

## 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 Carding Operator

**SECTOR/S:** TEXTILE

**SUB-SECTOR:** Spinning, Jute

**OCCUPATION:** Spinning Preparatory, Jute

**REFERENCE ID:** TSC/Q0108

**ALIGNED TO:** NCO-2015/8151.9900

**Brief Job Description:** A Jute carding operator should be able to operate efficiently the Jute Carding Machine so as to maintain the desired productivity and quality of the carded slivers of jute. A Jute Carding Operator can seek employment in a Jute factory.

**Personal Attributes:** This job requires the individual to have thorough knowledge in process flow and material flow in a jute mill for yarn production and should be able to carryout all operational procedure in the Carding machine

Job Details	<b>Qualifications Pack Code</b>		<b>TSC/Q0108</b>	
	<b>Job Role</b>		<b>Jute Carding Operator</b> (Applicable for National Scenarios)	
	<b>Credits</b>	TBD	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	Textile	<b>Drafted on</b>	<b>09/08/17</b>
	<b>Sub-sector</b>	Spinning (Jute)	<b>Last reviewed on</b>	<b>09/08/17</b>
	<b>Occupation</b>	Spinning Preparatory, Jute	<b>Next review date</b>	<b>09/08/20</b>
	<b>NSQC Clearance on</b>	<b>19.12.2018</b>		

Job Role	Jute Carding Operator
<b>Role Description</b>	A Jute carding operator should be able to operate efficiently the Jute Carding Machine so as to maintain the desired productivity and quality of the carded slivers of jute.
<b>NSQF level</b>	4
<b>Minimum Educational Qualifications</b>	Basic Literacy & Numeracy
<b>Maximum Educational Qualifications</b>	NA
<b>Prerequisite License or Training</b>	NA
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	0-6 Months as Jute Carding Operator
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">TSC/N0125 Taking charge and handing over shift to jute carding machine operator</a></li> <li><a href="#">TSC/N0126 Operating the jute carding machine</a></li> <li><a href="#">TSC/N0127 Doffing the carded jute sliver</a></li> <li><a href="#">TSC/N9009 Maintain work area, tools, material handling equipment and machinery for of jute processing</a></li> <li><a href="#">TSC/N9002 Working in a team</a></li> <li><a href="#">TSC/N9003 Maintain health, safety and security at workplace</a></li> <li><a href="#">TSC/N9010 Comply with industry and organizational requirement in jute sector</a></li> </ol>
<b>Performance Criteria</b>	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'

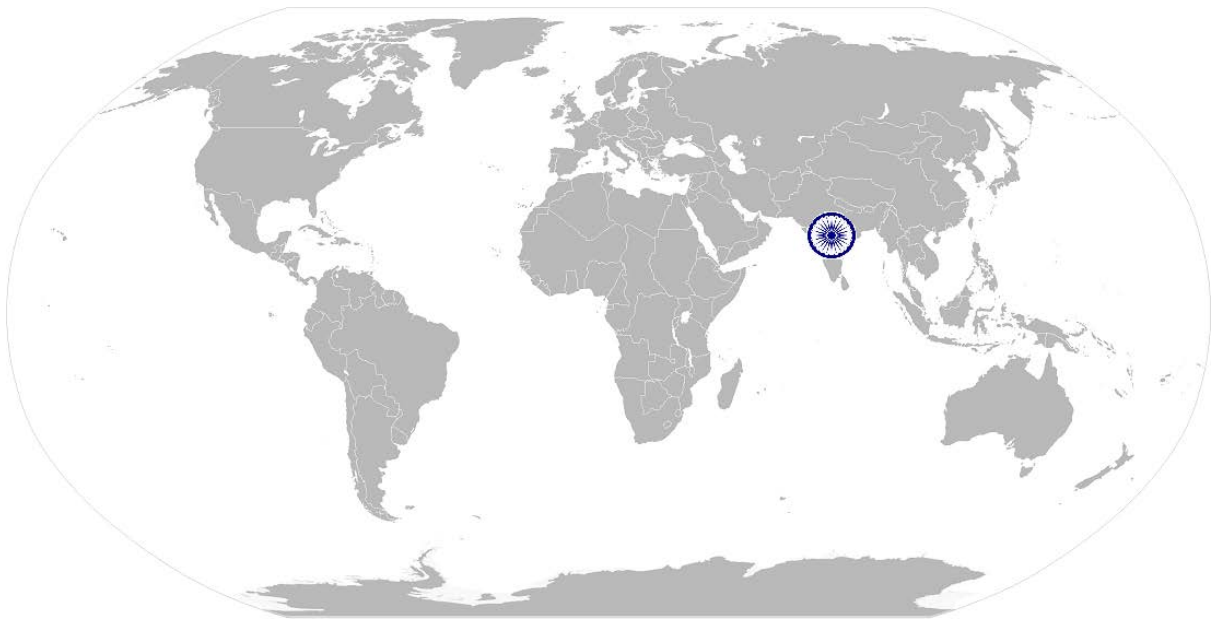
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation

**Acronyms**

**TSC/N0125 Taking charge and handing over shift to jute carding machine operator**

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# 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/N0125 Taking charge and handing over shift to jute carding machine operator**

National Occupational Standard

<b>Unit Code</b>	<b>TSC/N0125</b>
<b>Unit Title (Task)</b>	<b>Taking charge and handing over shift to jute carding machine operator</b>
<b>Description</b>	This unit is about taking charge of shift from previous shift operator and relieving the responsibilities to the next shift jute carding operator.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Take charge of shift from jute carding operator</li> <li>• Hand over shift to next jute carding operator</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Take charge of shift from jute carding operator</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. come at least 10 - 15 minutes earlier to the work spot</p> <p>PC2. check the availability of Piled Jute/ Spreader roll for feeding to Jute Carding machine</p> <p>PC3. ensure the availability of the operational tools like knife, Knife sharpener, picking hook, broom etc. nearby the machine</p> <p>PC4. interact with the previous shift jute carding operator and take information regarding the quality of jute to be fed./run (as recommended for the yarn quality to spin)</p> <p>PC5. ensure the availability of the recommended variety (grade) of piled jute/spreader roll/sliver as per quality of the Jute Yarn to make</p> <p>PC6. ensure cleanliness of the surrounding area as well as the department (particularly beneath the machine)</p> <p>PC7. ensure that the cut roots of Jute strand (reed) are kept/stored in the proper place</p> <p>PC8. check the colour coding of different quality of Jute sliver rolls, as per quality &amp; grade of raw jute (TD3-TD7 or W3-W7), or the display board (mentioned the jute grade) in case of piled jute</p> <p>PC9. ensure running status of the carding machine while taking charge, with correct draft change pinion (written in board)</p> <p>PC10. patrol around the carding department to trace out and remove any undesirable material lying on the floor</p> <p>PC11. check that the roll former in 1st card (Breaker card) is in proper working condition, and need no maintenance</p>
<b>Hand over shift to next jute carding operator</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC12. ensure that the machines are in running condition before handing it over to the next shift</p> <p>PC13. convey your counterpart regarding any maintenance work to be carried out in the next shift in case of necessity</p> <p>PC14. inform the incoming carding operator about quality, colour code, piled jute stock, machine parameter etc., and mechanical problems ( if any, and cannot be done due to lack of time)</p> <p>PC15. ensure uniform and regular delivery of fleece of jute sliver from the doffer on</p>



**TSC/N0125 Taking charge and handing over shift to jute carding machine operator**

	<p>the conductor (delivery side without any interruption)</p> <p>PC16. all types of wastages like droppings below the machine, sliver wastages, fleece to be collected, weighed and sent to the back for reprocess</p> <p>PC17. ensure the handover of clean and running machine as well as the clean surroundings</p> <p>PC18. any delayed arrival of the counterpart to be reported to supervisors</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. standard working procedures (SOP) for carding section of a Jute Mills and also its back process</p> <p>KA2. safe working practices as adopted in the carding section of the Jute mills</p> <p>KA3. quality systems and other related processes practiced in the jute mills for ensuring right quality of the sliver produced from breaker card</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. concept of dollop weight, its importance and relation with the clock pointer in case of manual feeding of Breaker card</p> <p>KB2. clear concept of mixing proportion of different breaker card sliver rolls to obtain a mixed/blended finisher card sliver for particular yarn to make (Follow batch mix instructed)</p> <p>KB3. understand the quality code in the display board for piled jute and Colour Codes for identifying different qualities of spreader/ sliver roll</p> <p>KB4. importance and reasons of mixing the different qualities of raw jute in right proportions</p> <p>KB5. knowledge of gradation of raw jute and the different</p> <p>KB6. properties (like strength, fineness, colour, lustre, root content, cleanliness, root content, moisture content) of the fibre considered for grading</p> <p>KB7. knowledge on types of defects in raw jute (like rooty, runners, cropy, specky, sticky, dazed, dirty and root content)</p> <p>KB8. understanding the importance of maintaining uniform morah weight</p> <p>KB9. recipe of emulsion, its importance of application on jute and the duration of piling according to quality of the jute</p> <p>KB10. process &amp; material flow in a Jute Carding and next steps up to Spinning in a jute Composite Mills</p> <p>KB11. knowledge about the right cutting length of the root part, and the special treatment of root part to process</p> <p>KB12. importance of uniform feeding and its impact on jute sliver quality for information of right quality jute yarn</p> <p>KB13. importance of doubling &amp; drafting used in jute carding machine</p> <p>KB14. knowledge about Proper machine lubrication procedure with right quality of lubricant</p> <p>KB15. method of picking of different card rollers &amp; its importance (use of standard picking hooks and broom)</p> <p>KB16. functions of all the rollers of jute carding machine and roll former</p> <p>KB17. have to check Moisture content of jute carded sliver/roll</p> <p>KB18. knowledge about Defects in jute card sliver and roll</p> <p>KB19. importance of colour code being followed for different quality of raw jute</p>

