QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR

Contents

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 – Sizing Machine Operator

SECTOR: TEXTILE

SUB-SECTOR: WEAVING

OCCUPATION: WEAVING PREPARATORY

REFERENCE ID: TSC/Q 2103

ALIGNED TO: NCO-2004 / 8262.45

Brief Job Description: Sizing machine operator is a job-role in a weaving preparatory department. The responsibility of a Sizing machine operator is to run the Sizing Machine efficiently so as to get maximum output with minimum defects giving due importance to safety and environment aspects

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

Job Details

Qualifications Pack Code	**TSC/Q 2103**		
Job Role	**Sizing Machine Operator**		
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	**Sizing Machine Operator**
Role Description	To run a Sizing Machine efficiently so as to get maximum output with minimum defects, giving due importance to safety & environmental aspects
NSQF level	4
Minimum Educational Qualifications	Preferably Class 10th
Maximum Educational Qualifications	N/A
Training (Suggested but not mandatory)	Preferably training in weaving preparatory department
Experience	Not essential
National Occupational Standards (NOS)	**Compulsory:** 1. TSC/N2106 (Taking charge of shift and handing over shift to operator) 2. TSC/N2107 (Run the machine) 3. TSC/N9001(Maintain work area, tools and machines) 4. TSC/N9002 (Working in a team) 5. TSC/N09003(Maintain health, safety and security at work place) 6. TSC/N9004(Comply with industry & organizational requirements) **Optional:** Not Applicable
Performance Criteria	As described in the relevant OS units

Glossary of Key Terms

Table 1: Glossary of Key Terms

Definitions

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

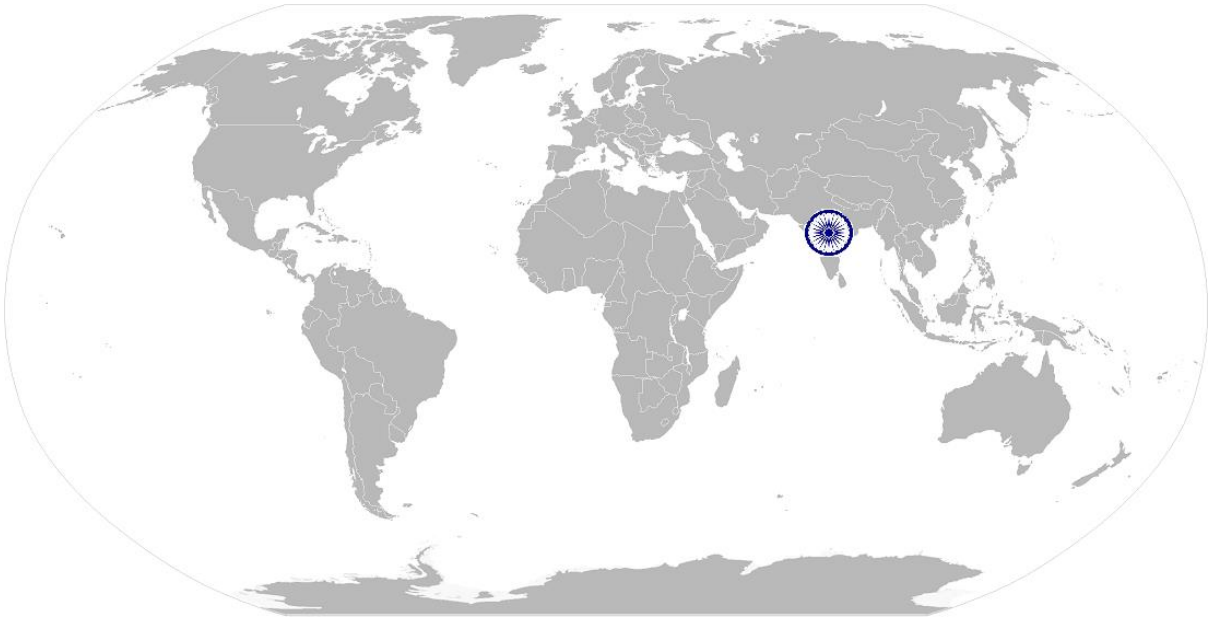
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in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

Acronyms

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

TSC/N 2106 **Taking charge of shift and handing over shift to operator**

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 2106 **Taking charge of shift and handing over shift to operator**

National Occupational Standard

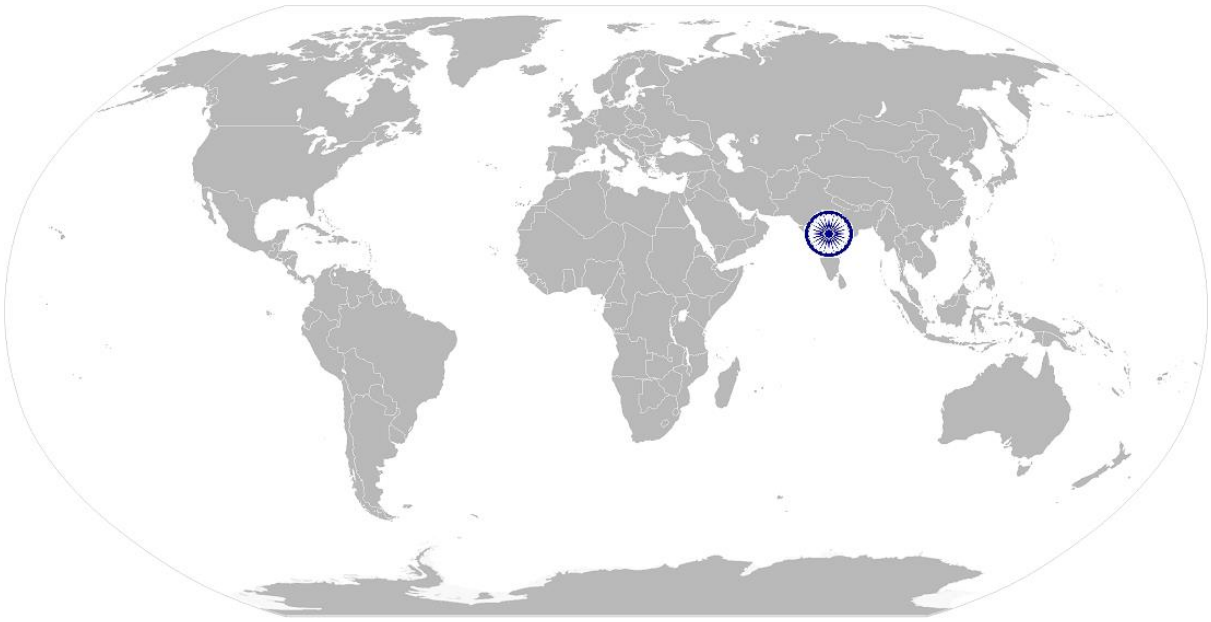
Unit Code	**TSC/2106**
Unit Title (Task)	**Taking charge of shift and handing over shift to operator**
Description	This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift operator
Scope	**This unit/task covers the following:** ▪ Taking charge of the shift ▪ Handing over the shift
Performance Criteria (PC) w.r.t. the Scope	
Elements	**Performance Criteria**
Take Charge of the 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 " chalk", " pen" " knife" etc. PC3. meet the previous shift sizer , 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. check the condition of the running beams , machine, performance of the yarn running for the running program PC5. check whether all the stop motions work in good condition PC6. take " job cards" for the next programs, from the higher authority. PC7. check availability of the warping beams & the empty sizing beams required for the next programs PC8. check the quality of the warped beams for the damage, particularly near the flanges PC9. check the cleanliness of the machines & other work areas PC10. check whether any spare/raw material/ tool /any other material is thrown under the machines or in the other work areas. PC11. question the previous shift sizer 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 the Shift	PC12. hand over the shift to the incoming sizer in a proper manner & get clearance from the incoming counterpart before leaving the work spot PC13. 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. in that case, the shift has to be properly handed over to the incoming shift superior & get clearance from him/ her, before leaving the work spot PC14. 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 & standard operating procedures (SOP) KA2. awareness &knowledge of customers KA3. potential hazards associated with the machines and the safety precautions must be taken KA4. protocol to obtain more information on work related tasks KA5. how to 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
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. minimum quality requirements of the product with respect to permissible/non-permissible defects KB2. beam quality particulars such as count, ends,etc KB3. yarns from natural fibers - cotton, silk, wool KB4. yarns from manmade fibers - polyester, nylon, viscose KB5. blended yarns - polyester cotton, polyester viscose KB6. conventional sizing machine KB7. modern sizing machines KB8. shade variation KB9. soft sized beams KB10. size patches KB11. sunken ends KB12. sizing stain KB13. beam centre oil KB14. safety mechanisms of the machines & should ensure that the same are in order KB15. how to stop motions & should ensure that the same are in order KB16. about the functional operations of the machines, where he/ she is working
Skills (S)	
A. Generic/Core skills	**Participation**
	You need to know and understand how to: SA1. plan and manage work routine based on instructions from supervisor SA2. participate willingly in the various programs/ meetings that will be SA3. conducted by the Superiors & put forth the suggestions in the interest of the company

