

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 – Cone Winding Operator

SECTOR: TEXTILE

SUB-SECTOR: SPINNING

OCCUPATION: POST-SPINNING

REFERENCE ID: TSC/ Q 0302

ALIGNED TO: NCO-2004 / 8261.25

Brief Job Description: A cone winding operator is responsible to carry out winding activities in cone winding / assembly winding machine. he/she should be able to segregate quality cops, creel the cops, knotting the yarn, doff the cones, carry out routine cleaning and maintenance activities thus producing defect free cone package and ensure proper functioning of winding machine. This job requires the individual to have thorough knowledge of process flow and material flow in a textile mill for yarn production and should know about the important functions and operations of winding machine.

Personal Attributes: A winding operator should have good eyesight, hand-eye-leg coordination, motor skills and vision. He/she should also have good interpersonal skills.

Job Details	Qualifications Pack Code	TSC/Q 0302		
	Job Role	Cone Winding Operator		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/14
	Sub-sector	Spinning	Last reviewed on	25/02/15
	Occupation	Post-Spinning	Next review date	01/03/16
	Job Role	Cone Winding Operator		
Role Description		A winding operator is responsible to carry out tenting activities in a cone winding machine.		
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/N0305 Taking charge of shift and handing over shift to Cone Winding Operator TSC/N0306 Creeling the cops and knotting the broken yarn during cone winding TSC/N0307 Doffing the cone package TSC/N0308 Carryout tenting, cleaning and maintenance activities TSC/ N9001 Maintaining work area, tools and machines TSC/ N9002 Working in a team TSC/ N9003 Maintain health, safety and security at workplace TSC/ N9004 Comply with industry and organizational requirement Optional: Not Applicable		
Performance Criteria		As described in the relevant OS units		

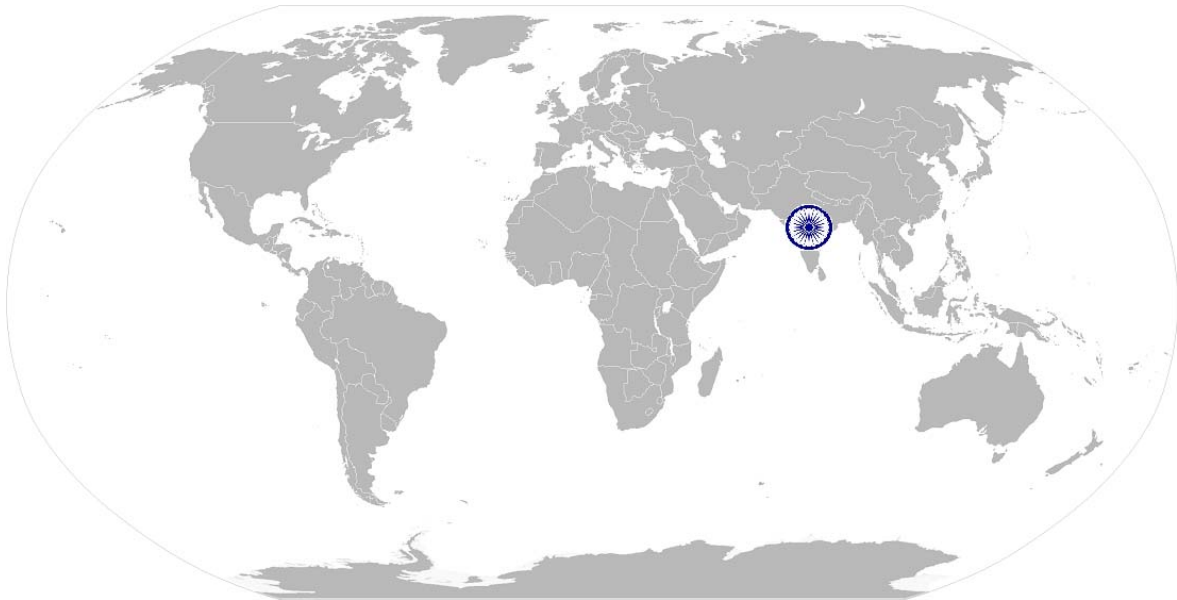
Table 1: Glossary of Key Terms

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

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

TSC/ N0305 Taking charge of shift and handing over shift to Cone Winding Operator

National Occupational Standard



Overview

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

TSC/ N0305 Taking charge of shift and handing over shift to Cone Winding Operator

National Occupational Standard	Unit Code	TSC/ N0305
	Unit Title (Task)	Taking charge of shift and handing over shift to Cone Winding Operator
	Description	This unit is about taking charge of shift from previous shift cone winding operator and relieving the responsibilities to the next shift cone winding operator
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Taking charge of shift from cone winding operator Handing over shift to cone winding operator
	Elements	Performance Criteria
	Taking charge of shift from cone winding operator	<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 count produced, colour coding, followed in the winding for his allocated number of drums or machines</p> <p>PC5. ensure the technical details are mentioned in the display board in the winding machine</p> <p>PC6. check for the availability of the ring cops in cheese trolleys</p> <p>PC7. ensure all the winding drums are running properly, winding drums which are not running and problems if any should be clarified with the supervisor and operator</p> <p>PC8. ensure all the cone drums are running properly, if not the reason for idle cone drums should be enquired for and reported to the superiors</p> <p>PC9. ensure proper functioning of winding machine parts</p> <p>PC10. check the cleanliness of the machines & other work areas</p> <p>PC11. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.</p> <p>PC12. should question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well as that of the previous shift.</p> <p>PC13. ensure the wastes collection boxes are empty while taking charge of shift</p> <p>PC14. ensure the work spot is clean</p> <p>PC15. ensure the OHTC is working properly</p> <p>PC16. take over the shift from the outgoing shift operator in a proper manner</p>
	Handing over shift to cone winding operator	<p>PC17. ensure in providing the details regarding count produced, colour coding followed in the winding for his allocated number of cone drums or machines</p> <p>PC18. provide all relevant information regarding the count produced, idle cone drums, damaged machine parts if any</p> <p>PC19. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC20. report to his/ her shift superiors as well as that of the incoming shift report to the supervisor in case his/ her counterpart doesn't report for the incoming shift</p> <p>PC21. ensure the shift has to be properly handed over to the incoming shift</p>

TSC/ N0305 Taking charge of shift and handing over shift to Cone Winding Operator

	<p>operator</p> <p>PC22. 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>PC23. collect the wastes from waste collection bags, weigh them and transport to storage area</p> <p>PC24. 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. 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. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. understanding the importance of</p> <ul style="list-style-type: none"> • types of fibres • types of yarn • yarn count • types of yarn defects <p>KB2. process flow in a spinning / textile mill</p> <p>KB3. material flow in a spinning / textile mill</p> <p>KB4. importance of cone winding and cone package formation</p> <p>KB5. functions of different parts of winding</p> <p>KB6. importance of colour coding followed for different counts</p> <p>KB7. guidelines for operating the winding machine</p> <p>KB8. understanding the functions of different signal lamps</p> <p>KB9. guidelines for taking charge of shift from previous shift cone winding operator</p> <p>KB10. guidelines for handing over the shift to the next shift cone winding operator</p> <p>KB11. importance of material handling and types of material handling equipments used equipments</p> <p>KB12. functions and methodology for operating different material handling tools</p> <p>KB13. knowledge of waste collection system & equipments used</p> <p>KB14. importance of cleanliness at workplace</p> <p>KB15. safety procedures to be followed in a winding machine</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. write clear and short sentences
	Reading Skills
	SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	SA3. communicate with supervisor appropriately
	SA4. talk to others to convey information effectively
B. Professional Skills	Problem Solving

TSC/ N0305 Taking charge of shift and handing over shift to Cone Winding Operator

	<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>
	<p>Attention to Detail</p> <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 patrol around the winding machine</p> <p>SB7. procedure to operate the different mechanisms in winding machine</p> <p>SB8. procedure for patrolling around the winding department and identifying worn out or damaged machine parts</p> <p>SB9. procedure to check the quality of ring cops, cone package, proper functioning of machine parts in winding machine</p> <p>SB10. procedure for operating different material handling tools and equipments</p> <p>SB11. maintain neatness at work</p>



TSC/ N0305 Taking charge of shift and handing over shift to Cone Winding Operator

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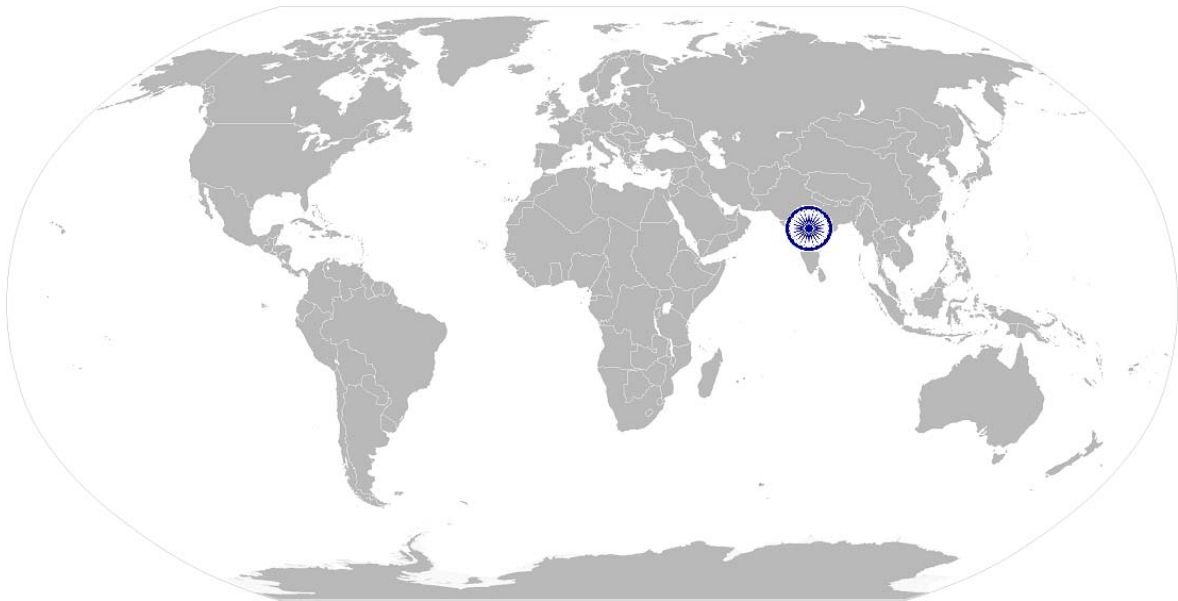
NOS Code	TSC/ N0305		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Post-Spinning	Next review date	01/03/16



TSC/ N0306

Creeling the cops and knotting the broken yarn during cone winding

National Occupational Standard



Overview

This unit is about carrying out tenting activities in a cone winding machine.

