

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR

### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

#### Contact Us:

Textile SSC

E-mail: [info@texskill.in](mailto:info@texskill.in)



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## Introduction

### Qualifications Pack – Fitter-Post Spinning

**SECTOR:** TEXTILE

**SUB-SECTOR:** SPINNING

**OCCUPATION:** MAINTENANCE

**REFERENCE ID:** TSC/Q 0403

**ALIGNED TO:** NCO-2004 / 7233.46

**Brief Job Description:** The post spinning fitter is responsible for carrying out all maintenance activities in all the machines in post spinning department such as autoconer, assembly winder, TFO machines etc. He/she should be able to carry out all the maintenance aspects like erecting, dismantling, assembling, leveling, attending & resolving repairs and breakdowns in post spinning department. He/she should also carry out regular preventive maintenance activities thus ensuring proper functioning of all machines.

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

Job Details	<b>Qualifications Pack Code</b>	<b>TSC/Q 0403</b>		
	<b>Job Role</b>	<b>Fitter- Post Spinning</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>Maintenance</b>	<b>Next review date</b>	<b>01/03/2016</b>
	<b>Job Role</b>	<b>Fitter – Post Spinning</b>		
<b>Role Description</b>	The post spinning fitter is responsible for carrying out all maintenance activities in all the machines in post spinning department such as autoconer, assembly winder, TFO machines etc.			
<b>NSQF level</b>	5			
<b>Minimum Educational Qualifications</b>	12 <sup>th</sup> standard, preferably			
<b>Maximum Educational Qualifications</b>	N/A			
<b>Training</b> (Suggested but not mandatory)	Practical training in erection and dismantling of machines in post spinning department			
<b>Experience</b>	Preferably 1-2 years of work experience as maintenance assistant in a textile mill.			
<b>National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">TSC/ N 0411 Taking charge of shift and handing over shift to fitter</a></li> <li>2. <a href="#">TSC/N 0412 General Maintenance Responsibilities</a></li> <li>3. <a href="#">TSC/N 0413 Preventive maintenance responsibilities</a></li> <li>4. <a href="#">TSC/N 0414 Break down maintenance</a></li> <li>5. <a href="#">TSC/N 0415 Maintaining records and ensuring availability of spares</a></li> <li>6. <a href="#">TSC/ N9001 Maintain work area, tools and machines</a></li> <li>7. <a href="#">TSC/ N9002 Working in a team</a></li> <li>8. <a href="#">TSC/ N9003 Maintain health, safety and security at workplace</a></li> <li>9. <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			

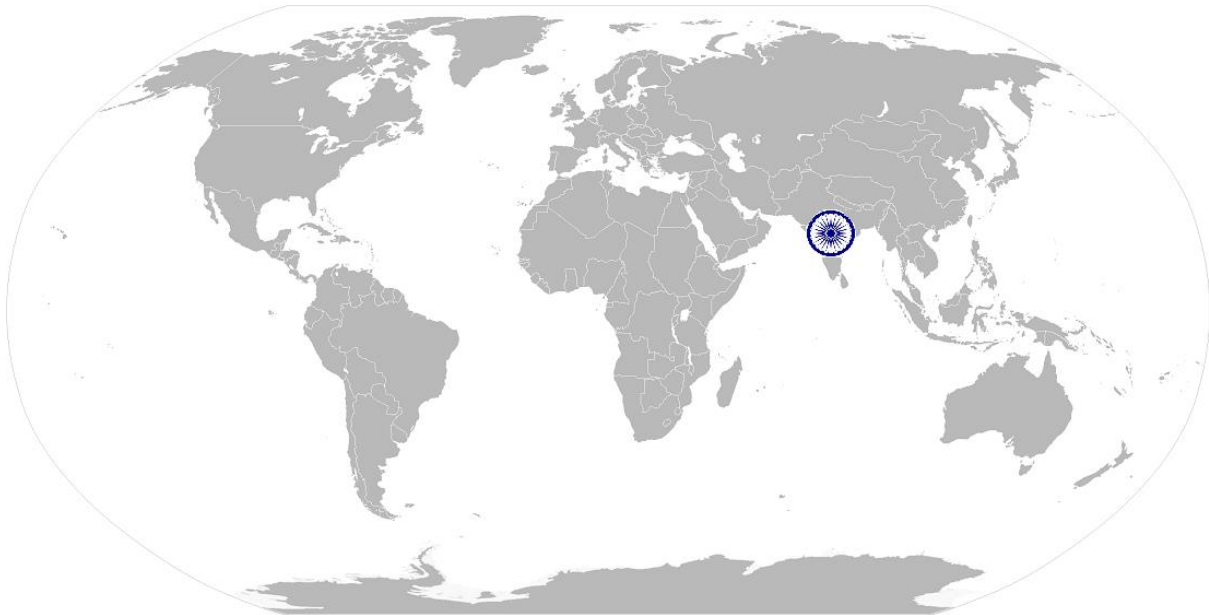
**Table 1: Glossary of Key Terms**

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.
<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 fitter and relieving the responsibilities to the next shift fitter

**TSC/ N0411**

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

<b>National Occupational Standard</b>	<b>Unit Code</b>	<b>TSC/ N0411</b>
	<b>Unit Title (Task)</b>	<b>Taking charge of shift and handing over shift to fitter</b>
	<b>Description</b>	This unit is about taking charge of shift from previous shift fitter and relieving the responsibilities to the next shift fitter
	<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>To 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 fitter 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 post spinning machines</p> <p>PC5. patrol around the machines in post spinning department and ensure the smooth functioning of all the machines in the department</p> <p>PC6. discuss with previous shift fitter regarding the issues faced in the machines if any</p> <p>PC7. ensure all the machines are running properly, machines which are not running and problems if any should be clarified with the fitter, supervisor and operator</p> <p>PC8. check the cleanliness of the machines &amp; other work areas</p> <p>PC9. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.</p> <p>PC10. should question the previous shift maintenance people for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.</p> <p>PC11. ensure the work spot is clean</p>
<b>Handing over shift</b>	<p>PC12. hand over the shift to the incoming shift fitter in a proper manner</p> <p>PC13. ensure in providing the details regarding count produced, colour coding followed for his allocated number of machines in post spinning</p> <p>PC14. provide all relevant information regarding the count produced, idle machines, damaged machine parts if any</p> <p>PC15. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC16. report to his superiors as well as that of the incoming shift fitter in case his/ her counterpart doesn't report for the incoming shift</p> <p>PC17. ensure the shift has to be properly handed over to the incoming shift fitter</p> <p>PC18. report to his shift superior about the quality / production / maintenance issues / safety issues/ any other issue faced in his shift and should leave the department only after getting concurrence for the same from his/ her superiors</p>	

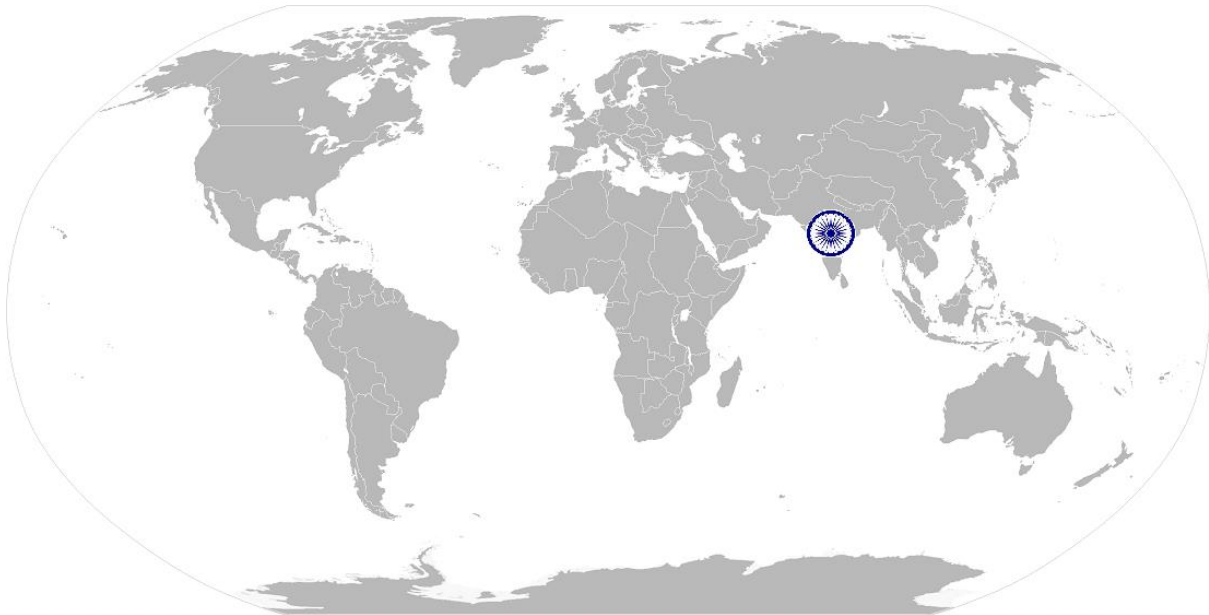
**TSC/ N0411 Taking charge of shift and handing over shift to operator**

	PC19. 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>	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>• sliver hank</li> </ul> KB2. process flow in a textile mill KB3. material flow in a textile mill KB4. functions of different machines in post spinning department KB5. importance of colour coding followed for different counts KB6. guidelines for operating the different machines in post spinning department KB7. guidelines for taking charge of shift from previous shift fitter KB8. guidelines for handing over the shift to the next shift fitter KB9. functions and methodology for operating different material handling tools KB10. knowledge of waste collection system & equipments used KB11. importance of cleanliness at workplace KB12. safety procedures to be followed
<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 SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others
<b>C. Technical Skills</b>	<b>Attention to Detail</b>
	SB4. apply good attention to detail SB5. check your work is complete and free from errors
	You need to know and understand how to: SC1. patrol around different machines in post spinning department SC2. operate the different mechanisms of different machines in post spinning department

**TSC/ N0411**

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

	SC3. patrol around the post spinning department and identifying worn out or damaged machine parts SC4. maintain neatness at work
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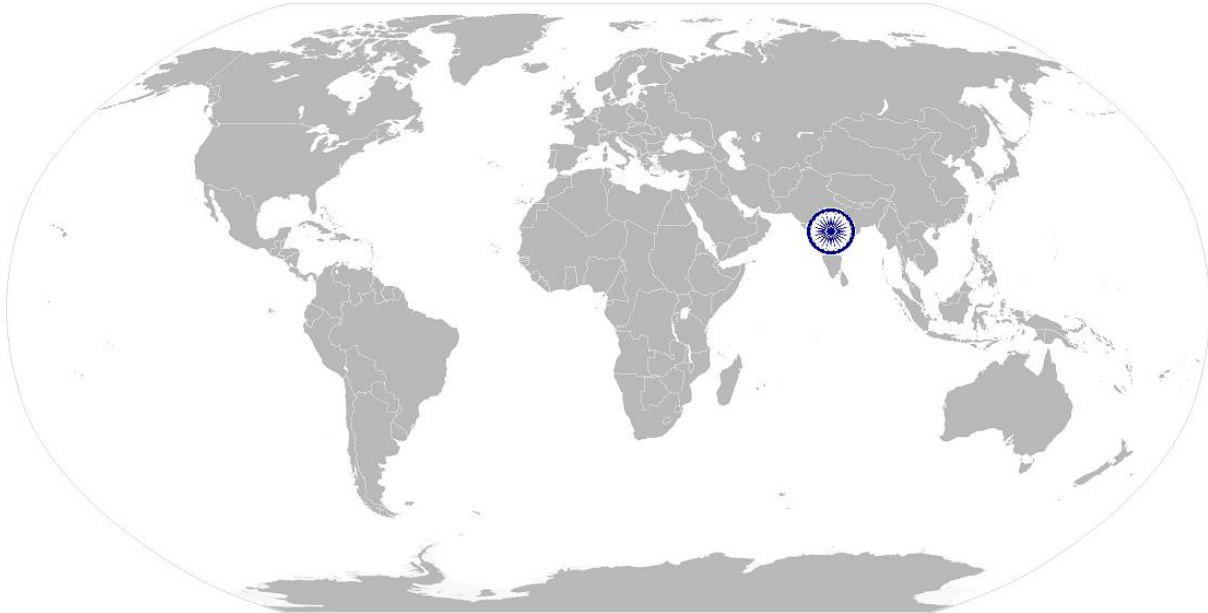


