



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 Screen Printer

SECTOR/S: HANDICRAFTS AND CARPET

SUB-SECTOR: Hand Crafted Textiles

OCCUPATION: Natural Fibre Crafts

REFERENCE ID: HCS/Q7404

ALIGNED TO: NCO-2015/7319.74

Brief Job Description: A jute Screen Printer is responsible for preparation of Screen and Printing Paste, and applying that Printing Paste through Screens of specific design. He is also responsible for printing Jute fabric as per specific design without damaging either fabric or screen. He/She should know how to print without any print defect or design distortion.

Personal Attributes: A Jute Screen Printer should have good capability of drawing, eyesight, matching skills for preparation of Screen and Print Paste, and running squeegee on Screen using suitable Print Paste. He/she should also have good interpersonal skills for exchange of design ideas and understand the reasons of defect in printing.





Job Details	Qualifications Pack Code	HCS/Q7404		
	Job Role	Jute Screen Printer (Applicable for National Scenarios)		
	Credits	TBD	Version number	1.0
	Sector	Handicrafts and Carpet	Drafted on	05/02/2016
	Sub-sector	Hand Crafted Textiles	Last reviewed on	10/11/2017
	Occupation	Natural Fibre Crafts	Next review date	10/11/2019
	NSQC Clearance on	NA		

Job Role	Jute Screen Printer
Role Description	A jute Screen Printer is responsible for preparation of Screen and Printing Paste, and applying that Printing Paste through Screens of specific design. He is also responsible for printing Jute fabric as per specific design without damaging either fabric or screen. He/She should know how to print without any print defect or design distortion.
NSQF level	4
Minimum Educational Qualifications	Basic Literacy
Maximum Educational Qualifications	NA
Prerequisite License or Training	300 hrs basic training in Jute Dyeing and Printing department
Minimum Job Entry Age	18 Years
Experience	3-6 months experience in Jute Dyeing and Printing department
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> 1. HCS/N7408 Take charge of shift and hand over shift to JuteScreen Printer 2. HCS/N7409 Responsibility of Jute Screen Printer 3. HCS/N9005 Maintain work area and tools in handloom sector 4. HCS/N9006 Working in a team in handloom sector 5. HCS/N9007 Maintain health, safety and security atwork place in handloom sector 6. 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.
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



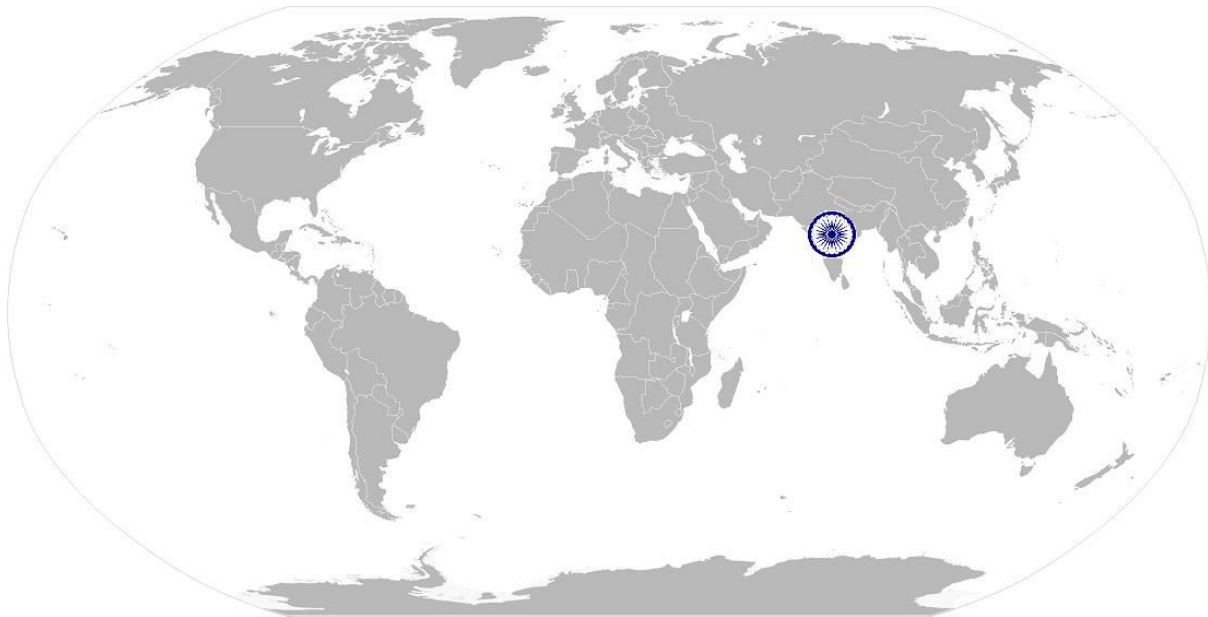
	objectives of the function.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Unit Code	Unit Code is a unique identifier for a NOS unit, which can be denoted with an 'N'
Unit Title	Unit Title gives a clear overall statement about 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.
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/N7408 Take charge of shift and hand over shift to Jute Screen Printer

National Occupational Standard



Overview

This unit is about taking charge of shift from previous shift screen pinterand handing over to nextshift Jute Screen Printer.



HCS/N7408 Take charge of shift and hand over shift to Jute Screen Printer

National Occupational Standard

Unit Code	HCS/N7408
Unit Title (Task)	Take charge of shift and hand over shift to Jute Screen Printer
Description	This unit is about taking charge of shift from previous shift jute Screen Printer and relieving the responsibilities to the next shift jute Screen Printer.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Take charge of shift from Jute ScreenPrinter • Hand over shift to Jute ScreenPrinter
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Take charge of shift from Jute Screen Printer	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. come at least 10 - 15 minutes earlier to the work place</p> <p>PC2. collect or bring the necessary operational tools required by this Screen Printing department like tracing paper, drawing, glue, tapes, pencil/pen/black ink, dichromate/Sensitizer, chemicals, PVA, gel, brush, squeeze screen, working light set, dryer</p> <p>PC3. meet the previous shift Jute Screen Printer and discuss with him/her regarding the issues faced by them with respect to the design quality, print paste quality, production, spare parts, accessories/ safety or any other specific instruction etc.</p> <p>PC4. understand jute fabric being printed & preparatory process undergone before printing</p> <p>PC5. ensure the technical details as mentioned on the job card display for each jute screen printer</p> <p>PC6. check for the availability of thickener/binder/catalyst/other ingredients for preparation of Print Paste correctly with required viscosity</p> <p>PC7. check the cloth and print paste for next batch to be printed is ready near the Print table</p> <p>PC8. ensure the required Screen preparation chemicals/gels, dyes and pigments and chemicals like binder, catalyst, softener, wetting agent, kerosene/tar pin oil etc. are already weighed & prepared</p> <p>PC9. check the error free, design imprinted and clean Print Screen and clean work areas</p> <p>PC10. know from the previous shift printer for any deviation in the above and pass on the same knowledge of his/ her shift to the printer of next shift</p> <p>PC11. take over the charge of present shift from the outgoing jute screen printer with sufficient brief of quality, process, shift etc.</p>
Hand over shift to Jute Screen Printer	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC12. ensure in providing the details regarding jute fabric quality & the process printing design running and Printing Paste in stock remained etc.</p> <p>PC13. provide all relevant information regarding the loss of production/defects in printing and if any damage occurs to the fabric or prints.</p>



