

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS 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

Contact Us:

SSC - AMH

E-mail:

ceo@sscammh.com



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 – Production Supervisor-Sewing

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

SUB-SECTOR: APPAREL

OCCUPATION: PRODUCTION SUPERVISION

REFERENCE ID: AMH/Q2101

ALIGNED TO: NCO-2004/7433.05

Brief Job Description: A Supervisor guides activities of operators and/or other employees engaged in the process of manufacturing, inspection, processing and related activity. Production Supervisor plans and allocates resources and monitors schedules. Their work includes checking output, input material, equipment and ensuring process controls. They communicate, simplify, and interpret specifications, job orders, and procedures for operators and provide solutions to problems that affect the desired output and organizational goals. They also train employees for continual improvement and to achieve the organizational objectives.

Personal Attributes: A Supervisor should have analytical thinking skills to evaluate alternative solutions. He/she needs to coordinate effectively as per situational requirements and should be able to communicate with clarity. Good sense of time management is also essential.

Job Details	Qualifications Pack Code	AMH/Q2101		
	Job Role	Production Supervisor – Sewing		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	17/11/14
	Sub-sector	Apparel	Last reviewed on	26/11/14
	Occupation	Production Supervision	Next review date	30/12/15
	NSQF Clearance On*	18/06/15		

Job Role	Production Supervisor - Sewing
Role Description	To supervise operations in the sewing section of an Apparel factory.
NSQF level	5
Minimum Educational Qualifications	Graduate, preferably
Maximum Educational Qualifications	N/A
Training (Suggested but not mandatory)	Training in apparel production/apparel manufacturing technology
Minimum Job Entry Age	18 years
Experience	Preferably 2-3 years of work experience in stitching or sampling division of any apparel manufacturing company
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N 2101 (Understand production specification and process) AMH/N21 02 (Coordinate and plan production as per specifications and schedule) AMH/N 2103 (Execute and monitor production as per the plan, schedule and quality norms) AMH/N 2104 (Manage performance and relations with people in the group and out of the group) AMH/N2105 (Maintaining tools equipments and machinery) AMH/N0103 (Maintain health, safety and security at work place) AMH/N1505 (Comply with industry, regulatory and organizational essentials) <p>Optional: Not Applicable</p>
Performance Criteria	As described in the relevant OS units

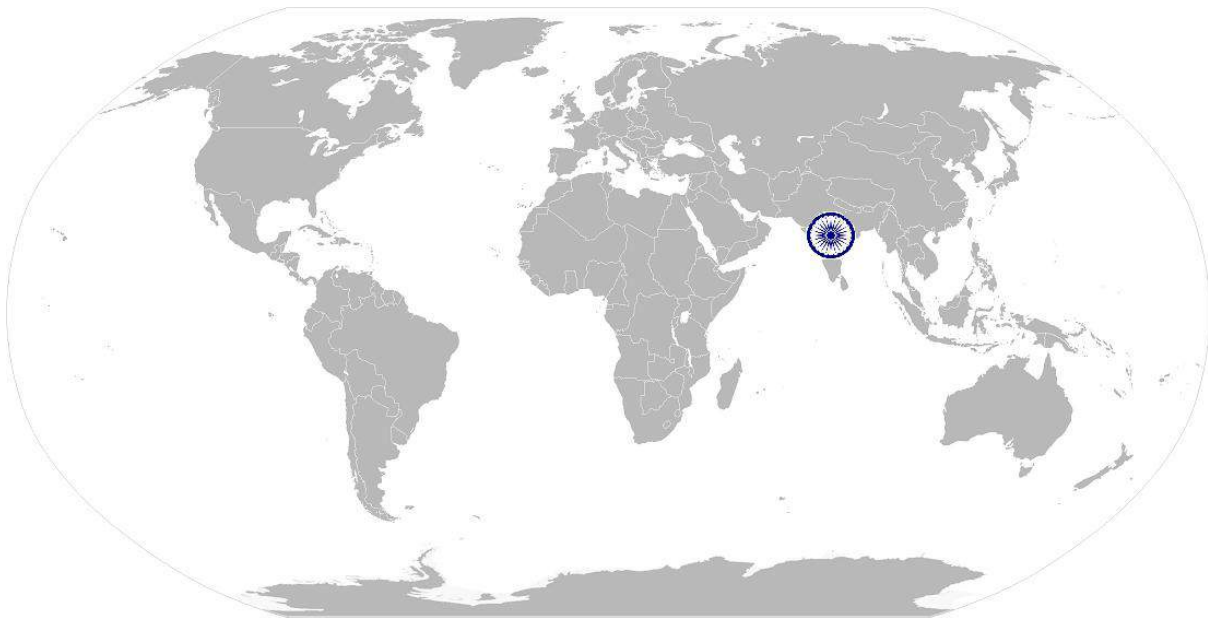
Glossary of Key Terms

Table 1: Glossary of Key Terms

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

National Occupational Standard



Overview

This unit is about how a Production Supervisor needs to understand and analyze the production specification and process

AMH/N2101 Understand Production Specification and Process

National Occupational Standard

Unit Code	AMH/Q2101
Unit Title (Task)	Understand production specification and process
Description	This unit is about understanding of production specification & process
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Production specification & processes in a sewing line
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Production specification & processes in a sewing line	<p>To be competent, you must be able to:</p> <p>PC1. analyze & interpret the given techpack or specification sheet of the garment sample to be developed</p> <p>PC2. collate the required details regarding production planning and scheduling</p> <p>PC3. ensure conformance of samples pattern & cut pieces as per the given specification sheet</p> <p>PC4. analyze schedules and throughput of various styles</p> <p>PC5. evaluate the consumption of material and accessories</p> <p>PC6. get update about the bill of material for the job order</p> <p>PC7. breakdown operations and prepare or interpret operation bulletin</p> <p>PC8. understand machinery layout requirements for the specific products</p> <p>PC9. plan quality check points and control limits</p> <p>PC10. plan reduction of material and start-up losses</p> <p>PC11. conduct or refer findings of pilot run</p> <p>PC12. ensure all concerned people are updated of all the changes in buyer's specification</p> <p>PC13. identify skill levels of the operators for the production line</p> <p>PC14. identify operators and assign them tasks as per their skill and proficiency levels</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. compliance requirements for specific clients</p> <p>KA2. The organization's policies and procedures</p> <p>KA3. Protocol to obtain more information on work related tasks.</p> <p>KA4. the limits of your role and responsibilities</p> <p>KA5. who to refer problems to when they are outside the limit of your authority</p> <p>KA6. details of the job role and responsibilities</p> <p>KA7. common hazards in the work area and workplace procedures for dealing with them</p> <p>KA8. reporting structure</p> <p>KA9. importance of team work and harmonious working relationships</p>

