QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR

Contents

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 - Shuttleless Weaving Machine: Rapier

SECTOR: TEXTILE

SUB-SECTOR: WEAVING

OCCUPATION: MAINTENANCE

REFERENCE ID: TSC/Q 2403

ALIGNED TO: NCO-2004 / 7233.46

Brief Job Description: A Fitter - Shuttleless Weaving Machine: Rapier is a job-role in a weaving department. The responsibility of Fitter - Shuttleless Weaving Machine: Rapier is to maintain the loom efficiently so as to get maximum output with minimum defects, with less cost of production and giving due importance to safety and environment aspects.

Personal Attributes: A Fitter - Shuttleless Weaving Machine: Rapier should have good eyesight, eye-hand coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Job Details

Qualifications Pack Code	**TSC/Q 2403**		
Job Role	**Fitter - Shuttleless Weaving Machine: Rapier**		
Credits (NSQF)	**TBD**	**Version number**	**1.0**
Sector	**Textile**	**Drafted on**	**15/12/14**
Sub-sector	**Weaving**	**Last reviewed on**	**21/01/15**
Occupation	**Maintenance**	**Next review date**	**01/03/16**

Job Role	**Shuttle-less Weaving Machine Fitter: Rapier**
Role Description	To maintain automatic shuttle-less loom (rapier loom) efficiently so as to get maximum output with minimum defects, with less cost of production
NSQF level **Minimum Educational Qualifications** **Maximum Educational Qualifications**	5 10th standard, preferably N/A
Training (Suggested but not mandatory)	Training in weaving department
Experience	Preferably 1-2 years of work experience in a weaving unit
National Occupational Standards (NOS)	**Compulsory:** 1. TSC/ N2404 Taking charge of shift and handing over shift to fitter 2. TSC/ N2405 Maintain the shuttle-less loom: Rapier Looms 3. TSC/ N9001 Maintain work area, tools and machines 4. TSC/ N9002 Working in a team 5. TSC/ N9003 Maintain health, safety and security at workplace 6. TSC/ N9004 Comply with industry and organizational requirement **Optional:** **N/A**
Performance Criteria	As described in the relevant OS units

Table 1: Glossary of Key Terms

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an '**O**' or an '**N**'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.

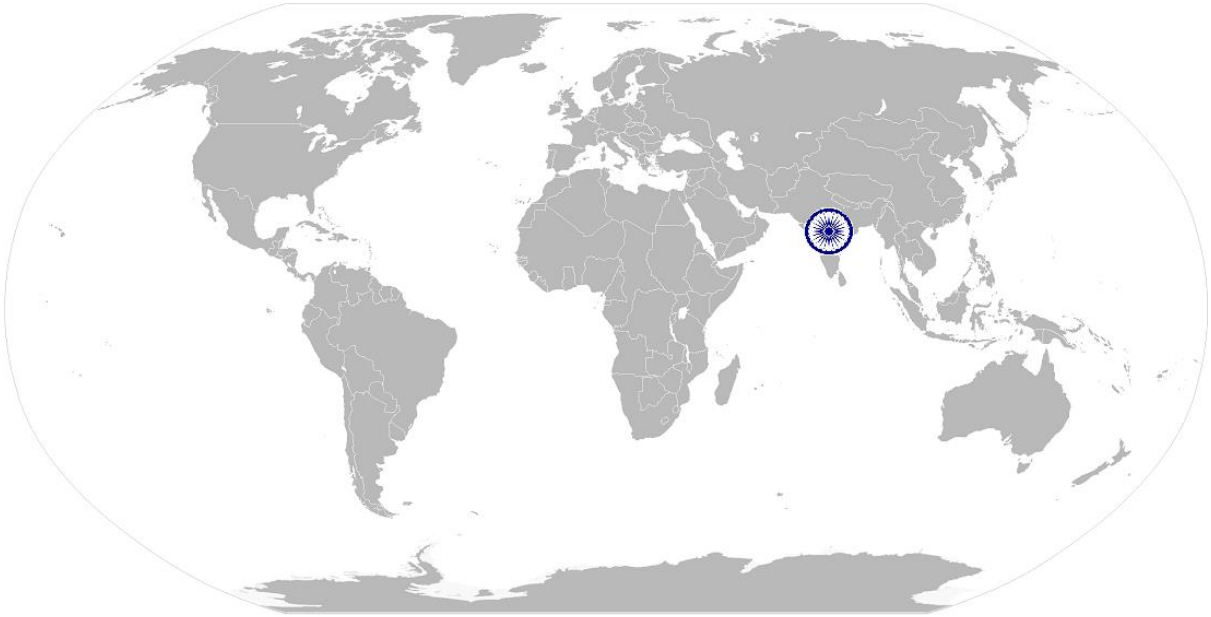
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in 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.

Acronyms

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

TSC/ N2404 **Taking charge of shift and handing over shift to fitter**

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

National Occupational Standard

Unit Code	TSC/ N 2404
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:** ▪ To take charge of shift from previous shift fitter ▪ To hand over the shift to next shift fitter
Elements	**Performance Criteria**
To take charge of shift from previous shift fitter	To be competent, you must be able to: PC1. come at least 15 - 20 minutes earlier to the work spot PC2. ensure that the necessary tools, gauges etc, are in place PC3. check for the availability of the weft & the condition of the same PC4. check the working condition of the Weft Feeders PC5. check for the fabric defects on the cloth PC6. check for the correct functions of Centre Cutter , Side Cutter etc., wherever they are in use PC7. check whether the leno ends are drawn properly PC8. check whether catch cord ends are drawn properly PC9. check whether the Leno motion works properly PC10. check the condition of the running beams , for cross ends, ends pulling out particularly at the selvedge PC11. check the condition of the Rapiers PC12. check the condition of the Rapier Tapes PC13. note down the break downs PC14. check for the size of the Cloth Rolls & to see whether any indication is there in the cloth rolls PC15. check the cleanliness of the machines & other work areas PC16. check whether any spare/raw material/ tool / fabric/ any other material is thrown under the machines or in the other work areas PC17. question the previous shift fitter for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well as that of the previous shift
To hand over the shift to next shift fitter	PC18. hand over the shift to the incoming fitter in a proper manner PC19. get clearance from the incoming counterpart before leaving the work spot PC20. report to his/ her shift Superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift. In that case, the shift has to be properly handed over to the incoming shift Superior & get clearance from Him before leaving the work spot PC21. report to His/ Her shift Superior about the quality / production / safety issues/ any other issue faced in His/ Her shift and should leave the department only after getting concurrence for the same from His/ her superiors

TSC/ N2404 **Taking charge of shift and handing over shift to fitter**

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. the organization's policies & standard operating procedures (SOP) KA2. should have an awareness, knowledge of customers KA3. potential hazards associated with the machines and the safety precautions must be taken KA4. protocol to obtain more information on work related tasks KA5. contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipments KA6. details of the various job roles & responsibilities KA7. documentation and reporting formats KA8. work targets & review mechanism with superiors KA9. protocol and format for reporting work related risks/ problems KA10. method of obtaining /giving feed back with respect to performance KA11. importance of harmonious working relationships KA12. process for offering /obtaining work related assistance KA13. responsibilities under health, safety and environmental legislation KA14. guidelines for storage & disposal of waste materials
B. Technical/ Domain Knowledge	The user/individual on the job needs to know and understand: KB1. minimum quality requirements of the product with respect to permissible/non permissible defect KB2. fabric quality particulars such as ends & picks per inch, width weave etc.
(About the Raw materials)	KB3. yarns from natural fibers - cotton, silk, wool KB4. yarns from manmade fibers - polyester, nylon, viscose. KB5. Blended yarns - Polyester Cotton, Polyester Viscose
(About different types of Looms)	KB6. Hand Loom KB7. Power Loom - Conventional Loom KB8. Auto Loom - Shuttle Looms KB9. Shuttleless Looms - Rapier , Projectile , Airjet, Waterjet KB10. Tappet loom/ Cam Loom/ Crank Loom , Dobby Loom, Jacquard Loom
(About Type Of Weaves)	KB11. Plain Weave, Twill , Drill, Plain Satin, Stripe Satin , Dobby designs , Jacquard Designs
(Causes for fabric defects)	KB12. Wrong Drawing , Wrong Denting, End Out , Double End, Broken Pick, Double Pick, Missing Pick, Hand Stain , Hole, Wrong Weft, Bad Selvedge KB13. End Out, Let-Off, Take- Up problem, Temple Mark, Temple Cut, Emery Hole/ Emery Cut/ Emery Mark, Broken Pick, Missing Pick, Double Pick, Short Pick, Snarls, Impression Mark, Oil Stain, Lashing In, Weft Catching, Selvedge Cut, Loops, Weft Stitches, Warp Stitches, Bumping Mark, Weft Crack, Cloth Torn , Bad Shedding, Warp Floats, Weft Floats, Reed Mark, Bad Selvedge, Starting Mark, Thin & Thick Place , Hair line crack KB14. Spinning Faults - Thin Place, Thick Place, Neps, Kitties, Contamination, Color

