QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR

Contents

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 – Automatic Shuttle Loom Operator

SECTOR: TEXTILE

SUB-SECTOR: WEAVING

OCCUPATION: WEAVING

REFERENCE ID: TSC/Q 2201

ALIGNED TO: NCO-2004 / 7432.55

Brief Job Description: An operator of an Automatic Shuttle Loom, is a job-role in the weaving department. The responsibility of the operator of the loom is to run the loom efficiently so as to get maximum output with minimum defects, giving due importance to safety and environment aspects.

Personal Attributes: An Automatic Shuttle Loom operator should have good eyesight, eye-hand coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Job Details

Qualifications Pack Code	**TSC/Q 2201**		
Job Role	**Automatic Shuttle Loom Operator**		
Credits (NSQF)	**TBD**	**Version number**	**1.0**
Sector	**Textile**	**Drafted on**	**15/12/14**
Sub-sector	**Weaving**	**Last reviewed on**	**21/01/15**
Occupation	**Weaving**	**Next review date**	**01/03/16**

Job Role	**Automatic Shuttle Loom Operator**
Role Description	To run automatic shuttle loom efficiently so as to get maximum output with minimum defects, giving due importance to safety & environmental aspects.
NSQF level **Minimum Educational Qualifications** **Maximum Educational Qualifications**	4 Preferably Class 10th NA
Training (Suggested but not mandatory)	Preferably training in weaving department.
Experience	Not essential
National Occupational Standards (NOS)	**Compulsory:** 1. TSC/ N2201 Taking charge of shift and handing over shift to operator 2. TSC/N2202 Running automatic shuttle loom 3. TSC/ N9001 Maintain work area, tools and machines 4. TSC/ N9002 Working in a team 5. TSC/ N9003 Maintain health, safety and security at workplace 6. TSC/ N9004 Comply with industry and organizational requirement **Optional:** Not Applicable
Performance Criteria	As described in the relevant OS units

Glossary of Key Terms

Table 1: Glossary of Key Terms

Definitions

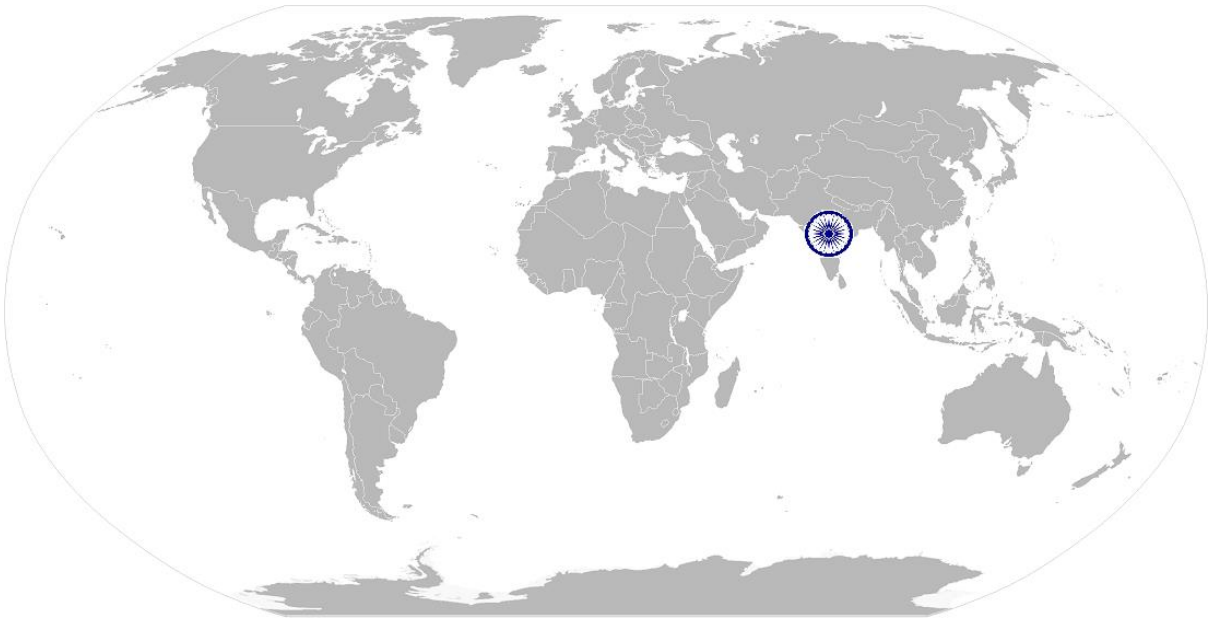
Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
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 OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
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 Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an '**O**' or an '**N**'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.

Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is 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.
Organizational Context	Organizational 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 key to learning and working 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.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.

Acronyms

Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

National Occupational Standard



Overview

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

National Occupational Standard

Unit Code	TSC/ N2201
Unit Title (Task)	**Taking charge of shift and handing over shift to operator**
Description	This unit is about taking charge of shift from previous shift weaver and relieving the responsibilities to the next shift weaver
Scope	**This unit/task covers the following:** ▪ Taking charge of the shift ▪ Handing over the shift
Performance Criteria (PC) w.r.t. the Scope	
Elements	**Performance Criteria**
Take charge of the shift	To be a competent you must be able to : PC1. come at least 10 - 15 minutes earlier to the work spot PC2. bring the necessary operational tools like “weavers’ hook",” knife" etc. PC3. meet the previous shift weaver, discuss with him/ her regarding the issues faced by them with respect to the quality or production or spare or safety or any other specific instruction etc. PC4. check for the availability of the weft & the condition of the same PC5. check the condition of the running beams , for cross ends, ends pulling out particularly at the selvedge PC6. check the availability of the " thrums" quality & condition of the same PC7. check the cloth for the running damages like end out, wrong drawing, wring denting, double end, reed mark, temple cut/ temple mark, let- off mark, take up fault, oil stain, hole, cloth torn, weft catching, weft lashing in etc. PC8. check for the size of the cloth rolls & to see whether any indication is there in the cloth rolls PC9. check the cleanliness of the machines & other work areas PC10. check whether any spare/raw material/ tool / fabric/ any other material are thrown under the machines or in the other work areas. PC11. question the previous shift weaver for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.
Handing over the Shift	PC12. hand over the shift to the incoming weaver in a proper manner & get clearance from the incoming counterpart before leaving the work spot PC13. report to his/ her shift superiors as well as that of the incoming shift, in case his/ her counterpart doesn't report for the incoming shift. in that case, the shift has to be properly handed over to the incoming shift superior & get clearance from him/ her, before leaving the work spot PC14. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors
Knowledge and Understanding (K)	
A. Organizational Context	The individual on the job needs to know and understand: KA1. the organization's policies & standard operating procedures (SOP) and its

(Knowledge of the company/ organization and its processes)	process KA2. should have an awareness, knowledge of customers KA3. potential hazards associated with the machines and the safety precautions must be taken KA4. protocol to obtain more information on work related tasks KA5. contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipments KA6. details of the various job rolls & responsibilities KA7. documentation and reporting formats KA8. work targets & review machine with superiors KA9. protocol and format for reporting work related risks/ problems KA10. method of obtaining /giving feed back with respect to performance KA11. importance of team work .harmonious working relationships KA12. process for offering /obtaining work related assistance KA13. responsibilities under health, safety and environmental legislation KA14. guidelines for storage & disposal of waste materials
B. Technical/Domain Knowledge of product	The user/individual on the job needs to know and understand: KB1. the minimum quality requirements of the product with respect to permissible/non-permissible defects KB2. fabric quality particulars such as ends & picks per inch, width, products weave etc.
About the Raw materials	KB3. yarns from natural fibers - cotton, silk, wool KB4. yarns from manmade fibers - polyester, nylon, viscose KB5. blended yarns - polyester cotton, polyester viscose
About different types of Looms	KB6. hand loom KB7. power loom - conventional loom KB8. auto loom - shuttle looms KB9. shuttle less looms - rapier , projectile , air jet, water jet KB10. tappet loom/ cam loom/ crank loom , dobby loom, jacquard loom
About types of weave	KB11. plain weave, twill , drill, plain satin, stripe satin , dobby designs , jacquard designs
Causes for fabric defects: due to weaver, due to loom, due to other reasons	KB12. wrong drawing , wrong denting, end out , double end, broken pick, double pick, missing pick, hand stain , hole, wrong weft, bad selvedge, KB13. end out, let-off, take- up problem, temple mark, temple cut, emery hole/ emery cut/ emery mark, broken pick, missing pick, double pick, short pick, snarls, impression mark, oil stain, lashing in, weft catching, selvedge cut, loops, weft stitches, warp stitches, bumping mark, weft crack, cloth torn , bad shedding, warp floats, weft floats, reed mark, bad selvedge, starting mark, thin & thick place , hair line crack, KB14. weaving faults - thin place, thick place, neps, kitties, contamination, color flies, yarn variation, shade variation KB15. sizing faults - shade variation, size patches, sizing oil, bead formation, KB16. weaving faults - wrong weft, wrong pattern, less width, low epi, low ppi,

