

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

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Introduction

Qualifications Pack – Finisher

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

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

OCCUPATION: Finisher

REFERENCE ID: AMH/Q2255

ALIGNED TO: NCO-2004 / NIL

A Finisher is a job role responsible for execution of processes like thread cutting, spotting, ironing, fusing removal behind embroidered panels, etc. carried out after stitching of products till packing.

Brief Job Description: Finisher is responsible for monitoring production, quality and delivery of finished products to subsequent section of packing operations as per priority and specifications.

Personal Attributes: He/she should have good interpersonal skills, vigilant and good eye sight to detect minute and sophisticated visual defects. He/she should have basic mathematical skills, particularly making calculations and measuring. He/she should be agile and impatient moving all along the shop floor. He should be resilient yet tenacious in maintaining schedules. He should be able to work under pressure.

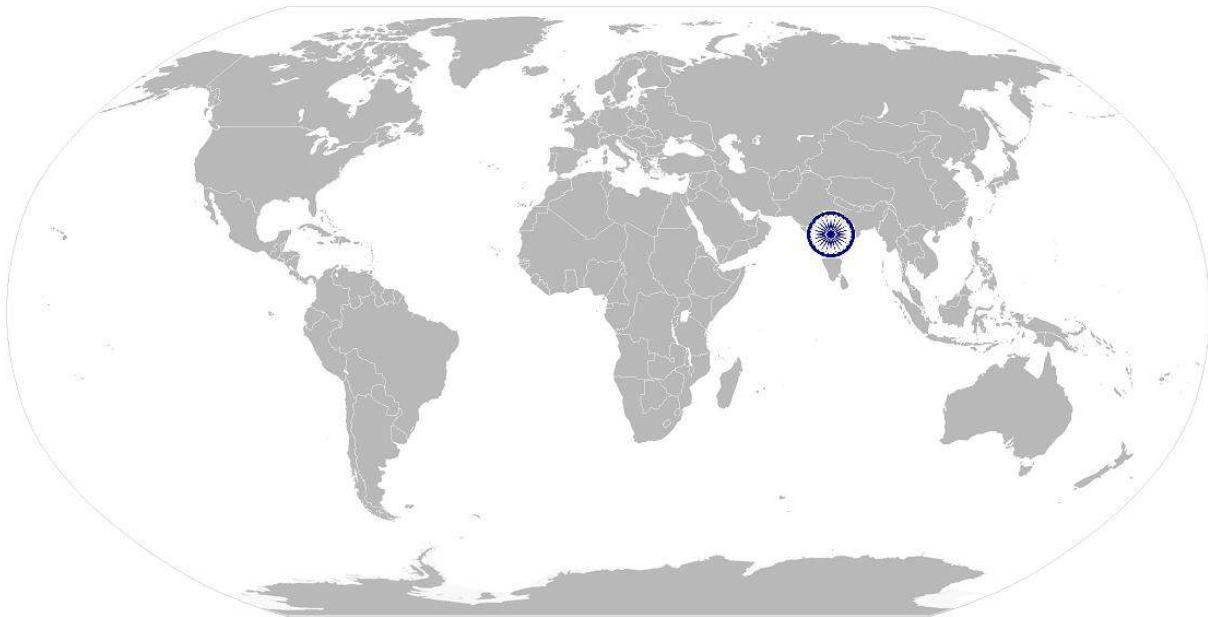
Job Details	Qualifications Pack Code	AMH/Q2255		
	Job Role	Finisher		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
	Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
	Occupation	Finishing	Next review date	21/03/16
	NSQC Clearance on*	N.A		

Job Role	Finisher
Role Description	This unit covers the skills and knowledge required to perform the task of Finisher. It includes execution of works and tasks leading to production of finished garments and apparel available for subsequent process of packing.
NSQF level	4
Minimum Educational Qualifications	Preferably, Standard V
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	N.A.
Minimum Job Entry Age	18 years
Experience	Preferably having worked 1-2 years in a garment or apparel factory
National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> AMH/N2255 Plan and organize finishing processes AMH/N2256 Perform finishing operations AMH/N2257 Maintain health, safety and security in the finishing 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 OS 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

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 the finishing operation.

AMH/ N2255
Plan and organize finishing processes

Unit Code	AMH/ N2255
Unit Title (Task)	Plan and organize finishing processes
Description	This unit is about defining activities related for planning and organizing of processes related to finishing operations
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Identifying process steps in finishing and defining sequence of processes for productivity and quality
Performance Criteria(PC) w.r.t. the Scope	
Elements	Performance Criteria
Identifying process steps in finishing and defining sequence of processes for productivity and quality	PC1. Review orders received from the supervisor as per style/product category/class PC2. Identify broad finishing operation required to the product class/category PC3. Split finishing operations for a particular style of product category into discrete processes or sub-processes (thread cutting, spotting, ironing, washing, dry cleaning etc.) PC4. Organize processes or sub-processes of finishing like thread cutting, spotting, etc. in a defined sequence to ensure productivity and quality PC5. Ensure availability of materials, resources, tools and equipments as needed for execution of his own task as per process sequence PC6. Report to the supervisor in case of any doubt or shortage of materials
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 finishing that support building organizational overall performance
B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge about operating and handling of finishing machines and equipments like washing machine, tagging, packing etc. KB2. Knowledge about solvents and chemicals, their shelf-life, etc. KB3. Knowledge about effect of different chemicals on product types, color fastness, etc. with respect to stain removing KB4. Knowledge about measurement of garments and its tolerance
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 finishing and the processes adopted for each style SA2. write letters, memos clearly and legibly with respect to planning the finishing process to be carried out
	Reading Skills
	The user/individual on the job needs to know and understand:

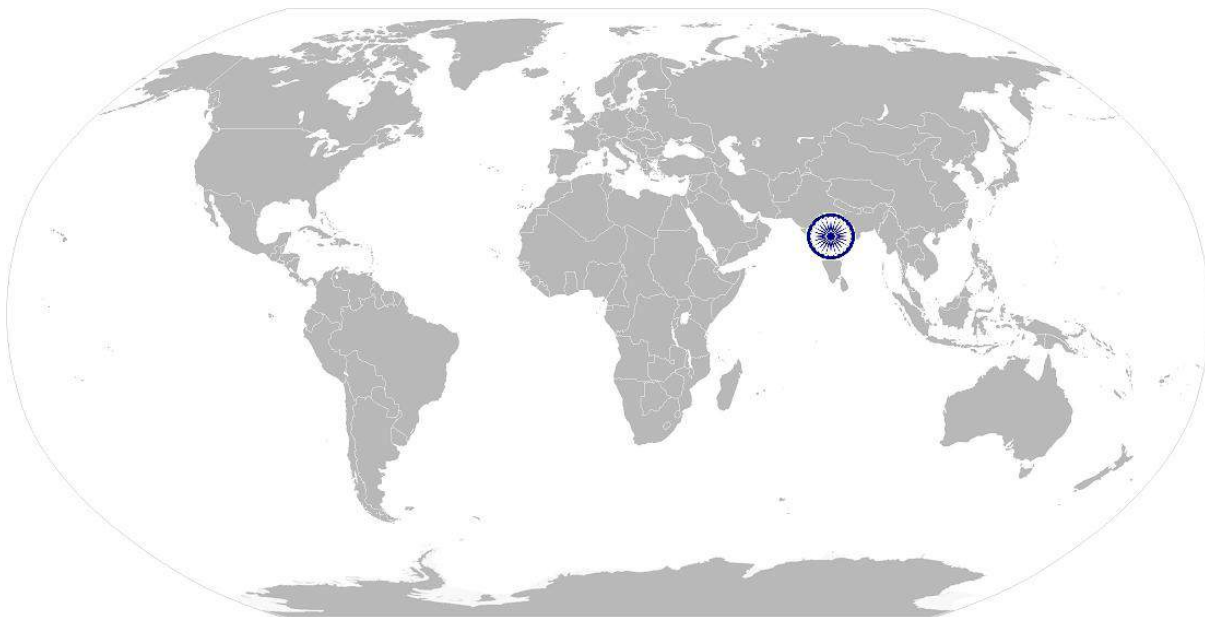
AMH/ N2255

Plan and organize finishing processes

	SA3. read and comprehend written instructions in the job card related to finishing of different product categories
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA4. communicate with superiors and colleagues appropriately SA5. Communicate with all relevant information in relation to the task of finishing in a logical sequence
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make appropriate decisions in relation to deciding the processes and sub-processes of finishing SB2. Take decisions keeping the company's capability and capacity in mind
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. plan and organize the finishing work to meet the target and deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. Plan the finishing process keeping customer requirements in mind SB5. build customer understanding of trust and cooperativeness by following the finishing process as per their requirements
	Problem Solving
	The user/individual on the job needs to know and understand: SB6. apply problem-solving approach in different situations 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. Analyze and accordingly identify which finishing process serves a better output SB10. identify root cause of a problem related to man, machine and material
	Critical Thinking
The user/individual on the job needs to know and understand how to: SB11. critically evaluate information gathered from various sources to arrive at a solution	

AMH/ N2255 **Plan and organize finishing processes**
NOS Version Control

NOS Code	AMH/ N2255		
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	Finisher	Next review date	21/03/16