TSC/ N0306 Creeling the cops and knotting the broken yarn during cone winding

Unit Code	TSC/ N0306
Unit Title (Task)	Creeling the cops and knotting the broken yarn during cone winding
Description	This unit is about carrying out procedure for creeling the ring cops, and knotting the yarn in cone winding machine
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> creeling the cops knotting the yarn restarting for winding Material handling Creeling the knotting in Assembly winder
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Creeling the cops	<p>To be competent you must be able to:</p> <p>PC1. bring the cops in the cop trolley from storage area</p> <p>PC2. ensure correct count cop trolley is taken to winding unit for creeling</p> <p>PC3. patrol around the cone winding machine and identify the cop exhaust</p> <p>PC4. creel the cops in the creel stand</p> <p>PC5. ensure that the cop is properly fixed in the holder</p> <p>PC6. ensure that the winding unit should not stop due to cops exhaust</p> <p>PC7. ensure that minimum time is taken for creeling the ring cops</p> <p>PC8. ensure the cone drum is not running for a long time with cop exhaust</p> <p>PC9. lift the cone spindle from the surface of the drum to a certain height</p> <p>PC10. properly stop the cone spindle before knotting</p> <p>PC11. ensure proper functioning of machine</p> <p>PC12. ensure safety while creeling and knotting the yarn</p>
Knotting the yarn	<p>PC13. use hand knotters or splicers for knotting the broken yarn or during cop change and during yarn breakage</p> <p>PC14. follow proper procedure for operating the hand knotters for knotting</p> <p>PC15. follow proper procedure for operating the hand splicer</p> <p>PC16. knot should be done with minimum loss of time and with minimum waste.</p> <p>PC17. knot should be done with minimum tails and the tails should be trimmed with proper trimmers.</p> <p>PC18. ensure that the knots are of good strength, small in size and of minimum tail ends. if not, get the knotter repaired / replaced.</p>
Restarting for winding	<p>PC19. ensure the yarn is properly knotted / spliced</p> <p>PC20. lift the cone holder lever and lay the cone spindle on the cone drum</p> <p>PC21. ensure the cone is proper laid in the winding drum and the yarn is properly wound on the cone uniformly</p>
Material Handling	<p>PC22. ensure proper material handling of ring cops and cone</p> <p>PC23. ensure proper material handling of cop trolley, knotters and splicers</p>
Creeling and knotting in Assembly winder	<p>PC24. place the single yarn cones in assembly winder</p> <p>PC25. ensure correct colour coded and labelled cone package is taken for creeling</p> <p>PC26. ensure that time taken is minimum for attending the end breaks</p> <p>PC27. ensure both the yarns are parallelly wound in the assemble cheese package</p>

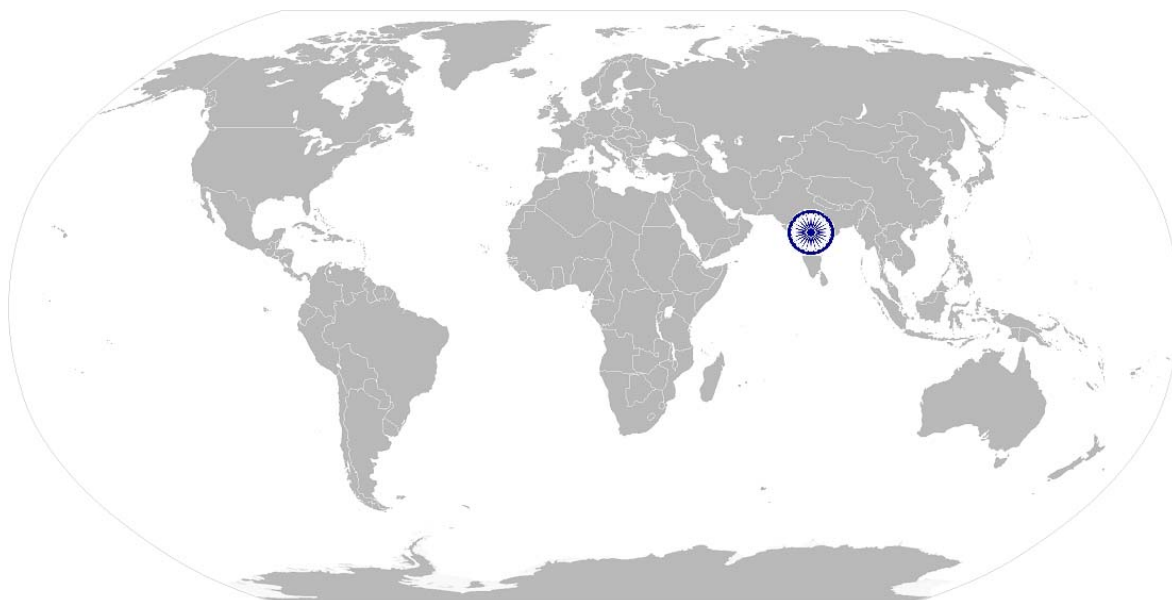
TSC/ N0306 Creeling the cops and knotting the broken yarn during cone winding

	<p>PC28. knot the ends during breakage</p> <p>PC29. ensure that the knots are of good strength</p> <p>PC30. ensure proper material handling of cone packages</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. 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. report 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. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. process flow and material flow in textile spinning / textile mill</p> <p>KB2. understanding the importance of</p> <ul style="list-style-type: none"> • types of fibres • types of yarn • yarn count • types of yarn defects • reasons for yarn breakage <p>KB3. function of different parts in winding machine</p> <p>KB4. importance of yarn quality</p> <p>KB5. importance of material handling</p> <p>KB6. importance of cleanliness at work</p> <p>KB7. procedure for material handling of cops, cop trolley, hand knotters, splicing unit and cone packages</p> <p>KB8. importance of time management</p> <p>KB9. procedure for creeling the empty cops</p> <p>KB10. types of knotter</p> <p>KB11. standard procedure for knotting using hand knotters and splicers</p> <p>KB12. various knotting defects and reasons for defects</p> <p>KB13. importance of splicing</p> <p>KB14. types of splicing</p> <p>KB15. standard procedure for splicing</p> <p>KB16. various splicing defects</p> <p>KB17. importance of safety at work place</p> <p>KB18. importance of cleanliness at work place</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>You need to know and understand how to:</p> <p>SA1. write clear and short sentences</p>
	Reading Skills
	<p>You need to know and understand how to:</p> <p>SA2. comprehend written instructions</p> <p>You need to know and understand :</p> <p>SA3. procedure for patrolling around the winding machine</p>

TSC/ N0306

Creeling the cops and knotting the broken yarn during cone winding

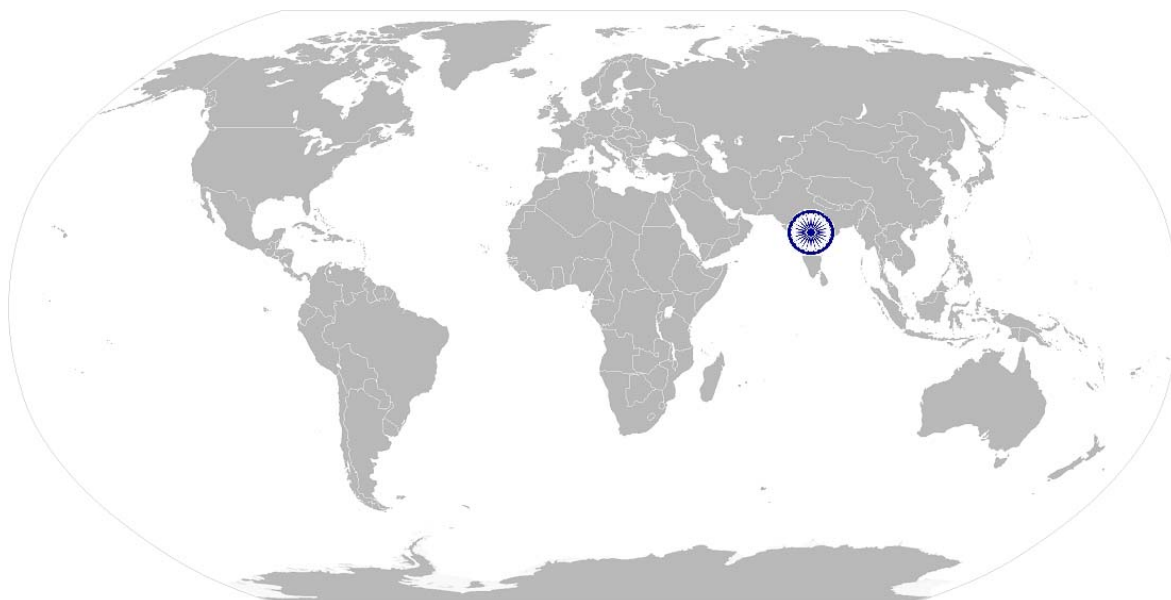
- SA4. procedure for creeling the cops
- SA5. standard operating procedure for creeling the cops
- SA6. procedure for lifting the cops using the lever
- SA7. knotting procedure
- SA8. splicing procedure



