

## QUALIFICATION PACK – OCCUPATIONAL STANDARD FOR APPAREL, MADE-UP'S AND HOME FURNISHING SECTOR

### What are Occupational Standards (OS)?

- OS describes 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

#### Qualification Pack - In- Line Checker

<b>SECTOR:</b>	APPAREL, MADE-UP'S AND HOME FURNISHING
<b>SUB SECTOR:</b>	Apparel / Made-Up's / Home Furnishing
<b>OCCUPATION:</b>	Quality Assurance
<b>REFERENCE ID:</b>	AMH/Q0102
<b>ALIGNED TO:</b>	NCO-2004/7433.05

In-line checking plays an important part in Apparel production plays a very important part to ensure quality checks at different stages of production

**Brief Job Description:**An In-Line checker is an important job-role associated with Apparel sector. The primary responsibility of a checker is to identify the faults in the fabrics, cut components and garment parts through visual inspection.

**Personal Attributes:**In-Line Checker should have good eyesight, eye for detail, basic math skills and vision (including near vision, distance vision, color vision, peripheral vision, depth perception and ability to change focus).

<b>Job Details</b>	<b>Qualifications Pack Code</b>	<b>AMH/Q0102</b>		
	<b>Job Role</b>	<b>In- Line Checker</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>01/03/14</b>
	<b>Sub-sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last reviewed on</b>	<b>11/07/14</b>
	<b>Occupation</b>	<b>Quality Assurance</b>	<b>Next review date</b>	<b>01/10/14</b>
	<b>NSQC Clearance On*</b>	<b>20/07/15</b>		

<b>Job Role</b>	<b>In- Line Checker</b>
<b>Role Description</b>	An In-Line checker is an important job-role associated with the Apparel sector. The primary responsibility of a checker is to identify the faults in the fabrics, cut components and garment parts through visual inspection.
<b>NSQF level</b>	3
<b>Minimum Educational Qualifications*</b>	Preferably Class V
<b>Maximum Educational Qualifications*</b>	NA
<b>Training</b> (Suggested but not mandatory)	Preferably training in Quality Checking
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	Preferably 2 years of experience in apparel industry
<b>Applicable National Occupational Standards (NOS)</b>	<p><b>Compulsory</b></p> <ol style="list-style-type: none"> <li><a href="#">AMH/N0105Carry out in-line checking activities</a></li> <li><a href="#">AMH/N0106Maintain work area and tools</a></li> <li><a href="#">AMH/N0103Maintain health, safety and security at workplace</a></li> <li><a href="#">AMH/N0104Comply with industry, regulatory and organizational requirements</a></li> </ol> <p><b>Optional:</b> N.A.</p>
<b>Performance Criteria</b>	As described in the relevant OS units

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfill 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; he/she needs 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 Occupational Standard, which is denoted by 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 find the required one.
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 required performance.
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 up 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.

**Acronyms**

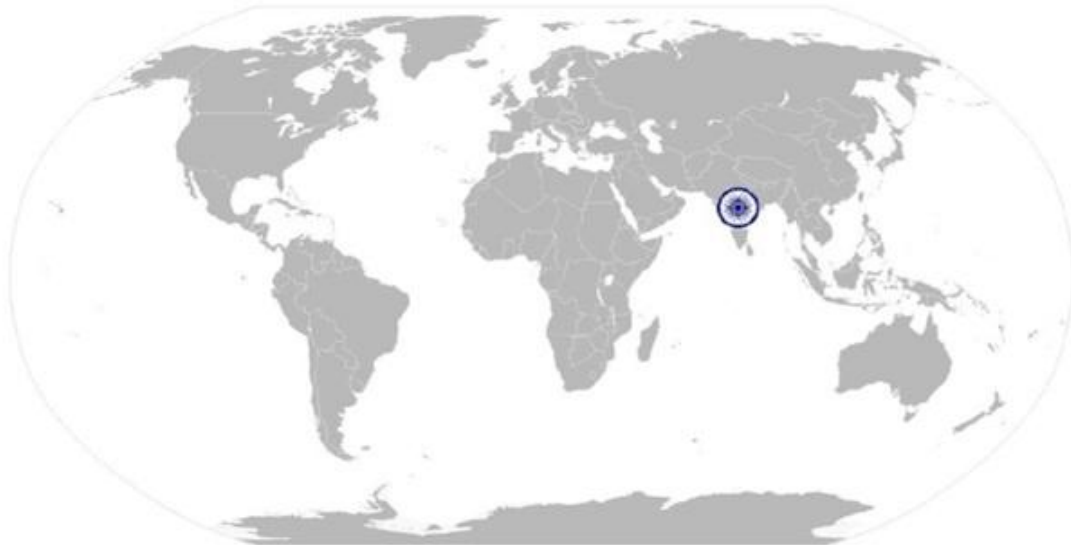
Keywords /Terms	Description
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
TBD	To Be Determined

AMH/N0105

Carry out in-line checking activities

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to perform checking activities to ensure the quality of operations and products.

