

## 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 – Autoconer Tenter

**SECTOR: TEXTILE**

**SUB-SECTOR: SPINNING**

**OCCUPATION: POST SPINNING**

**REFERENCE ID: TSC/ Q 0301**

**ALIGNED TO: NCO-2004 / 8261.85**

**Brief Job Description:** An autoconer tenter is responsible to carry out tenting activities in an autoconer machine. An autoconer tenter should be able to segregate quality cops, creel the cops, ensure proper splicing carry out routine cleaning and maintenance activities, thus producing defect free cone package and ensure proper functioning of autoconer machine. This job requires the individual to have thorough knowledge of process flow and material flow in a spinning mill for yarn production and should know about the important functions and operations of autoconer machine.

**Personal Attributes:** An autoconer tenter should have good eyesight, hand-eye-leg coordination, motor skills and vision. He/she should also have good interpersonal skills.

Job Details	Qualifications Pack Code	TSC/Q0301		
	Job Role	Autoconer Tenter		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on	15/12/14
	Sub-sector	Spinning	Last reviewed on	25/02/15
	Occupation	Post-Spinning	Next review date	01/03/16
	NSQC Clearance On	20/7/2015		

Job Role	Autoconer Tenter
Role Description	To carry out tenting activities in an Autoconer machine ensuring minimum machine stoppage and achieving maximum production.
NSQF level	4
Minimum Educational Qualifications	5 <sup>th</sup> standard, preferably
Maximum Educational Qualifications	N/A
Training (Suggested but not mandatory)	Not Applicable
Minimum Entry Age	18 years
Experience	Preferably 1-2 years of work experience in a textile mill.
National Occupational Standards (NOS)	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">TSC/ N0301 Taking charge of shift and handing over shift to Autoconer Tenter</a></li> <li><a href="#">TSC/ N0302 Operating the autoconer and carrying out general tenting activities at autoconer</a></li> <li><a href="#">TSC/ N0303 Filling the ring cops and doffing the cone package at autoconer</a></li> <li><a href="#">TSC/ N0304 Carryout cleaning and maintenance activities at autoconer</a></li> <li><a href="#">TSC/ N9001 Maintain work area, tools and machines</a></li> <li><a href="#">TSC/ N9002 Working in a team</a></li> <li><a href="#">TSC/ N9003 Maintain health, safety and security at workplace</a></li> <li><a href="#">TSC/ N9004 Comply with industry and organizational requirement</a></li> </ol> <p><b>Optional:</b> N/A</p>
Performance Criteria	As described in the relevant OS units <span style="float: right;">2</span>

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	

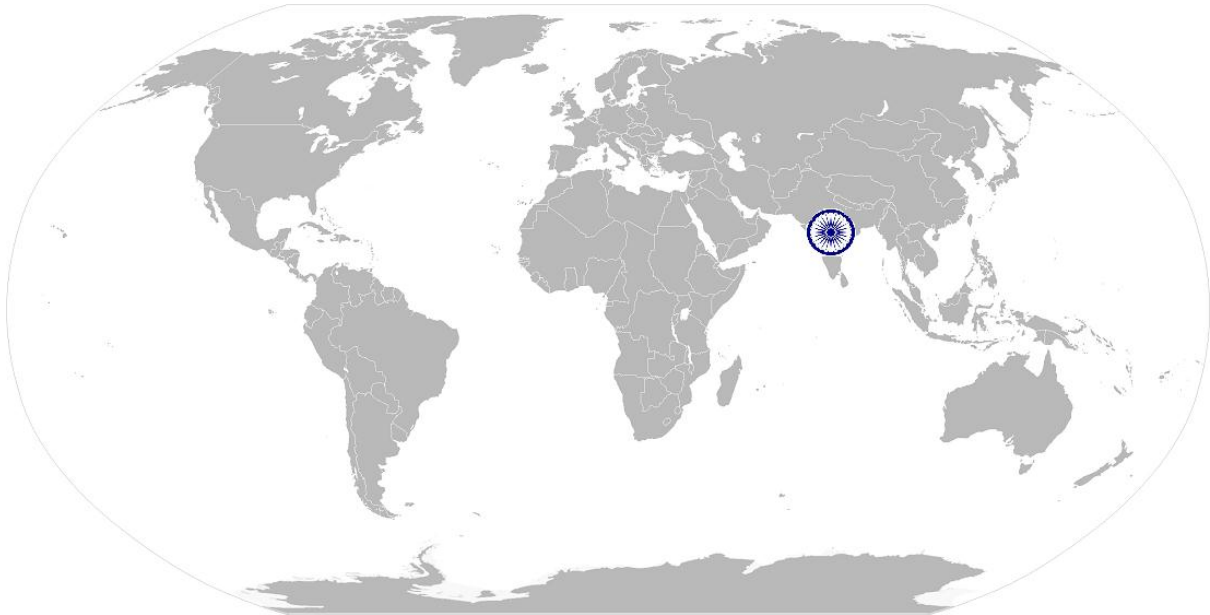
	helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance 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.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation

Acronyms

TSC/ N0301

Taking charge of shift and handing over shift to Autoconer Tenter

# National Occupational Standard



## Overview

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


TSC/ N0301 Taking charge of shift and handing over shift to Autoconer Tenter

National Occupational Standard	<b>Unit Code</b>	TSC/ N0301
	<b>Unit Title (Task)</b>	Taking charge of shift and handing over shift to Autoconer Tenter
	<b>Description</b>	This unit is about taking charge of shift from previous shift Autoconer Tenter and relieving the responsibilities to the next shift Autoconer Tenter
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Taking charge of shift from Autoconer tenter</li> <li>• Handing over shift to Autoconer tenter</li> </ul>
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Taking charge of shift from Autoconer tenter</b>	<p>To be competent you must be able to:</p> <p>PC1. come at least 10 - 15 minutes earlier to the work spot</p> <p>PC2. tie the waist bag/overcoat/apron/cap as specified</p> <p>PC3. get instructions from supervisors and clarify doubts regarding repairs attended/changes made in previous shift</p> <p>PC4. bring the necessary operational tools to the department</p> <p>PC5. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality, production, spare, safety or any other specific instruction etc.</p> <p>PC6. understand the count produced, colour coding, followed in the autoconer for his allocated number of drums or machines</p> <p>PC7. ensure the technical details are mentioned in the display board in the autoconer</p> <p>PC8. Check and make sure that the machines, equipments, etc. are in clean and good condition</p> <p>PC9. check for the availability of the ring cops</p> <p>PC10. ensure all the winding units are running properly, winding units which are not running and problems if any should be clarified with the supervisor and operator</p> <p>PC11. ensure all the cone drums are running properly, if not the reason should be enquired for the idle cone drums and should be reported to the superiors</p> <p>PC12. ensure proper functioning of autoconer machine parts</p> <p>PC13. check the cleanliness of the machines &amp; other work areas</p> <p>PC14. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.</p> <p>PC15. question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well as that of the previous shift.</p> <p>PC16. ensure the wastes collection boxes are empty while taking charge of shift</p> <p>PC17. ensure the Over Head Travelling Cleaner (OHTC) is working properly</p> <p>PC18. take over the shift from the outgoing shift operator in a proper manner</p>
	<b>Handing over shift to Autoconer tenter</b>	PC19. ensure in providing the details regarding count produced, colour coding followed in the autoconer for his allocated number of cone drums or machines

**TSC/ N0301 Taking charge of shift and handing over shift to Autoconer Tenter**

	<p>PC20. provide all relevant information regarding the count produced, idle cone drums, damaged machine parts if any</p> <p>PC21. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC22. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift</p> <p>PC23. ensure the shift has to be properly handed over to the incoming shift operator</p> <p>PC24. 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</p> <p>PC25. weigh the hard waste generated and collected from the machine separately for each shift and deposit at the specified places</p> <p>PC26. collect the wastes from waste collection bags, weigh them and transport to storage area</p> <p>PC27. ensure the work spot is clean</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a spinning mill</p> <p>KA2. safe working practices to be adopted in spinning mill</p> <p>KA3. quality systems and other processes practiced in the spinning mill</p> <p>KA4. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different counts in the spinning mill</p>
<b>B. Technical Knowledge</b>	<p>KB1. understanding the importance of</p> <ul style="list-style-type: none"> <li>• types of fibres</li> <li>• types of yarn</li> <li>• yarn count</li> <li>• types of yarn defects</li> </ul> <p>KB2. process flow in a spinning mill</p> <p>KB3. material flow in a spinning mill</p> <p>KB4. importance of autoconer and cone package formation</p> <p>KB5. functions of different parts of autoconer</p> <p>KB6. importance of colour coding followed for different counts</p> <p>KB7. guidelines for operating the autoconer machine</p> <p>KB8. understanding the functions of different signal lamps</p> <p>KB9. guidelines for taking charge of shift from previous shift Autoconer tenter</p> <p>KB10. guidelines for handing over the shift to the next shift Autoconer tenter</p> <p>KB11. importance of material handling and types of material handling equipments used equipments</p> <p>KB12. functions and methodology for operating different material handling tools</p> <p>KB13. knowledge of waste collection system &amp; equipments used</p> <p>KB14. importance of cleanliness at workplace</p> <p>KB15. safety procedures to be followed in an autoconer machine</p>
<b>Skills (S)</b>	
<b>A. Core Skills/</b>	<b>Writing Skills</b>
	You need to know and understand how to:

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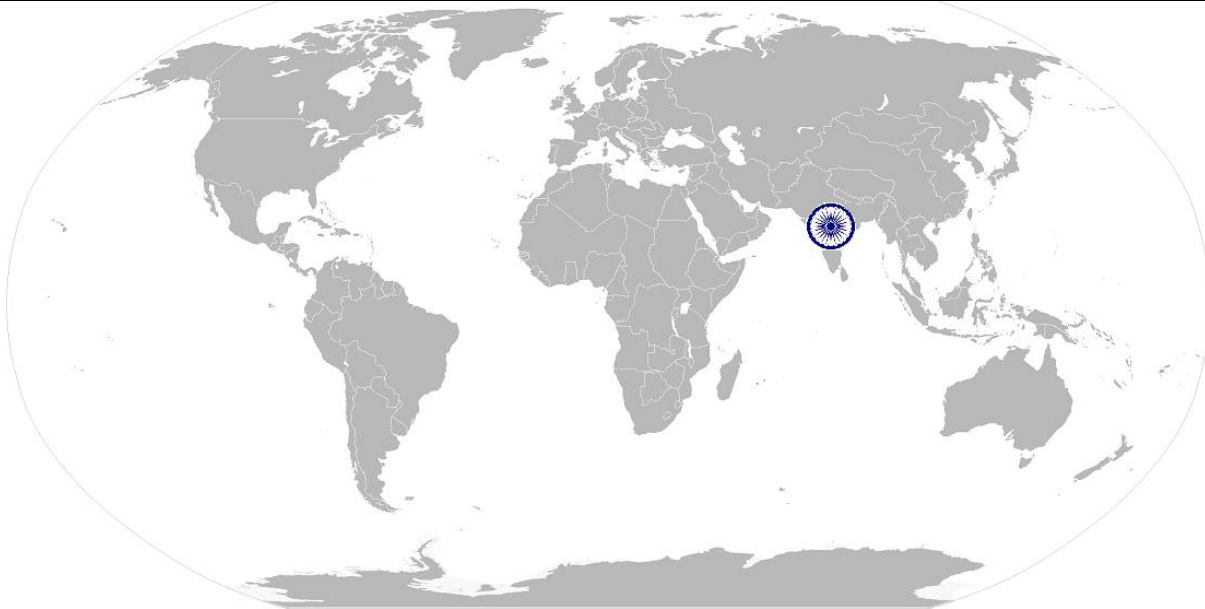
<b>Generic Skills</b>	SA1. write clear and short sentences
	<b>Reading Skills</b>
	SA2. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to:
	SB1. apply problem-solving approaches in different situations
	SB2. refer anomalies to the supervisor
	SB3. seek clarification on problems from others
	SB4. apply good attention to detail
	SB5. check your work is complete and free from errors
	SB6. procedure to patrol around the autoconer machine
	SB7. procedure to operate the different mechanisms in autoconer machine
	SB8. procedure for patrolling around the autoconer department and identifying worn out or damaged machine parts
	SB9. procedure to check the quality of ring cops, cone package, , proper functioning of machine parts in autoconer
	SB10. procedure for operating different material handling tools and equipments
	SB11. maintainance of neatness at work 
<b>Decision Making</b>	
Not Applicable	
<b>Customer Centricity</b>	
Not Applicable	
<b>Plan &amp; Organize</b>	
Not Applicable	
<b>Analytical Thinking</b>	
Not Applicable	
<b>Critical Thinking</b>	
Not Applicable	



