

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR

What are Occupational Standards(OS)?

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

Contact Us:

Textile SSC

E-mail: ceo@texskill.in



Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5

Introduction

Qualifications Pack – Oiler-Weaving Machine Maintenance

SECTOR: TEXTILE

SUB-SECTOR: WEAVING

OCCUPATION: MAINTENANCE

REFERENCE ID: TSC/Q 2406

ALIGNED TO: NCO-2004 / 7233.90

Brief Job Description: An Oiler of Weaving Machines , is a job-role in a weaving department. The responsibility of Oiler is to Lubricate the Weaving Machines efficiently so as to get maximum output with minimum defects giving due importance to safety and environment aspects

Personal Attributes: An Oiler – Weaving Machines should have good eyesight, eye-hand coordination, motor skills and vision (including near vision, distance vision, color vision, peripheral vision, depth perception and ability to change focus).

Job Details	Qualifications Pack Code	TSC/Q 2406		
	Job Role	Oiler-Weaving Machine Maintenance		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/14
	Sub-sector	Weaving	Last reviewed on	21/1/15
	Occupation	Maintenance	Next review date	01/03/16
Job Role	Oiler-Weaving Machine Maintenance			
Role Description	To lubricate Weaving Machines efficiently so as to get maximum output with minimum defects, giving due importance to safety & environmental aspects			
NSQF level	3			
Minimum Educational Qualifications	Preferably Class 10 th			
Maximum Educational Qualifications	N/A			
Training (Suggested but not mandatory)	Preferably training in weaving department			
Experience	Not essential			
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> TSC/N2410 (Taking charge of shift and handing over shift to operator) TSC/N2411 (Lubricate weaving machines) TSC/ N9001 (Maintain work area, tools and machines) TSC/N9002 (Working in a team) TSC/N9003 (Maintain health, safety and security at work place) TSC/N9004 (Comply with industry & organizational requirements) <p>Optional: Not Applicable</p>			
Performance Criteria	As described in the relevant OS units			

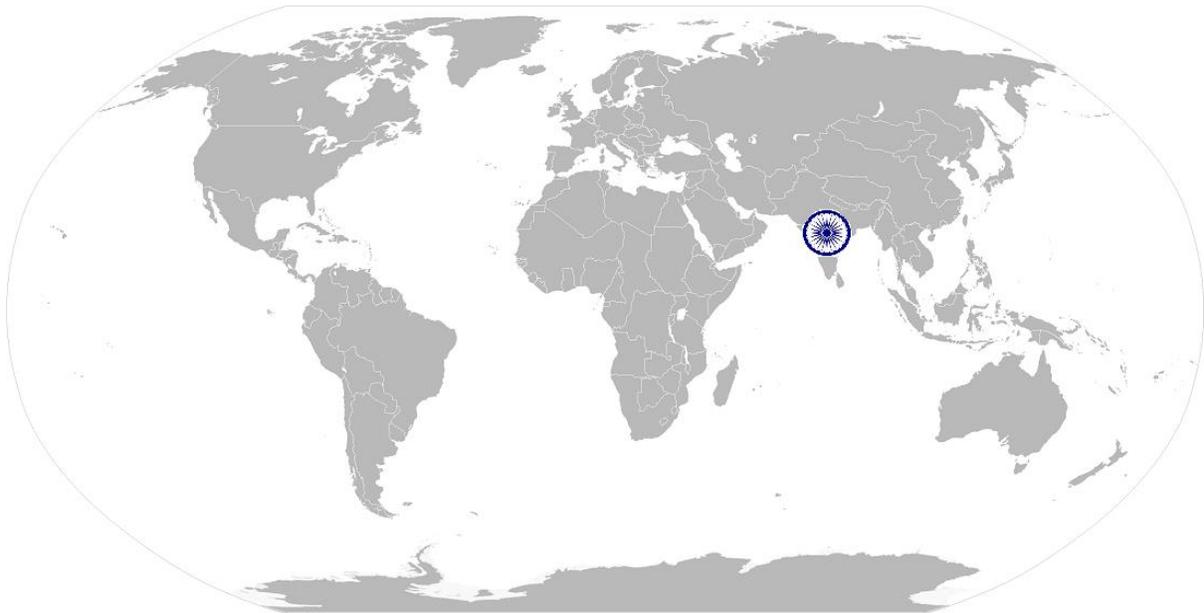
Table 1: Glossary of Key Terms

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

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

TSC/N 2410 Taking charge of shift and handing over shift to operator

Unit Code	TSC/N 2410
Unit Title (Task)	Taking charge of shift and handing over shift to operator
Description	This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> ▪ To take charge of shift from previous shift operator ▪ To hand over the shift to next shift operator
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Take Charge of the 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. ensure whether oil can, grease gun is in order.</p> <p>PC3. check the cleanliness of the machines & other work areas</p> <p>PC4. check whether any spare/raw material/ tool / fabric/ any other material are thrown under the machines or in the other work areas.</p> <p>PC5. bring the same to the knowledge of His/ Her Superior as well that of the previous shift as well.</p>
Handing over the Shift	<p>PC6. report to His/ Her Superior about the quality / safety issues/ any other issue faced and should leave the department only after getting concurrence for the same from His/ Her superiors</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>KA1. the Organization's Policies & Standard Operating Procedures (SOP)</p> <p>KA2. awareness & knowledge of customers</p> <p>KA3. potential hazards associated with the machines and the safety precautions must be taken</p> <p>KA4. protocol to obtain more information on work related tasks</p> <p>KA5. how to 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>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. minimum quality requirements of the product with respect to permissible/non-permissible defects</p>

TSC/N 2410

Taking charge of shift and handing over shift to operator

	<p>KB2. yarns from natural fibers - Cotton, Silk, Wool</p> <p>KB3. yarns from Manmade Fibers - Polyester, Nylon, Viscose</p> <p>KB4. blended yarns - Polyester Cotton, Polyester Viscose</p> <p>KB5. how to operate hand Loom</p> <p>KB6. how to operate Power Loom - Conventional Loom</p> <p>KB7. how to operate Auto Loom - Shuttle Looms</p> <p>KB8. how to operate Shuttleless Looms - Rapier , Projectile , Airjet, Waterjet</p> <p>KB9. how to operate Tappet loom/ Cam Loom/ Crank Loom , Dobby Loom, Jacquard Loom</p> <p>KB10. fabric with black oil Fabrics with Yellow oil</p> <p>KB11. fabrics with oily fluff</p> <p>KB12. fabrics with Grease mark</p> <p>KB13. fabrics with oil stain</p> <p>KB14. fabrics with hand stain</p> <p>KB15. the safety mechanisms of the machines & should ensure that the same are in order</p> <p>KB16. the stop motions & should ensure that the same are in order</p> <p>KB17. about the functional operations of the machines, where He/ She is working</p>
Skills (S)	
A. Professional Skills	Participation
	<p>You need to know and understand how to:</p> <p>SA1. plan and manage work routine based on instructions from supervisor</p> <p>SA2. participate willingly in the various programs/ meetings that will be conducted by the Superiors & put forth the suggestions in the interest of the Company</p> <p>SA3. participate willingly in the " Quality Circles" that will be formed by the superiors</p> <p>SA4. 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>
	Writing Skills
	<p>You need to know and understand how to:</p> <p>SA5. write clear and short sentences</p>
	Reading Skills
	<p>You need to know and understand how to:</p> <p>SA6. comprehend written instructions</p> <p>SA7. read any application sent by other colleagues</p>
	Oral Communication (Listening and Speaking skills)
	<p>You need to know and understand how to:</p> <p>SA8. communicate in local language orally</p>

