

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-Spinning Preparatory

SECTOR: TEXTILE

SUB-SECTOR: SPINNING

OCCUPATION: MAINTENANCE

REFERENCE ID: TSC/ Q 0401

ALIGNED TO: NCO-2004 / 7233.46

Brief Job Description: The spinning preparatory fitter is responsible for carrying out all maintenance activities in all the machines in preparatory department like blowroom, carding, draw frame, combing preparatory, comber and speed frame machines. He/she should carry out all the maintenance aspects such as erecting, dismantling, assembling, leveling, attending & resolving repairs and breakdowns in preparatory department. He/she should also carry out regular preventive maintenance activities thus ensuring proper functioning of all machines.

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

Job Details	Qualifications Pack Code	TSC/Q 0401		
	Job Role	Fitter- Spinning Preparatory		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/14
	Sub-sector	Spinning	Last reviewed on	25/02/15
	Occupation	Maintenance	Next review date	01/03/2016
Job Role	Fitter – Spinning Preparatory			
Role Description	The spinning preparatory fitter is responsible for carrying out all maintenance activities in all the machines in preparatory department like blowroom, carding, draw frame, combing preparatory, comber and speed frame machines.			
NSQF level	5			
Minimum Educational Qualifications	12 th standard, preferably			
Maximum Educational Qualifications	N/A			
Training (Suggested but not mandatory)	Practical training in erection and dismantling of spinning preparatory machines			
Experience	Preferably 1-2 years of work experience as maintenance assistant in a textile mill.			
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. TSC/ N0401 Taking charge of shift and handing over shift to fitter 2. TSC/ N0402 General Maintenance Responsibilities 3. TSC/ N0403 Preventive maintenance responsibilities 4. TSC/ N0404 Break down maintenance 5. TSC/ N0405 Maintaining records and ensuring availability of spares 6. TSC/ N9001 Maintain work area, tools and machines 7. TSC/ N9002 Working in a team 8. TSC/ N9003 Maintain health, safety and security at workplace 9. TSC/ N9004 Comply with industry and organizational requirement <p>Optional: N/A</p>			
Performance Criteria	As described in the relevant OS units			

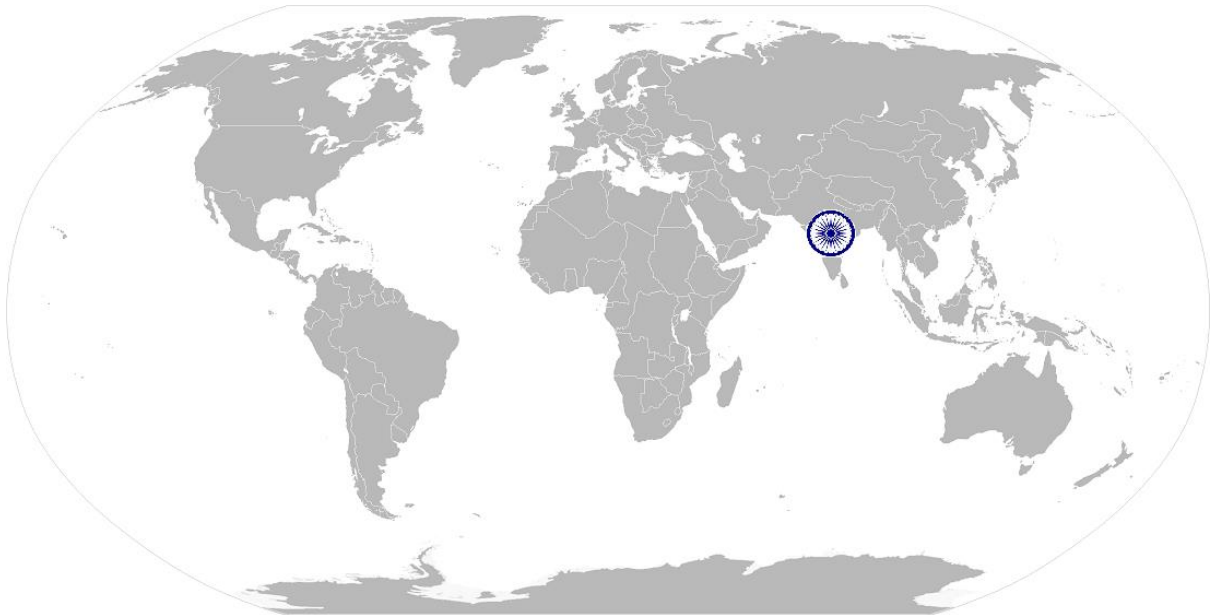
Table 1: Glossary of Key Terms

Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
	Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
	National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
	Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
	Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.	
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 0401

Taking charge of shift and handing over shift to fitter

National Occupational Standard	Unit Code	TSC/ N0401
	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	<p>To be competent, you must be able to:</p> <p>PC1. come at least 10 - 15 minutes earlier to the work spot</p> <p>PC2. bring the necessary operational tools to the department</p> <p>PC3. meet the previous shift fitter and discuss with him/ her regarding the issues faced by them with respect to the quality or production or spare or safety or any other specific instruction etc.</p> <p>PC4. understand the count produced, colour coding, followed in the different machines in spinning preparatory machines</p> <p>PC5. patrol around the machines in spinning preparatory department and ensure the smooth functioning of all the machines in the department</p> <p>PC6. check the cleanliness of the machines & other work areas</p> <p>PC7. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.</p> <p>PC8. question the previous shift maintenance people for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.</p> <p>PC9. ensure the work spot is clean</p>
	Handing over shift	<p>PC10. hand over the shift to the incoming shift fitter in a proper manner</p> <p>PC11. ensure in providing the details regarding count produced, colour coding followed for his allocated number of machines in spinning preparatory</p> <p>PC12. provide all relevant information regarding the count produced, idle machines, damaged machine parts if any</p> <p>PC13. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC14. report to his shift superiors as well as that of the incoming shift fitter in case his/ her counterpart doesn't report for the incoming shift</p> <p>PC15. ensure the shift has to be properly handed over to the incoming shift fitter</p> <p>PC16. report to his shift superior about the quality / production / maintenance issues / safety issues/ any other issue faced in his/her shift and should leave the department only after getting concurrence for the same from his/ her superiors</p> <p>PC17. ensure the work spot is clean</p>
	Knowledge and Understanding (K)	
	A. Organizational Context	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a textile mill</p>

TSC/ N 0401

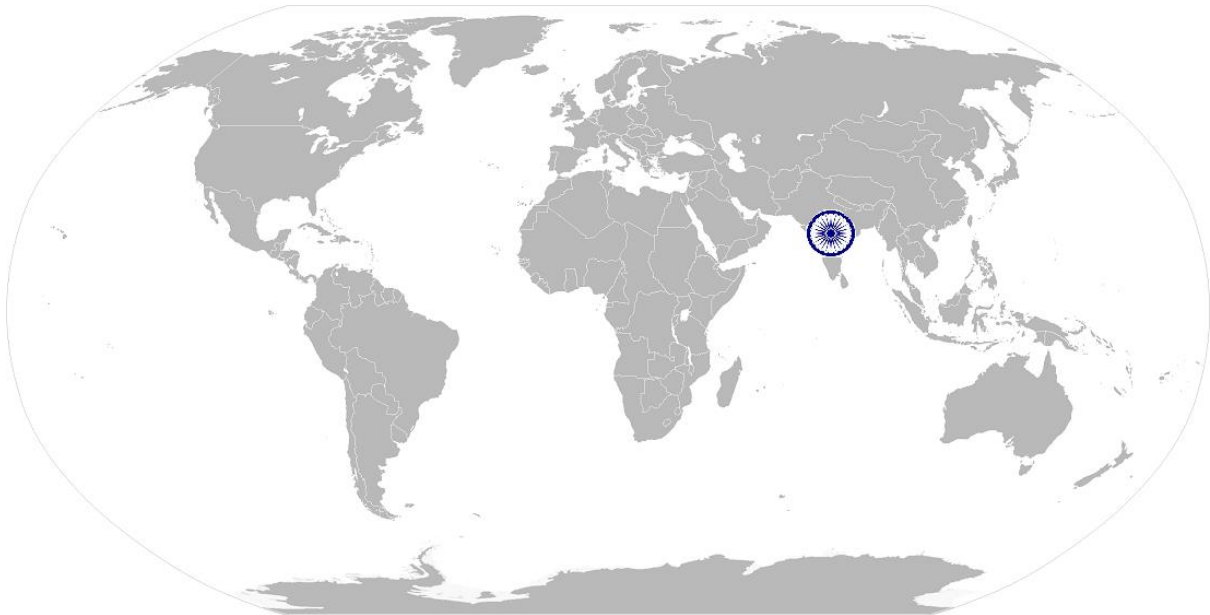
Taking charge of shift and handing over shift to fitter