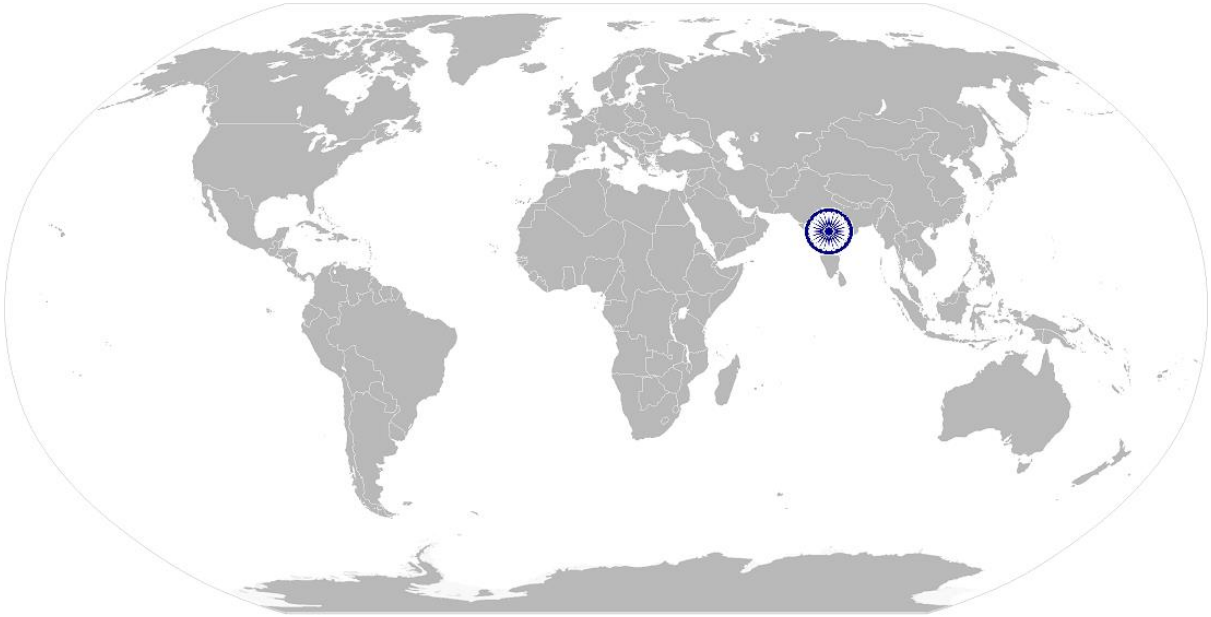
	Flies, Yarn variation, Shade Variation KB15. Sizing Faults - Shade variation, Size Patches, Sizing Oil, Bead formation KB16. Weaving Faults - Wrong Weft, Wrong Pattern, Less Width, Low EPI, Low PPI, Wrong Warp KB17. Four Point American System ▪ Below 3" - 1 point ▪ Between 3" to 6 " - 2 points ▪ Between 6" to 9" - 3 points ▪ Above 9" - 4 points
(British system of grading cuttable faults, warp way continuous faults, specification deviations)	KB18. A Grade - No Cuttable Faults, No Warp Way Continuous Faults, No 3 Major Faults, 15 minor points KB19. B Grade - Rejection. Deviation from A Grade KB20. Cuttable Faults ; Hole, Let - Off, Take - Up, Selvedge Cut, Weft Crack, Cloth Torn, Wrong Pattern, Bad Shedding, Size Patches , Sizing Oil, Bead Formation, Wrong Weft KB21. Major Faults : Wrong Drawing, Wrong Denting, End Out, Double End, Temple Mark, Temple Cut, Emery Hole, Emery Cut, Emery Mark, Impression Mark, Guide Tooth Mark, Under Tuck In, Tails, Warp Stitches , Warp Floats, Reed Mark, Bad Selvedge, Yarn Variation, Shade Variation KB22. Cloth Width - No Minus is accepted & No excess above 0.5" is accepted KB23. Ends Per Inch - Plus or Minus 2 is accepted. Picks Per Inch - Plus or Minus 1.
(American System)	KB24. A Grade - No Cuttable Faults, No Warp Way Continuous Faults, No of grading Export Specification Deviation. Maximum 15 points for 100 Square meter Standard – Piece KB25. B Grade - Rejection. Deviation from A Grade KB26. Lengths - Between 40 meters to 79.75 meters - 20% (to variation from Buyer to Buyer) KB27. Above 80 meters - 80%
(Safety Mechanism)	KB28. safety mechanisms of the machines & should ensure that the same are in order KB29. Should know about the stop motions & should ensure that the same are in order KB30. Should know about the indication lamps & should ensure that the same are in order
(Machine operations)	KB31. functional operations of the machines
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

TSC/ N2404 **Taking charge of shift and handing over shift to fitter**

	You need to know and understand how to: SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
B. Professional Skills	**Problem Solving**
	You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to: SB4. apply good attention to detail SB5. check your work is complete and free from errors
	Participation
	SB6. participate in the various programs/ meetings that will be conducted by the Superiors SB7. put forth the suggestions in the interest of the Company SB8. participate in the " Quality Circles" that will be formed by the Superiors SB9. extend voluntary supports and adapt to the various procedures that will be adopted by the Company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001" GOTS Certification " Fair Trade " etc
C. Technical Skills	You need to know and understand how to: SC1. ensure that Warp breaks/loom hour doesn't exceed 2 SC2. ensure that weft breaks/loom hour doesn't exceed 1 SC3. ensure that fabric rejection doesn't exceed 1% SC4. ensure that the efficiency is maintained in excess of 85% SC5. ensure that the warp waste doesn't exceed 0.5% SC6. ensure that the weft waste doesn't exceed 1 %

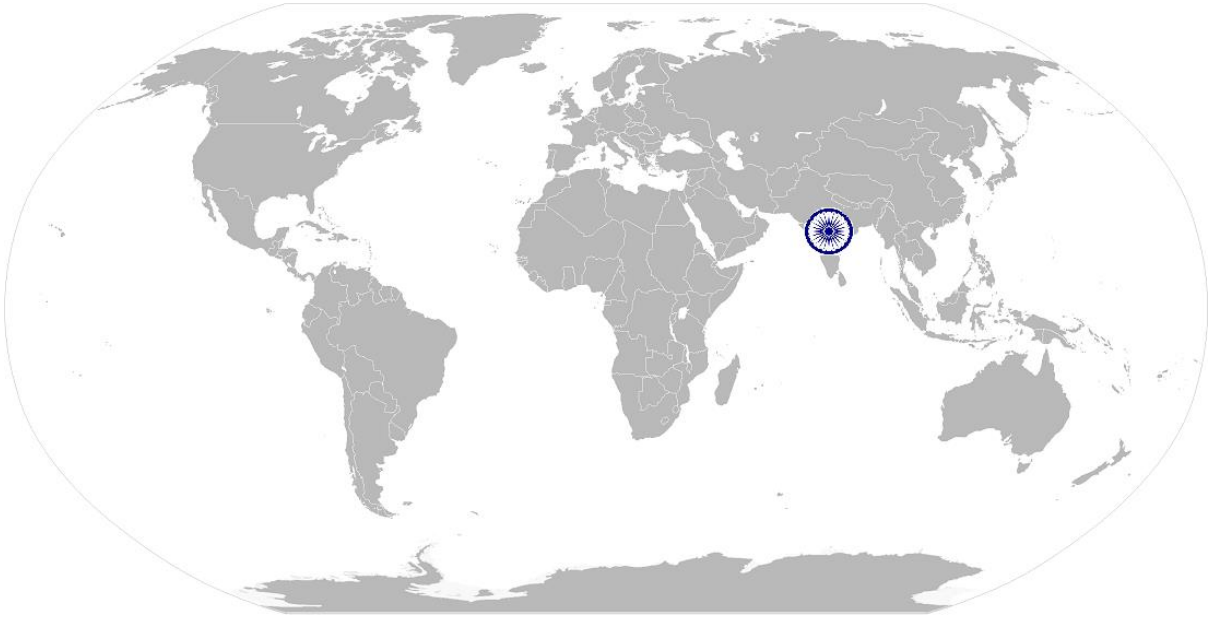
NOS Version Control

NOS Code	TSC/ N 2404		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Maintenance	Next review date	01/03/16



TSC/ N2405 **Maintain the shuttle-less loom: Rapier Looms**

National Occupational Standard



Overview

This unit provides performance criteria, knowledge & understanding and skills & abilities required to maintain shuttle-less loom (Rapier Looms), by attending to repairs with respect to quality & production so as to get maximum output & minimum defects, and with less cost of production without entertaining any damage to the people, the machine etc. without wasting much of raw materials, spares, tools etc., & without spoiling the environmental aspects.

TSC/ N2405 **Maintain the shuttle-less loom: Rapier Loom**

National Occupational Standard

Unit Code	TSC/ N 2405
Unit Title (Task)	**Maintain the shuttle-less loom: Rapier Looms**
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to maintain shuttle-less loom (Rapier Looms), by attending to repairs with respect to quality & production so as to get maximum output & minimum defects, and with less cost of production without entertaining any damage to the people, the machine etc. without wasting much of raw materials, spares, tools etc., & without spoiling the environmental aspects.
Scope	**This unit/task covers the following:** ▪ Attending to quality Issues ▪ Attending Production Issues/ Break downs ▪ Ensuring Maintenance activities ▪ Other Work Practices
Elements	**Performance Criteria**
Attending to quality Issues	To be competent, you must be able to: PC1. ensure that the production is commenced only after the sample is approved PC2. ensure that bulk production is started only after the first roll is approved PC3. ensure that Warp Stop motion functions properly, so that no end out problem , warp float etc. doesn't occur on the fabrics PC4. ensure that Weft stop motion functions properly so that fabrics don't get rejected due to weft crack PC5. maintain Take – Up & Let-Off mechanisms properly so that fabrics don't get rejected due to let-off faults, take-up faults etc PC6. ensure proper functioning of stop motions, Back Rest, Shedding etc., so that fabrics are free from defects like starting mark, bad shedding etc. PC7. maintain temple setting , reed setting so that fabrics don't get rejected for reasons like "temple cut", "temple mark", "Reed mark" PC8. attend the other fabric defects like " Drop Pick" , " Cloth Torn", " Weft Stitches" " floats" " etc.
Attending Production Issues/ Break downs	PC9. attend excessive weft breaks PC10. attend to Weft Transfer failures PC11. attend excessive warp breaks PC12. attend to loom stoppages due to " Projectile getting Jammed " PC13. see that the condition of Heald wires, Heald Frames , reed etc. are in good condition PC14. see that the loom runs with the actual required belts and should see that there is no slippage in the same, so as to ensure that the loom works in the recommended speed PC15. see that replenishment of spares or attending to break downs is done in the prescribed time. PC16. ensure required humidity in the loom shed PC17. check the knotted looms & ensure that knotting is carried out without cross ends PC18. check the sort change loom & ensure that drawing & reaching was carried out