**TSC/N0125 Taking charge and handing over shift to jute carding machine operator**

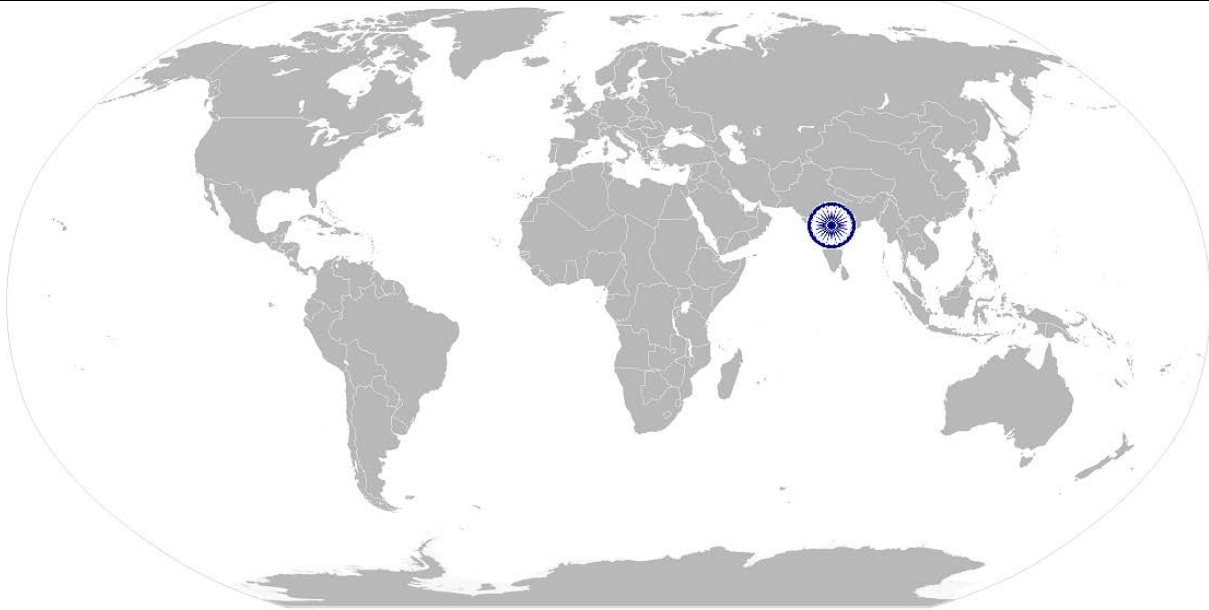
	<p>and jute sliver rolls</p> <p>KB20. procedures for taking and handing over charge of shift</p> <p>KB21. to have fair knowledge on importance of Cleanliness and safety to be followed at workplace in jute carding dept</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. write instructions for communications SA2. write any kind of request /memo to the sardar/supervisor/management if required
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. read instructions pass on to previous shift sardar/supervisor/jute selector SA4. read and comprehend written instructions and log books SA5. read instruction/notice written on company notice board
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA6. communicate with sardar/supervisor appropriately SA7. convey information effectively SA8. communicate the anomalies to the sardar/supervisor
	<b>B. Professional Skills</b>
	<b>Decision Making</b>
NA	
<b>Plan and Organize</b>	
NA	
<b>Customer Centricity</b>	
The user/individual on the job needs to know and understand how to: SB1. be able to produce good uniform carded sliver for the later process	
<b>Problem Solving</b>	
The user/individual on the job needs to know and understand how to: SB2. apply problem-solving approaches in different awkward situations SB3. seek clarification of the problem from the concerned persons SB4. be able to handle different tools, equipment effectively SB5. uniform feeding of jute on card to get a regular and uniform delivery of fleece of carded jute SB6. complete the work without errors	
<b>Analytical Thinking</b>	
The user/individual on the job needs to know and understand how to: SB7. seek clarifications on any problems faced from sardars/ supervisors/ colleagues from other fellow workers	
<b>Critical Thinking</b>	
NA	



**TSC/N0125 Taking charge and handing over shift to jute carding machine operator**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/N0125</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>09/08/17</b>
<b>Industry Sub-sector</b>	<b>Spinning (Jute)</b>	<b>Last reviewed on</b>	<b>09/08/17</b>
<b>Occupation</b>	<b>Spinning Preparatory, Jute</b>	<b>Next review date</b>	<b>09/08/20</b>

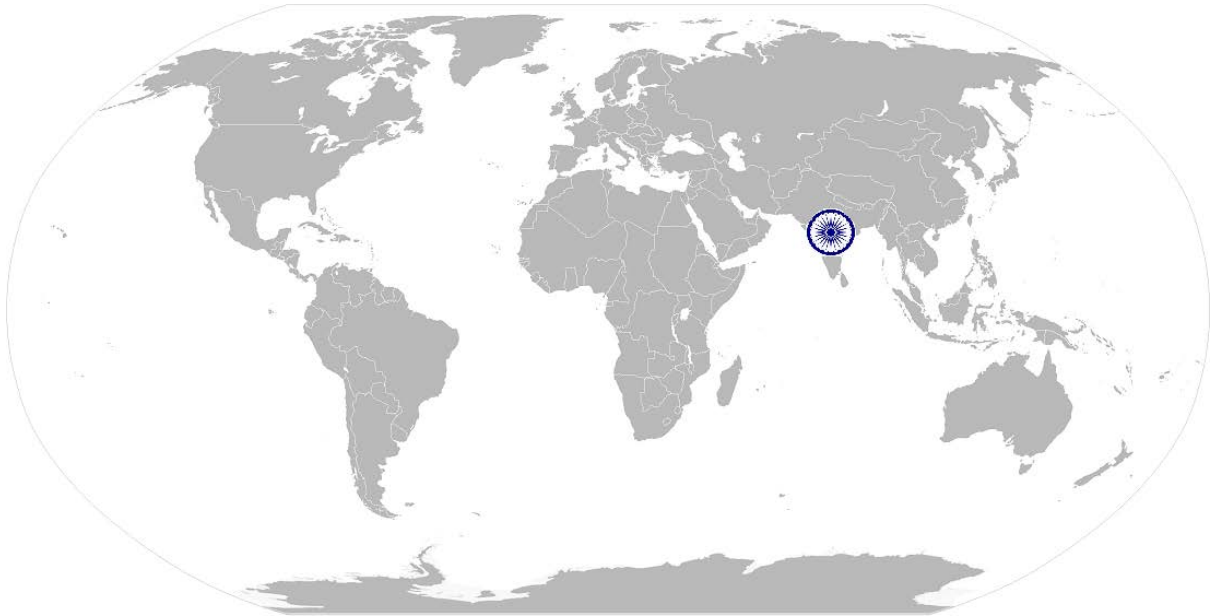


TSC/N0126

Operating the jute carding machine

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# National Occupational Standard



## Overview

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

**TSC/N0126**

**Operating the jute carding machine**

National Occupational Standard	<b>Unit Code</b>	TSC/N0126
	<b>Unit Title (Task)</b>	Operating the jute carding machine
	<b>Description</b>	This unit is about carrying out procedure for operating the sequence of machines in carding.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Operating the jute carding machine</li> </ul>
	<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>	
<b>Operating the jute carding machine</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. ensure that starting/stopping/control switches are O.K. in case individual drive and alternative arrangements in case of group drive</li> <li>PC2. understand the quality of jute fibre in the morah/spreader roll</li> <li>PC3. ensure that piling duration of jute as prescribed and matured for carding</li> <li>PC4. check the colour code used for different grade and quality of jute</li> <li>PC5. ensure correct procedure of feeding on the feed table and check the conveyor sheet are working properly</li> <li>PC6. ensure correct dollop weight and timing for the feeding</li> <li>PC7. ensure sliver regularity by discarding some portion of sliver, before and after every stoppage of machine ensure the cleanliness of the feed roller to avoid jam or entanglement there</li> <li>PC8. ensure that machine safety arrangement functioning correctly, in case of jam in the feed roller</li> <li>PC9. ensure correct moisture content of the feed material to avoid related problems like jam in different pin rollers</li> <li>PC10. maintain required doubling and replace as soon as any roll exhausted</li> <li>PC11. watch regularly the performance of doffer roller and regularity of the delivered fleece on the conductor</li> <li>PC12. observe regularly the uniformity of the fleece to have a regular sliver weight (lbs. /100 yards)</li> <li>PC13. watch delivery side so that any jam/accumulation in the delivered fleece can be avoided</li> <li>PC14. frequent checking of carded rolls ,its compactness, shape and sizes should be up to the desired level</li> <li>PC15. after doffing, keep/ store the carded rolls properly</li> <li>PC16. collect the wastages like sliver, fleece, droppings time to time and take weight to understand the corrective measures required</li> <li>PC17. ensure regular cleaning and lubrication as scheduled</li> <li>PC18. keep contact with the maintenance department for better performance of the carding machine</li> </ul>	