(Knowledge of the company/ organization and its processes)	KA2. safe working practices to be adopted in textile mill KA3. quality systems and other processes practiced in the textile mill KA4. reporting to the supervisor or higher authority in case of emergency KA5. color coding adopted for different counts in the textile mill
B. Technical Knowledge	You need to know and understand: KB1. understanding the importance of <ul style="list-style-type: none"> • types of fibres • types of yarn • yarn count • sliver hank • roving condenser • roving hank • spacer KB2. process flow in a textile mill KB3. material flow in a textile mill KB4. functions of different machines in spinning preparatory department KB5. importance of colour coding followed for different counts KB6. guidelines for operating the different machines in spinning preparatory department KB7. guidelines for taking charge of shift from previous shift operator KB8. guidelines for handing over the shift to the next shift operator KB9. functions and methodology for operating different material handling tools KB10. knowledge of waste collection system & equipments used KB11. importance of cleanliness at workplace KB12. safety procedures to be followed
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> You need to know and understand how to: SA1. write clear and short sentences
	<p>Reading Skills</p> You need to know and understand how to: SA2. comprehend written instructions
	<p>Oral Communication (Listening and Speaking skills)</p> You need to know and understand how to: SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
B. Professional Skills	<p>Problem Solving</p> 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
	<p>Attention to Detail</p> You need to know and understand how to: SB1. apply good attention to detail SB2. check your work is complete and free from errors

TSC/ N 0401

Taking charge of shift and handing over shift to fitter

<p>C. Technical Skills</p>	<p>You need to know and understand how to:</p> <ul style="list-style-type: none">SC1. patrol around different machines in spinning preparatory departmentSC2. to operate the different mechanisms of different machines in spinning preparatory departmentSC3. patrol around the spinning preparatory department and identifying worn out or damaged machine partsSC4. maintain neatness at work
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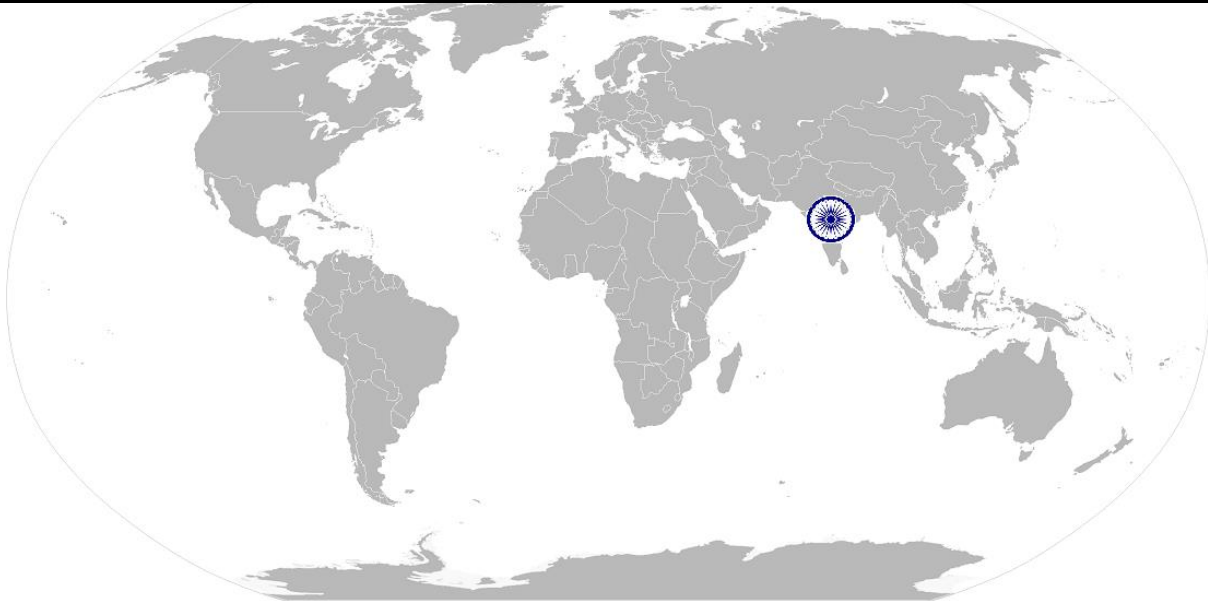


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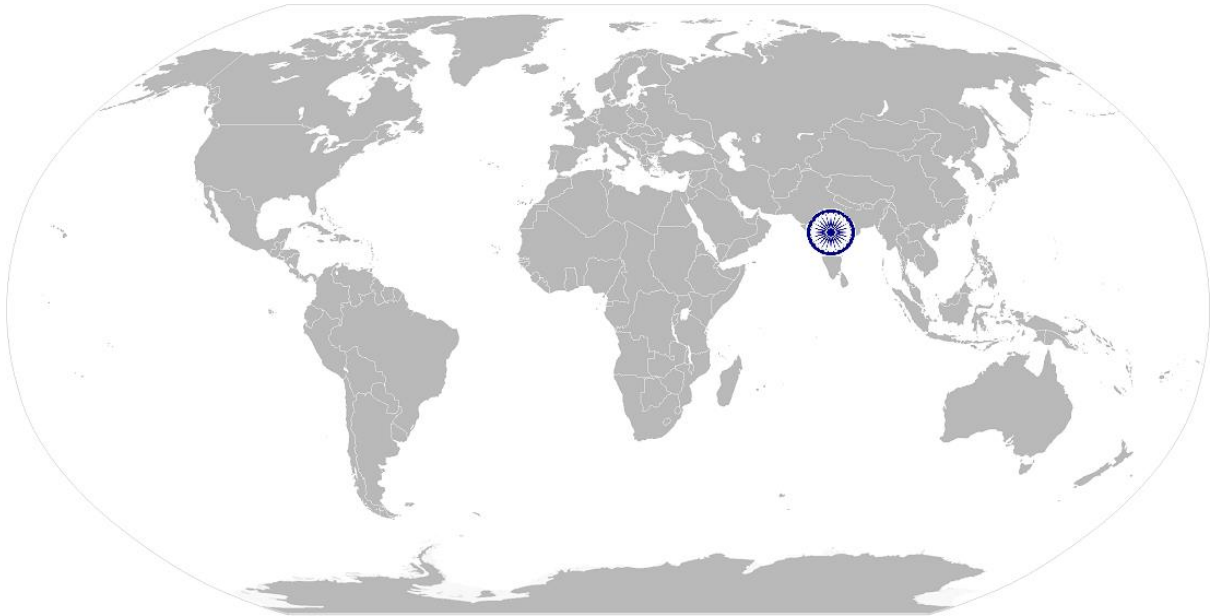
Taking charge of shift and handing over shift to fitter

NOS Version Control

NOS Code	TSC/ N0401		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016



National Occupational Standard



Overview

This unit is about carrying out general maintenance activities in spinning preparatory department.

TSC/ N0402

General Maintenance Responsibilities

National Occupational Standard	Unit Code	TSC/ N0402
	Unit Title (Task)	General Maintenance Responsibilities
	Description	This unit is about carrying out general maintenance activities in the preparatory spinning department.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ general maintenance activities
	Elements	Performance Criteria
	General maintenance activities	<p>You need to know and understand:</p> <p>PC1. patrol around the work area before the start of the shift and observing the working</p> <p>PC2. note down the machines stopped for repairs and the type of problem.</p> <p>PC3. dismantle and assemble different mechanisms in machines on need basis</p> <p>PC4. understand the quality complaints in the machines.</p> <p>PC5. understand the works done till now and the works pending in the machines stopped for repairs or for maintenance works or modifications.</p> <p>PC6. Follow the production plan and make changes in settings of machines accordingly</p> <p>PC7. Understand the machines allotted for various mixings and deciding on the parameters to be checked while doing maintenance like condition of beaters, grid bar settings, the wire points to be mounted on cards, quality of wire points, card settings, half laps to be put on combers, comber settings, settings at draw frames, functioning of stop motions, top arm settings in speed frames, the buffing quality of the top rollers in draw frames, combers and speed frames and so on.</p> <p>PC8. allocate the workers for different tasks considering their knowledge, skills, maturity and workloads agreed.</p> <p>PC9. refer to process parameters and working out the changes to be made for change in hank or product mix and getting the changes made by the concerned maintenance workers.</p> <p>PC10. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers.</p> <p>PC11. counsel and influence a poor performing worker to produce as per norms</p> <p>PC12. view at display panel board and identify the reason for breakdown maintenance</p> <p>PC13. identify any abnormal sound in machine and stopping the machine for carrying out maintenance activities</p>
	Knowledge and Understanding (K)	
	A. Organizational	You need to know and understand:

TSC/ N0402

General Maintenance Responsibilities

<p>Context (Knowledge of the company/ organization and its processes)</p>	<p>KA1. organization’s standard operating procedures (SOP) KA2. 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 revolving issues related to defective machines, tools, materials & equipments KA6. details of the various job rolls & responsibilities KA7. documentation and reporting formats KA8. work targets & review machine 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 team work, 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</p>
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. planning maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life. KB2. role of humidity and temperature in maintaining quality and productivity. KB3. basic knowledge of operating a humidification plant. KB4. workloads, work allocation and standard working conditions for maintenance operatives. KB5. knowledge of measuring instruments KB6. knowledge of lubricants KB7. knowledge of various types of bearing and belts KB8. knowledge of machine model and parts KB9. calculation of maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption, mean time between breakdowns, and the industry norms. KB10. factors affecting maintenance. KB11. roles and responsibilities of a maintenance supervisor KB12. basic supervisory skills – listening and observing, communicating, counseling, taking charge, reporting and motivating. KB13. general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production. KB14. standing orders and discipline in working. KB15. precautions to be taken while working. KB16. importance of cleanliness and personal safety. KB17. fire fighting and first aid.</p>

