

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR TEXTILE INDUSTRY

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- Jute Beaming Operator

SECTOR/S: TEXTILE

SUB-SECTOR: Weaving, Jute

OCCUPATION: Weaving Preparatory, Jute

REFERENCE ID: TSC/Q2104

ALIGNED TO: NCO- 2011/ 8151.9900

Brief Job Description: The role of a Jute beaming operator is to produce a sized weavers beam containing a wrapped sheet of parallelised wrap yarns of jute from large number of individual spools, according to the number of jute warp yarns required in cloth as per quality and make the weavers beam ready with jute yarns of desired quality. The person can seek employment in a Jute factory.

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

Job Details	Qualifications Pack Code	TSC/Q2104		
	Job Role	Jute Beaming Operator (Applicable for National Scenarios)		
	Credits	TBD	Version number	1.0
	Sector	Textile	Drafted on	09/08/17
	Sub-sector	Weaving (Jute)	Last reviewed on	09/08/17
	Occupation	Weaving Preparatory, Jute	Next review date	09/08/22
	NSQC Clearance on	19.12.2018		

Job Role	Jute Beaming Operator
Role Description	The role of a Jute beaming operator is to produce a sized weavers beam containing a wrapped sheet of parallelised wrap yarns of jute from large number of individual spools, according to the number of jute warp yarns required in cloth as per quality and make the weavers beam ready with jute yarns of desired quality.
NSQF level	4
Minimum Educational Qualifications	Basic Literacy and Numeracy
Maximum Educational Qualifications	NA
Prerequisite License or Training	NA
Minimum Job Entry Age	18 years
Experience	0-6 months
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> TSC/N2112 Taking charge of shift and handing over shift to Jute beaming operator TSC/N2113 Operating the jute beaming machine TSC/N2114 Leasing of jute warp sheet TSC/N2115 Drying jute warp sheet TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing TSC/N9002 Working in a team TSC/N9003 Maintain health, safety and security at workplace TSC/N9010 Comply with industry and organizational requirement in jute sector
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
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 NOS, these include communication related skills that are applicable to most job roles.
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 NOS.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Organisational Context	Organisational 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.
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.
Qualifications Pack(QP)	Qualifications Pack comprises the set of NOS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
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.
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.
Sub-functions	Sub-functions are sub-activities essential to fulfil the achieving the objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.

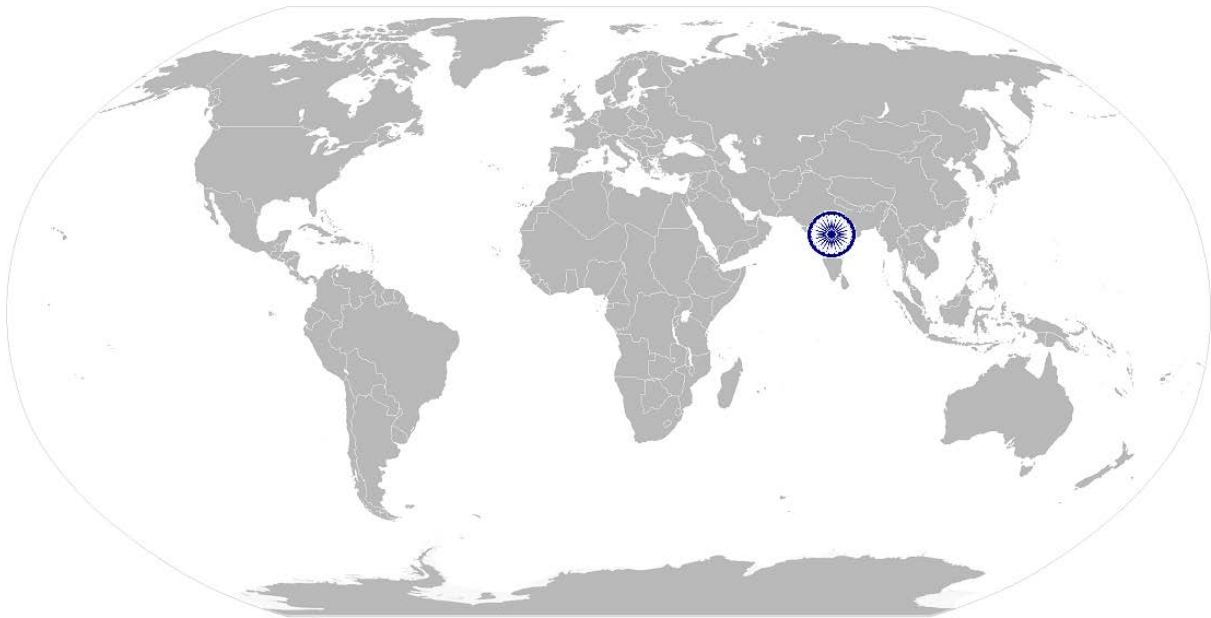
Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
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.

Acronyms

Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation

TSC/N2112 Taking charge of shift and handing over shift to Jute beaming operator

National Occupational Standard



Overview

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

TSC/N2112 Taking charge of shift and handing over shift to Jute beaming operator

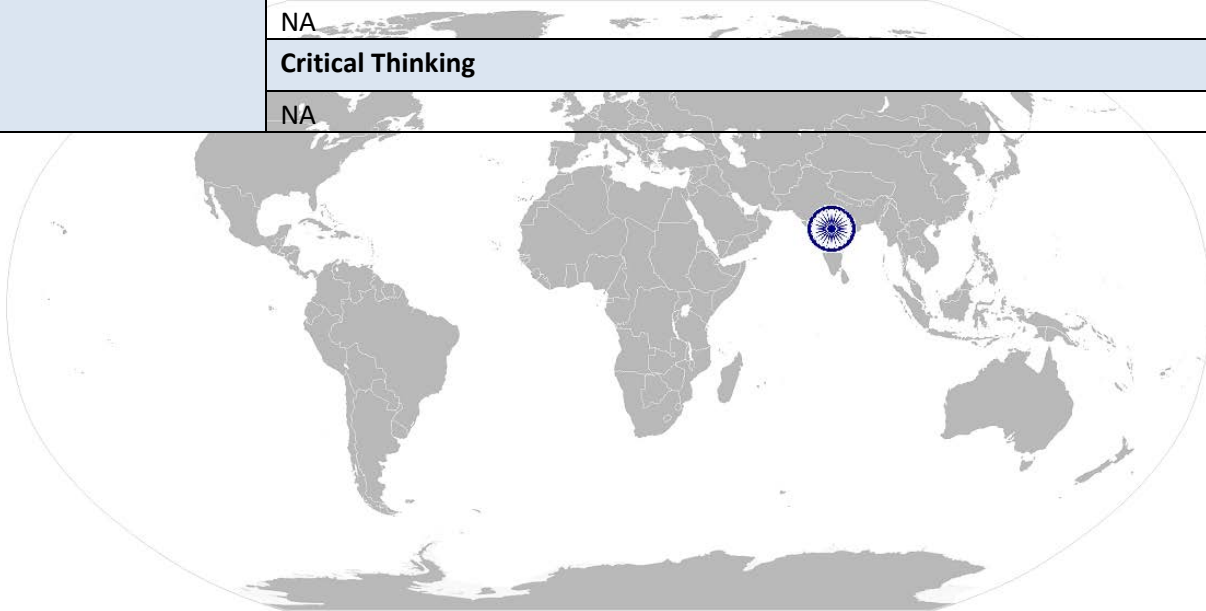
National Occupational Standard	Unit Code	TSC/N2112
	Unit Title (Task)	Taking charge of shift and handing over shift to Jute beaming operator
	Description	This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift jute beaming operator.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Take charge of shift from jute beaming operator • Hand over shift to next jute beaming operator
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Take charge of shift from jute beaming operator	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. reach at least 10-15 minutes earlier to the work place PC2. bring the knives and to check the availability or necessary items like marking chalk, pen etc. PC3. meet the previous shift operator and discuss with him/her the problems faced by him with respect to the quality/ production/mechanical problems PC4. check the availability of sufficient spool (with identification mark) PC5. check the condition of sizing box and the quality of the size paste PC6. check the steam trap, steam roller, pipe line of steam (there should not be any leakage of steam) and its insulation, different valves in the steam line PC7. ensure correct steam pressure (30-35P.S.I.) as shown in pressure gauge PC8. ensure correct functioning of stop motions and safety devices PC9. check whether any written instruction for quality change to be carried out PC10. check the whether waste collection boxes are empty PC11. ensure cleanliness of the machine and the area PC12. ensure lubrication as scheduled
	Hand over shift to next jute beaming operator	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC13. hand over the shift to the incoming beaming operator in proper manner and get clearance from the incoming counterpart PC14. report to the supervisor and incoming beaming operator if there is any quality change and maintenance work done/or left during his shift PC15. reports to supervisor if his counterpart is absent in such a case to handover the shift to his superiors
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. the organisation's policies & standard working procedure(SOP) KA2. awareness & knowledge of customers KA3. potential hazards associated with the machines and the safety precautions that must be taken KA4. protocol to obtain more information on work related tasks KA5. how to contact the concerned person in case of queries on procedure

TSC/N2112 Taking charge of shift and handing over shift to Jute beaming operator

	<p>or products and for revolving issues related to defective machines, tools, materials & equipments</p> <p>KA6. details of the various job roles & responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets & review with superiors</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining /giving feed back with respect to performance</p> <p>KA11. importance of team work harmonious working relationships</p> <p>KA12. process for offering /obtaining work related assistance</p> <p>KA13. responsibilities under health, safety and environmental legislation</p> <p>KA14. guidelines for storage & disposal of waste materials</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. technique to use different tools, knife etc.</p> <p>KB2. the concept of common problems in the beaming machines and their solutions</p> <p>KB3. have knowledge regarding the quality/specification</p> <p>KB4. colour coding mark for count of the yarn</p> <p>KB5. requirement of the spools for the quality to run</p> <p>KB6. concept of different zones of the beaming machines like creel zone, sizing zone, drying zone and doffing zone, and their functioning</p> <p>KB7. steam line and its proper functioning</p> <p>KB8. concept and knowledge of different stop motions and safety devices provided</p> <p>KB9. knowledge to carry out any fresh instructions</p> <p>KB10. procedure of cleaning the different zones</p> <p>KB11. understand the procedure of lubrication, and its schedule</p> <p>KB12. concept of waste collecting procedure and proper storing</p> <p>KB13. procedure to refer the problems to the concerned persons</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write clear and short sentences</p> <p>Reading Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read and comprehend written instructions</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA3. talk to other co-workers to convey the departmental information effectively</p> <p>SA4. communicate the facts to your supervisors appropriately</p> <p>SA5. patience hearing of the problems/facts</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand how to:</p>

