

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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Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5
5. Assessment Criteria.....P.30

Introduction

Qualifications Pack – Cutting Supervisor

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

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

OCCUPATION: Cutting Supervisor

REFERENCE ID: AMH/Q0610

ALIGNED TO: NCO-2004 / 7433.05

The Cutting Supervisor is a job role in cutting section carrying out tasks as overall incharge of the cutting department function monitoring production and quality of cutting processes.

Brief Job Description: Supervisor (cutting) is responsible for monitoring cutting operations, quality and smooth running of cutting processes with junior management cadres working as a team.

Personal Attributes: He/she should have good interpersonal skills, vigilant and good eye sight to detect defects or abnormality in the process. He/she should have basic mathematical skills, particularly making arithmetical calculations and measurement. He/she should possess good oral communication skills in vernacular.

Job Details	Qualifications Pack Code	AMH/Q0610		
	Job Role	Cutting Supervisor		
	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	24/05/15
	Occupation	Supervisor - Cutting	Next review date	21/03/16
	NSQC Clearance on*	N.A		

Job Role	Cutting Supervisor
Role Description	This unit covers skills and knowledge required to perform the task of supervisor in charge of cutting section
NSQF level	5
Minimum Educational Qualifications	Preferably, Standard XII
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	N.A.
Minimum Job Entry Age	21 years
Experience	Preferably having worked 2-3 years in a garment or apparel factory
National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> AMH/N0610 Plan and organize cutting process AMH/N0611 Preparatory processes for cutting AMH/N0612 Supervise cutting operations AMH/ N0613 Maintain health, safety and security in the cutting department AMH/ N0102 Maintain workarea, tools and machines AMH/ N0104 Comply with industry, regulatory and organizational requirements Optional: Not Applicable
Performance Criteria	As described in relevant NOS units

Keywords /Terms	Description	
Definitions	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	

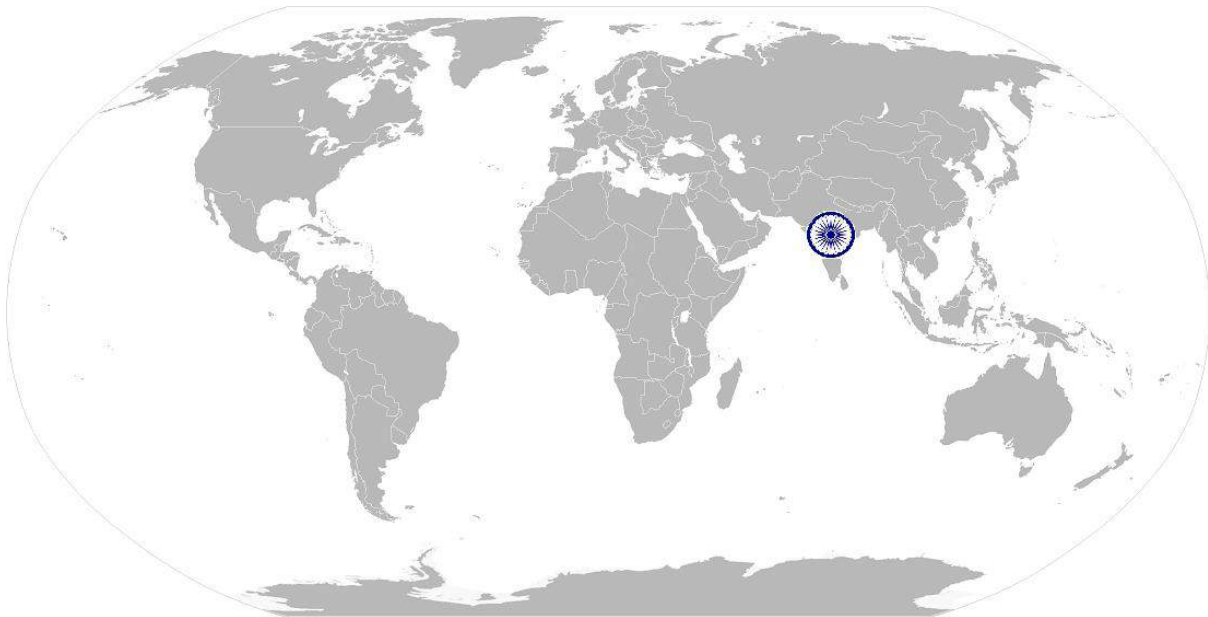
	contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It 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
MIS	Management Information System

Acronyms

AMH/N0610

Plan and organize cutting process

National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as a set enabling one to plan and organize for cutting process of apparels, made-ups and/or home furnishing.

AMH/N0610
Plan and organize cutting process

Unit Code	AMH/ N0610
Unit Title (Task)	Plan and organize cutting process
Description	This unit describes inputs that make one plan and organize for process of cutting of apparels, made-ups and/or home furnishing textile products
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Planning of the process steps for cutting
Performance Criteria(PC) w.r.t. the Scope	
Elements	Performance Criteria
Planning of the process steps for cutting	PC1. Review orders received from Production Planning for cutting as per style/product category/class PC2. Check materials availability in suitable form and quantity PC3. Allocate cutting tables as per plan and priority PC4. Allocate spreaders and cutters as per style, quality and cutting skills availability PC5. Set cutting targets and required quality standards PC6. Allocate manpower (operators, helpers, relievers etc.) based on skill-set and suitability for cutting processes or sub-processes
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 about customer defined and/or organization norms and tolerance for quality KA2. Knowledge to organize processes related to cutting that support building organizational overall performance
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge about operation and handling of cutting tools like electrical straight blade cutter, rotary cutter, side cutter etc. KB2. Knowledge about different types of woven (cotton, satin, silk, etc.), knit (Lycra, interlock, etc.), and upholstery (jacquard, polyester, blends, etc.)fabrics and their basic structure, construction and trade names KB3. Basic knowledge about pattern making, pattern markings and the specifications mentioned on it KB4. Knowledge about symbols, types of markers, marker efficiency and notations on marker KB5. Basic knowledge about the operation and functioning of AutoCAD KB6. Knowledge about types of garments, made ups and home furnishing articles and their construction KB7. Knowledge about various trims and accessories
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: SA1. Document records related to customer requirements/complaints, task lists,

