

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR APPAREL, MADE-UP'S AND HOME FURNISHING

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

Qualifications Pack – Sewing Machine Operator (Knits)

SECTOR: Apparel, Made-up's and Home Furnishing

SUB-SECTOR: Apparel

OCCUPATION: Sewing Machine Operator - Knits

REFERENCE ID: AMH/Q0305

ALIGNED TO: NCO-2004 / 8263.10

The sewing machine operator is a job role in stitching section committed to the task of stitching of components into final knit garments.

Brief Job Description: :Fabric Sewing Machine Operator (Knits), also called a 'Stitcher or Machinist' is an important job-role associated with Apparel, Made-Ups and Home Furnishing Industry and their manufacturing sector making knit garments. The primary responsibility of sewing machine operator (knits) is to stitch/sew knit fabrics with due care to convert them into garment and apparel.

Personal Attributes: The sewing machine operator (knits) should have good eyesight, eye-hand-leg coordination, motor skills and clear vision. He/she should also have good interpersonal skills, be open to learning, have basic understanding of measurements.

Job Details	Qualifications Pack Code	AMH/Q0305		
	Job Role	Sewing Machine Operator – Knits		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
	Sub-sector	Apparel	Last reviewed on	24/04/15
	Occupation	Stitching	Next review date	21/03/16
	NSQC Clearance on*	N.A		

Job Role	Sewing Machine Operator – Knits
Role Description	To stitch knits panels cut as per techpack/specifications into complete knitted garment, made-ups and home furnishing products
NSQF level	4
Minimum Educational Qualifications	Standard V
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	N.A.
Minimum Job Entry Age	18 years
Experience	Preferably having worked 3-6 months of experience working in garment, made-ups and home furnishing factory
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N0305(Plan and prepare for process of sewing of knit fabrics as per plan received from stitching/line supervisor) AMH/N0306(Stitch knitted fabric as per plan) AMH/N0307(Maintain health, safety and security in the production line) AMH/N0102(Maintain workarea, tools and machines) AMH/N0104(Comply with industry, regulatory and organizational requirements) <p>Optional: Not Applicable</p>
Performance Criteria	As described in relevant NOS units

Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential achieving the objectives of the function.
	Job role	Job role defines 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 consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
	Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
	National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.
	Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
	Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job rolesatisfactorilyat workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.
	Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.
	Organizational	Organizational Context includes the way the organization is structured

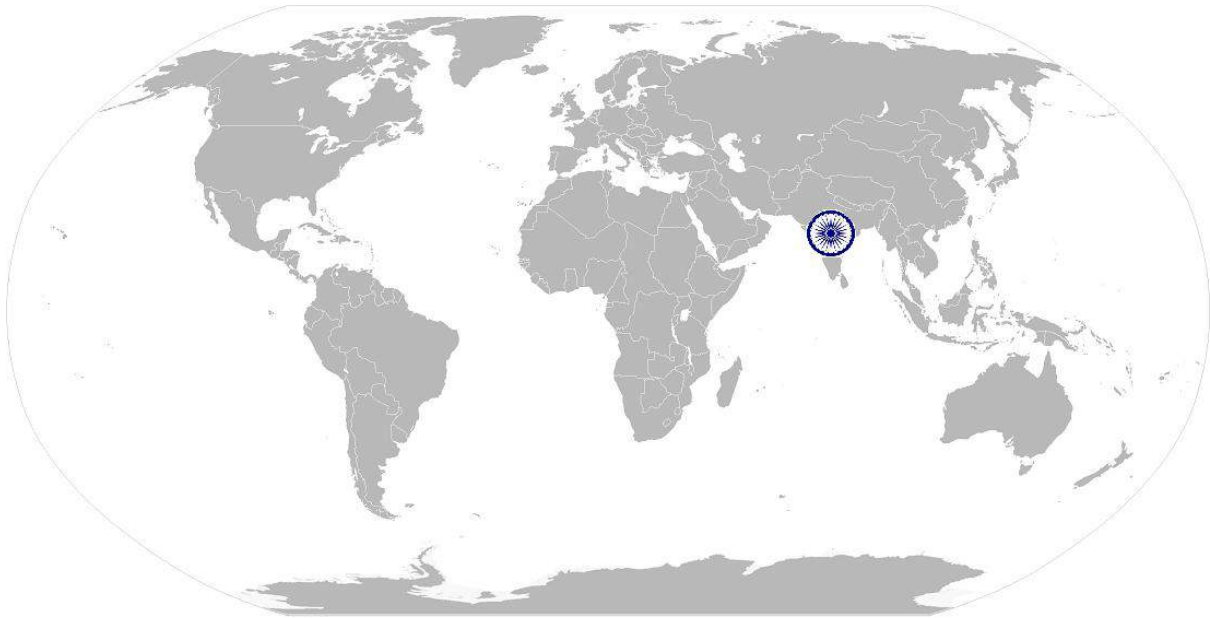
Context	and how it operates. It includes elements of operational knowledge contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Substrate	Basic material used for creating pattern
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
Keywords /Terms	Description
SSC	Sector Skill Council
AMH	Apparel, Made-up's and Home Furnishings
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation
Techpack	Technical Specifications

Acronyms

AMH/N0305

Plan and Prepare for process of sewing of knit fabrics as per plan received from stitching/line supervisor

National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as set enabling one to plan for operation of sewing knit fabrics as per the plan received from stitching/line supervisor.

AMH/N0305 Plan and Prepare for process of sewing of knit fabrics as per plan received from stitching/line supervisor

Unit Code	AMH/ N0305
Unit Title (Task)	Plan and Prepare for process of sewing of knit fabrics as per plan received from stitching/line supervisor
Description	This unit is about quantification and measurement of skills and competencies enabling one to plan satisfactorily for stitching of knit components cut to pieces/panels to make garment by using sewing machines.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Checking of machines and test sewing
Elements	Performance Criteria
Checking of machines and test sewing	PC1. Set machines according to manufacturers' instructions and production requirements of knitted components PC2. Check machine for needles, foot, spools etc. for working safely PC3. Ensure the materials used meet the specification matching within a product and between a pair of products where applicable PC4. Check for threads quality and color as per requirements for the garment styles PC5. Carry out test sews PC6. Select correct component parts for the style being worked upon PC7. Ask questions from the assigned supervisors to obtain more information on tasks when unclear of instructions given
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. Knowledge about planning the sewing process as per order priority, delivery schedule and quality KA2. Knowledge about organizing the plan to ensure the stitching wastage is reduced to minimum KA3. Knowledge about contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about the types of knit fabrics like lycra, cotton jersey knit, interlock, etc. and their handling methods KB2. Knowledge of fabric defects like holes, stains, broken end, streaks, etc. KB3. Knowledge of needle types, bobbin winding, machine control, work aids, etc. KB4. Knowledge about attachments that are used for stitching knit fabric garments, made-ups and home furnishing articles, like pipings, rib collars, etc. KB5. Knowledge about various types of sewing machines (for knit fabrics), for example, 4- thread overlock machine, 5-thread overlock machine, etc.
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA1. Document records related to the different styles being stitched

