



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: Processing (Jute)

OCCUPATION: Screen Printing

REFERENCE ID: HCS/Q7404

ALIGNED TO: NCO-2015/7319.74

Brief Job Description: A jute Screen Printer is responsible for preparation of Screen, 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, 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, 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.





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|-------------|--------------------------|------------------------|----------------------------|------------|
| Job Details | Qualifications Pack Code | | HCS/Q7404 | |
| | Job Role | | Jute Screen Printer | |
| | Credits | TBD | Version number | 1.0 |
| | Sector | Handicrafts and Carpet | Drafted on | 05/02/2016 |
| | Sub-sector | Processing (Jute) | Last reviewed on | 01/02/2017 |
| | Occupation | Screen Printing | Next review date | 01/01/2020 |
| | NSQC Clearance on | | NA | |

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| Job Role | Jute Screen Printer |
| Role Description | A jute Screen Printer is responsible for preparation of Screen, 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, any print defect or design distortion. |
| NSQF level | 4 |
| Minimum Educational Qualifications | 5 th Standard pass, preferably |
| 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 before jute as Jute Screen Printer |
| 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/N 9908 Working in a team 4. HCS/N 9912 Maintain work area & tools 5. HCS/N 9913 Maintain health, safety and security at workplace |
| 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 |



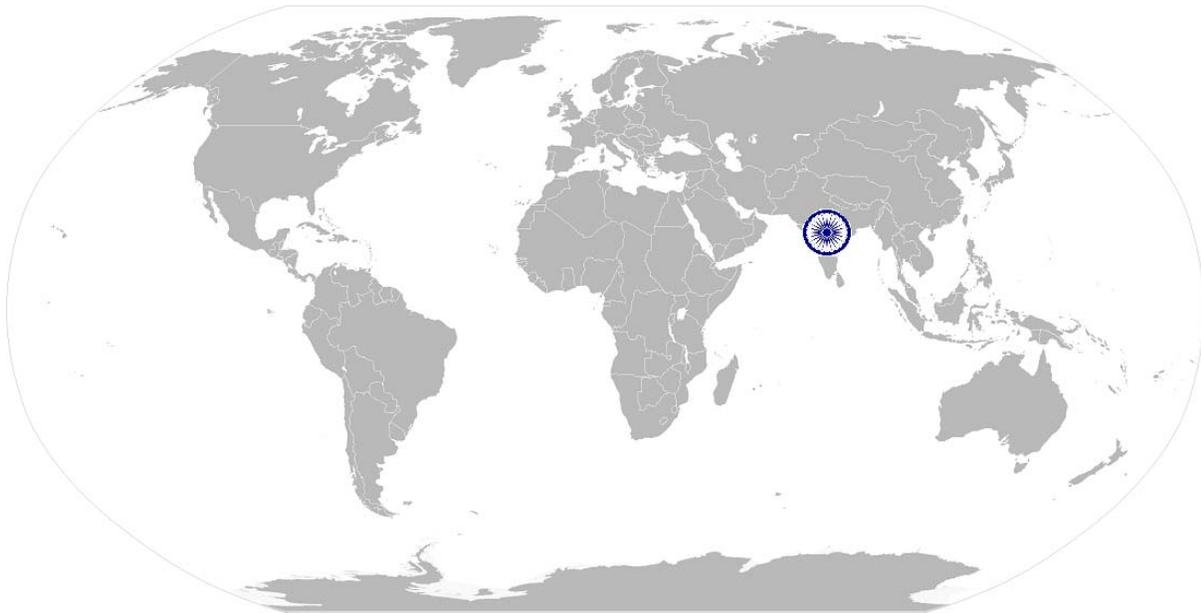
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| | objectives of the function. |
| Technical Knowledge | Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities. |
| Unit Code | Unit Code is a unique identifier for a NOS unit, which can be denoted 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

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| 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 | To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. come at least 10 - 15 minutes earlier to the work place 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 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. PC4. understand jute fabric being printed & preparatory process undergone before printing PC5. ensure the technical details as mentioned on the job card display for each jute screen printer PC6. check for the availability of thickener/binder/catalyst/other ingredient for preparation of Print Paste correctly with required viscosity PC7. check the cloth and print paste for next batch to be printed is ready near the Print table PC8. ensure the required Screen preparation chemicals/gels, dyes and pigments and chemicals like binder, catalyst, softner, wetting agent, kerosene/tar pin oil etc. are already weighed & prepared PC9. check the error free, design imprinted and clean Print Screen and clean work areas 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 PC11. take over the charge of present shift from the outgoing jute screen printer with sufficient brief of quality, process, shift etc. |
| Hand over shift to Jute Screen Printer | To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC12. ensure in providing the details regarding jute fabric quality & the process printing design running and Printing Paste in stock remained etc. PC13. provide all relevant information regarding the loss of production/defects in printing and if any damage occur to the fabric or prints. |



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

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| | <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> |