**TSC/N0126**

**Operating the jute carding machine**

PC19. ensure the availability of fire extinguisher near the machine to fight against fire	
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. standard working procedures and regulations in the Jute mill for jute carding dept</p> <p>KA2. safe working practices as adopted in the Jute mill in the jute carding department</p> <p>KA3. clear knowledge of different operational switch provided in the machine</p> <p>KA4. quality systems and other related processes practiced in the jute mills for ensuring right quality of the end-product</p> <p>KA5. procedure of reporting to the sardar / senior in case of emergency</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. different Colour Codes used for identifying different qualities of raw jute and sliver roll and Pile board for pile stock</p> <p>KB2. understand the irregularity of the sliver after every stoppage of the machine</p> <p>KB3. understand the importance of mixing &amp; blending of different qualities of raw jute in the carding stage</p> <p>KB4. clear concept of jute fibre properties and their weightage in gradation of jute</p> <p>KB5. knowledge on various types of defects in raw jute and root content</p> <p>KB6. knowledge on morah weight, moisture content in morah, &amp; dollop weight</p> <p>KB7. process &amp; material flow in a Jute Spinning / Composite Mills</p> <p>KB8. clear knowledge of different pinned rollers, their direction of rotation, different pin size and pin density recommended for them</p> <p>KB9. functions of different rollers of carding machine</p> <p>KB10. picking of card rollers &amp; understanding the importance of picking</p> <p>KB11. importance of uniform feeding and its impact on jute sliver quality for formation of right quality of jute yarn</p> <p>KB12. understand the Functions of roll former</p> <p>KB13. importance of doubling &amp; drafting</p> <p>KB14. correct moisture content of raw jute in the jute card</p> <p>KB15. proper machine lubrication, its schedule and frequency, and the type of lubricant</p> <p>KB16. importance of colour code being followed for different quality of jute and sliver rolls</p> <p>KB17. good practices for operating the carding machine</p> <p>KB18. cleanliness and safety to be followed at workplace</p> <p>KB19. understand the use of different fire fighting equipments, like different extinguishers, hose pipes, sprinkler system etc.</p> <p>KB20. correct method of handling and storing of delivered rolls</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write instructions for communications</p> <p>SA2. write any kind of request /memo to the sardar/supervisor/management if required</p>

**TSC/N0126**

**Operating the jute carding machine**

	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. read instructions pass on to previous shift sardar/supervisor/jute selector SA4. read and comprehend written instructions and log books SA5. read instruction/notice written on company notice board
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA6. communicate with sardar/supervisor appropriately SA7. convey information effectively SA8. communicate the anomalies to the sardar/supervisor
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. restart the carding machine after attending the abnormalities during operation
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB2. plan to form team and seek quality awareness training programme from experts SB3. plan for higher productivity and enhance product quality among the other shift
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB4. be able to produce uniform carded sliver for the later process
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB5. apply problem-solving approaches in different awkward situations SB6. seek clarification of the problem from the concerned persons SB7. able to handle different tools, Equipment effectively SB8. uniform feeding of jute on card to get a regular and uniform delivery of fleece of carded jute SB9. complete the work without errors SB10. apprehend the incoming problems by taking clue from the vibration/sound of the machine
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB11. seek clarifications on any problems faced from sardars/ supervisors/ colleagues or from other fellow workers
	<b>Critical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB12. proper handling of tools to reduce the time and productivity

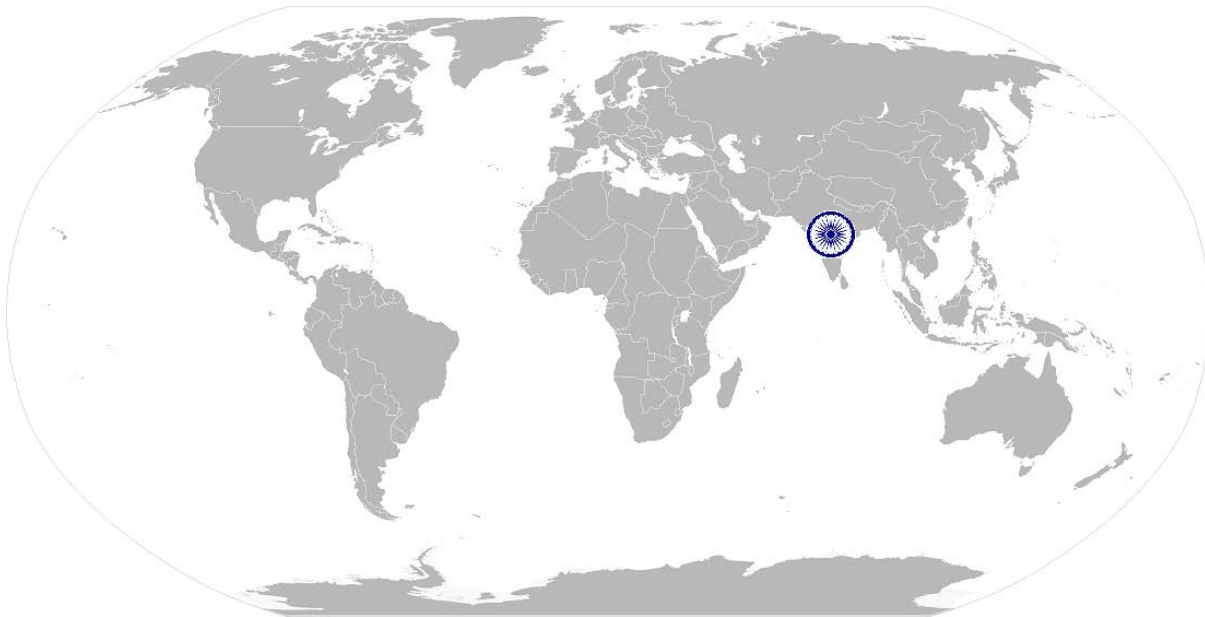


**TSC/N0126**

**Operating the jute carding machine**

**NOS Version Control**

<b>NOS Code</b>	<b>TSC/N0126</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>09/08/17</b>
<b>Industry Sub-sector</b>	<b>Spinning (Jute)</b>	<b>Last reviewed on</b>	<b>09/08/17</b>
<b>Occupation</b>	<b>Spinning Preparatory, Jute</b>	<b>Next review date</b>	<b>09/08/20</b>

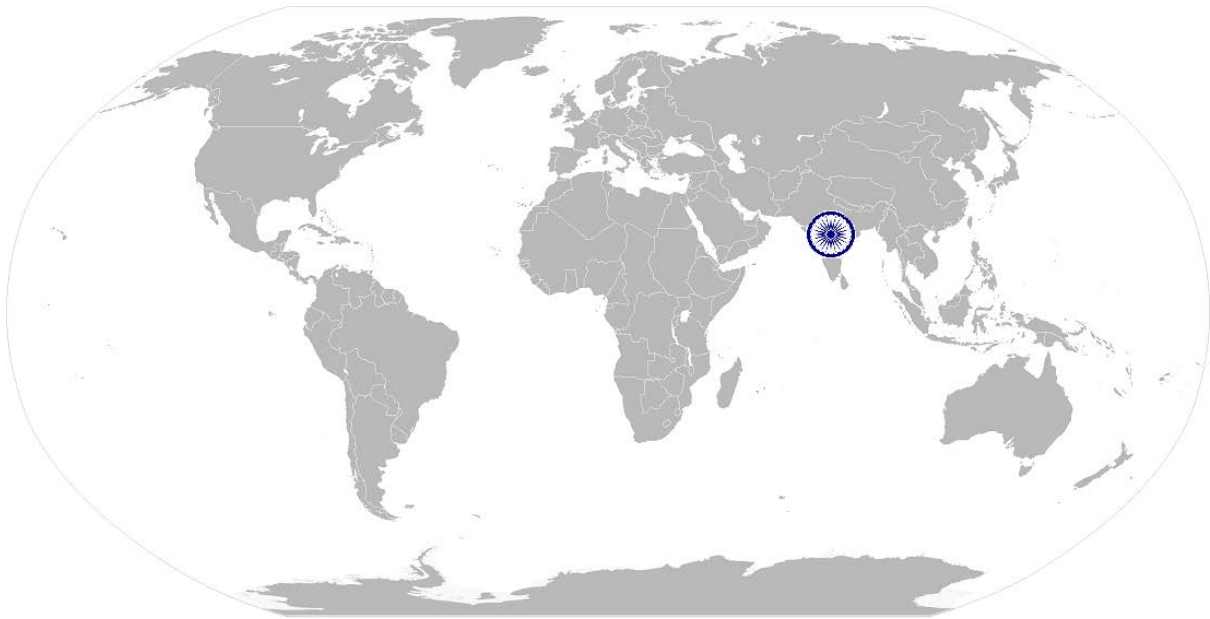


TSC/N0127

Doffing the carded Jute sliver

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# National Occupational Standard



## Overview

This unit is about feeding of jute/sliver roll on breakage and doffing the sliver roll in carding machine.

