

## Qualification Pack



# Industrial Engineer

QP Code: AMH/Q2001

Version: 2.0

NSQF Level: 5

Apparel, Madeups & Home Furnishing Sector Skill Council || Flat No. A-312 to A-323, 3rd Floor,  
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## Qualification Pack

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## Qualification Pack

### AMH/Q2001: Industrial Engineer

#### Brief Job Description

An Industrial Engineer is responsible for determining most effective ways to create a product or service in sewing line. Their work includes analysis of the sewing method & process, machine and supervision of production floor for efficiency improvement. Monitor factory performance in terms of quality, delivery, cost-efficiency, and target improvements with the internal factory team and taking necessary corrective action.

#### Personal Attributes

An Industrial Engineer on sewing floor should have good analytical and communication skills and have thorough knowledge of sewing process & different kind of sewing machines & equipment. He/she must have good mathematical and problem-solving skills along with attention to detail.

#### Applicable National Occupational Standards (NOS)

##### Compulsory NOS:

1. [AMH/N2001: Select fabrics trims and accessories as per specific product category](#)
2. [AMH/N2002: Supervise, Analyze and Evaluate Performance on Sewing Floor](#)
3. [AMH/N2003: Research and Resolve production problems to implement better production system](#)
4. [AMH/N2004: Manage data, forms and instructions for recording, evaluating and reporting quality and reliability data](#)
5. [AMH/N1605: Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization](#)
6. [AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles](#)

#### Qualification Pack (QP) Parameters

<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel
<b>Occupation</b>	Industrial Engineering
<b>Country</b>	India

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<b>NSQF Level</b>	5
<b>Aligned to NCO/ISCO/ISIC Code</b>	NCO-2015/8157.0401
<b>Minimum Educational Qualification &amp; Experience</b>	Graduate (in relevant field) with 4 Years of experience in relevant field OR Diploma with 6 Years of experience in relevant field OR Certificate-NSQF (Level 4) with 2 Years of experience as Sampling Tailor
<b>Minimum Level of Education for Training in School</b>	
<b>Pre-Requisite License or Training</b>	Training in Industrial Engineering & Process Improvement, preferably
<b>Minimum Job Entry Age</b>	18 Years
<b>Last Reviewed On</b>	30/12/2021
<b>Next Review Date</b>	30/12/2024
<b>Deactivation Date</b>	30/12/2024
<b>NSQC Approval Date</b>	30/12/2021
<b>Version</b>	2.0
<b>Reference code on NQR</b>	2021/APR/AMHSSC/04777
<b>NQR Version</b>	1.0

## Qualification Pack

# AMH/N2001: Select fabrics trims and accessories as per specific product category

## Description

This unit is about quantification and measurement of skills and competencies enabling one to identify and select suitable fabrics for the product category according to the range of design collection created.

## Scope

The scope covers the following :

- Selection of fabrics, trims and accessories based on attributes suitable for the product class to be developed.

## Elements and Performance Criteria

*Selections of fabrics, trims and accessories based on attributes making them suitable for the product class that is to be developed*

To be competent, the user/individual on the job must be able to:

- PC1..** Identify and select fabric suitability with respect to construction, aesthetic appeal color and design
- PC2.** PC2. Identify and select fabric, trims and accessories with respect to end usage, functionality and applicability like heat transmission, moisture transfer, crease resistance, pilling, static electricity, and launder- ability.
- PC3.** Identify and select fabric based on buyer requirements, availability, processing lead time and organization's expertise
- PC4.** Identify and select fabrics, trims and accessories keeping in mind the cost parameters, consumption and wastage

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organizations experience working with various types of fabrics like woven, knits, etc.
- KU2.** The organizations expertise in the select class of fabrics
- KU3.** The availability of machines with respect to the type of fabric being worked upon.
- KU4.** The types of fabrics used in the select product category, their trade names and availability in the market
- KU5.** Fabric characteristics with reference to product category like construction, dimensional properties, launder-ability, etc.
- KU6.** Fabric sew-ability as measured by SIRO FAST.
- KU7.** The embroidery, dyeing or printing process that is to be availed in order to develop the relevant fabric and product