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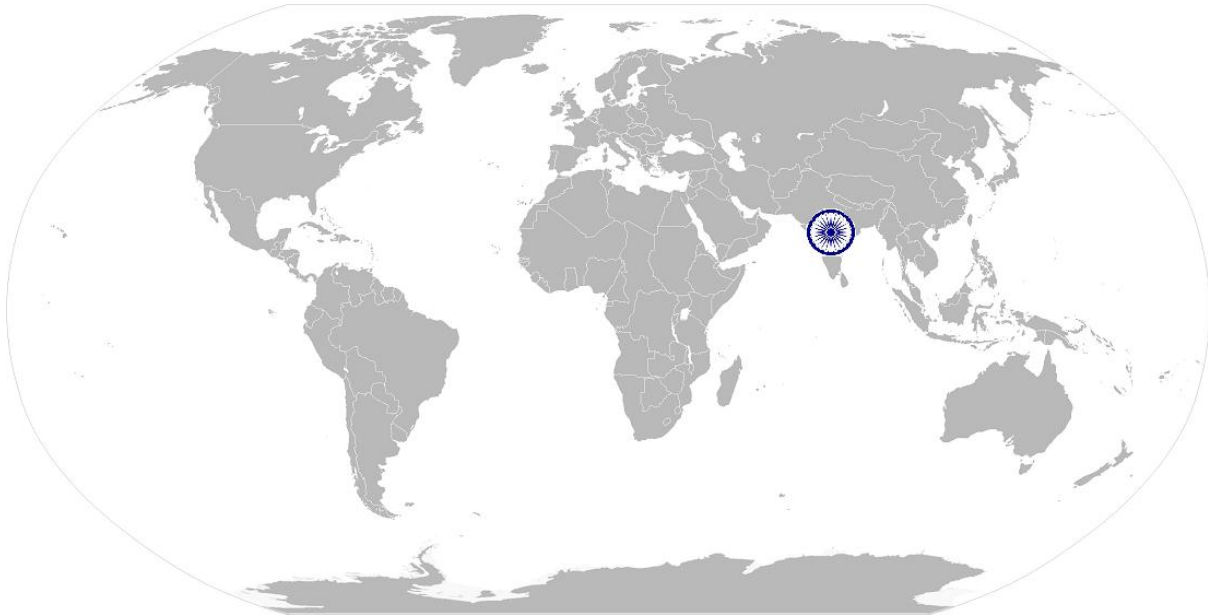
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<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Post -Spinning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



TSC/ N0302

Operating the autoconer and carryout general tenting activities at Autoconer

# National Occupational Standard



## Overview

This unit is about carrying out procedure for operating autoconer machine and carryout general tenting responsibilities

**TSC/ N0302 Operating the autoconer and carryout general tenting activities at Autoconer**

<b>Unit Code</b>	<b>TSC/ N0302</b>
<b>Unit Title (Task)</b>	<b>Operating the autoconer and carryout general tenting activities at autoconer</b>
<b>Description</b>	This unit is about carrying out procedure for operating the autoconer machine and carryout general tenting responsibilities
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>operating the machine</li> <li>carry out general tenting activities</li> <li>material handling and safety at work place</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Operating the machine</b>	<p>To be competent, you must be able to:</p> <p>PC1. identify the cop by looking at the count board affixed on the machine</p> <p>PC2. make sure that necessary changes and tests are carried out and follow the instructions of the superiors before running the machine</p> <p>PC3. operate the control switches for starting and stopping the machine</p> <p>PC4. ensure correct procedure is followed for operating the different control switches and machine</p> <p>PC5. following the different signal lamps used in machines</p> <p>PC6. ensure the display panel board is working properly and relevant details are displayed in the screen</p> <p>PC7. ensure proper functioning of autoconer by verifying the details in the display panel</p> <p>PC8. ensure the ring cops are properly filled in the magazine</p> <p>PC9. properly doff the full cone package in case of manual doffing</p> <p>PC10. ensure the full cone are properly doffed in auto doffer</p> <p>PC11. ensure the machine is running in the set speed by viewing the display panel</p>
<b>Carry out general tenting activities</b>	<p>PC12. bring the cops in the cop trolley from storage area</p> <p>PC13. fill the ring cops in magazine</p> <p>PC14. Sort the empties collected in the bin then and, take the rejected cops, rectify the defect (by unwinding without wastage) and creel in the nearest magazines</p> <p>PC15. ensure proper passage of material of yarn in the winding units</p> <p>PC16. ensure the splicing unit is working properly</p> <p>PC17. restart the winding unit if the winding unit stops on specified number of successive failures of splicing</p> <p>PC18. ensure the waxing roll is available if the yarn is to be waxed</p> <p>PC19. put the wax in the wax axle according to the material being processed as per the instruction of superiors</p> <p>PC20. check the waxing unit and fix new waxing rolls if the old one exhausts</p> <p>PC21. ensure running wax rolls are clean and are freely rotating.</p> <p>PC22. ensure the wax index is switched off, while processing un - waxed counts</p> <p>PC23. restart the winding unit on need basis</p> <p>PC24. ensure the eye unit is working properly</p> <p>PC25. remove the drum lapping manually with appropriate tool like knife, scissors,</p>

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Operating the autoconer and carryout general tenting activities at autoconer

	<p>without damaging the drum</p> <p>PC26. switch on air valve while restating the machine after every stoppage</p> <p>PC27. see that the tension is as per requirement in drums</p> <p>PC28. Follow instructions/direction of supervisors, during count changes,</p> <p>PC29. switch on the spindle only after rectifying the problem.</p> <p>PC30. ensure all the winding unit are in running condition</p> <p>PC31. see the signal lamps in every winding unit and identify the reason for stoppage and restart</p> <p>PC32. give priority to drums where the signal is glowing, attend the drums immediately and start the drums without any delay</p> <p>PC33. carryout doffing activity if auto doffing unit is not available in the autoconer</p> <p>PC34. attend DHT conveyor belt jam immediately to avoid parallel yarn winding.</p> <p>PC35. report to the supervisor and maintenance incharge about the yarn alarm and quality alarms rings</p> <p>PC36. identify and report the different package defects to the superiors transport empty cops to ring frame department</p> <p>PC37. report to superiors immediately for any defects such as yarn shade variation, strength variation, twist variation, stains etc. are found</p> <p>PC38. change as per the instructions direction of supervisors during count changes</p>
<p><b>Material handling and safety at workplace</b></p>	<p>PC39. ensure proper material handling of full cops, empty cops, cop trolleys and full cones</p> <p>PC40. Use appropriate tool for cleaning choked dust at yarn clearer unit</p> <p>PC41. remove the drum lapping manually with appropriate tool, without damaging the drum</p> <p>PC42. ensure using proper material handling of tools and equipments</p> <p>PC43. ensure proper material handling of waste</p> <p>PC44. use of safety gadgets like caps, masks and shoes and verifying the safety stop motions</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP)and regulations in a spinning mill</p> <p>KA2. safe working practices to be adopted in spinning mill</p> <p>KA3. quality systems and other processes practiced in the spinning mill</p> <p>KA4. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different counts in the spinning mill</p>
<p><b>B. Technical Knowledge</b></p>	<p>You need to know and understand:</p> <p>KB1. process and material flow in a spinning mill</p> <p>KB2. understanding the importance of fibres, types of yarn, yarn count, types of sliver, sliver hank,</p> <p>KB3. knowledge of different functions in display panel and procedure to operate in autoconer</p> <p>KB4. importance of mixing, count change, yarn defects</p> <p>KB5. functions of different keys in display panel</p> <p>KB6. functions and purpose of different signal lamps</p> <p>KB7. functions of different mechanisms in autoconer</p>

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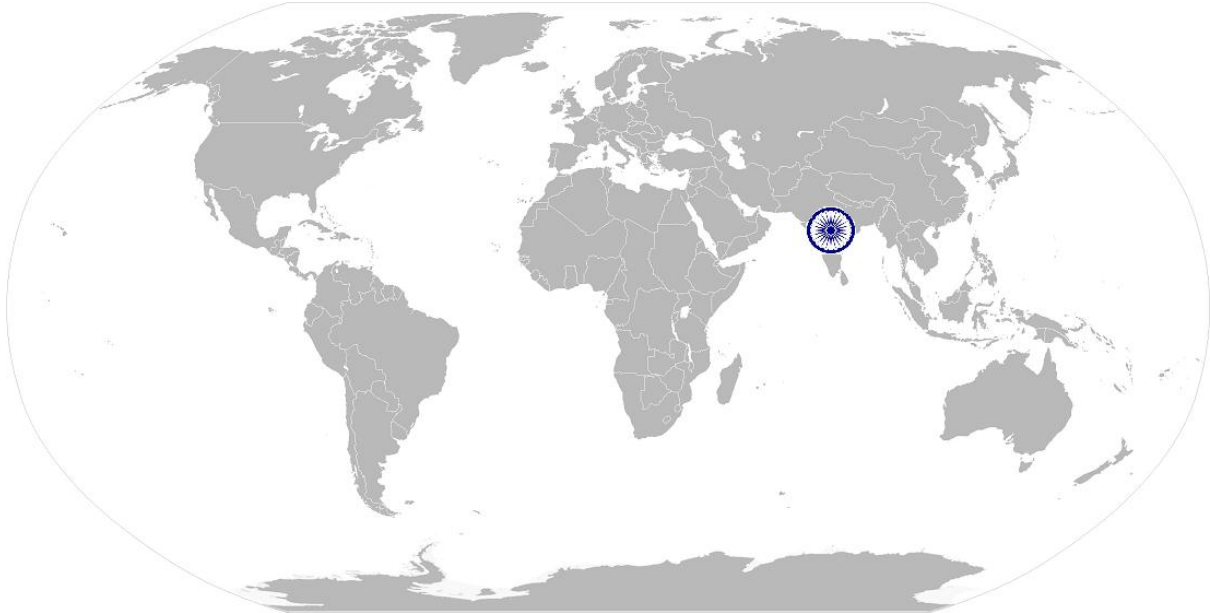
Operating the autoconer and carryout general tenting activities at autoconer

	<p>KB8. importance of splicing, waxing, and electronic yarn clearing system (eyc)</p> <p>KB9. types of yarn defects</p> <p>KB10. guidelines for removing defects in cop and cone package</p> <p>KB11. guidelines for operating the winding unit in autoconer</p> <p>KB12. guidelines for filling the cops in magazine</p> <p>KB13. guidelines for carrying out doffing activity</p> <p>KB14. importance of material handling</p> <p>KB15. types of material handling equipments used</p> <p>KB16. functions and methodology for operating different material handling equipments</p> <p>KB17. importance of cleanliness at work place</p> <p>KB18. importance of safety at workplace</p> <p>KB19. safety gadgets used in a spinning mill</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write clear and short sentences
	<b>Reading Skills</b>
	SA2. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively	
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others SB4. apply good attention to detail SB5. check your work is complete and free from errors SB6. procedure to identify and remove the defects in cops and cone SB7. procedure to operate different keys in display panel SB8. procedure to operate the autoconer machine SB9. procedure to operate the winding unit in autoconer SB10. procedure to transport full cops in cop trolley SB11. procedure to remove and replace wax rolls in waxing unit SB12. maintain cleanliness at work place
	<b>Decision Making</b>
	Not Applicable
	<b>Customer Centricity</b>
	Not Applicable
	<b>Plan &amp; Organize</b>
	Not Applicable
	<b>Analytical Thinking</b>
	Not Applicable

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Operating the autoconer and carryout general tenting activities at autoconer

	<b>Critical Thinking</b>
	Not Applicable



**TSC/ N0302      Operating the autoconer and carryout general tenting activities at autoconer**

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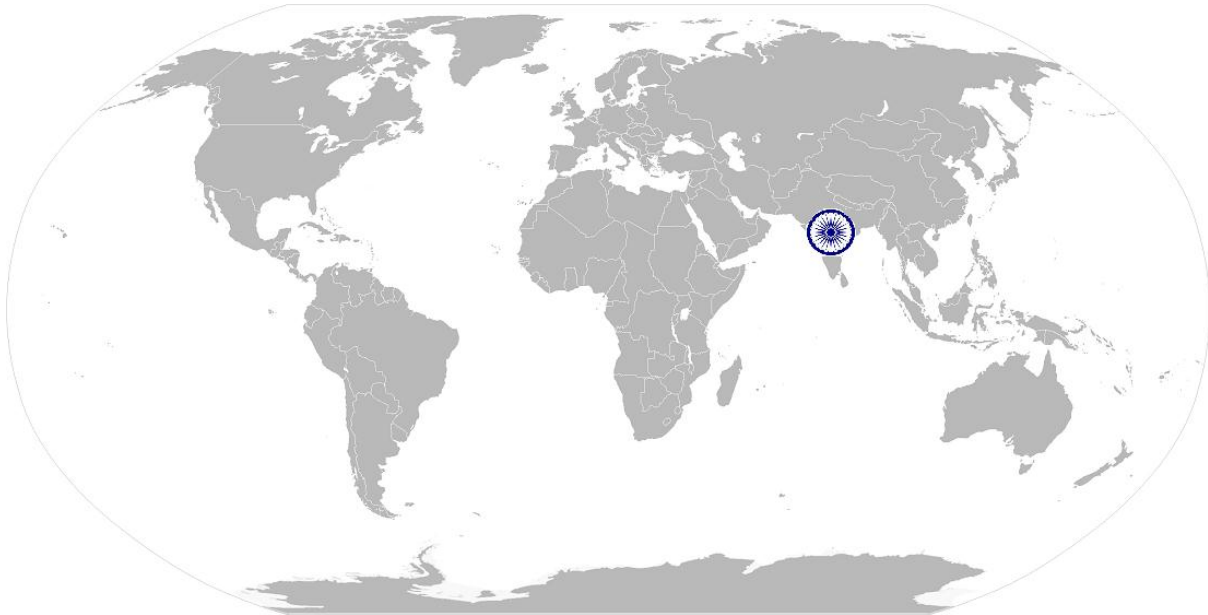
<b>NOS Code</b>	<b>TSC/ N0302</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Post -Spinning</b>	<b>Next review date</b>	<b>01/03/16</b>



