

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 – Line Supervisor Stitching

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

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

OCCUPATION: Line Supervisor -Stitching

REFERENCE ID: AMH/Q0601

ALIGNED TO: NCO-2004 / 7433.05

The Line Supervisor (Stitching) is a job role in stitching carrying out tasks as overall incharge of the assembly line, monitoring the production and quality of stitching processes.

Brief Job Description: Line in-charge or Line Supervisor (stitching) is responsible for monitoring production, quality and smooth running of assembly line composed of many stitchers working in team.

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 arithmetical calculations and measurement. He/she should possess good oral communication skills in vernacular.

Job Details	Qualifications Pack Code	AMH/Q0601		
	Job Role	Line Supervisor -Stitching		
	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	Supervising Stitching	Next review date	21/03/16
	NSQC Clearance on*	N.A		

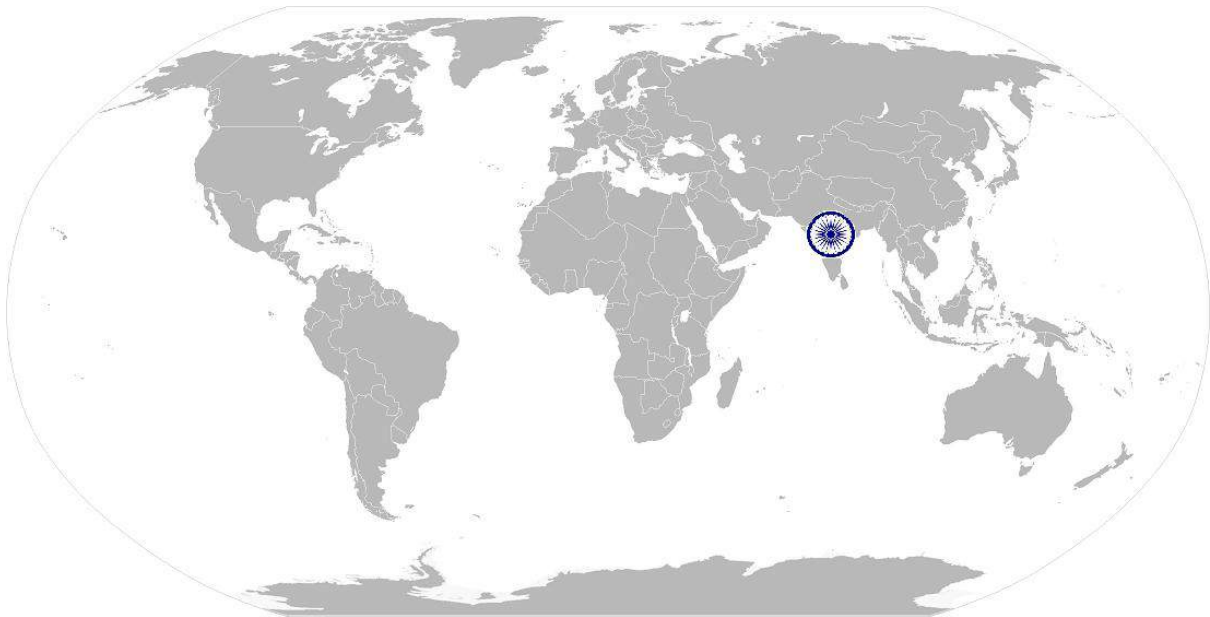
Job Role	Line Supervisor - Stitching
Role Description	This unit covers skills and knowledge required to perform the task of line supervisor in stitching
NSQF level	5
Minimum Educational Qualifications	Preferably, Graduate
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	N.A.
Minimum Job Entry Age	21 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/N0601(Plan and organize sewing processes) AMH/N0602(Supervise sewing operations) AMH/N0603(Maintain health,safety and security in the production 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

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 sewing processes.

AMH/ N0601
Plan and organize sewing processes

Unit Code	AMH/ N0601
Unit Title (Task)	Plan and organize sewing processes
Description	This unit is about planning and organizing stitching processes as per order received for a style
Scope	This unit/task covers the following: <ul style="list-style-type: none"> To identify the processes of stitching, line balancing and process setting
Performance Criteria(PC) w.r.t. the Scope	
Elements	Performance Criteria
To identify the processes of stitching, line balancing and process setting	<p>PC1. Review orders received from Production Planning as per style/product category/class</p> <p>PC2. Identify broad stitching operation required to sew the product class/category</p> <p>PC3. Split sewing operation for a particular style of product category into discrete stitching processes for component sewing (like, pocket attaching, side joining, collar sewing etc.)</p> <p>PC4. Organize processes or sub-processes in assembly line sequence to ensure productivity, easy monitoring and quality</p> <p>PC5. Ensure availability of materials, resources, tools and equipments as needed for execution of tasks as per assembly line sequence</p> <p>PC6. Allocate manpower (operators, helpers etc.) based on skill-set and suitability for distinct processes or sub-processes</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 customer defined and/or organization norms and tolerance for product conformance</p> <p>KA2. Knowledge to organize processes operating to build organizational overall performance</p> <p>KA3. Knowledge about the availability and the number of stitching machines on the production floor and related tools required</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge about operation of different sewing machines like SNLS, DNLS, Flat lock etc.</p> <p>KB2. Knowledge of the raw materials, product construction (like garments, made ups and home furnishing articles etc.) and the cost associated with each style.</p> <p>KB3. Knowledge about the sequence of sewing cut panels depending on each style</p> <p>KB4. Knowledge about different types of production systems and their efficiency according to the order of the style received like assembly line system, make through system, progressive bundle system, etc.</p> <p>KB5. Knowledge about the various tools required along with the stitching machines like scissors, thread cutters, measuring tape, etc.</p> <p>KB6. Knowledge about SAM and basic mathematical calculations required to calculate SAM and other related tasks in context of stitching supervision</p>
Skills (S)	

