

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

Contact Us:

AMHSSC, Apparel House, Sector – 44, Institutional Area, Gurgaon 122003, Haryana
E-mail: ceo@sscamh.in



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Introduction

Qualifications Pack – Processing Supervisor (Dyeing & Printing)

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

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

OCCUPATION: Processing Supervisor (Dyeing& Printing)

REFERENCE ID: AMH/Q0615

ALIGNED TO: NCO-2004 / 8268.90

The Processing Supervisor is a job role in wet processing. He is an overall incharge of processes related to dyeing and printing of textile products monitoring production, quality and timely delivery of products suitable for next operations.

Brief Job Description: Processing Supervisor (Dyeing & Printing) is responsible for monitoring production, quality and smooth operation of processes beginning with development of recipe to execution of processes with junior management cadres working as a team. He also ensures discharge of effluents as per defined statutory norms.

Personal Attributes: He/she should have good interpersonal skills, vigilant and good eye sight to detect defects or abnormality in the process. He/she should be keen on learning with aptitude in chemistry. He/she should possess good oral communication skills in vernacular and simple english.

Job Details	Qualifications Pack Code	AMH/Q0615		
	Job Role	Processing Supervisor (Dyeing & Printing)		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
	Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	24/05/15
	Occupation	Supervisor- Processing	Next review date	21/03/16
	NSQC Clearance on*	N.A		

Job Role	Processing Supervisor (Dyeing & Printing)
Role Description	This unit covers skills and knowledge required to perform the task of supervisor in charge of processing section comprising processes from dyeing, printing, hydro extraction to drying
NSQF level	5
Minimum Educational Qualifications	Preferably, Standard XII
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	N.A.
Minimum Job Entry Age	21 years
Experience	Preferably having worked 2-3 years in apparel, made ups or home furnishing factory
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N0615(Plan and organize materials to be dyed and printed as per customer requirements and dyes and chemicals) AMH/N0616(Develop recipe for dyeing and printing as per the customer requirement or pantone shade) AMH/N0617(Supervise the process of dyeing and printing as per plan received from production planning) AMH/N0618(Maintain health, safety and security in the processing department) 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 OS units

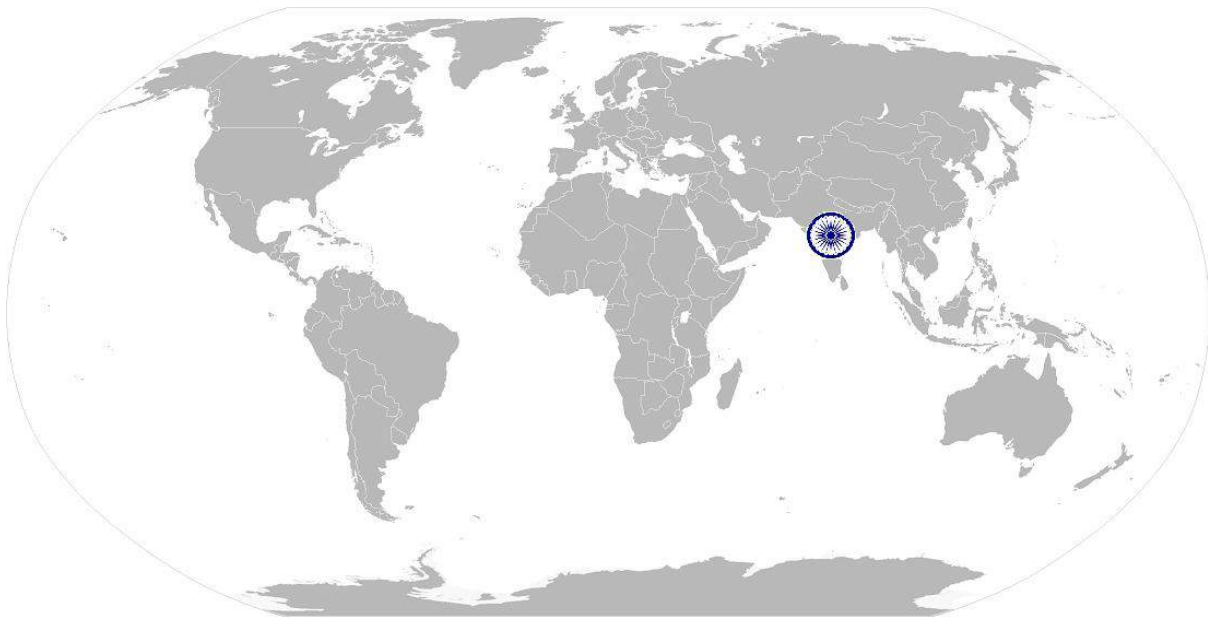
Keywords /Terms	Description	
Definitions	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived 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 role satisfactorily at 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	Organizational Context includes the way the organization is structured	

Context	and how it operates. It includes elements of operational knowledge contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
Keywords /Terms	Description
SSC	Sector Skill Council
AMH	Apparel, Made-up's and Home Furnishings
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation
MIS	Management Information System

Acronyms

AMH/ N0615 Plan and organize materials to be dyed and printed as per customer requirements and dyes and chemicals

National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as set enabling one to plan and organize materials for dyeing and printing to be carried out as per customer requirements.

AMH/ N0615 Plan and organize materials to be dyed and printed as per customer requirements and dyes and chemicals

National Occupational Standard

Unit Code	AMH/ N0615
Unit Title (Task)	Plan and organize materials to be dyed and printed as per customer requirements and dyes & chemicals
Description	This unit is about planning and organizing of activities related to dyeing and printing of materials.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> To plan different activities related to dyeing and printing and ensuring the availability of dyes, chemicals and other accessories related to processing
Performance Criteria(PC) w.r.t. the Scope	
Elements	Performance Criteria
To plan different activities related to dyeing and printing and ensuring the availability of dyes, chemicals and other accessories related to processing	<p>PC1. Understand the task mentioned in the work order</p> <p>PC2. Ensure that all weighing scales, mixers, mixing tanks, etc. are clean</p> <p>PC3. Follow the preventive maintenance schedule and ensure that all controls of the equipments are functioning properly</p> <p>PC4. Ensure availability of resources (dyes & chemicals), materials for dyeing and printing with location and contact person etc.</p> <p>PC5. Ensure dyes and chemicals are arranged with distinct lot number</p> <p>PC6. Allocate dyeing machines based on dyeing cycle, machine availability, colour type, urgency and priority of shade required</p> <p>PC7. Allocate operators based on skill suitability for dyeing technicalities and printing sophistications</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: <ul style="list-style-type: none"> KA1. Knowledge to organize the plan to ensure the consumption of dyes, chemicals, water, etc. is reduced to minimum KA2. The production process and the specific work activities that relate to the whole process KA3. The organization's rules, codes and guidelines (including timekeeping) KA4. The company's quality standards KA5. Equipment operating procedures/ manager's instructions
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge for operating, handling of dyeing machine based on capacity, suitability for product types, dyeing cycle, etc. KB2. Knowledge about dyes and chemicals, their shelf-life, etc. KB3. Knowledge about pantone shade card and/or standard reference sample KB4. Knowledge about parameters affecting dyeing and printing like pH, temperature, time, etc. KB5. Knowledge about effect of chemical types on solubility, colour fastness, etc. with respect to materials being dyed KB6. Knowledge about effect of chemical types on uniformity of dyeing KB7. Knowledge about fibre, yarn and fabric being processed KB8. Knowledge about the process of scouring, bleaching, dyeing, printing and

