

# 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 – SEWING MACHINE OPERATOR**

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

**SUB-SECTOR:** APPAREL / MADE-UP'S / HOME FURNISHING

**OCCUPATION:** STITCHING

**REFERENCE ID:** AMH/Q0301

**ALIGNED TO:** NCO – 2004 / 8263.10

**Brief Job Description:** A **Sewing Machine Operator**, also called a 'Stitcher or Machinist' is an important job-role associated with Apparel sector. The primary responsibility of a machinist is to stitch/ sew fabric, fur, or synthetic materials to produce apparels.

**Personal Attributes:** A Sewing Machine Operator should have good eyesight, eye-hand-leg coordination, motor skills and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).

### Qualifications Pack for Sewing Machine Operator

Job Details

<b>Qualifications Pack Code</b>	<b>AMH/Q0301NCO – 2004 / 8263.10</b>		
<b>Job Role</b>	<b>Sewing Machine Operator</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version No</b>	<b>1</b>
<b>Sector</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted On</b>	<b>1<sup>st</sup> March, 2014</b>
<b>Sub-Sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last Reviewed On</b>	<b>31<sup>st</sup> March, 2014</b>
<b>Occupation</b>	<b>Stitching</b>	<b>Next Review Date</b>	<b>1<sup>st</sup> October, 2014</b>
<b>Job Role</b>	<b>Sewing Machine Operator</b>		
<b>Role Description</b>	To sew fabric, fur or synthetic materials to produce apparels in Garment Sector		
<b>NVEQF / NSQF level</b>	4		
<b>Minimum Educational Qualifications</b>	Preferably Class V		
<b>Maximum Educational Qualifications</b>	NA		
<b>Training</b>	Preferably Training on Sewing Operation		
<b>Experience</b>	Preferably 2 Years of experience in woven & knits operations		
<b>Applicable National Occupational Standards</b>	<b>Click on the hyperlink to read/download the required NOS</b>  1. <a href="#">AMH/N0301 Carryout Stitching activities using machine or by hand</a> 2. <a href="#">AMH/N0302 Contribute to achieve product quality in stitching operations</a> 3. <a href="#">AMH/N0303 Maintain work area, tools and machines</a> 4. <a href="#">AMH/N0304 Maintain health, safety and security at workplace</a> 5. <a href="#">AMH/N0305 Comply with industry and organisational requirements</a>		
<b>Performance Criteria</b>	As described in the relevant OS units		

**Qualifications Pack for Sewing Machine Operator**

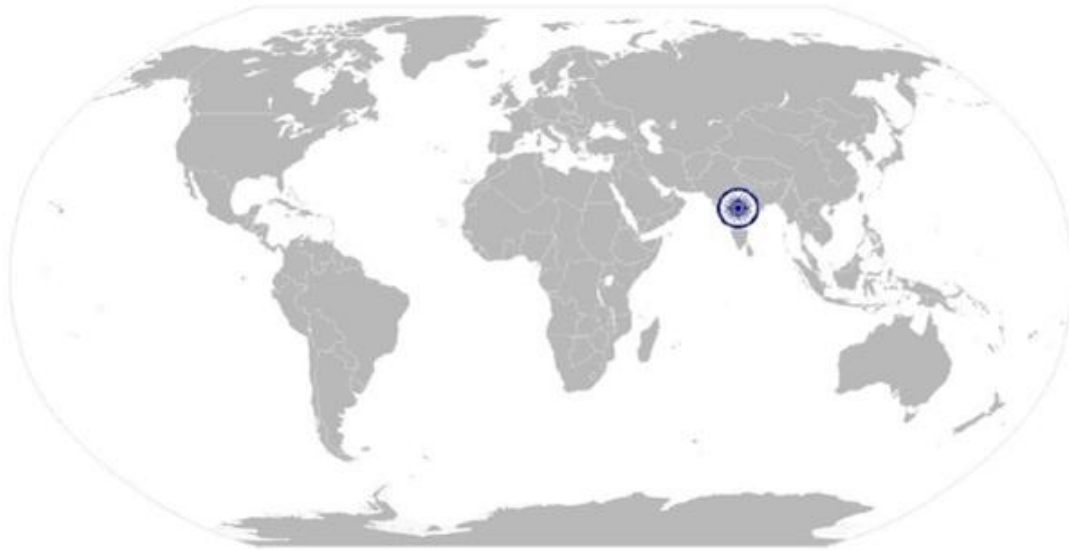
**Definitions**

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

*Qualifications Pack for Sewing Machine Operator*

Acronyms	Keywords /Terms	Description
	OS	Occupational Standard(s)
	NOS	National Occupational Standard(s)
	QP	Qualifications Pack
	NVEQF	National Vocational Education Qualifications Framework
	NVQF	National Vocational Qualifications Framework

# National Occupational Standard



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## **Overview**

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to stitch components using machines or by hand.

