

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR APPAREL MADE-UPS & 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 – Sampling Tailor

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

SUB-SECTOR: APPAREL

OCCUPATION: TAILORING

REFERENCE ID: AMH/Q 0701

ALIGNED TO: NCO-2004 /7433.10

Brief Job Description: A sampling tailor is responsible for developing garment sample as per buyer's specifications in the apparel industry. A sampling tailor should be able to perform basic fabric cutting operations and stitch garments of various designs with different necklines, sleeves, collar etc. as per the quality standards. This job requires the individual to have thorough knowledge of measurements, garment styles, sampling & apparel production processes and should be able to sew garments with different materials & trims.

Personal Attributes: A sampling tailor 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). He/she should also have good interpersonal skills, be open to learning, have basic understanding of measurements.

Job Details	Qualifications Pack Code	AMH/Q 0701		
	Job Role	Sampling Tailor		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
	Sub-sector	Apparel	Last reviewed on	17/10/14
	Occupation	Tailoring	Next review date	30/12/15
	NSQC Clearance On*	20/07/15		

Job Role	Sampling Tailor
Role Description	To stitch garment sample as per garment specifications/techpack.
NSQF level	4
Minimum Educational Qualifications	8 th standard, preferably
Maximum Educational Qualifications	N/A
Training (Suggested but not mandatory)	Training in apparel production/apparel manufacturing technology
Minimum Job Entry Age	18 years
Experience	Preferably 1-2 years of work experience in stitching or sampling division of any apparel manufacturing company
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N 0701 (Prepare for sampling) AMH/N 0702 (Carry out fabric cutting operations for preparing garment sample) AMH/N 0703 (Stitch using machine or by hand) AMH/N 0704 (Contribute to achieve sample quality in stitching operations) AMH/N 0102 (Maintain work area, tools and machines) AMH/N 0103 (Maintain health, safety and security at workplace) <p>Optional: Not Applicable</p>
Performance Criteria	As described in the relevant OS units

Glossary of Key Terms

Table 1: Glossary of Key Terms

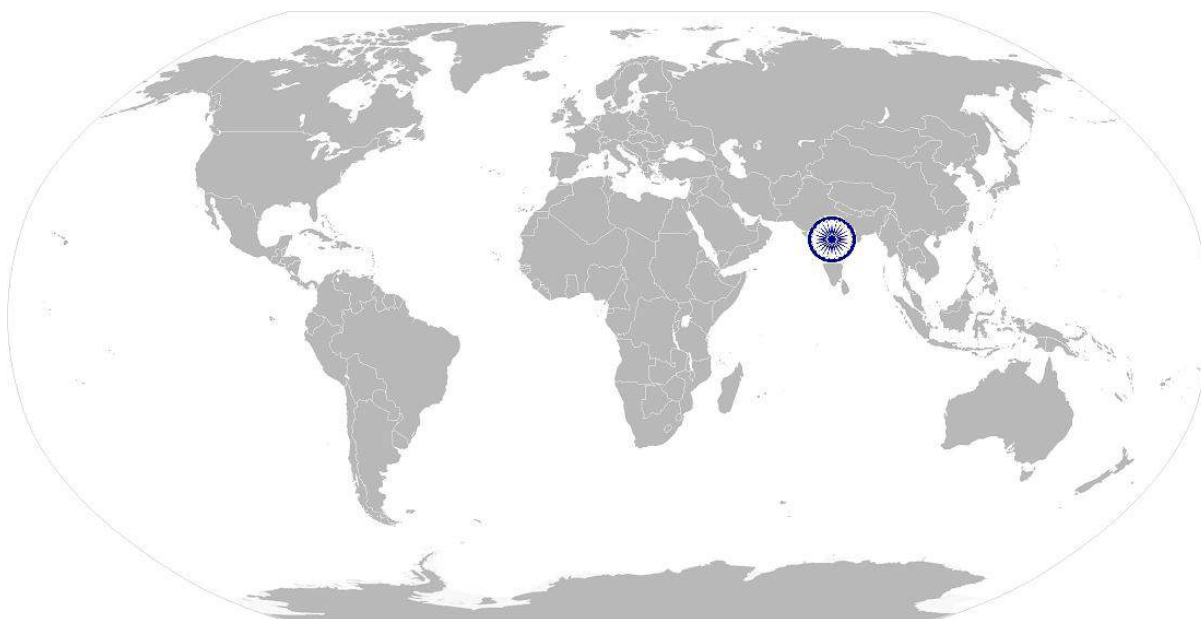
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived 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 fulfill the 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 they need 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 OS unit, which can be denoted with either an 'O' or 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 verify that this is the appropriate OS they are looking for.
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 performance required.
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 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.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Acronyms