TSC/N 2410

Taking charge of shift and handing over shift to operator

	SA9. communicate with supervisor appropriately SA10. 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: SB1. apply good attention to detail SB2. check your work is complete and free from errors SB3. make sure every kind of communication is error free
	C. Technical Skills You need to know and understand : SC1. various types of oil like Servo 30 , Servo 220 and its appliances SC2. awareness about synthetic oil and its advantages SC3. knowledge about different types of greases including Multi Purpose grease and their appliances

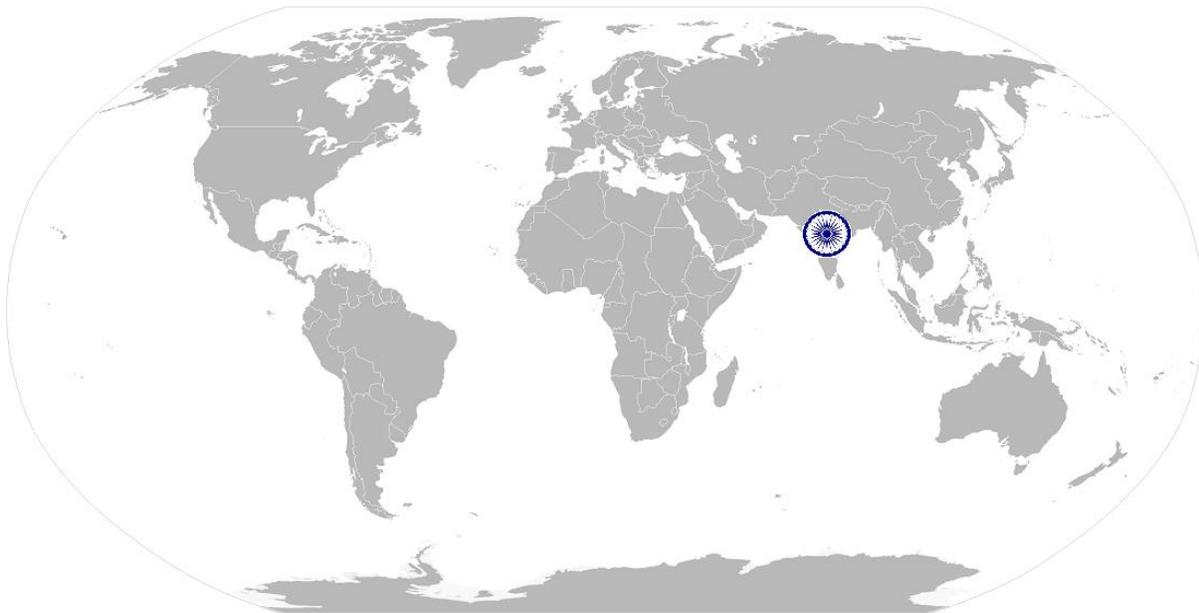


TSC/N 2410

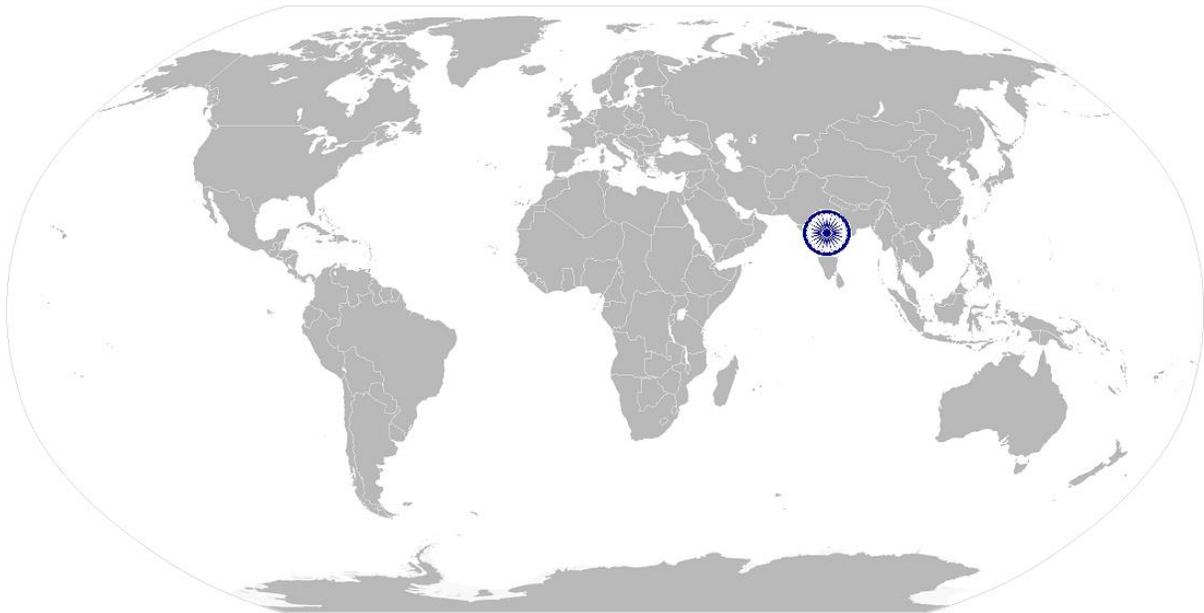
Taking charge of shift and handing over shift to operator

NOS Version Control

NOS Code	TSC/N 2410		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/1/15
Occupation	Maintenance	Next review date	01/03/16



National Occupational Standard



Overview

This unit provides performance criteria, knowledge & understanding and skills & abilities required to lubricate Weaving Machines, by applying oil & grease.

