

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR

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

Contact Us:

Textile SSC

E-mail: info@texskill.in



Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack..... P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5

Introduction

Qualifications Pack – Beam Carrier - Loader

SECTOR: TEXTILE

SUB-SECTOR: WEAVING

OCCUPATION: MATERIAL HANDLING & WASTE MANAGEMENT

REFERENCE ID: TSC/Q 2601

ALIGNED TO: NCO-2004 / 8262.90

Brief Job Description: A Beam Carrier / Loader is a job-role in the weaving preparatory department. The responsibility of a Beam Carrier/ Loadman is to unload the materials from the vehicles, carry sized beams to the loom sheds, load the materials in the vehicles etc., with minimum defects giving due importance to safety and environment aspects

Personal Attributes: A beam carrier/loader should have good eyesight, eye-hand coordination, good physique and vision (including near vision distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Qualification Pack For BEAM CARRIER - LOADER

Job Details	Qualifications Pack Code	TSC/Q 2601		
	Job Role	Beam Carrier - Loader		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/14
	Sub-sector	Weaving	Last reviewed on	21/01/15
	Occupation	Material Handling & Waste Management	Next review date	01/03/16
	Job Role	Beam carrier - Loader		
Role Description	To carry beams, loading and unloading of materials from the vehicles with minimum defects, giving due importance to safety and environmental aspects			
NSQF level	3			
Minimum Educational Qualifications	Preferably 8 th Std.			
Maximum Educational Qualifications	N/A			
Training (Suggested but not mandatory)	Preferably trained in weaving preparatory department.			
Experience	Not essential			
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> TSC/ N2601 Taking charge of shift and handing over the shift TSC/ N2602 Carrying beams, loading and unloading materials from the vehicles TSC/ N9001 Maintain work area, tools and machines TSC/N9002 Working in a team TSC/ N9003 Maintain health, safety and security at workplace TSC/ N9004 Comply with industry and organizational requirement <p>Optional: N/A</p>			
Performance Criteria	As described in the relevant OS units			

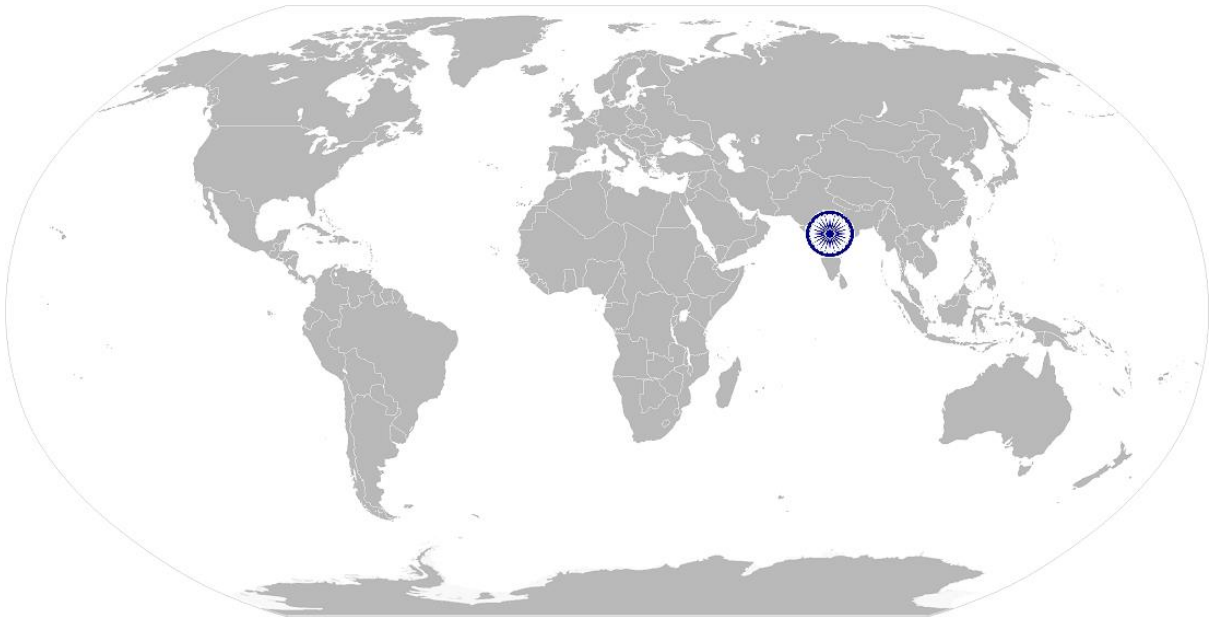
Qualification Pack For BEAM CARRIER - LOADER

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.	

Qualification Pack For BEAM CARRIER - LOADER

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.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation

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

TSC/ N2601

Taking charge of shift and handing over the shift

National Occupational Standard	Unit Code	TSC/ N2601
	Unit Title (Task)	Taking charge of shift and handing over the shift
	Description	This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> ▪ Take charge of shift ▪ Handing over shift
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Take charge of shift	<p>To be competent, you must be able to:</p> <p>PC1. come at least 10 - 15 minutes earlier to the work spot</p> <p>PC2. collect instructions from the higher authority regarding the works to be carried out for the day, (with order of preference), because loadman is hired only for general shift (day shift)</p>
	Handing over shift	<p>PC3. ensure that all the tasks given for the day by his/her superiors are completed, as instructed</p> <p>PC4. report to his/her shift superior about the status of the tasks given for the day and should leave the department, only after getting concurrence for the same from his/her superiors</p>
	Knowledge and Understanding (K)	
	<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>KA1. the organization's policies and standard operating procedures (SOP)</p> <p>KA2. potential hazards associated with the machines and the safety precautions must be taken</p> <p>KA3. protocol to obtain more information on work related tasks</p> <p>KA4. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials and equipments</p> <p>KA5. details of the various job roles and responsibilities</p> <p>KA6. protocol and format for reporting work related risks/ problems</p> <p>KA7. method of obtaining /giving feed back with respect to performance</p> <p>KA8. importance of team work .harmonious working relationships</p> <p>KA9. process for offering /obtaining work related assistance</p> <p>KA10. responsibilities under health, safety and environmental legislation</p> <p>KA11. guidelines for storage and disposal of waste materials</p>
<p>B. Technical Knowledge/ Domain knowledge about</p>	<p>You need to know and understand:</p> <p>KB1. about the standards / procedures with respect to stacking</p> <p>KB2. about the impact of the transit damages for the raw materials</p>	

