

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 – Blowroom Operator

SECTOR: TEXTILE

SUB-SECTOR: SPINNING

OCCUPATION: SPINNING PREPARATORY

REFERENCE ID: TSC/Q 0101

ALIGNED TO: NCO-2004 / 7431.10

Brief Job Description: A blowroom operator is responsible to carry out activities in the sequence of machines in blowroom department. A blowroom operator should be able to operate the sequence of machines in blowroom department, carry out routine cleaning and preventive maintenance activities, ascertaining proper functioning of all machines thus ensuring the opened and cleaned fibre gets transported to the carding department via chute/lap feed system.

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

Job Details	Qualifications Pack Code	TSC/Q 0101		
	Job Role	Blowroom Operator		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/14
	Sub-sector	Spinning	Last reviewed on	22/01/15
	Occupation	Spinning Preparatory	Next review date	01/03/16
	Job Role	Blowroom Operator		
Role Description		To operate the sequence of machines in blowroom department, carry out routine cleaning and preventive maintenance activities, ensuring proper functioning of all machines thus ensuring the opened and cleaned material gets transported to the carding department via chute/lap feed system.		
NSQF level		4		
Minimum Educational Qualifications		5 th 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)		Compulsory: <ol style="list-style-type: none"> TSC/ N0101 Taking charge of shift and handing over shift to Blowroom Operator TSC/N0102 (Operating Machines in blowroom) TSC/N0103 (Cleaning and maintenance responsibilities in blowroom) TSC/ N9001 Maintain work area, tools and machines TSC/ N9002 Working in a team TSC/ N9003 Maintain health, safety and security at workplace TSC/ N9004 Comply with industry and organizational requirement Optional: Not Applicable		
Performance Criteria		As described in the relevant OS units		

Glossary of Key Terms

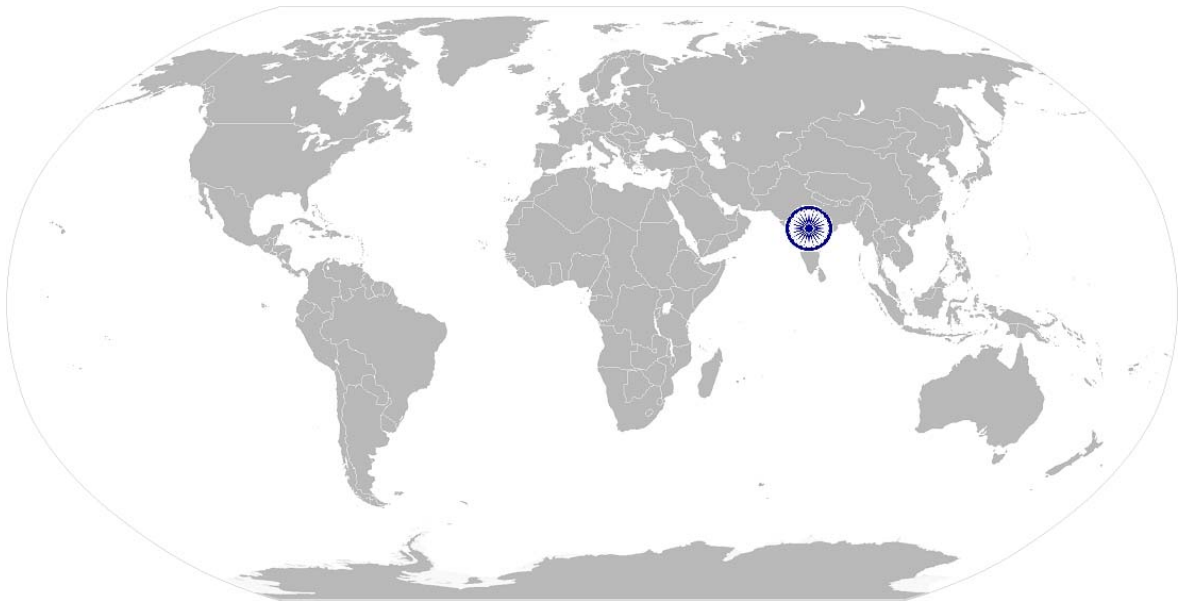
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived 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 Qualification Framework
NCO	National Classification of Occupations
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation

TSC/ N0101

Taking charge of shift and handing over shift to Blowroom Operator

National Occupational Standard



Overview

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

TSC/ N0101 Taking charge of shift and handing over shift to Blowroom Operator

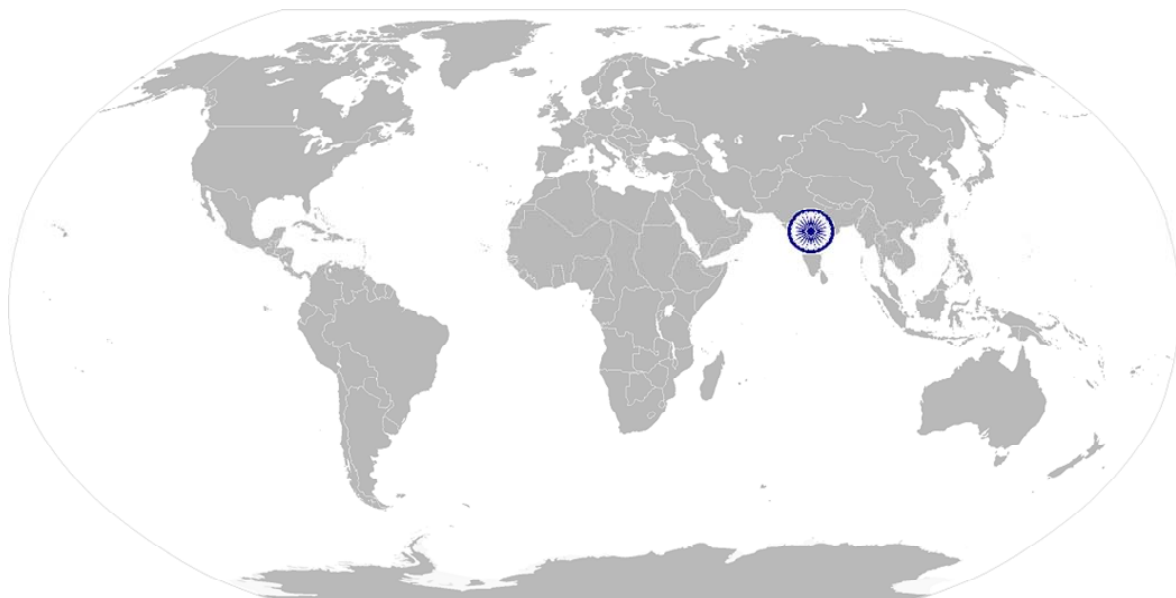
Unit Code	TSC/N 0101
Unit Title (Task)	Taking charge of shift and handing over shift to Blowroom Operator
Description	This unit is about taking charge of shift from previous shift Blowroom operator and relieving the responsibilities to the next shift Blowroom operator
Scope	This unit/task covers the following: <ul style="list-style-type: none"> taking charge of shift from Blowroom operator handing over shift to Blowroom operator
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
taking charge of shift from Blowroom operator	<p>To be competent, you should be able to:</p> <p>PC1. come at least 10 - 15 minutes earlier to the work spot</p> <p>PC2. bring the necessary operational tools to the department</p> <p>PC3. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality, production, spare, safety or any other specific instruction etc.</p> <p>PC4. understand the mixing followed, count produced, followed in the blowroom for his allocated machines</p> <p>PC5. ensure the technical details are mentioned in the display board in the blowroom machine</p> <p>PC6. check the availability of bales with technical details mentioned regarding the type of material used for producing a particular type of yarn</p> <p>PC7. check the fibre tuft passage and proper transportation of fibre tufts to carding department via chute/lap feed system</p> <p>PC8. ensure proper functioning of blowroom machine parts and variations if any should be discussed with operator and reported to superiors</p> <p>PC9. check the cleanliness of the machines & other work areas</p> <p>PC10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.</p> <p>PC11. question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well as that of the previous shift.</p> <p>PC12. ensure the wastes collection boxes are empty while taking charge of shift</p> <p>PC13. ensure the work spot is clean</p> <p>PC14. take over the shift from the outgoing blow room operator in a proper manner</p>
handing over shift to Blowroom operator	<p>PC15. hand over the shift to the incoming blow room operator in a proper manner</p> <p>PC16. ensure in providing the details regarding mixing followed, count produced, followed in the blowroom machines</p> <p>PC17. provide all relevant information regarding the count produced, damaged machine parts if any</p> <p>PC18. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC19. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift</p> <p>PC20. ensure the shift has to be properly handed over to the incoming shift operator</p>

