

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR

### What are Occupational Standards(OS)?

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

#### Contact Us:

Textile SSC

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



## 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 – Relax Dryer Operator

**SECTOR: TEXTILE**

**SUB-SECTOR: PROCESSING**

**OCCUPATION: KNIT PROCESSING**

**REFERENCE ID: TSC/ Q 5502**

**ALIGNED TO: NCO-2004 / 8264.90**

**Brief Job Description:** A Relax Dryer Operator is responsible to do the specified job of Drying, Relaxing & Shrinking of Knitted fabric in Tubular or Open Width form with proper control of parameters to get the desired effect on a Relax Dryer machine. He should be able to operate the machine, carry out routine cleaning & preventive maintenance activities to produce defect free fabric.

This job requires the individual to have thorough knowledge of process flow and material flow in a processing mill for fabric production and should know the important functions and operations of a Relax Dryer machine.

**Personal Attributes:** A Relax Dryer Operator should have good eyesight, motor skills and vision. He/she should also have good interpersonal skills.

Job Details	<b>Qualifications Pack Code</b>	<b>TSC/Q 5502</b>		
	<b>Job Role</b>	<b>Relax Dryer Operator</b>		
	<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
	<b>Sub-sector</b>	<b>Processing</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
	<b>Occupation</b>	<b>Knit Processing</b>	<b>Next review date</b>	<b>01/03/16</b>
<b>Job Role</b>	<b>Relax Dryer Operator</b>			
<b>Role Description</b>	to carry out the process of drying, relaxing & shrinking of knitted fabric using a relax dryer machine, as specified under job order			
<b>NSQF level</b>	4			
<b>Minimum Educational Qualifications</b>	10 <sup>th</sup> standard, preferably			
<b>Maximum Educational Qualifications</b>	N/A			
<b>Training</b> (Suggested but not mandatory)	Three to six months of training in textile processing.			
<b>Experience</b>	Preferably 1-2 years			
<b>National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">TSC/ N5504 Taking charge of shift and handing over shift to operator</a></li> <li><a href="#">TSC/N5505 Operating the Relax Dryer Machine</a></li> <li><a href="#">TSC /N5506 Checking the fabric quality after drying</a></li> <li><a href="#">TSC/ N9001 Maintain work area,tools and machines</a></li> <li><a href="#">TSC/ N9002 Working in a team</a></li> <li><a href="#">TSC/ N9003 Maintain health, safety and security at workplace</a></li> <li><a href="#">TSC/ N9004 Comply with industry and organizational requirement</a></li> </ol> <p><b>Optional:</b> N/A</p>			
<b>Performance Criteria</b>	As described in the relevant OS units			

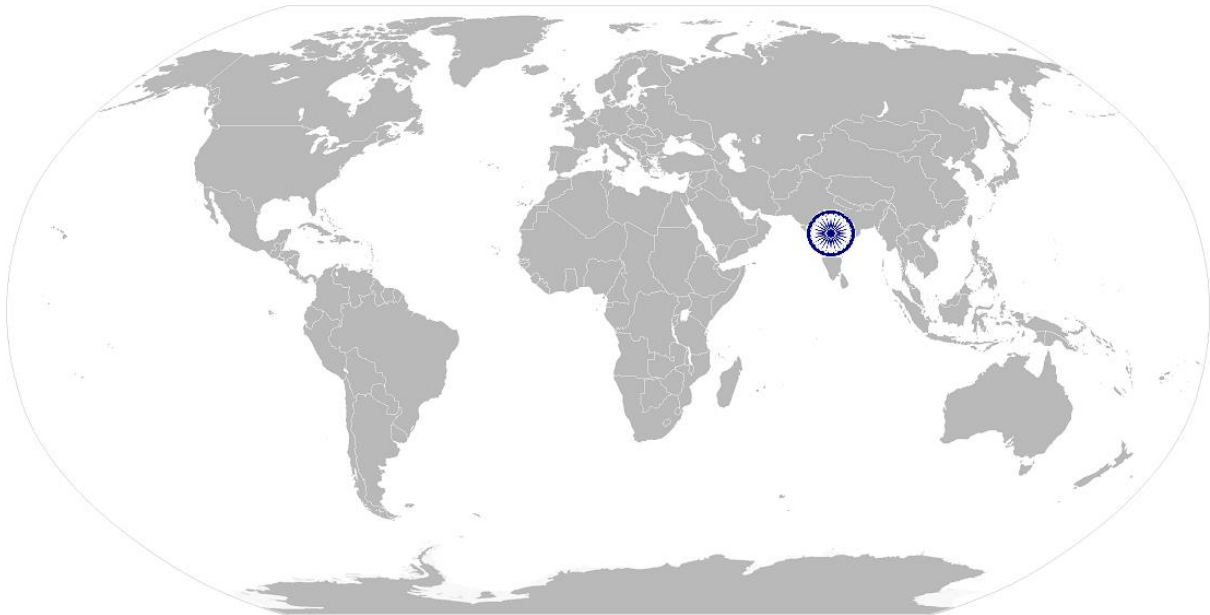
**Table 1: Glossary of Key Terms**

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.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill 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 5504

Taking charge of shift and handing over shift to operator

National Occupational Standard	<b>Unit Code</b>	TSC/ N 5504
	<b>Unit Title (Task)</b>	Taking charge of shift and handing over shift to co-operator
	<b>Description</b>	This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator
	<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>▪ Taking charge of shift</li> <li>▪ Handing over shift</li> </ul>
	<b>Elements</b>	<b>Performance Criteria</b>
	Taking charge of shift	To be competent, you must be able to: <ul style="list-style-type: none"> <li>PC1. come atleast 10 - 15 minutes earlier to the work place</li> <li>PC2. bring the necessary operational tools to the department</li> <li>PC3. meet the previous shift operator 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.</li> <li>PC4. Understand the fabric being processed &amp; process running on the machine</li> <li>PC5. Ensure the technical details are mentioned on the job card display on the machine</li> <li>PC6. check for the availability of the spare trolley for unloading the fabric</li> <li>PC7. check the next batch to be processed is ready near the machine</li> <li>PC8. ensure the required dyes &amp; chemicals are already weighed &amp; prepared</li> <li>PC9. check the cleanliness of the machines &amp; other work areas</li> <li>PC10. question the previous shift operator 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.</li> </ul>
	Handing Over Shift	<ul style="list-style-type: none"> <li>PC11. hand over the shift to the incoming operator in a proper manner</li> <li>PC12. ensure in providing the details regarding fabric quality &amp; the process running on the machine</li> <li>PC13. provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine.</li> <li>PC14. ensure the empty trolley is near the machine for unloading the fabric</li> <li>PC15. ensure the next lot to be processed is ready near the machine already stitched &amp; arranged properly</li> <li>PC16. ensure the required dyes &amp; chemicals for the next lot or next process are weighed &amp; prepared</li> <li>PC17. get clearance from the incoming counterpart before leaving the work spot</li> <li>PC18. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift</li> <li>PC19. ensure the shift has to be properly handed over to the incoming shift operator</li> <li>PC20. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors</li> <li>PC21. collect the wastes from waste collection bags, weigh them and transport to</li> </ul>

**TSC/ N 5504**

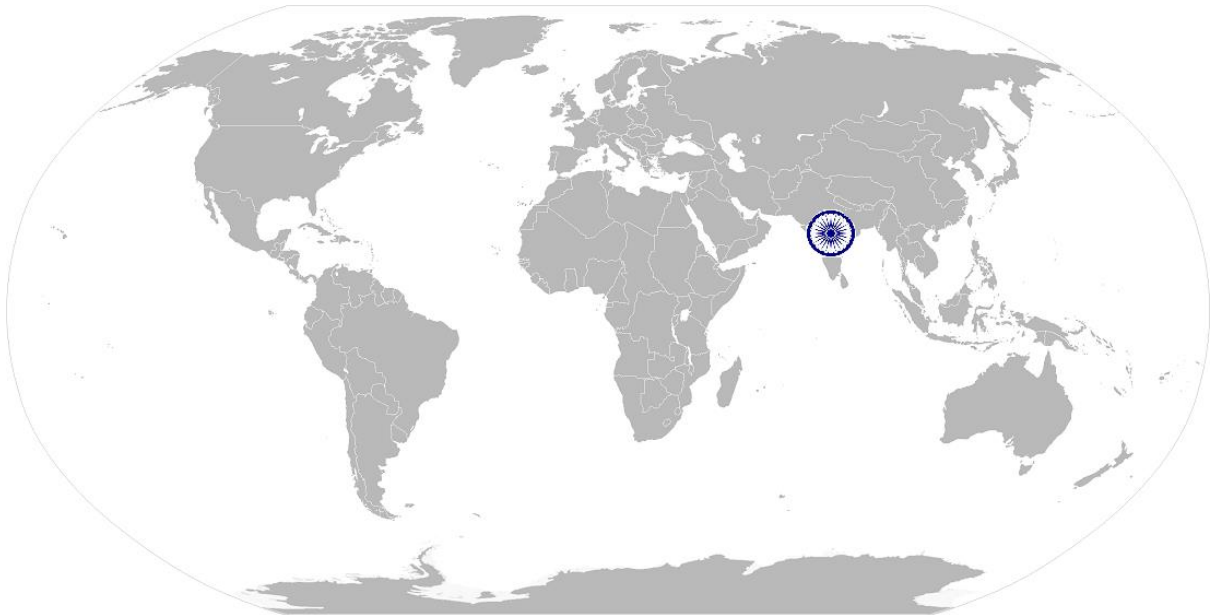
**Taking charge of shift and handing over shift to operator**

