



Skill India
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Facilitator Guide



Sector
Textiles Sector Skill council

Sub-sector
Weaving

Occupation
Post Weaving Operations

Reference ID: TSC/Q 2301, Version 3.0

NSQF Level: 3

Fabric Checker - Textiles

This book is sponsored by:

Textile Sector Skill Council (TSC)

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Shri Narendra Modi
Prime Minister of India

“ Skilling is building a better India.
If we have to move India towards
development then Skill Development
should be our mission. ”

Acknowledgement

Textile Sector Skill Council (TSC) wishes to appreciate the valuable technical inputs provided by the leading industry players such as Confederation of Indian Textile Industries (CITI), The Southern Indian Mills' Association (SIMA), The South Indian Textile Research Association (SITRA), The Bombay Textile Research Association' (BTRA), NIFT-TEA Knitwear Fashion Institute, Indian Texpreneurs Federation (ITF) and Guhan Tex Solutions for their contribution in developing the content for the facilitator Guide.

TSC also sincerely thanks Ministry of Skill Development & Entrepreneurship (MSDE) and National Skill Development Corporation (NSDC) in supporting us to prepare the facilitator guide.

Endorsements

We thank the following organizations for endorsing the contents of this Facilitator Guide, thus contributing towards skilling based on the Qualification Pack (QP) and National Occupational Standards (NOSs)



About this Guide

This Facilitator guide is designed to extend perfect training to new comers for the job roll of Fabric Checker. This facilitator guide is prepared in line with respective Qualification Pack TSC/Q2301, NSQF Level 4.

This facilitator guide is developed by Indian Texpreneurs Federation (ITF), an association of the Indian textile industry as per the instruction from Textile Sector Skill Council (TSC). ITF membership represent the entire technical textile value chain from raw materials to finished goods producers, machinery manufacturers, consultants, centre of excellence and R&D Institutes. With the high experience of our technical team and vast experience of our member mills made this preparation more practical and aligned to respective NOS as well

TSC is an approved Sector Skill Council – SSC by National Skill Development Corporation (NSDC) for the development of skill in spinning, weaving, processing and hand-loom sectors of the textile industry. TSC is a non-profit making organization represented by Industry, government and academia to develop innovative skill solutions and to investment in skills and job creation for Textile industry.

The key objective of TSC is to define the skill requirement of the industry and to create a deployable talent pool of workforce for the textile industry. TSC is developing a skilled work force for the textile industry through setting curriculum for training, facilitator guide, participant handbook, accreditation of trade competency, implementing various skill development schemes, assessment of trained candidates and certification of successful candidates.

The National Skill Development Corporation, (NSDC) is a Public Private Partnership establishment, under the Ministry of Skill Development & Entrepreneurship (MSDE). It promotes various skill development schemes. NSDC is developing the skill landscape of India through various Sector Skill Councils (SSCs).

Symbols Used



Objectives



Say



Ask



Tips



Do



Demonstrate



Elaborate



Field work



Facilitation notes



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1. Introduction

Unit 1.1 - Objective of the Program

Unit 1.2 - Textiles – Bird's View

Unit 1.3 - History of Textile Industries

Unit 1.4 - Usage of Textiles

Unit 1.5 - Textile Manufacturing-General

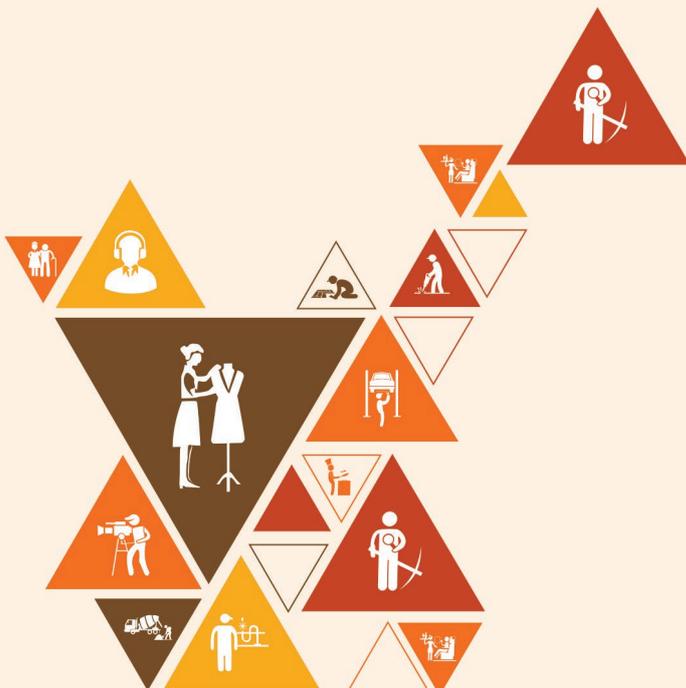
Unit 1.6 – Flow chart of Career Progression in Weaving Unit

Unit 1.7 – Weaving Process-An Introduction

Unit 1.8 – Fabric Checker

Unit 1.9 – Career Opportunities & Progression

Unit 1.10 – Unit of Measurement in Textile



PMKVY – An Introduction

India's Current Employability of Education:

- So far India's employability education formed or designed as theoretical knowledge basis only. Not occasional or skill development basis. Now the necessity of the skill is essential. So the educational policy should design accordingly.
 - Rs. 70,000 Crores spent for education system of our Country Every Year
 - Generates only 3.5% of Employable Candidate



Fig 1: Employability to education

Developed Countries Employability %:

- The following message shows the skill level of our country(India) among international level
 - South Korea – 96
 - Japan – 80
 - German – 74 and
 - China – 47



Fig 2: India's current employability%

Manpower Requirement By 2022:

- Even though all resource are available in our country and we are the second highest population country in the World, due to poor skill knowledge, our unemployment status as given below:
 - Total Population – 130 Crores
 - Working Group (15 – 59 Years) – 78 Crores
 - Textile & Clothing – 3.5 Crores
 - Employable - 2 -3%

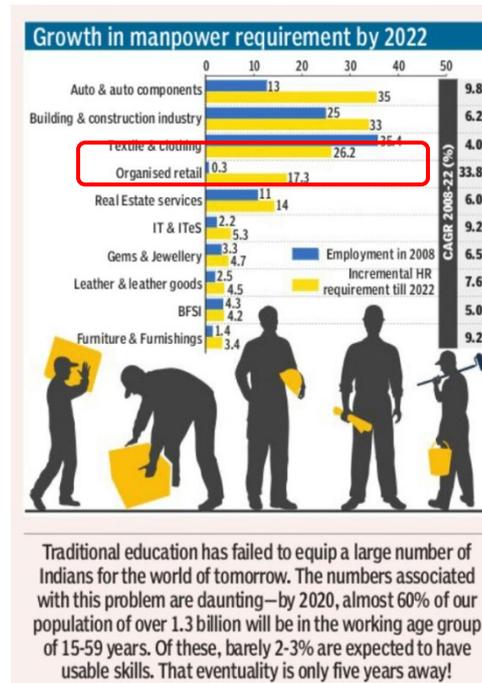


Fig 3: Manpower requirement by 2022

Skilling by Organizations:

Industries and all organization Skilling their employees in their own methods, which lacks proper scientific skilling and lead to poor work culture delayed training



Fig 4: Skilling by organizations

Poor Work Culture Leads to,

- Under Utilization of Plant
- Poor Machine Productivity
- Poor Labour Productivity
- Poor Quality
- Higher Energy Consumption
- Higher Wastages
- Higher manufacturing & Service cost

Actual Requirement of Organizations:

- Following are the challenges and lacking facing by organisations to development
 - Job Specific skill / knowledge
 - Which Completely Lacks in the Present Academic System
 - To correct this major skill gap, as a first step on Sep'14, present government established the "Ministry of Skill Development and Entrepreneurship (MSDE)" Exclusive for Skill development

Skill Ministry is under Honorable Minister of State. Shri. Rajiv Pratap Rudy (Independent Charge)

With the Slogan of
 " Let's Make India The Skill Capital of the World ",
 Our Honorable Prime Minister Shri.Narendra Modi launched the first scheme " PMKVY - Pradhan Mantri Kaushal Vikas Yojana " – Prime Minister Skill Development Scheme on 15th July 2015 as a Pilot phase

Our Skill Mission Based on NSQF - National Skill Qualification Framework

Skill India Policy Frame work Design - Strategic Framework is Based on 5Cs



CONNECT	CORRECT	CREATE	CATALYSE	CERTIFICATION
Supply with demand	Supply For demand	Pipe Line of Skilled People	Demand For Skilled People	and Assessment

- Under the MSDE Ministry NSDC - National Skill Development Corporation Going to Implement the PMKVY Scheme through Various SSCs - Sector Skill Councils.
- Under 41 Sector Skill Councils “n” No. Training Providers are there for Training of Trainers and Curriculum Preparation to Meet the NSDC's QP-NOS.
- These are courses of shorter duration targeted at individuals with lower education qualifications, those in the informal segment and the unemployed.
- Central: Initiatives here focus on creating the appropriate ecosystem for encouraging skilling efforts.

