

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

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Introduction

Qualifications Pack – QC Executive – Sewing Line

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

SUB-SECTOR: APPAREL

OCCUPATION: QUALITY CONTROL

REFERENCE ID: AMH/Q1401

ALIGNED TO: NCO-2004 / 8263.90

Brief Job Description: QC Executive is responsible for ensuring that physical inspections are conducted at all stages of production to secure quality and check that all technical details are received; verified & signed off prior to starting production. QC executive also establishes quality plans, parameters and inspection systems, records deviations and sends feedback to the concerned department.

Personal Attributes: A QC executive should be able to understand the basic quality requirements. Maximise the production of goods within the specified tolerances correctly the first time. Look into further improvement in a product. Knowledge of measurement basics and good communication skills is essential.

Job Details	Qualifications Pack Code	AMH/Q1401		
	Job Role	QC Executive – Sewing Line		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	19/08/14
	Sub-sector	Apparel	Last reviewed on	17/10/14
	Occupation	Quality Control	Next review date	30/12/15
	NSQC Clearance On*	18/06/15		

Job Role	QC Executive – Sewing Line
Role Description	This unit covers the skills and knowledge required to ensure and follow accepted quality standards in garments
NSQF level	5
Minimum Educational Qualifications	Graduate/Equivalent, preferably
Maximum Educational Qualifications	N/A
Training (Suggested but not mandatory)	NA
Minimum Job Entry Age	18 years
Experience	1-2 years of work experience/internship in QC Department, preferably
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N1401 (Identify and assess the quality of raw material) AMH/N1402 (Identify and assess the quality in sewing room) AMH/N1403 (Identify and assess the quality after finishing of garment) AMH/N1404 (Coordination with different departments) AMH/N0103 (Maintain health, safety and security at workplace) AMH/N0104 (Comply with industry, regulatory and organizational requirements) <p>Optional: Not Applicable</p>
Performance Criteria	As described in the relevant OS units

Glossary of Key Terms
Table 1: Glossary of Key Terms

Keywords /Terms	Description
Definitions	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.

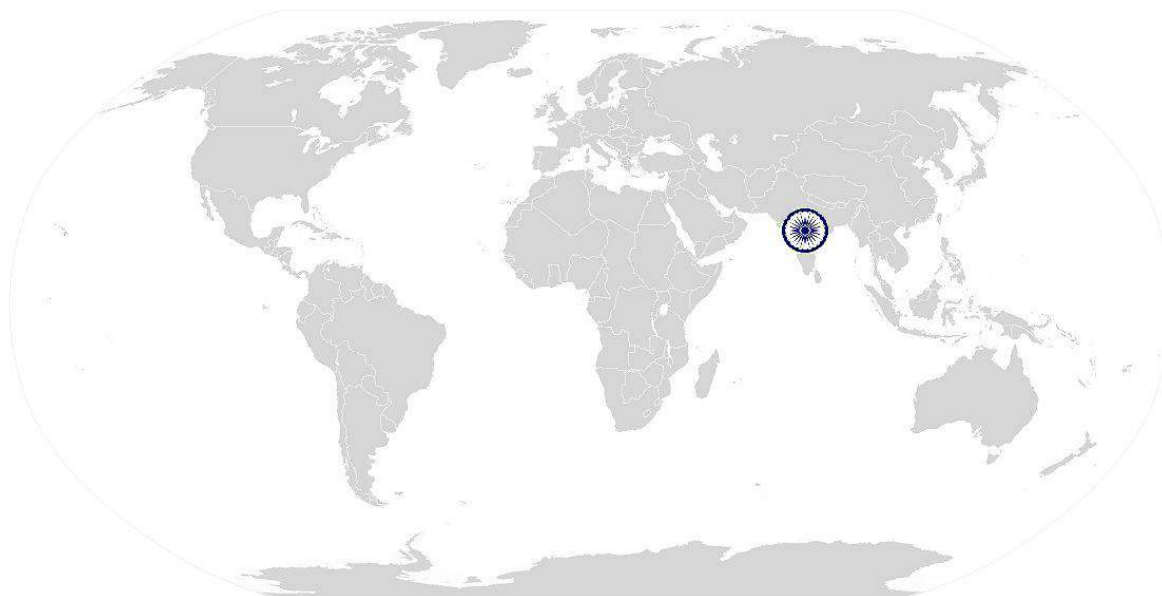
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in 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.
Keywords /Terms	Description
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/N1401

Identify and assess the quality of raw material

National Occupational Standard



Overview

This unit is about how a quality controller checks the quality of raw materials received and during cutting stage

AMH/N1401

Identify and assess the quality of raw material

National Occupational Standard

Unit Code	AMH/N1401
Unit Title (Task)	Identify and assess the quality of raw material
Description	This unit is about how a quality controller checks the quality of raw materials received and during cutting stage
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Performing random inspection and quality check of the raw materials received
Performance Criteria (PC) w.r.t. the Scope	
Element	Performance Criteria
Perform random inspection and quality check of the raw materials received	<p>To be competent, you must be able to:</p> <p>PC1. Inspect the work area is free from hazards as per the safety norm of the organization</p> <p>PC2. Inspect the work area and check for the cleanliness and as per the organizational standards</p> <p>PC3. Ensure that the work is carried out as per the quality specifications mentioned\</p> <p>PC4. Randomly inspect and check the various types of raw materials received are free from defects and is as per the quality standards</p> <p>PC5. Identify and inspect the accuracy of pattern and template before cutting of fabric</p> <p>PC6. Identify and check the machine setting and attachments as per production standards</p> <p>PC7. Control charts are prepared and implemented to monitor quality during production according to workplace procedures</p> <p>PC8. Analyse and interpret in relation to product specification, the data and results of quality monitoring and recorded according to the workplace procedures like work order, trim card, style history file, measurement charts and approved pilot sample.</p> <p>PC9. Maintain all documents related to inspection</p>
Knowledge and Understanding (K)	
A. Organizational Context	You need to know and understand:
(Knowledge of the company/ organization and its processes)	<p>KA1. The organization's policies and procedures</p> <p>KA2. Protocol to obtain more information on work related tasks.</p> <p>KA3. The limits of your role and responsibilities</p> <p>KA4. who to refer problems to when they are outside the limit of your authority</p> <p>KA5. Details of the job role and responsibilities</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>

