

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 – Screen Preparatory Operator – Rotary/ Flat Bed

SECTOR: TEXTILE

SUB-SECTOR: PROCESSING

OCCUPATION: DRYING & PRINTING

REFERENCE ID: TSC/ Q 5206

ALIGNED TO: NCO-2004 /7346.10

Brief Job Description: A Screen Preparatory Operator is responsible for preparation of design screen for printing machine. He should be able to operate the machine, carry out routine cleaning & preventive maintenance activities to produce defect free designs.

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 about the important functions and operations of a printing machine.

Personal Attributes:A Screen Preparatory Operator should have good eyesight, matching skills and vision. He/she should also have good interpersonal skills.

Job Details	Qualifications Pack Code	TSC/Q 5206		
	Job Role	Screen preparatory operator – rotary/ flat bed		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/15
	Sub-sector	Processing	Last reviewed on	25/02/15
	Occupation	Washing & Drying	Next review date	01/03/16
Job Role	Screen preparatory operator – rotary/ flat bed			
Role Description	To carryout preparation of design screens for Printing Machine, as specified under Job Order			
NSQF level	4			
Minimum Educational Qualifications	10 th standard, preferably			
Maximum Educational Qualifications	N/A			
Training (Suggested but not mandatory)	Three to six months of training in textile processing.			
Experience	Preferably 1-2 years in textile processing.			
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> TSC/N 5217 Taking charge of shift and handing over shift to operator TSC/N 5218 Preparing the Design Screen TSC/N 5219 Check the quality of exposed Design Screen TSC/ N9001 Maintain work area,tools and machines TSC/ N9002 Working in a team TSC/ N9003 Maintain health, safety and security at workplace TSC/ N9004 Comply with industry and organizational requirement <p>Optional: Not Applicable</p>			
Performance Criteria	As described in the relevant OS units			

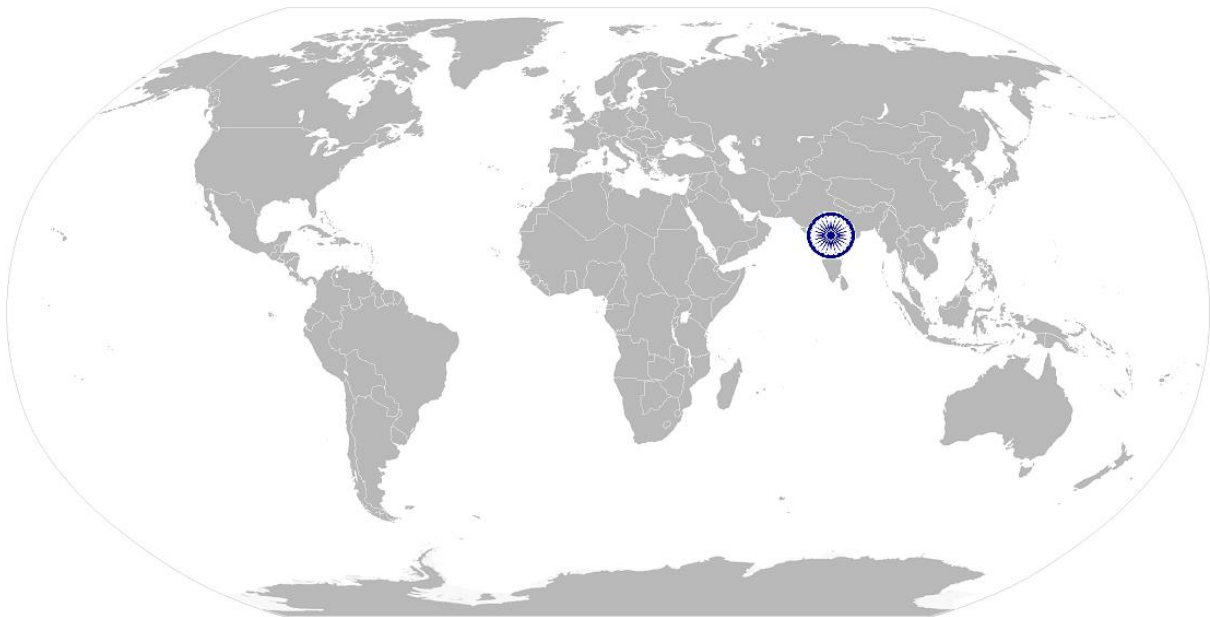
Table 1: Glossary of Key Terms

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

Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation

Acronyms

National Occupational Standard



Overview

This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator

TSC/N 5217

Taking charge of shift and handing over shift to operator

National Occupational Standard	Unit Code	TSC/N 5217
	Unit Title (Task)	Taking charge of shift and handing over shift to co-operator
	Description	This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ taking charge of shift ▪ handing over shift
	Elements	Performance Criteria
	Taking charge of shift	To be competent, you must be able to: <ul style="list-style-type: none"> PC1. should come atleast 10 - 15 minutes earlier to the work place PC2. should bring the necessary operational tools to the department PC3. should 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. PC4. understand the fabric being processed & process running on the machine PC5. ensure the technical details are mentioned on the job card display on the machine PC6. should check for the availability of the spare trolley for unloading the fabric PC7. should check the next batch to be processed is ready near the machine PC8. must ensure the required dyes & chemicals are already weighed & prepared PC9. should check the cleanliness of the machines & other work areas PC10. should 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.
	Handing Over Shift	<ul style="list-style-type: none"> PC11. should hand over the shift to the incoming operator in a proper manner PC12. ensure in providing the details regarding fabric quality & the process running on the machine PC13. to provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine. PC14. should ensure the empty trolley is near the machine for unloading the fabric PC15. should ensure the next lot to be processed is ready near the machine already stitched & arranged properly PC16. ensure the required dyes & chemicals for the next lot or next process are weighed & prepared PC17. should get clearance from the incoming counterpart before leaving the work spot PC18. should 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 PC19. ensure the shift has to be properly handed over to the incoming shift operator PC20. should report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors

TSC/N 5217

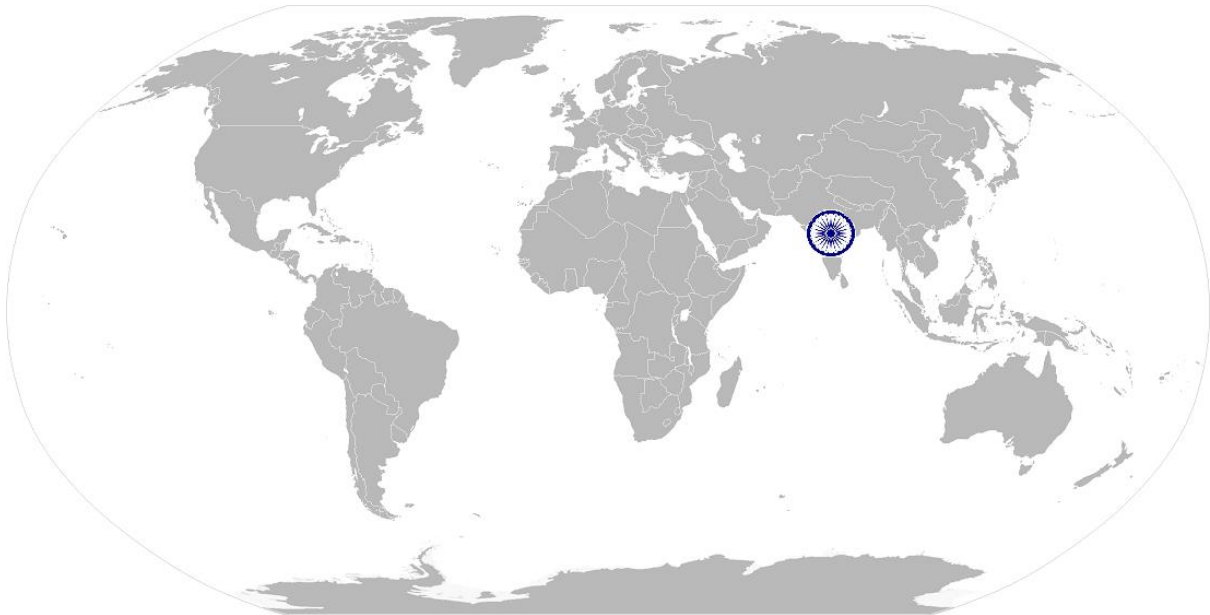
Taking charge of shift and handing over shift to operator

