

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 – Size Mixer

SECTOR: TEXTILE

SUB-SECTOR: WEAVING

OCCUPATION: WEAVING PREPARATORY

REFERENCE ID: TSC/Q 2102

ALIGNED TO: NCO-2004 /8261.86

Brief Job Description: A Size Mixer is a job-role in a weaving preparatory department. The responsibility of a Size Mixer is to Prepare the Size Mixing efficiently so as to get quality output with minimum defects giving due importance to safety and environment aspects

Personal Attributes: A Size Mixer should have good eyesight, eye-hand coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Job Details	Qualifications Pack Code	TSC/ Q 2102		
	Job Role	Size Mixer		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/14
	Sub-sector	Weaving	Last reviewed on	21/01/15
	Occupation	Weaving Preparatory	Next review date	01/03/16
Job Role	Size Mixer			
Role Description	To prepare Size Mixer efficiently so as to get quality output with minimum defects giving due importance to safety and environment aspects			
NSQF level	4			
Minimum Educational Qualifications	Preferably Class 10th			
Maximum Educational Qualifications	N/A			
Training (Suggested but not mandatory)	Not Applicable			
Experience	Not essential			
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> TSC/ N2104 Taking charge of shift and handing over shift to operator TSC/ N2105 Preparing Size Mixer 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: N/A</p>			
Performance Criteria	As described in the relevant OS units			

Glossary of Key Terms

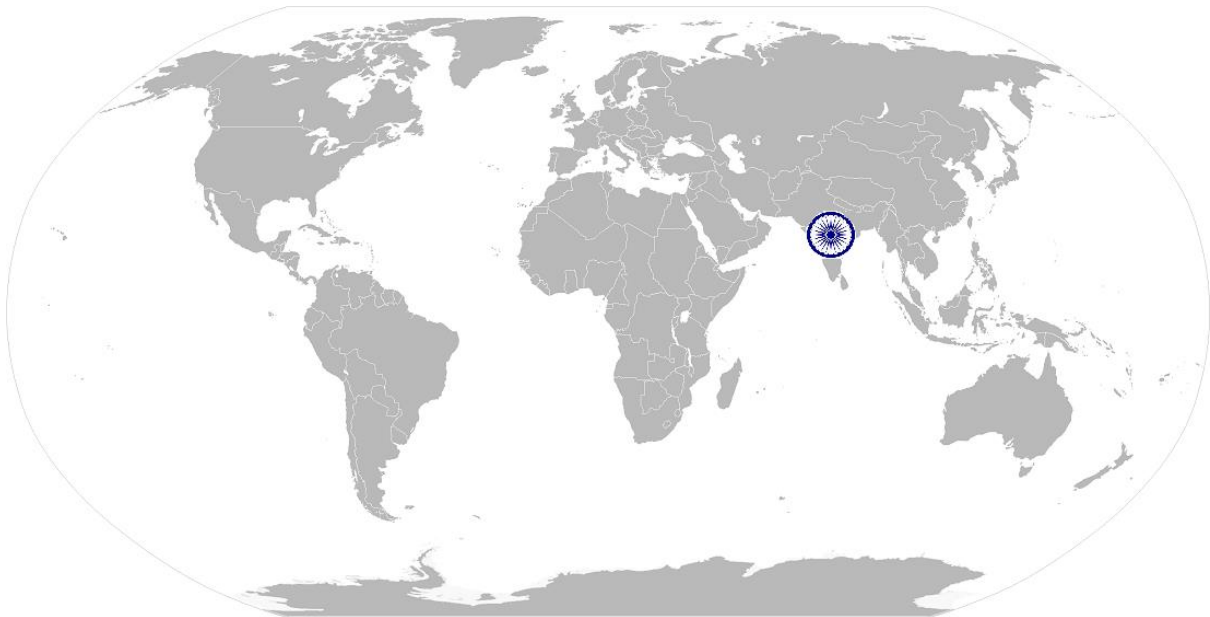
Table 1: Glossary of Key Terms

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 2104

Taking charge of shift and handing over shift to operator

National Occupational Standard	Unit Code	TSC/ N2104
	Unit Title (Task)	Taking charge of shift and handing over shift to operator
	Description	This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator
	Scope	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: PC1. come at least 10 - 15 minutes earlier to the work spot PC2. check for the necessary items like "weighing scale", "necessary tools' etc. PC3. meet the previous shift size mixer , discuss with him/ her regarding the PC4. issues faced by them with respect to the quality or reuse of size, wastage etc., or safety or any other specific instruction etc. PC5. check the size level in the "storage tank "and should check whether any size mixing has to be prepared immediately, for the running program. PC6. check the " size mix" given by the higher authority for the running program PC7. check the availability of the sizing ingredients & chemicals required for the running program PC8. take "instructions" in writing for the "size mixing" for the next programs, from the higher authority. PC9. check availability of the size ingredients & the size chemicals required for the next programs PC10. note down the total stock of the sizing ingredients, sizing chemicals etc. in the register maintained and to show the same to the higher authority. PC11. check the availability of water PC12. check the Steam condition
	Handing over shift	PC13. hand over the shift to the incoming size mixer in a proper manner & get clearance from the incoming counterpart before leaving the work spot PC14. report to his/ her shift superiors as well as that of the incoming shift, in case his/ her counterpart doesn't doesn't come for work for the incoming shift. PC15. properly hand over to the incoming shift superior (in case his/her counterpart does not arrive) & get clearance from him/ her, before leaving the work spot PC16. 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
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. the organization's policies & procedures KA2. awareness, knowledge of customers KA3. potential hazards associated with the machines and the safety precautions KA4. protocol to obtain more information on work related tasks KA5. contact person in case of queries on procedure or products and for revolving

TSC/N 2104

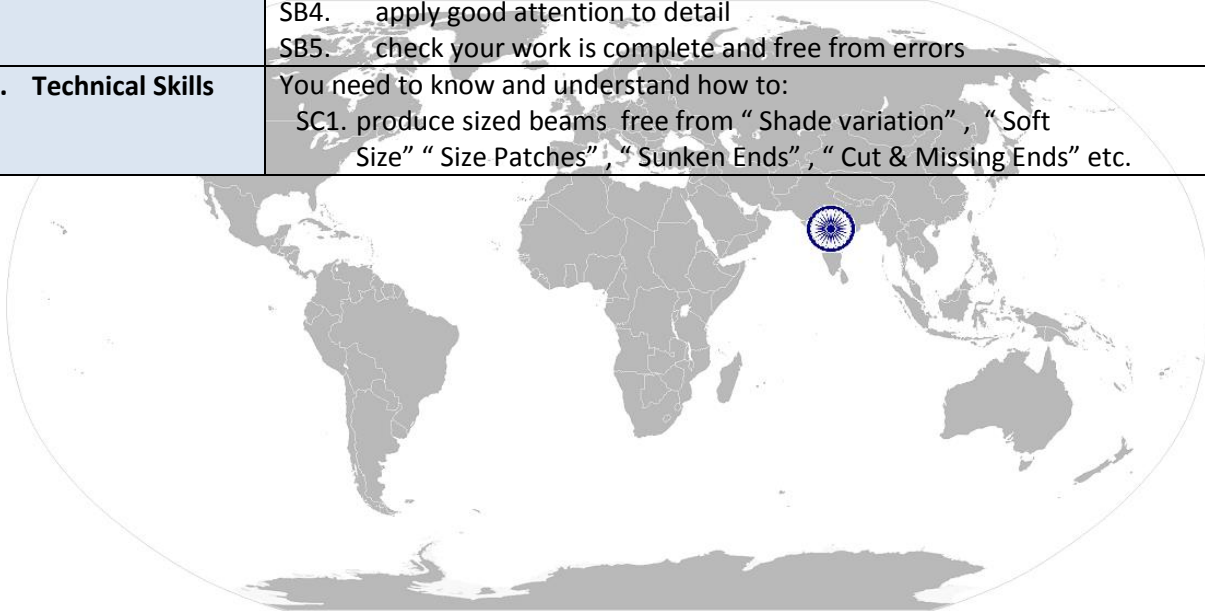
Taking charge of shift and handing over shift to operator