AMH/N1401

Identify and assess the quality of raw material

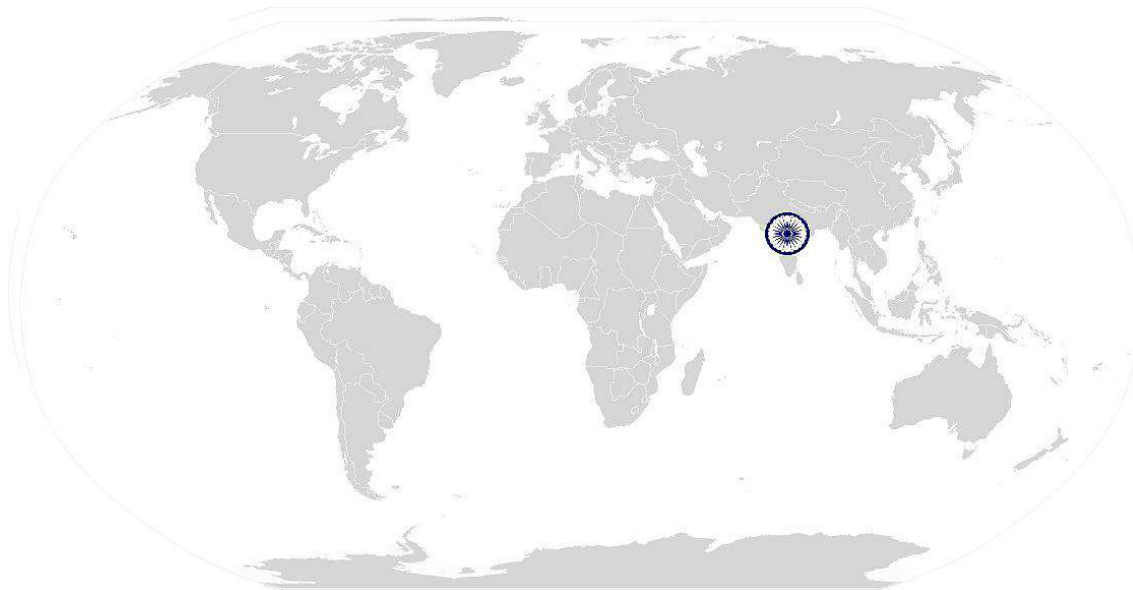
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. The manufacturing processes.</p> <p>KB2. Main types of raw materials required by each type of product manufactured by the organization</p> <p>KB3. The raw materials defects and handling defects</p> <p>KB4. The organizations standard operating procedures</p> <p>KB5. How to identify the process and product problems</p> <p>KB6. The escalation hierarchy</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</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>Reading Skills</p> <p>You need to know and understand how to:</p> <p>SA3. Follow guidelines/procedures/rules</p> <p>Oral Communication (Listening and Speaking skills)</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. Professional Skills</p>	<p>Decision Making</p> <p>You need to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes</p> <p>SB2. make decisions on a suitable course of action or response</p> <p>Plan and Organize</p> <p>You need to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p> <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p> <p>You need to know and understand how to:</p> <p>SB4. apply problem-solving approaches in different situations</p> <p>SB5. refer anomalies to the particular personnel</p> <p>SB6. seek clarification on problems from others</p> <p>Analytical Thinking</p> <p>You need to know and understand how to:</p> <p>SB7. analyze the stitching process</p> <p>SB8. Analyze needs, requirements and dependencies in order to meet your workrequirements</p> <p>Critical Thinking</p> <p>You need to know and understand how to:</p> <p>SB9. provide opinions on work in a detailed and constructive way to the concerned personnel</p> <p>SB10. apply balance judgments to different situations</p>

AMH/N1401

Identify and assess the quality of raw material

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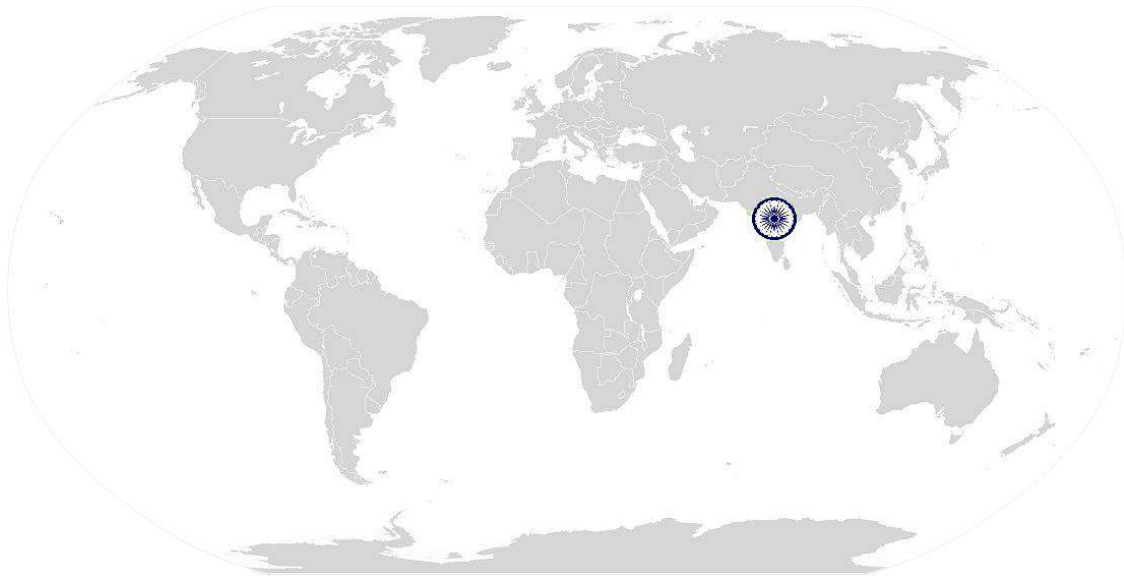
NOS Code	AMH/N1401		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	19/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Quality Control	Next review date	30/12/15



