

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

### What are Occupational Standards(OS)?

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

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### Introduction

## Qualifications Pack – Record keeper

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

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

**OCCUPATION:** Record Keeper

**REFERENCE ID:** AMH/Q1920

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

Record keeper is responsible for keeping track of process activity preserved in the form of suitable data collected at defined interval with pre-established mode of collection.

**Brief Job Description:** Record keeper is responsible for collecting, preserving, and maintaining data for various processes. The job of record keeper broadly involves collection of data related to accounting and personnel, data related to manufacturing processes containing material movement and various quality related data generated due to inspection/testing/studies carried out at many stages of manufacturing.

**Personal Attributes:** Record keeper should have good investigative, critical, non-compromising approach from any deviation, with an approach insisting for evidence, keen looking for details, go-by-the-book nature.

<b>Job Details</b>	<b>Qualifications Pack Code</b>	<b>AMH/Q1920</b>		
	<b>Job Role</b>	<b>Record keeper</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>03/06/15</b>
	<b>Sub-sector</b>	<b>Apparel, Made-up's and Home Furnishing</b>	<b>Last reviewed on</b>	<b>04/06/15</b>
	<b>Occupation</b>	<b>Record Keeping</b>	<b>Next review date</b>	<b>21/03/16</b>
	<b>NSQF Clearance on*</b>	<b>N.A</b>		
<b>Job Role</b>	<b>Record keeper</b>			
<b>Role Description</b>	This unit covers the skills and knowledge required to perform the observing, noting, consolidating, maintains and shares with concerned Stakeholders. It includes collection of data in a pre-established format as per laid down procedure.			
<b>NSQF level</b>	4			
<b>Minimum Educational Qualifications</b>	Preferably Standard X			
<b>Maximum Educational Qualifications</b>	N.A.			
<b>Training</b> (Suggested but not mandatory)	N.A.			
<b>Minimum Job Entry Age</b>	20 years			
<b>Experience</b>	Preferably having worked 1-2 years in a garment or apparel factory			
<b>National Occupational Standards (NOS)</b>	<ol style="list-style-type: none"> <li><a href="#">AMH/N1920(Plan to identify records needs and assign unique identification to records)</a></li> <li><a href="#">AMH/N1921(Establish and maintain records as evidence to process performance)</a></li> <li><a href="#">AMH/N1922 (Maintain health, safety and security in the record keeping workarea)</a></li> <li><a href="#">AMH/N0104 (Comply with industry, regulatory and organizational requirements)</a></li> </ol> <p><b>Optional:</b> Not Applicable</p>			
<b>Performance Criteria</b>	As described in relevant NOS units		2	

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

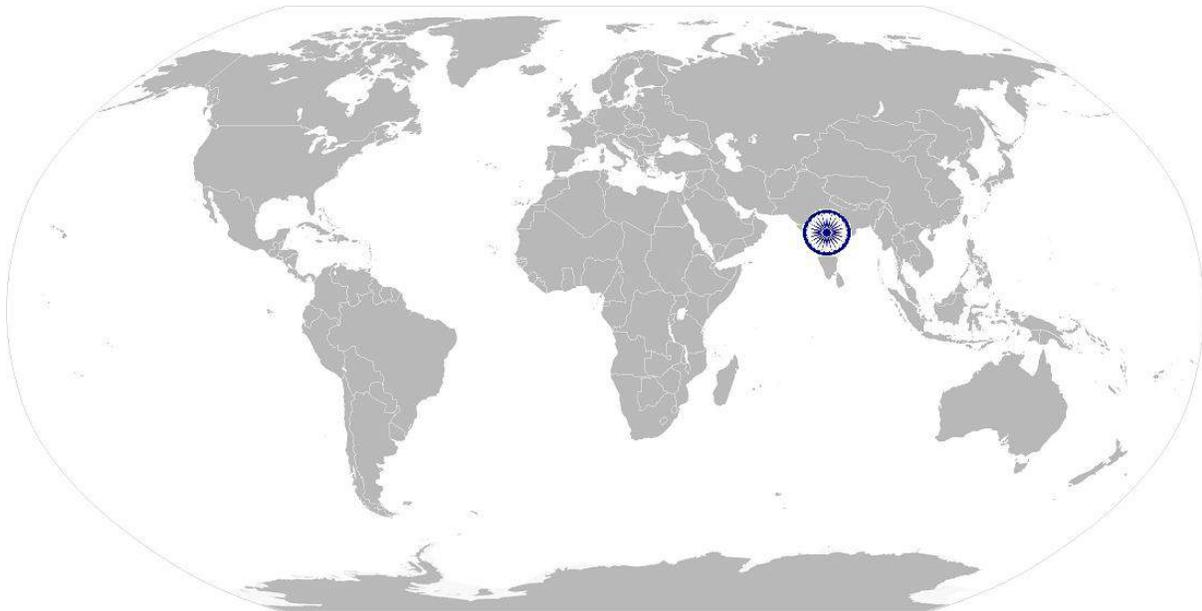
	meet the required standards consistently.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates. It includes elements of operational knowledge contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.

