

# Model Curriculum

## Merchandiser

**SECTOR:** APPAREL, MADE-UPS AND HOME FURNISHING  
**SUB-SECTOR:** APPAREL / MADE-UPS / HOME FURNISHING  
**OCCUPATION:** MERCHANDISING  
**REF ID:** AMH/Q0901  
**NSQF LEVEL:** 5



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**APPAREL MADE-UPS HOME FURNISHING SECTOR SILL COUNCIL**

for the

### MODEL CURRICULUM

Complying to National Occupational Standards of  
Job Role/ Qualification Pack: **'Merchandiser'** QP No. **'AMH/Qo901 NSQF Level 5'**

Date of Issuance: **December 15, 2015**

Valid up to: **December 15, 2016**

\* Valid up to the next review date of the Qualification Pack

Dr. Roopak Vasishtha  
Chief Executive Officer  
(Apparel Made-ups Home Furnishing  
Sector Skill Council)

## TABLE OF CONTENTS

|   |           |
|---|-----------|
| <b>1. Curriculum</b>                    | <b>01</b> |
| <b>2. Trainer Prerequisites</b>         | <b>07</b> |
| <b>3. Annexure: Assessment Criteria</b> | <b>08</b> |

# Merchandiser

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Merchandiser”, in the “Apparel , Made Ups and Home Furnishing” Sector/Industry and aims at building the following key competencies amongst the learner

|  |  |                            |              |
|--|--|----------------------------|--------------|
| <b>Program Name</b>                                | <b>Merchandiser</b>                                  |                            |              |
| <b>Qualification Pack Name &amp; Reference ID.</b> | Merchandiser ; AMH/Q0901                             |                            |              |
| <b>Version No.</b>                                 | 1.0  | <b>Version Update Date</b> | 14-12 – 2016 |
| <b>Pre-requisites to Training</b>                  | Graduate Preferably                                  |                            |              |
| <b>Training Outcomes</b>                           | 1. Analyse Product                                   |                            |              |
|  | 2. Establish merchandising objectives                |                            |              |
|  | 3. Develop and present merchandising plan            |                            |              |
|  | 4. Organize and coordinate for pre-production        |                            |              |
|  | 5. Coordinate factory and managing shipment          |                            |              |
|  | 6. Maintain health, safety and security at workplace |                            |              |

This course encompasses 6 out of 6 National Occupational Standards (NOS) of “Merchandiser” Qualification Pack issued by “APPAREL, MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL”.

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required   |
|---------|--|--|--|
| 1       | <p><b>Introduction: Ice Breaking session</b></p> <p><b>General Rules to be Followed in institute</b></p> <p><b>Analyse Product</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>80:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>85:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0901</p> | <p><b>The individual will be able to know and understand</b></p> <ul style="list-style-type: none"> <li>importance/type and terms associated with merchandising</li> <li>the range of techniques most suited for different types of apparels</li> <li>the fabrics/ apparels and the types of fabrics</li> </ul> <p><b>The individual /user will be able to</b></p> <ol style="list-style-type: none"> <li>research on market trends</li> <li>know garment construction techniques and processes</li> <li>get knowledge of a range of fabrics and trims/ apparels and garments and types of fabrics/ apparels that require stitching by hand or machine stitching</li> <li>understand the costing process involved in making an apparel</li> <li>know about vendors and compliance standards</li> <li>review previous designs and samples developed by the business to assess relevance to current design/samples</li> <li>Identify business processes and client goals</li> <li>conduct research on target markets, materials, trims, better or new sources/suppliers for procurement</li> <li>Identify quality standards for design</li> <li>Identify budget, cost points and timing constraints</li> <li>check the tech pack received and identify it with the design brief given by the designer , check if all specifications are there in the tech pack, and in case not then clarify and modify if needed</li> </ol> | <p>Computer , Computer Peripherals<br/>Printer, Photocopier Projector<br/>Dexterity Test Kit Display Board ( 60” X 36” ft)Garment Samples<br/>Hanger (wooden and plastic material)<br/>Tags ,Tag pins, Tagging Gun Dress Form (Various sizes of Male/Female/Kids)<br/>Shears ( 8-10 ” iron blade for cutting fabric)<br/>Scissors ( plastic handled scissor for cutting paper ) Pinking Shears, Swatch Shade Examining Cabinet, Greyscale, Packing Trims And accessories, Packing Box, Display Board ( 60” X 36” ft), Dustbin, Boxes and pouches for storing Items<br/>Student's Chair (with Table Arm)<br/>Table ( 30”X 20”X 30”), Teacher's Table<br/>Teacher's Chair (revolving) , White Board<br/>Stationary, Labels and stickers, Pencil (HB )<br/>Eraser, Highlighter , Paper, (printable sheets), Stapler, Staple Pins, Punching Machine, Files and Folders , Push Pins<br/>Paper Cutter ( ½ ” &amp; 1 inch wide retractable blade), Glue Stick/ Fevicol/Adhesive Cello-tape/ Double Sided Tape (0.5-1” width), White Board Marker, Magnetic White Board Eraser<br/>Documents Required Tech Pack/ Specification Sheet, Buyer Requirement Sheet, Swatch File, Trims/Accessory Samples<br/>Buyer requirement/comment Sheet<br/>Cost Quotations, Production Order Sheet<br/>Theme/mood boards ,Fashion Forecasting Books/Journals/Magazines<br/>Company Quality Standards Handbook/ Guidelines<br/>Pantone Shade Cards<br/>Product Manufacturing related books</p> |