HCS/N7408 Take charge of shift and hand over shift to Jute Screen Printer

	<p>PC14. ensure the proper fitting of clips etc. for screen printing table</p> <p>PC15. ensure the next lot of fabric to be printed is ready near the table already set & arranged properly</p> <p>PC16. ensure the required Screen preparatory chemicals, Nylon Screen cloth, dyes & chemicals, binder etc. for the next lot or next shift of Screen printing work for jute fabric</p> <p>PC17. get clearance from the incoming counterpart Jute Screen Printer before leaving the work spot</p> <p>PC18. report to his/ her shift superiors as well as superiors of the incoming shift when the jute printer of next shift doesn't report</p> <p>PC19. ensure the shift has to be properly handed over with all detailed information to the incoming shift Jute Screen Printer</p> <p>PC20. report to his/ her shift superior about the design /defects/print paste quality /fabric quality / production and safety during Screen printing, issues/ any other issue faced in his/ her shift and should leave the department only after getting clearance for the same from his/ her superiors</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Standard Operating Procedures (SOP) preparation of Print Paste, recipe and method of Screen Printing of jute fabric by Pigment Colour or any other and all other procedure</p> <p>KA2. the working procedure and regulations of a jute mill</p> <p>KA3. safe working practices to be adopted in jute mill for Screen Printing Operation and other process</p> <p>KA4. design idea, drawing, quality of fabric</p> <p>KA5. quality systems and other processes practiced in the jute mill for screen printing and other department</p> <p>KA6. reporting to the supervisor or higher authority and communicative procedures in case of any anomaly and emergency</p> <p>KA7. design coding, Print Paste coding, fabric coding and color coding adopted for different jute decorative products in a jute mill</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. the importance of defects free quality & productivity and design quality, pigment distortion and damage</p> <p>KB2. reasons for various defects in jute fabric, print defects and any other defects in jute processing & their remedy</p> <p>KB3. step by step operation and process flow in a dyeing and printing process</p> <p>KB4. material flow in a dyeing and printing department of a jute mill</p> <p>KB5. functions of various equipment/accessories used and controls of the printing operations for Screen Printing</p> <p>KB6. importance of material handling and types of material handling equipment being used in the dyeing and printing unit</p> <p>KB7. importance of cleanliness at workplace</p> <p>KB8. the functions of various alarm and signals</p>



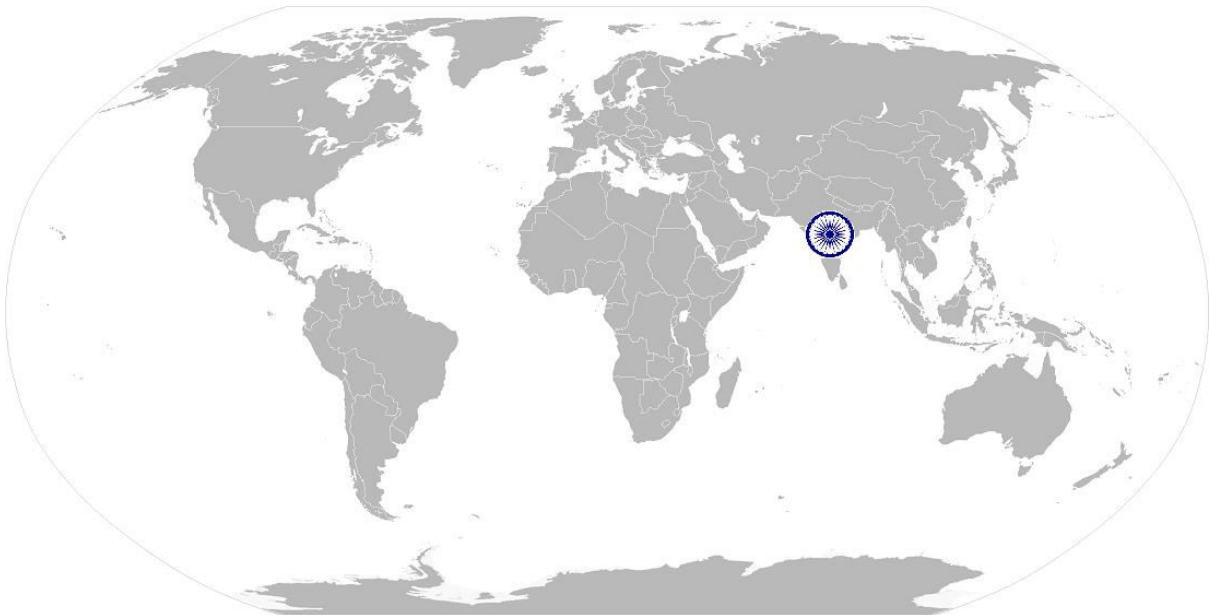
HCS/N7408 Take charge of shift and hand over shift to Jute Screen Printer

	<p>KB9. guidelines for printing operation and their setting</p> <p>KB10. guidelines for taking charge of shift from previous shift Jute Screen Printer</p> <p>KB11. guidelines for handing over the shift to the next shift Jute Screen Printer</p> <p>KB12. safety procedures to be followed while carrying out the printing operation</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 and fabric specification and Print Design, drawing
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA3. communicate with supervisor or higher authority appropriately SA4. talk to others fellow workers/printers to convey information effectively to them asneeded
B. Professional Skills	Decision Making
	NA
	Plan and Organize
	NA
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB1. print according to customers order and design
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB2. identify the real reason of any problem faced (may be poor fabric quality, improperpreparation of Print Paste, Bad Screen, wearing in squeeze etc. SB3. eleminate problem by solving different faults SB4. refer anomalies to the supervisor or higher authorities SB5. seek clarification on problems from others/supervisors/fellow printers SB6. apply good attention to detail work for defect free Screen Printing SB7. check your work is complete and free from errors and defects SB8. make sure every kind of communication is error free and is not distorted SB9. learn the methodology to operate the Screen Printing operation SB10. operate various control measure and tools/valves& traps for control of the process/ steam pressure and temperature for print fixation SB11. operate different material handling tools and accessories SB12. check the quality of printed and processed jute fabric required for the process



HCS/N7408 Take charge of shift and hand over shift to Jute Screen Printer

	of Jute Screen Printing SB13. maintain cleanliness at work place
	Analytical Thinking
	NA
	Critical Thinking
	NA

