

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR APPAREL MADE-UPS & HOME FURNISHING SECTOR

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Contents

1. Introduction and Contents.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5

Introduction

Qualifications Pack – Framer - Computerized Embroidery Machine

SECTOR: APPAREL, MADE-UP'S AND HOME FURNISHING

SUB-SECTOR: APPAREL

OCCUPATION: FRAMING IN MACHINE EMBROIDERY

REFERENCE ID: AMH/Q 1301

ALIGNED TO: NCO-2004 / 8263.45

Brief Job Description: The Framer of a Computerized Embroidery Machine is responsible for preparation & setup of the embroidery machine for embroidery and carries out hooping & framing operations. The Framer is also responsible for removal of frame and fabric panel once the embroidery has been completed. While the embroidery is done through the computerized embroidery machine, the Framer needs to monitor the progress, and ensure the required quality of embroidery is achieved.

Personal Attributes: A Computerized Embroidery Machine Framer should have good eyesight, hand-eye coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

Job Details	Qualifications Pack Code	AMH/Q 1301		
	Job Role	Framer - Computerized Embroidery Machine		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
	Sub-sector	Apparel	Last reviewed on	17/10/14
	Occupation	Framing In Machine Embroidery	Next review date	30/12/15
	NSQC Clearance On*	20/07/15		

Job Role	Framer - Computerized Embroidery Machine
Role Description	To carryout preparatory, hooping, framing and finishing operations associated with computerized embroidery machine.
NSQF level	4
Minimum Educational Qualifications	5 th standard, preferably
Maximum Educational Qualifications	N/A
Training (Suggested but not mandatory)	Training in sewing operations
Minimum Job Entry Age	18 years
Experience	Preferably 1-2 years of work experience in stitching & embroidery work
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N 1301 (Prepare for embroidery) AMH/N 1302 (Run the computerized embroidery machine) AMH/N 1003 (Contribute to achieve quality in embroidery work) AMH/N 0102 (Maintain work area, tools & machines) AMH/N 0103 (Maintain health, safety and security at workplace) <p>Optional: N/A</p>
Performance Criteria	As described in the relevant OS units

Glossary of Key Terms

Table 1: Glossary of Key Terms

Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
	Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.	
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.	
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.	
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.	
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.	

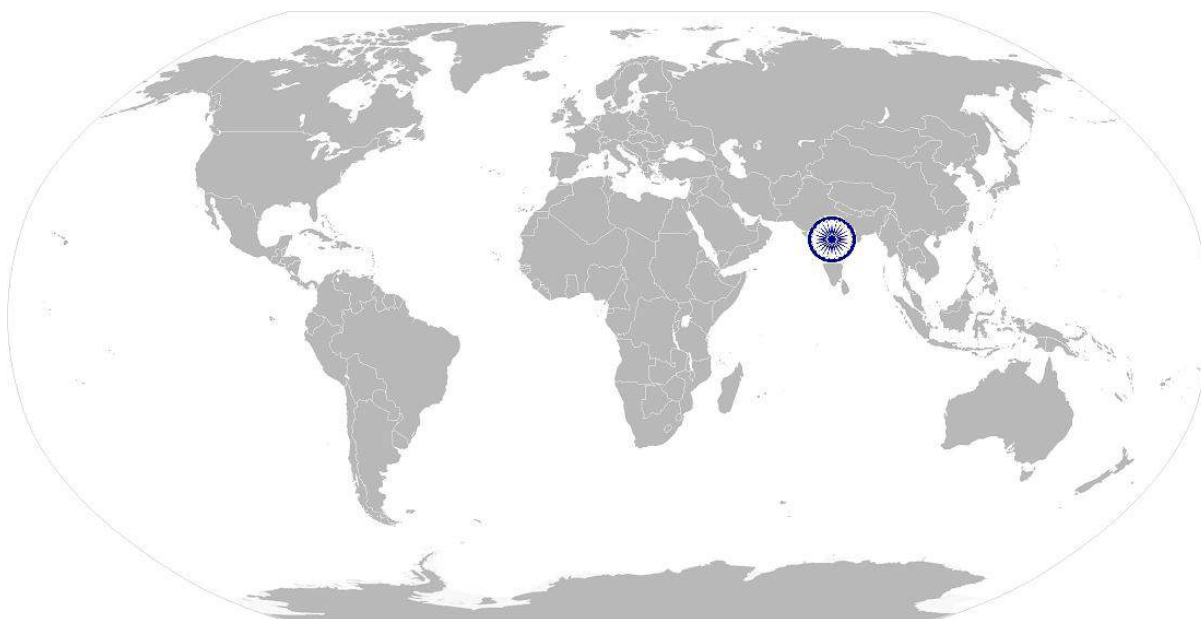
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Acronyms

AMH/N 1301

Prepare for embroidery

National Occupational Standard



Overview

This unit is about carrying out the preparatory tasks for embroidery & initial setup for running the computerized embroidery machine effectively