TSC/ N0306 Creeling the cops and knotting the broken yarn during cone winding

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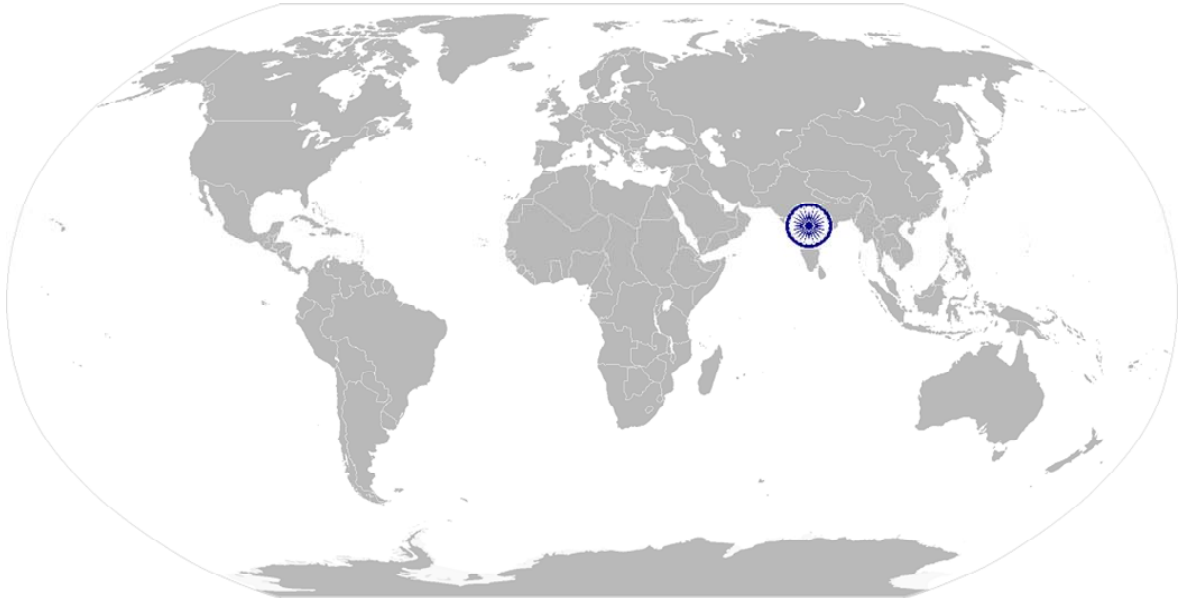
NOS Code	TSC/ N0306		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Post-Spinning	Next review date	01/03/16



TSC/ N0307

Doffing the cone package

National Occupational Standard



Overview

This unit is about carrying out procedure for doffing the full cone package in cone winding machine.

TSC/ N0307

Doffing the cone package

Unit Code	TSC/N 0307
Unit Title (Task)	Doffing the cone package
Description	This unit is about carrying out procedure for doffing the full cone package in cone winding machine
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> doffing the cone package weighing and storing the cone package restarting the machine after doffing
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Doffing the cone package	<p>To be competent you must be able to</p> <p>PC1. ensure that cone winding happens till the specified length or weight of the cone package is achieved</p> <p>PC2. start doffing once the cone package is fully wound to the pre determined length or weight</p> <p>PC3. either stop the machine for doffing or doff the cone package while the machine is running as per the instructions of the supervisor</p> <p>PC4. ensure proper procedure is adopted for doffing the cone package</p> <p>PC5. ensure proper material handling of cone package</p>
Weighing and storing the cone package	<p>PC6. weigh the cone package and ensure the required weight has been achieved</p> <p>PC7. fix the cone in the cone spindle and run it again till the cone reaches the predetermined weight</p> <p>PC8. place the cones in the cone trolley and store in the storage area as instructed</p> <p>PC9. keep empty paper cones in the reserve area for doffing</p>
Restarting the machine after doffing	<p>PC10. insert the empty cones after doffing</p> <p>PC11. ensure proper colour coded empty paper cone is mounted in the cone spindle.</p> <p>PC12. put tail end of minimum 0.5mtrs on the base of the empty cone before starting.</p> <p>PC13. follow the instructions of the superiors during count change & do the necessary changes</p> <p>PC14. release the spindle lever and lay the cone spindle on the winding drum</p> <p>PC15. ensure proper traverse of yarn on winding drum</p> <p>PC16. ensure proper passage of yarn in winding machine</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. safe working practices and organizational standard operating procedures</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. importance of effective communication with supervisors</p> <p>KA6. lines of communication, authority and reporting procedures</p> <p>KA7. the organization's rules, codes and guidelines (including timekeeping)</p>

TSC/ N0307

Doffing the cone package

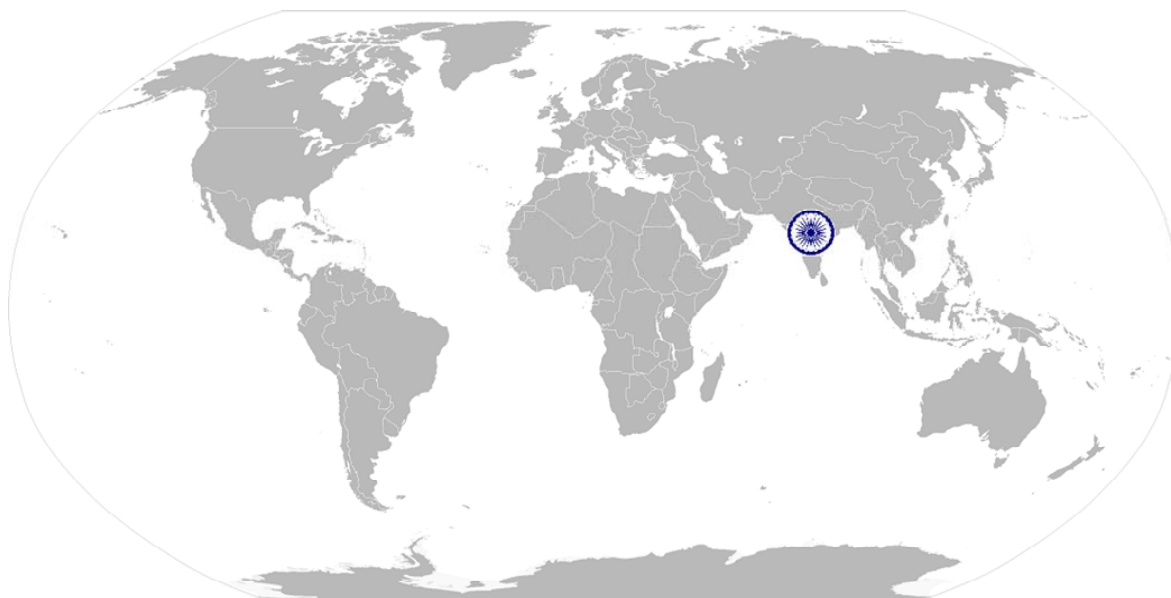
	<p>KA8. the company's quality standards</p> <p>KA9. the importance of complying with written instructions</p> <p>KA10. equipment operating procedures / supervisor's instructions</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. process flow and material flow in spinning / textile mill</p> <p>KB2. importance of types of fibres, types of yarn, yarn count, types of yarn defects, reasons for yarn breakage</p> <p>KB3. functions of cone winding machine</p> <p>KB4. function of different parts in winding machine</p> <p>KB5. importance of yarn quality</p> <p>KB6. importance of doffing</p> <p>KB7. importance of weighing the cone package</p> <p>KB8. importance of material handling</p> <p>KB9. material handling of cone and cone trolley</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. write clear and short sentences
	Reading Skills
	SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	<p>SA3. communicate with supervisor appropriately</p> <p>SA4. talk to others to convey information effectively</p> <p>You need to know and understand :</p> <p>SA5. standard doffing procedure</p> <p>SA6. standard procedure for weighing the cone package</p> <p>SA7. standard procedure for handling of cone package</p> <p>SA8. standard operating procedure for restarting the machine post doffing</p>

TSC/ N0307

Doffing the cone package

NOS Version Control

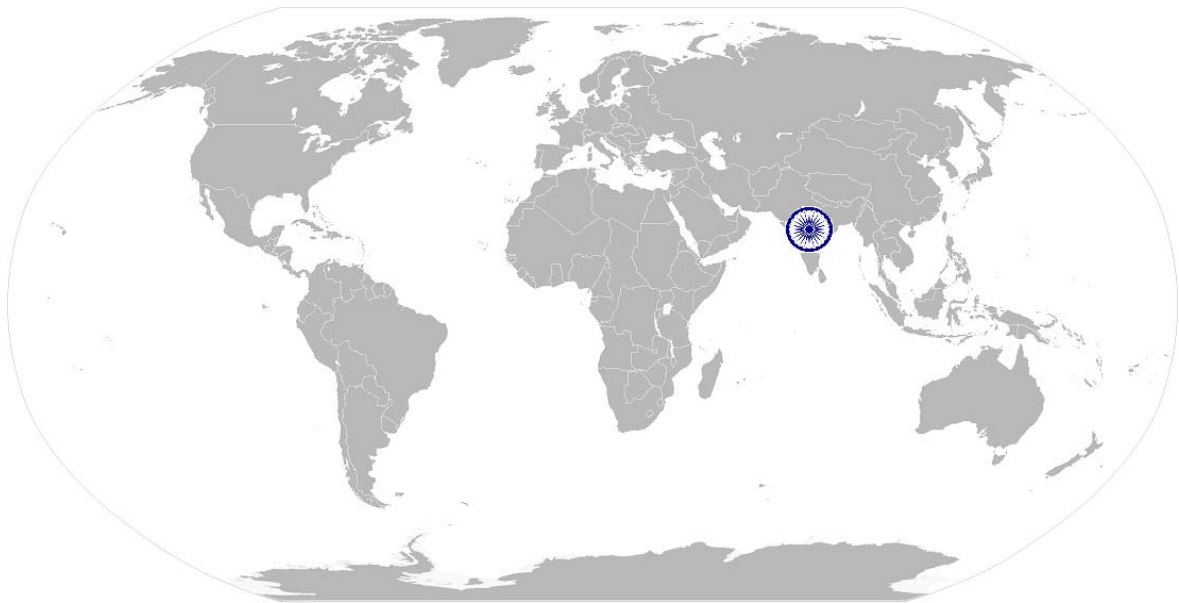
NOS Code	TSC/ N0307		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
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TSC/ N0308

