

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 – Fabric Cutter- Apparel, Made-ups & Home Furnishing

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

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

OCCUPATION: Fabric Cutter

REFERENCE ID: AMH/Q1510

ALIGNED TO: NCO-2004 / 7435.35

The fabric cutter for apparel, made-ups and home furnishing is a job role in cutting section responsible for cutting of fabric layers as per pattern marked onto the fabric or paper with the help of handheld electrical cutter or manually.

Brief Job Description: The Fabric Cutter (apparel, made-ups and home furnishing) is responsible for bulk cutting with precision of fabrics manually or with the help of electrically operated fabric cutter keeping the pattern placement on the marker and various markings and specifications like style number, name, notches, etc. in mind.

Personal Attributes: He/she should have good eye sight, immune from colour blindness, patient and focused to task. He should be keen looking for details. He/she should have basic mathematical skills, particularly making arithmetical calculations and measurement. He/she should possess good oral communication skills in simple English and vernacular. He/she should have tenacity to work under pressure.

Job Details	Qualifications Pack Code	AMH/Q1510		
	Job Role	Fabric Cutter		
	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	Cutting	Next review date	21/03/16
	NSQC Clearance on*	N.A		

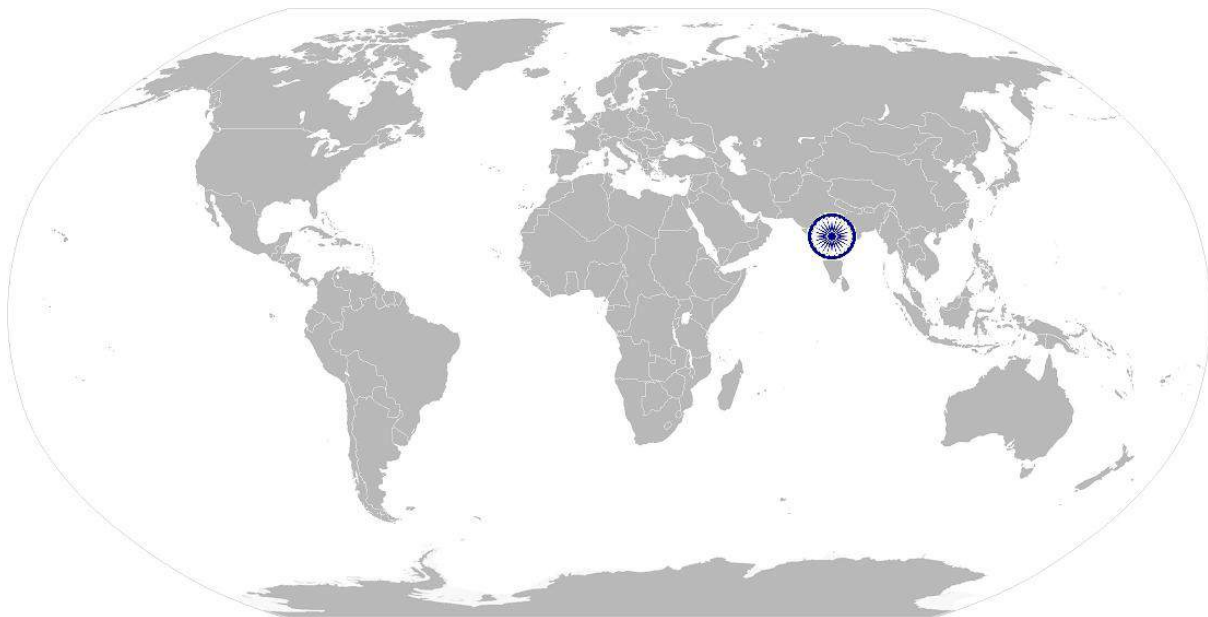
Job Role	Fabric cutter
Role Description	This unit covers skills and knowledge required to perform the task of bulk cutting of Knitted Fabrics arranged in layers for mass production with the help of electrically operated portable cutter
NSQF level	4
Minimum Educational Qualifications	Preferably Standard X
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 in a garment or apparel factory
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N1510 Plan and Prepare for process of cutting fabrics as per the job card received AMH/N1511 Cut fabrics as per plan received from production planning AMH/N1512 Maintain health, safety and security in the cutting workplace 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 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

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 for cutting of fabrics belonging to the product category of apparel, made-ups and home furnishing as per the job card received.

