

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 – Fitter - Processing

SECTOR: TEXTILE

SUB-SECTOR: PROCESSING

OCCUPATION: MAINTENANCE

REFERENCE ID: TSC/ Q 5701

ALIGNED TO: NCO-2004 / 7233.46

Brief Job Description: A Fitter - Processing is responsible for carrying out maintenance activities of all the machines in processing department like Singeing, CBR, Mercerizing, Drying Range, Jigger, Stenter, Jet dyeing, Soft flow, Calendaring, & finishing machines. He should carry out all the maintenance activities like erecting, dismantling, assembling, leveling, attending & resolving repairs and breakdowns in processing department. He should also carry out regular preventive maintenance activities thus ensuring proper functioning of all machines. This job requires the individual to have thorough knowledge of process flow and material flow in a processing unit for fabric production and should have sound technical knowledge on erecting the different sequence of machines in processing department.

Personal Attributes: A Fitter should have good eyesight, motor skills and vision. He/she should also have good interpersonal skills.

Job Details	Qualifications Pack Code	TSC/Q 5701		
	Job Role	Fitter - Processing		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/15
	Sub-sector	Processing	Last reviewed on	25/02/15
	Occupation	Maintenance	Next review date	01/03/16
Job Role	Fitter - Processing			
Role Description	A Fitter is responsible for carrying out all the maintenance activities in the processing department such as erecting, dismantling, assembling, leveling, attending & resolving repairs and breakdowns in machines, as well as carry out regular preventive maintenance activities in the processing unit.			
NSQF level	5			
Minimum Educational Qualifications	10 th standard, preferably ITI Certificate			
Maximum Educational Qualifications	N/A			
Training (Suggested but not mandatory)	Three to six months of training in textile processing.			
Experience	Preferably 2-3 years			
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> TSC/ N4201 Taking charge of shift and handing over shift to fitter TSC/N4202 Carryout all types of Maintenance activities in Processing unit TSC/N4203 Maintaining records & ensure spares availability TSC/ N9001 Maintain work area, tools and machines TSC/ N9002 Working in a team TSC/ N9003 Maintain health, safety and security at workplace TSC/ N9004 Comply with industry and organizational requirement <p>Optional: N/A</p>			
Performance Criteria	As described in the relevant OS units			

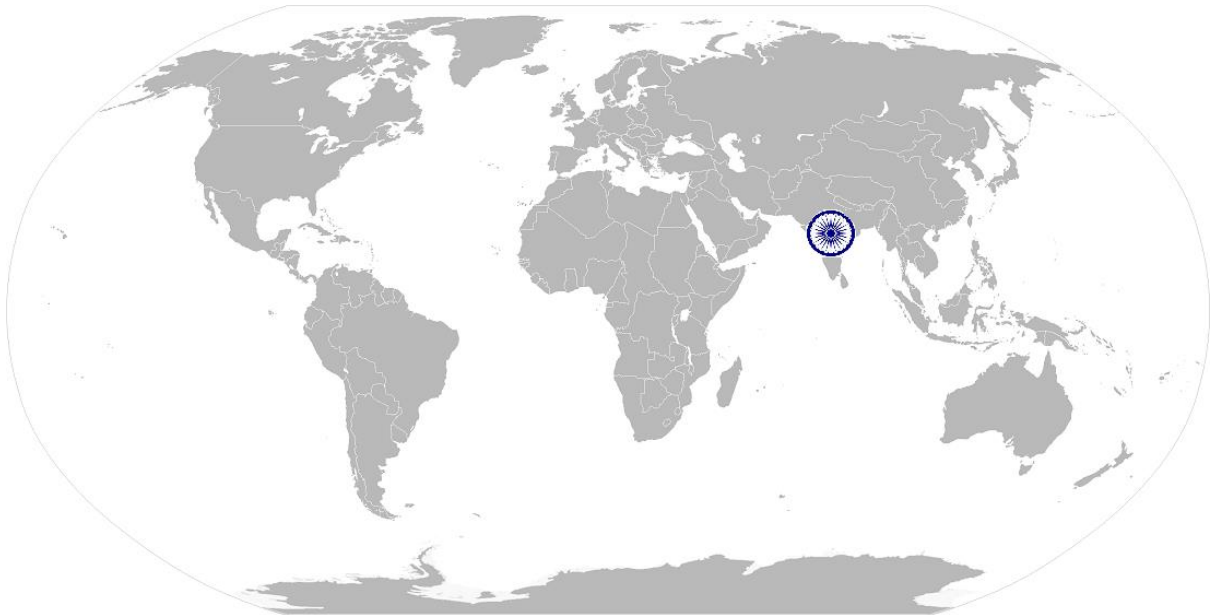
Table 1: Glossary of Key Terms

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

Acronyms

National Occupational Standard



Overview

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

TSC/N 5701

Taking charge of shift and handing over shift to fitter

National Occupational Standard	Unit Code	TSC/ N 5701
	Unit Title (Task)	Taking charge of shift and handing over shift to fitter
	Description	This unit is about taking charge of shift from previous shift fitter and relieving the responsibilities to the next shift fitter
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Taking charge of shift ▪ Handing over shift
	Elements	Performance Criteria
	Taking charge of shift	To be competent, you must be able to: <ul style="list-style-type: none"> PC1. come at least 10 - 15 minutes earlier to the work place PC2. bring the necessary operational tools to the department 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. PC4. understand the fabric being processed & process running on the machine PC5. ensure the technical details are mentioned on the job card display on the machine PC6. check the next batch to be processed is ready near the machine PC7. check the cleanliness of the machines & other work areas PC8. question the previous shift fitter for any deviation in the above and bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.
	Handing over shift	<ul style="list-style-type: none"> PC9. hand over the shift to the incoming fitter in a proper manner PC10. ensure in providing the details regarding fabric quality & the process running on the machine PC11. provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine. PC12. ensure the empty trolley is near the machine for unloading the fabric PC13. ensure the next lot to be processed is ready near the machine already stitched & arranged properly PC14. ensure the required dyes & chemicals for the next lot or next process are weighed & prepared PC15. get clearance from the incoming counterpart before leaving the work spot PC16. report to his/ her shift superiors as well as that of the incoming shift fitter in case his/ her counterpart doesn't report for the incoming shift PC17. ensure the shift has to be properly handed over to the incoming shift fitter PC18. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and leave the department only after getting concurrence for the same from his/ her superiors PC19. collect the wastes from waste collection bags, weigh them and transport to storage area PC20. ensure the machine and its work place is clean
	Knowledge and Understanding (K)	

TSC/N 5701

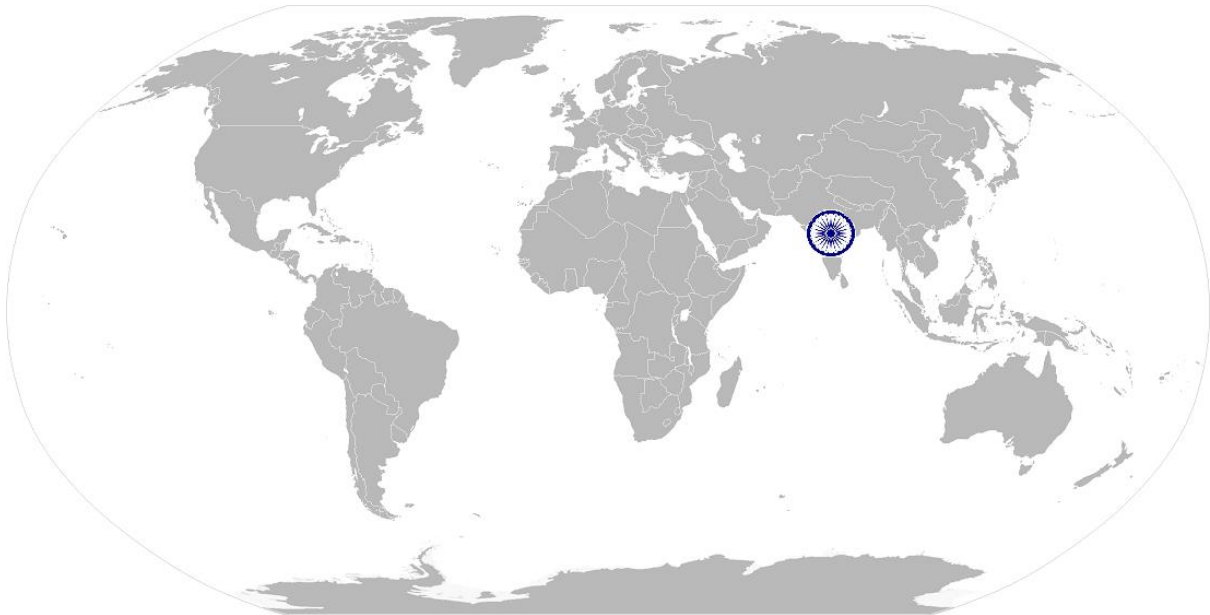
Taking charge of shift and handing over shift to fitter