Acronyms	Keywords /Terms	Description
	SSC	Sector Skill Council
	AMH	Apparel, Made-up's and Home Furnishings
	OS	Occupational Standard(s)
	NOS	National Occupational Standard(s)
	QP	Qualifications Pack
	NSQF	National Skill Qualifications Framework
	NCO	National Classifications of Occupation
	TBD	To Be Determined
	TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation	
MIS	Management Information System	

AMH/ N1920 Plan to identify record needs and assign unique identification to records

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to plan to define needs for records for monitoring process performance as per quality plan defined for the organization.

**AMH/ N1920 Plan to identify record needs and assign unique identification to records**

National Occupational Standard	<b>Unit Code</b>	AMH/ N1920
	<b>Unit Title (Task)</b>	Plan to identify record needs and assign unique identification to records
	<b>Description</b>	This unit is about describing procedure for defining needs for records and assigning identification to records for monitoring process performance and activities carried out as per quality plan.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Procedure for defining record needs at different stages of manufacturing processes and process performance</li> </ul>
	<b>Performance Criteria(PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Procedure for defining record needs at different stages of manufacturing processes and process performance</b>	PC1. Define codes and naming for Quality records at different stages of organization processes PC2. Identify needs for accounting of materials at different process stages as per quality plan like cutting, stitching, finishing, etc. PC3. Identify needs for recording data related to HR, stores, etc. PC4. Identify needs for recording data related to quality parameters and inspection/testing results like fabric inspection, stitching defects, color fastness, etc. PC5. Identify mode of collecting data for records like direct measurement, offline data collection, online data collection, data collection for sampling etc.
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. Knowledge scope and sensitivity of data types like data related to production, quality, design, R&D etc. KA2. Knowledge about mode of data collection with respect to cost, time, precision and accuracy related to overall organization. KA3. Knowledge about the record-keeping methods used in the organization
	<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Knowledge about sampling related to data collection KB2. Knowledge about the flow-chart of the organization's manufacturing processes KB3. Knowledge about data collection procedure and practices
<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: SA1. document records related to sampling or bulk materials received and issued SA2. write records, memos, etc. clearly and legibly SA3. Document the valid requirements in a chronological sequence	
	<b>Reading Skills</b>	
The user/individual on the job needs to know and understand: SA4. read and comprehend written instructions related to quality SA5. Read and comprehend the requirements and the amount received in local		

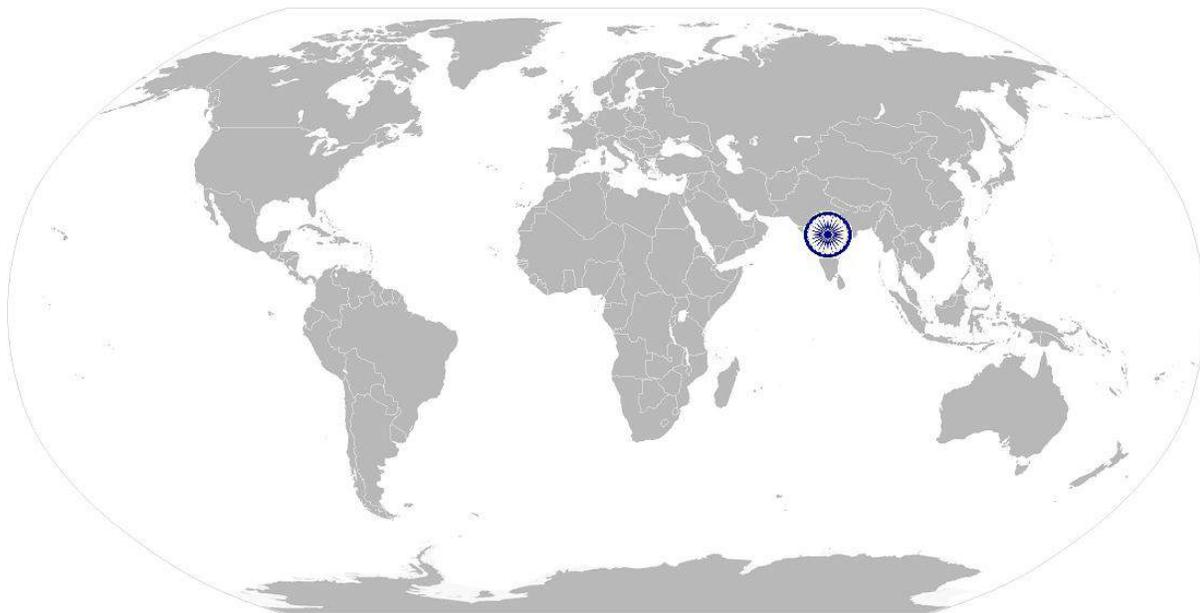
**AMH/ N1920 Plan to identify record needs and assign unique identification to records**

