

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

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Introduction

Qualifications Pack – Carding Operator

SECTOR: TEXTILE

SUB-SECTOR: SPINNING

OCCUPATION: SPINNING PREPARATORY

REFERENCE ID: TSC/Q 0102

ALIGNED TO: NCO-2004 / 7431.50

Brief Job Description: A carding operator should be able to operate the carding machine, ensure proper feeding of material in chute/lap feed system, piece the sliver on breakage, doff the cans and transport to the storage area.

Personal Attributes: This job requires the individual to have thorough knowledge in process flow and material flow in a textile mill for yarn production and should be able to know the important functions and operations of all the machines in carding department

Table 1: Glossary of Key Terms

Job Details	Qualifications Pack Code	TSC/Q0102		
	Job Role	Carding Operator		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/14
	Sub-sector	Spinning	Last reviewed on	25/02/15
	Occupation	Spinning Preparatory	Next review date	01/03/16
Job Role	Carding Operator			
Role Description	To carry out activities in a carding machine ensuring minimum machine stoppage and achieving maximum production.			
NSQF level	4			
Minimum Educational Qualifications	5 th standard, preferably			
Maximum Educational Qualifications	N/A			
Training (Suggested but not mandatory)	Not Applicable			
Experience	Preferably 1-2 years of work experience in a textile mill.			
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> TSC/ N0104 Taking charge of shift and handing over shift to operator TSC/ N0105 Operating the carding machine TSC/ N0106 Piecing the sliver and doffing the sliver can in card 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			

Table 1: Glossary of Key Terms

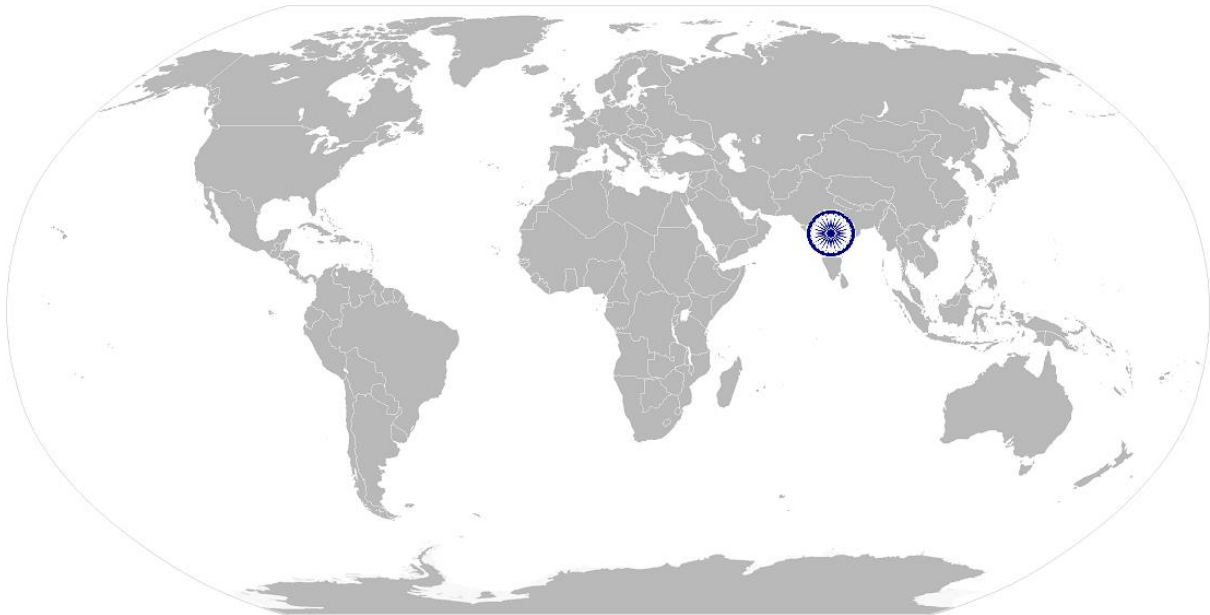
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived 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'.	

Table 1: Glossary of Key Terms

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.
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

Acronyms

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/ N0104

Taking charge of shift and handing over shift to operator

Unit Code	TSC/ N0104
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 operator and relieving the responsibilities to the next shift operator
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Taking charge of shift ▪ Handing over shift
Elements	Performance Criteria
Taking 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. bring the necessary operational tools to the department</p> <p>PC3. meet the previous shift operator and 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.</p> <p>PC4. understand the count produced, colour coding, followed in the carding for his allocated number of machines</p> <p>PC5. ensure the technical details are mentioned in the display board in the card</p> <p>PC6. check for the availability of the empty sliver cans</p> <p>PC7. ensure all the cards are running properly and problems if any should be clarified with the supervisor and operator, idle machines should be enquired for the reason for stoppage and report to the superiors regarding the same</p> <p>PC8. ensure proper functioning of card machine parts</p> <p>PC9. check the cleanliness of the machines & other work areas</p> <p>PC10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.</p> <p>PC11. should question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.</p> <p>PC12. ensure the wastes collection boxes are empty while taking charge of shift</p> <p>PC13. ensure the work spot is clean</p>
Handing over shift	<p>PC14. hand over the shift to the incoming shift operator in a proper manner</p> <p>PC15. ensure in providing the details regarding count produced, colour coding followed in the carding for his allocated number of machines</p> <p>PC16. provide all relevant information regarding the count produced, idle machines, damaged machine parts if any</p> <p>PC17. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC18. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift</p> <p>PC19. ensure the shift has to be properly handed over to the incoming shift operator</p> <p>PC20. 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</p> <p>PC21. collect the wastes from waste collection bags, weigh them and transport to storage area</p>

TSC/ N0104 Taking charge of shift and handing over shift to operator

	PC22. ensure the work spot is clean
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. reporting to the supervisor or higher authority in case of emergency KA5. color coding adopted for different counts in the textile mill
B. Technical Knowledge	KB1. understanding the importance of <ul style="list-style-type: none"> • types of fibres • types of yarn • sliver hank • types of defects in sliver KB2. process flow in a textile mill KB3. material flow in a textile mill KB4. importance of carding and sliver formation KB5. functions of different parts of carding machine KB6. importance of colour coding followed for different sliver hanks KB7. guidelines for operating the carding machine KB8. understanding the functions of different signal lamps KB9. guidelines for taking charge of shift from previous shift operator KB10. guidelines for handing over the shift to the next shift operator KB11. importance of material handling and types of material handling equipments used equipments KB12. functions and methodology for operating different material handling tools KB13. knowledge of waste collection system & equipments used KB14. importance of cleanliness at workplace KB15. safety procedures to be followed in carding machine
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
B. Professional Skills	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
	Problem Solving
	You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to:

TSC/ N0104

Taking charge of shift and handing over shift to operator

	<p>SB4. apply good attention to detail SB5. check your work is complete and free from errors</p>
<p>C. Technical Skills</p>	<p>You need to know and understand how to:</p> <p>SC1. procedure to patrol around the carding department SC2. procedure to operate the carding machine SC3. procedure for patrolling around the carding department and identifying worn out or damaged machine parts SC4. procedure to check the quality of sliver and ensuring proper functioning of machine parts in card SC5. procedure for operating different material handling tools and equipments SC6. maintain neatness at work</p>

