatic lap change</p> <p>PC37. ensure proper doffing in the lap former</p> <p>PC38. ensure that lap trolley is kept ready near the machine for doffing</p>
Post doffing responsibilities	<p>PC39. ensure that the comber lap are properly doffed and placed in the lap trolley</p> <p>PC40. ensure proper functioning of lap former post doffing</p> <p>PC41. ensure proper material handling of comber lap</p> <p>PC42. ensure proper material handling of lap trolleys</p> <p>PC43. take care during hank change to avoid mix up of laps</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a spinning / textile mill</p> <p>KA2. safe working practices to be adopted in spinning/ textile mill</p> <p>KA3. quality systems and other processes practiced in the spinning / textile mill</p> <p>KA4. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different hanks in the spinning /textile mill</p>
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KB1. process flow and material flow in spinning / textile mill</p> <p>KB2. functions of combing preparatory machine</p> <p>KB3. functions of control switches and signal lamps</p> <p>KB4. importance of piecing /mending</p> <p>KB5. importance of doffing</p> <p>KB6. importance of color coding</p> <p>KB7. importance of sliver and lap quality</p> <p>KB8. guidelines for creeling and piecing the sliver</p> <p>KB9. guidelines and precautions for mending the lap</p>

**TSC /N0109**

**Carryout creeling, piecing and doffing activities at Combing preparatory**

	<p>KB10. guidelines and precautions for carrying out doffing activity</p> <p>KB11. knowledge of different functions in display panel and procedure to operate the machine</p> <p>KB11. types of wastes and importance of collecting waste</p> <p>KB12. importance of cleanliness and safety at work place</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:
<b>B. Professional Skills</b>	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>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:
	SB4. apply good attention to detail
	SB5. check your work is complete and free from errors
	You need to know and understand :
	SB6. procedure for creeling the sliver cans
	SB7. procedure for piecing the sliver at creel zone
	SB8. procedure for condensing the sliver and feeding to drafting zone
	SB9. procedure for clearing the roller lapping
	SB10. standard operating procedure for carrying out piecing activity
	SB11. standard operating procedure for carrying out doffing activity
	SB12. procedure for segregating the different types of cotton wastes
	SB13. procedure for storing reusable wastes and weighing them
	SB14. procedure for material handling of sliver, sliver cans, comber lap and lap trolleys
	SB15. maintain cleanliness at work

**TSC /N0109 Carryout creeling, piecing and doffing activities at Combing preparatory**

**NOS Version Control**

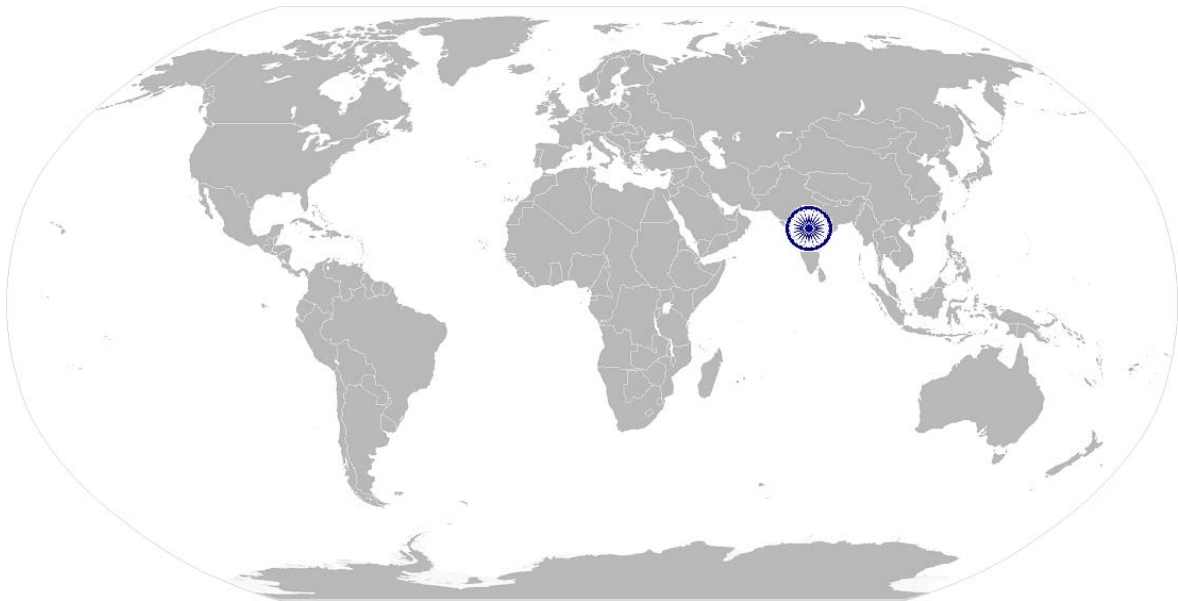
NOS Code	TSC/N0109		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16



