

## 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 – Cone Winding Operator

**SECTOR: TEXTILE**

**SUB-SECTOR: SPINNING**

**OCCUPATION: POST-SPINNING**

**REFERENCE ID: TSC/ Q 0302**

**ALIGNED TO: NCO-2004 / 8261.25**

**Brief Job Description:** A cone winding operator is responsible to carry out tenting activities in cone winding / assemble winding machine. He/ She should be able to segregate quality cops, creel the cops, knitting the yarn, doff the cones, carry out routine cleaning and maintenance activities thus producing defect free cone package and ensure proper functioning of winding machine machine. This job requires the individual to have thorough knowledge of process flow and material flow in a textile mill for yarn production and should know about the important functions and operations of winding machine.

**Personal Attributes:** A winding operator should have good eyesight, hand-eye-leg coordination, motor skills and vision. He/she should also have good interpersonal skills.

Job Details	<b>Qualifications Pack Code</b>	<b>TSC/Q 0302</b>		
	<b>Job Role</b>	<b>Cone Winding Operator</b>		
	<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
	<b>Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
	<b>Occupation</b>	<b>Post-Spinning</b>	<b>Next review date</b>	<b>01/03/16</b>
<b>Job Role</b>	<b>Cone Winding Operator</b>			
<b>Role Description</b>	A winding operator is responsible to carry out tenting activities in a cone winding machine.			
<b>NSQF level</b>	4			
<b>Minimum Educational Qualifications</b>	5 <sup>th</sup> standard, preferably			
<b>Maximum Educational Qualifications</b>	N/A			
<b>Training</b> (Suggested but not mandatory)	Not Applicable			
<b>Experience</b>	Preferably 1-2 years of work experience in a textile mill.			
<b>National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">TSC/N0305 Taking charge of shift and handing over shift to operator</a></li> <li><a href="#">TSC/N0306 Creeling the cops and knotting the broken yarn)</a></li> <li><a href="#">TSC/N0307 Doffing the cone package</a></li> <li><a href="#">TSC/N0308 Carryout tenting, cleaning and maintenance activities</a></li> <li><a href="#">TSC/ N9001 Maintaining work area, tools and machines</a></li> <li><a href="#">TSC/ N9002 Working in a team</a></li> <li><a href="#">TSC/ N9003 Maintain health, safety and security at workplace</a></li> <li><a href="#">TSC/ N9004 Comply with industry and organizational requirement</a></li> </ol> <p><b>Optional:</b> Not Applicable</p>			
<b>Performance Criteria</b>	As described in the relevant OS units			

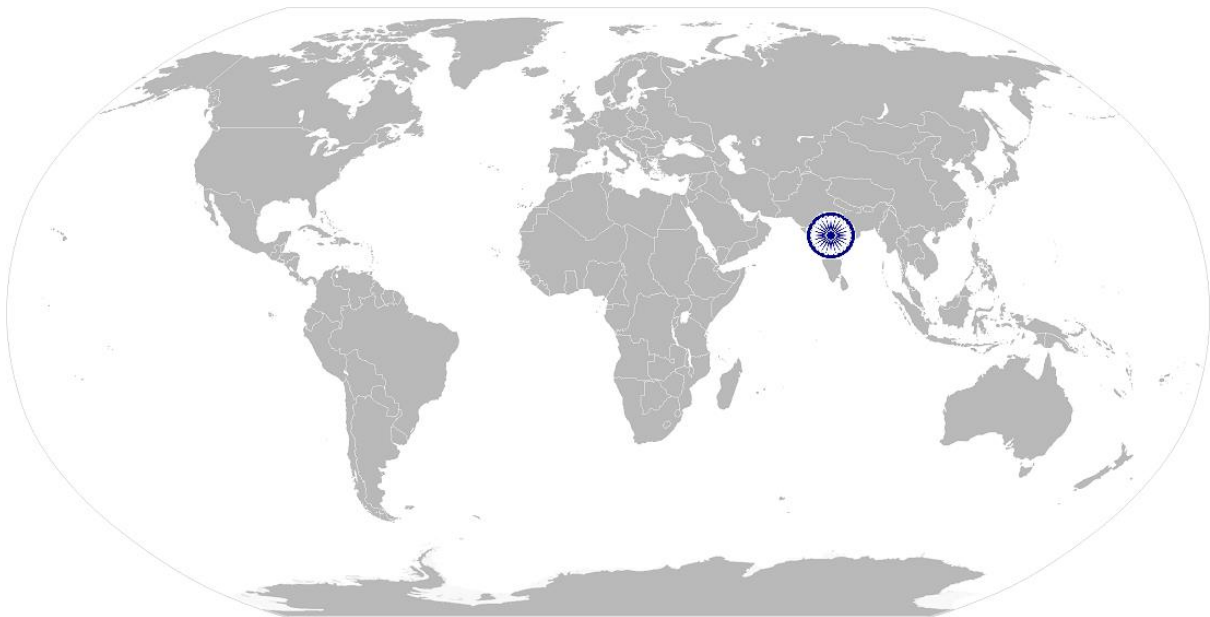
**Table 1: Glossary of Key Terms**

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'.	
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.	

Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualification Framework
NCO	National Classification of Occupations
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/ N0305

Taking charge of shift and handing over shift to operator

National Occupational Standard	<b>Unit Code</b>	TSC/ N0305
	<b>Unit Title (Task)</b>	Taking charge of shift and handing over shift to operator
	<b>Description</b>	This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ Taking charge of shift</li> <li>▪ Handing over shift</li> </ul>
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Taking charge of shift</b>	<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 winding for his allocated number of drums or machines</p> <p>PC5. ensure the technical details are mentioned in the display board in the winding machine</p> <p>PC6. check for the availability of the ring cops in cheese trolleys</p> <p>PC7. ensure all the winding drums are running properly, winding drums which are not running and problems if any should be clarified with the supervisor and operator</p> <p>PC8. ensure all the cone drums are running properly, if not should be enquired for the reason for idle cone drums and report to the superiors regarding the same</p> <p>PC9. ensure proper functioning of winding machine parts</p> <p>PC10. check the cleanliness of the machines &amp; other work areas</p> <p>PC11. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.</p> <p>PC12. 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>PC13. ensure the wastes collection boxes are empty while taking charge of shift</p> <p>PC14. ensure the work spot is clean</p> <p>PC15. ensure the OHTC is working properly</p>
	<b>Handing over shift</b>	<p>PC16. hand over the shift to the incoming shift operator in a proper manner</p> <p>PC17. ensure in providing the details regarding count produced, colour coding followed in the winding for his allocated number of cone drums or machines</p> <p>PC18. provide all relevant information regarding the count produced, idle cone drums, damaged machine parts if any</p> <p>PC19. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC20. 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>PC21. ensure the shift has to be properly handed over to the incoming shift operator</p>

<b>TSC/ N0305</b>		<b>Taking charge of shift and handing over shift to operator</b>	
	PC22. 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		
	PC23. collect the wastes from waste collection bags, weigh them and transport to storage area		
	PC24. ensure the work spot is clean		
<b>Knowledge and Understanding (K)</b>			
<b>A. Organizational Context</b> (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>B. Technical Knowledge</b>	You need to know and understand: KB1. understanding the importance of <ul style="list-style-type: none"> <li>• types of fibres</li> <li>• types of yarn</li> <li>• yarn count</li> <li>• types of yarn defects</li> </ul> KB2. process flow in a textile mill KB3. material flow in a textile mill KB4. importance of cone winding and cone package formation KB5. functions of different parts of winding KB6. importance of colour coding followed for different counts KB7. guidelines for operating the winding 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 a winding machine		
<b>Skills (S)</b>			
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>		
	You need to know and understand how to: SA1. write clear and short sentences		
	<b>Reading Skills</b>		
	SA2. comprehend written instructions		
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>		
	SA3. communicate with supervisor appropriately		
	SA4. talk to others to convey information effectively		
	<b>Problem Solving</b>		
You need to know and understand how to: SB1. apply problem-solving approaches in different situations			

**TSC/ N0305**

**Taking charge of shift and handing over shift to operator**

	SB2. refer anomalies to the supervisor
	SB3. seek clarification on problems from others
	<b>Attention to Detail</b>
	SB4. apply good attention to detail
	SB5. check your work is complete and free from errors
<b>C. Technical Skills</b>	<p>You need to know and understand how to:</p> <p>SC1. procedure to patrol around the winding machine</p> <p>SC2. procedure to operate the different mechanisms in winding machine</p> <p>SC3. procedure for patrolling around the winding department and identifying worn out or damaged machine parts</p> <p>SC4. procedure to check the quality of ring cops, cone package, proper functioning of machine parts in winding machine</p> <p>SC5. procedure for operating different material handling tools and equipments</p> <p>SC6. maintain neatness at work</p>