TSC/ N2601

Taking charge of shift and handing over the shift

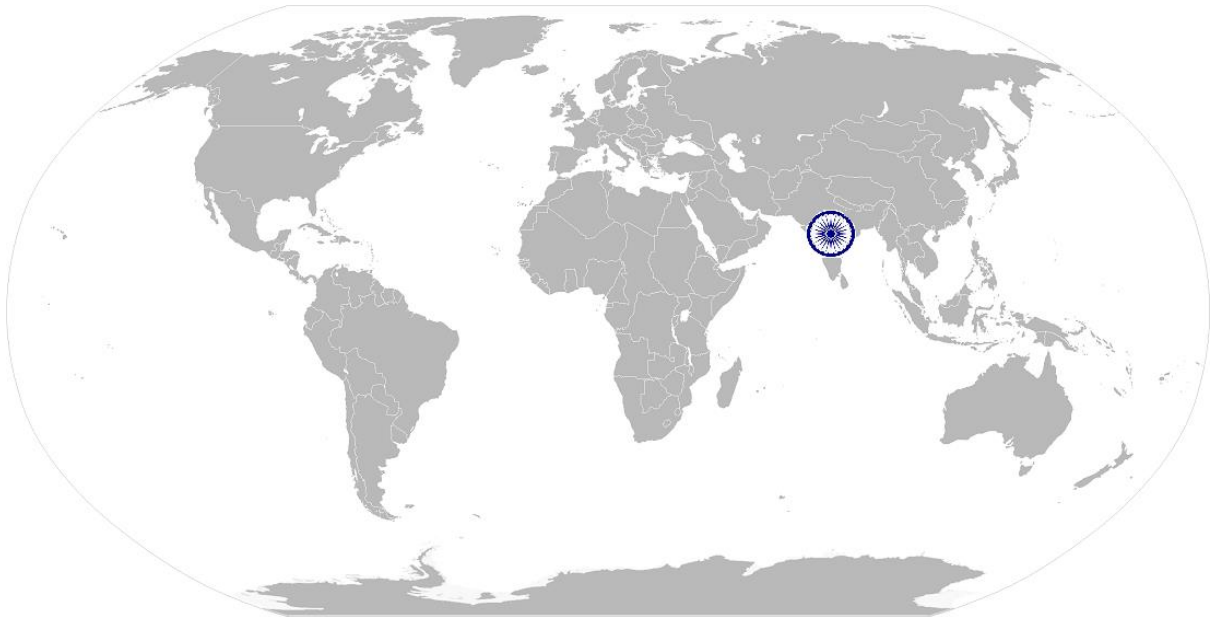
products	
C. Safety mechanism	<p>You need to know and understand:</p> <p>KC1. About the functioning of various types of (Mechanical and Electronic) scales</p> <p>KC2. About the functional aspects of the “ Chain Block”</p> <p>KC3. About the functional aspects of “ Fork Lift”</p> <p>KC4. About the functional aspects of “ Hoist”</p>
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
	Oral Communication (Listening and Speaking skills)
You need to know and understand how to:	
SA3. communicate with supervisor appropriately	
SA4. talk to others to convey information effectively	
Participation	
SA5. plan and manage work routine based on instructions from supervisor	
SA6. participate in the various programs/ meetings that will be conducted by the superiors	
SA7. put forth the suggestions in the interest of the Company	
SA8. participate in the " Quality Circles" that will be formed by the Superiors	
SA9. extend voluntary supports and adapt to the various procedures that will be adopted by the Company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001" GOTS Certification " Fair Trade " etc.	
B. Professional Skills	<p>On job the individual should be able to achieve the following skills :</p> <p>SB1. avoid handling damages to the materials or machines or to any other item, in the work place</p> <p>SB2. see that stacking looks neat and good, with easy traceability</p>

TSC/ N2601

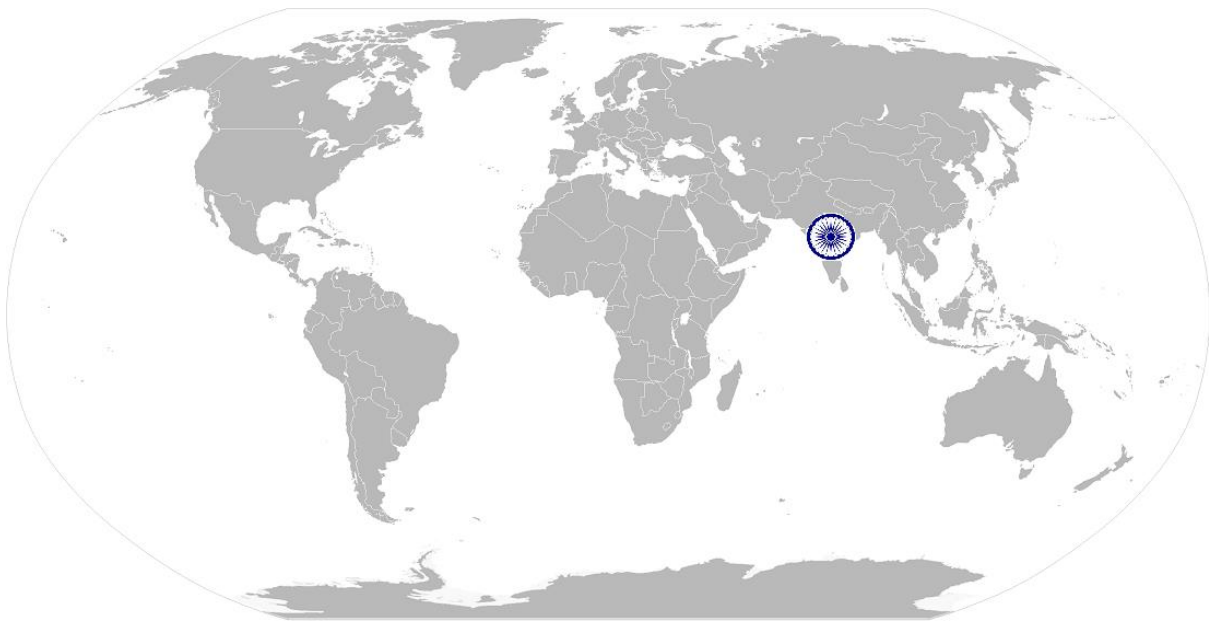
Taking charge of shift and handing over the shift

NOS Version Control

NOS Code	TSC/ N2601		
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	Material Handling & Waste Management	Next review date	01/03/16



National Occupational Standard



Overview

This unit provides performance criteria ,knowledge and understanding and skills and abilities required to carry beams, load and unload materials with minimum defects, without entertaining any damage to the people , the machine etc., without wasting much of raw materials, spares, tools etc., and without spoiling the environmental aspects