AMH/ N1510 Plan and Prepare for process of cutting fabrics as per the job card received

National Occupational Standard	Unit Code	AMH/ N1510
	Unit Title (Task)	Plan and Prepare for process of cutting fabrics as per the job card received
	Description	This unit describes process elements ensuring planning for cutting fabrics belonging to the product category of apparel, made-ups or home furnishing manually or with the help of electrically operated fabric cutter.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Preparatory checks to fabrics and basic calculations related to layering and fabric consumption
	Elements	Performance Criteria
	Preparatory checks to fabrics and Basic calculations related to layering and fabric consumption	<p>PC1. Check the fabrics for defects for severity and quantity like holes, stains, slubs, missing pick, etc.</p> <p>PC2. Calculate the number of components to be cut for a particular style as per job card</p> <p>PC3. Calculate the quantity of fabrics needed against the job card received</p> <p>PC4. Check for marker types as per fabric lay forms</p> <p>PC5. Lay the fabrics in such a way so as to ensure the wastages is within defined tolerance</p> <p>PC6. Spread the marker on the lay</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: KA1. Identify, categorize, arrange and organize fabrics in a defined sequence as per cutting plan and priority to delivery
	B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge about basic textile terminology, types of fabrics and their trade names like chiffon, georgette, poly-cotton, etc. KB2. Knowledge of fabric characteristics like feel, structure, construction, grain line, etc. KB3. Knowledge of fabric defects like holes, stains, slubs etc. and layering/spreading defects like faulty prints, wrong method adopted, etc. KB4. Knowledge about product manufacturing flowchart KB5. Knowledge about different layering and spreading processes and the related machines used KB6. Knowledge about different types of cutting machines like scissors, straight knife, band knife, laser cutting machine, etc. KB7. Knowledge about different types of laying of fabrics like straight lay, stepped lay, etc. in order to minimize wastages KB8. Knowledge about the patterns, markers and tools and methods required for marking. KB9. Knowledge about which cutting machine would offer better productivity with

AMH/ N1510

Plan and Prepare for process of cutting fabrics as per the job card received

	lesser wastage of materials and time
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 the style that is to be cut SA2. Write letters, memos clearly and legibly SA3. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company SA4. Write the calculated fabric consumption in the given format
	Reading Skills
	The user/individual on the job needs to know and understand: SA5. Read and comprehend written instructions mentioned in the job card to cut a particular style SA6. Read in local language
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA7. Communicate with superiors, colleagues and juniors appropriately SA8. Efficient communication with fellow colleagues to convey information clearly and effectively SA9. Listen actively and seek clarification from supervisor whenever in doubt
	B. Professional Skills
	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the planning and preparation of the fabrics to be cut SB2. Take appropriate actions in terms of any deviations from the process
Plan and Organize	
The user/individual on the job needs to know and understand: SB3. plan and set targets along with supervisors and co-workers SB4. Organize tools and equipments to be used	
Customer Centricity	
The user/individual on the job needs to know and understand how to: SB5. Ensure all customer needs are assessed and every effort is made to provide satisfactory service	
Problem Solving	
The user/individual on the job needs to know and understand: SB6. Identify possible defects with the fabrics received and try fixing them SB7. Report abnormalities and non-conformities detected to superiors SB8. Seek clarification on problems when in doubt	
Analytical Thinking	
The user/individual on the job needs to know and understand how to: SB9. Identify root cause of a problem related to the preparation of fabrics that are to be cut like spreading faults, unavailability of a particular tool, etc. SB10. Analyze each cutting process adopted, its pros and cons and its significance to the company and to the product being developed	
Critical Thinking	

AMH/ N1510 Plan and Prepare for process of cutting fabrics as per the job card received

	The user/individual on the job needs to know and understand how to: SB11. Critically evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently
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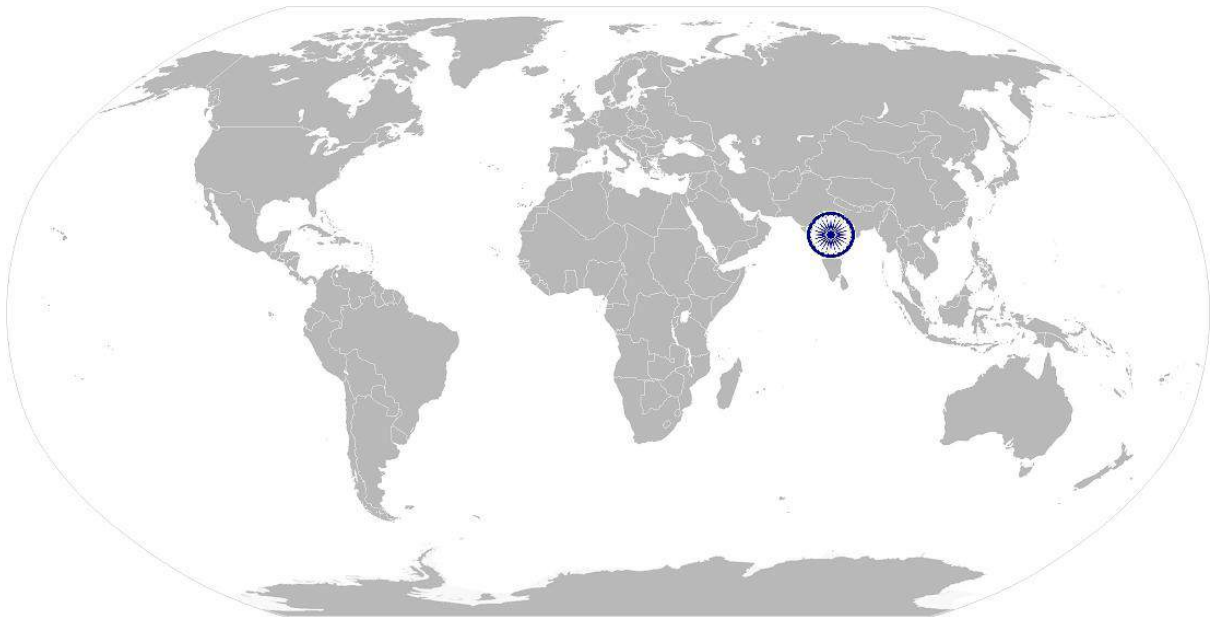
NOS Version Control