**AMH/N0301 Carryout Stitching activities using machine or by hand**

<b>Unit Code</b>	<b>AMH/N0301</b>
<b>Unit Title (Task)</b>	<b>Carryout Stitching activities using machine or by hand</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to stitch components using machines or by hand.
<b>Scope</b>	<b>This unit/task covers the following:</b> <ol style="list-style-type: none"> <li>1. Prepare for stitching operations</li> <li>2. Stitch components to produce apparels</li> </ol>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Prepare for stitching operations</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of respective job role</p> <p>PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC4. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any</p> <p>PC5. Use the correct tools and equipments</p> <p>PC6. Check that equipment is safe and set up in readiness for use</p> <p>PC7. Select the correct component parts for the style being worked on</p> <p>PC8. Check that the materials to be used are free from faults</p> <p>PC9. Ensure the materials used meet the specification matching</p> <ol style="list-style-type: none"> <li>a. Within a product</li> <li>b. Between a pair of products where applicable</li> </ol> <p>PC10. Carry out test sews</p> <p>PC11. Check needles, awls and threads regularly</p> <p>PC12. Check if fabric / Component is correctly marked and pieces cut as required</p> <p>PC13. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly.</p> <p>PC14. Report faults in the materials</p> <p>PC15. Conform to company quality standards</p> <p>PC16. Report any damaged work to the responsible person</p> <p>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</p> <p>PC18. Sort and place work to assist the next stage of production and minimise the risk of damage</p> <p>PC19. Leave work area safe and secure when work is complete</p> <p>PC20. Complete forms, records and other documentation</p>
<b>Stitch components to produce apparels</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC21. Make sure the work area is free from hazards</p>

**AMH/N0301 Carryout Stitching activities using machine or by hand**

	<p>PC22. Carry out work functions in line with the responsibilities of your job role</p> <p>PC23. Examine the specific item to identify what type of stitching is best suited</p> <p>PC24. Ask questions to obtain more information on tasks when the instructions are unclear and finalize the stitching option with the supervisor, in case of queries</p> <p>PC25. Estimate the expected length of time for the process</p> <p>PC26. Set up machine ((Apparel Sewing machine) according to manufacturers' instructions and production requirements</p> <p>PC27. Use the correct machine, tools (eg: Scissors, Measuring tapes and rulers) and equipment</p> <p>PC28. Set machine controls for the materials being stitched</p> <p>PC29. Cut the thread appropriately</p> <p>PC30. Thread the needle in the machine and adjust the needle as per the requirements</p> <p>PC31. Perform a test run to ensure machine is operating correctly</p> <p>PC32. Report defective machines, tools and/or equipment to the responsible person</p> <p>PC33. Operate machines safely and in accordance with guidelines</p> <p>PC34. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput</p> <p>PC35. Check the equipment prior to making the stitching, including:</p> <p>PC36. Correct controls</p> <p>PC37. Correct attachments</p> <p>PC38. Changing needles</p> <p>PC39. Changing threads</p> <p>PC40. Changing awls</p> <p>PC41. Correct Timing</p> <p>PC42. Stitch the correct materials in the right sequence as required by the production specification</p> <p>PC43. Ensure stitched product conforms to shape and size requirement</p> <p>PC44. Ensure stitched products meets specification in terms of labels and trimmings</p> <p>PC45. Inspect stitched products against specifications</p> <p>PC46. Identify mark and place rejects in the designated locations</p> <p>PC47. Carry out alterations to meet customer requirements</p> <p>PC48. Pass the stitched item to the next stage in the manufacturing process after validation</p> <p>PC49. Respond accordingly where stitched items do not meet production specification</p> <p>PC50. Minimise and dispose the waste materials in the approved manner</p> <p>PC51. Seek feedback from team mates on work related performance</p> <p>PC52. Check with in charge /others when unsure of new product details</p> <p>PC53. Clean and make safe machines after use</p> <p>PC54. Carry out basic maintenance of own machines</p> <p>PC55. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p>
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**AMH/N0301 Carryout Stitching activities using machine or by hand**

	PC56. Complete forms, records and other documentation PC57. Sew and apply trims by hand and machine PC58. Carry out Operations at a rate which maintains workflow and meets production targets
<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KA1. The organisation's policies and procedures</li> <li>KA2. Responsibilities under health, safety and environmental legislation</li> <li>KA3. Guidelines for storage and disposal of waste materials</li> <li>KA4. Potential hazards associated with the machines and the safety precautions that must be taken</li> <li>KA5. Protocol to obtain more information on work related tasks</li> <li>KA6. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment</li> <li>KA7. Details of the various job roles and responsibilities</li> <li>KA8. Documentation and reporting formats</li> <li>KA9. Work target and review mechanism with your supervisor</li> <li>KA10. Protocol and format for reporting work related risks/ problems</li> <li>KA11. Method of obtaining/ giving feedback related to performance</li> <li>KA12. Importance of team work and harmonious working relationships</li> <li>KA13. Process for offering/ obtaining work related assistance</li> </ul>
<b>B. Technical / Domain Knowledge</b>	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> <li>KB1. Knowledge of fabrics/apparels and garments and types of fabrics/apparels that require stitching by hand or machine stitching</li> <li>KB2. Use of specification chart</li> <li>KB3. Range of techniques most suited to the different types of apparel</li> <li>KB4. Different apparels and their parts</li> <li>KB5. Sources of updates on apparels and other related areas</li> <li>KB6. Common factors affect stitching</li> <li>KB7. Different types of needles</li> <li>KB8. Broken needle procedure</li> <li>KB9. Thread thickness, shade and sizes and parts of needles</li> <li>KB10. Setting up and adjusting machine controls</li> <li>KB11. Procedures to set the stitch size</li> <li>KB12. The importance of machine, needle, foot needle guard and spool checks</li> <li>KB13. Knowledge about adjusting the top tension</li> <li>KB14. Knowledge of attachments used on the M/C</li> <li>KB15. Increase and decrease the foot pressure as applicable</li> <li>KB16. Knowledge of bobbins and its part and procedures to adjust bobbins</li> <li>KB17. Procedures to use bobbin winder</li> <li>KB18. Knowledge to use treadle</li> <li>KB19. The typical faults of stitching machines and methods to rectify them</li> </ul>



