

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR APPAREL, MADE-UP'S AND HOME FURNISHING



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What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack – Packer

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

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

OCCUPATION: Packer

REFERENCE ID: AMH/Q1407

ALIGNED TO: NCO-2004 / NIL

The Packer in Finishing department does the task of packing of finished products like garments, home furnishing and made ups articles, making them ready for subsequent despatch. He checks and ensures correct labels, right tagging, suitable inner packaging, appropriate outer package, carton size, sealing of carton etc.

Brief Job Description: Packer is responsible for ensuring delivery of packed products ready to dispatch while maintaining the quality parameters. The operation consists of packaging process activities from folding, inner packing, outer packing, labeling, marking, inner layer etc. to finally packed in carton or as special instruction defined by buyer.

Personal Attributes: He/she should have good interpersonal skills, vigilant and very good eye sight to detect faults as it is the last step before the product reaches to customer. He/she should have basic mathematical skills, particularly making elementary calculations and measuring skill. He/she should possess good oral communication skills in vernacular. He/she should be agile and impatient moving all along the shop floor. He should be resilient yet tenacious

Job Details	Qualifications Pack Code	AMH/Q1407		
	Job Role	Packer		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
	Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
	Occupation	Packaging	Next review date	21/03/16
	NSQC Clearance on*	N.A		

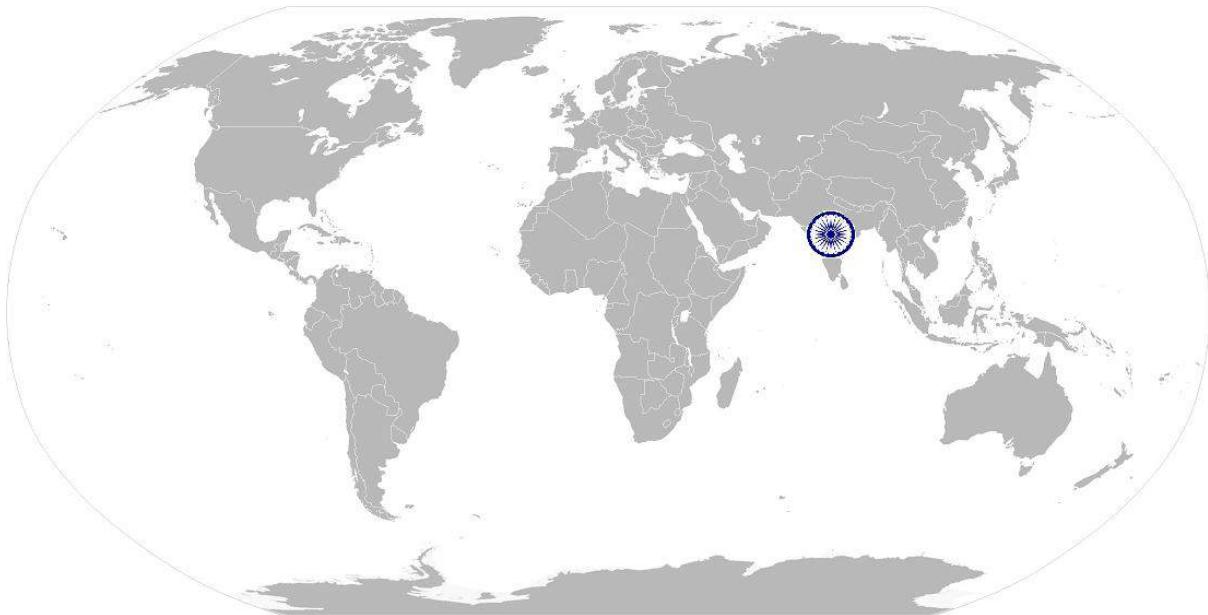
Job Role	Packer
Role Description	This unit covers the skills and knowledge required to perform the task of Packer. It includes execution of works and tasks leading to production of final finished garment and apparelsuitable packaged form ready for despatch.
NSQF level	3
Minimum Educational Qualifications	Preferably, Standard VIII
Maximum Educational Qualifications	N.A.
Training (Suggested but not mandatory)	N.A.
Minimum Job Entry Age	18 years
Experience	Preferably having worked 1-2 years in apparel, made ups or home furnishing factory
National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> AMH/N1407(Plan and Organize packing processes) AMH/N1408(Carry out the process of packing) AMH/N1409(Maintain health, safety and security in the packing department) AMH/N0102(Maintain workarea, tools and machines) AMH/N0104(Comply with industry, regulatory and organizational requirements) Optional: Not Applicable
Performance Criteria	As described in relevant NOS units

Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
	Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-functions	Sub-functions are sub-activities essential achieving the objectives of the function.
	Job role	Job role defines unique set of functions that together form a unique employment opportunity in an organization.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
	Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.	
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.	
Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job rolesatisfactorilyat workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.	
Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.	

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

Acronyms

National Occupational Standard



Overview

This unit is meant to capture skills; knowledge and personality attributes combined all together as set enabling one to plan the processes related to packing so as to work satisfactorily as Packer.