**TSC/N0127**

**Doffing the carded Jute sliver**

National Occupational Standard

<b>Unit Code</b>	<b>TSC/N0127</b>
<b>Unit Title (Task)</b>	<b>Doffing the carded Jute sliver</b>
<b>Description</b>	This unit is about feeding of jute/sliver roll on breakage and doffing the sliver roll in carding machine.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Attend the machine on sliver breakage</li> <li>• Piece the sliver</li> <li>• Check the quality of feeding</li> <li>• Carryout doffing/feeding</li> <li>• Post doffing responsibilities</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Doffing the carded Jute sliver</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. ensure proper working of delivery roll, and roll former (no jamming)</p> <p>PC2. open the cover of the doffing zone of card and clean the doffer periodically for ensuring proper jute sliver delivery</p> <p>PC3. don't allow slivers to accumulate in delivery conducting plate</p> <p>PC4. collect the waste from shrouding plate zone</p> <p>PC5. ensure the carded jute sliver passes through the delivery conducting plate and/or conveyor/ rollers and to pass it through the conductor/ conveyor/ rollers (as the case may be) to the delivery zone for formation of condensed sliver roll to pass to roll former</p> <p>PC6. ensure proper functioning of roll former and ensure time and diameter setting of roll turner as instructed</p> <p>PC7. collect the wastes produced in the roll former zone and store the waste at respective waste box</p> <p>PC8. ensure uniformity of the sliver otherwise report the Superior (sardar/ superior)</p> <p>PC9. segregate the reusable wastes and weigh and record them in a waste register</p> <p>PC10. transfer the reusable line wastes to the 1st carding/breaker carding machine</p> <p>PC11. ensure that standard feeding procedure for jute card is adopted and quality of joining of jute sliver is good enough and standard, so that no extra non uniformity generated in jute carded sliver</p> <p>PC12. ensure grade/quality wise (with proper colour coding) stocking of doffed carded roles at appropriate place for further processing</p> <p>PC13. ensure human safety, fire safety and work place safety while carrying out sliver feeding, joining, picking, jam cleaning activity in card</p> <p>PC14. ensure that sliver tension in the delivery and roll former section is appropriate</p> <p>PC15. collect the full jute sliver rolls with proper colour code for feed in the finisher card</p>

**TSC/N0127**

**Doffing the carded Jute sliver**

	<p>PC16. keep the roll storage area of roll former clean before doffing of the carded sliver rolls (quality wise stacking)</p> <p>PC17. keep the breaker card sliver rolls near the finisher card for feeding them in the finisher card in next stage</p> <p>PC18. ensure tight packing of the rolls; if not, report to maintenance department for collecting the same</p> <p>PC19. ensure that there is no worn out parts in the doffing zone/misalignment in delivery and delivery press rolls</p> <p>PC20. ensure proper material handling for moving jute sliver rolls using iron hooks</p> <p>PC21. ensure proper picking of all the rollers periodically as instructed</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations in a jute spinning/ jute mill</p> <p>KA2. safe working practices to be adopted in jute spinning/ jute mill</p> <p>KA3. quality systems and other processes practiced in the jute spinning / jute mill</p> <p>KA4. report to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different counts in the jute spinning / jute mill</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. understand clearly the delivery zone of the carding machine</p> <p>KB2. name of different important parts (like, doffer roller, conductor, shrouding plate, delivery &amp; pressing roller, conveyer, roll former etc.) and rollers and their role for delivery of the carded sliver</p> <p>KB3. correct method of cleaning and its periodicity</p> <p>KB4. technique of clearing the jam in doffer roller by using metallic picker/hook, brooms, knife etc.</p> <p>KB5. understand the functions of roll former, its maintenance</p> <p>KB6. method of segregating the waste and storing them properly</p> <p>KB7. must have knowledge of re process of wastages and cost involved</p> <p>KB8. sliver size (Weight in lbs. /100 yards) and its uniformity and a little concept of variation of weight, i.e. irregularity of the sliver</p> <p>KB9. any deviation of correct feeding procedure and its impact on sliver regularity</p> <p>KB10. lead, i.e. speed difference between delivery roller and roll former, and its importance</p> <p>KB11. correct method of handling and storing the carded rolls at proper place</p> <p>KB12. must have idea the necessity of maintenance and timing to assure quality rolls</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. write instructions for communications</p> <p>SA2. write any kind of request /memo to the sardar/supervisor/management if required</p>

**TSC/N0127**

**Doffing the carded Jute sliver**

	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA3. read instructions pass on to previous shift sardar/supervisor/jute selector SA4. read and comprehend written instructions and log books SA5. read instruction/notice written on company notice board
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA6. communicate with sardar/supervisor appropriately SA7. talk to other to convey information effectively SA8. communicate the anomalies to the sardar/supervisor
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to: SB1. restart the carding machine after attending the abnormalities during operation
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB2. cleaning and gauging in specified time
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB3. be able to produce uniform carded sliver for the later process
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB4. apply problem-solving approaches in different awkward situations SB5. seek clarification of the problem from the concerned persons SB6. be able to handle different tools, Equipment effectively at right place SB7. uniform feeding of jute on card to get a regular and uniform delivery of fleece of carded jute SB8. complete the work without errors SB9. apprehend the incoming problems by taking clue from the vibration/sound of the machine
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB10. seek clarifications on any problems faced from sardars/supervisors/colleagues or from other fellow workers
	<b>Critical Thinking</b>
The user/individual on the job needs to know and understand how to: SB11. proper handling of tools to reduce the time and productivity	