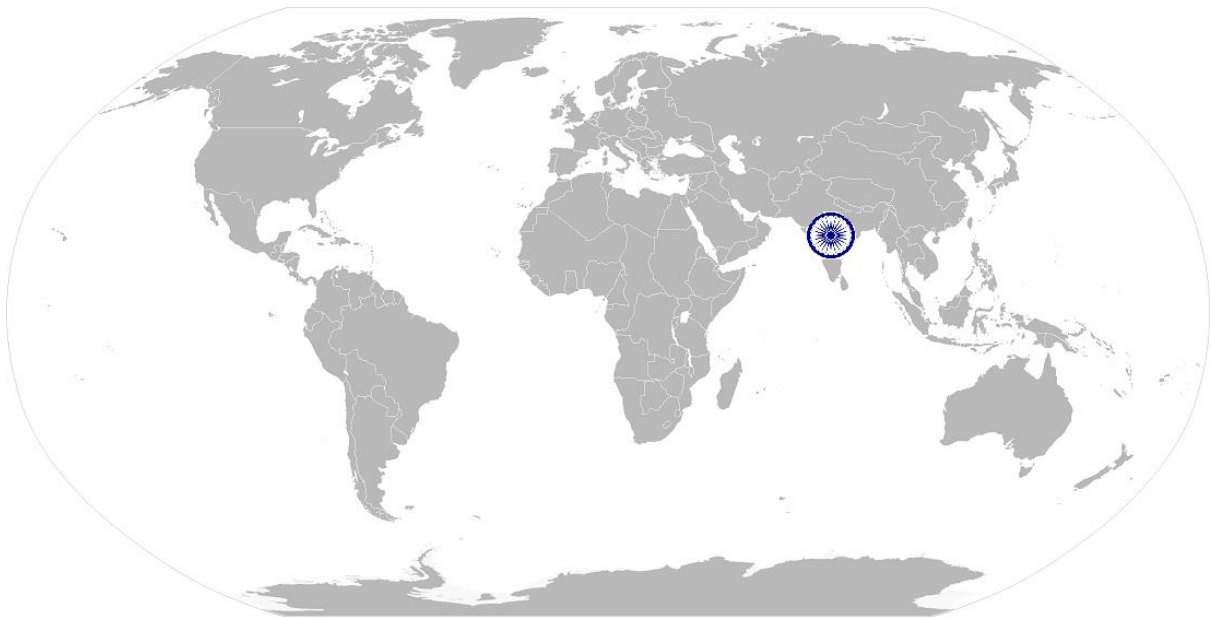
TSC/ N0104

Taking charge of shift and handing over shift to operator

NOS Version Control

NOS Code	TSC/ N0104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16

National Occupational Standard



Overview

This unit is about carrying out procedure for operating the carding machine

TSC /N0105

Operating a carding machine

Unit Code	TSC/ N0105
Unit Title (Task)	Operating a carding machine
Description	This unit is about carrying out procedure for operating the sequence of machines in carding
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Operating the card ▪ Carryout cleaning activities ▪ Carryout maintenance activities ▪ Material handling and safety at workplace ▪ Other related responsibilities
Elements	Performance Criteria
Operating the card	To be competent ,you must be able to: PC1. start the machine PC2. operate the control switches for starting and stopping the card PC3. follow the different signal lamps used in machines PC4. ensure proper functioning of card by verifying in the display panel PC5. check whether the material properly fed in the carding machine via chute/lap feed system PC6. piece the sliver during breakage PC7. place empty can as per the machine number in the magazine PC8. view the display panel and identify the reasons for machine stoppages if any PC9. ensure the card is running in the set speed by viewing the display panel PC10. ensure the working area is clean PC11. ensure proper functioning of machine PC12. store defective material in non conformity area
Carryout cleaning activities	PC13. ensure the sliver produced is free from surface damages PC14. clean the wastes in the carding department as per schedule PC15. segregate the wastes collected and deposit at the waste bins PC16. remove the defect in slivers PC17. support the mechanic while carryout cleaning maintenance activities PC18. use proper tools for cleaning PC19. ensure safety while carrying out cleaning PC20. ensure the wastes collected are deposited in the respective waste box PC21. ensure carding area is clean
Carryout maintenance activities	PC22. ensure the chute/ lap feed is working properly and material is uniformly fed into card PC23. support the fitter for carrying out maintenance activities PC24. ensure the draft variation on CV% is within the limits and if it's abnormal report it to superiors. PC25. inform the supervisor and maintenance in charge_in_case of a jam PC26. support the fitter during minor breakdown
Material handling and safety at workplace	PC27. ensure proper material handling of sliver, sliver can and empty can PC28. ensure using proper material handling of tools and equipments

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Operating a carding machine

	<p>PC29. ensure safety while operating the card</p> <p>PC30. use safety gadgets like caps, masks and shoes and verifying the safety stop motions</p>
Other related responsibilities	<p>PC31. ensure the sliver produced is free from outside damages</p> <p>PC32. collected usable waste to be weighed at shift end and to be placed in the specified area</p> <p>PC33. inform superiors immediately, if any break down or fault in the machine is noticed</p> <p>PC34. ensure the proper functioning of signal lamps</p> <p>PC35. ensure that machine is always working properly, if any deviations inform superiors immediately</p> <p>PC36. collect the reusable wastes in card and weigh them at shift end and place them in specified area</p> <p>PC37. provide all relevant information's of the current working process to the next shift operator before relieving.</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. safe working practices to be adopted in textile mill</p> <p>KA3. quality systems and other processes practiced in the textile mill</p> <p>KA4. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different counts in the textile mill</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. understanding the importance of fibers, types of yarn, yarn count, types of sliver, sliver hank, importance of sliver and roving quality</p> <p>KB3. importance of carding, various parts in a card and their functions</p> <p>KB4. function of chute/lap feed system</p> <p>KB5. importance & functions of different signal lamps</p> <p>KB6. different control buttons in card</p> <p>KB7. knowledge of different functions in display panel and procedure to operate the card</p> <p>KB8. types of wastes</p> <p>KB9. procedure for collecting wastes</p> <p>KB10. guidelines for operating the material handling tools and equipments</p> <p>KB11. importance of cleanliness at work place</p> <p>KB12. procedure to identify the normal defects in card web and actions needed to correct them</p> <p>KB13. guidelines for carrying out cleaning activities</p> <p>KB14. guidelines for carrying out maintenance activities</p> <p>KB15. importance of material handling</p> <p>KB16. types of material handling equipments used</p>

