

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE SECTOR

What are Occupational Standards(OS)?

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



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Introduction

Qualifications Pack – Ring Frame Doffer

SECTOR: TEXTILE

SUB-SECTOR: SPINNING

OCCUPATION: SPINNING

REFERENCE ID: TSC/ Q 0202

ALIGNED TO: NCO-2004 / 7432.32

Brief Job Description:

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

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

Job Details	Qualifications Pack Code	TSC/Q0202		
	Job Role	Ring Frame Doffer		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Textile	Drafted on:	15/12/14
	Sub-sector	Spinning	Last reviewed	25/02/15
	Occupation	Spinning	Next Review	01/03/16
	NSQC Clearance On	05/08/2015		

Job Role	Ring Frame Doffer
Role Description	A ring frame doffer is responsible for carrying out doffing activities in a ring frame machine. A ring frame doffer should be able to prepare for doffing, perform doffing activities, ensuring proper functioning of machine and also ensure minimum time is taken for carrying out doffing activities in ring frame machines.
NSQF level	3
Minimum Educational Qualifications	5 th standard, preferably
Maximum Educational Qualifications	N/A
Training (Suggested but not mandatory)	Not Applicable
Minimum Entry Age	18 years
Experience	N/A
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> TSC/ N0205 Taking charge of shift and handing over shift to a Ring Frame Doffer TSC/ N0206 Preparing for Ring Frame doffing activity TSC/ N0207 Carryout Ring Frame doffing activity and post doffing activity TSC/ N0208 Responsibilities while working in auto doffer ring frame TSC/ N9001 Maintain work area, tools and machines TSC/ N9002 Working in a team TSC/ N9003 Maintain health, safety and security at workplace TSC/ N9004 Comply with industry and organizational requirement <p>Optional: N/A</p>
Performance Criteria	As described in the relevant OS units

Table 1: Glossary of Key Terms

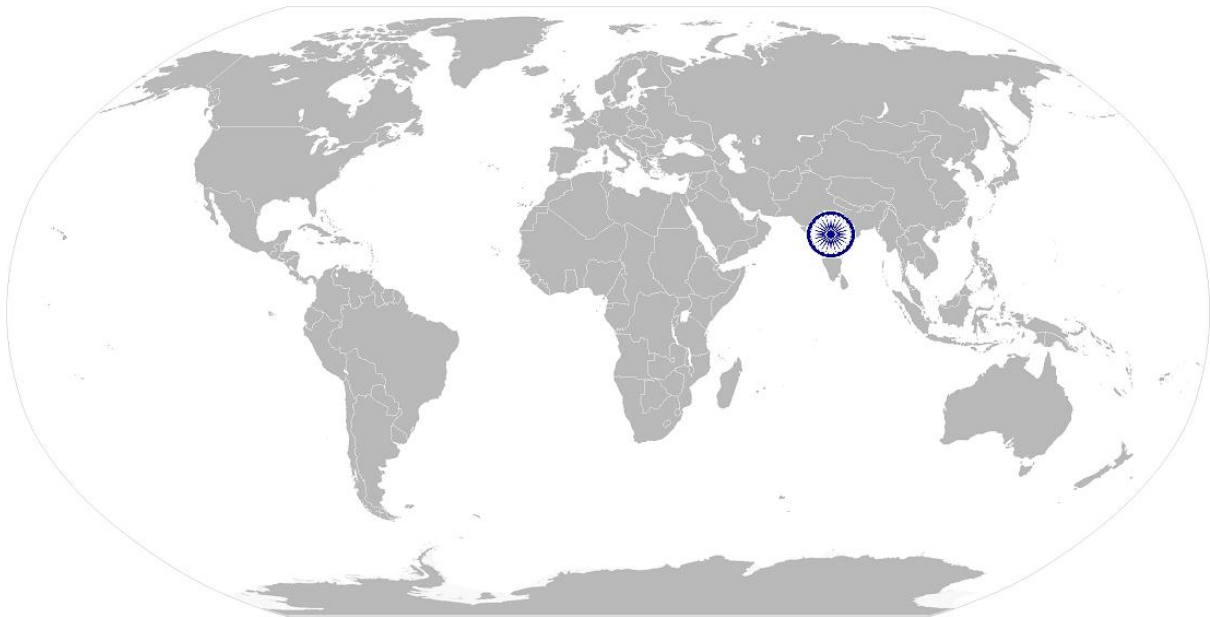
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived 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.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation

Acronyms

TSC/ N0205 Taking charge of shift and handing over shift to Ring Frame Doffer

National Occupational Standard



Overview

This unit is about taking charge of shift from previous shift Ring frame doffer and relieving the responsibilities to the next shift Ring frame doffer.

TSC/ N0205

Taking charge of shift and handing over shift to Ring Frame Doffer

Unit Code	TSC/ N0205
Unit Title (Task)	Taking charge of shift and handing over shift to Ring Frame Doffer
Description	This unit is about taking charge of shift from previous shift Ring frame doffer and relieving the responsibilities to the next shift Ring frame doffer
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Taking charge of shift from Ring frame doffer • Handing over shift to Ring frame doffer
Elements	Performance Criteria
Taking charge of shift from Ring frame doffer	<p>To be competent you must be able to :</p> <p>PC1. reach the work place at least 10 - 15 minutes early</p> <p>PC2. bring the necessary operational tools to the department</p> <p>PC3. understand the count produced, colour coding, followed in the ring frames</p> <p>PC4. meet the previous shift doffer and discuss with him/ her regarding the schedule of doffing activities to be carried out in ring frame department, and issues faced with respect to the quality, production, spare, safety or any other specific instruction etc.</p> <p>PC5. ensure the technical details are mentioned in the display board in the ring frame machine</p> <p>PC6. check the availability of empty cops and fill the empty cop trolley and ensure colour coding and technical details mentioned</p> <p>PC7. ensure proper functioning of cop trolleys</p> <p>PC8. check the condition of empty cops in cop trolleys</p> <p>PC9. ensure proper functioning of ring frame machine parts</p> <p>PC10. check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.</p> <p>PC11. ask the previous shift doffer for any deviation in the above and bring the same to the knowledge of his/ her shift superior and the superior of the previous shift as well.</p> <p>PC12. ensure the wastes collection boxes are empty while taking charge of shift</p> <p>PC13. ensure that the workplace is clean</p> <p>PC14. take over the shift from the outgoing shift's ring frame doffer in a proper manner</p>
Handing over shift to Ring frame doffer	<p>PC15. convey information effectively and confirm understanding. Provide the details regarding count produced, colour coding followed in the ring frames and prepare schedule for carrying out doffing activities</p> <p>PC16. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC17. report to his/ her shift superior and the incoming shift doffer in case his/ her counterpart does not report for the incoming shift</p> <p>PC18. ensure the shift is properly handed over to the incoming shift doffer</p> <p>PC19. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superior</p> <p>PC20. ensure that the work spot is clean</p>

TSC/ N0205 Taking charge of shift and handing over shift to Ring Frame Doffer

	PC21. ensure proper cleaning after lot change and count change
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 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. Technical Knowledge	You need to know and understand: KB1. terminology used in the industry including technical and machine related KB2. the importance of <ul style="list-style-type: none"> • types of fibres • types of yarn • yarn count • types of roving • roving hank • importance of roving quality • types of roving defects • reasons for ring breakage KB3. process flow in a spinning mill KB4. material flow in a spinning mill KB5. importance of mixing& count change KB6. functions of various parts of ring frame machine KB7. importance of colour coding followed for different counts in spinning mill KB8. knowledge of waste collection system & equipments used KB9. importance of material handling and types of material handling equipments used KB10. importance of cleanliness at workplace KB11. functions and methodology for operating different material handling equipments KB12. understand the functions of different signal lamps KB13. guidelines for operating the ring frame machine KB14. guidelines for taking charge of shift from previous Ring frame doffer KB15. guidelines for handing over the shift to the next shift Ring frame doffer KB16. safety procedures to be followed in a ring frame machine KB17. traveller change
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)

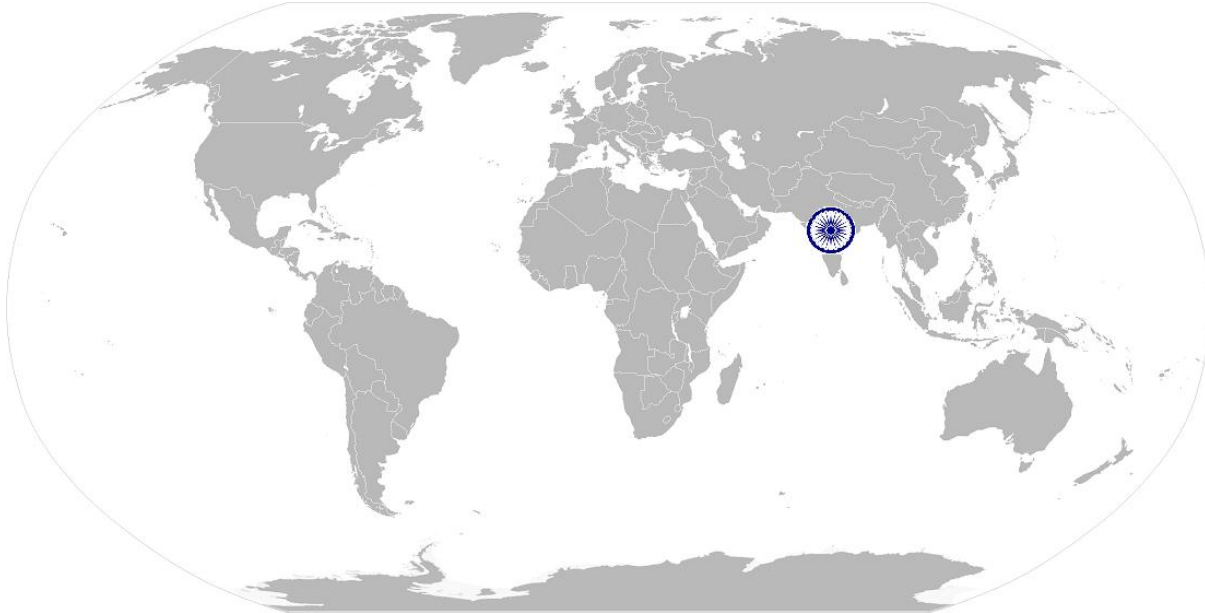
TSC/ N0205 Taking charge of shift and handing over shift to Ring Frame Doffer

