

# QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE INDUSTRY

## 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

### Contact Us:

Textile Sector Skill Council,  
15th Floor, Nirmal Tower,  
26, Barakhamba Road,  
New Delhi - 110 001  
E-mail:

[info@texskill.in](mailto:info@texskill.in)



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## Introduction

### Qualifications Pack-Traditional Bale Press Operator

**SECTOR:** TEXTILE

**SUB-SECTOR:** Spinning

**OCCUPATION:** Fibre Preparing

**REFERENCE ID:** TSC/Q0904

**ALIGNED TO:** NCO-2015/8151.9900

**Brief Job Description:** The traditional bale press operator is responsible for carrying out traditional pressing of cotton after ginning process under supervision by maintaining pressing machineries, health, safety and security in the ginning sector. The person can seek employment in a ginning factory.

**Personal Attributes:** Needs to have basic knowledge for pressing ginned cotton into bales, different pressing machineries and their function, and an alert mind.

Job Details	<b>Qualifications Pack Code</b>		<b>TSC/Q0904</b>	
	<b>Job Role</b>		<b>Traditional Bale Press Operator</b> [Applicable to National Scenarios]	
	<b>Credits</b>	TBD	<b>Version number</b>	1.0
	<b>Sector</b>	Textile	<b>Drafted on</b>	03/05/17
	<b>Sub-sector</b>	Spinning	<b>Last reviewed on</b>	03/05/17
	<b>Occupation</b>	Fibre Preparing	<b>Next review date</b>	03/05/19

<b>Job Role</b>	<b>Traditional Bale Press Operator</b>
<b>Role Description</b>	The job holder is responsible for undertaking traditional pressing of ginned cotton under supervision
<b>NSQF level</b>	4
<b>Minimum Educational Qualifications</b>	10 <sup>th</sup> Standard pass, preferably
<b>Maximum Educational Qualifications</b>	NA
<b>Prerequisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	NA
<b>Applicable National Occupational Standards (NOS)</b>	<b>Compulsory:</b> <ol style="list-style-type: none"> <li>1. <a href="#">TSC/N0906 Undertake traditional pressing of ginned cotton</a></li> <li>2. <a href="#">TSC/N9001 Maintain work area, tools and machines</a></li> <li>3. <a href="#">TSC/N9002 Work in a team</a></li> <li>4. <a href="#">TSC/N9003 Maintain health, safety and security at work place</a></li> <li>5. <a href="#">TSC/N9004 Comply with industry and organizational requirements</a></li> </ol>
<b>Performance Criteria</b>	As described in the relevant OS units

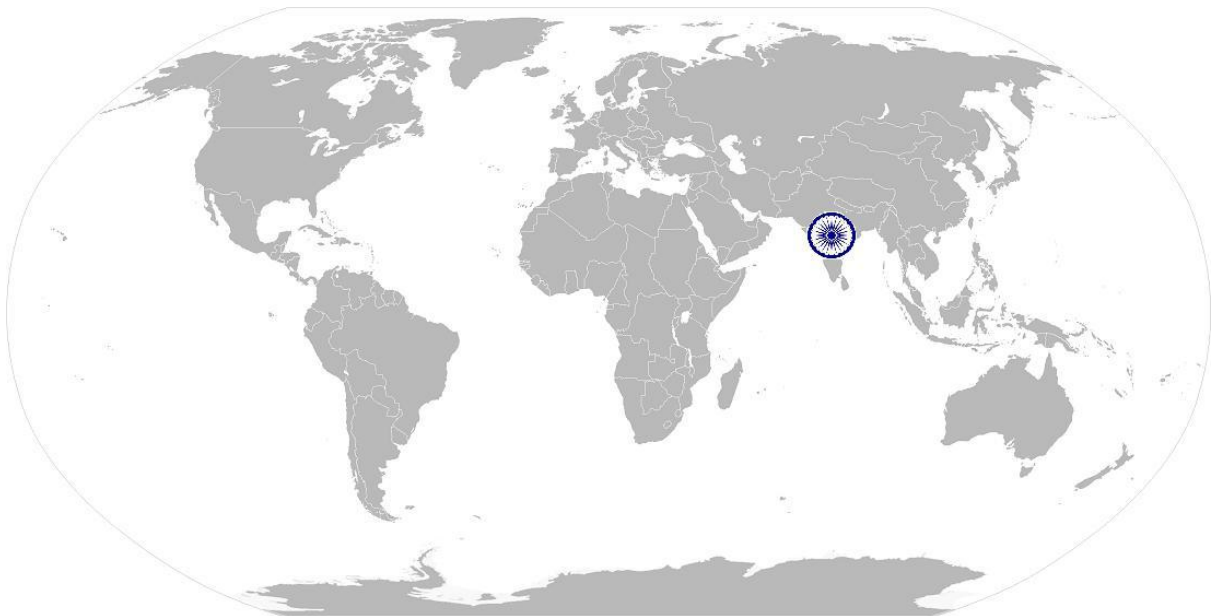
Definitions

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.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
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(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by 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 any one 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.
Organisational Context	Organisational 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 the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. In the context of the OS, these include communication related skills that are applicable to most job roles.
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 NOS.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

Acronyms	Keywords/Terms	Description
	NOS	National Occupational Standard(s)
	NSQF	National Skills Qualifications Framework
	QP	Qualifications Pack
	OS	Occupational Standards
	TSC	Textile Sector Skill Council
	TBD	To be decided

# National Occupational Standard



## Overview

This unit refers to the necessary skills, knowledge and attributes traditional pressing of ginned cotton under supervision.

