

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



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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

Qualifications Pack – Store Keeper

Introduction

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

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

OCCUPATION: Store Keeper

REFERENCE ID: AMH/Q0501

ALIGNED TO: NCO-2004 / 4131.10

The Store Keeper keeps track on receipt, issue, handling, storage and preservation of materials for quantity, quality and traceability.

Brief Job Description: Store keeper is concerned with Receipt, Receiving Inspection, Identity, traceability, Storage, Preservation, Issue and Accounting of varieties of input materials used in manufacturing either directly as raw materials and/or consumed in process.

Personal Attributes: He/she should be methodical with satisfactory level of business skills, particularly accounting procedures, record keeping tools and sampling processes. He/she should possess good written and oral communication skills. He/she should be patient and tenacious for long hours of sedentary works in a calm atmosphere. He should be resilient and be able to work under pressure.

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Job Details	Qualifications Pack Code	AMH/Q0501		
	Job Role	Store Keeper		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
	Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
	Occupation	Store Keeper	Next review date	21/03/16
	NSQC Clearance on*	N.A		

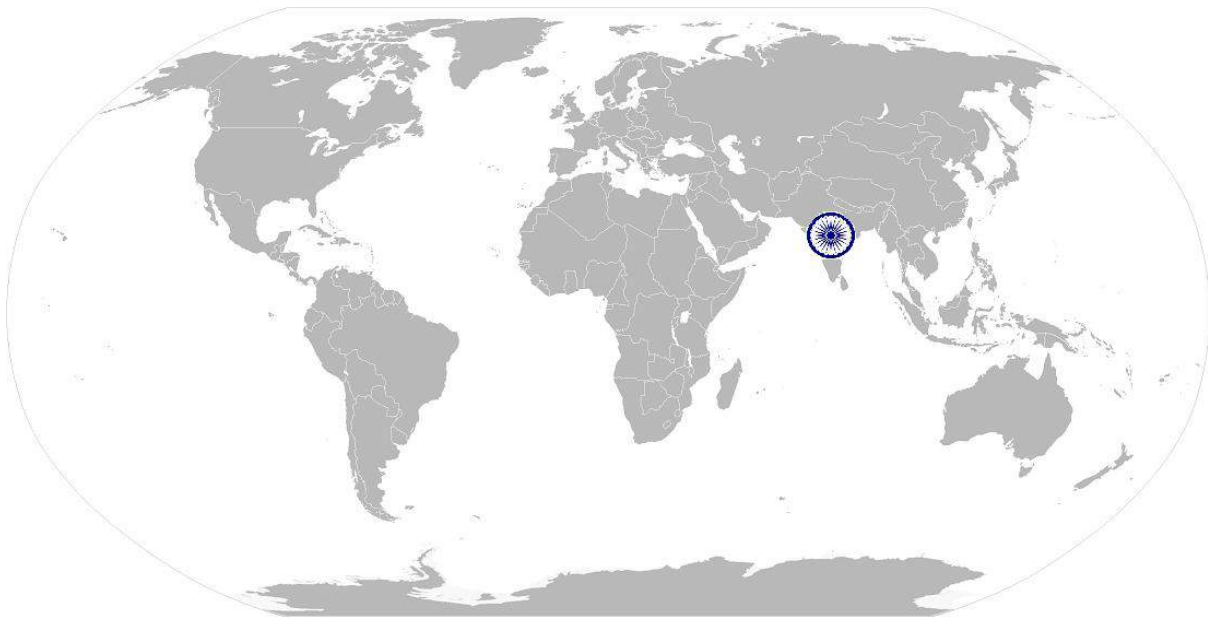
Job Role	StoreKeeper
Role Description	This unit covers the skills and knowledge required to check, inspect, preserve, store, record, issue and maintain accounting of raw materials, trims & accessories, stationery items, dyes & chemicals, packaging materials etc.
NSQF level	3
Minimum Educational Qualifications	Preferably, Standard VII
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	Preferably having certificates/diploma in accounting
Minimum Job Entry Age	19 years
Experience	Preferably having worked 1-2 years in a garment or apparel manufacturing industry
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N0501(Establish and implement procedure defined for issuing and receipt of materials in and out of the store) AMH/N0502(Manage housekeeping of store premises and store items) AMH/N0503(Maintain records related to accounting, storage and preservation of store items) AMH/N0504(Maintain health, safety and security in the store) 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 Context	Organizational Context includes the way the organization is structured 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.
Inventory	The stock of materials kept and maintained in store
Sample	A small number of products selected from a lot to represent the attributes of lot. It is tested to estimate lot characteristics without going for 100% Testing/Inspection.
Lot	The total amount of a particular materials arriving in store and marked as on unit. It contains many pieces goods discretely separated as distinguishable entity.
ABC Analysis	ABC analysis is an inventory categorization method which consists in dividing items into three categories, A, B and C: A being the most valuable items, C being the least valuable ones. This method aims to draw managers' attention on the critical few (A-items) and not on the trivial many (C-items).
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
MSL	Minimum Stock Level
EOQ	Economic Order Quantity
AQL	Acceptable Quality Level
MIS	Management Information System

AMH/ N0501 Establish and implement procedure defined for issuing and receipt of materials
in and out of the store

National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as set needed to establish and implement procedure related to issuing and receiving of materials in and out of store.

