



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET INDUSTRY



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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 Products Stitching Operator

SECTOR/S: HANDICRAFTS AND CARPET

SUB-SECTOR: Hand Crafted Textiles

OCCUPATION: Stitching

REFERENCE ID: HCS/Q7403

ALIGNED TO: NCO-2015/ 7332.95

Brief Job Description: A Jute product stitching operator has a job to produce a product of definite shape and size by sewing two open ends of cut fabric pieces as per sale advice note or standard bag specification. He/She should also know how to stitch diversified fancy jute bags, suitcase, shopping bag, folio bag, etc.

Personal Attributes: This job requires the individual to have good eye-hand coordination, good motor skills and good vision (including near vision, distance vision, colour vision, depth perception and ability to change focus).



Job Details	Qualifications Pack Code	HCS/Q7403		
	Job Role	Jute Products Stitching Operator		
	Credits	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	12/03/16
	Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/17
	Occupation	Stitching	Next review date	10/11/19
	NSQC Clearance on	03/08/18		

Job Role	Jute Products Stitching Operator
Role Description	A Jute product stitching operator has a job to produce a product of definite shape and size by sewing two open ends of cut fabric pieces as per sale advice note or standard bag specification. He/She should also know how to stitch diversified fancy jute bags, suitcase, shopping bag, folio bag, etc.
NSQF level	3
Minimum Educational Qualifications	Basic Literacy and Numeracy
Maximum Educational Qualifications	NA
Prerequisite License or Training	Preferably 300 hrs basic training in jute finishing department
Minimum Job Entry Age	18 Years
Experience	6 months experience in jute finishing department
Applicable National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> HCS/N7406 Take charge of shift and handing over shift to jute product stitching operator HCS/N7407 Responsibility of Jute product stitching operator HCS/N9005 Maintain work area and tools in handloom sector HCS/N9006 Working in a team in handloom sector HCS/N9007 Maintain health, safety and security at work place in handloom sector HCS/N9008 Comply with work place requirements in handloom 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.
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
HCSSC	Handicrafts and Carpet Sector Skill Council
NSDC	National Skill Development Corporation

Acronyms



HCS/N7406 Take charge of shift and handing over shift to jute product stitching operator

National Occupational Standard



Overview

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



HCS/N7406 Take charge of shift and handing over shift to jute product stitching operator

Unit Code	HCS/N7406
Unit Title (Task)	Take charge of shift and handing over shift to jute product stitching operator
Description	This unit is about taking charge of shift from previous shift Jute product stitching operator and relieving the responsibilities to the next shift Jute product stitching operator.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Take charge of shift from Jute product stitching operator Hand over shift to Jute product stitching operator
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Take charge of shift from Jute product stitching operator	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. come at least 10 - 15 minutes earlier to the work spot PC2. ensure that the necessary tools, gauges etc, are in place PC3. meet the previous shift product stitching operator & discuss with him/her regarding the issues faced by him/her with respect to the quality, production, spare, safety or any other specific instruction etc. PC4. check the cleanliness of the machines & other work areas PC5. check whether any spare/raw material / tool / yarn / any other material are thrown under the machines or in the other work areas PC6. question the previous shift operator for any deviation in the quality and bring the same to the knowledge of his/ her shift superior as well that of the previous shift
Hand over shift to Jute product stitching operator	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC7. hand over the shift to the incoming jute product stitching operator in a proper manner & get clearance from the incoming counterpart before leaving the work spot PC8. report to his shift superiors as well as that of the incoming shift in case his/ her counterpart doesn't come for duty, in that case, the shift has to be properly handed over to the incoming shift superior & clearance got from him PC9. report to his shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. the Organization's Policies & Standard Operating Procedures (SOP) KA2. awareness & knowledge of customers KA3. potential hazards associated with the machines and the safety precautions 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 or products and for revolving issues related to defective machines,



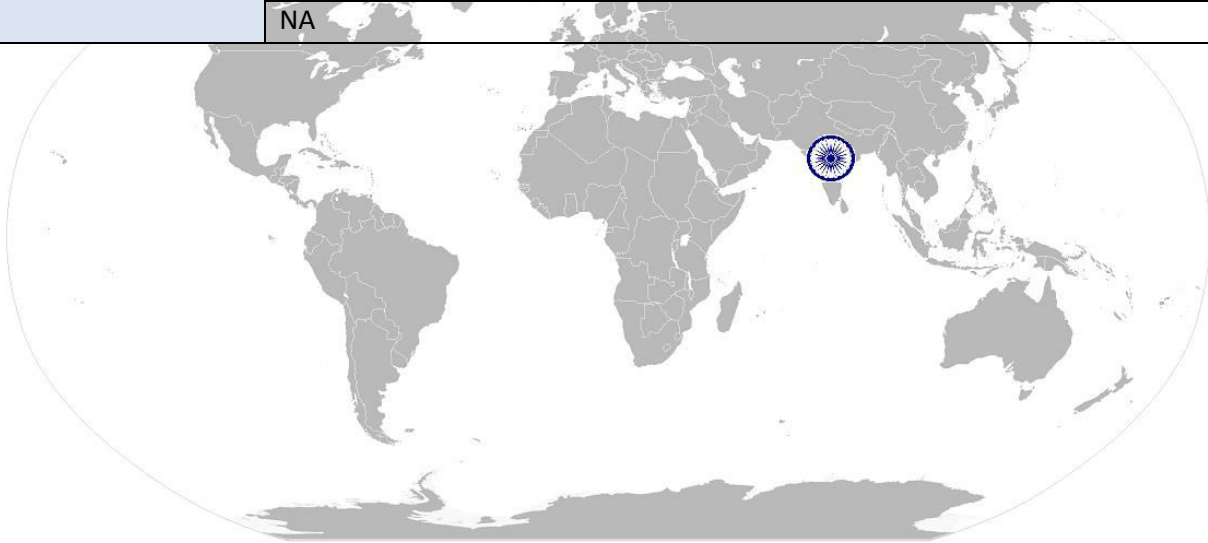
HCS/N7406 Take charge of shift and handing over shift to jute product stitching operator

	<p>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>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. understanding the importance of types of fibres, types of yarn, yarn count, sliver hank, sewing defects</p> <p>KB2. process flow in a jute mill</p> <p>KB3. material flow in a jute mill</p> <p>KB4. different method of sewing</p> <p>KB5. the minimum quality requirements of the product with respect to permissible/non-permissible defects</p> <p>KB6. different type of stitch</p> <p>KB7. guidelines for operating the sewing machines</p> <p>KB8. the safety mechanisms of the machines & should ensure that the same are in order</p> <p>KB9. functions of different parts of sewing machine</p> <p>KB10. the functional operations of the machines, where He/ She is working</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)
The user/individual on the job needs to know and understand how to: SA3. communicate with supervisor appropriately SA4. talk to others to convey information effectively	
B. Professional Skills	Decision Making
	NA
	Plan and Organize
	NA



HCS/N7406 Take charge of shift and handing over shift to jute product stitching operator

	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. apply problem-solving approaches in different situations SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others SB5. apply good attention to detail SB6. check your work is complete and free from errors SB7. maintain neatness at work
	Analytical Thinking
	NA
	Critical Thinking
	NA