**TSC/N0906**

**Undertake traditional pressing of ginned cotton**

<b>National Occupational Standard</b>	<b>Unit Code</b>	<b>TSC/N0907</b>
	<b>Unit Title (Task)</b>	<b>Undertake traditional pressing of ginned cotton</b>
	<b>Description</b>	The unit deals with necessary skills, knowledge and attributes traditional pressing of ginned cotton under supervision
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Carry out traditional pressing and packaging of bales</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Carry out traditional pressing and packaging of bales</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. ensure proper moisture level is maintained throughout the ginning process, e.g., 8-9 %</p> <p>PC2. operate and troubleshoot bale pressing machines</p> <p>PC3. adopt pneumatic conveyor system to transport lint from gin house to bailing press, to reduce manual handling to the minimum</p> <p>PC4. ensure proper pressure is applied per different bale sizes</p> <p>PC5. operate heavy pistons to release hydraulic pressure when bale is ejected over pressing machine table as per instructions</p> <p>PC6. put metal/synthetic green tapes while heavy pistons are pressed</p> <p>PC7. join loose end of each synthetic tapes with a tool under supervision</p> <p>PC8. pack the bale with cotton cloth and note the weight</p> <p>PC9. stick labels on the bales mentioning batch no/bale no/manufacture date, etc.</p> <p>PC10. transfer packed bales to bale storage area with fork lift and cover with tarpaulin sheet to protect it from dust, heat, water, etc.</p> <p>PC11. check all settings, preparation, and machinery operation is in accordance with workplace standard operating procedures</p> <p>PC12. monitor the feed of lint in the lint slide to the press</p> <p>PC13. ensure bale tie system is fed in accordance with the manufacturer procedures</p> <p>PC14. Maintain clean workplace and machinery as per instructions and organization's policy by taking different hygienic precautions                      Precautions: Wear mask, gloves, head cover, apron, etc.</p> <p>PC15. start and stop machinery in accordance with all safety and workplace standard operating procedures</p>



**TSC/N0906**

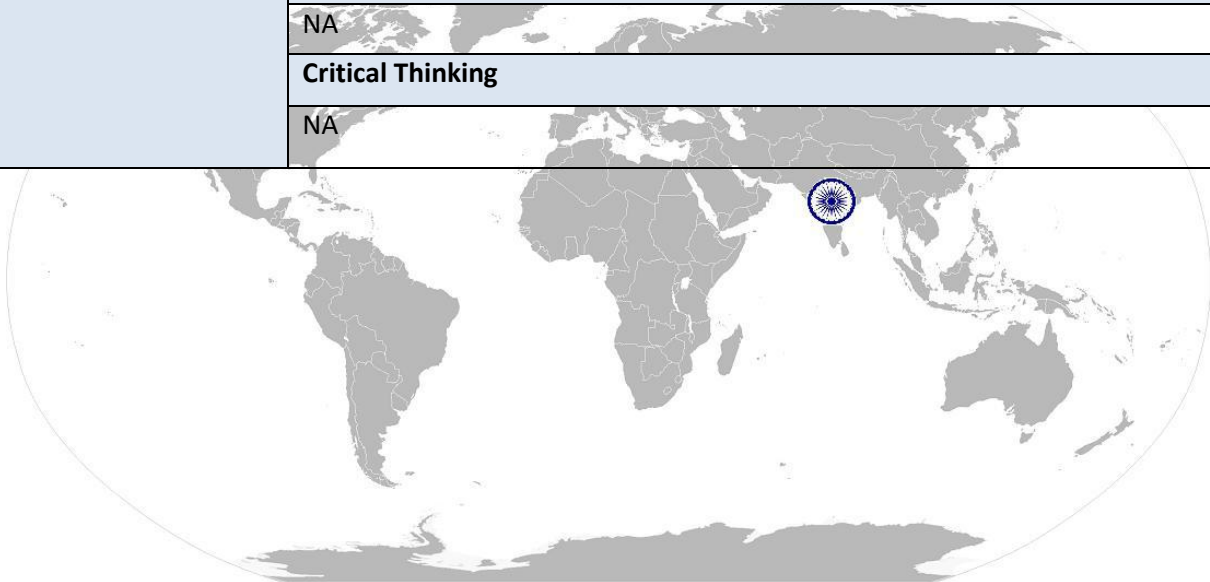
**Undertake traditional pressing of ginned cotton**

Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. policies and procedures followed in the ginning sector relevant to own employment and performance conditions KA2. relevant health and safety requirements applicable in the work place KA3. importance of following health, hygiene, safety and quality standards and the impact of non-compliance of the standards on consumers and the business KA4. own job role and responsibilities and sources for information pertaining to employment terms, compensation, job role and responsibilities KA5. relevant people and their responsibilities within the work area KA6. various categories of people that one is required to communicate and co-ordinate within the organization
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. hydraulic system KB2. operation and troubleshooting of pressing machines KB3. different types of bale sizes and its weight KB4. standard pressure for various types of bale KB5. moisture levels for traditional pressing of ginned cotton KB6. Electrical earthing of machines, power factor, energy consumption, cable laying, etc.
Skills (S)	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. write local or English language for recording production, quality related information, numbering, and maintenance of related information and materials, etc.
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA2. read to differentiate the various materials used in the process SA3. read and correctly interpret own notes written in local or English language
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	NA

**TSC/N0906**

**Undertake traditional pressing of ginned cotton**

	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB1. plan and organize own work in a way that all activities are completed in time and as per specifications
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB2. interpret work requirements correctly SB3. deliver quality output and maintain long term business relationship with customers
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB4. determine timely correction of errors to prevent redoing of work
	<b>Analytical Thinking</b>
	NA
<b>Critical Thinking</b>	
NA	