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required                      |
|---------|--|--|---|
| 2       | <p><b>Establish merchandising objectives</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>30:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>60:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0902</p> | <p><b>After this session ,the individual /user will be able to :</b></p> <p><b>a.</b> gain knowledge on quality and workplace practices</p> <p><b>b.</b> identify vendor/supplier by–</p> <ul style="list-style-type: none"> <li>• updating Vendor data base</li> <li>• Collecting different swatches from vendors to meet the design brief from fabrics to trims and getting confirmation for the same</li> </ul> <p><b>c.</b> prepare of the BOM : accuracy in making the right BOM for each styles</p> <p><b>d.</b> evaluate different parameters – capability, cost, delivery</p> <p><b>e.</b> know sewing and pattern making techniques to put across ideology the tailor master to make the same</p> <p><b>f.</b> identify the fabrics/garments that require stitching by hand or machine</p> <p><b>g.</b> get knowledge of product and pricing lifecycle</p> <p><b>h.</b> identify the vendors for initial development and also be able to confirm on for bulk if approved</p> <p><b>i.</b> collect all kinds of relevant swatches to meet the design brief from fabrics to trims and get confirmation on the same</p> <p><b>j.</b> consult appropriate personnel's to confirm feasibility and appropriateness of tech pack, material consumption, SAM for each style</p> <p><b>k.</b> identify the involvement of pattern maker and tailor</p> <p><b>l.</b> monitor procedures and checking points</p> <p><b>m.</b> meet the time constraints to make the sample and also rough TNA calendar with the estimated details to fix on the delivery date after confirmation on the sample</p> | Equipment's same as above               |
| 3       | <p><b>Develop and present merchandising plan</b></p> <p><b>Theory Duration</b><br/>(hh:mm)</p>   | <p><b>After going through this session the individual /user will be able to</b></p> <p><b>a.</b> Check the specification sheet prepared in accordance with standard format</p> <p><b>b.</b> check the preparation and cutting of patterns and detailed</p>   | Equipment's and documents same as above |

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required                      |
|---------|--|--|---|
|         | <p>25:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>65:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0903</p>   | <p>drawings, mini markers with concerned personnel and is according to the shrinkage report tested and received</p> <p><b>d.</b>to check assembled garments according to specification sheet, accepted garment assembly techniques</p> <p><b>e.</b> send prototype for test report either according to company norms or as per the buyers standards requested</p> <p><b>f.</b> check prototype with design team and send to buyer for approval and accordingly changes done if any ,conforming for production and also getting Size sets approved internally</p> <p><b>g.</b> Raise and receive P.O &amp; P.I after confirmation on the costing to the buyer</p> <p><b>h.</b> approve and update all the work sheets, like the trim sheet, fabric sheet, consumption sheet (fabric and thread) including tech pack, if any, required</p> <p><b>i.</b> update the actual TNA and send it for approval</p> |   |
| 4       | <p><b>Organize and coordinate for pre-production</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>35:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>40:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0904</p> | <p><b>After going through this session the individual /user will be able to :</b></p> <p><b>a.</b> get updated on the TNA prepared</p> <p><b>b.</b> Coordinate with all depts. Checking on mainly with status on the warehouse to know if the raw materials, trims and all necessary ordered are getting in-house on time</p> <p><b>c.</b> arrange PPM (pre-production meeting) and hand over of file, minutes of the meeting to the appropriate personnel's, and clarify any potential issue</p> <p><b>d.</b> Sort out issue based PPM meeting, if any</p> <p><b>e.</b> ensure that Content are according to the usage or preference</p>  | Equipment's and documents same as above |

