

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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Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5

Introduction

Qualifications Pack – Carding Operator

SECTOR: TEXTILE

SUB-SECTOR: SPINNING

OCCUPATION: SPINNING PREPARATORY

REFERENCE ID: TSC/Q 0102

ALIGNED TO: NCO-2004 / 7431.50

Brief Job Description: A carding operator should be able to operate the carding machine, ensure proper feeding of material in chute/lap feed system, piece the sliver on breakage, doff the cans and transport to the storage area.

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

Job Details	Qualifications Pack Code	TSC/Q0102		
	Job Role	Carding 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	Spinning Preparatory	Next review date	01/03/16
	Job Role	Carding Operator		
Role Description		To carry out activities on a carding machine ensuring minimum machine stoppage and achieving maximum production.		
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/ N0104 Taking charge of shift and handing over shift to Carding Operator TSC/ N0105 Operating the carding machine TSC/ N0106 Piecing the sliver and doffing the sliver can in card 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: N/A		
Performance Criteria		As described in the relevant OS units		

Glossary of Key Terms

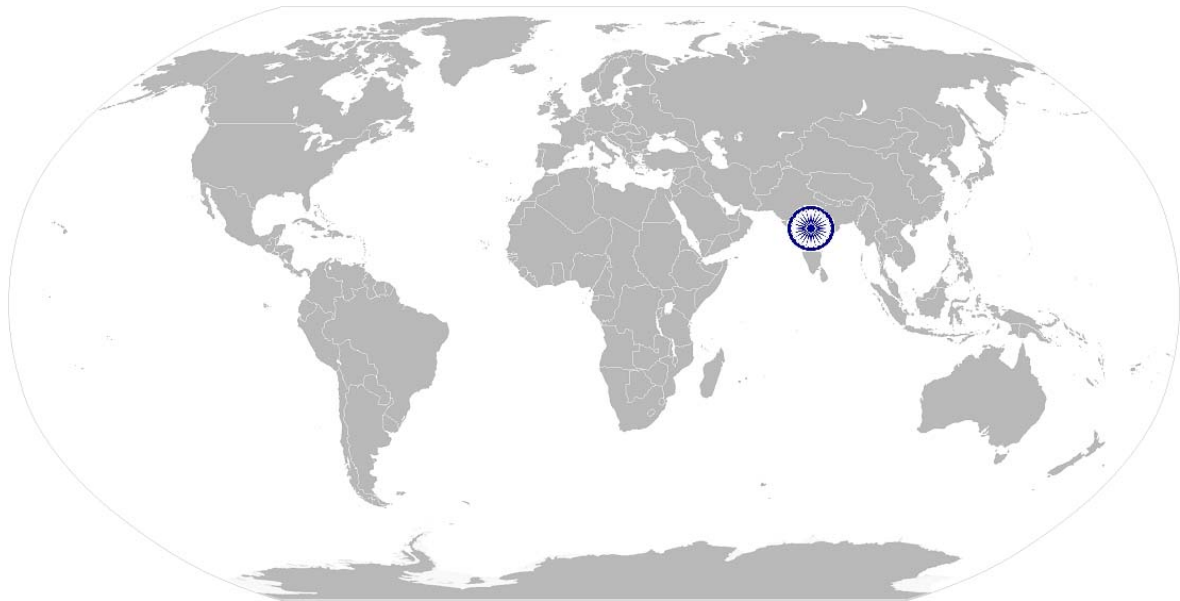
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived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

TSC/ N0104

Taking charge of shift and handing over shift to Carding Operator

National Occupational Standard



Overview

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

TSC/ N0104

Taking charge of shift and handing over shift to Carding Operator

Unit Code	TSC/ N0104
Unit Title (Task)	Taking charge of shift and handing over shift to Carding Operator
Description	This unit is about taking charge of shift from previous shift carding operator and relieving the responsibilities to the next shift carding operator
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Taking charge of shift from carding operator Handing over shift to carding operator
Elements	Performance Criteria
Taking charge of shift from carding operator	<p>To be competent, you must be able to:</p> <p>PC1. come at least 10 - 15 minutes earlier to the work spot</p> <p>PC2. bring the necessary operational tools to the department</p> <p>PC3. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality, production, spare, safety or any other specific instruction etc.</p> <p>PC4. understand the count produced, colour coding, followed in the carding for his allocated number of machines</p> <p>PC5. ensure the technical details are mentioned on the display board in the card</p> <p>PC6. check for the availability of the empty sliver cans</p> <p>PC7. ensure all the cards are running properly and problems if any should be clarified with the supervisor and operator, idle machines should be enquired for the reason for stoppage and report to the superiors regarding the same</p> <p>PC8. ensure proper functioning of card machine parts</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 materials 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 shift operator in a proper manner</p>
Handing over shift to carding operator	<p>PC15. ensure in providing the details regarding count produced, colour coding followed in the carding for his allocated number of machines</p> <p>PC16. provide all relevant information regarding the count produced, idle machines, damaged machine parts if any</p> <p>PC17. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC18. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift</p> <p>PC19. ensure the shift has to be properly handed over to the incoming shift operator</p> <p>PC20. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/her shift and should leave the department only after getting concurrence for the same from his/ her superiors</p> <p>PC21. collect the wastes from waste collection bags, weigh them and transport to</p>

TSC/ N0104 Taking charge of shift and handing over shift to Carding Operator

	storage area PC22. ensure the work spot is clean
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 spinning/ textile mill KA2. safe working practices to be adopted in spinning / textile mill KA3. quality systems and other processes practiced in the spinning / textile mill KA4. reporting to the supervisor or higher authority in case of emergency KA5. color coding adopted for different counts in the spinning / textile mill
B. Technical Knowledge	KB1. understanding the importance of <ul style="list-style-type: none"> types of fibres types of yarn sliver hank types of defects in sliver KB2. process flow in a spinning / textile mill KB3. material flow in a textile spinning / textile mill KB4. importance of carding and sliver formation KB5. functions of different parts of carding machine KB6. importance of colour coding followed for different sliver hanks KB7. guidelines for operating the carding machine KB8. understanding the functions of different signal lamps KB9. guidelines for taking charge of shift from previous shift carding operator KB10. guidelines for handing over the shift to the next shift carding operator KB11. importance of material handling and types of material handling equipments used equipments KB12. functions and methodology for operating different material handling tools KB13. knowledge of waste collection system & equipments used KB14. importance of cleanliness at workplace KB15. safety procedures to be followed in carding 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
	You need to know and understand how to: SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
B. Professional Skills	Problem Solving
	You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others

TSC/ N0104

Taking charge of shift and handing over shift to Carding Operator

	Attention to Detail
	<p>You need to know and understand how to:</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 carding department</p> <p>SB7. procedure to operate the carding machine</p> <p>SB8. procedure for patrolling around the carding department and identifying worn out or damaged machine parts</p> <p>SB9. procedure to check the quality of sliver and ensuring proper functioning of machine parts in card</p> <p>SB10. procedure for operating different material handling tools and equipments</p> <p>SB11. maintain neatness at work</p>

