

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

### 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:

SSC - AMH  
E-mail:  
ceo@sscamh.com



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## Introduction

### Qualifications Pack – Garment Cutter (CAM)

**SECTOR:** APPAREL, MADE-UP'S AND HOME FURNISHING

**SUB-SECTOR:** APPAREL

**OCCUPATION:** CUTTER (CAM)

**REFERENCE ID:** AMH/Q1501

**ALIGNED TO:** NCO-2004 / 7435.40

**Brief Job Description:** The Garment cutter should be able to take the fabric from stock, load the fabric and program the CAM to run the particular design. A garment cutter also removes the cut pieces off the conveyer belt and ensures cutting is done as per product requirements.

**Personal Attributes:** A Garment Cutter who operates through CAM should pay close attention to details and specifications as mistakes could get costly. Basic math and computer skills are important for computer controlled machine operators. He/she should understand the textile characteristics, and should have exceptional hand-eye coordination.

<b>Job Details</b>	<b>Qualifications Pack Code</b>	<b>AMH/Q1501</b>		
	<b>Job Role</b>	<b>Garment Cutter(CAM)</b>		
	<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>21/08/14</b>
	<b>Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>17/10/14</b>
	<b>Occupation</b>	<b>Cutter (CAM)</b>	<b>Next review date</b>	<b>30/12/15</b>
	<b>NSQC Clearance On*</b>	<b>20/07/15</b>		

<b>Job Role</b>	<b>Garment Cutter (CAM)</b>
<b>Role Description</b>	This unit covers the skills and knowledge to operate the CAM for bulk cutting of different components of garments of a particular design on the fabric lays
<b>NSQF level</b>	4
<b>Minimum Educational Qualifications</b>	12 <sup>th</sup> pass, preferably
<b>Maximum Educational Qualifications</b>	N/A
<b>Training</b> (Suggested but not mandatory)	Training in CAM software and operations
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	1-2 years of work experience/internship in CAM, preferably
<b>National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">AMH/N1501 (Preparation for cutting)</a></li> <li><a href="#">AMH/N1502 (Identify the process and operate CAM for bulk cutting)</a></li> <li><a href="#">AMH/N0102(Maintain the work area, tools and machines)</a></li> <li><a href="#">AMH/N0103(Maintain health, safety and security at work place)</a></li> <li><a href="#">AMH/N1505(Comply with industry, regulatory and organizational essentials)</a></li> </ol> <p><b>Optional:</b> Not Applicable</p>
<b>Performance Criteria</b>	As described in the relevant OS units

## Glossary of Key Terms

Table 1: Glossary of Key Terms

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 to fulfill the achieving the objectives of the function.
	Job role	Job role defines a 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 when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.	
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.	
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.	
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.	
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.	

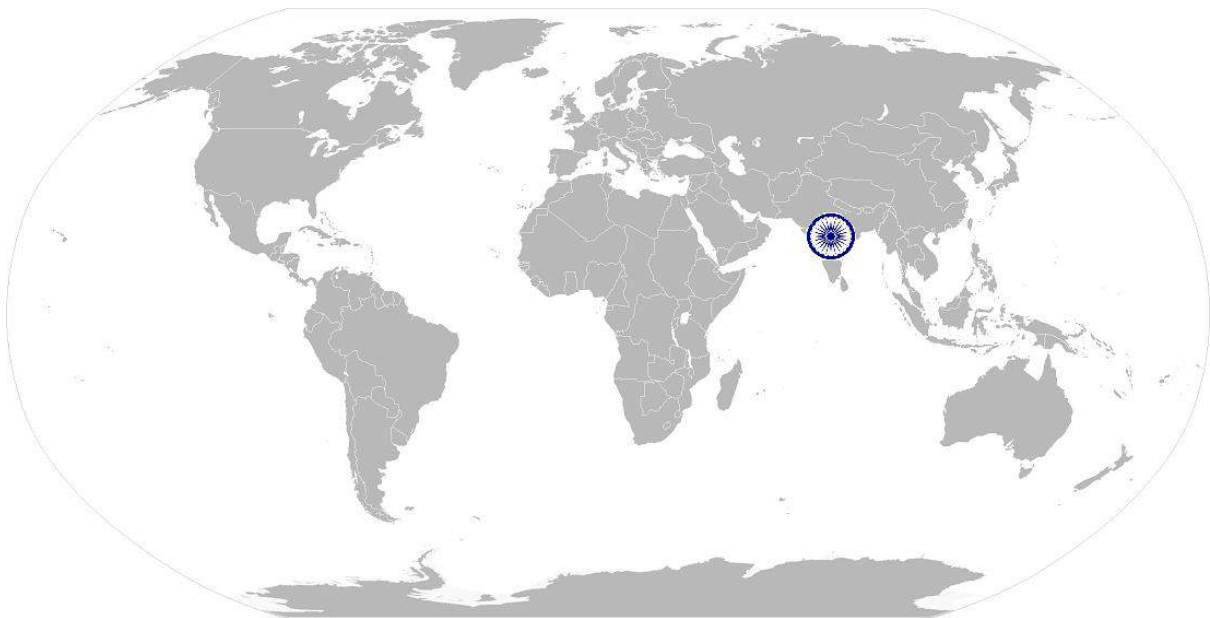
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