NOS Code	AMH/N1510		
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	Fabric Cutter	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 cut the fabrics accurately and precisely either manually or with the help of electrically operated fabric cutter.

AMH/ N1511

Cut fabrics as per plan received from production planning

National Occupational Standard	Unit Code	AMH/ N1511
	Unit Title (Task)	Cut fabrics as per plan received from production planning
	Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to cut the fabrics manually or with the help of electrically operated fabric cutter after laying
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Cutting of fabrics belonging to the product category of apparel, made-ups and home furnishing
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Cutting of fabrics belonging to the product category of apparel, made-ups and home furnishing	<p>PC1. Ensure the fabric lays are clipped at suitable points to restrict sliding of fabric layers during cutting</p> <p>PC2. Cut the fabric layers manually or with electrically operated cutting equipments like band knife, straight knife, etc. as per mentioned in the job card</p> <p>PC3. Identify the cut parts, count tickets and then group them well to pass on</p> <p>PC4. Ensure the bundled tickets have all the necessary information like style number, cut piece name, etc.</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 organization's policies and procedures with respect to cutting</p> <p>KA2. Knowledge about the availability of the different types of cutting machines in the organization</p> <p>KA3. Protocol and format for reporting work/machine related risks/problems</p>
	B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge about different specifications mentioned on a pattern and on bundled tickets like style number, pattern name, size, etc.</p> <p>KB2. Knowledge about rectifying different faults that occur in cutting machines while cutting fabrics</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: <p>SA1. Document records related to tools, equipments and machines used in cutting.</p> <p>SA2. Write letter, memos etc. in clear, understandable and legible fashion.</p> <p>SA3. Write and record the cut components</p>	
	Reading Skills	
	The user/individual on the job needs to know and understand:	

AMH/ N1511

Cut fabrics as per plan received from production planning

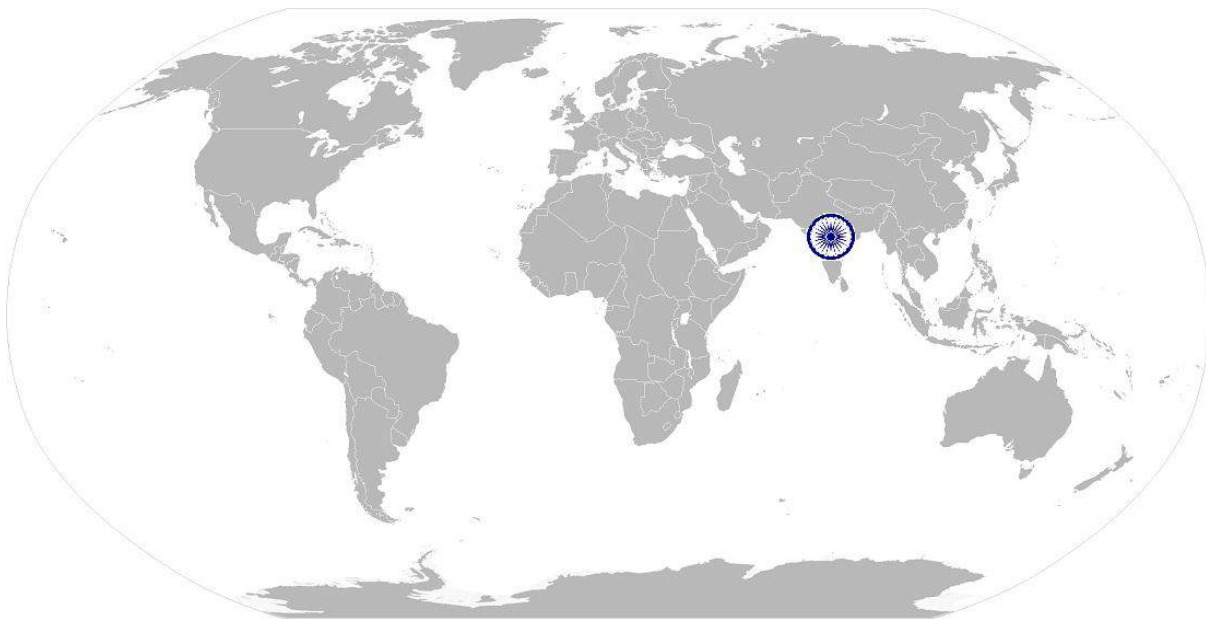
	<p>SA4. Read and understand manuals, memos, reports, job cards, etc.</p> <p>SA5. Read and comprehend written instructions about and working of cutting machines and equipment.</p> <p>SA6. Read in local language</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA7. communicate effectively to superiors, colleagues and juniors and provide/receive detailed information</p> <p>SA8. Listen actively and clarify doubts with supervisors or amongst co-workers</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB1. Follow organization rule-based decision making process with respect to cutting of fabrics</p> <p>SB2. Take appropriate actions in terms of any deviations while cutting fabrics</p>
	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB3. Plan and set targets along with the supervisors and co-workers</p> <p>SB4. Plan for placing the different cut parts in an organized manner on a daily basis</p>
	<p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Understand customer requirements and their priority and respond as per their needs</p> <p>SB6. Evaluate and cut product parts as per client specifications</p>
	<p>Problem Solving</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB7. Seek and Comprehend machine related inputs for clarification</p> <p>SB8. Clarify instructions given by the supervisor</p> <p>SB9. Review the defects and and take appropriate actions to rectify them</p>
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB10. Analyze the defects and the procedure for dealing with it</p>
	<p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB12. Critically evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently</p> <p>SB13. Evaluate, understand and rectify under supervision the problems that arise while cutting fabric like fabric slipping, errors in the markers, etc.</p>