	language as well.
	<b>Oral Communication (Listening and Speaking skills)</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA6. communicate with superiors, colleagues and juniors appropriately regarding identifying the record needs</p> <p>SA7. Seek clarification from the concerned supervisors/managers in case of any doubt in identifying record needs</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. follow organization rule-based decision making process with respect to record keeping</p> <p>SB2. Take decisions regarding the capacity of the organization while recording the goods received</p>
	<b>Plan and Organize</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB3. planning and organization of work to meet accuracy and precision in records</p> <p>SB4. Plan and organize the requirements recorded for future reference</p>
	<b>Customer Centricity</b>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB5. Maintain records of goods received and issued with respect to the customer requirements</p> <p>SB6. Tally the orders recorded with the customer requirements to ensure the customer needs are fulfilled</p>
	<b>Problem Solving</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB7. seek and Comprehend related input data for clarification</p> <p>SB8. communicate effectively with aids of soft skill tools and techniques</p>
	<b>Analytical Thinking</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB9. apply domain information to develop analytical format for data collection and recording as per process specific needs</p> <p>SB10. Analyze the requirements with respect to their availability in the organization, repetition of the list sent, etc.</p>
	<b>Critical Thinking</b>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB11. critically evaluate data in relation to product compliance and process performance</p>

**AMH/ N1920 Plan to identify record needs and assign unique identification to records**

**NOS Version Control**

NOS Code		AMH/ N1920	
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	04/06/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	04/06/15
Occupation	Record keeper	Next review date	21/03/16

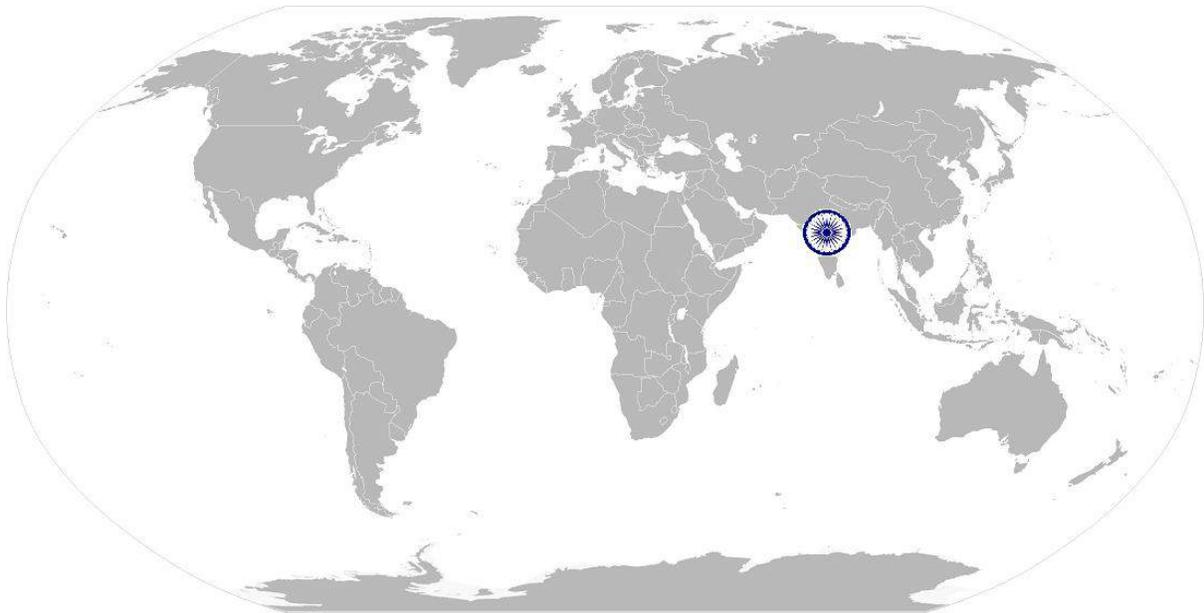


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AMH/ N1921 Establish and maintain records as evidence to process performance

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to establish and maintain records as objective evidence to process conformance.