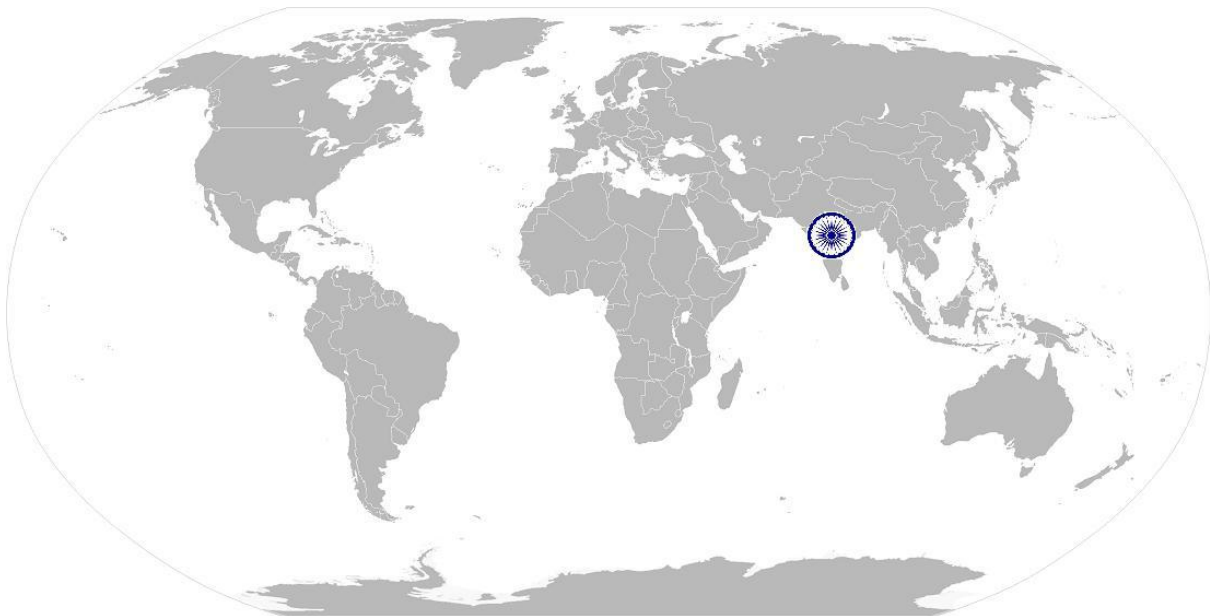


**TSC/N0906**

**Undertake traditional pressing of ginned cotton**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/N0907</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>03/05/17</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>03/05/17</b>
<b>Occupation</b>	<b>Fibre Preparing</b>	<b>Next review date</b>	<b>03/05/19</b>



**TSC/ N9001**

**Maintain work area, tools and machine**

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# National Occupational Standard

## **Overview**

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

**TSC/ N9001**

**Maintain work area, tools and machine**

<b>Unit Code</b>	<b>TSC/ N9001</b>
<b>Unit Title (Task)</b>	<b>Maintain work area, tools and machines</b>
<b>Description</b>	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Maintain the work area, tools and machines</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Maintain the work area, tools and machines</b>	<p>To be competent, you must be able to:</p> <p>PC1. handle materials, machinery, equipment and tools with care and use them in the correct way</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain tools and equipment</p> <p>PC6. carry out running maintenance within agreed schedules</p> <p>PC7. carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. report unsafe equipment and other dangerous occurrences</p> <p>PC9. ensure that the correct machine guards are in place</p> <p>PC10. work in a comfortable position with the correct posture</p> <p>PC11. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. dispose of waste safely in the designated location</p> <p>PC13. store cleaning equipment safely after use</p> <p>PC14. carry out cleaning according to schedules and limits of responsibility</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organizational 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>B. Technical Knowledge</b>	<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**

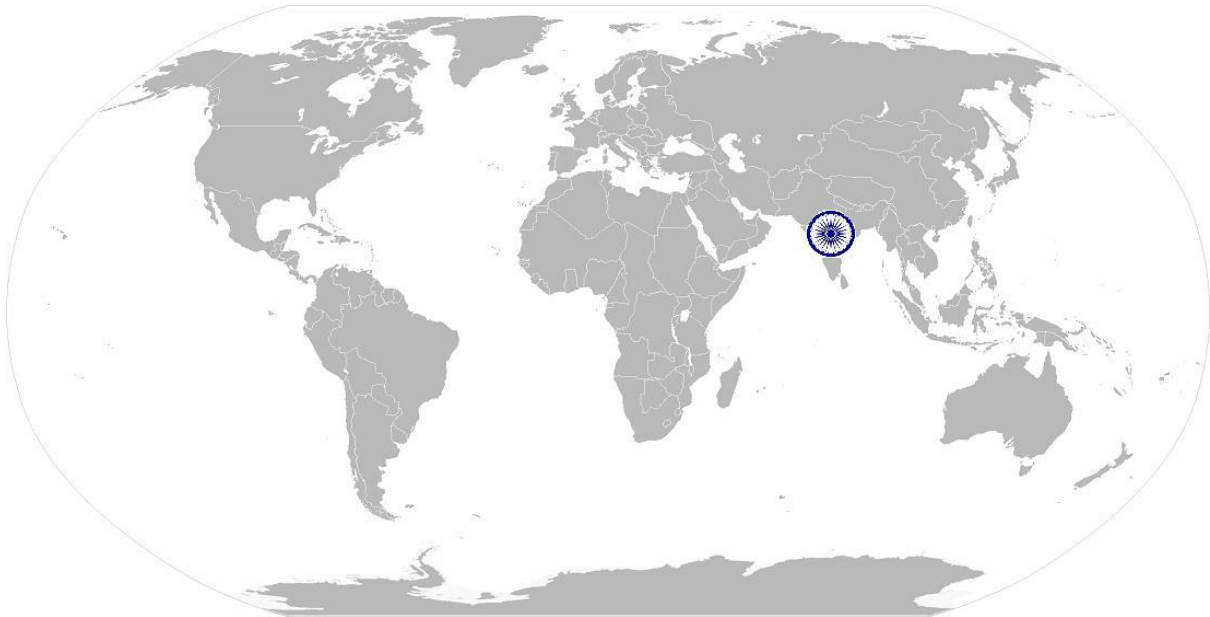
**Maintain work area, tools and machine**

	KB3. hazards likely to be encountered when conducting routine maintenance KB4. the importance of taking action when problems are identified KB5. different ways of minimizing waste KB6. the importance of running maintenance and regular cleaning KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials KB8. common faults with equipment and the method to rectify KB9. maintenance procedures KB10. different types of cleaning equipment and substances and their use KB11. safe working practices for cleaning and the method of carrying them out
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. Write clear and short sentences
	<b>Reading Skills</b>
	You need to know and understand how to: SA2. comprehend written instructions SA3. read any application sent by other colleagues
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SA4. Communicate effectively in simple language SA5. communicate with supervisor appropriately SA6. talk to others to convey information effectively
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to: SB1. 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 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
	SB8. communicate effectively SB9. apply leadership skills wherever required SB10. take initiative at the right place SB11. understand the requirement to be creative
	<b>Decision Making</b>
	Not Applicable
	<b>Customer Centricity</b>
	Not Applicable
	<b>Plan &amp; Organize</b>
	Not Applicable
	<b>Analytical Thinking</b>
	Not applicable
	<b>Critical Thinking</b>

**TSC/ N9001**

**Maintain work area, tools and machine**

	Not Applicable
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**TSC/ N9001**