Carryout tenting, cleaning and maintenance activities

National Occupational Standard



Overview

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

TSC/ N0308

Carryout tenting, cleaning and maintenance activities

Unit Code	TSC/N0308
Unit Title (Task)	Carryout tenting, cleaning and maintenance activities
Description	This unit is about carrying out the cleaning, maintenance and tenting responsibilities in a cone winding machine
Scope	This unit/task covers the following: <ul style="list-style-type: none"> general tenting responsibilities carryout cleaning activities carryout regular maintenance activities
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
General tenting responsibilities	<p>To be competent you must be able to:</p> <p>PC1. bring the cops in the cop trolley from storage area</p> <p>PC2. ensure proper passage of f yarn in the winding units</p> <p>PC3. attend the machine on yarn breakage and knot the ends using knotter</p> <p>PC4. ensure the knots are of good strength, small in size and with minimum tail ends</p> <p>PC5. check the appearance of splicing</p> <p>PC6. see the signal lamps & ensure minimum time is taken for creeling</p> <p>PC7. proper handling of full cops, empty cops and full cones</p> <p>PC8. material handling of waste</p> <p>PC9. transport empty cops to ring frame department</p> <p>PC10. operate the overhead blower - ensure its working while winding</p> <p>PC11. report to superiors immediately ,if any defects such as yarn shade variation, strength variation, twist variation, stains etc. are found</p> <p>PC12. inform the superiors or maintenance personnel if any faulty winding spindle is found among the spindle allotted</p>
Carryout cleaning activities	<p>PC13. handling of full cops, empty cops and full cones</p> <p>PC14. handling of waste material</p> <p>PC15. transport empty cops to ring frame department</p> <p>PC16. carrying out cleaning activities</p> <p>PC17. removing faults from ring cops</p> <p>PC18. keep the wastes in waste bag in apron</p> <p>PC19. Use the wax rolls, if instructed, for waxing the yarn.</p> <p>PC20. ensure in keeping the wax washers clean</p> <p>PC21. clean the waste accumulation from different parts of the machine from time to time</p> <p>PC22. package defects produced in the winding machine to be identified and reported to the superiors</p> <p>PC23. ensure cleanliness at work place</p>
Carryout regular maintenance activities	<p>PC24. check the waxing unit and fix new waxing rolls if the old one exhausts</p> <p>PC25. ensure that all winding drums are in good running condition</p> <p>PC26. ensure the working of all stop motions, tension washer and EYC.</p> <p>PC27. check that the splicing unit is working properly</p> <p>PC28. check the proper functioning of hand knotters</p>

TSC/ N0308
Carryout tenting, cleaning and maintenance activities

	<p>PC29. check the proper functioning of machine parts</p> <p>PC30. ensure that the conveyor belt is clean and proper cop transportation occurs</p> <p>PC31. attend the jams in winding sections and report to supervisors and fitters</p> <p>PC32. in case yarn gets wound on the drum, stop the machine and remove the same gently without damaging the drum</p> <p>PC33. report to the maintenance incharge and supervisor if the machine is not functioning properly</p> <p>PC34. check the OHTC working condition.</p> <p>PC35. report to the superiors if any EYC is malfunctioning</p> <p>PC36. ensure safety while carrying out maintenance activities</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. importance of effective communication with supervisors</p> <p>KA7. lines of communication, authority and reporting procedures</p> <p>KA8. organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. company's quality standards</p> <p>KA10. 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 spinning / textile mill</p> <p>KB2. function of different parts in winding machine</p> <p>KB3. importance of yarn quality</p> <p>KB4. importance of cleaning</p> <p>KB5. importance of quality</p> <p>KB6. various types of waste</p> <p>KB7. knowledge on types of defects in yarn and cone package</p> <p>KB8. importance of material handling</p> <p>KB9. material handling of cone and cone trolley</p> <p>KB10. standard procedure for material handling of cops, cop trolley, hand knotters, splicing unit and cone packages</p> <p>KB11. importance and procedure for weighing the cone packages</p> <p>KB12. general guidelines for carrying out maintenance activities</p> <p>KB13. importance of cleanliness at work</p> <p>KB14. types of material handling tools and equipments used in winding</p> <p>KB15. types of control switches and signal lamps used in winding machine</p> <p>KB16. importance of safety at work place</p>
Skills (S)	
A. Core Skills/	Writing Skills
	You need to know and understand how to:

TSC/ N0308

Carryout tenting, cleaning and maintenance activities

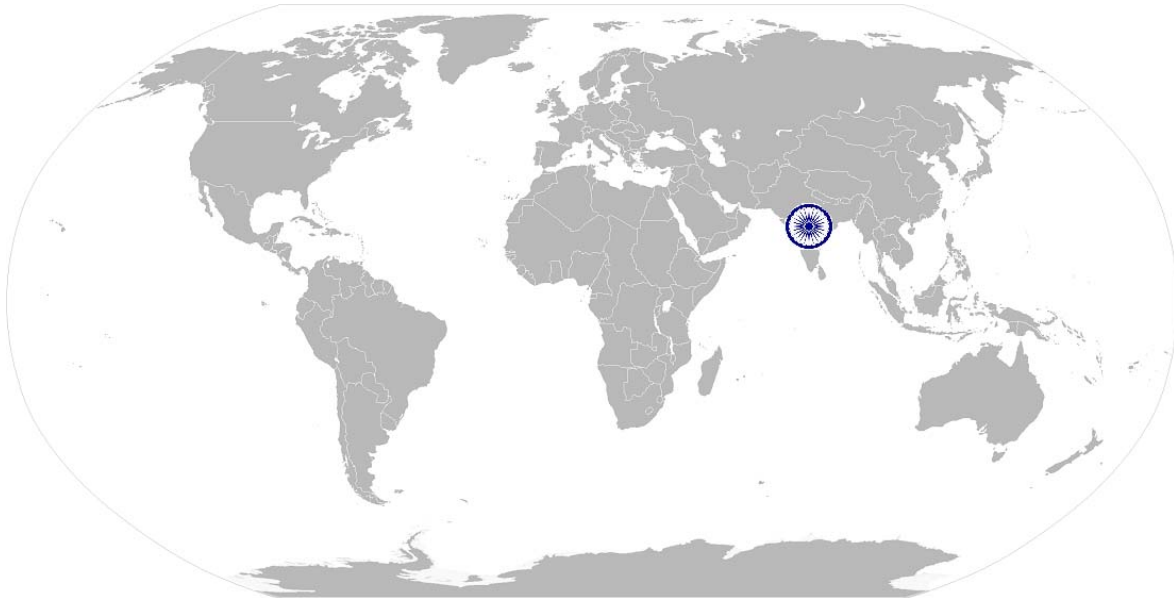
Generic Skills	SA1. write clear and short sentences
	Reading Skills
	SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	SA9. communicate with supervisor appropriately
	SA4. talk to others to convey information effectively
	Problem Solving
	SA5. apply problem-solving approaches in different situations
	SA6. refer anomalies to the supervisor
	SA7. seek clarification on problems from others
	You need to know and understand :
	SA8. procedure for material handling of cops, cop trolley, cone packages, empty cones
	SA9. procedure for knotting the yarn using knotter
	SA10. procedure for splicing the yarn
	SA11. procedure for material handling of full cops, empty cops and full cones
	SA12. procedure for operating the overhead blower
	SA13. procedure for material handling of cops, cop trolley, hand knotters, splicing unit and cone packages
	SA14. procedure for carrying out maintenance activities of different parts in winding machine
	SA15. procedure for operating material handling tools and equipments
	SA16. procedure for carrying out maintenance activities in different parts of winding machine

TSC/ N0308

Carryout tenting, cleaning and maintenance activities

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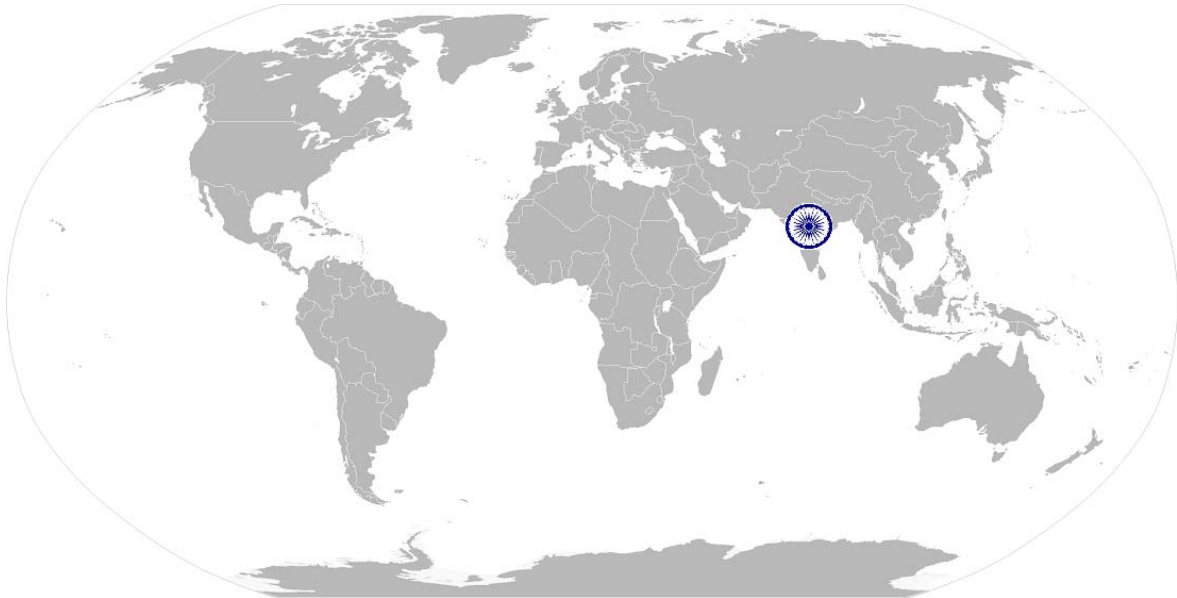
NOS Code	TSC/ N0308		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Post-Spinning	Next review date	01/03/16



