

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack-Ginning Helper

SECTOR: TEXTILE

SUB-SECTOR: Spinning

OCCUPATION: Fibre Preparing

REFERENCE ID: TSC/Q0901

ALIGNED TO: NCO-2015/8151.9900

Brief Job Description: The ginning helper is responsible for carrying out various labour intensive jobs in the ginning sector under supervision by maintaining health, safety and security in the ginning sector. The person can seek employment in a ginning factory.

Personal Attributes: Needs to have basic knowledge of cleanliness at workplace, sound health, ability to work diligently.

Job Details	Qualifications Pack Code		TSC/Q0901	
	Job Role		Ginning Helper [Applicable to National Scenarios]	
	Credits	TBD	Version number	1.0
	Sector	Textile	Drafted on	03/05/17
	Sub-sector	Spinning	Last reviewed on	03/05/17
	Occupation	Fibre Preparing	Next review date	03/05/19

Job Role	Ginning Helper
Role Description	The job holder is responsible for helping others by carrying out labour intensive work in the ginning sector under supervision
NSQF level	2
Minimum Educational Qualifications	5 th Standardpass, preferably
Maximum Educational Qualifications	NA
Prerequisite License or Training	NA
Minimum Job Entry Age	18 years
Experience	NA
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. TSC/N0901 Undertake loading, unloading and heaping in the ginning sector 2. TSC/N0902 Assist production department in ginning sector 3. TSC/N0903 Assist maintenance department in ginning sector 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 work place 7. TSC/N9004 Comply with industry and organizational requirements
Performance Criteria	As described in the relevant OS units

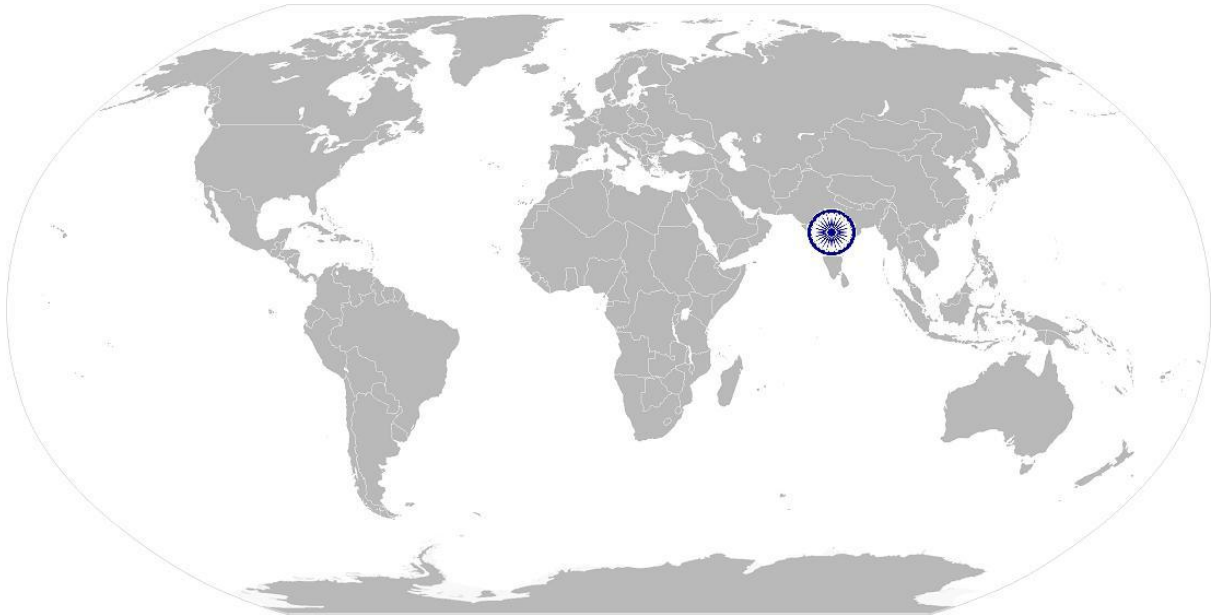
Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-Sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to any one searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

Core Skills/Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. In the context of the OS, these include communication related skills that are applicable to most job roles.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of NOS.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.

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

National Occupational Standard



Overview

This unit refers to the necessary skills, knowledge and attributes to undertake loading, unloading and heaping in the ginning sector.

TSC/N0901

Undertake loading, unloading and heaping in the ginning sector

National Occupational Standard	Unit Code	TSC/N0901
	Unit Title (Task)	Undertake loading, unloading and heaping in the ginning sector
	Description	The unit deals with necessary skills, knowledge and attributes required for a ginning worker to load, unload and heap materials in the ginning sector.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Ensure proper loading, unloading and heaping of materials under supervision
Performance Criteria(PC) w.r.t. the Scope		
Element	Performance Criteria	
Ensure proper loading, unloading and heaping of materials under supervision	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. get count sheet, daily targets of unloading and loading of cotton from the ginning supervisor</p> <p>PC2. unload the kapas/boras from truck based on shade marked on them, mentioning where the cotton is picked and store it to the respective area by using proper material handling tools like bale hooks, bale trolleys, mechanical conveyors etc.</p> <p>PC3. report to the supervisor regarding any damage/ discrepancies while unloading of kapas/ boras</p> <p>PC4. ensure the heaping area is clean before unloading the cotton</p> <p>PC5. carry out work in a hygienic condition by cleaning frequently the fiber dust deposits and wear headwear/caps, masks, gloves, etc. to avoid fiber dust inhalation</p> <p>PC6. load the pressed bales to truck by mechanical conveyor</p> <p>PC7. ensure trucks/carts/tractors are compactly loaded with cotton bales and make it free from external contacts while transportation</p> <p>PC8. carry out all unloading of kapas/ boras based on color tag provided with them at their respective heaping areas</p> <p>PC9. heap layer by layer of cotton as per instructions</p> <p>PC10. dispense the kapas/ boras to the dispensing machine</p> <p>PC11. ensure that heap is covered with tarpaulin to protect from rain, sun and airborne impurities</p> <p>PC12. open cotton bags by un-sewing instead of cutting twine into small piece</p> <p>PC13. store bales on clean, paved and preferably roofed platforms or in well ventilated, covered godown</p> <p>PC14. remove all immature fibres and contaminants like metal wires, bolts, machine parts, leather pieces, spilt oil cleaning cloths, etc.</p> <p>PC15. collect immature fibers and contaminations in separate bags</p> <p>PC16. handle all materials such as kapas, seed and lint with care to avoid mixing with foreign matter</p> <p>PC17. ensure that the premises are protected from any harmful chemical, plastics and flammable materials</p>	

TSC/N0901 Undertake loading, unloading and heaping in the ginning sector

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. policies and procedures followed in the ginning sector relevant to own employment and performance conditions KA2. health , safety requirements, usage of personal protective equipment in the ginning industry KA3. color coding for segregation of bales and material handling procedures KA4. form filling procedure KA5. importance of following health, hygiene, safety and effects of the same KA6. own job role and responsibilities and reporting procedures with various level of management in ginning mill KA7. relevant people and their responsibilities in ginning mill KA8. organizational hierarchy in the ginning industry KA9. methods and safety precautions to avoid fire accidents, methods to keep away cotton from contaminants KA10. Whom to report in case of loss of property KA11. Different types of sound alarms and their significance
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Criteria for heaping the cotton based on its variety from different sources of purchase KB2. Types of cotton waste/contaminants like seed coats, paper bits etc. and procedure for their disposal KB3. importance of using personal protective equipment in ginning industry KB4. firefighting methods and emergency evacuation procedure KB5. knowledge about causes for accidents/ emergencies in ginning industry
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. write local or English language for recording production, quality related information, numbering, and maintenance of related information and materials, etc.
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read to differentiate the different terms like cotton varieties, colour codes, etc. SA3. read and correctly interpret own notes written in local or English language
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA1. communicate with co-workers appropriately SA2. listen carefully SA3. talk effectively to convey information succinctly and unequivocally

