



# Fitter Spinning Preparatory

QP Code: TSC/Q0401

Version: 3.0

NSQF Level: 4

Textile Sector Skill Council || 14-H, 14th Floor, Hansalaya Building, 15, Barakhamba Road  
New Delhi - 110001

## Qualification Pack

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## TSC/Q0401: Fitter Spinning Preparatory

### Brief Job Description

The spinning preparatory fitter is responsible for carrying out maintenance activities in all the machines in preparatory department like blowroom, carding, draw frame, combing preparatory, comber and speed frame machines. He/she should carry out all the maintenance aspects such as erecting, dismantling, assembling, leveling, attending & resolving repairs and breakdowns in preparatory department. He/she should also carry out regular preventive maintenance activities thus ensuring proper functioning of all machines.

### Personal Attributes

This job requires the individual to have thorough knowledge of process flow and material flow in a textile mill for yarn production and should have sound technical knowledge on erecting the different sequence of machines in spinning preparatory department.

### Applicable National Occupational Standards (NOS)

#### Compulsory NOS:

1. [TSC/N0401: Taking charge of shift and handing over shift to Fitter Spinning Preparatory](#)
2. [TSC/N0402: General Maintenance Responsibilities Spinning Preparatory](#)
3. [TSC/N0403: Preventive maintenance responsibilities Spinning Preparatory](#)
4. [TSC/N0404: Breakdown Maintenance Spinning Preparatory](#)
5. [TSC/N0405: Maintaining records and ensuring availability of spares Spinning Preparatory](#)
6. [TSC/N9001: Maintain work area, tools, and machines](#)
7. [TSC/N9002: Working in a team](#)
8. [TSC/N9003: Maintain health, safety and security at workplace](#)
9. [TSC/N9004: Comply with industry and organizational requirement](#)
10. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

### Qualification Pack (QP) Parameters

<b>Sector</b>	Textile
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## Qualification Pack

<b>Sub-Sector</b>	Spinning – Textiles
<b>Occupation</b>	Maintenance-Spinning Machines
<b>Country</b>	India
<b>NSQF Level</b>	4
<b>Credits</b>	16
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/8151.99
<b>Minimum Educational Qualification &amp; Experience</b>	11th Class (with no experience (OR) Completed 1st year of 3-year diploma (after 10th) and pursuing regular diploma with no experience (OR) 10th grade pass plus 1-year NTC/ NAC with no experience (OR) 8th grade pass plus 2-year NTC plus 1 Year NAC with no experience (OR) 8th pass plus 1-year NTC plus 1-Year NAC plus CITS with no experience (OR) 10th grade pass and pursuing continuous schooling (OR) 10th Grade Pass with 2 year relevant experience (OR) Previous relevant Qualification of NSQF Level 3.0 with minimum education as 5th Grade pass (OR) Previous relevant Qualification of NSQF Level 3.5 with 1 year relevant experience)
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	NA
<b>Next Review Date</b>	25/11/2024
<b>NSQC Approval Date</b>	17/11/2022
<b>Version</b>	3.0
<b>Reference code on NQR</b>	2022/TEXT/TSC/07085
<b>NQR Version</b>	1.0

## Qualification Pack

# TSC/N0401: Taking charge of shift and handing over shift to Fitter Spinning Preparatory

## Description

This unit is about taking charge of shift from previous shift fitter-Spinning Preparatory and relieving the responsibilities to the next shift fitter-Spinning Preparatory

## Scope

The scope covers the following :

- taking charge of shift from fitter-Spinning Preparatory
- handing over shift to fitter-Spinning Preparatory

## Elements and Performance Criteria

### *Taking charge of shift from fitter-Spinning Preparatory*

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

- PC1.** come at least 10 - 15 minutes earlier to the work spot
- PC2.** bring the necessary operational tools to the department
- PC3.** meet the previous shift fitter and discuss with him/ her regarding the issues faced by them with respect to the quality, production, spare, safety or any other specific instruction etc
- PC4.** understand the count produced, colour coding, followed in the different machines in spinning preparatory machines
- PC5.** patrol around the machines in spinning preparatory department and ensure the smooth functioning of all the machines in the department
- PC6.** check the cleanliness of the work areas
- PC7.** check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas
- PC8.** question the previous shift maintenance people 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
- PC9.** ensure the work spot is clean
- PC10.** take over the shift from the outgoing shifts fitter in a proper manner

### *Handing over shift to fitter-Spinning Preparatory*

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

- PC11.** ensure in providing the details regarding count produced, colour coding followed for his allocated number of machines in spinning preparatory
- PC12.** provide all relevant information regarding the count produced, idle machines, damaged machine parts if any
- PC13.** get clearance from the incoming counterpart before leaving the work spot
- PC14.** report to his shift s superiors, as well as the incoming shifts superiors, in case his/ her counterpart doesn't report for the incoming shift
- PC15.** ensure, that the shift has to be properly handed over to the incoming shift fitter

