



Screen preparatory operator rotary/ flat bed

QP Code: TSC/Q5206

Version: 1.0

NSQF Level: 4

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Qualification Pack

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TSC/Q5206: Screen preparatory operator rotary/ flat bed

Brief Job Description

A Screen Preparatory Operator is responsible for preparation of design screen for printing machine. He should be able to operate the machine, carry out routine cleaning & preventive maintenance activities to produce defect free designs. This job requires the individual to have thorough knowledge of process flow and material flow in a processing mill for fabric production and should know about the important functions and operations of a printing machine.

Personal Attributes

A Screen Preparatory Operator should have good eyesight, matching skills and vision. He/she should also have good interpersonal skills.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [TSC/N5217: Taking charge of shift and handing over shift to Screen Preparatory Operator Rotary/ Flat Bed](#)
2. [TSC/N5218: Preparing the Design Screen for Rotary/ Flat Bed](#)
3. [TSC/N5219: Check the quality of exposed Design Screen for Rotary/ Flat Bed](#)
4. [TSC/N9001: Maintain work area, tools and machines](#)
5. [TSC/N9002: Working in a team](#)
6. [TSC/N9003: Maintain health, safety and security at workplace](#)
7. [TSC/N9004: Comply with industry and organizational requirement](#)

Qualification Pack (QP) Parameters

Sector	Textile
Sub-Sector	Processing
Occupation	Processing Preparatory
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8154.99

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Minimum Educational Qualification & Experience	10th Class (Preferably) with 2-3 Years of experience in textile processing (Experience is preferred but not mandatory)
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	3 to 6 months of training in textile processing department (Suggested but not mandatory)
Minimum Job Entry Age	18 Years
Last Reviewed On	25/02/2015
Next Review Date	31/03/2021
Deactivation Date	31/03/2021
NSQC Approval Date	05/08/2015
Version	1.0

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TSC/N5217: Taking charge of shift and handing over shift to Screen Preparatory Operator Rotary/ Flat Bed

Description

This unit is about taking charge of shift from previous shift Screen Preparatory operator Rotary/Flat bed and relieving the responsibilities to the next shift Screen Preparatory operator Rotary/Flat bed

Scope

This unit/task covers the following:

- taking charge of shift from Screen Preparatory operator Rotary/Flat bed
- handing over shift to Screen Preparatory operator Rotary/Flat bed

Elements and Performance Criteria

Taking charge of shift from Screen Preparatory operator Rotary/Flat bed

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

1. should come at least 10 - 15 minutes earlier to the work place
2. should bring the necessary operational tools to the department
3. should meet the previous shift operator and discuss with him/ her regarding the issues faced by him with respect to the quality, production, spare, safety or any other specific instruction etc
4. understand the printing screen being exposed and the process going on.
5. ensure the technical details are mentioned on the job card display on the machine
6. should check for the availability of the spare design screens ready for exposing
7. should check the design screens for next batch to be developed for printing are ready near the machine
8. Check that required coating & exposing chemicals & mesh fabric is available in the department
9. should check the cleanliness of the machines & other work areas
10. should question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well as that of the previous shift
11. should take over the shift from the outgoing operator in a proper manner

Handing Over Shift to Screen Preparatory operator Rotary/Flat bed

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

12. ensure in providing the details regarding quality & the process running on the machine
13. to provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the, design screen or machine
14. should ensure that a set of coated screens is ready for exposing for emergency
15. should ensure the design screens for next lot to be printed is ready near the machine already washed & dried
16. ensure the required coating & exposing chemicals & design films for the next lot or next design are ready
17. should get clearance from the incoming counterpart before leaving the work spot

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18. should report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift
19. ensure the shift has to be properly handed over to the incoming shift operator
20. should report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors
21. should collect the wastes from waste collection bags, weigh them and transport to storage area
22. ensure the machine and its work place is clean

