

QUALIFICATION PACK – OCCUPATIONAL STANDARD 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

Qualification 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

Sewing Machine Operations involves stitching of components of garments together using a sewing machine. The role of a sewing machine operator is very critical to the industry as it enhances the quality of the product.

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).

Job Details	Qualifications Pack Code	AMH/Q0301		
	Job Role	Sewing Machine Operator		
	Credits(NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	01/03/14
	Sub-sector	Apparel / Made-Up's / Home Furnishing	Last reviewed on	11/07/14
	Occupation	Stitching	Next review date	01/10/14
	NSQC Clearance On*	18/06/15		

Job Role	Sewing Machine Operator
Role Description	To sew fabric, fur or synthetic materials to produce apparels in garment industry
NSQF level	4
Minimum Educational Qualifications*	Preferably Class V
Maximum Educational Qualifications*	NA
Training (Suggested but not mandatory)	Preferably Training on Sewing Operation
Minimum Job Entry Age	18 years
Experience	Preferably 2 years of experience in woven & knits operations
Applicable National Occupational Standards (NOS)	<p>Compulsory</p> <ol style="list-style-type: none"> AMH/N0301 Carry out stitching activities using machine or by hand AMH/N0302 Contribute to achieve product quality in stitching operations AMH/N0102 Maintain work area, tools and machines AMH/N0103 Maintain health, safety and security at workplace AMH/N0104 Comply with industry, regulatory and organizational requirements <p>Optional: N.A.</p>
Performance Criteria	As described in the relevant OS units

Definition

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.

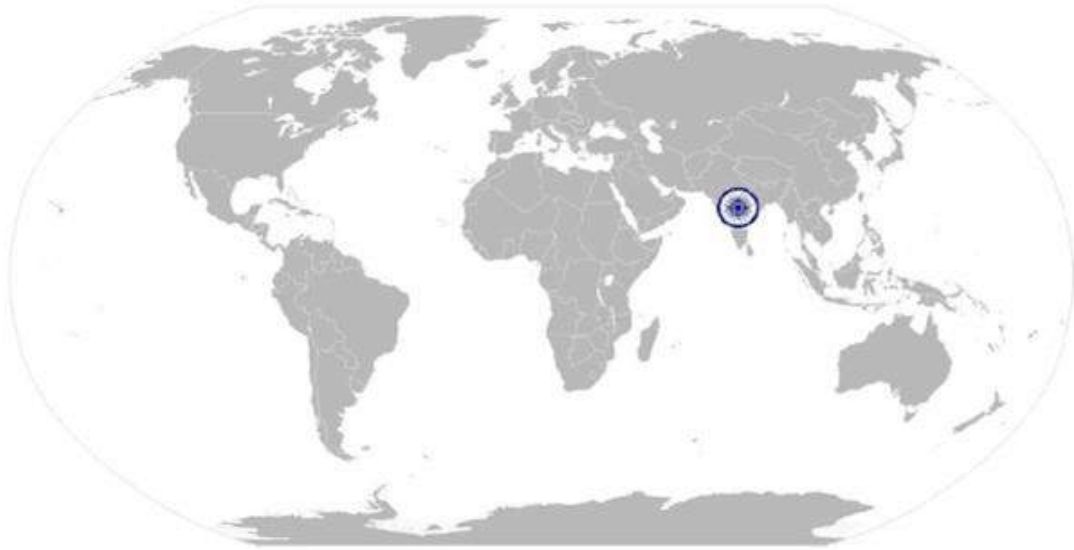
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish 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/N0301 Carry out stitching activities using machine or by hand

National Occupational Standard



Overview

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

AMH/N0301

Carry out stitching activities using machine or by hand

Unit Code	AMH/N0301
Unit Title (Task)	Carry out stitching activities using machine or by hand
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to stitch components using machines or by hand.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> • Prepare for stitching operations • Stitch components to produce apparels
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Prepare for stitching operations	To be competent, the user/individual on the job must be able to: <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 <ul style="list-style-type: none"> • Within a product • Between a pair of products where applicable </p> <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 minimize 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>
Stitch components to produce apparels	PC21. Examine the specific item to identify what type of stitching is best suited
	PC22. Estimate the expected length of time for the processrole

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Carry out stitching activities using machine or by hand