TSC/ N0101 Taking charge of shift and handing over shift to Blowroom Operator

	<p>PC21. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors</p> <p>PC22. collect the wastes from waste collection bags, weigh them and transport to storage area</p> <p>PC23. ensure the work spot is clean</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 time keeping)</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. the importance of</p> <ul style="list-style-type: none"> types of fibres types of yarn yarn count <p>KB2. process flow in a spinning mill</p> <p>KB3. material flow in a spinning mill</p> <p>KB4. importance of mixing, count change</p> <p>KB5. functions of different machines in blowroom</p> <p>KB6. importance of colour coding followed for different counts in spinning mill</p> <p>KB7. knowledge of waste collection system & equipments used</p> <p>KB8. importance of material handling and types of material handling equipments used</p> <p>KB9. importance of cleanliness at workplace</p> <p>KB10. functions and methodology for operating different material handling equipments</p> <p>KB11. understanding the functions of different signal lamps</p> <p>KB12. guidelines for operating the different sequence of machines in blowroom</p> <p>KB13. guidelines for taking charge of shift from previous shift blowroom operator</p> <p>KB14. guidelines for handing over the shift to the next shift blowroom operator</p> <p>KB15. safety procedures to be followed in blowroom</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>The individual must be able to :</p> <p>SA1. write clear and short sentences.</p> <p>SA2. plan and manage work routine based on company's procedure</p>

TSC/ N0101 Taking charge of shift and handing over shift to Blowroom Operator

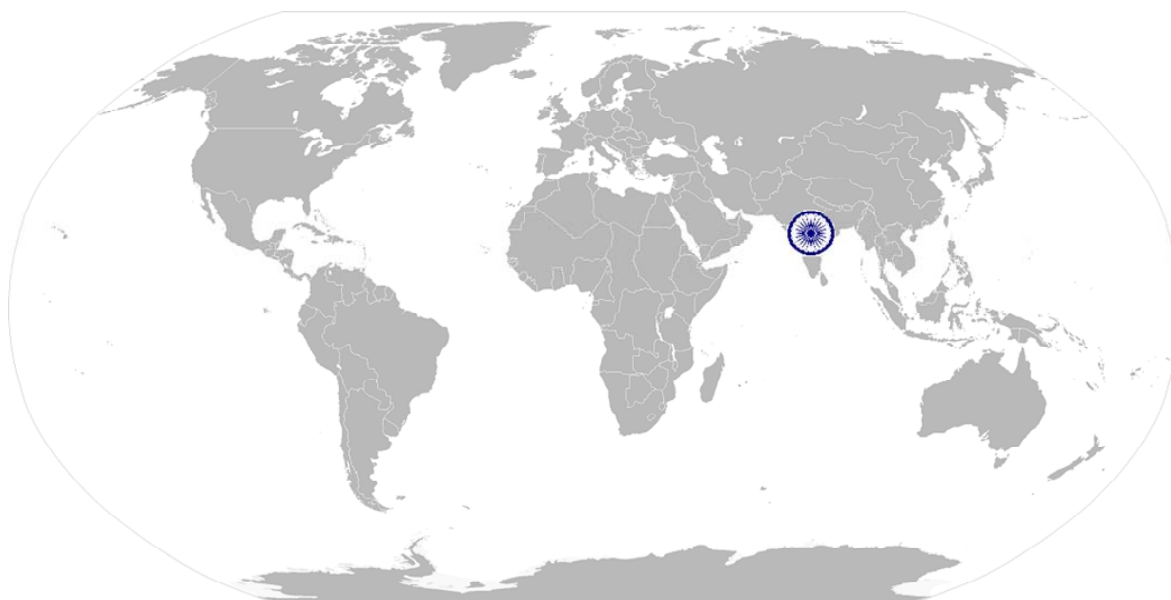
B. Professional Skills	<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SB1. patrol around the blowroom department and ensure proper functioning of machines SB2. procedure for operating different material handling tools and equipments SB3. procedure for patrolling around the blowroom departments and identifying worn out or damaged machine parts SB4. maintain neatness at work <p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SB5. functions of different machines in blowroom SB6. Use the safety procedures to be followed in blowroom SB7. procedure for operating different material handling tools and equipments SB8. maintain neatness at work
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TSC/ N0101 Taking charge of shift and handing over shift to Blowroom Operator

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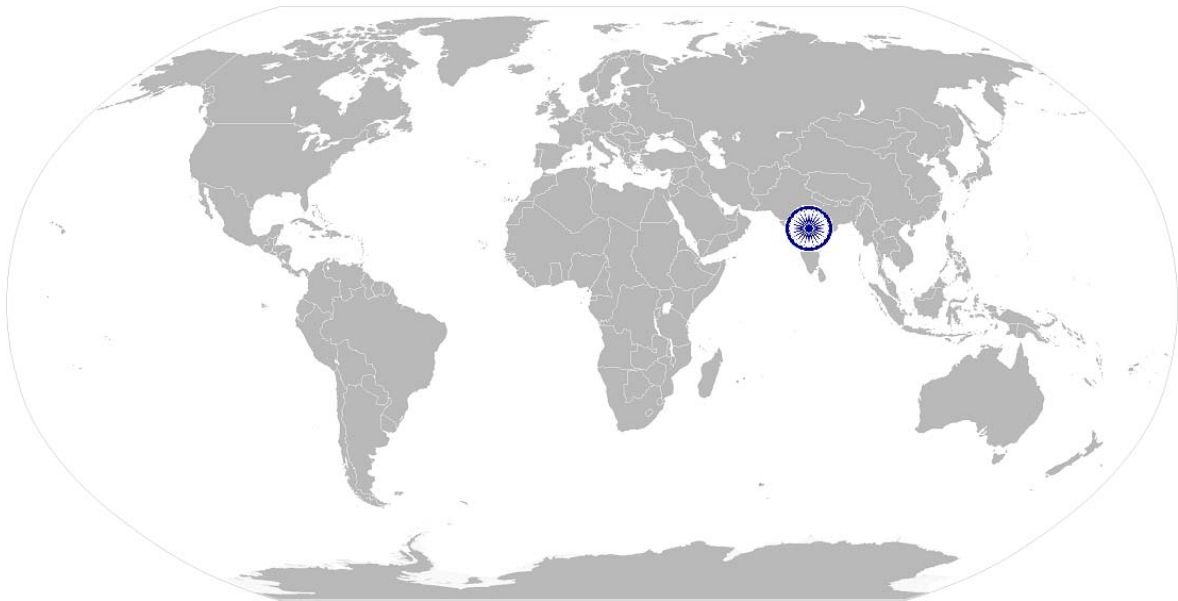
NOS Code	TSC/N 0101		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	22/01/15
Occupation	Spinning Preparatory	Next review date	01/03/16



TSC/ N0102

Operating the machines in blowroom

National Occupational Standard



Overview

This unit is about carrying out procedure for operating the sequence of machines in blowroom