TSC/ N0402

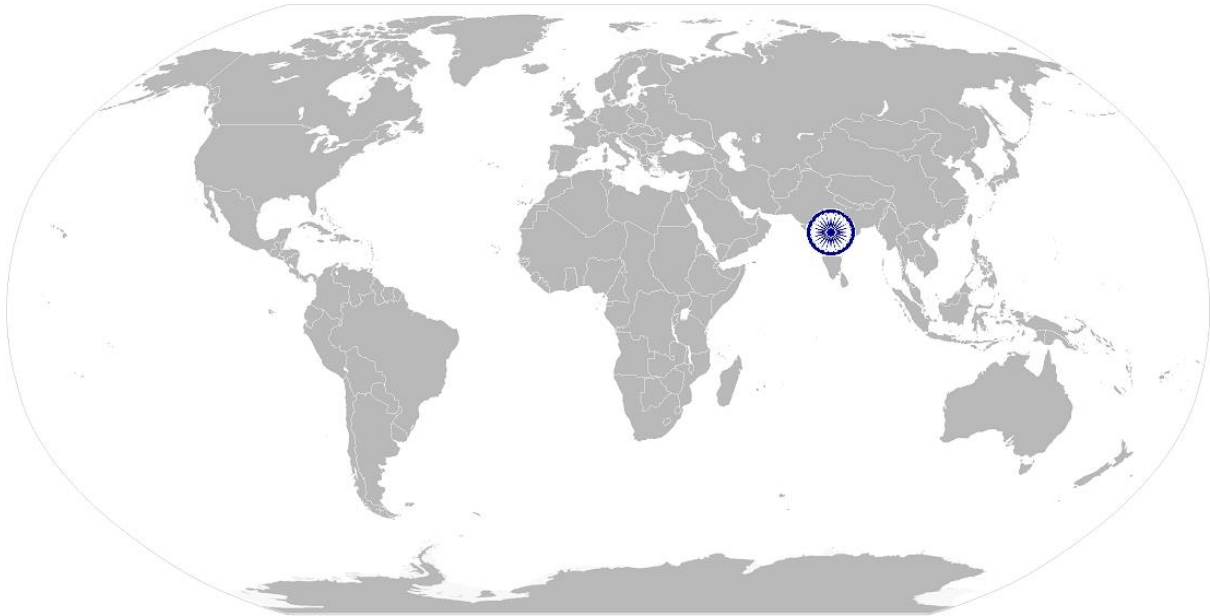
General Maintenance Responsibilities

	KB18. safety precautions and gadgets to be used in factory
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	You need to know and understand how to: SA2. comprehend written instructions
	Participation
	You need to know and understand how to: SA3. read, write and communicate orally in local language SA4. plan and manage work routine based on instructions from supervisor SA5. should willingly participate in the various programs/ meetings that will be conducted by the superiors & put forth the suggestions in the interest of the company SA6. participate in the " quality circles" that will be formed by the superiors SA7. 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" achieve GOTS Certification " Fair Trade" etc.
	B. Professional Skills
Problem Solving	
You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others	
Attention to Detail	
You need to know and understand how to: SB4. apply good attention to detail SB5. check your work is complete and free from errors	
C. Technical Skills	You need to know and understand how to: SC1. skill to check the condition of <ul style="list-style-type: none"> • beaters • grid bar settings • wire points • quality of wire points • card settings • half laps to be put on combers • comber settings • settings at draw frames • functioning of stop motions • top arm settings in speed frames • the buffing quality of the top rollers in draw frames, combers and speed frames

TSC/ N0402

General Maintenance Responsibilities

	SC2. skill to change the settings of different mechanisms SC3. procedure to dismantle and assemble different mechanisms in machines
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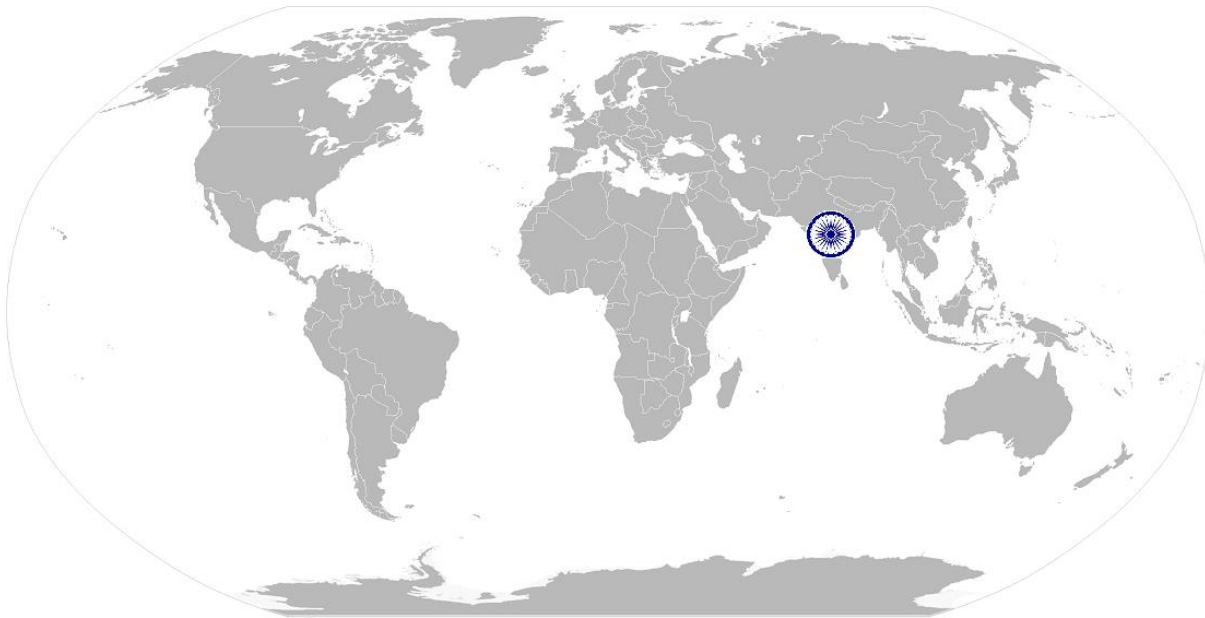


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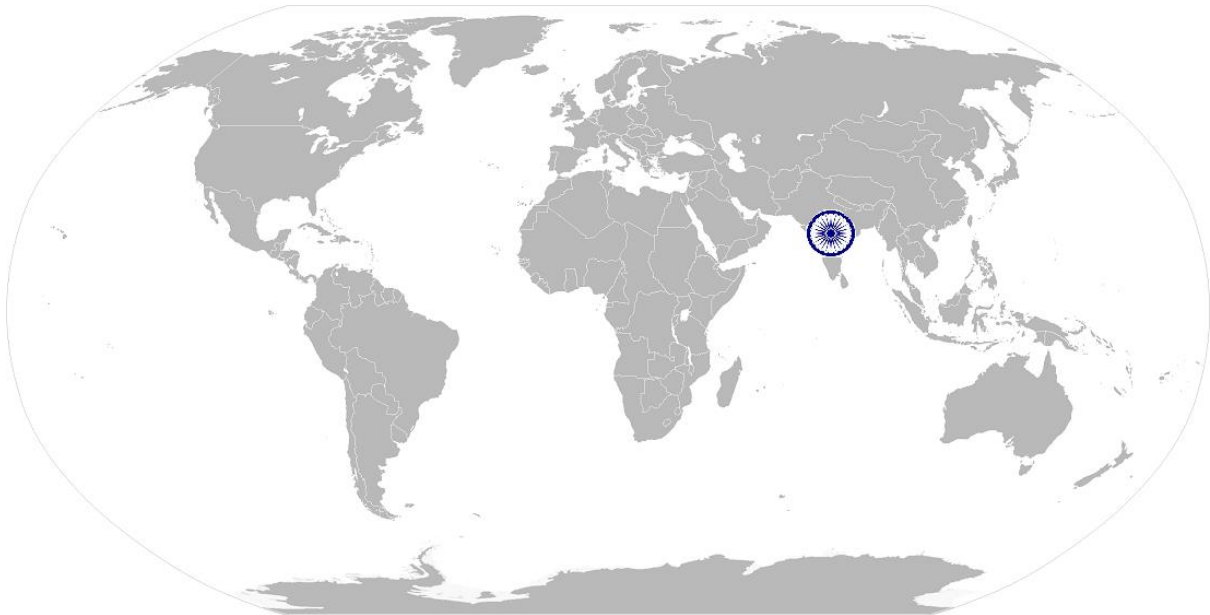
General Maintenance Responsibilities