	SA4. participate willingly in the " quality circles" that will be formed by the superiors SA5. extend voluntary supports and adapt to the various procedures that SA6. will be adopted by the company with respect to compliances for the SA7. different certifications like " ISO 9001", " ISO 14001", SA 8001" GOTS certification " Fair Trade " etc.
	Writing Skills
	You need to know and understand how to: SA8. write clear and short sentences
	Reading Skills
	You need to know and understand how to: SA9. comprehend written instructions SA10. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA11. communicate in local language orally SA12. communicate with supervisor appropriately SA13. 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. about “sizing creel capacity” SC2. how to produce sized beams free from “ shade variation” , “ soft size” “ size Patches” , “ Sunken Ends” , “ Cut & Missing Ends” etc.

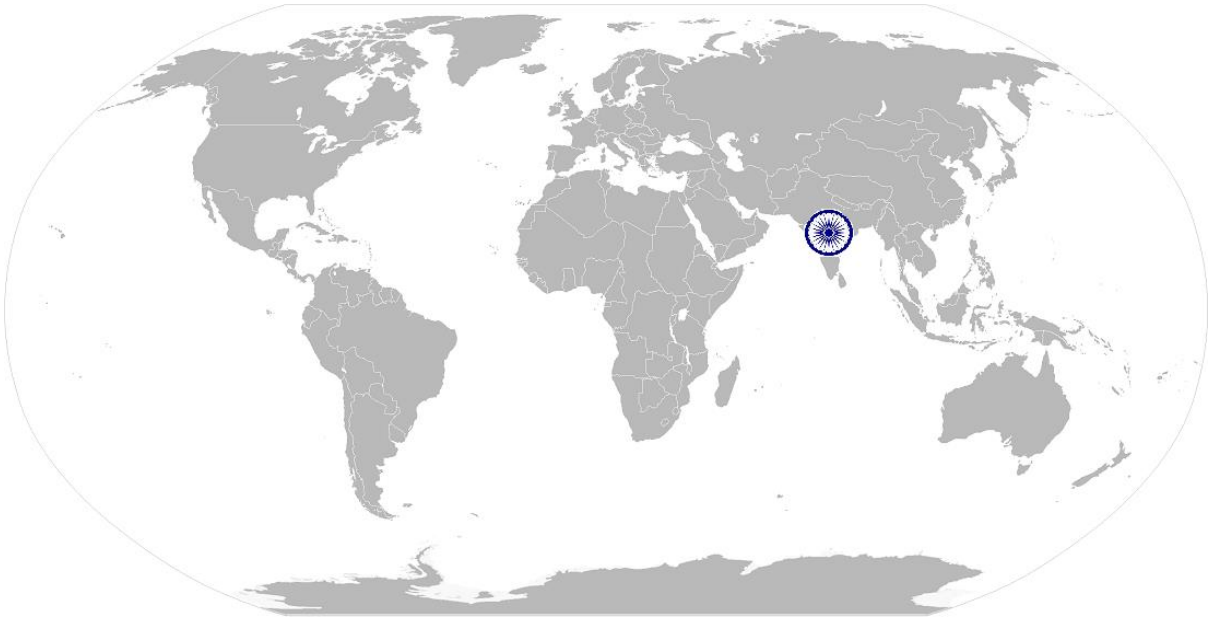
NOS Version Control

NOS Code	TSC/N 2106		
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



TSC/N 2107 **Run the machine**

National Occupational Standard



Overview

This unit provides performance criteria, knowledge & understanding and skills & abilities required to run a Sizing machine

TSC/N 2107 **Run the machine**

National Occupational Standard

Unit Code	**TSC/2106**
Unit Title (Task)	**Run the machine**
Description	This unit provides performance criteria ,knowledge & understanding and skills & abilities required to run a Sizing machine , by attending to breakages, & imparting to size to the beams, so as to get maximum output & minimum defects, without entertaining any damage to the people, the machine etc., without wasting much of raw materials, spares, tools etc., & without spoiling the environmental aspects.
Scope	This unit/task covers the following: ▪ Set changing ▪ Running the machine ▪ Doffing of sized beams ▪ Other work practices
Performance Criteria (PC) w.r.t. the Scope	
Elements	**Performance Criteria**
Set Changing	To be competent, you must be able to: PC1. clean the sizing creel & the sizing machine after the run out of the previous program. PC2. bring the warped beams for the next set to the sizing from the warping PC3. creel the warped beams in the sizing creel as instructed PC4. knot the ends from the creeled warped beams with that of the old warp sheet from the previous set. PC5. paste tape on the warp sheet, so as to enable the lease to be applied PC6. check with higher authority whether single sow box or double show Boxes t o be used for the next set
Running The Machine	PC7. pull warp sheet from the creeled warping beam according to the requirement of the sow box/ sow boxes, PC8. clean the sow box/ sow boxes. before the knots reach the sow box/ sow boxes PC9. switch on " size pump" , " sow box steam valve", " squeeze roller pressure valve", " moisture control " etc. once the size is filled in the sow box/ sow boxes PC10. activate impression rollers PC11. ensure that the size is not boiled in excess than required and splash in the warp sheet to avoid size patches PC12. check the viscosity & refract meter reading for the size in the sow box/ sow boxes. PC13. check the drying cylinders temperature quite often PC14. apply " lease' as advised PC15. mend the " lappers" PC16. activate hydraulic rollers, when the machine is running. to ensure the required pressure. PC17. ensure that no space is left near the flanges in both the sides

TSC/N 2107 **Run the machine**

	PC18. ensure that no warp thread is overlapped, particularly near the flanges in both the sides PC19. ensure that the "leasing area" .comb area" etc... are free from waste. PC20. ensure moisture control & temperature control are properly functioning PC21. weigh each & every beam on completion and check the size pick up PC22. correct the migration of ends PC23. note down the lapper details, migration details etc. in the performance log note book. PC24. check the Stretch Control
Doffing Of Sized Beams	PC25. paste the gum tape on the beam just 2-3 metres before the end of each PC26. paste the another tap on the beam after the completion of the beam PC27. write the following details on the " beam ticket" and the same has to be pasted in the flange outer of the beam after the completion of each Of the beam:- a) Count b) Set No. c) Beam No. d) Total Ends e) Beam Metres PC28. note the following set details in the " sizing production register 'after the completion of the Set, " a) Count b) Set No. c) Beam No. d) Total Ends e) Beam Metres f) Size Pick Up g) No. Of Lappers h) No Of Migra
Other Work Practices	PC29. keep the " lease rope", ready so as to apply the lease, when required PC30. not touch the machine, when it is running. PC31. drench the gum tape in water before the tape is wasted, so that the tape doesn't peel off, easily. PC32. check with higher authority in advance (before the set is completed) for the continuous use of the size in the sow box/ sow boxes or for the collection of the same in can/ cans PC33. 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 being given PC34. ensure that no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in the other work areas. PC35. run the sizing machine in the speed, as advised PC36. check for the reasons for the frequent breakages, the reasons that could be corrected by himself/ herself should be corrected otherwise, the same has to be reported to the superiors PC37. report immediately to supervisor for any machine faults