TSC /N0105

Operating a carding machine

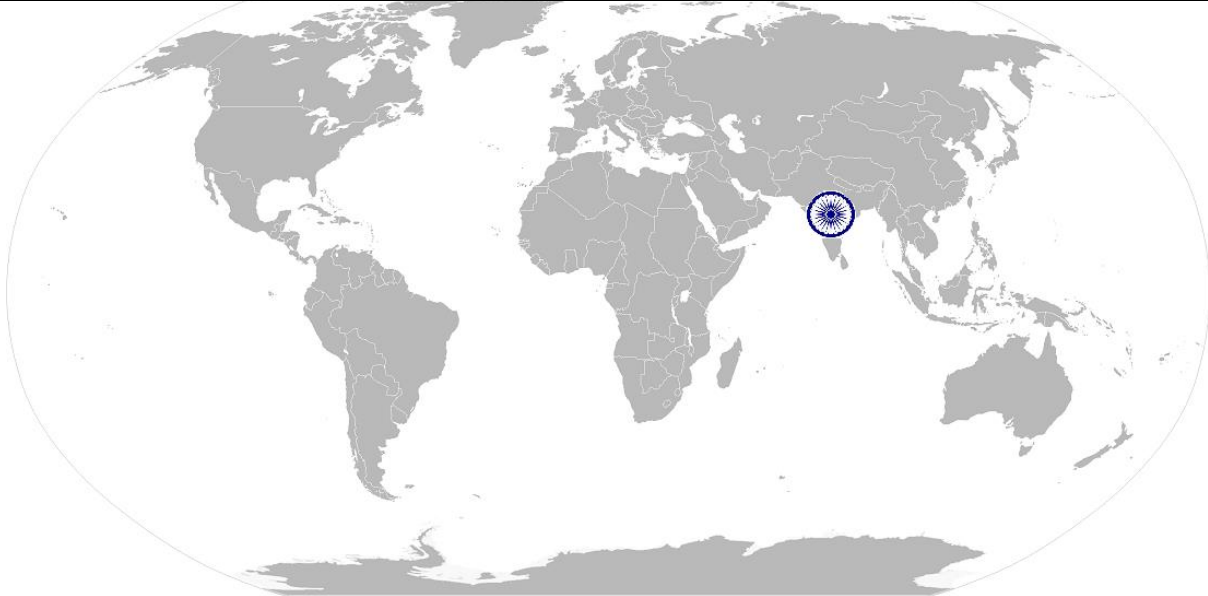
	<p>KB17. functions and methodology for operating different material handling equipments</p> <p>KB18. importance of safety at card</p> <p>KB19. safety gadgets used in a textile mill</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	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
B. Professional Skills	Problem Solving
	You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to: SB4. apply good attention to detail SB5. check your work is complete and free from errors
C. Technical Skills	<p>You need to know and understand :</p> <p>SC1. procedure to identify and remove the defects in sliver</p> <p>SC2. procedure for cleaning the wastes and waste segregation</p> <p>SC3. procedure to carryout cleaning activities in card</p> <p>SC4. procedure for cleaning the carding area</p> <p>SC5. procedure to carryout basic maintenance activities in card</p> <p>SC6. maintain cleanliness at work place</p>

TSC /N0105

Operating a carding machine

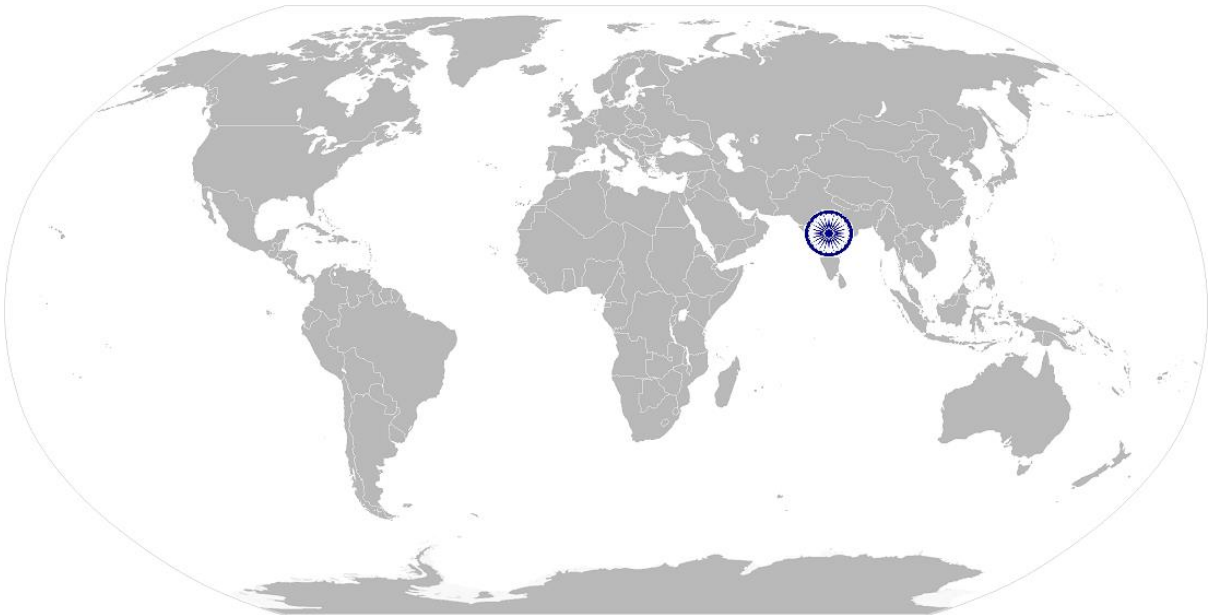
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NOS Code	TSC/ N0105		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16



Piecing the sliver and doffing the sliver can in card

National Occupational Standard



Overview

This unit is about piecing the sliver on breakage and doffing the sliver can in carding machine

TSC N/0106

Piecing the sliver and doffing the sliver can in card

National Occupational Standard

Unit Code	TSC/ N0106
Unit Title (Task)	Piecing the sliver and doffing the sliver can in card
Description	This unit is about carrying out tenting, cleaning and maintenance activities in carding
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> ▪ Attending the machine on sliver breakage ▪ Piecing the sliver ▪ Checking the quality of piecing ▪ Carryout doffing ▪ Post doffing responsibilities
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Attending the machine on sliver breakage	<p>To be competent, you must be able to:</p> <p>PC1. identify whether the machine stoppage by viewing the signal lamps and in display panel</p> <p>PC2. identify the reasons for sliver breakage</p> <p>PC3. ensure minimum time is taken for attending the sliver breakage in carding department</p>
Piecing the sliver	<p>PC4. open the calendaring zone of card using control switches</p> <p>PC5. collect the web from calendaring zone and condense through the calendaring rollers and trumpet for sliver formation</p> <p>PC6. ensure proper piecing</p> <p>PC7. draw the sliver through the conveyor rollers and pass it through the coiler rollers in delivery zone into the sliver can</p> <p>PC8. ensure proper functioning of card post piecing</p> <p>PC9. collect the wastes collected during piecing and store the waste at respective waste box</p> <p>PC10. segregate the reusable wastes and weigh and record them in a register</p> <p>PC11. transfer the reusable wastes to carding</p> <p>PC12. ensure standard piecing procedure is adopted and quality of piecing is as per standards</p> <p>PC13. ensure minimum time is taken for piecing the sliver</p> <p>PC14. ensure safety while carrying out piecing activity</p>
Checking the quality of piecing	<p>PC15. verify the quality of piecing done in the sliver</p> <p>PC16. ensure sliver tension in the creeling section is appropriate</p> <p>PC17. ensure proper functioning of the machine</p>
Carrying out doffing	<p>PC18. collect the empty cans from combing preparatory or drawing department for feeding the empty cans in card</p> <p>PC19. keep the can castors clean before putting to the card</p> <p>PC20. ensure whether the sliver can is ready for doffing by viewing the details in display panel</p> <p>PC21. keep the empty cans at coiler for automatic can change</p> <p>PC22. keep the empty sliver can near the doffing machine in manual doffing</p> <p>PC23. doff the full sliver can in case of manual doffing</p> <p>PC24. ensure proper doffing procedure is followed</p>