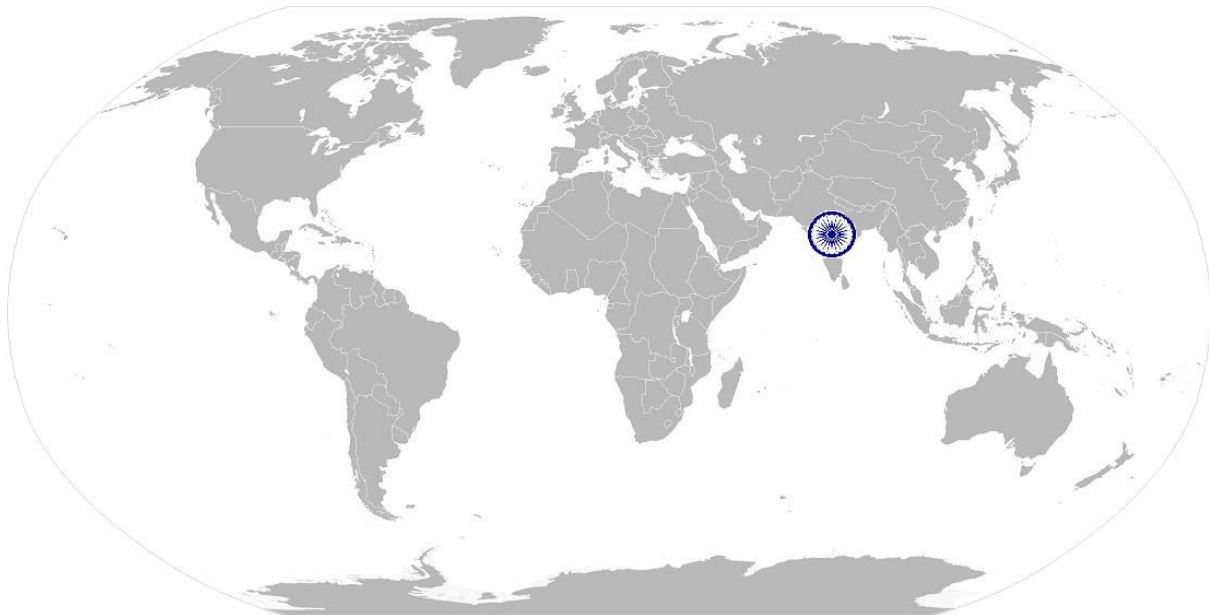




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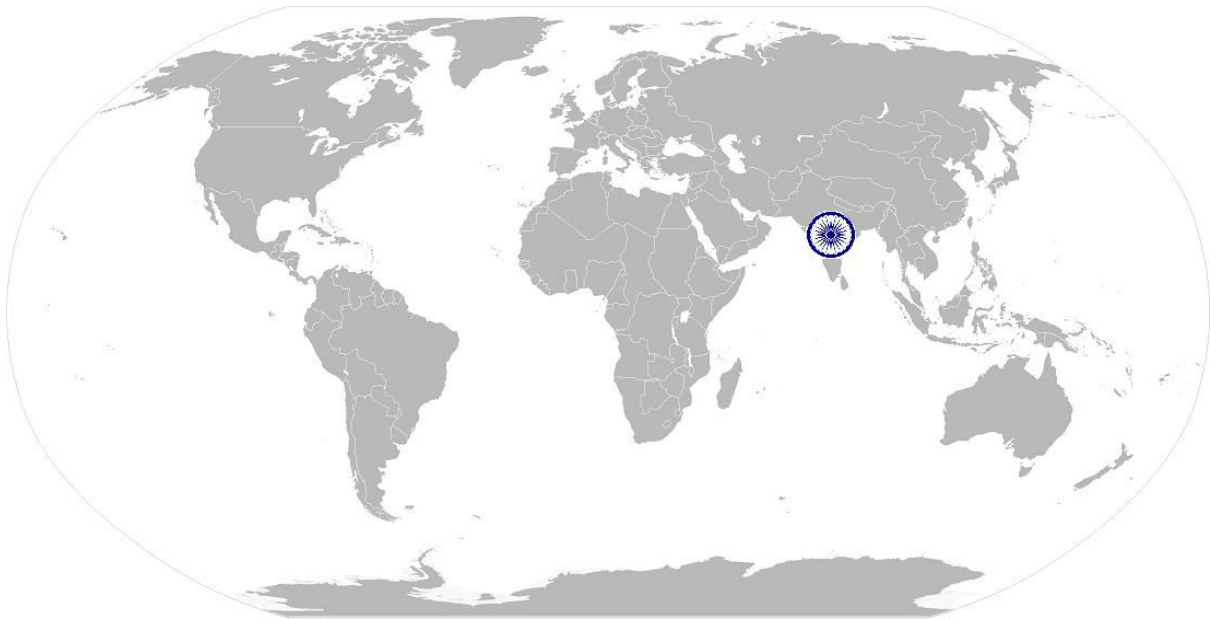
Qualifications Pack Code	HCS/N7408		
Credits	TBD	Version number	1.0
Sector	Handicrafts and Carpet	Drafted on	05/02/2016
Sub-sector	Hand Crafted Textiles	Last reviewed on	
Occupation	Natural Fibre Crafts	Next review date	





HCS/N7409 Responsibility of Jute Screen Printer

National Occupational Standard



Overview

This unit is about operating the Jute Screen Printing task.



HCS/N7409 Responsibility of Jute Screen Printer

Unit Code	HCS/N7409
Unit Title (Task)	Responsibility of Jute Screen Printer
Description	This unit is about operating the Jute Screen Printing task.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> • Carry out preparatory activity of screen making • Prepare the screen as per design and as per work order • Carry out preparatory activities for preparing the jute fabric by scouring/bleaching/dyeing and drying etc. to make it ready for printing • Preparation of Print Paste with utmost care and proper instruction • Fix and set the designed screen and arranged to put the Print Paste onscreen. Operate the squeeze for printing specified design as per work order on specified preferred jute fabric • Clean the screen and squeeze on a regular basis & carry out preventive maintenance of it.
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Carry out preparatory activity of screen making	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. stretch the screen cloth on the back side of the frames evenly (creaseless) and fix it temporarily to keep for few hours</p> <p>PC2. re-stretch the mesh cloth again & stick it to the frame with glue or with cord/nails</p> <p>PC3. decrease the screen thoroughly using screen degreaser</p> <p>PC4. Identify the design and colour combination mentioned in the work order, how to prepare the design on tracing with colour separation</p> <p>PC5. check the art work or the design film to be exposed/ prepared</p> <p>PC6. cut the Nylon Screen fabric design required number of meshes as per size of screen/ screen frame</p>
Prepare the screen as per design and as per work order	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC7. draw the design as per color used on tracing paper</p> <p>PC8. check the design repeat and design measurement</p> <p>PC9. check the number of colours used and need to be printed in the specified design and do colour separation</p> <p>PC10. clean the screen frames and choose correct error free / defect free screen</p> <p>PC11. select the right mesh size of screen cloth depending upon the type of design to be printed (fine/coarse cloth)</p> <p>PC12. apply solvent resistant PVA Gel emulsion with Sensitiser mixed, evenly to the screen by brush</p>



HCS/N7409 Responsibility of Jute Screen Printer

	<p>PC13. dry the screen completely in dark before exposure, in low temperature dryer</p> <p>PC14. maintain optimum drying conditions in the drying chamber</p> <p>PC15. ensure the drying area is warm, dust free and dark (no light)</p> <p>PC16. put the traced design over and above the screen mesh cloth and fix with glue and Tape with marking point properly placed</p> <p>PC17. expose the screen with design tracing paper fixed at the back to be placed to light exposure unit</p> <p>PC18. wash the exposed screen thoroughly to get the design part cleared and another part is hardened after two hours exposure</p> <p>PC19. dry the screen completely for use</p>
<p>Carry out preparatory activities for preparing the jute fabric by scouring/bleaching / dyeing and drying etc. to make it ready for printing</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC20. summarize the task mentioned in the work order (design, number of colours, fabrics, back ground colour of fabrics, Repeat unit/Border etc.)</p> <p>PC21. ensure that the specified screen are properly washed and clean</p> <p>PC22. check the fabric for its whiteness /colour /specification etc. and load the fabric from the batch/trolley in the center of the screen printing table or screen printing machine</p> <p>PC23. apply glue/adhesive material to the printing blanket for sticking</p> <p>PC24. ensure fabric is fed/laid as crease-free and lint/ dust free and surface is ready for printing from all aspects</p> <p>PC25. place the specified screens with design as per work order on and above the table in sequence for varying number of colours etc. and those are to be put on Printing Table or Printing Head of the machine according to the colour to be printed</p> <p>PC26. set the repeat according to the design to be printed as per measurement and marks on the screen</p>
<p>Preparation of Print Paste with utmost care and proper instruction</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC27. get all dyes or Pigments & printing chemical/ auxiliaries (like Binder, Catalyst, Thickener or Kerosene oil or Turpentine oil) etc. are ready in specific quantity weighted</p> <p>PC28. get and check the recipe / instruction and mix the gum/synthetic thickener/oil in water emulsion thickener, binder & other auxiliaries first to get the required viscosity by stirring well with stirrer</p> <p>PC29. dissolve and add specified dyes/ intake pigments emulsion to the above said thickening paste according to the shade and design to be printed on the cloth and filter the coloured print paste to avoid choke up of design screen</p>
<p>Fix and set the designed screen and arranged to put the Print Paste on screen. Operate the squeeze for printing specified</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC30. check and put screen to 'zero' position on the print machine or print table blanket for proper fabric printing before starting to print fabric</p> <p>PC31. make the Screen print table and fabric laid on it (with glue on table blanket) and start of the printing & keep the squeeze ready and adjusting squeeze pressure by trial printing if registration is poor or</p>



HCS/N7409 Responsibility of Jute Screen Printer

<p>design as per work order on specified preferred jute fabric</p>	<p>uneven or proper</p> <p>PC32. maintain synchronized feed/laying of specified fabric for print in machine or Print Screen Table</p> <p>PC33. carryout printing with proper squeeze pressure and check for pin holes/defects & other defects due to blockage of screen or any other reason</p> <p>PC34. take out the printed fabric and send to drying and stretching and /or curving and clean the screens, after printing is stopped for longer periods</p> <p>PC35. make sure the fabric is dried and stretched/curved properly after printing</p>
<p>Clean the screen and squeeze on a regular basis & carryout preventive maintenance of it</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC36. keep the print table/Screens/Squeeze and Print machine always clean at all times and clean the printing blanket before changing to new design or new matching</p> <p>PC37. check the screens for any defect and repair/replace following preventive maintenance schedule and ensure that the print machine and strirrer and dryer etc. running smoothly</p> <p>PC38. check that all controls of screen printing and print fixation drying/stirring machine</p> <p>PC39. clean the printing blanket before changing to new design or new shad matching</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. standard operating procedures (SOP) and regulations of a dyeing and printing section of a jute mill</p> <p>KA2. procedure followed to get the final print and product as output of the printing unit</p> <p>KA3. safe working practices to be adopted in dyeing and printing unit</p> <p>KA4. reporting to the supervisor or higher authority in case of any anomalies /defects or emergency</p> <p>KA5. product or color coding and methods adopted for different fabric/ print design as per work order of the dyeing and printing unit of a jute mill</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. importance of discipline & punctuality</p> <p>KB2. importance of shift take over & handover in achieving quality print product & get maximum productivity</p> <p>KB3. checking of defects such as misprint, crease marks, lint or loose thread, colour smear, pin holes, swearing/ distortion/ glue streaks/ wrong registering etc.</p> <p>KB4. types of fiber and fabrics to be prepared properly before printing</p> <p>KB5. process flow for preparation of fabrics before printing & types of print paste used and process of print function</p>