	SA3. communicate with supervisor appropriately SA4. talk to others and convey information effectively
B. Professional Skills	Problem Solving You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer defects to the supervisor SB3. seek clarification on problems from others SB4. apply good attention to detail SB5. check that your work is complete and free of errors SB6. procedure for operating different material handling tools and equipments SB7. procedure to check the quality of ring cops, roving bobbins, proper functioning of machine parts in ring frame machine SB8. procedure to maintain neatness at work
	Decision Making Not Applicable
	Customer Centricity Not Applicable
	Plan & Organize Not Applicable
	Analytical Thinking Not Applicable
	Critical Thinking Not Applicable

TSC/ N0205 Taking charge of shift and handing over shift to Ring Frame Doffer

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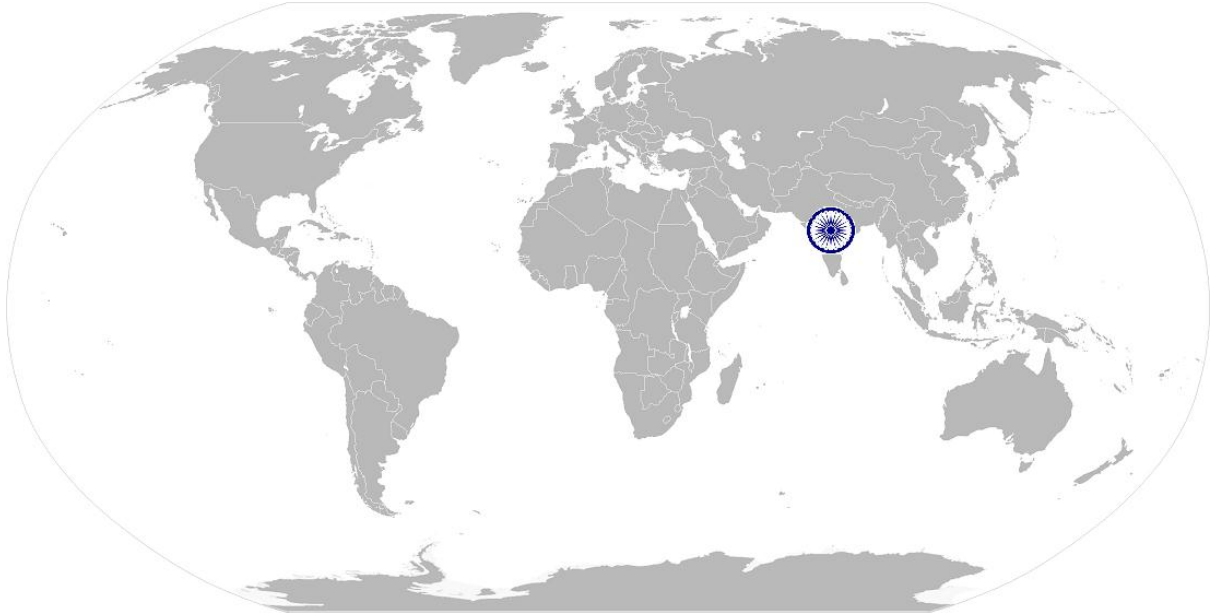
NOS Code	TSC/ N0205		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on	15/12/14
Industry Sub-sector	Spinning	Last reviewed on	25/02/15
Occupation	Spinning	Next Review date	01/03/16



TSC/ N0206

Preparing for Ring Frame doffing activity

National Occupational Standard



Overview

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

TSC/ N0206

Preparing for Ring Frame doffing activity

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

TSC/ N0206

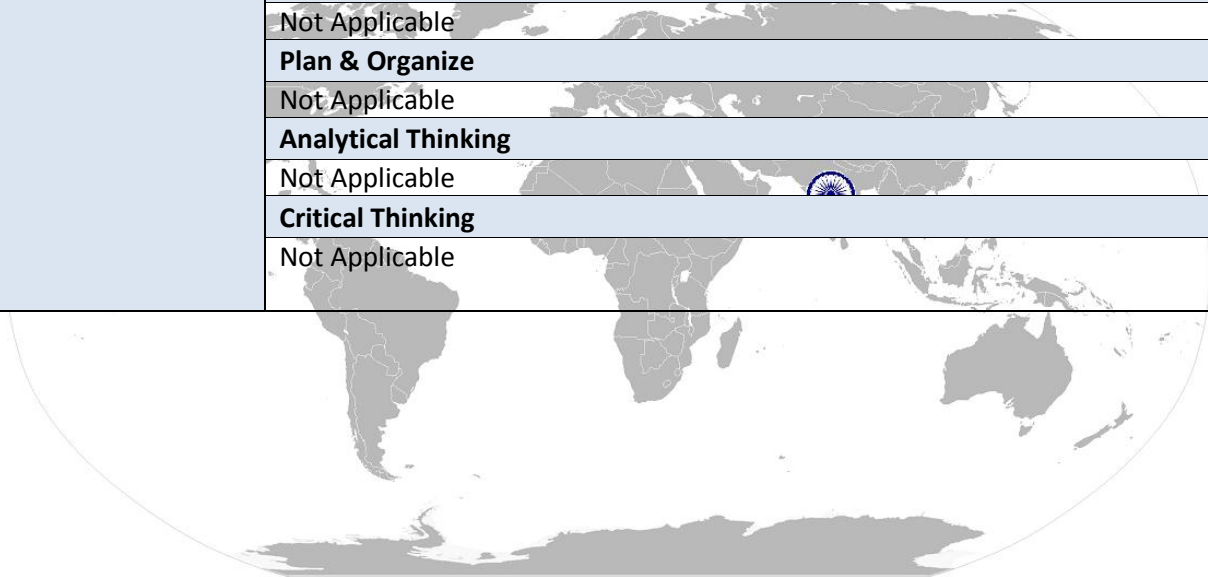
Preparing for Ring Frame doffing activity

	PC22. ensure proper material handling of bobbin and bobbin trolley PC23. keep the roving waste in the waste collection pocket provided to each operator and then put in the waste collection box PC24. ensure minimum time is taken for filling the roving bobbin PC25. discuss with the supervisor on a timely basis for clarifications if any PC26. ensure cleanliness at work place
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 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. Technical Knowledge	KB1. Understand the terminology associated with the job role KB2. understand the importance of types of fibers, types of yarn, yarn count, types of roving, roving hank, importance of roving quality, types of roving defects, reasons for roving breakage KB3. process flow in a spinning mill KB4. material flow in a spinning mill KB5. functions of the different parts of machine KB6. importance of filling KB7. importance of colour coding followed for different counts in a spinning mill KB8. functions of various tools and equipments used KB9. knowledge of waste collection system and equipments used KB10. importance of material handling and types of material handling equipments used KB11. functions and methodology for operating different material handling equipments KB12. understand the functions of different signal lamps KB13. guidelines for operating the machine KB14. safety procedures to be followed in a 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
	SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	SA3. communicate with supervisor appropriately
	SA4. talk to others to convey information effectively
B. Professional Skills	Problem Solving
	You need to know and understand how to: SB1. apply problem-solving approaches in different situations SB2. refer anomalies to the supervisor SB3. seek clarification on problems from others

TSC/ N0206

Preparing for Ring Frame doffing activity

	SB4. apply good attention to detail SB5. check that work is complete and free from errors SB6. procedure to transport the cop trolley and bobbin trolley SB7. standard operating procedures to be followed for filling the roving bobbin SB8. procedure for operating different material handling tools and equipments SB9. procedure for removing the yarn remnants in cops SB10. procedure for segregating the damaged cops SB11. procedure for filling the empty cops in cop trolley SB12. procedure for handling of empty cops and cop trolley SB13. procedure for handling of roving bobbin and bobbin trolley SB14. procedure for filling the roving bobbin SB15. maintain neatness at work place
	Decision Making
	Not Applicable
	Customer Centricity
	Not Applicable
	Plan & Organize
	Not Applicable
	Analytical Thinking
	Not Applicable
	Critical Thinking
	Not Applicable