AMH/N 1301

Prepare for embroidery

National Occupational Standard	Unit Code	AMH/N1301
	Unit Title (Task)	Prepare for embroidery
	Description	This unit is about carrying out the preparatory tasks for embroidery & initial setup for running the computerized embroidery machine effectively
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> ▪ Framing preparation of Multi Head Computerized Embroidery Machine ▪ Embroidery Specification ▪ Collecting the tools & materials required for machine embroidery
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Check Embroidery Specification	<p>To be competent, you must be able to:</p> <p>PC1. Analyze & interpret the given design which needs to be embroidered & the type of embroidery that is required to be done</p> <p>PC2. Setup the computerized embroidery machine to the suited setting for carrying out the embroidery to be done</p> <p>PC3. Check the needle and machine bobbin</p> <p>PC4. Check with in charge /others when unsure of new product/embroidery details</p> <p>PC5. Minimise and dispose the waste materials in the approved manner</p> <p>PC6. Carry out Operations at a rate which maintains workflow</p>
	Collecting the tools & materials required for machine embroidery	<p>PC7. Collect the tools & materials required for embroidery</p> <p>PC8. Arrange the materials as per the embroidery requirements</p> <p>PC9. Check the materials required for embroidery with the given specifications</p> <p>PC10. Check the thread to be used, and ensure proper threading of the machine</p>
	Framing preparation	<p>PC11. Select the frame as per the embroidery requirements</p> <p>PC12. Prepare the frame and carry out the hooping process</p> <p>PC13. Set the frame into the embroidery machine</p> <p>PC14. Ensure the machine is ready for embroidery as per specifications</p> <p>PC15. Conform to company quality standards</p>
	Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. your organization's policies, procedures, guidelines and standards for quality</p> <p>KA2. Safe working practices and organisational procedures</p> <p>KA3. Quality systems and other processes practiced in the organization</p> <p>KA4. Types of problems with quality and how to report them to appropriate people</p> <p>KA5. The importance of complying with written instructions</p> <p>KA6. Reporting procedure in case of faults in own/ other processes</p> <p>KA7. who to refer problems to when they are outside the limit of your authority</p> <p>KA8. your organization's tools, templates and processes for embroidery related operations in production</p>	

AMH/N 1301

Prepare for embroidery

<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. Different types of embroidery techniques & associated stitch type</p> <ul style="list-style-type: none"> • Types of thread used in Machine Embroidery • Threading of the machine • Needle & bobbin check • Machine faults & their remedies • Relation Between Thread, Machine needle and Fabric • Care & Maintenance of Embroidery Machine <p>KB2. Required machine setting for different types of embroidery</p> <p>KB3. Understanding the buyer's specifications</p> <p>KB4. Checking the details in the specs sheet and techpack</p> <p>KB5. Colour combination/usage of thread as per the given design</p> <p>KB6. Knowledge of different types of fabrics & other materials and accessories used in embroidery</p> <p>KB7. Technical terms associated with different kinds of embroidery work</p> <p>KB8. The characteristics of the embroidery materials and how they differ</p> <p>KB9. Thread thickness, shade and sizes</p> <p>KB10. Types of needles & their suitability</p> <p>KB11. Different types of trims</p> <p>KB12. Tools & Material requirements for embroidery as per given specifications</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>You need to know and understand how to:</p> <p>SA1. Write in local language</p> <p>Reading Skills</p> <p>You need to know and understand how to:</p> <p>SA2. Read a design specifications sheet</p> <p>SA3. Read art work details for the type of embroidery</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>You need to know and understand how to:</p> <p>SA4. listen effectively and orally communicate information accurately</p> <p>SA5. ask for clarification and advice from others</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>You need to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes</p> <p>SB2. make decisions on a suitable course of action or response</p> <p>Plan and Organize</p> <p>You need to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p> <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p>

AMH/N 1301

Prepare for embroidery

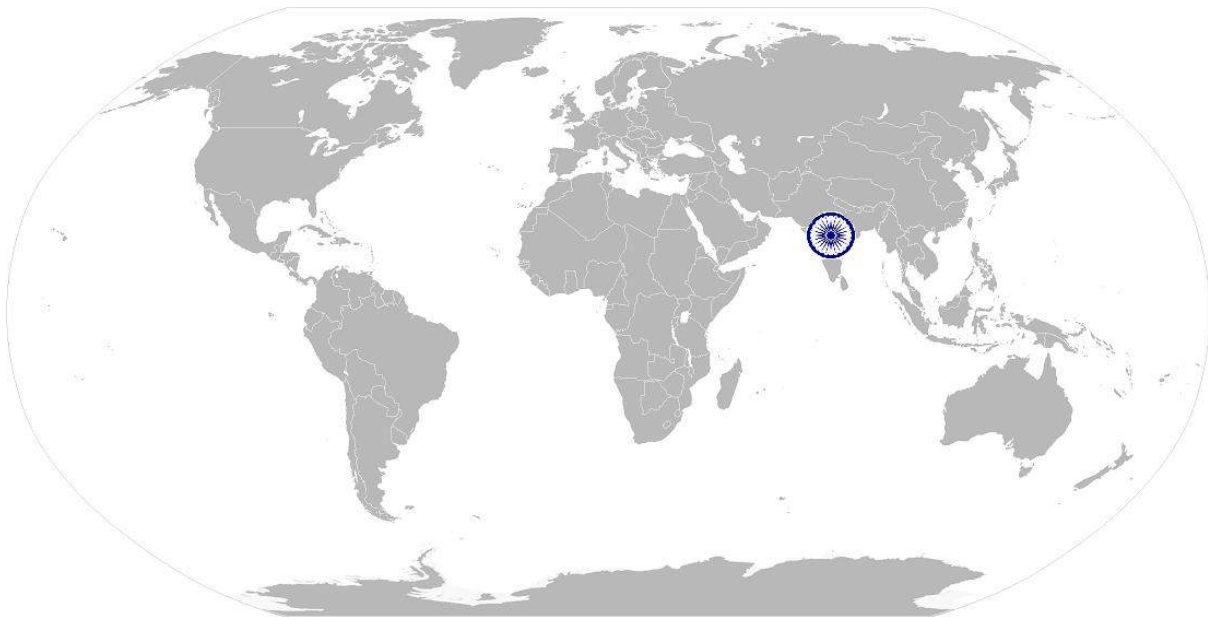
	You need to know and understand how to: SB4. apply problem-solving approaches in different situations SB5. refer anomalies to the supervisor SB6. seek clarification on problems from others
	Analytical Thinking
	You need to know and understand how to: SB7. analyze data and activities SB8. pass on relevant information to others
	Critical Thinking
	You need to know and understand how to: SB9. provide opinions on work in a detailed and constructive way SB10. apply balance judgments to different situations

NOS Version Control

NOS Code	AMH/N 1301		
Credits(NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Framing In Machine Embroidery	Next review date	30/12/15

AMH/N 1302 **Run the computerized embroidery machine**

National Occupational Standard



Overview

This unit is about ensuring the computerized embroidery machine functions smoothly to embroider the decorative designs on fabric as per the design specifications, and carry out the finishing operations post embroidery.