AMH/ N0501 Establish and implement procedure defined for issuing and receipt of materials in and out of the store

National Occupational Standard	Unit Code	AMH/ N0501
	Unit Title (Task)	Establish and implement procedure defined for issuing and receipt of materials in and out of the store
	Description	This unit is about quantification and measurement of skills and competencies for a person working as Store Keeper to enable him to establish and implement procedure for issuing and receipt of materials.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Accounting of materials entering into and going out of the store, incoming inspection and checking of materials as per specifications and upkeep of stocks updates
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Accounting of materials entering into and going out of the store, incoming inspection and checking of materials as per specifications and upkeep of stocks updates	PC1. Inspect and check while receiving materials against purchase order for different parameters like invoice, quantity, quality, packing mode, etc. PC2. Inspect and check materials while issuing against quantity, quality (shelf-life, package size, etc.) PC3. Identify need of test and/or delay inspection results as applicable to products received PC4. Record any discrepancy related to material received from suppliers like damaged package, quantity difference, quality issue, etc. PC5. Arrange to send materials detected with discrepancy back to the vendor PC6. Follow-up with the vendor to resolve the discrepancy in technical/commercial terms
	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 the impact of inspection and testing on relevant process performance like consumption, quality, etc.
	B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge about basic mathematical calculations and common formulae related to material, quantity and quality KB2. Knowledge about packaging symbols and interpretations KB3. Knowledge about different types of defects related to materials like broken seal, leakage, torn labels, etc. KB4. Knowledge about different basic documents like BOM etc.
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/individual on the job needs to know and understand: SA1. document records related to materials received and issued SA2. write letters, memos, mails clearly and legibly	
	Reading Skills	

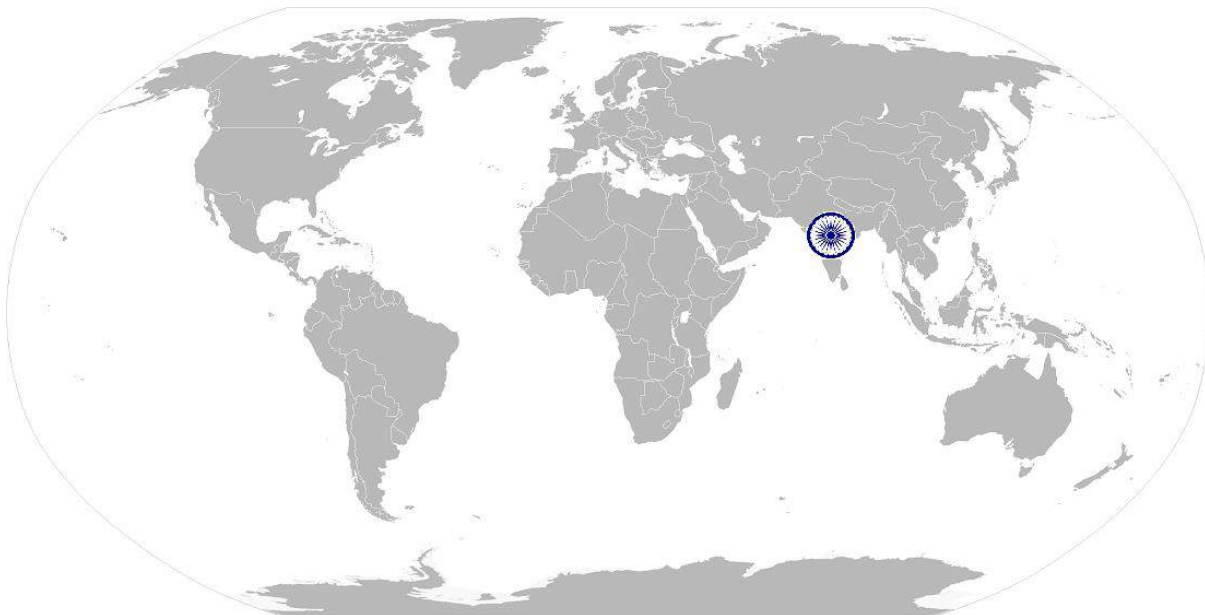
AMH/ N0501 Establish and implement procedure defined for issuing and receipt of materials in and out of the store

	<p>The user/individual on the job needs to know and understand: SA3.read and comprehend written instructions related to the process of issuing and receiving of materials</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>The user/individual on the job needs to know and understand: SA4. communicate with superiors, colleagues and juniors appropriately SA5.Seek clarification from the concerned supervisor when in doubt regarding the issuing and receiving of materials</p>
B. Professional Skills	Decision Making
	<p>The user/individual on the job needs to know and understand: SB1. follow organization rule-based decision making process when making records for the materials received and issued SB2. take decision with systematic course of actions and/or response</p> <p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand: SB3. Plan and organize work to avoid confusion and for easy access in future</p> <p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to: SB4. Tally the materials received and issued with the customer requirements or BOM</p> <p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand: SB5. seek and comprehend store related inputs for clarification SB6. assess/evaluate steps and processes for material storage, inspection, issue and inventory SB7. communicate effectively with aids of soft skill tools and techniques</p> <p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand: SB8. apply domain information about product, processes and technical specifications SB9. aptitude and flair for details of specifications</p> <p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand: SB10. critically evaluate the materials received and issued for any defects</p>