**AMH/ N1921 Establish and maintain records as evidence to process performance**

National Occupational Standard	<b>Unit Code</b>	AMH/ N1921
	<b>Unit Title (Task)</b>	Establish and maintain records as evidence to Process performance
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to maintain records as evidence to process performance.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Identification, storage and preservation of records</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Identification, storage and preservation of records</b>	PC1. Assign unique identification numbers for records PC2. Collect data as per defined procedure like measurement data of panels, fabrics, inspection data of quality, etc. PC3. Maintain records for final garments issued to washing, received from vendors, etc. PC4. Handling day-to-day activities, inventory and reporting to the record keeping supervisor/manager PC5. Disposal of old record defined as per organisation's laid down procedure
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. Knowledge about quality plan of the organization defined for garment styles, buyer class, market types, compliance etc.</li> <li>KA2. Knowledge of Quality Management System Procedures related to record keeping</li> </ul>
	<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. Knowledge about organization procedure of providing unique numbering system to records</li> <li>KB2. Knowledge for maintaining old records</li> </ul>
<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: <ul style="list-style-type: none"> <li>SA1. Maintain records related to issuing and return of all kinds of materials</li> <li>SA2. Write records and related information in a legible fashion</li> </ul>	
	<b>Reading Skills</b>	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>SA3. read and comprehend written instructions related to issuing and returning of materials</li> <li>SA4. Tally the new records with old records in case of any material being repeated</li> </ul>	
<b>Oral Communication (Listening and Speaking skills)</b>		

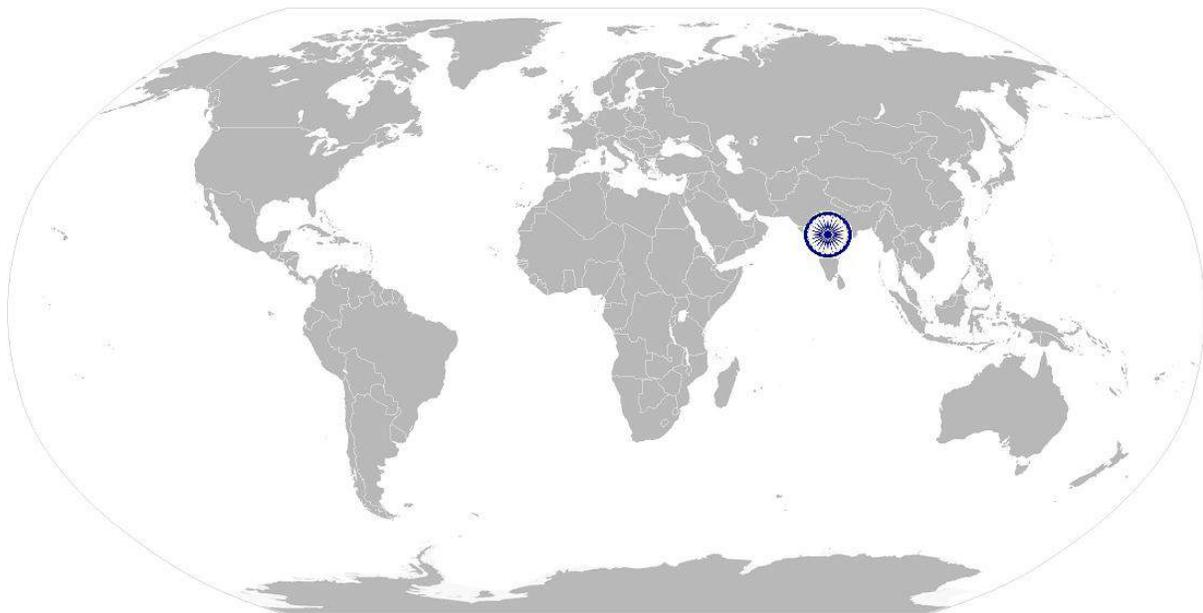
**AMH/ N1921 Establish and maintain records as evidence to process performance**

