

Qualification Pack



Fabric Mender

QP Code: TSC/Q2302

Version: 1.0

NSQF Level: 3

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TSC/Q2302: Fabric Mender

Brief Job Description

A Fabric mender is a job-role in a Weaving department. The responsibility of a fabric mender is to check and remove / mend the repairable defects in fabric ensuring the fabrics should be defect free and only good quality fabrics are taken for further process.

Personal Attributes

A Fabric mender should have good eyesight, eye-hand coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N2303: Taking charge of shift and handing over shift to Fabric Mender](#)
2. [TSC/N2304: Check and mend the fabrics produced](#)
3. [TSC/N9001: Maintain work area, tools and machines](#)
4. [TSC/N9002: Working in a team](#)
5. [TSC/N9003: Maintain health, safety and security at workplace](#)
6. [TSC/N9004: Comply with industry and organizational requirement](#)

Qualification Pack (QP) Parameters

Sector	Textile
Sub-Sector	Weaving
Occupation	Post Weaving
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/7318.08
Minimum Educational Qualification & Experience	10th Class (Preferably)
Minimum Level of Education for Training in School	

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Pre-Requisite License or Training	Training in weaving department (Suggested but not mandatory)
Minimum Job Entry Age	18 Years
Last Reviewed On	21/01/2015
Next Review Date	31/03/2021
Deactivation Date	31/03/2021
NSQC Approval Date	20/07/2015
Version	1.0

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TSC/N2303: Taking charge of shift and handing over shift to Fabric Mender

Description

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

Scope

This unit/task covers the following:

- Taking charge of shift from Fabric Mender
- Handing over shift to fabric Mender

Elements and Performance Criteria

Taking charge of shift from fabric mender

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. check for the necessary items like Cutter, Needle, Trimmer, Counting Glass, Measuring Tape, Cup Of water and Brush
3. meet the previous shift operator and discuss with him/ her regarding the issues faced with respect to the quality or production or spare or safety or any other specific instruction etc.
4. ensure the all details are mentioned on the fabric roll
5. Check the work area & other places are neat & clean

Handing over shift to fabric mender

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

6. hand over the shift to the incoming mender in proper manner
7. collect the wastes from waste bags/ bins, weigh them and transport to storage area
8. Ensure the work place is clean & tidy
9. report to His/ Her shift Superior about the quality, production, safety issues or any other issue faced in His/ Her shift and should leave the department only after getting concurrence for the same from His/ Her superiors

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization's policies & standard operating procedures (SOP)
- KU2.** should have an awareness & knowledge of customers
- KU3.** potential hazards associated with the machines and the safety precautions that must be taken
- KU4.** protocol to obtain more information on work related tasks

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- KU5.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipments
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets & review with superiors
- KU9.** protocol and format for reporting work related risks/ problems
- KU10.** method of obtaining /giving feedback with respect to performance
- KU11.** importance of team work, harmonious working relationships
- KU12.** process for offering /obtaining work related assistance
- KU13.** responsibilities under health, safety and environmental legislation
- KU14.** guidelines for storage & disposal of waste materials
- KU15.** minimum quality requirements of the product with respect to permissible/non-permissible defects
- KU16.** about the needles to be used for the different materials, different counts etc.
- KU17.** yarns from natural fibers - Cotton, Silk, Wool
- KU18.** yarns from Manmade Fibers - Polyester, Nylon, Viscose
- KU19.** blended yarns - Polyester Cotton, Polyester Viscose
- KU20.** plain Weave
- KU21.** twill Weave
- KU22.** drill Weave
- KU23.** plain Satin
- KU24.** reverse Satin
- KU25.** window Pane
- KU26.** micro Check
- KU27.** satin Band
- KU28.** other Dobby Designs
- KU29.** Jacquard All Over Pattern
- KU30.** jacquard Engineering Pattern
- KU31.** yarn Faults like Slub, Thick Place, Thin Place, Yarn Variation, Shade Variation, Yarn contamination, Color Contamination, Kitties and Black Spots
- KU32.** sizing faults like Size Patches, Sizing Beads, Sizing Stain and Sizing Beam Oil
- KU33.** weaver / labor oriented faults like Wrong Drawing, Wrong Denting, Double End, End Out, Hand Stain, Double Pick, and Broken Pick
- KU34.** machine oriented faults like Take up fault, Let Off fault, Starting Mark, Floats, Weft Cracks, Tear, Cloth Torn, Temple Cut, Temple Mark, Emery Cut or Emery hole or emery impression, Guide Tooth Mark, Other Impression Mark, Under Tuck In, Bad Selvedge, Bad shedding or Bad Pattern and Tails
- KU35.** other faults like Reed Mark, Cloth not cut at centre in case of multiple channel fabrics and Cloth not cut at sides in case of fabrics with false selvedges