TSC/N0901

Undertake loading, unloading and heaping in the ginning sector

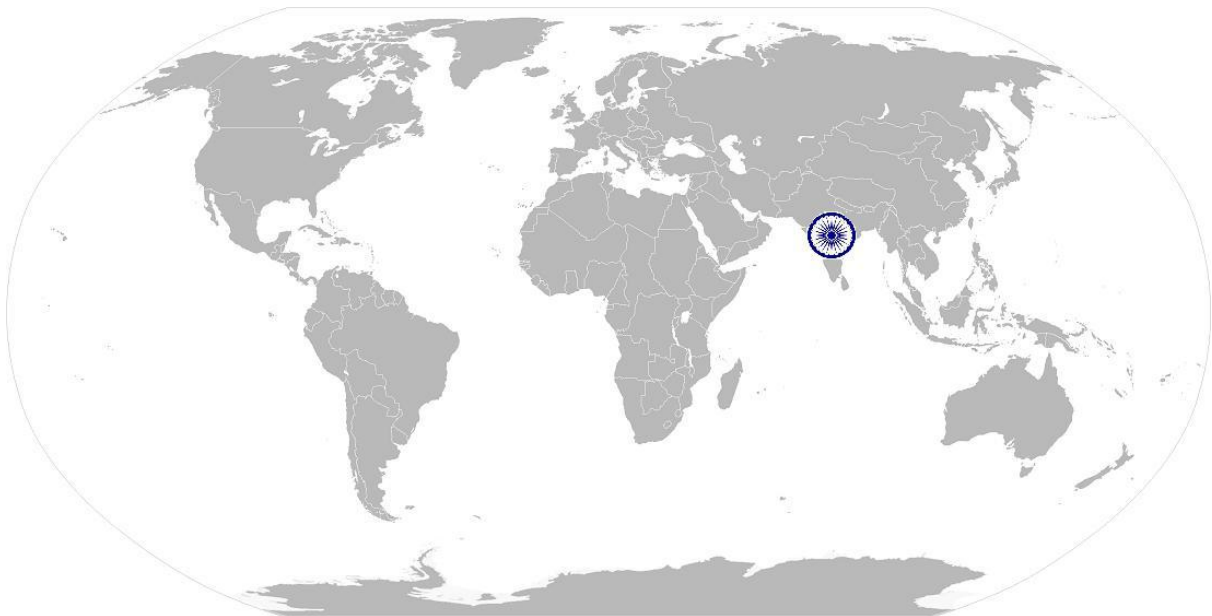
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. evaluate the number of persons needed for loading/ unloading the material with the absence of superior
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. plan and organize own work in a way that all activities are completed in time and as per specifications as directed by the supervisor
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. interpret work requirements correctly SB4. deliver quality output and maintain long term business relationship with customers
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB5. determine timely correction of errors to prevent redoing of work
	Analytical Thinking
	NA
Critical Thinking	
NA	

TSC/N0901

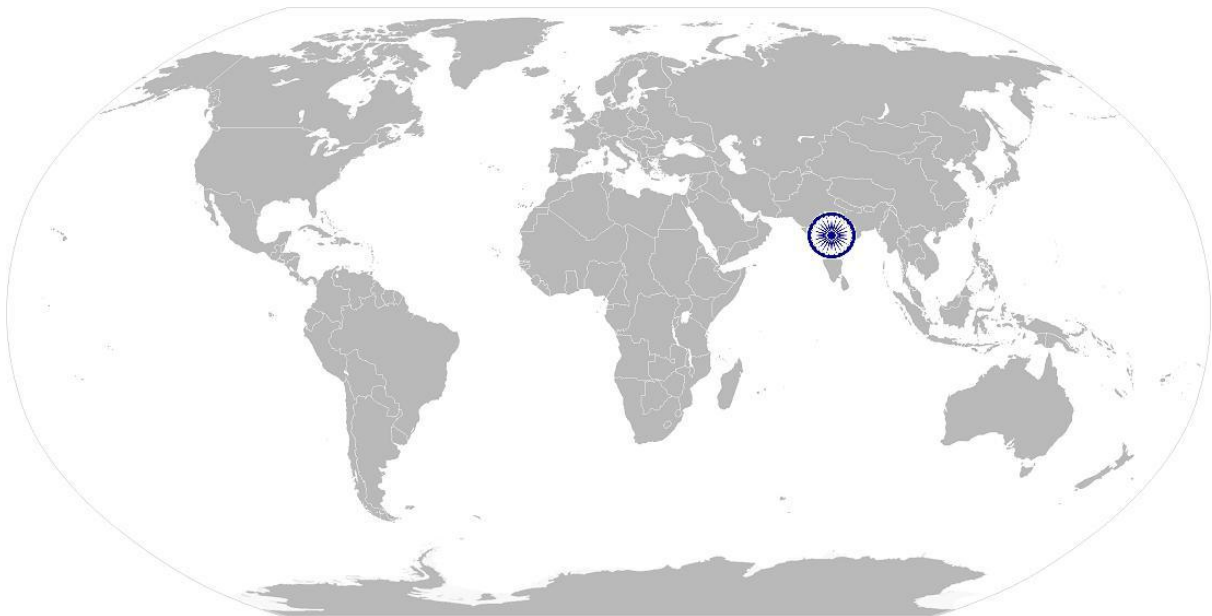
Undertake loading, unloading and heaping in the ginning sector

NOS Version Control

NOS Code	TSC/N0901		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	03/05/17
Industry Sub-sector	Spinning	Last reviewed on	03/05/17
Occupation	Fibre Preparing	Next review date	03/05/19



National Occupational Standard



Overview

This unit refers to the necessary skills, knowledge and attributes to assist production department in ginning sector.

TSC/N0902

Assist production department in ginning sector

National Occupational Standard

Unit Code	TSC/N0902
Unit Title (Task)	Assist production department in ginning sector
Description	The unit deals with necessary skills, knowledge and attributes to assist production department in ginning sector.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Assist production department
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Assist production department	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. transport the heaped cotton to the ginning department in case of manual feed</p> <p>PC2. place the heaped cotton near the ginning machine</p> <p>PC3. feed the heaped material to auto feeder in case of chute feed</p> <p>PC4. assist bale press operators for feeding the lint to traditional bale pressing machine</p> <p>PC5. transport the lint/ raw cotton where ever necessary as directed by ginning supervisor</p> <p>PC6. assist the ginning machine operators by supplying or holding materials or tools, etc.</p> <p>PC7. carry out heaping process near the ginning machine for processing small quantity directed by the ginning supervisor</p> <p>PC8. collect the cotton seed from the ginning machine and store in their respective area</p> <p>PC9. pack the seeds in desired quantity in sacks as directed by the supervisor</p> <p>PC10. mark and tag information provided by the supervisor on cotton seed sacks</p> <p>PC11. transport and store the seed bags at their respective area</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. policies and procedures followed in the ginning sector relevant to own employment and performance conditions</p> <p>KA2. health , safety requirements, usage of personal protective equipment in the ginning industry</p> <p>KA3. color coding for segregation of bales and material handling procedures</p> <p>KA4. form filling procedure</p> <p>KA5. importance of following health, hygiene, safety and effects of the same</p> <p>KA6. own job role and responsibilities and reporting procedures with various level of management in ginning mill</p> <p>KA7. relevant people and their responsibilities in ginning mill</p> <p>KA8. organizational hierarchy in the ginning industry</p> <p>KA9. methods and safety precautions to avoid fire accidents, methods to keep away cotton from contaminants</p>