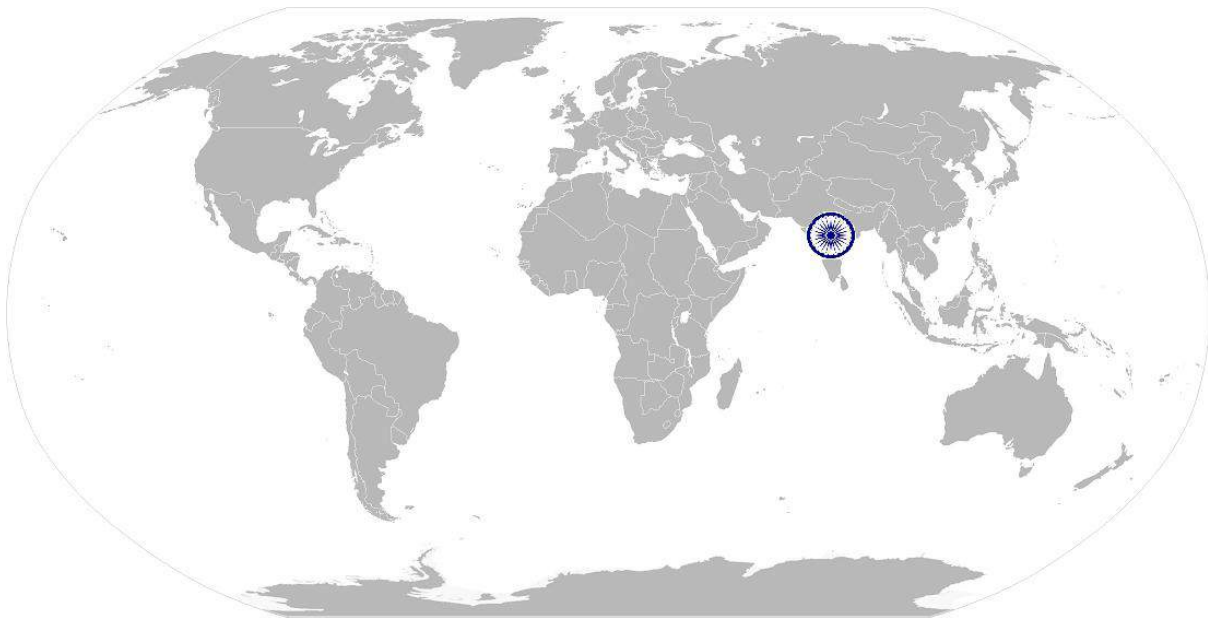
AMH/N0305 Plan and Prepare for process of sewing of knit fabrics as per plan received from stitching/line supervisor

	SA2. Document the materials required for the related style
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. Read and comprehend the instructions received in the job card and act accordingly SA4. Read and comprehend the materials required as per each style that is to be stitched and send the requirements accordingly
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	The user/individual on the job needs to know and understand: SA5. Communicate efficiently with the supervisors/co-workers/helpers SA6. Seek clarification from supervisors or co-workers in an appropriate manner SA7. Provide detailed information to supervisors/co-workers in a logical manner
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Make decisions for selecting right machines and settings as per the operation need and material requirement
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. Plan and organize the pre-stitching processes with respect to the target dates and deadlines SB3. Plan and organize all the materials and tools required for stitching for a smooth stitching workflow
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. Understand customer defined and implicit requirements for quality SB5. Build customer understanding of trust and satisfaction for product quality SB6. Check whether the tools and materials gathered are as per customer requirements
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. Self rectification of minor faults SB8. Report and seek a solution from the supervisor in case of major faults such as missing machine parts, missing/faulty/repeated cut parts of the garment, etc.
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Analyse the working of the sewing machine prior the sewing process to check if it is meeting the customer requirements SB10. Analyze and evaluate the customer requirements with the materials received for sewing a style
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB11. Critically evaluate information and materials gathered from various sources pre-stitching process to arrive at a solution SB12. Critically evaluate the needle that is to be used to stitch the cut parts

AMH/N0305 Plan and Prepare for process of sewing of knit fabrics as per plan received from stitching/line supervisor

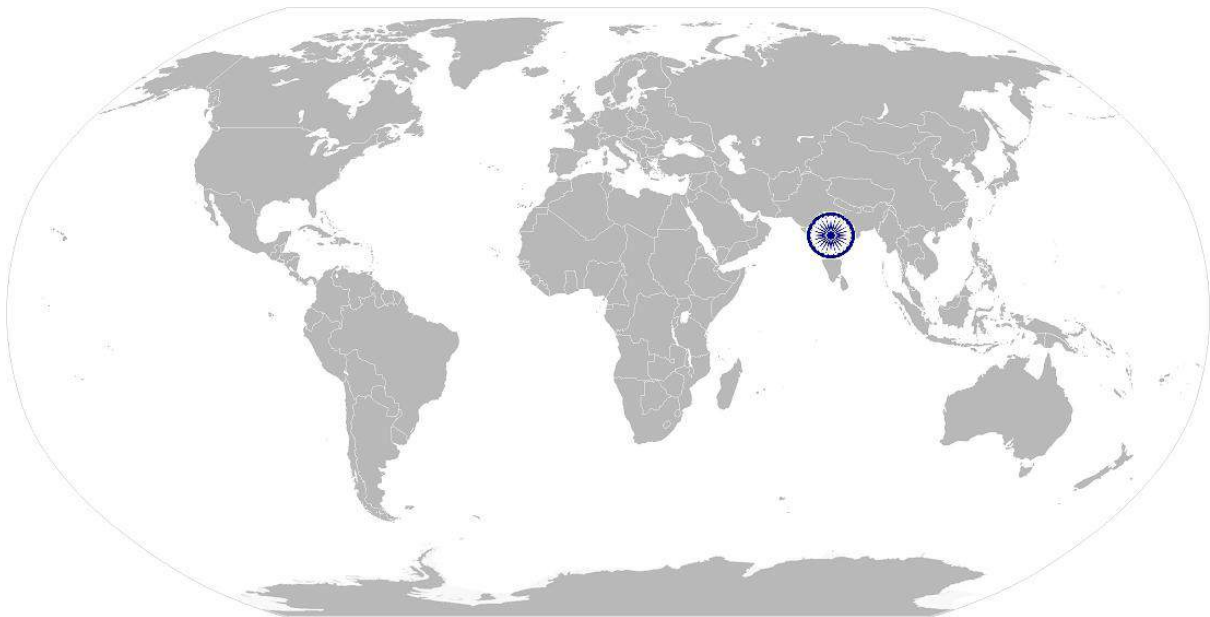
NOS Version Control

NOS Code	AMH/N0305		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel	Last reviewed on	24/04/15
Occupation	Sewing Machine Operator-Knits	Next review date	21/03/16