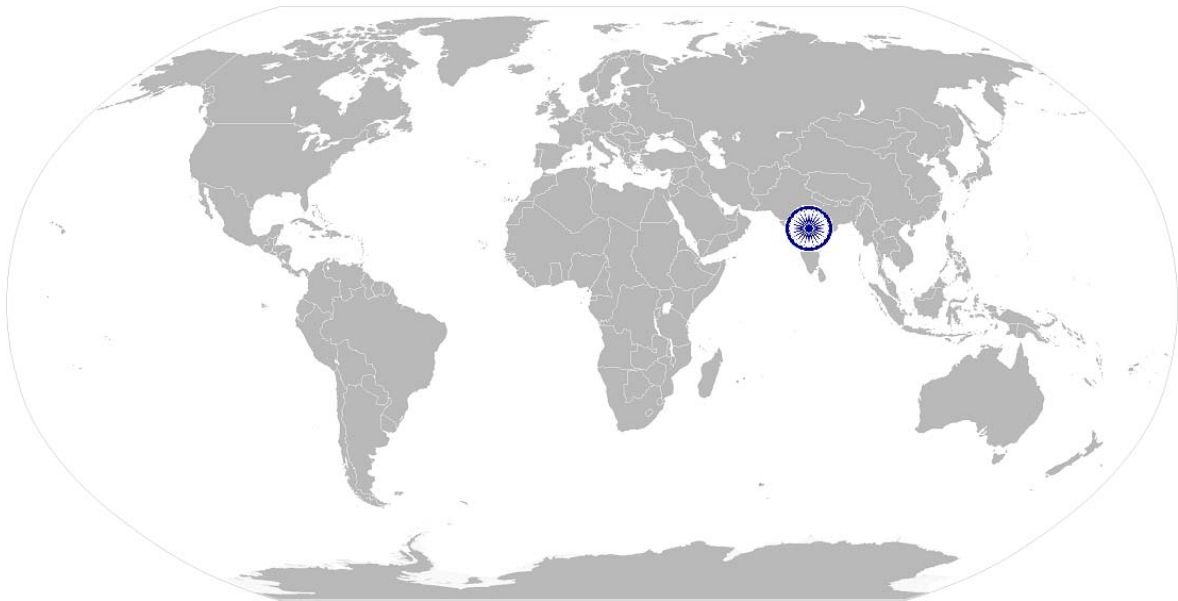
TSC/ N0104

Taking charge of shift and handing over shift to Carding Operator

NOS Version Control

NOS Code	TSC/ N0104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16

National Occupational Standard



Overview

This unit is about carrying out procedure for operating the carding machine

TSC /N0105

Operating a carding machine

National Occupational Standard

Unit Code	TSC/ N0105
Unit Title (Task)	Operating a carding machine
Description	This unit is about carrying out procedure for operating the sequence of machines in carding
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Operating the card Carryout cleaning activities Carryout maintenance activities Material handling and safety at workplace Other related responsibilities
Elements	Performance Criteria
Operating the card	<p>To be competent ,you must be able to:</p> <p>PC1. start the machine</p> <p>PC2. operate the control switches for starting and stopping the card</p> <p>PC3. follow the different signal lamps used in machines</p> <p>PC4. ensure proper functioning of card by verifying in the display panel</p> <p>PC5. check whether the material is properly fed in the carding machine via chute/lap feed system</p> <p>PC6. piece the sliver during breakage</p> <p>PC7. place empty can as per the machine number in the magazine</p> <p>PC8. view the display panel and identify the reasons for machine stoppages if any</p> <p>PC9. ensure the card is running in the set speed by viewing the display panel</p> <p>PC10. ensure the working area is clean</p> <p>PC11. ensure proper functioning of machine</p> <p>PC12. store defective material in non conformity area</p>
Carryout cleaning activities	<p>PC13. ensure the sliver produced is free from surface damages</p> <p>PC14. clean the wastes in the carding department as per schedule</p> <p>PC15. segregate the wastes collected and deposit at the waste bins</p> <p>PC16. remove the defect in slivers</p> <p>PC17. support the mechanic while carryout cleaning maintenance activities</p> <p>PC18. use proper tools for cleaning</p> <p>PC19. ensure safety while carrying out cleaning</p> <p>PC20. ensure the wastes collected are deposited in the respective waste box</p> <p>PC21. ensure carding area is clean</p>
Carryout maintenance activities	<p>PC22. ensure the chute/ lap feed is working properly and material is uniformly fed into card</p> <p>PC23. support the fitter for carrying out maintenance activities</p> <p>PC24. ensure the draft variation on CV% is within the limits and if it's abnormal report it to superiors.</p> <p>PC25. inform the supervisor and maintenance in charge in case of a jam</p> <p>PC26. support the fitter during minor breakdown</p>
Material handling and safety at workplace	<p>PC27. ensure proper material handling of sliver, sliver can and empty can</p> <p>PC28. ensure using proper material handling of tools and equipments</p>

TSC /N0105
Operating a carding machine

	PC29. ensure safety while operating the card PC30. use safety gadgets like caps, masks ,shoes, also verify the safety stop motions
Other related responsibilities	PC31. ensure the sliver produced is free from outside damages PC32. inform superiors immediately, if any break down or fault in the machine is noticed PC33. ensure the proper functioning of signal lamps PC34. ensure that machine is always working properly, if any deviations inform superiors immediately PC35. collect the reusable wastes in card and weigh them at shift end and place them in specified area PC36. provide all relevant information's of the current working process to the next shift operator before relieving.
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 spinning / textile mill KA2. safe working practices to be adopted in spinning / textile mill KA3. quality systems and other processes practiced in the spinning / textile mill KA4. reporting to the supervisor or higher authority in case of emergency KA5. color coding adopted for different counts in the spinning / textile mill
B. Technical Knowledge	You need to know and understand: KB1. process and material flow in a spinning / textile mill KB2. understanding the importance of fibers, types of yarn, yarn count, types of sliver, sliver hank, importance of sliver and roving quality KB3. importance of carding, various parts in a card and their functions KB4. function of chute/lap feed system KB5. importance & functions of different signal lamps KB6. different control buttons in card KB7. knowledge of different functions in display panel and procedure to operate the card KB8. types of wastes KB9. procedure for collecting wastes KB10. guidelines for operating the material handling tools and equipments KB11. importance of cleanliness at work place KB12. procedure to identify the normal defects in card web and actions needed to correct them KB13. guidelines for carrying out cleaning activities KB14. guidelines for carrying out maintenance activities KB15. importance of material handling KB16. types of material handling equipments used KB17. functions and methodology for operating different material handling equipments