<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <ul style="list-style-type: none"> KA1. standard operating procedures (SOP) and regulations in a processing unit KA2. safe working practices to be adopted in processing unit KA3. quality systems and other processes practiced in the processing unit KA4. reporting to the supervisor or higher authority in case of emergency KA5. color coding adopted for different counts in the processing unit
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <ul style="list-style-type: none"> KB1. the importance of quality & productivity KB2. various defects in the fabric due to yarn, weaving or processing KB3. reasons for various defects in the fabric due to processing & their remedy KB4. process flow in a processing unit KB5. material flow in a processing unit KB6. functions of various controls of the machine KB7. importance of material handling and types of material handling equipment being used KB8. importance of cleanliness at workplace KB9. functions and methodology for operating different material handling equipment KB10. the functions of various alarm signals KB11. guidelines for operating the machine KB12. guidelines for taking charge of shift from previous shift fitter KB13. guidelines for handing over the shift to the next shift fitter KB14. safety procedures to be followed while operating the machine
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SA1. write clear and short sentences
	<p>Reading Skills</p>
	<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SA2. comprehend written instructions
<p>B. Professional Skills</p>	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
	<p>Problem Solving</p>
	<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SB1. apply problem-solving approaches in different situations SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others
<p>C. Technical Skills</p>	<p>Attention to Detail</p>
<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SB4. apply good attention to detail SB5. check your work is complete and free from errors 	
<p>You need to know and understand:</p> <ul style="list-style-type: none"> SC1. operate the machine 	

TSC/N 5701

Taking charge of shift and handing over shift to fitter

	<p>SC2. operate various valve & traps</p> <p>SC3. operate different material handling tools and equipment</p> <p>SC4. check the quality of processed fabric</p> <p>SC5. maintain cleanliness at work place</p>
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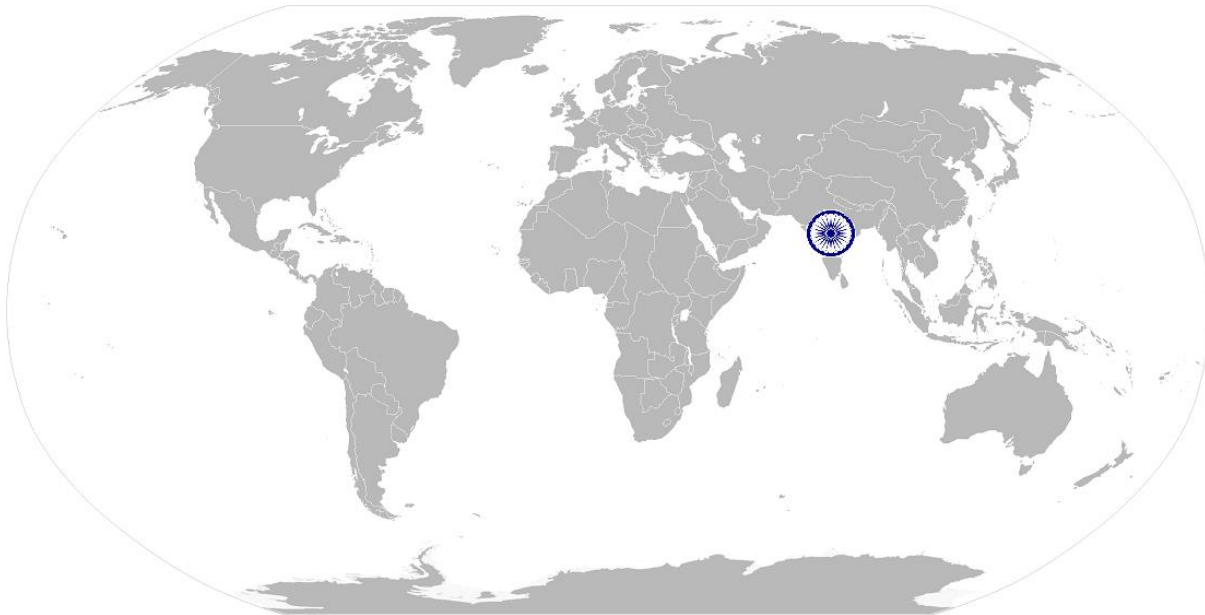


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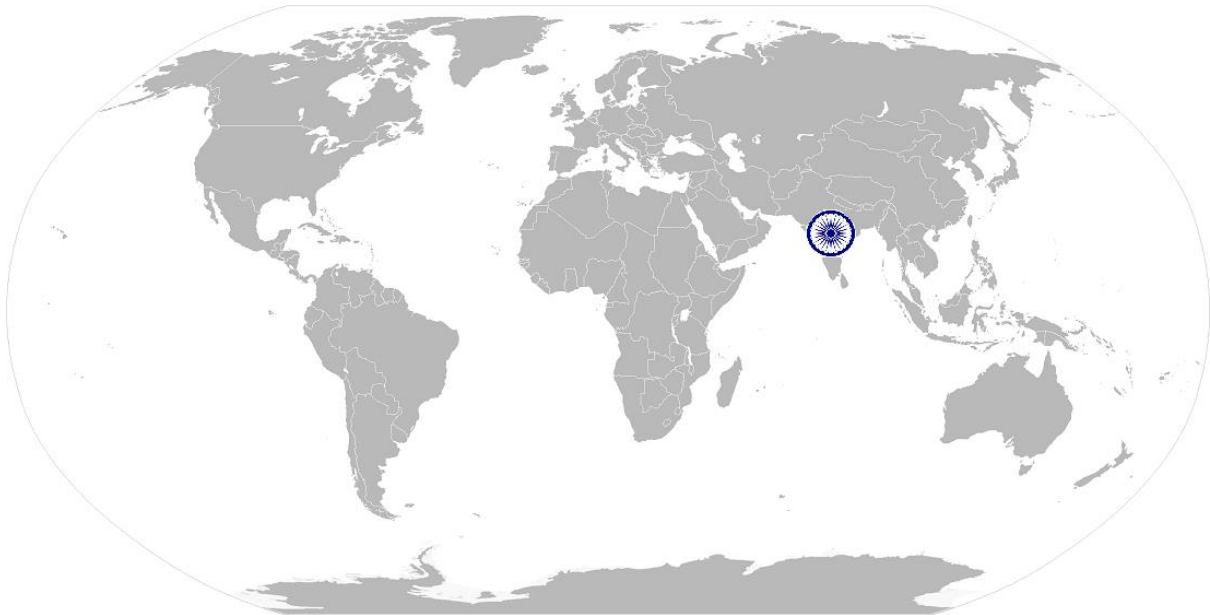
Taking charge of shift and handing over shift to fitter

NOS Version Control

NOS Code	TSC/N 5701		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/16



National Occupational Standard



Overview

This unit is about carrying out all types of Maintenance activities in a Processing unit

TSC/N 5702

Carryout all types of Maintenance activities in Processing unit

National Occupational Standard

Unit Code	TSC/N 5702
Unit Title	Carryout all types of Maintenance activities in Processing unit
Description	This unit is about carrying out all types of Maintenance activities in a Processing unit
Scope	<p>This unit covers the following:</p> <ul style="list-style-type: none"> • carryout general maintenance activities • carryout preventive maintenance activities • carryout breakdown maintenance activities
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Carryout General Maintenance activities	<p>To be competent, you must be able to:</p> <p>PC1. take round of the work area before the start of the shift and observing the working.</p> <p>PC2. noting 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 work done till now and the work pending in the machines stopped for repairs or for maintenance works or modifications.</p> <p>PC5. understand the production plan and preparing maintenance plan and allocating people for different activities.</p> <p>PC6. allocate the workers for different tasks considering their knowledge, skills, maturity and workloads agreed.</p> <p>PC7. ensure the use of safety gadgets like masks, gloves and shoes by all maintenance workers.</p> <p>PC8. to view at display panel board and identify the reason for breakdown maintenance</p> <p>PC9. identify any abnormal sound in machine and stopping the machine for carrying out maintenance activities</p>
Carryout Preventive maintenance activities	<p>PC10. check the proper functioning of machines like stenter, jiggers, drying range, mercerizing, singeing, sanforizing & others</p> <p>PC11. check the conditions of machine parts while they are being cleaned/scoured or overhauled</p> <p>PC12. identify the worn out parts and getting the worn-out parts replaced.</p> <p>PC13. monitor the stoppages due to breakdowns and analyzing the reasons for breakdowns and taking precautionary measures.</p> <p>PC14. 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.</p> <p>PC15. to oil and grease the different machine parts at scheduled interval for smooth functioning of machines</p> <p>PC16. ensure correct oil and grease are taken</p> <p>PC17. ensure proper functioning of machines in the processing department</p>
carryout breakdown maintenance activities	<p>PC18. attend the machine on a break down</p> <p>PC19. report to the maintenance supervisor on a breakdown</p> <p>PC20. preparing the machine for carrying out breakdown maintenance</p> <p>PC21. ensure in bringing the proper tool and equipment required for carrying out</p>

TSC/N 5702

Carryout all types of Maintenance activities in Processing unit

	<p>maintenance</p> <p>PC22. analyze the machine which is under breakdown &</p> <p>PC23. identify the reason for breakdown</p> <p>PC24. replace worn out parts with new parts</p> <p>PC25. ensure safety while carrying out maintenance activity</p> <p>PC26. ensure proper material handling of maintenance tools</p> <p>PC27. check for proper functioning of machine after maintenance</p> <p>PC28. repair further if further fine tuning is needed</p> <p>PC29. ensure the output material quality is as per quality requirement.</p> <p>PC30. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers</p> <p>PC31. ensure minimum time taken for attending the breakdown, identifying the reason for breakdown and carryout the breakdown maintenance activities</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organizational standard operating procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving with problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organisation'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>
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. importance of discipline & punctuality</p> <p>KB2. importance of take over & handover in achieving quality & productivity</p> <p>KB3. how to attend the machines priority wise</p> <p>KB4. procedure to dismantle and assemble different mechanisms in machines</p> <p>KB5. knowledge of various display signs</p> <p>KB6. stopping the machine & attending it immediately</p> <p>KB7. planning the preventive maintenance without hampering the production</p> <p>KB8. importance of oiling and greasing</p> <p>KB9. procedure to oil and grease the different machine parts</p> <p>KB10. reporting to the supervisor in time to avoid production loss</p> <p>KB11. skill to identify the reason for breakdown</p> <p>KB12. skill to carryout different maintenance activities</p> <p>KB13. skill to material handling the different maintenance tools properly</p> <p>KB14. skill to identify the quality of output material is as per requirement</p> <p>KB15. maintain cleanliness at work place</p>
Skills (S)	
<p>A. Core Skills/</p>	<p>Reading Skills</p>

