

## Qualification Pack



# Autoconer Tenter

QP Code: TSC/Q0301

Version: 1.0

NSQF Level: 4

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## Qualification Pack

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### TSC/Q0301: Autoconer Tenter

#### Brief Job Description

An autoconer tenter is responsible to carry out tenting activities in an autoconer machine. An autoconer tenter should be able to segregate quality cops, creel the cops, ensure proper splicing carry out routine cleaning and maintenance activities, thus producing defect free cone package and ensure proper functioning of autoconer machine. This job requires the individual to have thorough knowledge of process flow and material flow in a spinning mill for yarn production and should know about the important functions and operations of autoconer machine.

#### Personal Attributes

An autoconer tenter should have good eyesight, hand-eye-leg coordination, motor skills and vision. He/she should also have good interpersonal skills.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [TSC/N0301: Taking charge of shift and handing over shift to Autoconer Tenter](#)
2. [TSC/N0302: Operating the autoconer and carrying out general tenting activities at Autoconer](#)
3. [TSC/N0303: Filling the ring cops and doffing the cone package at Autoconer](#)
4. [TSC/N0304: Carryout cleaning and maintenance activities at autoconer](#)
5. [TSC/N9001: Maintain work area, tools and machines](#)
6. [TSC/N9002: Working in a team](#)
7. [TSC/N9003: Maintain health, safety and security at workplace](#)
8. [TSC/N9004: Comply with industry and organizational requirement](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning
<b>Occupation</b>	Post Spinning
<b>Country</b>	India
<b>NSQF Level</b>	4

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<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/8151.18
<b>Minimum Educational Qualification &amp; Experience</b>	5th Class (Preferably) with 1-2 Years of experience in a textile mill (Experience is preferred but not mandatory)
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	25/02/2015
<b>Next Review Date</b>	31/03/2021
<b>Deactivation Date</b>	31/03/2021
<b>NSQC Approval Date</b>	20/07/2015
<b>Version</b>	1.0

## Qualification Pack

# TSC/N0301: Taking charge of shift and handing over shift to Autoconer Tenter

## Description

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

## Scope

This unit/task covers the following:

- Taking charge of shift from Autoconer tenter
- Handing over shift to Autoconer tenter

## Elements and Performance Criteria

### *Taking charge of shift from Autoconer tenter*

To be competent, the user/individual on the job must be able to:

1. come at least 10 - 15 minutes earlier to the work spot
2. tie the waist bag/overcoat/apron/cap as specified
3. get instructions from supervisors and clarify doubts regarding repairs attended/changes made in previous shift
4. bring the necessary operational tools to the department
5. 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.
6. understand the count produced, colour coding, followed in the autoconer for his allocated number of drums or machines
7. ensure the technical details are mentioned in the display board in the autoconer
8. Check and make sure that the machines, equipments, etc. are in clean and good condition
9. check for the availability of the ring cops
10. ensure all the winding units are running properly, winding units which are not running and problems if any should be clarified with the supervisor and operator
11. ensure all the cone drums are running properly, if not the reason should be enquired for the idle cone drums and should be reported to the superiors
12. ensure proper functioning of autoconer machine parts
13. check the cleanliness of the machines & other work areas
14. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.
15. 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.
16. ensure the wastes collection boxes are empty while taking charge of shift
17. ensure the Over Head Travelling Cleaner (OHTC) is working properly
18. take over the shift from the outgoing shift operator in a proper manner

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### *Handing over shift to Autoconer tenter*

To be competent, the user/individual on the job must be able to:

19. ensure in providing the details regarding count produced, colour coding followed in the autoconer for his allocated number of cone drums or machines
20. provide all relevant information regarding the count produced, idle cone drums, damaged machine parts if any
21. get clearance from the incoming counterpart before leaving the work spot
22. 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
23. ensure the shift has to be properly handed over to the incoming shift operator
24. 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
25. weigh the hard waste generated and collected from the machine separately for each shift and deposit at the specified places
26. collect the wastes from waste collection bags, weigh them and transport to storage area
27. ensure the work spot is clean

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP)and regulations in a spinning mill
- KU2.** safe working practices to be adopted in spinning mill
- KU3.** quality systems and other processes practiced in the spinning mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts in the spinning mill
- KU6.** understanding the importance of: types of fibres, types of yarn, yarn count, types of yarn defects
- KU7.** process flow in a spinning mill
- KU8.** material flow in a spinning mill
- KU9.** importance of autoconer and cone package formation
- KU10.** functions of different parts of autoconer
- KU11.** importance of colour coding followed for different counts
- KU12.** guidelines for operating the autoconer machine
- KU13.** understanding the functions of different signal lamps
- KU14.** guidelines for taking charge of shift from previous shift Autoconer tenter
- KU15.** guidelines for handing over the shift to the next shift Autoconer tenter
- KU16.** importance of material handling and types of material handling equipments used equipments
- KU17.** functions and methodology for operating different material handling tools
- KU18.** knowledge of waste collection system & equipments used

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**KU19.** importance of cleanliness at workplace

**KU20.** safety procedures to be followed in an autoconer machine

### Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** write clear and short sentences