**Acronyms**

AMH/N1501 Preparation for Cutting

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# National Occupational Standard



## Overview

This unit provides knowledge on how to prepare for cutting before the CAM is operated

### AMH/N1501 Preparation for Cutting

National Occupational Standard	<b>Unit Code</b>	AMH/N1501
	<b>Unit Title (Task)</b>	Preparation for Cutting
	<b>Description</b>	This unit provides knowledge on how to prepare for cutting before the CAM is operated
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Prepare for cutting of the fabric lays</li> <li>• Prepare the cutting table</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	Prepare for cutting of the fabric lays	To be competent, you must be able to: <ul style="list-style-type: none"> <li>PC1. Inspect the work area is free from hazards as per the safety norm of the organization functions</li> <li>PC2. Obtain and check the data on the job card and carry out in line with the responsibilities of the job role.</li> <li>PC3. Calculate the number of components needed for production</li> <li>PC4. Agree and review the agreed upon work targets with the supervisor</li> <li>PC5. Feed the required marker to the system to prepare for cutting like the size, sewing information and codes of the fabric or worksheet</li> <li>PC6. Calculate the amount of fabric needed</li> <li>PC7. Ensure that the lays of the fabric are in accordance with the type of material, taking even the texture into consideration</li> </ul>
	Prepare the cutting table	<ul style="list-style-type: none"> <li>PC8. Ensure that the cutting table is well equipped with vacuum system</li> <li>PC9. Make sure that the fabric spread is covered with thin plastic film which is drawn against the spread by vacuum- this holds the lay steady and prevents shifting of plies during cutting</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: <ul style="list-style-type: none"> <li>KA1. The organization's policies and procedures</li> <li>KA2. Protocol to obtain more information on work related tasks.</li> <li>KA3. The limits of your role and responsibilities</li> <li>KA4. Who to refer problems to when they are outside the limit of your authority</li> <li>KA5. Work target and review mechanism with the supervisor</li> <li>KA6. Common hazards in the work area and workplace procedures for dealing with them</li> <li>KA7. Reporting Structure</li> <li>KA8. Importance of team work and harmonious working relationships</li> <li>KA9. Cutting efficiencies with regard to the material being cut.</li> </ul>
<b>B. Technical Knowledge</b>	You need to know and understand: <ul style="list-style-type: none"> <li>KB1. Knowledge of fabric types and garment construction</li> <li>KB2. Knowledge of pattern sewing codes and symbols</li> </ul>	

### AMH/N1501 Preparation for Cutting

	<p>KB3. Knowledge of different cutting equipment and method</p> <p>KB4. Common quality imperfections associated with the materials</p> <p>KB5. Knowledge of various shades of colours</p> <p>KB6. CAM operating procedures</p> <p>KB7. Manufacturer's instructions</p> <p>KB8. How to identify the process and product problems</p> <p>KB9. The escalation hierarchy</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to:
	SA1. Complete accurate well written work
	SA2. Communicate with others in writing
	<b>Reading Skills</b>
You need to know and understand how to:	
SA3. Follow guidelines/procedures/rules	
<b>Oral Communication (Listening and Speaking skills)</b>	
You need to know and understand how to:	
SA4. Listen effectively and orally communicate information accurately	
SA5. Ask for clarification and advice from others in the team and heads	
<b>B. Professional Skills</b>	<b>Decision Making</b>
	You need to know and understand how to:
	SB1. Follow rule-based decision-making processes
	SB2. Make decisions on a suitable course of action or response
	<b>Plan and Organize</b>
	You need to know and understand how to:
	SB3. Plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
You need to know and understand how to:	
SB4. Apply problem-solving approaches in different situations	
SB5. Refer anomalies to the particular personnel	
SB6. Seek clarification on problems from others	
<b>Analytical Thinking</b>	
You need to know and understand how to:	
SB7. Analyze the cutting process	
SB8. Analyze needs, requirements and dependencies in order to meet your work requirements	
<b>Critical Thinking</b>	
You need to know and understand how to:	
SB9. Provide opinions on work in a detailed and constructive way to the concerned personnel	
SB10. Apply balance judgments to different situations	

## AMH/N1501 Preparation for Cutting

### NOS Version Control

<b>NOS Code</b>	<b>AMH/N1501</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>21/08/14</b>
<b>Industry Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>17/10/14</b>
<b>Occupation</b>	<b>Cutter (CAM)</b>	<b>Next review date</b>	<b>30/12/15</b>