HCS/N7409 Responsibility of Jute Screen Printer

	<p>KB6. how to keep enough fabric ready to lay on the print table for screen printer to feed enough fabric continuously in print machine for non-stop running of machine</p> <p>KB7. printing from lighter colour first to dark colour in the last</p> <p>KB8. how to check viscosity of print paste & quantity of glue to be applied on print blanked for laying/ laid fabric to be fixed firmly during printing operation</p> <p>KB9. how to improve/ reduce fluidity/ viscosity of print paste for adsorption</p> <p>KB10. functioning of various control during screen printing</p> <p>KB11. how to avoid creases in the fabric which will lead to misprint in the fabric</p> <p>KB12. faster change over of design or colour matchings for better efficiency & productivity</p> <p>KB13. how to avoid smearing & distortion of the print due to abrasion</p> <p>KB14. adjustment of squeeze pressure for sharp registration of print design</p> <p>KB15. the printing operations & functions of various controls of printing methods used</p> <p>KB16. knowledge about printing operation using print table and screens on printing machine, controlling proper repeat size & their setting and to know operation of print timing</p> <p>KB17. screen and squeeze printing machine (when it's due for maintenance) are to be made clean and to be maintained regularly</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 SA3. read specification of fabric design and drawing, colour separation instructions
	Oral Communication (Listening and Speaking Skills)
B. Professional Skills	Decision Making
	NA
	Plan and Organize
	NA



HCS/N7409 Responsibility of Jute Screen Printer

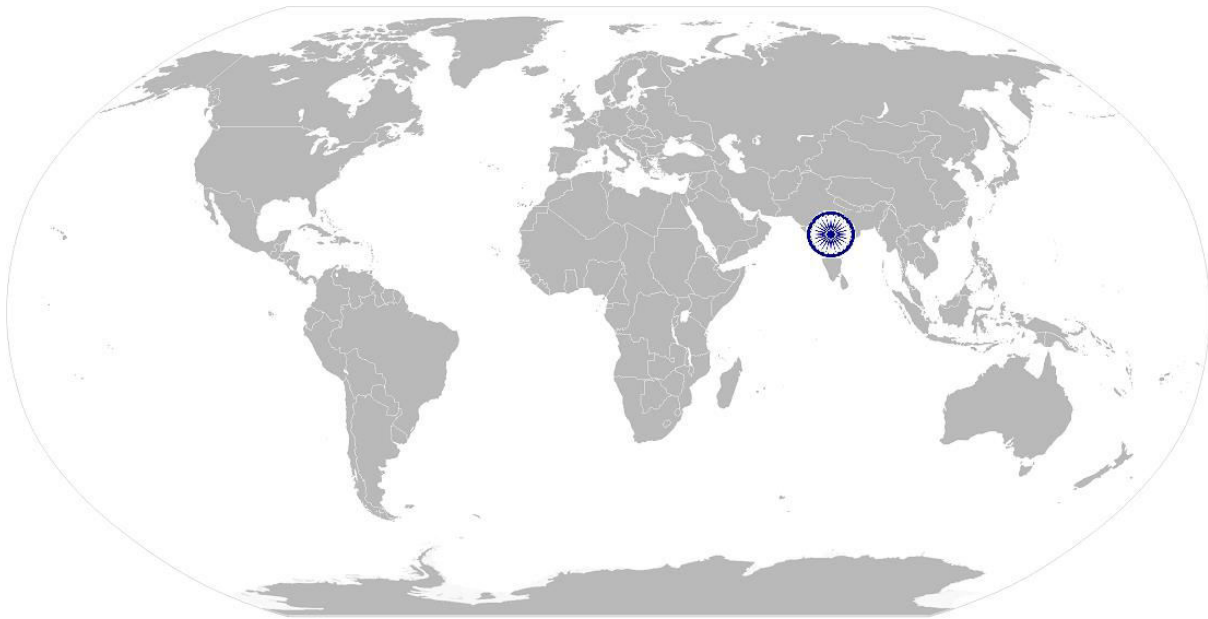
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB1. get the design specification as per work order and prepare screens for varying number of colour combinations for finally printing on jute frames
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. identify the real reason of problem faced during Print Screen preparation, Print Paste preparation, supply of fabric and carrying out printing as per work order SB3. apply problem-solving approaches in different situations SB4. refer anomalies to the supervisor or higher authorities SB5. seek clarification on problems from others/ superiors SB6. apply good attention to detailworking procedures and methods SB7. check your work is complete and free from errors and defects SB8. make sure every kind of communication is error free and not distorted SB9. the various faults in fabric design, Print Paste preparation, Screen preparation and printing procedures to do immediate action for their correction during printing SB10. use of correct Screen, correct design for printing, also use proper tools for cleaning Screens/Squeeze and Printing machines SB11. use of expander rolls/ devices & tensioning devices SB12. how to use stirring techniques of binder, thickeners & other auxiliaries for Print Paste preparation SB13. know all methods of printing operation & other control parameters for printing laying table and Screen or Printing machine and print fixation machinery SB14. clean or replace the screens, if it is blocked / damaged anywhere SB15. use of proper cleaning tools and methods of cleaning and routine maintenance of all machinery and table properly
	Analytical Thinking
	NA
	Critical Thinking
	NA



HCS/N7409 Responsibility of Jute Screen Printer

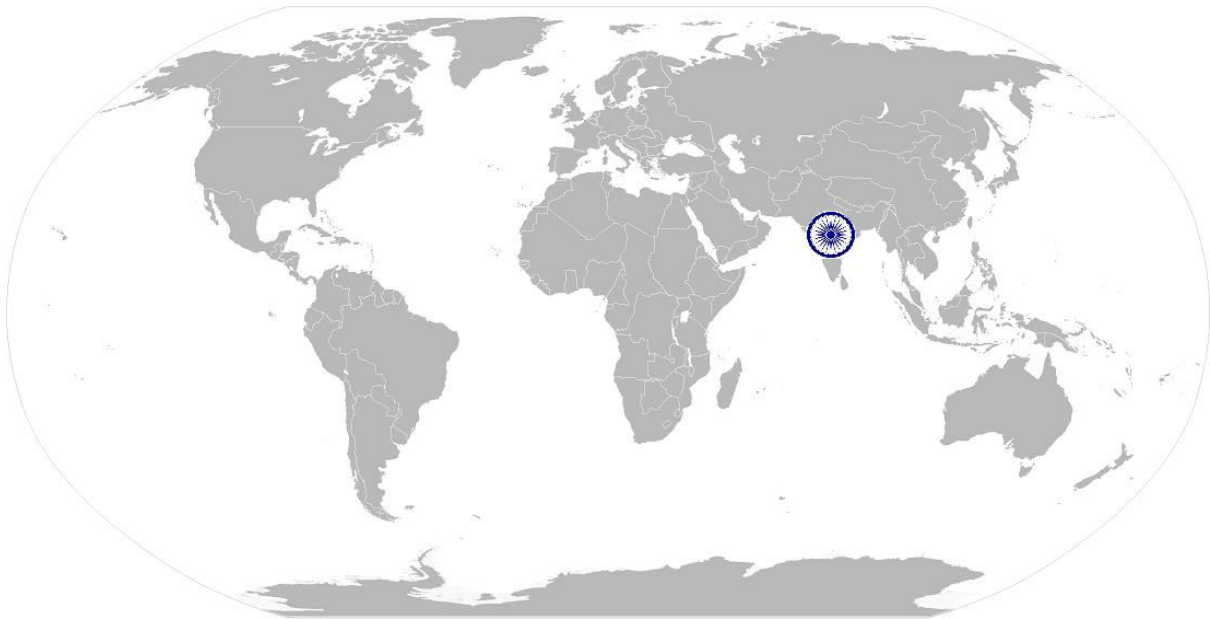
NOS Version Control

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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	