AMH/N1402

Identify and assess the quality in sewing room

National Occupational Standard



Overview

This unit is about how the quality controller checks the quality at various stages during the stitching of the garment

AMH/N1402 Identify and assess the quality in sewing room

National Occupational Standard	Unit Code	AMH/N1402
	Unit Title (Task)	Identify and assess the quality in sewing room
	Description	This unit is about how the quality controller checks the quality at various stages during the stitching of the garment
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Perform quality checks at various stages during the sewing of the garment
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Perform quality checks at various stages during the sewing of the garment	<p>To be competent, you must be able to:</p> <p>PC1. Inspect the work area is free from hazards as per the safety norm of the organization</p> <p>PC2. Inspect the work area and check for the cleanliness and as per the organizational standards</p> <p>PC3. Ensure that the work is carried out as per the quality specifications mentioned</p> <p>PC4. Inspect and check the quality during the stitching process</p> <p>PC5. Identify and inspect the handling methods, work instructions, tension, foot pressure of sewing room operations</p> <p>PC6. Identify the issues in terms of cause and corrective actions required, like the stitch length, thread compatibility, curling, shading, uneven panels, pulling or puckering, stretching, needle type and needle damage.</p> <p>PC7. Control charts are prepared and implemented to monitor quality during production according to workplace procedures</p> <p>PC8. Analyse and interpret in relation to product specification, the data and results of quality monitoring and recorded according to the workplace procedures</p> <p>PC9. Reject the parts or garment which do not meet the quality specifications</p> <p>PC10. Ensure that the stitched garment meet the parameters of the quality standard</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. The organization's policies and procedures</p> <p>KA2. Protocol to obtain more information on work-related tasks.</p> <p>KA3. The limits of your role and responsibilities</p> <p>KA4. who to refer problems to when they are outside the limit of your authority</p> <p>KA5. Procedures for operating stitching machine</p> <p>KA6. Details of the job role and responsibilities</p> <p>KA7. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KA8. Reporting Structure</p> <p>KA9. Importance of team work and harmonious working relationships</p>

AMH/N1402

Identify and assess the quality in sewing room

<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. Knowledge of fabrics/apparels and garments</p> <p>KB2. The stitching process</p> <p>KB3. Knowledge on Sewing and the various types of stitching required by various products.</p> <p>KB4. Organization's standard operating procedures</p> <p>KB5. Stitching defects and handling defects</p> <p>KB6. Knowledge on quality</p> <p>KB7. The escalation hierarchy</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</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>Reading Skills</p> <p>You need to know and understand how to:</p> <p>SA3. Follow guidelines/procedures/rules</p> <p>Oral Communication (Listening and Speaking skills)</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. Professional Skills</p>	<p>Decision Making</p> <p>You need to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes</p> <p>SB2. make decisions on a suitable course of action or response</p> <p>Plan and Organize</p> <p>You need to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p> <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p> <p>You need to know and understand how to:</p> <p>SB4. apply problem-solving approaches in different situations</p> <p>SB5. refer anomalies to the particular personnel</p> <p>SB6. seek clarification on problems from others</p> <p>Analytical Thinking</p> <p>You need to know and understand how to:</p> <p>SB7. analyze the stitching process</p> <p>SB8. Analyze needs, requirements and dependencies in order to meet your work requirements</p> <p>Critical Thinking</p> <p>You need to know and understand how to:</p> <p>SB9. provide opinions on work in a detailed and constructive way to the concerned personnel</p>

