

## 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 – Packing Checker

**SECTOR:** TEXTILE

**SUB-SECTOR:** SPINNING

**OCCUPATION:** QUALITY CONTROL

**REFERENCE ID:** TSC/ Q 0501

**ALIGNED TO:** NCO-2004 / 8261.90

**Brief Job Description:** A packing checker is responsible for inspecting all the cone packages in spinning / textile mill ensuring defective cone packages are removed and only defect free & good quality cone packages are taken for packing. This job requires the individual to have thorough knowledge of process flow and material flow in a spinning / textile mill for yarn production and should know about the importance of producing defect free good quality cone package.

**Personal Attributes:** A packing checker should have good eyesight, eye-hand coordination, motor skills and vision (including near vision distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Job Details	Qualifications Pack Code	TSC/Q0501		
	Job Role	Packing Checker		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/14
	Sub-sector	Spinning	Last reviewed on	25/02/15
	Occupation	Quality control	Next review date	01/03/16
	Job Role	Packing Checker		
Role Description		To inspect all the cone packages in a spinning /textile mill &to ensure that all defective cone packages are removed effectively and only good quality cones are packed		
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><a href="#">TSC/ N0501 Taking charge of shift and handing over shift to Packing Checker</a></li> <li><a href="#">TSC/ N0502 Checking the cone package</a></li> <li><a href="#">TSC/ N0503 Packing the cone package</a></li> <li><a href="#">TSC/ N9001 Maintain work area, tools and machines</a></li> <li><a href="#">TSC/ N9002 Working in a team</a></li> <li><a href="#">TSC/ N9003 Maintain health, safety and security at workplace</a></li> <li><a href="#">TSC/ N9004 Comply with industry and organizational requirement</a></li> </ol> <b>Optional:</b> N/A		
Performance Criteria		As described in the relevant OS units		

Table 1: Glossary of Key Terms

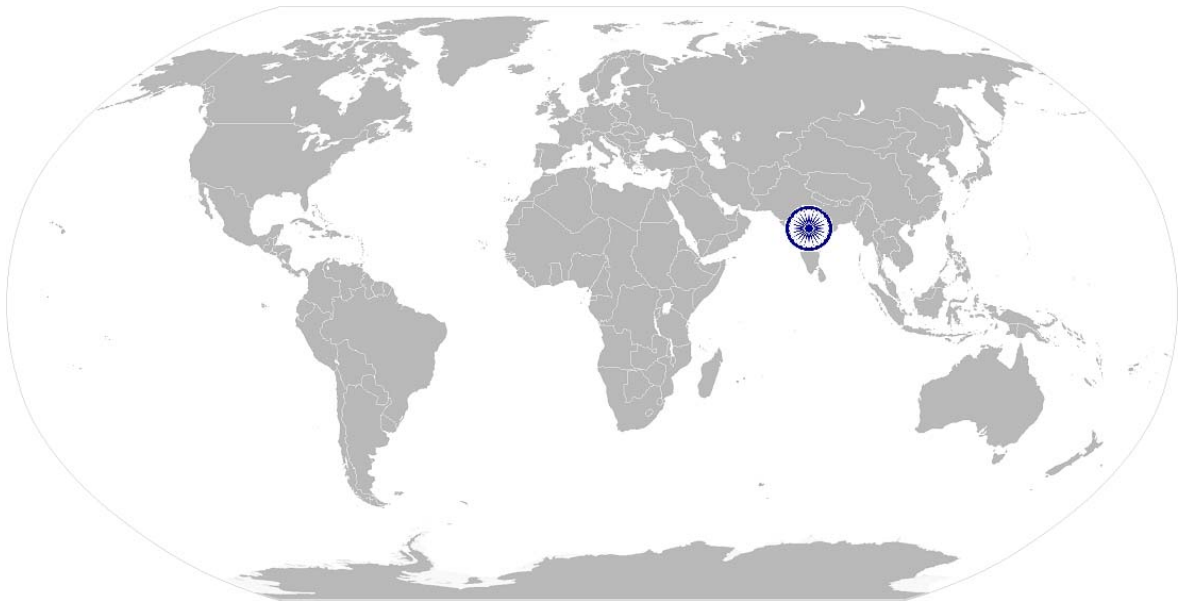
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived 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.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation

TSC/ N 0501

Taking charge of shift and handing over shift to Packing Checker

# National Occupational Standard



## Overview

This unit is about taking charge of shift from previous shift Packing checker and relieving the responsibilities to the next shift Packing checker

TSC/ N 0501

Taking charge of shift and handing over shift to Packing Checker

National Occupational Standard

<b>Unit Code</b>	<b>TSC/ N0501</b>
<b>Unit Title (Task)</b>	<b>Taking charge of shift and handing over shift to Packing Checker</b>
<b>Description</b>	This unit is about taking charge of shift from previous shift Packing checker and relieving the responsibilities to the next shift packing checker
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>Taking charge of shift from packing checker</li> <li>Handing over shift to packing checker</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Taking charge of shift from packing checker</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 checker and discuss with him/ her regarding the issues faced by them with respect to the quality, production, safety or any other specific instruction etc.</p> <p>PC4. understand the count produced, colour coding, followed</p> <p>PC5. check the cleanliness and material flow in the work areas</p> <p>PC6. question the previous shift checker 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>PC7. verify the data mentioned in the register</p> <p>PC8. ensure the waste collection boxes are empty while taking charge of shift</p> <p>PC9. ensure the work spot is clean</p> <p>PC10. take over the shift from the outgoing shift's checker in a proper manner</p>
<b>Handing over shift to packing checker</b>	<p>PC11. ensure in providing the details regarding count produced, no of cones checked, colour coding followed</p> <p>PC12. Ensure that all data is recorded in the register</p> <p>PC13. to provide all relevant information regarding the count produced, idle cone drums, damaged machine parts if any</p> <p>PC14. should get clearance from the incoming counterpart before leaving the work spot</p> <p>PC15. should report to his/ her shift superiors as well as that of the incoming shift checker in case his/ her counterpart doesn't report for the incoming shift</p> <p>PC16. ensure the shift has to be properly handed over to the incoming shift checker</p> <p>PC17. should report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/her shift and should leave the department only after getting concurrence for the same from his/ her superiors</p> <p>PC18. should collect the wastes from waste collection bags, weigh them and transport to storage area</p> <p>PC19. ensure the work spot is clean</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a spinning / textile</p>