| Sr. No. | Module  | Key Learning Outcomes  | Equipment Required   |
|---------|---|--|--|
|         |   | f. Ensure that the file has the tech pack, production order sheet with size breakup, cut plan and mini marker, packaging specification, washing instruction (if any), all the approved watches and samples with strike offs if any, Test report, TNA Chart and important mail conversations.   |  |
| 5       | <p><b>Factory coordination and managing shipment</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>15:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>45:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0905</p>        | <p><b>After going through this session the individual /user will be able to</b></p> <p><b>a.</b> Check execution of orders<br/><b>b.</b> Coordinate with buyer or buying house if any clarification is required on any issue raised during production<br/><b>c.</b> Coordinate with buying house QA or 3<sup>rd</sup> Party QA for initial/mid and final inspection of shipment.<br/><b>d.</b> Take responsibility of inspections<br/><b>e.</b> Work closely with logistics and help shipping department with timely information of packing reports for preparation of shipping documents<br/><b>f.</b> Coordinate with shipping and documentation department for forwarding the approved shipment</p> | Equipments and documents same as above   |
| 6       | <p><b>Maintain health, safety and security at Workplace</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>15:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>45:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0103</p> | <p><b>After going through the session , the individual will be able to know and learn the importance of maintaining health safety and security atWorkplace by identifying the need to :</b></p> <p><b>a.</b> Comply with health and safety related instructions applicable to the workplace<br/><b>b.</b> Use and maintain personal protective equipment as per protocol<br/><b>c.</b> Maintain a healthy lifestyle and guard against dependency on intoxicants<br/><b>d.</b> Follow environment management system related procedures<br/><b>e.</b> Identify and correct if possible) malfunctions in machinery and equipment</p>  | Computer<br>Computer Peripherals, tools and equipments and topic related documents |



| Sr. No. | Module  | Key Learning Outcomes   | Equipment Required |
|---------|---|---|--------------------|
|         |   | <p><b>f.</b> Report any service malfunctions that cannot be rectified</p> <p><b>g.</b> Store materials and equipment in line with manufacturer's and organizational requirements</p> <p><b>h.</b> Safely handle and move waste and debris</p> <p><b>i.</b> Minimize health and safety risks to self and others due to own actions</p> <p><b>j.</b> Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p><b>k.</b> Monitor the workplace and work processes for potential risks and threats</p> <p><b>l.</b> Carryout periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p><b>m.</b> Report hazards and potential risks/threats to supervisors or other authorized personnel</p> <p><b>n.</b> Participate in mock drills/evacuation procedures organized at the workplace</p> <p><b>o.</b> Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p><b>p.</b> Take action based on instructions in the event of fire,</p> <p><b>q.</b> Follow organization procedures</p> |                    |
|         | <p><b>Total Duration:</b><br/>720Hrs</p> <p><b>Theory Duration</b><br/>200Hrs</p> <p><b>Practical Duration</b><br/>340Hrs</p> | <p><b>Unique Equipment Required</b><br/>Swatch Shade Examining Cabinet, Greyscale, Dexterity Test Kit</p>   |                    |

**Grand Total Course Duration: 540 Hours**

*(This syllabus/ curriculum has been approved by APPAREL, MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL)*