AMH/ N0601

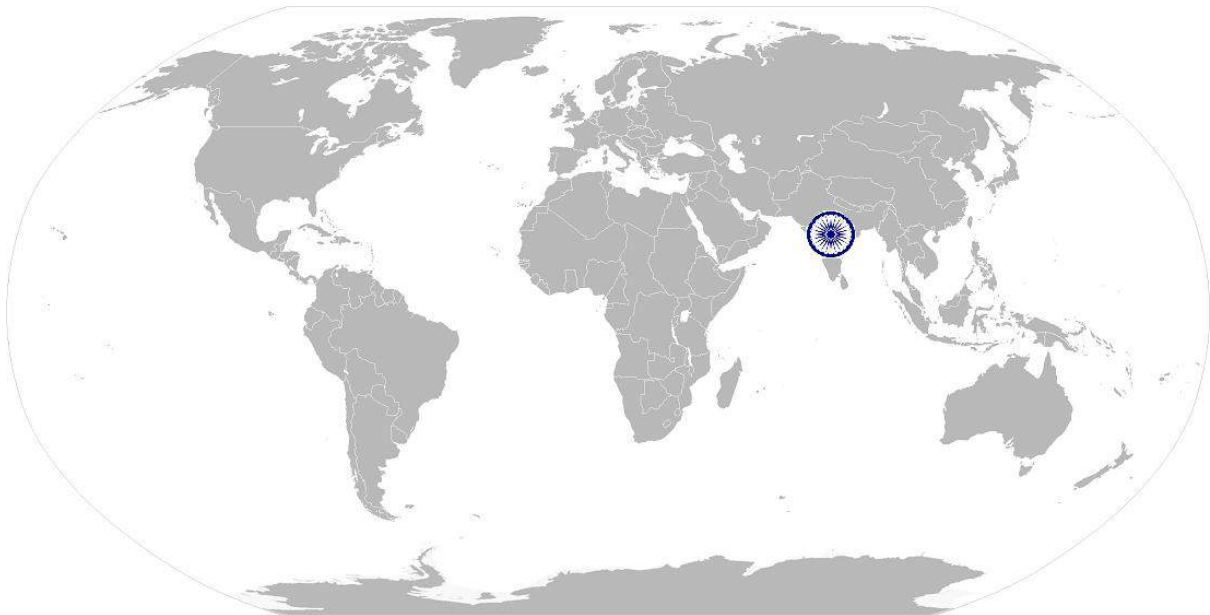
Plan and organize sewing processes

A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: SA1. document records related to production and number of orders for each style SA2. write letters, memos, mails clearly and legibly for self and other departments' references SA3. Note down the SAM for each style after calculation
	Reading Skills
	The user/individual on the job needs to know and understand: SA4. read and comprehend the techpack received SA5. Read and comprehend the bills of materials and act accordingly for garment manufacturing process (stitching)
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA6. communicate with superiors, colleagues and juniors appropriately SA7. Provide a detailed information in a logical sequence to the workers describing the style that has to be stitched
	B. Professional Skills
Decision Making	
The user/individual on the job needs to know and understand how to: SB1. Make decisions for selection and arrangement of machines for line balancing after considering the relative cost SB2. Make appropriate and logical decisions when allocating work to the workers	
Plan and Organize	
The user/individual on the job needs to know and understand: SB3. plan and organize the work to meet targets for productivity and quality SB4. Plan and organize the allocation of working depending on the skill set of workers	
CustomerCentricity	
The user/individual on the job needs to know and understand how to: SB5. understand customer requirement for product quality, product quantity and delivery priority SB6. Tally the final product with techpack and sample approved to see if it meets the customer requirements	
Problem Solving	
The user/individual on the job needs to know and understand how to: SB7. apply problem-solving approaches to organize the stitching process sequence with machines and processes increasing productivity and quality SB8. understand anomalies and non-conformances to products and processes and discuss with the concerned heads and departments SB9. seek clarification on problems from other departments as well when in doubt	
Analytical Thinking	