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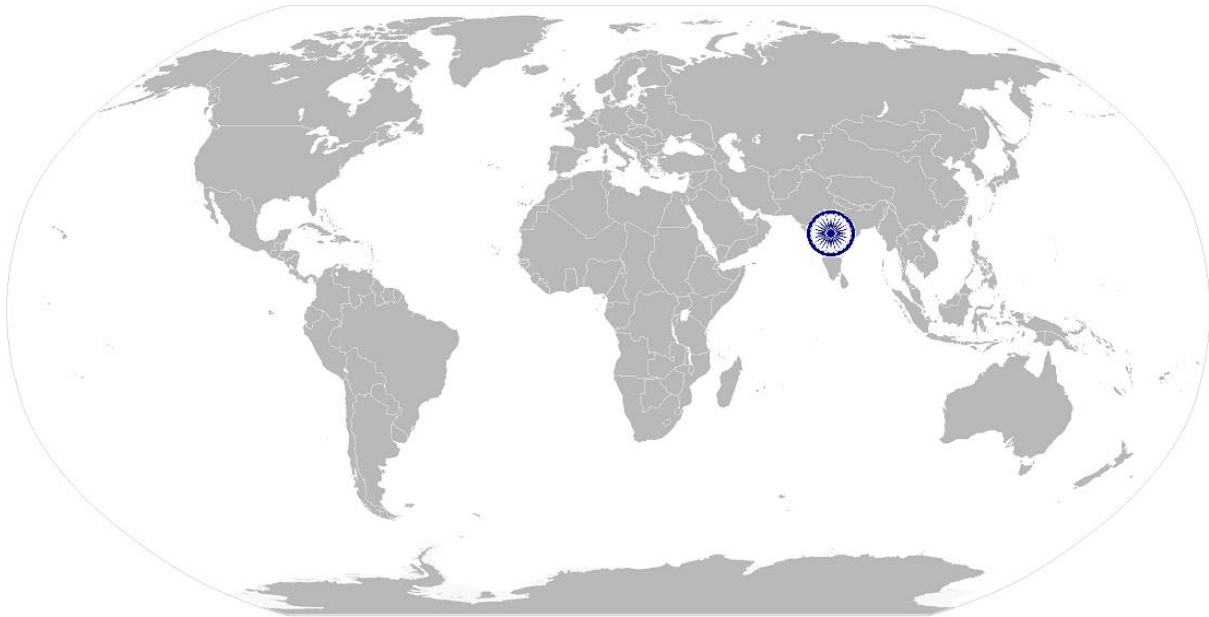
**Taking charge of shift and handing over shift to operator**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/ N 0411</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>Maintenance</b>	<b>Next review date</b>	<b>01/03/2016</b>



# National Occupational Standard



## Overview

This unit is about carrying out general maintenance activities in Post Spinning department.

**TSC /N 0412**

**General Maintenance Responsibilities**

National Occupational Standard

<b>Unit Code</b>	<b>TSC /N0412</b>
<b>Unit Title (Task)</b>	<b>General Maintenance Responsibilities</b>
<b>Description</b>	This unit is about carrying out general maintenance activities in Post Spinning department
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ general maintenance activities</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
General Maintenance Activities	<p>To competent, you must be able to:</p> <p>PC1. take a round of the work area before the start of the shift and observe the working.</p> <p>PC2. note down the machines stopped for repairs and the type of problem.</p> <p>PC3. dismantle and assemble different mechanisms in machines on need basis</p> <p>PC4. understand the quality complaints in the machines.</p> <p>PC5. understand the work done till now and the work pending in the machines stopped for repairs or for maintenance work or modifications.</p> <p>PC6. understand the production plan and prepare maintenance plan and allocate people for different activities.</p> <p>PC7. understand the machines allotted for various mixings and deciding on the parameters to be checked while doing maintenance like condition of beaters, grid bar settings, the wire points to be mounted on cards, quality of wire points, card settings, half laps to be put on combers, comber settings, settings at draw frames, functioning of stop motions, top arm settings in speed frames, the buffing quality of the top rollers in draw frames, combers and speed frames and so on.</p> <p>PC8. allocate the workers for different tasks considering their knowledge, skills, maturity and workloads agreed.</p> <p>PC9. refer to process parameters and working out the changes to be made for change in hank or product mix and getting the changes made by the concerned maintenance workers.</p> <p>PC10. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers.</p> <p>PC11. counsel and influence a poor performing worker to produce as per norms</p> <p>PC12. view at display panel board and identify the reason for breakdown maintenance</p> <p>PC13. identify any abnormal sound in machine and stop the machine for carrying out maintenance activities</p>
<b>Knowledge and Understanding (K)</b>	


**TSC /N 0412**

**General Maintenance Responsibilities**

<p><b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)</p>	<p>The individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KA1. the organization's policies &amp; standard operating procedures (SOP)</li> <li>KA2. knowledge of customers</li> <li>KA3. potential hazards associated with the machines and the safety precautions must be taken</li> <li>KA4. protocol to obtain more information on work related tasks</li> <li>KA5. contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials &amp; equipments</li> <li>KA6. details of the various job rolls &amp; responsibilities</li> <li>KA7. documentation and reporting formats</li> <li>KA8. work targets &amp; review machine with superiors</li> <li>KA9. protocol and format for reporting work related risks/ problems</li> <li>KA10. method of obtaining /giving feed back with respect to performance</li> <li>KA11. importance of team work .harmonious working relationships</li> <li>KA12. process for offering /obtaining work related assistance</li> <li>KA13. responsibilities under health, safety and environmental legislation</li> <li>KA14. guidelines for storage &amp; disposal of waste materials</li> </ul>
<p><b>B. Technical/Domain Knowledge of product</b></p>	<p>The individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. planning maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life</li> <li>KB2. role of humidity and temperature in maintaining quality and productivity</li> <li>KB3. basic knowledge of operating a humidification plant</li> <li>KB4. workloads, work allocation and standard working conditions for maintenance operative</li> <li>KB5. knowledge of measuring instruments</li> <li>KB6. knowledge of lubricants</li> <li>KB7. knowledge of various types of bearing and belts</li> <li>KB8. knowledge of machine model and parts</li> <li>KB9. calculation of maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption, mean time between breakdowns, and the industry norms</li> <li>KB10. factors affecting maintenance</li> <li>KB11. roles and responsibilities of a maintenance supervisor</li> <li>KB12. basic supervisory skills – listening and observing, communicating, counseling, taking charge, reporting and motivating</li> <li>KB13. general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production</li> <li>KB14. standing orders and discipline in working</li> <li>KB15. precautions to be taken while working</li> <li>KB16. importance of cleanliness and personal safety</li> <li>KB17. fire fighting and first aid.</li> </ul>

**TSC /N 0412**

**General Maintenance Responsibilities**

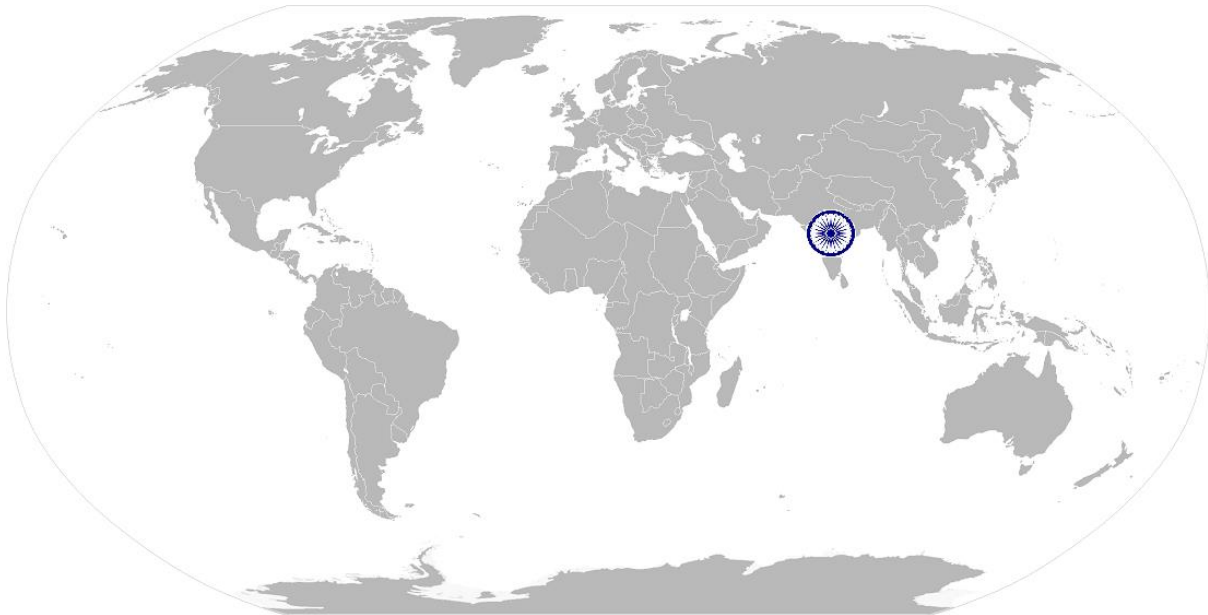
	KB18. safety precautions and gadgets to be used in factory
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write clear and short sentences
	<b>Reading Skills</b>
	SA2. comprehend written instructions
	<b>Participation</b>
	SA3. read, write and communicate orally in local language SA4. plan and manage work routine based on instructions from supervisor SA5. should willingly participate in the various programs/ meetings that will be conducted by the superiors & put forth the suggestions in the interest of the company SA6. participate in the " quality circles" that will be formed by the superiors SA7. should extend voluntary supports and adapt to the various procedures that will be adopted by the company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001" SA8. GOTS certification " Fair Trade " etc.
<b>B. Technical Skills</b>	You need to know and understand how to:  SC1. check the condition of <ul style="list-style-type: none"> <li>• winding drums</li> <li>• splicer</li> <li>• EYC</li> <li>• tensioner</li> <li>• TFO pots</li> <li>• functioning of stop motions</li> </ul> SC2. change the settings of different mechanisms SC3. dismantle and assemble different mechanisms in post spinning machines

**TSC /N 0412**

**General Maintenance Responsibilities**

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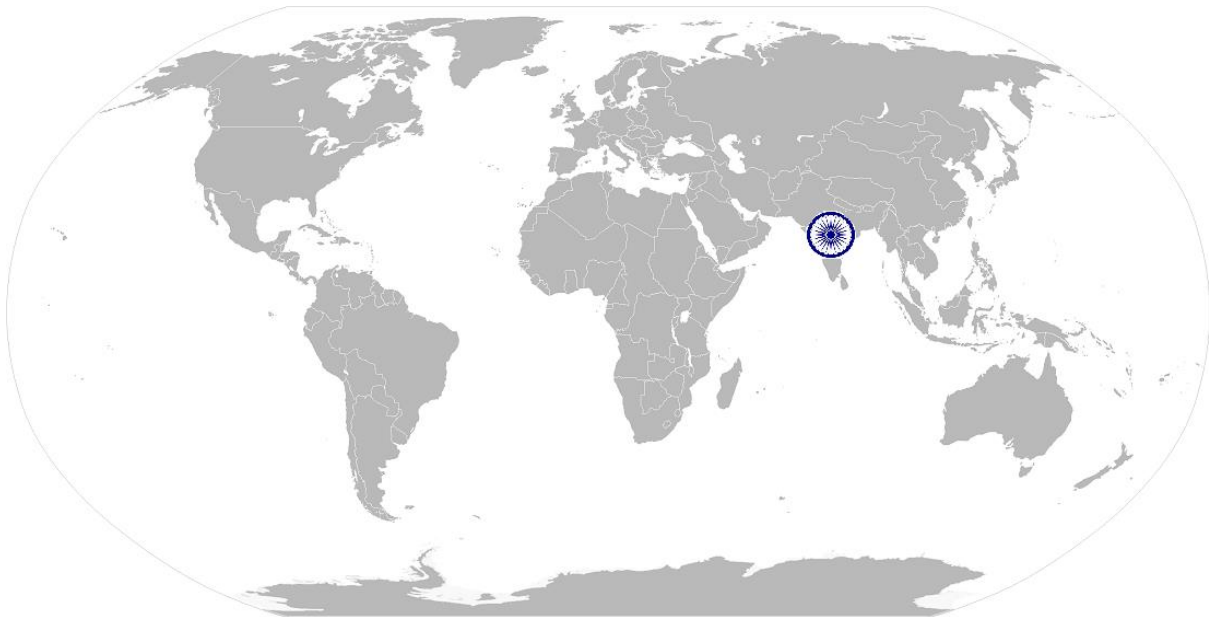
<b>NOS Code</b>	<b>TSC /N0412</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>21/01/15</b>
<b>Occupation</b>	<b>Maintenance</b>	<b>Next review date</b>	<b>01/03/16</b>