AMH/N 1302

Run the computerized embroidery machine

Unit Code	AMH/N 1302
Unit Title (Task)	Run the computerized embroidery machine
Description	This unit is about ensuring the computerized embroidery machine functions smoothly to embroider the decorative design on fabric as per the design specifications, and carry out the finishing operations post embroidery.
Scope	This unit/task covers the following: Monitoring the machine embroidery process Rectifying any error/breakdown during the machine embroidery process Carry out the finishing operations related to computerized machine embroidery
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Monitoring the machine embroidery process	To be competent on the job, you must be able to: PC1. Make sure the work area is free from hazards PC2. Check the equipment prior to starting the machine, including correct controls, correct attachments, correct needle & thread PC3. Monitor the embroidery process once the machine has been started PC4. Rectify any errors or make required adjustments if the embroidery does not meet the quality standards PC5. Use the correct tools and equipments PC6. Check needles and threads regularly
Rectifying any error/breakdown during the machine embroidery process	PC7. Replace needle/thread if required during the embroidery process PC8. Report faults in the materials PC9. Follow company reporting procedures about defective tools and machines which affect the problem to the relevant person promptly and accurately PC10. Report any damaged work to the responsible person
Carry out the finishing operations related to computerized machine embroidery	PC11. Follow the instructions & design specifications given for the embroidery to be done PC12. Remove the frame from the machine after embroidery is completed PC13. Take out the embroidered panels PC14. Remove stabilizer if any PC15. Trim the extra thread PC16. Ask questions to obtain more information on tasks when the instructions you have are unclear PC17. Leave work area safe and secure when work is complete PC18. Work on embroidery machines safely and in accordance with guidelines PC19. Inspect embroidered products against specifications PC20. Sort and place work to assist the next stage of production and minimise the risk of damage
Knowledge and Understanding (K)	
A. Organizational Context	You need to know and understand: KA1. The organisation's policies and procedures

AMH/N 1302

Run the computerized embroidery machine

<p>(Knowledge of the company/ organization and its processes)</p>	<p>KA2. Responsibilities under health, safety and environmental legislation KA3. Guidelines for storage and disposal of waste materials KA4. Potential hazards associated with the machines and the safety precautions that must be taken KA5. Protocol to obtain more information on work related tasks KA6. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment KA7. Details of the job role and responsibilities KA8. Documentation and reporting formats KA9. Work target and review mechanism with your supervisor KA10. Protocol and format for reporting work related risks/ problems KA11. Method of obtaining/ giving feedback related to performance KA12. Importance of teamwork and harmonious working relationships KA13. Process for offering/ obtaining work related assistance</p>
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. Knowledge of different types of embroidery KB2. Use of design specification sheet & understanding the artwork KB3. Range of techniques most suited to the different types of fabrics/materials KB4. Handling & Preparation of Computerized Embroidery Machine KB5. Common factors affecting stitching & embroidery KB6. Different types of needles KB7. Broken needle procedure KB8. Thread thickness, shade and sizes and parts of needles KB9. Knowledge about adjusting the top tension KB10. Knowledge of attachments used on the M/C KB11. The action to take in the event of a machine ceasing to function correctly KB12. Common hazards in the work area and workplace procedures for dealing with them KB13. The characteristics of the materials to be embroidered and how they differ KB14. The problems encountered when working on different types of materials KB15. Different types of defects KB16. Knowledge of the embroidery machine parts and its application KB17. Maintenance, adjustment and replacement of worn parts on the machines required for different types of embroidery</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>You need to know and understand how to:</p> <p>SA1. Write the required measurements where applicable</p> <p>Reading Skills</p> <p>You need to know and understand how to:</p> <p>SA2. read instructions, guidelines, procedures and rules SA3. Read and understand techpacks, buyer specifications</p>

AMH/N 1302

Run the computerized embroidery machine

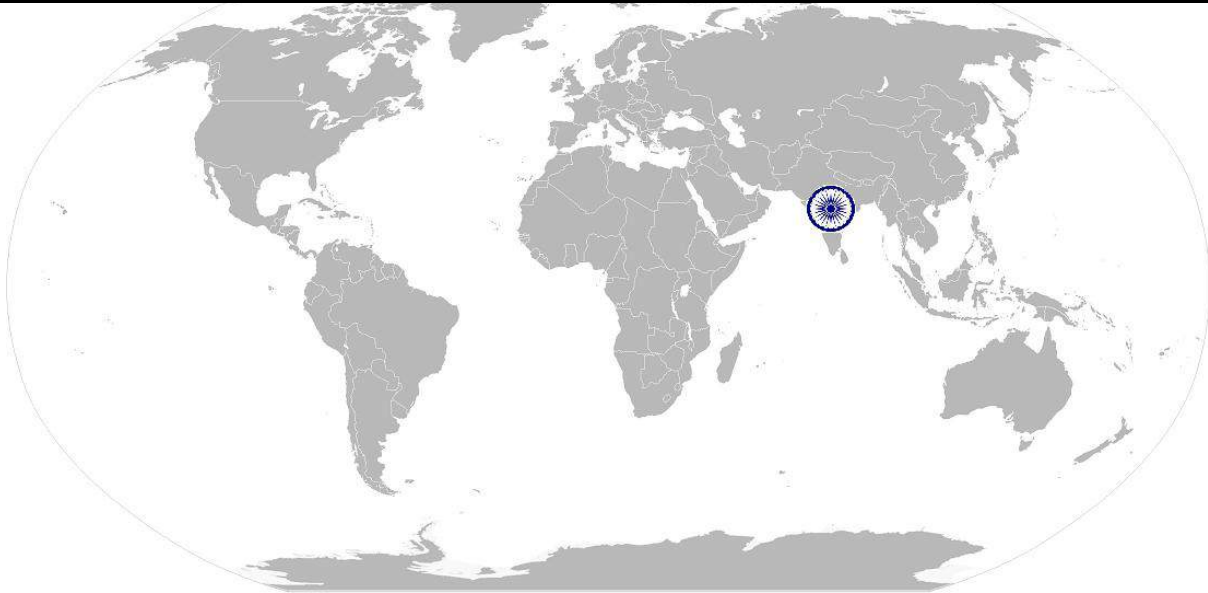
B. Professional Skills	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA4. ask for clarification and advice from line managers SA5. communicate orally with colleagues
	Decision Making
	NA
	Plan and Organize
	NA
	Customer Centicity
	NA
	Problem Solving
	You need to know and understand how to: SB1. refer anomalies to the line manager SB2. seek clarification on problems from others
Analytical Thinking	
You need to know and understand how to: SB3. provide relevant information to others SB4. analyze needs, requirements and dependencies in order to meet your work requirements	
Critical Thinking	
NA	

