

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR



What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack – Fitter-Spinning Preparatory

SECTOR: TEXTILE

SUB-SECTOR: SPINNING

OCCUPATION: MAINTENANCE

REFERENCE ID: TSC/ Q 0401

ALIGNED TO: NCO-2004 / 7233.46

Brief Job Description: The spinning preparatory fitter is responsible for carrying out maintenance activities in all the machines in preparatory department like blowroom, carding, draw frame, combing preparatory, comber and speed frame machines. He/she should carry out all the maintenance aspects such as erecting, dismantling, assembling, leveling, attending & resolving repairs and breakdowns in preparatory department. He/she should also carry out regular preventive maintenance activities thus ensuring proper functioning of all machines.

Personal Attributes: This job requires the individual to have thorough knowledge of process flow and material flow in a textile mill for yarn production and should have sound technical knowledge on erecting the different sequence of machines in spinning preparatory department.

Job Details	Qualifications Pack Code	TSC/Q 0401		
	Job Role	Fitter- Spinning Preparatory		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/14
	Sub-sector	Spinning	Last reviewed on	25/02/15
	Occupation	Maintenance	Next review date	01/03/2016
	Job Role	Fitter – Spinning Preparatory		
Role Description		The spinning preparatory fitter is responsible for carrying out all maintenance activities in all the machines in preparatory department like blowroom, carding, draw frame, combing preparatory, comber and speed frame machines.		
NSQF level		5		
Minimum Educational Qualifications		12 th standard, preferably		
Maximum Educational Qualifications		N/A		
Training (Suggested but not mandatory)		Practical training in erection and dismantling of spinning preparatory machines		
Experience		Preferably 1-2 years of work experience as maintenance assistant in a textile mill.		
National Occupational Standards (NOS)		Compulsory: <ol style="list-style-type: none"> 1. TSC/ N0401 Taking charge of shift and handing over shift to Fitter – Spinning Preparatory 2. TSC/ N0402 General Maintenance Responsibilities – Spinning Preparatory 3. TSC/ N0403 Preventive maintenance responsibilities – Spinning Preparatory 4. TSC/ N0404 Break down maintenance – Spinning Preparatory 5. TSC/ N0405 Maintaining records and ensuring availability of spares – Spinning Preparatory 6. TSC/ N9001 Maintain work area, tools and machines 7. TSC/ N9002 Working in a team 8. TSC/ N9003 Maintain health, safety and security at workplace 9. TSC/ N9004 Comply with industry and organizational requirement Optional: N/A		
Performance Criteria		As described in the relevant OS units		

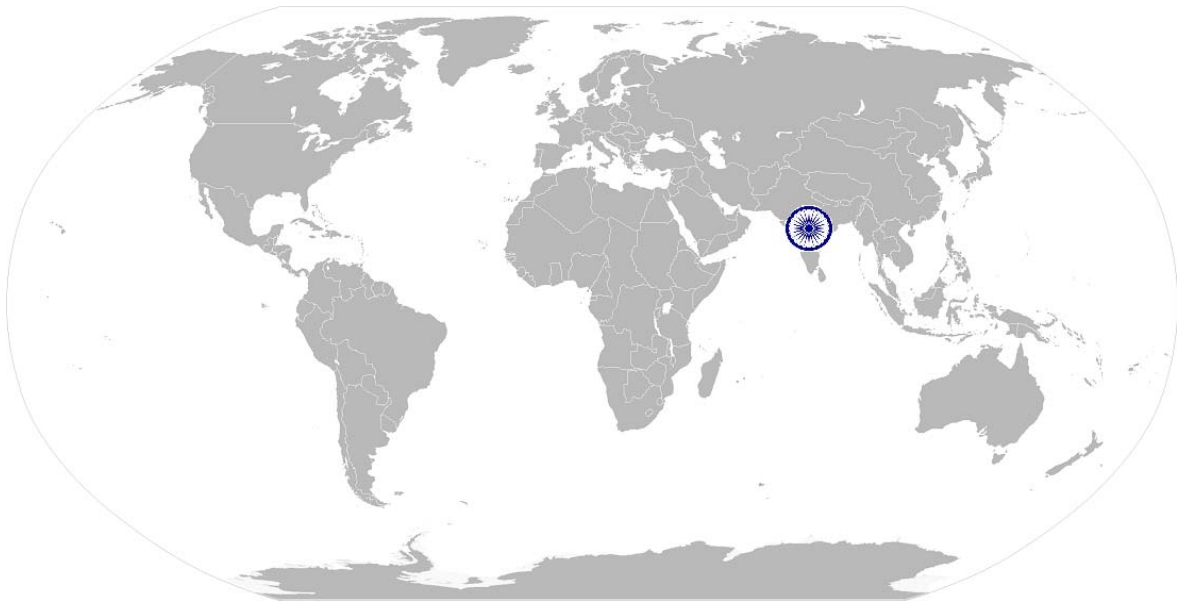
Table 1: Glossary of Key Terms

Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
	Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
	National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
	Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
	Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
	Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.
	Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.

Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation

TSC/ N 0401 Taking charge of shift and handing over shift to Fitter – Spinning Preparatory

National Occupational Standard



Overview

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

TSC/ N 0401 Taking charge of shift and handing over shift to Fitter – Spinning Preparatory

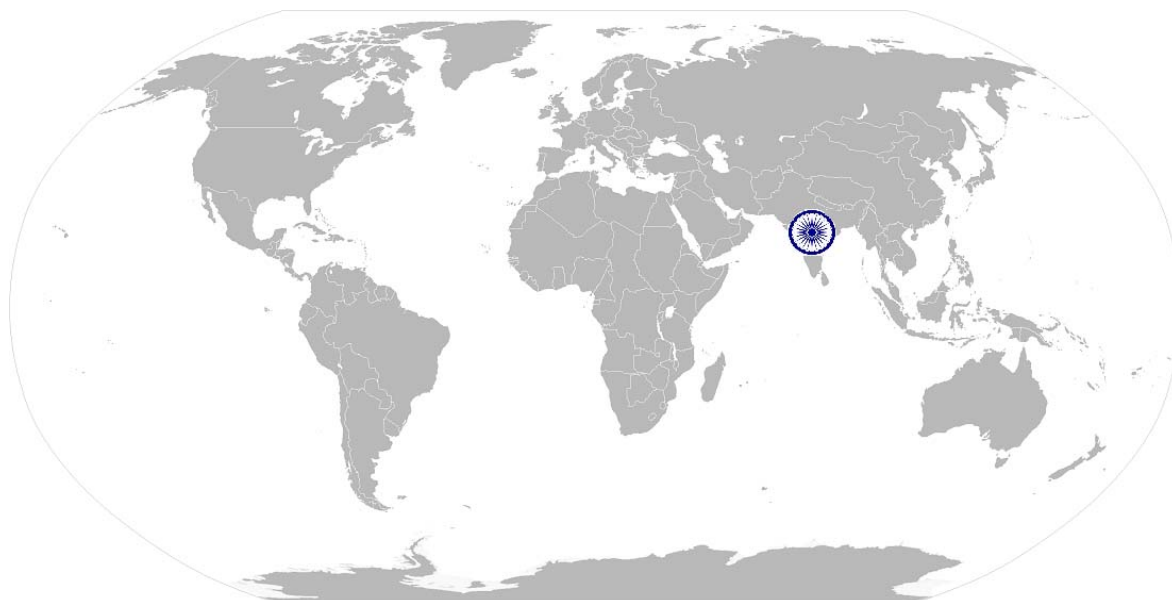
National Occupational Standard	Unit Code	TSC/ N0401
	Unit Title (Task)	Taking charge of shift and handing over shift to Fitter – Spinning Preparatory
	Description	This unit is about taking charge of shift from previous shift fitter-Spinning Preparatory and relieving the responsibilities to the next shift fitter-Spinning Preparatory
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> taking charge of shift from fitter-Spinning Preparatory handing over shift to fitter-Spinning Preparatory
	Elements	Performance Criteria
	Taking charge of shift from fitter-Spinning Preparatory	<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 fitter and discuss with him/ her regarding the issues faced by them with respect to the quality, production, spare,safety or any other specific instruction etc.</p> <p>PC4. understand the count produced, colour coding, followed in the different machines in spinning preparatory machines</p> <p>PC5. patrol around the machines in spinning preparatory department and ensure the smooth functioning of all the machines in the department</p> <p>PC6. check the cleanliness of the work areas</p> <p>PC7. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.</p> <p>PC8. question the previous shift maintenance people 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>PC9. ensure the work spot is clean</p> <p>PC10. take over the shift from the outgoing shift's fitter in a proper manner</p>
	Handing over shift to fitter-Spinning Preparatory	<p>PC11. ensure in providing the details regarding count produced, colour coding followed for his allocated number of machines in spinning preparatory</p> <p>PC12. provide all relevant information regarding the count produced, idle machines, damaged machine parts if any</p> <p>PC13. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC14. report to his shift 's superiors, as well as the incoming shift's superiors ,in case his/ her counterpart doesn't report for the incoming shift</p> <p>PC15. ensure, that the shift has to be properly handed over to the incoming shift fitter</p> <p>PC16. report to his shift superior about the quality / production / maintenance issues / 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>PC17. ensure the work spot is clean</p>
Knowledge and Understanding (K)		

TSC/ N 0401 Taking charge of shift and handing over shift to Fitter – Spinning Preparatory

