

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR



### What are Occupational Standards(OS)?

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

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## Introduction

### Qualifications Pack – Ring Frame Doffer

**SECTOR: TEXTILE**

**SUB-SECTOR: SPINNING**

**OCCUPATION: SPINNING**

**REFERENCE ID: TSC/ Q 0202**

**ALIGNED TO: NCO-2004 / 7432.32**

#### **Brief Job Description:**

A ring frame doffer is responsible for carrying out doffing activities in a ring frame machine. A ring frame doffer should be able to prepare for doffing, perform doffing activities, ensuring proper functioning of machine and also ensure minimum time is taken for carrying out doffing activities in ring frame machines.

**Personal Attributes:** A ring frame doffer should have good eyesight, hand-eye-leg coordination, motor skills and vision. He/she should also have good interpersonal skills.

<b>Job Details</b>	<b>Qualifications Pack Code</b>	<b>TSC/Q 0202</b>		
	<b>Job Role</b>	<b>Ring Frame Doffer</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>Spinning</b>	<b>Last reviewed</b>	<b>25/02/15</b>
	<b>Occupation</b>	<b>Spinning</b>	<b>Next Review</b>	<b>01/03/16</b>
<b>Job Role</b>	<b>Ring Frame Doffer</b>			
<b>Role Description</b>	A ring frame doffer is responsible for carrying out doffing activities in a ring frame machine. A ring frame doffer should be able to prepare for doffing, perform doffing activities, ensuring proper functioning of machine and also ensure minimum time is taken for carrying out doffing activities in ring frame machines.			
<b>NSQF level</b>	3			
<b>Minimum Educational Qualifications</b>	5 <sup>th</sup> standard, preferably			
<b>Maximum Educational Qualifications</b>	N/A			
<b>Training</b> (Suggested but not mandatory)	Not Applicable			
<b>Experience</b>	N/A			
<b>National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">TSC/ N0205 Taking charge of shift and handling over shift to doffer</a></li> <li><a href="#">TSC/ N0206 Preparing for doffing activity</a></li> <li><a href="#">TSC/ N0207 Carryout doffing activity and post doffing activity</a></li> <li><a href="#">TSC/ N0208 Responsibilities while working in auto doffer ring frame</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			

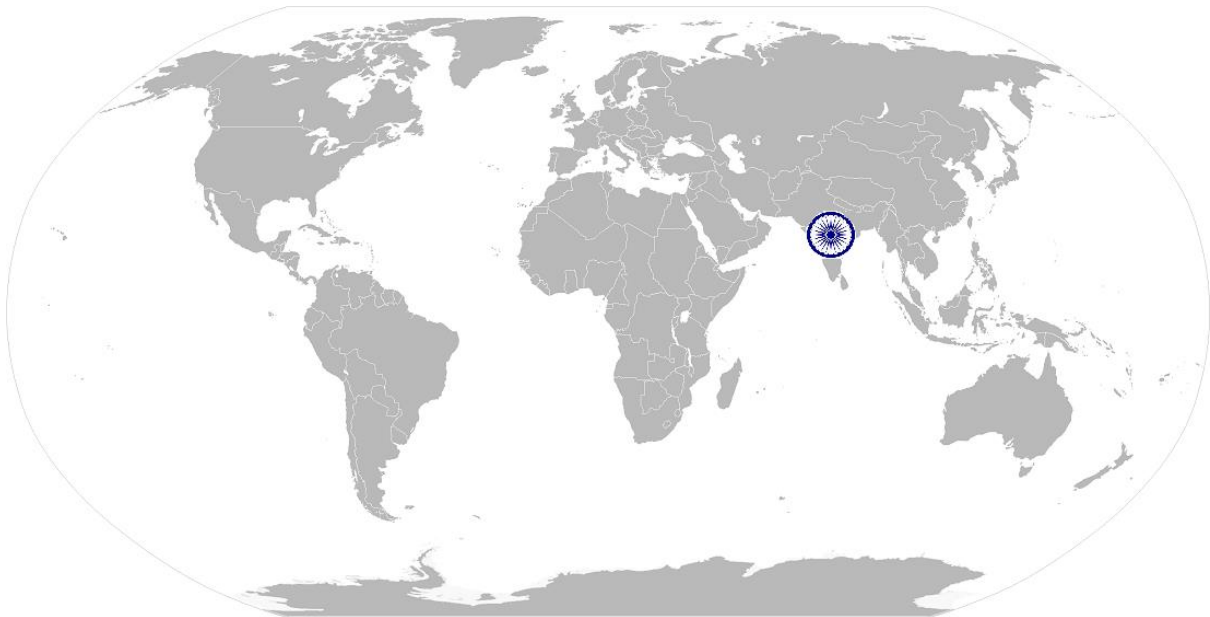
**Table 1: Glossary of Key Terms**

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 doffer and relieving the responsibilities to the next shift doffer.

**TSC/ N0205**

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

<b>Unit Code</b>	<b>TSC/ N0205</b>
<b>Unit Title (Task)</b>	<b>Taking charge of shift and handing over shift to next doffer</b>
<b>Description</b>	This unit is about taking charge of shift from previous shift doffer and relieving the responsibilities to the next shift doffer
<b>Scope</b>	This unit/task covers the following: <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>
<b>Taking charge of shift</b>	<p>To be competent you must be able to :</p> <p>PC1. reach the work place at least 10 - 15 minutes early</p> <p>PC2. bring the necessary operational tools to the department</p> <p>PC3. understand the count produced, colour coding, followed in the ring frames</p> <p>PC4. meet the previous shift doffer and discuss with him/ her regarding the schedule of doffing activities to be carried out in ring frame department, and issues faced with respect to the quality, production, spare, safety or any other specific instruction etc.</p> <p>PC5. ensure the technical details are mentioned in the display board in the ring frame machine</p> <p>PC6. check the availability of empty cops and fill the empty cop trolley and ensure colour coding and technical details mentioned</p> <p>PC7. ensure proper functioning of cop trolleys</p> <p>PC8. check the condition of empty cops in cop trolleys</p> <p>PC9. ensure proper functioning of ring frame machine parts</p> <p>PC10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.</p> <p>PC11. ask the previous shift doffer for any deviation in the above and bring the same to the knowledge of his/ her shift superior and the superior of the previous shift as well.</p> <p>PC12. ensure the wastes collection boxes are empty while taking charge of shift</p> <p>PC13. ensure that the workplace is clean</p>
<b>Handing over shift</b>	<p>PC14. hand over the shift to the incoming ring frame doffer in a proper manner it should be recorded in a proper way. Convey information effectively, and confirm understanding. Provide the details regarding count produced, colour coding followed in the ring frames and prepare schedule for carrying out doffing activities</p> <p>PC15. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC16. report to his/ her shift superior and the incoming shift doffer in case his/ her counterpart does not report for the incoming shift</p> <p>PC17. ensure the shift is properly handed over to the incoming shift doffer</p> <p>PC18. 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 superior</p> <p>PC19. ensure that the work spot is clean</p>

**TSC/ N0205**

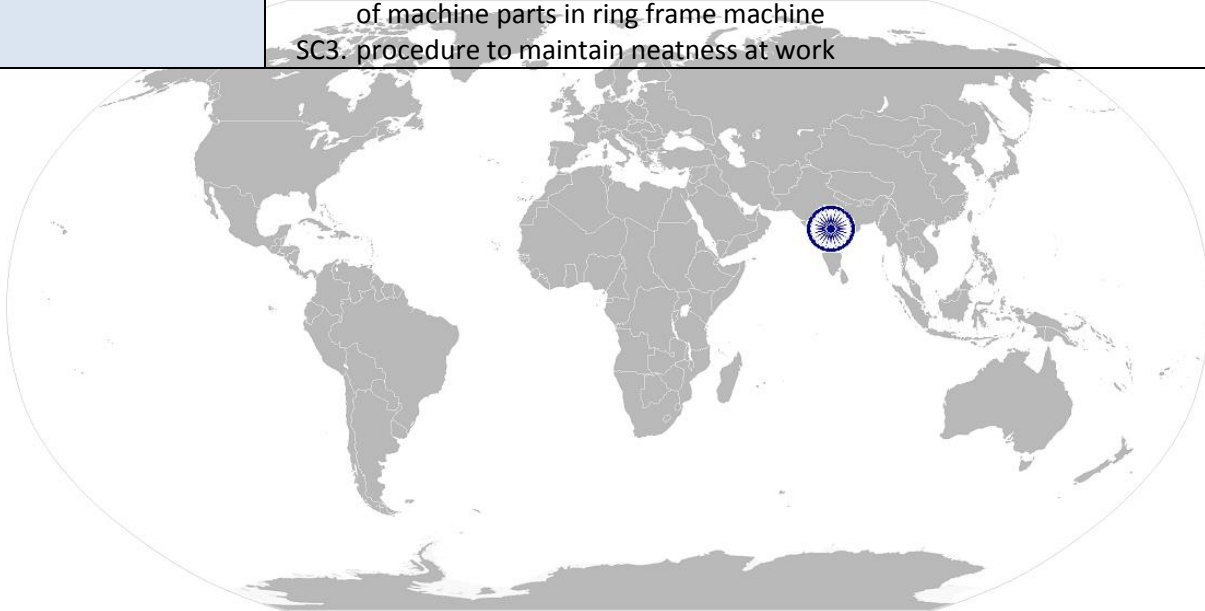
**Taking charge of shift and handing over shift to doffer**

	PC20. lot Change and count change cleaning
<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 spinning mill KA2. safe working practices to be adopted in spinning mill KA3. quality systems and other processes practiced in the spinning mill KA4. reporting to the supervisor or higher authority in case of emergency KA5. color coding adopted for different counts in the spinning mill
<b>B. Technical Knowledge</b>	You need to know and understand: KB1. terminology used in the industry including technical and machine related terminology KB2. the importance of <ul style="list-style-type: none"> <li>• types of fibres</li> <li>• types of yarn</li> <li>• yarn count</li> <li>• types of roving</li> <li>• roving hank</li> <li>• importance of roving quality</li> <li>• types of roving defects</li> <li>• reasons for ringbreakage</li> </ul> KB3. process flow in a spinning mill KB4. material flow in a spinning mill KB5. importance of mixing, count change KB6. functions of different parts of ring frame machine KB7. importance of colour coding followed for different counts in spinning mill KB8. knowledge of waste collection system & equipments used KB9. importance of material handling and types of material handling equipments used KB10. importance of cleanliness at workplace KB11. functions and methodology for operating different material handling equipments KB12. understand the functions of different signal lamps KB13. guidelines for operating the ring frame machine KB14. guidelines for taking charge of shift from previous doffer KB15. guidelines for handing over the shift to the next shift doffer KB16. safety procedures to be followed in a ring frame machine KB17. traveller Change
<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. comprehend written instructions

**TSC/ N0205**

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

	<b>Oral Communication (Listening and Speaking skills)</b>
	SA3. communicate with supervisor appropriately SA4. talk to others and convey information effectively
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer defects to the supervisor SB3. seek clarification on problems from others
	<b>Attention to Detail</b>
	SB4. apply good attention to detail SB5. check that your work is complete and free of errors
<b>C. Technical Skills</b>	You need to know and understand: SC1. procedure for operating different material handling tools and equipments SC2. procedure to check the quality of ring cops, roving bobbins, proper functioning of machine parts in ring frame machine SC3. procedure to maintain neatness at work