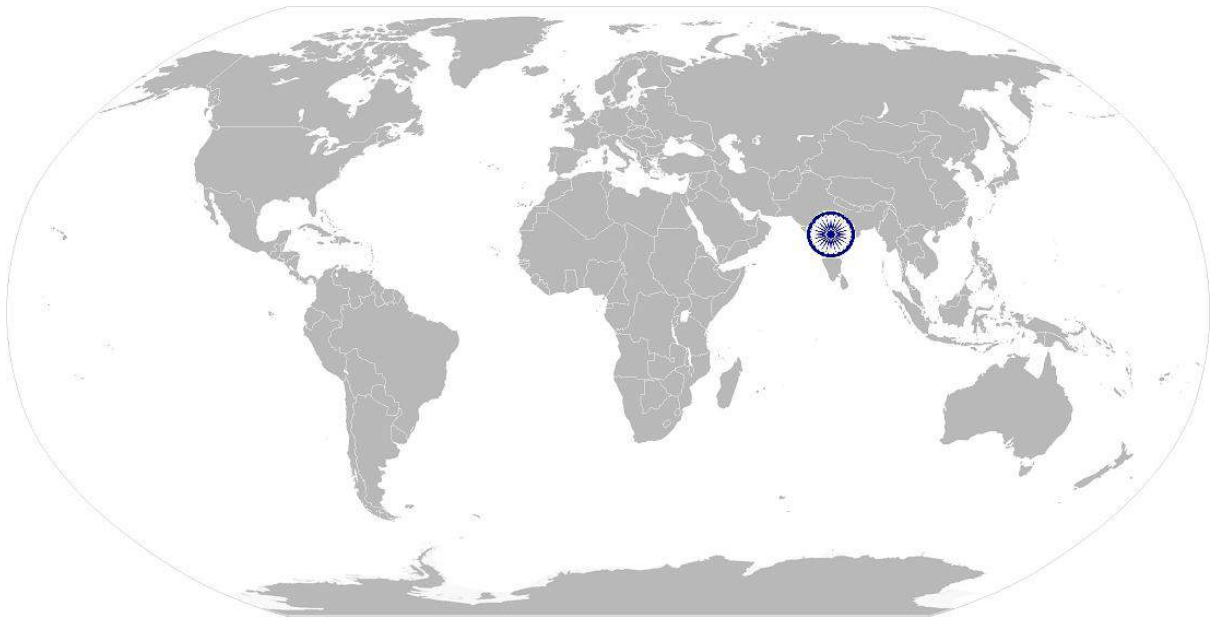




AMH/N1502 Identify the process and operate CAM for bulk cutting

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# National Occupational Standard



## Overview

This unit provides knowledge and understanding required for garment material cutting operations using CAM

**AMH/N1502 Identify the process and operate CAM for bulk cutting**

National Occupational Standard	<b>Unit Code</b>	<b>AMH/N1502</b>
	<b>Unit Title (Task)</b>	<b>Identify the process and operate CAM for bulk cutting</b>
	<b>Description</b>	This unit provides knowledge and understanding required for garment material cutting operations using CAM
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Set up the CAM(Computer Aided Manufacturing)</li> <li>Operate the CAM as per the requirement</li> <li>Load the fabric for cutting</li> <li>Cut components are off the table and bundled in groups</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	Set up the CAM Machine (Computer Aided Manufacturing)	To be competent, you must be able to: <ul style="list-style-type: none"> <li>PC1. Inspect the work area is free from hazards as per the safety norm of the organization functions</li> <li>PC2. Obtain and check the data on the job card and carry out in line with the responsibilities of the job role.</li> <li>PC3. Calculate the number of components needed for production</li> <li>PC4. Agree and review the agreed upon work targets with the supervisor</li> <li>PC5. Set up the CAM machine</li> </ul>
	Operate the CAM as per the requirement and Load the fabric for cutting	<ul style="list-style-type: none"> <li>PC6. Ensure no defects on the material before going ahead for cutting</li> <li>PC7. Determine the mechanisms of the CAM and make sure that the motors along with the cutting knife functions well, before the actual bulk cutting takes place.</li> <li>PC8. Meet company usage tolerances for efficient pattern interlocking</li> <li>PC9. Check with others when unsure of new product details</li> <li>PC10. Make sure when cutting the material             <ul style="list-style-type: none"> <li>Avoid damaging self and others</li> <li>Avoid damage to the knife and other equipments</li> </ul> </li> </ul>
	Put cut components off the table and bundle in groups	<ul style="list-style-type: none"> <li>PC11. Identify the cut parts, count tickets and then group them well to pass on to the next department</li> <li>PC12. Ensure the bundled tickets have all the necessary information</li> <li>PC13. Dispose of waste materials safely and return reusable materials</li> <li>PC14. Report defects in the machine one does not have the authority to repair</li> <li>PC15. Report risks/problems likely affect services to the relevant person promptly and accurately</li> <li>PC16. Complete forms, records and other documentation.</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: <ul style="list-style-type: none"> <li>KA1. The organization's policies and procedures</li> <li>KA2. Protocol to obtain more information on work related tasks.</li> <li>KA3. The limits of your role and responsibilities</li> <li>KA4. Who to refer problems to when they are outside the limit of your authority</li> </ul>	