Carrying beams, loading and unloading materials from the vehicles

Unit Code	TSC/ N2602
Unit Title (Task)	Carrying beams, loading and unloading materials from the vehicles
Description	This unit provides performance criteria, knowledge and understanding and skill abilities required to carry beams, load and unload materials from vehicles with minimum defects, without entertaining any damage to people, machine etc., without wasting raw materials, spares, tools, etc., and without spoiling the environmental aspects
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Unloading materials ▪ Carrying the beam ▪ Other work practices
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Unloading materials	<p>To be competent, you must be able to:</p> <p>PC1. check with the higher authority whether the materials pertain to the required work or not</p> <p>PC2. check whether tarpai is properly tied and the materials are properly covered</p> <p>PC3. after the vehicle comes to the loading point, and while unloading the materials, ensure that one higher authority and one security are present.</p> <p>PC4. avoid use of any hook</p> <p>PC5. check the condition of the packages. if any of the packages are opened or damaged, the same should be unloaded, only after the approval of the higher authority</p> <p>PC6. unload the cone / cheese bags/ boxes and store the same at the place earmarked for the same.</p> <p>PC7. ensure that the markings on the bags/boxes are readable. accordingly, the said bags/boxes should be stacked</p> <p>PC8. unload the empty beams from the vehicle, without damaging the same</p> <p>PC9. store the unloaded empty beams at the reserve place</p> <p>PC10. ensure the safety methods are adopted accordingly so that no damage is caused to people or material , whether it is manual unloading with or without proper loading point or unloading using forklift, chain block , electrical hoist or any other equipment,.</p>
Carrying the Beam	<p>PC11. check the condition of the empty beams, before bringing them to the sizing machine and handing over the same to the sizer.</p> <p>PC12. peel off the old beam tickets from the empty beams</p> <p>PC13. clean the empty beams thoroughly, so that no stain or rust is there, before they are brought to the sizing machine and handed over to the sizer</p> <p>PC14. paste fresh beam tickets after the sized beams are unloaded from the sizing machine, as per the advice of the higher authority</p> <p>PC15. properly wrap the sized beams as per the advice of the higher authority so that no warp sheet is exposed outside</p>

TSC/ N2602 Carrying beams, loading and unloading materials from the vehicles

	<p>PC16. store the sized beams in the place, earmarked</p> <p>PC17. store the sized beams in such a way that there is no damage and they are easily traceable</p> <p>PC18. carry the sized beams to the loom sheds as per the advice of the higher authority, using beam trolleys</p> <p>PC19. ensure that there is no damage entertained while carrying to the loom shed higher authority. safely hand over of the sized beams after storing them at the place, as advised by the loom shed authority</p> <p>PC20. hand over the GRN slip to the higher authority in the sizing department</p> <p>PC21. get the list of the materials (from the higher authority) to be loaded in the vehicle.</p> <p>PC22. check whether tarpai is there and whether the same is in good condition in the vehicle, in which the materials need to be loaded.</p> <p>PC23. check the condition of the “body” of the vehicle. if it is in bad condition, no materials should be loaded in the said vehicle.</p> <p>PC24. check that the “body” of the said vehicle is clean. if necessary, cleaning has to be done. some floor covers should be spread to protect the materials from stain</p> <p>PC25. check the availability of the materials to be loaded , as per the list given by the higher authority</p> <p>PC26. take the materials from the stacked place safely and without damaging the other materials, kept for other use.</p> <p>PC27. check that loading takes place in the presence of one higher authority and one security</p> <p>PC28. ensure that all the materials are loaded without damaging the packages</p>
Other work practices	<p>PC29. keep the hands clean during material handling</p> <p>PC30. work as a team while carrying out the works</p> <p>PC31. maintain clean habits (without drinking , without smoking etc) while being on duty</p> <p>PC32. ensure that the loading point is free from other hazards</p> <p>PC33. ensure that the trolleys move freely without any obstruction, by cleaning the fluff in the wheels or by changing the worn out/ damaged wheels</p> <p>PC34. ensure that the weighing scales work properly. for any deviation should bring the same to the knowledge of the higher authorities</p> <p>PC35. ensure proper functioning of “ chain block” “ fork lift” “ hoist” etc. for any deviation, should bring the same to the knowledge of the higher authorities</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>KA1. the organization's policies and standard operating procedures (SOP)</p> <p>KA2. potential hazards associated with the machines and the safety precautions must be taken</p> <p>KA3. protocol to obtain more information on work related tasks</p> <p>KA4. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials and equipments</p>

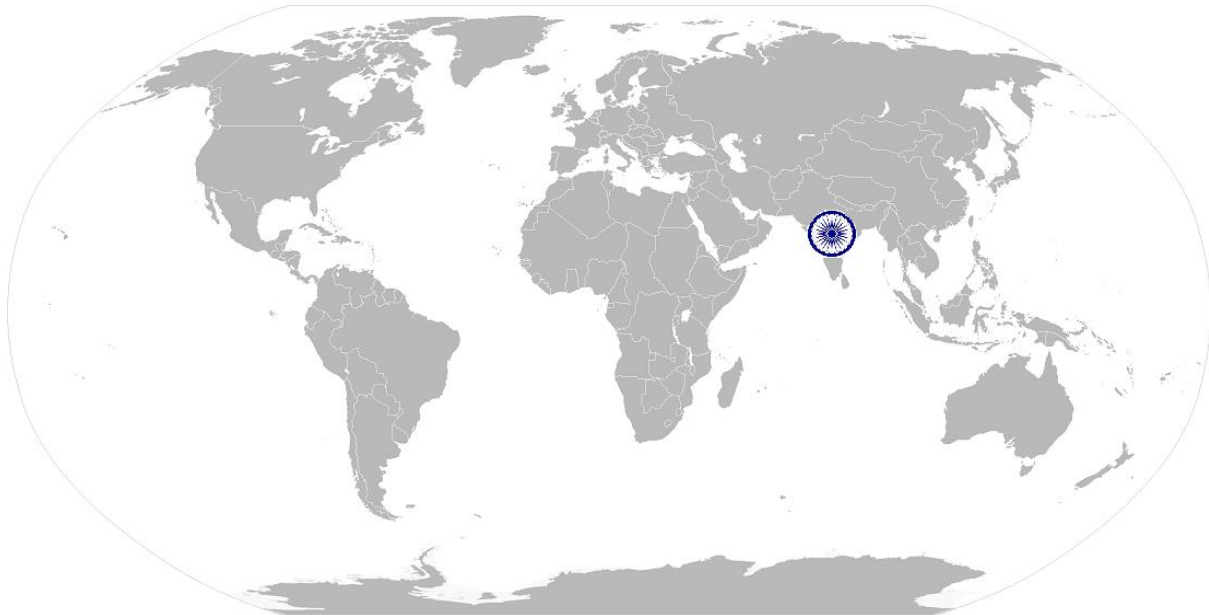
TSC/ N2602 Carrying beams, loading and unloading materials from the vehicles