	<p>issues related to defective machines, tools, materials & equipments</p> <p>KA6. details of the various job rolls & responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets & review machine with superiors</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining /giving feed back with respect to performance</p> <p>KA11. importance of team work .harmonious working relationships</p> <p>KA12. process for offering /obtaining work related assistance</p> <p>KA13. responsibilities under health, safety and environmental legislation</p> <p>KA14. guidelines for storage & disposal of waste materials</p>
<p>B. Technical Knowledge</p>	<p>KB1. Minimum quality requirements of the product with respect to</p> <p>KB2. permissible/non-permissible defects</p> <p>KB3. About the various size ingredients & chemicals in use</p> <p>KB4. Yarns from natural fibres - Cotton, Silk, Wool</p> <p>KB5. Yarns from Manmade Fibres - Polyester, Nylon, Viscose</p> <p>KB6. Blended yarns - Polyester Cotton, Polyester Viscose</p> <p>KB7. Conventional Sizing Machine</p> <p>KB8. Modern Sizing Machines</p> <p>KB9. Shade Variation</p> <p>KB10. Soft Sized Beams</p> <p>KB11. Size Patches</p> <p>KB12. Sunken Ends</p> <p>KB13. Sizing Stain</p> <p>KB14. Beam Centre Oil</p> <p>KB15. Safety mechanisms of the machines & should ensure that the same are in order</p> <p>KB16. About the stop motions & should ensure that the same are in order</p> <p>KB17. About the functional operations of the machines, where He/ She is working</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Participation</p> <p>On job the individual should be able to:</p> <p>SA1. plan and manage work routine based on instructions from supervisor</p> <p>SA2. participate in the various programs/ meetings that will be conducted by the superiors &</p> <p>SA3. put forth the suggestions in the interest of the company</p> <p>SA4. participate in the " quality circles" that will be formed by the superiors</p> <p>SA5. extend voluntary supports and adapt to the various procedures that will be adopted by the company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001" GOTS certification " fair trade " etc.</p> <p>Writing Skills</p> <p>You need to know and understand how to:</p> <p>SA6. Write clear and short sentences</p>

TSC/N 2104

Taking charge of shift and handing over shift to operator

	Reading Skills
	You need to know and understand how to: SA7. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	You need to know and understand how to: SA8. communicate with supervisor appropriately SA9. talk to others to convey information effectively
	Problem Solving
	You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others
C. Technical Skills	Attention to Detail
	You need to know and understand how to: SB4. apply good attention to detail SB5. check your work is complete and free from errors
	You need to know and understand how to: SC1. produce sized beams free from “Shade variation”, “Soft Size” “Size Patches”, “Sunken Ends”, “Cut & Missing Ends” etc.

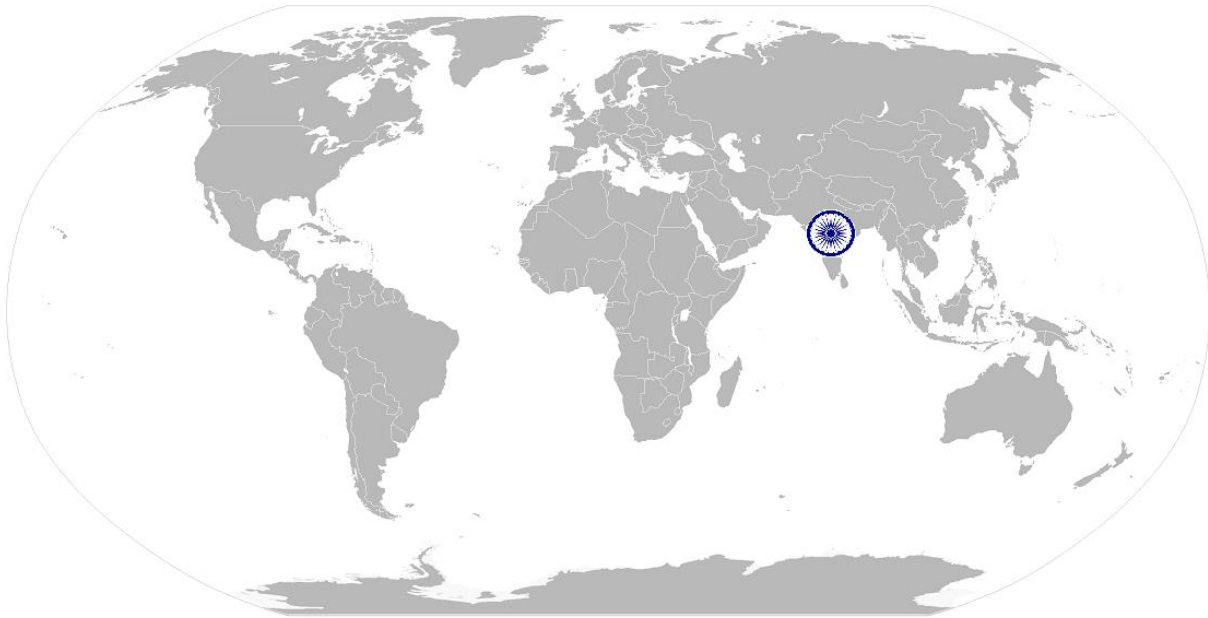


TSC/N 2104

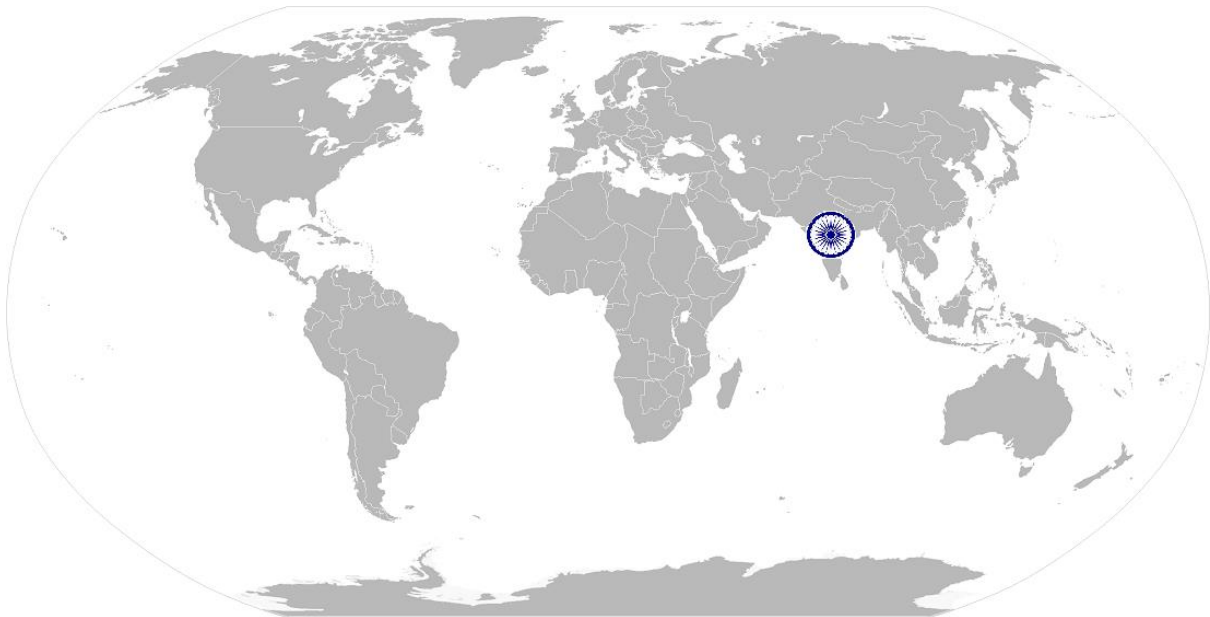
Taking charge of shift and handing over shift to operator

NOS Version Control

NOS Code	TSC/ N 2104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Weaving Preparatory	Next review date	01/03/16



National Occupational Standard



Overview

This unit provides performance criteria, knowledge & understanding and skills & abilities required To prepare Size mixing, so as to get Quality output & minimum defects, without entertaining any damage to the people, the machine etc., without wasting much of raw materials, size chemicals etc., & without spoiling the environmental aspects.