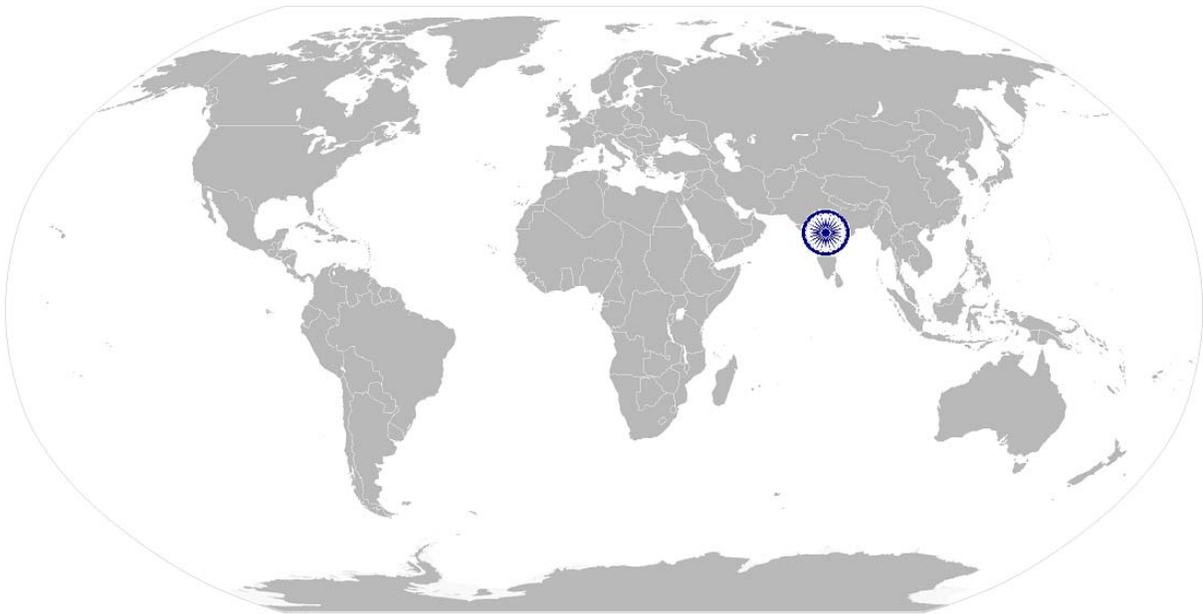
HCS/N7408 Take charge of shift and hand over shift to Jute Screen Printer

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| | <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 anf 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

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





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

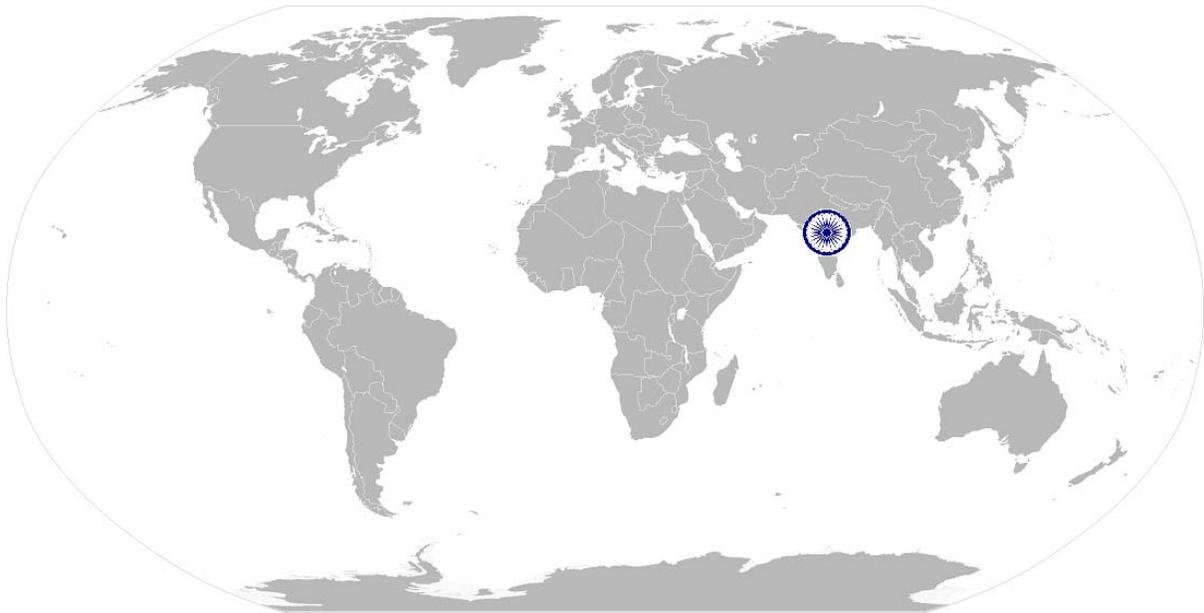
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| Qualifications Pack Code | HCS/N7408 | | |
| Credits | TBD | Version number | 1.0 |
| Sector | Handicrafts and Carpet | Drafted on | 05/02/2016 |
| Sub-sector | Processing (Jute) | Last reviewed on | 01/02/2017 |
| Occupation | Screen Printing | Next review date | 01/01/2020 |





National Occupational Standard



Overview

This unit is about operating the Jute Screen Printing task.



HCS/N7409 Responsibility of Jute Screen Printer

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| National Occupational Standard | 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. understand 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 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> <p>PC13. dry the screen completely in dark before exposure, in low</p> | |



HCS/N7409 Responsibility of Jute Screen Printer

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| | <p>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 colours 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 together 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 design as per work</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 uneven or proper</p> |



HCS/N7409 Responsibility of Jute Screen Printer

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| <p>order on specified preferred jute fabric</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 defectssuch 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> <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-</p> |



HCS/N7409 Responsibility of Jute Screen Printer

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| | <p>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 blank 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 |
| | Customer Centricity |
| The user/individual on the job needs to know and understand how to: | |



HCS/N7409 Responsibility of Jute Screen Printer

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| | 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 detail working 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

| Qualifications Pack Code | HCS/N7409 | | |
|--------------------------|------------------------|------------------|------------|
| Credits | TBD | Version number | 1.0 |
| Sector | Handicrafts and Carpet | Drafted on | 05/02/2016 |
| Sub-sector | Processing (Jute) | Last reviewed on | 01/02/2017 |
| Occupation | Screen Printing | Next review date | 01/01/2020 |