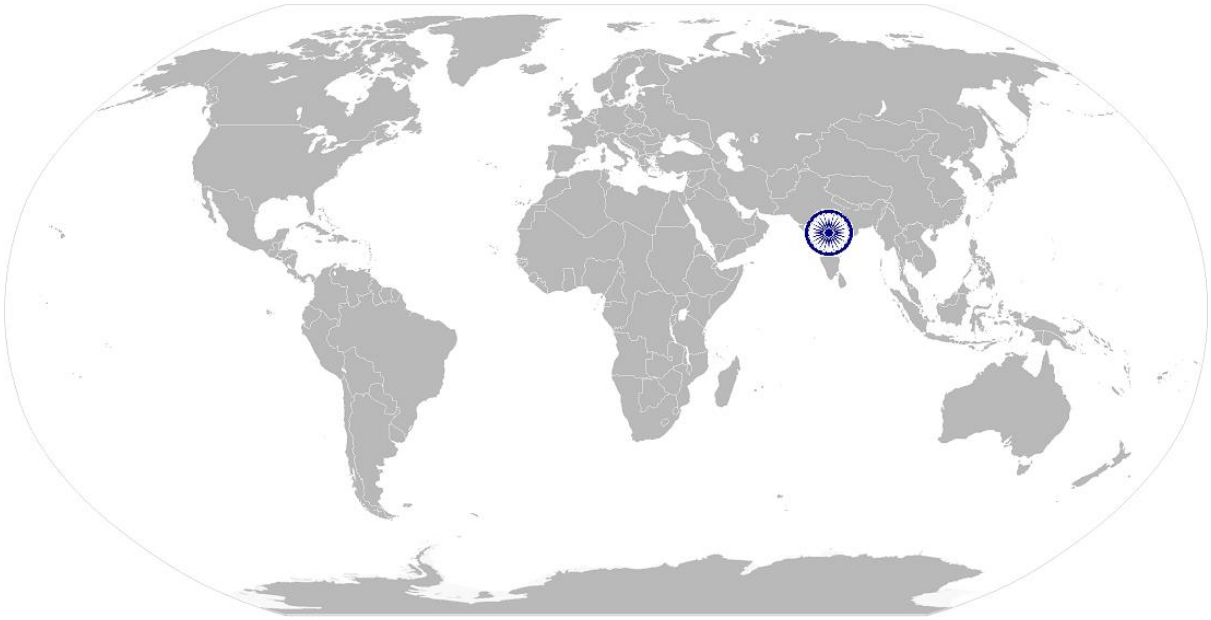
TSC/N 2107 **Run the machine**

Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA15. the organization's policies & standard operating procedures (SOP) KA16. awareness & knowledge of customers KA17. potential hazards associated with the machines and the safety precautions must be taken KA18. protocol to obtain more information on work related tasks KA19. how to contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipments KA20. details of the various job rolls & responsibilities KA21. documentation and reporting formats KA22. work targets & review machine with superiors KA23. protocol and format for reporting work related risks/ problems KA24. method of obtaining /giving feed back with respect to performance KA25. importance of team work .harmonious working relationships KA26. process for offering /obtaining work related assistance KA27. responsibilities under health, safety and environmental legislation KA28. guidelines for storage & disposal of waste materials
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB17. minimum quality requirements of the product with respect to permissible/non-permissible defects KB18. beam quality particulars such as count, ends,etc KB19. yarns from natural fibers - cotton, silk, wool KB20. yarns from manmade fibers - polyester, nylon, viscose KB21. blended yarns - polyester cotton, polyester viscose KB22. conventional sizing machine KB23. modern sizing machines KB24. shade variation KB25. soft sized beams KB26. size patches KB27. sunken ends KB28. sizing stain KB29. beam centre oil KB30. safety mechanisms of the machines & should ensure that the same are in order KB31. how to stop motions & should ensure that the same are in order KB32. about the functional operations of the machines, where he/ she is working
Skills (S)	
A. Core/Generic Skills	**Participation**
	You need to know and understand how to: SA1. plan and manage work routine based on instructions from supervisor SA2. participate willingly in the various programs/ meetings that will be SA3. conducted by the superiors & put forth the suggestions in the interest of

	the company SA4. participate willingly in the " quality circles" that will be formed by the superiors SA5. extend voluntary supports and adapt to the various procedures that SA6. will be adopted by the company with respect to compliances for the SA7. different certifications like " ISO 9001", " ISO 14001", SA 8001" GOTS certification " Fair Trade " etc.
	Writing Skills
	You need to know and understand how to: SA8. write clear and short sentences
	Reading Skills
	You need to know and understand how to: SA9. comprehend written instructions SA10. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA11. communicate with supervisor appropriately SA12. talk to others to convey information effectively
B. Professional Skills	**Problem Solving**
	You need to know and understand how to: SB8. identify the real reason of problem faced SB9. apply problem-solving approaches in different situations SB10. refer anomalies to the supervisor SB11. seek clarification on problems from others
	Attention to Detail
	You need to know and understand how to: SB12. apply good attention to detail SB13. check your work is complete and free from errors SB14. make sure every kind of communication is error free
C. Technical Skills	You need to know and understand : SC3. about “sizing creel capacity” SC4. how to produce sized beams free from “ shade variation” , “ soft size” “ size patches” , “ Sunken Ends” , “ Cut & Missing Ends” etc.

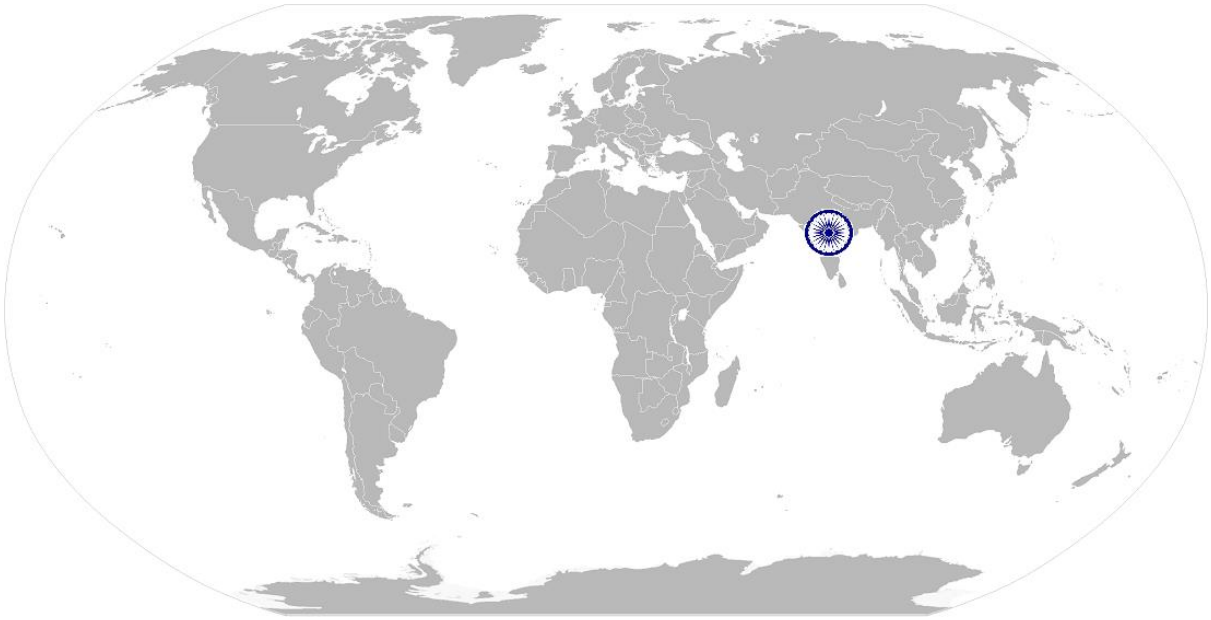
NOS Version Control

NOS Code	TSC/N 2106		
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



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.