**TSC/ N 0501 Taking charge of shift and handing over shift to Packing Checker**

(Knowledge of the company/ organization and its processes)	<p>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 counts in the spinning / textile mill</p>
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KA6. understand the importance of</p> <ul style="list-style-type: none"> <li>• types of yarn</li> <li>• yarn count/Lot no.</li> <li>• types of yarn defects</li> <li>• types of cone defects</li> <li>• yarn conditioning types – hosiery/warp cycles</li> </ul> <p>KA7. process flow in a spinning / textile mill</p> <p>KA8. material flow in a spinning / textile mill</p> <p>KA9. importance of checking the cone package</p> <p>KA10. importance of colour coding followed for different counts</p> <p>KA11. guidelines for checking the cone package</p> <p>KA12. guidelines for taking charge of shift from previous shift packing checker</p> <p>KA13. guidelines for handing over the shift to the next shift packing checker</p> <p>KA14. importance of material handling and types of material handling equipments used equipments</p> <p>KA15. functions and methodology for operating different material handling tools</p> <p>KA16. knowledge of waste collection system &amp; equipments used</p> <p>KA17. importance of cleanliness at workplace</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to:
	SA1. write clear and short sentences
	<b>Reading Skills</b>
	You need to know and understand how to:
	SA2. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to:
	SA3. Communicate with supervisor appropriately
	SA4. talk to others to convey information effectively
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to:
	SB1. apply problem-solving approaches in different situations
	SB2. refer anomalies to the supervisor
	SB3. seek clarification on problems from others
	<b>Attention to Detail</b>
	You need to know and understand how to:
	SB4. apply good attention to detail
	SB5. check your work is complete and free from errors

**TSC/ N 0501**

**Taking charge of shift and handing over shift to Packing Checker**

	SB6. Procedure to check the quality of ring cops, cone package
	SB7. Procedure for operating different material handling tools and equipments
	SB8. Maintain neatness at work place

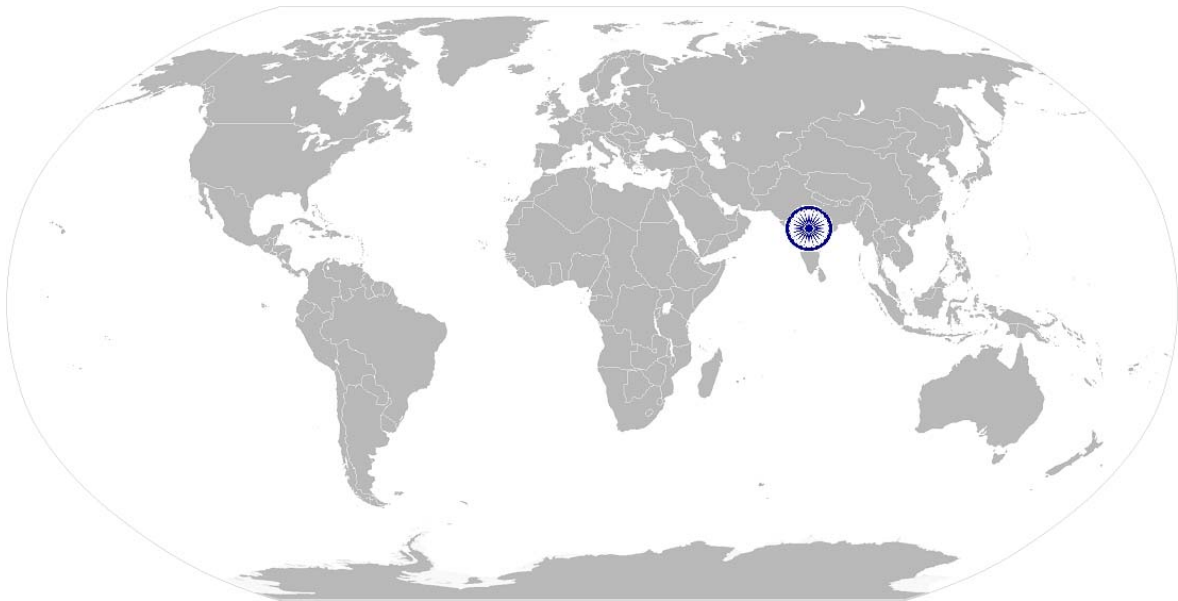
**NOS Version Control**

NOS Code	TSC/ N0501		
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	Quality control	Next review date	01/03/16





# National Occupational Standard



## Overview

This unit is about carrying out procedure for checking and identifying the defects in cone package to ensure good quality cones are packed

TSC/N 0502

Checking the Cone Package

National Occupational Standard

<b>Unit Code</b>	<b>TSC/ N0502</b>
<b>Unit Title (Task)</b>	<b>Checking the Cone Package</b>
<b>Description</b>	This unit is about carrying out procedure for checking and identifying the defects in cone package to ensure good quality cones are packed
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>Checking the quality of cone</li> <li>Other responsibilities</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
Checking the quality of cone	<p>To be competent ,you must be able to:</p> <p>PC1. identify the cones to be inspected by verifying the data sheet available</p> <p>PC2. bring the cops in the cone trolley from storage area</p> <p>PC3. inspect the cone packages visually and check for any damages in the outer layers of cone package</p> <p>PC4. remove the surface defects in cone package</p> <p>PC5. defective packages to be identified removed and reported to superiors.</p> <p>PC6. Identify yarn packages with shade variation &amp; store them in a separate area and report the same to the packing in-charge</p> <p>PC7. ensure the surface of the cone packages are in good condition</p> <p>PC8. ensure proper material handling of waste</p> <p>PC9. transport the cone trolley to the cone inspection room</p> <p>PC10. check the quality of cone using the UV light available</p> <p>PC11. note the defects in cone package</p> <p>PC12. segregate the cone with more defects in a separate area</p> <p>PC13. ensure recording all the data, in a separate register for the cones which are checked</p> <p>PC14. weigh the cone package to verify the weight</p> <p>PC15. ensure that only cones having correct weight are taken for packing</p> <p>PC16. ensure proper material handling of cone packages</p> <p>PC17. ensure using proper material handling of tools and equipments</p> <p>PC18. use safety gadgets like caps, masks and shoes</p> <p>PC19. check for quality approval remark such as Investigator/Checker code number, Approved as OK, Quality OK, Tested and OK – inside each and every cone.</p>
Other responsibilities	<p>PC20. ensure that only defect free cone packages are packed</p> <p>PC21. inform superiors immediately in case of more number of defective cone packages are noticed</p> <p>PC22. ensure that UV light is working properly, if any deviations, inform superiors immediately</p> <p>PC23. collect the hard wastes and weigh them at shift end and place them in specified area</p> <p>PC24. provide all relevant information of the current working process to the next shift operator before relieving.</p>
<b>Knowledge and Understanding (K)</b>	

