



## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR HANDICRAFTS AND CARPET 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 Handloom Weaver

**SECTOR/S:** HANDICRAFTS AND CARPET

**SUB-SECTOR:** Hand Crafted Textiles

**OCCUPATION:** Natural Fibre Crafts

**REFERENCE ID:** HCS/Q7402

**ALIGNED TO:** NCO-2015/7319.94

**Brief Job Description:** A jute handloom weaver should be able to produce good quality of jute cloth efficiently with the knowledge of weavers knot, wastage reduction and basic care and maintenance of weaving machines.

**Personal Attributes:** A jute handloom weaver should have good eye-hand coordination, good motor skills and good vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).





Job Details	<b>Qualifications Pack Code</b>	<b>HCS/Q7402</b>		
	<b>Job Role</b>	<b>Jute Handloom Weaver</b> (Applicable for National Scenarios)		
	<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>05/02/2016</b>
	<b>Sub-sector</b>	<b>Hand Crafted Textiles</b>	<b>Last reviewed on</b>	<b>10/11/2017</b>
	<b>Occupation</b>	<b>Natural Fibre Crafts</b>	<b>Next review date</b>	<b>10/11/2019</b>
	<b>NSQC Clearance on</b>	<b>NA</b>		

<b>Job Role</b>	<b>Jute Handloom Weaver</b>
<b>Role Description</b>	A jute handloom weaver should be able to produce good quality of jute cloth efficiently with the knowledge of weavers knot, wastage reduction and basic care and maintenance of weaving machines.
<b>NSQF level</b>	4
<b>Minimum Educational Qualifications</b>	Basic Literacy
<b>Maximum Educational Qualifications</b>	NA
<b>Prerequisite License or Training</b>	Preferably 300 hrs basic training in jute weaving department
<b>Minimum Job Entry Age</b>	18 Years
<b>Experience</b>	6 months on job practice
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">HCS/N7404 Take charge of shift and hand over shift to Jute Handloom Weaver</a></li> <li>2. <a href="#">HCS/N7405 Run jute handloom efficiently</a></li> <li>3. <a href="#">HCS/N9005 Maintain work area and tools in handloom sector</a></li> <li>4. <a href="#">HCS/N9006 Working in a team in handloom sector</a></li> <li>5. <a href="#">HCS/N9007 Maintain health, safety and security at work place in handloom sector</a></li> <li>6. <a href="#">HCS/N9008 Comply with work place requirements in handloom 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.
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.
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
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.
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.
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.
<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
HCSSC	Handicrafts and Carpet Sector Skill Council
NSDC	National Skill Development Corporation

Acronyms



**HCS/N7404 Take charge of shift and hand over shift to Jute Handloom Weaver**

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# National Occupational Standard

## Overview

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



## HCS/N7404 Take charge of shift and hand over shift to Jute Handloom Weaver

National Occupational Standard	<b>Unit Code</b>	HCS/N7404
	<b>Unit Title (Task)</b>	Take charge of shift and hand over shift to Jute Handloom Weaver
	<b>Description</b>	This unit is about taking charge of shift from previous shift Jute handloom weaver and relieving the responsibilities to the next Jute handloom weaver.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Take charge of shift from Jute handloom weaver</li> <li>• Hand over shift to Jute handloom weaver</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 handloom weaver</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. reach atleast 10 - 15 minutes early to the work place</li> <li>PC2. bring the necessary operational tools to the department</li> <li>PC3. meet the previous shift operator and collect the information regarding the count, process, issues faced by them with respect to the quality, production, spare, safety or any other specific instructions etc.</li> <li>PC4. identify the type of fabric produced, specifications of fabrics followed in the handloom for his allocated number of looms or machines</li> <li>PC5. ensure the technical details are mentioned in the display board</li> <li>PC6. check for the availability of the weft package &amp; the condition of the same</li> <li>PC7. check the condition of the running beams for cross ends, ends pulling out particularly at the selvedge's</li> <li>PC8. check the cloth for the running damages like end out, wrong drawing, wrong denting, double end, reed mark, let- off mark, take up fault, oil stain, hole, cloth torn,tails.etc.</li> <li>PC9. check for the size of the cloth rolls &amp; to see whether any indication is there in the cloth rolls</li> <li>PC10. check the cleanliness of the machines &amp; other work areas</li> <li>PC11. check whether any spare/raw material/ tool / fabric/ any other material are thrown under the machines or in the other work areas</li> <li>PC12. question the previous shift weaver for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift</li> <li>PC13. proper functioning of handloom machine parts and machine</li> <li>PC14. ensure the work spot is clean</li> </ul>
	<b>Hand over shift to Jute handloom weaver</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC15. hand over the shift to the incoming Jute handloom weaver in a proper manner</li> <li>PC16. ensure in providing the details regarding fabric produced, colour coding followed in the Jute handloom for his allocated number of looms or machines</li> <li>PC17. provide all relevant information regarding the type of fabric production,</li> </ul>





### HCS/N7404 Take charge of shift and hand over shift to Jute Handloom Weaver

	<p>damaged machine parts if any</p> <p>PC18. get clearance from the incoming counterpart before leaving the work spot</p> <p>PC19. report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for duty</p> <p>PC20. ensure the shift is properly handed over to the incoming shift operator</p> <p>PC21. report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors</p> <p>PC22. ensure the work spot is clean</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. standard operating procedures (SOP)and regulations in a jute mill</p> <p>KA2. safe working practices to be adopted in jute mill</p> <p>KA3. quality systems and other processes practiced in the jute mill</p> <p>KA4. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different counts/products in the jute mill</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the importance of type of fibres, type of yarn, yarn counts, types of fabric, types of fabric defects, types of weaving machines - Handloom, conventional jute loom, shuttleless loom (S4)</p> <p>KB2. process flow in a Hand Loom unit mill</p> <p>KB3. material flow in a Hand Loom unit</p> <p>KB4. functions of different parts of handloom</p> <p>KB5. importance of colour coding followed for different products</p> <p>KB6. knowledge of waste collection system &amp; equipments used</p> <p>KB7. importance of material handling and types of material handling equipments used</p> <p>KB8. importance of cleanliness at workplace</p> <p>KB9. functions and methodology for operating different material handling equipments</p> <p>KB10. understanding the functions of different signal lamps</p> <p>KB11. guidelines for operating the handloom</p> <p>KB12. guidelines for taking charge of shift from previous shift operator</p> <p>KB13. guidelines for handing over the shift to the next shift operator</p> <p>KB14. safety procedures to be followed in a handloom</p>
<b>Skills (S)</b>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write clear and short sentences</p>
	<p><b>Reading Skills</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. read and comprehend written instructions</p>



### HCS/N7404 Take charge of shift and hand over shift to Jute Handloom Weaver

	<b>Oral Communication (Listening and Speaking skills)</b>
	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>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. 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. patrol around the handloom and identify warp and weft breakage SB8. procedure for operating different material handling tools and equipments SB9. procedure for patrolling around the loom and identifying worn out or damaged machine parts SB10. maintain cleanliness at work place
	<b>Analytical Thinking</b>
	NA
<b>Critical Thinking</b>	
NA	

