

## QUALIFICATION PACK – OCCUPATIONAL STANDARD FOR APPAREL, MADE-UP'S AND 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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### Introduction

#### Qualification Pack - Layerman

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

**SUB SECTOR:** Apparel / Made-Up's / Home Furnishing

**OCCUPATION:** Laying

**REFERENCE ID:** AMH/Q0201

**ALIGNED TO:** NCO-2004/7435.40

Layering is a process of laying fabrics of different characteristics and quality to identify faults and then cut for the actual cutting stage.

**Brief Job Description:** A Layerman is pre-production job role. The key responsibility of a Layer Man is to inspect the fabric to identify the presence of any basic fabric faults, laying and cutting the fabric as per specified length before the fabric is passed on to the parts cutting stage.

**Personal Attributes:** A Layerman is pre-production job role. The key responsibility of a Layer Man is to inspect the fabric to identify the presence of any basic fabric faults, laying and cutting the fabric as per specified length before the fabric is passed on to the parts cutting stage.

Job Details	<b>Qualifications Pack Code</b>	<b>AMH/Q0201</b>		
	<b>Job Role</b>	<b>Layerman</b>		
	<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Apparel , Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>01/03/14</b>
	<b>Sub-sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last reviewed on</b>	<b>11/07/14</b>
	<b>Occupation</b>	<b>Laying</b>	<b>Next review date</b>	<b>01/10/14</b>
	<b>NSCQ Clearance On*</b>	<b>18/06/15</b>		

<b>Job Role</b>	<b>Layerman</b>
<b>Role Description</b>	The key responsibility of a Layer Man is to inspect the fabric to identify the presence of any basic fabric faults, laying and cutting the fabric as per specified length before the fabric is passed on to the parts cutting stage.
<b>NSQF level</b>	3
<b>Minimum Educational Qualifications*</b>	Preferably Class V
<b>Maximum Educational Qualifications*</b>	NA
<b>Training</b> (Suggested but not mandatory)	Preferably training on Fabric & Garment Cutting
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	Preferably 1 year of experience in woven & knits fabric
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory</b></p> <ol style="list-style-type: none"> <li><a href="#">AMH/N0201 Carry out fabric laying operation</a></li> <li><a href="#">AMH/N0106 Maintain work area and tools</a></li> <li><a href="#">AMH/N0103 Maintain health, safety and security at workplace</a></li> <li><a href="#">AMH/N0104 Comply with industry, regulatory and organizational requirements</a></li> </ol> <p><b>Optional:</b> N.A.</p>
<b>Performance Criteria</b>	As described in the relevant OS units

Definition

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 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; he/she needs 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 Occupational Standard, which is denoted by 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 find the required one.
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 required performance.
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 up 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.

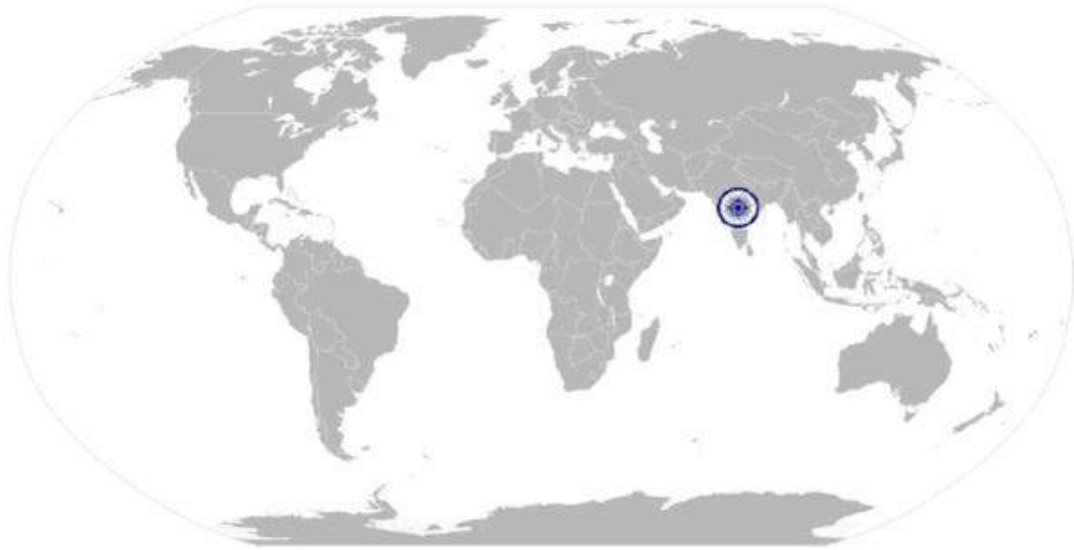
Acronyms	Keywords /Terms	Description
	OS	Occupational Standard(s)
	NOS	National Occupational Standard(s)
	QP	Qualifications Pack
	NSQF	National Skill Qualifications Framework
	TBD	To Be Determined

AMH/N0201

Carry out fabric laying operation

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to identify basic fabric faults, laying and cutting the fabric as per the specification.