	<p>PC23. Set up machine (Apparel Sewing machine) according to manufacturers' instructions and production requirements</p> <p>PC24. Set machine controls for the materials being stitched</p> <p>PC25. Cut the thread appropriately</p> <p>PC26. Thread the needle in the machine and adjust the needle as per the requirements</p> <p>PC27. Perform a test run to ensure machine is operating correctly</p> <p>PC28. Report defective machines, tools and/or equipment to the responsible person</p> <p>PC29. Operate machines safely and in accordance with guidelines</p> <p>PC30. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput</p> <p>PC31. Check the equipment prior to making the stitching, including:</p> <ol style="list-style-type: none"> a) Correct tools b) Correct attachments c) Changing needles d) Changing threads e) Changing awls f) Correct timing <p>PC32. Stitch the correct materials in the right sequence as required by the production specification</p> <p>PC33. Ensure stitched product conforms to shape and size requirement</p> <p>PC34. Ensure stitched products meets specification in terms of labels and trimmings</p> <p>PC35. Inspect stitched products against specifications Inspect stitched products against specifications</p> <p>PC36. Identify mark and place rejects in the designated locations</p> <p>PC37. Carry out alterations to meet customer requirements</p> <p>PC38. Pass the stitched item to the next stage in the manufacturing process after validation</p> <p>PC39. Respond accordingly where stitched items do not meet production specification</p> <p>PC40. Minimise and dispose the waste materials in the approved manner</p> <p>PC41. Seek feedback from team mates on work related performance</p> <p>PC42. Check with in charge /others when unsure of new product details</p> <p>PC43. Clean and make safe machines after use</p> <p>PC44. Carry out basic maintenance of own machines</p> <p>PC45. Report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC46. Carry out Operations at a rate which maintains workflow and meets production targets</p>
Knowledge and Understanding (K)	

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<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organization’s policies and procedures</p> <p>KA2. Responsibilities under health, safety and environmental legislation</p> <p>KA3. Guidelines for storage and disposal of waste materials</p> <p>KA4. Potential hazards associated with the machines and the safety precautions that must be taken</p> <p>KA5. Protocol to obtain more information on work related tasks</p> <p>KA6. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment</p> <p>KA7. Details of the various job roles and responsibilities</p> <p>KA8. Documentation and reporting formats</p> <p>KA9. Work target and review mechanism with your supervisor</p> <p>KA10. Protocol and format for reporting work related risks/ problems</p> <p>KA11. Method of obtaining/ giving feedback related to performance</p> <p>KA12. Importance of team work and harmonious working relationships</p> <p>KA13. Process for offering/ obtaining work related assistance</p>
<p>B. Technical Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Knowledge of fabrics/apparels and garments and types of fabrics/apparels that require stitching by hand or machine stitching</p> <p>KB2. Use of specification chart</p> <p>KB3. Range of techniques most suited to the different types of apparel</p> <p>KB4. Different apparels and their parts</p> <p>KB5. Sources of updates on apparels and other related areas</p> <p>KB6. Common factors affect stitching</p> <p>KB7. Different types of needles</p> <p>KB8. Broken needle procedure</p> <p>KB9. Thread thickness, shade and sizes and parts of needles</p> <p>KB10. Setting up and adjusting machine controls</p> <p>KB11. Procedures to set the stitch size</p> <p>KB12. The importance of machine, needle, foot needle guard and spool checks</p> <p>KB13. Knowledge about adjusting the top tension</p> <p>KB14. Knowledge of attachments used on the M/C</p> <p>KB15. Increase and decrease the foot pressure as applicable</p> <p>KB16. Knowledge of bobbins and its part and procedures to adjust bobbins</p> <p>KB17. Procedures to use bobbin winder</p> <p>KB18. Knowledge to use treadle</p> <p>KB19. The typical faults of stitching machines and methods to rectify them</p> <p>KB20. The actions to take in the event of a machine ceasing to function correctly</p> <p>KB21. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KB22. The main pieces of equipment needed to stitch the item and their capabilities</p> <p>KB23. The characteristics of the materials and how they differ</p>

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	<p>KB24. Knowledge about garment parts (pockets, fronts, backs, collars, cuffs, sleeves, etc.)</p> <p>KB25. Assembling different garment parts to make the final product</p> <p>KB26. The problems encountered when stitching different types of apparels</p> <p>KB27. Different types of defects</p> <p>KB28. Knowledge of the sewing machine parts and its application</p> <p>KB29. Maintenance, adjustment and replacement of worn parts on the machines required for different types of attachment</p> <p>KB30. The manufacturer's instructions for setting up, adjusting and operating the equipment</p> <p>KB31. The manufacturer's specifications and instructions for maintenance of equipment</p> <p>KB32. Method of sharing domain related information with team members</p> <p>KB33. Safety precautions to be taken when stitching</p>
Skills (S)	
<p>A. Core Skills / Generic Skills</p>	<p>Writing Skills</p>
	<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>
	<p>Reading Skills</p>
	<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>
	<p>Oral Communication (Listening and Speaking Skills)</p>
	<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>
<p>B. Professional Skills</p>	<p>Decision Making</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyze the defects and the procedure for dealing with it</p> <p>SB2. Take appropriate actions in terms of any deviations from the process</p>
	<p>Plan and Organize</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Plan and set the targets along with the supervisors and the co workers</p> <p>SB4. Organize tools and equipments to be used</p> <p>SB5. Plan for placing the different components in an organized manner on a daily basis</p> <p>SB6. Set targets to produce requisite batch of stitched components/garments</p>
	<p>Customer Centricity</p>
<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB7. Ensure all customer needs are assessed and every effort is made to provide satisfactory service</p>	