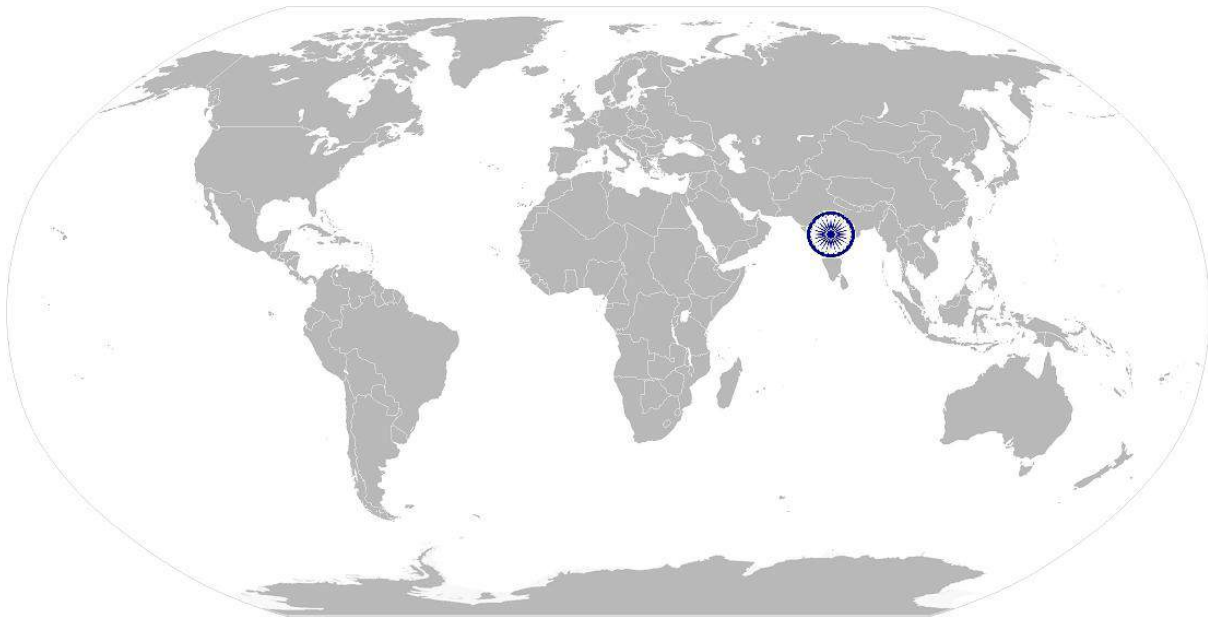


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AMH/ N2256

Perform finishing operations

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to perform the processes and/or sub-processes of finishing.

AMH/ N2256

Perform finishing operations

National Occupational Standard

Unit Code	AMH/ N2256
Unit Title (Task)	Perform finishing operations
Description	This unit provides performance criteria, knowledge & understanding, skills & abilities required to perform the processes and/or sub-processes of finishing operation.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Performing different processes of finishing like thread cutting, spotting etc.
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Performing different processes of finishing like thread cutting, spotting, etc.	PC1. Ensure there is no accumulation of materials at any process stage PC2. Check the products at predefined stages as per customer/company norms and standards PC3. Identify and rectify (if possible) the defects found PC4. Coordinate with supervisor who further coordinates with the planning and packing department to ensure materials are processed and delivered as per priority for delivery schedule PC5. Ensure standards, reference sample, templates etc. are available at respective process stages
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 finishing processes with innovative advices to enhance productivity and reduce wastages
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about correction of different types of stains with the help of stain removing chemicals product wise KB2. Knowledge about different types of customer labels, washing labels, size labels, tags etc. KB3. Basic knowledge of mathematical calculations with respect to the material consumption, wastage, etc. done in the finishing department
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. Document records related to tools, and equipments used in finishing. SA2. Write letter, memos etc. in a legible fashion. SA3. Maintain a record of the material consumption
	Reading Skills
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA4. Read and comprehend written instructions about working of machines and equipment.
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA5. communicate effectively with superiors and colleagues 	

AMH/ N2256

Perform finishing operations

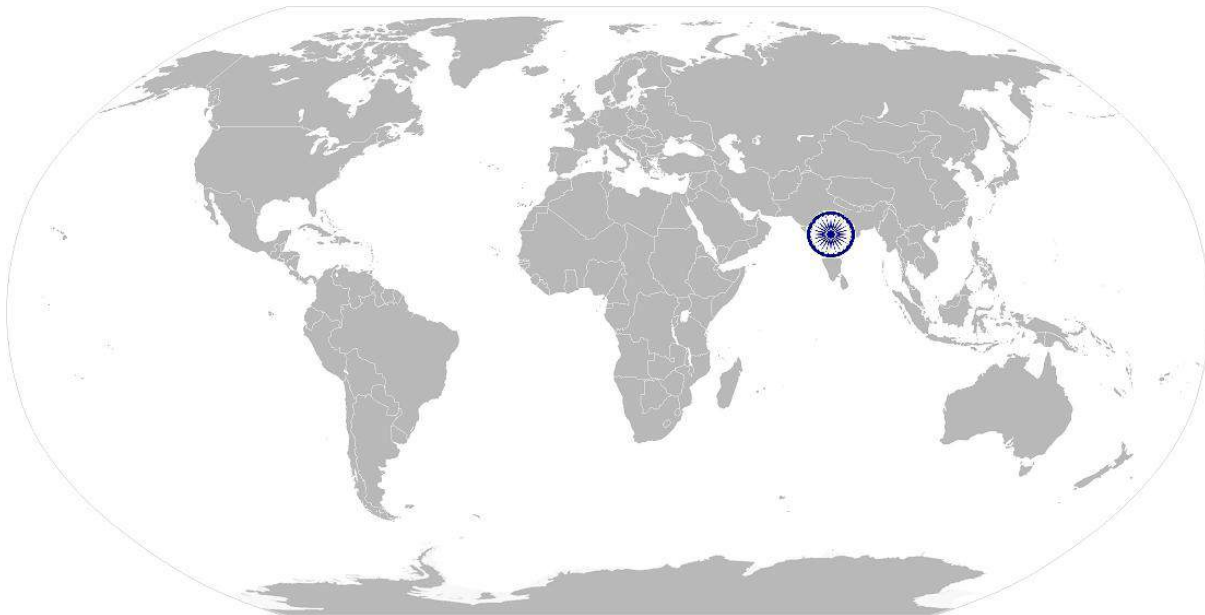
	SA6. Speaking in vernacular would serve as an advantage
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SB1. follow organization rule-based decision making that is suitable and serves as an advantage while finishing a particular style SB2. take decision with systematic course of actions and/or response
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. plan and organize the finishing process assigned to meet deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. understand customer requirements and their priority and respond as per their needs
	Problem Solving
	The user/individual on the job needs to know and understand: SB5. seek and Comprehend machine/process related inputs for clarification SB6. communicate effectively with aids of soft skill tools and techniques SB7. report and clarify doubts from the supervisor
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB8. Analyze the strategy to be adopted while working on the finishing process for a better output
Critical Thinking	
The user/individual on the job needs to know and understand: SB9. develop holistic and comprehensive profile of process performances based on segregated discrete information available	