AMH/ N1511

Cut fabrics as per plan received from production planning

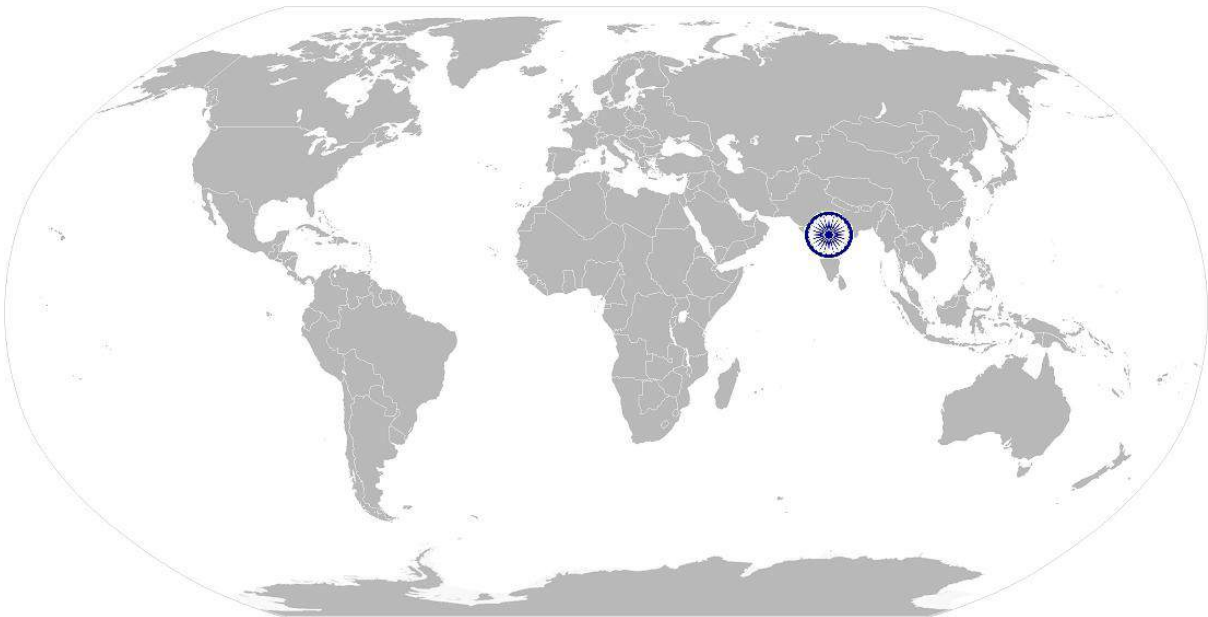
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NOS Code	AMH/N1511		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Fabric Cutter	Next review date	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 cutting workplace is maintained properly

AMH/ N1512
Maintain health, safety and security in the cutting workplace

National Occupational Standard

Unit Code	AMH/N1512
Unit Title (Task)	Maintain health, safety and security in the cutting workplace
Description	This unit provides performance criteria, knowledge & understanding, skills &abilities required to check and ensure the cutting workarea is safe and secure.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Hazards and Risks associated with the process(es), medical emergencies and evacuation process
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Hazards and risks associated with the process(es), medical emergencies and evacuation process	PC1. Ensure safe and secure handling of cutting tools PC2. Ensure use of safety measure and/or device to cutting of fabric with electrical handheld cutter like mesh gloves, etc. PC3. Monitor the workplace and work processes for potential risks and threats such as physical injuries or disability, 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: KA1. Knowledge of hazards associated with operation and handling of cutting tool KA2. Knowledge of compliance requirements related to cutting of fabrics KA3. Knowledge about the cleanliness procedures followed in the organization
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge about personal protective equipments like nose mask, stainless steelmesh gloves. KB2. Knowledge about correct usage of stainless steel mesh gloves
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 health, safety and security related information SA2. Document records in case of any health and safety incident/accident
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. Read and comprehend written instructions related to safety issues SA4. Read, understand and follow the safety and cleanliness signage put in the organization SA5. Read in local language as well
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA6. Seek information appropriately in order to understand the requirements and concerns of health and safety SA7. Use correct technical terms while discussing safety and security with the supervisor