**AMH/N1502 Identify the process and operate CAM for bulk cutting**

	<p>KA5. Work target and review mechanism with the supervisor</p> <p>KA6. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA7. Reporting Structure</p> <p>KA8. Importance of team work and harmonious working relationships</p> <p>KA9. Cutting efficiencies with regard to the material being cut.</p>
<p><b>B. Technical Knowledge</b></p>	<p>You need to know and understand:</p> <p>KB1. Method of calculating the number of components required</p> <p>KB2. Method of identifying the quality and usage of components being cut</p> <p>KB3. Common quality imperfections associated with the materials</p> <p>KB4. Knowledge of various shades of colours</p> <p>KB5. CAM operating procedures</p> <p>KB6. Manufacturer's instructions</p> <p>KB7. How to identify the process and product problems</p> <p>KB8. The escalation hierarchy</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>You need to know and understand how to:</p> <p>SA1. Complete accurate well written work</p> <p>SA2. Communicate with others in writing</p> <p><b>Reading Skills</b></p> <p>You need to know and understand how to:</p> <p>SA3. Follow guidelines/procedures/rules</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>You need to know and understand how to:</p> <p>SA4. Listen effectively and orally communicate information accurately</p> <p>SA5. Ask for clarification and advice from others in the team and heads</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>You need to know and understand how to:</p> <p>SB6. Follow rule-based decision-making processes</p> <p>SB7. Make decisions on a suitable course of action or response</p> <p><b>Plan and Organize</b></p> <p>You need to know and understand how to:</p> <p>SB8. Plan and organize your work to achieve targets and deadlines</p> <p><b>Customer Centricity</b></p> <p>NA</p> <p><b>Problem Solving</b></p> <p>You need to know and understand how to:</p> <p>SB9. Apply problem-solving approaches in different situations</p> <p>SB10. Refer anomalies to the particular personnel</p> <p>SB11. Seek clarification on problems from others</p> <p><b>Analytical Thinking</b></p> <p>You need to know and understand how to:</p>

**AMH/N1502 Identify the process and operate CAM for bulk cutting**

	SB12. Analyze the cutting process
	SB13. Analyze needs, requirements and dependencies in order to meet your work requirements
	<b>Critical Thinking</b>
	You need to know and understand how to:
	SB14. Provide opinions on work in a detailed and constructive way to the concerned personnel
	SB15. Apply balance judgments to different situations

**NOS Version Control**

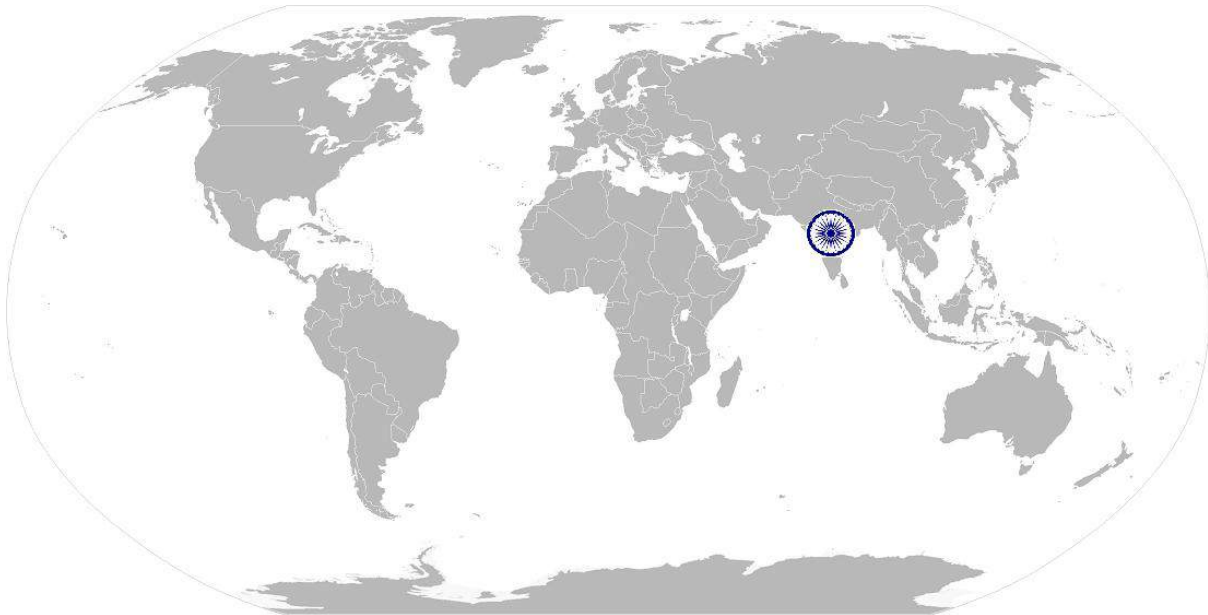
<b>NOS Code</b>	<b>AMH/N1502</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>21/08/14</b>
<b>Industry Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>17/10/14</b>
<b>Occupation</b>	<b>Cutter (CAM)</b>	<b>Next review date</b>	<b>30/12/15</b>

AMH/N0102

Maintain work area, tools and machines

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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 work area, tools and machines**

<b>National Occupational Standard</b>	<b>Unit Code</b>	<b>AMH/N0102</b>
	<b>Unit Title (Task)</b>	<b>Maintain work area, tools and machines</b>
	<b>Description</b>	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
	<b>Scope</b>	<b>This unit/task covers the following:</b> Maintaining work area, tools and machines
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Maintain the work area, tools and machines</b>	To be competent, the user/individual on the job must be able to: PC1. Handle materials, machinery, equipment and tools safely and correctly PC2. Use correct lifting and handling procedures PC3. Use material 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. Working 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
	<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Knowledge and Understanding</b>
	<b>1. Organizational Context</b> (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. Safe working practices and organizational procedures KA2. Limits of your own responsibility KA3. Ways of resolving with problems within the work area KA4. The lines of communication, authority and reporting procedures KA5. The organization's rules, codes and guidelines (including time keeping) KA6. The company's quality standards
<b>B. Technical/ Domain Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Work instructions and specifications and interpret them accurately KB2. Method to make use of the information detailed in specifications and instructions KB3. Relation between work role and the overall manufacturing process	