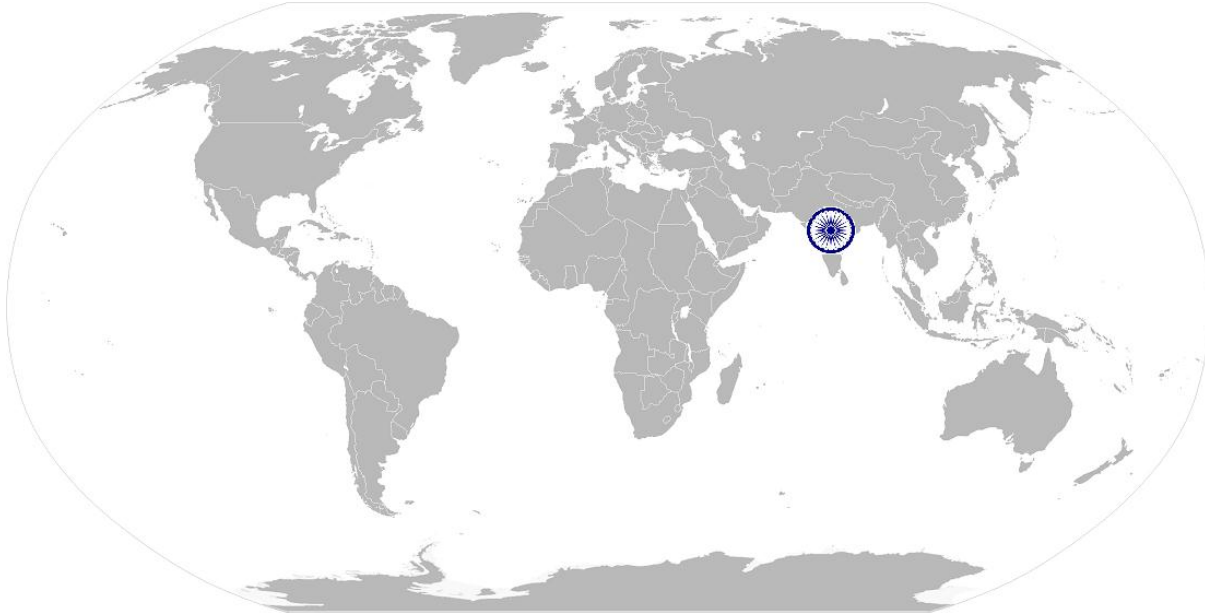


TSC/ N0206

Preparing for Ring Frame doffing activity

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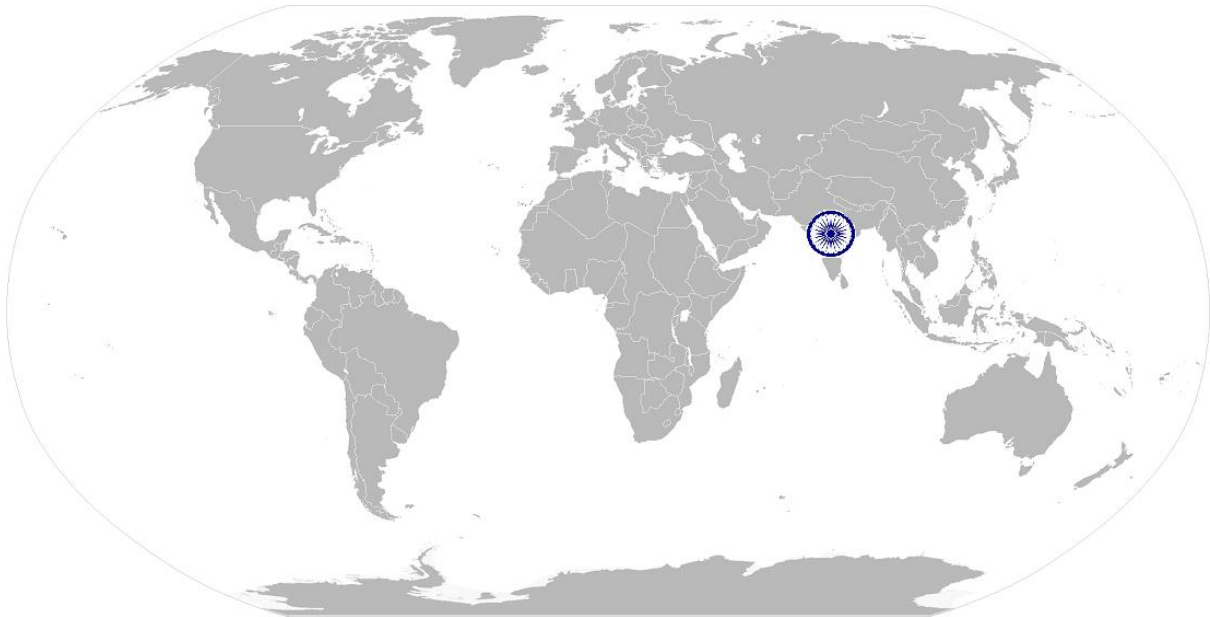
NOS Code	TSC/ N0206		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on:	15/12/14
Industry Sub-sector	Spinning	Last reviewed	25/02/15
Occupation	Spinning	Next Review	01/03/16



TSC/N 0207

Carry out Ring Frame doffing activity and post doffing activities

National Occupational Standard



Overview

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

TSC/N 0207

Carry out Ring Frame doffing activity and post doffing activities

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

TSC/N 0207	
Carry out Ring Frame doffing activity and post doffing activities	
Transporting & storing the filled cops	PC27. ensure proper transportation of filled cop trolleys
Other responsibilities	PC28. ensure that the empty cop is kept clean and arranged in a proper manner PC29. clean the defective cops in the respective shift and ensure that yarn remnants are removed PC30. segregate the roving waste and yarn waste count wise and store in their respective waste bins PC31. weigh the different types of waste collected and maintain record in a register, if needed PC32. support the tenter in carrying out tenting activities as and whenever instructed by the supervisor PC33. support the maintenance team while machine is under maintenance PC34. Carry out activities assigned by the supervisor from time to time PC35. take part in doffs wherever necessary as instructed by the supervisor PC36. transport the empty bobbins to the speed frame department storage area after count change PC37. ensure cleanliness at work place
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 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. Technical Knowledge	You need to know and understand: KB1. importance of different types of fibres, roving, roving, yarn, hank and count. KB2. types of roving defects and reason for roving breakage KB3. process flow and material flow in a spinning mill KB4. functions of different parts of a ring frame machine KB5. functions of different signal lamps and control buttons KB6. guidelines for operating the ring frame machine KB7. importance of colour coding KB8. importance of doffing KB9. guidelines for carrying out doffing activity KB10. importance of count change and traveler change KB11. importance of cleaning KB12. types of waste KB13. tools and equipments used for cleaning KB14. guidelines for carrying out cleaning activity KB15. guidelines for cleaning various part of ring frame machine KB16. importance of machine maintenance KB17. guidelines for carrying out maintenance activities KB18. knowledge of tenting activities to be followed in a ring frame machine KB19. operational schedule for cleaning different parts of ring frame machine KB20. importance of material handling

TSC/N 0207

Carry out Ring Frame doffing activity and post doffing activities

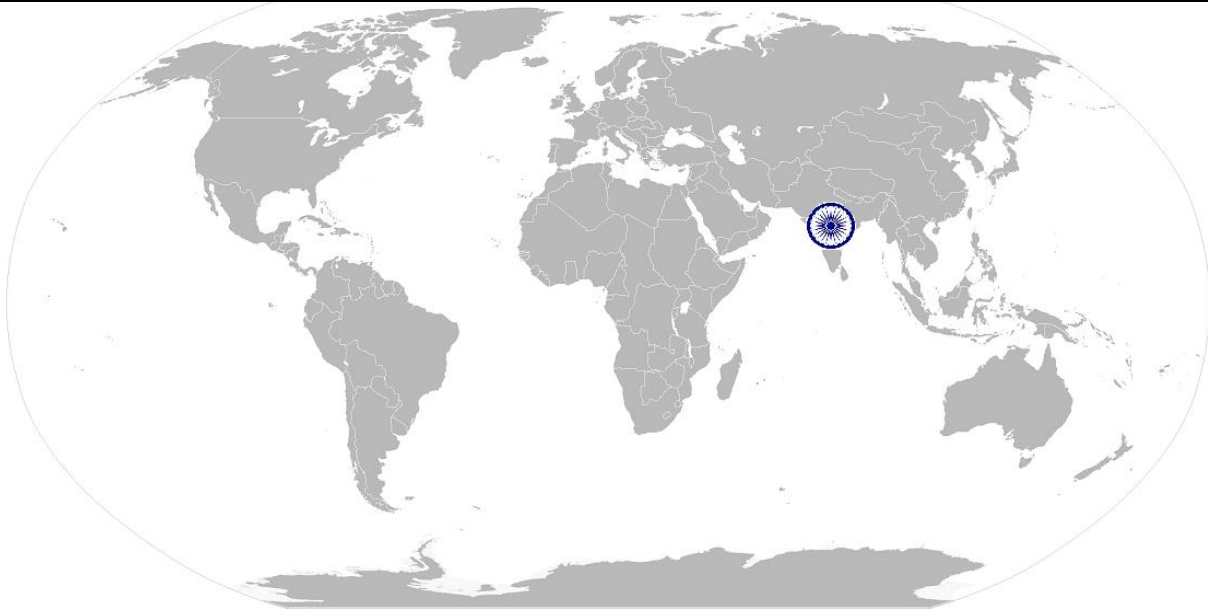
	KB21. guidelines for operating various material handling tools KB22. importance of safety at work place KB23. safety procedures to be followed in a Ring frame machine
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	SA2. read in local language and comprehend them
	Oral Communication (Listening and Speaking skills)
	SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively
B. Professional Skills	You need to know and understand : SA5. procedure to arrange empty cops in cop trolley SA6. procedure to carryout doffing activities SA7. procedure to remove full ring cops and replace with empty cops SA8. procedure for mounting the cop in the spindle SA9. standard filling procedure SA10. standard piecing/gaiting procedure SA11. standard doffing procedure SA12. procedure for cleaning different parts of machine SA13. procedure for cleaning the doffing zone SA14. procedure for depositing the waste in waste collection box SA15. procedure for changing traveler SA16. procedure for handling different material handling tools SA17. procedure for material handling of cops and cop trolley SA18. maintain neatness at work place
	Problem Solving
	Not Applicable
	Decision Making
	Not Applicable
	Customer Centricity
	Not Applicable
	Plan & Organize
	Not Applicable
	Analytical Thinking
	Not Applicable
	Critical Thinking
	Not Applicable