HCS/N 9908

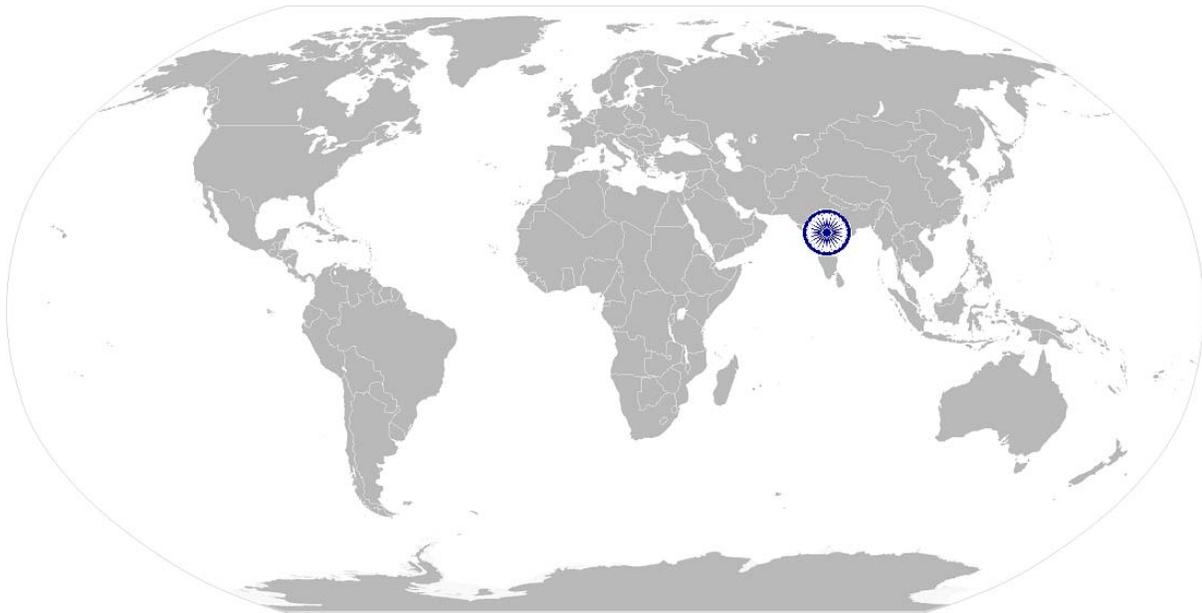
NOS
National Occupational Standards

Working in a team



N · S · D · C
National
Skill Development
Corporation

National Occupational Standard



Overview

This unit is about working as part of a team within the organization.



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| Unit Code | HCS/N9908 |
| Unit Title (Task) | Working in a team |
| Description | This unit is about working as a team member within the organisation |
| Scope | <ul style="list-style-type: none"> ▪ Commitment and trust ▪ Communication ▪ Adaptability ▪ Creative freedom |
| Performance Criteria (PC) w.r.t. the Scope | |
| Elements | Performance Criteria |
| Commitment and trust | PC1. be accountable to one's own role in whole process of developing product PC2. perform all roles with full responsibility PC3. be effective and efficient at workplace |
| Communication | PC4. properly communicate about organization policies PC5. talk politely with other team members and colleagues |
| Adaptability | PC6. adjust in different work situations PC7. give due importance to others' point of view PC8. avoid conflicting situations |
| Creative freedom | PC9. develop new ideas for work procedures PC10. improve upon the existing techniques to increase process efficiency |
| Knowledge and Understanding (K) | |
| A. Organizational Context | KA1. general rules and regulations in a paper mache sector KA2. procedure followed to get the final output KA3. safe working practices to be adopted KA4. reporting to the supervisor or higher authority about any grievances faced |
| B. Technical Knowledge | KB1. understanding the importance of the previous and next step of the process KB2. process flow in a paper mache section KB3. material sequence of flow KB4. functions of different parts of product development KB5. tools and equipments used KB6. guidelines for operating the equipment KB7. safety procedures to be followed as applicable |
| Skills (S) | |
| A. Core Skills/ Generic Skills | Writing Skills |
| | The user/individual on the job needs to know and understand: SA1. write letters, memos, applications regarding team needs and performance in simple language SA2. write daily work report |
| | Reading Skills |
| | The user/individual on the job needs to know and understand: SA3. comprehend written instructions SA4. read any application sent by other colleagues and team members |
| | Oral Communication (Listening and Speaking skills) |
| The user/individual on the job needs to know and understand: SA5. communicate with superior, colleagues and juniors appropriately SA6. talk to team members to convey information effectively | |



| | |
|--|--|
| B. Professional Skills | Decision Making |
| | The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the concerned scope of work |
| | Plan and Organize |
| | The user/individual on the job needs to know and understand: SB2. plan and organize the work to achieve shared objectives of the team |
| | Customer Centricity |
| | The user/individual on the job needs to know and understand how to: SB3. manage relationships with customers who may be in need of supports to maintain productivity and performance SB4. build with customer a relationship of trust and cooperation in achieving team goal |
| | Problem Solving |
| | The user/individual on the job needs to know and understand: SB5. apply problem-solving approaches to resolve conflicts SB6. seek clarification to problems when in doubt |
| | Analytical Thinking |
| | The user/individual on the job needs to know and understand how to: SB7. identify root cause of problem split to utmost level of circumstances, personality etc |
| Critical Thinking | |
| The user/individual on the job needs to know and understand how to: SB8. critically evaluate various approaches of building team and sustaining team performance. | |