	<p>storage area</p> <p>PC22. ensure the machine and its work place is clean</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a processing unit</p> <p>KA2. safe working practices to be adopted in processing unit</p> <p>KA3. quality systems and other processes practiced in the processing unit</p> <p>KA4. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different counts in the processing unit</p>
<b>B. Technical Knowledge</b>	<p>KA1. understanding the importance of quality &amp; productivity</p> <p>KA2. understanding various defects in the fabric due to yarn, weaving or processing</p> <p>KA3. reasons for various defects in the fabric due to processing &amp; their remedy</p> <p>KA4. process flow in a processing unit</p> <p>KA5. material flow in a processing unit</p> <p>KA6. functions of various controls of the machine</p> <p>KA7. importance of material handling and types of material handling equipment being used</p> <p>KA8. importance of cleanliness at workplace</p> <p>KA9. functions and methodology for operating different material handling equipment</p> <p>KA10. understanding the functions of various alarm signals</p> <p>KA11. guidelines for operating the machine</p> <p>KA12. guidelines for taking charge of shift from previous shift operator</p> <p>KA13. guidelines for handing over the shift to the next shift operator</p> <p>KA14. safety procedures to be followed while operating the machine</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>You need to know and understand how to:</p> <p>SA1. Write clear and short sentences</p>
	<b>Reading Skills</b>
	<p>You need to know and understand how to:</p> <p>SA2. comprehend written instructions</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>You need to know and understand how to:</p> <p>SA3. communicate with supervisor appropriately</p> <p>SA4. talk to others to convey information effectively</p>
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	<p>You need to know and understand how to:</p> <p>SB1. apply problem-solving approaches in different situations</p> <p>SB2. refer anomalies to the supervisor</p> <p>SB3. seek clarification on problems from others</p>
	<b>Attention to Detail</b>
	<p>You need to know and understand how to:</p> <p>SB4. apply good attention to detail</p>

**TSC/ N 5504**

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

	SB5. check your work is complete and free from errors
<b>C. Technical Skills</b>	You need to know and understand: SC1. operate the machine SC2. operate various valve & traps SC3. operate different material handling tools and equipment SC4. check the quality of processed fabric SC5. maintain cleanliness at work place



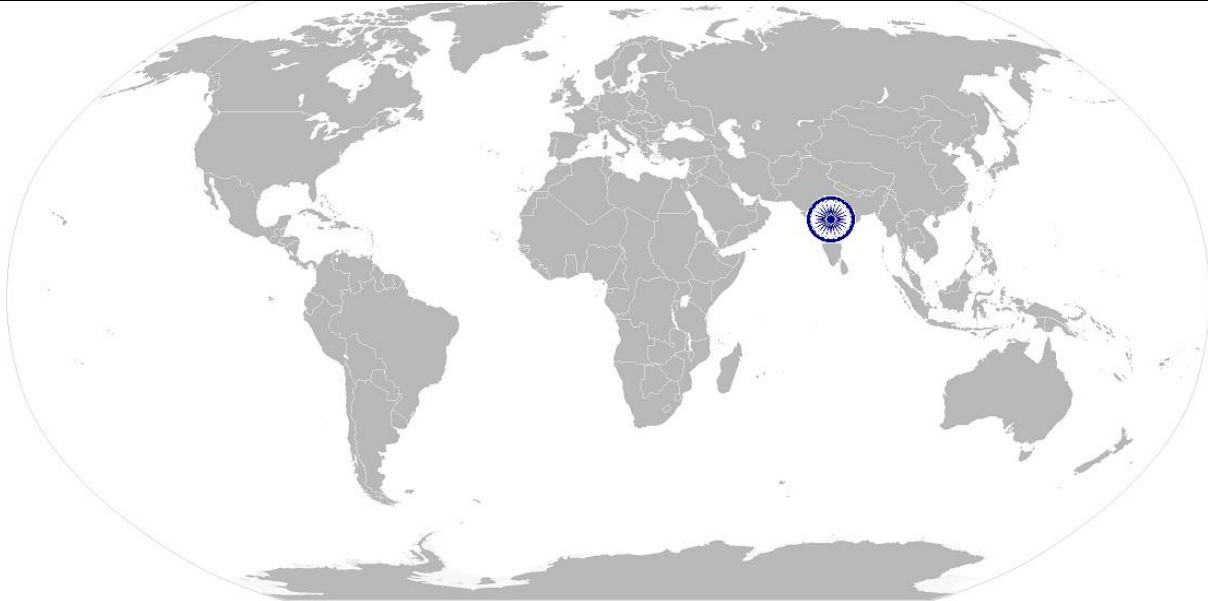


**TSC/ N 5504**

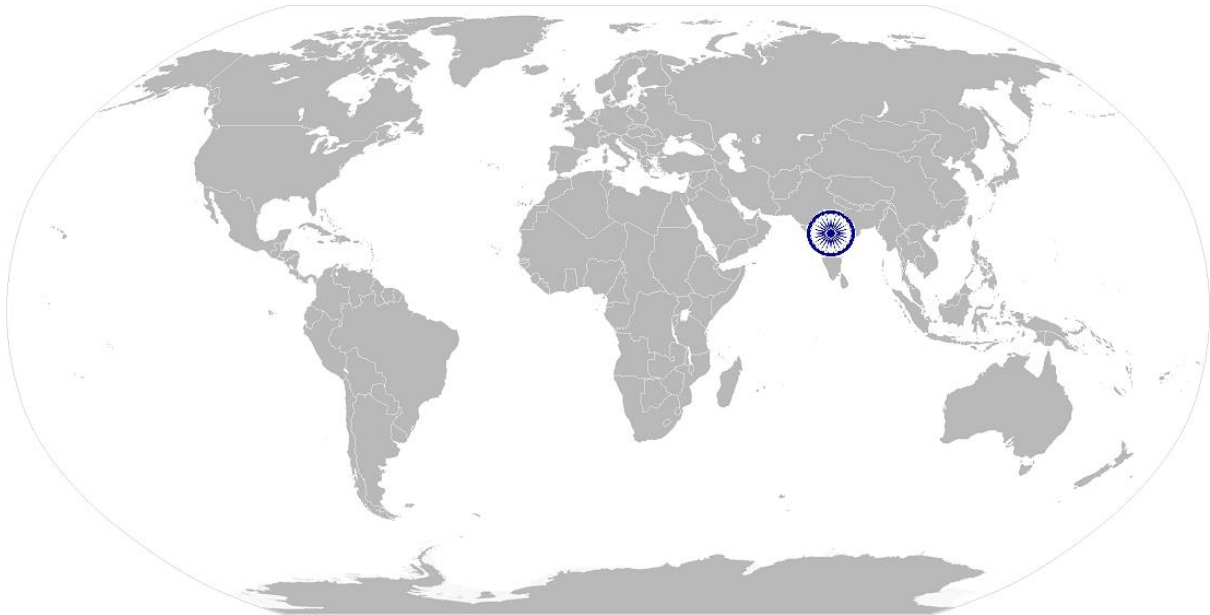
**Taking charge of shift and handing over shift to operator**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/ N 5504</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Processing</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Knit Processing</b>	<b>Next review date</b>	<b>01/03/16</b>



# National Occupational Standard



## Overview

This unit is about operating the Compacting Machine

TSC/ N 5505

**Operating the Relax Dryer Machine**

National Occupational Standard	<b>Unit Code</b>	TSC/N 5505
	<b>Unit Title</b>	<b>Operating the Relax Dryer Machine</b>
	<b>Description</b>	This unit is about operating the Compacting Machine
	<b>Scope</b>	<p><b>This unit covers the following:</b></p> <ul style="list-style-type: none"> <li>Carry out preparatory activities for operations of the machine</li> <li>Operate the machine for the specified task as per work order</li> <li>Clean the machine &amp; carryout preventive maintenance</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Carry out preparatory activities for operations of the machine</b>	<p>To be competent, you must be able to:</p> <p>PC1. understand the task mentioned in the work order</p> <p>PC2. read &amp; understand the fabric parameters properly</p> <p>PC3. ensure that the machine is clean</p> <p>PC4. clean all filters properly</p> <p>PC5. open steam valve &amp; drain condensate from the line</p> <p>PC6. drain water from the air line</p> <p>PC7. start blowers to heat the machine</p> <p>PC8. bring the fabric trolley near the machine</p> <p>PC9. join the loose ends properly</p> <p>PC10. keep empty trolley ready in the front for taking fabric</p>
	<b>Operate the machine for specified tasks as per Work Order</b>	<p>PC11. know the operations of relax dryer machine</p> <p>PC12. read &amp; understand the process being followed to do the task</p> <p>PC13. set the required temp in all chambers</p> <p>PC14. feed fabric through guide rolls to the overfeeding roller</p> <p>PC15. spread the fabric evenly and ensure fabric coverage of 95% to 100% in line with belt width</p> <p>PC16. set the overfeed values as per the requirement of fabric quality</p> <p>PC17. ensure tensionless feeding of fabric</p> <p>PC18. ensure that all safety devices are operational</p> <p>PC19. take out fabric from exit end in the trolley</p> <p>PC20. check the fabric width after drying</p> <p>PC21. check moisture content in the fabric to avoid over drying</p> <p>PC22. adjust machine speed accordingly</p> <p>PC23. adjust overfeed values as specified</p> <p>PC24. keep next trolley ready both at entry &amp; exit</p> <p>PC25. record shift production in the production register</p> <p>PC26. record all machine stoppages in the book</p>
	<b>Clean the machine and carryout preventive maintenance activities</b>	<p>PC27. keep the machine clean at all times</p> <p>PC28. follow the preventive maintenance schedule &amp; ensure the machine is running smoothly</p> <p>PC29. check that all controls are functioning properly</p> <p>PC30. ensure enough supply of utilities such as water, air &amp; steam for proper functioning of machine</p> <p>PC31. cool down the machine after completion of job</p>