TSC/ N0102

Operating the machines in blowroom

Unit Code	TSC/ N0102
Unit Title (Task)	Operating the machines in blowroom
Description	This unit is about carrying out procedure for operating the sequence of machines in the blowroom
Scope	This unit/task covers the following: <ul style="list-style-type: none"> laying the bales running the machines for production working with bale opener safety precautions while operating the machines
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Laying the bales	<p>To be competent, you must be able to:</p> <p>PC1. Ensure receipt of correct bales from bale godown storage area</p> <p>PC2. lay the bales as per the plan given</p> <p>PC3. open the bale hoops</p> <p>PC4. remove covering cloth</p> <p>PC5. clean the sides of bales.</p> <p>PC6. ensure proper identification of the bales</p> <p>PC7. use proper material handling tools for transporting bales and opening the bales</p> <p>PC8. use proper cleaning equipments for cleaning the outer surface of the bales</p> <p>PC9. remove the bale strip properly.</p> <p>PC10. keep the bale strip at specified place after cleaning it and rolling it</p> <p>PC11. ensure proper material handling of tools and equipments</p>
Running the machines for production	<p>PC12. start the sequence of machines in blowroom</p> <p>PC13. control the feed as per the requirement of the next machine</p> <p>PC14. ensure proper functioning of condensers</p> <p>PC15. ensure proper functioning of all the machines in blowroom department</p> <p>PC16. ensuring the proper functioning of machines, beaters and no chocking occurs in machines</p> <p>PC17. ensure the opened material is properly transported through all machines</p> <p>PC18. ensure the wastes are collected in the waste box of the machines</p> <p>PC19. follow the different signal lamps used in machines</p> <p>PC20. know the different control buttons and should know to operate the buttons on need basis</p>
Working with bale opener	<p>PC21. ensure proper identification of the bales.</p> <p>PC22. take fibre uniformly from all bales and feed them in the lattice of bale opener evenly.</p> <p>PC23. ensure the fibre should be spread evenly throughout the lattice and it should not be fed in big lumps.</p> <p>PC24. ensure the material is not being fed over the height of the feed lattice.</p> <p>PC25. remove contaminations like metal particles, wooden pieces, jute threads, polypropylene twine, cloth pieces, oily or stained fibre, hair etc. while</p>

TSC/ N0102
Operating the machines in blowroom

	<p>feeding the material on lattice.</p> <p>PC26. take maximum care when there is a mix change</p> <p>PC27. segregate the contaminations in the bales and keep them separately</p> <p>PC28. feed material and soft wastes in loose form also, if instructed</p> <p>PC29. ensure proper functioning of machine</p> <p>PC30. ensure proper handling material</p>
Safety precautions while operating the machines	<p>PC31. ensure safety while operating the machines in blowroom</p> <p>PC32. use of safety gadgets like caps, masks and shoes and verify the safety stop motions</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. the organization's policies & standard operating procedures (SOP)</p> <p>KA2. potential hazards associated with the machines and the safety precautions that must be taken</p> <p>KA3. protocol to obtain more information on work related tasks</p> <p>KA4. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipments</p> <p>KA5. details of the various job roles & responsibilities</p> <p>KA6. documentation and reporting formats</p> <p>KA7. work targets & review with superiors</p> <p>KA8. protocol and format for reporting work related risks/ problems</p> <p>KA9. method of obtaining /giving feed back with respect to performance</p> <p>KA10. importance of team work .harmonious working relationships</p> <p>KA11. process for offering /obtaining work related assistance</p> <p>KA12. responsibilities under health, safety and environmental legislation</p> <p>KA13. guidelines for storage & disposal of waste materials</p>
B. Technical Knowledge	<p>You need to know and understand :</p> <p>KB1. process and material flow in a textile mill</p> <p>KB2. understanding the importance of fibers, types of yarn, yarn count, types of sliver, sliver hank, importance of sliver and roving quality</p> <p>KB3. functions of different machines in blow room department</p> <p>KB4. functions of the sequence of machines in blowroom</p> <p>KB5. importance of laying material bales for mixing, opening the bale hoops and removing covering cloth, cleaning the sides of bales.</p> <p>KB6. importance of mixing</p> <p>KB7. importance of bale plucker and precautions to be taken while working</p> <p>KB8. importance of indenting from next machine, and feed regulations</p> <p>KB9. importance & functions of different signal lamps in blowroom</p> <p>KB10. different control buttons in blowroom machines</p> <p>KB11. types of material handling equipments used</p> <p>KB12. functions and methodology for operating different material handling equipments</p> <p>KB13. importance of material handling</p> <p>KB14. guidelines for operating the material handling tools and equipments</p> <p>KB15. types of contaminations and importance of segregating contaminations</p>

TSC/ N0102

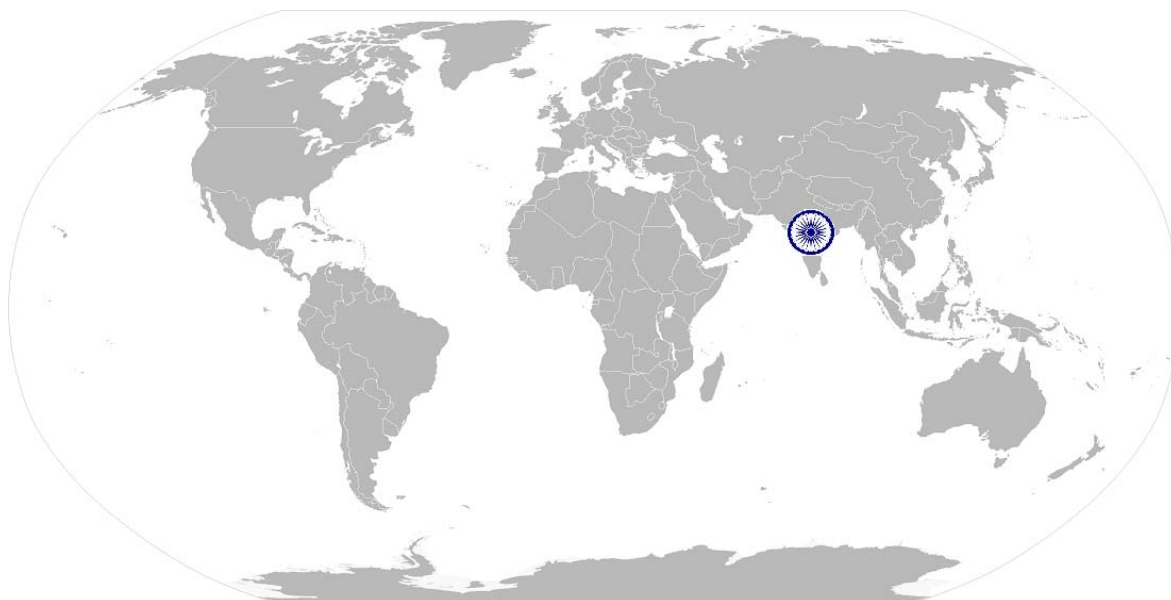
Operating the machines in blowroom

	<p>KB16. types of waste</p> <p>KB17. procedure for collecting wastes</p> <p>KB18. safety gadgets used in a textile mill</p> <p>KB19. importance of cleanliness at work place</p> <p>KB20. importance of safety at blowroom</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. write clear and short sentences
	Reading Skills
	You need to know and understand how to:
B. Professional Skills	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
	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. different control buttons in blowroom machines
	SB7. procedure for operating different material handling tools and equipments
	SB8. maintain neatness at work.

TSC/ N0102
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Operating the machines in blowroom

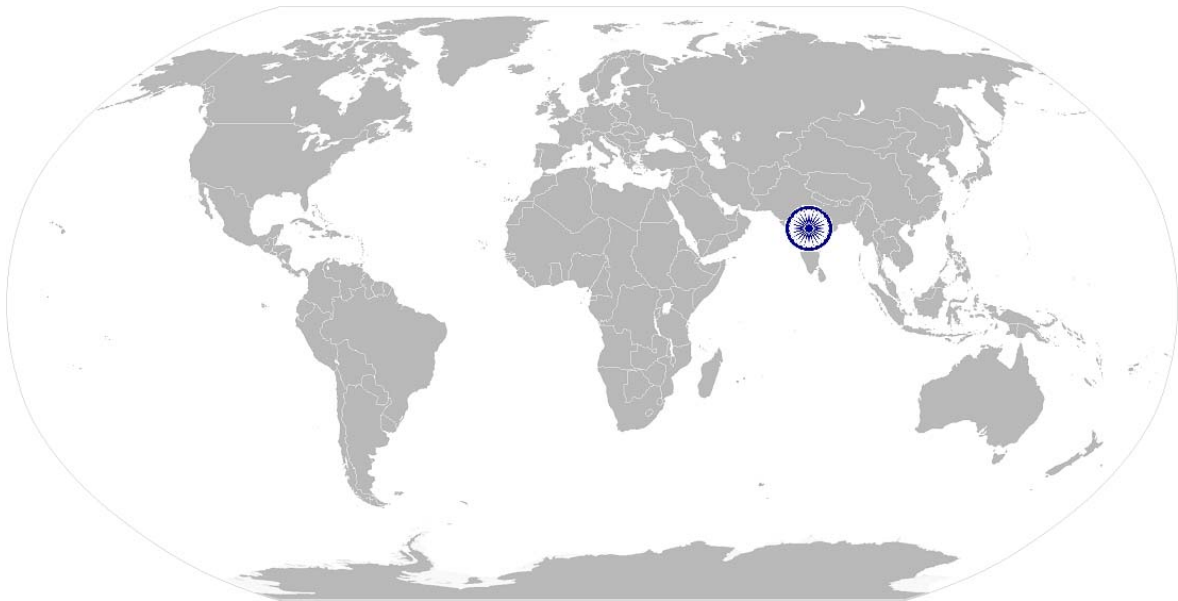
NOS Code	TSC/ N0102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	22/01/15
Occupation	Spinning Preparatory	Next review date	01/03/16