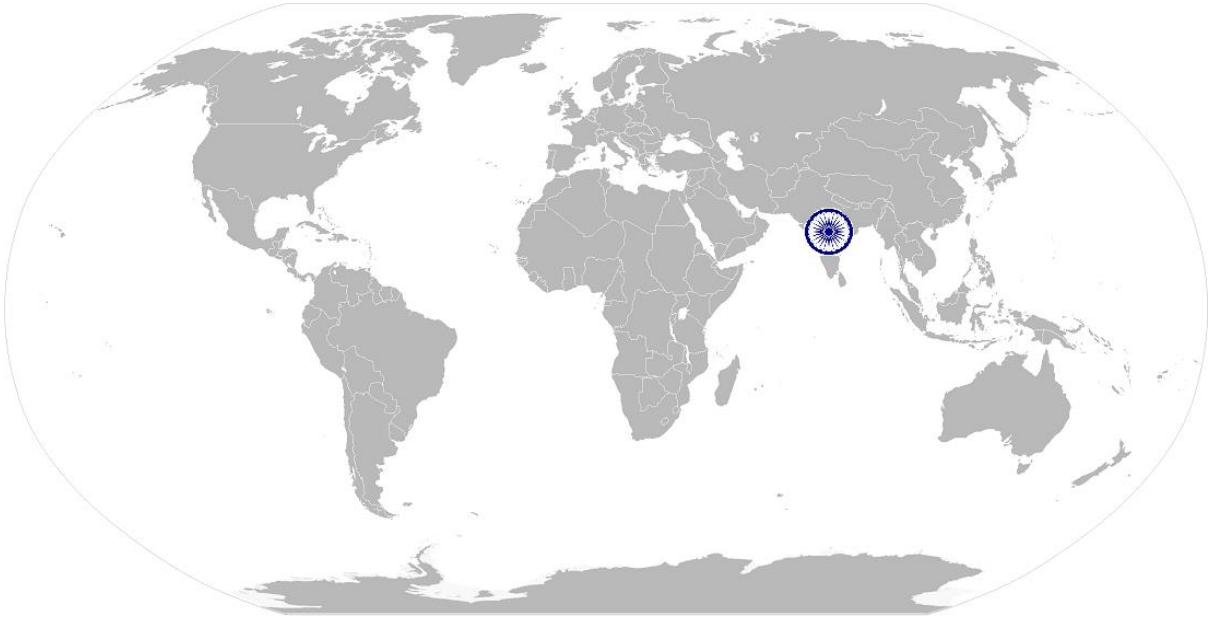
	wrong warp,
Inspection Standard	KB17. four point American system below 3" - 1 point between 3" to 6 " - 2 points between 6" to 9" - 3 points above 9" - 4 points
British System of grading Cuttable Faults, Warp Way Continuous Faults, Specification Deviations	KB18. a grade - no cuttable faults, no warp way continuous faults, no 3 major faults, 15 minor points KB19. B grade - rejection. deviation from a grade KB20. cuttable faults ; hole, let - off, take - up, selvedge cut, weft crack, cloth torn, wrong pattern, bad shedding, size patches , sizing oil, bead formation, wrong weft, KB21. major faults : wrong drawing, wrong denting, end out, double end, temple mark, temple cut, emery hole, emery cut, emery mark, impression mark, guide tooth mark, under tuck in, tails, warp stitches , warp floats, reed mark, bad selvedge, yarn variation, shade variation, KB22. cloth width - no minus is accepted & no excess above 0.5" is accepted KB23. ends per inch - plus or minus 2 is accepted KB24. picks per inch - plus or minus 1
American System	KB25. A grade - no cuttable faults, no warp way continuous faults, no of grading export specification deviation. maximum 15 points for 100 square meter standard – piece KB26. B grade - rejection. deviation from a grade lengths KB27. between 40 meters to 79.75 meters - 20% to variation from buyer to buyer) KB28. above 80 meters - 80%
Safety Mechanism	KB29. should know the safety mechanisms of the machines & should ensure that the same are in order KB30. should know about the stop motions & should ensure that the same are in order KB31. should know about the indication lamps & should ensure that the same are in order
Machine Operators	KB32. should know about the functional operations of the machines, where he/she is working
Skills (S) w.r.t the Scope	
A. Core Skills/ Generic Skills	**Writing Skills**
	You need to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	You need to know and understand how to: SA2. comprehend written instructions
B. Professional Skills	On the job the individual should be able to: SB1. read, write and communicate orally in local language SB2. plan and manage work routine based on instructions from supervisor

	SB3. 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 SB4. participate in the " quality circles" that will be formed by SB5. the superiors SB6. should extend voluntary supports and adapt to the various procedures that SB7. compliances for the different certifications like “ISO 9001", “ISO 14001", SA 8001" ,GOTS certification " fair trade " etc.
C. Technical Skills	**Weaver’s Knot**
	On job the individual should be able to achieve the following skills : SC1. one should put a minimum of 15 knots/ minute
	Battery Filling
	SC2. should be able to fill around 24 pirns in a battery in a maximum period of 2 minutes
	Attending to Warp/ Weft Break
	SC3. one should attend battery filling with proper pick finding in 30 seconds SC4. one should attend a single warp end through dropper, heald & reed dent in 45 to 60 seconds depending on the automation of the machines/ type of weave etc.
	Quality Evaluation
	SC5. should be able to weave fabric free from “weaver oriented damages “such as “wrong drawing”,” wrong denting” “end out " " double end" etc.

TSC/ N2201 Taking charge of shift and handing over shift to operator

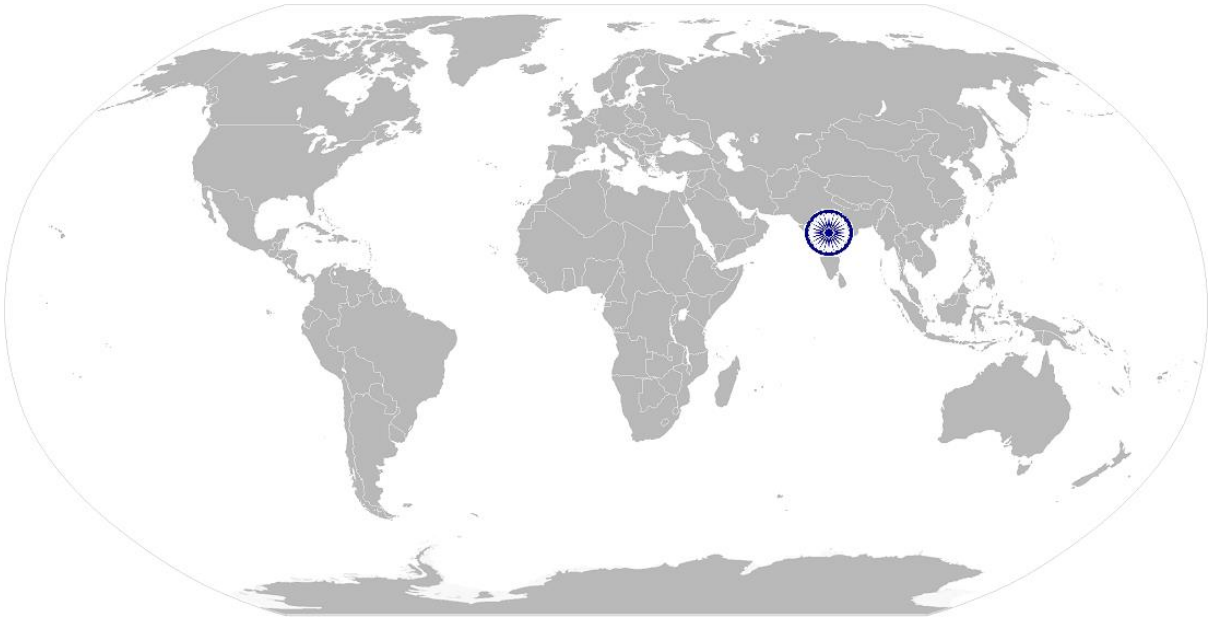
NOS Version Control

NOS Code	TSC/ N2201		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Weaving	Next review date	01/03/16



TSC/N2202 **Running automatic shuttle loom**

National Occupational Standard



Overview

This unit provides performance criteria, knowledge & understanding and skills & abilities required to run an automatic shuttle loom, by attending to warp breakages, weft breakages so as to get maximum output & minimum defects.

TSC/N2202 **Running automatic shuttle loom**

National Occupational Standard

Unit Code	TSC/ N2202
Unit Title (Task)	Running automatic shuttle loom
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to run an automatic shuttle loom, by attending to warp breakages, weft breakages so as to get maximum output & minimum defects.
Scope	**This unit/task covers the following:-** ▪ Weaver's knot ▪ Feeding / Replacing sliver can ▪ Attending to Weft Break ▪ Battery Filling ▪ Other Work Practices
Performance Criteria (PC) w.r.t. the Scope	
Elements	**Performance Criteria**
Weaver's knot	To be a competent you must be able to : PC1. make tiny & firm weaver's knots
Feeding / Replacing sliver can	PC2. find out broken warp ends PC3. find out the location of the broken end, by bringing the hands under the dropper bars , with mechanical droppers . PC4. detect the location using the indication lamp & by bringing the hands over the droppers, with electrical warp stop motion PC5. mend the broken warp end in the sized beams with the thrums of the same count of the sized beams, using " weavers ' knots" PC6. draw the mended warp yarn through the healds properly ,as per the drawing order prescribed PC7. draw the mended warp yarn through the reed dent, properly, as per the denting order prescribed PC8. see that the sley has been brought to the back centre PC9. see that the shuttle is inserted fully in the shuttle box PC10. run the loom by pulling the starting handle with full torque
Attending to Weft Break	PC11. see that the sley has to be brought the back centre PC12. take out shuttle from shuttle box PC13. do pick finding PC14. find out the last pick inserted in the produced cloth PC15. tie sley to the back centre, after doing the pick finding PC16. insert shuttle into the correct box as per the pick finding done PC17. see that the shuttle is inserted fully in the shuttle box PC18. bring the loom to the front centre to see that there is no gap between the reed & the fell of the cloth. accordingly take up should be adjusted PC19. bring back sley to centre PC20. see that the shuttle is inserted fully in the shuttle box PC21. run the loom by pulling the starting handle with full torque