**TSC/ N 5505**

**Operating the Relax Dryer Machine**

Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <ul style="list-style-type: none"> <li>KA1. personal hygiene and duty of care</li> <li>KA2. standard operating procedures (SOP)</li> <li>KA3. limits of your own responsibility</li> <li>KA4. ways of resolving with problems within the work area</li> <li>KA5. the production process and the specific work activities that relate to the whole process</li> <li>KA6. the importance of effective communication with supervisors</li> <li>KA7. the lines of communication, authority and reporting procedures</li> <li>KA8. the organisation's rules, codes and guidelines (including timekeeping)</li> <li>KA9. the company's quality standards</li> <li>KA10. the importance of complying with written instructions</li> <li>KA11. equipment operating procedures / supervisor's instructions</li> </ul>
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <ul style="list-style-type: none"> <li>KB1. importance of discipline &amp; punctuality</li> <li>KB2. importance of take over &amp; handover in achieving quality &amp; productivity</li> <li>KB3. any abnormal sound/ noise should be reported to the concerned/ supervisor</li> <li>KB4. report to the supervisor if there is any major defect in fabric</li> <li>KB5. fabric construction &amp; composition</li> <li>KB6. use of blowers or vacuum cleaner to clean machine parts</li> <li>KB7. methods of joining the fabric</li> <li>KB8. knowledge about various controls of machine</li> <li>KB9. knowledge about shrinkage parameters &amp; finished widths of various</li> <li>KB10. products</li> <li>KB11. proper use of guide rolls</li> <li>KB12. proper use of spreader / scroll rolls to avoid overlapping</li> <li>KB13. avoid any entanglement of fabric</li> <li>KB14. knowledge &amp; use of various safety devices</li> <li>KB15. reading &amp; writing skills</li> <li>KB16. spare the machine when it's due for maintenance to avoid any breakdown while running</li> <li>KB17. controls functions of machine</li> <li>KB18. continuous supply of good quality air, steam &amp; water for maximum output</li> </ul>
Skills (S)	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Reading Skills</b></p> <p>You need to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA1. comprehend written instructions</li> <li>SA2. read any application sent by other colleagues</li> </ul> <p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>You need to know and understand how to:</p> <ul style="list-style-type: none"> <li>SA3. communicate with supervisor appropriately</li> <li>SA4. talk to others to convey information effectively</li> </ul>
<b>B. Professional Skills</b>	<b>Problem Solving</b>

**TSC/ N 5505**

**Operating the Relax Dryer Machine**

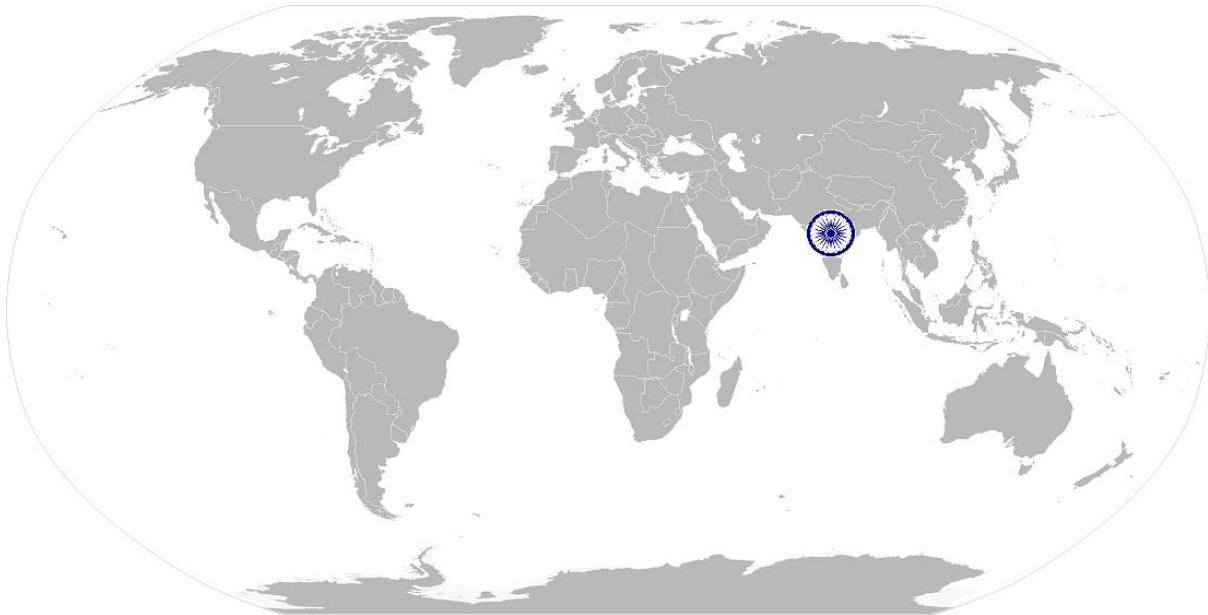
	You need to know and understand how to: SB1. identify the real reason of problem faced SB2. apply problem-solving approaches in different situations SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others
	<b>Attention to Detail</b>
	You need to know and understand how 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
<b>C. Technical Skills</b>	You need to know and understand : SC1. knowledge about various functions of relax dryer machine SC2. know the various faults due to yarn, knitting or dyeing in the fabric SC3. drying/relaxing/shrinking SC4. fabric quality SC5. finish width SC6. fabric weight SC7. use the correct tools for cleaning the machine SC8. use of various cleaning tools such as blower or vacuum cleaner SC9. operations of various valves & steam traps SC10. operation of stitching machine SC11. basic operation of relax dryer machine SC12. plc control of machine SC13. various operations carried out on relax dryer machine SC14. drying temp for various products & colours SC15. overfeed settings for various products SC16. use of moisture controller equipment SC17. various machine controls SC18. use of proper cleaning tools such as vacuum cleaners or blowers SC19. drain out condensate or water from steam & air supply line before starting the machine

**TSC/ N 5505**

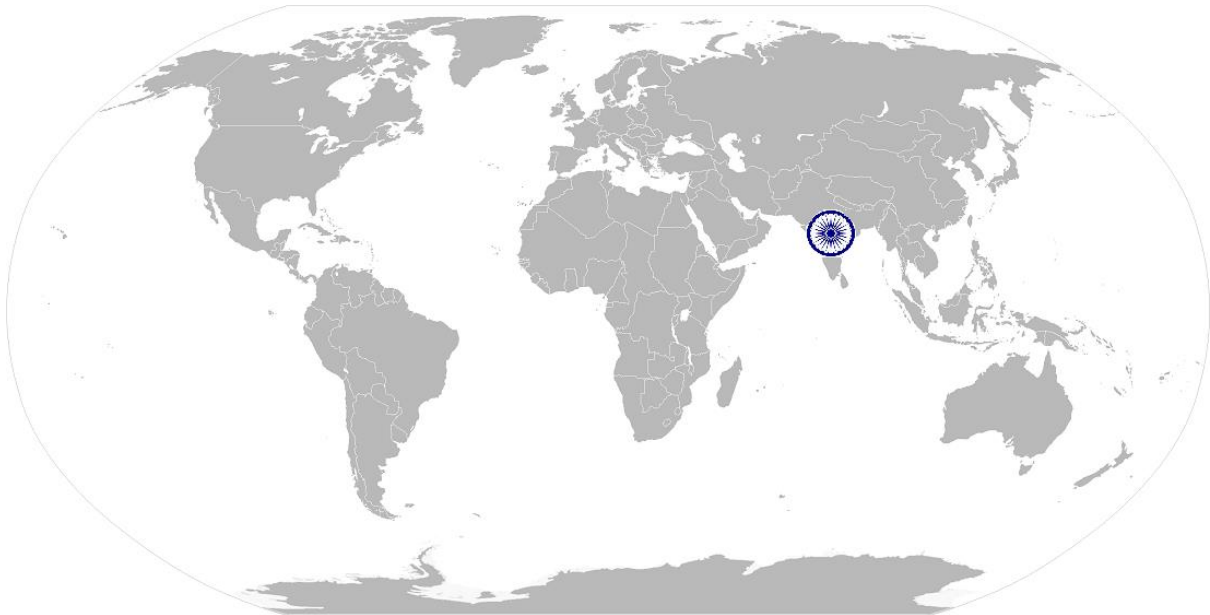
**Operating the Relax Dryer Machine**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/ N 5505</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Processing</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Knit Processing</b>	<b>Next review date</b>	<b>01/03/16</b>



# National Occupational Standard



## Overview

This unit is about checking the quality of Dried fabric & comparing with the standard