**Maintain work area, tools and machine**

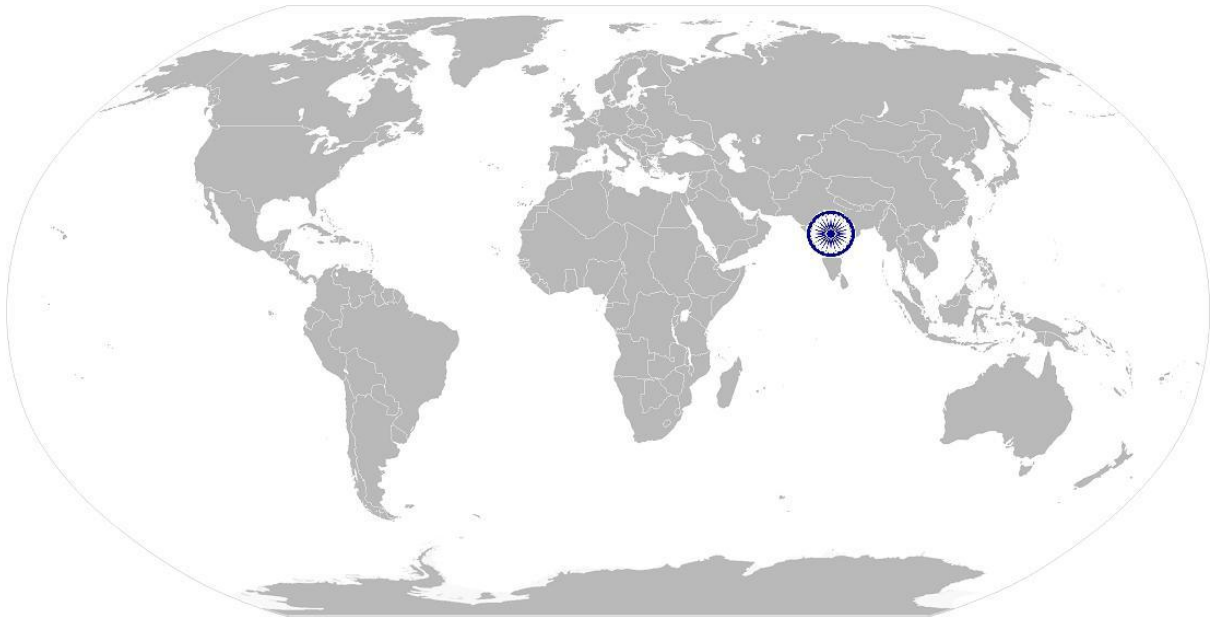
**NOS Version Control**

<b>NOS Code</b>	<b>TSC/ N9001</b>		
<b>Credits (NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>03/05/17</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>03/05/17</b>
<b>Occupation</b>	<b>Fibre Preparing</b>	<b>Next review date</b>	<b>03/05/19</b>





# National Occupational Standard



## Overview

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

**TSC/ N9002**

**Working in a team**

<b>Unit Code</b>	<b>TSC/ N9002</b>
<b>Unit Title (Task)</b>	<b>Working in a team</b>
<b>Description</b>	This unit is about working as a team member in the textile industry
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• commitment and trust</li> <li>• communication</li> <li>• adaptability</li> <li>• creative freedom</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Commitment and trust</b>	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
<b>Communication</b>	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
<b>Adaptability</b>	PC8. adjust in different work situations PC9. give due importance to others' point of view PC10. avoid conflicting situations
<b>Creative freedom</b>	PC11. develop new ideas for work procedures PC12. improve upon the existing techniques to increase process efficiency
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. procedure followed to get the final output in the mill KA3. safe working practices to be adopted in textile mill KA4. reporting to the supervisor or higher authority about any grievances faced
<b>B. Technical Knowledge</b>	KB1. the importance of the previous and next step of the process KB2. process flow in a textile mill and the concerned workers KB3. material flow in a textile mill and the required person KB4. functions of different parts of the machine KB5. tools and equipments used KB6. guidelines for operating the machine KB7. safety procedures to be followed in the machine
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application
	<b>Reading Skills</b>

**TSC/ N9002**

**Working in a team**

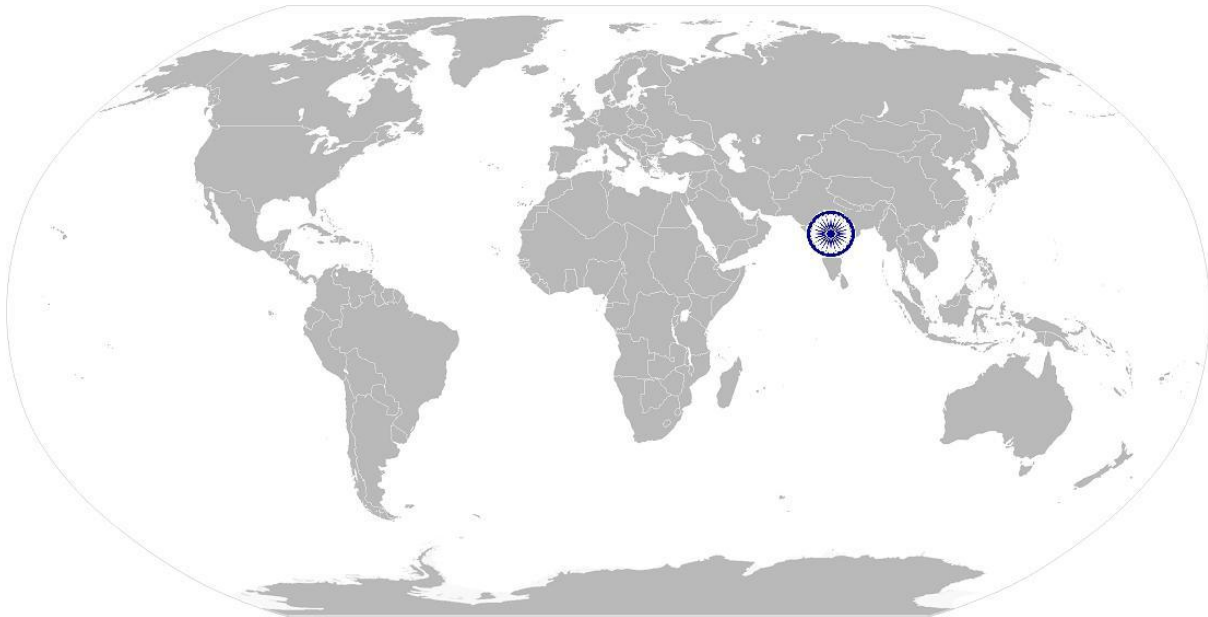
	SA4. comprehend written instructions
	SA5. read any application sent by other colleagues
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA6. communicate with supervisor appropriately
	SA7. talk to co-workers to convey information effectively
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to:
	SB1. identify the real reason of problem faced
	SB2. be able to find the most effective solution to the problems faced
	SB3. apply good attention to detail
	SB4. ensure every kind of communication is error free
	SB5. communicate effectively
	SB6. apply leadership skills wherever required
	SB7. take initiative at the right place
	SB8. understand the requirement to be creative
	<b>Decision Making</b>
	Not Applicable
	<b>Customer Centricity</b>
Not Applicable	
<b>Plan &amp; Organize</b>	
Not Applicable	
<b>Analytical Thinking</b>	
Not Applicable	
<b>Critical Thinking</b>	
Not Applicable	