AMH/ N1407

Plan and organize packing processes

National Occupational Standard

Unit Code	AMH/ N1407
Unit Title (Task)	Plan and organize packing processes
Description	This unit is about planning and organizing processes related to packing for varieties of tasks. Packing operations may include hand or machine tasks such as folding, poly packing, insertion of folder, ironing, putting labels, packing in carton, carton sealing, labeling and any special packaging requirements as per buyer/customer specifications.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Identifying and organizing different processes of packing and its sequence as per requirements
Performance Criteria(PC) w.r.t. the Scope	
Elements	Performance Criteria
Identifying and organizing different processes of packing and its sequence as per requirements	<p>PC1. Read job card to understand packing mode and styles as per product category/class/customer instructions</p> <p>PC2. Identify components of tasks required to do the packing</p> <p>PC3. Identify and arrange materials and accessories required to do the task of packing</p> <p>PC4. Develop checklist for different tasks within specified area of packing</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: <p>KA1. Knowledge about customer defined and/or organization norms and tolerance for packing standards and its conformance</p> <p>KA2. Knowledge to organize processes so as to operate efficiently and building organizational overall performance</p>
B. Technical Knowledge	The user/individual on the job needs to know and understand: <p>KB1. Knowledge about operation and handling of packing tools and equipments like sealing equipment, poly packing, tagging, labelling, speciality packing modes etc.</p> <p>KB2. Knowledge about different types of packing like poly packing, hanger packing, etc.</p> <p>KB3. Knowledge about different types and sizes of cartons</p> <p>KB4. Knowledge about garment style and assortments related to packing</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand: <p>SA1. Document records related to the style that is to be packed</p> <p>SA2. Write letters clearly and legibly in local language also</p> <p>SA3. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company</p>
	Reading Skills
	The user/individual on the job needs to know and understand: <p>SA4. Read and comprehend written instructions mentioned in the job card to pack a particular style in local language as well.</p>

AMH/ N1407

Plan and organize packing processes

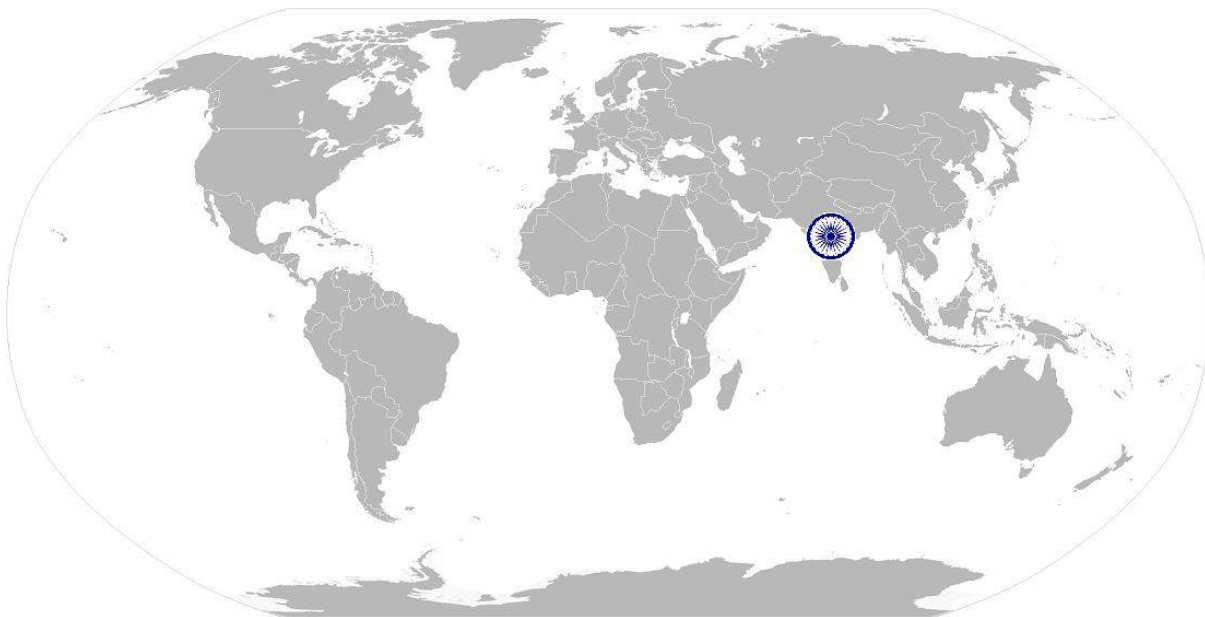
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA5. Communicate with superiors, colleagues and juniors appropriately SA6. Efficient communication with fellow colleagues to convey information clearly and effectively SA7. Listen actively and seek clarification from supervisor whenever in doubt
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the planning and preparation of the end products to be packed SB2. Take appropriate actions in terms of any deviations from the process
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. plan and set targets along with supervisors and co-workers SB4. Organize tools and equipments to be used
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. Ensure all customer needs are assessed and every effort is made to provide satisfactory service
	Problem Solving
	The user/individual on the job needs to know and understand: SB6. Identify possible defects with the products received and try fixing them SB7. Report abnormalities and non-conformities detected to superiors SB8. Seek clarification on problems when in doubt from superior
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Identify root cause of a problem related to the packing of textile products like mismatching shade, accessories, etc. SB10. Analyze each packing method adopted, its pros and cons and its significance to the company and to the product being developed
Critical Thinking	
The user/individual on the job needs to know and understand how to: SB11. Critically evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently	

AMH/ N1407

Plan and organize packing processes

NOS Version Control

NOS Code		AMH/ N1407	
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Packer	Next review date	21/03/16