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### Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Document records related to the past experience of the company with the types of fabrics used.
- GS2.** Write letter, memos, mails in clear, comprehensible and unequivocal English.
- GS3.** Read and comprehend the requirements in case of a unique fabric to be used and its availability in the market.
- GS4.** Keep abreast with the latest fabrics by reading brochures, magazines and websites.
- GS5.** Discuss details about fabrics like handling, expected wastage/consumption, costing, etc. selected to team assigned with the work
- GS6.** Seek information and keep updated with the sourcing department
- GS7.** Able to speak in foreign and local languages(optional)
- GS8.** Take decisions regarding finalizing of the fabrics keeping its availability and cost in mind
- GS9.** Take decisions in-line with the sourcing department to avoid any confusions
- GS10.** Plan and organize the designs and the related fabrics intended to be used or their substitutes in case of scarcity /unavailability of a particular fabric.
- GS11.** Plan the fabric as per climatic conditions
- GS12.** Plan and select the fabric depending upon the budget of the company
- GS13.** Select fabrics that are customer friendly and readily available in market
- GS14.** Understand customer requirements and their priority when developing embroidered or printed patterns on fabrics.
- GS15.** Keep alternative options in case of unavailability of a particular fabric.
- GS16.** Act intelligently and cover up and rectify small, unnoticeable mistakes if occurred in print, colour, etc.
- GS17.** Analyse the type of fabric to be used for the design and its popularity in the market.
- GS18.** Analyse and study the relevance of the fabric with the design and product category
- GS19.** Critically evaluate the fabric that has been selected for a particular design in terms of its demand, meeting the forecast, etc.

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### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Selections of fabrics, trims and accessories based on attributes making them suitable for the product class that is to be developed</i>	<b>20</b>	<b>60</b>	-	<b>10</b>
<b>PC1..</b> Identify and select fabric suitability with respect to construction, aesthetic appeal color and design	5	15	-	3
<b>PC2.</b> PC2. Identify and select fabric, trims and accessories with respect to end usage, functionality and applicability like heat transmission, moisture transfer, crease resistance, pilling, static electricity, and launderability.	5	15	-	3
<b>PC3.</b> Identify and select fabric based on buyer requirements, availability, processing lead time and organization's expertise	5	15	-	2
<b>PC4.</b> Identify and select fabrics, trims and accessories keeping in mind the cost parameters, consumption and wastage	5	15	-	2
<b>NOS Total</b>	<b>20</b>	<b>60</b>	-	<b>10</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N2001
<b>NOS Name</b>	Select fabrics trims and accessories as per specific product category
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Industrial Engineering
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	30/12/2024
<b>NSQC Clearance Date</b>	30/12/2021



## Qualification Pack

# AMH/N2002: Supervise, Analyze and Evaluate Performance on Sewing Floor

## Description

Is about supervising and evaluating the performance of subordinates to ensure higher levels of motivation and output.

## Scope

The scope covers the following :

- Supervise all activities performed by operators and evaluate their performance. Analyse and evaluate performance on production floor

## Elements and Performance Criteria

### *Supervise all activities performed by operators and evaluate their performance*

To be competent, the user/individual on the job must be able to:

- PC1.** Set goals and targets as per production directives for all operators in a production line
- PC2.** Create quantified measures and metrics to analyze the performance delivered by operators as per the goals and targets assigned
- PC3.** Monitor and supervise all the activities performed by operators and ensure strict implementation and optimization to achieve the set goals
- PC4.** Review production schedules, engineering specifications, orders, and related information to obtain knowledge of manufacturing methods, procedures, and activities
- PC5.** Evaluate performance of operators and reporting on the designed measures and metrics as per the production guidelines

### *Analyse and evaluate performance on production floor*

To be competent, the user/individual on the job must be able to:

- PC6.** Assist and support concerned line supervisors whenever necessary or applicable
- PC7.** Study operations sequence, material flow, functional statements to evaluate the production flow process
- PC8.** Evaluate precision and accuracy of production and testing equipment and layout to formulate corrective action plan to ensure daily targets, productivity and efficiency are maintained
- PC9.** Analyze statistical data and product specifications to determine standards and establish quality and reliability objectives of finished product.
- PC10.** Hourly production follow- up; and check Daily Non-productive time (NPT) and reduce machine breakdown time
- PC11.** Handover all the documents and appropriate support measures to human resources department for official records

## Knowledge and Understanding (KU)

## Qualification Pack

The individual on the job needs to know and understand:

- KU1.** Standard operating procedures of production floor
- KU2.** Standard operating procedures for query and problem reporting and their redressal in the organisation
- KU3.** Frame work and guidelines prescribed by the organization for query and performance evaluations
- KU4.** Documentation requirements for each procedure carried out as part of roles and responsibilities
- KU5.** Institutional and professional code of ethics and standards of practice
- KU6.** Safety and health policies and regulations for the workplace
- KU7.** Documentation requirements for rating and other performance evaluations of operations & operators
- KU8.** Process flow for performance evaluation and documentation
- KU9.** Addressing subordinate and reporting executive's problems and queries and documenting it in the organization's prescribed format.
- KU10.** Redressal documentation mechanism available in the organization and acting accordingly in a timely manner
- KU11.** Software or format such as MS Word, excel, PowerPoint and management information system(MIS), general sewing data (GSD), pre-determined motion time systems (PMTS) etc.as prescribed by the organization

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Complete accurate well written work with attention to detail
- GS2.** Communicate with others in writing (wherever applicable)
- GS3.** Read instructions, guidelines, procedures and rules
- GS4.** Read and understand techpacks, buyer & product specifications
- GS5.** Read reviews from subordinates in terms of their requirements, queries and feedbacks
- GS6.** Read policies and regulations pertinent to the job.
- GS7.** Interact with all subordinates to understanding their requirements, queries and feedback s on various aspects within the organization
- GS8.** Interact with organization's internal stakeholders to ensure efficiency.
- GS9.** Performance evaluation of the subordinates leading to higher levels of satisfaction and motivation.
- GS10.** Make decisions regarding the production schedule
- GS11.** Review production schedules, engineering specifications in case of bottleneck.
- GS12.** Provide relevant information to others
- GS13.** Analyze needs, requirements, statistical data and dependencies in order to meet your work requirements
- GS14.** Observe and analyze operations sequence, material flow, functional statements , to evaluate the production flow process

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Supervise all activities performed by operators and evaluate their performance</i>	<b>5.5</b>	<b>21</b>	-	<b>2.5</b>
<b>PC1.</b> Set goals and targets as per production directives for all operators in a production line	0.5	2	-	0.5
<b>PC2.</b> Create quantified measures and metrics to analyze the performance delivered by operators as per the goals and targets assigned	2	5	-	0.5
<b>PC3.</b> Monitor and supervise all the activities performed by operators and ensure strict implementation and optimization to achieve the set goals	1	3	-	0.5
<b>PC4.</b> Review production schedules, engineering specifications, orders, and related information to obtain knowledge of manufacturing methods, procedures, and activities	1	7	-	0.5
<b>PC5.</b> Evaluate performance of operators and reporting on the designed measures and metrics as per the production guidelines	1	4	-	0.5
<i>Analyse and evaluate performance on production floor</i>	<b>6.5</b>	<b>21</b>	-	<b>3.5</b>
<b>PC6.</b> Assist and support concerned line supervisors whenever necessary or applicable	1	1	-	0.5
<b>PC7.</b> Study operations sequence, material flow, functional statements to evaluate the production flow process	2	5	-	0.5
<b>PC8.</b> Evaluate precision and accuracy of production and testing equipment and layout to formulate corrective action plan to ensure daily targets, productivity and efficiency are maintained	1	5	-	0.5
<b>PC9.</b> Analyze statistical data and product specifications to determine standards and establish quality and reliability objectives of finished product.	1	6	-	0.5

### Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<b>PC10.</b> Hourly production follow- up; and check Daily Non-productive time (NPT) and reduce machine breakdown time	1	3	-	1
<b>PC11.</b> Handover all the documents and appropriate support measures to human resources department for official records	0.5	1	-	0.5
<b>NOS Total</b>	<b>12</b>	<b>42</b>	-	<b>6</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N2002
<b>NOS Name</b>	Supervise, Analyze and Evaluate Performance on Sewing Floor
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel
<b>Occupation</b>	Industrial Engineering
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	30/12/2024
<b>NSQC Clearance Date</b>	30/12/2021

## Qualification Pack

# AMH/N2003: Research and Resolve production problems to implement better production system

## Description

This unit is about research & resolve production problems to implement better production system

## Scope

The scope covers the following :

- Identify & troubleshoot the production problem for better production system

## Elements and Performance Criteria

### *Identify & troubleshoot the production problem for better production system*

To be competent, the user/individual on the job must be able to:

- PC1..** Apply statistical methods and perform mathematical calculations to determine manufacturing process problems.
- PC2.** Review production process in terms of method machine and manpower requirement
- PC3.** Identify & analyze different type of production system & their feasibility with product requirement
- PC4.** Develop manufacturing methods, labor utilization standards, and cost analysis systems to promote efficiency & productivity
- PC5. .** Identify the appropriate method of garment manufacturing
- PC6..** Carry out process re-engineering & set the production bench marks
- PC7. .** Recommend methods for improving utilization of personnel, material, and utilities

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Organization's policies, procedures, guidelines and standards
- KU2.** Safe working practices and organizational procedures
- KU3.** Quality systems and other processes practiced in the organization
- KU4.** Types of problems associated with different kind of production system and how to report them to appropriate people
- KU5.** The importance of complying with written instructions
- KU6.** Reporting procedure in case of faults in own/ other processes
- KU7.** Who to refer problems to when they are outside the limit of your authority
- KU8.** Your organizations tools, templates and processes for export marketing related operations
- KU9.** Machine & method operational guidelines
- KU10.** Garment construction specifications
- KU11.** Manufacturing standards & procedures

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**KU12.** Sequence of operations for manufacturing

**KU13.** Invoicing instructions & process

### Generic Skills (GS)

User/individual on the job needs to know how to:

**GS1.** Complete accurate well written work with attention to detail

**GS2.** Communicate with others in writing (wherever applicable)

**GS3.** Read & follow guidelines, rules, processes, export documents & agreements

**GS4.** Listen effectively and orally communicate information accurately

**GS5.** Ask for clarification and advice from others

**GS6.** Follow rule-based decision-making processes

**GS7.** Make decisions on a suitable course of action or response

**GS8.** Plan and organize your work to achieve targets and deadlines

**GS9.** Apply problem-solving approaches in different situations

**GS10.** Refer anomalies to the supervisor

**GS11.** Seek clarification on problems from relevant personnel others

**GS12.** Analyze data and activities

**GS13.** Provide opinions on work in a detailed and constructive way

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Identify &amp; troubleshoot the production problem for better production system</i>	<b>12</b>	<b>42</b>	-	<b>6</b>
<b>PC1..</b> Apply statistical methods and perform mathematical calculations to determine manufacturing process problems.	1	10	-	1
<b>PC2.</b> Review production process in terms of method machine and manpower requirement	2	3	-	0.5
<b>PC3.</b> Identify & analyze different type of production system & their feasibility with product requirement	2	7	-	1
<b>PC4.</b> Develop manufacturing methods, labor utilization standards, and cost analysis systems to promote efficiency & productivity	1	7	-	1
<b>PC5. .</b> Identify the appropriate method of garment manufacturing	2	7	-	1
<b>PC6..</b> Carry out process re-engineering & set the production bench marks	1	5	-	0.5
<b>PC7. .</b> Recommend methods for improving utilization of personnel, material, and utilities	3	3	-	1
<b>NOS Total</b>	<b>12</b>	<b>42</b>	-	<b>6</b>



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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N2003
<b>NOS Name</b>	Research and Resolve production problems to implement better production system
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel
<b>Occupation</b>	Industrial Engineering
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	30/12/2024
<b>NSQC Clearance Date</b>	30/12/2021

## Qualification Pack

# AMH/N2004: Manage data, forms and instructions for recording, evaluating and reporting quality and reliability data

## Description

This unit is about managing data and completing the requisite documentation at each stage of operation.

## Scope

The scope covers the following :

- Documentation and management of data Record Keeping

## Elements and Performance Criteria

### *Documentation and management of data*

To be competent, the user/individual on the job must be able to:

- PC1.** Oversee recording of information to ensure currency of engineering drawings and documentation of production problems.
- PC2.** Supervise and maintain documentation of various processes, functions and reports as per specified formats in an organized manner
- PC3.** Use data management software effectively to store information
- PC4.** Document the operation bulletin created to estimate SAM with productivity at costing stage
- PC5.** Video record special and new operations to build database for operations with sewing data analysis software.
- PC6.** After checking and validating the operation bulletin and the SAM in production floor and thereby regulating the unnecessary operations, document the same as per organizations procedure and protocol.