National Occupational Standard

Unit Code	TSC/ N9001
Unit Title (Task)	**Maintaining work area, tools and machines**
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit/task covers the following: Proper maintaining of work area and activities
Performance Criteria (PC) w.r.t. the Scope	
Elements	**Performance Criteria**
Maintain the work area, tools and machines	To be competent, you must be able to: PC1. handle materials, machinery, equipment and tools with care and use them in the correct way PC2. use correct lifting and handling procedures PC3. use materials to minimize waste PC4. maintain a clean and hazard free working area PC5. maintain tools and equipment PC6. carry out running maintenance within agreed schedules PC7. carry out maintenance and/or cleaning within one's responsibility PC8. report unsafe equipment and other dangerous occurrences PC9. ensure that the correct machine guards are in place PC10. work in a comfortable position with the correct posture PC11. use cleaning equipment and methods appropriate for the work to be carried out PC12. dispose of waste safely in the designated location PC13. store cleaning equipment safely after use PC14. carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. personal hygiene and duty of care KA2. safe working practices and organizational standard operating procedures (SOP) KA3. limits of your own responsibility KA4. ways of resolving with problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with supervisors KA7. the lines of communication, authority and reporting procedures KA8. the organization's rules, codes and guidelines (including timekeeping) KA9. the company's quality standards KA10. the importance of complying with written instructions KA11. equipment operating procedures / supervisor's instructions
B. Technical	You need to know and understand:

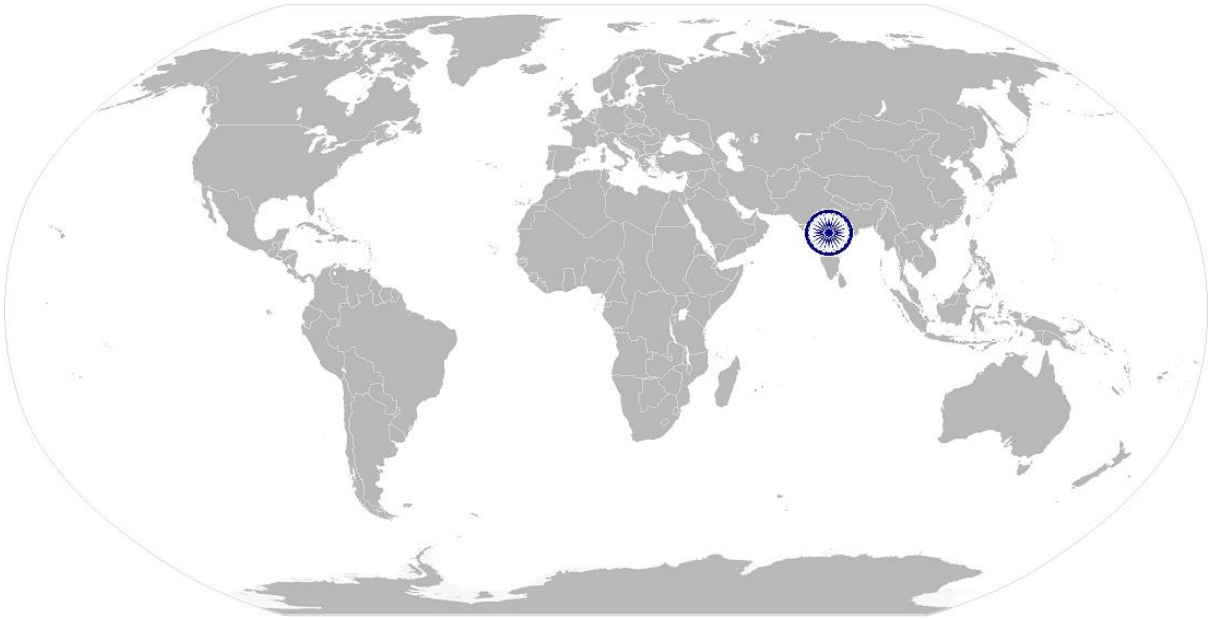
TSC/ N9001 **Maintaining work area, tools and machine**

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 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

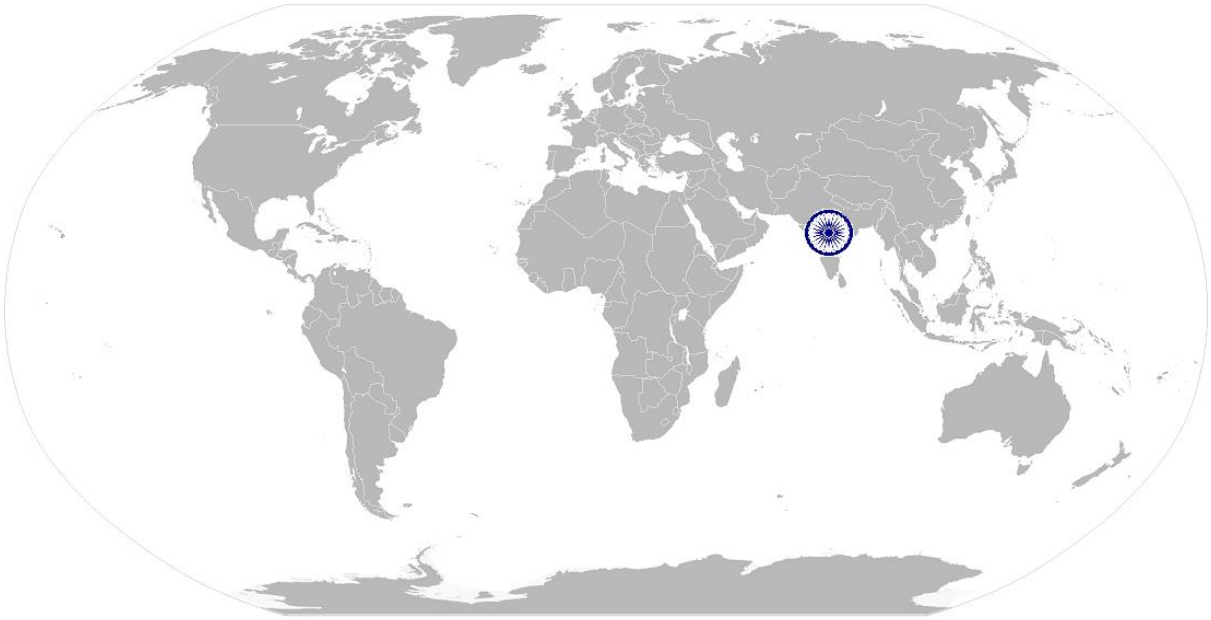
TSC/ N9001 **Maintaining work area, tools and machine**

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	01/03/16



National Occupational Standard



Overview

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

TSC/ N9002 **Working in a team**

National Occupational Standard

Unit Code	**TSC/ N9002**
Unit Title (Task)	**Working in a team**
Description	This unit is about working as a team member in the textile industry
Scope	**This unit/task covers the following:** ▪ commitment and trust ▪ communication ▪ adaptability ▪ creative freedom

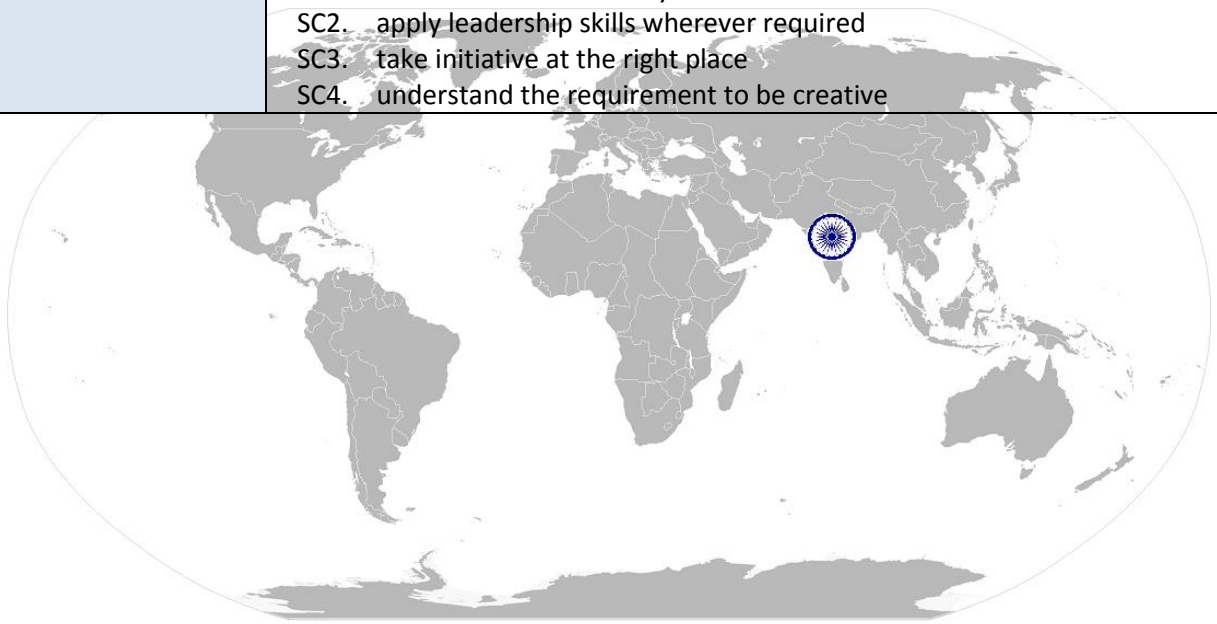
Performance Criteria (PC) w.r.t. the Scope	
Elements	**Performance Criteria**
Commitment and trust	To be competent, you must be able to: PC1. be accountable to the own role in whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
Communication	PC4. properly communicate about company policies PC5. report all problems faced during the process PC6. talk politely with other team members and colleagues PC7. submit daily report of own performance
Adaptability	PC8. adjust in different work situations PC9. give due importance to others' point of view PC10. avoid conflicting situations
Creative freedom	PC11. develop new ideas for work procedures PC12. improve upon the existing techniques to increase process efficiency