TSC/N0902

Assist production department in ginning sector

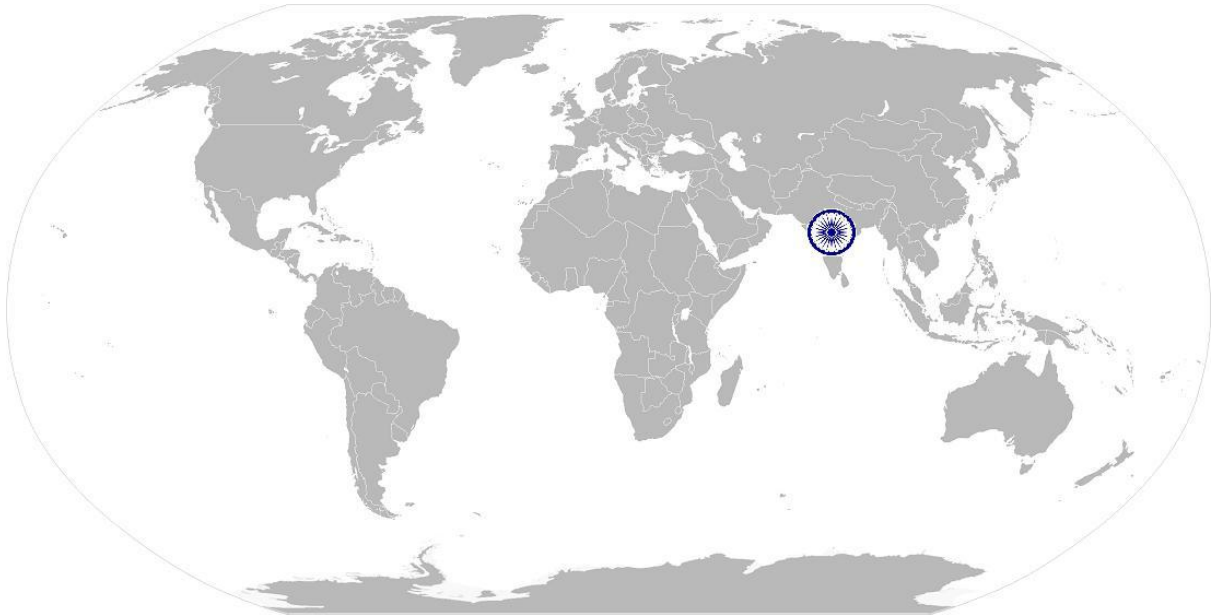
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Criteria for heaping the cotton based on its variety from different sources of purchase</p> <p>KB2. cotton waste/contaminants like seed coats, paper bits etc. and procedures for their disposal</p> <p>KB3. importance of using personal protective equipment in ginning industry</p> <p>KB4. procedure for reporting to the superior</p> <p>KB5. material handling equipment and its uses</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write local or English language for recording production, quality related information, numbering, and maintenance of related information and materials, etc.</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read to differentiate the different terms like cotton varieties, colour codes, etc.</p> <p>SA3. read and correctly interpret own notes written in local or English language</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. communicate with co-workers appropriately</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>NA</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. plan and organize own work in a way that all activities are completed in time and as per specifications as directed by the supervisor</p> <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p> <p>NA</p> <p>Analytical Thinking</p> <p>NA</p> <p>Critical Thinking</p> <p>NA</p>

TSC/N0902

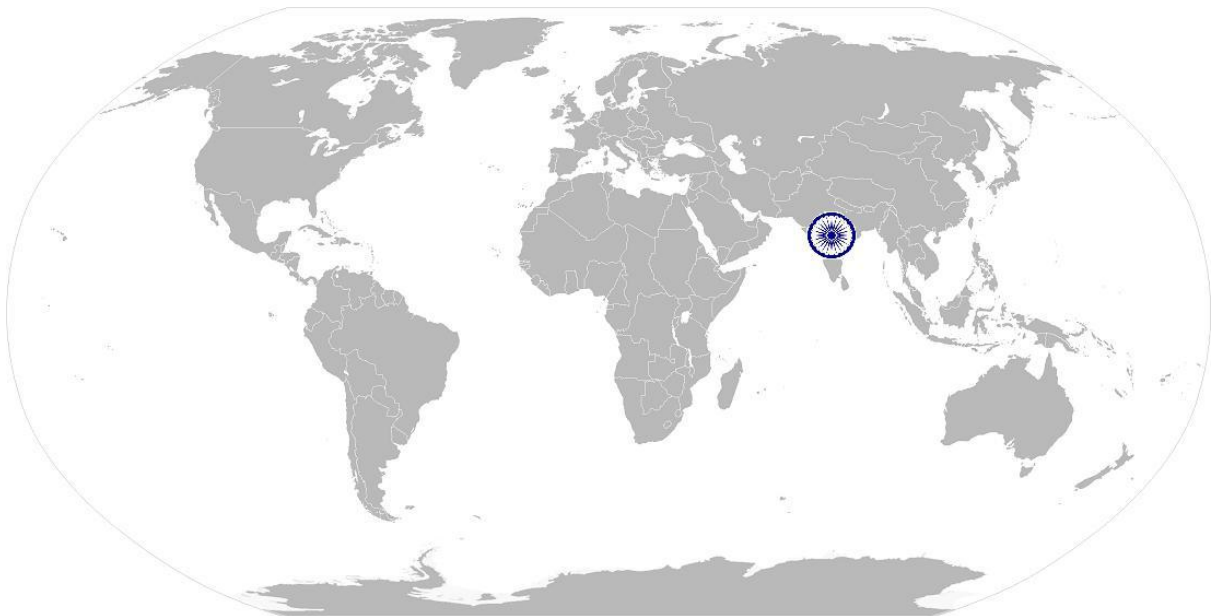
Assist production department in ginning sector

NOS Version Control

NOS Code	TSC/N0902		
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Industry	Textile	Drafted on	03/05/17
Industry Sub-sector	Spinning	Last reviewed on	03/05/17
Occupation	Fibre Preparing	Next review date	03/05/19



National Occupational Standard



Overview

This unit refers to the necessary skills, knowledge and attributes to assist maintenance department in ginning sector.

TSC/N0903

Assist maintenance department in ginning sector

National Occupational Standard

Unit Code	TSC/N0903
Unit Title (Task)	Assist maintenance department in ginning sector
Description	The unit deals with necessary skills, knowledge and attributes to assist maintenance department in ginning sector.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Assist maintenance department
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Assist maintenance department	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. help maintenance team by supplying or holding the materials, tools, etc. in ginning department</p> <p>PC2. clean and lubricate the machine/ chute lines in ginning department</p> <p>PC3. assist the ginning fitters to clean the dust bags when required</p> <p>PC4. assist the ginning fitter for maintenance activities by performing duties of lesser skills</p> <p>PC5. transport maintenance tools like ladders, jacks, hoist for the maintenance of chute feed line whenever required inside the ginning department</p> <p>PC6. assess personal protective equipment while cleaning/ transporting materials like ladders, jacks, hoist etc. inside the ginning department</p> <p>PC7. report any unsafe condition if noticed to the ginning supervisor/ fitter inside the department</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. policies and procedures followed in the ginning sector relevant to own employment and performance conditions</p> <p>KA2. health , safety requirements, usage of personal protective equipment in the ginning industry</p> <p>KA3. color coding for segregation of bales and material handling procedures</p> <p>KA4. form filling procedure</p> <p>KA5. importance of following health, hygiene, safety and effects of the same</p> <p>KA6. own job role and responsibilities and reporting procedures with various level of management in ginning mill</p> <p>KA7. relevant people and their responsibilities in ginning mill</p> <p>KA8. organizational hierarchy in the ginning industry</p> <p>KA9. methods and safety precautions to avoid fire accidents, methods to keep away cotton from contaminants</p>