AMH/N2101

Understand Production Specification and Process

<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <ul style="list-style-type: none"> KB1. the manufacturing processes KB2. skill and proficiency level for each operation KB3. operating machines and basic trouble shooting KB4. alternative processes with same or similar output KB5. materials required by each type of product manufactured by the organization KB6. the raw materials defects and handling defects KB7. the organizations standard operating procedures KB8. how to identify the process and product problem KB9. understanding of pmts KB10. understanding operator rating KB11. understanding incentive system or wage plan
<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> <ul style="list-style-type: none"> SA1. Complete accurate well written work SA2. Compile required information and reports SA3. Communicate with others in writing <p>Reading Skills</p> <p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SA4. Follow guidelines/procedures/rules SA5. Product Specification Sheets <p>Oral Communication (Listening and Speaking skills)</p> <p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SA6. Listen effectively and orally communicate information accurately SA7. Confirm that the communication is understood correctly. SA8. Ask for clarification and advice from others in the team and heads
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SB1. Evaluate alternatives within permissible time limits SB2. Anticipate probable trouble spots SB3. Follow rule-based decision-making processes SB4. Make decisions on a suitable course of action or response SB5. Understand the effect on the wage plan / structure <p>Plan and Organize</p> <p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SB6. Plan and organize your work to achieve targets and deadlines <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p> <p>You need to know and understand how to:</p> <ul style="list-style-type: none"> SB7. Apply problem-solving approaches in different situations SB8. Solve problems without /with minimal losses (including time losses) SB9. Seek clarification on problems from others <p>Analytical Thinking</p>

AMH/N2101 Understand Production Specification & Process

	<p>You need to know and understand how to:</p> <p>SB10. Analyze the stitching process</p> <p>SB11. Root cause of problems or defects</p> <p>SB12. Analyze needs, requirements and dependencies in order to meet your work requirements</p>
	<p>Critical Thinking</p>
	<p>You need to know and understand how to:</p> <p>SB13. Provide opinions on work in a detailed and constructive way to the concerned personnel</p> <p>SB14. Implement decisions made</p> <p>SB15. Observe effectively and rapidly the effect of decisions on the production processes</p> <p>SB16. Apply quick but balanced judgments to different situations</p>

NOS Version Control

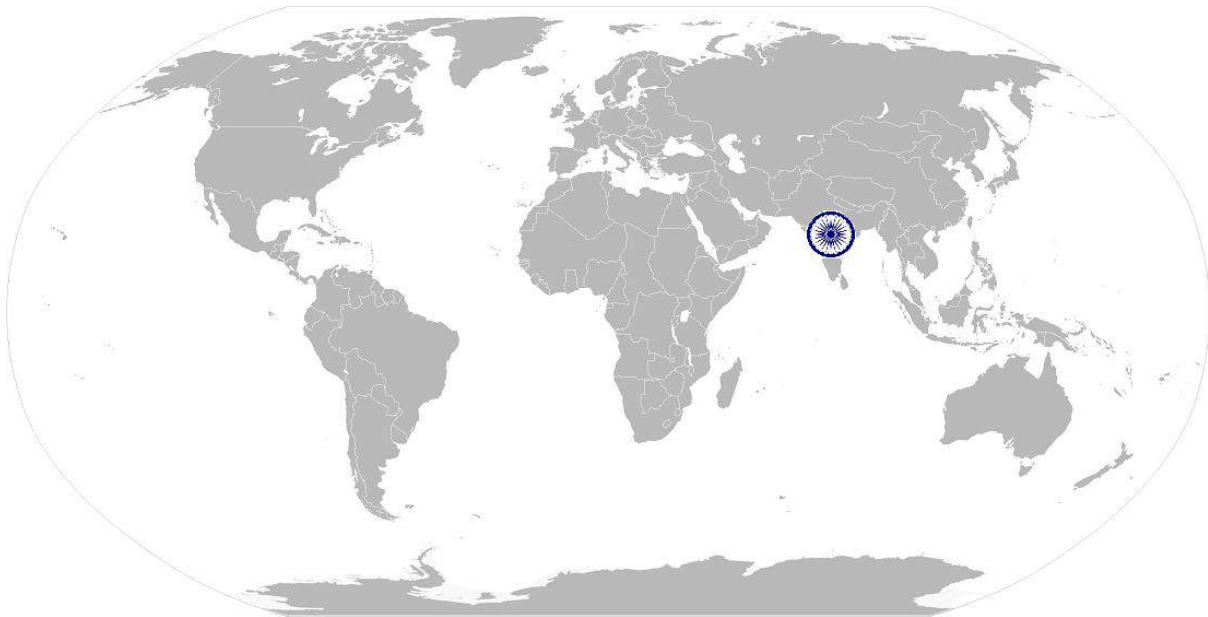
NOS Code	AMH/N2101		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	17/11/14
Industry Sub-sector	Apparel	Last reviewed on	26/11/14
Occupation	Production Supervision	Next review date	30/12/15



AMH/N2102

Coordinate and plan production as per specifications and schedule

National Occupational Standard



Overview

This unit is about Coordination & Planning as per specifications & schedule

AMH/N2102 Coordinate and Plan production as per specifications and schedule

National Occupational Standard	Unit Code	AMH/N2102
	Unit Title (Task)	Coordinate and Plan production as per specifications and schedule
	Description	This unit is about the beginning of production process in sewing
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Plan and commence production in accordance with the production planning schedule
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Plan & commence production as per production planning schedule	<p>To be competent, you must be able to:</p> <p>PC1. participate in pre-production meetings and communicate pro-actively to develop process and product understanding</p> <p>PC2. set qualitative and quantitative output target for each operation</p> <p>PC3. carryout pilot run or update with the findings of the pilot run and sampling for the particular style</p> <p>PC4. coordinate with planning /industrial engineering / for machine layout work aids</p> <p>PC5. coordinate with corresponding departments for ensuring the right quantity and quality of material is received</p> <p>PC6. allocate the operators as per their skill level for various operations</p> <p>PC7. coordinate with stores/ cutting dept./ qc lab / manager in charge to ensure preparedness to meet the production target</p> <p>PC8. set the process / line assembly/ batch in the sewing operation</p> <p>PC9. coordinate with quality control to check initial output and set quality check points</p> <p>PC10. Ensure process for accuracy of input and output with regards to interdepartmental movement, vendor movement, incoming material and outgoing material.</p> <p>PC11. creating or complying with recording systems being used for monitor production targets</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. The organization's policies and procedures</p> <p>KA2. Protocol to obtain more information on work related tasks.</p> <p>KA3. The limits of your role and responsibilities</p> <p>KA4. who to refer problems to when they are outside the limit of your authority</p> <p>KA5. Evolve alternatives for trouble shooting</p> <p>KA6. Details of the job role and responsibilities</p> <p>KA7. Reporting Structure</p> <p>KA8. Importance of team work and harmonious working relationships</p>
	B. Technical	You need to know and understand:

AMH/N2102

Coordinate and Plan production as per specifications and schedule

Knowledge	<p>KB1. knowledge of fabrics and garments</p> <p>KB2. the stitching process</p> <p>KB3. knowledge of sewing and the various types of stitching required for various products.</p> <p>KB4. machinery and work aids used in the process</p> <p>KB5. organization's standard operating procedures</p> <p>KB6. stitching defects and handling defects</p> <p>KB7. knowledge of quality and compliance requirement</p> <p>KB8. buyer specific compliances</p> <p>KB9. the escalation hierarchy</p> <p>OPTIONAL</p> <p>KB10. IT Literacy and Specific tools</p> <p>KB11. Organization Specific ERP and reports to be maintained</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: <ul style="list-style-type: none"> SA1. Complete accurate well written work SA2. Communicate with others in writing
	Reading Skills
	You need to know and understand how to: <ul style="list-style-type: none"> SA3. Follow guidelines/procedures/rules
	Oral Communication (Listening and Speaking skills)
You need to know and understand how to: <ul style="list-style-type: none"> SA4. listen effectively and orally communicate information accurately SA5. ask for clarification and advice from others in the team and heads 	
B. Professional Skills	Decision Making
	You need to know and understand how to: <ul style="list-style-type: none"> SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	Plan and Organize
	You need to know and understand how to: <ul style="list-style-type: none"> SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	NA
	Problem Solving
	You need to know and understand how to: <ul style="list-style-type: none"> SB4. apply problem-solving approaches in different situations SB5. refer anomalies to the particular personnel SB6. seek clarification on problems from others
Analytical Thinking	
You need to know and understand how to: <ul style="list-style-type: none"> SB7. analyze the stitching process SB8. Analyze needs, requirements and dependencies in order to meet your work requirements 	

AMH/N2102 Coordinate and Plan production as per specifications and schedule

	Critical Thinking
	<p>You need to know and understand how to:</p> <p>SB9. provide opinions on work in a detailed and constructive way to the concerned personnel</p> <p>SB10. Evolve Time bound and effective solutions</p> <p>SB11. apply balance judgments to different situations</p>

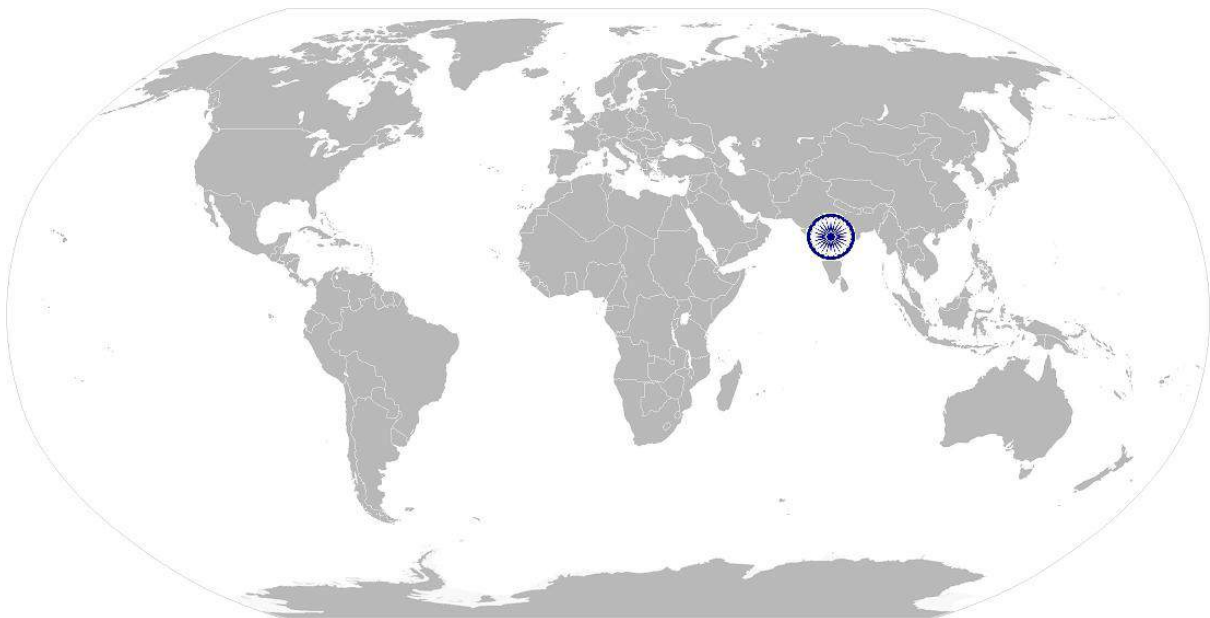
NOS Version Control

NOS Code	AMH/N2102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	17/11/14
Industry Sub-sector	Apparel	Last reviewed on	26/11/14
Occupation	Production Supervision	Next review date	30/12/15



AMH/N2103 Execute and monitor production as per the plan, schedule and quality norms

National Occupational Standard



Overview

This unit is about how to execute and monitor production as per the plan, schedule and quality norms

AMH/N2103 Execute and monitor production as per the plan, schedule and quality norms

National Occupational Standard	Unit Code	AMH/N 2103
	Unit Title (Task)	Execute and monitor production as per the plan,schedule and quality norms
	Description	This unit is about executing & monitoring the production as a part of the overall plan with the desired / prescribed quality ensuring timeliness
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Maintain productivity and Quality in output of the line /department/section
	Performance Criteria (PC) w.r.t. the Scope	
	Element	PerformanceCriteria
	Maintain productivity and Quality in output of the line /department /section	<p>To be competent, you must be able to:</p> <p>PC1. layout / set up machines in an arrangement that makes it easier and effective for material handling</p> <p>PC2. ensure all machinery work aids and handling aids are in proper condition</p> <p>PC3. ensure all accessories are in the store ready for issue</p> <p>PC4. ensure all quality checkpoints are in place for incoming intermediate and final stages</p> <p>PC5. follow up and check the incoming material for the first few pieces</p> <p>PC6. follow up and check first few pieces coming out of every operation</p> <p>PC7. approve the pieces from the quality control department</p> <p>PC8. verify the product as per the spec sheet</p> <p>PC9. verify the product through the merchandiser for ensuring all comments from the buyer have been updated</p> <p>PC10. minimize losses such as breakdown time, waiting time etc.</p> <p>PC11. create a mechanism / arrange for updating output periodically</p> <p>PC12. monitor and maintain periodic output as per target.(qualitative and quantitative)</p> <p>PC13. motivate and support team members to achieve and improve the desired level of output</p> <p>PC14. make necessary changes in case of contingencies</p> <p>PC15. control cost and wastage</p> <p>PC16. collaborate in organizational level initiatives on quality & productivity</p> <p>PC17. ensure preventive maintenance schedules are followed</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. Expectations and responsibilities of the job role</p> <p>KA2. The organization’s rules, codes, guidelines and standards</p> <p>KA3. Procedures for operating stitching machine</p> <p>KA4. Main types of products manufactured by the company</p> <p>KA5. Statutory responsibilities under health, safety and environmental legislation and regulations</p> <p>KA6. Statutory and Buyer compliances</p> <p>KA7. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>