NOS Version Control

NOS Code	TSC/ N0402		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016



National Occupational Standard



Overview

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

TSC/N0403

Preventive maintenance responsibilities

Unit Code	TSC/ N0403
Unit Title (Task)	Preventive maintenance responsibilities
Description	This unit is about carrying out preventive maintenance activities in spinning department
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> ▪ Inspecting the working condition of machine parts ▪ Carrying out maintenance work ▪ oiling and greasing the machine parts
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Inspecting the working condition of machine parts	<p>To be competent, you must be able to:</p> <p>PC1. check the proper functioning of machines like blow room, carding, draw frame, combers, speed frames and the ancillaries like trolleys, filters, and roller covering and so on.</p> <p>PC2. check the conditions of machine parts while they are being cleaned/scoured or overhauled</p> <p>PC3. ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers</p>
Carrying out maintenance work	<p>PC4. change the settings of the machines on need basis</p> <p>PC5. identify the worn out parts and getting the worn-out parts replaced.</p> <p>PC6. verify the safety stop motions and getting them attended</p> <p>PC7. monitor the stoppages due to breakdowns and analyzing the reasons for breakdowns and taking precautionary measures.</p> <p>PC8. monitor the mounting activities in cards, comber half laps and various beaters.</p> <p>PC9. monitor the cot mounting and buffing activities</p> <p>PC10. 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>
Oiling and greasing the machine	<p>PC11. oil and grease the different machine parts at scheduled interval for smooth functioning of machines</p> <p>PC12. scheduling the oiling & greasing activities</p> <p>PC13. ensure correct oil and grease are taken</p> <p>PC14. ensure proper functioning of machines in preparatory department</p>
Knowledge and Understanding (K)	
A. Organizational Context	<p>You need to know and understand:</p> <p>KA1. organization's standard operating procedures (SOP)</p>


TSC/N0403

Preventive maintenance responsibilities

<p>(Knowledge of the company/ organization and its processes)</p>	<p>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 revolving issues related to defective machines, tools, materials & equipments KA6. details of the various job rolls & responsibilities KA7. documentation and reporting formats KA8. work targets & review machine 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 team work, 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</p>
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. importance and functions of various machines and mechanisms used in spinning preparatory machines. KB2. planning maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life. KB3. role of humidity and temperature in maintaining quality and productivity. basic knowledge of operating a humidification plant. KB4. workloads, work allocation and standard working conditions for maintenance operatives. KB5. calculation of maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption, mean time between breakdowns, and the industry norms. KB6. factors affecting maintenance. KB7. roles and responsibilities of a maintenance supervisor. KB8. basic supervisory skills KB9. importance of conducting the tool audits KB10. importance of oiling and greasing KB11. general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production. KB12. standing orders and discipline in working and precautions to be taken while working. KB13. safety precautions and gadgets to be used in factory</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills You need to know and understand how to: SA1. write clear and short sentences</p>

TSC/N0403

Preventive maintenance responsibilities

	Reading Skills
	You need to know and understand how to: SA2. comprehend written instructions
	Participation
	You need to know and understand how to: SA3. read, write and communicate orally in local language SA4. plan and manage work routine based on instructions from supervisor SA5. willingly participate in the various programs/ meetings that will be conducted by the superiors & put forth the suggestions in the interest of the company SA6. participate in the " quality circles" that will be formed by the superiors SA7. should extend voluntary supports and adapt to the various procedures that SA8. will be adopted by the company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001" SA9. achieve GOTS Certification " Fair Trade " etc.
B. Professional Skills	Problem Solving
	You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to:  SB4. apply good attention to detail SB5. check your work is complete and free from errors
C. Technical Skills	You need to know and understand :
	SC1. check the condition of different machine parts SC2. procedure to replace worn-out parts SC3. procedure for cot mounting and buffing activities SC4. carryout mounting activities in cards, comber half laps and various beaters SC5. oil and grease the different machine parts SC6. ensure correct oil and grease are taken SC7. change the settings of the different machine parts of all the machines in spinning preparatory

TSC/N0403

Preventive maintenance responsibilities

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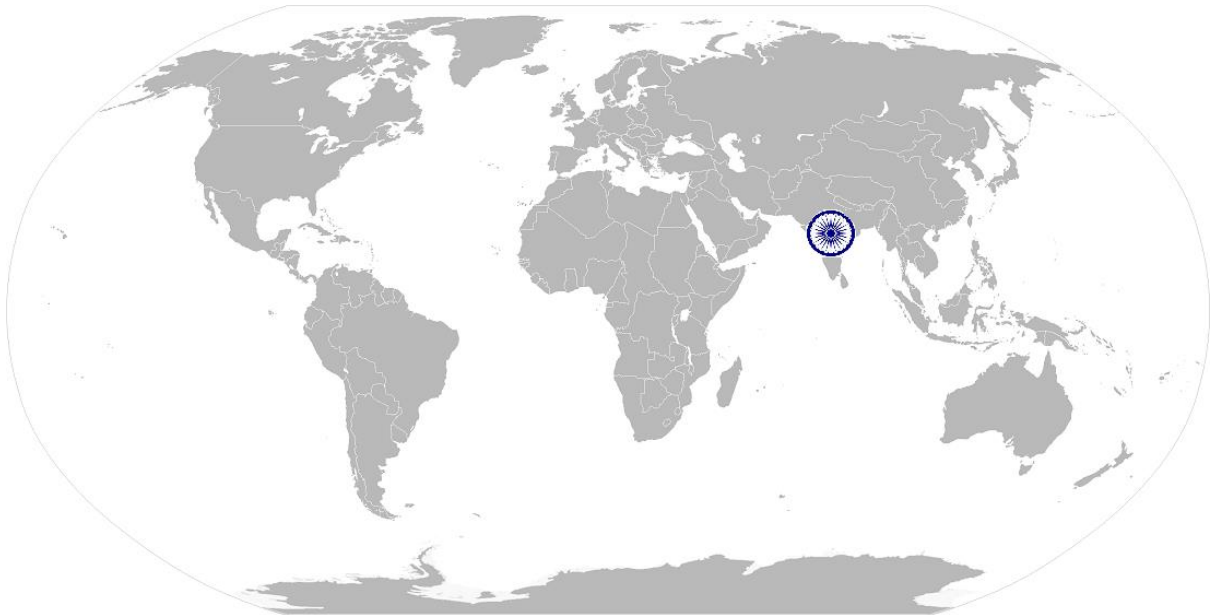
NOS Code	TSC/ N0403		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016



TSC/ N0404

Breakdown maintenance

National Occupational Standard



Overview

This unit is about carrying out breakdown maintenance activities in the spinning preparatory department

TSC/ N0404

Breakdown maintenance

Unit Code	TSC/N0404
Unit Title (Task)	Breakdown Maintenance
Description	This unit is about carrying out breakdown maintenance activities in the preparatory spinning department in case of emergency
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ attending the machine on breakdown ▪ identifying the reason for breakdown and carryout maintenance activity ▪ post maintenance activities
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Attending the machine on breakdown	To be competent, you must be able to: PC1. attend the machine on a break down PC2. report to the maintenance in charge on a breakdown PC3. prepare the machine for carrying out breakdown maintenance PC4. ensure in bringing the proper tool and equipments required for carrying out maintenance
Identifying the reason for breakdown and carryout maintenance activity	PC5. analyze the machine which is under breakdown PC6. identify the reason for breakdown PC7. carryout maintenance activities PC8. replace worn out / damaged parts with new parts PC9. ensure safety while carrying out maintenance activity PC10. ensure proper material handling of maintenance tools
Post maintenance activities	PC11. check for proper functioning of machine after maintenance PC12. run the machine and check for smooth functioning of machine parts PC13. repair if further fine tuning is needed PC14. ensure the output material quality is as per quality requirement. PC15. ensuring the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers PC16. ensure minimum time taken for attending the breakdown, identifying the reason for breakdown and carryout the breakdown maintenance activities
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. organization's standard operating procedures (SOP) KA2. 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 revolving

TSC/ N0404

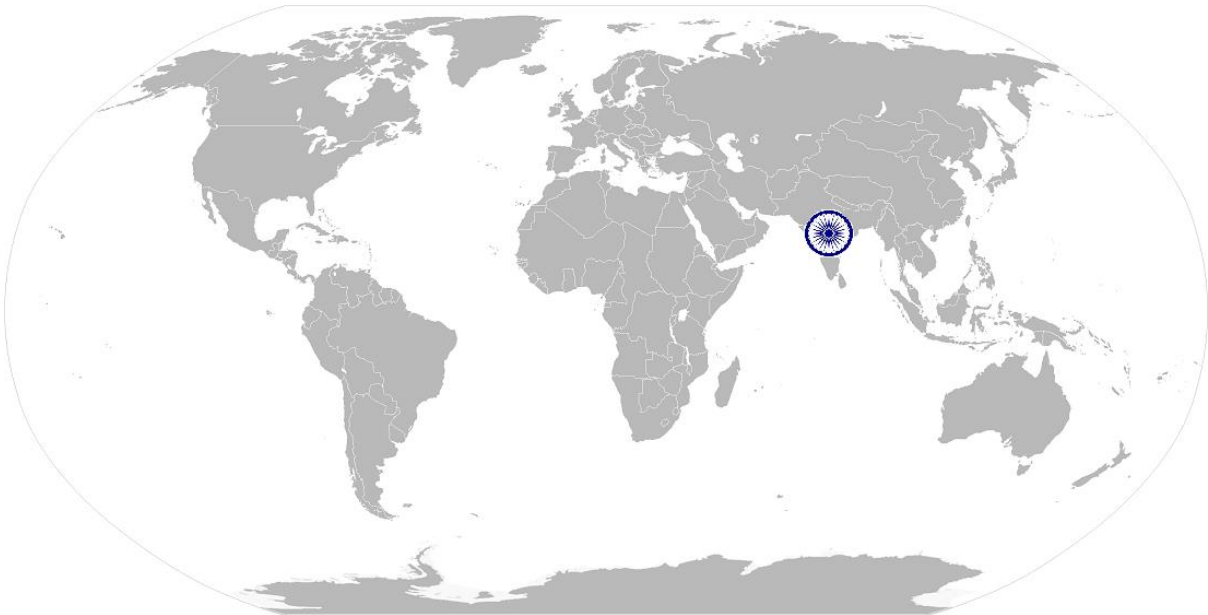
Breakdown maintenance

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

TSC/ N0404

Breakdown maintenance

	certifications like " ISO 9001", " ISO 14001", SA 8001" SA8. achieve GOTS Certification " Fair Trade " etc.
<p>B. Technical Skills</p>	You need to know and understand : SC1. skill to identify the reason for breakdown SC2. skill to carryout different maintenance activities SC3. skill to material handling the different maintenance tools properly SC4. skill to identify the quality of output material is as per requirement SC5. maintain cleanliness at work place