TSC/ N9001

Maintain work area, tools and machine

# National Occupational Standard



## Overview

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



TSC/ N9001

Maintain work area, tools and machine

National Occupational Standard	Unit Code	TSC/ N9001
	Unit Title (Task)	Maintain work area, tools and machines
	Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
	Scope	<b>This unit covers the following:</b> <ul style="list-style-type: none"> <li>Maintain the work area, tools and machines</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	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>
	<b>Knowledge and Understanding (K)</b>	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organizational standard operating procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving with 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 organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p> <p>KA11. equipment operating procedures / supervisor's instructions</p>
	B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. 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 machine**

	<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 minimizing 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>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading Skills</b>
	You need to know and understand how to:
	SA1. comprehend written instructions
	SA2. read any application sent by other colleagues
<b>B. Professional Skills</b>	<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
<b>B. Professional Skills</b>	SA5. talk to others to convey information effectively
	<b>Problem Solving</b>
	You need to know and understand how to:
	SB1. identify the real reason of problem faced
<b>B. Professional Skills</b>	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:
<b>B. Professional Skills</b>	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 :
<b>B. Professional Skills</b>	SB8. communicate effectively
	SB9. apply leadership skills wherever required
	SB10. take initiative at the right place
	SB11. understand the requirement to be creative

**TSC/ N9001**

**Maintain work area, tools and machine**

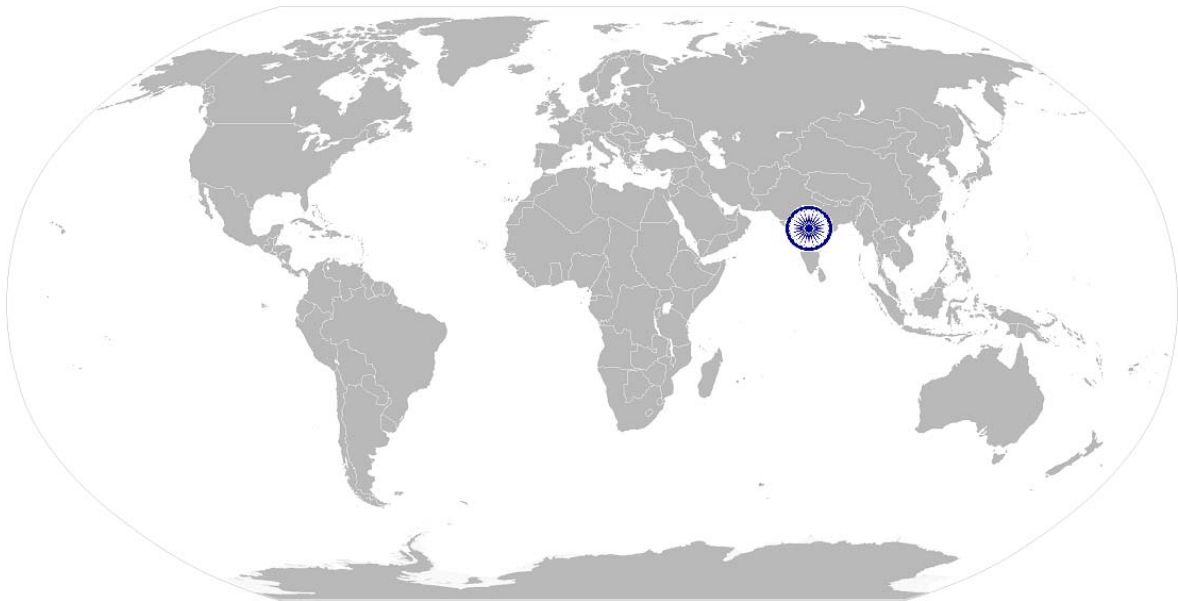
**NOS Version Control**

NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	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 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
Creative freedom	PC11. develop new ideas for work procedures PC12. 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 textile mill KA2. procedure followed to get the final output in the textile mill KA3. safe working practices to be adopted in textile mill KA4. reporting to the supervisor or higher authority about any grievances faced
<b>B. Technical Knowledge</b>	you need to know and understand: 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 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 clear and short sentences SA2. write daily work report SA3. write grievance complaint application <b>Reading Skills</b>