TSC/N 2411

Lubricate weaving machines

National Occupational Standard

Unit Code	TSC/N 2411
Unit Title (Task)	Lubricate weaving machines
Description	This unit provides performance criteria ,knowledge & understanding and skills & abilities required to lubricate Weaving Machines efficiently so as to get maximum output with minimum defects, giving due importance to safety & environmental aspects
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Oiling the machines • Greasing the machine • Other work practices
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Oiling the Machines	<p>To be competent, you must be able to:</p> <p>PC1. ensure that oiling points are identified with marking in paint</p> <p>PC2. ensure that there is no fluff in the oiling points</p> <p>PC3. check the oil quality before the same is applied</p> <p>PC4. apply oil in the “ oiling points” as per the schedule</p> <p>PC5. check the oil level , in the oil storages in the machines</p> <p>PC6. check for the oil leakages in the oil storages and see that the said leakages are arrested immediately by bringing the same to the knowledge of the higher authority</p> <p>PC7. change the oil condition in the oil storages the same has to be changed, for any deviation in the quality.</p> <p>PC8. change the oil in the oil storages as per the schedule</p>
Greasing the Machines	<p>PC9. ensure that greasing points are identified with marking in paint.</p> <p>PC10. ensure that the grease nipples in the greasing points are there.</p> <p>PC11. ensure that the grease nipples in the greasing points are in good order.</p> <p>PC12. ensure that there is no fluff in the greasing points</p> <p>PC13. check whether grease gun is in good order</p> <p>PC14. check for the air supply if compressor grease gun is used</p> <p>PC15. apply grease in the grease points as per the schedule</p> <p>PC16. ensure that the old grease comes out when applying grease.</p>
Other work practices	<p>PC17. apply oil as prescribed in the oiling points or oiling places earmarked</p> <p>PC18. apply grease prescribed n the greasing points</p> <p>PC19. ensure that the oil does not spill on floor</p> <p>PC20. ensure that excess oil is not used</p> <p>PC21. see that the raw materials or fabrics get damaged during or after oiling</p> <p>PC22. ensure grease does not waste</p> <p>PC23. see that hands are fee from oil or grease , while touching the raw materials or</p>

TSC/N 2411

Lubricate weaving machines

	<p>fabrics</p> <p>PC24. ensure that grease quality doesn't get deteriorated, due to storage problem or due to any other problem. for any deviation, the same has to be brought to the notice of the higher authority</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>KA1. the organization's policies & standard operating procedures (SOP)</p> <p>KA2. awareness & knowledge of customers</p> <p>KA3. potential hazards associated with the machines and the safety precautions must be taken</p> <p>KA4. protocol to obtain more information on work related tasks</p> <p>KA5. how to 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>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. minimum quality requirements of the product with respect to permissible/non-permissible defects</p> <p>KB2. yarns from natural fibers - cotton, silk, wool</p> <p>KB3. yarns from manmade fibers - polyester, nylon, viscose</p> <p>KB4. blended yarns - polyester cotton, polyester viscose</p> <p>KB5. hand loom</p> <p>KB6. power loom - conventional loom</p> <p>KB7. auto loom - shuttle looms</p> <p>KB8. shuttle less looms - rapier , projectile , airjet, waterjet</p> <p>KB9. tappet loom/ cam loom/ crank loom , dobby loom, jacquard loom</p> <p>KB10. fabric with black oil fabrics with yellow oil</p> <p>KB11. fabrics with oily fluff</p> <p>KB12. fabrics with grease mark</p> <p>KB13. fabrics with oil stain</p> <p>KB14. fabrics with hand stain</p> <p>KB15. the safety mechanisms of the machines & should ensure that the same are in order</p> <p>KB16. the stop motions & should ensure that the same are in order</p> <p>KB17. about the functional operations of the machines, where he/ she is working</p>

TSC/N 2411

Lubricate weaving machines

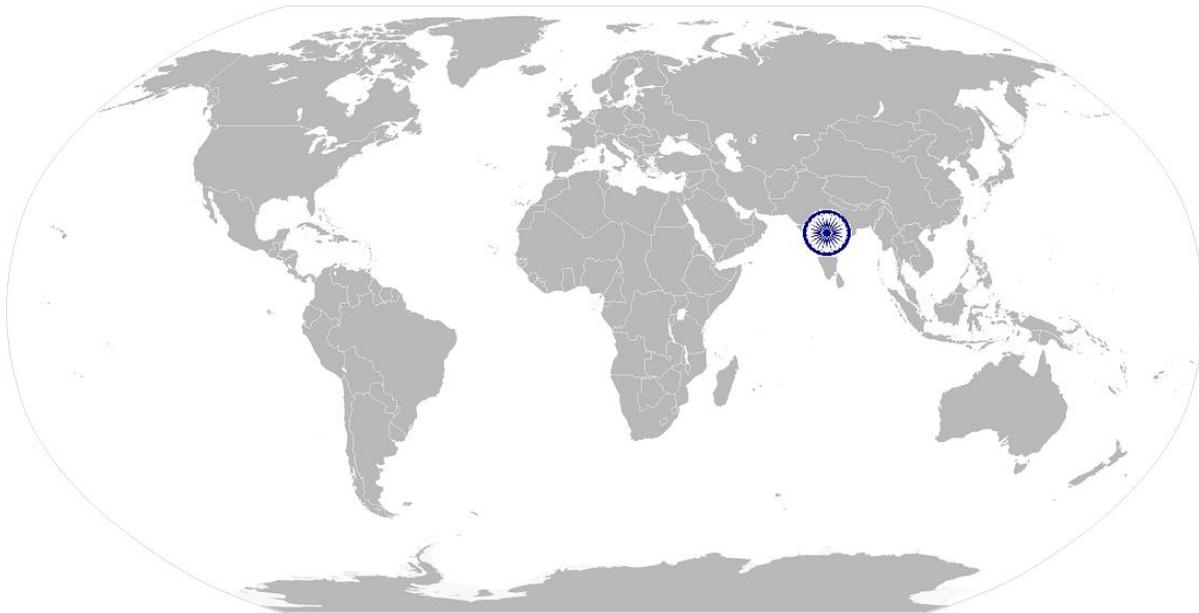
Skills (S)	
A. Core Skills/Generic Skills	Participation
	You need to know and understand how to: SA1. plan and manage work routine based on instructions from supervisor SA2. participate willingly in the various programs/ meetings that will be SA3. conducted by the superiors & put forth the suggestions in the interest of the company SA4. participate willingly in the " quality circles" that will be formed by the superiors SA5. extend voluntary supports and adapt to the various procedures that SA6. will be adopted by the company with respect to compliances for the SA7. different certifications like " ISO 9001", " ISO 14001", SA 8001" GOTS certification " fair trade " etc.
	Writing Skills
	You need to know and understand how to: SA8. write clear and short sentences
	Reading Skills
	You need to know and understand how to: SA9. comprehend written instructions SA10. read any application sent by other colleagues
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA11. communicate with supervisor appropriately SA12. talk to others to convey information effectively
	Problem Solving
C. Technical Skills	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. various types of oil like Servo 30 , Servo 220 and its appliances SC2. awareness about synthetic oil and its advantages SC3. knowledge about different types of greases including Multi Purpose grease and their appliances