TSC/N2202 **Running automatic shuttle loom**

Battery Filling	PC22. pull about 2 metres of weft in the pirns in the right hand & hold around 4 - 5 pirns at a time in the left hand PC23. press the pirn head of the pirns in space in the battery disc one by one and press the tips of the pirns in the aligned path of the pirn holders , then wind the pirn threads in the battery umbrella , anti clock wise.
Other Work Practices	PC24. correct the fabric defects like wrong drawing, wrong denting , end out, double end etc., immediately and also ensure that the other fabric defects too are corrected at the earliest, before continuing further production. PC25. clean the machines & work area, so as to ensure good working atmosphere, without damaging the fabrics in the looms where the cleaning work is carried out as well as in the adjacent & opposite looms . should not misuse " air". can use air for cleaning, only in the areas, where it is allowed PC26. " unweave " the same in case of any floats PC27. run the machine without " starting mark or crack" PC28. ensure that the loose threads are hanged in higher length (not more than 4 mm) . accordingly, and trimmed, after attending to the warp breaks. PC29. patrol the machines and do mending so as to minimise the stoppages PC30. tie the " waist bag" & all the waste generated by the weavers are collected in the said waist bag, which can be ultimately disposed in the places/ bins provided, at the end of the shift. PC31. ensure that the correct weft yarn, as per the " loom card" only is used PC32. see that the weft yarn is completely used , without giving room for additional wastage of raw materials. for any quality issue or defective cone etc., the same has to be brought to the notice of the superiors. PC33. Avoid pulling out warp ends unnecessarily. if end is getting cut often in the selvedge , the same has to be brought to the notice of the mechanics/ fitters/ superiors & get it corrected PC34. ensure that all the stop motions, preventive mechanisms etc., function properly PC35. ensure correct quality of thrums are there & see that the same are properly tied PC36. check the knotted loom for knotting quality etc. double ends have to be removed should report to superiors for any deviation in the same & for any other quality issue PC37. ensure that his/ her looms are stopped for a minimum possible down time due to whatever reason & see that he/ she gets maximum outputs in his/ her shift PC38. check the fabrics for the defects at least twice in a shift and sign on the cloth in both times PC39. ensure that cloth rolls are doffed whenever/ wherever necessary PC40. give preference to safety . should not enter the area, where he/ she are not allowed. should not do a job in which training has not being given PC41. ensure that no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in the other work areas. PC42. check for the reasons for the frequent warp/ weft breaks . the reasons that

	could be corrected by him/ herself should be corrected. otherwise, the same has to be reported to the mechanics/ fitters/ superiors
Knowledge and Understanding (K)	
C. Organizational Context (Knowledge of the company/ organization and its processes)	The individual on the job needs to know and understand: KA1. the organization's policies & standard operating procedures (SOP) and its process KA2. should have an awareness, knowledge of customers KA3. potential hazards associated with the machines and the safety precautions must be taken KA4. protocol to obtain more information on work related tasks KA5. contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipments KA6. details of the various job rolls & responsibilities KA7. documentation and reporting formats KA8. work targets & review machine with superiors KA9. protocol and format for reporting work related risks/ problems KA10. method of obtaining /giving feed back with respect to performance KA11. importance of team work and harmonious working relationships KA12. process for offering /obtaining work related assistance KA13. responsibilities under health, safety and environmental legislation KA14. guidelines for storage & disposal of waste materials
D. Technical/Domain Knowledge of product	The user/individual on the job needs to know and understand: KB1. the minimum quality requirements of the product with respect to permissible/non-permissible defects KB2. fabric quality particulars such as ends & picks per inch, width, products weave etc.
About the Raw materials	KB3. yarns from natural fibers - cotton, silk, wool KB4. yarns from manmade fibers - polyester, nylon, viscose KB5. blended yarns - polyester cotton, polyester viscose
About different types of Looms	KB6. hand loom KB7. power loom - conventional loom KB8. auto loom - shuttle looms KB9. shuttle less looms - rapier , projectile , air jet, water jet KB10. tappet loom/ cam loom/ crank loom , dobby loom, jacquard loom
About types of weave	KB11. plain weave, twill , drill, plain satin, stripe satin , dobby designs , jacquard designs
Causes for fabric defects: due to weaver, due to loom, due to other reasons	KB12. wrong drawing , wrong denting, end out , double end, broken pick, double pick, missing pick, hand stain , hole, wrong weft, bad selvedge, KB13. end out, let-off, take- up problem, temple mark, temple cut, emery hole/ emery cut/ emery mark, broken pick, missing pick, double pick, short pick, snarls, impression mark, oil stain, lashing in, weft catching, selvedge cut, loops, weft stitches, warp stitches, bumping mark, weft crack, cloth torn , bad shedding, warp floats, Weft Floats, Reed Mark, Bad Selvedge, Starting

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	Mark, Thin & Thick Place , Hair line crack, KB14. weaving faults - thin place, thick place, neps, kitties, contamination, color flies, yarn variation, shade variation KB15. sizing faults - shade variation, size patches, sizing oil, bead formation, KB16. weaving faults - wrong weft, wrong pattern, less width, low epi, low ppi, wrong warp,
Inspection Standard	KB17. four point American system below 3" - 1 point between 3" to 6 " - 2 points between 6" to 9" - 3 points above 9" - 4 points
British System of grading Cuttable Faults, Warp Way Continuous Faults, Specification Deviations	KB18. a grade - no cuttable faults, no warp way continuous faults, no 3 major faults, 15 minor points KB19. B grade - rejection. deviation from a grade KB20. cuttable faults ; hole, let - off, take - up, selvedge cut, weft crack, cloth torn, wrong pattern, bad shedding, size patches , sizing oil, bead formation, wrong weft, KB21. major faults : wrong drawing, wrong denting, end out, double end, temple mark, temple cut, emery hole, emery cut, emery mark, impression mark, guide tooth mark, under tuck in, tails, warp stitches , warp floats, reed mark, bad selvedge, yarn variation, shade variation, KB22. cloth width - no minus is accepted & no excess above 0.5" is accepted KB23. ends per inch - plus or minus 2 is accepted KB24. picks per inch - plus or minus 1
American System	KB25. A Grade - No Cuttable Faults, No Warp Way Continuous Faults, No of grading Export Specification Deviation. Maximum 15 points for 100 Square meter Standard – Piece KB26. B Grade - Rejection. Deviation from A Grade Lengths KB27. between 40 meters to 79.75 meters - 20% to variation from buyer to buyer) KB28. above 80 meters - 80%
Safety Mechanism	KB29. should know the safety mechanisms of the machines & should ensure that the same are in order KB30. should know about the stop motions & should ensure that the same are in order KB31. should know about the indication lamps & should ensure that the same are in order
Machine Operators	KB32. should know about the functional operations of the machines, where he/she is working
Skills (S) w.r.t the Scope	
A. Core Skills/ Generic Skills	**Writing Skills**
	You need to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	You need to know and understand how to:

TSC/N2202 **Running automatic shuttle loom**

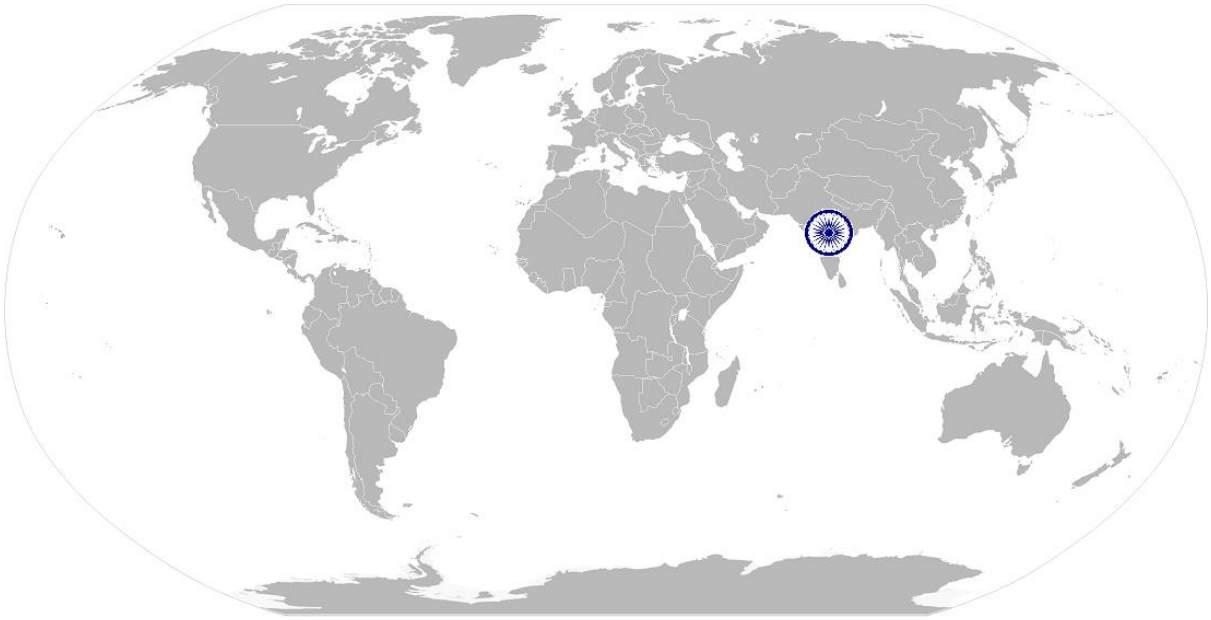
	SA2. comprehend written instructions
B. Professional Skills	On the job the individual should be able to: SB1. read, write and communicate orally in local language SB2. plan and manage work routine based on instructions from supervisor SB3. should willingly participate in the various programs/ meetings that will be conducted by the superiors & put forth the suggestions in the interest of the company SB4. participate in the " quality circles" that will be formed by the superiors SB5. should extend voluntary supports and adapt to the various procedures that SB6. will be adopted by the company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001",GOTS certification " fair trade " etc.
C. Technical Skills	**Weaver's Knot**
	On job the individual should be able to achieve the following skills : SC1. one should put a minimum of 15 knots/ minute
	Battery Filling
	SC2. should be able to fill around 24 pirns in a battery in a maximum period of 2 minutes
	Attending to Warp/ Weft Break
	SC3. one should attend battery filling with proper pick finding in 30 seconds SC4. one should attend a single warp end through dropper, heald & reed dent in 45 to 60 seconds depending on the automation of the machines/ type of weave etc.
	Quality Evaluation
	SC5. should be able to weave fabric free from " Weaver oriented damages " such as " Wrong Drawing" , " Wrong Denting" " End Out " " Double End" etc.