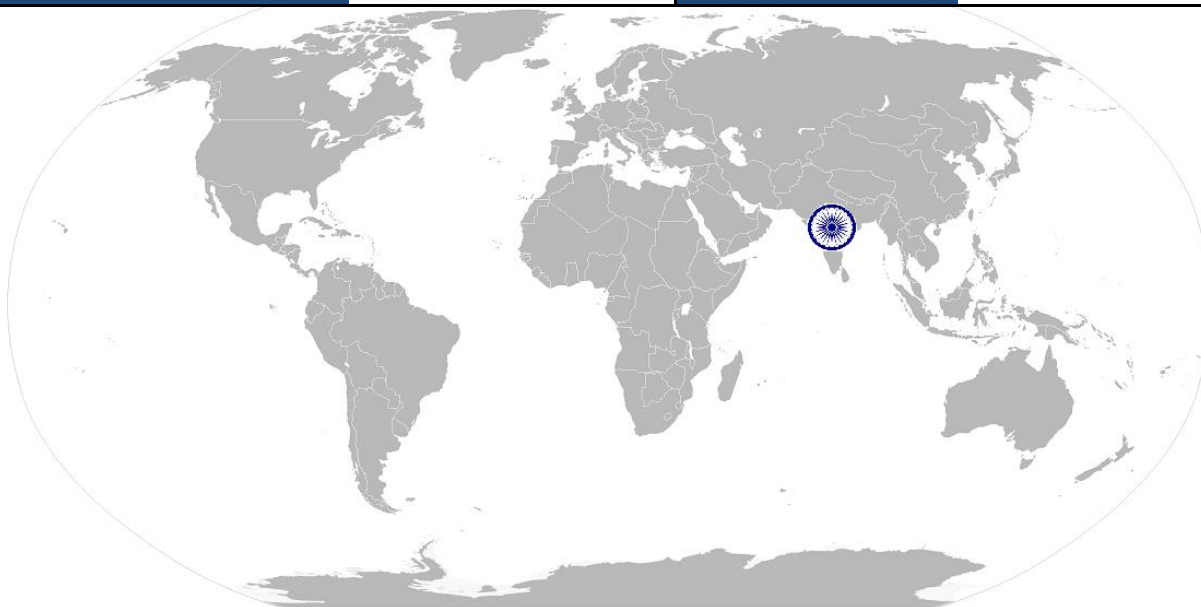


TSC/ N0404

Breakdown maintenance

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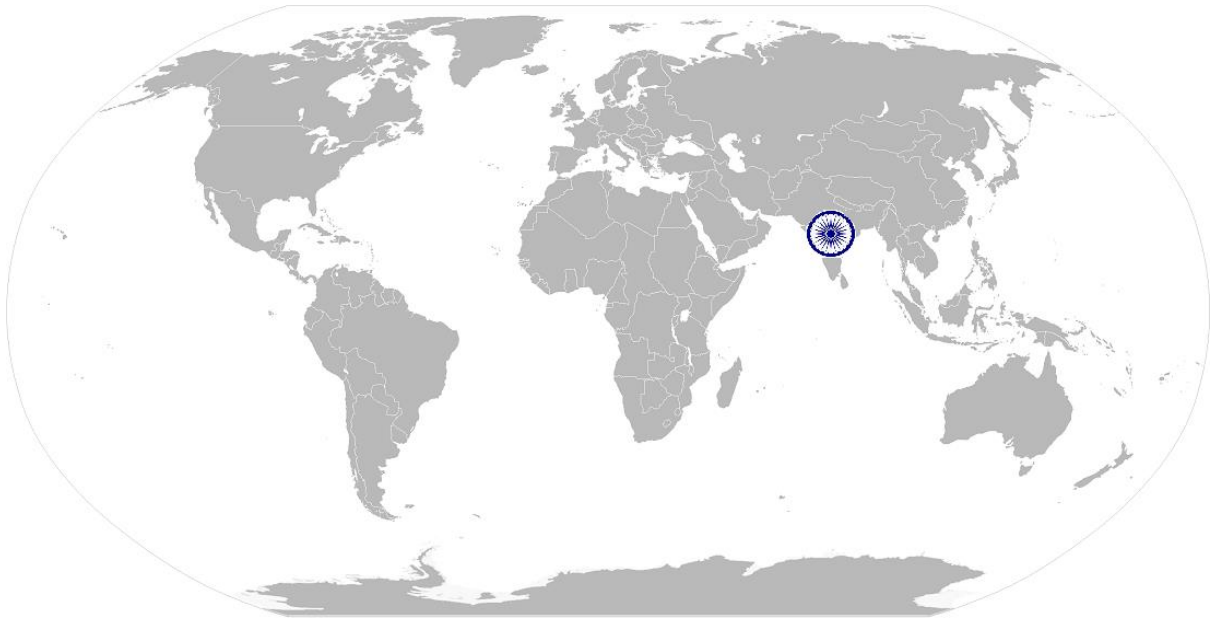
NOS Code	TSC/N0404		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016



TSC/N0405

Maintaining records and ensuring availability of spares

National Occupational Standard



Overview

This unit is about the procedure of maintaining records of maintenance activities in the spinning department

TSC/N0405

Maintaining records and ensuring availability of spares

National Occupational Standard	Unit Code	TSC/ N0405
	Unit Title (Task)	Maintaining records and ensuring availability of spares
	Description	This unit is about the procedure of maintaining records of maintenance activities in the preparatory spinning department
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ maintaining records of maintenance and ensuring record of maintenance
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintaining records of maintenance and ensuring record of maintenance	<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 maintenance history book</p> <p>PC3. verify the stock of various spares, accessories and lubricants and working out the indenting plan and placing indents.</p> <p>PC4. refer the machinery catalogues and identifying the correct spares needed</p> <p>PC5. check the quality of materials received at stores, for e.g. bearings, wheels, arbours, machine spares, belts, brushes, spanners and other tools, etc</p> <p>PC6. carryout maintenance machine audit</p> <p>PC7. maintain records of maintenance</p> <p>PC8. ensure availability of spares and giving requisitions on need basis</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. organization’s standard operating procedures (SOP)</p> <p>KA2. knowledge of customers</p> <p>KA3. potential hazards associated with the machines and the safety precautions must be taken</p> <p>KA4. protocol to obtain more information on work related tasks</p> <p>KA5. contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipments</p> <p>KA6. details of the various job rolls & responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets & review machine with superiors</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining /giving feed back with respect to performance</p> <p>KA11. importance of team work .harmonious working relationships</p> <p>KA12. process for offering /obtaining work related assistance</p> <p>KA13. responsibilities under health, safety and environmental legislation</p> <p>KA14. guidelines for storage & disposal of waste materials</p>

TSC/N0405

Maintaining records and ensuring availability of spares

<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. planning of maintenance activities and preparing date-wise plans for maintenance and replacement of parts considering their life.</p> <p>KB2. types and functions of different spares in preparatory spinning</p> <p>KB3. calculation of maintenance efficiency; time spent for maintenance, men employed, cost of maintenance, costs of spares consumption, mean time between breakdowns, and the industry norms</p> <p>KB4. roles and responsibilities of a maintenance supervisor</p> <p>KB5. general management knowledge of managing subordinates, coordinating with workshop, electrical department, stores and production.</p> <p>KB6. standing orders and maintaining discipline at work</p>
<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> <p>SA1. write clear and short sentences</p> <p>Reading Skills</p> <p>You need to know and understand how to:</p> <p>SA2. comprehend written instructions</p> <p>Participation</p> <p>You need to know and understand how to:</p> <p>SA3. read, write and communicate orally in local language</p> <p>SA4. plan and manage work routine based on instructions from supervisor</p> <p>SA5. should willingly participate in the various programs/ meetings that will be conducted by the superiors & put forth the suggestions in the interest of the company</p> <p>SA6. participate in the " quality circles" that will be formed by the superiors</p> <p>SA7. should extend voluntary supports and adapt to the various procedures that will be adopted by the company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001" GOTS Certification " Fair Trade " etc.</p>
<p>B. Technical Skills</p>	<p>You need to know and understand how to :</p> <p>SC1. procedure to carryout maintenance auditing</p> <p>SC2. skill to verify the quality of different spares used</p>