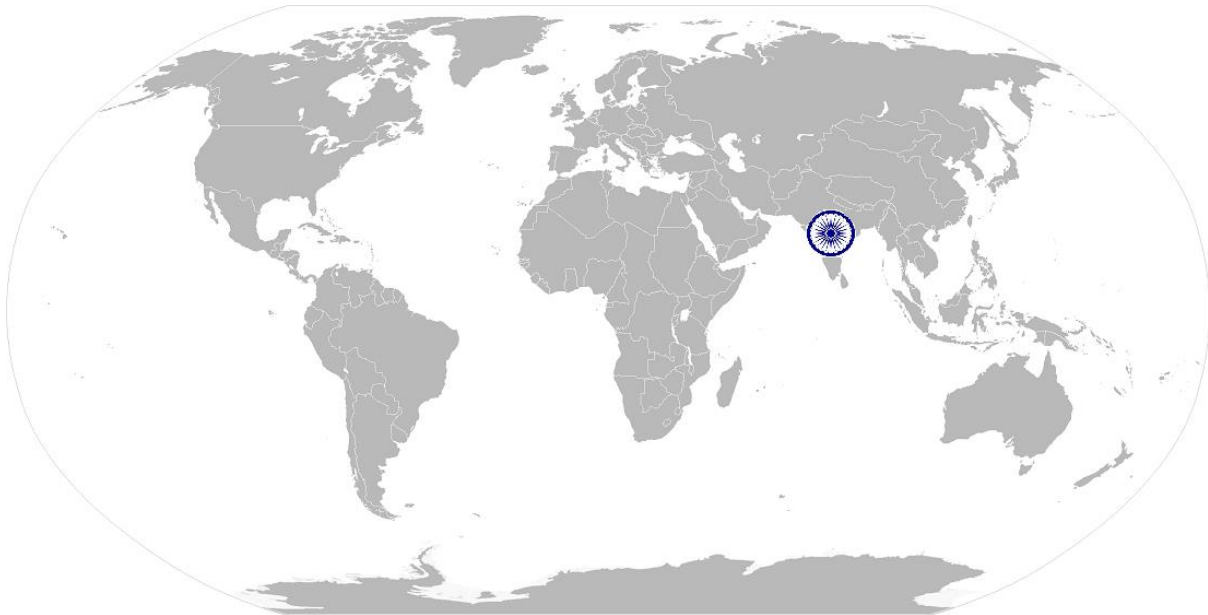
TSC/N 5702 Carryout all types of Maintenance activities in Processing unit

Generic Skills	You need to know and understand how to: SA1. comprehend written instructions SA2. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. communicate in local language orally SA4. communicate with supervisor appropriately SA5. talk to others to convey information effectively
B. Professional Skills	Problem Solving
	You need to know and understand how to: SB1. identify the real reason of problem faced SB2. apply problem-solving approaches in different situations SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to: SB5. apply good attention to detail SB6. check your work is complete and free from errors SB7. make sure every kind of communication is error free
C. Technical Skills	You need to know and understand : SC1. knowledge about the operations & functions of exposing machine SC2. knowledge of various spares & consumable items used in processing SC3. planning maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life. SC4. workloads, work allocation and standard working conditions for maintenance operatives. SC5. knowledge of lubricants SC6. knowledge of various types of bearing and belts SC7. knowledge of measuring instruments SC8. 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. SC9. knowledge of machine model and parts SC10. general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production. SC11. safety precautions and gadgets to be used in factory SC12. knowledge of functions of various processing machines SC13. procedure to replace worn-out parts SC14. attending to the problem in time to avoid the losses due to breakdown of machine SC15. importance of conducting the tool audits SC16. methods of oiling & greasing of machine parts SC17. knowledge of various oils & greases used in machines SC18. functions of various machines and mechanisms used in processing machines SC19. workloads, work allocation and standard working conditions for maintenance

TSC/N 5702

Carryout all types of Maintenance activities in Processing unit

	<p>operatives.</p> <p>SC20.general management knowledge</p> <p>SC21.factors affecting maintenance</p> <p>SC22.standing orders and discipline in working and precautions to be taken while working</p> <p>SC23.safety precautions and gadgets to be used in factory</p> <p>SC24.importance of time management</p>
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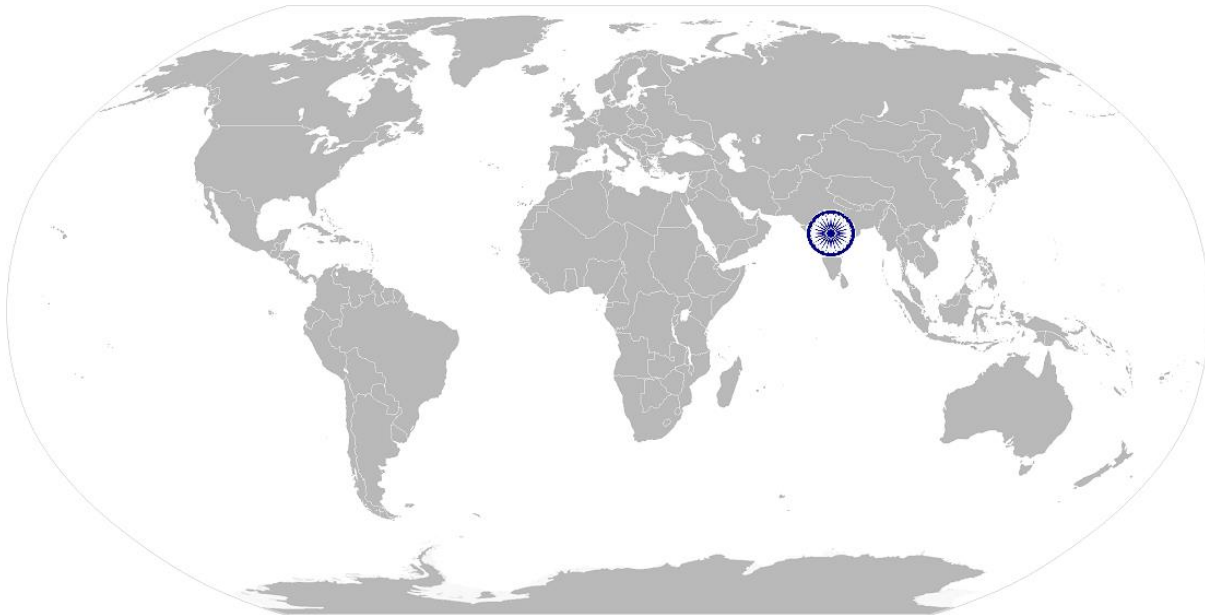


TSC/N 5702

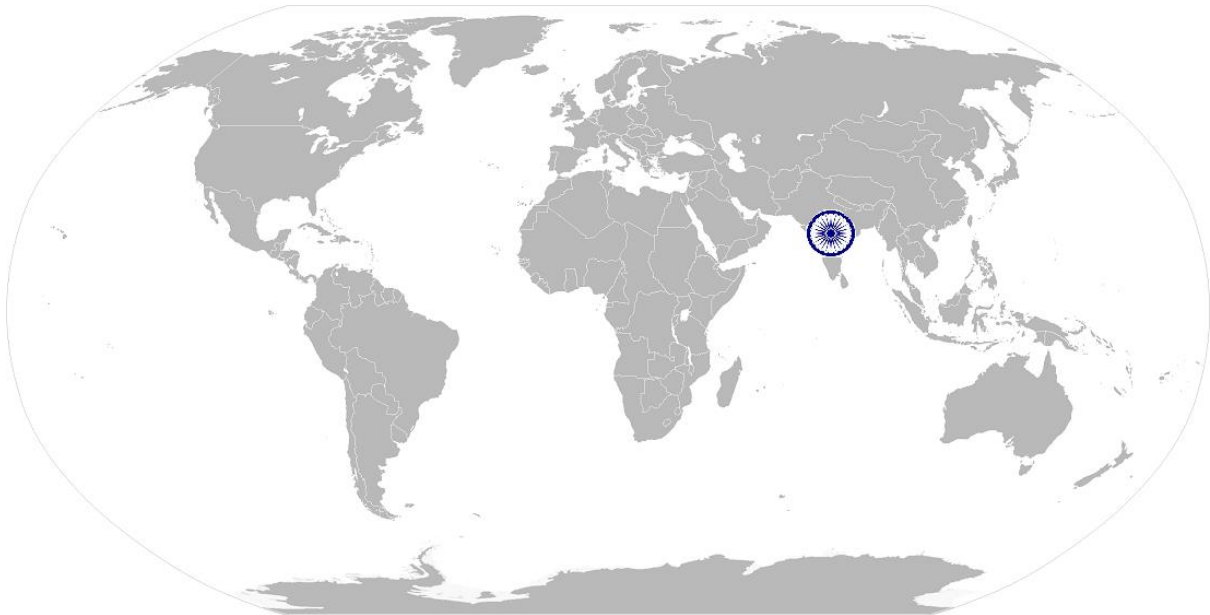
Carryout all types of Maintenance activities in Processing unit