**GS2.** comprehend written instructions

**GS3.** communicate with supervisor appropriately

**GS4.** talk to others to convey information effectively

**GS5.** apply problem-solving approaches in different situations

**GS6.** refer anomalies to the supervisor

**GS7.** seek clarification on problems from others

**GS8.** apply good attention to detail

**GS9.** check your work is complete and free from errors

**GS10.** procedure to patrol around the autoconer machine

**GS11.** procedure to operate the different mechanisms in autoconer machine

**GS12.** procedure for patrolling around the autoconer department and identifying worn out or damaged machine parts

**GS13.** procedure to check the quality of ring cops, cone package, proper functioning of machine parts in autoconer

**GS14.** procedure for operating different material handling tools and equipments

**GS15.** maintenance of neatness at work

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Taking charge of shift from Autoconer tenter</i>	<b>23</b>	<b>27</b>	-	<b>20</b>
1. come at least 10 - 15 minutes earlier to the work spot	1	1	-	1
2. tie the waist bag/overcoat/apron/cap as specified	1	2	-	1
3. get instructions from supervisors and clarify doubts regarding repairs attended/changes made in previous shift	2	1	-	2
4. bring the necessary operational tools to the department	1	1	-	1
5. 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.	1	2	-	1
6. understand the count produced, colour coding, followed in the autoconer for his allocated number of drums or machines	1	2	-	1
7. ensure the technical details are mentioned in the display board in the autoconer	1	2	-	1
8. Check and make sure that the machines, equipments, etc. are in clean and good condition	1	1	-	1
9. check for the availability of the ring cops	1	2	-	1
10. ensure all the winding units are running properly, winding units which are not running and problems if any should be clarified with the supervisor and operator	2	2	-	-
11. ensure all the cone drums are running properly, if not the reason should be enquired for the idle cone drums and should be reported to the superiors	2	2	-	-
12. ensure proper functioning of autoconer machine parts	1	1	-	2
13. check the cleanliness of the machines & other work areas	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
14. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.	1	1	-	1
15. 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.	1	1	-	1
16. ensure the wastes collection boxes are empty while taking charge of shift	1	2	-	1
17. ensure the Over Head Travelling Cleaner (OHTC) is working properly	2	1	-	2
18. take over the shift from the outgoing shift operator in a proper manner	2	1	-	2
<i>Handing over shift to Autoconer tenter</i>	<b>8</b>	<b>9</b>	-	<b>13</b>
19. ensure in providing the details regarding count produced, colour coding followed in the autoconer for his allocated number of cone drums or machines	1	1	-	2
20. provide all relevant information regarding the count produced, idle cone drums, damaged machine parts if any	1	1	-	3
21. get clearance from the incoming counterpart before leaving the work spot	1	1	-	2
22. 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	1	1	-	2
23. ensure the shift has to be properly handed over to the incoming shift operator	1	1	-	2
24. 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	1	1	-	1
25. weigh the hard waste generated and collected from the machine separately for each shift and deposit at the specified places	-	1	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
26. collect the wastes from waste collection bags, weigh them and transport to storage area	1	1	-	-
27. ensure the work spot is clean	1	1	-	-
<b>NOS Total</b>	<b>31</b>	<b>36</b>	-	<b>33</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0301
<b>NOS Name</b>	Taking charge of shift and handing over shift to Autoconer Tenter
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning
<b>Occupation</b>	Post Spinning
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	25/02/2015
<b>Next Review Date</b>	01/03/2016
<b>NSQC Clearance Date</b>	20/07/2015

## Qualification Pack

# TSC/N0302: Operating the autoconer and carrying out general tenting activities at Autoconer

## Description

This unit is about carrying out procedure for operating the autoconer machine and carryout general tenting responsibilities

## Scope

This unit/task covers the following:

- operating the machine
- carry out general tenting activities
- material handling and safety at work place

## Elements and Performance Criteria

### *Operating the machine*

To be competent, the user/individual on the job must be able to:

1. identify the cop by looking at the count board affixed on the machine
2. make sure that necessary changes and tests are carried out and follow the instructions of the superiors before running the machine
3. operate the control switches for starting and stopping the machine
4. ensure correct procedure is followed for operating the different control switches and machine
5. following the different signal lamps used in machines
6. ensure the display panel board is working properly and relevant details are displayed on the screen
7. ensure proper functioning of autoconer by verifying the details in the display panel
8. ensure the ring cops are properly filled in the magazine
9. properly doff the full cone package in case of manual doffing
10. ensure the full cone are properly doffed in auto doffer
11. ensure the machine is running in the set speed by viewing the display panel

### *Carry out general tenting activities*

To be competent, the user/individual on the job must be able to:

12. bring the cops in the cop trolley from storage area
13. fill the ring cops in magazine
14. Sort the empties collected in the bin then and, take the rejected cops, rectify the defect (by unwinding without wastage) and creel in the nearest magazines
15. ensure proper passage of material of yarn in the winding units
16. ensure the splicing unit is working properly
17. restart the winding unit if the winding unit stops on specified number of successive failures of splicing

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18. ensure the waxing roll is available if the yarn is to be waxed
19. put the wax in the wax axle according to the material being processed as per the instruction of superiors
20. check the waxing unit and fix new waxing rolls if the old one exhausts
21. ensure running wax rolls are clean and are freely rotating.
22. ensure the wax index is switched off, while processing un - waxed counts
23. restart the winding unit on need basis
24. ensure the eye unit is working properly
25. remove the drum lapping manually with appropriate tool like knife, scissors, without damaging the drum
26. switch on air valve while restating the machine after every stoppage
27. see that the tension is as per requirement in drums
28. Follow instructions/direction of supervisors, during count changes,
29. switch on the spindle only after rectifying the problem.
30. ensure all the winding unit are in running condition
31. see the signal lamps in every winding unit and identify the reason for stoppage and restart
32. give priority to drums where the signal is glowing, attend the drums immediately and start the drums without any delay
33. carryout doffing activity if auto doffing unit is not available in the autoconer
34. attend DHT conveyor belt jam immediately to avoid parallel yarn winding.
35. report to the supervisor and maintenance incharge about the yarn alarm and quality alarms rings
36. identify and report the different package defects to the superiors transport empty cops to ring frame department
37. report to superiors immediately for any defects such as yarn shade variation, strength variation, twist variation, stains etc. are found
38. change as per the instructions direction of supervisors during count changes

### *Material handling and safety at workplace*

To be competent, the user/individual on the job must be able to:

39. ensure proper material handling of full cops, empty cops, cop trolleys and full cones
40. Use appropriate tool for cleaning choked dust at yarn clearer unit
41. remove the drum lapping manually with appropriate tool, without damaging the drum
42. ensure using proper material handling of tools and equipments
43. ensure proper material handling of waste
44. use of safety gadgets like caps, masks and shoes and verifying the safety stop motions

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP)and regulations in a spinning mill
- KU2.** safe working practices to be adopted in spinning mill

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- KU3.** quality systems and other processes practiced in the spinning mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts in the spinning mill
- KU6.** process and material flow in a spinning mill
- KU7.** understanding the importance of fibres, types of yarn, yarn count, types of sliver, sliver hank,
- KU8.** knowledge of different functions in display panel and procedure to operate in autoconer
- KU9.** importance of mixing, count change, yarn defects
- KU10.** functions of different keys in display panel
- KU11.** functions and purpose of different signal lamps
- KU12.** functions of different mechanisms in autoconer
- KU13.** importance of splicing, waxing, and electronic yarn clearing system (eyc)
- KU14.** types of yarn defects
- KU15.** guidelines for removing defects in cop and cone package
- KU16.** guidelines for operating the winding unit in autoconer
- KU17.** guidelines for filling the cops in magazine
- KU18.** guidelines for carrying out doffing activity
- KU19.** importance of material handling
- KU20.** types of material handling equipments used
- KU21.** functions and methodology for operating different material handling equipments
- KU22.** importance of cleanliness at work place
- KU23.** importance of safety at workplace
- KU24.** safety gadgets used in a spinning mill