AMH/ N0501 Establish and implement procedure defined for issuing and receipt of materials in and out of the store

NOS Version Control

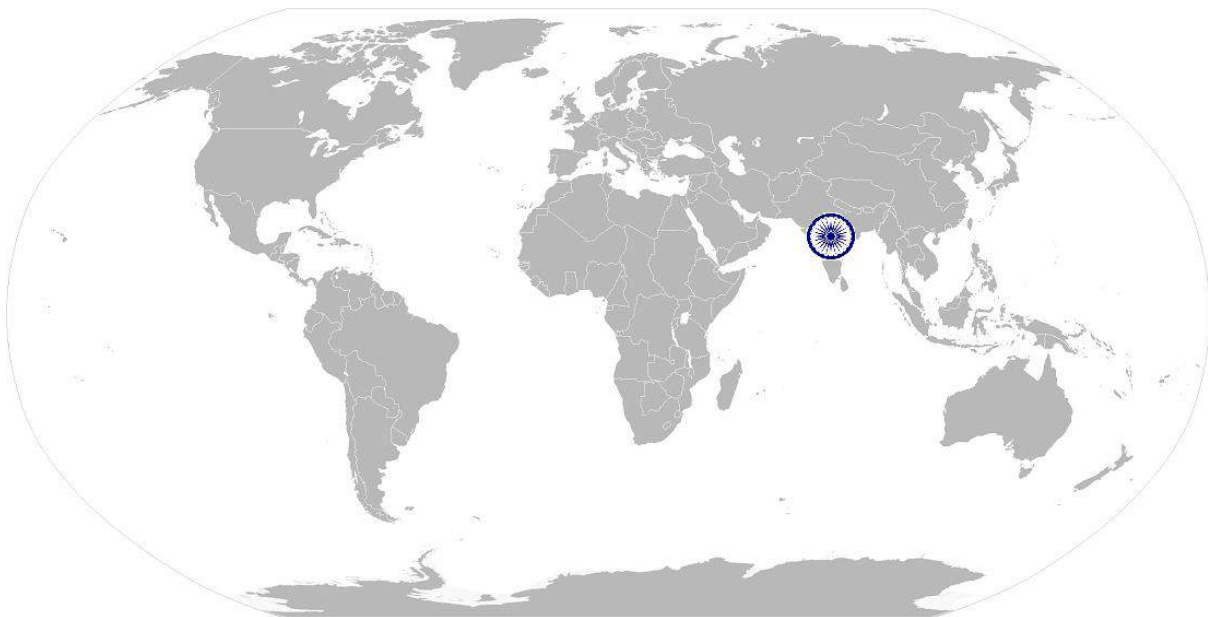
NOS Code	AMH/N0501		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Store Keeper	Next review date	21/03/16



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AMH/ N0502 Manage housekeeping of store premises and store items

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to organize / maintain work areas and activities to ensure general housekeeping of stores and organization/arrangement of store items.

AMH/ N0502 Manage housekeeping of store premises and store items

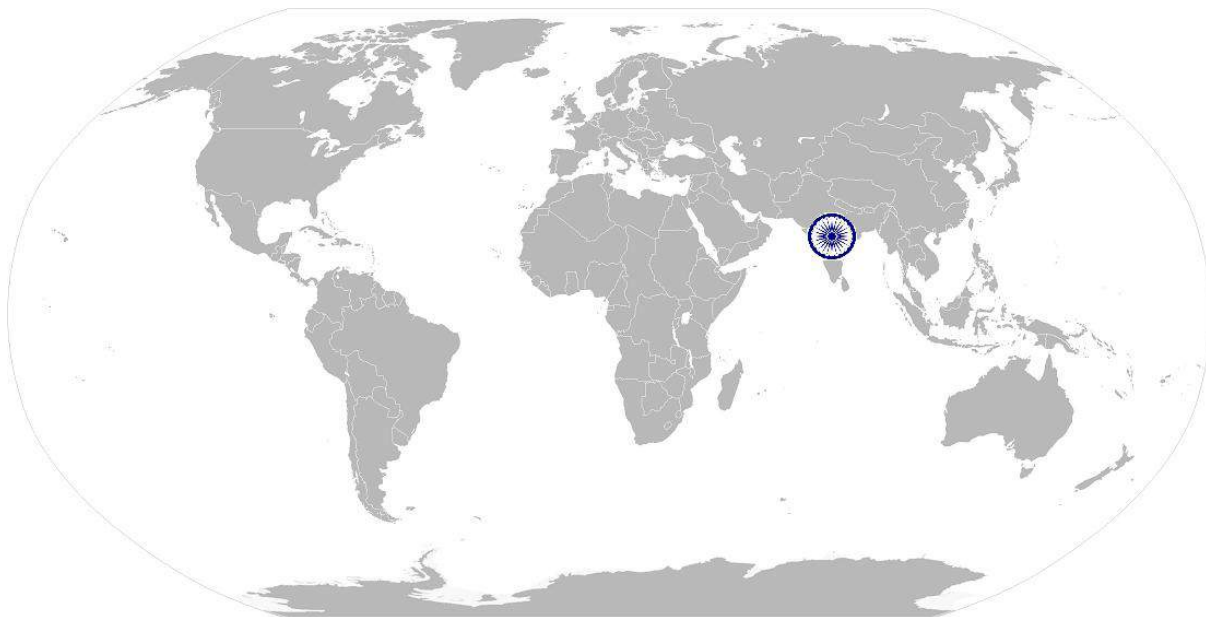
National Occupational Standard	Unit Code	AMH/ N0502
	Unit Title (Task)	Manage housekeeping of store premises and store items
	Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to organize/maintain work areas and processes to ensure the general upkeep of workspace and arrangement of materials as per housekeeping norms.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Housekeeping of store premises including organization/arrangement of store items
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Housekeeping of store premises including organization/arrangement of store items	PC1. Ensure arrangement of materials on racks or shelves as per lot, material nature, package size, etc. as applicable PC2. Ensure arrangement of fabric rolls on racks in lot/shade wise PC3. Ensure arrangement of dyes and chemicals with specific housekeeping norms and standards as applicable to the category like chemical safety norms as per OSHA PC4. Ensure maintaining schedule for pesticides to preserve store items against vulnerability to different biological organisms PC5. Organize materials clearly identified for inspection/checking status like checked, awaited checking, failed PC6. Ensure periodically taking of stocks of materials lying in store
	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 the organization's laid down system of housekeeping like 5S KA2. Knowledge about approved preservatives for stores and its impact on materials and quality
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about technical approach of Estimating and Minimizing wastes originated of and related to Material receiving, handling and storage KB2. Knowledge about the implementation and monitoring of 5S system of housekeeping
Skills (S) w.r.t the scope		
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. write in a neat and clearly legible hand writing the storage codes against each material 	
	Reading Skills	