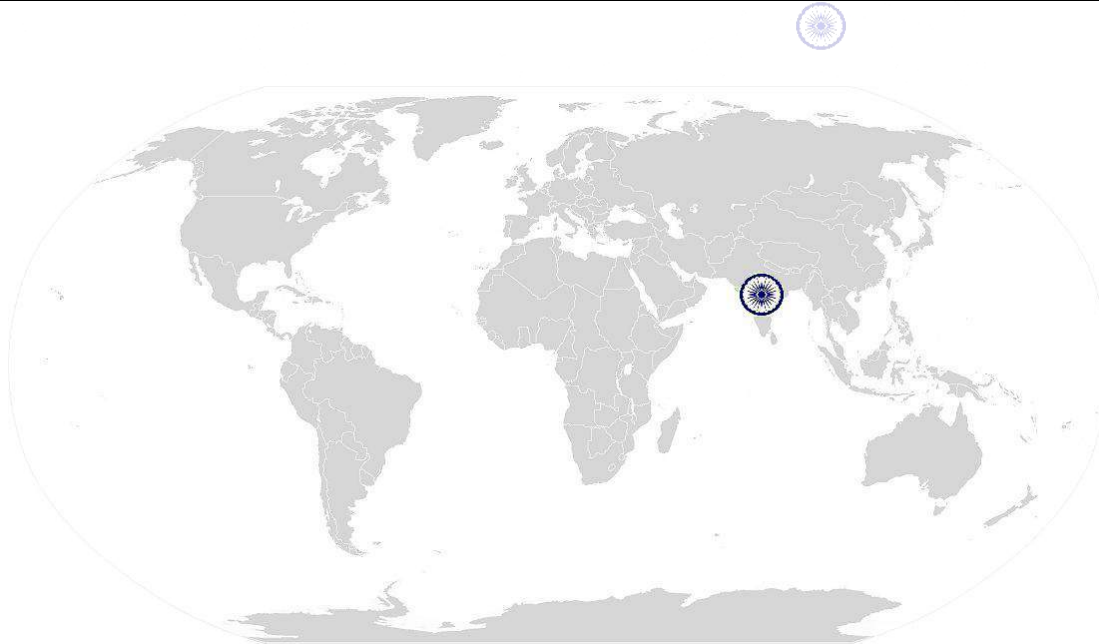
AMH/N1402

Identify and assess the quality in sewing room

	SB10. apply balance judgments to different situations
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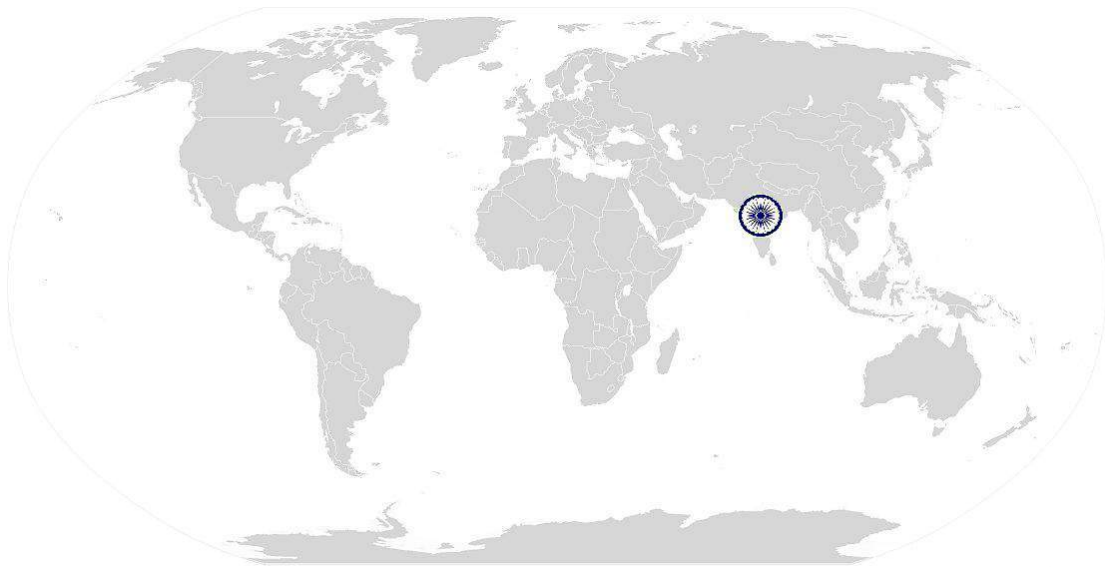
NOS Code	AMH/N1402		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	19/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Quality Control	Next review date	30/12/15



AMH/N1403

Identify and assess the quality after finishing of garment

National Occupational Standard



Overview

This unit is about how the quality controller checks the quality at various stages during the finishing of the garment

AMH/N1403
Identify and assess the quality after finishing of garment

National Occupational Standard	Unit Code	AMH/N1403
	Unit Title (Task)	Identify and assess the quality after finishing of garment
	Description	This unit is about how the quality controller checks the quality at various stages during the finishing of the garment
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Perform quality checks at various stages during the finishing of the garment
	Performance Criteria (PC) w.r.t. the Scope	
	Element	PerformanceCriteria
	Perform quality checks at various stages during the finishing of the garment	<p>To be competent, you must be able to:</p> <p>PC1. Inspect the work area is free from hazards as per the safety norm of the organization</p> <p>PC2. Inspect the work area and check for the cleanliness and as per the organizational standards</p> <p>PC3. Ensure that the work is carried out as per the quality specifications mentioned.</p> <p>PC4. Inspect the garments after it has come from various stages of finishing process treated on it, if applicable</p> <p>PC5. Clarify and send for rectification if any noticeable after any finishing treatment, given if any</p> <p>PC6. Inspect and check the quality during the trimming process</p> <p>PC7. Perform a random check to see if garments are free from defects and trimming process</p> <p>PC8. Inspect and handle damages as per the quality standards</p> <p>PC9. Reject the pieces which do not meet the quality, if necessary</p> <p>PC10. Identify and inspect the pressing and packing operations</p> <p>PC11. Pressing operation problems and faults are explained in terms of cause and corrective action taken.</p> <p>PC12. Ensure the parameters are set as per the manufacturers instruction</p> <p>PC13. Ensure the quality is as per the specified quality standards</p> <p>PC14. Ensure the quality is free from production and handling damages</p> <p>PC 15. Control charts are prepared and implemented to monitor quality during production according to workplace procedures</p> <p>PC16. Give feedback on the quality of the pieces on continuous basis</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. Expectations and responsibilities of the job role</p> <p>KA2. The organization's rules, codes, guidelines and standards</p> <p>KA3. Procedures for operating stitching machine</p> <p>KA4. Main types of products manufactured by the company</p> <p>KA5. Statutory responsibilities under health, safety and environmental legislation and regulations</p> <p>KA6. Common hazards in the work area and workplace procedures for</p>

AMH/N1403

Identify and assess the quality after finishing of garment

	<p>dealing with them</p> <p>KA7. Importance of team work and harmonious working relationships</p> <p>KA8. Contact person in case of queries on procedure or products</p> <p>KA9. Method to handle tools and equipment safely and the health and safety implications of not doing so</p>
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. The trimming process</p> <p>KB2. The various types of trimming required by various products</p> <p>KB3. Organization's standard operating procedures</p> <p>KB4. Trimming defects and handling defects</p> <p>KB5. How to identify the process and product problems</p> <p>KB6. The escalation hierarchy</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</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>Reading Skills</p> <p>You need to know and understand how to:</p> <p>SA3. Follow guidelines/procedures/rules</p> <p>Oral Communication (Listening and Speaking skills)</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. Professional Skills</p>	<p>Decision Making</p> <p>You need to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes</p> <p>SB2. make decisions on a suitable course of action or response</p> <p>Plan and Organize</p> <p>You need to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p> <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p> <p>You need to know and understand how to:</p> <p>SB4. apply problem-solving approaches in different situations</p> <p>SB5. refer anomalies to the particular personnel</p> <p>SB6. seek clarification on problems from others</p> <p>Analytical Thinking</p> <p>You need to know and understand how to:</p> <p>SB7. analyze the stitching process</p> <p>SB8. Analyze needs, requirements and dependencies in order to meet your workrequirements</p> <p>Critical Thinking</p>