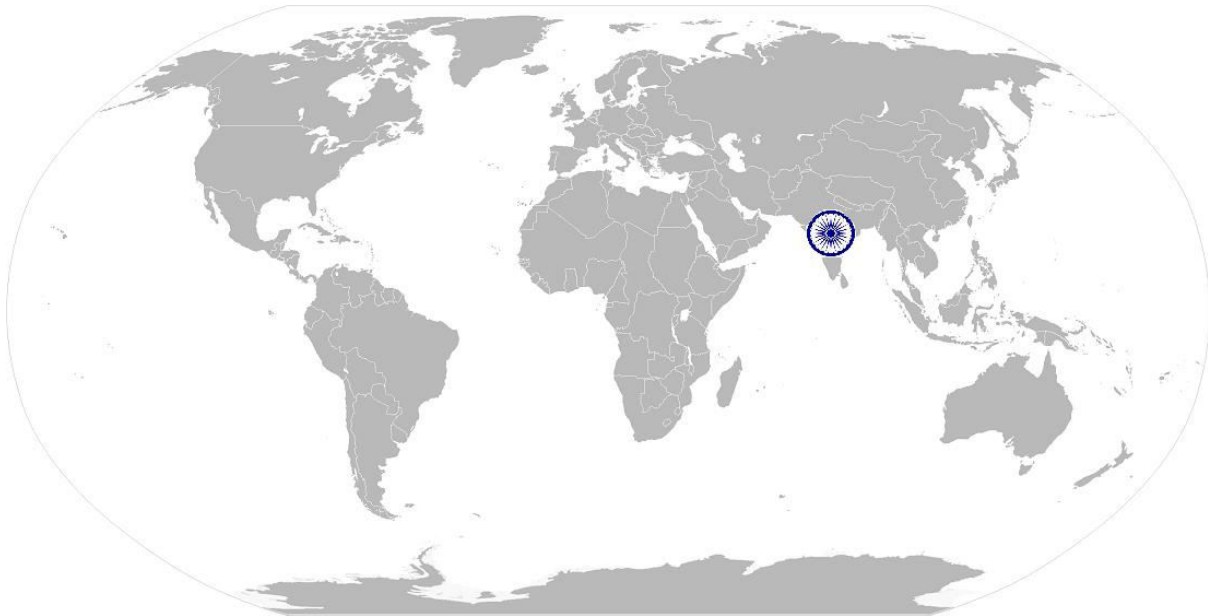




HCS/N7406 Take charge of shift and handing over shift to jute product stitching operator

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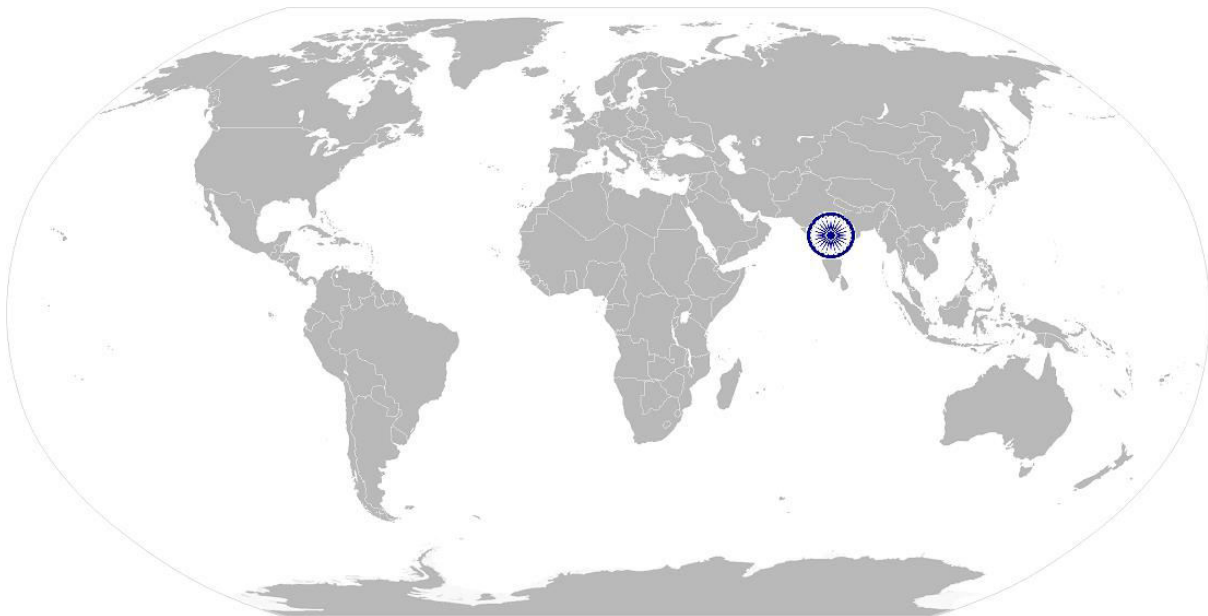
NOS Code	HCS/N7406		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	12/03/16
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/17
Occupation	Stitching	Next review date	10/11/19





HCS/N7407 Responsibility of Jute product stitching operator

National Occupational Standard



Overview

This unit provides performance criteria, knowledge & understanding and skills & abilities required to produce jute products and diversified jute bag as per order and buyer's specification.



HCS/N7407

Responsibility of Jute product stitching operator

National Occupational Standard

Unit Code	HCS/N7407
Unit Title (Task)	Responsibility of Jute product stitching operator
Description	This unit provides performance criteria, knowledge & understanding, skills & abilities required to produce jute products and diversified jute bag as per order and buyer's specification.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Produce the popular jute bag as per market demand or buyer's specification Produce diversified jute bags as per specification
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Produce the popular jute bag as per market demand or buyer's specification	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. ensure continuous supply of sewing twine and use proper quality of sewing twine. Anything wrong for sewing twine should be immediately reported to supervisor/sardars</p> <p>PC2. check alignment between needle and looper, guide plate, and pressure plate etc before starting of the machine</p> <p>PC3. do cleaning of the sewing machine at regular interval and also before start of the machine</p> <p>PC4. lubricate the sewing machine as per schedule. Lube-oil should not stain the fabric</p> <p>PC5. keep watch on breakage of sewing twine. In case of frequent breakages of sewing twine, check the condition needle, guide plate, pressure plate and quality of sewing yarn to rectify</p> <p>PC6. check occasionally the stitch depth (bite), stitch gap (if any) and number of stitch per decimetre. No stitch gap or non uniform stitch density are to be allowed</p> <p>PC7. check and adjust correct pressure of the pressure plate</p> <p>PC8. check and adjust proper tension of the sewing twine with the help of a tensioning device</p> <p>PC9. check the folding along with seam procedure for sewing. Any variation in folding or seam pattern by the operator's mishandling will lead to defects in sewing</p> <p>PC10. take care for stitching tied at the corners of the bag. No stitch gap at the corner of the bag should be allowed</p> <p>PC11. avoid excess sewing twine at the corner of the bag which causes wastage. There is no need of excess sewing more than 1.5 cm. at the corner of the bag</p> <p>PC12. check count, number of ply, twist per inch and quality ratio of sewing twine</p> <p>PC13. check type of seam and fold used</p>



HCS/N7407

Responsibility of Jute product stitching operator

	<p>PC14. check type of stitch used PC15. check the type of sewing method/machine setting, delivery speed, needle quality and type PC16. check seam strength by the S.Q.C people</p>
<p>Produce diversified jute bags as per specification</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC17. ensure that the operator should know the different parts of a sewing machine required for manufacturing diversified jute bags PC18. ensure to have a proper knowledge of handling important tools required to manufacture bags PC19. ensure to have a knowledge of unit of conversion of different jute fabric and way of measurement of fabric PC20. ensure to have a knowledge of measurement of Fabric cutting and finished size of the final product as per design PC21. ensure to have a knowledge of how to insert a handle, net, metal corner, lining, Foam cloth and their measurement according to design PC22. ensure to have a proper knowledge of different jute cloth produced for jute diversified product PC23. ensure to have a proper knowledge different sewing stitch used for jute diversified product PC24. ensure to have a proper knowledge of diferenet seam used to join the two pieces of cloth for producing diversified jute productto get a standard jute diversified bag diversified jute bag operators should ensure the following check points for quality control PC25. check whether proper quality is maintained for jute, jute fabric, lining, reinforcement material, chain, button, hook, etc. PC26. check fastness property of dye in case the bag is prepared of coloured or printed jute fabric. Also the dye used should not be harmful to user PC27. check whether the look, shape, size and colour of the bag are as per design or as per order PC28. check the weight carrying capacity of the bag as per utility PC29. check the quality of sewing yarn and proper stitching method during bag preparation PC30. check the durability of the bag PC31. check the cleanlines of the bag after finishing. There should not be any extra yarn, gum, oil or pen mark on the finished product for the final selection of bag important check points are PC32. check wheher the bag is compatible with the design or as per order PC33. check whether there is any stitching defects PC34. ensure that price tag is available on the bag PC35. check handle and other added parts are properly fitted PC36. the most important one is whether different steps for quality control has properly maintained</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational</p>	<p>The user/individual on the job needs to know and understand:</p>