TSC/ N0103

Cleaning and maintenance responsibilities in blowroom

National Occupational Standard



Overview

This unit is about carrying out cleaning and maintenance activities in blowroom

TSC/ N0103

Cleaning and maintenance responsibilities in blowroom

Unit Code	TSC/ N0103
Unit Title (Task)	Cleaning and maintenance responsibilities in blowroom
Description	This unit is about carrying out tenting, cleaning and maintenance activities in blowroom
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ carryout cleaning activities ▪ carryout maintenance activities ▪ other related responsibilities
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Carrying out cleaning activities	<p>To be competent you must be able to:</p> <p>PC1. follow the schedules for collecting the wastes at regular intervals</p> <p>PC2. remove contaminations in the side of bales</p> <p>PC3. clean the machine along with the maintenance person</p> <p>PC4. keep the machine surroundings always clean</p> <p>PC5. ensure the blowroom departments is clean and free from flies</p> <p>PC6. collect the waste from the centralised waste collection systems when it is full</p> <p>PC7. sort out the metal pieces from the material collected at metal detector system and deposit the good material in bags in trolley and laid in concerned mixing / specified area.</p> <p>PC8. sort out the jammed material and deposit the good material in bags</p> <p>PC9. ensure that the nylon bags for waste collection is not over filled or jammed</p> <p>PC10. make sure that fibre wastes are falling in respective bags.</p> <p>PC11. remove the material wastes from the filled bags in time.</p> <p>PC12. transport the wastes to the allotted place for cleaning the contaminations</p> <p>PC13. keep the waste area clean and avoid mix-up</p> <p>PC14. transfer the wastes to waste godown</p> <p>PC15. weigh the wastes and record in register</p>
Carryout maintenance activities	<p>PC16. Oiling the different machines on need basis</p> <p>PC17. Supporting the maintenance team during maintenance</p> <p>PC18. attend the respective machines whenever the alarm rings.</p> <p>PC19. report to respective Superiors / maintenance an officer about any machine is malfunctioning.</p> <p>PC20. remove the jam if occurs in contamination sorter and keep the waste in respective trolleys</p> <p>PC21. ensure the smooth functioning of pre-filter to avoid any jam of filter</p> <p>PC22. attend minor break-downs and assist to restart the machine without any delay.</p> <p>PC23. ensure smooth functioning of beaters and importance machine parts in blowroom machines</p>
Other related responsibilities	<p>PC24. come to the blowroom department 15 minutes before the shift commencement and collect information's regarding the current process in blowroom</p>

TSC/ N0103

Cleaning and maintenance responsibilities in blowroom

	<p>PC25. monitor the position of chambers in the mixing machine at the time of assortment change</p> <p>PC26. monitor the position of chambers at the time of assortment change in bale plucker</p> <p>PC27. monitor the plucking head during exhaustion time of assortment to avoid fibre jam on plucking head or insufficient material plucking from the assortment to avoid stoppage of cards</p> <p>PC28. ensure proper material transport in chute/lap</p> <p>PC29. ensure that the by-pass arrangements are appropriate for the mixing being processed</p> <p>PC30. assist carding tenter to start the machine with minimum possible time at the time of power failure and break-down</p> <p>PC31. ensure the proper functioning of signal lamps</p> <p>PC32. ensure that machine is always working properly, if any deviations inform superiors immediately</p> <p>PC33. check the ejection in contamination sorter / metal detector for last one hour and if any variation is noticed, inform superiors immediately</p> <p>PC34. check the respective lay-down and remove the bale or portion of the bale having more contamination and inform superiors, if ejection of wastes are high</p> <p>PC35. provide all relevant information's of the current working process to the next shift operator before relieving.</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. process flow and material flow in textile mill</p> <p>KB2. functions of different machines in blow room department</p> <p>KB3. functions of different parts of machine</p> <p>KB4. functions of control switches and signal lamps in blowroom</p> <p>KB5. importance of cleanliness</p> <p>KB6. types of contaminations and their sources on the type of contaminations</p> <p>KB7. procedure for cleaning</p> <p>KB8. importance of maintaining cleanliness at work place</p>

TSC/ N0103

Cleaning and maintenance responsibilities in blowroom

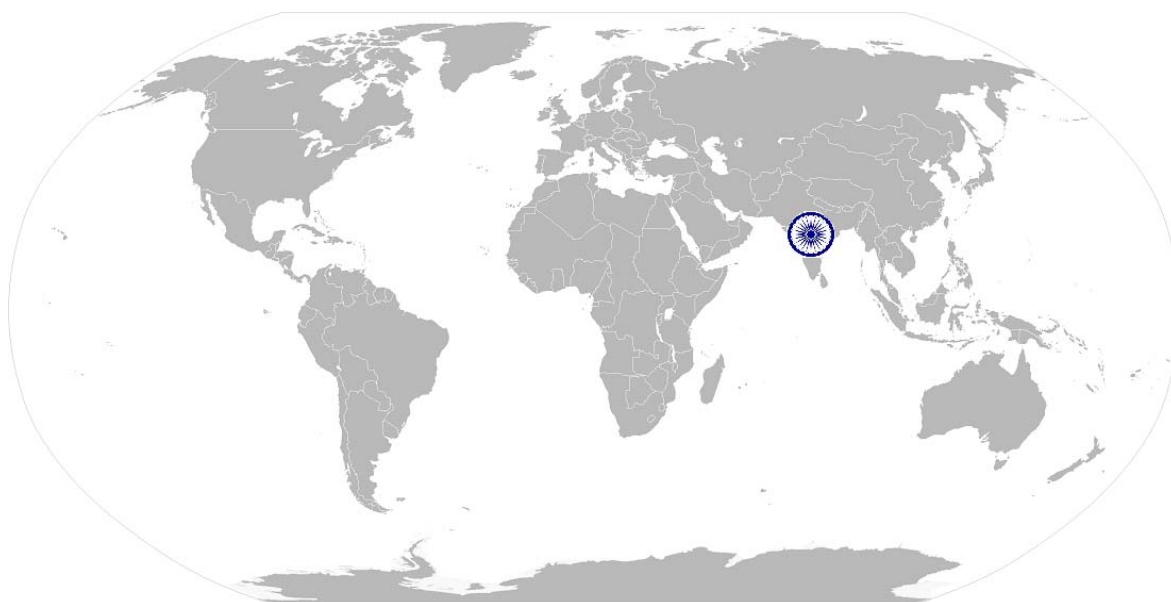
	<p>KB9. importance of carrying out maintenance activities</p> <p>KB10. importance of maintenance</p> <p>KB11. basic maintenance procedures</p> <p>KB12. functions of chute/lap feed</p> <p>KB13. schedule and guidelines for carrying out cleaning and maintenance activities</p> <p>KB14. importance of oiling</p> <p>KB15. knowledge on the basics maintenance activities to be carried out in blowroom</p> <p>KB16. guidelines for attending jams in blowroom</p> <p>KB17. function of chute/lap feed system</p> <p>KB18. importance of cleanliness and safety at work place</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. write clear and short sentences
	Reading Skills
	You need to know and understand how to:
B. Professional Skills	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
	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. procedure for carrying out cleaning activities
	SB7. procedure for collecting wastes in different machines and from waste collection bags
	SB8. procedure for segregating the different types of material wastes
	SB9. procedure for clearing the minor jams in blowroom
	SB10. procedure for material handling of cleaning tools
	SB11. procedure for oiling the different parts in blowroom
	SB12. procedure for carrying out basics maintenance activities
	SB13. procedure for attending jams in blowroom
	SB14. procedure for material handling of maintenance tools
	SB15. maintain cleanliness at work