AMH/ N0601

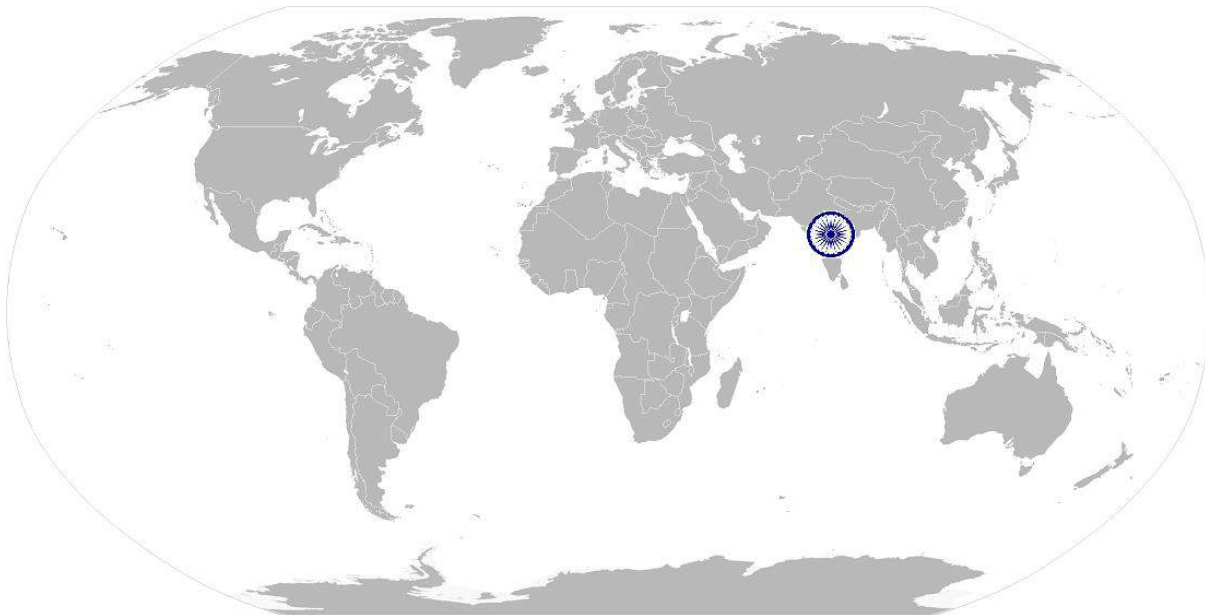
Plan and organize sewing processes

	The user/individual on the job needs to know and understand how to: SB10. identify root cause of a problem related to man, machine and material used during production (stitching) SB11. Analyze the method of production system used for manufacturing a particular style, its efficiency, advantage to the organization, etc.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB12. Critically evaluate the requirements of techpack with respect to the availability of man and machines in the organization SB13. critically evaluate information gathered from various sources to arrive at a solution



AMH/ N0601 **Plan and organize sewing processes**
NOS Version Control

NOS Code	AMH/ N0601		
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	Line Supervisor	Next review date	21/03/16

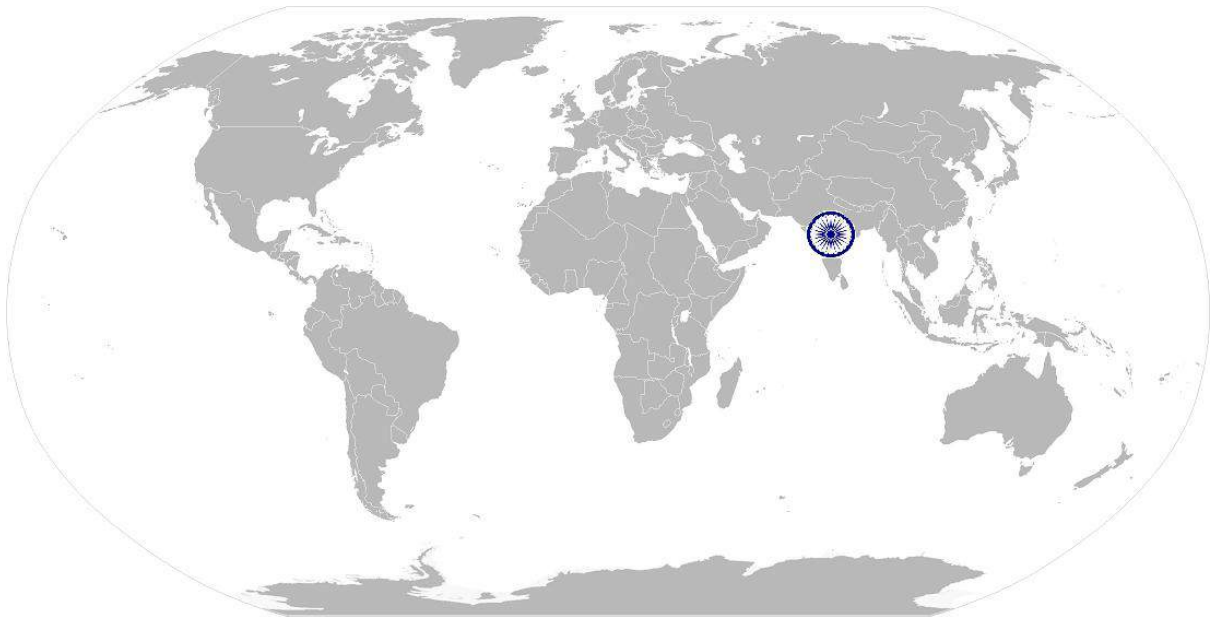


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AMH/ N0602

Supervise sewing operations

National Occupational Standard



Overview

This unit is about supervising the sewing operations to ensure productivity and quality.

AMH/ N0602

Supervise sewing operations

National Occupational Standard

Unit Code	AMH/ N0602
Unit Title (Task)	Supervise sewing operations
Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to supervise the sewing line processes.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> supervising the process to ensure productivity, quality and delivery of products
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Supervising the process to ensure productivity, quality and delivery of products	PC1. Ensure there is no accumulation of materials at any process stage PC2. Ensure the workload is equitably distributed as per skill-set, speed and performance PC3. Ensure the products are checked at predefined stages as per customer/company norms and standards PC4. Ensure materials are processed as per priority for delivery schedule PC5. Ensure standards, reference sample, templates etc. are available at respective process stages PC6. Maintain records for production and quality
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 supervising processes with in-time supports and creative ideas to enhance productivity and reduce wastages KA2. Knowledge about the most efficient production system on the basis of past experience on various styles KA3. Knowledge about maintaining healthy relationship amongst workers
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about different attachments to machines like Special Folder, Special Pressure Foot etc. KB2. Knowledge about different settings and adjustments to sewing machines like needle, stitch per inch, etc. KB3. Knowledge about trouble shooting of faults KB4. Knowledge about the various stitching defects and how to rectify them, maintaining the quality parameters
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 records of any changes or repairs done while supervising the production department SA2. communicate with other departments in writing in cases of any product requirements or returns
	Reading Skills
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA3. Read and comprehend written instructions about working of guidelines,