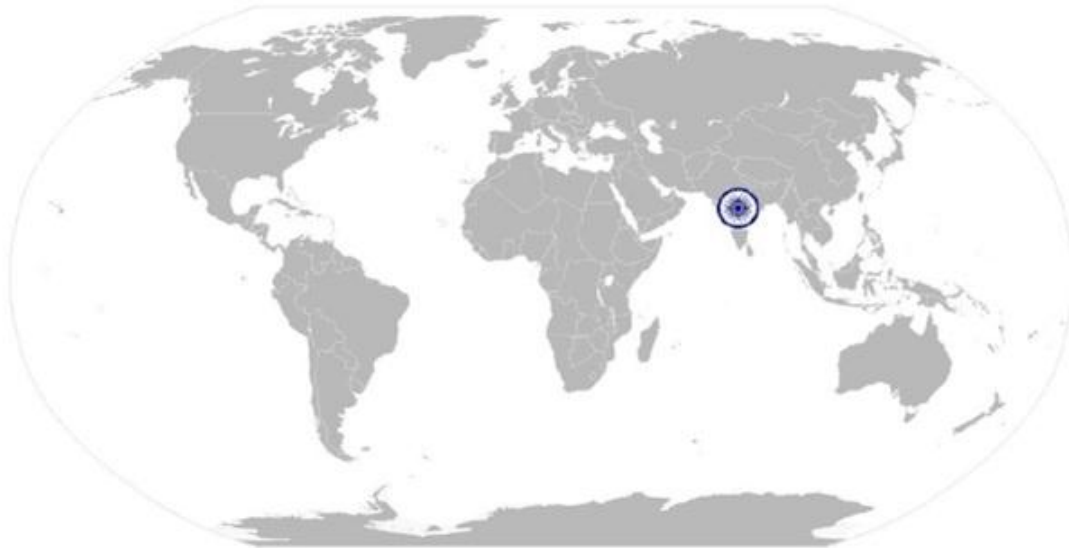
**AMH/N0301 Carryout Stitching activities using machine or by hand**

	KB20. The actions to take in the event of a machine ceasing to function correctly KB21. Common hazards in the work area and workplace procedures for dealing with them KB22. The main pieces of equipment needed to stitch the item and their capabilities KB23. The characteristics of the materials and how they differ KB24. Knowledge about garment parts (pockets, fronts, backs, collars, cuffs, sleeves, etc.) KB25. Assembling different garment parts to make the final product KB26. The problems encountered when stitching different types of apparels KB27. Different types of defects KB28. Knowledge of the sewing machine parts and its application KB29. Maintenance, adjustment and replacement of worn parts on the machines required for different types of attachment KB30. The manufacturer's instructions for setting up, adjusting and operating the equipment KB31. The manufacturer's specifications and instructions for maintenance of equipment KB32. Method of sharing domain related information with team members KB33. Safety precautions to be taken when stitching
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	On the job the individual needs to be able to:  SA1. Read, write and communicate orally in local language SA2. Plan and manage work routine based on company procedure
<b>B. Professional Skills</b>	On the job the individual needs to be able to:  SB1. Take appropriate decisions regarding to responsibilities SB2. Solve operational role related issues

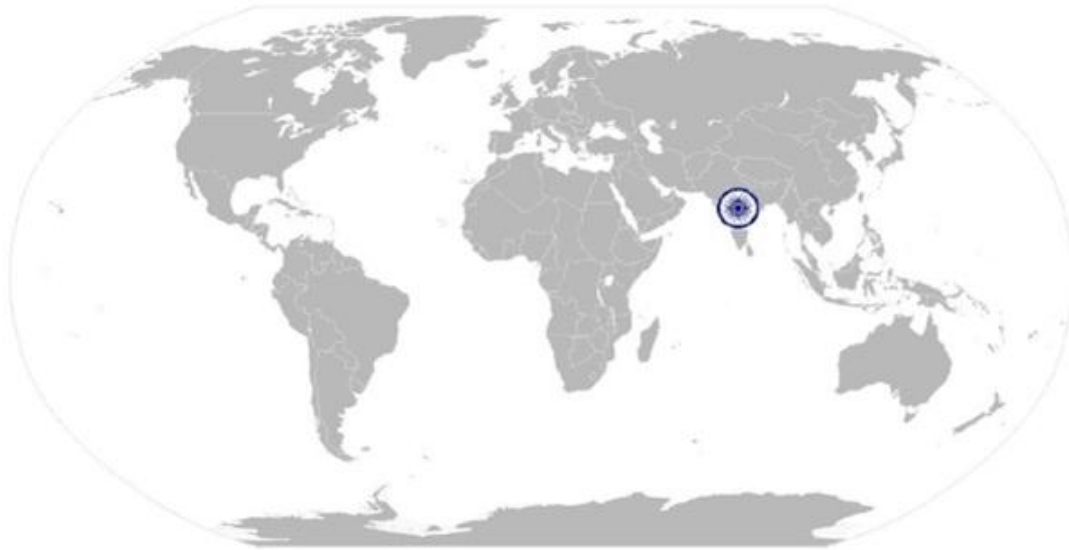
AMH/N0301 Carryout Stitching activities using machine or by hand