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** plan and manage work routine based on instructions from supervisor
- GS4.** participate in the various programs/ meetings that will be conducted by the Superior
- GS5.** put forth the suggestions in the interest of the Company
- GS6.** participate in the Quality Circles formed by the Superiors
- GS7.** extend voluntary support and adapt to the various procedures that will be adopted by the Company with respect to compliances for the different certifications like ISO 9001, ISO 14001, SA 8001 GOTS Certification Fair Trade
- GS8.** apply problem-solving approaches in different situations
- GS9.** refer anomalies to the supervisor
- GS10.** seek clarification on problems from others
- GS11.** apply good attention to detail
- GS12.** check your work is complete and free from errors
- GS13.** to know about 4 Point American System as below
- GS14.** permissible points as per 4 points American system 15 points for 100 square meters
- GS15.** piece Lengths as Per Export Standards
- GS16.** permissible Specification faults (Universally)

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Taking charge of shift from fabric mender</i>	18	30	-	12
1. come at least 10 - 15 minutes earlier to the work spot	3	5	-	2
2. check for the necessary items like Cutter, Needle, Trimmer, Counting Glass, Measuring Tape, Cup Of water and Brush	6	10	-	4
3. meet the previous shift operator and discuss with him/ her regarding the issues faced with respect to the quality or production or spare or safety or any other specific instruction etc.	3	5	-	2
4. ensure the all details are mentioned on the fabric roll	3	5	-	2
5. Check the work area & other places are neat & clean	3	5	-	2
<i>Handing over shift to fabric mender</i>	12	20	-	8
6. hand over the shift to the incoming mender in proper manner	3	5	-	2
7. collect the wastes from waste bags/ bins, weigh them and transport to storage area	3	5	-	2
8. Ensure the work place is clean & tidy	3	5	-	2
9. report to His/ Her shift Superior about the quality, production, safety issues or any other issue faced in His/ Her shift and should leave the department only after getting concurrence for the same from His/ Her superiors	3	5	-	2
NOS Total	30	50	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N2303
NOS Name	Taking charge of shift and handing over shift to Fabric Mender
Sector	Textile
Sub-Sector	Weaving
Occupation	Post Weaving
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	21/01/2015
Next Review Date	01/03/2016
NSQC Clearance Date	20/07/2015

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TSC/N2304: Check and mend the fabrics produced

Description

This unit provides performance criteria, knowledge & understanding, skills & abilities to check & mend the defects in fabrics produced so as to get quality output & minimum defects, without causing any damage also keeping in mind environmental aspects.

Scope

This unit/task covers the following:

- Prepare the fabric for inspection and mending
- Inspecting and mending the fabric

Elements and Performance Criteria

Prepare the fabric for inspection and mending

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

1. understand the requirements of inspecting the fabric, finding the defects in fabric, marking the defects, following various inspection systems for inspecting and recording the defects
2. collect the fabric from fabric store area
3. understand the fabric inspection requirement from the customer
4. understand the specifications of fabric requirements from the customer
5. prepare the inspection table for inspection
6. ensure the inspection table and inspection area is properly illuminated
7. ensure the proper functioning of continuous fabric inspection machine
8. mount the fabric rolls on the continuous inspection table / machine
9. before checking/mending ensure that the equipments used, checking table etc. are clean so that no handling stains are added to the fabric being checked
10. check whether following required details are written on the cloth rolls, before the same are taken for inspection - loom no, construction details, date & shift of doffing, doffed meters, doffers name
11. ensure the fabric selvages are as per requirement
12. ensure that no transit or handling damage is there on the cloth roll before the same is taken for inspection
13. get fabric inspection report format with a roll no. duly allotted from the higher authority
14. reset the counter meter on the inspection machine to zero
15. mount the fabric roll to be inspected on the cloth roll stands without damaging the fabric
16. get in writing about the construction details from the higher authority
17. ensure cleanliness and safety at work place