	<p>PC21. should collect the wastes from waste collection bags, weigh them and transport to storage area</p> <p>PC22. ensure the machine and its work place is clean</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. Standard operating procedure (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. Technical Knowledge	<p>KB1. Understanding the importance of quality & productivity</p> <p>KB2. Understanding various defects in the fabric due to yarn, weaving or processing</p> <p>KB3. Reasons for various defects in the fabric due to processing & their remedy</p> <p>KB4. Process flow in a processing unit</p> <p>KB5. Material flow in a processing unit</p> <p>KB6. Functions of various controls of the machine</p> <p>KB7. Importance of material handling and types of material handling equipment being used</p> <p>KB8. Importance of cleanliness at workplace</p> <p>KB9. Functions and methodology for operating different material handling equipment</p> <p>KB10. Understanding the functions of various alarm signals</p> <p>KB11. Guidelines for operating the machine</p> <p>KB12. Guidelines for taking charge of shift from previous shift operator</p> <p>KB13. Guidelines for handing over the shift to the next shift operator</p> <p>KB14. Safety procedures to be followed while operating the machine</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<p>You need to know and understand how to:</p> <p>SA1. Write clear and short sentences</p>
	Reading Skills
	<p>You need to know and understand how to:</p> <p>SA2. Read and comprehend written instructions</p>
	Oral Communication (Listening and Speaking skills)
	<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. Professional Skills	Problem solving
	<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>
	Attention to Detail
	<p>You need to know and understand how to:</p>

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Taking charge of shift and handing over shift to operator

	SB4. Apply good attention to detail SB5. Check your work is complete and free from errors
C. Technical Skills	You need to know and understand: SC1. 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 5217

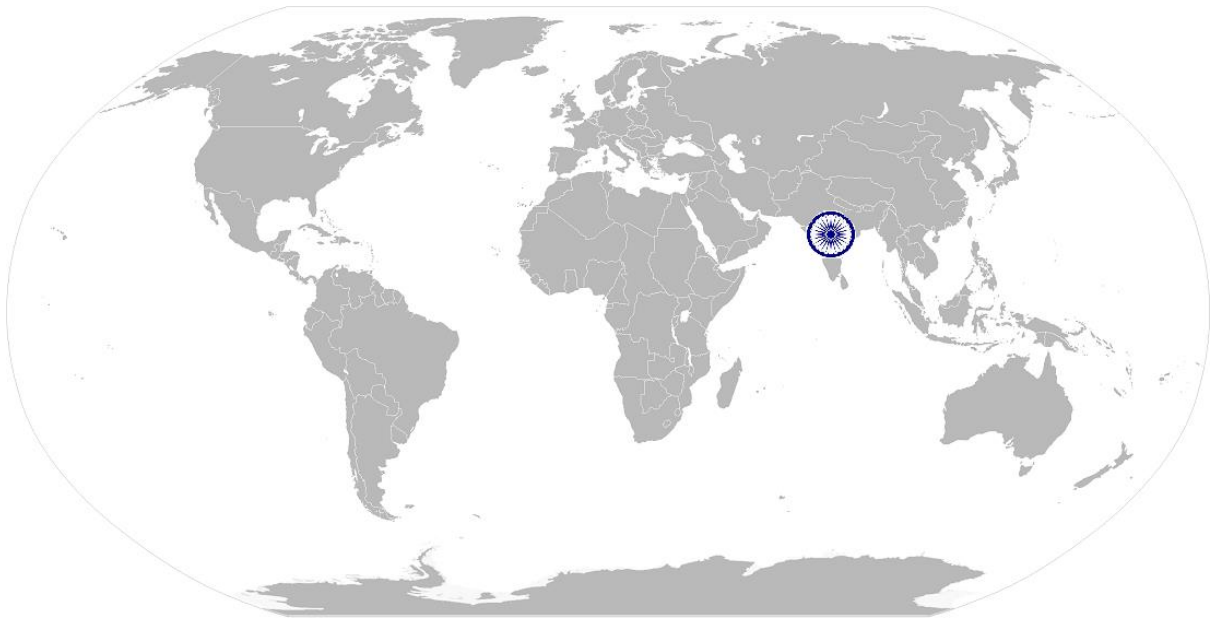
Taking charge of shift and handing over shift to operator

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NOS Code	TSC/N 5217		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Drying & Printing	Next review date	01/03/16



National Occupational Standard



Overview

This unit is about preparing the Design Screen

National Occupational Standard	Unit Code	TSC/N5218
	Unit Title	Preparing the Design Screen
	Description	This unit is about preparing the Design Screen
	Scope	This unit covers the following: <ul style="list-style-type: none"> ▪ carryout preparatory activites for screen making ▪ operate the machine for specified task as per work order ▪ clean the machine on regular basis and carryout preventive maintainenace activities
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Carry out preparatory activities for screen making	To be competent, you must be able to: PC1. understand the task mentioned in the work order PC2. check the art work or the design film to be exposed PC3. check the design repeat PC4. check the no. of colours to be printed PC5. clean the screen frames PC6. select the right mesh size depending upon the design to be printed PC7. cut the required no. of mesh fabric as per size of screen
	Operate the machine for the specified task as per work order	PC8. stretch the mesh on all frames evenly & leave it for few hours PC9. re stretch the mesh again & stick it to the frame with glue PC10. degrease the screen thoroughly using screen degreaser PC11. apply solvent resistant direct emulsion evenly to the screen PC12. dry the screen completely before exposure PC13. maintain optimum drying conditions in the drying area PC14. ensure the drying area is warm & dust free PC15. expose the screen using a light exposure unit PC16. wash the exposed screen thoroughly PC17. dry the screen completely
	Clean the machine on a regular basis and carryout preventive maintenance activities	PC18. keep the exposing machine & other equipment clean at all times PC19. follow the preventive maintenance schedule & ensure the machine is running smoothly PC20. check that all controls are functioning properly PC21. replace the exposing unit bulbs when it's due PC22. keep the exposing & drying area dust free PC23. Store the screen in the rack for repeat orders
	Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and	You need to know and understand: KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area	

TSC/N 5218

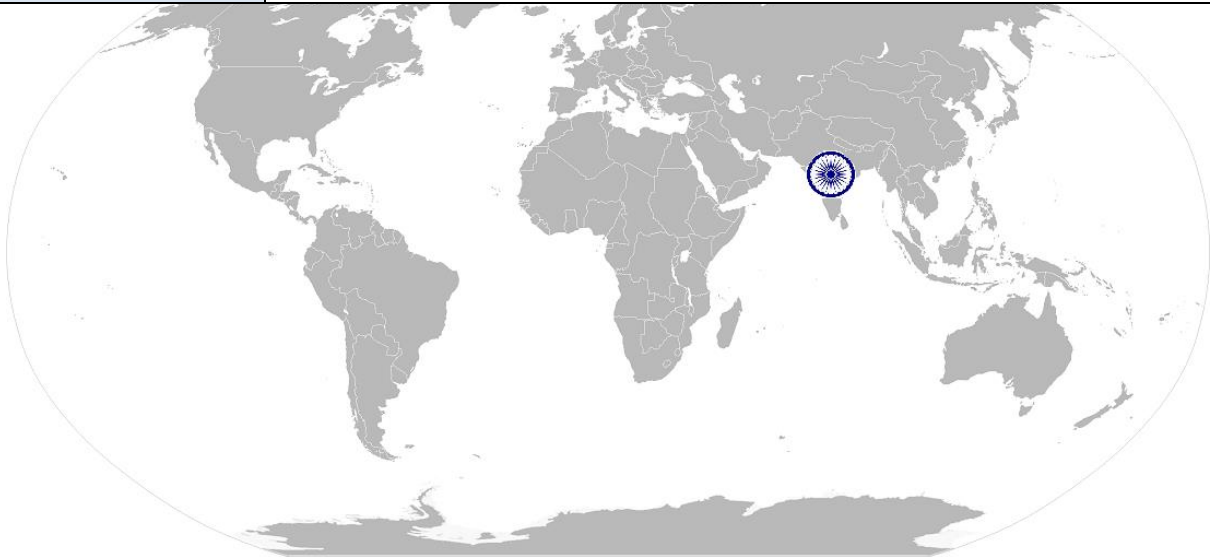
Preparing the Design Screen

its processes)	<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. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. Importance of discipline & punctuality</p> <p>KB2. Importance of take over & handover in achieving quality & productivity</p> <p>KB3. Use of proper cleaning tools</p> <p>KB4. Use of proper cutting tools</p> <p>KB5. Use of degreasing chemical</p> <p>KB6. Use of thermometer & hygrometer to monitor drying conditions</p> <p>KB7. Use filtered warm & dry air</p> <p>KB8. Avoid overexposing or under exposing of screen</p> <p>KB9. Spare the machine when it's due for maintenance</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Reading & Writing Skills</p> <p>You need to know and understand how to:</p> <p>SA1. Read and comprehend written instructions</p> <p>SA2. Read any application sent by other colleagues</p> <p>Oral Communication (Listening and Speaking skills)</p>
	<p>You need to know and understand how to:</p> <p>SA3. Communicate in basic language orally</p> <p>SA4. Communicate with supervisor appropriately</p> <p>SA5. Talk to others to convey information effectively</p>
B. Professional Skills	<p>Problem Solving</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> <p>SB3. Refer anomalies to the supervisor</p> <p>SB4. Seek clarification on problems from others</p> <p>Attention to Detail</p> <p>You need to know and understand how to:</p> <p>SB5. Apply good attention to detail</p> <p>SB6. Check your work is complete and free from errors</p> <p>SB7. Make sure every kind of communication is error free</p>
C. Technical Skills	<p>You need to know and understand :</p> <p>SC1. Knowledge about the operations & functions of exposing machine</p> <p>SC2. Know the various faults & their correction during printing</p> <p>SC3. Type of designs</p>