HCS/N7407

Responsibility of Jute product stitching operator

<p>Context (Knowledge of the company / organization and its processes)</p>	<p>KA1. standard operating procedures (SOP) and regulations in a jute mill KA2. knowledge of customers KA3. potential hazards associated with the machines and the safety precautions must be taken KA4. protocol to obtain more information on work related tasks KA5. contact person in case of queries on procedure or products and for revolving issues related to defective machines, tools, materials & equipments KA6. details of the various job roles & responsibilities KA7. documentation and reporting formats KA8. work targets & review with superiors KA9. protocol and format for reporting work related risks/ problems KA10. method of obtaining /giving feed back with respect to performance KA11. importance of team work, harmonious working relationships KA12. process for offering /obtaining work related assistance KA13. responsibilities under health, safety and environmental legislation KA14. guidelines for storage & disposal of waste materials</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand: KB1. the importance of types of fibres, types of yarn, yarn count, sliver hank, sewing defects KB2. process flow in a jute mill KB3. material flow in a jute mill KB4. different method of sewing KB5. the minimum quality requirements of the product with respect to permissible/non-permissible defects KB6. different type of stitch KB7. guidelines for operating the sewing machines KB8. the safety mechanisms of the machines & should ensure that the same are in order KB9. functions of different parts of sewing machine KB10. about the functional operations of the machines, where He/ She is working</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills The user/individual on the job needs to know and understand how to: SA1. write clear and short sentences</p> <p>Reading Skills The user/individual on the job needs to know and understand how to: SA2. read and comprehend written instructions</p> <p>Oral Communication (Listening and Speaking Skills) The user/individual on the job needs to know and understand how to: SA3. communicate with supervisor appropriately</p>



HCS/N7407

Responsibility of Jute product stitching operator

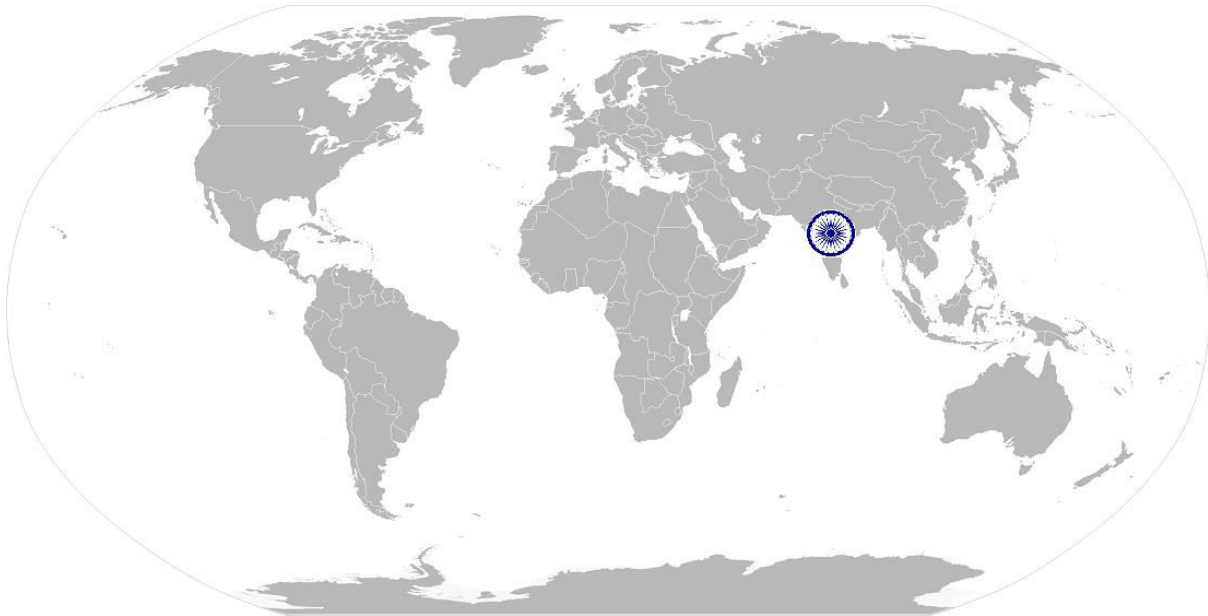
	SA4. talk to others to convey information effectively
B. Professional Skills	Decision Making
	NA
	Plan and Organize
	NA
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB1. identify the real reason of problem faced SB2. apply problem-solving approaches in different situations SB3. refer anomalies to the supervisor SB4. seek clarification on problems from others SB5. apply good attention to detail SB6. check your work is complete and free from errors SB7. maintain neatness at work
	Analytical Thinking
	NA
	Critical Thinking
	NA



HCS/N7407 Responsibility of Jute product stitching operator

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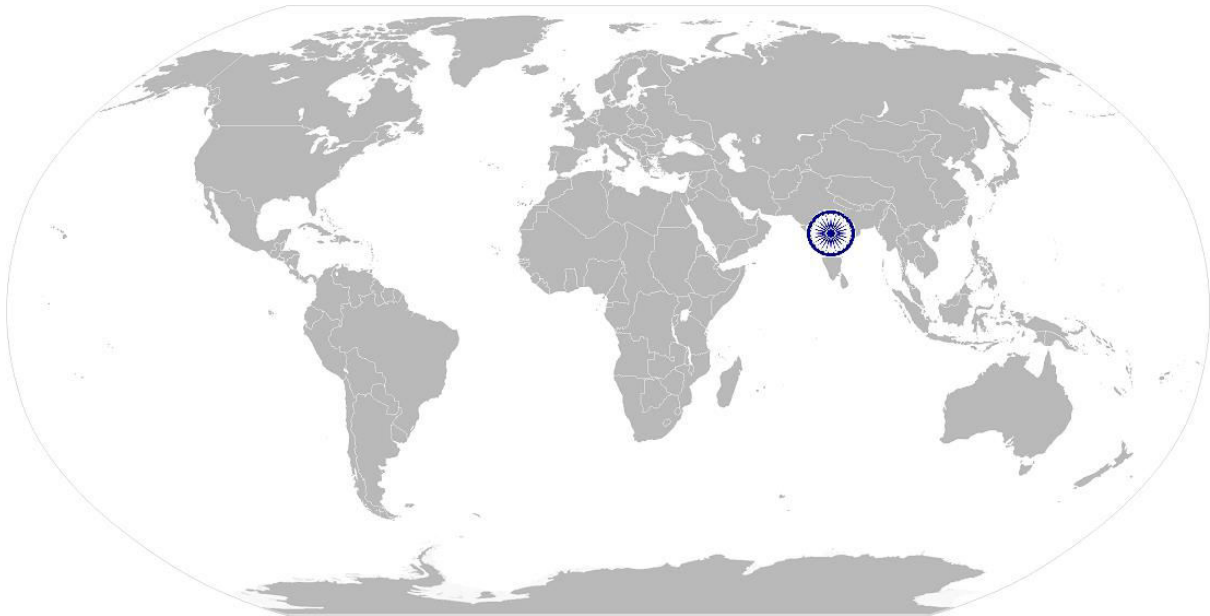
NOS Code	HCS/N7407		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	12/03/16
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/17
Occupation	Stitching	Next review date	10/11/19