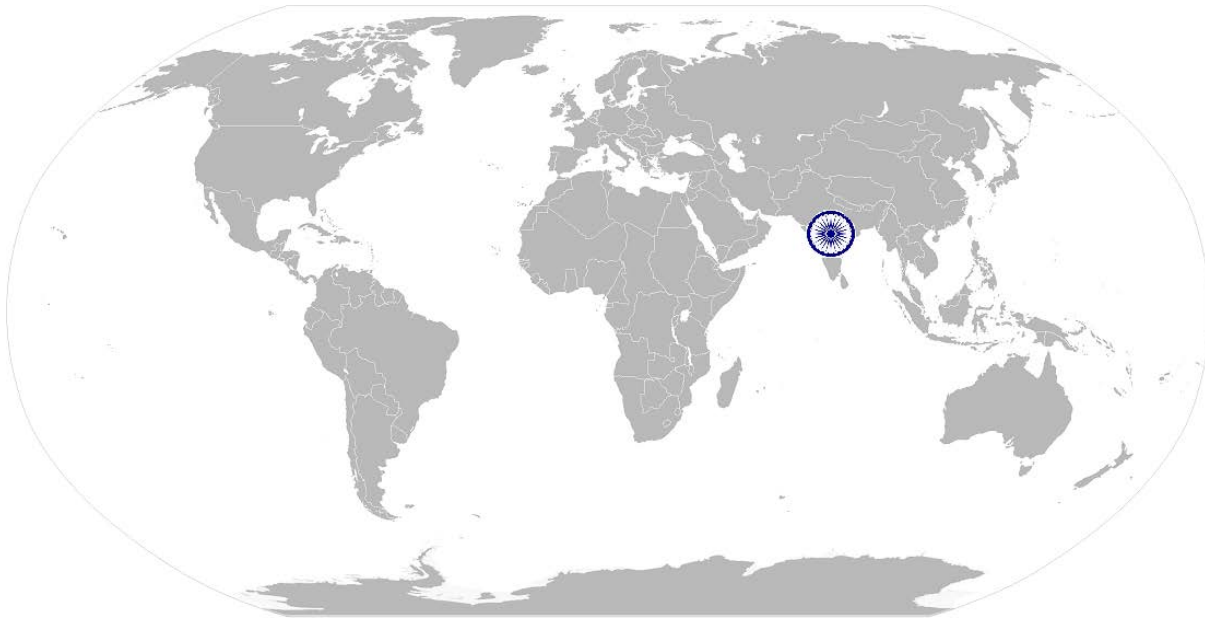


**TSC/N0127**

**Doffing the carded Jute sliver**

**NOS Version Control**

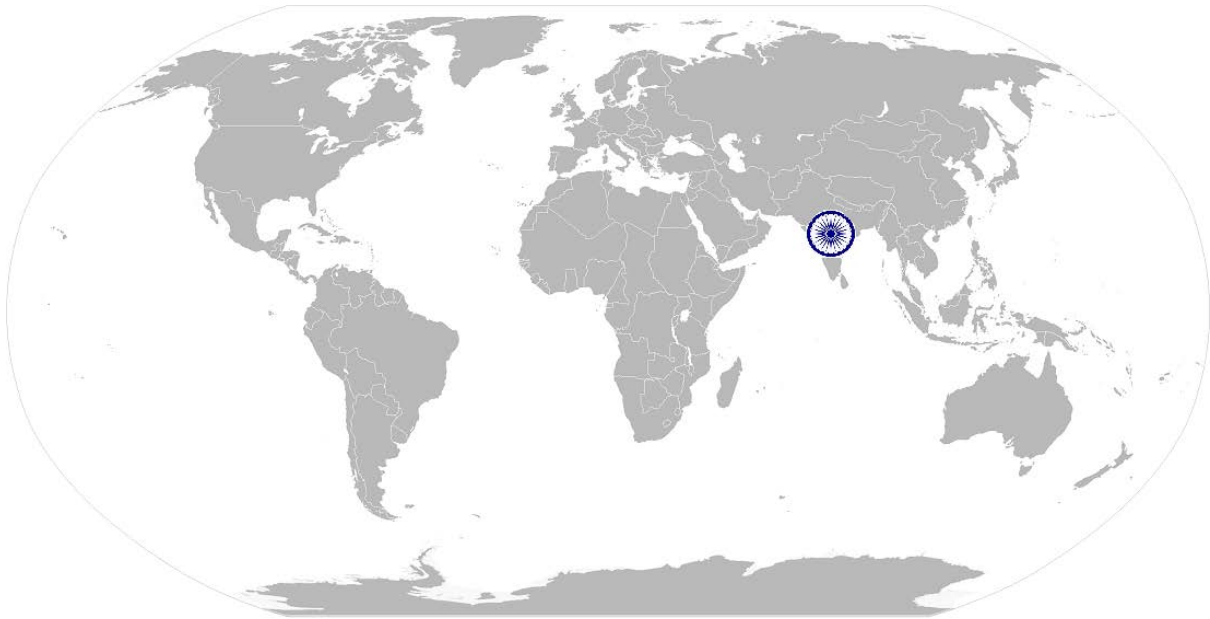
<b>NOS Code</b>	<b>TSC/N0127</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>09/08/17</b>
<b>Industry Sub-sector</b>	<b>Spinning (Jute)</b>	<b>Last reviewed on</b>	<b>09/08/17</b>
<b>Occupation</b>	<b>Spinning Preparatory, Jute</b>	<b>Next review date</b>	<b>09/08/20</b>



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

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# 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

<b>Unit Code</b>	<b>TSC/N9009</b>
<b>Unit Title (Task)</b>	<b>Maintain work area, tools, material handling equipment and machinery for each section of jute processing as applicable</b>
<b>Description</b>	This unit provides performance criteria, knowledge & understanding and skills & abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Maintain work area, tools, material handling equipment and machinery for each section of jute processing as applicable</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Maintain work area, tools, material handling equipment and machinery for each section of jute processing as applicable</b>	<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>
<b>Knowledge and Understanding (K)</b>	
<p><b>A. Organizational Context</b>                  (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>B. Technical Knowledge</b></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 maintain</p>

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

	<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>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA1. write instructions for communications</li> <li>SA2. write any kind of request /memo to the supervisor/management if required</li> </ul>
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA3. read instructions pass on to previous shift supervisor</li> <li>SA4. read and comprehend written instructions</li> <li>SA5. read instruction/notice written on company notice board</li> </ul>
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> <li>SA6. communicate with co-worker appropriately</li> <li>SA7. talk to other to convey information effectively</li> <li>SA8. talk to other for clarifications of problems</li> </ul>



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

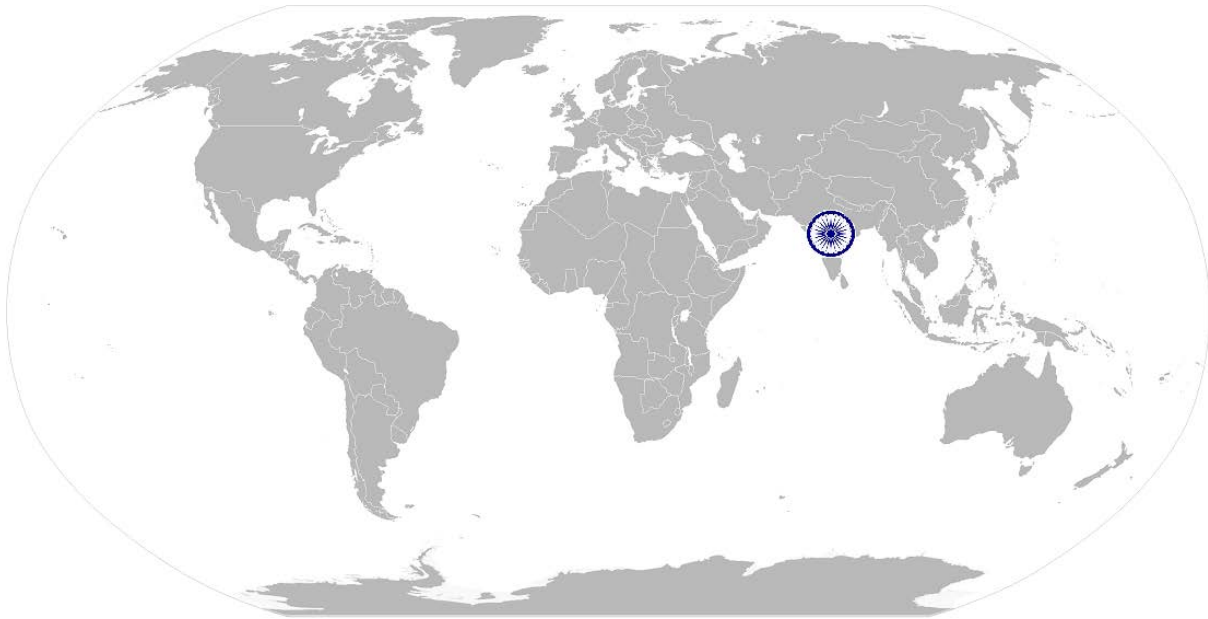
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to:
	SB1. take right initiative at the right time for cleaning and maintenance to be done properly for jute machinery
	SB2. apply innovative ideas for further action required after discussion 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
	<b>Plan and Organize</b>
	NA
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	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	
<b>Analytical Thinking</b>	
NA	
<b>Critical Thinking</b>	
NA	

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

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**NOS Version Control**

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

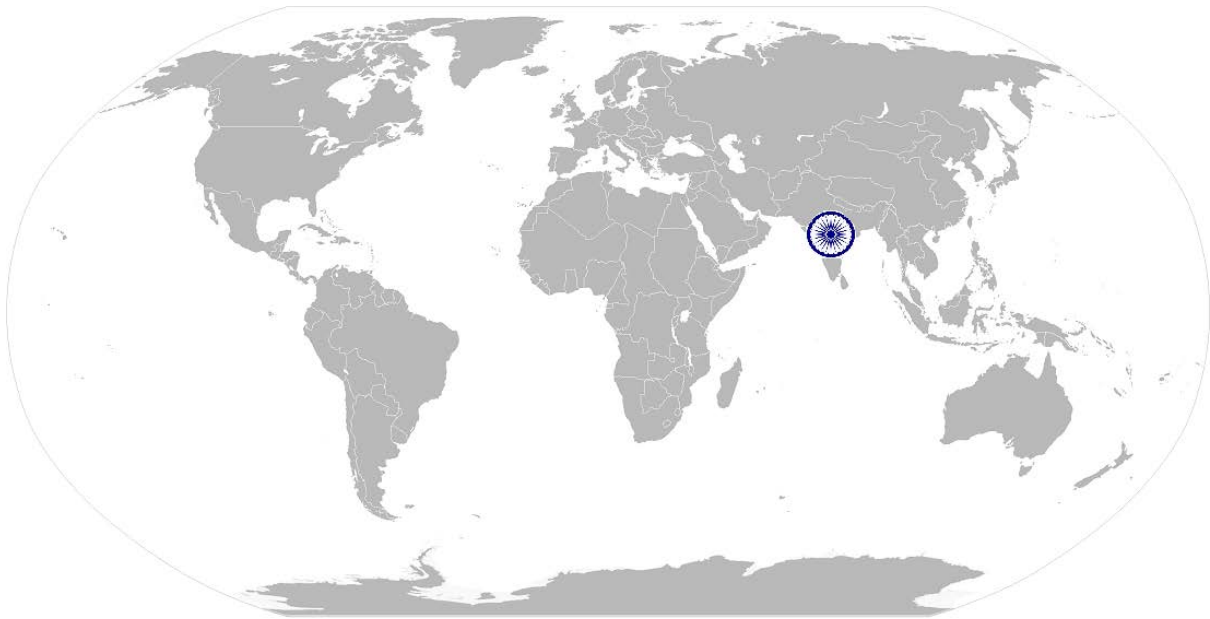


**TSC/N9002**

**Working in a team**

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# 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**