	without any cross ends PC19. ensure "Loom Breakage Study" and check the quality of both warp & weft yarn. For any deviation the same has to be brought to the knowledge of the higher authority PC20. check the Sizing quality and for any deviation , the same has to be brought to the notice of the higher authority PC21. ensure proper dropper cleaning
Ensuring Maintenance activities	PC22. ensure that the looms are cleaned properly as per the below schedule a) Daily cleaning b) Cleaning during Knotting c) Cleaning during Sort Changes PC23. carry out preventive maintenance as per the schedule PC24. ensure the life of all the spares through effective maintenance
	PC25. To maintain "Spare Changing Details" note, for the following details. a) Loom No. b) Name Of The Spare c) Side (If any) d) Part No. e) Name Of the Supplier f) Make g) Date of Application h) Date Of Removal i) Reason For Removal j) Life Of Item PC26. To salvage the " Broken Spare " & to avail new spare, only after producing the " Old Spare to the Stores PC27. To maintain " Sort Muster" as per the below details a) Loom No. b) Construction Details c) Warp Material details d) Warp Count e) Warp Mill Name f) Warp Yarn Test Report(Test Parameters) g) Reed Used h) Total Ends Used i) Name Of The Sizing j) Warping Breakage Rate k) Average Warp Count l) Size Pick Up m) Warp break/ loom hour n) Weft Material Details o) Weft Count p) Weft Mill Name q) Weft Yarn Test Report(Test Parameters)

	r) Reed Space s) Weft breakage per loom hour] t) Average Loom Efficiency u) Loom Speed v) Average Production in Kilo Picks/loom day w) Production in meters/loom day x) Date of knotting y) Knotted meters z) Date of exhaustion aa) Produced meters bb) Warp Crimp cc) Warp Consumption/meter (Excluding Size Add On) dd) Warp Wt in kgs/ meter (Including Size add on) ee) Weft Consumption/meter ff) Total cloth wt in kgs/ meter gg) GSM hh) Fabric doffed ii) Fabric inspected jj) Fabric Passed kk) Fabric Rejected ll) Rejection % mm) Reason For Rejection nn) Warp Waste % oo) Weft Waste % PC28. maintain effective working of "Generator" PC29. see that " Air" is not misused Can use air for cleaning, only in the areas, where it is allowed PC30. ensure proper maintenance of "Air Compressor"
Other Work Practices	PC31. Should ensure that " Loom Cards " for all the required details are placed on all the looms a) Loom No. b) Construction details c) Reed Count d) Reed Space e) Weft Count f) Pick Wheel g) Winding Spindle No. h) Drawing Method PC32. see that the weft yarn is completely used, without giving room for additional wastage of raw materials. For any quality issue or defective cone etc., the same has to be brought to the notice of the Superiors PC33. To maintain "Knotting Entry Note" with the following details a) Loom No. b) Construction Details

	c) Date Of Knotting d) Time of Exhaustion e) Cleaning Completed Time f) Beam Loading Completed Time g) Knotting Completed Time h) Loom Run Time i) Total Stopped Time For Knotting j) Name Of the Sizing k) Set No. l) Beam Nos. m) Beam Meters n) Old Warp Waste kgs o) New Warp Waste kgs p) Cleaning Quality q) Knotting Quality PC34. ensure Relative Humidity in the Department is maintained PC35. ensure correct quality of thrums are there & see that the same are properly tied PC36. check the knotted loom for knotting quality etc. Double ends have to be removed. Report to Superiors for any deviation in the same & for any other quality issue PC37. Check all the safety covers are placed PC38. ensure that cloth rolls are doffed whenever/ wherever necessary PC39. ensure that no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in the other work areas.
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. The Organization's policies & standard operating procedures (SOP) KA2. Should have an awareness, knowledge of customers KA3. Potential hazards associated with the machines and the safety precautions must be taken KA4. Protocol to obtain more information on work related tasks KA5. Contact Person in case of queries on procedure or products and for resolving issues related to defective machines, tools, materials & equipments KA6. Details of the various job roles & responsibilities KA7. Documentation and reporting formats KA8. Work Targets & review mechanism with Superiors KA9. Protocol and format for reporting work related risks/ problems KA10. Method of obtaining /giving feed back with respect to performance KA11. Importance of harmonious working relationships KA12. Process for offering /obtaining work related assistance KA13. Responsibilities under health, safety and environmental legislation

TSC/ N2405 **Maintain the shuttle-less loom: Rapier Loom**

	KA14. Guidelines for storage & disposal of waste materials
B. Technical/ Domain Knowledge	The user/individual on the job needs to know and understand: KB1. minimum quality requirements of the product with respect to permissible/non permissible defects KB2. Fabric quality particulars such as ends & picks per inch, width weave etc.
(About the Raw materials)	KB3. Yarns from natural fibers - Cotton, Silk, Wool KB4. Yarns from Manmade Fibers - Polyester, Nylon, Viscose KB5. Blended yarns - Polyester Cotton, Polyester Viscose
(About different types of Looms)	KB6. Hand Loom KB7. Power Loom - Conventional Loom KB8. Auto Loom - Shuttle Looms KB9. Shuttleless Looms - Rapier , Projectile , Airjet, Waterjet KB10. Tappet loom/ Cam Loom/ Crank Loom , Dobby Loom, Jacquard Loom
(About Type Of Weaves)	KB11. Plain Weave, Twill , Drill, Plain Satin, Stripe Satin , Dobby designs , Jacquard Designs
(Causes for fabric defects)	KB12. Wrong Drawing , Wrong Denting, End Out , Double End, Broken Pick, Double Pick, Missing Pick, Hand Stain , Hole, Wrong Weft, Bad Selvedge KB13. End Out, Let-Off, Take- Up problem, Temple Mark, Temple Cut, Emery Hole/ Emery Cut/ Emery Mark, Broken Pick, Missing Pick, Double Pick, Short Pick, Snarls, Impression Mark, Oil Stain, Lashing In, Weft Catching, Selvedge Cut, Loops, Weft Stitches, Warp Stitches, Bumping Mark, Weft Crack, Cloth Torn , Bad Shedding, Warp Floats, Weft Floats, Reed Mark, Bad Selvedge, Starting Mark, Thin & Thick Place , Hair line crack KB14. Spinning Faults - Thin Place, Thick Place, Neps, Kitties, Contamination, Color Flies, Yarn variation, Shade Variation KB15. Sizing Faults - Shade variation, Size Patches, Sizing Oil, Bead formation KB16. Weaving Faults - Wrong Weft, Wrong Pattern, Less Width, Low EPI, Low PPI, Wrong Warp KB17. Four Point American System KB18. Below 3" - 1 point KB19. Between 3" to 6 " - 2 points KB20. Between 6" to 9" - 3 points KB21. Above 9" - 4 points
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	KB26. Cloth Width - No Minus is accepted & No excess above 0.5" is accepted KB27. Per Inch - Plus or Minus 2 is accepted. Picks Per Inch - Plus or Minus 1.
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(Machine operations)	KB32. functional operations of the machines
Skills (S)	
A. Core Skills/ Generic Skills	**Reading Skills**
	You need to know and understand how to: SA1. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA2. Communicate with supervisor appropriately SA3. talk to others to convey information effectively
B. Professional Skills	**Problem Solving**
	You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others
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	Participation
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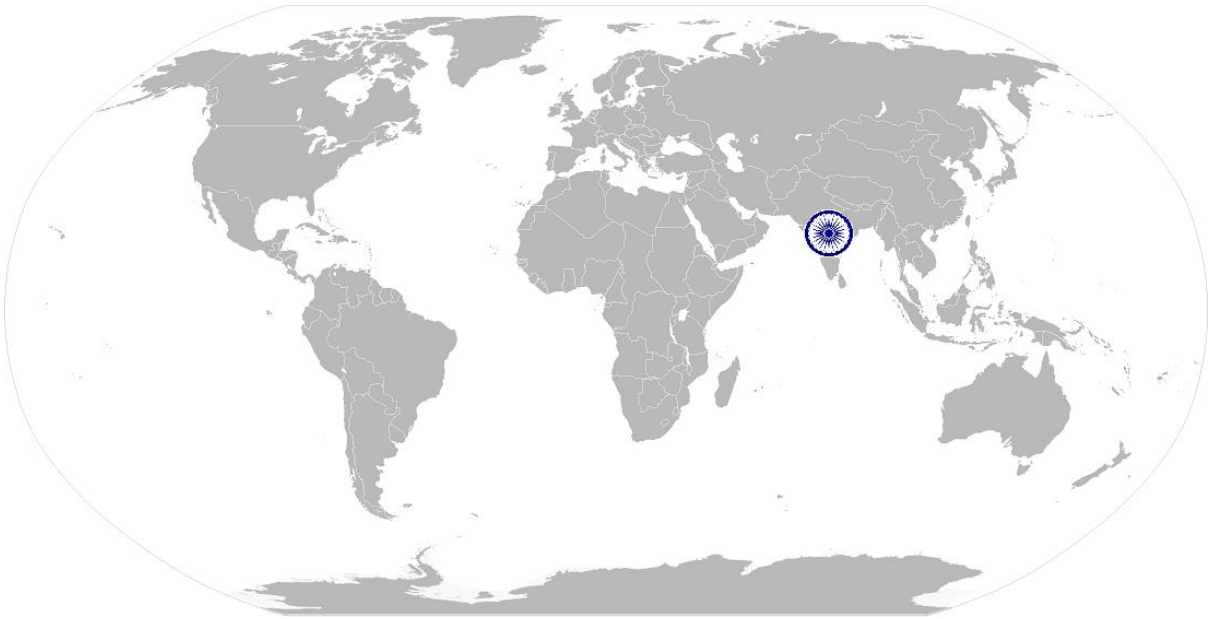
	Trade " etc
C. Technical Skills	You need to know and understand how to: SC1. ensure that Warp breaks/loom hour doesn't exceed 2 SC2. ensure that weft breaks/loom hour doesn't exceed 1 SC3. ensure that fabric rejection doesn't exceed 1% SC4. ensure that the efficiency is maintained in excess of 85% SC5. ensure that the warp waste doesn't exceed 0.5% SC6. ensure that the weft waste doesn't exceed 1 %