TSC/ N 5506

**Checking the fabric quality after drying**

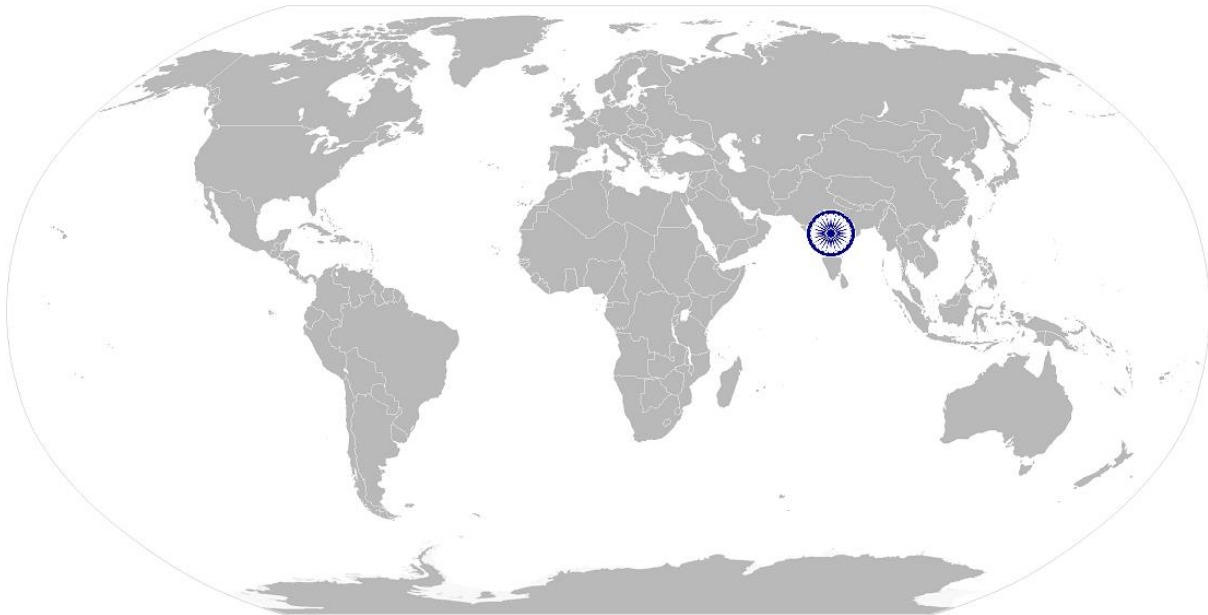
National Occupational Standard	<b>Unit Code</b>	TSC/N5506
	<b>Unit Title</b>	<b>Checking the fabric quality after drying</b>
	<b>Description</b>	This unit is about checking the quality of Dried fabric & comparing with the standard
	<b>Scope</b>	<p><b>This unit covers the following:</b></p> <ul style="list-style-type: none"> <li>Taking out the sample after drying &amp; comparing it with the standard</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	Taking out the sample after drying & comparing it with the standard	<p>To be competent, you must be able to:</p> <p>PC1. taking out the sample after drying near the stitch</p> <p>PC2. compare the sample with the standard for physical appearance</p> <p>PC3. take the sample to your supervisor if the sample is not matching to the standard for decision</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. standard operating procedures (SOP)</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving with problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organisation's rules, codes and guidelines (including timekeeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p> <p>KA11. equipment operating procedures / supervisor's instructions</p>
	<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KB1. cutting the required size of sample to avoid wastage</p> <p>KB2. take corrective action immediately to avoid waste of time &amp; production loss</p>
<b>Skills (S)</b>		
<b>A. Core Skills/ Generic Skills</b>	<p><b>Reading Skills</b></p> <p>You need to know and understand how to:</p> <p>SA1. comprehend written instructions</p> <p>SA2. read any application sent by other colleagues</p>	
	<p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>You need to know and understand how to:</p> <p>SA3. communicate with supervisor appropriately</p> <p>SA4. talk to others to convey information effectively</p>	
<b>B. Professional Skills</b>	<p><b>Problem Solving</b></p> <p>You need to know and understand how to:</p> <p>SB1. identify the real reason of problem faced</p> <p>SB2. apply problem-solving approaches in different situations</p>	



**TSC/ N 5506**

**Checking the fabric quality after drying**

	SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others
	<b>Attention to Detail</b>
	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
<b>C. Technical Skills</b>	You need to know and understand : SC1. good colour matching skills & the finished fabric feel & lustre etc. SC2. adjustment of speed, temp or roller pressure depending upon the required feel & lustre in the fabric

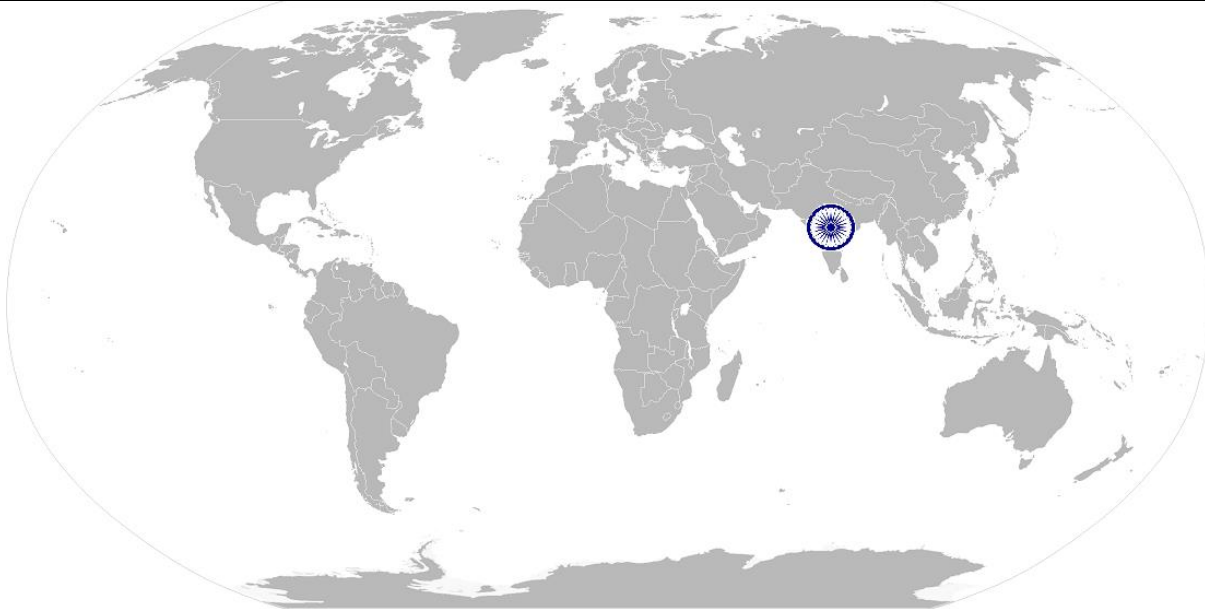


**TSC/ N 5506**

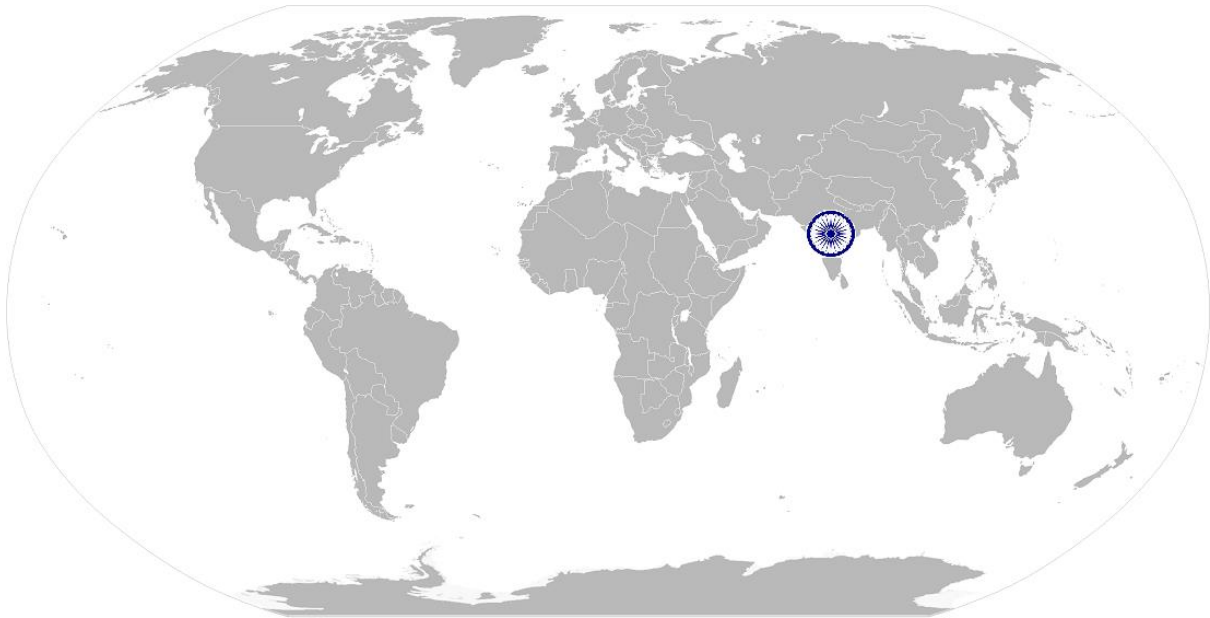
**Checking the fabric quality after drying**

**NOS Version Control**

NOS Code	TSC/ N5506		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Knit Processing	Next review date	01/03/16



# National Occupational Standard



## Overview

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


TSC/ N9001

Maintaining work area, tools and machine

<b>Unit Code</b>	TSC/ N9001
<b>Unit Title (Task)</b>	<b>Maintaining work area, tools and machines</b>
<b>Description</b>	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms
<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>▪ maintain the work area, tools and machines</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
Maintain the work area, tools and machines	<p>To be competent, you must be able to:</p> <p>PC11. handle materials, machinery, equipment and tools with care and use them in the correct way</p> <p>PC12. use correct lifting and handling procedures</p> <p>PC13. use materials to minimize waste</p> <p>PC14. maintain a clean and hazard free working area</p> <p>PC15. maintain tools and equipment</p> <p>PC16. carry out running maintenance within agreed schedules</p> <p>PC17. carry out maintenance and/or cleaning within one's responsibility</p> <p>PC18. report unsafe equipment and other dangerous occurrences</p> <p>PC19. ensure that the correct machine guards are in place</p> <p>PC20. work in a comfortable position with the correct posture</p> <p>PC21. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC22. dispose of waste safely in the designated location</p> <p>PC23. store cleaning equipment safely after use</p> <p>PC24. carry out cleaning according to schedules and limits of responsibility</p>
<b>Knowledge and Understanding (K)</b>	
<b>C. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA12. personal hygiene and duty of care</p> <p>KA13. standard operating procedures (SOP)</p> <p>KA14. limits of your own responsibility</p> <p>KA15. ways of resolving with problems within the work area</p> <p>KA16. the production process and the specific work activities that relate to the whole process</p> <p>KA17. the importance of effective communication with supervisors</p> <p>KA18. the lines of communication, authority and reporting procedures</p> <p>KA19. the organisation's rules, codes and guidelines (including timekeeping)</p> <p>KA20. the company's quality standards</p> <p>KA21. the importance of complying with written instructions</p> <p>KA22. equipment operating procedures / supervisor's instructions</p>
<b>D. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KB1. work instructions and specifications and interpret them accurately</p> <p>KB2. relation between work role and the overall manufacturing process</p>