**NOS Version Control**

<b>NOS Code</b>	<b>AMH/N0301AMH/N0301</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version Number</b>	<b>11</b>
<b>Sector</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted On</b>	<b>1<sup>st</sup> March, 2014</b>
<b>Sub-Sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last Reviewed On</b>	<b>31<sup>st</sup> March, 201431st March, 2014</b>
		<b>Next Review Date</b>	<b>1<sup>st</sup> October, 2014</b>

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# National Occupational Standard



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## **Overview**

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking stitching related activities to ensure products meet specifications.

**AMH/N0302 Contribute to achieve product quality in stitching operations**

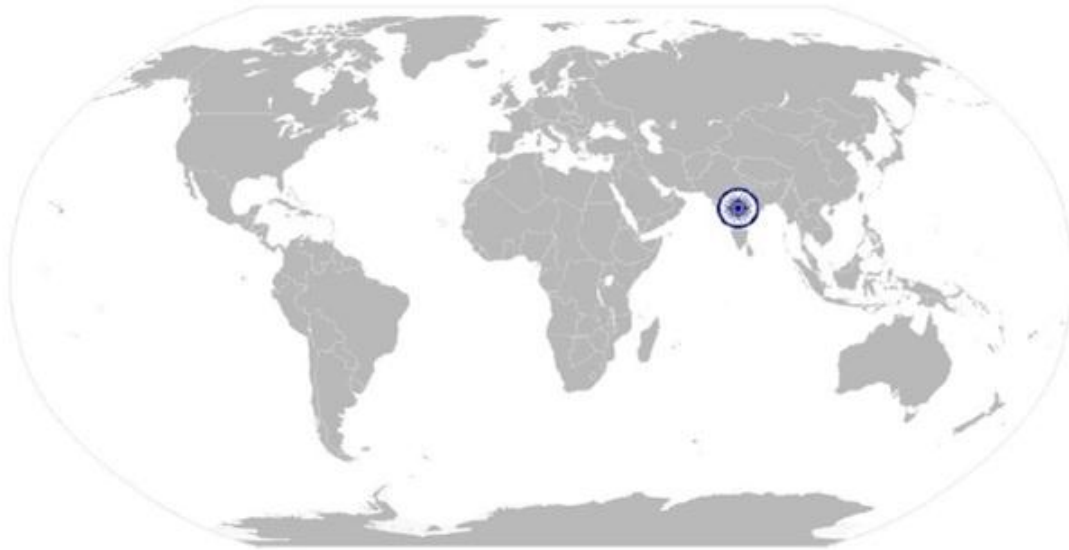
Unit Code	AMH/N0302
Unit Title (Task)	Contribute to achieve product quality in stitching operations
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking stitching related activities to ensure products meet specifications. <b>Error! No text of specified style in document.</b>
Scope	<b>This unit/task covers the following:</b> <ol style="list-style-type: none"> <li>1. Contribute to achieving the product quality in stitching operations</li> </ol>
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
<b>Contribute to achieving the product quality in stitching operations</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Identify and use materials required based on the job card/ work ticket</p> <p>PC2. Take the necessary action when materials do not conform to company quality standards</p> <p>PC3. Report and replace identified faulty materials and component parts which do not meet specification</p> <p>PC4. Identify modifiable defects and rework on them</p> <p>PC5. Carry out work safely and at a rate which maintains work flow</p> <p>PC6. Report to the responsible person when the work flow of other production areas disrupts work</p> <p>PC7. Test, sort, track feed and examine work in progress</p> <p>PC8. Carry out quality checks at specified intervals according to instructions</p> <p>PC9. Apply the allowed tolerances</p> <p>PC10. Identify faults and take appropriate action for rectification</p> <p>PC11. Make adjustments promptly to return product to specification</p> <p>PC12. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts</p> <p>PC13. Report faults in other processes to the appropriate person</p> <p>PC14. Maintain the required productivity and quality levels</p> <p>PC15. Complete and maintain documentation</p>
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
<b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Safe working practices and organisational procedures</p> <p>KA2. The organisation's procedures and guidelines</p> <p>KA3. Quality systems and sewing processes practiced in the organization</p> <p>KA4. Equipment operating procedures / manufacturer's instructions</p> <p>KA5. Types of problems with quality and how to report them to appropriate people</p> <p>KA6. Methods to present any ideas for improvement to line manager</p> <p>KA7. The importance of complying with written instructions</p> <p>KA8. Limits of personal responsibility</p> <p>KA9. Reporting procedure in case of faults in own/ other processes</p>