AMH/ N0615 Plan and organize materials to be dyed and printed as per customer requirements and dyes and chemicals

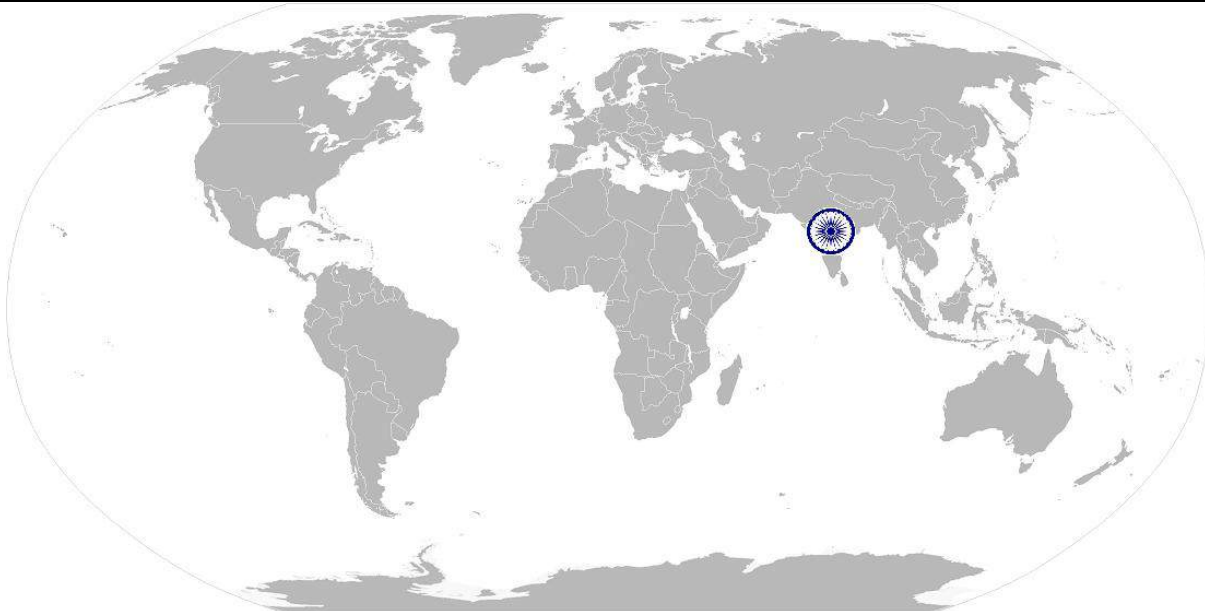
	finishing
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: SA1. document records related to materials to be dyed and printed SA2. write letters, memos, mails clearly and legibly
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. read and comprehend written instructions related to the process SA4. Read and comprehend the customer requirements and act accordingly
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA5. communicate with managers, colleagues and juniors appropriately
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SB1. follow organization rule-based decision making process when finalizing the vendors for material purchase 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 materials in such a way so as to meet the target dates and deadlines SB4. Plan and organize the materials to be dyed or printed
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. build customer understanding of trust and cooperativeness SB6. Organize the materials as per customer requirements
	Problem Solving
	The user/individual on the job needs to know and understand: SB7. seek and comprehend processing related inputs for clarification SB8. assess/evaluate processing steps and processes SB9. communicate effectively with aids of soft skill tools and techniques
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB10. apply domain information about product, processes and technical specifications SB11. Analyze the customer requirements with the availability in the market, organization's capability to work on such materials, etc.
	Critical Thinking
	The user/individual on the job needs to know and understand:

AMH/ N0615 Plan and organize materials to be dyed and printed as per customer requirements and dyes and chemicals

SB12. critically evaluate inputs in relation to product intended

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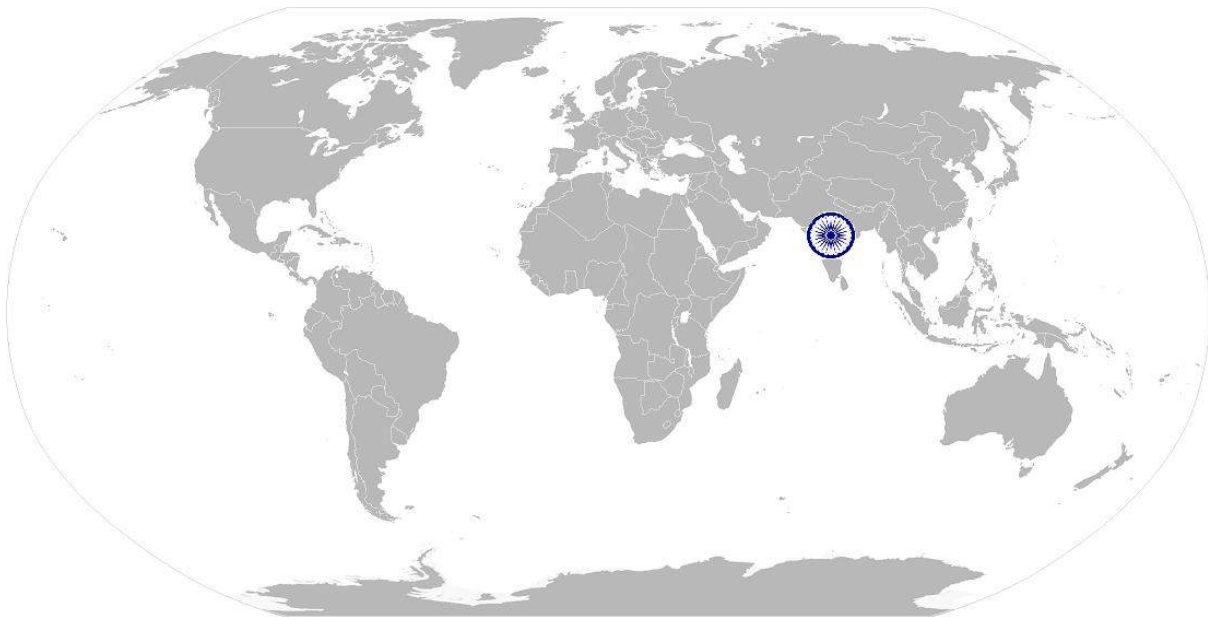
NOS Code	AMH/ N0615		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	24/05/15
Occupation	Processing Supervisor	Next review date	21/03/16