NOS Version Control

NOS Code	TSC/N 5702		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/16



National Occupational Standard



Overview

This unit is about maintaining records of maintenance activities & ensuring spares availability

TSC/N 5703

Maintaining records & ensure spares availability

National Occupational Standard

Unit Code	TSC/N 5703
Unit Title	Maintaining records & ensure spares availability
Description	This unit is about maintaining Records of maintenance activities & ensuring Spares availability
Scope	<p>This unit covers the following:</p> <ul style="list-style-type: none"> maintaining records of maintenance activities ensuring spares availability
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Maintaining records of maintenance activities	<p>To be competent, you must be able to:</p> <p>PC1. carryout maintenance auditing</p> <p>PC2. record the activities in the log book (Report Book) and updating the machine history book</p> <p>PC3. plan maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life.</p> <p>PC4. calculate maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption</p>
Ensuring spares availability	<p>PC5. verify the stock of various spares, accessories and lubricants</p> <p>PC6. work out the indenting plan and placing indents.</p> <p>PC7. refer the machinery catalogues and identifying the correct spares needed.</p> <p>PC8. ensure availability of spares and giving requisitions on need basis</p> <p>PC9. maintain records of spares , oils & lubricants consumed</p> <p>PC10. check the quality of materials received at stores, for e.g. bearings, wheels, machine spares, belts, brushes, spanners and other tools</p>
Knowledge and Understanding (K)	
C. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organisational standard operating procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving with problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organisation'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>
D. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. time plan to complete the job</p> <p>KB2. skill to identify the problem in machine when it's small</p> <p>KB3. skill to identify the right spare</p> <p>KB4. skill to verify the quality of spares & consumables</p>

TSC/N 5703

Maintaining records & ensure spares availability

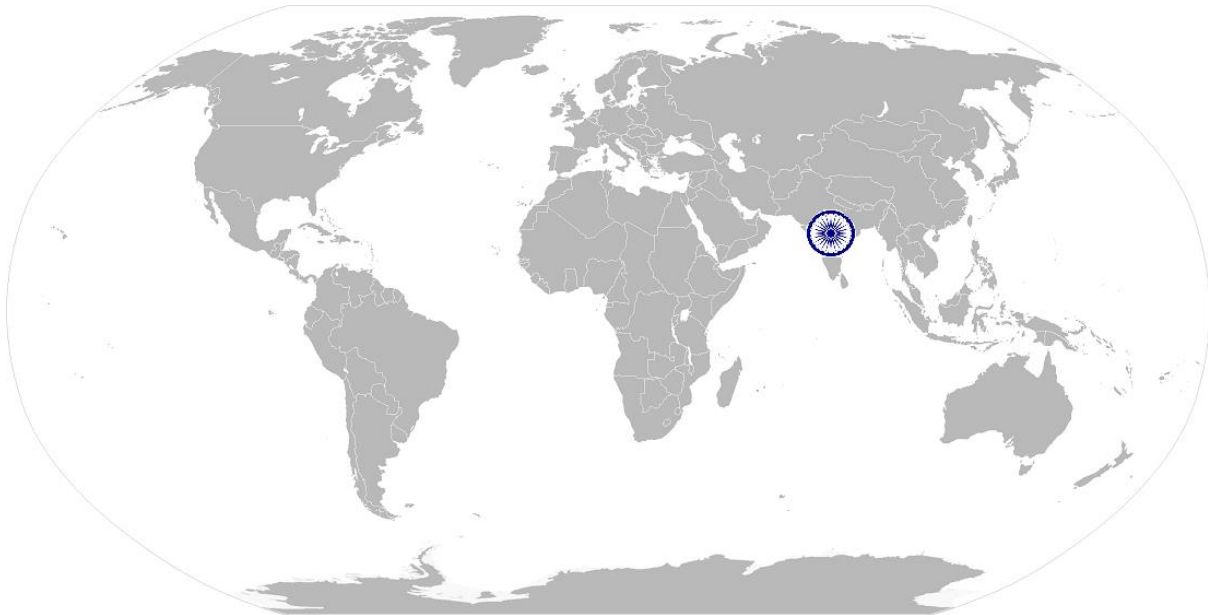
Skills (S)	
A. Core Skills/ Generic Skills	<p>Reading Skills You need to know and understand how to:</p> <ul style="list-style-type: none"> SA1. read and comprehend written instructions SA2. read any application sent by other colleagues
	<p>Oral Communication (Listening and Speaking skills) You need to know and understand how to:</p> <ul style="list-style-type: none"> SA3. communicate in local language orally SA4. communicate with supervisor appropriately SA5. talk to others to convey information effectively
	<p>B. Professional Skills</p> <p>Problem Solving You need to know and understand how to:</p> <ul style="list-style-type: none"> 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>Attention to Detail You need to know and understand how to:</p> <ul style="list-style-type: none"> SB5. apply good attention to detail SB6. check your work is complete and free from errors SB7. make sure every kind of communication is error free
C. Technical Skills	<p>You need to know and understand :</p> <ul style="list-style-type: none"> SC1. procedure to carryout maintenance auditing SC2. procedure to record preventive & breakdown maintenance activities SC3. allocation of work force to attend to maintenance activities SC4. methods & tools to reduce the breakdown in the machines & cost of maintenance SC5. knowledge of various spares & consumables used in processing SC6. procedures of indenting the spares SC7. type & functions of different spares SC8. keeping proper records & minimum order level SC9. knowledge of various spares & oils/ lubricants used in machines SC10. methods & procedure of checking the quality of spares & consumables

TSC/N 5703

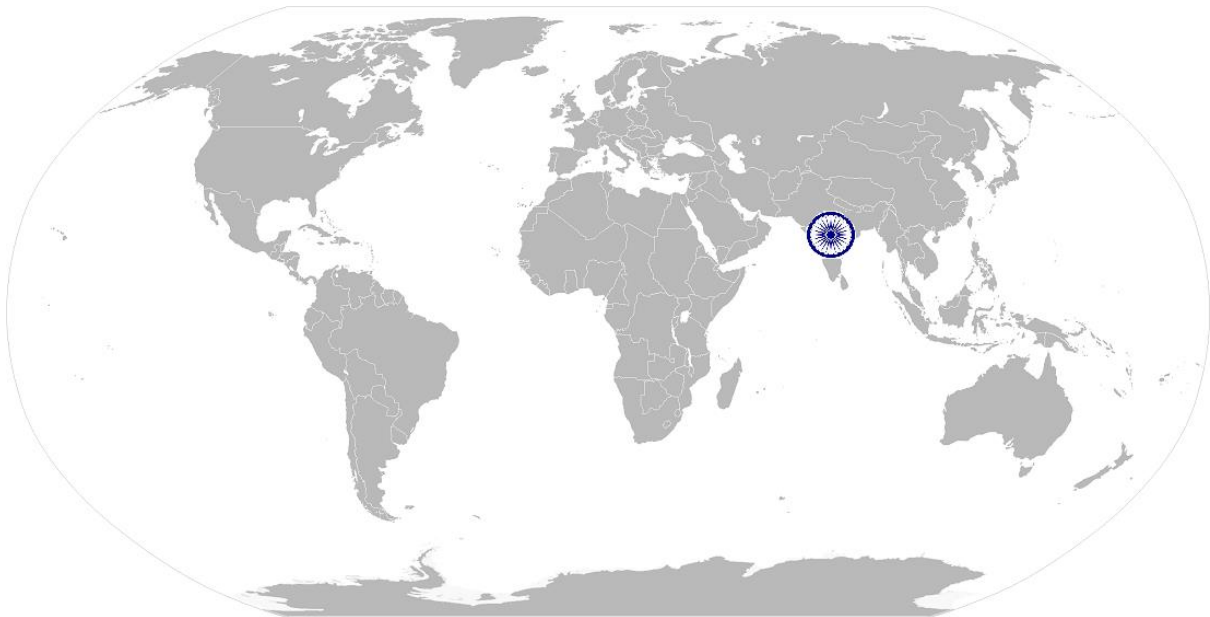
Maintaining records & ensure spares availability

NOS Version Control

NOS Code	TSC/N 5703		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/16



National Occupational Standard



Overview

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

TSC/ N9001

Maintaining work area, tools and machines

Unit Code	TSC/ N9001
Unit Title (Task)	Maintaining work area, tools and machines
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit/task covers the following: <ul style="list-style-type: none"> maintain the work area, tools and machines
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	<p>To be competent, you must be able to:</p> <p>PC1. handle materials, machinery, equipment and tools with care and use them in the correct way</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain tools and equipment</p> <p>PC6. carry out running maintenance within agreed schedules</p> <p>PC7. carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. report unsafe equipment and other dangerous occurrences</p> <p>PC9. ensure that the correct machine guards are in place</p> <p>PC10. work in a comfortable position with the correct posture</p> <p>PC11. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. dispose of waste safely in the designated location</p> <p>PC13. store cleaning equipment safely after use</p> <p>PC14. carry out cleaning according to schedules and limits of responsibility</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KB1. personal hygiene and duty of care</p> <p>KB2. safe working practices and organisational standard operating procedures</p> <p>KB3. limits of your own responsibility</p> <p>KB4. ways of resolving with problems within the work area</p> <p>KB5. the production process and the specific work activities that relate to the whole process</p> <p>KB6. the importance of effective communication with supervisors</p> <p>KB7. the lines of communication, authority and reporting procedures</p> <p>KB8. the organisation's rules, codes and guidelines (including timekeeping)</p> <p>KB9. the company's quality standards</p> <p>KB10. the importance of complying with written instructions</p> <p>KB11. equipment operating procedures / supervisor's instructions</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KA12. work instructions and specifications and interpret them accurately</p> <p>KA13. relation between work role and the overall manufacturing process</p>