AMH/N0105

Carry out in-line checking activities

<b>Unit Code</b>	<b>AMH/N0105</b>
<b>Unit Title (Task)</b>	<b>Carry out in-line checking activities</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to perform checking activities to ensure the quality of operations and products.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Carry out in-line checking activities</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Carryout in-line checking activities</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Check that the work area is free from hazards</li> <li>PC2. Follow the instructions on the work ticket/ job card</li> <li>PC3. Ensure the cleanliness of the tools (Sticker, Marker, Rubber Band, Pattern, etc.) and equipment's as per the work instruction</li> <li>PC4. Assist in carrying out foundation inspection safely and at a rate which maintains work flow and meets production targets</li> <li>PC5. Visually inspect the cut component for any defects</li> <li>PC6. Bundle and label the cut components</li> <li>PC7. Store the cut components in specified manner, to ensure that the quality is preserved</li> <li>PC8. Document if any defects are identified</li> <li>PC9. Inform the appropriate people in case of any defect identified</li> <li>PC10. Identify problems and resolve issues within limits of your own responsibility</li> <li>PC11. Report problems outside area of responsibility to the appropriate person</li> <li>PC12. Visually inspect the garment parts for basic quality conformance</li> <li>PC13. Identify stitch faults in the garment parts and inform as per the specified procedure</li> <li>PC14. Identify fabric faults in the garment parts and inform as per the specified procedure</li> <li>PC15. Ensure the garment parts are handled in an appropriate manner</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. Types of problems with quality and how to report them to appropriate people</li> <li>KA2. Consequences of not rectifying problems</li> <li>KA3. Importance of keeping accurate quality records</li> <li>KA4. Safe working practices and organizational procedures</li> <li>KA5. The importance of effective communication with colleagues</li> <li>KA6. The lines of communication, authority and reporting procedures</li> <li>KA7. The company's quality standards</li> <li>KA8. The types of records kept, methods to complete the record and the</li> </ul>



**AMH/N0105**

**Carry out in-line checking activities**

	<p>importance of keeping them accurate</p> <p>KA9. The importance of complying with written instructions</p> <p>KA10. Equipment operating procedures / manufacturer's instructions</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Methods to receive work instructions and specifications and interpret them accurately</p> <p>KB2. Methods to make use of the information detailed in specifications and instructions</p> <p>KB3. The types of faults in fabric and the action to be taken when they occur</p> <p>KB4. The types of faults in stitch and the action to be taken when they occur</p> <p>KB5. Types of garments and parts of garments</p> <p>KB6. Knowledge of the trims used in the garments</p> <p>KB7. Knowledge of visual inspection procedures</p> <p>KB8. Awareness of material/fabric / yarn types</p> <p>KB9. Process to maintain the flow of production</p> <p>KB10. The importance of achieving quality and its relation to the end user / customer</p> <p>KB11. Knowledge of basic math skills</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English/ local language as applicable</p> <p>SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company</p>
	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read English/ local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.</p>
	<b>Oral Communication (Listening and Speaking Skills)</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with supervisors, managers, etc.</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>SB2. Analyze the defects in the garment and take appropriate decision for rectifications</p>
	<b>Plan and Organize</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Plan and organize in-line checking as per the timelines</p>
	<b>Customer Centricity</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Ensure all customer needs are assessed and every effort is made to provide satisfactory service</p>

**AMH/N0105**

**Carry out in-line checking activities**

	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: SB5. Solve operational role related issues SB6. Report to the supervisors if problems cannot be rectified
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB7. Identify and analyze the defects in the materials/ garments SB8. Diagnose common problems with the machine based on its functioning and visual inspection
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB9. Assess and control the quality standards of the product as per customer standards SB10. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently





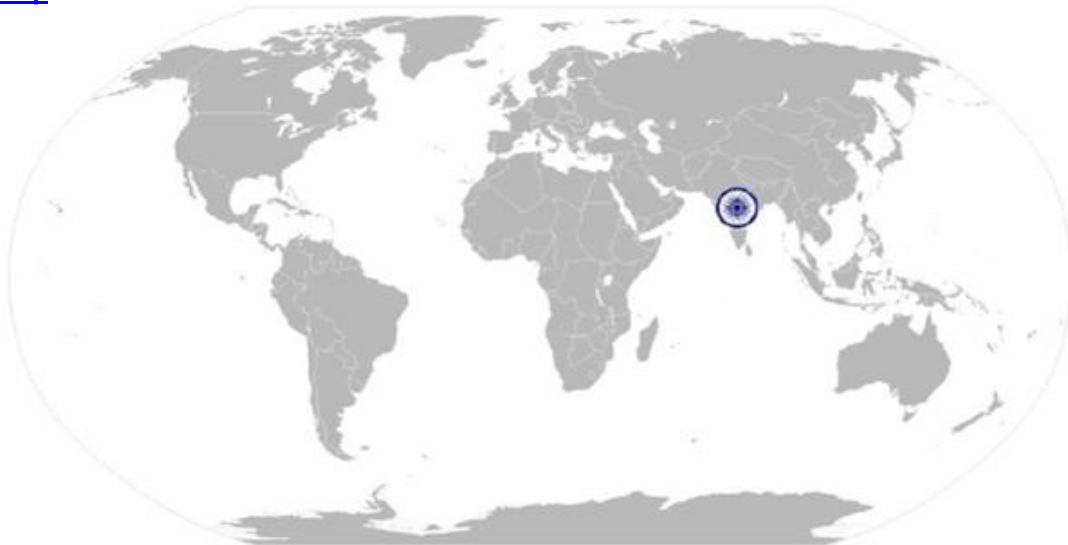
**AMH/N0105**

**Carry out in-line checking activities**

## **NOS Version Control**

<b>NOS Code</b>	<b>AMH/N0105</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>01/03/14</b>
<b>Industry Sub-sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last reviewed on</b>	<b>11/07/14</b>
<b>Occupation</b>	<b>Quality Assurance</b>	<b>Next review date</b>	<b>20/07/15</b>

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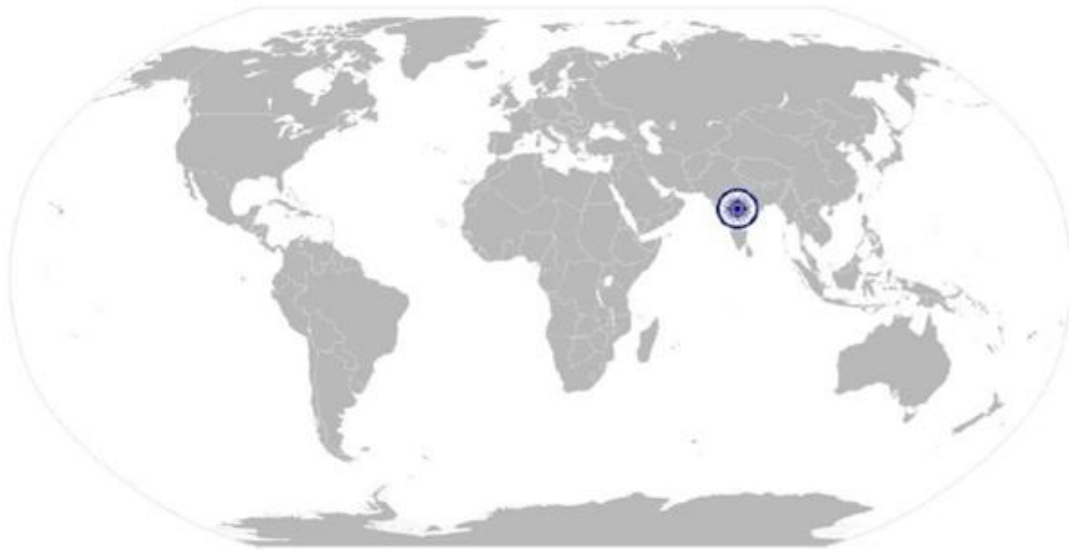