**AMH/N0102**

**Maintain work area, tools and machines**

	<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. Machine/Tools Conditions</p> <ul style="list-style-type: none"> <li>• Mechanical condition</li> <li>• Lubrication technique</li> <li>• Basic cleaning technique</li> </ul> <p>KB10. Environmental Conditions</p> <ul style="list-style-type: none"> <li>• Lighting</li> <li>• Ventilation</li> <li>• General Comfort</li> </ul> <p>KB11. Maintenance procedures</p> <p>KB12. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB13. Different types of cleaning equipment and substances and their use</p> <p>KB14. Safe working practices for cleaning and the method of carrying them out</p>
<b>Skills (S)w.r.t.theScope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	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
	<b>Reading Skills</b>
	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.	
<b>B. Professional Skills</b>	<b>Oral Communication (Listening and Speaking Skills)</b>
	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>Decision Making</b>
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	
<b>Plan and Organize</b>	
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	

**AMH/N0102 Maintain work area, tools and machines**

	SB6. Plan for cleaning and lubricating the concerned machinery daily
	SB7. Plan for cleaning the concerned tools and workplace daily before and after operations
	<b>Customer Centricity</b>
	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
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB9. Solve operational role related issues
<b>Analytical Thinking</b>	
The user/ individual on the job needs to know and understand how to:	
SB10. Diagnose common problems in the machine based on visual inspection, sound, temperature etc.	
<b>Critical Thinking</b>	
The user/ individual on the job needs to know and understand how to:	
SB11. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	

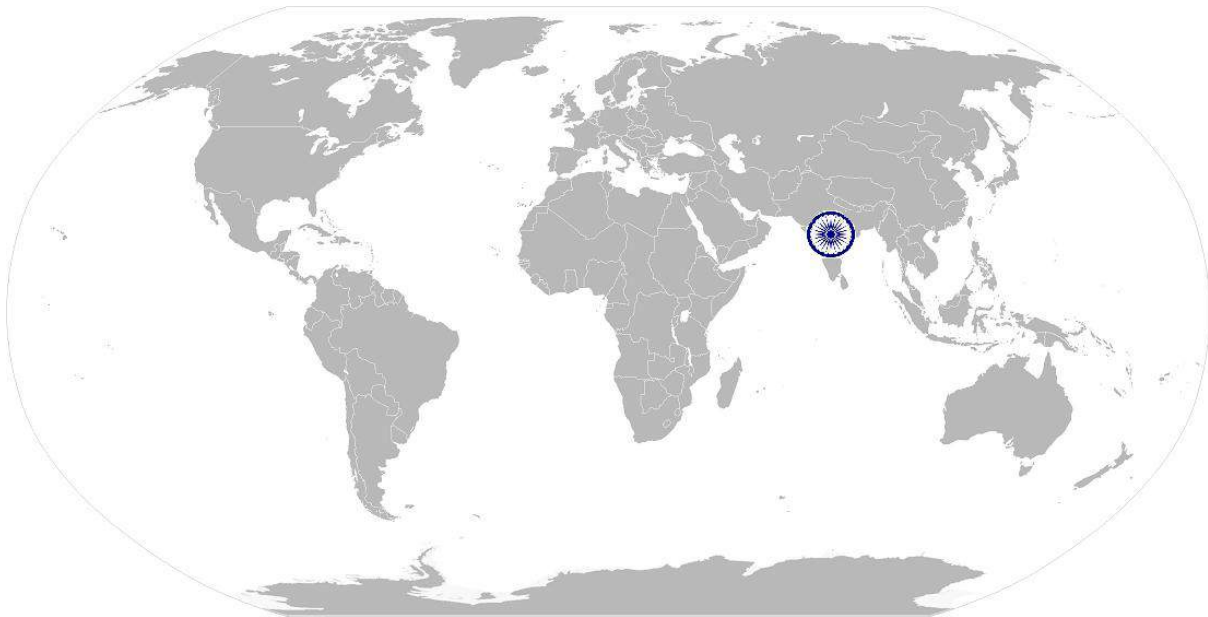
**NOS Version Control**

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<b>Occupation</b>	<b>Cutter (CAM)</b>	<b>Next review date</b>	<b>30/12/15</b>



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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for taking responsibility for their own health, safety and security in the workplace and is about using the correct procedures to prevent, control and minimize risk to them and others in the workplace.