NOS Version Control

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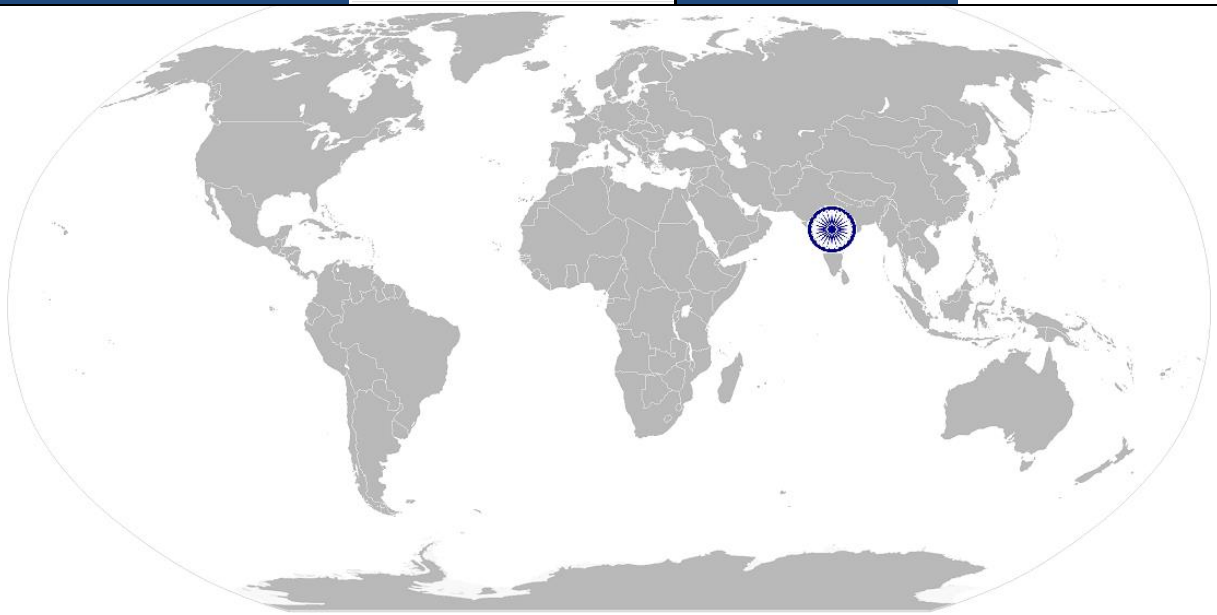
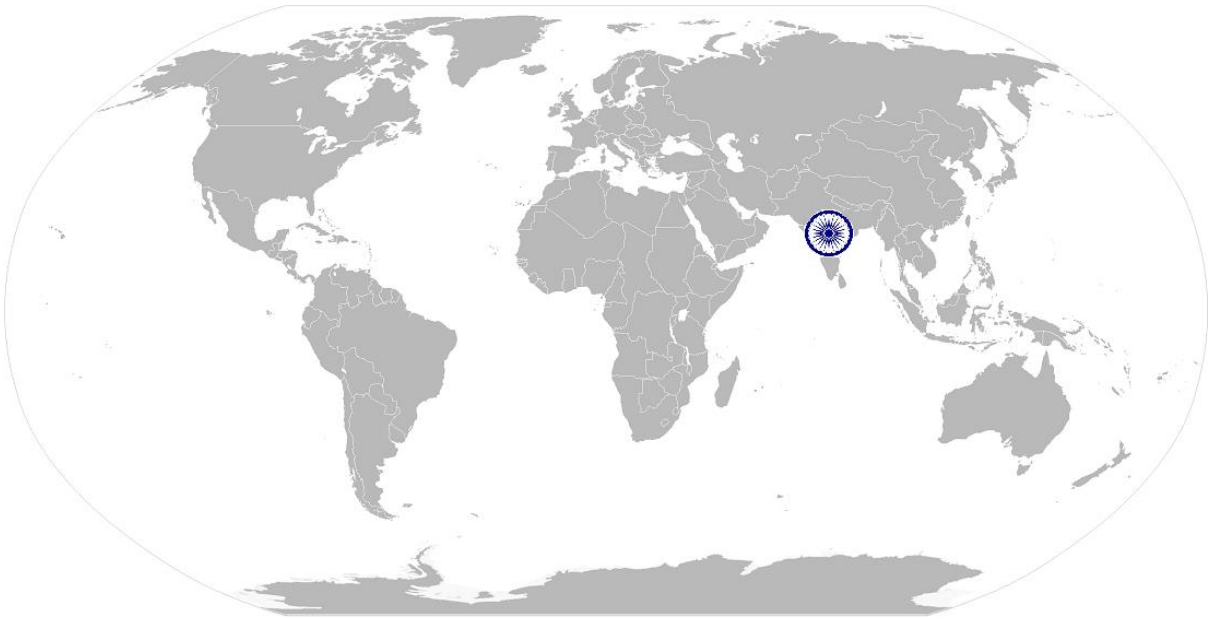


National Occupational Standard



Overview

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

TSC/ N9001 **Maintaining work area, tools and machine**

National Occupational Standard

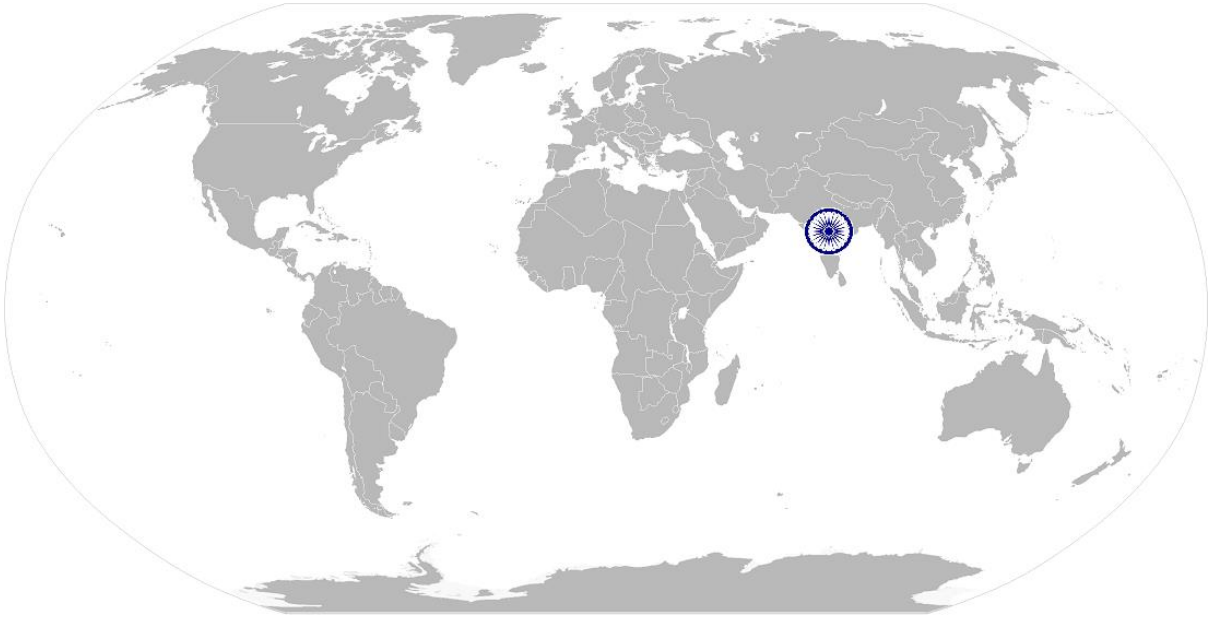
Unit Code	**TSC/ N9001**
Unit Title (Task)	**Maintaining work area, tools and machines**
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit/task covers the following: ▪ 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	To be competent, you must be able to: PC1. handle materials, machinery, equipment and tools with care and use them in the correct way PC2. use correct lifting and handling procedures PC3. use materials to minimize waste PC4. maintain a clean and hazard free working area PC5. maintain tools and equipment PC6. carry out running maintenance within agreed schedules PC7. carry out maintenance and/or cleaning within one's responsibility PC8. report unsafe equipment and other dangerous occurrences PC9. ensure that the correct machine guards are in place PC10. work in a comfortable position with the correct posture PC11. use cleaning equipment and methods appropriate for the work to be carried out PC12. dispose of waste safely in the designated location PC13. store cleaning equipment safely after use PC14. carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. personal hygiene and duty of care KA2. safe working practices and organizational procedures KA3. limits of your own responsibility KA4. ways of resolving with problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with supervisors KA7. the lines of communication, authority and reporting procedures KA8. the organization's rules, codes and guidelines (including timekeeping) KA9. the company's quality standards KA10. the importance of complying with written instructions KA11. equipment operating procedures / supervisor's instructions
B. Technical Knowledge	You need to know and understand: KB1. work instructions and specifications and interpret them accurately KB2. relation between work role and the overall manufacturing process

	KB3. hazards likely to be encountered when conducting routine maintenance KB4. the importance of taking action when problems are identified KB5. different ways of minimizing waste KB6. the importance of running maintenance and regular cleaning KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials KB8. common faults with equipment and the method to rectify KB9. maintenance procedures KB10. different types of cleaning equipment and substances and their use KB11. safe working practices for cleaning and the method of carrying them out
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	SA1. Write clear and short sentences
	Reading Skills
	You need to know and understand how to: SA2. comprehend written instructions SA3. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA4. Communicate effectively in local language SA5. communicate with supervisor appropriately SA6. talk to others to convey information effectively
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. communicate effectively SC2. apply leadership skills wherever required SC3. take initiative at the right place SC4. understand the requirement to be creative