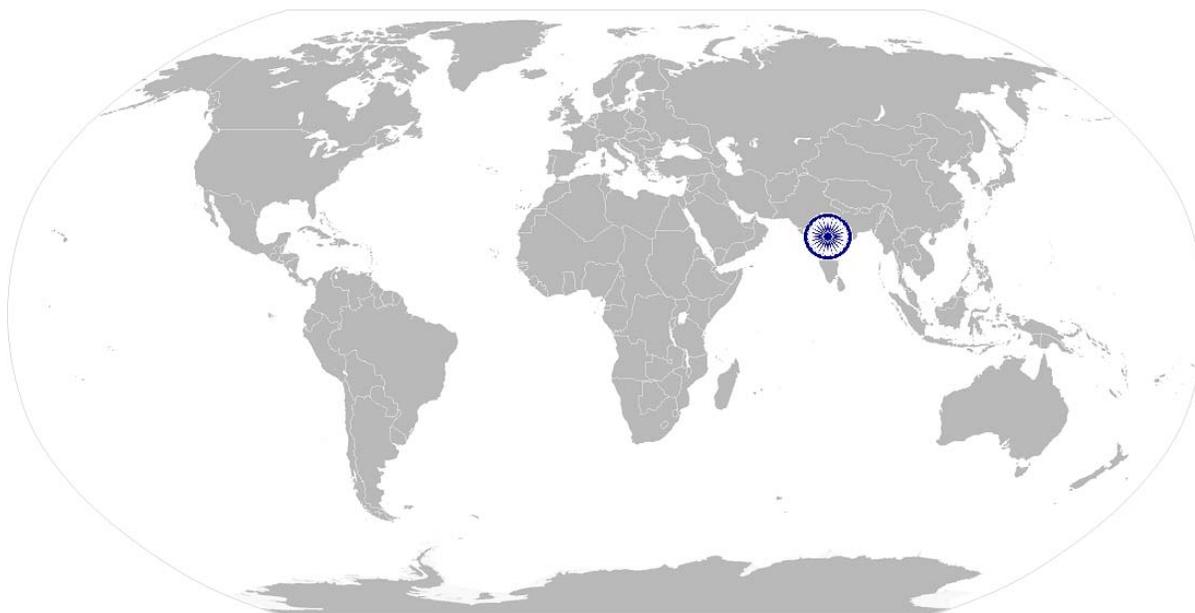


HCS/N 9908

Working in a team

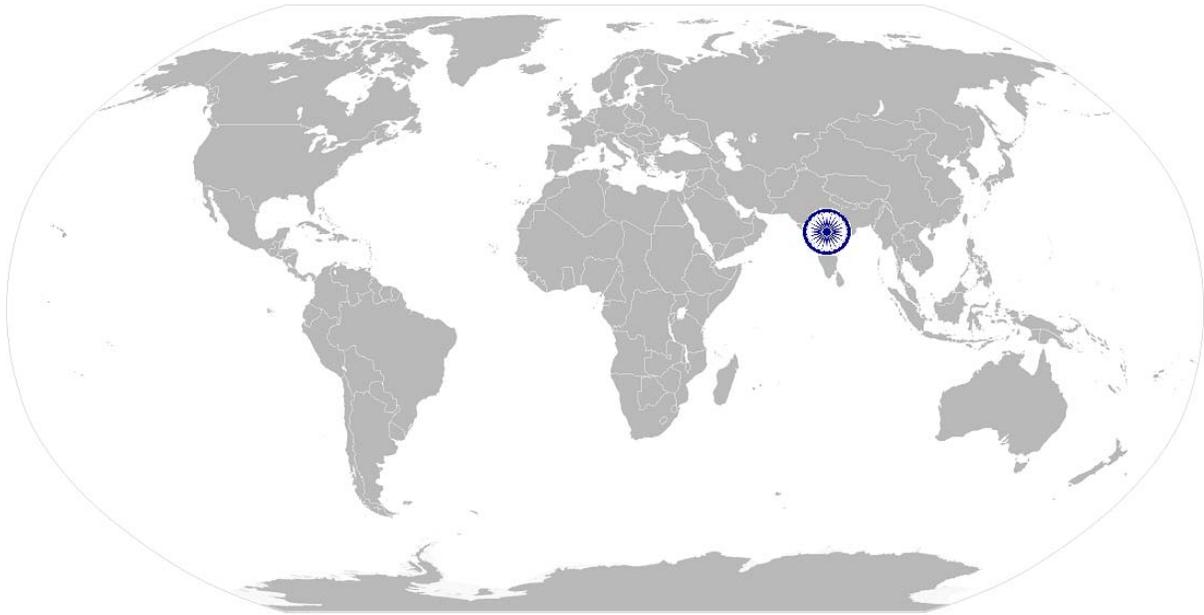
NOS Version Control

| | | | |
|----------------------------|-------------------------------|-------------------------|-------------------|
| NOS Code | HCS/N 9908 | | |
| Credits (NSQF) | TBD | Version number | 1.0 |
| Industry | Handicrafts and Carpet | Drafted on | 09/10/15 |
| Industry Sub-sector | Processing (Jute) | Last reviewed on | 01/02/2017 |
| Occupation | Screen Printing | Next review date | 01/01/2020 |





National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to ~~organise~~/maintain work areas and activities to ensure tools used are maintained as per norms