**AMH/N0103**

**Maintain health, safety and security at work place**

<b>National Occupational Standard</b>	<b>Unit Code</b>	<b>AMH/N0103</b>
	<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</b>
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for taking responsibility for their own health, safety and security in the workplace and is about using the correct procedures to prevent, control and minimize risk to them and others in the workplace.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Hazards and Risks/ threats</li> <li>• Medical Emergencies</li> <li>• Evacuation process</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>PerformanceCriteria</b>
	Hazards and Risks/ threats	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Comply with health and safety related instructions applicable to the workplace</li> <li>PC2. Use and maintain personal protective equipment as per protocol</li> <li>PC3. Carry out own activities in line with approved guidelines and procedures</li> <li>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</li> <li>PC5. Follow environment management system related procedures</li> <li>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</li> <li>PC7. Report any service malfunctions that cannot be rectified</li> <li>PC8. Store materials and equipment in line with manufacturer's and organizational requirements</li> <li>PC9. Safely handle and move waste and debris</li> <li>PC10. Monitor the workplace and work processes for potential risks and threats</li> <li>PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</li> <li>PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel</li> </ul>
	Medical Emergencies	<ul style="list-style-type: none"> <li>PC13. Minimize health and safety risks to self and others due to own actions</li> <li>PC14. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</li> </ul>

**AMH/N0103 Maintain health, safety and security at work place**

Evacuation process	<p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organization procedures for shutdown and evacuation when required</p>
<b>Knowledge and Understanding (K)</b>	
<p><b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Health and safety related practices applicable at the workplace</p> <p>KB2. Potential hazards, risks and threats based on nature of operations</p> <p>KB3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KB4. Potential risks due to own actions and methods to minimize these</p> <p>KB5. Environmental management system related procedures at the workplace</p> <p>KB6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KB7. Potential accidents and emergencies and response to these scenarios</p> <p>KB8. Reporting protocol and documentation required</p> <p>KB9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KB10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and methods</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
<b>Skills (S)</b>	
<p><b>A. Core Skills / Generic Skills</b></p>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Document and report any health and safety related incidents/ accidents</p>
	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend manuals of operations</p> <p>SA3. Read all organizational and equipment related health and safety manuals and documents</p> <p>SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations</p>
	<b>Oral Communication (Listening and Speaking Skills)</b>
<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Give clear instructions to co-workers, subordinates and other personnel</p>	

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	SA6. Use correct technical terms while interacting with supervisor
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organization
	SB2. Evaluate and use correct PPE and other safety gear while at the workplace
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB3. Work with supervisors/ team mates to carry out work related tasks
	SB4. Plan work according to the required schedule
	SB5. Keep work area free from potential hazards
	<b>Customer Centricity</b>
NA	
<b>Problem Solving</b>	
The user/ individual on the job needs to know and understand how to:	
SB6. Take appropriate actions during emergencies, accidents or fire at the workplace	
SB7. Resolve issues pertaining to malfunctions in machineries and report if required	
<b>Analytical Thinking</b>	
The user/ individual on the job needs to know and understand how to:	
SB8. Identify emergency situations	
SB9. Identify cause effect relationship for the emergencies	
<b>Critical Thinking</b>	
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	

**NOS Version Control**

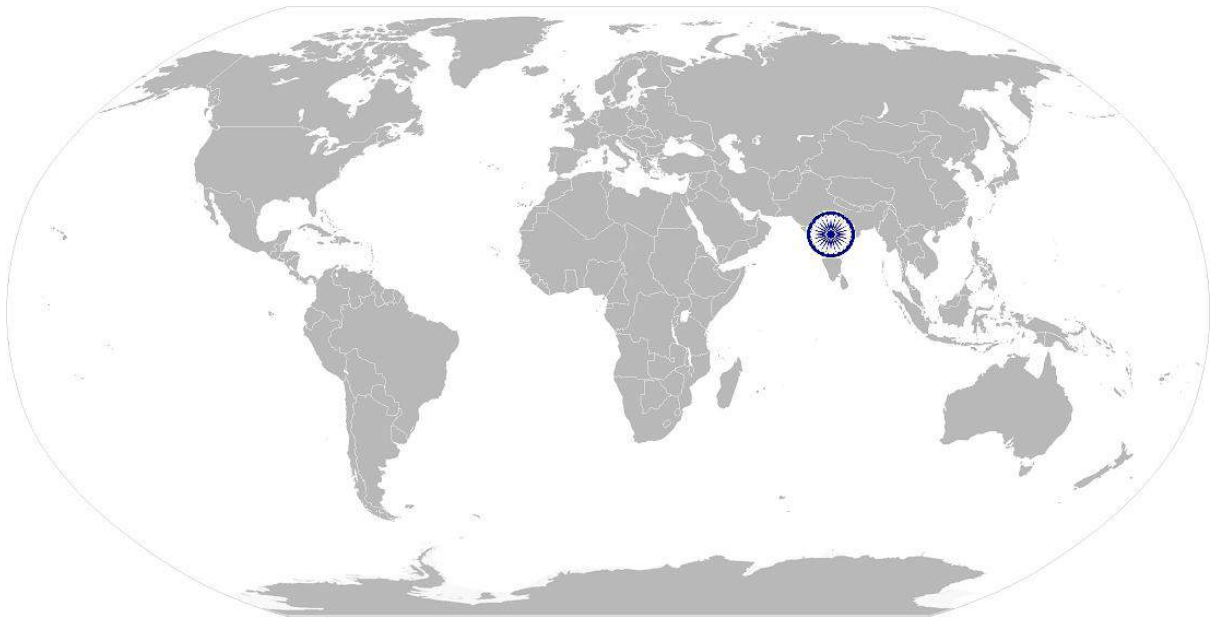
<b>NOS Code</b>	<b>AMH/N0103</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>21/08/2013</b>
<b>Industry Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>17/10/14</b>
<b>Occupation</b>	<b>Cutter (CAM)</b>	<b>Next review date</b>	<b>30/12/15</b>