TSC/N0405

Maintaining records and ensuring availability of spares

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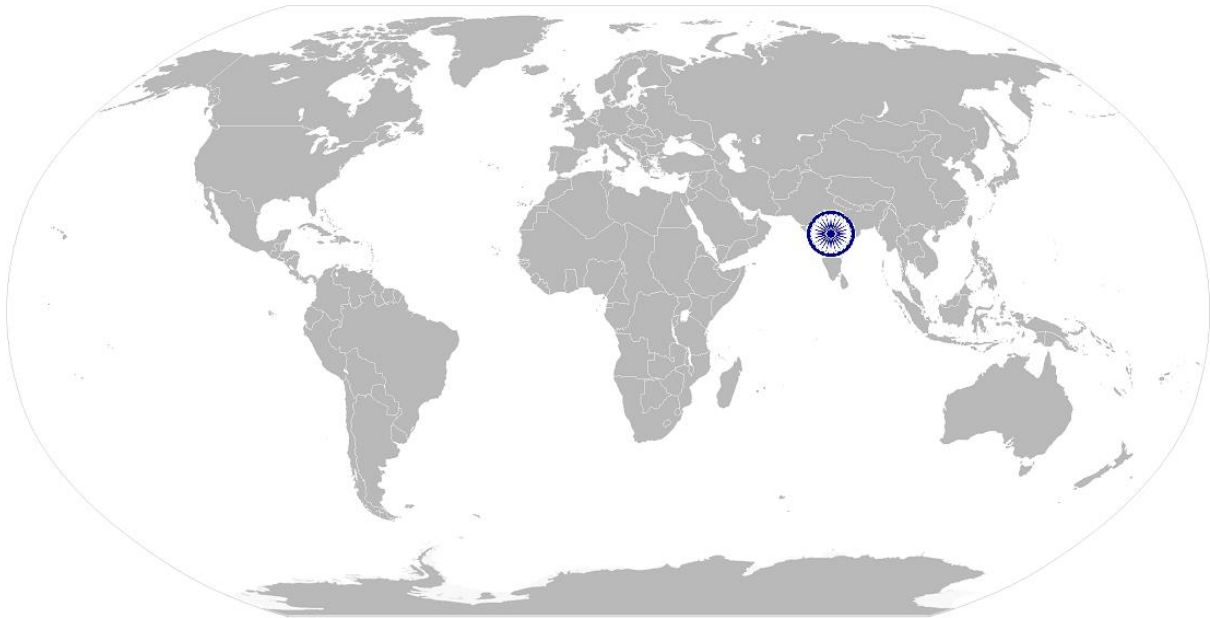
NOS Code	TSC/ N0405		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016



TSC/N9001

Maintaining work area, tools and machines

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 organize/ 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>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organizational standard operating procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving with problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p> <p>KA11. equipment operating procedures / supervisor's instructions</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. work instructions and specifications and interpret them accurately</p> <p>KB2. relation between work role and the overall manufacturing process</p>

TSC/N9001

Maintaining work area, tools and machines

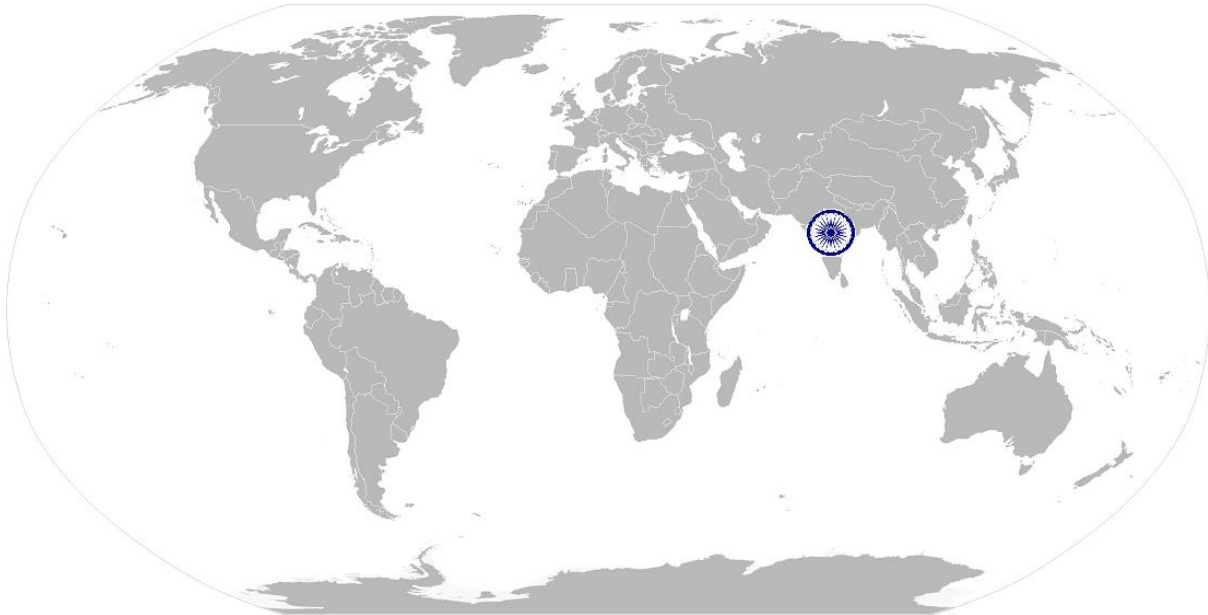
	KB3. hazards likely to be encountered when conducting routine maintenance KB4. the importance of taking action when problems are identified KB5. different ways of minimizing waste KB6. the importance of running maintenance and regular cleaning KB7. effects of contamination on products i.e. machine oil, 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	Reading 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 effectively in local language 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. 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 machines

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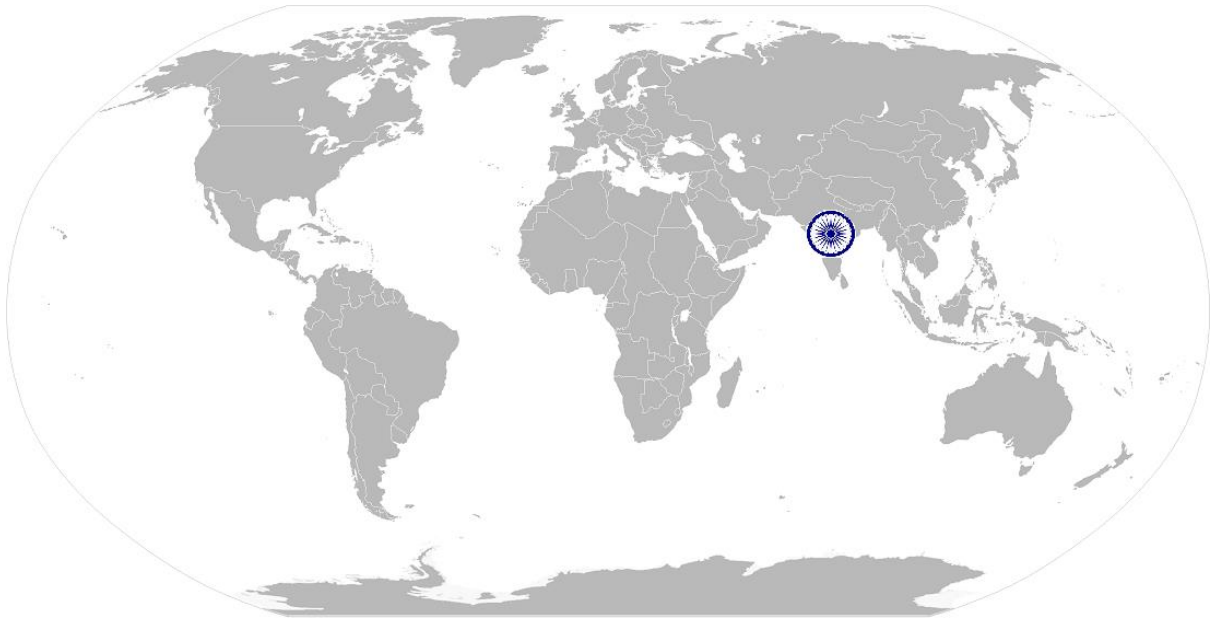
NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016



TSC/N9002

Working in a team

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 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. 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