AMH/N2103 Execute and monitor production as per the plan, schedule and quality norms

<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. Basic Arithmetic and Numeric Calculations for analysis related to work</p> <p>KB2. Machine Settings and elementary repair in case of breakdown</p> <p>KB3. Organization's standard operating procedures</p> <p>KB4. Defects and their root causes</p> <p>KB5. Identification of the process and product problems</p> <p>KB6. The escalation hierarchy relating to technical issues</p> <p>KB7. Statistical Quality Control Systems and their applications</p> <p>KB8. Quality Management Systems</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. Complete accurate well written work</p> <p>SA2. Communicate with others in writing</p> <p>SA3. Writing reports and reporting issues to create a knowledge repository</p> <p>Reading Skills</p> <p>You need to know and understand how to:</p> <p>SA4. Follow guidelines/procedures/specifications/rules</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>You need to know and understand how to:</p> <p>SA5. listen effectively and orally communicate information accurately</p> <p>SA6. ask for clarification and advice from others in the team and heads</p> <p>SA7. Proactively ask questions to minimize issues</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>You need to know and understand how to:</p> <p>SB1. follow System based decision-making processes</p> <p>SB2. Ensure time lost in decision making is minimal</p> <p>SB3. 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>SB4. plan and organize your work to achieve targets and deadlines</p> <p>SB5. plan manpower for absenteeism / shift / overtime working</p> <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p> <p>You need to know and understand how to:</p> <p>SB6. apply problem-solving approaches in different situations</p> <p>SB7. refer anomalies to its root cause person , process or whatever required</p> <p>SB8. seek clarification on problems from others in the system</p> <p>Analytical Thinking</p> <p>You need to know and understand how to:</p> <p>SB9. analyze the stitching process</p> <p>SB10. Specification Sheets and operations</p> <p>SB11. Cost implications of overtime and wage plans</p> <p>SB12. Analyze needs, requirements and dependencies in order to meet your work requirements</p>

AMH/N2103 Execute and monitor production as per the plan, schedule and quality norms

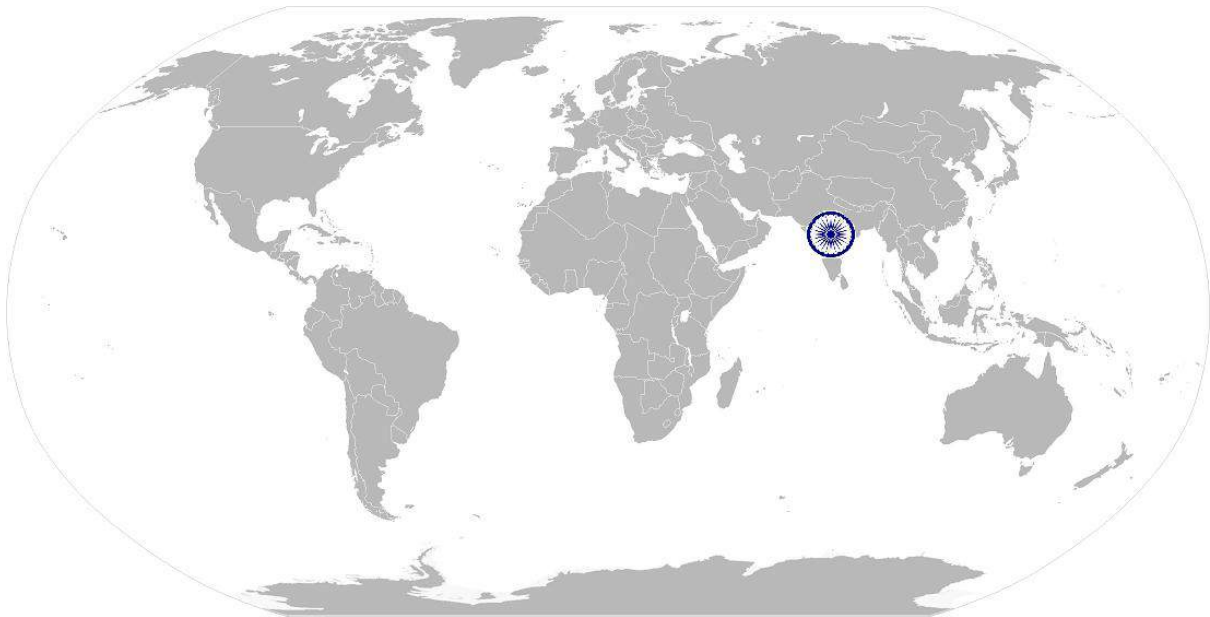
	Critical Thinking
	<p>You need to know and understand how to:</p> <p>SB13. provide opinions on work in a detailed and constructive way to the concerned personnel</p> <p>SB14. Evolve solutions to different situations considering the advantages and disadvantages.</p>

NOS Version Control

NOS Code	AMH/N2103		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	17/11/14
Industry Sub-sector	Apparel	Last reviewed on	26/11/14
Occupation	Production Supervision	Next review date	30/12/15

AMH/N 2104 Manage performance and relations with people in the group and out of the group

National Occupational Standard



Overview

This is about to manage performance and relations with people in the group and out of the group

AMH/N 2104 Manage performance and relations with people in the group and out of the group

National Occupational Standard	Unit Code	AMH/N2104
	Unit Title (Task)	Manage performance and relations with people in the group and out of the group
	Description	This unit is about the supervisors interaction and coordination with people within the department and from other departments to manage performance
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintain a good and healthy relation with team, other colleagues and superiors to manage the performance and productivity
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	PerformanceCriteria
	Maintain good and healthy relation with team, other colleagues and superiors to manage the performance and productivity	To be competent, you must be able to: <ul style="list-style-type: none"> PC1. receive work instructions and feedback from reporting manager or other seniors in a proactive manner. PC2. communicate targets and get concurrence on targets from team members. PC3. communicate to reporting superior about process-flow improvements. PC4. communicate and sensitize about the defects and anticipated difficulties PC5. sensitize about the defects received from previous process and the losses on account of the same PC6. communicate to reporting superior about the shortages or performance related targets PC7. re-work based on feedback provided by superior on product, process and people PC8. motivate and organize team members to achieve the desired results PC9. sensitize group members on the effects of absenteeism and low productivity PC10. monitor each individual for his performance and assist him for improvement PC11. represent collective concerns to appropriate authorities PC12. work with colleagues of other departments to ensure smooth process flow of input and output PC13. communicate and discuss work flow related difficulties in order to find solutions with mutual agreement PC14. receive the feedback from other departments, given if any, and rework in order to complete work on time
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: <ul style="list-style-type: none"> KA1. Details of the various job roles and responsibilities KA2. Responsibilities and line of reporting within the work area KA3. Protocol to obtain more information on work related tasks KA4. Organizational policies and procedures KA5. Work target and review mechanism KA6. Method of obtaining/ giving feedback related to performance KA7. Importance of team work and harmonious working relationships KA8. Process for offering/ obtaining work related assistance KA9. Protocol and format for reporting work related risks/ problems KA10. Contact person in case of queries on procedure or products KA11. Quality standards KA12. Documentation required as part of the process KA13. Statutory laws and their relevant provision

