

Qualification Pack



Beam Carrier - Loader

QP Code: TSC/Q2601

Version: 1.0

NSQF Level: 3

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TSC/Q2601: Beam Carrier - Loader

Brief Job Description

A Beam Carrier / Loader is a job-role in the weaving preparatory department. The responsibility of a Beam Carrier/ Loader is to unload the materials from the vehicles, carry sized beams to the loom sheds, load the materials in the vehicles etc., without damage to material or machine parts and giving due importance to safety and environment aspects

Personal Attributes

A beam carrier/loader should have good eyesight, eye hand coordination, good physique 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/N2601: Taking charge of shift and handing over the shift to Beam Carrier -Loader](#)
2. [TSC/N2602: Carrying beams, loading and unloading materials from the vehicles](#)
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	Weaving
Country	India
NSQF Level	3
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8152.99
Minimum Educational Qualification & Experience	8th Class (Preferably)

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Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Training in weaving preparatory 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/N2601: Taking charge of shift and handing over the shift to Beam Carrier -Loader

Description

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

Scope

This unit/task covers the following:

- Take charge of shift from Beam Carrier-Loader
- Handing over shift to Beam Carrier-Loader

Elements and Performance Criteria

Take charge of shift from Beam Carrier Loader

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. collect instructions from the higher authority regarding the work to be carried out for the day, with order of preference / priority
3. carry his tools or equipment for loading / unloading of beams, machine parts etc
4. use safety equipment such as gloves, safety boots, mask, ear plug etc

Handing over shift to Beam Carrier-Loader

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

5. ensure that all the tasks given for the day by his/her superiors are completed as instructed
6. report to his/her shift superior about the status of the tasks given for the day and should leave the department, only after getting concurrence for the same from his/her superiors
7. ensure his work area is neat & clean

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization's policies and standard operating procedures (SOP)
- KU2.** potential hazards associated with the machines and the safety precautions must be taken
- KU3.** protocol to obtain more information on work related tasks
- KU4.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials and equipments
- KU5.** details of the various job roles and responsibilities
- KU6.** protocol and format for reporting work related risks/ problems
- KU7.** method of obtaining /giving feed back with respect to performance

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- KU8.** method of obtaining /giving feedback with respect to performance
- KU9.** importance of team work, harmonious working relationships
- KU10.** responsibilities under health, safety and environmental legislation
- KU11.** guidelines for storage and disposal of waste materials
- KU12.** about the standards / procedures with respect to stacking
- KU13.** about the impact of the transit damages for the raw materials
- KU14.** About the functioning of various types of Mechanical and Electronic scales
- KU15.** About the functional aspects of the Chain pulley Block
- KU16.** About the functional aspects of Fork Lift
- KU17.** About the functional aspects of Hoist

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.** avoid handling damages to the materials or machines or to any other items at the work place
- GS6.** Ensure that stacking of goods is neat and tidy with easy traceability
- GS7.** plan and manage work routine based on instructions from supervisor
- GS8.** participate in the various programs/ meetings that will be conducted by the superiors
- GS9.** put forth the suggestions in the interest of the Company
- GS10.** participate in the Quality Circles formed by the Superiors
- GS11.** willingly participate in the quality circles that are formed by the superiors extend voluntary supports and adapt to the various procedures that are adopted by the Company with respect to compliances for the different certifications like ISO 9001, ISO 14001, SA 8001 GOTS Certification Fair Trade etc.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Take charge of shift from Beam Carrier Loader</i>	15	35	-	12
1. • come at least 10 • 15 minutes earlier to the work spot	-	10	-	3
2. collect instructions from the higher authority regarding the work to be carried out for the day, with order of preference / priority	5	5	-	3
3. carry his tools or equipment for loading / unloading of beams, machine parts etc	5	10	-	3
4. use safety equipment such as gloves, safety boots, mask, ear plug etc	5	10	-	3
<i>Handing over shift to Beam Carrier-Loader</i>	15	15	-	8
5. ensure that all the tasks given for the day by his/her superiors are completed as instructed	5	5	-	3
6. report to his/her shift superior about the status of the tasks given for the day and should leave the department, only after getting concurrence for the same from his/her superiors	5	5	-	3
7. ensure his work area is neat & clean	5	5	-	2
NOS Total	30	50	-	20

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N2601
NOS Name	Taking charge of shift and handing over the shift to Beam Carrier - Loader
Sector	Textile
Sub-Sector	Weaving
Occupation	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/N2602: Carrying beams, loading and unloading materials from the vehicles