TSC/N0903

Assist maintenance department in ginning sector

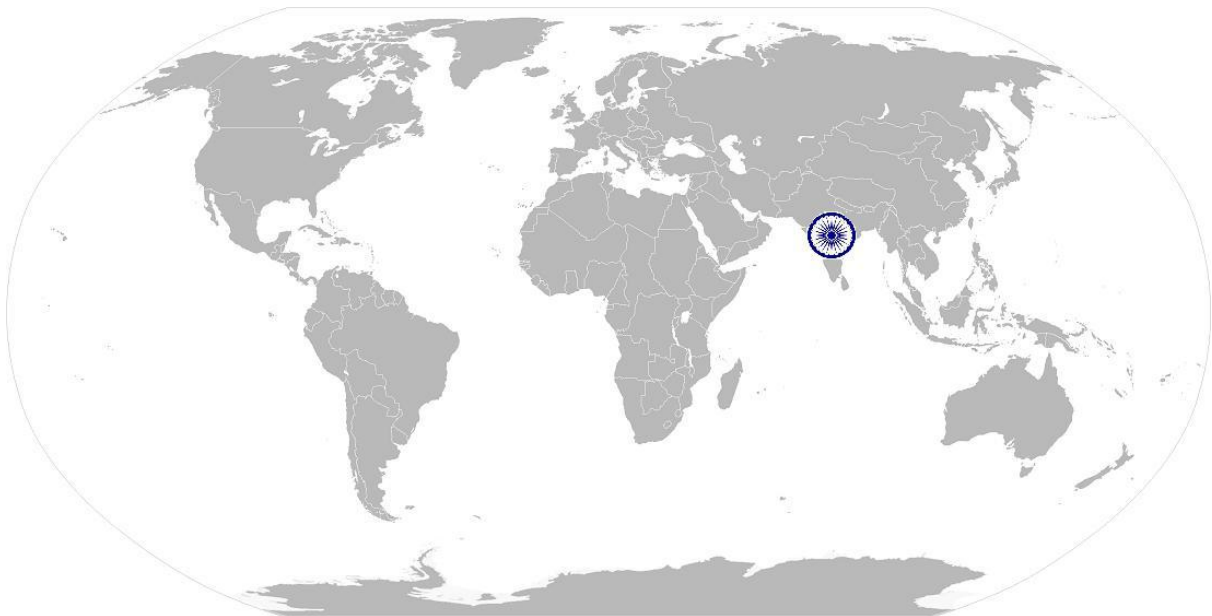
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. various maintenance tools and its functions</p> <p>KB2. cotton waste/contaminants like seed coats, paper bits etc. and procedure for their disposal</p> <p>KB3. importance of using personal protective equipment in ginning industry</p> <p>KB4. reporting procedure with the superior</p> <p>KB5. material handling equipment and its uses</p> <p>KB6. awareness about various maintenance activities in ginning department</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write local or English language for recording production, quality related information, numbering, and maintenance of related information and materials, etc.</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read to differentiate the different terms like cotton varieties, colour codes, etc.</p> <p>SA3. read and correctly interpret own notes written in local or English language</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. communicate with co-workers appropriately</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>NA</p> <p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. plan and organize own work in a way that all activities are completed in time and as per specifications as directed by the supervisor</p> <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p> <p>NA</p> <p>Analytical Thinking</p> <p>NA</p> <p>Critical Thinking</p> <p>NA</p>

TSC/N0903

Assist maintenance department in ginning sector

NOS Version Control

NOS Code	TSC/N0903		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	03/05/17
Industry Sub-sector	Spinning	Last reviewed on	03/05/17
Occupation	Fibre Preparing	Next review date	03/05/19



TSC/N9001

Maintain work area, tools and machine

National Occupational Standard

Overview

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

TSC/N9001

Maintain work area, tools and machine

Unit Code	TSC/N9001
Unit Title (Task)	Maintain work area, tools and machines
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Maintain the work area, tools and machines
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	<p>To be competent, you must be able to:</p> <p>PC1. handle materials, machinery, equipment and tools with care and use them in the correct way</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain tools and equipment</p> <p>PC6. carry out running maintenance within agreed schedules</p> <p>PC7. carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. report unsafe equipment and other dangerous occurrences</p> <p>PC9. ensure that the correct machine guards are in place</p> <p>PC10. work in a comfortable position with the correct posture</p> <p>PC11. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. dispose of waste safely in the designated location</p> <p>PC13. store cleaning equipment safely after use</p> <p>PC14. carry out cleaning according to schedules and limits of responsibility</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organizational standard operating procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p> <p>KA11. equipment operating procedures / supervisor's instructions</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. work instructions and specifications and interpret them accurately</p> <p>KB2. relation between work role and the overall manufacturing process</p>

TSC/N9001

Maintain work area, tools and machine

	<p>KB3. hazards likely to be encountered when conducting routine maintenance KB4. the importance of taking action when problems are identified KB5. different ways of minimizing waste KB6. the importance of running maintenance and regular cleaning KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials KB8. common faults with equipment and the method to rectify KB9. maintenance procedures KB10. different types of cleaning equipment and substances and their use KB11. safe working practices for cleaning and the method of carrying them out</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills You need to know and understand how to: SA1. Write clear and short sentences</p> <p>Reading Skills You need to know and understand how to: SA2. comprehend written instructions SA3. read any application sent by other colleagues</p> <p>Oral Communication (Listening and Speaking skills) You need to know and understand how to: SA4. Communicate effectively in simple language SA5. communicate with supervisor appropriately SA6. talk to others to convey information effectively</p>
B. Professional Skills	<p>Problem Solving You need to know and understand how to: SB1. identify the real reason of problem faced SB2. apply problem-solving approaches in different situations SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others SB5. apply good attention to detail SB6. check your work is complete and free from errors SB7. make sure every kind of communication is error free</p> <p>SB8. communicate effectively SB9. apply leadership skills wherever required SB10. take initiative at the right place SB11. understand the requirement to be creative</p> <p>Decision Making NA</p> <p>Customer Centricity NA</p> <p>Plan & Organize NA</p> <p>Analytical Thinking NA</p> <p>Critical Thinking</p>

TSC/N9001

Maintain work area, tools and machine

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TSC/ N9001

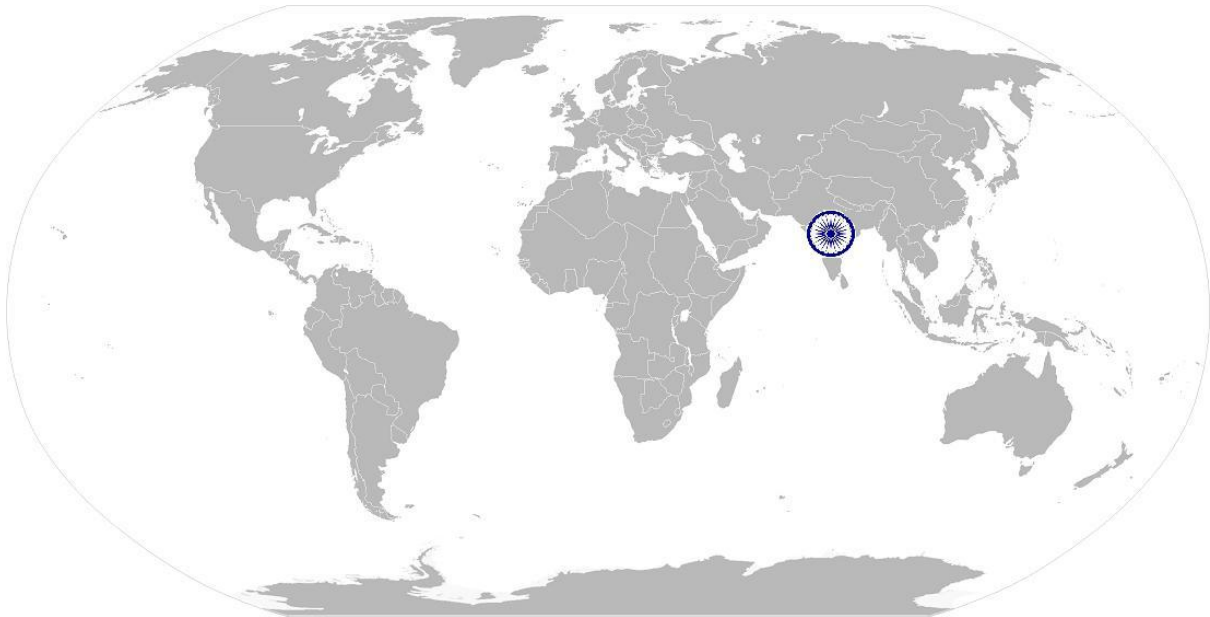
Maintain work area, tools and machine

NOS Version Control

NOS Code	TSC/N9001		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	03/05/17
Industry Sub-sector	Spinning	Last reviewed on	03/05/17
Occupation	Fibre Preparing	Next review date	03/05/19