**AMH/N0302 Contribute to achieve product quality in stitching operations**

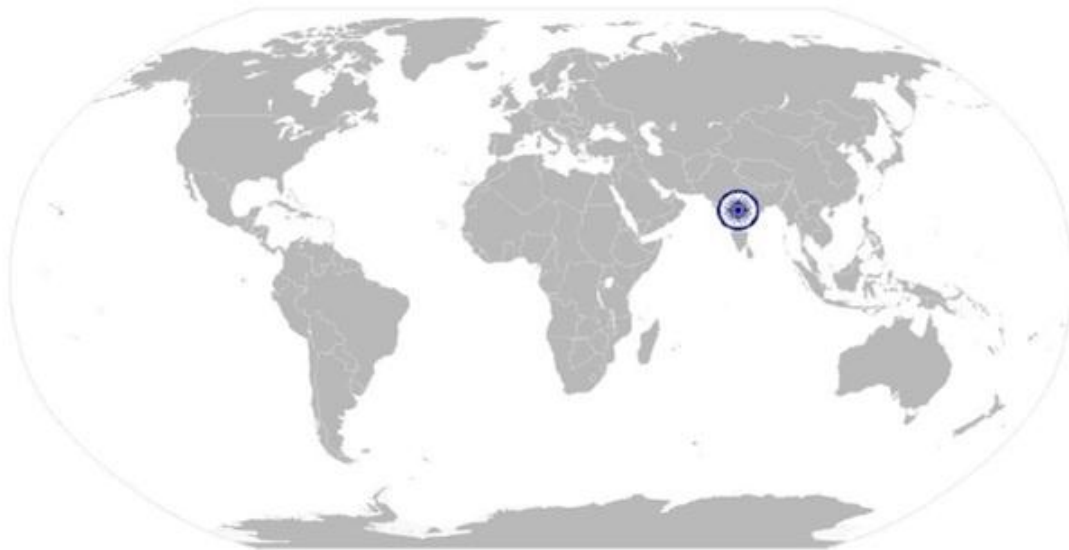
	KA10. Importance of documentation
<b>B. Technical / Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Different types of faults that are likely to be found and how to put them right</p> <p>KB2. Different techniques and methods used to detect faults</p> <p>KB3. Consequences of stitching components out of sequence and how to prevent it occurring</p> <p>KB4. Types of seams/hems/finish used and purposes they serve</p> <p>KB5. Effect of seams/hems not sewn to specifications</p> <p>KB6. Types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB7. Different types of defects</p> <p>KB8. Reasons for keeping stitched items out of contamination</p> <p>KB9. The importance of marking and segregating rejects</p> <p>KB10. Inspect stitched products against specifications</p> <p>KB11. Identify mark and place rejects in the designated locations</p> <p>KB12. Carry out alterations to meet customer requirements</p> <p>KB13. Appropriate inspection methods that can be used</p> <p>KB14. Acceptable solutions for particular faults</p> <p>KB15. The consequences of not rectifying problems</p> <p>KB16. The types of adjustments suitable for specific types of faults</p> <p>KB17. Own responsibilities at work during production</p> <p>KB18. Own quality and production targets and the effect of not meeting these on self and/or the team manufacturer's instructions</p>
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Effective reading, writing and oral communication skills in local language</p> <p>SA2. Plan and manage work routine based on company procedure</p>
<b>B. Professional Skills</b>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Use inspection methods appropriate to the work</p> <p>SB2. Identify equipment parts</p> <p>SB3. Set up equipment and test it</p> <p>SB4. Set up an efficient work station</p> <p>SB5. Identify faults, the causes and rectification</p> <p>SB6. Apply the allowed tolerances</p> <p>SB7. Differentiate between correctable and non-correctable faults</p> <p>SB8. Identify equipment maintenance requirements and maintenance procedure</p> <p>SB9. Handling techniques for different materials</p>

**AMH/N0302 Contribute to achieve product quality in stitching operations****NOS Version Control**

<b>NOS Code</b>	<b>AMH/N0302AMH/N0302</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version Number</b>	<b>11</b>
<b>Sector</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted On</b>	<b>1<sup>st</sup> March, 2014</b>
<b>Sub-Sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last Reviewed On</b>	<b>31<sup>st</sup> March, 2014</b>
		<b>Next Review Date</b>	<b>1st October, 2014</b>

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# National Occupational Standard



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## **Overview**

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



## AMH/N0303 Maintain work area, tools and machines

<b>Unit Code</b>	<b>AMH/N0303</b>
<b>Unit Title (Task)</b>	<b>Maintain work area, tools and machines</b>
<b>Description</b>	<b>Error! No text of specified style in document.</b>
<b>Scope</b>	<b>This unit/task covers the following:</b> <ol style="list-style-type: none"> <li>1. Maintain the work area, tools and machines</li> </ol>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Maintain the work area, tools and machines</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Maintain a clean and hazard free working area</p> <p>PC5. Maintain tools and equipment</p> <p>PC6. Carry out running maintenance within agreed schedules</p> <p>PC7. Carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. Report unsafe equipment and other dangerous occurrences</p> <p>PC9. Ensure that the correct machine guards are in place</p> <p>PC10. Work in a comfortable position with the correct posture</p> <p>PC11. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. Dispose of waste safely in the designated location</p> <p>PC13. Store cleaning equipment safely after use</p> <p>PC14. Carry out cleaning according to schedules and limits of responsibility</p>
<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organisational procedures</p> <p>KA3. Limits of your own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The importance of effective communication with colleagues</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The organisation's rules, codes and guidelines (including timekeeping)</p> <p>KA9. The company's quality standards</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p>
<b>B. Technical / Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p>