TSC/N 2411

Lubricate weaving machines

NOS Version Control

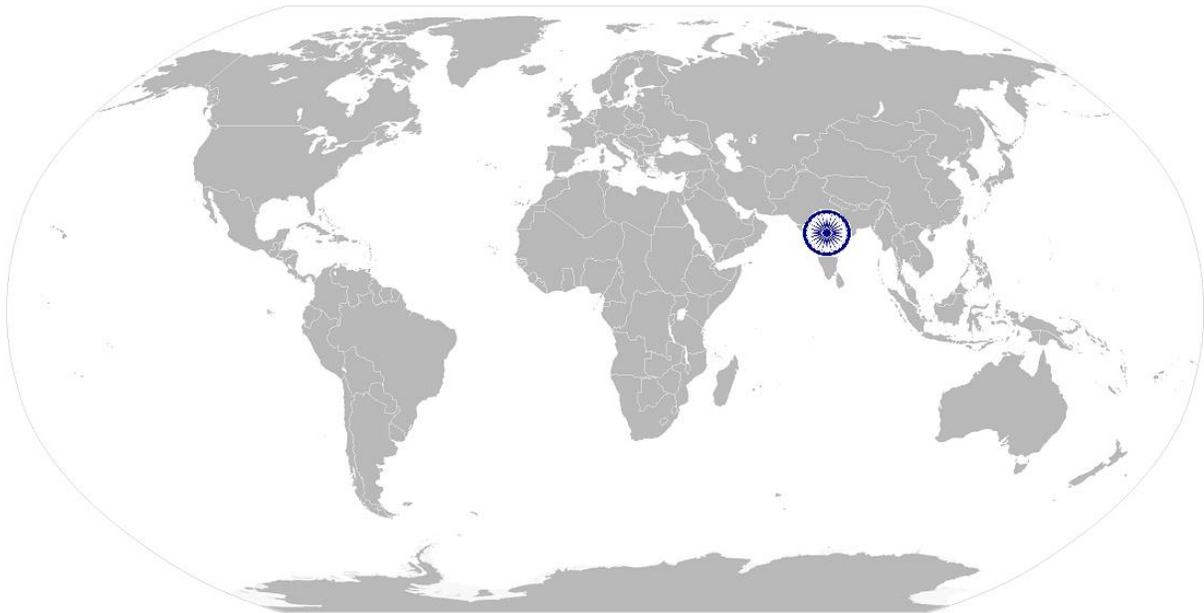
NOS Code	TSC/N 2411		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/1/15
Occupation	Maintenance	Next review date	01/03/16



TSC/N 9001

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/N 9001

Maintaining work area, tools and machines

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: <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	<p>You need to know and understand:</p> <p>KA1. organizational standard operating procedures (SOP)</p> <p>KA2. limits of your own responsibility</p> <p>KA3. ways of resolving with problems within the work area</p> <p>KA4. the production process and the specific work activities that relate to the whole process</p> <p>KA5. the importance of effective communication with supervisors</p> <p>KA6. the lines of communication, authority and reporting procedures</p> <p>KA7. the organization's rules, codes and guidelines (including timekeeping)</p> <p>KA8. the company's quality standards</p> <p>KA9. the importance of complying with written instructions</p> <p>KA10. 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/N 9001

Maintaining work area, tools and machines

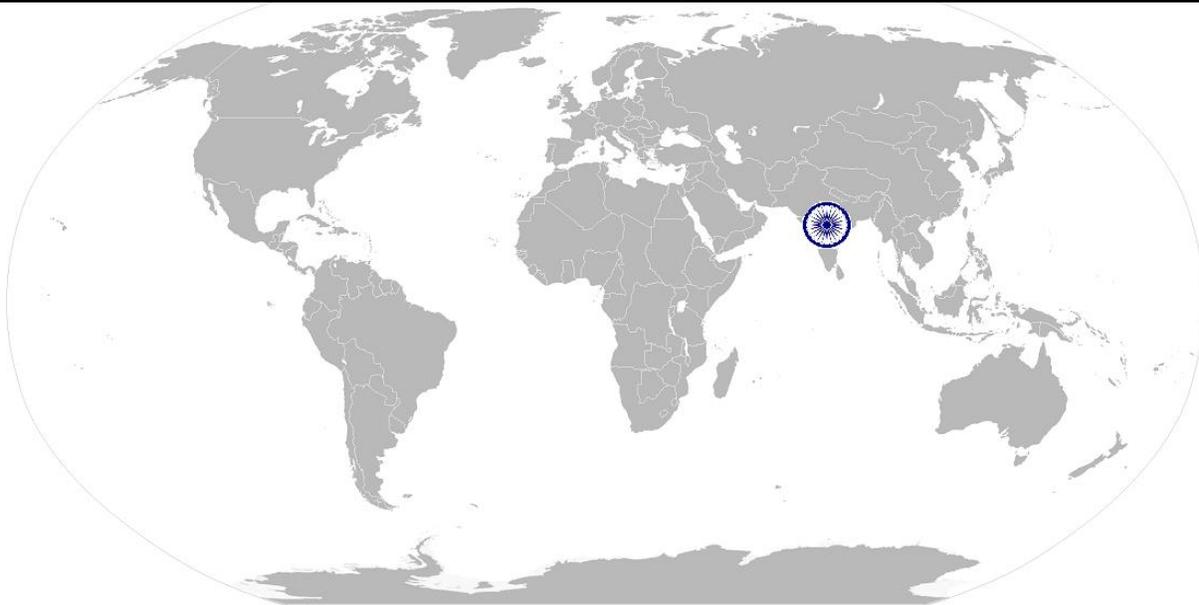
	<p>KB3. hazards likely to be encountered when conducting routine maintenance KB4. the importance of taking action when problems are identified KB5. different ways of minimizing waste KB6. the importance of running maintenance and regular cleaning KB7. effects of contamination on products i.e. machine 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</p>
Skills (S)	
<p>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 SA3. read any application sent by other colleagues</p>
	Oral Communication (Listening and Speaking skills)
<p>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</p>	
<p>B. Professional Skills</p>	Problem Solving
	<p>You need to know and understand how to: SB1. identify the real reason of problem faced SB2. apply problem-solving approaches in different situations SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others</p>
	Attention to Detail
<p>You need to know and understand how to: SB5. apply good attention to detail SB6. check your work is complete and free from errors SB7. make sure every kind of communication is error free</p>	
<p>C. Technical Skills</p>	<p>You need to know and understand :</p> <p>SC1. communicate effectively SC2. apply leadership skills wherever required SC3. take initiative at the right place SC4. understand the requirement to be creative</p>