National Occupational Standard



Overview

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

TSC/N9002

Working in a team

Unit Code	TSC/N9002
Unit Title (Task)	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: <ul style="list-style-type: none"> • commitment and trust • communication • adaptability • creative freedom
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Commitment and trust	To be competent, you must be able to: PC1. be accountable to the own role in whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	PC4. properly communicate about company policies PC5. report all problems faced during the process PC6. talk politely with other team members and colleagues PC7. submit daily report of own performance
Adaptability	PC8. adjust in different work situations PC9. give due importance to others' point of view PC10. avoid conflicting situations
Creative freedom	PC11. develop new ideas for work procedures PC12. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)	
A. Organizational Context	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. procedure followed to get the final output in the mill KA3. safe working practices to be adopted in textile mill KA4. reporting to the supervisor or higher authority about any grievances faced
B. Technical Knowledge	KB1. the importance of the previous and next step of the process KB2. process flow in a textile mill and the concerned workers KB3. material flow in a textile mill and the required person KB4. functions of different parts of the machine KB5. tools and equipments used KB6. guidelines for operating the machine KB7. safety procedures to be followed in the machine
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application
	Reading Skills

TSC/ N9002

Working in a team

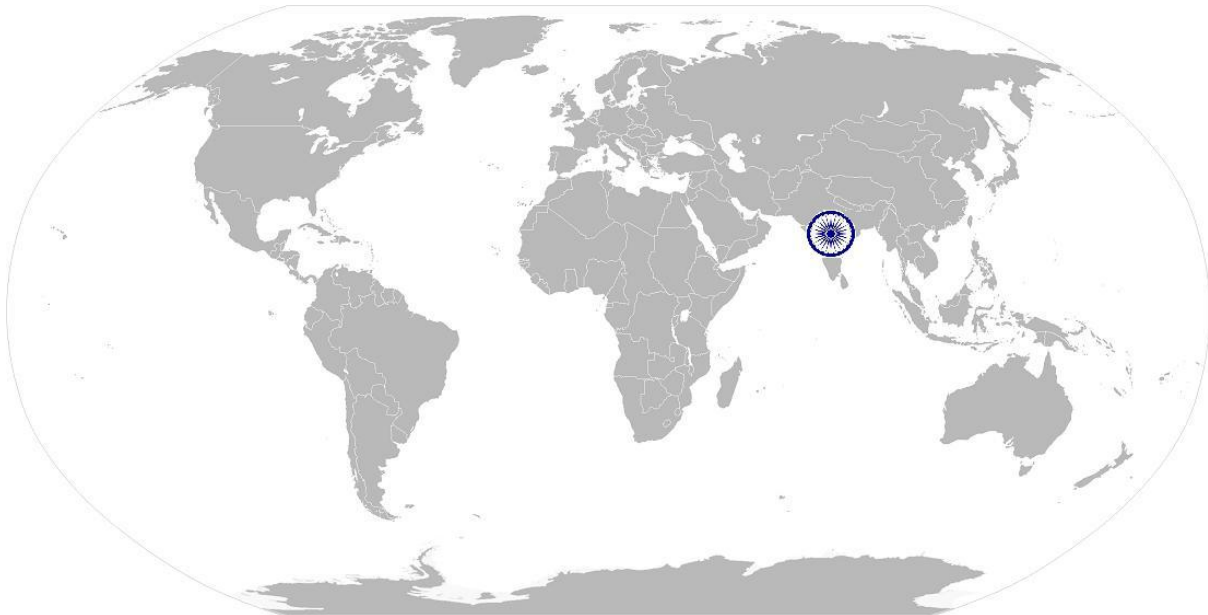
	SA4. comprehend written instructions SA5. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	SA6. communicate with supervisor appropriately SA7. talk to co-workers to convey information effectively
B. Professional Skills	Problem Solving
	You need to know and understand how to:
	SB1. identify the real reason of problem faced
	SB2. be able to find the most effective solution to the problems faced
	SB3. apply good attention to detail
	SB4. ensure every kind of communication is error free
	SB5. communicate effectively
	SB6. apply leadership skills wherever required
	SB7. take initiative at the right place
	SB8. understand the requirement to be creative
	Decision Making
	NA
	Customer Centricity
	NA
	Plan & Organize
	NA
	Analytical Thinking
	NA
	Critical Thinking
	NA

TSC/N9002

Working in a team

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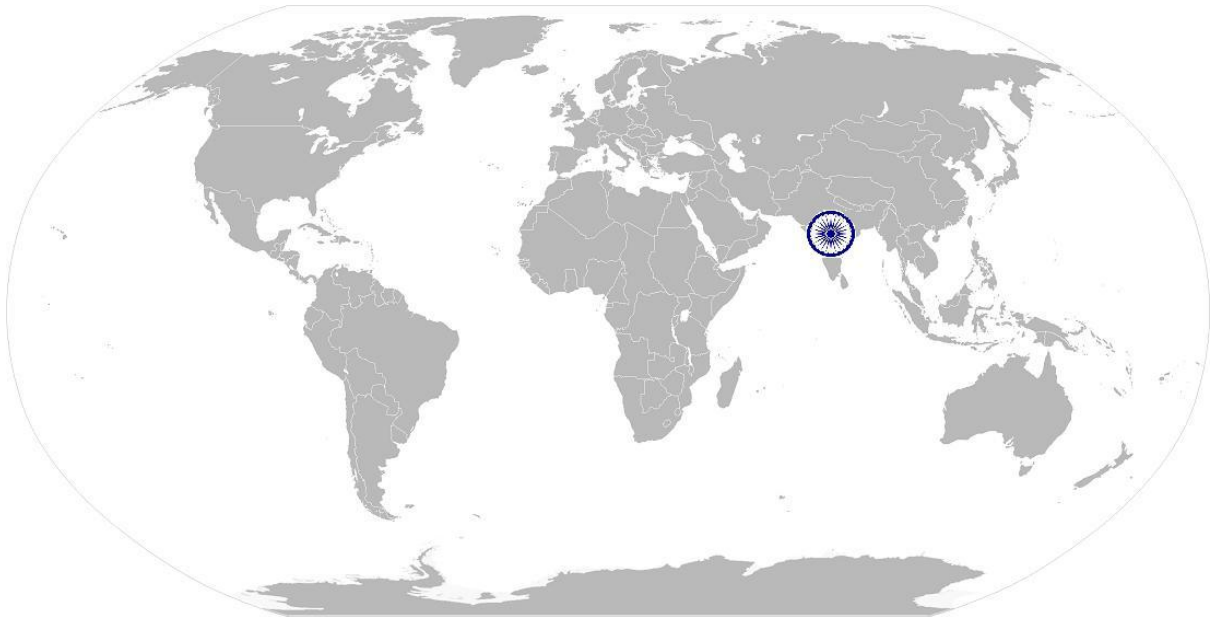
NOS Code	TSC/N9002		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	03/05/17
Industry Sub-sector	Spinning	Last reviewed on	03/05/17
Occupation	Fibre Preparing	Next review date	03/05/19



TSC/N9003

Maintain health, safety and security at work place

National Occupational Standard



Overview

This unit is about maintaining health, safety, and security standards at workplace.