Knowledge and Understanding (K)	
A. Organizational Context	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. procedure followed to get the final output in the mill KA3. safe working practices to be adopted in textile mill KA4. reporting to the supervisor or higher authority about any grievances faced
B. Technical Knowledge	KB1. the importance of the previous and next step of the process KB2. process flow in a textile mill and the concerned workers KB3. material flow in a textile mill and the required person KB4. functions of different parts of the machine KB5. tools and equipments used KB6. guidelines for operating the machine KB7. safety procedures to be followed in the machine

Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	You need to know and understand how to: SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application
	Reading Skills

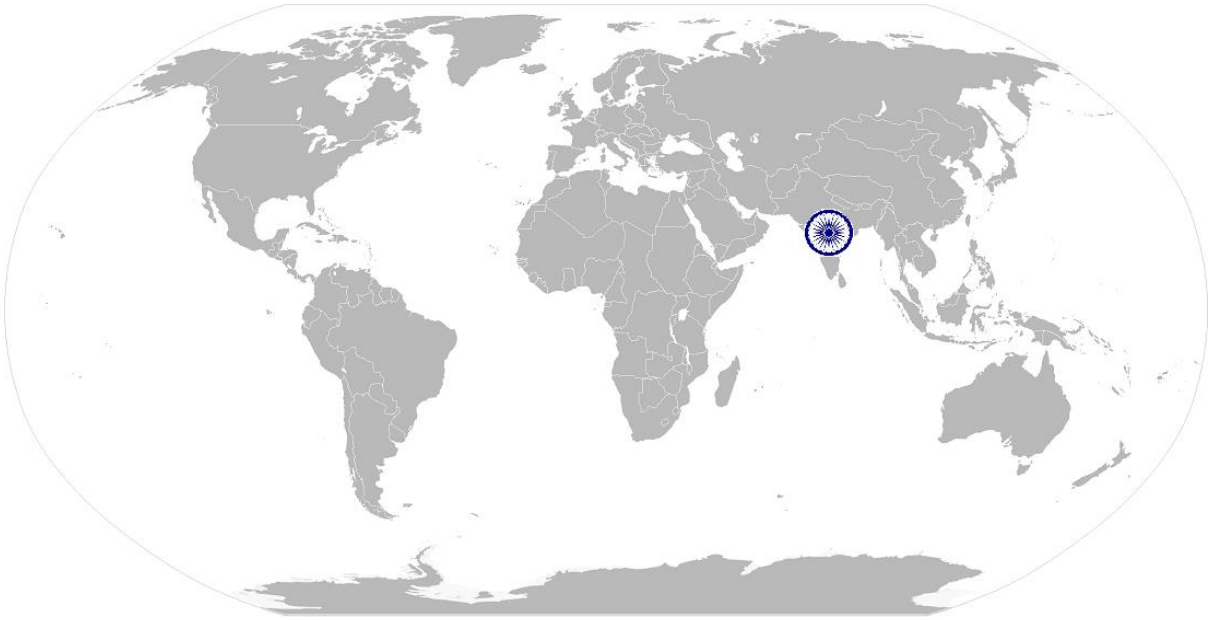
TSC/ N9002 **Working in a team**

	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

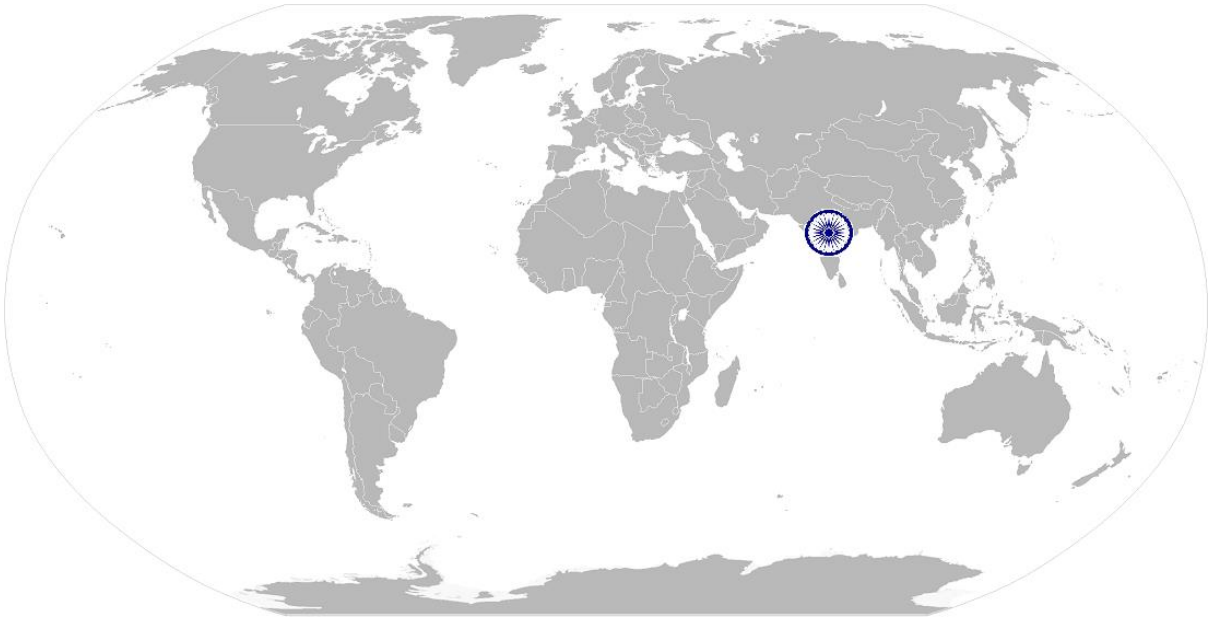


NOS Version Control

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	01/03/16



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**

National Occupational Standard

Unit Code	**TSC/ N9003**
Unit Title (Task)	**Maintain health, safety and security at work place**
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	**This unit/task covers the following:** ▪ comply with health, safety and security requirements at work ▪ recognizing the hazards ▪ planning the safety techniques ▪ Implementing the programs