**TSC/ N9002 Working in a team**

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

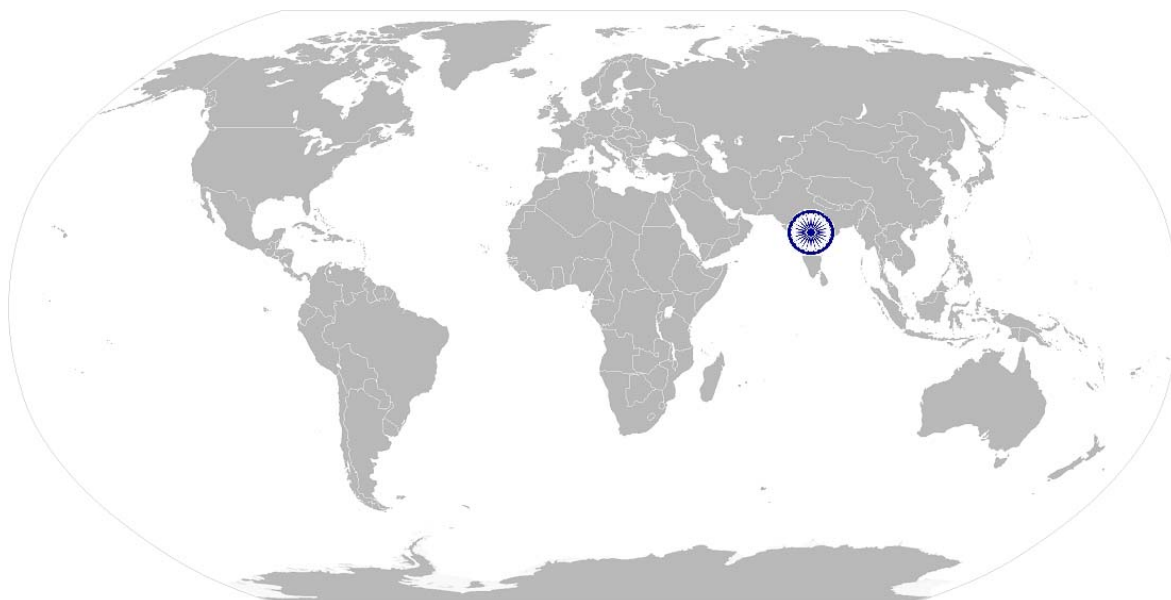




## TSC/ N9002 Working in a team

### NOS Version Control

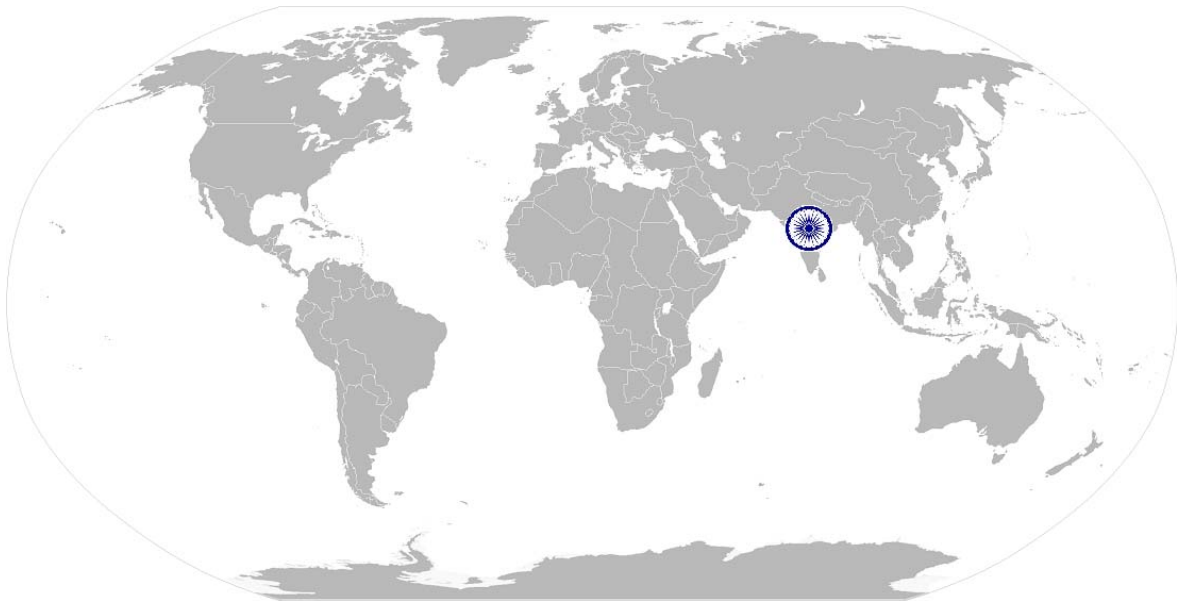
NOS Code	TSC/ N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16



TSC/ N9003

Maintain health, safety and security at work place

# National Occupational Standard



## Overview

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

**TSC/ N9003**

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

Unit Code	TSC/ N9003
Unit Title (Task)	Maintain health, safety and security at work place
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>Comply with health, Safety and security requirements at work</li> <li>Recognizing the hazards</li> <li>Planning the safety techniques</li> <li>Implementing the programs</li> </ul>
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Comply with health, Safety and security requirements at work	<p>To be competent, you must be able to:</p> <p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment such as “ear plug”, “ nose mask “, “ head cap” etc., as per protocol</p> <p>PC3. carry out own activities in line with approved guidelines and procedures</p> <p>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. follow environment management system related procedures</p> <p>PC6. identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. report any service malfunctions that cannot be rectified</p> <p>PC8. store materials and equipment in line with organisational requirements</p> <p>PC9. safely handle and remove waste</p> <p>PC10. minimize health and safety risks to self and others due to own actions</p> <p>PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. monitor the workplace and work processes for potential risks and threat</p> <p>PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. follow organisation procedures for shutdown and evacuation when required</p>
Recognizing the hazards	<p>PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry</p> <p>PC20. recognise other possible security issues existing in the workplace</p>
Planning the safety	PC21. recognise different measures to curb the hazards