AMH/N0201

Carry out fabric laying operation

<b>Unit Code</b>	<b>AMH/N0201</b>
<b>Unit Title (Task)</b>	<b>Carry out fabric laying operation</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to identify basic fabric faults, laying and cutting the fabric as per the specification.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Prepare for fabric laying operation</li> <li>• Carry out fabric laying operation</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Prepare for fabric laying operation</b>	To be competent, the user/individual on the job must be able to: <p>PC1. Make sure the work area is free from hazards as per the specified organizational standards</p> <p>PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role</p> <p>PC3. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any</p> <p>PC4. Select and sort the tools and materials for the work as per the work instruction</p> <p>PC5. Set up the fabric laying up machine as per the operating procedures</p> <p>PC6. Ensure the cleanliness of the tools (Scissor, End cutter, Marker, measuring tape, ruler, etc.) and equipments as per the work instruction</p> <p>PC7. Minimize wastage by adhering to the standard operating procedures</p> <p>PC8. Carry out operations at a rate which maintains work flow and meets production targets</p> <p>PC9. Dispose of waste materials safely as per the waste disposal procedures</p> <p>PC10. Return re-useable materials as per the standard operating procedures</p> <p>PC11. Work in conformance to legal requirements, organizational policies and procedures</p> <p>PC12. Conform to company quality standards</p> <p>PC13. Follow company reporting procedures about defective tools which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately</p>
<b>Carry out fabric laying</b>	<p>PC14. Follow organizational protocol for asking questions to obtain more information on tasks when the instructions are unclear and finalize the options with the supervisor, in case of queries</p> <p>PC15. Ensure the Fabric Roll is loaded on to the laying table as per the standard procedures</p> <p>PC16. Ensure the fabric is not damaged during movement and handling</p> <p>PC17. Ensure that the markers are placed appropriately on the laying table as per the operating procedures</p> <p>PC18. Lay the fabric as per the work instruction</p> <p>PC19. Straighten the edge of the fabric as per the procedures</p>



AMH/N0201

Carry out fabric laying operation

	<p>PC20. Cut the fabric as per the work instruction</p> <p>PC21. Fold the fabric as per the standard procedures</p> <p>PC22. Follow the quality procedures to identify basic fabric fault</p> <p>PC23. Ensure the fabric is leveled as per the process requirements</p> <p>PC24. Follow visual inspection procedures to ensure the fabric is free from basic fabric defects.</p> <p>PC25. Minimize and dispose the waste materials in the approved manner</p> <p>PC26. Follow the organizational procedures to keep the work area clean and safe</p> <p>PC27. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organization's policies and procedures</p> <p>KA2. Responsibilities under health, safety and environmental legislation</p> <p>KA3. Guidelines for storage and disposal of waste materials</p> <p>KA4. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment</p> <p>KA5. Details of the various job roles and responsibilities</p> <p>KA6. Work target and review mechanism with your supervisor</p> <p>KA7. Protocol and format for reporting work related risks/ problems</p> <p>KA8. Method of obtaining/ giving feedback related to performance</p> <p>KA9. Importance of team work and harmonious working relationships</p> <p>KA10. Process for offering/ obtaining work related assistance</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Fabric laying procedure</p> <p>KB2. Significance of fabric laying process</p> <p>KB3. Various types of fabrics and respective laying procedures</p> <p>KB4. Knowledge of the markers</p> <p>KB5. Identify and understand the significance of the shading</p> <p>KB6. Basic Fabric faults (Holes, Slubs, Knots, etc)</p> <p>KB7. Knowledge of fabric grouping procedures</p> <p>KB8. Procedure to fill in a lay sheet</p> <p>KB9. Knowledge of splicing, end-bits, off-cuts, bowing etc</p> <p>KB10. Fabric folding procedures and significance</p> <p>KB11. Basic visual inspection procedures</p> <p>KB12. Measuring the fabric using measuring tape</p> <p>KB13. Laying up allowance knowledge and its significance</p> <p>KB14. Metric system</p> <p>KB15. Waste minimizing procedures and significance</p> <p>KB16. The manufacturer's instructions for setting up, adjusting and operating the equipment</p> <p>KB17. The manufacturer's specifications and instructions for maintenance of equipment</p> <p>KB18. Procedures to issue and return the fabric to the store</p>

AMH/N0201

Carry out fabric laying operation

Skills (S)	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Write in English/ local language as applicable SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA3. Read English/ local language as applicable SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to: SA5. Listen actively SA6. Communicate effectively with supervisors, managers, etc.
	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Take appropriate decisions regarding to responsibilities SB2. Analyze the defects and take appropriate decision for approval/ disapproval of the fabric being laid
<b>B. Professional Skills</b>	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB3. Plan and organize fabric laying and cutting operations as per the timelines and standard procedures SB4. Organize tools and equipments to be used
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB5. Ensure all customer needs are assessed and every effort is made to provide satisfactory service
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: SB6. Solve operational role related issues SB7. Report to the supervisor if problems cannot be rectified
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB8. Identify and analyze the defects in the materials SB9. Diagnose common problems with the machine based on its functioning and visual inspection
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB10. Assess and control the quality standards of the product as per customer standards SB11. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