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	SB8. Evaluate and stitch components as per client specifications
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB9. Clarify instructions given by the supervisors
	SB10. Identify possible defects with the products
	SB11. Review the defects and take appropriate actions to rectify them
	SB12. Report to the authority if problems cannot be rectified
Analytical Thinking	
The user/ individual on the job needs to know and understand how to:	
SB13. Diagnose common problems in the machine based on visual inspection	
Critical Thinking	
The user/ individual on the job needs to know and understand how to:	
SB14. Assess and control the quality standards of the product as per customer standards	
SB15. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	

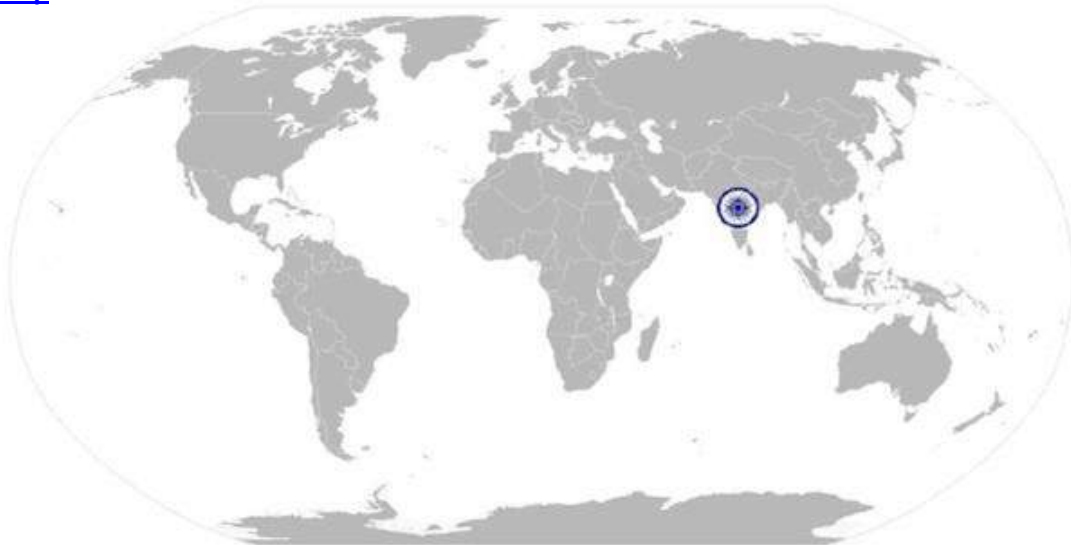


AMH/N0301 Carry out stitching activities using machine or by hand

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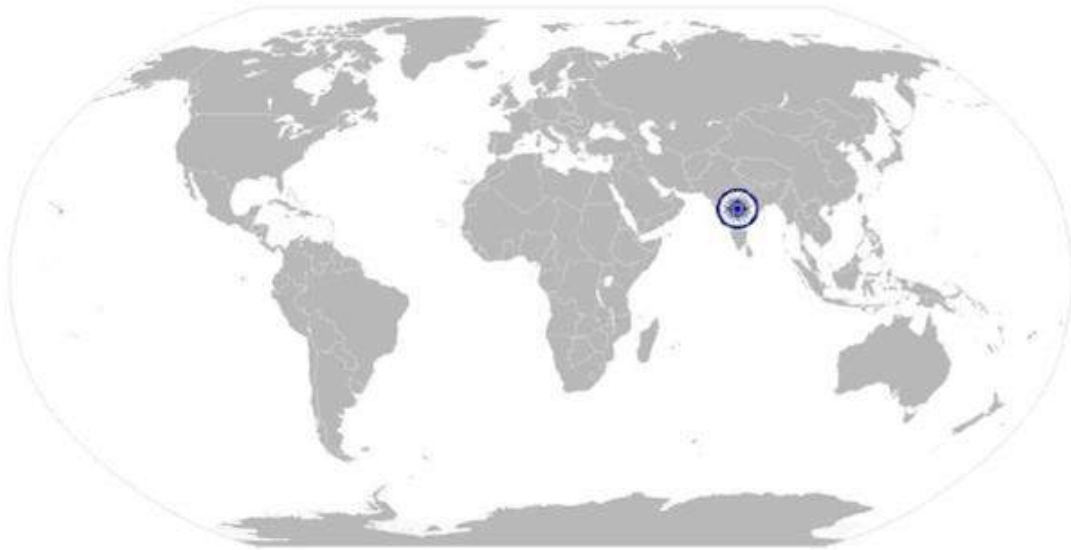
NOS Code	AMH/N0301		
Credits(NSQF)	TBD	Version number	1.0
Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	01/03/14
Industry Sub-sector	Apparel / Made-Up's / Home Furnishing	Last reviewed on	11/07/14
Occupation	Stitching	Next review date	18/06/15