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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to stitch the cut panels of knit fabric as per the job card received and manage quality of the products that meet specifications defined and expected.

AMH/N0306

Stitch knitted fabrics as per plan

National Occupational Standard

Unit Code	AMH/ N0306
Unit Title (Task)	Stitch knitted fabrics as per plan
Description	This unit is about quantification and measurement of skills and competencies enabling one to stitch knit fabrics to meet quality and productivity target.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Elements of competencies needed to stitch the knit fabric panels
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Elements of competencies needed to stitch the knit fabric panels	<p>PC1. Selection of correct machinery as per the garment or made –ups and home furnishing product plan like single needle machine, top and bottom feet, differential feet, etc.</p> <p>PC2. Selection of appropriate attachments according to the garment requirements like binder, folder, essential mechanism tools, etc.</p> <p>PC3. Optimize positioning and layout of materials to ensure smooth and productive working</p> <p>PC4. Stitch the correct materials in the right sequence as required by the product specification as per the specified stitch type (stitch classes), hems and seams</p> <p>PC5. Perform complex stitching operations with precision and accuracy</p> <p>PC6. Ensure stitched product meets specification as per the techpack and in terms of stitch per inch, labels and trimmings</p> <p>PC7. Ensure stitched product conforms to shape and size requirement</p> <p>PC8. Check the stitched components meet as per the standards and specifications mentioned in the job card</p> <p>PC9. Make adjustments promptly to ensure the stitching work matches the specification</p> <p>PC10. Maintain the required productivity and quality levels</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. Knowledge about organisation's protocol or procedures that are to be followed as and when for a broken needle</p> <p>KA2. Knowledge about the types of sewing (single needle, double needle lock stitch machine, etc.) and related machines (button attachment machine, button hole maker machine, etc.) available in the organization</p> <p>KA3. Knowledge about the quality system and sewing processes practiced in the organization</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge about the sequence followed for knit fabric garment , made ups and home furnishing articles and their construction/stitching</p> <p>KB2. Knowledge about defects caused during stitching like skip stitch, loose stitch, etc.</p> <p>KB3. Knowledge about needles like needle numbering, needle types, etc.</p> <p>KB4. Knowledge about correction/alterations of stitching faults</p> <p>KB5. Knowledge of stitch types (lock stitch, chain stitch, etc.), seam quality (seam</p>