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AMH/ N0616 Develop recipe for dyeing and printing as per the customer requirement or pantone shade

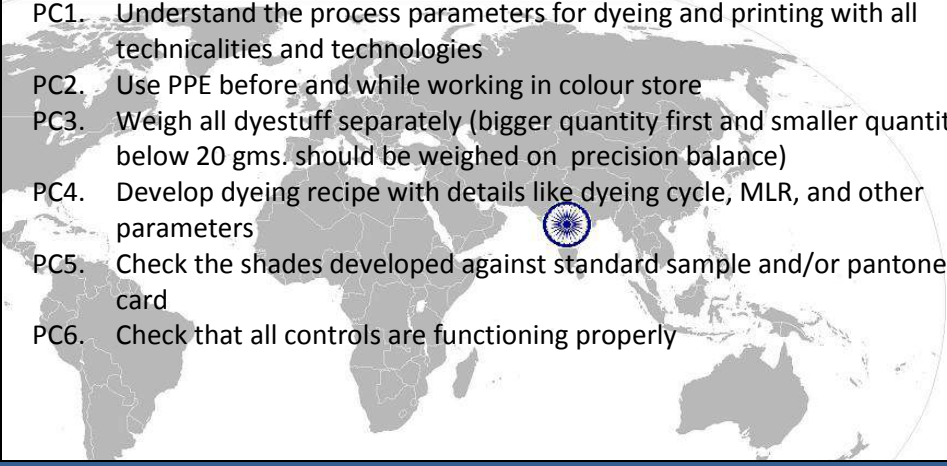
National Occupational Standard



Overview

This unit is about developing recipe for dyeing and printing of textile products.

AMH/ N0616 Develop recipe for dyeing and printing as per the customer requirement or pantone shade

National Occupational Standard	Unit Code	AMH/ N0616
	Unit Title (Task)	Develop recipe for dyeing and printing as per the customer requirement or pantone shade
	Description	This unit provides performance criteria, knowledge & understanding, skills & abilities required to develop recipe for dyeing and printing for processing of textile products.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Recipe for dyeing and printing of textile products of cellulosic, synthetic and of protein origins, blends, etc., hydro-extraction of wet products after dyeing and dyeing of buttons and accessories under exceptional circumstances
	Performance Criteria(PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Recipe for dyeing and printing of textile products of cellulosic, synthetic and or protein origins, blends, etc., hydro-extraction of wet products after dyeing and dyeing of buttons and accessories under exceptional circumstances	 PC1. Understand the process parameters for dyeing and printing with all technicalities and technologies PC2. Use PPE before and while working in colour store PC3. Weigh all dyestuff separately (bigger quantity first and smaller quantity last, below 20 gms. should be weighed on precision balance) PC4. Develop dyeing recipe with details like dyeing cycle, MLR, and other parameters PC5. Check the shades developed against standard sample and/or pantone shade card PC6. Check that all controls are functioning properly
	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 developing recipe with minimum of recipe data bank and highest of flexibility KA2. The importance of complying with written instructions
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about weighing the dyestuff in descending order of their weight KB2. Knowledge about dyes and chemicals like reactive dyes, natural dyes, disperse dyes, etc. KB3. Knowledge about materials to be dyed like cotton, wool, synthetic, etc. KB4. Knowledge about sample printing machine, dyeing machine like beaker dyeing, garment dyeing, etc. KB5. Knowledge about mechanism of dye fixation KB6. Knowledge of fastness of dyes like water fastness, colour fastness, etc.
Skills (S)		

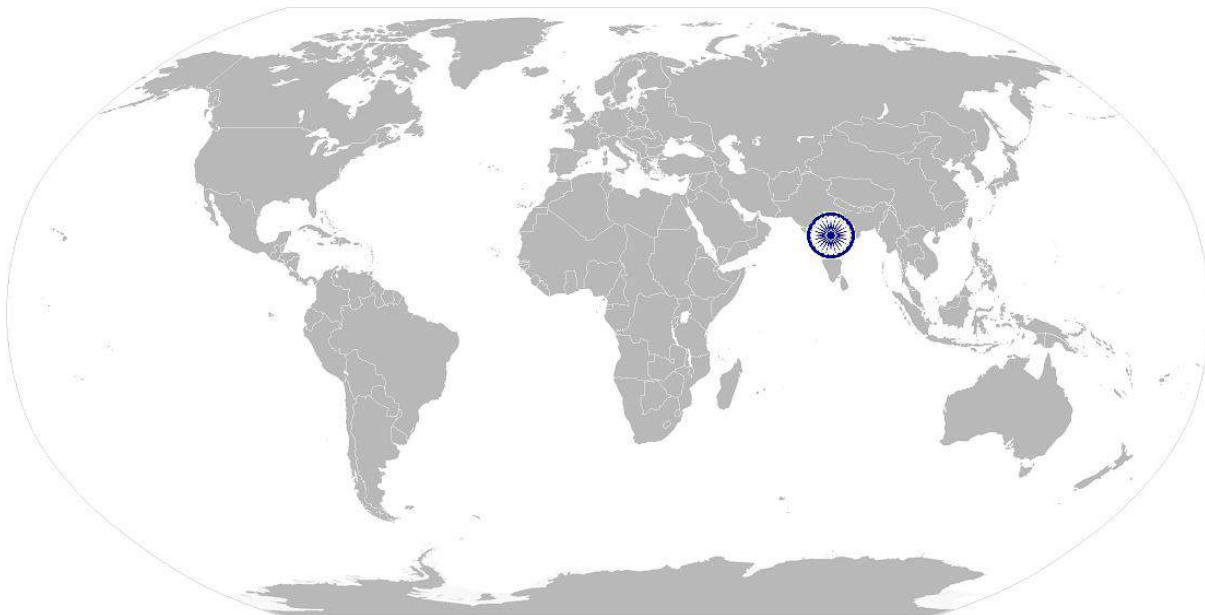
AMH/ N0616 Develop recipe for dyeing and printing as per the customer requirement or pantone shade