A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. safe working practices to be adopted in spinning / textile mill KA3. quality systems and other processes practiced in the spinning / textile mill KA4. reporting to the supervisor or higher authority in case of emergency KA5. color coding adopted for different counts in the spinning / textile mill
B. Technical Knowledge	You need to know and understand: KB1. understanding the importance of <ul style="list-style-type: none"> • types of fibres • types of yarn • yarn count • sliver hank • roving condenser • roving hank • spacer KB2. process flow in a spinning / textile mill KB3. material flow in a spinning / textile mill KB4. functions of different machines in spinning preparatory department KB5. importance of colour coding followed for different counts KB6. guidelines for operating the different machines in spinning preparatory department KB7. guidelines for taking charge of shift from previous shift fitter-Spinning Preparatory KB8. guidelines for handing over the shift to the next shift fitter-Spinning Preparatory KB9. functions and methodology for operating different material handling tools KB10. knowledge of waste collection system & equipments used KB11. importance of cleanliness at workplace KB12. safety procedures to be followed
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
	You need to know and understand how to: SA2. comprehend written instructions
	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
B. Professional Skills	Problem Solving
	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

TSC/ N 0401 Taking charge of shift and handing over shift to Fitter – Spinning Preparatory

	Attention to Detail
	<p>You need to know and understand how to:</p> <p>SB1. apply good attention to detail</p> <p>SB2. check your work is complete and free from errors</p> <p>You need to know and understand how to:</p> <p>SB3. patrol around different machines in spinning preparatory department to operate the different mechanisms of different machines in spinning preparatory department</p> <p>SB4. patrol around the machines of spinning preparatory department and identification of worn out or damaged machine parts</p> <p>SB5. maintain neatness at work</p>



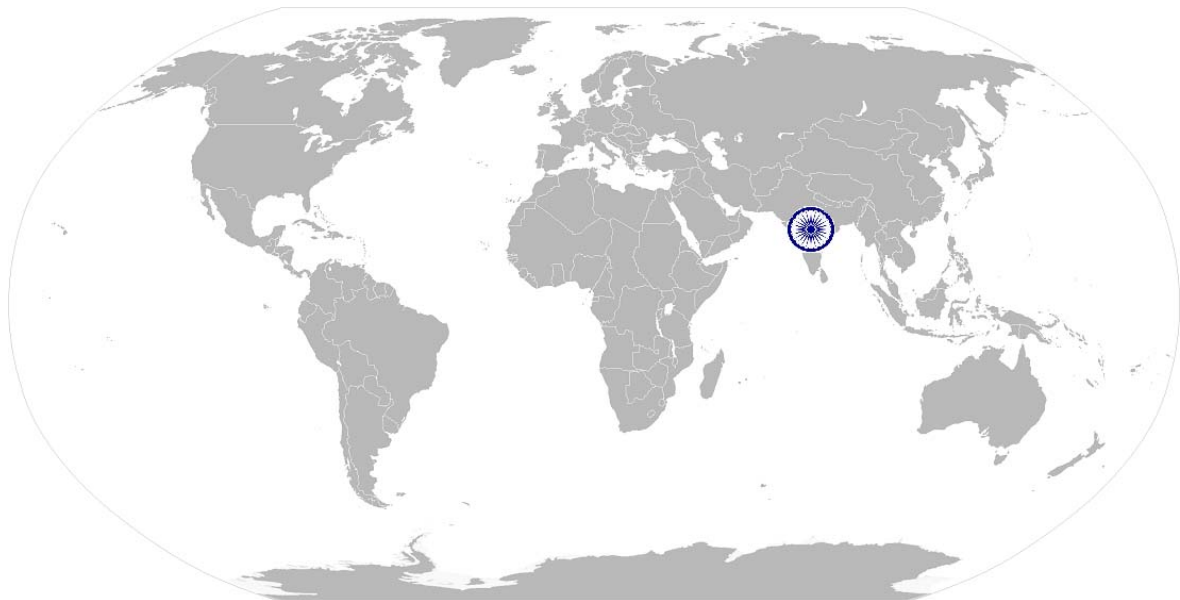
TSC/ N 0401 Taking charge of shift and handing over shift to Fitter – Spinning Preparatory

NOS Version Control

NOS Code	TSC/ N0401		
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	Maintenance	Next review date	01/03/2016



National Occupational Standard



Overview

This unit is about carrying out general maintenance activities in spinning preparatory department.

TSC/ N0402

General Maintenance Responsibilities– Spinning Preparatory

National Occupational Standard

Unit Code	TSC/ N0402
Unit Title (Task)	General Maintenance Responsibilities – Spinning Preparatory
Description	This unit is about carrying out general maintenance activities in the preparatory spinning department.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> general maintenance activities
Elements	Performance Criteria
General maintenance activities	<p>You need to know and understand:</p> <p>PC1. patrol around the work area before the start of the shift for observing the working.</p> <p>PC2. note down the machines stopped for repairs and the type of problem.</p> <p>PC3. dismantle and assemble different mechanisms in machines on need basis</p> <p>PC4. understand the quality complaints in the machines.</p> <p>PC5. understand the works done till now and the works pending in the machines stopped for repairs or for maintenance works or modifications.</p> <p>PC6. Follow the production plan and make changes in settings of machines accordingly</p> <p>PC7. understand the machines allotted for various mixings and decide on the parameters to be checked while doing maintenance ,i.e. parameters like condition of beaters, grid bar settings, the wire points to be mounted on cards, quality of wire points, card settings, half laps to be put on combers, comber settings, settings at draw frames, functioning of stop motions, top arm settings in speed frames, the buffing quality of the top rollers in draw frames, combers and speed frames and so on.</p> <p>PC8. allocate the workers for different tasks considering their knowledge, skills, maturity and workload agreed.</p> <p>PC9. refer to process parameters and work out the changes to be made for change in hank or product mix for getting the changes made through the concerned maintenance workers.</p> <p>PC10. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers.</p> <p>PC11. counsel and influence a poor performers to achieve output as per norms</p> <p>PC12. view display panel board and identify the reason for breakdown</p> <p>PC13. identify any abnormal sound in machine and stop the machine for carrying out maintenance activities</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>You need to know and understand:</p> <p>KA1. organization's standard operating procedures (SOP)</p>

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General Maintenance Responsibilities– Spinning Preparatory

(Knowledge of the company/ organization and its processes)	<p>KA2. knowledge of customers</p> <p>KA3. potential hazards associated with the machines and the safety precautions 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 revolving issues related to defective machines, tools, materials & equipments</p> <p>KA6. details of the various job roles & responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets & 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 & disposal of waste materials</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. planning maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life.</p> <p>KB2. role of humidity and temperature in maintaining quality and productivity.</p> <p>KB3. basic knowledge of operating a humidification plant.</p> <p>KB4. workload, work allocation and standard working conditions for maintenance operatives.</p> <p>KB5. knowledge of various measuring instruments</p> <p>KB6. knowledge of oils & lubricants used in spinning machines</p> <p>KB7. knowledge of various types of bearing and belts</p> <p>KB8. knowledge of machine model and parts</p> <p>KB9. calculation of maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption, mean time between breakdowns, and the industry norms.</p> <p>KB10. factors affecting maintenance.</p> <p>KB11. roles and responsibilities of a maintenance supervisor</p> <p>KB12. basic supervisory skills – listening and observing, communicating, counseling, taking charge, reporting and motivating.</p> <p>KB13. general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production.</p> <p>KB14. standing orders and discipline in working.</p> <p>KB15. safety precautions to be taken while working.</p> <p>KB16. importance of cleanliness and personal safety.</p> <p>KB17. procedure for use of fire fighting equipments and first aid.</p> <p>KB18. safety precautions and gadgets to be used in factory</p>

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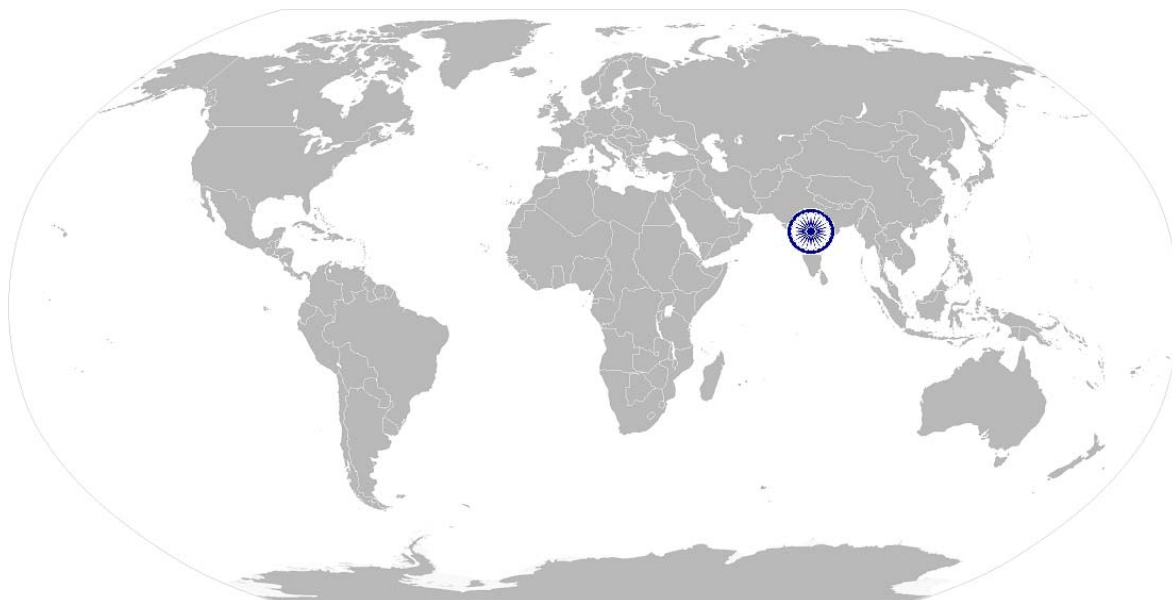
General Maintenance Responsibilities– Spinning Preparatory