AMH/N0610

Plan and organize cutting process

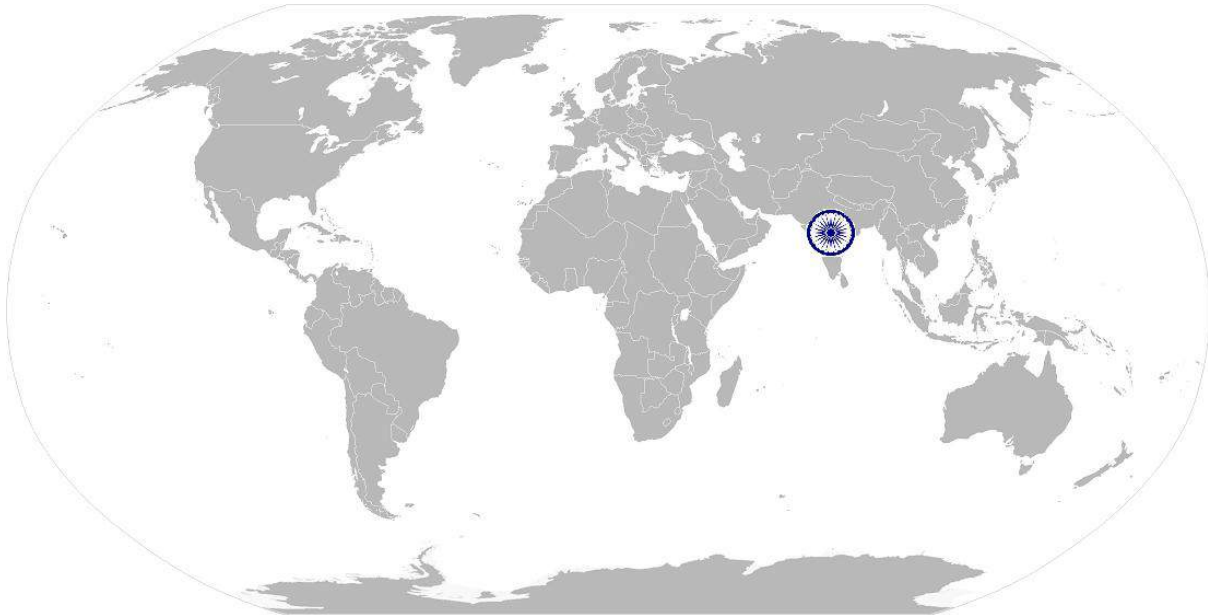
	<p>etc.</p> <p>SA2. Use basic mathematics to arrive at and check required calculations while working on the cutting processes and to calculate the number of lays to be laid for a particular style</p>
	<p>Reading Skills</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA3. read and comprehend written instructions describing the patterns to be cut and their sequence</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA4. discuss task lists and work/assignment to team working under his/her supervision</p> <p>SA5. communicate with all relevant information in relation to the task of cutting in a logical sequence</p>
B. Professional Skills	<p>Decision Making</p>
	<p>On the job the individual needs to be able to:</p> <p>SB1. Make appropriate decisions apropos the work of cutting.</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB2. plan and organize cutting processes and sub-processes to achieve targets and meet deadlines</p> <p>SB3. encourage exchange of ideas/inputs during cutting that are beneficial to the process of product making as well as to the organization</p> <p>SB4. Plan and organize the manpower for cutting process</p>
	<p>CustomerCentricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. build customer relationships and use customer centric approach</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB6. clarification on the design to be developed with the team members</p> <p>SB7. demonstrate sensitivity to customer needs and concerns</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB8. analyze the contemporary progress in knowledge to develop enhance productivity and performance of cutting operation</p>
	<p>Critical Thinking</p>
<p>The user/individual on the job needs to know and understand:</p> <p>SB9. critically evaluate the procedures and requirements adopted for building a better process performance of cutting</p>	

AMH/N0610

Plan and organize cutting process

NOS Version Control

NOS Code	AMH/N0610		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
Occupation	Cutting Supervisor	Next review date	21/03/16

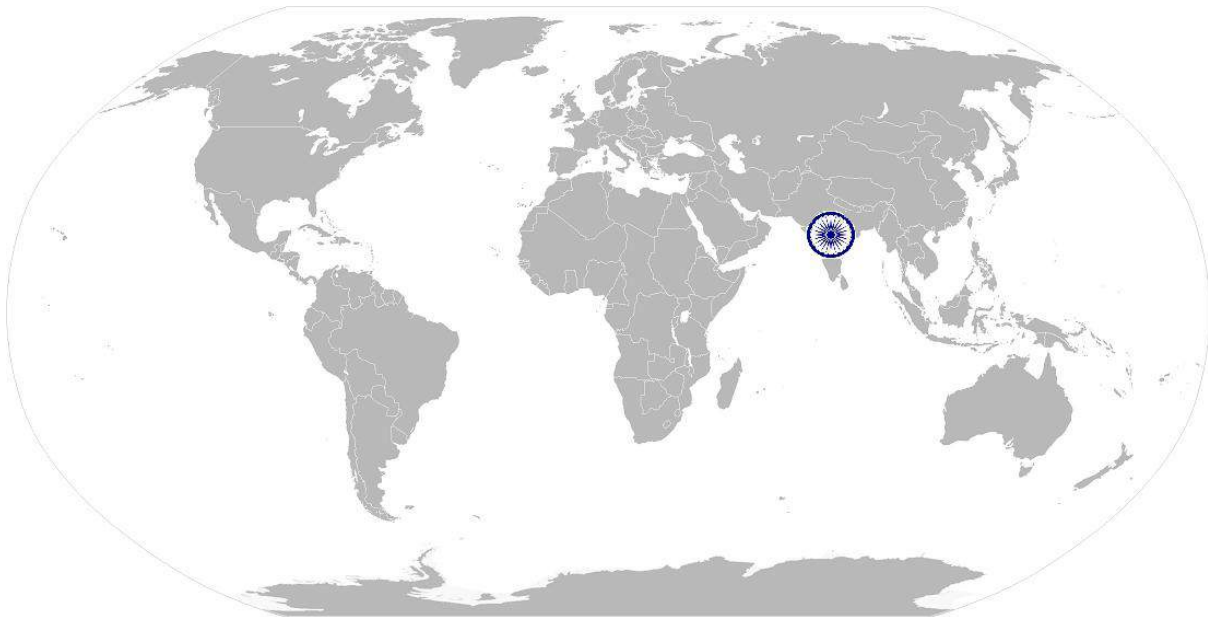


[Back toTop](#)

AMH/N0611

Preparatory processes for cutting

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to ensure different preparatory processes for cutting are taken care of.