A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: SA1. document records related to recipe, chemicals and formulations SA2. write letters, memos, mails clearly and legibly
	Reading Skills
	The user/individual on the job needs to know and understand: SA3. read and comprehend written instructions related to the process of dyeing and printing SA4. Read and comprehend customer requirements in order to develop the recipe accordingly
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA5. communicate with managers, colleagues and juniors appropriately when unclear
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand: SB1. follow organization rule-based decision making process when deciding the chemicals to be used in making the recipe 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. planning and organization of work to meet deadlines
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB4. build customer understanding of trust and cooperativeness
	Problem Solving
	The user/individual on the job needs to know and understand: SB5. seek and comprehend recipe developing related inputs for clarification SB6. communicate effectively with aids of soft skill tools and techniques SB7. assess/evaluate recipe development steps and processes
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB8. apply domain information about recipe development, its processes and technical specifications
Critical Thinking	
	The user/individual on the job needs to know and understand: SB9. critically evaluate inputs in relation to product intended SB10. Critically study the recipe being made with the customer requirements

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AMH/ N0616 Develop recipe for dyeing and printing as per the customer requirement or pantone shade

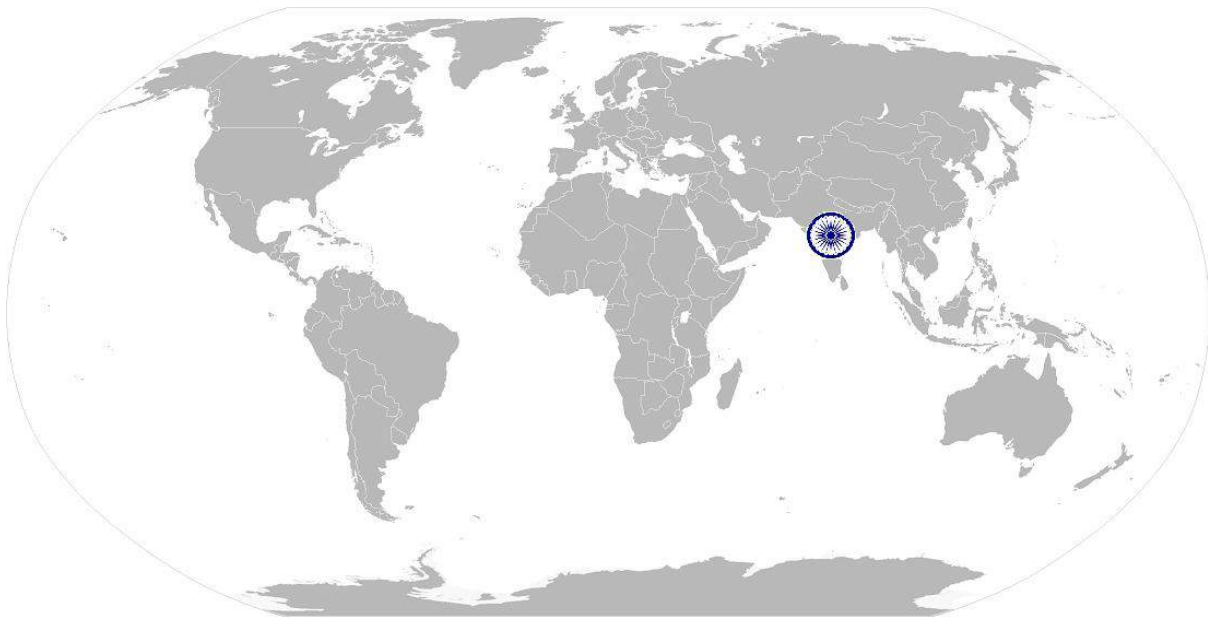
NOS Code	AMH/ N0616		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	24/05/15
Occupation	Processing Supervisor	Next review date	21/03/16



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AMH/ N0617 Supervise the process of dyeing and printing as per plan received from production planning

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to supervise the operations of dyeing and printing for programmes received from production planning.

AMH/ N0617 Supervise the process of dyeing and printing as per plan received from production planning

National Occupational Standard	Unit Code	AMH/ N0617
	Unit Title (Task)	Supervise the process of dyeing and printing as per plan received from production planning
	Description	This unit provides performance criteria, knowledge & understanding, skills & abilities required to supervise the processes of dyeing and printing.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Supervision of different processes of dyeing cycle, printing process, washing cycle, hydro extractor, etc.
	Performance Criteria(PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Supervision of different processes of dyeing cycle, printing process, washing cycle, hydro-extractor, etc.	PC1. Ensure dyeing and printing process is executed as per defined dyeing cycle and printing process steps PC2. Ensure materials after dyeing are washed as per defined washing cycle PC3. Ensure materials after dyeing are hydro-extracted as per defined process parameters PC4. Ensure materials after dyeing are dried as per defined process parameters
	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 dyeing and printing plan is prioritized in a sequence to minimize consumption of resources (dyes, chemicals, water, etc.)
	B. Technical Knowledge	The user/individual on the job needs to know and understand: KB1. Knowledge about correction of dyeing like patchy dyeing, shade variation, etc. KB2. Knowledge about effect of dyeing on material attributes like material harshness, shrinkage, etc.
Skills (S)		
A. Core Skills/ Generic Skills	Writing Skills	
	The user/individual on the job needs to know and understand: SA1. write letters, memos, applications areas of non-compliance SA2. write in clearly and legibly the work distributed among workers and their performance	
	Reading Skills	
	The user/individual on the job needs to know and understand: SA3. Comprehend written instructions regarding compliance applicable at workplace, handling of chemicals, effluent discharge etc. SA4. read any application sent by other colleagues and team members	
	Oral Communication (Listening and Speaking skills)	
The user/individual on the job needs to know and understand: SA5. communicate with managers, colleagues and juniors appropriately SA6. talk to workers to convey information effectively SA7. Supervise and provide clarifications to unclear workers		