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
	You need to know and understand how to: SA2. comprehend written instructions
	Participation
	You need to know and understand how to: SA3. read, write and communicate orally in local language SA4. plan and manage work routine based on instructions from supervisor SA5. should willingly participate in the various programs/ meetings that will be conducted by the superiors & put forth the suggestions in the interest of the company SA6. participate in the " quality circles" formed by the superiors SA7. extend voluntary support and adapt to the various procedures that are adopted by the company with respect to compliances for the different certifications like "ISO 9001", " ISO 14001", SA 8001" GOTS Certification " Fair Trade " etc.
B. Professional Skills	Problem Solving
	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
	Attention to Detail
	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. to check the condition of <ul style="list-style-type: none"> • beaters • grid bar settings • wire points • quality of wire points • card settings • half laps to be put on combers • comber settings • settings at draw frames • functioning of stop motions • top arm settings in speed frames • the buffing quality of the top rollers in draw frames, combers and speed frames SC1. skill to change the settings of different mechanisms of the machines

TSC/ N0402

General Maintenance Responsibilities– Spinning Preparatory

	SC2. procedure to dismantle and assemble different mechanisms in machines
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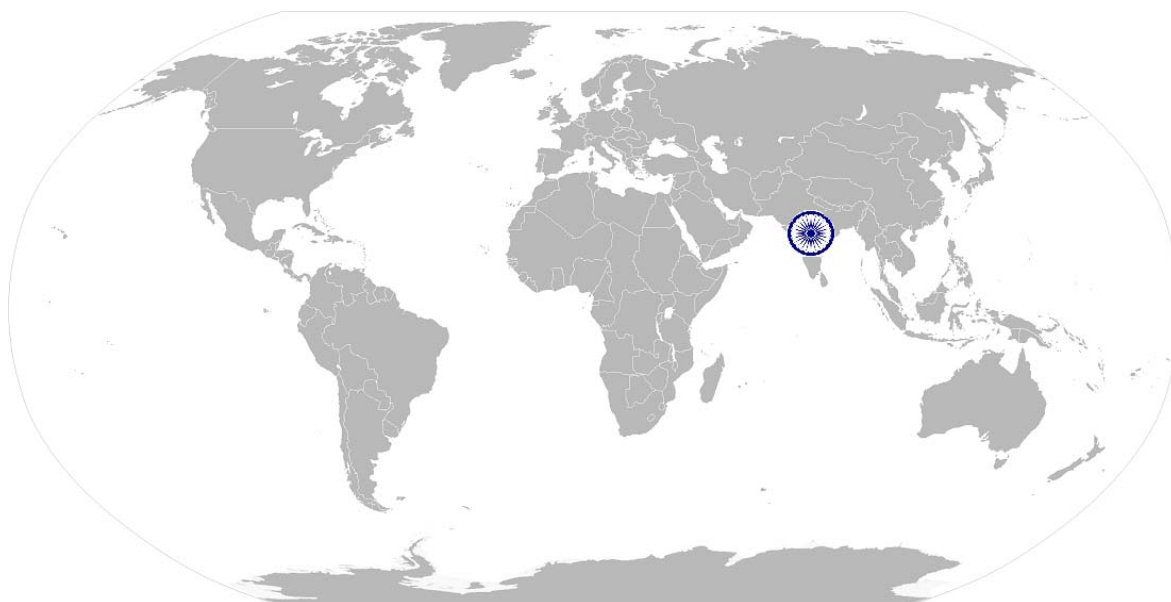


TSC/ N0402

General Maintenance Responsibilities– Spinning Preparatory

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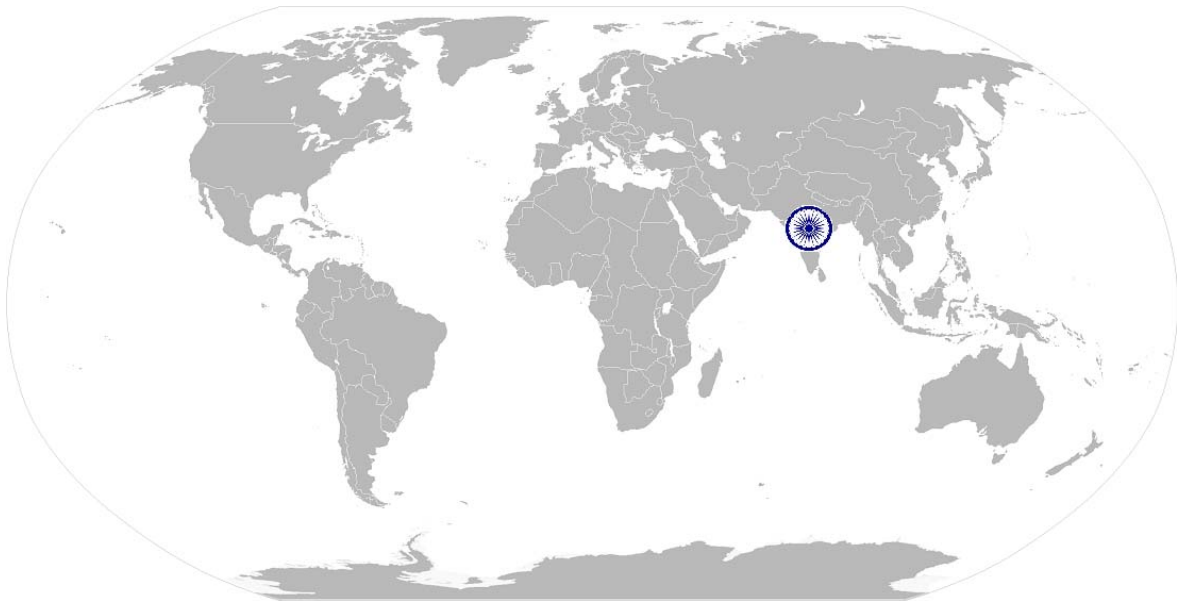
NOS Code	TSC/ N0402		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016



TSC/ N0403

Preventive Maintenance Responsibilities – Spinning Preparatory

National Occupational Standard



Overview

This unit is about carrying out preventive maintenance activities in the spinning preparatory department

TSC/N0403

Preventive maintenance responsibilities – Spinning Preparatory

Unit Code	TSC/ N0403
Unit Title (Task)	Preventive maintenance responsibilities – Spinning Preparatory
Description	This unit is about carrying out preventive maintenance activities in spinning department
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Inspecting the working condition of machine parts Carrying out maintenance work oiling and greasing the machine parts
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Inspecting the working condition of machine parts	<p>To be competent, you must be able to:</p> <p>PC1. check the proper functioning of machines like blow room, carding, draw frame, combers, speed frames and the ancillaries like trolleys, filters, roller coverings etc.</p> <p>PC2. check the conditions of machine parts while they are being cleaned/scoured or overhauled</p> <p>PC3. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers</p>
Carrying out maintenance work	<p>PC4. change the settings of the machines on need basis</p> <p>PC5. identify the worn out parts and get them replaced.</p> <p>PC6. verify the safety stop motions and getting them attended if needed</p> <p>PC7. monitor the stoppages due to breakdowns and analyze the reasons for breakdowns and taking precautionary measures.</p> <p>PC8. monitor the mounting activities in cards, comber half laps and various beaters.</p> <p>PC9. monitor the cot mounting and buffing activities</p> <p>PC10. conduct the tool audits i.e. the tools used for maintenance like spanners, top arm gauge, lubricating and flushing pumps, buffing machines, mounting machines, etc.</p>
Oiling and greasing the machine	<p>PC11. oil and grease different machine parts at scheduled interval for smooth functioning of machines</p> <p>PC12. scheduling the oiling & greasing activities</p> <p>PC13. ensure correct oil and grease are used</p> <p>PC14. ensure proper functioning of machines in preparatory department</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>You need to know and understand:</p> <p>KA1. organization's standard operating procedures (SOP)</p>

TSC/N0403

Preventive maintenance responsibilities – Spinning Preparatory

(Knowledge of the company/ organization and its processes)	<p>KA2. should have an awareness, knowledge of customers</p> <p>KA3. potential hazards associated with the machines and the safety precautions 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 revolving issues related to defective machines, tools, materials & equipments</p> <p>KA6. details of the various job roles& responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets & review machine 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 & disposal of waste materials</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. importance and functions of various machines and mechanisms used in spinning preparatory machines.</p> <p>KB2. planning maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life.</p> <p>KB3. role of humidity and temperature in maintaining quality and productivity. basic knowledge of operating a humidification plant.</p> <p>KB4. workload, work allocation and standard working conditions for maintenance operatives.</p> <p>KB5. calculation of maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption, mean time between breakdowns, and the industry norms.</p> <p>KB6. factors affecting maintenance.</p> <p>KB7. roles and responsibilities of a maintenance supervisor.</p> <p>KB8. basic supervisory skills</p> <p>KB9. importance of conducting the tool audits</p> <p>KB10. importance of oiling and greasing</p> <p>KB11. general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production.</p> <p>KB12. standing orders and discipline in working and precautions to be taken while working.</p> <p>KB13. safety precautions and gadgets to be used in factory</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>You need to know and understand how to:</p> <p>SA1. write clear and short sentences</p>