Description

This unit provides performance criteria, knowledge and understanding and skill abilities required to carry beams, load and unload materials from vehicles without defects, or damage to people, machine etc., without wasting raw materials, spares, tools, etc., and considering the environmental aspects as well

Scope

This unit/task covers the following:

- Unloading materials
- Carrying the beam
- Other work practices

Elements and Performance Criteria

Unloading materials

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

1. check with the higher authority whether the materials pertain to the required work or not
2. check whether tarpaulin is properly tied and the materials are properly covered
3. ensure that one higher authority and one security guard are present during loading / unloading of goods or material
4. avoid use of any hook to avoid damage to goods
5. check the condition of the packages if any, for the packages are opened or damaged the same to be unloaded only after the approval of the higher authority
6. unload the cone / cheese bags/ boxes and store the same at the place earmarked for the same.
7. Ensure to store / stack the bags / boxes in such a way that the markings on the bags/boxes are readable.
8. unload the empty beams from the vehicle without damaging the same
9. store the unloaded empty beams at the reserve place
10. ensure the safety methods are adopted accordingly so that no damage is caused to people or material, whether it is manual unloading with or without proper loading point or unloading using forklift, chain block, electrical hoist or any other equipment.

Carrying the Beam

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

11. check the condition of the empty beams, before bringing them to the sizing machine and handing over the same to the sizer.
12. peel off the old beam tickets from the empty beams
13. clean the empty beams thoroughly, so that no stain or rust is there, before they are brought to the sizing machine and handed over to the sizer

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14. paste fresh beam tickets after the sized beams are unloaded from the sizing machine, as per the advice of the higher authority
15. properly wrap the sized beams as per the advice of the higher authority so that no warp sheet is exposed outside
16. store the sized beams in the place earmarked for them
17. store the sized beams in such a way that there is no damage to the warp National sheet and they are easily traceable sheet and they are easily traceable
18. carry the sized beams to the loom sheds as per the advice of the higher authority using beam trolleys only
19. ensure that there is no damage entertained to the beams while carrying to the loom shed . safely hand over of the sized beams after storing them at the place as advised by the loom shed authority
20. hand over the GRN slip to the higher authority in the sizing department
21. get the list of the materials (from the higher authority) to be loaded in the vehicle.
22. check whether tarpaulin is there and whether the same is in good condition in the vehicle in which the materials need to be loaded.
23. check the condition of the interior of the vehicle. if it is in bad condition, no materials should be loaded in the said vehicle.
24. check that the interior of the said vehicle is clean. if necessary, cleaning has to be done. floor covers should be spread to protect the materials from staining
25. check the availability of the materials to be loaded, as per the list given by the higher authority
26. take the materials from the stacked place safely and without damaging the other materials
27. check that loading takes place in the presence of a higher authority and a security guard
28. ensure that all the materials are loaded without damaging the packages

Other work practices

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

29. keep the hands clean during material handling & use hand gloves while working
30. work as a team while carrying out the works
31. maintain clean habits (abstain from drinking, abstain from smoking etc.) while being on duty
32. ensure that the loading point is free from other hazards
33. ensure that the trolleys move freely without any obstruction, by cleaning the fluff in the wheels or by changing the worn out/ damaged wheels
34. ensure that the weighing scales work properly. for any deviation should bring the same to the knowledge of the higher authorities
35. ensure proper functioning of chain block, fork lift, hoist etc. for any deviation, should bring the same to the knowledge of the higher authorities

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organization's policies and standard operating procedures (SOP)
- KU2.** potential hazards associated with the machines and the safety precautions must be taken

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- KU3.** protocol to obtain more information on work related tasks
- KU4.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials and equipments
- KU5.** details of the various job roles and responsibilities
- KU6.** protocol and format for reporting work related risks/ problems
- KU7.** method of obtaining /giving feedback with respect to performance
- KU8.** importance of team work harmonious working relationships
- KU9.** process for offering /obtaining work related assistance
- KU10.** responsibilities under health, safety and environmental legislation
- KU11.** guidelines for storage and disposal of waste materials
- KU12.** about the standards / procedures with respect to loading, unloading, stacking of goods & material
- KU13.** about the impact of the transit damages to the raw materials & spares
- KU14.** about the functioning of various types of (mechanical and electronic) scales
- KU15.** about the functional aspects of the chain block
- KU16.** About the functional aspects of Fork Lift
- KU17.** about the functional aspects of electric Hoist