	<p>The user/individual on the job needs to know and understand:</p> <p>SA5. Communicate appropriately with seniors and colleagues.</p> <p>SA6. seek information appropriately from the concerned heads in order to understand the requirements and concerns</p> <p>SA7. able to speak using basic technical terms</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. follow organization rule-based decision making process when establishing and maintaining records for all kinds of materials</p> <p>SB2. take decision with systematic course of actions and/or response while making changes in the record-keeping methods</p>
	<p><b>Plan and Organize</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB3. Plan and organize work to meet targets and deadlines</p> <p>SB4. Plan and organize the data that needs to be recorded</p> <p>SB5. Plan and organize old/new records for future references</p>
	<p><b>Customer Centricity</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Maintain records of materials received and issued with respect to customer orders and</p> <p>SB7. Tally the records with customer requirements</p>
	<p><b>Problem Solving</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB8. Seek clarification from the concerned supervisors/managers in case of any doubt</p> <p>SB9. Take reference from old records in order to seek clarification while maintaining new records</p> <p>SB10. assess/Evaluate steps and processes for record storage, issue and control</p>
	<p><b>Analytical Thinking</b></p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB11. Analyze the records made with respect to the requirements received in context of repetition, customer requirements, usability, etc.</p> <p>SB12. Analyze the common mistakes made while record keeping and rectify them</p>
<p><b>Critical Thinking</b></p>	
<p>the user/individual on the job needs to know and understand:</p> <p>SB13. critically evaluate technical inputs in relation to establishing new records</p> <p>SB14. Critically compare the old records with the new ones and evaluate which method of record keeping is more efficient and resourceful</p>	

**AMH/ N1921 Establish and maintain records as evidence to process performance**

**NOS Version Control**

NOS Code	AMH/N1921		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	04/06/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	04/06/15
Occupation	Record keeper	Next review date	21/03/16

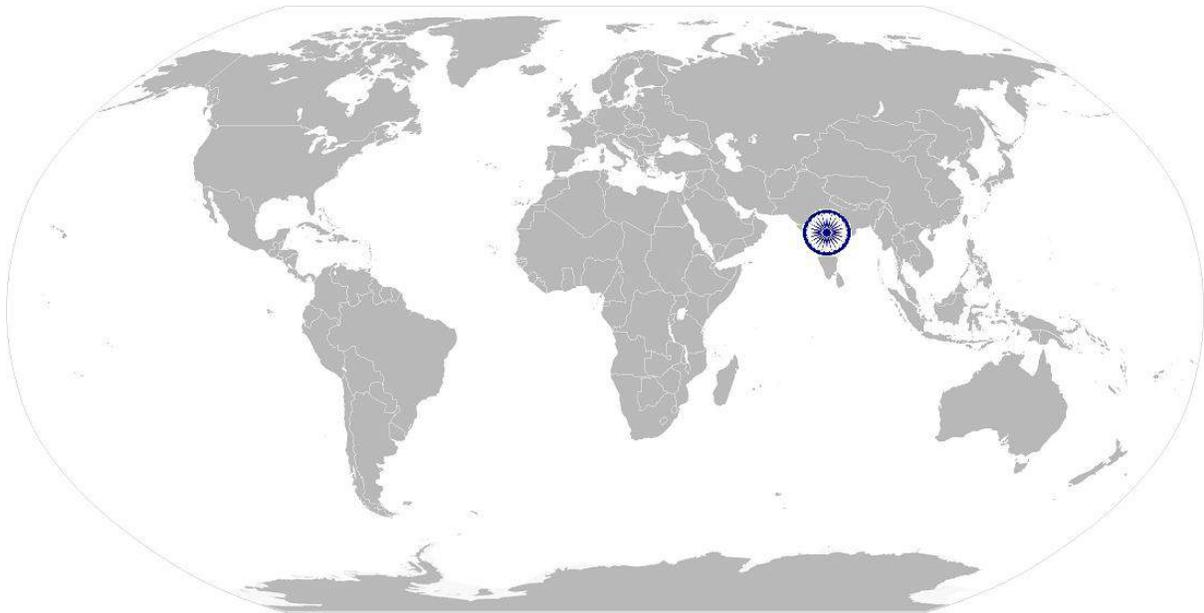


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AMH/ N1922 Maintain health, safety and security in the record keeping workarea

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# National Occupational Standard



## Overview

This unit is about maintaining health, safety and security in the record keeping workarea.