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Standard operating procedure (SOP) and regulations in a processing unit
- KU2.** Safe working practices to be adopted in processing unit
- KU3.** Quality systems and other processes practiced in the processing unit
- KU4.** Reporting to the supervisor or higher authority in case of emergency
- KU5.** Color coding adopted for different products in the processing unit
- KU6.** Understanding the importance of quality & productivity
- KU7.** Understanding various defects in the fabric due to yarn, weaving or processing
- KU8.** Reasons for various defects in the fabric due to printing & their remedy
- KU9.** Process flow in a processing unit
- KU10.** Material flow in a processing unit
- KU11.** Functions of various controls of the machine
- KU12.** Importance of material handling and types of material handling equipment being used
- KU13.** Importance of cleanliness at workplace
- KU14.** Functions and methodology for operating different material handling equipment
- KU15.** Understanding the functions of various alarm signals
- KU16.** Guidelines for operating the machine
- KU17.** Guidelines for taking charge of shift from previous shift Screen Preparatory operator Rotary/Flat bed
- KU18.** Guidelines for handing over the shift to the next shift Screen Preparatory operator Rotary/Flat bed
- KU19.** Safety procedures to be followed while operating the machine

Generic Skills (GS)

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

- GS1.** Write clear and short sentences
- GS2.** Read and comprehend written instructions
- GS3.** Communicate with supervisor appropriately
- GS4.** Talk to others to convey information effectively

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- GS5.** Apply problem-solving approaches in different situations
- GS6.** Refer anomalies to the supervisor
- GS7.** Seek clarification on problems from others
- GS8.** Apply good attention to detail
- GS9.** Check your work is complete and free from errors
- GS10.** Operate the machine & exposing equipments
- GS11.** Handle various degreasing, coating/ exposing & hardening chemicals
- GS12.** Operate different material handling tools and equipment
- GS13.** Check the quality of exposed design
- GS14.** Maintain cleanliness at work place

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Taking charge of shift from Screen Preparatory operator Rotary/Flat bed</i>	5	23	-	2
1. should come at least 10 - 15 minutes earlier to the work place	1	3	-	1
2. should bring the necessary operational tools to the department	1	2	-	-
3. should meet the previous shift operator and discuss with him/ her regarding the issues faced by him with respect to the quality, production, spare, safety or any other specific instruction etc	1	2	-	1
4. understand the printing screen being exposed and the process going on.	1	2	-	-
5. ensure the technical details are mentioned on the job card display on the machine	1	2	-	-
6. should check for the availability of the spare design screens ready for exposing	-	2	-	-
7. should check the design screens for next batch to be developed for printing are ready near the machine	-	2	-	-
8. Check that required coating & exposing chemicals & mesh fabric is available in the department	-	2	-	-
9. should check the cleanliness of the machines & other work areas	-	2	-	-
10. should question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well as that of the previous shift	-	2	-	-
11. should take over the shift from the outgoing operator in a proper manner	-	2	-	-
<i>Handing Over Shift to Screen Preparatory operator Rotary/Flat bed</i>	1	22	-	1

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
12. ensure in providing the details regarding quality & the process running on the machine	1	2	-	1
13. to provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the, design screen or machine	-	2	-	-
14. should ensure that a set of coated screens is ready for exposing for emergency	-	2	-	-
15. should ensure the design screens for next lot to be printed is ready near the machine already washed & dried	-	1	-	-
16. ensure the required coating & exposing chemicals& design films for the next lot or next design are ready	-	1	-	-
17. should get clearance from the incoming counterpart before leaving the work spot	-	2	-	-
18. should report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift	-	2	-	-
19. ensure the shift has to be properly handed over to the incoming shift operator	-	2	-	-
20. should report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors	-	3	-	-
21. should collect the wastes from waste collection bags, weigh them and transport to storage area	-	3	-	-
22. ensure the machine and its work place is clean	-	2	-	-
NOS Total	6	45	-	3