AMH/ N2256

Perform finishing operations

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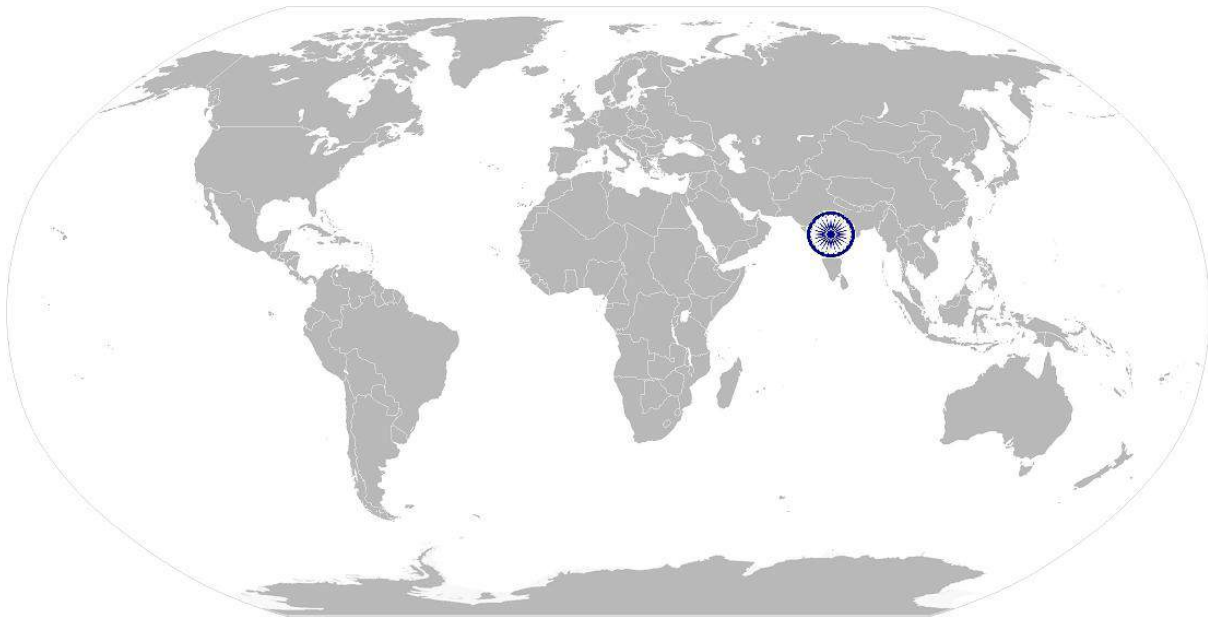
NOS Code	AMH/N2256		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Finisher	Next review date	21/03/16



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AMH/ N2257 Maintain health, safety and security in the finishing department

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to ensure the health, safety and security in the finishing department.

AMH/ N2257 Maintain health, safety and security in the finishing department

National Occupational Standard	Unit Code	AMH/ N2257
	Unit Title (Task)	Maintain health, safety and security in the finishing department
	Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to organize/maintain finishing work areas in line with health, safety and security concerns
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Hazards and Risks associated with the finishing process(es), medical emergencies and evacuation process
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Hazards and risks associated with the finishing process(es), medical emergencies and evacuation process	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, knife, stain removers etc. PC2. Ensure handling of tools and equipments safely and securely with the help of gloves, nose masks, etc. PC3. Establish and Ensure Process compliance to its requirements PC4. Check the workplace and work processes for potential risks and threats like physical injuries/disability if in direct contact with the chemicals, fire, etc. PC5. Participate in mock-drills/evacuation procedures organized at the workplace PC6. Undertake first-aid, fire-fighting, and emergency response training
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Knowledge about hazards related to damage to organization's assets and records KA2. Knowledge about product compliance requirements like standards for shade, color types, chemical permissible tolerance, etc.
	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 equipments like electric iron for electrical shock and heat burn KB2. Knowledge about chemical hazards for chemicals used in spotting (stain removing) like solvents for touch, smell, eye contact etc. KB3. Knowledge about fire hazards related to volatile solvents used in spotting like white petrol, acetone etc. KB4. Knowledge about MSDS and first aids related to chemicals coming accidentally in contact KB5. Knowledge about safe handling of tools and equipments like scissors, knives, etc.