AMH/N 1302

Run the computerized embroidery machine

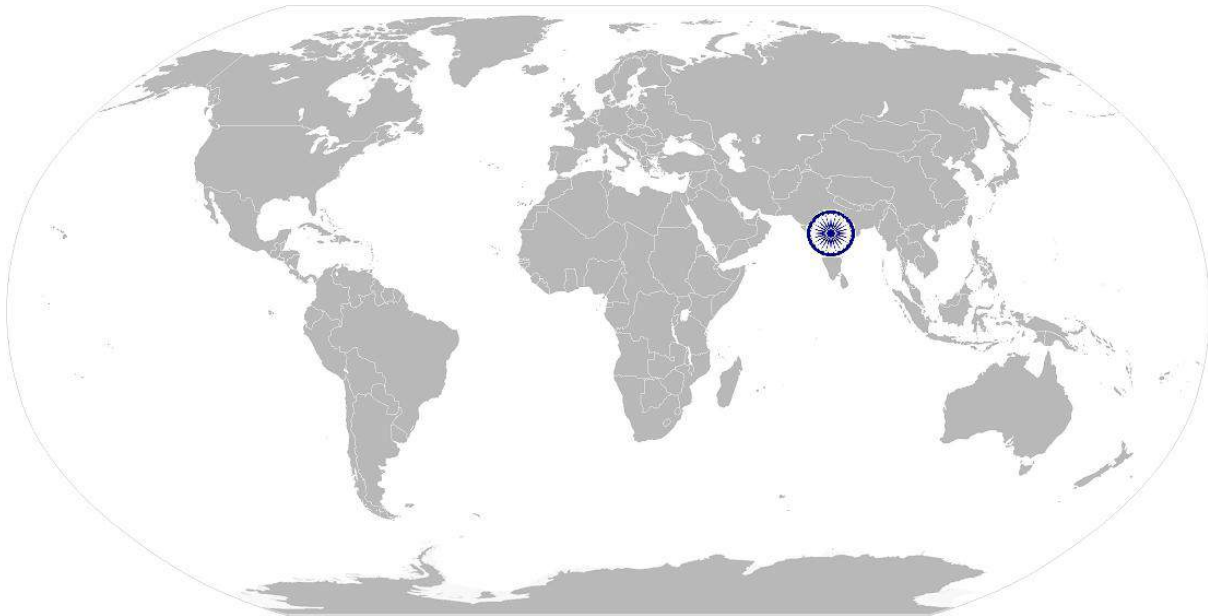
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NOS Code	AMH/N 1302		
Credits(NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Framing In Machine Embroidery	Next review date	30/12/15



AMH/N 1003 **Contribute to achieve quality in embroidery work**

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to ensure the embroidery work meets the quality standards

AMH/N 1003 Contribute to achieve quality in embroidery work

National Occupational Standard

Unit Code	AMH/N1303
Unit Title(Task)	Contribute to achieve quality in embroidery work
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Contribute to achieving the quality in machine embroidery related operations
Performance Criteria(PC) w.r.t the Scope	
Elements	Performance Criteria
Contribute to achieving the product quality in embroidery work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify and use materials required based on the specifications</p> <p>PC2. Take the necessary action when materials do not conform to quality standards</p> <p>PC3. Report and replace identified faulty materials and component parts which do not meet specification</p> <p>PC4. Identify modifiable defects and rework on them</p> <p>PC5. Carry out work safely and at a rate which maintains work flow</p> <p>PC6. Report to the responsible person when the workflow of other production areas disrupts work</p> <p>PC7. Test, sort, track feed and examine work in progress</p> <p>PC8. Carry out quality checks at specified intervals according to instructions</p> <p>PC9. Apply the allowed tolerances</p> <p>PC10. Identify faults and take appropriate action for rectification</p> <p>PC11. Make adjustments promptly to ensure the embroidery work matches the specification</p> <p>PC12. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts</p> <p>PC13. Report faults in other processes to the appropriate person</p> <p>PC14. Maintain the required productivity and quality levels</p> <p>PC15. Complete and maintain documentation</p>
Knowledge and Understanding (K) w.r.t the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Safe working practices and organizational procedures</p> <p>KA2. The organisation's procedures and guidelines</p> <p>KA3. Quality systems and machine embroidery processes practiced in the organization</p> <p>KA4. Equipment operating procedures/manufacturer's instructions</p> <p>KA5. Types of problems with quality and how to report them to appropriate people</p> <p>KA6. Methods to present any ideas for improvement to line manager</p> <p>KA7. The importance of complying with written instructions</p> <p>KA8. Limits of personal responsibility</p>