HCS/N9005 Maintain work area and tools in handloom sector

National Occupational Standard



Overview

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



HCS/N9005

Maintain work area and tools in handloom sector

Unit Code	HCS/N9005
Unit Title (Task)	Maintain work area and tools in handloom sector
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 the work area, tools and machines in handloom sector
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintain work area, tools and machines in handloom sector	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. handle materials and tools safely and correctly PC2. use correct lifting and handling procedures PC3. use materials in a manner to minimize waste PC4. maintain a clean and hazard free working area PC5. maintain the tools and equipment used PC6. carry out running maintenance within agreed schedules one's responsibility PC7. identify damaged tools and materials and take action according to the standards followed PC8. ensure that the correct tools and yarn required are in place PC9. work in the correct posture PC10. use cleaning equipment and methods appropriate for the work to be carried out PC11. dispose of waste safely in the designated location PC12. store cleaning equipment safely after use PC13. carry out cleaning according to schedule and limits of responsibility
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. personal hygiene KA2. safe working practices and Cooperative Society/NGO/SHG/cluster procedures KA3. limits of your own responsibility KA4. ways of resolving problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with colleagues KA7. the lines of communication, authority and reporting procedures KA8. the Cooperative Society/NGO/SHG/cluster rules, codes and guidelines (including time keeping) KA9. the company's quality standards KA10. the importance of complying with written instructions



HCS/N9005

Maintain work area and tools in handloom sector

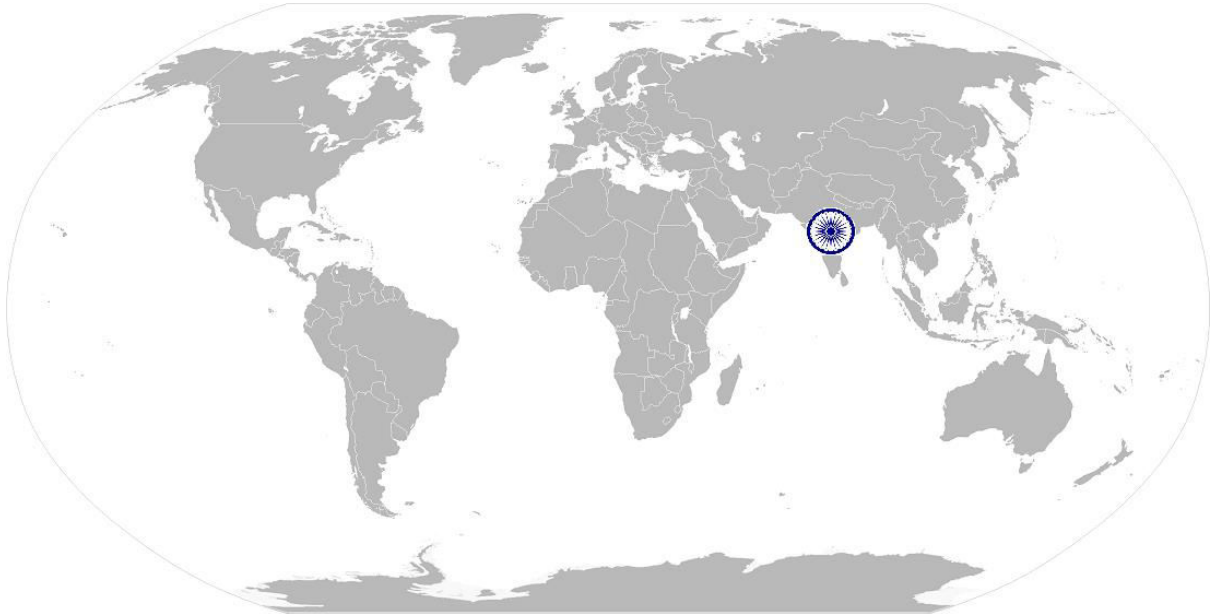
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. work instructions and specifications and interpret them accurately</p> <p>KB2. method to make use of the information detailed in specifications and instructions</p> <p>KB3. relation between work role and the overall manufacturing process</p> <p>KB4. the importance of taking action when problems are identified</p> <p>KB5. different ways of minimising waste</p> <p>KB6. effects of contamination on products</p> <p>KB7. common faults and the methods to rectify them</p> <p>KB8. tools maintenance procedures</p> <p>KB9. hazards likely to be encountered when conducting routine maintenance</p> <p>KB10. different types of cleaning substances and their use</p> <p>KB11. safe working practices for cleaning and the methods of carrying them out</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 in local language</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. listen effectively and orally communicate information accurately</p> <p>SA4. ask for clarification and advice from others</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> <p>SB1. follow rule-based decision-making processes</p> <p>SB2. make decisions on a suitable course of action or response</p> <p>Plan and Organize</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p> <p>Customer Centricity</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. avoid absenteeism</p> <p>SB5. be punctual</p> <p>SB6. work in Discipline</p> <p>SB7. act objectively, rather than impulsively or emotionally when faced with</p> <p>SB8. difficult/stressful or emotional situations</p>



HCS/N9005

Maintain work area and tools in handloom sector

	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB9. apply problem-solving approaches in different situations SB10. seek clarification on problems from others
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB11. analyze data and activities SB12. Pass on relevant information to others
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB13. provide opinions on work in a detailed and constructive way SB14. apply balanced judgment to different situations