AMH/ N2257 Maintain health, safety and security in the finishing department

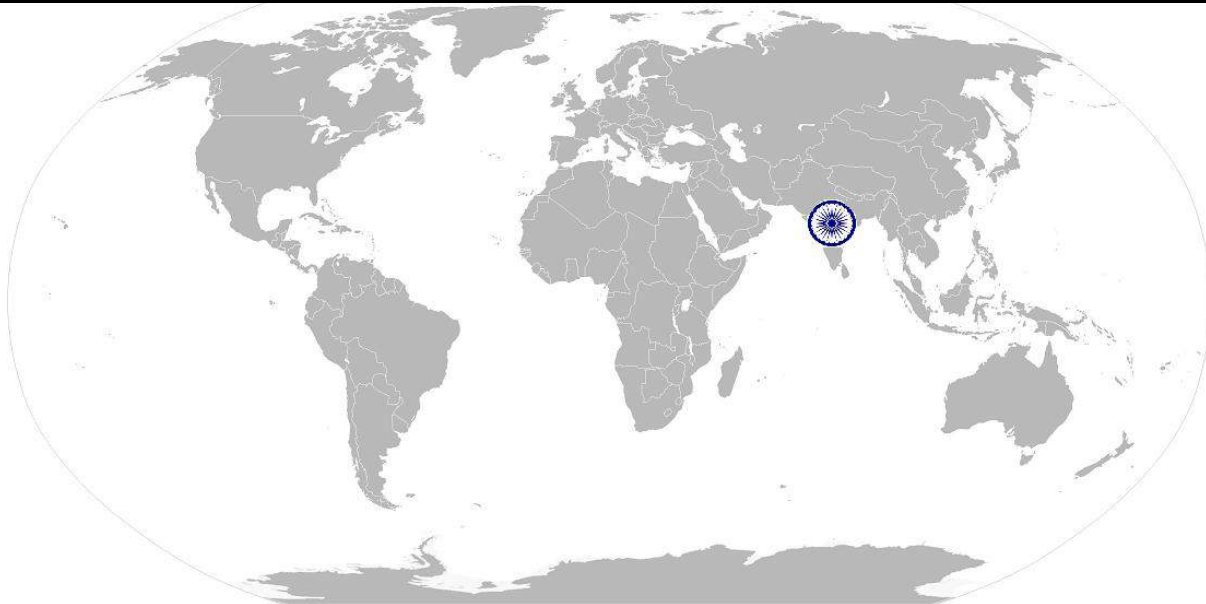
Skills (S)	
A. Core Skills /Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand: SA1. document records related to health, safety and security related information
	Reading Skills
	The user/individual on the job needs to know and understand: SA2. Read and comprehend written instructions related to safety issues SA3. Read, understand and follow the health and safety signage put in the organization
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand: SA4. seek information appropriately in order to understand the health and safety requirements and concerns SA5. able to speak in technical terms while discussing health and safety with the supervisors and/or co-workers	
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. take decision with systematic course of actions and/or response in case of any emergency
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. Plan and organize the evacuation procedures without any hassle
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. 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: SB5. seek and Comprehend health and security related inputs for clarification SB6. communicate effectively with aids of soft skill tools and techniques SB7. Seek information from supervisors in case of any doubt with respect to health and safety
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB8. Identify emergency situations SB9. Identify cause effect relationship
Critical Thinking	
The user/individual on the job needs to know and understand:	