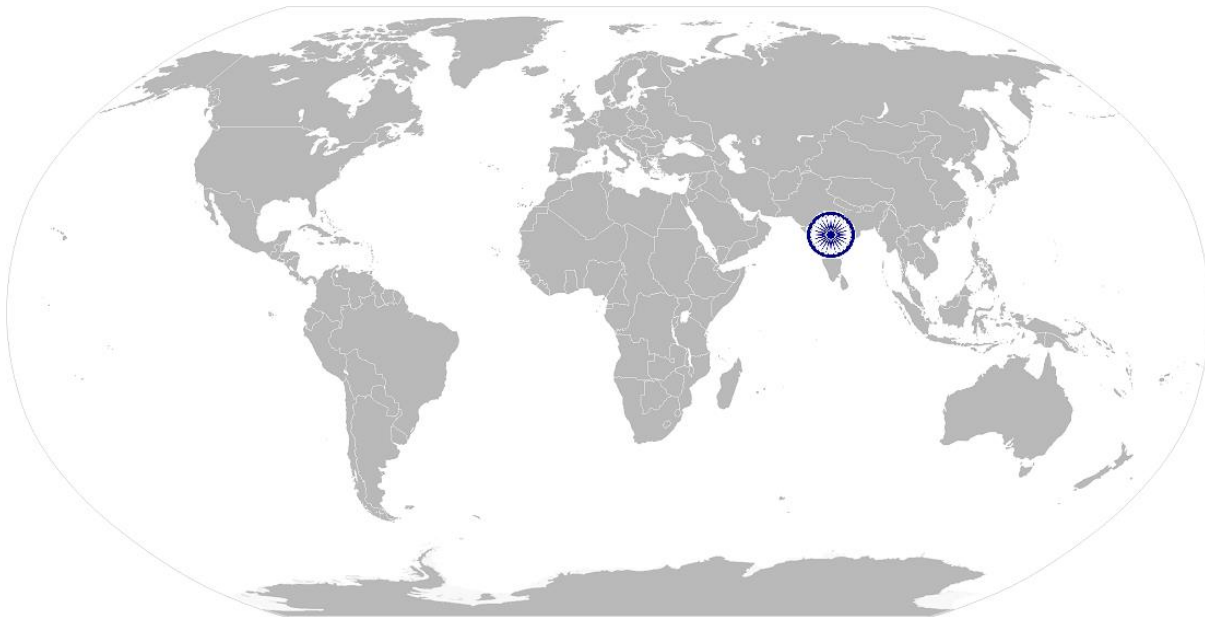


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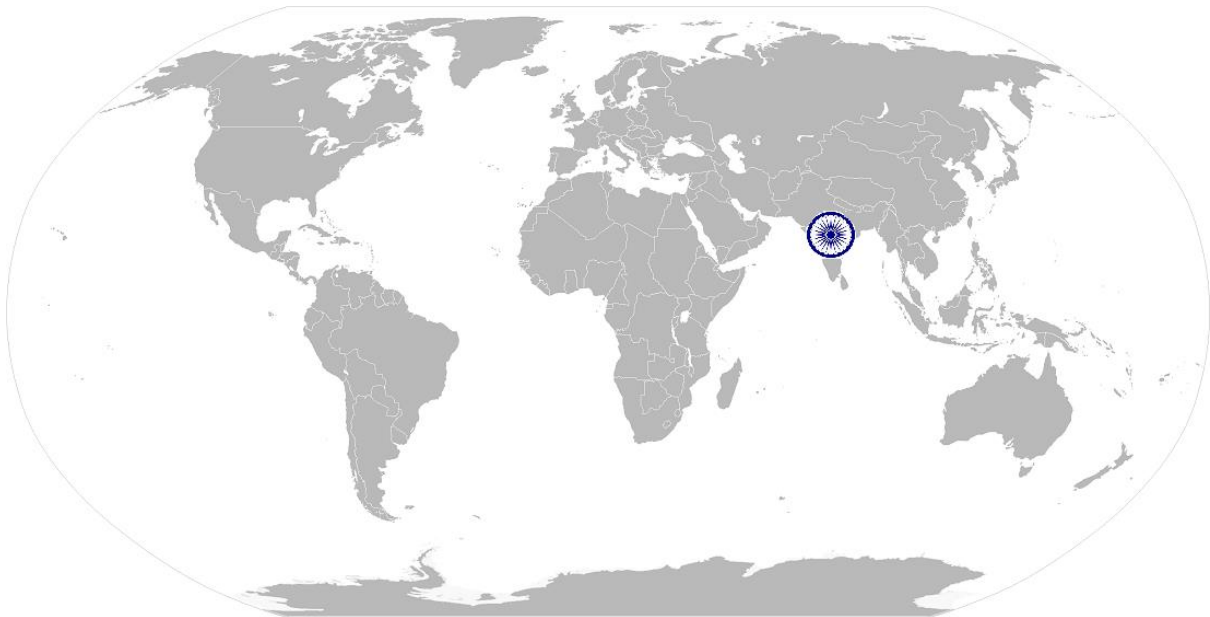
**Taking charge of shift and handing over shift to doffer**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/ N0205</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
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# National Occupational Standard



## Overview

This unit is about doing the preparation for carrying out doffing activity.

**TSC/ N0206**

**Prepare for doffing activity**

National Occupational Standard

<b>Unit Code</b>	<b>TSC/ N0206</b>
<b>Unit Title (Task)</b>	<b>Prepare for doffing activity</b>
<b>Description</b>	This unit is about preparing for the doffing activity
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ identify the machine for carrying out doffing activity</li> <li>▪ collecting the empty cops from storage area and loading in cop trolley</li> <li>▪ support in preparing the creel zone in case of Lot change</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Identify the machine for carrying out doffing</b>	To be competent, you must be able to: <ul style="list-style-type: none"> <li>PC1. follow the plan as instructed by superior for performing doffing activities at various machines in ring frame department</li> <li>PC2. patrol and identify which machine in ring frame departments is ready for doffing</li> <li>PC3. ensure minimum time is taken for identifying the machine to be carryout doffing activity</li> <li>PC4. ensure in confirming the machine with the superiors for carrying out doffing activity</li> </ul>
<b>Collecting the empty cops from storage area and loading in cop trolley</b>	<ul style="list-style-type: none"> <li>PC5. identify the empty cops required for next doff and segregate it according to size and colourcode</li> <li>PC6. ensure the cops are clean</li> <li>PC7. clean the empty cops and remove the yarn remnants, if needed</li> <li>PC8. remove the collected waste and store it in a waste collection box</li> <li>PC9. ensure that the empty cops are in good condition</li> <li>PC10. remove the damaged cops and store in a separate place</li> <li>PC11. ensure that an empty cop of correct size and colour code is loaded in the bobbin trolley</li> <li>PC12. ensure proper material handling of empty cops</li> <li>PC13. load the empty cops in the cop trolley in an organised manner</li> <li>PC14. load the required number of empty cops as per requirement in different cop trolleys</li> <li>PC15. move and arrange the cop trolleys in an organised manner near the ring frame machine in which doffing activity is to be carried out</li> <li>PC16. ensure minimum time is taken for carrying the above activities</li> <li>PC17. ensure that overhead blower parked at one side of the m/c during doffing</li> <li>PC18. overhead blower should start as soon the doffing m/c starts</li> </ul>
<b>Support in preparing the creel zone in case of Lot change</b>	<ul style="list-style-type: none"> <li>PC19. support the tenter in bringing the new bobbin from the speed frame department to the ring frame filling zone at the time of lot change as per instruction from the superiors</li> <li>PC20. to ensure correct roving bobbins are taken for filling</li> <li>PC21. creel the roving bobbins in the reserve umbrella creel as instructed by superiors</li> <li>PC22. ensure proper material handling of bobbin and bobbin trolley</li> <li>PC23. keep the roving waste in the waste collection pocket provided to each</li> </ul>

**TSC/ N0206**

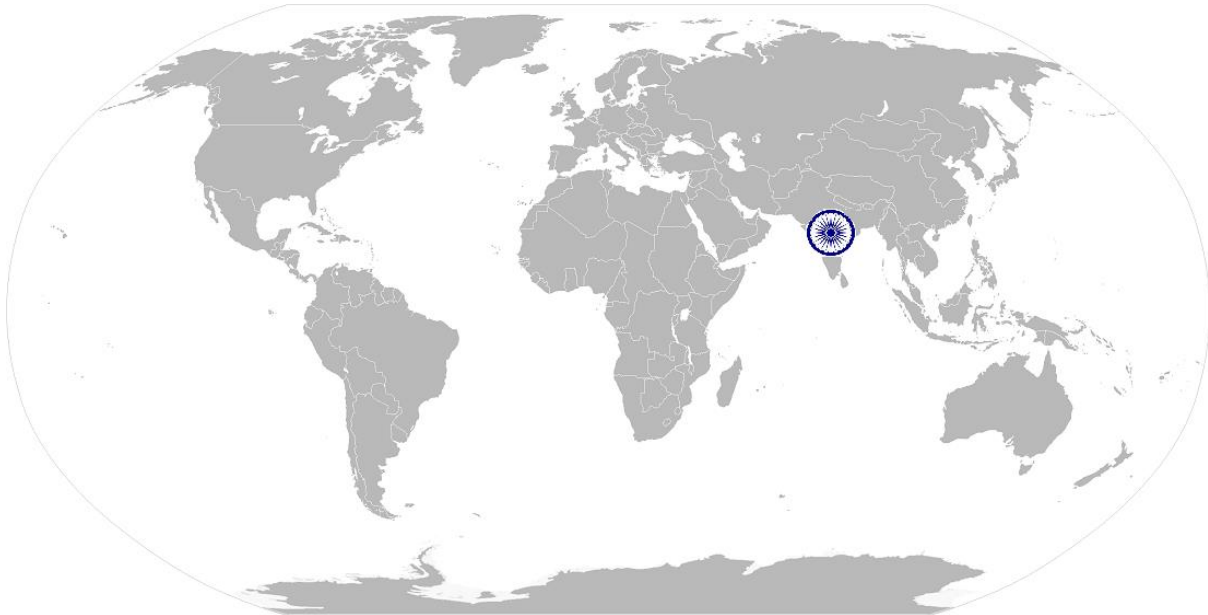
**Prepare for doffing activity**

	<p>operator and then put in the waste in waste collection box</p> <p>PC24. ensure minimum time is taken for filling the roving bobbin</p> <p>PC25. discuss with the supervisor on a timely basis for clarifications if any</p> <p>PC26. ensure cleanliness at work place</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 spinning mill</p> <p>KA2. safe working practices to be adopted in spinning mill</p> <p>KA3. quality systems and other processes practiced in the spinning mill</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 spinning mill</p>
<b>B. Technical Knowledge</b>	<p>KB1. Understand the terminology associated with with the job role and standards</p> <p>KB2. understand the importance of types of fibers, types of yarn, yarn count, types of roving, roving hank, importance of roving quality, types of roving defects, reasons for roving breakage</p> <p>KB3. process flow in a spinning mill</p> <p>KB4. material flow in a spinning mill</p> <p>KB5. functions of the different parts of machine</p> <p>KB6. importance of filling</p> <p>KB7. importance of colour coding followed for different counts in a spinning mill</p> <p>KB8. tools and equipments used</p> <p>KB9. knowledge of waste collection system and equipments used</p> <p>KB10. importance of material handling and types of material handling equipments used</p> <p>KB11. functions and methodology for operating different material handling equipments</p> <p>KB12. understand the functions of different signal lamps</p> <p>KB13. guidelines for operating the machine</p> <p>KB14. safety procedures to be followed in a 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>SA2. comprehend written instructions</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
	<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>SB4. apply good attention to detail</p>

**TSC/ N0206**

**Prepare for doffing activity**

	SB5. check that work is complete and free from errors
<b>C. Technical Skills</b>	<p>You need to know and understand :</p> <p>SC1. procedure to transport the cop trolley and bobbin trolley</p> <p>SC2. standard operating procedures to be followed for filling the roving bobbin</p> <p>SC3. procedure for operating different material handling tools and equipments</p> <p>SC4. procedure for removing the yarn remnants in cops</p> <p>SC5. procedure for segregating the damaged cops</p> <p>SC6. procedure for filling the empty cops in cop trolley</p> <p>SC7. procedure for material handling of empty cops and cop trolley</p> <p>SC8. procedure for material handling of roving bobbin and bobbin trolley</p> <p>SC9. procedure for filling the roving bobbin</p> <p>SC10. maintain neatness at work</p>