State: At this level MSDE aims to assist states in setting up and driving their skill missions through incentives and other softer enablers that increase the efficacy of their efforts.

Private: Scale up private provision in a focused manner that is aligned with demand of the industry.

For Spinning, Weaving, Knitting, Processing and Handloom " TSC - Textile Sector Skill Council ", New Delhi is going to Implement the Scheme.

Under Textile Sector Skill Council - Training Agencies will Train the Trainers and Assessment Agencies will Assess the Trainees for Certification and Reward.

Key Learning Outcomes



At the end of this module, trainees will be able to:

- 1) Understand the basics of Textiles
- 2) Understand the history of textiles and textile industry
- 3) Understand the ancient Indians technological superiority in the textile manufacturing and trading with far away countries
- 4) Understand the Textiles contribution in the India's employment sector, export revenue and economy
- 5) Know the different type of Fabrics and its usage
- 6) Understand the general manufacturing process of textiles from different type of raw materials
- 7) Know the Fabric Checker's responsibilities, knowledge and skill set to learn and masters it
- 8) Understand about the organization hierarchy
- 9) Understand the Fabric Checker career opportunities and progression possibilities

UNIT 1.1: Objective of the Program

Unit Objectives

At the end of this unit, trainees will be able to:

- 1) Understand the importance of textiles in the human civilization
- 2) Understand the industrial revolution first started in the Textile manufacturing
- 3) Understand the processes and difficulties behind each and every textile product being used in our day today usage
- 4) Understand the textiles usage in life saving materials, special applications etc.,
- 5) Understand the textile industries contribution in solving our countries major issue of unemployment and foreign revenue deficit (through export revenue)
- 6) Understand the growth potential in the Textile job
- 7) Understand the value of the textile industry and the decision on selection of this job as the career of your life

Say

- About basic textiles, its importance and usage
- General process of textile manufacturing

Elaborate

- Explain in details about yarn manufacturing

UNIT 1.2: Textiles – Bird's overview

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know the application of textiles
2. History of textiles

Say

- About the history of textiles
- Importance of clothing and textiles in human life

UNIT 1.3: History of Textile Industry

Unit Objectives

At the end of this unit, students will be able to:

1. Know different types of textile industries

Say

- How yarn, fabrics are made in olden days
- How garment are made in olden days



Fig 1.3: Yarn Making Process

UNIT 1.4: Usage of Textiles

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know the usage of textile in different application
2. Know the different types of Fabrics and usage

Say

- About different application where textile involved (see below pictures and explain)
- About types of fabrics and usage



Fig 1.4.1: Application in Agriculture



Fig 1.4.2: Application in Construction



Fig 1.4.3: Application in Road construction



Fig 1.4.4: Application in Home



Fig 1.4.5: Application in Industries



Fig 1.4.6: Carbon fibre used in car manufacturing



Fig 1.4.7: Fire proof cloths



Fig 1.4.8: Sports textiles



Fig 1.4.9: Textiles used in medical field

UNIT 1.5: Textile Manufacturing – General

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know how the fiber converted in to fabric as end use

Say

- About the flow chart of fiber to garment
- About various stages in conversion of fiber to garments
- About yarn manufacturing
- About Fabric manufacturing
- About the processing

Elaborate

- Explain in details about the Raw materials used in textile



Fig 1.5.1: Cotton



Fig 1.5.2: Flax



Fig 1.5.3: Jute



Fig 1.5.4: Silk



Fig 1.5.5: Wool



Fig 1.5.6: Asbestose

- Explain in details about the Raw materials used in textile – Continuous



Fig 1.5.7: Viscose



Fig 1.5.8: Modal



Fig 1.5.9: Polyester



Fig 1.5.10: Kevlar

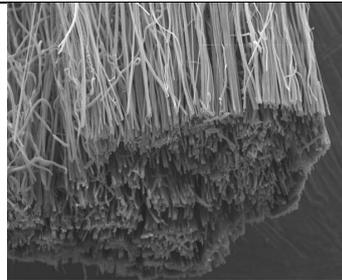


Fig 1.5.11: Carbon

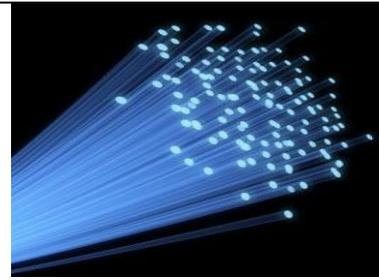


Fig 1.5.12: Optical

- Explain in details about different types of yarn
- Explain in details about the fabric production from fiber

UNIT 1.6: Flow Chart of Career Progression of Weaving Unit

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know the step by step responsibility for easy approach and understanding

Say

- About the responsibility and designation in order wise
- Explain their roll and responsibility also

Elaborate

- Explain in details about the flow chart of career progression of Weaving Unit

Field Visit

- Take the students inside the department and show the process carried out. Input material and output material

Activity

- Form as few team of trainees and make them to interact and conduct Q/A test to them

Notes for facilitation

- Prepare a Process flow chart based process of your unit

UNIT 1.7: Weaving Process - An Introduction

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know about the place of weaving process in the fabric manufacturing
2. Understand the purpose of weaving machine and its latest development
3. Know the work and responsible of weaving operator in operating loom
4. Know the required skill and knowledge to operate the loom

Say

- Say about the importance of weaving in fabric manufacturing process
- About the principle of weaving process
- About yarn requirements
- About weaving preparation

Elaborate

- Explain the classification of loom
- Departments and its function, its feed material and output materials are given below.

Department	Process	Feed material (Input)	Delivery material (Output)
Spinning	Yarn manufacturing	Variety of fibers	Yarn
Winding	Making into bigger package of yarn	Yarn	Yarn packages on cone or spool
Warping	Transfer the hundreds of ends from the yarn package and wound on warp beam	Yarn packages on cone or spool	Warper beam
Sizing	Give the strength to the yarn make it smoother and lubricate it	Warper beams	Sized warper beam
Weaving	Interlacing of warp and weft yarns at right angle with each other	Sized warper beam	Fabric
Fabric inspection	Inspection of Fabric	Fabric	Quality conformed fabric with minimum acceptable defects

Table 1.7: Process details of various departments for manufacturing the fabric

UNIT 1.8: Fabric Checker

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know about the process and role of fabric checker

Say

- About the process of fabric checker
- About the responsibilities of fabric checker

Elaborate

- Explain the knowledge and skill set for fabric checker

UNIT 1.9: Career Opportunities & Progression

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know the importance of this job role in progress of different level of career

Say

- How this job roll will help us in life care
- Say about the soft skill what we will gain from this job roll



Fig 1.9: Career Opportunities

UNIT 1.10: Unit of Measurement in Textiles

Unit Objectives

At the end of this unit, trainees will be able to:

1. Understand and express How the output in each stage of the textile process easily

Say

- How the output in each stage of process is expressed
- Say them about the units and importance

Elaborate

- Explain in details about the units used in Yarn Manufacturing process
- Explain about the units of the department before and after to fabric checker

Field Visit

- Take the student to Quality Testing department (QAD / QCD) and explain with the help of concerned person



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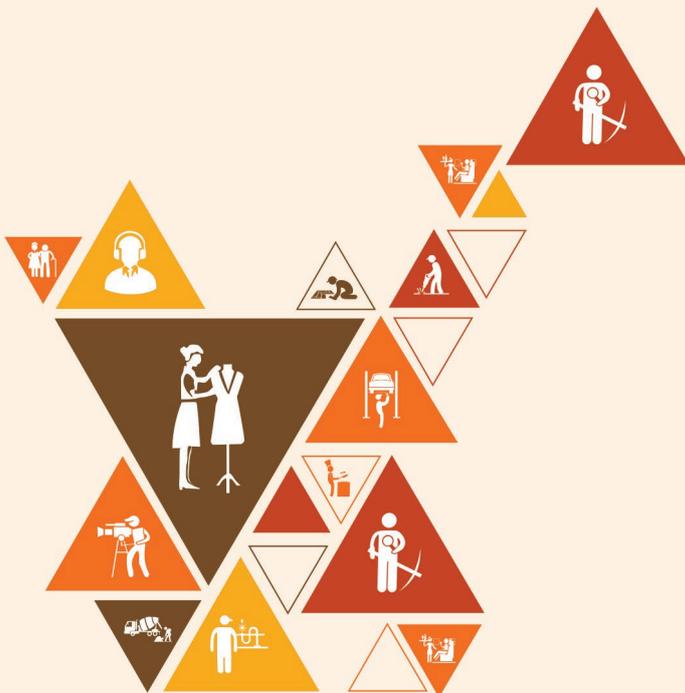


2. Taking Charge of Shift and Handing over Shift to Operator

Unit 2.1 – Taking Charge of Shift

Unit 2.2 – Handing Over Shift

Unit 2.3 – Dos and Don'ts



Key Learning Outcomes



At the end of this module, trainees will be able to,

1. Maintain time keeping and PPE
2. Takeover the shift effectively without any deviations
3. Plan the work as per the necessity
4. Express proper communication to the incoming operator
5. Report to their superior properly

UNIT 2.1: Taking Charge of Shift

Unit Objectives

At the end of this unit, trainees will be able to:

1. Keep the time in better manner and usage of PPEs(Personal Protective Equipments)
2. Take over the shift and planning of work accordingly
3. Give shift to the incoming shift operator in better manner and report to superior with necessary details

2.1.1 Coming Earlier to the Work Spot

Say

- Say to come at least 10-15 minutes earlier to work spot
- Say to don't waste time in queue for biometric attendance punching
- Say to wear PPE's(Personal Protective Equipment) without fail



Fig. 2.1.1.1: Wearing PPE

- Say to get clear information from outgoing person about the process



Fig. 2.1.1.2: Understand the instruction / information from the outgoing checker

Say 

- Say to check the details written on machine display board and in job card/beam ticket

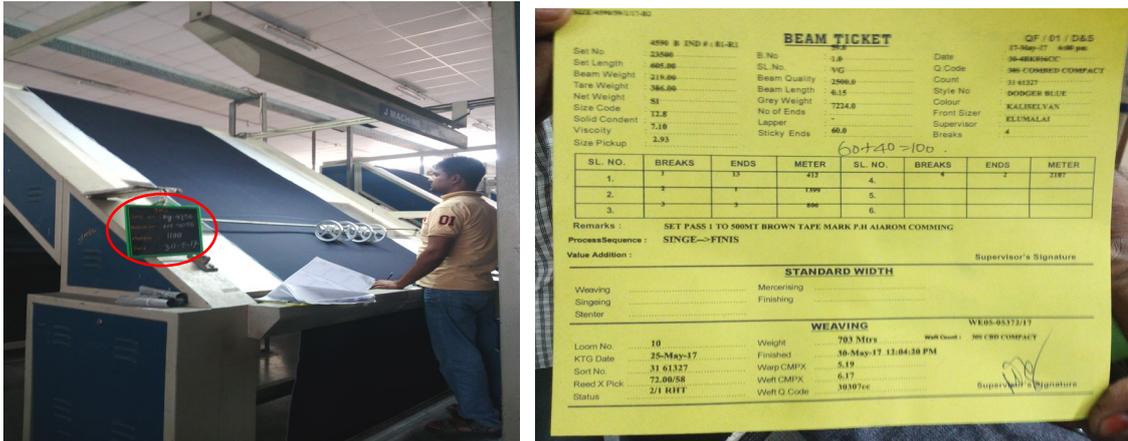


Fig. 2.1.1.3: Machine display board, Job card/beam ticket

Ask 

- Ask trainees what are the points to be checked while taking charge of shift
- Ask what are the points to be checked in job card/beam ticket

Notes for facilitation 

- Keep a model display board and job card/beam ticket in theory class room
- Fill the display board and job card for a model

2.1.2 Bringing Necessary Items

Say

- Say to bring the following items while coming to shift without fail and explain the usage of those items



Fig. 2.1.2.1: Trimmer



Fig. 2.1.2.2: Plucker



Fig. 2.1.2.3: Scissor



Fig. 2.1.2.4: Measuring tape



Fig. 2.1.2.5: Brush

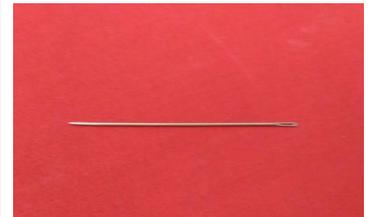


Fig. 2.1.2.6: Needle

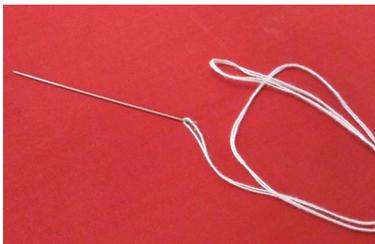


Fig. 2.1.2.7: Sewing needle



Fig. 2.1.2.8: Counting glass



Fig. 2.1.2.9: Fabric marker

Demonstrate

- So demo to trainees how to use the above items with proper procedure
- So demo to trainees hoe to count the EPI, PPI by using counting glass

Ask

- Ask the purpose of individual tool
- Ask what is EPI and PPI
- Ask how to use individual tool

Notes for facilitation

- Keep a model display board and job card/beam ticket in theory class room
- Fill the display board and job card for a model

2.1.3 Meeting Previous Shift Fabric Checker and Discussing

Say

- Say to meet the previous shift fabric checker and instruct to get all details like process, quality, breakdowns and machine stoppages in previous shift, etc.
- Say to check the current running process fabric details and job card/beam ticket



Fig. 2.1.3.1: Machine display board, Job card/beam ticket

- Say to meet their superior before going to start their work and instruct to discuss and plan the work accordingly
- Say to follow their superior instruction



Fig. 2.1.3.2: Discussing with the superior while taking charge of shift

- Say to check the fabric stock condition of running lot and say to check the machine parts condition
- Say to check the current running process details with standard in front of previous shift checker

Ask

- Ask what are points to be discussed with superior
- Ask the points to be checked in front of previous shift checker

Say

- Say to check the following points in the job card/beam ticket
 - Fabric Roll no.
 - Fabric Sort no.
 - Customer name if given
 - Fabric doffed in Loom no./date/shift
 - Fabric doffed by
 - Weave Design
 - Warp count
 - Weft count
 - Ends per inch
 - Picks per inch
 - Width of the fabric
 - Length of the fabric
 - Weight per square meter
 - Fabric checked length/Meter Reading
 - Fabric Checked by / Fabric Mended by

BEAM TICKET

4596 B IND #1-81-81 QF / 01 / D&S
 17-May-17 4:08 pm

Set No. 23586	B.No. 14	Date 30-05-2017
Set Length 605.00	SL.No. 14	Q.Code 306-COMBED COMPACT
Beam Weight 219.00	Beam Quality 2500.0	Count 31 4327
Tare Weight 386.00	Beam Length 6.15	Style No DODGER BLUE
Net Weight 81	Grey Weight 7234.0	Colour KALISELVAN
Size Code 12.8	No of Ends	Front Sizer ELUMALAI
Solid Content 1.16	Lapper	Supervisor
Viscosity 1.93	Sticky Ends 60.0	Breaks 4
Size Pickup		

60+40=100

SL. NO.	BREAKS	ENDS	METER	SL. NO.	BREAKS	ENDS	METER
1.	1	13	412	4.	4	2	2107
2.	2	1	1309	5.			
3.	3	3	800	6.			

Remarks : SET PASS 1 TO 500MT BROWN TAPE MARK P.H ALAROM COMMING

Process Sequence : SINGE→FINIS

Value Addition : Supervisor's Signature

STANDARD WIDTH

Weaving	Mercerising
Singeing	Finishing
Stenter	

WEAVING WE08-0517211

Loom No. 10	Weight 703 Mtrs	Weft Count 306 CBD COMPACT
KTG Date 25-May-17	Finished 30-May-17 12:04:30 PM	
Sort No. 31 61327	Warp CMPX 5.19	
Roll X Pick 72.00/58	Weft CMPX 6.17	
Status 2/1 RHT	Weft Q Code 30307ee	Supervisor's Signature

Fig. 2.1.3.3: Details Received from Weaving department marked with round circle in the Beam Ticket required by Fabric Checker to carry out the inspection

- Say to check the department and machine surrounding house keeping
- Say to ensure the standard operating procedure(SOP) followed in previous shift

UNIT 2.2: Handing Over Shift

Unit Objectives

At the end of this unit, trainees will be able to:

1. Handover the shift to the incoming shift Fabric Checker in a proper way
2. Give shift in good and better condition to the incoming shift Fabric Checker

Say

- Say to handover the shift in proper manner
- Say to check the condition of major and important parts condition like length counter, control buttons in machine, indication lamps, sensors, etc.,

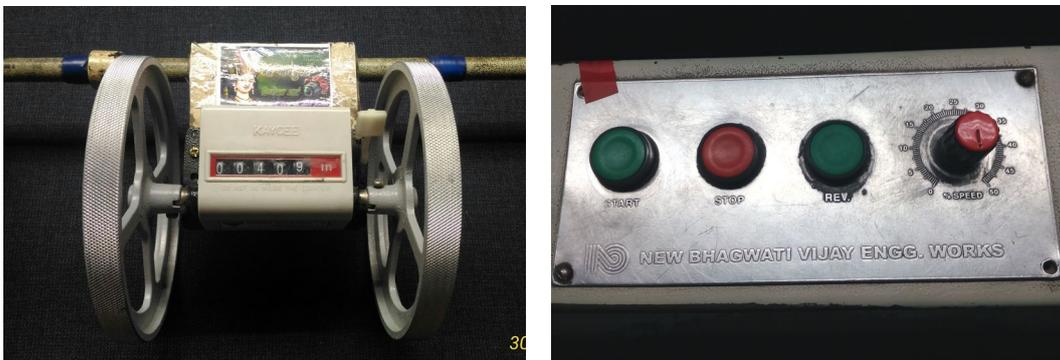


Fig. 2.2.1: Length counter and control switches in machine

- Say to check the machine condition and running lot fabric condition



Fig. 2.2.2: Proper illumination in the inspection Table

Say

- Say to take rounds with incoming shift checker and say to ensure all checking points are provided neatly and with good condition to him
- Say to update the count and display boards as per their superior instruction and as per the running process



Fig. 2.2.3: Getting instructions from the superior before start the work

- Say to store the wastes in respective waste bins



Fabric bit waste stored separately

Sweeping waste

Fig. 2.2.4: Waste collection boxes

- Say to weigh the waste in shift end properly and say to record the waste weights
- Say to handover the working tools in good condition
- Say to report to their superior about the status and production details, fabric checked details, etc..