TSC/N 0207

Carry out Ring Frame doffing activity and post doffing activities

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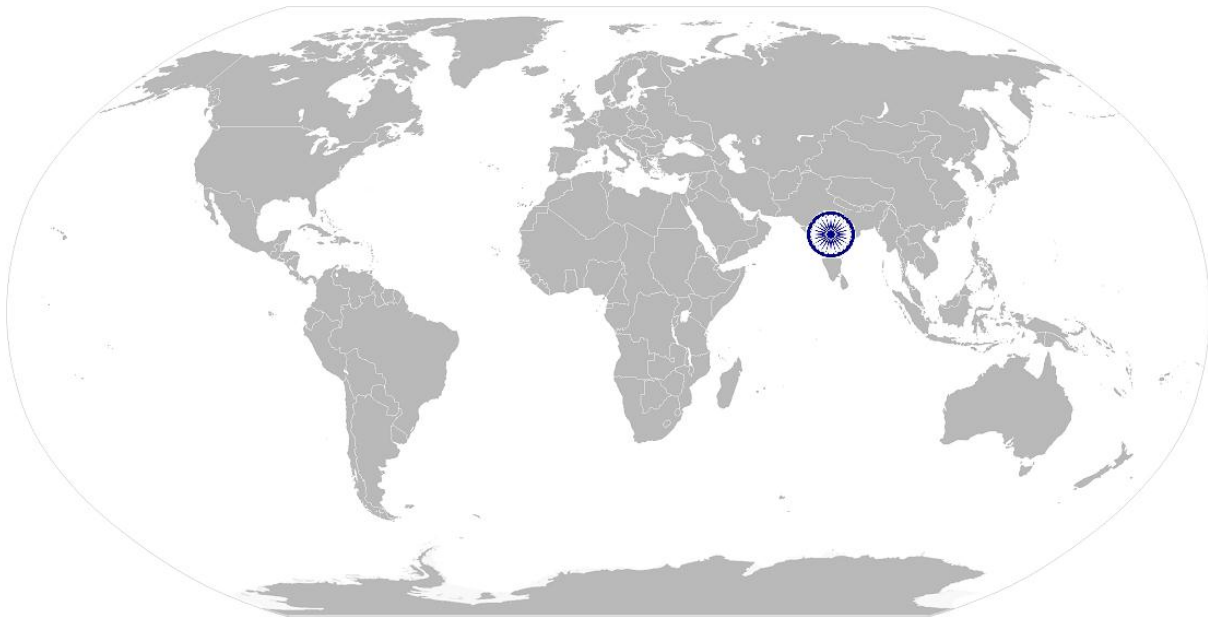
NOS Code	TSC/ N0207		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on:	15/12/14
Industry Sub-sector	Spinning	Last reviewed	25/02/15
Occupation	Spinning	Next Review	01/03/16



TSC/N 0208

Responsibilities while working in auto doffer ring frame

National Occupational Standard



Overview

This unit is about carrying out the tenting responsibilities in a Ring frame machine with auto doffer.

TSC/N 0208

Responsibilities while working in auto doffer ring frame

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

TSC/N 0208

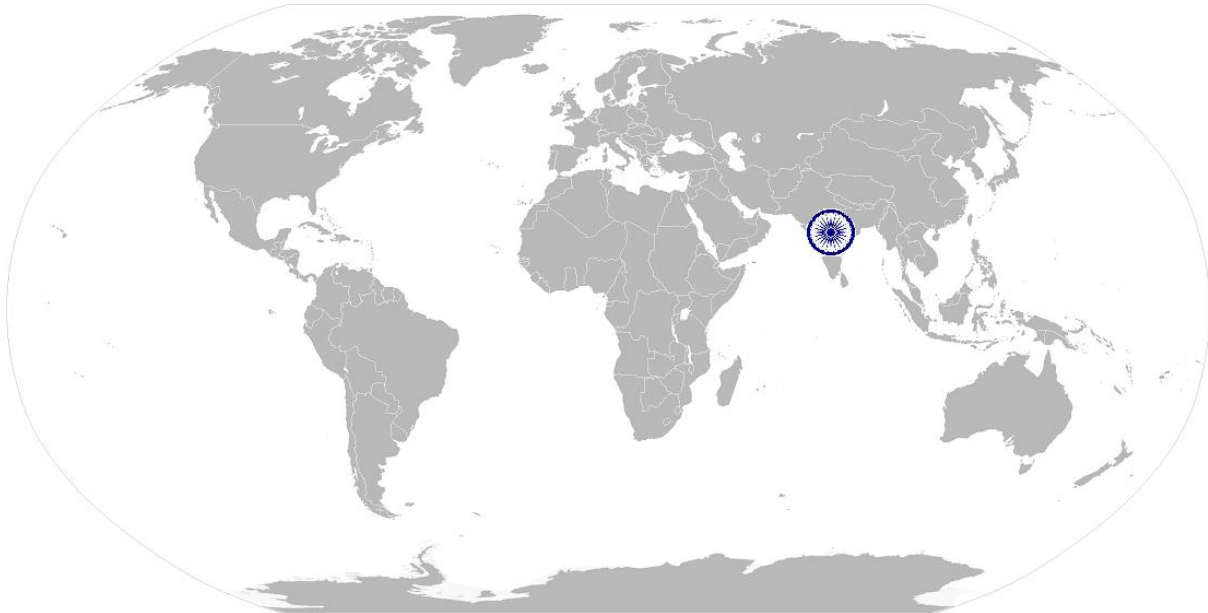
Responsibilities while working in auto doffer ring frame

organization and its processes)	
B. Technical Knowledge	<p>KB1. Process flow and material flow in a spinning mill</p> <p>KB2. functions of different parts of a ring frame machine</p> <p>KB3. importance and functions of auto doffing</p> <p>KB4. functions of different mechanisms of auto doffing unit</p> <p>KB5. advantages and disadvantages of auto doffing</p> <p>KB6. importance of tube loader, pin spacer, gripper</p> <p>KB7. importance of material handling</p> <p>KB8. knowledge of gaiting</p> <p>KB9. importance of cop build</p> <p>KB10. knowledge of manual doffing of ring cops</p> <p>KB11. importance of cleanliness at work place</p> <p>KB12. guidelines for identifying worn out parts</p> <p>KB13. guidelines for carrying out cleaning and maintenance activities</p> <p>KB14. importance of waste collection</p> <p>KB15. guidelines for collecting wastes</p> <p>KB16. understand the safety precautions to be followed in a ring frame machine</p> <p>KB17. cleaning of trolley wheels from waste</p> <p>KB18. contamination free trolleys</p> <p>KB19. placing bobbins in a systematic manner in box (tip one side)</p> <p>KB20. no variation in length of bobbins</p> <p>KB21. no broken bobbin to be used</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. write clear and short sentences
	Reading Skills
	SA2. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	SA3. communicate with supervisor appropriately
	SA4. talk to others to convey information effectively
B. Professional Skills	You need to know and understand :
	<p>SA5. doffing procedure as applicable to work requirements</p> <p>SA6. procedure for handling of cops, wastes& doff trolleys</p> <p>SA7. gaiting procedure</p> <p>SA8. maintain neatness at work place</p>
	Problem Solving

TSC/N 0208

Responsibilities while working in auto doffer ring frame

	Not Applicable
	Decision Making
	Not Applicable
	Customer Centricity
	Not Applicable
	Plan & Organize
	Not Applicable
	Analytical Thinking
	Not Applicable
	Critical Thinking
	Not Applicable

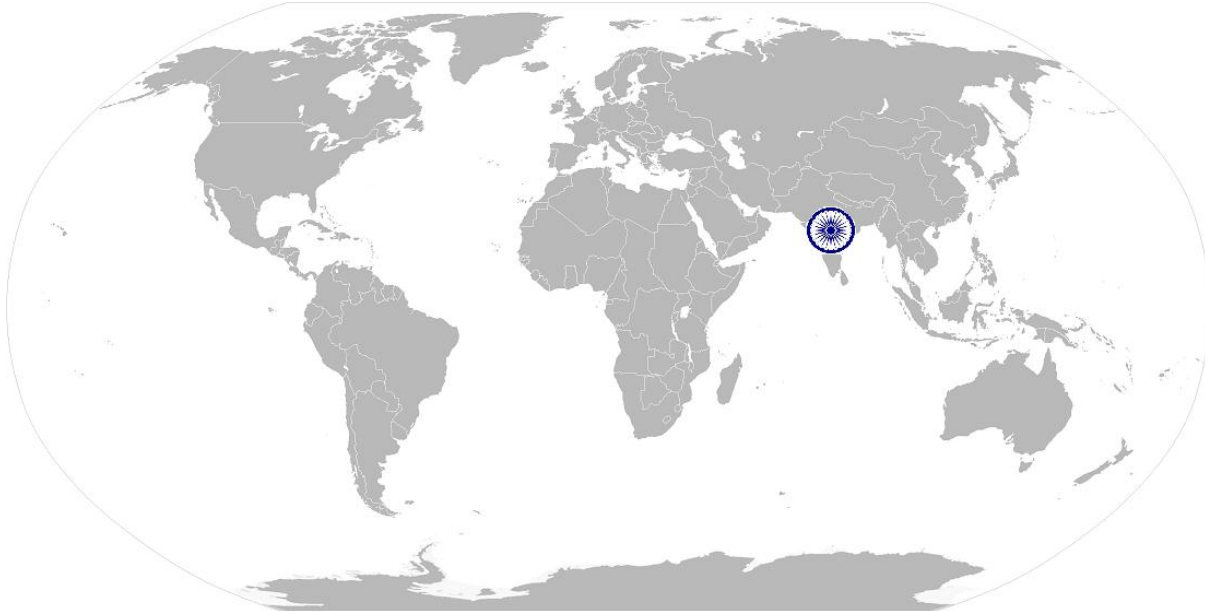


TSC/N 0208

Responsibilities while working in auto doffer ring frame

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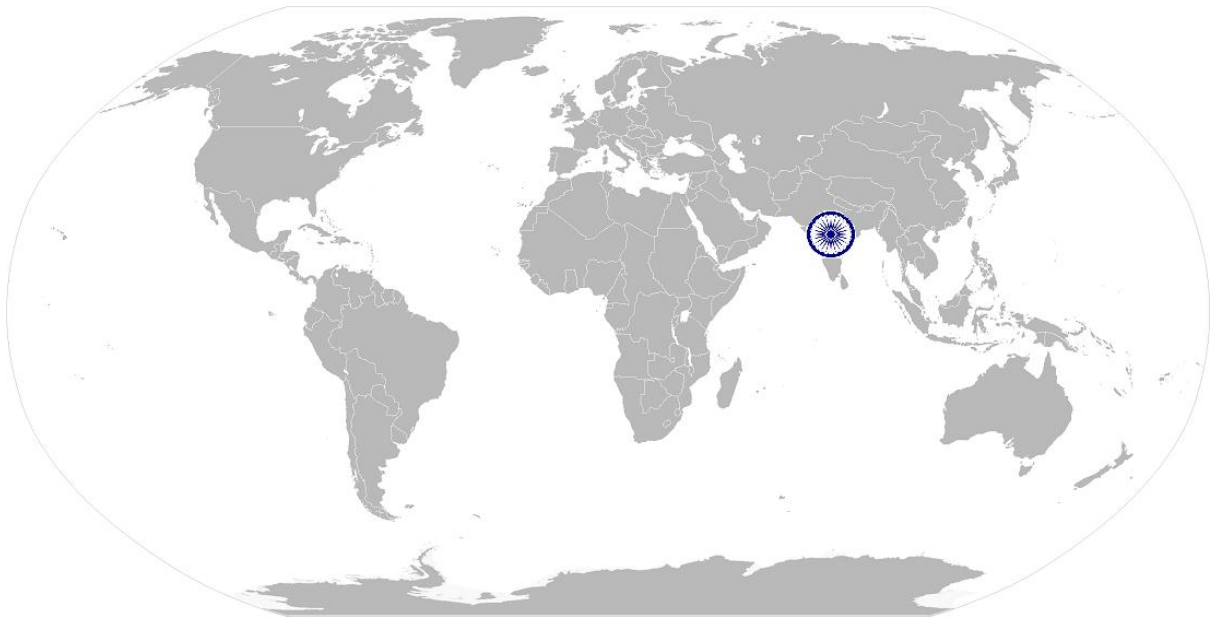
NOS Code	TSC/ N0208		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on:	15/12/14
Industry Sub-sector	Spinning	Last reviewed	25/02/15
Occupation	Spinning	Next Review	01/03/16