AMH/ N0502 Manage housekeeping of store premises and store items

	SA2. Comprehend written instructions SA3. read simple texts in English and local language
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA4. communicate with superiors, colleagues and outside vendors appropriately SA5. listen carefully SA6. talk effectively to convey information succinctly and unequivocally
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions pertaining to the concerned area of work
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize the store, systematic placement of all materials and the work assigned
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. Keep internal customers' (worker/cutter/supervisor) health and safety related concerns and processes paramount to ensure alignment with external customers' health and safety related expectations (local/global)
	Problem Solving
	The user/individual on the job needs to know and understand: SB4. seek and Comprehend store related inputs for clarification SB5. assess/Evaluate steps and processes for material storage, inspection, issue and inventory SB6. communicate effectively with aids of soft skill tools and techniques
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify root cause of a problem related to man, machine and material in the store
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB8. apply, analyze, and evaluate the information gathered from observation, experience, reasoning, or communication, as a guide to thought and action

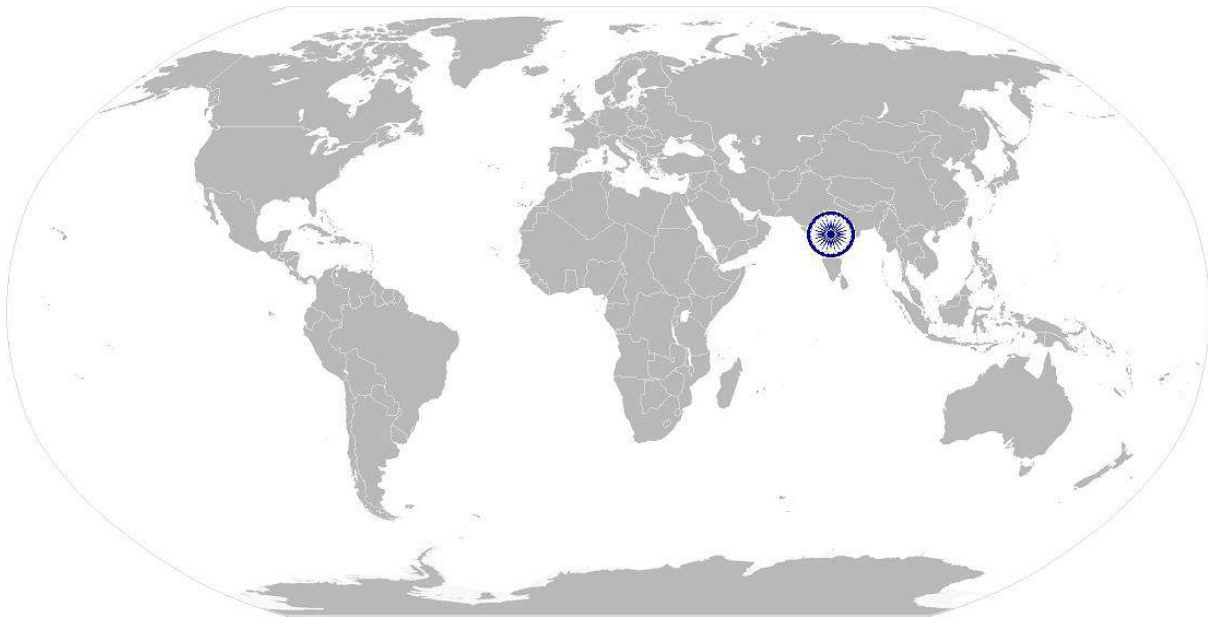
AMH/ N0502 Manage housekeeping of store premises and store items
NOS Version Control

NOS Code	AMH/ N0502		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Store Keeper	Next review date	21/03/16



AMH/ N0503 Maintain records related to accounting storage and preservation of store items

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to define, establish, maintain and securely preserve suitable records as an evidence of operations for effective performance of various activities and at the same time opening up ways for further developments in process effectiveness through review and analysis.