HCS/N 9912

Maintain work area and tools

National Occupational Standard

| | |
|---|--|
| Unit Code | HCS/N 9912 |
| Unit Title (Task) | Maintain work area and tools |
| Description | This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure tools used are maintained as per norms |
| Scope | This unit/task covers the following: <ul style="list-style-type: none"> maintain the work area and tools |
| Performance Criteria (PC) w.r.t the Scope | |
| Elements | Performance Criteria |
| Maintain the work area, tools and machines | To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. handle materials and tools safely and correctly PC2. use materials to minimize waste PC3. maintain a clean and hazard free working area PC4. maintain the tools PC5. carry out maintenance and/or cleaning within one's responsibility PC6. report damaged tools & materials PC7. work in a comfortable position with the correct posture PC8. dispose of waste safely in the designated location PC9. store cleaning equipment safely after use PC10. carry out cleaning according to schedules and limits of responsibility |
| Knowledge and Understanding (K) w.r.t the Scope | |
| Elements | Knowledge and Understanding |
| A. Organisational Context (Knowledge of the company / organisation and its processes) | The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. personal hygiene and duty of care KA2. safe working practices and organisational procedures KA3. limits of your own responsibility KA4. ways of resolving with problems within the work area KA5. the production process and the specific work activities that relate to the whole process KA6. the importance of effective communication with colleagues KA7. the lines of communication, authority and reporting procedures KA8. the organisation's rules, codes and guidelines (including timekeeping) KA9. the organisation's quality standards KA10. the importance of complying with written instructions |
| B. Technical / Domain Knowledge | The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. work instructions and specifications and interpret them accurately KB2. relation between work role and the overall manufacturing process KB3. the importance of taking action when problems are identified KB4. different ways of minimising waste KB5. effects of contamination on products KB6. common faults with handloom woven mats and the method to rectify KB7. tools maintenance procedures KB8. hazards likely to be encountered when conducting routine maintenance KB9. safe working practices for cleaning and the method of carrying them out |
| Skills (S) w.r.t the Scope | |



HCS/N 9912

Maintain work area and tools

| Elements | Skills |
|--|---|
| A. Core Skills / Generic Skills | Writing Skills |
| | You need to know and understand how to: SA1. write in local language |
| | Reading Skills |
| | You need to know and understand how to: SA2. read measurement instructions |
| | Oral Communication (Listening and Speaking skills) |
| You need to know and understand how to: SA3. communicate orally with colleagues | |
| B. Professional Skills | Decision Making |
| | The user/individual on the job needs to know and understand how to: SB1. follow organization rule-based decision making process SB2. take decision with systematic course of actions and/or response |
| | Plan and Organize |
| | User/individual 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. manage relationships with customers SB5. build customer relationships and use customer centric approach |
| | Problem Solving |
| | User/individual needs to know and understand how to: SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) SB7. identify immediate or temporary solutions to resolve delays |
| | Analytical Thinking |
| | User/individual needs to know and understand how to: SB8. analyze data and activities SB9. pass on relevant information to others |
| Critical Thinking | |
| User/individual need to know and understand how to: SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action | |