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

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	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. handle materials and tools safely and correctly</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use materials in a manner to minimize waste</p> <p>PC4. maintain a clean and hazard free working area</p> <p>PC5. maintain the tools and equipment used</p> <p>PC6. carry out running maintenance within agreed schedules one's responsibility</p> <p>PC7. identify damaged tools and materials and take action according to the standards followed</p> <p>PC8. ensure that the correct tools and yarn required are in place</p> <p>PC9. work in the correct posture</p> <p>PC10. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC11. dispose of waste safely in the designated location</p> <p>PC12. store cleaning equipment safely after use</p> <p>PC13. carry out cleaning according to schedule and limits of responsibility</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. personal hygiene</p> <p>KA2. safe working practices and Cooperative Society/NGO/SHG/cluster procedures</p> <p>KA3. limits of your own responsibility</p> <p>KA4. ways of resolving problems within the work area</p> <p>KA5. the production process and the specific work activities that relate to the whole process</p> <p>KA6. the importance of effective communication with colleagues</p> <p>KA7. the lines of communication, authority and reporting procedures</p> <p>KA8. the Cooperative Society/NGO/SHG/cluster rules, codes and guidelines (including time keeping)</p> <p>KA9. the company's quality standards</p> <p>KA10. the importance of complying with written instructions</p>



HCS/N9005

Maintain work area and tools in handloom sector

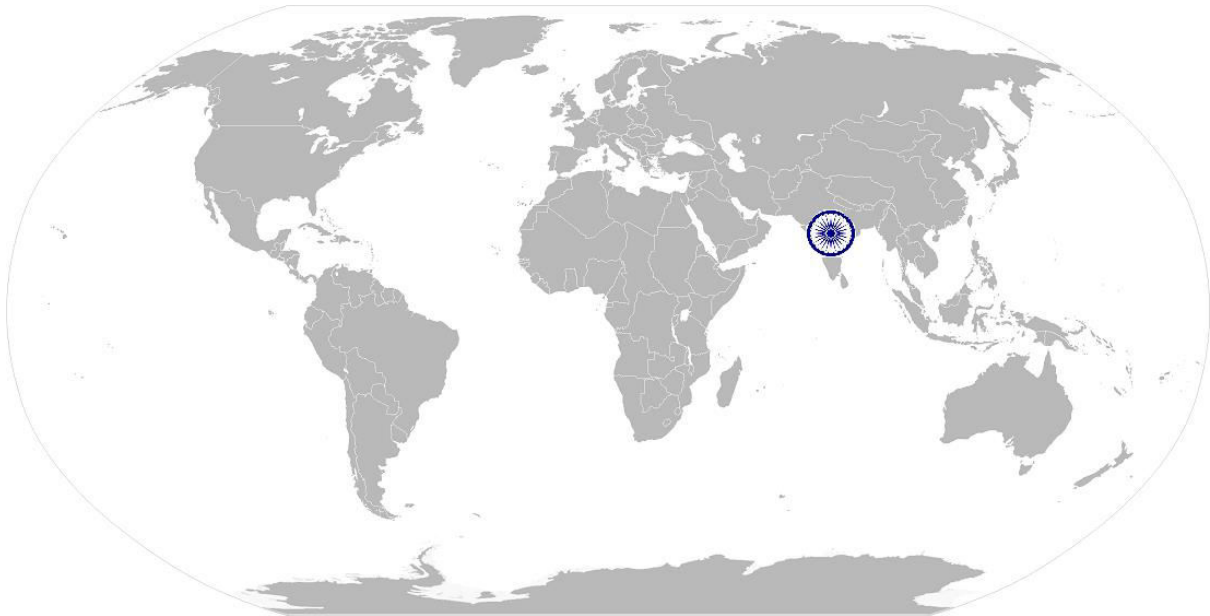
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <ul style="list-style-type: none"> KB1. work instructions and specifications and interpret them accurately KB2. method to make use of the information detailed in specifications and instructions KB3. relation between work role and the overall manufacturing process KB4. the importance of taking action when problems are identified KB5. different ways of minimising waste KB6. effects of contamination on products KB7. common faults and the methods to rectify them KB8. tools maintenance procedures KB9. hazards likely to be encountered when conducting routine maintenance KB10. different types of cleaning substances and their use KB11. safe working practices for cleaning and the methods of carrying them out
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>The user/individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA1. write in local language <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA2. read and comprehend written instructions <p>Oral Communication (Listening and Speaking Skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SA3. listen effectively and orally communicate information accurately SA4. ask for clarification and advice from others
B. Professional Skills	<p>Decision Making</p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response <p>Plan and Organize</p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB3. plan and organize your work to achieve targets and deadlines <p>Customer Centricity</p> <p>The user/ individual on the job needs to know and understand how to:</p> <ul style="list-style-type: none"> SB4. avoid absenteeism SB5. be punctual SB6. work in Discipline SB7. act objectively, rather than impulsively or emotionally when faced with SB8. difficult/stressful or emotional situations



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	



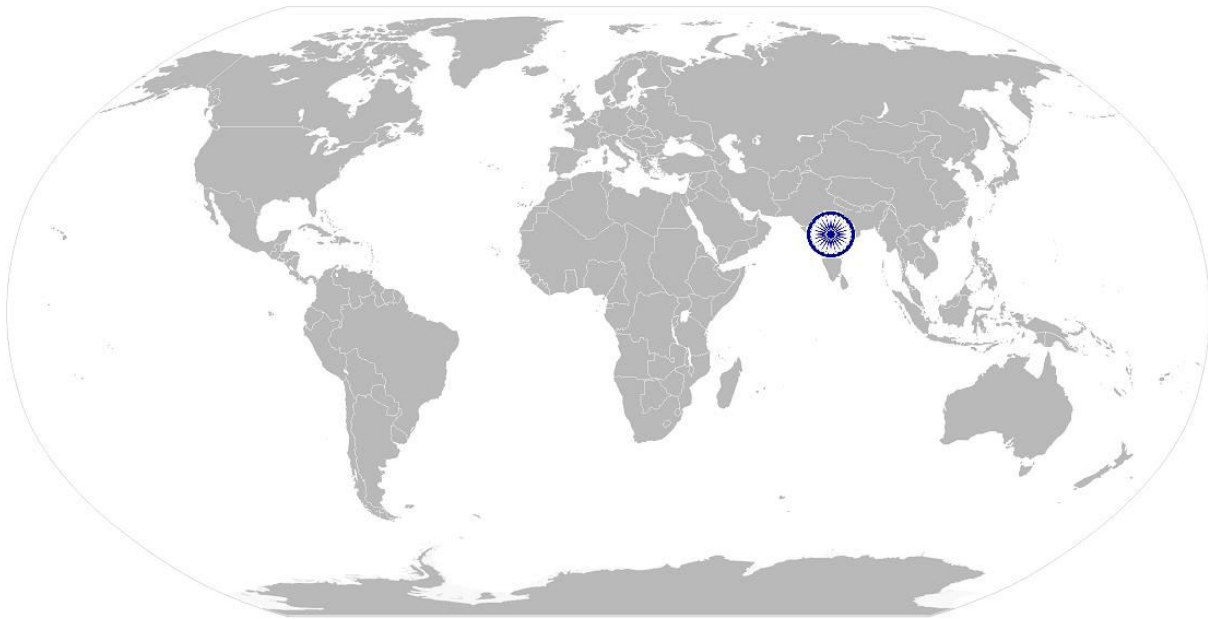


HCS/N9005

Maintain work area and tools in handloom sector

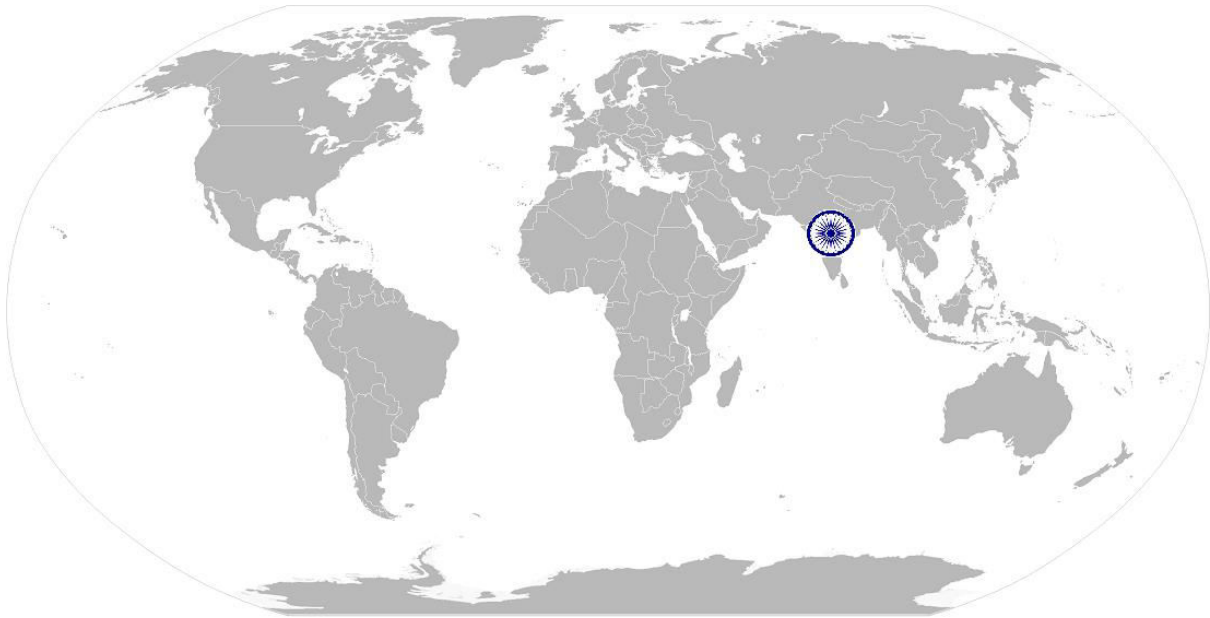
NOS Version Control

Qualifications Pack Code	HCS/N9005		
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	