NOS
National Occupational Standards

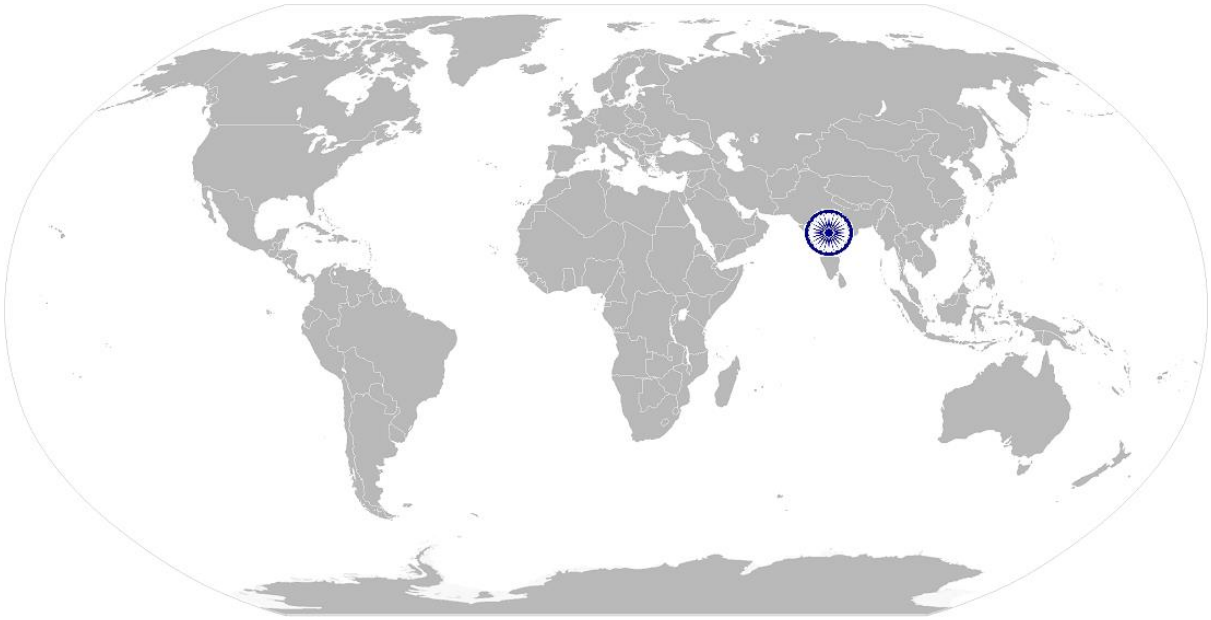
TSC/N2202 **Running automatic shuttle loom**

NOS Version Control

NOS Code	TSC/ N2202		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Weaving	Next review date	01/03/16



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 **Maintaining work area, tools and machine**

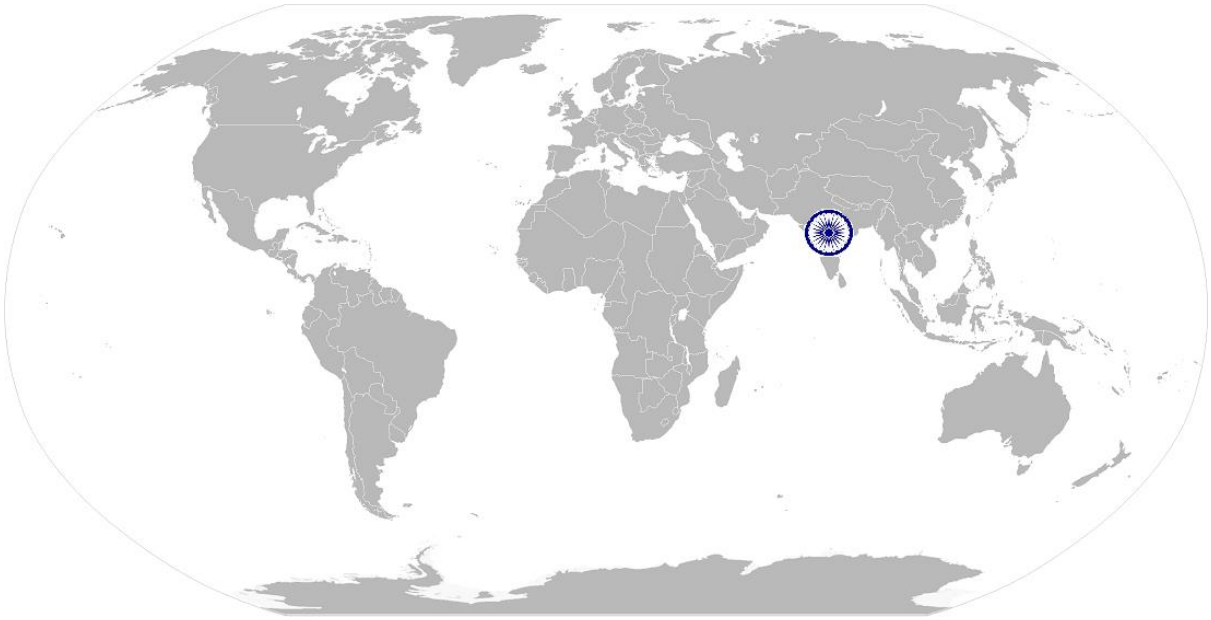
National Occupational Standard

Unit Code	**TSC/ N9001**
Unit Title (Task)	**Maintaining 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: ▪ 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	To be competent, you must be able to: PC1. handle materials, machinery, equipment and tools with care and use them in the correct way PC2. use correct lifting and handling procedures PC3. use materials to minimize waste PC4. maintain a clean and hazard free working area PC5. maintain tools and equipment PC6. carry out running maintenance within agreed schedules PC7. carry out maintenance and/or cleaning within one's responsibility PC8. report unsafe equipment and other dangerous occurrences PC9. ensure that the correct machine guards are in place PC10. work in a comfortable position with the correct posture PC11. use cleaning equipment and methods appropriate for the work to be carried out PC12. dispose of waste safely in the designated location PC13. store cleaning equipment safely after use PC14. carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. personal hygiene and duty of care KA2. safe working practices and organizational procedures KA3. limits of your own responsibility KA4. ways of resolving with problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with supervisors KA7. the lines of communication, authority and reporting procedures KA8. the organization's rules, codes and guidelines (including timekeeping) KA9. the company's quality standards KA10. the importance of complying with written instructions KA11. equipment operating procedures / supervisor's instructions
B. Technical Knowledge	You need to know and understand: KB1. work instructions and specifications and interpret them accurately KB2. relation between work role and the overall manufacturing process KB3. hazards likely to be encountered when conducting routine maintenance

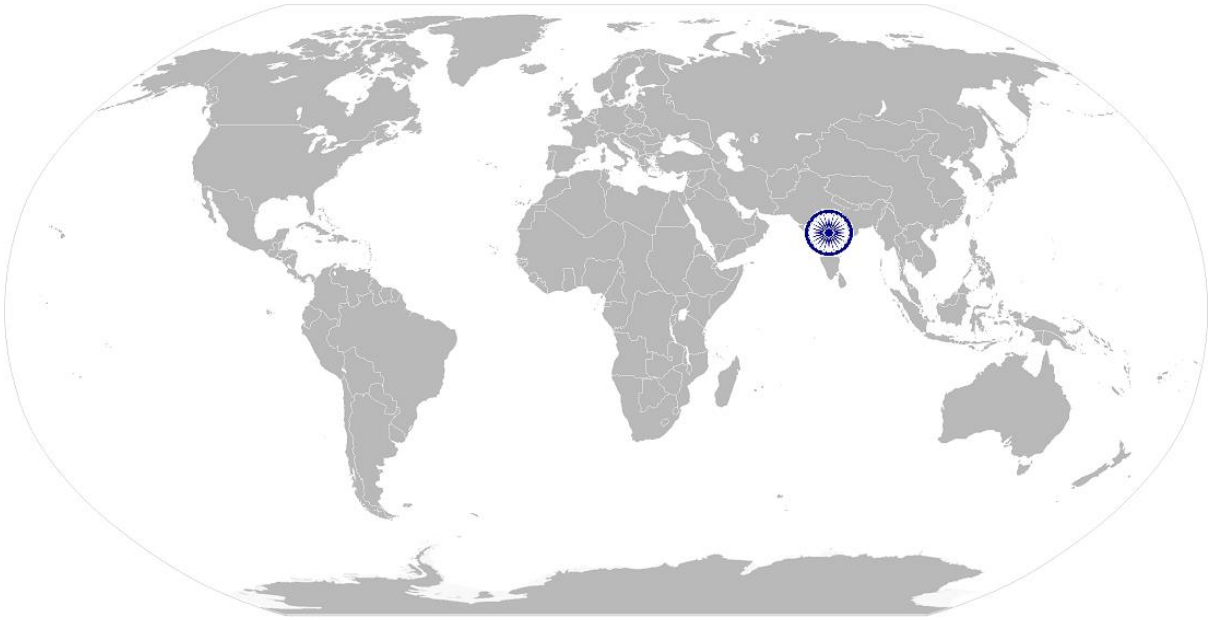
	KB4. the importance of taking action when problems are identified KB5. different ways of minimizing waste KB6. the importance of running maintenance and regular cleaning KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials KB8. common faults with equipment and the method 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
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
	You need to know and understand how to: SA2. comprehend written instructions SA3. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA4. Communicate effectively in local language SA5. communicate with supervisor appropriately SA6. talk to others 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. apply problem-solving approaches in different situations SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to: 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
C. Technical Skills	You need to know and understand : SC1. communicate effectively SC2. apply leadership skills wherever required SC3. take initiative at the right place SC4. understand the requirement to be creative