**AMH/ N1922 Maintain health, safety and security in the record keeping workarea**

National Occupational Standard	<b>Unit Code</b>	<b>AMH/N1922</b>
	<b>Unit Title (Task)</b>	<b>Maintain health, safety and security in the record keeping workarea</b>
	<b>Description</b>	This unit is about measurement of skills and competencies enabling one to ensure workarea conforms to requirements of environmentally in compliance, safe and secure with no threats to health
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Identifying health and safety hazards and ensuring mechanism to safeguard against hazards</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Identifying health and safety hazards and ensuring mechanism to safeguard against hazards</b>	PC1. Keep vigilance for potential risks and threats associated with workplace and equipments that are of electric or chemical nature, etc. PC2. Ensure handling of tools and equipments like cutter, scissors, etc. safely and securely PC3. Check the workplace and work processes for potential risks and threats such as fire, chemical leakage, etc. PC4. Participate in mock-drills/evacuation procedures organized at the workplace PC5. Undertake first-aid, fire-fighting and emergency response training
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b>	The user/individual on the job needs to know and understand: KA1. Knowledge of personal protective equipments and safety measures as applicable to collection of data for a process or machine. KA2. Knowledge about health and safety signage put in the organization
	<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Knowledge of using personal protective equipments like nose mask, hand gloves, gum boots, as applicable to data collection for processes KB2. Knowledge about various health and safety hazards and potential threats and their causes like fire due to shot circuit, chemical leakage, etc.
<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: SA1. Document records regarding team needs for health and safety equipments SA2. Document any incident/accident caused due to damage in the record keeping workarea SA3. write grievance/complaint application	
	<b>Reading Skills</b>	
	The user/individual on the job needs to know and understand: SA4. comprehend written instructions related to personal as well as work area's health and safety	

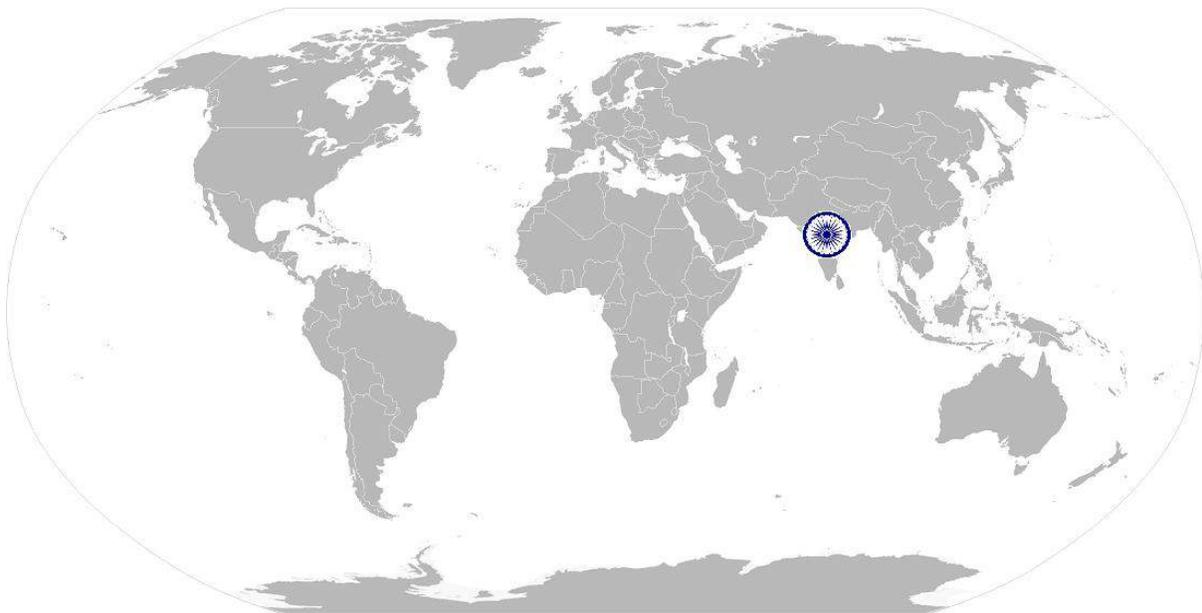
**AMH/ N1922 Maintain health, safety and security in the record keeping workarea**

	SA5. Read, comprehend and follow the safety signage in the organization
	<b>Oral Communication (Listening and Speaking skills)</b>
	The user/individual on the job needs to know and understand: SA6. communicate and seek clarification with supervisor/co-workers in context of maintaining health and safety SA7. talk to co-workers to convey information regarding health and safety in an effective manner
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/individual on the job needs to know and understand: SB1. Make appropriate and 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: SB3. plan and organize the safety evacuation drills at the record-keeping workarea to smoothen the evacuation process SB4. Organize the records in such a way that during an emergency it is easy to collect and save them from getting damaged
	<b>Customer Centricity</b>
	The user/individual on the job needs to know and understand how to: SB5. Keep internal customers' (worker/cutter/supervisor) health and safety related concerns and processes paramount to ensure alignment with external customers' health and safety related expectations (local/global)
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand: SB6. Apply problem-solving approach during an emergency SB7. seek clarification to problems related to health and safety with the supervisors when in doubt SB8. Provide clarification to co-workers who are in doubt by using basic technical terms related to health and safety hazards and the measures that need to be taken
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB9. Identify and analyze the possible emergency situations that can take place in the record keeping workarea or the entire organization SB10. Identify cause effect relationship for the emergencies
	<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 with respect to health and safety