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	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

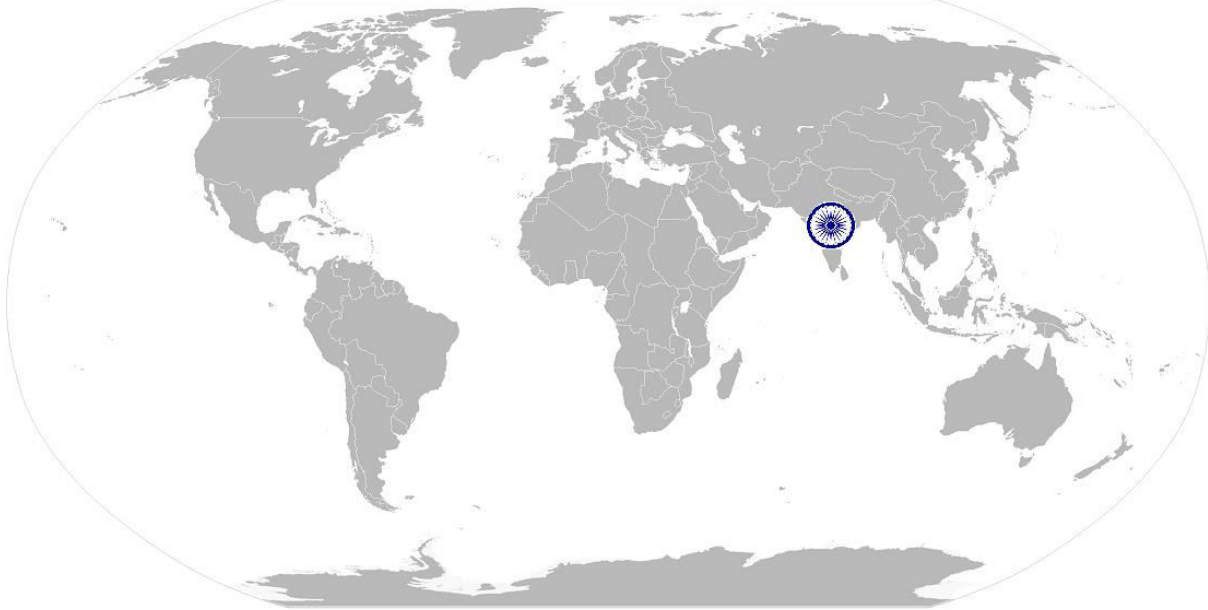


HCS/N9006

Working in a team in handloom sector

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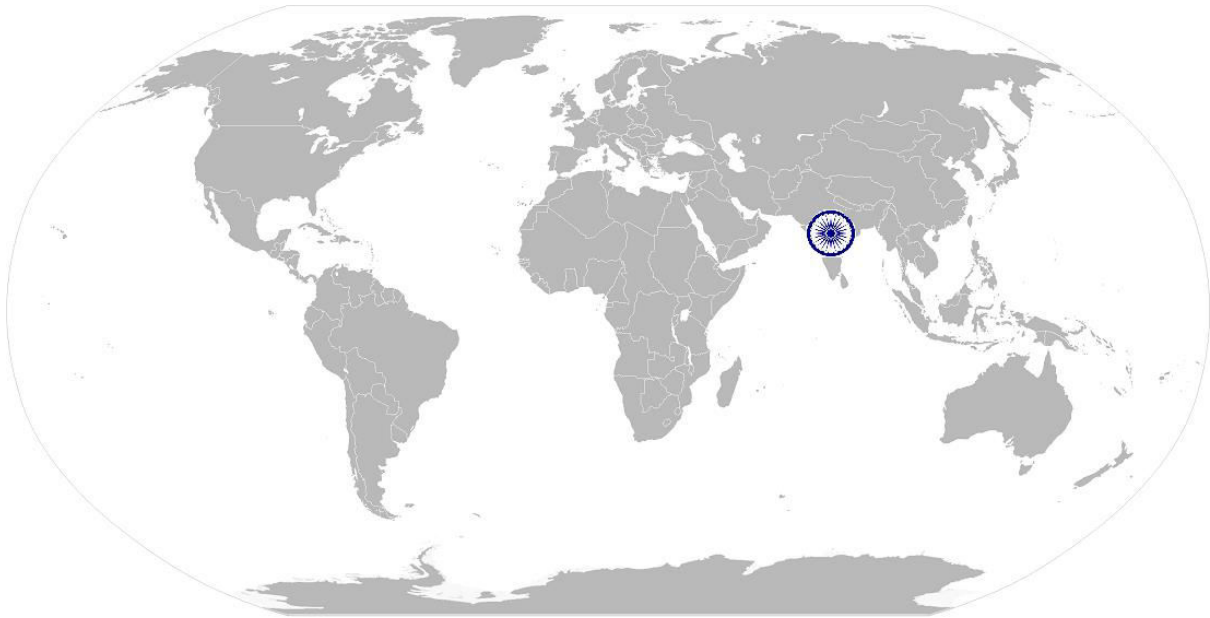
NOS Code	HCS/N9006		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	05/02/2016
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	
Occupation	Natural Fibre Crafts	Next review date	





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	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment as per protocol PC3. carry out own activities in line with approved guidelines and procedures PC4. maintain a healthy lifestyle and guard against dependency on intoxicants PC5. follow environment management system related procedures PC6. store materials and tools in line with manufacturer's and Cooperative Society/ NGO/ SHG requirements PC7. safely handle and move waste and debris PC8. minimize health and safety risks to self and others due to own actions PC9. monitor the work place and work processes for potential risks and threats PC10. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC11. participate in mock drills/ evacuation procedures organized at the workplace PC12. undertake first aid, fire-fighting and emergency response training, if asked to do so PC13. take action based on instructions in the event of fire, emergencies or accidents PC14. follow Cooperative Society/ NGO/ SHG procedures for evacuation when required
	Recognize the hazards	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC15. identify different kinds of possible hazards (environmental, personal, ergonomic, and chemical) of the industry PC16. recognise other possible security issues existing in the workplace



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

	<p>PC17. planning the safety techniques</p> <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)	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. 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>
<p>B. Technical Knowledge</p>	<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)	
<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>