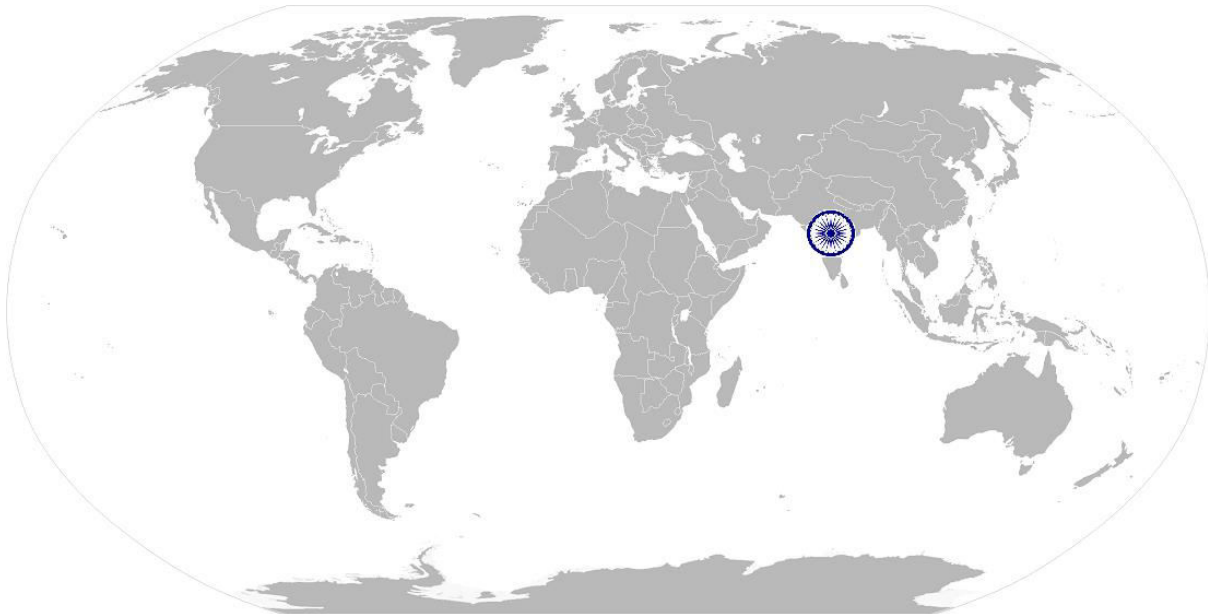




HCS/N9005 Maintain work area and tools in handloom sector

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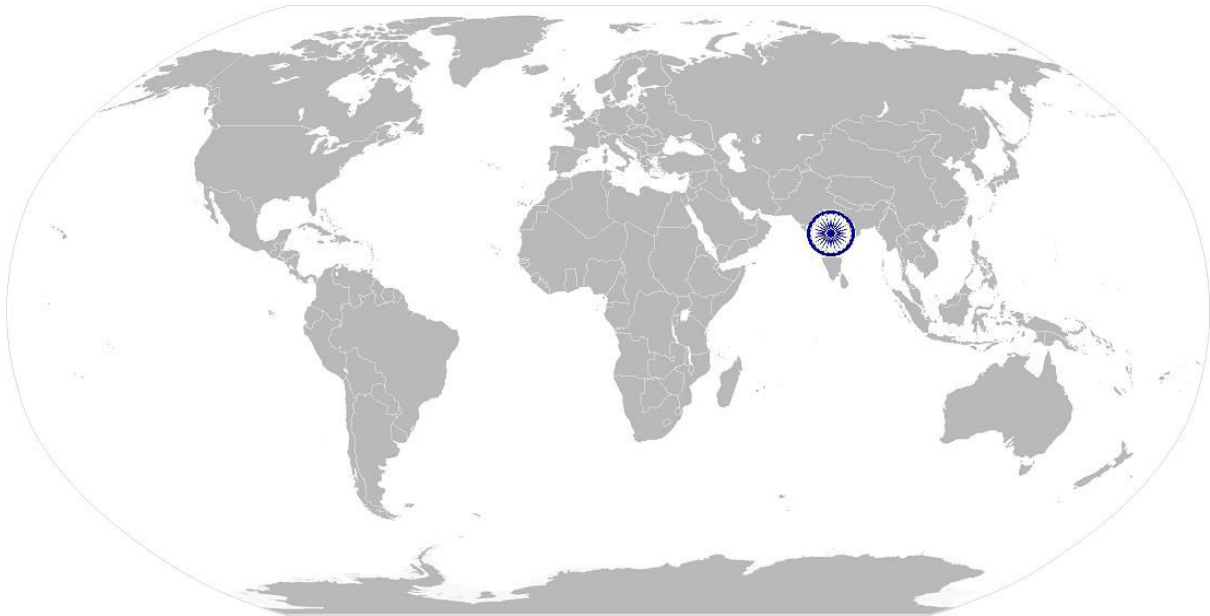
Qualifications Pack Code	HCS/N9005		
Credits	TBD	Version number	1.0
Sector	Handicrafts and Carpet	Drafted on	12/03/16
Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/17
Occupation	Dyeing, Weaving, Stitching, Printing, Production	Next review date	10/11/19





HCS/N9006 Working in a team in handloom sector

National Occupational Standard



Overview

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



HCS/N9006 Working in a team in handloom sector

Unit Code	HCS/N9006
Unit Title (Task)	Working in a team in handloom sector
Description	This OS unit provides performance criteria, knowledge and understanding, skills and abilities required to work as a team member 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 workplace policies PC5. talk politely with other team members and colleagues PC6. 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"> PC7. adjust in different work situations PC8. give due importance to others' point of view PC9. avoid conflicting situations
Creative freedom	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC10. 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 the Cooperative Society/NGO/SHG KA2. procedure followed to get the final output in the Cooperative Society/NGO/SHG KA3. safe working practices to be adopted in the Cooperative Society/NGO/SHG KA4. consulting the supervisor and taking relevant actions against any grievances faced
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. importance of commitment and trust KB2. importance of proper communication KB3. importance of adaptability KB4. importance of creative freedom



HCS/N9006 Working in a team in handloom sector

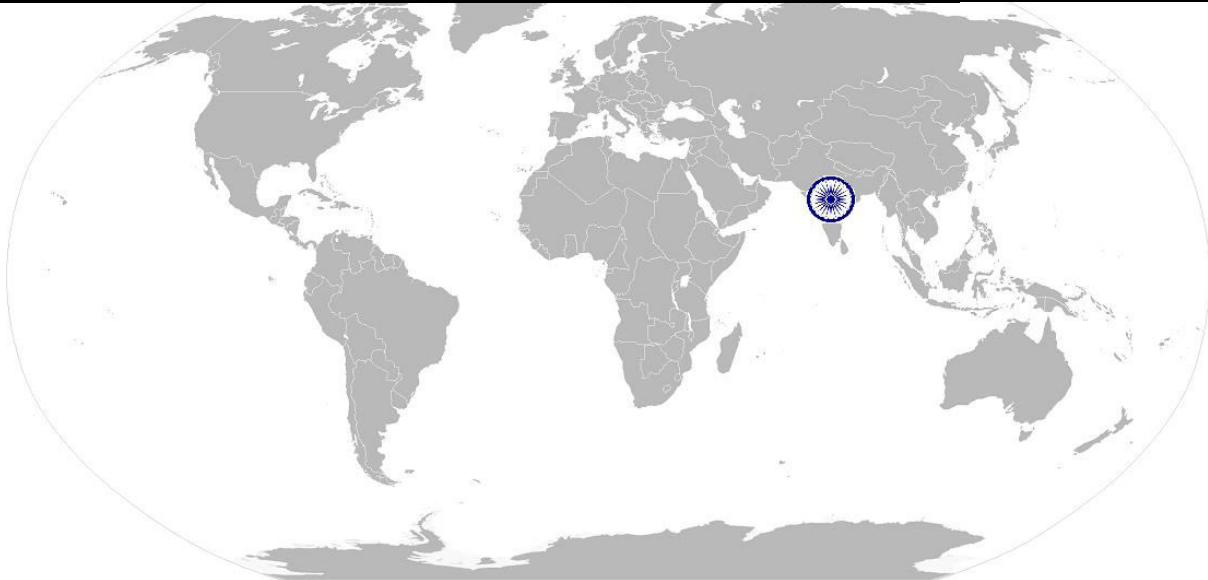
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA2. read and comprehend written instructions
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB4. avoid absenteeism SB5. be punctual SB6. work in Discipline SB7. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB8. apply problem-solving approaches in different situations SB9. seek clarification on problems from others
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB10. analyze data and activities SB11. pass on relevant information to others
	Critical Thinking
	The user/ individual on the job needs to know and understand how to: SB12. provide opinions on work in a detailed and constructive way SB13. apply balanced judgment to different situations



HCS/N9006 Working in a team in handloom sector

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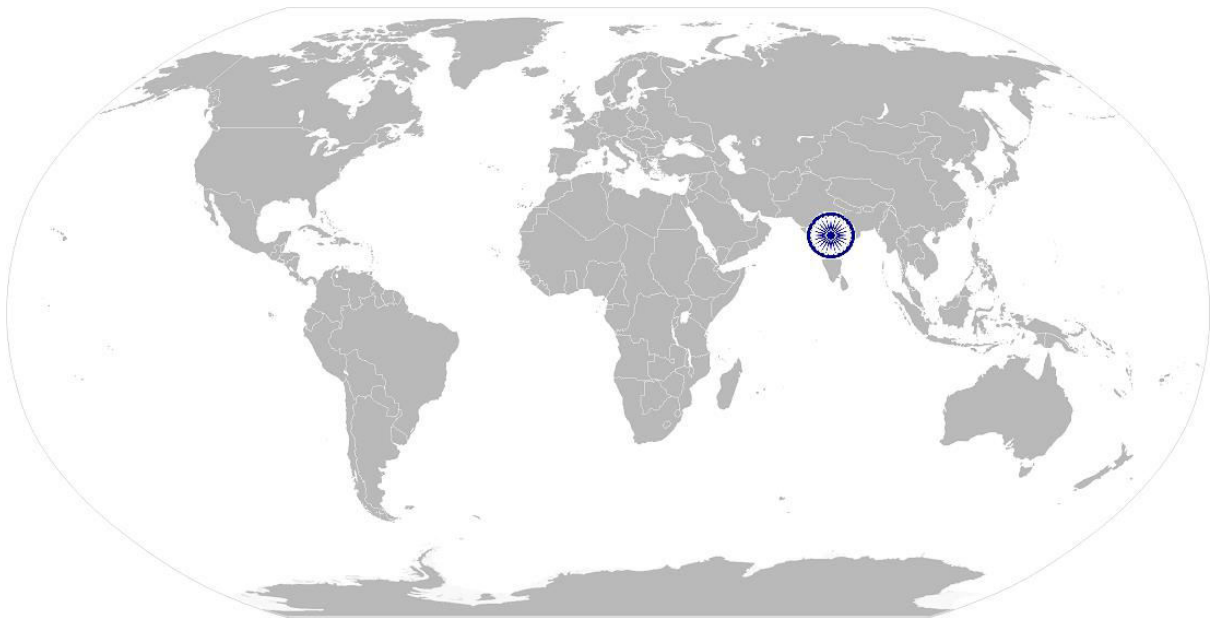
NOS Code	HCS/N9006		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	12/03/16
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/17
Occupation	Dyeing, Weaving, Stitching, Printing, Production	Next review date	10/11/19