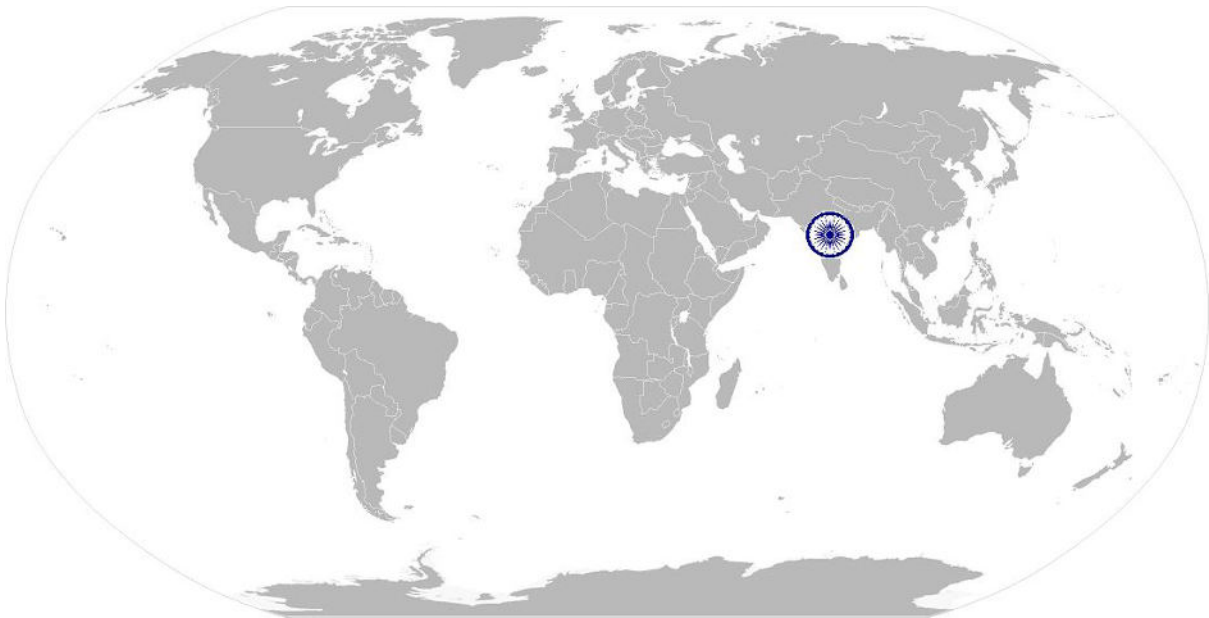




## HCS/N7404 Take charge of shift and hand over shift to Jute Handloom Weaver

### NOS Version Control

Qualifications Pack Code	HCS/N7404		
Credits	TBD	Version number	1.0
Sector	Handicrafts and Carpet	Drafted on	05/02/2016
Sub-sector	Hand Crafted Textiles	Last reviewed on	
Occupation	Natural Fibre Crafts	Next review date	

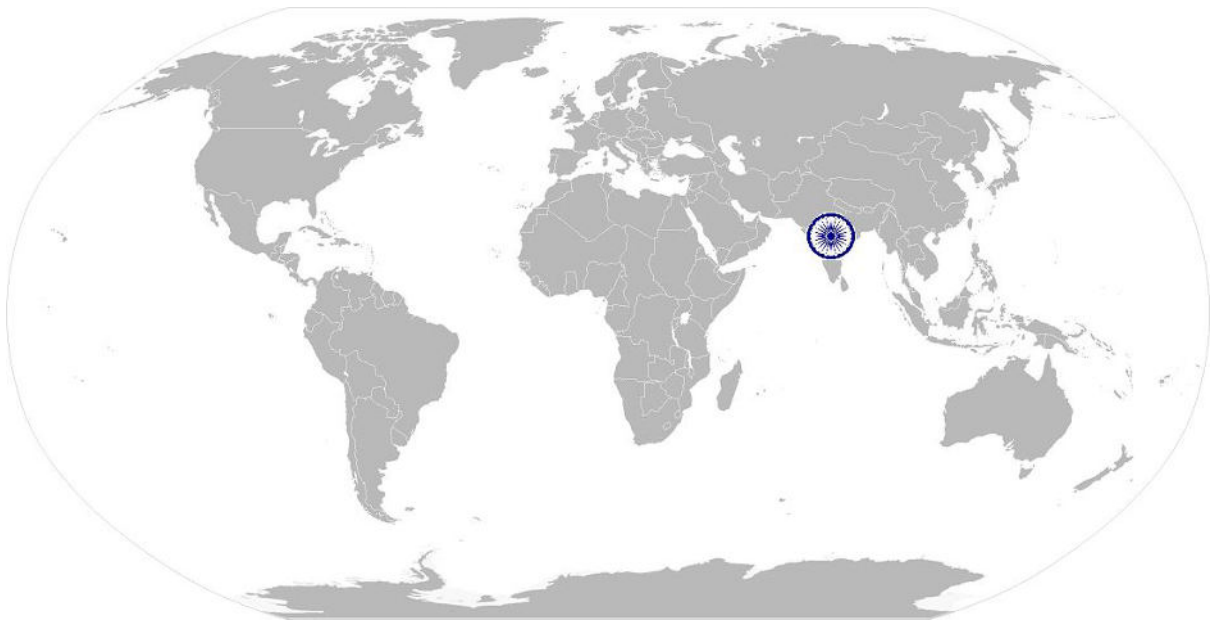




HCS/N7405 Run jute handloom efficiently

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# National Occupational Standard



## Overview



**HCS/N7405 Run jute handloom efficiently**

**This unit provides performance criteria, knowledge & understanding and skills & abilities required to run Jute Handloom.**

National Occupational Standard	<b>Unit Code</b>	HCS/N7405
	<b>Unit Title (Task)</b>	Run jute handloom efficiently
	<b>Description</b>	This unit provides abilities required to run Handloom, by attending the warp breakages, weft breakages to get maximum output & minimum defects, without entertaining any damage to people, machine etc., without wasting much of raw materials, spares, tools etc., & without spoiling the environmental aspects.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Improvement of Productivity and Quality</li> <li>• Control of Wastage in weaving shed</li> <li>• Maintenance of loom and accessories and Cleanliness</li> <li>• Other work practices</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>	
<b>Improvement of Productivity and Quality</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. fully aware of the quality standards, specifications and possible faults of woven fabrics and should know required quality standards of warp yarns and weft yarns for jute fabrics of different specifications</p> <p>PC2. should have the knowledge of fabric faults/defects and their remedial measures</p> <p>PC3. ensure Warp yarns should properly pass through lease rods, mail eyes and reed dents in correct sequence</p> <p>PC4. ensure that broken warp ends should be mended by small weaver's knot and ensure that it can passes through lease rod, camb and reed</p> <p>PC5. ensure to maintain the proper sequence of warp threads as per specification and quality</p> <p>PC6. ensure to maintain proper tension at the selvages otherwise inadequate shed depth and movement of shuttle will hinder</p> <p>PC7. ensure that tension of the warp yarns is properly adjusted</p> <p>PC8. ensure to replace the missing warp on the reed, lease rod and beam with additional warp from left-over small/half spool</p> <p>PC9. ensure to put each weavers own mark on the woven cloth at the start of the shift</p> <p>PC10. ensure the perfect arrangement of warp yarn eliminating cross end, taut end, missing end and big knots etc.</p> <p>PC11. ensure to maintain proper warp tension and fabric tension</p> <p>PC12. ensure to check the number of warp yarns (runners) and to control the</p>	



**HCS/N7405 Run jute handloom efficiently**

	<p>width of the cloth</p> <p>PC13. ensure to use correct warp count, weft count, correct reed porter and proper camb filing</p> <p>PC14. ensure to avoid quality mix-up by use of proper quality tag for cop and spools</p> <p>PC15. avoid contamination, interference, staining of fabric ensure to clean the machine and surrounding area. No dust, fluffs etc. should be allowed to be deposited on the machine/machine part. The loom should be cleaned and oiled regularly in time</p> <p>PC16. ensure to follow the instruction of supervisor and sardar for quality change</p>
<p><b>Control of Wastage in weaving shed</b></p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC17. ensure that weavers should know the reasons for wastage of warp and weft yarns</p> <p>PC18. ensure that the weavers should have motivation to reduce yarn wastage</p> <p>PC19. ensure that warp beam are fully exhausted, i.e, do not doff beams without its full exhaustion</p> <p>PC20. ensure that for repairing missing ends and broken warps, yarn from small cops must not be used</p> <p>PC21. ensure cops should be fully consumed and yarn must not be pulled from cops</p> <p>PC22. ensure while joining fresh warp beam, yarn must not be pulled unnecessarily causing wastage of beam yarns</p> <p>PC23. ensure to sort out the defective cops separately and to consume the same as far as practicable</p> <p>PC24. ensure to give up the habit of pick-back practice</p> <p>PC25. ensure to use individual wastage bag and keep it at proper</p> <p>PC26. ensure to use correct weft count and warp count during replacement of missing ends</p> <p>PC27. ensure proper use of cop bands and mark for quality for avoiding quality mix-up</p> <p>PC28. ensure that weavers must not store excessive number of cops near the looms as the cops get distorted and become soft due to this reason</p>
<p><b>Maintenance of loom and accessories and Cleanliness</b></p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC29. ensure that weavers should take proper care towards cleaning and proper maintenance of loom keeping good relation with maintenance mistry</p> <p>PC30. ensure that weavers should do the periodical of loom and loom parts, particularly reeds and camb. The lower parts of the loom can be cleaned periodically at least before installation of new warp beams</p> <p>PC31. ensure that weaver should do minor lubrication and minor repair job as a regular practice</p> <p>PC32. ensure to identify broken or worn out loom parts and to be replaced</p> <p>PC33. ensure to check all the loom parts in case of frequent loom knock-off and high warp breakages. After identifying the causes, it should be rectified as</p>