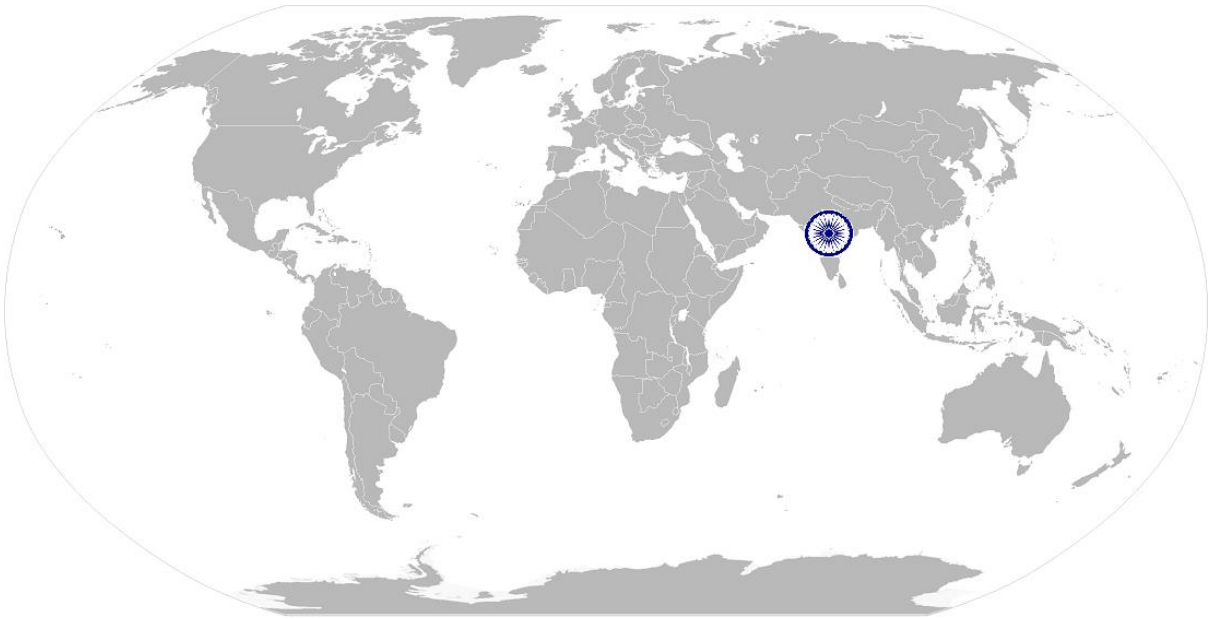
TSC/ N9001 **Maintaining work area, tools and machine**

NOS Version Control

NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	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**

National Occupational Standard

Unit Code	**TSC/ N9002**
Unit Title (Task)	**Working in a team**
Description	This unit is about working as a team member in the textile industry
Scope	**This unit/task covers the following:** ▪ commitment and trust ▪ communication ▪ adaptability ▪ creative freedom

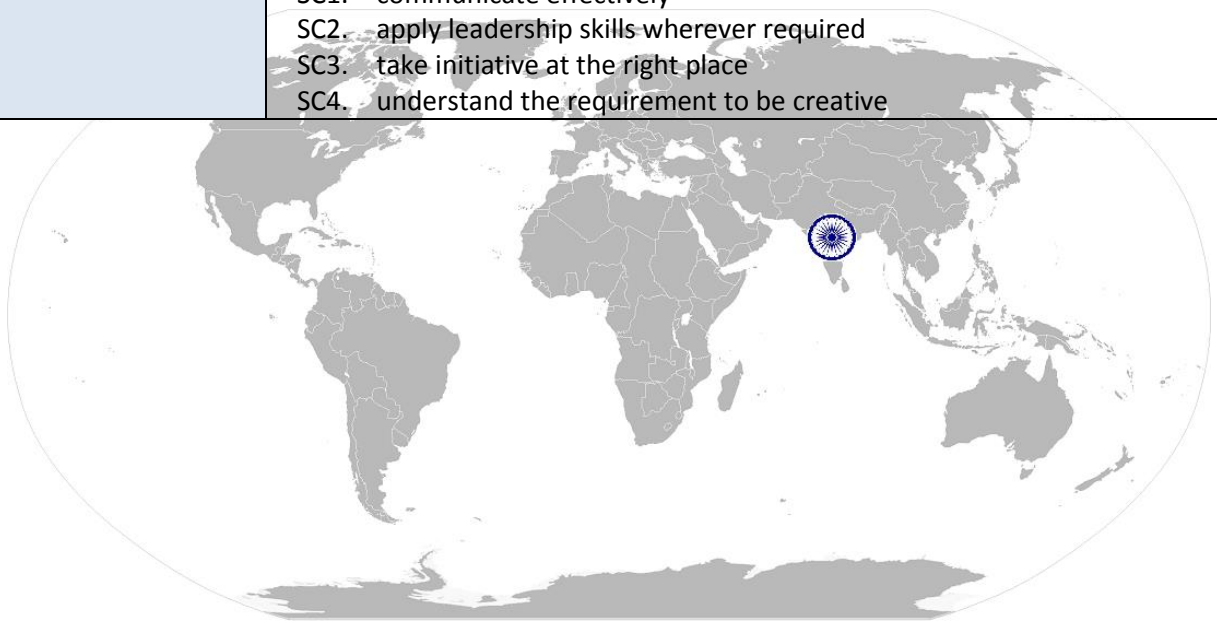
Performance Criteria (PC) w.r.t. the Scope	
Elements	**Performance Criteria**
Commitment and trust	To be competent, you must be able to: PC1. be accountable to the own role in whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	PC4. 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

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 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	KB1. the importance of the previous and next step of the process KB2. process flow in a textile mill and the concerned workers KB3. material flow in a textile mill and the required person KB4. functions of different parts of the machine KB5. tools and equipments used KB6. guidelines for operating the machine KB7. safety procedures to be followed in the machine

Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	You need to know and understand how to: SA1. Write clear and short sentences SA2. write daily work report SA3. write grievance complaint application
	Reading Skills

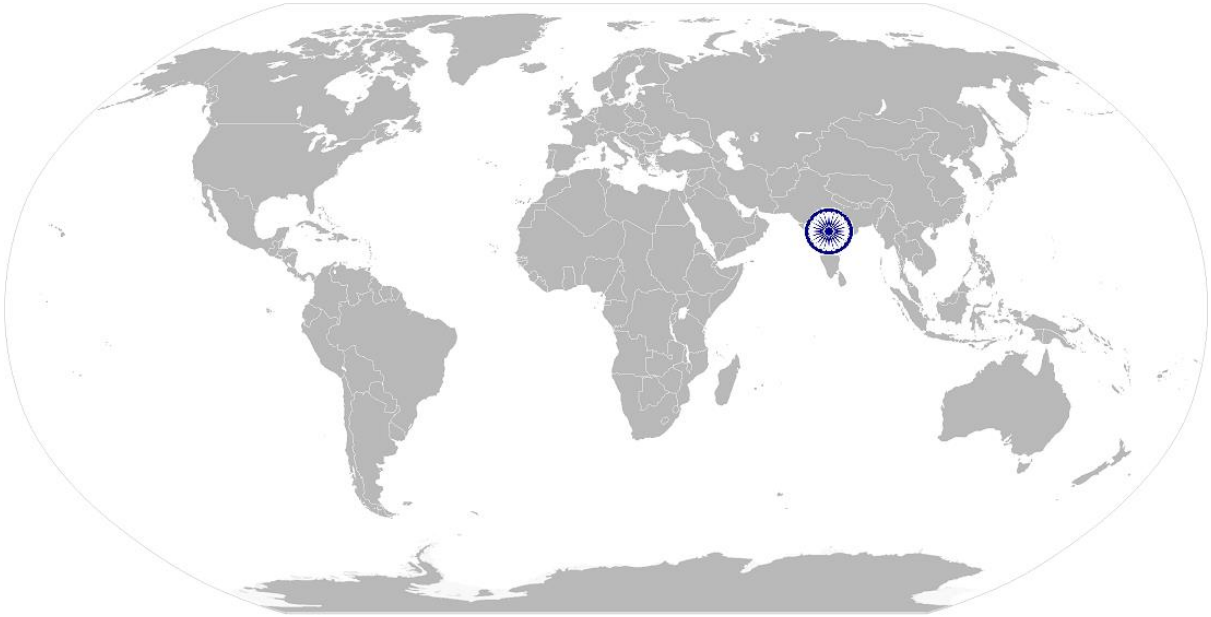
TSC/ N9002 **Working in a team**

	SA4. comprehend written instructions SA5. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	SA6. communicate with supervisor appropriately SA7. talk to co-workers to convey information effectively
B. Professional Skills	**Problem Solving**
	You need to know and understand how to: SB1. identify the real reason of problem faced SB2. be able to find the most effective solution to the problems faced
	Attention to Detail
	SB3. apply good attention to detail SB4. ensure every kind of communication is error free
C. Technical Skills	You need to know and understand how to: SC1. communicate effectively SC2. apply leadership skills wherever required SC3. take initiative at the right place SC4. understand the requirement to be creative

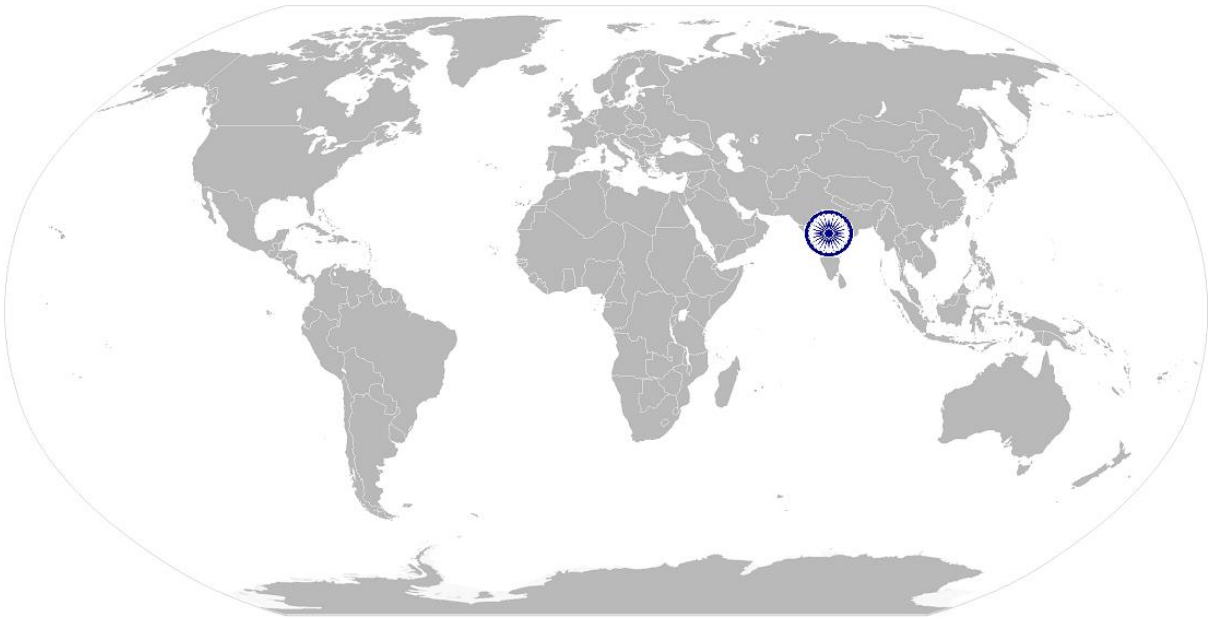


NOS Version Control

NOS Code	TSC/ N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	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**