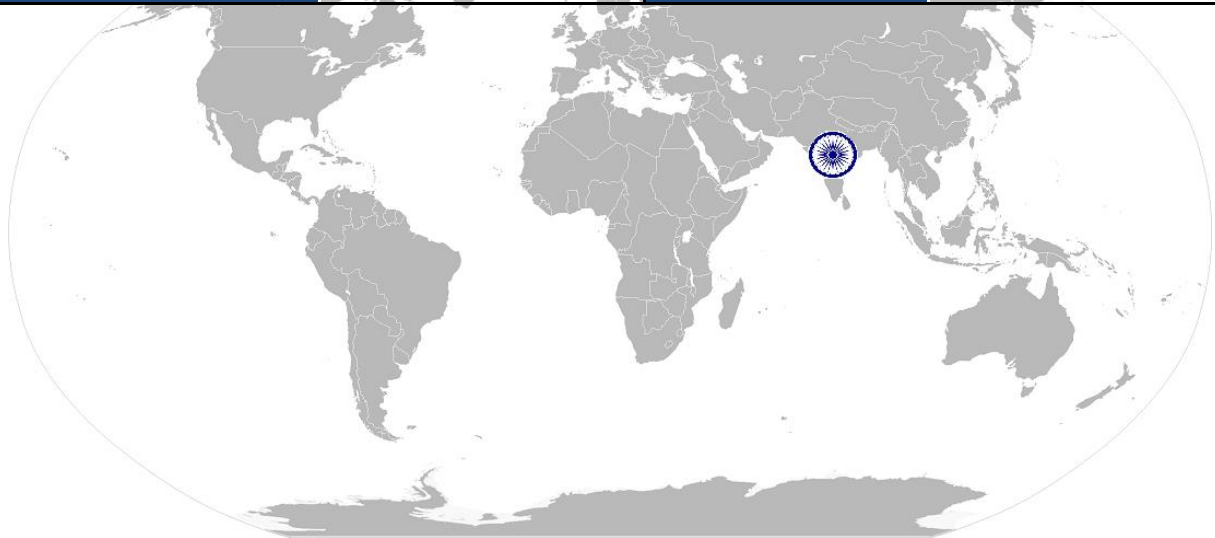


**TSC/ N0305**

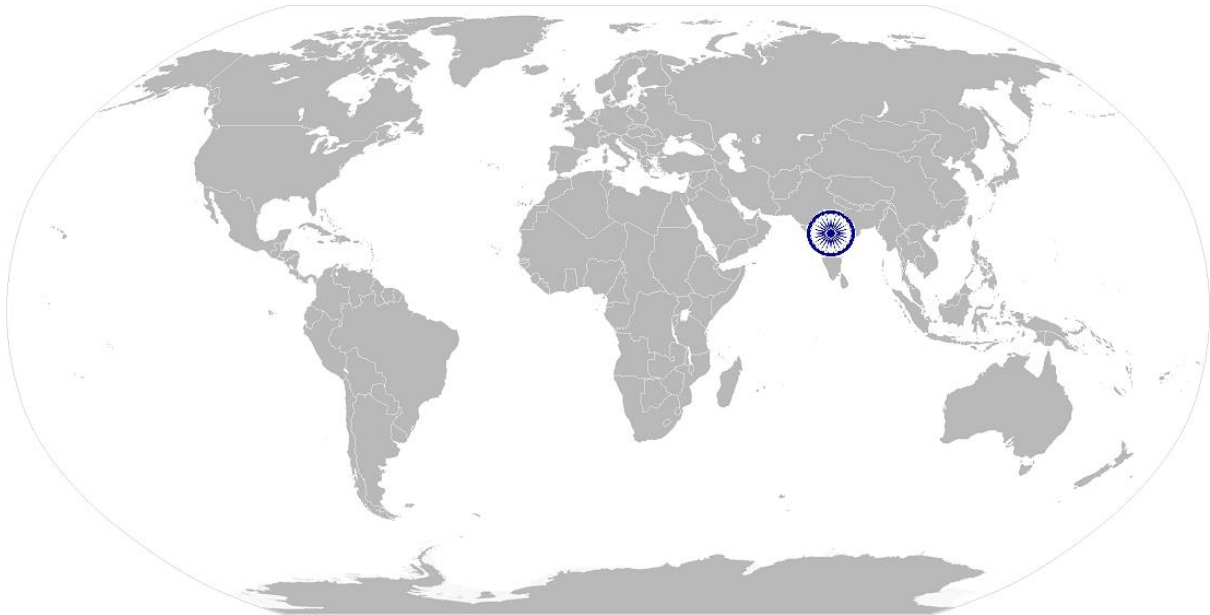
**Taking charge of shift and handing over shift to operator**

**NOS Version Control**

NOS Code	TSC/ N0305		
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	Post-Spinning	Next review date	01/03/16



# National Occupational Standard



## Overview

This unit is about carrying out tenting activities in a cone winding machine.

**TSC/ N0306**

**Creeling the cops and knotting the broken yarn**

<b>Unit Code</b>	<b>TSC/ N0306</b>
<b>Unit Title (Task)</b>	<b>Creeling the cops and knotting the broken yarn</b>
<b>Description</b>	This unit is about carrying out procedure for creeling the ring cops, knotting the yarn in cone winding machine
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ creeling the cops</li> <li>▪ knotting the yarn</li> <li>▪ restarting for winding</li> <li>▪ Material handling</li> <li>▪ Creeling the knotting in Assembly winder</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Creeling the cops</b>	To be competent you must be able to: <ul style="list-style-type: none"> <li>PC1. bring the cops in the cop trolley from storage area</li> <li>PC2. ensure correct count cop trolley is taken to winding unit for creeling</li> <li>PC3. patrol around the cone winding machine and identify the cop exhaust</li> <li>PC4. creel the cops in the creel stand</li> <li>PC5. ensure the cop is properly fixed in the holder</li> <li>PC6. ensure the winding unit should not stop due to cops exhaust</li> <li>PC7. ensure minimum time is taken for creeling the ring cops</li> <li>PC8. ensuring the cone drum is not running for a long time with cop exhaust</li> <li>PC9. lift the cone spindle from the surface of the drum to a certain height</li> <li>PC10. properly stop the cone spindle before knotting</li> <li>PC11. ensure proper functioning of machine</li> <li>PC12. ensure safety while creeling and knotting the yarn</li> </ul>
<b>Knotting the yarn</b>	<ul style="list-style-type: none"> <li>PC13. use hand knotters or splicers for knotting the broken yarn or during cop change and during yarn breakage</li> <li>PC14. ensure proper procedure for operating the hand knotters for knotting</li> <li>PC15. ensure proper procedure for operating the hand splicer</li> <li>PC16. knot should be done with minimum loss of time and with minimum waste.</li> <li>PC17. knot should be done with minimum tails and the tails should be trimmed with proper trimmers.</li> <li>PC18. ensure that the knots are of good strength, small size and of minimum tail ends. if not, get the knotter repaired / replaced.</li> </ul>
<b>Restarting for winding</b>	<ul style="list-style-type: none"> <li>PC19. ensure the yarn is properly knotted / spliced</li> <li>PC20. lift the cone holder lever and lay the cone spindle on the cone drum</li> <li>PC21. ensure the cone is proper laid in the winding drum and the yarn is properly wound on the cone uniformly</li> </ul>
<b>Material Handling</b>	<ul style="list-style-type: none"> <li>PC22. ensure proper material handling of ring cops and cone</li> <li>PC23. ensure proper material handling of cop trolley, knotters and splicers</li> </ul>
<b>Creeling and knotting in Assembly winder</b>	<ul style="list-style-type: none"> <li>PC24. place the single yarn cones in assembly winder</li> <li>PC25. ensure correct colour coded and labelled cone package is taken for creeling</li> <li>PC26. ensure minimum time for attending the end breaks</li> <li>PC27. ensure both the yarns are parallel winded in the assemble cheese package</li> </ul>

**TSC/ N0306**

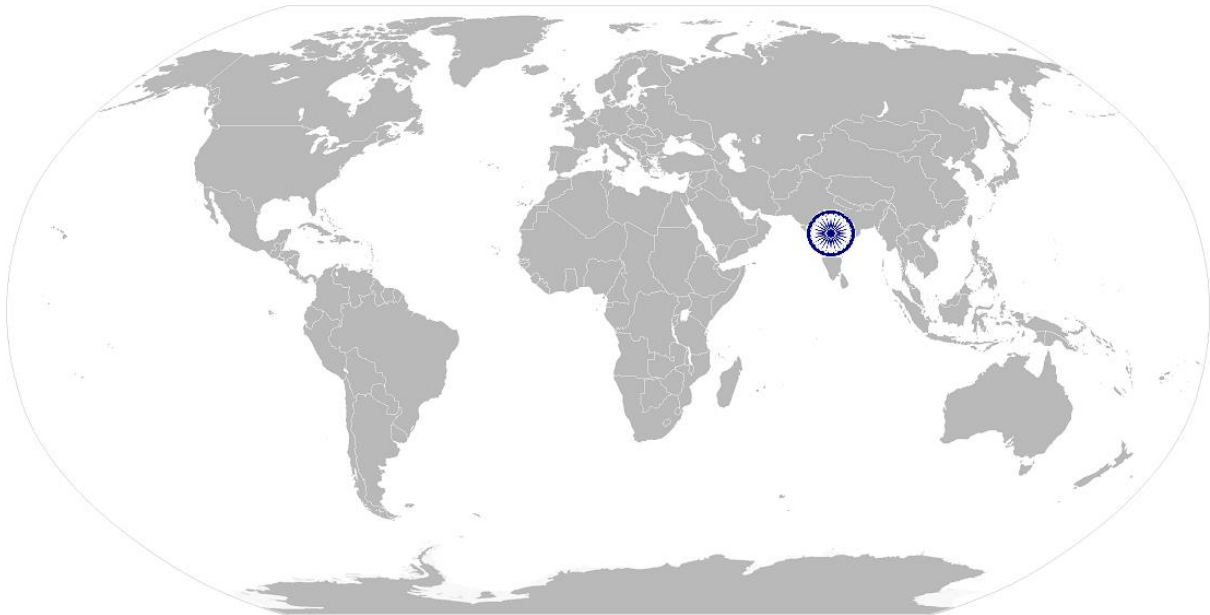
**Creeling the cops and knotting the broken yarn**

	PC28. knot the ends during breakage PC29. ensure that the knots are of good strength PC30. ensure proper material handling of cone packages
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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. report to the supervisor or higher authority in case of emergency KA5. color coding adopted for different counts in the textile mill
<b>B. Technical Knowledge</b>	You need to know and understand: KB1. process flow and material flow in textile mill KB2. understanding the importance of <ul style="list-style-type: none"> <li>• types of fibres</li> <li>• types of yarn</li> <li>• yarn count</li> <li>• types of yarn defects</li> <li>• reasons for yarn breakage</li> </ul> KB3. function of different parts in winding machine KB4. importance of yarn quality KB5. importance of material handling KB6. importance of cleanliness at work KB7. procedure for material handling of cops, cop trolley, hand knotters, splicing unit and cone packages KB8. importance of time management KB9. procedure for creeling the empty cops KB10. types of knitters KB11. procedure for knotting using hand knotters and splicers KB12. knotting defects and reasons for defects KB13. importance of splicing KB14. types of splicing KB15. procedure for splicing KB16. splicing defects KB17. importance of safety at work place KB18. importance of cleanliness at work place
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write clear and short sentences
	<b>Reading Skills</b>
	You need to know and understand how to: SA2. comprehend written instructions
<b>B. Technical Skills</b>	You need to know and understand : SC1. procedure for patrolling around the winding machine SC2. procedure for creeling the cops

**TSC/ N0306**

**Creeling the cops and knotting the broken yarn**

	SC3. standard operating procedure for creeling the cops SC4. procedure for lifting the cops using the lever SC5. knotting procedure SC6. splicing procedure
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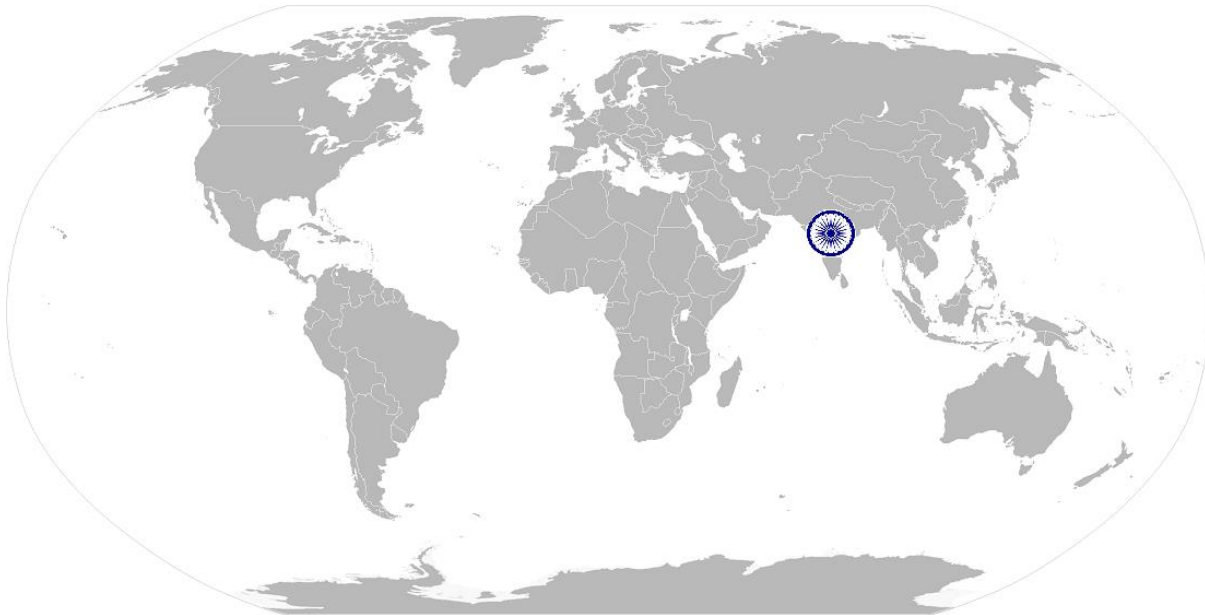