TSC/ N9001

Maintaining work area, tools and machines

	<p>KA14. hazards likely to be encountered when conducting routine maintenance KA15. the importance of taking action when problems are identified KA16. different ways of minimising waste KA17. the importance of running maintenance and regular cleaning KA18. effects of contamination on products i.e. machine oil, dirt, foreign materials KA19. common faults with equipment and the method to rectify KA20. maintenance procedures KA21. different types of cleaning equipment and substances and their use KA22. safe working practices for cleaning and the method of carrying them out</p>
Skills (S)	
<p>A. Core Skills/ Generic Skills</p>	<p>Reading Skills You need to know and understand how to: SA6. comprehend written instructions SA7. read any application sent by other colleagues</p> <p>Oral Communication (Listening and Speaking skills) You need to know and understand how to: SA8. communicate with supervisor appropriately SA9. talk to others to convey information effectively</p>
<p>B. Professional Skills</p>	<p>Problem Solving You need to know and understand how to: SC1. identify the real reason of problem faced SC2. apply problem-solving approaches in different situations SC3. refer anomalies to the supervisor SC4. seek clarification on problems from others</p> <p>Attention to Detail You need to know and understand how to: SC5. apply good attention to detail SC6. check your work is complete and free from errors SC7. make sure every kind of communication is error free</p>
<p>C. Technical Skills</p>	<p>You need to know and understand :</p> <p>SC1. communicate effectively SC2. apply leadership skills wherever required SC3. take initiative at the right place SC4. understand the requirement to be creative</p>

TSC/ N9001

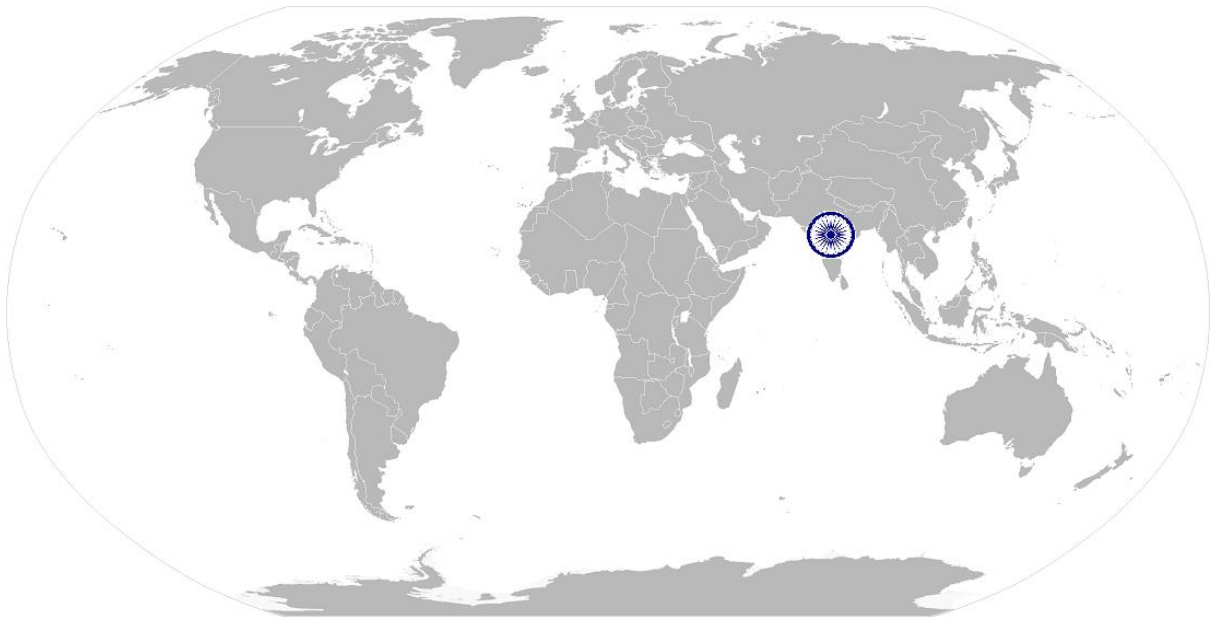
Maintaining work area, tools and machines

NOS Version Control

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



National Occupational Standard



Overview

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

TSC/ N9002

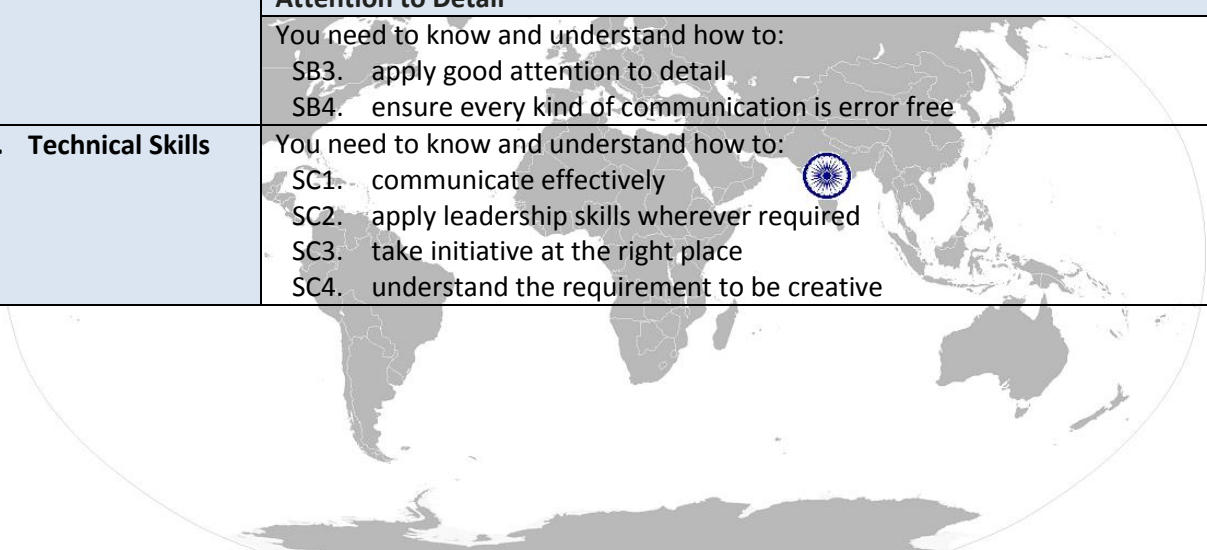
Working in a team

Unit Code	TSC/ N9002
Unit Title (Task)	Working in a team
Description	This unit is about working as a team member in the role of processing unit tender in the textile industry
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ commitment and trust ▪ communication ▪ adaptability ▪ creative freedom
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Commitment and trust	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. communicate about company policies properly 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 PC11. collaborate with colleagues performing the pre-required and post-required duty of processing unit tender
Creative freedom	PC12. develop new ideas for work procedures PC13. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)	
A. Organizational Context	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. procedure followed to get the final output in the textile mill KA3. safe working practices to be adopted in textile mill KA4. reporting to the supervisor or higher authority about any grievances faced
B. Technical Knowledge	You need to know and understand: KB1. the importance of the previous and next step of the process KB2. process flow in a processing unit and the concerned workers KB3. material flow in a processing unit and the required person KB4. functions of different parts of a machine KB5. tools and equipments used KB6. guidelines for operating the machines KB7. safety procedures to be followed in a machine
Skills (S)	
A. Core Skills/	Writing Skills
	You need to know and understand how to:

TSC/ N9002

Working in a team

Generic Skills	SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application
	Reading Skills You need to know and understand how to: SA4. comprehend written instructions SA5. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills) You need to know and understand how to: SA6. communicate with supervisor appropriately SA7. talk to co-workers to convey information effectively
	B. Professional Skills
Problem Solving You need to know and understand how to: SB1. identify the real reason of problem faced SB2. be able to find the most effective solution to the problems faced	Attention to Detail You need to know and understand how to: 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	