AMH/N 0701 Prepare for Sampling

National Occupational Standard



Overview

This unit is about carrying out the preparatory tasks for stitching a garment sample effectively.

AMH/N 0701 Prepare for sampling

National Occupational Standard	Unit Code	AMH/0701
	Unit Title (Task)	Prepare for Sampling
	Description	This unit is about pattern making of garments
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Garment specification sheet/Technical Package (Techpack) ▪ Formats followed in the sampling department ▪ Basics of Designing, Drafting & Pattern making ▪ Collecting the tools & materials required for sampling
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Interpret the Garment specification sheet/Technical Package (Techpack)	To be competent, you must be able to: <ul style="list-style-type: none"> PC1. Analyze & interpret the given techpack or specification sheet of the garment sample to be developed PC2. Check the garment pattern as per the given style and measurement PC3. Mark the coordinate points for darts & seams as per the design in the garment pattern accurately for construction PC4. Follow instructions as specified by the buyer and create the master pattern for the garment sample to be developed PC5. Check the sampling material list with the given specifications in the techpack PC6. Conform to company quality standards PC7. Minimise and dispose the waste materials in the approved manner PC8. Understand alterations in the pattern to meet customer requirements PC9. Respond appropriately if the garment pattern do not meet product specification & take corrective action PC10. Leave work area safe and secure when work is complete
	Collect the tools & materials required for sampling	<ul style="list-style-type: none"> PC11. Collect the tools & materials required for sampling PC12. Check with in charge /others when unsure of new product details PC13. Carry out Operations at a rate which maintains workflow
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	You need to know and understand: <ul style="list-style-type: none"> KA1. your organization's policies, procedures, guidelines and standards for dealing with buyers/clients KA2. Safe working practices and organisational procedures KA3. Quality systems and other processes practiced in the organization KA4. Types of problems with quality and how to report them to appropriate people KA5. Methods to present any ideas for improvement to line manager KA6. The importance of complying with written instructions KA7. Reporting procedure in case of faults in own/ other processes KA8. who to refer problems to when they are outside the limit of your authority KA9. your organization's tools, templates and processes for quality drafting & pattern making and how to use these

AMH/N 0701 Prepare for sampling

<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. Analyzing and interpreting a techpack and a garment specification sheet</p> <p>KB2. Understanding of the formats followed in the sampling department such as Fabric worksheet, Style Confirmation sheet, Fabric consumption request, Study consumption chart and Fabric Requirement sheet (FRS), Trims Requirement sheet</p> <p>KB3. Understanding the buyer’s specifications</p> <p>KB4. Checking the details in the specs sheet and techpack</p> <p>KB5. Formats followed in the sampling department</p> <ul style="list-style-type: none"> • Fabric worksheet • Style Confirmation sheet • Fabric consumption request • Study consumption chart • Fabric Requirement sheet (FRS) • Trims Requirement sheet <p>KB6. Measurements & unit conversion</p> <p>KB7. Basic procedure of drafting, pattern making of garments</p> <p>KB8. Garment components & creating their master pattern for stitching</p> <p>KB9. The characteristics of the materials and how they differ</p> <p>KB10. Knowledge of fabrics/apparels and garments and types of fabrics/apparels that require stitching by hand or machine stitching</p> <p>KB11. Thread thickness, shade and sizes</p> <p>KB12. Types of needles & their suitability</p> <p>KB13. Different types of trims</p> <p>KB14. Stages of sampling and pre-sampling procedures</p> <p>KB15. Tools & Material requirements for sampling as per given specifications</p>
<p>Skills (S)</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p> <p>You need to know and understand how to:</p> <p>SA1. Write in local language</p> <p>SA2. Mark garment specifications</p> <p>SA3. Write the required measurements where applicable</p> <p>Reading Skills</p> <p>You need to know and understand how to:</p> <p>SA4. Read a techpack/specifications sheet/specs chart</p> <p>SA5. Read and understand the buyer/client’s requirements</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>You need to know and understand how to:</p> <p>SA6. listen effectively and orally communicate information accurately</p> <p>SA7. ask for clarification and advice from others</p>
<p>B. Professional Skills</p>	<p>Decision Making</p> <p>You need to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes</p>