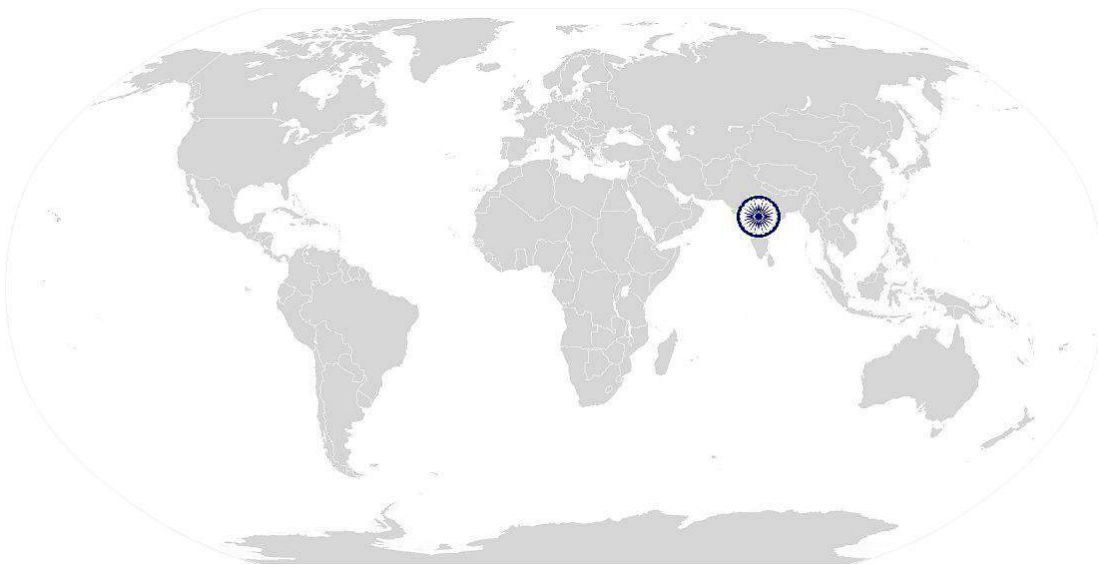
AMH/N1403

Identify and assess the quality after finishing of garment

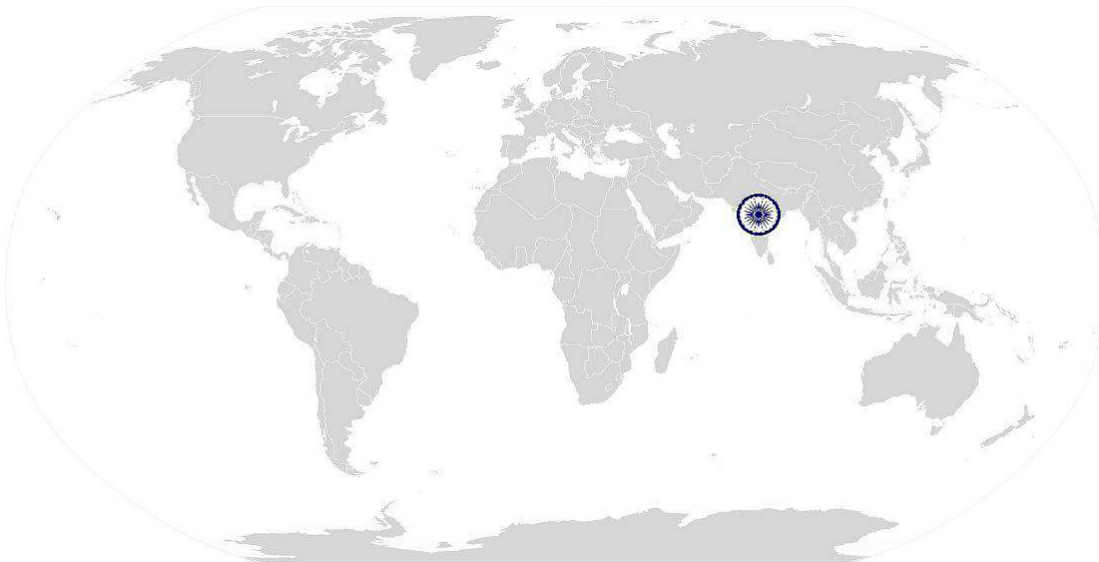
	<p>You need to know and understand how to:</p> <p>SB9. provide opinions on work in a detailed and constructive way to the concerned personnel</p> <p>SB10. apply balance judgments to different situations</p>
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NOS Code	AMH/N1403		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	19/08/2014
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Quality Control	Next review date	30/12/15



National Occupational Standard



Overview

This unit is about how the quality controller interacts and coordinates across various levels and department.

AMH/N1404
Coordination with different departments

National Occupational Standard	Unit Code	AMH/N1404
	Unit Title (Task)	Coordination with different Departments
	Description	This unit is about how the quality controller interacts and coordinates across various levels and department.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Interact and coordinate with superiors • Interact and coordinate with colleagues within and outside the department
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	PerformanceCriteria
	Interact and coordinate with superiors	To be competent, you must be able to: <ul style="list-style-type: none"> PC1. Receive work instructions and feedback from reporting manager or other senior PC2. Communicate to reporting superior about process-flow improvements, product PC3. Defects received from previous process, repairs and maintenance of tools and machinery as required PC4. Communicate to reporting superior about employee management, i.e., shortages or performance related PC5. Communicate any potential hazards or expected process disruptions PC6. Re-work based on feedback provided by superior on product, process and people PC7. Handover completed work to superior.
	Interact and coordinate with colleagues within and outside the department	<ul style="list-style-type: none"> PC8. Work as a team with colleagues and share work as per their or own work load and skills PC9. Work with colleagues of other departments PC10. Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement PC11. Receive the feedback from other departments , given if any, and rework in order to complete work on time
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: <ul style="list-style-type: none"> KA1. Details of the various job roles and responsibilities KA2. Responsibilities and line of reporting within the work area KA3. Protocol to obtain more information on work related tasks KA4. Organizational policies and procedures KA5. Work target and review mechanism KA6. Method of obtaining/ giving feedback related to performance KA7. Importance of team work and harmonious working relationships KA8. Process for offering/ obtaining work related assistance KA9. Protocol and format for reporting work related risks/ problems KA10. Contact person in case of queries on procedure or products KA11. Common hazards in the work area and procedures for dealing with them KA12. Procedures for handling the tools and equipment KA13. Procedures with regard to material re-usage and disposal