AMH/N0611

Preparatory processes for cutting

Unit Code	AMH/ N0611
Unit Title (Task)	Preparatory processes for cutting
Description	This unit is about quantification and measurement of skills and competencies enabling one to work satisfactorily in ensuring preparatory processes for cutting are executed satisfactorily
Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Different preparatory process steps for cutting
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Different preparatory process steps for cutting	<p>PC1. Ensure fabric received for cutting is checked for visible faults like stains, slub, etc.</p> <p>PC2. Ensure fabric specific to cutting plan assigned to definite styles/quality is allocated to same quality/style.</p> <p>PC3. Ensure the marker received is complete in all aspects like grain line, notches, part name, clarity of markings, complete for all components etc.</p> <p>PC4. Ensure fabrics are laid with due consideration to the prints (if present) and defects detected in texture/style</p> <p>PC5. Ensure the patterns and marker are laid properly on the fabric</p> <p>PC6. Ensure availability and appropriate cutting tools and equipment for cutting</p>
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: <p>KA1. Knowledge to organize the raw materials for different styles as per the organization's rules</p>
B. Technical Knowledge	The user/individual on the job needs to know and understand: <p>KB1. Knowledge about different types of fabric faults like stains, slub, etc.</p> <p>KB2. Knowledge about different types of fabric layering techniques like face over face, face over back, etc.</p> <p>KB3. Knowledge about different mechanism of spreading like manual spreading, mechanical spreader, etc.</p> <p>KB4. Knowledge about pattern marker precautions required for cutting of specialty fabric design/motif like check designs, plaids, prints etc.</p>
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: <p>SA1. document records for all process steps and specification related to product designs</p>
	Reading Skills
	The user/individual on the job needs to know and understand: <p>SA2. read and comprehend written instructions describing design development cutting process details</p>

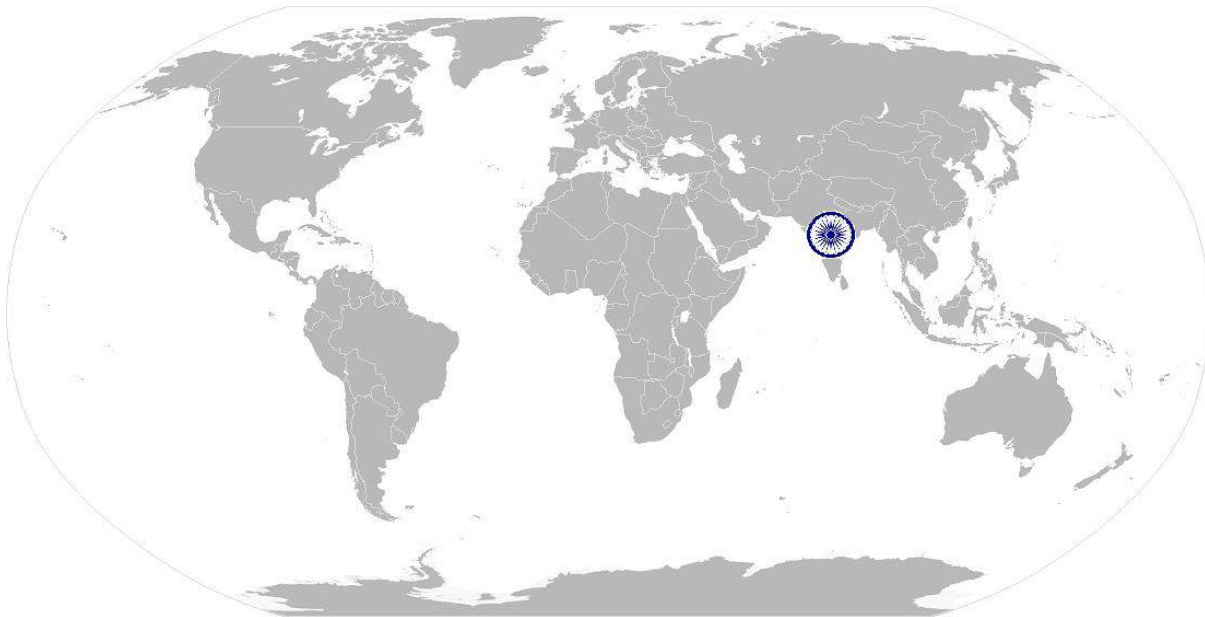
AMH/N0611

Preparatory processes for cutting

	SA3. Tally the customer requirements with the instructions received
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand:
	SA4. communicate with all relevant information and ask for team's feedback/input regarding the job
	SA5. able to speak in basic English and local languages
A. Professional Skills	Decision Making
	On the job the individual needs to be able to:
	SB1. Make appropriate decisions apropos the concerned area of work.
	Plan and Organize
	The user/individual on the job needs to know and understand:
	SB2. plan and organize tasks to achieve targets and meet deadlines
	CustomerCentricity
	The user/individual on the job needs to know and understand how to:
	SB3. build customer relationships and use customer centric approach
	Problem Solving
The user/individual on the job needs to know and understand:	
SB4. clarification on the design to be developed with the team members	
SB5. Build inter-departmental relations for a smooth workflow	
Analytical Thinking	
The user/individual on the job needs to know and understand:	
SB6. analyze the process to enhance productivity and performance of cutting operation	
SB7. Analyze skill-set of team members and assign them work accordingly for a better and faster output	
Critical Thinking	
The user/individual on the job needs to know and understand:	
SB8. critically evaluate the preparatory processes and sub-processes for building strong and appropriate performance of cutting	