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N5217
NOS Name	Taking charge of shift and handing over shift to Screen Preparatory Operator Rotary/ Flat Bed
Sector	Textile
Sub-Sector	Processing
Occupation	Processing Preparatory
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/N5218: Preparing the Design Screen for Rotary/ Flat Bed

Description

This unit is about preparing the Design Screen

Scope

This unit covers the following:

- carryout preparatory activates for screen making
- operate the machine for specified task as per work order
- clean the machine on regular basis and carryout preventive maintainenace activities

Elements and Performance Criteria

Carry out preparatory activities for screen making

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

1. understand the task mentioned in the work order
2. check the art work or the design film to be exposed
3. check the design repeat
4. check the no. of colours to be printed
5. clean the screen frames
6. select the right mesh size depending upon the design to be printed
7. cut the required no. of mesh fabric as per size of screen

Operate the machine for the specified task as per work order

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

8. stretch the mesh on all frames evenly & leave it for few hours
9. re stretch the mesh again & stick it to the frame with glue
10. degrease the screen thoroughly using screen degreaser
11. apply solvent resistant direct emulsion evenly to the screen
12. dry the screen completely before exposure
13. maintain optimum drying conditions in the drying area
14. ensure the drying area is warm & dust free
15. expose the screen using a light exposure unit
16. wash the exposed screen thoroughly
17. dry the screen completely

Clean the machine on a regular basis and carryout preventive maintenance activities

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

18. keep the exposing machine & other equipment clean at all times
19. follow the preventive maintenance schedule & ensure the machine is running smoothly
20. check that all controls are functioning properly

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21. replace the exposing unit bulbs when its due
22. keep the exposing & drying area dust free
23. Store the screen in the rack for repeat orders

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 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
- KU8.** The organisations rules, codes and guidelines (including timekeeping)
- KU9.** The companys quality standards
- KU10.** The importance of complying with written instructions
- KU11.** Equipment operating procedures / supervisors instructions
- KU12.** Importance of discipline & punctuality
- KU13.** Importance of take over & handover in achieving quality & productivity
- KU14.** Use of proper cleaning tools
- KU15.** SOP for coating & exposing the design screens
- KU16.** Method of using & handling of degreasing, coating & hardening chemicals
- KU17.** Use of thermometer & hygrometer to monitor drying conditions
- KU18.** Use of filtered warm & dry air
- KU19.** Avoiding of overexposing or under exposing of screen
- KU20.** Sparring of the machine when its due for maintenance

Generic Skills (GS)

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

- GS1.** Read and comprehend written instructions
- GS2.** Read any application sent by other colleagues
- GS3.** Communicate in basic language orally
- 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

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- 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.** Knowledge about the operations & functions of exposing machine
- GS14.** Know the various faults & their correction during exposing and screen development
- GS15.** Type of designs
- GS16.** No. of colours to be printed
- GS17.** Repeat size
- GS18.** Cover percentage
- GS19.** Knowledge of various repeat sizes
- GS20.** Knowledge of various types of screen mesh depending upon the design coverage
- GS21.** Methods of stretching the screen mesh on frame
- GS22.** Knowledge of optimum stretching pressure
- GS23.** Methods of applying emulsion to the screen
- GS24.** Knowledge of optimum temp & humidity for drying
- GS25.** Knowledge of proper exposing technique
- GS26.** Methods of washing the screen
- GS27.** Use of proper cleaning tools
- GS28.** Knowledge of various control functions of machine
- GS29.** Use of filtered & warm air in the drying area