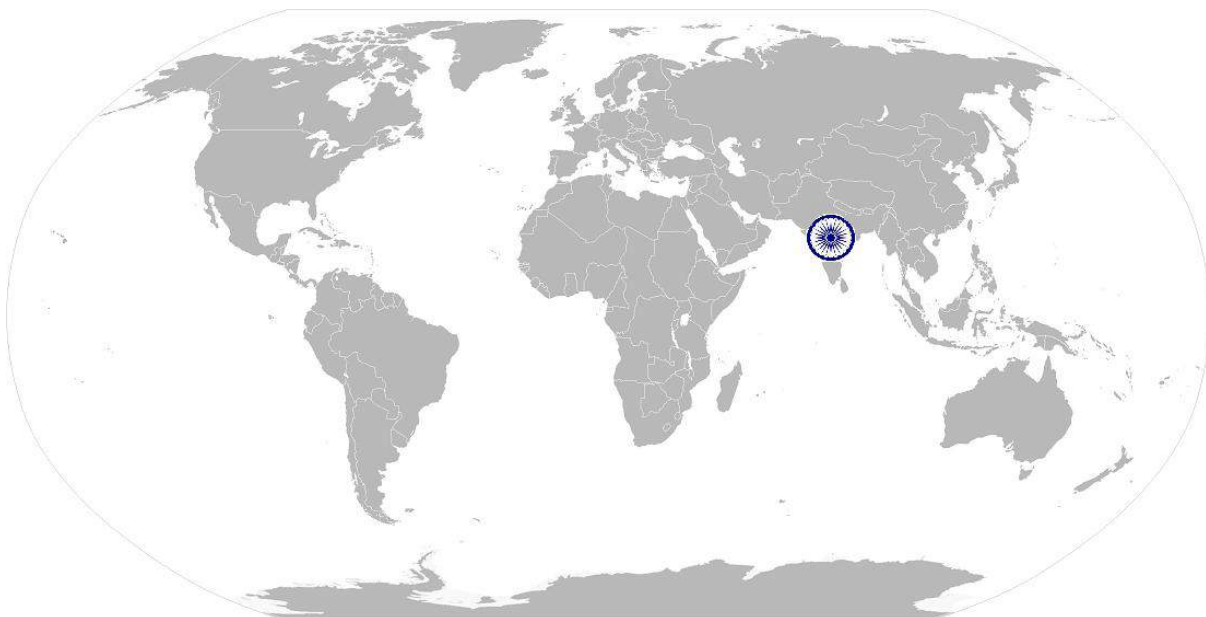
AMH/ N1512

Maintain health, safety and security in the cutting workplace

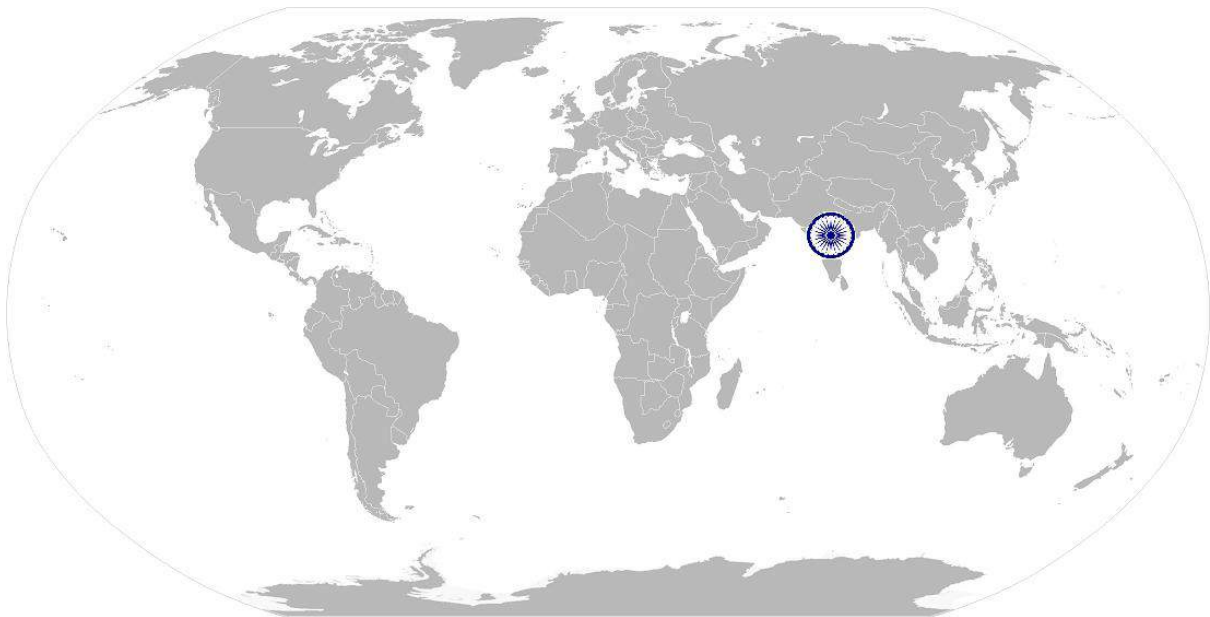
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SB1. Make appropriate and timely decision in responding to emergencies/accidents in line with organization SB2. Evaluate and use correct PPE and other safety gear while at the workplace
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. Work with supervisors/team mates to carry out health and safety measures SB4. Plan health and safety drills according to the required schedule SB5. Keep work area free from potential hazards like fire, shot circuit, etc.
	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
	Problem Solving
	The user/individual on the job needs to know and understand: SB7. Take appropriate actions during emergencies, accidents or fire at the workplace SB8. Resolve issues pertaining to malfunctions in machineries and report if required
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB9. Identify emergency situations SB10. Identify cause effect relationship for the emergencies
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/ N1512 **Maintain health, safety and security in the cutting workplace**
NOS Version Control