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

National Occupational Standard

Unit Code	TSC/ N9001
Unit Title (Task)	Maintaining work area, tools and machines
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit/task covers the following: <ul style="list-style-type: none"> maintain the work area, tools and machines
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	<p>To be competent, you must be able to:</p> <p>PC1. handle materials, machinery, equipment and tools with care and use them in the correct way</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain tools and equipment</p> <p>PC6. carry out running maintenance within agreed schedules</p> <p>PC7. carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. report unsafe equipment and other dangerous occurrences</p> <p>PC9. ensure that the correct machine guards are in place</p> <p>PC10. work in a comfortable position with the correct posture</p> <p>PC11. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. dispose of waste safely in the designated location</p> <p>PC13. store cleaning equipment safely after use</p> <p>PC14. carry out cleaning according to schedules and limits of responsibility</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA11. personal hygiene and duty of care</p> <p>KA12. safe working practices and organizational procedures</p> <p>KA13. limits of your own responsibility</p> <p>KA14. ways of resolving problems within the work area</p> <p>KA15. the production process and the specific work activities that relate to the whole process</p> <p>KA16. the importance of effective communication with supervisors</p> <p>KA17. the lines of communication, authority and reporting procedures</p> <p>KA18. the organization's rules, codes and guidelines (including timekeeping)</p> <p>KA19. the company's quality standards</p> <p>KA20. the importance of complying with written instructions</p> <p>KA21. equipment operating procedures / supervisor's instructions</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. work instructions and specifications and interpret them accurately</p> <p>KB2. relation between work role and the overall manufacturing process</p>

TSC/ N9001

Maintaining work area, tools and machine

	<p>KB3. hazards likely to be encountered when conducting routine maintenance</p> <p>KB4. the importance of taking action when problems are identified</p> <p>KB5. different ways of minimizing waste</p> <p>KB6. the importance of running maintenance and regular cleaning</p> <p>KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials</p> <p>KB8. common faults with equipment and the method to rectify</p> <p>KB9. maintenance procedures</p> <p>KB10. different types of cleaning equipment and substances and their use</p> <p>KB11. safe working practices for cleaning and the method of carrying them out</p>
Skills (S)	
A. Core Skills/ Generic Skills	Reading Skills
	You need to know and understand how to:
	SA1. comprehend written instructions
	SA2. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	SA3. Communicate effectively in local language
	SA4. communicate with supervisor appropriately
B. Professional Skills	SA5. talk to others to convey information effectively
	Problem Solving
	You need to know and understand how to:
	SB1. identify the real reason of problem faced
	SB2. apply problem-solving approaches in different situations
	SB3. refer anomalies to the supervisor
	SB4. seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to:
	SB5. apply good attention to detail
	SB6. check your work is complete and free from errors
	SB7. make sure every kind of communication is error free
	You need to know and understand :
	SB8. communicate effectively
	SB9. apply leadership skills wherever required
	SB10. take initiative at the right place
	SB11. understand the requirement to be creative

TSC/ N9001

Maintaining work area, tools and machine

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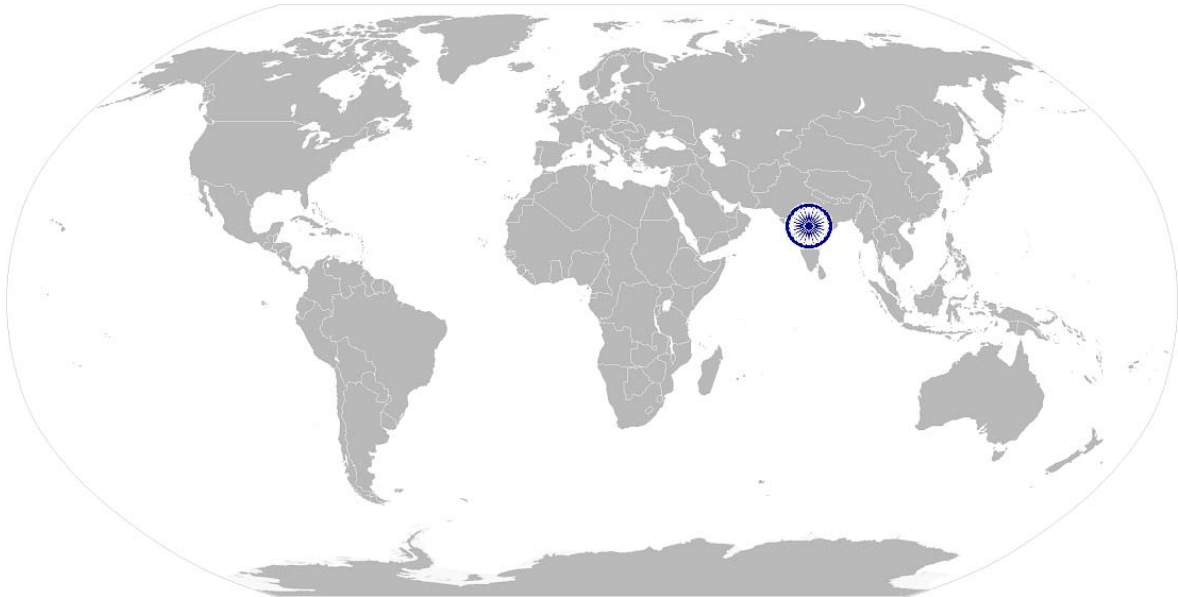
NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Post-Spinning	Next review date	01/03/16



TSC/ N9002

Working in a team

National Occupational Standard



Overview

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

TSC/ N9002

Working in a team

Unit Code	TSC/ N9002
Unit Title (Task)	Working in a team
Description	This unit is about working as a team member in the textile industry
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> commitment and trust communication adaptability creative freedom
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Commitment and trust	<p>To be competent, you must be able to:</p> <p>PC1. be accountable to the own role in whole process</p> <p>PC2. perform all roles with full responsibility</p> <p>PC3. be effective and efficient at workplace</p>
Communication	<p>PC4. properly communicate about company policies</p> <p>PC5. report all problems faced during the process</p> <p>PC6. talk politely with other team members and colleagues</p> <p>PC7. submit daily report of own performance</p>
Adaptability	<p>PC8. adjust in different work situations</p> <p>PC9. give due importance to others' point of view</p> <p>PC10. avoid conflicting situations</p>
Creative freedom	<p>PC11. develop new ideas for work procedures</p> <p>PC12. improve upon the existing techniques to increase process efficiency</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a textile mill</p> <p>KA2. procedure followed to get the final output in the mill</p> <p>KA3. safe working practices to be adopted in textile mill</p> <p>KA4. reporting to the supervisor or higher authority about any grievances faced</p>
B. Technical Knowledge	<p>KB1. the importance of the previous and next step of the process</p> <p>KB2. process flow in a textile mill and the concerned workers</p> <p>KB3. material flow in a textile mill and the required person</p> <p>KB4. functions of different parts of the machine</p> <p>KB5. tools and equipments used</p> <p>KB6. guidelines for operating the machine</p> <p>KB7. safety procedures to be followed in the machine</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>You need to know and understand how to:</p> <p>SA1. write clear and short sentences</p> <p>SA2. write daily work report</p> <p>SA3. write grievance complaint application</p>