## National Occupational Standards

**AMH/N0303 Maintain work area, tools and machines**

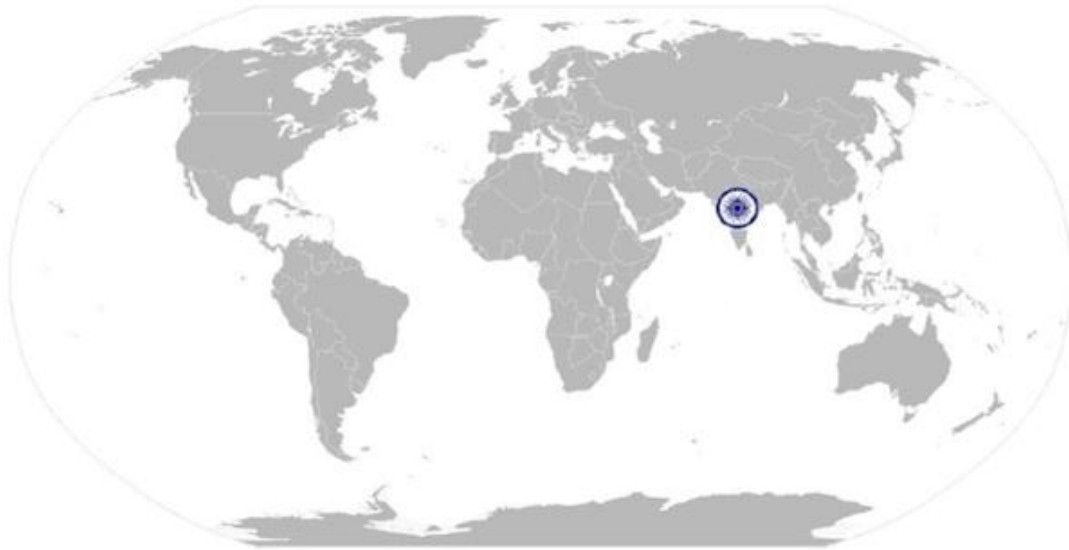
	KB4. The importance of taking action when problems are identified KB5. Different ways of minimising waste KB6. The importance of running maintenance and regular cleaning KB7. Effects of contamination on products i.e. Machine oil, dirt KB8. Common faults with equipment and the method to rectify KB9. Maintenance procedures KB10. Hazards likely to be encountered when conducting routine maintenance KB11. Different types of cleaning equipment and substances and their use KB12. Safe working practices for cleaning and the method of carrying them out
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	On the job the individual needs to be able to:  SA1. Read, write and communicate orally in local language SA2. Plan and manage work routine based on company procedure
<b>B. Professional Skills</b>	On the job the individual needs to be able to: SB1. Take appropriate decisions regarding to responsibilities SB2. Solve operational role related issues

**NOS Version Control**

<b>NOS Code</b>	<b>AMH/N0303AMH/N0303</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version Number</b>	<b>11</b>
<b>Sector</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted On</b>	<b>1<sup>st</sup> March, 2014</b>
<b>Sub-Sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last Reviewed On</b>	<b>31<sup>st</sup> March, 201431<sup>st</sup> March, 2014</b>
		<b>Next Review Date</b>	<b>1<sup>st</sup> October, 2014</b>

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# National Occupational Standard



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## **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 minimise risk to self and others.

**AMH/N0304 Maintain health, safety and security at workplace**

<b>Unit Code</b>	<b>AMH/N0304</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</b>
<b>Description</b>	<b>Error! No text of specified style in document.</b>
<b>Scope</b>	<b>This unit/task covers the following:</b> <ol style="list-style-type: none"> <li>1. Comply with health, safety and security requirements at work</li> </ol>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Comply with health, safety and security requirements at work</b>	<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 own 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 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 organisational 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 organisation procedures for shutdown and evacuation when required</p>
<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b>	The user/individual on the job needs to know and understand:

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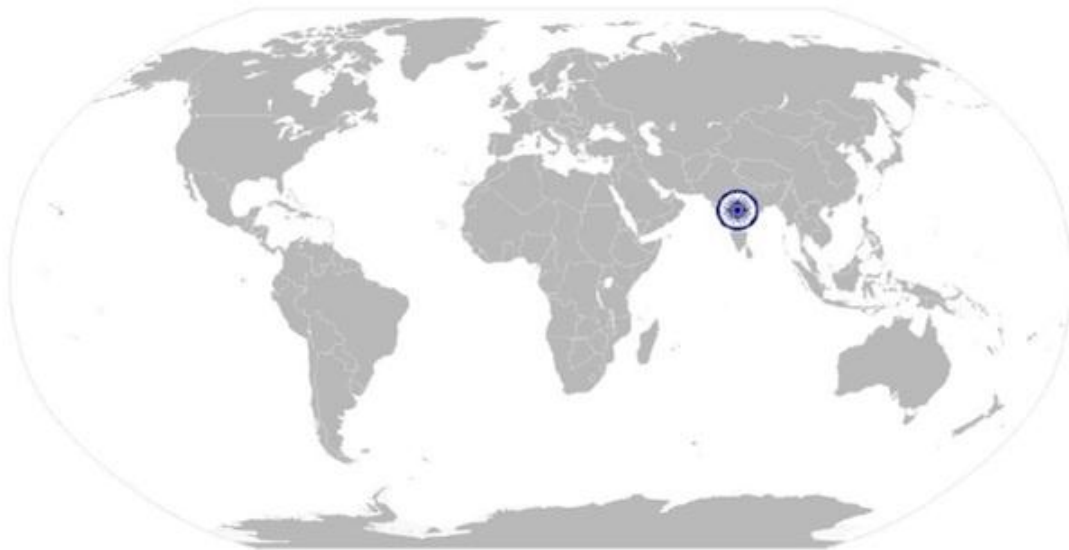
**AMH/N0304 Maintain health, safety and security at workplace**