TSC N/0106

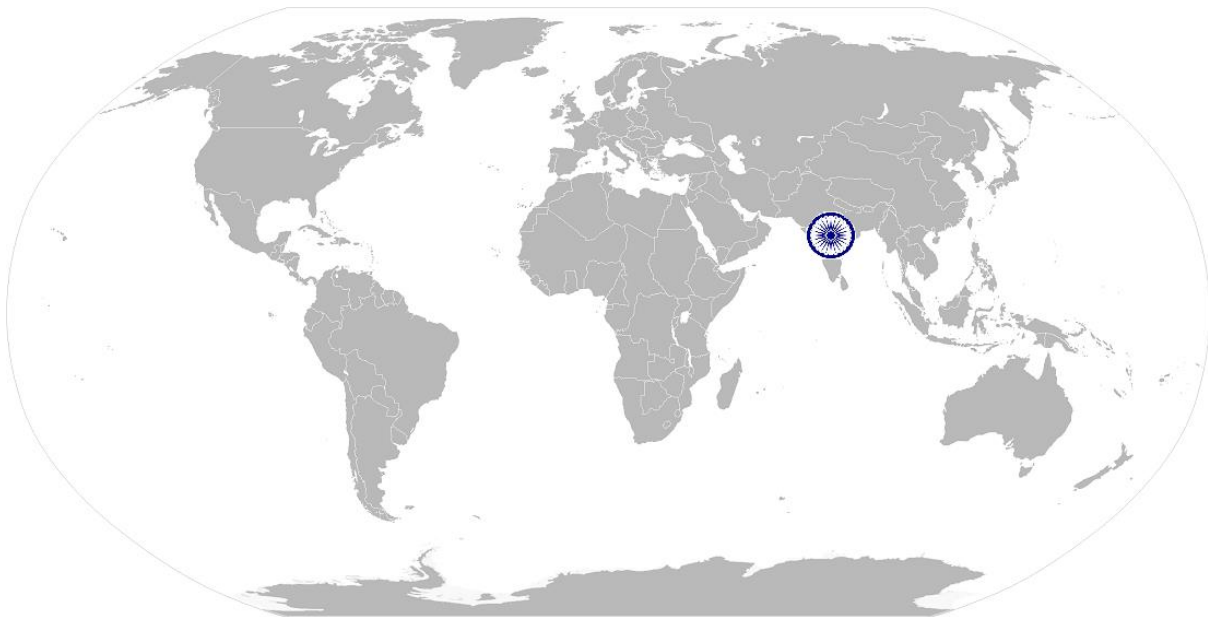
Piecing the sliver and doffing the sliver can in card

	<p>PC25. ensure doffing is carried out properly in auto doffing</p> <p>PC26. move the sliver can to storage area</p> <p>PC27. ensure the card is properly restarted after doffing</p>
Post doffing responsibilities	<p>PC28. ensure proper functioning of card post doffing</p> <p>PC29. ensure proper material handling of sliver, sliver can and empty can</p> <p>PC30. ensure proper material handling of tools and equipments</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. safe working practices to be adopted in textile mill</p> <p>KA3. quality systems and other processes practiced in the textile mill</p> <p>KA4. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different counts in the textile mill</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. process flow and material flow in textile mill</p> <p>KB2. functions of carding machine</p> <p>KB3. functions of control switches and signal lamps in carding</p> <p>KB4. importance of piecing</p> <p>KB5. importance of doffing</p> <p>KB6. importance of sliver quality</p> <p>KB7. guidelines for piecing the sliver</p> <p>KB8. guidelines for carrying out doffing activity</p> <p>KB9. functions of different control switches in card</p> <p>KA6. knowledge of different functions in display panel and procedure to operate the card</p> <p>KB10. functions of different signal lamps in card</p> <p>KB11. importance of cleanliness and safety at work place</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. write clear and short sentences
	Reading Skills
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	
B. Professional Skills	Problem Solving
	You need to know and understand how to:
	SB1. apply problem-solving approaches in different situations
SB2. refer anomalies to the supervisor	
SB3. seek clarification on problems from others	
Attention to Detail	
You need to know and understand how to:	

TSC N/0106

Piecing the sliver and doffing the sliver can in card

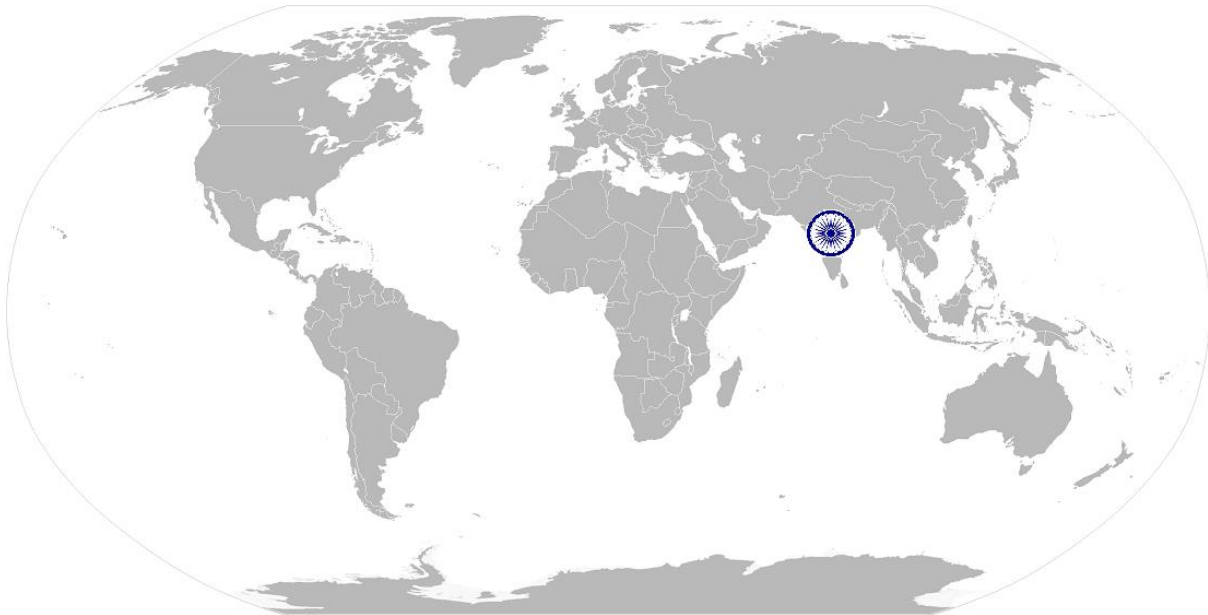
	SB4. apply good attention to detail SB5. check your work is complete and free from errors
<p>C. Technical Skills</p>	You need to know and understand how to : SC1. procedure for collect the web from calendaring zone and condense through the calendaring rollers for sliver formation SC2. standard operating procedure for carrying out piecing activity SC3. standard operating procedure for carrying out doffing activity SC4. procedure for segregating the different types of fiber wastes SC5. procedure for storing reusable wastes and weighing them SC6. procedure for material handling of sliver, sliver cans SC7. maintain cleanliness at work