## Trainer Prerequisites for Job role: “Merchandiser” mapped to Qualification Pack: “AMH/Q0901”

| Sr. No. | Area                                      | Details   |
|---------|---|---|
| 1       | <b>Job Description</b>                    | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack “AMH/Q0901” , version 1.0   |
| 2       | <b>Personal Attributes</b>                | Aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. He should be well aware of all the procedures/aspects/requirements of merchandising. He should have good aesthetic sense. He should have good communication skills and be able to communicate in English and local language. He should be proficient in MS Office tools. |
| 3       | <b>Minimum Educational Qualifications</b> | Candidate should have a Certification course/Graduation/Post Graduation in merchandising from textile/apparel based government recognized or reputed institute.   |
| 4a      | <b>Domain Certification</b>               | Certified for Job Role: “Merchandiser” mapped to QP: “AMH/Q0901”,version1.0. Minimum accepted score as per SSC guidelines is 90%.   |
| 4b      | <b>Platform Certification</b>             | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402” with scoring of minimum 80%.   |
| 5       | <b>Experience</b>                         | The candidate should have a minimum of 5+ years of industrial experience of merchandising.  |

## Annexure: Assessment Criteria

|   |   |
|---|---|
| <b>Assessment Criteria for Merchandiser</b> |   |
| <b>Job Role</b>                             | <b>Merchandiser</b>                           |
| <b>Qualification Pack</b>                   | <b>AMH/Q0901,version 1.0</b>                  |
| <b>Sector Skill Council</b>                 | <b>APPAREL, MADE-UP'S AND HOME FURNISHING</b> |

| <b>Sr. No.</b> | <b>Guidelines for Assessment</b>   |
|----------------|--|
| 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 70% aggregate in QP  |
| 6              | In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack  |

|  |   | Total Marks  | Out Of     | Marks Allocation |                  |           |
|--|---|--------------|------------|------------------|------------------|-----------|
|  |   |              |            | Theory           | Skills Practical | Viva      |
| <b>1. AMH/N0901<br/>Analyze Product</b>                    | PC1. Research on market trends  | <b>100</b>   | 15         | 8                | 5                | 2         |
|  | PC2. Review previous designs & samples developed by the business to assess relevance to current design/samples.   |              | 15         | 5                | 8                | 2         |
|  | PC3. Identify business processes and client goals   |              | 15         | 3                | 10               | 2         |
|  | PC4. Conduct research on target market, materials, trims, better or new sources /suppliers for procurement  |              | 15         | 6                | 7                | 2         |
|  | PC5. Identify Quality standards for designs   |              | 15         | 8                | 4                | 3         |
|  | PC6. Identify budget, cost points and timing constraints  |              | 15         | 11               | 2                | 2         |
|  | PC7. Check the Techpack received and identify it with the design brief given by the designer and also checked if all specifications are there in the techpack, If not clarify and modify if needed. |              | 10         | 4                | 4                | 2         |
|  |   | <b>Total</b> | <b>100</b> | <b>45</b>        | <b>40</b>        | <b>15</b> |
| <b>2. AMH/N0902<br/>Establish merchandising objectives</b> | PC1. Identify the vendors for initial development and also be able to confirm on for bulk if approved   | <b>50</b>    | 5          | 1                | 3                | 1         |
|  | PC2. Update the Vendor database   |              | 4          | 1                | 2                | 1         |
|  | PC3. Identify the Vendors   |              | 4          | 1                | 2                | 1         |
|  | PC4. Collect all kind of relevant swatches to meet the design brief from fabrics to trims and get confirmation on the same  |              | 4          | 1                | 2                | 1         |
|  | PC5. Appropriate personnel are consulted with to confirm feasibility and appropriateness of tech pack   |              | 4          | 1                | 2                | 1         |