TSC/N2112 Taking charge of shift and handing over shift to Jute beaming operator

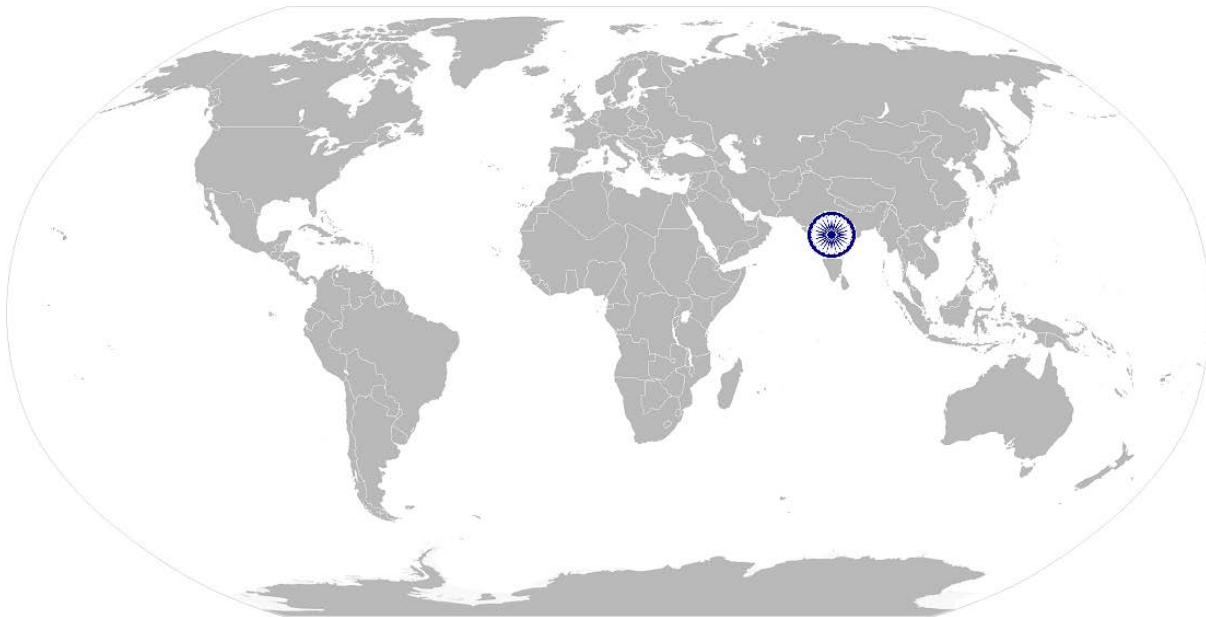
	SB1. able to take decision in case of any mechanical/electrical/steam line problem
	Plan and Organize
	NA
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. able to know the procedure to fill up the gaps if any co-worker is absent SB3. manage to overcome the tight supply of the spools SB4. able to maintain the quality of the product if steam pressure is inadequate temporally
	Analytical Thinking
	NA
	Critical Thinking
NA	



TSC/N2112 Taking charge of shift and handing over shift to Jute beaming operator

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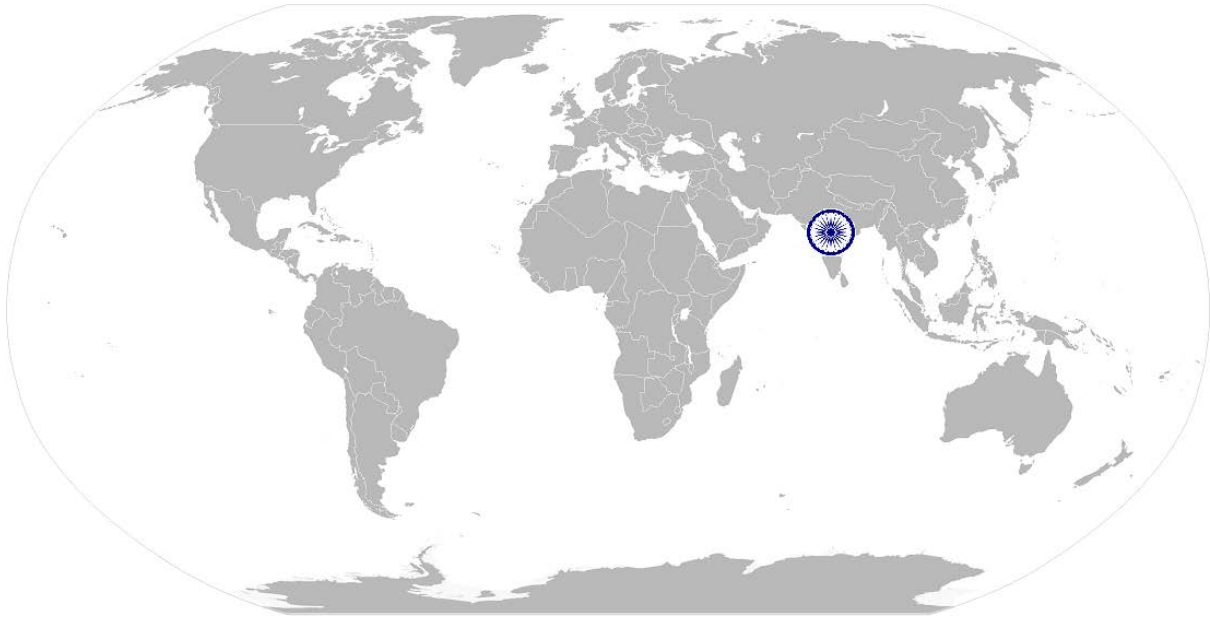
NOS Code	TSC/N2112		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Weaving (Jute)	Last reviewed on	09/08/17
Occupation	Weaving Preparatory, Jute	Next review date	09/08/20



TSC/N2113

Operating the jute beaming machine

National Occupational Standard



Overview

This unit is about carrying out procedure for operating the beaming machine.

TSC/N2113

Operating the jute beaming machine

National Occupational Standard	Unit Code	TSC/N2113
	Unit Title (Task)	Operating the jute beaming machine
	Description	This unit is about carrying out procedure for operating the beaming machine.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Operate the beaming machine • Carryout cleaning activities • Carryout maintenance activities • Material handling and safety at workplace
	Performance Criteria (PC) w.r.t the Scope	
	Element	Performance Criteria
	Operating the jute beaming machine	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. before running the machine, ensure the quality of the beam (with its specification) to be produced</p> <p>PC2. ensure that control switches for starting, running and stopping the beaming machine functioning properly</p> <p>PC3. operate the beaming machine, with continuous assistance of co-workers/side beamers</p> <p>PC4. instruct co-workers/side beamers to check the creel for the no. of spools required as per quality</p> <p>PC5. involve side beamers to keep sufficient stock of spools near the machine</p> <p>PC6. ensure recommended yarn count of the spool (ask side beamers to follow the colour mark)</p> <p>PC7. check the empty beam, clean it and then mount on the beaming machine properly</p> <p>PC8. ensure that yarn from spool passes through yarn guides, tensioners, stop motion guide, lease rod, guide reed etc., involve co-workers accordingly</p> <p>PC9. count and set the exact number of threads or runners at the start for a particular quality of beam (needed for a specified fabric) and continue frequent checking</p> <p>PC10. ensure correct take up of sizing paste by the yarn and squeezing properly, adjust the pressing roller accordingly</p> <p>PC11. ensure clean surface of the steam cylinders, correct steam pressure to get proper drying of yarn</p> <p>PC12. ensure moisture content (30%-35% for sackings & 18% -22% for hessian) & 1.5-2 % size (TKP) application in beam in consultation with superiors as practiced in jute industry</p> <p>PC13. ensure 70%. wet pick-up of size (TKP)</p> <p>PC14. check the steam pressure to keep it at 25-35 psi</p> <p>PC15. lease the warp yarns properly before doffing full beam</p>

TSC/N2113

Operating the jute beaming machine

	<p>PC16. put right identification mark for its quality</p> <p>PC17. control manually the beam speed to maintain right yarn tension in jute beaming machine, clean the machine and to lubricate the machine periodically as a part of total productive maintenance</p> <p>PC18. clean the reeds, sow-box and cylinder surface periodically and as whenever necessary</p> <p>PC19. segregate the wastes collected and to deposit at the waste bins</p> <p>PC20. clean and to maintain second guide reed and guide roller in good condition after starch roller</p> <p>PC21. support the mechanic during maintenance activities</p> <p>PC22. check and maintain friction plate in working condition</p> <p>PC23. mount the spools carefully so that they rotate freely on the creel</p> <p>PC24. align the warp yarns on the extreme selvedge so that these warp yarns do not fall on flanges or wrap over the flanges</p> <p>PC25. Carry out and handle of spools and full beam</p> <p>PC26. ensure the use of proper material handling tools and equipment</p> <p>PC27. ensure man and machine safety while operating the beaming machine, and keep the working place (floor) clean i.e. free from any unwanted elements like spool centre, thread waste, broken machine parts etc.,</p> <p>PC28. ensure small knot while joining a broken ends/replacing a empty spool</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. the organization's policies & standard operating procedures (SOP)</p> <p>KA2. awareness & knowledge of customers</p> <p>KA3. potential hazards associated with the machines and the safety precautions must be taken</p> <p>KA4. protocol to obtain more information on work related tasks</p> <p>KA5. how to contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipment</p> <p>KA6. details of the various job roles & responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets & machine with superiors</p> <p>KA9. protocol and format for reporting work related risks/ problems</p> <p>KA10. method of obtaining /giving feed back with respect to performance</p> <p>KA11. importance of team work .harmonious working relationships</p> <p>KA12. process for offering /obtaining work related assistance</p> <p>KA13. responsibilities under health, safety and environmental legislation guidelines for storage & disposal of waste materials</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. knowledge about the quality specification</p> <p>KB2. understand the function of different switches and the correct usages</p> <p>KB3. no of warp ends required according to the quality of the cloth</p> <p>KB4. colour mark adopted to identify the count</p> <p>KB5. technique to mount a beam</p>

TSC/N2113

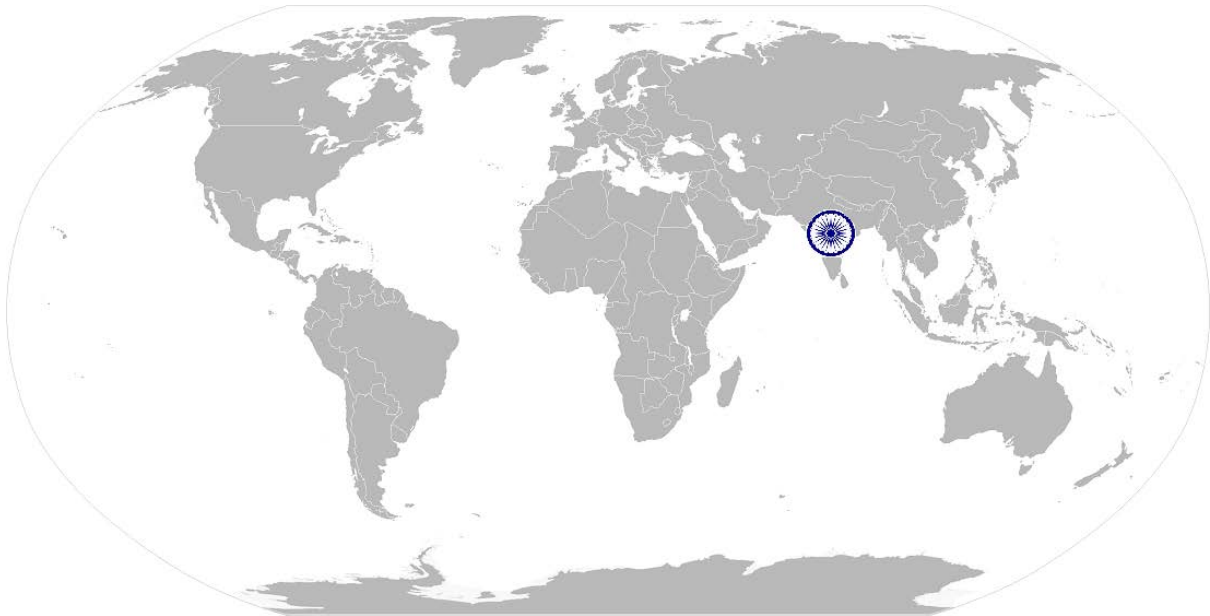
Operating the jute beaming machine

	<p>KB6. importance of different guides, tensioners and reeds and the right technique of their functioning</p> <p>KB7. correct technique of placing the spools in the creel</p> <p>KB8. technique to adjust size take up, squeezing</p> <p>KB9. correct method of drawing the warp ends</p> <p>KB10. knowledge about knotting procedure</p> <p>KB11. concept of recipe of the size paste, its temperature to maintain (600 C in the sow box), technique to regulate take up and squeezing etc.</p> <p>KB12. understand the permissible moisture content (30%-35% for sackings & 18% - 22% for hessian) & 1.5-2 % size (TKP) content</p> <p>KB13. thorough concept of stem line, different valves & keys and their regulating system</p> <p>KB14. cleaning procedure of steam line, sow box, guide reeds, creel zone, tension guides and disc tensioners etc. either manually or compressed air line</p> <p>KB15. procedure of maintaining the required beam tension</p> <p>KB16. concept of colour identification mark to differentiate the variety of beam</p> <p>KB17. collection and segregation of different wastages and storing procedure</p> <p>KB18. method of maintaining the warp ends parallel and in line with the beam</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read and comprehend written instructions
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. able to take decision in case of any mechanical/electrical/steam line problem
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Plan to overcome any short supply of spools
	Customer Centricity
	NA