**TSC/ N0306**

**Creeling the cops and knotting the broken yarn**

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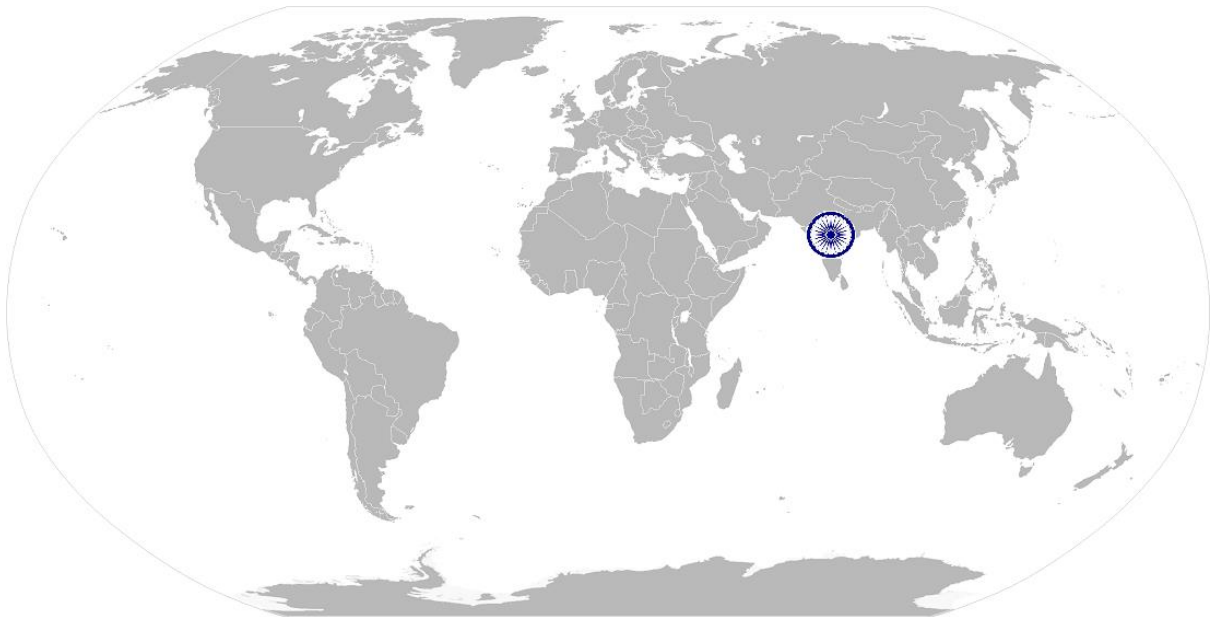
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<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Post-Spinning</b>	<b>Next review date</b>	<b>01/03/16</b>



**TSC/ N0307**

**Doffing the cone package**

# National Occupational Standard



## Overview

This unit is about carrying out procedure for doffing the full cone package in cone winding machine.

**TSC/ N0307**

**Doffing the cone package**

<b>Unit Code</b>	<b>TSC/N 0307</b>
<b>Unit Title (Task)</b>	<b>Doffing the cone package</b>
<b>Description</b>	This unit is about carrying out procedure for doffing the full cone package in cone winding machine
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ doffing the cone package</li> <li>▪ weighing and storing the cone package</li> <li>▪ restarting the machine after doffing</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Doffing the cone package</b>	To be competent you must be able to PC1. ensure the cone is wound till the required length or weight of yarn is wound on cone package PC2. check the cone package is fully wound to the predetermined length or weight and start doffing PC3. either stop the machine for doffing or doff the cone package while the machine is running as per the instructions of the supervisor PC4. ensure proper procedure is adopted for doffing the cone package PC5. ensure proper material handling of cone package
<b>Weighing and storing the cone package</b>	PC6. weigh the cone package and ensure the required weight have been achieved PC7. fix the cone in the cone spindle and run it again till the cone reaches the predetermined weight PC8. place the cones in the cone trolley and store in the storage area as instructed PC9. reserve the empty paper cones in the reserve area for doffing
<b>Restarting the machine after doffing</b>	PC10. after doffing insert the empty cone PC11. ensure strictly proper colour coded empty paper cone is mounted in spindle. PC12. put tail end of minimum 0.5mtrs on the base of the empty cone before starting. PC13. during count change do the necessary changes and follow the instructions of the superiors. PC14. release the spindle lever and lay the cone spindle on the winding drum PC15. ensure proper traverse of yarn on winding drum PC16. ensure the proper passage of yarn in winding machine
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: <ul style="list-style-type: none"> <li>KA1. safe working practices and organizational standard operating procedures</li> <li>KA2. limits of your own responsibility</li> <li>KA3. ways of resolving with problems within the work area</li> <li>KA4. the production process and the specific work activities that relate to the whole process</li> <li>KA5. importance of effective communication with supervisors</li> <li>KA6. lines of communication, authority and reporting procedures</li> <li>KA7. the organization's rules, codes and guidelines (including timekeeping)</li> <li>KA8. the company's quality standards</li> </ul>



**TSC/ N0307**

**Doffing the cone package**

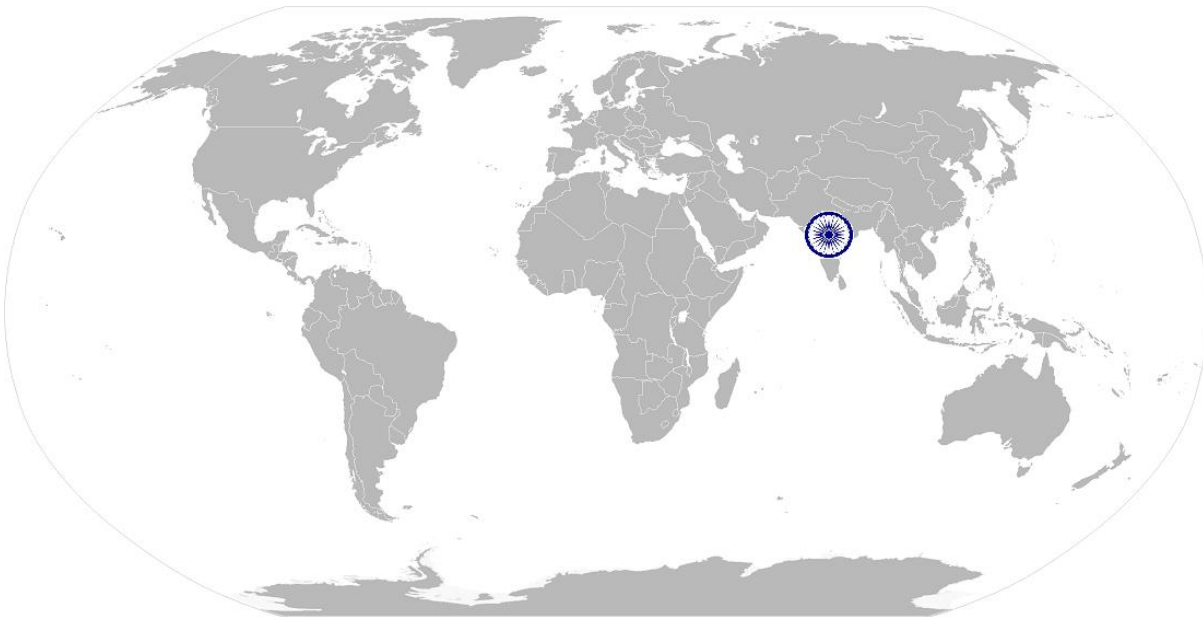
	<p>KA9. the importance of complying with written instructions                  KA10. equipment operating procedures / supervisor's instructions</p>
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KB1. process flow and material flow in textile mill                  KB2. importance of types of fibres, types of yarn, yarn count, types of yarn defects, reasons for yarn breakage                  KB3. functions of cone winding machine                  KB4. function of different parts in winding machine                  KB5. importance of yarn quality                  KB6. importance of doffing                  KB7. importance of weighing the cone package                  KB8. importance of material handling                  KB9. material handling of cone and cone trolley</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write clear and short sentences
	<b>Reading Skills</b>
	SA2. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
<b>B. Technical Skills</b>	<p>You need to know and understand :</p> <p>SC1. standard doffing procedure                  SC2. procedure for weighing the cone package                  SC3. procedure for material handling of cone package                  SC4. standard operating procedure for restarting the machine post doffing</p>

**TSC/ N0307**

**Doffing the cone package**

**NOS Version Control**

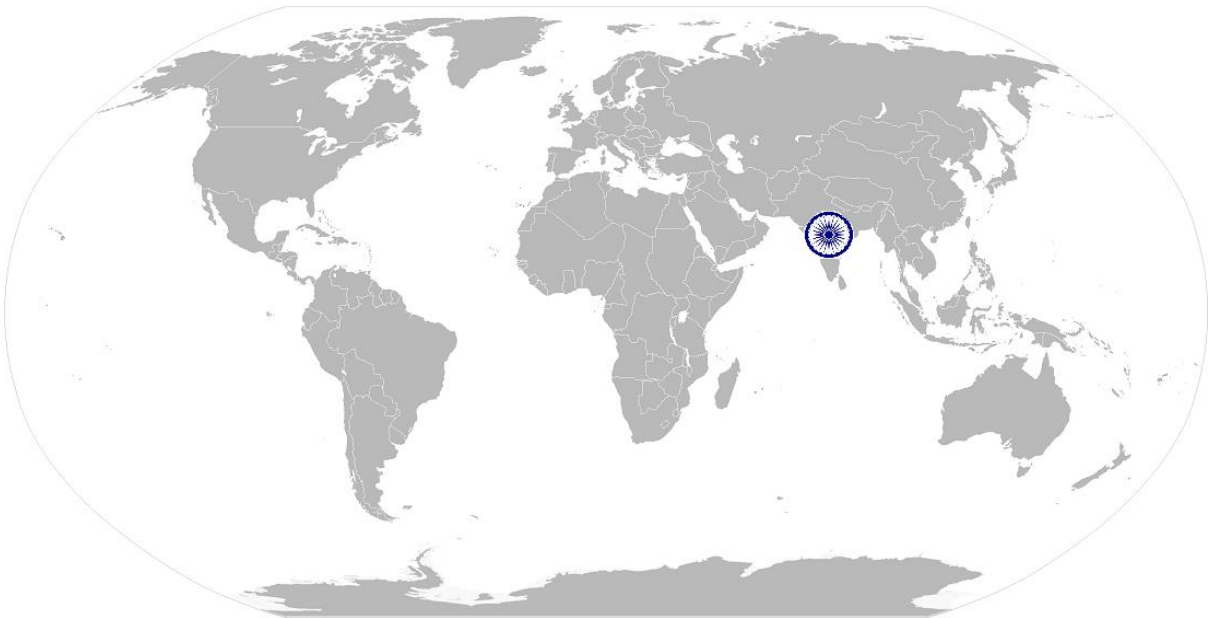
<b>NOS Code</b>	<b>TSC/ N0307</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Post-Spinning</b>	<b>Next review date</b>	<b>01/03/16</b>



TSC/ N0308

Carryout tenting, cleaning and maintenance activities

# National Occupational Standard



## Overview

This unit is about carrying out tenting, cleaning and maintenance activities.