AMH/ N0503 Maintain records related to accounting storage and preservation of store items

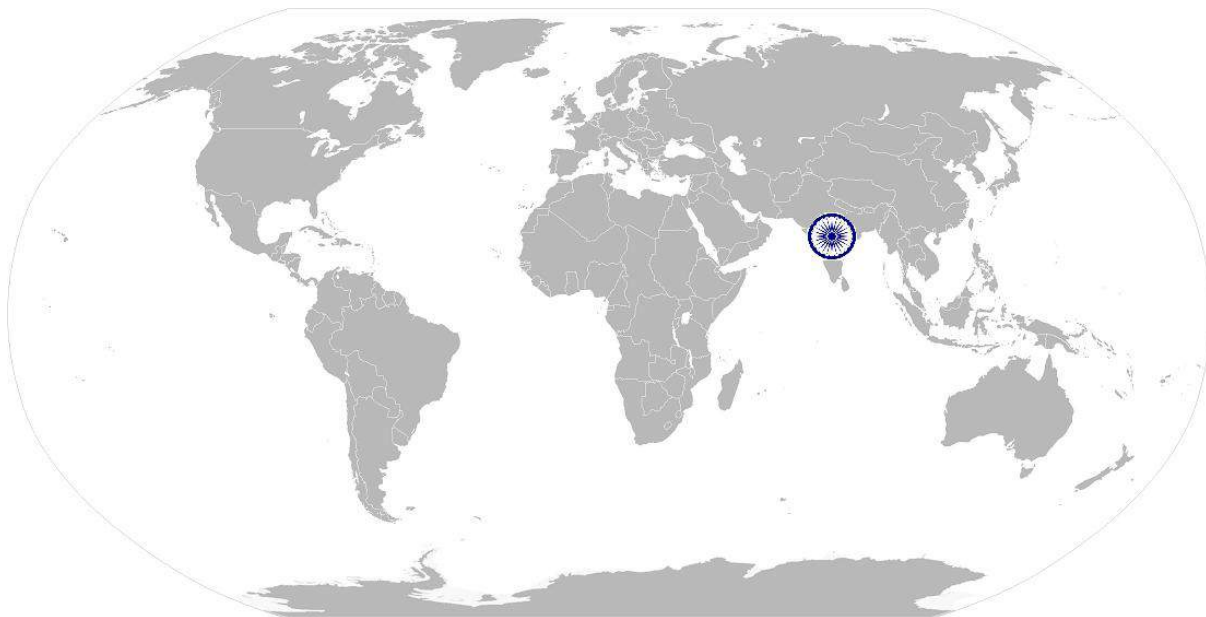
National Occupational Standard	Unit Code	AMH/N0503
	Unit Title (Task)	Maintain records related to accounting, storage and preservation of store items
	Description	This unit is about maintaining of records related to stores for accounting, storage and preservation of items
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintaining records as evidence to conformance to processes/activities related to store performance
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintaining records as evidence to conformance to processes/activities related to store performance	PC1. Maintain records for material movements in and out of the store PC2. Maintain records for approved vendors PC3. Maintain records of vendor complaints and follow-ups PC4. Maintain records for periodicity and application of pesticides PC5. Maintain records about inter-departmental communications and movement of materials
	Knowledge and Understanding (K)	
	A. Organizational Context	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Knowledge about record analysis to identify nature, degree and sensitivity of impact on overall organizational performance KA2. Knowledge about the procedure of vendor analysis and vendor rating
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about schedule of pesticides usage and monitoring KB2. Knowledge of computer softwares and tools like MS-Word, MS-Excel, 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. write letters, memos, applications regarding team needs and performance in simple language SA2. update report for material movements SA3. write grievance/complaint application 	
	Reading Skills	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA4. comprehend written instructions SA5. read any application sent by other colleagues and team members 	
	Oral Communication (Listening and Speaking skills)	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA6. communicate with superior, colleagues and juniors appropriately SA7. Seek clarifications from the concerned supervisors when unclear about the particulars or format of a report 	
B. Professional Skills	Decision Making	

AMH/ N0503 Maintain records related to accounting storage and preservation of store items