AMH/ N0602

Supervise sewing operations

	<p>procedures and rules.</p> <p>SA4. Read and comprehend the requirements and their urgency from other departments</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA5. listen effectively and orally communicate information accurately</p> <p>SA6. ask for clarification and advice from others in the team and heads</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 while supervising the production line</p> <p>SB2. take sensible and mature decisions related to workers in such a way that the working of the production line remains unaffected</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB3. Plan and organize the working in the production line to meet daily production target</p> <p>SB4. Plan and organize the layout of the production line to maintain a smooth and disciplined workflow</p> <p>SB5. Directly supervise and coordinate the activities of production line and operating workers such as machine setters and precision workers</p> <p>SB6. Plan and organize the work to meet the stitching quality</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. understand customer requirements and their priority and respond as per their needs</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB8. seek and comprehend machine and production related inputs for clarification</p> <p>SB9. Seek and clarify any ill-feelings amongst workers</p> <p>SB10. guide maintenance team in detection of machine problems and correction of faults</p> <p>SB11. Provide clarifications to workers who are in doubt</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB12. apply domain information about maintenance processes and technical knowledge about machines and production line</p> <p>SB13. Analyze the level of seriousness and efficiency of work performed by each worker</p>
	<p>Critical Thinking</p>
	<p>The user/individual on the job needs to know and understand:</p>

AMH/ N0602

Supervise sewing operations

	SB14. critically evaluate inputs in relation to production and maintenance effectiveness SB15. Be critical while supervising the working at the production floor for a better output
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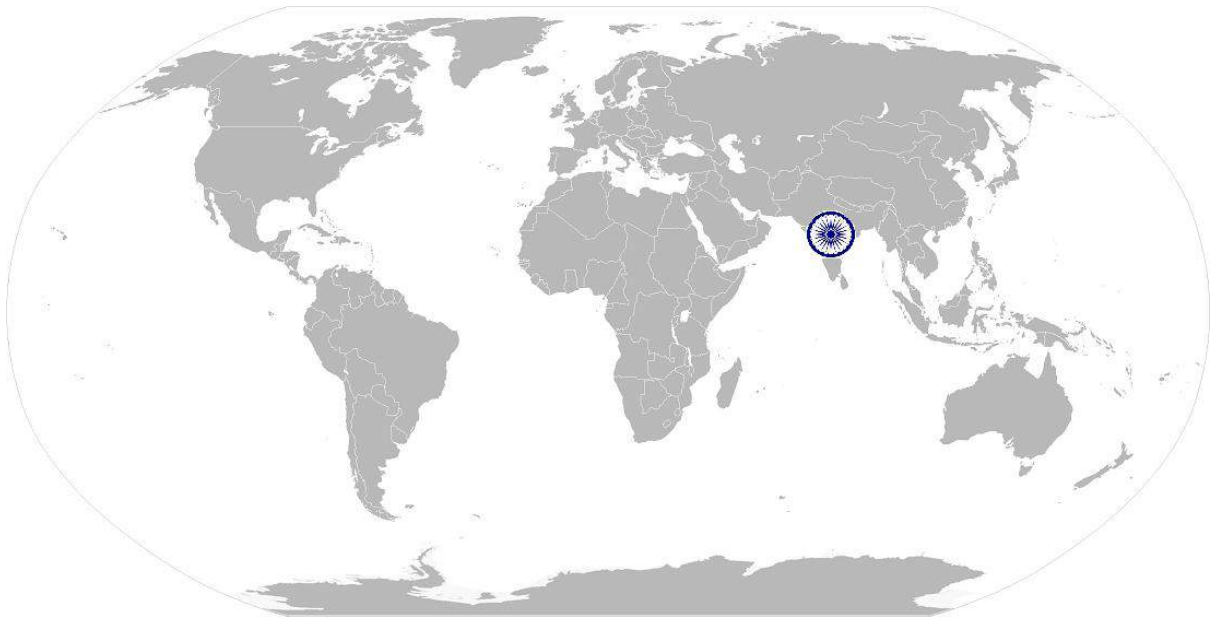
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NOS Code	AMH/ N0602		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Line Supervisor	Next review date	21/03/16