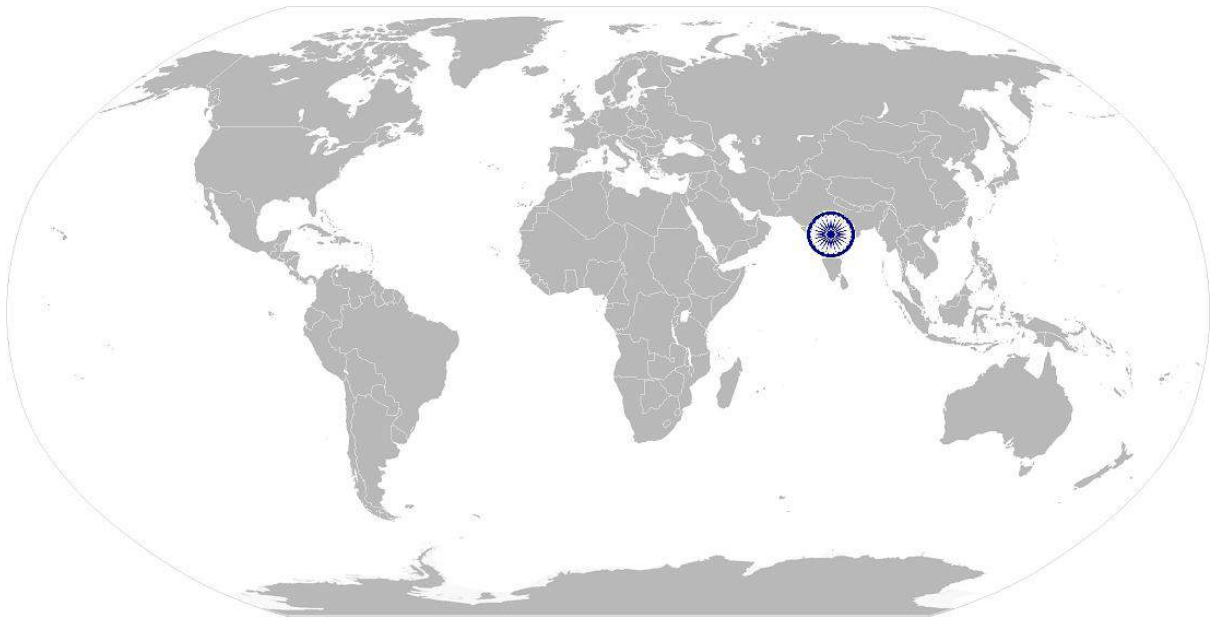


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AMH/ N1408

Carry out the process of packing

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to carry out the process activities related to packing.

AMH/ N1408

Carry out the process of packing

National Occupational Standard	Unit Code	AMH/ N1408
	Unit Title (Task)	Carry out the process of packing
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to carry out the process of packing with optimum of productivity and quality
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Executing tasks related to packing
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Executing tasks related to packing	PC1. Pack materials as per job card details PC2. Follow supervisor instructions for packing PC3. Follow checklist defined for packing PC4. Segregate and quarantine damage/defective goods/pieces PC5. Rectify/correct repairable faults like crease removal, stain removals etc.
	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 in-time supports and creative ideas to enhance productivity and reduce wastages KA2. Knowledge about the final shipment dates
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about different types of customer labels, washing labels, tags etc. KB2. Knowledge to do packing as per invoice KB3. Knowledge of weighing of packed goods KB4. Knowledge of marking basic packing details on cartons KB5. Knowledge about operation and handling of different packing tools and equipment KB6. Basic mathematical knowledge for elementary calculations and measuring skill
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 letter in clear, understandable and legible fashion in local language as well	
	Reading Skills	
	The user/individual on the job needs to know and understand: SA2. Read and understand manuals, memos, reports, job cards, etc. in local language also SA3. Read and comprehend written instructions about and working of packing machines and equipment	
Oral Communication (Listening and Speaking skills)		