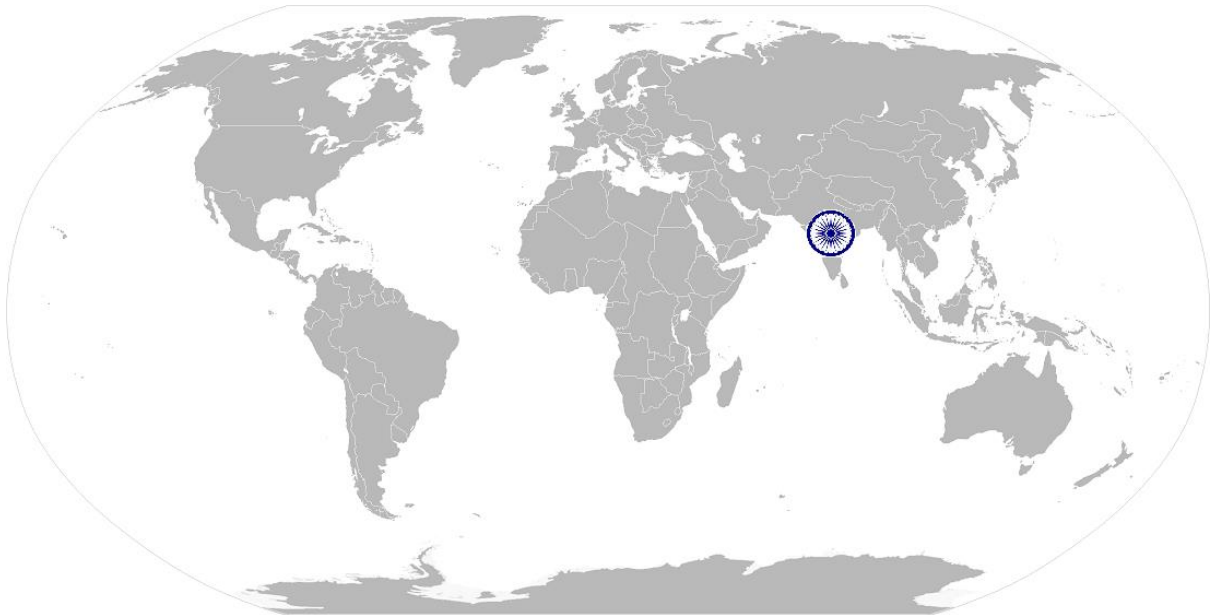
Piecing the sliver and doffing the sliver can in card

NOS Version Control

NOS Code	TSC/ N0106		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	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

Maintain Work, Area, Tools and Machines

Unit Code	TSC /N9001
Unit Title (Task)	Maintain work area, tools and machines
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit covers the following: <ul style="list-style-type: none"> Maintain the work area, tools and machines
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	<p>To be competent, you must be able to:</p> <p>PC1. handle materials, machinery, equipment and tools with care and use them in the correct way</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain tools and equipment</p> <p>PC6. carry out running maintenance within agreed schedules</p> <p>PC7. carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. report unsafe equipment and other dangerous occurrences</p> <p>PC9. ensure that the correct machine guards are in place</p> <p>PC10. work in a comfortable position with the correct posture</p> <p>PC11. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. dispose of waste safely in the designated location</p> <p>PC13. store cleaning equipment safely after use</p> <p>PC14. carry out cleaning according to schedules and limits of responsibility</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organizational standard operating procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving 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> <p>KB3. hazards likely to be encountered when conducting routine maintenance</p>

TSC /N9001

Maintain Work, Area, Tools and Machines

	<p>KB4. the importance of taking action when problems are identified KB5. different ways of minimizing waste KB6. 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)	
<p>A. Core Skills/ Generic Skills</p>	<p>Reading Skills</p>
	<p>You need to know and understand how to: SA1. comprehend written instructions SA2. read any application sent by other colleagues</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>You need to know and understand how to: SA3. communicate in local language orally SA4. communicate with supervisor appropriately SA5. talk to others to convey information effectively</p>
<p>B. Professional Skills</p>	<p>Problem Solving</p>
	<p>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</p>
	<p>Attention to Detail</p>
<p>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</p>	
<p>C. Technical Skills</p>	<p>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</p>