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Preparing the Design Screen

	<p>SC4. No. of colours to be printed</p> <p>SC5. Repeat size</p> <p>SC6. Cover percentage</p> <p>SC7. Knowledge of various repeat sizes</p> <p>SC8. Knowledge of various types of screen mesh depending upon the design coverage</p> <p>SC9. Methods of stretching the screen mesh on frame</p> <p>SC10. Knowledge of optimum stretching pressure</p> <p>SC11. Methods of applying emulsion to the screen</p> <p>SC12. Knowledge of optimum temp & humidity for drying</p> <p>SC13. Knowledge of proper exposing technique</p> <p>SC14. Methods of washing the screen</p> <p>SC15. Use of proper cleaning tools</p> <p>SC16. Knowledge of various control functions of machine</p> <p>SC17. Use of filtered & warm air in the drying area</p>
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TSC/N 5218

Preparing the Design Screen

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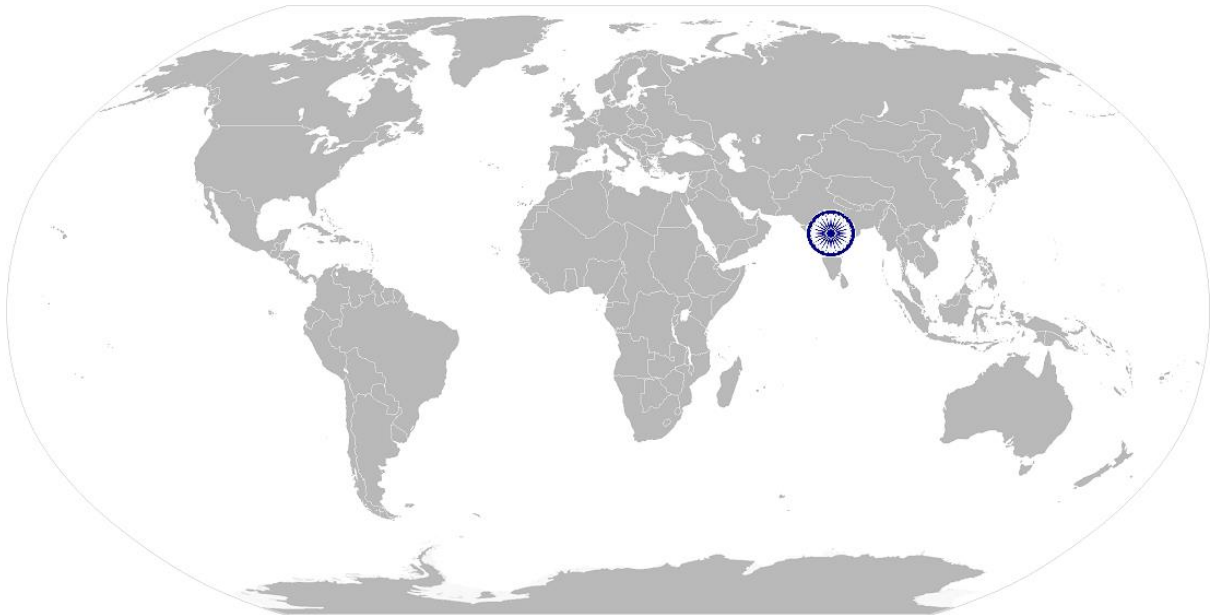
NOS Code	TSC/N 5218		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Drying &Printing	Next review date	01/03/16



TSC/N 5219

Check the quality of exposed Design Screen

National Occupational Standard



Overview

This unit is about checking the quality of exposed Design Screen

TSC/N 5219

Check the quality of exposed Design Screen

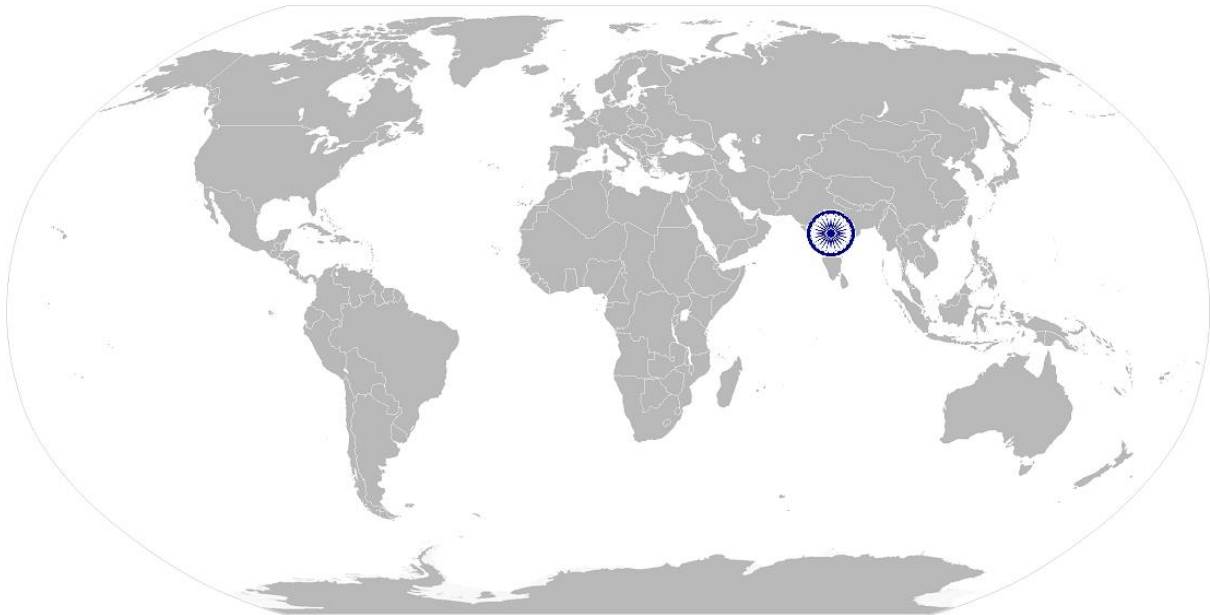
National Occupational Standard

Unit Code	TSC/N 5219
Unit Title	Check the quality of exposed Design Screen
Description	This unit is about checking the quality of exposed Design Screen
Scope	<p>This unit covers the following:</p> <ul style="list-style-type: none"> ▪ Checking the quality of exposed Design Screen
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Checking the quality of exposed design screen	<p>To be competent, you must be able to:</p> <p>PC1. examine the screen under white light for pinhole & other defects</p> <p>PC2. do the touching of any pin holes or other defects</p> <p>PC3. mask the sides with tape to avoid wastage of print paste</p> <p>PC4. fix the end rings to the screen in case of Rotary screen</p>
Knowledge and Understanding (K)	
C. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organisational 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>
D. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. Methods of repairing of screen</p>
Skills (S)	
A. Core Skills/ Generic Skills	Reading & Writing skills
	You need to know and understand how to:
	<p>SA1. Comprehend written instructions</p> <p>SA2. Read any application sent by other colleagues</p>
A. Core Skills/ Generic Skills	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to:
	<p>SA3. Communicate in basic language orally</p> <p>SA4. Communicate with supervisor appropriately</p> <p>SA5. Talk to others to convey information effectively</p>
B. Professional Skills	Problem Solving
	You need to know and understand how to:
<p>SB1. Identify the real reason of problem faced</p> <p>SB2. Apply problem-solving approaches in different situations</p>	

TSC/N 5219

Check the quality of exposed Design Screen

	SB3. Refer anomalies to the supervisor SB4. Seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to: SB5. Apply good attention to detail SB6. Check your work is complete and free from errors SB7. Make sure every kind of communication is error free
B. Technical Skills	You need to know and understand : SC1. Knowledge of various defects due to poor exposure of screen SC2. Knowledge of fixing the end rings