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AMH/N0302 Contribute to achieve product quality in stitching operations

National Occupational Standard



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.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Contribute to achieving the product quality in stitching operations
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Contribute to achieving the product quality in stitching operations	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Identify and use materials required based on the job card/ work ticket PC2. Take the necessary action when materials do not conform to company quality standards PC3. Report and replace identified faulty materials and component parts which do not meet specification PC4. Identify modifiable defects and rework on them PC5. Carry out work safely and at a rate which maintains work flow PC6. Report to the responsible person when the work flow of other production areas disrupts work PC7. Test, sort, track feed and examine work in progress PC8. Carry out quality checks at specified intervals according to instructions PC9. Apply the allowed tolerances PC10. Identify faults and take appropriate action for rectification PC11. Make adjustments promptly to return product to specification PC12. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts PC13. Report faults in other processes to the appropriate person PC14. Maintain the required productivity and quality levels PC15. Complete and maintain documentation
Knowledge and Understanding (K)	
A. Organizational Context (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"> KA1. Safe working practices and organizational procedures KA2. The organization's procedures and guidelines KA3. Quality systems and sewing processes practiced in the organization KA4. Equipment operating procedures / manufacturer's instructions KA5. Types of problems with quality and how to report them to appropriate people KA6. Methods to present any ideas for improvement to line manager KA7. The importance of complying with written instructions KA8. Limits of personal responsibility KA9. Reporting procedure in case of faults in own/ other processes KA10. Importance of documentation
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Different types of faults that are likely to be found and how to put them right

AMH/N0302 Contribute to achieve product quality in stitching operations

	<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>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Write in English/ local language as applicable SA2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
	Reading Skills
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA3. Read English/ local language as applicable SA4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
B. Professional Skills	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA5. Listen actively SA6. Communicate effectively with supervisors, managers, etc.
	Decision Making
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB1. Analyze the defects and the procedure for dealing with it SB2. Take appropriate actions in terms of any deviations from the process
B. Professional Skills	Plan and Organize
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SB3. Plan and set the targets along with the supervisors and the co workers SB4. Organize tools and equipments to be used SB5. Plan for placing the different components in an organized manner on a daily basis SB6. Set targets to produce requisite batch of stitched components/

AMH/N0302 Contribute to achieve product quality in stitching operations

	garments
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB7. Ensure all customer needs are assessed and every effort is made to provide satisfactory service
	SB8. Evaluate and stitch components as per client specifications
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB9. Clarify instructions given by the supervisors
SB10. Identify possible defects with the products	
SB11. Review the defects and take appropriate actions to rectify them	
SB12. Report to the authority if problems cannot be rectified	
Analytical Thinking	
The user/ individual on the job needs to know and understand how to:	
SB13. Diagnose common problems in the machine based on visual inspection	
Critical Thinking	
The user/ individual on the job needs to know and understand how to:	
SB14. Assess and control the quality standards of the product as per customer standards	
SB15. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	

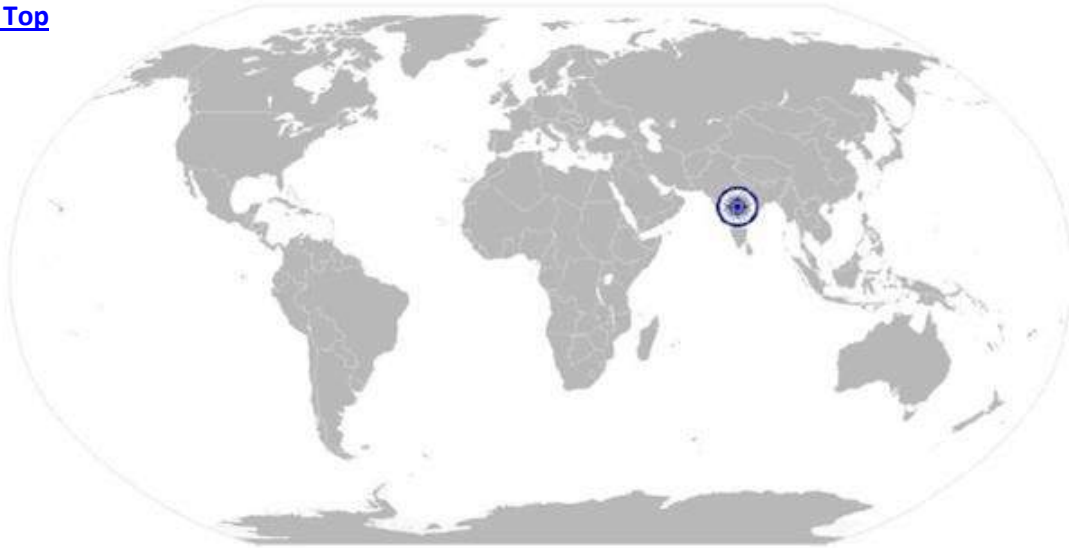


AMH/N0302 Contribute to achieve product quality in stitching operations

NOS Version Control

NOS Code	AMH/N0302		
Credits(NSQF)	TBD	Version number	1.0
Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	01/03/14
Industry Sub-sector	Apparel / Made-Up's / Home Furnishing	Last reviewed on	11/07/14
Occupation	Stitching	Next review date	18/06/15