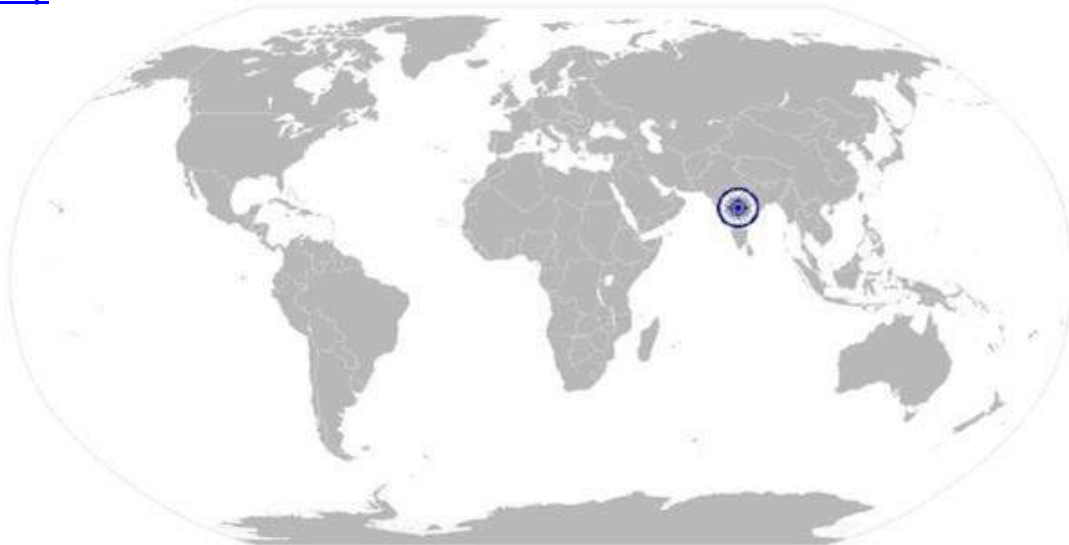
**AMH/N0201**

**Carry out fabric laying operation**

**NOS Version Control**

<b>NOS Code</b>	<b>AMH/N0201</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Apparel , Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>01/03/14</b>
<b>Industry Sub-sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last reviewed on</b>	<b>11/07/14</b>
<b>Occupation</b>	<b>Laying</b>	<b>Next review date</b>	<b>18/06/15</b>

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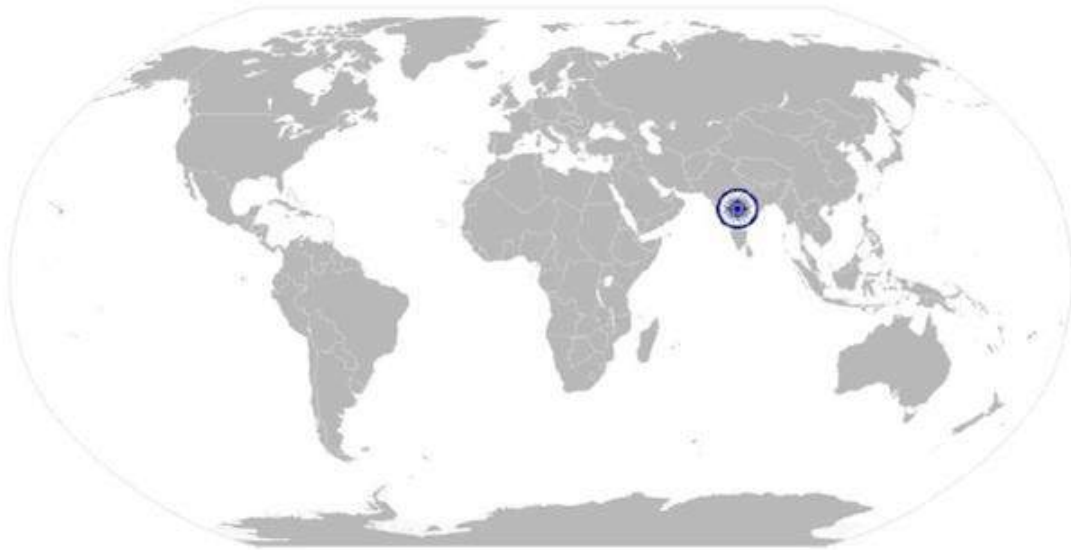


AMH/N0106

Maintain work area and tools

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# National Occupational Standard