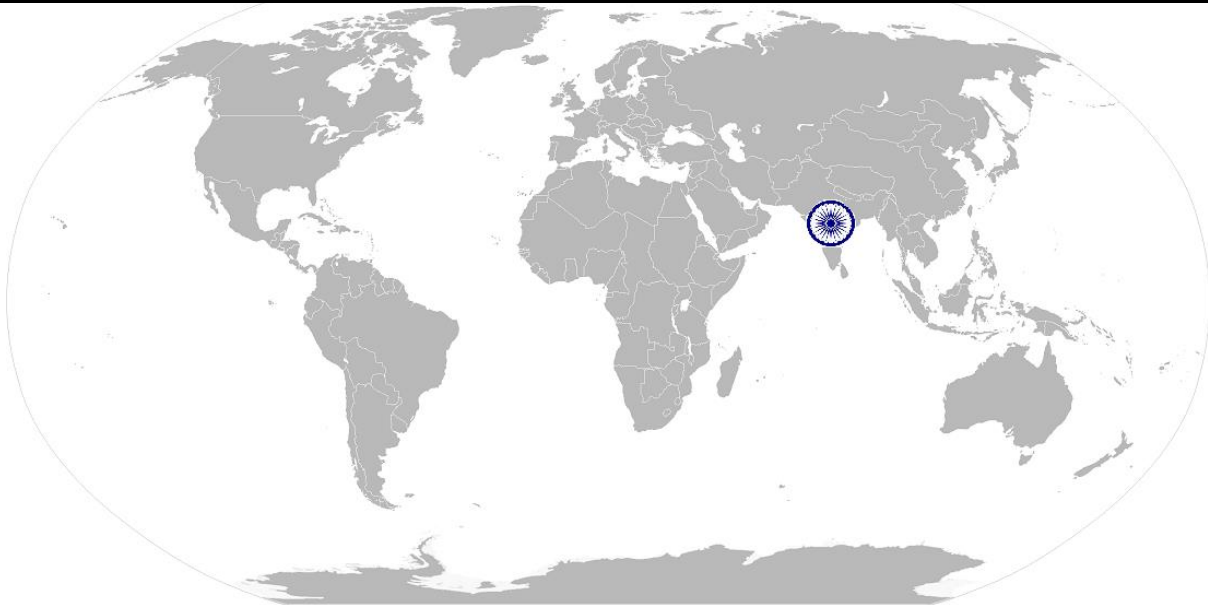


TSC/N 5219

Check the quality of exposed Design Screen

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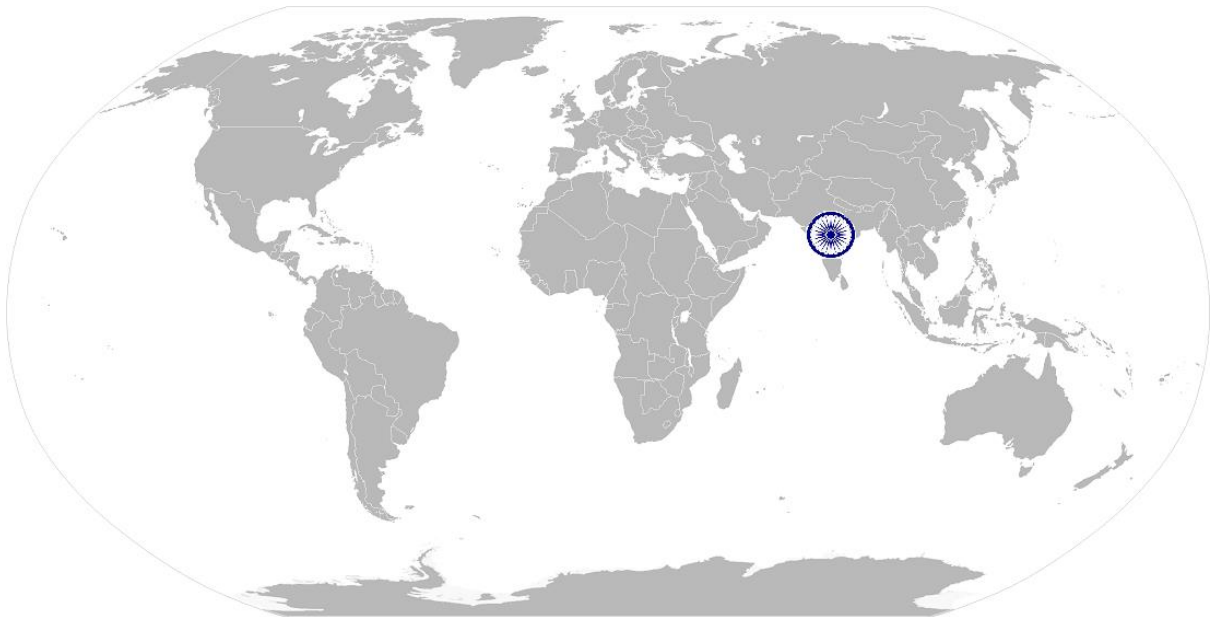
NOS Code	TSC/N 5219		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Drying & Printing	Next review date	01/03/16



TSC/ N9001

Maintaining work area, tools and machines

National Occupational Standard



Overview

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

TSC/ N9001

Maintaining work area, tools and machines

National Occupational Standard	Unit Code	TSC/ N9001
	Unit Title (Task)	Maintaining work area, tools and machines
	Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms
	Scope	This unit covers the following: <ul style="list-style-type: none"> ▪ Maintain the work area, tools and machines
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintain the work area, tools and machines	<p>To be competent, you must be able to:</p> <p>PC1. handle materials, machinery, equipment and tools with care and use them in the correct way</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain tools and equipment</p> <p>PC6. carry out running maintenance within agreed schedules</p> <p>PC7. carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. report unsafe equipment and other dangerous occurrences</p> <p>PC9. ensure that the correct machine guards are in place</p> <p>PC10. work in a comfortable position with the correct posture</p> <p>PC11. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. dispose of waste safely in the designated location</p> <p>PC13. store cleaning equipment safely after use</p> <p>PC14. carry out cleaning according to schedules and limits of responsibility</p>
	Knowledge and Understanding (K)	
	E. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organisational 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>
	F. Technical	You need to know and understand:

TSC/ N9001

Maintaining work area, tools and machines

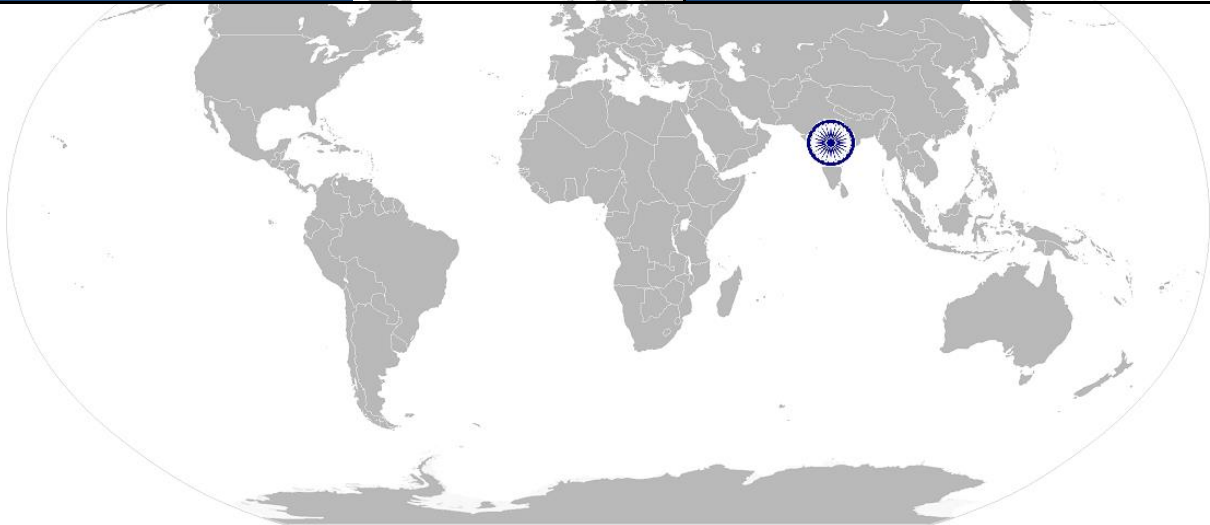
Knowledge	KB1. Work instructions and specifications and interpret them accurately KB2. Relation between work role and the overall manufacturing process KB3. Hazards likely to be encountered when conducting routine maintenance KB4. The importance of taking action when problems are identified KB5. Different ways of 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
Skills (S)	
A. Core Skills/ Generic Skills	Reading Skills
	You need to know and understand how to: SA1. Read and comprehend written instructions SA2. Read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. Communicate in basic language orally SA4. Communicate with supervisor appropriately SA5. Talk to others to convey information effectively
C. Professional Skills	Problem Solving
	You need to know and understand how to: SB1. Identify the real reason of problem faced SB2. Apply problem-solving approaches in different situations SB3. Refer anomalies to the supervisor SB4. Seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to: SB5. Apply good attention to detail SB6. Check your work is complete and free from errors SB7. Make sure every kind of communication is error free
D. Technical Skills	You need to know and understand : SC1. Communicate effectively SC2. Apply leadership skills wherever required SC3. Take initiative at the right place SC4. Understand the requirement to be creative