TSC/N2113

Operating the jute beaming machine

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. fill up the gaps if any co-worker is absent SB4. manage to overcome the tight supply of the spools SB5. maintain the quality of the product if steam pressure is inadequate temporarily SB6. maintain compactness of the beam and adjust the tension accordingly
	Analytical Thinking
	NA
	Critical Thinking
NA	

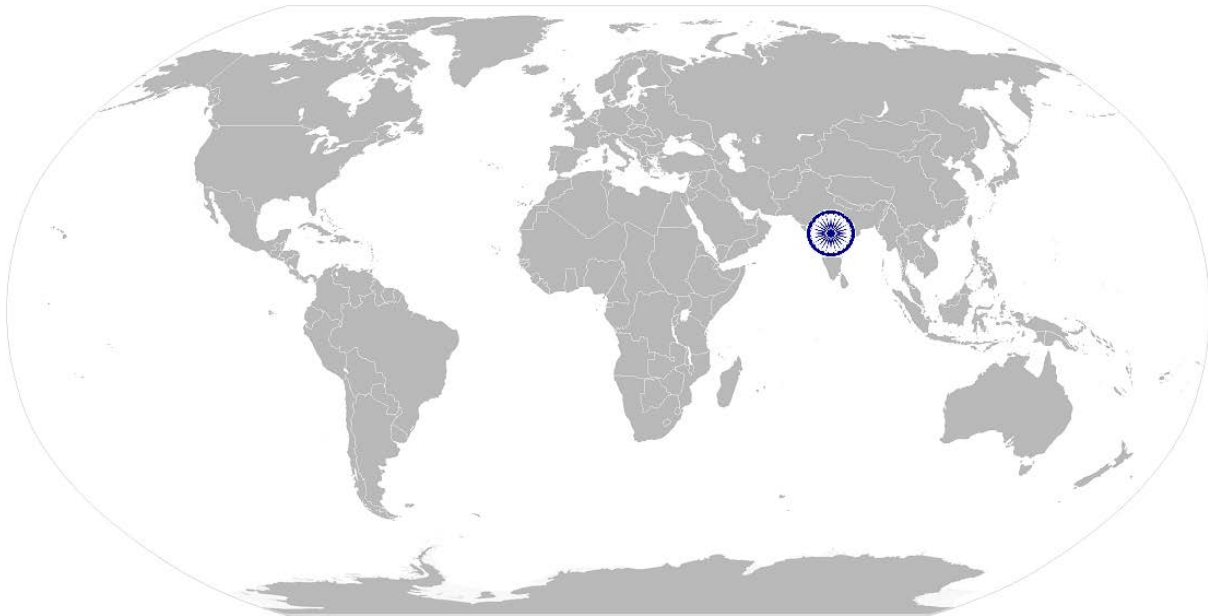


TSC/N2113

Operating the jute beaming machine

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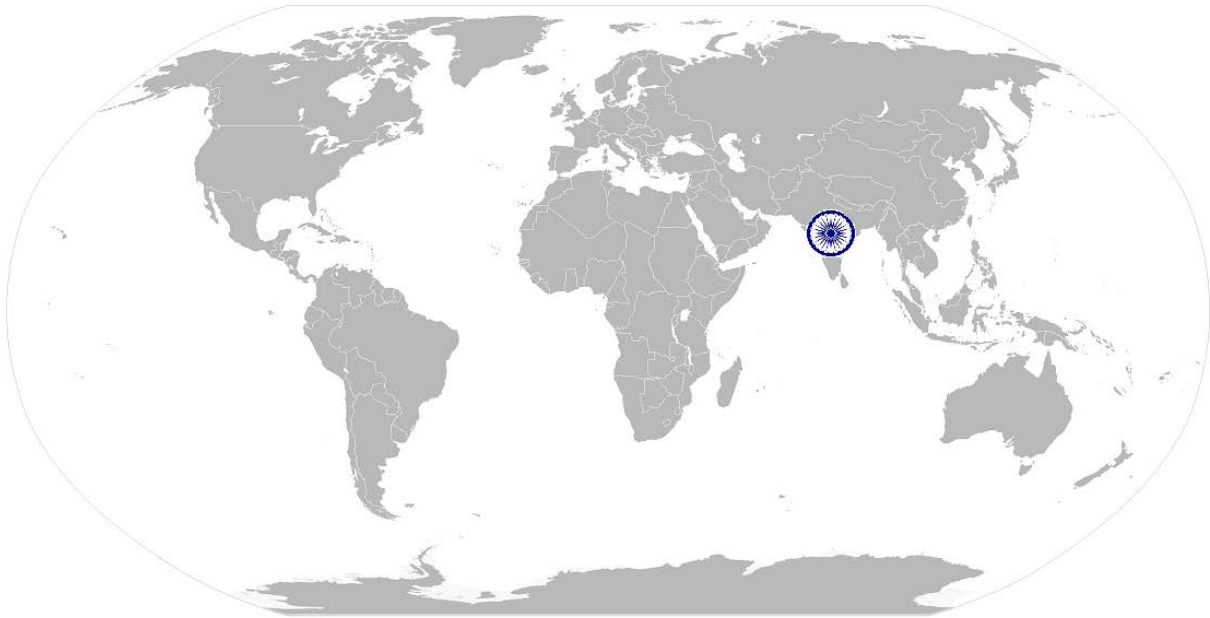
NOS Code	TSC/N2113		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Weaving (Jute)	Last reviewed on	09/08/17
Occupation	Weaving Preparatory, Jute	Next review date	09/08/20



TSC/N2114

Leasing of jute warp sheet

National Occupational Standard



Overview

This unit is about leasing jute yarn to ease denting operation in weaving sector.

TSC/N2114

Leasing of jute warp sheet

National Occupational Standard	Unit Code	TSC/N2114
	Unit Title (Task)	Leasing of jute warp sheet
	Description	This unit is about leasing jute yarn to ease denting operation in weaving sector.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Leasing of jute warp sheet
	Performance Criteria (PC) w.r.t the Scope	
	Element	Performance Criteria
	Leasing of jute warp sheet	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. check the right passage of yarn through lease rod PC2. lease the warp yarns properly before doffing full beam PC3. use proper group knotting PC4. protect the cut ends of warp sheet by pasting a tape on the upper surface of the beam PC5. ensure unlocking of the beam, doffing carefully
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. standard Operating Procedures (SOP) and regulations in the cooperative society/NGO/SHG KA2. knowledge of workplace standards
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. importance of leasing and separating the warp yarns KB2. method of leasing KB3. procedure of correct knotting the bunch of warp ends KB4. technique to protect the warp sheet by gum tape KB5. procedure of unlocking and doffing the beam safely KB6. method of handling the full beam and their storing KB7. method of tagging the beam having all the related informations like, no. of ends, yardage/meterage, no. of cuts, operator's name, beaming machine number etc.
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. write clear and short sentences
	Reading Skills	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. read and comprehend written instructions

TSC/N2114

Leasing of jute warp sheet

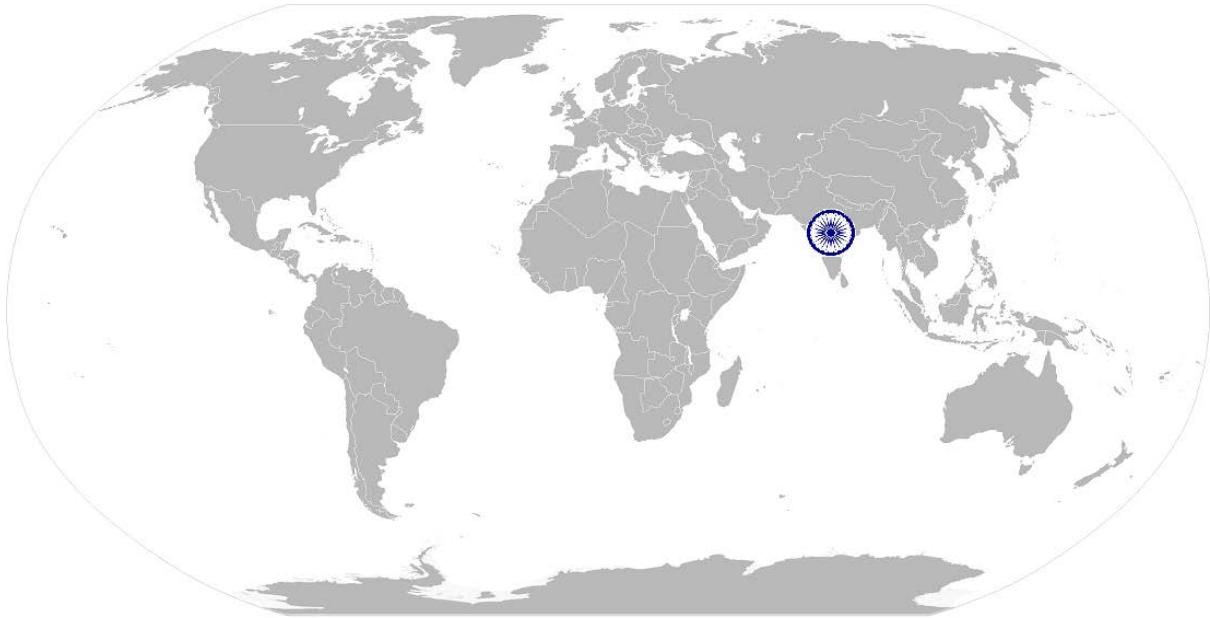
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. talk to other co-workers to convey the departmental information effectively. SA4. communicate the facts to your supervisors appropriately. SA5. patience hearing of the problems/facts
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. able to take decision in case of any mechanical/electrical/steam line problem
	Plan and Organize
	NA
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. be able to know the procedure to fill up the gaps if any co-worker is absent SB3. be able to maintain the separation between the consecutive yarn thread
	Analytical Thinking
	NA
Critical Thinking	
NA	