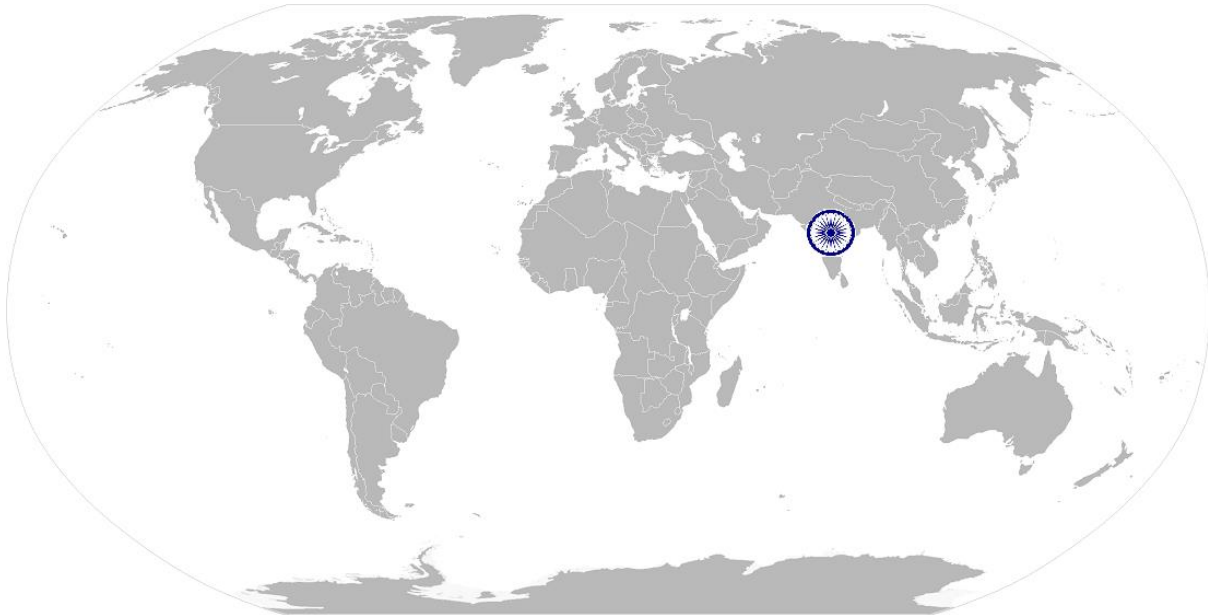


**TSC/ N0206**

**Prepare for doffing activity**

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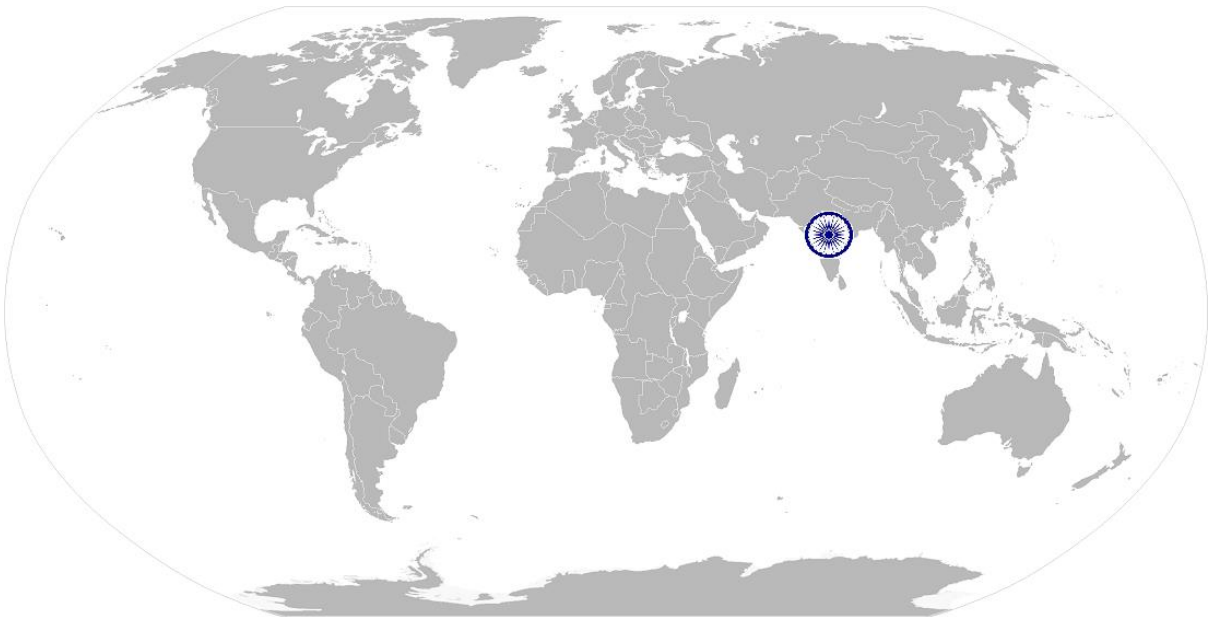
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<b>Occupation</b>	<b>Spinning</b>	<b>Next Review</b>	<b>01/03/16</b>



TSC/N 0207

Carry out doffing activity and post doffing activities

# National Occupational Standard



## Overview

This unit is about procedure for carrying out doffing activity and post doffing activities

**TSC/N 0207**

**Carry out doffing activity and post doffing activities**

<b>Unit Code</b>	<b>TSC/N 0207</b>
<b>Unit Title (Task)</b>	<b>Carry out doffing activity and post doffing activities</b>
<b>Description</b>	This unit is about carrying out the doffing activities in a Ring frame machine
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>▪ transporting the empty cops to ring frame machine</li> <li>▪ carryout doffing activity</li> <li>▪ check for completion of doffing activity</li> <li>▪ post doffing responsibilities</li> <li>▪ transporting and storing the filled cops</li> <li>▪ other responsibilities</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Transporting the empty bobbin trolley to thering frame machine</b>	<p>To be competent, you must be able to:</p> <p>PC1. transport the empty cop trolley of ring frame machine</p> <p>PC2. arrange the cops trolley in an organised manner</p> <p>PC3. stop the machine</p>
<b>Carry out doffing</b>	<p>PC4. ensure the machine is completely stopped</p> <p>PC5. Ensure lappet rail are lifted automatically, otherwise do it manually</p> <p>PC6. remove the full yarn cop from spindle and replace it with an empty cop from the cop trolley</p> <p>PC7. ensure proper procedure is followed for carrying out doffing activity</p> <p>PC8. ensure the empty cop is properly mounted in the spindle</p> <p>PC9. repeat the doffing activity for specified number of spindles as instructed by your superior</p> <p>PC10. ensure proper material handling of empty cops and full cops</p> <p>PC11. ensure minimum time is taken for carrying out doffing activity</p> <p>PC12. cover the doffed ring cops if needed</p> <p>PC13. ensure cleanliness at work place</p>
<b>Check for completion of doffing activity</b>	<p>PC14. ensure all the full cops are replaced with empty cops</p> <p>PC15. ensure gaiting is done for all the spindles in a proper manner</p> <p>PC16. ensure all the full cops are placed in the cop trolley</p>
<b>Post doffing responsibilities</b>	<p>PC17. ensure the doffing is completed out in a proper manner</p> <p>PC18. support the tenter by bringing roving bobbin for filling, filling activities and piecing in the event of a count change</p> <p>PC19. support the tenter in changing traveller as instructed by superiors during count change</p> <p>PC20. ensuring the machine is ready to start</p> <p>PC21. start the machine</p> <p>PC22. ensure the lappet rail are lowered to its position properly</p> <p>PC23. do gaiting with the same running yarn</p> <p>PC24. ensure proper functioning of machine</p> <p>PC25. report to the supervisor / maintenance team if the machine is not functioning properly</p> <p>PC26. Ensure to restart the overheadblower along with the machine</p>



**TSC/N 0207**

**Carry out doffing activity and post doffing activities**

<p><b>Transporting &amp; storing the filled cops</b></p>	<p>PC27. ensure proper transportation of filled cop trolleys</p>
<p><b>Other responsibilities</b></p>	<p>PC28. ensure that the empty cop is kept clean and arranged in a proper manner                  PC29. clean the defective cops in the respective shift and ensure that yarn remnants are removed                  PC30. segregate the roving waste and yarn waste count wise and store in their respective waste bins                  PC31. weigh the different types of waste collected and maintain record in a register, if needed                  PC32. support the tenter in carrying out tenting activities as and whenever instructed by the supervisor                  PC33. support the maintenance team while machine is under maintenance                  PC34. Carry out activities assigned by the supervisor from time to time                  PC35. take part in doffs wherever necessary as instructed by the supervisor                  PC36. transport the empty bobbins to the speed frame department storage area after count change                  PC37. ensure cleanliness at work place</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b>                  (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:                  KA1. standard operating procedures (SOP) and regulations in a spinning mill                  KA2. safe working practices to be adopted in spinning mill                  KA3. quality systems and other processes practiced in the spinning mill                  KA4. reporting to the supervisor or higher authority in case of emergency                  KA5. color coding adopted for different counts in the spinning mill</p>
<p><b>B. Technical Knowledge</b></p>	<p>You need to know and understand:                  KB1. importance of different types of fibres, roving, roving, yarn, hank and count.                  KB2. types of roving defects and reason for roving breakage                  KB3. process and material flow in a spinning mill                  KB4. functions of different parts of a ring frame machine                  KB5. functions of different signal lamps and control buttons                  KB6. guidelines for operating the ring frame machine                  KB7. importance of colour coding                  KB8. importance of doffing                  KB9. guidelines for carrying out doffing activity                  KB10. importance of count change and traveler change                  KB11. importance of cleaning                  KB12. types of waste                  KB13. tools and equipments used for cleaning                  KB14. guidelines for carrying out cleaning activity                  KB15. guidelines for cleaning the various part of ring frame machine                  KB16. importance of machine maintenance                  KB17. guidelines for carrying out maintenance activities                  KB18. knowledge on the tenting activities to be followed in a ring frame machine                  KB19. operational schedule for cleaning different parts of ring frame machine                  KB20. importance of material handling</p>