TSC/ N9002

Working in a team

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

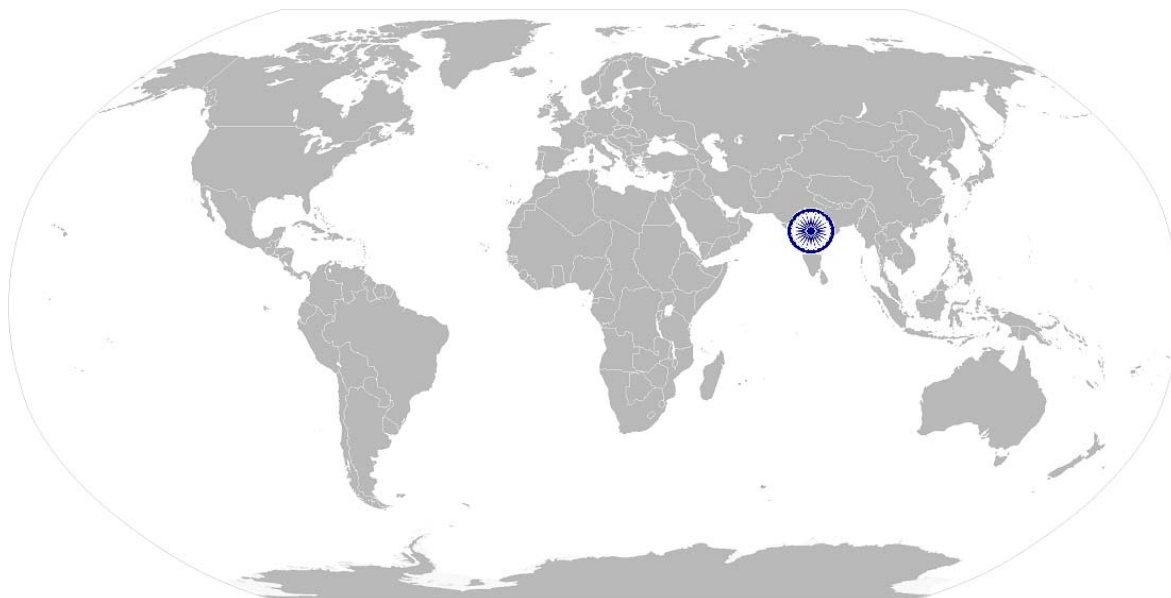


TSC/ N9002

Working in a team

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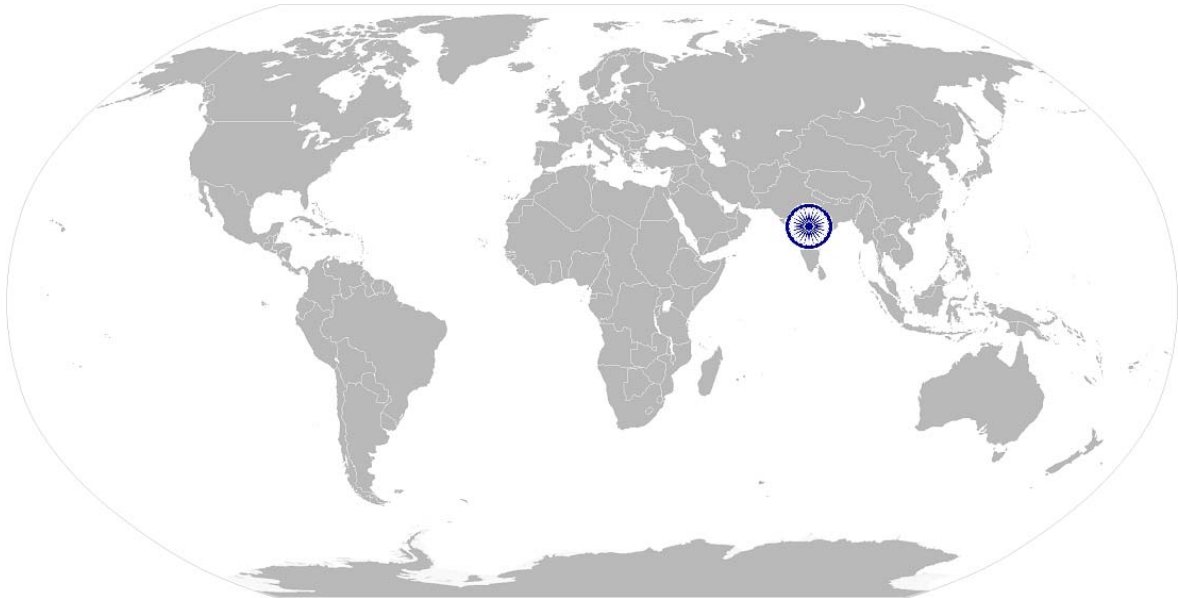
NOS Code	TSC/ N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Post-Spinning	Next review date	01/03/16



TSC/ N9003

Maintain health, safety and security at work place

National Occupational Standard



Overview

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

TSC/ N9003

Maintain health, safety and security at work place

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

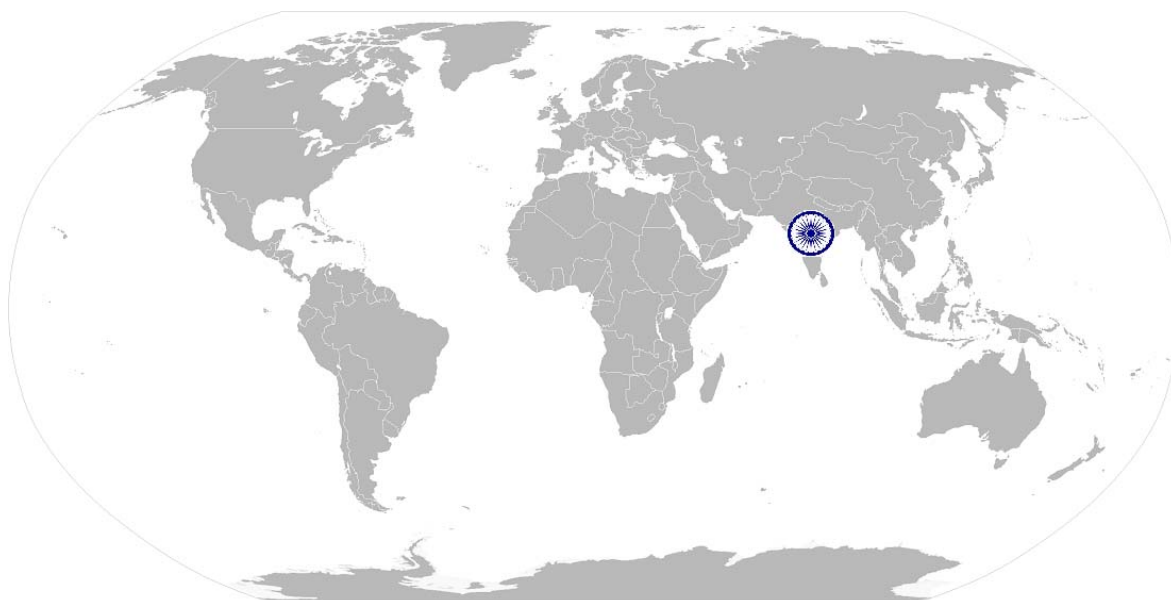
TSC/ N9003
Maintain health, safety and security at work place

techniques	
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a textile mill</p> <p>KA2. safe working practices to be adopted in textile mill</p> <p>KA3. quality systems and other processes practiced in the textile mill</p> <p>KA4. health and safety related practices applicable at the workplace</p> <p>KA5. potential hazards, risks and threats based on nature of operations</p> <p>KA6. organizational procedures for safe handling of equipment and machine operations</p> <p>KA7. potential risks due to own actions and methods to minimize these</p> <p>KA8. environmental management system related procedures at the workplace</p> <p>KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA10. potential accidents and emergencies and response to these scenarios</p> <p>KA11. reporting protocol and documentation required</p> <p>KA12. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. occupational health and safety risks and methods</p> <p>KB2. personal protective equipment and method of use</p> <p>KB3. identification, handling and storage of hazardous substances</p> <p>KB4. proper disposal system for waste and by-products</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits</p> <p>KB7. ill-effects of alcohol, tobacco and drugs</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>You need to know and understand how to:</p> <p>SA1. write clear and short sentences</p>
	Reading Skills
	<p>SA2. read and understand the company instructions</p> <p>SA3. read and understand work instructions</p> <p>SA4. read and understand the safety guidelines</p>
	Oral Communication (Listening and Speaking skills)
	<p>SA1. listen to others attentively</p> <p>SA2. respond to emergencies, accidents or fire at the workplace</p> <p>SA3. evacuate the premises and help others in need while doing so</p> <p>SA4. the value of physical fitness, personal hygiene and good habits</p> <p>SA5. talk with others politely</p>
B. Professional Skills	Decision Making
	SB1. identify correct safety measure for particular hazard

TSC/ N9003

Maintain health, safety and security at work place

	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. maintenance of neatness at work SB8. procedure for reporting unwanted behavior