AMH/N 0701 Prepare for sampling

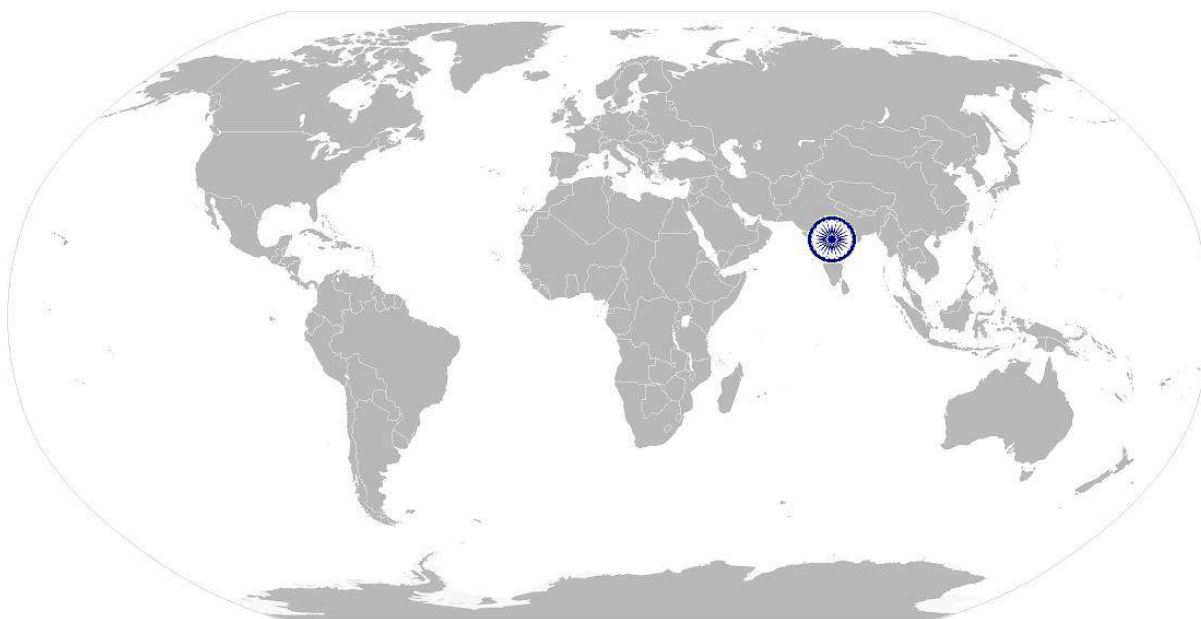
	SB2. make decisions on a suitable course of action or response
	Plan and Organize
	You need to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	Customer Centricity
	NA
	Problem Solving
	You need to know and understand how to: SB4. apply problem-solving approaches in different situations SB5. refer anomalies to the supervisor SB6. seek clarification on problems from others
	Analytical Thinking
	You need to know and understand how to: SB7. analyze data and activities SB8. pass on relevant information to others
	Critical Thinking
You need to know and understand how to: SB9. provide opinions on work in a detailed and constructive way SB10. apply balance judgments to different situations	