**TSC/ N9001**

**Maintaining work area, tools and machine**

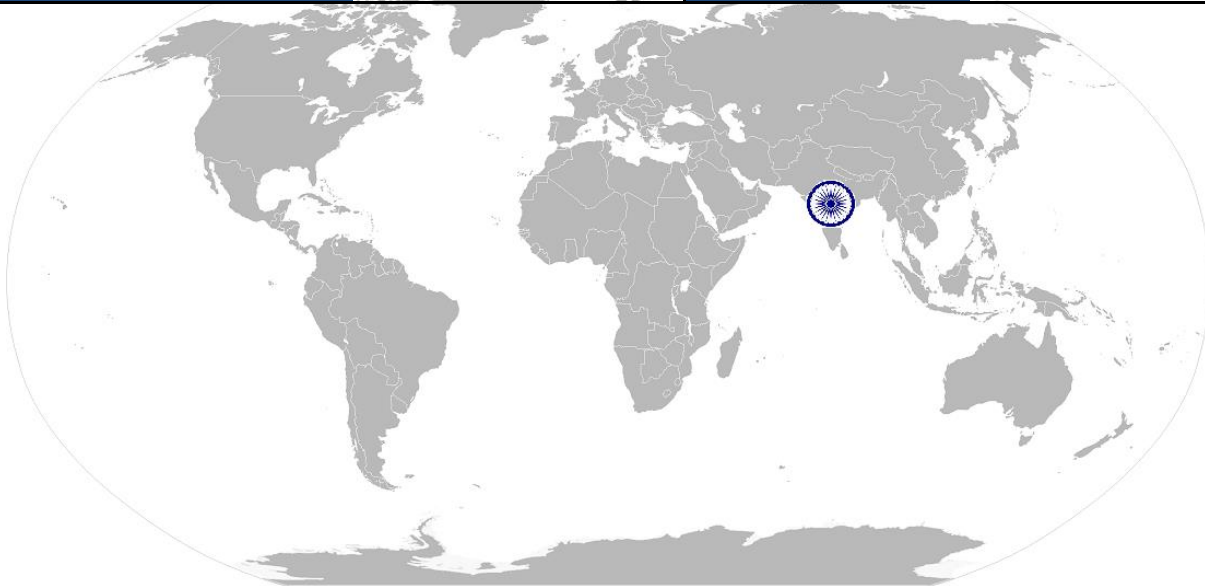
	KB3. hazards likely to be encountered when conducting routine maintenance KB4. the importance of taking action when problems are identified KB5. different ways of minimising waste KB6. the importance of running maintenance and regular cleaning KB7. effects of contamination on products i.e. machine oil, 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
<b>Skills (S)</b>	
<b>B. Core Skills/ Generic Skills</b>	<b>Reading Skills</b>
	You need to know and understand how to: SA1. comprehend written instructions SA2. read any application sent by other colleagues
	<b>Oral Communication (Listening and Speaking skills)</b>
	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>D. Professional Skills</b>	<b>Problem Solving</b>
	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
	<b>Attention to Detail</b>
	SB5. You need to know and understand how to: SB6. apply good attention to detail SB7. check your work is complete and free from errors SB8. make sure every kind of communication is error free
<b>E. Technical Skills</b>	You need to know and understand : SC1. communicate effectively SC2. apply leadership skills wherever required SC3. take initiative at the right place SC4. understand the requirement to be creative

**TSC/ N9001**

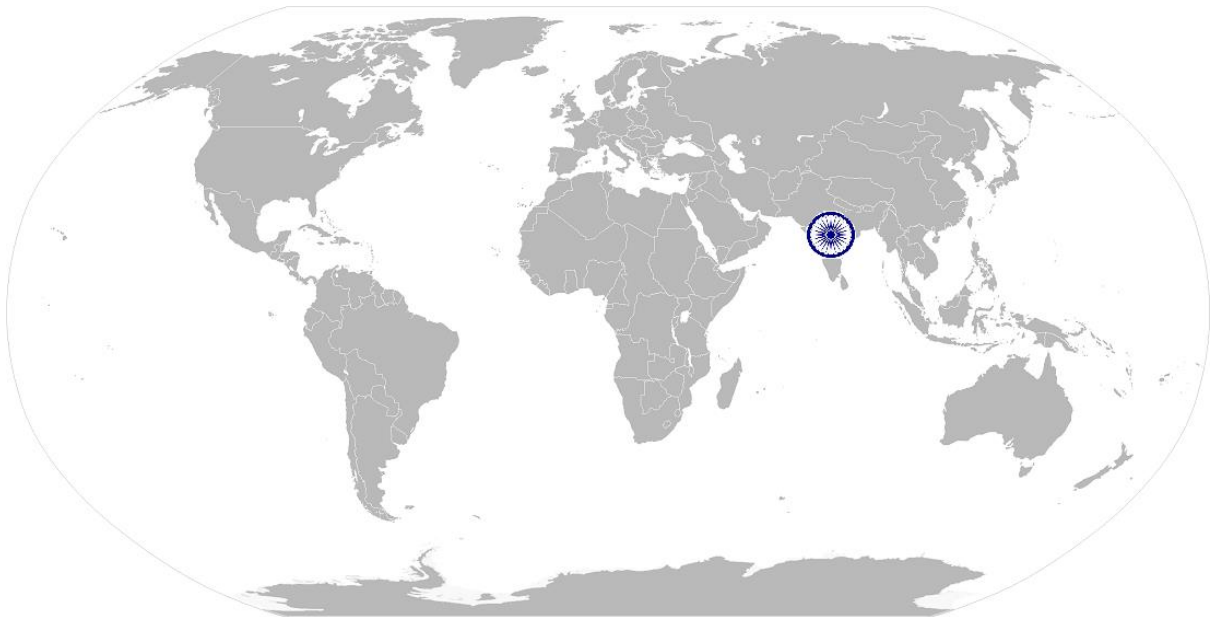
**Maintaining work area, tools and machine**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/ N9001</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Processing</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Knit Processing</b>	<b>Next review date</b>	<b>01/03/16</b>



# National Occupational Standard



## Overview

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

TSC/ N9002

Working in a team

<b>Unit Code</b>	TSC/ N9002
<b>Unit Title (Task)</b>	Working in a team
<b>Description</b>	This unit is about working as a team member in the textile industry
<b>Scope</b>	<p><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>▪ commitment and trust</li> <li>▪ communication</li> <li>▪ adaptability</li> <li>▪ creative freedom</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
Commitment and trust	<p>To be competent, you must be able to:</p> <p>PC1. be accountable to the own role in whole process</p> <p>PC2. perform all roles with full responsibility</p> <p>PC3. be effective and efficient at workplace</p>
Communication	<p>PC4. properly communicate about company policies</p> <p>PC5. report all problems faced during the process</p> <p>PC6. talk politely with other team members and colleagues</p> <p>PC7. submit daily report of own performance</p>
Adaptability	<p>PC8. adjust in different work situations</p> <p>PC9. give due importance to others' point of view</p> <p>PC10. avoid conflicting situations</p>
Creative freedom	<p>PC11. develop new ideas for work procedures</p> <p>PC12. improve upon the existing techniques to increase process efficiency</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a processing unit</p> <p>KA2. procedure followed to get the final output in the processing unit</p> <p>KA3. safe working practices to be adopted in processing unit</p> <p>KA4. reporting to the supervisor or higher authority about any grievances faced</p>
<b>B. Technical Knowledge</b>	<p>KB1. the importance of the previous and next step of the process</p> <p>KB2. process flow in a processing unit and the concerned workers</p> <p>KB3. material flow in a processing unit and the required person</p> <p>KB4. functions of different parts of the machine</p> <p>KB5. tools and equipments used</p> <p>KB6. guidelines for operating the machine</p> <p>KB7. safety procedures to be followed in the machine</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>You need to know and understand how to:</p> <p>SA1. write clear and short sentences</p> <p>SA2. write daily work report</p> <p>SA3. write grievance complaint application</p>
	<b>Reading Skills</b>