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

Unit Code	TSC/ N9001
Unit Title (Task)	Maintain work area, tools and machines
Description	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintaining the work area, tools and machines
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Maintaining the work area, tools and machines	To be competent, you must be able to: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> KA1. personal hygiene and duty of care KA2. safe working practices and organisational standard operating procedures KA3. limits of your own responsibility KA4. ways of resolving 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 organisation'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 Knowledge	You need to know and understand: <ul style="list-style-type: none"> KB1. work instructions and specifications and interpret them accurately KB2. relation between work role and the overall manufacturing process

TSC/ N9001

Maintain work area, tools and machines

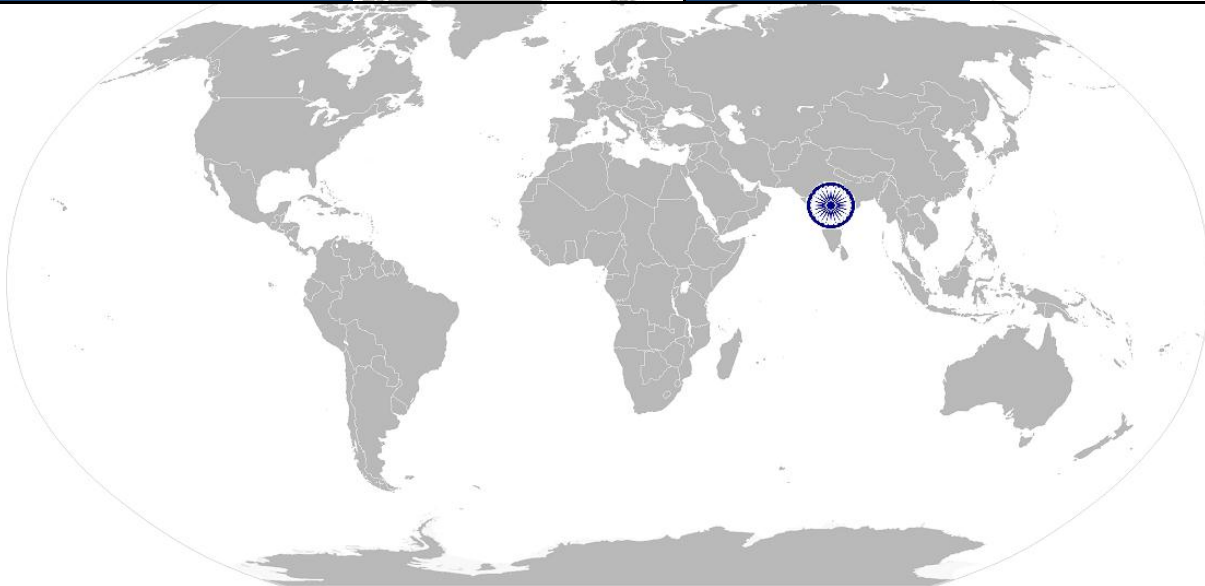
	<p>KB3. hazards likely to be encountered when conducting routine maintenance</p> <p>KB4. the importance of taking action when problems are identified</p> <p>KB5. different ways of minimising waste</p> <p>KB6. the importance of running maintenance and regular cleaning</p> <p>KB7. effects of contamination 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>
Skills (S)	
A. Core Skills/ Generic Skills	Reading Skills
	You need to know and understand how to: SA1. comprehend written instructions SA2. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA3. Communicate effectively in local language SA4. communicate with supervisor appropriately SA5. 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 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 SB8. communicate effectively SB9. apply leadership skills wherever required SB10. take initiative at the right place SB11. understand the requirement to be creative
	Decision Making
	Not Applicable
	Customer Centricity
	Not Applicable
	Plan & Organize
	Not Applicable
	Analytical Thinking
	Not Applicable
	Critical Thinking
Not Applicable	

TSC/ N9001

Maintain work area, tools and machines

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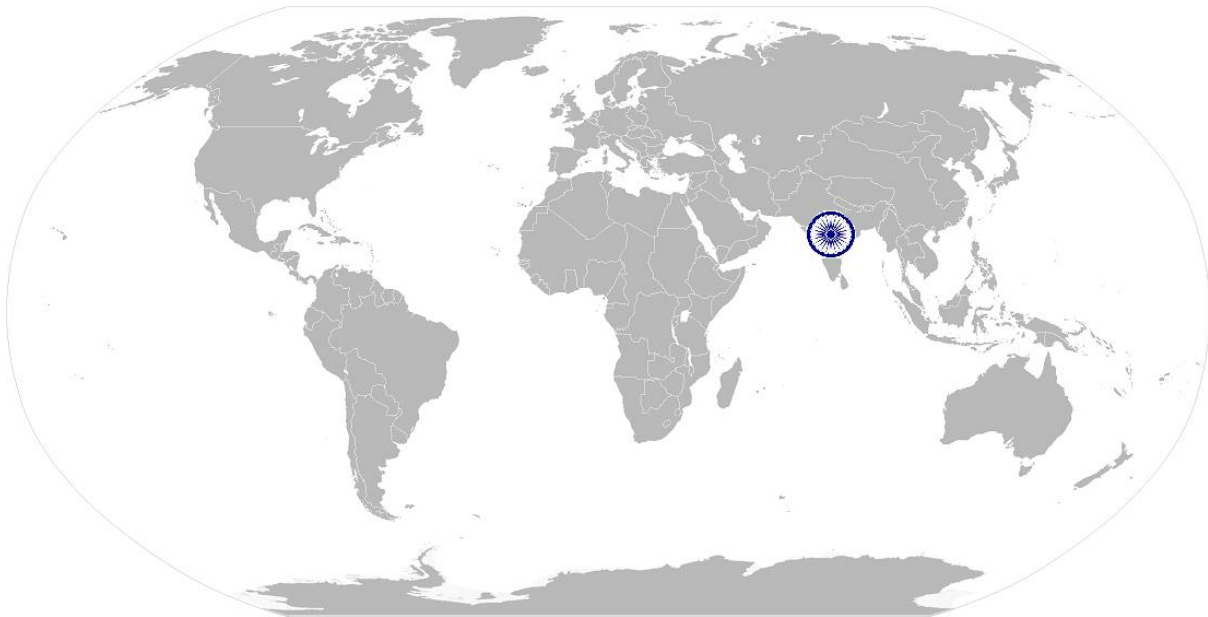
NOS Code	TSC/ N9001		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on:	15/12/14
Industry Sub-sector	Spinning	Last reviewed	25/02/15
Occupation	Spinning	Next Review	01/03/16



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

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: <ul style="list-style-type: none"> • commitment and trust • communication • adaptability • creative freedom
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Commitment and trust	To be competent, you must be able to: PC1. be accountable to the own role in whole process PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace
	Communication	PC4. properly communicate about company policies PC5. report all problems faced during the process PC6. talk politely with other team members and colleagues PC7. submit daily report of own performance
	Adaptability	PC8. adjust in different work situations PC9. give due importance to others' point of view PC10. avoid conflicting situations
	Creative freedom	PC11. develop new ideas for work procedures PC12. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)		
A. Organizational Context	You need to know and understand: KA1. 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	

TSC/ N9002

Working in a team

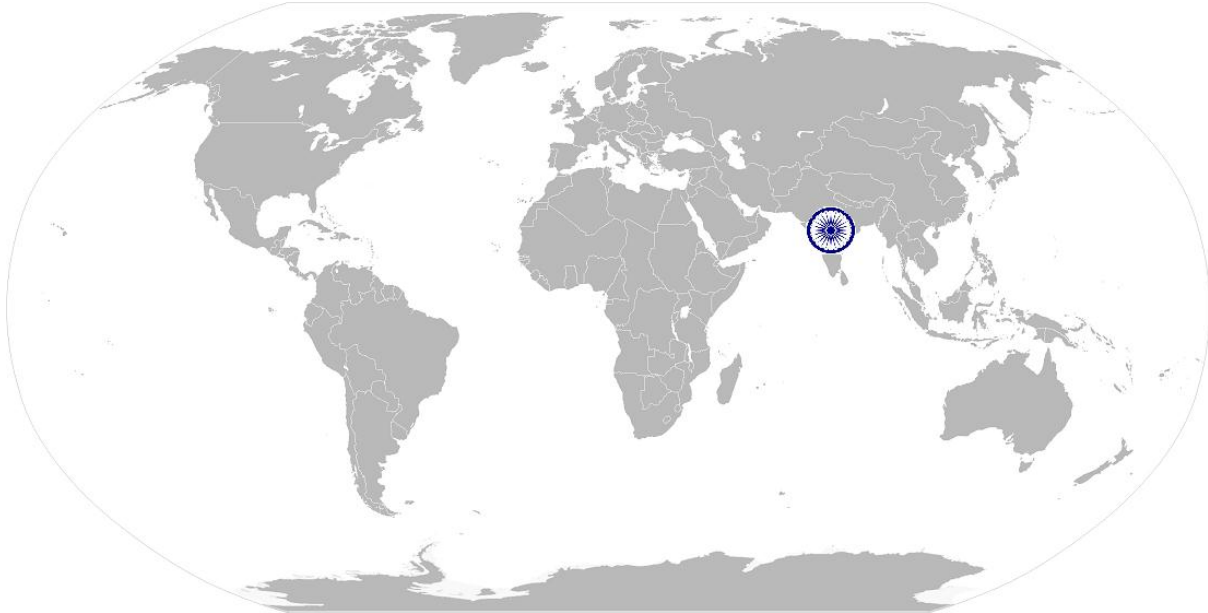
	Reading Skills
	SA4. comprehend written instructions SA5. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	SA6. communicate with supervisor appropriately SA7. talk to co-workers to convey information effectively
B. Professional Skills	Problem Solving
	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 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
	Decision Making
	Not Applicable
	Customer Centricity
	Not Applicable
	Plan & Organize
	Not Applicable
	Analytical Thinking
	Not Applicable
	Critical Thinking
Not Applicable	