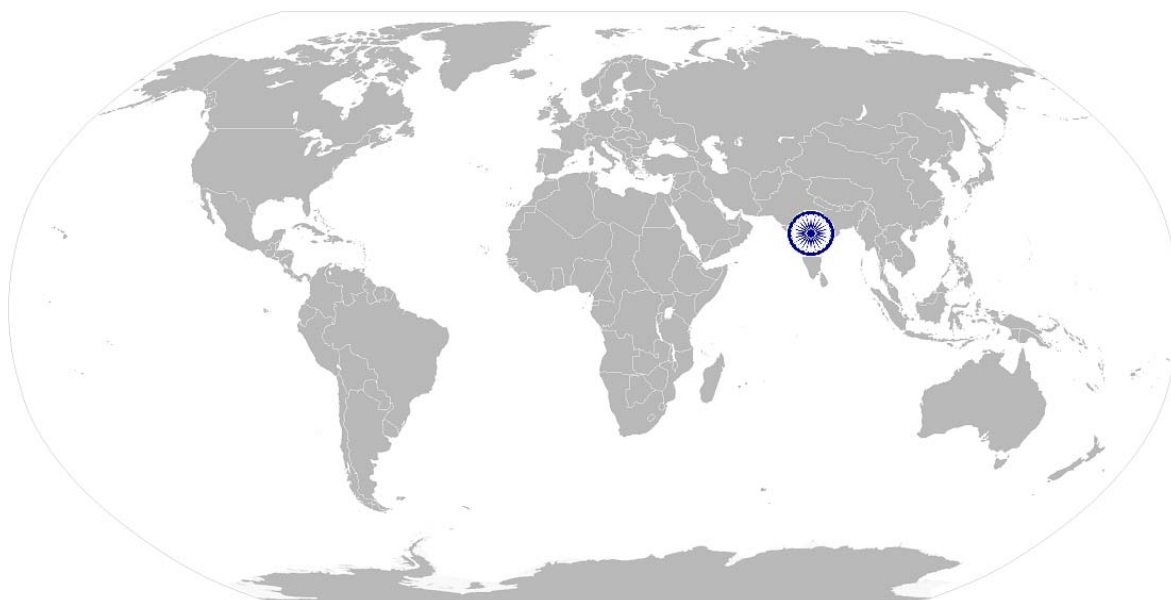


TSC/ N9003

Maintain health, safety and security at work place

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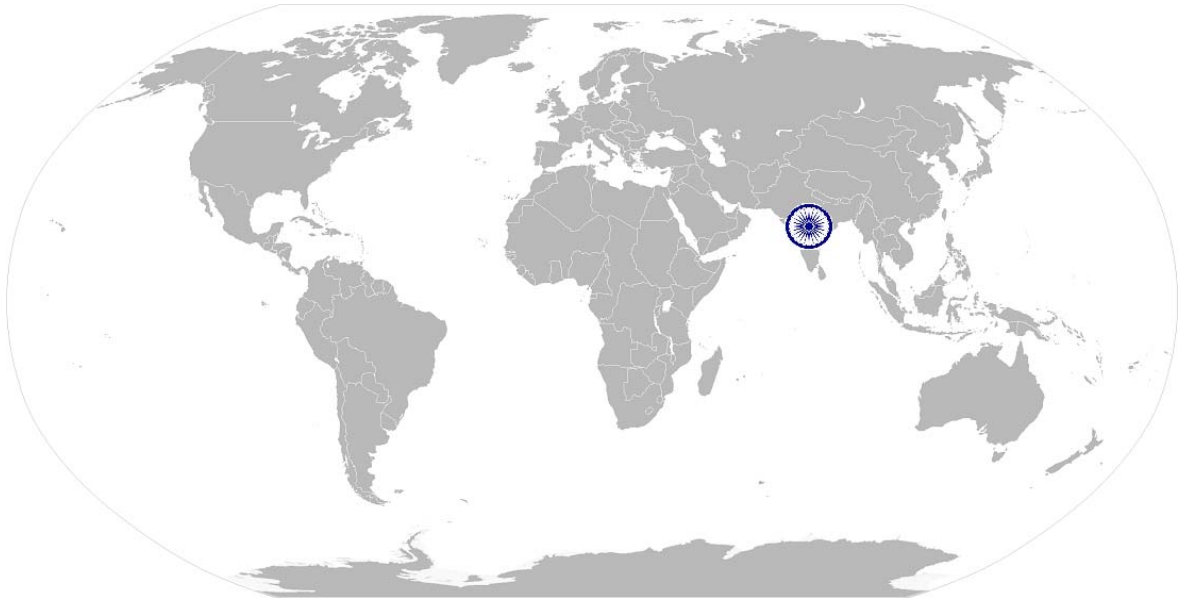
NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Post-Spinning	Next review date	01/03/16



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

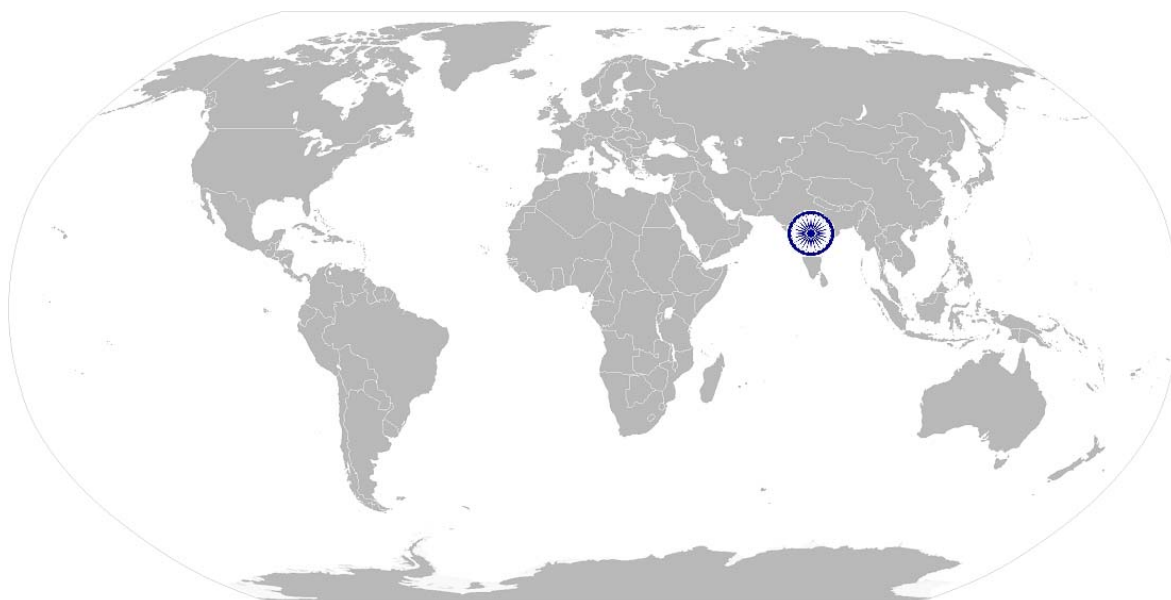
Comply with industry and organizational requirements

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	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: SA3. write clear and short sentences

TSC/ N9004

Comply with industry and organizational requirements

	Reading Skills
	You need to know and understand how to:
	SA4. read the given instructions
	SA5. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	SA6. talk effectively with others
	SA7. put forward your point
	SA8. listen to others
	you need to know and understand :
	SA9. Organizational requirements
	SA10. your responsibilities at the workplace
	SA11. procedure to comply with the industry standards

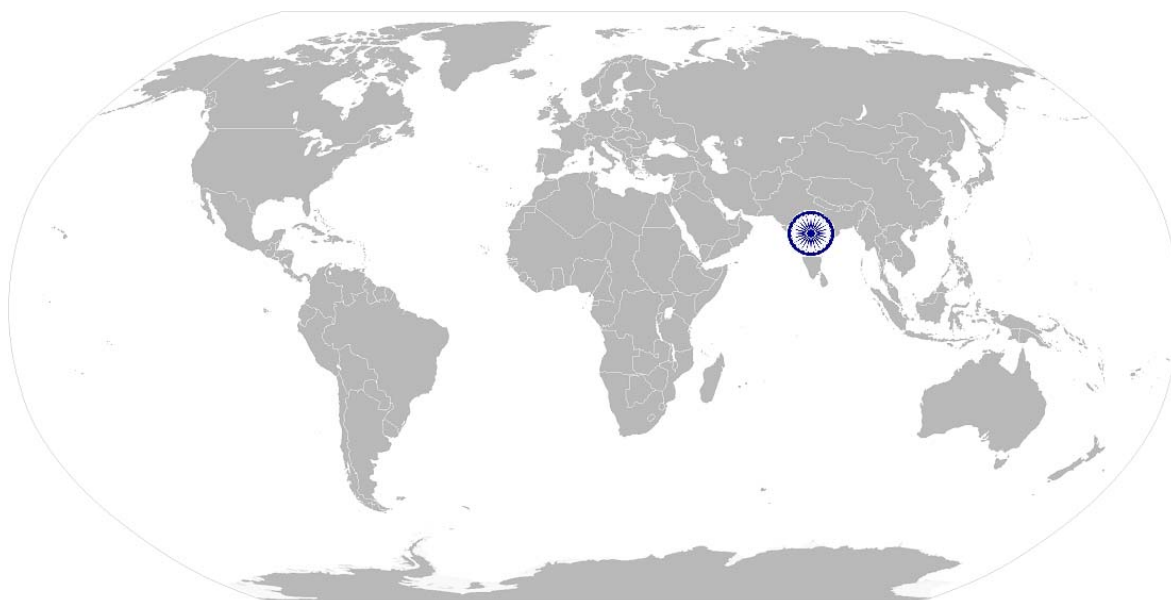


TSC/ N9004

Comply with industry and organizational requirements

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



Assessment Criteria

Job Role: Cone Winding Operator
Qualification Pack: Cone Winding Operator (TSC/ Q 0302)
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/N1305 (Taking charge of shift and handing over shift to Cone Winding 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	2	1	1
	PC3. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality or production or spare or safety or any other specific instruction etc.		5	1	1	3
	PC4. understand the count produced, colour coding, followed in the winding for his allocated number of drums or machines		5	2	1	2
	PC5. ensure the technical details are mentioned in the display board in the winding machine		4	2	1	1
	PC6. check for the availability of the ring cops in cheese trolleys		5	2	2	1
	PC7. ensure all the winding drums are running properly, winding drums which are not running and problems if any should be clarified with the		4	1	2	1

Assessment criteria

	supervisor and operator				
	PC8. ensure all the cone drums are running properly, if not the reason for idle cone drums should be enquired for and reported to the superiors	4	1	2	1
	PC9. ensure proper functioning of winding machine parts	4	1	2	1
	PC10. check the cleanliness of the machines & other work areas	3	1	1	1
	PC11. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.	4	2	1	1
	PC12. should question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.	5	1	2	2
	PC13. ensure the wastes collection boxes are empty while taking charge of shift	4	1	2	1
	PC14. ensure the work spot is clean	3	1	1	1
	PC15. ensure the OHTC is working properly	3	1	1	1
	PC16. take over the shift from the outgoing shift operator in a proper manner	4	1	2	1
	PC17. ensure in providing the details regarding count produced, colour coding followed in the winding for his allocated number of cone drums or machines	5	1	1	3
	PC18. provide all relevant information regarding the count produced, idle cone drums, damaged machine parts if any	5	1	1	3
	PC19. get clearance from the incoming counterpart before leaving the work spot	5	1	2	2
	PC20. report to his/ her shift superiors as well as that of the incoming shift report to the supervisor in case his/ her counterpart doesn't report for	4	1	1	2

Assessment criteria

	the incoming shift					
	PC21. ensure the shift has to be properly handed over to the incoming shift operator		4	1	1	2
	PC22. 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	1	1	2
	PC23. collect the wastes from waste collection bags, weigh them and transport to storage area		4	1	2	1
	PC24. ensure the work spot is clean		5	2	1	2
	Total		100	30	33	37
	Weightage			30%	33%	37%
2. TSC/N306 (Creeling the cops and knotting the broken yarn during cone winding)	PC1. bring the cops in the cop trolley from storage area	150	4	1	2	1
	PC2. ensure correct count cop trolley is taken to winding unit for creeling		4	2	1	1
	PC3. patrol around the cone winding machine and identify the cop exhaust		6	2	3	1
	PC4. creel the cops in the creel stand		6	2	3	1
	PC5. ensure that the cop is properly fixed in the holder		5	2	2	1
	PC6. ensure that the winding unit should not stop due to cops exhaust		4	2	2	0
	PC7. ensure that minimum time is taken for creeling the ring cops		4	1	2	1
	PC8. ensure the cone drum is not running for a long time with cop exhaust		5	2	2	1
	PC9. lift the cone spindle from the surface of the drum to a certain height		6	2	3	1
	PC10. properly stop the cone spindle before knotting		5	2	2	1
	PC11. ensure proper functioning of machine		4	1	2	1
	PC12. ensure safety while creeling and knotting the yarn		4	1	2	1