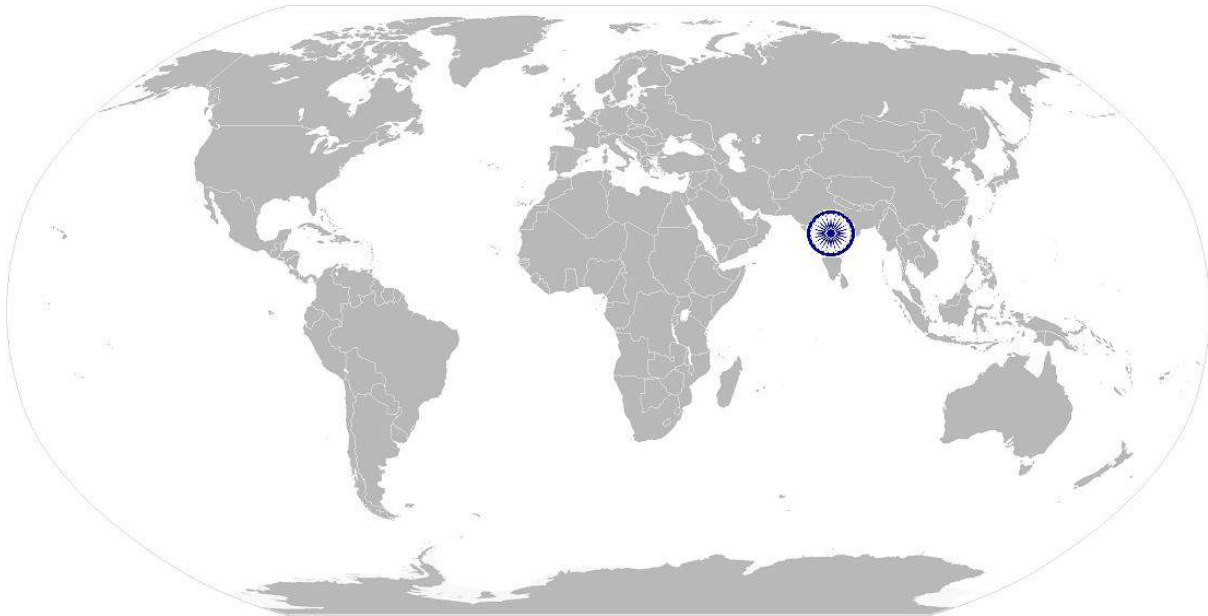
AMH/N 1003 Contribute to achieve quality in embroidery work

<p>B. Technical/ Domain Knowledge</p>	<p>KA9. Reporting procedure in case of faults in own/other processes</p> <p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different types of faults that are likely to be found and how to put them right</p> <p>KB2. Different techniques and methods used to detect faults</p> <p>KB3. Consequences of incorrect settings in the embroidery machine</p> <p>KB6. Types of faults which may occur, how they are identified and method to deal with it</p> <p>KB7. Different types of defects</p> <p>KB8. Reasons for keeping stitched/embroidered items out of contamination</p> <p>KB9. The importance of marking and segregating rejects</p> <p>KB10. Inspect embroidered products against specifications</p> <p>KB11. Identify mark and place rejects in the designated locations</p> <p>KB12. Appropriate inspection methods that can be used</p> <p>KB14. Acceptable solutions for particular faults</p> <p>KB15. The consequences of not rectifying problems</p> <p>KB16. The types of adjustment suitable for specific types of faults</p> <p>KB17. Own responsibilities at work during production</p>
<p>Skills (S) w.r. to the Scope</p>	
<p>Elements</p>	<p>Skills</p>
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English/ local language as applicable</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read English/ local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.</p> <p>Oral Communication (Listening and Speaking Skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with supervisors, managers, etc.</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>

AMH/N 1003 Contribute to achieve quality in embroidery work

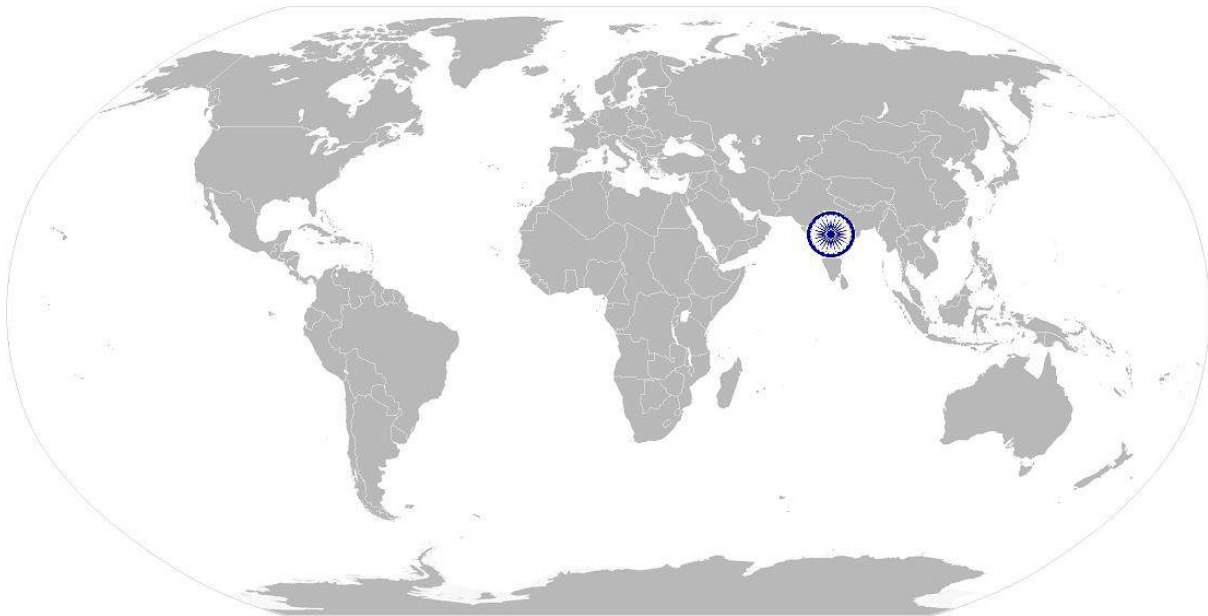
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NOS Code	AMH/N 1003		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Framing In Machine Embroidery	Next review date	30/12/15