**TSC/ N0308**

**Carryout tenting, cleaning and maintenance activities**

<b>Unit Code</b>	<b>TSC/N0308</b>
<b>Unit Title (Task)</b>	<b>Carryout tenting, cleaning and maintenance activities</b>
<b>Description</b>	This unit is about carrying out the cleaning, maintenance and tenting responsibilities in a cone winding machine
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ general tenting responsibilities</li> <li>▪ carryout cleaning activities</li> <li>▪ carryout regular maintenance activities</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
General tenting responsibilities	To be competent you must be able to: PC1. bring the cops in the cop trolley from storage area PC2. ensure proper passage of material of yarn in the winding units PC3. attend to machine on yarn breakage and knot the ends using knotter PC4. ensure the knots are of good strength, small size and minimum tail ends PC5. check the appearance of splicing PC6. see the signal lamps ensure minimum time taken for creeling PC7. material handling of full cops, empty cops and full cones PC8. material handling of waste PC9. transport empty cops to ring frame department PC10. operate the overhead blower - ensure its working while winding PC11. report to superiors immediately ,if any defects such as yarn shade variation, strength variation, twist variation, stains etc. are found PC12. inform the superiors or maintenance personnel if any faulty winding spindle is found among the spindle allotted
Carryout cleaning activities	PC13. handle material of full cops, empty cops and full cones PC14. handle material of waste PC15. transport empty cops to ring frame department PC16. carrying out cleaning activities PC17. removing faults from ring cops PC18. keep the wastes in waste bag in apron PC19. Use the wax rolls, if instructed, for waxing the yarn. PC20. ensure in keeping the wax washers clean PC21. clean the waste accumulation from different parts of the machine from time to time PC22. package defects produced in the winding machine to be identified and report it to the superiors PC23. ensure cleanliness at work place
Carryout regular maintenance activities	PC24. check the waxing unit and fix new waxing rolls if the old one exhausts PC25. ensure all the winding drum is in good running condition PC26. ensure the working of all stop motions, tension washer and EYC. PC27. check whether splicing unit is working proper condition PC28. check the proper functioning of hand knotters

**TSC/ N0308**

**Carryout tenting, cleaning and maintenance activities**

	<p>PC29. check the proper functioning of machine parts</p> <p>PC30. ensure that the conveyor belt is clean and proper cop transport occurs</p> <p>PC31. attend the jams in winding sections and report to supervisor and fitters</p> <p>PC32. in case yarn gets wound on the drum, stop the machine and remove the same gently without damaging the drum</p> <p>PC33. report to the maintenance in charge and supervisor if the machine is not functioning properly</p> <p>PC34. check the OHTC working condition.</p> <p>PC35. report to the superiors if any EYC is malfunctioning</p> <p>PC36. ensure safety while carrying out maintenance activities</p>
<b>Knowledge and Understanding (K)</b>	
<p><b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)</p>	<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. importance of effective communication with supervisors</p> <p>KA7. lines of communication, authority and reporting procedures</p> <p>KA8. organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. company's quality standards</p> <p>KA10. importance of complying with written instructions</p> <p>KA11. equipment operating procedures / supervisor's instructions</p>
<p><b>B. Technical Knowledge</b></p>	<p>You need to know and understand:</p> <p>KB1. process flow and material flow in textile mill</p> <p>KB2. function of different parts in winding machine</p> <p>KB3. importance of yarn quality</p> <p>KB4. importance of cleaning</p> <p>KB5. importance of quality</p> <p>KB6. types of waste</p> <p>KB7. knowledge on types of defects in yarn and cone package</p> <p>KB8. importance of material handling</p> <p>KB9. material handling of cone and cone trolley</p> <p>KB10. procedure for material handling of cops, cop trolley, hand knotters, splicing unit and cone packages</p> <p>KB11. importance and procedure for weighing the cone packages</p> <p>KB12. general guidelines for carryout maintenance activities</p> <p>KB13. importance of cleanliness at work</p> <p>KB14. types of material handling tools and equipments used in winding</p> <p>KB15. types of control switches and signal lamps used in winding machine</p> <p>KB16. importance of safety at work place</p>
<b>Skills (S)</b>	
<p><b>A. Core Skills/</b></p>	<p><b>Writing Skills</b></p> <p>You need to know and understand how to:</p>

**TSC/ N0308**

**Carryout tenting, cleaning and maintenance activities**

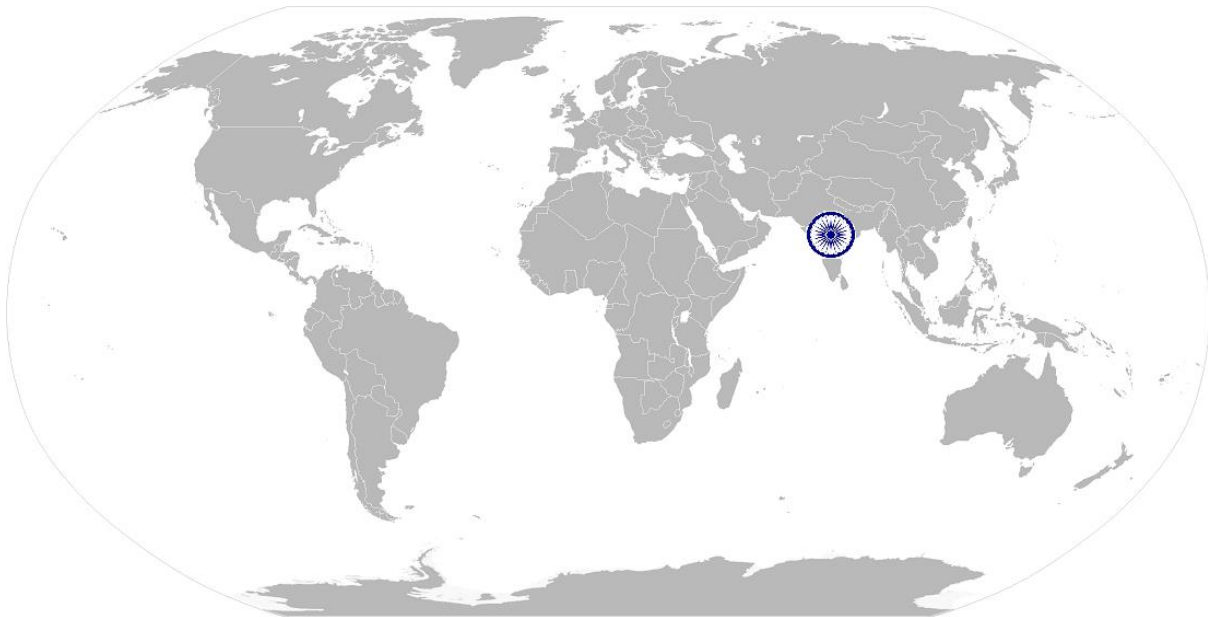
<b>Generic Skills</b>	SA1. write clear and short sentences
	<b>Reading Skills</b>
	SA2. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
	<b>Problem Solving</b>
	SA5. apply problem-solving approaches in different situations SA6. refer anomalies to the supervisor SA7. seek clarification on problems from others
<b>B. Technical Skills</b>	<p>You need to know and understand :</p> <p>SC1. procedure for material handling of cops, cop trolley, cone packages, empty cones</p> <p>SC2. procedure for knotting the yarn using knotter</p> <p>SC3. procedure for splicing the yarn</p> <p>SC4. procedure for material handling of full cops, empty cops and full cones</p> <p>SC5. procedure for operating the overhead plower</p> <p>SC6. procedure for material handling of cops, cop trolley, hand knotters, splicing unit and cone packages</p> <p>SC7. procedure for carrying out maintenance activities of different parts in winding machine</p> <p>SC8. procedure for operating material handling tools and equipments</p> <p>SC9. procedure for carrying out maintenance activities in different parts of winding machine</p>

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**Carryout tenting, cleaning and maintenance activities**

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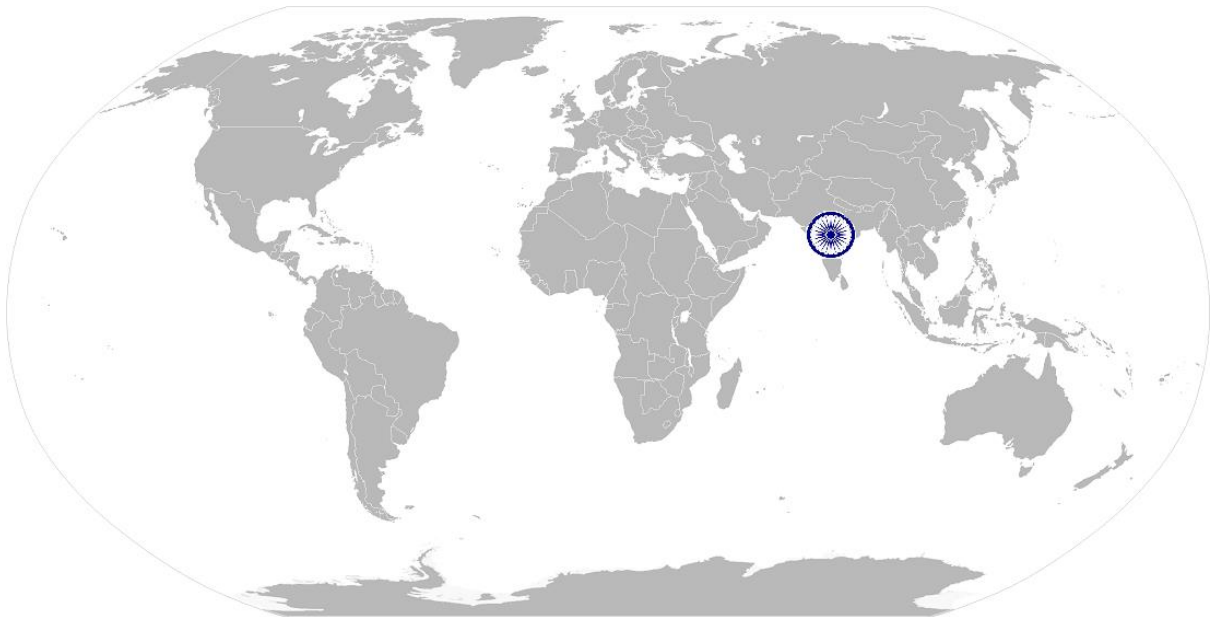
<b>NOS Code</b>	<b>TSC/ N0308</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Post-Spinning</b>	<b>Next review date</b>	<b>01/03/16</b>