TSC/N 2105

Preparing Size Mixer

National Occupational Standard	Unit Code	TSC/ N2105
	Unit Title (Task)	Preparing Size Mixer
	Description	This unit provides performance criteria ,knowledge & understanding and skills & Abilities required to prepare size mixing, so as to get quality output & minimum defects, without entertaining any damage to the people, the machine etc., without wasting much of raw materials, size chemicals etc., & without spoiling the environmental aspects.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Size preparation ▪ Transferring Size To Storage Tank ▪ Other Work Practices
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Size preparation	To be competent, you must be able to: PC1. check whether the size cooker is kept cleaned, before any new mixing is prepared. if not, it has to be cleaned . PC2. weigh the size ingredients , size chemicals etc. required for preparing the new mixing. PC3. remove condensed water from the size cooker. PC4. fill water in the cooker as per the “ size mixing “ given PC5. check the steam pressure PC6. pour hardened materials like “ PVA” first & see that it gets dissolved in the water completely PC7. pour maize and then the chemicals as per the size mixing given PC8. see that all these materials poured in the cooker are dissolved completely. PC9. close the cooker and steam has to be applied to the cooker PC10. allow the materials poured in the cooker , boiled for 20 minutes after the temperature in the Cooker is raised to 130 degree F,
	Transferring Size To Storage Tank	PC11. check the viscosity & refract meter reading for the size PC12. check whether the storage tank is completely cleaned. if not, to clean the same. PC13. drain out the left out size of the previous shift to collect in other storage vessels as per the instructions of the higher authority. PC14. transfer the size prepared to the Storage Tank
	Other Work Practices	PC1. wear the protecting tools like “shoes”, “gloves “etc., whenever required. PC15. keep all the vessels and the working area neat & clean PC16. give preference to safety. should not enter the area, where he/ she are not allowed. should not do a job in which training has not being given PC17. ensure that no size / sizing material / any other material in the other work areas. PC18. report immediately to the Superior for any problem
	Knowledge and Understanding (K)	

TSC/N 2105

Preparing Size Mixer

<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <ul style="list-style-type: none"> KA1. the Organization's Policies & Procedures KA2. awareness, knowledge of customers KA3. potential hazards associated with the machines and the safety precautions KA4. protocol to obtain more information on work related tasks KA5. contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipments KA6. details of the various job rolls & responsibilities KA7. documentation and reporting formats KA8. work targets & review machine with superiors KA9. protocol and format for reporting work related risks/ problems KA10. method of obtaining /giving feed back with respect to performance KA11. importance of team work .harmonious working relationships KA12. process for offering /obtaining work related assistance KA13. responsibilities under health, safety and environmental legislation KA14. guidelines for storage & disposal of waste materials
<p>B. Technical Knowledge</p>	<ul style="list-style-type: none"> KB1. minimum quality requirements of the product with respect to KB2. permissible/non-permissible defects KB3. about the various size ingredients & chemicals in use KB4. yarns from natural fibres - cotton, silk, wool KB5. yarns from manmade fibres - polyester, nylon, viscose KB6. blended yarns - polyester cotton, polyester viscose KB7. conventional sizing machine KB8. modern sizing machines KB9. shade variation KB10. soft sized beams KB11. size patches KB12. sunken ends KB13. sizing stain KB14. beam centre oil KB15. safety mechanisms of the machines & should ensure that the same are in order KB16. about the stop motions & should ensure that the same are in order KB17. about the functional operations of the machines, where He/ She is working
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Participation</p> <p>On job the individual should be able to:</p> <ul style="list-style-type: none"> SA1. plan and manage work routine based on instructions from supervisor SA2. willingly participate in the various programs/ meetings that will be conducted by the superiors & SA3. put forth the suggestions in the interest of the company SA4. willingly participate in the " quality circles" that will be formed by the superiors SA5. extend voluntary supports and adapt to the various procedures that will be

TSC/N 2105

Preparing Size Mixer

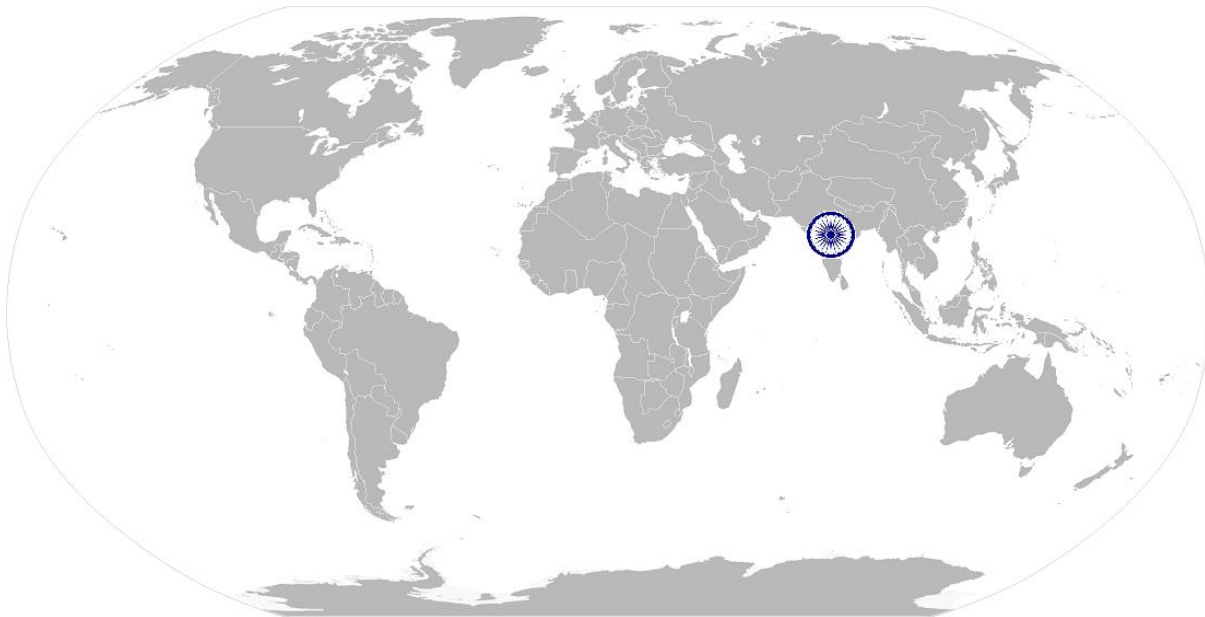
	<p>adopted by the company with respect to compliances for the different certifications like " ISO 9001", " ISO 14001", SA 8001" GOTS Certification " Fair Trade " etc.</p>
	<p>Writing Skills</p> <p>You need to know and understand how to: SA6. write in local language</p>
	<p>Reading Skills</p> <p>You need to know and understand how to: SA7. comprehend written instructions</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>You need to know and understand how to: SA8. communicate with supervisor appropriately SA9. talk to others to convey information effectively</p>
B. Professional Skills	<p>Problem Solving</p> <p>You need to know and understand how to: SB1. refer anomalies to the supervisor SB2. apply problem solving approaches in different situation SB3. seek clarification on problems from others</p>
	<p>Attention to Detail</p> <p>You need to know and understand how to: SB4. apply good attention to detail SB5. check your work is complete and free from errors</p>
C. Technical Skills	<p>You need to know and understand how to: SC1. should be able to produce sized beams free from " Shade variation" , " Soft Size" Size Patches" , " Sunken Ends" , " Cut & Missing Ends" etc.</p>