TSC /N0105

Operating a carding machine

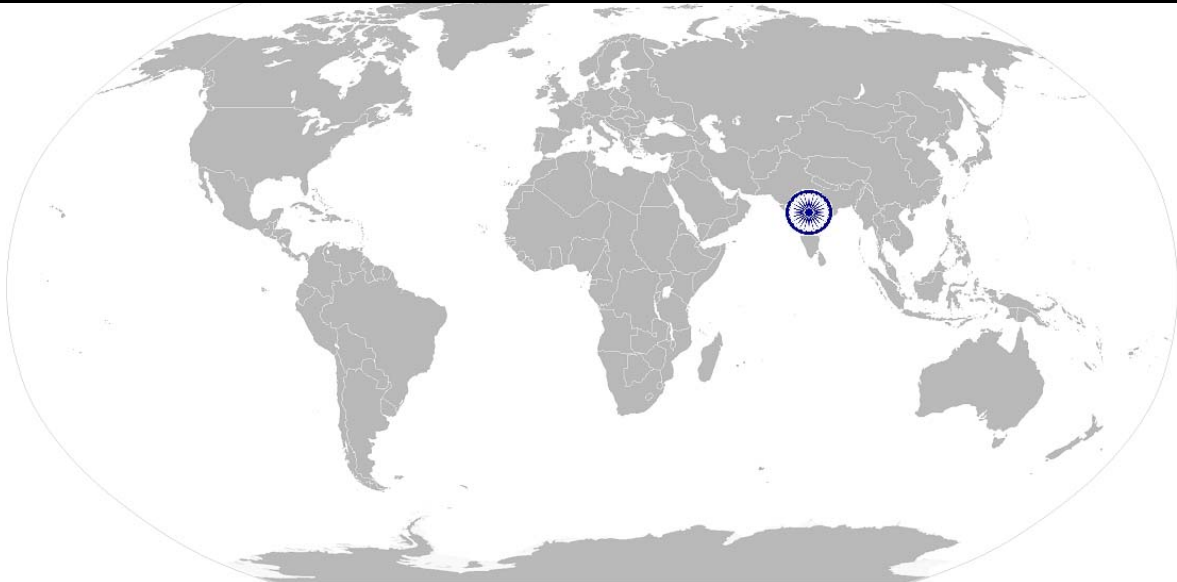
	KB18. importance of safety at card KB19. safety gadgets used in a textile mill
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	You need to know and understand how to: SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
B. Professional Skills	Problem Solving
	You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to: SB4. apply good attention to detail SB5. check your work is complete and free from errors
	You need to know and understand : SB6. procedure to identify and remove the defects in sliver SB7. procedure for cleaning the wastes and waste segregation SB8. procedure to carryout cleaning activities in card SB9. procedure for cleaning the carding area SB10. procedure to carryout basic maintenance activities in card SB11. maintain cleanliness at work place

TSC /N0105

Operating a carding machine

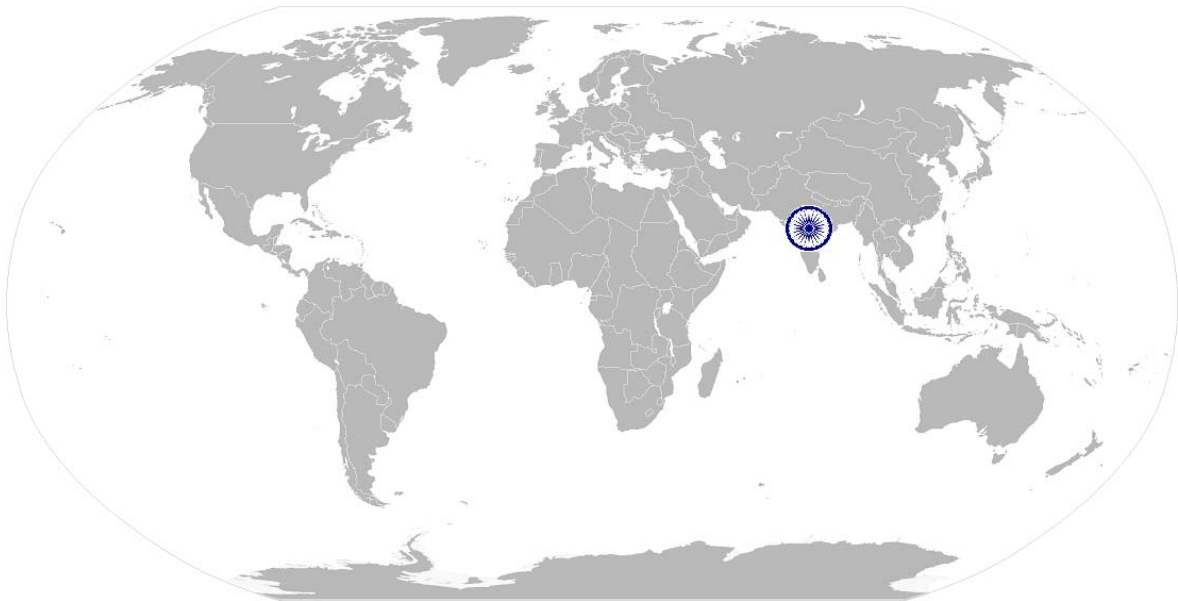
NOS Version Control

NOS Code	TSC/ N0105		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16



Piecing the sliver and doffing the sliver can in card

National Occupational Standard



Overview

This unit is about piecing the sliver on breakage and doffing the sliver can in carding machine

TSC N/0106

Piecing the sliver and doffing the sliver can in card

National Occupational Standard

Unit Code	TSC/ N0106
Unit Title (Task)	Piecing the sliver and doffing the sliver can in card
Description	This unit is about carrying out tenting, cleaning and maintenance activities in carding
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Attending the machine on sliver breakage ▪ Piecing the sliver ▪ Checking the quality of piecing ▪ Carryout doffing ▪ Post doffing responsibilities
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Attending the machine on sliver breakage	<p>To be competent, you must be able to:</p> <p>PC1. identify the machine stoppage by viewing the signal lamps and display panel</p> <p>PC2. identify the reasons for sliver breakage</p> <p>PC3. ensure minimum time is taken for attending the sliver breakage in carding department</p>
Piecing the sliver	<p>PC4. open the calendaring zone of card using control switches</p> <p>PC5. collect the web from calendaring zone and condense through the calendaring rollers and trumpet for sliver formation</p> <p>PC6. ensure proper piecing of sliver</p> <p>PC7. draw the sliver through the conveyor rollers and pass it through the coiler rollers in delivery zone into the sliver can</p> <p>PC8. ensure proper functioning of card post piecing</p> <p>PC9. collect the wastes collected during piecing and store the waste at respective waste box</p> <p>PC10. segregate the reusable wastes and weigh and record them in a register</p> <p>PC11. transfer the reusable wastes to carding</p> <p>PC12. ensure standard piecing procedure is adopted and quality of piecing is as per standards</p> <p>PC13. ensure that minimum time is taken for piecing the sliver</p> <p>PC14. ensure safety while carrying out piecing activity</p>
Checking the quality of piecing	<p>PC15. verify the quality of piecing done in the sliver</p> <p>PC16. Ensure that sliver tension in the creeling section is appropriate</p> <p>PC17. ensure proper functioning of the machine</p>
Carrying out doffing	<p>PC18. collect the empty cans from combing preparatory or drawing department for feeding the empty cans in card</p> <p>PC19. keep the can castors clean before putting to the card</p> <p>PC20. ensure whether the sliver can is ready for doffing by viewing the details in the display panel</p> <p>PC21. keep the empty cans at coiler for automatic can change</p> <p>PC22. keep the empty sliver can near the doffing machine in manual doffing</p> <p>PC23. doff the full sliver can in case of manual doffing</p> <p>PC24. ensure proper doffing procedure is followed</p> <p>PC25. ensure doffing is carried out properly in auto doffing</p>