AMH/N 2104 Manage performance and relations with people in the group and out of the group

	<p>KA14. Wage plans and the method of calculation</p> <p>KA15. Work ethics and non-discrimination values</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. Use of work aids and handling techniques to enhance productivity</p> <p>KB2. Techniques to foster team building and team productivity</p> <p>KB3. Knowledge on Sewing and the various types of stitching required by various products.</p> <p>KB4. Improving motor coordination or handling techniques</p> <p>KB5. Systematic Training to improve productivity</p> <p>KB6. Organization's standard operating procedures</p> <p>KB7. Stitching defects and handling defects</p> <p>KB8. Knowledge on quality</p> <p>KB9. The escalation hierarchy</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to:
	SA1. Complete accurate well written work
	SA2. Communicate with others in writing
	Reading Skills
You need to know and understand how to:	
SA3. Follow guidelines/procedures/rules	
Oral Communication (Listening and Speaking skills)	
You need to know and understand how to:	
SA4. listen effectively and orally communicate information accurately	
SA5. ask for clarification and advice from others in the team and heads	
B. Professional Skills	Decision Making
	You need to know and understand how to:
	SB1. follow rule-based decision-making processes
	SB2. make decisions on a suitable course of action or response
	Plan and Organize
	You need to know and understand how to:
	SB3. plan and organize your work to achieve targets and deadlines
	Problem Solving
	You need to know and understand how to:
SB4. apply problem-solving approaches in different situations	
SB5. refer anomalies to the particular personnel	
SB6. seek clarification on problems from others	
Analytical Thinking	
You need to know and understand how to:	
SB7. analyze the stitching process	
SB8. Analyze needs, requirements and dependencies in order to meet your work requirements	
Critical Thinking	
You need to know and understand how to:	
SB9. provide opinions on work in a detailed and constructive way to the concerned personnel	

AMH/N 2104 Manage performance and relations with people in the group and out of the group

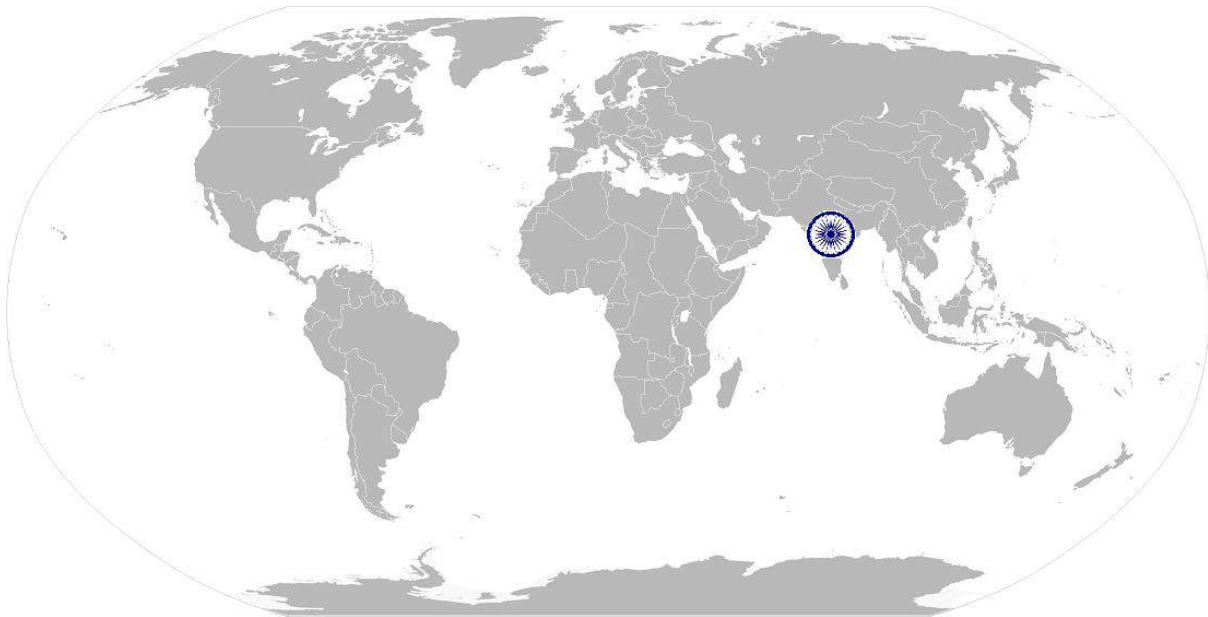
	SB10. apply balance judgments to different situations
--	---

NOS Version Control

NOS Code		AMH/ N2104	
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	17/11/14
Industry Sub-sector	Apparel	Last reviewed on	26/11/14
Occupation	Production Supervision	Next review date	30/12/15



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for maintaining work place, work aids and machinery and tools for ensuring that the production and productivity targets are achieved

AMH/N2105 Maintaining tools , equipments and machinery

Unit Code	AMH/N2105
Unit Title (Task)	Maintaining tools equipments and machinery
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for taking responsibility for maintaining work place.
Scope	This unit/task covers the following: Complywith health, safetyandsecurityrequirementsatwork
Performance Criteria (PC) w.r.t. the Scope	
Element	PerformanceCriteria
Complywith health, safetyandsecurityrequirementsatwork	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. ensure the machines are laid out as per the consensus between production, planning , industrial engineering</p> <p>PC2. ensure the machines, work stations are in a satisfactory working condition</p> <p>PC3. refer to findings of pilot run or carryout pilot run.</p> <p>PC4. ensure work aids and attachments are as per specifications and working condition</p> <p>PC5. pathways and workflow areas as per compliance requirements</p> <p>PC6. ensure preventive maintenance schedules are complied with</p> <p>PC7. during production ensure that breakdown does not consume much time and equipment is replaced in case of extraordinary delays</p> <p>PC8. store materials and equipment in line with manufacturer’s andorganizational requirements</p> <p>PC9. ensure work in process is maintained at an optimal level</p> <p>PC10. ensure the storage areas are clean and clear and have been marked or labeled clearly</p> <p>PC11. ensure that storage is done as per requirement</p> <p>PC12. ensure that handling is done as desired</p> <p>PC13. ensure that bundle tickets or identity of goods is maintained</p> <p>PC14. ensure that special provisions of handling like shade sorting, size sorting is maintained</p> <p>PC15. ensure ambient and required lighting is appropriate</p> <p>PC16. put special check points on critical operations</p> <p>PC17. Develop & use templates for enhancing productivity</p> <p>PC18. Identify the role of central utilities like pneumatic, electrical, boilers in the production process</p> <p>PC19. carry out basic and advanced machine settings</p> <p>PC20. carry out machine settings with reference to utilities</p> <p>PC21. understand ergonomics in working on various operation</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA2. Machine layouts and production set ups and processes</p> <p>KA3. Basic Ergonomics and the after effects of non-compliance</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p>