AMH/N0106

Maintain work area and tools

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms

**AMH/N0106**

**Maintain work area and tools**

National Occupational Standard

<b>Unit Code</b>	<b>AMH/N0106</b>
<b>Unit Title (Task)</b>	<b>Maintain work area and tools</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Maintain the work area and tools</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Maintain the work area and tools</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Handle materials and tools ( safely and correctly</li> <li>PC2. Use correct lifting and handling procedures</li> <li>PC3. Use materials to minimize waste</li> <li>PC4. Maintain a clean and hazard free working area</li> <li>PC5. Maintain tools and equipments</li> <li>PC6. Carry out running maintenance within agreed schedules</li> <li>PC7. Carry out maintenance and/or cleaning within one's responsibility</li> <li>PC8. Report unsafe equipment and other dangerous occurrences</li> <li>PC9. Work in a comfortable position with the correct posture</li> <li>PC10. Use cleaning equipment and methods appropriate for the work to be carried out</li> <li>PC11. Dispose of waste safely in the designated location</li> <li>PC12. Store cleaning equipment safely after use</li> <li>PC13. Carry out cleaning according to schedules and limits of responsibility</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. Personal hygiene and duty of care</li> <li>KA2. Safe working practices and organizational procedures</li> <li>KA3. Limits of your own responsibility</li> <li>KA4. Ways of resolving with problems within the work area</li> <li>KA5. The production process and the specific work activities that relate to the whole process</li> <li>KA6. The importance of effective communication with colleagues</li> <li>KA7. The lines of communication, authority and reporting procedures</li> <li>KA8. The organization's rules, codes and guidelines (including timekeeping)</li> <li>KA9. The company's quality standards</li> <li>KA10. The importance of complying with written instructions</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. Work instructions and specifications and interpret them accurately</li> <li>KB2. Method to make use of the information detailed in specifications and instructions</li> <li>KB3. Relation between work role and the overall manufacturing process</li> <li>KB4. The importance of taking action when problems are identified</li> <li>KB5. Different ways of minimizing waste</li> </ul>

## AMH/N0106

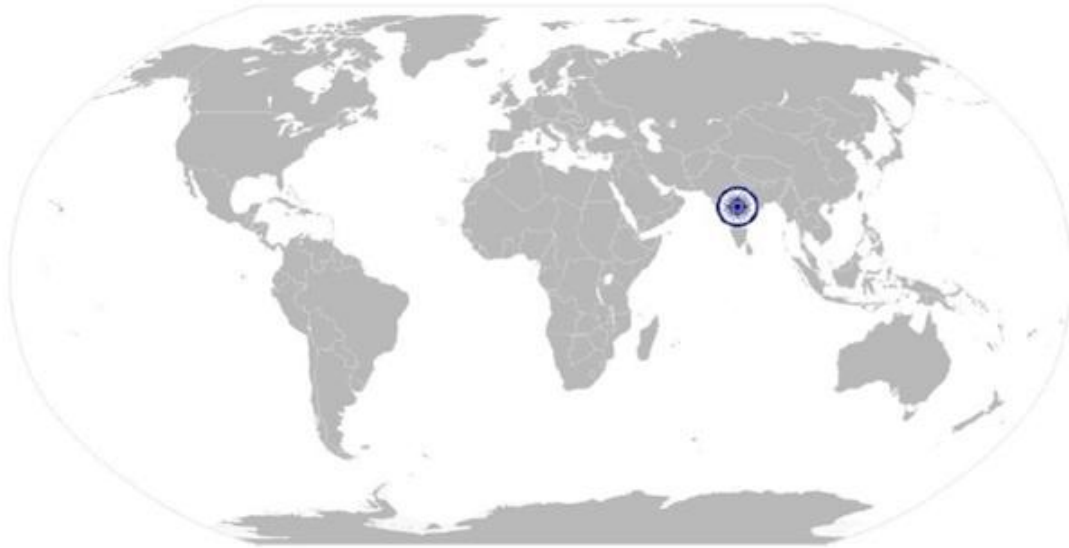
## Maintain work area and tools

	<p>KB6. The importance of running maintenance and regular cleaning</p> <p>KB7. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB8. Different types of cleaning equipment and substances and their use</p> <p>KB9. Safe working practices for cleaning and the method of carrying them out</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to: SA4. Speak and communicate effectively to peers and supervisors SA5. Give clear instructions to co-workers, subordinates others SA6. Use correct technical term while interacting with supervisor
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Take appropriate decisions regarding to responsibilities SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly SB3. Evaluate the decision and conduct basic trouble shooting
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB4. Plan and manage work routine based on company procedure SB5. Work with supervisors/ team mates to carry out work related tasks SB6. Plan for cleaning and lubricating the concerned machinery daily SB7. Plan for cleaning the concerned tools and workplace daily before and after operations
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB8. Ensure and follow organizational procedures pertaining to health and safety are followed
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: SB9. Solve operational role related issues
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB10. Diagnose common problems in the machine based on visual inspection, sound, temperature etc.
<b>Critical Thinking</b>	