**HCS/N7405 Run jute handloom efficiently**

	<p>early as possible</p> <p>PC34. ensure to check various loom parts including shuttle and shuttle box, which is very essential</p> <p>PC35. ensure to eliminate the malpractice of throwing thread waste, empty spool centre, caddies, cop bands etc. on floor</p> <p>PC36. ensure to maintain good housekeeping and surroundings clean</p> <p>PC37. ensure to report the concerned sardar or other superior about any mechanical irregularity in running the loom so that the same can rectified early before breakdown occurs</p> <p>PC38. ensure to check and rectify the settings and looseness/tightness of any loom parts</p>
<p><b>Other work practices</b></p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC39. correct the fabric defects like wrong Drawing, Wrong Denting, End Out, Double End etc., immediately and also ensure that the other fabric defects too are corrected at the earliest, before continuing further production</p> <p>PC40. ensure to check the proper alignment of the sley race, reed and box back and adjust accordingly to avoid shuttle flying out</p> <p>PC41. ensure that reed screw are properly fixed and there is no broken reed</p> <p>PC42. heald frame height should be properly maintained and take the help of proper template to fix the heald frame with reed</p> <p>PC43. unweave if there are any floats &amp; run the machine without Starting Mark or crack</p> <p>PC44. ensure that the loose threads are nochanged in higher length (not more than 4 mm) after attending to the warp breaks. accordingly it has to be trimmed</p> <p>PC45. ensure that the looms are stopped for a minimum possible down time due to whatever reason to achieve maximum output</p> <p>PC46. ensure that cloth rolls are doffed whenever/ wherever necessary</p> <p>PC47. give preference to safety. should not enter the area, where he/ she is not allowed. Should not do a job in which training has not being given</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. standard operating procedures (SOP)and regulations in a jute mill</p> <p>KA2. safe working practices to be adopted in jute mill</p> <p>KA3. quality systems and other processes practiced in the jute mill</p> <p>KA4. reporting to the supervisor or higher authority in case of emergency</p> <p>KA5. color coding adopted for different counts/products in the jute mill</p> <p>KA6. details of the various job roles &amp; responsibilities</p> <p>KA7. documentation and reporting formats</p> <p>KA8. work targets &amp; 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>





**HCS/N7405 Run jute handloom efficiently**

	<p>KA13. responsibilities under health, safety and environmental legislation</p> <p>KA14. guidelines for storage &amp; disposal of waste materials</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. minimum quality requirements of the product with respect to permissible/ non-permissible defects</p> <p>KB2. fabric quality particulars such as ends &amp; picks per inch, width, weave etc.</p> <p>KB3. handloom, conventional jute loom and shuttleless loom (S4)</p> <p>KB4. Plain Weave, Twill , Drill, Plain Satin, Stripe Satin , Dobby designs , Jacquard Designs</p> <p>KB5. Wrong Drawing , Wrong Denting, End Out , Double End, Broken Pick , Double Pick, Missing Pick, Hand Stain , Hole, Wrong Weft, Bad Selvedge</p> <p>KB6. End Out, LetOff, Take- Up problem, Temple Mark, Temple Cut, Emery Hole /Emery Cut/ Emery Mark, Broken Pick, Missing Pick, Double Pick, Short Pick, Snarls, Impression Mark, Oil Stain, Selvedge Cut, Loops, Weft Stitches, Warp Stitches, Bumping Mark, Weft Crack, Cloth Torn , Bad Shedding, Warp Floats, Weft Floats, Reed Mark, Bad Selvedge, Starting Mark, Thin &amp; Thick Place , Hair line crack, Under Tick In, Tails</p> <p>KB7. Spinning Faults - Thin Place, Thick Place, Contamination</p> <p>KB8. Colour Flies, Yarn variation, Shade Variation</p> <p>KB9. Sizing Faults - Shade variation, Size Patches, Sizing Oil, Bead formation</p> <p>KB10. Weaving Faults - Wrong Weft, Wrong Pattern, Less Width, Low EPI, Low PPI, Wrong Warp</p> <p>KB11. BIS or Other standards like ISO 9001, ISO 14001, SA 8001</p> <p>KB12. the safety mechanisms of the machines &amp; ensure that the same are in order</p> <p>KB13. about the functions of stop motions &amp; ensure that the same are in order</p> <p>KB14. about the functions of various indication lamps &amp; ensure that the same are in order</p> <p>KB15. about the functional operations of the machines, where he/she is working</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: SA5. write clear and short sentences
	<b>Reading Skills</b>
	The user/individual on the job needs to know and understand how to: SA6. read and comprehend written instructions
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand how to: SA7. communicate with supervisor appropriately SA8. talk to others to convey information effectively
<b>B. Professional</b>	<b>Decision Making</b>





**HCS/N7405 Run jute handloom efficiently**

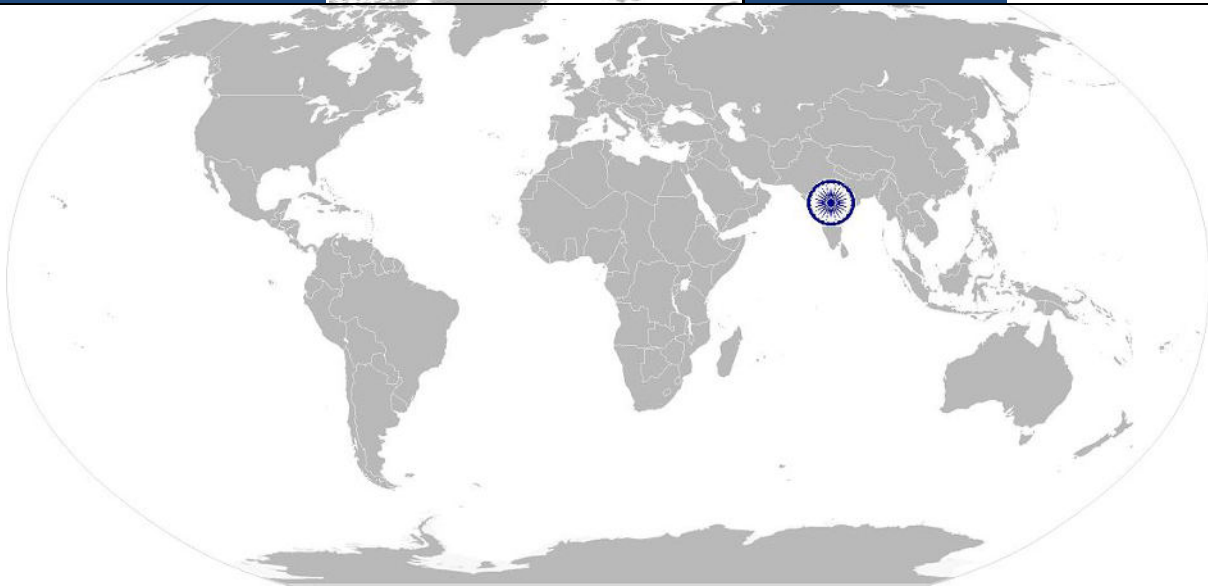
<b>Skills</b>	NA
	<b>Plan and Organize</b>
	NA
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: SB1. identify the real reason of problem faced SB2. apply problem-solving approaches in different situations SB3. refer anomalies 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. patrol around the handloom and identify warp and weft breakage SB8. procedure for operating different material handling tools and equipments SB9. procedure for patrolling around the loom and identifying worn out or damaged machine parts SB10. maintain cleanliness at work place
	<b>Analytical Thinking</b>
	NA
	<b>Critical Thinking</b>
	NA