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others to convey information effectively
- GS5.** apply problem-solving approaches in different situations
- GS6.** refer anomalies to the supervisor
- GS7.** seek clarification on problems from others
- GS8.** apply good attention to detail
- GS9.** check your work is complete and free from errors
- GS10.** procedure to identify and remove the defects in cops and cone
- GS11.** procedure to operate different keys in display panel
- GS12.** procedure to operate the autoconer machine
- GS13.** procedure to operate the winding unit in autoconer



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- GS14.** procedure to transport full cops in cop trolley
- GS15.** procedure to remove and replace wax rolls in waxing unit
- GS16.** maintain cleanliness at work place

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Operating the machine</i>	<b>19</b>	<b>23</b>	-	<b>8</b>
1. identify the cop by looking at the count board affixed on the machine	1	2	-	1
2. make sure that necessary changes and tests are carried out and follow the instructions of the superiors before running the machine	1	1	-	1
3. operate the control switches for starting and stopping the machine	2	2	-	1
4. ensure correct procedure is followed for operating the different control switches and machine	2	2	-	-
5. following the different signal lamps used in machines	2	1	-	1
6. ensure the display panel board is working properly and relevant details are displayed on the screen	2	3	-	-
7. ensure proper functioning of autoconer by verifying the details in the display panel	2	3	-	-
8. ensure the ring cops are properly filled in the magazine	2	2	-	1
9. properly doff the full cone package in case of manual doffing	2	3	-	1
10. ensure the full cone are properly doffed in auto doffer	2	2	-	1
11. ensure the machine is running in the set speed by viewing the display panel	1	2	-	1
<i>Carry out general tenting activities</i>	<b>47</b>	<b>55</b>	-	<b>26</b>
12. bring the cops in the cop trolley from storage area	2	2	-	1
13. fill the ring cops in magazine	1	2	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
14. Sort the empties collected in the bin then and, take the rejected cops, rectify the defect (by unwinding without wastage) and creel in the nearest magazines	2	2	-	1
15. ensure proper passage of material of yarn in the winding units	2	2	-	1
16. ensure the splicing unit is working properly	2	3	-	1
17. restart the winding unit if the winding unit stops on specified number of successive failures of splicing	2	2	-	1
18. ensure the waxing roll is available if the yarn is to be waxed	2	2	-	1
19. put the wax in the wax axle according to the material being processed as per the instruction of superiors	2	2	-	-
20. check the waxing unit and fix new waxing rolls if the old one exhausts	2	2	-	-
21. ensure running wax rolls are clean and are freely rotating.	2	3	-	-
22. ensure the wax index is switched off, while processing un - waxed counts	2	3	-	-
23. restart the winding unit on need basis	2	3	-	1
24. ensure the eye unit is working properly	2	2	-	1
25. remove the drum lapping manually with appropriate tool like knife, scissors, without damaging the drum	2	2	-	1
26. switch on air valve while restating the machine after every stoppage	2	2	-	1
27. see that the tension is as per requirement in drums	2	2	-	-
28. Follow instructions/direction of supervisors, during count changes,	2	1	-	2

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
29. switch on the spindle only after rectifying the problem.	2	2	-	1
30. ensure all the winding unit are in running condition	1	2	-	1
31. see the signal lamps in every winding unit and identify the reason for stoppage and restart	1	2	-	1
32. give priority to drums where the signal is glowing, attend the drums immediately and start the drums without any delay	1	2	-	1
33. carryout doffing activity if auto doffing unit is not available in the autoconer	2	2	-	1
34. attend DHT conveyor belt jam immediately to avoid parallel yarn winding.	2	2	-	1
35. report to the supervisor and maintenance incharge about the yarn alarm and quality alarms rings	1	2	-	1
36. identify and report the different package defects to the superiors transport empty cops to ring frame department	2	2	-	1
37. report to superiors immediately for any defects such as yarn shade variation, strength variation, twist variation, stains etc. are found	1	1	-	3
38. change as per the instructions direction of supervisors during count changes	1	1	-	2
<i>Material handling and safety at workplace</i>	<b>7</b>	<b>11</b>	-	<b>4</b>
39. ensure proper material handling of full cops, empty cops, cop trolleys and full cones	1	2	-	1
40. Use appropriate tool for cleaning choked dust at yarn clearer unit	2	2	-	1
41. remove the drum lapping manually with appropriate tool, without damaging the drum	1	2	-	1
42. ensure using proper material handling of tools and equipments	1	2	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
43. ensure proper material handling of waste	1	1	-	-
44. use of safety gadgets like caps, masks and shoes and verifying the safety stop motions	1	2	-	1
<b>NOS Total</b>	<b>73</b>	<b>89</b>	<b>-</b>	<b>38</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0302
<b>NOS Name</b>	Operating the autoconer and carrying out general tenting activities at Autoconer
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning
<b>Occupation</b>	Post Spinning
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	25/02/2015
<b>Next Review Date</b>	01/03/2016
<b>NSQC Clearance Date</b>	20/07/2015

## Qualification Pack

# TSC/N0303: Filling the ring cops and doffing the cone package at Autoconer

## Description

This unit is about carrying out procedure for filling the ring cops and doffing the cone package in auto coner machine

## Scope

This unit/task covers the following:

- filling the cops
- doffing the cone package if no auto doffing unit is available
- restarting the winding unit after doffing
- weighing and storing the cone package
- responsibilities in autoconer with link coner attachment

## Elements and Performance Criteria

### *Filling the cops*

To be competent, the user/individual on the job must be able to:

1. bring the cops in the cop trolley from storage area
2. ensure correct count cop trolley is taken to winding unit for filling
3. patrol around the winding machine successively and identify the cop exhaust in magazine
4. creel the cops in the magazine
5. Check frequently for any signal stops during cops filling
6. ensure the cop is properly placed in the magazine
7. ensure the yarn end of the cop is fed in the suction pipe at the centre of magazine
8. ensure the winding unit does not stop due to cops exhausting
9. Deposit hard waste in their coat pocket/waist bag after filling
10. ensure minimum time is taken for filling the ring cops
11. ensure proper functioning of machine
12. ensure safety while filling cops

### *Doffing the cone package if no auto doffing unit is available*

To be competent, the user/individual on the job must be able to:

13. fetch and reserve empty cones in autoconer machine
14. write down drum no., machine no. and winder number in empty cone if necessary
15. ensure that the required length or weight of yarn is wound on cone package
16. check the cone package is fully wound to the predetermined length or weight and start doffing
17. either stop the drum for doffing or doff the cone package while the drum is running as per the instructions of the supervisor
18. ensure proper procedure is adopted for doffing the cone package

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19. ensure proper material handling of cone package

### *Restarting the winding unit after doffing*

To be competent, the user/individual on the job must be able to:

20. ensure the cones are as per specifications
21. insert the empty cone after doffing
22. ensure strictly proper colour coded empty paper cone is mounted in the holder.
23. Put the tail end as specified on the base of the empty cone before starting.
24. follow the instructions of the superiors & do necessary changes during count change
25. release the cone holder and ensure the paper cone is in surface contact with the winding drum & ensure proper traverse of yarn on winding drum
26. ensure the proper passage of yarn in autoconer

### *Weighing and store the cone package*

To be competent, the user/individual on the job must be able to:

27. weigh the cone package as specified and ensure the required weight have been achieved
28. place the cones in the cone trolley and store in the storage area as instructed

### *Responsibilities in autoconer with link coner attachment*

To be competent, the user/individual on the job must be able to:

29. Patrol around the machine and check for signal stops
30. ensure the link coner mechanism is properly working
31. ensure there is no jam in the link coner transport passage
32. ensure the cops are properly mounted in the cop holder
33. ensure the cops are properly fed to winding unit
34. Clear traffic congestion at the full cop feeding path and rejected cops carrying path

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a spinning mill
- KU2.** safe working practices to be adopted in spinning mill
- KU3.** quality systems and other processes practiced in the spinning mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts in the spinning mill
- KU6.** process flow and material flow in spinning mill
- KU7.** the importance of the types of yarn, yarn count, types of yarn defects
- KU8.** function of different parts in winding machine
- KU9.** importance of yarn quality
- KU10.** importance of material handling
- KU11.** procedure for material handling of cops, cop trolley, and cone packages
- KU12.** importance of time management
- KU13.** procedure for filling the empty cops

## Qualification Pack

- KU14.** importance of splicing
- KU15.** types of splicing
- KU16.** procedure for splicing
- KU17.** splicing defects
- KU18.** importance of yarn quality
- KU19.** importance of doffing
- KU20.** importance of weighing the cone package
- KU21.** importance of safety at work place
- KU22.** importance of cleanliness at work place

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others to convey information effectively
- GS5.** procedure for patrolling around the winding machine
- GS6.** procedure for filling the cops
- GS7.** standard operating procedure for filling the cops
- GS8.** standard operating procedure for restarting the winding unit post doffing
- GS9.** standard doffing procedure
- GS10.** procedure for weighing the cone package
- GS11.** procedure for material handling of cone package

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Filling the cops</i>	<b>17</b>	<b>26</b>	-	<b>12</b>
1. bring the cops in the cop trolley from storage area	1	2	-	1
2. ensure correct count cop trolley is taken to winding unit for filling	1	2	-	1
3. patrol around the winding machine successively and identify the cop exhaust in magazine	1	2	-	1
4. creel the cops in the magazine	1	3	-	1
5. Check frequently for any signal stops during cops filling	2	3	-	1
6. ensure the cop is properly placed in the magazine	2	2	-	1
7. ensure the yarn end of the cop is fed in the suction pipe at the centre of magazine	1	2	-	1
8. ensure the winding unit does not stop due to cops exhausting	2	3	-	1
9. Deposit hard waste in their coat pocket/waist bag after filling	1	2	-	1
10. ensure minimum time is taken for filling the ring cops	2	2	-	1
11. ensure proper functioning of machine	1	1	-	1
12. ensure safety while filling cops	2	2	-	1
<i>Doffing the cone package if no auto doffing unit is available</i>	<b>11</b>	<b>15</b>	-	<b>8</b>
13. fetch and reserve empty cones in autoconer machine	1	2	-	2
14. write down drum no., machine no. and winder number in empty cone if necessary	2	2	-	1

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
15. ensure that the required length or weight of yarn is wound on cone package	1	2	-	1
16. check the cone package is fully wound to the predetermined length or weight and start doffing	2	1	-	1
17. either stop the drum for doffing or doff the cone package while the drum is running as per the instructions of the supervisor	2	2	-	1
18. ensure proper procedure is adopted for doffing the cone package	1	3	-	1
19. ensure proper material handling of cone package	2	3	-	1
<i>Restarting the winding unit after doffing</i>	<b>11</b>	<b>15</b>	-	<b>6</b>
20. ensure the cones are as per specifications	2	2	-	1
21. insert the empty cone after doffing	2	2	-	1
22. ensure strictly proper colour coded empty paper cone is mounted in the holder.	2	2	-	1
23. Put the tail end as specified on the base of the empty cone before starting.	1	2	-	1
24. follow the instructions of the superiors & do necessary changes during count change	1	2	-	1
25. release the cone holder and ensure the paper cone is in surface contact with the winding drum & ensure proper traverse of yarn on winding drum	2	2	-	1
26. ensure the proper passage of yarn in autoconer	1	3	-	-
<i>Weighing and store the cone package</i>	<b>3</b>	<b>5</b>	-	<b>3</b>
27. weigh the cone package as specified and ensure the required weight have been achieved	1	2	-	2
28. place the cones in the cone trolley and store in the storage area as instructed	2	3	-	1

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Responsibilities in autoconer with link coner attachment</i>	7	8	-	3
29. Patrol around the machine and check for signal stops	1	1	-	-
30. ensure the link coner mechanism is properly working	1	1	-	1
31. ensure there is no jam in the link coner transport passage	1	1	-	-
32. ensure the cops are properly mounted in the cop holder	-	1	-	1
33. ensure the cops are properly fed to winding unit	1	2	-	-
34. Clear traffic congestion at the full cop feeding path and rejected cops carrying path	3	2	-	1
<b>NOS Total</b>	<b>49</b>	<b>69</b>	<b>-</b>	<b>32</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0303
<b>NOS Name</b>	Filling the ring cops and doffing the cone package at Autoconer
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning
<b>Occupation</b>	Post Spinning
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	25/02/2015
<b>Next Review Date</b>	01/03/2016
<b>NSQC Clearance Date</b>	20/07/2015

## Qualification Pack

### TSC/N0304: Carryout cleaning and maintenance activities at autoconer

#### Description

This unit is about carrying the tenting, cleaning and maintenance activities in cone winding machine

#### Scope

This unit/task covers the following:

- carryout cleaning activities
- carryout autonomous maintenance activities
- carryout regular maintenance activities
- other tenting responsibilities

#### Elements and Performance Criteria

##### *Carry out cleaning activities*

To be competent, the user/individual on the job must be able to:

1. ensure the different mechanisms in autoconer is clean
2. clean the different mechanisms in autoconer at the scheduled interval as instructed by superiors
3. remove faults from ring cops
4. ensure the waxing rolls are clean
5. ensure the EYC area is clean
6. remove the waste from the measuring head of EYC if any
7. to keep the wastes in waste bags, piecer bags, or in aprons.
8. proper material handling of full cops, empty cops and full cones
9. proper material handling of waste
10. transporting empty cops to ring frame department
11. ensure in keeping the wax washers clean
12. clean the waste accumulation from different parts of the machine from time to time
13. to use proper tools for cleaning
14. defective package produced in the autoconer to be identified and should be reported to superiors
15. ensure the yarn produced is free from defects and damages
16. collect the hard wastes from waste collection box in autoconer machine at regular intervals as instructed by superiors
17. ensure the wastes collected is deposited in the respective waste box
18. Ensure that the rejected cops in the empties trolley should be segregated, cleaned and returned.
19. all half cops and damaged cops should be cleaned in the particular shift itself
20. to ensure safety while carrying out cleaning activities

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21. ensure cleanliness at work place
22. support the mechanic while carryout cleaning maintenance activities if necessary
23. clean the wastes in the alley around the autoconer area
24. ensure the full cone transportation belt and empty tubes conveyer belt area is clean
25. ensure OHTC is running continuously without stopping whenever machine stopped for any maintenance / cleaning work

### *Carry out autonomous activities*

To be competent, the user/individual on the job must be able to:

26. ensure proper functioning of machine
27. check and verify the quality of different machine parts
28. able to remove the worn-out parts and replace with new parts in Autoconer machine with the knowledge of fitter/shift incharge

### *Carryout regular maintenance activities*

To be competent, the user/individual on the job must be able to:

29. report to superior of any abnormal functioning mechanisms in autoconer
30. ensure all the winding drums are in good running condition
31. remove the lappings if any
32. ensure the working of all stop motions, tension washer and EYC .
33. check whether splicing unit is working properly
34. check the proper functioning of machine parts
35. ensure that the conveyer belt is clean, and proper cop transport occurs
36. ensure that the conveyor belt is clean and proper cone transport occurs
37. attend the jams in winding sections and report to supervisor and fitters
38. see that all the red lights are attended immediately and also feed track jamming and cops jamming should be attended properly
39. in case yarn getting wound up on the drum, stop the machine and remove the same gently without damaging the drum
40. report to the maintenance incharge and supervisor of any malfunctioning in the machine
41. check the OHTC working condition.
42. report to the superiors if any EYC is malfunctioning
43. ensure safety while carrying out maintenance activities
44. support the fitter for carrying out maintenance activities
45. inform the supervisor and maintenance incharge in case of a jam
46. in case of any break-downs, report to the superiors and support him for carrying out maintenance activities
47. support the fitter during minor breakdown

### *Other tenting responsibilities*

To be competent, the user/individual on the job must be able to:

48. ensure the cone produced is free from outside damages
49. inform superiors immediately, if any breakdown or fault in the machine is noticed
50. ensure the proper functioning of signal lamps

## Qualification Pack

51. ensure that machine is working properly, if any deviations inform superiors immediately
52. collect the hard wastes and weigh them at shift end and place them in specified area
53. provide all relevant information of the current working process to the next shift operator before relieving.

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a textile mill
- KU2.** safe working practices to be adopted
- KU3.** quality systems and other processes practiced in the spinning mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** process flow and material flow in spinning mill
- KU6.** function of different parts in winding machine
- KU7.** importance of yarn quality
- KU8.** importance of cleaning and carrying out maintenance activities
- KU9.** types of waste
- KU10.** knowledge on types of defects in yarn and cone package
- KU11.** importance of material handling
- KU12.** material handling of cone and cone trolley
- KU13.** importance and procedure for weighing the cone packages
- KU14.** general guidelines for carryout maintenance activities
- KU15.** importance of cleanliness at work
- KU16.** types of material handling tools and equipments used in winding
- KU17.** types of control switches and signal lamps used in autoconer machine
- KU18.** importance of safety at work place

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others to convey information effectively
- GS5.** procedure for material handling of cops, cop trolley, cone packages, empty cones
- GS6.** procedure for material handling of full cops, empty cops and full cones
- GS7.** procedure for carrying out cleaning activities of different parts in autoconer machine
- GS8.** procedure for carrying out maintenance activities in different parts of autoconer machine
- GS9.** procedure for operating material handling tools and equipments
- GS10.** maintain cleanliness at work place

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out cleaning activities</i>	<b>28</b>	<b>39</b>	-	<b>22</b>
1. ensure the different mechanisms in autoconer is clean	1	1	-	2
2. clean the different mechanisms in autoconer at the scheduled interval as instructed by superiors	1	1	-	1
3. remove faults from ring cops	1	2	-	1
4. ensure the waxing rolls are clean	2	2	-	-
5. ensure the EYC area is clean	2	2	-	-
6. remove the waste from the measuring head of EYC if any	1	2	-	-
7. to keep the wastes in waste bags, piecer bags, or in aprons.	1	2	-	1
8. proper material handling of full cops, empty cops and full cones	1	1	-	1
9. proper material handling of waste	1	1	-	1
10. transporting empty cops to ring frame department	1	1	-	1
11. ensure in keeping the wax washers clean	2	2	-	-
12. clean the waste accumulation from different parts of the machine from time to time	1	2	-	1
13. to use proper tools for cleaning	1	2	-	1
14. defective package produced in the autoconer to be identified and should be reported to superiors	1	1	-	1
15. ensure the yarn produced is free from defects and damages	1	2	-	1
16. collect the hard wastes from waste collection box in autoconer machine at regular intervals as instructed by superiors	1	1	-	1

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
17. ensure the wastes collected is deposited in the respective waste box	1	2	-	1
18. Ensure that the rejected cops in the empties trolley should be segregated, cleaned and returned.	1	2	-	1
19. all half cops and damaged cops should be cleaned in the particular shift itself	1	2	-	1
20. to ensure safety while carrying out cleaning activities	1	1	-	1
21. ensure cleanliness at work place	1	1	-	1
22. support the mechanic while carryout cleaning maintenance activities if necessary	1	1	-	1
23. clean the wastes in the alley around the autoconer area	1	2	-	1
24. ensure the full cone transportation belt and empty tubes conveyor belt area is clean	1	2	-	1
25. ensure OHTC is running continuously without stopping whenever machine stopped for any maintenance / cleaning work	1	1	-	1
<i>Carry out autonomous activities</i>	<b>3</b>	<b>5</b>	-	<b>3</b>
26. ensure proper functioning of machine	1	2	-	1
27. check and verify the quality of different machine parts	1	1	-	1
28. able to remove the worn-out parts and replace with new parts in Autoconer machine with the knowledge of fitter/shift incharge	1	2	-	1
<i>Carryout regular maintenance activities</i>	<b>21</b>	<b>36</b>	-	<b>20</b>
29. report to superior of any abnormal functioning mechanisms in autoconer	1	2	-	1
30. ensure all the winding drums are in good running condition	1	1	-	1
31. remove the lappings if any	1	2	-	1