**TSC/N 0502**

**Checking the Cone Package**

<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 counts in the spinning / textile mill</p>
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KA6. process flow and material flow in a spinning /textile mill</p> <p>KA7. understanding the importance of types of yarn, yarn count</p> <p>KA8. various types of yarn defects</p> <p>KA9. importance of inspecting the cone package</p> <p>KA10. guidelines for removing defects in cone package</p> <p>KA11. importance of UV checking the cone package</p> <p>KA12. importance of material handling</p> <p>KA13. various types of material handling equipments used</p> <p>KA14. functions and methodology for operating different material handling equipments</p> <p>KA15. importance of cleanliness at work place</p> <p>KA16. importance of safety at workplace</p> <p>KA17. safety gadgets used in a spinning /textile mill</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>You need to know and understand how to:</p> <p>SA1. write clear and short sentences</p>
	<b>Reading Skills</b>
	<p>You need to know and understand how to:</p> <p>SA2. comprehend written instructions</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>You need to know and understand how to:</p> <p>SA3. communicate with supervisor appropriately</p> <p>SA4. talk to others to convey information effectively</p>
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	<p>You need to know and understand how to:</p> <p>SB1. apply problem-solving approaches in different situations</p> <p>SB2. refer anomalies to the supervisor</p> <p>SB3. seek clarification on problems from others</p>
	<b>Attention to Detail</b>
	<p>SB4. apply good attention to detail</p> <p>SB5. check your work is complete and free from errors</p> <p>you need to know and understand how to:</p> <p>SB6. procedure to identify and remove the defects in cone</p> <p>SB7. procedure to material handling cone and cone trolley</p> <p>SB8. procedure to inspect the cone package under UV lamp</p> <p>SB9. maintain cleanliness at work place</p>

**TSC/N 0502**

**Checking the Cone Package**

**NOS Version Control**

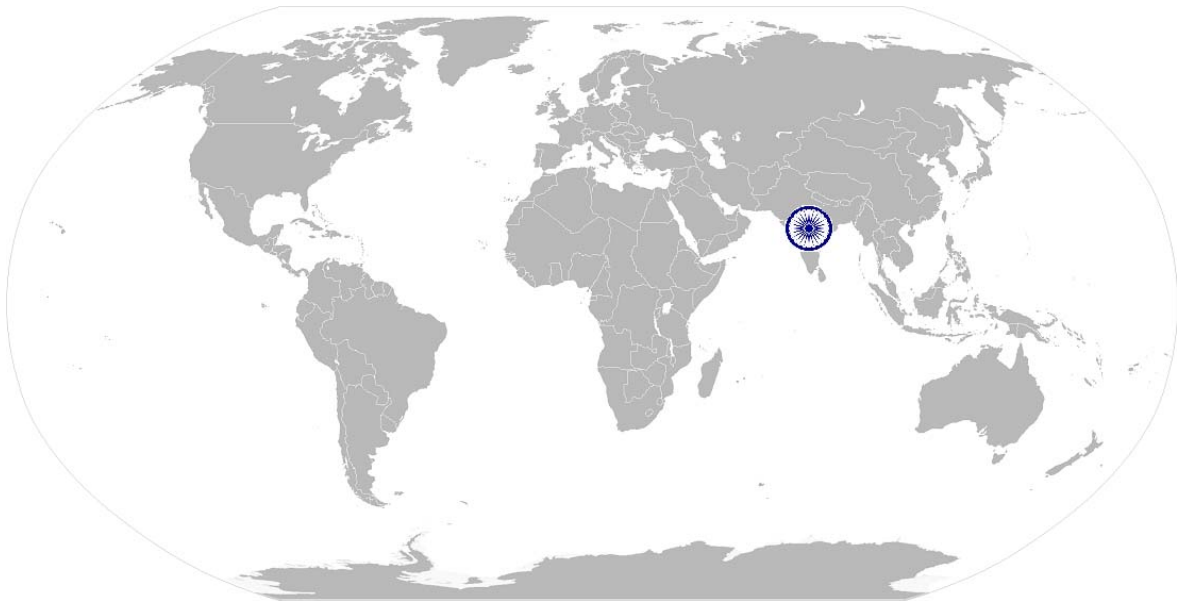
NOS Code	TSC/ N0502		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Quality control	Next review date	01/03/16



TSC/N 0503

Packing the Cone Package

# National Occupational Standard



## Overview

This unit is about carrying out procedure for packing the cone package

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Packing the Cone Package

National Occupational Standard

<b>Unit Code</b>	<b>TSC/ N0503</b>
<b>Unit Title (Task)</b>	<b>Packing the Cone Package</b>
<b>Description</b>	This unit is about carrying out procedure for packing the cone package
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>checking the quality of packing materials</li> <li>inspecting the cone packages</li> <li>packing in the carton</li> <li>packing in hessian bag</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
Checking the quality of packing materials	to be competent, you must be able to: PC1. bring packing materials from storage area PC2. check the quality of packing materials for visual defects, report to supervisors if any and avoid using defective materials PC3. start packing according to the instructions given in the exhibit and as per instructions of the supervisor PC4. use necessary tools and equipments for packing and maintain the same in good condition
Inspecting the cone packages	PC5. take finished cones from storage area PC6. visually examine the cones for defects like stitch, bad shape, stains, ribboning, tail end missing, cut end etc. PC7. check cones for correct labels and cone tip PC8. label the cone package as instructed by supervisor PC9. cover the defect free cones (wherever required) with polythene cover and put cone inserts if required and give it for packing PC10. cones to be cleaned as and when required PC11. keep defective cones in a separate area
Packing in the carton	PC12. prepare the carton of the required specification PC13. paste the count label in the carton PC14. use bottom, middle and top pieces wherever required PC15. spread sealed master polythene inside the carton with adequate length for folding PC16. cartons may be covered with pre-stitched hessian bags if required PC17. place the required number of cones inside the carton in specified manner PC18. fold the flaps properly and paste with tape sealing as per requirement PC19. do stencil marking / sticker pasting and numbering as per requirement PC20. do proper strapping by using strapping machine PC21. push the packed cartons over a pallet PC22. lift the pallet by using hand trolley or pallet truck PC23. ensure count sticker and packing slip is pasted on all cartons before transporting the carton to the godown
Packing in hessian bag	PC24. stitch the top portion of hessian bag and provide "handle" at the corner of



**TSC/N 0503**
**Packing the Cone Package**

	<p>the carton- in case of hessian packing</p> <p>PC25. do stencil marking and strapping if required</p> <p>PC26. ensure packing only one count cones at a time</p> <p>PC27. use proper tools for packing</p> <p>PC28. ensure safety while packing in carton and hessian bags</p> <p>PC29. transport the cartons to godown and stack them as instructed</p> <p>PC30. keep the packing department and carton store storage neat and clean</p> <p>PC31. all polythene and other plastic wastes should be kept separately in the waste box provided for it</p> <p>PC32. all paper waste and carton waste should be kept separately in the box provided for it</p> <p>PC33. sweeping wastes and hard wastes should be kept separately in the box provided for it</p> <p>PC34. ensure cleanliness at work place</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 counts 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 a spinning/textile mill</p> <p>KB2. understanding the importance of types of yarn, yarn count</p> <p>KB3. various types of yarn defects</p> <p>KB4. importance of inspecting the cone package</p> <p>KB5. guidelines for removing defects in cone package</p> <p>KB6. importance of UV checking the cone package</p> <p>KB7. importance of material handling</p> <p>KB8. various types of material handling equipments used</p> <p>KB9. functions and methodology for operating different material handling equipments</p> <p>KB10. guidelines for packing cones in carton</p> <p>KB11. guidelines for packing cones in hessian bag</p> <p>KB12. importance of cleanliness at work place</p> <p>KB13. importance of safety at workplace</p> <p>KB14. importance of safety gadgets used in a spinning / 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