Ask

- Ask what are functions of different colour switches provided in machine
- Ask why we have to store the waste variety wise

UNIT 2.3: Dos and Don'ts

Unit Objectives

At the end of this unit, trainees will be able to:

1. Follow correct work method and procedure

Ask

- Ask the trainees about the dos and don't
- Ask them the effect of wrong work procedure

Elaborate

- Explain in details of the followings tables

S. No	Dos	Don'ts
1	Come in time for shift	Coming late for shift
2	Don't wait in queue for finger print attendance	Waiting in queue for finger print attendance
3	Wear PPE provided by company and work	Working without wearing PPE
4	Read log book before starting the work	Start working without reading log book
5	Ensure availability of display board and check the details given in display board before starting the work	Neglecting to check the display board
6	Take round with previous shift operator	Avoiding taking rounds with previous shift operator
7	Transport the waste using trolley	Transporting the waste by hands
8	Weigh before disposing the waste	Disposing the waste without weighment
9	Write the problems faced in shift in log note	Not mentioning the problem faced in shift
10	Meet superior before leaving the department	Leaving the department without informing superior

Table 2.3: Dos and Don'ts



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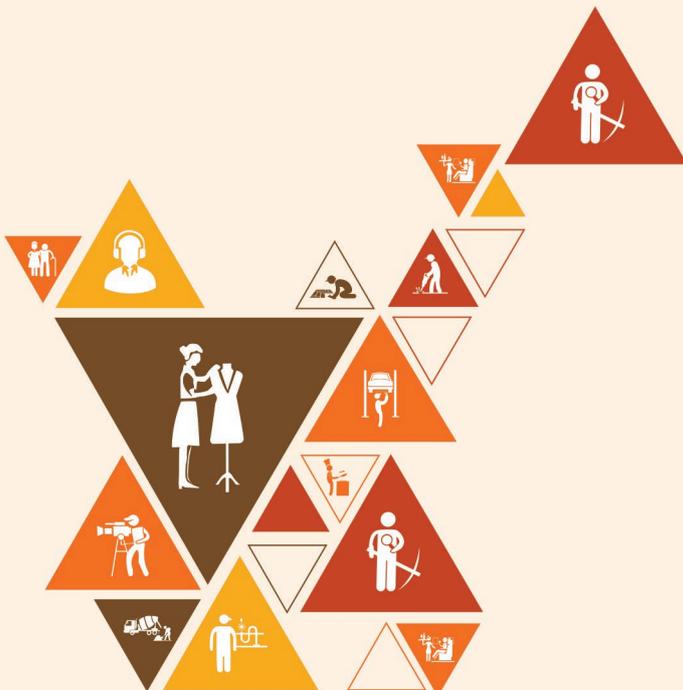
3. Check the Fabric Produced

Unit 3.1 – Sample Approval

Unit 3.2 – Online Checking

Unit 3.3 – Fabric Examination on Table

Unit 3.4 – Dos and Don'ts



Key Learning Outcomes



At the end of this module, trainees will be able to:

1. Analyze the sample specifications
2. Understand how to get sample approval in proper manner
3. Know the sample checking procedure
4. Find out the defects in the fabrics
5. Check the fabric running faults in weaving machine
6. Report points of samples as per 4 point American System

UNIT 3.1: Sample Approval

Unit Objectives

At the end of this unit, trainees will be able to:

1. Get and verify the fabric specifications from the higher authority
2. Check the first roll of every lot and then approve for bulk production if sample fabric is ok

Say

- Say to check the loom card/beam ticket provided in machine and take the sample from that machine



Loom card/Beam ticket

Fig 3.1.1: Loom card/beam ticket provided in machine

- After that check the fabric design as per the job card and take the sample for checking

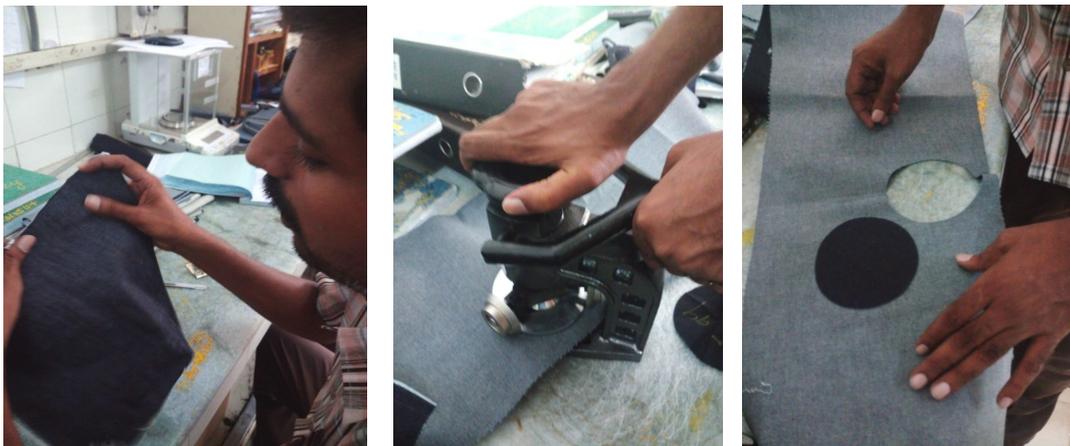


Fig 3.1.2: Fabric sample checking method

Say

- Say to weigh the cut sample to know the GSM



Fig 3.1.3: Weighment of sample as per the procedure

- Say to check the running faults in warp as well as weft



Fig 3.1.4: Warp direction and weft direction fault

Ask

- Ask trainees what are the points to be checked before take the sample for checked
- Ask trainees what is GSM and how to check it

Demonstrate

- Give demo to trainees how to check the GSM of fabric

Elaborate

- Explain in details about fabric faults and reason for the fault



Fig 3.1.5: Different type of fabric faults

Say

- Say to record the all checking data as per the company procedure

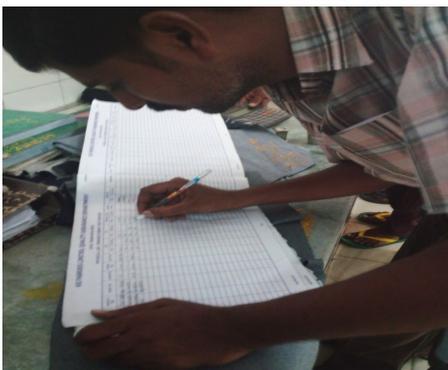


Fig 3.1.6: Recording of sample checked

- Say to follow this method for every first roll of sort change

Ask

- Ask trainees what are the types of fabric defects and reason for the defect
- Ask trainees what are the data to be recorded in note book

Notes for Facilitation

- Keep model of different types of fabric defects to show to trainees
- Fill a page for model of fabric sample checking details in respective notebook

UNIT 3.2: Online Checking

Unit Objectives

At the end of this module, trainees will be able to:

1. Know the method of online checking on loom
2. Know about the fabric selvedge faults and running faults
3. Know to stop the machine for correct the fault then and there
4. Record the checked faults and follow the advice of higher authority

Say

- Say to compare and check the loom card/beam ticket with standard sample process



Fig 3.2.1: Checking loom card/beam ticket

- Say to check the selvages of running fabric



Fig 3.2.2: Checking loom card/beam ticket

Elaborate



- Explain the fabric defects and causes for the defect to trainees

Fabric Defects	Causes
End Out	Caused by yarn breaking and loom continuing to run with missing end
Thin end	Often caused by the filling yarn breaking and the loom continuing to run until the operator notices the problem
Double end	Sticky ends on weavers beam or Wrong drawing -in of end through heald eyes
Wrong Drawing	Faulty drawing -in of beam or Faulty drawing-in of broken ends by the weaver
Thick end	Excessive count variation or Accidental mixed up of counts in winding or warping or piecing up of broken end with a wrong thread during weaving
Thick and thin places	Irregular let-off or Faulty take-up
Bad selvedge	Faulty weaving, warp ends being set too far apart for the thickness of the yarn
Mixed yarn	Yarn of a different fibre blend used on the warp frame
Open reed	Due to bent reed wire causing warp ends to be held apart
Stop Mark	When the loom is stopped, the yarn elongates under tension, when loom starts again the slackness is woven into the fabric

Table 3.2.3: Fabric defects and causes

Say



- Say to ensure all big rolls are doffed as per procedure and material handling is followed



Fig 3.2.4: Material handling of doffed rolls

Ask

- Ask trainees what are the points to be checked in online
- Ask why we have to follow the material handling procedure

Notes for Facilitation

- Bring trainees to loom shed and show how to check the online faults
- Ensure all trainees are wear PPE's properly before entering to the department