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**PC16.** report to his shift superior about the quality / production / maintenance issues / 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

**PC17.** ensure the work spot is clean

### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** standard operating procedures (SOP) and regulations in a spinning/ textile mill
- KU2.** safe working practices to be adopted in spinning / textile mill
- KU3.** quality systems and other processes practiced in the spinning / textile mill
- KU4.** reporting to the supervisor or higher authority in case of emergency
- KU5.** color coding adopted for different counts in the spinning / textile mill
- KU6.** understanding the importance of: types of fibres, types of yarn, yarn count, sliver hank, roving condenser, roving hank, spacer
- KU7.** process flow in a spinning / textile mill
- KU8.** material flow in a spinning / textile mill
- KU9.** functions of different machines in spinning preparatory department
- KU10.** importance of colour coding followed for different counts
- KU11.** guidelines for operating the different machines in spinning preparatory department
- KU12.** guidelines for taking charge of shift from previous shift fitter-Spinning Preparatory
- KU13.** guidelines for handing over the shift to the next shift fitter-Spinning Preparatory
- KU14.** functions and methodology for operating different material handling tools
- KU15.** knowledge of waste collection system & equipment used
- KU16.** importance of cleanliness at workplace
- KU17.** safety procedures to be followed

### Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** communicate with supervisor appropriately
- GS4.** talk to others to convey information effectively
- GS5.** apply problem-solving approaches in different situations
- GS6.** refer anomalies to the supervisor
- GS7.** seek clarification on problems from others
- GS8.** apply good attention to detail
- GS9.** check your work is complete and free from errors

## Qualification Pack

- GS10.** patrol around different machines in spinning preparatory department to operate the different mechanisms of different machines in spinning preparatory department
- GS11.** patrol around the machines of spinning preparatory department and identification of worn out or damaged machine parts
- GS12.** maintain neatness at work

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Taking charge of shift from fitter-Spinning Preparatory</i>	<b>18</b>	<b>22</b>	-	<b>17</b>
<b>PC1.</b> come at least 10 - 15 minutes earlier to the work spot	-	-	-	-
<b>PC2.</b> bring the necessary operational tools to the department	-	-	-	-
<b>PC3.</b> meet the previous shift fitter and discuss with him/ her regarding the issues faced by them with respect to the quality, production, spare, safety or any other specific instruction etc	-	-	-	-
<b>PC4.</b> understand the count produced, colour coding, followed in the different machines in spinning preparatory machines	-	-	-	-
<b>PC5.</b> patrol around the machines in spinning preparatory department and ensure the smooth functioning of all the machines in the department	-	-	-	-
<b>PC6.</b> check the cleanliness of the work areas	-	-	-	-
<b>PC7.</b> check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas	-	-	-	-
<b>PC8.</b> question the previous shift maintenance people 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	-	-	-	-
<b>PC9.</b> ensure the work spot is clean	-	-	-	-
<b>PC10.</b> take over the shift from the outgoing shifts fitter in a proper manner	-	-	-	-
<i>Handing over shift to fitter-Spinning Preparatory</i>	<b>13</b>	<b>13</b>	-	<b>17</b>
<b>PC11.</b> ensure in providing the details regarding count produced, colour coding followed for his allocated number of machines in spinning preparatory	-	-	-	-



### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> provide all relevant information regarding the count produced, idle machines, damaged machine parts if any	-	-	-	-
<b>PC13.</b> get clearance from the incoming counterpart before leaving the work spot	-	-	-	-
<b>PC14.</b> report to his shift s superiors, as well as the incoming shifts superiors, in case his/ her counterpart doesn't report for the incoming shift	-	-	-	-
<b>PC15.</b> ensure, that the shift has to be properly handed over to the incoming shift fitter	-	-	-	-
<b>PC16.</b> report to his shift superior about the quality / production / maintenance issues / 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	-	-	-	-
<b>PC17.</b> ensure the work spot is clean	-	-	-	-
<b>NOS Total</b>	<b>31</b>	<b>35</b>	-	<b>34</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0401
<b>NOS Name</b>	Taking charge of shift and handing over shift to Fitter Spinning Preparatory
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning - Textiles
<b>Occupation</b>	Maintenance-Spinning Machines
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	25/11/2021
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

# TSC/N0402: General Maintenance Responsibilities Spinning Preparatory

## Description

This unit is about carrying out general maintenance activities in the preparatory spinning department

## Scope

The scope covers the following :