AMH/ N2257 Maintain health, safety and security in the finishing department

	SB10. critically evaluate technical inputs in relation to safety and security intended SB11. develop holistic and comprehensive profile of products based on segregated discrete information available
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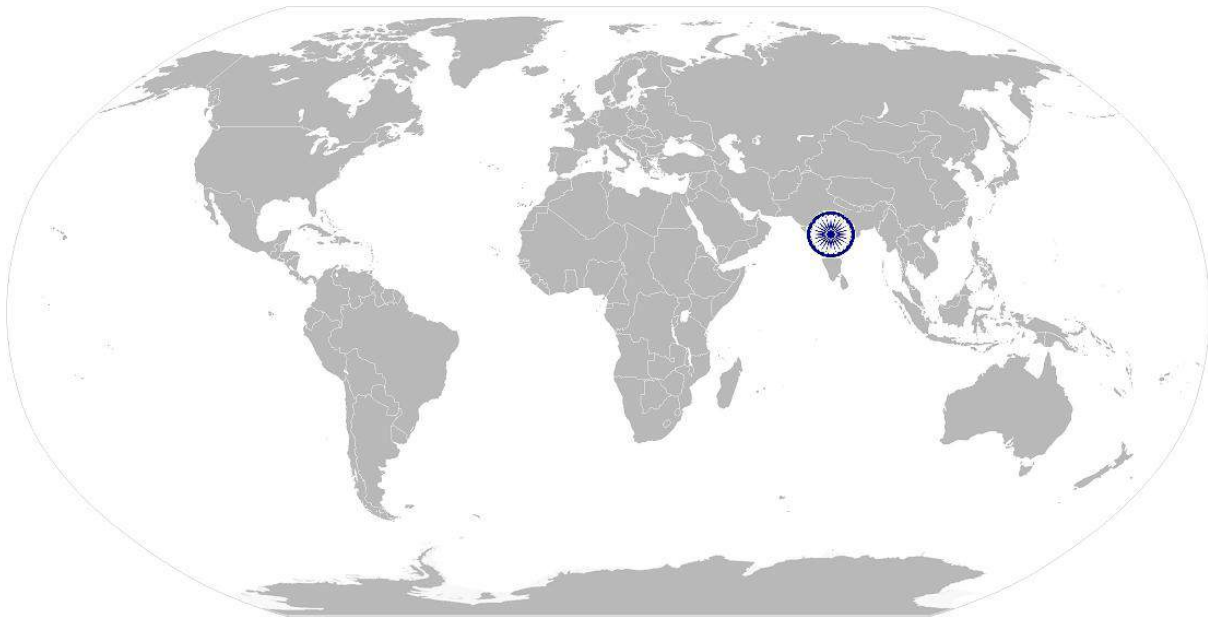
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NOS Code	AMH/N2257		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Finisher	Next review date	21/03/16



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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools 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