Field Visit

- Take the student to weaving machine to show about the checking of online faults

UNIT 3.3: Fabric Examination on Table

Unit Objectives

At the end of this module, trainees will be able to:

1. Know the proper material handling procedure of fabric
2. Know the details to be furnished in cloth roll
3. Inspect the fabric specifications as per the construction
4. Know to give points as per 4 point American system

Say

- Say to maintain the inspection table always in neat condition



Fig 3.3.1: Inspection table

- Say to follow and fill the inspection grading sheet for each and every sample without fail and inform to get sign from authority then and there

INSPECTION GRADING SHEET																															QF / 02 / INS		
MTRS/BEAM :	REMARKS :	WARP :	M/C NAME :																														
BREAKS/BEAM :	SET No. :	WEFT :	WEAVING PEN :																														
BEAM No. :	DOFFING No. :	FIRST INSPECTOR :	SHIFT :																														
SORT No. :	DATE OF :	FIRST M/C NAME :	LOOM No. :																														
SHADE CODE :	INSPECTION :	WARP SHRINKAGE :	BATCH No. :																														
		WEFT SHRINKAGE :	FINAL INSPECTOR :																														
			FINAL M/C NAME :																														
Piece No. :	Catg.	Piece No. :	Catg.	Piece No. :	Catg.																												
1	11 21 31 41 51 61 71 81 91	1	11 21 31 41 51 61 71 81 91	1	11 21 31 41 51 61 71 81 91																												
2		2		2																													
3		3		3																													
4		4		4																													
5		5		5																													
6		6		6																													
7		7		7																													
8		8		8																													
9		9		9																													
10		10		10																													
Total Metres :										Total Metres :										Total Metres :										30.05.2017			
Total Points :										Total Points :										Total Points :													
Point / 100kg Metres :										Point / 100kg Metres :										Point / 100kg Metres :													

Fig 3.3.2: Inspection grading sheet

Demonstrate

- Give demo to reset the length count meter for measure the length of checking fabric

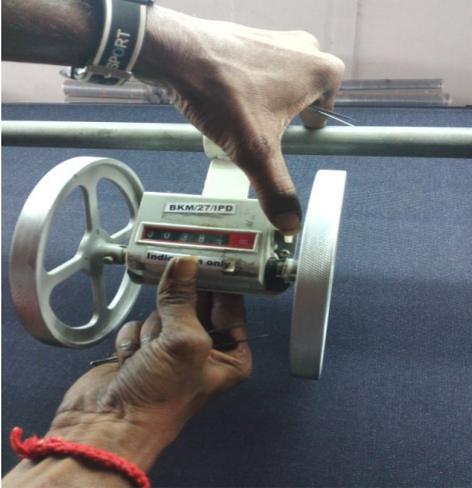


Fig 3.3.3: Resetting the Meter manually to Zero reading by pressing the knob of the Meter

Say

- Say to mark the fault occurred place by the provided chalk



Fig 3.3.4: Marking fabric faults

- Say to follow and fill the inspection grading sheet for each and every sample without fail and inform to get sign from authority then and there

Elaborate

- Explain in detailed about the fabric inspection report

Unit Name:

Examination Report:

Loom No.	Roll No.	Examiner Name	Date
EPI	Sort No.	Doffed Dt.	Length
PPI	Actual width	Count	Reading No.
Vendor Name:			

Defects	Mtr.	Defects	Mtr.	Defects	Mtr.
BP (Back Pick)		LOM (Let off mark)		WC(Weft crack)	
DE (Double end)		OS (Oil stain)		WD(Wrong Drawing)	
DP (Double Pick)		RM (Reed mark)		SOS(Size oil Stain)	
EO (End out)		SC (Smooth crack)		SP(Size Paste)	
FL (Float)		SM (Starting mark)		BY(Black Yarn)	
HO (Hole)		ST (Shuttle Trap)		CW(Coarse Weft)	
KFL (Stain)		TK (Thick Karai)		SY(Slub Yarn)	
LK (Loose stain)		TKM (Take Up Mark)		YV(Yarn Variation)	
LS (Lashing)		TM(Temple Mark)			

1		11		21		31	
2		12		22		32	
3		13		23		33	
4		14		24		34	
5		15		25		35	
6		16		26		36	
7		17		27		37	
8		18		28		38	
9		19		29		39	
10		20		30		40	

Table 3.3.5: Fabric inspection report format

Say 

- Say to follow the 4 point American system

INSPECTION DEPARTMENT -					
4 POINT GRADING SYSTEM					
SYSTEM-I		SYSTEM-II		POINTS SYSTEM	
POINTS	MAJOR CATY.	POINTS	MAJOR CATY.	WARP	
	VG	0-30	3 VG	1 POINT - 1/4" to 3"	
	EG	31-50	5 EG	2 POINTS - 3" to 6"	
	FD	51-100	10 FD	3 POINTS - 6" to 9"	
	SD	101-140	11-18 SD	4 POINTS - 9" to 30"	
	TD	141-180	19-25 TD	ABOVE 30" MAJOR	
	WS & DS		26+ WS&DS	WEFT	
5% REM-III		POLYESTER	11-14	1 POINT - 1/4" to 3"	
POINTS	MAJOR CATY.	10 & Below 10	I	2 POINTS - 3" to 6"	
0-40	4 VG	POLY LACRA	9-14	3 POINTS - 6" to 9"	
41-50	6 EG	COTTON LACRA	8 & Below 8	ABOVE 9" - MAJOR	
51-100	10 FD	MERGERISED	All cases and all types of fabric		
101-140	18 SD	0.1, 2 Series			
141-180	19-25 TD	(Cottons)			
	26+ WS & DS				

Fig 3.3.6: 4 Point Grading System displayed in the department (System II followed)

- Say to weigh the individual roll after checking and inform to put the tag for checked rolls without fail as per the organization standard

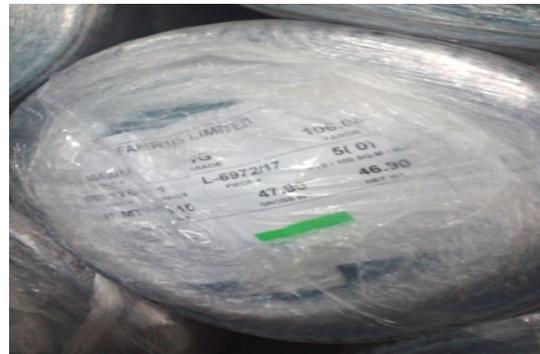


Fig 3.3.7: Green sticker pasted on fabric as normal quality and printed matter pasted on roll to know the fabric details like weight, grade, length, fabric type, etc.,

Demonstrate



- Give demo to pack the checked cloths by polythene sheet



Fig 3.3.8: Packing of checked cloths by polythene cover

Ask



- Ask how to reset the length counter meter in inspection table
- Ask why we need to pack the cloth roll by polythene cover

Notes for Facilitation



- Keep in classroom model fabric inspection report
- Ensure 4 points American system is followed while inspecting the fabric

Unit 3.4: Dos and Don'ts

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know how to work with proper method and procedure

Ask

- Ask the trainees about the dos and don'ts
- Ask them the effect of doing wrong things

Elaborate

- Explain in details of the Dos and Don'ts

S. No	Dos	Don'ts
1	Check the lighting condition at Inspection Table before starting the inspection	Not checking the lighting condition
2	Check the Zero reading in the counting meter before start the inspection	Not checking the counting meter reading
3	Using proper tools in the Inspection Table	Not using proper tools
4	Getting the instruction from the Higher Authority before starting the work	Not getting the instruction from the Higher Authority before starting of the work
5	Check the safe and clean environment around the Inspection Table	Not checking the safe and clean environment
6	Check the stop motion in the Inspection Table before the starting the work	Not checking the condition of the stop motion
7	Follow the standard operating system in loading and unloading the fabric roll	Not follow the standard operating system
8	Use proper tags for various defects as per instruction	Not using the proper tags for defects

Table 3.4: Dos and Don'ts



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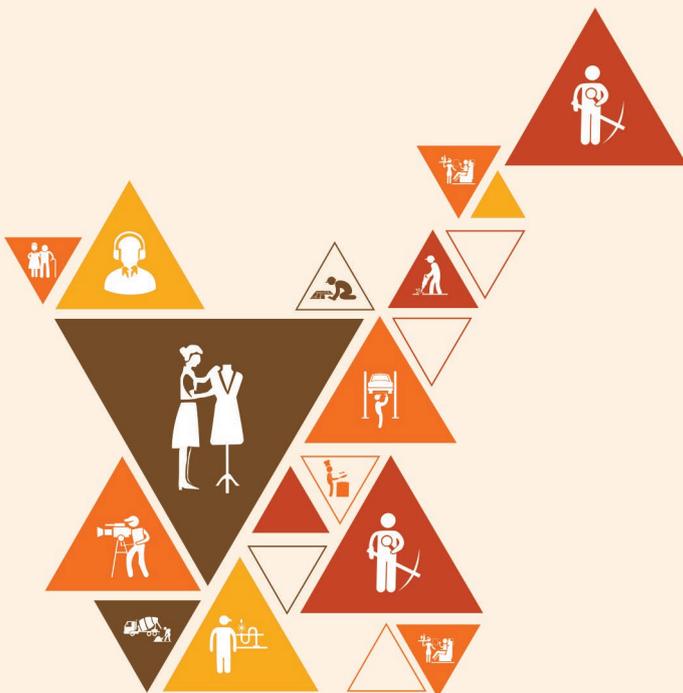
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4. Maintain Work Area, Tools and Machines