- general maintenance activities

## Elements and Performance Criteria

### *General maintenance activities*

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

- PC1.** patrol around the work area before the start of the shift for observing the working
- PC2.** note down the machines stopped for repairs and the type of problem
- PC3.** dismantle and assemble different mechanisms in machines on need basis
- PC4.** understand the quality complaints in the machines
- PC5.** understand the works done till now and the works pending in the machines stopped for repairs or for maintenance works or modifications
- PC6.** Follow the production plan and make changes in settings of machines accordingly
- PC7.** understand the machines allotted for various mixings and decide on the parameters to be checked while doing maintenance, i.e. parameters like condition of beaters, grid bar settings, the wire points to be mounted on cards, quality of wire points, card settings, half laps to be put on combers, comber settings, settings at draw frames, functioning of stop motions, top arm settings in speed frames, the buffing quality of the top rollers in draw frames, combers and speed frames and so on
- PC8.** allocate the workers for different tasks considering their knowledge, skills, maturity and workload agreed
- PC9.** refer to process parameters and work out the changes to be made for change in hank or product mix for getting the changes made through the concerned maintenance workers
- PC10.** ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers
- PC11.** counsel and influence a poor performers to achieve output as per norms
- PC12.** view display panel board and identify the reason for breakdown
- PC13.** identify any abnormal sound in machine and stop the machine for carrying out maintenance activities

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organization's standard operating procedures (SOP)

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- KU2.** knowledge of customers
- KU3.** potential hazards associated with the machines and the safety precautions must be taken
- KU4.** protocol to obtain more information on work related tasks
- KU5.** contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipments
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets & review with superiors
- KU9.** protocol and format for reporting work related risks/ problems
- KU10.** method of obtaining /giving feed back with respect to performance
- KU11.** importance of team work, harmonious working relationships
- KU12.** process for offering /obtaining work related assistance
- KU13.** responsibilities under health, safety and environmental legislation
- KU14.** guidelines for storage & disposal of waste materials
- KU15.** planning maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life
- KU16.** role of humidity and temperature in maintaining quality and productivity
- KU17.** basic knowledge of operating a humidification plant
- KU18.** workload, work allocation and standard working conditions for maintenance operatives
- KU19.** knowledge of various measuring instruments
- KU20.** knowledge of oils & lubricants used in spinning machines
- KU21.** knowledge of various types of bearing and belts
- KU22.** knowledge of machine model and parts
- KU23.** calculation of maintenance efficiency, time spent for maintenance, men employed, cost of maintenance, costs of spares consumption, mean time between breakdowns, and the industry norms
- KU24.** factors affecting maintenance
- KU25.** roles and responsibilities of a maintenance supervisor
- KU26.** basic supervisory skills listening and observing, communicating, counseling, taking charge, reporting and motivating
- KU27.** general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production
- KU28.** standing orders and discipline in working
- KU29.** safety precautions to be taken while working
- KU30.** importance of cleanliness and personal safety
- KU31.** procedure for use of fire fighting equipments and first aid
- KU32.** safety precautions and gadgets to be used in factory

### Generic Skills (GS)

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

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- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** read, write and communicate orally in local language
- GS4.** plan and manage work routine based on instructions from supervisor
- GS5.** should willingly participate in the various programs/ meetings that will be conducted by the superiors & put forth the suggestions in the interest of the company
- GS6.** participate in the quality circles formed by the superiors
- GS7.** extend voluntary support and adapt to the various procedures that are adopted by the company with respect to compliances for the different certifications like ISO 9001, ISO 14001, SA 8001 GOTS Certification Fair Trade etc.
- GS8.** apply problem-solving approaches in different situations
- GS9.** refer anomalies to the supervisor
- GS10.** seek clarification on problems from others
- GS11.** apply good attention to detail
- GS12.** check your work is complete and free from errors
- GS13.** to check the condition of: beaters, grid bar settings, wire points, quality of wire points, card settings, half laps to be put on combers, comber settings, settings at draw frames, functioning of stop motions, top arm settings in speed frames, the buffing quality of the top rollers in draw frames, combers and speed frames
- GS14.** skill to change the settings of different mechanisms of the machines
- GS15.** procedure to dismantle and assemble different mechanisms in machines

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>General maintenance activities</i>	<b>26</b>	<b>33</b>	-	<b>16</b>
<b>PC1.</b> patrol around the work area before the start of the shift for observing the working	-	-	-	-
<b>PC2.</b> note down the machines stopped for repairs and the type of problem	-	-	-	-
<b>PC3.</b> dismantle and assemble different mechanisms in machines on need basis	-	-	-	-
<b>PC4.</b> understand the quality complaints in the machines	-	-	-	-
<b>PC5.</b> understand the works done till now and the works pending in the machines stopped for repairs or for maintenance works or modifications	-	-	-	-
<b>PC6.</b> Follow the production plan and make changes in settings of machines accordingly	-	-	-	-
<b>PC7.</b> understand the machines allotted for various mixings and decide on the parameters to be checked while doing maintenance, i.e. parameters like condition of beaters, grid bar settings, the wire points to be mounted on cards, quality of wire points, card settings, half laps to be put on combers, comber settings, settings at draw frames, functioning of stop motions, top arm settings in speed frames, the buffing quality of the top rollers in draw frames, combers and speed frames and so on	-	-	-	-
<b>PC8.</b> allocate the workers for different tasks considering their knowledge, skills, maturity and workload agreed	-	-	-	-
<b>PC9.</b> refer to process parameters and work out the changes to be made for change in hank or product mix for getting the changes made through the concerned maintenance workers	-	-	-	-
<b>PC10.</b> ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC11.</b> counsel and influence a poor performers to achieve output as per norms	-	-	-	-
<b>PC12.</b> view display panel board and identify the reason for breakdown	-	-	-	-
<b>PC13.</b> identify any abnormal sound in machine and stop the machine for carrying out maintenance activities	-	-	-	-
<b>NOS Total</b>	<b>26</b>	<b>33</b>	-	<b>16</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0402
<b>NOS Name</b>	General Maintenance Responsibilities Spinning Preparatory
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning - Textiles
<b>Occupation</b>	Maintenance-Spinning Machines
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	25/11/2021
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	17/11/2022