AMH/N0306

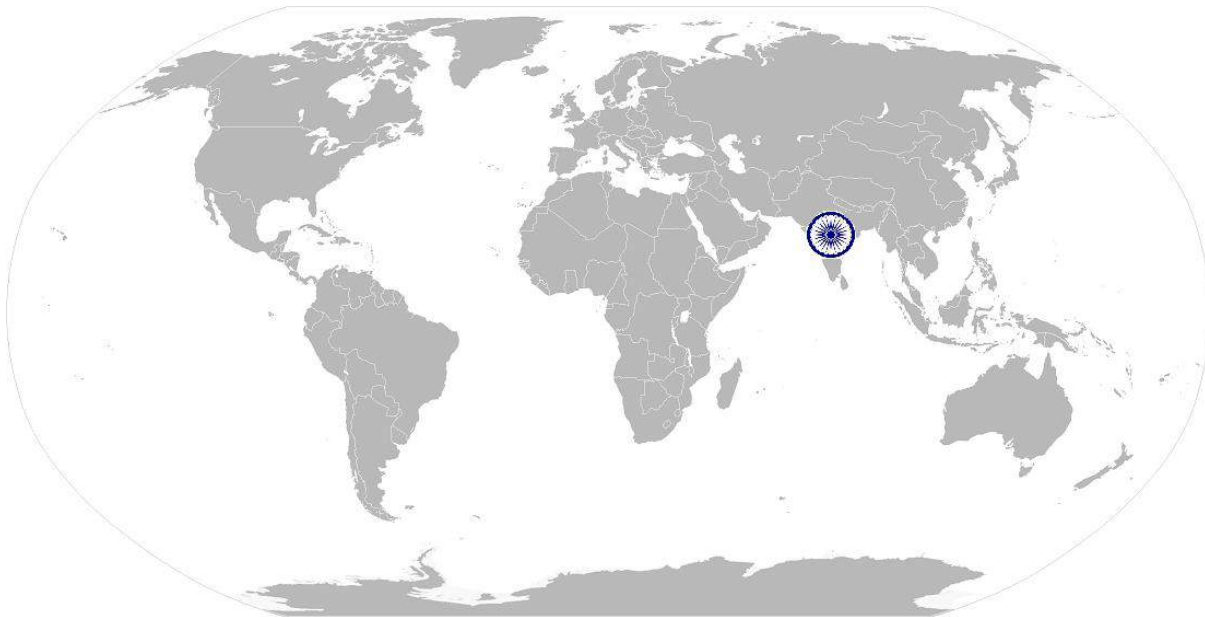
Stitch knitted fabrics as per plan

	<p>slippage, seam strength, etc.)</p> <p>KB6. Knowledge of consequences of incorrect settings in the knit fabric stitching machines</p> <p>KB7. Knowledge about appropriate inspection methods that can be used</p>
Skills (S) w.r.t the scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand:
	SA1. Document records related to quality parameters and product specifications
	SA2. Document even the slightest changes made during stitching
	Reading Skills
	The user/individual on the job needs to know and understand:
SA3. Read, comprehend and implement each and every detail mentioned in the job card while stitching the garment	
SA4. Read and comprehend written instructions related to non-conformity criteria, quality standards etc.	
Oral Communication (Listening and Speaking skills)	
The user/individual on the job needs to know and understand:	
SA5. Appropriate communication with supervisors, co-workers, helpers, etc.	
SA6. Seek/Provide detailed information when in doubt regarding the received job card	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. Make decisions for selecting right settings as per the operation need and material requirement.
	SB2. Follow organization's rule-based decision making process when stitching the knit fabric panels to avoid any confusion
	Plan and Organize
	The user/individual on the job needs to know and understand:
	SB3. Plan and organize the cut panels for a smooth and uninterrupted stitching work process
	SB4. Organize and bundle the stitched panels in a way that it is easy for the helper to collect and transfer the panels to next stitcher or department
Customer Centricity	
The user/individual on the job needs to know and understand how to:	
SB4. Stitch the fabric panels according to the customer requirements as mentioned in the job card/techpack received	
Problem Solving	
The user/individual on the job needs to know and understand how to:	
SB6. Seek and Comprehend quality related inputs for clarification from the concerned supervisors	
SB7. Assess/Evaluate the significance of maintaining the quality of the stitched components	
SB8. Read and comprehend the job card received thoroughly to avoid any	

AMH/N0306

Stitch knitted fabrics as per plan

	confusion and then consult the supervisor if unclear
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Analyze the stitched piece with the specifications mentioned in the job card/techpack SB10. Identify root cause of a problem related to sewing operation and material affecting quality
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB11. Critically evaluate the stitched panel with respect to the job card and check if there is no mistake committed

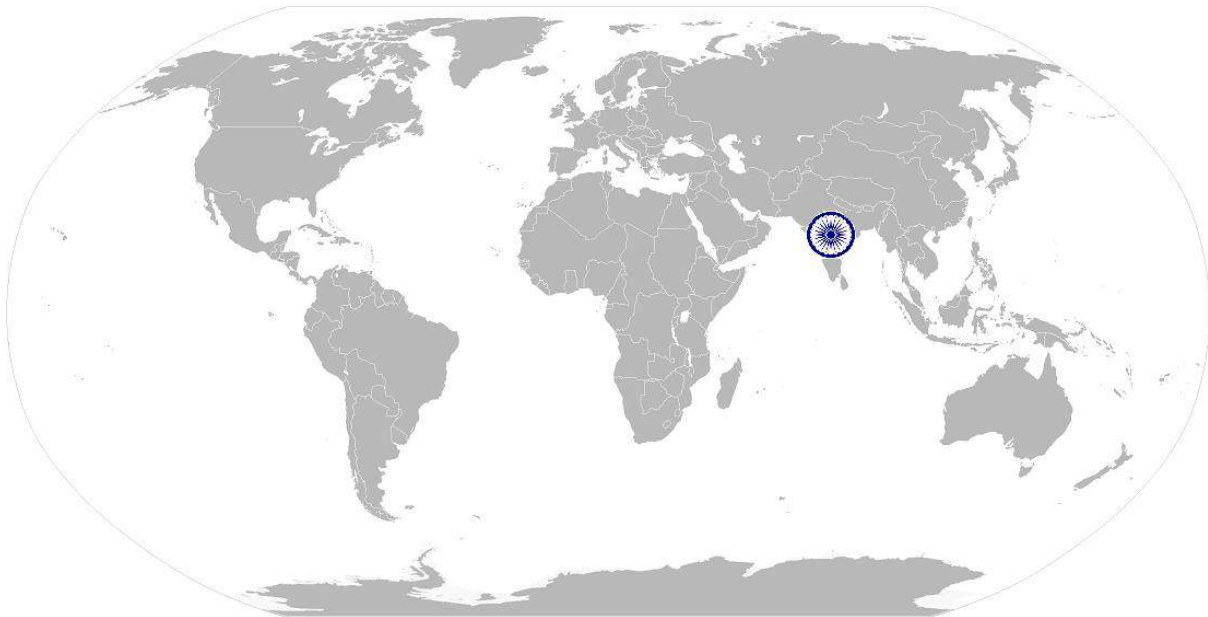


AMH/N0306

Stitch knitted fabrics as per plan

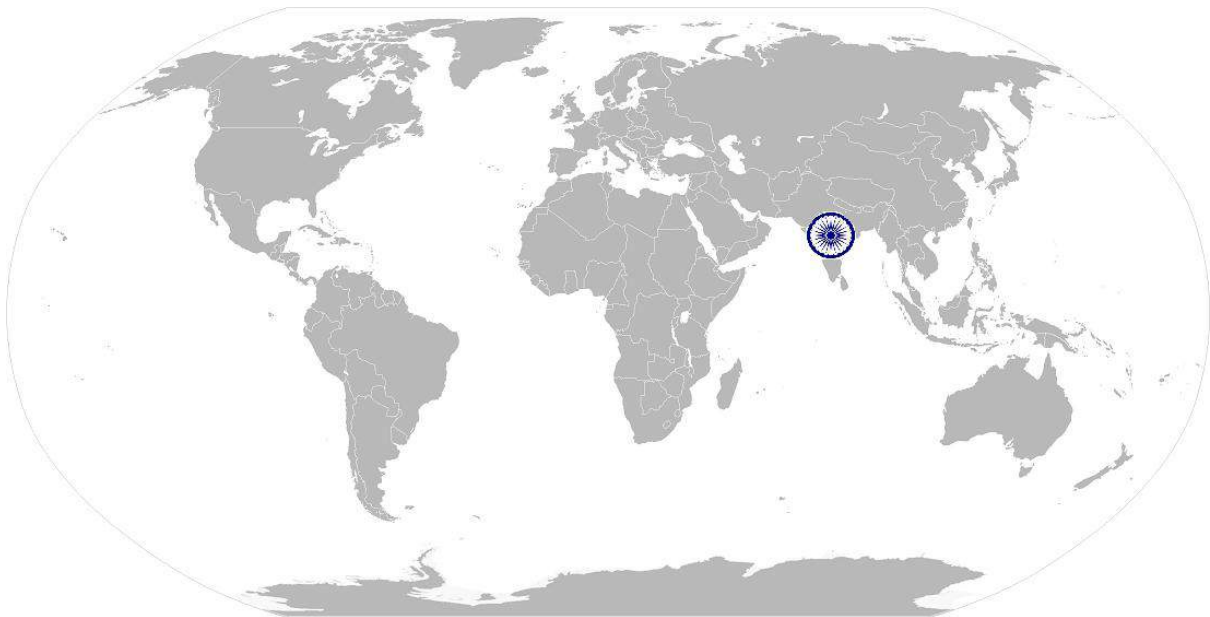
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NOS Code	AMH/N0306		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	19/03/15
Industry Sub-sector	Apparel	Last reviewed on	18/04/15
Occupation	Sewing Machine Operator-Knits	Next review date	21/03/16



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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to ensure the health, safety and security in the workarea is maintained properly.