TSC/N 9001

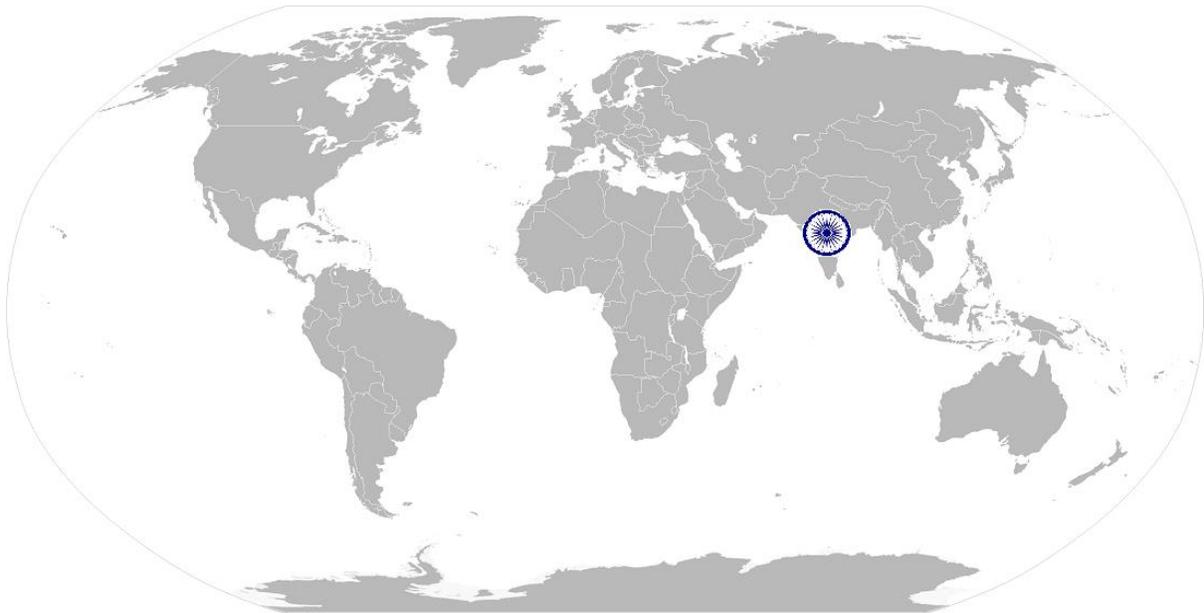
Maintaining work area, tools and machines

NOS Version Control

NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
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/N 9002

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/N 9002

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

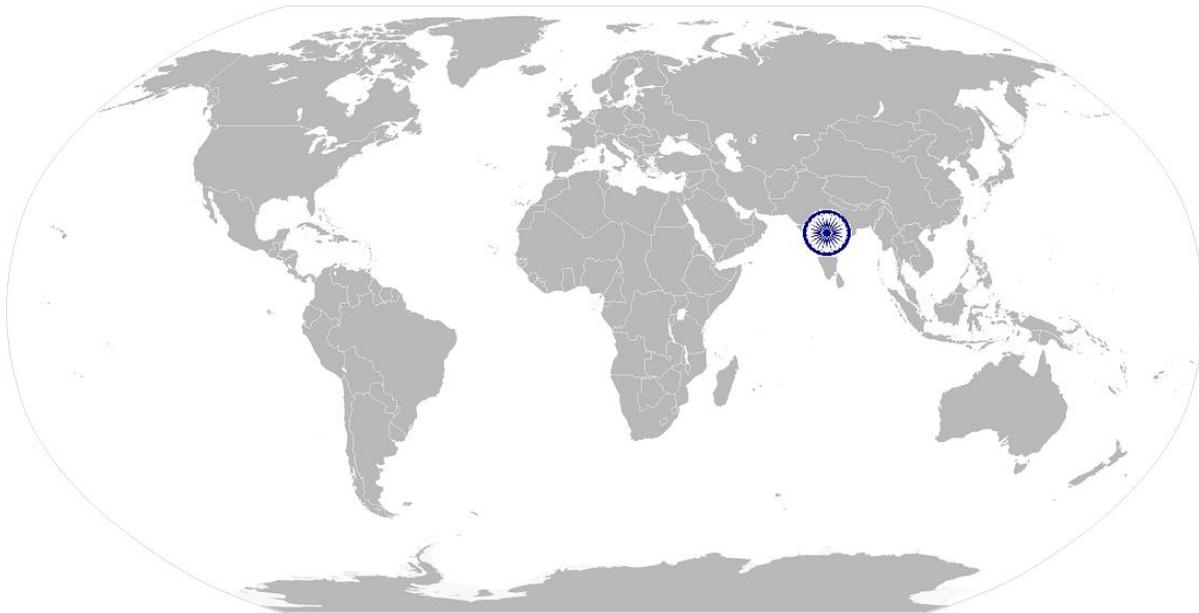


TSC/N 9002

Working in a team

NOS Version Control

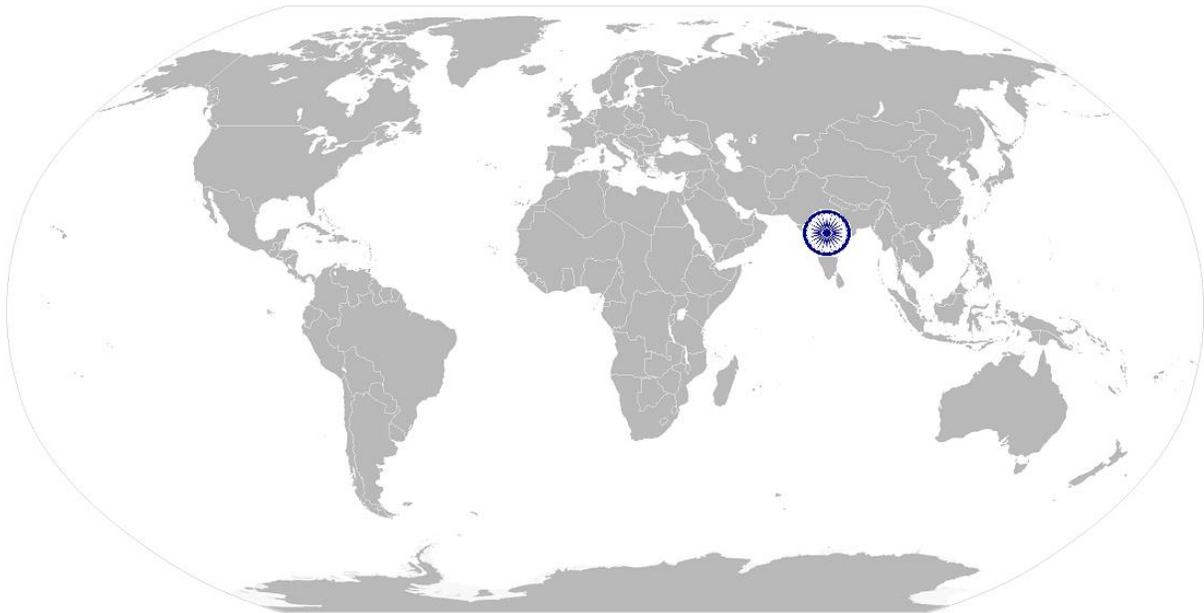
NOS Code	TSC/ N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Maintenance	Next review date	01/03/16