**TSC /N 0413**

**Preventive maintenance responsibilities**

# National Occupational Standard



## Overview

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

**TSC /N 0413**

**Preventive maintenance responsibilities**

National Occupational Standard

<b>Unit Code</b>	<b>TSC /N0413</b>
<b>Unit Title (Task)</b>	<b>Preventive maintenance responsibilities</b>
<b>Description</b>	This unit is about carrying out preventive maintenance activities in post spinning department
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ Inspecting the working condition of machine parts</li> <li>▪ Carrying out maintenance</li> <li>▪ Oiling and greasing the machine parts</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
Inspecting the working condition of machine parts	To be competent, you must be able to: <ul style="list-style-type: none"> <li>PC1. check the proper functioning of machines like autoconer, manual cone winding, assembly winding, TFO and the ancillaries like trolleys, filters, and roller covering and so on.</li> <li>PC2. check the conditions of machine parts while they are being cleaned/scoured or overhauled</li> <li>PC3. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers</li> </ul>
Carrying out maintenance	<ul style="list-style-type: none"> <li>PC4. change the settings of the machines on need basis</li> <li>PC5. identify the worn out parts and getting the worn-out parts replaced.</li> <li>PC6. verify the safety stop motions and getting them attended</li> <li>PC7. monitor the stoppages due to breakdowns and analyzing the reasons for breakdowns and taking precautionary measures.</li> <li>PC8. monitor the mounting activities in cards, comber half laps and various beaters.</li> <li>PC9. conduct the tool audits i.e. the tools used for maintenance like spanners, top arm gauge, lubricating and flushing pumps, buffing machines, mounting machines, etc.</li> </ul>
Oiling and greasing the machine	<ul style="list-style-type: none"> <li>PC10. oil and grease the different machine parts at scheduled interval for smooth functioning of machines</li> <li>PC11. scheduling the oiling &amp; greasing activities</li> <li>PC12. ensure correct oil and grease are taken</li> <li>PC13. ensure proper functioning of machines in post spinning department</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	The individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. organization's standard operating procedures (SOP)</li> <li>KA2. knowledge of customers</li> <li>KA3. potential hazards associated with the machines and the safety precautions must be taken</li> <li>KA4. protocol to obtain more information on work related tasks</li> <li>KA5. contact person in case of queries on procedure or products and for revolving</li> </ul>



**TSC /N 0413**

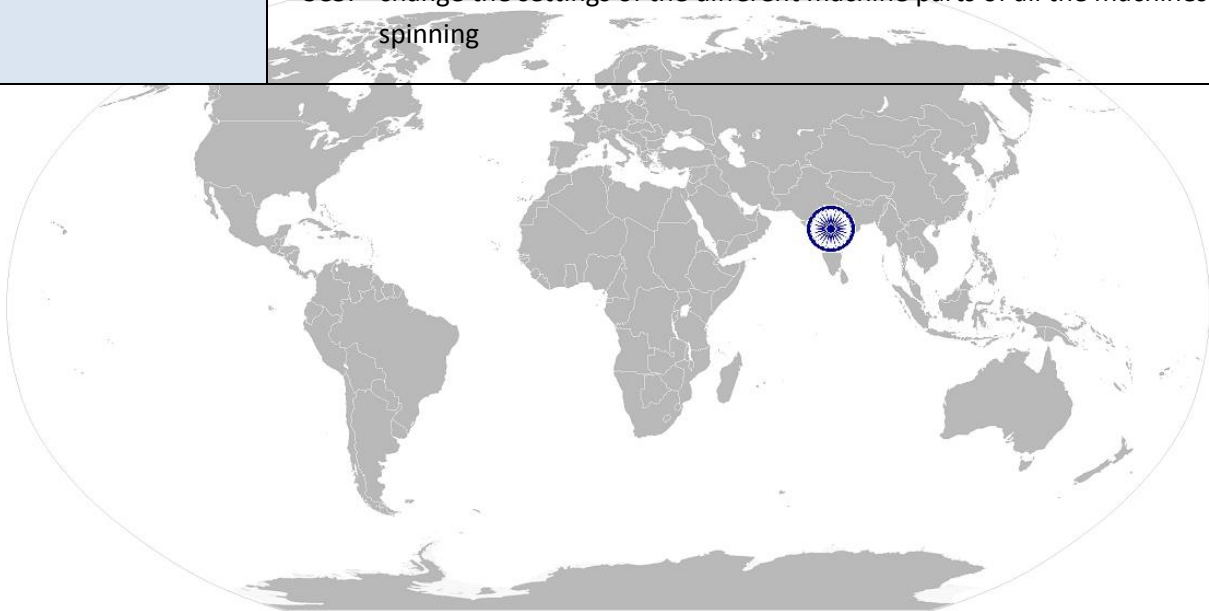
**Preventive maintenance responsibilities**

	<p>issues related to defective machines, tools, materials &amp; equipments</p> <p>KA6. details of the various job rolls &amp; responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets &amp; review machine with superiors</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining /giving feed back with respect to performance</p> <p>KA11. importance of team work .harmonious working relationships</p> <p>KA12. process for offering /obtaining work related assistance</p> <p>KA13. responsibilities under health, safety and environmental legislation</p> <p>KA14. guidelines for storage &amp; disposal of waste materials</p>
<p><b>B. Technical/Domain Knowledge of product</b></p>	<p>You need to know and understand how to:</p> <p>KB1. importance and functions of various machines and mechanisms used in post spinning machines.</p> <p>KB2. plan maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life.</p> <p>KB3. role of humidity and temperature in maintaining quality and productivity. basic knowledge of operating a humidification plant.</p> <p>KB4. workloads, work allocation and standard working conditions for maintenance operatives.</p> <p>KB5. calculation of maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption, mean time between breakdowns, and the industry norms.</p> <p>KB6. factors affecting maintenance.</p> <p>KB7. roles and responsibilities of a maintenance supervisor.</p> <p>KB8. basic supervisory skills</p> <p>KB9. importance of conducting the tool audits</p> <p>KB10. importance of oiling and greasing</p> <p>KB11. general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production.</p> <p>KB12. standing orders and discipline in working and precautions to be taken while working.</p> <p>KB13. safety precautions and gadgets to be used in factory</p>
<p><b>Skills (S)</b></p>	
<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>SA1. write clear and short sentences</p> <p><b>Reading Skills</b></p> <p>SA2. read and comprehend written instructions</p> <p><b>Participation</b></p> <p>SA3. read, write and communicate orally in local language</p> <p>SA4. plan and manage work routine based on instructions from supervisor</p>

**TSC /N 0413**

**Preventive maintenance responsibilities**

	<p>SA5. willingly participate in the various programs/ meetings that will be conducted by the superiors &amp; put forth the suggestions in the interest of the company</p> <p>SA6. participate in the " quality circles" that will be formed by the superiors</p> <p>SA7. should extend voluntary supports and adapt to the various procedures that will be adopted by the company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001"</p> <p>SA8. GOTS Certification " Fair Trade " etc.</p>
<p><b>B. Technical Skills</b></p>	<p>You need to know and understand how to:</p> <p>SC1. check the condition of different machine parts</p> <p>SC2. replace worn-out parts</p> <p>SC3. oil and grease the different machine parts</p> <p>SC4. ensure correct oil and grease are taken</p> <p>SC5. change the settings of the different machine parts of all the machines in post spinning</p>

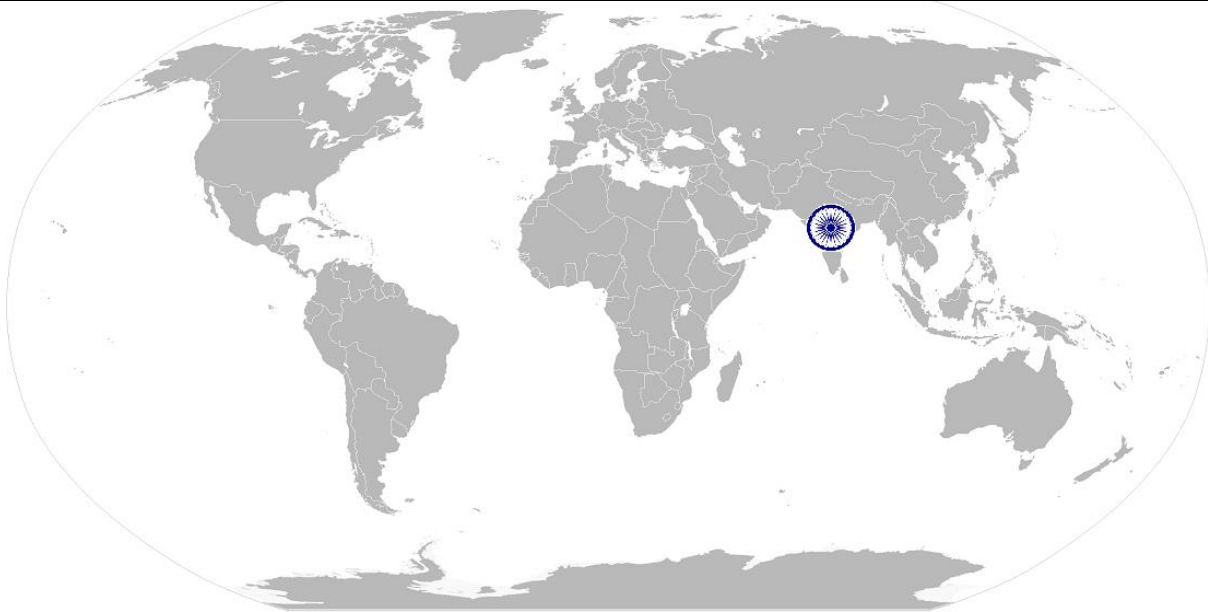


**TSC /N 0413**

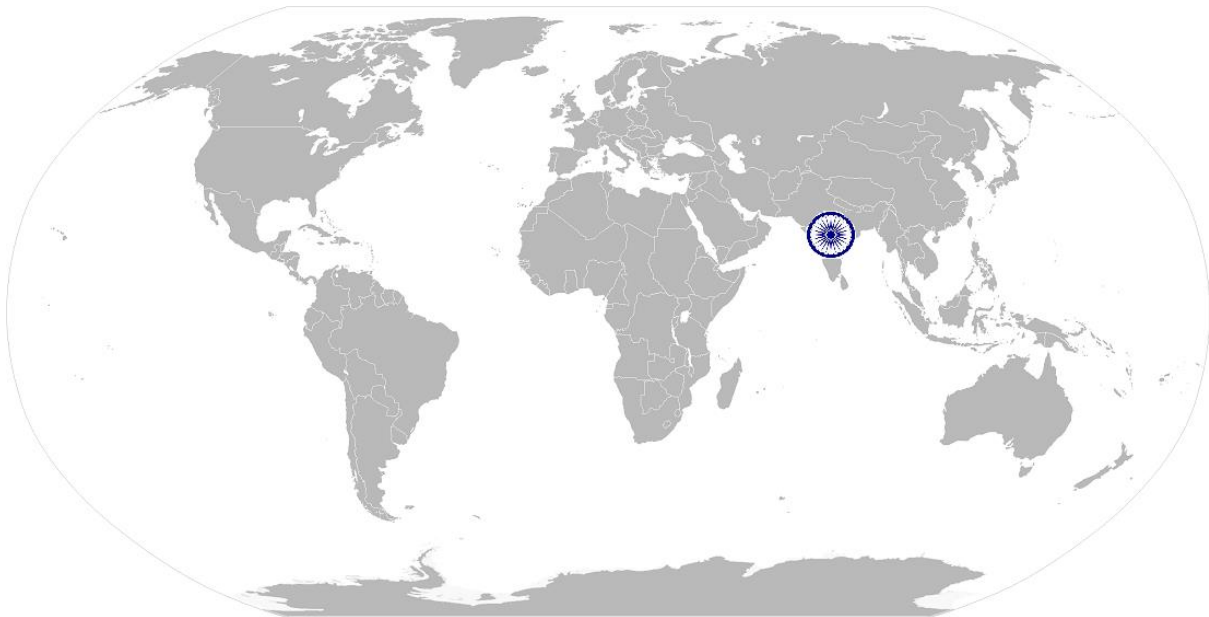
**Preventive maintenance responsibilities**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC /N0413</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>Maintenance</b>	<b>Next review date</b>	<b>01/03/2016</b>