### *Record Keeping*

To be competent, the user/individual on the job must be able to:

- PC7.** Store the records, SOPs and other analysis documents in such a way that it can be retrieved easily whenever required.
- PC8.** Ensure safety and security of data; and maintain confidentiality of the reports/data/analysis, wherever applicable.

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** The organizations policies and procedures
- KU2.** Guidelines for storage of records
- KU3.** Protocol to obtain more information on work related tasks
- KU4.** Details of the job role and responsibilities
- KU5.** Documentation and reporting formats

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- KU6.** Protocol and format for reporting work related risks/problems
- KU7.** Method of obtaining/giving feedback related to performance
- KU8.** Importance of team work and harmonious working relationships
- KU9.** Process for offering/obtaining work related assistance
- KU10.** Documentation formalities relating to IE.
- KU11.** Documentation framework
- KU12.** Report writing method
- KU13.** Record keeping method
- KU14.** Evaluating information collected during inspection
- KU15.** Store all information in a methodical way

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Complete accurate well written work with attention to detail
- GS2.** Communicate with others in writing
- GS3.** Read instructions, guidelines, procedures and rules
- GS4.** Read and understand techpack documents, compliance standards
- GS5.** Ask for clarification and advice from managers
- GS6.** Communicate orally with colleagues
- GS7.** Plan and organize the reports and documents as per the specified format
- GS8.** Provide relevant information to others
- GS9.** Analyze needs, requirements and dependencies in order to meet your work requirements

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Documentation and management of data</i>	<b>10</b>	<b>39</b>	-	<b>5</b>
<b>PC1.</b> Oversee recording of information to ensure currency of engineering drawings and documentation of production problems.	1	3	-	0.5
<b>PC2.</b> Supervise and maintain documentation of various processes, functions and reports as per specified formats in an organized manner	3	8	-	1
<b>PC3.</b> Use data management software effectively to store information	1	12	-	1
<b>PC4.</b> Document the operation bulletin created to estimate SAM with productivity at costing stage	2	7	-	1
<b>PC5.</b> Video record special and new operations to build database for operations with sewing data analysis software.	2	6	-	1
<b>PC6.</b> After checking and validating the operation bulletin and the SAM in production floor and thereby regulating the unnecessary operations, document the same as per organizations procedure and protocol.	1	3	-	0.5
<i>Record Keeping</i>	<b>4</b>	<b>10</b>	-	<b>2</b>
<b>PC7.</b> Store the records, SOPs and other analysis documents in such a way that it can be retrieved easily whenever required.	2	4	-	1
<b>PC8.</b> Ensure safety and security of data; and maintain confidentiality of the reports/data/analysis, wherever applicable.	2	6	-	1
<b>NOS Total</b>	<b>14</b>	<b>49</b>	-	<b>7</b>

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### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N2004
<b>NOS Name</b>	Manage data, forms and instructions for recording, evaluating and reporting quality and reliability data
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel
<b>Occupation</b>	Industrial Engineering
<b>NSQF Level</b>	5
<b>Credits</b>	TBD
<b>Version</b>	2.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	30/12/2024
<b>NSQC Clearance Date</b>	30/12/2021

## Qualification Pack

# AMH/N1605: Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization

## Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedure stop relevant, control and minimize risk to self and others.

## Scope

The scope covers the following :

- Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process & sensitization of Gender & PwD concerns.

## Elements and Performance Criteria

### *Comply with health, safety and security requirements at work with Gender and PwD Sensitization*

To be competent, the user/individual on the job must be able to:

- PC1.** Comply with health safety gender and PwD (People with disability) related instructions applicable to the workplace
- PC2.** Use and maintain materials and equipment as per protocol
- PC3.** Monitor the work place and processes for potential risks and threats and report hazards and potential risks/ threats to supervisors or other authorized personnel
- PC4.** Actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace
- PC5.** Capable to perform first-aid, firefighting or any other emergency response procedures
- PC6.** Follow organization procedures for shutdown and evacuation when required

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Health and safety related practices applicable at the workplace
- KU2.** Potential hazards, risks and threats based on nature of operations; the ways to minimize these and response to these scenarios
- KU3.** The code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU4.** Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points
- KU5.** Potential accidents and emergencies and response to these scenarios
- KU6.** Reporting protocol and documentation required
- KU7.** Details of personnel trained in first aid, fire-fighting and emergency response