TSC N/0106

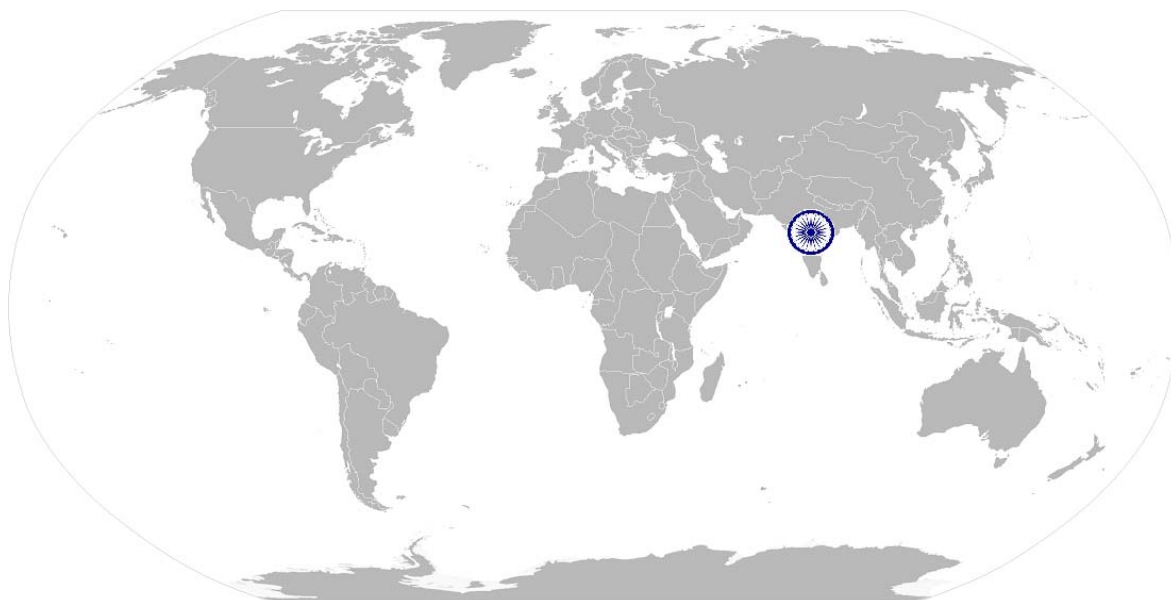
Piecing the sliver and doffing the sliver can in card

	PC26. move the sliver can to storage area PC27. ensure the card is properly restarted after doffing
Post doffing responsibilities	PC28. ensure proper functioning of card post doffing PC29. ensure proper material handling of sliver, sliver can and empty can PC30. ensure proper material handling of tools and equipments
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 spinning / textile mill KA2. safe working practices to be adopted in textile spinning/ textile mill KA3. quality systems and other processes practiced in the textile spinning / textile mill KA4. reporting to the supervisor or higher authority in case of emergency KA5. color coding adopted for different counts in the textile spinning / textile mill
B. Technical Knowledge	You need to know and understand: KB1. process flow and material flow in textile spinning / textile mill KB2. functions of carding machine KB3. functions of control switches and signal lamps in carding KB4. importance of piecing KB5. importance of doffing KB6. importance of sliver quality KB7. guidelines for piecing the sliver KB8. guidelines for carrying out doffing activity KB9. functions of different control switches in card KA6. knowledge of different functions in display panel and procedure to operate the card KB10. functions of different signal lamps in card KB11. importance of cleanliness and safety at work place
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	You need to know and understand how to: SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
B. Professional Skills	Problem Solving
	You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others
	Attention to Detail

TSC N/0106

Piecing the sliver and doffing the sliver can in card

	<p>You need to know and understand how to:</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 collect the web from calendaring zone and condense through the calendaring rollers for sliver formation</p> <p>SB7. standard operating procedure for carrying out piecing activity</p> <p>SB8. standard operating procedure for carrying out doffing activity</p> <p>SB9. procedure for segregating the different types of fiber wastes</p> <p>SB10. procedure for storing reusable wastes and weighing them</p> <p>SB11. procedure for material handling of sliver, sliver cans</p> <p>SB12. maintain cleanliness at work</p>
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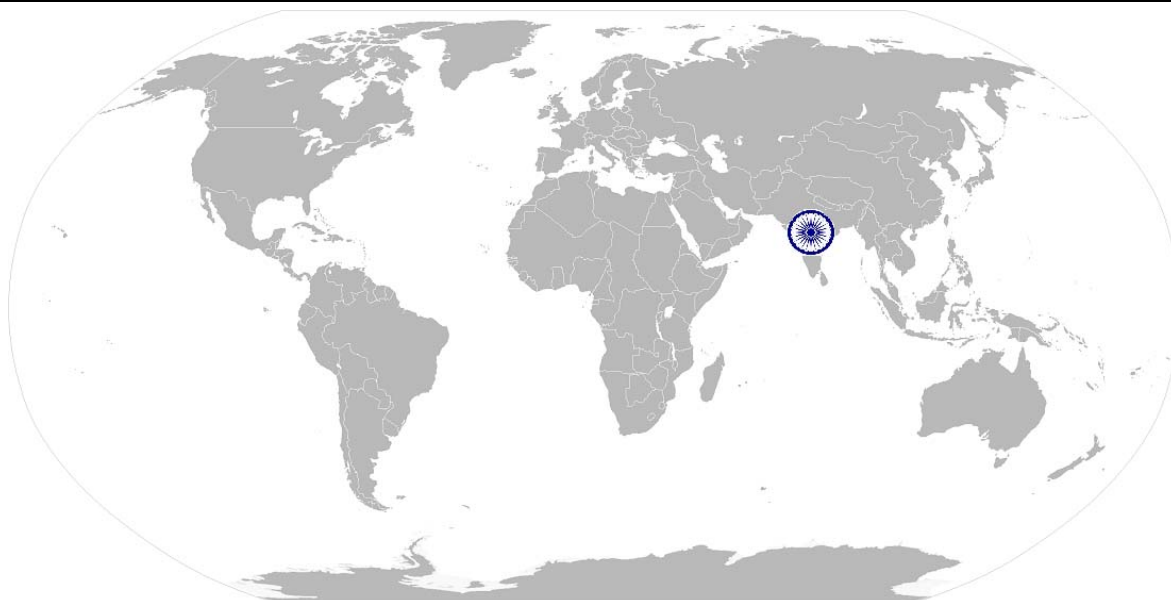