**TSC/ N9002**

**Working in a team**

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

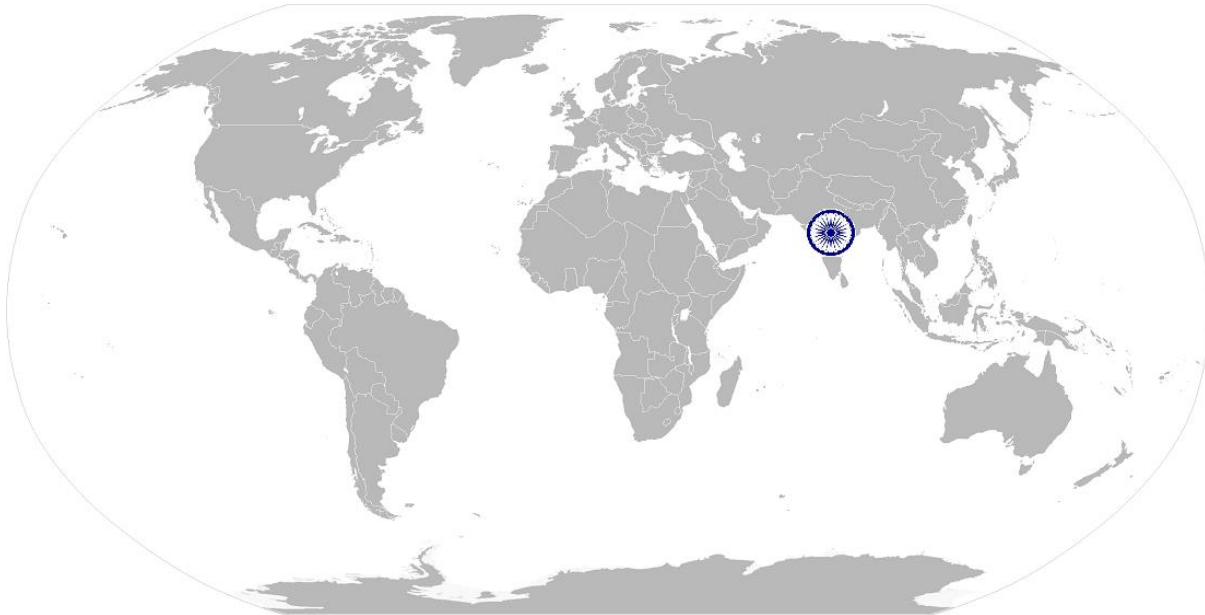


**TSC/ N9002**

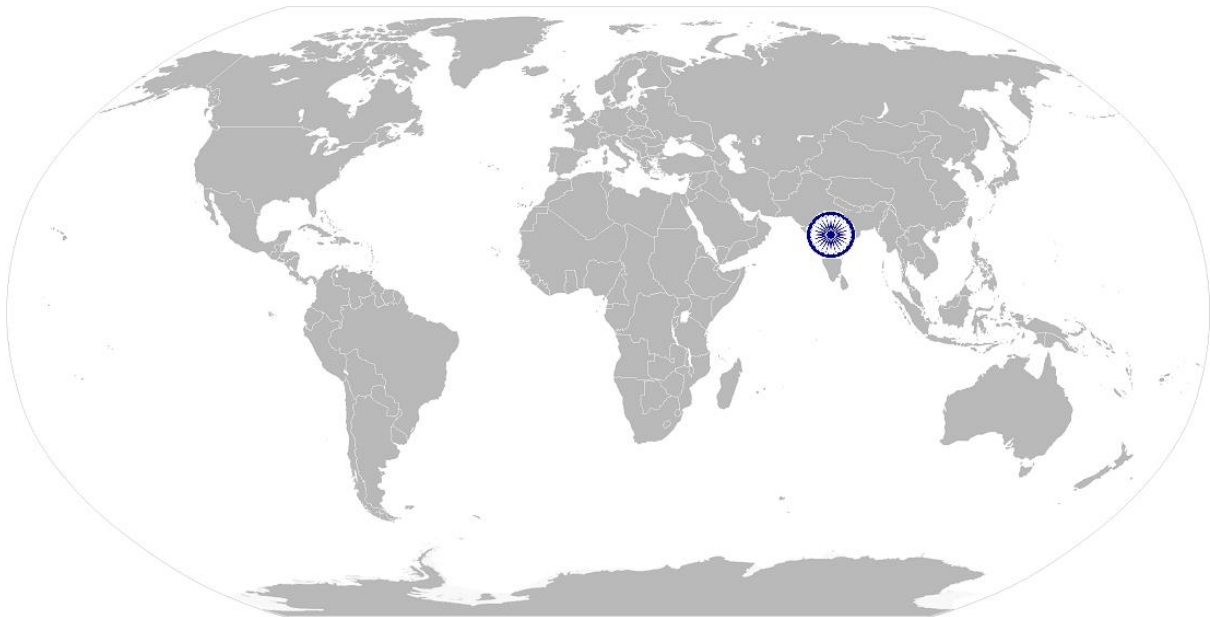
**Working in a team**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/ N9002</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Processing</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Knit Processing</b>	<b>Next review date</b>	<b>01/03/16</b>



# National Occupational Standard



## Overview

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

**TSC/ N9003**

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

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

**TSC/ N9003**

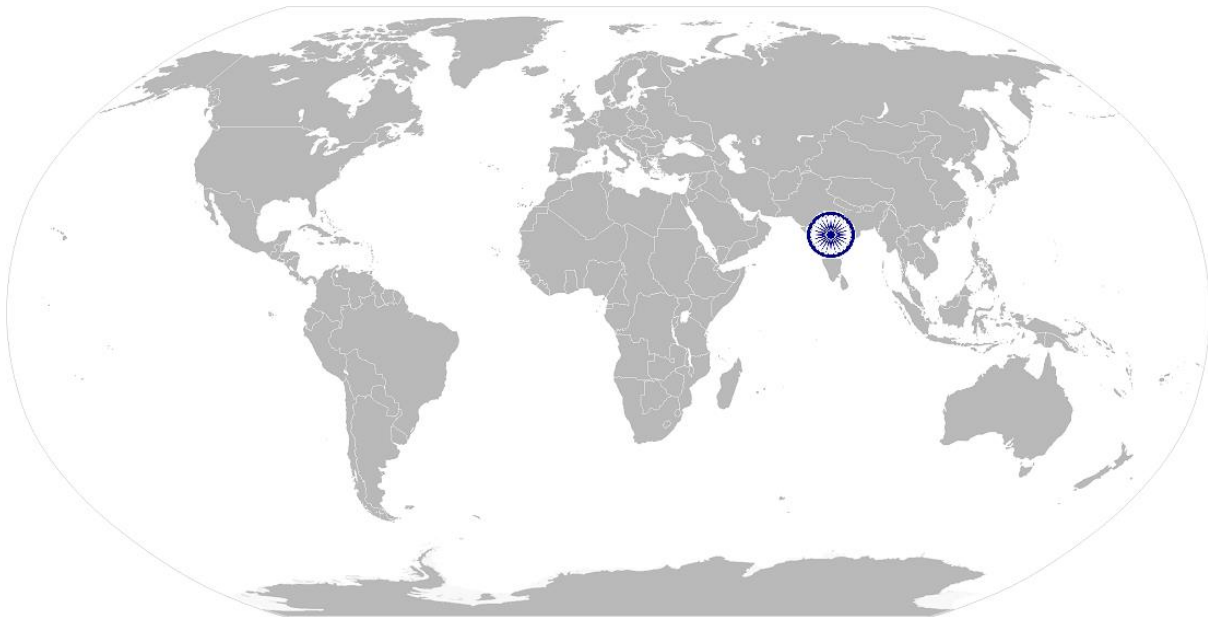
**Maintain health, safety and security at work place**

Planning the safety techniques	PC21. recognise different measures to curb the hazards
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a processing unit KA2. safe working practices to be adopted in processing unit KA3. quality systems and other processes practiced in the processing unit KA4. health and safety related practices applicable at the workplace KA5. potential hazards, risks and threats based on nature of operations KA6. organizational procedures for safe handling of equipment and machine operations KA7. potential risks due to own actions and methods to minimize these KA8. environmental management system related procedures at the workplace KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA10. potential accidents and emergencies and response to these scenarios KA11. reporting protocol and documentation required KA12. details of personnel trained in first aid, fire-fighting and emergency response KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
<b>B. Technical Knowledge</b>	You need to know and understand: KB1. occupational health and safety risks and methods KB2. personal protective equipment and method of use KB3. identification, handling and storage of hazardous substances KB4. proper disposal system for waste and by-products KB5. signage related to health and safety and their meaning KB6. importance of sound health, hygiene and good habits KB7. ill-effects of alcohol, tobacco and drugs
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write clear and short sentences
	<b>Reading Skills</b>
	SA2. read and understand the company instructions SA3. read and understand work instructions SA4. read and understand the safety guidelines
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA5. listen to others attentively SA6. respond to emergencies, accidents or fire at the workplace SA7. evacuate the premises and help others in need while doing so SA8. the value of physical fitness, personal hygiene and good habits SA9. talk with others politely
<b>B. Professional Skills</b>	<b>Decision Making</b>