HCS/N7405 Run jute handloom efficiently

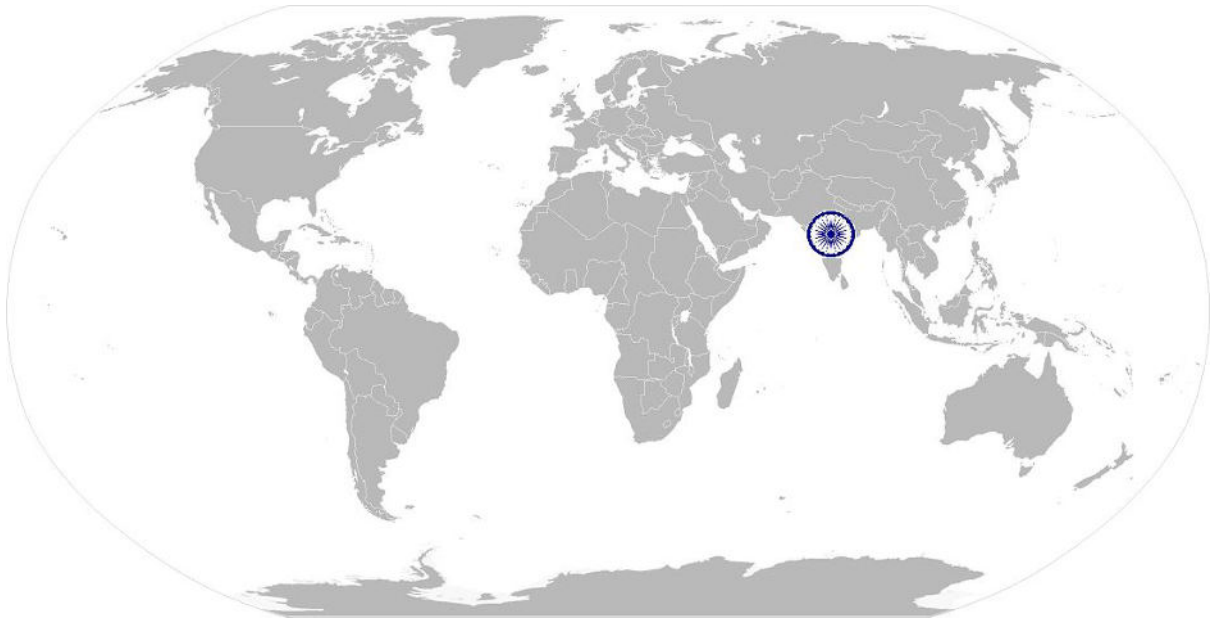
## NOS Version Control

Qualifications Pack Code	HCS/N7405		
Credits	TBD	Version number	1.0
Sector	Handicrafts and Carpet	Drafted on	05/02/2016
Sub-sector	Hand Crafted Textiles	Last reviewed on	
Occupation	Natural Fibre Crafts	Next review date	





**HCS/N9005 Maintain work area and tools in handloom sector**

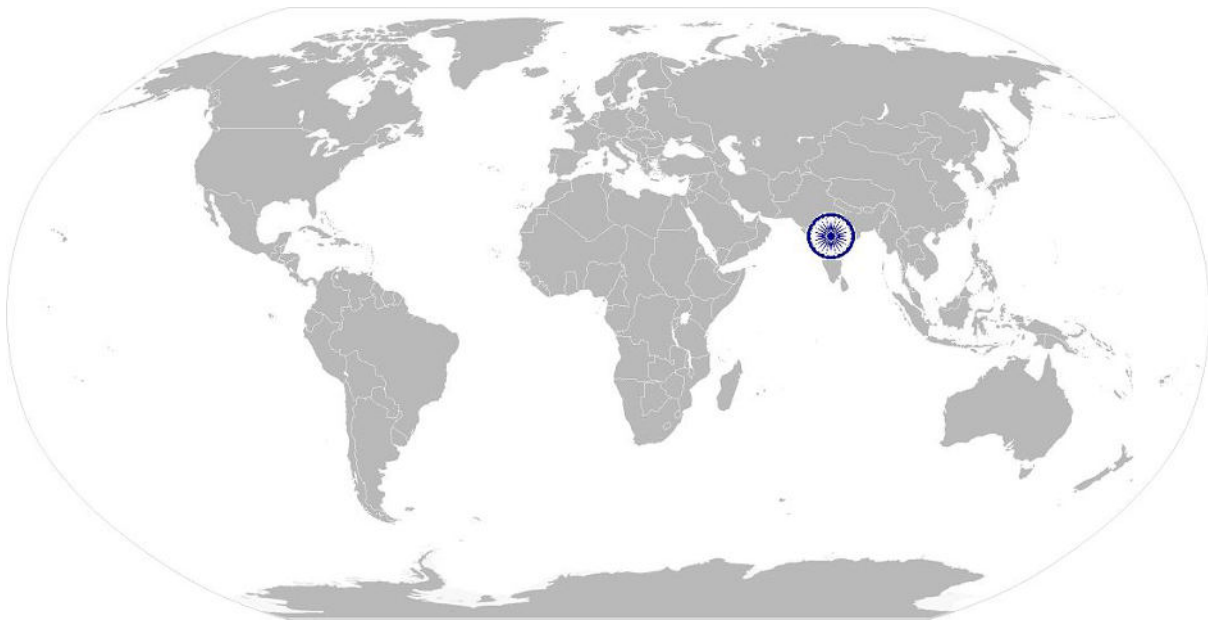




HCS/N9005 Maintain work area and tools in handloom sector

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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.



**HCS/N9005 Maintain work area and tools in handloom sector**

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



**HCS/N9005 Maintain work area and tools in handloom sector**

	KA10. The importance of complying with written instructions
<b>B. Technical Knowledge</b>	<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>
<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 in local language
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA2. Read and comprehend written instructions
	<b>Oral Communication (Listening and Speaking Skills)</b>
	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>B. Professional Skills</b>	<b>Decision Making</b>
	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
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB3. Plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB4. Avoid absenteeism SB5. Be punctual





**HCS/N9005 Maintain work area and tools in handloom sector**

	SB6. Work in Discipline
	SB7. Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	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
	<b>Critical Thinking</b>
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	