	<p>KA5. details of the various job roles and responsibilities KA6. protocol and format for reporting work related risks/ problems KA7. method of obtaining /giving feed back with respect to performance KA8. importance of team work .harmonious working relationships KA9. process for offering /obtaining work related assistance KA10. responsibilities under health, safety and environmental legislation KA11. guidelines for storage and disposal of waste materials</p>
<p>B. Technical Knowledge/ Domain knowledge about products</p>	<p>You need to know and understand: KB1. About the standards / procedures with respect to Stacking KB2. about the impact of the transit damages for the raw materials KB3. about the functioning of various types of (mechanical and electronic) scales KB4. about the functional aspects of the “ chain block” KB5. about the functional aspects of “ fork lift” KB6. about the functional aspects of “ Hoist”</p>
<p>Skills (S) w.r.t the scope</p>	
<p>A. Core Skills/ Carrying beams, loading and unloading materials from vehicles Generic Skills</p>	<p>Writing Skills You need to know and understand how to: SA1. write clear and short sentences</p> <p>Reading Skills You need to know and understand how to: SA2. comprehend written instructions</p> <p>Oral Communication (Listening and Speaking skills) You need to know and understand how to: SA3. Communicate with supervisor appropriately SA4. Talk to others to convey information effectively</p> <p>Participation SA5. plan and manage work routine based on instructions from supervisor SA6. should willingly participate in the various programs/ meetings that will be conducted by the superiors SA7. put forth the suggestions in the interest of the company SA8. should willingly participate in the " quality circles" that will be formed by the superiors SA9. should extend voluntary supports and adapt to the various procedures that will be adopted by the company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001" GOTS certification " fair trade " etc.</p>
<p>B. Professional Skills</p>	<p>On job the individual should be able to achieve the following skills : SB1. avoid handling damages to the materials or machines or to any other item, in the work place SB2. Oversee stacking looks neat and good, with easy traceability</p>

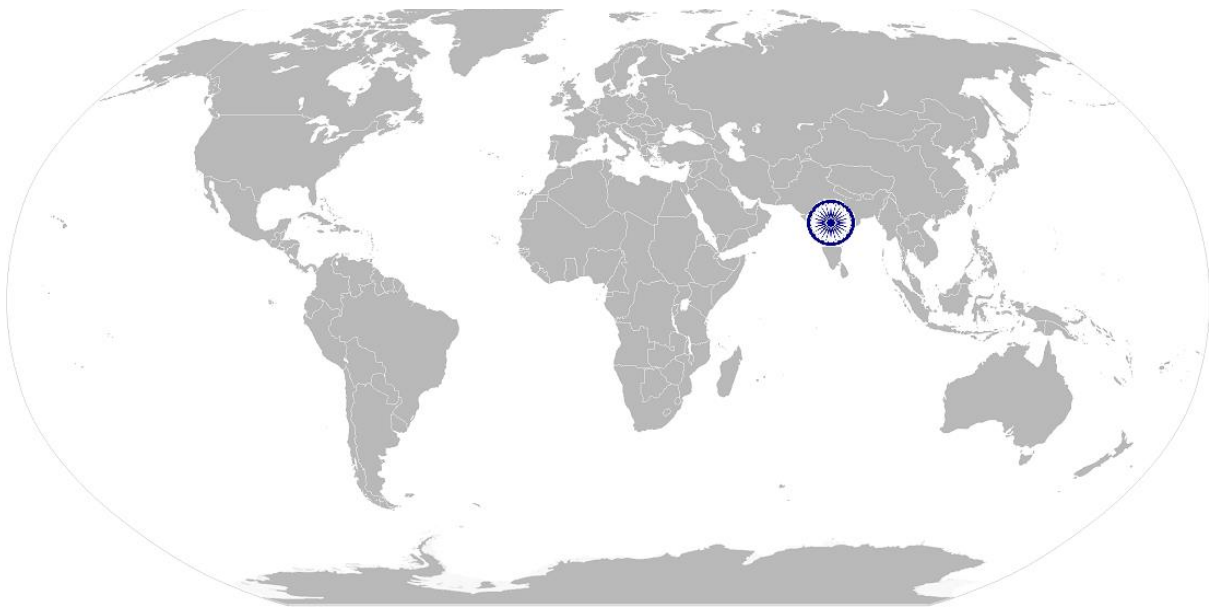
TSC/ N2602 Carrying beams, loading and unloading materials from the vehicles

NOS Version Control

NOS Code	TSC/ N2602		
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	Material Handling & Waste Management	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

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

TSC/ N9001

Maintaining work area, tools and machine

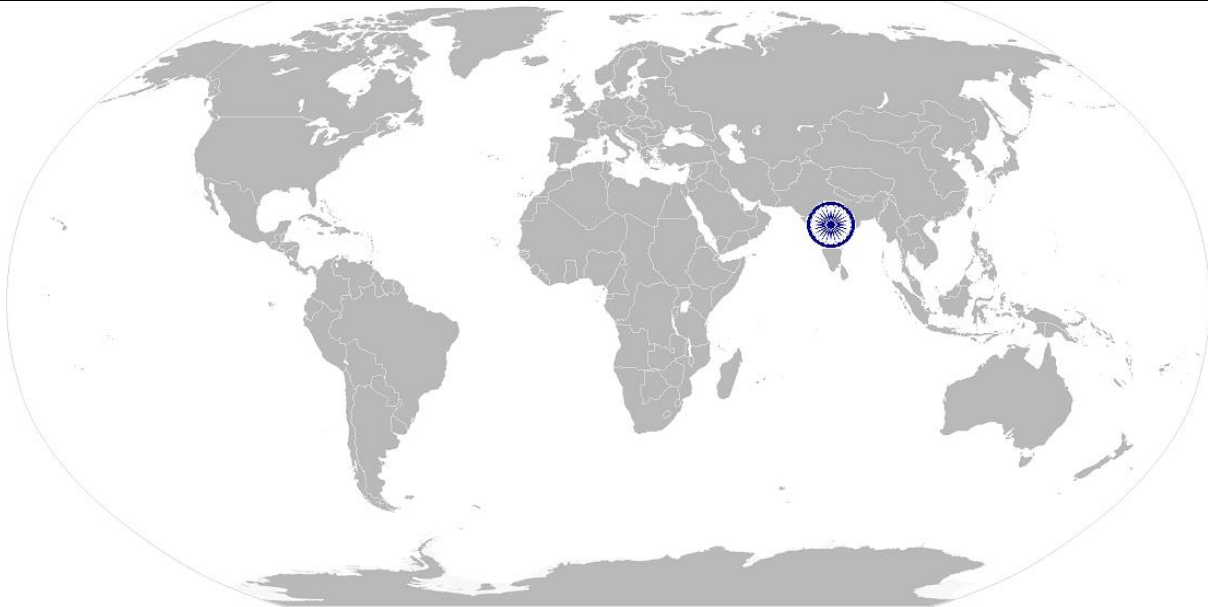
	<p>KB3. hazards likely to be encountered when conducting routine maintenance KB4. the importance of taking action when problems are identified KB5. different ways of minimizing waste KB6. the importance of running maintenance and regular cleaning KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials KB8. common faults with equipment and the method to rectify KB9. maintenance procedures KB10. different types of cleaning equipment and substances and their use KB11. safe working practices for cleaning and the method of carrying them out</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	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
B. Professional Skills	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
	Problem Solving
C. Technical Skills	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	
	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