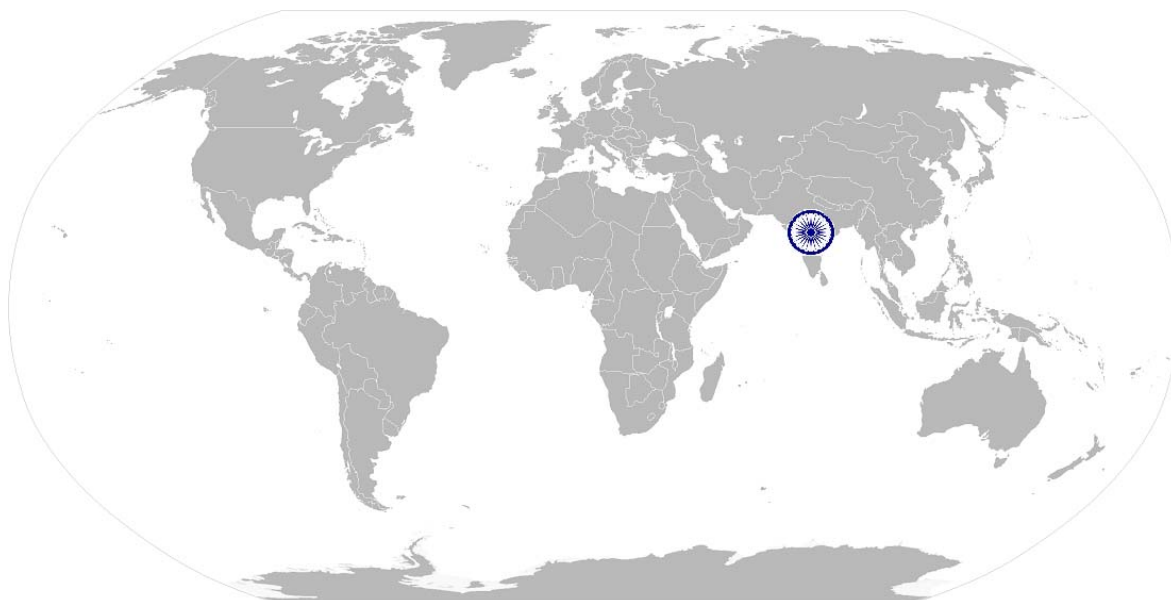
**TSC/ N9003**
**Maintain health, safety and security at work place**

techniques	
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
<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>
	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:
<b>B. Professional Skills</b>	SA2. Comprehend written instructions.
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA3. listen to others attentively
	SA4. respond to emergencies, accidents or fire at the workplace
	SA5. evacuate the premises and help others in need while doing so
	SA6. the value of physical fitness, personal hygiene and good habits
	SA7. talk with others politely
<b>B. Professional Skills</b>	<b>Decision Making</b>
	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**