AMH/N0307 Maintain health, safety and security in the production line

Unit Code	AMH/ N0307
Unit Title (Task)	Maintain health, safety and security in the production line
Description	This unit provides performance criteria, knowledge & understanding, skills &abilities required to check and ensure the health, safety and security in the production line.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Maintenance of health, safety and security in the workarea
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Maintenance of health, safety and security in the workarea	PC1. Ensure safe and secure handling of stitching machines and related tools and equipments like thread cutters, shears, seam rippers, etc. PC2. Use and maintain personal protective equipments as per protocol like nose masks, lock guard, etc. PC3. Check the workplace and work processes for potential risks and threats like physical injuries from the machine and tools, fire, etc. PC4. Identify and correct (if possible) malfunctions in sewing machines and other related equipments like loose stitch, missing parts, etc. PC5. Participate in mock-drills/evacuation procedures organized at the workplace PC6. Undertake first-aid, fire-fighting and emergency response training
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: KA1. Knowledge of hazards like physical injuries, electric shock, etc. associated with operation and handling of sewing machines KA2. Knowledge of compliance requirements related to stitching KA3. Knowledge of organizational procedures for safe handling of equipment and machine operations KA4. Knowledge of environmental management system related procedures at the worplace
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge of personal protective equipments like nose mask, lock guard, etc. KB2. Knowledge about safe and secure use of different tools and equipments related to stitching like scissors, thread cutters, etc. KB3. Knowledge of signage related to health and safety and their meaning KB4. Knowledge of occupational health and safety risks and methods
Skills (S) w.r.t the scope	
Elements	Skills
A. Core Skills/ Generic	Writing Skills
	The user/ individual on the job needs to know and understand how to:

AMH/N0307

Maintain health, safety and security in the production line

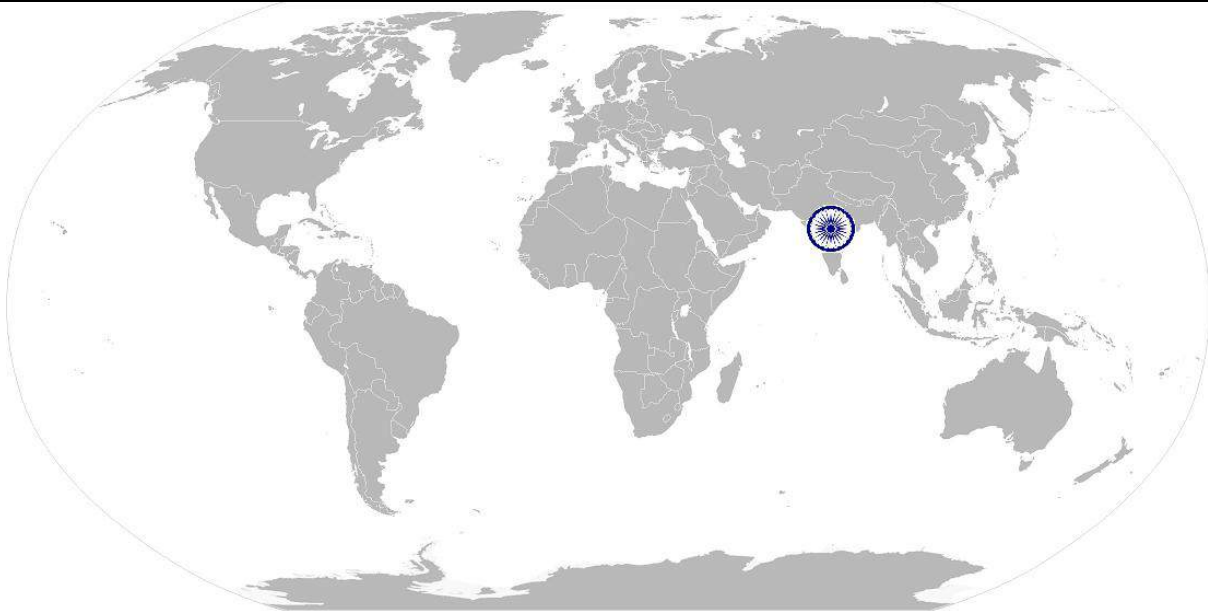
Skills	SA1. document records related to tools, equipments and machines used in sewing.
	SA2. Document records related to any health incident/accident that takes place
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. Read and comprehend written instructions about safe working of machines and equipment SA4. Read, comprehend and follow the safety signage put in the organization
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA5. communicate effectively to superiors, colleagues and juniors related to health and safety SA6. Able to speak using technical health and safety terms while seeking or providing clarification
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SB1. Evaluate and use correct PPE and other safety gear while in the production line SB2. Make appropriate and timely decision in responding to emergencies/accidents in line with organization
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. Plan health and safety drills according to the required schedule SB4. Work with supervisors/team mates to carry out health and safety measures SB5. Plan and organize the stitching work so as to avoid last hour rush and the accidents caused then
	Customer Centricity
	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 further following the customer health and safety norms
	Problem Solving
	The user/individual on the job needs to know and understand: SB7. Take appropriate actions during emergencies, accidents or fire at the in the production line SB8. Resolve issues pertaining to malfunctions in machineries and report to the concerned supervisors if required
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB9. Identify the emergency situations and its reason SB10. Analyze the measures adopted to resolve or avoid further damage
	Critical Thinking
The user/individual on the job needs to know and understand: SB11. Critically evaluate the root cause of any mishappening and the level of its impact	