TSC/ N9001

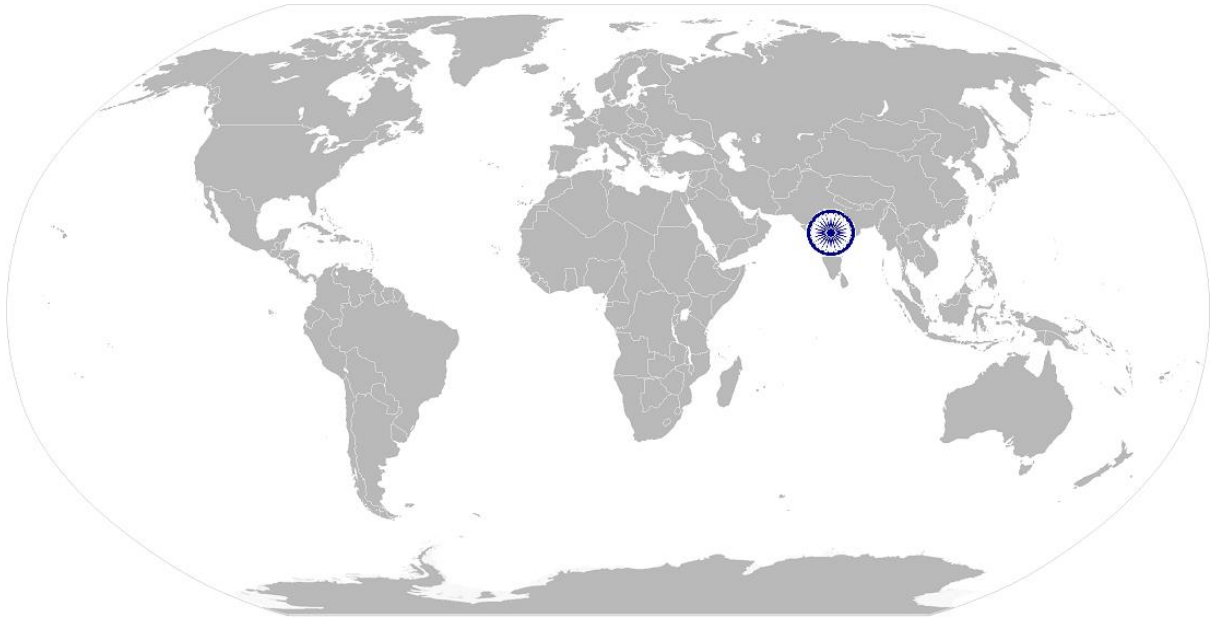
Maintaining work area, tools and machines

NOS Version Control

NOS Code	TSC/ N9001		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Drying & Printing	Next review date	01/03/16



National Occupational Standard



Overview

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

TSC/ N9002

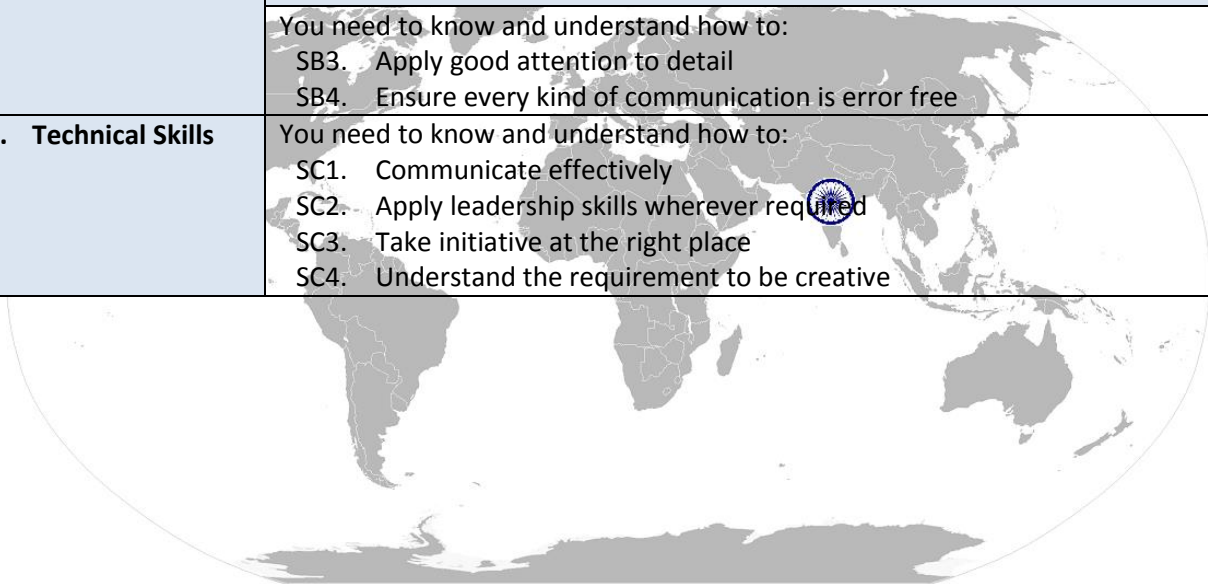
Working in a team

Unit Code	TSC/ N9002
Unit Title (Task)	Working in a team
Description	This unit is about working as a team member in the role of processing unittenter in the textile industry
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ commitment and trust ▪ communication ▪ adaptability ▪ creative freedom
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Commitment and trust	To be competent, you must be able to: PC1. Be accountable to the own role in whole process PC2. Perform all roles with full responsibility PC3. Be effective and efficient at workplace
Communication	PC4. Properly communicate about company policies PC5. Report all problems faced during the process PC6. Talk politely with other team members and colleagues PC7. Submit daily report of own performance
Adaptability	PC8. Adjust in different work situations PC9. Give due importance to others' point of view PC10. Avoid conflicting situations PC11. Collaborate with colleagues performing the pre-required and post-required Duty of processing unittenter
Creative freedom	PC12. Develop new ideas for work procedures PC13. Improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)	
A. Organizational Context	You need to know and understand: KA1. Standard operating procedure (SOP) and regulations in a textile mill KA2. Procedure followed to get the final output in the textile mill KA3. Safe working practices to be adopted in textile mill KA4. Reporting to the supervisor or higher authority about any grievances faced
B. Technical Knowledge	KB1. Understanding the importance of the previous and next step of the process KB2. Process flow in a textile mill and the concerned workers KB3. Material flow in a textile mill and the required person KB4. Functions of different parts of machine KB5. Tools and equipments used KB6. Guidelines for operating the machine KB7. Safety procedures to be followed in the machine
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills You need to know and understand how to: SA1. Write clear and short sentences

TSC/ N9002

Working in a team

	SA2. Write daily work report
	SA3. Write grievance complaint application
	Reading Skills
	You need to know and understand how to: SA4. Read and comprehend written instructions SA5. Read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	You need to know and understand how to: SA6. Communicate with supervisor appropriately SA7. Talk to co-workers to convey information effectively
	Problem Solving
	You need to know and understand how to: SB1. Identify the real reason of problem faced SB2. Be able to find the most effective solution to the problems faced
	Attention to Detail
	You need to know and understand how to: SB3. Apply good attention to detail SB4. Ensure every kind of communication is error free
C. Technical Skills	You need to know and understand how to: SC1. Communicate effectively SC2. Apply leadership skills wherever required SC3. Take initiative at the right place SC4. Understand the requirement to be creative