TSC/N 2105

Preparing Size Mixer

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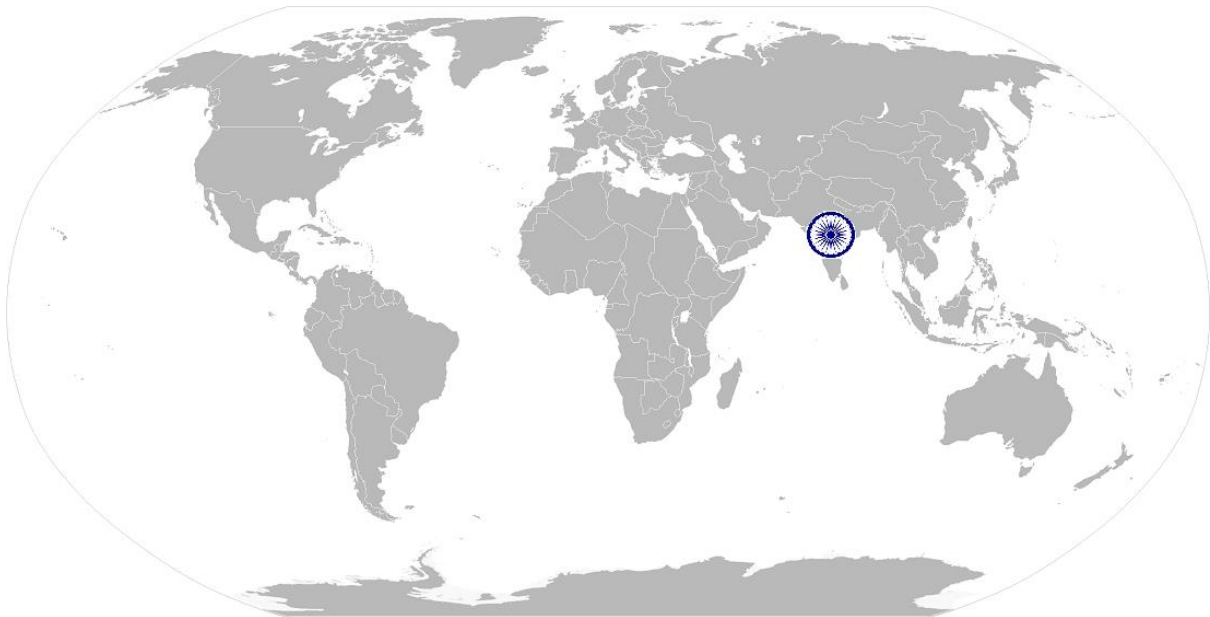
NOS Code	TSC/ N 2105		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Weaving Preparatory	Next review date	01/03/15



TSC/ N9001

Maintaining 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

Maintaining work area, tools and machine

Unit Code	TSC/ N9001
Unit Title (Task)	Maintaining work area, tools and machines
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Maintain the work area, tools and machines
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	<p>To be competent, you must be able to:</p> <p>PC1. handle materials, machinery, equipment and tools with care and use them in the correct way</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain tools and equipment</p> <p>PC6. carry out running maintenance within agreed schedules</p> <p>PC7. carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. report unsafe equipment and other dangerous occurrences</p> <p>PC9. ensure that the correct machine guards are in place</p> <p>PC10. work in a comfortable position with the correct posture</p> <p>PC11. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. dispose of waste safely in the designated location</p> <p>PC13. store cleaning equipment safely after use</p> <p>PC14. carry out cleaning according to schedules and limits of responsibility</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organizational procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving with problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with supervisors</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p> <p>KA11. equipment operating procedures / supervisor's instructions</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. work instructions and specifications and interpret them accurately</p> <p>KB2. relation between work role and the overall manufacturing process</p> <p>KB3. hazards likely to be encountered when conducting routine maintenance</p>

TSC/ N9001

Maintaining work area, tools and machine

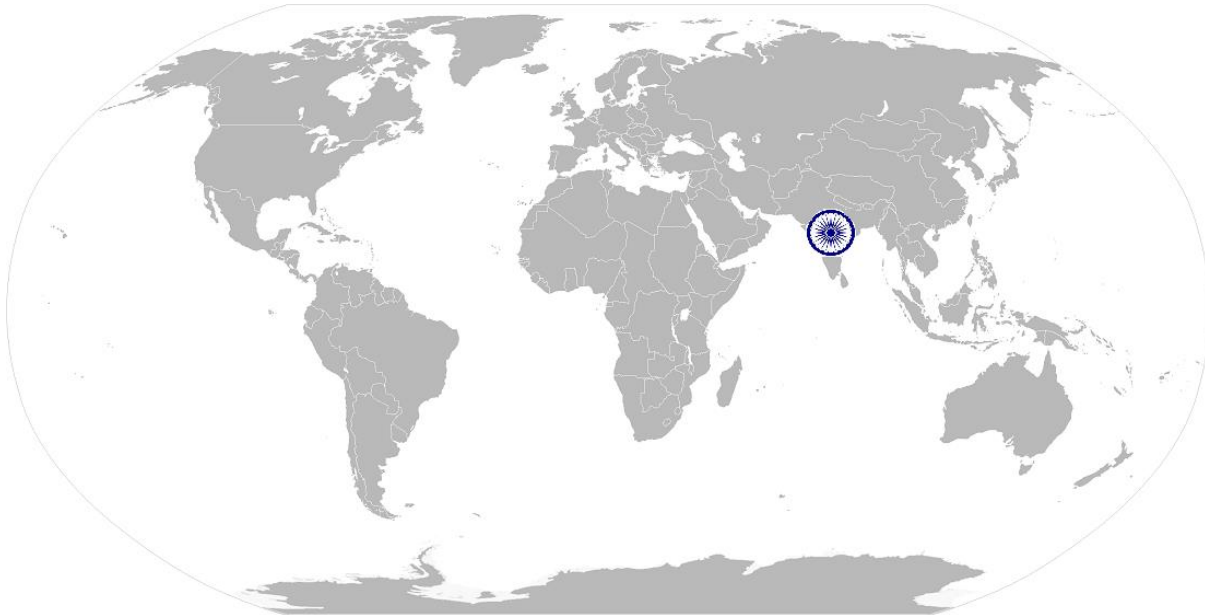
	KB4. the importance of taking action when problems are identified KB5. different ways of minimizing waste KB6. the importance of running maintenance and regular cleaning KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials KB8. common faults with equipment and the method to rectify KB9. maintenance procedures KB10. different types of cleaning equipment and substances and their use KB11. safe working practices for cleaning and the method of carrying them out
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	SA1. write clear and short sentences
	Reading Skills
	You need to know and understand how to: SA2. comprehend written instructions SA3. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA4. Communicate effectively in local language SA5. communicate with supervisor appropriately SA6. talk to others to convey information effectively
B. Professional Skills	Problem Solving
	You need to know and understand how to: SB1. identify the real reason of problem faced SB2. apply problem-solving approaches in different situations SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to: SB5. apply good attention to detail SB6. check your work is complete and free from errors SB7. make sure every kind of communication is error free
C. Technical Skills	You need to know and understand : SC1. communicate effectively SC2. apply leadership skills wherever required SC3. take initiative at the right place SC4. understand the requirement to be creative