AMH/N0307 Maintain health, safety and security in the production line

	SB12. Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently
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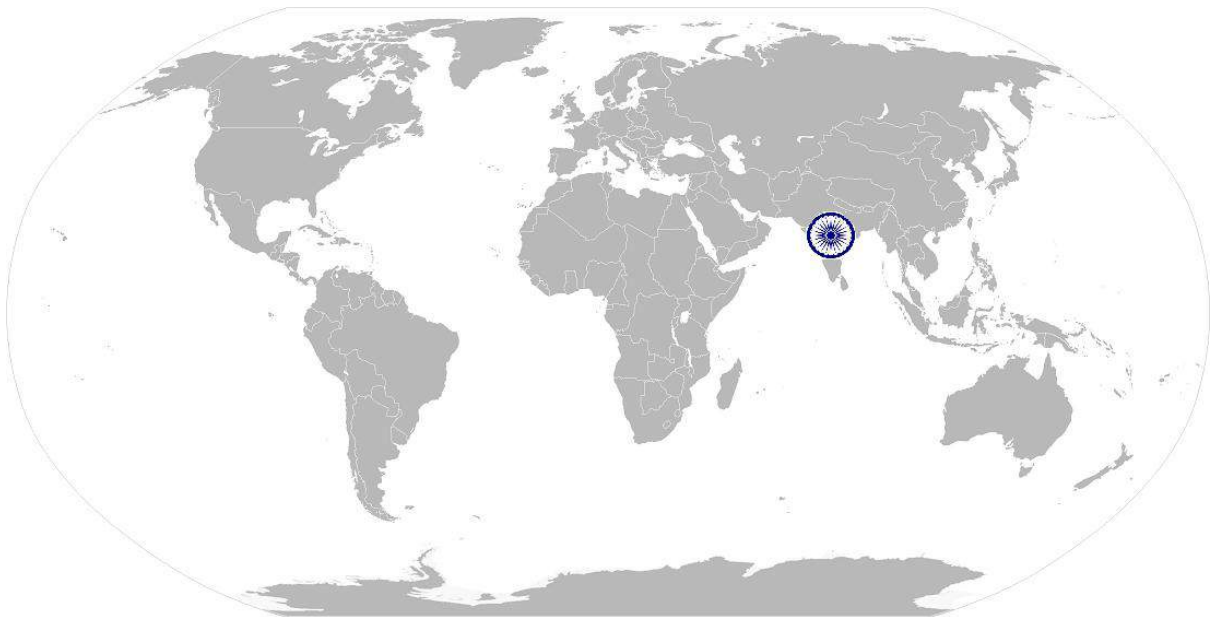
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NOS Code	AMH/N0307		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
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Occupation	Sewing Machine Operator- Knits	Next review date	21/03/16



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National Occupational Standard



Overview

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

AMH/N0102

Maintain workarea, tools and machines

National Occupational Standard

Unit Code	AMH/ N0102
Unit Title (Task)	Maintain workarea, tools and machines
Description	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
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Maintain the work area tools, and machines
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Maintain the workarea, tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Maintain a clean and hazard free working area</p> <p>PC5. Maintain tools and equipment</p> <p>PC6. Carry out running maintenance within agreed schedules</p> <p>PC7. Carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. Report unsafe equipment and other dangerous occurrences</p> <p>PC9. Ensure that the correct machine guards are in place</p> <p>PC10. Work in a comfortable position with the correct posture</p> <p>PC11. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. Dispose of waste safely in the designated location</p> <p>PC13. Store cleaning equipment safely after use</p> <p>PC14. Carry out cleaning according to schedules and limits of responsibility</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. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of your own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The importance of effective communication with colleagues</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. The company's quality standards</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and</p>

AMH/N0102

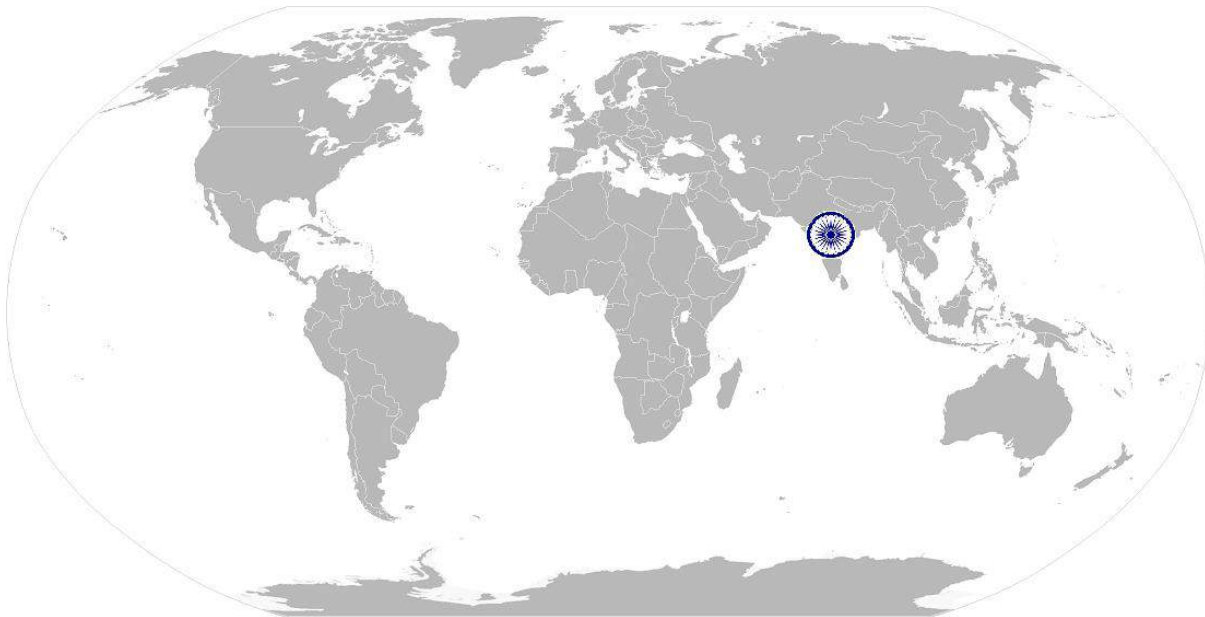
Maintain workarea, tools and machines

	<p>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 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>
Skills (S) w.r.t the scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
	Reading Skills
	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.
	Oral Communication (Listening and Speaking skills)
	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. Professional Skills	Decision Making
	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
	Plan and Organize
	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
	Customer Centricity
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	