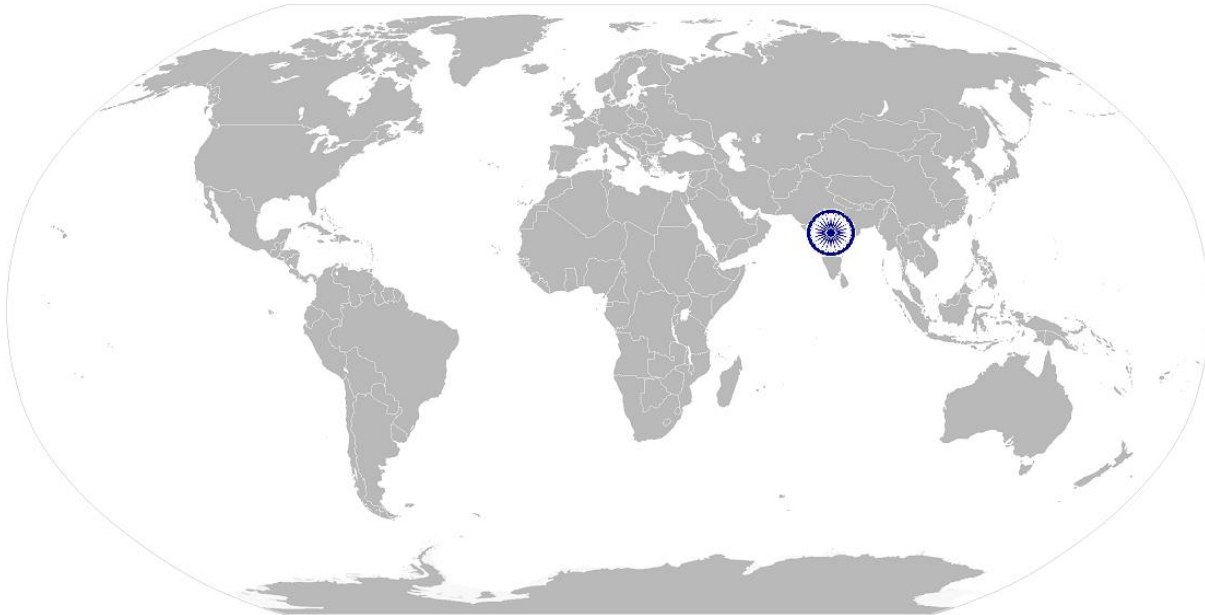


TSC/N9002

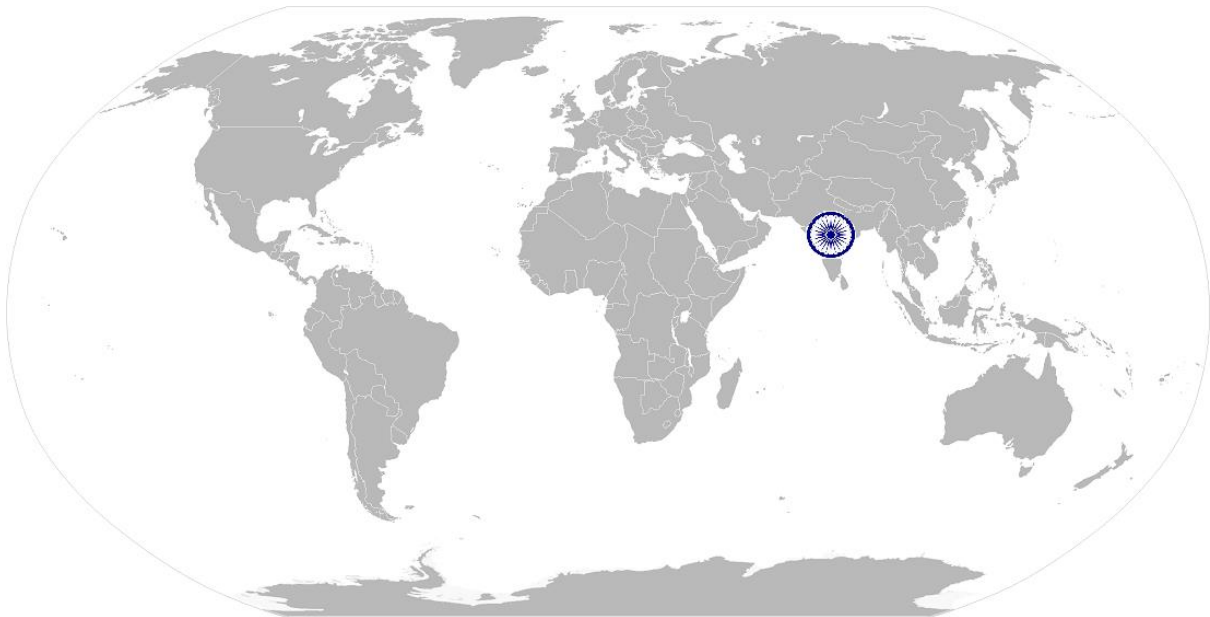
Working in a team

NOS Version Control

NOS Code	TSC/ N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016



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

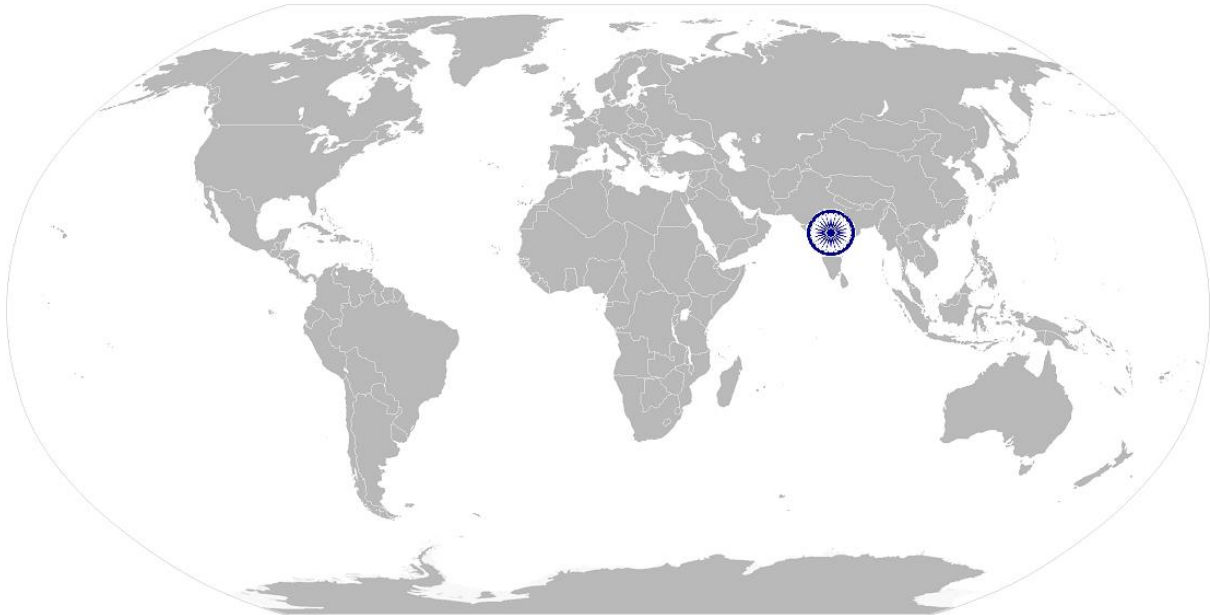
TSC/ N9003
Maintain health, safety and security at work place

Planning the safety techniques	PC21. recognise different measures to curb the hazards
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <ul style="list-style-type: none"> 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	<p>You need to know and understand:</p> <ul style="list-style-type: none"> 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
	You need to know how to:
	SA2. read and understand the company instructions
	SA3. read and understand the simple language
	SA4. read and understand the safety guidelines
	Oral Communication (Listening and Speaking skills)
	SA3. listen to others attentively
	SA4. respond to emergencies, accidents or fire at the workplace
	SA5. evacuate the premises and help others in need while doing so
	SA6. the value of physical fitness, personal hygiene and good habits
	SA7. talk with others politely

TSC/ N9003

Maintain health, safety and security at work place

B. Professional Skills	Decision Making
	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
	SB5. be attentive to details SB6. be careful to avoid occurrence of hazards
C. Technical Skills	You need to know and understand how to: SC1. maintain neatness at work SC2. procedure for reporting unwanted behavior



TSC/ N9003

Maintain health, safety and security at work place

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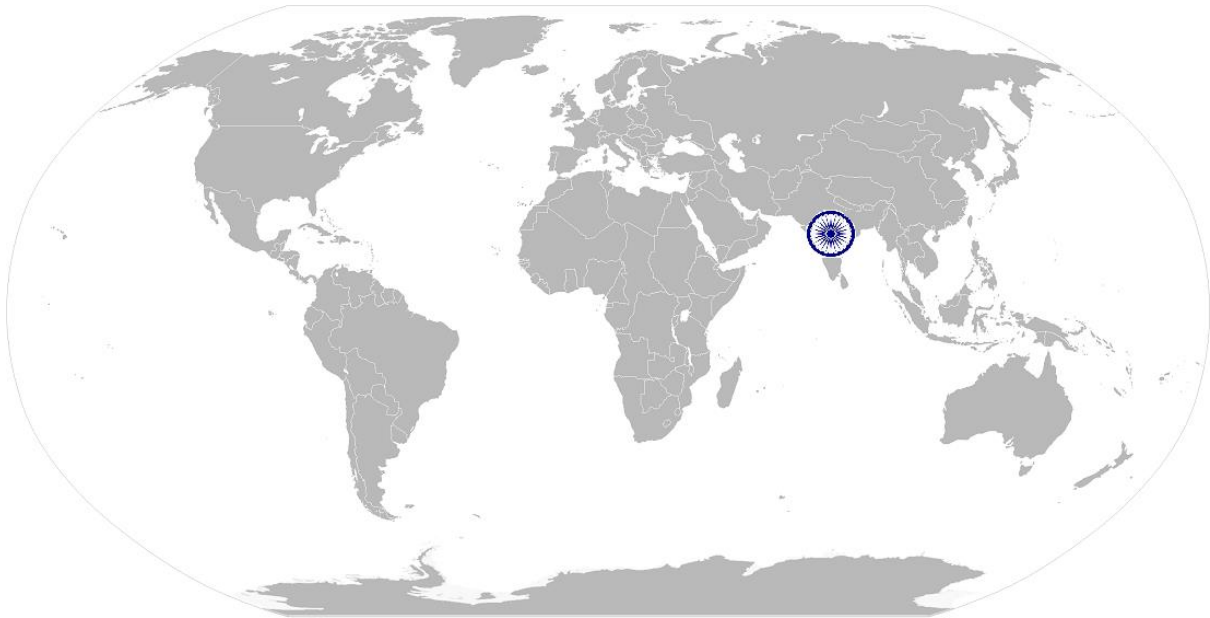
NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016



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	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
	Reading Skills