TSC/N9003

Maintain health, safety and security at work place

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

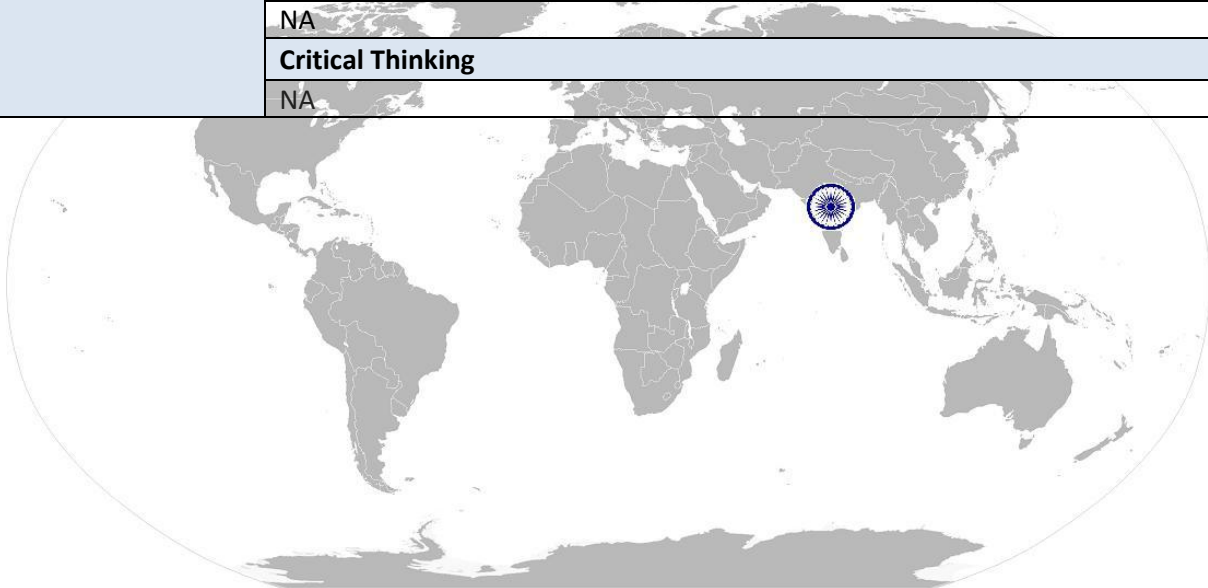
TSC/ N9003 Maintain health, safety and security at work place

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

TSC/ N9003

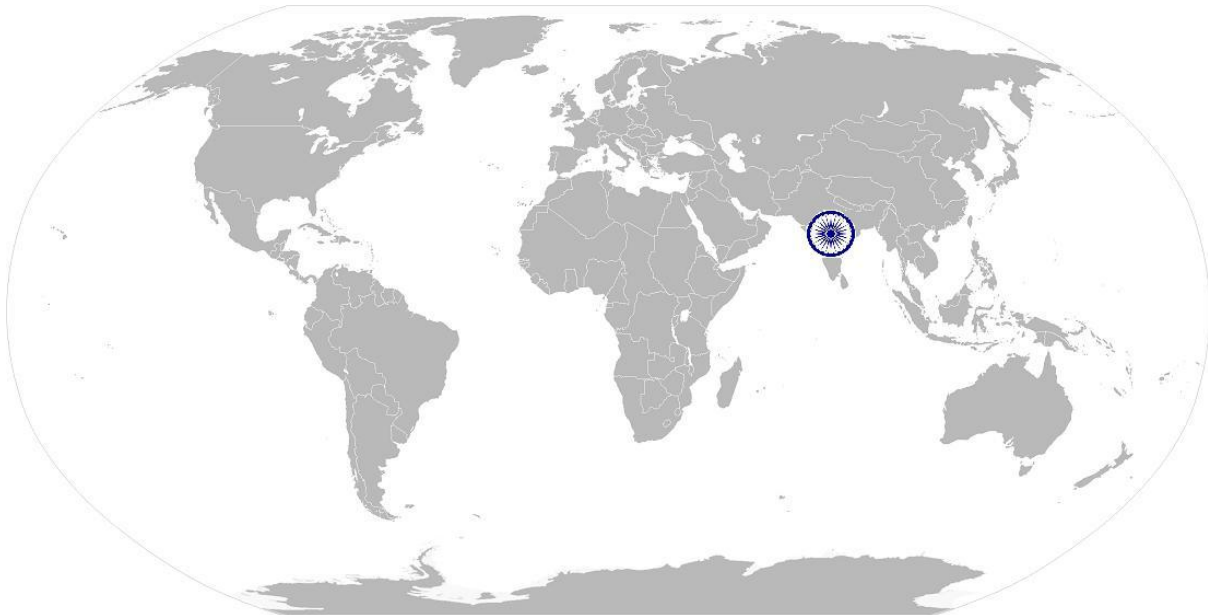
Maintain health, safety and security at work place

	SB1. identify correct safety measure for particular hazard
	SB2. make required safety plans as and when required
	SB3. raise alarm in case of emergency
	Analytical Thinking
	SB4. know the use of correct safety measure whenever required
	SB5. be attentive to details
	SB6. be careful to avoid occurrence of hazards
	SB7. maintenance of neatness at work
	SB8. procedure for reporting unwanted behavior
	Plan & Organize
	NA
	Customer Centricity
NA	
Problem Solving	
NA	
Critical Thinking	
NA	



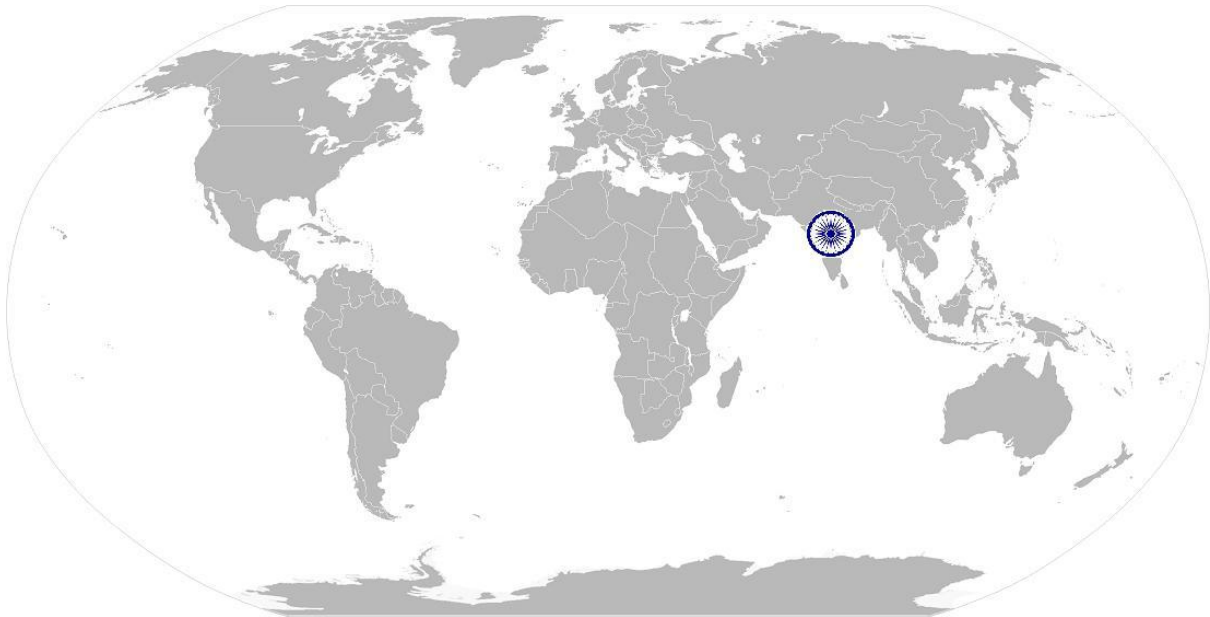
TSC/N9003 Maintain health, safety and security at work place
NOS Version Control

NOS Code	TSC/N9003		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	03/05/17
Industry Sub-sector	Spinning	Last reviewed on	03/05/17
Occupation	Fibre Preparing	Next review date	03/05/19



TSC/N9004 Comply with industry and organizational requirements

National Occupational Standard



Overview

This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry.