## Overview

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

## AMH/N0106

## Maintain work area and tools

<b>Unit Code</b>	<b>AMH/N0106</b>
<b>Unit Title (Task)</b>	<b>Maintain work area and tools</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Maintain the work area and tools</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Maintain the work area, tools and machines</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Handle materials and tools safely and correctly</li> <li>PC2. Use correct lifting and handling procedures</li> <li>PC3. Use materials to minimize waste</li> <li>PC4. Maintain a clean and hazard free working area</li> <li>PC5. Maintain tools and equipment</li> <li>PC6. Carry out running maintenance within agreed schedules</li> <li>PC7. Carry out maintenance and/or cleaning within one's responsibility</li> <li>PC8. Report unsafe equipment and other dangerous occurrences</li> <li>PC9. Work in a comfortable position with the correct posture</li> <li>PC10. Use cleaning equipment and methods appropriate for the work to be carried out</li> <li>PC11. Dispose of waste safely in the designated location</li> <li>PC12. Store cleaning equipment safely after use</li> <li>PC13. Carry out cleaning according to schedules and limits of responsibility</li> </ul>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Personal hygiene and duty of care</li> <li>KA2. Safe working practices and organizational procedures</li> <li>KA3. Limits of your own responsibility</li> <li>KA4. Ways of resolving with problems within the work area</li> <li>KA5. The production process and the specific work activities that relate to the whole process</li> <li>KA6. The importance of effective communication with colleagues</li> <li>KA7. The lines of communication, authority and reporting procedures</li> <li>KA8. The organization's rules, codes and guidelines (including timekeeping)</li> <li>KA9. The company's quality standards</li> <li>KA10. The importance of complying with written instructions</li> <li>KA11. Equipment operating procedures / manufacturer's instructions</li> </ul>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. Work instructions and specifications and interpret them accurately</li> <li>KB2. Method to make use of the information detailed in specifications and instructions</li> <li>KB3. Relation between work role and the overall manufacturing process</li> <li>KB4. The importance of taking action when problems are identified</li> </ul>

## AMH/N0106

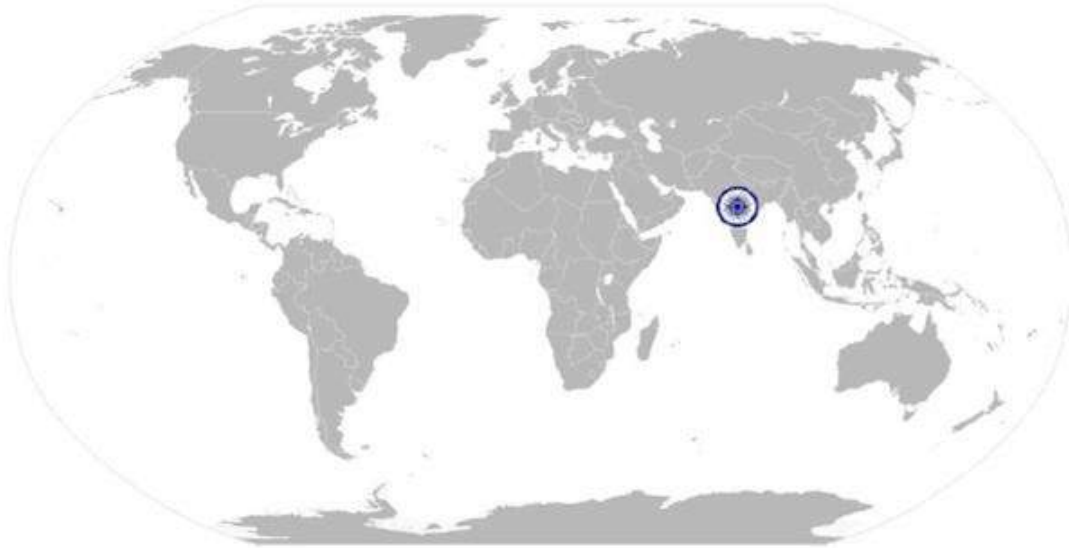
## Maintain work area and tools

	<p>KB5. Different ways of minimizing 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>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to: SA4. Speak and communicate effectively to peers and supervisors SA5. Give clear instructions to co-workers, subordinates others SA6. Use correct technical term while interacting with supervisor
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Take appropriate decisions regarding to responsibilities SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly SB3. Evaluate the decision and conduct basic trouble shooting
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB4. Plan and manage work routine based on company procedure SB5. Work with supervisors/ team mates to carry out work related tasks SB6. Plan for cleaning and lubricating the concerned machinery daily SB7. Plan for cleaning the concerned tools and workplace daily before and after operations
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB8. Ensure and follow organizational procedures pertaining to health and safety are followed
	<b>Problem Solving</b>
The user/ individual on the job needs to know and understand how to: SB9. Solve operational role related issues	

## AMH/N0106

## Maintain work area and tools

	<b>Analytical Thinking</b> The user/ individual on the job needs to know and understand how to: SB10. Diagnose common problems in the machine based on visual inspection, sound, temperature etc.
	<b>Critical Thinking</b> The user/ individual on the job needs to know and understand how to: SB11. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