	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

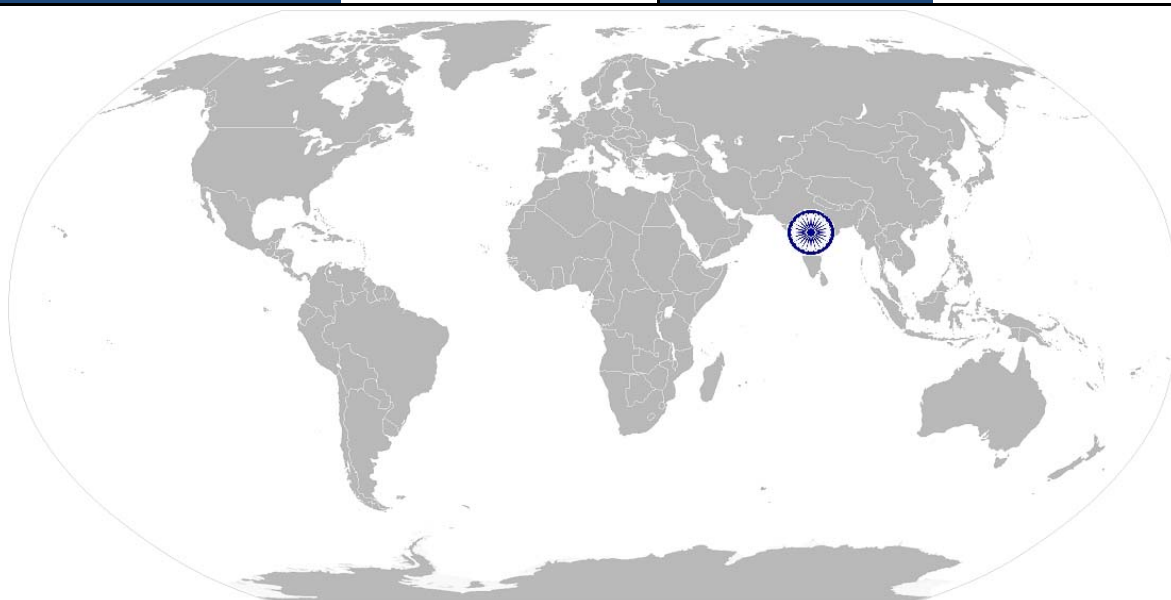


**TSC/ N9003**

**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	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16

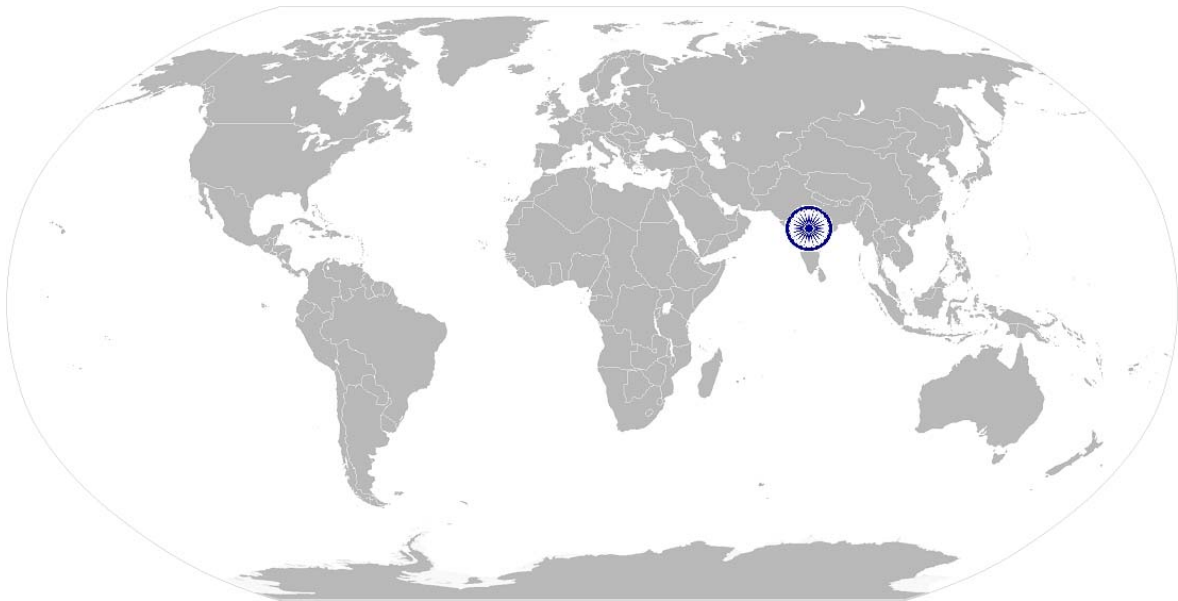




TSC/N 9004

Comply with industry and organisational requirements

# National Occupational Standard



## Overview

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

**TSC /N9004**

**Comply with industry and organizational requirements**

<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
Organizational 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 organizational 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 KB1. guidelines for cleaning the various parts 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 SA2. write clear and short sentences