TSC/N0403

Preventive maintenance responsibilities – Spinning Preparatory

	Reading Skills
	You need to know and understand how to: SA2. comprehend written instructions
	Participation
	You need to know and understand how to: SA3. read, write and communicate orally in local language SA4. plan and manage work routine based on instructions from supervisor SA5. willingly participate in the various programs/ meetings that are conducted by the superiors & put forth the suggestions in the interest of the company SA6. participate in the " quality circles" that are formed by the superiors SA7. should extend voluntary support and adapt to the various procedures that are adopted by the company with respect to compliances for the different certifications like "ISO 9001", " ISO 14001", SA 8001" achieve GOTS Certification " Fair Trade " etc. SA8.
B. Professional Skills	Problem Solving
	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
	Attention to Detail
	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. check the condition of different machine parts SB7. procedure to replace worn-out parts SB8. procedure for cot mounting and buffing activities SB9. carryout mounting activities in cards, comber half laps and various beaters SB10. oil and grease the different machine parts SB11. ensure correct oil and grease are used SB12. change the settings of the different machines /machine parts in spinning preparatory

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Preventive maintenance responsibilities – Spinning Preparatory

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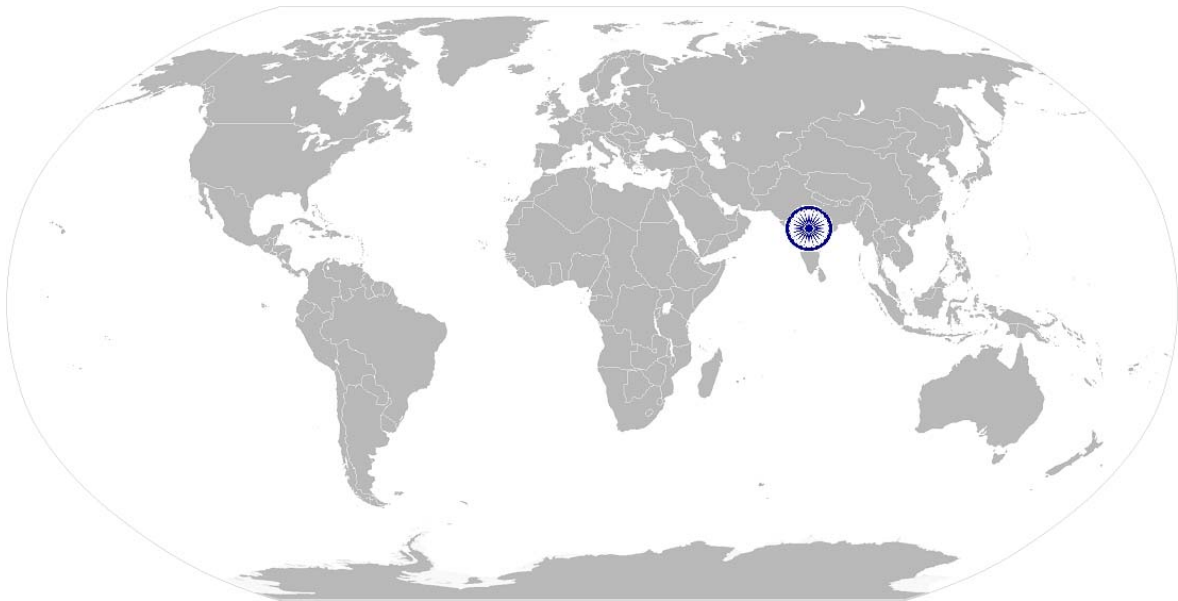
NOS Code	TSC/ N0403		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016



TSC/ N0404

Breakdown maintenance – Spinning Preparatory

National Occupational Standard



Overview

This unit is about carrying out breakdown maintenance activities in the spinning preparatory department

TSC/ N0404

Breakdown maintenance– Spinning Preparatory

Unit Code	TSC/N0404
Unit Title (Task)	Breakdown Maintenance – Spinning Preparatory
Description	This unit is about carrying out breakdown maintenance activities in spinning preparatory department
Scope	This unit/task covers the following: <ul style="list-style-type: none"> attending the machine on breakdown identifying the reason for breakdown and carryout maintenance activity post maintenance activities
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Attending the machine on breakdown	To be competent, you must be able to: PC1. attend the machine on a break down PC2. report to the maintenance in charge on a breakdown PC3. prepare the machine for carrying out breakdown maintenance PC4. ensure in bringing the proper tools and equipments required for carrying out maintenance
Identifying the reason for breakdown and carryout maintenance activity	PC5. analyze the machine which is under breakdown PC6. identify the reason for breakdown PC7. carryout maintenance activities PC8. replace worn out / damaged parts with new parts PC9. ensure safety while carrying out maintenance activity PC10. ensure proper material handling of maintenance tools
Post maintenance activities	PC11. check for proper functioning of machine after maintenance PC12. run the machine and check for smooth functioning of machine parts PC13. repair if further fine tuning is needed PC14. ensure the output material quality is as per quality requirement. PC15. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers PC16. ensure minimum time is taken for identifying the reason for breakdown and attending the breakdown, by carrying out the breakdown maintenance activities
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. organization's standard operating procedures (SOP) KA2. knowledge of customers KA3. potential hazards associated with the machines and the safety precautions that must be taken KA4. protocol to obtain more information on work related tasks

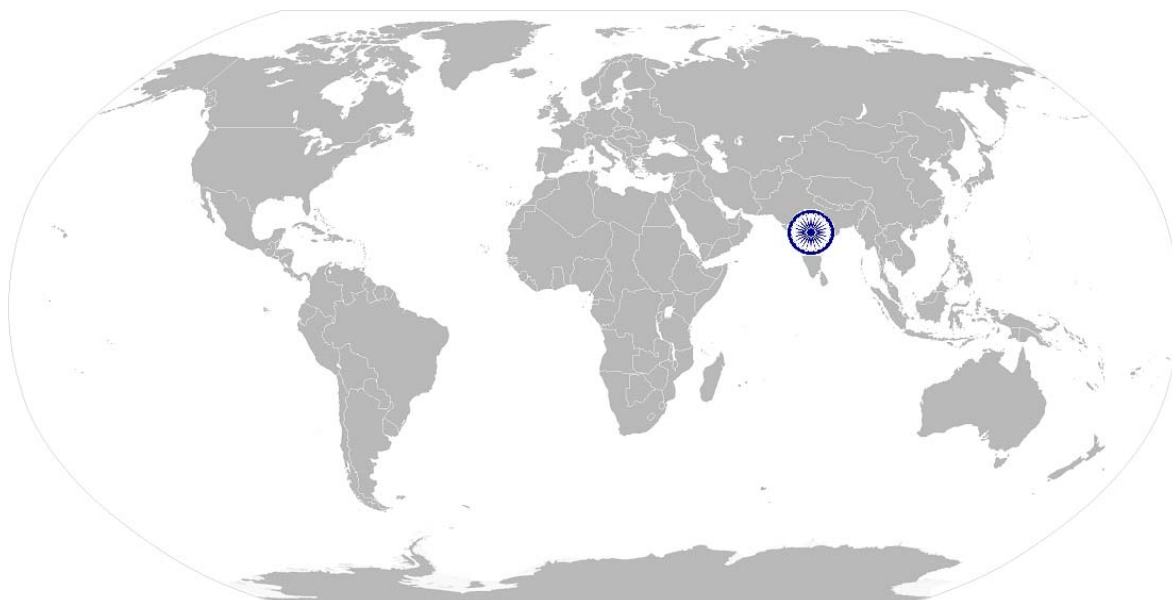
TSC/ N0404
Breakdown maintenance – Spinning Preparatory

	<p>KA5. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipments</p> <p>KA6. details of the various job roles& responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets & 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 & disposal of waste materials</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. importance and functions of various machines and mechanisms used in spinning preparatory machines</p> <p>KB2. Workload, work allocation and standard working conditions for maintenance operatives.</p> <p>KB3. roles and responsibilities of a maintenance supervisor</p> <p>KB4. basic supervisory skills</p> <p>KB5. general management knowledge</p> <p>KB6. standing orders and discipline in working and precautions to be taken while working</p> <p>KB7. factors affecting maintenance</p> <p>KB8. standing orders and discipline in working and precautions to be taken while working.</p> <p>KB9. importance of time management</p> <p>KB10. safety precautions and gadgets to be used in factory</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>
	Participation
	<p>You need to know and understand how to:</p> <p>SA3. read, write and communicate orally</p> <p>SA3. plan and manage work routine based on instructions from supervisor</p> <p>SA4. should willingly participate in the various programs/ meetings that will be conducted by the superiors & put forth the suggestions in the interest of the company</p> <p>SA5. participate in the " quality circles" formed by the superiors</p>

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Breakdown maintenance – Spinning Preparatory

	<p>extend voluntary support and adapt to the various procedures that are adopted by the Company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001"</p> <p>SA6. achieve GOTS Certification " Fair Trade " etc.</p> <p>You need to know and understand :</p> <p>SA7. skill to identify the reason for breakdown</p> <p>SA8. skill to carryout different maintenance activities</p> <p>SA9. skill of handling the different maintenance tools properly</p> <p>SA10. skill to identify that the quality of output material is as per requirement</p> <p>SA11. maintain cleanliness at work place</p>
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TSC/ N0404