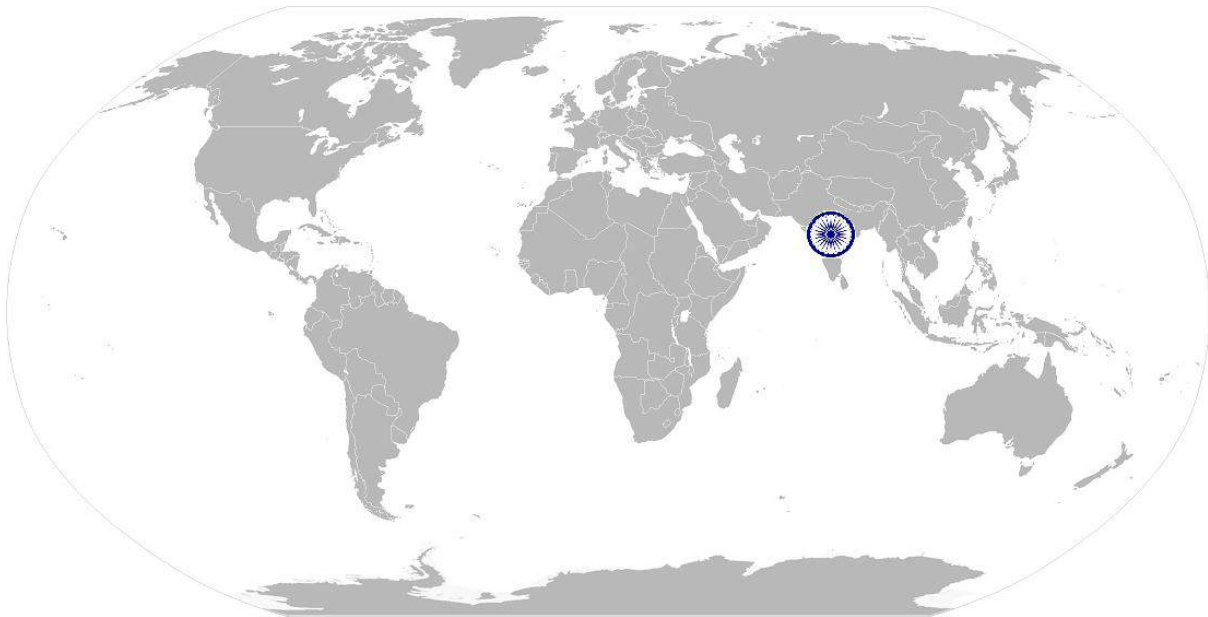
Maintain workarea, tools and machines

	<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

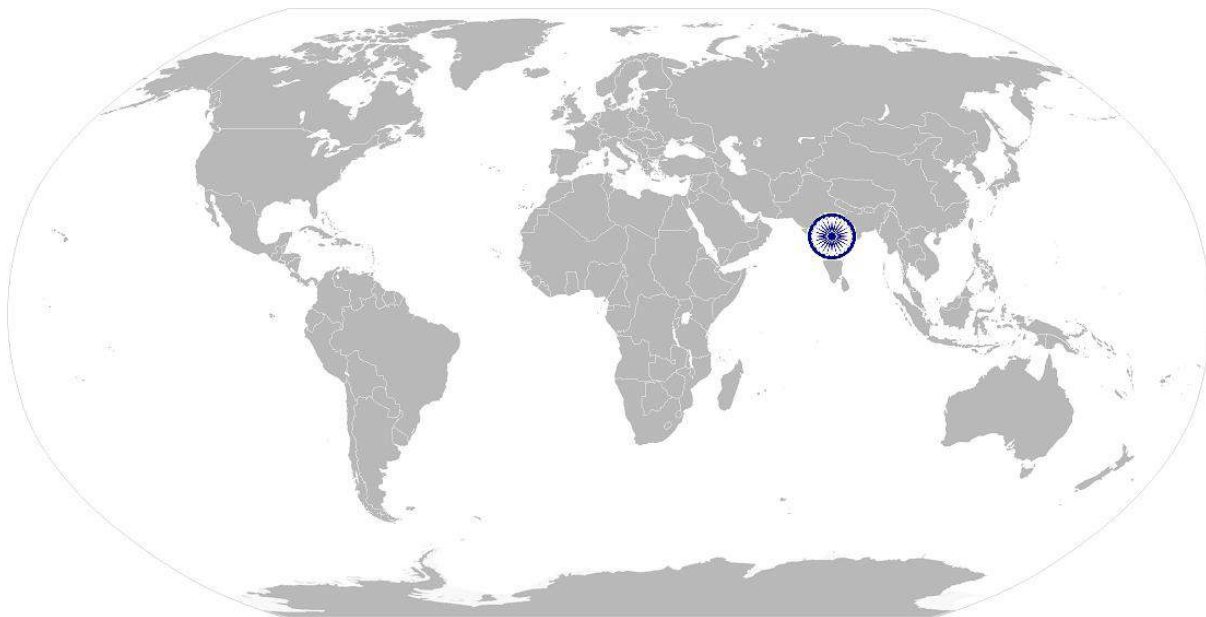
Maintain workarea, tools and machines

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



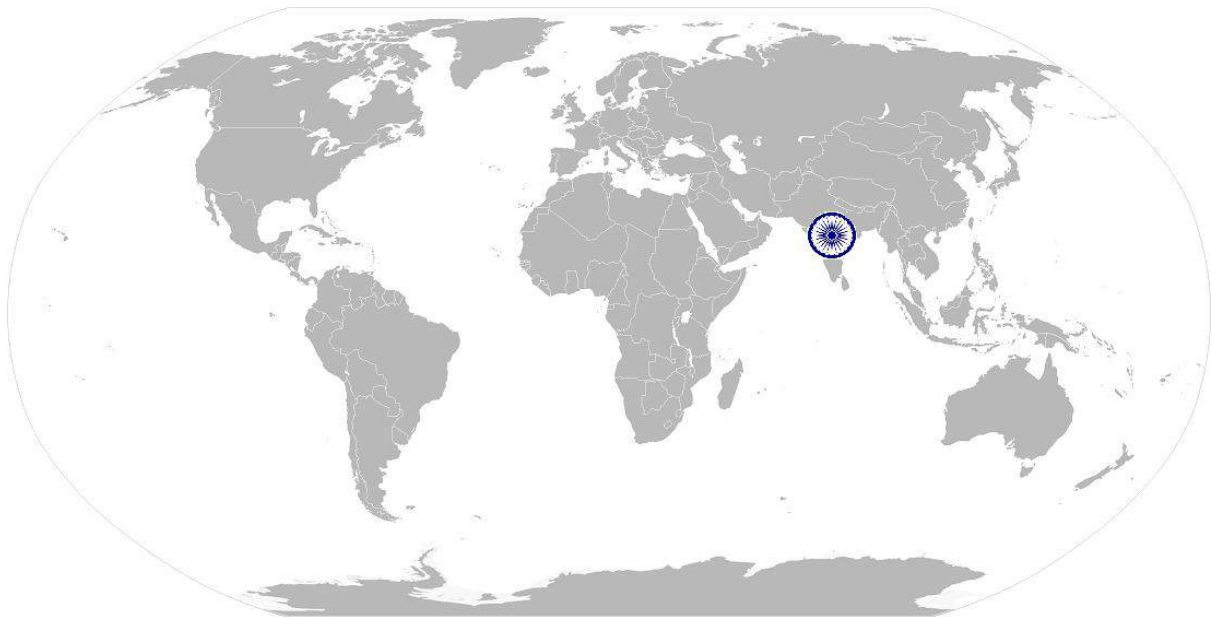
AMH/ N0102 **Maintain workarea, tools and machines**
NOS Version Control

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	Finisher	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