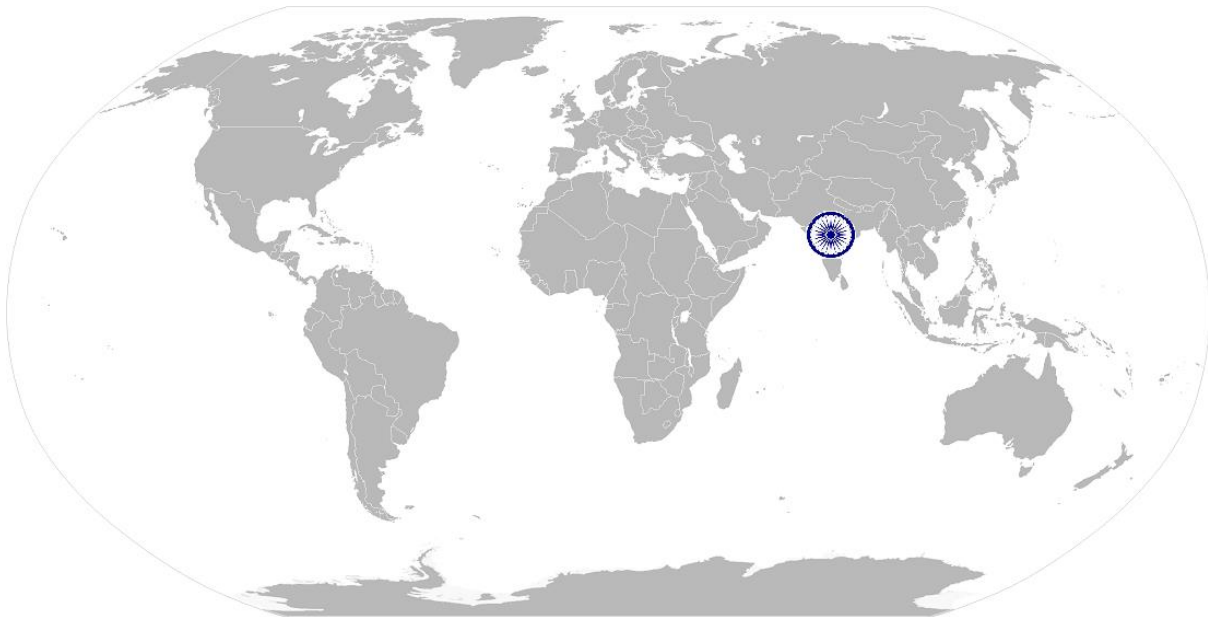


TSC/ N9002

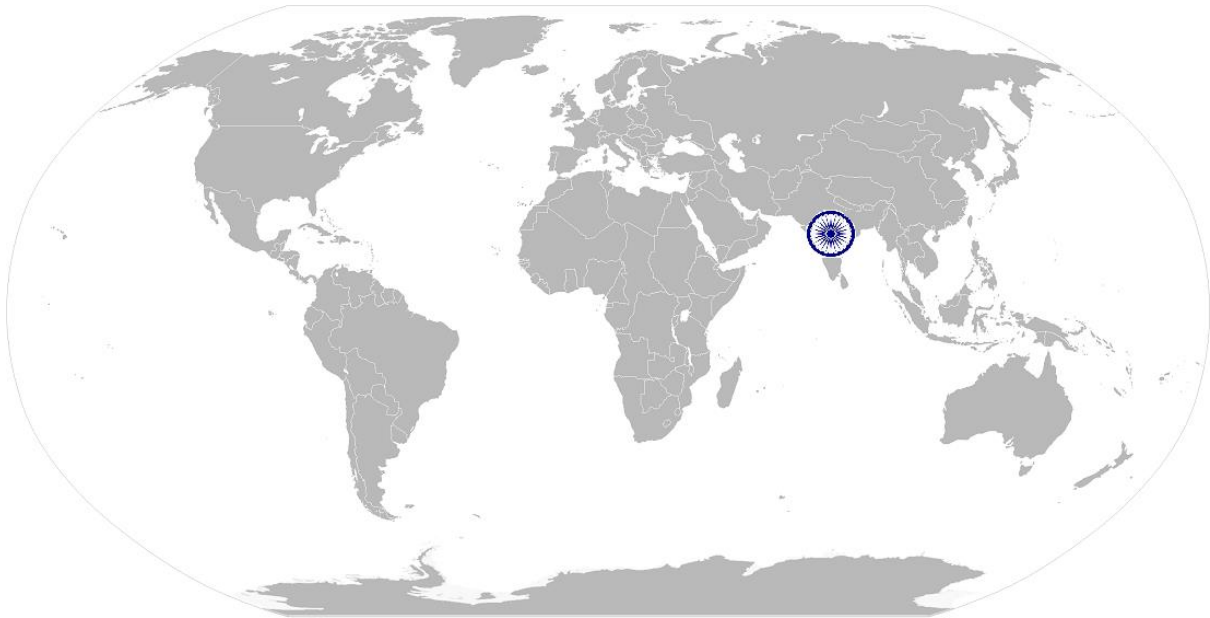
Working in a team

NOS Version Control

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



National Occupational Standard



Overview

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

TSC/ N9003

Maintain health, safety and security at work place

Unit Code	TSC/ N9003
Unit Title (Task)	Maintain health, safety and security at work place
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> ▪ Comply with ▪ to plan safety techniques ▪ to implement programs ▪ to audit workplace
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Comply with health, Safety and security requirements at work	<p>To be competent, you 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>PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry</p> <p>PC20. recognise other possible security issues existing in the workplace</p>
Planning the safety techniques	PC21. recognise different measures to curb the hazards

TSC/ N9003

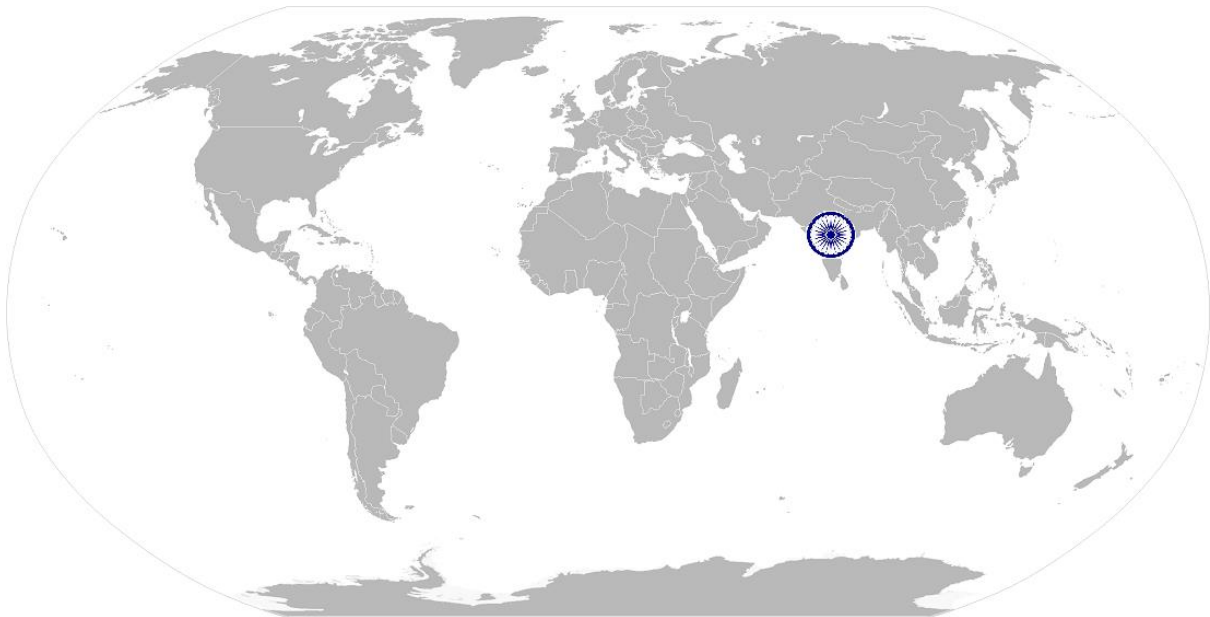
Maintain health, safety and security at work place

Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. Standard operating procedure (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. Technical Knowledge	You need to know and understand: KB1. Occupational health and safety risks and methods KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. Write in basic language
	Reading Skills
	You need to know how to: SA2. Read and understand the company instructions SA3. Read and understand the basic language SA4. Read and understand the safety guidelines
	Oral Communication (Listening and Speaking skills)
	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. Professional Skills	Decision Making
	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
	Analytical Thinking
	SB4. Know the use of correct safety measure whenever required
	Attention to Detail
	SB5. Be attentive to details SB6. Be careful to avoid occurrence of hazards
C. Technical Skills	You need to know and understand : SC1. Maintain neatness at work SC2. Procedure for reporting unwanted behavior