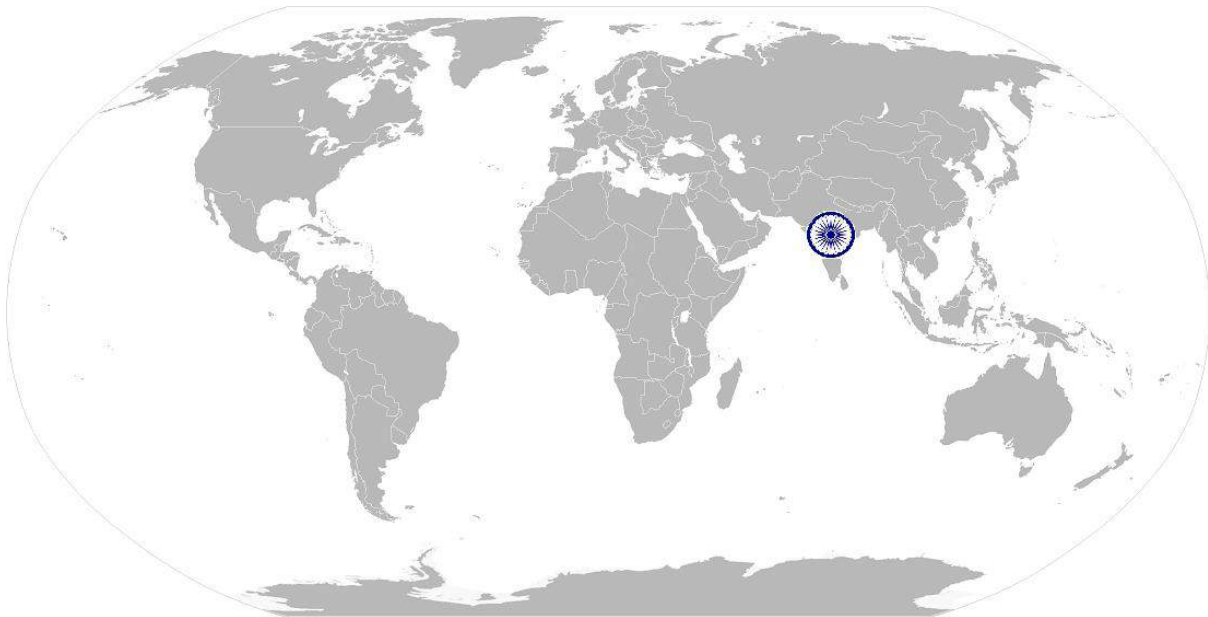
AMH/N0611 **Preparatory processes for cutting**
NOS Version Control

NOS Code	AMH/N0611		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
Occupation	Cutting Supervisor	Next review date	21/03/16



[Back toTop](#)

National Occupational Standard



Overview

This unit is about the skills and competencies needed to supervise the activities of cutting operation as supervisor (cutting).

AMH/N0612

Supervise cutting operations

Unit Code	AMH/ N0612
Unit Title (Task)	Supervise cutting operations
Description	This unit is about quantification and measurement of skills and competencies enabling one to supervise the activities of cutting operations
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Supervision of the operation of cutting processes
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Supervision of the operation of cutting processes	<p>PC1. Ensure the workflow of the cutting process is smooth and fast</p> <p>PC2. Ensure the workload for cutting is equitably distributed as per operator skill-set and performance</p> <p>PC3. Ensure materials are processed as per priority against delivery schedule</p> <p>PC4. Ensure standards, reference sample, templates, dies etc. are available near cutting</p> <p>PC5. Ensure that the fabric is cut with precision</p> <p>PC6. Ensure that all the trims and accessories for the product are cut as per the requirement</p> <p>PC7. Ensure that the cut fabric is properly ticketed and bundled and delivered to respective departments</p>
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: <p>KA1. Knowledge about supervising processes with in-time supports and creative ideas to enhance productivity and reduce wastages</p>
B. Technical Knowledge	The user/individual on the job needs to know and understand: <p>KB1. Basic knowledge about computer softwares like MS-Office, internet, etc.</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: <p>SA1. Maintaining and recording the cutting document related to workers performance and current working status</p>
	Reading Skills
	The user/individual on the job needs to know and understand: <p>SA2. read and comprehend written instructions describing design details and manufacturing processes related to cutting</p>
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand: <p>SA3. discuss task details, process schedules, etc. with cutting team</p> <p>SA4. communicate with all relevant information in logical sequence</p>	

AMH/N0612

Supervise cutting operations

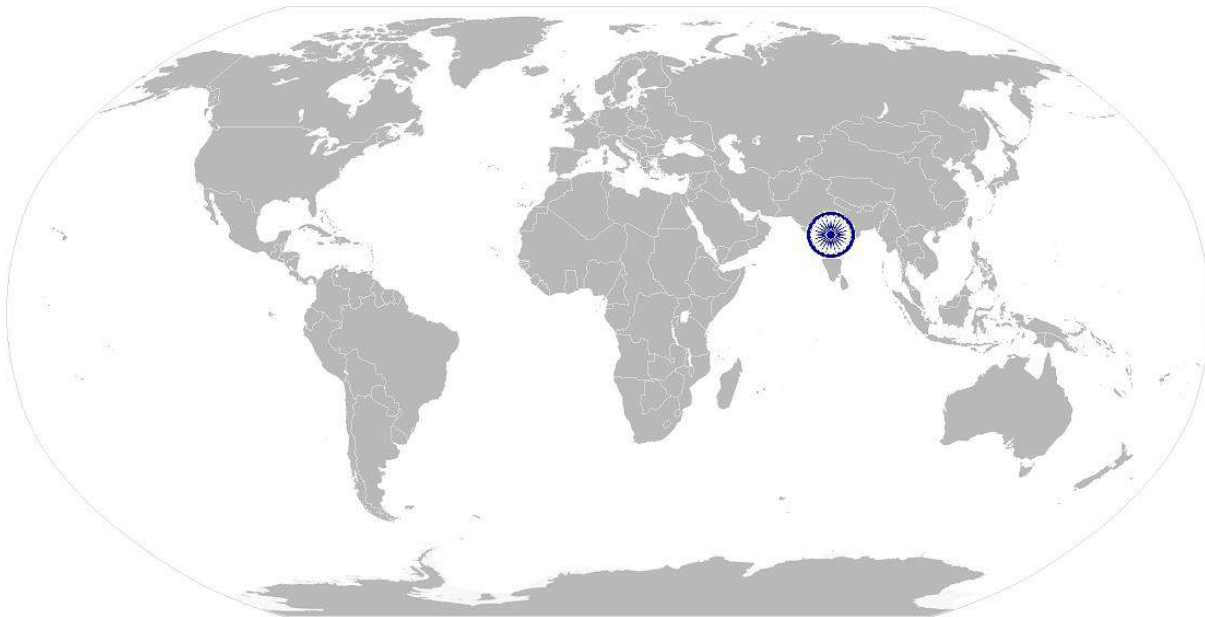
B. Professional Skills	Decision Making
	On the job the individual needs to be able to: SB1. Make appropriate decisions apropos the supervision in the cutting department like change of cutting machines if required, change the type of fabric lay if it gives lesser wastage, etc.
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize work depending on the worker's capability SB3. Plan and supervise the cutting process as per the production requirement while maintaining quality SB4. plan processes and encourage exchange of ideas/inputs
	CustomerCentricity
	The user/individual on the job needs to know and understand how to: SB5. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand: SB6. clarification on the cutting to be done with the team members
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB7. analyze the supervision strategies adopted for the betterment of the workflow
Critical Thinking	
The user/individual on the job needs to know and understand: SB8. critically evaluate the supervisory processes required for cutting	