# National Occupational Standard



## Overview

This unit is about carrying out breakdown maintenance activities in Post Spinning department

**TSC /N 0414**

**Breakdown Maintenance**

National Occupational Standard

<b>Unit Code</b>	<b>TSC /N0414</b>
<b>Unit Title (Task)</b>	<b>Breakdown Maintenance</b>
<b>Description</b>	This unit is about carrying out breakdown maintenance activities in Post Spinning department in case of emergency
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ Attending the machine on breakdown</li> <li>▪ Identifying the reason for breakdown and carryout maintenance activity</li> <li>▪ Post maintenance activities</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
Attending the machine on breakdown	To competent, you should be able to: PC1. attend the machine on a break down PC2. report to the maintenance in charge on a breakdown PC3. prepare the machine for carrying out breakdown maintenance PC4. ensure in bringing the proper tool and equipments required for carrying out maintenance
Identifying the reason for breakdown and carryout maintenance activity	PC5. analyze the machine which is under breakdown PC6. identify the reason for breakdown PC7. carry out maintenance activities PC8. replace worn out parts with new parts PC9. ensure safety while carrying out maintenance activity PC10. ensure proper material handling of maintenance tools
Post maintenance activities	PC11. check for proper functioning of machine after maintenance PC12. run the machine and check for smooth functioning of machine parts PC13. repair further if further fine tuning is needed PC14. ensure the output material quality is as per quality requirement. PC15. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers PC16. ensure minimum time taken for attending the breakdown, identifying the reason for breakdown and carryout the breakdown maintenance activities
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	The individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. organization's standard operating procedures (SOP)</li> <li>KA2. knowledge of customers</li> <li>KA3. potential hazards associated with the machines and the safety precautions must be taken</li> <li>KA4. protocol to obtain more information on work related tasks</li> </ul>

**TSC /N 0414**

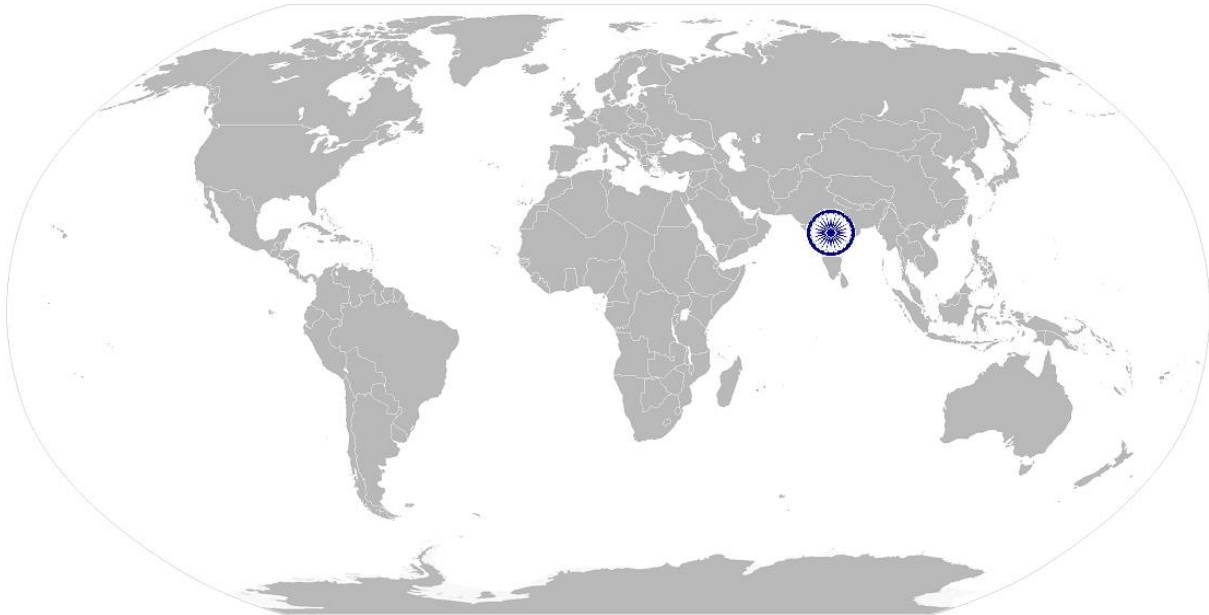
**Breakdown Maintenance**

	<p>KA5. contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials &amp; equipments</p> <p>KA6. details of the various job rolls &amp; responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets &amp; review machine with superiors</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining /giving feed back with respect to performance</p> <p>KA11. importance of team work .harmonious working relationships</p> <p>KA12. process for offering /obtaining work related assistance</p> <p>KA13. responsibilities under health, safety and environmental legislation</p> <p>KA14. guidelines for storage &amp; disposal of waste materials</p>
<p><b>B. Technical/Domain Knowledge of product</b></p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. importance and functions of various machines and mechanisms used in post spinning machines</p> <p>KB2. workloads, work allocation and standard working conditions for maintenance operatives.</p> <p>KB3. roles and responsibilities of a maintenance supervisor</p> <p>KB4. basic supervisory skills</p> <p>KB5. general management knowledge</p> <p>KB6. standing orders and discipline in working and precautions to be taken while working</p> <p>KB7. factors affecting maintenance</p> <p>KB8. standing orders and discipline in working and precautions to be taken while working.</p> <p>KB9. importance of time management</p> <p>KB10. safety precautions and gadgets to be used in factory</p>
<p><b>Skills (S)</b></p>	
<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>SA1. write clear and short sentences</p> <p><b>Reading Skills</b></p> <p>SA2. comprehend written instructions</p> <p><b>Participation</b></p> <p>SA3. read, write and communicate orally in local language</p> <p>SA4. plan and manage work routine based on instructions from supervisor</p> <p>SA5. willingly participate in the various programs/ meetings that will be conducted by the superiors &amp; put forth the suggestions in the interest of the company</p> <p>SA6. participate in the " quality circles" that will be formed by the Superiors</p> <p>SA7. extend voluntary supports and adapt to the various procedures that will be adopted by the company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001"</p>

**TSC /N 0414**

**Breakdown Maintenance**

<p><b>B. Technical Skills</b></p>	<p>SA8. GOTS Certification " Fair Trade " etc.</p> <p>The individual on the job needs to know and understand:</p> <p>SC1. skill to identify the reason for breakdown</p> <p>SC2. skill to carryout different maintenance activities</p> <p>SC3. skill to material handling the different maintenance tools properly</p> <p>SC4. skill to identify the quality of output material is as per requirement</p> <p>SC5. maintain cleanliness at work place</p>
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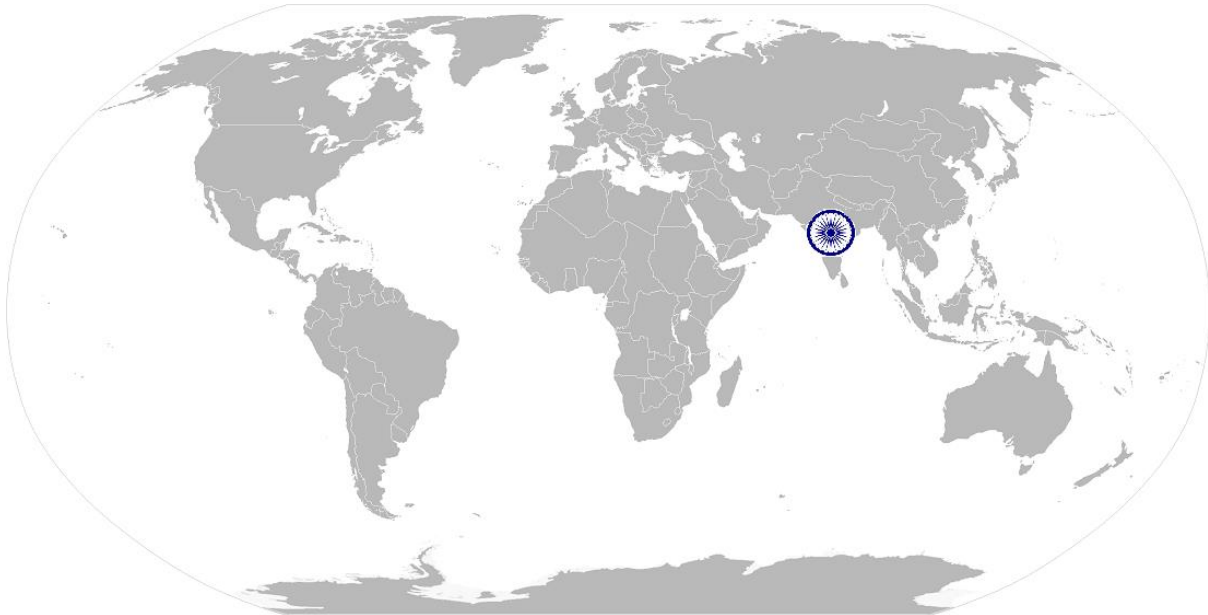


**TSC /N 0414**

**Breakdown Maintenance**

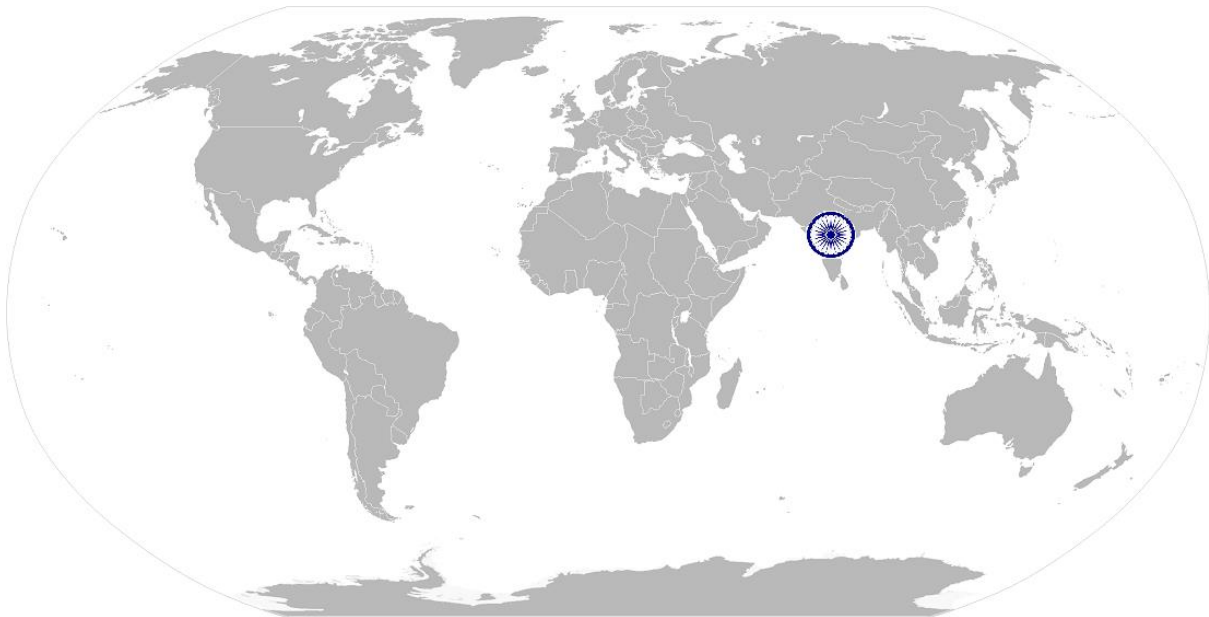
**NOS Version Control**

<b>NOS Code</b>	<b>TSC /N0414</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>Maintenance</b>	<b>Next review date</b>	<b>01/03/2016</b>





# National Occupational Standard



## Overview

This unit is about maintaining records and ensuring availability of spares for machines in post spinning department.