**TSC/N 0207**

**Carry out doffing activity and post doffing activities**

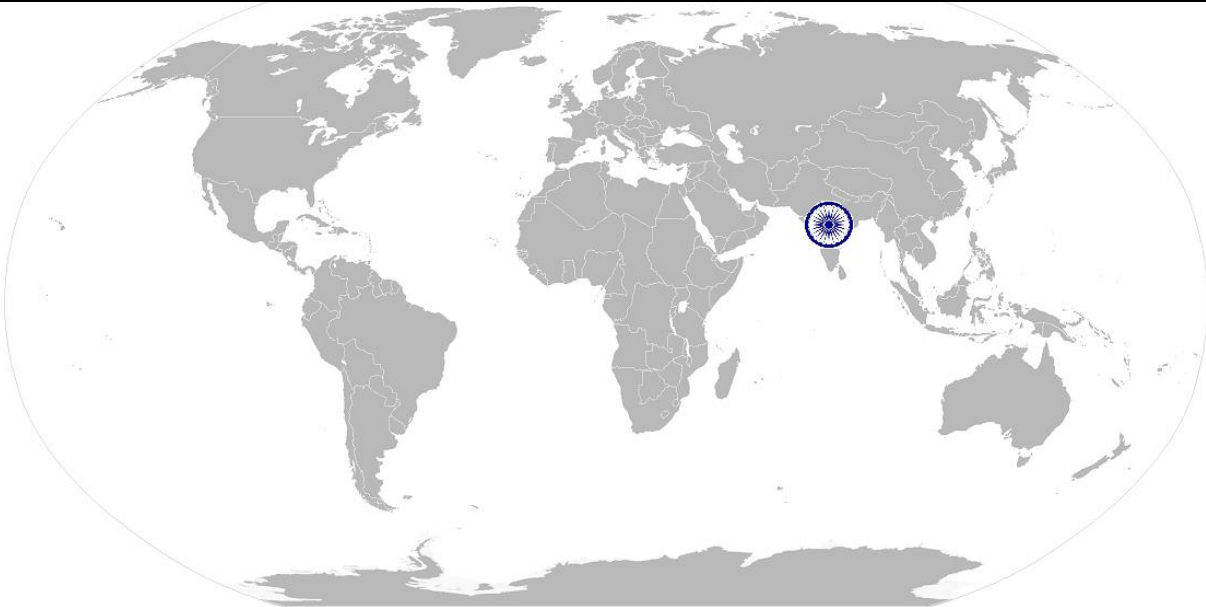
	KB21. guidelines for operating various material handling tools KB22. importance of safety at work place KB23. safety procedures to be followed in a Ring frame machine
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write clear and short sentences
	<b>Reading Skills</b>
	SA2. read in local language and comprehend them
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
<b>B. Technical Skills</b>	You need to know and understand : SC1. procedure to arrange empty cops in cop trolley SC2. procedure to carryout doffing activities SC3. procedure to remove full ring cops and replace with empty cops SC4. procedure for mounting the cop in the spindle SC5. standard filling procedure SC6. standard piecing/gaiting procedure SC7. standard doffing procedure SC8. procedure for cleaning different parts of machine SC9. procedure for cleaning the doffing zone SC10. procedure for deposit the wastein waste collection box SC11. procedure for changing traveler SC12. procedure for handling different material handling tools SC13. procedure for material handling of cops and cop trolley SC14. maintain neatness at work

**TSC/N 0207**

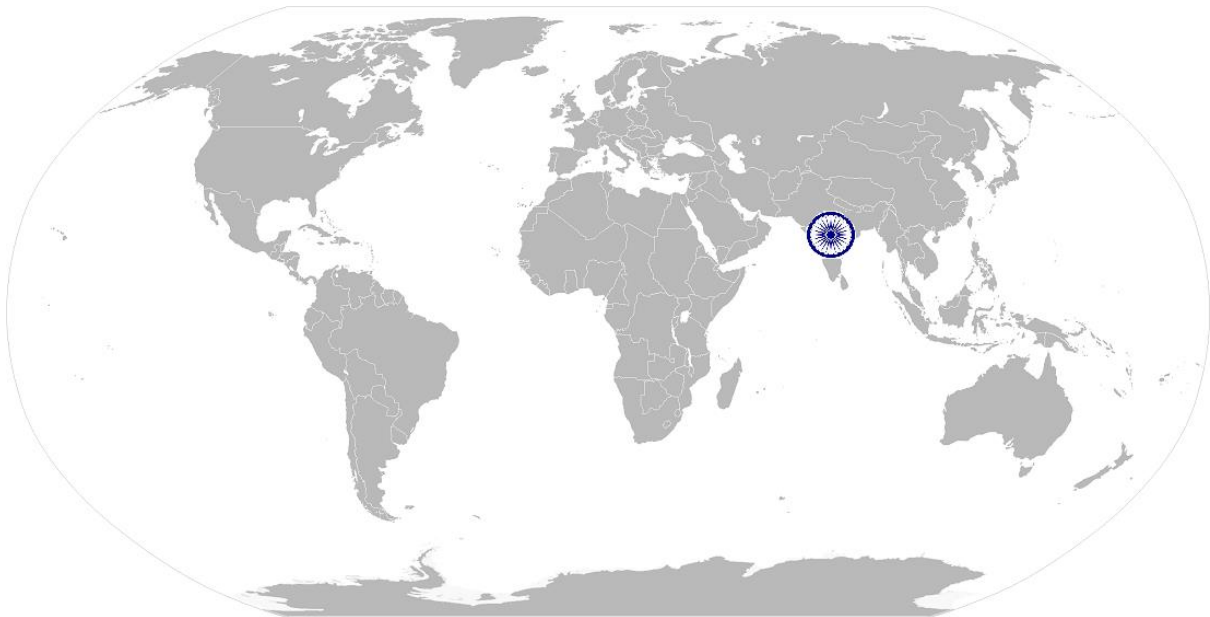
**Carry out doffing activity and post doffing activities**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/ N0207</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>Spinning</b>	<b>Last reviewed</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Spinning</b>	<b>Next Review</b>	<b>01/03/16</b>



# National Occupational Standard



## Overview

This unit is about carrying out the tenting responsibilities in a Ring frame machine without auto doffer.

**TSC/N 0208 Responsibilities while working in auto doffer ring frame**

National Occupational Standard	<b>Unit Code</b>	TSC/ N0208
	<b>Unit Title (Task)</b>	Responsibilities while working in auto doffer ring frame
	<b>Description</b>	This unit is about carrying out the tenting responsibilities in a Ring frame machine with auto doffer
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ Responsibilities while working in auto doffer ring frame</li> <li>▪ other doffing responsibilities</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>PerformanceCriteria</b>
	<b>Responsibilities while working in auto doffer ring frame</b>	To be competent, you must be able to: <ul style="list-style-type: none"> <li>PC1. ensure there is no empties or full cop under the doffing unit</li> <li>PC2. ensure empty ring tubes are ready in all c channel peg tray before the machine reaches the dofflength</li> <li>PC3. ensure there is no empties or full cops found under the doffing unit to avoid any stuck up</li> <li>PC4. ensure empty ring tubes are loaded fully in the tube loader reserve box before doffing is started.</li> <li>PC5. ensure doffing persons reach the machine for gaiting work before starting the doffing activity</li> <li>PC6. ensure doff trolleys are kept in the off end in the specified position.</li> <li>PC7. ensure that doffing process is functioning properly without any malfunction.</li> <li>PC8. ensure after doffing gaiting to be done properly and timely</li> <li>PC9. ensure that all the full cops are removed from the spindles and empties are loaded in spindles during doffing to avoid yarn wound on empty spindle.</li> <li>PC10. ensure that all the grippers in the doffing unit are available in position without missing during doffing.</li> <li>PC11. ensure that there is no air leakage in the grippers.</li> <li>PC12. ensure the wastes collected from different parts of machine are deposited in the respective dustbins</li> <li>PC13. ensure the ring frame department is neat and clean</li> </ul>
	<b>Other Doffing responsibilities</b>	<ul style="list-style-type: none"> <li>PC14. verify the proper build of the ring cop</li> <li>PC15. record the production details in the production report</li> <li>PC16. report to the supervisor in case of emergency stoppage of machine</li> <li>PC17. support the tenter and maintenance team for carrying out cleaning activities, on need basis</li> <li>PC18. support the maintenance team while machine is under maintenance</li> <li>PC19. ensure all details related to production are provided to the next shift doffer while relieving</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and	You need to know and understand: <ul style="list-style-type: none"> <li>KA1. standard operating procedures (SOP) and regulations in a spinning mill</li> <li>KA2. safe working practices to be adopted</li> <li>KA3. quality systems and other processes practiced in the spinning mill</li> <li>KA4. reporting to the supervisor or higher authority in case of emergency</li> </ul>

**TSC/N 0208**

**Responsibilities while working in auto doffer ring frame**

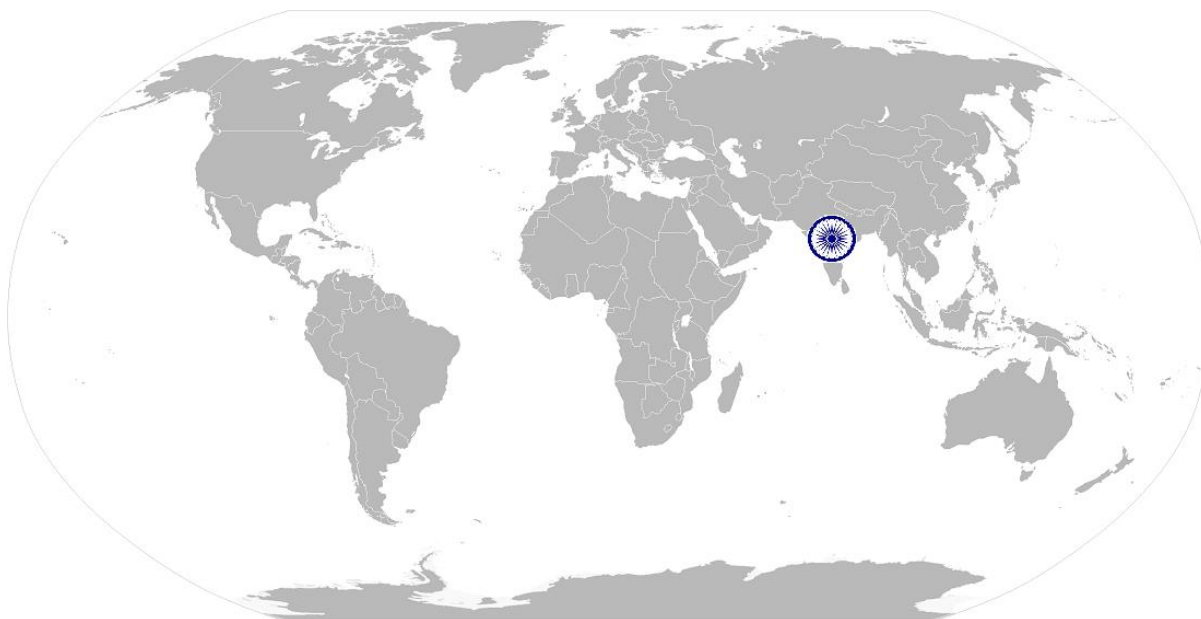
its processes)	
<b>B. Technical Knowledge</b>	<p>KB1. process and material flow in a spinning mill</p> <p>KB2. functions of different parts of a ring frame machine</p> <p>KB3. importance and functions of auto doffing</p> <p>KB4. functions of different mechanisms of auto doffing unit</p> <p>KB5. advantages and disadvantages of auto doffing</p> <p>KB6. importance of tube loader, pin spacer, gripper</p> <p>KB7. importance of material handling</p> <p>KB8. knowledge of gaiting</p> <p>KB9. importance of cop build</p> <p>KB10. knowledge of manual doffing of ring cops</p> <p>KB11. importance of cleanliness at work place</p> <p>KB12. guidelines for identifying worn out parts</p> <p>KB13. guidelines for carrying out cleaning and maintenance activities</p> <p>KB14. importance of waste collection</p> <p>KB15. guidelines for collecting wastes</p> <p>KB16. understand the safety precautions to be followed in a ring frame machine</p> <p>KB17. cleaning of trolley wheels from waste</p> <p>KB18. contamination free trollies</p> <p>KB19. placing bobbins in a systematic manner in box (tip one side)</p> <p>KB20. no variation in length of bobbins</p> <p>KB21. no broken bobbin to be use</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>You need to know and understand how to:</p> <p>SA1. write clear and short sentences</p> <p><b>Reading Skills</b></p> <p>SA2. comprehend written instructions</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>SA3. communicate with supervisor appropriately</p> <p>SA4. talk to others to convey information effectively</p>
<b>B. Technical Skills</b>	<p>You need to know and understand :</p> <p>SC1. doffing procedure as applicable to work requirements</p> <p>SC2. procedure for material handling of cop, wastes, doff trolley</p> <p>SC3. gaiting procedure</p> <p>SC4. maintain neatness at work</p>