TSC/ N0303

Filling the ring cops and doffing the cone package at autoconer

# National Occupational Standard



## Overview

This unit is about carrying out procedure for filling the ring cops and doffing the cone package in autoconer machine



**TSC/ N0303 Filling the ring cops and doffing the cone package at autoconer**

National Occupational Standard	<b>Unit Code</b>	<b>TSC/N 0303</b>
	<b>Unit Title (Task)</b>	<b>Filling the ring cops and doffing the cone package at autoconer</b>
	<b>Description</b>	This unit is about carrying out procedure for filling the ring cops and doffing the cone package in auto coner machine
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• filling the cops</li> <li>• doffing the cone package if no auto doffing unit is available</li> <li>• restarting the winding unit after doffing</li> <li>• weighing and storing the cone package</li> <li>• responsibilities in autoconer with link coner attachment</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Filling the cops</b>	To be competent, you must be able to: <ul style="list-style-type: none"> <li>PC1. bring the cops in the cop trolley from storage area</li> <li>PC2. ensure correct count cop trolley is taken to winding unit for filling</li> <li>PC3. patrol around the winding machine successively and identify the cop exhaust in magazine</li> <li>PC4. creel the cops in the magazine</li> <li>PC5. Check frequently for any signal stops during cops filling</li> <li>PC6. ensure the cop is properly placed in the magazine</li> <li>PC7. ensure the yarn end of the cop is fed in the suction pipe at the centre of magazine</li> <li>PC8. ensure the winding unit does not stop due to cops exhausting</li> <li>PC9. Deposit hard waste in their coat pocket/waist bag after filling</li> <li>PC10. ensure minimum time is taken for filling the ring cops</li> <li>PC11. ensure proper functioning of machine</li> <li>PC12. ensure safety while filling cops</li> </ul>
	<b>Doffing the cone package if no auto doffing unit is available</b>	<ul style="list-style-type: none"> <li>PC13. fetch and reserve empty cones in autoconer machine</li> <li>PC14. write down drum no., machine no. and winder number in empty cone if necessary</li> <li>PC15. ensure that the required length or weight of yarn is wound on cone package</li> <li>PC16. check the cone package is fully wound to the predetermined length or weight and start doffing</li> <li>PC17. either stop the drum for doffing or doff the cone package while the drum is running as per the instructions of the supervisor</li> <li>PC18. ensure proper procedure is adopted for doffing the cone package</li> <li>PC19. ensure proper material handling of cone package</li> </ul>
	<b>Restarting the winding unit after doffing</b>	<ul style="list-style-type: none"> <li>PC20. ensure the cones are as per specifications</li> <li>PC21. insert the empty cone after doffing</li> <li>PC22. ensure strictly proper colour coded empty paper cone is mounted in the holder.</li> <li>PC23. Put the tail end as specified on the base of the empty cone before starting.</li> <li>PC24. follow the instructions of the superiors &amp; do necessary changes during count change</li> </ul>

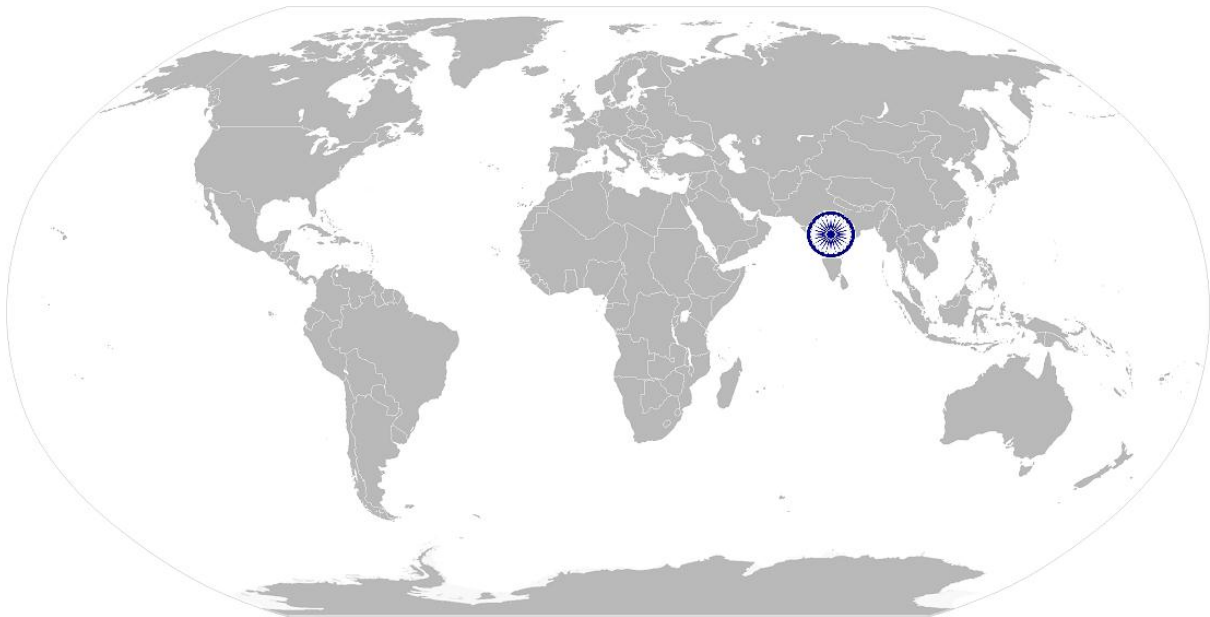
**TSC/ N0303 Filling the ring cops and doffing the cone package at autoconer**

	PC25. release the cone holder and ensure the paper cone is in surface contact with the winding drum & ensure proper traverse of yarn on winding drum PC26. ensure the proper passage of yarn in autoconer
<b>Weighing and store the cone package</b>	PC27. weigh the cone package as specified and ensure the required weight have been achieved PC28. place the cones in the cone trolley and store in the storage area as instructed
<b>Responsibilities in autoconer with link coner attachment</b>	PC29. Patrol around the machine and check for signal stops PC30. ensure the link coner mechanism is properly working PC31. ensure there is no jam in the link coner transport passage PC32. ensure the cops are properly mounted in the cop holder PC33. ensure the cops are properly fed to winding unit PC34. Clear traffic congestion at the full cop feeding path and rejected cops carrying path
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a spinning mill KA2. safe working practices to be adopted in spinning mill KA3. quality systems and other processes practiced in the spinning mill KA4. reporting to the supervisor or higher authority in case of emergency KA5. color coding adopted for different counts in the spinning mill
<b>B. Technical Knowledge</b>	You need to know and understand: KB1. process flow and material flow in spinning mill KB2. the importance of the types of yarn, yarn count, types of yarn defects KB3. function of different parts in winding machine KB4. importance of yarn quality KB5. importance of material handling KB6. procedure for material handling of cops, cop trolley, and cone packages KB7. importance of time management KB8. procedure for filling the empty cops KB9. importance of splicing KB10. types of splicing KB11. procedure for splicing KB12. splicing defects KB13. importance of yarn quality KB14. importance of doffing KB15. importance of weighing the cone package KB16. importance of safety at work place KB17. importance of cleanliness at work place
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write clear and short sentences
	<b>Reading Skills</b>
	SA2. comprehend written instructions
<b>Oral Communication (Listening and Speaking skills)</b>	

**TSC/ N0303 Filling the ring cops and doffing the cone package at autoconer**

<b>B. Professional Skills</b>	SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively You need to know and understand : SA5. procedure for patrolling around the winding machine SA6. procedure for filling the cops SA7. standard operating procedure for filling the cops SA8. standard operating procedure for restarting the winding unit post doffing SA9. standard doffing procedure SA10. procedure for weighing the cone package SA11. procedure for material handling of cone package
	<b>Problem Solving</b>
	Not Applicable
	<b>Decision Making</b>
	Not Applicable
	<b>Customer Centricity</b>
	Not Applicable
	<b>Plan &amp; Organize</b>
	Not Applicable
	<b>Analytical Thinking</b>
	Not Applicable
	<b>Critical Thinking</b>
	Not Applicable

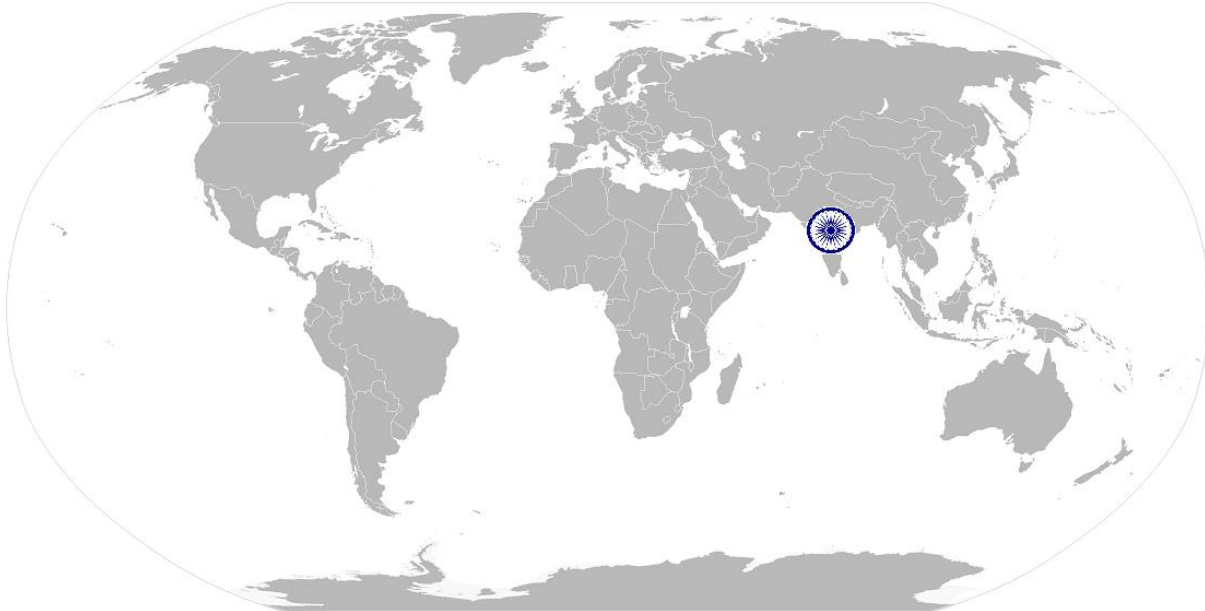
**TSC/ N0303 Filling the ring cops and doffing the cone package at autoconer**



**TSC/ N0303 Filling the ring cops and doffing the cone package at autoconer**

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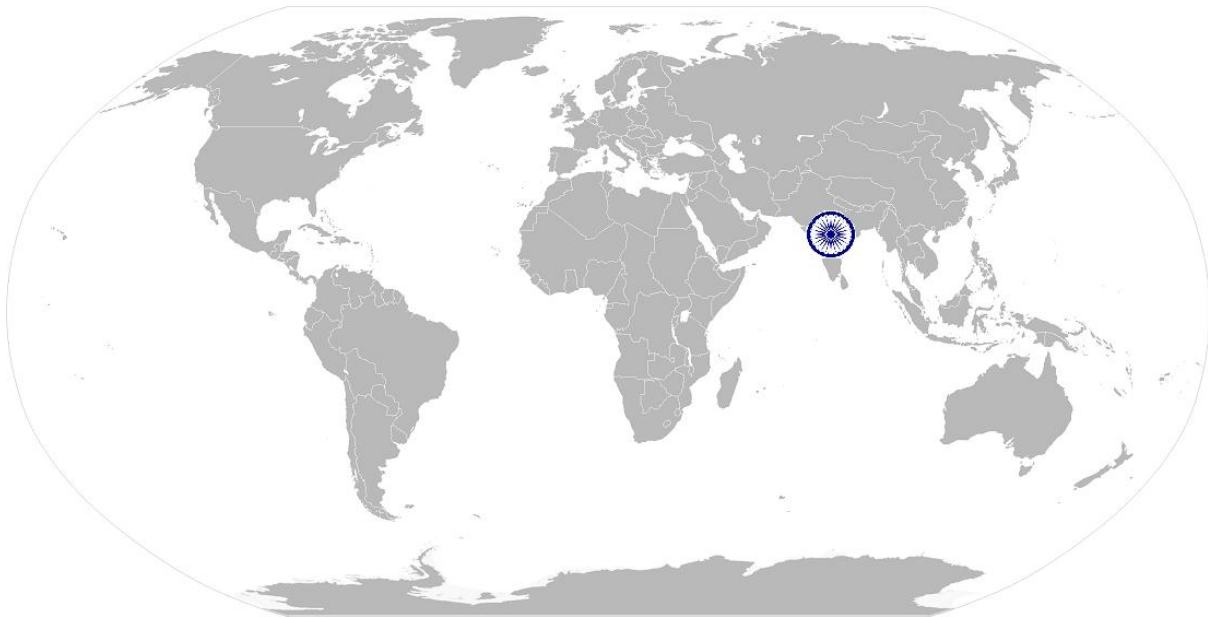
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<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Post-Spinning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



TSC/ N0304

Carryout cleaning and maintenance activities at autoconer

# National Occupational Standard



## Overview

This unit is about carrying the tenting, cleaning and maintenance activities in cone winding machine.