AMH/ N1408

Carry out the process of packing

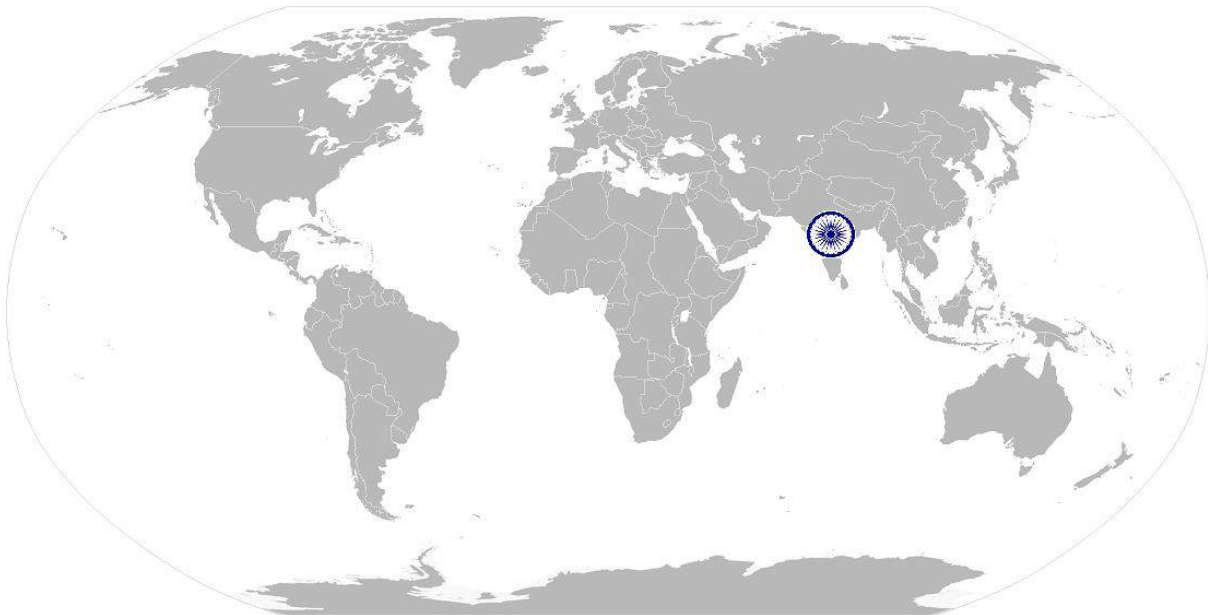
	<p>The user/individual on the job needs to know and understand:</p> <p>SA4. communicate effectively to superiors and colleagues provide/receive detailed information</p> <p>SA5. Listen actively and clarify doubts with supervisors or amongst co-workers</p>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. Follow organization rule-based decision making process with respect to packing of textile products</p> <p>SB2. Take appropriate actions in terms of any deviations while packing</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB3. Plan and set targets along with the supervisors and co-workers</p> <p>SB4. Plan for placing the different packed products in an organized manner on a daily basis</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Understand customer requirements and their priority and respond as per their needs</p> <p>SB6. Evaluate and pack the final textile product as per client specifications</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB7. Seek and Comprehend machine related inputs for clarification</p> <p>SB8. Clarify instructions given by the supervisor</p> <p>SB9. Review the defects and take appropriate actions to rectify them</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB10. Analyze the defects and the procedure for dealing with it</p> <p>SB11. Diagnose and report common problems in the machines like missing parts, blunt blades, etc. based on visual inspection</p>
<p>Critical Thinking</p>	
<p>The user/individual on the job needs to know and understand:</p> <p>SB12. Critically evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently</p> <p>SB13. Evaluate, understand and rectify the problems that arise while packing of products like mismatching shades, trims, etc.</p>	

AMH/ N1408

Carry out the process of packing

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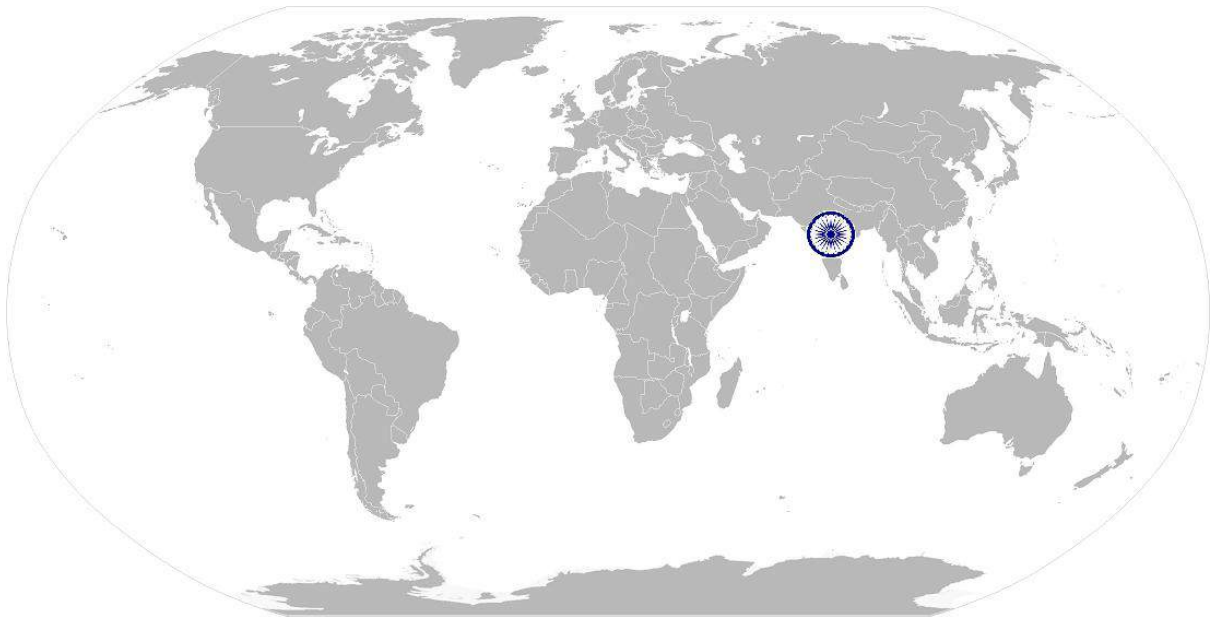
NOS Code	AMH/N1408		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Packer	Next review date	21/03/16



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AMH/ N1409 Maintain health, safety and security in the packing department