TSC /N9001

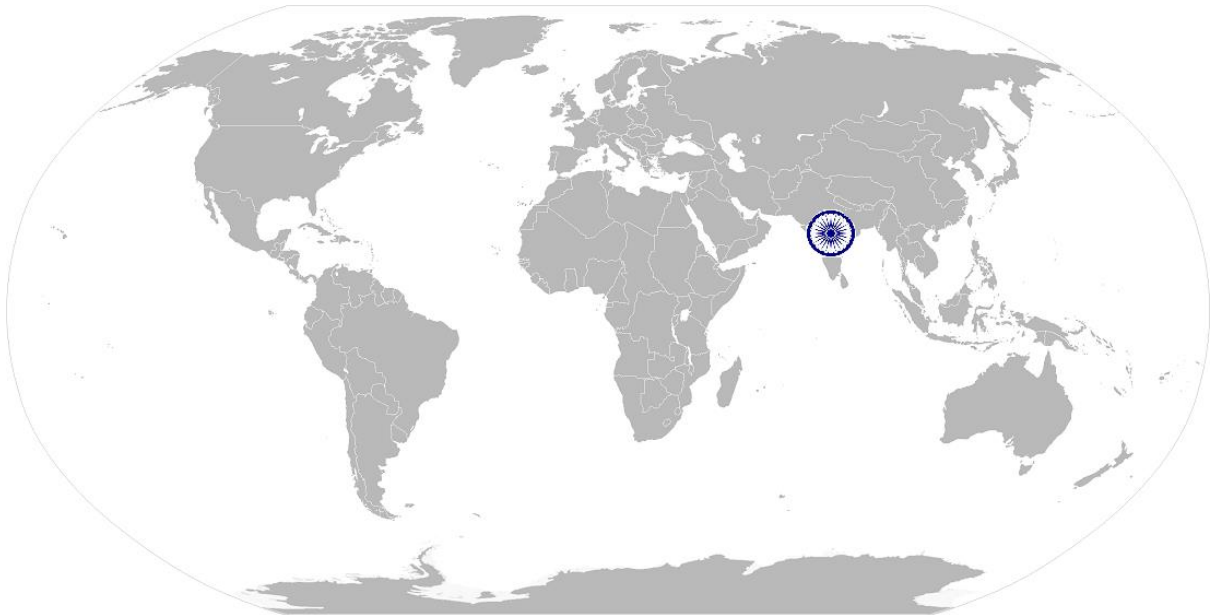
Maintain Work, Area, Tools and Machines

NOS Version Control

NOS Code	TSC /N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16



National Occupational Standard



Overview

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

TSC/N9002

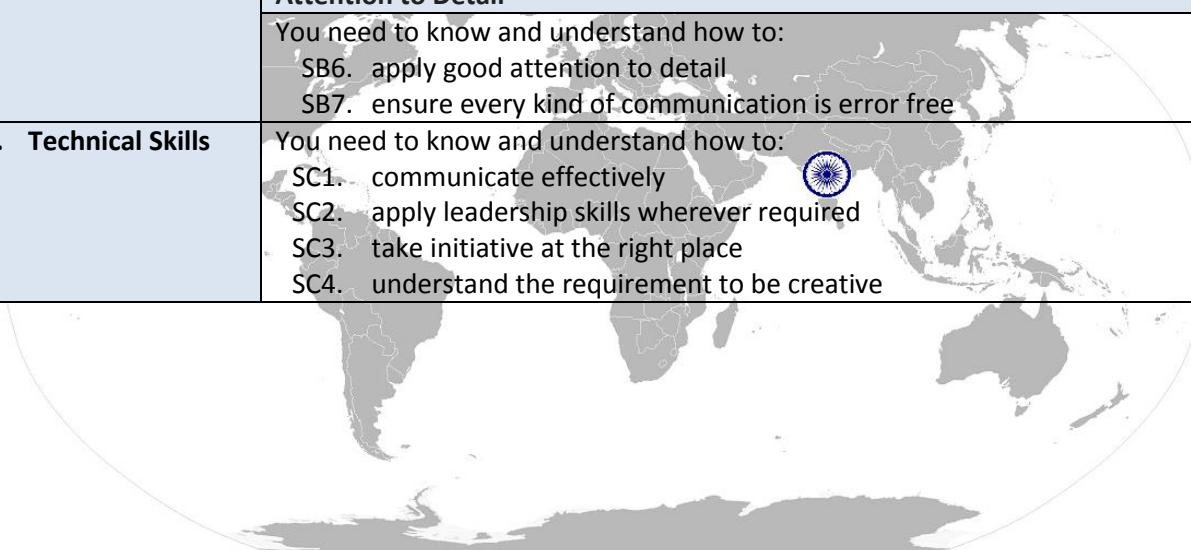
Working in a team

Unit Code	TSC/ N9002
Unit Title (Task)	Working in a team
Description	This unit is about working as a team member in the role of Carding Operator 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> <p>PC11. collaborate with colleagues performing the pre-required and post-required duty of Carding Operator</p>
Creative freedom	<p>PC12. develop new ideas for work procedures</p> <p>PC13. 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 textile 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>You need to know and understand:</p> <p>KB1. understand 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/	Writing Skills
	You need to know and understand how to:

TSC/N9002

Working in a team

Generic Skills	SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application
	Reading Skills
	You need to know and understand how to: SA4. comprehend written instructions SA5. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: 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: SB4. identify the real reason of problem faced SB5. be able to find the most effective solution to the problems faced
	Attention to Detail
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

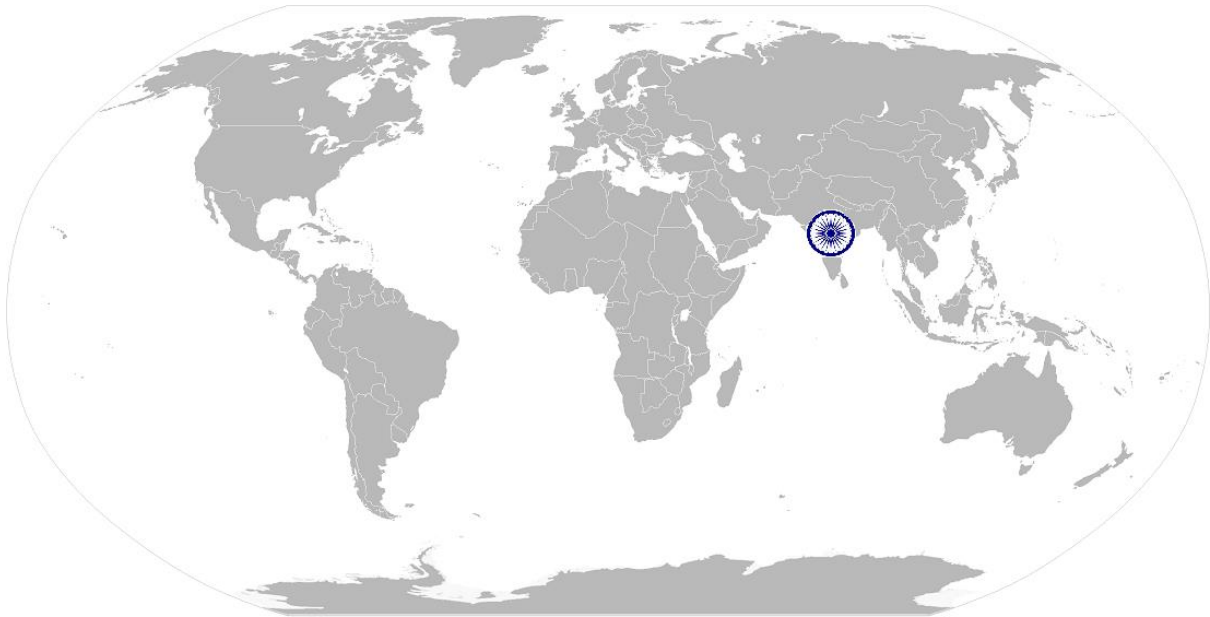
Working in a team

NOS Version Control

NOS Code	TSC/N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16



National Occupational Standard



Overview

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

TSC /N 9003

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	<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>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 /N9004		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 PC24. ensure that all revolving parts come to a halt before attending to the machine manually	
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 KA1. health and safety related practices applicable at the workplace KA2. potential hazards, risks and threats based on nature of operations KA3. organizational procedures for safe handling of equipment and machine operations KA4. potential risks due to own actions and methods to minimize these KA5. environmental management system related procedures at the workplace KA6. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA7. potential accidents and emergencies and response to these scenarios KA8. reporting protocol and documentation required KA9. details of personnel trained in first aid, fire-fighting and emergency response KA4. 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 KB1. 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		
	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. listen to others attentively SA4. respond to emergencies, accidents or fire at the workplace SA5. evacuate the premises and help others in need while doing so			