NOS Version Control

NOS Code	AMH/N 0701		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Tailoring	Next review date	30/12/15

AMH/N 0702 Carry out fabric cutting operations for preparing garment sample

National Occupational Standard



Overview

This unit is about cutting the fabric as per the technical package specifications for preparing the various garment components for the sample to be stitched

AMH/N 0702 Carry out fabric cutting operations for preparing garment sample

National Occupational Standard	Unit Code	AMH/N 0702
	Unit Title (Task)	Carry out fabric cutting operations for preparing garment sample
	Description	This unit is about cutting the fabric as per the technical package specifications for preparing the various garment components for the sample to be stitched
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Fabric Cutting Technique ▪ Factors involved in cutting fabrics
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Carry out fabric cutting operations using appropriate technique	<p>To be competent, you must be able to:</p> <p>PC1. Select the appropriate tools & materials for cutting</p> <p>PC2. Check the material/fabric with the given garment specification in techpack</p> <p>PC3. Check the quality and characteristics of the material, match the required standards before starting to cut</p> <p>PC4. Ensure there are no defects on the material</p> <p>PC5. Cut the various garment components with precision</p> <p>PC6. Avoid fabric/material wastage while cutting</p> <p>PC7. Dispose of waste materials safely and return re-useable materials</p> <p>PC8. Place the cut components for stitching after counting the pieces</p> <p>PC9. Make sure the cut components are carefully placed to minimise the risk of damage</p> <p>PC10. Check with sampling department when unsure of new product details</p> <p>PC11. Calculate the fabric requirement for one garment sample</p> <p>PC12. Identify and respond to any defects and damage due to mishandling</p> <p>PC13. Work in conformance to legal requirements, organizational policies and procedures</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA10. Details of the job role and responsibilities</p> <p>KA11. Responsibilities and line of reporting within the work area</p> <p>KA12. Protocol to obtain more information on work related tasks</p> <p>KA13. Organizational policies and procedures</p> <p>KA14. who to refer problems to when they are outside the limit of your authority</p> <p>KA15. Common hazards in the work area and procedures for dealing with them</p> <p>KA16. Procedures with regard to material re-usage and disposal</p> <p>KA17. Quality standards and the reporting procedures</p> <p>KA18. Documentation required as part of the process</p>
	B. Technical Knowledge	<p>You need to know and understand:</p> <p>KB16. Method of interpreting product specifications</p> <p>KB17. Methods of calculating the number of components required</p> <p>KB18. Main characteristics of the materials, method of identification and the</p>

AMH/N 0702 Carry out fabric cutting operations for preparing garment sample

	<p>means of cutting operations and subsequent operations</p> <p>KB19. Fabric cutting technique – to cut neatly & with precision</p> <p>KB20. Measurements, cutting out, trimming, marking up and fitting</p> <p>KB21. Estimates of material required for a particular garment</p> <p>KB22. Define common apparel/garment industry terminology</p> <p>KB23. Implications of using defective tools and machines on the materials</p> <p>KB24. Cutting tools & equipment operating procedures</p> <p>KB25. Quality standards for cutting garment sample components</p> <p>KB26. Identify various garment components with their technical names as per style</p> <p>KB27. Nature of fabric (grain line shade, twill etc.)</p> <ul style="list-style-type: none"> • Thickness of fabric • Design characteristics of finished garment • Cutting manually or using a machine
Skills (S)	
<p>A. Core Skills/ Generic Skills</p>	<p>Writing Skills</p>
	<p>You need to know and understand how to:</p> <p>SA8. Write in local language</p> <p>SA9. Write the required measurements where applicable</p>
	<p>Reading Skills</p>
	<p>You need to know and understand how to:</p> <p>SA10. Read a techpack/specifications sheet/specs chart</p> <p>SA11. Read and understand the buyer/client's requirements</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
<p>B. Professional Skills</p>	<p>You need to know and understand how to:</p> <p>SA12. listen effectively and orally communicate information accurately</p> <p>SA13. ask for clarification and advice from others</p>
	<p>Decision Making</p>
	<p>You need to know and understand how to:</p> <p>SB11. follow rule-based decision-making processes</p> <p>SB12. make decisions on a suitable course of action or response</p>
	<p>Plan and Organize</p>
	<p>You need to know and understand how to:</p> <p>SB13. plan and organize your work to achieve targets and deadlines</p>
	<p>Customer Centricity</p>
	<p>NA</p>
	<p>Problem Solving</p>
<p>You need to know and understand how to:</p> <p>SB14. apply problem-solving approaches in different situations</p> <p>SB15. refer anomalies to the supervisor</p> <p>SB16. seek clarification on problems from others</p>	
<p>Analytical Thinking</p>	
<p>You need to know and understand how to:</p>	