NOS Code	AMH/N1512		
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	Fabric Cutter	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.

National Occupational Standard

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 the 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

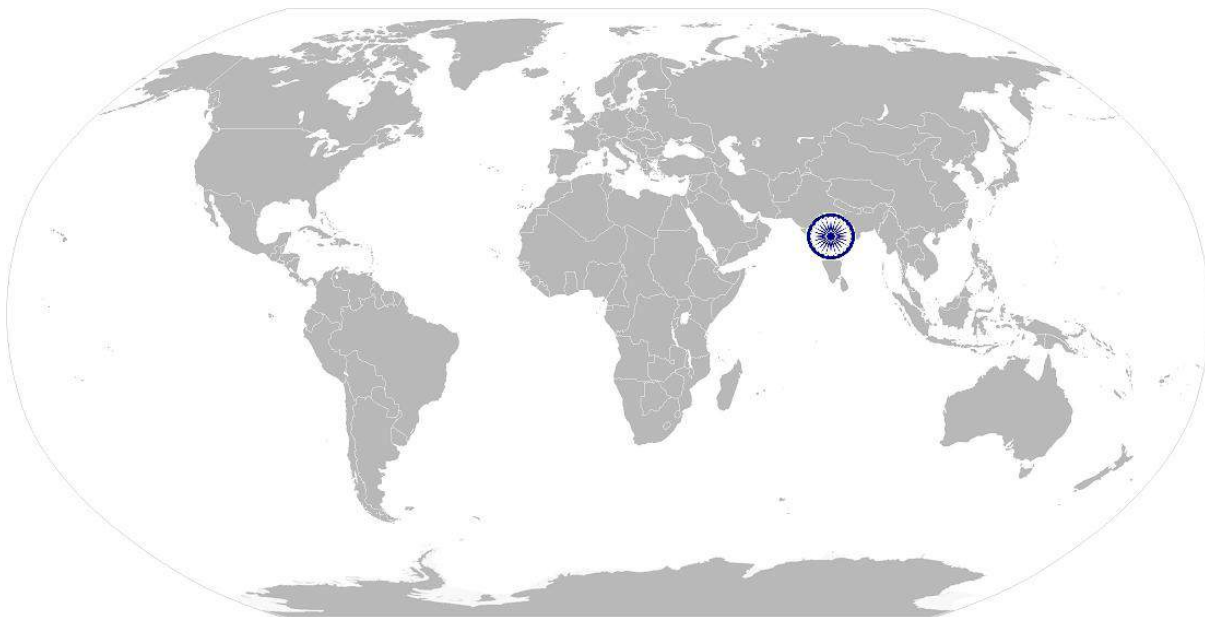
Maintain workarea, tools and machines

	<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