NOS Version Control

NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Weaving	Next review date	01/03/16



National Occupational Standard



Overview

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

National Occupational Standard

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:** ▪ commitment and trust ▪ communication ▪ adaptability ▪ creative freedom

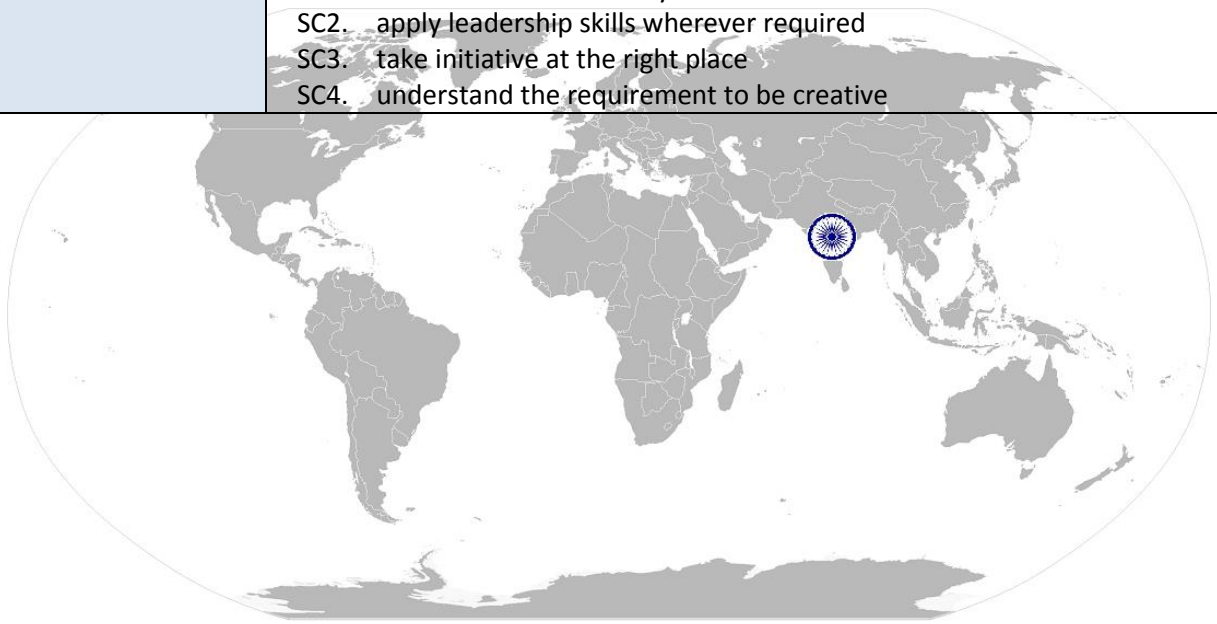
Performance Criteria (PC) w.r.t. the Scope	
Elements	**Performance Criteria**
Commitment and trust	To be competent, you must be able to: PC1. be accountable to the own role in whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	PC4. 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**

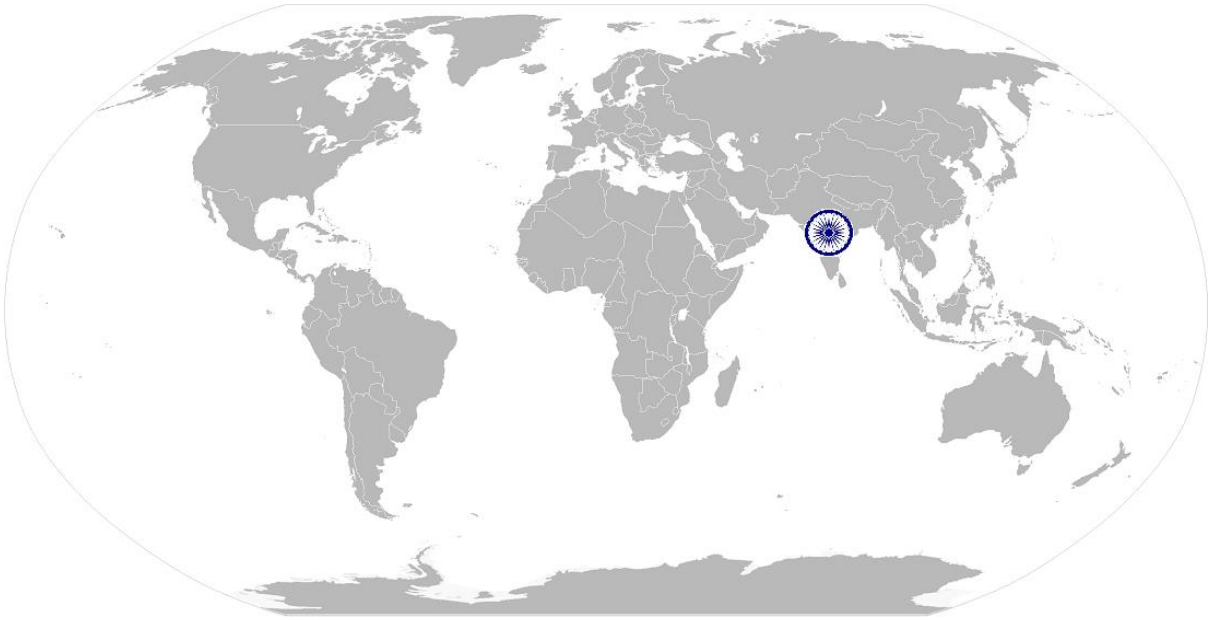
	SA4. comprehend written instructions SA5. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	SA6. communicate with supervisor appropriately SA7. talk to co-workers to convey information effectively
B. Professional Skills	**Problem Solving**
	You need to 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
	Attention to Detail
	SB3. apply good attention to detail SB4. ensure every kind of communication is error free
C. Technical Skills	You need to know and understand how to: SC1. communicate effectively SC2. apply leadership skills wherever required SC3. take initiative at the right place SC4. understand the requirement to be creative



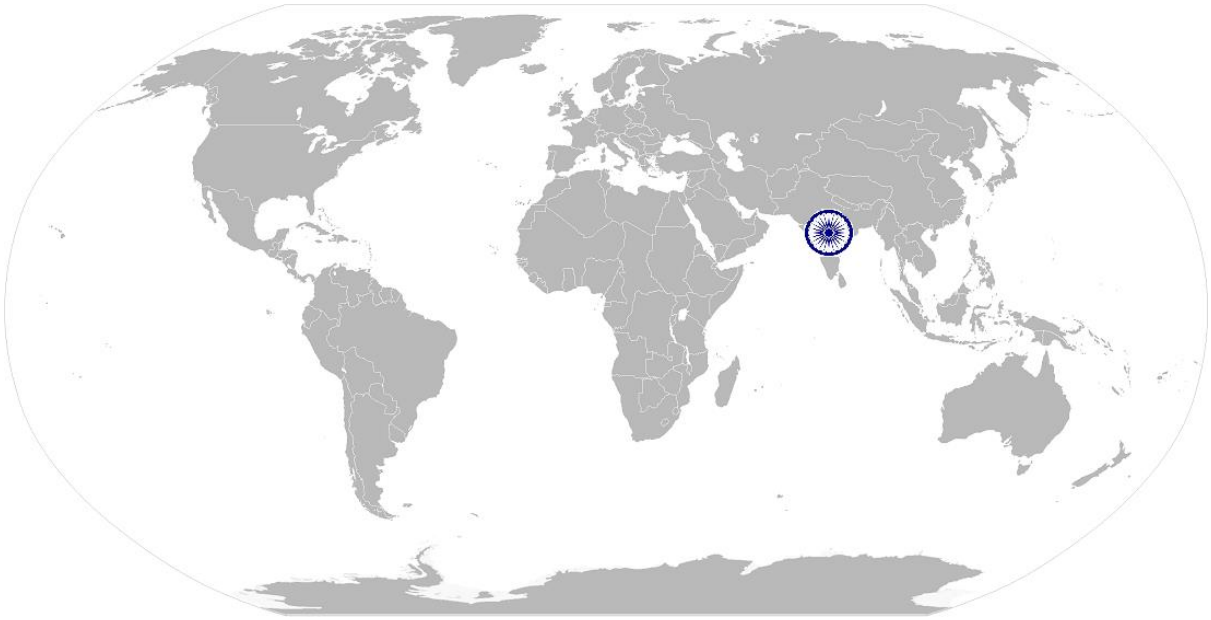
TSC/ N9002 **Working in a team**

NOS Version Control

NOS Code	TSC/ N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Weaving	Next review date	01/03/16



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**

National Occupational Standard

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:** ▪ Comply with health, safety and security requirements at work ▪ Recognizing the hazards ▪ Planning the safety techniques ▪ Implementing the programs