AMH/N 0702 Carry out fabric cutting operations for preparing garment sample

	SB17. analyze data and activities SB18. pass on relevant information to others
	Critical Thinking
	You need to know and understand how to: SB19. provide opinions on work in a detailed and constructive way SB20. apply balance judgments to different situations

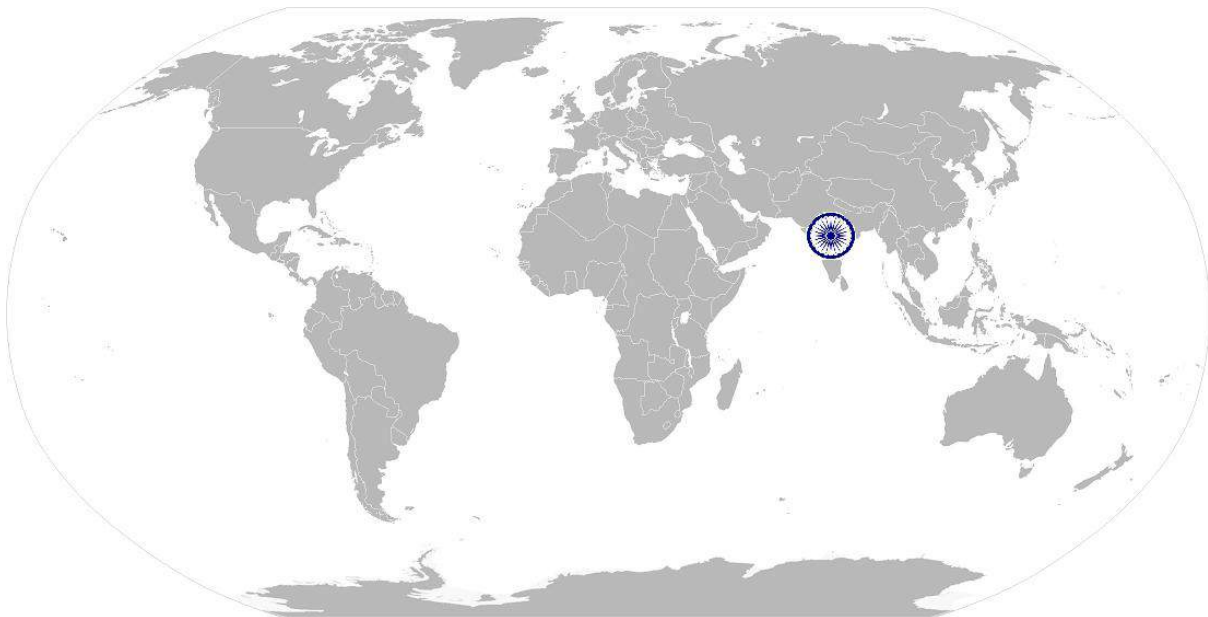
NOS Version Control

NOS Code	AMH/N 0702		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Tailoring	Next review date	30/12/15



AMH/N0703 Stitch using machine or by hand

National Occupational Standard



Overview

This unit is about stitching the garment sample as per the technical specifications