**TSC/ N9003**

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

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

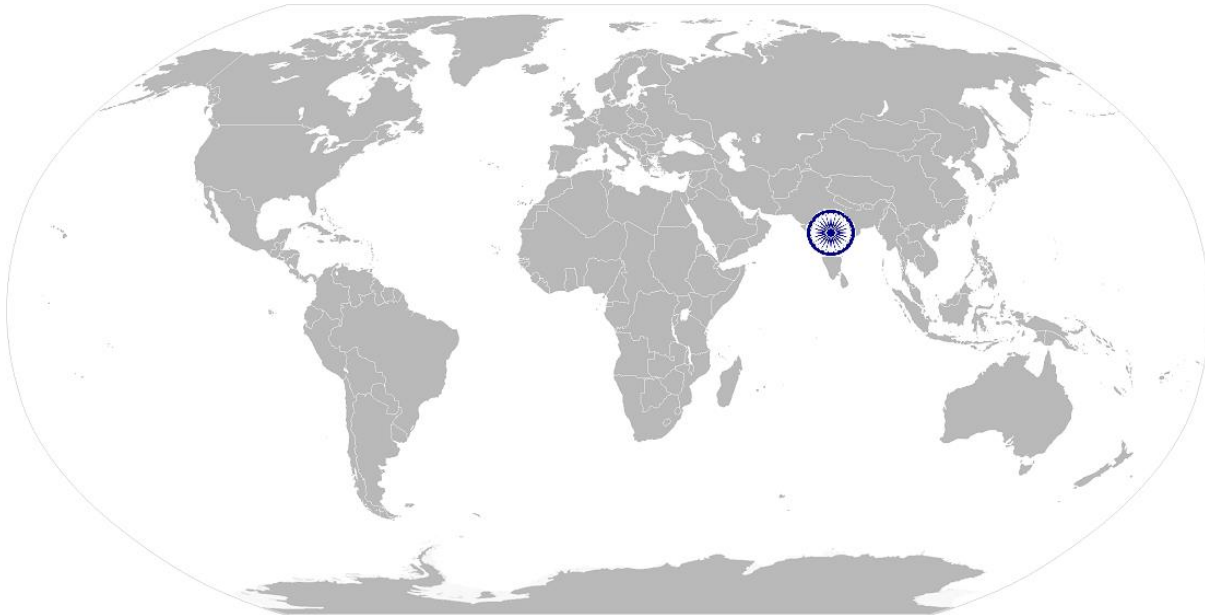


**TSC/ N9003**

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

**NOS Version Control**

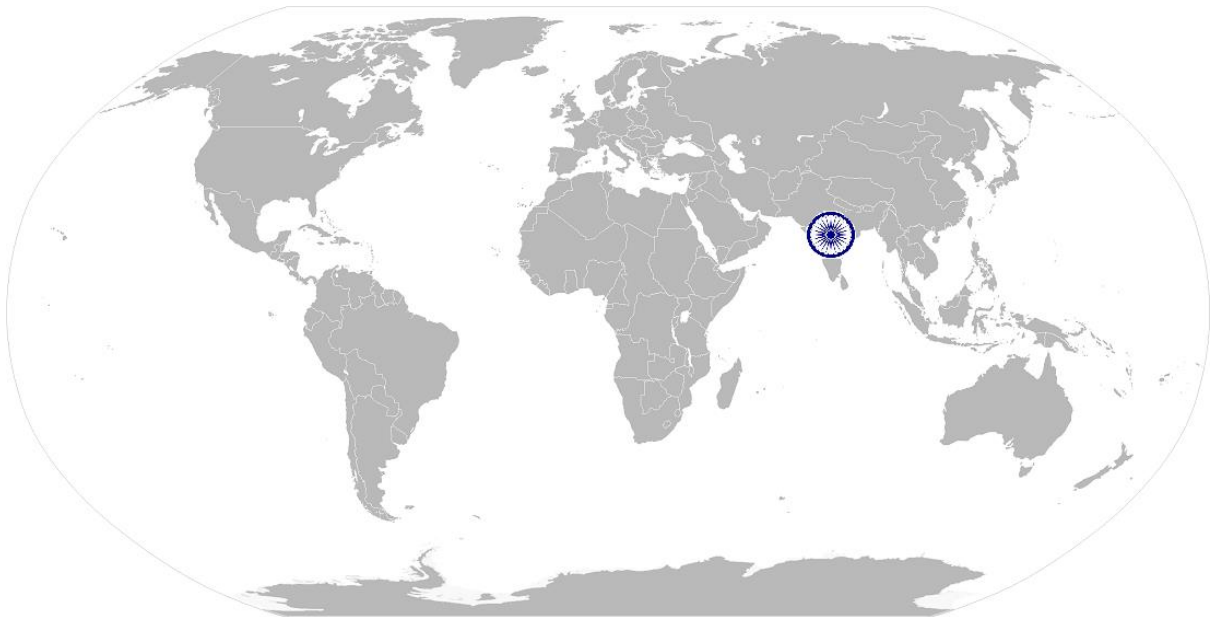
<b>NOS Code</b>	<b>TSC/ N9003</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Processing</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Knit Processing</b>	<b>Next review date</b>	<b>01/03/16</b>



**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**

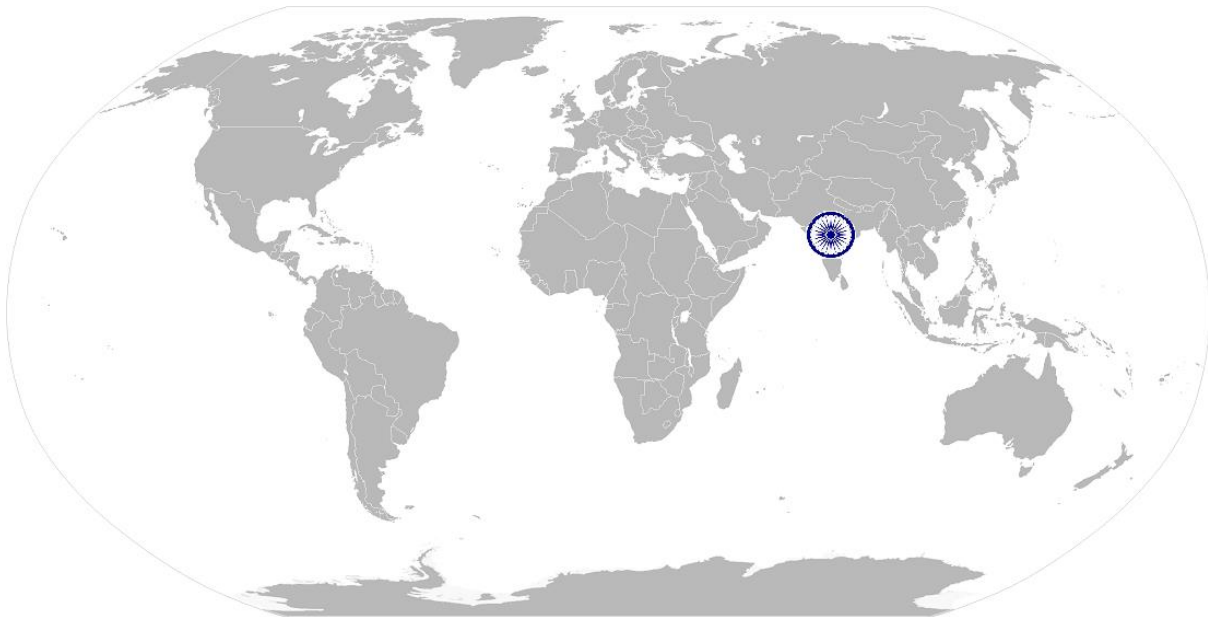
**Comply with industry and organizational requirements**

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

**TSC/ N9004**

**Comply with industry and organizational requirements**

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

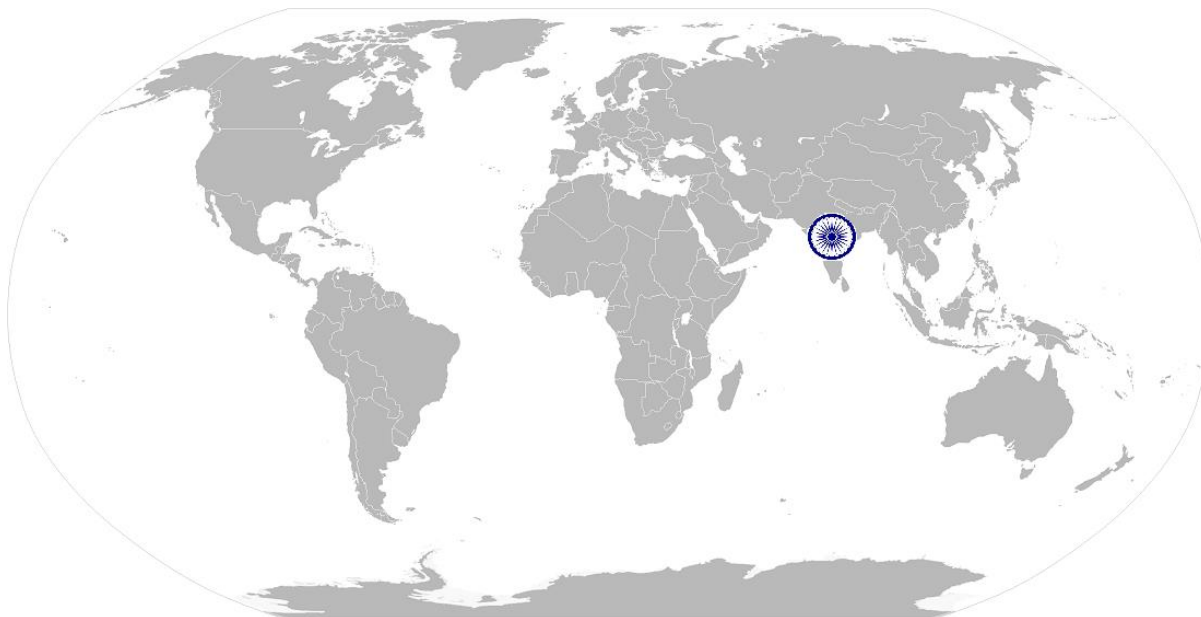


**TSC/ N9004**

**Comply with industry and organizational requirements**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/N9004</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Processing</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Knit Processing</b>	<b>Next review date</b>	<b>01/03/16</b>



### Assessment Criteria

**Job Role: Relax Dryer Operator**  
**Qualification Pack: TSC/Q 5502 Relax Dryer Operator**  
**Sector Skill Council: Textile Sector Skill Council**

**Guidelines for assessment :-**

1. Criteria for assessment for each qualification pack will be created by the Sector Skill Council. Each performance criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for theory & skill practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of question created by the SSC.
3. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre (as per assessment criteria below).
4. To pass the qualification pack, every trainee should score a minimum of 80%.