AMH/ N0603 Maintain health, safety and security in the production department

National Occupational Standard



Overview

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

AMH/ N0603 Maintain health, safety and security in the production department

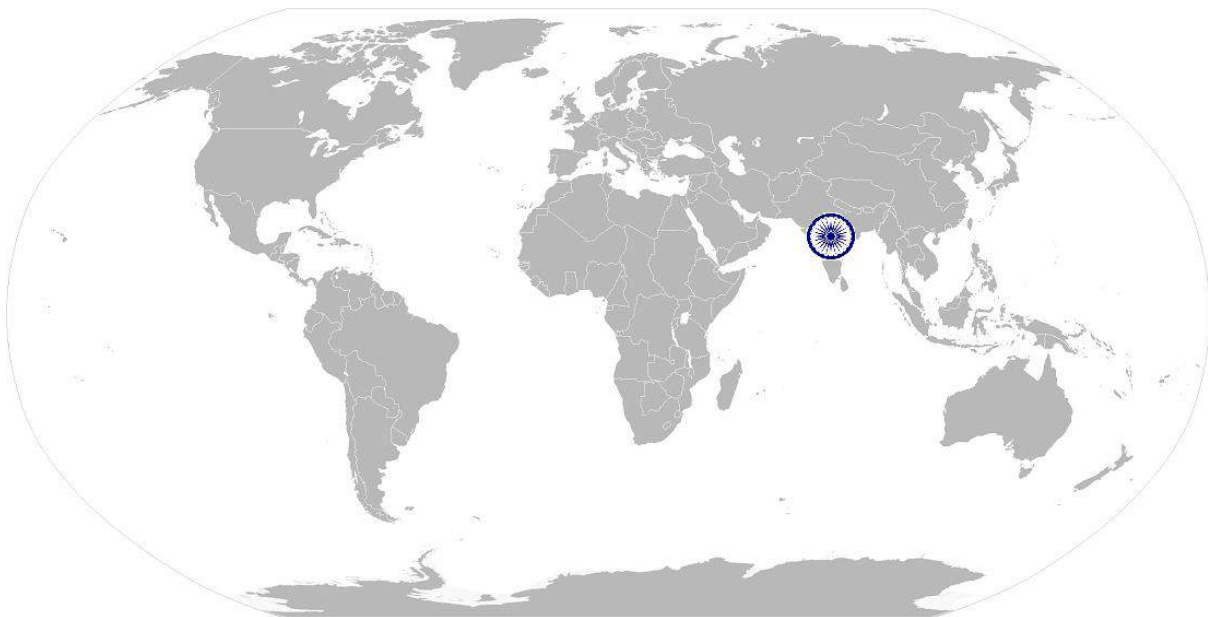
National Occupational Standard	Unit Code	AMH/ N0603
	Unit Title (Task)	Maintain health, safety and security in the production department
	Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to organize/maintain work to ensure it complies with health, safety and security concerns to the production workplace.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Identifying health and safety hazards and ensuring mechanism to safeguard against hazards
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Identifying health and safety hazards and ensuring mechanism to safeguard against hazards	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, sewing machines, thread cutters, scissors, etc. PC2. Ensure handling of tools and equipments safely and securely like insulating pad (electric iron) etc. PC3. Establish and Ensure Process compliance to its requirements PC4. Monitor the workplace and work processes for potential risks and threats like shot circuits, 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 the safety equipments and signage installed in the organization
	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 sewing machines, thread cutters, scissors, etc. KB2. Knowledge about safe handling of tools and equipments like scissors, needles, etc. KB3. Knowledge about the PPE required during stitching and ensuring that it is used by every worker on the floor
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 records related to tools, equipments and machines used in sewing. SA2. Maintain records related to any health safety incidents/accidents 	
	Reading Skills	
The user/individual on the job needs to know and understand:		

AMH/ N0603 Maintain health, safety and security in the production department

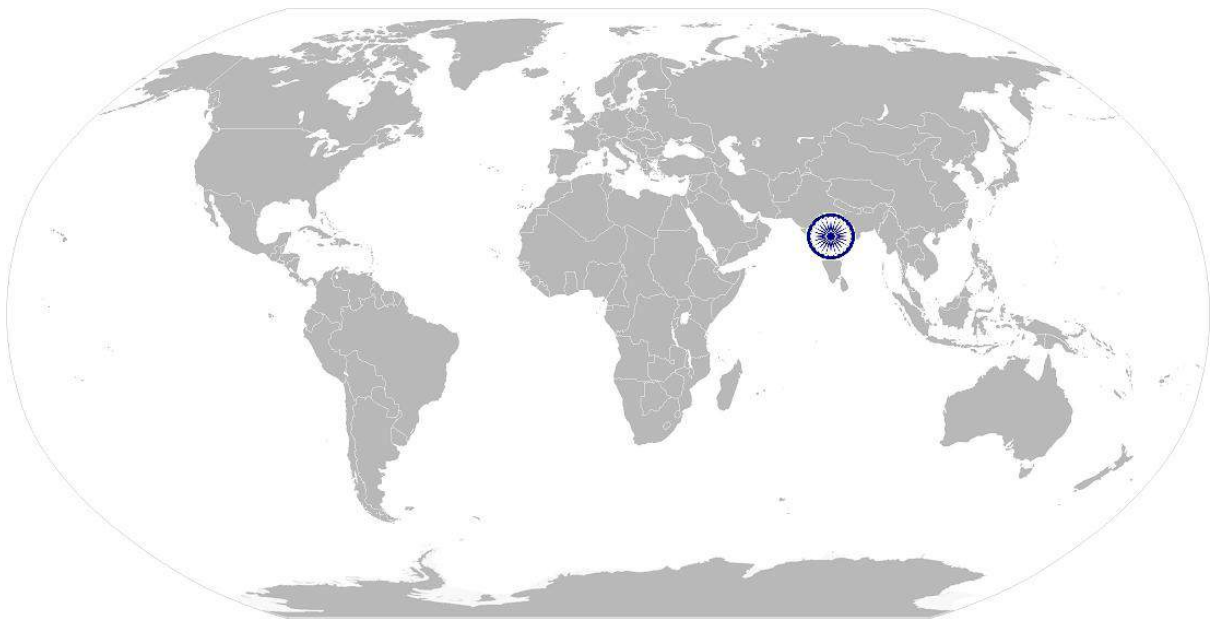
	<p>SA3. Read and comprehend written instructions about safe working of machines and equipment.</p> <p>SA4. Read and comprehend the safety signage put in the organization</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA5. communicate effectively with superiors, colleagues and juniors</p> <p>SA6. able to speak in vernacular while using technical terms regarding health and safety when explaining the health and safety norms to the workers</p>
B. Professional Skills	<p>Decision Making</p>
	<p>On the job the individual needs to be able to:</p> <p>SB1. Make appropriate and timely decision in responding to emergencies/ accidents in line with organization</p> <p>SB2. Decisions related to stitching operations should directly and closely involve safety requirements and protocols</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB3. plan processes and encourage exchange of ideas/inputs related to health, safety and security</p> <p>SB4. Keep production work area free from potential work hazards like fire, shot circuit, etc. by training workers on norms and practices related to health and safety</p>
	<p>CustomerCentricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>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)</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB6. clarification on the safety tools/processes to be used</p> <p>SB7. demonstrate the procedure of safely handling the equipment</p> <p>SB8. Provide necessary information regarding health and safety equipments and signage put up in the organization</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB9. Identify, record, report and rectify (if able to) the malfunctions of the tools and machines</p> <p>SB10. Analyze the cause of any damage taken place and take required safety measures</p>
	<p>Critical Thinking</p>
<p>The user/individual on the job needs to know and understand:</p> <p>SB11. Critically observe the damage caused, the reason behind it and effect of the accident</p>	