**TSC/ N9002**

**Working in a team**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/ N9002</b>		
<b>Credits (NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>03/05/17</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>03/05/17</b>
<b>Occupation</b>	<b>Fibre Preparing</b>	<b>Next review date</b>	<b>03/05/19</b>

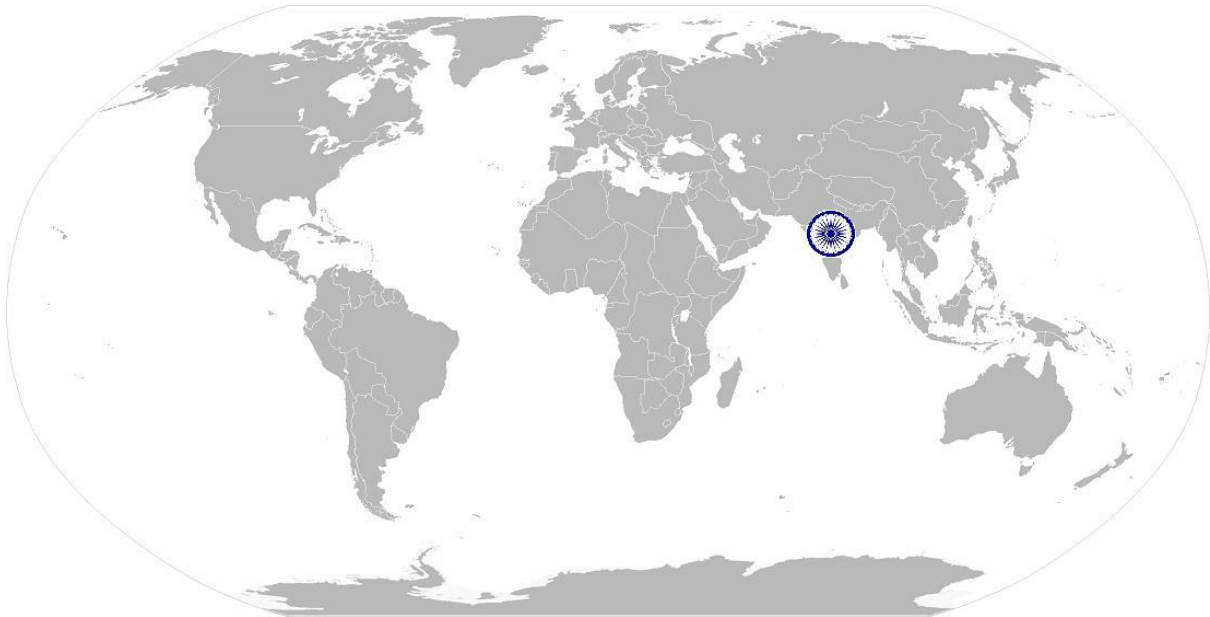


**TSC/ N9003**

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

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# 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**

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



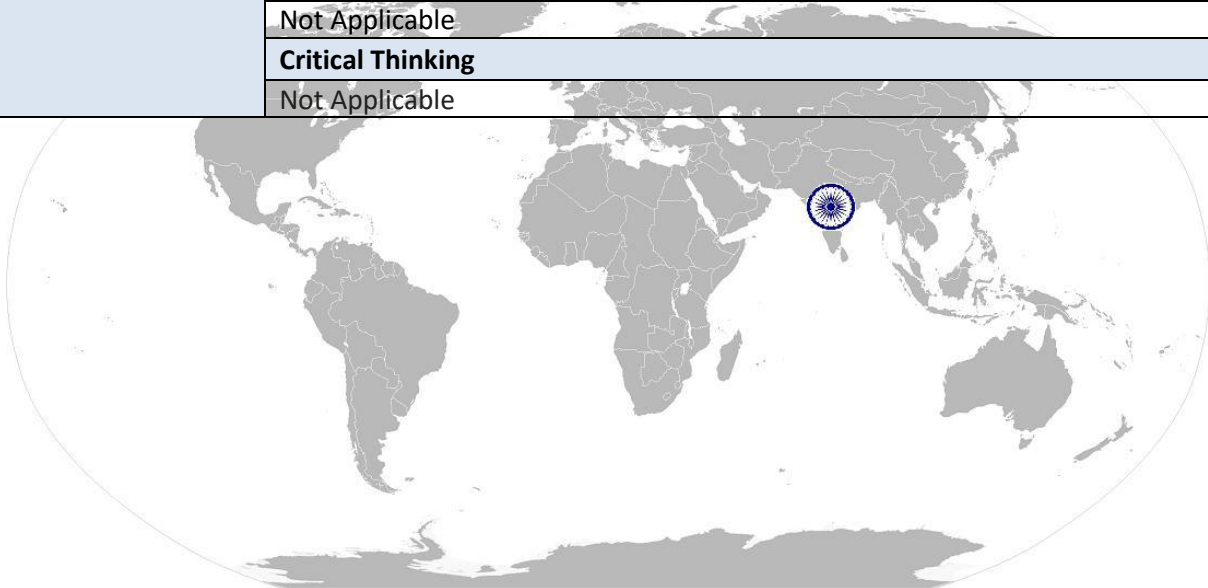
**TSC/ N9003 Maintain health, safety and security at work place**