TSC/ N9002

Working in a team

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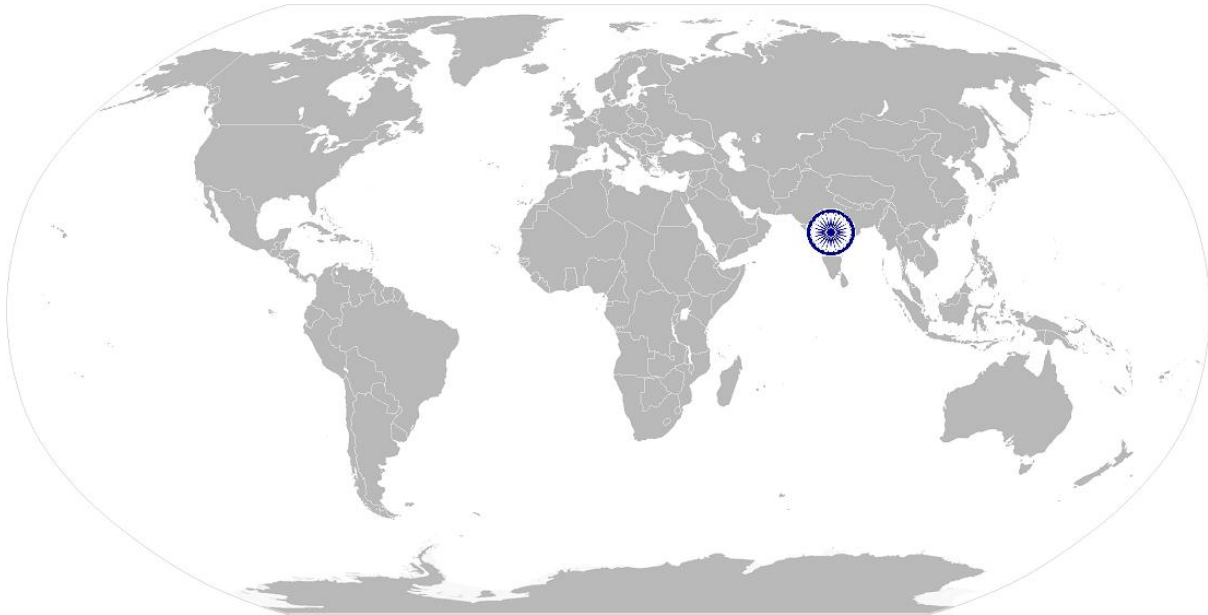
NOS Code	TSC/ N9002		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on:	15/12/14
Industry Sub-sector	Spinning	Last reviewed	25/02/15
Occupation	Spinning	Next Review	01/03/16



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

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

TSC/ N9003

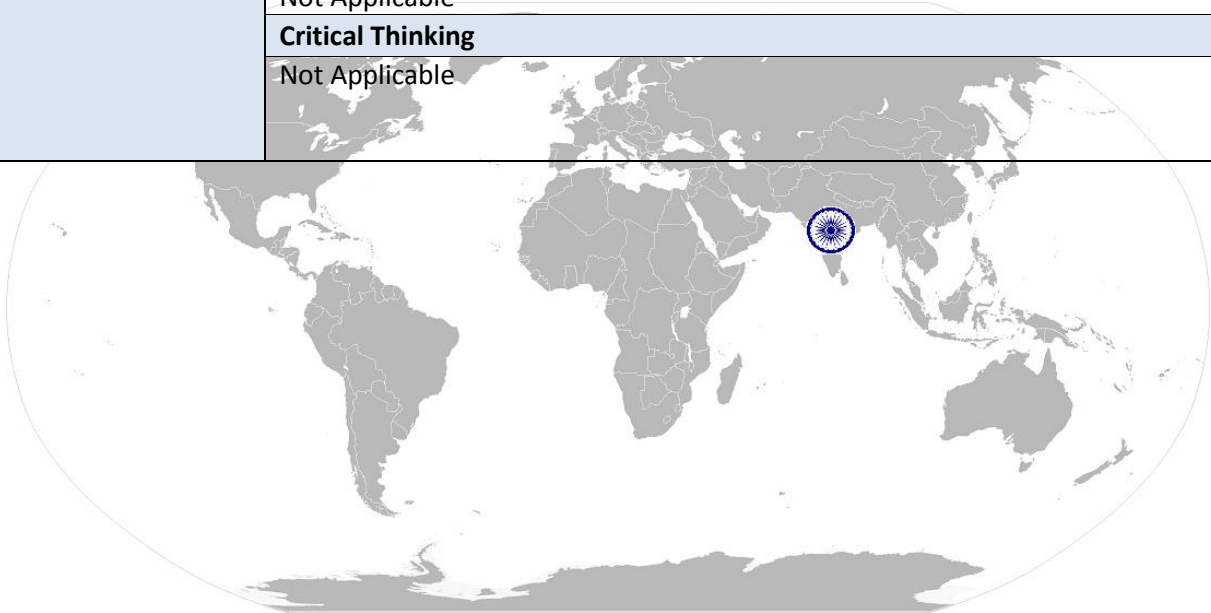
Maintain health, safety and security at work place

Implementing the programs	PC22. communicate the safety plan to everyone PC23. attach disciplinary rules with the implementation
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. safe working practices to be adopted in textile mill KA3. quality systems and other processes practiced in the textile mill KA4. health and safety related practices applicable at the workplace KA5. potential hazards, risks and threats based on nature of operations KA6. organizational procedures for safe handling of equipment and machine operations KA7. potential risks due to own actions and methods to minimize these KA8. environmental management system related procedures at the workplace KA9. layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA10. potential accidents and emergencies and response to these scenarios KA11. reporting protocol and documentation required KA12. details of personnel trained in first aid, fire-fighting and emergency response KA13. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
B. 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. read and understand the company instructions SA3. read and understand work instructions SA4. read and understand the safety guidelines
	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

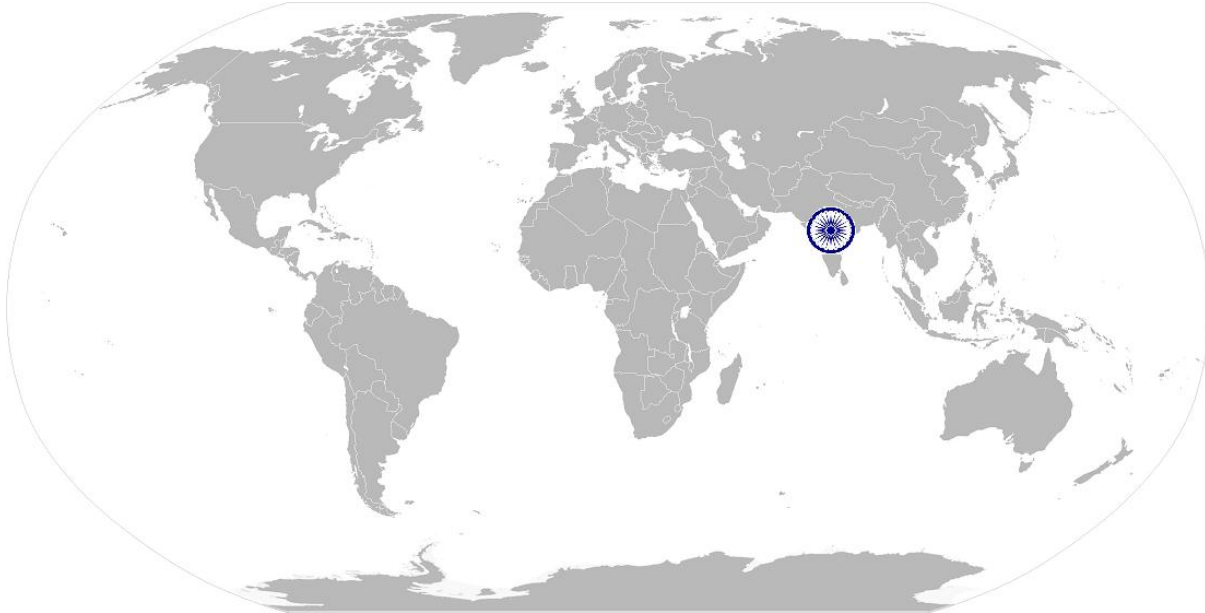
	SB3. raise alarm in case of emergency
	Analytical Thinking
	SB4. know the use of correct safety measure whenever required
	SB5. be attentive to details
	SB6. be careful to avoid occurrence of hazards
	SB7. maintenance of neatness at work
	SB8. procedure for reporting unwanted behavior
	Problem Solving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