AMH/N 0703 Stitch using machine or by hand

National Occupational Standard	Unit Code	AMH/N0703
	Unit Title (Task)	Stitch 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: <ol style="list-style-type: none"> 1. Prepare for stitching operations 2. Stitch components to produce garment sample
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Prepare for stitching operations	To be competent on the job, you must be able to: <ul style="list-style-type: none"> PC1. Make sure the work area is free from hazards PC2. Follow the instructions & specifications given in the Techpack to stitch the sample PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear PC4. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any PC5. Use the correct tools and equipment PC6. Check that the equipment is safe and set up in readiness for use PC7. Select the correct component parts for the style being worked on PC8. Check that the materials to be used are free from faults PC9. Ensure the materials used meet the specification matching <ol style="list-style-type: none"> a. Within a product b. Between a pair of products where applicable
	Stitch components to produce garment sample	<ul style="list-style-type: none"> PC10. Carry out test sews PC11. Check needles and threads regularly PC12. Check if fabric / Component is correctly marked and pieces cut as required PC13. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly. PC14. Report faults in the materials PC15. Conform to company quality standards PC16. Report any damaged work to the responsible person 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 PC18. Operate machines safely and in accordance with guidelines PC19. Optimize the positioning and layout of material to ensure as smooth and rapid throughput PC20. Check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle & thread PC21. Stitch the correct materials in the right sequence as required by the

AMH/N 0703 Stitch using machine or by hand

	<p>productspecification</p> <p>PC22. Ensurestitchedproductconformstoshapeandsizerequirement</p> <p>PC23. Ensure stitched products meets specification in terms of labels and trimmings</p> <p>PC24. Inspectstitchedproductsagainstspecifications</p> <p>PC25. Carryoutalterationstomeetcustomerrequirements</p> <p>PC26. Minimiseanddisposethewastematerialsintheapprovedmanner</p> <p>PC27. Sewandapplytrimsbyhandandmachine</p> <p>PC28. Perform complex stitching operations with precision & accuracy</p>
Knowledge and Understanding (K)	
<p>A. Organizational</p> <p>Context (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>KA1. Theorganisation’spoliciesandprocedures</p> <p>KA2. Responsibilitiesunderhealth,safetyandenvironmental legislation</p> <p>KA3. Guidelinesforstorageanddisposalofwastematerials</p> <p>KA4. Potentialhazardsassociatedwiththemachinesandthesafetyprecautions thatmustbetaken</p> <p>KA5. Protocoltoobtainmoreinformationonworkrelatedtasks</p> <p>KA6. Contact person in case of queries on procedure or products and for resolvingissuesrelatedtodefectivemachines, tools and/orequipment</p> <p>KA7. Detailsofthejobroleandresponsibilities</p> <p>KA8. Documentationandreportingformats</p> <p>KA9. Worktargetandreviewmechanismwithyour supervisor</p> <p>KA10. Protocolandformatforreportingworkrelated risks/ problems</p> <p>KA11. Methodofobtaining/givingfeedbackrelatedtoperformance</p> <p>KA12. Importanceofteamworkandharmoniousworkingrelationships</p> <p>KA13. Processforoffering/obtainingworkrelated assistance</p>
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <p>KB1. Knowledgeoffabrics/apparelsandgarmentsandtypesoffabrics/apparels that requirestitchingbyhandormachinestitching</p> <p>KB2. Useofspecificationchart</p> <p>KB3. Rangeoftechniquesmotsuitedtothedifferenttypesof apparel</p> <p>KB4. Differentapparelsandtheir parts</p> <p>KB5. Sourcesofupdatesonapparelsandotherrelated areas</p> <p>KB6. Commonfactorsaffectstitching</p> <p>KB7. Differenttypesof needles</p> <p>KB8. Broken needleprocedure</p> <p>KB9. Threadthickness,shadeandsizesandpartsofneedles</p> <p>KB10. Knowledgeaboutadjustingthetoptension</p> <p>KB11. KnowledgeofattachmentsusedontheM/C</p> <p>KB12. Theactionstotakeintheeventofamachineceasingtofunctioncorrectly</p> <p>KB13. Commonhazardsintheworkareaandworkplaceproceduresfordealing with them</p> <p>KB14. The main pieces of equipment needed to stitch the item and their capabilities</p>