AMH/N 0102 Maintainworkarea,toolsandmachine

National Occupational Standard



Overview

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

AMH/N 0102 Maintain work area, tools and machines

Unit Code	AMH/N0102
Unit Title (Task)	Maintain work area, tools and machines
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit/task covers the following: 1. Maintain the work area, tools and machines
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: PC1. Handle materials, machinery, equipment and tools safely and correctly PC2. Use correct lifting and handling procedures PC3. Use material to minimize waste PC4. Maintain a clean and hazard-free working area PC5. Maintain tools and equipment PC6. Carry out running maintenance within agreed schedules PC7. Carry out maintenance and/or cleaning within one's responsibility PC8. Report unsafe equipment and other dangerous occurrences PC9. Ensure that the correct machine guards are in place PC10. Work in a comfortable position with the correct posture PC11. Use cleaning equipment and methods appropriate for the work to be carried out PC12. Dispose of waste safely in the designated location PC13. Store cleaning equipment safely after use PC14. Carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company/organization and its processes)	The user/individual on the job needs to know and understand: KA1. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organisation's rules, codes and guidelines (including time keeping) KA9. The company's quality standards KA10. The importance of complying with written instructions KA11. Equipment operating procedures/manufacturer's instructions

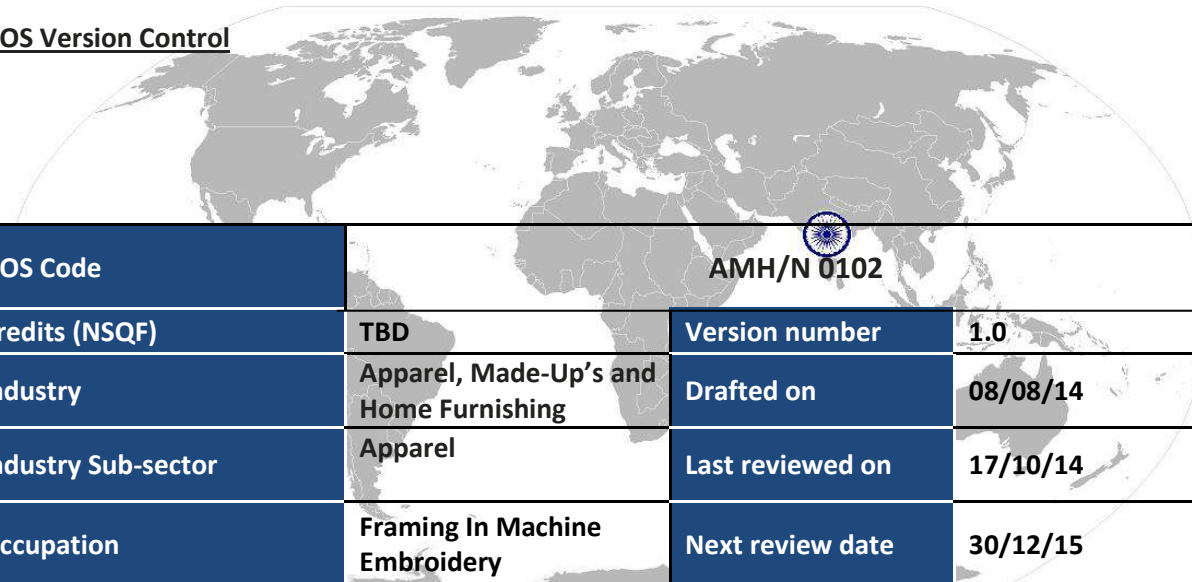
AMH/N 0102 Maintain work area, tools and machines

<p>B. Technical/ Domain Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p>
	<p>KB4. The importance of taking action when problems are identified</p> <p>KB5. Different ways of minimising waste</p> <p>KB6. The importance of running maintenance and regular cleaning</p> <p>KB7. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB8. Common faults with equipment and the method to rectify</p> <p>KB9. Maintenance procedures</p> <p>KB10. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB11. Different types of cleaning equipment and substances and their use</p> <p>KB12. Safe working practices for cleaning and the method of carrying them out</p>
<p>Skills (S) w.r.t the Scope</p>	
<p>Elements</p>	<p>Skills</p>
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards</p> <p>SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.</p> <p>Oral Communication (Listening and Speaking Skills)</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Speak and communicate effectively to peers and supervisors</p> <p>SA5. Give clear instructions to co-workers, subordinates others</p> <p>SA6. Use correct technical term while interacting with supervisor</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>On the job the individual needs to be able to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>Plan and Organize</p> <p>NA</p> <p>Customer Centricity</p> <p>NA</p>

AMH/N 0102 Maintain work area, tools and machines

	Problem Solving
	On the job the individual needs to be able to: SB2. Solve operational role related issues
	Analytical Thinking
	NA
	Critical Thinking
	NA