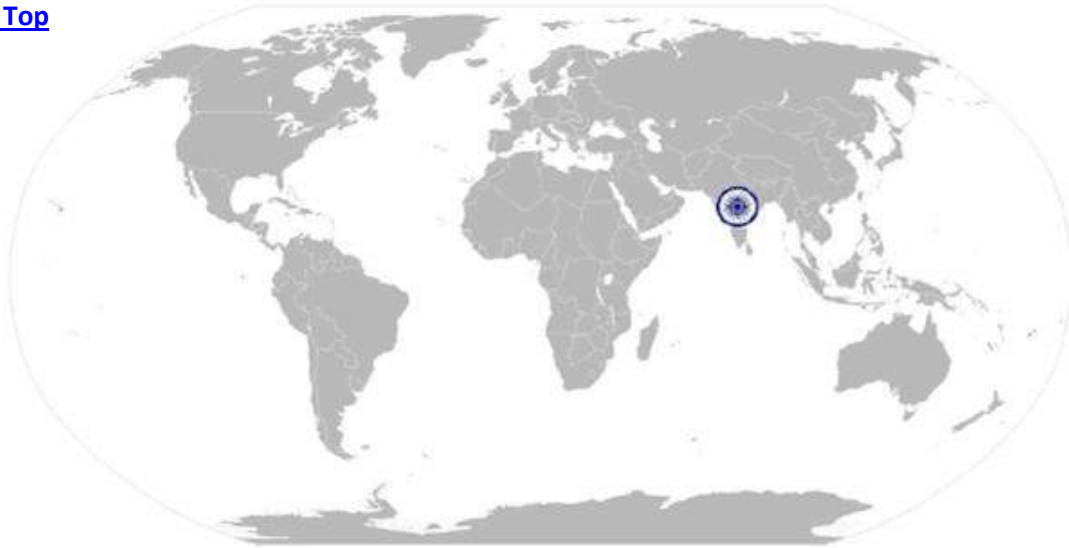
## AMH/N0106

## Maintain work area and tools

### NOS Version Control

<b>NOS Code</b>	<b>AMH/N0106</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Apparel , Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>01/03/14</b>
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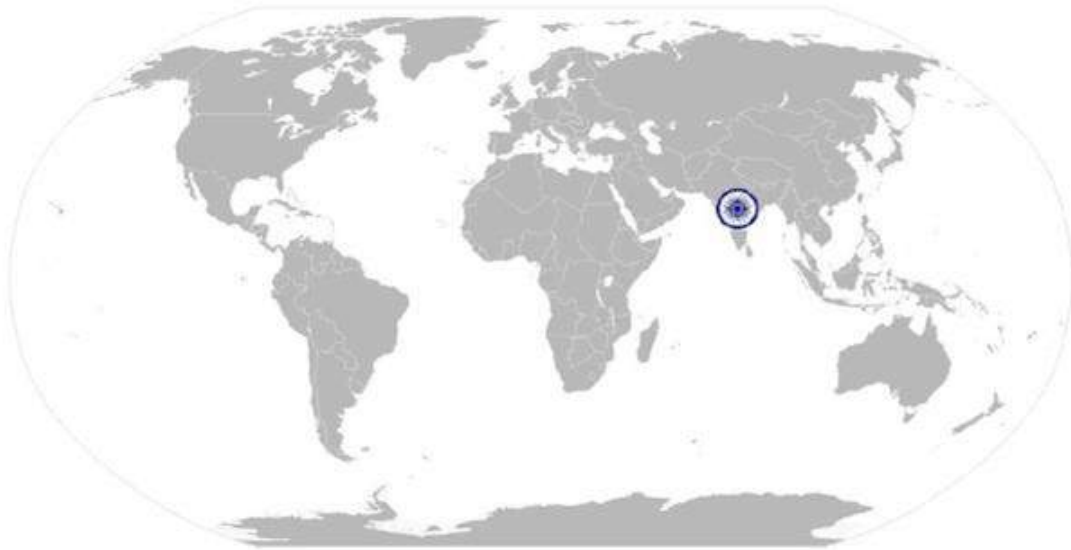


AMH/N0103

Maintain health, safety and security at workplace

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# 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/N0103**

**Maintain health, safety and security at workplace**

National Occupational Standard

<b>Unit Code</b>	<b>AMH/N0103</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</b>
<b>Description</b>	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.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Comply with health, safety and security requirements at work</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Comply with health, safety and security requirements at work</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Comply with health and safety related instructions applicable to the workplace</li> <li>PC2. Use and maintain personal protective equipment as per protocol</li> <li>PC3. Carry out own activities in line with approved guidelines and procedures</li> <li>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</li> <li>PC5. Follow environment management system related procedures</li> <li>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</li> <li>PC7. Report any service malfunctions that cannot be rectified</li> <li>PC8. Store materials and equipment in line with manufacturer's and organizational requirements</li> <li>PC9. Safely handle and move waste and debris</li> <li>PC10. Minimize health and safety risks to self and others due to own actions</li> <li>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</li> <li>PC12. Monitor the workplace and work processes for potential risks and threats</li> <li>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</li> <li>PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel</li> <li>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</li> <li>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</li> <li>PC17. Take action based on instructions in the event of fire, emergencies or accidents</li> <li>PC18. Follow organization procedures for shutdown and evacuation when required</li> </ul>
<b>Knowledge and Understanding (K)</b>	

## AMH/N0103

## Maintain health, safety and security at workplace

<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. 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>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and methods</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills / Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Document and report any health and safety related incidents/ accidents</p> <p><b>Reading Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend manuals of operations</p> <p>SA3. Read all organizational and equipment related health and safety manuals and documents</p> <p>SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations</p> <p><b>Oral Communication (Listening and Speaking Skills)</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Give clear instructions to co-workers, subordinates and other personnel</p> <p>SA6. Use correct technical terms while interacting with supervisor</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organization</p> <p>SB2. Evaluate and use correct PPE and other safety gear while at the workplace</p>