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Carry out preparatory activities for screen making</i>	7	20	-	2
1. understand the task mentioned in the work order	1	2	-	1
2. check the art work or the design film to be exposed	1	3	-	1
3. check the design repeat	1	3	-	-
4. check the no. of colours to be printed	1	3	-	-
5. clean the screen frames	1	3	-	-
6. select the right mesh size depending upon the design to be printed	1	3	-	-
7. cut the required no. of mesh fabric as per size of screen	1	3	-	-
<i>Operate the machine for the specified task as per work order</i>	4	30	-	1
8. stretch the mesh on all frames evenly & leave it for few hours	-	3	-	-
9. re stretch the mesh again & stick it to the frame with glue	-	3	-	-
10. degrease the screen thoroughly using screen degreaser	1	3	-	-
11. apply solvent resistant direct emulsion evenly to the screen	1	3	-	-
12. dry the screen completely before exposure	-	3	-	-
13. maintain optimum drying conditions in the drying area	1	2	-	1
14. ensure the drying area is warm & dust free	-	3	-	-
15. expose the screen using a light exposure unit	1	3	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
16. wash the exposed screen thoroughly	-	4	-	-
17. dry the screen completely	-	3	-	-
<i>Clean the machine on a regular basis and carryout preventive maintenance activities</i>	1	15	-	-
18. keep the exposing machine & other equipment clean at all times	-	3	-	-
19. follow the preventive maintenance schedule & ensure the machine is running smoothly	-	3	-	-
20. check that all controls are functioning properly	-	3	-	-
21. replace the exposing unit bulbs when its due	1	2	-	-
22. keep the exposing & drying area dust free	-	3	-	-
23. Store the screen in the rack for repeat orders	-	1	-	-
NOS Total	12	65	-	3

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N5218
NOS Name	Preparing the Design Screen for Rotary/ Flat Bed
Sector	Textile
Sub-Sector	Processing
Occupation	Processing Preparatory
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/N5219: Check the quality of exposed Design Screen for Rotary/ Flat Bed

Description

This unit is about checking the quality of exposed Design Screen

Scope

This unit covers the following:

- Checking the quality of exposed Design Screen

Elements and Performance Criteria

Checking the quality of exposed design screen

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

1. examine the screen under white light for pinhole & other defects
2. do the touching of any pin holes or other defects
3. mask the sides with tape to avoid wastage of print paste
4. fix the end rings to the screen in case of Rotary screen

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 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
- KU8.** The organisations rules, codes and guidelines (including timekeeping)
- KU9.** The companys quality standards
- KU10.** The importance of complying with written instructions
- KU11.** Equipment operating procedures / supervisors instructions
- KU12.** Methods of repairing of screen

Generic Skills (GS)

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

- GS1.** Comprehend written instructions

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- GS2.** Read any application sent by other colleagues
- GS3.** Communicate in basic language orally
- 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.** Knowledge of various defects due to poor exposure of screen
- GS14.** Knowledge of fixing the end rings/ hardening the exposed design screens

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Checking the quality of exposed design screen</i>	2	14	-	-
1. examine the screen under white light for pinhole & other defects	1	3	-	-
2. do the touching of any pin holes or other defects	1	5	-	-
3. mask the sides with tape to avoid wastage of print paste	-	3	-	-
4. fix the end rings to the screen in case of Rotary screen	-	3	-	-
NOS Total	2	14	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	TSC/N5219
NOS Name	Check the quality of exposed Design Screen for Rotary/ Flat Bed
Sector	Textile
Sub-Sector	Processing
Occupation	Processing Preparatory
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/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

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
NSQF 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

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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

Qualification Pack

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
5. In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
6. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack

Minimum Aggregate Passing % at QP Level : 70

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
TSC/N5217.Taking charge of shift and handing over shift to Screen Preparatory Operator Rotary/ Flat Bed	6	45	-	3	54	14
TSC/N5218.Preparing the Design Screen for Rotary/ Flat Bed	12	65	-	3	80	18
TSC/N5219.Check the quality of exposed Design Screen for Rotary/ Flat Bed	2	14	-	-	16	4

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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	13
TSC/N9002.Working in a team	19	20	-	11	50	13
TSC/N9003.Maintain health, safety and security at workplace	32	40	-	28	100	25
TSC/N9004.Comply with industry and organizational requirement	15	20	-	15	50	13
Total	103	224	-	73	400	100

Acronyms

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

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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.