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

**TSC/ N9003**

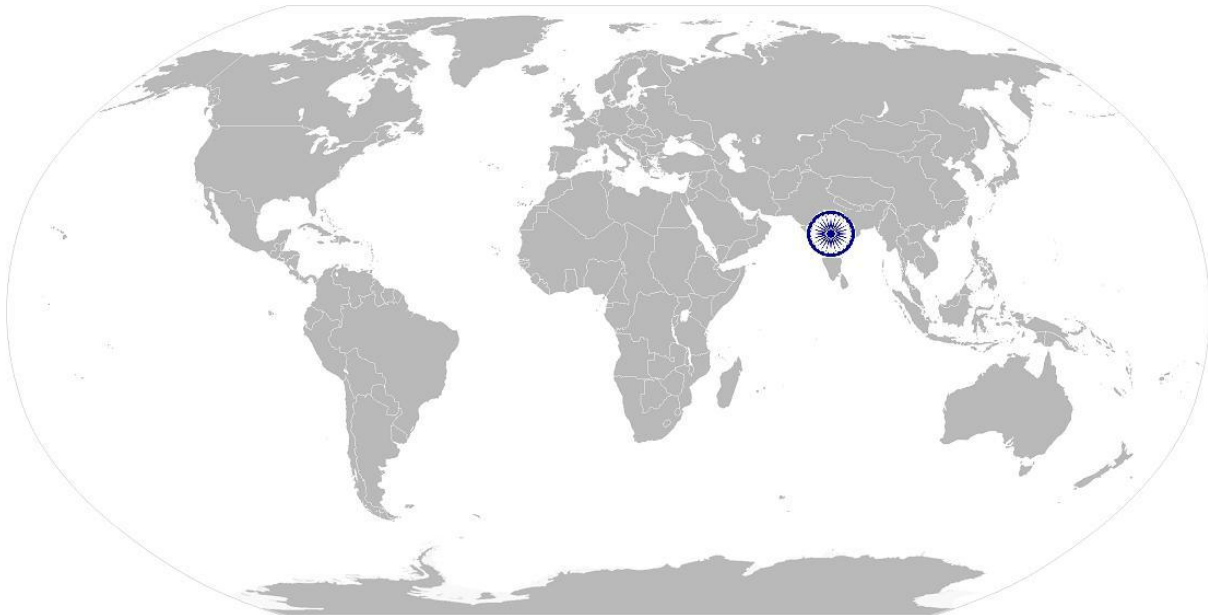
**Maintain health, safety and security at work place**

	SB1. identify correct safety measure for particular hazard
	SB2. make required safety plans as and when required
	SB3. raise alarm in case of emergency
	<b>Analytical Thinking</b>
	SB4. know the use of correct safety measure whenever required
	SB5. be attentive to details
	SB6. be careful to avoid occurrence of hazards
	SB7. maintenance of neatness at work
	SB8. procedure for reporting unwanted behavior
	<b>Plan &amp; Organize</b>
Not Applicable	
<b>Customer Centricity</b>	
Not Applicable	
<b>Problem Solving</b>	
Not Applicable	
<b>Critical Thinking</b>	
Not Applicable	



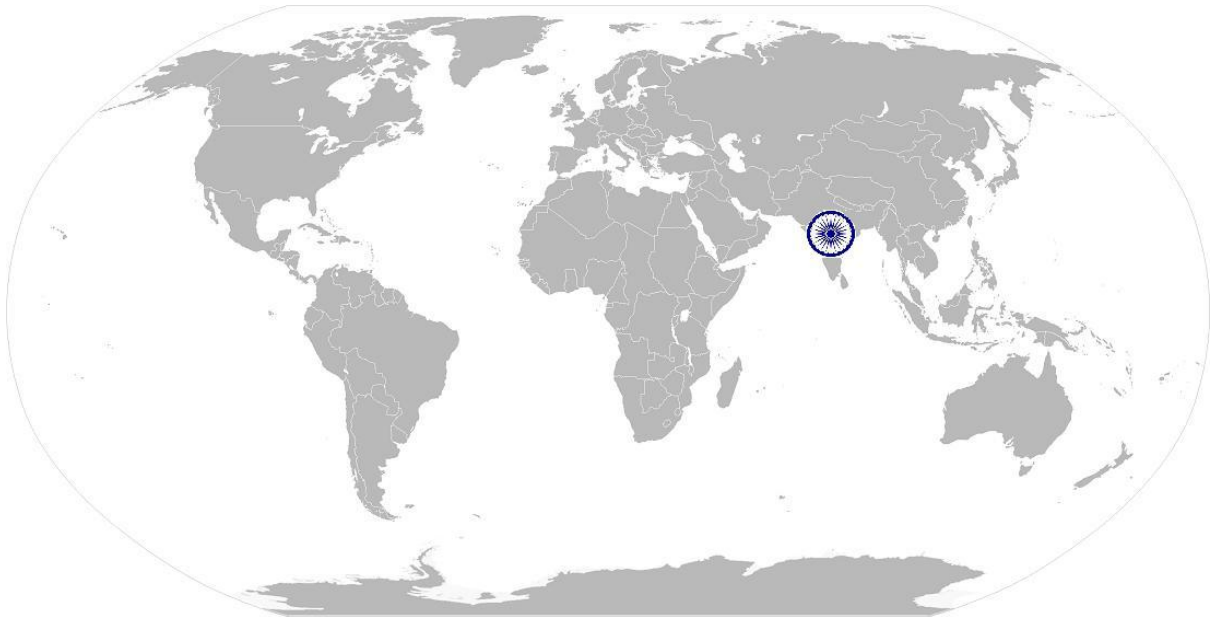
**TSC/ N9003          Maintain health, safety and security at work place**  
**NOS Version Control**

<b>NOS Code</b>	<b>TSC/ N9003</b>		
<b>Credits (NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>03/05/17</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>03/05/17</b>
<b>Occupation</b>	<b>Fibre Preparing</b>	<b>Next review date</b>	<b>03/05/19</b>



**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	<b>Unit Code</b>	TSC/ N9004
	<b>Unit Title (Task)</b>	Comply with industry and organizational requirements
	<b>Description</b>	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry
	<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>• self development</li> <li>• team work</li> <li>• organizational standards</li> <li>• industry standards</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Self- development</b>	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
	<b>Team work</b>	PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication
	<b>Organizational standards</b>	PC9. know the organisational standards PC10. implement them in your performance PC11. motivate others to follow them
	<b>Industry standards</b>	PC12. know the industry standards PC13. align them with organisation standards
<b>Knowledge and Understanding (K)</b>		
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. reporting to the supervisor or higher authority KA3. knowledge of organizational standards KA4. knowledge of industry standards	
<b>B. Technical Knowledge</b>	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	
<b>Skills (S)</b>		
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>	
	You need to know and understand how to: SA1. write clear and short sentences	
	<b>Reading Skills</b>	