National Occupational Standard



Overview

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

AMH/ N1409 Maintain health, safety and security in the packing department

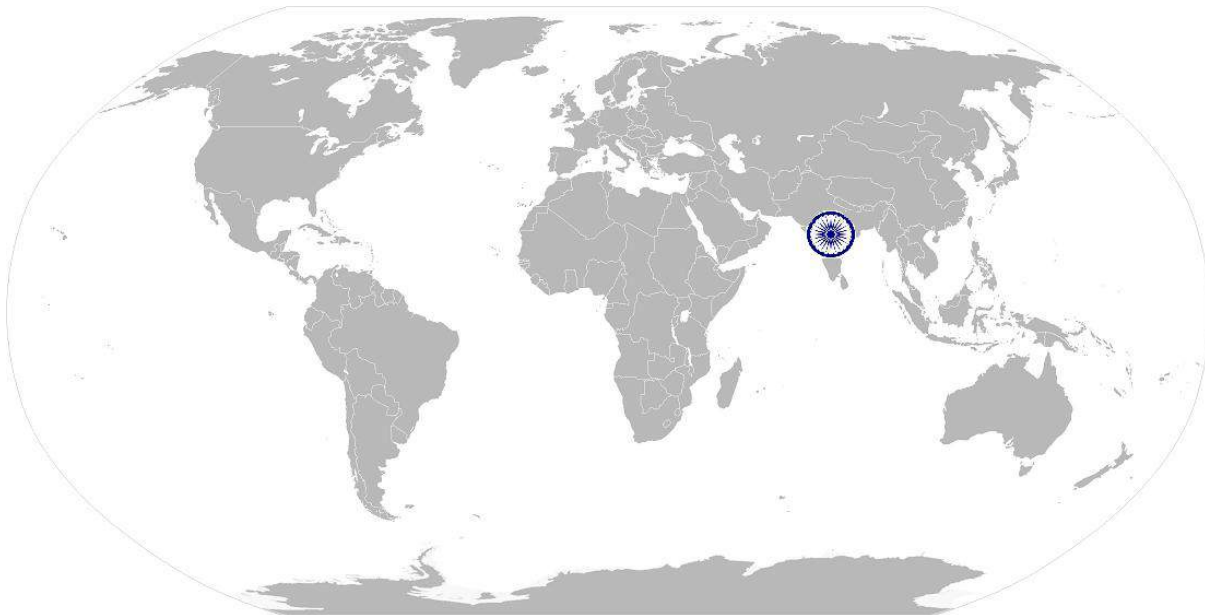
Unit Code	AMH/ N1409
Unit Title (Task)	Maintain health, safety and security in the packing department
Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to comply with environment, health and safety requirements in the packing department. It also covers procedures to identify, prevent, control, minimize and eliminate hazards and risks to self and others in the organization.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Hazards and Risks associated with the process, medical emergencies and evacuation process
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Hazards and risks associated with the process, medical emergencies and evacuation process	<p>PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, stain removers, stationery items etc.</p> <p>PC2. Ensure handling of tools and equipments like scissors, cutters, etc. safely and securely</p> <p>PC3. Maintain the workplace and work processes for potential risks and threats like fire, physical injuries, etc.</p> <p>PC4. Participate in mock-drills/evacuation procedures organized at the workplace</p> <p>PC5. Undertake first-aid, fire-fighting and emergency response training</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 about hazards related to damage to organization's assets and records KA2. Knowledge about fire-fighting drills
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge about hazards related to equipments like electric iron for electrical shock and heat burn KB2. Knowledge about safe handling of tools and equipments like scissors, thread cutter etc.
Skills (S)	
A. Core Skills /Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. document records related to health, safety and security related information SA2. Document records in case of any health and safety incident/accident
	Reading Skills
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA3. Read and comprehend written instructions related to safety issues in local language as well SA4. Read, understand and follow the safety and cleanliness signage put in the organization
Oral Communication (Listening and Speaking skills)	

AMH/ N1409 Maintain health, safety and security in the packing department

	<p>The user/individual on the job needs to know and understand:</p> <p>SA5. Seek information appropriately in order to understand the requirements and concerns of health and safety</p> <p>SA6. Use correct technical terms while discussing safety and security with the supervisor</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB1. Make appropriate and timely decision in responding to emergencies/ accidents in line with organization</p> <p>SB2. Evaluate and use correct PPE and other safety gear while in the packing department</p>
	<p>Plan and Organize</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB1. Plan health and safety drills according to the required schedule</p> <p>SB2. Work with supervisors/team mates to carry out health and safety measures</p> <p>SB3. Keep work area free from potential hazards like fire, shot circuit, etc.</p>
	<p>Customer Centricity</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. Ensure and follow organizational procedures pertaining to health and safety are followed</p>
	<p>Problem Solving</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB5. Take appropriate actions during emergencies, accidents or fire at the workplace</p> <p>SB6. Resolve issues pertaining to malfunctions in machineries and report to the concerned supervisor if required</p>
	<p>Analytical Thinking</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB7. Identify emergency situations</p> <p>SB8. Identify cause effect relationship for the emergencies</p>
	<p>Critical Thinking</p> <p>The user/individual on the job needs to know and understand:</p> <p>SB9. Critically evaluate the root cause of any mishappening and the level of its impact</p>