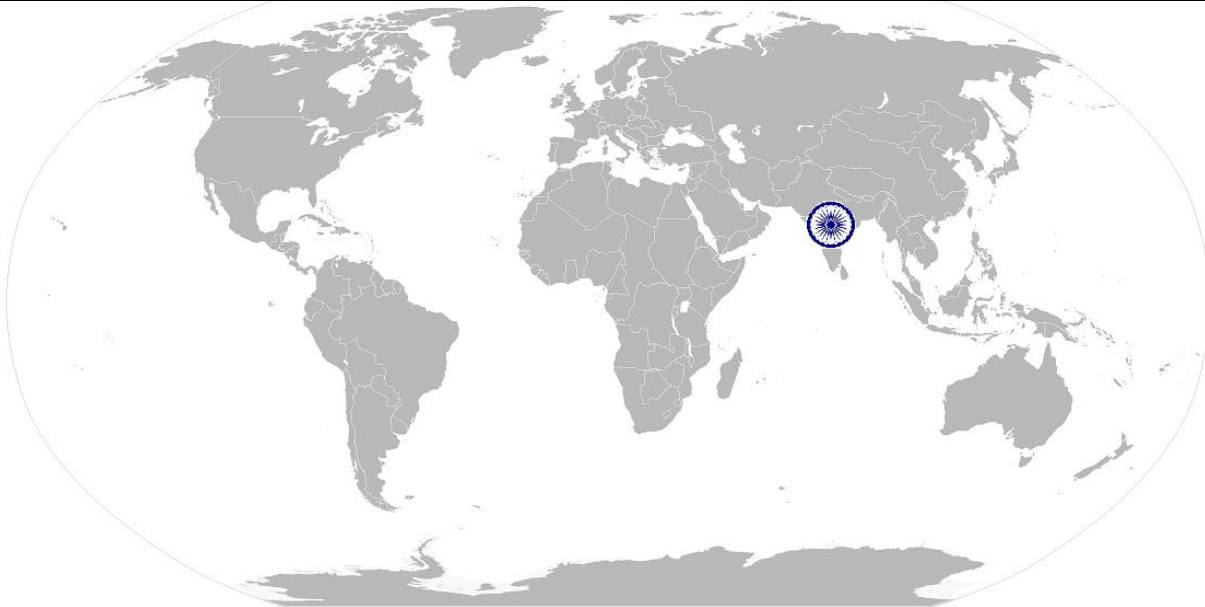


TSC/ N9002

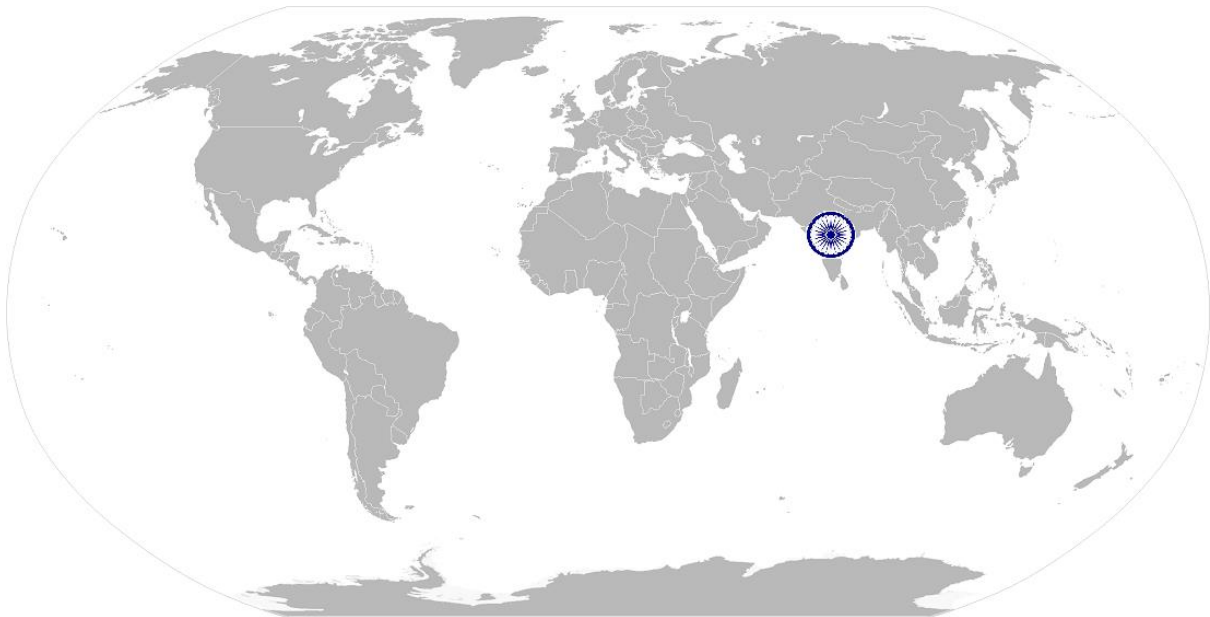
Working in a team

NOS Version Control

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



National Occupational Standard



Overview

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

TSC/ N9003

Maintain health, safety and security at work place

Unit Code	TSC/ N9003
Unit Title (Task)	Maintain health, safety and security at work place
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> ▪ comply with health, safety and security requirements at work ▪ recognizing the hazards ▪ planning the safety techniques ▪ implementing the programs
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Comply with health, safety and security requirements at work	<p>To be competent, you must be able to:</p> <p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment such as “ ear plug” “ nose mask “ “ head cap” etc., as per protocol</p> <p>PC3. carry out own activities in line with approved guidelines and procedures</p> <p>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. follow environment management system related procedures</p> <p>PC6. identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. report any service malfunctions that cannot be rectified</p> <p>PC8. store materials and equipment in line with organisational requirements</p> <p>PC9. safely handle and remove waste</p> <p>PC10. minimize health and safety risks to self and others due to own actions</p> <p>PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. monitor the workplace and work processes for potential risks and threat</p> <p>PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. follow organisation procedures for shutdown and evacuation when required</p>
Recognizing the hazards	<p>PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry</p> <p>PC20. recognise other possible security issues existing in the workplace</p>
Planning the safety	PC21. recognise different measures to curb the hazards

TSC/ N9003

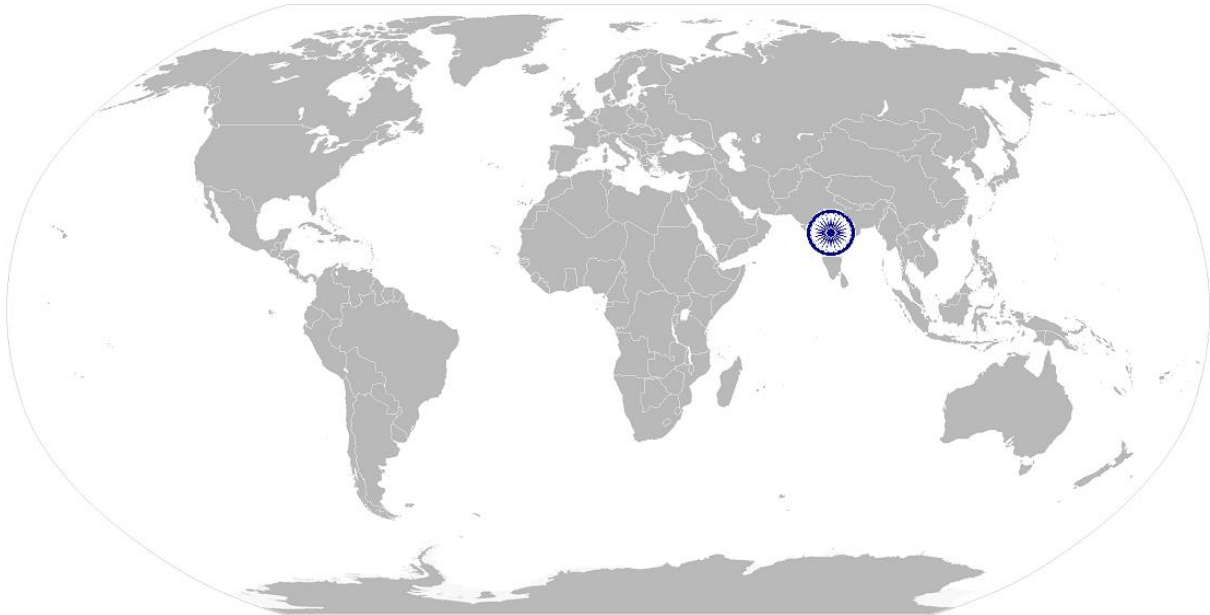
Maintain health, safety and security at work place

techniques	
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a processing unit KA2. safe working practices to be adopted in processing unit KA3. quality systems and other processes practiced in the processing unit KA4. health and safety related practices applicable at the workplace KA5. potential hazards, risks and threats based on nature of operations KA6. organizational procedures for safe handling of equipment and machine operations KA7. potential risks due to own actions and methods to minimize these KA8. environmental management system related procedures at the workplace KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA10. potential accidents and emergencies and response to these scenarios KA11. reporting protocol and documentation required KA12. details of personnel trained in first aid, fire-fighting and emergency response KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
B. Technical Knowledge	You need to know and understand: KB1. occupational health and safety risks and methods KB2. personal protective equipment and method of use KB3. identification, handling and storage of hazardous substances KB4. proper disposal system for waste and by-products KB5. signage related to health and safety and their meaning KB6. importance of sound health, hygiene and good habits KB7. ill-effects of alcohol, tobacco and drugs
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	SA2. You need to know how to: SA3. read and understand the company instructions SA4. read and understand the local language SA5. read and understand the safety guidelines
	Oral Communication (Listening and Speaking skills)
	SA6. You need to know how to: SA7. listen to others attentively SA8. respond to emergencies, accidents or fire at the workplace SA9. evacuate the premises and help others in need while doing so SA10. the value of physical fitness, personal hygiene and good habits SA11. talk with others politely