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**Packing the Cone Package**

<b>B. Professional Skills</b>	<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 how to:
	SB6. procedure to packing the cones in carton
	SB7. procedure for packing cones in hessian bags
	SB8. procedure to material handling cone and packing materials
	SB9. maintain cleanliness at work place

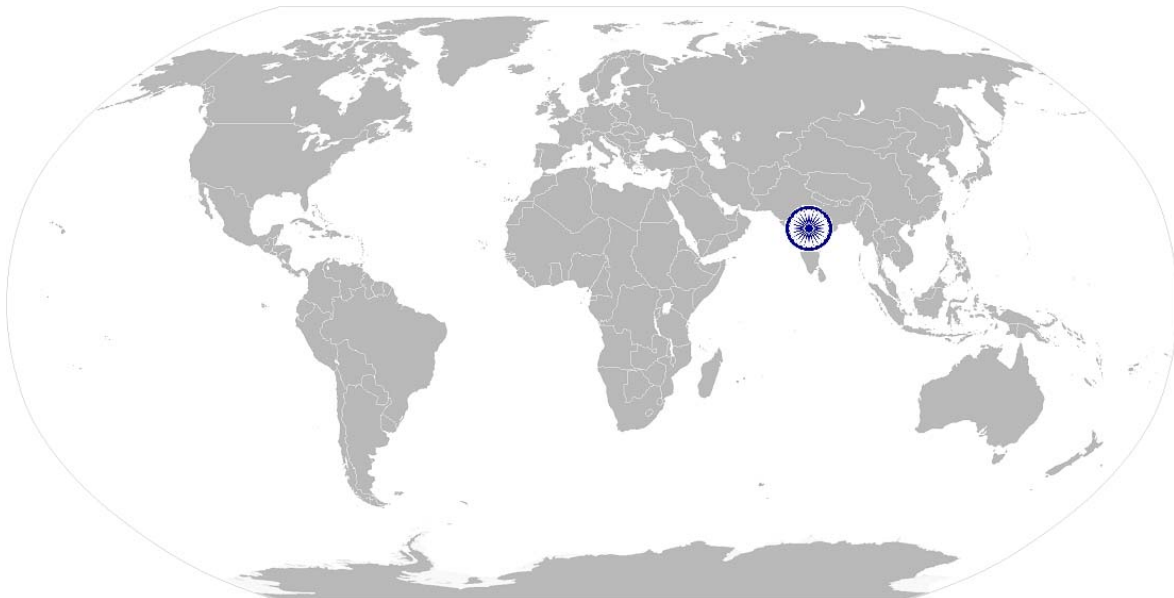


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**Packing the Cone Package**

**NOS Version Control**

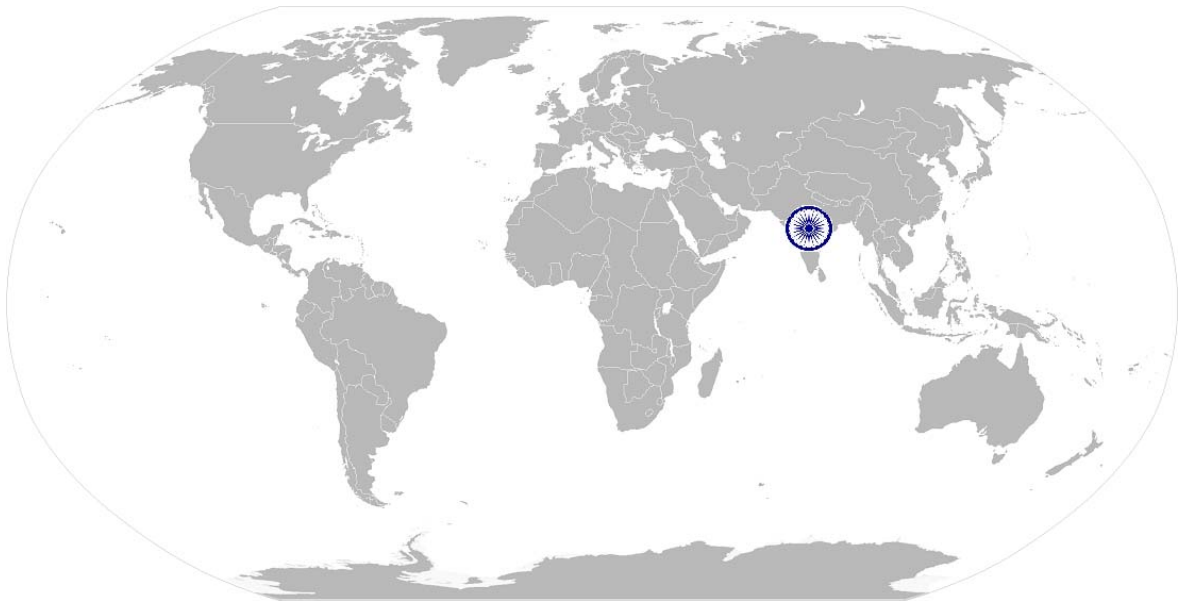
NOS Code	TSC/ N0503		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Quality control	Next review date	01/03/16



TSC/ N9001

Maintaining 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**

**Maintaining work area, tools and machine**

<b>Unit Code</b>	<b>TSC/ N9001</b>
<b>Unit Title (Task)</b>	<b>Maintaining work area, tools and machines</b>
<b>Description</b>	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
<b>Scope</b>	<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>	
<b>Elements</b>	<b>Performance Criteria</b>
Maintain the work area, tools and machines	<p>To be competent, you must be able to:</p> <p>PC1. handle materials, machinery, equipment and tools with care and use them in the correct way</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain tools and equipment</p> <p>PC6. 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>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organizational 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>