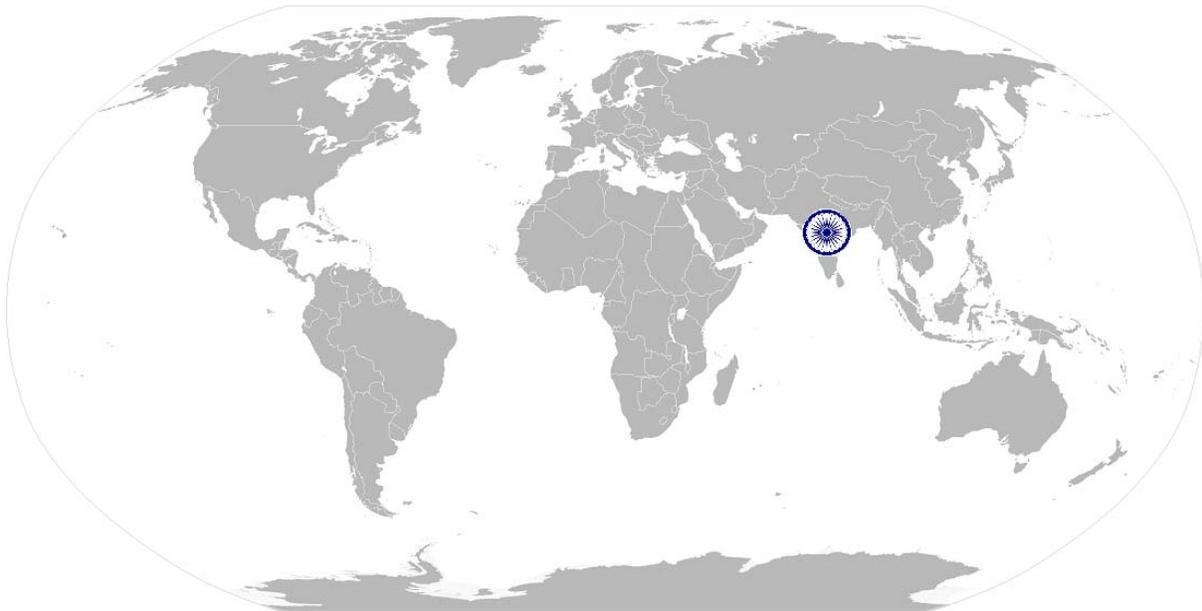


HCS/N 9912

Maintain work area and tools

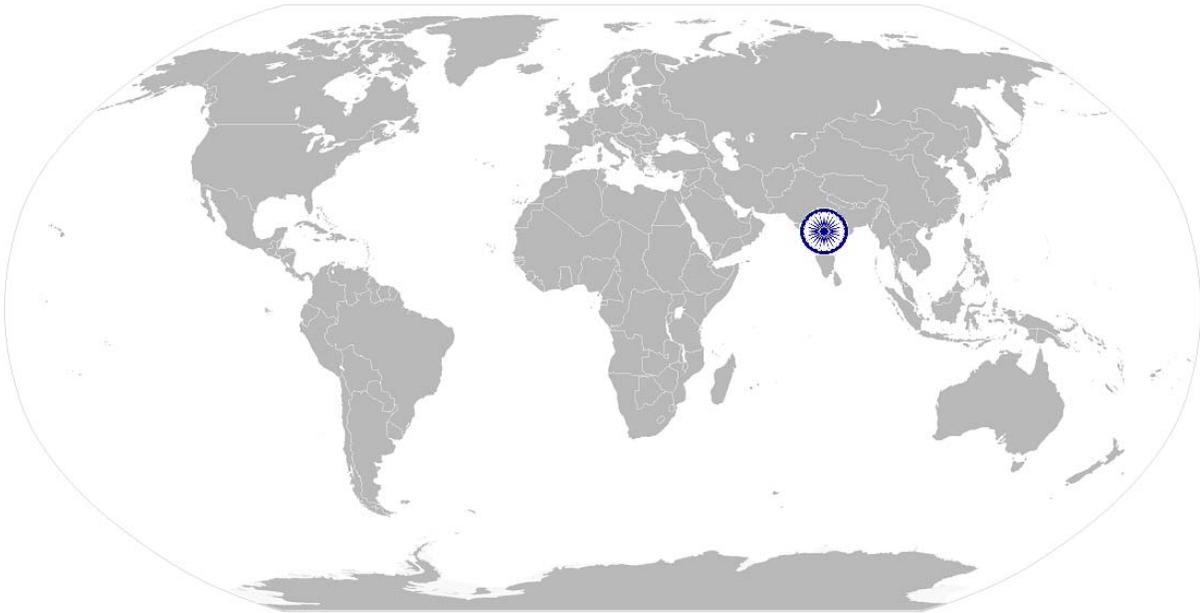
NOS Version Control

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|----------------------------|--------------------------------------|-------------------------|-------------------|
| NOS Code | HCS/N 9912 | | |
| Credits (NSQF) | TBD | Version number | 1.0 |
| Industry | Handicrafts and Carpet Sector | Drafted on | 09/10/15 |
| Industry Sub-sector | Processing (Jute) | Last reviewed on | 01/02/2017 |
| Occupation | Screen Printing | Next review date | 01/01/2020 |





National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise risk to self and others.



HCS/N 9913

Maintain health, safety and security at workplace

| | | |
|--|--|--|
| National Occupational Standard | Unit Code | HCS/N 9913 |
| | Unit Title (Task) | Maintain health, safety and security at workplace |
| | Description | This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimise 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 |
| | Performance Criteria (PC) w.r.t the Scope | |
| | Elements | 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 organisational requirements PC7. safely handle and move waste and debris PC8. minimize health and safety risks to self and others due to own actions PC9. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC10. monitor the workplace and work processes for potential risks and threats PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel PC13. participate in mock drills/ evacuation procedures organized at the workplace PC14. undertake first aid, fire-fighting and emergency response training, if asked to do so PC15. take action based on instructions in the event of fire, emergencies or accidents PC16. follow organisation procedures for evacuation when required |
| | Knowledge and Understanding (K) w.r.t. the Scope | |
| | Elements | Knowledge and Understanding |
| | A. Organisational Context | The user/individual on the job needs to know and understand: |
| (Knowledge of the company / organisation and its processes) | <ul style="list-style-type: none"> KA1. health and safety related practices applicable at the workplace KA2. potential hazards, risks and threats based on nature of operations KA3. organizational procedures for safe handling of tools KA4. potential risks due to own actions and methods to minimize these KA5. environmental management system related procedures at the workplace KA6. layout of the plant and details of emergency exits, escape routes, | |