Inspecting and mending the fabric

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

18. pull the fabric on the inspection table and inspect the fabrics in manual inspection

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19. operating the inspection machine control switches for moving the fabric on inspection table for inspection
20. check the dimensions of the fabric
21. check the following specifications in the sample provided to him/ her
22. check the following faults with respect to warp and weft
23. measure the fabric width- remove the wrinkles/ crease gently from the fabric surface by keeping the measuring tape straight across the fabric horizontally from selvedge to selvedge, measure the width as far as possible near the centre avoiding the ends and ensuring not to stretch the to the fabric while measuring
24. measure the fabric length by passing through meter counter fitted roller or by manually clipping the fabrics in the fold measuring frame or by counting the number of meter fold in case of folded fabrics
25. note down the fabric specifications as per the construction details
26. inspect the fabric for the following at 3 places, namely 10 meters from the beginning of the fabric roll, in the middle of the roll and 10 meters before the end of the roll
27. mend the faults observed in the fabric
28. check the fabric construction particulars by measuring the EPI, PPI, weight/sq.mtr
29. ensure using proper tools for measuring the dimensions and construction of fabric
30. identify the different defects in fabric
31. identify the defects which come under mendable or non-mendable defects depending upon the magnitude of the defect and the quality of the fabric
32. remove the fabric defects
33. ensure the fabric defects are properly mended
34. support the checker in recording the fabric defects in the visual inspection report
35. follow the different inspection systems as per the requirement and instructions from superiors
36. use proper tools and equipments for mending the fabric
37. Follow tag system for cuttable defects, defects coming under 4 points, and other faults as per the prevalent classification system
38. ensure all the marked defects are mended
39. record all fabric defects and mark in the fabric examination report which is / will be mended
40. mend the loose threads, slubs, snarls and other mendable faults
41. clean the soft stains using water & brush
42. note down the defects against the corresponding meter only
43. Cover and store the inspected fabric properly at the place earmarked
44. report the defects inspected and mended during the inspection to the higher authority
45. ensure cleanliness and safety at work place

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization's policies & standard operating procedures (SOP)
- KU2.** should have an awareness & knowledge of customers

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- KU3.** potential hazards associated with the machines and the safety precautions that must be taken
- KU4.** protocol to obtain more information on work related tasks
- KU5.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipments
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets & review with superiors
- KU9.** protocol and format for reporting work related risks/ problems
- KU10.** method of obtaining /giving feedback with respect to performance
- KU11.** importance of team work, harmonious working relationships
- KU12.** process for offering /obtaining work related assistance
- KU13.** responsibilities under health, safety and environmental legislation
- KU14.** guidelines for storage & disposal of waste materials
- KU15.** minimum quality requirements of the product with respect to permissible/non-permissible defects
- KU16.** about the needles to be used for the different materials, different counts etc., tools and equipment used
- KU17.** Functions & methodology for operating various material handling equipment
- KU18.** yarns from natural fibers - cotton, silk, wool
- KU19.** yarns from manmade fibers - polyester, nylon, viscose
- KU20.** blended yarns - polyester cotton, polyester viscose
- KU21.** types of weaves such as plain weave, twill weave, drill weave plain satin, reverse satin, window pane, micro check, satin band, other dobby designs, jacquard all over pattern, jacquard engineering pattern
- KU22.** about different types of weaves
- KU23.** yarn faults like slub, thick place, thin place, yarn variation, shade variation, yarn contamination, color contamination, kitties and black spots
- KU24.** sizing faults like size patches, sizing beads, sizing stain and sizing beam oil
- KU25.** weaver / labor oriented faults like wrong drawing, wrong denting, double end, end out, hand stain, double pick, and broken pick
- KU26.** machine oriented faults like take up fault, let off fault, starting mark, floats, weft cracks, tear, cloth torn, temple cut, temple mark, emery cut or emery hole or emery impression, guide tooth mark, other impression mark, under tuck in, bad selvedge, bad shedding or bad pattern and tails
- KU27.** selvedge tear, cloth tear, holes, guide tooth mark, temple cut, emery cut or emery hole, bad shedding or wrong pattern or dobby fault or jacquard fault, take up fault, let off fault, weft crack, objectionable reed mark, under tuck in, bad selvedge, objectionable impression mark, serious oil marks or oil stains, warp floats & weft floats, end out for more than 1, malfunctioning or not functioning of centre cutter & side cutter, continuous short picks
- KU28.** other faults like reed mark, cloth not cut at centre in case of multiple channel fabrics and cloth not cut at sides in case of fabrics with false selvedges
- KU29.** permissible points as per 4 points American system 15 points for 100 square meters