TSC/ N9001

Maintaining work area, tools and machine

# National Occupational Standard



## Overview

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



**TSC/ N9001**

**Maintaining work area, tools and machine**

<b>Unit Code</b>	<b>TSC/ N9001</b>
<b>Unit Title (Task)</b>	<b>Maintaining work area, tools and machines</b>
<b>Description</b>	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
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ maintain the work area, tools and machines</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
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>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA11. personal hygiene and duty of care</p> <p>KA12. safe working practices and organizational procedures</p> <p>KA13. limits of your own responsibility</p> <p>KA14. ways of resolving with problems within the work area</p> <p>KA15. the production process and the specific work activities that relate to the whole process</p> <p>KA16. the importance of effective communication with supervisors</p> <p>KA17. the lines of communication, authority and reporting procedures</p> <p>KA18. the organization's rules, codes and guidelines (including timekeeping)</p> <p>KA19. the company's quality standards</p> <p>KA20. the importance of complying with written instructions</p> <p>KA21. equipment operating procedures / supervisor's instructions</p>
<b>B. Technical Knowledge</b>	<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**

**Maintaining work area, tools and machine**

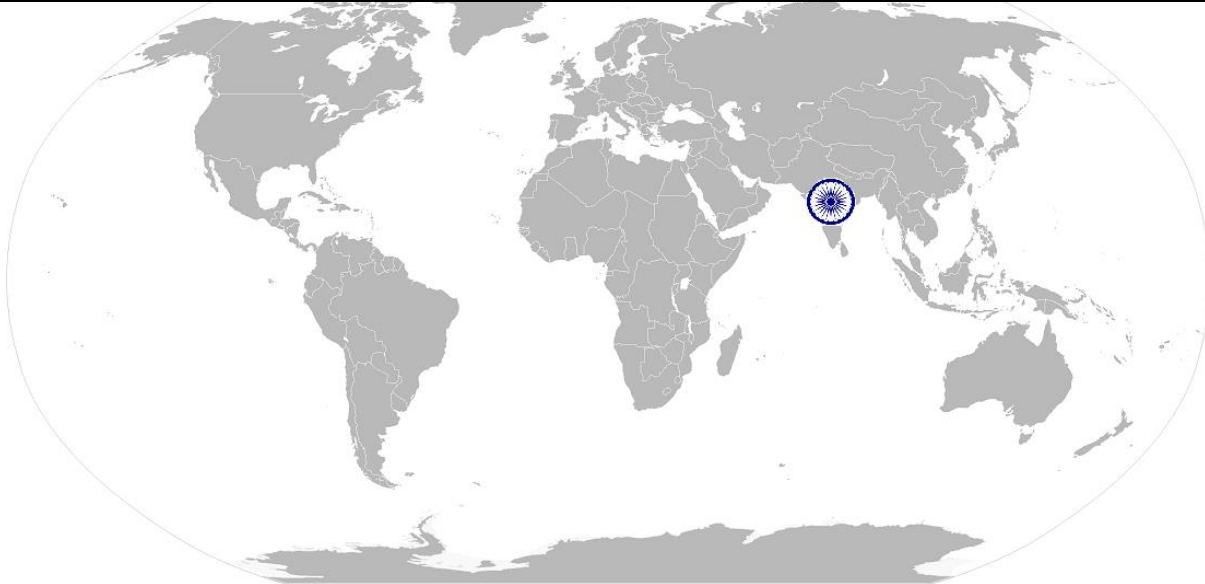
	<p>KB4. the importance of taking action when problems are identified</p> <p>KB5. different ways of minimizing waste</p> <p>KB6. the importance of running maintenance and regular cleaning</p> <p>KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials</p> <p>KB8. common faults with equipment and the method to rectify</p> <p>KB9. maintenance procedures</p> <p>KB10. different types of cleaning equipment and substances and their use</p> <p>KB11. safe working practices for cleaning and the method of carrying them out</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading Skills</b>
	You need to know and understand how to:
	<p>SA1. comprehend written instructions</p> <p>SA2. read any application sent by other colleagues</p>
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to:
	<p>SA3. Communicate effectively in local language</p> <p>SA4. communicate with supervisor appropriately</p> <p>SA5. talk to others to convey information effectively</p>
<b>C. Technical Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to:
	<p>SB1. identify the real reason of problem faced</p> <p>SB2. apply problem-solving approaches in different situations</p> <p>SB3. refer anomalies to the supervisor</p> <p>SB4. seek clarification on problems from others</p>
<b>C. Technical Skills</b>	<b>Attention to Detail</b>
	You need to know and understand how to:
	<p>SB5. apply good attention to detail</p> <p>SB6. check your work is complete and free from errors</p> <p>SB7. make sure every kind of communication is error free</p>
<b>C. Technical Skills</b>	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**

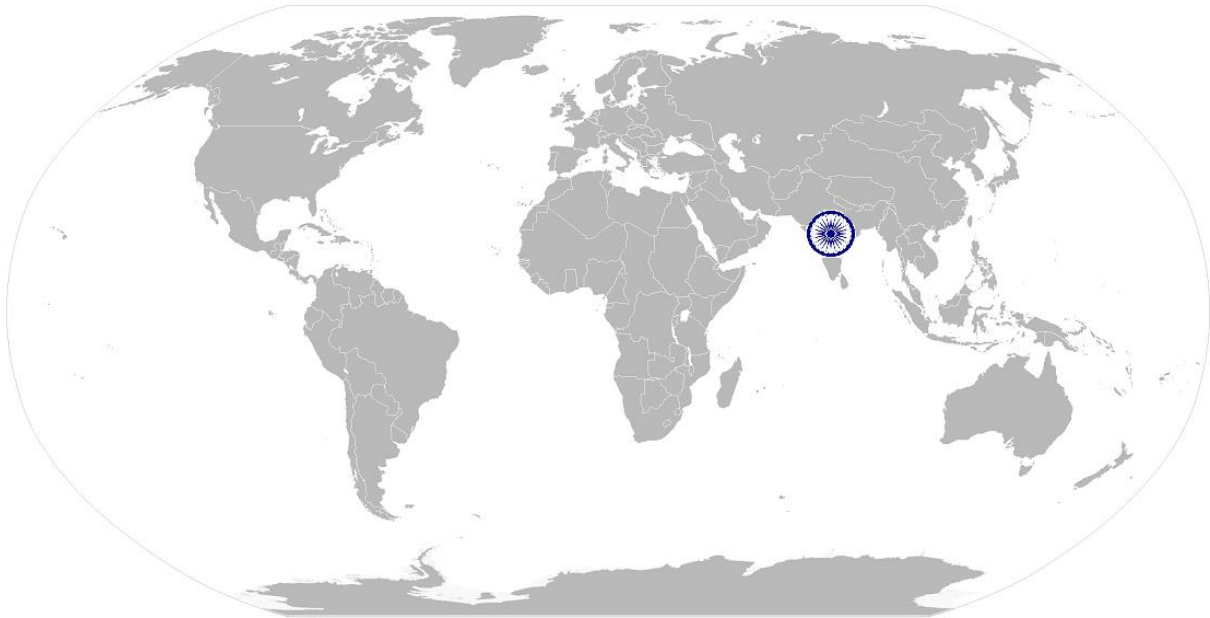
**Maintaining work area, tools and machine**

**NOS Version Control**

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



# National Occupational Standard



## Overview

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

TSC/ N9002

Working in a team

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

**TSC/ N9002**

**Working in a team**

	<b>Reading Skills</b>
	SA4. comprehend written instructions SA5. read any application sent by other colleagues
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA6. communicate with supervisor appropriately SA7. talk to co-workers to convey information effectively
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	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
	<b>Attention to Detail</b>
	SB3. apply good attention to detail SB4. ensure every kind of communication is error free
<b>C. Technical Skills</b>	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