National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks	Out Of	Marks Allocation		
				Practical	Theory	Viva
1. TSC/ N5504 Taking charge of shift and handing over shift to co-operator	PC1. come at least 10 - 15 minutes earlier to the work place	50	2	1	1	0
	PC2. bring the necessary operational tools to the department		3	2	1	0
	PC3. meet the previous shift operator 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.		3	2	1	0
	PC4. Understand the fabric being processed & process running on the machine		2	1	1	0
	PC5. Ensure the technical details are mentioned on the job card display on the machine		2	2	0	0
	PC6. check for the availability of the spare trolley for unloading the fabric		2	2	0	0
	PC7. check the next batch to be processed is ready near the machine		2	1	1	0
	PC8. ensure the required dyes & chemicals are already weighed & prepared		2	0	1	1
	PC9. check the cleanliness of the machines & other work areas		2	1	1	0

### Assessment Criteria

PC10. question the previous shift operator for any deviation in the above and bring the same to the knowledge of His/ Her shift Superior as well that of the previous shift as well.	2	1	1	0	
PC11. hand over the shift to the incoming operator in a proper manner	3	2	1	0	
PC12. Ensure in providing the details regarding fabric quality & the process running on the machine	2	1	1	0	
PC13. provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine.	2	1	1	0	
PC14. ensure the empty trolley is near the machine for unloading the fabric	3	2	0	1	
PC15. ensure the next lot to be processed is ready near the machine already stitched & arranged properly	2	1	1	0	
PC16. Ensure the required dyes & chemicals for the next lot or next process are weighed & prepared	2	1	0	1	
PC17. get clearance from the incoming counterpart before leaving the work spot	2	0	1	1	
PC18. report to His/ Her shift Superiors as well as that of the incoming shift operator in case His/ Her counterpart doesn't report for the incoming shift	2	1	1	0	
PC19. Ensure the shift has to be properly handed over to the incoming shift operator	3	1	1	1	
PC20. report to His/ Her shift Superior about the quality / production / safety issues/ any other issue faced in His/ Her shift and should leave the department only after getting concurrence for the same from His/ her superiors	2	1	1	0	
PC21. collect the wastes from waste collection bags, weigh them and transport to storage area	2	2	0	0	
PC22. ensure the machine and its work place is clean	3	1	1	1	
	50	50	27	17	6

### Assessment Criteria

	Total	Weightage %		54.00%	34.00%	12.00%
<b>2. TSC/ N5505 Operating the Relax Dryer Machine</b>	PC1. understand the task mentioned in the work order	126	3	2	1	0
	PC2. read & understand the fabric parameters properly		5	2	2	1
	PC3. ensure that the machine is clean		4	3	0	1
	PC4. clean all filters properly		5	2	2	1
	PC5. open steam valve & drain condensate from the line		4	2	1	1
	PC6. drain water from the air line		5	2	2	1
	PC7. start blowers to heat the machine		4	2	2	0
	PC8. bring the fabric trolley near the machine		5	3	1	1
	PC9. join the loose ends properly		4	2	2	0
	PC10. keep empty trolley ready in the front for taking fabric		3	2	1	0
	PC11. know the operations of relax dryer machine		4	2	2	0
	PC12. read & understand the process being followed to do the task		5	3	0	2
	PC13. set the required temp in all chambers		4	2	1	1
	PC14. feed fabric through guide rolls to the overfeeding roller		4	2	2	0
	PC15. spread the fabric evenly and ensure fabric coverage of 95% to 100% in line with belt width		3	2	1	0
	PC16. set the overfeed values as per the requirement of fabric quality		5	4	0	1
	PC17. ensure tensionless feeding of fabric		4	2	2	0
	PC18. ensure that all safety devices are operational		4	4	0	0
	PC19. take out fabric from exit end in the trolley		5	4	1	0
	PC20. check the fabric width after drying		5	2	2	1
	PC21. check moisture content in the fabric to avoid over drying		4	3	0	1
	PC22. adjust machine speed accordingly		4	2	1	1
	PC23. adjust overfeed values as specified		5	4	0	1

### Assessment Criteria

	PC24. keep next trolley ready both at entry & exit		5	2	2	1
	PC25. record shift production in the production register		4	3	0	1
	PC26. record all machine stoppages in the book		4	2	1	1
	PC27. keep the machine clean at all times		3	3	0	0
	PC28. follow the preventive maintenance schedule & ensure the machine is running smoothly		4	1	2	1
	PC29. check that all controls are functioning properly		2	2	0	0
	PC30. ensure enough supply of utilities such as water, air & steam for proper functioning of machine		4	1	2	1
	PC31. cool down the machine after completion of job		2	2	0	0
		126	126	74	33	19
	<b>Total</b>	<b>Weightage %</b>		<b>58.73%</b>	<b>26.19%</b>	<b>15.08%</b>
3. TSC/N 5506 Checking the quality of Finished fabric	PC1. taking out the sample after drying near the stitch	24	8	4	1	3
	PC2. compare the sample with the standard for physical appearance		8	5	3	0
	PC3. take the sample to your supervisor if the sample is not matching to the standard for decision		8	6	0	2
		24	24	15	4	5
	<b>Total</b>	<b>Weightage %</b>		<b>63%</b>	<b>17%</b>	<b>21%</b>
4. TSC/ N9001 Maintain work area, tools and machines	PC1. handle materials, machinery, equipment and tools safely and correctly	50	4	2	1	1
	PC2. use correct lifting and handling procedures		4	2	2	0
	PC3. use materials to minimize waste		3	2	1	0
	PC4. maintain a clean and hazard free working area		3	2	1	0
	PC5. maintain tools and equipment		4	3	0	1
	PC6. carry out running maintenance within agreed schedules		4	2	1	1
	PC7. carry out maintenance and/or cleaning within one's responsibility		3	2	1	0

### Assessment Criteria

	PC8. report unsafe equipment and other dangerous occurrences		3	1	2	0
	PC9. ensure that the correct machine guards are in place		4	3	1	0
	PC10. work in a comfortable position with the correct posture		4	3	1	0
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		4	2	1	1
	PC12. dispose of waste safely in the designated location		3	2	1	0
	PC13. store cleaning equipment safely after use		4	3	0	1
	PC14. carry out cleaning according to schedules and limits of responsibility		3	3	0	0
		50	50	32	13	5
	<b>Total</b>	<b>Weightage %</b>		<b>64%</b>	<b>26%</b>	<b>10%</b>
5.TSC/ N9002 Working in a team	PC1. Be accountable to the own role in whole process	50	4	2	1	1
	PC2. Perform all roles with full responsibility		4	2	0	2
	PC3. Be effective and efficient at workplace		6	4	2	0
	PC4. Properly communicate about company policies		4	3	0	1
	PC5. Report all problems faced during the process		3	2	0	1
	PC6. Talk politely with other team members and colleagues		4	2	1	1
	PC7. Submit daily report of own performance		5	5	0	0
	PC8. Adjust in different work situations		3	2	1	0
	PC9. Give due importance to others' point of view		4	2	0	2
	PC10. Avoid conflicting situations		2	1	1	0
	PC11. Develop new ideas for work procedures		6	4	2	0
	PC12. Improve upon the existing techniques to increase process efficiency		5	2	1	2
		50	50	31	9	10
	<b>Total</b>	<b>Weightage %</b>		<b>62.00%</b>	<b>18.00%</b>	<b>20.00%</b>
6. TSC/	PC1. comply with health and safety	50	2	1	1	0



### Assessment Criteria

<b>N9003</b> <b>Maintain health, safety and security at workplace</b>	related instructions applicable to the workplace				
	PC2. use and maintain personal protective equipment as per protocol	2	1	1	0
	PC3. carry out own activities in line with approved guidelines and procedures	3	1	1	1
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants	2	2	0	0
	PC5. follow environment management system related procedures	2	1	1	0
	PC6. identify and correct (if possible) malfunctions in machinery and equipment	2	1	1	0
	PC7. report any service malfunctions that cannot be rectified	3	3	0	0
	PC8. store materials and equipment in line with manufacturer's and organisational requirements	2	1	1	0
	PC9. safely handle and move waste and debris	2	1	1	0
	PC10. minimize health and safety risks to self and others due to own actions	2	1	0	1
	PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	2	1	0	1
	PC12. monitor the workplace and work processes for potential risks and threats	2	1	1	0
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	2	1	1	0
	PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel	2	2	0	0
	PC15. participate in mock drills/ evacuation procedures organized at the workplace	2	1	1	0
	PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so	2	2	0	0
	PC17. take action based on instructions in the event of fire, emergencies or accidents	2	2	0	0
	PC18. follow organisation procedures for shutdown and evacuation when	2	1	1	0

### Assessment Criteria

	required					
	PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		2	1	0	1
	PC20. recognise other possible security issues existing in the workplace		2	1	1	0
	PC21. recognise different measures to curb the hazards		3	1	1	1
	PC22. communicate the safety plan to everyone		2	1	0	1
	PC23. attach disciplinary rules with the implementation		3	1	1	1
		50	50	29	14	7
	<b>Total</b>	<b>Weightage %</b>		<b>58%</b>	<b>28%</b>	<b>14%</b>
7. TSC/ N9004 Comply with industry and organisational requirements	PC1. perform own duties effectively	50	4	2	1	1
	PC2. take responsibility for own actions		4	2	2	0
	PC3. be accountable towards the job role and assigned duties		3	2	0	1
	PC4. take initiative and innovate the existing methods		4	2	1	1
	PC5. focus on self-learning and improvement		4	3	1	0
	PC6. co-ordinate with all the team members and colleagues		3	2	0	1
	PC7. communicate politely		4	4	0	0
	PC8. avoid conflicts and miscommunication		4	2	1	1
	PC9. know the organisational standards		3	3	0	0
	PC10. implement them in your performance		4	2	1	1
	PC11. motivate others to follow them		4	3	1	0
	PC12. know the industry standards		5	3	1	1
	PC13. align them with organisation standards		4	2	1	1
	50	50	32	10	8	
	<b>Total</b>	<b>Weightage %</b>		<b>64%</b>	<b>20%</b>	<b>16%</b>
	<b>Grand Total</b>		<b>400</b>	<b>240</b>	<b>100</b>	<b>60</b>



NOS  
National Occupational Standards



## Assessment Criteria