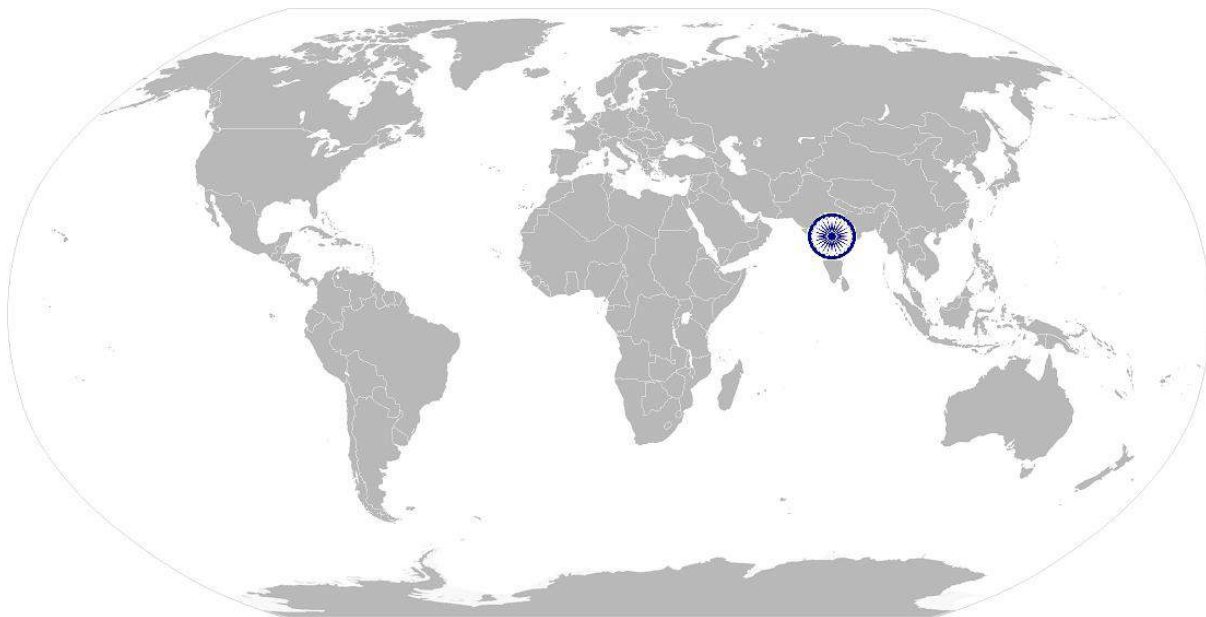
Maintain workarea, tools and machines

	The user/individual on the job needs to know and understand how to: 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



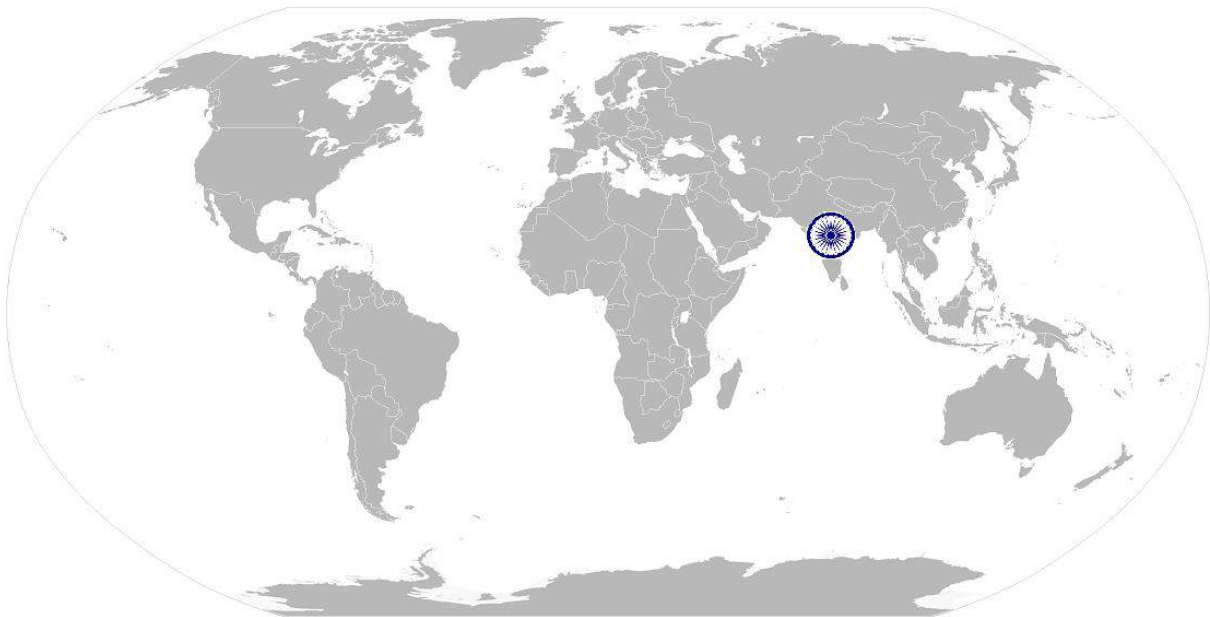
AMH/ N0102 **Maintain workarea, tools and machines**
NOS Version Control

NOS Code	AMH/N0102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Fabric Cutter	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