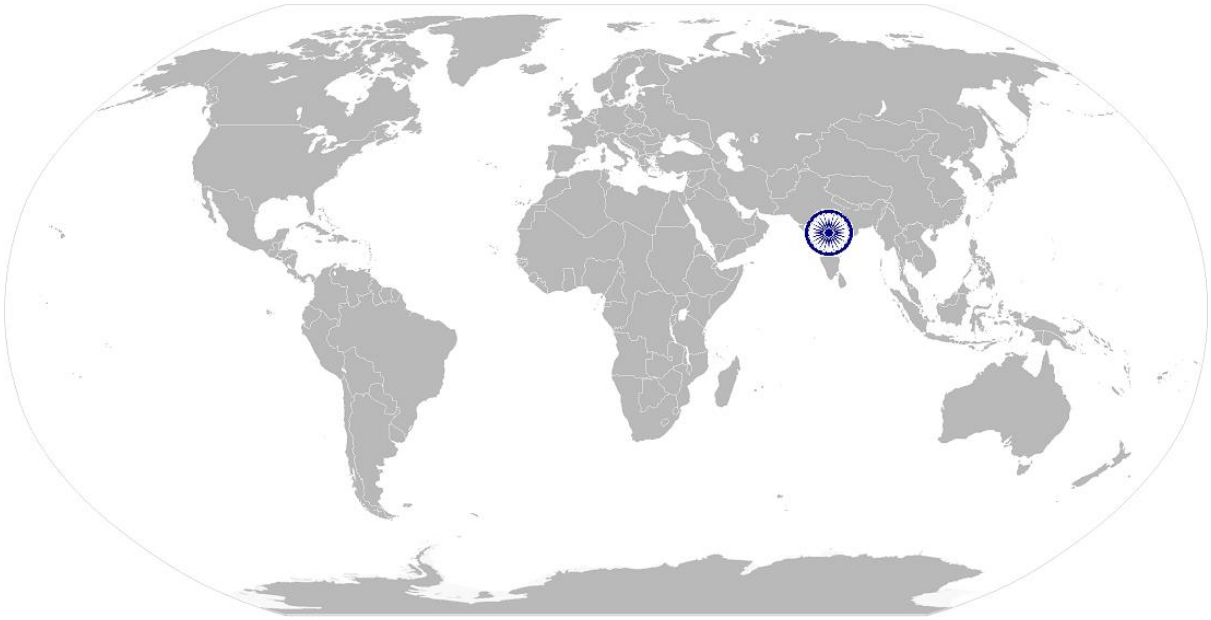
Performance Criteria (PC) w.r.t. the Scope	
Elements	**Performance Criteria**
Comply with health, Safety and security requirements at work	To be competent, operator must be able to: PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment such as “ear plug”, “ nose mask “, “ head cap” etc., as per protocol PC3. carry out own activities in line with approved guidelines and procedures PC4. maintain a healthy lifestyle and guard against dependency on intoxicants PC5. follow environment management system related procedures PC6. identify and correct (if possible) malfunctions in machinery and equipment PC7. report any service malfunctions that cannot be rectified PC8. store materials and equipment in line with organisational requirements PC9. safely handle and remove waste PC10. minimize health and safety risks to self and others due to own actions PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC12. monitor the workplace and work processes for potential risks and threat PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel PC15. participate in mock drills/ evacuation procedures organized at the workplace PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so PC17. take action based on instructions in the event of fire, emergencies or accidents PC18. follow organisation procedures for shutdown and evacuation when required
Recognizing the hazards	To be competent, you must be able to: PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry PC20. recognise other possible security issues existing in the workplace

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

Planning the safety techniques	PC21. recognise different measures to curb the hazards
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. comprehende written instructions
	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**
	SB1. identify correct safety measure for particular hazard SB2. make required safety plans as and when required

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

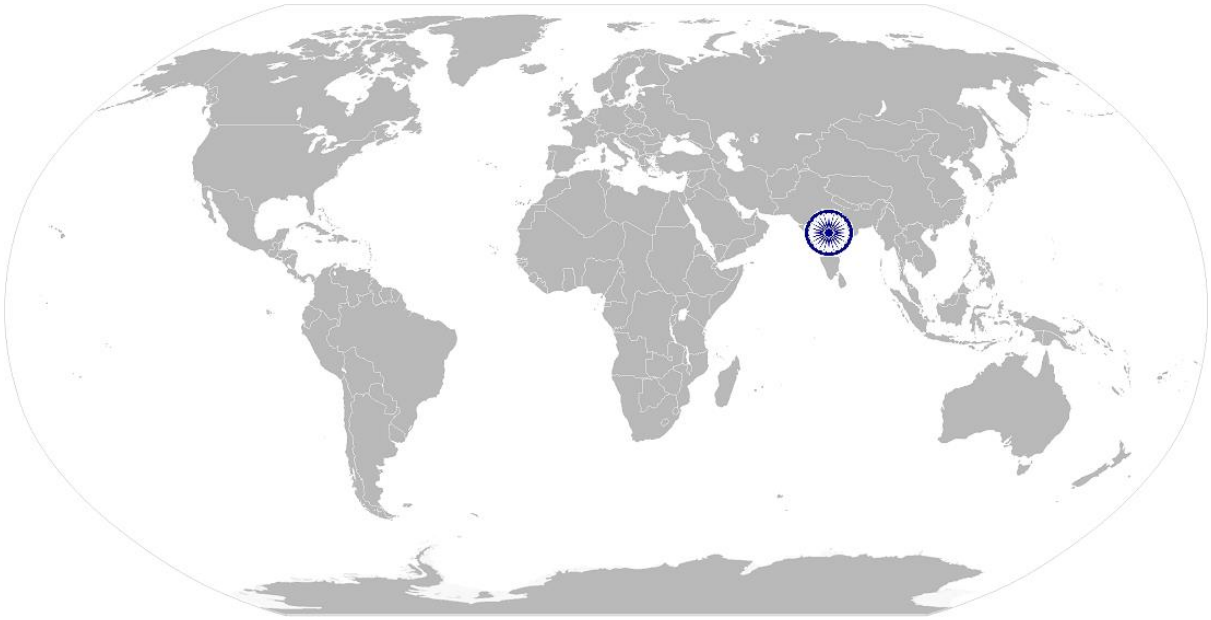
	SB3. raise alarm in case of emergency
	Analytical Thinking
	SB4. know the use of correct safety measure whenever required
	Attention to Detail
	SB5. be attentive to details SB6. be careful to avoid occurrence of hazards
C. Technical Skills	You need to know and understand : SC1. maintenance of neatness at work SC2. procedure for reporting unwanted behavior



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

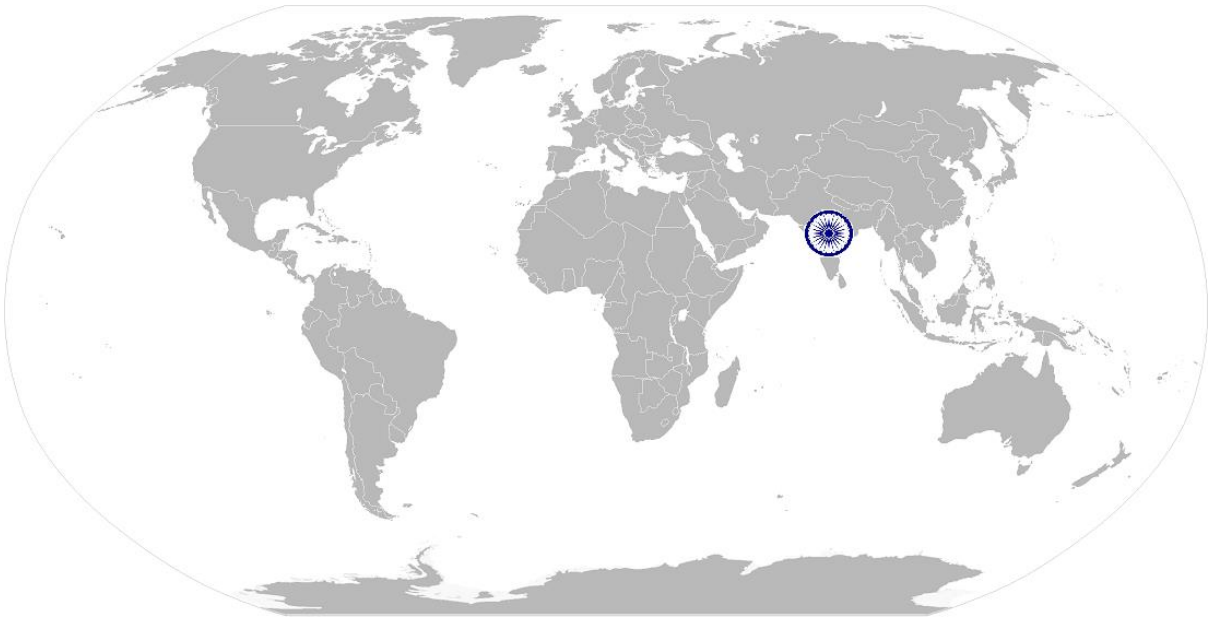
NOS Version Control

NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Weaving	Next review date	01/03/16



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.