## AMH/ N1922 Maintain health, safety and security in the record keeping workarea

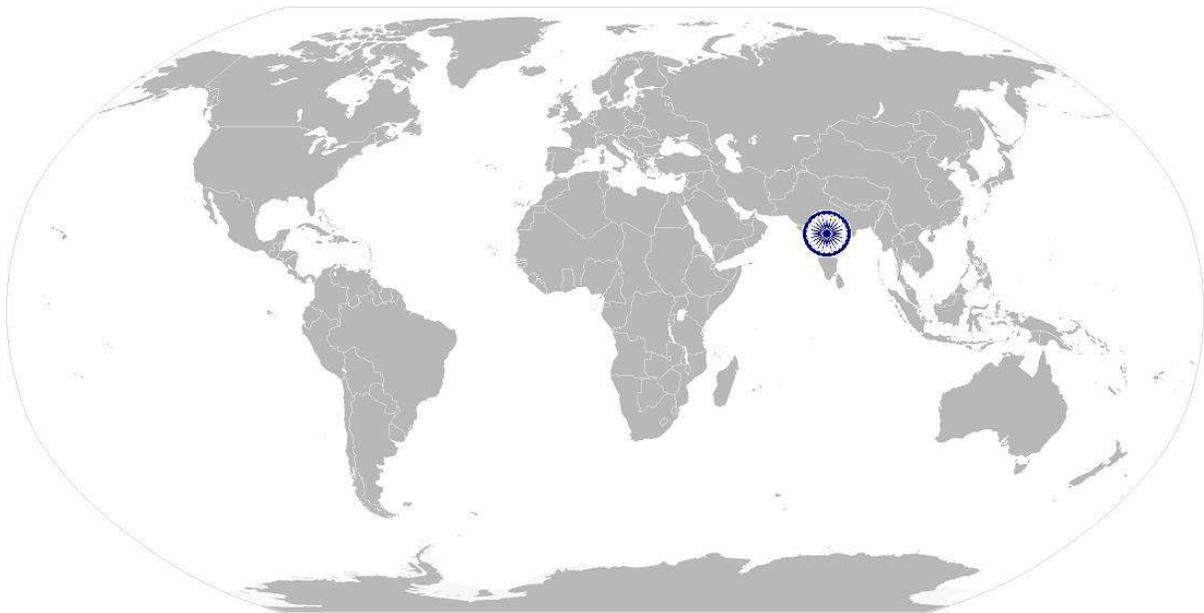
### NOS Version Control

<b>NOS Code</b>	<b>AMH/N1922</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-ups and Home Furnishing</b>	<b>Drafted on</b>	<b>04/06/15</b>
<b>Industry Sub-sector</b>	<b>Apparel, Made-ups and Home Furnishing</b>	<b>Last reviewed on</b>	<b>04/06/15</b>
<b>Occupation</b>	<b>Record keeper</b>	<b>Next review date</b>	<b>21/03/16</b>



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# National Occupational Standard



## Overview

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

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

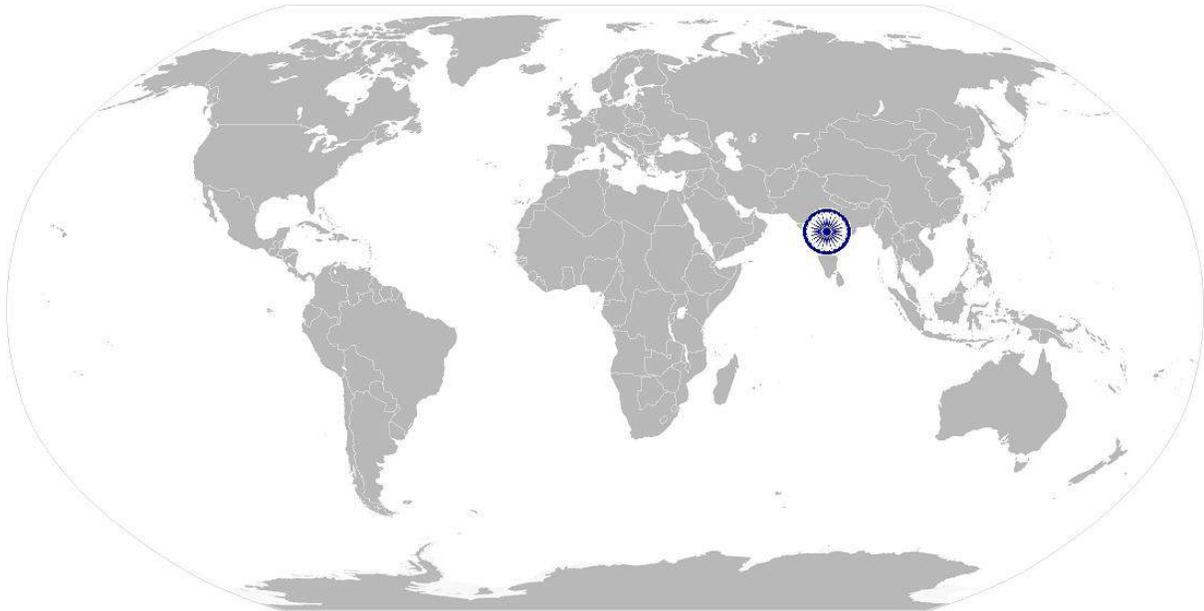
<b>Unit Code</b>	<b>AMH/ N0104</b>
<b>Unit Title (Task)</b>	<b>Comply with industry, regulatory and organizational requirements</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements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