TSC/ N9003 Comply with industry and organizational requirement

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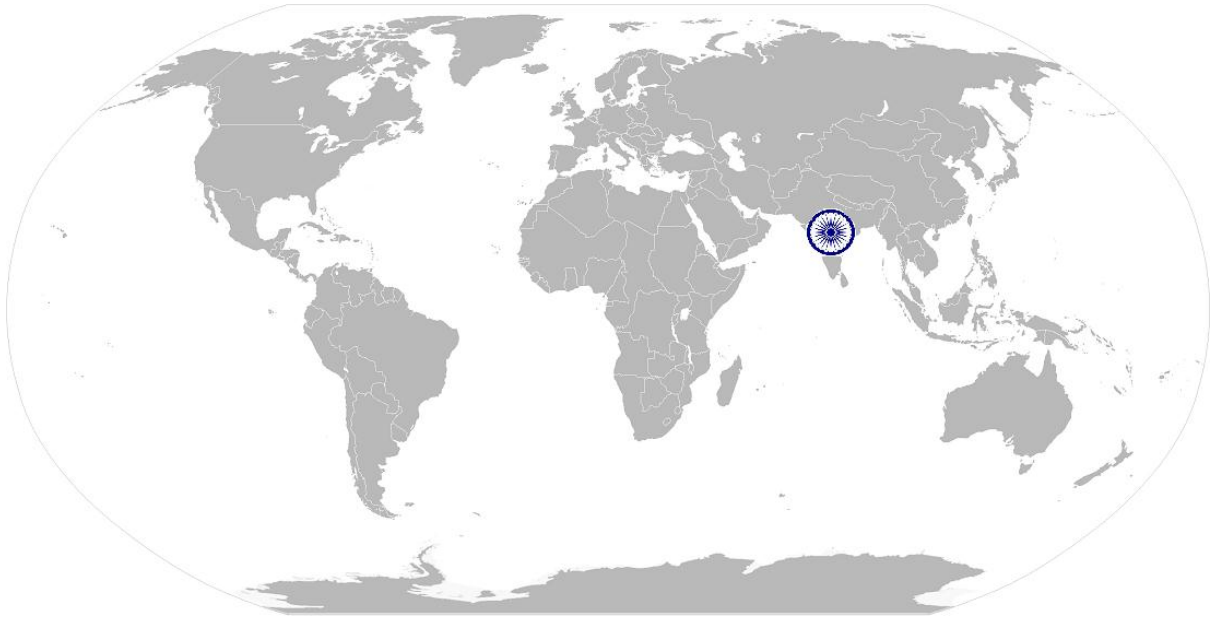
NOS Code	TSC/ N9003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Textile	Drafted on:	15/12/14
Industry Sub-sector	Spinning	Last reviewed	25/02/15
Occupation	Spinning	Next Review	01/03/16



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 requirements

Unit Code	TSC/ N9004
Unit Title (Task)	Comply with industry and organizational requirement
Description	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • self development • team work • organizational standards • industry standards
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Self- development	<p>To be competent, you must be able to:</p> <p>PC1. perform own duties effectively PC2. take responsibility for own actions PC3. be accountable towards the job role and assigned duties PC4. take initiative and innovate the existing methods PC5. focus on self-learning and improvement</p>
Team work	<p>PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication</p>
Organisational standards	<p>PC9. know the organisational standards PC10. implement them in your performance PC11. motivate others to follow them</p>
Industry standards	<p>PC12. know the industry standards PC13. align them with organisation standards</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a textile mill KA2. reporting to the supervisor or higher authority KA3. knowledge of organisational standards KA4. knowledge of industry standards</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. process and material flow in a textile mill KB2. importance of complying with the standards KB3. guidelines for cleaning the various parts of machine</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. write clear and short sentences
	Reading Skills

TSC/ N9004

Comply with industry and organizational requirements

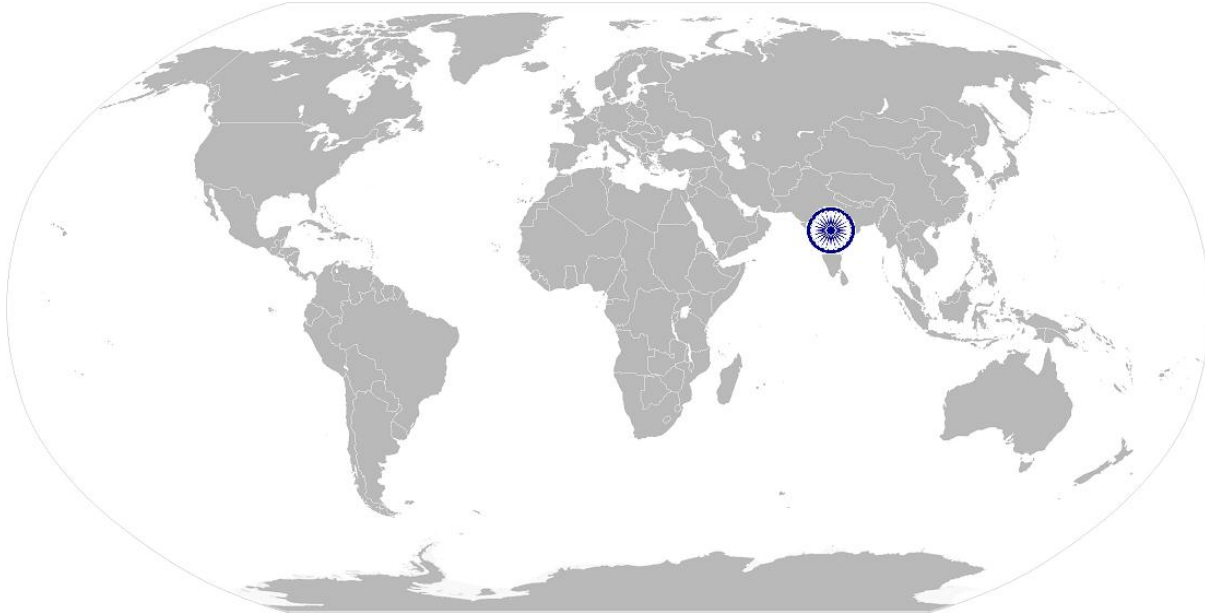
	You need to know and understand how to: SA2. read the given instructions SA3. comprehend written instructions
	Oral Communication (Listening and Speaking skills)
	SA4. talk effectively with others SA5. put forward your point SA6. listen to others
B. Professional Skills	Analytical Thinking
	you need to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

TSC/ N9004

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	Spinning	Last reviewed	25/02/15
Occupation	Spinning	Next Review	01/03/16



TSC/ N9004

Assessment criteria

Job Role: Ring Frame Doffer
Qualification Pack: Ring Frame Doffer (TSC/Q 0202)
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 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 75%.
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
1. TSC/N 0205 (Taking charge of shift and handing over shift to Ring Frame Doffer)	PC1. reach the work place at least 10 - 15 minutes early	75	3	1	1	1
	PC2. bring the necessary operational tools to the department		4	1	2	1
	PC3. understand the count produced, colour coding, followed in the ring frames		4	1	1	2
	PC4. meet the previous shift doffer and discuss with him/ her regarding the schedule of doffing activities to be carried out in ring frame department, and issues faced with respect to the quality, production, spare, safety or any other specific instruction etc.		4	1	1	2
	PC5. ensure the technical details are mentioned in the display board in the ring frame machine		4	1	2	1
	PC6. check the availability of empty cops and fill the empty cop trolley and ensure colour coding and technical details mentioned		4	1	2	1

Assessment Criteria

PC7. ensure proper functioning of cop trolleys	3	1	2	0
PC8. check the condition of empty cops in cop trolleys	3	1	2	0
PC9. ensure proper functioning of ring frame machine parts	4	1	2	1
PC10. Check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas.	4	1	2	1
PC11. Ask the previous shift doffer for any deviation in the above and bring the same to the knowledge of his/ her shift superior and the superior of the previous shift as well.	4	1	1	2
PC12. ensure the wastes collection boxes are empty while taking charge of shift	4	1	2	1
PC13. ensure that the workplace is clean	4	1	2	1
PC14. Hand over the shift to the incoming ring frame doffer in a proper manner it should be recorded in a proper way. Convey information effectively, and confirm understanding. Provide the details regarding count produced, colour coding followed in the ring frames and prepare schedule for carrying out doffing activities	4	1	1	2
PC15. get clearance from the incoming counterpart before leaving the work spot	4	1	1	2
PC16. report to his/ her shift superior and the incoming shift doffer in case his/ her counterpart does not report for the incoming shift	4	1	1	2
PC17. ensure the shift is properly handed over to the incoming shift doffer	4	1	1	2
PC18. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the	4	1	1	2

Assessment Criteria

	department only after getting concurrence for the same from his/her superior					
	PC19. ensure that the work spot is clean		3	1	1	1
	PC20. lot Change and count change cleaning		3	1	1	1
	Total		75	20	29	26
	Weightage %			27%	38%	35%
2. TSC/N 0206 (Preparing for Ring frame doffing activity)	PC1. follow the plan as instructed by superior for performing doffing activities at various machines in ring frame department	100	5	2	1	2
	PC2. patrol and identify which machine in ring frame departments is ready for doffing		3	1	1	1
	PC3. ensure minimum time is taken for identifying the machine to be carryout doffing activity		3	1	1	1
	PC4. ensure in confirming the machine with the superiors for carrying out doffing activity		3	1	1	1
	PC5. identify the empty cops required for next doff and segregate it according to size and colour code		4	1	2	1
	PC6. ensure the cops are clean		3	1	2	0
	PC7. clean the empty cops and remove the yarn remnants, if needed		4	1	2	1
	PC8. remove the collected waste and store it in a waste collection box		4	2	1	1
	PC9. ensure that the empty cops are in good condition		3	1	2	0
	PC10. remove the damaged cops and store in a separate place		4	1	2	1
	PC11. ensure that an empty cop of correct size and colour code is loaded in the bobbin trolley		3	1	1	1
	PC12. ensure proper material handling of empty cops		3	1	1	1
	PC13. load the empty cops in the cop		4	1	2	1