AMH/N0612

Supervise cutting operations

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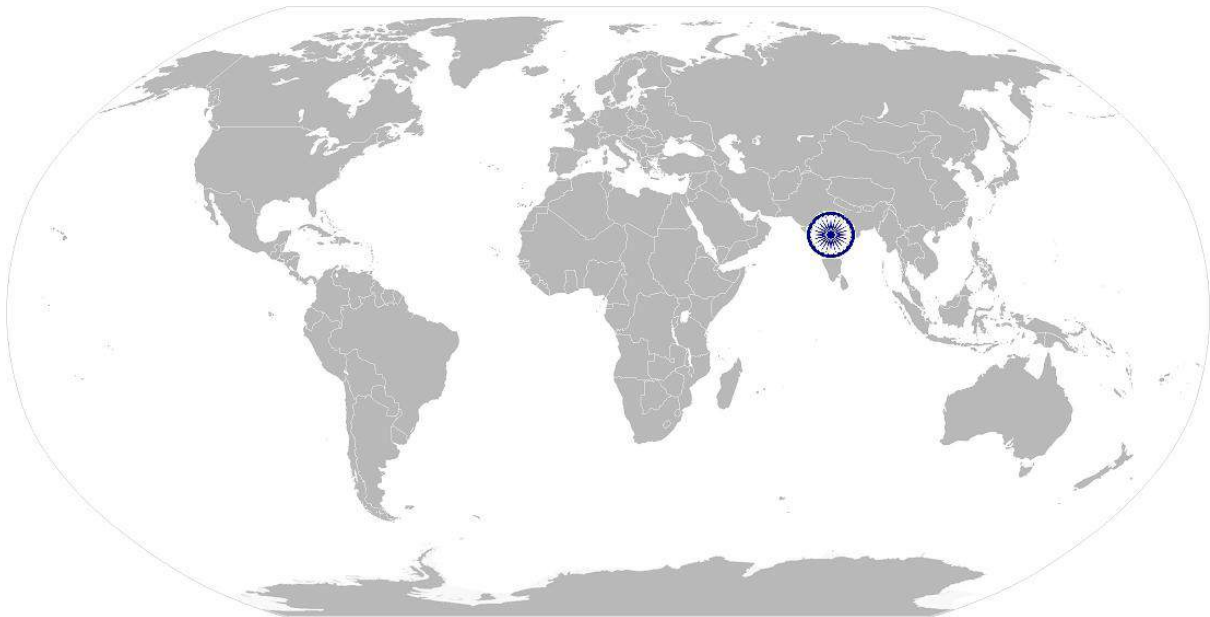
NOS Code	AMH/N0612		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
Occupation	Cutting Supervisor	Next review date	21/03/16



[Back to Top](#)

AMH/N0613 Maintain health, safety and security in the cutting department

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and skills & abilities required to organize/maintain health, safety and security for cutting department and activities related to cutting.

AMH/N0613 Maintain health, safety and security in the cutting department

National Occupational Standard	Unit Code	AMH/ N0613
	Unit Title (Task)	Maintain health, safety and security in the cutting department
	Description	This unit is about quantification and measurement of skills and competencies enabling one to identify health, safety and security needs and meeting its compliance
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Maintain the work area as compliant to health, safety and security needs and requirements
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintain the work area as compliant to health, safety and security needs and requirements	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, knife, stain removers etc.
		PC2. Ensure appropriate PPE is used while operating the handheld electrical cutter with the help of mesh gloves, etc.
		PC3. Establish and Ensure Process compliance to its requirements
		PC4. Monitor workplace and work processes for potential risks and threats like physical injuries or disabilities, etc.
PC5. Participate in mock-drills/evacuation procedures organized at the workplace		
PC6. Undertake first-aid, fire-fighting and emergency response training if asked to do so		
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 hazards related to damage to organization's assets and records KA2. Knowledge about fire-fighting drills 	
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about hazards related to cutting equipment like electrical cutter KB2. Knowledge about safe handling of tools and equipments like scissors, knives, etc. KB3. Knowledge about correct use of PPE i.e. stainless steel mesh gloves 	
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 how to: <ul style="list-style-type: none"> SA1. Document and report any health and safety related incidents/accidents 	
	Reading Skills	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA2. Read and comprehend written instructions describing safety measures to be adopted while operating the cutting equipments. SA3. Read and comprehend the safety signage for personal and workplace safety 	

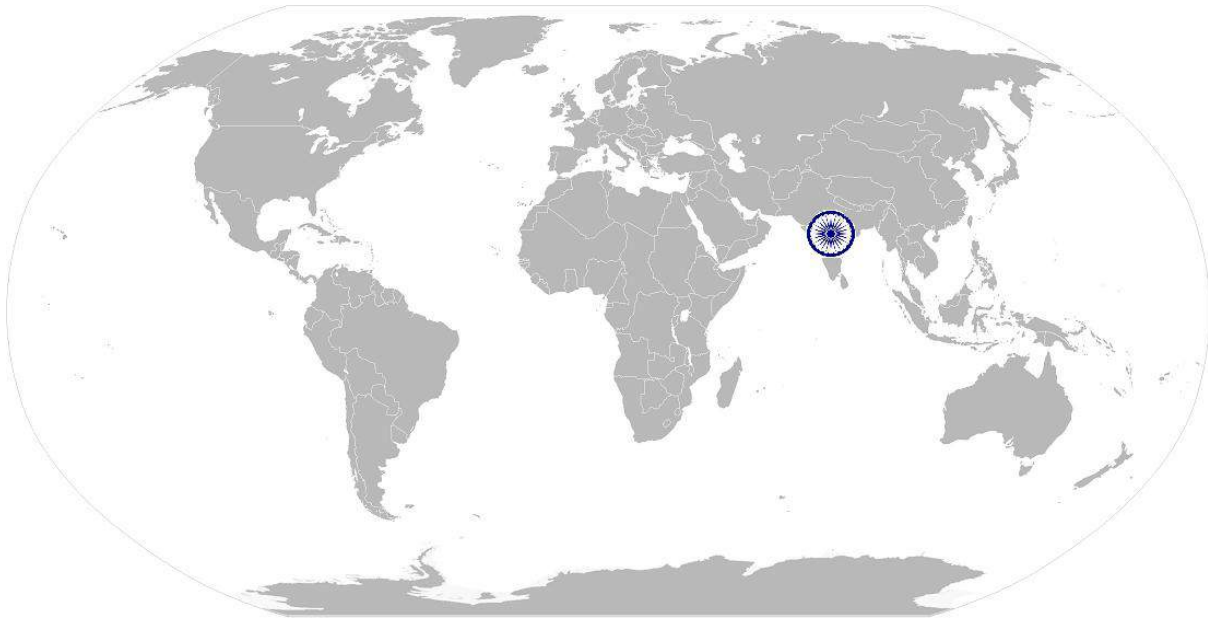
AMH/N0613 Maintain health, safety and security in the cutting department