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
32. ensure the working of all stop motions, tension washer and EYC .	1	2	-	-
33. check whether splicing unit is working properly	2	2	-	1
34. check the proper functioning of machine parts	1	3	-	1
35. ensure that the conveyor belt is clean, and proper cop transport occurs	1	2	-	2
36. ensure that the conveyor belt is clean and proper cone transport occurs	1	2	-	1
37. attend the jams in winding sections and report to supervisor and fitters	1	2	-	1
38. see that all the red lights are attended immediately and also feed track jamming and cops jamming should be attended properly	2	2	-	1
39. in case yarn getting wound up on the drum, stop the machine and remove the same gently without damaging the drum	1	2	-	2
40. report to the maintenance incharge and supervisor of any malfunctioning in the machine	1	2	-	1
41. check the OHTC working condition.	1	2	-	1
42. report to the superiors if any EYC is malfunctioning	1	2	-	1
43. ensure safety while carrying out maintenance activities	1	1	-	1
44. support the fitter for carrying out maintenance activities	1	2	-	1
45. inform the supervisor and maintenance incharge in case of a jam	1	2	-	1
46. in case of any break-downs, report to the superiors and support him for carrying out maintenance activities	1	1	-	1
47. support the fitter during minor breakdown	1	2	-	1

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Other tenting responsibilities</i>	<b>6</b>	<b>11</b>	-	<b>6</b>
<b>48.</b> ensure the cone produced is free from outside damages	1	2	-	1
<b>49.</b> inform superiors immediately, if any breakdown or fault in the machine is noticed	1	2	-	1
<b>50.</b> ensure the proper functioning of signal lamps	1	2	-	1
<b>51.</b> ensure that machine is working properly, if any deviations inform superiors immediately	1	1	-	1
<b>52.</b> collect the hard wastes and weigh them at shift end and place them in specified area	1	2	-	1
<b>53.</b> provide all relevant information of the current working process to the next shift operator before relieving.	1	2	-	1
<b>NOS Total</b>	<b>58</b>	<b>91</b>	-	<b>51</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0304
<b>NOS Name</b>	Carryout cleaning and maintenance activities at autoconer
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning
<b>Occupation</b>	Post Spinning
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	25/02/2015
<b>Next Review Date</b>	01/03/2016
<b>NSQC Clearance Date</b>	20/07/2015

## Qualification Pack

### TSC/N9001: Maintain work area, tools and machines

#### Description

This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms

#### Scope

This unit/task covers the following:

- Maintaining the work area, tools and machines

#### Elements and Performance Criteria

##### *Maintaining the work area, tools and machines*

To be competent, the user/individual on the job must be able to:

1. handle materials, machinery, equipment and tools with care and use them in the correct way
2. use correct lifting and handling procedures
3. use materials to minimize waste
4. maintain a clean and hazard free working area
5. maintain tools and equipment
6. carry out running maintenance within agreed schedules
7. carry out maintenance and/or cleaning within ones responsibility
8. report unsafe equipment and other dangerous occurrences
9. ensure that the correct machine guards are in place
10. work in a comfortable position with the correct posture
11. use cleaning equipment and methods appropriate for the work to be carried out
12. dispose of waste safely in the designated location
13. store cleaning equipment safely after use
14. carry out cleaning according to schedules and limits of responsibility

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** personal hygiene and duty of care
- KU2.** safe working practices and organisational standard operating procedures
- KU3.** limits of your own responsibility
- KU4.** ways of resolving problems within the work area
- KU5.** the production process and the specific work activities that relate to the whole process
- KU6.** the importance of effective communication with supervisors
- KU7.** the lines of communication, authority and reporting procedures

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- KU8.** the organisation's rules, codes and guidelines (including timekeeping)
- KU9.** the company's quality standards
- KU10.** the importance of complying with written instructions
- KU11.** equipment operating procedures / supervisor's instructions
- KU12.** work instructions and specifications and interpret them accurately
- KU13.** relation between work role and the overall manufacturing process
- KU14.** hazards likely to be encountered when conducting routine maintenance
- KU15.** the importance of taking action when problems are identified
- KU16.** different ways of minimising waste
- KU17.** the importance of running maintenance and regular cleaning
- KU18.** effects of contamination on products i.e. machine oil, dirt, foreign materials
- KU19.** common faults with equipment and the method to rectify
- KU20.** maintenance procedures
- KU21.** different types of cleaning equipment and substances and their use
- KU22.** safe working practices for cleaning and the method of carrying them out

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** comprehend written instructions
- GS2.** read any application sent by other colleagues
- GS3.** Communicate effectively in local language
- GS4.** communicate with supervisor appropriately
- GS5.** talk to others to convey information effectively
- GS6.** identify the real reason of problem faced
- GS7.** apply problem-solving approaches in different situations
- GS8.** refer anomalies to the supervisor
- GS9.** seek clarification on problems from others
- GS10.** apply good attention to detail
- GS11.** check your work is complete and free from errors
- GS12.** make sure every kind of communication is error free
- GS13.** communicate effectively
- GS14.** apply leadership skills wherever required
- GS15.** take initiative at the right place
- GS16.** understand the requirement to be creative

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintaining the work area, tools and machines</i>	<b>17</b>	<b>20</b>	-	<b>13</b>
1. handle materials, machinery, equipment and tools with care and use them in the correct way	2	2	-	1
2. use correct lifting and handling procedures	1	2	-	1
3. use materials to minimize waste	2	1	-	1
4. maintain a clean and hazard free working area	1	1	-	1
5. maintain tools and equipment	2	1	-	1
6. carry out running maintenance within agreed schedules	1	2	-	1
7. carry out maintenance and/or cleaning within ones responsibility	1	2	-	1
8. report unsafe equipment and other dangerous occurrences	1	2	-	-
9. ensure that the correct machine guards are in place	1	1	-	1
10. work in a comfortable position with the correct posture	1	1	-	1
11. use cleaning equipment and methods appropriate for the work to be carried out	1	1	-	1
12. dispose of waste safely in the designated location	1	2	-	1
13. store cleaning equipment safely after use	1	1	-	1
14. carry out cleaning according to schedules and limits of responsibility	1	1	-	1
<b>NOS Total</b>	<b>17</b>	<b>20</b>	-	<b>13</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9001
<b>NOS Name</b>	Maintain work area, tools and machines
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	25/02/2015
<b>Next Review Date</b>	01/03/2016
<b>NSQF Clearance Date</b>	05/08/2015