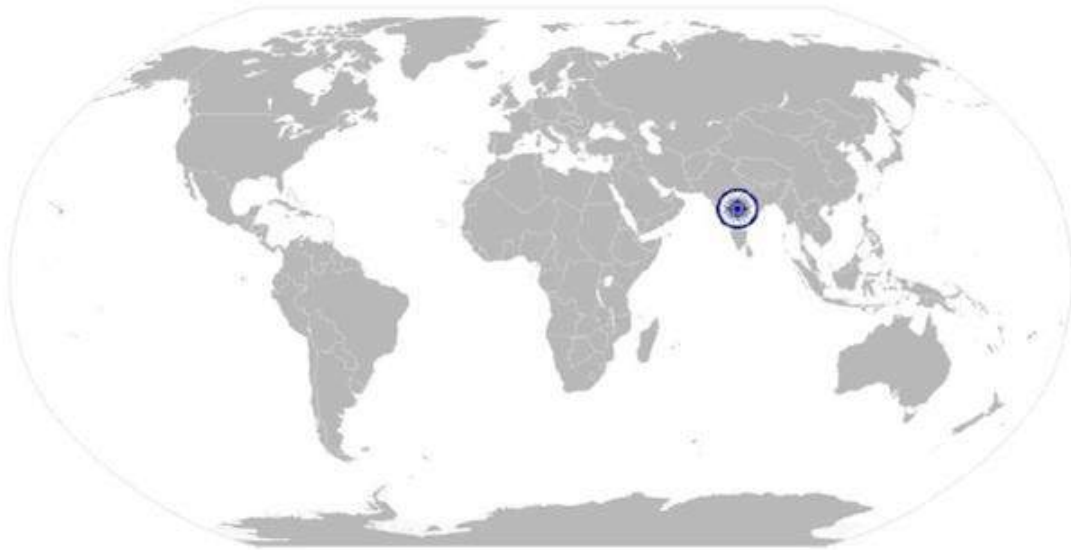
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AMH/N0102

Maintain work area, tools and machines

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/N0102

Maintain work area, tools and machines

Unit Code	AMH/N0102
Unit Title (Task)	Maintain work area, tools and machines
Description	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
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintain the work area, tools and machines
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> PC1. Handle materials, machinery, equipment and tools safely and correctly PC2. Use correct lifting and handling procedures PC3. Use materials to minimize waste PC4. Maintain a clean and hazard free working area PC5. Maintain tools and equipment PC6. Carry out running maintenance within agreed schedules PC7. Carry out maintenance and/or cleaning within one's responsibility PC8. Report unsafe equipment and other dangerous occurrences PC9. Ensure that the correct machine guards are in place PC10. Work in a comfortable position with the correct posture PC11. Use cleaning equipment and methods appropriate for the work to be carried out PC12. Dispose of waste safely in the designated location PC13. Store cleaning equipment safely after use PC14. Carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K)	
A. Organizational Context (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"> KA1. Personal hygiene and duty of care KA2. Safe working practices and organizational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organization's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards KA10. The importance of complying with written instructions KA11. Equipment operating procedures / manufacturer's instructions
B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Work instructions and specifications and interpret them accurately KB2. Method to make use of the information detailed in specifications and instructions