**TSC /N 0415**

**Maintaining records and ensuring availability of spares**

National Occupational Standard	<b>Unit Code</b>	TSC/N0415
	<b>Unit Title (Task)</b>	<b>Maintaining records and ensuring availability of spares</b>
	<b>Description</b>	This unit is about carrying out maintaining record of maintenance activities in post spinning machine
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ Maintaining record of maintenance and ensuring availability of spares</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	Maintaining record of maintenance and ensuring availability of spares	<p>To be competent, you must be able to:</p> <p>PC1. carry out maintenance auditing</p> <p>PC2. record the activities in the log book (report book) and updating the machine history book</p> <p>PC3. verify the stock of various spares, accessories and lubricants and working out the indenting plan and placing indents.</p> <p>PC4. refer the machinery catalogues and identifying the correct spares needed.</p> <p>PC5. check the quality of materials received at stores, for e.g. bearings, wheels, arbours, machine spares, belts, brushes, spanners and other tools, etc</p> <p>PC6. carry out maintenance machine audit</p> <p>PC7. maintain records of maintenance</p> <p>PC8. ensure availability of spares and giving requisitions on need basis</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>The individual on the job needs to know and understand:</p> <p>KA1. organization's standard operating procedures (SOP)</p> <p>KA2. should have an awareness, knowledge of customers</p> <p>KA3. potential hazards associated with the machines and the safety precautions must be taken</p> <p>KA4. protocol to obtain more information on work related tasks</p> <p>KA5. contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials &amp; equipments</p> <p>KA6. details of the various job rolls &amp; responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets &amp; review machine with superiors</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining /giving feed back with respect to performance</p> <p>KA11. importance of team work .harmonious working relationships</p> <p>KA12. process for offering /obtaining work related assistance</p> <p>KA13. responsibilities under health, safety and environmental legislation</p> <p>KA14. guidelines for storage &amp; disposal of waste materials</p>

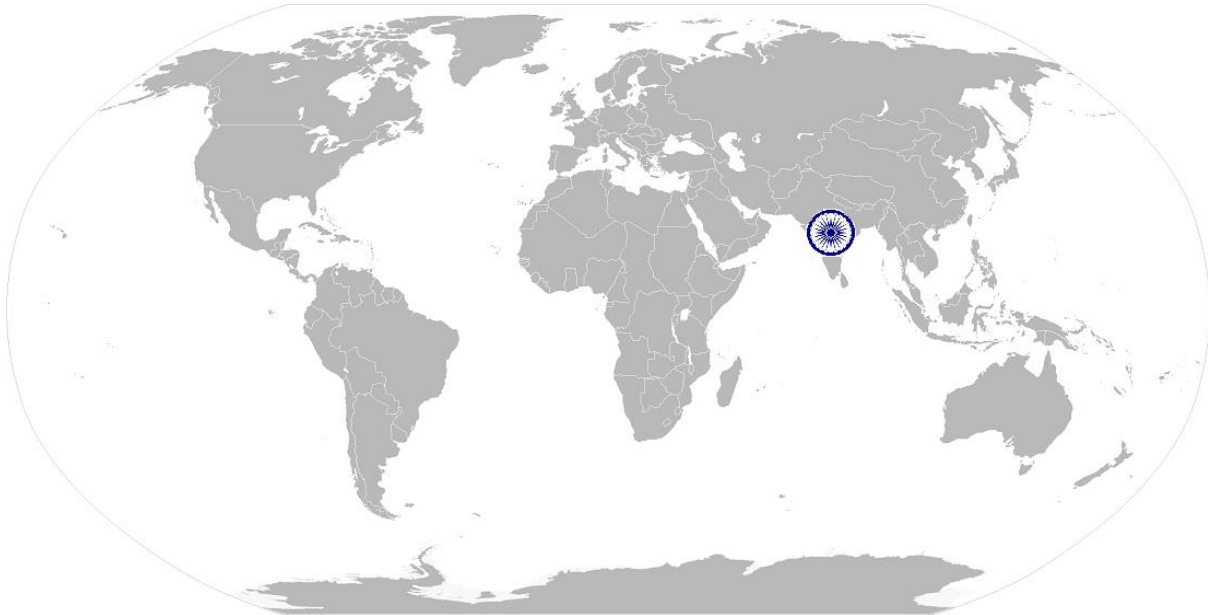
**TSC /N 0415 Maintaining records and ensuring availability of spares**

<p><b>B. Technical/Domain Knowledge of product</b></p>	<p>The individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. planning maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life</li> <li>KB2. types and functions of different spares in post spinning machines</li> <li>KB3. calculation of maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption, mean time between breakdowns, and the industry norms</li> <li>KB4. roles and responsibilities of a maintenance supervisor</li> <li>KB5. general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production.</li> <li>KB6. standing orders and maintaining discipline at work</li> </ul>
<p><b>Skills (S)</b></p>	
<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> <ul style="list-style-type: none"> <li>SA1. write clear and short sentences</li> </ul> <p><b>Reading Skills</b></p> <ul style="list-style-type: none"> <li>SA2. comprehend written instructions</li> </ul> <p><b>Participation</b></p> <ul style="list-style-type: none"> <li>SA3. read, write and communicate orally in local language</li> <li>SA4. plan and manage work routine based on instructions from supervisor</li> <li>SA5. willingly participate in the various programs/ meetings that will be conducted by the superiors &amp; put forth the suggestions in the interest of the company</li> <li>SA6. participate in the " quality circles" that will be formed by the superiors</li> <li>SA7. extend voluntary supports and adapt to the various procedures that will be adopted by the company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001"</li> <li>SA8. GOTS Certification " Fair Trade " etc.</li> </ul>
<p><b>B. Technical Skills</b></p>	<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> <li>SC1. procedure to carryout maintenance auditing</li> <li>SC2. skill to verify the quality of different spares used</li> </ul>

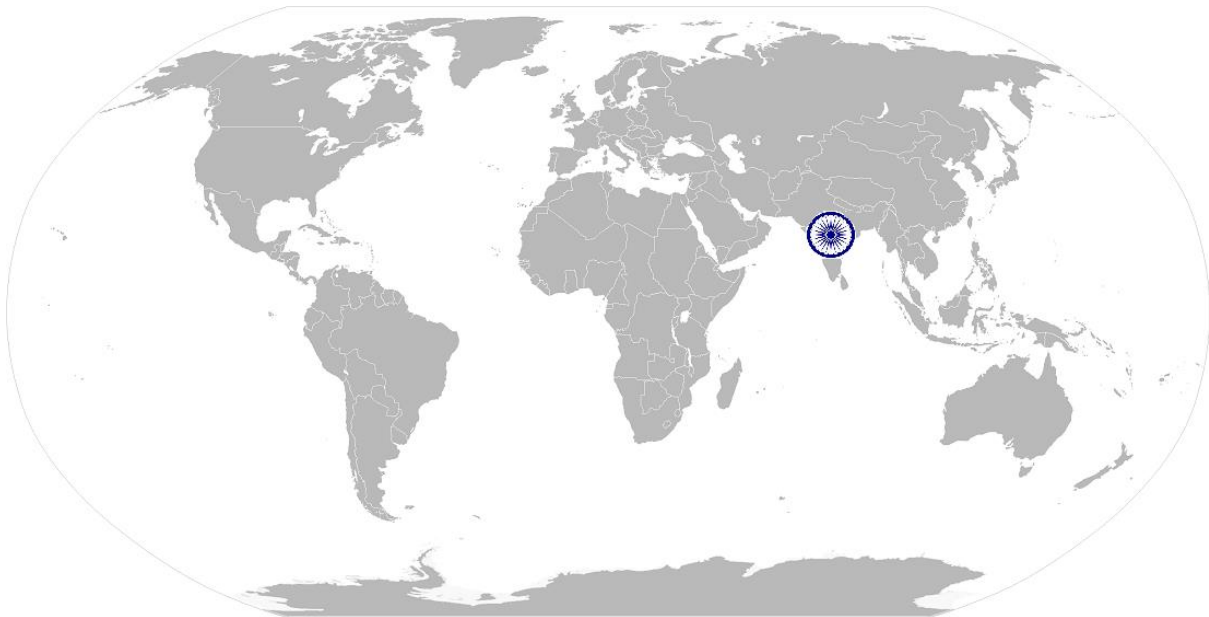
**TSC /N 0415      Maintaining records and ensuring availability of spares**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/N 0415</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>Maintenance</b>	<b>Next review date</b>	<b>01/03/2016</b>



# National Occupational Standard



## Overview

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

**TSC /N 9001**

**Maintain work area, tools and machines**

<b>Unit Code</b>	<b>TSC/ N9001</b>
<b>Unit Title (Task)</b>	<b>Maintain 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>KA1. personal hygiene and duty of care</p> <p>KA2. organization's standard operating procedures (SOP)</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving with problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p> <p>KA11. equipment operating procedures / supervisor's instructions</p>
<b>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 /N 9001**

**Maintain work area, tools and machines**

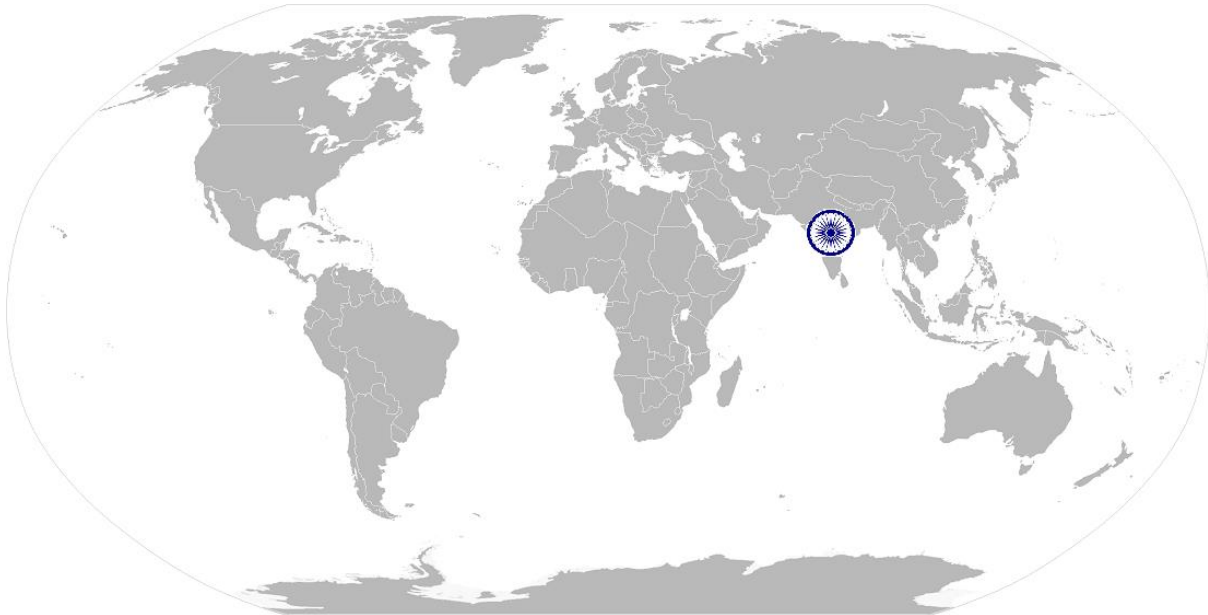
	<p>KB4. the importance of taking action when problems are identified          KB5. different ways of minimizing waste          KB6. the importance of running maintenance and regular cleaning          KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials          KB8. common faults with equipment and the method to rectify          KB9. maintenance procedures          KB10. different types of cleaning equipment and substances and their use          KB11. safe working practices for cleaning and the method of carrying them out</p>
<b>Skills (S)</b>	
<p><b>A. Core Skills/          Generic Skills</b></p>	<b>Reading Skills</b>
	<p>You need to know and understand how to:          SA1. comprehend written instructions          SA2. read any application sent by other colleagues</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
<p>You need to know and understand how to:          SA3. Communicate effectively in local language          SA4. communicate with supervisor appropriately          SA5. talk to others to convey information effectively</p>	
<p><b>B. Professional Skills</b></p>	<b>Problem Solving</b>
	<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>
	<b>Attention to Detail</b>
<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><b>C. Technical Skills</b></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 /N 9001**