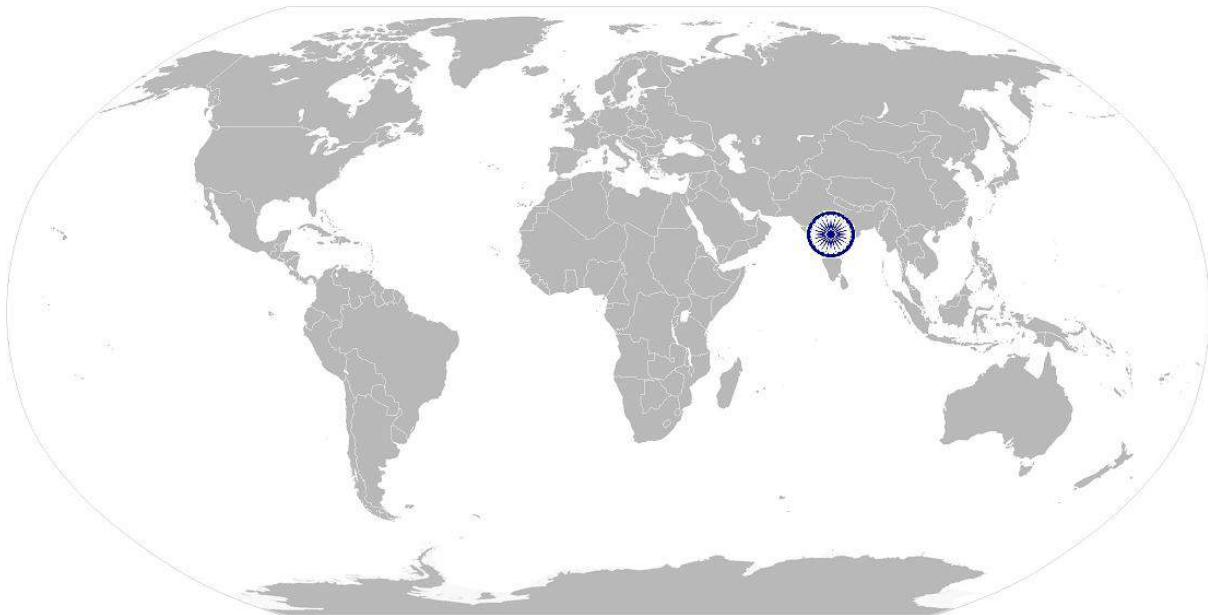
AMH/ N1409 Maintain health, safety and security in the packing department
NOS Version Control

NOS Code	AMH/N1409		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Packer	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

AMH/ N0102

Maintain workarea, tools and machines

National Occupational Standard	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	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Maintain a clean and hazard free working area</p> <p>PC5. Maintain tools and equipment</p> <p>PC6. Carry out running maintenance within agreed schedules</p> <p>PC7. Carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. Report unsafe equipment and other dangerous occurrences</p> <p>PC9. Ensure that the correct machine guards are in place</p> <p>PC10. Work in a comfortable position with the correct posture</p> <p>PC11. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. Dispose of waste safely in the designated location</p> <p>PC13. Store cleaning equipment safely after use</p> <p>PC14. Carry out cleaning according to schedules and limits of responsibility</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of your own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The importance of effective communication with colleagues</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. The company's quality standards</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p>
	B. Technical	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p>

AMH/ N0102

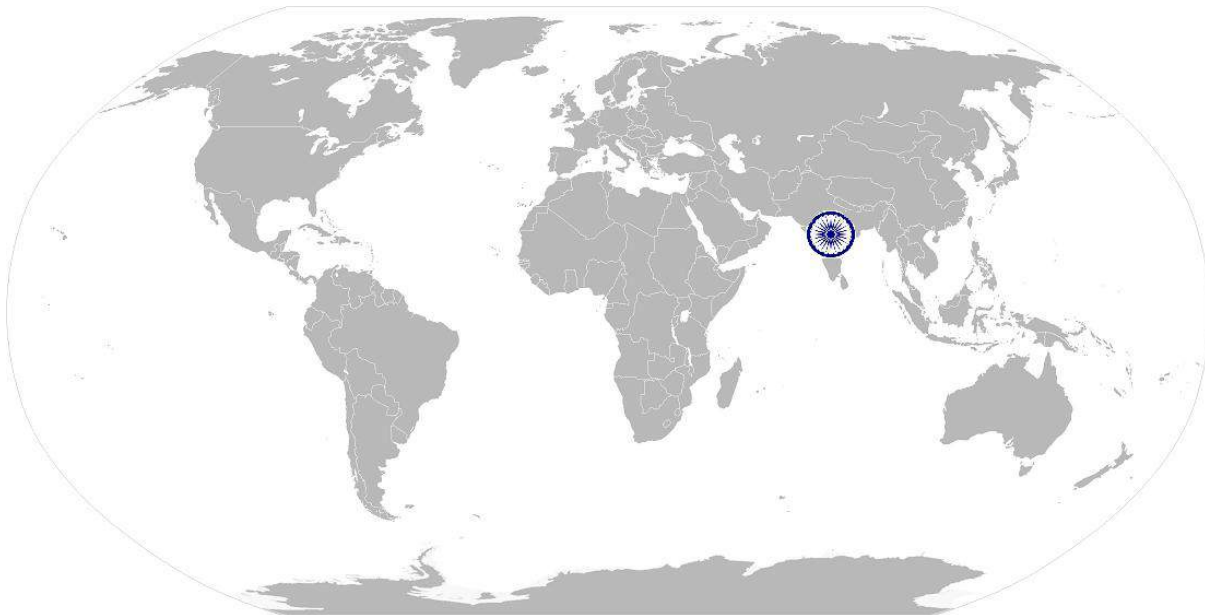
Maintain workarea, tools and machines

Knowledge	<p>KB2. Method to make use of the information detailed in specifications and 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