Breakdown maintenance – Spinning Preparatory

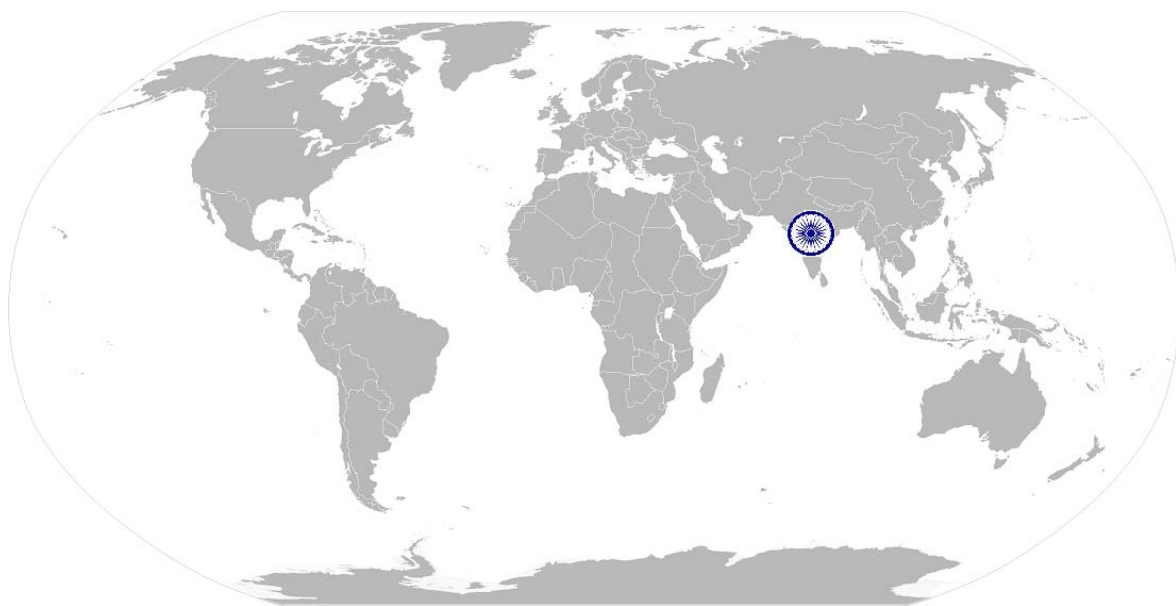
NOS Code	TSC/N0404		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016

NOS Version Control



TSC/N0405 Maintaining records and ensuring availability of spares – Spinning Preparatory

National Occupational Standard



Overview

This unit is about the procedure of maintaining records of maintenance activities in the spinning department

TSC/N0405 Maintaining records and ensuring availability of spares – Spinning Preparatory

National Occupational Standard	Unit Code	TSC/ N0405
	Unit Title(Task)	Maintaining records and ensuring availability of spares – Spinning Preparatory
	Description	This unit is about the procedure of maintaining records of maintenance activities in the preparatory spinning department
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> maintaining records of maintenance and ensuring availability of spares
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintaining records of maintenance and ensuring record of maintenance	<p>To be competent, you must be able to:</p> <p>PC1. carryout maintenance auditing</p> <p>PC2. record the activities in the log book (report book) and updating the machine maintenance history book</p> <p>PC3. verify the stock of various spares, accessories and lubricants and working out the indenting plan and placing indents.</p> <p>PC4. refer the machinery catalogues and identifying the correct spares needed</p> <p>PC5. check the quality of materials received at stores, for e.g. bearings, wheels, arbours, machine spares, belts, brushes, spanners and other tools, etc</p> <p>PC6. carryout machine maintenance audit</p> <p>PC7. maintain records of maintenance</p> <p>PC8. ensure availability of spares and giving requisitions on need basis</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. organization's standard operating procedures (SOP)</p> <p>KA2. knowledge of customers</p> <p>KA3. potential hazards associated with the machines and the safety precautions 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 revolving issues related to defective machines, tools, materials & equipments</p> <p>KA6. details of the various job roles& responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets & machine 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>

TSC/N0405 Maintaining records and ensuring availability of spares – Spinning Preparatory

B. Technical Knowledge	<p>KA14. guidelines for storage & disposal of waste materials</p> <p>You need to know and understand:</p> <p>KB1. planning of maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life.</p> <p>KB2. types and functions of different spares in preparatory spinning</p> <p>KB3. calculation of maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption, mean time between breakdowns, and the industry norms</p> <p>KB4. roles and responsibilities of a maintenance supervisor</p> <p>KB5. general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production.</p> <p>KB6. standing orders and maintaining discipline at work</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>
	Participation
	<p>You need to know and understand how to:</p> <p>SA3. read, write and communicate orally in local language</p> <p>SA4. plan and manage work routine based on instructions from supervisor</p> <p>SA5. should willingly participate in the various programs/ meetings that are conducted by the superiors & put forth the suggestions in the interest of the company</p> <p>SA6. participate in the " quality circles" that are formed by the superiors</p> <p>SA7. should extend voluntary supports and adapt to the various procedures that are adopted by the company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001" GOTS Certification " Fair Trade " etc.</p> <p>You need to know and understand how to :</p> <p>SA8. procedure to carryout maintenance auditing</p> <p>SA9. skill to verify the quality of different spares used</p>

TSC/N0405 Maintaining records and ensuring availability of spares – Spinning Preparatory

NOS Version Control

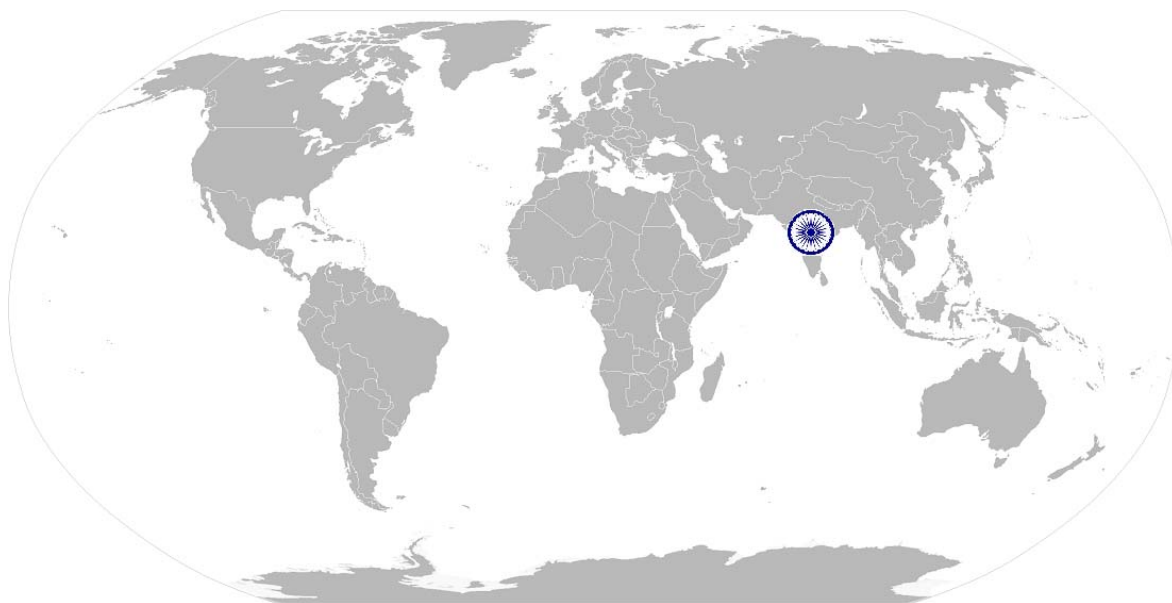
NOS Code	TSC/ N0405		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016



TSC/N9001

Maintaining work area, tools and machines

National Occupational Standard



Overview

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

TSC/N9001

Maintaining work area, tools and machines

National Occupational Standard

Unit Code	TSC/ N9001
Unit Title (Task)	Maintaining work area, tools and machines
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ 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 organizational standard operating procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the 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