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

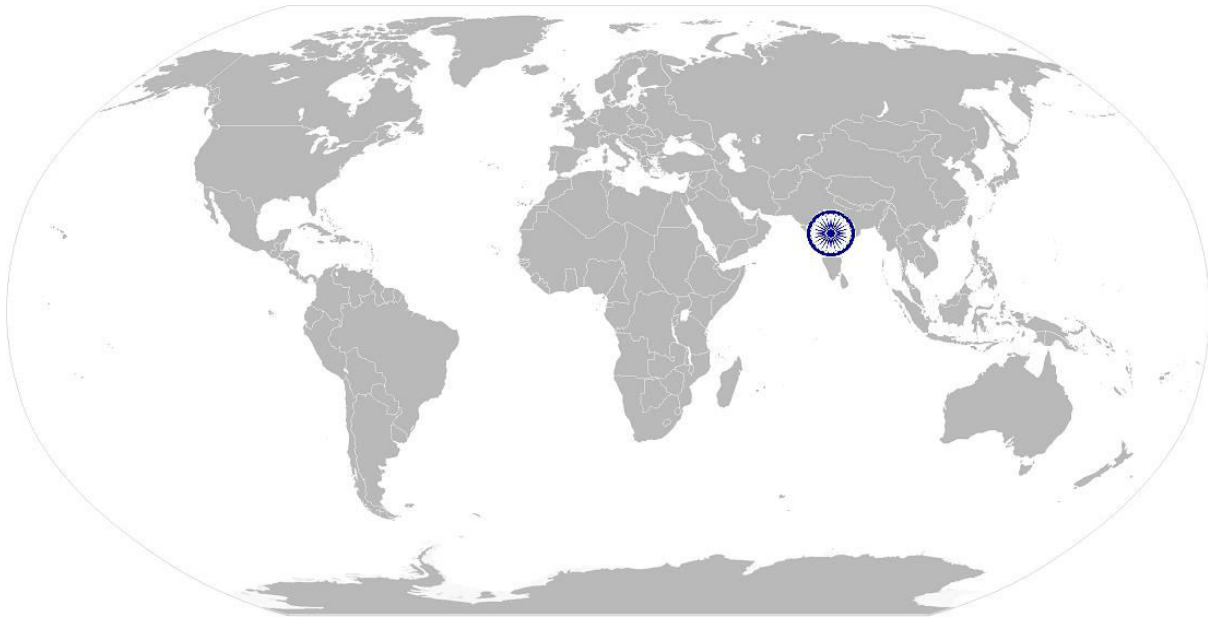
	Plan and Organize
	The user/ individual on the job needs to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	The user/ individual on the job needs to know and understand how to: SB4. avoid absenteeism SB5. be punctual SB6. work in Discipline 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/N9007 Maintain health, safety and security at work place in handloom sector

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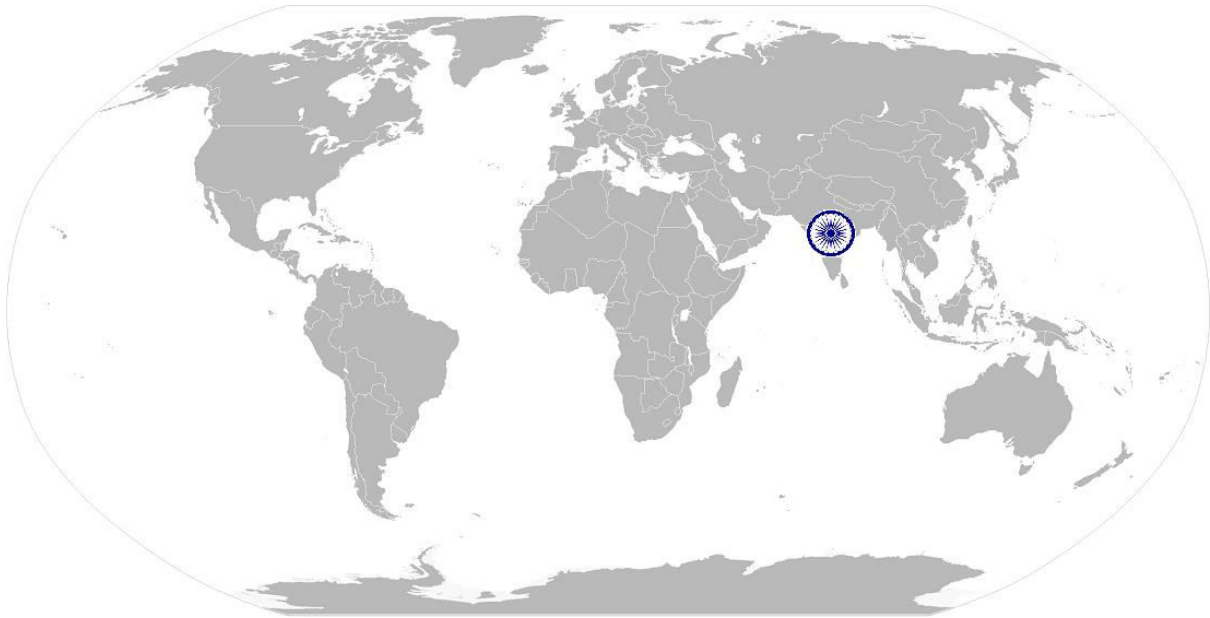
NOS Code	HCS/N9007		
Credits	TBD	Version number	1.0
Industry	Handicrafts and Carpet	Drafted on	05/02/2016
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	
Occupation	Natural Fibre Crafts	Next review date	





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

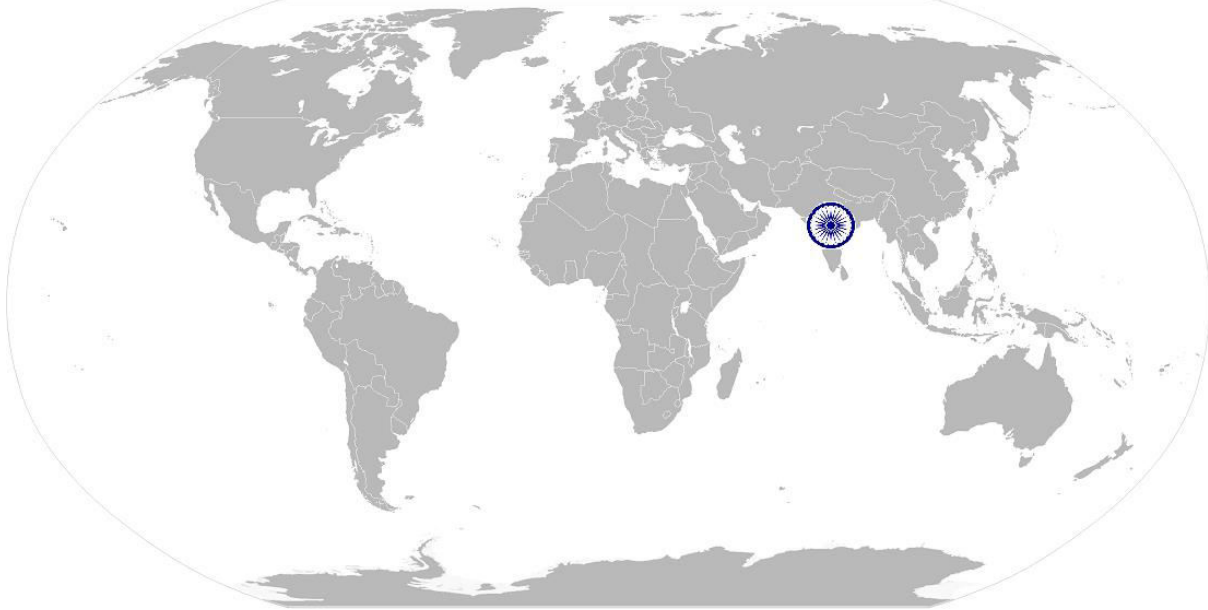
Generic Skills	The user/ individual on the job needs to know and understand how to: SA1. write in local language
	Reading Skills
	The user/ individual on the job needs to know and understand how to: SA2. read and comprehend written instructions
	Oral Communication (Listening and Speaking Skills)
	The 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
	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/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	05/02/2016
Industry Sub-sector	Hand Crafted Textiles	Last reviewed on	
Occupation	Natural Fibre Crafts	Next review date	