TSC/ N0103

Cleaning and maintenance responsibilities in blowroom

NOS Version Control

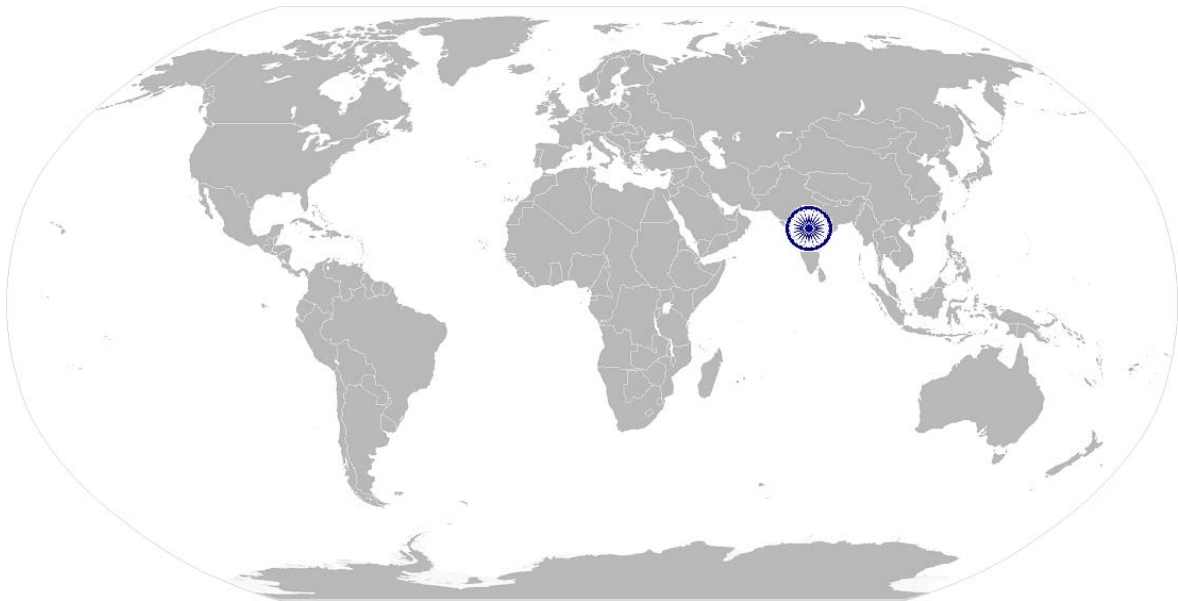
NOS Code	TSC/N 0103		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	22/01/15
Occupation	Spinning Preparatory	Next review date	01/03/16



TSC/ N9001

Maintain work area, tools and machine

National Occupational Standard



Overview

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

TSC/ N9001

Maintain work area, tools and machine

National Occupational Standard

Unit Code	TSC/ N9001
Unit Title (Task)	Maintain work area, tools and machines
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit 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. organizational standard operating procedures (SOP)</p> <p>KA2. limits of your own responsibility</p> <p>KA3. ways of resolving problems within the work area</p> <p>KA4. the production process and the specific work activities that relate to the whole process</p> <p>KA5. the importance of effective communication with supervisors</p> <p>KA6. the lines of communication, authority and reporting procedures</p> <p>KA7. the organization's rules, codes and guidelines (including timekeeping)</p> <p>KA8. the company's quality standards</p> <p>KA9. the importance of complying with written instructions</p> <p>KA10. 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> <p>KB3. hazards likely to be encountered when conducting routine maintenance</p> <p>KB4. the importance of taking action when problems are identified</p>

TSC/ N9001

Maintain work area, tools and machine

	<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
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA3. communicate in local language orally
	SA4. communicate with supervisor appropriately
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
B. Professional Skills	SB2. apply problem-solving approaches in different situations
	SB3. refer anomalies to the supervisor
	SB4. seek clarification on problems from others
	Attention to Detail
B. Professional Skills	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
B. Professional Skills	You need to know and understand :
	SB8. communicate effectively
	SB9. apply leadership skills wherever required
	SB10. take initiative at the right place
B. Professional Skills	SB11. understand the requirement to be creative

TSC/ N9001

Maintain work area, tools and machine

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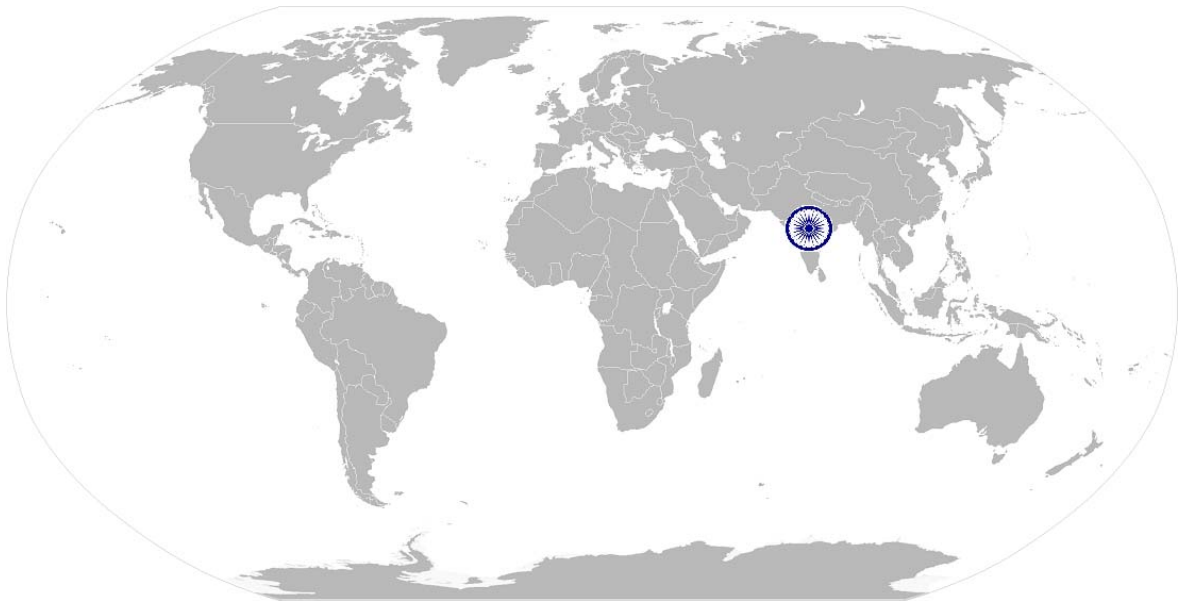
NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	22/01/15
Occupation	Spinning Preparatory	Next review date	01/03/16



TSC/ N9002

Working in a team

National Occupational Standard



Overview

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

TSC/ N9002

Working in a team

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 textile industry
Scope	This unit/task covers the following: <ul style="list-style-type: none"> commitment and trust communication adaptability creative freedom
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Commitment and trust	To be competent, you must be able to: PC1. be accountable to the own role in whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	PC4. properly communicate about company policies PC5. report all problems faced during the process PC6. talk politely with other team members and colleagues PC7. submit daily report of own performance
Adaptability	PC8. adjust in different work situations PC9. give due importance to others' point of view PC10. avoid conflicting situations
Creative freedom	PC11. develop new ideas for work procedures PC12. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)	
A. Organizational Context	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. procedure followed to get the final output in the mill KA3. safe working practices to be adopted in textile mill KA4. reporting to the supervisor or higher authority about any grievances faced
B. Technical Knowledge	You need to know and understand: KB1. the importance of the previous and next step of the process KB2. process flow in a textile mill and the concerned workers KB3. material flow in a textile mill and the required person KB4. functions of different parts of the machine KB5. tools and equipments used KB6. guidelines for operating the machine KB7. safety procedures to be followed in the machine
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills You need to know and understand how to: SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application

TSC/ N9002

Working in a team

	Reading Skills
	You need to know and understand how to: SA4. read and comprehend written instructions SA5. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: 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
	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