## Qualification Pack

# TSC/N0403: Preventive maintenance responsibilities Spinning Preparatory

## Description

This unit is about carrying out preventive maintenance activities in spinning department

## Scope

The scope covers the following :

- Inspecting the working condition of machine parts
- Carrying out maintenance work
- Oiling and greasing the machine parts

## Elements and Performance Criteria

### *Inspecting the working condition of machine parts*

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

- PC1.** check the proper functioning of machines like blow room, carding, draw frame, combers, speed frames and the ancillaries like trolleys, filters, roller coverings etc
- PC2.** check the conditions of machine parts while they are being cleaned/scoured or overhauled
- PC3.** ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers

### *Carrying out maintenance work*

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

- PC4.** change the settings of the machines on need basis
- PC5.** identify the worn-out parts and get them replaced
- PC6.** verify the safety stop motions and getting them attended if needed
- PC7.** monitor the stoppages due to breakdowns and analyze the reasons for breakdowns and taking precautionary measures
- PC8.** monitor the mounting activities in cards, comber half laps and various beaters
- PC9.** monitor the cot mounting and buffing activities
- PC10.** conduct the tool audits i.e. the tools used for maintenance like spanners, top arm gauge, lubricating and flushing pumps, buffing machines, mounting machines, etc

### *Oiling and greasing the machine*

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

- PC11.** oil and grease different machine parts at scheduled interval for smooth functioning of machines
- PC12.** scheduling the oiling & greasing activities
- PC13.** ensure correct oil and grease are used
- PC14.** ensure proper functioning of machines in preparatory department

## Knowledge and Understanding (KU)

## Qualification Pack

The individual on the job needs to know and understand:

- KU1.** organization's standard operating procedures (SOP)
- KU2.** should have an awareness, knowledge of customers
- KU3.** potential hazards associated with the machines and the safety precautions must be taken
- KU4.** protocol to obtain more information on work related tasks
- KU5.**
  - contact person in case of queries on procedure or products and for revolving issues related
  - to defective machines, tools, materials & equipments
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets & review machine with superiors
- KU9.** protocol and format for reporting work related risks/ problems
- KU10.** method of obtaining /giving feed back with respect to performance
- KU11.** importance of team work, harmonious working relationships
- KU12.** process for offering /obtaining work related assistance
- KU13.** responsibilities under health, safety and environmental legislation
- KU14.** guidelines for storage & disposal of waste materials
- KU15.**
  - importance and functions of various machines and mechanisms used in spinning preparatory
  - machines
- KU16.** planning maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life
- KU17.** role of humidity and temperature in maintaining quality and productivity. basic knowledge of operating a humidification plant
- KU18.** workload, work allocation and standard working conditions for maintenance operatives
- KU19.** calculation of maintenance efficiency, time spent for maintenance, men employed, cost of maintenance, costs of spares consumption, mean time between breakdowns, and the industry norms
- KU20.** factors affecting maintenance
- KU21.** roles and responsibilities of a maintenance supervisor
- KU22.** basic supervisory skills
- KU23.** importance of conducting the tool audits
- KU24.** importance of oiling and greasing
- KU25.** general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production
- KU26.** standing orders and discipline in working and precautions to be taken while working
- KU27.** safety precautions and gadgets to be used in factory

## Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions

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- GS3.** read, write and communicate orally in local language
- GS4.** plan and manage work routine based on instructions from supervisor
- GS5.** willingly participate in the various programs/ meetings that are conducted by the superiors & put forth the suggestions in the interest of the company
- GS6.** participate in the quality circles that are formed by the superiors
- GS7.** should extend voluntary support and adapt to the various procedures that are adopted by the company with respect to compliances for the different certifications like ISO 9001, ISO 14001, SA 8001 achieve GOTS Certification Fair Trade etc.
- GS8.** apply problem-solving approaches in different situations
- GS9.** refer anomalies to the supervisor
- GS10.** seek clarification on problems from others
- GS11.** apply good attention to detail
- GS12.** check your work is complete and free from errors
- GS13.** check the condition of different machine parts
- GS14.** procedure to replace worn-out parts
- GS15.** procedure for cot mounting and buffing activities
- GS16.** carryout mounting activities in cards, comber half laps and various beaters
- GS17.** oil and grease the different machine parts
- GS18.** ensure correct oil and grease are used
- GS19.** change the settings of the different machines /machine parts in spinning preparatory