National Occupational Standard

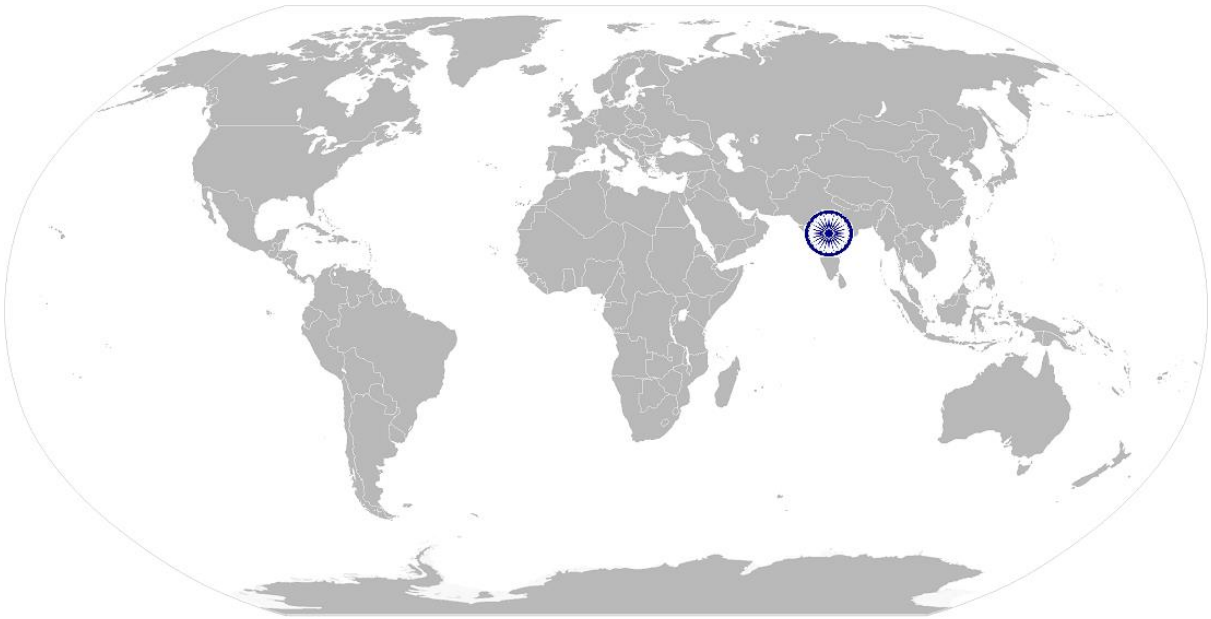
Unit Code	TSC/ N9003
Unit Title (Task)	Maintain health, safety and security at work place
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	**This unit/task covers the following:** ▪ 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	To be competent, operator must be able to: PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment such as “ear plug”, “ nose mask “, “ head cap” etc., as per protocol PC3. carry out own activities in line with approved guidelines and procedures PC4. maintain a healthy lifestyle and guard against dependency on intoxicants PC5. follow environment management system related procedures PC6. identify and correct (if possible) malfunctions in machinery and equipment PC7. report any service malfunctions that cannot be rectified PC8. store materials and equipment in line with organisational requirements PC9. safely handle and remove waste PC10. minimize health and safety risks to self and others due to own actions PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC12. monitor the workplace and work processes for potential risks and threat PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel PC15. participate in mock drills/ evacuation procedures organized at the workplace PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so PC17. take action based on instructions in the event of fire, emergencies or accidents PC18. follow organisation procedures for shutdown and evacuation when required
Recognizing the hazards	To be competent, you must be able to: PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry PC20. recognise other possible security issues existing in the workplace

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

Planning the safety techniques	PC21. recognise different measures to curb the hazards
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. Standard operating procedures (SOP)and regulations in a textile mill KA2. safe working practices to be adopted in textile mill KA3. quality systems and other processes practiced in the textile mill KA4. health and safety related practices applicable at the workplace KA5. potential hazards, risks and threats based on nature of operations KA6. organizational procedures for safe handling of equipment and machine operations KA7. potential risks due to own actions and methods to minimize these KA8. environmental management system related procedures at the workplace KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA10. potential accidents and emergencies and response to these scenarios KA11. reporting protocol and documentation required KA12. details of personnel trained in first aid, fire-fighting and emergency response KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
B. Technical Knowledge	You need to know and understand: KB1. occupational health and safety risks and methods KB2. personal protective equipment and method of use KB3. identification, handling and storage of hazardous substances KB4. proper disposal system for waste and by-products KB5. signage related to health and safety and their meaning KB6. importance of sound health, hygiene and good habits KB7. ill-effects of alcohol, tobacco and drugs
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	You need to know and understand how to: SA1. Write clear and short sentences
	Reading Skills
	SA2. comprehende written instructions
	Oral Communication (Listening and Speaking skills)
	SA1. listen to others attentively SA2. respond to emergencies, accidents or fire at the workplace SA3. evacuate the premises and help others in need while doing so SA4. the value of physical fitness, personal hygiene and good habits SA5. talk with others politely
B. Professional Skills	**Decision Making**
	SB1. identify correct safety measure for particular hazard SB2. make required safety plans as and when required

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

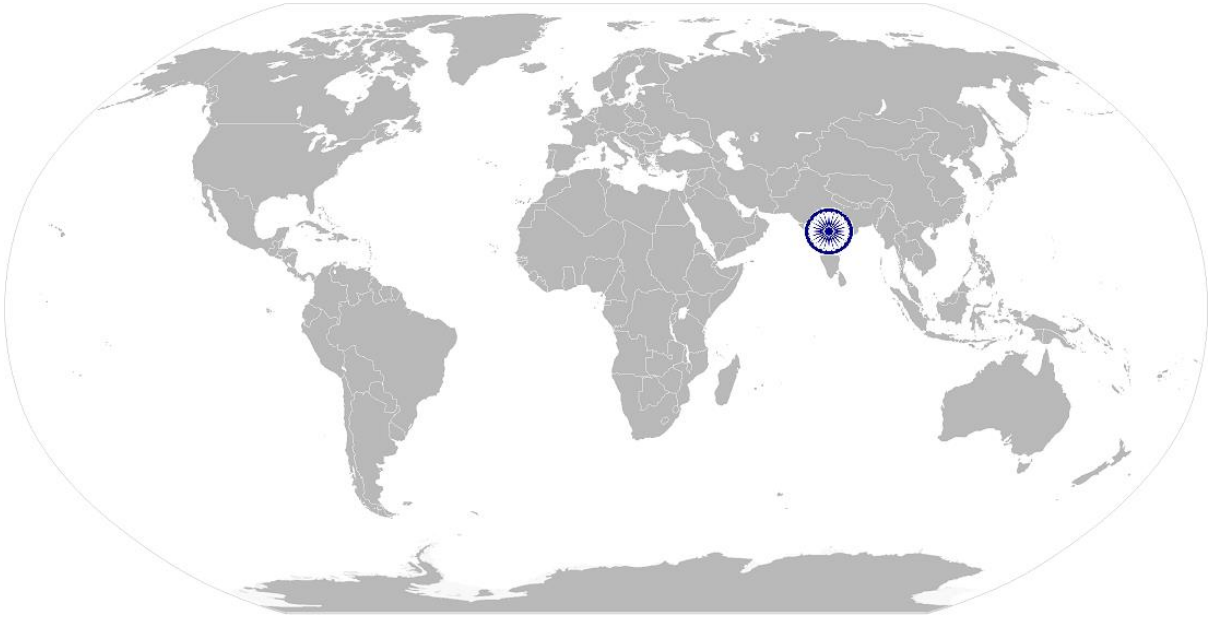
	SB3. raise alarm in case of emergency
	Analytical Thinking
	SB4. know the use of correct safety measure whenever required
	Attention to Detail
	SB5. be attentive to details SB6. be careful to avoid occurrence of hazards
C. Technical Skills	You need to know and understand : SC1. maintenance of neatness at work SC2. procedure for reporting unwanted behavior



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

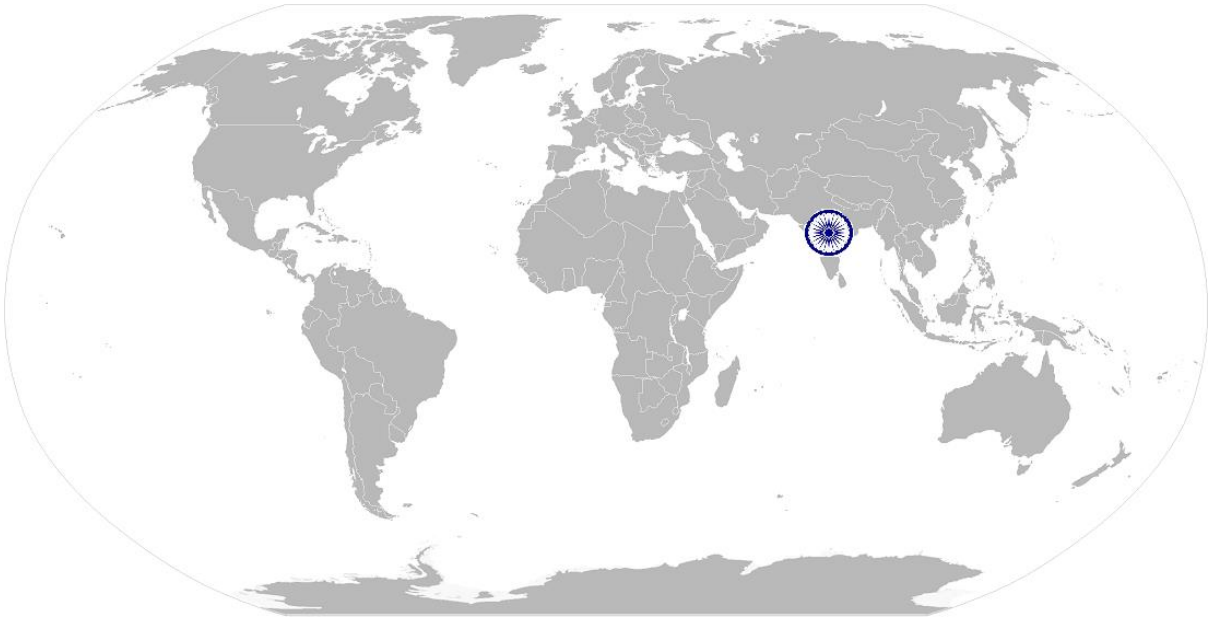
NOS Version Control

NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	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.