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- KU30.** to know about 4 point American system as below: defects of length/ width less than 3 - 1 point, defects of length/ width between 3 to 6 - 2 points, defects of length/ width between 6 to 9 - 3 points, defects of length/width of above 9 - 4 points
- KU31.** to know any other prevalent defect classification systems being used

Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** plan and manage work routine based on instructions from supervisor
- GS4.** participate in the various programs/ meetings that will be conducted by the Superior
- GS5.** put forth the suggestions in the interest of the Company
- GS6.** participate in the Quality Circles formed by the Superiors
- GS7.** extend voluntary support and adapt to the various procedures that will be adopted by the Company with respect to compliances for the different certifications like ISO 9001, ISO 14001, SA 8001 GOTS Certification Fair Trade
- GS8.** apply problem-solving approaches in different situations
- GS9.** refer anomalies to the supervisor
- GS10.** seek clarification on problems from others
- GS11.** apply good attention to detail
- GS12.** check your work is complete and free from errors
- GS13.** procedure to mend the different defects in fabric
- GS14.** procedure to maintain the records for mending activities
- GS15.** procedure to use proper tools for mending the fabric
- GS16.** procedure to remove the different types of fabric defects
- GS17.** maintain neatness at work place

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare the fabric for inspection and mending</i>	35	70	-	10
1. understand the requirements of inspecting the fabric, finding the defects in fabric, marking the defects, following various inspection systems for inspecting and recording the defects	5	2	-	-
2. collect the fabric from fabric store area	2	3	-	-
3. understand the fabric inspection requirement from the customer	-	5	-	2
4. understand the specifications of fabric requirements from the customer	-	5	-	2
5. prepare the inspection table for inspection	-	5	-	2
6. ensure the inspection table and inspection area is properly illuminated	3	4	-	-
7. ensure the proper functioning of continuous fabric inspection machine	4	3	-	-
8. mount the fabric rolls on the continuous inspection table / machine	2	3	-	2
9. before checking/mending ensure that the equipments used, checking table etc. are clean so that no handling stains are added to the fabric being checked	3	4	-	-
10. check whether following required details are written on the cloth rolls, before the same are taken for inspection - loom no, construction details, date & shift of doffing, doffed meters, doffers name	3	4	-	-
11. ensure the fabric selvages are as per requirement	-	5	-	2
12. ensure that no transit or handling damage is there on the cloth roll before the same is taken for inspection	3	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
13. get fabric inspection report format with a roll no. duly allotted from the higher authority	2	5	-	-
14. reset the counter meter on the inspection machine to zero	2	5	-	-
15. mount the fabric roll to be inspected on the cloth roll stands without damaging the fabric	2	5	-	-
16. get in writing about the construction details from the higher authority	2	3	-	-
17. ensure cleanliness and safety at work place	2	5	-	-
<i>Inspecting and mending the fabric</i>	59	112	-	14
18. pull the fabric on the inspection table and inspect the fabrics in manual inspection	2	5	-	-
19. operating the inspection machine control switches for moving the fabric on inspection table for inspection	2	4	-	-
20. check the dimensions of the fabric	3	4	-	-
21. check the following specifications in the sample provided to him/ her	3	4	-	-
22. check the following faults with respect to warp and weft	3	4	-	-
23. measure the fabric width- remove the wrinkles/ crease gently from the fabric surface by keeping the measuring tape straight across the fabric horizontally from selvedge to selvedge, measure the width as far as possible near the centre avoiding the ends and ensuring not to stretch the to the fabric while measuring	5	2	-	-
24. measure the fabric length by passing through meter counter fitted roller or by manually clipping the fabrics in the fold measuring frame or by counting the number of meter fold in case of folded fabrics	5	2	-	-
25. note down the fabric specifications as per the construction details	4	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
26. inspect the fabric for the following at 3 places, namely 10 meters from the beginning of the fabric roll, in the middle of the roll and 10 meters before the end of the roll	4	3	-	-
27. mend the faults observed in the fabric	2	3	-	2
28. check the fabric construction particulars by measuring the EPI, PPI, weight/sq.mtr	2	3	-	2
29. ensure using proper tools for measuring the dimensions and construction of fabric	2	3	-	-
30. identify the different defects in fabric	2	3	-	2
31. identify the defects which come under mendable or non-mendable defects depending upon the magnitude of the defect and the quality of the fabric	2	3	-	2
32. remove the fabric defects	2	3	-	2
33. ensure the fabric defects are properly mended	3	2	-	2
34. support the checker in recording the fabric defects in the visual inspection report	2	3	-	-
35. follow the different inspection systems as per the requirement and instructions from superiors	2	5	-	-
36. use proper tools and equipments for mending the fabric	2	5	-	-
37. Follow tag system for cuttable defects, defects coming under 4 points, and other faults as per the prevalent classification system	2	5	-	-
38. ensure all the marked defects are mended	-	7	-	-
39. record all fabric defects and mark in the fabric examination report which is / will be mended	-	7	-	-
40. mend the loose threads, slubs, snarls and other mendable faults	-	5	-	2
41. clean the soft stains using water & brush	-	5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
42. note down the defects against the corresponding meter only	1	6	-	-
43. Cover and store the inspected fabric properly at the place earmarked	-	5	-	-
44. report the defects inspected and mended during the inspection to the higher authority	2	5	-	-
45. ensure cleanliness and safety at work place	2	3	-	-
NOS Total	94	182	-	24