HCS/N 9913

Maintain health, safety and security at workplace

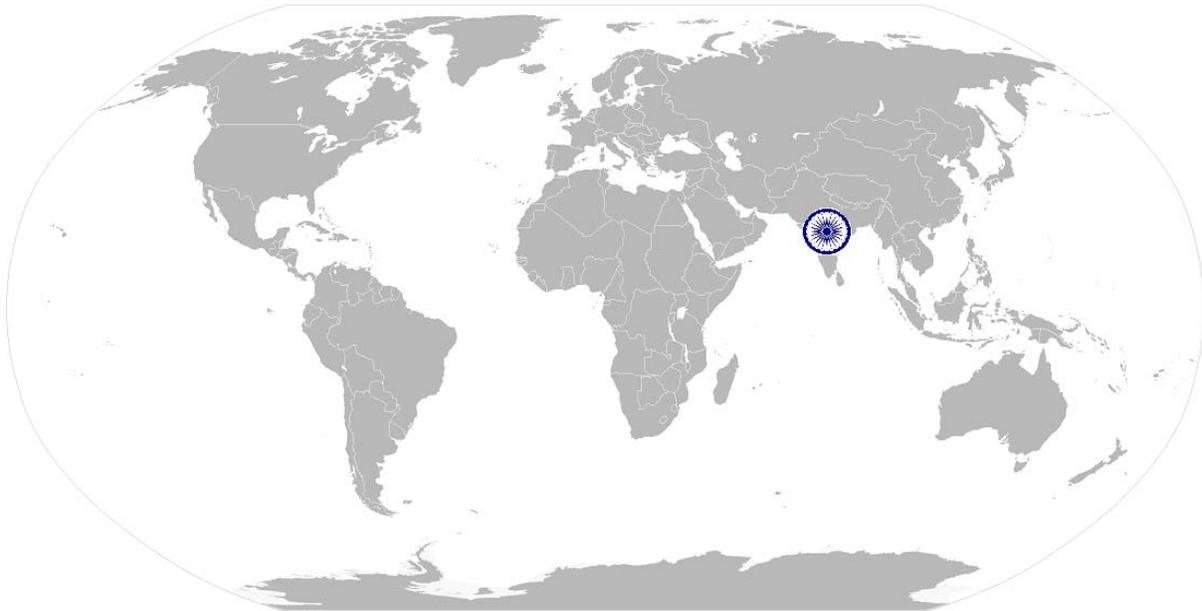
| | |
|--|---|
| | <p>emergency equipment and assembly points</p> <p>KA7. potential accidents and emergencies and response to these scenarios</p> <p>KA8. reporting protocol and documentation required</p> <p>KA9. details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p> |
| B. Technical / Domain Knowledge | <p>The user/individual on the job needs to know and understand:</p> <p>KB1. occupational health and safety risks and methods</p> <p>KB2. personal protective equipment and method of use</p> <p>KB3. identification, handling and storage of hazardous substances</p> <p>KB4. proper disposal system for waste and by-products</p> <p>KB5. signage related to health and safety and their meaning</p> <p>KB6. importance of sound health, hygiene and good habits</p> <p>KB7. ill-effects of alcohol, tobacco and drugs</p> |
| Skills (S) w.r.t the Scope | |
| Elements | Skills |
| A. Core Skills / Generic Skills | Writing Skills |
| | You need to know and understand how to: |
| | SA1. write in local language |
| | Reading Skills |
| | You need to know and understand how to: |
| SA2. read measurement instructions | |
| B. Professional Skills | Oral Communication (Listening and Speaking skills) |
| | You need to know and understand how to: |
| | SA3. communicate orally with colleagues |
| | Decision Making |
| | The user/individual on the job needs to know and understand how to: |
| SB1. follow organization rule-based decision making process | |
| SB2. take decision with systematic course of actions and/or response | |
| B. Professional Skills | Plan and Organize |
| | User/individual 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. manage relationships with customers | |
| SB5. build customer relationships and use customer centric approach | |
| B. Professional Skills | Problem Solving |
| | User/individual needs to know and understand how to: |
| | SB6. think through the problem, evaluate the possible solution(s) and suggest an optimum /best possible solution(s) |
| | SB7. identify immediate or temporary solutions to resolve delays |
| | Analytical Thinking |
| User/individual needs to know and understand how to: | |



HCS/N 9913

Maintain health, safety and security at workplace

| | |
|--|---|
| | SB8. analyze data and activities |
| | SB9. pass on relevant information to others |
| | Critical Thinking |
| | User/individual need to know and understand how to: |
| | SB10. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action |



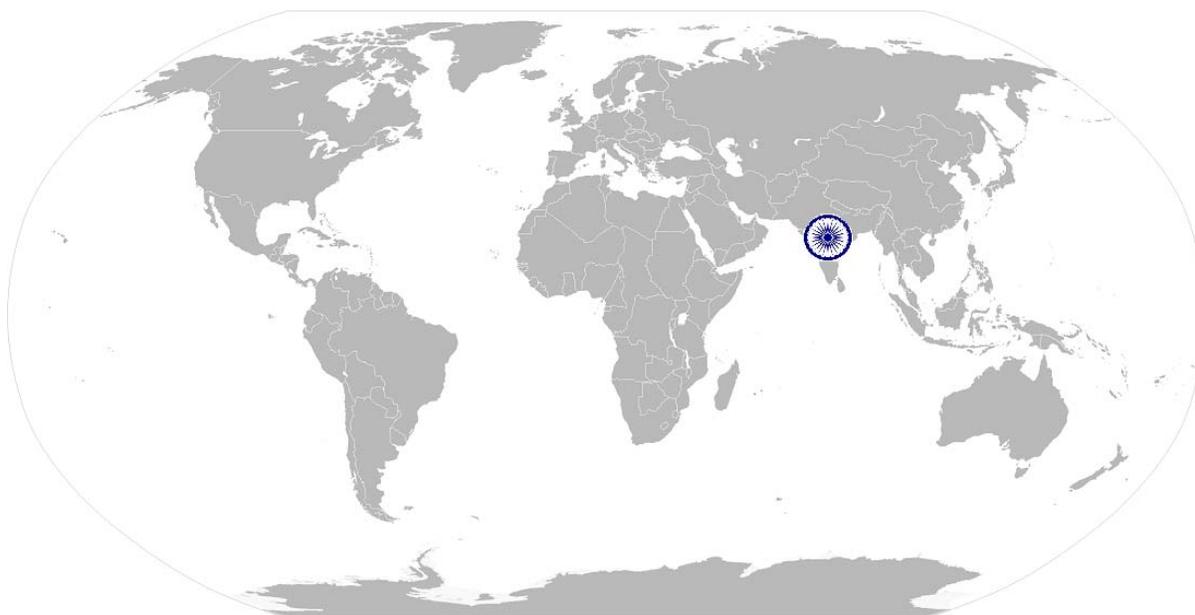


HCS/N 9913

Maintain health, safety and security at workplace

NOS Version Control

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|----------------------------|--------------------------------------|-------------------------|-------------------|
| NOS Code | HCSSC/N 9913 | | |
| Credits (NSQF) | TBD | Version number | 1.0 |
| Industry | Handicrafts and Carpet Sector | Drafted on | 09/10/15 |
| Industry Sub-sector | Processing (Jute) | Last reviewed on | 01/02/2017 |
| Occupation | Screen Printing | Next review date | 01/01/2020 |