**TSC/ N9001**
**Maintaining work area, tools and machine**

<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KA12. work instructions and specifications and interpret them accurately</p> <p>KA13. relation between work role and the overall manufacturing process</p> <p>KA14. hazards likely to be encountered when conducting routine maintenance</p> <p>KA15. the importance of taking action when problems are identified</p> <p>KA16. different ways of minimizing waste</p> <p>KA17. the importance of running maintenance and regular cleaning</p> <p>KA18. effects of contamination on products i.e. machine oil, dirt, foreign materials</p> <p>KA19. common faults with equipment and the method to rectify</p> <p>KA20. maintenance procedures</p> <p>KA21. different types of cleaning equipment and substances and their use</p> <p>KA22. safe working practices for cleaning and the method of carrying them out</p>
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<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading Skills</b>
	<p>You need to know and understand how to:</p> <p>SA1. comprehend written instructions</p> <p>SA2. read any application sent by other colleagues</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>You need to know and understand how to:</p> <p>SA3. communicate in local language orally</p> <p>SA4. communicate with supervisor appropriately</p> <p>SA5. talk to others to convey information effectively</p>
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	<p>You need to know and understand how to:</p> <p>SB1. identify the real reason of problem faced</p> <p>SB2. apply problem-solving approaches in different situations</p> <p>SB3. refer anomalies to the supervisor</p> <p>SB4. seek clarification on problems from others</p>
	<b>Attention to Detail</b>
	<p>You need to know and understand how to:</p> <p>SB5. apply good attention to detail</p> <p>SB6. check your work is complete and free from errors</p> <p>SB7. make sure every kind of communication is error free</p> <p>You need to know and understand how to:</p> <p>SB8. communicate effectively</p> <p>SB9. apply leadership skills wherever required</p> <p>SB10. take initiative at the right place</p> <p>SB11. understand the requirement to be creative</p>



**TSC/ N9001**

**Maintaining work area, tools and machine**

**NOS Version Control**

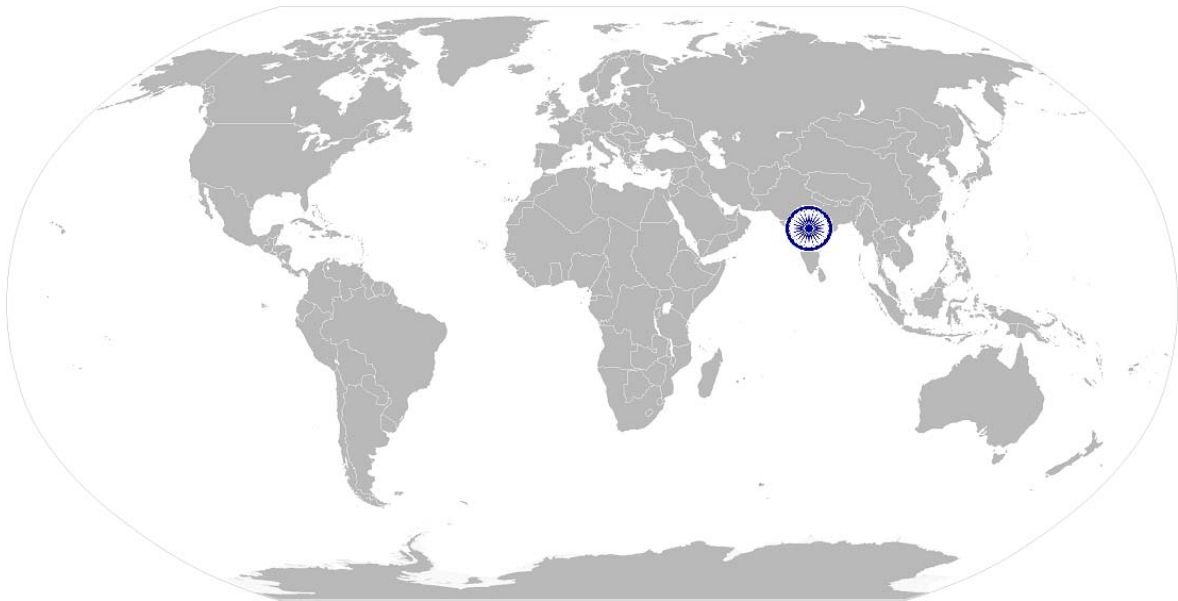
NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Quality control	Next review date	01/03/16



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**

National Occupational Standard

Unit Code	TSC/ N9002
Unit Title (Task)	Working in a team
Description	This unit is about working as a team member in the role of in the textile industry
Scope	<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>
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Commitment and trust	To be competent, you must be able to: PC1. be accountable to the own role in whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	PC4. properly communicate about company policies PC5. report all problems faced during the process PC6. talk politely with other team members and colleagues PC7. submit daily report of own performance
Adaptability	PC8. adjust in different work situations PC9. give due importance to others' point of view PC10. avoid conflicting situations PC11. collaborate with colleagues
Creative freedom	PC12. develop new ideas for work procedures PC13. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)	
<b>A. Organizational Context</b>	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a spinning /textile mill KA2. procedure followed to get the final output in the spinning/textile mill KA3. safe working practices to be adopted in spinning /textile mill KA4. reporting to the supervisor or higher authority about any grievances faced
<b>B. Technical Knowledge</b>	KB1. understanding the importance of the previous and next step of the process KB2. process flow in a spinning /textile mill and the concerned workers KB3. material flow in a spinning /textile mill and the required person KB4. functions of different parts of the machine KB5. various tools and equipments used KB6. guidelines for operating the machine KB7. safety procedures to be followed in the machine
Skills (S)	
<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

**TSC/ N9002**

**Working in a team**

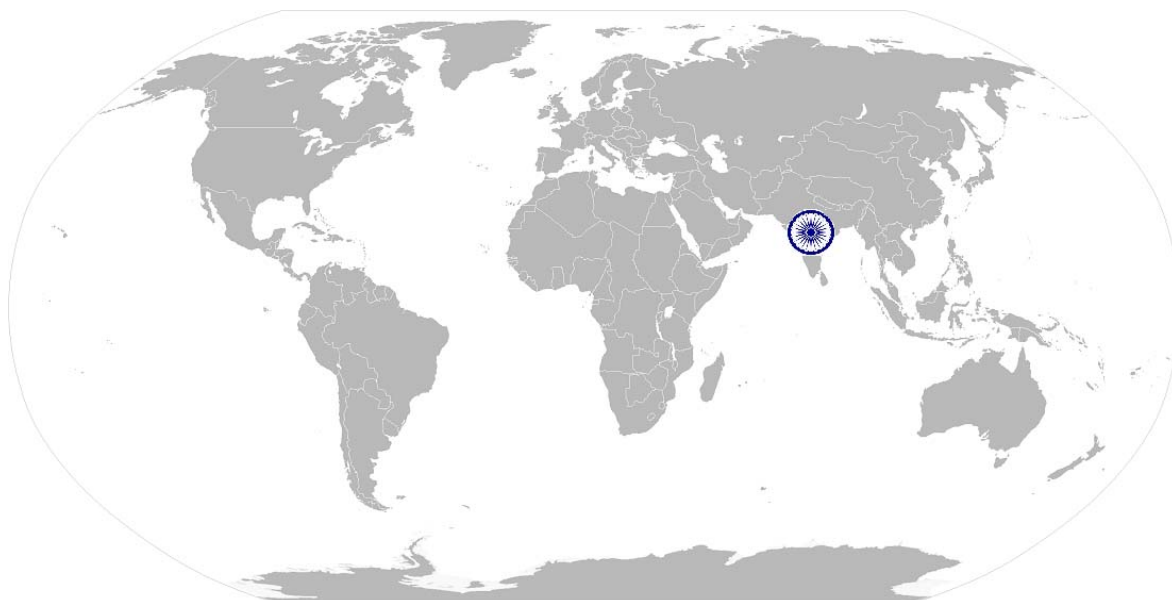
	SA2. write daily work report
	SA3. write grievance complaint application
	<b>Reading Skills</b>
	You need to know and understand how to: SA4. comprehend written instructions SA5. Read any application sent by other colleagues
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know 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**