TSC/ N9001

Maintaining work area, tools and machine

NOS Version Control

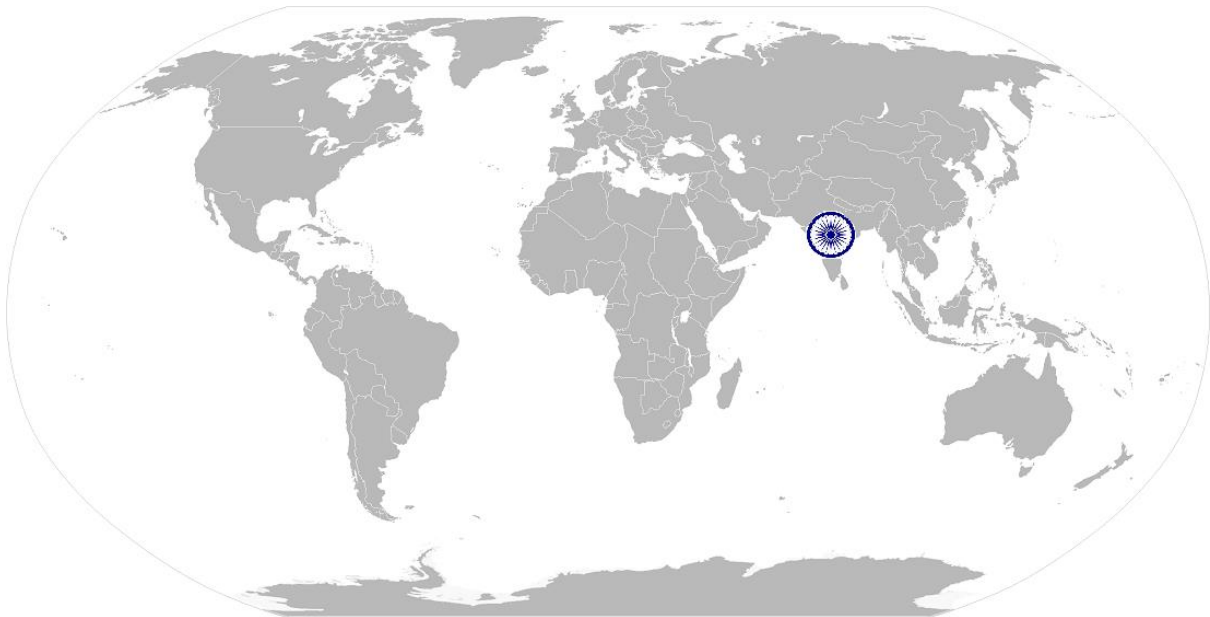
NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Material Handling & Waste Management	Next review date	01/03/16