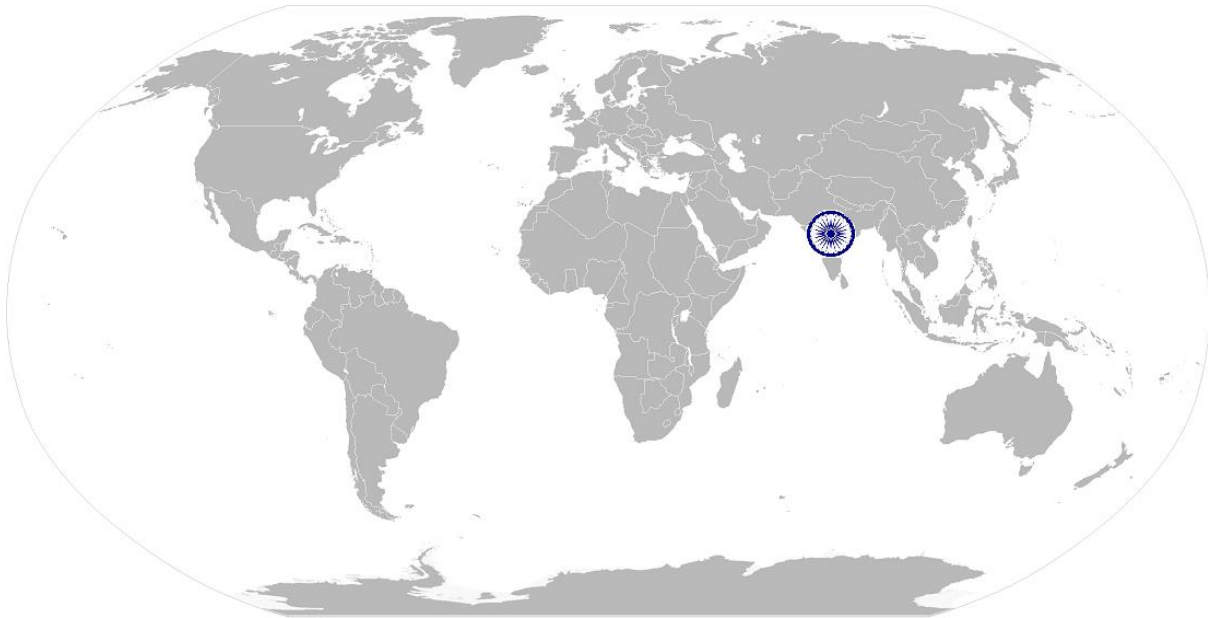


**TSC/ N9002**

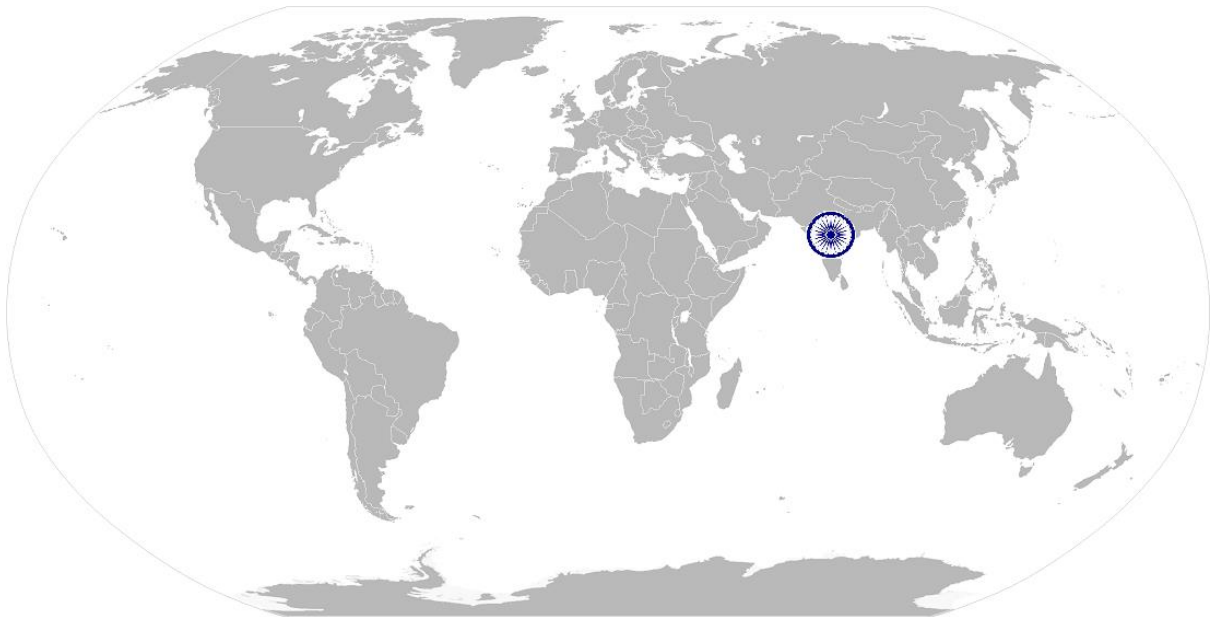
**Working in a team**

**NOS Version Control**

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



# 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**

<b>Unit Code</b>	<b>TSC/ N9003</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at work place</b>
<b>Description</b>	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.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ comply with health, safety and security requirements at work</li> <li>▪ recognizing the hazards</li> <li>▪ planning the safety techniques</li> <li>▪ implementing the programs</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
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**

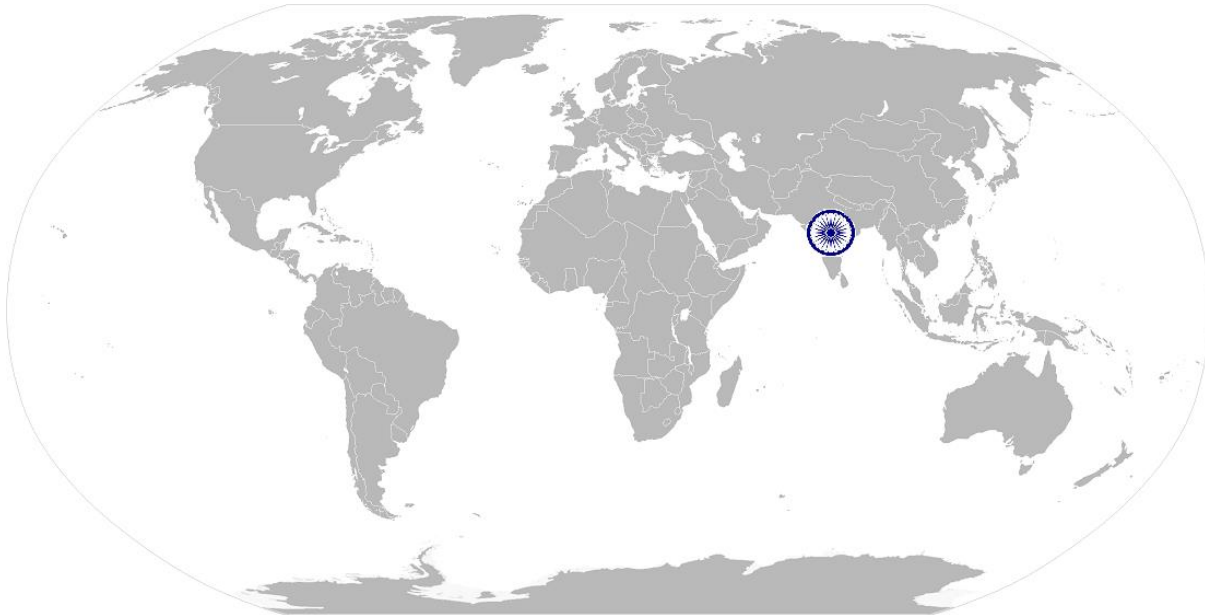
**Maintain health, safety and security at work place**

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
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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>B. Technical Knowledge</b>	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
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write clear and short sentences
	<b>Reading Skills</b>
	SA2. read and understand the company instructions SA3. read and understand work instructions SA4. read and understand the safety guidelines
	<b>Oral Communication (Listening and Speaking skills)</b>
	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>B. Professional Skills</b>	<b>Decision Making</b>

**TSC/ N9003**

**Maintain health, safety and security at work place**

	SB1. identify correct safety measure for particular hazard
	SB2. make required safety plans as and when required
	SB3. raise alarm in case of emergency
	<b>Analytical Thinking</b>
	SB4. know the use of correct safety measure whenever required
	<b>Attention to Detail</b>
	SB5. be attentive to details
	SB6. be careful to avoid occurrence of hazards
<b>C. Technical Skills</b>	You need to know and understand : SC1. maintenance of neatness at work SC2. procedure for reporting unwanted behavior

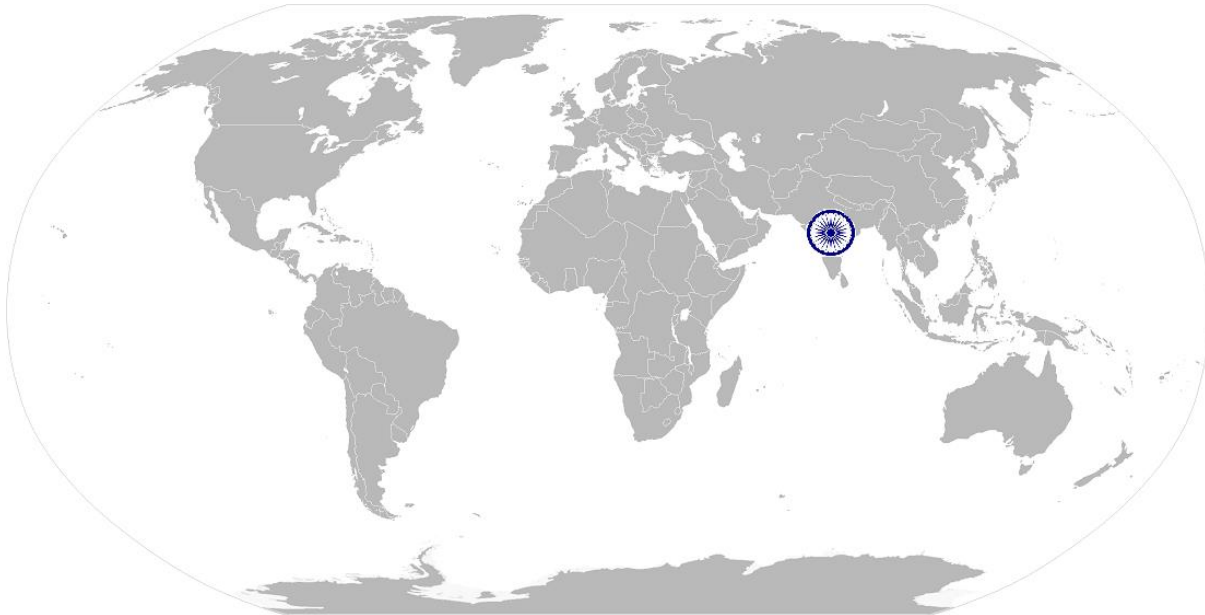


**TSC/ N9003**

**Maintain health, safety and security at work place**

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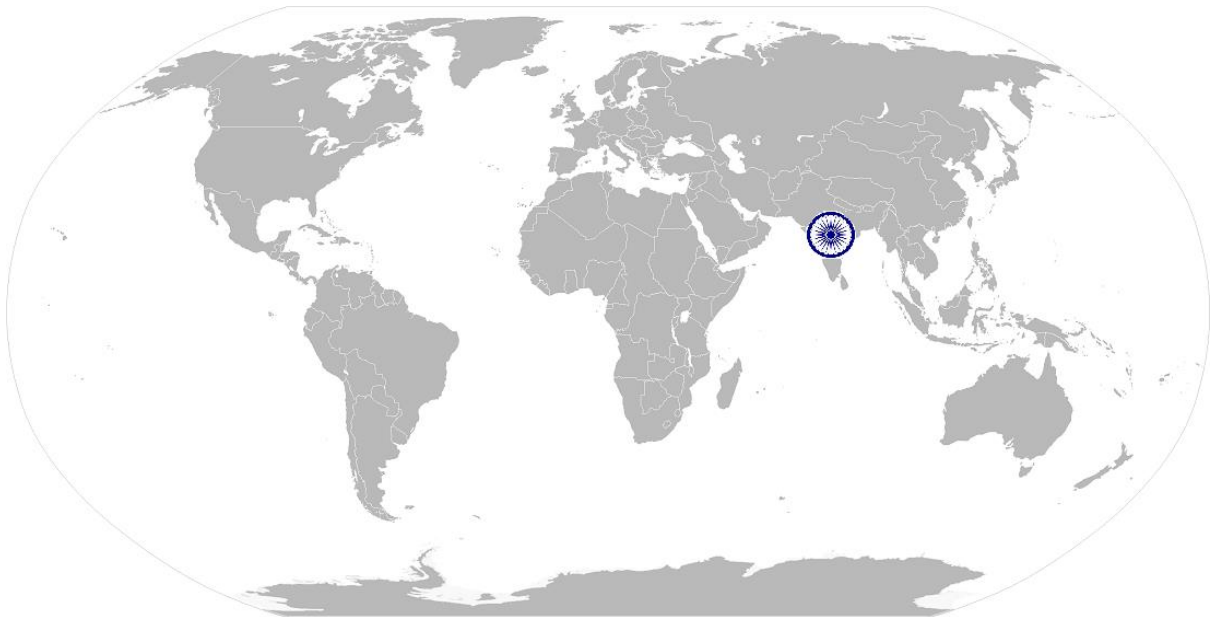
<b>NOS Code</b>	<b>TSC/ N9003</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Post-Spinning</b>	<b>Next review date</b>	<b>01/03/16</b>