TSC /N9004

Maintain health, safety and security at work place

	SA6. the value of physical fitness, personal hygiene and good habits SA7. talk with others politely
B. Professional Skills	Decision Making
	You need to know and understand how to: SB1. identify correct safety measure for particular hazard SB2. make required safety plans as and when required SB3. raise alarm in case of emergency
	Analytical Thinking
	SB4. know the use of correct safety measure whenever required
	Attention to Detail
C. Technical Skills	You need to know and understand : SC1. maintain neatness at work SC2. procedure for reporting unwanted behavior



TSC /N9004

Maintain health, safety and security at work place

NOS Version Control

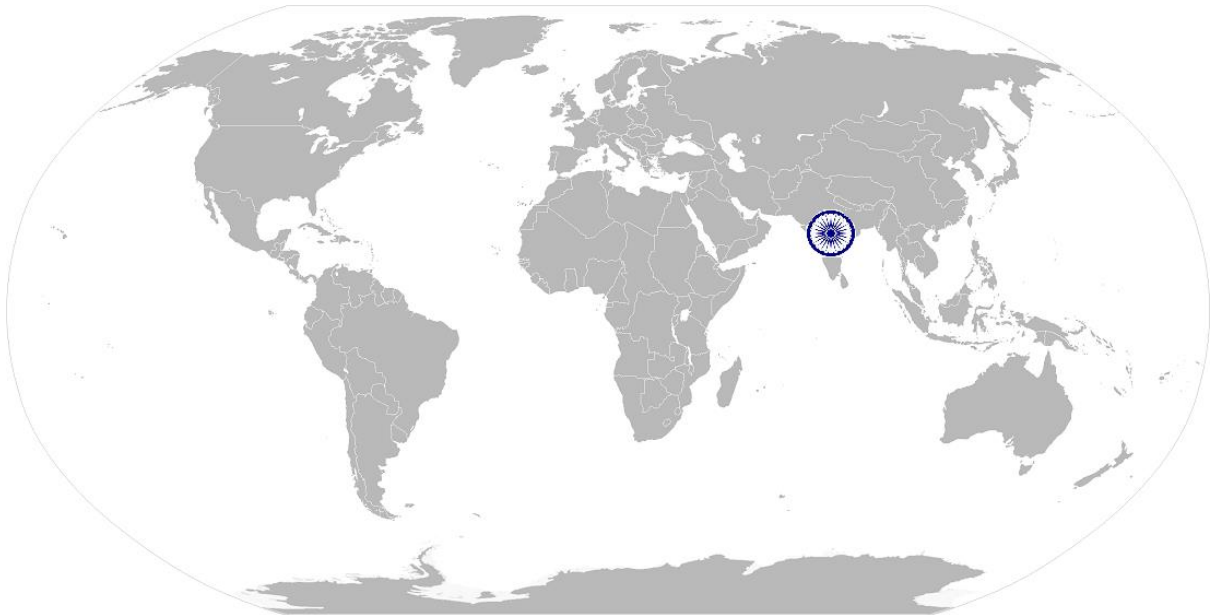
NOS Code	TSC/N 9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16



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/N 9004
	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: <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	To be competent, you must be able to: PC25. perform own duties effectively PC26. take responsibility for own actions PC27. be accountable towards the job role and assigned duties PC28. take initiative and innovate the existing methods PC29. focus on self-learning and improvement
	Team work	PC30. co-ordinate with all the team members and colleagues PC31. communicate politely PC32. avoid conflicts and miscommunication
	Organizational standards	PC33. know the organisational standards PC34. implement them in your performance PC35. motivate others to follow them
	Industry standards	PC36. know the industry standards PC37. 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 part of carding machine	
Skills (S)		
A. Core Skills/	Writing Skills	
	You need to know and understand how to:	

TSC /N9004

Comply with industry and organizational requirements

Generic Skills	SA1. write reports SA2. write clear and short sentences
	Reading Skills You need to know and understand how to: SA3. read the local language SA4. read one more language than the local language SA5. read and comprehend the standards and rules
	Oral Communication (Listening and Speaking skills) You need to know and understand how to: SA6. talk effectively with others SA7. put forward your point SA8. listen to others
	B. Technical Skills You need to know and understand : SC1. procedure of preparing the industry standards SC2. procedure to follow the given standards SC3. Procedure to comply with the 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	Spinning	Last reviewed on	25/02/15
Occupation	Spinning Preparatory	Next review date	01/03/16



Assessment criteria

Job Role: Carding Operator
Qualification Pack: Carding Operator
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		
				Theory	Skills Practical	Viva
1. TSC/N0104 (Taking charge of shift and handing over shift to operator)	PC1. come at least 10 - 15 minutes earlier to the work spot	100	3	1	1	1
	PC2. bring the necessary operational tools to the department		4	1	2	1
	PC3. meet the previous shift operator and 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.		7	3	2	2
	PC4. understand the count produced, color coding, followed in the carding for his allocated number of machines		7	3	2	2
	PC5. ensure the technical details are mentioned in the display board in the card		4	2	1	1
	PC6. check for the availability of the empty sliver cans		4	1	2	1
	PC7. ensure all the cards are running properly and problems if any should be clarified with the supervisor and operator, idle machines should be enquired for the reason for stoppage and report to the superiors regarding the same		3	1	1	1

Assessment criteria

PC8. ensure proper functioning of card machine parts	5	2	2	1
PC9. check the cleanliness of the machines & other work areas	4	1	2	1
PC10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.	4	1	2	1
PC11. should question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.	4	2	1	1
PC12. ensure the wastes collection boxes are empty while taking charge of shift	4	1	2	1
PC13. ensure the work spot is clean	3	1	1	1
PC14. hand over the shift to the incoming shift operator in a proper manner	5	2	2	1
PC15. ensure in providing the details regarding count produced, color coding followed in the carding for his allocated number of machines	7	3	2	2
PC16. provide all relevant information regarding the count produced, idle machines, damaged machine parts if any	7	3	2	2
PC17. get clearance from the incoming counterpart before leaving the work spot	5	2	1	2
PC18. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift	5	2	1	2
PC19. ensure the shift has to be properly handed over to the incoming shift operator	4	1	2	1
PC20. 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/	4	1	1	2