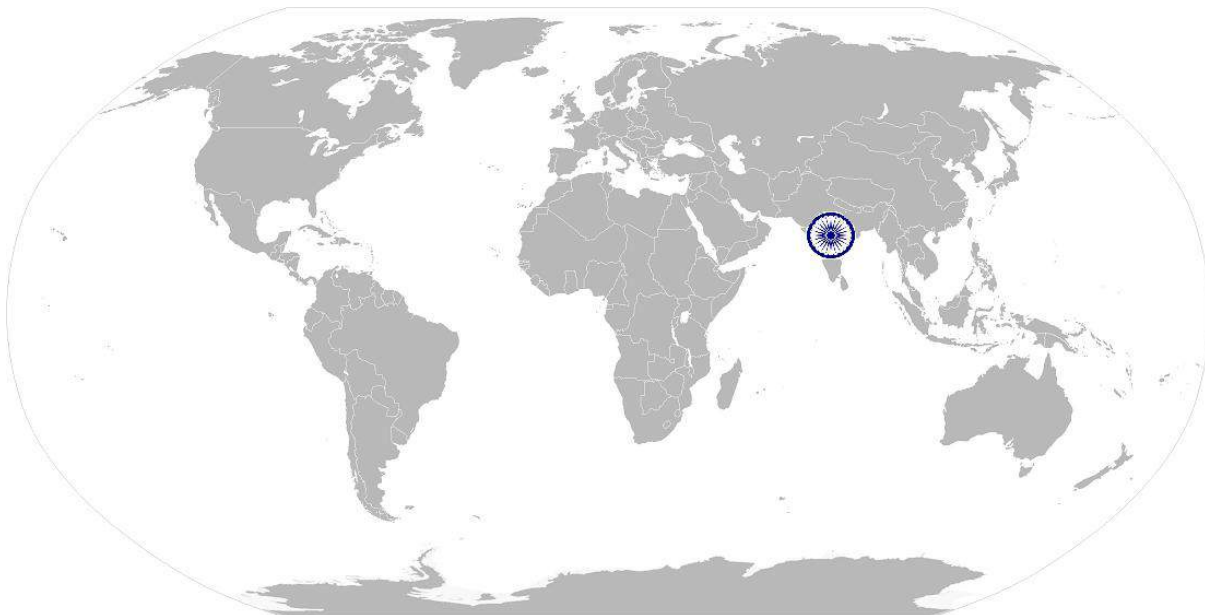
AMH/ N0617 Supervise the process of dyeing and printing as per plan received from production planning

B. Professional Skills	Decision Making
	On the job the individual needs to be able to: SB1. Make appropriate decisions apropos the supervision in the dyeing and printing workplace
	Plan and Organize
	The user/individual on the job needs to know and understand: SB2. plan and organize work depending on the worker’s capability SB3. plan processes and encourage exchange of ideas/inputs
	CustomerCentricity
	The user/individual on the job needs to know and understand how to: SB4. build customer relationships and use customer centric approach
	Problem Solving
	The user/individual on the job needs to know and understand: SB5. clarification on the dyeing and printing to be done with the team members
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB6. analyze the supervision strategies adopted for the betterment of the workflow
Critical Thinking	
The user/individual on the job needs to know and understand: SB7. critically evaluate the supervisory processes required for dyeing and printing	

AMH/ N0617 Supervise the process of dyeing and printing as per plan received from production planning

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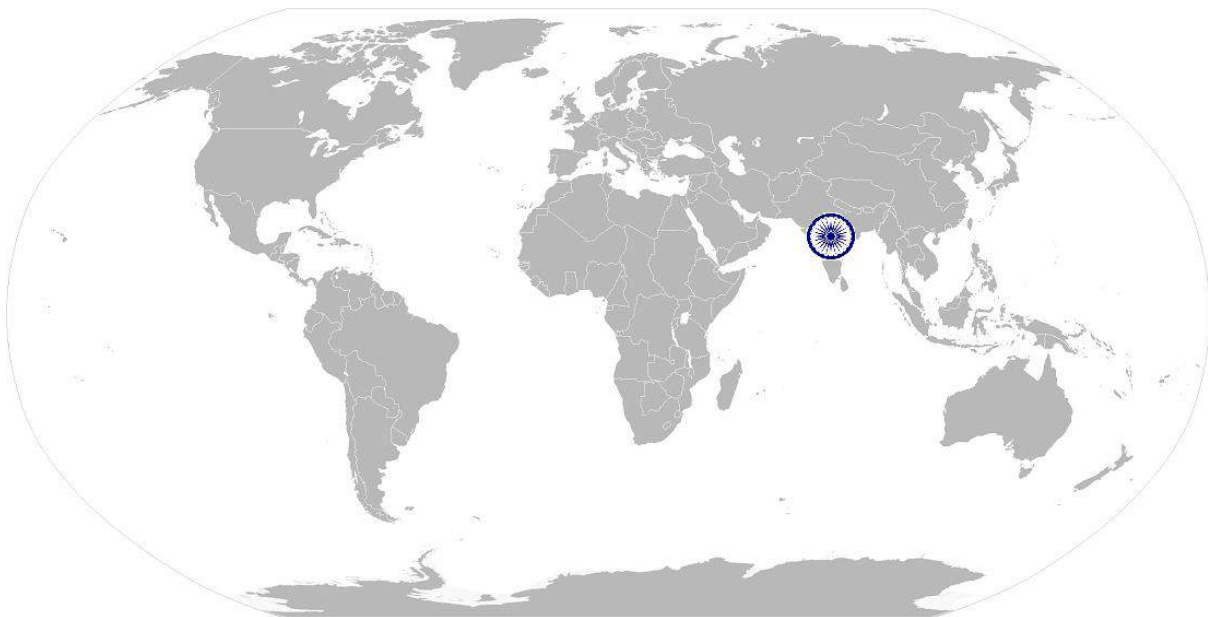
NOS Code	AMH/ N0617		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	24/05/15
Occupation	Processing Supervisor	Next review date	21/03/16



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AMH/ N0618 Maintain health, safety and security in the processing 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 processing department.