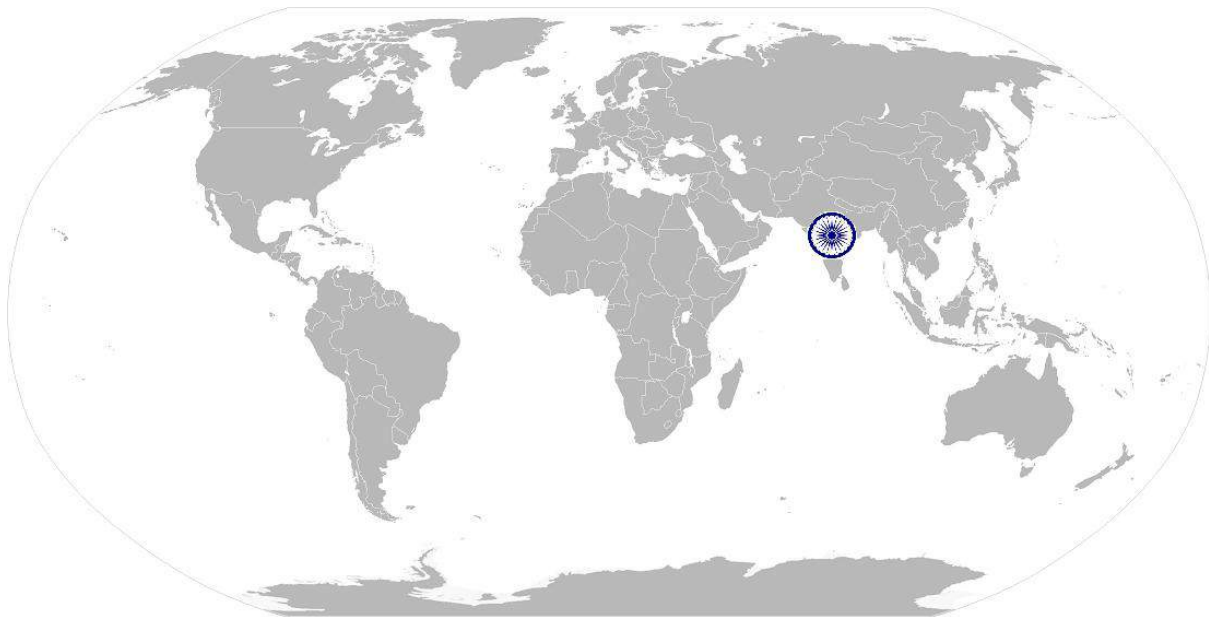
Unit Code	AMH/ N0104
Unit Title (Task)	Comply with industry, regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements at the workplace.
Scope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

AMH/N0104 Comply with industry, regulatory and organizational requirements

	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	The user/individual on the job needs to know and understand how to: SA6. Positively influence the team members into following procedures
	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	Fabric Cutter	Next review date	21/03/16



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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Fabric Cutter- Apparel, Made-ups and Home Furnishing

Qualification Pack AMH/Q1510

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/N1510 (Plan and Prepare the process of cutting fabrics as per the job card received)	PC1. Check the fabrics for defects for severity and quantity like holes, stains, slubs, missing pick, etc.	80	15	4	10	1
	PC2. Calculate the number of components to be cut for a particular style as per job card		15	7	7	1
	PC3. Calculate the quantity of fabrics needed against the job card received		17	7	8	2
	PC4. Check for marker types as per fabric lay forms		11	2	8	1
	PC5. Lay the fabrics in such a way so as to ensure the wastages is within defined tolerance		12	2	9	1
	PC6. Spread the marker on the lay		10	3	6	1
			80	25	48	7
2. AMH/N1511 (Cut fabrics as per plan received from production planning)	PC1. Ensure the fabric lays are clipped at suitable points to restrict sliding of fabric layers during cutting	100	22	5	15	2

	PC2. Cut the fabric layers manually or with electrically operated cutting equipments like band knife, straight knife, etc. as per mentioned in the job card		28	8	18	2
	PC3. Identify the cut parts, count tickets and then group them well to pass on		24	8	13	3
	PC4. Ensure the bundled tickets have all the necessary information like style number, cut piece name, etc.		26	9	14	3
			100	30	60	10
3. AMH/N1512 (Maintain health, safety and security in the cutting workplace)	PC1. Ensure safe and secure handling of cutting tools	45	9	2	6	1
	PC2. Ensure use of safety measure and/or device to cutting of fabric with electrical handheld cutter like mesh gloves, etc.		8	2	5	1
	PC3. Monitor the workplace and work processes for potential risks and threats such as physical injuries or disability, etc.		10	3	5	2
	PC4. Participate in mock-drills/evacuation procedures organized at the workplace		9	3	5	1
	PC5. Undertake first-aid, fire-fighting and emergency response training		9	2	6	1
			45	12	27	6
4. AMH/N0102 (Maintain workarea, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	40	3	0.5	2	0.5
	PC2. Use correct lifting and handling procedures		3	1	2	0
	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 and equipments		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	0.5	2	0.5
	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	1.5	2	0.5
	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	1.5	2	0.5
			40	9	27	4
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	35	7	2.5	4	0.5
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		6	2.5	3	0.5
	PC3. Apply and follow these policies and procedures within your work practices		7	3	3	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		7	2.5	4	0.5
	PC5. Identify and report any possible deviation to these requirements		8	3.5	4	0.5
	Total Marks		300	35	14	18
			90	180	30	