HCS/N9007 Maintain health, safety and security at work place in handloom sector

National Occupational Standard



Overview

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



HCS/N9007 Maintain health, safety and security at work place in handloom sector

National Occupational Standard	Unit Code	HCS/N9007
	Unit Title (Task)	Maintain health, safety and security at work place in handloom sector
	Description	This OS 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
	Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria	
Comply with health, Safety and security requirements at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. comply with health and safety related instructions applicable to the workplace</p> <p>PC2. use and maintain personal protective equipment as per protocol</p> <p>PC3. carry out own activities in line with approved guidelines and procedures</p> <p>PC4. maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. follow environment management system related procedures</p> <p>PC6. store materials and tools in line with manufacturer's and Cooperative Society/ NGO/ SHG requirements</p> <p>PC7. safely handle and move waste and debris</p> <p>PC8. minimize health and safety risks to self and others due to own actions</p> <p>PC9. monitor the work place and work processes for potential risks and threats</p> <p>PC10. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC11. participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC12. undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC13. take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC14. follow Cooperative Society/ NGO/ SHG procedures for evacuation when required</p>	
Recognize the hazards	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC15. identify different kinds of possible hazards (environmental, personal, ergonomic, and chemical) of the industry</p> <p>PC16. recognise other possible security issues existing in the workplace</p> <p>PC17. planning the safety techniques</p>	



HCS/N9007 Maintain health, safety and security at work place in handloom sector

	<p>PC18. recognise different measures to curb the hazards</p> <p>PC19. implementing the programs</p> <p>PC20. communicate the safety plan to everyone</p> <p>PC21. attach disciplinary rules with the implementation</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. health and safety related practices applicable at the workplace</p> <p>KA2. potential hazards, risks and threats based on nature of operations</p> <p>KA3. cooperative Society/NGO/SHG procedures for safe handling of tools</p> <p>KA4. potential risks due to own actions and methods to minimize these</p> <p>KA5. environmental management system related proceduresattheworkplace</p> <p>KA6. layout of the plant and details of emergency exits, escape routes, emergencyequipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. documentation formats</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergencyresponse</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. occupational health and safety risks and methods</p> <p>KB2. personal protective equipment and method of use</p> <p>KB3. identification, handling and storage of hazardous substances</p> <p>KB4. proper disposal system for waste and by-products</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits</p> <p>KB7. ill- effects of alcohol, tobacco and drugs</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. write in local language
	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	The user/ individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	Plan and Organize



HCS/N9007 Maintain health, safety and security at work place in handloom sector

	The user/ individual on the job needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB4. avoid absenteeism SB5. be punctual SB6. work in Discipline SB7. act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB8. apply problem-solving approaches in different situations SB9. seek clarification on problems from others
	Analytical Thinking
	The user/ individual on the job needs to know and understand how to: SB10. analyze data and activities SB11. pass on relevant information to others
	Critical Thinking
The user/ individual on the job needs to know and understand how to: SB12. provide opinions on work in a detailed and constructive way SB13. apply balanced judgment to different situations	

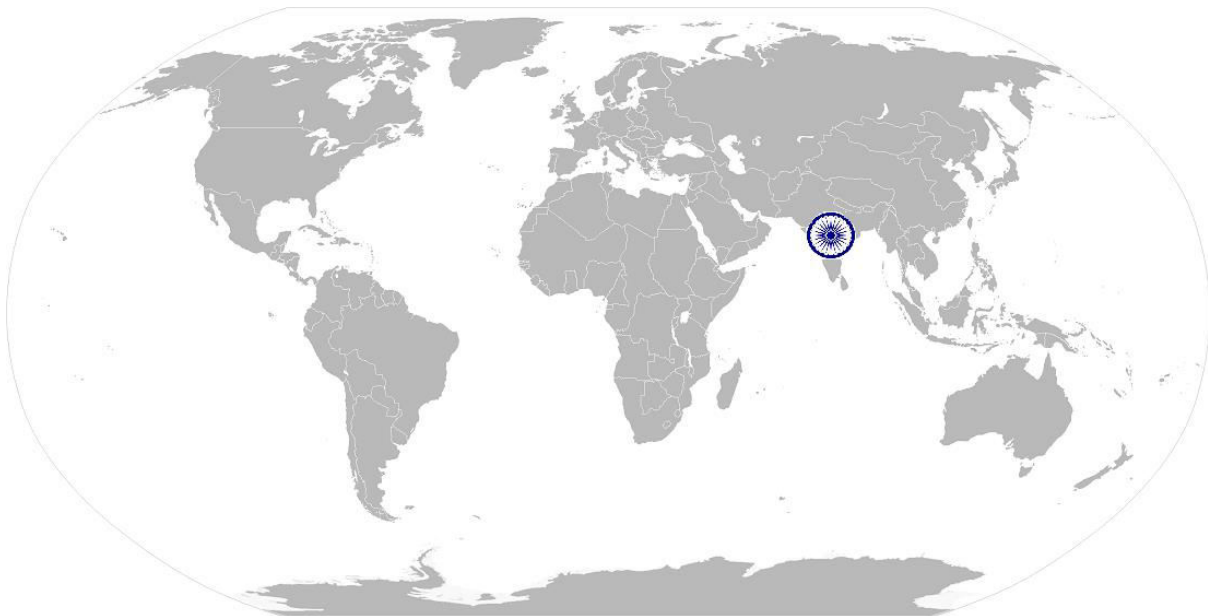




HCS/N9007 Maintain health, safety and security at work place in handloom sector

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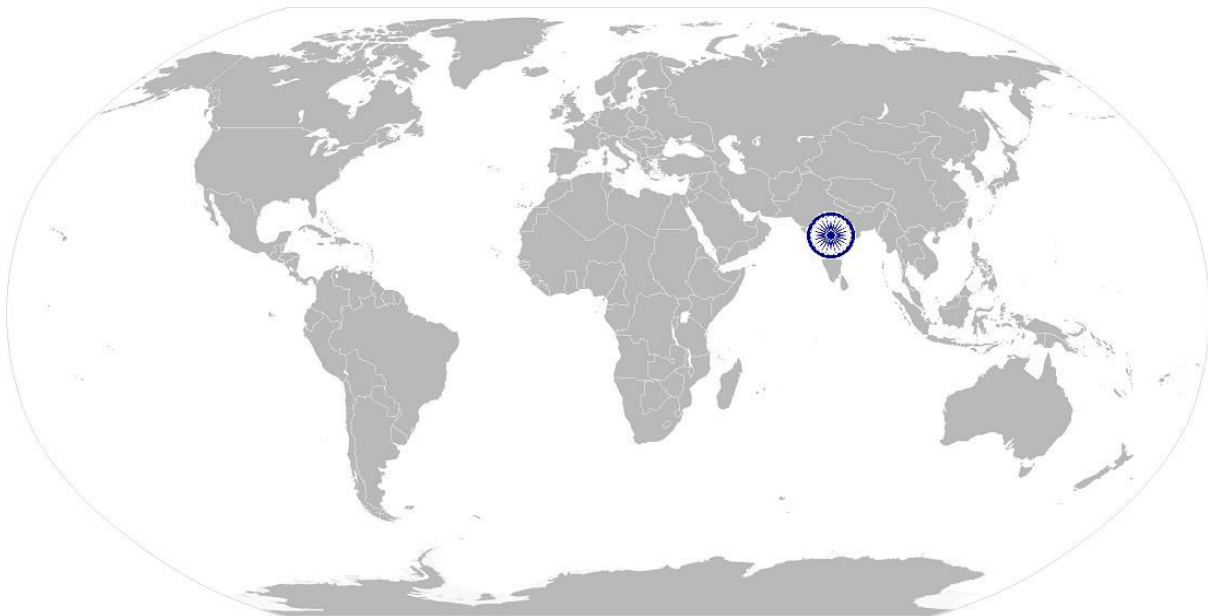
NOS Code	HCS/N9007		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	12/03/16
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/17
Occupation	Dyeing, Weaving, Stitching, Printing, Production	Next review date	10/11/19