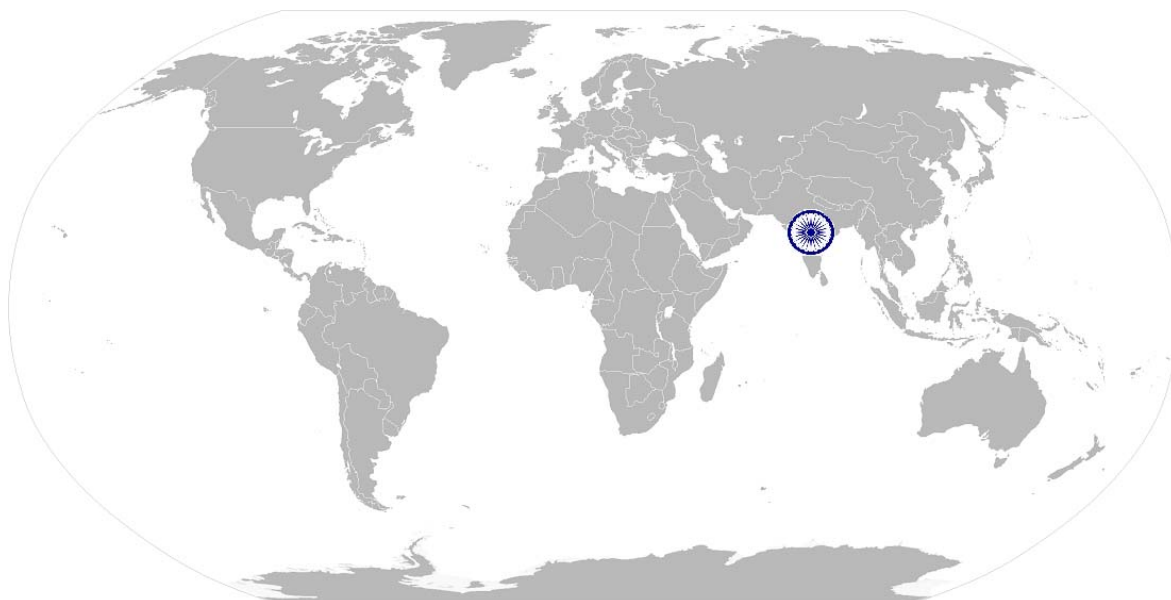


TSC/ N9002

Working in a team

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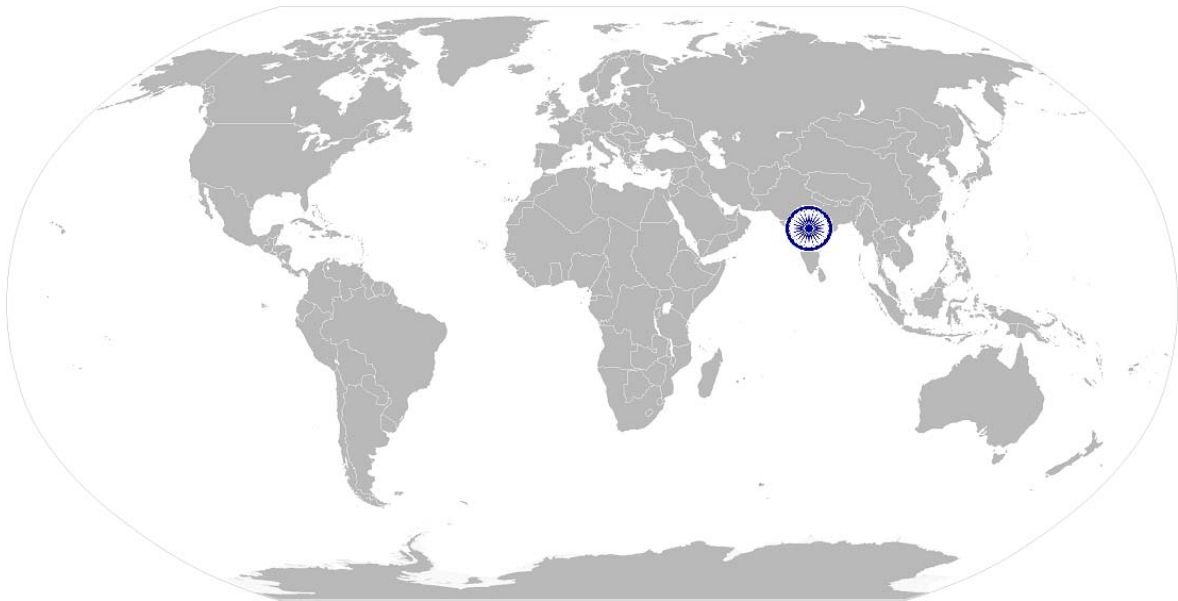
NOS Code	TSC/ N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	22/01/15
Occupation	Spinning Preparatory	Next review date	01/03/16



TSC/ N 9003

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/ N 9003

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

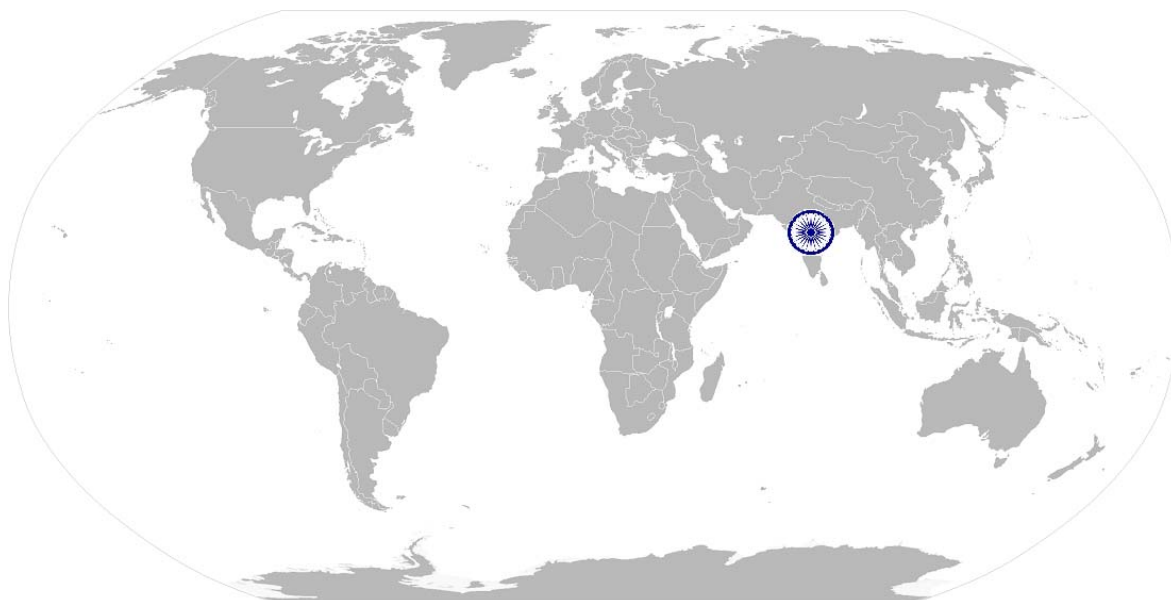
TSC/ N 9003
Maintain health, safety and security at work place

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
	You need to know and understand how to:
	SA1. write clear and short sentences
	Reading Skills
	You need to know how to:
	SA2. read and understand the company instructions
	SA3. read and understand the safety guidelines
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA4. listen to others attentively
	SA5. respond to emergencies, accidents or fire at the workplace
	SA6. evacuate the premises and help others in need while doing so
	SA7. the value of physical fitness, personal hygiene and good habits
	SA8. talk with others politely
B. Professional Skills	Decision Making