TSC/ N9002

Working in a team

National Occupational Standard



Overview

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

TSC/ N9002

Working in a team

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

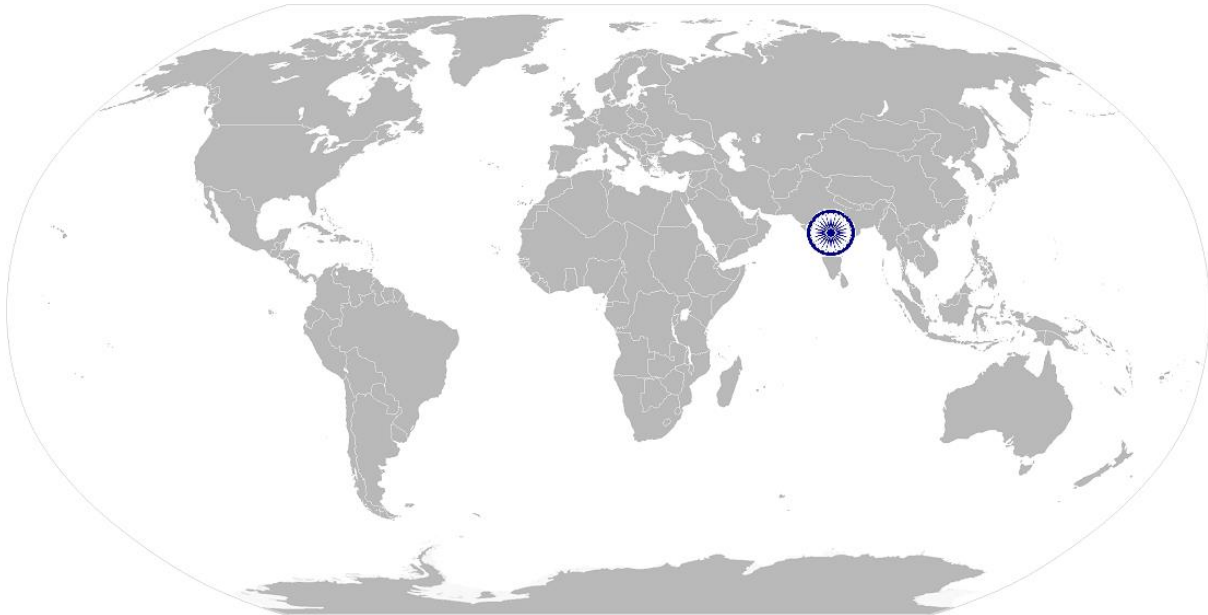


TSC/ N9002

Working in a team

NOS Version Control

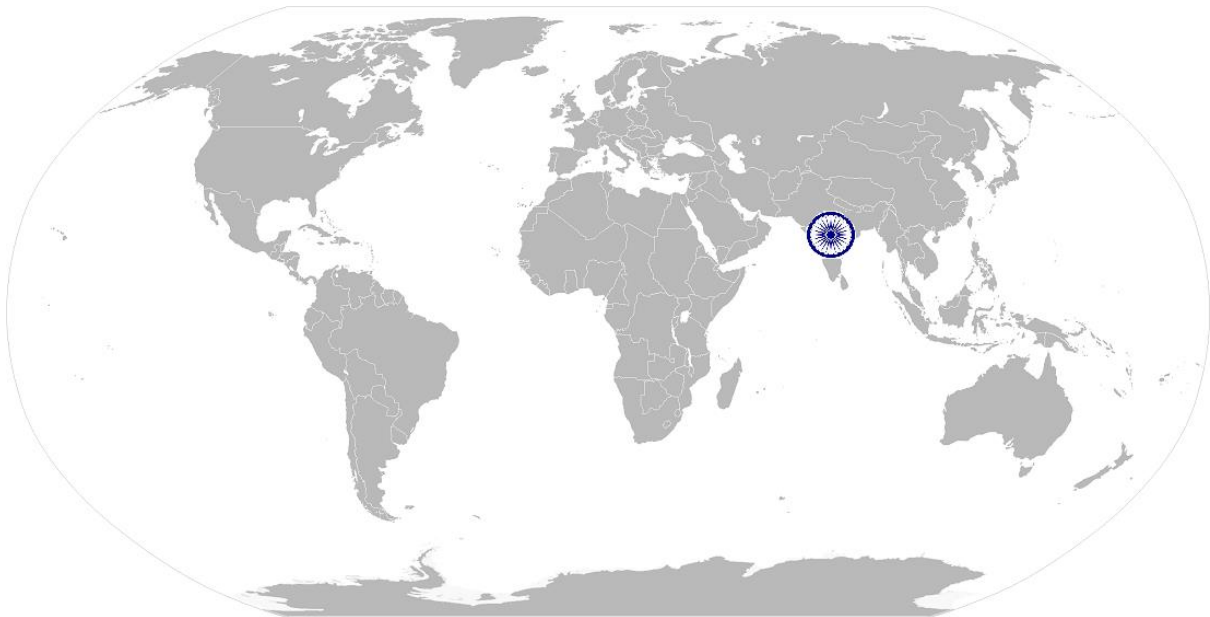
NOS Code	TSC/ N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Material Handling & Waste Management	Next review date	01/03/16



TSC/ N9003

Maintain health, safety and security at work place

National Occupational Standard



Overview

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

TSC/ N9003

Maintain health, safety and security at work place

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

TSC/ N9003

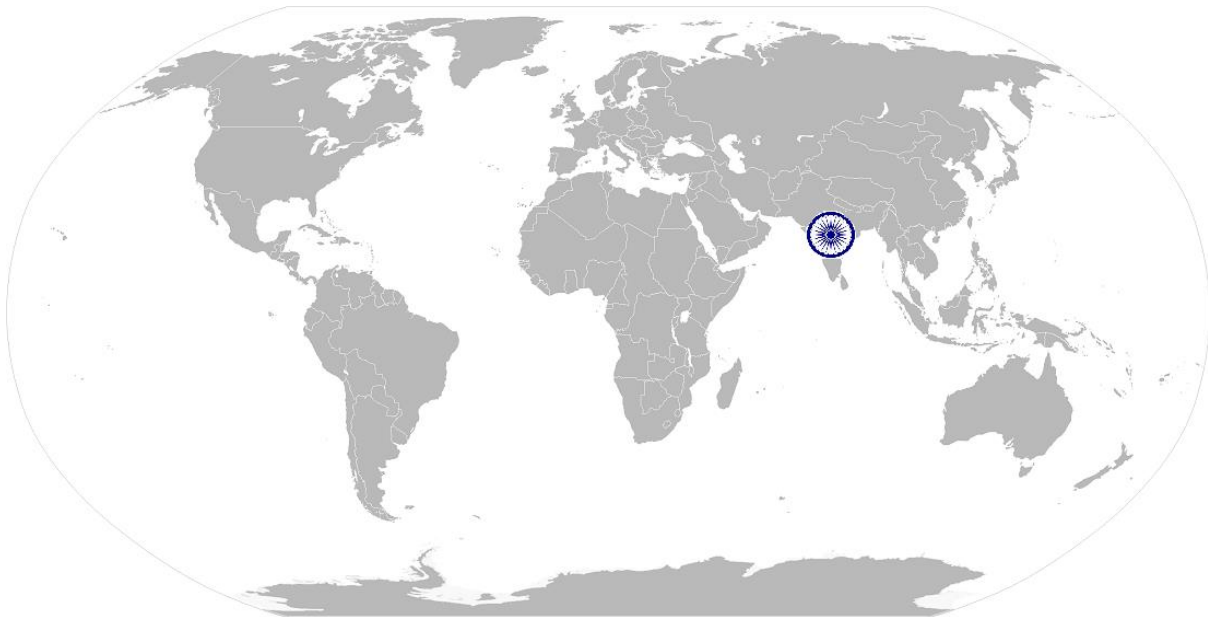
Maintain health, safety and security at work place

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. comprehend 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