TSC/ N9001

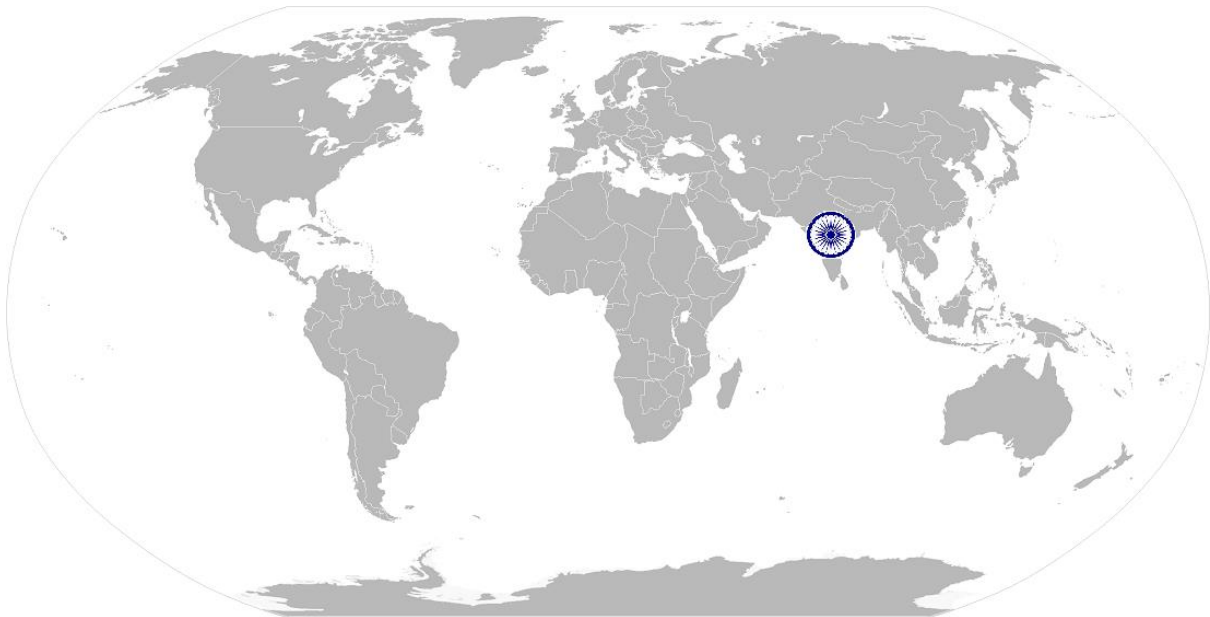
Maintaining work area, tools and machine

NOS Version Control

NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Weaving Preparatory	Next review date	01/03/15