## AMH/N0106

### Maintain work area and tools

	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
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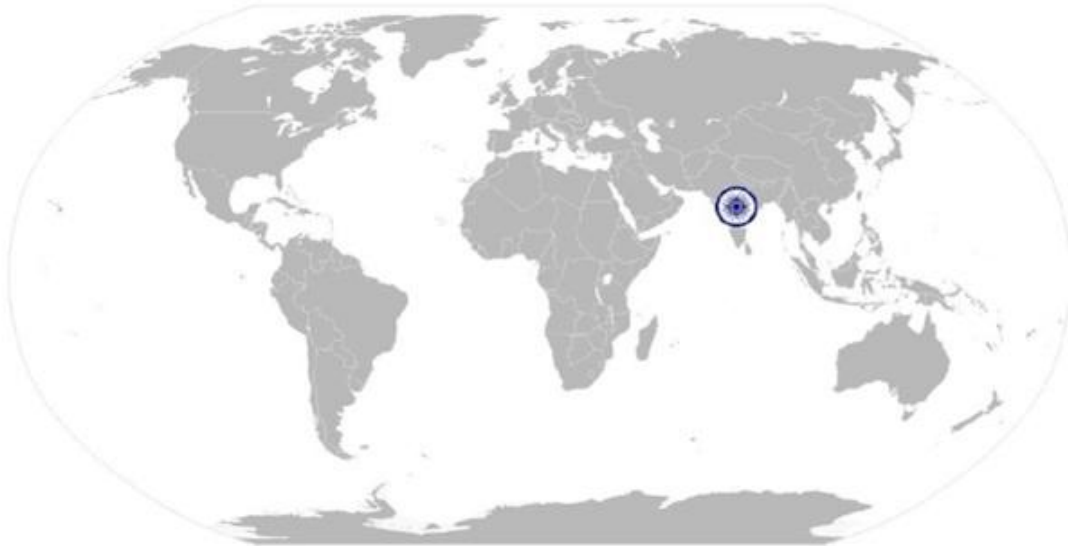
## AMH/N0106

## Maintain work area and tools

### NOS Version Control

<b>NOS Code</b>	<b>AMH/N0106</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
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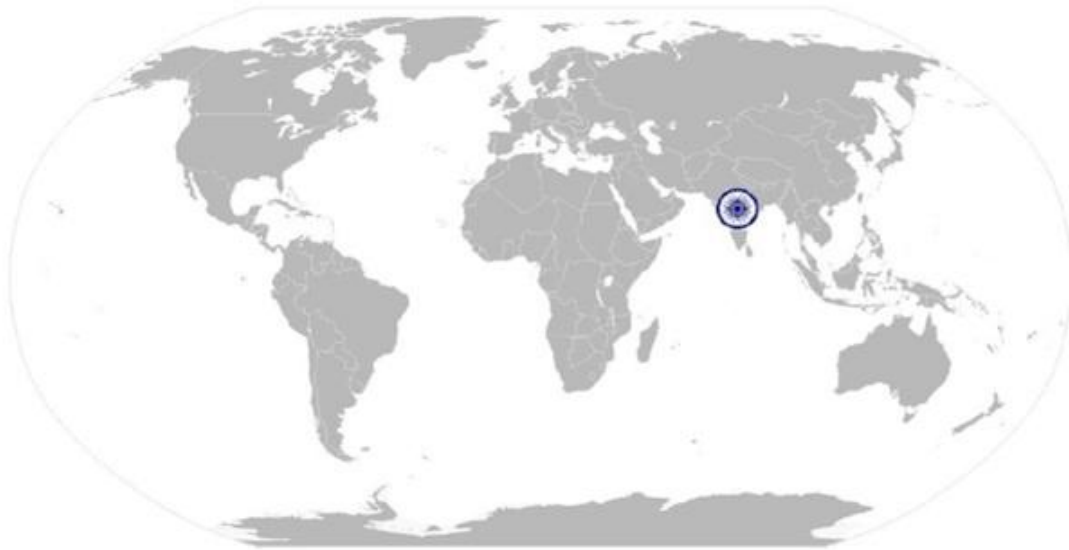


AMH/N0103

Maintain health, safety and security at workplace

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.



**AMH/N0103**

**Maintain health, safety and security at workplace**

National Occupational Standard

<b>Unit Code</b>	<b>AMH/N0103</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>Comply with health, safety and security requirements at work</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Comply with health, safety and security requirements at work</b>	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> <li>PC1. Comply with health and safety related instructions applicable to the workplace</li> <li>PC2. Use and maintain personal protective equipment as per protocol</li> <li>PC3. Carry out own activities in line with approved guidelines and procedures</li> <li>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</li> <li>PC5. Follow environment management system related procedures</li> <li>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</li> <li>PC7. Report any service malfunctions that cannot be rectified</li> <li>PC8. Store materials and equipment in line with manufacturer's and organizational requirements</li> <li>PC9. Safely handle and move waste and debris</li> <li>PC10. Minimize health and safety risks to self and others due to own actions.</li> <li>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</li> <li>PC12. Monitor the workplace and work processes for potential risks and threats</li> <li>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</li> <li>PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel</li> <li>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</li> <li>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</li> <li>PC17. Take action based on instructions in the event of fire, emergencies or accidents</li> <li>PC18. Follow organization procedures for shutdown and evacuation when required</li> </ul>
<b>Knowledge and Understanding (K)</b>	