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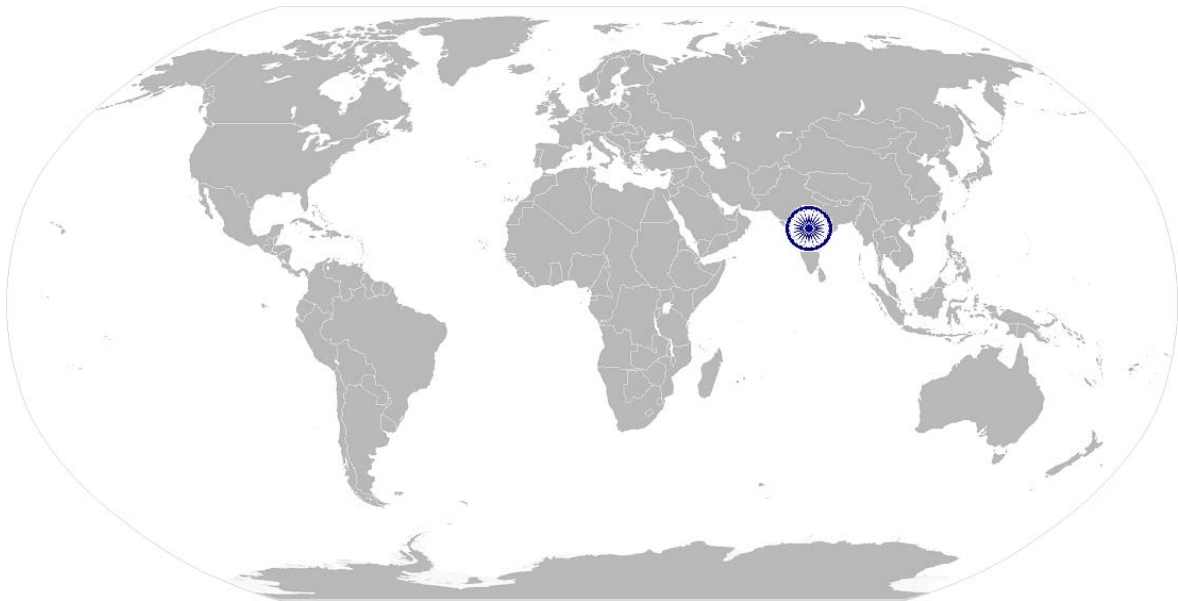
NOS Code	TSC/ N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Quality control	Next review date	01/03/16



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**

**National Occupational Standard**

<b>Unit Code</b>	<b>TSC/ N9003</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at work place</b>
<b>Description</b>	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.
<b>Scope</b>	<p><b>This unit/task covers the following:</b></p> <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>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
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

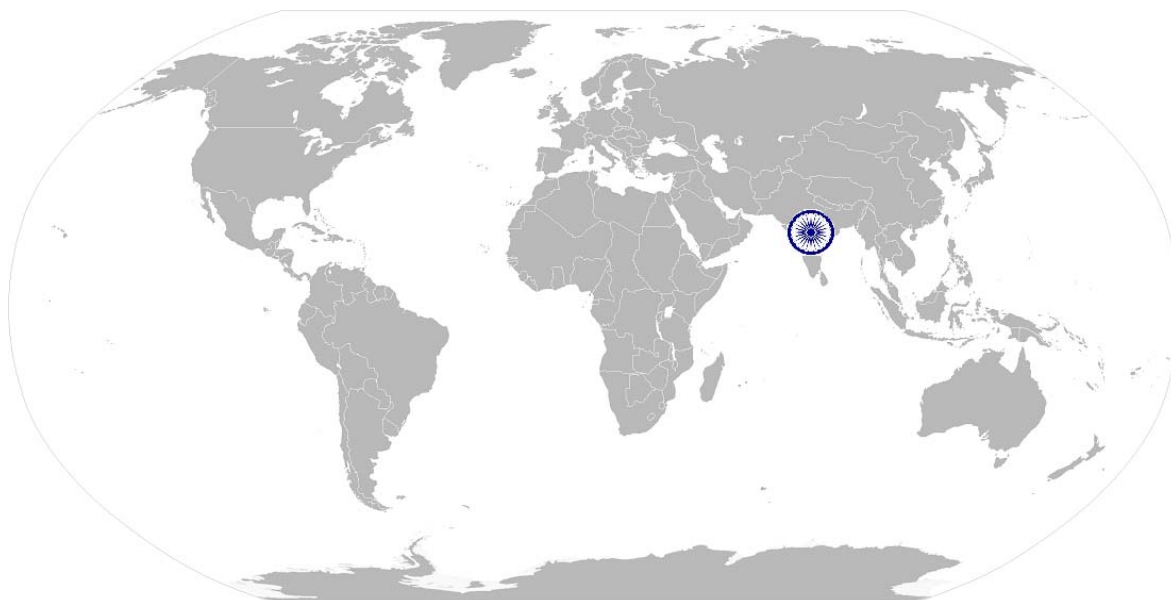
**TSC/ N9003**
**Maintain health, safety and security at work place**

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

**TSC/ N9003**

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

	SA9. 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
	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 how to: SB7. maintain neatness at work SB8. procedure for reporting unwanted behavior