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Inspecting the working condition of machine parts</i>	<b>6</b>	<b>6</b>	-	<b>3</b>
<b>PC1.</b> check the proper functioning of machines like blow room, carding, draw frame, combers, speed frames and the ancillaries like trolleys, filters, roller coverings etc	-	-	-	-
<b>PC2.</b> check the conditions of machine parts while they are being cleaned/scoured or overhauled	-	-	-	-
<b>PC3.</b> ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers	-	-	-	-
<i>Carrying out maintenance work</i>	<b>13</b>	<b>19</b>	-	<b>8</b>
<b>PC4.</b> change the settings of the machines on need basis	-	-	-	-
<b>PC5.</b> identify the worn-out parts and get them replaced	-	-	-	-
<b>PC6.</b> verify the safety stop motions and getting them attended if needed	-	-	-	-
<b>PC7.</b> monitor the stoppages due to breakdowns and analyze the reasons for breakdowns and taking precautionary measures	-	-	-	-
<b>PC8.</b> monitor the mounting activities in cards, comber half laps and various beaters	-	-	-	-
<b>PC9.</b> monitor the cot mounting and buffing activities	-	-	-	-
<b>PC10.</b> conduct the tool audits i.e. the tools used for maintenance like spanners, top arm gauge, lubricating and flushing pumps, buffing machines, mounting machines, etc	-	-	-	-
<i>Oiling and greasing the machine</i>	<b>7</b>	<b>9</b>	-	<b>4</b>
<b>PC11.</b> oil and grease different machine parts at scheduled interval for smooth functioning of machines	-	-	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC12.</b> scheduling the oiling & greasing activities	-	-	-	-
<b>PC13.</b> ensure correct oil and grease are used	-	-	-	-
<b>PC14.</b> ensure proper functioning of machines in preparatory department	-	-	-	-
<b>NOS Total</b>	<b>26</b>	<b>34</b>	-	<b>15</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0403
<b>NOS Name</b>	Preventive maintenance responsibilities Spinning Preparatory
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning - Textiles
<b>Occupation</b>	Post Spinning Operations
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	25/11/2021
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### TSC/N0404: Breakdown Maintenance Spinning Preparatory

#### Description

This unit is about carrying out breakdown maintenance activities in spinning preparatory department

#### Scope

The scope covers the following :

- Attending the machine on breakdown
- Identifying the reason for breakdown and carryout maintenance activity
- Post maintenance activities

#### Elements and Performance Criteria

##### *Attending the machine on breakdown*

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

- PC1.** attend the machine on a break down
- PC2.** report to the maintenance in charge on a breakdown
- PC3.** prepare the machine for carrying out breakdown maintenance
- PC4.** ensure in bringing the proper tools and equipments required for carrying out maintenance

##### *Identifying the reason for breakdown and carryout maintenance activity*

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

- PC5.** analyze the machine which is under breakdown
- PC6.** identify the reason for breakdown
- PC7.** carryout maintenance activities
- PC8.** replace worn out / damaged parts with new parts
- PC9.** ensure safety while carrying out maintenance activity
- PC10.** ensure proper material handling of maintenance tools

##### *Post maintenance activities*

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

- PC11.** check for proper functioning of machine after maintenance
- PC12.** run the machine and check for smooth functioning of machine parts
- PC13.** repair if further fine tuning is needed
- PC14.** ensure the output material quality is as per quality requirement
- PC15.** ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers
- PC16.** ensure minimum time is taken for identifying the reason for breakdown and attending the breakdown, by carrying out the breakdown maintenance activities

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

## Qualification Pack

- KU1.** organization's standard operating procedures (SOP)
- KU2.** knowledge of customers
- KU3.** potential hazards associated with the machines and the safety precautions that must be taken
- KU4.** protocol to obtain more information on work related tasks
- KU5.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipments
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets & review with superiors
- KU9.** protocol and format for reporting work related risks/ problems
- KU10.** method of obtaining /giving feed back with respect to performance
- KU11.** importance of team work, harmonious working relationships
- KU12.** process for offering /obtaining work related assistance
- KU13.** responsibilities under health, safety and environmental legislation
- KU14.** guidelines for storage & disposal of waste materials
- KU15.** importance and functions of various machines and mechanisms used in spinning preparatory machines
- KU16.** Workload, work allocation and standard working conditions for maintenance operatives
- KU17.** roles and responsibilities of a maintenance supervisor
- KU18.** basic supervisory skills
- KU19.** general management knowledge
- KU20.** standing orders and discipline in working and precautions to be taken while working
- KU21.** factors affecting maintenance
- KU22.** standing orders and discipline in working and precautions to be taken while working
- KU23.** importance of time management
- KU24.** safety precautions and gadgets to be used in factory

## Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** read, write and communicate orally
- GS4.** plan and manage work routine based on instructions from supervisor
- GS5.** should willingly participate in the various programs/ meetings that will be conducted by the superiors & put forth the suggestions in the interest of the company
- GS6.** should willingly participate in the various programs/ meetings that will be conducted by the superiors & put forth the suggestions in the interest of the company
- GS7.** achieve GOTS Certification Fair Trade etc
- GS8.** skill to identify the reason for breakdown





## Qualification Pack

- GS9.** skill to carryout different maintenance activities
- GS10.** skill of handling the different maintenance tools properly
- GS11.** skill to identify that the quality of output material is as per requirement
- GS12.** maintain cleanliness at work place

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Attending the machine on breakdown</i>	<b>4</b>	<b>7</b>	-	<b>5</b>
<b>PC1.</b> attend the machine on a break down	-	-	-	-
<b>PC2.</b> report to the maintenance in charge on a breakdown	-	-	-	-
<b>PC3.</b> prepare the machine for carrying out breakdown maintenance	-	-	-	-
<b>PC4.</b> ensure in bringing the proper tools and equipments required for carrying out maintenance	-	-	-	-
<i>Identifying the reason for breakdown and carryout maintenance activity</i>	<b>7</b>	<b>16</b>	-	<b>5</b>
<b>PC5.</b> analyze the machine which is under breakdown	-	-	-	-
<b>PC6.</b> identify the reason for breakdown	-	-	-	-
<b>PC7.</b> carryout maintenance activities	-	-	-	-
<b>PC8.</b> replace worn out / damaged parts with new parts	-	-	-	-
<b>PC9.</b> ensure safety while carrying out maintenance activity	-	-	-	-
<b>PC10.</b> ensure proper material handling of maintenance tools	-	-	-	-
<i>Post maintenance activities</i>	<b>6</b>	<b>16</b>	-	<b>4</b>
<b>PC11.</b> check for proper functioning of machine after maintenance	-	-	-	-
<b>PC12.</b> run the machine and check for smooth functioning of machine parts	-	-	-	-
<b>PC13.</b> repair if further fine tuning is needed	-	-	-	-
<b>PC14.</b> ensure the output material quality is as per quality requirement	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC15.</b> ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers	-	-	-	-
<b>PC16.</b> ensure minimum time is taken for identifying the reason for breakdown and attending the breakdown, by carrying out the breakdown maintenance activities	-	-	-	-
<b>NOS Total</b>	<b>17</b>	<b>39</b>	-	<b>14</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0404
<b>NOS Name</b>	Breakdown Maintenance Spinning Preparatory
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning - Textiles
<b>Occupation</b>	Maintenance-Spinning Machines
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	25/11/2021
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

# TSC/N0405: Maintaining records and ensuring availability of spares Spinning Preparatory

## Description

This unit is about the procedure of maintaining records of maintenance activities in the preparatory spinning department

## Scope

The scope covers the following :

- maintaining records of maintenance and ensuring availability of spares

## Elements and Performance Criteria

### *Maintaining records of maintenance and ensuring record of maintenance*

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

- PC1.** carryout maintenance auditing
- PC2.** record the activities in the log book (report book) and updating the machine maintenance history book
- PC3.** verify the stock of various spares, accessories and lubricants and working out the indenting plan and placing indents
- PC4.** refer the machinery catalogues and identifying the correct spares needed
- PC5.** check the quality of materials received at stores, for e.g. bearings, wheels, arbours, machine spares, belts, brushes, spanners and other tools, etc
- PC6.** carryout machine maintenance audit
- PC7.** maintain records of maintenance
- PC8.** ensure availability of spares and giving requisitions on need basis

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organization's standard operating procedures (SOP)
- KU2.** knowledge of customers
- KU3.** potential hazards associated with the machines and the safety precautions that must be taken
- KU4.** protocol to obtain more information on work related tasks
- KU5.** contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipments
- KU6.** details of the various job roles & responsibilities
- KU7.** documentation and reporting formats
- KU8.** work targets & review with superiors

## Qualification Pack

- KU9.** protocol and format for reporting work related risks/ problems
- KU10.** method of obtaining /giving feed back with respect to performance
- KU11.** importance of team work, harmonious working relationships
- KU12.** process for offering /obtaining work related assistance
- KU13.** responsibilities under health, safety and environmental legislation
- KU14.** guidelines for storage & disposal of waste materials
- KU15.** planning of maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life
- KU16.** types and functions of different spares in preparatory spinning
- KU17.** calculation of maintenance efficiency, time spent for maintenance, men employed, cost of maintenance, costs of spares consumption, mean time between breakdowns, and the industry norms
- KU18.** roles and responsibilities of a maintenance supervisor
- KU19.** general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production
- KU20.** standing orders and maintaining discipline at work