**TSC/ N9004 Comply with industry and organizational requirements**

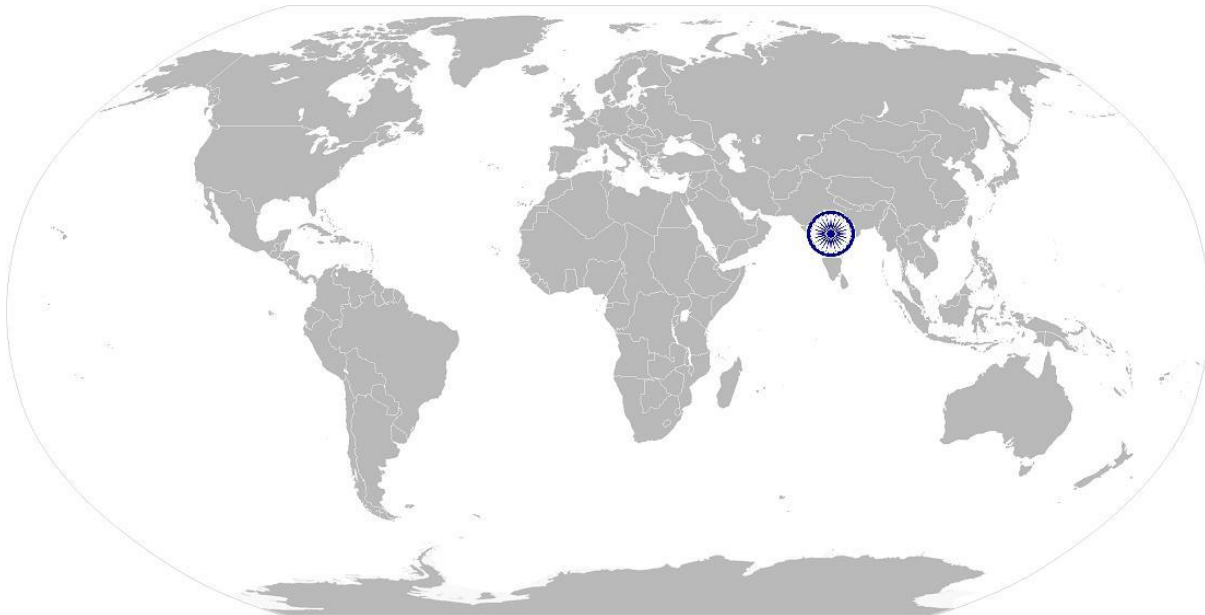
	You need to know and understand how to: SA2. read the given instructions SA3. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SA4. talk effectively with others SA5. put forward your point SA6. listen to others
<b>B. Professional Skills</b>	<b>Analytical Thinking</b>
	SB1. Organizational requirements SB2. your responsibilities at the workplace SB3. procedure to comply with the industry standards
	<b>Plan &amp; Organize</b>
	Not Applicable
	<b>Decision Making</b>
	Not Applicable
	<b>Customer Centricity</b>
	Not Applicable
	<b>Problem Solving</b>
	Not Applicable
<b>Critical Thinking</b>	
Not Applicable	



**TSC/ N9004      Comply with industry and organizational requirements**

**NOS Version Control**

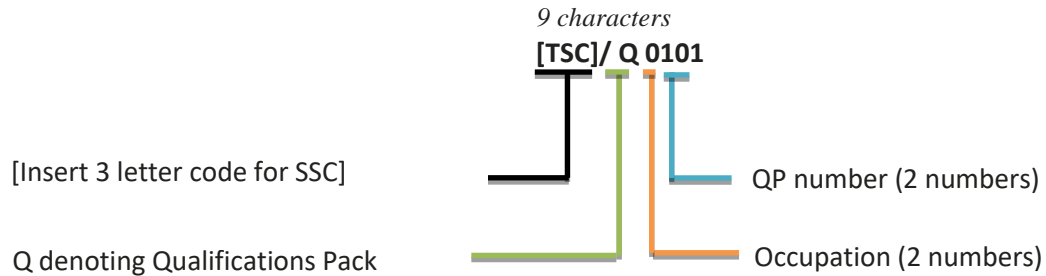
<b>NOS Code</b>	<b>TSC/N 9004</b>		
<b>Credits (NSQF) [OPTIONAL]</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>03/05/17</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>03/05/17</b>
<b>Occupation</b>	<b>Fibre Preparing</b>	<b>Next review date</b>	<b>03/05/19</b>



## Annexure

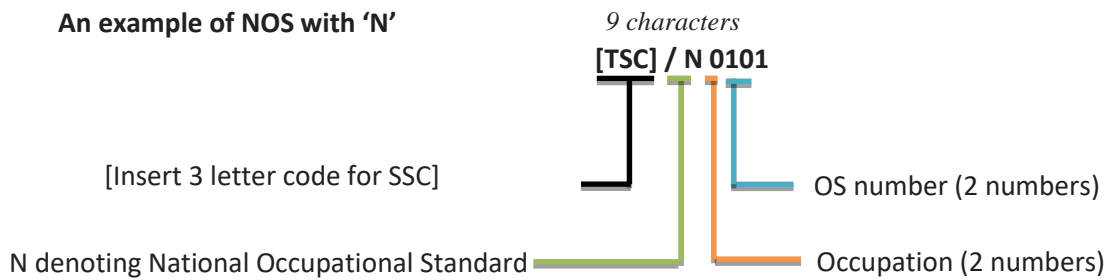
### Nomenclature for QP and NOS

#### Qualifications Pack



#### Occupational Standard

##### An example of NOS with 'N'



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The following acronyms/codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
<b>Spinning</b>	01-20
<b>Weaving</b>	21-40
<b>Knitting</b>	41-50
<b>Processing</b>	51-70
<b>Handlooms</b>	71-79
<b>Technical Textiles</b>	80-89
<b>Common</b>	90-99

Sequence	Description	Example
<b>Three letters</b>	Textile Sector Skill Council	TSC
<b>Slash</b>	/	/
<b>Next letter</b>	Whether QP or NOS	N
<b>Next two numbers</b>	Occupation code	01
<b>Next two numbers</b>	OS number	01

## CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Traditional Press Operator

**Qualification Pack** TSC/Q0904

**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 and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/ option NOS/ set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate marks to successfully clear the assessment
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Total Marks : 450	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
1.TSC/N0906 Carry out traditional pressing and packaging of bales	PC1. ensure proper moisture level is maintained throughout the ginning process	200	20	6	14
	PC2. operate and troubleshoot bale pressing machines		20	6	14
	PC3. adopt pneumatic conveyor system to transport lint from gin house to bailing press, to reduce manual handling to the minimum		20	6	14
	PC4. ensure proper pressure is applied as per different bale sizes		20	6	14
	PC5. operate heavy pistons to release hydraulic pressure when bale is ejected over pressing machine table as per instructions		20	6	14
	PC6. put metal/synthetic green tapes while heavy pistons are pressed		10	3	7
	PC7. join loose end of each synthetic tapes with a tool under		10	3	7

Total Marks : 450	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
	supervision				
	PC8. pack the bale with cotton cloth and note the weight		10	3	7
	PC9. stick labels on the bales mentioning batch no/bale no/manufacture date, etc.		10	3	7
	PC10. transfer packed bales to bale storage area with fork lift and cover with tarpaulin		10	3	7
	PC11. check all settings, preparation, and machinery operation is in accordance with workplace standard operating procedures		10	3	7
	PC12. monitor the feed of lint in the lint slide to the press		10	3	7
	PC13. ensure bale tie system is fed in accordance with the manufacturer procedures		10	3	7
	PC14. maintain clean workplace and machinery as per instructions and organization's policy by taking different hygienic precautions		10	3	7
	PC15. start and stop machinery in accordance with all safety and workplace standard operating procedures		10	3	7
		<b>Total</b>	<b>200</b>	<b>60</b>	<b>140</b>
2.TSC/N9001 (Maintain work area, tools and machines)	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	<b>50</b>	4	1	3
	PC2. use correct lifting and handling procedures		4	1	3
	PC3. use materials to minimize waste		3	1	2
	PC4. maintain a clean and hazard free working area		3	1	2
	PC5. maintain tools and equipment		4	2	2
	PC6. carry out running maintenance within agreed schedules		4	1	3
	PC7. carry out maintenance and/or cleaning within one's responsibility		4	1	3
	PC8. report unsafe equipment and other dangerous occurrences		4	1	3
	PC9. ensure that the correct machine		3	1	2

Total Marks : 450	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
	guards are in place				
	PC10. work in a comfortable position with the correct posture		3	1	2
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		3	1	2
	PC12. dispose of waste safely in the designated location		4	1	3
	PC13. store cleaning equipment safely after use		3	1	2
	PC14. carry out cleaning according to schedules and limits of responsibility		4	1	3
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>35</b>
3.TSC/N9002 (Working in a team)	PC1. be accountable to the own role in whole process		4	2	2
	PC2. perform all roles with full responsibility		4	2	2
	PC3. be effective and efficient at workplace		4	1	3
	PC4. properly communicate about company policies		4	1	3
	PC5. report all problems faced during the process		4	1	3
	PC6. talk politely with other team members and colleagues		4	1	3
	PC7. submit daily report of own performance	<b>50</b>	5	2	3
	PC8. adjust in different work situations		4	1	3
	PC9. give due importance to others' point of view		4	2	2
	PC10. avoid conflicting situations		4	2	2
	PC11. develop new ideas for work procedures		5	1	4
	PC12. improve upon the existing techniques to increase process efficiency		4	1	3
	<b>Total</b>		<b>50</b>	<b>17</b>	<b>33</b>
4.TSC/N9003 (Maintain health, safety and security at work place)	PC1. comply with health and safety related instructions applicable to the workplace .	<b>100</b>	5	2	3
	PC2. use and maintain personal		5	2	3

Total Marks : 450	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theroy	Skills Practical
	protective equipment such as “ear plug”, “ nose mask “, “ head cap” etc., as per protocol				
	PC3. carry out own activities in line with approved guidelines and procedures		4	2	2
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		4	2	2
	PC5. follow environment management system related procedures		4	2	2
	PC6. identify and correct (if possible) malfunctions in machinery and equipment		5	2	3
	PC7. report any service malfunctions that cannot be rectified		4	2	2
	PC8. store materials and equipment in line with organisational requirements		4	1	3
	PC9. safely handle and remove waste		4	1	3
	PC10. minimize health and safety risks to self and others due to own actions		5	2	3
	PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks		4	2	2
	PC12. monitor the workplace and work processes for potential risks and threat		5	2	3
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	3
	PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	3
	PC15. participate in mock drills/ evacuation procedures organized at the workplace		4	2	2
	PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so		5	2	3
	PC17. take action based on instructions in the event of fire, emergencies or accidents		5	2	3
	PC18. follow organisation procedures for shutdown and evacuation when required		4	2	2
	PC19. identify different kinds of possible hazards (environmental, personal,		4	2	2



Total Marks : 450	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
	ergonomic, chemical) of the industry				
	PC20. recognise other possible security issues existing in the workplace		4	2	2
	PC21. recognise different measures to curb the hazards		4	2	2
	PC22. communicate the safety plan to everyone		4	2	2
	PC23. attach disciplinary rules with the implementation		4	2	2
	<b>Total</b>		<b>100</b>	<b>43</b>	<b>57</b>
5.TSC/N9004 (Comply with industry and organizational requirements)	PC1. perform own duties effectively	<b>50</b>	4	1	3
	PC2. take responsibility for own actions		4	1	3
	PC3. be accountable towards the job role and assigned duties		4	2	2
	PC4. take initiative and innovate the existing methods		3	1	1
	PC5. focus on self-learning and improvement		4	1	3
	PC6. co-ordinate with all the team members and colleagues		4	1	3
	PC7. communicate politely		4	1	3
	PC8. avoid conflicts and miscommunication		4	1	3
	PC9. know the organisational standards		4	2	2
	PC10. implement them in your performance		4	1	3
	PC11. motivate others to follow them		3	1	2
	PC12. know the industry standards		4	3	1
	PC13. align them with organisation standards		4	2	2
	<b>Total</b>		<b>50</b>	<b>18</b>	<b>32</b>
	<b>Total</b>		<b>450</b>	<b>153</b>	<b>297</b>