TSC/N2114

Leasing of jute warp sheet

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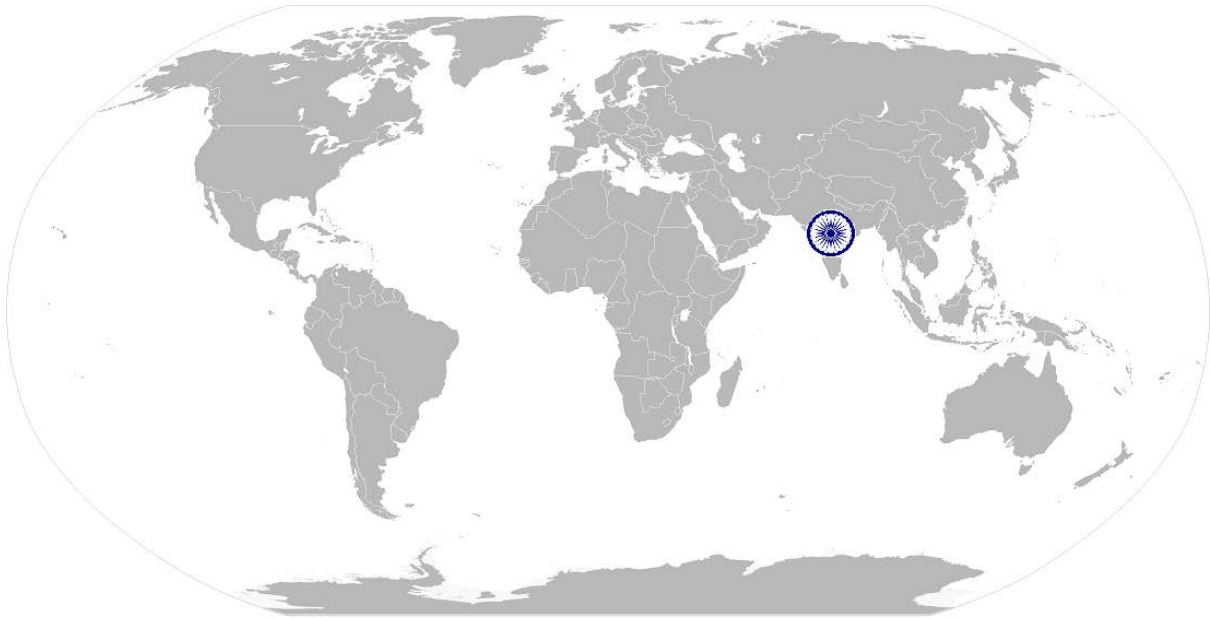
NOS Code	TSC/N2114		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Weaving (Jute)	Last reviewed on	09/08/17
Occupation	Weaving Preparatory, Jute	Next review date	09/08/20



TSC/N2115

Drying jute warp sheet

National Occupational Standard



Overview

This unit is about drying the jute warp sheet.

TSC/N2115

Drying jute warp sheet

National Occupational Standard	Unit Code	TSC/N2115
	Unit Title (Task)	Drying jute warp sheet
	Description	This unit is about drying the jute warp sheet.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Drying jute warp sheet
	Performance Criteria (PC) w.r.t the Scope	
	Element	Performance Criteria
	Drying jute warp sheet	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. check the availability of steam PC2. check and ensure the steam pressure of the steam cylinder at 25-35 psi PC3. check the smooth running of steam roller PC4. check the cleanliness of the surface of the steam roller PC5. ensure adequate squeezing of size take up PC6. ensure the proper functioning of the pressing roller PC7. ensure that, there should not be any leakage, refer the problem to the concerned persons PC8. clear the condensate deposit in the steam roller PC9. check the steam trap PC10. check the steam pipe line PC11. check the pipe line insulation of the pipe line
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. the organisation's policies & standard working procedure(SOP) KA2. technique to use different tools, knife etc. KA3. the concept of common problems in the beaming machines and their solutions KA4. have knowledge regarding the quality/specification
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. clear knowledge of steam, the nature and behaviour of steam KB2. concept of steam pressure, its correct pressure for jute industry KB3. the factors affecting the pressure, and the remedial measures KB4. correct method of cleaning the steam cylinder surface KB5. clearing the condensate, any related problem and the remedial measures KB6. steam strap/valves, their functions and timing to refer for maintenance KB7. correct take up of size paste and corrected method of squeezing

TSC/N2115

Drying jute warp sheet

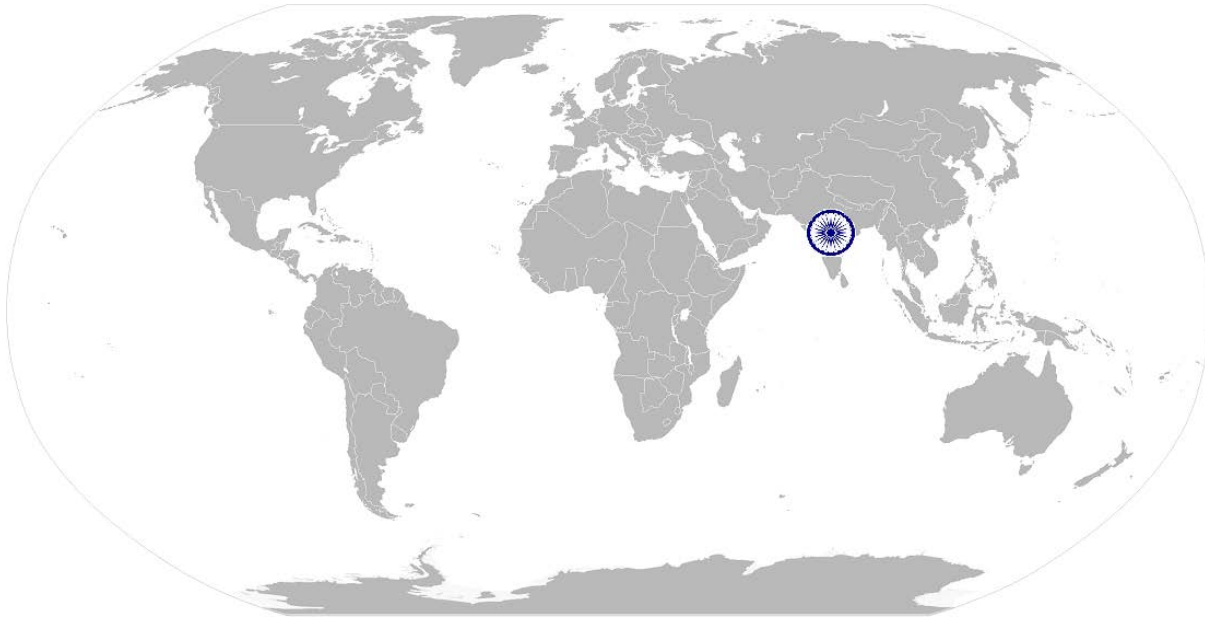
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read and comprehend written instructions
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA3. talk to other co-workers to convey the departmental information effectively SA4. communicate the facts to your supervisors appropriately SA5. patience hearing of the problems/facts	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. be able to take decision in case of any mechanical/electrical/steam line problem SB2. arrange timing of the cleaning necessity of steam cylinder
	Plan and Organize
	NA
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. be able to know the procedure to fill up the gaps if any co-worker is absent SB4. manage to overcome the problems related to low pressure of steam SB5. clean the jam in the reed, guide reed etc. during running condition of the machine
	Analytical Thinking
	NA
Critical Thinking	
NA	

TSC/N2115

Drying jute warp sheet

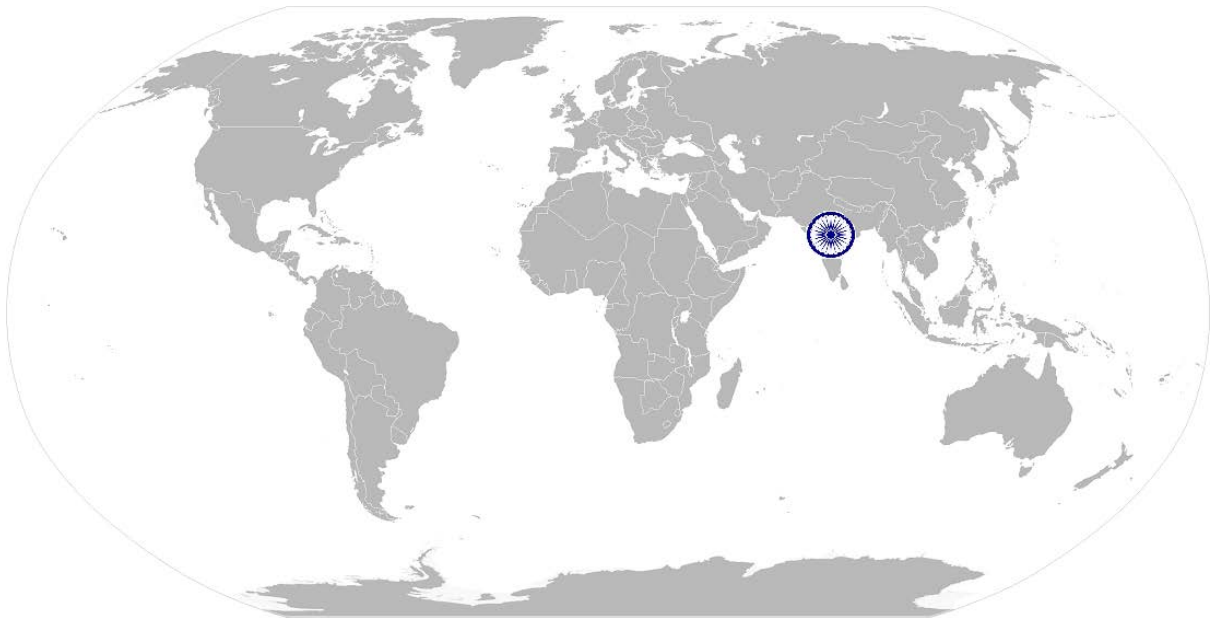
NOS Version Control

NOS Code	TSC/N2115		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Weaving (Jute)	Last reviewed on	09/08/17
Occupation	Weaving Preparatory, Jute	Next review date	09/08/20



**TSC/N9009 Maintain work area, tools, material handling equipment and machinery for
jute processing**

National Occupational Standard



Overview

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

TSC/N9009

Maintain work area, tools, material handling equipment and machinery for jute processing

National Occupational Standard

Unit Code	TSC/N9009
Unit Title (Task)	Maintain work area, tools, material handling equipment and machinery for jute processing
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"> Maintain work area, tools, material handling equipment and machinery for jute processing
Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria
Maintain work area, tools, material handling equipment and machinery for jute processing	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. maintain personal hygiene and human safety, machine safety and specific dress code</p> <p>PC2. carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage</p> <p>PC3. carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc.</p> <p>PC4. carefully handle moisture meter</p> <p>PC5. carefully handle weigh machine,</p> <p>PC6. use proper mechanical handling equipment for lifting and handling jute and other materials Mechanical Handling Equipment: hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier etc.</p> <p>PC7. keep all waste jute materials in a specified place for further processing</p> <p>PC8. maintain a clean and hazard free working area, keeping floors free from all encumbrances</p> <p>PC9. maintain tools and equipment being used for jute processing</p> <p>PC10. carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery</p> <p>PC11. report to supervisor for any abnormal sound, from any machine for jute processing</p> <p>PC12. report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences</p> <p>PC13. ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place</p> <p>PC14. ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery</p> <p>PC15. use appropriate cleaning equipment like knife, brooms, pliers, screw driver</p>

TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing

	<p>etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine</p> <p>PC16. stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing</p> <p>PC17. store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly</p> <p>PC18. carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. personal hygiene and duty of care</p> <p>KA2. safe working practices and organisational standard operating 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>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. importance of personal hygiene and care</p> <p>KB2. safe working practices and human safety, machine safety for all jute processing machinery</p> <p>KB3. organisational Standard, operating procedures (SOP) and safety rules specific for jute industry and specific for respective jute machinery</p> <p>KB4. aware about limits of each one's responsibility for cleaning and minor maintenance of work area and cleaning of machinery</p> <p>KB5. appropriate material flow in production process and the specific work activities that relate to the whole process, needing time to time cleaning during shift change/ quality change or otherwise as per schedule</p> <p>KB6. importance and method of effective communication with Sardar and supervisors for resolving any problem / reporting anomalies</p> <p>KB7. names and function of each cleaning and maintenance tools</p> <p>KB8. names and functions of each tools and equipment used in a jute mill Tools and Equipment: hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms, etc. hand barrow, can trolley, bobbin trolley, beam carrier, spool carrier, cloth carrier, etc.</p> <p>KB9. fair understanding of company's quality standards of all jute yarns for sacking/hessian and other decorative fabrics and their process norms to</p>

TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing

	<p>maintain</p> <p>KB10. importance and method of complying with instructions for production process, cleaning and maintenance as well as safety aspects</p> <p>KB11. knowledge about reporting/ receiving instructions from the superior</p> <p>KB12. methods of cleaning the tools and equipment after use and process of safe storing for next use</p> <p>KB13. safety procedure of each jute machinery as applicable</p> <p>KB14. interpretation of work information, cleaning procedure and safety aspects</p> <p>KB15. good understanding of relation between the safety/cleaning and material handling work role and the overall manufacturing process performance</p> <p>KB16. adequate awareness about types of possible hazards likely to be encountered when conducting minor or major routine cleaning and maintenance as per schedule for jute machinery</p> <p>KB17. importance of taking immediate action when any anomalies and problems are identified (may be abnormal sound in machine, fire, excessive breakage of sliver and yarn etc.)</p> <p>KB18. knowledge about minimising jute fibre/yarn and other waste</p> <p>KB19. importance of running maintenance and regular cleaning on production efficiency of jute machinery</p> <p>KB20. ways how to avoid contamination/ undesirable mixing of different quality of jute or other materials like machine oil foreign materials including lube oil/spindle oil/graphite powder etc.</p> <p>KB21. common machine faults and product faults etc. and method to rectify those following proper/correct procedure</p> <p>KB22. correct maintenance procedures for each jute machinery of different sections as applicable</p> <p>KB23. correct procedure of different types of cleaning and maintenance of equipment and machinery for their effective use during processing</p> <p>KB24. safe working practice</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. write instructions for communications SA2. write any kind of request /memo to the supervisor/management if required
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA3. read instructions pass on to previous shift supervisor SA4. read and comprehend written instructions SA5. read instruction/notice written on company notice board
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA6. communicate with co-worker appropriately SA7. talk to other to convey information effectively 	

TSC/N9009

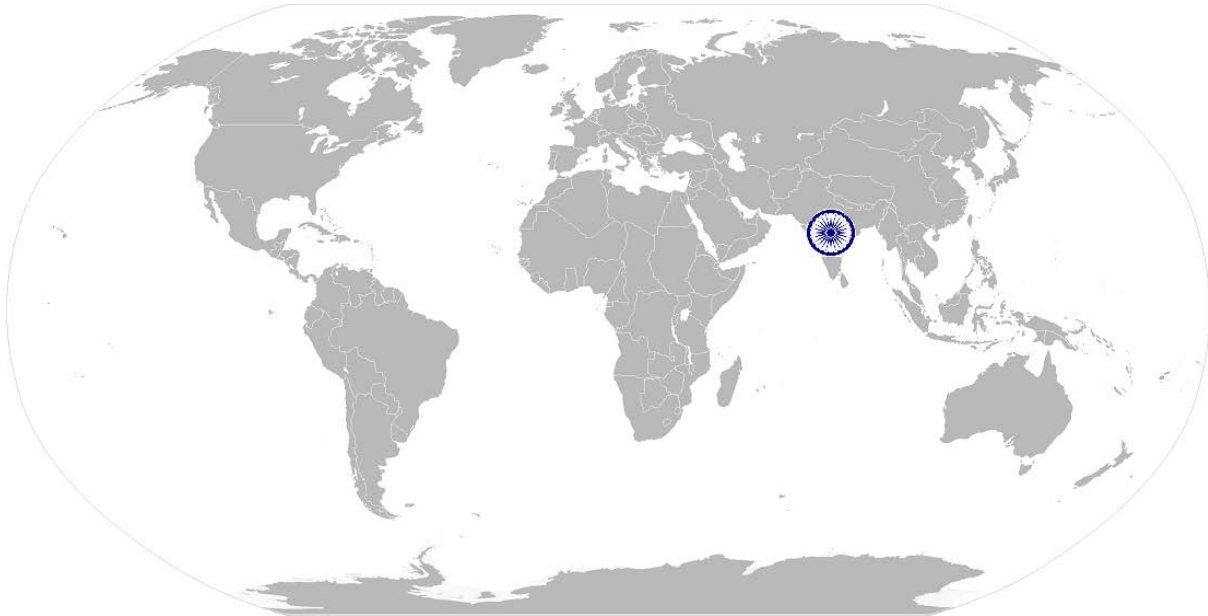
Maintain work area, tools, material handling equipment and machinery for jute processing

	SA8. talk to other for clarifications of problems
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. take right initiative at the right time for cleaning and maintenance to be done properly for jute machinery
	SB2. apply innovative ideas for further action required after discussion in Quality Circle meeting
	SB3. understand and to take decision for timely replacement of worn out /defective spare parts taking new spare from store for further action
	Plan and Organize
	NA
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to:
SB4. identify the real reason of problem faced and solve the problem in consultation with other	
SB5. refer anomalies to the supervisor	
SB6. take initiative at the right place to understand and to solve the problem	
SB7. identify the reasons of different faults and deviations in specifications if any	
SB8. rectify machine faults and process faults etc. by correct problem-solving approaches in different sections of jute processing as applicable	
SB9. offer good attention to the process and spares of machine for checking their correctness	
SB10. ensure routine cleaning and maintenance schedule specific for different jute machinery	
SB11. make sure that every action taken is error-free	
SB12. apply leadership skills for motivating fellow workers and others to get the work done	
Analytical Thinking	
NA	
Critical Thinking	
NA	

TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing

NOS Version Control

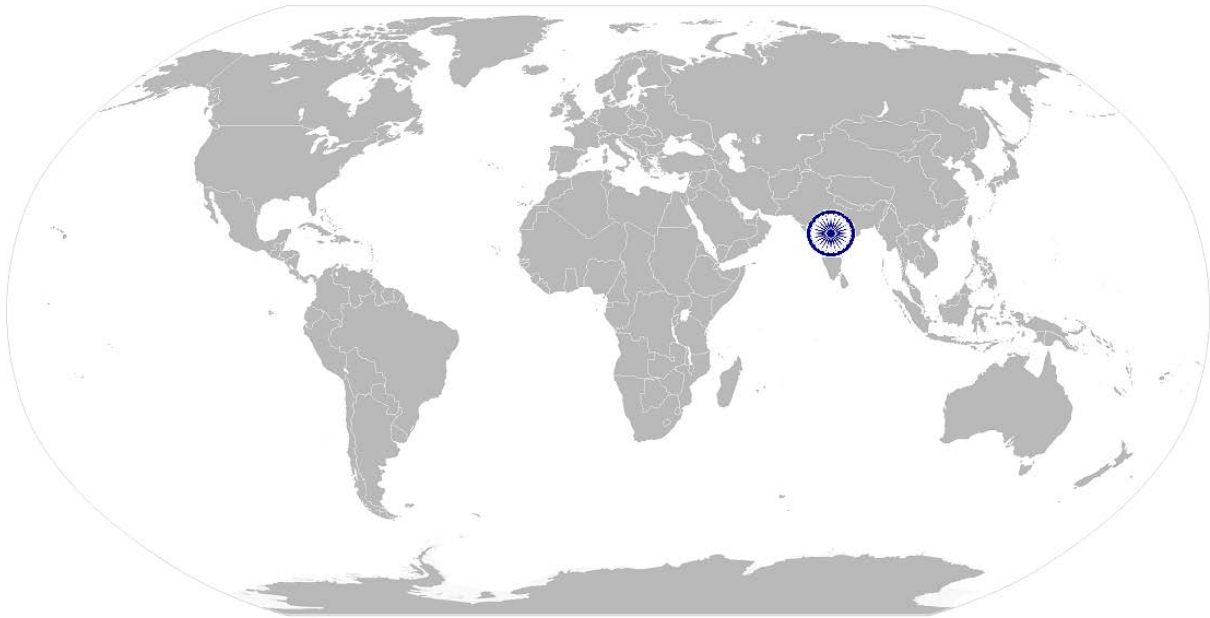
NOS Code	TSC/N9009		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Weaving (Jute)	Last reviewed on	09/08/17
Occupation	Generic	Next review date	09/08/20



TSC/N9002

Working in a team

National Occupational Standard



Overview

This unit is about working as part of a team as a jute beaming operator in the jute 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 part of a team as a jute beaming operator in the jute 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	
	Element	Performance Criteria
	Commitment and trust	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> 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	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> 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	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC8. adjust in different work situations PC9. give due importance to others' point of view PC10. avoid conflicting situations
	Creative freedom	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC11. develop new ideas for work procedures PC12. improve upon the existing techniques to increase process efficiency
Knowledge and Understanding (K)		
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. standard Operating Procedures (SOP) and regulations in a jute mill KA2. procedure followed to get the final output in jute mill KA3. safe working practices to be adopted in jute mill KA4. reporting to the supervisor or higher authority about any grievances faced 	
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. procedure of reporting to the supervisor or higher authority about any grievances faced KB2. importance of the previous and next step of the process KB3. process flow in a jute mill and the concerned workers KB4. material flow in a jute mill and the required person KB5. functions of different parts of the machine 	

TSC/N9002

Working in a team

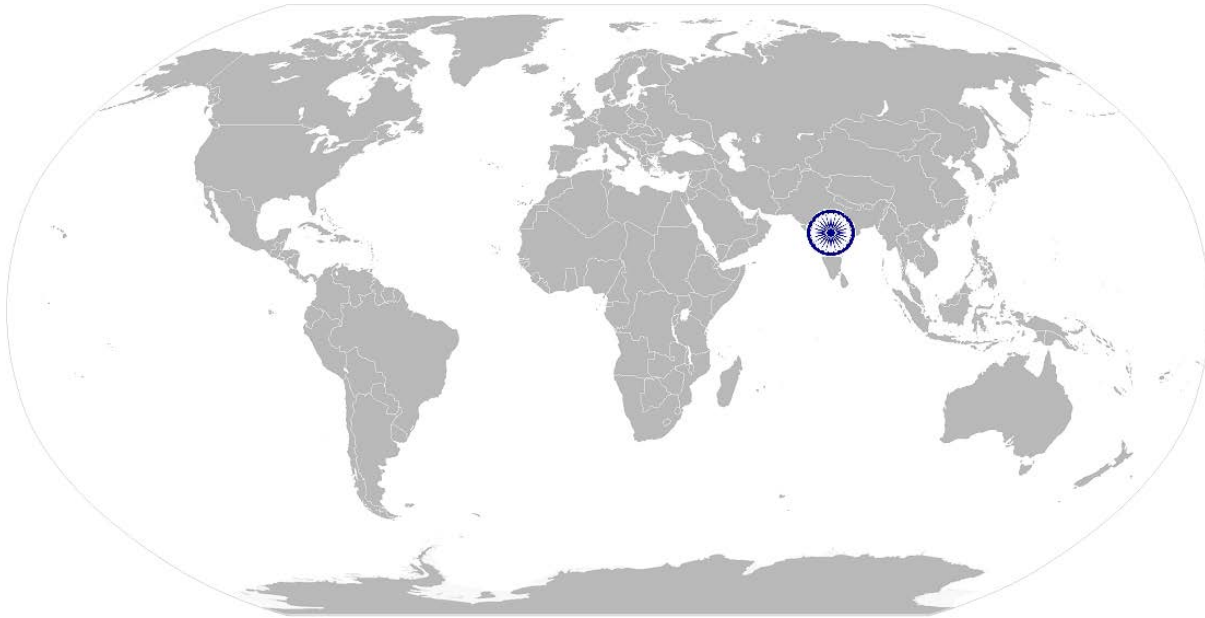
	KB6. tools and equipment used KB7. guidelines for operating the machine KB8. safety procedures to be followed in the machine
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. write clear and short sentences SA2. write daily work report SA3. write grievance complaint application SA4. comprehend written instructions
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA5. read any application sent by other colleagues
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. communicate with supervisor appropriately SA7. convey information effectively
B. Professional Skills	Decision Making
	NA
	Plan and Organize
	NA
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB1. identify the real reason of problem faced SB2. find the most effective solution to the problems faced SB3. apply good attention to detail SB4. ensure that 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 of creative actions
	Analytical Thinking
	NA
	Critical Thinking
NA	