	and security
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA4. discuss details about safety from equipment to team assigned with the work SA5. Give clear instructions to co-workers about their health, safety and security pre, post and during cutting processes
B. Professional Skills	Decision Making
	On the job the individual needs to be able to: SB1. Make appropriate decisions apropos the concerned area of work SB2. Decisions related to cutting operations should directly and closely involve safety requirements and protocols
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. plan processes and encourage exchange of ideas/inputs related to health, safety and security SB4. Keep workarea free from potential work hazards by training workers on norms and practices related to health and safety
	CustomerCentricity
	The user/individual on the job needs to know and understand how to: SB5. 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: SB6. clarification on the safety tools/processes to be used SB7. demonstrate the procedure of safely handling the equipment
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB8. Identify, record, report and rectify (if able to) the malfunctions of the tools and machines
Critical Thinking	
The user/individual on the job needs to know and understand: SB9. Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently	

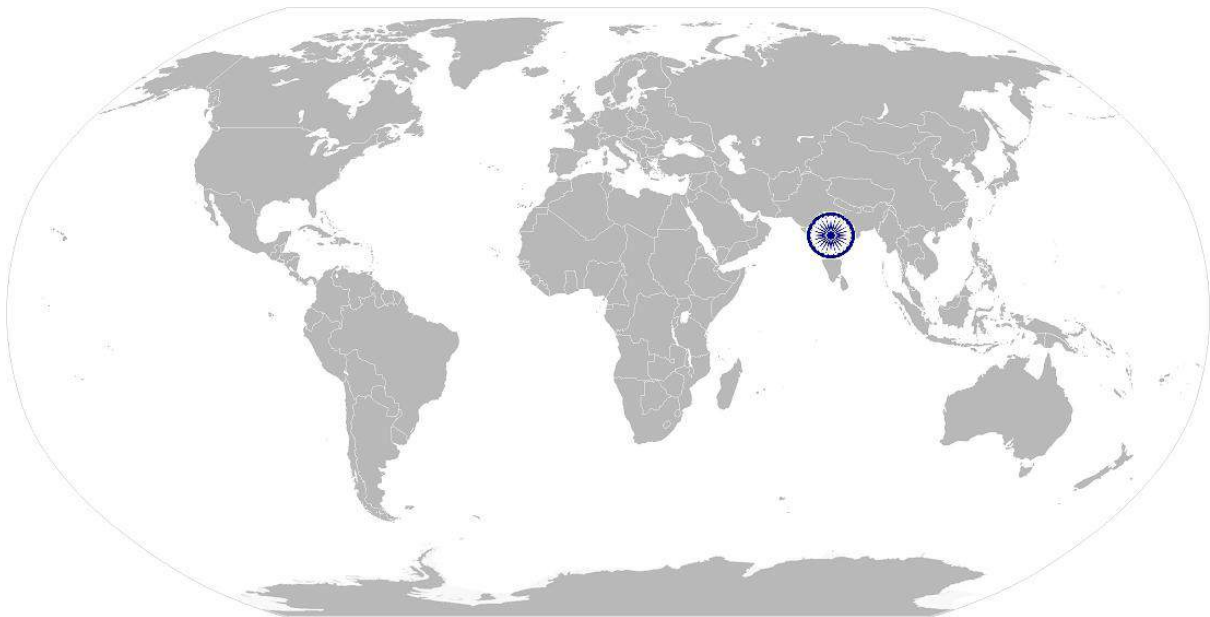
AMH/N0613 Maintain health, safety and security in the cutting department

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NOS Code	AMH/N0613		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
Occupation	Cutting Supervisor	Next review date	21/03/16



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

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 workarea, tools and machines	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Handle materials, machinery, equipment and tools safely and correctly PC2. Use correct lifting and handling procedures PC3. Use materials to minimize waste PC4. Maintain a clean and hazard free working area PC5. Maintain tools and equipment PC6. Carry out running maintenance within agreed schedules PC7. Carry out maintenance and/or cleaning within one's responsibility PC8. Report unsafe equipment and other dangerous occurrences PC9. Ensure that the correct machine guards are in place PC10. Work in a comfortable position with the correct posture PC11. Use cleaning equipment and methods appropriate for the work to be carried out PC12. Dispose of waste safely in the designated location PC13. Store cleaning equipment safely after use PC14. Carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K)	
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. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organization's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards KA10. The importance of complying with written instructions KA11. Equipment operating procedures / manufacturer's instructions
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Work instructions and specifications and interpret them accurately KB2. Method to make use of the information detailed in specifications and