TSC N/0106

Piecing the sliver and doffing the sliver can in card

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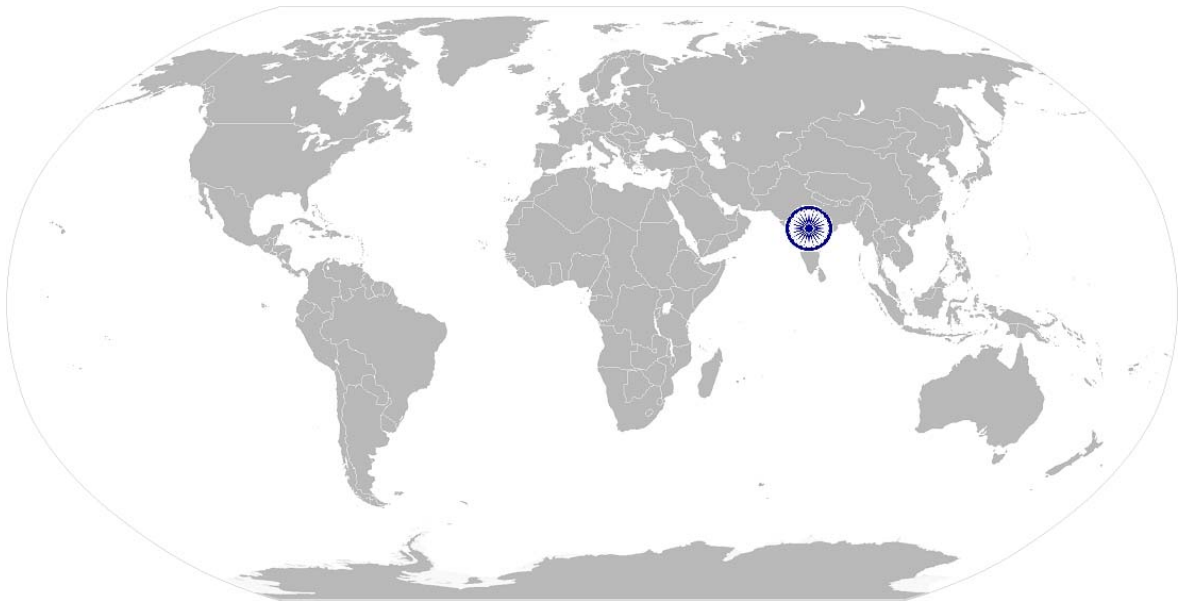
NOS Code	TSC/ N0106		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16



TSC /N9001

Maintain Work Area, Tools and Machines

National Occupational Standard



Overview

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

TSC /N9001

Maintain Work Area, Tools and Machines

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. personal hygiene and duty of care</p> <p>KA2. safe working practices and organizational standard operating procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p> <p>KA11. equipment operating procedures / supervisor's instructions</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. work instructions and specifications and interpret them accurately</p> <p>KB2. relation between work role and the overall manufacturing process</p> <p>KB3. hazards likely to be encountered when conducting routine maintenance</p>

TSC /N9001

Maintain Work Area, Tools and Machines

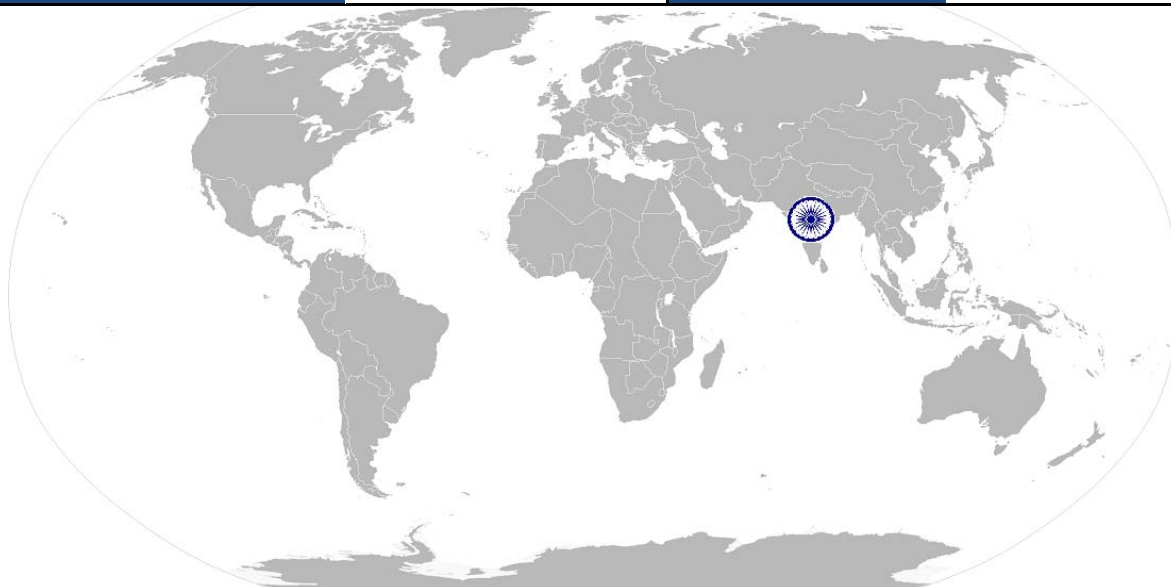
	<p>KB4. the importance of taking action when problems are identified</p> <p>KB5. different ways of minimizing waste</p> <p>KB6. importance of running maintenance and regular cleaning</p> <p>KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials</p> <p>KB8. common faults with 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
B. Professional Skills	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
B. Professional Skills	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
B. Professional Skills	SB10. take initiative at the right place
	SB11. understand the requirement to be creative

TSC /N9001

Maintain Work Area, Tools and Machines

NOS Version Control

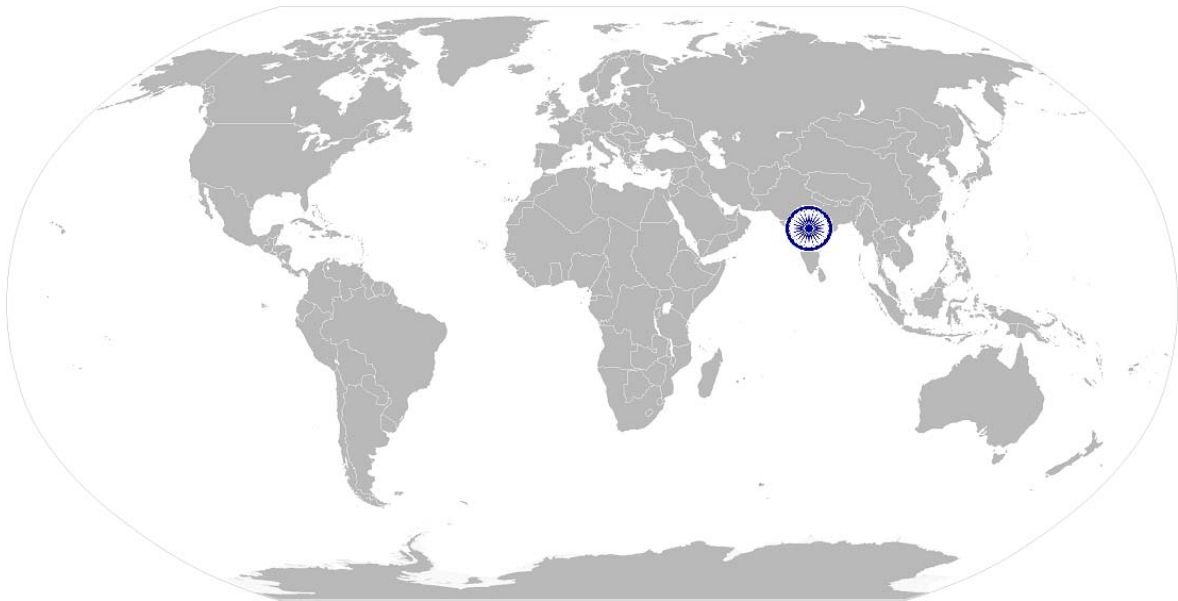
NOS Code	TSC /N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16