TSC/N 9003

Maintain health, safety and security at work place

National Occupational Standard



Overview

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

TSC/N 9003

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: <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	To be competent, you must be able to:

TSC/N 9003

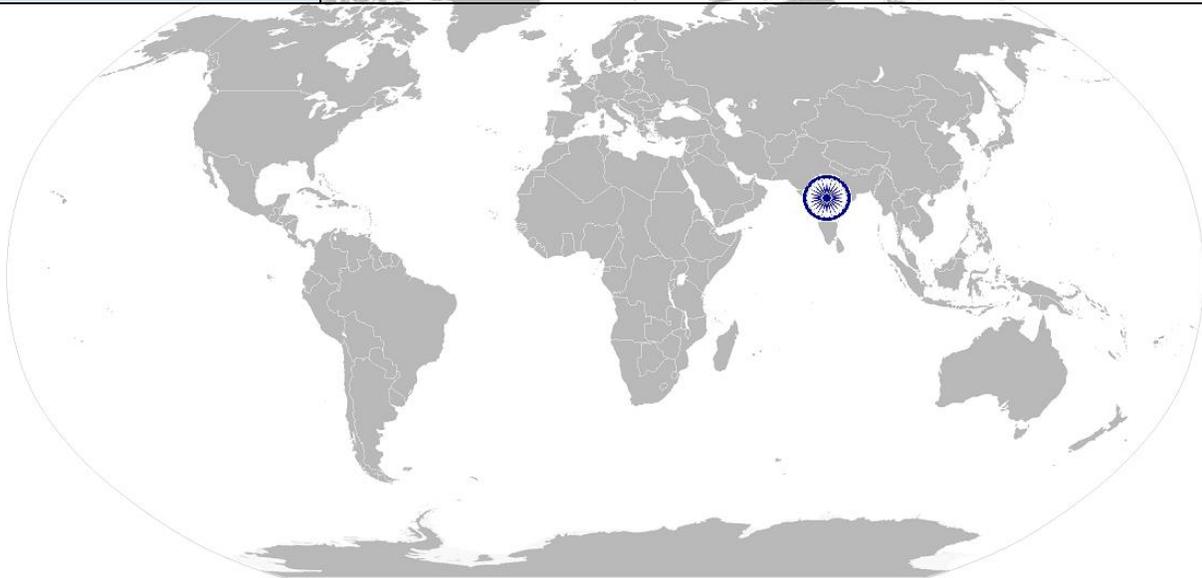
Maintain health, safety and security at work place

	<p>PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry</p> <p>PC20. recognise other possible security issues existing in the workplace</p>
Planning the safety techniques	PC21. recognise different measures to curb the hazards
Implementing the programs	<p>PC22. communicate the safety plan to everyone</p> <p>PC23. attach disciplinary rules with the implementation</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> <p>KA2. safe working practices to be adopted in textile mill</p> <p>KA3. quality systems and other processes practiced in the textile mill</p> <p>KA4. health and safety related practices applicable at the workplace</p> <p>KA5. potential hazards, risks and threats based on nature of operations</p> <p>KA6. organizational procedures for safe handling of equipment and machine operations</p> <p>KA7. potential risks due to own actions and methods to minimize these</p> <p>KA8. environmental management system related procedures at the workplace</p> <p>KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA10. potential accidents and emergencies and response to these scenarios</p> <p>KA11. reporting protocol and documentation required</p> <p>KA12. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. occupational health and safety risks and methods</p> <p>KB2. personal protective equipment and method of use</p> <p>KB3. identification, handling and storage of hazardous substances</p> <p>KB4. proper disposal system for waste and by-products</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits</p> <p>KB7. ill-effects of alcohol, tobacco and drugs</p>
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
	<p>SA2. read and understand the company instructions</p> <p>SA3. read and understand work instructions</p> <p>SA4. read and understand the safety guidelines</p>
Oral Communication (Listening and Speaking skills)	
<p>SA1. listen to others attentively</p> <p>SA2. respond to emergencies, accidents or fire at the workplace</p>	

TSC/N 9003

Maintain health, safety and security at work place

	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 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