**Maintain work area, tools and machines**

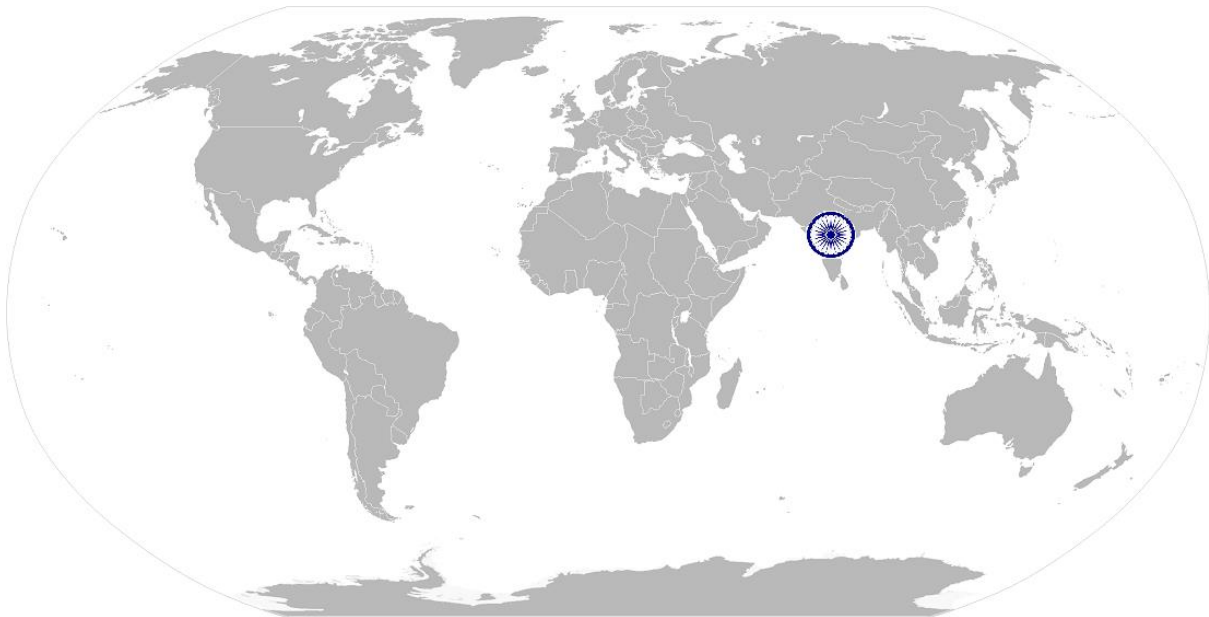
**NOS Version Control**

<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>Maintenance</b>	<b>Next review date</b>	<b>01/03/2016</b>





# National Occupational Standard



## Overview

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

**TSC/ N9002**

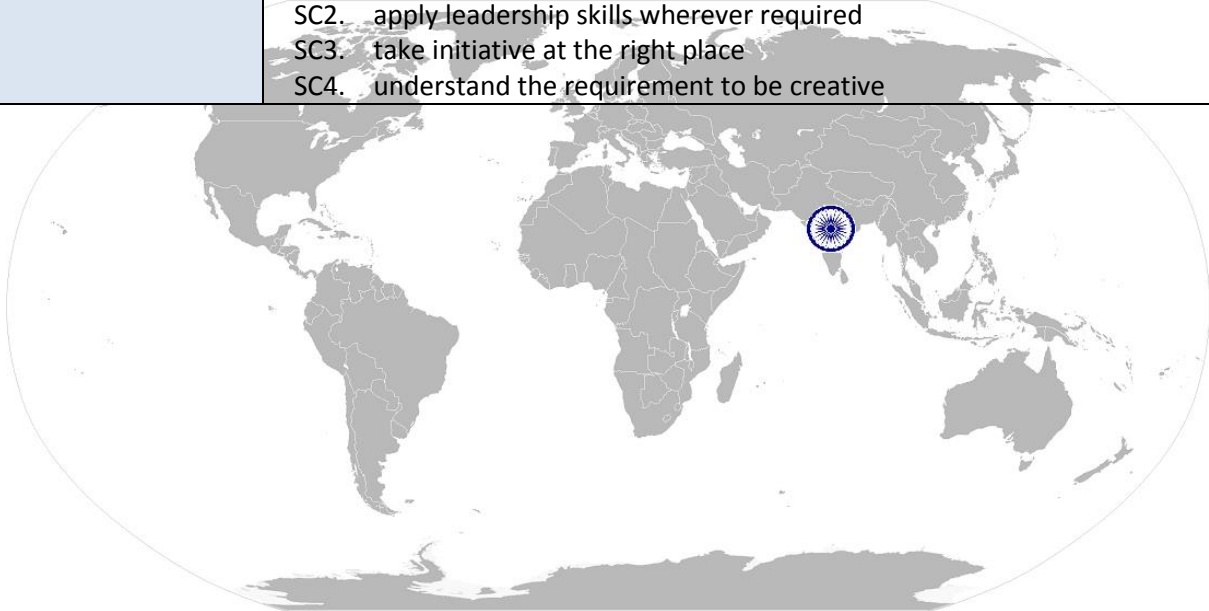
**Working in a team**

<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>
	<b>Reading Skills</b>

**TSC/ N9002**

**Working in a team**

	SA4. comprehend written instructions
	SA5. read any application sent by other colleagues
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional Skills</b>	SA6. communicate with supervisor appropriately
	SA7. talk to co-workers to convey information effectively
	<b>Problem Solving</b>
<b>C. Technical Skills</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
	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

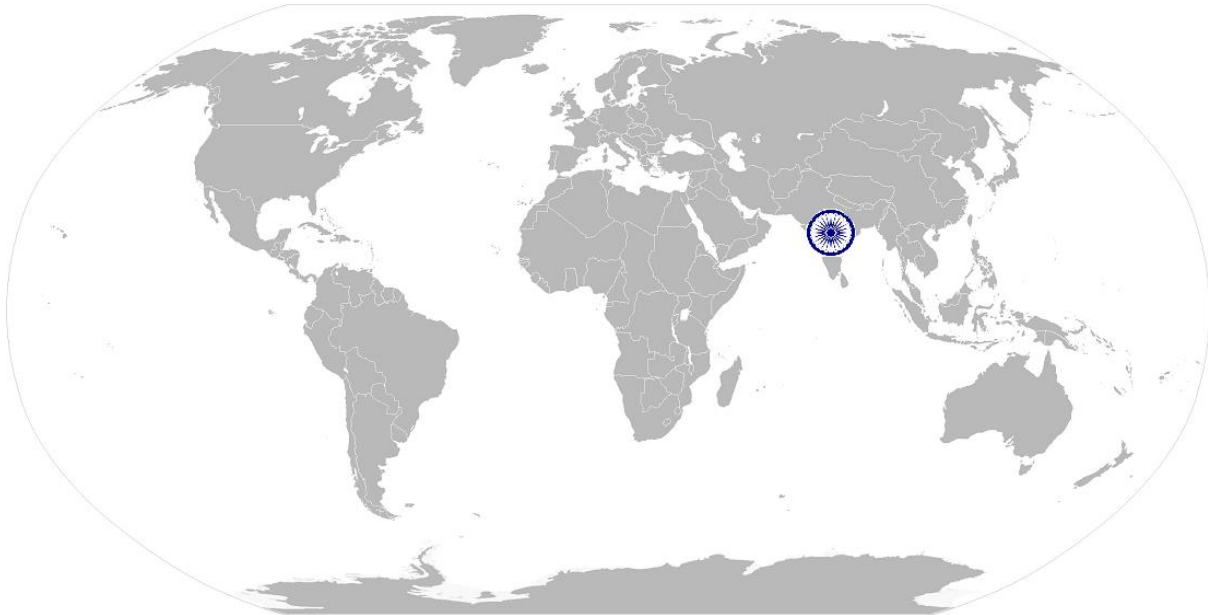


**TSC/ N9002**

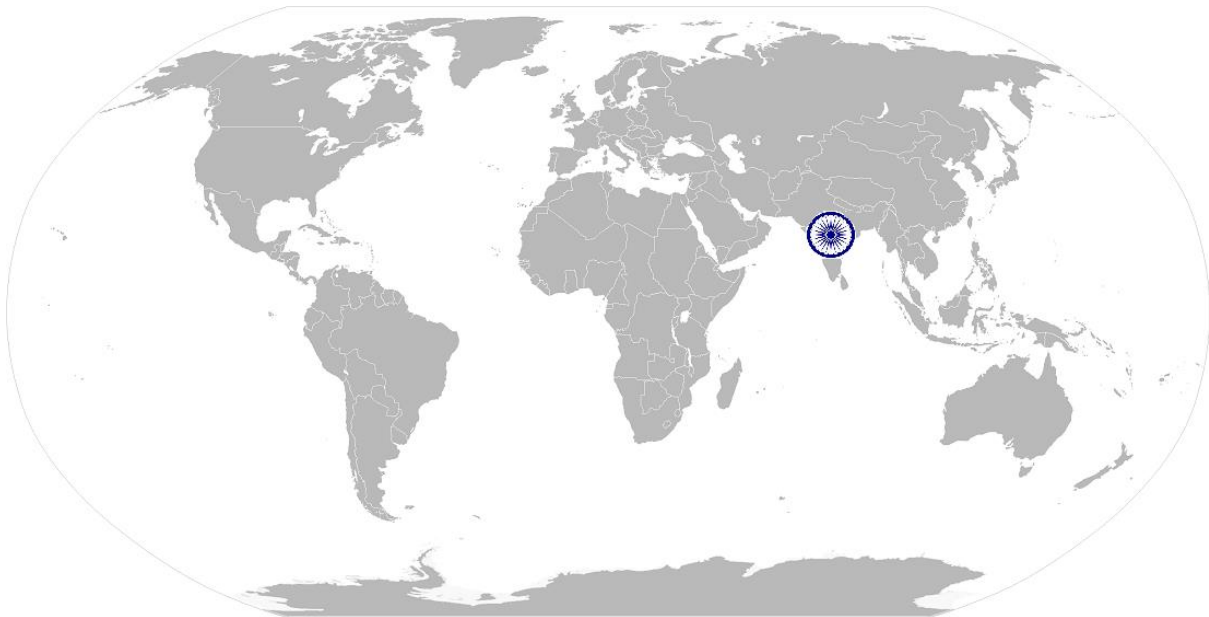
**Working in a team**

**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>Maintenance</b>	<b>Next review date</b>	<b>01/03/2016</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**

National Occupational Standard	<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>	<b>This unit/task covers the following:</b> <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>

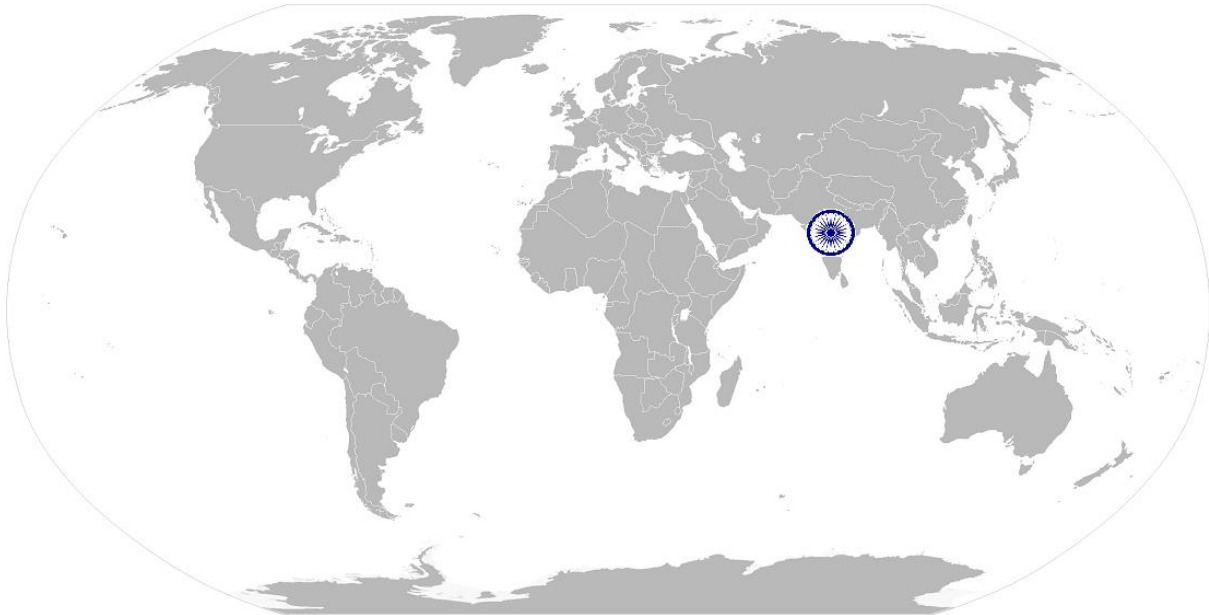
**TSC/ N9003 Maintain health, safety and security at work place**