TSC/N9002

Working in a team

National Occupational Standard



Overview

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

TSC/N9002

Working in a team

National Occupational Standard

Unit Code	TSC/ N9002
Unit Title (Task)	Working in a team
Description	This unit is about working as a team member in the role of Carding Operator 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 PC11. collaborate with colleagues performing the pre-required and post-required duty of Carding Operator
Creative freedom	PC12. develop new ideas for work procedures PC13. 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 textile mill KA3. safe working practices to be adopted in textile mill KA4. reporting to the supervisor or higher authority about any grievances faced
B. Technical Knowledge	You need to know and understand: KB1. understand 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/	Writing Skills
	You need to know and understand how to:

TSC/N9002

Working in a team

Generic Skills	SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application
	Reading Skills
	You need to know and understand how to: SA4. 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: SB4. identify the real reason of problem faced SB5. be able to find the most effective solution to the problems faced
	Attention to Detail
	You need to know and understand how to: SB13. apply good attention to detail SB14. ensure every kind of communication is error free
	You need to know and understand how to: SB15. communicate effectively SB16. apply leadership skills wherever required SB17. take initiative at the right place SB18. understand the requirement to be creative

TSC/N9002

Working in a team

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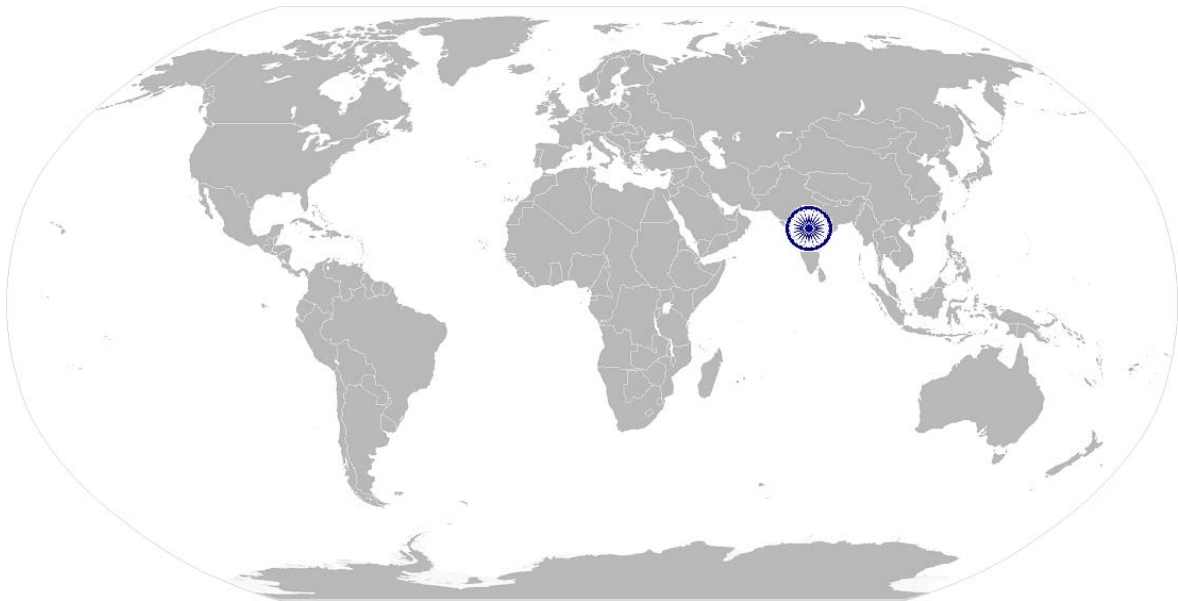
NOS Code	TSC/N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16



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

National Occupational Standard

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>

TSC /N 9003

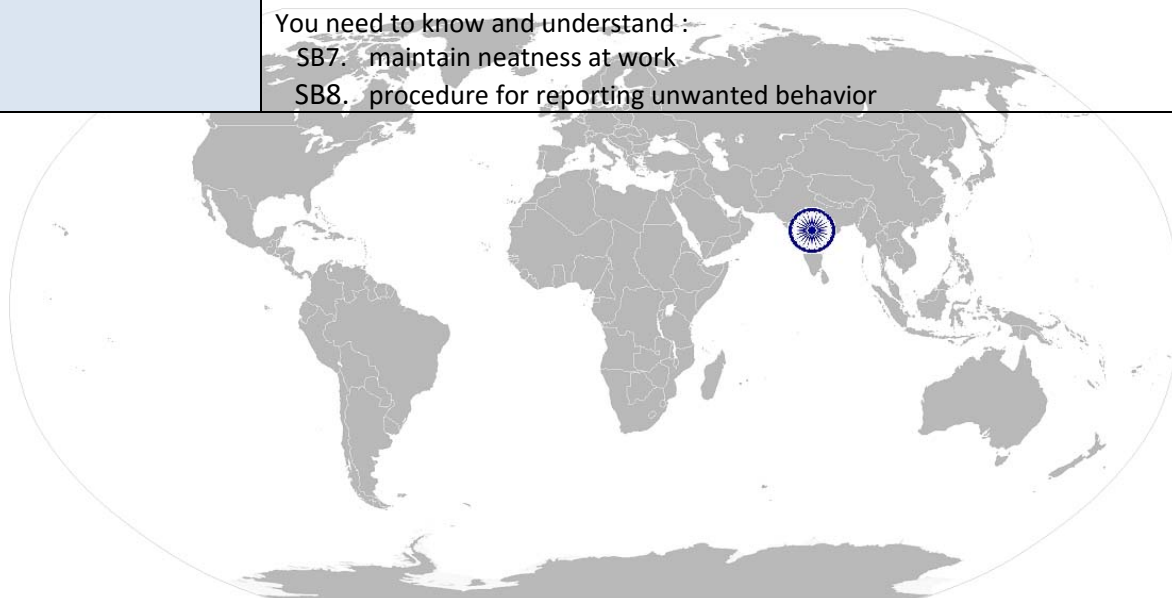
Maintain health, safety and security at work place

Planning the safety techniques	PC21. recognise different measures to curb the hazards
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation PC24. ensure that all revolving parts come to a halt before attending to the machine manually
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>KA1. health and safety related practices applicable at the workplace</p> <p>KA2. potential hazards, risks and threats based on nature of operations</p> <p>KA3. organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. potential risks due to own actions and methods to minimize these</p> <p>KA5. environmental management system related procedures at the workplace</p> <p>KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol and documentation required</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA4. 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>KB1. 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 and understand how to:
	SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to
	SA3. listen to others attentively
	SA4. respond to emergencies, accidents or fire at the workplace
	SA5. evacuate the premises and help others in need while doing so

TSC /N 9003

Maintain health, safety and security at work place

	<p>SA6. the value of physical fitness, personal hygiene and good habits</p> <p>SA7. talk with others politely</p>
B. Professional Skills	<p>Decision Making</p> <p>You need to know and understand how to:</p> <p>SB1. identify correct safety measure for particular hazard</p> <p>SB2. make required safety plans as and when required</p> <p>SB3. raise alarm in case of emergency</p> <p>Analytical Thinking</p> <p>SB4. know the use of correct safety measure whenever required</p> <p>Attention to Detail</p> <p>SB5. be attentive to details</p> <p>SB6. be careful to avoid occurrence of hazards</p> <p>You need to know and understand :</p> <p>SB7. maintain neatness at work</p> <p>SB8. procedure for reporting unwanted behavior</p>