AMH/N1505

Comply with industry, regulatory and organizational essentials

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# National Occupational Standard



## Overview

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

**AMH/N1505**
**Comply with industry, regulatory and organizational essentials**

National Occupational Standard	<b>Unit Code</b>	<b>AMH/N1505</b>
	<b>Unit Title (Task)</b>	<b>Comply with industry, regulatory and organizational essentials</b>
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational Requirements at the workplace.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Organizational Compliance</li> <li>• Customer Compliance</li> <li>• Compliance with all national and international laws and regulations</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>PerformanceCriteria</b>
	<b>Comply with health, safety and security requirements at work</b>	To be competent, the user/individual on the job must be able to: <p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel</p> <p>PC3. Apply and follow these policies and procedures within the work practices</p> <p>PC4. Provide support to the supervisor and team members in enforcing these considerations</p> <p>PC5. Identify and report any possible deviation to these requirements</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	KA1. The importance of having an ethical and value-based approach to governance KA2. Benefits to the company and oneself due to practice of these procedures KA3. Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> <li>• Legal, regulatory and ethical requirements</li> <li>• Procedures to follow if someone does not meet the requirements</li> </ul> KA4. Customer specific requirements mandated as a part of the work process
	<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <p>KB1. Country / customer specific regulations for the sector and their importance</p> <p>KB2. Reporting procedure in case of deviations</p> <p>KB.3 Limits of personal responsibility</p>
<b>Skills (S)</b>		
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>	
	The user/ individual on the job needs to know and understand how to: <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>	
	<b>Reading Skills</b>	
	The user/ individual on the job needs to know and understand how to: <p>SA2. Read and comprehend the organizational documents pertaining to rules</p>	

**AMH/N1505**

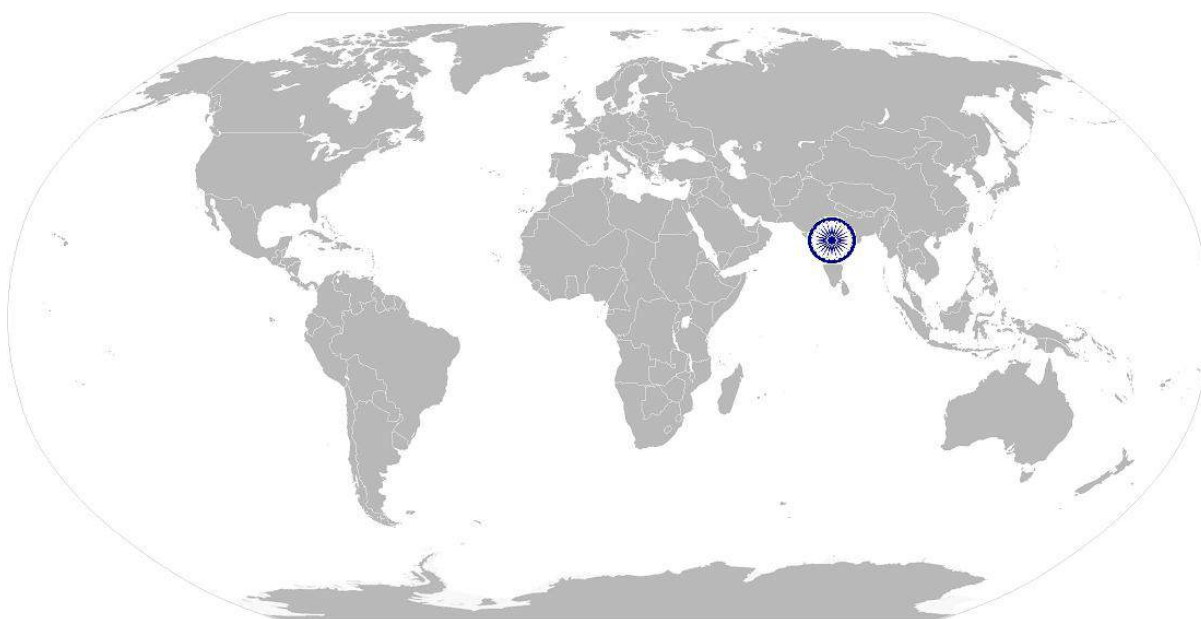
**Comply with industry, regulatory and organizational essentials**

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

**AMH/N1505**  
**NOS Version Control**

**Comply with industry, regulatory and organizational essentials**

<b>NOS Code</b>	<b>AMH/N1505</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>21/08/14</b>
<b>Industry Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>17/10/14</b>
<b>Occupation</b>	<b>Cutter (CAM)</b>	<b>Next review date</b>	<b>30/12/15</b>





## CRITERIA FOR ASSESSMENT OF TRAINEES

### Garment Cutter (CAM)

#### AMH/Q1501

#### AMHSSC

#### 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 created 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 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

		Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
<b>1. AMH/N1501 (Preparation for Cutting )</b>	PC1. Inspect the work area is free from hazards as per the safety norm of the organization functions	<b>100</b>	10	2	7	1
	PC2. Obtain and check the data on the job card and carry out in line with the responsibilities of the job role.		10	2	7	1
	PC3. Calculate the number of components needed for production		15	3	10	2
	PC4. Agree and review the agreed upon work targets with the supervisor		10	2	7	1
	PC5. Feed the required marker to the system to prepare for cutting like the size, sewing information and codes of the fabric or worksheet		13	2	10	1