AMH/ N0102

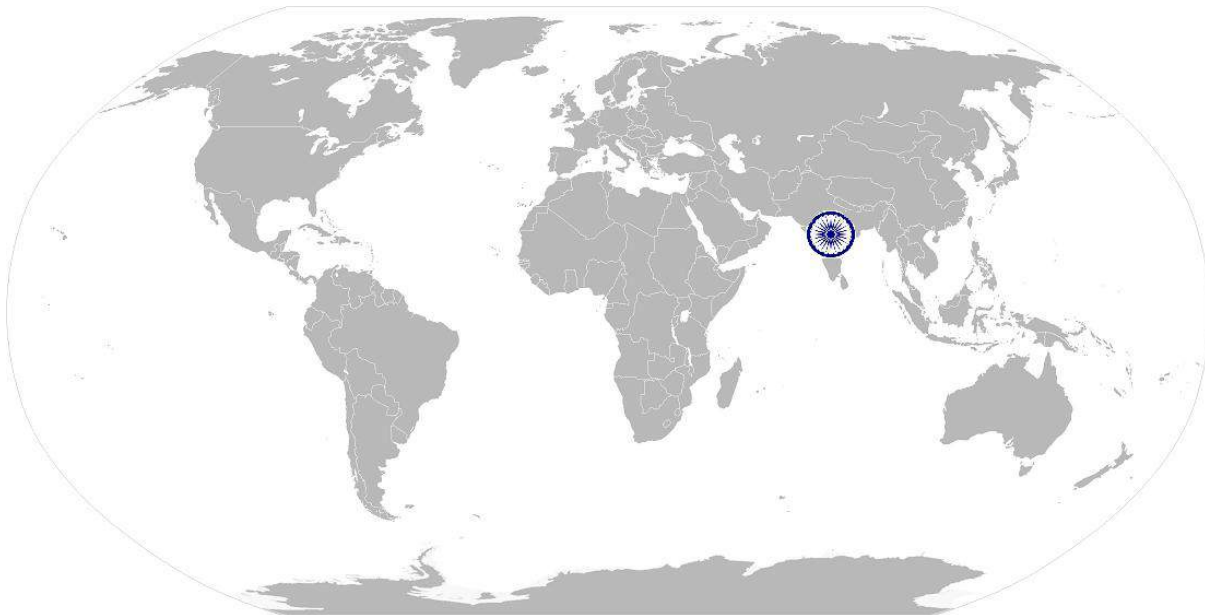
Maintain workarea, tools and machines

	<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
	Problem Solving

AMH/ N0102

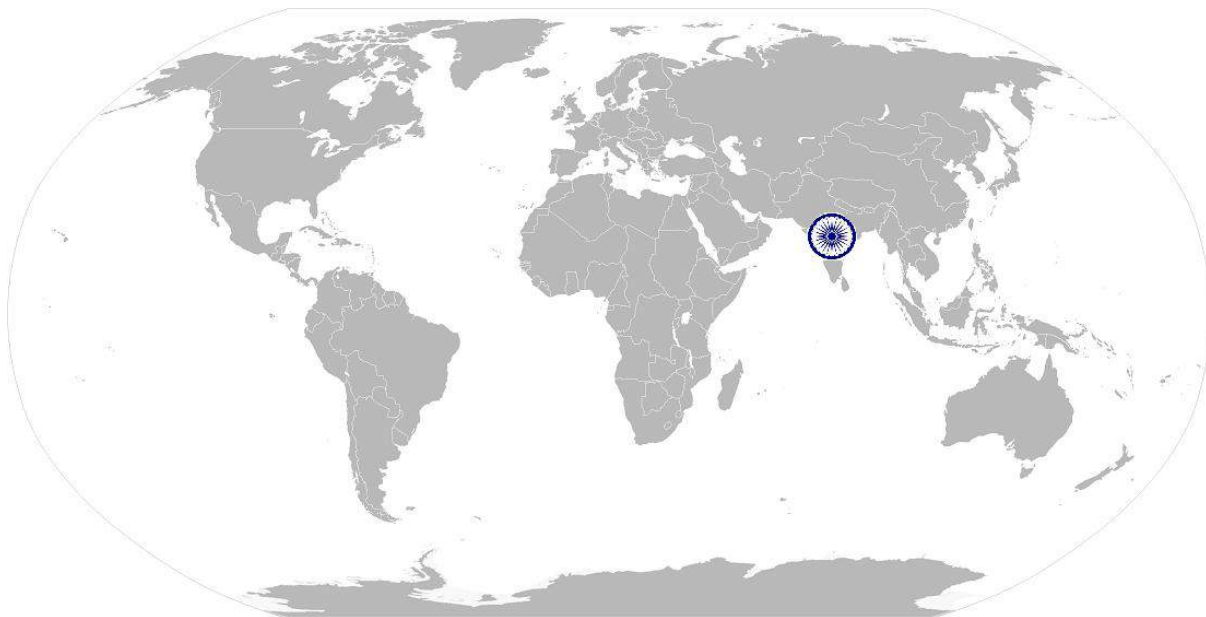
Maintain workarea, tools and machines

	The user/individual on the job needs to know and understand how to: SB7. Solve operational role related issues
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB9. 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: SB10. Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently



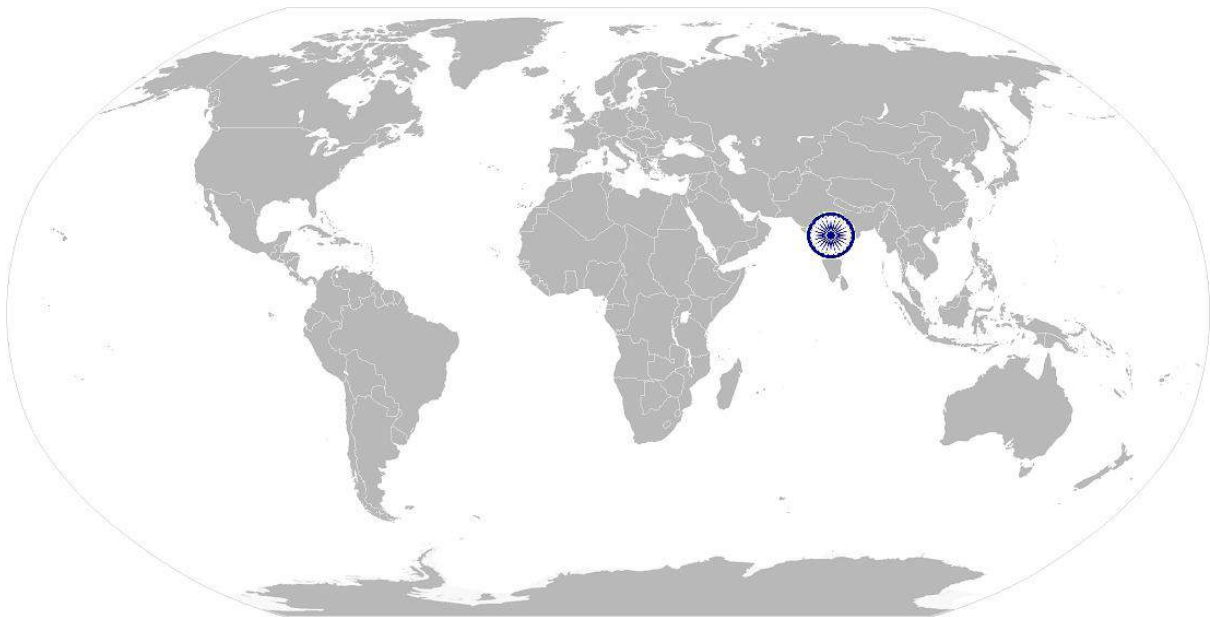
AMH/ N0102 Maintain workarea, tools and machines
NOS Version Control

NOS Code	AMH/N0102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Cutting Supervisor	Next review date	21/03/16