TSC /N 9003

Maintain health, safety and security at work place

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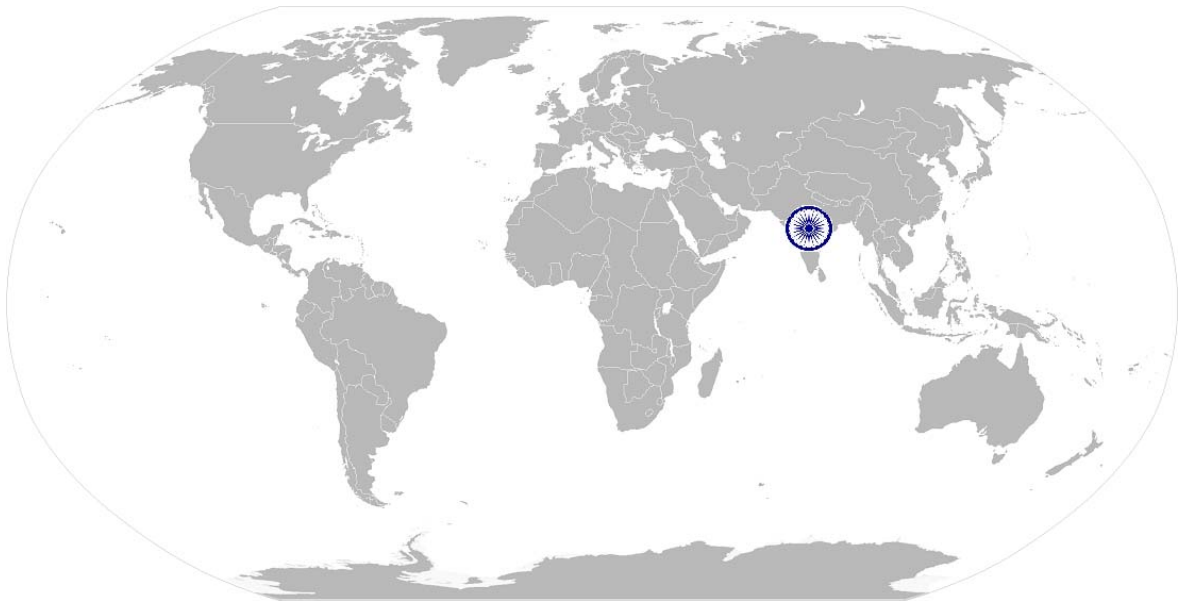
NOS Code	TSC/N 9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16



TSC /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/N 9004
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 part of carding machine
Skills (S)	
A. Core Skills/	Writing Skills
	You need to know and understand how to:

TSC /N9004

Comply with industry and organizational requirements

Generic Skills	SA1. write reports SA2. write clear and short sentences
	Reading Skills
	You need to know and understand how to: SA3. read the local language SA4. read one more language than the local language SA5. read and comprehend the standards and rules
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA6. talk effectively with others SA7. put forward your point SA8. listen to others You need to know and understand : SA9. procedure of preparing the industry standards SA10. procedure to follow the given standards SA11. Procedure to comply with the standards

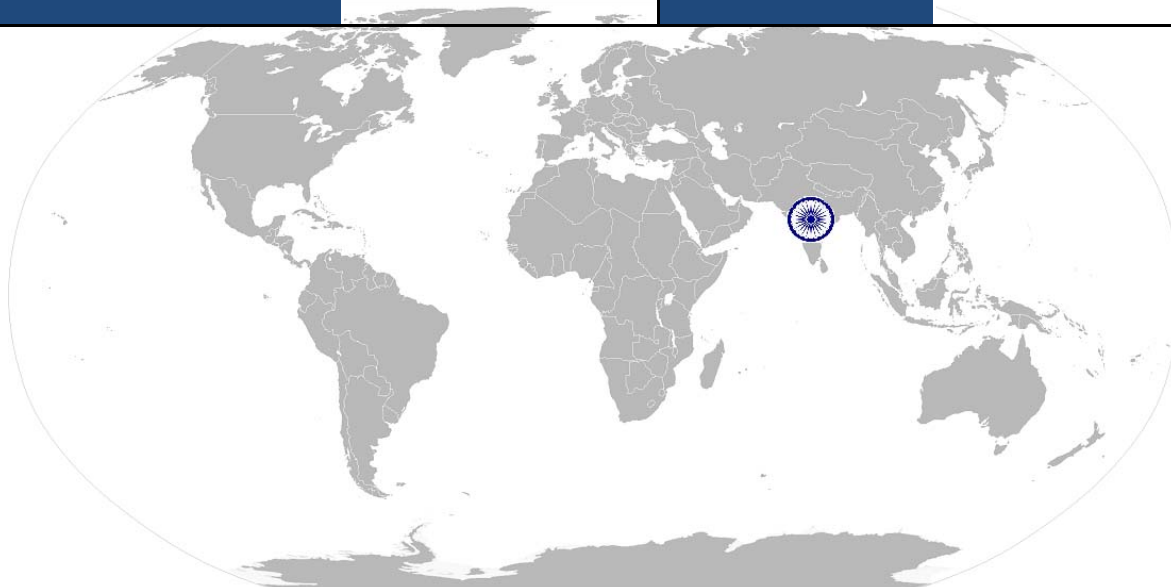


TSC /N9004

Comply with industry and organizational requirements

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



Assessment Criteria

Job Role: Carding Operator

Qualification Pack: Carding 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/N0104 (Taking charge of shift and handing over shift to Carding 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 or safety or any other specific instruction etc.		7	3	2	2
	PC4. understand the count produced, colour coding, followed in the carding for his allocated number of machines		7	3	2	2
	PC5. ensure the technical details are mentioned on the display board in the card		4	2	1	1
	PC6. check for the availability of the empty sliver cans		4	1	2	1
	PC7. ensure all the cards are running properly and problems if any should be clarified with the supervisor and operator, idle machines should be enquired for the reason for stoppage and report to the superiors regarding the same		3	1	1	1

Assessment criteria

PC8. ensure proper functioning of card machine parts	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 materials 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 as that of the previous shift.	4	2	1	1
PC12. ensure the wastes collection boxes are empty while taking charge of shift	4	1	2	1
PC13. ensure the work spot is clean	3	1	1	1
PC14. take over the shift from the outgoing shift operator in a proper manner	5	2	2	1
PC15. ensure in providing the details regarding count produced, colour coding followed in the carding for his allocated number of machines	7	3	2	2
PC16. provide all relevant information regarding the count produced, idle machines, damaged machine parts if any	7	3	2	2
PC17. get clearance from the incoming counterpart before leaving the work spot	5	2	1	2
PC18. 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	5	2	1	2
PC19. ensure the shift has to be properly handed over to the incoming shift operator	4	1	2	1
PC20. 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