AMH/N0102

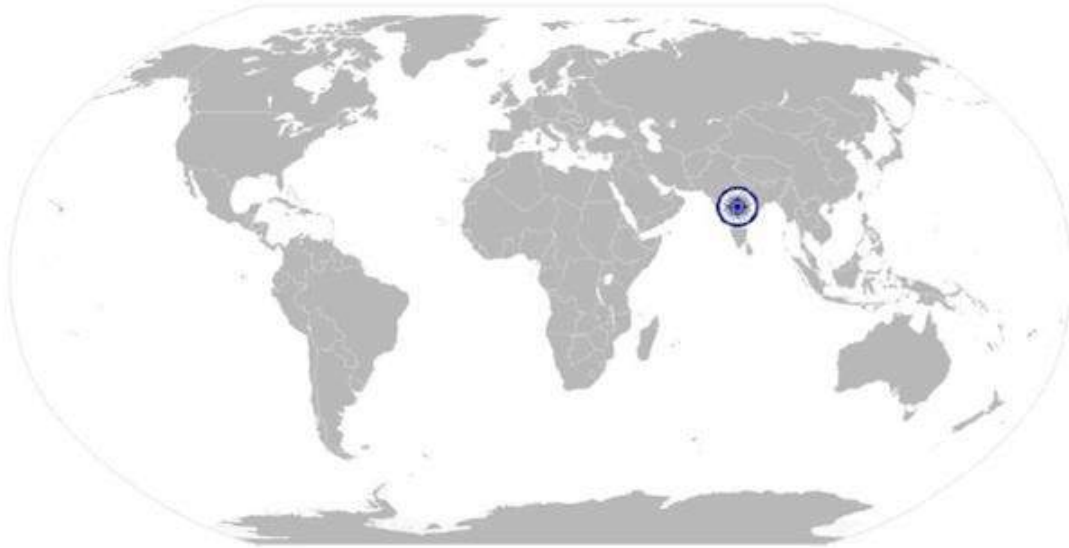
Maintain work area, tools and machines

	<p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of taking action when problems are identified</p> <p>KB5. Different ways of minimizing waste</p> <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. Common faults with equipment and the method to rectify</p> <p>KB9. Maintenance procedures</p> <p>KB10. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB11. Different types of cleaning equipment and substances and their use</p> <p>KB12. Safe working practices for cleaning and the method of carrying them out</p>
Skills (S)	
A. Core Skills / Generic Skills	Writing Skills
	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
	Reading Skills
	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.
	Oral Communication (Listening and Speaking Skills)
	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. Professional Skills	Decision Making
	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
	Plan and Organize
	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
	Customer Centricity
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	

AMH/N0102

Maintain work area, tools and machines

	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB9. Solve operational role related issues
	Analytical Thinking
	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.
	Critical Thinking
	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



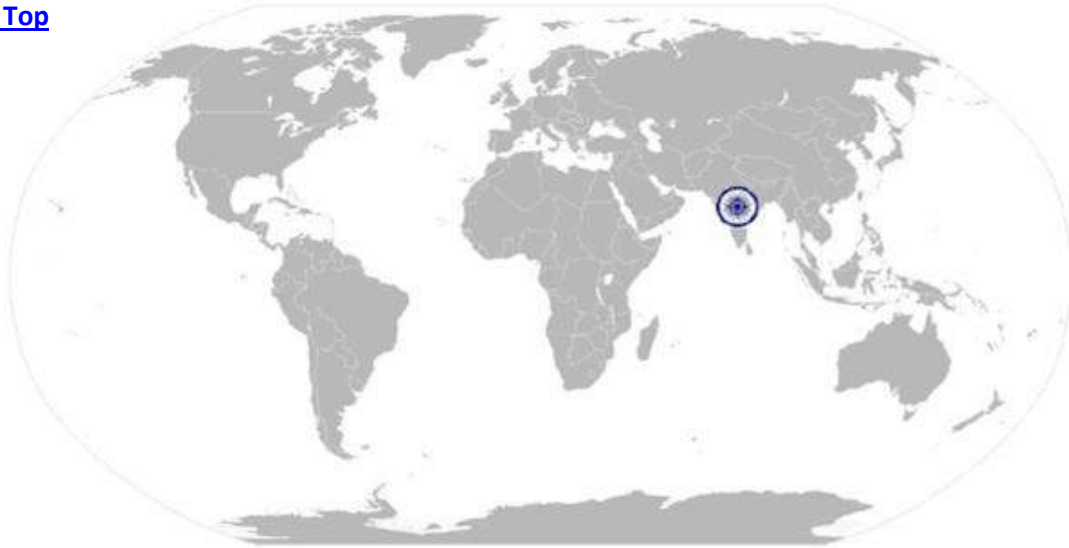
AMH/N0102

Maintain work area, tools and machines

NOS Version Control

NOS Code	AMH/N0102		
Credits(NSQF)	TBD	Version number	1.0
Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	01/03/14
Industry Sub-sector	Apparel / Made-Up's / Home Furnishing	Last reviewed on	11/07/14
Occupation	Stitching	Next review date	18/06/15