(Knowledge of the company / organisation 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. Organizational procedures for safe handling of equipment and machine operations KA4. Potential risks due to own actions and methods to minimize these KA5. Environmental management system related procedures at the workplace KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA7. Potential accidents and emergencies and response to these scenarios KA8. Reporting protocol and documentation required KA9. Details of personnel trained in first aid, fire-fighting and emergency response KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire
<b>B. Technical / Domain Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Occupational health and safety risks and methods KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	The user/ individual on the job needs to know and understand how to: SA1. Respond to emergencies, accidents or fire at the workplace SA2. Evacuate the premises and help others in need while doing so SA3. The value of physical fitness, personal hygiene and good habits
<b>B. Professional Skills</b>	The user/ individual on the job needs to know and understand how to: SB1. Raise alarm SB2. Safe and correct procedure of handling equipment and machinery SB3. Identify, report malfunctions in machinery and equipment and correct them if possible SB4. Identify and report service malfunctions and chemical leaks SB5. Keep work area free from potential hazards SB6. Report to supervisors and other authorized personnel for assistance

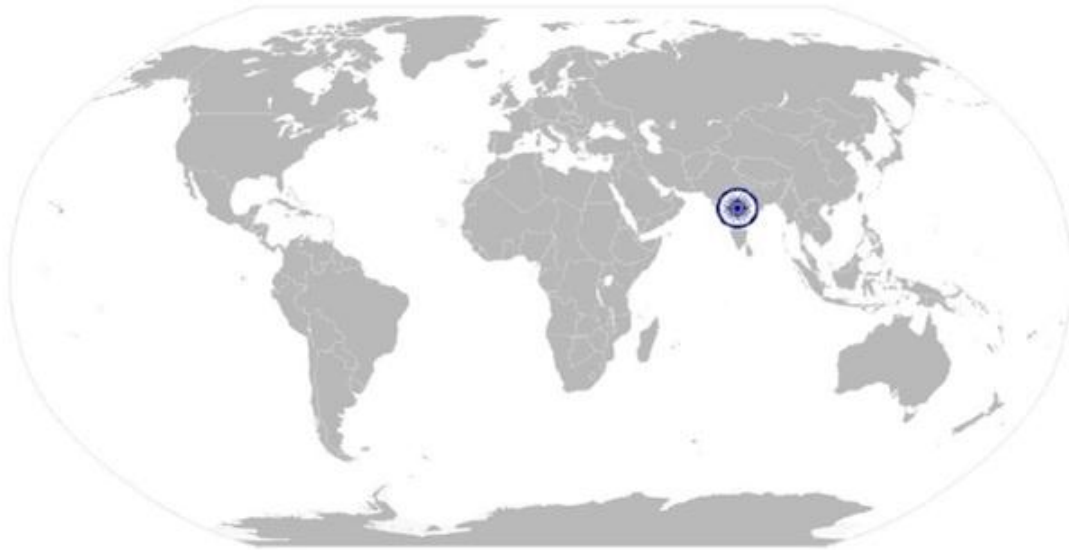
AMH/N0304 Maintain health, safety and security at workplace

**NOS Version Control**

<b>NOS Code</b>	<b>AMH/N0304AMH/N0304</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version Number</b>	<b>11</b>
<b>Sector</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted On</b>	<b>1<sup>st</sup> March, 2014</b>
<b>Sub-Sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last Reviewed On</b>	<b>31<sup>st</sup> March, 201431st March, 2014</b>
		<b>Next Review Date</b>	<b>1st October, 2014</b>

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# National Occupational Standard



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## **Overview**

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



## AMH/N0305 Comply with industry and organisational requirements

<b>Unit Code</b>	<b>AMH/N0305</b>
<b>Unit Title (Task)</b>	<b>Comply with industry and organisational requirements</b>
<b>Description</b>	<b>Error! No text of specified style in document.</b>
<b>Scope</b>	<b>This unit/task covers the following:</b> <ol style="list-style-type: none"> <li>1. Comply with legal and ethical requirements</li> </ol>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Comply with legal and ethical requirements</b>	<p>To be competent, the user/individual on the job must be able to:</p> <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) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <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:</p> <ol style="list-style-type: none"> <li>a. Legal and ethical requirements</li> <li>b. Procedures to follow if someone does not meet the requirements</li> </ol> <p>KA5. Customer specific requirements mandated as a part of your work process</p>
<b>B. Technical / Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <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) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SA1. Plan and manage work routine based on company procedure</p> <p>SA2. Positively influence your team members into following procedures</p>

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**AMH/N0305 Comply with industry and organisational requirements**