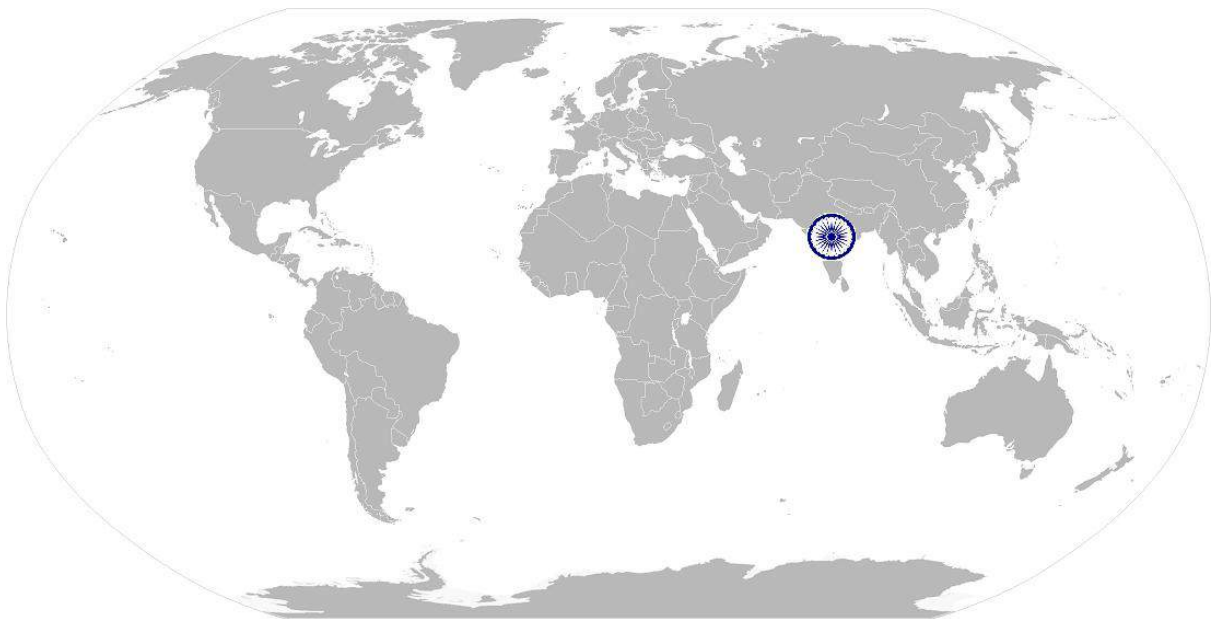
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the maintaining records related to accounting storage and preservation of store items
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize the work to achieve shared objectives of the team SB3. Plan and organize the records as per the target dates and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand: SB5. apply problem-solving approaches to resolve conflicts SB6. seek clarification to problems from concerned supervisors when in doubt
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB7. identify root cause of problem split to utmost level of circumstances, personality etc.
	Critical Thinking
The user/individual on the job needs to know and understand how to: SB8. Critically evaluate various approaches of building team and sustaining team performance with respect to maintenance of records	

AMH/ N0503 Maintain records related to accounting storage and preservation of store items
NOS Version Control

NOS Code	AMH/ N0503		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Store Keeper	Next review date	21/03/16



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to identify health, safety and security concerns to stores and means of complying with its requirements.

AMH/ N0504
Maintain health, safety and security in the store

National Occupational Standard	Unit Code	AMH/ N0504
	Unit Title (Task)	Maintain health, safety and security in the store
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to define and comply requirements related to health, safety and security concerns to stores
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> To identify environmental needs, recognize hazards, develop safety plan against hazard and execute/implement plan
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	To identify environmental needs, recognize hazards, develop safety plan against hazard and execute/implement plan	PC1. Identify suitable personal protective equipment PC2. Use health and safety signage to communicate hazards related to store and store items PC3. Check the workplace and work processes for potential risks and threats like fire due to chemical leakage, etc. PC4. Participate in mock-drills/evacuation procedures organized at the workplace PC5. 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: <ul style="list-style-type: none"> KA1. Knowledge of hazard analysis and risk management in the context of the organization KA2. Knowledge about health and safety signage
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about chemical hazards related to storage of dyes and chemicals KB2. Knowledge about physical hazards related to material storage and stacking like helmet, safety shoes, gum boot, etc.
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: <ul style="list-style-type: none"> SA1. write letters, memos, applications regarding various personal protective equipments SA2. write accident/injury report 	
	Reading Skills	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA3. comprehend written instructions and MSDs SA4. Read, comprehend and follow the safety signage put in the organization 	
Oral Communication (Listening and Speaking skills)		