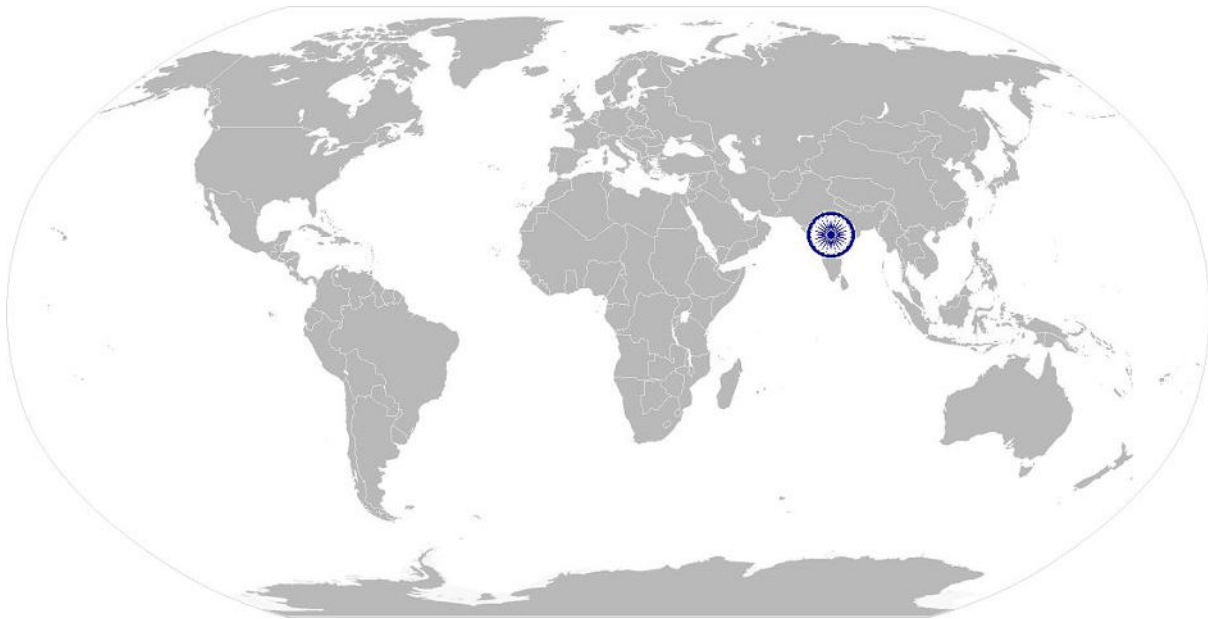


HCS/N9005

Maintain work area and tools in handloom sector

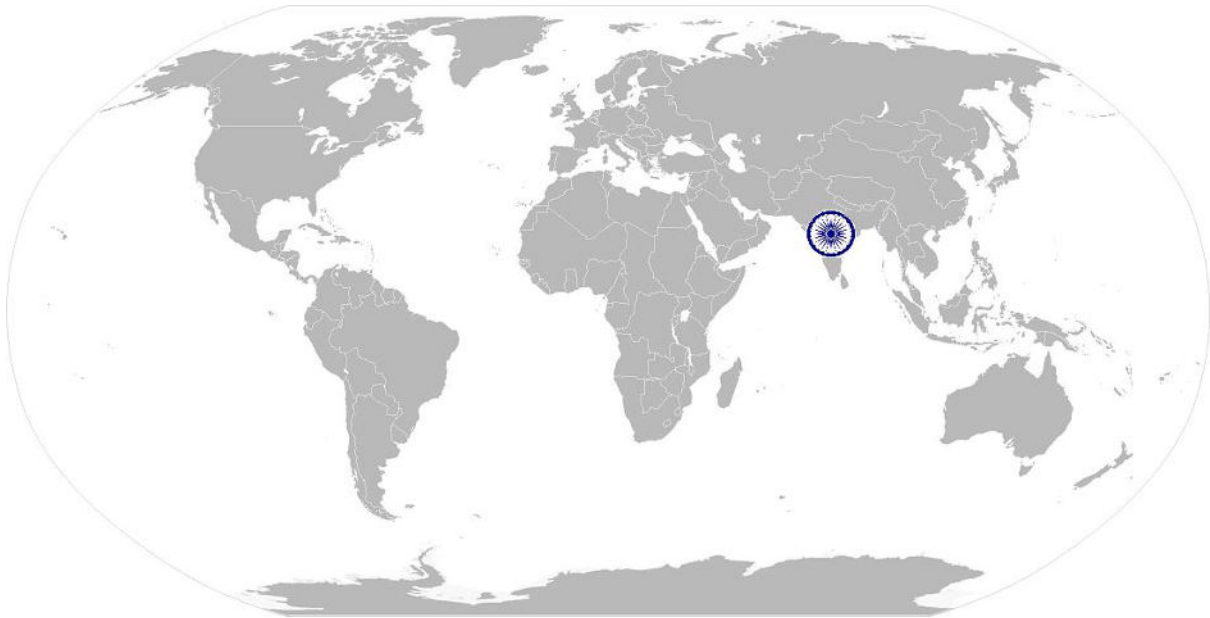
## NOS Version Control

Qualifications Pack Code	HCS/N9005		
Credits	TBD	Version number	1.0
Sector	Handicrafts and Carpet	Drafted on	15/03/2016
Sub-sector	Hand Crafted Textiles	Last reviewed on	
Occupation	Natural Fibre Crafts	Next review date	





# 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

National Occupational Standard	<b>Unit Code</b>	HCS/N9006
	<b>Unit Title (Task)</b>	Working in a team in handloom sector
	<b>Description</b>	This OS unit provides performance criteria, knowledge and understanding, skills and abilities required to work as a team member in the jute industry.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• commitment and trust</li> <li>• communication</li> <li>• adaptability</li> <li>• creative freedom</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Commitment and trust</b>	To be competent, the user/individual on the job must be able to: PC1. Be accountable to the own role in whole process PC2. Perform all roles with full responsibility PC3. Be effective and efficient at workplace
	<b>Communication</b>	PC4. Properly communicate about workplace policies PC5. Talk politely with other team members and colleagues PC6. Submit daily report of own performance
	<b>Adaptability</b>	PC7. Adjust in different work situations PC8. Give due importance to others' point of view PC9. Avoid conflicting situations
	<b>Creative freedom</b>	PC10 Improve upon the existing techniques to increase process efficiency
<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 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>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Importance of commitment and trust KB2. Importance of proper communication KB3. Importance of adaptability KB4. Importance of creative freedom	
<b>Skills (S)</b>		



**HCS/N9006**

**Working in a team in handloom sector**

<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 in local language
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA2. Read and comprehend written instructions
	<b>Oral Communication (Listening and Speaking Skills)</b>
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>B. Professional Skills</b>	<b>Decision Making</b>
	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
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB3. Plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	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
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	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
	<b>Critical Thinking</b>
	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

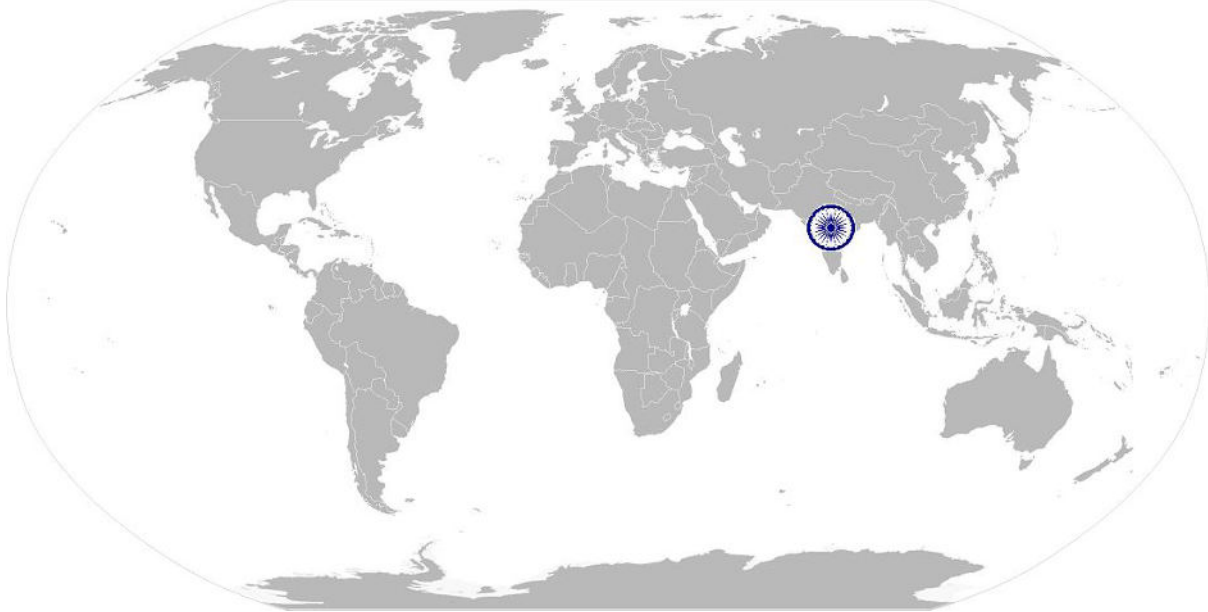


HCS/N9006

Working in a team in handloom sector

## NOS Version Control

<b>NOS Code</b>	<b>HCS/ N9006</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>15/3/16</b>
<b>Industry Sub-sector</b>	<b>Hand Crafted Textiles</b>	<b>Last reviewed on</b>	
<b>Occupation</b>	<b>Natural Fibre Crafts</b>	<b>Next review date</b>	