AMH/ N0102

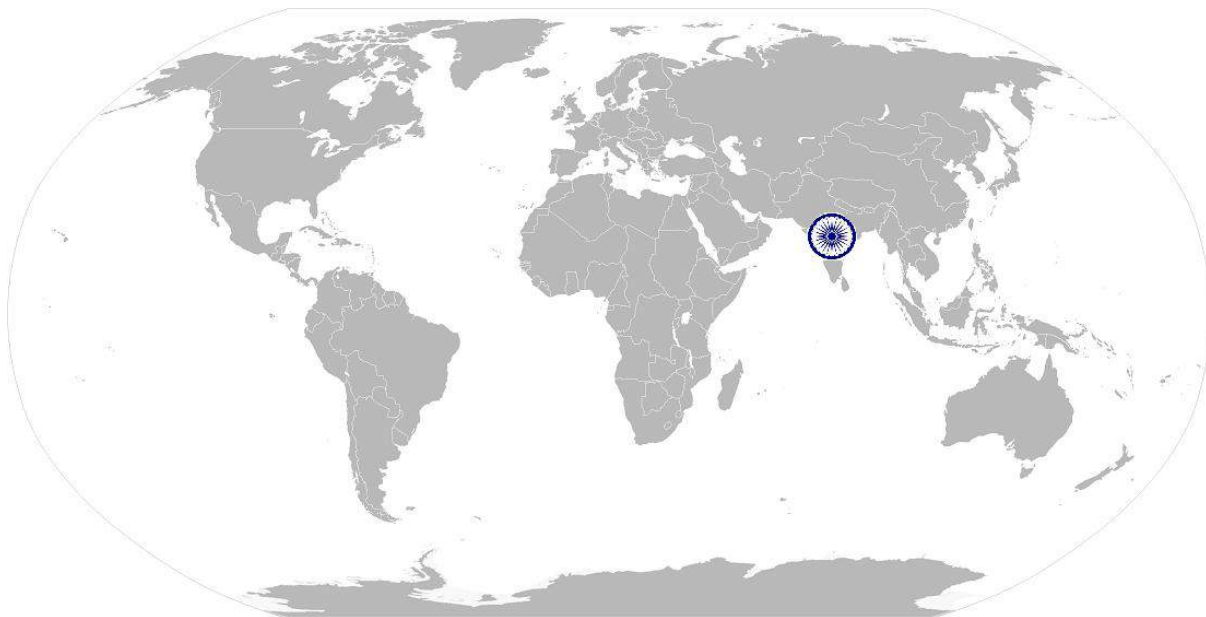
Maintain workarea, tools and machines

	Problem Solving
	The user/individual on the job needs to know and understand how to: SB7. Solve operational role related issues
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Diagnose common problems in the machine based on visual inspection, sound, temperature, etc.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB10. Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently



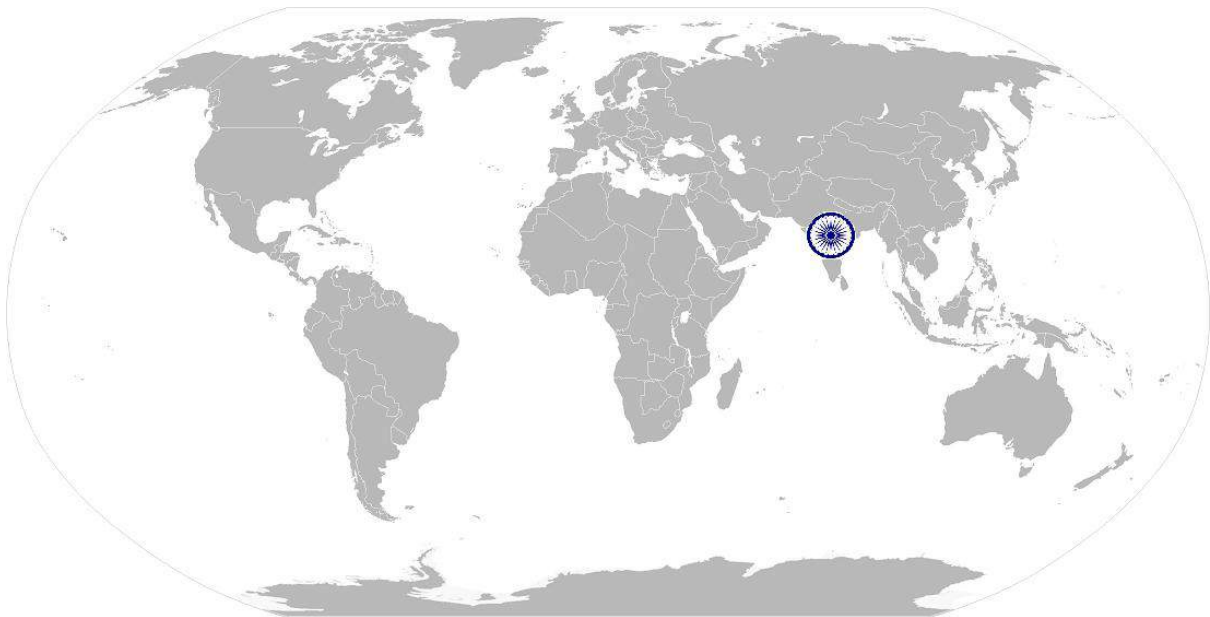
AMH/ N0102 Maintain workarea, tools and machines
NOS Version Control

NOS Code	AMH/N0102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Packer	Next review date	21/03/16



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National Occupational Standard