TSC/ N0304

Carryout cleaning and maintenance activities at autoconer

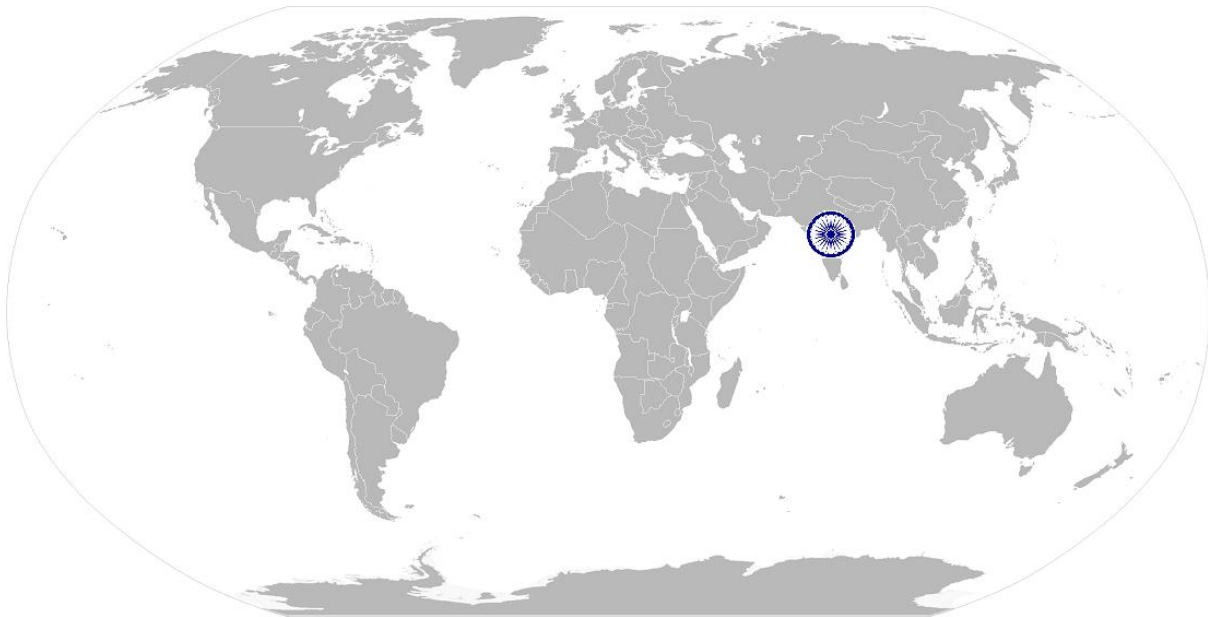
National Occupational Standard	<b>Unit Code</b>	TSC/ N0304
	<b>Unit Title (Task)</b>	Carryout cleaning and maintenance activities at autoconer
	<b>Description</b>	This unit is about carrying the tenting, cleaning and maintenance activities in cone winding machine
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• carryout cleaning activities</li> <li>• carryout autonomous maintenance activities</li> <li>• carryout regular maintenance activities</li> <li>• other tenting responsibilities</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Carry out cleaning activities</b>	<p>To be competent, you must be able to:</p> <p>PC1. ensure the different mechanisms in autoconer is clean</p> <p>PC2. clean the different mechanisms in autoconer at the scheduled interval as instructed by superiors</p> <p>PC3. remove faults from ring cops</p> <p>PC4. ensure the waxing rolls are clean</p> <p>PC5. ensure the EYC area is clean</p> <p>PC6. remove the waste from the measuring head of EYC if any</p> <p>PC7. to keep the wastes in waste bags, piecer bags, or in aprons.</p> <p>PC8. proper material handling of full cops, empty cops and full cones</p> <p>PC9. proper material handling of waste</p> <p>PC10. transporting empty cops to ring frame department</p> <p>PC11. ensure in keeping the wax washers clean</p> <p>PC12. clean the waste accumulation from different parts of the machine from time to time</p> <p>PC13. to use proper tools for cleaning</p> <p>PC14. defective package produced in the autoconer to be identified and should be reported to superiors</p> <p>PC15. ensure the yarn produced is free from defects and damages</p> <p>PC16. collect the hard wastes from waste collection box in autoconer machine at regular intervals as instructed by superiors</p> <p>PC17. ensure the wastes collected is deposited in the respective waste box</p> <p>PC18. Ensure that the rejected cops in the empties trolley should be segregated, cleaned and returned.</p> <p>PC19. all half cops and damaged cops should be cleaned in the particular shift itself</p> <p>PC20. to ensure safety while carrying out cleaning activities</p> <p>PC21. ensure cleanliness at work place</p> <p>PC22. support the mechanic while carryout cleaning maintenance activities if necessary</p> <p>PC23. clean the wastes in the alley around the autoconer area</p> <p>PC24. ensure the full cone transportation belt and empty tubes conveyor belt area</p>

TSC/ N0304 Carryout cleaning and maintenance activities at autoconer	
	<p>is clean</p> <p>PC25. ensure OHTC is running continuously without stopping whenever machine stopped for any maintenance / cleaning work</p>
Carry out autonomous maintenance activities	<p>PC26. ensure proper functioning of machine</p> <p>PC27. check and verify the quality of different machine parts</p> <p>PC28. able to remove the worn out parts and replace with new parts in Autoconer machine with the knowledge of fitter/shift incharge</p>
Carryout regular maintenance activities	<p>PC29. report to superior of any abnormal functioning mechanisms in autoconer</p> <p>PC30. ensure all the winding drums are in good running condition</p> <p>PC31. remove the lappings if any</p> <p>PC32. ensure the working of all stop motions, tension washer and EYC .</p> <p>PC33. check whether splicing unit is working properly</p> <p>PC34. check the proper functioning of machine parts</p> <p>PC35. ensure that the conveyor belt is clean, and proper cop transport occurs</p> <p>PC36. ensure that the conveyor belt is clean and proper cone transport occurs</p> <p>PC37. attend the jams in winding sections and report to supervisor and fitters</p> <p>PC38. see that all the red lights are attended immediately and also feed track jamming and cops jamming should be attended properly</p> <p>PC39. in case yarn getting wound up on the drum, stop the machine and remove the same gently without damaging the drum</p> <p>PC40. report to the maintenance incharge and supervisor of any malfunctioning in the machine</p> <p>PC41. check the OHTC working condition.</p> <p>PC42. report to the superiors if any EYC is malfunctioning</p> <p>PC43. ensure safety while carrying out maintenance activities</p> <p>PC44. support the fitter for carrying out maintenance activities</p> <p>PC45. inform the supervisor and maintenance incharge in case of a jam</p> <p>PC46. in case of any break-downs, report to the superiors and support him for carrying out maintenance activities</p> <p>PC47. support the fitter during minor breakdown</p>
Other tenting responsibilities	<p>PC48. ensure the cone produced is free from outside damages</p> <p>PC49. inform superiors immediately, if any breakdown or fault in the machine is noticed</p> <p>PC50. ensure the proper functioning of signal lamps</p> <p>PC51. ensure that machine is working properly, if any deviations inform superiors immediately</p> <p>PC52. collect the hard wastes and weigh them at shift end and place them in specified area</p> <p>PC53. provide all relevant information of the current working process to the next shift operator before relieving.</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP)and regulations in a spinning mill</p> <p>KA2. safe working practices to be adopted</p> <p>KA3. quality systems and other processes practiced in the spinning mill</p>



TSC/ N0304 Carryout cleaning and maintenance activities at autoconer	
<b>company/ organization and its processes)</b>	KA4. reporting to the supervisor or higher authority in case of emergency
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> KB1. process flow and material flow in spinning mill KB2. function of different parts in winding machine KB3. importance of yarn quality KB4. importance of cleaning and carrying out maintenance activities KB5. types of waste KB6. knowledge on types of defects in yarn and cone package KB7. importance of material handling KB8. material handling of cone and cone trolley KB9. importance and procedure for weighing the cone packages KB10. general guidelines for carryout maintenance activities KB11. importance of cleanliness at work KB12. types of material handling tools and equipments used in winding KB13. types of control switches and signal lamps used in autoconer machine KB14. importance of safety at work place
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. write clear and short sentences
	<b>Reading Skills</b>
	SA2. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
	You need to know and understand :
	SA5. procedure for material handling of cops, cop trolley, cone packages, empty cones SA6. procedure for material handling of full cops, empty cops and full cones SA7. procedure for carrying out cleaning activities of different parts in autoconer machine SA8. procedure for carrying out maintenance activities in different parts of autoconer machine SA9. procedure for operating material handling tools and equipments SA10. maintain cleanliness at work place
	<b>B. Professional Skills</b>
	<b>Problem Solving</b>
Not Applicable	
<b>Decision Making</b>	
Not Applicable	
<b>Customer Centricity</b>	

<b>TSC/ N0304</b>	<b>Carryout cleaning and maintenance activities at autoconer</b>
	Not Applicable
	<b>Plan &amp; Organize</b>
	Not Applicable
	<b>Analytical Thinking</b>
	Not Applicable
	<b>Critical Thinking</b>
Not Applicable	

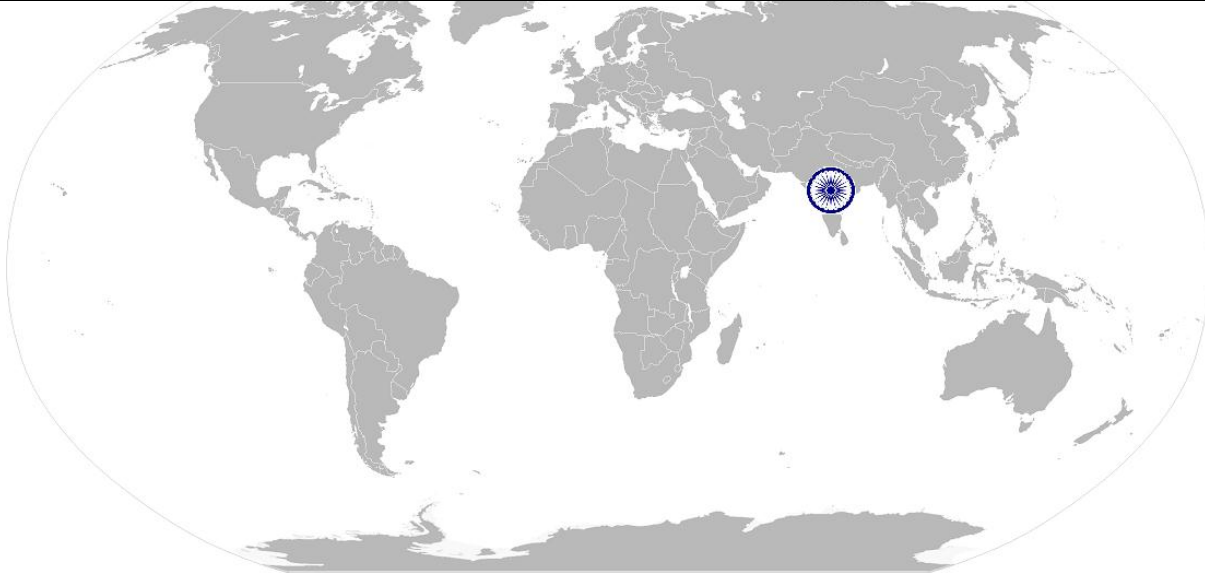


TSC/ N0304

Carryout cleaning and maintenance activities at autoconer

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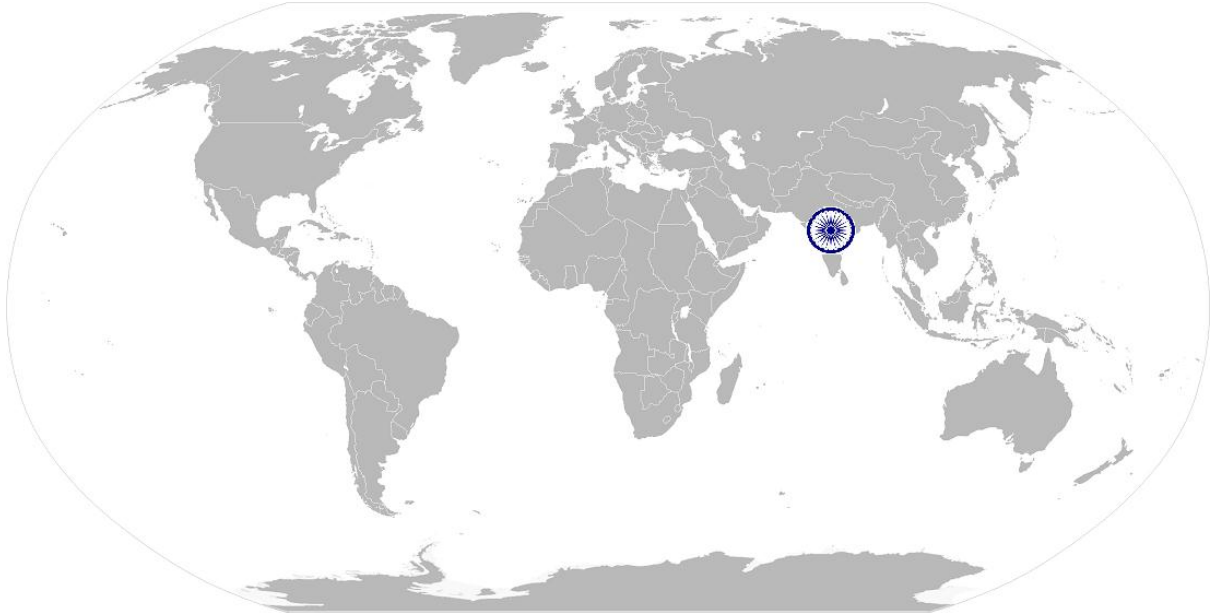
NOS Code	TSC/ N0304		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Post-Spinning	Next review date	01/03/16