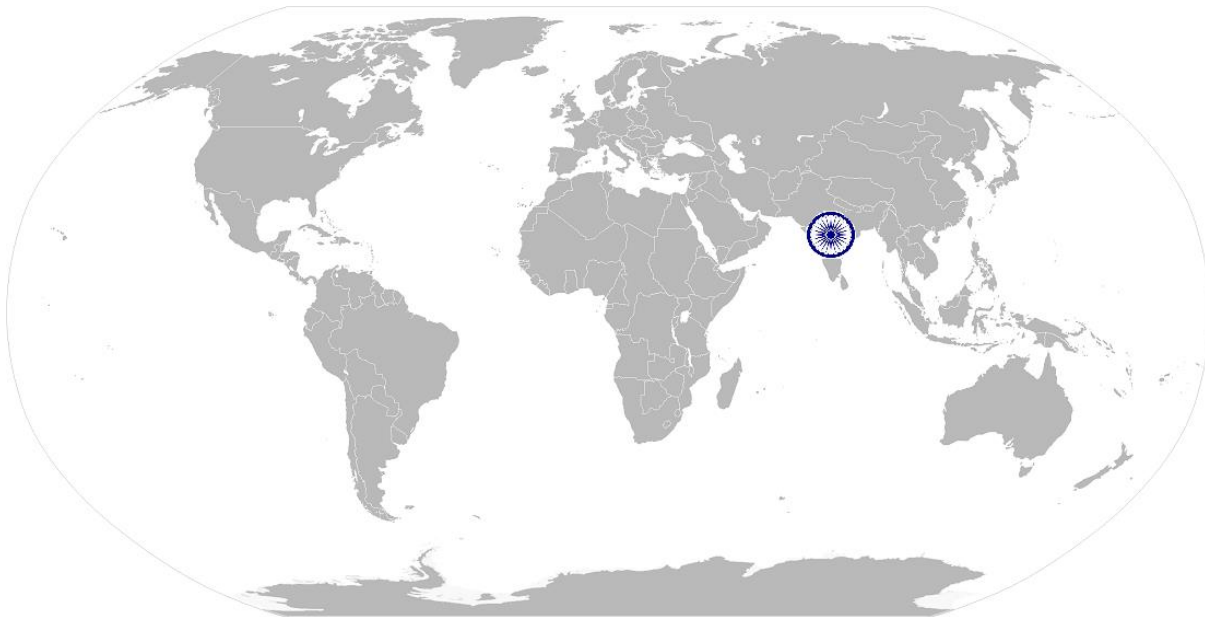


TSC/ N9003

Maintain health, safety and security at work place

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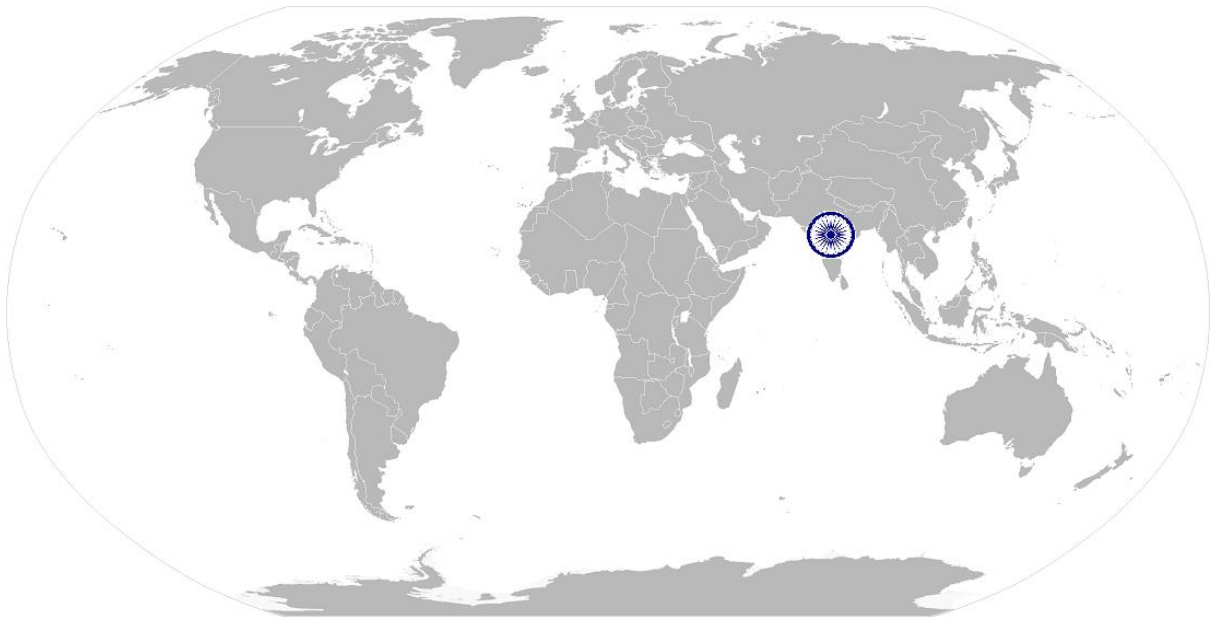
NOS Code	TSC/ N9003		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Drying & Printing	Next review date	01/03/16



TSC/ N9004

Comply with industry and organizational requirements

National Occupational Standard



Overview

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

TSC/ N9004

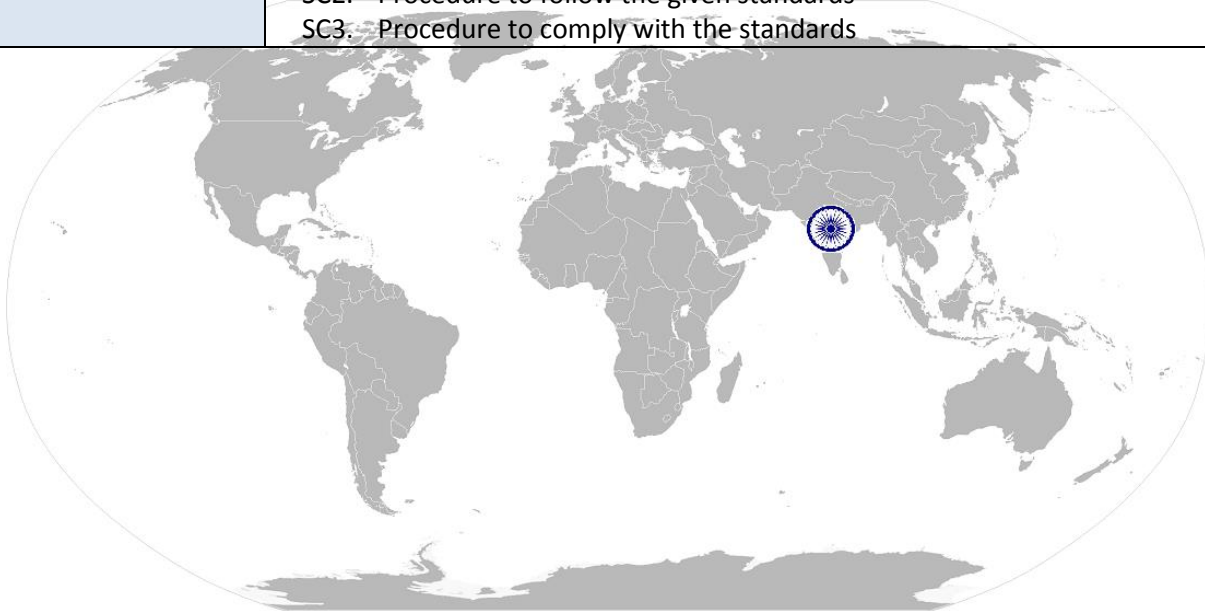
Comply with industry and organizational requirements

National Occupational Standard	Unit Code	TSC/ N9004
	Unit Title (Task)	Comply with industry and organizational requirements
	Description	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> ▪ focus on self development ▪ focus on team work ▪ know and understand organizational standards ▪ know and understand industry standards
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	PerformanceCriteria
	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>
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. Standard operating procedure (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. Technical Knowledge	<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 part of processing unit machine</p>	
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	<p>You need to know and understand how to:</p> <p>SA1. Write reports</p> <p>SA2. Write clear and short sentences</p>	

TSC/ N9004

Comply with industry and organizational requirements

	Reading Skills
	You need to know and understand how to: SA3. Read the basic language SA4. Read one more language than the basic language SA5. Read and comprehend the standards and rules
	Oral Communication (Listening and Speaking skills)
B. Technical Skills	You need to know and understand : SC1. Procedure of preparing the industry standards SC2. Procedure to follow the given standards SC3. Procedure to comply with the standards

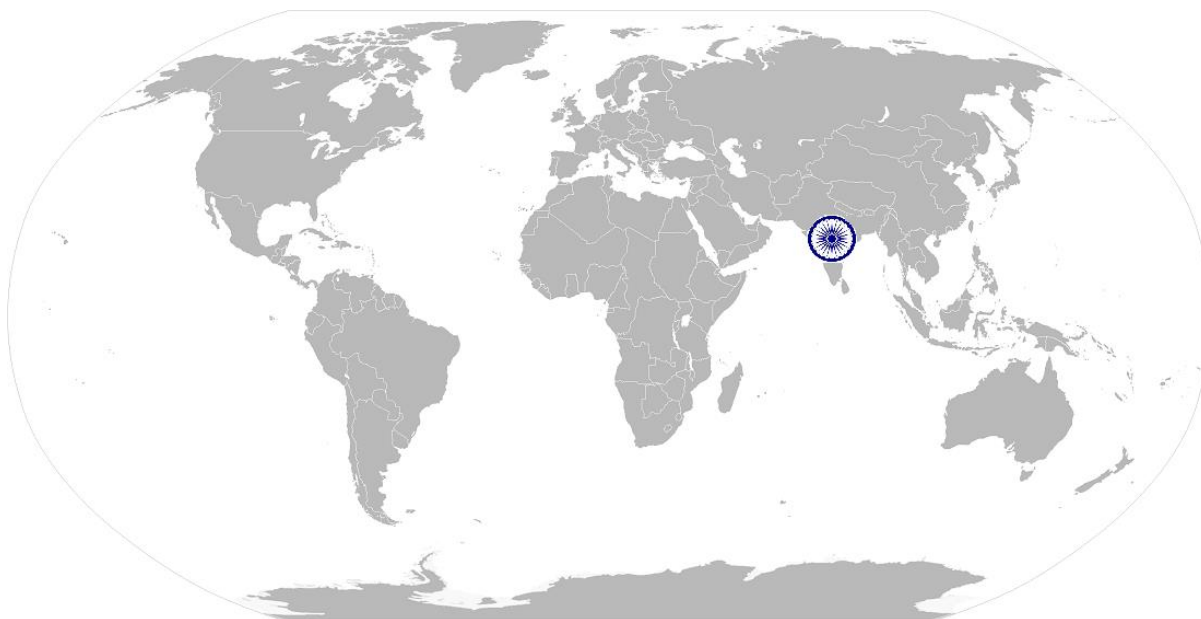


TSC/ N9004

Comply with industry and organizational requirements

NOS Version Control

NOS Code	TSC/N 9004		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/15
Industry Sub-sector	Processing	Last reviewed on	25/02/15
Occupation	Drying & Printing	Next review date	01/03/16