Assessment criteria

	PC21. collect the wastes from waste collection bags, weigh them and transport to storage area		4	2	2	0
	PC22. ensure the work spot is clean		3	1	1	1
	Total		100	37	35	28
	Weightage %			37%	35%	28%
2. TSC/N0105 (Operating a carding machine)	PC1. start the machine	150	3	1	1	1
	PC2. operate the control switches for starting and stopping the card		4	1	2	1
	PC3. follow the different signal lamps used in machines		3	1	1	1
	PC4. ensure proper functioning of card by verifying in the display panel		6	2	2	2
	PC5. check whether the material is properly fed in the carding machine via chute/lap feed system		4	1	2	1
	PC6. piece the sliver during breakage		6	2	2	2
	PC7. place empty can as per the machine number in the magazine		6	2	2	2
	PC8. view the display panel and identify the reasons for machine stoppages if any		5	2	2	1
	PC9. ensure the card is running in the set speed by viewing the display panel		4	1	2	1
	PC10. ensure the working area is clean		4	1	2	1
	PC11. ensure proper functioning of machine		5	2	2	1
	PC12. store defective material in non conformity area		5	2	2	1
	PC13. ensure the sliver produced is free from surface damages		4	1	2	1
	PC14. clean the wastes in the carding department as per schedule		4	1	2	1
	PC15. segregate the wastes collected and deposit at the waste bins		5	2	2	1
	PC16. remove the defect in slivers		4	1	2	1
	PC17. support the mechanic while carryout cleaning maintenance activities		4	1	2	1
	PC18. use proper tools for cleaning		4	1	2	1
	PC19. ensure safety while carrying out cleaning		4	1	2	1
	PC20. ensure the wastes collected are deposited in the respective waste box		4	1	2	1

Assessment criteria

	PC21.ensure carding area is clean		4	1	2	1
	PC22.ensure the chute/ lap feed is working properly and material is uniformly fed into card		3	1	1	1
	PC23. support the fitter for carrying out maintenance activities		4	2	1	1
	PC24.Ensure the draft variation on CV% is within the limits and if it's abnormal report it to superiors.		4	1	2	1
	PC25.inform the supervisor and maintenance in charge in case of a jam		4	1	2	1
	PC26.support the fitter during minor breakdown		4	1	2	1
	PC27.ensure proper material handling of sliver, sliver can and empty can		3	1	1	1
	PC28.ensure using proper material handling of tools and equipments		5	2	2	1
	PC29.ensure safety while operating the card		4	1	2	1
	PC30.use safety gadgets like caps, masks ,shoes, also verify the safety stop motions		4	1	2	1
	PC31.ensure the sliver produced is free from outside damages		4	1	2	1
	PC32.inform superiors immediately, if any break down or fault in the machine is noticed		4	1	2	1
	PC33.ensure the proper functioning of signal lamps		3	1	1	1
	PC34.ensure that machine is always working properly, if any deviations inform superiors immediately		4	1	2	1
	PC35.collect the reusable wastes in card and weigh them at shift end and place them in specified area		4	1	2	1
	PC36.provide all relevant information's of the current working process to the next shift operator before relieving.		4	1	2	1
Total			150	45	66	39
Weightage %				30%	44%	26%
3. TSC/N0106 (Piecing the	PC1. identify the machine stoppage by viewing the signal lamps and display	150	5	2	2	1

Assessment criteria

sliver and doffing the sliver can in card)	panel				
	PC2. identify the reasons for sliver breakage	6	2	2	2
	PC3. ensure minimum time is taken for attending the sliver breakage in carding department	4	1	2	1
	PC4. open the calendaring zone of card using control switches	4	1	2	1
	PC5. collect the web from calendaring zone and condense through the calendaring rollers and trumpet for sliver formation	6	2	3	1
	PC6. ensure proper piecing of sliver	7	2	3	2
	PC7. draw the sliver through the conveyor rollers and pass it through the coiler rollers in delivery zone into the sliver can	7	2	3	2
	PC8. ensure proper functioning of card post piecing	6	2	2	2
	PC9. collect the wastes collected during piecing and store the waste at respective waste box	6	2	2	2
	PC10. segregate the reusable wastes and weigh and record them in a register	5	2	2	1
	PC11. transfer the reusable wastes to carding	4	1	2	1
	PC12. ensure standard piecing procedure is adopted and quality of piecing is as per standards	6	2	3	1
	PC13. ensure that minimum time is taken for piecing the sliver	5	2	2	1
	PC14. ensure safety while carrying out piecing activity	4	1	2	1
	PC15. verify the quality of piecing done in the sliver	5	2	2	1
	PC16. Ensure that sliver tension in the creeling section is appropriate	5	2	2	1
	PC17. ensure proper functioning of the machine	4	1	2	1
	PC18. collect the empty cans from combing preparatory or drawing department for feeding the empty cans in card	4	1	2	1
	PC19. keep the can castors clean before	4	1	2	1

Assessment criteria

	putting to the card					
	PC20. ensure whether the sliver can is ready for doffing by viewing the details in the display panel		4	1	2	1
	PC21. keep the empty cans at coiler for automatic can change		4	1	2	1
	PC22. keep the empty sliver can near the doffing machine in manual doffing		4	1	2	1
	PC23. doff the full sliver can in case of manual doffing		5	1	3	1
	PC24. ensure proper doffing procedure is followed		7	2	4	1
	PC25. ensure doffing is carried out properly in auto doffing		6	2	3	1
	PC26. move the sliver can to storage area		4	1	2	1
	PC27. ensure the card is properly restarted after doffing		5	2	2	1
	PC28. ensure proper functioning of card post doffing		5	2	2	1
	PC29. ensure proper material handling of sliver, sliver can and empty can		4	1	2	1
	PC30. ensure proper material handling of tools and equipments		5	2	2	1
	Total		150	47	68	35
	Weightage %			31%	45%	23%
4.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		3	1	1	1

Assessment criteria

	guards are in place					
	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. collaborate with colleagues performing the pre-required and post-required duty of Carding Operator		4	2	1	1
	PC12. develop new ideas for work procedures		4	1	2	1
	PC13. improve upon the existing techniques to increase process efficiency		4	1	2	1
	Total		50	17	17	16

Assessment criteria

	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		4	2	2	0
	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		4	2	2	0
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		4	2	2	0
	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

Assessment criteria

	PC17. take action based on instructions in the event of fire, emergencies or accidents		4	2	2	0
	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
	PC24. ensure that all revolving parts come to a halt before attending to the machine manually		4	2	2	0
	Total		100	45	36	19
	Weightage %			45%	36%	19%
7.TSC/N9004 (Comply with industry and organizational requirements)	PC1. perform own duties effectively	50	4	1	2	1
	PC2. take responsibility for own actions		4	1	2	1
	PC3. be accountable towards the job role and assigned duties		4	2	1	1
	PC4. take initiative and innovate the existing methods		3	1	1	1
	PC5. focus on self-learning and improvement		4	1	2	1
	PC6. co-ordinate with all the team members and colleagues		4	1	2	1
	PC7. communicate politely		4	1	1	2
	PC8. avoid conflicts and miscommunication		4	1	2	1
	PC9. know the organisational standards		4	2	1	1
	PC10. implement them in your performance		4	1	2	1
	PC11. motivate others to follow them		3	1	1	1
	PC12. know the industry standards		4	3	1	0
	PC13. align them with organisation standards		4	2	1	1
	Total		50	18	19	13

Assessment criteria

	Weightage %		36%	38%	26%
Grand Total		650	224	262	164