TSC/ N9001

Maintain work area, tools and machines

# National Occupational Standard



## Overview

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

## TSC/ N9001

## Maintain work area, tools and machines

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

TSC/ N9001

Maintain work area, tools and machines

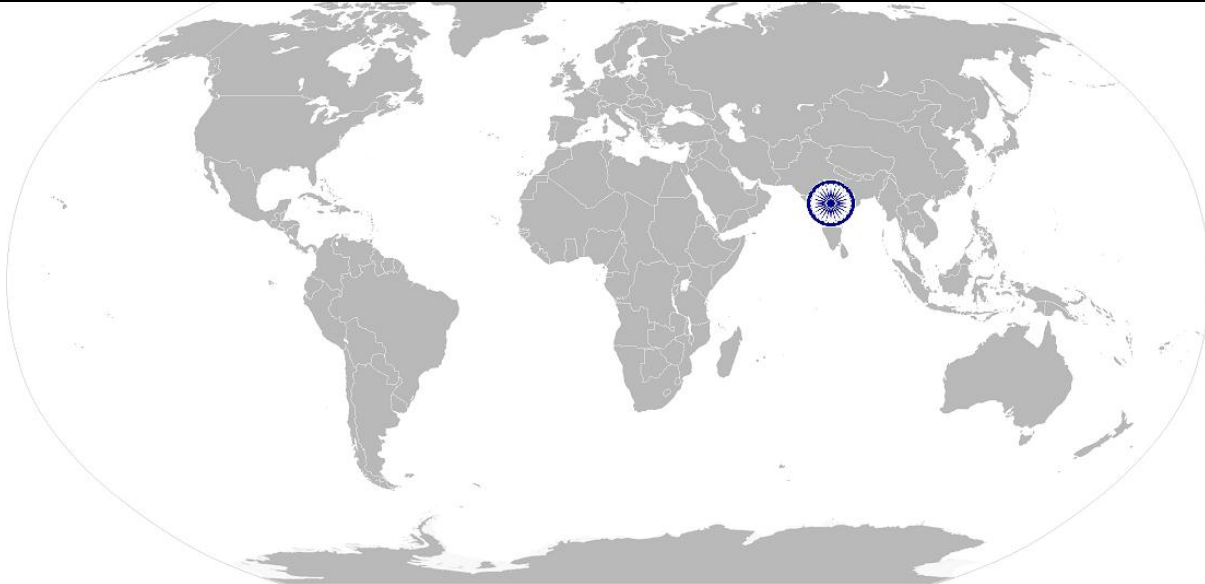
	<p>KB3. hazards likely to be encountered when conducting routine maintenance</p> <p>KB4. the importance of taking action when problems are identified</p> <p>KB5. different ways of minimising waste</p> <p>KB6. the importance of running maintenance and regular cleaning</p> <p>KB7. effects of contamination on products i.e. machine oil, dirt, foreign materials</p> <p>KB8. common faults with equipment and the method to rectify</p> <p>KB9. maintenance procedures</p> <p>KB10. different types of cleaning equipment and substances and their use</p> <p>KB11. safe working practices for cleaning and the method of carrying them out</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Reading Skills</b>
	You need to know and understand how to:
	<p>SA1. comprehend written instructions</p> <p>SA2. read any application sent by other colleagues</p>
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to:
	<p>SA3. communicate in local basic orally</p> <p>SA4. communicate with supervisor appropriately</p> <p>SA5. talk to others to convey information effectively</p>
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to:
	<p>SB1. identify the real reason of problem faced</p> <p>SB2. apply problem-solving approaches in different situations</p> <p>SB3. refer anomalies to the supervisor</p> <p>SB4. seek clarification on problems from others</p> <p>SB5. apply good attention to detail</p> <p>SB6. check your work is complete and free from errors</p> <p>SB7. make sure every kind of communication is error free</p> <p>SB8. communicate effectively</p> <p>SB9. apply leadership skills wherever required</p> <p>SB10. take initiative at the right place</p> <p>SB11. understand the requirement to be creative</p>
	<b>Decision Making</b>
	Not Applicable
	<b>Customer Centricity</b>
	Not Applicable
	<b>Plan &amp; Organize</b>
	Not Applicable
	<b>Analytical Thinking</b>
	Not Applicable
<b>Critical Thinking</b>	
Not Applicable	

**TSC/ N9001**

**Maintain work area, tools and machines**

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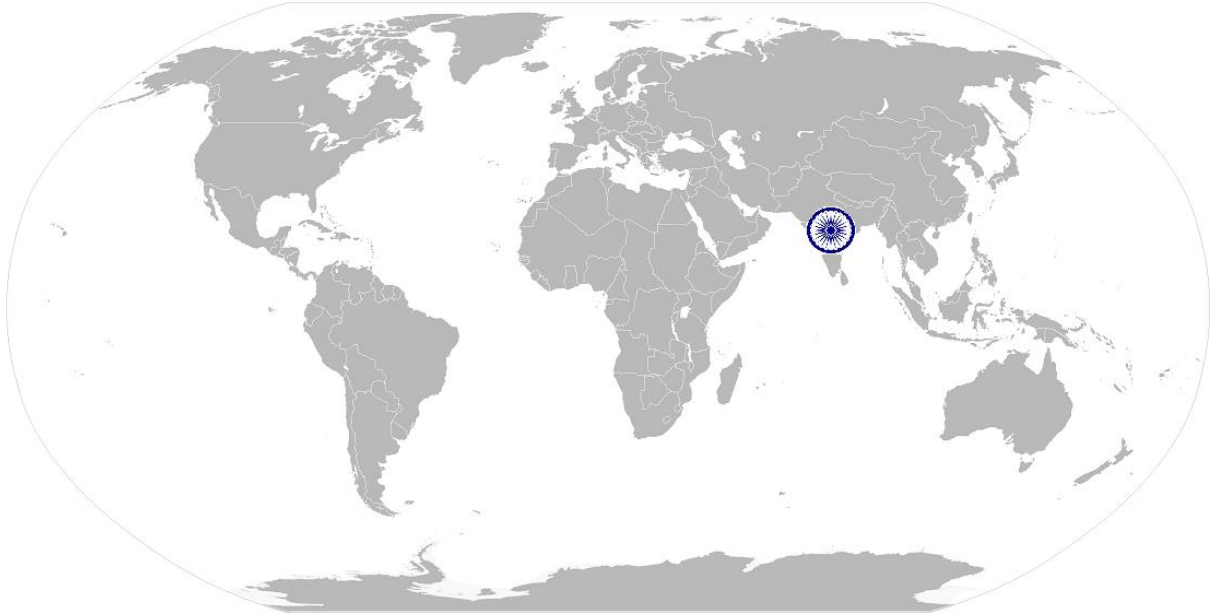
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<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Post –Spinning</b>	<b>Next review date</b>	<b>01/03/16</b>



TSC/ N9002

Working in a team

# National Occupational Standard



## Overview

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



TSC/ N9002

Working in a team

<b>Unit Code</b>	TSC/ N9002
<b>Unit Title (Task)</b>	Working in a team
<b>Description</b>	This unit is about working as a team member in the textile industry
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• commitment and trust</li> <li>• communication</li> <li>• adaptability</li> <li>• creative freedom</li> </ul>
<b>Performance Criteria (PC) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Commitment and trust</b>	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
<b>Communication</b>	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
<b>Adaptability</b>	PC8. adjust in different work situations PC9. give due importance to others' point of view PC10. avoid conflicting situations
<b>Creative freedom</b>	PC11. develop new ideas for work procedures PC12. improve upon the existing techniques to increase process efficiency
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b>	You need to know and understand: <ul style="list-style-type: none"> <li>KA1. standard operating procedures (SOP) and regulations in a textile mill</li> <li>KA2. procedure followed to get the final output in the mill</li> <li>KA3. safe working practices to be adopted in textile mill</li> <li>KA4. reporting to the supervisor or higher authority about any grievances faced</li> </ul>
<b>B. Technical Knowledge</b>	<ul style="list-style-type: none"> <li>KB1. the importance of the previous and next step of the process</li> <li>KB2. process flow in a textile mill and the concerned workers</li> <li>KB3. material flow in a textile mill and the required person</li> <li>KB4. functions of different parts of the machine</li> <li>KB5. tools and equipments used</li> <li>KB6. guidelines for operating the machine</li> <li>KB7. safety procedures to be followed in the machine</li> </ul>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: <ul style="list-style-type: none"> <li>SA1. write clear and short sentences</li> <li>SA2. write daily work report</li> <li>SA3. write grievance complaint application</li> </ul>
	<b>Reading Skills</b>

TSC/ N9002

**Working in a team**

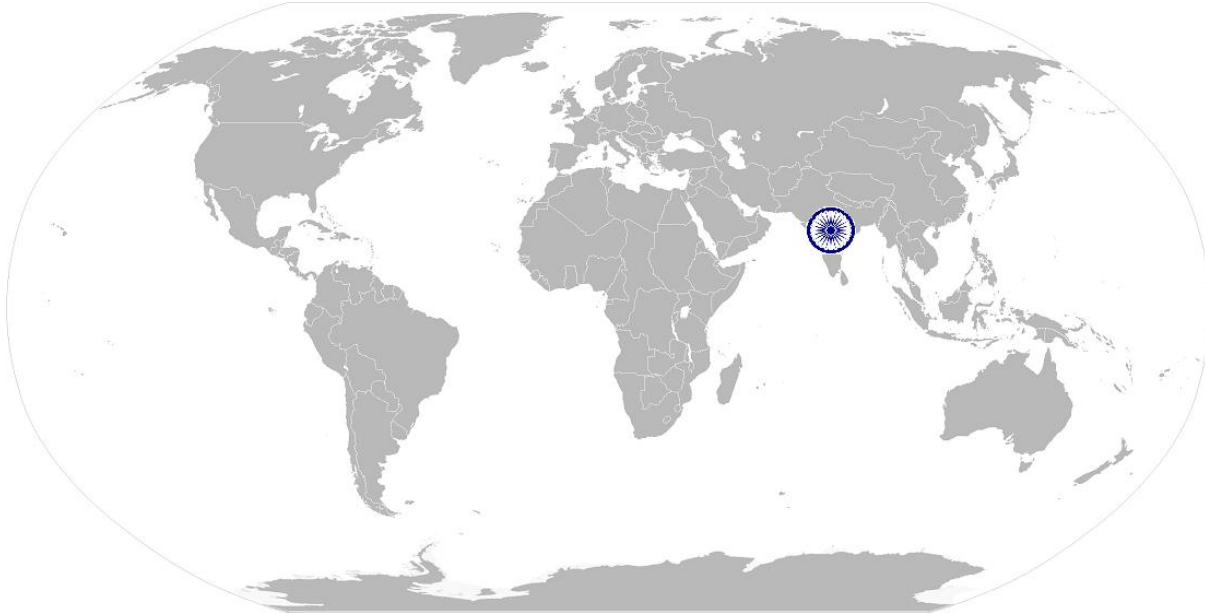
	SA4. comprehend written instructions SA5. read any application sent by other colleagues
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA6. communicate with supervisor appropriately SA7. talk to co-workers to convey information effectively
<b>B. Professional Skills</b>	<b>Problem Solving</b>
	You need to know and understand how to: SB1. identify the real reason of problem faced SB2. be able to find the most effective solution to the problems faced SB3. apply good attention to detail SB4. ensure every kind of communication is error free SB5. communicate effectively SB6. apply leadership skills wherever required SB7. take initiative at the right place SB8. understand the requirement to be creative
	<b>Decision Making</b>
	Not Applicable
	<b>Customer Centricity</b>
	Not Applicable
	<b>Plan &amp; Organize</b>
	Not Applicable
	<b>Analytical Thinking</b>
	Not Applicable
	<b>Critical Thinking</b>
	Not Applicable