AMH/N2105

Maintaining tools , equipments and machinery

<p>B. Technical Domain Knowledge</p>	<p>KA5. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA6. Principles of the production systems of being used in the organization</p> <p>The user/individual on the job needs to know and understand:</p> <p>KB1. Garment construction instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and explain the 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 .</p> <p>KB7. Common faults with equipment and the method to rectify</p> <p>KB8. Maintenance procedures</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. A1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p> <p>Reading Skills</p> <p>You need 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>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</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>You need to know and understand how to:</p> <p>SB1. Raise the alarm at appropriate moment</p> <p>Plan and Organize</p> <p>You need to know and understand how to:</p> <p>SB2. Keep work area free from potential hazards</p> <p>SB3. Proactively communicate and Balance and maintain work flow</p> <p>Customer Centricity</p> <p>NA</p>

AMH/N2105

Maintaining tools , equipments and machinery

	Problem Solving
	SB4. correct the problems related to the machinery if possible SB5. ensure time losses e.g. (Break down time , waiting time etc.) are minimized in case of bottle neck situation in production
	Analytical Thinking
	You need to know and understand how to: SB6. identify, report malfunctions in machinery and equipment SB7. identify and report service malfunctions
	Critical Thinking
	SB8. periodic targets are met through realigning, rearranging , reassigning process flow, machinery configuration, skills and resources

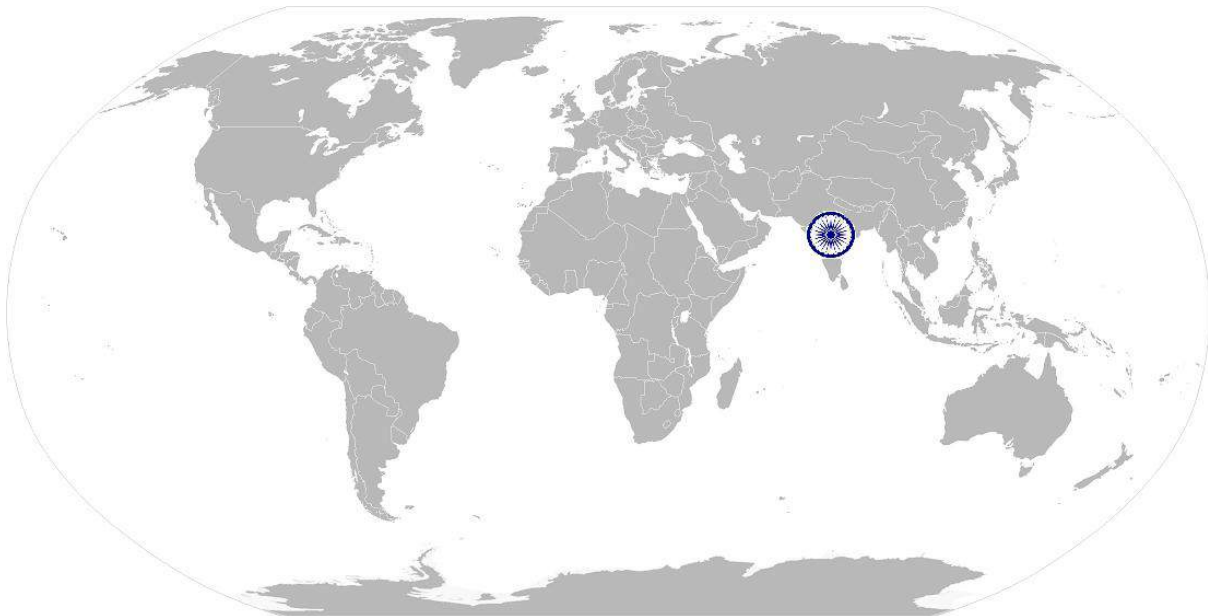
NOS Version Control

NOS Code	AMH/N2105		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	17/11/14
Industry Sub-sector	Apparel	Last reviewed on	26/11/14
Occupation	Production Supervision	Next review date	30/12/15

AMH/N0103

Maintain health, safety and security at workplace

National Occupational Standard



Overview

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

AMH/N0103

Maintain health, safety and security at work place

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 for taking responsibility for their own health, safety and security in the workplace and is about using the correct procedures to prevent, control and minimize risk to them and others in the workplace.
	Scope	This unit/task covers the following: Comply with health, safety and security requirements at work <ul style="list-style-type: none"> • Hazards and Risks/ threats • Medical Emergencies • Evacuation process
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Comply with health, safety and security requirements at work	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. comply with health and safety related instructions applicable to the workplace PC2. use and maintain personal protective equipment as per protocol PC3. carry out own activities in line with approved guidelines and procedures PC4. maintain a healthy lifestyle and guard against dependency on intoxicants PC5. follow environment management system related procedures PC6. identify and correct (if possible) malfunctions in machinery and equipment PC7. report any service malfunctions that cannot be rectified PC8. store materials and equipment in line with manufacturer's and organizational requirements PC9. safely handle and move waste and debris PC10. minimize health and safety risks to self and others due to own actions PC11. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC12. monitor the workplace and work processes for potential risks and threats PC13. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC14. report hazards and potential risks/ threats to supervisors or other authorized personnel PC15. participate in mock drills/ evacuation procedures organized at the workplace PC16. undertake first aid, fire-fighting and emergency response training, if asked to do so PC17. take action based on instructions in the event of fire, emergencies or accidents PC18. follow organization procedures for shutdown and evacuation when required
	Knowledge and Understanding (K)	
	A. Organizational Context (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"> KA1. Health and safety related practices applicable at the workplace KA2. Potential hazards, risks and threats based on nature of operations KA3. Organizational procedures for safe handling of equipment and machine operations KA4. Potential risks due to own actions and methods to minimize these KA5. Environmental management system related procedures at the