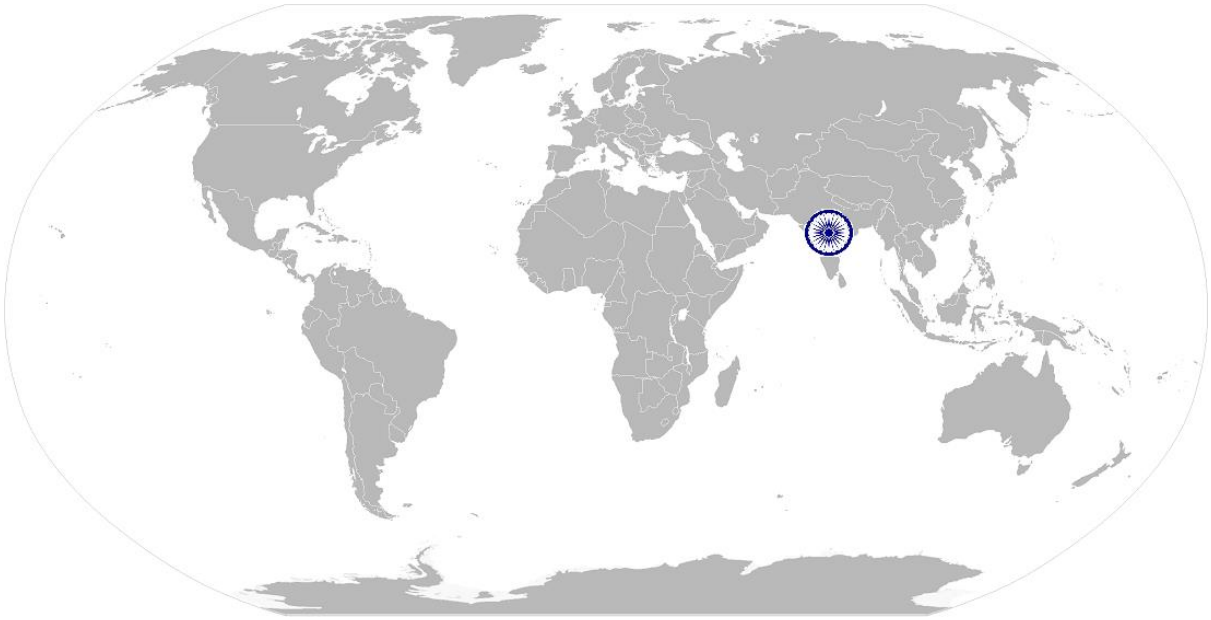
Performance Criteria (PC) w.r.t. the Scope	
Elements	**Performance Criteria**
Comply with health, Safety and security requirements at work	To be competent, operator must be able to: PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective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

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

Planning the safety techniques	PC21. recognise different measures to curb the hazards
Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. 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 standard operating procedures (SOP)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. comprehende 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

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

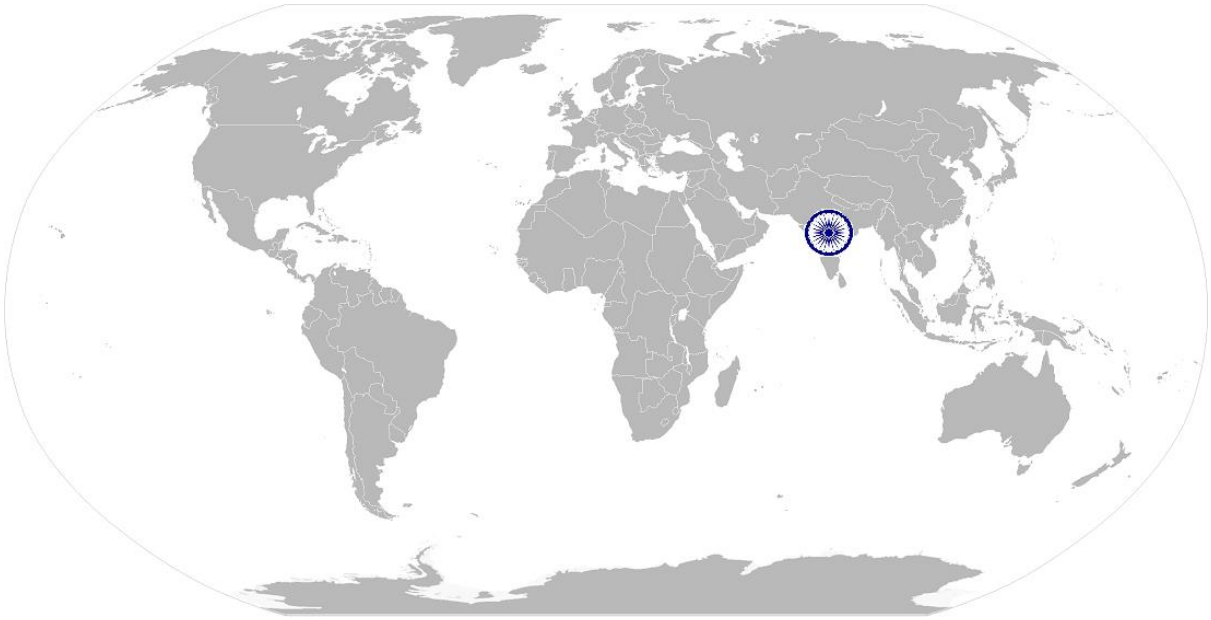
	SB3. raise alarm in case of emergency
	Analytical Thinking
	SB4. know the use of correct safety measure whenever required
	Attention to Detail
	SB5. be attentive to details SB6. be careful to avoid occurrence of hazards
C. Technical Skills	You need to know and understand : SC1. maintenance of neatness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