AMH/N0102

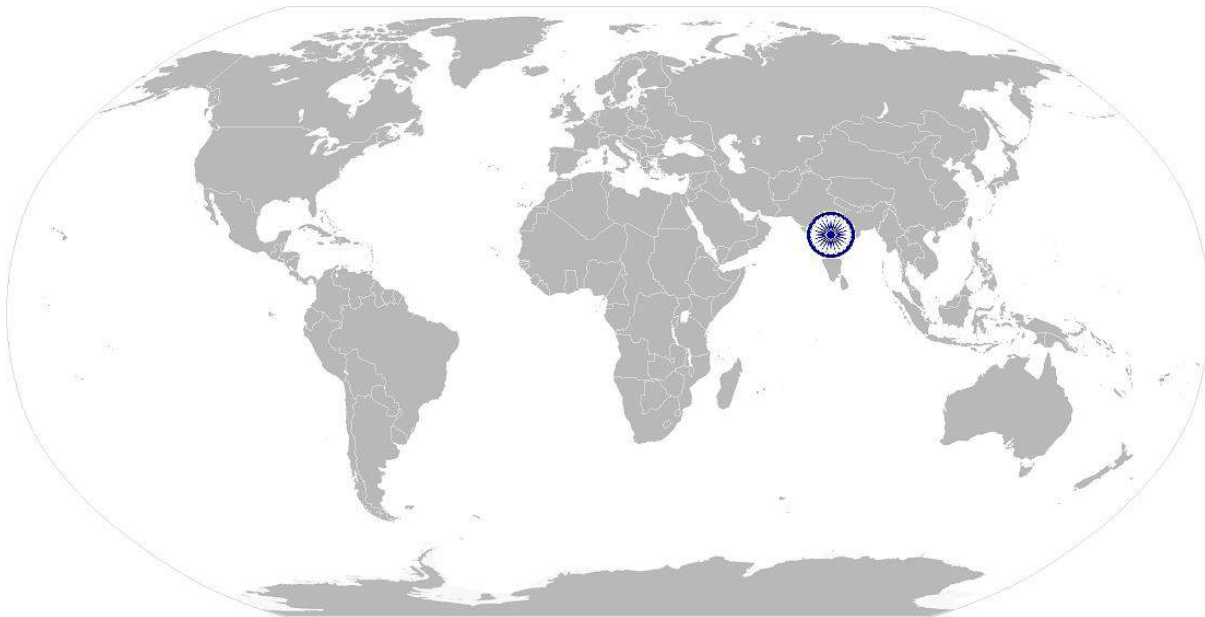
Maintain workarea, tools and machines

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB9. Solve operational role related issues
	Analytical Thinking
	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.
	Critical Thinking
	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

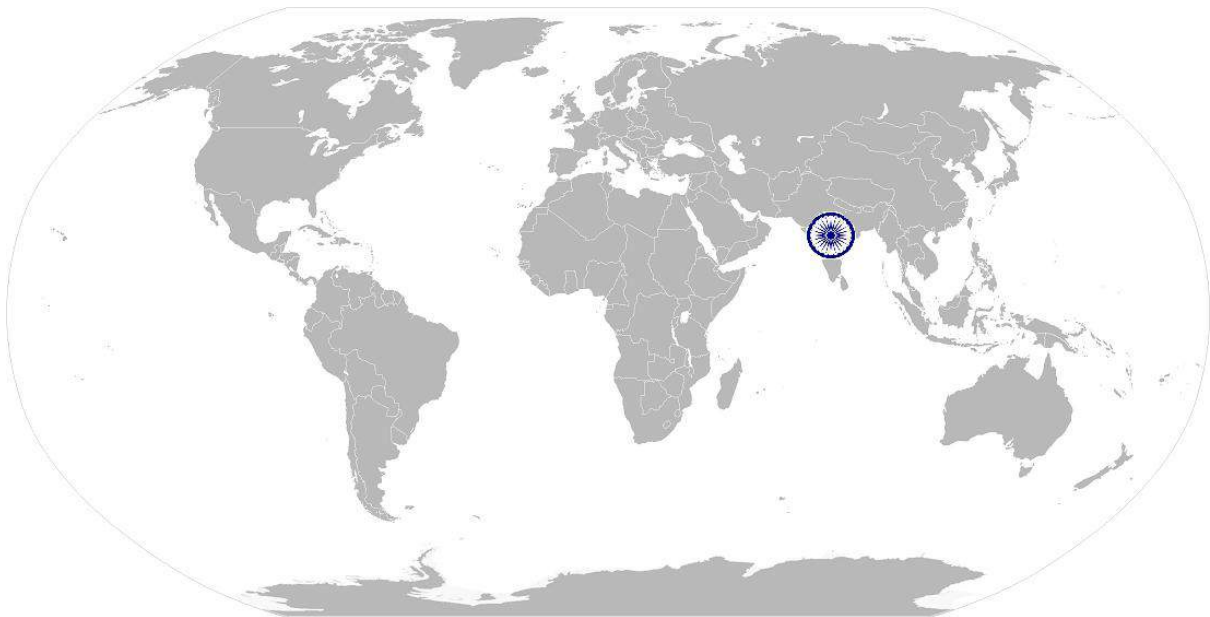


AMH/N0102 **Maintain workarea, tools and machines**
NOS Version Control

NOS Code	AMH/N0102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	19/03/15
Industry Sub-sector	Apparel	Last reviewed on	18/04/15
Occupation	Sewing Machine Operator-Knits	Next review date	21/03/16