AMH/ N0618 Maintain health, safety and security in the processing department

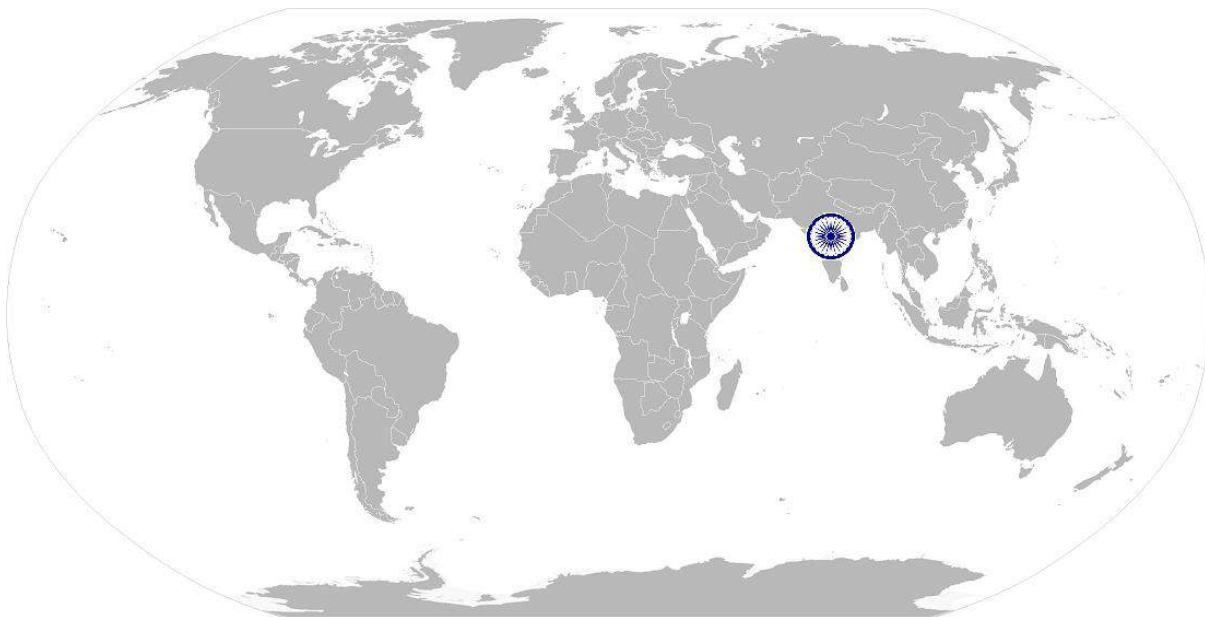
National Occupational Standard	Unit Code	AMH/ N0618
	Unit Title (Task)	Maintain health, safety and security in the processing department
	Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to organize/maintain work areas as safe and secure
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Environmental conditions, lighting, noise and general comfort
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Environmental conditions, lighting, noise and general comfort	PC1. Ensure that procedures related to environment management system are being followed PC2. Ensure dyeing effluents before discharge complies with industrial and environmental requirements like BOD, COD, pH, colour, etc. PC3. Ensure the effluents are monitored periodically for compliance PC4. Ensure safe and secure handling of dyeing equipments, tools and machineries PC5. Monitor the workplace and work processes for potential risks and threats PC6. Ensure workers' participation in mock-drills/evacuation procedures organized at the workplace PC7. Ensure workers undertake first-aid, fire-fighting, and emergency response training
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Knowledge of treatment processes which influence BOD, COD, pH, color, etc. of the effluents KA2. Knowledge of compliance requirements related to dyes and chemicals
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge of health and safety requirements related to handling of dyes and chemicals KB2. Knowledge of environmental compliance related to effluents KB3. Knowledge about operating processes of ETP KB4. Knowledge of various personal protective equipments like nose mask, hand gloves, gum boots, etc. KB5. Knowledge about correct usage of personal protective equipments
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:	
	SA1. Document and report any health and safety related incidents/accidents	
	Reading Skills	
The user/individual on the job needs to know and understand:		
SA2. Read and comprehend written instructions describing safety measures to be adopted while working with the dyeing and printing equipments.		

AMH/ N0618 Maintain health, safety and security in the processing department

	SA3. Read and comprehend the safety signage for personal and workplace safety and security
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA4. discuss details about safety from equipment to team assigned with the work SA5. Give clear instructions to co-workers about their health, safety and security pre, post and during dyeing and printing processes
B. Professional Skills	Decision Making
	On the job the individual needs to be able to: SB1. Make appropriate decisions apropos the concerned area of work SB2. Decisions related to dyeing and printing operations should directly and closely involve safety requirements and protocols
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. plan processes and encourage exchange of ideas/inputs related to health, safety and security SB4. Keep workarea free from potential work hazards by training workers on norms and practices related to health and safety
	CustomerCentricity
	The user/individual on the job needs to know and understand how to: SB5. Keep internal customers' (worker/supervisor/manager) health and safety related concerns and processes paramount to ensure alignment with external customers' health and safety related expectations (local/global)
	Problem Solving
	The user/individual on the job needs to know and understand: SB6. clarification on the safety tools/processes to be used SB7. demonstrate the procedure of safely handling the equipment
	Analytical Thinking
	The user/individual on the job needs to know and understand: SB8. Identify, record, report and rectify (if able to) the malfunctions of the tools and machines
	Critical Thinking
	The user/individual on the job needs to know and understand: SB9. Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently

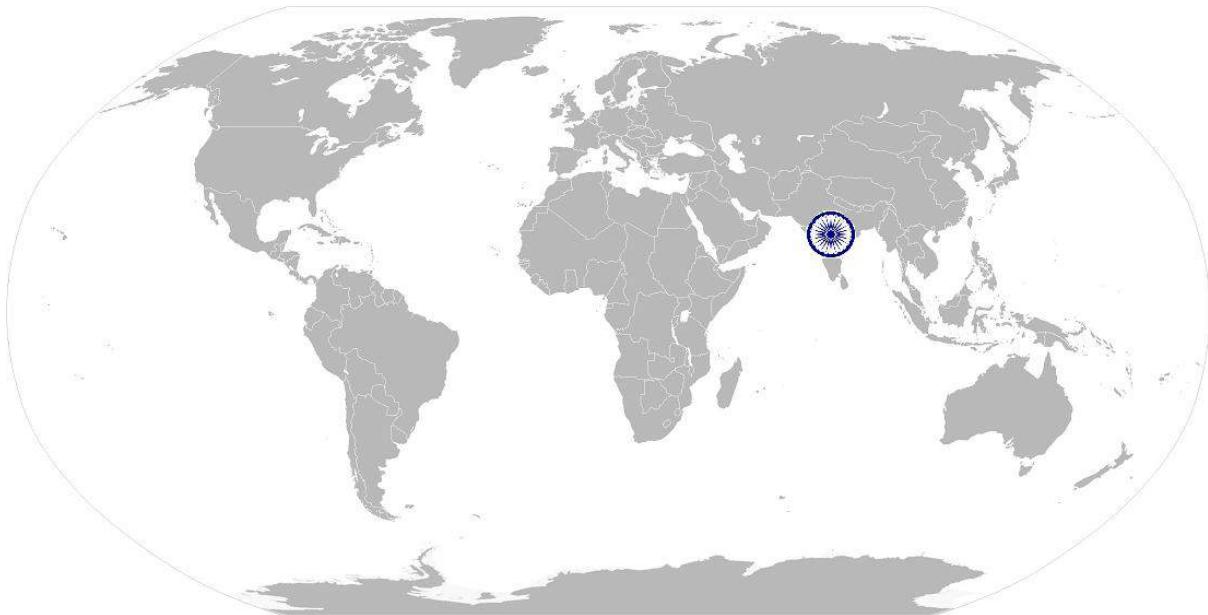
AMH/ N0618 Maintain health, safety and security in the processing department
NOS Version Control