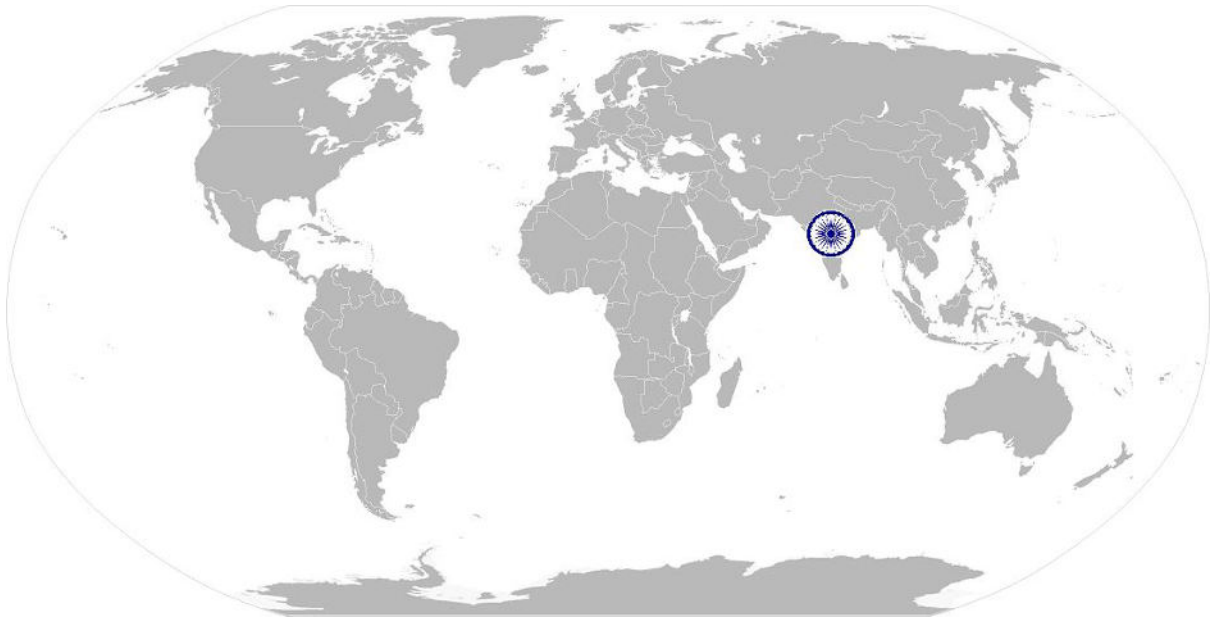




HCS/N9007 Maintain health, safety and security at work place in handloom sector

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# 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	<b>Unit Code</b>	HCS/N9007
	<b>Unit Title (Task)</b>	Maintain health, safety and security at work place in handloom sector
	<b>Description</b>	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.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>comply with health, safety and security requirements at work</li> <li>recognizing the hazards</li> </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>	<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>
	<b>Recognizing the hazards</b>	<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>
<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. 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>B. Technical Knowledge</b>	<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>
<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 in local language
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA2. Read and comprehend written instructions
	<b>Oral Communication (Listening and Speaking Skills)</b>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	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



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

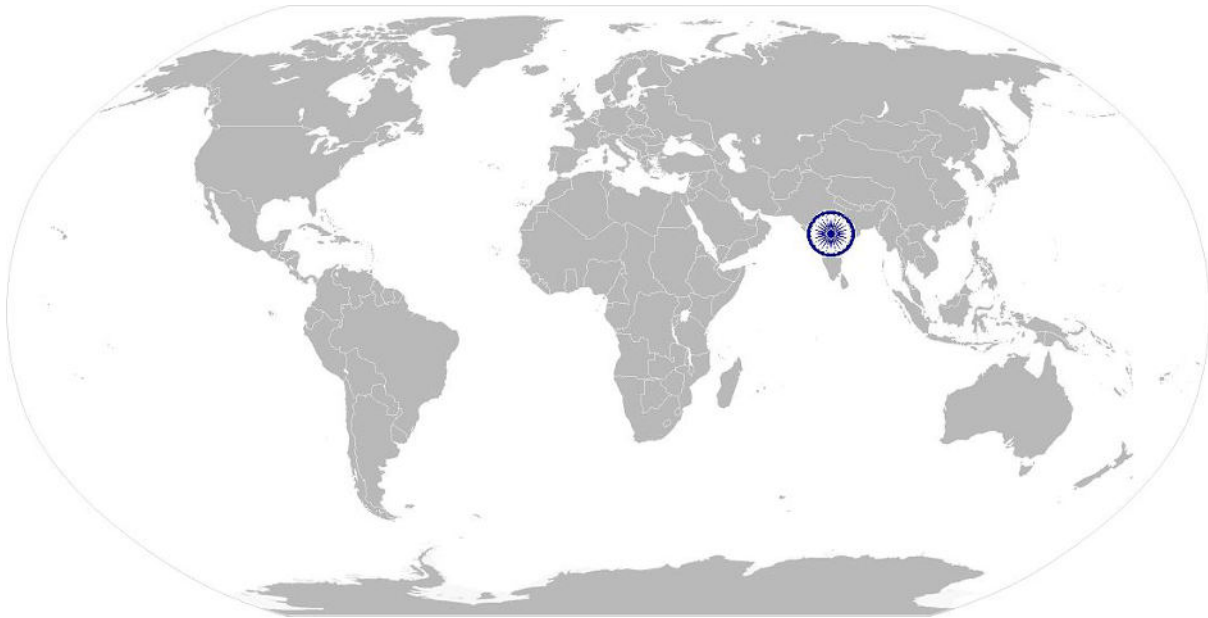
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB3. Plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB4.Avoid absenteeism SB5.Be punctual SB6.Work in Discipline SB7.Act objectively, rather than impulsively or emotionally when faced with difficult/stressful or emotional situations
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	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
	<b>Critical Thinking</b>
	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

### NOS Version Control

<b>NOS Code</b>	<b>HCS/N9007</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>15/3/2016</b>
<b>Industry Sub-sector</b>	<b>Hand Crafted Textiles</b>	<b>Last reviewed on</b>	
<b>Occupation</b>	<b>Natural Fibre Crafts</b>	<b>Next review date</b>	