National Occupational Standard



Overview

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

TSC/ N9002

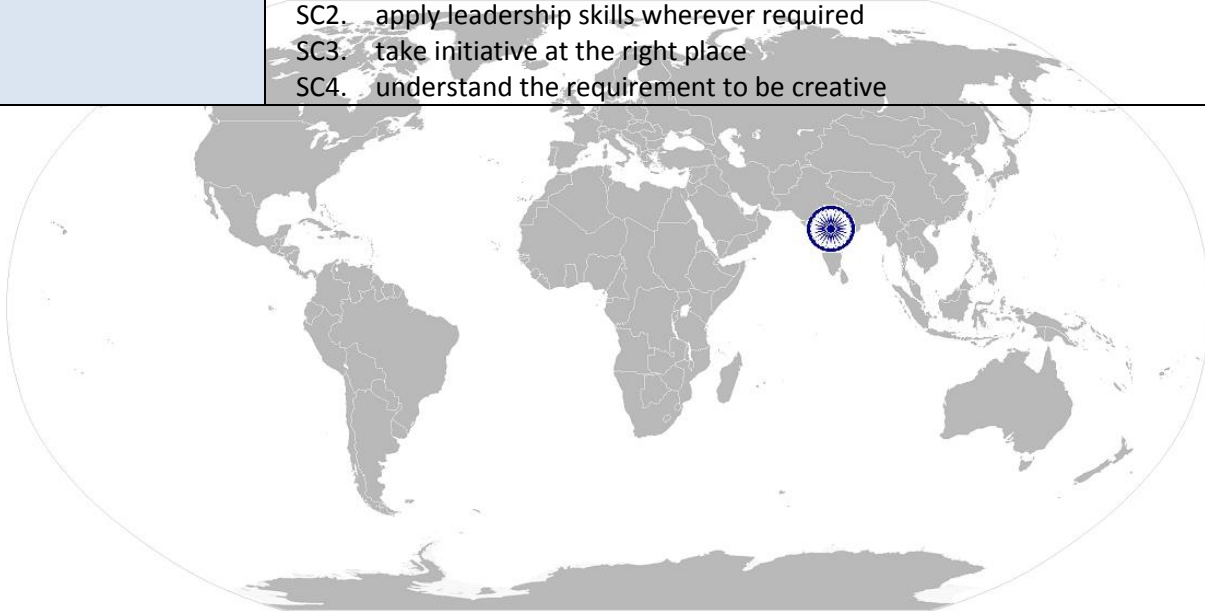
Working in a team

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

TSC/ N9002

Working in a team

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

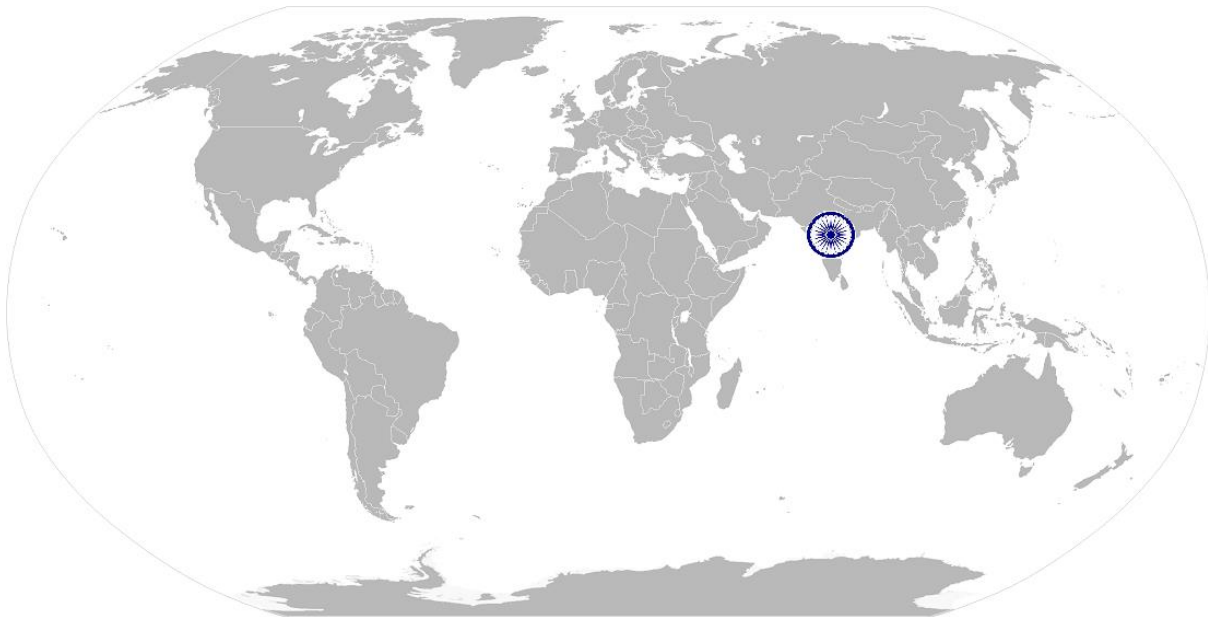


TSC/ N9002

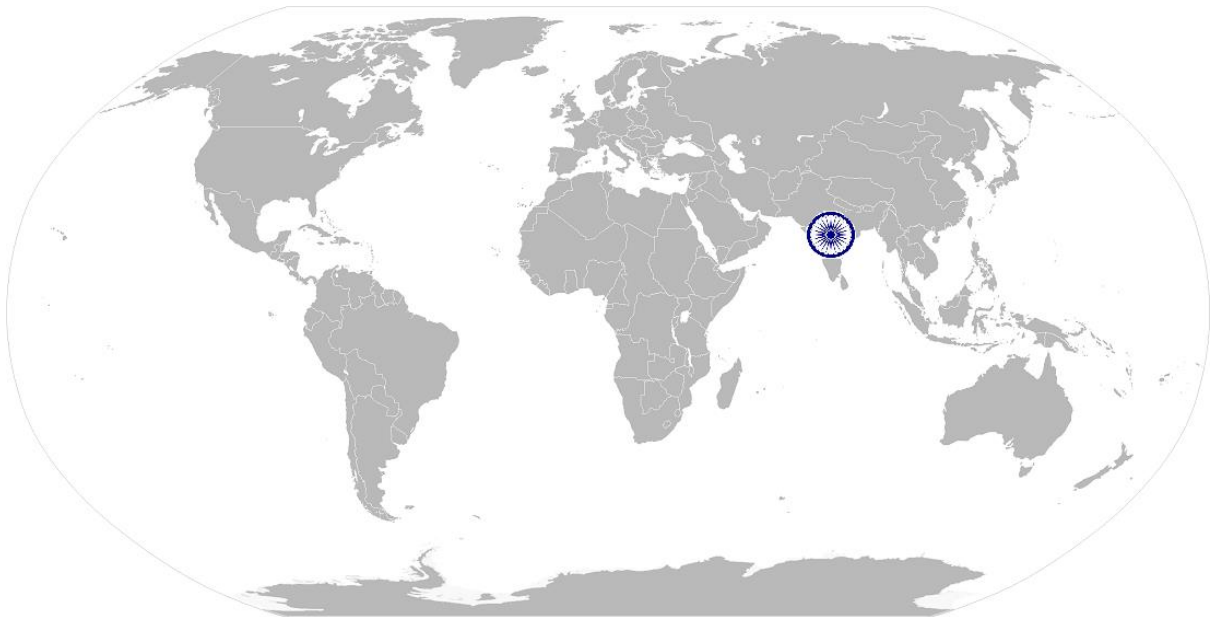
Working in a team

NOS Version Control

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



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"> ▪ to recognize hazards ▪ 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, operator must be able to:</p> <p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment such as “ear plug”, “ nose mask “, “ head cap” etc., as per protocol</p> <p>PC3. carry out own activities in line with approved guidelines and procedures</p> <p>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. follow environment management system related procedures</p> <p>PC6. identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. report any service malfunctions that cannot be rectified</p> <p>PC8. store materials and equipment in line with organisational requirements</p> <p>PC9. safely handle and remove waste</p> <p>PC10. minimize health and safety risks to self and others due to own actions</p> <p>PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. monitor the workplace and work processes for potential risks and threat</p> <p>PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. follow organisation procedures for shutdown and evacuation when required</p>
Recognizing the hazards	<p>To be competent, you must be able to:</p> <p>PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry</p> <p>PC20. recognise other possible security issues existing in the workplace</p>
Planning the safety	PC21. recognise different measures to curb the hazards

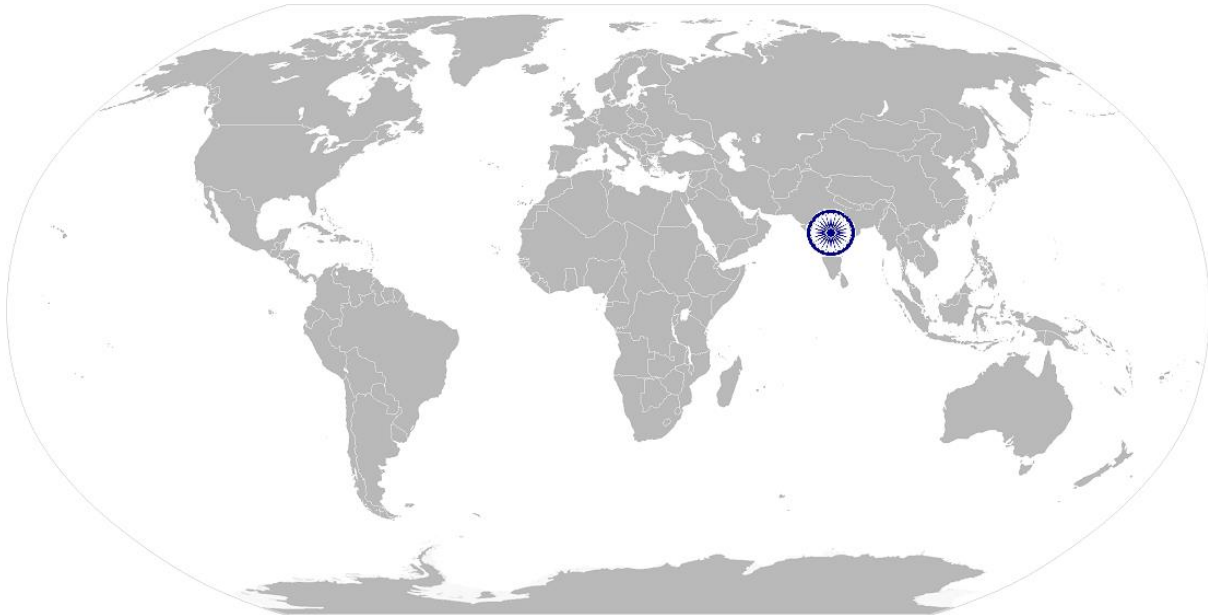
TSC/ N9003 Maintain health, safety and security at work place

techniques	
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. SOP (Standard Operating Procedures) and regulations in a textile mill KA2. safe working practices to be adopted in textile mill KA3. quality systems and other processes practiced in the textile mill KA4. health and safety related practices applicable at the workplace KA5. potential hazards, risks and threats based on nature of operations KA6. organizational procedures for safe handling of equipment and machine operations KA7. potential risks due to own actions and methods to minimize these KA8. environmental management system related procedures at the workplace KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA10. potential accidents and emergencies and response to these scenarios KA11. reporting protocol and documentation required KA12. details of personnel trained in first aid, fire-fighting and emergency response KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
B. Technical Knowledge	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 clear and short sentences
	Reading Skills
	SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	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. Professional Skills	Decision Making
	SB1. identify correct safety measure for particular hazard SB2. make required safety plans as and when required SB3. raise alarm in case of emergency

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Maintain health, safety and security at work place

	Analytical Thinking
	SB4. know the use of correct safety measure whenever required
	Attention to Detail
	SB5. be attentive to details SB6. be careful to avoid occurrence of hazards
C. Technical Skills	You need to know and understand : SC1. maintenance of neatness at work SC2. procedure for reporting unwanted behavior