AMH/N1404

Coordination with different departments

	<p>KA14. Quality standards KA15. Documentation required as part of the process</p>
B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. Knowledge of fabrics/apparels and garments KB2. The stitching and finishing process KB3. Knowledge on Sewing and the various types of stitching required by various products. KB4. Organization's standard operating procedures KB5. Stitching defects and handling defects KB6. Knowledge on quality KB7. The escalation hierarchy</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>You need to know and understand how to: SA1. Complete accurate well written work SA2. Communicate with others in writing</p>
	<p>Reading Skills</p> <p>You need to know and understand how to: SA3. Follow guidelines/procedures/rules</p>
	<p>Oral Communication (Listening and Speaking skills)</p> <p>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</p>
B. Professional Skills	<p>Decision Making</p> <p>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</p>
	<p>Plan and Organize</p> <p>You need to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines</p>
	<p>Customer Centricity</p> <p>NA</p>
	<p>Problem Solving</p> <p>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</p>
	<p>Analytical Thinking</p> <p>You need to know and understand how to: SB7. analyze the stitching process SB8. Analyze needs, requirements and dependencies in order to meet your work requirements</p>
	<p>Critical Thinking</p> <p>You need to know and understand how to: SB9. provide opinions on work in a detailed and constructive way to the concerned personnel</p>

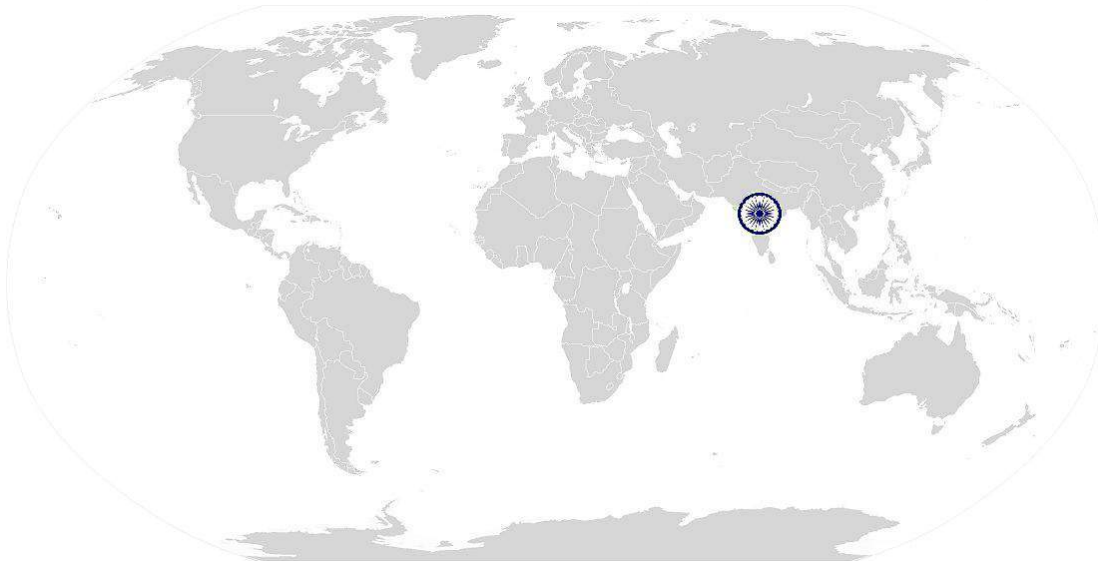
AMH/N1404

Coordination with different departments

	SB10. apply balance judgments to different situations
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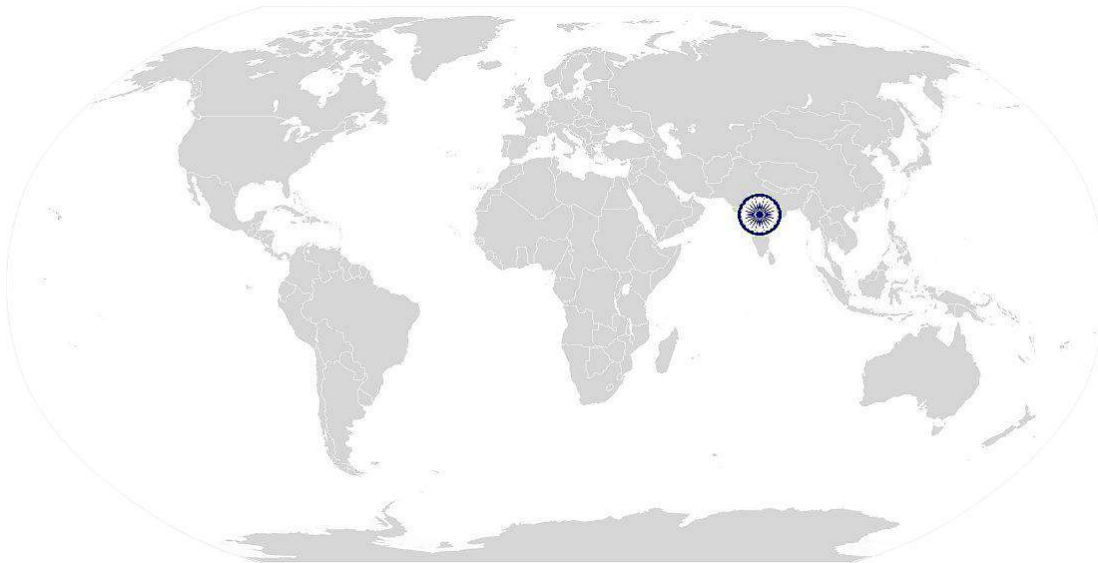
NOS Version Control

NOS Code	AMH/N1404		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	19/08/2013
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Quality Control	Next review date	30/12/15



AMH/N0103 Maintain healthy, safety and security at workplace

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 healthy, safety and security at workplace