AMH/ N0603 Maintain health, safety and security in the production department
NOS Version Control

NOS Code	AMH/ N0603		
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	Line 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 work areas and activities to ensure tools 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 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

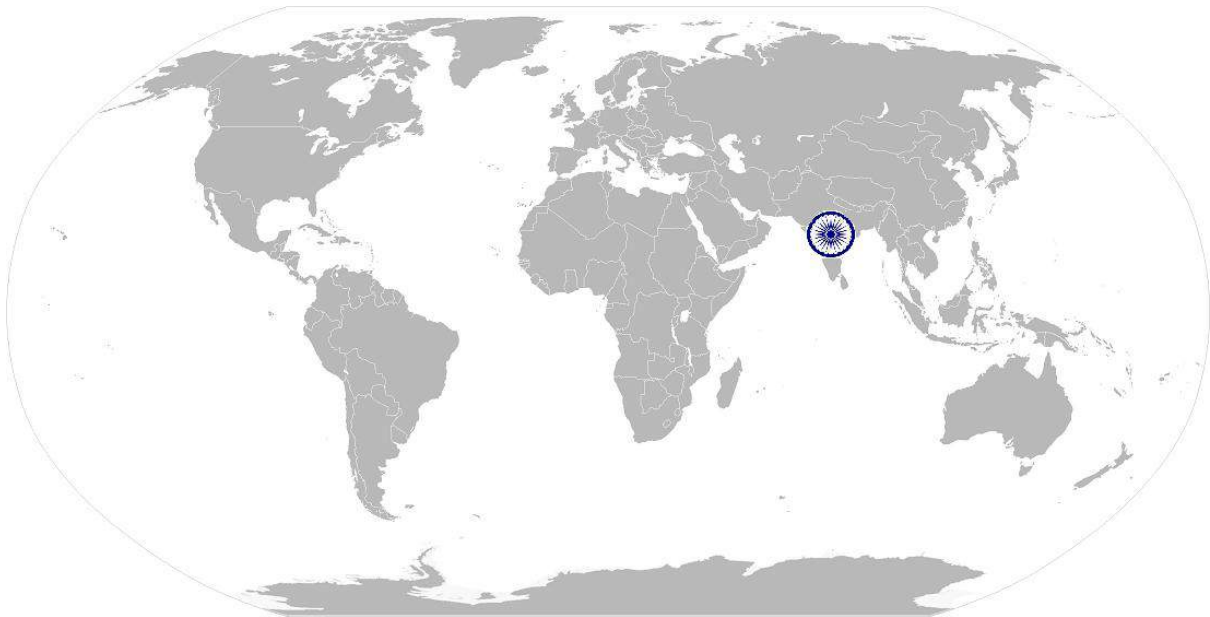
Maintain workarea, tools and machines

	instructions KB3. Relation between work role and the overall manufacturing process KB4. The importance of taking action when problems are identified KB5. Different ways of minimizing waste KB6. The importance of running maintenance and regular cleaning KB7. Effects of contamination on products i.e. Machine oil, dirt KB8. Common faults with equipment and the method to rectify KB9. Maintenance procedures KB10. Hazards likely to be encountered when conducting routine maintenance KB11. Different types of cleaning equipment and substances and their use KB12. Safe working practices for cleaning and the method of carrying them out
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