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



TSC/ N 9003

Maintain health, safety and security at work place

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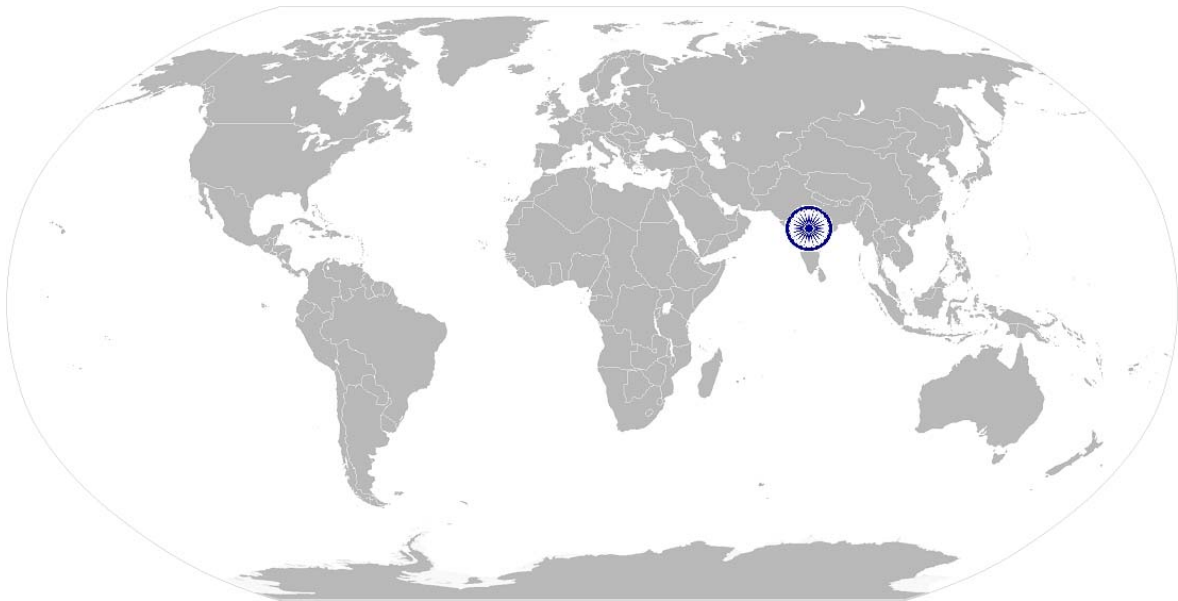
NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	22/01/15
Occupation	Spinning Preparatory	Next review date	01/03/16



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

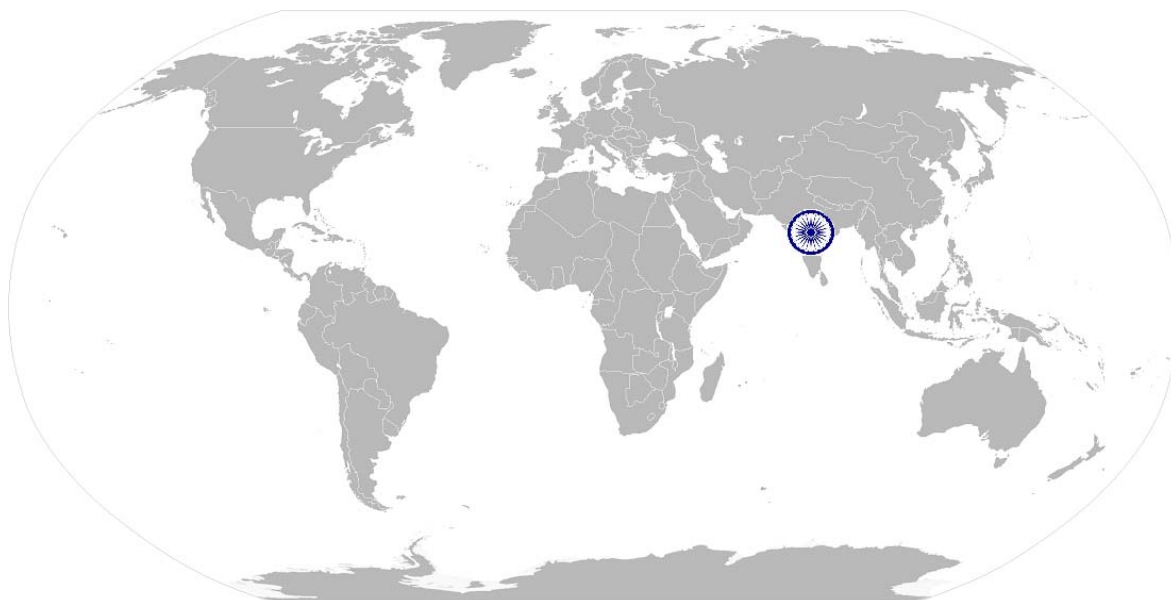
Comply with industry and organizational requirements

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

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Comply with industry and organizational requirements

	<p>You need to know and understand how to:</p> <p>SA2. comprehend written instructions</p> <p>SA3. read and comprehend the standards and rules</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>You need to know and understand how to:</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. procedure of preparing the industry standards</p> <p>SA8. procedure to follow the given standards</p> <p>SA9. procedure to comply with the standards</p>

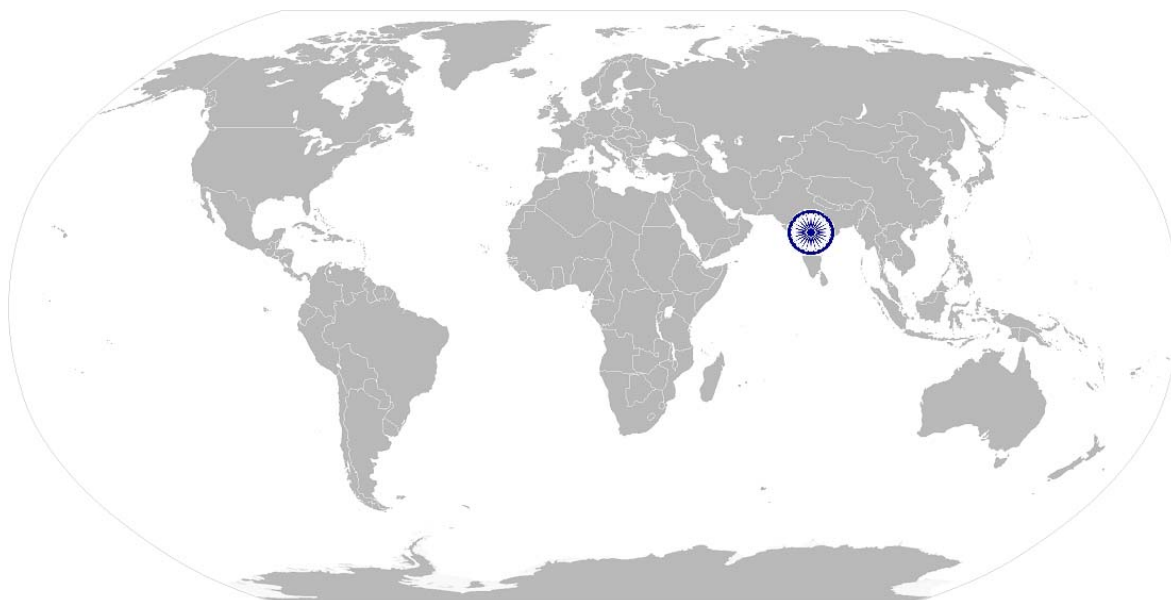


TSC/ N9004

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	22/01/15
Occupation	Spinning Preparatory	Next review date	01/03/16



Assessment Criteria

Job Role: Blowroom Operator Qualification Pack: Blowroom Operator Sector Skill Council: Textile Sector Skill Council						
Guidelines for assessment: -1. Criteria for assessment for each qualification pack will be created by the Sector Skill Council. Each performance criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for theory & skill practical for each PC. 2. The assessment for the theory part will be based on knowledge bank of question created by the SSC. 3. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre (as per assessment criteria below). 4. To pass the qualification pack, every trainee should score a minimum of 80%.						
National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1.TSC/N0101 (Taking charge of shift and handing over shift to Blowroom Operator)	PC1. come at least 10 - 15 minutes earlier to the work spot	100	3	1	1	1
	PC2. bring the necessary operational tools to the department		4	1	2	1
	PC3. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality, production, spare, safety or any other specific instruction etc.		7	3	2	2
	PC4. understand the mixing followed, count produced, followed in the blowroom for his allocated machines		7	3	2	2
	PC5. ensure the technical details are mentioned in the display board in the blowroom machine		4	2	1	1
	PC6. check the availability of bales with technical details mentioned regarding the type of material used for producing a particular type of yarn		4	1	2	1
	PC7. check the fibre tuft passage and proper transportation of fibre tufts to carding department via		3	1	1	1