TSC/ N9003

Maintain health, safety and security at work place

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

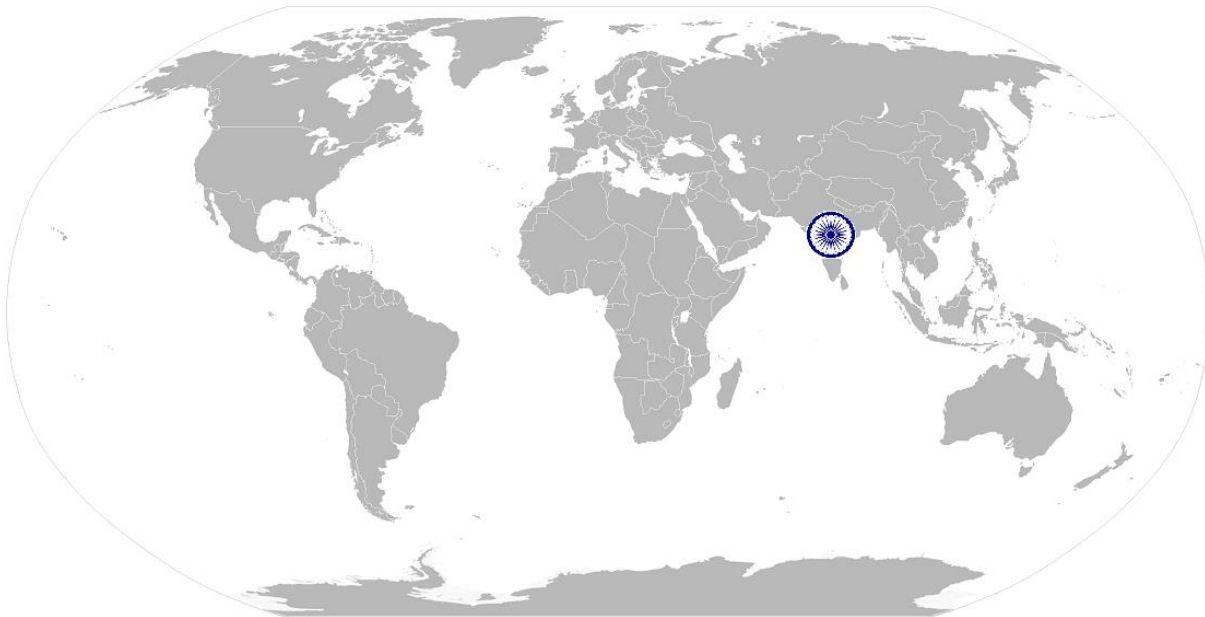


TSC/ N9003

Maintain health, safety and security at work place

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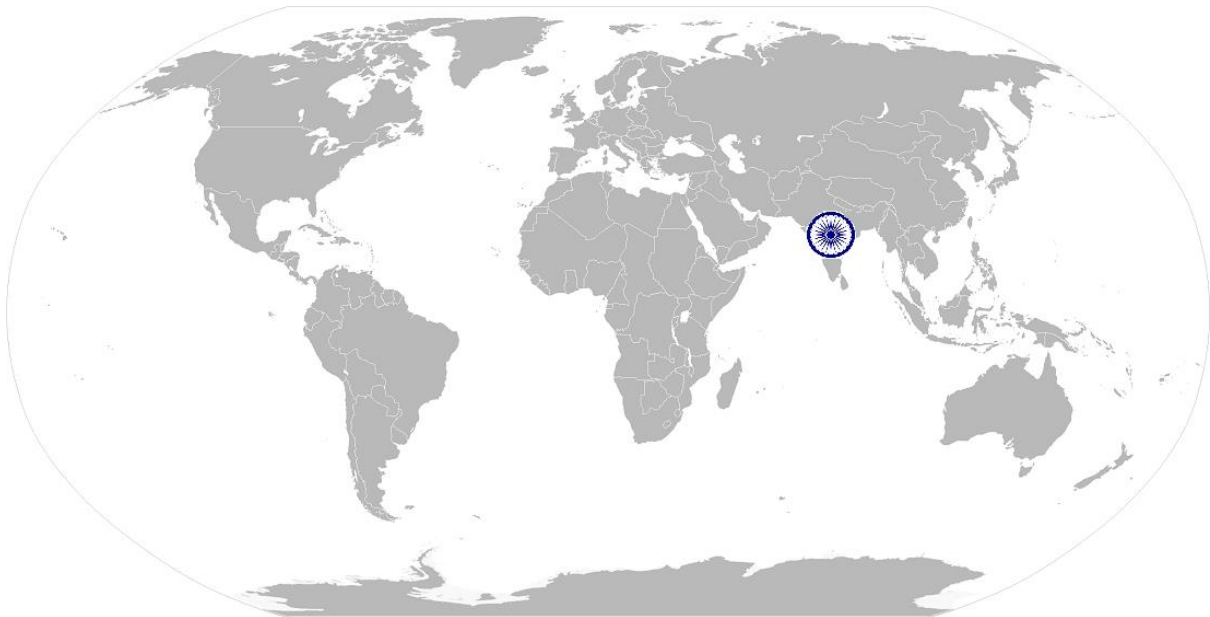
NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/16



TSC/ N9004

Comply with industry and organizational requirements

National Occupational Standard



Overview

This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry

TSC/ N9004

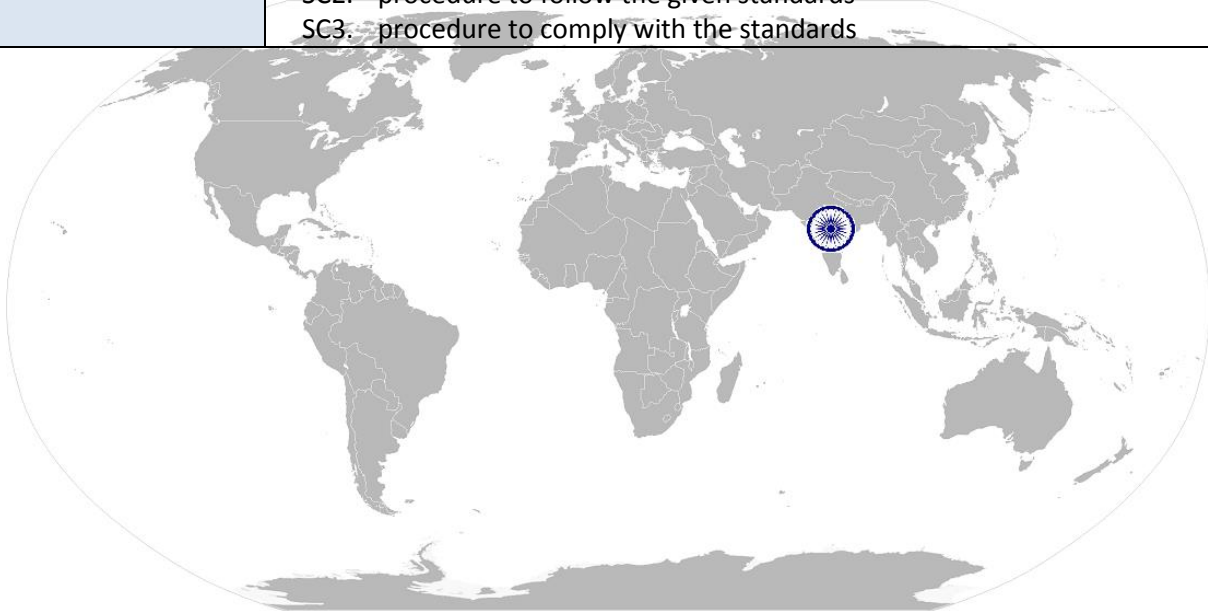
Comply with industry and organizational requirements

National Occupational Standard	Unit Code	TSC/ N9004
	Unit Title (Task)	Comply with industry and organizational requirements
	Description	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> ▪ self development ▪ team work ▪ organizational standards ▪ industry standards
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Self- development	<p>To be competent, you must be able to:</p> <p>PC1. perform own duties effectively</p> <p>PC2. take responsibility for own actions</p> <p>PC3. be accountable towards the job role and assigned duties</p> <p>PC4. take initiative and innovate the existing methods</p> <p>PC5. focus on self-learning and improvement</p>
	Team work	<p>PC6. co-ordinate with all the team members and colleagues</p> <p>PC7. communicate politely</p> <p>PC8. avoid conflicts and miscommunication</p>
	Organisational standards	<p>PC9. know the organisational standards</p> <p>PC10. implement them in your performance</p> <p>PC11. motivate others to follow them</p>
	Industry standards	<p>PC12. know the industry standards</p> <p>PC13. align them with organisation standards</p>
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a textile mill</p> <p>KA2. how report to the supervisor or higher authority</p> <p>KA3. knowledge of organisational standards</p> <p>KA4. knowledge of industry standards</p>	
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. process and material flow in a textile mill</p> <p>KB2. importance of complying with the standards</p> <p>KB3. guidelines for cleaning the various part of machine</p>	
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	<p>You need to know and understand how to:</p> <p>SA1. write reports</p> <p>SA2. write clear and short sentences</p>	

TSC/ N9004

Comply with industry and organizational requirements

	Reading Skills
	You need to know and understand how to: SA3. read the local language SA4. read one more language than the local language SA5. read and comprehend the standards and rules
	Oral Communication (Listening and Speaking skills)
B. Technical Skills	You need to know and understand how to: SA6. talk effectively with others SA7. put forward your point SA8. listen to others
	You need to know and understand : SC1. procedure of preparing the industry standards SC2. procedure to follow the given standards SC3. procedure to comply with the standards