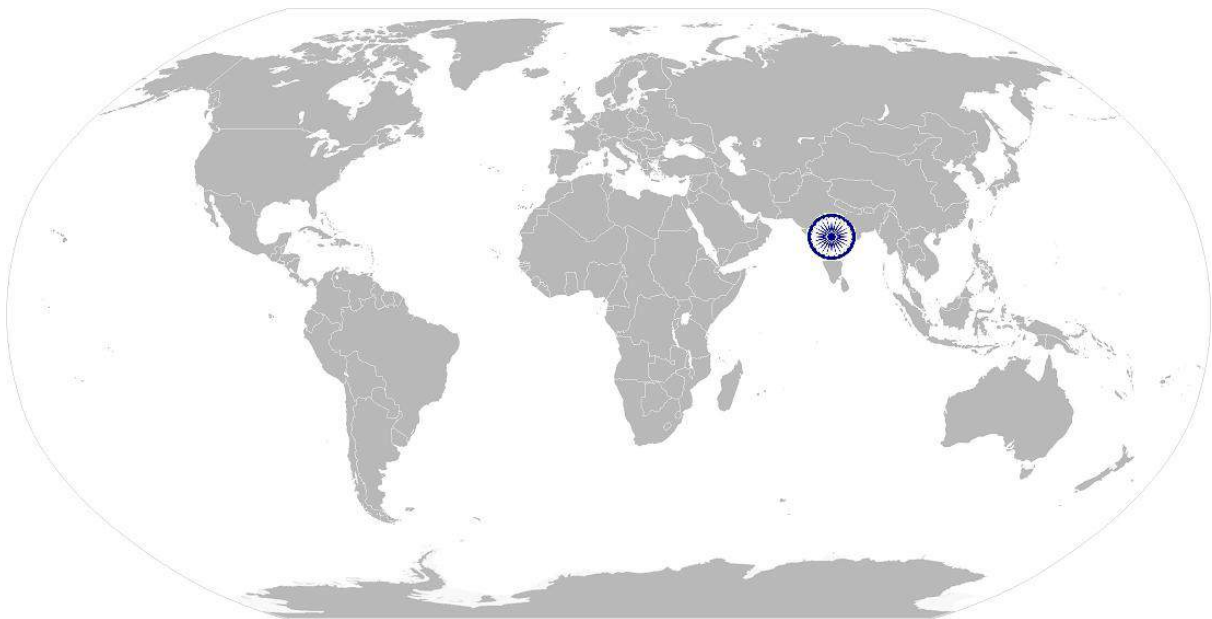
AMH/ N0504

Maintain health, safety and security in the store

	<p>The user/individual on the job needs to know and understand:</p> <p>SA5. communicate with superior, colleagues and juniors appropriately</p> <p>SA6. talk to workers to convey information effectively</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>On the job the individual needs to be able to:</p> <p>SB1. Make appropriate decisions apropos the concerned area of work</p> <p>SB2. Decisions related to store keeping should directly and closely involve safety requirements and protocols</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB3. plan and organize work to maintain main health, safety and security in the store</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Keep internal customers' (worker/cutter/supervisor) health and safety related concerns and processes paramount to ensure alignment with external customers' health and safety related expectations (local/global)</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB5. apply problem-solving approaches in different situations</p> <p>SB6. apply problem-solving approaches to resolve conflicts</p> <p>SB7. seek clarification to problems when in doubt</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. identify root cause of any problem related to health and safety in the store</p>
<p>Critical Thinking</p>	
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. critically evaluate information gathered from various sources to arrive at a solution</p>	

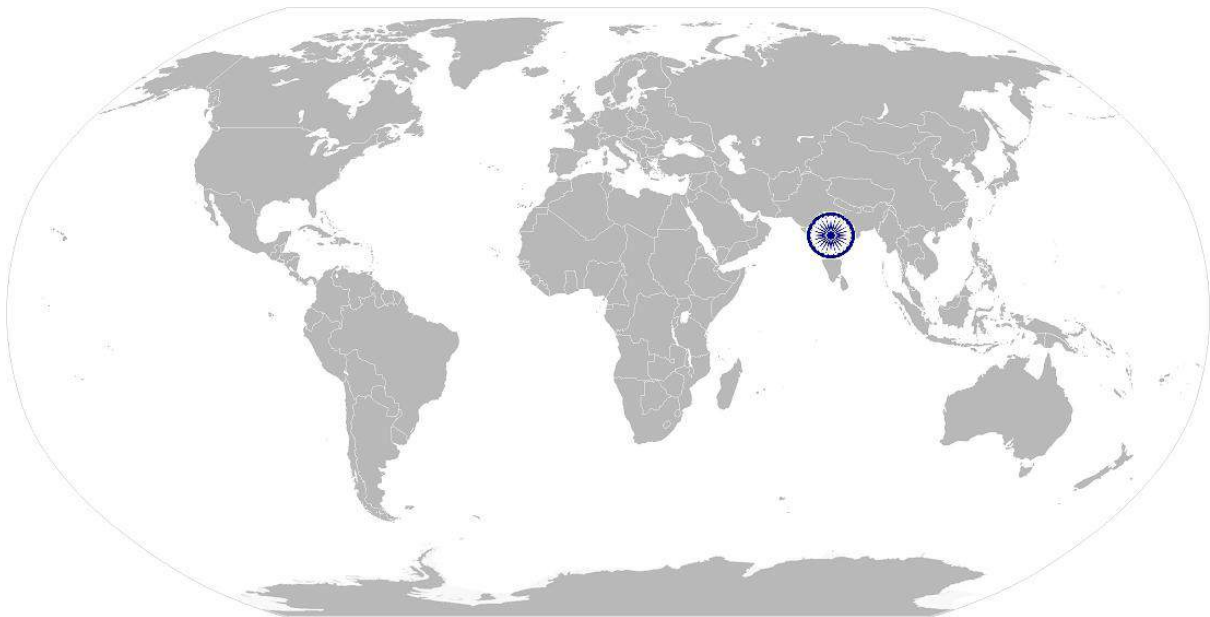
AMH/ N0504 Maintain health, safety and security in the store
NOS Version Control

NOS Code	AMH/N0504		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Store Keeper	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 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, regulatory 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