	PC6. Calculate the amount of fabric needed		12	3	8	1
	PC7. Ensure that the lays of the fabric are in accordance with the type of material, taking even the texture into consideration		10	2	7	1
	PC8. Ensure that the cutting table is well equipped with vacuum system		10	2	7	1
	PC9. Make sure that the fabric spread is covered with thin plastic film which is drawn against the spread by vacuum- this holds the lay steady and prevents shifting of plies during cutting		10	2	7	1
		<b>Total</b>	<b>100</b>	<b>20</b>	<b>70</b>	<b>10</b>
<b>2.AMH/N1502( Identify the process and operate CAM for bulk cutting )</b>	PC1. Inspect the work area is free from hazards as per the safety norm of the organization functions		10	1	8	1
	PC2. Obtain and check the data on the job card and carry out in line with the responsibilities of the job role.		5	1	3	1
	PC3. Calculate the number of components needed for production		10	2	7	1
	PC4. Agree and review the agreed upon work targets with the supervisor	<b>150</b>	5	1	3	1
	PC5. Set up the CAM machine		12	2	9	1
	PC6. Ensure no defects on the material before going ahead for cutting		10	2	7	1
	PC7. Determine the mechanisms of the CAM and make sure that the motors along with the cutting knife functions well, before the actual bulk cutting takes place.		20	3	15	2
	PC8. Meet company usage tolerances for efficient pattern interlocking		5	1	3	1

	PC9. Check with others when unsure of new product details		10	1	8	1
	PC10. Make sure when cutting the material · Avoid damaging self and others · Avoid damage to the knife and other equipments		15	3	11	1
	PC11. Identify the cut parts, count tickets and then group them well to pass on to the next department		10	3	6	1
	PC12. Ensure the bundled tickets have all the necessary information		12	2	9	1
	PC13. Dispose of waste materials safely and return reusable materials		10	2	7	1
	PC14. Report defects in the machine one does not have the authority to repair		6	1	4	1
	PC15. Report risks/problems likely affect services to the relevant person promptly and accurately		5	1	3	1
	PC16. Complete forms, records and other documentation		5	1	3	1
			150	27	106	17
<b>3. AMH/N0102( Maintain work area, tools and machines )</b>						
	PC1. Handle materials, machinery, equipment and tools safely and correctly		10	1	8	1
	PC2. Use correct lifting and handling procedures		7	1	5	1
	PC3. Use materials to minimize waste		5	1	3	1
	PC4. Maintain a clean and hazard free working area		10	1	8	1
	PC5. Maintain tools and equipment		12	1	10	1
	PC6. Carry out running maintenance within agreed schedules		10	1	8	1
	PC7. Carryout maintenance and/or cleaning within one's responsibility		10	1	8	1

	PC8. Report unsafe equipment and other dangerous occurrences		5	1	3	1
	PC9. Ensure that the correct machine guards are in place		7	1	5	1
	PC10. Working in a comfortable position with the correct posture		4	1	2	1
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		6	1	4	1
	PC12. Dispose of waste safely in the designated location		5	1	3	1
	PC13. Store cleaning equipment safely after use		4	1	2	1
	PC14. Carryout cleaning according to schedules and limits of responsibility		5	1	3	1
		<b>Total</b>	<b>100</b>	<b>14</b>	<b>72</b>	<b>14</b>
<b>4.AMH/N0103 ( Maintain health, safety and security at work place )</b>	PC1. Comply with health and safety related instructions applicable to the workplace		3	1	1	1
	PC2. Use and maintain personal protective equipment as per protocol		5	1	2	2
	PC3. Carry out own activities in line with approved guidelines and procedures	<b>70</b>	5	2	2	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		5	1	3	1
	PC5. Follow environment management system related procedures		4	1	2	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		4	1	2	1
	PC7. Report any service malfunctions that cannot be rectified		3	1	1	1

	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		3	1	1	1
	PC9. Safely handle and move waste and debris		4	2	1	1
	PC10. Monitor the workplace and work processes for potential risks and threats		3	1	1	1
	PC11. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		4	1	2	1
	PC12. Report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	2	1
	PC13. Minimize health and safety risks to self and others due to own actions		5	1	3	1
	PC14. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		4	1	2	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		3	1	1	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		4	1	2	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	1	1	1
	PC18. Follow organization procedures for shutdown and evacuation when required		4	1	2	1
	Total		70	20	31	19
<b>5.AMH/N1505( Comply with industry, regulatory and organizational essentials )</b>						
	PC1. Comply with health and safety related instructions applicable to the workplace		10	2	6	2
	PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel		10	2	5	3
	PC3. Apply and follow these policies and procedures		10	3	5	2

	within the work practices					
	PC4. Provide support to the supervisor and team members in enforcing these considerations		15	6	8	1
	PC5. Identify and report any possible deviation to these requirements		5	1	2	2
	Total		50	14	26	10
	<b>Grand Total</b>		<b>470</b>	<b>95</b>	<b>305</b>	<b>70</b>