<b>Unit Code</b>	<b>TSC/N9002</b>
<b>Unit Title (Task)</b>	<b>Working in a team</b>
<b>Description</b>	This unit is about working as part of a team as a jute beaming operator in the jute industry.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Commitment and trust</li> <li>• Communication</li> <li>• Adaptability</li> <li>• Creative freedom</li> </ul>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Commitment and trust</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. be accountable to the own role in whole process                      PC2. perform all roles with full responsibility                      PC3. be effective and efficient at workplace</p>
<b>Communication</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>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</p>
<b>Adaptability</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC8. adjust in different work situations                      PC9. give due importance to others' point of view                      PC10. avoid conflicting situations</p>
<b>Creative freedom</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC11. develop new ideas for work procedures                      PC12. improve upon the existing techniques to increase process efficiency</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>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</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>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</p>

**TSC/N9002**

**Working in a team**

	KB4. material flow in a jute mill and the required person KB5. functions of different parts of the machine KB6. tools and equipment used KB7. guidelines for operating the machine KB8. safety procedures to be followed in the machine
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	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
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA5. read any application sent by other colleagues
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA6. communicate with supervisor appropriately SA7. convey information effectively
<b>B. Professional Skills</b>	<b>Decision Making</b>
	NA
	<b>Plan and Organize</b>
	NA
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	NA
	<b>Critical Thinking</b>
NA	

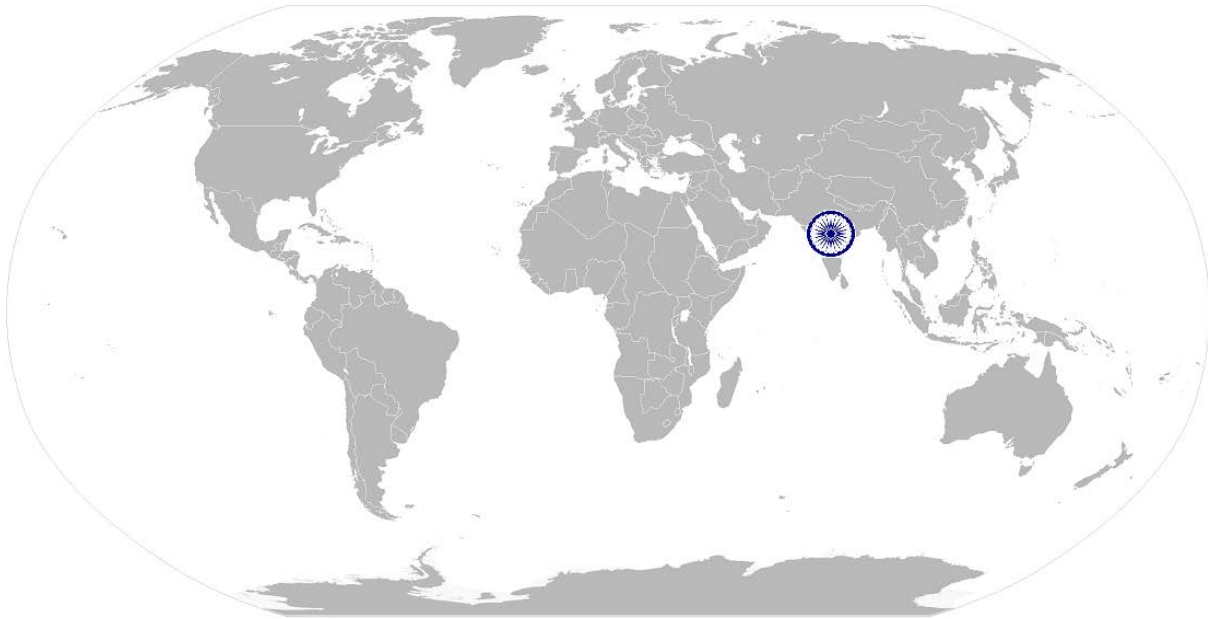


**TSC/N9002**

**Working in a team**

**NOS Version Control**

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

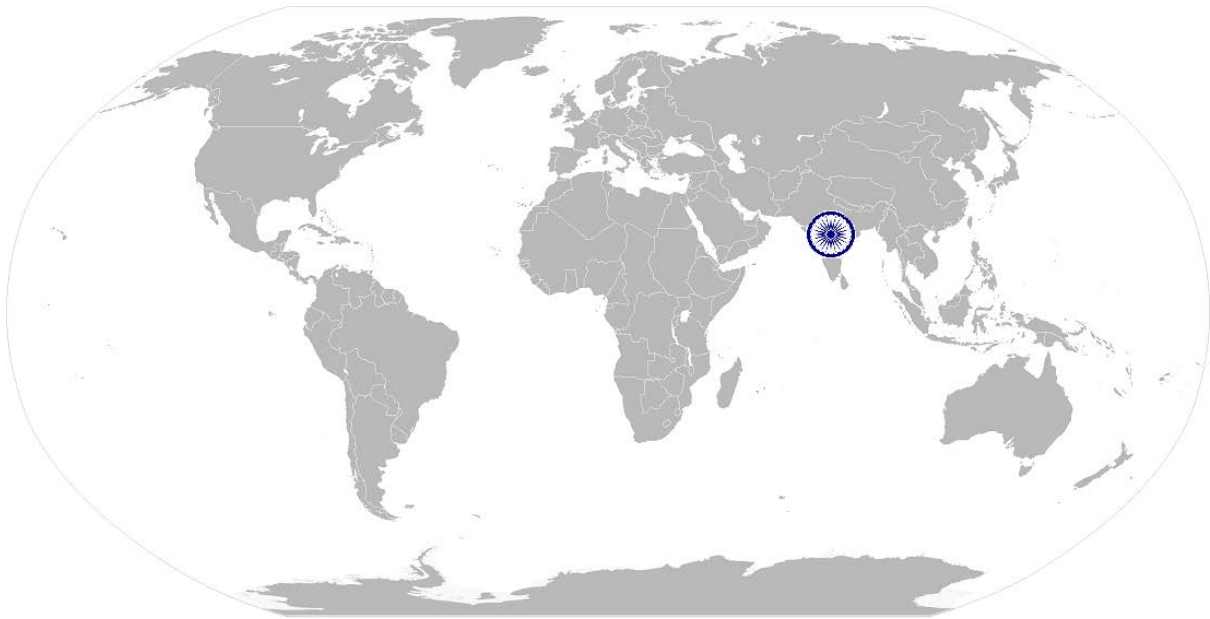


**TSC/N9003**

**Maintain health, safety and security at workplace**

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

**TSC/N9003**

**Maintain health, safety and security at workplace**

<b>Recognize the hazards</b>	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
<b>Plan the safety techniques</b>	To be competent, the user/individual on the job must be able to: PC21. recognise different measures to curb the hazards
<b>Implement the programs</b>	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
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (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>B. Technical Knowledge</b>	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
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	The user/individual on the job needs to know and understand how to: SA1. write clear and short sentences
	<b>Reading Skills</b>
	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**

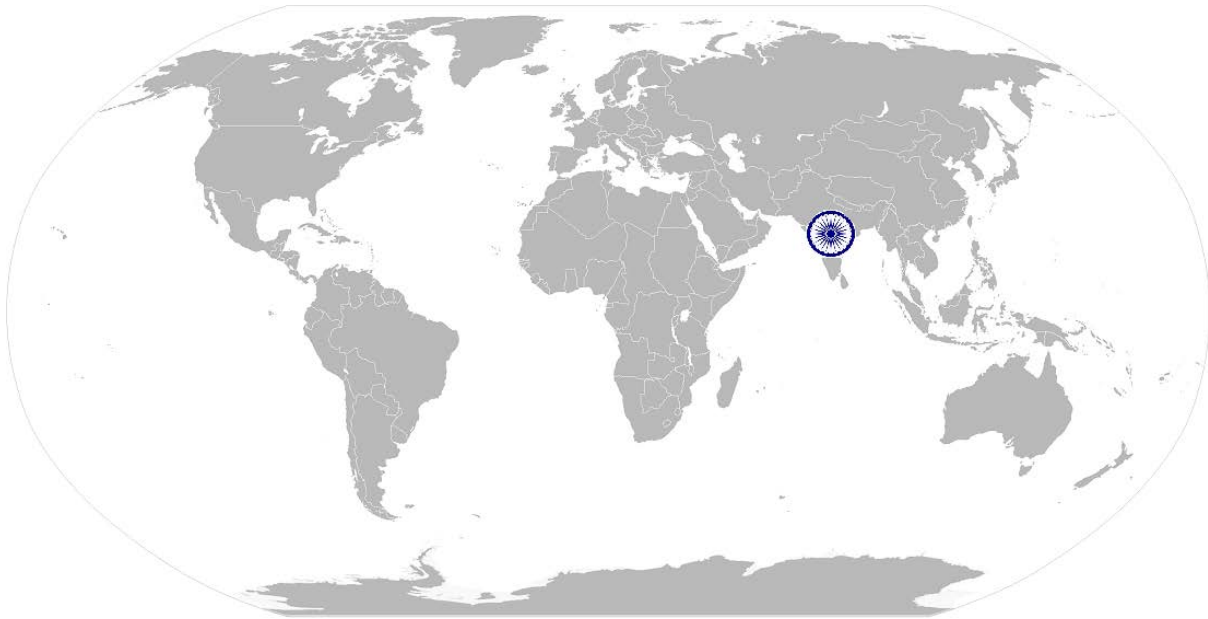
	SA3. read and understand work instructions, SA4. read and understand the safety guidelines
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA5. listen to others attentively SA6. talk with others politely
<b>B. Professional Skills</b>	<b>Decision Making</b>
	NA
	<b>Plan and Organize</b>
	NA
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	NA
<b>Critical Thinking</b>	
NA	