Assessment criteria

Job Role: Screen Preparatory Operator – Rotary/ Flat bed Qualification Pack: Screen Preparatory Operator – Rotary/ Flat bed Sector Skill Council: Textile Sector Skill Council						
Guidelines for assessment :- 1. Criteria for assessment for each qualification pack will be created by the Sector Skill Council. Each performance criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for theory & skill practical for each PC. 2. The assessment for the theory part will be based on knowledge bank of question created by the SSC. 3. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre (as per assessment criteria below). 4. To pass the qualification pack, every trainee should score a minimum of 80%.						
National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1.TSC/N 5217 (Taking charge of shift and handing over shift to operator)	PC1.should come at least 10 - 15 minutes earlier to the work place	36	2	0	2	0
	PC2. should bring the necessary operational tools to the department		1	0	1	0
	PC3. should 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	1	1	1
	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	1	1	0
	PC6. should check for the availability of the spare trolley for unloading the fabric		1	0	1	0
	PC7. should check the next batch to be processed is ready near the machine		1	0	1	0

	PC8. must ensure the required dyes & chemicals are already weighed & prepared		1	0	1	0
	PC9. should check the cleanliness of the machines & other work areas		2	0	2	0
	PC10. should 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.		2	0	2	0
	PC11. should hand over the shift to the incoming operator in a proper manner		2	0	2	0
	PC12. ensure in providing the details regarding fabric quality & the process running on the machine		2	1	0	1
	PC13. to provide all relevant information regarding the stoppages or breakdown in the machine, any damage to the fabric or machine.		2	0	2	0
	PC14. should ensure the empty trolley is near the machine for unloading the fabric		1	0	1	0
	PC15. should ensure the next lot to be processed is ready near the machine already stitched & arranged properly		1	0	1	0
	PC16. ensure the required dyes & chemicals for the next lot or next process are weighed & prepared		1	0	1	0
	PC17. should get clearance from the incoming counterpart before leaving the work spot		2	0	2	0
	PC18. should 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	0	2	
	PC19. ensure the shift has to be properly handed over to the incoming shift operator		1	0	1	0
	PC20. should 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		2	0	2	0

	concurrence for the same from his/ her superiors					
	PC21. should collect the wastes from waste collection bags, weigh them and transport to storage area		1	0	1	0
	PC22. ensure the machine and its work place is clean		2	0	2	0
			36	4	30	2
	Total	Weightage %		11%	83%	6%
2. TSC/N 5218 (Preparing the Design Screen)	PC1. understand the task mentioned in the work order	52	3	1	1	1
	PC2. check the art work or the design film to be exposed		2	0	2	0
	PC3. check the design repeat		3	1	2	0
	PC4. check the no. of colours to be printed		2	0	2	0
	PC5. clean the screen frames		2	0	2	0
	PC6. select the right mesh size depending upon the design to be printed		3	1	2	0
	PC7. cut the required no. of mesh fabric as per size of screen		2	0	2	0
	PC8. stretch the mesh on all frames evenly & leave it for few hours		2	0	2	0
	PC9. re stretch the mesh again & stick it to the frame with glue		2	0	2	0
	PC10. degrease the screen thoroughly using screen degreaser		3	1	2	
	PC11. apply solvent resistant direct emulsion evenly to the screen		3	1	2	0
	PC12. dry the screen completely before exposure		2	0	2	
	PC13. maintain optimum drying conditions in the drying area		3	1	1	1
	PC14. ensure the drying area is warm & dust free		2	0	2	0
	PC15. expose the screen using a light exposure unit		3	1	2	0
	PC16. wash the exposed screen thoroughly		3	0	3	0

	PC17. dry the screen completely		2	0	2	0
	PC18. keep the exposing machine & other equipment clean at all times		2	0	2	0
	PC19. follow the preventive maintenance schedule & ensure the machine is running smoothly		2	0	2	0
	PC20. check that all controls are functioning properly		2	0	2	0
	PC21. replace the exposing unit bulbs when it's due		2	1	1	0
	PC22. keep the exposing & drying area dust free		1	0	2	0
	PC23. Store the screen in the rack for repeat orders		1	0	0	0
			52	8	42	2
Total	Weightage %		15%	81%	4%	
3. TSC/N 5219 (Check the quality of exposed Design Screen)						
	PC1. examine the screen under white light for pinhole & other defects	10	3	1	2	0
	PC2. do the touching of any pin holes or other defects		3	0	3	0
	PC3. mask the sides with tape to avoid wastage of print paste		2	0	2	0
	PC4. fix the end rings to the screen in case of rotary screen		2	0	2	0
			10	1	9	0
Total	Weightage %		10%	90%	0%	
4. TSC/ N9001 (Maintaining work area, tools and machines)						
	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	29	3	1	2	0
	PC2. use correct lifting and handling procedures		1	0	1	0
	PC3. use materials to minimize waste		2	1	1	0
	PC4. maintain a clean and hazard free working area		3	1	1	1
	PC5. maintain tools and equipment		3	1	2	0
	PC6. carry out running maintenance within agreed schedules		2	1	1	0

	PC7. carry out maintenance and/or cleaning within one's responsibility		1	0	1	0
	PC8. report unsafe equipment and other dangerous occurrences		1	1	0	0
	PC9. ensure that the correct machine guards are in place		2	1	1	0
	PC10. work in a comfortable position with the correct posture		3	1	2	0
	PC11. use cleaning equipment and methods appropriate for the work to be carried out		2	1	1	0
	PC12. dispose of waste safely in the designated location		2	0	2	0
	PC13. store cleaning equipment safely after use		2	0	2	0
	PC14. carry out cleaning according to schedules and limits of responsibility		2	1	1	0
			29	10	18	1
	Total	Weightage %		34%	62%	3%
5.TSC/ N9002 (Working in a team)	PC1. be accountable to the own role in whole process	26	2	1	1	0
	PC2. perform all roles with full responsibility		3	1	2	0
	PC3. be effective and efficient at workplace		4	1	2	1
	PC4. properly communicate about company policies		2	1	0	1
	PC5. report all problems faced during the process		1	1	0	0
	PC6. talk politely with other team members and colleagues		2	1	1	0
	PC7. submit daily report of own performance		1	0	1	0
	PC8. adjust in different work situations		2	0	2	0
	PC9. give due importance to others' point of view		2	1	0	1
	PC10. avoid conflicting situations		3	1	1	1
	PC11. develop new ideas for work procedures		2	1	1	0
	PC12. improve upon the existing techniques to increase process		2	1	1	0

	efficiency					
			26	10	12	4
	Total	Weightage %		46%	38%	15%
6. TSC/ N9003 (Maintain health, safety and security at work place)	PC1. comply with health and safety related instructions applicable to the workplace	71	5	1	3	1
	PC2. use and maintain personal protective equipment such as “ear plug”, “ nose mask “, “ head cap” etc., as per protocol		5	1	3	1
	PC3. carry out own activities in line with approved guidelines and procedures		3	1	2	0
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		2	1	0	1
	PC5. follow environment management system related procedures		3	1	2	0
	PC6. identify and correct (if possible) malfunctions in machinery and equipment		3	1	1	1
	PC7. report any service malfunctions that cannot be rectified		2	1	0	1
	PC8. store materials and equipment in line with organisational requirements		2	0	1	1
	PC9. safely handle and remove waste		2	0	2	0
	PC10. minimize health and safety risks to self and others due to own actions		3	1	1	1
	PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks		3	1	1	1
	PC12. monitor the workplace and work processes for potential risks and threat		2	0	2	0
	PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	2	0	1
	PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel		3	2	0	1

	PC15. participate in mock drills/evacuation procedures organized at the workplace		3	1	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		4	1	2	1
	PC18. follow organisation procedures for shutdown and evacuation when required		2	0	2	0
	PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		5	1	3	1
	PC20. recognise other possible security issues existing in the workplace		3	1	1	1
	PC21. recognise different measures to curb the hazards		3	1	2	0
	PC22. communicate the safety plan to everyone		3	2	0	1
	PC23. attach disciplinary rules with the implementation		2	1	1	0
			71	23	33	15
	Total	Weightage %		32%	46%	21%
7. TSC/ N9004 Comply with industry and organizational requirements	PC1. perform own duties effectively	39	4	1	2	1
	PC2. take responsibility for own actions		4	1	2	1
	PC3. be accountable towards the job role and assigned duties		3	1	1	1
	PC4. take initiative and innovate the existing methods		4	1	2	1
	PC5. focus on self-learning and improvement		3	1	1	1
	PC6. co-ordinate with all the team members and colleagues		3	1	2	0
	PC7. communicate politely		3	1	2	0
	PC8. avoid conflicts and miscommunication		3	1	2	0
	PC9. know the organisational standards		2	1	1	0

	PC10. implement them in your performance		3	1	2	0
	PC11. motivate others to follow them		3	1	2	0
	PC12. know the industry standards		2	1	0	1
	PC13. align them with organisation standards		2	0	2	0
			39	12	21	6
	Total	Weightage %		31%	54%	15%
	Total		263	68	165	30
Grand Total			263			