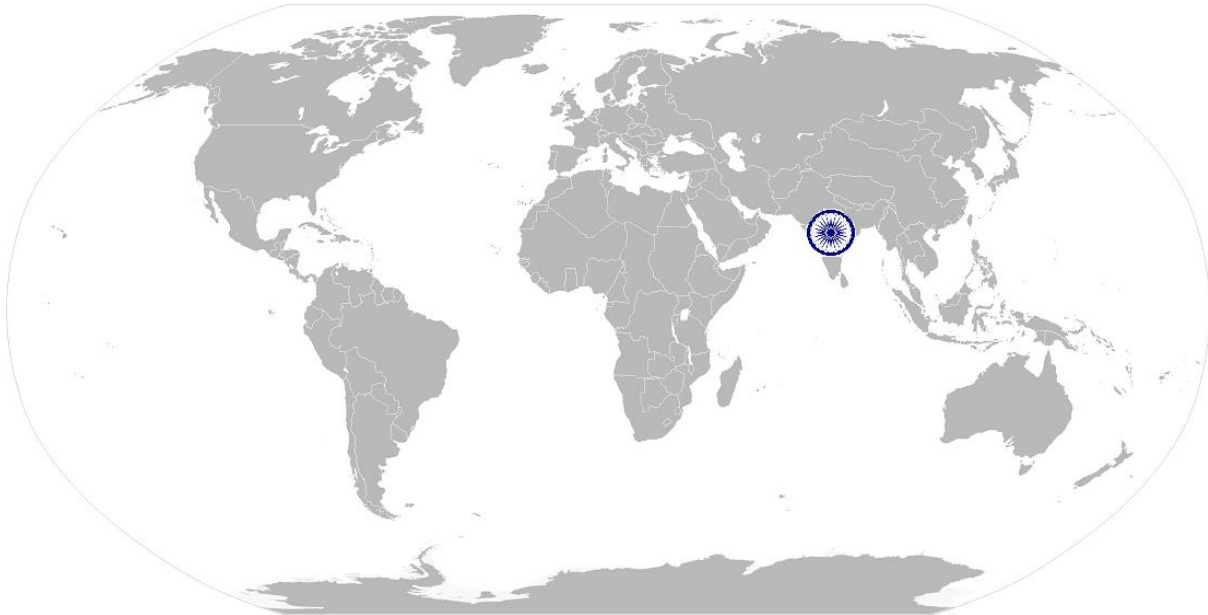


TSC/ N9003

Maintain health, safety and security at work place

NOS Version Control

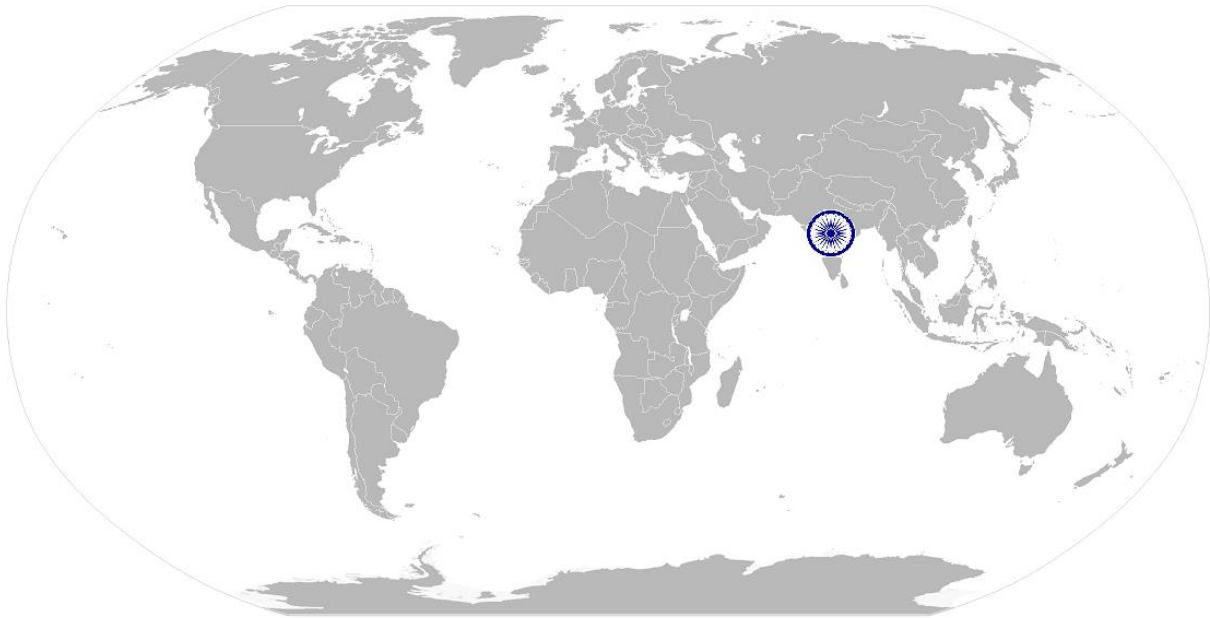
NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Weaving Preparatory	Next review date	01/03/15



TSC/N 9004

Comply with industry and organizational requirements

National Occupational Standard



Overview

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

TSC/N 9004 Comply with industry and organizational requirements

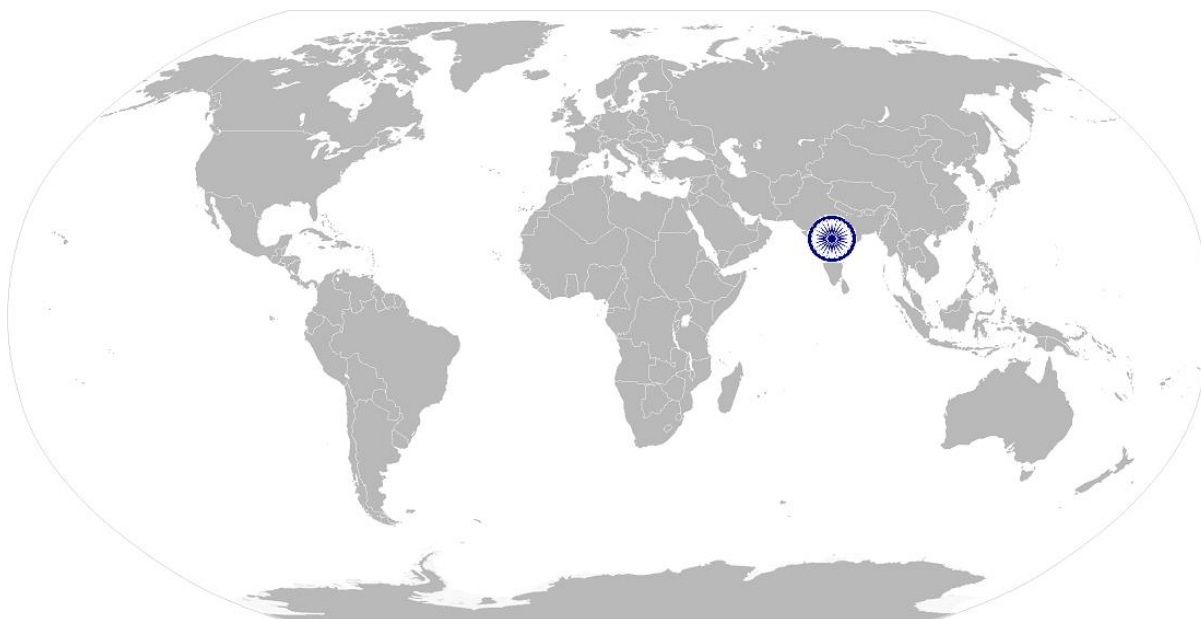
National Occupational Standard

Unit Code	TSC/ N9004
Unit Title (Task)	Comply with industry and organizational requirements
Description	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> ▪ self development ▪ team work ▪ organizational standards ▪ industry standards
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Self- development	<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>
Organizational 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. SOP (Standard Operating Procedures)and regulations in a textile mill</p> <p>KA2. reporting to the supervisor or higher authority</p> <p>KA3. knowledge of organizational standards</p> <p>KA4. knowledge of industry standards</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. process and material flow in a textile mill</p> <p>KB2. importance of complying with the standards</p> <p>KB3. guidelines for cleaning the various parts of machine</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. write clear and short sentences
	Reading Skills

TSC/N 9004

Comply with industry and organizational requirements

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

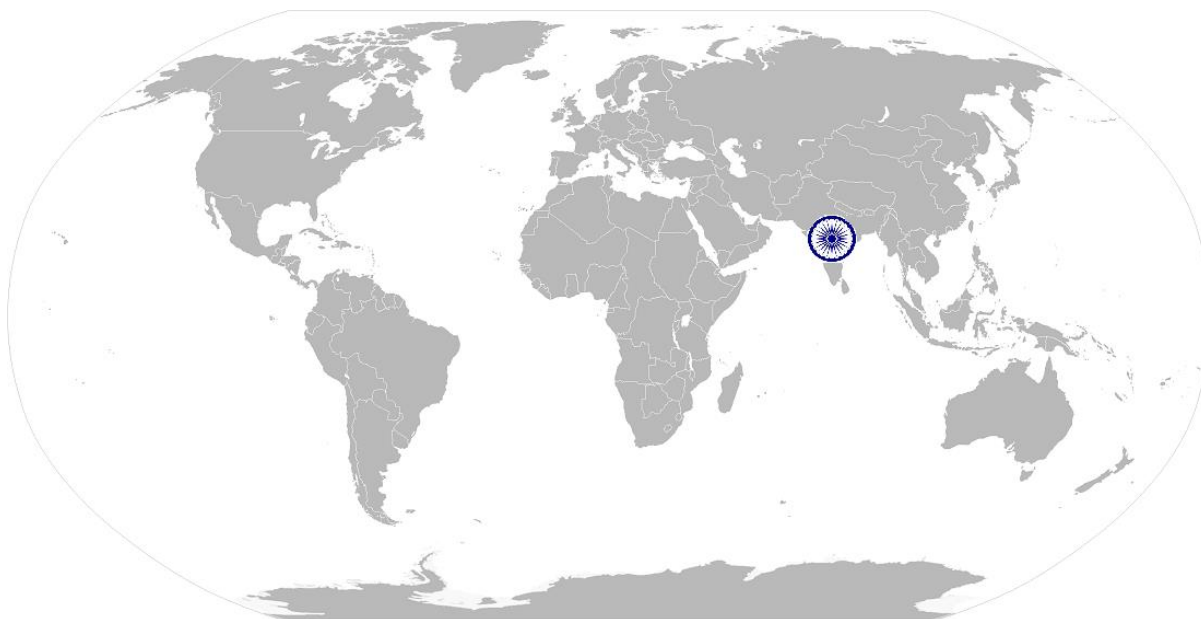


TSC/N 9004

Comply with industry and organizational requirements

NOS Version Control

NOS Code	TSC/N 9004		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Weaving	Last reviewed on	21/01/15
Occupation	Weaving Preparatory	Next review date	01/03/15