NOS Code	AMH/ N0618		
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	24/05/15
Occupation	Processing 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 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

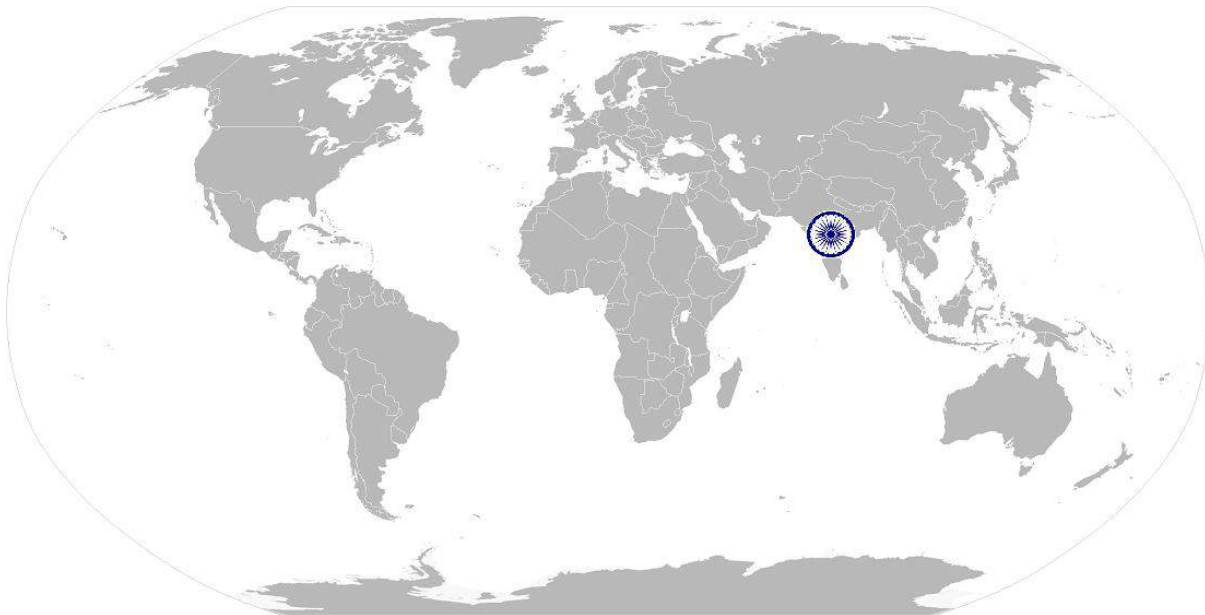
Maintain workarea, tools and machines

	<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

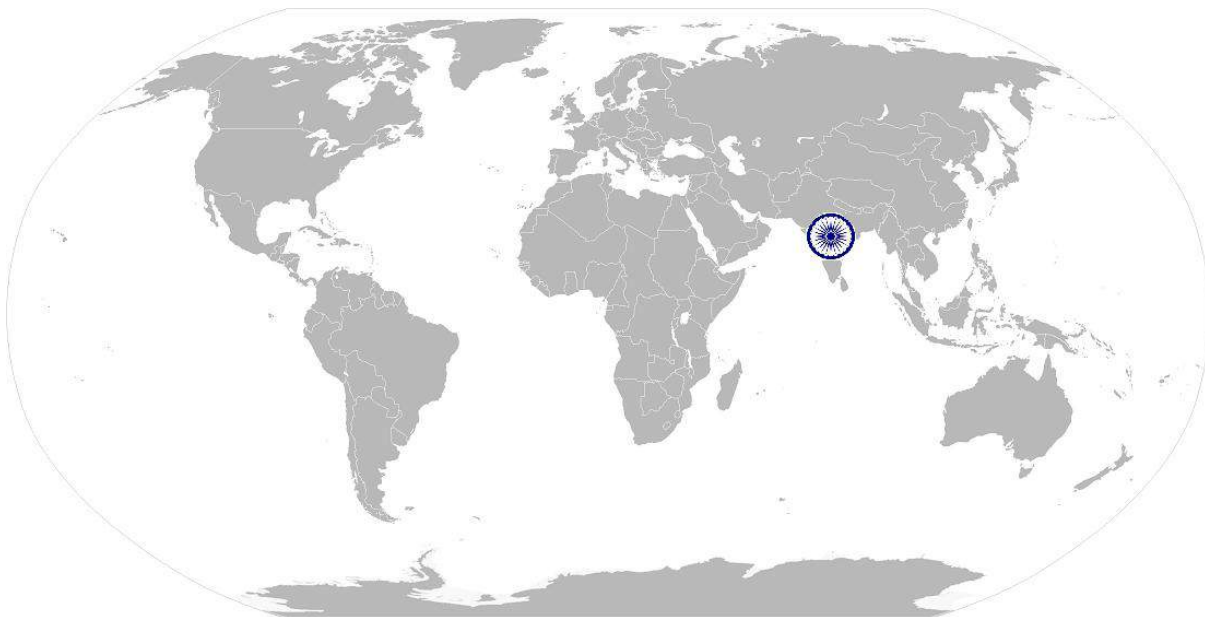
Maintain workarea, tools and machines

	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



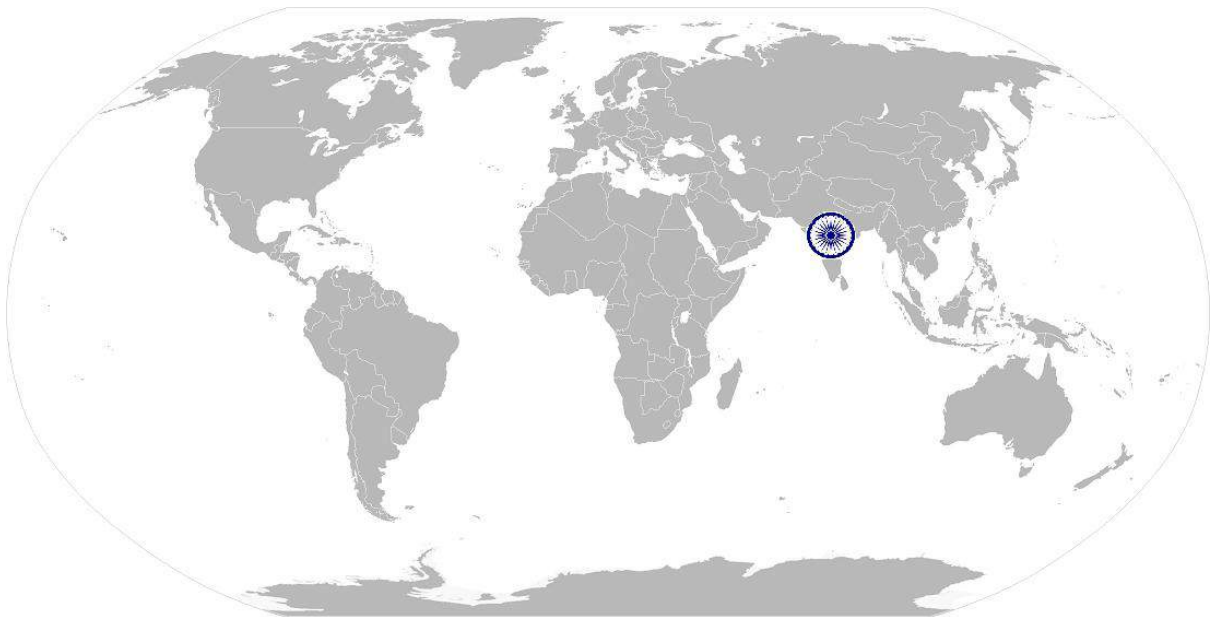
AMH/ N0102 Maintain workarea, tools and machines
NOS Version Control

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	24/05/15
Occupation	Processing 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, regulatory and organizational requirements	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within your work practices PC4. Provide support to your supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1.The importance of having an ethical and value-based approach to governance KA2.Benefits to your company and yourself due to practice of these procedures KA3.The importance of punctuality and attendance KA4.Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> Legal and ethical requirements Procedures to follow if someone does not meet the requirements KA5.Customer specific requirements mandated as a part of your work process
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1.Country / customer specific regulations for your sector and their importance KB2.Reporting procedure in case of deviations KB3. Limits of personal responsibility
Skills (S) w.r.t the scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
	Reading Skills
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. Read and comprehend the organizational documents pertaining to rules and procedures SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc. 	

AMH/N0104 Comply with industry, regulatory and organizational requirements

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

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

NOS Version Control

NOS Code	AMH/N0104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	24/05/15
Occupation	Processing Supervisor	Next review date	21/03/16

CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Processing Supervisor (Dyeing & Printing)

Qualification Pack AMH/Q0615

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/N0615 (Plan and organize materials to be dyed and printed as per customer requirements and Dyes & Chemicals)	PC1. Understand the task mentioned in the work order	80	7	4	2	1
	PC2. Ensure that all weighing scales, mixers, mixing tanks, etc. are clean		7	1	5	1
	PC3. Follow the preventive maintenance schedule and ensure that all controls of the equipments are functioning properly		8	3	4	1
	PC4. Ensure availability of resources (dyes & chemicals), materials for dyeing and printing with location and contact person etc.		16	4	11	1