HCS/N9008 Comply with work place requirements in handloom sector

National Occupational Standard



Overview

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



HCS/N9008 Comply with work place requirements in handloom sector

National Occupational Standard	Unit Code	HCS/N9008
	Unit Title (Task)	Comply with work place requirements in handloom sector
	Description	This OS unit is about knowing, understanding and complying with the requirements of the organization and production unit.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Self-development • Team work • Organizational standards
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Self-development	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. perform own duties effectively PC2. take responsibility for own actions PC3. be accountable towards the job role and assigned duties PC4. take initiative and innovate the existing PC5. focus on self-learning and improvement
	Team work	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC6. co-ordinate with all the team members and colleagues PC7. communicate politely PC8. avoid conflicts and miscommunication
	Organisational standards	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC9. know the organisational standards PC10. implement them in your performance PC11. motivate others to follow them
	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 self-development KB2. importance of team work KB3. importance of understanding and complying with organizational standards 	
Skills (S)		
A. Core Skills/	Writing Skills	



HCS/N9008 Comply with work place requirements in handloom sector

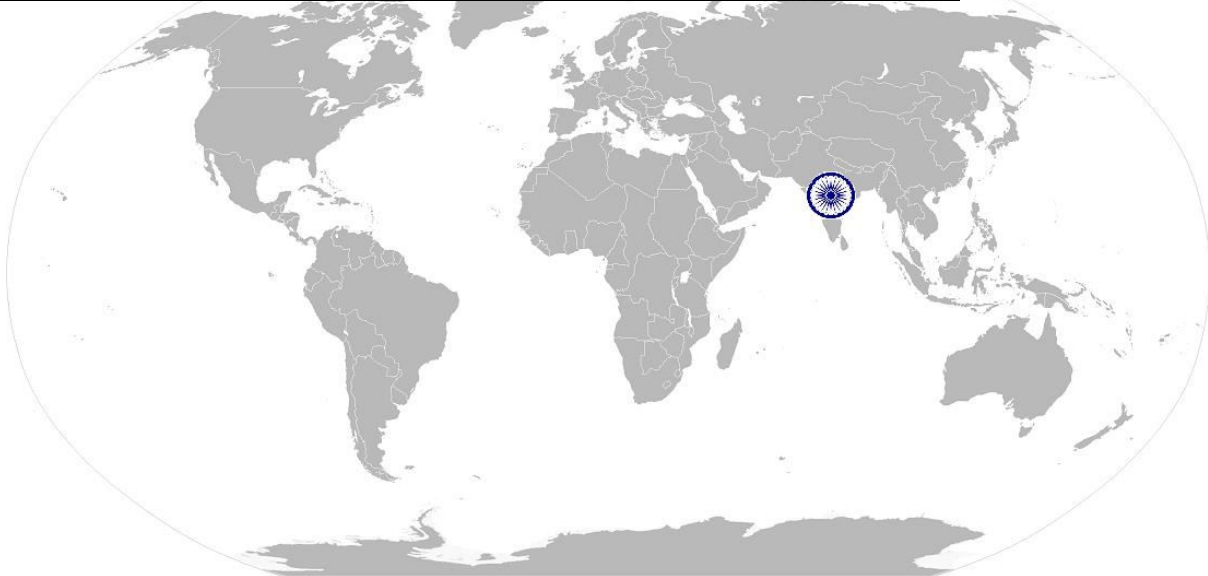
Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA2. read and comprehend written instructions
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to: SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
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HCS/N9008 Comply with work place requirements in handloom sector

NOS Version Control

NOS Code	HCS/N9008		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	12/03/16
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/17
Occupation	Dyeing, Weaving, Stitching, Printing, Production	Next review date	10/11/19

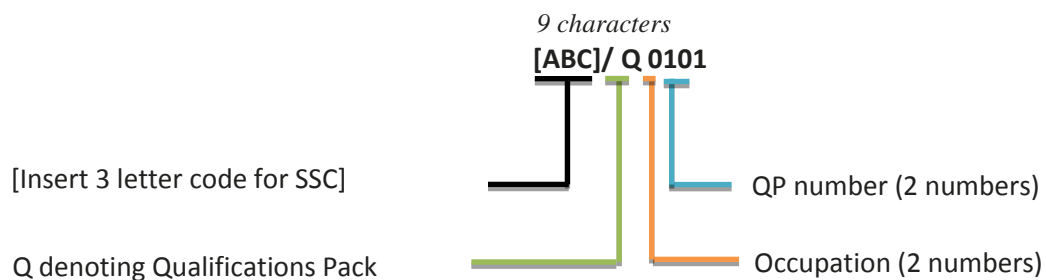




Annexure

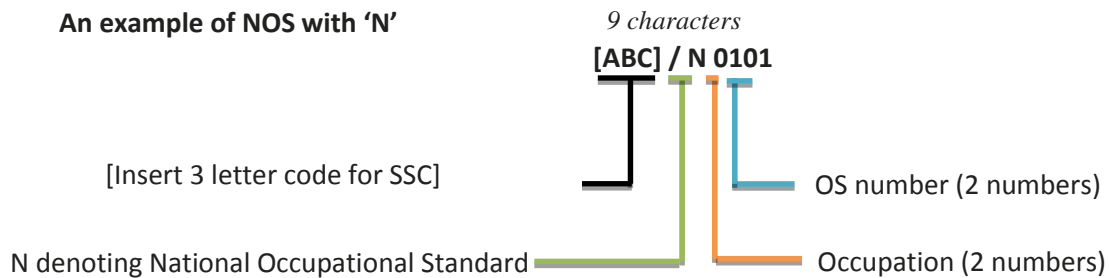
Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard

An example of NOS with 'N'





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

Sub-sector	Range of Occupation numbers
Ceramics	01-10
Fashion Jewellery	11-13
Stoneware	14-19
Glassware	20-27
Metalware crafts	28-37
Leather crafts	38-43
Paper Mache	44-49
Carpets & rugs	50-59
Horn bone & shell craft	60-65
Wood ware, dolls & toys	66-71
Hand printed, Embroidered / knitted & crocheted textiles	72-77
Agarbatti	78-82
Paper crafts	83-86
NER crafts	87-92
Miscellaneous crafts	93-95
Generic Occupation	96-99

Sequence	Description	Example
Three letters	Handicrafts	HCS
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	01
Next two numbers	OS number	01



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role: Jute Products Stitching Operator

Qualification Pack: HCS/Q7403

Sector Skill Council: Handicrafts and Carpet

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 80% in every NOS.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
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
HCS/N7406 Take charge of shift and handing over shift to jute product stitching operator	PC1.come at least 10 - 15 minutes earlier to the work spot	100	11	3	8
	PC2.ensure that the necessary tools, gauges etc, are in place		11	3	8
	PC3.meet the previous shift product stitching operator & discuss with him/her regarding the issues faced by him/her with respect to the quality, production, spare, safety or any other specific instruction etc.		11	3	8
	PC4.check the cleanliness of the machines & other work areas		11	2	9
	PC5.check whether any spare/raw material/ tool / yarn / any other material are thrown under the machines or in the other work areas		11	2	9
	PC6.question the previous shift operator for any deviation in the quality and bring the same to the knowledge of his/ her shift superior as well that of the previous shift		11	5	6