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

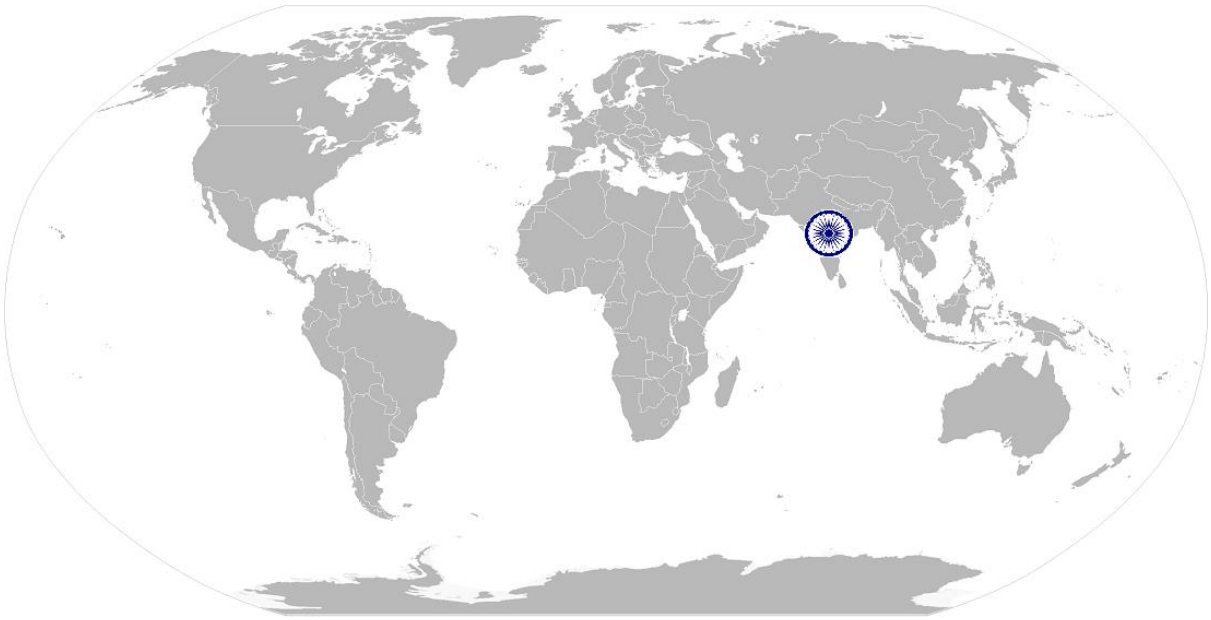
NOS Version Control

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	01/03/16



TSC/N 9004 **Comply with industry and organizational requirements**

National Occupational Standard



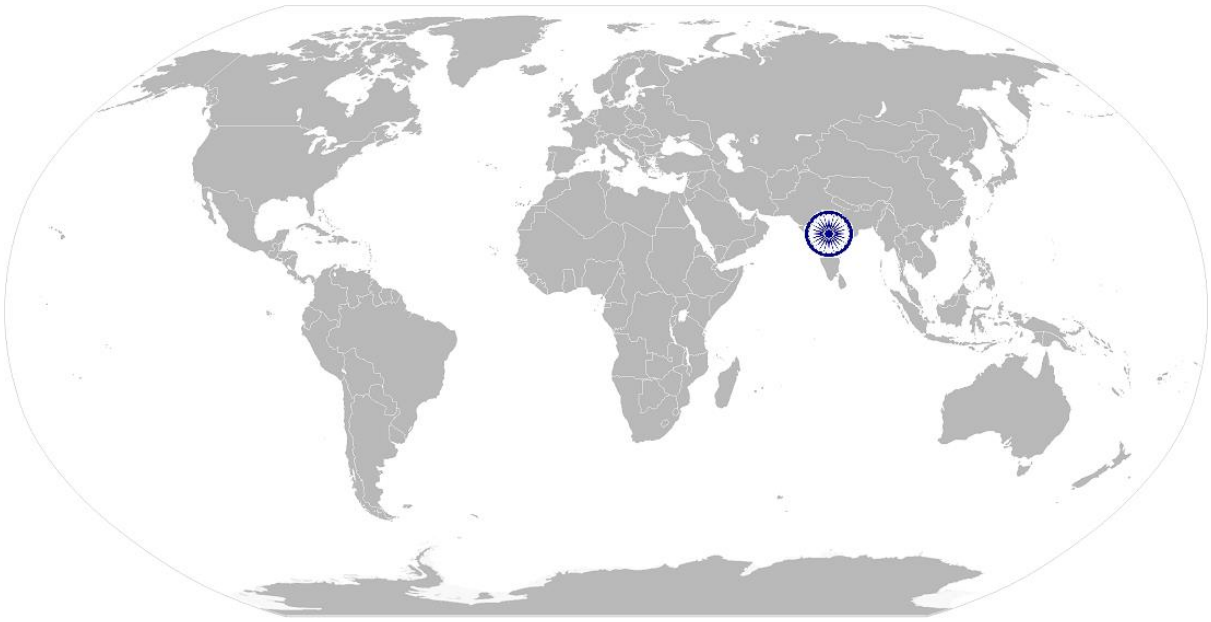
Overview

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

National Occupational Standard

Unit Code	TSC/ N9004
Unit Title (Task)	**Comply with industry and organizational requirements**
Description	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry
Scope	**This unit/task covers the following:** ▪ self development ▪ team work ▪ organizational standards ▪ industry standards
Performance Criteria (PC) w.r.t. the Scope	
Elements	**Performance Criteria**
Self- development	To be competent, you must be able to: PC1. perform own duties effectively PC2. take responsibility for own actions PC3. be accountable towards the job role and assigned duties PC4. take initiative and innovate the existing methods PC5. focus on self-learning and improvement
Team work	PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication
Organizational standards	PC9. know the organisational standards PC10. implement them in your performance PC11. motivate others to follow them
Industry standards	PC12. know the industry standards PC13. align them with organisation standards
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. reporting to the supervisor or higher authority KA3. knowledge of organization standards KA4. knowledge of industry standards
B. Technical Knowledge	You need to know and understand: KB1. process and material flow in a textile mill KB2. importance of complying with the standards KB3. guidelines for cleaning the various parts of machine
Skills (S)	
A. Core Skills/ Generic Skills	**Writing Skills**
	You need to know and understand how to: SA1. write clear and short sentences

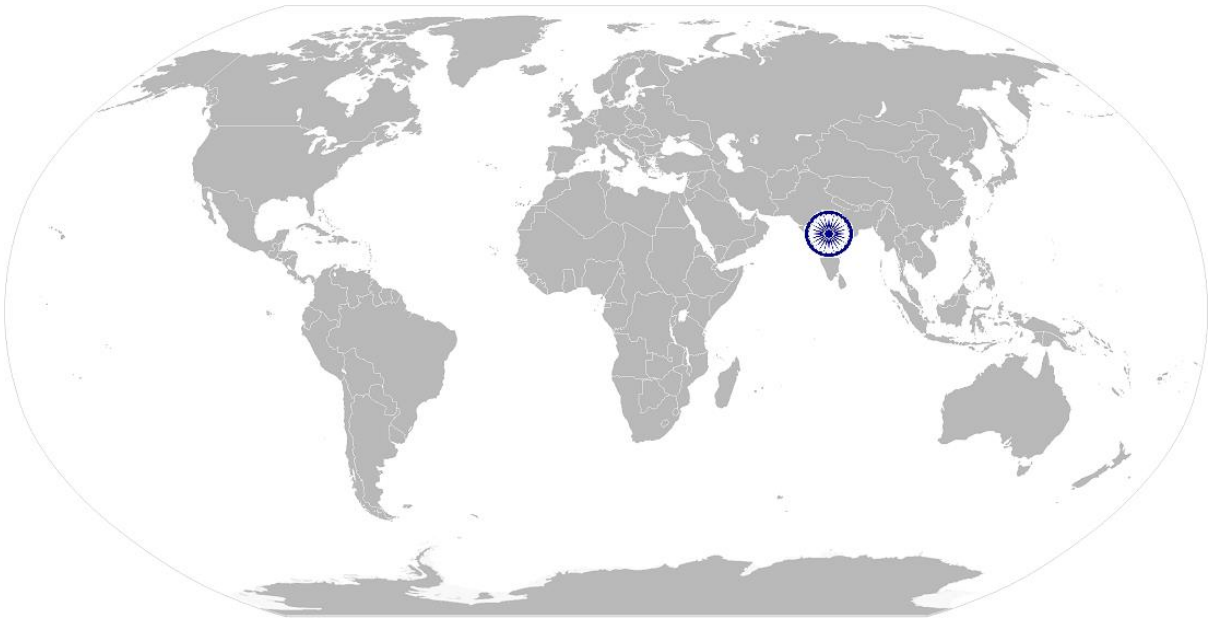
	Reading Skills
	You need to know and understand how to: SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	SA3. talk effectively with others SA4. put forward your point SA5. listen to others
B. Technical skills	you need to know and understand : SC1. Organizational 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	01/03/16



NOS
National Occupational Standards

Assessment Criteria

Job Role: Warper - Sizing Machine Operator
Qualification Pack: Warper - TSC/Q 2103
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/N2106 Taking charge of shift and handing over shift to operator	PC1. Come at least 10 - 15 minutes earlier to the work spot	**160**	**12**	**12**	**0**	**0**
	PC2. Check for the necessary items like " chalk", " pen", " knife" etc		**12**	**6**	**6**	**0**
	PC3. . Meet the previous shift warper , 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.		**12**	**6**	**3**	**3**
	PC4. Check the condition of the running beams , machine, performance of the yarn running for the running program		**12**	**6**	**3**	**3**
	PC5. Check whether all the stop motions work in good condition		**12**	**8**	**4**	**0**
	PC6. Take "job cards" for the next programs, from the higher authority.		**10**	**8**	**2**	**0**
	PC7. check availability of the warping beams & the empty sizing beams required for the next programs		**10**	**6**	**4**	**0**

Assessment Criteria

	PC8. check the quality of the warped beams for the damage, particularly near the flanges		**12**	**8**	**2**	**2**
	PC9. Check the cleanliness of the machines & other work areas.		**10**	**4**	**3**	**3**
	PC10. Check whether any spare/raw material/ tool /any other material are thrown under the machines or in the other work areas.		**10**	**6**	**2**	**2**
	PC11. Ask question to the previous shift warper 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.		**12**	**8**	**2**	**2**
	PC12. Hand over the Shift to the incoming Warper in a proper manner & get clearance from the incoming counterpart before leaving the work spot.		**12**	**8**	**3**	**1**
	PC13. 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. In that case, the shift has to be properly handed over to the incoming shift Superior & get clearance from Him/ Her, before leaving the work spot.		**12**	**8**	**3**	**1**
	PC14. 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		**12**	**6**	**3**	**3**
			160	**100**	**40**	**20**
	Total	**Weight age %**		**63%**	**25%**	**12%**
2. TSC/N2107 Run the	PC1. Clean the sizing creel & the sizing machine after the run out	**340**	**10**	**6**	**2**	**2**