## AMH/N0103

## Maintain health, safety and security at workplace

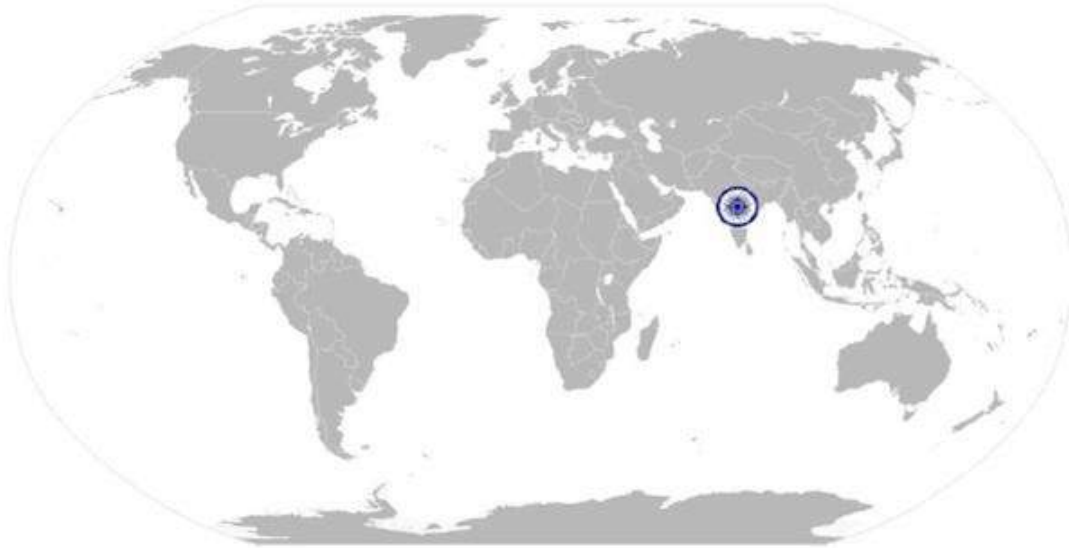
	<b>Plan and Organize</b> The user/ individual on the job needs to know and understand how to: SB3. Work with supervisors/ team mates to carry out work related tasks SB4. Plan work according to the required schedule SB5. Keep work area free from potential hazards
	<b>Customer Centricity</b> The user/ individual on the job needs to know and understand how to: SB6. Ensure and follow organizational procedures pertaining to health and safety are followed
	<b>Problem Solving</b> The user/ individual on the job needs to know and understand how to: SB7. Take appropriate actions during emergencies, accidents or fire at the workplace SB8. Resolve issues pertaining to malfunctions in machineries and report if required
	<b>Analytical Thinking</b> The user/ individual on the job needs to know and understand how to: SB9. Identify emergency situations SB10. Identify cause effect relationship for the emergencies
	<b>Critical Thinking</b> The user/ individual on the job needs to know and understand how to: SB11. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



## AMH/N0103      **Maintain health, safety and security at workplace** **NOS Version Control**

<b>NOS Code</b>	<b>AMH/N0103</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Apparel , Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>01/03/14</b>
<b>Industry Sub-sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last reviewed on</b>	<b>11/07/14</b>
<b>Occupation</b>	<b>Laying</b>	<b>Next review date</b>	<b>18/06/15</b>

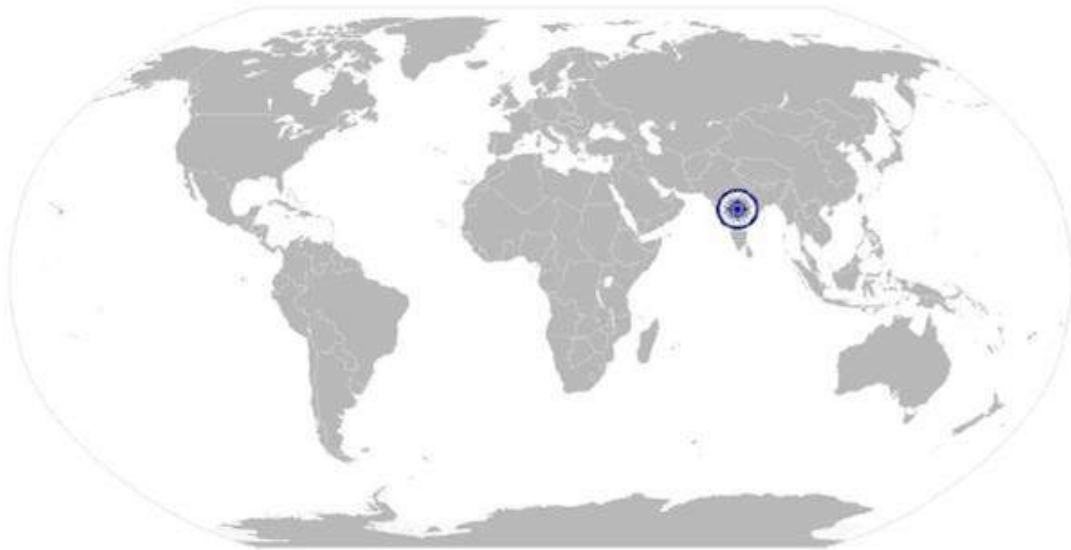
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**AMH/N0104 Comply with industry, regulatory and organizational requirements**

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal and ethical requirements at the workplace.