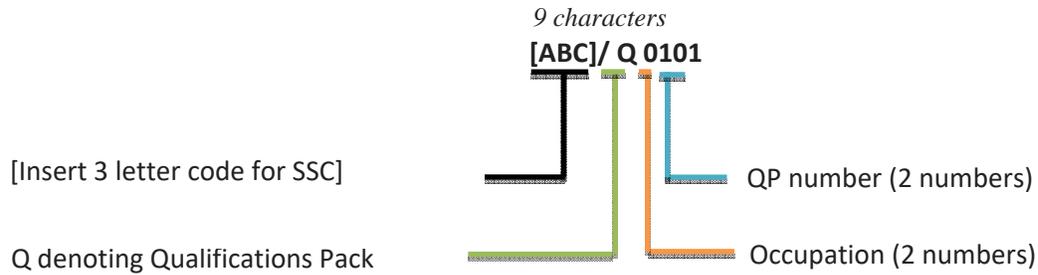




Annexure

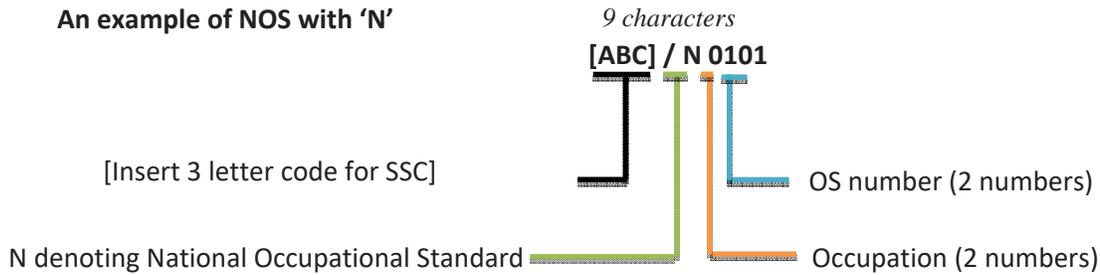
Nomenclature for QP and NOS

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:JuteScreen Printer

Qualification Pack:HCS/Q7404

Sector Skill Council:Handicraftsand 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 theQualification 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/N9908 (Working in a team) | PC1. carry out quality checks at specified intervals according to instructions | 100 | 12 | 4 | 8 |
| | PC2. perform all roles with full responsibility | | 10 | 3 | 7 |
| | PC3. be effective and efficient at workplace | | 10 | 3 | 7 |



| | | | | | |
|---|--|--------------|------------|-----------|-----------|
| | PC4. properly communicate about organisation's policies | | 8 | 4 | 4 |
| | PC5. talk politely with other team members and colleagues | | 10 | 3 | 7 |
| | PC6. adjust in different work situations | | 10 | 3 | 7 |
| | PC7. give due importance to others' point of view | | 10 | 3 | 7 |
| | PC8. avoid conflicting situations | | 10 | 2 | 8 |
| | PC9. develop new ideas for work procedures | | 8 | 2 | 6 |
| | PC10. improve upon the existing techniques to increase process efficiency | | 12 | 2 | 10 |
| | | Total | 100 | 29 | 71 |
| HCS/N 9912 (Maintain work area and tools) | PC1. handle materials and tools safely and correctly | 100 | 8 | 2 | 6 |
| | PC2. use materials to minimize waste | | 10 | 3 | 7 |
| | PC3. maintain a clean and hazard free working area | | 10 | 3 | 7 |
| | PC4. maintain the tools used for handloom weaving | | 8 | 2 | 6 |
| | PC5. carry out maintenance and/or cleaning within one's responsibility | | 10 | 3 | 7 |
| | PC6. report damaged tools and materials | | 12 | 4 | 8 |
| | PC7. work in a comfortable position with correct posture | | 10 | 3 | 7 |
| | PC8. dispose of waste safely in designated location | | 12 | 4 | 8 |
| | PC9. store tools safely after use | | 10 | 3 | 7 |
| | PC10. carry out cleaning according to schedules and limits of responsibility | | 10 | 3 | 7 |
| | | TOTAL | 100 | 30 | 70 |
| HCS/N 9913 (Maintain health, safety and security at workplace) | PC1. comply with health and safety related instructions applicable to the workplace | 100 | 8 | 2 | 6 |
| | PC2. use and maintain personal protective equipment as per protocol | | 8 | 2 | 6 |
| | PC3. carry out own activities in line with approved guidelines and procedures | | 8 | 2 | 6 |
| | PC4. maintain a healthy lifestyle and guard against dependency on intoxicants | | 8 | 2 | 6 |
| | PC5. follow environment management system related procedures | | 6 | 2 | 4 |
| | PC6. store materials and tools in line with manufacturer's and organisational requirements | | 5 | 2 | 3 |
| | PC7. safely handle and move waste and debris | | 4 | 1 | 3 |



| | | | | |
|---|--------------------|------------|------------|------------|
| PC8. minimize health and safety risks to self and others due to own actions | | 6 | 2 | 4 |
| PC9. seek clarifications from supervisors or other authorized personnel in case of perceived risks | | 4 | 1 | 3 |
| PC10. monitor the workplace and work processes for potential risks and threats | | 4 | 1 | 3 |
| PC11. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned | | 5 | 2 | 3 |
| PC12. report hazards and potential risks/ threats to supervisors or other authorized personnel | | 7 | 3 | 4 |
| PC13. participate in mock drills/ evacuation procedures organised at the workplace | | 5 | 2 | 3 |
| PC14. undertake first aid, fire fighting and emergency response training, if asked | | 6 | 2 | 4 |
| PC15. take action based on instructions in the event of fire, emergencies or accidents | | 8 | 2 | 6 |
| PC16. follow organisation evacuation procedures | | 8 | 2 | 6 |
| | TOTAL | 100 | 30 | 70 |
| | Grand Total | 500 | 139 | 361 |