Assessment Criteria

machine	of the previous program.					
	PC2. bring the warped beams for the next set to the sizing from the warping		**10**	**8**	**0**	**2**
	PC3. creel the warped beams in the sizing creel as instructed		**10**	**8**	**0**	**2**
	PC4. Knot the ends from the creeled warped beams with that of the old warp sheet from the previous set.		**10**	**5**	**5**	**0**
	PC5. paste tape on the warp sheet, so as to enable the lease to be applied		**10**	**5**	**5**	**0**
	PC6. check with higher authority whether single sow box or double		**8**	**4**	**2**	**2**
	PC7. pull warp sheet from the creeled warping beam according to the requirement of the sow box/ sow boxes,		**10**	**5**	**5**	**0**
	PC8. Clean the sow box/ sow boxes. before the knots reach the sow box/ sow boxes		**8**	**3**	**3**	**2**
	PC9. switch on " size pump" , " sow box steam valve", " squeeze roller pressure valve", " moisture control " etc. once the size is filled in the sow box/ sow boxes		**10**	**4**	**3**	**3**
	PC10. activate impression rollers		**8**	**4**	**2**	**2**
	PC11. ensure that the size is not boiled in excess than required and splash in the warp sheet to avoid size patches		**10**	**8**	**0**	**2**
	PC12. Check the viscosity & refract meter reading for the size in the sow box/ sow boxes.		**10**	**4**	**4**	**2**
	PC13. check the drying cylinders temperature quite often		**10**	**8**	**0**	**2**
	PC14. apply " lease' as advised		**8**	**6**	**2**	**0**
	PC15. mend the " lappers"		**10**	**8**	**2**	**0**

Assessment Criteria

	PC16. Activate hydraulic rollers, when the machine is running. To ensure the required pressure.		**10**	**8**	**2**	**0**
	PC17. ensure that no space is left near the flanges in both the sides		**10**	**8**	**2**	**0**
	PC18. ensure that no warp thread is overlapped, particularly near the flanges in both the sides		**10**	**6**	**4**	**0**
	PC19. Ensure that the "leasing area" .comb area" etc. are free from waste.		**10**	**6**	**4**	**0**
	PC20. ensure moisture control & temperature control are properly functioning		**8**	**4**	**2**	**2**
	PC21. weigh each & every beam on completion and check the size pick up		**8**	**4**	**2**	**2**
	PC22. correct the migration of ends		**8**	**4**	**2**	**2**
	PC23. Note down the lapper details, migration details etc. in the performance log note book.		**8**	**4**	**2**	**2**
	PC24. check the Stretch Control		**8**	**4**	**2**	**2**
	PC25. paste the gum tape on the beam just 2-3 meters before the end of each		**8**	**4**	**2**	**2**
	PC26. paste the another tap on the beam after the completion of the beam		**8**	**4**	**2**	**2**
	PC27. write the following details on the " beam ticket" and the same has to be pasted in the flange outer of the beam after the completion of each Of the beam:- a) Count b) Set No. c) Beam No. d) Total Ends e) Beam Meters		**10**	**6**	**2**	**2**

Assessment Criteria

	PC28. Note the following set details in the "sizing production register 'after the completion of the Set, " a) Count b) Set No. c) Beam No. d) Total Ends e) Beam Meters f) Size Pick Up g) No. Of Lappers h) No Of Migra		**10**	**6**	**2**	**2**
	PC29. keep the " lease rope", ready so as to apply the lease, when required		**8**	**4**	**4**	**0**
	PC30. Not touch the machine, when it is running.		**8**	**3**	**5**	**0**
	PC31. Drench the gum tape in water before the tape is wasted, so that the tape doesn't peel off , easily.		**8**	**3**	**5**	**0**
	PC32. check with higher authority in advance (before the set is completed) for the continuous use of the size in the sow box/ sow boxes or for the collection of the same in can/ cans		**8**	**2**	**6**	**0**
	PC33. 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 being given		**10**	**4**	**6**	**0**
	PC34. Ensure that no raw material/ cloth/ spare/ tool / any other material is thrown under/ near the machines or in the other work areas.		**10**	**3**	**7**	**0**
	PC35. run the sizing machine in the speed, as advised		**10**	**3**	**7**	**0**
	PC36.check for the reasons for the frequent breakages, the reasons that could be corrected by himself/ herself should be corrected otherwise, the same		**10**	**2**	**7**	**1**

Assessment Criteria

	has to be reported to the superiors					
	PC37. report immediately to supervisor for any machine faults		**10**	**4**	**5**	**1**
			340	**182**	**117**	**41**
	Total	**Weight age %**		**54%**	**34%**	**12%**
4. TSC/ N9001 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 responsibility		**4**	**1**	**2**	**1**

Assessment Criteria

			50	**15**	**21**	**14**
	Total	**Weight age %**		**30%**	**42%**	**28%**
5.TSC/ N9002 Working in a team	PC1. Be accountable to the own role in whole process		**5**	**3**	**1**	**1**
	PC2. Perform all roles with full responsibility		**4**	**2**	**1**	**1**
	PC3. Be effective and efficient at workplace		**4**	**1**	**2**	**1**
	PC4. Properly communicate about company policies		**4**	**1**	**1**	**2**
	PC5. Report all problems faced during the process		**4**	**1**	**1**	**2**
	PC6. Talk politely with other team members and colleagues		**4**	**1**	**1**	**2**
	PC7. Submit daily report of own performance		**5**	**2**	**2**	**1**
	PC8. Adjust in different work situations		**4**	**2**	**1**	**1**
	PC9. Give due importance to others' point of view		**4**	**1**	**1**	**2**
	PC10. Avoid conflicting situations		**4**	**1**	**2**	**1**
	PC11. Develop new ideas for work procedures		**4**	**1**	**2**	**1**
	PC12. Improve upon the existing techniques to increase process efficiency		**4**	**1**	**2**	**1**
			50	**17**	**17**	**16**
	Total	**Weight age %**		**34%**	**34%**	**32%**
6. TSC/ N9003 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace		**5**	**2**	**2**	**1**
	PC2. Use and maintain personal protective equipment as per protocol		**5**	**2**	**2**	**1**
	PC3. Carry out own activities in line with approved guidelines and procedures		**4**	**2**	**1**	**1**
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		**4**	**2**	**1**	**1**

Assessment Criteria

	PC5. Follow environment management system related procedures		**4**	**2**	**1**	**1**
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		**5**	**2**	**2**	**1**
	PC7. Report any service malfunctions that cannot be rectified		**4**	**2**	**1**	**1**
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		**4**	**1**	**2**	**1**
	PC9. Safely handle and move waste and debris		**4**	**1**	**2**	**1**
	PC10. Minimize health and safety risks to self and others due to own actions		**5**	**2**	**2**	**1**
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		**4**	**2**	**0**	**2**
	PC12. Monitor the workplace and work processes for potential risks and threats		**5**	**2**	**2**	**1**
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		**5**	**2**	**2**	**1**
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		**4**	**1**	**2**	**1**
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		**4**	**2**	**2**	**0**
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		**5**	**2**	**2**	**1**
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		**5**	**2**	**2**	**1**
	PC18. Follow organization procedures for shutdown and evacuation when required		**4**	**2**	**1**	**1**

Assessment Criteria

	PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		**4**	**2**	**1**	**1**
	PC20. recognize other possible security issues existing in the workplace		**4**	**2**	**1**	**1**
	PC21. recognize different measures to curb the hazards		**4**	**2**	**1**	**1**
	PC22. communicate the safety plan to everyone		**4**	**2**	**1**	**1**
	PC23. attach disciplinary rules with the implementation		**4**	**2**	**1**	**1**
			100	**43**	**34**	**23**
	Total	**Weight age %**		**43%**	**34%**	**23%**
7. TSC/ N9004 Comply with industry and organizational requirements	PC1. perform own duties effectively	**50**	**4**	**1**	**2**	**1**
	PC2. take responsibility for own actions		**4**	**1**	**2**	**1**
	PC3. be accountable towards the job role and assigned duties		**4**	**2**	**1**	**1**
	PC4. take initiative and innovate the existing methods		**3**	**1**	**1**	**1**
	PC5. focus on self-learning and improvement		**4**	**1**	**2**	**1**
	PC6. co-ordinate with all the team members and colleagues		**4**	**1**	**2**	**1**
	PC7. communicate politely		**4**	**1**	**1**	**2**
	PC8. avoid conflicts and miscommunication		**4**	**1**	**2**	**1**
	PC9. know the organizational standards		**4**	**2**	**1**	**1**
	PC10. implement them in your 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 organization standards		**4**	**2**	**1**	**1**
			50	**18**	**19**	**13**
	Total	**Weihtage**		**36%**	**38%**	**26%**

Assessment Criteria

		%				
	Total		**750**	**375**	**248**	**127**
Grand Total		**750**				