Assessment criteria

	chute/lap feed system					
	PC8. ensure proper functioning of blowroom machine parts and variations if any should be discussed with operator and reported to superiors	5	2	2	1	
	PC9. check the cleanliness of the machines & other work areas	4	1	2	1	
	PC10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.	4	1	2	1	
	PC11. question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.	4	2	1	1	
	PC12. ensure the wastes collection boxes are empty while taking charge of shift	4	1	2	1	
	PC13. ensure the work spot is clean	3	1	1	1	
	PC14. take over the shift from the outgoing blow room operator in a proper manner	5	2	2	1	
	PC15. hand over the shift to the incoming blow room operator in a proper manner	7	3	2	2	
	PC16. ensure in providing the details regarding mixing followed, count produced, followed in the blowroom machines	7	3	2	2	
	PC17. provide all relevant information regarding the count produced, damaged machine parts if any	5	2	1	2	
	PC18. get clearance from the incoming counterpart before leaving the work spot	5	2	1	2	
	PC19. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the	4	1	2	1	

Assessment criteria

	incoming shift					
	PC20. ensure the shift has to be properly handed over to the incoming shift operator		4	1	1	2
	PC21. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors		4	2	2	0
	PC22. collect the wastes from waste collection bags, weigh them and transport to storage area		2	0	1	1
	PC23. ensure the work spot is clean		1	1	0	0
	Total		100	37	35	28
	Weightage %			37%	35%	28%
2. TSC/N0102 (Operating the machines in blowroom)	PC1. Ensure receipt of correct bales from bale godown storage area	200	6	2	3	1
	PC2. lay the bales as per the plan given		6	2	3	1
	PC3. open the bale hoops		6	4	2	0
	PC4. remove covering cloth		5	3	2	0
	PC5. clean the sides of bales.		5	3	2	0
	PC6. ensure proper identification of the bales		6	2	3	1
	PC7. use proper material handling tools for transporting bales and opening the bales		5	2	2	1
	PC8. use proper cleaning equipments for cleaning the outer surface of the bales		7	2	3	2
	PC9. remove the bale strip properly.		4	2	2	0
	PC10. keep the bale strip at specified place after cleaning it and rolling it		4	1	2	1
	PC11. ensure proper material handling of tools and equipments		5	3	1	1
	PC12. start the sequence of machines in blowroom		6	2	3	1

Assessment criteria

PC13. control the feed as per the requirement of the next machine	7	3	3	1
PC14. ensure proper functioning of condensers	7	3	3	1
PC15. ensure proper functioning of all the machines in blowroom department	6	2	3	1
PC16. ensuring the proper functioning of machines, beaters and no chocking occurs in machines	5	2	2	1
PC17. ensure the opened material is properly transported through all machines	6	2	3	1
PC18. ensure the wastes are collected in the waste box of the machines	8	4	3	1
PC19. follow the different signal lamps used in machines	6	2	3	1
PC20. know the different control buttons and should know to operate the buttons on need basis	6	2	3	1
PC21. ensure proper identification of the bales.	7	4	2	1
PC22. take fibre uniformly from all bales and feed them in the lattice of bale opener evenly.	7	4	2	1
PC23. ensure the fibre should be spread evenly throughout the lattice and it should not be fed in big lumps.	6	2	3	1
PC24. ensure the material is not being fed over the height of the feed lattice.	6	2	3	1
PC25. remove contaminations like metal particles, wooden pieces, jute threads, polypropylene twine, cloth pieces, oily or stained fibre, hair etc. while feeding the material on lattice.	7	2	3	2
PC26. take maximum care when there is a mix change	7	3	3	1
PC27. segregate the contaminations in the bales and keep them separately	7	4	2	1
PC28. feed material and soft wastes in loose form also, if instructed	10	4	4	2

Assessment criteria

	PC29. ensure proper functioning of machine		6	2	3	1
	PC30. ensure proper handling material		7	2	3	2
	PC31. ensure safety while operating the machines in blowroom		7	4	2	1
	PC32. use of safety gadgets like caps, masks and shoes and verify the safety stop motions		7	4	2	1
	Total		200	85	83	32
	Weightage %			43%	42%	16%
3. TSC/N0103 (Cleaning and maintenance responsibilities in blowroom)	PC1. follow the schedules for collecting the wastes at regular intervals	200	6	3	2	1
	PC2. remove contaminations in the side of bales		6	2	3	1
	PC3. clean the machine along with the maintenance person		6	2	3	1
	PC4. keep the machine surroundings always clean		6	2	2	2
	PC5. ensure the blowroom departments is clean and free from flies		6	2	3	1
	PC6. collect the waste from the centralised waste collection systems when it is full		6	2	3	1
	PC7. sort out the metal pieces from the material collected at metal detector system and deposit the good material in bags in trolley and laid in concerned mixing / specified area.		8	3	4	1
	PC8. sort out the jammed material and deposit the good material in bags		6	2	3	1
	PC9. ensure that the nylon bags for waste collection is not over filled or jammed		6	2	3	1
	PC10. make sure that fibre wastes are falling in respective bags.		6	2	2	2
	PC11. remove the material wastes from the filled bags in time.		6	2	3	1
	PC12. transport the wastes to the allotted place for cleaning the contaminations		6	2	3	1

Assessment criteria

PC13. keep the waste area clean and avoid mix-up	6	2	3	1
PC14. transfer the wastes to waste godown	5	1	3	1
PC15. weigh the wastes and record in register	6	2	3	1
PC16. Oiling the different machines on need basis	5	2	2	1
PC17. Supporting the maintenance team during maintenance	6	2	3	1
PC18. attend the respective machines whenever the alarm rings.	6	2	2	2
PC19. report to respective Superiors / maintenance an officer about any machine is malfunctioning.	6	2	3	1
PC20. remove the jam if occurs in contamination sorter and keep the waste in respective trolleys	7	2	4	1
PC21. ensure the smooth functioning of pre-filter to avoid any jam of filter	5	2	2	1
PC22. attend minor break-downs and assist to restart the machine without any delay.	7	2	4	1
PC23. ensure smooth functioning of beaters and importance machine parts in blowroom machines	6	3	2	1
PC24. come to the blowroom department 15 minutes before the shift commencement and collect information's regarding the current process in blowroom	5	2	2	1
PC25. monitor the position of chambers in the mixing machine at the time of assortment change	5	2	2	1
PC26. monitor the position of chambers at the time of assortment change in bale plucker	5	2	2	1
PC27. monitor the plucking head during exhaustion time of assortment to avoid fibre jam on plucking head or insufficient material plucking from the assortment to avoid stoppage of cards	6	2	3	1

Assessment criteria

	PC28. ensure proper material transport in chute/lap		5	2	2	1
	PC29. ensure that the by-pass arrangements are appropriate for the mixing being processed		6	2	3	1
	PC30. assist carding tender to start the machine with minimum possible time at the time of power failure and break-down		6	2	3	1
	PC31. ensure the proper functioning of signal lamps		5	2	2	1
	PC32. ensure that machine is always working properly, if any deviations inform superiors immediately		5	2	2	1
	PC33. check the ejection in contamination sorter / metal detector for last one hour and if any variation is noticed, inform superiors immediately		6	3	2	1
	PC34. check the respective lay-down and remove the bale or portion of the bale having more contamination and inform superiors, if ejection of wastes are high		4	1	2	1
	PC35. provide all relevant information's of the current working process to the next shift operator before relieving.		3	1	2	0
	Total		200	71	92	37
Weightage %				36%	46%	19%
4. TSC/N 9001 (Maintain 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
	PC5. maintain tools and equipment		4	2	1	1
	PC6. carry out running maintenance within agreed schedules		4	1	2	1

Assessment criteria

	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%
5.TSC/N9002 (Working in a team)	PC1. be accountable to the own role in whole process	50	4	2	1	1
	PC2. perform all roles with full responsibility		4	2	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		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. develop new ideas for work procedures		4	2	1	1
	PC12. improve upon the existing		8	2	4	2

Assessment criteria

	techniques to increase process efficiency					
	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
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	2	1

Assessment criteria

	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 %			43%	34%	23%
7.TSC/N9004 (Comply with industry and organizational requirements)	PC1. perform own duties effectively	50	4	1	2	1
	PC2. take responsibility for own actions		4	1	2	1
	PC3. be accountable towards the job role and assigned duties		4	2	1	1
	PC4. take initiative and innovate the existing methods		3	1	1	1
	PC5. focus on self-learning and improvement		4	1	2	1
	PC6. co-ordinate with all the team members and colleagues		4	1	2	1
	PC7. communicate politely		4	1	1	2
	PC8. avoid conflicts and miscommunication		4	1	2	1

Assessment criteria

	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 %			38%	40%	22%
	Grand Total		750	286	301	163