## AMH/N0103

## Maintain health, safety and security at workplace

<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to organization these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<p><b>B. Technical Knowledge</b></p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and methods</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills / Generic Skills</b></p>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Document and report any health and safety related incidents/ accidents</p> <p><b>Reading Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend manuals of operations</p> <p>SA3. Read all organizational and equipment related health and safety manuals and documents</p> <p>SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations</p> <p><b>Oral Communication (Listening and Speaking Skills)</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Give clear instructions to co-workers, subordinates and other personnel</p> <p>SA6. Use correct technical terms while interacting with supervisor</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision Making</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organization</p> <p>SB2. Evaluate and use correct PPE and other safety gear while at the workplace</p>

## AMH/N0103

## Maintain health, safety and security at workplace

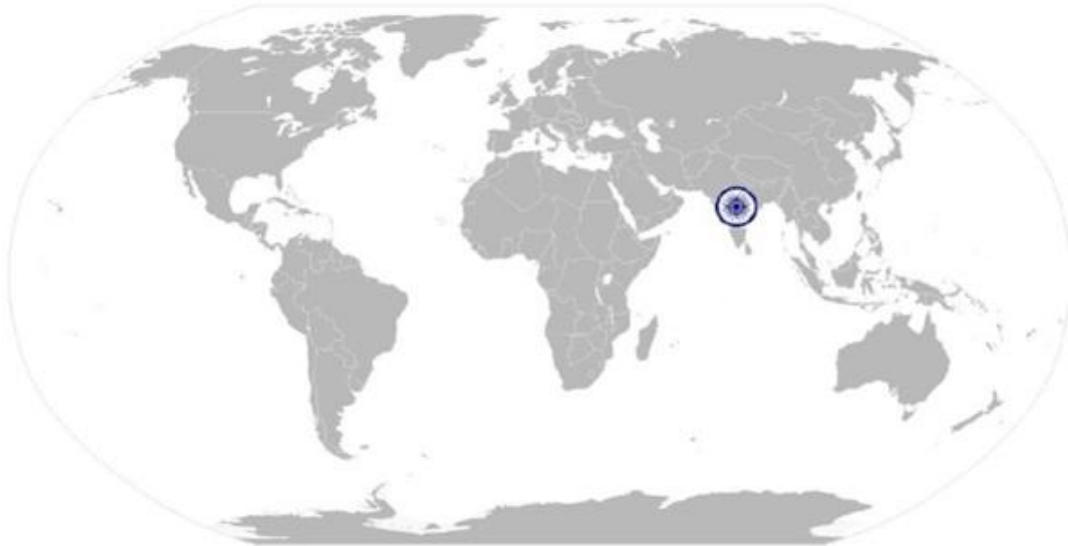
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB3. Work with supervisors/ team mates to carry out work related tasks SB4. Plan work according to the required schedule SB5. Keep work area free from potential hazards
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB6. Ensure and follow organizational procedures pertaining to health and safety are followed
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: SB7. Take appropriate actions during emergencies, accidents or fire at the workplace SB8. Resolve issues pertaining to malfunctions in machineries and report if required
	<b>Analytical Thinking</b>
The user/ individual on the job needs to know and understand how to: SB9. Identify emergency situations 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	



## AMH/N0103      **Maintain health, safety and security at workplace** **NOS Version Control**

<b>NOS Code</b>	<b>AMH/N0103</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Apparel ,Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>01/03/14</b>
<b>Industry Sub-sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last reviewed on</b>	<b>11/07/14</b>
<b>Occupation</b>	<b>Quality Assurance</b>	<b>Next review date</b>	<b>20/07/15</b>