## AMH/N0104 Comply with industry, regulatory and organizational requirements

National Occupational Standard

<b>Unit Code</b>	<b>AMH/N0104</b>
<b>Unit Title (Task)</b>	<b>Comply with industry, regulatory and organizational requirements</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal and ethical requirements at the workplace.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Comply with industry and organizational requirements</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Comply with industry and organizational requirements</b>	To be competent, the user/individual on the job must be able to: <p>PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</p> <p>PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel</p> <p>PC3. Apply and follow these policies and procedures within your work practices</p> <p>PC4. Provide support to your supervisor and team members in enforcing these considerations</p> <p>PC5. Identify and report any possible deviation to these requirements</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <p>KA1. The importance of having an ethical and value-based approach to governance</p> <p>KA2. Benefits to your company and yourself due to practice of these procedures</p> <p>KA3. The importance of punctuality and attendance</p> <p>KA4. Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> <li>Legal and ethical requirements</li> <li>Procedures to follow if someone does not meet the requirements</li> </ul> </p> <p>KA5. Customer specific requirements mandated as a part of your work process</p>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <p>KB1. Country / customer specific regulations for your sector and their importance</p> <p>KB2. Reporting procedure in case of deviations</p> <p>KB3. Limits of personal responsibility</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: <p>SA2. Read and comprehend the organizational documents pertaining to rules and procedures</p>

## AMH/N0104 Comply with industry, regulatory and organizational requirements

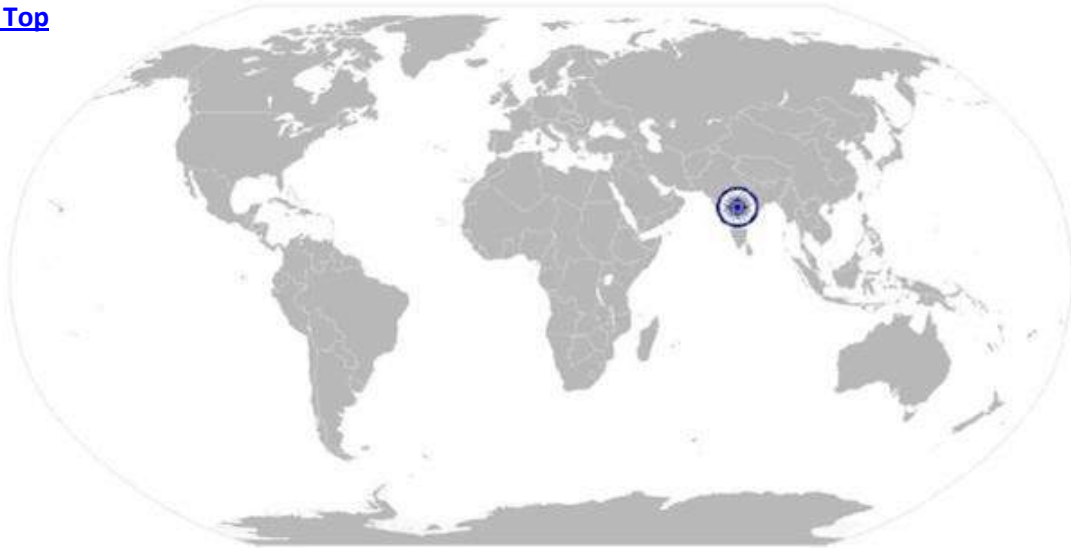
	SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc.
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to:
	SA6. Positively influence the team members into following procedures
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions related to responsibilities
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB2. Plan and manage work routine based on company procedure
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB3. Ensure and follow organizational procedures and policies
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB4. Evaluate and seek and obtain clarification from the superiors
<b>Analytical Thinking</b>	
The user/ individual on the job needs to know and understand how to:	
SB5. Apply balanced judgment to different situations	
<b>Critical Thinking</b>	
The user/ individual on the job needs to know and understand how to:	
SB6. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	

## AMH/N0104 Comply with industry, regulatory and organizational requirements

### NOS Version Control

<b>NOS Code</b>	<b>AMH/N0104</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Apparel , Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>01/03/14</b>
<b>Industry Sub-sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last reviewed on</b>	<b>11/07/14</b>
<b>Occupation</b>	<b>Laying</b>	<b>Next review date</b>	<b>18/06/15</b>

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## CRITERIA FOR ASSESSMENT OF TRAINEES

### LAYERMAN

### (AMHQ0201)

### 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 50% 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

		Marks Allocation				
		Total Marks 350	Out Of	Theory	Skills Practical	Viva
<b>1.AMH/N0201</b> <b>Carry out fabric Laying operations</b>	PC1. Make sure the work area is free from hazards as per the specified organizational standards	<b>100</b>	4	1	2	1
	PC2. Obtain and check the data on the work ticket or job card and carry out functions in line with the responsibilities of job role		4	1	2	1
	PC3. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any		3	1	1	1
	PC4. Select and sort the tools and materials for the work as per the work instruction		4	1	2	1
	PC5. Set up the fabric laying up machine as per the operating procedures		4	1	2	1