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.** avoid handling damages to the materials or machines or to any other items at the work place
- GS6.** oversee stacking looks neat and good, with easy traceability
- GS7.** plan and manage work routine based on instructions from supervisor
- GS8.** should willingly participate in the various programs/ meetings that will be conducted by the superiors
- GS9.** put forth the suggestions in the interest of the Company
- GS10.** should willingly participate in the quality circles that will be formed by the superiors should extend voluntary supports 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 etc.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Unloading materials</i>	28	50	-	14
1. check with the higher authority whether the materials pertain to the required work or not	4	4	-	-
2. check whether tarpaulin is properly tied and the materials are properly covered	-	6	-	2
3. ensure that one higher authority and one security guard are present during loading / unloading of goods or material	-	4	-	4
4. avoid use of any hook to avoid damage to goods	4	4	-	4
5. check the condition of the packages if any, for the packages are opened or damaged the same to be unloaded only after the approval of the higher authority	6	6	-	-
6. unload the cone / cheese bags/ boxes and store the same at the place earmarked for the same.	4	4	-	-
7. Ensure to store / stack the bags / boxes in such a way that the markings on the bags/boxes are readable.	4	4	-	-
8. unload the empty beams from the vehicle without damaging the same	-	6	-	2
9. store the unloaded empty beams at the reserve place	-	6	-	2
10. ensure the safety methods are adopted accordingly so that no damage is caused to people or material, whether it is manual unloading with or without proper loading point or unloading using forklift, chain block, electrical hoist or any other equipment.	6	6	-	-
<i>Carrying the Beam</i>	57	87	-	4
11. check the condition of the empty beams, before bringing them to the sizing machine and handing over the same to the sizer.	4	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
12. peel off the old beam tickets from the empty beams	2	6	-	-
13. clean the empty beams thoroughly, so that no stain or rust is there, before they are brought to the sizing machine and handed over to the sizer	2	4	-	2
14. paste fresh beam tickets after the sized beams are unloaded from the sizing machine, as per the advice of the higher authority	2	4	-	2
15. properly wrap the sized beams as per the advice of the higher authority so that no warp sheet is exposed outside	6	6	-	-
16. store the sized beams in the place earmarked for them	2	6	-	-
17. store the sized beams in such a way that there is no damage to the warp National sheet and they are easily traceable sheet and they are easily traceable	2	6	-	-
18. carry the sized beams to the loom sheds as per the advice of the higher authority using beam trolleys only	2	6	-	-
19. ensure that there is no damage entertained to the beams while carrying to the loom shed . safely hand over of the sized beams after storing them at the place as advised by the loom shed authority	4	4	-	-
20. hand over the GRN slip to the higher authority in the sizing department	4	4	-	-
21. get the list of the materials (from the higher authority) to be loaded in the vehicle.	4	4	-	-
22. check whether tarpaulin is there and whether the same is in good condition in the vehicle in which the materials need to be loaded.	4	4	-	-
23. check the condition of the interior of the vehicle. if it is in bad condition, no materials should be loaded in the said vehicle.	4	4	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
24. check that the interior of the said vehicle is clean. if necessary, cleaning has to be done. floor covers should be spread to protect the materials from staining	3	5	-	-
25. check the availability of the materials to be loaded, as per the list given by the higher authority	3	5	-	-
26. take the materials from the stacked place safely and without damaging the other materials	3	5	-	-
27. check that loading takes place in the presence of a higher authority and a security guard	4	4	-	-
28. ensure that all the materials are loaded without damaging the packages	2	6	-	-
<i>Other work practices</i>	9	45	-	6
29. keep the hands clean during material handling & use hand gloves while working	2	6	-	-
30. work as a team while carrying out the works	2	6	-	-
31. maintain clean habits (abstain from drinking, abstain from smoking etc.) while being on duty	-	4	-	4
32. ensure that the loading point is free from other hazards	3	5	-	-
33. ensure that the trolleys move freely without any obstruction, by cleaning the fluff in the wheels or by changing the worn out/ damaged wheels	2	4	-	2
34. ensure that the weighing scales work properly. for any deviation should bring the same to the knowledge of the higher authorities	-	8	-	-
35. ensure proper functioning of chain block, fork lift, hoist etc. for any deviation, should bring the same to the knowledge of the higher authorities	-	12	-	-
NOS Total	94	182	-	24

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N2602
NOS Name	Carrying beams, loading and unloading materials from the vehicles
Sector	Textile
Sub-Sector	Weaving
Occupation	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/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
NSQF 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

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- 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

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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

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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

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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

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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/N2601.Taking charge of shift and handing over the shift to Beam Carrier - Loader	30	50	-	20	100	15
TSC/N2602.Carrying beams, loading and unloading materials from the vehicles	94	182	-	24	300	46

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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
TSC/N9001.Maintain work area, tools and machines	17	20	-	13	50	8
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

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.