Unit 4.1 – Maintain the Work Area, Tools and Machines

Unit 4.2 – Dos and Don'ts



Key Learning Outcomes



At the end of this module, trainees will be able to:

1. Know how to maintain tools and machines
2. Know how to maintain work area
3. Know what is cleanliness

UNIT 4.1: Maintain the Work Area, Tools and Machines

Unit Objectives

At the end of this unit, trainees will be able to:

1. Perform and maintain good housekeeping in department
2. Follow the cleaning checklist correctly
3. Maintain the working tools and machines in good condition

Say

- Say to ensure the material handling properly



Fig 4.1.1: Trolley truck to transport the load

- Say to store the wastes in variety wise
- Say to press the switch buttons gently
- Say to maintain the housekeeping always neatly
- Say to maintain the tools and equipments properly
- Say to carryout maintenance activities on regular basis



Fig 4.1.2: Greasing points to be maintained regularly

Say

- Say to use proper equipment as per the SOP for transport the fabric



Fig 4.1.3: Trolley used to transport the fabric

- Say to dispose the wastes in defined area
- Say to store the cleaning equipments safely after usage
- Say to carry out the cleaning activities as per the schedule and limits of responsibility



Fig 4.1.4: Cleaning of inspection table with hand brush

Demonstrate

- Show demo how to use the trolley safely with proper working procedure

Notes for Facilitation

- Check the proper working of trolley before show demo to trainees

Unit 4.2: Dos and Don'ts

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know how to work with proper method and procedure

Ask

- Ask the trainees about the dos and don'ts
- Ask them the effect of doing wrong things

Say

- Say to follow the correct working procedures as per the organization



Fig 4.2.1: Dos and don'ts displayed in mill

Elaborate

- Explain in details of the Dos and Don'ts

S. No	Dos	Don'ts
1	Use trolley truck to transport the cloth rolls	Not using the trolley truck to transport the cloth rolls
2	Clean the Inspection Table with hand brush	Cleaning the Inspection Table with cloth or duster
3	Drop the wastes in their respective waste box	Throwing the waste in the floor of the department
4	Cloth to be handled with clean hand	Cloth is handled with dirty or stain hand
5	Report about the problems faced in the shift to the superior	Not report about the problems faced in shift to the superior
6	Fill all fabric defects in the inspection report without missing anything	Not filling the inspection report properly
7	Keep the cloth rolls in order at the designated place after packing	Not keeping the cloth rolls at the designated place after packing
8	Use proper tools to mark the fabric defects on the cloth	Not using proper tools to mark the fabric defects on the cloth
9	Keep away unwanted materials from the alley way	Keeping the unwanted materials in the alley way

Table 4.2.2: Dos and Don'ts

Key Learning Outcomes



At the end of this module, trainees will be able to:

1. Learn skill to develop themselves
2. Understand the issues practically which helps to adapt situation
3. Know the importance of communication to communicate properly with team-mates and supervisor
4. Build a chance to apply creative/innovative ideas in job

UNIT 5.1: Commitment and Trust

Unit Objectives

At the end of this unit, trainees will be able to:

1. Realize the relationship based on mutual trust
2. Lead a team and perform well to achieve the goal
3. Communicate the message among team members without affecting the theme of content

Say

- Say to being accountable to their own role
- Say to perform all roles with full responsibility and with effective and efficient
- Say to discuss on a collective topic to get common ideas to achieve a goal at the earliest



Fig 5.1.1: Team work at work place

- Say to commit it their role with full of responsibility
- Say commitment is an important part of trust
- Say to being honest, respect each other, be transparency & share information, accept wrongs, show loyalty, etc.,
- Say to deliver results, upgrade skills, confront reality, clarify expectations, practice accountability, listen first, etc.,

Ask

- Ask the trainees what is team
- Ask trainees why we do our work as team

UNIT 5.2: Communication

Unit Objectives

At the end of this unit, trainees will be able to:

1. Learn work policies
2. Work with team and report submission

Say

- Say to understand the importance of communication
- Say to listen effectively and orally communicate information accurately
- Say to listen to team member's opinion and feedback politely
- Say to submit daily report



Fig 5.2.1: Meaning full communication

- Say to give meaningful and consistent communication for better results
- Say communication would give quicker results on a task with better output
- Say team members would understand their roles and they would work effectively by effective communication
- Say in a team, communication plays vital role for the success of the task

Say

- Say proper communication would solve most of the problems



Fig 5.2.2: Group discussion with effective communication

Ask

- Ask what is effective communication
- Ask how to make a communication as effective

Demonstrate

- Make a demo of group discussion with some workers members

Notes for Facilitation

- Ensure availability of chairs to make a group discussion and ensure peaceful environment to make a discussion

UNIT 5.3: Adaptability

Unit Objectives

At the end of this unit, trainees will be able to:

1. Adapt different work situations
2. Understanding others point of view
3. Avoid conflict situations

Say

- Say to adjust in different work situation
- Say to ask questions if any clarification needed
- Say to avoid conflict situation



Fig 5.3.1: Avoid this type of conflict situations

- Say adaptability is being flexible when things change
- Say adaptability is accept surprises and changes
- Say adaptable person is one who is open to new ideas and concepts
- Say adaptability is accept new roles and surprises

Ask

- Ask what is adaptability
- Ask how to adapt ourselves in a new working place

Say

- Say to avoid useless talks during discussion



Fig 5.3.2: Unwanted talk while group discussion going on

Notes for Facilitation

- Ensure peaceful working atmosphere to easily adapt by trainees

UNIT 5.4: Creative Freedom

Unit Objectives

At the end of this unit, trainees will be able to:

1. Try improving existing techniques to increase process efficiency
2. Apply problem-solving approaches

Say

- Say to use new techniques for better process efficiency
- Say to understand the importance of creative freedom in work place
- Say to apply problem-solving approaches in different situations

Creative Freedom

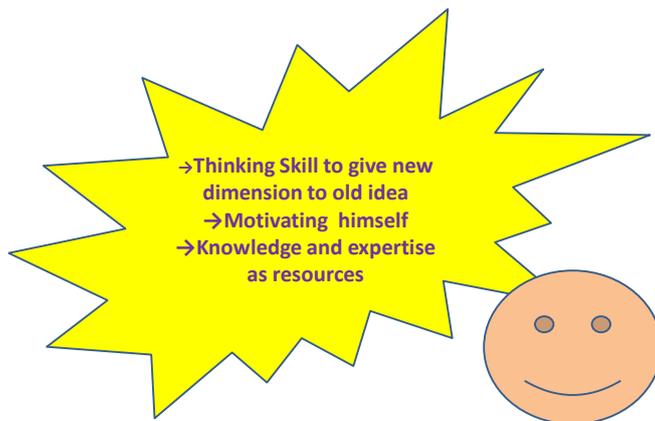


Fig 5.4: Creative Freedom

Say

- Say creative thinking occurs when they attempt to think of a different way to solve a problem or to catch the eye of a customer
- Say when they use creative thinking, their business is more likely to be original, since it will use the creative ideas of its multifaceted talent instead of doing what has been done before
- Say creative thinking gives them to find solutions to problems without falling back on standard, accepted methods
- Say creative thinking in groups lets one-person spark ideas off another so the whole group is encouraged to come up with more innovative ideas
- Say when they use creative thinking, they create opportunities all around them
- Say take the initiative and see what path creative thinking leads them on

Unit 5.5: Dos and Don'ts

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know how to work with proper method and procedure

Elaborate

- Explain in details of the Dos and Don'ts

S. No	Dos	Don'ts
1	Work as a team	Working independently
2	Show involvement in discussion	Not showing involvement in discussion
3	Take decision with discussion	Taking decision on own
4	Extend co-operation to team members	Not co-operating to team members
5	Avoid argument during discussion	Making argument in discussion
6	Don't critics others for failure	Making critics for failure
7	Avoid interrupting while others talking	Interrupting while others talking
8	Accept the different of opinion for the sake of team	Not accepting the different of opinion
9	Listen others talk in discussion	Neglecting others talk
10	Support to team members to complete the task	Not supporting the members to complete the task

Table 5.5: Dos and Don'ts



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6. Maintain Health, Safety and Security at Workplace