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

AMH/N0103 Maintain healthy, safety and security at workplace

Knowledge and Understanding (K)	
A. Organizational Context	The user/individual on the job needs to know and understand:
(Knowledge of the company / organization and its processes)	KA1. Health and safety related practices applicable at the workplace KA2. Potential hazards, risks and threats based on nature of operations KA3. Potential risks due to own actions and methods to minimize these KA4. Environmental management system related procedures at the workplace KA5. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA6. Potential accidents and emergencies and response to these scenarios KA7. Reporting protocol and documentation required KA8. Details of personnel trained in first aid, fire-fighting and emergency response KA9. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Occupational health and safety risks and methods KB2. Identification, handling and storage of hazardous substances KB3. Proper disposal system for waste and by-products KB4. Signage related to health and safety and their meaning KB5. Importance of sound health, hygiene and good habits KB6. Ill-effects of alcohol, tobacco and drugs
Skills (S) w.r.t the Scope	
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Write and document appropriate technical forms in 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 understand manuals, health and safety instructions, memos, reports.
B Professional Skills	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA4. Positively influence the team members into following procedures
	Decision Making

AMH/N0103 Maintain healthy, safety and security at workplace

	The user/individual on the job needs to know and understand how to: SB1. Decisions to keep the work area safe and create healthy environment
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB2. Keep and get the work area free from potential hazards
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Raise alarm SB4. Take feedback from supervisors and others
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Identify, report malfunctions in machinery and equipment. SB6. Identify and report service malfunctions and chemical leaks
	Critical Thinking
NA	

AMH/N0103 Maintain healthy, safety and security at workplace

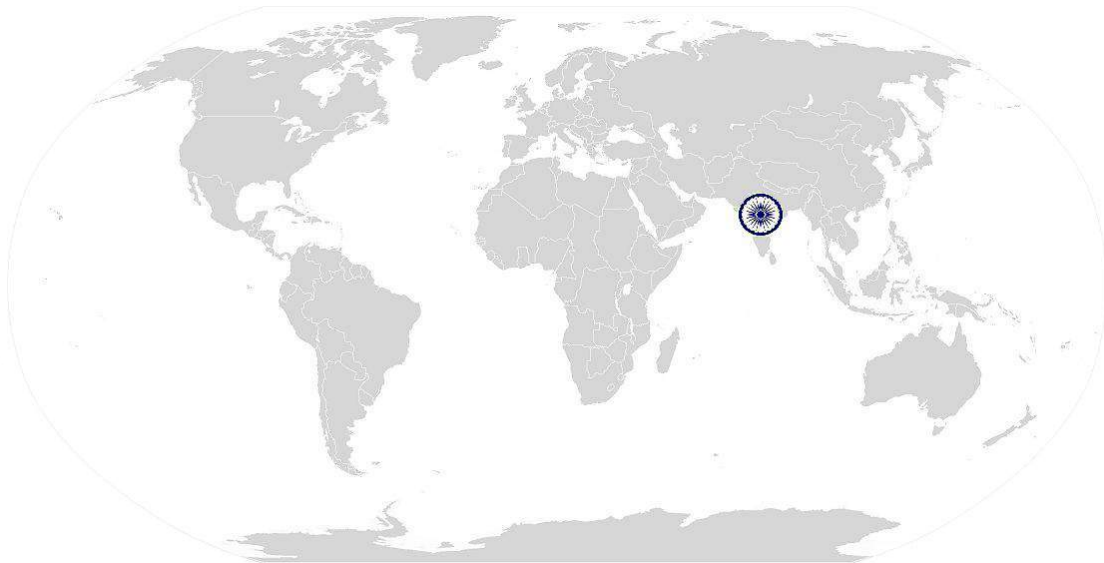
NOS Version Control

NOS Code	AMH/N0103		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	19/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Quality Control	Next review date	30/12/15



AMH/N0104 Comply with industry, regulatory and organizational requirements

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/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 industry, regulatory and organizational requirements at the workplace.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Organizational Compliance • Customer Compliance • Compliance with all national and international laws and regulations
	Performance Criteria (PC) w.r.t. the Scope	
	Element	PerformanceCriteria
	Comply with industry, regulatory and organizational requirements	To be competent, the user/individual on the job must be able to: <p>PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</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>
	Knowledge and Understanding (K)	
	A. Organizational Context (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"> • Legal, regulatory and ethical requirements • Procedures to follow if someone does not meet the requirements KA4. Customer specific requirements mandated as a part of the work process
	B. Technical Knowledge	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>
Skills (S)		
A. Core Skills / Generic Skills	Writing Skills 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>	

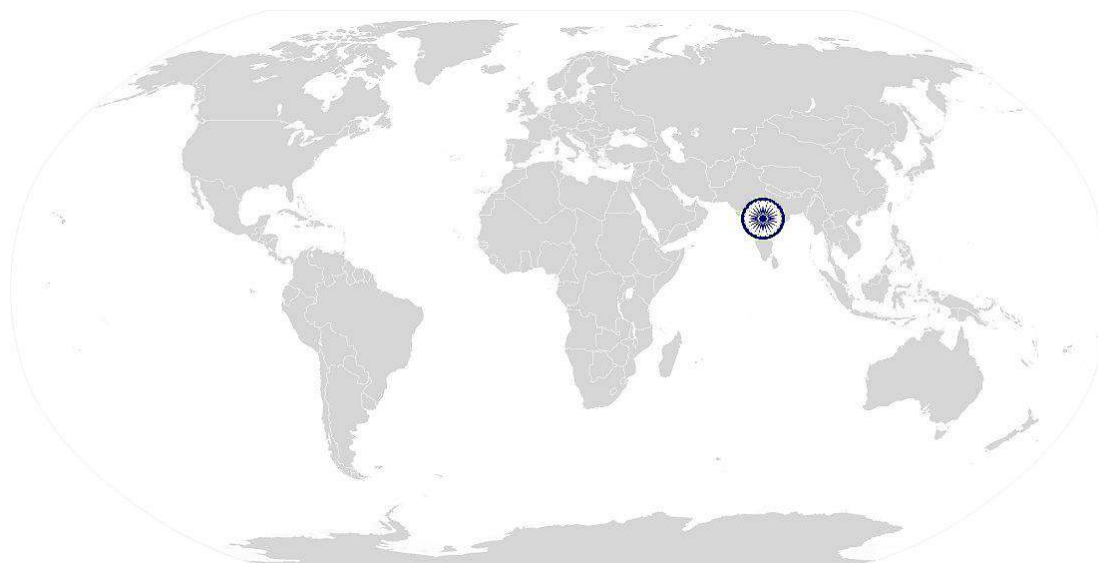
AMH/N0104 Comply with industry, regulatory and organizational requirements