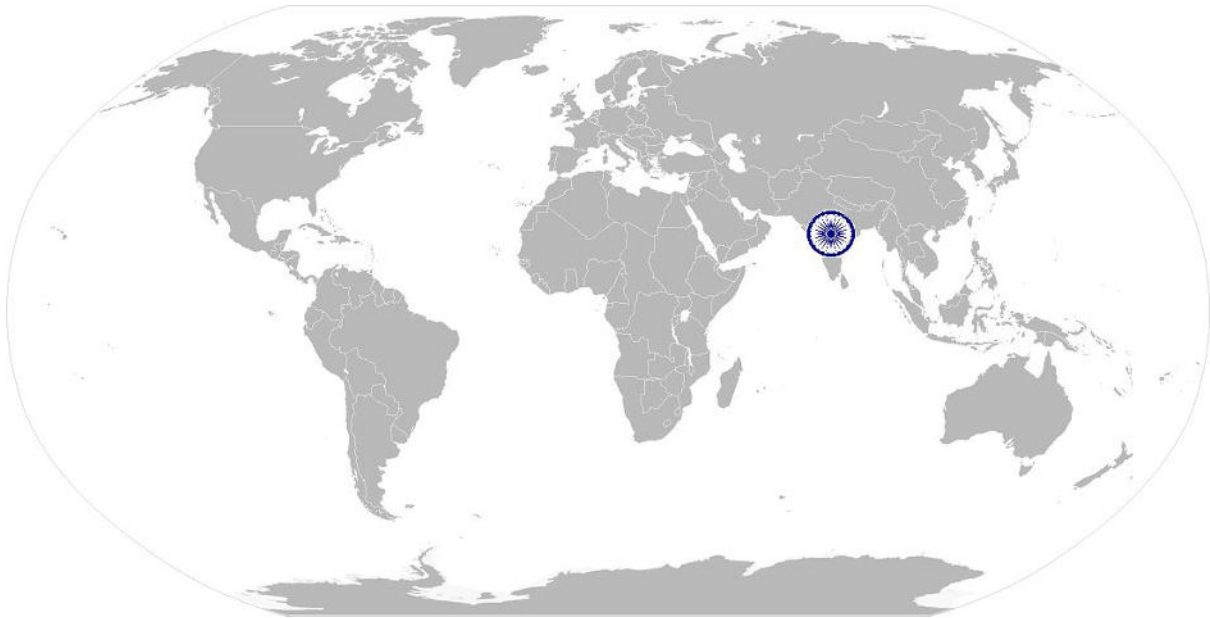




HCS/N9008 Comply with work place requirements in handloom sector

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# 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	<b>Unit Code</b>	HCS/N9008
	<b>Unit Title (Task)</b>	Comply with work place requirements in handloom sector
	<b>Description</b>	This OS unit is about knowing, understanding, and complying with the requirements of the organization and production unit.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• self development</li> <li>• team work</li> <li>• organizational standards</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Self- development</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Perform own duties effectively</li> <li>PC2. Take responsibility for own actions</li> <li>PC3. Be accountable towards the job role and assigned duties</li> <li>PC4. Take initiative and innovate the existing</li> <li>PC5. Focus on self-learning and improvement</li> </ul>
	<b>Team work</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC6. Co-ordinate with all the team members and colleagues</li> <li>PC7. Communicate politely</li> <li>PC8. Avoid conflicts and miscommunication</li> </ul>
	<b>Organisational standards</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC9. Know the organisational standards</li> <li>PC10. Implement them in your performance</li> <li>PC11. Motivate others to follow them</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) and regulations in the Cooperative Society/NGO/SHG</li> <li>KA2. Knowledge of workplace 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. Importance of self-development</li> <li>KB2. Importance of team work</li> <li>KB3. Importance of understanding and complying with organizational standards</li> </ul>	
<b>Skills (S)</b>		
<b>A. Core Skills/</b>	<b>Writing Skills</b>	



**HCS/ N9008 Comply with work place requirements in handloom sector**

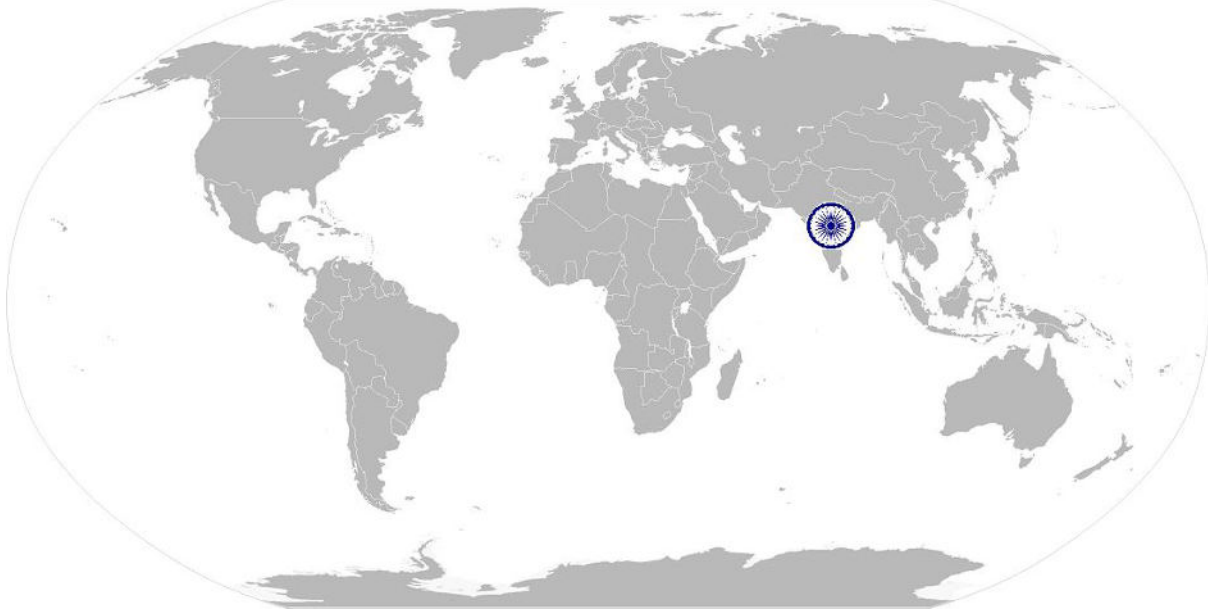
<b>Generic Skills</b>	The user/ individual on the job needs to know and understand how to: SA1. Write in local language
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA2. Read and comprehend written instructions
	<b>Oral Communication (Listening and Speaking Skills)</b>
	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>B. Professional Skills</b>	<b>Decision Making</b>
	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
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB3. Plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	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
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
	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
	<b>Critical Thinking</b>
	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/N9008 Comply with work place requirements in handloom sector**

## NOS Version Control

<b>NOS Code</b>	<b>HCS/N9008</b>		
<b>Credits</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Handicrafts and Carpet</b>	<b>Drafted on</b>	<b>15/03/2016</b>
<b>Industry Sub-sector</b>	<b>Hand Crafted Textiles</b>	<b>Last reviewed on</b>	
<b>Occupation</b>	<b>Natural Fibre Crafts</b>	<b>Next review date</b>	

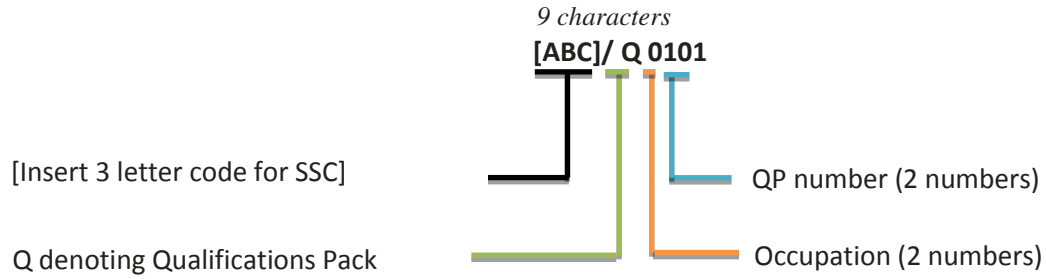




## Annexure

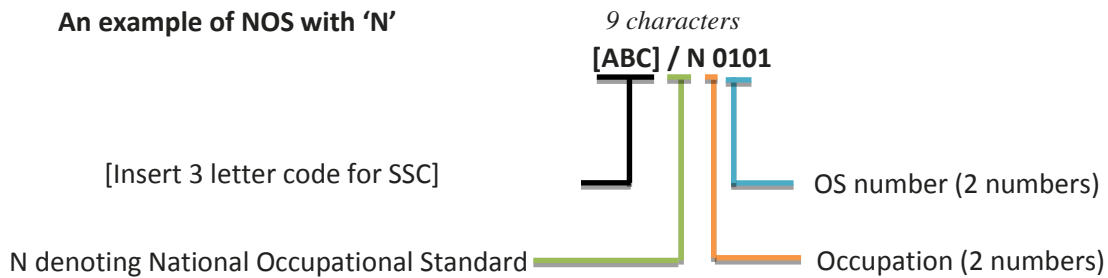
### Nomenclature for QP and NOS

#### 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 Handloom Weaver

**Qualification Pack:** HCS/Q7402

**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/N7404 Take charge of shift and hand over shift to Jute Handloom Weaver	PC1.reach atleast 10 - 15 minutes early to the work place	<b>100</b>	4	1	3
	PC2.bring the necessary operational tools to the department		4	1	3
	PC3.meet the previous shift operator and collect the information regarding the count, process, issues faced by them with respect to the quality, production, spare, safety or any other specific instructions etc.		6	2	4
	PC4. identify the type of fabric produced, specifications of fabrics followed in the handloom for his allocated number of looms or machines		4	1	3
	PC5.ensure the technical details are mentioned in the display board		4	1	3
	PC6.check for the availability of the weft package & the condition of the same		4	1	3
	PC7.check the condition of the running beams for cross ends, ends pulling out particularly at the selvedge's		4	1	3