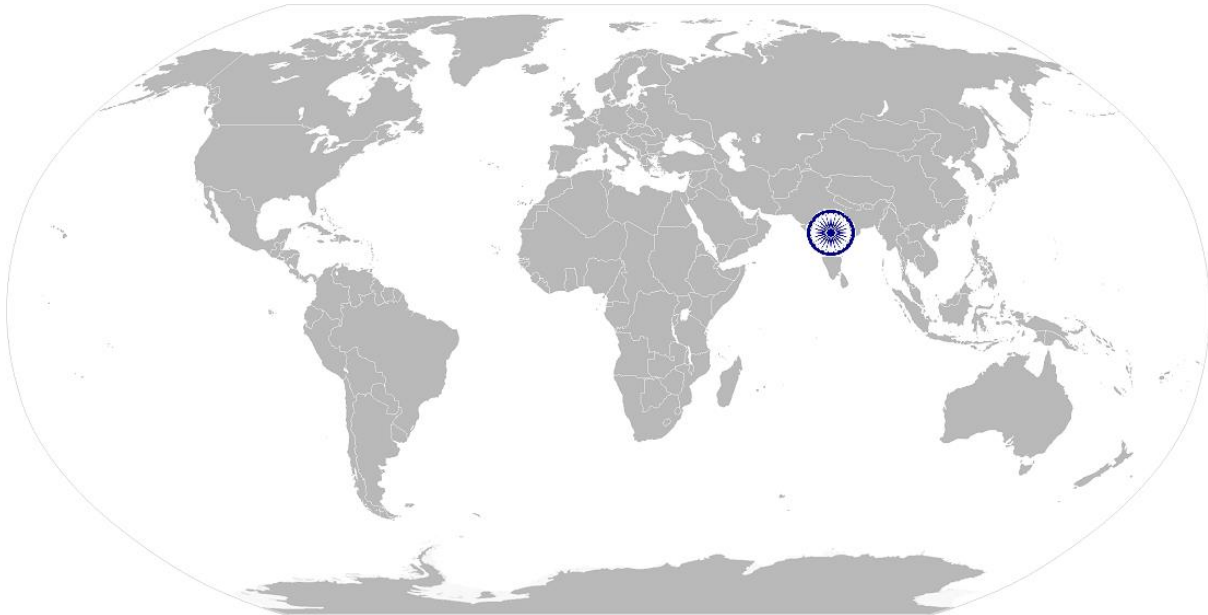


TSC/ N9003

Maintain health, safety and security at work place

NOS Version Control

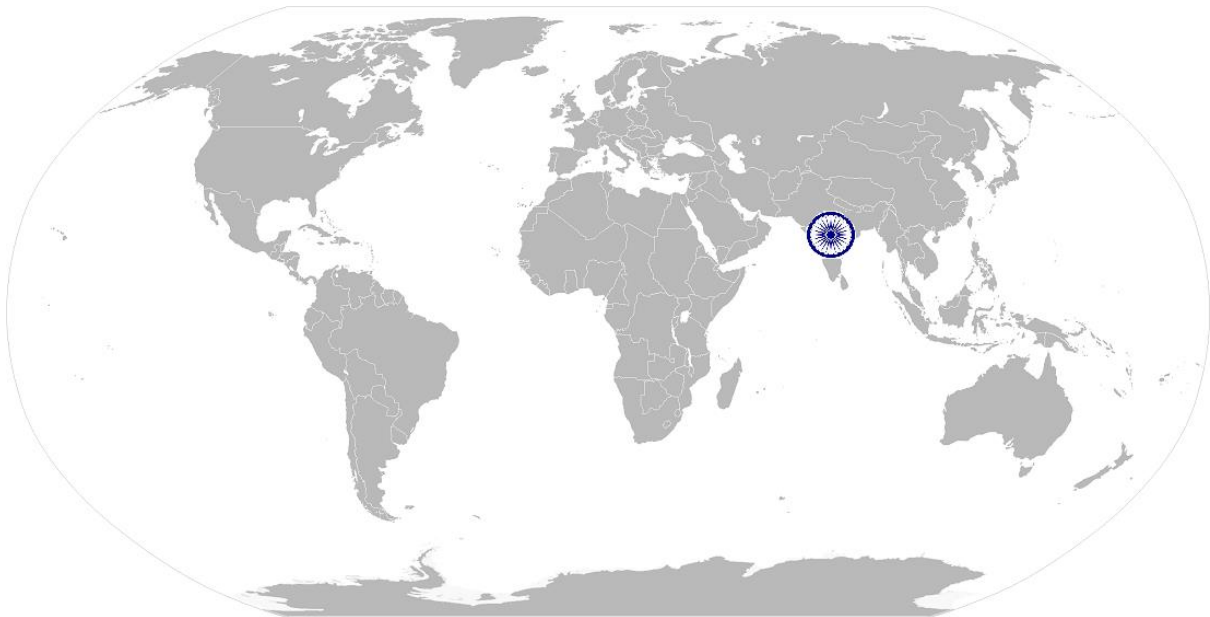
NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Material Handling & Waste Management	Next review date	01/03/16



TSC/ N9004

Comply with industry and organisational 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 organisational requirements

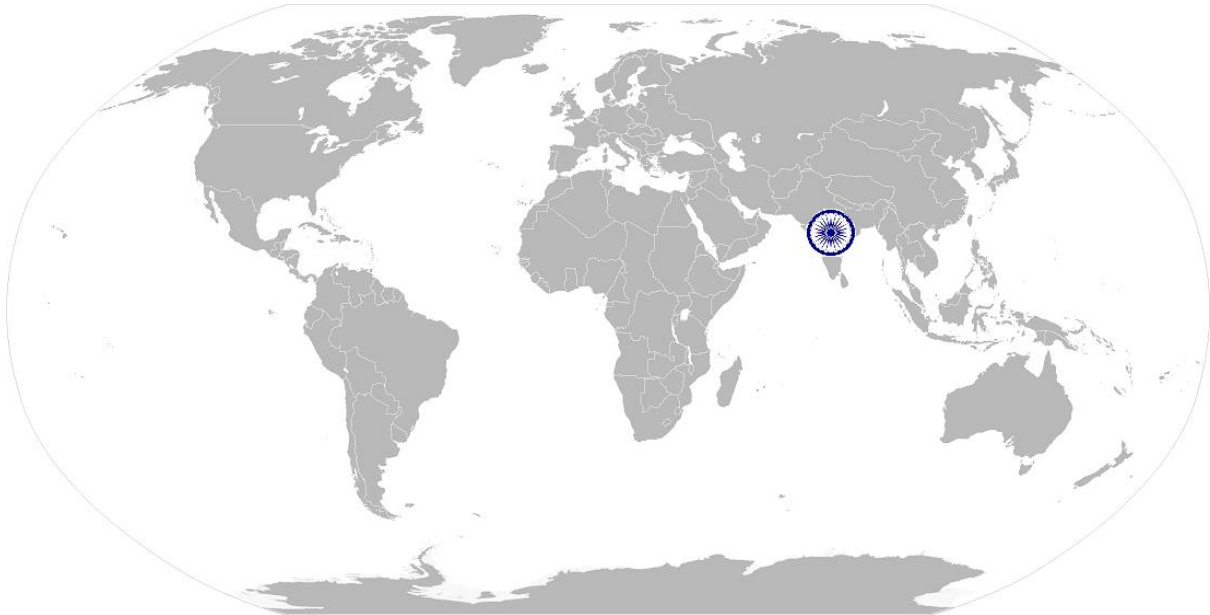
National Occupational Standard

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

TSC/ N9004

Comply with industry and organisational 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 : SA1. Organizational requirements SA2. your responsibilities at the workplace SA3. procedure to comply with the industry standards