## Generic Skills (GS)

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

- GS1.** write clear and short sentences
- GS2.** comprehend written instructions
- GS3.** read, write and communicate orally in local language
- GS4.** plan and manage work routine based on instructions from supervisor
- GS5.** should willingly participate in the various programs/ meetings that will be conducted by the superiors & put forth the suggestions in the interest of the company
- GS6.** participate in the quality circles that are formed by the superiors
- GS7.** should extend voluntary supports and adapt to the various procedures that are adopted by the company with respect to compliances for the different certifications like ISO 9001, ISO 14001, SA 8001 GOTS Certification Fair Trade etc.
- GS8.** procedure to carryout maintenance auditing
- GS9.** skill to verify the quality of different spares used

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintaining records of maintenance and ensuring record of maintenance</i>	<b>12</b>	<b>13</b>	-	<b>5</b>
<b>PC1.</b> carryout maintenance auditing	-	-	-	-
<b>PC2.</b> record the activities in the log book (report book) and updating the machine maintenance history book	-	-	-	-
<b>PC3.</b> verify the stock of various spares, accessories and lubricants and working out the indenting plan and placing indents	-	-	-	-
<b>PC4.</b> refer the machinery catalogues and identifying the correct spares needed	-	-	-	-
<b>PC5.</b> check the quality of materials received at stores, for e.g. bearings, wheels, arbours, machine spares, belts, brushes, spanners and other tools, etc	-	-	-	-
<b>PC6.</b> carryout machine maintenance audit	-	-	-	-
<b>PC7.</b> maintain records of maintenance	-	-	-	-
<b>PC8.</b> ensure availability of spares and giving requisitions on need basis	-	-	-	-
<b>NOS Total</b>	<b>12</b>	<b>13</b>	-	<b>5</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N0405
<b>NOS Name</b>	Maintaining records and ensuring availability of spares Spinning Preparatory
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning - Textiles
<b>Occupation</b>	Maintenance-Spinning Machines
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	25/11/2021
<b>Next Review Date</b>	25/11/2024
<b>NSQC Clearance Date</b>	17/11/2022



## Qualification Pack

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

#### Description

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

#### Scope

The scope 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

## Qualification Pack

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

## Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9001
<b>NOS Name</b>	Maintain work area, tools, and machines
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### TSC/N9002: Working in a team

#### Description

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

#### Scope

The scope covers the following :

- commitment and trust
- communication
- adaptability
- creative freedom

#### Elements and Performance Criteria

##### *Commitment and trust*

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

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

##### *Communication*

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

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

##### *Adaptability*

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

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

##### *Creative freedom*

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

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

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

## Qualification Pack

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

## Generic Skills (GS)

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

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

## Qualification Pack

### Assessment Criteria

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9002
<b>NOS Name</b>	Working in a team
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	6.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022



## 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

The scope covers the following :

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

#### Elements and Performance Criteria

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

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

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

##### *Recognizing the hazards*

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

## Qualification Pack

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

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

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

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

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

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

## Generic Skills (GS)

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

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

## Qualification Pack

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

## Qualification Pack

### Assessment Criteria

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

### Qualification Pack

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9003
<b>NOS Name</b>	Maintain health, safety and security at workplace
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	5.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## 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

The scope covers the following :

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

#### Elements and Performance Criteria

##### *Self development*

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

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

##### *Team work*

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

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

##### *Organisational standards*

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

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

##### *Industry standards*

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

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

#### Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

## Qualification Pack

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

### Generic Skills (GS)

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

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



## Qualification Pack

### Assessment Criteria

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

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	TSC/N9004
<b>NOS Name</b>	Comply with industry and organizational requirement
<b>Sector</b>	Textile
<b>Sub-Sector</b>	Spinning, Weaving, Processing, Knitting
<b>Occupation</b>	Textile Mill sector - Cotton
<b>NSQF Level</b>	3
<b>Credits</b>	TBD
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	27/01/2022
<b>Next Review Date</b>	31/03/2025
<b>NSQC Clearance Date</b>	17/11/2022