TSC/ N9002

Working in a team

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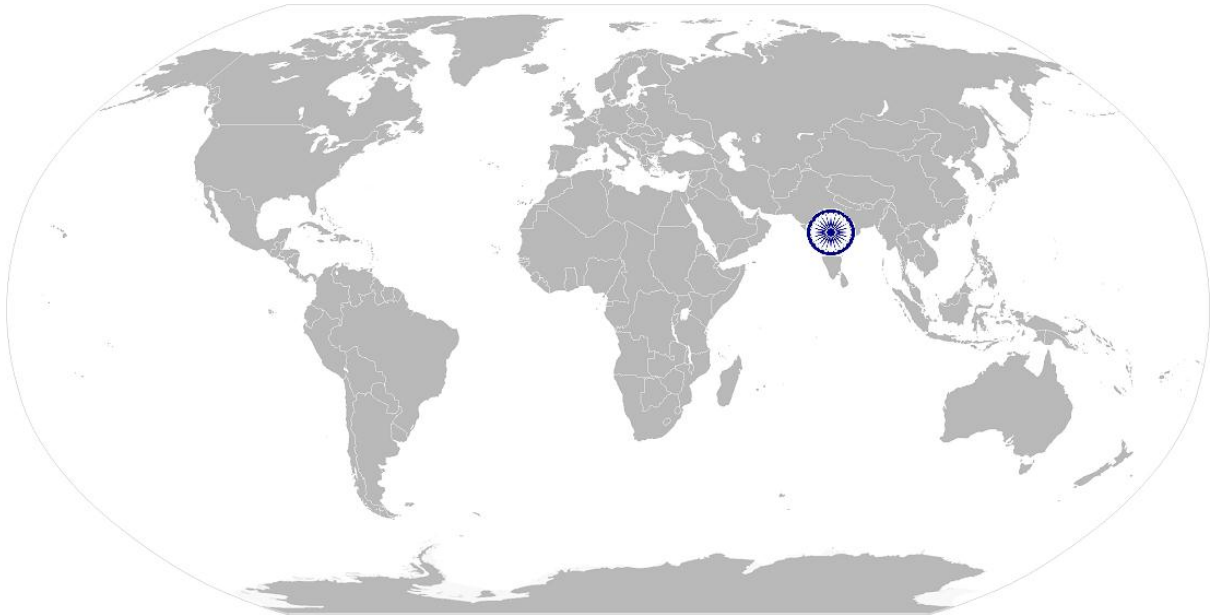
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<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>15/12/14</b>
<b>Industry Sub-sector</b>	<b>Spinning</b>	<b>Last reviewed on</b>	<b>25/02/15</b>
<b>Occupation</b>	<b>Post –Spinning</b>	<b>Next review date</b>	<b>01/03/16</b>



TSC/ N9003

Maintain health, safety and security at work place

# National Occupational Standard



## Overview

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

TSC/ N9003

Maintain health, safety and security at work place

National Occupational Standard	<b>Unit Code</b>	TSC/ N9003
	<b>Unit Title (Task)</b>	Maintain health, safety and security at work place
	<b>Description</b>	This unit provides performance criteria, knowledge & understanding and skills & abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Comply with health, safety and security requirements at work</li> <li>• Recognizing the hazards</li> <li>• Planning the safety techniques</li> <li>• Implementing the programs</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Comply with health, Safety and security requirements at work</b>	To be competent, operator must be able to: <ul style="list-style-type: none"> <li>PC1. comply with health and safety related instructions applicable to the workplace</li> <li>PC2. use and maintain personal protective equipment such as “ear plug”, “ nose mask “, “ head cap” etc., as per protocol</li> <li>PC3. carry out own activities in line with approved guidelines and procedures</li> <li>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</li> <li>PC5. follow environment management system related procedures</li> <li>PC6. identify and correct (if possible) malfunctions in machinery and equipment</li> <li>PC7. report any service malfunctions that cannot be rectified</li> <li>PC8. store materials and equipment in line with organisational requirements</li> <li>PC9. safely handle and remove waste</li> <li>PC10. minimize health and safety risks to self and others due to own actions</li> <li>PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks</li> <li>PC12. monitor the workplace and work processes for potential risks and threat</li> <li>PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</li> <li>PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel</li> <li>PC15. participate in mock drills/ evacuation procedures organized at the workplace</li> <li>PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so</li> <li>PC17. take action based on instructions in the event of fire, emergencies or accidents</li> <li>PC18. follow organisation procedures for shutdown and evacuation when required</li> </ul>
	<b>Recognizing the hazards</b>	<ul style="list-style-type: none"> <li>PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry</li> <li>PC20. recognise other possible security issues existing in the workplace</li> </ul>
	<b>Planning the safety techniques</b>	<ul style="list-style-type: none"> <li>PC21. recognise different measures to curb the hazards</li> </ul>

**TSC/ N9003**

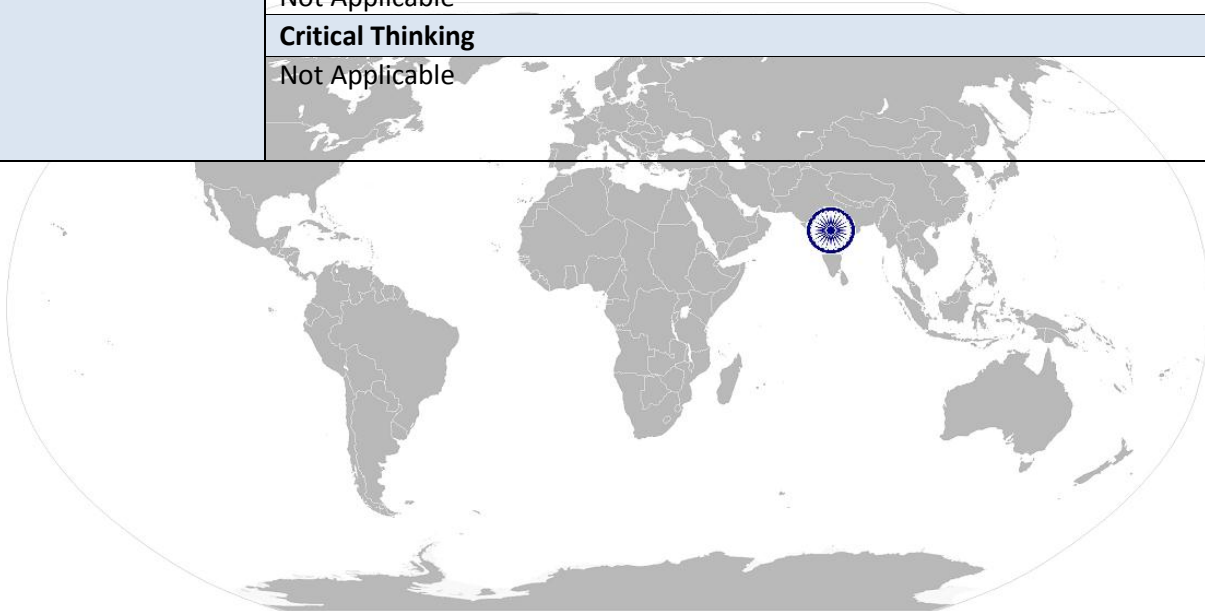
**Maintain health, safety and security at work place**

Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP)and regulations in a textile mill</p> <p>KA2. safe working practices to be adopted in textile mill</p> <p>KA3. quality systems and other processes practiced in the textile mill</p> <p>KA4. health and safety related practices applicable at the workplace</p> <p>KA5. potential hazards, risks and threats based on nature of operations</p> <p>KA6. organizational procedures for safe handling of equipment and machine operations</p> <p>KA7. potential risks due to own actions and methods to minimize these</p> <p>KA8. environmental management system related procedures at the workplace</p> <p>KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA10. potential accidents and emergencies and response to these scenarios</p> <p>KA11. reporting protocol and documentation required</p> <p>KA12. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KB1. occupational health and safety risks and methods</p> <p>KB2. personal protective equipment and method of use</p> <p>KB3. identification, handling and storage of hazardous substances</p> <p>KB4. proper disposal system for waste and by-products</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits</p> <p>KB7. ill-effects of alcohol, tobacco and drugs</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to:
	SA1. write clear and short sentences
	<b>Reading Skills</b>
	SA2. read and understand the company instructions
	SA3. read and understand work instructions
	SA4. read and understand the safety guidelines
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA11. listen to others attentively
	SA12. respond to emergencies, accidents or fire at the workplace
	SA13. evacuate the premises and help others in need while doing so
	SA14. the value of physical fitness, personal hygiene and good habits
	SA15. talk with others politely
<b>B. Professional Skills</b>	<b>Decision Making</b>
	SB1. identify correct safety measure for particular hazard
	SB2. make required safety plans as and when required

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Maintain health, safety and security at work place

	SB3. raise alarm in case of emergency
	<b>Analytical Thinking</b>
	SB4. know the use of correct safety measure whenever required
	SB5. be attentive to details
	SB6. be careful to avoid occurrence of hazards
	SB7. maintainance of neatness at work
	SB8. procedure for reporting unwanted behavior
	<b>Problem Solving</b>
	Not Applicable
	<b>Customer Centricity</b>
	Not Applicable
	<b>Plan &amp; Organize</b>
Not Applicable	
<b>Critical Thinking</b>	
Not Applicable	

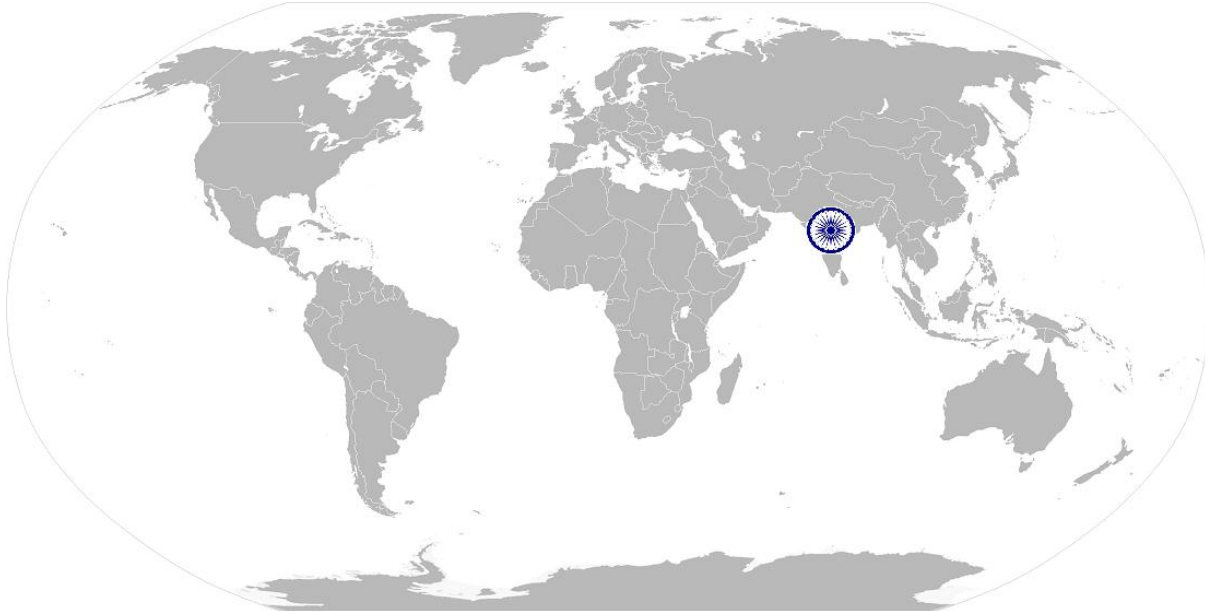


TSC/ N9003

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	Spinning	Last reviewed on	25/02/15
Occupation	Post -Spinning	Next review date	01/03/16