Overview

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

AMH/N0104 Comply with industry, regulatory and organizational requirements

National Occupational Standard

Unit Code	AMH/ N0104
Unit Title (Task)	Comply with industry, regulatory and organizational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements at the workplace.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with industry and organizational requirements
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Comply with industry, and organizational requirements	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within your work practices PC4. Provide support to your supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1.The importance of having an ethical and value-based approach to governance KA2.Benefits to your company and yourself due to practice of these procedures KA3.The importance of punctuality and attendance KA4.Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> Legal and ethical requirements Procedures to follow if someone does not meet the requirements KA5.Customer specific requirements mandated as a part of your work process
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1.Country / customer specific regulations for your sector and their importance KB2.Reporting procedure in case of deviations KB3. Limits of personal responsibility
Skills (S) w.r.t the scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
	Reading Skills
	The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. Read and comprehend the organizational documents pertaining to rules and procedures SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc. SA4. Read in the local language as applicable

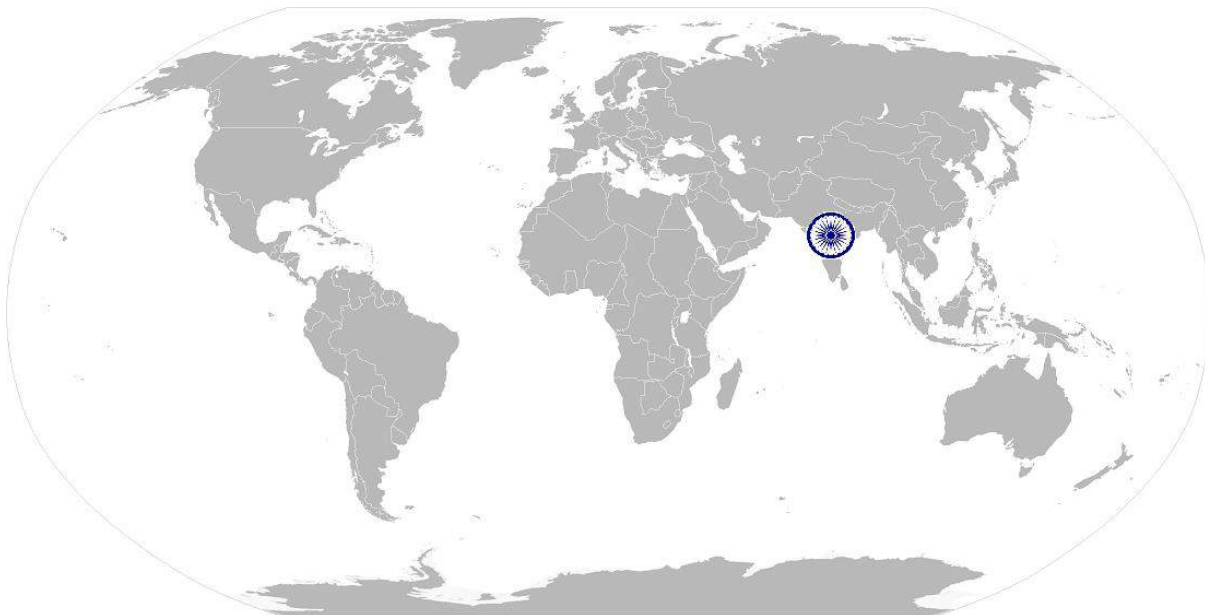
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	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking skills)
B. Professional Skills	The user/individual on the job needs to know and understand how to: SA6. Positively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

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NOS Version Control

NOS Code	AMH/N0104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Packer	Next review date	21/03/16



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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Packer

Qualification Pack AMH/Q1407

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 50% 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/N1407 (Plan and organize packing processes)	PC1. Read job card to understand packing mode and styles as per product category/class/customer instructions	60	16	8	7	1
	PC2. Identify components of tasks required to do the packing		14	5	8	1
	PC3. Identify and arrange materials and accessories required to do the task of packing		15	4	10	1
	PC4. Develop checklist for different tasks within specified area of packing		15	5	9	1
			60	22	34	4
2. AMH/N1408 (Carry out the process of packing)	PC1. Pack materials as per job card details	85	22	6	15	1
	PC2. Follow supervisor instructions for packing		14	4	9	1
	PC3. Follow checklist defined for packing		14	4	9	1
	PC4. Segregate and quarantine damage/defective goods/pieces		15	4	10	1

	PC5. Rectify/correct repairable faults like crease removal, stain removals etc.		20	5	14	1
			85	23	57	5
3. AMH/N1409 (Maintain health, safety and security in the packing department)	PC1. Keep vigilance for potential risks and threats associated with workplace and equipment like, hot iron, stain removers, stationery items etc.	30	6	2.5	3	0.5
	PC2. Ensure handling of tools and equipments like scissors, cutters, etc. safely and securely		5	2	2	1
	PC3. Monitor the workplace and work processes for potential risks and threats		7	2.5	3	1.5
	PC4. Participate in mock-drills/evacuation procedures organized at the workplace		6	2	3	1
	PC5. Undertake first-aid, fire-fighting and emergency response training if asked to do so		6	2	3	1
			30	11	14	5
4. AMH/N0102 (Maintain workarea, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	40	3	0	2	1
	PC2. Use correct lifting and handling procedures		3	1	2	0
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		3	1	2	0
	PC5. Maintain tools and equipments		2	0	2	0
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		2	0	2	0
	PC8. Report unsafe equipment and other dangerous occurrences		3	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	8	26	6
5. AMH/N0104 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	35	7	2	4	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		6	2	3	1
	PC3. Apply and follow these policies and procedures within your work practices		7	2	4	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		7	2	4	1
	PC5. Identify and report any possible deviation to these requirements		8	3	4	1
	Total Marks			35	11	19
		250	250	75	150	25