Assessment Criteria

	trolley in an organised manner					
	PC14. load the required number of empty cops as per requirement in different cop trolleys		4	2	1	1
	PC15. move and arrange the cop trolleys in an organised manner near the ring frame machine in which doffing activity is to be carried out		5	2	3	0
	PC16. ensure minimum time is taken for carrying the above activities		4	1	2	1
	PC17. ensure that overhead blower parked at one side of the m/c during doffing		4	2	1	1
	PC18. overhead blower should start as soon the doffing m/c starts		3	1	1	1
	PC19. support the tenter in bringing the new bobbin from the speed frame department to the ring frame filling zone at the time of lot change as per instruction from the superiors		4	1	2	1
	PC20. to ensure correct roving bobbins are taken for filling		4	1	2	1
	PC21. creel the roving bobbins in the reserve umbrella creel as instructed by superiors		5	2	2	1
	PC22. ensure proper material handling of bobbin and bobbin trolley		4	1	2	1
	PC23. keep the roving waste in the waste collection pocket provided to each operator and then put in the waste in waste collection box		4	1	2	1
	PC24. ensure minimum time is taken for filling the roving bobbin		4	1	2	1
	PC25. discuss with the supervisor on a timely basis for clarifications if any		5	2	2	1
	PC26. ensure cleanliness at work place		4	1	2	1
	Total		100	33	43	24
	Weightage %			33%	43%	24%
3. TSC/N 0207 (Carry out Ring frame doffing activity and	PC1. transport the empty cop trolley of ring frame machine	150	4	1	2	1
	PC2. arrange the cops trolley in an organised manner		4	1	2	1

Assessment Criteria

post doffing activity)	PC3. stop the machine	3	1	2	0
	PC4. ensure the machine is completely stopped	4	1	2	1
	PC5. Ensure lappet rail are lifted automatically, otherwise do it manually	4	1	2	1
	PC6. remove the full yarn cop from spindle and replace it with an empty cop from the cop trolley	5	2	2	1
	PC7. ensure proper procedure is followed for carrying out doffing activity	4	1	2	1
	PC8. ensure the empty cop is properly mounted in the spindle	5	1	3	1
	PC9. repeat the doffing activity for specified number of spindles as instructed by your superior	5	1	3	1
	PC10. ensure proper material handling of empty cops and full cops	4	1	2	1
	PC11. ensure minimum time is taken for carrying out doffing activity	3	1	1	1
	PC12. cover the doffed ring cops if needed	4	1	2	1
	PC13. ensure cleanliness at work place	3	1	1	1
	PC14. ensure all the full cops are replaced with empty cops	4	1	2	1
	PC15. ensure gaiting is done for all the spindles in a proper manner	4	1	2	1
	PC16. ensure all the full cops are placed in the cop trolley	5	1	2	2
	PC17. ensure the doffing is completed out in a proper manner	4	1	2	1
	PC18. support the tenter by bringing roving bobbin for filling, filling activities and piecing in the event of a count change	5	2	2	1
	PC19. support the tenter in changing traveller as instructed by superiors during count change	4	1	2	1
	PC20. ensuring the machine is ready to start	5	2	2	1
	PC21. start the machine	4	1	2	1
	PC22. ensure the lappet rail are lowered to its position properly	5	2	2	1

Assessment Criteria

	PC23. do gaiting with the same running yarn		4	1	2	1
	PC24. ensure proper functioning of machine		4	1	1	2
	PC25. report to the supervisor / maintenance team if the machine is not functioning properly		4	1	2	1
	PC26. Ensure to restart the overhead blower along with the machine		3	1	1	1
	PC27. ensure proper transportation of filled cop trolleys		3	1	1	1
	PC28. ensure that the empty cop is kept clean and arranged in a proper manner		4	1	2	1
	PC29. clean the defective cops in the respective shift and ensure that yarn remnants are removed		4	1	2	1
	PC30. segregate the roving waste and yarn waste count wise and store in their respective waste bins		4	1	2	1
	PC31. weigh the different types of waste collected and maintain record in a register, if needed		4	1	2	1
	PC32. support the tenter in carrying out tenting activities as and whenever instructed by the supervisor		4	1	2	1
	PC33. support the maintenance team while machine is under maintenance		4	1	2	1
	PC34. Carry out activities assigned by the supervisor from time to time		4	1	2	1
	PC35. take part in doffs wherever necessary as instructed by the supervisor		4	1	2	1
	PC36. transport the empty bobbins to the speed frame department storage area after count change		4	1	2	1
	PC37. ensure cleanliness at work place		4	1	2	1
	Total		150	41	71	38
	Weightage %			28%	47%	25%
4. TSC/N 0208 (Responsibiliti	PC1. ensure there is no empties or full cop under the doffing unit	75	4	1	2	1

Assessment Criteria

es while working in auto doffer ring frame)	PC2. ensure empty ring tubes are ready in all c channel peg tray before the machine reaches the doff length	4	1	2	1
	PC3. ensure there is no empties or full cops found under the doffing unit to avoid any stuck up	3	1	1	1
	PC4. Ensure empty ring tubes are loaded fully in the tube loader reserve box before doffing is started.	4	1	2	1
	PC5. ensure doffing persons reach the machine for gaiting work before starting the doffing activity	4	1	2	1
	PC6. Ensure doff trolleys are kept in the off-end in the specified position.	3	1	1	1
	PC7. Ensure that doffing process is functioning properly without any malfunction.	4	1	2	1
	PC8. ensure after doffing gaiting to be done properly and timely	5	2	2	1
	PC9. Ensure that all the full cops are removed from the spindles and empties are loaded in spindles during doffing to avoid yarn wound on empty spindle.	4	1	2	1
	PC10. Ensure that all the grippers in the doffing unit are available in position without missing during doffing.	5	2	2	1
	PC11. Ensure that there is no air leakage in the grippers.	4	1	2	1
	PC12. ensure the wastes collected from different parts of machine are deposited in the respective dustbins	3	1	1	1
	PC13. ensure the ring frame department is neat and clean	3	1	1	1
	PC14. verify the proper build of the ring cop	4	1	2	1
	PC15. record the production details in the production report	4	1	2	1
	PC16. report to the supervisor in case of emergency stoppage of machine	4	1	1	2
	PC17. support the tenter and maintenance team for carrying out cleaning activities, on need basis	5	1	2	2

Assessment Criteria

	PC18. support the maintenance team while machine is under maintenance		4	1	2	1
	PC19. ensure all details related to production are provided to the next shift doffer while relieving		4	1	1	2
	Total		75	21	32	22
	Weightage %			28%	43%	29%
5.TSC/N9001 (Maintain work area, tools and machines)	PC1. handle materials, machinery, equipment and tools with care and use them in the correct way	50	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
	Total			50	15	21
Weightage %			30%	42%	28%	
6.TSC/N9002 (Working in a	PC1. be accountable to the own role in whole process	50	4	2	1	1

Assessment Criteria

team)	PC2. perform all roles with full responsibility		4	2	1	1
	PC3. be effective and efficient at workplace		4	1	2	1
	PC4. properly communicate about company policies		4	1	1	2
	PC5. report all problems faced during the process		4	1	1	2
	PC6. talk politely with other team members and colleagues		5	2	1	2
	PC7. submit daily report of own performance		5	2	2	1
	PC8. adjust in different work situations		4	1	2	1
	PC9. give due importance to others' point of view		4	2	1	1
	PC10. avoid conflicting situations		4	2	1	1
	PC11. develop new ideas for work procedures		4	1	2	1
	PC12. improve upon the existing techniques to increase process efficiency		4	1	2	1
	Total		50	18	17	15
	Weightage %			36%	34%	30%
7.TSC/N9003 (Maintain health, safety and security at work place)	PC1. comply with health and safety related instructions applicable to the workplace	100	5	2	2	1
	PC2. use and maintain personal protective equipment such as " ear plug" " nose mask " " head cap" etc., as per protocol		5	2	2	1
	PC3. carry out own activities in line with approved guidelines and procedures		4	2	1	1
	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		5	2	2	1

Assessment Criteria

equipment				
PC7. report any service malfunctions that cannot be rectified	4	2	1	1
PC8. store materials and equipment in line with organisational requirements	4	1	2	1
PC9. safely handle and remove waste	4	1	2	1
PC10. minimize health and safety risks to self and others due to own actions	5	2	2	1
PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks	4	2	0	2
PC12. monitor the workplace and work processes for potential risks and threat	5	2	2	1
PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned	5	2	2	1
PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel	4	1	2	1
PC15. participate in mock drills/ evacuation procedures organized at the workplace	4	2	2	0
PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so	5	2	2	1
PC17. take action based on instructions in the event of fire, emergencies or accidents	5	2	2	1
PC18. follow organisation procedures for shutdown and evacuation when required	4	2	1	1
PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry	4	2	1	1
PC20. recognise other possible security issues existing in the workplace	4	2	1	1
PC21. recognise different measures to curb the hazards	4	2	1	1

Assessment Criteria

	PC22. communicate the safety plan to everyone		4	2	1	1
	PC23. attach disciplinary rules with the implementation		4	2	1	1
	Total		100	43	34	23
	Weightage %			43%	34%	23%
8.TSC/N9004 (Comply with industry and organizational requirement)	PC1. perform own duties effectively	50	4	1	2	1
	PC2. take responsibility for own actions		4	1	2	1
	PC3. be accountable towards the job role and assigned duties		4	2	1	1
	PC4. take initiative and innovate the existing methods		3	1	1	1
	PC5. focus on self-learning and improvement		4	1	2	1
	PC6. co-ordinate with all the team members and colleagues		4	1	2	1
	PC7. communicate politely		4	1	1	2
	PC8. avoid conflicts and miscommunication		4	1	2	1
	PC9. know the organisational standards		4	2	1	1
	PC10. implement them in your performance		4	1	2	1
	PC11. motivate others to follow them		3	1	1	1
	PC12. know the industry standards		4	3	1	0
	PC13. align them with organisation standards		4	2	1	1
	Total			50	18	19
Weightage %			36%	38%	26%	
Grand Total			650	209	266	175