Maintaining work area, tools and machines

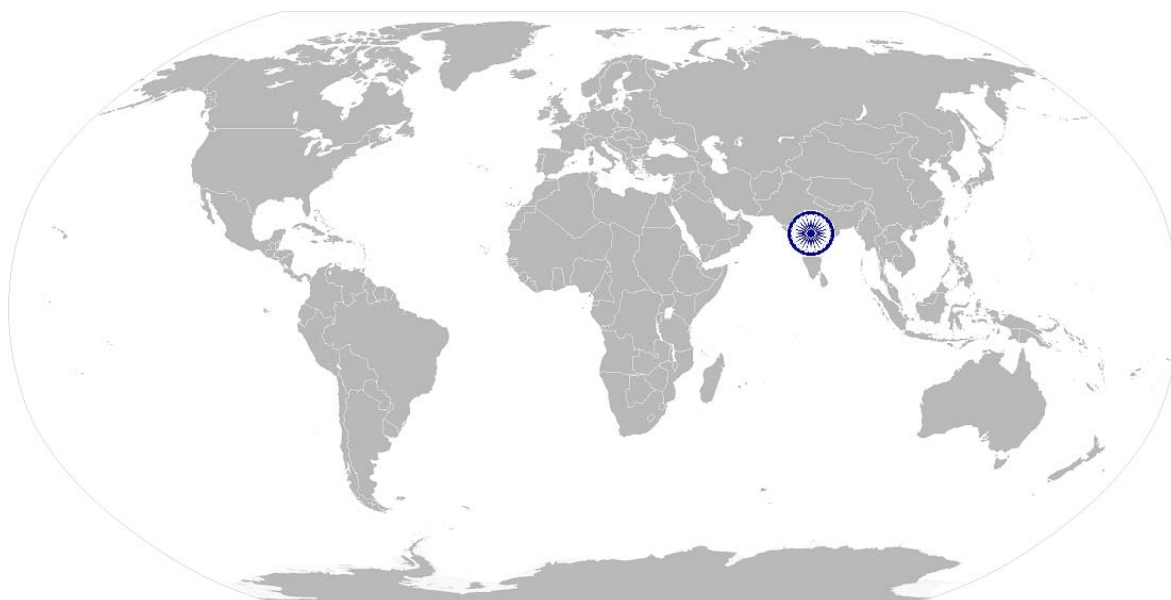
	<p>KB3. hazards likely to be encountered when conducting routine maintenance</p> <p>KB4. the importance of taking action when problems are identified</p> <p>KB5. different ways of minimizing waste</p> <p>KB6. the importance of running maintenance and regular cleaning</p> <p>KB7. effects of contamination 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>
Skills (S)	
A. Core Skills/ Generic Skills	Reading Skills
	You need to know and understand how to:
	SA1. comprehend written instructions
	SA2. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA3. Communicate effectively in local language
	SA4. communicate with supervisor appropriately
B. Professional Skills	SA5. talk to others to convey information effectively
	Problem Solving
	You need to know and understand how to:
	SB1. identify the real reason of problem faced
	SB2. apply problem-solving approaches in different situations
	SB3. refer anomalies to the supervisor
	SB4. seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to:
	SB5. apply good attention to detail
	SB6. check your work is complete and free from errors
	SB7. make sure every kind of communication is error free
	You need to know and understand :
	SB8. communicate effectively
	SB9. apply leadership skills wherever required
	SB10. take initiative at the right place
	SB11. understand the requirement to be creative

TSC/N9001

Maintaining work area, tools and machines

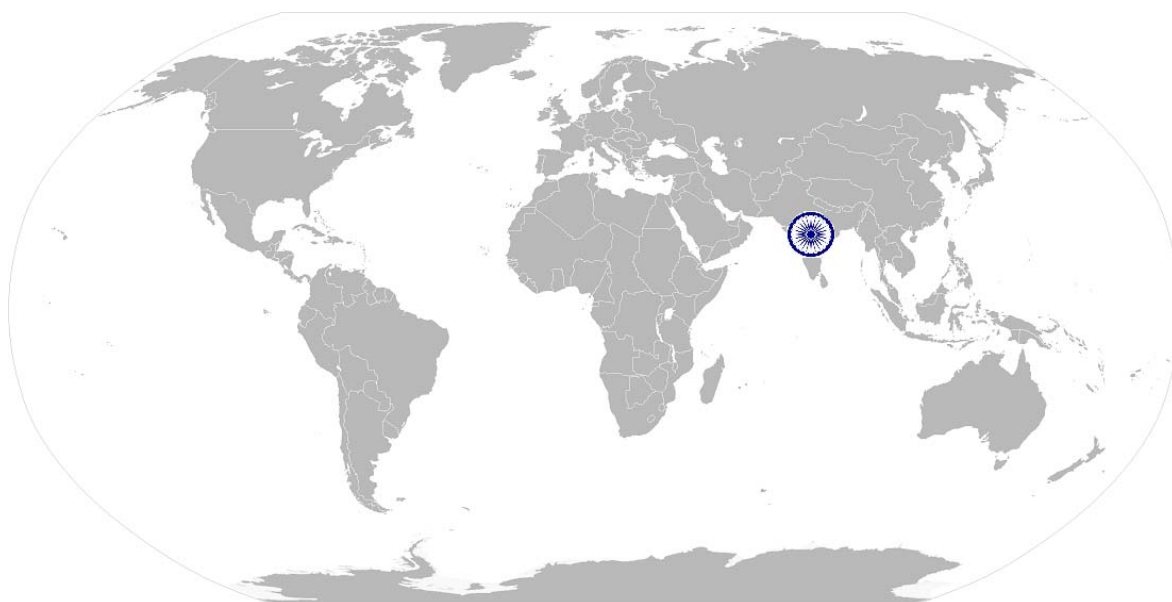
NOS Version Control

NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016



Working in a team

National Occupational Standard



Overview

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

TSC/N9002

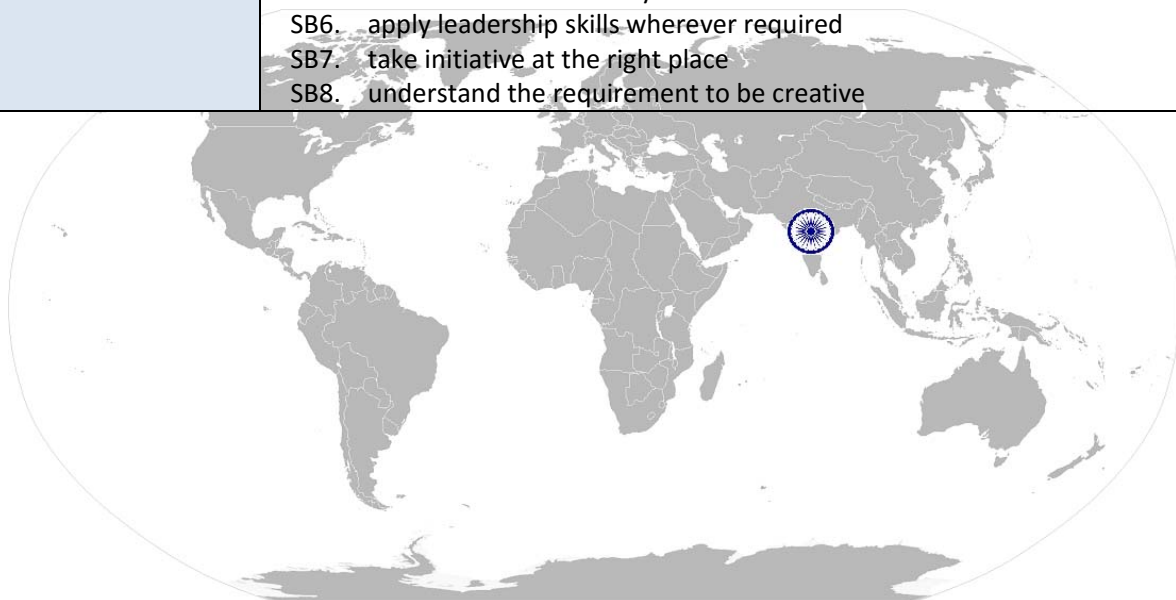
Working in a team

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	<p>This unit/task covers the following:</p> <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	<p>To be competent, you must be able to:</p> <p>PC1. be accountable to the own role in whole process</p> <p>PC2. perform all roles with full responsibility</p> <p>PC3. be effective and efficient at workplace</p>
Communication	<p>PC4. properly communicate about company policies</p> <p>PC5. report all problems faced during the process</p> <p>PC6. talk politely with other team members and colleagues</p> <p>PC7. submit daily report of own performance</p>
Adaptability	<p>PC8. adjust in different work situations</p> <p>PC9. give due importance to others' point of view</p> <p>PC10. avoid conflicting situations</p>
Creative freedom	<p>PC11. develop new ideas for work procedures</p> <p>PC12. improve upon the existing techniques to increase process efficiency</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a textile mill</p> <p>KA2. procedure followed to get the final output in the mill</p> <p>KA3. safe working practices to be adopted in textile mill</p> <p>KA4. reporting to the supervisor or higher authority about any grievances faced</p>
B. Technical Knowledge	<p>KB1. the importance of the previous and next step of the process</p> <p>KB2. process flow in a textile mill and the concerned workers</p> <p>KB3. material flow in a textile mill and the required person</p> <p>KB4. functions of different parts of the machine</p> <p>KB5. tools and equipments used</p> <p>KB6. guidelines for operating the machine</p> <p>KB7. safety procedures to be followed in the machine</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>You need to know and understand how to:</p> <p>SA1. write clear and short sentences</p> <p>SA2. write daily work report</p> <p>SA3. write grievance complaint application</p> <p>Reading Skills</p>

TSC/N9002

Working in a team

	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
B. Professional Skills	Problem Solving
	You need to know and understand how to:
	SB1. identify the real reason of problem faced
	SB2. be able to find the most effective solution to the problems faced
	Attention to Detail
	SB3. apply good attention to detail
	SB4. ensure every kind of communication is error free
	You need to know and understand how to:
	SB5. communicate effectively
	SB6. apply leadership skills wherever required
	SB7. take initiative at the right place
	SB8. understand the requirement to be creative