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)	<p>You need to know and understand:</p> <ul style="list-style-type: none"> <li>KA1. standard operating procedures (SOP) and regulations in a textile mill</li> <li>KA2. safe working practices to be adopted in textile mill</li> <li>KA3. quality systems and other processes practiced in the textile mill</li> <li>KA4. health and safety related practices applicable at the workplace</li> <li>KA5. potential hazards, risks and threats based on nature of operations</li> <li>KA6. organizational procedures for safe handling of equipment and machine operations</li> <li>KA7. potential risks due to own actions and methods to minimize these</li> <li>KA8. environmental management system related procedures at the workplace</li> <li>KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</li> <li>KA10. potential accidents and emergencies and response to these scenarios</li> <li>KA11. reporting protocol and documentation required</li> <li>KA12. details of personnel trained in first aid, fire-fighting and emergency response</li> <li>KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</li> </ul>
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. occupational health and safety risks and methods</li> <li>KB2. personal protective equipment and method of use</li> <li>KB3. identification, handling and storage of hazardous substances</li> <li>KB4. proper disposal system for waste and by-products</li> <li>KB5. signage related to health and safety and their meaning</li> <li>KB6. importance of sound health, hygiene and good habits</li> <li>KB7. ill-effects of alcohol, tobacco and drugs</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: SA1. write clear and short sentences
	<b>Reading Skills</b>
	You need to know how to: SA2. read and understand the company instructions SA3. read and understand the simple language 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

**TSC/ N9003**

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

<b>B. Professional Skills</b>	<b>Decision Making</b>
	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 how to : SC1. maintain neatness at work SC2. procedure for reporting unwanted behavior



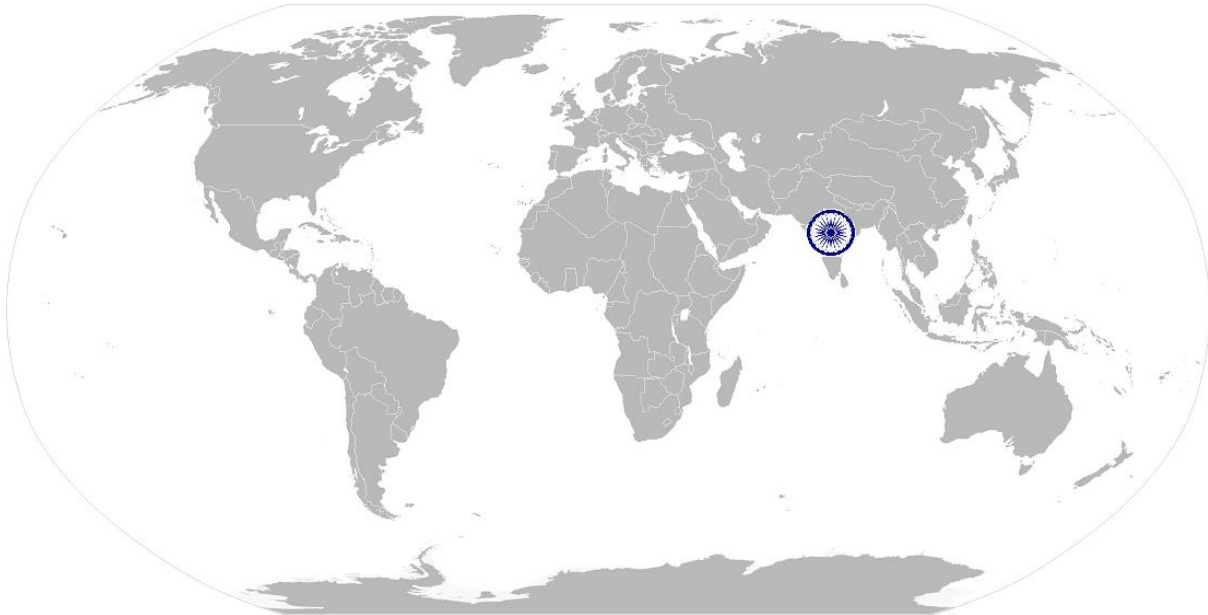


**TSC/ N9003**

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

**NOS Version Control**

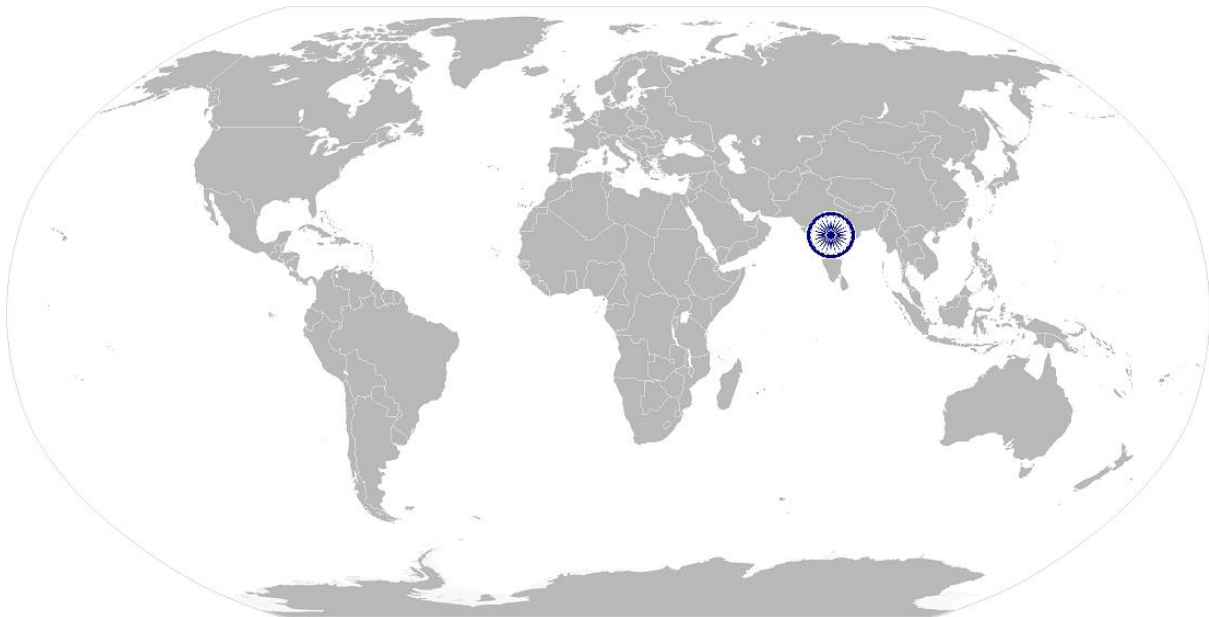
<b>NOS Code</b>	<b>TSC/ N9003</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Maintenance</b>	<b>Next review date</b>	<b>01/03/2016</b>



**TSC/N 9004**

**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.

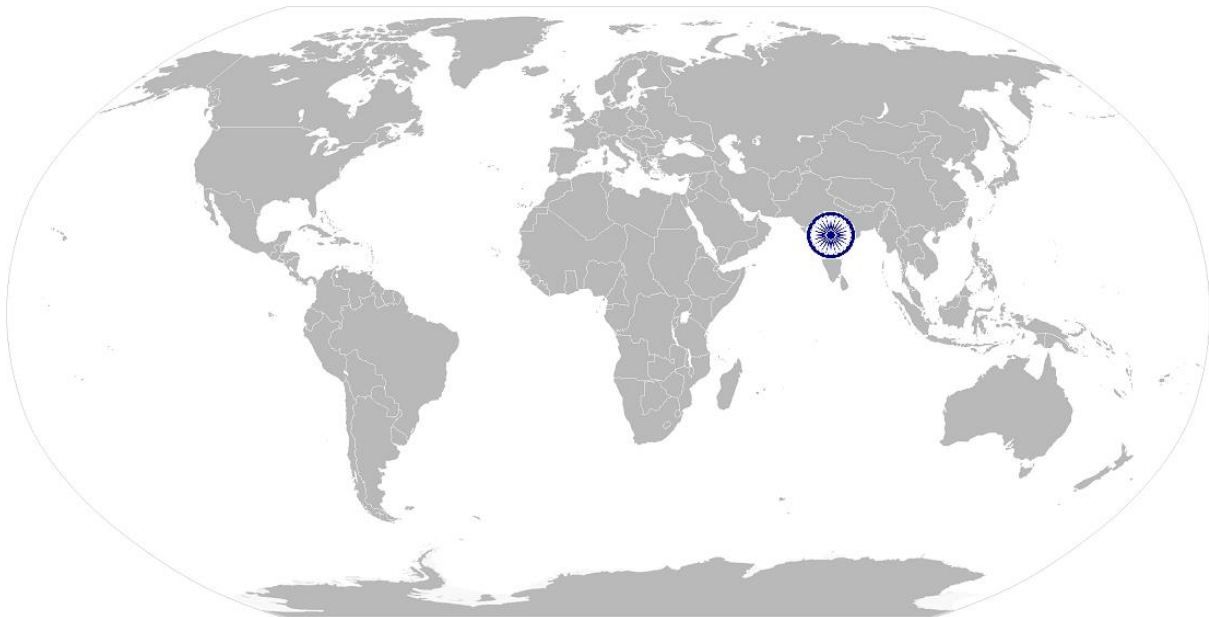
**TSC/N 9004**

**Comply with industry and organizational requirements**

National Occupational Standard	<b>Unit Code</b>	<b>TSC/ N9004</b>
	<b>Unit Title (Task)</b>	<b>Comply with industry and organizational requirements</b>
	<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	To be competent, you must be able to: PC1. perform own duties effectively PC2. take responsibility for own actions PC3. be accountable towards the job role and assigned duties PC4. take initiative and innovate the existing methods PC5. focus on self-learning and improvement
	Team work	PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication
	Organizational standards	PC9. know the organisational standards PC10. implement them in your performance PC11. motivate others to follow them
	Industry standards	PC12. know the industry standards PC13. align them with organisation standards
<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. reporting to the supervisor or higher authority KA3. knowledge of organization standards KA4. knowledge of industry standards	
<b>B. Technical Knowledge</b>	You need to know and understand: KB1. process and material flow in a textile mill KB2. importance of complying with the standards KB3. guidelines for cleaning the various parts of machine	
<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	