|  |   | Marks Allocation |           |           |                  |           |
|--|---|------------------|-----------|-----------|------------------|-----------|
|  |   | Total Marks      | Out Of    | Theory    | Skills Practical | Viva      |
|  | PC6. Prepare a well formed BOM (Bill of Material) for each of the styles in the collection. This is a critical and important element for a merchandiser and so should be able to specify all that is required like the raw material, parts, quantities of each needed to manufacture the end product. |                  | 5         | 3         | 1                | 1         |
|  | PC7. Initial costing of the sampling derived  |                  | 4         | 2         | 1                | 1         |
|  | PC8. Appropriate personnel identified for the consumption to be made for making   |                  | 3         | 1         | 1                | 1         |
|  | PC9. Required involvement of pattern maker and tailor are identified  |                  | 4         | 1         | 2                | 1         |
|  | PC10. Monitoring procedures and checking points are determined  |                  | 4         | 2         | 1                | 1         |
|  | PC11. Techpack sent to appropriate personnel (IE Department) to calculate the SAM (Standard Allowed Minute) of the sample if BOM provided by buyer or this is done during the process of the development of the sample when the BOM is internally created by the merchandiser                         |                  | 5         | 2         | 2                | 1         |
|  | PC12. Time constraints met to make the sample and also a rough TNA (Time and Action)calendar made with the estimated details got to fix on the delivery date after confirmation on the sample   |                  | 4         | 2         | 1                | 1         |
|  | <b>Total</b>  |                  | <b>50</b> | <b>18</b> | <b>20</b>        | <b>12</b> |
| <b>3. AMH/N0903<br/>Develop and Present merchandising plan</b> | PC1. Check the specification sheet prepared in accordance with standard format  |                  | 12        | 7         | 3                | 2         |
|  | PC2. Preparation and cutting of patterns and detailed drawings, mini markers are checked/confirmed in coordination with concerned personnel   |                  | 6         | 2         | 3                | 1         |
|  | PC3. Check if the patterns developed are according to the shrinkage report ,tested and received   | 50               | 4         | 1         | 2                | 1         |

|  |   | Total Marks  | Out Of    | Marks Allocation |                  |           |
|--|---|--------------|-----------|------------------|------------------|-----------|
|  |   |              |           | Theory           | Skills Practical | Viva      |
|  | PC4. Assembled garments are checked according to specification sheet, accepted garment assembly techniques  |              | 6         | 2                | 3                | 1         |
|  | PC5. Prototype sent for Test report either according to company norms or as per the buyers standards requested  |              | 6         | 1                | 4                | 1         |
|  | PC6. Prototype checked with design team and sent to buyer for approval and accordingly changes done if any and confirmed for production. Size sets approved internally        |              | 4         | 1                | 2                | 1         |
|  | PC7. Raise and Receive P.O (Purchase Order) & P.I (Performa Invoice) after confirmation on the  |              | 4         | 2                | 1                | 1         |
|  | PC8. Approval and updation of all the work sheets, like the trims sheet, fabric sheet, consumption sheet (fabric and thread) this also includes in teckpack, if any, required |              | 4         | 2                | 1                | 1         |
|  | PC9. Actual TNA updated and sent for approval   |              | 4         | 2                | 1                | 1         |
|  |   | <b>Total</b> | <b>50</b> | <b>20</b>        | <b>20</b>        | <b>10</b> |
| <b>4. AMH/N0904<br/>Organize and coordinate for pre-production</b> | PC1. Be updated on the TNA prepared   | <b>50</b>    | 5         | 3                | 1                | 1         |
|  | PC2. Coordinate with all depts. Check on mainly with status on the warehouse to know if the raw materials, trims and all necessary ordered are getting in-house on time       |              | 4         | 1                | 2                | 1         |
|  | PC3. When half the items are in-house then the PPM (pre-production meeting) is held and hand over of file takes place. Hence create a good accurate file.                     |              | 5         | 3                | 1                | 1         |
|  | PC4. Sort out issue based PPM meeting, if any   |              | 4         | 2                | 1                | 1         |
|  | PC5. Content should be according to the usage or preference   |              | 5         | 3                | 1                | 1         |