Assessment Criteria

Job Role: Warper - Size Mixer
Qualification Pack: Warper - TSC/Q 2102
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		
				Skills Practical	Theory	Viva
1. TSC/ N2104 Taking charge of shift and handing over shift to operator	PC1. come atleast 10 - 15 minutes earlier to the work spot	160	12	10	0	2
	PC2. check for the necessary items like " weighing scale", " necessary tools' etc.		9	5	2	2
	PC3. meet the previous shift size mixer , discuss with him/ her regarding the		10	6	2	2
	PC4. issues faced by them with respect to the quality or reuse of size, wastage etc., or safety or any other specific instruction etc.		10	3	3	4
	PC5. check the size level in the " storage tank " and should check whether any size mixing has to be prepared immediately, for the running program.		10	5	5	0
	PC6. check the " size mix" given by the higher authority for the running program		10	6	4	0
	PC7. check the availability of the sizing ingredients & chemicals required for the running program		10	7	3	0

Assessment Criteria

	PC8. take “ instructions ” in writing for the “ size mixing” for the next programs, from the higher authority.		10	7	3	0
	PC9. check availability of the size ingredients & the size chemicals required for the next programs		10	6	2	2
	PC10. note down the total stock of the sizing ingredients, sizing chemicals etc. in the register maintained and to show the same to the higher authority.		10	6	2	2
	PC11. check the availability of water		9	3	3	3
	PC12. check the Steam condition		10	6	4	0
	PC13. hand over the shift to the incoming size mixer in a proper manner & get clearance from the incoming counterpart before leaving the work spot		10	4	3	3
	PC14. report to his/ her shift superiors as well as that of the incoming shift, in case his/ her counterpart doesn't come for work for the incoming shift.		10	8	2	0
	PC15. properly hand over to the incoming shift superior (in case his/her counterpart does not arrive) & get clearance from him/ her, before leaving the work spot		10	9	1	0
	PC16. 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		10	9	1	0
			160	100	40	20
	Total	Weightage %		63%	25%	12%
2. TSC/ N2105 Preparing Size Mixer	PC1. check whether the size cooker is kept cleaned , before any new mixing is prepared. if not, it has to be cleaned .	340	20	12	4	4

Assessment Criteria

PC2. weigh the size ingredients , size chemicals etc. required for preparing the new mixing.	20	12	4	4
PC3. remove condensed water from the size cooker.	16	10	3	3
PC4. fill water in the cooker as per the “ size mixing “ given	16	10	3	3
PC5. check the steam pressure	16	10	3	3
PC6. pour hardened materials like “ pva” first & see that it gets dissolved in the water completely	16	10	3	3
PC7. pour maize and then the chemicals as per the size mixing given	16	10	3	3
PC8. see that all these materials poured in the cooker are dissolved completely.	20	11	7	2
PC9. close the cooker and steam has to be applied to the cooker	16	8	6	2
PC10. allow the materials poured in the cooker , boiled for 20 minutes after the temperature in the Cooker is raised to 130 degree F	20	6	10	4
PC11. check the viscosity & refractometer reading for the size	20	6	10	4
PC12. check whether the storage tank is completely cleaned. if not, to clean the same.	18	12	3	3
PC13. drain out the left out sizer of the previous shift to collect in other storage vessels as per the instructions of the higher authority.	16	10	3	3
PC14. transfer the size prepared to the Storage Tank	20	10	10	0
PC15. wear the protecting tools like “ shoes” , “ gloves “ etc., whenever required.	20	10	10	0
PC16. keep all the vessels and the working area neat & clean	16	8	8	0
PC17. give preference to safety . should not enter the area, where he/ she is not allowed. should not do a job in which training has not	18	9	9	0

Assessment Criteria

	being given					
	PC18. ensure that no size / sizing material / any other material in the other work areas.		16	8	8	0
	PC19. report immediately to the Superior for any problem		20	10	10	0
			340	182	117	41
	Total	Weightage %		54%	34%	12%
3. TSC/ N9001		50				
Maintain work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly		4	1	2	1
	PC2. Use correct lifting and handling procedures		4	1	2	1
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		3	1	1	1
	PC5. Maintain tools and equipment		4	2	1	1
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		4	1	2	1
	PC8. Report unsafe equipment and other dangerous occurrences		4	1	2	1
	PC9. Ensure that the correct machine guards are in place		3	1	1	1
	PC10. Work in a comfortable position with the correct posture		3	1	1	1
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		3	1	1	1
	PC12. Dispose of waste safely in the designated location		4	1	2	1
	PC13. Store cleaning equipment safely after use		3	1	1	1
	PC14. Carry out cleaning according to schedules and limits of		4	1	2	1

Assessment Criteria

	responsibility					
			50	15	21	14
	Total	Weightage %		30%	42%	28%
4.TSC/ N9002 Working in a team	PC1. be accountable to the own role in whole process	50	5	3	1	1
	PC2. perform all roles with full responsibility		4	2	1	1
	PC3. be effective and efficient at workplace		4	1	2	1
	PC4. properly communicate about company policies		4	1	1	2
	PC5. report all problems faced during the process		4	1	1	2
	PC6. talk politely with other team members and colleagues		4	1	1	2
	PC7. submit daily report of own performance		5	2	2	1
	PC8. adjust in different work situations		4	2	1	1
	PC9. give due importance to others' point of view		4	1	1	2
	PC10. avoid conflicting situations		4	1	2	1
	PC11. develop new ideas for work procedures		4	1	2	1
	PC12. improve upon the existing techniques to increase process efficiency		4	1	2	1
			50	17	17	16
	Total		Weightage %		34%	34%
5. TSC/ N9003 Maintain health, safety and security at workplace	PC1. comply with health and safety related instructions applicable to the workplace	100	5	2	2	1
	PC2. use and maintain personal protective equipment such as " ear plug" " nose mask " " head cap" etc., as per protocol		5	2	2	1
	PC3. carry out own activities in line with approved guidelines and procedures		4	2	1	1

Assessment Criteria

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

Assessment Criteria

	evacuation when required					
	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
	PC22. communicate the safety plan to everyone		4	2	1	1
	PC23. attach disciplinary rules with the implementation		4	2	1	1
			100	43	34	23
	Total	Weightage %		43%	34%	23%
6. TSC/ N9004 Comply with industry and organisational requirements	PC1. perform own duties effectively	50	4	1	2	1
	PC2. take responsibility for own actions		4	1	2	1
	PC3. be accountable towards the job role and assigned duties		4	2	1	1
	PC4. take initiative and innovate the existing methods		3	1	1	1
	PC5. focus on self-learning and improvement		4	1	2	1
	PC6. co-ordinate with all the team members and colleagues		4	1	2	1
	PC7. communicate politely		4	1	1	2
	PC8. avoid conflicts and miscommunication		4	1	2	1
	PC9. know the 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
			50	18	19	13

Assessment Criteria

	Total	Weightage %		36%	38%	26%
	Total		750	375	248	127
Grand Total-1 (Subject Domain)		750				