TSC/N9002

Working in a team

NOS Version Control

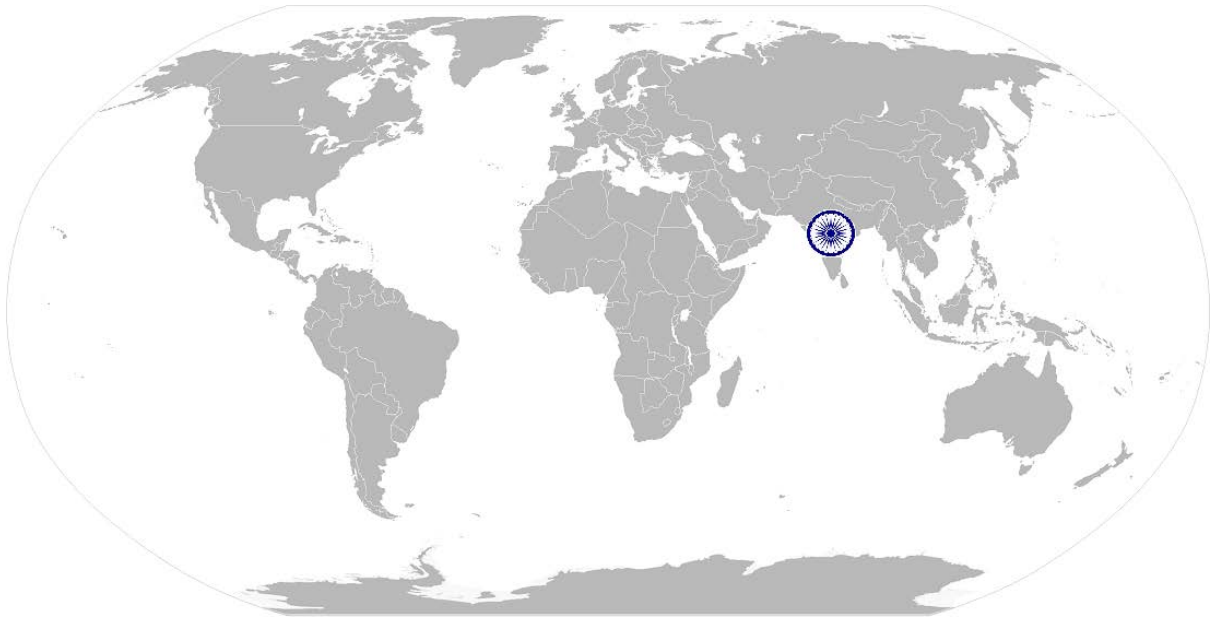
NOS Code	TSC/N9002		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Weaving (Jute)	Last reviewed on	09/08/17
Occupation	Generic	Next review date	09/08/20



TSC/N9003

Maintain health, safety and security at workplace

National Occupational Standard



Overview

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

TSC/N9003

Maintain health, safety and security at workplace

National Occupational Standard	Unit Code	TSC/N9003
	Unit Title (Task)	Maintain health, safety and security at workplace
	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 • Recognize the hazards • Plan the safety techniques • Implement the programs
	Performance Criteria (PC) w.r.t the Scope	
Element	Performance Criteria	
Comply with health, safety and security requirements at work	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment such as “ear plug”, “ nose mask”, “head cap” etc., as per protocol PC3. carry out own activities in line with approved guidelines and procedures PC4. maintain a healthy lifestyle and guard against dependency on intoxicants PC5. follow environment management system related procedures PC6. identify and correct (if possible) malfunctions in machinery and equipment PC7. report any service malfunctions that cannot be rectified PC8. store materials and equipment in line with organisational requirements PC9. safely handle and remove waste PC10. minimize health and safety risks to self and others due to own actions PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC12. monitor the workplace and work processes for potential risks and threat PC13. carry out periodic walk-through to keep work area free from all hazards and obstructions PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel PC15. participate in mock drills/ evacuation procedures organized at the workplace PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so PC17. take action based on instructions in the event of fire, emergencies or accidents PC18. follow organisation procedures for shutdown and evacuation when required 	

TSC/N9003 Maintain health, safety and security at workplace

Recognize the hazards	To be competent, the user/individual on the job must be able to: PC19. identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry PC20. recognise other possible security issues existing in the workplace
Plan the safety techniques	To be competent, the user/individual on the job must be able to: PC21. recognise different measures to curb the hazards
Implement the programs	To be competent, the user/individual on the job must be able to: PC22. communicate the safety plan to everyone and PC23. attach disciplinary rules with the implementation
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. standard operating procedures (SOP) and regulations in a jute mill KA2. safe working practices to be adopted in jute mill KA3. quality systems and other processes practiced in the jute 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 KA14. the value of physical fitness, personal hygiene and good habits
B. Technical Knowledge	The user/individual on the job needs 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
	The user/individual on the job needs to know and understand how to: SA1. write clear and short sentences
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. read and understand the company instructions

TSC/N9003

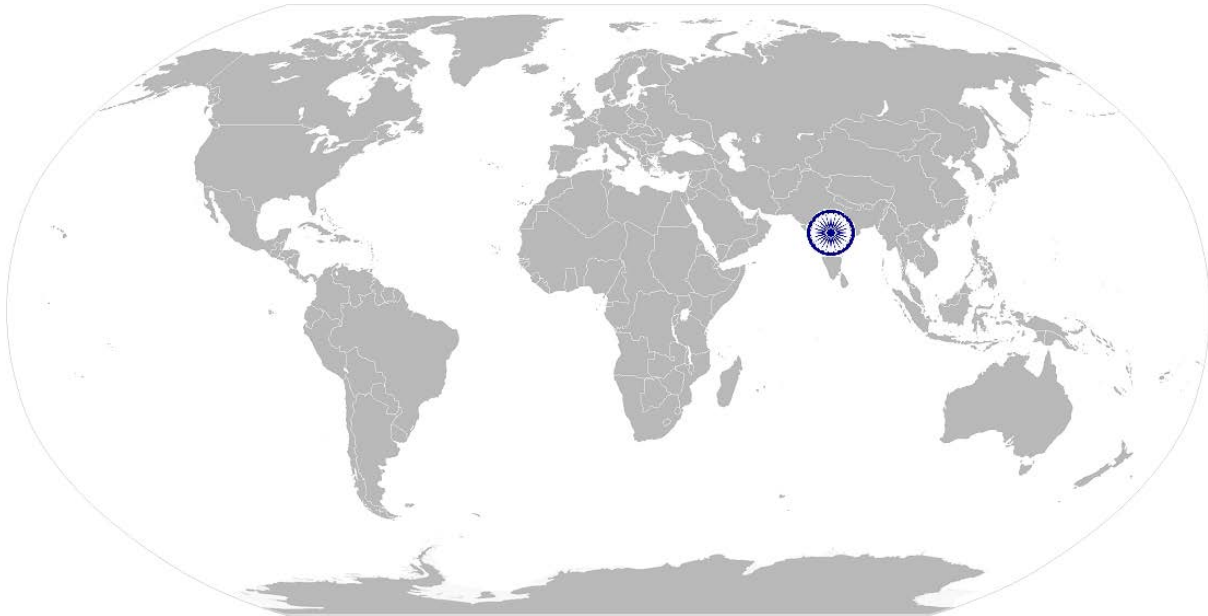
Maintain health, safety and security at workplace

	SA3. read and understand work instructions, SA4. read and understand the safety guidelines
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA5. listen to others attentively SA6. talk with others politely
B. Professional Skills	Decision Making
	NA
	Plan and Organize
	NA
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB1. respond to emergencies, accidents or fire at the workplace SB2. evacuate the premises and help others in need while doing so
	Analytical Thinking
	NA
Critical Thinking	
NA	

TSC/N9003 Maintain health, safety and security at workplace

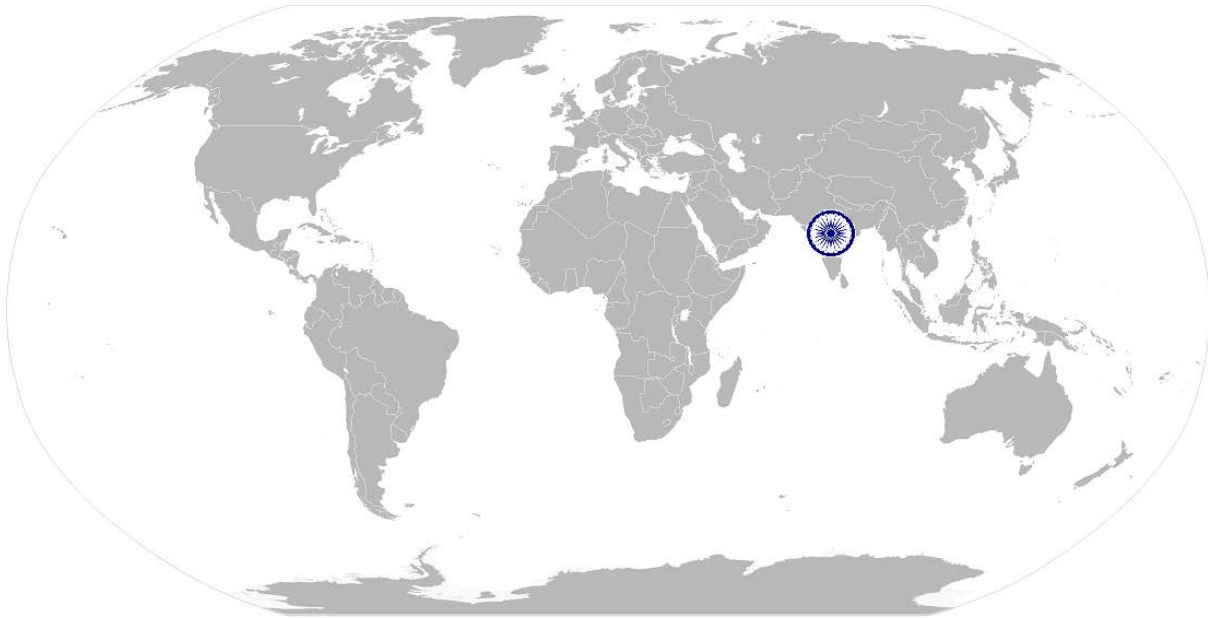
NOS Version Control

NOS Code	TSC/N9003		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Weaving (Jute)	Last reviewed on	09/08/17
Occupation	Generic	Next review date	09/08/20