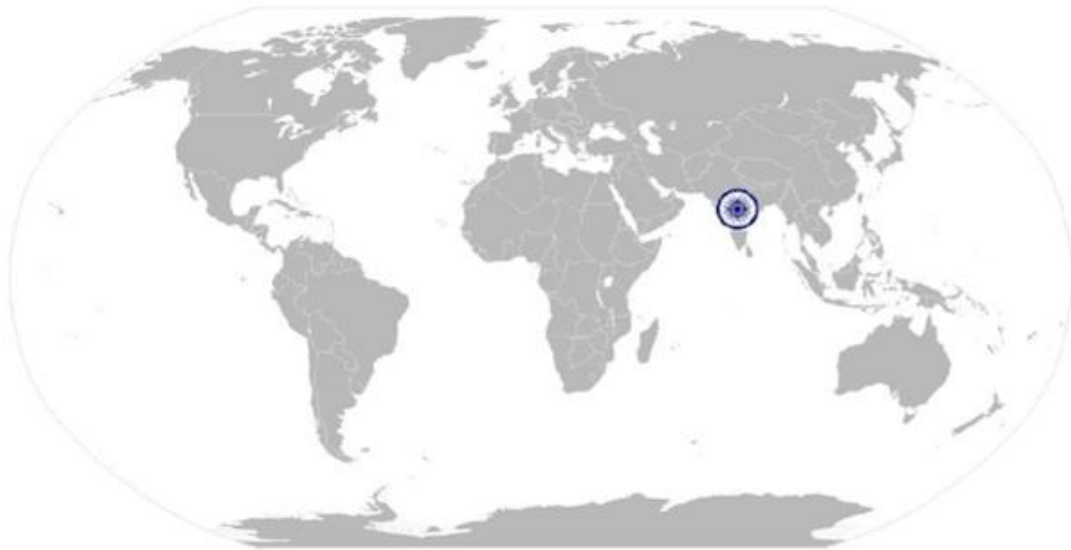
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AMH/N0104 Comply with industry, regulatory and organizational requirements

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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>Element</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: <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 your supervisor or other authorized personnel</p> <p>PC3. Apply and follow these policies and procedures within your work practices</p> <p>PC4. Provide support to your supervisor and team members in enforcing these considerations</p> <p>PC5. Identify and report any possible deviation to these requirements</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: <p>KA1. The importance of having an ethical and value-based approach to governance</p> <p>KA2. Benefits to your company and yourself due to practice of these procedures</p> <p>KA3. The importance of punctuality and attendance</p> <p>KA4. Specific to the industry/sector, know and understand: <ul style="list-style-type: none"> <li>Legal, regulatory and ethical requirements</li> <li>Procedures to follow if someone does not meet the requirements</li> </ul> </p> <p>KA5. Customer specific requirements mandated as a part of your work process</p>
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: <p>KB1. Country / customer specific regulations for your sector and their importance</p> <p>KB2. Reporting procedure in case of deviations</p> <p>KB3. Limits of personal responsibility</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: <p>SA2. Read and comprehend the organizational documents pertaining to rules and procedures</p>



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

	SA3. Read and comprehend Basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc.
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to:
	SA6. Positively influence the team members into following procedures
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions related to responsibilities
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB2. Plan and manage work routine based on company procedure
	<b>Customer Centricity</b>
	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	

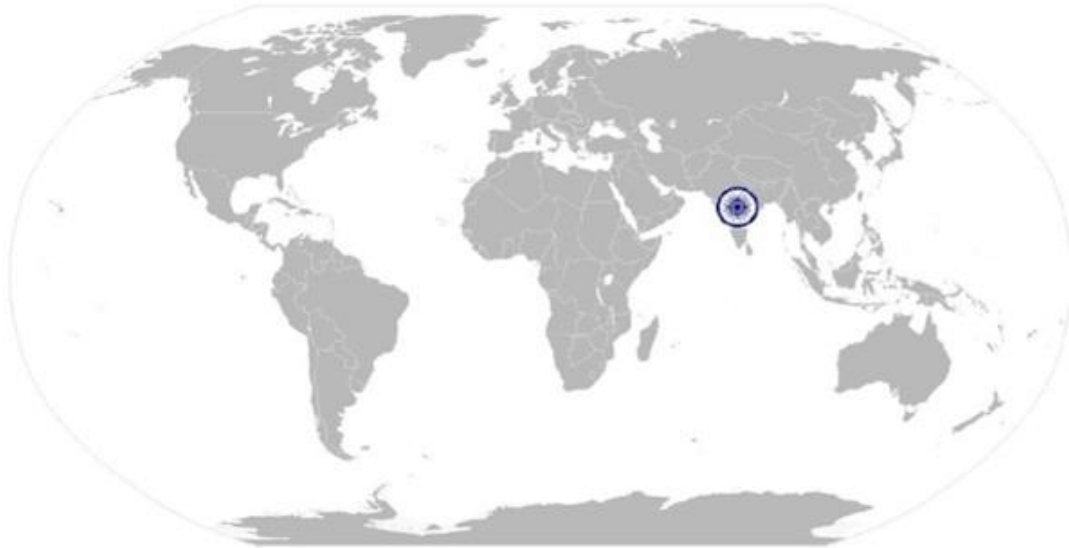


## AMH/N0104 Comply with industry, regulatory and organizational requirements

### 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>Sector</b>	<b>Apparel ,Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>01/03/14</b>
<b>Industry Sub-sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last reviewed on</b>	<b>11/07/14</b>
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## CRITERIA FOR ASSESSMENT OF TRAINEES