Assessment criteria

PC13. use hand knotters or splicers for knotting the broken yarn or during cop change and during yarn breakage	6	2	3	1
PC14. follow proper procedure for operating the hand knotters for knotting	6	2	3	1
PC15. follow proper procedure for operating the hand splicer	6	2	3	1
PC16. knot should be done with minimum loss of time and with minimum waste.	7	2	3	2
PC17. knot should be done with minimum tails and the tails should be trimmed with proper trimmers.	7	2	3	2
PC18. ensure that the knots are of good strength, small in size and of minimum tail ends. if not, get the knotter repaired / replaced.	5	2	2	1
PC19. ensure the yarn is properly knotted / spliced	5	2	2	1
PC20. lift the cone holder lever and lay the cone spindle on the cone drum	5	2	2	1
PC21. ensure the cone is proper laid in the winding drum and the yarn is properly wound on the cone uniformly	4	1	2	1
PC22. ensure proper material handling of ring cops and cone	5	2	2	1
PC23. ensure proper material handling of cop trolley, knotters and splicers	4	1	2	1
PC24. place the single yarn cones in assembly winder	5	2	2	1
PC25. ensure correct colour coded and labelled cone package is taken for creeling	4	1	2	1
PC26. ensure that time taken is minimum for attending the end breaks	4	2	1	1
PC27. ensure both the yarns are parallelly wound in the assemble cheese package	4	1	2	1
PC28. knot the ends during breakage	7	2	3	2
PC29. ensure that the knots are of good strength	5	2	2	1

Assessment criteria

	PC30. ensure proper material handling of cone packages		4	1	2	1
	Total		150	51	67	32
	Weightage %			34%	45%	21%
3. TSC/N0307 (Doffing the cone package)	PC1.ensure that cone winding happens till the specified length or weight of the cone package is achieved	50	3	1	1	1
	PC2.start doffing once the cone package is fully wound to the pre determined length or weight		4	1	2	1
	PC3.either stop the machine for doffing or doff the cone package while the machine is running as per the instructions of the supervisor		3	1	1	1
	PC4.ensure proper procedure is adopted for doffing the cone package		3	1	1	1
	PC5.ensure proper material handling of cone package		3	1	1	1
	PC6.weigh the cone package and ensure the required weight has been achieved		3	1	2	0
	PC7.fix the cone in the cone spindle and run it again till the cone reaches the predetermined weight		3	1	1	1
	PC8. place the cones in the cone trolley and store in the storage area as instructed		3	1	2	0
	PC9.keep empty paper cones in the reserve area for doffing		3	1	2	0
	PC10. insert the empty cones after doffing		3	1	2	0
	PC11. ensure proper colour coded empty paper cone is mounted in the cone spindle.		4	1	2	1
	PC12. put tail end of minimum 0.5mtrs on the base of the empty cone before starting.		3	1	2	0
	PC13. follow the instructions of the superiors during count change & do the necessary changes		3	1	1	1
	PC14. release the spindle lever and lay the cone spindle on the winding drum		3	1	1	1

Assessment criteria

	PC15. ensure proper traverse of yarn on winding drum		3	1	1	1
	PC16. ensure proper passage of yarn in winding machine		3	1	1	1
	Total		50	16	23	11
	Weightage %			32%	46%	22%
4. TSC/N0308 (Carryout tenting, cleaning and maintenance activities)	PC1. bring the cops in the cop trolley from storage area	150	5	1	1	3
	PC2. ensure proper passage of f yarn in the winding units		5	1	2	2
	PC3. attend the machine on yarn breakage and knot the ends using knotter		5	1	3	1
	PC4. ensure the knots are of good strength, small in size and with minimum tail ends		4	1	2	1
	PC5. check the appearance of splicing		4	1	2	1
	PC6. see the signal lamps & ensure minimum time is taken for creeling		4	1	2	1
	PC7. proper handling of full cops, empty cops and full cones		4	1	2	1
	PC8. material handling of waste		4	1	2	1
	PC9. transport empty cops to ring frame department		4	1	2	1
	PC10. operate the overhead blower - ensure its working while winding		4	1	2	1
	PC11. report to superiors immediately, if any defects such as yarn shade variation, strength variation, twist variation, stains etc. are found		4	1	1	2
	PC12. inform the superiors or maintenance personnel if any faulty winding spindle is found among the spindle allotted		4	1	1	2
	PC13. handling of full cops, empty cops and full cones		4	1	2	1
	PC14. handling of waste material		4	1	2	1

Assessment criteria

PC15. transport empty cops to ring frame department	5	2	2	1
PC16. carrying out cleaning activities	4	1	2	1
PC17. removing faults from ring cops	4	1	2	1
PC18. keep the wastes in waste bag in apron	4	1	2	1
PC19. Use the wax rolls, if instructed, for waxing the yarn.	4	1	2	1
PC20. ensure in keeping the wax washers clean	4	1	2	1
PC21. clean the waste accumulation from different parts of the machine from time to time	5	1	2	2
PC22. package defects produced in the winding machine to be identified and reported to the superiors	3	1	1	1
PC23. ensure cleanliness at work place	5	2	2	1
PC24. check the waxing unit and fix new waxing rolls if the old one exhausts	4	1	2	1
PC25. ensure that all winding drums are in good running condition	4	1	2	1
PC26. ensure the working of all stop motions, tension washer and EYC.	4	2	2	0
PC27. check that the splicing unit is working properly	5	2	2	1
PC28. check the proper functioning of hand knotters	4	1	2	1
PC29. check the proper functioning of machine parts	4	1	2	1
PC30. ensure that the conveyor belt is clean and proper cop transportation occurs	6	2	3	1
PC31. attend the jams in winding sections and report to supervisors and fitters	6	2	3	1
PC32. in case yarn gets wound on the drum, stop the machine and remove the same gently without damaging the drum	5	1	1	3
PC33. report to the maintenance incharge and supervisor if the machine is not	3	1	2	0

Assessment criteria

	functioning properly					
	PC34. check the OHTC working condition.		4	1	2	1
	PC35. report to the superiors if any EYC is malfunctioning		3	1	1	1
	PC36. ensure safety while carrying out maintenance activities		1	0	1	0
	Total		150	41	68	41
	Weightage %			27.33%	45.33%	27.33 %
5.TSC/N9001 (Maintaining work area, tools and machines)	PC1.handle materials, machinery, equipment and tools with care and use them in the correct way	50	4	1	2	1
	PC2.use correct lifting and handling procedures		4	1	2	1
	PC3.use materials to minimize waste		3	1	1	1
	PC4.maintain a clean and hazard free working area		3	1	1	1
	PC5.maintain tools and equipment		4	2	1	1
	PC6.carry out running maintenance within agreed schedules		4	1	2	1
	PC7.carry out maintenance and/or cleaning within one's responsibility		4	1	2	1
	PC8.report unsafe equipment and other dangerous occurrences		4	1	2	1
	PC9.ensure that the correct machine guards are in place		3	1	1	1
	PC10. work in a comfortable position with the correct posture		3	1	1	1
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		3	1	1	1
	PC12. dispose of waste safely in the designated location		4	1	2	1
	PC13. store cleaning equipment safely after use		3	1	1	1
	PC14. carry out cleaning according to schedules and limits of responsibility		4	1	2	1
	Total		50	15	21	14
	Weightage %			30%	42%	28%

Assessment criteria

6.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		5	1	2	2
	PC7. submit daily report of own performance		5	2	2	1
	PC8. adjust in different work situations		4	1	2	1
	PC9. give due importance to others' point of view		4	2	1	1
	PC10. avoid conflicting situations		4	2	1	1
	PC11. develop new ideas for work procedures		4	1	2	1
	PC12. improve upon the existing techniques to increase process efficiency		4	1	2	1
	Total		50	17	18	15
	Weightage %			34%	36%	30%
7.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

Assessment criteria

PC8. store materials and equipment in line with organisational requirements	4	1	2	1
PC9. safely handle and remove waste	4	1	2	1
PC10. minimize health and safety risks to self and others due to own actions	5	2	2	1
PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	4	2	0	2
PC12. monitor the workplace and work processes for potential risks and threat	5	2	2	1
PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	5	2	2	1
PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel	4	1	2	1
PC15. participate in mock drills/ evacuation procedures organized at the workplace	4	2	2	0
PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so	5	2	2	1
PC17. take action based on instructions in the event of fire, emergencies or accidents	5	2	2	1
PC18. follow organisation procedures for shutdown and evacuation when required	4	2	1	1
PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry	4	2	1	1
PC20. recognise other possible security issues existing in the workplace	4	2	1	1
PC21. recognise different measures to curb the 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%

Assessment criteria

8.TSC/N9004 (Comply with industry and organizational requirements)	PC1. perform own duties effectively	50	4	1	2	1
	PC2. take responsibility for own actions		4	1	2	1
	PC3. be accountable towards the job role and assigned duties		4	2	1	1
	PC4. take initiative and innovate the existing methods		3	1	1	1
	PC5. focus on self-learning and improvement		4	1	2	1
	PC6. co-ordinate with all the team members and colleagues		4	1	2	1
	PC7. communicate politely		4	1	1	2
	PC8. avoid conflicts and miscommunication		4	1	2	1
	PC9. know the organisational standards		4	2	1	1
	PC10. implement them in your performance		4	1	2	1
	PC11. motivate others to follow them		3	1	1	1
	PC12. know the industry standards		4	3	1	0
	PC13. align them with organisation standards		4	2	1	1
	Total		50	18	19	13
Weightage %				36%	38%	26%
Grand Total			700	231	283	186