|   |  | Total Marks  | Out Of    | Marks Allocation |                  |           |
|---|--|--------------|-----------|------------------|------------------|-----------|
|   |  |              |           | Theory           | Skills Practical | Viva      |
|   | PC6. Ensure the file should have the techpack, production order sheet with size break up, cut plan and mini marker, packaging specification, washing instruction (if any), all the approved swatches and samples with strike offs if any, Test report, TNA Chart and important mail conversations. |              | 10        | 6                | 3                | 1         |
|   | PC7. At Pre-production Meeting, the merchandiser clarifies and address any potential issues if any   |              | 7         | 3                | 2                | 2         |
|   | PC8. Identify any other issues, raised if any from the other department personnel attending the meeting  |              | 5         | 3                | 1                | 1         |
|   | PC9. Hand over to be done and minutes of the meeting sent to all involved  |              | 5         | 1                | 3                | 1         |
|   |  | <b>Total</b> | <b>50</b> | <b>25</b>        | <b>15</b>        | <b>10</b> |
| <b>5.AMH/N0905<br/>Factory coordination and managing shipment</b> | PC1. Check execution of orders, whether it is running on time  | <b>50</b>    | 10        | 5                | 4                | 1         |
|   | PC2. Coordinate with buyer or buying house if any clarification is required, that is if any issue raised during production is not well identified Internally   |              | 10        | 7                | 2                | 1         |
|   | PC3. Coordinating with buying house QA or 3 <sup>rd</sup> Party QA for initial/mid and final inspection of shipment.   |              | 10        | 5                | 4                | 1         |
|   | PC4. Taking responsibility of inspections  |              | 5         | 1                | 3                | 1         |
|   | PC5. Work closely with logistics and help shipping department with timely information of packing reports for preparation of shipping documents   |              | 10        | 2                | 5                | 3         |
|   | PC6. Coordinate with shipping and documentation department for forwarding the approved shipment  |              | 5         | 1                | 2                | 2         |
|   |  | <b>Total</b> | <b>50</b> | <b>21</b>        | <b>20</b>        | <b>9</b>  |

|   |   | Total Marks | Out Of | Marks Allocation |                  |      |
|---|---|-------------|--------|------------------|------------------|------|
|   |   |             |        | Theory           | Skills Practical | Viva |
| <b>6.AMH/N0103<br/>Maintain health safety and security at workplace</b> | PC1. Comply with health and safety related instructions applicable to the workplace                     | <b>50</b>   | 3      | 1                | 1                | 1    |
|   | PC2. Use and maintain personal protective equipment as per protocol                                     |             | 3      | 1                | 1                | 1    |
|   | PC3. Carryout own activities in line with approved guidelines and procedures                            |             | 3      | 1                | 1.5              | 0.5  |
|   | PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants                           |             | 3      | 1                | 1                | 1    |
|   | PC5. Follow environment management system related procedures  |             | 3      | 1                | 1                | 1    |
|   | PC6. Identify and correct(if possible) malfunctions in machinery and equipment                          |             | 3      | 0.5              | 2                | 0.5  |
|   | PC7. Report any service malfunctions that cannot be rectified   |             | 3      | 1                | 1                | 1    |
|   | PC8. Store materials and equipment in line with manufacturer's and organizational requirements          |             | 3      | 1                | 1                | 1    |
|   | PC9. Safely handle and move waste and debris  |             | 3      | 1                | 1                | 1    |
|   | PC10. Minimize health and safety risks to self and others due to own actions                            |             | 3      | 1                | 1                | 1    |
|   | PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks    |             | 3      | 1                | 1                | 1    |
|   | PC12. Monitor the workplace and work processes for potential risks and threats                          |             | 3      | 1                | 1.5              | 0.5  |
|   | PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned |             | 3      | 1.5              | 1                | 0.5  |
|   | PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel          |             | 3      | 1                | 1                | 1    |
|   | PC15. Participate in mock drills/ evacuation procedures organized at the workplace                      |             | 2      | 0.5              | 1                | 0.5  |



|  |  | Total Marks  | Out Of     | Marks Allocation |                  |           |
|--|--|--------------|------------|------------------|------------------|-----------|
|  |  |              |            | Theory           | Skills Practical | Viva      |
|  | PC16. Under take first aid, fire-Fighting and emergency response training, if asked to do so |              | 2          | 0.5              | 1                | 0.5       |
|  | PC17. Take action based on instructions in the event of fire, emergencies or accidents       |              | 2          | 0.5              | 1                | 0.5       |
|  | PC18. Follow organization procedures for shutdown and evacuation when required               |              | 2          | 0.5              | 1                | 0.5       |
|  |  | <b>Total</b> | <b>50</b>  | <b>16</b>        | <b>20</b>        | <b>14</b> |
|  | <b>Grand Total</b>   |              | <b>350</b> | <b>145</b>       | <b>135</b>       | <b>70</b> |



**Apparel Made-ups and Home Furnishing Sector Skill Council**  
Apparel House, Institutional Area, Sector-44, Gurgaon-122003, Haryana