	SA3. Participate and influence your organization's response towards these procedures
<b>B. Professional Skills</b>	On the job the individual needs to be able to:  SB1. Take appropriate decisions related to responsibilities SB2. Practice a customer service oriented approach

**NOS Version Control**

<b>NOS Code</b>	<b>AMH/N0305AMH/N0305</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version Number</b>	<b>11</b>
<b>Sector</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted On</b>	<b>1<sup>st</sup> March, 2014</b>
<b>Sub-Sector</b>	<b>Apparel / Made-Up's / Home Furnishing Apparel / Made-Up's / Home Furnishing</b>	<b>Last Reviewed On</b>	<b>31<sup>st</sup> March, 201431<sup>st</sup> March, 2014</b>
		<b>Next Review Date</b>	<b>1st October, 2014</b>

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SSC	QPCode	Name of the QP	NSQF Level	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Center (Yes/No)	Dimension/Specification/Description of the Equipment/ ANY OTHER REMARK
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Single Needle Lock Stitch With Needle Guard	30		Yes	without UBT
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Over Lock Machine	1		Yes	Five thread over lock machine
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Button Hole Machine	1		No	Industrial machine
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Button Attach Machine	1		No	Industrial machine
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Pressing Table	1		Yes	padded
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Iron	1		Yes	padded
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Computer	1		No	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Computer Peripherals	1		No	

Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Printer	1		No	black ink
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Photocopier	1		No	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Projector	1		No	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Design Patterns	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	iron blade for cutting fabric	5		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Needle Threader	30		No	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Scissors	5		Yes	3 for fabric cutting & 2 paper cutting plastic handled scissor for cutting paper/ and for fabrics
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Trimmers	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Seam Ripper	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Tracing Wheel	5		Yes	

Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Tailor'S Chalk	3	Boxes	Yes	Boxes
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Pins & Safety Pins	2	Boxes	Yes	Qty may vary
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Dress Maker'S Pin	1	Box Yes		Qty may vary
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Pin Cushion	1	set	Yes	One set
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Scale	5		Yes	Metallic or plastic ,Others scales, 6"to12"
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Measuring Tape	30		Yes	0.5" width
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Bobbin	60		Yes	Good Quality and industrial sewing machine bobbin
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Bobbin Case	30		Yes	Good Quality and industrial sewing machine bobbin case
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Notcher	1		No	1/4" X1/6"
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Awl Markers	15		No	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Seam Gauge	30		No	

Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Single Needle Lock Stitch Machine With Ubt	1		No	UBT
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Thimble	30		No	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Personal Protective Equipment	30		No	One eachch type (Nose mask & Goggles)
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Dress Form	1		Yes	Women ,Size Medium
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Hanger	15		Yes	Wooden and plastic material
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Template	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Cleaning Cloth	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Sewing Threads	300	spools	Yes	:eg400 mtr per spool2 or 3 ply etc( 30 cotton/polyester, 30 nylon). The qty and type may vary depending on style and fabric
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Hand Needle	10	packs	Yes	Various gauges, the quantity may vary depending on type of fabric, usage, breakage

Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Machine Needle	15	packs	Yes	Various Gauges, the quantity may vary depending on type of fabric, usage, breakage. The quantity and sizes may vary
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Needle Threader	30		No	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Garment	1		Yes	various styles,qty may vary
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Madeups Sample	1		Yes	various styles,qty may vary
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Home Furnishing Sample	1		Yes	various styles,qty may vary
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Fabric Yardages	400	mtrs	Yes	cotton(good quality muslin, mandatory), other fabrics optional) , surplus fabric used, the quantity and variety may vary
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Required Trims	100	mtrs	Yes	quantity and variety can vary
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Accessory	1	packs	Yes	one pack each type of accesory, quantity and variety may vary
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Machine Folders with Attachments	10	sets	Yes	the quantity and variety may vary



Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Tools For Broken Needle Protocol	2	sets	No	Magnet, Tweezers etc.
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Students Stools For Sewing	30		Yes	wooden or plastic of good brands
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Teacher Table	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Teacher'S Chair	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Display Board	1		No	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Dustbin	2		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Small Baskets For Stroring & Keeping Trims	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	First Aid Box	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Machine Oil	10		Yes	ltrs
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Small Screw Driver	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Fire Extinguisher	1		Yes	always filled

Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Stationary Set	30		Yes	Pencils, rubbers, carbon paper Note book, small scale
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Tech Pack Sheets	30		Yes	industrial
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Size Chart	30		Yes	international and domestic sizes
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Trim Card	30		Yes	industrial
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Seam Samples Of Different Fabrics	1		Yes	one sample each type
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Buyers Comments Sheets	30		Yes	Industrial
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Operation Bulletin	30		No	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Company Quality Standards Handbook	1		No	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Participant Manual	30		Yes	according to the training and jobrole
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Other Docs	30		Yes	fabric work sheet, style confirmation sheet, fabric consumption chart, fabricrequiremnt sheet, trims requirement sheet)one set each

Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Student's Chair With Table Arm	30		Yes	for the classroom, can also be chair with extended side arm for writing
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	White/Black Board Marker/Chalk &Duster	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Dexterity Test Kit	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	White/Black Board	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0301	Sewing Machine Operator	4	Cutting Table	1		Yes	