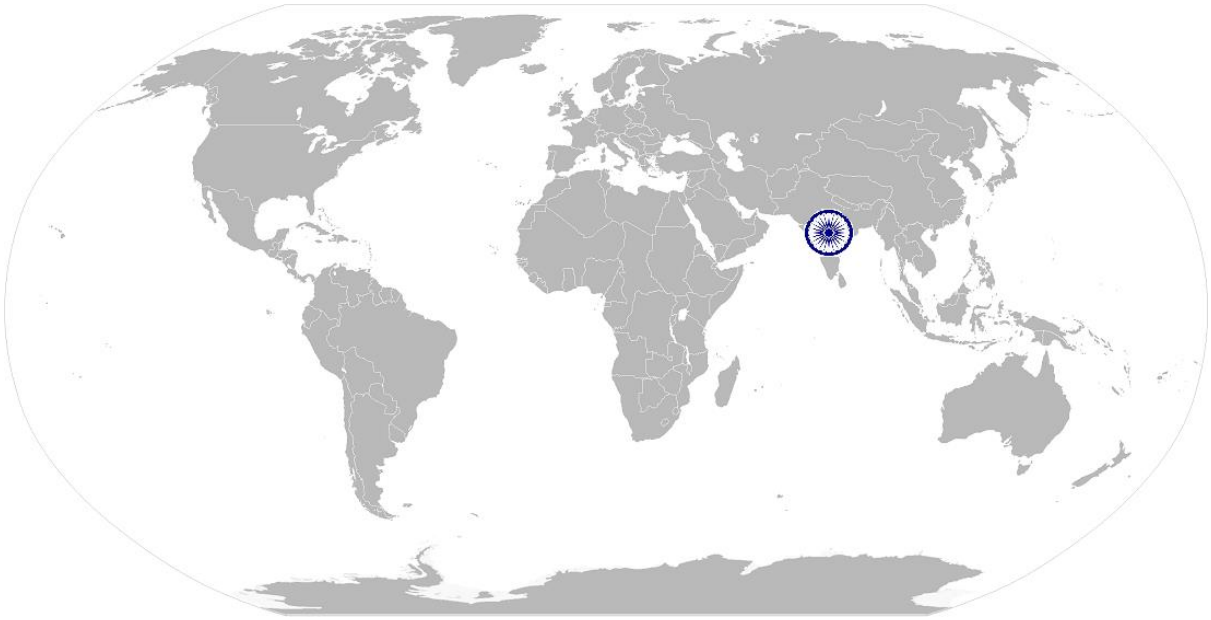
TSC/ N9004 Comply with industry and organizational requirements

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	**This unit/task covers the following:** ▪ self development ▪ team work ▪ organizational standards ▪ industry standards
Performance Criteria (PC) w.r.t. the Scope	
Elements	**Performance Criteria**
Self- development	To be competent, you must be able to: PC1. perform own duties effectively PC2. take responsibility for own actions PC3. be accountable towards the job role and assigned duties PC4. take initiative and innovate the existing methods PC5. focus on self-learning and improvement
Team work	PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication
Organizational standards	PC9. know the organisational standards PC10. implement them in your performance PC11. motivate others to follow them
Industry standards	PC12. know the industry standards PC13. align them with organisation standards
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. reporting to the supervisor or higher authority KA3. knowledge of organization standards KA4. knowledge of industry standards
B. Technical Knowledge	You need to know and understand: KB1. process and material flow in a textile mill KB2. importance of complying with the standards KB3. guidelines for cleaning the various parts of machine
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	You need to know and understand how to: SA1. write clear and short sentences

TSC/ N9004 Comply with industry and organizational requirements

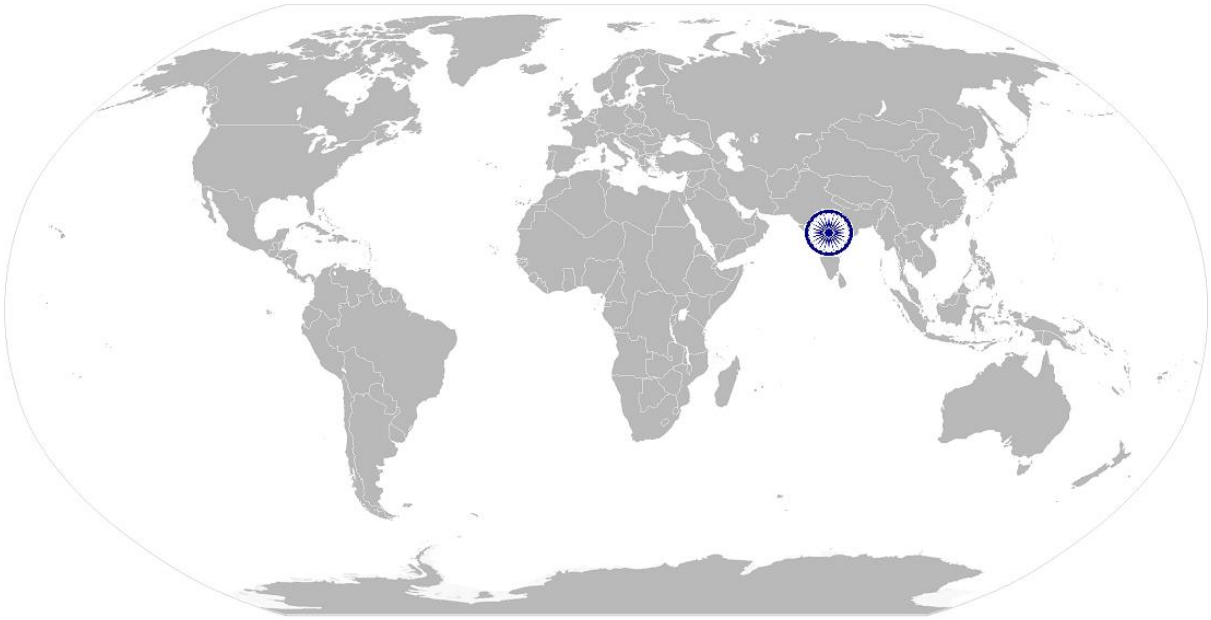
	Reading Skills
	You need to know and understand how to: SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	SA3. talk effectively with others SA4. put forward your point SA5. listen to others
B. Technical skills	you need to know and understand : SC1. Organizational requirements SC2. your responsibilities at the workplace SC3. procedure to comply with the industry standards



TSC/ N9004 Comply with industry and organizational requirements

NOS Version Control

NOS Code	TSC/N 9004		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Weaving	Next review date	01/03/16



NOS
National Occupational Standards

Assessment Criteria

Job Role: Automatic Shuttle Loom Operator
Qualification Pack: TSC/Q 2201
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 & skill practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of question created by the SSC.
3. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre (as per assessment criteria below).
4. To pass the qualification pack, every trainee should score a minimum of 80%.

National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks	Out Of	Marks Allocation		
				Skills Practical	Theory	Viva
1. TSC/ N2201 Taking charge of shift and handing over shift to operator	PC1. Come at least 10 - 15 minutes earlier to the work spot	**160**	**12**	**12**	**0**	**0**
	PC2. bring the necessary operational tools like " weavers' hook", " knife" etc.		**12**	**6**	**6**	**0**
	PC3. . Meet the previous shift warper , discuss with him/ her regarding the issues faced by them with respect to the quality or production or spare or safety or any other specific instruction etc.		**12**	**6**	**3**	**3**
	PC4. check for the availability of the weft & the condition of the same		**12**	**6**	**3**	**3**
	PC5. check the condition of the running beams , for cross ends, ends pulling out particularly at the selvedges		**12**	**8**	**4**	**0**
	PC6. check the availability of the " thrums" , quality & condition of the same		**10**	**8**	**2**	**0**

Assessment Criteria

	PC7. check the cloth for the running damages like end out, wrong drawing, wring denting, double end, reed mark, temple cut/ temple mark, let- off mark, take up fault, oil stain, hole, cloth torn, weft catching, weft lashing in etc.		**10**	**6**	**4**	**0**
	PC8. check for the size of the cloth rolls & to see whether any indication is there in the cloth rolls		**12**	**8**	**2**	**2**
	PC9. check the cleanliness of the machines & other work areas		**10**	**4**	**3**	**3**
	PC10. check whether any spare/raw material/ tool / fabric/ any other material are thrown under the machines or in the other work areas.		**10**	**6**	**2**	**2**
	PC11. question the previous shift weaver for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.		**12**	**8**	**2**	**2**
	PC12. hand over the shift to the incoming weaver in a proper manner & get clearance from the incoming counterpart before leaving the work spot		**12**	**8**	**3**	**1**
	PC13. report to his/ her shift superiors as well as that of the incoming shift, in case his/ her counterpart doesn't report for the incoming shift. in that case, the shift has to be properly handed over to the incoming shift superior & get clearance from him/ her, before leaving the work spot		**12**	**8**	**3**	**1**
	PC14. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for		**12**	**6**	**3**	**3**

Assessment Criteria

	the same from his/ her superiors					
			160	**100**	**40**	**20**
	Total	**Weightage %**		19%	76%	5%
2. TSC/N2202 Running automatic shuttle loom	PC1. Make tiny & firm warper's knots	**340**	**8**	**6**	**2**	**0**
	PC2. find out broken warp ends		**8**	**8**	**0**	**0**
	PC3. find out the location of the broken end, by bringing the hands under the dropper bars, with mechanical droppers.		**8**	**8**	**0**	**0**
	PC4. detect the location using the indication lamp & by bringing the hands over the droppers, with electrical warp stop motion		**8**	**5**	**3**	**0**
	PC5. mend the broken warp end in the sized beams with the thrums of the same count of the sized beams, using " weavers ' knots"		**8**	**5**	**3**	**0**
	PC6. draw the mended warp yarn through the healds properly ,as per the drawing order prescribed		**8**	**4**	**2**	**2**
	PC7. draw the mended warp yarn through the reed dent, properly, as per the denting order prescribed		**10**	**5**	**5**	**0**
	PC8. see that the sley has been brought to the back centre		**8**	**3**	**3**	**2**
	PC9. see that the shuttle is inserted fully in the shuttle box		**10**	**4**	**3**	**3**
	PC10. run the loom by pulling the starting handle with full torque		**8**	**4**	**2**	**2**
	PC11. see that the sley has to be brought the back centre		**8**	**6**	**0**	**2**
	PC12. take out shuttle from shuttle box		**8**	**4**	**2**	**2**
	PC13. do pick finding		**8**	**6**	**0**	**2**
	PC14. find out the last pick inserted		**8**	**6**	**2**	**0**