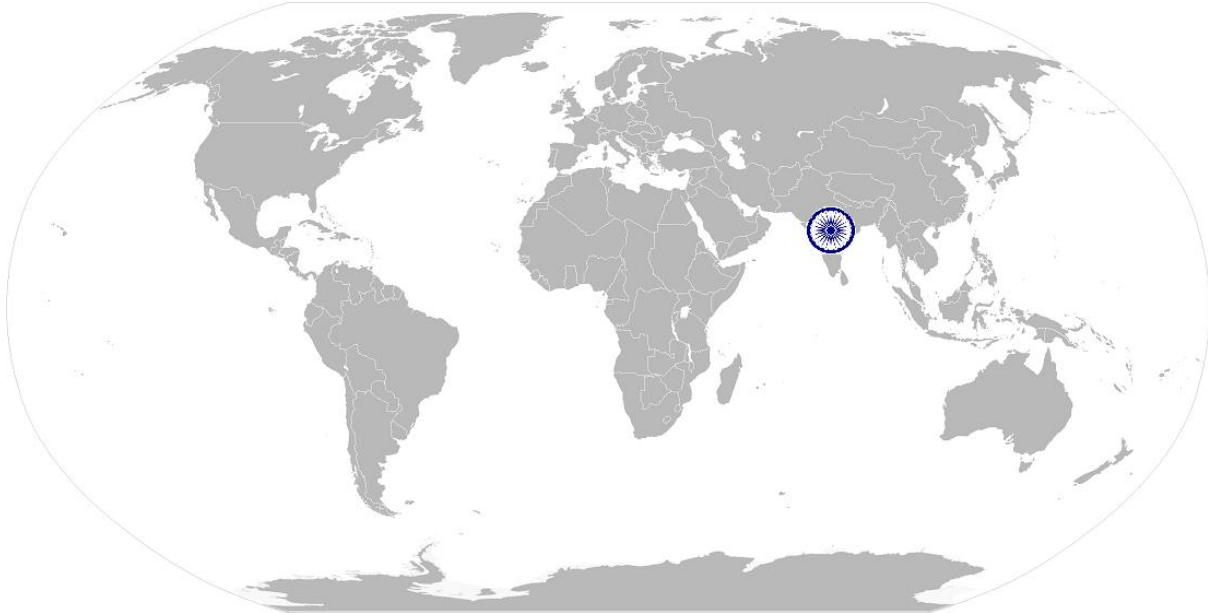




TSC/ N9004

Comply with industry and organizational requirement

# National Occupational Standard



## Overview

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

TSC/ N9004

Comply with industry and organizational requirement

National Occupational Standard	<b>Unit Code</b>	TSC/ N9004
	<b>Unit Title (Task)</b>	Comply with industry and organizational requirements
	<b>Description</b>	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry
	<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>• self development</li> <li>• team work</li> <li>• organizational standards</li> <li>• industry standards</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Self- development</b>	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
	<b>Team work</b>	PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication
	<b>Organisational standards</b>	PC9. know the organisational standards PC10. implement them in your performance PC11. motivate others to follow them
	<b>Industry standards</b>	PC12. know the industry standards PC13. align them with organisation standards
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. reporting to the supervisor or higher authority KA3. knowledge of organisational standards KA4. knowledge of industry standards
	<b>B. Technical Knowledge</b>	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
<b>Skills (S)</b>		
<b>A. Core Skills/</b>	<b>Writing Skills</b>	
	You need to know and understand how to:	

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Comply with industry and organizational requirement

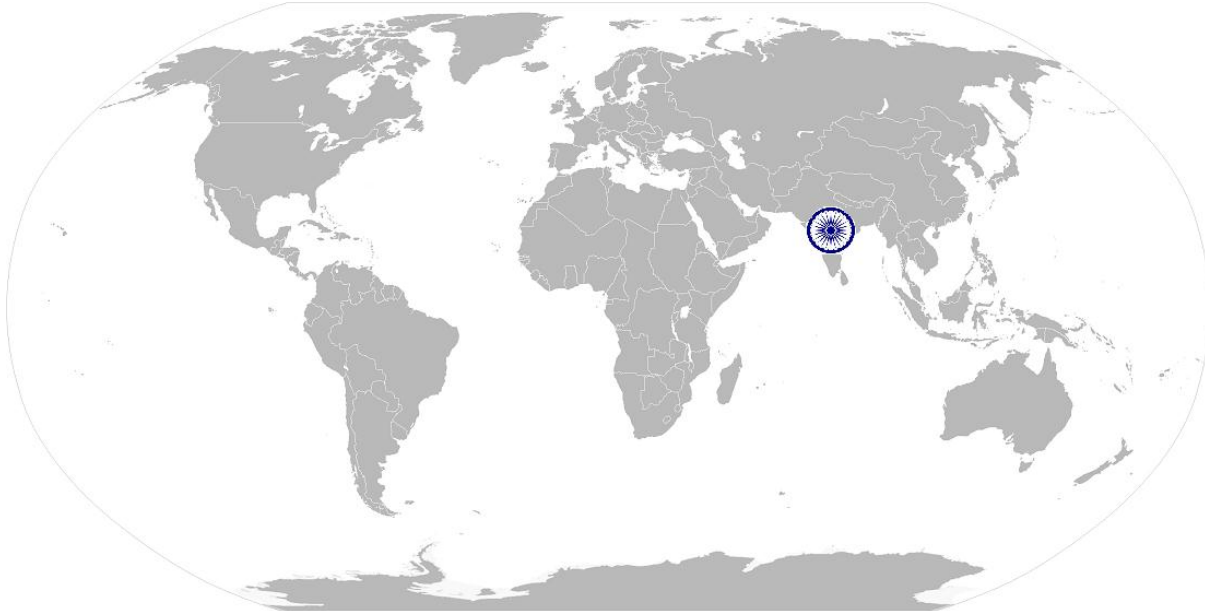
<b>Generic Skills</b>	SA1. write clear and short sentences
	<b>Reading Skills</b>
	You need to know and understand how to: SA2. read the given instructions SA3. comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	SA4. talk effectively with others SA5. put forward your point SA6. listen to others
	<b>B. Professional Skills</b>
	you need to know and understand : SB1. Organizational requirements SB2. your responsibilities at the workplace SB3. procedure to comply with the industry standards
	<b>Plan &amp; Organize</b>
	Not Applicable
	<b>Decision Making</b>
	Not Applicable
	<b>Customer Centricity</b>
	Not Applicable
	<b>Problem Solving</b>
	Not Applicable
	<b>Critical Thinking</b>
	Not Applicable

TSC/ N9004

Comply with industry and organizational requirement

NOS Version Control

NOS Code	TSC/N 9004		
Credits (NSQF)	TBD	Version number	1.0
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Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Post -Spinning	Next review date	01/03/16



### Assessment criteria

<b>Job Role: Autoconer Tenter</b> <b>Qualification Pack: Autoconer Tenter (TSC / Q 0301)</b> <b>Sector Skill Council: Textile Sector Skill Council</b>						
<b>Guidelines for assessment: -</b> 1. Criteria for assessment for each qualification pack will be created by the Sector Skill Council. Each performance criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for theory & skill practical for each PC. 2. The assessment for the theory part will be based on knowledge bank of question created by the SSC. 3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below) 4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on these criteria. 5. To pass the qualification pack, every trainee should score a minimum of 80%. 6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack						
National Occupational Standards (NOS)	Performance Criteria (PC)	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
<b>1. TSC/N 0301 (Taking charge of shift and handing over shift to Autoconer Tenter )</b>	PC1. come at least 10 - 15 minutes earlier to the work spot	<b>100</b>	3	1	1	1
	PC2. tie the waist bag/over coat/apron/cap as specified		4	1	2	1
	PC3. get instructions from supervisors and clarify doubts regarding repairs attended/changes made in previous shift		5	2	1	2
	PC4. bring the necessary operational tools to the department		3	1	1	1
	PC5. meet the previous shift operator and discuss with him/ her regarding the issues faced by them with respect to the quality or production or spare or safety or any other specific instruction etc.		4	1	2	1
	PC6. understand the count produced, colour coding, followed in the autoconer for his allocated number of drums or machines		4	1	2	1
	PC7. ensure the technical details are mentioned in the display board in the autoconer		4	1	2	1

**Assessment criteria**

PC8. check and make sure that the machines, equipments, etc. are in clean and good condition	3	1	1	1
PC9. check for the availability of the ring cops	4	1	2	1
PC10. ensure all the winding units are running properly, winding units which are not running and problems if any should be clarified with the supervisor and operator	4	2	2	0
PC11. ensure all the cone drums are running properly, if not should be enquired for the reason for idle cone drums and report to the superiors regarding the same	4	2	2	0
PC12. ensure proper functioning of autoconer machine parts	4	1	1	2
PC13. check the cleanliness of the machines & other work areas	4	1	2	1
PC14. Check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.	3	1	1	1
PC15. Question the previous shift operator for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift as well.	3	1	1	1
PC16. ensure the wastes collection boxes are empty while taking charge of shift	4	1	2	1
PC17. ensure the Over Head Travelling Cleaner (OHTC) is working properly	5	2	1	2
PC18. hand over the shift to the incoming shift operator in a proper manner	5	2	1	2
PC19. ensure in providing the details regarding count produced, colour coding followed in the autoconer for his allocated number of cone drums or machines	4	1	1	2
PC20. provide all relevant information regarding the count produced, idle cone drums, damaged machine parts if any	5	1	1	3
PC21. get clearance from the incoming counterpart before leaving the work spot	4	1	1	2

**Assessment criteria**

	PC22. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for the incoming shift		4	1	1	2
	PC23. ensure the shift has to be properly handed over to the incoming shift operator		4	1	1	2
	PC24. 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		3	1	1	1
	PC25. Weigh the hard waste generated and collected from the machine separately for each shift and deposit at the specified places		2	0	1	1
	PC26. collect the wastes from waste collection bags, weigh them and transport to storage area		2	1	1	0
	PC27. ensure the work spot is clean		2	1	1	0
	<b>Total</b>		<b>100</b>	<b>31</b>	<b>36</b>	<b>33</b>
		<b>Weightage %</b>		<b>31%</b>	<b>36%</b>	<b>33%</b>
<b>2. TSC/N 0302 (Operating the autoconer and carryout general tenting activities at Autoconer)</b>	PC1. identify the cop by looking at the count board affixed on the machine	<b>200</b>	4	1	2	1
	PC2. make sure that necessary changes and tests are carried out and follow the instructions of the superiors before running the machine		3	1	1	1
	PC3. operate the control switches for starting and stopping the machine		5	2	2	1
	PC4. ensure correct procedure is followed for operating the different control switches and machine		4	2	2	0
	PC5. following the different signal lamps used in machines		4	2	1	1
	PC6. ensure the display panel board is working properly and relevant details are displayed in the screen		5	2	3	0
	PC7. ensure proper functioning of autoconer by verifying the details in the display panel		5	2	3	0
	PC8. ensure the ring cops are properly		5	2	2	1

**Assessment criteria**

filled in the magazine				
PC9. properly doff the full cone package in case of manual doffing	6	2	3	1
PC10. ensure the full cone are properly doffed in auto doffer	5	2	2	1
PC11. ensure the machine is running in the set speed by viewing the display panel	4	1	2	1
PC12. bring the cops in the cop trolley from storage area	5	2	2	1
PC13. fill the ring cops in magazine	4	1	2	1
PC14. Sort the empties collected in the bin then and there, take the rejected cops, rectify the defect (by unwinding without making waste unnecessarily) and creel in the nearer magazines	5	2	2	1
PC15. ensure proper passage of material of yarn in the winding units	5	2	2	1
PC16. ensure the splicing unit is working properly	6	2	3	1
PC17. restart the winding unit if the winding unit is stopped on specified number of successive failures of splicing	5	2	2	1
PC18. ensure the waxing roll is available if the yarn is waxed	5	2	2	1
PC19. put the waxes in the wax axle according to the material being processed as per the instruction of superiors	4	2	2	0
PC20. check the waxing unit and fix new waxing rolls if the old one exhausts	4	2	2	0
PC21. Ensure running waxes are clean and they are freely rotating.	5	2	3	0
PC22. ensure the wax index is switched off, while processing un - waxed counts	5	2	3	0
PC23. restart the winding unit on need basis	6	2	3	1
PC24. ensure the eye unit is working properly	5	2	2	1
PC25. remove the drum lapping manually with appropriate tool like knife, scissors, without damaging the drum	5	2	2	1
PC26. switch on air valve while restating the machine after every stoppage	5	2	2	1
PC27. see that the tension is as per	4	2	2	0



Assessment criteria

requirement in drums				
PC28. Follow instructions/direction of supervisors, during count changes,	5	2	1	2
PC29. Switch on the spindle only after rectifying the problem.	5	2	2	1
PC30. ensure all the winding unit are in running condition	4	1	2	1
PC31. see the signal lamps in every winding unit and identify the reason for stoppage and restart	4	1	2	1
PC32. Give priority for signal glowing drums, attend the drums immediately and start the drums without any delay	4	1	2	1
PC33. carryout doffing activity if auto doffing unit is not available in the autoconer	5	2	2	1
PC34. Attend DHT conveyor belt jam immediately to avoid parallel yarn winding.	5	2	2	1
PC35. report to the supervisor and maintenance in charge if the yarn alarm and quality alarms rings	4	1	2	1
PC36. identify and report the different package defects to the superiors transport of empty cops to ring frame department	5	2	2	1
PC37. report to superiors immediately if any defects such as yarn shade variation, strength variation, twist variation, stains etc. are found	5	1	1	3
PC38. change as per the instructions direction of supervisors during count changes	4	1	1	2
PC39. ensure proper material handling of full cops, empty cops, cop trolleys and full cones	4	1	2	1
PC40. use appropriate tool for cleaning choked dust at yarn clearer unit	5	2	2	1
PC41. remove the drum lapping manually with appropriate tool, without damaging the drum	4	1	2	1
PC42. ensure using proper material handling of tools and equipment	3	1	2	0
PC43. ensure proper material handling of waste	2	1	1	0