**TSC/N9003      Maintain health, safety and security at workplace**

**NOS Version Control**

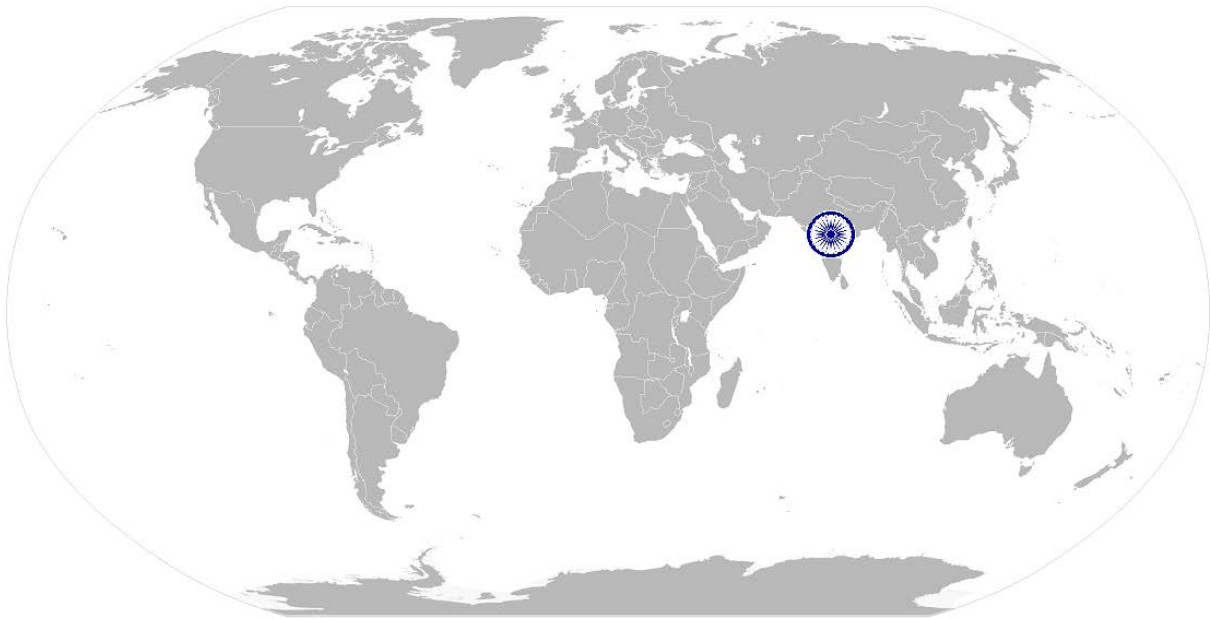
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<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Textile</b>	<b>Drafted on</b>	<b>09/08/17</b>
<b>Industry Sub-sector</b>	<b>Spinning (Jute)</b>	<b>Last reviewed on</b>	<b>09/08/17</b>
<b>Occupation</b>	<b>Generic</b>	<b>Next review date</b>	<b>09/08/20</b>



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

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# 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**

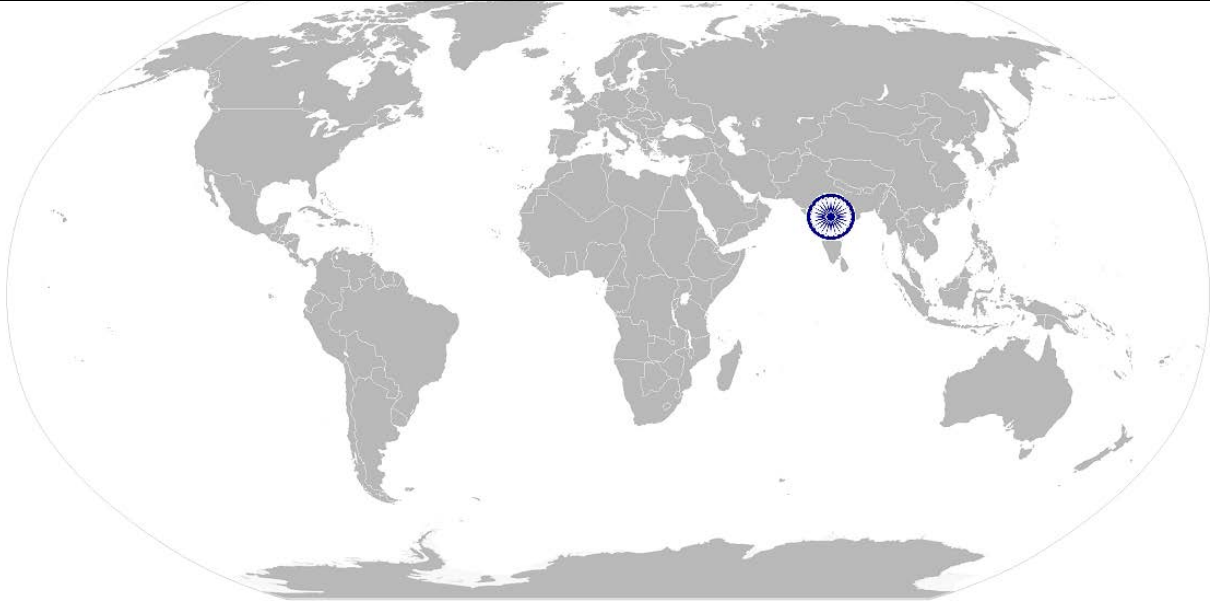
National Occupational Standard	<b>Unit Code</b>	TSC/N9010
	<b>Unit Title (Task)</b>	Comply with industry and organizational requirement in jute sector
	<b>Description</b>	This unit is about knowing, understanding, and complying with the requirements of the organization and the textile industry.
	<b>Scope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

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	<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>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	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	
<b>Reading Skills</b>	
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	
<b>Oral Communication (Listening and Speaking skills)</b>	
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>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand how to:
	SB1. maintain time for reporting duty
	SB2. maintain quality of products
	<b>Plan and Organize</b>
	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	
<b>Customer Centricity</b>	
NA	
<b>Problem Solving</b>	
The user/individual on the job needs to know and understand how to:	
SB6. solve the problem, if any in consultation with supervisor.	

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

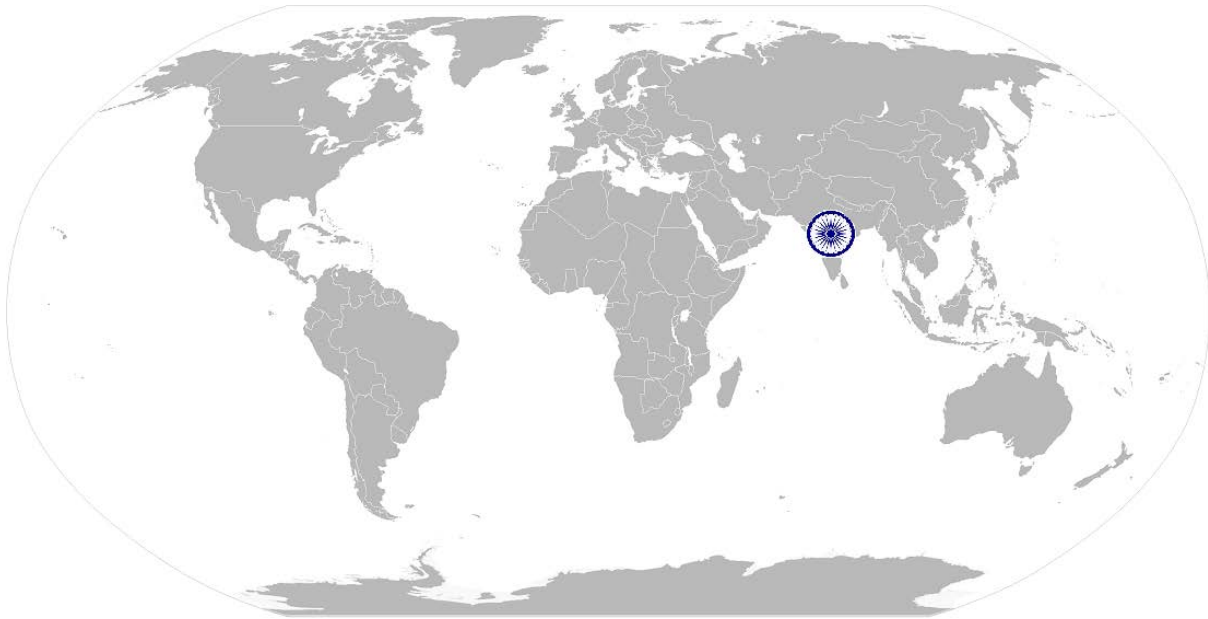




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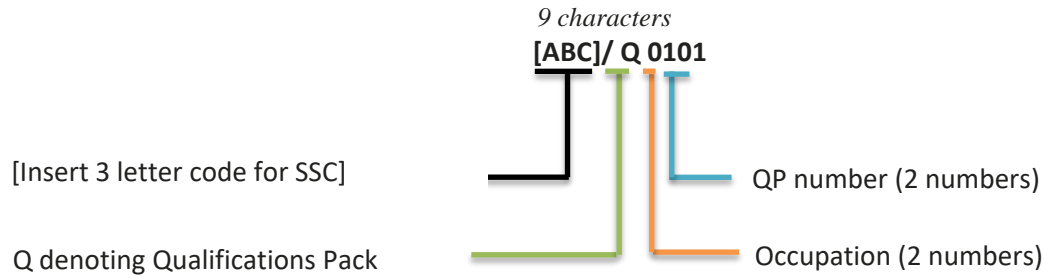
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## Annexure