**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**

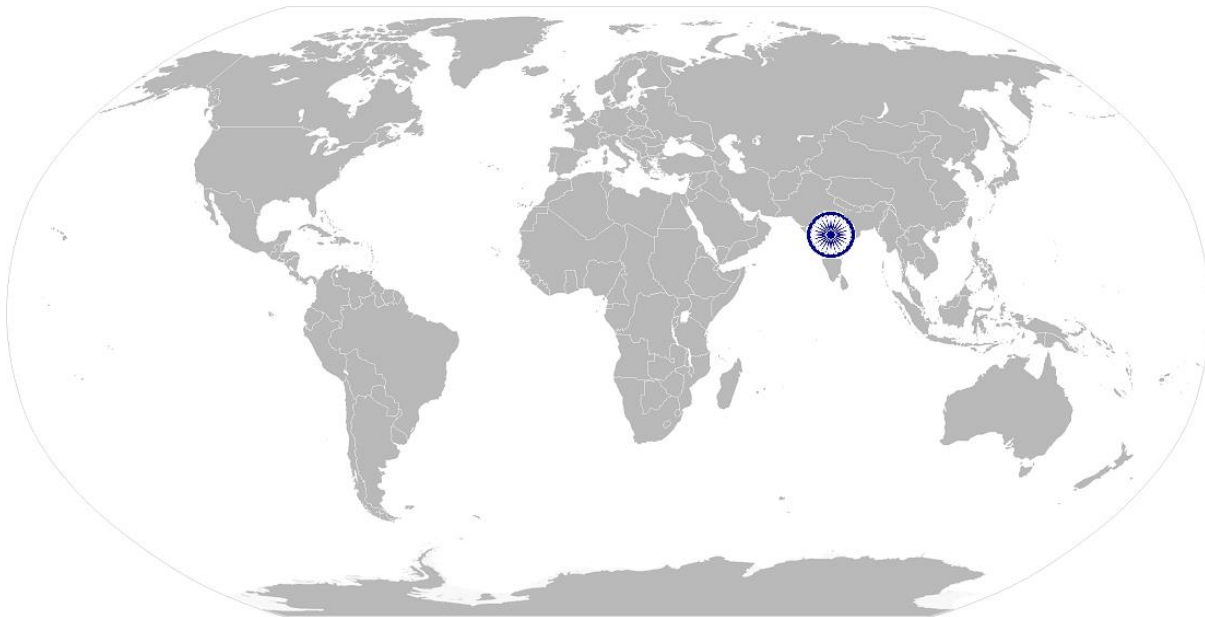
**Comply with industry and organizational requirements**

National Occupational Standard	<b>Unit Code</b>	TSC/ N9004
	<b>Unit Title (Task)</b>	Comply with industry and organizational requirements
	<b>Description</b>	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry
	<b>Scope</b>	<p><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>▪ self development</li> <li>▪ team work</li> <li>▪ organizational standards</li> <li>▪ industry standards</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	Self- development	<p>To be competent, you must be able to:</p> <p>PC1. perform own duties effectively            PC2. take responsibility for own actions            PC3. be accountable towards the job role and assigned duties            PC4. take initiative and innovate the existing methods            PC5. focus on self-learning and improvement</p>
	Team work	<p>PC6. co-ordinate with all the team members and colleagues            PC7. communicate politely            PC8. avoid conflicts and miscommunication</p>
	Organizational standards	<p>PC9. know the organisational standards            PC10. implement them in your performance            PC11. motivate others to follow them</p>
	Industry standards	<p>PC12. know the industry standards            PC13. align them with organisation standards</p>
	<b>Knowledge and Understanding (K)</b>	
	<p><b>A. Organizational Context</b>            (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>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</p>
	<p><b>B. Technical Knowledge</b></p>	<p>You need to know and understand:</p> <p>KB1. process and material flow in a textile mill            KB2. importance of complying with the standards            KB3. guidelines for cleaning the various parts of machine</p>
<b>Skills (S)</b>		
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>You need to know and understand how to:</p> <p>SA3. write clear and short sentences</p>	

**TSC/ N9004**

**Comply with industry and organizational requirements**

	<b>Reading Skills</b>
	You need to know and understand how to: SA4. read the given instructions SA5. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA6. talk effectively with others SA7. put forward your point SA8. listen to others
<b>B. Technical skills</b>	you need to know and understand : SC1. Organizational requirements SC2. your responsibilities at the workplace SC3. procedure to comply with the industry standards

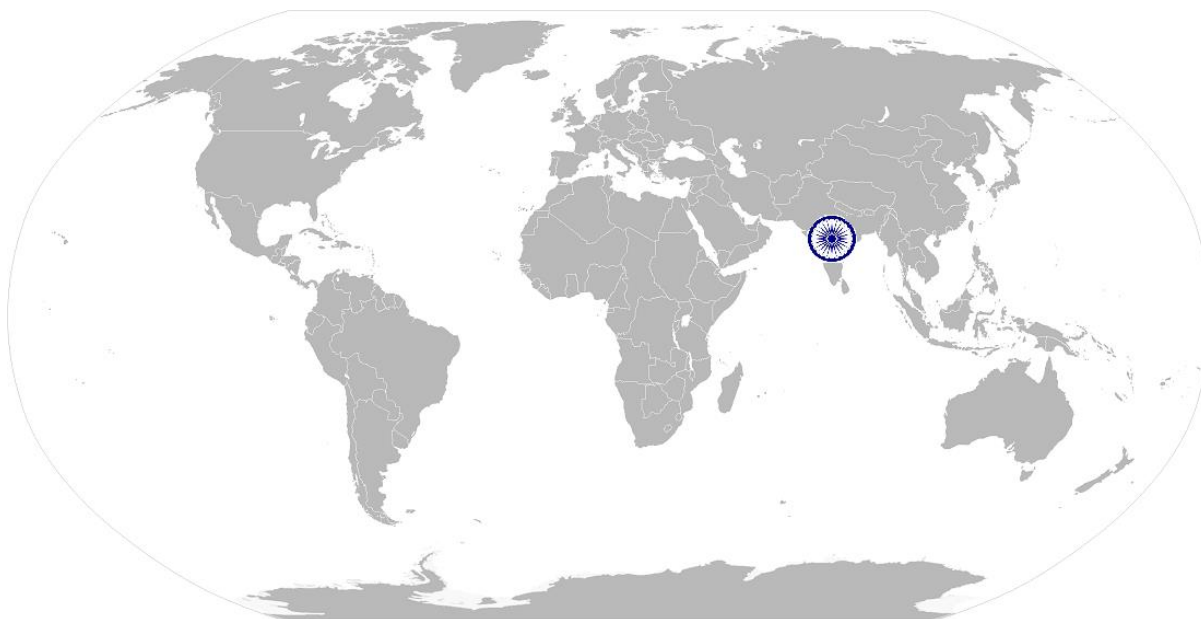


**TSC/ N9004**

**Comply with industry and organizational requirements**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/N 9004</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>		<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Post-Spinning</b>	<b>Next review date</b>	<b>01/03/16</b>





### Assessment criteria

**Job Role: Cone Winding Operator**  
**Qualification Pack: Cone Winding Operator (TSC/ Q 0302 )**  
**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/N1305(Taking charge of shift and handing over shift to operator )	PC1. Come at least 10 - 15 minutes earlier to the work spot	<b>100</b>	3	1	1	1
	PC2. Bring the necessary operational tools to the department		4	2	1	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.		5	1	1	3
	PC4. Understand the count produced, color coding, followed in the winding for his allocated number of drums or machines		5	2	1	2
	PC5. Ensure the technical details are mentioned in the display board in the winding machine		4	2	1	1
	PC6. Check for the availability of the ring cops in cheese trolleys		5	2	2	1
	PC7. Ensure all the winding drums are running properly, winding drums which are not running and problems if any should be clarified with the supervisor and operator		4	1	2	1

### Assessment criteria

PC8. ensure all the cone drums are running properly, if not should be enquired for the reason for idle cone drums and report to the superiors regarding the same	4	1	2	1
PC9. Ensure proper functioning of winding machine parts	4	1	2	1
PC10. Check the cleanliness of the machines & other work areas	3	1	1	1
PC11. Check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.	4	2	1	1
PC12. 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.	5	1	2	2
PC13. Ensure the wastes collection boxes are empty while taking charge of shift	4	1	2	1
PC14. Ensure the work spot is clean	3	1	1	1
PC15. Ensure the OHTC is working properly	3	1	1	1
PC16. Hand over the shift to the incoming shift operator in a proper manner	4	1	2	1
PC17. Ensure in providing the details regarding count produced, color coding followed in the winding for his allocated number of cone drums or machines	5	1	1	3
PC18. Provide all relevant information regarding the count produced, idle cone drums, damaged machine parts if any	5	1	1	3
PC19. Get clearance from the incoming counterpart before leaving the work spot	5	1	2	2
PC20. 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	4	1	1	2
PC21. Ensure the shift has to be properly handed over to the incoming shift operator	4	1	1	2

### Assessment criteria

	PC22. 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		4	1	1	2
	PC23. Collect the wastes from waste collection bags, weigh them and transport to storage area		4	1	2	1
	PC24. Ensure the work spot is clean		5	2	1	2
	<b>Total</b>		<b>100</b>	<b>30</b>	<b>33</b>	<b>37</b>
	<b>Weightage %</b>		100 %	30%	33%	37%
<b>2. TSC/N306 (Creeling the cops and knotting the broken yarn )</b>						
	PC1. Bring the cops in the cop trolley from storage area	<b>150</b>	4	1	2	1
	PC2. ensure correct count cop trolley is taken to winding unit for creeling		4	2	1	1
	PC3. patrol around the cone winding machine and identify the cop exhaust		6	2	3	1
	PC4. creel the cops in the creel stand		6	2	3	1
	PC5. Ensure the cop is properly fixed in the holder		5	2	2	1
	PC6. Ensure the winding unit should not stop due to cops exhaust		4	2	2	0
	PC7. ensure minimum time is taken for creeling the ring cops		4	1	2	1
	PC8. Ensuring the cone drum is not running for a long time with cop exhaust		5	2	2	1
	PC9. lift the cone spindle from the surface of the drum to a certain height		6	2	3	1
	PC10. properly stop the cone spindle before knotting		5	2	2	1
	PC11. Ensure proper functioning of machine		4	1	2	1
	PC12. Ensure safety while creeling and knotting the yarn		4	1	2	1
	PC13. Use hand knotters or splicers for knotting the broken yarn or during cop change and during yarn breakage		6	2	3	1
	PC14. Ensure proper procedure for operating the hand knotters for knotting		6	2	3	1
	PC15. Ensure proper procedure for		6	2	3	1