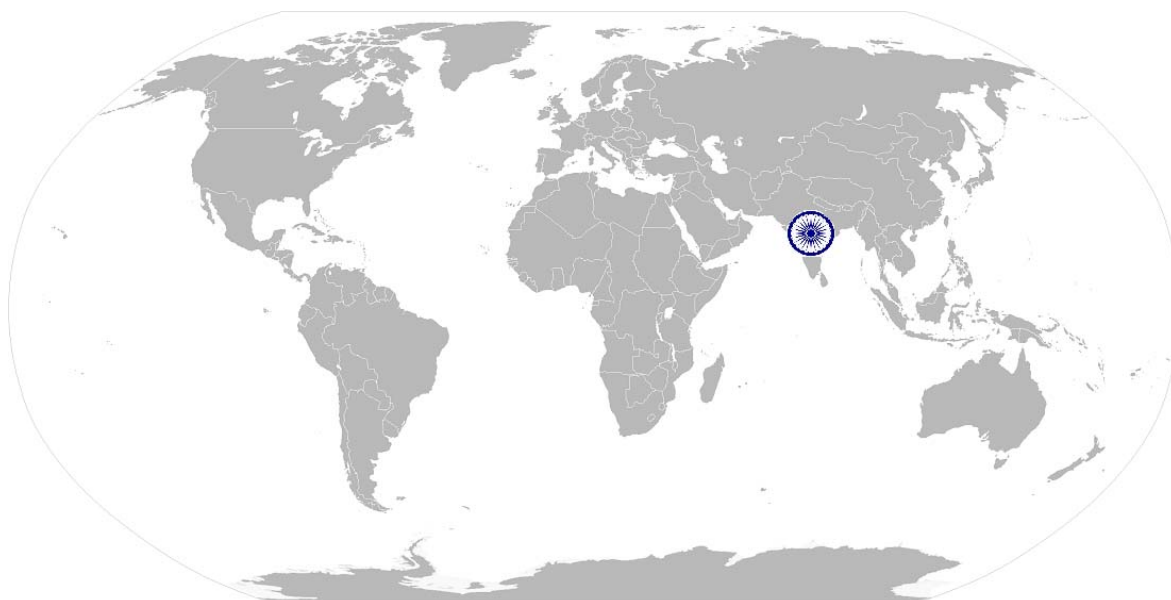


TSC/N9002

Working in a team

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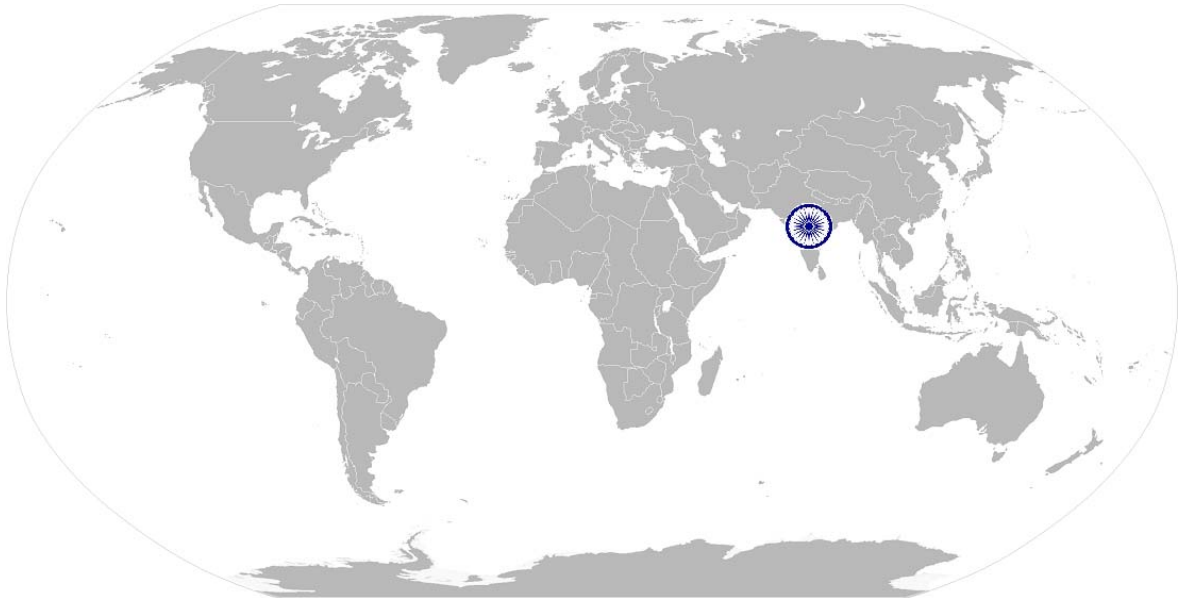
NOS Code	TSC/ N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016



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	PC21. recognise different measures to curb the hazards

TSC/ N9003

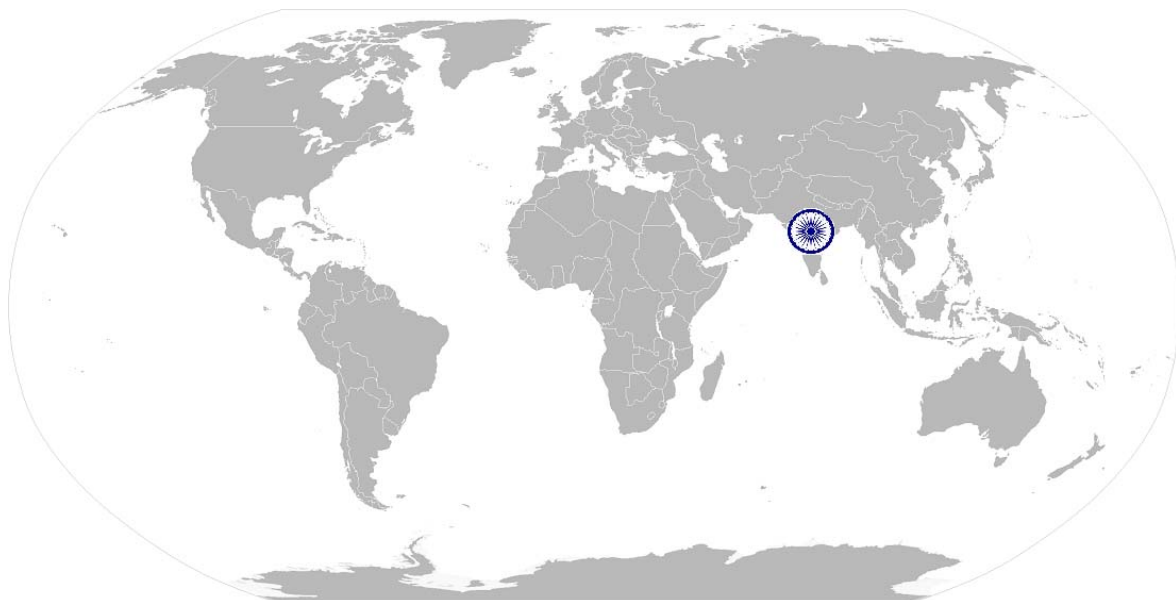
Maintain health, safety and security at work place

techniques	
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a 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
	<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 how to:</p> <p>SA2. read and understand the company instructions</p> <p>SA3. read and understand the simple language</p> <p>SA4. read and understand the safety guidelines</p>
	Oral Communication (Listening and Speaking skills)
	<p>SA3. listen to others attentively</p> <p>SA4. respond to emergencies, accidents or fire at the workplace</p> <p>SA5. evacuate the premises and help others in need while doing so</p> <p>SA6. the value of physical fitness, personal hygiene and good habits</p> <p>SA7. talk with others politely</p>
B. Professional Skills	Decision Making

TSC/ N9003

Maintain health, safety and security at work place

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



TSC/ N9003
NOS Version Control

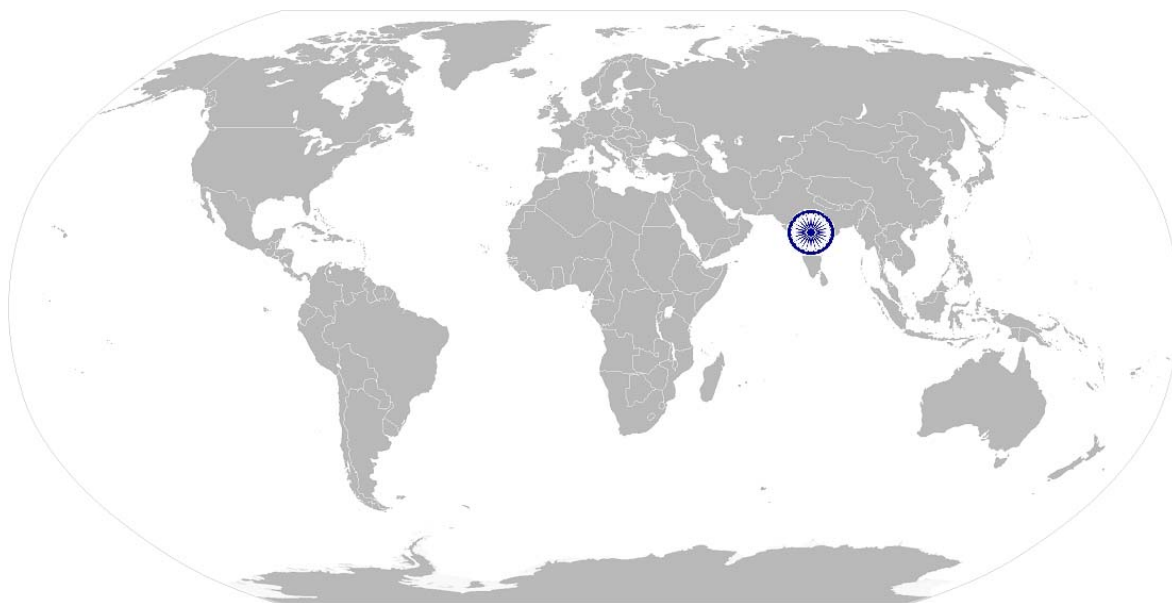
Maintain health, safety and security at work place

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	Maintenance	Next review date	01/03/2016