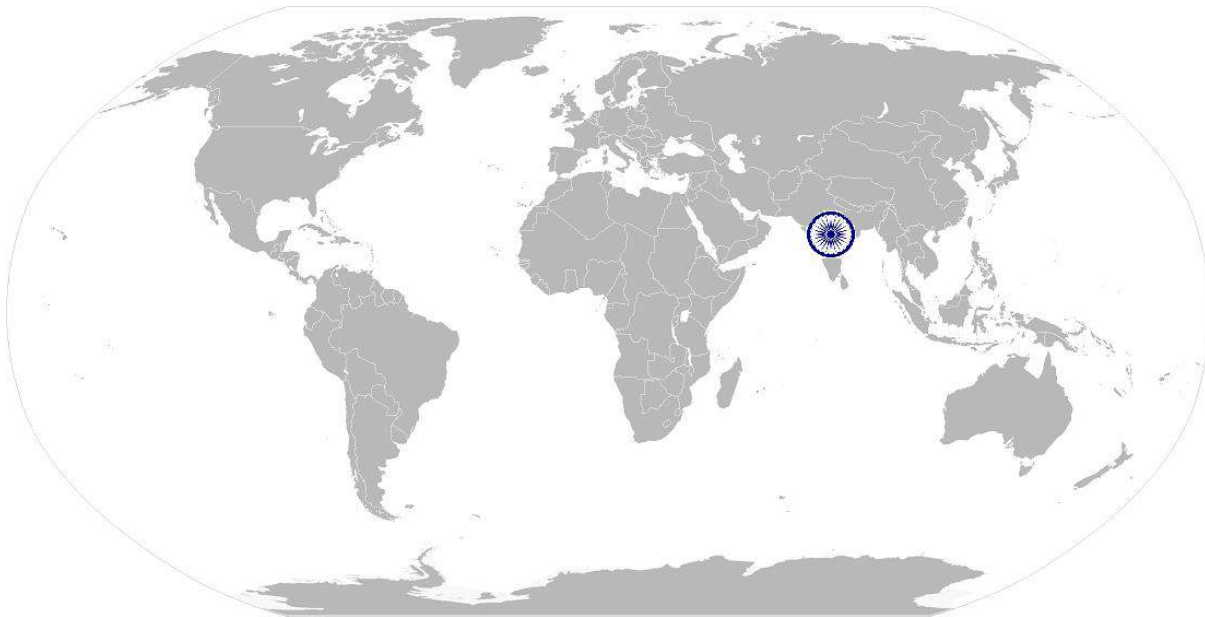
Maintain workarea, tools and machines

	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



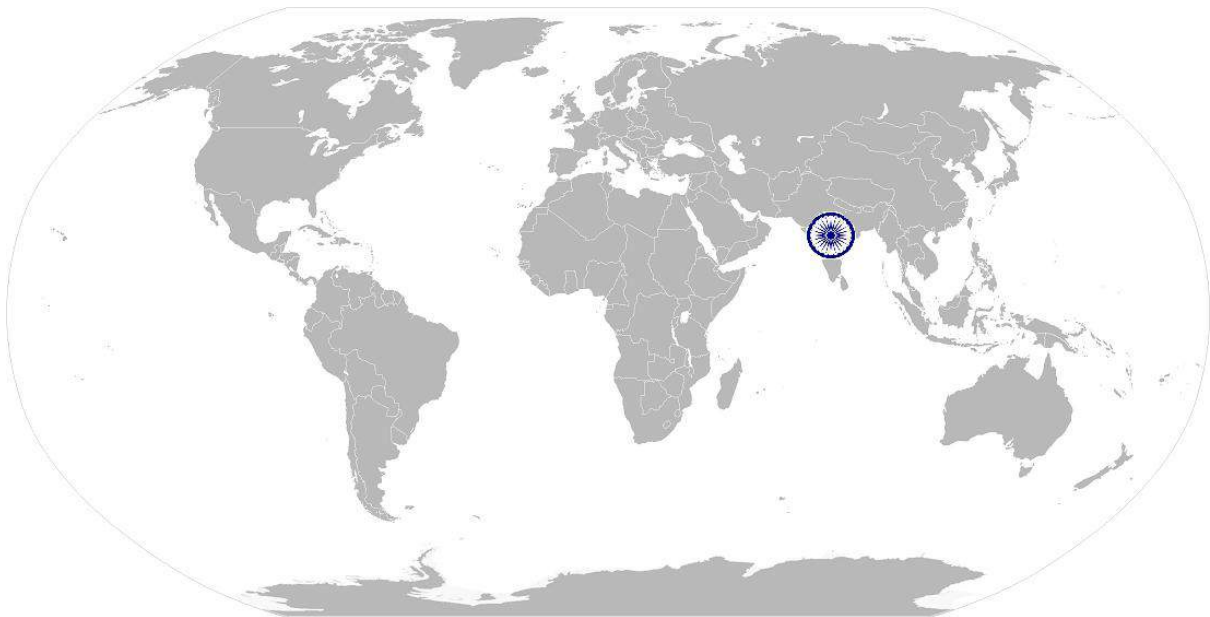
AMH/ N0102 Maintain workarea, tools and machines
NOS Version Control

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	Line Supervisor	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)	
	Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1.The importance of having an ethical and value-based approach to governance KA2.Benefits to your company and yourself due to practice of these procedures KA3.The importance of punctuality and attendance KA4.Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> Legal and ethical requirements Procedures to follow if someone does not meet the requirements KA5.Customer specific requirements mandated as a part of your work process
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1.Country / customer specific regulations for your sector and their importance KB2.Reporting procedure in case of deviations KB3. Limits of personal responsibility
Skills (S) w.r.t the scope		
Elements	Skills	
A. Core Skills/ Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company 	
	Reading Skills	
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. Read and comprehend the organizational documents pertaining to rules and procedures SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc. 	