TSC/N9004

Comply with industry and organizational requirements

	You need to know and understand how to: SA2. read the given instructions SA3. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	SA4. talk effectively with others SA5. put forward your point SA6. 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	Spinning	Last reviewed on	25/02/15
Occupation	Maintenance	Next review date	01/03/2016

Assessment criteria

Job Role: Fitter - Spinning Preparatory Qualification Pack: Fitter - Spinning Preparatory (TSC/Q 0401) 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/N0401 (Taking charge of shift and handing over shift to operator)	PC1. Come at least 10 - 15 minutes earlier to the work spot	100	4	1	2	1
	PC2. Bring the necessary operational tools to the department		6	2	2	2
	PC3. Meet the previous shift fitter and discuss with him/ her regarding the issues faced by them with respect to the quality or production or spare or safety or any other specific instruction etc.		7	2	2	3
	PC4. Understand the count produced, color coding, followed in the different machines in spinning preparatory machines		7	3	2	2
	PC5. Patrol around the machines in spinning preparatory department and ensure the smooth functioning of all the machines in the department		6	2	3	1
	PC6. Check the cleanliness of the machines & other work areas		6	1	3	1

Assessment criteria

PC7. Check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.	7	2	3	2
PC8. Question the previous shift maintenance people for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.	6	2	1	3
PC9. Ensure the work spot is clean	4	1	2	1
PC10. Hand over the shift to the incoming shift fitter in a proper manner	5	2	2	1
PC11. Ensure in providing the details regarding count produced, color coding followed for his allocated number of machines in spinning preparatory	7	2	2	3
PC12. Provide all relevant information regarding the count produced, idle machines, damaged machine parts if any	7	3	2	3
PC13. Get clearance from the incoming counterpart before leaving the work spot	6	2	2	2
PC14. Report to his shift superiors as well as that of the incoming shift fitter in case his/ her counterpart doesn't report for the incoming shift	6	1	2	3
PC15. Ensure the shift has to be properly handed over to the incoming shift fitter	6	2	2	2
PC16. Report to his shift superior about the quality / production / maintenance issues / 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	6	2	1	3
PC17. Ensure the work spot is clean	4	1	2	1
Total	100	31	35	34
Weight age %	100%	31%	35%	34%

Assessment criteria

		5				
2.TSC/N0402 (General Maintenance Responsibilities)	PC1. Patrol around the work area before the start of the shift and observing the working	75	5	2	2	1
	PC2. Note down the machines stopped for repairs and the type of problem.		6	2	3	1
	PC3. Dismantle and assemble different mechanisms in machines on need basis		7	2	4	1
	PC4. Understand the quality complaints in the machines.		6	2	3	1
	PC5. Understand the works done till now and the works pending in the machines stopped for repairs or for maintenance works or modifications.		5	2	2	1
	PC6. Follow the production plan and make changes in settings of machines accordingly		5	2	3	0
	PC7. Understand the machines allotted for various mixings and deciding on the parameters to be checked while doing maintenance like condition of beaters, grid bar settings, the wire points to be mounted on cards, quality of wire points, card settings, half laps to be put on combers, comber settings, settings at draw frames, functioning of stop motions, top arm settings in speed frames, the buffing quality of the top rollers in draw frames, combers and speed frames and so on.		7	3	3	1
	PC8. Allocate the workers for different tasks considering their knowledge, skills, maturity and workloads agreed.		5	2	1	2
	PC9. Refer to process parameters and working out the changes to be made for change in hank or product mix and getting the changes made by the concerned maintenance workers.		7	2	3	2

Assessment criteria

	PC10. Ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers.		5	2	2	1
	PC11. Counsel and influence a poor performing worker to produce as per norms		5	1	1	3
	PC12. View at display panel board and identify the reason for breakdown maintenance		6	2	3	1
	PC13. Identify any abnormal sound in machine and stopping the machine for carrying out maintenance activities		6	2	3	1
	Total		75	26	33	16
	Weight age %		100.00%	34.67%	44.00%	21.33%
3.TSC/N0403 (Preventive maintenance responsibilities)	PC1. Check the proper functioning of machines like blow room, carding, draw frame, combers, speed frames and the ancillaries like trolleys, filters, and roller covering and so on.		5	2	2	1
	PC2. Check the conditions of machine parts while they are being cleaned/scoured or overhauled		5	2	2	1
	PC3. Ensure the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers		5	2	2	1
	PC4. Change the settings of the machines on need basis		6	2	3	1
	PC5. Identify the worn out parts and getting the worn-out parts replaced.	75	7	3	3	1
	PC6. Verify the safety stop motions and getting them attended		5	2	2	1
	PC7. Monitor the stoppages due to breakdowns and analyzing the reasons for breakdowns and taking precautionary measures.		5	2	2	1
	PC8. Monitor the mounting activities in cards, comber half laps and various beaters.		5	1	3	1
	PC9. Monitor the cot mounting and buffing activities		5	1	3	1

Assessment criteria

	PC10. Conduct the tool audits i.e. The tools used for maintenance like spanners, top arm gauge, lubricating and flushing pumps, buffing machines, mounting machines, etc.		7	2	3	2
	PC11. Oil and grease the different machine parts at scheduled interval for smooth functioning of machines		5	1	3	1
	PC12. Scheduling the oiling & greasing activities		5	2	2	1
	PC13. Ensure correct oil and grease are taken		5	2	2	1
	PC14. Ensure proper functioning of machines in preparatory department		5	2	2	1
	Total		75	26	34	15
	Weight age %		100.00%	34.67%	45.33%	20.00%
4.TSC/N0404 (Carry out Breakdown Maintenance activities)	PC1. Attend the machine on a break down	70	4	1	2	1
	PC2. Report to the maintenance in charge on a breakdown		4	1	1	2
	PC3. Prepare the machine for carrying out breakdown maintenance		4	1	2	1
	PC4. Ensure in bringing the proper tool and equipments required for carrying out maintenance		4	1	2	1
	PC5. Analyze the machine which is under breakdown		5	1	3	1
	PC6. Identify the reason for breakdown		5	1	3	1
	PC7. Carry out maintenance activities		5	1	3	1
	PC8. Replace worn out / damaged parts with new parts		5	1	3	1
	PC9. Ensure safety while carrying out maintenance activity		4	1	2	1
	PC10. Ensure proper material handling of maintenance tools		4	2	2	0
	PC11. Check for proper functioning of machine after maintenance		5	1	3	1

Assessment criteria

	PC12. Run the machine and check for smooth functioning of machine parts		4	1	3	0
	PC13. Repair if further fine tuning is needed		4	1	3	0
	PC14. Ensure the output material quality is as per quality requirement.		5	1	3	1
	PC15. Ensuring the use of safety gadgets like caps, masks, gloves and shoes by all maintenance workers		4	1	2	1
	PC16. Ensure minimum time taken for attending the breakdown, identifying the reason for breakdown and carryout the breakdown maintenance activities		4	1	2	1
	Total		70	17	39	14
	Weight age %		100.00%	24.29%	55.71%	20.00%
5.TSC/N0405 (Maintaining records and ensuring availability of spares)	PC1. Carry out maintenance auditing	30	4	1	2	1
	PC2. Record the activities in the log book (report book) and updating the machine maintenance history book		4	2	2	0
	PC3. Verify the stock of various spares, accessories and lubricants and working out the indenting plan and placing indents.		4	2	2	0
	PC4. Refer the machinery catalogues and identifying the correct spares needed		3	2	1	0
	PC5. Check the quality of materials received at stores, for e.g. Bearings, wheels, arbours, machine spares, belts, brushes, spanners and other tools, etc		4	1	2	1
	PC6. Carry out maintenance machine audit		4	2	1	1
	PC7. Maintain records of maintenance		3	1	1	1
	PC8. Ensure availability of spares and giving requisitions on need basis		4	1	2	1
	Total		30	12	13	5

Assessment criteria

		Weight age %		40%	43.33%	16.66%
6.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
	PC14. carry out cleaning according to schedules and limits of responsibility		4	1	2	1
	Total			50	15	21
Weight age %			100.00%	30.00%	42.00%	28.00%
7.TSC/N9002 (Working in	PC1. be accountable to the own role in whole process	50	4	2	1	1

Assessment criteria

a team)	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	1	2	1
	PC9. give due importance to others' point of view		4	1	2	1
	PC10. avoid conflicting situations		4	1	2	1
	PC11. develop new ideas for work procedures		5	2	2	1
	PC12. improve upon the existing techniques to increase process efficiency		4	1	2	1
	Total		50	16	19	15
	Weight age %		100.00%	32.00%	38.00%	30.00%
8.TSC/N9003 (Maintain health, safety and security at work place)	PC1. comply with health and safety related instructions applicable to the workplace	100	5	2	2	1
	PC2. use and maintain personal protective equipment such as " ear plug" " nose mask " " head cap" etc., as per protocol		5	2	2	1
	PC3. carry out own activities in line with approved guidelines and procedures		4	2	1	1
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		4	2	1	1
	PC5. follow environment management system related		4	2	1	1

Assessment criteria

	procedures					
	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 issues existing in the workplace		4	2	1	1

Assessment criteria

	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
	Total		100	43	34	23
	Weight age %		100.00%	43.00%	34.00%	23.00%
9.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
	Total	50	18	19	13	
	Weight age %		100.00%	36.00%	38.00%	26.00%