**TSC/N 0208**

**Responsibilities while working in auto doffer ring frame**

**NOS Version Control**

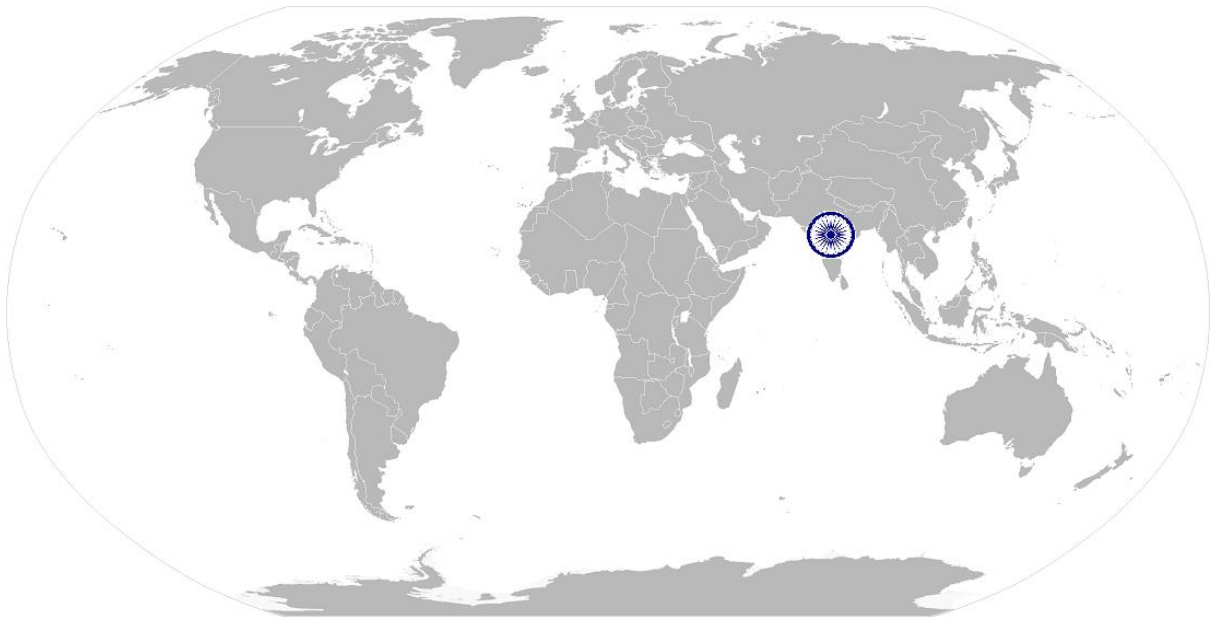
<b>NOS Code</b>	<b>TSC/ N0208</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on:</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Spinning</b>	<b>Next Review</b>	<b>01/03/16</b>



TSC/ N9001

Maintain work area, tools and machine

# 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**

**Maintain work area, tools and machine**

<b>Unit Code</b>	<b>TSC/ N9001</b>
<b>Unit Title (Task)</b>	<b>Maintain work area, tools and machine</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>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ Maintaining 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>
Maintaining 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>
<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. safe working practices and organisational standard operating procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving with problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organisation's rules, codes and guidelines (including timekeeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p> <p>KA11. equipment operating procedures / supervisor's instructions</p>
<b>B. 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> <p>KB3. hazards likely to be encountered when conducting routine maintenance</p>

**TSC/ N9001**

**Maintain work area, tools and machine**

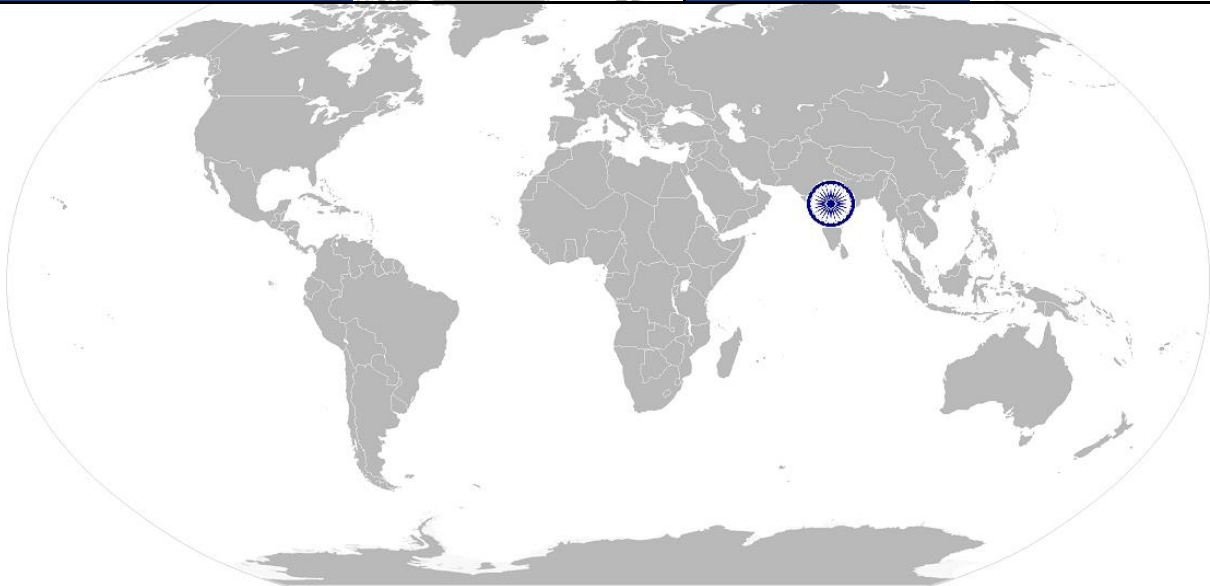
	<p>KB4. the importance of taking action when problems are identified                  KB5. different ways of minimising waste                  KB6. the importance of running maintenance and regular cleaning                  KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials                  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</p>
<b>Skills (S)</b>	
<p><b>A. Core Skills/                  Generic Skills</b></p>	<b>Reading Skills</b>
	<p>You need to know and understand how to:                  SA1. comprehend written instructions                  SA2. read any application sent by other colleagues</p>
	<b>Oral Communication (Listening and Speaking skills)</b>
<p>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</p>	
<p><b>B. Professional Skills</b></p>	<b>Problem Solving</b>
	<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>
	<b>Attention to Detail</b>
<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><b>C. Technical Skills</b></p>	<p>You need to know and understand :</p>
	<p>SC1. communicate effectively                  SC2. apply leadership skills wherever required                  SC3. take initiative at the right place                  SC4. understand the requirement to be creative</p>

**TSC/ N9001**

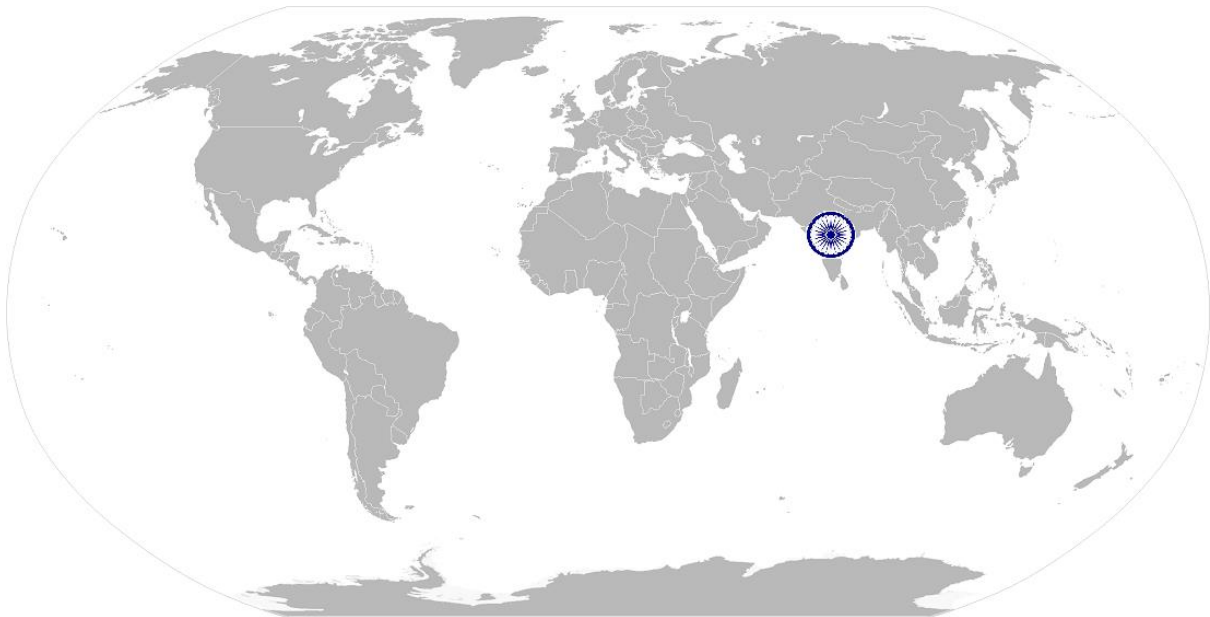
**Maintain work area, tools and machine**

**NOS Version Control**

NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on:	15/12/14
Industry Sub-sector	Spinning	Last reviewed	25/02/15
Occupation	Spinning	Next Review	01/03/16



# National Occupational Standard



## Overview

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

**TSC/ N9002**

**Working in a team**

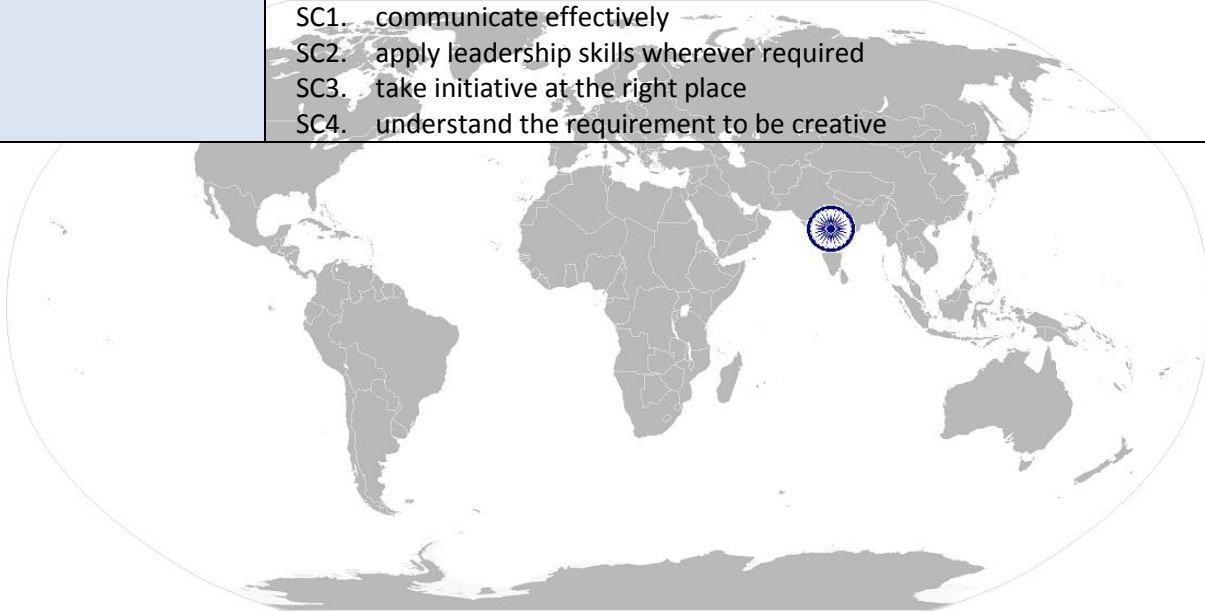
National Occupational Standard

<b>Unit Code</b>	<b>TSC/ N9002</b>
<b>Unit Title (Task)</b>	<b>Working in a team</b>
<b>Description</b>	This unit is about working as a team member in the textile industry
<b>Scope</b>	This unit/task covers the following: <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	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
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	You need to know and understand: <ul style="list-style-type: none"> <li>KA1. standard operating procedures (SOP) and regulations in a textile mill</li> <li>KA2. procedure followed to get the final output in the mill</li> <li>KA3. safe working practices to be adopted in textile mill</li> <li>KA4. reporting to the supervisor or higher authority about any grievances faced</li> </ul>
<b>B. Technical Knowledge</b>	<ul style="list-style-type: none"> <li>KB1. the importance of the previous and next step of the process</li> <li>KB2. process flow in a textile mill and the concerned workers</li> <li>KB3. material flow in a textile mill and the required person</li> <li>KB4. functions of different parts of the machine</li> <li>KB5. tools and equipments used</li> <li>KB6. guidelines for operating the machine</li> <li>KB7. safety procedures to be followed in the machine</li> </ul>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: <ul style="list-style-type: none"> <li>SA1. write clear and short sentences</li> <li>SA2. write daily work report</li> <li>SA3. write grievance complaint application</li> </ul>