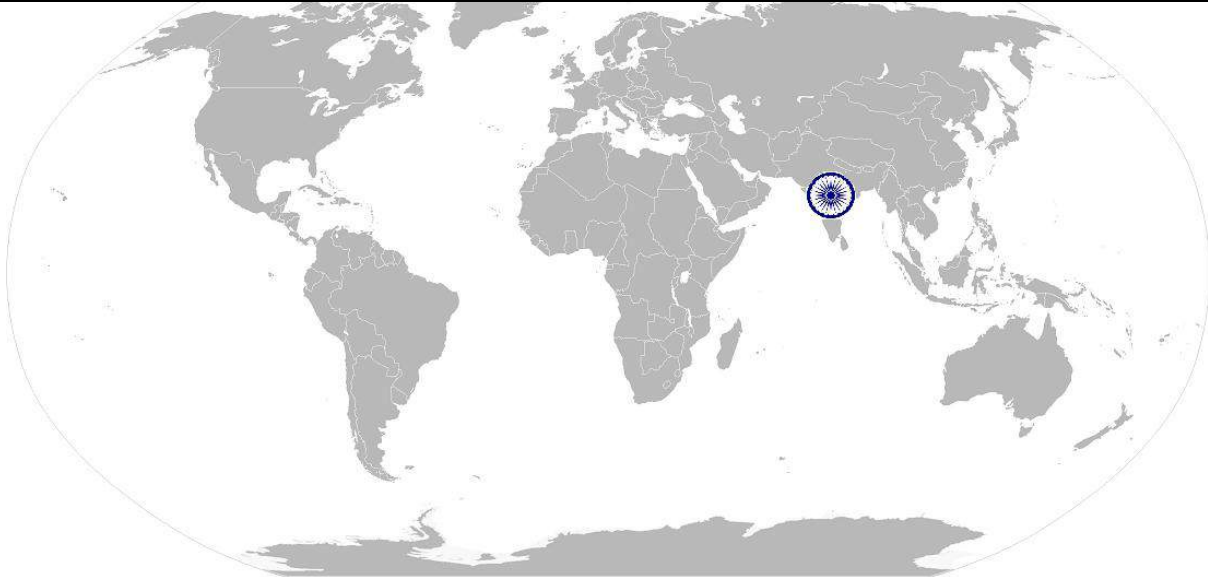
AMH/N 0703 Stitch using machine or by hand

	<p>KB15. The characteristics of the materials and how they differ</p> <p>KB16. Knowledge about garment parts (pockets, fronts, backs, collars, cuffs, sleeves, etc.)</p> <p>KB17. Assembling different garment parts to make the final product</p> <p>KB18. The problems encountered when stitching different types of apparels</p> <p>KB19. Different types of defects</p> <p>KB20. Knowledge of these sewing machine parts and its application</p> <p>KB21. Maintenance, adjustment and replacement of worn parts on the machines required for different types of attachment</p>
Skills (S)	
A. Core Skills/ Generic Skills	<p>Writing Skills</p> <p>You need to know and understand how to:</p> <p>SA1. Write the required measurements where applicable</p> <p>Reading Skills</p> <p>You need to know and understand how to:</p> <p>SA2. read instructions, guidelines, procedures and rules</p> <p>SA3. Read and understand techpacks, buyer specifications</p> <p>Oral Communication (Listening and Speaking skills)</p> <p>You need to know and understand how to:</p> <p>SA4. ask for clarification and advice from line managers</p> <p>SA5. communicate orally with colleagues</p>
B. Professional Skills	<p>Decision Making</p> <p>NA</p> <p>Plan and Organize</p> <p>NA</p> <p>Customer Centricity</p> <p>NA</p> <p>Problem Solving</p> <p>You need to know and understand how to:</p> <p>SB1. refer anomalies to the line manager</p> <p>SB2. seek clarification on problems from others</p> <p>Analytical Thinking</p> <p>You need to know and understand how to:</p> <p>SB3. provide relevant information to others</p> <p>SB4. analyze needs, requirements and dependencies in order to meet your work requirements</p> <p>Critical Thinking</p> <p>NA</p>