**TSC/ N9003**

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

**NOS Version Control**

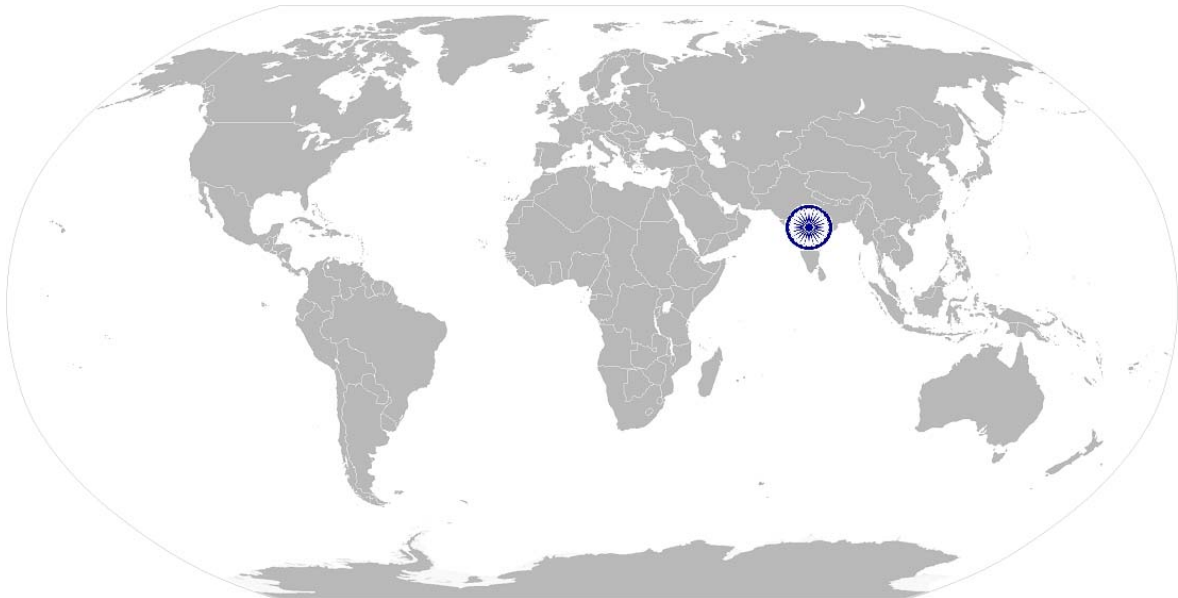
NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Quality control	Next review date	01/03/16



TSC/ N9004

Comply with industry and organizational requirements

# National Occupational Standard



## Overview

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

TSC/ N9004

Comply with industry and organizational requirements

National Occupational Standard	Unit Code	TSC/ N9004
	Unit Title (Task)	Comply with industry and organizational requirements
	Description	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry
	Scope	<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>	
	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
	<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 spinning / textile mill KA2. reporting to the supervisor or higher authority KA3. knowledge of organization standards KA4. knowledge of industry standards
	<b>B. Technical Knowledge</b>	You need to know and understand: KA5. process flow and material flow in a spinning /textile mill KA6. importance of complying with the standards KA7. guidelines for cleaning the various part of machine
	<b>Skills (S)</b>	
	<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
		You need to know and understand how to: SA1. write reports



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**Comply with industry and organizational requirements**

	SA2. write in local language
	<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 how to: SA9. procedure of preparing the industry standards SA10. procedure to follow the given standards SA11. procedure to comply with the standards

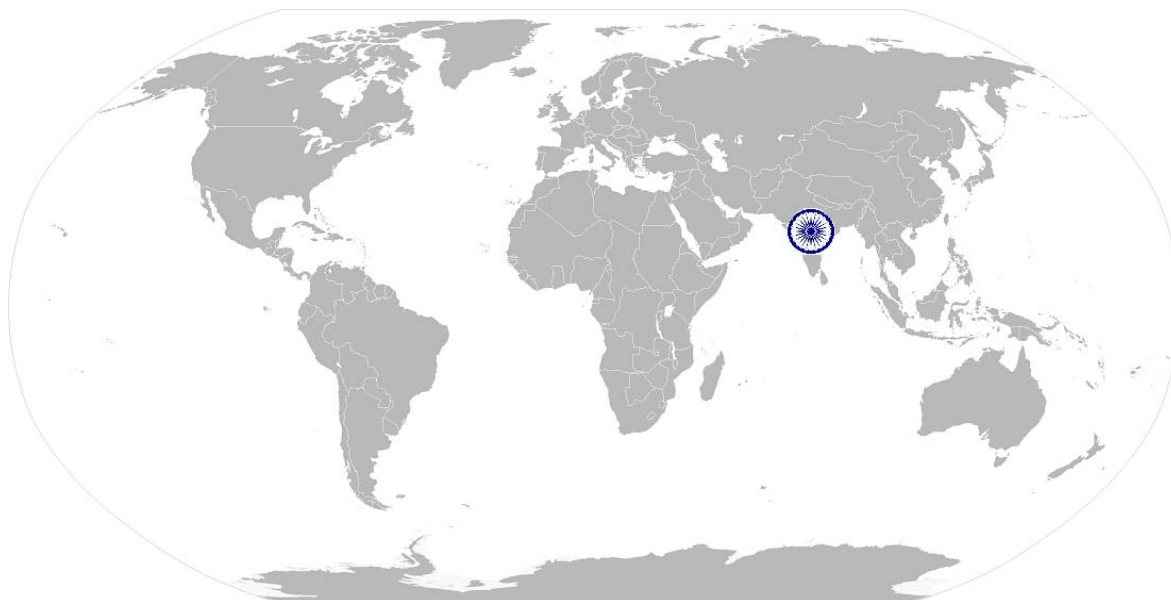


**TSC/ N9004**

**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	Quality control	Next review date	01/03/16



### Assessment criteria

**Job Role: Packing Checker**

**Qualification Pack: Packing Checker**

**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/N0501 (Taking charge of shift and handing over shift to Packing Checker )</b>	PC1. come at least 10 - 15 minutes earlier to the work spot	<b>80</b>	3	1	1	1
	PC2. bring the necessary operational tools to the department		4	1	2	1
	PC3. meet the previous shift checker and discuss with him/ her regarding the issues faced by them with respect to the quality, production, safety or any other specific instruction etc.		5	2	1	2
	PC4. understand the count produced, colour coding, followed		5	2	1	2
	PC5. check the cleanliness and material flow in the work areas		4	2	1	1
	PC6. question the previous shift checker 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	1	2	1
	PC7. verify the data mentioned in the register		4	1	2	1
	PC8. ensure the waste collection boxes are empty while taking charge of shift		5	2	2	1
	PC9. ensure the work spot is clean		4	1	2	1
	PC10. take over the shift from the outgoing shift's checker in a proper manner		4	1	2	1

### Assessment criteria

	PC11. ensure in providing the details regarding count produced, no of cones checked, colour coding followed		4	2	1	1
	PC12. Ensure that all data is recorded in the register		4	1	2	1
	PC13. to provide all relevant information regarding the count produced, idle cone drums, damaged machine parts if any		5	2	1	2
	PC14. should get clearance from the incoming counterpart before leaving the work spot		4	1	1	2
	PC15. should report to his/ her shift superiors as well as that of the incoming shift checker in case his/ her counterpart doesn't report for the incoming shift		4	1	1	2
	PC16. ensure the shift has to be properly handed over to the incoming shift checker		4	1	1	2
	PC17. should 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		5	1	1	3
	PC18. should collect the wastes from waste collection bags, weigh them and transport to storage area		4	2	1	1
	PC19. ensure the work spot is clean		4	1	2	1
	<b>Total</b>		<b>80</b>	<b>26</b>	<b>27</b>	<b>27</b>
	<b>Weightage %</b>			33%	34%	34%
<b>2. TSC/N0502 (Checking the Cone Package)</b>	PC1. identify the cones to be inspected by verifying the data sheet available	<b>120</b>	5	2	1	2
	PC2. bring the cops in the cone trolley from storage area		5	2	1	2
	PC3. inspect the cone packages visually and check for any damages in the outer layers of cone package		7	2	3	2
	PC4. remove the surface defects in cone package		5	2	2	1
	PC5. defective packages to be identified, removed and reported to superiors.		5	1	2	2