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N2304
NOS Name	Check and mend the fabrics produced
Sector	Textile
Sub-Sector	Weaving
Occupation	Post Weaving
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	21/01/2015
Next Review Date	01/03/2016
NSQF Clearance Date	20/07/2015

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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

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintaining the work area, tools and machines</i>	17	20	-	13
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
NOS Total	17	20	-	13

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National Occupational Standards (NOS) Parameters

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

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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>	5	4	-	2
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>	6	7	-	4
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>	5	4	-	3
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>	3	5	-	2
11. develop new ideas for work procedures	1	3	-	1
12. improve upon the existing techniques to increase process efficiency	2	2	-	1
NOS Total	19	20	-	11

Qualification Pack

National Occupational Standards (NOS) Parameters

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

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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

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- 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>	27	35	-	23
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

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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>	2	2	-	2
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>	3	3	-	3
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
NOS Total	32	40	-	28

Qualification Pack

National Occupational Standards (NOS) Parameters

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

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- 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>	5	9	-	7
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>	3	5	-	4
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>	3	4	-	3
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>	4	2	-	1
12. monitor the workplace and work processes for potential risks and threat	2	1	-	-
13. align them with organisation standards	2	1	-	1
NOS Total	15	20	-	15

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	TSC/N9004
NOS Name	Comply with industry and organizational requirement
Sector	Textile
Sub-Sector	Spinning, Weaving, Processing, Knitting
Occupation	Textile Mill sector - Cotton
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	25/02/2015
Next Review Date	01/03/2016
NSQC Clearance Date	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 Element/ 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 Element/ 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 these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 50

(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/N2303.Taking charge of shift and handing over shift to Fabric Mender	30	50	-	20	100	15
TSC/N2304.Check and mend the fabrics produced	94	182	-	24	300	46
TSC/N9001.Maintain work area, tools and machines	17	20	-	13	50	8

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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
TSC/N9002.Working in a team	19	20	-	11	50	8
TSC/N9003.Maintain health, safety and security at workplace	32	40	-	28	100	15
TSC/N9004.Comply with industry and organizational requirement	15	20	-	15	50	8
Total	207	332	-	111	650	100

Acronyms

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

Qualification Pack

Glossary

Sector	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.
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 organisation.
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 (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) 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)	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.
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 anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	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.

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Knowledge and Understanding (KU)	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.
Organisational Context	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.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	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.
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.