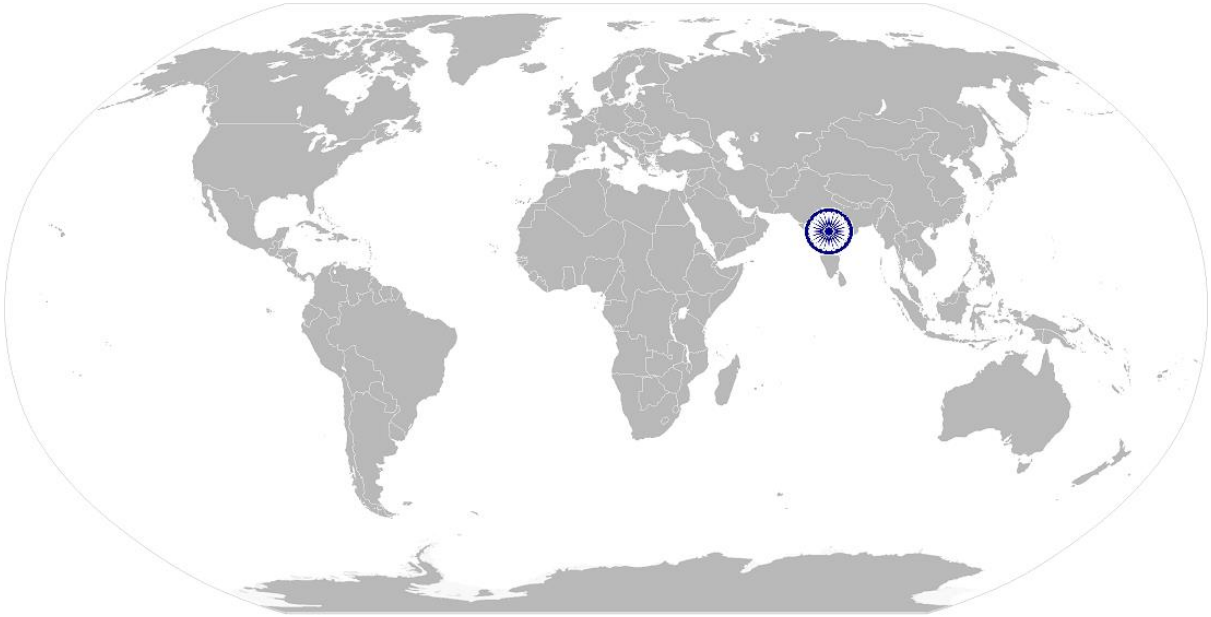
TSC/ N9004 Comply with industry and organizational requirements

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	**This unit/task covers the following:** ▪ self development ▪ team work ▪ organizational standards ▪ industry standards
Performance Criteria (PC) w.r.t. the Scope	
Elements	**Performance Criteria**
Self- development	To be competent, you must be able to: 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
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. Standard operating procedures (SOP)and regulations in a textile mill KA2. reporting to the supervisor or higher authority KA3. knowledge of organization standards KA4. knowledge of industry standards
B. Technical Knowledge	You need to know and understand: KB1. process and material flow in a textile mill KB2. importance of complying with the standards KB3. guidelines for cleaning the various parts of machine
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	You need to know and understand how to: SA1. Write clear and short sentences

TSC/ N9004 Comply with industry and organizational requirements

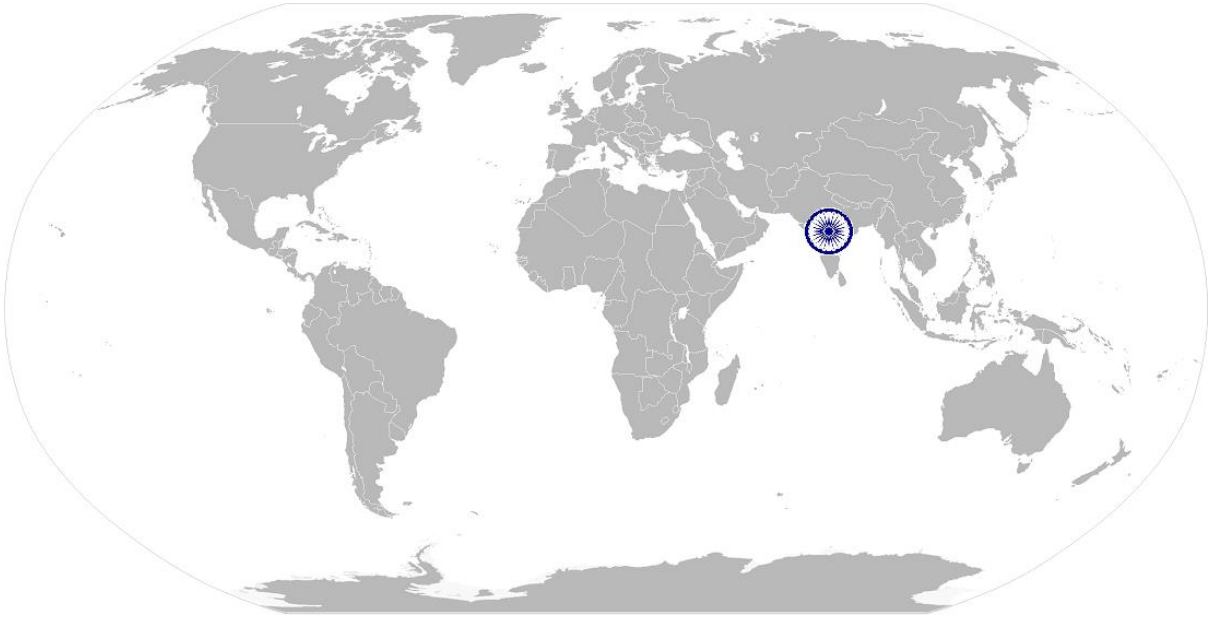
	Reading Skills
	You need to know and understand how to: SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	SA3. talk effectively with others SA4. put forward your point SA5. listen to others
B. Technical skills	you need to know and understand : SC1. Organizational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



TSC/ N9004 Comply with industry and organizational requirements

NOS Version Control

NOS Code	TSC/N 9004		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Maintenance	Next review date	01/03/16



NOS
National Occupational Standards

Assessment Criteria

Job Role: Fitter - Shuttleless Weaving Machine: Rapier
Qualification Pack: Fitter - Shuttleless Weaving Machine: Rapier
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		
				Practical	Theory	Viva
1. TSC/ N2404 Taking charge of shift and handing over shift to fitter	PC1. come at least 15 - 20 minutes earlier to the work spot	**50**	1	1	0	0
	PC2. ensure that the necessary tools, gauges etc, are in place		3	1	1	1
	PC3. check for the availability of the weft & the condition of the same		2	1	1	0
	PC4. check the working condition of the Weft Feeders		2	2	0	0
	PC5. check for the fabric defects on the cloth		4	2	1	1
	PC6. check for the correct functions of Centre Cutter , Side Cutter etc., wherever they are in use		2	1	1	0
	PC7. check whether the leno ends are drawn properly		4	2	1	1
	PC8. check whether catch cord ends are drawn properly		2	1	1	
	PC9. check whether the Leno motion works properly		2	1	1	0
	PC10. check the condition of the running beams , for cross ends, ends pulling out particularly at the selvedges		3	2	1	0
	PC11. check the condition of the Rapiers		3	2	1	0
	PC12. check the condition of the Rapier		4	2	1	1

Assessment Criteria

	Tapes					
	PC13. note down the break downs		2	2	0	0
	PC14. check for the size of the Cloth Rolls & to see whether any indication is there in the cloth rolls		2	1	1	0
	PC15. check the cleanliness of the machines & other work areas		2	1	1	0
	PC16. check whether any spare/raw material/ tool / fabric/ any other material is thrown under the machines or in the other work areas		2	1	1	0
	PC17. question the previous shift fitter for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well as that of the previous shift		1	1	0	0
	PC18. hand over the shift to the incoming fitter in a proper manner		2	2	0	0
	PC19. get clearance from the incoming counterpart before leaving the work spot		2	2	0	0
	PC20. Report to his/ her shift Superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift. In that case, the shift has to be properly handed over to the incoming shift Superior & get clearance from Him before leaving the work spot		2	1	1	0
	PC21. report to His/ Her shift Superior about the quality / production / safety issues/ any other issue faced in His/ Her shift and should leave the department only after getting concurrence for the same from His/ her superiors		3	2	1	0
			50	31	15	4
	Total	**Weightage %**		62.00 %	30.00 %	8.00 %
2. TSC/ N2405 Maintain the shuttle-less loom:	PC1. ensure that the production is commenced only after the sample is approved	**150**	2	2	0	0