Assessment Criteria

	in the produced cloth					
	PC15. tie sley to the back centre, after doing the pick finding		**8**	**6**	**2**	**0**
	PC16. insert shuttle into the correct box as per the pick finding done		**8**	**8**	**0**	**0**
	PC17. see that the shuttle is inserted fully in the shuttle box		**8**	**8**	**0**	**0**
	PC18. bring the loom to the front centre to see that there is no gap between the reed & the fell of the cloth. accordingly take up should be adjusted		**8**	**4**	**4**	**0**
	PC19. bring back sley to centre		**8**	**4**	**4**	**0**
	PC20. see that the shuttle is inserted fully in the shuttle box		**8**	**4**	**2**	**2**
	PC21. run the loom by pulling the starting handle with full to		**8**	**4**	**2**	**2**
	PC22. pull about 2 meters of weft in the pirns in the right hand & hold around 4 - 5 pirns at a time in the left hand		**8**	**4**	**2**	**2**
	PC23. press the pirn head of the pirns in space in the battery disc one by one and press the tips of the pirns in the aligned path of the pirn holders, then wind the pirn threads in the battery umbrella, anti clock wise.		**8**	**4**	**2**	**2**
	PC24. correct the fabric defects like wrong drawing, wrong denting, end out, double end etc., immediately and also ensure that the other fabric defects too are corrected at the earliest, before continuing further production.		**8**	**4**	**2**	**2**
	PC25. clean the machines & work area, so as to ensure good working atmosphere, without damaging the fabrics in the looms where the cleaning work is carried out as well as in the adjacent & opposite looms . should not misuse “air”. can use air for cleaning, only in the		**8**	**4**	**2**	**2**

Assessment Criteria

	areas, where it is allowed					
	PC26. " unweave " the same in case of any floats		**8**	**4**	**2**	**2**
	PC27. run the machine without " starting mark or crack"		**8**	**4**	**2**	**2**
	PC28. ensure that the loose threads are hanged in higher length (not more than 4 mm). accordingly, and trimmed, after attending to the warp breaks.		**8**	**4**	**2**	**2**
	PC29. patrol the machines and do mending so as to minimize the stoppages		**8**	**4**	**4**	**0**
	PC30. tie the “waist bag" & all the waste generated by the weavers are collected in the said waist bag, which can be ultimately disposed in the places/ bins provided, at the end of the shift.		**8**	**3**	**5**	**0**
	PC31. ensure that the correct weft yarn, as per the " loom card" only is used		**8**	**3**	**5**	**0**
	PC32. see that the weft yarn is completely used, without giving room for additional wastage of raw materials. for any quality issue or defective cone etc., the same has to be brought to the notice of the superiors.		**8**	**2**	**6**	**0**
	PC33. Avoid pulling out warp ends unnecessarily. if end is getting cut often in the selvedges , the same has to be brought to the notice of the mechanics/ fitters/ superiors & get it corrected		**8**	**4**	**4**	**0**
	PC34. ensure that all the stop motions, preventive mechanisms etc., function properly		**8**	**3**	**5**	**0**

Assessment Criteria

	PC35. ensure correct quality of thrums are there & see that the same are properly tied		**8**	**3**	**5**	**0**
	PC36. check the knotted loom for knotting quality etc. double ends have to be removed should report to superiors for any deviation in the same & for any other quality issue		**8**	**1**	**6**	**1**
	PC37. ensure that his/ her looms are stopped for a minimum possible down time due to whatever reason & see that he/ she gets maximum outputs in his/ her shift		**8**	**1**	**6**	**1**
	PC38. check the fabrics for the defects at least twice in a shift and sign on the cloth in both times		**8**	**4**	**4**	**0**
	PC39. ensure that cloth rolls are doffed whenever/ wherever necessary		**8**	**4**	**4**	**0**
	PC40. give preference to safety. should not enter the area, where he/ she are not allowed. should not do a job in which training has not being given		**8**	**4**	**2**	**2**
	PC41. ensure that no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in the other work areas.		**8**	**3**	**3**	**2**
	PC42. check for the reasons for the frequent warp/ weft breaks. the reasons that could be corrected by him/ herself should be corrected. otherwise, the same has to be reported to the mechanics/ fitters/ superiors		**8**	**3**	**3**	**2**
			340	**182**	**117**	**41**
	Total	**Weightage %**		**54%**	**34%**	**12%**

Assessment Criteria

3. TSC/ N9001 Maintain work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	**50**	**4**	**1**	**2**	**1**
	PC2. Use correct lifting and handling procedures		**4**	**1**	**2**	**1**
	PC3. Use materials to minimize waste		**3**	**1**	**1**	**1**
	PC4. Maintain a clean and hazard free working area		**3**	**1**	**1**	**1**
	PC5. Maintain tools and equipment		**4**	**2**	**1**	**1**
	PC6. Carry out running maintenance within agreed schedules		**4**	**1**	**2**	**1**
	PC7. Carry out maintenance and/or cleaning within one's responsibility		**4**	**1**	**2**	**1**
	PC8. Report unsafe equipment and other dangerous occurrences		**4**	**1**	**2**	**1**
	PC9. Ensure that the correct machine guards are in place		**3**	**1**	**1**	**1**
	PC10. Work in a comfortable position with the correct posture		**3**	**1**	**1**	**1**
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		**3**	**1**	**1**	**1**
	PC12. Dispose of waste safely in the designated location		**4**	**1**	**2**	**1**
	PC13. Store cleaning equipment safely after use		**3**	**1**	**1**	**1**
	PC14. Carry out cleaning according to schedules and limits of responsibility		**4**	**1**	**2**	**1**
			50	**15**	**21**	**14**
	Total	**Weight age %**		**30%**	**42%**	**28%**
4.TSC/ N9002 Working in a team	PC1. be accountable to the own role in whole process		**5**	**3**	**1**	**1**
	PC2. perform all roles with full responsibility		**4**	**2**	**1**	**1**
	PC3. be effective and efficient at workplace		**4**	**1**	**2**	**1**
	PC4. properly communicate about company policies		**4**	**1**	**1**	**2**

Assessment Criteria

	PC5. report all problems faced during the process	50	**4**	**1**	**1**	**2**
	PC6. talk politely with other team members and colleagues		**4**	**1**	**1**	**2**
	PC7. submit daily report of own performance		**5**	**2**	**2**	**1**
	PC8. adjust in different work situations		**4**	**2**	**1**	**1**
	PC9. give due importance to others' point of view		**4**	**1**	**1**	**2**
	PC10. avoid conflicting situations		**4**	**1**	**2**	**1**
	PC11. develop new ideas for work procedures		**4**	**1**	**2**	**1**
	PC12. improve upon the existing techniques to increase process efficiency		**4**	**1**	**2**	**1**
			50	**17**	**17**	**16**
	Total	**Weightage %**		**34%**	**34%**	**32%**
5. TSC/ N9003 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	**100**	**5**	**2**	**2**	**1**
	PC2. Use and maintain personal protective equipment as per protocol		**5**	**2**	**2**	**1**
	PC3. Carry out own activities in line with approved guidelines and procedures		**4**	**2**	**1**	**1**
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		**4**	**2**	**1**	**1**
	PC5. Follow environment management system related procedures		**4**	**2**	**1**	**1**
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		**5**	**2**	**2**	**1**
	PC7. Report any service malfunctions that cannot be rectified		**4**	**2**	**1**	**1**
	PC8. Store materials and equipment in line with		**4**	**1**	**2**	**1**

Assessment Criteria

	manufacturer's and organizational requirements					
	PC9. Safely handle and move waste and debris		**4**	**1**	**2**	**1**
	PC10. Minimize health and safety risks to self and others due to own actions		**5**	**2**	**2**	**1**
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		**4**	**2**	**0**	**2**
	PC12. Monitor the workplace and work processes for potential risks and threats		**5**	**2**	**2**	**1**
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		**5**	**2**	**2**	**1**
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		**4**	**1**	**2**	**1**
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		**4**	**2**	**2**	**0**
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		**5**	**2**	**2**	**1**
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		**5**	**2**	**2**	**1**
	PC18. Follow organization procedures for shutdown and evacuation when required		**4**	**2**	**1**	**1**
	PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		**4**	**2**	**1**	**1**
	PC20. recognize other possible security issues existing in the workplace		**4**	**2**	**1**	**1**
	PC21. recognize different measures to curb the hazards		**4**	**2**	**1**	**1**
	PC22. communicate the safety plan to everyone		**4**	**2**	**1**	**1**

Assessment Criteria

	PC23. attach disciplinary rules with the implementation		**4**	**2**	**1**	**1**
			100	**43**	**34**	**23**
	Total	**Weightage %**		**43%**	**34%**	**23%**
6. TSC/ N9004 Comply with industry and organizational requirements	PC1. perform own duties effectively	**50**	**4**	**1**	**2**	**1**
	PC2. take responsibility for own actions		**4**	**1**	**2**	**1**
	PC3. be accountable towards the job role and assigned duties		**4**	**2**	**1**	**1**
	PC4. take initiative and innovate the existing methods		**3**	**1**	**1**	**1**
	PC5. focus on self-learning and improvement		**4**	**1**	**2**	**1**
	PC6. co-ordinate with all the team members and colleagues		**4**	**1**	**2**	**1**
	PC7. communicate politely		**4**	**1**	**1**	**2**
	PC8. avoid conflicts and miscommunication		**4**	**1**	**2**	**1**
	PC9. know the organizational standards		**4**	**2**	**1**	**1**
	PC10. implement them in your performance		**4**	**1**	**2**	**1**
	PC11. motivate others to follow them		**3**	**1**	**1**	**1**
	PC12. know the industry standards		**4**	**3**	**1**	**0**
	PC13. align them with organization standards		**4**	**2**	**1**	**1**
			50	**18**	**19**	**13**
	Total	**Weihtage %**		**36%**	**38%**	**26%**
	Total		750	375	248	127
Grand Total		**750**				