TSC/N9010 Comply with industry and organizational requirement in jute sector

National Occupational Standard



Overview

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

TSC/N9010 Comply with industry and organizational requirement in jute sector

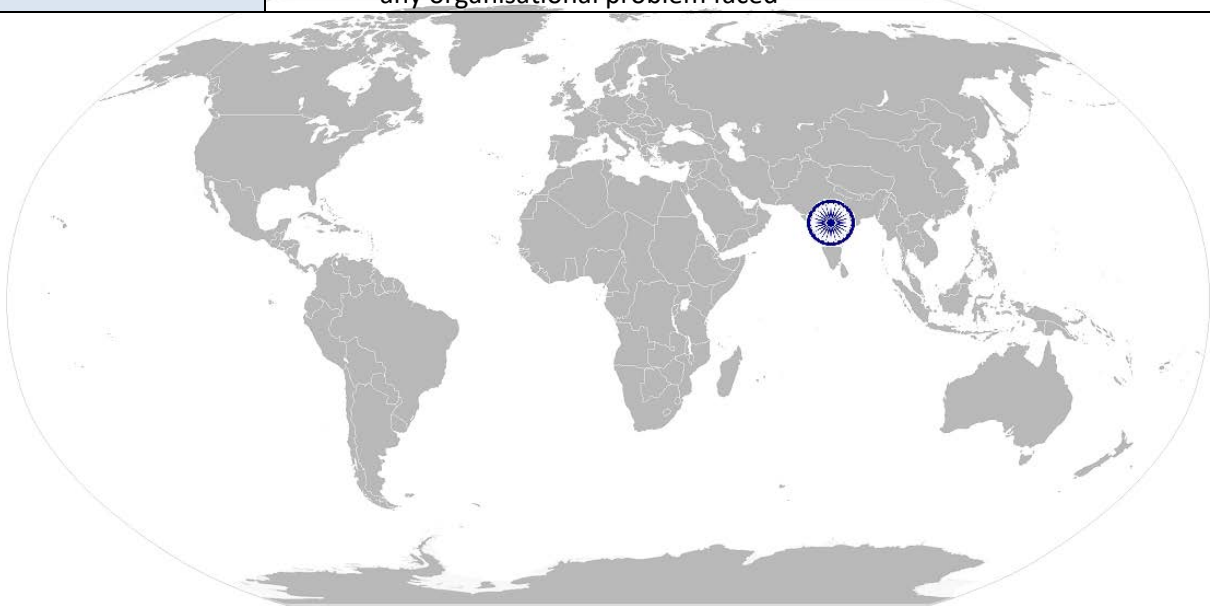
National Occupational Standard	Unit Code	TSC/N9010
	Unit Title (Task)	Comply with industry and organizational requirement in jute sector
	Description	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with industry and organizational requirement in jute sector
	Performance Criteria (PC) w.r.t the Scope	
	Element	Performance Criteria
	Comply with industry and organizational requirement in jute sector	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. perform assigned duties effectively section- wise / machine- wise PC2. take full responsibility for desired performance PC3. be accountable towards the job role and assigned duties PC4. report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors PC5. take drive on self-learning for improving efficiency PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication PC9. take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle PC10. take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them PC11. implement the collection of wastage in a proper method (as instructed) for further processing PC12. follow specific environmental regulation for jute industry PC13. keep area of work and machine clean
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. standard operating procedures (SOP) of different processing sections of a jute mill KA2. do's and don'ts for each process of jute processing as applicable KA3. fair knowledge of organizational standards KA4. standard operating procedures (SOP) and regulations in a textile mill KA5. report to the supervisor or higher authority KA6. knowledge of organisational standards KA7. knowledge of industry standards
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. fair knowledge of jute and products standards for jute yarn types and fabric types KB2. fair knowledge on received and delivered materials so that any anomalies /

TSC/N9010 Comply with industry and organizational requirement in jute sector

	<p>defects can be identified in those materials</p> <p>KB3. process and material flow for different section-wise processes in a jute mill for different stages of jute yarn/fabric production</p> <p>KB4. importance and procedure of complying with the standards of process / product / environment / safety for Jute Industry</p> <p>KB5. jute industry's general standards of work performance for assigned job role / machine operation for jute mills</p> <p>KB6. knowledge on reducing wastages in jute processing</p> <p>KB7. how to have a fair idea about environmental standards for jute industry</p> <p>KB8. the importance and procedure of cleaning work area and machineries in different section of jute mill</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to:
	SA1. write notes on quality of jute and products produced in the department
	SA2. write instructions for communications
	SA3. write the report on any problem faced
	SA4. write any kind of request /memo to the supervisor/management if required
Reading Skills	
The user/individual on the job needs to know and understand how to:	
SA5. read instructions pass on to previous shift supervisor	
SA6. read and comprehend written instructions and log books	
SA7. read instruction/notice written on company notice board	
Oral Communication (Listening and Speaking skills)	
The user/individual on the job needs to know and understand how to:	
SA8. communicate with sardar/supervisor appropriately	
SA9. convey information effectively	
SA10. talk to other for clarifications of problems	
SA11. communicate the anomalies to the sardar/supervisor	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. maintain time for reporting duty
	SB2. maintain quality of products
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB3. plan for trouble free running of machines
	SB4. plan for storing of raw materials and finished products.
SB5. plan for trouble free operation of tools and equipment used for processing	
Customer Centricity	
NA	
Problem Solving	
The user/individual on the job needs to know and understand how to:	
SB6. solve the problem, if any in consultation with supervisor.	

TSC/N9010 Comply with industry and organizational requirement in jute sector

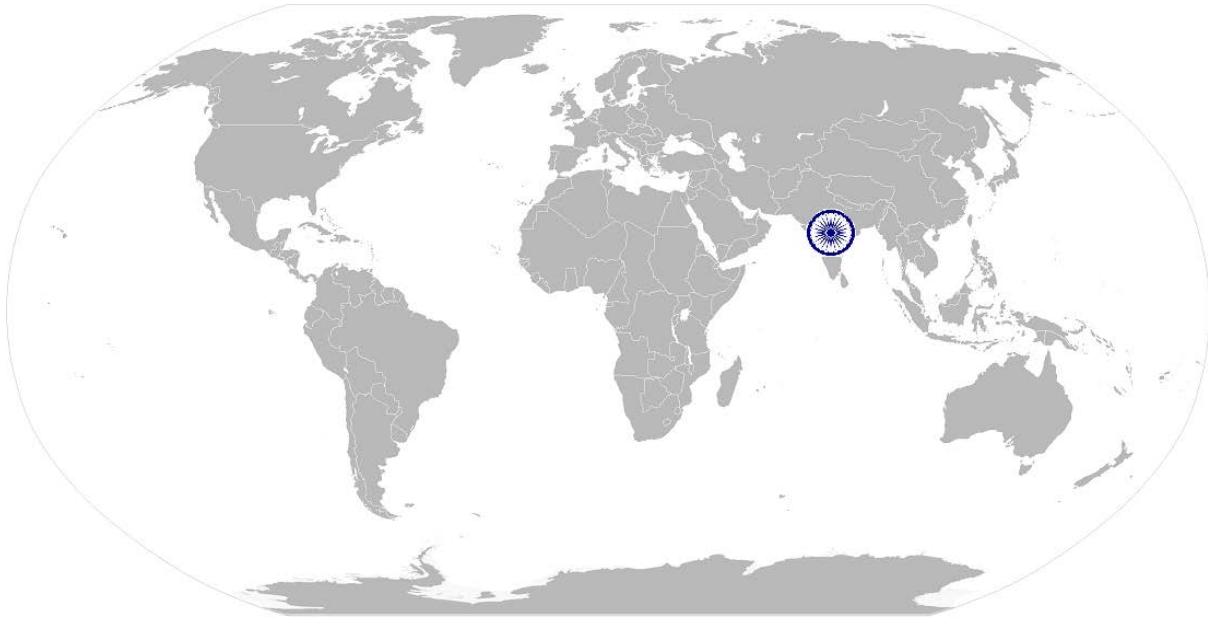
	SB7. meet the Organizational requirements for maintaining product specification for different types of yarns and fabrics of jute
	SB8. have skills for carrying out the job assignment as per norms of Jute Industry
	SB9. achieve defined competency as per his/her job role for working in deferent sections / machines/ in jute mills
	SB10. run smoothly a specific machine of jute processing as applicable
	SB11. comply and achieve product-wise and process-wise Industry standards for each process / product as applicable for a jute mill processing
	Analytical Thinking
	NA
	Critical Thinking
	The user/individual on the job needs to know and understand how to:
	SB12. Jointly decide in consultation with sardar/supervisor regarding team work and any organisational problem faced



TSC/N9010 Comply with industry and organizational requirement in jute sector

NOS Version Control

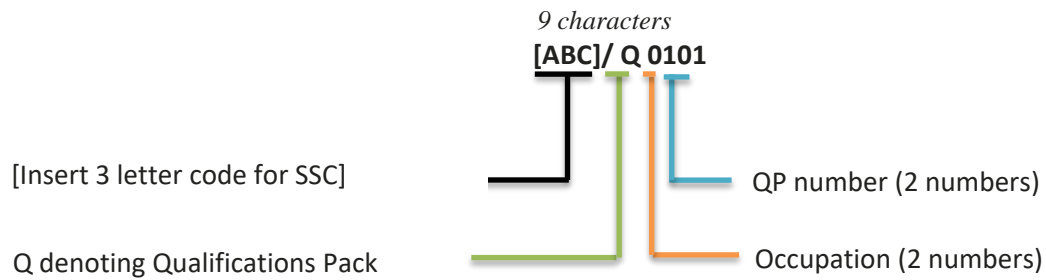
NOS Code	TSC/N9010		
Credits	TBD	Version number	1.0
Industry	Textile	Drafted on	09/08/17
Industry Sub-sector	Weaving (Jute)	Last reviewed on	09/08/17
Occupation	Generic	Next review date	09/08/20



Annexure

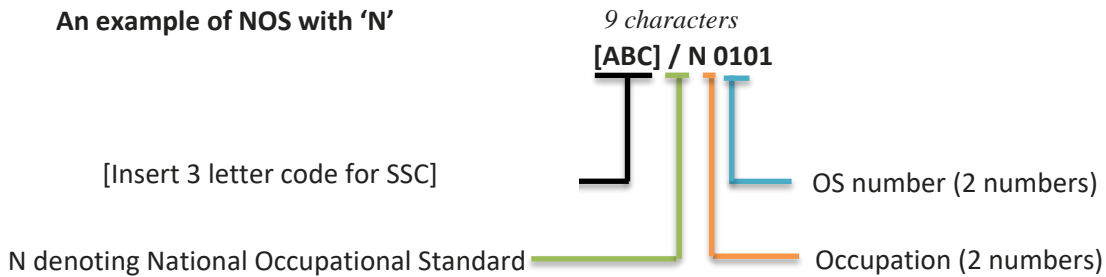
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'



The following acronyms/codes have been used in the nomenclature above:

Sequence	Description	Example
Three letters	Textile Sector Skill Council	TSC
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01

ASSESSMENT CRITERIA

Job Role: Jute Beaming Operator

Qualification Pack: TSC/Q2104

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 and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on this criteria.
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in aggregate.
6. The marks are allocated PC wise, however, every NOS will carry a weightage in the total marks allocated to the specific QP.
7. In case of *unsuccessful completion*, the trainee may seek reassessment on the Qualification Pack.