**TSC/N 9004 Comply with industry and organizational requirements**

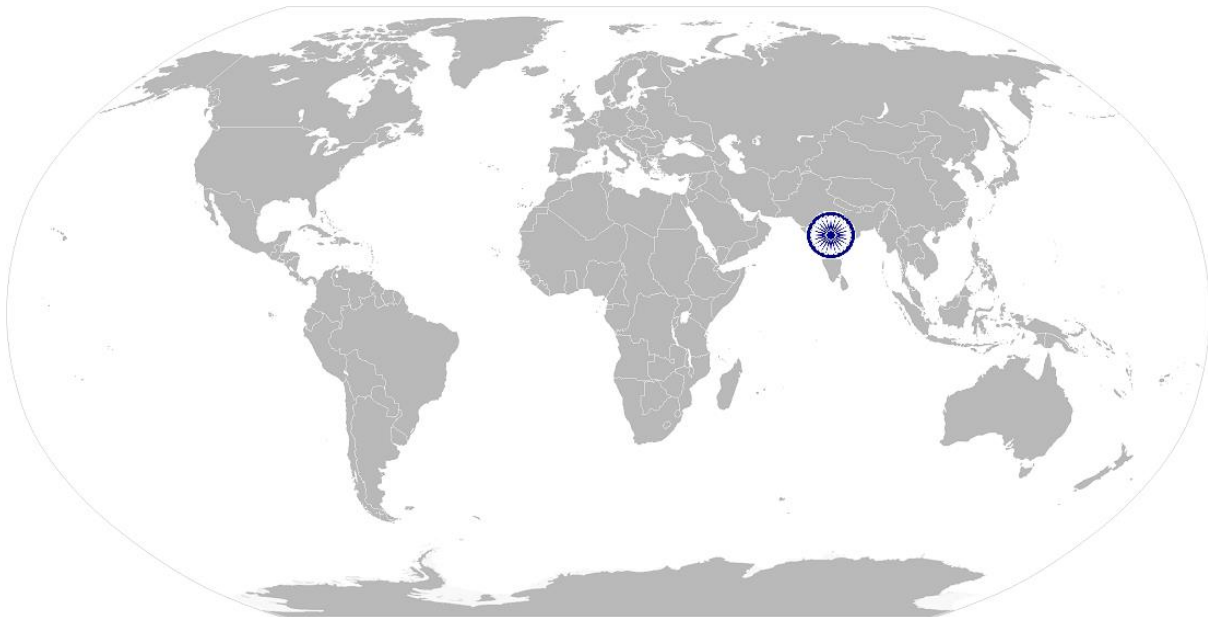
	<b>Reading Skills</b>
	You need to know and understand how to: SA2. read the given instructions SA3. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA4. talk effectively with others SA5. put forward your point SA6. listen to others
<b>B. Technical skills</b>	you need to know and understand : SC1. Organizational requirements SC2. your responsibilities at the workplace SC3. procedure to comply with the industry standards



**TSC/N 9004 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>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>Maintenance</b>	<b>Next review date</b>	<b>01/03/2016</b>



### Assessment Criteria

**Job Role: Fitter - Post Spinning**  
**Qualification Pack: Fitter - Post Spinning (TSC/Q 0403)**  
**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
<b>1. TSC/N0411 (Taking charge of shift and handing over shift to operator )</b>	PC1. Come at least 10 - 15 minutes earlier to the work spot	<b>100</b>	4	1	2	1
	PC2. Bring the necessary operational tools to the department		6	2	2	2
	PC3. Meet the previous shift fitter 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	2	2	3
	PC4. Understand the count produced, color coding, followed in the post spinning machines		7	3	2	2
	PC5. Patrol around the machines in post spinning department and ensure the smooth functioning of all the machines in the		6	2	3	1

**Assessment Criteria**

department				
PC6. Discuss with previous shift fitter regarding he issues faced in the machines if any	6	1	3	2
PC7. Ensure all the machines are running properly, machines which are not running and problems if any should be clarified with the fitter, supervisor and operator	5	1	2	2
PC8. Check the cleanliness of the machines & other work areas	6	2	1	3
PC9. 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
PC10. Should question the previous shift maintenance people for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.	5	2	2	1
PC11. Ensure the work spot is clean	4	1	2	1
PC12. Hand over the shift to the incoming shift fitter in a proper manner	7	2	2	3
PC13. Ensure in providing the details regarding count produced, color coding followed for his allocated number of machines in post spinning	6	2	2	2
PC14. Provide all relevant information regarding the count produced, idle machines, damaged	6	1	2	3

**Assessment Criteria**

	machine parts if any					
	PC15. Get clearance from the incoming counterpart before leaving the work spot		4	1	1	2
	PC16. Report to his superiors as well as that of the incoming shift fitter in case his/ her counterpart doesn't report for the incoming shift		4	2	1	1
	PC17. Ensure the shift has to be properly handed over to the incoming shift fitter		5	1	2	2
	PC18. Report to his shift superior about the quality / production / maintenance issues / safety issues/ any other issue faced in his shift and should leave the department only after getting concurrence for the same from his/ her superiors		4	1	2	1
	PC19. Ensure the work spot is clean		4	1	2	1
	<b>Total</b>		<b>100</b>	<b>29</b>	<b>37</b>	<b>34</b>
	<b>Weight age %</b>		100%	29%	37%	34%
<b>2. TSC/N0412 (General Maintenance Responsibilities)</b>	PC1. Patrol around the work area before the start of the shift and observing the working		5	2	2	1
	PC2. Note down the machines stopped for repairs and the type of problem.	<b>75</b>	6	2	3	1
	PC3. Dismantle and assemble different mechanisms in machines on need basis		7	2	4	1



**Assessment Criteria**

PC4. Understand the quality complaints in the machines.	6	2	3	1
PC5. Understand the works done till now and the works pending in the machines stopped for repairs or for maintenance works or modifications.	5	2	2	1
PC6. Understand the production plan and make changes in settings of machines accordingly	5	2	3	0
PC7. Understand the machines allotted for various mixings and deciding on the parameters to be checked while doing maintenance like condition of beaters, grid bar settings, the wire points to be mounted on cards, quality of wire points, card settings, half laps to be put on combers, comber settings, settings at draw frames, functioning of stop motions, top arm settings in speed frames, the buffing quality of the top rollers in draw frames, combers and speed frames and so on	7	3	3	1
PC8. Allocate the workers for different tasks considering their knowledge, skills, maturity and workloads agreed.	5	2	1	2
PC9. Refer to process parameters and working out the changes to be made for change in hank or product mix and getting the changes made by the	7	2	3	2

**Assessment Criteria**

	concerned maintenance workers.					
	PC10. Ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers.		5	2	2	1
	PC11. Counsel and influence a poor performing worker to produce as per norms		5	1	1	3
	PC12. View at display panel board and identify the reason for breakdown maintenance		6	2	3	1
	PC13. Identify any abnormal sound in machine and stopping the machine for carrying out maintenance activities		6	2	3	1
	<b>Total</b>		<b>75</b>	<b>26</b>	<b>33</b>	<b>16</b>
	<b>Weight age %</b>		<b>100%</b>	<b>35%</b>	<b>44%</b>	<b>21%</b>
<b>3. TSC/N0413 (Preventive maintenance responsibilities)</b>						
	PC1. check the proper functioning of machines like autoconer, manual cone winding, assembly winding, TFO and the ancillaries like trolleys, filters, and roller covering and so on		5	2	2	1
	PC2. Check the conditions of machine parts while they are being cleaned/scoured or overhauled	<b>75</b>	5	2	2	1
	PC3. Ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers		5	2	2	1
	PC4. Change the settings of the machines on need		6	2	3	1

### Assessment Criteria

	basis					
	PC5. Identify the worn out parts and getting the worn-out parts replaced.		7	3	3	1
	PC6. Verify the safety stop motions and getting them attended		6	2	2	2
	PC7. Monitor the stoppages due to breakdowns and analyzing the reasons for breakdowns and taking precautionary measures.		6	2	2	2
	PC8. Monitor the mounting activities in post spinning machines.		7	3	3	1
	PC9. Conduct the tool audits i.e. The tools used for maintenance like spanners, top arm gauge, lubricating and flushing pumps, buffing machines, mounting machines, etc.		7	2	3	2
	PC10. Oil and grease the different machine parts at scheduled interval for smooth functioning of machines		6	2	3	1
	PC11. Scheduling the oiling & greasing activities		5	2	2	1
	PC12. Ensure correct oil and grease are taken		5	2	2	1
	PC13. Ensure proper functioning of machines in post spinning department		5	2	2	1
	<b>Total</b>		<b>75</b>	<b>28</b>	<b>31</b>	<b>16</b>
	<b>Weight age %</b>		100%	37%	41%	21%
<b>4. TSC/N0414 (Carry out Breakdown Maintenance activities)</b>	PC1. Attend the machine on a break down	<b>70</b>	4	1	2	1
	PC2. Report to the maintenance in charge on a breakdown		4	1	1	2

**Assessment Criteria**

PC3. Prepare the machine for carrying out breakdown maintenance	4	1	2	1
PC4. Ensure in bringing the proper tool and equipments required for carrying out maintenance	4	1	2	1
PC5. Analyze the machine which is under breakdown	5	1	3	1
PC6. Identify the reason for breakdown	5	1	3	1
PC7. Carry out maintenance activities	5	1	3	1
PC8. Replace worn out / damaged parts with new parts	5	1	3	1
PC9. Ensure safety while carrying out maintenance activity	4	1	2	1
PC10. Ensure proper material handling of maintenance tools	4	2	2	0
PC11. Check for proper functioning of machine after maintenance	5	1	3	1
PC12. Run the machine and check for smooth functioning of machine parts	4	1	3	0
PC13. Repair if further fine tuning is needed	4	1	3	0
PC14. Ensure the output material quality is as per quality requirement.	5	1	3	1
PC15. Ensuring the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers	4	1	2	1
PC16. Ensure minimum time taken for attending the breakdown, identifying the reason for breakdown and carryout the	4	1	2	1

**Assessment Criteria**

		breakdown maintenance activities					
		<b>Total</b>	<b>70</b>	<b>17</b>	<b>39</b>	<b>14</b>	
		<b>Weight age %</b>	100%	24%	56%	20%	
<b>5. TSC/N0415 (Maintaining records and ensuring availability of spares)</b>	PC1. Carry out maintenance auditing		4	1	2	1	
	PC2. Record the activities in the log book (report book) and updating the machine maintenance history book		4	2	2	0	
	PC3. Verify the stock of various spares, accessories and lubricants and working out the indenting plan and placing indents.		4	2	2	0	
	PC4. Refer the machinery catalogues and identifying the correct spares needed		3	2	1	0	
	PC5. Check the quality of materials received at stores, for e.g. Bearings, wheels, arbours, machine spares, belts, brushes, spanners and other tools, etc	<b>30</b>	4	1	2	1	
	PC6. Carry out maintenance machine audit		4	1	2	1	
	PC7. Maintain records of maintenance		3	1	1	1	
	PC8. Ensure availability of spares and giving requisitions on need basis		4	1	2	1	
		<b>Total</b>		<b>30</b>	<b>11</b>	<b>14</b>	<b>5</b>
		<b>Weight age %</b>		100%	37%	47%	17%
<b>6.TSC/N9001 (Maintaining work area, tools and machines)</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**

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>	<b>50</b>	<b>15</b>	<b>21</b>	<b>14</b>
<b>Weight age %</b>	<b>100%</b>	<b>30%</b>	<b>42%</b>	<b>28%</b>

**Assessment Criteria**

<b>7.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		5	2	1	2
	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		4	2	1	1
	PC9. give due importance to others' point of view		4	1	2	1
	PC10. avoid conflicting situations		4	1	1	2
	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	16	17	17
<b>Weight age %</b>	100%	32%	34%	34%		
<b>8.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

**Assessment Criteria**

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



**Assessment Criteria**

	PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	2	1
	PC15. participate in mock drills/ evacuation procedures organized at the workplace		4	2	2	0
	PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so		5	2	2	1
	PC17. take action based on instructions in the event of fire, emergencies or accidents		5	2	2	1
	PC18. follow organization procedures for shutdown and evacuation when required		4	2	1	1
	PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		4	2	1	1
	PC20. recognize other possible security issues existing in the workplace		4	2	1	1
	PC21. recognize different measures to curb the hazards		4	2	1	1
	PC22. communicate the safety plan to everyone		4	2	1	1
	PC23. attach disciplinary rules with the implementation		4	2	1	1
	<b>Total</b>		<b>100</b>	<b>43</b>	<b>34</b>	<b>23</b>
	<b>Weight age %</b>		100%	43%	34%	23%
<b>9.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

**Assessment Criteria**

PC3. be accountable towards the job role and assigned duties	4	2	1	1
PC4. take initiative and innovate the existing methods	3	1	1	1
PC5. focus on self-learning and improvement	4	1	2	1
PC6. co-ordinate with all the team members and colleagues	4	1	2	1
PC7. communicate politely	4	1	1	2
PC8. avoid conflicts and miscommunication	4	1	2	1
PC9. know the organizational standards	4	2	1	1
PC10. implement them in your performance	4	1	2	1
PC11. motivate others to follow them	3	1	1	1
PC12. know the industry standards	4	3	1	0
PC13. align them with organization standards	4	2	1	1
<b>Total</b>	<b>50</b>	<b>18</b>	<b>19</b>	<b>13</b>
<b>Weight age %</b>	100%	36%	38%	26%
<b>Grand Total</b>	<b>600</b>			