TSC/N9004 Comply with industry and organizational requirements

National Occupational Standard	Unit Code	TSC/N9004
	Unit Title (Task)	Comply with industry and organizational requirements
	Description	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • self development • team work • organizational standards • industry standards
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Self- development	<p>To be competent, you must be able to:</p> <p>PC1. perform own duties effectively</p> <p>PC2. take responsibility for own actions</p> <p>PC3. be accountable towards the job role and assigned duties</p> <p>PC4. take initiative and innovate the existing methods</p> <p>PC5. focus on self-learning and improvement</p>
	Team work	<p>PC6. co-ordinate with all the team members and colleagues</p> <p>PC7. communicate politely</p> <p>PC8. avoid conflicts and miscommunication</p>
	Organizational standards	<p>PC9. know the organisational standards</p> <p>PC10. implement them in your performance</p> <p>PC11. motivate others to follow them</p>
	Industry standards	<p>PC12. know the industry standards</p> <p>PC13. align them with organisation standards</p>
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a textile mill</p> <p>KA2. reporting to the supervisor or higher authority</p> <p>KA3. knowledge of organizational standards</p> <p>KA4. knowledge of industry standards</p>	
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. process and material flow in a textile mill</p> <p>KB2. importance of complying with the standards</p> <p>KB3. guidelines for cleaning the various parts of machine</p>	
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	You need to know and understand how to:	
	SA1. write clear and short sentences	
	Reading Skills	

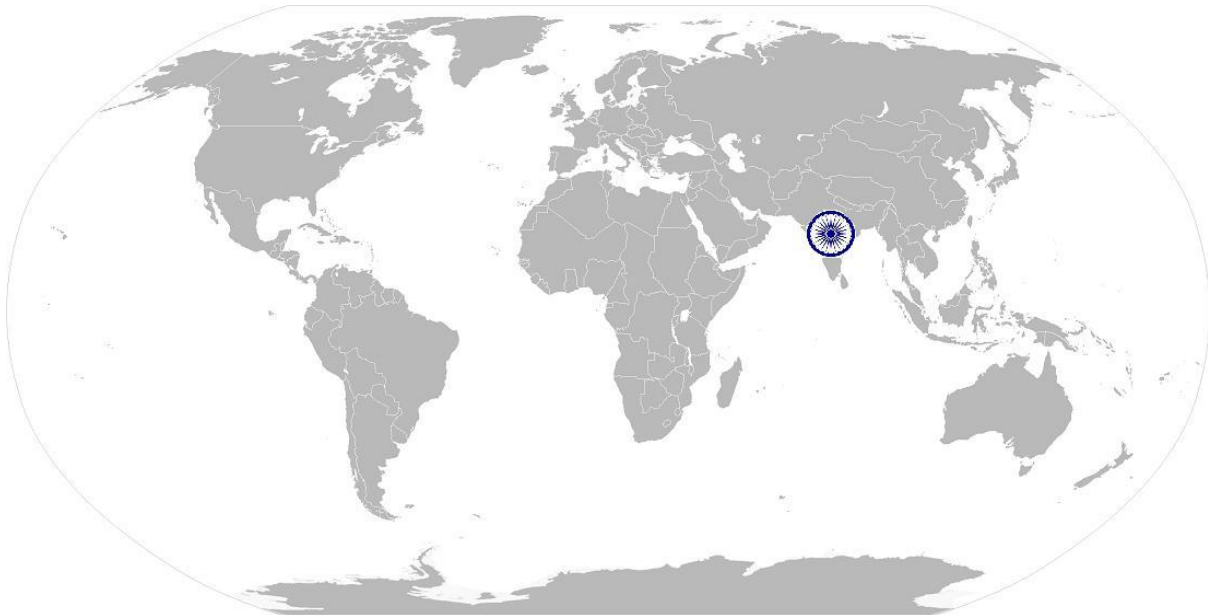
TSC/N9004 Comply with industry and organizational requirements

	You need to know and understand how to: SA2. read the given instructions SA3. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA4. talk effectively with others SA5. put forward your point SA6. listen to others
B. Professional Skills	Analytical Thinking
	SB1. Organizational requirements SB2. your responsibilities at the workplace SB3. procedure to comply with the industry standards
	Plan & Organize
	NA
	Decision Making
	NA
	Customer Centricity
	NA
	Problem Solving
	NA
Critical Thinking	
NA	

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

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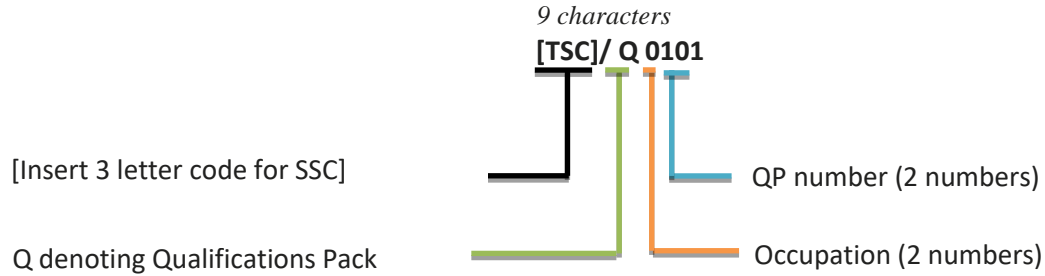
NOS Code	TSC/N 9004		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	03/05/17
Industry Sub-sector	Spinning	Last reviewed on	03/05/17
Occupation	Fibre Preparing	Next review date	03/05/19



Annexure

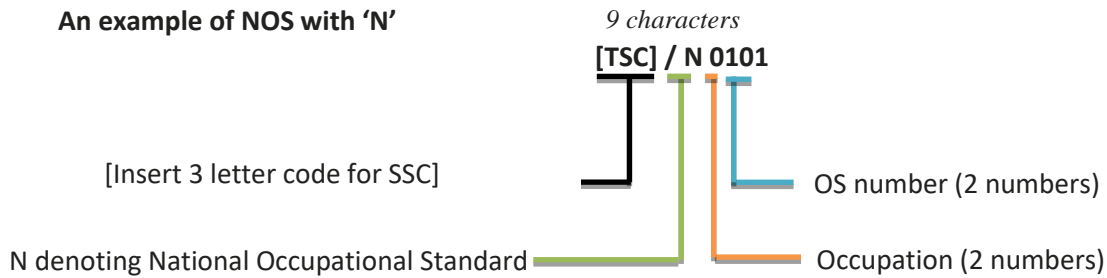
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



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

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

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

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Ginning Helper

Qualification Pack TSC/Q0901

Sector Skill Council Textile Sector Skill Council

Guidelines for Assessment:

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

Total Marks : 530	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
1.TSC/N0901 Undertake loading, unloading and heaping in the ginning sector	PC1. get count sheet, daily targets of unloading and loading of cotton from the ginning supervisor	150	10	3	7
	PC2. unload the kapas/boras from truck based on shade marked on them, mentioning where the cotton is picked and store it to the respective area by using proper material handling tools like bale hooks, bale trolleys, mechanical conveyors etc.		10	3	7
	PC3. report to the supervisor regarding any damage/ discrepancies while unloading of kapas/ boras		10	3	7
	PC4. ensure the heaping area is clean before unloading the cotton		10	3	7