[Back toTop](#)

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

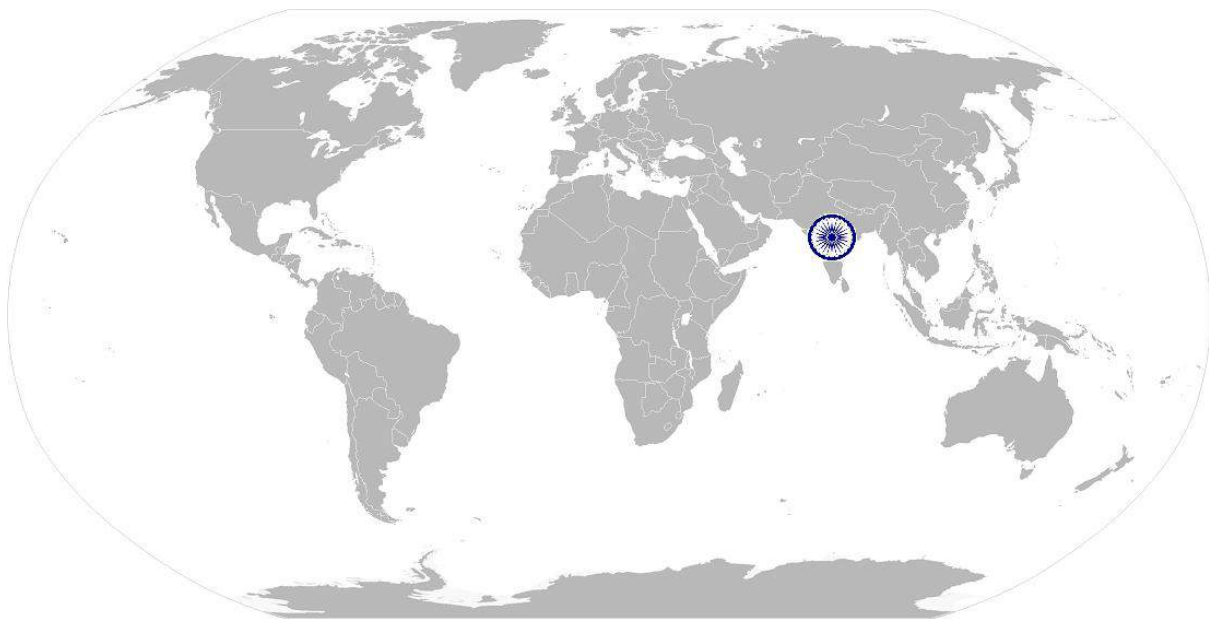
National Occupational Standard	Unit Code	AMH/ N0104
	Unit Title (Task)	Comply with industry, regulatory and organizational requirements
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements 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. 		

	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	Cutting Supervisor	Next review date	21/03/16



[Back to Top](#)

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Cutting Supervisor

Qualification Pack AMH/Q0610

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/N0610 (Plan and organize cutting process)	PC1. Review orders received from Production Planning for cutting as per style/product category/class	70	12	6	5	1
	PC2. Check materials availability in suitable form and quantity		12	3	8	1
	PC3. Allocate cutting tables as per plan and priority		12	5	6	1
	PC4. Allocate spreaders and cutters as per style, quality and cutting skills availability		13	5	7	1
	PC5. Set cutting targets and required quality standards		11	4	6	1
	PC6. Allocate manpower (operators, helpers, relievers etc.) based on skillset and suitability for cutting processes or sub-processes		10	4	5	1
	Total			70	27	37
2. AMH/N0611 (Preparatory processes for cutting)	PC1. Ensure fabric received for cutting is checked for visible faults like stains, slub, etc.	85	15	4	10	1

	PC2. Ensure fabric specific to cutting plan assigned to definite styles/quality is allocated to same quality/style.		11	3	7	1
	PC3. Ensure the marker received is complete in all aspects like grain line, notches, part name, clarity of markings, complete for all components etc.		15	5	8	2
	PC4. Ensure fabrics are laid with due consideration to the prints (if present) defects detected in texture/style		15	5	9	1
	PC5. Ensure the patterns and marker are laid properly on the fabric		11	2	8	1
	PC6. Ensure availability and appropriate cutting tools and equipment for cutting		18	6	10	2
	Total		85	25	52	8
3. AMH/N0612 (Supervise cutting operations)	PC1. Ensure the workflow of the cutting process is smooth and fast	100	12	4	8	0
	PC2. Ensure the workload for cutting is equitably distributed as per operator skillset and performance		13	4	8	1
	PC3. Ensure materials are processed as per priority against delivery schedule		13	4	8	1
	PC4. Ensure standards, reference sample, templates, dies etc. are available near cutting		13	4	8	1
	PC5. Ensure that the fabric is cut with precision		16	3	13	0
	PC6. Ensure that all the trims and accessories for the product are cut as per the requirement		16	6	10	0
	PC7. Ensure that the cut fabric is properly ticketed and bundled and delivered to respective departments		17	5	10	2
	Total		100	30	65	5

4. AMH/N0613 (Maintain health, safety and security in the cutting department)	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, knife, stain removers etc.	30	5	1	3	1
	PC2. Ensure appropriate PPE is used while operating the handheld electrical cutter with the help of mesh gloves, etc.		5	2	2	1
	PC3. Establish and Ensure Process compliance to its requirements		6	2	2	2
	PC4. Monitor the workplace and work processes for potential risks and threats		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 if asked to do so		4	1	3	0
	Total		30	9	16	5
5. AMH/N0102 (Maintain workarea, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	40	3	1	2	0
	PC2. Use correct lifting and handling procedures		3	0	2	1
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		3	1	2	0
	PC5. Maintain tools, equipments and machines		2	0	2	0
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		2	0	2	0
	PC8. Report unsafe equipment and other dangerous occurrences		3	2	1	0
	PC9. Ensure that the correct machine guards are in place		3	1	2	0

	PC10. Work in a comfortable position with the correct posture		2	0	2	0	
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		4	1	2	1	
	PC12. Dispose of waste safely in the designated location		2	0	2	0	
	PC13. Store cleaning equipment safely after use		2	0	2	0	
	PC14. Carry out cleaning according to schedules and limits of responsibility		4	1	2	1	
	Total		40	9	26	5	
6. 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/Obtain/Provide 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	1	3	2	
	PC5. Identify and report any possible deviation to these requirements		6	1	3	2	
	Total Marks		350	25	5	14	6
	Total		350	350	105	210	35