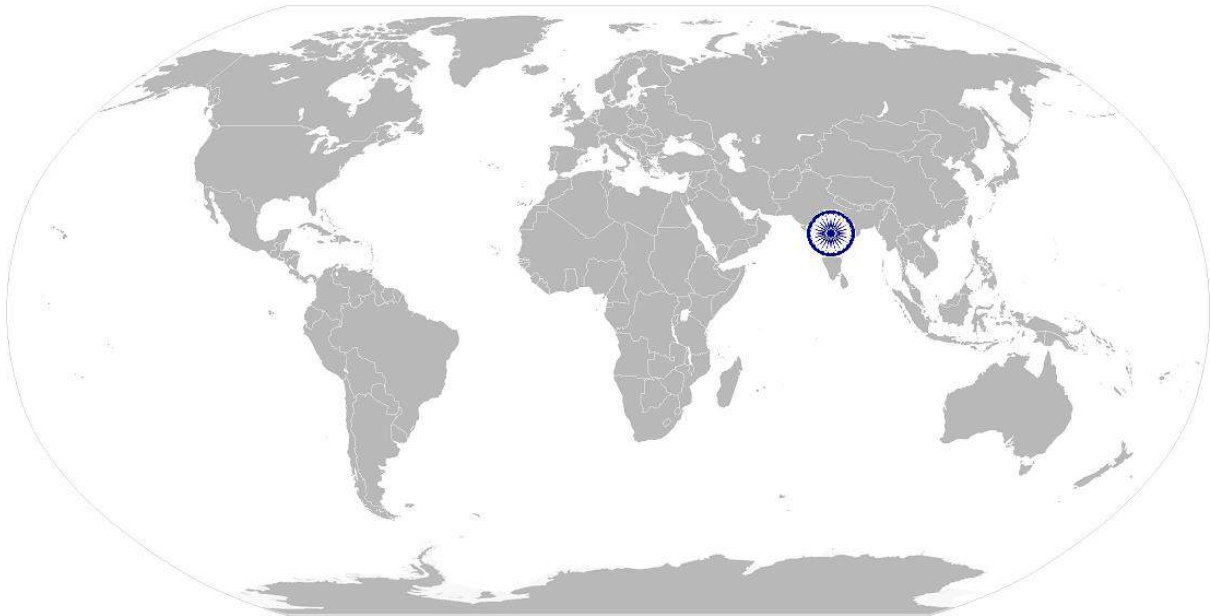
NOS Version Control



NOS Code	AMH/N 0102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Framing In Machine Embroidery	Next review date	30/12/15

AMH/N 0103 Maintain health, safety and security at workplace

National Occupational Standard



Overview

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

AMH/N 0103 Maintain health, safety and security at workplace

National Occupational Standard

Unit Code	AMH/N0103
Unit Title (Task)	Maintain health, safety and security at workplace
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	This unit/task covers the following: 1. Comply with health, safety and security requirements at work
Performance Criteria (PC) w.r. to the Scope	
Elements	Performance Criteria
Comply with health, safety and security requirements at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Follow environment management system related procedures</p> <p>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunctions that cannot be rectified</p> <p>PC8. Store materials and equipment in line with manufacturer's and organisational requirements</p> <p>PC9. Safely handle and move waste and debris</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threats</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organization procedures for shutdown and evacuation when required</p>

AMH/N 0103 Maintain health, safety and security at workplace

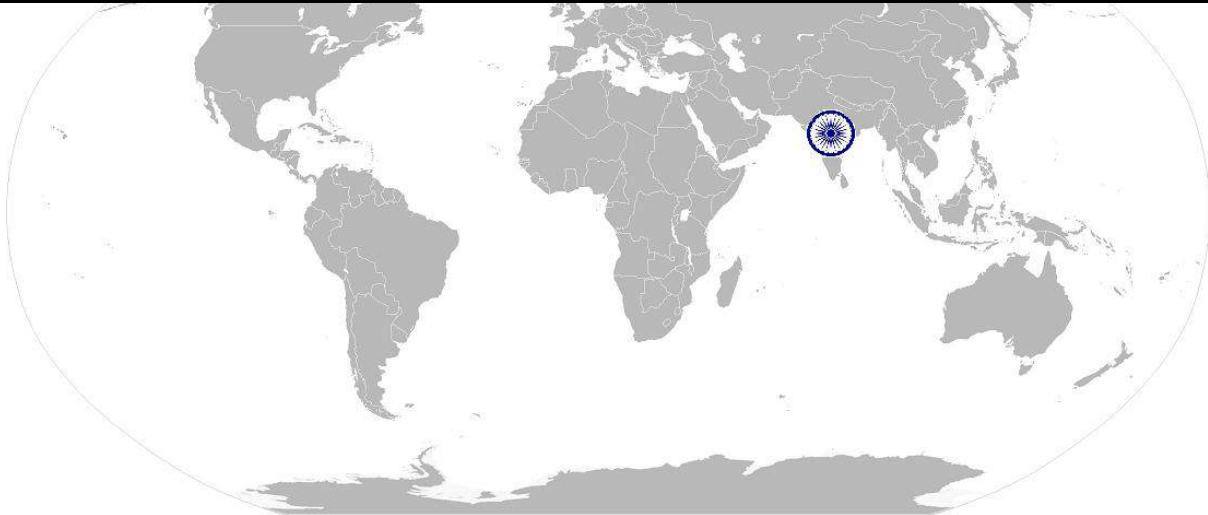
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
B. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and methods</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
Skills (S) w.r.t. the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Document and report any health and safety related incidents/ accidents
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
	SA2. Read and comprehend manuals of operations
SA3. Read all organizational and equipment related health and safety manuals and documents	
SA4. Read instructions, guidelines/procedures/rules related to the worksite and	
Oral Communication (Listening and Speaking Skills)	
The user/ individual on the job needs to know and understand how to:	
SA5. Give clear instructions to co-workers, subordinates and other personnel	
SA6. Use correct technical terms while interacting with supervisor	

AMH/N 0103 Maintain health, safety and security at workplace

B. Professional Skills	Decision Making
	NA
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. Keep work area free from potential hazards
	Customer Centricity
	NA
	Problem Solving
	SB2. The user/individual on the job needs to know and understand how to: SB3. Raise alarm SB4. apply safe and correct procedure of handling equipment and machinery correct malfunctions in machinery and equipment. SB5. Report to supervisors and other authorized personnel for assistance
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Identify, report malfunctions in machinery and equipment.
	Critical Thinking
	NA

AMH/N 0103 Maintain health, safety and security at workplace

NOS Code	AMH/N 0103		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Framing In Machine Embroidery	Next review date	30/12/15