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- KU8.** Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
- KU9.** Occupational health and safety risks and methods; importance of personal protective equipment and method of use
- KU10.** Identification, handling and storage of hazardous substances
- KU11.** Proper disposal system for waste and by-products
- KU12.** Signage related to health and safety and their meaning
- KU13.** Importance of personal health and hygiene and the ill effects of usage of intoxicants such as alcohol, tobacco and drugs
- KU14.** The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior
- KU15.** How to accommodate employees with disabilities; etiquette to adhere to and proper language and terminology
- KU16.** How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs
- KU17.** Promoting a safe, accessible and healthy workplace for disabled employees

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Write and document appropriate technical forms in required format of the company
- GS2.** Read and comprehend the organizational documents pertaining to rules and procedures
- GS3.** Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
- GS4.** Positively influence the team members into following procedures
- GS5.** Keep work area free from potential hazards
- GS6.** Raise alarm and report to supervisors and other authorized personnel for assistance
- GS7.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee
- GS8.** Actively take part in any discussion/workshop organized for gender sensitization training
- GS9.** Read and comprehend written instructions related to gender equality issues in the organization
- GS10.** Identify and report any harassment or inappropriate behavior towards any employee
- GS11.** Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee with disability or special needs
- GS12.** Actively take part in any discussion/workshop organized for disability sensitization training.
- GS13.** Read and comprehend written instructions related to equality issues in the organization related to disabled persons
- GS14.** Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with health, safety and security requirements at work with Gender and PwD Sensitization</i>	<b>6</b>	<b>21</b>	-	<b>3</b>
<b>PC1.</b> Comply with health safety gender and PwD (People with disability) related instructions applicable to the workplace	1	3	-	0.5
<b>PC2.</b> Use and maintain materials and equipment as per protocol	1	3	-	0.5
<b>PC3.</b> Monitor the work place and processes for potential risks and threats and report hazards and potential risks/ threats to supervisors or other authorized personnel	1	2	-	0.5
<b>PC4.</b> Actively participate in mock drills/ evacuation procedures; group discussions, training sensitization programs for gender and PwD awareness organized at the workplace	1	5	-	0.5
<b>PC5.</b> Capable to perform first-aid, firefighting or any other emergency response procedures	1	5	-	0.5
<b>PC6.</b> Follow organization procedures for shutdown and evacuation when required	1	3	-	0.5
<b>NOS Total</b>	<b>6</b>	<b>21</b>	-	<b>3</b>



## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N1605
<b>NOS Name</b>	Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel
<b>Occupation</b>	Export Operations
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	3.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	30/12/2024
<b>NSQC Clearance Date</b>	30/12/2021

## Qualification Pack

# AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles

## Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory organizational requirements.

## Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

## Elements and Performance Criteria

### *Comply with industry, and organizational requirements and greening of job roles*

To be competent, the user/individual on the job must be able to:

- PC1.** Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.
- PC2.** Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.
- PC3.** Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.
- PC4.** Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes
- PC5.** Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and deal with work interruptions effectively.
- PC6.** Report unsafe equipment and other dangerous occurrences to concerned personnel.
- PC7.** Use cleaning equipment and methods appropriate for the work to be carried out.
- PC8.** Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software
- PC9.** All soft copies of design work to be maintained in files as well for future reference

## Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Conscious and sustainable decisions/information for achieving an effective and green workplace.
- KU2.** The importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU3.** The production procedures and the specific work activities relate to the whole process.

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- KU4.** The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)
- KU5.** The work instructions and specifications and interpret them accurately
- KU6.** To make use of the information detailed in specifications and instructions
- KU7.** The importance of taking action when problems are identified
- KU8.** The importance of running maintenance and regular cleaning and Maintenance procedures
- KU9.** Effects of contamination on products i.e., Machine oil, dirt and different ways of minimizing waste.
- KU10.** The common faults with equipment and the method to rectify.

## Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Make conscious and sustainable decisions that help reduce, reuse, and recycle the company resources.
- GS2.** Identify and replace processes that create unnecessary waste
- GS3.** Communicate with others in writing (wherever applicable)
- GS4.** Use the accurate terminology
- GS5.** Follow manuals/procedures/and compliance policies
- GS6.** Update actively with modifications through written print and mail communication (digital)
- GS7.** Listen effectively and orally communicate information accurately and Make decisions on a suitable course of action or response.
- GS8.** Communicate proactively on critical issues and Follow rule-based decision-making processes
- GS9.** Identify situation that need escalation on quality issues and seek intervention
- GS10.** Plan and organize your work to achieve targets and deadlines and consult/coordinate for effective delivery.
- GS11.** Apply problem-solving approaches in different situations
- GS12.** Refer anomalies to the particular personnel
- GS13.** Analyze needs, requirements and dependencies in order to meet your work requirements
- GS14.** Seek participation of members from Quality, Production, Audit or any other team for effective solutions
- GS15.** Provide opinions on work in a detailed and constructive way to the concerned personnel

## Qualification Pack

### Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Comply with industry, and organizational requirements and greening of job roles</i>	<b>20</b>	<b>10</b>	-	<b>10</b>
<b>PC1.</b> Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	1	-	1
<b>PC2.</b> Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.	2	1	-	1
<b>PC3.</b> Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.	2	1	-	1
<b>PC4.</b> Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes	3	2	-	2
<b>PC5.</b> Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and deal with work interruptions effectively.	3	1	-	1
<b>PC6.</b> Report unsafe equipment and other dangerous occurrences to concerned personnel.	2	1	-	1
<b>PC7.</b> Use cleaning equipment and methods appropriate for the work to be carried out.	2	1	-	1
<b>PC8.</b> Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software	2	1	-	1
<b>PC9.</b> All soft copies of design work to be maintained in files as well for future reference	2	1	-	1
<b>NOS Total</b>	<b>20</b>	<b>10</b>	-	<b>10</b>

## Qualification Pack

### National Occupational Standards (NOS) Parameters

<b>NOS Code</b>	AMH/N0104
<b>NOS Name</b>	Comply with industry, regulatory and organizational requirements and Greening of Job roles
<b>Sector</b>	Apparel
<b>Sub-Sector</b>	Apparel, Made-Ups & Home Furnishing
<b>Occupation</b>	Sewing, Ironing, Export Operations, Designing, Boutique Operations, Quality Control, Sewing, Laying, Inventory Management, Hand Embroidery
<b>NSQF Level</b>	4
<b>Credits</b>	TBD
<b>Version</b>	5.0
<b>Last Reviewed Date</b>	30/12/2021
<b>Next Review Date</b>	30/12/2024
<b>NSQC Clearance Date</b>	30/12/2021

### Assessment Guidelines and Assessment Weightage

#### Assessment Guidelines

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 created by the SSC
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each.
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.

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7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

### Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

## Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N2001.Select fabrics trims and accessories as per specific product category	20	60	-	10	90	26
AMH/N2002.Supervise, Analyze and Evaluate Performance on Sewing Floor	12	42	-	6	60	17
AMH/N2003.Research and Resolve production problems to implement better production system	12	42	-	6	60	17
AMH/N2004.Manage data, forms and instructions for recording, evaluating and reporting quality and reliability data	14	49	-	7	70	20
AMH/N1605.Maintaining a healthy, safe and secure working environment in the organization with Gender and PwD Sensitization	6	21	-	3	30	9
AMH/N0104.Comply with industry, regulatory and organizational requirements and Greening of Job roles	20	10	0	10	40	11
<b>Total</b>	<b>84</b>	<b>224</b>	<b>0</b>	<b>42</b>	<b>350</b>	<b>100</b>

## Qualification Pack

### Acronyms

<b>NOS</b>	National Occupational Standard(s)
<b>NSQF</b>	National Skills Qualifications Framework
<b>QP</b>	Qualifications Pack
<b>TVET</b>	Technical and Vocational Education and Training

## Qualification Pack

### Glossary

<b>Sector</b>	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
<b>Sub-sector</b>	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
<b>Occupation</b>	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
<b>Job role</b>	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
<b>Occupational Standards (OS)</b>	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
<b>Performance Criteria (PC)</b>	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
<b>National Occupational Standards (NOS)</b>	NOS are occupational standards which apply uniquely in the Indian context.
<b>Qualifications Pack (QP)</b>	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
<b>Unit Code</b>	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
<b>Unit Title</b>	Unit title gives a clear overall statement about what the incumbent should be able to do.
<b>Description</b>	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
<b>Scope</b>	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.



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<b>Knowledge and Understanding (KU)</b>	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
<b>Organisational Context</b>	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
<b>Technical Knowledge</b>	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
<b>Core Skills/ Generic Skills (GS)</b>	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
<b>Electives</b>	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
<b>Options</b>	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.