**TSC/ N9002**

**Working in a team**

	<b>Reading Skills</b>
	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

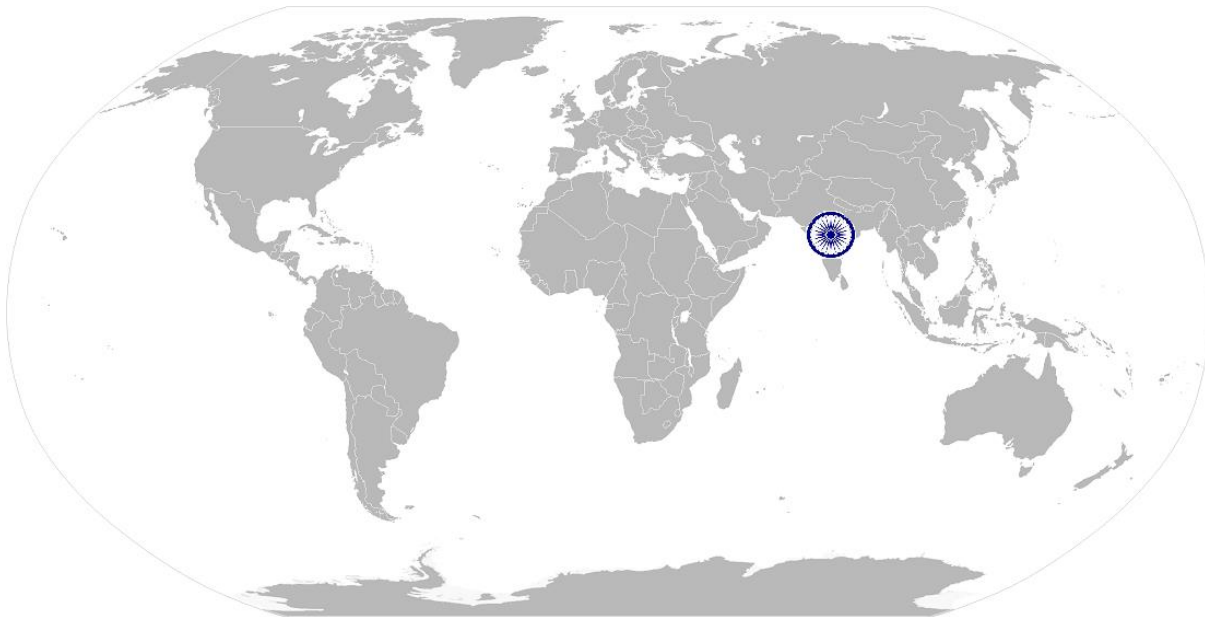


**TSC/ N9002**

**Working in a team**

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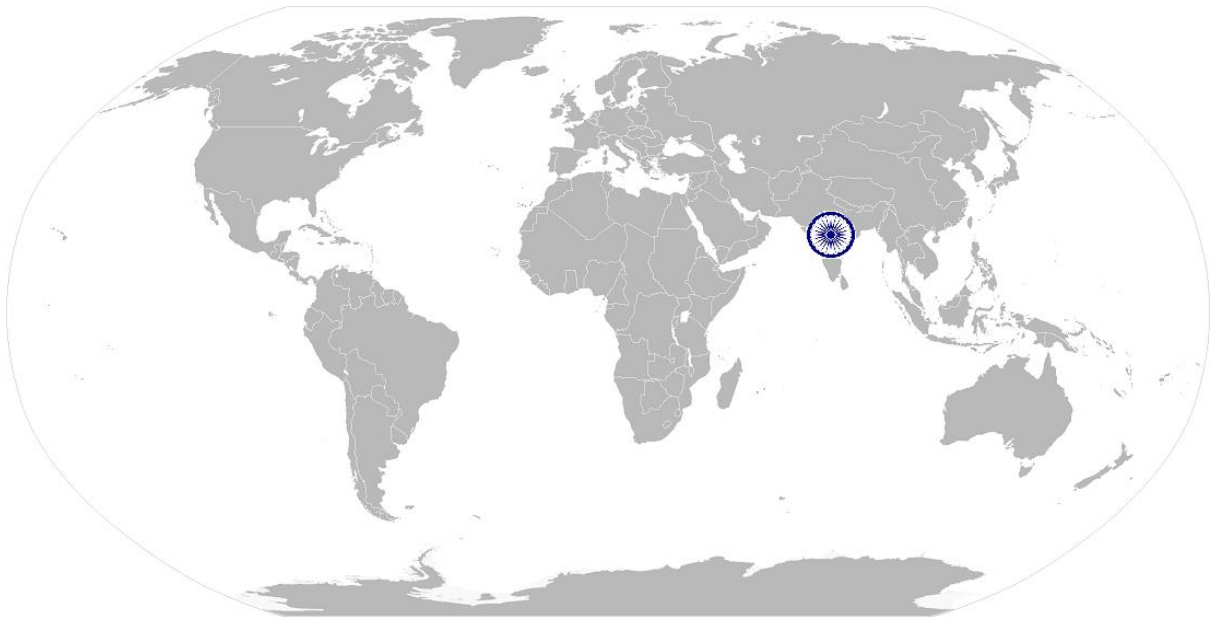
<b>NOS Code</b>	<b>TSC/ N9002</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on:</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Spinning</b>	<b>Next Review</b>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



TSC/ N9003

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

**TSC/ N9003**

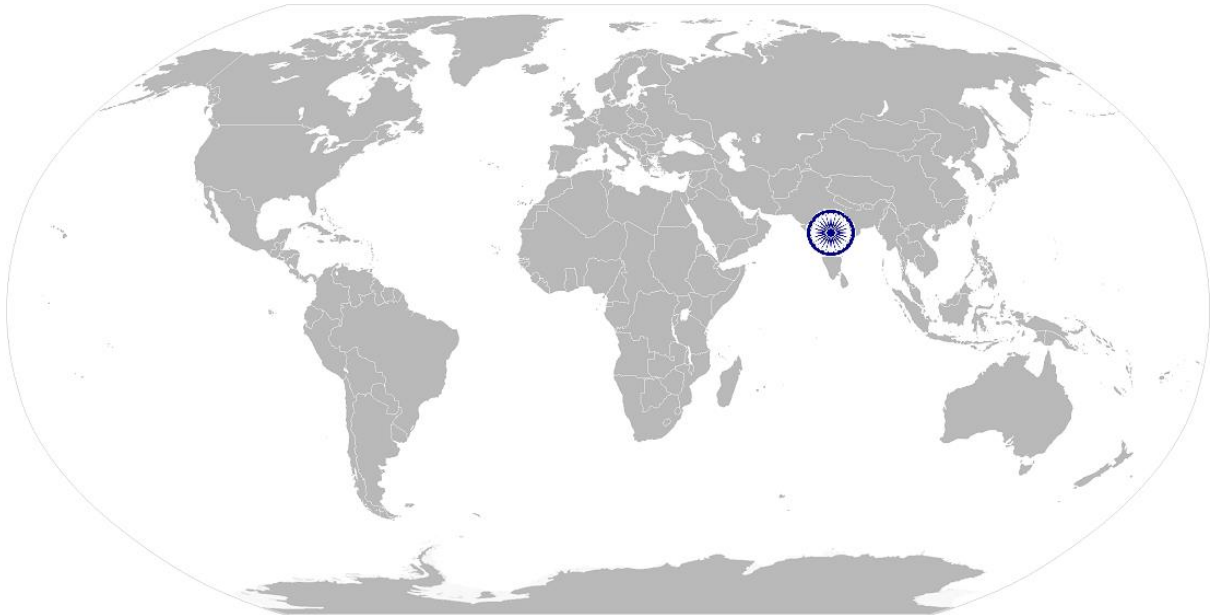
**Maintain health, safety and security at work place**

techniques	
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
<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 textile mill KA2. safe working practices to be adopted in textile mill KA3. quality systems and other processes practiced in the textile mill KA4. health and safety related practices applicable at the workplace KA5. potential hazards, risks and threats based on nature of operations KA6. organizational procedures for safe handling of equipment and machine operations KA7. potential risks due to own actions and methods to minimize these KA8. environmental management system related procedures at the workplace KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA10. potential accidents and emergencies and response to these scenarios KA11. reporting protocol and documentation required KA12. details of personnel trained in first aid, fire-fighting and emergency response KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
<b>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>
	SA1. listen to others attentively SA2. respond to emergencies, accidents or fire at the workplace SA3. evacuate the premises and help others in need while doing so SA4. the value of physical fitness, personal hygiene and good habits SA5. talk with others politely
<b>B. Professional Skills</b>	<b>Decision Making</b>
	SB1. identify correct safety measure for particular hazard

**TSC/ N9003**

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

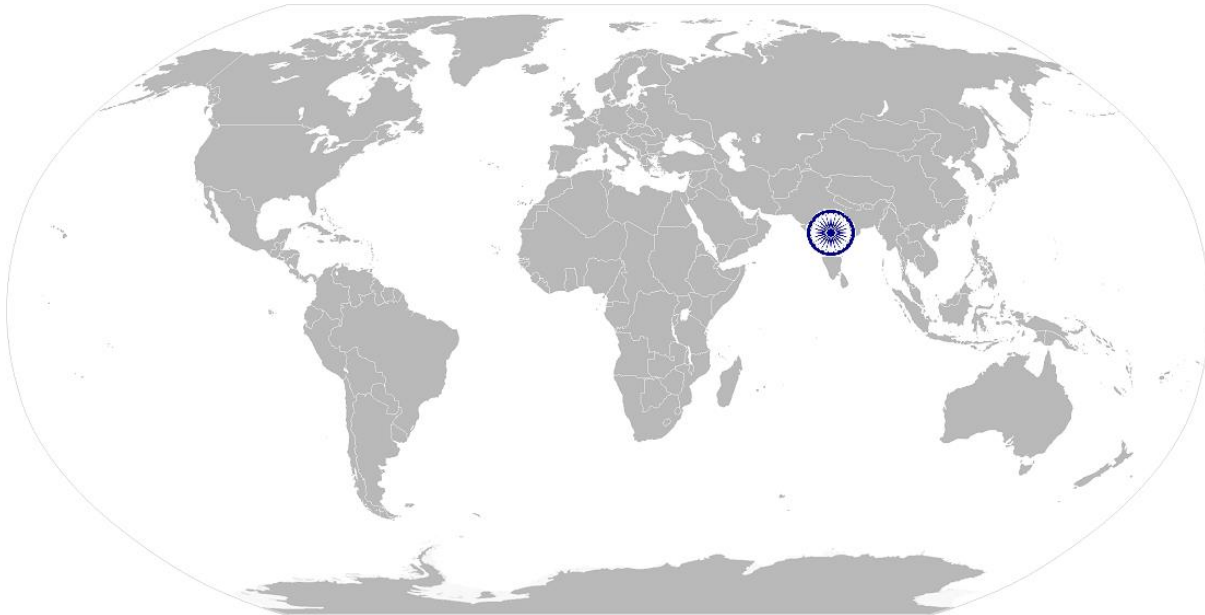
	SB2. make required safety plans as and when required
	SB3. raise alarm in case of emergency
	<b>Analytical Thinking</b>
	SB4. know the use of correct safety measure whenever required
	<b>Attention to Detail</b>
	SB5. be attentive to details SB6. be careful to avoid occurrence of hazards
<b>C. Technical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