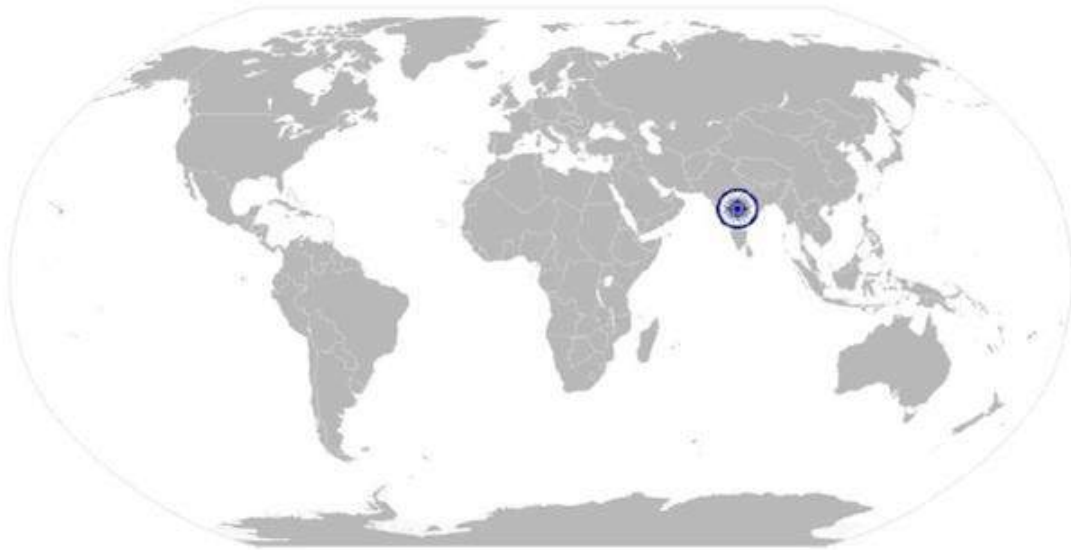
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AMH/N0103

Maintain health, safety and security at workplace

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

Unit Code	AMH/N0103
Unit Title (Task)	Maintain health, safety and security at workplace
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with health, safety and security requirements at work
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Comply with health, safety and security requirements at work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment as per protocol</p> <p>PC3. Carry out 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 organizational requirements</p> <p>PC9. Safely handle and move waste and debris</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threats</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organization procedures for shutdown and evacuation when required</p>
Knowledge and Understanding (K)	

AMH/N0103

Maintain health, safety and security at workplace

<p>A. Organizational Context (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 minimize 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. Technical Knowledge</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>Skills (S)</p>	
<p>A. Core Skills / Generic Skills</p>	<p>Writing Skills</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>Reading Skills</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>Oral Communication (Listening and Speaking Skills)</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. Professional Skills</p>	<p>Decision Making</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</p>

AMH/N0103

Maintain health, safety and security at workplace

	workplace
	Plan and Organize
	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
	Customer Centricity
	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
	Problem Solving
	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
	Analytical Thinking
	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
	Critical Thinking
	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