PC8.check the cloth for the running damages like end out, wrong drawing, wrong denting, double end, reed mark, let- off mark, take up fault, oil stain, hole, cloth torn,tails.etc.	5	2	3
PC9.check for the size of the cloth rolls & to see whether any indication is therein the cloth rolls	5	2	3
PC10.check the cleanliness of the machines & other work areas	4	1	3
PC11.check whether any spare/raw material/ tool / fabric/ any other material are thrown under the machines or in the other work areas	4	1	3
PC12.question the previous shift weaver for any deviation in the above and should bring the same to the knowledge of his/ her shift superior as well that of the previous shift	6	2	4
PC13.proper functioning of handloom machine parts and machine	5	1	4
PC14.ensure the work spot is clean	4	1	3
PC15.hand over the shift to the incoming Jute handloom weaver in a proper manner	4	1	3
PC16.ensure in providing the details regarding fabric produced, colour coding followed in the Jute handloom for his allocated number of looms or machines	5	2	3
PC17.provide all relevant information regarding the type of fabric production, damaged machine parts if any	5	2	3
PC18.get clearance from the incoming counterpart before leaving the work spot	5	1	4
PC19.report to his/ her shift superiors as well as that of the incoming shift operator in case his/ her counterpart doesn't report for duty	5	2	3
PC20.ensure the shift is properly handed over to the incoming shift operator	4	1	3
PC21.report to his/ her shift superior about the quality / production / safety issues/ any other issue faced in his/ her shift and should leave the department only after getting concurrence for the same from his/ her superiors	5	2	3
PC22.ensure the work spot is clean	4	1	3
<b>Total</b>	<b>100</b>	<b>30</b>	<b>70</b>



HCS/N7405 Run jute handloom efficiently	PC1.fully aware of the quality standards, specifications and possible faults of woven fabrics and should know required quality standards of warp yarns and weft yarns for jute fabrics of different specifications	<b>100</b>	5	2	3
	PC2.should have the knowledge of fabric faults/defects and their remedial measures		3	1	2
	PC3.ensure Warp yarns should properly pass through lease rods, mail eyes and reed dents in correct sequence		3	1	2
	PC4.ensure that broken warp ends should be mended by small weaver's knot and ensure that it can passes through lease rod, camb and reed		3	1	2
	PC5.ensure to maintain the proper sequence of warp threads as per specification and quality		3	1	2
	PC6.ensure to maintain proper tension at the selvages otherwise inadequate shed depth and movement of shuttle will hinder		3	1	2
	PC7.ensure that tension of the warp yarns is properly adjusted		3	1	2
	PC8.ensure to replace the missing warp on the reed, lease rod and beam with additional warp from left-over small/half spool		3	1	2
	PC9.ensure to put each weavers own mark on the woven cloth at the start of the shift		3	1	2
	PC10.ensure the perfect arrangement of warp yarn eliminating cross end, taut end, missing end and big knots etc.		3	1	2
	PC11.ensure to maintain proper warp tension and fabric tension		3	1	2
	PC12.ensure to check the number of warp yarns (runners) and to control the width of the cloth		3	1	2
	PC13.ensure to use correct warp count, weft count, correct reed porter and proper camb filing		3	1	2
	PC14.ensure to avoid quality mix-up by use of proper quality tag for cop and spools		3	1	2
	PC15.avoid contamination, interference, staining of fabric ensure to clean the machine and surrounding area. No dust, fluffs etc. should be allowed to be deposited on the machine/machine part. The loom should be cleaned and oiled regularly in time		5	2	3



PC16.ensure to follow the instruction of supervisor and sardar for quality change	3	1	2
PC17.ensure that weavers should know the reasons for wastage of warp and weft yarns	3	1	2
PC18.ensure that the weavers should have motivation to reduce yarn wastage	3	1	2
PC19.ensure that warp beam are fully exhausted, i.e, do not doff beams without its full exhaustion	3	1	2
PC20.ensure that for repairing missing ends and broken warps, yarn from small cops must not be used	3	1	2
PC21.ensure cops should be fully consumed and yarn must not be pulled from cops	3	1	2
PC22.ensure while joining fresh warp beam, yarn must not be pulled unnecessarily causing wastage of beam yarns	4	2	2
PC23.ensure to sort out the defective cops separately and to consume the same as far as practicable	3	1	2
PC24.ensure to give up the habit of pick-back practice	3	1	2
PC25.ensure to use individual wastage bag and keep it at proper	3	1	2
PC26.ensure to use correct weft count and warp count during replacement of missing ends	3	1	2
PC27.ensure proper use of cop bands and mark for quality for avoiding quality mix-up	3	1	2
PC28.ensure that weavers must not store excessive number of cops near the looms as the cops get distorted and become soft due to this reason	3	1	2
PC29.ensure that weavers should take proper care towards cleaning and proper maintenance of loom keeping good relation with maintenance mistry	3	1	2
PC30.ensure that weavers should do the periodical of loom and loom parts, particularly reeds and cambs. The lower parts of the loom can be cleaned periodically at least before installation of new warp beams	4	2	2
PC31.ensure that weaver should do minor lubrication and minor repair job as a regular practice	3	1	2



PC32.ensure to identify broken or worn out loom parts and to be replaced	3	1	2
PC33.ensure to check all the loom parts in case of frequent loom knock-off and high warp breakages. After identifying the causes, it should be rectified as early as possible	3	1	2
PC34.ensure to check various loom parts including shuttle and shuttle box, which is very essential	4	2	2
PC35.ensure to eliminate the malpractice of throwing thread waste, empty spool centre, caddies, cop bands etc. on floor	3	1	2
PC36.ensure to maintain good housekeeping and surroundings clean	3	1	2
PC37.ensure to report the concerned sardar or other superior about any mechanical irregularity in running the loom so that the same can rectified early before breakdown occurs	4	2	2
PC38.ensure to check and rectify the settings and looseness/tightness of any loom parts	3	1	2
PC39.correct the fabric defects like wrong Drawing, Wrong Denting, End Out, Double End etc., immediately and also ensure that the other fabric defects too are corrected at the earliest, before continuing further production	4	2	2
PC40.ensure to check the proper alignment of the sley race, reed and box back and adjust accordingly to avoid shuttle flying out	4	2	2
PC41.ensure that reed screw are properly fixed and there is no broken reed	2	1	1
PC42.heald frame height should be properly maintained and take the help of proper template to fix the heald frame with reed	4	2	2
PC43.unweave if there are any floats & run the machine without Starting Mark or crack	3	1	2
PC44.ensure that the loose threads are nothanged in higher length (not more than 4 mm) after attending to the warp breaks. accordingly it has to be trimmed	3	1	2



	PC45.ensure that the looms are stopped for a minimum possible down time due to whatever reason to achieve maximum output		3	1	2
	PC46.ensure that cloth rolls are doffed whenever/ wherever necessary		2	1	1
	PC47.give preference to safety. should not enter the area, where he/ she is not allowed. Should not do a job in which training has not being given		3	1	2
		<b>Total</b>	150	56	94
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
	PC12.Store cleaning equipment safely after use		3	1	2
	PC13.Carry out cleaning according to schedule and limits of responsibility		5	2	3
		<b>Total</b>	<b>50</b>	<b>19</b>	<b>31</b>
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
		<b>Total</b>	<b>50</b>	<b>19</b>	<b>31</b>
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
	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
		<b>Total</b>	<b>100</b>	<b>33</b>	<b>67</b>
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
		<b>Total</b>	<b>50</b>	<b>20</b>	<b>30</b>
<b>Grand Total</b>			<b>500</b>	<b>177</b>	<b>323</b>