**TSC/ N9003 Comply with industry and organizational requirements**

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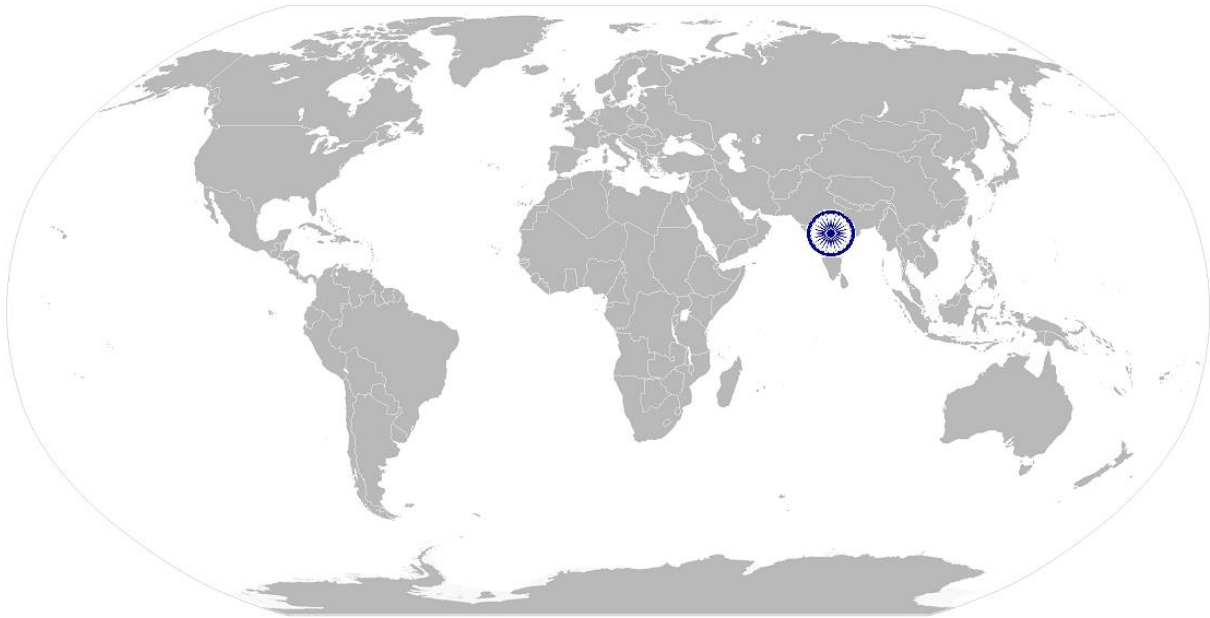
<b>NOS Code</b>	<b>TSC/ N9003</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on:</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Spinning</b>	<b>Next Review</b>	<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

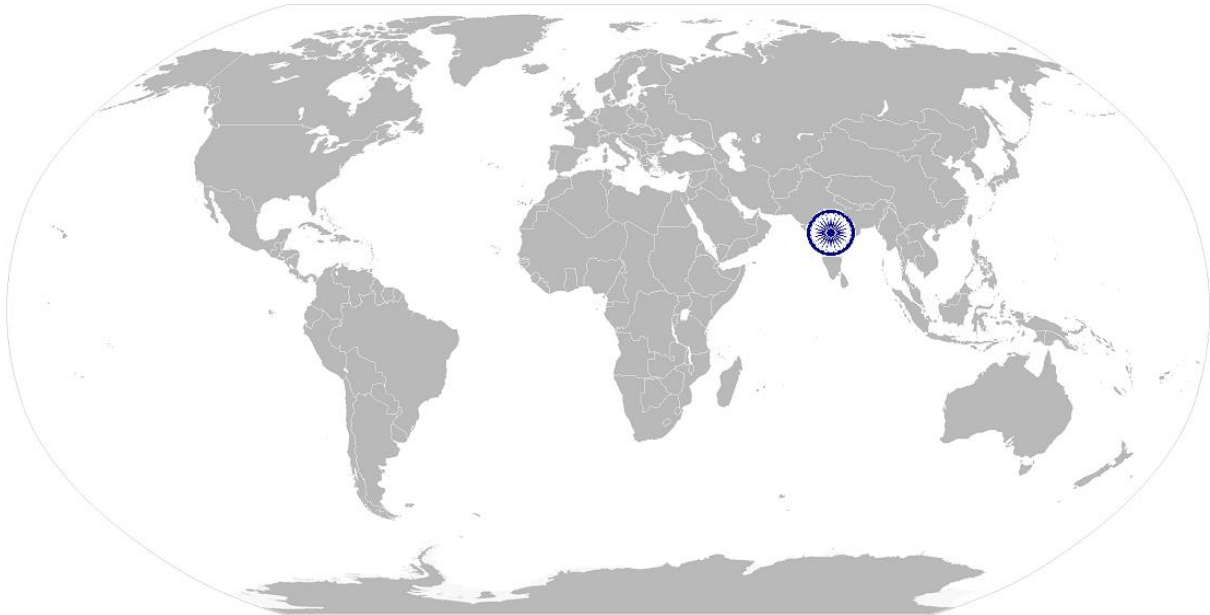
**TSC/ N9004 Comply with industry and organizational requirements**

<b>Unit Code</b>	<b>TSC/ N9004</b>
<b>Unit Title (Task)</b>	<b>Comply with industry and organizational requirements</b>
<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            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</p>
Team work	<p>PC6. co-ordinate with all the team members and colleagues            PC7. communicate politely            PC8. avoid conflicts and miscommunication</p>
Organisational standards	<p>PC9. know the organisational standards            PC10. implement them in your performance            PC11. motivate others to follow them</p>
Industry standards	<p>PC12. know the industry standards            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 textile mill            KA2. reporting to the supervisor or higher authority            KA3. knowledge of organisational standards            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 textile mill            KB2. importance of complying with the standards            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>
	You need to know and understand how to:
	SA1. write clear and short sentences
	<b>Reading Skills</b>

**TSC/ N9004**

**Comply with industry and organizational requirements**

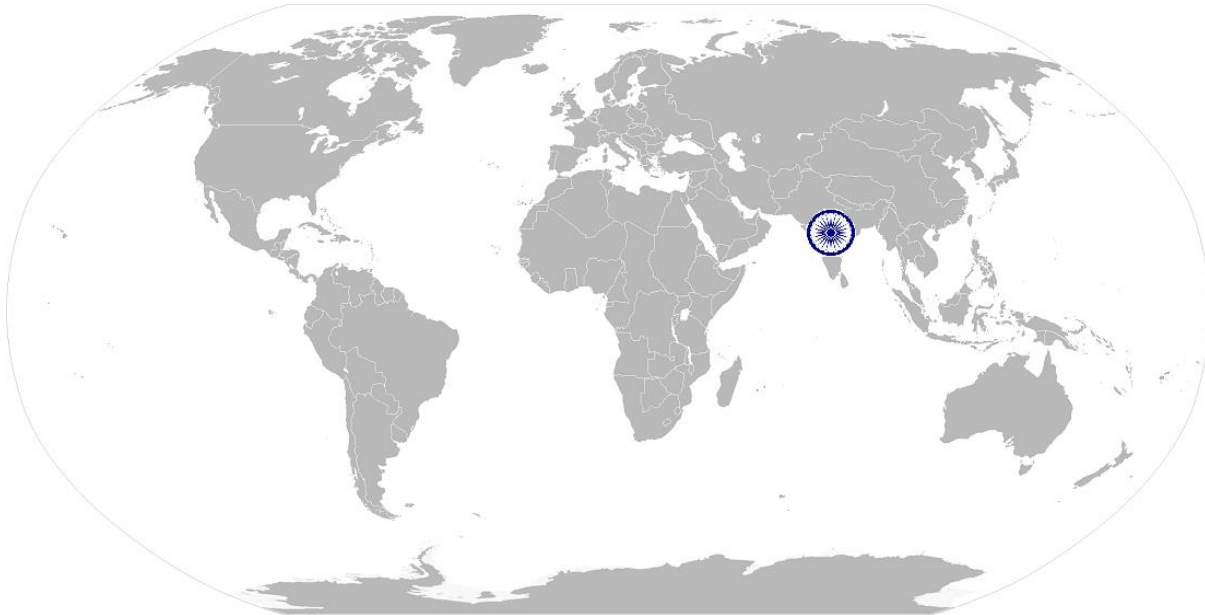
	You need to know and understand how to: SA2. read the given instructions SA3. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA4. talk effectively with others SA5. put forward your point SA6. listen to others
<b>B. Technical skills</b>	you need to know and understand : SC5. Organizational requirements SC6. your responsibilities at the workplace SC7. procedure to comply with the industry standards



**TSC/ N9004 Comply with industry and organizational requirements**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/N 9004</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>Spinning</b>	<b>Last reviewed</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Spinning</b>	<b>Next Review</b>	<b>01/03/16</b>





**TSC/ N9004**

**Assessment criteria**

<b>Job Role: Ring Frame Doffer</b> <b>Qualification Pack: Ring Frame Doffer</b> <b>Sector Skill Council: Textile Sector Skill Council</b>						
<b>Guidelines for assessment :-</b> 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 75%.						
National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
<b>1. TSC/N 0205 (Taking charge of shift and handing over shift to operator )</b>	PC1. reach the work place atleast 10 - 15 minutes early	<b>75</b>	3	1	1	1
	PC2. bring the necessary operational tools to the department		4	1	2	1
	PC3. understand the count produced, colour coding, followed in the ring frames		4	1	1	2
	PC4. meet the previous shift doffer and discuss with him/ her regarding the schedule of doffing activities to be carried out in ring frame department, and issues faced with respect to the quality, production, spare, safety or any other specific instruction etc.		4	1	1	2

### Assessment Criteria

	PC5. ensure the technical details are mentioned in the display board in the ring frame machine		4	1	2	1
	PC6. check the availability of empty cops and fill the empty cop trolley and ensure colour coding and technical details mentioned		4	1	2	1
	PC7. ensure proper functioning of cop trolleys		3	1	2	0
	PC8. check the condition of empty cops in cop trolleys		3	1	2	0
	PC9. ensure proper functioning of ring frame machine parts		4	1	2	1
	PC10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.		4	1	2	1
	PC11. ask the previous shift doffer for any deviation in the above and bring the same to the knowledge of his/ her shift superior and the superior of the previous shift as well.		4	1	1	2
	PC12. ensure the wastes collection boxes are empty while taking charge of shift		4	1	2	1
	PC13. ensure that the workplace is clean		4	1	2	1
	PC14. hand over the shift to the incoming ring frame doffer in a proper manner it should be recorded in a proper		4	1	1	2

### Assessment Criteria

	way. Convey information effectively, and confirm understanding Provide the details regarding count produced, colour coding followed in the ring frames and prepare schedule for carrying out doffing activities					
	PC15. get clearance from the incoming counterpart before leaving the work spot		4	1	1	2
	PC16. report to his/ her shift superior and the incoming shift doffer in case his/ her counterpart does not report for the incoming shift		4	1	1	2
	PC17. ensure the shift is properly handed over to the incoming shift doffer		4	1	1	2
	PC18. 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 superior		4	1	1	2
	PC19. ensure that the work spot is clean		3	1	1	1
	PC20. lot Change and count change cleaning		3	1	1	1
	<b>Total</b>		<b>75</b>	<b>20</b>	<b>29</b>	<b>26</b>
		<b>Weightage %</b>		27%	39%	35%
<b>2. TSC/N 0206 (Prepare for doffing activity )</b>	PC1. follow the plan as instructed by superior for performing doffing activities at various	<b>100</b>	5	2	1	2