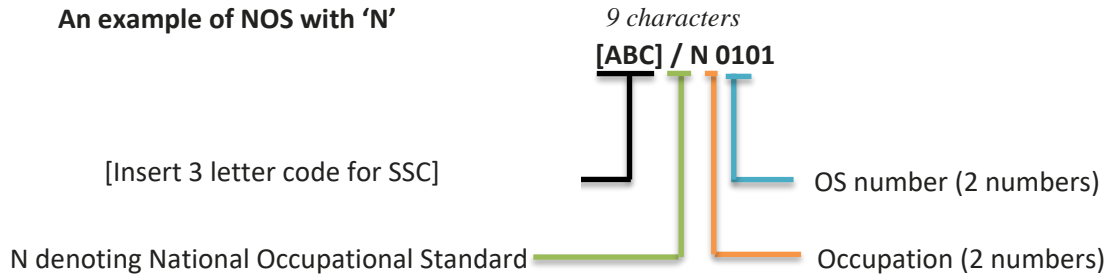
### Nomenclature for QP and NOS

#### 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 Carding Operator**

**Qualification Pack: TSC/Q0108**

**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/N0125 Taking charge and handing over shift to jute carding machine operator	PC1.come at least 10 - 15 minutes earlier to the work spot		2	1	1
	PC2.check the availability of Piled Jute/ Spreader roll for feeding to Jute Carding machine		2	1	1
	PC3.ensure the availability of the operational tools like knife, Knife sharpener, picking hook, broom etc. nearby the machine		3	1	2
	PC4.interact with the previous shift jute carding operator and take information regarding the quality of jute to be fed,/run (as recommended for the yarn quality to spin)		3	1	2
	PC5.ensure the availability of the recommended variety (grade) of piled jute/spreader roll/sliver as per quality of the Jute Yarn to make		3	1	2
	PC6.ensure cleanliness of the surrounding area as well as the department (particularly beneath the machine)		3	1	2
	PC7.ensure that the cut roots of Jute strand (reed) are kept/stored in the proper place		3	1	2

	PC8.check the colour coding of different quality of Jute sliver rolls, as per quality & grade of raw jute (TD3-TD7 or W3-W7), or the display board (mentioned the jute grade) in case of piled jute		3	1	2
	PC9.ensure running status of the carding machine while taking charge, with correct draft change pinion (written in board)		3	1	2
	PC10.patrol around the carding department to trace out and remove any undesirable material lying on the floor		3	1	2
	PC11.check that the roll former in 1st card (Breaker card) is in proper working condition, and need no maintenance		3	1	2
	PC12.ensure that the machines are in running condition before handing it over to the next shift		2	1	1
	PC13.convey your counterpart regarding any maintenance work to be carried out in the next shift in case of necessity		3	1	2
	PC14.inform the incoming carding operator about quality, colour code, piled jute stock, machine parameter etc., and mechanical problems ( if any, and cannot be done due to lack of time)		3	1	2
	PC15.ensure uniform and regular delivery of fleece of jute sliver from the doffer on the conductor (delivery side without any interruption		3	1	2
	PC16.all types of wastages like droppings below the machine, sliver wastages, fleece to be collected, weighed and sent to the back for reprocess		3	1	2
	PC17.ensure the handover of clean and running machine as well as the clean surroundings		2	1	1
	PC18.any delayed arrival of the counterpart to be reported to supervisors		3	1	2
		<b>Total</b>	<b>50</b>	<b>18</b>	<b>32</b>
TSC/N0126 Operating the jute carding machine	PC1.ensure that starting/stopping/control switches are O.K. in case individual drive and alternative arrangements in case of group drive		6	2	4
	PC2.understand the quality of jute fibre in the morah/spreader roll		5	2	3
	PC3.ensure that piling duration of jute as prescribed and matured for carding		5	2	3



PC4.check the colour code used for different grade and quality of jute	5	2	3
PC5.ensure correct procedure of feeding on the feed table and check the conveyor sheet are working properly	6	3	3
PC6.ensure correct dollop weight and timing for the feeding	6	2	4
PC7.ensure sliver regularity by discarding some portion of sliver, before and after every stoppage of machine ensure the cleanliness of the feed roller to avoid jam or entanglement there	5	2	3
PC8.ensure that machine safety arrangement functioning correctly, in case of jam in the feed roller	6	3	3
PC9.ensure correct moisture content of the feed material to avoid related problems like jam in different pin rollers	5	2	3
PC10.maintain required doubling and replace as soon as any roll exhausted	5	2	3
PC11.watch regularly the performance of doffer roller and regularity of the delivered fleece on the conductor	5	2	3
PC12.observe regularly the uniformity of the fleece to have a regular sliver weight (lbs. /100 yards)	5	2	3
PC13.watch delivery side so that any jam/accumulation in the delivered fleece can be avoided	5	2	3
PC14.frequent checking of carded rolls ,its compactness, shape and sizes should be up to the desired level	5	2	3
PC15.after doffing, keep/ store the carded rolls properly	5	2	3
PC16.collect the wastages like sliver, fleece, droppings time to time and take weight to understand the corrective measures required	6	2	4
PC17.ensure regular cleaning and lubrication as scheduled	5	2	3
PC18.keep contact with the maintenance department for better performance of the carding machine	5	2	3
PC19.ensure the availability of fire extinguisher near the machine to fight against fire	5	2	3
<b>Total</b>	<b>100</b>	<b>40</b>	<b>60</b>

TSC/N0127 Doffing the carded jute sliver	PC1.ensure proper working of delivery roll, and roll former (no jamming)		5	2	3
	PC2.open the cover of the doffing zone of card and clean the doffer periodically for ensuring proper jute sliver delivery		5	2	3
	PC3.don't allow slivers to accumulate in delivery conducting plate		4	2	2
	PC4.collect the waste from shrouding plate zone		5	2	3
	PC5.ensure the carded jute sliver passes through the delivery conducting plate and/or conveyor/ rollers and to pass it through the conductor/ conveyor/ rollers (as the case may be) to the delivery zone for formation of condensed sliver roll to pass to roll former		5	2	3
	PC6.ensure proper functioning of roll former and ensure time and diameter setting of roll turner as instructed		5	2	3
	PC7.collect the wastes produced in the roll former zone and store the waste at respective waste box		4	2	2
	PC8.ensure uniformity of the sliver otherwise report the Superior (sardar/ superior)		5	2	3
	PC9.segregate the reusable wastes and weigh and record them in a waste register		5	2	3
	PC10.transfer the reusable line wastes to the 1st carding/breaker carding machine		4	2	2
	PC11.ensure that standard feeding procedure for jute card is adopted and quality of joining of jute sliver is good enough and standard, so that no extra non uniformity generated in jute carded sliver		5	2	3
	PC12.ensure grade/quality wise (with proper colour coding) stocking of doffed carded roles at appropriate place for further processing		5	2	3
	PC13.ensure human safety, fire safety and work place safety while carrying out sliver feeding, joining, picking, jam cleaning activity in card		5	2	3
	PC14.ensure that sliver tension in the delivery and roll former section is appropriate		4	2	2
	PC15.collect the full jute sliver rolls with proper colour code for feed in the finisher card		5	2	3

	PC16. keep the roll storage area of roll former clean before doffing of the carded sliver rolls (quality wise stacking)		5	2	3
	PC17. keep the breaker card sliver rolls near the finisher card for feeding them in the finisher card in next stage		5	2	3
	PC18. ensure tight packing of the rolls; if not, report to maintenance department for collecting the same		5	2	3
	PC19. ensure that there is no worn out parts in the doffing zone/misalignment in delivery and delivery press rolls		5	2	3
	PC20. ensure proper material handling for moving jute sliver rolls using iron hooks		4	2	2
	PC21. ensure proper picking of all the rollers periodically as instructed		5	2	3
		<b>Total</b>	<b>100</b>	<b>42</b>	<b>58</b>
TSC/N9009 Maintain work area, tools, material handling equipment and machinery for jute processing	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
	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.		2	1	1
	PC4. carefully handle moisture meter		3	1	2
	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
		<b>Total</b>	<b>50</b>	<b>20</b>	<b>30</b>
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

		<b>Total</b>	<b>50</b>	<b>17</b>	<b>33</b>
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
		<b>Total</b>	<b>100</b>	<b>43</b>	<b>57</b>
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	1	3
	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
		<b>Total</b>	<b>50</b>	<b>20</b>	<b>30</b>