**TSC /N9004**

**Comply with industry and organizational requirements**

	<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

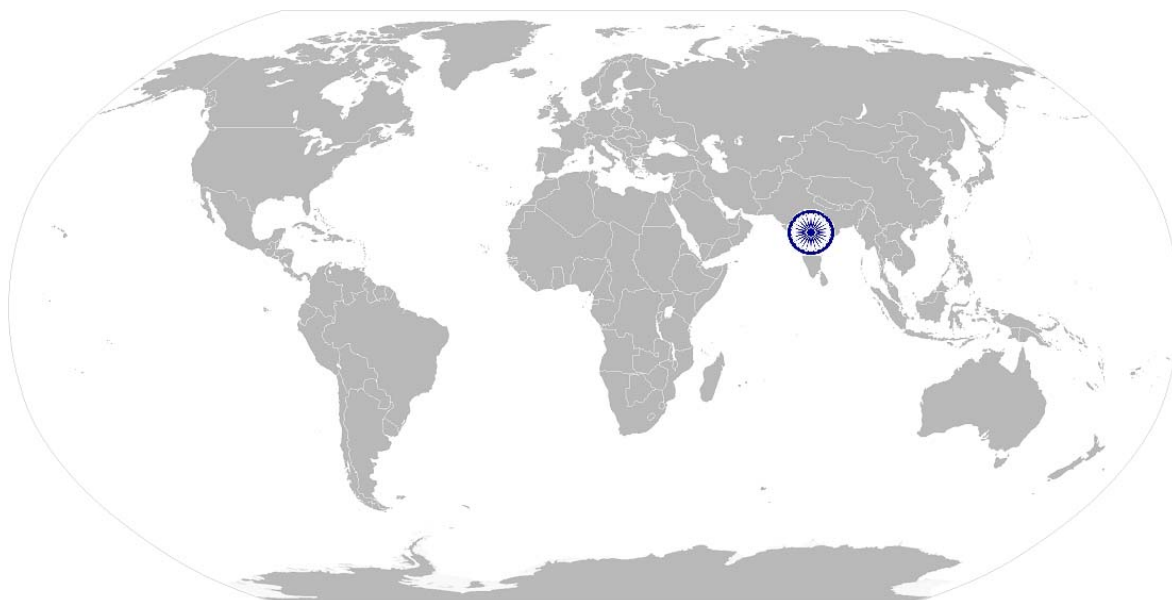


**TSC /N9004**

**Comply with industry and organizational requirements**

**NOS Version Control**

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



## Assessment Criteria

**Job Role: Combing Preparatory Operator**  
**Qualification Pack: Combing Preparatory 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		
				Theory	Skills Practical	Viva
<b>1. TSC/N0107 (Taking charge of shift and handing over shift to Combing Preparatory Operator )</b>	PC1. come at least 10 - 15 minutes earlier to the work spot	<b>100</b>	4	2	1	1
	PC2. bring the necessary operational tools to the department		4	1	2	1
	PC3. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality or production or spare or safety or any other specific instruction etc.		5	2	1	2
	PC4. understand the hank produced, colour coding, followed in the combing preparatory and combing department for his allocated number of machines		6	2	2	2
	PC5. ensure the technical details are mentioned in the display board		4	2	1	1
	PC6. check for the availability of the sliver and sliver cans in storage area		4	1	2	1
	PC7. ensure all the machines are running properly, machines which are not running and problems if any should be clarified with the supervisor and operator		4	1	2	1
	PC8. ensure proper functioning of combing preparatory machine parts		5	2	2	1

### Assessment criteria

	PC9. check the cleanliness of the machines & other work areas		4	1	2	1
	PC10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.		4	1	2	1
	PC11. should 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 .		4	2	1	1
	PC12. ensure the wastes collection boxes are empty while taking charge of shift		4	1	2	1
	PC13. ensure the work spot is clean		3	1	1	1
	PC14. ensure carding can randomization		5	2	2	1
	PC15. take over the shift from the outgoing shift operator in a proper manner		6	2	2	2
	PC16. ensure in providing the details regarding hank produced, colour coding followed in the combing preparatory for his allocated number of machines		6	2	2	2
	PC17. provide all relevant information regarding the hank produced, , damaged machine parts if any		5	2	1	2
	PC18. get clearance from the incoming counterpart before leaving the work spot		5	2	1	2
	PC19. report to his/ her shift Superiors as well as that of the incoming shift supervisor in case his/ her counterpart doesn't report for the incoming shift		4	1	2	1
	PC20. ensure the shift has to be properly handed over to the incoming shift operator		4	1	1	2
	PC21. 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		4	2	2	0
	PC22. collect the wastes from waste collection bags, weigh them and transport to storage area		3	1	1	1
	PC23. ensure the work spot is clean		3	1	1	1



### Assessment criteria

		Total	100	35	36	29
		Weightage %		35%	36%	29%
<b>2. TSC/N0108 (Operating the combing preparatory machines )</b>	PC1. ensure that necessary changes and tests are carried out and follow the instructions of the superiors before running the machine	<b>250</b>	5	2	1	2
	PC2. to operate the control switches for starting and stopping the machine		5	2	1	2
	PC3. following the different signal lamps used in machines		4	1	2	1
	PC4. identify the mixing by looking at the hank board affixed on the machine		4	1	2	1
	PC5. ensure proper functioning of lap former by verifying in the display panel		4	1	2	1
	PC6. check whether the sliver is properly fed		4	1	2	1
	PC7. properly creel the carding or drawn sliver in creel		4	1	2	1
	PC8. piece the sliver during breakage		4	1	2	1
	PC9. doff the lap		4	1	2	1
	PC10.view the display panel and identify the reasons for machine stoppages if any		4	1	2	1
	PC11.ensure the machine is running in the set speed by viewing the display panel		6	2	2	2
	PC12.ensure the working area is clean		6	2	2	2
	PC13.ensure the lap produced is free from surface damages		4	1	2	1
	PC14.clean the wastes around the machine		4	1	2	1
	PC15.segregate the wastes collected and deposit at the respective waste bins		4	1	2	1
	PC16.remove the defect in slivers if any		4	1	2	1
	PC17.support the mechanic while carrying out cleaning & maintenance activities		4	1	2	1
	PC18.use proper tools for cleaning		4	1	2	1
	PC19.carryout cleaning activities in creeling zone, drafting zone, and delivery zone at the scheduled intervals		4	1	2	1
	PC20.clean the drafting zone twice in a shift and remove cotton stickings in the rollers, bearings etc		5	2	2	1