AMH/N0103 Maintain health, safety and security at work place

	<p>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. Technical / Domain Knowledge</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. Signage related to health and safety and their meaning</p> <p>KB4. Importance of sound health, hygiene and good habits</p> <p>KB5. Ill-effects of alcohol, tobacco and drugs</p>
<p>Skills (S)</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 report on the hazards and risks / threats faced at workplace</p> <p>Reading Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. read the first aid ,health and safety instructions</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>SA3. respond to emergencies, accidents or fire at the workplace</p> <p>SA4. Communicate to others when and how to evacuate the premises</p> <p>SA5. communicate effectively the value of physical fitness, personal hygiene and good habits to workers</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>You need to know and understand how to:</p> <p>SB1. raise alarm</p> <p>SB2. keep work area free from potential hazards</p> <p>SB3. report to authorized personnel for assistance</p> <p>Plan and Organize</p> <p>NA</p> <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p> <p>You need to know and understand how to:</p> <p>SB4. report to supervisors and other authorized personnel for assistance</p> <p>Analytical Thinking</p> <p>You need to know and understand how to:</p> <p>SB5. identify, report malfunctions in machinery and equipment and correct them if possible</p> <p>SB6. identify and report service malfunctions</p>

AMH/N0103 Maintain health, safety and security at work place

	Critical Thinking
	NA

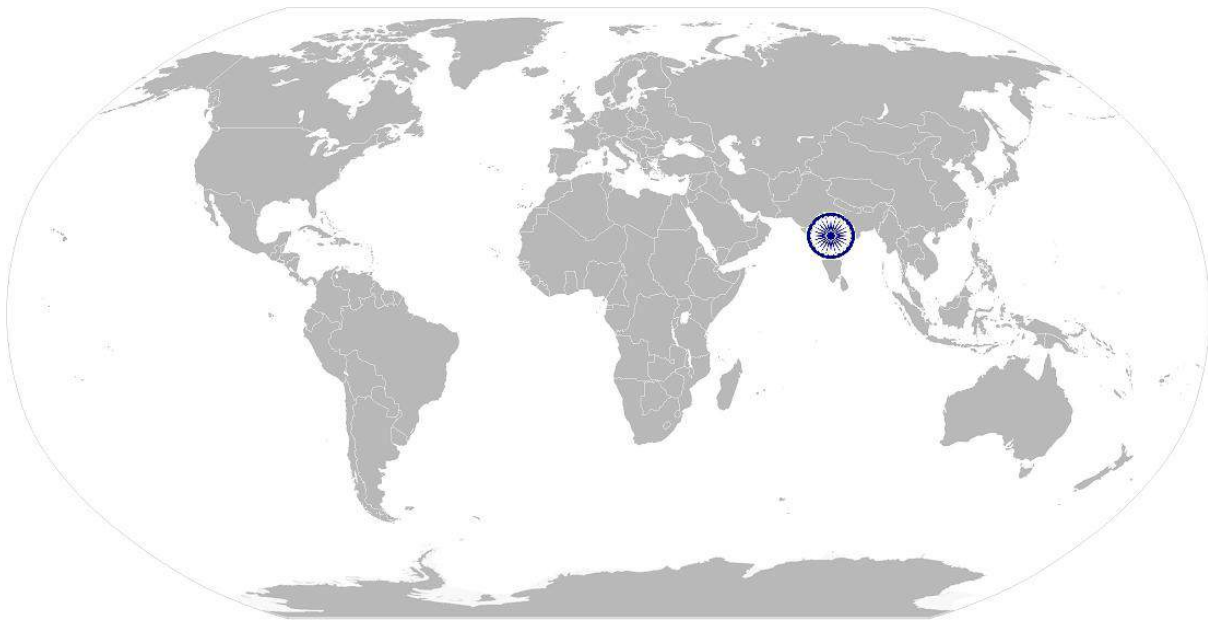
NOS Version Control

NOS Code	AMH/N0103		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	17/11/14
Industry Sub-sector	Apparel	Last reviewed on	26/11/14
Occupation	Production Supervision	Next review date	30/12/15



AMH/N1505 Comply with industry, regulatory and organizational essentials

National Occupational Standard



Overview

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

AMH/N1505 Comply with industry, regulatory and organizational essentials

National Occupational Standard	Unit Code	AMH/N1505
	Unit Title (Task)	Comply with industry, regulatory and organizational essentials
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational Requirements at the workplace.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Organizational Compliance • Customer Compliance • Compliance with all national and international laws and regulations
	Performance Criteria (PC) w.r.t. the Scope	
	Element	PerformanceCriteria
	Comply with industry, regulatory and organizational requirements	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. comply with health and safety related instructions applicable to the workplace PC2. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel PC3. apply and follow these policies and procedures within the work practices PC4. provide support to the supervisor and team members in enforcing these considerations PC5. identify and report any possible deviation to these requirements
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	KA1. The importance of having an ethical and value-based approach to governance KA2. Benefits to the company and oneself due to practice of these procedures KA3. Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> • Legal, regulatory and ethical requirements • Procedures to follow if someone does not meet the requirements KA4. Customer specific requirements mandated as a part of the work process
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Country / customer specific regulations for the sector and their importance KB2. Reporting procedure in case of deviations KB3. Limits of personal responsibility
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Make a report in case of any deviation from the normal company norms 	
	Reading Skills	
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. Read the legal, regulatory policies of the company. 	
Oral Communication (Listening and Speaking skills)		
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA3. Positively influence the team members into following procedures 		

AMH/N1505 Comply with industry, regulatory and organizational essentials

B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Take appropriate decisions related to responsibilities SB2. Positively influence the team members into following procedures
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB3. Plan and manage work routine based on company procedure SB4. Participate and influence the organization's response towards these regulatory procedures
	Customer Centricity
	SB5. Practice a customer service oriented approach
	Problem Solving
	SB6. Positively influence the team members into following industry's regulatory procedures
	Analytical Thinking
	NA
Critical Thinking	
NA	

NOS Version Control

NOS Code	AMH/N1505		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	17/11/14
Industry Sub-sector	Apparel	Last reviewed on	26/11/14
Occupation	Production Supervision	Next review date	30/12/15

CRITERIA FOR ASSESSMENT OF TRAINEES

Production Supervisor – Sewing

(AMH/Q2101)

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 350	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1. AMH/N2101 Understand Production Specification and Process	PC1. Analyse & interpret the given techpack or specification sheet of the garment sample to be developed	60	5	2	1	2
	PC2. collate the required details regarding production planning and scheduling		5	2	1	2
	PC3. ensure conformance of samples pattern & cut pieces as per the given specification sheet		4	1	1	2
	PC4. analyze schedules and throughput of various styles		5	2	2	1
	PC5. evaluate the consumption of material and accessories		4	2	1	1
	PC6. get update about the bill of material for the job order		5	3	1	1
	PC7. breakdown operations and prepare or interpret operation bulletin		5	2	2	1
	PC8. understand machinery layout requirements for the specific products		4	2	1	1
	PC9. plan quality check points and control limits		3	1	1	1
	PC10. plan reduction of material and start-up losses		4	1	1	2
	PC11. conduct or refer findings of pilot run		4	1	2	1
	PC12. ensure all concerned people are updated of all the changes in buyer's specification		4	1	2	1
	PC13. identify skill levels of the operators for the		4	1	2	1