### Inline Checker

### AMH/Q0102

### 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 50% in every NOS.
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 350	Out Of	Theory	Skills Practical	Viva
<b>1. AMH/N0105 Carryout in-line checking activities</b>	PC1. Check that the work area is free from hazards	<b>100</b>	4	1	2	1
	PC2. Follow the instructions on the work ticket/ job card		4	2	1	1
	PC3. Ensure the cleanliness of the tools (Sticker, Marker, Rubber Band, Pattern, etc) and equipments as per the work instruction		7	1	5	1
	PC4. Assist in carrying out foundation inspection safely and at a rate which maintains work flow and meets production targets		5	3	1	1
	PC5. Visually inspect the cut component for any defects		10	1	7	2
	PC6. Bundle and label the cut components		7	1	5	1

	PC7. Store the cut components in specified manner, to ensure that the quality is preserved		7	1	5	1
	PC8. Document if any defects are identified		7	5	1	1
	PC9. Inform the appropriate people in case of any defect identified		7	1	5	1
	PC10. Identify problems and resolve issues within limits of your own responsibility		7	1	5	1
	PC11. Report problems outside area of responsibility to the appropriate person		7	2	4	1
	PC12. Visually inspect the garment parts for basic quality conformance		7	1	5	1
	PC13. Identify stitch faults in the garment parts and inform as per the specified procedure		7	1	5	1
	PC14. Identify fabric faults in the garment parts and inform as per the specified procedure		7	1	5	1
	PC15. Ensure the garment parts are handled in an appropriate manner		7	1	4	2
		<b>Total</b>	<b>100</b>	<b>23</b>	<b>60</b>	<b>17</b>
<b>2. AMH/N0106 Maintain work area and tools</b>	PC1. Handle materials and tools safely and correctly	<b>100</b>	10	2	5	3
	PC2. Use correct lifting and handling procedures		10	3	4	3
	PC3. Use materials to minimize waste		10	2.5	3	4.5
	PC4. Maintain a clean and hazard free working area		7	2.5	2	2.5
	PC5. Maintain tools and equipment's		10	3	5	2
	PC6. Carry out running maintenance within agreed schedules		5	1	2	2
	PC7. Carry out maintenance and/or cleaning within one's responsibility		10	2	4	4
	PC8. Report unsafe equipment and other dangerous occurrences		8	2	4	2
	PC9. Work in a comfortable position with the correct posture		5	1	3	1

	PC10. Use cleaning equipment and methods appropriate for the work to be carried out		5	2	1	2
	PC11. Dispose of waste safely in the designated location		5	1	3	1
	PC12. Store cleaning equipment safely after use		10	3	5	2
	PC13. Carry out cleaning according to schedules and limits of responsibility		5	2	2	1
		<b>Total</b>	<b>100</b>	<b>27</b>	<b>43</b>	<b>30</b>
<b>3. AMH/N0103 Maintain health, safety and security at workplace</b>	PC1. Comply with health and safety related instructions applicable to the workplace		12	7	2	3
	PC2. Use and maintain personal protective equipment as per protocol		6	4	1	1
	PC3. Carry out own activities in line with approved guidelines and procedures		4	2	1	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		6	4	1	1
	PC5. Follow environment management system related procedures		6	4	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		4	2	1	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		4	1	2	1
	PC9. Safely handle and move waste and debris		4	1	2	1
	PC10. Minimize health and safety risks to self and others due to own actions	<b>100</b>	6	2	2	2
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		8	2	3	3

	PC12. Monitor the workplace and work processes for potential risks and threats		4	1	2	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		4	1	2	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	2	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		4	1	2	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		12	3	7	2
	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		4	2	1	1
		<b>Total</b>	<b>100</b>	<b>40</b>	<b>36</b>	<b>24</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>50</b>	10	4	4	2
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		10	5	1	4
	PC3. Apply and follow these policies and procedures within your work practices		10	1	1	8
	PC4. Provide support to your supervisor and team members in enforcing these considerations		10	2	3	5
	PC5. Identify and report any possible deviation to these requirements		10	3	2	5
		<b>Total</b>	<b>50</b>	<b>15</b>	<b>11</b>	<b>24</b>
<b>Grand Total</b>			<b>350</b>	<b>105</b>	<b>150</b>	<b>95</b>