### Assessment Criteria

	machines in ring frame department					
	PC2. patrol and identify which machine in ring frame departments is ready for doffing		3	1	1	1
	PC3. ensure minimum time is taken for identifying the machine to be carryout doffing activity		3	1	1	1
	PC4. ensure in confirming the machine with the superiors for carrying out doffing activity		3	1	1	1
	PC5. identify the empty cops required for next doff and segregate it according to size and colourcode		4	1	2	1
	PC6. ensure the cops are clean		3	1	2	0
	PC7. clean the empty cops and remove the yarn remnants, if needed		4	1	2	1
	PC8. remove the collected waste and store it in a waste collection box		4	2	1	1
	PC9. ensure that the empty cops are in good condition		3	1	2	0
	PC10. remove the damaged cops and store in a separate place		4	1	2	1
	PC11. ensure that an empty cop of correct size and colour code is loaded in the bobbin trolley		3	1	1	1
	PC12. nsure proper material handling of empty cops		3	1	1	1

### Assessment Criteria

	PC13. load the empty cops in the cop trolley in an organised manner		4	1	2	1
	PC14. load the required number of empty cops as per requirement in different cop trolleys		4	2	1	1
	PC15. move and arrange the cop trolleys in an organised manner near the ring frame machine in which doffing activity is to be carried out		5	2	3	0
	PC16. ensure minimum time is taken for carrying the above activities		4	1	2	1
	PC17. ensure that overhead blower parked at one side of the m/c during doffing		4	2	1	1
	PC18. overhead blower should start as soon the doffing m/c starts		3	1	1	1
	PC19. support the tenter in bringing the new bobbin from the speed frame department to the ring frame filling zone at the time of lot change as per instruction from the superiors		4	1	2	1
	PC20. to ensure correct roving bobbins are taken for filling		4	1	2	1
	PC21. creel the roving bobbins in the reserve umbrella creel as instructed by superiors		5	2	2	1
	PC22. ensure proper material handling of bobbin and bobbin trolley		4	1	2	1
	PC23. keep the roving waste in the waste		4	1	2	1

### Assessment Criteria

	collection pocket provided to each operator and then put in the waste in waste collection box					
	PC24. ensure minimum time is taken for filling the roving bobbin		4	1	2	1
	PC25. discuss with the supervisor on a timely basis for clarifications if any		5	2	2	1
	PC26. ensure cleanliness at work place		4	1	2	1
	<b>Total</b>		<b>100</b>	<b>33</b>	<b>43</b>	<b>24</b>
		<b>Weightage %</b>		33%	43%	24%
<b>3 . TSC/N 0207 (Carry out doffing activity and post doffing activities)</b>	PC1. transport the empty cop trolley of ring frame machine	<b>150</b>	4	1	2	1
	PC2. arrange the cops trolley in an organised manner		4	1	2	1
	PC3. stop the machine		3	1	2	0
	PC4. ensure the machine is completely stopped		4	1	2	1
	PC5. Ensure lappet rail are lifted automatically, otherwise do it manually		4	1	2	1
	PC6. remove the full yarn cop from spindle and replace it with an empty cop from the cop trolley		5	2	2	1
	PC7. ensure proper procedure is followed for carrying out doffing activity		4	1	2	1
	PC8. ensure the empty cop is properly mounted in the spindle		5	1	3	1
	PC9. repeat the doffing activity for specified number of spindles as		5	1	3	1

### Assessment Criteria

	instructed by your superior					
	PC10. ensure proper material handling of empty cops and full cops		4	1	2	1
	PC11. ensure minimum time is taken for carrying out doffing activity		3	1	1	1
	PC12. cover the doffed ring cops if needed		4	1	2	1
	PC13. ensure cleanliness at work place		3	1	1	1
	PC14. ensure all the full cops are replaced with empty cops		4	1	2	1
	PC15. ensure gaiting is done for all the spindles in a proper manner		4	1	2	1
	PC16. ensure all the full cops are placed in the cop trolley		5	1	2	2
	PC17. ensure the doffing is completed out in a proper manner		4	1	2	1
	PC18. support the tenter by bringing roving bobbin for filling, filling activities and piecing in the event of a count change		5	2	2	1
	PC19. support the tenter in changing traveller as instructed by superiors during count change		4	1	2	1
	PC20. ensuring the machine is ready to start		5	2	2	1
	PC21. start the machine		4	1	2	1
	PC22. ensure the lappet rail are lowered to its position properly		5	2	2	1
	PC23. do gaiting with the same running yarn		4	1	2	1
	PC24. ensure proper functioning of machine		4	1	1	2

### Assessment Criteria

PC25. report to the supervisor / maintenance team if the machine is not functioning properly	4	1	2	1
PC26. Ensure to restart the overheadblower along with the machine	3	1	1	1
PC27. ensure proper transportation of filled cop trolleys	3	1	1	1
PC28. ensure that the empty cop is kept clean and arranged in a proper manner	4	1	2	1
PC29. clean the defective cops in the respective shift and ensure that yarn remnants are removed	4	1	2	1
PC30. segregate the roving waste and yarn waste count wise and store in their respective waste bins	4	1	2	1
PC31. weigh the different types of waste collected and maintain record in a register, if needed	4	1	2	1
PC32. support the tenter in carrying out tenting activities as and whenever instructed by the supervisor	4	1	2	1
PC33. support the maintenance team while machine is under maintenance	4	1	2	1
PC34. Carry out activities assigned by the supervisor from time to time	4	1	2	1



### Assessment Criteria

	PC35. take part in doffs wherever necessary as instructed by the supervisor		4	1	2	1
	PC36. transport the empty bobbins to the speed frame department storage area after count change		4	1	2	1
	PC37. ensure cleanliness at work place		4	1	2	1
	<b>Total</b>		<b>150</b>	<b>41</b>	<b>71</b>	<b>38</b>
		<b>Weightage %</b>		27%	47%	25%
<b>4 . TSC/N 0208 (Responsibilities while working in auto doffer ring frame)</b>	PC1. ensure there is no empties or full cop under the doffing unit	<b>75</b>	4	1	2	1
	PC2. ensure empty ring tubes are ready in all c channel peg tray before the machine reaches the dofflength		4	1	2	1
	PC3. ensure there is no empties or full cops found under the doffing unit to avoid any stuck up		3	1	1	1
	PC4. ensure empty ring tubes are loaded fully in the tube loader reserve box before doffing is started.		4	1	2	1
	PC5. ensure doffing persons reach the machine for gaiting work before starting the doffing activity		4	1	2	1
	PC6. ensure doff trolleys are kept in the off end in the specified position.		3	1	1	1
	PC7. ensure that doffing process is functioning properly without any		4	1	2	1

### Assessment Criteria

	malfunction.					
	PC8. ensure after doffing gaiting to be done properly and timely		5	2	2	1
	PC9. ensure that all the full cops are removed from the spindles and empties are loaded in spindles during doffing to avoid yarn wound on empty spindle.		4	1	2	1
	PC10. ensure that all the grippers in the doffing unit are available in position without missing during doffing.		5	2	2	1
	PC11. ensure that there is no air leakage in the grippers.		4	1	2	1
	PC12. ensure the wastes collected from different parts of machine are deposited in the respective dustbins		3	1	1	1
	PC13. ensure the ring frame department is neat and clean		3	1	1	1
	PC14. verify the proper build of the ring cop		4	1	2	1
	PC15. record the production details in the production report		4	1	2	1
	PC16. report to the supervisor in case of emergency stoppage of machine		4	1	1	2
	PC17. support the tenter and maintenance team for carrying out cleaning activities, on need basis		5	1	2	2
	PC18. support the maintenance team while machine is under		4	1	2	1

### Assessment Criteria

	maintenance					
	PC19. ensure all details related to production are provided to the next shift doffer while relieving		4	1	1	2
	<b>Total</b>		<b>75</b>	<b>21</b>	<b>32</b>	<b>22</b>
		<b>Weightage %</b>		28%	43%	29%
<b>5.TSC/N9001(Maintaining work area, tools and machines)</b>	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	<b>50</b>	4	1	2	1
	PC2. use correct lifting and handling procedures		4	1	2	1
	PC3. use materials to minimize waste		3	1	1	1
	PC4. maintain a clean and hazard free working area		3	1	1	1
	PC5. maintain tools and equipment		4	2	1	1
	PC6. carry out running maintenance within agreed schedules		4	1	2	1
	PC7. carry out maintenance and/or cleaning within one's responsibility		4	1	2	1
	PC8. report unsafe equipment and other dangerous occurrences		4	1	2	1
	PC9. ensure that the correct machine guards are in place		3	1	1	1
	PC10. work in a comfortable position with the correct posture		3	1	1	1
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		3	1	1	1

### Assessment Criteria

	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
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>21</b>	<b>14</b>
		<b>Weightage %</b>		30%	42%	28%
<b>6.TSC/N9002 (Working in a team)</b>	PC1. be accountable to the own role in whole process	<b>50</b>	4	2	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		5	2	1	2
	PC7. submit daily report of own performance		5	2	2	1
	PC8. adjust in different work situations		4	1	2	1
	PC9. give due importance to others' point of view		4	2	1	1
	PC10. avoid conflicting situations		4	2	1	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

### Assessment Criteria

		Total	50	18	17	15
		Weightage %		36%	34%	30%
<b>7.TSC/N9003 (Maintain health, safety and security at work place)</b>	PC1. comply with health and safety related instructions applicable to the workplace	<b>100</b>	5	2	2	1
	PC2. use and maintain personal protective equipment such as “ ear plug” “ nose mask “ “ head cap” etc., as per protocol		5	2	2	1
	PC3. carry out own activities in line with approved guidelines and procedures		4	2	1	1
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		4	2	1	1
	PC5. follow environment management system related 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 organisational requirements		4	1	2	1
	PC9. safely handle and remove waste		4	1	2	1
	PC10. minimize health and safety risks to self and others due to own actions		5	2	2	1
	PC11. seek clarifications, from supervisors or		4	2	0	2

### Assessment Criteria

	other authorized personnel in case of perceived risks					
	PC12. monitor the workplace and work processes for potential risks and threat		5	2	2	1
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		5	2	2	1
	PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	2	1
	PC15. participate in mock drills/ evacuation procedures organized at the workplace		4	2	2	0
	PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so		5	2	2	1
	PC17. take action based on instructions in the event of fire, emergencies or accidents		5	2	2	1
	PC18. follow organisation 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. recognise other possible security issues existing in the workplace		4	2	1	1
	PC21. recognise different measures to curb the hazards		4	2	1	1

### Assessment Criteria

	PC22. communicate the safety plan to everyone		4	2	1	1
	PC23. attach disciplinary rules with the implementation		4	2	1	1
	<b>Total</b>		<b>100</b>	<b>43</b>	<b>34</b>	<b>23</b>
		<b>Weightage %</b>		43%	34%	23%
<b>8.TSC/N9004 (Comply with industry and organizational requirements)</b>						
	PC1. perform own duties effectively	<b>50</b>	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 organisational standards		4	2	1	1
	PC10. implement them in your performance		4	1	2	1
	PC11. motivate others to follow them		3	1	1	1
	PC12. know the industry standards		4	3	1	0
	PC13. align them with organisation standards		4	2	1	1
	<b>Total</b>		<b>50</b>	<b>18</b>	<b>19</b>	<b>13</b>
		<b>Weightage %</b>		36%	38%	26%
<b>Grand Total</b>			<b>650</b>			