Qualifications Pack For Jute Products Stitching Operator

	PC7.hand over the shift to the incoming jute product stitching operator in a proper manner & get clearance from the incoming counterpart before leaving the work spot		11	3	8
	PC8.report to his shift superiors as well as that of the incoming shift in case his/ her counterpart doesn't come for duty, in that case, the shift has to be properly handed over to the incoming shift superior & clearance got from him		12	5	7
	PC9.report to his shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors		11	4	7
		Total	100	30	70
HCS/N7407 Responsibility of Jute product stitching operator	PC1.ensure continuous supply of sewing twine and use proper quality of sewing twine. Anything wrong for sewing twine should be immediately reported to supervisor/sardars	100	3	1	2
	PC2.check alignment between needle and looper, guide plate, and pressure plate etc before starting of the machine		3	1	2
	PC3.do cleaning of the sewing machine at regular interval and also before start of the machine		2	0	2
	PC4.lubricate the sewing machine as per schedule. Lube-oil should not stain the fabric		3	1	2
	PC5.keep watch on breakage of sewing twine. In case of frequent breakages of sewing twine, check the condition needle, guide plate, pressure plate and quality of sewing yarn to rectify		3	1	2
	PC6.check occasionally the stitch depth (bite), stitch gap (if any) and number of stitch per decimetre. No stitch gap or non uniform stitch density are to be allowed		3	1	2
	PC7.check and adjust correct pressure of the pressure plate		2	1	1
	PC8.check and adjust proper tension of the sewing twine with the help of a tensioning device		3	1	2
	PC9.check the folding along with seam procedure for sewing. Any variation in folding or seam pattern by the operator's mishandling will lead to defects in sewing		3	1	2



Qualifications Pack For Jute Products Stitching Operator

PC10. take care for stitching tied at the corners of the bag. No stitch gap at the corner of the bag should be allowed	3	1	2
PC11. avoid excess sewing twine at the corner of the bag which causes wastage. There is no need of excess sewing more than 1.5 cm. at the corner of the bag	3	1	2
PC12. check count, number of ply, twist per inch and quality ratio of sewing twine	3	1	2
PC13. check type of seam and fold used	2	0	2
PC14. check type of stitch used	2	0	2
PC15. check the type of sewing method/machine setting, delivery speed, needle quality and type	3	1	2
PC16. check seam strength by the S.Q.C people	2	0	2
PC17. ensure that the operator should know the different parts of a sewing machine required for manufacturing diversified jute bags	3	1	2
PC18. ensure to have a proper knowledge of handling important tools required to manufacture bags	2	0	2
PC19. ensure to have a knowledge of unit of conversion of different jute fabric and way of measurement of fabric	3	1	2
PC20. ensure to have a knowledge of measurement of Fabric cutting and finished size of the final product as per design	3	1	2
PC21. ensure to have a knowledge of how to insert a handle, net, metal corner, lining, Foam cloth and their measurement according to design	3	1	2
PC22. ensure to have a proper knowledge of different jute cloth produced for jute diversified product	3	1	2
PC23. ensure to have a proper knowledge different sewing stitch used for jute diversified product	3	1	2
PC24. ensure to have a proper knowledge of different seam used to join the two pieces of cloth for producing diversified jute product to get a standard jute diversified bag diversified jute bag operators should ensure the following check points for quality control	3	1	2
PC25. check whether proper quality is maintained for jute, jute fabric, lining, reinforcement material, chain, button, hook, etc.	2	0	2



	PC26.check fastness property of dye in case the bag is prepared of coloured or printed jute fabric. Also the dye used should not be harmful to user		3	1	2
	PC27.check whether the look, shape, size and colour of the bag are as per design or as per order		3	1	2
	PC28.check the weight carrying capacity of the bag as per utility		3	1	2
	PC29.check the quality of sewing yarn and proper stitching method during bag preparation		3	1	2
	PC30.check the durability of the bag		3	1	2
	PC31.check the cleanliness of the bag after finishing. There should not be any extra yarn, gum, oil or pen mark on the finished product for the final selection of bag important check points are		3	1	2
	PC32.check wheher the bag is compatible with the design or as per order		3	1	2
	PC33.check whether there is any stitching defects		3	1	2
	PC34.ensure that price tag is available on the bag		3	1	2
	PC35.check handle and other added parts are properly fitted		3	1	2
	PC36.the most important one is whether different steps for quality control has properly maintained		2	1	1
		Total	100	30	70
HCS/ N 9005 Maintain work area and tools in handloom sector	PC1.Handle materials and tools safely and correctly	50	5	2	3
	PC2.Use correct lifting and handling procedures		3	1	2
	PC3.Use materials in a manner to minimize waste		3	1	2
	PC4.Maintain a clean and hazard free working area		3	1	2
	PC5.Maintain the tools and equipment used		5	2	3
	PC6.carry out running maintenance within agreed schedules one's responsibility		5	2	3
	PC7.Identify damaged tools and materials and take action according to the standards followed		5	2	3
	PC8.Ensure that the correct tools and yarn required are in place		3	1	2
	PC9.Work in the correct posture		3	1	2
	PC10.Use cleaning equipment and methods appropriate for the work to be carried out		3	1	2
	PC11.Dispose of waste safely in the designated location		4	2	2



Qualifications Pack For Jute Products Stitching Operator

	PC12.Store cleaning equipment safely after use		3	1	2
	PC13.Carry out cleaning according to schedule and limits of responsibility		5	2	3
		Total	50	19	31
HCS/ N9006 Working in a team in handloom sector	PC1.Be accountable to the own role in whole process	50	6	2	4
	PC2.Perform all roles with full responsibility		5	1	4
	PC3.Be effective and efficient at workplace		4	2	2
	PC4.Properly communicate about workplace policies		5	2	3
	PC5.Talk politely with other team members and colleagues		5	2	3
	PC6.Submit daily report of own performance		6	2	4
	PC7.Adjust in different work situations		5	2	3
	PC8.Give due importance to others' point of view		5	2	3
	PC9.Avoid conflicting situations		5	2	3
	PC10.Improve upon the existing techniques to increase process efficiency		4	2	2
		Total	50	19	31
HCS/ N9007 Maintain health, safety and security at work place in handloom sector	PC1.Comply with health and safety related instructions applicable to the workplace	100	6	2	4
	PC2.Use and maintain personal protective equipment as per protocol		6	2	4
	PC3.Carry out own activities in line with approved guidelines and procedures		4	1	3
	PC4.Maintain a healthy lifestyle and guard against dependency on intoxicants		4	1	3
	PC5.Follow environment management system related procedures		4	1	3
	PC6.Store materials and tools in line with manufacturer's and Cooperative Society/ NGO/ SHG requirements		4	2	2
	PC7.Safely handle and move waste and debris		4	2	2
	PC8.Minimize health and safety risks to self and others due to own actions		6	2	4
	PC9.Monitor the work place and work processes for potential risks and threats		6	2	4
	PC10.Carry out periodic walk –through to keep work area free from hazards and obstructions, if assigned		6	2	4



Qualifications Pack For Jute Products Stitching Operator

	PC11.Participate in mock drills/ evacuation procedures organized at the workplace		4	2	2
	PC12.Undertake first aid, fire-fighting and emergency response training, if asked to do so		6	2	4
	PC13.Take action based on instructions in the event of fire, emergencies or accidents		6	2	4
	PC14.Follow Cooperative Society/NGO/SHG procedures for evacuation when required		4	1	3
	PC15.Identify different kinds of possible hazards (environmental, personal, ergonomic, and chemical) of the industry		4	1	3
	PC16.Recognise other possible security issues existing in the workplace		4	1	3
	PC17.Planning the safety techniques		5	2	3
	PC18.Recognise different measures to curb the hazards		4	1	3
	PC19.Implementing the programs		5	2	3
	PC20.Communicate the safety plan to everyone		4	1	3
	PC21.Attach disciplinary rules with the implementation		4	1	3
		Total	100	33	67
HCS/ N9008 Comply with work place requirements in handloom sector	PC1.Perform own duties effectively	50	5	2	3
	PC2.Take responsibility for own actions		5	2	3
	PC3.Be accountable towards the job role and assigned duties		5	2	3
	PC4.Take initiative and innovate the existing		3	1	2
	PC5.Focus on self-learning and improvement		5	2	3
	PC6.Co-ordinate with all the team members and colleagues		5	2	3
	PC7.Communicate politely		5	2	3
	PC8.Avoid conflicts and miscommunication		5	2	3
	PC9.Know the organisational standards		5	2	3
	PC10.Implement them in your performance		5	2	3
	PC11. Motivate others to follow them		2	1	1
		Total	50	30	20