Assessment Criteria

Rapier Looms	PC2. ensure that bulk production is started only after the first roll is approved		2	2	0	0
	PC3. ensure that Warp Stop motion functions properly, so that no end out problem , warp float etc. doesn't occur on the fabrics		4	3	1	0
	PC4. ensure that Weft stop motion functions properly so that fabrics don't get rejected due to weft crack		2	1	1	0
	PC5. maintain Take – Up & Let-Off mechanisms properly so that fabrics don't get rejected due to let-off faults, take-up faults etc		3	2	1	0
	PC6. ensure proper functioning of stop motions, Back Rest, Shedding etc., so that fabrics are free from defects like starting mark, bad shedding etc.		4	2	2	0
	PC7. maintain temple setting , reed setting so that fabrics don't get rejected for reasons like "temple cut", "temple mark", "Reed mark"		5	3	2	0
	PC8. attend the other fabric defects like " Drop Pick" , " Cloth Torn", " Weft Stitches" " floats" " etc.		5	3	2	0
	PC9. attend excessive weft breaks		4	3	1	0
	PC10. attend to Weft Transfer failures		3	2	1	0
	PC11. attend excessive warp breaks		3	2	1	0
	PC12. attend to loom stoppages due to " Projectile getting Jammed "		3	2	1	0
	PC13. see that the condition of Heald wires, Heald Frames , reed etc. are in good condition		5	3	2	0
	PC14. see that the loom runs with the actual required belts and should see that there is no slippage in the same, so as to ensure that the loom works in the recommended speed		3	2	1	0
	PC15. See that replenishment of spares or attending to break downs is done in the prescribed time.		4	3	1	0
	PC16. ensure required humidity in the loom shed		3	2	1	0
	PC17. check the knotted looms & ensure		4	3	1	0

Assessment Criteria

	that knotting is carried out without cross ends					
	PC18. check the sort change loom & ensure that drawing & reaching was carried out without any cross ends		4	3	1	0
	PC19. Ensure “Loom Breakage Study” and check the quality of both warp & weft yarn. For any deviation the same has to be brought to the knowledge of the higher authority		3	2	1	0
	PC20. check the Sizing quality and for any deviation , the same has to be brought to the notice of the higher authority		5	3	2	0
	PC21. ensure proper dropper cleaning		4	3	1	0
	PC22. ensure that the looms are cleaned properly as per the below schedule a) Daily cleaning b) Cleaning during Knotting c) Cleaning during Sort Changes		6	3	2	1
	PC23. carry out preventive maintenance as per the schedule		3	2	1	0
	PC24. ensure the life of all the spares through effective maintenance		4	3	1	0
	PC25. To maintain “Spare Changing Details” note, for the following details. a) Loom No. b) Name Of The Spare c) Side (If any) d) Part No. e) Name Of the Supplier f) Make g) Date of Application h) Date Of Removal i) Reason For Removal j) Life Of Item		6	3	2	1
	PC26. To salvage the “ Broken Spare “ & to avail new spare, only after producing the “ Old Spare to the Stores		4	3	1	0

Assessment Criteria

	PC27. To maintain " Sort Muster" as per the below details a) Loom No. b) Construction Details c) Warp Material details d) Warp Count e) Warp Mill Name f) Warp Yarn Test Report(Test Parameters) g) Reed Used h) Total Ends Used i) Name Of The Sizing j) Warping Breakage Rate k) Average Warp Count l) Size Pick Up m) Warp break/ loom hour n) Weft Material Details o) Weft Count p) Weft Mill Name q) Weft Yarn Test Report(Test Parameters) r) Reed Space s) Weft breakage per loom hour] t) Average Loom Efficiency u) Loom Speed v) Average Production in Kilo Picks/loom day w) Production in meters/loom day x) Date of knotting y) Knotted meters z) Date of exhaustion aa) Produced meters bb) Warp Crimp cc) Warp Consumption/meter (Excluding Size Add On) dd) Warp Wt in kgs/ meter (Including Size add on) ee) Weft Consumption/meter ff) Total cloth wt in kgs/ meter gg) GSM hh) Fabric doffed ii) Fabric inspected jj) Fabric Passed kk) Fabric Rejected ll) Rejection %		7	3	2	2

Assessment Criteria

	mm) Reason For Rejection nn) Warp Waste % oo) Weft Waste %					
	PC28. maintain effective working of "Generator"		3	2	1	0
	PC29. see that " Air" is not misused Can use air for cleaning, only in the areas, where it is allowed		3	2	1	0
	PC30. ensure proper maintenance of "Air Compressor"		4	3	1	0

Assessment Criteria

	PC31. Should ensure that " Loom Cards " for all the required details are placed on all the looms a) Loom No. b) Construction details c) Reed Count d) Reed Space e) Weft Count f) Pick Wheel g) Winding Spindle No. h) Drawing Method		5	3	2	0
	PC32. See that the weft yarn is completely used, without giving room for additional wastage of raw materials. For any quality issue or defective cone etc., the same has to be brought to the notice of the Superiors		4	3	1	0
	PC33. To maintain “Knotting Entry Note” with the following details a) Loom No. b) Construction Details c) Date Of Knotting d) Time of Exhaustion e) Cleaning Completed Time f) Beam Loading Completed Time g) Knotting Completed Time h) Loom Run Time i) Total Stopped Time For Knotting j) Name Of the Sizing k) Set No. l) Beam Nos. m) Beam Meters n) Old Warp Waste kgs o) New Warp Waste kgs p) Cleaning Quality q) Knotting Quality		7	3	3	1
	PC34. ensure Relative Humidity in the Department is maintained		3	2	1	0
	PC35. ensure correct quality of thrums are there & see that the same are properly tied		3	2	1	0
	PC36. Check the knotted loom for knotting quality etc. Double ends have to be removed. Report to Superiors for any deviation in the same & for any other		5	3	2	0

Assessment Criteria

	quality issue					
	PC37. Check all the safety covers are placed		2	1	1	0
	PC38. ensure that cloth rolls are doffed whenever/ wherever necessary		2	1	1	0
	PC39. Ensure that no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in the other work areas.		4	3	1	0
			150	96	49	5
	Total	**Weightage %**		64%	33%	3%
3.TSC/N9001(Maintaining work area, tools and machines)	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	**50**	4	1	2	1
	PC2. use correct lifting and handling procedures		4	1	2	1
	PC3. use materials to minimize waste		3	1	1	1
	PC4. maintain a clean and hazard free working area		3	1	1	1
	PC5. maintain tools and equipment		4	2	1	1
	PC6. carry out running maintenance within agreed schedules		4	1	2	1
	PC7. carry out maintenance and/or cleaning within one's responsibility		4	1	2	1
	PC8. report unsafe equipment and other dangerous occurrences		4	1	2	1
	PC9. ensure that the correct machine guards are in place		3	1	1	1
	PC10. work in a comfortable position with the correct posture		3	1	1	1
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		3	1	1	1
	PC12. dispose of waste safely in the designated location		4	1	2	1
	PC13. store cleaning equipment safely after use		3	1	1	1

Assessment Criteria

	PC14. carry out cleaning according to schedules and limits of responsibility		4	1	2	1
			50	15	21	14
	Total	**Weightage %**		30%	42%	28%
4.TSC/N9002 (Working in a team)	PC1. be accountable to the own role in whole process	**50**	5	3	1	1
	PC2. perform all roles with full responsibility		4	2	1	1
	PC3. be effective and efficient at workplace		4	1	2	1
	PC4. properly communicate about company policies		4	1	1	2
	PC5. report all problems faced during the process		4	1	1	2
	PC6. talk politely with other team members and colleagues		4	1	1	2
	PC7. submit daily report of own performance		5	2	2	1
	PC8. adjust in different work situations		4	2	1	1
	PC9. give due importance to others' point of view		4	1	1	2
	PC10. avoid conflicting situations		4	1	2	1
	PC11. develop new ideas for work procedures		4	1	2	1
	PC12. improve upon the existing techniques to increase process efficiency		4	1	2	1
			50	17	17	16
	Total	**Weightage %**	50	34.00 %	34.00 %	32.00 %
5.TSC/N9003 (Comply with health, safety and security at work place)	PC1. comply with health and safety related instructions applicable to the workplace	**100**	5	2	2	1
	PC2. use and maintain personal protective equipment such as " ear plug" " nose mask " " head cap" etc., as per protocol		5	2	2	1

Assessment Criteria

	PC3. carry out own activities in line with approved guidelines and procedures		4	2	1	1
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		4	2	1	1
	PC5. follow environment management system related procedures		4	2	1	1
	PC6. identify and correct (if possible) malfunctions in machinery and equipment		5	2	2	1
	PC7. report any service malfunctions that cannot be rectified		4	2	1	1
	PC8. store materials and equipment in line with organizational requirements		4	1	2	1
	PC9. safely handle and remove waste		4	1	2	1
	PC10. minimize health and safety risks to self and others due to own actions		5	2	2	1
	PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks		4	2	0	2
	PC12. monitor the workplace and work processes for potential risks and threat		5	2	2	1
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	2	1
	PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	2	1
	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		4	2	1	1

Assessment Criteria

	issues existing in the workplace					
	PC21. recognize different measures to curb the hazards		4	2	1	1
	PC22. communicate the safety plan to everyone		4	2	1	1
	PC23. attach disciplinary rules with the implementation		4	2	1	1
			100	43	34	23
	Total	**Weightage %**	100	43%	34%	23%
7.TSC/N9004 (Comply with industry and organizational requirements)	PC1. perform own duties effectively	**50**	4	1	2	1
	PC2. take responsibility for own actions		4	1	2	1
	PC3. be accountable towards the job role and assigned duties		4	2	1	1
	PC4. take initiative and innovate the existing methods		3	1	1	1
	PC5. focus on self-learning and improvement		4	1	2	1
	PC6. co-ordinate with all the team members and colleagues		4	1	2	1
	PC7. communicate politely		4	1	1	2
	PC8. avoid conflicts and miscommunication		4	1	2	1
	PC9. know the organizational standards		4	2	1	1
	PC10. implement them in your performance		4	1	2	1
	PC11. motivate others to follow them		3	1	1	1
	PC12. know the industry standards		4	3	1	0
	PC13. align them with organization standards		4	2	1	1
			50	18	19	13
	Total	**Weightage %**	50	36%	38%	26%
	Total		**450**	**220**	**155**	**75**