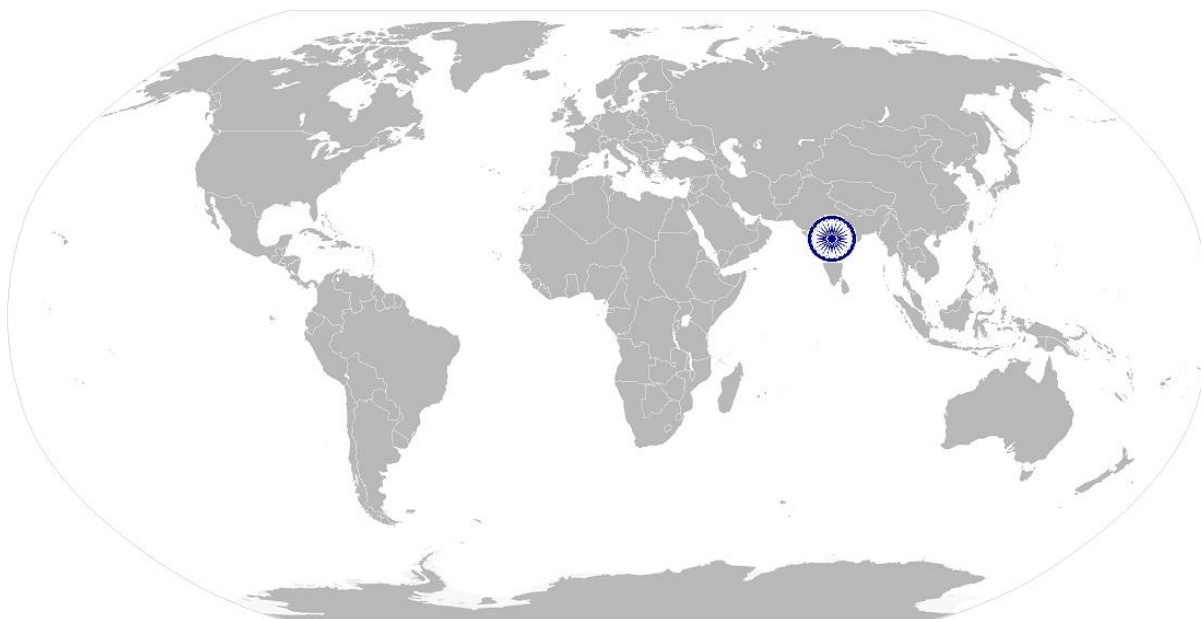


TSC/ N9004

Comply with industry and organisational 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	Material Handling & Waste Management	Next review date	01/03/16



Assessment Criteria

Job Role: Beam Carrier - Loader Qualification Pack: TSC/Q 2601 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 75%.						
National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks	Out Of	Marks Allocation		
				Skills Practical	Theory	Viva
1. TSC/ N2601 Taking charge of shift and handing over the shift	PC1. come at least 10 - 15 minutes earlier to the work spot	100	25	20	0	5
	PC2. collect instructions from the higher authority regarding the works to be carried out for the day, (with order of preference), because loadman is hired only for general shift (day shift)		25	10	10	5
	PC3. ensure that all the tasks given for the day by his/her superiors are completed, as instructed		25	10	10	5
	PC4. report to his/her shift superior about the status of the tasks given for the day and should leave the department, only after getting concurrence for the same from his/her superiors		25	10	10	5
			100	50	30	20
	Total		Weight age %			50%

Assessment Criteria

2. TSC/ N2602 Carrying beams, loading and unloading materials from the vehicles	PC1. check with the higher authority whether the materials pertain to the required work or not	300	8	4	4	0
	PC2. check whether tarpai is properly tied and the materials are properly covered		8	6	0	2
	PC3. After the vehicle comes to the loading point, and while unloading the materials, ensure that one higher authority and one security are present.		8	4	0	4
	PC4. avoid use of any hook		12	4	4	4
	PC5. Check the condition of the packages. if any of the packages are opened or damaged, the same should be unloaded, only after the approval of the higher authority		12	6	6	0
	PC6. Unload the cone / cheese bags/ boxes and store the same at the place earmarked for the same.		8	4	4	0
	PC7. Ensure that the markings on the bags/boxes are readable. accordingly, the said bags/boxes should be stacked		8	4	4	0
	PC8. unload the empty beams from the vehicle, without damaging the same		8	6	0	2
	PC9. store the unloaded empty beams at the reserve place		8	6	0	2
	PC10. ensure the safety methods are adopted accordingly so that no damage is caused to people or material , whether it is manual unloading with or without proper loading point or unloading using forklift, chain block , electrical hoist or any other equipment,.		12	6	6	0
	PC11. Check the condition of the empty beams, before bringing		8	4	4	0

Assessment Criteria

	them to the sizing machine and handing over the same to the sizer.					
	PC12. peel off the old beam tickets from the empty beams	8	6	2	0	
	PC13. clean the empty beams thoroughly, so that no stain or rust is there, before they are brought to the sizing machine and handed over to the sizer	8	4	2	2	
	PC14. paste fresh beam tickets after the sized beams are unloaded from the sizing machine, as per the advice of the higher authority	8	4	2	2	
	PC15. properly wrap the sized beams as per the advice of the higher authority so that no warp sheet is exposed outside	12	6	6	0	
	PC16. store the sized beams in the place, earmarked	8	6	2	0	
	PC17. store the sized beams in such a way that there is no damage and they are easily traceable	8	6	2	0	
	PC18. carry the sized beams to the loom sheds as per the advice of the higher authority, using beam trolleys	8	6	2	0	
	PC19. Ensure that there is no damage entertained while carrying to the loom shed higher authority. safely hand over of the sized beams after storing them at the place, as advised by the loom shed authority	8	4	4	0	
	PC20. hand over the GRN slip to the higher authority in the sizing department	8	4	4	0	
	PC21. Get the list of the materials (from the higher authority) to be loaded in the vehicle.	8	4	4	0	

Assessment Criteria

	PC22. Check whether tarpai is there and whether the same is in good condition in the vehicle, in which the materials need to be loaded.		8	4	4	0
	PC23. Check the condition of the “body” of the vehicle. If it is in bad condition, no materials should be loaded in the said vehicle.		8	4	4	0
	PC24. Check that the “body” of the said vehicle is clean. If necessary, cleaning has to be done. some floor covers should be spread to protect the materials from stain		8	5	3	0
	PC25. check the availability of the materials to be loaded , as per the list given by the higher authority		8	5	3	0
	PC26. Take the materials from the stacked place safely and without damaging the other materials, kept for other use.		8	5	3	0
	PC27. check that loading takes place in the presence of one higher authority and one security		8	4	4	0
	PC28. ensure that all the materials are loaded without damaging the packages		8	6	2	0
	PC29. keep the hands clean during material handling		8	6	2	0
	PC30. work as a team while carrying out the works		8	6	2	0
	PC31. maintain clean habits (without drinking , without smoking etc) while being on duty		8	4	0	4
	PC32. ensure that the loading point is free from other hazards		8	5	3	0
	PC33. ensure that the trolleys move freely without any obstruction, by cleaning the fluff in the wheels or by changing the worn out/ damaged wheels		8	4	2	2

Assessment Criteria

	PC34. Ensure that the weighing scales work properly. for any deviation should bring the same to the knowledge of the higher authorities		8	8	0	0
	PC35. ensure proper functioning of “ chain block” “ fork lift” “ hoist” etc. for any deviation, should bring the same to the knowledge of the higher authorities		12	12	0	0
			300	182	94	24
	Total	Weight age %		61%	31%	8%
3. TSC/ N9001 Maintain work area, tools and machines						
	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	50	4	1	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		4	1	2	1

Assessment Criteria

	the designated location					
	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
	PC5. report all problems faced during the process		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	50	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	Weight age %		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		5	2	2	1
	PC2. Use and maintain personal protective equipment as per protocol	100	5	2	2	1

Assessment Criteria

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 manufacturer's and organizational requirements	4	1	2	1
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	5	2	2	1

Assessment Criteria

	so					
	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
	PC23. attach disciplinary rules with the implementation		4	2	1	1
			100	43	34	23
	Total	Weight age %		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

Assessment Criteria

	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		650	325	215	110
Grand Total			650			