**Assessment criteria**

PC21. ensure safety while carrying out cleaning	5	2	2	1
PC22. ensuring the wastes collected are deposited in the respective waste box	4	1	2	1
PC23. ensure drawing area is clean	4	1	2	1
PC24. ensure the sliver is uniformly creeled and fed	3	1	1	1
PC25. support the fitter for carrying out maintenance activities	8	2	3	3
PC26. ensure the draft variation on CV% is within the limits and if it's abnormal report it to superiors.	4	1	2	1
PC27. attend roller lapping, chocking of sliver and ensure minimum waste	4	1	2	1
PC28. carry out wheel changes/ hank changes as per supervisor's/shift officer's instructions	5	2	2	1
PC29. ensure roller lapping doesn't happen frequently	4	1	2	1
PC30. release the pressure on top rollers when the machine is to be stopped for longer duration	4	1	2	1
PC31. failure of stop motions and breakdown should be reported to superiors	4	1	2	1
PC32. inform the supervisor and maintenance incharge in case of a jam	4	1	2	1
PC33. report to the superior and support him / the concerned for carrying out maintenance activities ,in case of any break-downs,	7	2	2	3
PC34. support the fitter during minor breakdown	10	3	3	4
PC35. ensure proper material handling of sliver, sliver can, spool and lap	8	2	4	2
PC36. ensure using proper material handling of tools and equipments	10	4	4	2
PC37. ensure safety while operating the lap former machine	10	4	4	2
PC38. ensure using of safety gadgets like caps, masks and shoes and verifying the safety stop motions	9	3	4	2
PC39. ensure the lap produced is free from outside damages	9	3	4	2
PC40. inform superiors immediately, if any	8	2	4	2

### Assessment criteria

	break down or fault in the machine is noticed					
	PC41.ensure the proper functioning of signal lamps		8	2	3	3
	PC42.ensure that machine is working properly, if any deviations inform superiors immediately		11	3	5	3
	PC43.collect the reusable wastes and weigh them at shift end and place them in specified area		10	3	4	3
	PC44.provide all relevant information's of the current working process to the next shift operator before relieving.		10	3	4	3
	Total		250	74	107	69
	Weightage %			30%	42%	28%
3. TSC/N0109 (Carryout creeling, piecing and doffing activities at Combing preparatory)	PC1. understand the mixings, hanks and the color codification used	200	6	2	1	3
	PC2. ensure the correct hank of slivers cans are taken for creeling		6	2	2	2
	PC3. follow proper color coding of sliver cans		4	1	2	1
	PC4. creel the required number of cans and drawing the sliver forward		5	2	2	1
	PC5. ensure proper creeling procedure is followed for creeling the slivers		5	2	2	1
	PC6. draw the slivers to the drafting zone		6	2	3	1
	PC7. ensure the slivers are passed through all guide rollers and stop motions		5	2	2	1
	PC8. ensure proper material handling of slivers and sliver cans		4	1	2	1
	PC9. identity r the machine stoppage by viewing the signal lamps and in display panel		5	2	2	1

**Assessment criteria**

	PC10. identify the reasons for machine stoppage		4	1	2	1
	PC11. ensure minimum time is taken for attending the sliver breakage		4	1	2	1
	PC12. ensure that the sliver passes through the creeling section without affecting the quality of sliver		4	1	2	1
	PC13. ensure proper length of sliver is available for piecing		5	2	2	1
	PC14. piece the broken sliver together in the event of sliver breakage at creel section		6	2	3	1
	PC15. piece the sliver between cans in the event of sliver exhaust in sliver can and replacement with a full sliver can		6	2	3	1
	PC16. ensure standard piecing procedure is adopted and quality of piecing is as per standards		6	2	3	1
	PC17. ensure minimum time is taken for piecing the sliver		5	2	2	1
	PC18. keep the sliver waste in the waste collection pocket provided to each tenter and then put in the waste collection box		4	1	2	1
	PC19. collect the slivers, draw the slivers through creel table, mend the broken ends and condense through the calendaring rollers and wind on the spool		5	2	2	1
	PC20. ensure proper procedure is followed for mending		5	2	2	1
	PC21. ensure proper functioning of machine post mending		4	1	2	1

**Assessment criteria**

	PC22. store the wastes collected during mending in respective waste box		5	2	2	1
	PC23. segregate the reusable wastes, weigh and record them in a register		5	2	2	1
	PC24. transfer the reusable wastes to storage area		4	1	2	1
	PC25. ensure standard procedure is adopted for mending and quality of piecing is as per standards		5	2	2	1
	PC26. ensure minimum time is taken for piecing the sliver		5	2	2	1
	PC27. ensure safety while carrying out piecing activity		4	1	2	1
	PC28. verify the quality of piecing done in the sliver		5	2	2	1
	PC29. ensure that sliver tension in the creeling section is appropriate		5	2	2	1
	PC30. ensure proper functioning of the machine		4	1	2	1
	PC31. collect the empty spools from comber		4	1	2	1
	PC32. ensure that empty spools are clean		4	1	2	1
	PC33. clean the empty spools if needed		4	1	2	1
	PC34. feed the empty spools in the reserve holder		5	2	2	1
	PC35. ensure whether the machine is ready for doffing by viewing the details in display panel		4	1	2	1
	PC36. keep the required number of spools in the reserve holder for automatic lap		4	1	2	1