National Occupational Standard



Overview

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

AMH/N0104 Comply with industry, regulatory and organizational requirements

National Occupational Standard

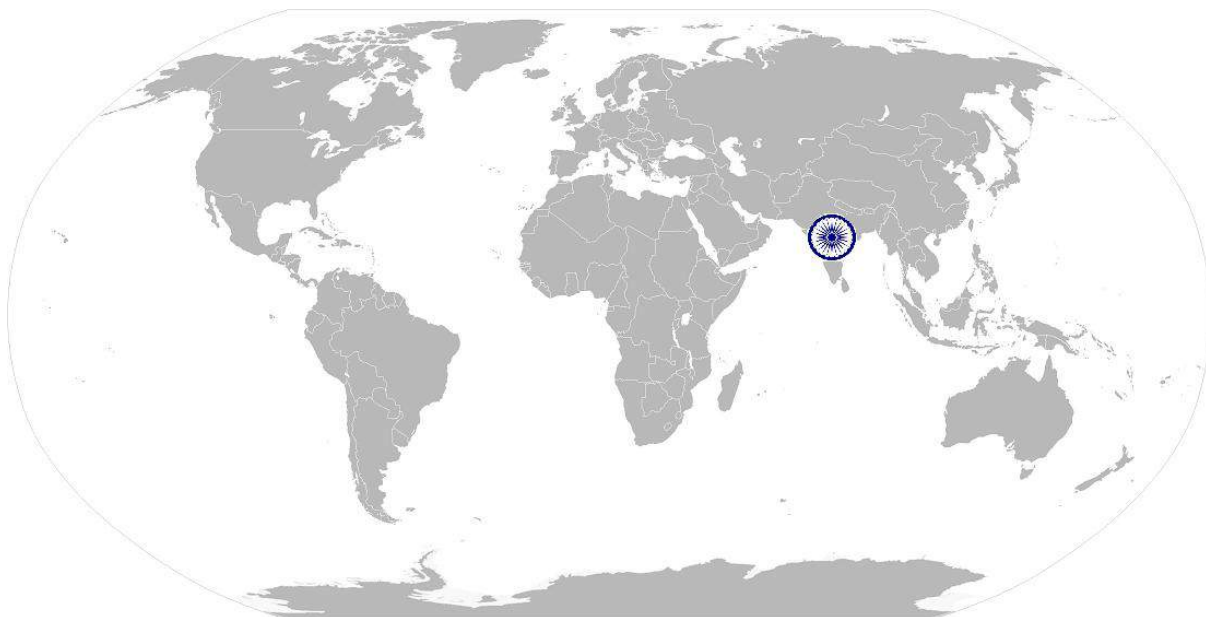
Unit Code	AMH/ N0104
Unit Title (Task)	Comply with industry, regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements at the workplace.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with industry and organizational requirements
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Comply with industry, and organizational requirements	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within your work practices PC4. Provide support to your 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)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1.The importance of having an ethical and value-based approach to governance KA2.Benefits to your company and yourself due to practice of these procedures KA3.The importance of punctuality and attendance KA4.Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> Legal and ethical requirements Procedures to follow if someone does not meet the requirements KA5.Customer specific requirements mandated as a part of your 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 your sector and their importance KB2.Reporting procedure in case of deviations KB3. Limits of personal responsibility
Skills (S) w.r.t the scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
	Reading Skills
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. Read and comprehend the organizational documents pertaining to rules and procedures SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc. 	

AMH/N0104 Comply with industry, regulatory and organizational requirements

	SA4. Read in the local language as applicable SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. Positively influence the team members into following procedures
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
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Plan and manage work routine based on company procedure
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. Ensure and follow organizational procedures and policies
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. Evaluate and seek and obtain clarification from the superiors
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Apply balanced judgment to different situations
	Critical Thinking
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

NOS Code	AMH/N0104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel	Last reviewed on	24/04/15
Occupation	Sewing Machine Operator- Knits	Next review date	21/03/16



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Sewing Machine Operator – Knits

Qualification Pack AMH/Q0305

Sector Skill Council Apparel, Made-up's and Home Furnishing

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 approved 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 a 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

NOS	Performance Criteria	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1. AMH/N0305 (Plan and Prepare for process of sewing of knit fabrics as per plan received from stitching/line supervisor)	PC1. Set machines according to manufacturer's instructions and production requirements of knitted components	75	9	4	4	1
	PC2. Check machine for needles, foot, spools etc. for working safely		14	4	8	2
	PC3. Ensure the materials used meet the specification matching within a product and between a pair of products where applicable		8	3	4	1
	PC4. Check for threads quality and color as per requirements for the garment styles		12	2	8	2
	PC5. Carry out test sews		11	1	9	1
	PC6. Select correct component parts for the style being worked upon		11	4	5	2

	PC7. Ask questions from the assigned supervisors to obtain more information on tasks when unclear of instructions given		10	1	8	1
			75	19	46	10
2. AMH/N0306 (Stitch knitted fabrics as per plan)	PC1. Selection of correct machinery as per the garment or made –ups and home furnishing product plan like single needle machine, top and bottom feet, differential feet, etc.	115	16	7	8	1
	PC2. Selection of appropriate attachments according to the garment requirements like binder, folder, essential mechanism tools, etc.		8	2	5	1
	PC3. Optimize positioning and layout of materials to ensure smooth and productive working		9	5	4	0
	PC4. Stitch the correct materials in the right sequence as required by the product specification as per the specified stitch type (stitch classes), hems and seams		16	4	10	2
	PC5. Perform complex stitching operations with precision and accuracy		16	4	10	2
	PC6. Ensure stitched product meets specification in terms of stitch per inch, labels and trimmings		14	3	10	1
	PC7. Ensure stitched product conforms to shape and size requirement		11	3	7	1
	PC8. Check the stitched components meet as per the standards and specifications mentioned in the job card		10	3	6	1
	PC9. Make adjustments promptly to ensure the stitching work matches the specification		10	2	7	1
	PC10. Maintain the required productivity and quality levels		5	2	3	0
			115	35	70	10

3. AMH/N0307 (Maintain health, safety and security in the production line)	PC1. Ensure safe and secure handling of stitching machines and related tools and equipments like thread cutters, shears, seam rippers, etc.	30	5	1	3	1
	PC2. Use and maintain personal protective equipments as per protocol like nose mask, lock guard, etc.		5	2	2	1
	PC3. Check the workplace and work processes for potential risks and threats like physical injuries from the machines and tools, fire, etc.		6	2	3	1
	PC4. Identify and correct (if possible) malfunctions in sewing machines and other related equipments like loose stitch, missing parts, etc.		6	2	3	1
	PC5. Participate in mock-drills/evacuation procedures organized at the workplace		4	1	3	0
	PC6. Undertake first-aid, fire-fighting and emergency response training		4	1	3	0
			30	9	17	4
4. AMH/N0102 (Maintain workarea, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	3	1	2	0
	PC2. Use correct lifting and handling procedures		4	2	2	0
	PC3. Use materials to minimize waste		3	2	1	0
	PC4. Maintain a clean and hazard free working area		3	1	2	0
	PC5. Maintain tools and equipments		4	1	3	0
	PC6. Carry out running maintenance within agreed schedules		4	2	2	0
	PC7. Carry out maintenance and/or cleaning within one's responsibility		3	1	2	0

	PC8. Report unsafe equipment and other dangerous occurrences		3	1	1	1
	PC9. Ensure that the correct machine guards are in place		3	1	2	0
	PC10. Work in a comfortable position with the correct posture		4	1	3	0
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		4	1	3	0
	PC12. Dispose of waste safely in the designated location		4	1	3	0
	PC13. Store cleaning equipment safely after use		3	1	2	0
	PC14. Carry out cleaning according to schedules and limits of responsibility		5	2	2	1
			50	18	30	2
5. AMH/N0104 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	30	6	2	3	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		5	1	3	1
	PC3. Apply and follow these policies and procedures within your work practices		5	2	3	0
	PC4. Provide support to your supervisor and team members in enforcing these considerations		7	2	4	1
	PC5. Identify and report any possible deviation to these requirements		7	2	4	1
	Total Marks		300	30	9	17
		300	90	180	30	