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

	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional 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>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>
	The user/individual on the job needs to know and understand how to: SB3. Ensure and follow organizational procedures and policies
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB4. 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: SB5. Apply balanced judgment to different situations
	<b>Critical Thinking</b>
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**

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



### CRITERIA FOR ASSESSMENT OF TRAINEES

**Job Role** Record Keeper

**Qualification Pack** AMH/Q1920

**Sector Skill Council** Apparel, Made-up's and Home Furnishing

#### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions approved by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in a QP
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
<b>1. AMH/N1920 (Plan to identify record needs and assign unique identification to records)</b>	PC1. Define codes and naming for Quality records at different stages of organization processes	<b>85</b>	<b>17</b>	5	10	2
	PC2. Identify needs for accounting of materials at different process stages as per quality plan like cutting, stitching, finishing, etc.		<b>15</b>	4	9	2
	PC3. Identify needs for recording data related to HR, stores, etc.		<b>17</b>	4	12	1
	PC4. Identify needs for recording data related to quality parameters and inspection/testing results like fabric inspection, stitching defects, color fastness, etc.		<b>15</b>	5	9	1
	PC5. Identify mode of collecting data for records like direct measurement, offline data collection, online data collection, data collection for sampling etc.		<b>21</b>	8	12	1
			<b>85</b>	<b>26</b>	<b>52</b>	<b>7</b>

<b>2. AMH/N1921 (Establish and maintain records as evidence to Process performance)</b>	PC1. Assign unique identification numbers for records	<b>115</b>	<b>24</b>	8	14	2
	PC2. Collect data as per defined procedure like measurement data of panels, fabrics, inspection data of quality, etc.		<b>21</b>	7	12	2
	PC3. Maintain records for final garments issued to washing, received from vendors, etc.		<b>23</b>	8	13	2
	PC4. Handling day-to-day activities, inventory and reporting to the record keeping supervisor/manager		<b>24</b>	7	16	1
	PC5. Disposal of old record defined as per organisation's laid down procedure		<b>23</b>	6	15	2
			<b>115</b>	<b>36</b>	<b>70</b>	<b>9</b>
<b>3. AMH/N1922 (Maintain health, safety and security in the record keeping workarea)</b>	PC1. Keep vigilance for potential risks and threats associated with workplace and equipments that are of electric or chemical nature, etc.	<b>65</b>	<b>15</b>	5	8	2
	PC2. Ensure handling of tools and equipments like cutter, scissors, etc. safely and securely		<b>15</b>	5	8	2
	PC3. Monitor the workplace and work processes for potential risks and threats such as fire, chemical leakage, etc.		<b>11</b>	3	7	1
	PC4. Participate in mock-drills/evacuation procedures organized at the workplace		<b>12</b>	3	8	1
	PC5. Undertake first-aid, fire-fighting and emergency response training		<b>12</b>	3	7	2
			<b>65</b>	<b>19</b>	<b>38</b>	<b>8</b>
<b>4. AMH/N0104 (Comply with industry, regulatory and organizational requirements)</b>	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	<b>35</b>	<b>7</b>	2	4	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		<b>5</b>	1	3	1

	PC3. Apply and follow these policies and procedures within your work practices	7	2	4	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations	8	2	5	1
	PC5. Identify and report any possible deviation to these requirements	8	2	4	2
	<b>Total Marks</b>	<b>35</b>	<b>9</b>	<b>20</b>	<b>6</b>
	<b>300</b>		<b>90</b>	<b>180</b>	<b>30</b>