CRITERIA FOR ASSESSMENT OF TRAINEES

Framer – Computerized Embroidery Machine

AMH/Q1301

AMHSSC

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 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
1. AMH/N 1301 (Prepare for Embroidery)	PC1. Analyse & interpret the given design which needs to be embroidered & the type of embroidery that is required to be done	100	7	2	4	1
	PC2. Setup the computerized embroidery machine to the suited setting for carrying out the embroidery to be done		6	1	4	1
	PC3. Check the needle and machine bobbin		6	1	4	1
	PC4. Check with in charge /others when unsure of new		8	1	6	1

	product/embroidery details					
	PC5. Minimise and dispose the waste materials in the approved manner		6	2	2	2
	PC6. Carry out Operations at a rate which maintains workflow		8	2	4	2
	PC7. Collect the tools & materials required for embroidery		6	1	4	1
	PC8. Arrange the materials as per the embroidery requirements		5	1	3	1
	PC9. Check the materials required for embroidery with the given specifications		5	1	3	1
	PC10. Check the thread to be used, and ensure proper threading of the machine		8	1	6	1
	PC11. Select the frame as per the embroidery requirements		8	4	3	1
	PC12. Prepare the frame and carry out the hooping process		5	1	3	1
	PC13. Set the frame into the embroidery machine		8	1	5	2
	PC14. Ensure the machine is ready for embroidery as per specifications		6	2	2	2
	PC15. Conform to company quality standards		8	1	6	1
			100	22	59	19
2. AMH/N1302 (Run the computerized embroidery machine)	PC1. Make sure the work area is free from hazards		5	1	3	1
	PC2. Check the equipment prior to starting the machine, including correct		5	2	2	1

	controls, correct attachments, correct needle & thread					
	PC3. Monitor the embroidery process once the machine has been started		4	1	2	1
	PC4. Rectify any errors or make required adjustments if the embroidery does not meet the quality standards		4	1	2	1
	PC5. Use the correct tools and equipments		5	3	1	1
	PC6. Check needles and threads regularly		5	1	3	1
	PC7. Replace needle/thread if required during the embroidery process		4	1	2	1
	PC8. Report faults in the materials		4	1	2	1
	PC9. Follow company reporting procedures about defective tools and machines which affect /problems to the relevant person promptly and accurately		4	2	1	1
	PC10. Report any damaged work to the responsible person		4	1	2	1
	PC11. Follow the instructions & design specifications given for the embroidery to be done		4	1	2	1
	PC12. Remove the frame from the machine after embroidery is completed		5	1	3	1
	PC13. Take out the embroidered panels		4	1	2	1
	PC14. Remove stabilizer if any		4	1	2	1
	PC15. Trim the extra thread		4	1	2	1

	PC16. Ask questions to obtain more information on tasks when the instructions you have are unclear		5	2	1	2
	PC17. Leave work area safe and secure when work is complete		5	1	3	1
	PC18. Work on embroidery machines safely and in accordance with guidelines		6	2	2	2
	PC19. Inspect embroidered products against specifications		5	2	2	1
	PC20. Sort and place work to assist the next stage of production and minimise the risk of damage		4	1	2	1
		Total	90	27	41	22
3. AMH/N1003 (Contribute to achieve quality in embroidery work)	PC1. Identify and use materials required based on the specifications	100	10	5	2	3
	PC2. Take the necessary action when materials do not conform to quality standards		5	3	1	1
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		6	1	4	1
	PC4. Identify modifiable defects and rework on them		5	1	3	1
	PC5. Carry out work safely and at a rate which maintains work flow		10	1	6	3
	PC6. Report to the responsible person when the work flow of other production areas disrupts work		5	2	2	1
	PC7 Test , sort , track feed and examine work in		6	1	4	1

	progress					
	PC8. Carry out quality checks at specified intervals according to instructions		6	1	4	1
	PC9. Apply the allowed tolerances		6	1	4	1
	PC10. Identify faults and take appropriate action for rectification		6	1	4	1
	PC11. Make adjustments promptly to ensure the embroidery work matches the specification		5	1	3	1
	PC12. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts		10	5	2	3
	PC13. Report faults in other processes to the appropriate person		5	1	3	1
	PC14. Maintain the required productivity and quality levels		5	1	3	1
	PC15. Complete and maintain documentation		10	4	2	4
		Total	100	29	47	24
4.AMH/N0102(Main tain work area, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly		4	1	2	1
	PC2. Use correct lifting and handling procedures	50	3	1	1	1
	PC3. Use materials to minimize waste		4	1	2	1
	PC4. Maintain a clean and hazard free working area		4	1	2	1
	PC5. Maintain tools and equipment		4	1	2	1

	PC6. Carry out running maintenance Within agreed schedule		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		4	2	1	1
	PC8. Report unsafe equipment and other dangerous occurrences		4	2	1	1
	PC9. Ensure that the correct machine guards are in place		3	1	1	1
	PC10. Work in a comfortable position with the correct posture		4	2	1	1
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		3	1	1	1
	PC12. Dispose of waste safely in the designated location		3	1	1	1
	PC13. Store cleaning equipment safely after use		3	1	1	1
	PC14. Carry out cleaning according to schedules and limits of responsibility		3	1	1	1
		Total	50	17	19	14
5.AMH/N0103(Main tain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	60	3	1	1	1
	PC2. Use and maintain personal protective equipment as per protocol		3	1	1	1
	PC3. Carry out own activities in line with approved guidelines and procedures		4	1	2	1
	PC4. Maintain a healthy lifestyle and guard against dependency on		3	1.5	1	0.5

	Intoxicants					
	PC5. Follow environment management system related procedures		3	1	1	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		4	1	2	1
	PC7. Report any service malfunctions that cannot be rectified		3	1	1	1
	PC8. Store materials and equipment in line with manufacturer's and organisational requirements		4	1.5	2	0.5
	PC9. Safely handle and move waste and debris		4	1	2	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		4	1	2	1
	PC12. Monitor the workplace and work processes for potential risks and threats		3	1	1	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	1	1
	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		3	1	1	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if		4	1	2	1

	asked to do so					
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	1.5	1	0.5
	PC18. Follow organisation procedures for shutdown and evacuation when required		3	1.5	1	0.5
		Total	60	20	24	16
	Grand Total		400	115	190	95