**Assessment criteria**

	PC44. Use of safety gadgets like caps, masks and shoes and verifying the safety stop motions.		4	1	2	1
	<b>Total</b>		<b>200</b>	<b>73</b>	<b>89</b>	<b>38</b>
		<b>Weightage %</b>	<b>36%</b>	<b>45%</b>	<b>19%</b>	
<b>3. TSC/N 0303 (Filling the ring cops and doffing the cone package at Autoconer)</b>						
	PC1. bring the cops in the cop trolley from storage area	<b>150</b>	4	1	2	1
	PC2. ensure correct count cop trolley is taken to winding unit for filling		4	1	2	1
	PC3. patrol around the winding machine successively and identify the cop exhaust in magazine		4	1	2	1
	PC4. creel the cops in the magazine		5	1	3	1
	PC5. check frequently is there any signal stops present during cops filling		6	2	3	1
	PC6. ensure the cop is properly placed in the magazine		5	2	2	1
	PC7. ensure the yarn end of the cop is fed in the suction pipe at the centre of magazine		4	1	2	1
	PC8. ensure the winding unit should not stop due to cops exhaust		6	2	3	1
	PC9. deposit hard waste in their coat pocket/waist bag after filling		4	1	2	1
	PC10. ensure minimum time is taken for filling the ring cops		5	2	2	1
	PC11. ensure proper functioning of machine		3	1	1	1
	PC12. ensure safety while filling cops		5	2	2	1
	PC13. fetch and reserve empty cones in autoconer machine		5	1	2	2
	PC14. Write down drum no., machine no. and winder number in empty cone if necessary		5	2	2	1
	PC15. ensure the cone is wound till the required length or weight of yarn is wound on cone package		4	1	2	1
	PC16. check the cone package is fully wound to the predetermined length or weight and start doffing		4	2	1	1
	PC17. either stop the drum for doffing or doff the cone package while the drum is running as per the instructions of the		5	2	2	1

Assessment criteria

	supervisor					
	PC18. ensure proper procedure is adopted for doffing the cone package		5	1	3	1
	PC19. ensure proper material handling of cone package		6	2	3	1
	PC20. ensure the cones are as per specifications		5	2	2	1
	PC21. insert the empty cone after doffing		5	2	2	1
	PC22. Ensure strictly proper colour coded empty paper cone is mounted in holder.		5	2	2	1
	PC23. Put tail end as specified on the base of the empty cone before starting.		4	1	2	1
	PC24. during count change do the necessary changes and follow the instructions of the superiors		4	1	2	1
	PC25. release the cone holder and ensure the parper cone is in surface contact with the winding drum ensure proper traverse of yarn on winding drum		5	2	2	1
	PC26. ensure the proper passage of yarn in autoconer		4	1	3	0
	PC27. weigh the cone package as specified and ensure the required weight have been achieved		5	1	2	2
	PC28. place the cones in the cone trolley and store in the storage area as instructed		6	2	3	1
	PC29. patrol around the machine and check for signal stops		2	1	1	0
	PC30. ensure the link coner mechanism is properly working		3	1	1	1
	PC31. ensure there is no jam in the link coner transport passage		2	1	1	0
	PC32. ensure the cops are properly mounted in the cop holder		2	0	1	1
	PC33. ensure the cops are properly fed to winding unit		3	1	2	0
	PC34. clear traffic congestion at the full cop feeding path and rejected cops carrying path		6	3	2	1
	<b>Total</b>		<b>150</b>	<b>49</b>	<b>69</b>	<b>32</b>
		<b>Weightage %</b>		<b>33%</b>	<b>46%</b>	<b>21%</b>
<b>4. TSC/N</b>	PC1. ensure the different mechanisms in	<b>200</b>	4	1	1	2

Assessment criteria

<b>0304</b> <b>(Carryout cleaning and maintenance activities at autoconer)</b>	autoconer is clean				
	PC2. clean the different mechanisms in autoconer at the scheduled interval as instructed by superiors	3	1	1	1
	PC3. removing faults from ring cops	4	1	2	1
	PC4. ensure the waxing rolls are clean	4	2	2	0
	PC5. ensure the eye area is clean	4	2	2	0
	PC6. remove the waste from the measuring head of eye if any	3	1	2	0
	PC7. To keep the wastes in waste bags, piecer bags, or in aprons.	4	1	2	1
	PC8. proper material handling of full cops, empty cops and full cones	3	1	1	1
	PC9. proper material handling of waste	3	1	1	1
	PC10. transporting empty cops to ring frame department	3	1	1	1
	PC11. ensure in keeping the wax washers clean	4	2	2	0
	PC12. clean the waste accumulation from different parts of the machine from time to time	4	1	2	1
	PC13. to use proper tools for cleaning	4	1	2	1
	PC14. package defects produced in the autoconer to be identified and should be reported to superiors	3	1	1	1
	PC15. ensure the yarn produced is free from defects and damages	4	1	2	1
	PC16. collect the hard wastes from waste collection box in autoconer machine at regular intervals as instructed by superiors	3	1	1	1
	PC17. ensure the wastes collected are deposited in the respective waste box	4	1	2	1
	PC18. The rejected cops in the empties trolley should be segregated, cleaned and returned.	4	1	2	1
	PC19. all half cops and damaged cops should be cleaned in the particular shift itself	4	1	2	1
	PC20. to ensure safety while carrying out cleaning activities	3	1	1	1
	PC21. ensure cleanliness at work place	3	1	1	1
	PC22. support the mechanic while carryout cleaning maintenance activities	3	1	1	1

Assessment criteria

if necessary				
PC23. clean the wastes in the alley around the autoconer area	4	1	2	1
PC24. ensure the full cone transportation belt and empty tubes conveyor belt area is clean	4	1	2	1
PC25. ensure OHTC is running continuously without stopping whenever machine stopped for any maintenance / cleaning work	3	1	1	1
PC26. ensure proper functioning of machine	4	1	2	1
PC27. check and verify the quality of different machine parts	3	1	1	1
PC28. able to remove the worn out parts and replace with new parts in Autoconer machine with the knowledge of fitter/shift in-charge	4	1	2	1
PC29. report to superior if any abnormal functioning mechanisms in autoconer	4	1	2	1
PC30. ensure all the winding drum is in good running condition	3	1	1	1
PC31. remove the lappings if any	4	1	2	1
PC32. Ensure the working of all stop motions, tension washer and EYC.	3	1	2	0
PC33. check whether splicing unit is working proper condition	5	2	2	1
PC34. check the proper functioning of machine parts	5	1	3	1
PC35. ensure that the conveyor belt is clean and proper cop transport occurs	5	1	2	2
PC36. ensure that the conveyor belt is clean and proper cone transport occurs	4	1	2	1
PC37. attend the jams in winding sections and report to supervisor and fitters	4	1	2	1
PC38. see that all the red lights are attended immediately and also feed track jamming, cops jamming should be attended properly	5	2	2	1
PC39. in case yarn getting wound up on the drum, stop the machine and remove the same gently without damaging the drum	5	1	2	2

### Assessment criteria

	PC40. report to the maintenance in charge and supervisor if any malfunctioning in the machine		4	1	2	1
	PC41. Check the OHTC working condition.		4	1	2	1
	PC42. report to the superiors if any eyc is malfunctioning		4	1	2	1
	PC43. ensure safety while carrying out maintenance activities		3	1	1	1
	PC44. support the fitter for carrying out maintenance activities		4	1	2	1
	PC45. inform the supervisor and maintenance in charge in case of a jam		4	1	2	1
	PC46. in case of any break-downs, report to the superiors and support him for carrying out maintenance activities		3	1	1	1
	PC47. support the fitter during minor breakdown		4	1	2	1
	PC48. ensure the cone produced is free from outside damages		4	1	2	1
	PC49. inform superiors immediately, if any break down or fault in the machine is noticed		4	1	2	1
	PC50. ensure the proper functioning of signal lamps		4	1	2	1
	PC51. ensure that machine is working properly, if any deviations inform superiors immediately		3	1	1	1
	PC52. collect the hard wastes and weigh them at shift end and place them in specified area		4	1	2	1
	PC53. Provide all relevant information's of the current working process to the next shift operator before relieving.		4	1	2	1
	<b>Total</b>		<b>200</b>	<b>58</b>	<b>91</b>	<b>51</b>
		<b>Weightage %</b>		<b>29%</b>	<b>46%</b>	<b>25%</b>
<b>5.TSC/N9001 (Maintain work area, tools and machines)</b>	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	<b>50</b>	4	1	2	1
	PC2. use correct lifting and handling procedures		4	1	2	1
	PC3. use materials to minimize waste		3	1	1	1
	PC4. maintain a clean and hazard free working area		3	1	1	1

**Assessment criteria**

	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
	<b>Total</b>		<b>50</b>	<b>15</b>	<b>21</b>	<b>14</b>
		<b>Weightage %</b>		<b>30%</b>	<b>42%</b>	<b>28%</b>
<b>6.TSC/N9002 (Working in a team)</b>	PC1. be accountable to the own role in whole process	<b>50</b>	4	2	1	1
	PC2. perform all roles with full responsibility		4	2	1	1
	PC3. be effective and efficient at workplace		4	1	2	1
	PC4. properly communicate about company policies		4	1	1	2
	PC5. report all problems faced during the process		4	1	1	2
	PC6. talk politely with other team members and colleagues		4	1	1	2
	PC7. submit daily report of own performance		5	2	2	1
	PC8. adjust in different work situations		4	1	2	1
	PC9. give due importance to others' point of view		4	1	2	1
	PC10. avoid conflicting situations		4	1	2	1
	PC11. develop new ideas for work		5	2	2	1

**Assessment criteria**

	procedures					
	PC12. improve upon the existing techniques to increase process efficiency		4	1	2	1
	<b>Total</b>		<b>50</b>	<b>16</b>	<b>19</b>	<b>15</b>
		<b>Weightage %</b>		<b>32%</b>	<b>38%</b>	<b>30%</b>
<b>7.TSC/N9003 (Maintain health, safety and security at work place)</b>	PC1. comply with health and safety related instructions applicable to the workplace	<b>100</b>	5	2	2	1
	PC2. use and maintain personal protective equipment such as “ ear plug” “ nose mask “ “ head cap” etc., as per protocol		5	2	2	1
	PC3. carry out own activities in line with approved guidelines and procedures		4	2	1	1
	PC4. maintain a healthy lifestyle and guard against dependency on intoxicants		4	2	1	1
	PC5. follow environment management system related procedures		4	2	1	1
	PC6. identify and correct (if possible) malfunctions in machinery and equipment		5	2	2	1
	PC7. report any service malfunctions that cannot be rectified		4	2	1	1
	PC8. store materials and equipment in line with organisational requirements		4	1	2	1
	PC9. safely handle and remove waste		4	1	2	1
	PC10. minimize health and safety risks to self and others due to own actions		5	2	2	1
	PC11. seek clarifications, from supervisors or 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		4	2	2	0



**Assessment criteria**

	workplace					
	PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so		5	2	2	1
	PC17. take action based on instructions in the event of fire, emergencies or accidents		5	2	2	1
	PC18. follow organisation procedures for shutdown and evacuation when required		4	2	1	1
	PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		4	2	1	1
	PC20. recognise other possible security issues existing in the workplace		4	2	1	1
	PC21. recognise different measures to curb the hazards		4	2	1	1
	PC22. communicate the safety plan to everyone		4	2	1	1
	PC23. attach disciplinary rules with the implementation		4	2	1	1
	<b>Total</b>		<b>100</b>	<b>43</b>	<b>34</b>	<b>23</b>
		<b>Weightage %</b>		<b>43%</b>	<b>34%</b>	<b>23%</b>
<b>8.TSC/N9004 (Comply with industry and organizational requirement)</b>	PC1. perform own duties effectively	<b>50</b>	4	1	2	1
	PC2. take responsibility for own actions		4	1	2	1
	PC3. be accountable towards the job role and assigned duties		4	2	1	1
	PC4. take initiative and innovate the existing methods		3	1	1	1
	PC5. focus on self-learning and improvement		4	1	2	1
	PC6. co-ordinate with all the team members and colleagues		4	1	2	1
	PC7. communicate politely		4	1	1	2
	PC8. avoid conflicts and miscommunication		4	1	2	1
	PC9. know the organisational standards		4	2	1	1
	PC10. implement them in your performance		4	1	2	1
	PC11. motivate others to follow them		3	1	1	1
	PC12. know the industry standards		4	3	1	0

**Assessment criteria**

	PC13. align them with organisation standards		4	2	1	1
	<b>Total</b>		<b>50</b>	<b>18</b>	<b>19</b>	<b>13</b>
		<b>Weightage %</b>		<b>36%</b>	<b>38%</b>	<b>26%</b>
	<b>Grand Total</b>		<b>900</b>			