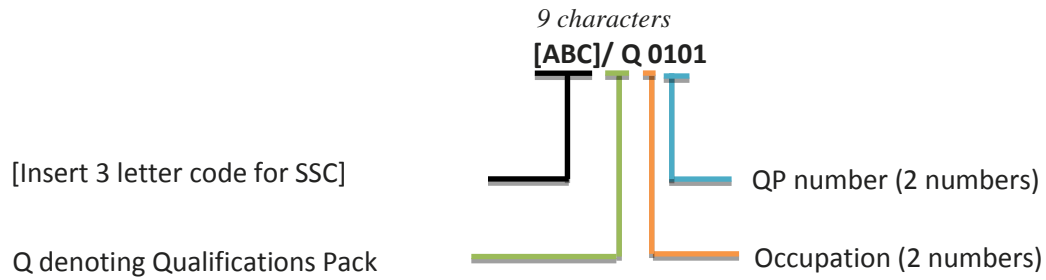




Annexure

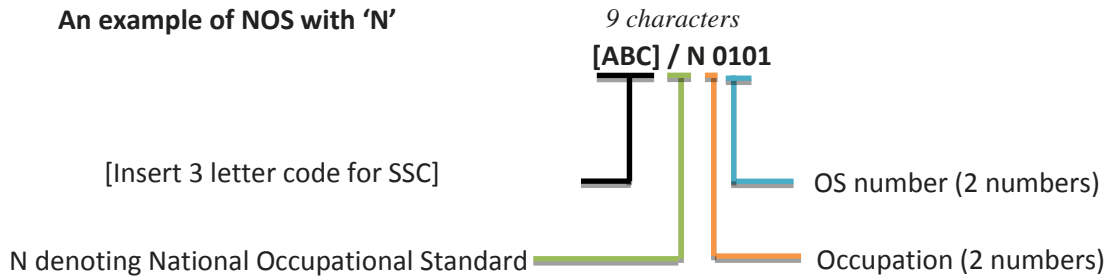
Nomenclature for QP and NOS

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 Screen Printer

Qualification Pack: HCS/Q7404

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/N7408 Take charge of shift and hand over shift to Jute Screen Printer	PC1.come at least 10 - 15 minutes earlier to the work place	100	4	1	3
	PC2.collect or bring the necessary operational tools required by this Screen Printing department like tracing paper, drawing, glue, tapes, pencil/ pen/black ink, dichromate/Sensitizer, chemicals, PVA, gel, brush, squeeze screen, working light set, dryer		5	1	4
	PC3.meet the previous shift Jute Screen Printer and discuss with him/her regarding the issues faced by them with respect to the design quality, print paste quality, production,spare parts, accessories/ safety or any other specific instruction etc.		6	1	5
	PC4.understand jute fabric being printed & preparatory process undergone before printing		4	1	3
	PC5.ensure the technical details as mentioned on the job card display for each jute screen printer		5	1	4
	PC6.check for the availability of thickner/ binder/ catalyst/othersingredient for preparation of Print Paste correctly with required viscosity		6	1	5



PC7.check the cloth and print paste for next batch to be printed is ready near the Print table	5	1	4
PC8.ensure the required Screen preparation chemicals/gels, dyes and pigments and chemicals like binder, catalyst, softner, wetting agent, kerosene/tarpin oil etc. are already weighed & prepared	6	1	5
PC9.check the error free, design imprinted and clean Print Screen and clean work areas	5	1	4
PC10.know from the previous shift printer for any deviation in the above and pass on the same knowledge of his/ her shift to the printer of next shift	4	2	2
PC11.take over the charge of present shift from the outgoing jute screen printer with sufficient brief of quality , process, shift etc.	6	1	5
PC12.ensure in providing the details regarding jute fabric quality & the process printing design running and Printing Paste in stock remained etc.	5	1	4
PC13.provide all relevant information regarding the loss of production/defects in printing and if any damage occur to the fabric or prints.	6	2	4
PC14.ensure the proper fitting of clips etc. for screen printing table	4	1	3
PC15.ensure the next lot of fabric to be printed is ready near the table already set & arranged properly	5	1	4
PC16.ensure the required Screen preparatory chemicals, Nylon Screen cloth, dyes & chemicals, binder etc. for the next lot or next shift of Screen printing work for jute fabric	5	1	4
PC17.get clearance from the incoming counterpart Jute Screen Printer before leaving the work spot	4	2	2
PC18.report to his/ her shift superiors as well as superiors of the incoming shift when the jute printer of next shift doesn't report	5	2	3
PC19.ensure the shift has to be properly handed over with all detailed information to the incoming shift Jute Screen Printer	4	1	3



	PC20.report to his/ her shift superior about the design /defects/print paste quality /fabric quality / production and safety during Screen printing, issues/ any other issue faced in his/ her shift and should leave the department only after getting clearance for the same from his/ her superiors		6	2	4
		Total	100	25	75
HCS/N7409 Responsibility of Jute Screen Printer	PC1.stretch the screen cloth on the back side of the frames evenly (creaseless) and fix it temporarily to keep for few hours	100	3	1	2
	PC2.re-stretch the mesh cloth again & stick it to the frame with glue or with cord/nails		3	1	2
	PC3.decrease the screen thoroughly using screen degreaser		3	1	2
	PC4.understand the design and colour combination mentioned in the work order, how to prepare the design on tracing with colour separation		3	1	2
	PC5.check the art work or the design film to be exposed / prepared		2	1	1
	PC6.cut the Nylon Screen fabric design required number of mesh as per size of screen/ screen frame		2	0	2
	PC7.draw the design as per color used on tracing paper		3	2	1
	PC8.check the design repeat and design measurement		2	0	2
	PC9.check the number of colours used and need to be printed in the specified design and do colour separation		2	1	1
	PC10.clean the screen frames and choose correct error free / defect free screen		2	0	2
	PC11.select the right mesh size of screen cloth depending upon the type of design to be printed (fine/coarse cloth)		3	1	2
	PC12.apply solvent resistant PVA Gel emulsion with Sensitiser mixed, evenly to the screen by brush		3	1	2
	PC13.dry the screen completely in dark before exposure, in low temperature dryer		2	0	2
	PC14.maintain optimum drying conditions in the drying chamber		3	1	2
	PC15.ensure the drying area is warm, dust free and dark (no light)		2	0	2



PC16.put the traced design over and above the screen mesh cloth and fix with glue and Tape with marking point properly placed	3	1	2
PC17.expose the screen with design tracing paper fixed at the back to be placed to light exposure unit	2	0	2
PC18. wash the exposed screen thoroughly to get the design part cleared and another part is hardened after two hours exposure	2	0	2
PC19.dry the screen completely for use	2	0	2
PC20.summarize the task mentioned in the work order (design, number of colours, fabrics, back ground colour of fabrics, Repeat unit/Border etc.)	3	1	2
PC21.ensure that the specified screen are properly washed and clean	2	0	2
PC22.check the fabric for its whiteness /colour /specification etc. and load the fabric from the batch/trolley in the center of the screen printing table or screen printing machine	3	1	2
PC23.apply glue /adhesive material to the printing blanket for sticking	2	0	2
PC24.ensure fabric is fed/laid as crease-free and lint/dust free and surface is ready for printing from all aspects	2	0	2
PC25.place the specified screens with design as per work order on and above the table in sequence for varying number of colours etc. and those are to be put on Printing Table or Printing Head of the machine according to the colours to be printed	3	1	2
PC26.set the repeat according to the design to be printed as per measurement and marks on the screen	3	1	2
PC27.get all dyes or Pigments & printing chemical / auxiliaries (like Binder, Catalyst, Thickener or Kerosene oil or Tarpine oil) etc. are ready in specific quantity weighted	3	1	2
PC28.get and check the recipe / instruction and mix the gum/synthetic thickener/oil in water emulsion thickener,binder&otherauxiliariesfirsttogetthe required viscosity by stirring well with stirrer	3	1	2



	PC29.dessolve and add specified dyes/ intake pigments emulsion to the above said thickening paste according to the shadeand design to be printed on the cloth and filter the coloured print paste to avoid choke up of design screen		3	1	2
	PC30.check and put screen to 'zero' position on the print machine or print table blanket for proper fabric printing before starting to print fabric		3	1	2
	PC31.make the Screen print table and fabric laid on it (with glue on table blanket) and start of the printing & keep the squeeze ready and adjusting squeeze pressure by trial printing if registration is poor or uneven or proper		3	1	2
	PC32.maintain synchronized feed/laying of specified fabric for print in machine or Print Screen Table		2	0	2
	PC33.carryout printing with proper squeeze pressure and check for pin holes defects &other defects due to blockage of screen or any other reason		3	1	2
	PC34.take out the printed fabric and send to drying and stretching and /or curving and clean the screens, after printing is stopped for longer periods		3	1	2
	PC35.make sure the fabric is dried and stretched/ curved properly after printing		2	0	2
	PC36.keep the print table /Screens / Squeeze and Print machine always clean at all times and clean the printing blanket before changing to new design or new matching		3	1	2
	PC37.check the screens for any defect and repair/replace following preventive maintenance schedule and ensure that the print machine and strirrer and dryer etc. running smoothly		3	1	2
	PC38.check that all controls of screen printing and print fixation drying/stirring machine		2	0	2
	PC39.clean the printing blanket before changing to new design or new shade matching		2	0	2
		Total	100	25	75
HCS/N9005 Maintain work area and	PC1.Handle materials and tools safely and correctly	50	5	2	3
	PC2.Use correct lifting and handling procedures		3	1	2



tools in handloom sector	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	
			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	4
	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
		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	20	30
		Grand Total	450	141	309