	PC5. Ensure dyes and chemicals are arranged with distinct lot number		13	3	8	2
	PC6. Allocate dyeing machines based on dyeing cycle, machine availability, colour type, urgency and priority of shade required		18	7	10	1

	PC7. Allocate operators based on skill suitability for dyeing technicalities and printing sophistications		11	2	8	1
			80	24	48	8
2. AMH/N0616 (Develop recipe for dyeing and printing as per the customer requirement or pantone shade)	PC1. Understand the process parameters for dyeing and printing with all technicalities and technologies	90	10	5	3	2
	PC2. Use PPE before and while working in colour store		4	0	3	1
	PC3. Weigh all dyestuff separately (bigger quantity first and smaller quantity last, below 20 gms. should be weighed on precision balance)		17	5	11	1
	PC4. Develop dyeing recipe with details like dyeing cycle, MLR, and other parameters		31	10	20	1
	PC5. Check the shades developed against standard sample and/or pantone shade card		15	4	10	1
	PC6. Check that all controls are functioning properly		13	3	8	2
			90	27	55	8
3. AMH/N0617 (Supervise the process of dyeing and printing as per plan received from production planning)	PC1. Ensure dyeing and printing process is executed as per defined dyeing cycle and printing process steps	100	23	7	15	1
	PC2. Ensure materials after dyeing are washed as per defined washing cycle		25	7	16	2
	PC3. Ensure materials after dyeing are hydro-extracted as per defined process parameters		26	8	17	1
	PC4. Ensure materials after dyeing are dried as per defined process parameters		26	8	17	1
			100	30	65	5
4. AMH/N0618 (Maintain health, safety and security in the processing)	PC1. Ensure that procedures related to environment management system are being followed	35	4	1	2	1

department)	PC2. Ensure dyeing effluents before discharge complies with industrial and environmental requirements like BOD, COD, pH, colour, etc.		6	2	3	1
	PC3. Ensure the effluents are monitored periodically for compliance		5	2	2	1
	PC4. Ensure safe and secure handling of dyeing equipments, tools and machineries		6	3	2	1
	PC5. Monitor the workplace and work processes for potential risks and threats		6	2	3	1
	PC6. Ensure worker's participation in mock-drills/evacuation procedures organized at the workplace		4	1	3	0
	PC7. Ensure workers undertake first-aid, fire-fighting, and emergency response training		4	0	3	1
			35	11	18	6
5. 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	2	1	0
	PC9. Ensure that the correct machine guards are in place		3	0	2	1
	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	6	26	8
6. AMH/N0104 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	30	7	3	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		7	3	3	1
	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	3	2	1
	Total Marks		375	30	12	13
		375	110	225	40	