## Qualification Pack

### DGT/VSQ/N0101: Employability Skills (30 Hours)

#### Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

#### Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

#### Elements and Performance Criteria

##### *Introduction to Employability Skills*

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

**PC1.** understand the significance of employability skills in meeting the job requirements

##### *Constitutional values - Citizenship*

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

**PC2.** identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

##### *Becoming a Professional in the 21st Century*

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

**PC3.** explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

##### *Basic English Skills*

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

**PC4.** speak with others using some basic English phrases or sentences

##### *Communication Skills*

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

**PC5.** follow good manners while communicating with others

**PC6.** work with others in a team

## Qualification Pack

### *Diversity & Inclusion*

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

**PC7.** communicate and behave appropriately with all genders and PwD

**PC8.** report any issues related to sexual harassment

### *Financial and Legal Literacy*

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

**PC9.** use various financial products and services safely and securely

**PC10.** calculate income, expenses, savings etc.

**PC11.** approach the concerned authorities for any exploitation as per legal rights and laws

### *Essential Digital Skills*

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

**PC12.** operate digital devices and use its features and applications securely and safely

**PC13.** use internet and social media platforms securely and safely

### *Entrepreneurship*

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

**PC14.** identify and assess opportunities for potential business

**PC15.** identify sources for arranging money and associated financial and legal challenges

### *Customer Service*

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

**PC16.** identify different types of customers

**PC17.** identify customer needs and address them appropriately

**PC18.** follow appropriate hygiene and grooming standards

### *Getting ready for apprenticeship & Jobs*

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

**PC19.** create a basic biodata

**PC20.** search for suitable jobs and apply

**PC21.** identify and register apprenticeship opportunities as per requirement

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

**KU1.** need for employability skills

**KU2.** various constitutional and personal values

**KU3.** different environmentally sustainable practices and their importance

**KU4.** Twenty first (21st) century skills and their importance

**KU5.** how to use basic spoken English language

**KU6.** Do and dont of effective communication

**KU7.** inclusivity and its importance

**KU8.** different types of disabilities and appropriate communication and behaviour towards PwD

**KU9.** different types of financial products and services

## Qualification Pack

- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

## Generic Skills (GS)

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

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection

## Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC1.</b> understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	<b>1</b>	<b>1</b>	-	-
<b>PC2.</b> identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	<b>1</b>	<b>3</b>	-	-
<b>PC3.</b> explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	<b>2</b>	<b>3</b>	-	-
<b>PC4.</b> speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	<b>1</b>	<b>1</b>	-	-
<b>PC5.</b> follow good manners while communicating with others	-	-	-	-
<b>PC6.</b> work with others in a team	-	-	-	-
<i>Diversity &amp; Inclusion</i>	<b>1</b>	<b>1</b>	-	-
<b>PC7.</b> communicate and behave appropriately with all genders and PwD	-	-	-	-
<b>PC8.</b> report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	<b>3</b>	<b>4</b>	-	-
<b>PC9.</b> use various financial products and services safely and securely	-	-	-	-

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> calculate income, expenses, savings etc.	-	-	-	-
<b>PC11.</b> approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	<b>4</b>	<b>6</b>	-	-
<b>PC12.</b> operate digital devices and use its features and applications securely and safely	-	-	-	-
<b>PC13.</b> use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	<b>3</b>	<b>5</b>	-	-
<b>PC14.</b> identify and assess opportunities for potential business	-	-	-	-
<b>PC15.</b> identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	<b>2</b>	<b>2</b>	-	-
<b>PC16.</b> identify different types of customers	-	-	-	-
<b>PC17.</b> identify customer needs and address them appropriately	-	-	-	-
<b>PC18.</b> follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship &amp; Jobs</i>	<b>1</b>	<b>3</b>	-	-
<b>PC19.</b> create a basic biodata	-	-	-	-
<b>PC20.</b> search for suitable jobs and apply	-	-	-	-
<b>PC21.</b> identify and register apprenticeship opportunities as per requirement	-	-	-	-
<b>NOS Total</b>	<b>20</b>	<b>30</b>	-	-

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	DGT/VSQ/N0101
<b>NOS Name</b>	Employability Skills (30 Hours)
<b>Sector</b>	Cross Sectoral
<b>Sub-Sector</b>	Professional Skills
<b>Occupation</b>	Employability
<b>NSQF Level</b>	2
<b>Credits</b>	1
<b>Version</b>	1.0
<b>Last Reviewed Date</b>	NA
<b>Next Review Date</b>	17/10/2024
<b>NSQC Clearance Date</b>	25/06/2020

## 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**



## Qualification Pack

**(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/N0401.Taking charge of shift and handing over shift to Fitter Spinning Preparatory	31	35	-	34	100	15
TSC/N0402.General Maintenance Responsibilities Spinning Preparatory	26	33	-	16	75	11
TSC/N0403.Preventive maintenance responsibilities Spinning Preparatory	26	34	-	15	75	11
TSC/N0404.Breakdown Maintenance Spinning Preparatory	17	39	-	14	70	11
TSC/N0405.Maintaining records and ensuring availability of spares Spinning Preparatory	12	13	-	5	30	5
TSC/N9001.Maintain work area, tools, and machines	17	20	-	13	50	8
TSC/N9002.Working in a team	19	20	-	11	50	8
TSC/N9003.Maintain health, safety and security at workplace	32	40	-	28	100	15
TSC/N9004.Comply with industry and organizational requirement	15	20	-	15	50	8
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	8
<b>Total</b>	<b>215</b>	<b>284</b>	<b>0</b>	<b>151</b>	<b>650</b>	<b>100</b>

## Acronyms

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

## Qualification Pack

### Glossary

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

## Qualification Pack

<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.