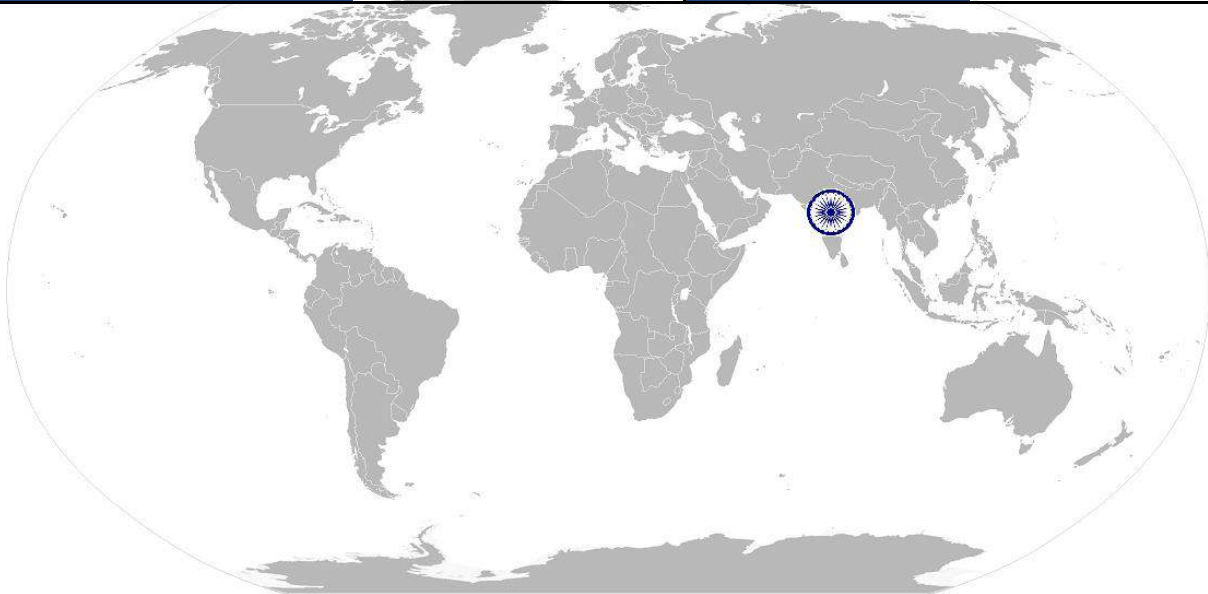
	SA4. Read in the local language as applicable SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. Positively influence the team members 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, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Store Keeper	Next review date	21/03/16



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Store Keeper

Qualification Pack AMH/Q0501

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 50% 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/N0501 (Establish and implement procedure defined for issuing and receipt of materials in and out of the store)	PC1. Inspect and check while receiving materials against purchase order for different parameters like invoice, quantity, packing mode, etc	80	13	3	9	1
	PC2. Inspect and check materials while issuing against quantity, quality (shelf-life, package size, etc.)		13	3	9	1
	PC3. Identify need of test and/or delay inspection results as applicable to products received		12	4	7	1
	PC4. Record any discrepancy related to material received from suppliers like damaged package, quantity difference, quality issue, etc.		14	6	7	1
	PC5. Arrange to send materials detected with discrepancy back to the vendor		14	4	9	1

	PC6. Follow-up with the vendor to resolve the discrepancy in technical/commercial terms		14	4	9	1
			80	24	50	6
2. AMH/N0502 (Manage housekeeping of store premises and store items)	PC1. Ensure arrangement of materials on racks or shelves as per lot, material nature, package size, etc. as applicable	90	16	5	10	1
	PC2. Ensure arrangement of fabric rolls on racks in lot/shade wise		15	4	9	2
	PC3. Ensure arrangement of dyes and chemicals with specific housekeeping norms and standards as applicable to the category like chemical safety norms as per OSHA		13	4	8	1
	PC4. Ensure maintaining schedule for pesticides to preserve store items against vulnerability to different biological organisms		16	4	10	2
	PC5. Organize materials clearly identified for inspection/checking status like checked, awaited checking, failed		15	4	9	2
	PC6. Ensure periodically taking of stocks of materials lying in store		15	5	9	1
				90	26	55
3. AMH/N0503 (Maintain records related to accounting, storage and preservation of store items)	PC1. Maintain records for material movements in and out of the store	75	15	5	9	1
	PC2. Maintain records for approved vendors		15	5	9	1
	PC3. Maintain records of vendor complaints and follow-ups		15	6	8	1
	PC4. Maintain records for periodicity and application of pesticides		15	6	8	1
	PC5. Maintain records about inter-departmental communications and movement of materials		15	5	9	1
				75	27	43
4. AMH/N0504 (Maintain health, safety and security in the store)	PC1. Identify suitable personal protective equipment		6	1	4	1

	PC2. Use health and safety signage to communicate hazards related to store and store items	30	5	1	2	2
	PC3. Check the workplace and work processes for potential risks and threats like fire due to chemical leakage, etc.		7	2	4	1
	PC4. Participate in mock-drills/evacuation procedures organized at the workplace		6	1	4	1
	PC5. Undertake first-aid, fire-fighting and emergency response training		6	1	4	1
			30	6	18	6
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	25	5	1	3	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		4	1	2	1
	PC3. Apply and follow these policies and procedures within your work practices		4	1	3	0
	PC4. Provide support to your supervisor and team members in enforcing these considerations		6	2	3	1
	PC5. Identify and report any possible deviation to these requirements		6	2	3	1
	Total Marks		300	25	7	14
	Total marks	300	300	90	180	30