Assessment criteria

	her superiors					
	PC21. collect the wastes from waste collection bags, weigh them and transport to storage area		4	2	2	0
	PC22. ensure the work spot is clean		3	1	1	1
	Total		100	37	35	28
	Weight age %			37%	35%	28%
2.						
TSC/N0105(Operating a carding machine)	PC1. start the machine	150	3	1	1	1
	PC2. operate the control switches for starting and stopping the card		4	1	2	1
	PC3. follow the different signal lamps used in machines		3	1	1	1
	PC4. ensure proper functioning of card by verifying in the display panel		6	2	2	2
	PC5. check whether the cotton is proper fed in the carding machine via chute feed system		4	1	2	1
	PC6. piece the sliver during breakage		6	2	2	2
	PC7. doff the full sliver can		6	2	2	2
	PC8. view the display panel and identify the reasons for machine stoppages if any		5	2	2	1
	PC9. ensure the card is running in the set speed by viewing the display panel		4	1	2	1
	PC10. ensure the working area is clean		4	1	2	1
	PC11. ensure proper functioning of machine		5	2	2	1
	PC12. ensure the sliver produced is free from surface damages		5	2	2	1
	PC13. clean the wastes in the carding department		4	1	2	1
	PC14. segregate the wastes collected and deposit at the waste bins		4	1	2	1
	PC15. remove the defect in slivers		5	2	2	1
	PC16. support the mechanic while carryout cleaning maintenance activities		4	1	2	1
	PC17. use proper tools for cleaning		4	1	2	1
	PC18. ensure safety while carrying out		4	1	2	1

Assessment criteria

cleaning				
PC19. ensure the wastes collected are deposited in the respective waste box	4	1	2	1
PC20. ensure carding area is clean	4	1	2	1
PC21. ensure the chute feed is working properly and cotton is uniformly fed into card	4	1	2	1
PC22. support the fitter for carrying out maintenance activities	3	1	1	1
PC23. ensure the draft variation on CV% is within the limits and if it's abnormal report it to superiors.	4	2	1	1
PC24. inform the supervisor and maintenance incharge in case of a jam	4	1	2	1
PC25. support the fitter during minor breakdown	4	1	2	1
PC26. ensure proper material handling of sliver, sliver can and empty can	4	1	2	1
PC27. ensure using proper material handling of tools and equipments	3	1	1	1
PC28. ensure safety while operating the card	5	2	2	1
PC29. use safety gadgets like caps, masks and shoes and verifying the safety stop motions	4	1	2	1
PC30. ensure the sliver produced is free from outside damages	4	1	2	1
PC31. collected usable waste to be weighed at shift end and to be placed in the specified area	4	1	2	1
PC32. inform superiors immediately, if any break down or fault in the machine is noticed	4	1	2	1
PC33. ensure the proper functioning of signal lamps	3	1	1	1
PC34. ensure that machine is always working properly, if any deviations inform superiors immediately	4	1	2	1
PC35. collect the reusable wastes in card and weigh them at shift end and place them in specified area	4	1	2	1

Assessment criteria

	PC36. provide all relevant information's of the current working process to the next shift operator before relieving.		4	1	2	1
	Total		150	45	66	39
	Weight age %			30%	44%	26%
3.						
TSC/N0106(Piecing the sliver and doffing the sliver can in card)	PC1. identity whether the machine stoppage by viewing the signal lamps and in display panel	150	5	2	2	1
	PC2. identify the reasons for sliver breakage		6	2	2	2
	PC3. ensure minimum time is taken for attending the sliver breakage in carding department		4	1	2	1
	PC4. open the calendaring zone of card using control switches		4	1	2	1
	PC5. collect the web from calendaring zone and condense through the calendaring rollers and trumpet for sliver formation		6	2	3	1
	PC6. ensure proper piecing		7	2	3	2
	PC7. draw the sliver through the conveyor rollers and pass it through the coiler rollers in delivery zone into the sliver can		7	2	3	2
	PC8. ensure proper functioning of card post piecing		6	2	2	2
	PC9. collect the wastes collected during piecing and store the waste at respective waste box		6	2	2	2
	PC10. segregate the reusable wastes and weigh and record them in a register		5	2	2	1
	PC11. transfer the reusable wastes to carding		4	1	2	1
	PC12. ensure standard piecing procedure is adopted and quality of piecing is as per standards		6	2	3	1
	PC13. ensure minimum time is taken for piecing the sliver		5	2	2	1
	PC14. ensure safety while carrying out piecing activity		4	1	2	1

Assessment criteria

	PC15. verify the quality of piecing done in the sliver		5	2	2	1
	PC16. ensure sliver tension in the creeling section is appropriate		5	2	2	1
	PC17. ensure proper functioning of the machine		4	1	2	1
	PC18. collect the empty cans from combing preparatory or drawing department for feeding the empty cans in card		4	1	2	1
	PC19. keep the can castors clean before putting to the card		4	1	2	1
	PC20. ensure whether the sliver can is ready for doffing by viewing the details in display panel		4	1	2	1
	PC21. keep the empty cans at coiler for automatic can change		4	1	2	1
	PC22. keep the empty sliver can near the doffing machine in manual doffing		4	1	2	1
	PC23. doff the full sliver can in case of manual doffing		5	1	3	1
	PC24. ensure proper doffing procedure is followed		7	2	4	1
	PC25. ensure doffing is carried out properly in auto doffing		6	2	3	1
	PC26. move the sliver can to storage area		4	1	2	1
	PC27. ensure the card is properly restarted after doffing		5	2	2	1
	PC28. ensure proper functioning of card post doffing		5	2	2	1
	PC29. ensure proper material handling of sliver, sliver can and empty can		4	1	2	1
	PC30. ensure proper material handling of tools and equipments		5	2	2	1
	Total		150	47	68	35
	Weight age %			31%	45%	23%
4.TSC/N9001(Main taining 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

Assessment criteria

	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
	Total		50	15	21	14
	Weight age%			30%	42%	28%
5.TSC/N9002 (Working in a team)	PC1. be accountable to the own role in whole process	50	4	2	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		3	1	1	1
	PC9. give due importance to others'		3	1	1	1

Assessment criteria

	point of view					
	PC10. avoid conflicting situations		3	1	1	1
	PC11. collaborate with colleagues performing the pre-required and post-required duty of carding tenter		4	2	1	1
	PC12. develop new ideas for work procedures		4	1	2	1
	PC13. improve upon the existing techniques to increase process efficiency		4	1	2	1
	Total		50	17	17	16
	Weight age %			34%	34%	32%
6.TSC/N9003 (Maintain health, safety and security at work place)	PC1. comply with health and safety related instructions applicable to the workplace	100	5	2	2	1
	PC2. use and maintain personal protective equipment such as “ ear plug” “ nose mask “ “ head cap” etc., 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		4	2	2	0
	PC7. report any service malfunctions that cannot be rectified		4	2	1	1
	PC8. store materials and equipment in line with organizational requirements		4	1	2	1
	PC9. safely handle and remove waste		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

Assessment criteria

	PC12. monitor the workplace and work processes for potential risks and threat		4	2	2	0
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		4	2	2	0
	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		4	2	2	0
	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
	PC24. ensure that all revolving parts come to a halt before attending to the machine manually		4	2	2	0
	Total		100	45	36	19
	Weight age %			45%	36%	19%
7.TSC/N9004 (Comply with industry and organizational	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		4	2	1	1

Assessment criteria

requirements)	role and assigned duties					
	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
	Total		50	18	19	13
	Weight age %			36%	38%	26%
	Total		650	224	262	164
Grand Total		650				