## Qualification Pack

### TSC/N9002: Working in a team

#### Description

This unit is about working as a team member in the textile industry

#### Scope

This unit/task covers the following:

- commitment and trust
- communication
- adaptability
- creative freedom

#### Elements and Performance Criteria

##### *Commitment and trust*

To be competent, the user/individual on the job must be able to:

1. be accountable to the own role in whole process
2. perform all roles with full responsibility
3. be effective and efficient at workplace

##### *Communication*

To be competent, the user/individual on the job must be able to:

4. properly communicate about company policies
5. report all problems faced during the process
6. talk politely with other team members and colleagues
7. submit daily report of own performance

##### *Adaptability*

To be competent, the user/individual on the job must be able to:

8. adjust in different work situations
9. give due importance to other's point of view
10. avoid conflicting situations

##### *Creative freedom*

To be competent, the user/individual on the job must be able to:

11. develop new ideas for work procedures
12. improve upon the existing techniques to increase process efficiency

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a textile mill  
**KU2.** procedure followed to get the final output in the mill

## Qualification Pack

- KU3.** safe working practices to be adopted in textile mill
- KU4.** reporting to the supervisor or higher authority about any grievances faced
- KU5.** the importance of the previous and next step of the process
- KU6.** process flow in a textile mill and the concerned workers
- KU7.** material flow in a textile mill and the required person
- KU8.** functions of different parts of the machine
- KU9.** tools and equipments used
- KU10.** guidelines for operating the machine
- KU11.** safety procedures to be followed in the machine

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write clear and short sentences
- GS2.** write daily work report
- GS3.** write grievance complaint application
- GS4.** comprehend written instructions
- GS5.** read any application sent by other colleagues
- GS6.** communicate with supervisor appropriately
- GS7.** talk to co-workers to convey information effectively
- GS8.** identify the real reason of problem faced
- GS9.** be able to find the most effective solution to the problems faced
- GS10.** apply good attention to detail
- GS11.** ensure every kind of communication is error free
- GS12.** communicate effectively
- GS13.** apply leadership skills wherever required
- GS14.** take initiative at the right place
- GS15.** understand the requirement to be creative

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Commitment and trust</i>	<b>5</b>	<b>4</b>	-	<b>2</b>
1. be accountable to the own role in whole process	2	1	-	1
2. perform all roles with full responsibility	2	1	-	1
3. be effective and efficient at workplace	1	2	-	-
<i>Communication</i>	<b>6</b>	<b>7</b>	-	<b>4</b>
4. properly communicate about company policies	1	2	-	1
5. report all problems faced during the process	1	2	-	1
6. talk politely with other team members and colleagues	2	1	-	1
7. submit daily report of own performance	2	2	-	1
<i>Adaptability</i>	<b>5</b>	<b>4</b>	-	<b>3</b>
8. adjust in different work situations	1	1	-	1
9. give due importance to other's point of view	2	1	-	1
10. avoid conflicting situations	2	2	-	1
<i>Creative freedom</i>	<b>3</b>	<b>5</b>	-	<b>2</b>
11. develop new ideas for work procedures	1	3	-	1
12. improve upon the existing techniques to increase process efficiency	2	2	-	1
<b>NOS Total</b>	<b>19</b>	<b>20</b>	-	<b>11</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9002
<b>NOS Name</b>	Working in a team
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	25/02/2015
<b>Next Review Date</b>	01/03/2016
<b>NSQC Clearance Date</b>	05/08/2015

## Qualification Pack

### TSC/N9003: Maintain health, safety and security at workplace

#### 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:

- comply with health, safety and security requirements at work
- Recognizing the hazards
- Planning the safety techniques
- Implementing the programs

#### Elements and Performance Criteria

##### *Comply with health, Safety and security requirements at work*

To be competent, the user/individual on the job must be able to:

1. comply with health and safety related instructions applicable to the workplace
2. use and maintain personal protective equipment such as ear plug, nose mask, head cap etc., as per protocol
3. carry out own activities in line with approved guidelines and procedures
4. maintain a healthy lifestyle and guard against dependency on intoxicants
5. follow environment management system related procedures
6. identify and correct (if possible) malfunctions in machinery and equipment
7. report any service malfunctions that cannot be rectified
8. store materials and equipment in line with organisational requirements
9. safely handle and remove waste
10. minimize health and safety risks to self and others due to own actions
11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks
12. monitor the workplace and work processes for potential risks and threat
13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned
14. report hazards and potential risks/ threats to supervisors or other authorized personnel
15. participate in mock drills/ evacuation procedures organized at the workplace
16. undertake first aid, fire-fighting and emergency response training, if asked to do so
17. take action based on instructions in the event of fire, emergencies or accidents
18. follow organisation procedures for shutdown and evacuation when required

##### *Recognizing the hazards*

To be competent, the user/individual on the job must be able to:

## Qualification Pack

19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry
20. recognise other possible security issues existing in the workplace

### *Planning the safety techniques Implementing the programs*

To be competent, the user/individual on the job must be able to:

21. recognise different measures to curb the hazards
22. communicate the safety plan to everyone
23. attach disciplinary rules with the implementation

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a textile mill
- KU2.** safe working practices to be adopted in textile mill
- KU3.** quality systems and other processes practiced in the textile mill
- KU4.** health and safety related practices applicable at the workplace
- KU5.** potential hazards, risks and threats based on nature of operations
- KU6.** organizational procedures for safe handling of equipment and machine operations
- KU7.** potential risks due to own actions and methods to minimize these
- KU8.** environmental management system related procedures at the workplace
- KU9.** layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
- KU10.** potential accidents and emergencies and response to these scenarios
- KU11.** reporting protocol and documentation required
- KU12.** details of personnel trained in first aid, fire-fighting and emergency response
- KU13.** actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
- KU14.** occupational health and safety risks and methods
- KU15.** personal protective equipment and method of use
- KU16.** identification, handling and storage of hazardous substances
- KU17.** proper disposal system for waste and by-products
- KU18.** signage related to health and safety and their meaning
- KU19.** importance of sound health, hygiene and good habits
- KU20.** ill-effects of alcohol, tobacco and drugs

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write clear and short sentences
- GS2.** read and understand the company instructions

## Qualification Pack

- GS3.** read and understand work instructions
- GS4.** read and understand the safety guidelines
- GS5.** listen to others attentively
- GS6.** respond to emergencies, accidents or fire at the workplace
- GS7.** evacuate the premises and help others in need while doing so
- GS8.** the value of physical fitness, personal hygiene and good habits
- GS9.** talk with others politely
- GS10.** identify correct safety measure for particular hazard
- GS11.** make required safety plans as and when required
- GS12.** raise alarm in case of emergency
- GS13.** know the use of correct safety measure whenever required
- GS14.** be attentive to details
- GS15.** be careful to avoid occurrence of hazards
- GS16.** maintenance of neatness at work
- GS17.** procedure for reporting unwanted behavior