### Assessment criteria

	operating the hand splicer					
	PC16. Knot should be done with minimum loss of time and with minimum waste.	7	2	3	2	
	PC17. Knot should be done with minimum tails and the tails should be trimmed with proper trimmers.	7	2	3	2	
	PC18. Ensure that the knots are of good strength, small size and of minimum tail ends. If not, get the knotter repaired / replaced.	5	2	2	1	
	PC19. Ensure the yarn is properly knotted / spliced	5	2	2	1	
	PC20. Lift the cone holder lever and lay the cone spindle on the cone drum	5	2	2	1	
	PC21. Ensure the cone is proper laid in the winding drum and the yarn is properly wound on the cone uniformly	4	1	2	1	
	PC22. Ensure proper material handling of ring cops and cone	5	2	2	1	
	PC23. Ensure proper material handling of cop trolley, knotters and splicers	4	1	2	1	
	PC24. Place the single yarn cones in assembly winder	5	2	2	1	
	PC25. Ensure correct color coded and labeled cone package is taken for creeling	4	1	2	1	
	PC26. Ensure minimum time for attending the end breaks	4	2	1	1	
	PC27. Ensure both the yarns are parallel winded in the assemble cheese package	4	1	2	1	
	PC28. Knot the ends during breakage	7	2	3	2	
	PC29. Ensure that the knots are of good strength	5	2	2	1	
	PC30. Ensure proper material handling of cone packages	4	1	2	1	
	<b>Total</b>	<b>150</b>	<b>51</b>	<b>67</b>	<b>32</b>	
	<b>Weightage %</b>	100 %	34%	44.67%	21.33 %	
<b>3.</b>	<b>TSC/N307(Doffing the cone</b>	<b>50</b>	3	1	1	1
	PC1. Ensure the cone is wound till the required length or weight of yarn is wound on cone package					

**Assessment criteria**

package)	PC2. check the cone package is fully wound to the predetermined length or weight and start doffing		4	1	2	1	
	PC3. Either stop the machine for doffing or doff the cone package while the machine is running as per the instructions of the supervisor		3	1	1	1	
	PC4. Ensure proper procedure is adopted for doffing the cone package		3	1	1	1	
	PC5. Ensure proper material handling of cone package		3	1	1	1	
	PC6. Weigh the cone package and ensure the required weight have been achieved		3	1	2	0	
	PC7. Fix the cone in the cone spindle and run it again till the cone reaches the predetermined weight		3	1	1	1	
	PC8. place the cones in the cone trolley and store in the storage area as instructed		3	1	2	0	
	PC9. Reserve the empty paper cones in the reserve area for doffing		3	1	2	0	
	PC10. After doffing insert the empty cone		3	1	2	0	
	PC11. Ensure strictly proper color coded empty paper cone is mounted in spindle.		4	1	2	1	
	PC12. Put tail end of minimum 0.5mtrs on the base of the empty cone before starting.		3	1	2	0	
	PC13. During count change do the necessary changes and follow the instructions of the superiors.		3	1	1	1	
	PC14. Release the spindle lever and lay the cone spindle on the winding drum		3	1	1	1	
	PC15. Ensure proper traverse of yarn on winding drum		3	1	1	1	
	PC16. Ensure the proper passage of yarn in winding machine		3	1	1	1	
	<b>Total</b>			<b>50</b>	<b>16</b>	<b>23</b>	<b>11</b>
	<b>Weightage %</b>			100 %	32%	46%	22%
<b>4. TSC/N308(Carr</b>	PC1. Bring the cops in the cop trolley from storage area	<b>150</b>	5	1	1	3	

**Assessment criteria**

<b>your tenting, cleaning and maintenance activities)</b>	PC2. Ensure proper passage of material of yarn in the winding units	5	1	2	2
	PC3. Attend to machine on yarn breakage and knot the ends using knotter	5	1	3	1
	PC4. Ensure the knots are of good strength, small size and minimum tail ends	4	1	2	1
	PC5. Check the appearance of splicing	4	1	2	1
	PC6. See the signal lamps ensure minimum time taken for creeling	4	1	2	1
	PC7. Material handling of full cops, empty cops and full cones	4	1	2	1
	PC8. Material handling of waste	4	1	2	1
	PC9. Transport empty cops to ring frame department	4	1	2	1
	PC10. Operate the overhead blower - ensure its working while winding	4	1	2	1
	PC11. Report to superiors immediately, if any defects such as yarn shade variation, strength variation, twist variation, stains etc. Are found	4	1	1	2
	PC12. Inform the superiors or maintenance personnel if any faulty winding spindle is found among the spindle allotted	4	1	1	2
	PC13. Handle material of full cops, empty cops and full cones	4	1	2	1
	PC15. Transport empty cops to ring frame department	4	1	2	1
	PC16. Carrying out cleaning activities	5	2	2	1
	PC17. Removing faults from ring cops	4	1	2	1
	PC18. Keep the wastes in waste bag in apron	4	1	2	1
	PC19. Use the wax rolls, if instructed, for waxing the yarn.	4	1	2	1
	PC20. Ensure in keeping the wax washers clean	4	1	2	1
	PC21. Clean the waste accumulation from different parts of the machine from time to	4	1	2	1

### Assessment criteria

	time					
	PC22. Package defects produced in the winding machine to be identified and report it to the superiors		5	1	2	2
	PC23. Ensure cleanliness at work place		3	1	1	1
	PC24. Check the waxing unit and fix new waxing rolls if the old one exhausts		5	2	2	1
	PC25. Ensure all the winding drum is in good running condition		4	1	2	1
	PC26. Ensure the working of all stop motions, tension washer and EYC.		4	1	2	1
	PC27. Check whether splicing unit is working proper condition		4	2	2	0
	PC28. Check the proper functioning of hand knotters		5	2	2	1
	PC29. Check the proper functioning of machine parts		4	1	2	1
	PC30. Ensure that the conveyor belt is clean and proper cop transport occurs		4	1	2	1
	PC31. Attend the jams in winding sections and report to supervisor and fitters		6	2	3	1
	PC32. In case yarn gets wound on the drum, stop the machine and remove the same gently without damaging the drum		6	2	3	1
	PC33. Report to the maintenance in charge and supervisor if the machine is not functioning properly		5	1	1	3
	PC34. Check the OHTC working condition.		3	1	2	0
	PC35. Report to the superiors if any EYC is malfunctioning		4	1	2	1
	PC36. Ensure safety while carrying out maintenance activities		4	1	2	1
	<b>Total</b>		<b>150</b>	<b>41</b>	<b>68</b>	<b>41</b>
	<b>Weightage %</b>		100 %	27.33%	45.33%	27.33 %
<b>5.TSC/N9001(Maintaining work area, tools and</b>	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	<b>50</b>	4	1	2	1

### Assessment criteria

machines)	PC2. use correct lifting and handling procedures		4	1	2	1
	PC3. use materials to minimize waste		3	1	1	1
	PC4. maintain a clean and hazard free working area		3	1	1	1
	PC5. maintain tools and equipment		4	2	1	1
	PC6. carry out running maintenance within agreed schedules		4	1	2	1
	PC7. carry out maintenance and/or cleaning within one's responsibility		4	1	2	1
	PC8. report unsafe equipment and other dangerous occurrences		4	1	2	1
	PC9. ensure that the correct machine guards are in place		3	1	1	1
	PC10. work in a comfortable position with the correct posture		3	1	1	1
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		3	1	1	1
	PC12. dispose of waste safely in the designated location		4	1	2	1
	PC13. store cleaning equipment safely after use		3	1	1	1
	PC14. carry out cleaning according to schedules and limits of responsibility		4	1	2	1
	<b>Total</b>		50	15	21	14
	<b>Weightage %</b>		100 %	30%	42%	28%
<b>6.TSC/N9002 (Working in a team)</b>	PC1. be accountable to the own role in whole process	<b>50</b>	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		5	1	2	2
	PC7. submit daily report of own performance		5	2	2	1
	PC8. adjust in different work situations		4	1	2	1



### Assessment criteria

	PC9. give due importance to others' point of view		4	2	1	1
	PC10. avoid conflicting situations		4	2	1	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
	<b>Total</b>		50	17	18	15
	<b>Weightage %</b>		100 %	34%	36%	30%
<b>7.TSC/N9003 (Maintain health, safety and security at work place)</b>						
	PC1. comply with health and safety related instructions applicable to the workplace	<b>100</b>	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		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 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
	PC12. monitor the workplace and work processes for potential risks and threat		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

### Assessment criteria

	PC15. participate in mock drills/ evacuation procedures organized at the workplace		4	2	2	0
	PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so		5	2	2	1
	PC17. take action based on instructions in the event of fire, emergencies or accidents		5	2	2	1
	PC18. follow organization procedures for shutdown and evacuation when required		4	2	1	1
	PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		4	2	1	1
	PC20. recognize other possible security issues existing in the workplace		4	2	1	1
	PC21. recognize different measures to curb the hazards		4	2	1	1
	PC22. communicate the safety plan to everyone		4	2	1	1
	PC23. attach disciplinary rules with the implementation		4	2	1	1
	<b>Total</b>		100	43	34	23
	<b>Weight age %</b>		100 %	43%	34%	23%
<b>8.TSC/N9004 (Comply with industry and organizational requirements)</b>	PC1. perform own duties effectively	<b>50</b>	4	1	2	1
	PC2. take responsibility for own actions		4	1	2	1
	PC3. be accountable towards the job role and assigned duties		4	2	1	1
	PC4. take initiative and innovate the existing methods		3	1	1	1
	PC5. focus on self-learning and improvement		4	1	2	1
	PC6. co-ordinate with all the team members and colleagues		4	1	2	1
	PC7. communicate politely		4	1	1	2
	PC8. avoid conflicts and miscommunication		4	1	2	1
	PC9. know the organizational standards		4	2	1	1
	PC10. implement them in your performance		4	1	2	1
	PC11. motivate others to follow them		3	1	1	1
	PC12. know the industry standards		4	3	1	0
	PC13. align them with organization		4	2	1	1

**Assessment criteria**

	standards					
	<b>Total</b>		<b>50</b>	<b>18</b>	<b>19</b>	<b>13</b>
	<b>Weightage %</b>		100 %	36%	38%	26%
<b>Total</b>			<b>700</b>	<b>231</b>	<b>283</b>	<b>186</b>
<b>Grand Total</b>			<b>700</b>			