TSC/ N9004

Comply with industry and organizational requirements

NOS Version Control

NOS Code	TSC/N 9004		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/16



Assessment criteria

Job Role: Fitter - Processing
Qualification Pack: Fitter - Processing
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/ N 5701 Taking charge of shift and handing over shift to fitter	PC1. come at least 10 - 15 minutes earlier to the work place	31	2	0	2	0
	PC2. bring the necessary operational tools to the department		2	0	2	0
	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.		2	0	2	0
	PC4. understand the fabric being processed & process running on the machine		2	0	2	0
	PC5. ensure the technical details are mentioned on the job card display on the machine		1	0	1	0
	PC6. check the next batch to be processed is ready near the machine		1	0	1	0
	PC7. check the cleanliness of the machines & other work areas		1	0	1	0
	PC8. question the previous shift fitter for any deviation in the above and bring the same to the knowledge of his/ her shift superior as well that of the previous shift		2	0	2	0

	as well.					
	PC9. hand over the shift to the incoming fitter in a proper manner		1	0	1	0
	PC10. ensure in providing the details regarding fabric quality & the process running on the machine		1	0	1	0
	PC11. provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine.		2	0	2	0
	PC12. ensure the empty trolley is near the machine for unloading the fabric		1	0	1	0
	PC13. ensure the next lot to be processed is ready near the machine already stitched & arranged properly		1	0	1	0
	PC14. ensure the required dyes & chemicals for the next lot or next process are weighed & prepared		1	0	1	0
	PC15. get clearance from the incoming counterpart before leaving the work spot		2	0	2	0
	PC16. report to his/ her shift superiors as well as that of the incoming shift fitter in case his/ her counterpart doesn't report for the incoming shift		2	0	2	0
	PC17. ensure the shift has to be properly handed over to the incoming shift fitter		2	0	2	0
	PC18. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and leave the department only after getting concurrence for the same from his/ her superiors		2	0	2	0
	PC19. collect the wastes from waste collection bags, weigh them and transport to storage area		1	0	1	0
	PC20. ensure the machine and its work place is clean		2	0	2	0
			31	0	31	0
	Total	Weightage %		0%	100%	0%
2. TSC/ N 5702 Carryout all	PC1. take round of the work area before the start of the shift and observing the working.	61	2	0	2	0

types of Maintenance activities in Processing unit	PC2. noting down the machines stopped for repairs and the type of problem.	2	0	2	0
	PC3. dismantle and assemble different mechanisms in machines on need basis	2	0	2	0
	PC4. understand the work done till now and the work pending in the machines stopped for repairs or for maintenance works or modifications.	2	0	2	0
	PC5. understand the production plan and preparing maintenance plan and allocating people for different activities.	2	0	1	1
	PC6. allocate the workers for different tasks considering their knowledge, skills, maturity and workloads agreed.	2	0	2	0
	PC7. ensure the use of safety gadgets like masks, gloves and shoes by all maintenance workers.	3	0	2	1
	PC8. to view at display panel board and identify the reason for breakdown maintenance	2	0	1	1
	PC9. identify any abnormal sound in machine and stopping the machine for carrying out maintenance activities	2	0	2	0
	PC10. check the proper functioning of machines like stenter, jiggers, drying range, mercerizing, singeing, sanforizing& others	2	0	2	0
	PC11. check the conditions of machine parts while they are being cleaned/scoured or overhauled	2	0	2	0
	PC12. identify the worn out parts and getting the worn-out parts replaced.	2	0	2	0
	PC13. monitor the stoppages due to breakdowns and analyzing the reasons for breakdowns and taking precautionary measures.	2	0	1	1
	PC14. 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.	2	1	1	0
	PC15. to oil and grease the different machine parts at scheduled interval for smooth functioning of machines	2	0	2	0
	PC16. ensure correct oil and grease are taken	3	1	1	1

	PC17. ensure proper functioning of machines in the processing department		2	0	2	0
	PC18. attend the machine on a break down		1	0	1	0
	PC19. report to the maintenance supervisor on a breakdown		1	0	1	0
	PC20. preparing the machine for carrying out breakdown maintenance		2	0	2	0
	PC21. ensure in bringing the proper tool and equipment required for carrying out maintenance		2	0	2	0
	PC22. analyze the machine which is under breakdown &		2	0	2	0
	PC23. identify the reason for breakdown		2	1	0	1
	PC24. replace worn out parts with new parts		2	0	2	0
	PC25. ensure safety while carrying out maintenance activity		2	0	1	1
	PC26. ensure proper material handling of maintenance tools		2	0	1	1
	PC27. check for proper functioning of machine after maintenance		2	0	2	0
	PC28. repair further if further fine tuning is needed		1	0	1	0
	PC29. ensure the output material quality is as per quality requirement.		1	0	1	0
	PC30. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers		2	0	2	0
	PC31. ensure minimum time taken for attending the breakdown, identifying the reason for breakdown and carryout the breakdown maintenance activities		3	0	2	1
			61	3	49	9
	Total	Weightage %		5%	80%	15%
3. TSC/N 5703 Maintaining records & ensure spares availability	PC1. carryout maintenance auditing	20	2	0	2	0
	PC2. record the activities in the log book (Report Book) and updating the machine history book		2	0	1	1
	PC3. plan maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life.		2	0	2	0

	PC4. calculate maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption		2	1	1	0
	PC5. verify the stock of various spares, accessories and lubricants		2	0	2	0
	PC6. work out the indenting plan and placing indents.		2	0	2	0
	PC7. refer the machinery catalogues and identifying the correct spares needed.		2	1	1	0
	PC8. ensure availability of spares and giving requisitions on need basis		2	0	2	0
	PC9. maintain records of spares , oils & lubricants consumed		2	0	2	0
	PC10. check the quality of materials received at stores, for e.g. bearings, wheels, machine spares, belts, brushes, spanners and other tools		2	0	2	0
			20	2	17	1
	Total	Weightage %		10%	85%	5%
4. TSC/ N9001 Maintain work area, tools and machines	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	29	3	1	2	0
	PC2. use correct lifting and handling procedures		1	0	1	0
	PC3. use materials to minimize waste		2	1	1	0
	PC4. maintain a clean and hazard free working area		3	1	1	1
	PC5. maintain tools and equipment		3	1	2	0
	PC6. carry out running maintenance within agreed schedules		2	1	1	0
	PC7. carry out maintenance and/or cleaning within one's responsibility		1	0	1	0
	PC8. report unsafe equipment and other dangerous occurrences		1	1	0	0
	PC9. ensure that the correct machine guards are in place		2	1	1	0
	PC10. work in a comfortable position with the correct posture		3	1	2	0
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		2	1	1	0
	PC12. dispose of waste safely in the		2	0	2	0

	designated location					
	PC13. store cleaning equipment safely after use		2	0	2	0
	PC14. carry out cleaning according to schedules and limits of responsibility		2	1	1	0
			29	10	18	1
	Total	Weightage %		34%	62%	3%
5.TSC/ N9002 Working in a team						
	PC1. be accountable to the own role in whole process	26	2	1	1	0
	PC2. perform all roles with full responsibility		3	1	2	0
	PC3. be effective and efficient at workplace		4	1	2	1
	PC4. properly communicate about company policies		2	1	0	1
	PC5. report all problems faced during the process		1	1	0	0
	PC6. talk politely with other team members and colleagues		2	1	1	0
	PC7. submit daily report of own performance		1	0	1	0
	PC8. adjust in different work situations		2	0	2	0
	PC9. give due importance to others' point of view		2	1	0	1
	PC10. avoid conflicting situations		3	1	1	1
	PC11. develop new ideas for work procedures		2	1	1	0
	PC12. improve upon the existing techniques to increase process efficiency		2	1	1	0
			26	10	12	4
	Total	Weightage %		38%	46%	15%
6. TSC/ N9003 Maintain health, safety and security at workplace						
	PC1. comply with health and safety related instructions applicable to the workplace	71	5	1	3	1
	PC2. use and maintain personal protective equipment such as "ear plug", " nose mask ", " head cap" etc., as per protocol		5	1	3	1
	PC3. carry out own activities in line with approved guidelines and procedures		3	1	2	0

	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants	2	1	0	1
	PC5. follow environment management system related procedures	3	1	2	0
	PC6. identify and correct (if possible) malfunctions in machinery and equipment	3	1	1	1
	PC7. report any service malfunctions that cannot be rectified	2	1	0	1
	PC8. store materials and equipment in line with organisational requirements	2	0	1	1
	PC9. safely handle and remove waste	2	0	2	0
	PC10. minimize health and safety risks to self and others due to own actions	3	1	1	1
	PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	3	1	1	1
	PC12. monitor the workplace and work processes for potential risks and threat	2	0	2	0
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	3	2	0	1
	PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel	3	2	0	1
	PC15. participate in mock drills/ evacuation procedures organized at the workplace	3	1	2	0
	PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so	5	2	2	1
	PC17. take action based on instructions in the event of fire, emergencies or accidents	4	1	2	1
	PC18. follow organisation procedures for shutdown and evacuation when required	2	0	2	0
	PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry	5	1	3	1
	PC20. recognise other possible security issues existing in the workplace	3	1	1	1
	PC21. recognise different measures to curb the hazards	3	1	2	0
	PC22. communicate the safety plan to everyone	3	2	0	1
	PC23. attach disciplinary rules with the implementation				

	PC23. attach disciplinary rules with the implementation		2	1	1	0
			71	23	33	15
	Total	Weightage %		32%	46%	21%
7. TSC/ N9004 Comply with industry and organisational requirements						
	PC1. perform own duties effectively	39	4	1	2	1
	PC2. take responsibility for own actions		4	1	2	1
	PC3. be accountable towards the job role and assigned duties		3	1	1	1
	PC4. take initiative and innovate the existing methods		4	1	2	1
	PC5. focus on self-learning and improvement		3	1	1	1
	PC6. co-ordinate with all the team members and colleagues		3	1	2	0
	PC7. communicate politely		3	1	2	0
	PC8. avoid conflicts and miscommunication		3	1	2	0
	PC9. know the organisational standards		2	1	1	0
	PC10. implement them in your performance		3	1	2	0
	PC11. motivate others to follow them		3	1	2	0
	PC12. know the industry standards		2	1	0	1
	PC13. align them with organisation standards		2	0	2	0
			39	12	21	6
	Total	Weightage %		31%	54%	15%
	Grand Total		270	60	181	36