Assessable Outcomes	Assessment Criteria	Total Marks	Out of	Theory	Practical Skills
TSC/N2112 Taking charge of shift and handing over shift to Jute beaming operator	PC1.reach at least 10-15 minutes earlier to the work place		3	1	2
	PC2.bring the knives and to check the availability or necessary items like marking chalk, pen etc.		3	1	2
	PC3.meet the previous shift operator and discuss with him/her the problems faced by him with respect to the quality/ production/mechanical problems		4	2	2
	PC4.check the availability of sufficient spool (with identification mark)		4	2	2
	PC5.check the condition of sizing box and the quality of the size paste		3	1	2
	PC6.check the steam trap, steam roller, pipe line of steam (there should not be any leakage of steam) and its insulation, different valves in the steam line		4	2	2
	PC7.ensure correct steam pressure (30-35P.S.I.) as shown in pressure gauge		3	1	2
	PC8.ensure correct functioning of stop motions and safety devices		4	2	2

	PC9.check whether any written instruction for quality change to be carried out		3	1	2
	PC10.check the whether waste collection boxes are empty		3	1	2
	PC11.ensure cleanliness of the machine and the area		3	1	2
	PC12.ensure lubrication as scheduled		4	2	2
	PC13.hand over the shift to the incoming beaming operator in proper manner and get clearance from the incoming counterpart		3	1	2
	PC14.report to the supervisor and incoming beaming operator if there is any quality change and maintenance work done/or left during his shift		3	1	2
	PC15.reports to supervisor if his counterpart is absent in such a case to handover the shift to his superiors		3	1	2
		Total	50	20	30
TSC/N2113 Operating the jute beaming machine	PC1.before running the machine, ensure the quality of the beam (with its specification) to be produced		4	2	2
	PC2.ensure that control switches for starting, running and stopping the beaming machine functioning properly		5	2	3
	PC3.operate the beaming machine, with continuous assistance of co-workers/side beamers		4	1	3
	PC4.instruct co-workers/side beamers to check the creel for the no. of spools required as per quality		4	1	3
	PC5.involve side beamers to keep sufficient stock of spools near the machine		4	2	2
	PC6.ensure recommended yarn count of the spool (ask side beamers to follow the colour mark)		4	2	2
	PC7.check the empty beam, clean it and then mount on the beaming machine properly		5	2	3
	PC8.ensure that yarn from spool passes through yarn guides, tensioners, stop motion guide, lease rod, guide reed etc., involve co-workers accordingly		5	2	3
	PC9.count and set the exact number of threads or runners at the start for a particular quality of beam (needed for a specified fabric) and		5	2	3

	continue frequent checking				
	PC10.ensure correct take up of sizing paste by the yarn and squeezing properly, adjust the pressing roller accordingly		5	2	3
	PC11.ensure clean surface of the steam cylinders, correct steam pressure to get proper drying of yarn		5	2	3
	PC12.ensure moisture content (30%-35% for sackings & 18% -22% for hessian) & 1.5-2 % size (TKP) application in beam in consultation with superiors as practiced in jute industry		5	2	3
	PC13.ensure 70%. wet pick-up of size (TKP)		5	2	3
	PC14.check the steam pressure to keep it at 25-35 psi		5	2	3
	PC15.lease the warp yarns properly before doffing full beam		4	2	2
	PC16.put right identification mark for its quality		4	1	3
	PC17.control manually the beam speed to maintain right yarn tension in jute beaming machine, clean the machine and to lubricate the machine periodically as a part of total productive maintenance		5	2	3
	PC18.clean the reeds, sow-box and cylinder surface periodically and as whenever necessary		5	2	3
	PC19.segregate the wastes collected and to deposit at the waste bins		4	2	2
	PC20.clean and to maintain second guide reed and guide roller in good condition after starch roller		4	2	2
	PC21.support the mechanic during maintenance activities		4	2	2
	PC22.check and maintain friction plate in working condition		4	2	2
	PC23.mount the spools carefully so that they rotate freely on the creel		4	1	3
	PC24.align the warp yarns on the extreme selvedge so that these warp yarns do not fall on flanges or wrap over the flanges		4	2	2
	PC25.Carry out and handle of spools and full beam		4	1	3

	PC26.ensure the use of proper material handling tools and equipment		4	2	2
	PC27.ensure man and machine safety while operating the beaming machine, and keep the working place (floor) clean i.e. free from any unwanted elements like spool centre, thread waste, broken machine parts etc.		5	2	3
	PC28.ensure small knot while joining a broken ends/replacing a empty spool		5	2	3
		Total	125	51	74
TSC/N2114 Leasing of jute warp sheet	PC1.check the right passage of yarn through lease rod		5	2	3
	PC2.lease the warp yarns properly before doffing full beam		5	2	3
	PC3.use proper group knotting		5	2	3
	PC4.protect the cut ends of warp sheet by pasting a tape on the upper surface of the beam		5	2	3
	PC5.ensure unlocking of the beam, doffing carefully		5	2	3
		Total	25	10	15
TSC/N2115 Drying jute warp sheet	PC1.check the availability of steam		4	2	2
	PC2.check and ensure the steam pressure of the steam cylinder at 25-35 psi		5	2	3
	PC3.check the smooth running of steam roller		4	2	2
	PC4.check the cleanliness of the surface of the steam roller		4	2	2
	PC5.ensure adequate squeezing of size take up		4	1	3
	PC6.ensure the proper functioning of the pressing roller		5	2	3
	PC7.ensure that, there should not be any leakage, refer the problem to the concerned persons		5	2	3
	PC8.clear the condensate deposit in the steam roller		5	2	3
	PC9.check the steam trap		5	2	3
	PC10.check the steam pipe line		5	2	3
	PC11.check the pipe line insulation of the pipe line		4	1	3
		Total	50	20	30
TSC/N9009 Maintain work area, tools,	PC1.maintain personal hygiene and human safety, machine safety and specific dress code		2	1	1
	PC2.carefully handle raw jute, slivers of jute, jute yarns and fabrics to minimize wastage		3	1	2

material handling equipment and machinery for jute processing	PC3.carefully handle all tools such as hand root cutter, circular blade motorized root cutter, chopper, wooden block, bale hook, rope cutter, picking hook, brooms etc.		3	1	2
	PC4.carefully handle moisture meter		2	1	1
	PC5.carefully handle weigh machine,		2	1	1
	PC6.use proper mechanical handling equipment for lifting and handling jute and other materials		3	1	2
	PC7.keep all waste jute materials in a specified place for further processing		4	1	3
	PC8.maintain a clean and hazard free working area, keeping floors free from all encumbrances		3	1	2
	PC9.maintain tools and equipment being used for jute processing		3	1	2
	PC10.carry out scheduled running maintenance like shift-wise cleaning and oiling in respective jute processing machinery		4	2	2
	PC11.report to supervisor for any abnormal sound, from any machine for jute processing		2	1	1
	PC12.report to supervisor all anomalies and unsafe conditions of equipment and other unprecedented occurrences		3	2	1
	PC13.ensure that the doors and covers for gear side/ belt side of the jute machinery are kept properly closed and all machine guards are in appropriate place		3	1	2
	PC14.ensure that standing place in working position are free from all encumbrances, to maintain correct posture of working/sitting/standing during working in respective jute processing machinery		3	1	2
	PC15.use appropriate cleaning equipment like knife, brooms, pliers, screw driver etc. and follow appropriate cleaning methods for the work to be carried out in particular jute processing machine		2	1	1
	PC16.stack/dispose jute fibre/sliver/yarn waste safely in the designated location/place/bag to help usage of all wastages for further processing		3	1	2

	PC17.store all gadgets, tools and cleaning equipment safely after their use in designated place after cleaning them properly		2	1	1
	PC18.carry out cleaning and minor/small maintenance jobs for each jute processing machine as per schedule within limits of specific responsibility, as instructed		3	1	2
		Total	50	20	30
TSC/N9002 Working in a team	PC1.be accountable to the own role in whole process		4	2	2
	PC2.perform all roles with full responsibility		4	2	2
	PC3.be effective and efficient at workplace		4	1	3
	PC4.properly communicate about company policies		4	1	3
	PC5.report all problems faced during the process		4	1	3
	PC6.talk politely with other team members and colleagues		4	1	3
	PC7.submit daily report of own performance		5	2	3
	PC8.adjust in different work situations		4	1	3
	PC9.give due importance to others' point of view		4	2	2
	PC10.avoid conflicting situations		4	2	2
	PC11.develop new ideas for work procedures		5	1	4
	PC12.improve upon the existing techniques to increase process efficiency		4	1	3
		Total	50	17	33
TSC/N9003 Maintain health, safety and security at workplace	PC1.comply with health and safety related instructions applicable to the workplace		5	2	3
	PC2.use and maintain personal protective equipment such as "ear plug", " nose mask", "head cap" etc., as per protocol		5	2	3
	PC3.carry out own activities in line with approved guidelines and procedures		4	2	2
	PC4.maintain a healthy lifestyle and guard against dependency on intoxicants		4	2	2
	PC5.follow environment management system related procedures		4	2	2
	PC6.identify and correct (if possible) malfunctions in machinery and equipment		5	2	3
	PC7.report any service malfunctions that cannot be rectified		4	2	2

	PC8.store materials and equipment in line with organisational requirements		4	1	3
	PC9.safely handle and remove waste		4	1	3
	PC10.minimize health and safety risks to self and others due to own actions		5	2	3
	PC11.seek clarifications, from supervisors or other authorized personnel in case of perceived risks		4	2	2
	PC12.monitor the workplace and work processes for potential risks and threat		5	2	3
	PC13.carry out periodic walk-through to keep work area free from all hazards and obstructions		5	2	3
	PC14.report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	3
	PC15.participate in mock drills/ evacuation procedures organized at the workplace		4	2	2
	PC16.undertake first aid, fire-fighting and emergency response training, if asked to do so		5	2	3
	PC17.take action based on instructions in the event of fire, emergencies or accidents		5	2	3
	PC18.follow organisation procedures for shutdown and evacuation when required		4	2	2
	PC19.identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry		4	2	2
	PC20.recognise other possible security issues existing in the workplace		4	2	2
	PC21.recognise different measures to curb the hazards		4	2	2
	PC22.communicate the safety plan to everyone and		4	2	2
	PC23.attach disciplinary rules with the implementation		4	2	2
		Total	100	43	57
TSC/N9010 Comply with industry and organizational requirement in jute sector	PC1.perform assigned duties effectively section-wise / machine- wise		4	1	3
	PC2.take full responsibility for desired performance		4	1	3
	PC3.be accountable towards the job role and assigned duties		4	2	2
	PC4.report any anomalies found in the section / machinery to the Sardar (Jobber) or Supervisors		4	2	2

	PC5.take drive on self-learning for improving efficiency		4	2	2
	PC6.co-ordinate with all the team members and colleagues		4	2	2
	PC7.communicate politely		3	1	2
	PC8.avoid conflicts and miscommunication		3	1	2
	PC9.take part in Quality Circle activity to discuss process and innovative ideas in Quality Circle		4	2	2
	PC10.take all initiative to achieve organisational norms for processing of yarn and fabrics of jute and to motivate all other fellow workers to follow them		5	3	2
	PC11.implement the collection of wastage in a proper method (as instructed) for further processing		4	2	2
	PC12.follow specific environmental regulation for jute industry		4	1	3
	PC13.keep area of work and machine clean		3	1	2
		Total	50	21	29
		G. Total	500	201	299