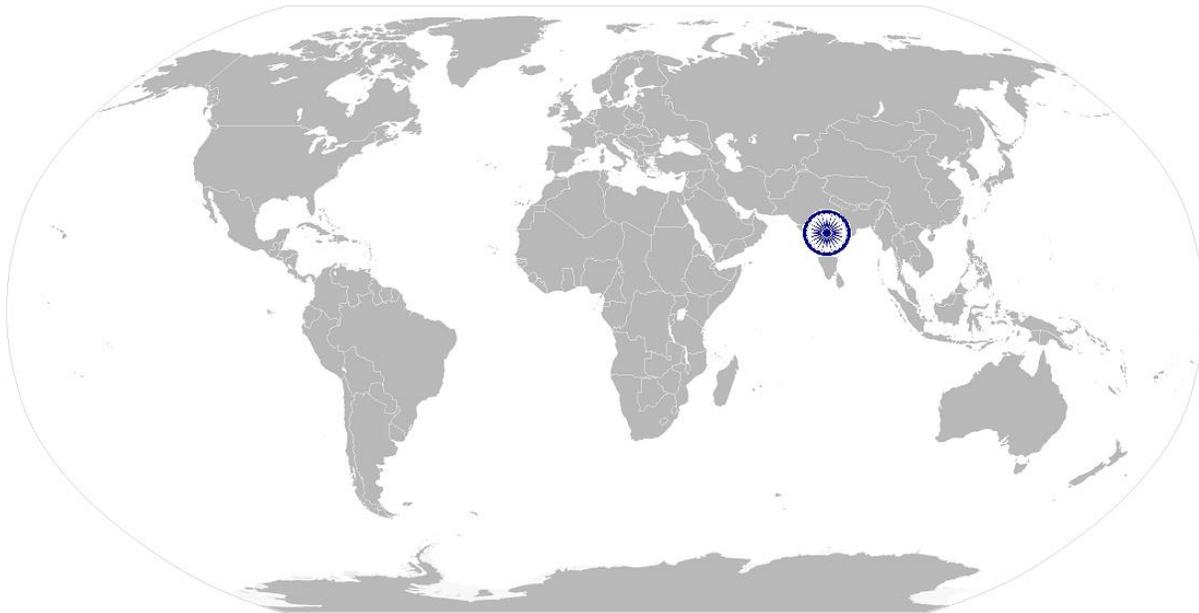


TSC/N 9003

Maintain health, safety and security at work place

NOS Version Control

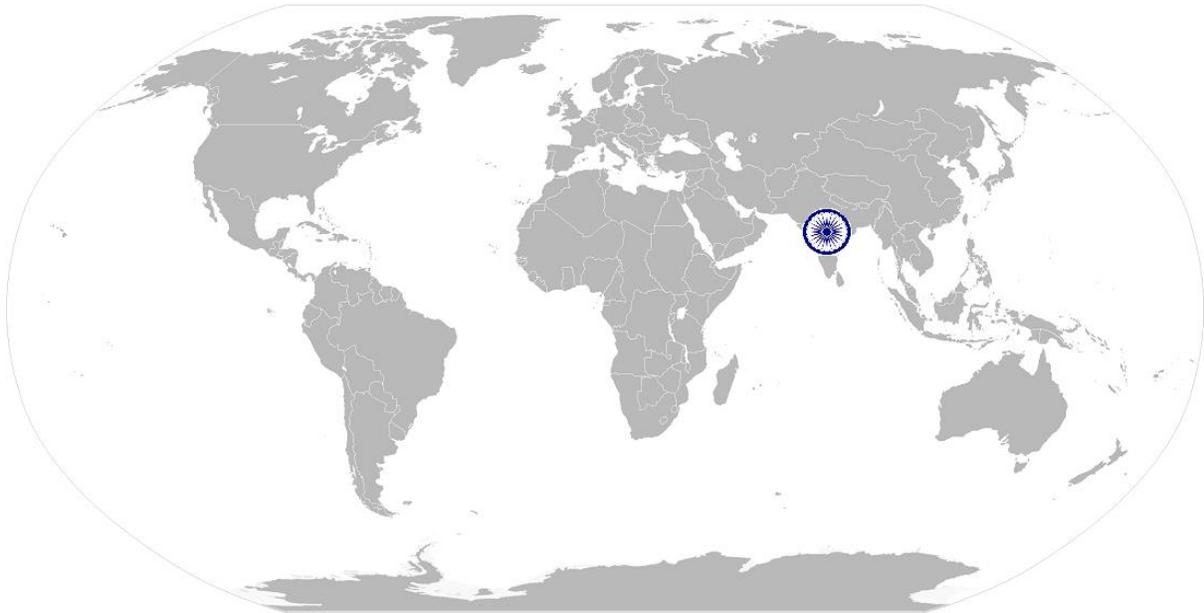
NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Maintenance	Next review date	01/03/16



TSC/N 9004

Comply with industry and organizational requirements

National Occupational Standard



Overview

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

TSC/N 9004

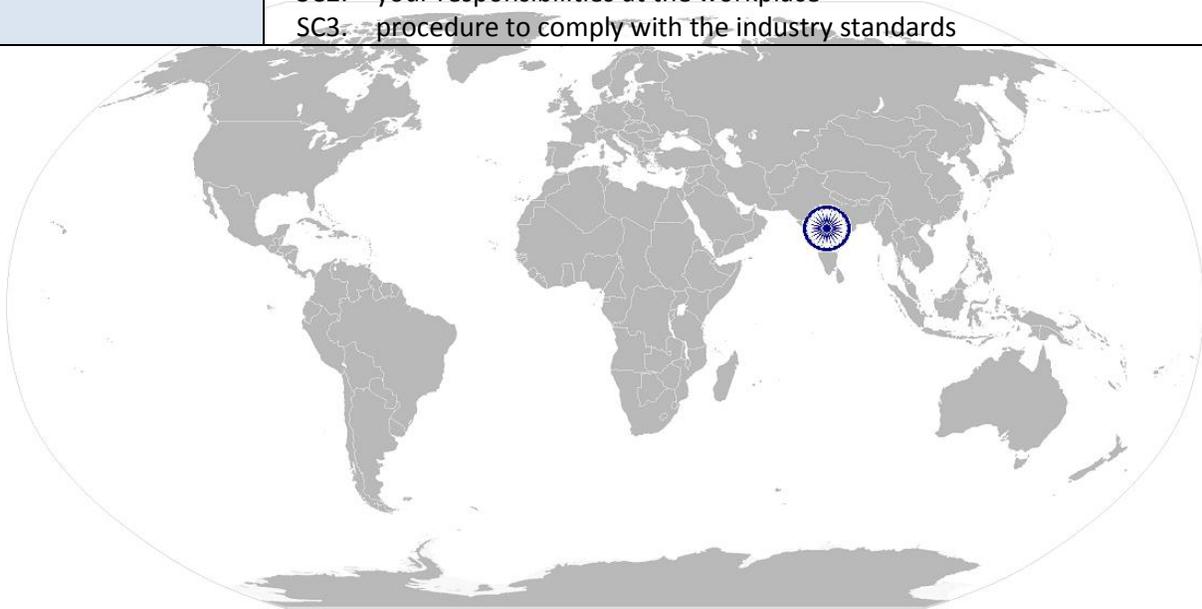
Comply with industry and organizational requirements

National Occupational Standard	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: <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)	
	C. 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 organizational standards KA4. knowledge of industry standards
	D. 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/	Writing Skills	
	You need to know and understand how to:	

TSC/N 9004

Comply with industry and organizational requirements

Generic Skills	SA1. write clear and short sentences
	Reading Skills
	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