### Assessment criteria

PC6. Identify yarn packages with shade variation & store them in a separate area and report the same to the packing incharge	5	2	3	0
PC7. ensure the surface of the cone packages are in good condition	5	2	3	0
PC8. ensure proper material handling of waste	4	2	1	1
PC9. transport the cone trolley to the cone inspection room	5	2	2	1
PC10. check the quality of cone using the UV light available	4	1	2	1
PC11. note the defects in cone package	4	1	2	1
PC12. segregate the cone with more defects in a separate area	4	1	2	1
PC13. ensure recording all the data, in a separate register for the cones which are checked	6	2	2	2
PC14. weigh the cone package to verify the weight	5	2	2	1
PC15. ensure that only cones having correct weight are taken for packing	5	2	2	1
PC16. ensure proper material handling of cone packages	5	2	2	1
PC17. ensure using proper material handling of tools and equipments	5	2	2	1
PC18. use safety gadgets like caps, masks and shoes	4	1	2	1
PC19. check for quality approval remark such as Investigator/Checker code number, Approved as OK, Quality OK, Tested and OK – inside each and every cone.	5	2	2	1
PC20. ensure that only defect free cone packages are packed	5	2	2	1
PC21. inform superiors immediately in case of more number of defective cone packages are noticed	5	1	2	2
PC22. ensure that UV light is working properly, if any deviations, inform superiors immediately	6	2	2	2
PC23. collect the hard wastes and weigh them at shift end and place them in specified area	5	2	2	1

### Assessment criteria

	PC24. provide all relevant information of the current working process to the next shift operator before relieving.		6	2	1	3
	<b>Total</b>		<b>120</b>	<b>42</b>	<b>47</b>	<b>31</b>
	<b>Weightage %</b>			35%	39%	26%
<b>3. TSC/N0503 (Packing the Cone Package)</b>	PC1. bring packing materials from storage area	<b>150</b>	5	1	1	3
	PC2. check the quality of packing materials for visual defects, report to supervisors if any and avoid using defective materials		5	1	2	2
	PC3. start packing according to the instructions given in the exhibit and as per instructions of the supervisor		4	1	2	1
	PC4. use necessary tools and equipments for packing and maintain the same in good condition		4	1	2	1
	PC5. take finished cones from storage area		5	2	2	1
	PC6. visually examine the cones for defects like stitch, bad shape, stains, ribboning, tail end missing, cut end etc.		4	1	2	1
	PC7. check cones for correct labels and cone tip		5	2	2	1
	PC8. label the cone package as instructed by supervisor		4	1	2	1
	PC9. cover the defect free cones (wherever required) with polythene cover and put cone inserts if required and give it for packing		4	1	2	1
	PC10. cones to be cleaned as and when required		4	1	2	1
	PC11. keep defective cones in a separate area		5	2	2	1
	PC12. prepare the carton of the required specification		5	1	3	1
	PC13. paste the count label in the carton		4	1	2	1
	PC14. use bottom, middle and top pieces wherever required		4	1	2	1
	PC15. spread sealed master polythene inside the carton with adequate length for folding		4	1	2	1
	PC16. cartons may be covered with pre-stitched hessian bags if required		5	2	2	1



### Assessment criteria

PC17.place the required number of cones inside the carton in specified manner	6	2	3	1
PC18.fold the flaps properly and paste with tape sealing as per requirement	4	1	2	1
PC19.do stencil marking / sticker pasting and numbering as per requirement	4	1	2	1
PC20.do proper strapping by using strapping machine	5	2	2	1
PC21.push the packed cartons over a pallet	4	1	2	1
PC22.lift the pallet by using hand trolley or pallet truck	4	1	2	1
PC23.ensure count sticker and packing slip is pasted on all cartons before transporting the carton to the godown	4	1	2	1
PC24.stitch the top portion of hessian bag and provide "handle" at the corner of the carton- in case of hessian packing	4	1	2	1
PC25.do stencil marking and strapping if required	5	2	2	1
PC26.ensure packing only one count cones at a time	5	2	2	1
PC27.use proper tools for packing	5	2	2	1
PC28.ensure safety while packing in carton and hessian bags	5	2	2	1
PC29.transport the cartons to godown and stack them as instructed	4	1	2	1
PC30.keep the packing department and carton store storage neat and clean	4	1	2	1
PC31.all polythene and other plastic wastes should be kept separately in the waste box provided for it	5	2	2	1
PC32.all paper waste and carton waste should be kept separately in the box provided for it	4	1	2	1
PC33.sweeping wastes and hard wastes should be kept separately in the box provided for it	4	1	2	1
PC34.ensure cleanliness at work place	3	1	1	1
<b>Total</b>	<b>150</b>	<b>45</b>	<b>68</b>	<b>37</b>
<b>Weightage %</b>		30%	45%	25%

### Assessment criteria

<b>4.TSC/N9001 (Maintaining 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
	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>		50	15	21	14
	<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		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

### Assessment criteria

	PC7. submit daily report of own performance		5	2	2	1
	PC8. adjust in different work situations		3	1	1	1
	PC9. give due importance to others’ point of view		3	1	1	1
	PC10. avoid conflicting situations		3	1	1	1
	PC11. collaborate with colleagues performing the pre-required and post-required		4	2	1	1
	PC12. develop new ideas for work procedures		4	1	2	1
	PC13. improve upon the existing techniques to increase process efficiency		4	1	2	1
	Total		50	17	17	16
	Weightage %			34%	34%	32%
6.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
	PC12. monitor the workplace and work processes for potential risks and threat		5	2	2	1

### Assessment criteria

	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
	<b>Total</b>		<b>100</b>	<b>43</b>	<b>34</b>	<b>23</b>
	<b>Weightage %</b>			43%	34%	23%
<b>7.TSC/N9004 (Comply with industry and organizational requirements)</b>	PC1. perform own duties effectively	<b>50</b>	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

### Assessment criteria

	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
	<b>Total</b>		<b>50</b>	<b>18</b>	<b>19</b>	<b>13</b>
	<b>Weightage %</b>			36%	38%	26%
<b>Grand Total</b>			<b>600</b>	<b>206</b>	<b>233</b>	<b>161</b>