	PC6. Ensure the cleanliness of the tools (Scissor, End cutter, Marker, measuring tape, ruler, etc.) and equipments as per the work instruction		3	1	1	1
	PC7. Minimize wastage by adhering to the standard operating procedures		4	1	2	1
	PC8. Carry out operations at a rate which maintains work flow and meets production targets		4	1	2	1
	PC9. Dispose of waste materials safely as per the waste disposal procedures		4	1	2	1
	PC10. Return re-useable materials as per the standard operating procedures		4	1	2	1
	PC11. Work in conformance to legal requirements, organizational policies and procedures		4	2	1	1
	PC12. Conform to company quality standards		3	1	1	1
	PC13. Follow company reporting procedures about defective tools which affect person promptly and accurately		3	1	1	1
	PC14. Follow organizational protocol for asking questions to obtain more information on tasks when the instructions are unclear and finalize the options with the supervisor, in case of queries		4	1	1	2
	PC15. Ensure the Fabric Roll is loaded on to the laying table as per the standard procedures		4	1	2	1
	PC16. Ensure the fabric is not damaged during movement and handling		4	1	2	1
	PC17. Ensure that the markers are placed appropriately on the laying table as per the operating procedures		4	1	2	1
	PC18. Lay the fabric as per the work instruction		4	1	2	1
	PC19. Straighten the edge of the fabric as per the procedures		4	1	2	1
	PC20. Cut the fabric as per the work instruction		4	1	2	1
	PC21. Fold the fabric as per the standard procedures		4	1	2	1
	PC22. Follow the quality procedures to identify basic fabric fault		3	1	1	1
	PC23. Ensure the fabric is leveled as per the process requirements		3	1	1	1
	PC24. Follow visual inspection procedures to ensure the fabric is free from basic fabric defects.		4	1	2	1
	PC25. Minimise and dispose the waste materials in the approved manner		4	1	2	1

	PC26. Follow the organizational procedures to keep the work area Clean and safe		3	1	1	1
	PC27. Report risks/ problems likely to affect services to the relevant person promptly and accurately		3	1	1	1
		<b>Total</b>	100	28	44	28
<b>2.AMH/N0106</b>						
<b>Maintain work area and tools</b>	PC1. Handle materials and tools safely and correctly		10	4	3	3
	PC2. Use correct lifting and handling procedures		10	3	4	3
	PC3. Use materials to minimize waste		10	2.5	2	5.5
	PC4. Maintain a clean and hazard free working area		5	1.5	2	1.5
	PC5. Maintain tools and equipment		10	3	5	2
	PC6. Carry out running maintenance within agreed schedules		5	2	1	2
	PC7. Carry out maintenance and/or cleaning within one's responsibility	<b>100</b>	10	4	2	4
	PC8. Report unsafe equipment and other dangerous occurrences		10	4	4	2
	PC9. Work in a comfortable position with the correct posture		5	2.5	1	1.5
	PC10. Use cleaning equipment and methods appropriate for the work to be carried out		5	2.5	1	1.5
	PC11. Dispose of waste safely in the designated location		5	1	3	1
	PC12. Store cleaning equipment safely after use		10	4	2	4
	PC13. Carry out cleaning according to schedules and limits of responsibility		5	1	2	2
		<b>Total</b>	100	35	32	33
<b>3.AMH/N0103</b>						
<b>Maintain health, safety and security at workplace</b>	PC1. Comply with health and safety related instructions applicable to the workplace		12	6	2	4
	PC2. Use and maintain personal protective equipment as per protocol	<b>100</b>	6	3	1	2
	PC3. Carry out own activities in line with approved guidelines and procedures		6	3	1	2



	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		6	3	1	2
	PC5. Follow environment management system related procedures		6	3	1	2
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		4	1	2	1
	PC7. Report any service malfunctions that cannot be rectified		4	1	2	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		4	2	1	1
	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		6	3	1	2
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		6	3	1	2
	PC12. Monitor the workplace and work processes for potential risks and threats		4	2	1	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		4	1	2	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	2	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		4	1	2	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		12	6	5	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		4	2	1	1
	PC18. Follow organization procedures for shutdown and evacuation when required		4	2	1	1
		<b>Total</b>	100	44	29	27
<b>4.AMH/N0104</b>						
<b>Comply with industry, regulatory and organizational requirements</b>						
	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	<b>50</b>	10	4	2	4
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		10	4	2	4
	PC3. Apply and follow these policies and procedures within your work practices		10	4	2	4

	PC4. Provide support to your supervisor and team members in enforcing these considerations		10	2	4	4
	PC5. Identify and report any possible deviation to these requirements		10	4	5	1
		<b>Total</b>	50	18	15	17
<b>Grand Total</b>			<b>350</b>	<b>125</b>	<b>120</b>	<b>105</b>