Comply with industry and organizational requirements

National Occupational Standard



Overview

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

TSC/N9004
Comply with industry and organizational requirements

National Occupational Standard

Unit Code	TSC/ N9004
Unit Title (Task)	Comply with industry and organizational requirements
Description	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry
Scope	This unit/task covers the following: <ul style="list-style-type: none"> self development team work organizational standards industry standards
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Self- development	To be competent, you must be able to: PC1. perform own duties effectively PC2. take responsibility for own actions PC3. be accountable towards the job role and assigned duties PC4. take initiative and innovate the existing methods PC5. focus on self-learning and improvement
Team work	PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication
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
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. reporting to the supervisor or higher authority KA3. knowledge of organization 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

TSC/N9004

Comply with industry and organizational requirements

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

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	Maintenance	Next review date	01/03/2016

Assessment Criteria

Job Role: Fitter - Spinning Preparatory Qualification Pack: Fitter - Spinning Preparatory (TSC/Q 0401) 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) are 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 are based on knowledge bank of question created by the SSC. 3. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre (as per assessment criteria below). 4. To pass the qualification pack, every trainee should score a minimum of 80%.						
National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1. TSC/N0401 (Taking charge of shift and handing over shift to Fitter – Spinning Preparatory)	PC1. come at least 10 - 15 minutes earlier to the work spot	100	4	1	2	1
	PC2. bring the necessary operational tools to the department		6	2	2	2
	PC3. meet the previous shift fitter 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.		7	2	2	3
	PC4. understand the count produced, colour coding, followed in the different machines in spinning preparatory machines		7	3	2	2
	PC5. patrol around the machines in spinning preparatory department and ensure the smooth functioning of all the machines in the department		6	2	3	1
	PC6. check the cleanliness of the work areas		6	1	3	1

Assessment criteria

	PC7. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.		7	2	3	2
	PC8. question the previous shift maintenance people for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.		6	2	1	3
	PC9. ensure the work spot is clean		4	1	2	1
	PC10. take over the shift from the outgoing shift's fitter in a proper manner		5	2	2	1
	PC11. ensure in providing the details regarding count produced, colour coding followed for his allocated number of machines in spinning preparatory		7	2	2	3
	PC12. provide all relevant information regarding the count produced, idle machines, damaged machine parts if any		7	3	2	3
	PC13. get clearance from the incoming counterpart before leaving the work spot		6	2	2	2
	PC14. report to his shift 's superiors, as well as the incoming shift's superiors ,in case his/ her counterpart doesn't report for the incoming shift		6	1	2	3
	PC15. ensure that the shift has to be properly handed over to the incoming shift fitter		6	2	2	2
	PC16. report to his shift superior about the quality / production / maintenance issues / safety issues/ any other issue faced in his/her shift and should leave the department only after getting concurrence for the		6	2	1	3

Assessment criteria

	same from his/ her superiors					
	PC17. ensure the work spot is clean		4	1	2	1
	Total		100	31	35	34
	Weightage %			31%	35%	34%
2.TSC/N0402 (General Maintenance Responsibilities – Spinning Preparatory)	PC1. patrol around the work area before the start of the shift for observing the working.	75	5	2	2	1
	PC2. note down the machines stopped for repairs and the type of problem.		6	2	3	1
	PC3. dismantle and assemble different mechanisms in machines on need basis		7	2	4	1
	PC4. understand the quality complaints in the machines.		6	2	3	1
	PC5. understand the works done till now and the works pending in the machines stopped for repairs or for maintenance works or modifications.		5	2	2	1
	PC6. Follow the production plan and make changes in settings of machines accordingly		5	2	3	0
	PC7. understand the machines allotted for various mixings and decide on the parameters to be checked while doing maintenance ,i.e. parameters like condition of beaters, grid bar settings, the wire points to be mounted on cards, quality of wire points, card settings, half laps to be put on combers,		7	3	3	1

Assessment criteria

	comber settings, settings at draw frames, functioning of stop motions, top arm settings in speed frames, the buffing quality of the top rollers in draw frames, combers and speed frames and so on.					
	PC8. allocate the workers for different tasks considering their knowledge, skills, maturity and workload agreed.	5	2	1	2	
	PC9. refer to process parameters and work out the changes to be made for change in hank or product mix for getting the changes made through the concerned maintenance workers.	7	2	3	2	
	PC10. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers.	5	2	2	1	
	PC11. counsel and influence a poor performers to achieve output as per norms	5	1	1	3	
	PC12. view display panel board and identify the reason for breakdown	6	2	3	1	
	PC13. identify any abnormal sound in machine and stop the machine for carrying out maintenance activities	6	2	3	1	
	Total	75	26	33	16	

Assessment criteria

		Weightage %		35%	44%	21%
3.TSC/N0403 (Preventive maintenance responsibilities– Spinning Preparatory)	PC1. check the proper functioning of machines like blow room, carding, draw frame, combers, speed frames and the ancillaries like trolleys, filters, roller coverings etc.	75	5	2	2	1
	PC2. check the conditions of machine parts while they are being cleaned/scoured or overhauled		5	2	2	1
	PC3. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers		5	2	2	1
	PC4. change the settings of the machines on need basis		6	2	3	1
	PC5. identify the worn out parts and get them replaced.		7	3	3	1
	PC6. verify the safety stop motions and getting them attended if needed		5	2	2	1
	PC7. monitor the stoppages due to breakdowns and analyze the reasons for breakdowns and taking precautionary measures.		5	2	2	1
	PC8. monitor the mounting activities in cards, comber half laps and various beaters.		5	1	3	1
	PC9. monitor the cot mounting and buffing activities		5	1	3	1

Assessment criteria

	PC10. conduct the tool audits i.e. the tools used for maintenance like spanners, top arm gauge, lubricating and flushing pumps, buffing machines, mounting machines, etc.		7	2	3	2
	PC11. oil and grease different machine parts at scheduled interval for smooth functioning of machines		5	1	3	1
	PC12. scheduling the oiling & greasing activities		5	2	2	1
	PC13. ensure correct oil and grease are used		5	2	2	1
	PC14. ensure proper functioning of machines in preparatory department		5	2	2	1
	Total		75	26	34	15
	Weightage %			35%	45%	20%
4.TSC/N0404 (Carry out Breakdown Maintenance activities – Spinning Preparatory)	PC1. attend the machine on a break down	70	4	1	2	1
	PC2. report to the maintenance in charge on a breakdown		4	1	1	2
	PC3. prepare the machine for carrying out breakdown maintenance		4	1	2	1
	PC4. ensure in bringing the proper tools and equipments required for carrying out maintenance		4	1	2	1
	PC5. analyze the machine which is under breakdown		5	1	3	1
	PC6. identify the reason for		5	1	3	1

Assessment criteria

	breakdown				
	PC7. carryout maintenance activities	5	1	3	1
	PC8. replace worn out / damaged parts with new parts	5	1	3	1
	PC9. ensure safety while carrying out maintenance activity	4	1	2	1
	PC10. ensure proper material handling of maintenance tools	4	2	2	0
	PC11. check for proper functioning of machine after maintenance	5	1	3	1
	PC12. run the machine and check for smooth functioning of machine parts	4	1	3	0
	PC13. repair if further fine tuning is needed	4	1	3	0
	PC14. ensure the output material quality is as per quality requirement.	5	1	3	1
	PC15. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers	4	1	2	1
	PC16. ensure minimum time is taken for identifying the reason for breakdown and attending the breakdown, by carrying out the breakdown maintenance activities	4	1	2	1
	Total	70	17	39	14
	Weightage %		24%	56%	20%

Assessment criteria

5.TSC/N0405 (Maintaining records and ensuring availability of spares– Spinning Preparatory)	PC1. carryout maintenance auditing	30	4	1	2	1
	PC2. record the activities in the log book (report book) and updating the machine maintenance history book		4	2	2	0
	PC3. verify the stock of various spares, accessories and lubricants and working out the indenting plan and placing indents.		4	2	2	0
	PC4. refer the machinery catalogues and identifying the correct spares needed		3	2	1	0
	PC5. check the quality of materials received at stores, for e.g. bearings, wheels, arbours, machine spares, belts, brushes, spanners and other tools, etc		4	1	2	1
	PC6. carryout machine maintenance audit		4	2	1	1
	PC7. maintain records of maintenance		3	1	1	1
	PC8. ensure availability of spares and giving requisitions on need basis		4	1	2	1
	Total		30	12	13	5
	Weightage %			40%	43%	17%
6.TSC/N9001 (Maintaining work area, tools and machines)	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	50	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

Assessment criteria

	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
	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
	Total		50	15	21	14
	Weightage %			30%	42%	28%
7.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	1	1
	PC3. be effective and efficient at workplace		4	1	2	1
	PC4. properly communicate about company policies		4	1	1	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	2	1
	PC9. give due importance to others'		4	1	2	1

Assessment criteria

	point of view					
	PC10. avoid conflicting situations		4	1	2	1
	PC11. develop new ideas for work procedures		5	2	2	1
	PC12. improve upon the existing techniques to increase process efficiency		4	1	2	1
	Total		50	16	19	15
	Weight age %			32%	38%	30%
8.TSC/N9003 (Maintain health, safety and security at work place)	PC1. comply with health and safety related instructions applicable to the workplace	100	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
	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

Assessment criteria

	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 hazards		4	2	1	1
	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 %		100%	43%	34%	23%
9.TSC/N9004 (Comply with industry and	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		4	2	1	1

Assessment criteria

organization al requirement s)	role and assigned duties				
	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 %		36%	38%	26%
	Grand Total	600			