

CRITERIA FOR ASSESSMENT OF TRAINEES

Sewing Machine Operator (AMH/Q0301)

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

		Marks Allocation				
		Total Marks 400	Out Of	Theory	Skills Practical	Viva
1. AMH/N0301 (Carryout Stitching activities using machine or by hand)	PC1. Make sure the work area is free from hazards	210	3	1	1	1
	PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of respective job role		3	1	1	1
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		3	1	1	1
	PC4. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any		3	1	1	1
	PC5. Use the correct tools and equipments		3	1	1	1

	PC6. Check that equipment is safe and set up in readiness for use		3	1	1	1
	PC7. Select the correct component parts for the style being worked on		3	1	1	1
	PC8. Check that the materials to be used are free from faults		5	1	3	1
	PC9. Ensure the materials used meet the specification matching		3	1	1	1
	a. Within a product		4	1	2	1
	b. Between a pair of products where applicable		4	1	2	1
	PC10. Carry out test sews		4	1	2	1
	PC11. Check needles, awls and threads regularly		4	1	2	1
	PC12. Check if fabric / Component is correctly marked and pieces cut as required		4	1	2	1
	PC13. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly		4	1	2	1
	PC14. Report faults in the materials		3	1	1	1
	PC15. Conform to company quality standards		3	1	1	1
	PC16. Report any damaged work to the responsible person		3	1	1	1
	PC17. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately		4	1	2	1
	PC18. Sort and place work to assist the next stage of production and minimise the risk of damage		3	1	1	1
	PC19. Leave work area safe and secure when work is complete		4	1	2	1
	PC20. Complete forms, records and other documentation		4	2	1	1
	PC21. Examine the specific item to identify what type of stitching is best suited		4	1	2	1
	PC22. Estimate the expected length of time for the process		4	1	1	2

	PC23. Set up machine (Apparel Sewing machine) according to manufacturers' instructions and production requirements		4	1	2	1
	PC24. Set machine controls for the materials being stitched		5	1	3	1
	PC25. Cut the thread appropriately		4	1	2	1
	PC26. Thread the needle in the machine and adjust the needle as per the requirements		4	1	2	1
	PC27. Perform a test run to ensure machine is operating correctly		4	1	2	1
	PC28. Report defective machines, tools and/or equipment to the responsible person		4	1	2	1
	PC29. Operate machines safely and in accordance with guidelines		5	1	3	1
	PC30. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput		6	1	4	1
	PC31. Check the equipment prior to making the stitching, including:		3	1	1	1
	a) Correct controls		4	1	2	1
	b) Correct attachments		4	1	2	1
	c) Changing needles		4	1	2	1
	d) Changing threads		4	1	2	1
	e) Changing awls		4	1	2	1
	f) Correct Timing		4	1	2	1
	PC32. Stitch the correct materials in the right sequence as required by the production specification		6	1	4	1
	PC33. Ensure stitched product conforms to shape and size requirement		4	1	2	1
	PC34. Ensure stitched products meets specification in terms of labels and trimmings		4	1	2	1
	PC35. Inspect stitched products against specifications		4	1	2	1
	PC36. Identify mark and place rejects in the designated locations		4	1	2	1

	PC37. Carry out alterations to meet customer requirements		4	1	2	1
	PC38. Pass the stitched item to the next stage in the manufacturing process after validation		4	1	2	1
	PC39. Respond accordingly where stitched items do not meet production specification		4	1	2	1
	PC40. Minimize and dispose the waste materials in the approved manner		4	1	2	1
	PC41. Seek feedback from team mates on work related performance		3	1	1	1
	PC42. Check with in charge /others when unsure of new product details		4	1	2	1
	PC43. Clean and make safe machines after use		5	1	3	1
	PC44. Carry out basic maintenance of own machines		4	1	2	1
	PC45. Report risks/ problems likely to affect services to the relevant person promptly and accurately		4	1	2	1
	PC46. Carry out Operations at a rate which maintains workflow and meets production targets		4	1	2	1
		Total	210	55	100	55
2. AMH/N0302 (Contribute to achieve product quality in stitching operations)						
	PC1. Identify and use materials required based on the job card/ work ticket		4	2	1	1
	PC2. Take the necessary action when materials do not conform to company quality standards	65	4	1	2	1
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		4	1	2	1
	PC4. Identify modifiable defects and rework on them		5	1	3	1
	PC5. Carry out work safely and at a rate which maintains work flow		4	1	2	1

	PC6. Report to the responsible person when the work flow of other production areas disrupts work		4	1	2	1
	PC7. Test, sort, track feed and examine work in progress		5	1	3	1
	PC8. Carry out quality checks at specified intervals according to instructions		5	1	3	1
	PC9. Apply the allowed tolerances		4	1	2	1
	PC10. Identify faults and take appropriate action for rectification		5	1	3	1
	PC11. Make adjustments promptly to return product to specification		4	1	2	1
	PC12. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts		4	1	2	1
	PC13. Report faults in other processes to the appropriate person		4	1	2	1
	PC14. Maintain the required productivity and quality levels		5	1	3	1
	PC15. Complete and maintain documentation		4	1	2	1
		Total	65	16	34	15
3. AMH/N0102						
Maintain work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	3	1	1	1
	PC2. Use correct lifting and handling procedures		3	1	1	1
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		4	1	2	1
	PC5. Maintain tools and equipment		4	1	2	1
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		4	1	2	1
	PC8. Report unsafe equipment and other dangerous occurrences		3	1	1	1
	PC9. Ensure that the correct machine guards are in place		3	1	1	1

	PC10. Work 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		3	1	1	1
	PC12. Dispose of waste safely in the designated location		4	1	2	1
	PC13. Store cleaning equipment safely after use		4	1	2	1
	PC14. Carry out cleaning according to schedules and limits of responsibility		4	1	2	1
		Total	50	14	22	14
4. AMH/N0103 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	60	3	1	1	1
	PC2. Use and maintain personal protective equipment as per protocol		4	1	2	1
	PC3. Carry out own activities in line with approved guidelines and procedures		4	1	2	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		3	1	1	1
	PC8. Store materials and equipment in line with manufacturer's and organisational requirements		4	1	2	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		4	1.5	2	0.5
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		4	1.5	2	0.5
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	1.5	1	0.5
	PC18. Follow organization procedures for shutdown and evacuation when required		3	1.5	1	0.5
		Total	60	20	24	16
AMH/N0104 - Comply with industry, regulatory and organizational requirements	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	15	3	1	1	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		3	1	1	1
	PC3. Apply and follow these policies and procedures within your work practices		3	1	1	1
	PC4. Provide support to your supervisor and team members in enforcing these considerations		3	1	1	1
	PC5. Identify and report any possible deviation to these requirements		3	1	1	1
		Total	15	5	5	5
Grand Total			400	110	185	105