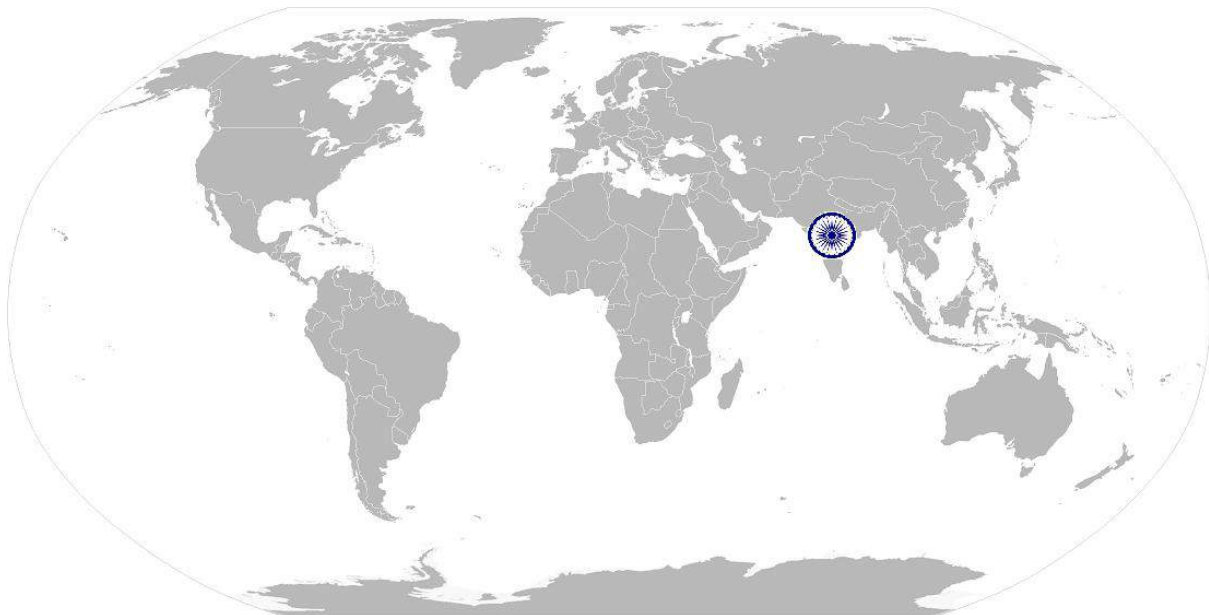
AMH/N0104

Comply with industry, regulatory and organizational requirements

	SA4. Read in the local language as applicable SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to: SA6. Positively influence the team members into following procedures
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Take appropriate decisions related to responsibilities
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Plan and manage work routine based on company procedure
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB3. Ensure and follow organizational procedures and policies
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB4. Evaluate and seek and obtain clarification from the superiors
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Apply balanced judgment to different situations
	Critical Thinking
The user/individual on the job needs to know and understand how to: SB6. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	

AMH/N0104 **Comply with industry, regulatory and organizational requirements**
NOS Version Control

NOS Code	AMH/N0104		
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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
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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Line Supervisor - Stitching

Qualification Pack AMH/Q0601

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/N0601 (Plan and organize Sewing processes)	PC1. Review orders received from Production Planning as per style/product category/class	80	15	6	7	2
	PC2. Identify broad stitching operation required to sew the product class/category		13	4	6	3
	PC3. Split sewing operation for a particular style of product category into discrete stitching processes for component sewing (like, pocket attaching, side joining, collar sewing etc.)		15	5	8	2
	PC4. Organize processes or sub-processes in assembly line sequence to ensure productivity, easy monitoring and quality		13	5	7	1
	PC5. Ensure availability of materials, resources, tools and equipments as needed for execution of tasks as per assembly line sequence		12	2	9	1

	PC6. Allocate manpower (operators, helpers etc.) based on skillset and suitability for distinct processes or sub-processes		12	3	8	1
			80	25	45	10
2. AMH/N0602 (Supervise sewing operations)	PC1. Ensure there is no accumulation of materials at any process stage	100	16	5	10	1
	PC2. Ensure the workload is equitably distributed as per skillset, speed and performance		15	5	9	1
	PC3. Ensure the products are checked at predefined stages as per customer/company norms and standards		17	5	11	1
	PC4. Ensure materials are processed as per priority for delivery schedule		18	5	12	1
	PC5. Ensure standards, reference sample, templates etc. are available at respective process stages		15	5	9	1
	PC6. Maintain records for production and quality		19	7	11	1
			100	32	62	6
3. AMH/N0603 (Maintain health, safety and security in the production department)	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, sewing machines, thread cutters, scissors, etc.	30	5	1.5	3	0.5
	PC2. Ensure handling of tools and equipments safely and securely like insulating pad (electric iron) etc.		5	2	2	1
	PC3. Establish and Ensure Process compliance to its requirements		6	2.5	2	1.5
	PC4. Monitor the workplace and work processes for potential risks and threats like shot circuits, fire, etc.		6	2	3	1
	PC5. Participate in mock-drills/evacuation procedures organized at the workplace		4	0.5	3	0.5

	PC6. Undertake first-aid, fire-fighting and emergency response training		4	0.5	3	0.5
			30	9	16	5
4. 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	1	2	0
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		3	0.5	2	0.5
	PC5. Maintain tools and equipment		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	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	8	27	5	
5. AMH/N0104 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	5	1	3	1

	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		4	1	2	1
	PC3. Apply and follow these policies and procedures within your work practices		4	1	3	0
	PC4. Provide support to your supervisor and team members in enforcing these considerations		6	2	3	1
	PC5. Identify and report any possible deviation to these requirements		6	1	4	1
	Total Marks		25	6	15	4
		275		80	165	30