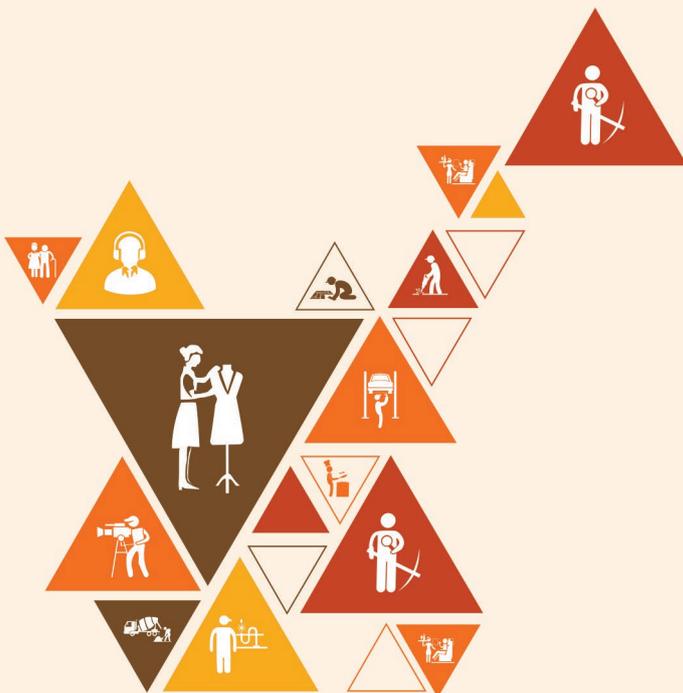
Unit 6.1 – Comply with Health, Safety and Security requirements at Work

Unit 6.2 – Recognizing Hazards

Unit 6.3 – Planning the Safety Techniques

Unit 6.4 – Implementing the Programs

Unit 6.5 – Dos and Don'ts



Key Learning Outcomes



At the end of this module, trainees will be able to:

1. Know the general safety rules
2. Know the importance of personal protective equipment like apron, cap, earplugs, nose mask etc. and their application under different working conditions
3. Gain knowledge on various health hazards relevant to workplace and basic first aid training
4. Identify and select right equipment such as fire extinguisher based on type of fire
5. Become good practice on first aid, fire-fighting, etc.

UNIT 6.1: Comply with Health, Safety and Security Requirements at Work

Unit Objectives

At the end of this unit, trainees will be able to:

1. Taking responsibility to do own job
2. Working effectively and efficiently

6.1.1 Comply with Health, Safety and Security Requirements at Work

Say

- Say about usage and purpose of Ear plug, Apron, Face mask



Fig 6.1.1.1: Head Cap



Fig 6.1.1.2: Nose mask



Fig 6.1.1.3: Ear plug



Fig 6.1.1.4: Apron / Over Coat



Fig 6.1.1.5: Shoe

- Say to use dust bin and waste box for dispose waste
- Say to drink sufficient water which is a simple preventive medicine to avoid lot of our health related problems
- Say to ensure a balanced diet and avoid excess fat, sugar, salt, spice etc.,
- Say to be happy always

Say 

- Say to avoid intoxicants like consuming alcohol, Tobacco, drugs etc.,
- Say to make others feeling happy with your posture

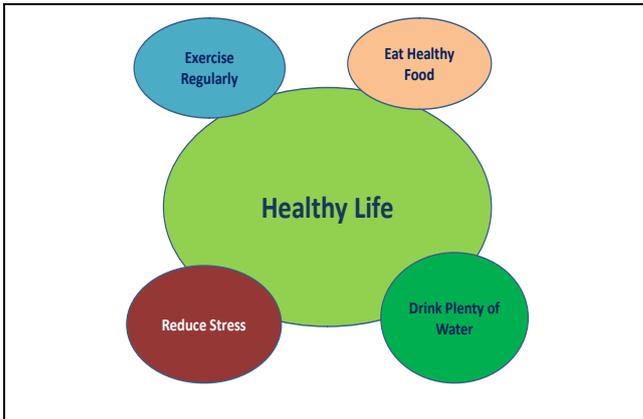


Fig 6.1.1.6: Good Habits

Fig 6.1.1.7: Discipline

Say 

- Say to maintain their surroundings always spic and span
- Say to store materials and equipment in line with organizational requirements



Fig 6.1.1.8: Mill surroundings with spic and span

- Say to safely handle and remove waste
- Say to know about the first-aid, fire-fighting and emergency response training



Fig 6.1.1.9: Emergency contact display and first-aid box



Fig 6.1.1.10: Symbol to remember for First Aid (+symbol)

Say

- Say to take action based on instructions in the event of fire, emergencies or Accidents



Fig 6.1.1.11: Different type of fire extinguisher extinguishers



Fig 6.1.1.12: Fire Hose reel - for small fire



Fig 6.1.1.13: Water hydrant -For big fire



Fig 6.1.1.14: Fire alarm

- Say to follow organization procedures for shutdown and evacuation when required



Fig 6.1.1.15: Emergency alarm switch



Fig 6.1.1.16: Emergency exit to get outside

Say

- Say to know the different classifications of fire
- Say in case of emergency, everyone should exit from the spot and assemble in the "Emergency Assembling Point", which helps to ensure that everyone comes out from danger
- Say at time of danger situation, gives 1st importance to life and then material if possible



Fig 6.1.1.17: Emergency evacuation plan



Fig 6.1.1.18: Safe assembling point

Notes for Facilitation

- Ensure that operator uses the Ear Plug, Face Mask and Apron at work place
- Ensure to keep all type of fire extinguishers at one place to demonstrate
- Ensure the availability of all required items in first aid box

Ask

- Ask different type of fire extinguishers available in your unit
- Ask major first-aid items to be kept in first-aid box

UNIT 6.2: Recognizing the Hazards

Unit Objectives

At the end of this unit, trainees will be able to:

1. Develop ability to recognize the hazards
2. Knowing the different kind hazards will occur with respect to the machine & work place

Say

- Say to identify different kinds of possible hazards (environmental, personal, planning the safety technique, ergonomic, chemical) of the industry



Fig 6.2.1: Safety signs and symbols

- Say to recognize other possible security issues existing in the work place
- Say to follow the LOTO method for machine cleaning and for maintenance work as well as breakdowns



Fig 6.2.2: LOTO (Lock Out Tag Out)

UNIT 6.3: Planning the Safety Techniques

Unit Objectives

At the end of this unit, trainees will be able to:

1. Familiar in indentifying the hazards
2. Knowing the measures to control the hazards

Say

- Say to feel or scent smoke of a possible fire, locate the exact place where it arises and report to the concerned person/fire fighter immediately to arrest it
- Say to note down the exact area of floor that is damaged and report to the superior and ensure that it is corrected
- Say to do not work without safeguard provided by the mills
- Say to note the damaged equipments/exhaust grill and report to concern person

Ask

- Ask about the recognition of different measures to curb the hazards

UNIT 6.4: Implementing the Programs

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know the implementing of programs

Say

- Say to communicate the safety plan to everyone

Unit 6.5: Dos and Don'ts

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know how to work with proper method and procedure

Elaborate

- Explain in details of the Dos and Don'ts

S. No	Dos	Don'ts
1	Check the safety points during shift take over time	Not checking the safety points during taking over of shift
2	Wear PPE while in work spot	Working without PPE
3	Follow the safety rules	Neglecting the safety rules
4	Get proper instruction from superior before starting the work	Start working without superior's instruction
5	Ensure the correct RH% in department	Not bothering about RH%
6	Follow the indication lamp signals for interruption	Working in assumption
7	Keep the exhaust creel clean	Dumping waste in exhaust creel
8	Use trolley for material transport	Not using trolley for material transport
9	Replace the tools in specified place after use	Keeping the tools somewhere else
10	Dispose the waste in periodically as per the instruction	Not following the instruction.
11	Clean the machine as per the schedule using tools	Not following the schedules
12	Keep the alley way neat and clean	Keeping materials in alley way/foot path
13	Operating firefighting equipment with knowledge	Operating without knowledge

Table 6.5: Dos and Don'ts



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7. Comply with Industry and Organizational Requirements

Unit 7.1 – Self Development

Unit 7.2 – Team Work

Unit 7.3 – Organizational Requirements

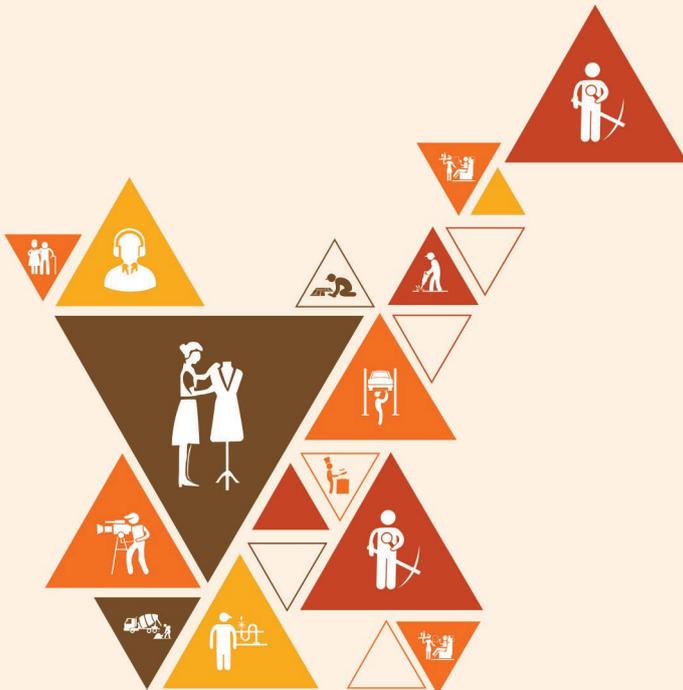
Unit 7.4 – Industrial Standards

Unit 7.5 – 5S

Unit 7.6 – Kaizen

Unit 7.7 – Non-Conformities

Unit 7.8 – Dos and Don'ts



Key Learning Outcomes



At the end of this module, trainees will be able to:

1. Understand about self –development how to develop yourself
2. Understand how to raise in the career ladder
3. Understand about team work and how to be a best team player
4. Understand about organizational standards
5. Understand about 5s and Kaizen and its importance in your career
6. Understand about non-conformity and its disposal procedure
7. Understand about importance of industry standard

UNIT 7.1: Self Development

Unit Objectives

At the end of this unit, trainees will be able to:

1. Develop themselves in their career through proper planning and execution
2. Be a good team player and patient listener to others views
3. Maintain your work place neat and tidy through 5S
4. Develop small Kaizens
5. Handle the non-conformities
6. Work as per the Organization standards
7. Comply to the industrial standards

Say

- About the importance of textile cloth manufacturing
- Role of Fabric checker in fabric manufacturing
- Responsible in doing their work by showing sincere, dedication, self-interest and involvement
- How to be an owner of the machine, process etc. to delivery in time
- How to think positively and work for the sake of organization development
- About the interdependent function of organization development and operator
- How to learn new thing every day as well as from each situation
- How to accept the ideas without thinking of whose ideas if it is good for everyone
- How to understand their career status and its next level
- Why to understand the rules and regulation cited in standing order of the mill
- Why to follow the code of conduct and not to violate the safety regulations and disciplinary procedures

Ask

- Ask which one is standing next to food in human life
- Ensure the students to feel proud that they are a part of textile as Fabric checker
- Ask how the responsibility to be shown as a Fabric checker
- Ask how to reduce the strain and improve the quality and productivity
- Ask to solve the deviation or non-conformity with their own efforts
- Ask what is required for career growth
- Ask what to wear before starting the work

Elaborate



- Explain how to achieve the target in career growth

Notes for Facilitation



- Ensure that the responsibility lies with checker to achieve the zero defective product
- Ensure to implement the procedures and to think innovative for betterment
- Ensure that whatever the learning must be shared with others to full file the learning purpose
- Ensure the follow up of all regulations pertaining to the industry

UNIT 7.2: Team Work

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know to develop the abilities required for team work
2. Understand the imperative need of team work
3. Know the benefits of team work

Say

- To have immense faith in team and team work



Fig 7.2: Work together as a team to achieve the task

- To give respect to other views
- How to improve the ability to work in a team
- Purpose of working as a team
- About the individual risk factor reduction when work as a team

Ask

- Ask about the purpose of team work
- Ask about the individual risk factor reduction when work as a team
- What are the benefits we will obtain with team work

Elaborate



- Explain the abilities like communication, adaptability, co-operating etc. required for team work
- Explain the good attitudes obtaining with team work

Notes for Facilitation



- Ensure the productive discussion without arguments
- Ensure moral support to improve the confidence level of team member

UNIT 7.3: Organizational Standards

Unit Objectives

At the end of this unit, trainees will be able to:

1. Understand to follow the organizational standards
2. Know the benefits in following the organizational standards

Say

- Say to students to know and understand the organizational standards
- Say to follow the organizational standards
- Say to get clarification if any doubt about the organizational standards

Ask

- Ask how the organizational standards are formed
- Ask what are others common standards applicable to the organizational standards

Elaborate

- Explain the factors considered for establishing the organizational standards

Notes for Facilitation

- Ensure no violation or deviation in following the organizational standards
- Ensure to get concern for amending if the change is required in the organizational standards

UNIT 7.4: Industrial Standards

Unit Objectives

At the end of this unit, trainees will be able to:

1. Understand to follow the industrial standards
2. Know the criteria set for the industrial standards

Say

- Say to students to follow the industrial standards as it is a mandatory / Statutory requirement
- Say about how the industrial standards are established

Ask

- Ask whether firefighting, fire precautions, first aid and environmental standards are taken for establishing the industrial standards or not

Elaborate

- Explain what related to the set of criteria given in the industrial standards

Notes for Facilitation

- Ensure that the students clearly understand the industrial Standards

UNIT 7.5: 5S

Unit Objectives

At the end of this unit, trainees will be able to:

1. Understand the purpose of 5S
2. Know the steps of 5S
3. Know the benefits of 5S

Say

- About 5S
 - First S-SEIRI – Sort (1S)
 - Second S-SEITON –Straighten(2S)
 - Third S-SEISO – Shine (3S)
 - Fourth S-SEIKETSU –Standardize(4S)
 - Fifth S-SHITSUKE –Sustain(5S)
- Step to separate unwanted materials and wanted materials
- How to do tagging the material under guidance of superior
- How to follow the step to place the material in order for picking it easily
- How to identify and allocate the place for all materials under usage
- About the cleaning schedule to be followed
- How to identify the defective or damage tools and equipment if any and dispose
- Importance of avoiding dumping of unnecessary materials at work place
- About the steps of standards in order to keep clean and neat work place
- How to follow the step of good behaviors and habits to maintain the established standards
- How to adhere the rules strictly for long term success
- Benefits in following 5S

Ask

- Ask what are the steps to implement 5S
- Ask where to use Red Tag
- Ask what is holding area
- Ask what to follow when the action or review has taken place
- Ask what is the purpose of arranging the material
- Ask whether it is easy to find out abnormalities visually
- Ask whether it is everyone responsibility to develop good habits or not
- Ask whether 5S will improve the working atmosphere and environment or not

Elaborate



- Explain the name of each steps and the meaning of each steps
- Explain the importance of creating a process to maintain the standards with the roles and responsibilities
- Explain some 5S benefits of space saving, material retrieval time and customer trust

Notes for Facilitation



- Explain the name of each steps and the meaning of each steps
- Explain the importance of creating a process to maintain the standards with the roles and responsibilities
- Explain some 5S benefits of space saving, material retrieval time and customer trust

UNIT 7.6: Kaizen

Unit Objectives

At the end of this unit, trainees will be able to:

1. Understand to the purpose of kaizen
2. Know the benefits of kaizen
3. Know the steps for kaizen

Say

- Meaning and purpose of kaizen
- How to improve the activity for growth
- How to do small and daily changes leading to major improvement
- Why to understand current situation for initiating next level of plan, preparation, implementation and follow-up

Ask

- Ask how many steps to follow in kaizen for improvement
- Ask what is “Why-Why analyze”

Elaborate

- Explain in details about the steps of kaizen

Notes for Facilitation

- Ensure that the culture is established with kaizen and all employees are participated for improving productivity

UNIT 7.7: Non-Conformities

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know the causes for non-conformity
2. Understand the various types of non-conformity
3. Know to dispose non-conformity in proper way

Say

- Meaning of non-conformity
- How to know specifications or standards or expectation to identify the non-conformity
- What is product non-conformity
- Failure of timely delivery to subsequent process is also a non-conformity
- What is non-conformity in procedure
- What is non-conformity in document
- How to dispose non-conformity with standard procedure

Ask

- Ask whether dirty or stain fabric is a non-conformity or not
- Ask whether the failure of not following the cleaning schedule is a non-conformity or not
- Ask whether the working procedure is not updated according to the process is a non-conformity in document or not
- Ask to say one example of temporary correction of a problem

Elaborate

- Explain the various ways of producing the procedure non-conformity
- Explain the various ways of producing the non-conformity in product
- Explain the two procedures of disposal of non-conformity

S. No.	Material to dispose	Quantity of dispose	Reason for dispose	What corrective action taken	Method of disposing	Storage place
1	5 meters cloth	1 no.	Bad selvedge	Correcting the selvedge as per specification	Downgraded	Downgraded disposal storage

Table 7.7: Model chart for disposal of non-conformity

Notes for Facilitation

- Ensure that the product meets all specifications to avoid non-conformity
- Ensure that the change in document is approved properly to avoid the procedure non-conformity
- Ensure that the settings in Fabric checking machine is updated as per standard operating procedure to avoid the non-conformity in document
- Ensure that care must be taken to avoid faulty material getting escape to the customer

UNIT 7.9: Dos and Don'ts

Unit Objectives

At the end of this unit, trainees will be able to:

1. Know about the Dos and Don'ts

Say

- About the importance of Dos and Don'ts

Elaborate

- Explain Do's and Don'ts with this table

S. No	Do's	Don'ts
1	Work with self interest	Work without interest
2	Work as a team	Working independently
3	Discuss about the problem	Argue about the persons
4	Listen others voice in team	Neglecting members voice
5	Follow 5S procedure meticulously	Think it is a burden
6	Doing some small Kaizens	Doing routine and no efforts for improvement / development
7	Dispose the non-conformity as per the procedure	Disposing the non-conformity as like wish
8	Understand the rules and regulation of the organization	Working without understanding the rules and regulation
9	Making others to follow the rules and regulation of the organization	Not bothering about it
10	Working with safety precaution	Working with careless

Table 7.9: Dos and Don'ts



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