### Assessment criteria

	change					
	PC37. ensure proper doffing in the lap former		5	2	2	1
	PC38. ensure that lap trolley is kept ready near the machine for doffing		4	1	2	1
	PC39. ensure that the comber lap are properly doffed and placed in the lap trolley		5	2	2	1
	PC40. ensure proper functioning of lap former post doffing		4	1	2	1
	PC41. ensure proper material handling of comber lap		5	2	2	1
	PC42. ensure proper material handling of lap trolleys		3	1	1	1
	PC43. take care during hank change to avoid mix up of laps		3	1	1	1
	<b>Total</b>		<b>200</b>	<b>67</b>	<b>87</b>	<b>46</b>
	<b>Weightage %</b>			34%	44%	23%
<b>4.TSC/N9001 (Maintain work area, tools and machines)</b>	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	<b>50</b>	4	1	2	1
	PC2. use correct lifting and handling procedures		4	1	2	1
	PC3. use materials to minimize waste		3	1	1	1
	PC4. maintain a clean and hazard free working area		3	1	1	1
	PC5. maintain tools and equipment		4	2	1	1
	PC6. carry out running maintenance within agreed schedules		4	1	2	1
	PC7. carry out maintenance and/or cleaning within one's responsibility		4	1	2	1
	PC8. report unsafe equipment and other dangerous occurrences		4	1	2	1
	PC9. ensure that the correct machine guards are in place		3	1	1	1



### Assessment criteria

	PC10. work in a comfortable position with the correct posture		3	1	1	1
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		3	1	1	1
	PC12. dispose of waste safely in the designated location		4	1	2	1
	PC13. store cleaning equipment safely after use		3	1	1	1
	PC14. carry out cleaning according to schedules and limits of responsibility		4	1	2	1
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>21</b>	<b>14</b>
	<b>Weightage %</b>			30%	42%	28%
<b>5.TSC/N9002 (Working in a team)</b>	PC1. be accountable to the own role in whole process	<b>50</b>	4	2	1	1
	PC2. perform all roles with full responsibility		4	2	1	1
	PC3. be effective and efficient at workplace		5	1	2	1
	PC4. properly communicate about company policies		4	1	2	2
	PC5. report all problems faced during the process		4	1	1	2
	PC6. talk politely with other team members and colleagues		4	1	1	2
	PC7. submit daily report of own performance		5	2	2	1
	PC8. adjust in different work situations		4	1	1	2
	PC9. give due importance to others' point of view		4	2	1	1
	PC10. avoid conflicting situations		4	2	1	1
	PC11. develop new ideas for work procedures		4	1	2	1
	PC12. improve upon the existing techniques to increase process efficiency		4	1	2	1
	<b>Total</b>		<b>50</b>	<b>17</b>	<b>17</b>	<b>16</b>
	<b>Weight age %</b>			34%	34%	32%
<b>6.TSC/N9003 (Maintain health, safety and security at work place)</b>	PC1. comply with health and safety related instructions applicable to the workplace	<b>100</b>	5	2	2	1
	PC2. use and maintain personal protective equipment such as "ear plug", " nose mask ", " head cap" etc., as per protocol		5	2	2	1

**Assessment criteria**

PC3. carry out own activities in line with approved guidelines and procedures	4	2	1	1
PC4. maintain a healthy lifestyle and guard against dependency on intoxicants	4	2	1	1
PC5. follow environment management system related procedures	4	2	1	1
PC6. identify and correct (if possible) malfunctions in machinery and equipment	5	2	2	1
PC7. report any service malfunctions that cannot be rectified	4	2	1	1
PC8. store materials and equipment in line with organisational requirements	4	1	2	1
PC9. safely handle and remove waste	4	1	2	1
PC10. minimize health and safety risks to self and others due to own actions	5	2	2	1
PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	4	2	0	2
PC12. monitor the workplace and work processes for potential risks and threat	5	2	2	1
PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	5	2	2	1
PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel	4	1	2	1
PC15. participate in mock drills/ evacuation procedures organized at the workplace	4	2	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	5	2	2	1
PC18. follow organisation procedures for shutdown and evacuation when required	4	2	1	1
PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry	4	2	1	1
PC20. recognise other possible security issues existing in the workplace	4	2	1	1
PC21. recognise different measures to curb the	4	2	1	1

### Assessment criteria

Performance Criteria						
	hazards					
	PC22. communicate the safety plan to everyone		4	2	1	1
	PC23. attach disciplinary rules with the implementation		4	2	1	1
	Total		100	43	34	23
	Weightage %			43%	34%	23%
7.TSC/N9004 (Comply with industry and organizational requirements)	PC1. perform own duties effectively	50	4	1	2	1
	PC2. take responsibility for own actions		4	1	2	1
	PC3. be accountable towards the job role and assigned duties		4	2	1	1
	PC4. take initiative and innovate the existing methods		3	1	1	1
	PC5. focus on self-learning and improvement		4	1	2	1
	PC6. co-ordinate with all the team members and colleagues		4	1	2	1
	PC7. communicate politely		4	1	1	2
	PC8. avoid conflicts and miscommunication		4	1	2	1
	PC9. know the organisational standards		4	2	1	1
	PC10. implement them in your performance		4	1	2	1
	PC11. motivate others to follow them		3	1	1	1
	PC12. know the industry standards		4	3	1	0
	PC13. align them with organisation standards		4	2	1	1
	Total		50	18	19	13
	Weightage %			34%	40%	26%
Grand Total			800	269	321	210