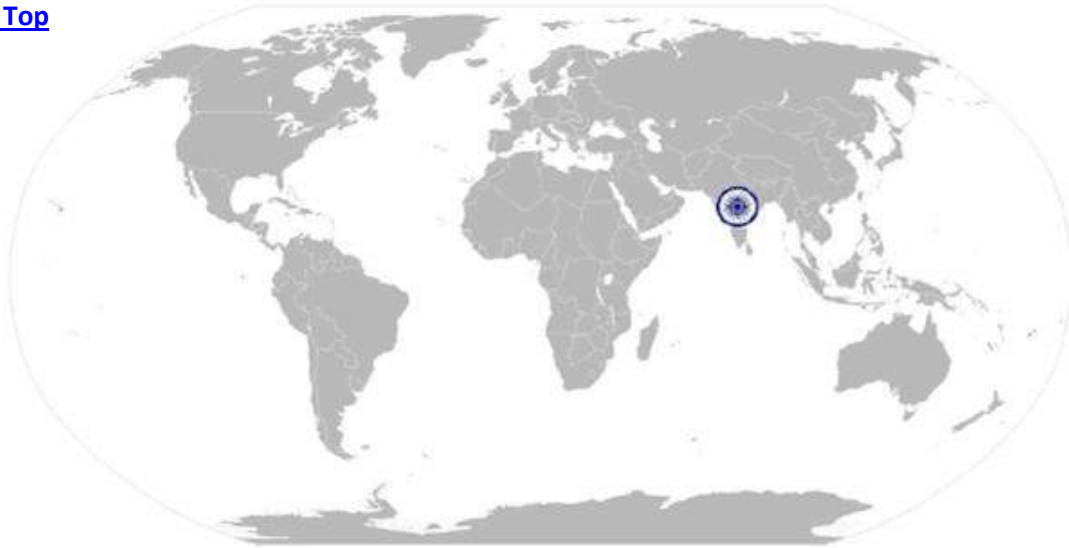
AMH/N0103

Maintain health, safety and security at workplace

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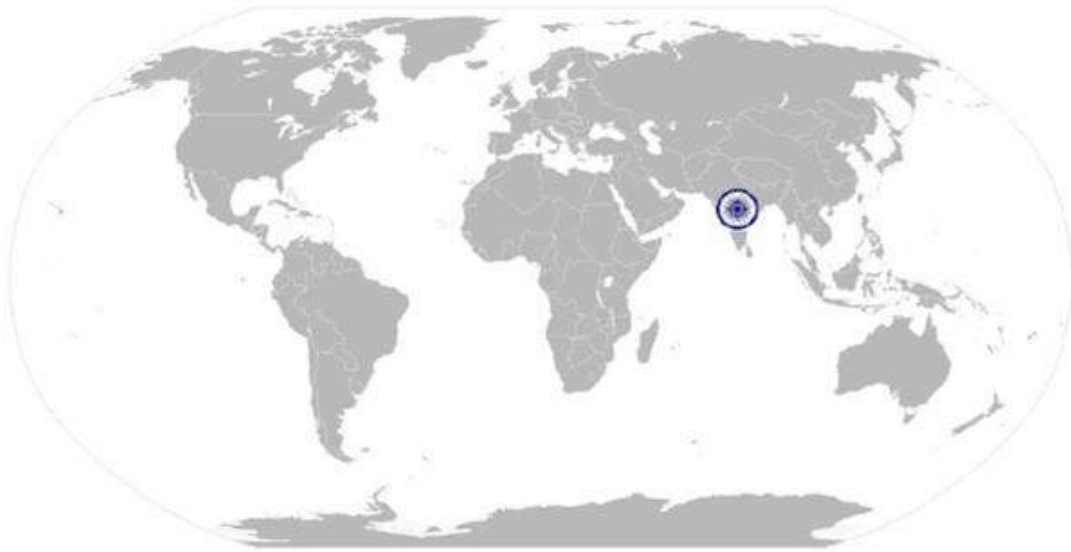
NOS Code	AMH/N0103		
Credits(NSQF)	TBD	Version number	1.0
Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	01/03/14
Industry Sub-sector	Apparel / Made-Up's / Home Furnishing	Last reviewed on	11/07/14
Occupation	Stitching	Next review date	18/06/15

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AMH/N0104 Comply with industry, regulatory and organizational requirements

National Occupational Standard



Overview

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

AMH/N0104 Comply with industry, regulatory and organizational requirements

National Occupational Standard

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

AMH/N0104 Comply with industry, regulatory and organizational requirements

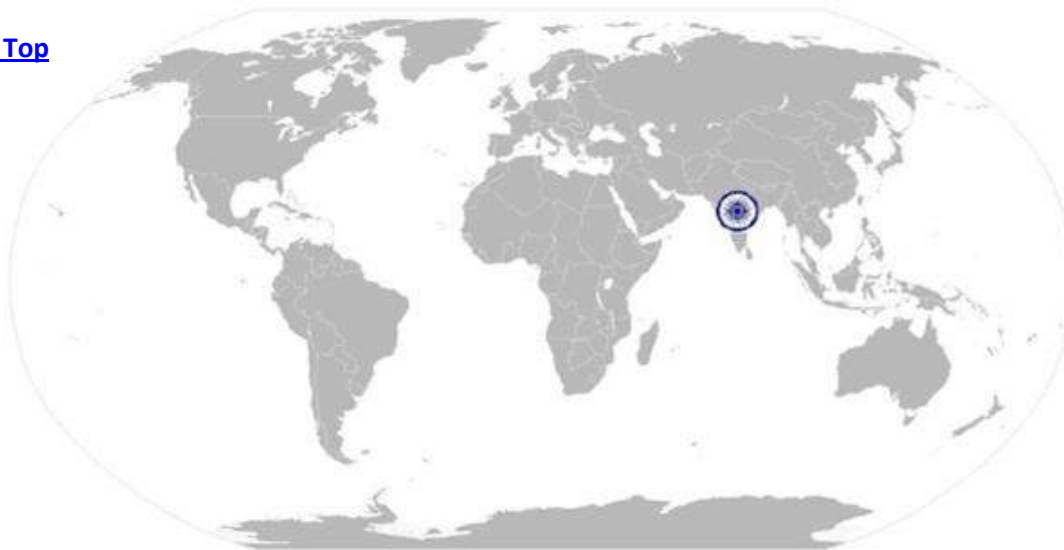
	SA2. Read and comprehend the organizational documents pertaining to rules and procedures
	SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc.
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking Skills)
	The user/ individual on the job needs to know and understand how to:
	SA6. Positively influence the team members into following procedures
B. Professional Skills	Decision Making
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions related to responsibilities
	Plan and Organize
	The user/ individual on the job needs to know and understand how to:
	SB2. Plan and manage work routine based on company procedure
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB3. Ensure and follow organizational procedures and policies
	Problem Solving
	The user/ individual on the job needs to know and understand how to:
	SB4. Evaluate and seek and obtain clarification from the superiors
	Analytical Thinking
The user/ individual on the job needs to know and understand how to:	
SB5. Apply balanced judgment to different situations	
Critical Thinking	
The user/ individual on the job needs to know and understand how to:	
SB6. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	

AMH/N0104 Comply with industry, regulatory and organizational requirements

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NOS Code	AMH/N0104		
Credits(NSQF)	TBD	Version number	1.0
Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	01/03/14
Industry Sub-sector	Apparel / Made-Up's / Home Furnishing	Last reviewed on	11/07/14
Occupation	Stitching	Next review date	18/06/15

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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



Qualifications Pack For Sewing Machine Operator