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health, Safety and security requirements at work</i>	<b>27</b>	<b>35</b>	-	<b>23</b>
1. comply with health and safety related instructions applicable to the workplace	2	2	-	2
2. use and maintain personal protective equipment such as ear plug, nose mask , head cap etc., as per protocol	2	2	-	2
3. carry out own activities in line with approved guidelines and procedures	2	2	-	2
4. maintain a healthy lifestyle and guard against dependency on intoxicants	2	2	-	2
5. follow environment management system related procedures	2	2	-	2
6. identify and correct (if possible) malfunctions in machinery and equipment	2	2	-	1
7. report any service malfunctions that cannot be rectified	2	2	-	1
8. store materials and equipment in line with organisational requirements	2	2	-	1
9. safely handle and remove waste	2	2	-	1
10. minimize health and safety risks to self and others due to own actions	1	2	-	1
11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	1	2	-	2
12. monitor the workplace and work processes for potential risks and threat	1	2	-	1
13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	1	2	-	1
14. report hazards and potential risks/ threats to supervisors or other authorized personnel	1	2	-	1

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
15. participate in mock drills/ evacuation procedures organized at the workplace	1	2	-	-
16. undertake first aid, fire-fighting and emergency response training, if asked to do so	1	2	-	1
17. take action based on instructions in the event of fire, emergencies or accidents	1	2	-	1
18. follow organisation procedures for shutdown and evacuation when required	1	1	-	1
<i>Recognizing the hazards</i>	<b>2</b>	<b>2</b>	-	<b>2</b>
19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry	1	1	-	1
20. recognise other possible security issues existing in the workplace	1	1	-	1
<i>Planning the safety techniques Implementing the programs</i>	<b>3</b>	<b>3</b>	-	<b>3</b>
21. recognise different measures to curb the hazards	1	1	-	1
22. communicate the safety plan to everyone	1	1	-	1
23. attach disciplinary rules with the implementation	1	1	-	1
<b>NOS Total</b>	<b>32</b>	<b>40</b>	-	<b>28</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9003
<b>NOS Name</b>	Maintain health, safety and security at workplace
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	25/02/2015
<b>Next Review Date</b>	01/03/2016
<b>NSQC Clearance Date</b>	05/08/2015

## Qualification Pack

### TSC/N9004: Comply with industry and organizational requirement

#### 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:

- self development
- team work
- organizational standards
- industry standards

#### Elements and Performance Criteria

##### *Self development*

To be competent, the user/individual on the job must be able to:

1. perform own duties effectively
2. take responsibility for own actions
3. be accountable towards the job role and assigned duties
4. take initiative and innovate the existing methods
5. focus on self-learning and improvement

##### *Team work*

To be competent, the user/individual on the job must be able to:

6. co-ordinate with all the team members and colleagues
7. communicate politely
8. avoid conflicts and miscommunication

##### *Organisational standards*

To be competent, the user/individual on the job must be able to:

9. know the organisational standards
10. implement them in your performance
11. motivate others to follow them

##### *Industry standards*

To be competent, the user/individual on the job must be able to:

12. monitor the workplace and work processes for potential risks and threat
13. align them with organisation standards

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

## Qualification Pack

- KU1.** standard operating procedures (SOP) and regulations in a textile mill
- KU2.** reporting to the supervisor or higher authority
- KU3.** knowledge of organisational standards
- KU4.** knowledge of industry standards
- KU5.** process and material flow in a textile mill
- KU6.** importance of complying with the standards
- KU7.** guidelines for cleaning the various parts of machine

### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write clear and short sentences
- GS2.** read the given instructions
- GS3.** comprehend written instructions
- GS4.** talk effectively with others
- GS5.** put forward your point
- GS6.** listen to others
- GS7.** Organizational requirements
- GS8.** your responsibilities at the workplace
- GS9.** procedure to comply with the industry standards

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Self development</i>	<b>5</b>	<b>9</b>	-	<b>7</b>
1. perform own duties effectively	1	2	-	2
2. take responsibility for own actions	1	2	-	2
3. be accountable towards the job role and assigned duties	1	2	-	1
4. take initiative and innovate the existing methods	1	1	-	1
5. focus on self-learning and improvement	1	2	-	1
<i>Team work</i>	<b>3</b>	<b>5</b>	-	<b>4</b>
6. co-ordinate with all the team members and colleagues	1	2	-	1
7. communicate politely	1	1	-	2
8. avoid conflicts and miscommunication	1	2	-	1
<i>Organisational standards</i>	<b>3</b>	<b>4</b>	-	<b>3</b>
9. know the organisational standards	1	1	-	1
10. implement them in your performance	1	2	-	1
11. motivate others to follow them	1	1	-	1
<i>Industry standards</i>	<b>4</b>	<b>2</b>	-	<b>1</b>
12. monitor the workplace and work processes for potential risks and threat	2	1	-	-
13. align them with organisation standards	2	1	-	1
<b>NOS Total</b>	<b>15</b>	<b>20</b>	-	<b>15</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9004
<b>NOS Name</b>	Comply with industry and organizational requirement
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	25/02/2015
<b>Next Review Date</b>	01/03/2016
<b>NSQF Clearance Date</b>	05/08/2015

## Assessment Guidelines and Assessment Weightage

### Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (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. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

### Minimum Aggregate Passing % at QP Level : 70

**(Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

### Assessment Weightage

#### Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
TSC/N0301.Taking charge of shift and handing over shift to Autoconer Tenter	31	36	-	33	100	11
TSC/N0302.Operating the autoconer and carrying out general tenting activities at Autoconer	73	89	-	38	200	22
TSC/N0303.Filling the ring cops and doffing the cone package at Autoconer	49	69	-	32	150	16

### Qualification Pack

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
TSC/N0304.Carryout cleaning and maintenance activities at autoconer	58	91	-	51	200	22
TSC/N9001.Maintain work area, tools and machines	17	20	-	13	50	6
TSC/N9002.Working in a team	19	20	-	11	50	6
TSC/N9003.Maintain health, safety and security at workplace	32	40	-	28	100	11
TSC/N9004.Comply with industry and organizational requirement	15	20	-	15	50	6
<b>Total</b>	<b>294</b>	<b>385</b>	<b>-</b>	<b>221</b>	<b>900</b>	<b>100</b>

## Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Qualification Pack

### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	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.
<b>Scope</b>	Scope is a 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 quality of performance required.

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) 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. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Electives</b>	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.
<b>Options</b>	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.