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

AMH/N0104 Comply with industry, regulatory and organizational requirements

NOS Version Control

NOS Code	AMH/N0104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	19/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Quality Control	Next review date	30/12/15



CRITERIA FOR ASSESSMENT OF TRAINEES

QC Executive – Sewing Line

(AMH/Q1401)

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 450	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1. AMH/N1401 Identify and assess the quality of raw material	PC1. Inspect the work area is free from hazards as per the safety norm of the organization	100	8	2	5	1
	PC2. Inspect the work area and check for the cleanliness and as per the organizational standards		7	3	3	1
	PC3. Ensure that the work is carried out as per the quality specifications mentioned		15	5	8	2
	PC4. Randomly inspect and check the various types of raw materials received are free from defects and is as per the quality standards		15	4	9	2
	PC5. Identify and inspect the accuracy of pattern and template before cutting of fabric		10	4	5	1
	PC6. Identify and check the machine setting and attachments as per production standards		10	4	5	1
	PC7. Control charts are prepared and implemented to monitor quality during production according to workplace procedures		10	2	7	1
	PC8. Analyse and interpret in relation to product specification, the data and results of quality monitoring and recorded according to the workplace procedures like work order, trim card, style history file,		15	4	10	1

	measurement charts and approved pilot sample.					
	PC9. Maintain all documents related to inspection		10	4	5	1
		Total	100	32	57	11
2. AMH/N1402	PC1. Inspect the work area is free from hazards as per the safety norm of the organization	100	8	2	5	1
	PC2. Inspect the work area and check for the cleanliness and as per the organizational standards		7	3	3	1
	PC3. Ensure that the work is carried out as per the quality specifications mentioned		15	6	8	1
	PC4. Inspect and check the quality during the stitching process		10	3	6	1
	PC5. Identify and inspect the handling methods, work instructions, tension, foot pressure of sewing room operations		8	3	4	1
	PC6. Identify the issues in terms of cause and corrective actions required, like the stitch length, thread compatibility, curling, shading, uneven panels, pulling or puckering, stretching, needle type and needle damage.		15	4	6	5
	PC7. Control charts are prepared and implemented to monitor quality during production according to workplace procedures		10	3	5	2
	PC8. Analyse and interpret in relation to product specification, the data and results of quality monitoring and recorded according to the workplace procedures		10	3	5	2
	PC9. Reject the parts or garment which do not meet the quality specifications		10	5	3	2
	PC10. Ensure that the stitched garment meet the parameters of the quality standard		7	2	3	2
		Total	100	34	48	18
3. AMH/N1403	PC1. Inspect the work area is free from hazards as per the safety norm of the organization	100	7	1	4	2
	PC2. Inspect the work area and check for the cleanliness and as per the organizational standards		5	1	2	2
	PC3. Ensure that the work is carried out as per the quality specifications mentioned.		8	2	4	2

	PC4. Inspect the garments after it has come from various stages of finishing process treated on it, if applicable		8	2	4	2
	PC5. Clarify and send for rectification if any noticeable after any finishing treatment, given if any		5	1	2	2
	PC6. Inspect and check the quality during the trimming process		7	1	4	2
	PC7. Perform a random check to see if garments are free from defects and trimming process		5	1	3	1
	PC8. Inspect and handle damages as per the quality standards		7	1	4	2
	PC9. Reject the pieces which do not meet the quality, if necessary		5	1	3	1
	PC10. Identify and inspect the pressing and packing operations		7	1	4	2
	PC11. Pressing operation problems and faults are explained in terms of cause and corrective action taken.		7	1	5	1
	PC12. Ensure the parameters are set as per the manufacturers instruction		5	1	2	2
	PC13. Ensure the quality is as per the specified quality standards		7	2	4	1
	PC14. Ensure the quality is free from production and handling damages		5	1	2	2
	PC15. Control charts are prepared and implemented to monitor quality during production according to workplace procedures		7	2	4	1
	PC16. Give feedback on the quality of the pieces on continuous basis		5	1	3	1
		Total	100	20	54	26
4. AMH/N1404 Coordination with different Departments	PC1. Receive work instructions and feedback from reporting manager or other senior	50	4	1	2	1
	PC2. Communicate to reporting superior about process-flow improvements, product		4	1	2	1
	PC3. Defects received from previous process, repairs and maintenance of tools and machinery as required		6	2	2	2
	PC4. Communicate to reporting superior about employee management, i.e., shortages or performance related		5	2	2	1
	PC5. Communicate any potential hazards or expected process disruptions		6	2	3	1
	PC6. Re-work based on feedback provided by superior on product, process and people		5	1	2	2

	PC7. Handover completed work to superior.		4	1	2	1
	PC8. Work as a team with colleagues and share work as per their or own work load and skills		5	1	3	1
	PC9. Work with colleagues of other departments		4	1	2	1
	PC10. Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement		4	1	2	1
	PC11. Receive the feedback from other departments , given if any, and rework in order to complete work on time		3	1	1	1
		Total	50	14	23	13
5.						
AMH/N0103Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace		4	2	1	1
	PC2. Use and maintain personal protective equipment as per protocol		5	1	3	1
	PC3. Carry out own activities in line with approved guidelines and procedures		3	1	1	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	1	1
	PC5. Follow environment management system related procedures		3	1	1	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	60	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		3	1	1	1
	PC10. Minimize health and safety risks to self and others due to own actions		3	1	1	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		3	1	1	1
	PC12. Monitor the workplace and work processes for potential risks and threats		3	1	1	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	1	1

	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		3	1	1	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		4	1	2	1
	PC18. Follow organization procedures for shutdown and evacuation when required		3	1	1	1
		Total	60	19	23	18
6. AMH/N0104	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	40	8	3	3	2
Comply with industry, regulatory and organizational requirements	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		8	3	3	2
	PC3. Apply and follow these policies and procedures within your work practices		8	3	3	2
	PC4. Provide support to your supervisor and team members in enforcing these considerations		8	4	3	1
	PC5. Identify and report any possible deviation to these requirements		8	3	3	2
		Total	40	16	15	9
	Grand Total		450	135	220	95