	production line					
	PC14. identify operators and assign them tasks as per their skill and proficiency levels		4	1	2	1
	Total		60	22	20	18
2. AMH/N2102						
Coordinate and Plan production as per specifications and schedule	PC1. participate in pre-production meetings and communicate pro-actively to develop process and product understanding	55	6	2	2	2
	PC2. set qualitative and quantitative output target for each operation		5	2	1	2
	PC3. carryout pilot run or update with the findings of the pilot run and sampling for the particular style		4	1	2	1
	PC4. coordinate with planning / industrial engineering / for machine layout work aids		5	1	2	2
	PC5. coordinate with corresponding departments for ensuring the right quantity and quality of material is received		4	2	1	1
	PC6. allocate the operators as per their skill level for various operations		5	1	2	2
	PC7. coordinate with stores/ cutting dept./ qc lab / manager in charge to ensure preparedness to meet the production target		5	2	2	1
	PC8. set the process / line assembly/ batch in the sewing operation		6	1	3	2
	PC9. coordinate with quality control to check initial output and set quality check points		5	2	2	1
	PC10. ensure process for accuracy of input and output with regards to interdepartmental movement, vendor movement, incoming material and outgoing material.		5	2	2	1
	PC11. creating or complying with recording systems being used for monitor production targets		5	1	2	2
	Total		55	17	21	17
3. AMH/N2103						
Execute and monitor production as per the plan, schedule and quality norms	PC1. layout / set up machines in an arrangement that makes it easier and effective for material handling	55	4	1	2	1
	PC2. ensure all machinery work aids and handling aids are in proper condition		3	1	1	1
	PC3. ensure all accessories are in the store ready for issue		4	1	2	1
	PC4. ensure all quality checkpoints are in place for incoming intermediate and final stages		3	1	1	1

	PC5. follow up and check the incoming material for the first few pieces		3	1	1	1
	PC6. follow up and check first few pieces coming out of every operation		3	1	1	1
	PC7. approve the pieces from the quality control department		3	1	1	1
	PC8. verify the product as per the spec sheet		3	1	1	1
	PC9. verify the product through the merchandiser for ensuring all comments from the buyer have been updated		3	1	1	1
	PC10. minimize losses such as breakdown time, waiting time etc.		3	1	1	1
	PC11. create a mechanism / arrange for updating output periodically		3	1	1	1
	PC12. monitor and maintain periodic output as per target. (qualitative and quantitative)		4	1	2	1
	PC13. motivate and support team members to achieve and improve the desired level of output		3	1	1	1
	PC14. make necessary changes in case of contingencies		3	1	1	1
	PC15. control cost and wastage		4	2	1	1
	PC16. collaborate in organizational level initiatives on quality & productivity		3	1	1	1
	PC17. ensure preventive maintenance schedules are followed		3	1	1	1
	Total		55	18	20	17
4. AMH/N 2104						
Manage performance and relations with people in the group and out of the group	PC1. receive work instructions and feedback from reporting manager or other seniors in a proactive manner.		3	1	1	1
	PC2. communicate targets and get concurrence on targets from team members.		3	1	1	1
	PC3. communicate to reporting superior about process-flow improvements.		3	1	1	1
	PC4. communicate and sensitize about the defects and anticipated difficulties	45	4	1	2	1
	PC5. sensitize about the defects received from previous process and the losses on account of the same		3	1	1	1
	PC6. communicate to reporting superior about the shortages or performance related targets		4	1	2	1
	PC7. re-work based on feedback provided by superior on product, process and people		3	1	1	1
	PC8. motivate and organize team members to achieve the desired results		3	1	1	1

	PC9. sensitize group members on the effects of absenteeism and low productivity		3	1	1	1
	PC10.monitor each individual for his performance and assist him for improvement		4	1	2	1
	PC11.represent collective concerns to appropriate authorities		3	1	1	1
	PC12.work with colleagues of other departments to ensure smooth process flow of input and output		3	1	1	1
	PC13.communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		3	1	1	1
	PC14.receive the feedback from other departments, given if any, and rework in order to complete work on time		3	1	1	1
	Total		45	14	17	14
5. AMH/N2105 Maintaining tools equipments and machinery	PC1. ensure the machines are laid out as per the consensus between production, planning , industrial engineering		4	1	2	1
	PC2. ensure the machines, work stations are in a satisfactory working condition		3	1	1	1
	PC3. refer to findings of pilot run or carryout pilot run		3	1	1	1
	PC4. ensure work aids and attachments are as per specifications and working condition		3	1	1	1
	PC5. pathways and workflow areas as per compliance requirements		3	1	1	1
	PC6. ensure preventive maintenance schedules are complied with		3	1	1	1
	PC7. during production ensure that breakdown does not consume much time and equipment is replaced in case of extraordinary delays	65	3	1	1	1
	PC8. store materials and equipment are in line with manufacturer's and organizational requirements		4	1	2	1
	PC9. ensure work in process is maintained at an optimal level		3	1	1	1
	PC10.ensure the storage areas are clean and clear and have been marked or labeled clearly		3	1	1	1
	PC11.ensure that storage is done as per requirement		3	1	1	1
	PC12.ensure that handling is done as desired		3	1	1	1
	PC13.ensure that bundle tickets or identity of goods is maintained		3	1	1	1
	PC14.ensure that special provisions of handling like shade sorting, size sorting is maintained		3	1	1	1
	PC15.ensure ambient and required lighting is appropriate		3	1	1	1
	PC16.put special check points on critical operations		3	1	1	1
	PC17.develop & use templates for enhancing productivity		3	1	1	1

	PC18. identify the role of central utilities like pneumatic, electrical, boilers in the production process		3	1	1	1
	PC19. carry out basic and advanced machine settings		3	1	1	1
	PC20. carry out machine settings with reference to utilities		3	1	1	1
	PC21. understand ergonomics in working on various operation		3	1	1	1
	Total		65	21	23	21
6. AMH/N0103 Maintain health, safety and security at work place	PC1. comply with health and safety related instructions applicable to the workplace	55	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		3	1	1	1
	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	1	1	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 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	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		4	1	2	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 asked to do so		3	1	1	1
	PC17. take action based on instructions in the event of fire, emergencies or accidents		3	1	1	1
	PC18. follow organization procedures for shutdown and evacuation when required		3	1	1	1
	Total		55	18	19	18

7. AMH/N1505 Comply with industry, regulatory and organizational essentials	PC1. comply with health and safety related instructions applicable to the workplace	15	3	1	1	1
	PC2. seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		3	1	1	1
	PC3. apply and follow these policies and procedures within the work practices		3	1	1	1
	PC4. provide support to the supervisor and team members in enforcing these considerations		3	1	1	1
	PC5. identify and report any possible deviation to these requirements		3	1	1	1
			Total	15	5	5
Grand Total			350	115	125	110