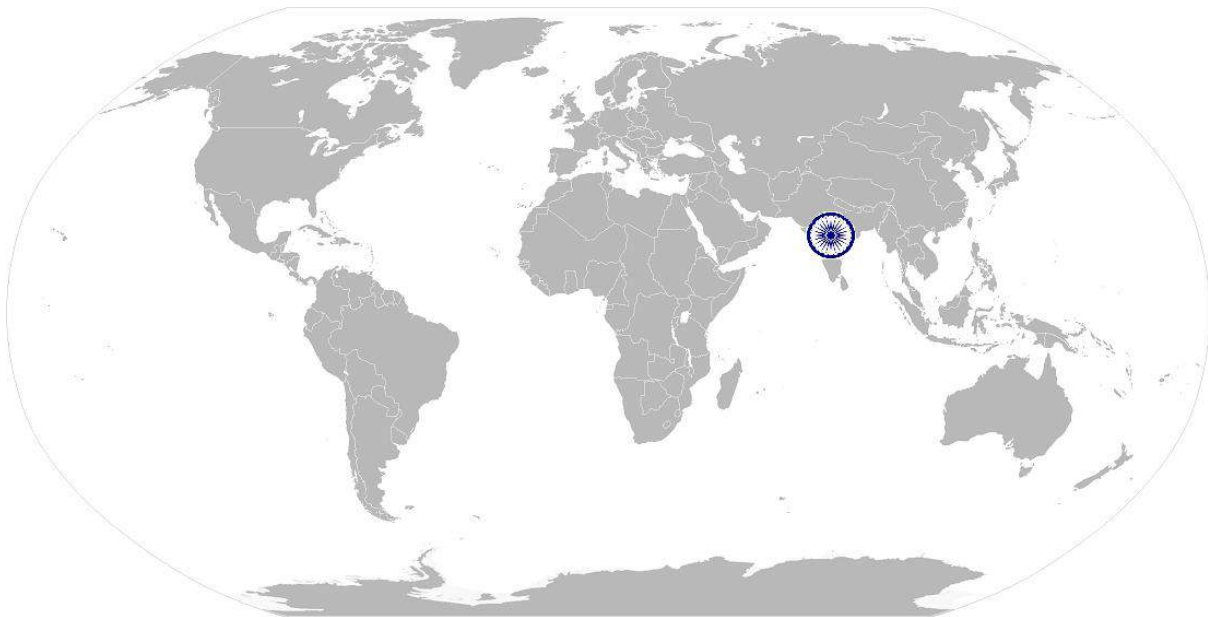
Unit Code	AMH/ N0104
Unit Title (Task)	Comply with industry, regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements at the workplace.
Scope	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	Finisher	Next review date	21/03/16



CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Finisher

Qualification Pack AMH/Q2255

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/N2255(Plan and organize finishing processes)	PC1. Review orders received from the supervisor as per style/product category/class	90	15	5	8	2
	PC2. Identify broad finishing operation required to the product class/category		16	6	8	2
	PC3. Split finishing operations for a particular style of product category into discrete processes or sub-processes (thread cutting, spotting, ironing, washing, dry cleaning etc.)		20	7	11	2
	PC4. Organize processes or sub-processes of finishing like thread cutting, spotting, etc. in a defined sequence to ensure productivity and quality		14	4	8	2
	PC5. Ensure availability of materials, resources, tools and equipments as needed for execution of his own tasks as per process sequence		15	5	9	1

	PC6. Report to the supervisor in case of any doubt or shortage of materials		10	3	6	1
			90	30	50	10
2. AMH/N2256 (Perform finishing operations)	PC1. Ensure there is no accumulation of materials at any process stage	105	20	6	13	1
	PC2. Check the products at predefined stages as per customer/company norms and standards		20	7	12	1
	PC3. Identify and rectify (if possible) the defects found		20	7	12	1
	PC4. Coordinate with supervisor who further coordinates with the planning and packing department to ensure materials are processed and delivered as per priority for delivery schedule		25	9	15	1
	PC5. Ensure standards, reference sample, templates etc. are available at respective process stages		20	6	13	1
			105	35	65	5
3. AMH/N2257 (Maintain health, safety and security in the finishing department)	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, knife, stain removers etc.	30	5	1.5	3	0.5
	PC2. Ensure handling of tools and equipments safely and securely with the help of gloves, nose masks, etc.		5	1.5	3	0.5
	PC3. Establish and Ensure Process compliance to its requirements		6	2.5	3	0.5
	PC4. Check the workplace and work processes for potential risks and threats like physical injuries/disability if in direct contact with the chemicals, fire,etc.		6	1	4	1
	PC5. Participate in mock-drills/evacuation procedures organized at the workplace		4	1.5	2	0.5

	PC6. Undertake first-aid, fire-fighting and emergency response training		4	1	2	1
			30	9	17	4
4. AMH/N0102 (Maintain workarea, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	40	3	0	2	1
	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	0	2	1
	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	1	1	1
	PC9. Ensure that the correct machine guards are in place		3	1	2	0
	PC10. Work in a comfortable position with the correct posture		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
			40	7	26	7
5. AMH/N0104 (Comply with industry, regulatory and organizational)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	35	7	2.5	4	0.5

requirements)	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel	6	1	3	2
	PC3. Apply and follow these policies and procedures within your work practices	7	2.5	4	0.5
	PC4. Provide support to your supervisor and team members in enforcing these considerations	7	1.5	5	0.5
	PC5. Identify and report any possible deviation to these requirements	8	1.5	6	0.5
	Total Marks	35	9	22	4
	300	90	180	30	