Total Marks : 530	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
	PC5. carry out work in a hygienic condition by cleaning frequently the fiber dust deposits and wear headwear/caps, masks, gloves, etc. to avoid fiber dust inhalation		10	3	7
	PC6. load the pressed bales to truck by mechanical conveyor		10	3	7
	PC7. ensure trucks/carts/tractors are compactly loaded with cotton bales and make it free from external contacts while transportation		10	3	7
	PC8. carry out all unloading of kapas/ boras based on color tag provided with them at their respective heaping areas		10	3	7
	PC9. heap layer by layer of cotton as per instructions		10	3	7
	PC10. dispense the kapas/ boras to the dispensing machine		10	3	7
	PC11. ensure that heap is covered with tarpaulin to protect from rain, sun and airborne impurities		10	3	7
	PC12. open cotton bags by un-sewing instead of cutting twine into small piece		10	3	7
	PC13. store bales on clean, paved and preferably roofed platforms or in well ventilated, covered godown		5	1	4
	PC14. remove all immature fibres and contaminants like metal wires, bolts, machine parts, leather pieces, spilt oil cleaning cloths, etc.		5	1	4
	PC15. collect immature fibers and contaminations in separate bags		5	2	3
	PC16. handle all materials such as kapas, seed and lint with care to avoid mixing with foreign matter		5	2	3
	PC17. ensure that the premises are protected from any harmful chemical, plastics and flammable materials		10	3	7
		Total	150	45	105

Total Marks : 530	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theroy	Practical Skills
2.TSC/N0902 Assist production department in ginning sector	PC1. transport the heaped cotton to the ginning department in case of manual feed	60	5	1	4
	PC2. place the heaped cotton near the ginning machine		5	1	4
	PC3. feed the heaped material to auto feeder in case of chute feed		5	1	4
	PC4. assist bale press operators for feeding the lint to traditional bale pressing machine		5	1	4
	PC5. transport the lint/ raw cotton where ever necessary as directed by ginning supervisor		5	1	4
	PC6. assist the ginning machine operators by supplying or holding materials or tools, etc.		5	1	4
	PC7. carry out heaping process near the ginning machine for processing small quantity directed by the ginning supervisor		5	1	4
	PC8. collect the cotton seed from the ginning machine and store in their respective area		10	3	7
	PC9. pack the seeds in desired quantity in sacks as directed by the supervisor		5	1	4
	PC10. mark and tag information provided by the supervisor on cotton seed sacks		5	1	4
	PC11. transport and store the seed bags at their respective area		5	1	4
	Total	60	13	47	
3.TSC/N0903 Assist maintenance department in ginning sectorr	PC1. help maintenance team by supplying or holding the materials, tools, etc. in ginning department	70	10	3	7
	PC2. clean and lubricate the machine/ chute lines in ginning department		10	3	7
	PC3. assist the ginning fitters to clean the dust bags when required		10	3	7
	PC4. assist the ginning fitter for maintenance activities by performing duties of lesser skills		10	3	7
	PC5. transport maintenance tools like ladders, jacks, hoist for the maintenance of chute feed line whenever required inside the ginning department		10	3	7

Total Marks : 530	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
	PC6. assess personal protective equipment while cleaning/ transporting materials like ladders, jacks, hoist etc. inside the ginning department		10	3	7
	PC7. report any unsafe condition if noticed to the ginning supervisor/ fitter inside the department		10	3	7
		Total	70	21	49
4.TSC/N9001 (Maintain work area, tools and machines)	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	50	4	1	3
	PC2. use correct lifting and handling procedures		4	1	3
	PC3. use materials to minimize waste		3	1	2
	PC4. maintain a clean and hazard free working area		3	1	2
	PC5. maintain tools and equipment		4	2	2
	PC6. carry out running maintenance within agreed schedules		4	1	3
	PC7. carry out maintenance and/or cleaning within one's responsibility		4	1	3
	PC8. report unsafe equipment and other dangerous occurrences		4	1	3
	PC9. ensure that the correct machine guards are in place		3	1	2
	PC10. work in a comfortable position with the correct posture		3	1	2
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		3	1	2
	PC12. dispose of waste safely in the designated location		4	1	3
	PC13. store cleaning equipment safely after use		3	1	2
	PC14. carry out cleaning according to schedules and limits of responsibility		4	1	3
	Total		50	15	35
5.TSC/N9002 (Working in a team)	PC1. be accountable to the own role in whole process	50	4	2	2
	PC2. perform all roles with full responsibility		4	2	2

Total Marks : 530	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theroy	Practical Skills
	PC3. be effective and efficient at workplace		4	1	3
	PC4. properly communicate about company policies		4	1	3
	PC5. report all problems faced during the process		4	1	3
	PC6. talk politely with other team members and colleagues		4	1	3
	PC7. submit daily report of own performance		5	2	3
	PC8. adjust in different work situations		4	1	3
	PC9. give due importance to others' point of view		4	2	2
	PC10. avoid conflicting situations		4	2	2
	PC11. develop new ideas for work procedures		5	1	4
	PC12. improve upon the existing techniques to increase process efficiency		4	1	3
	Total		50	17	33
6.TSC/N9003 (Maintain health, safety and security at work place)	PC1. comply with health and safety related instructions applicable to the workplace .	100	5	2	3
	PC2. use and maintain personal protective equipment such as "ear plug", " nose mask ", " head cap" etc., as per protocol		5	2	3
	PC3. carry out own activities in line with approved guidelines and procedures		4	2	2
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		4	2	2
	PC5. follow environment management system related procedures		4	2	2
	PC6. identify and correct (if possible) malfunctions in machinery and equipment		5	2	3
	PC7. report any service malfunctions that cannot be rectified		4	2	2
	PC8. store materials and equipment in line with organisational requirements		4	1	3
	PC9. safely handle and remove waste		4	1	3
	PC10. minimize health and safety risks to self and others due to own actions		5	2	3
	PC11. seek clarifications, from supervisors or other authorized personnel in case of		4	2	2

Total Marks : 530	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theroy	Practical Skills
	perceived risks				
	PC12. monitor the workplace and work processes for potential risks and threat		5	2	3
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	3
	PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	3
	PC15. participate in mock drills/ evacuation procedures organized at the workplace		4	2	2
	PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so		5	2	3
	PC17. take action based on instructions in the event of fire, emergencies or accidents		5	2	3
	PC18. follow organisation procedures for shutdown and evacuation when required		4	2	2
	PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		4	2	2
	PC20. recognise other possible security issues existing in the workplace		4	2	2
	PC21. recognise different measures to curb the hazards		4	2	2
	PC22. communicate the safety plan to everyone		4	2	2
	PC23. attach disciplinary rules with the implementation		4	2	2
	Total		100	43	57
7.TSC/N9004 (Comply with industry and organizational requirements)	PC1. perform own duties effectively	50	4	1	3
	PC2. take responsibility for own actions		4	1	3
	PC3. be accountable towards the job role and assigned duties		4	2	2
	PC4. take initiative and innovate the existing methods		3	1	1
	PC5. focus on self-learning and improvement		4	1	3
	PC6. co-ordinate with all the team members and colleagues		4	1	3
	PC7. communicate politely		4	1	3

Total Marks : 530	Compulsory NOS			Marks Allocation	
Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theroy	Practical Skills
	PC8. avoid conflicts and miscommunication		4	1	3
	PC9. know the organisational standards		4	2	2
	PC10. implement them in your performance		4	1	3
	PC11. motivate others to follow them		3	1	2
	PC12. know the industry standards		4	3	1
	PC13. align them with organisation standards		4	2	2
	Total		50	18	32
	Total		530	172	358