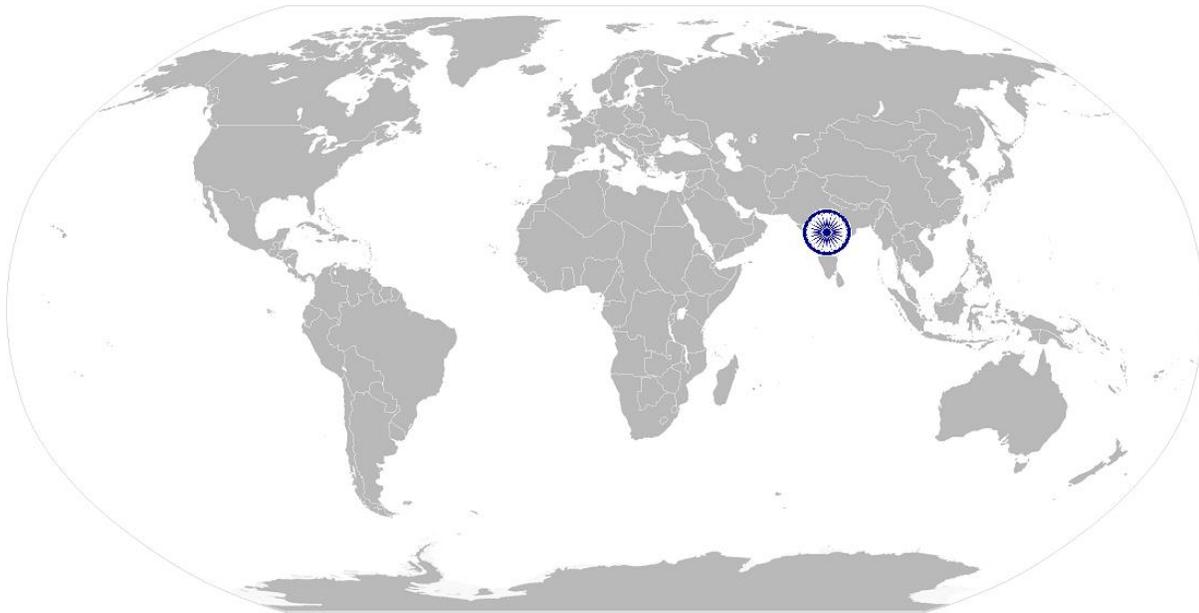


TSC/N 9004

Comply with industry and organizational requirements

NOS Version Control

NOS Code	TSC/ N9004		
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



Assessment Criteria

Job Role: Oiler-Weaving Machine Maintenance
Qualification Pack: TSC/Q 2405
Sector Skill Council: Textile Sector Skill Council

Guidelines for assessment: -

- 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.
- The assessment for the theory part will be based on knowledge bank of question created by the SSC.
- Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre (as per assessment criteria below).
- To pass the qualification pack, every trainee should score a minimum of 75%.

National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks	Out Of	Marks Allocation		
				Skills Practical	Theory	Viva
1. TSC/N2410 (Taking charge of shift and handing over shift to operator)	PC1. come at least 10 - 15 minutes earlier to the work spot	100	20	15	5	0
	PC2. ensure whether oil can, grease gun is in order.		15	10	5	0
	PC3. check the cleanliness of the machines & other work areas		20	10	5	5
	PC4. check whether any spare/raw material/ tool / fabric/ any other material is thrown under the machines or in the other work areas.		15	6	5	4
	PC5. bring the same to the knowledge of His/ Her Superior as well that of the previous shift as well.		15	5	5	5
	PC6. report to His/ Her Superior about the quality / safety issues/ any other issue faced and should leave the department only after getting concurrence for the same from His/ Her superiors		15	4	5	6
			100	50	30	20
Total	Weight age		50%	30%	20%	

Assessment Criteria

		%				
2. TSC/N2411 (Maintain weaving preparatory machines)	PC1. ensure that oiling points are identified with marking in paint	300	12	6	6	0
	PC2. ensure that there is no fluff in the oiling points		12	8	4	0
	PC3. check the oil quality before the same is applied		13	8	5	0
	PC4. apply oil in the “ oiling points” as per the schedule		13	9	4	0
	PC5. check the oil level , in the oil storages in the machines		13	9	4	0
	PC6. check for the oil leakages in the oil storages and see that the said leakages are arrested immediately by bringing the same to the knowledge of the higher authority		13	10	3	0
	PC7. change the oil condition in the oil storages the same has to be changed, for any deviation in the quality.		13	10	3	0
	PC8. change the oil in the oil storages as per the schedule		13	10	3	0
	PC9. ensure that greasing points are identified with marking in paint.		12	8	4	0
	PC10. ensure that the grease nipples in the greasing points are there.		13	10	3	0
	PC11. ensure that the grease nipples in the greasing points are in good order.		13	10	3	0
	PC12. ensure that there is no fluff in the greasing points		12	6	3	3
	PC13. check whether grease gun is in good order		12	6	3	3
	PC14. check for the air supply if compressor grease gun is used		12	6	3	3
	PC15. apply grease in the grease points as per the schedule		13	6	4	3
	PC16. ensure that the old grease comes out when applying grease.		12	6	4	2
	PC17. apply oil as prescribed in the oiling points or oiling places earmarked		12	6	4	2

Assessment Criteria

	PC18. apply grease prescribed in the greasing points		13	10	3	0
	PC19. ensure that the oil does not spill on floor		12	7	5	0
	PC20. ensure that excess oil is not used		12	6	6	0
	PC21. see that the raw materials or fabrics get damaged during or after oiling		13	6	4	3
	PC22. ensure grease does not waste		12	6	4	2
	PC23. see that hands are free from oil or grease , while touching the raw materials or fabrics		12	6	4	2
	PC24. ensure that grease quality doesn't get deteriorated, due to storage problem or due to any other problem. for any deviation, the same has to be brought to the notice of the higher authority		13	7	5	1
			300	182	94	24
	Total	Weight age %		61%	31%	8%
3. TSC/N 9001 (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		3	1	1	1

Assessment Criteria

	machine guards are in place					
	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
			50	15	21	14
	Total	Weight age %		30%	42%	28%
4. TSC/N 9002 (Working in a team)						
	PC1. be accountable to the own role in whole process		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	50	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	Weight age %		34%	34%	32%

Assessment Criteria

5. TSC/N 9003 (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 as per protocol		5	2	2	1
	PC3. Carry out own activities in line with approved guidelines and procedures		4	2	1	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		4	2	1	1
	PC5. Follow environment management system related procedures		4	2	1	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		5	2	2	1
	PC7. Report any service malfunctions that cannot be rectified		4	2	1	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		4	1	2	1
	PC9. Safely handle and move waste and debris		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 threats		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

Assessment Criteria

	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		5	2	2	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		5	2	2	1
	PC18. Follow organization procedures for shutdown and evacuation when required		4	2	1	1
	PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		4	2	1	1
	PC20. recognize other possible security issues existing in the workplace		4	2	1	1
	PC21. recognize different measures to curb the hazards		4	2	1	1
	PC22. communicate the safety plan to everyone		4	2	1	1
	PC23. attach disciplinary rules with the implementation		4	2	1	1
			100	43	34	23
	Total	Weight age %		43%	34%	23%
6. TSC/N 9004 (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		4	1	2	1

Assessment Criteria

	performance					
	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	Weight age %		36%	38%	26%
	Total		650	325	215	110
Grand Total		650				