AMH/N 0703 Stitch using machine or by hand

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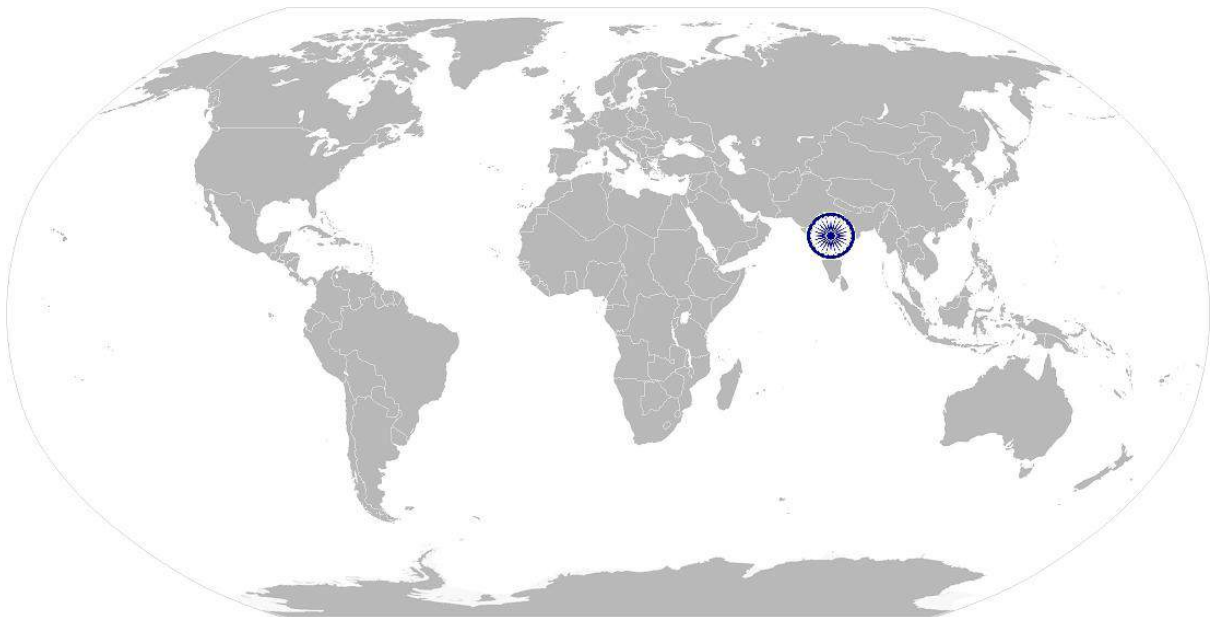
NOS Code	AMH/N 0703		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Tailoring	Next review date	30/12/15



AMH/N 0704

Contribute to achieve sample quality in stitching operations

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to monitor the quality while undertaking stitching related activities to ensure garment sample meets specifications.

AMH/N 0704 Contribute to achieving sample quality in stitching operations

National Occupational Standard	Unit Code	AMH/N0704
	Unit Title (Task)	Contribute to achieving sample 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: 1. Contribute to achieving the sample quality in stitching operations
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Contribute to achieving the product quality in stitching operations	To be competent, the user/individual on the job must be able to: PC1. Identify and use materials required based on the specifications given in the Techpack PC2. Take the necessary action when materials do not conform to 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 workflow 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) w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company/organisation and its processes)	The user/individual on the job needs to know and understand: KA1. Safe working practices and organisational procedures KA2. The organisation'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

AMH/N 0704 Contribute to achieve sample quality in stitching operations

<p>B. Technical/ Domain Knowledge</p>	<p>KA10. Importance of documentation</p> <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>Skills (S) w.r. to the Scope</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. 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>

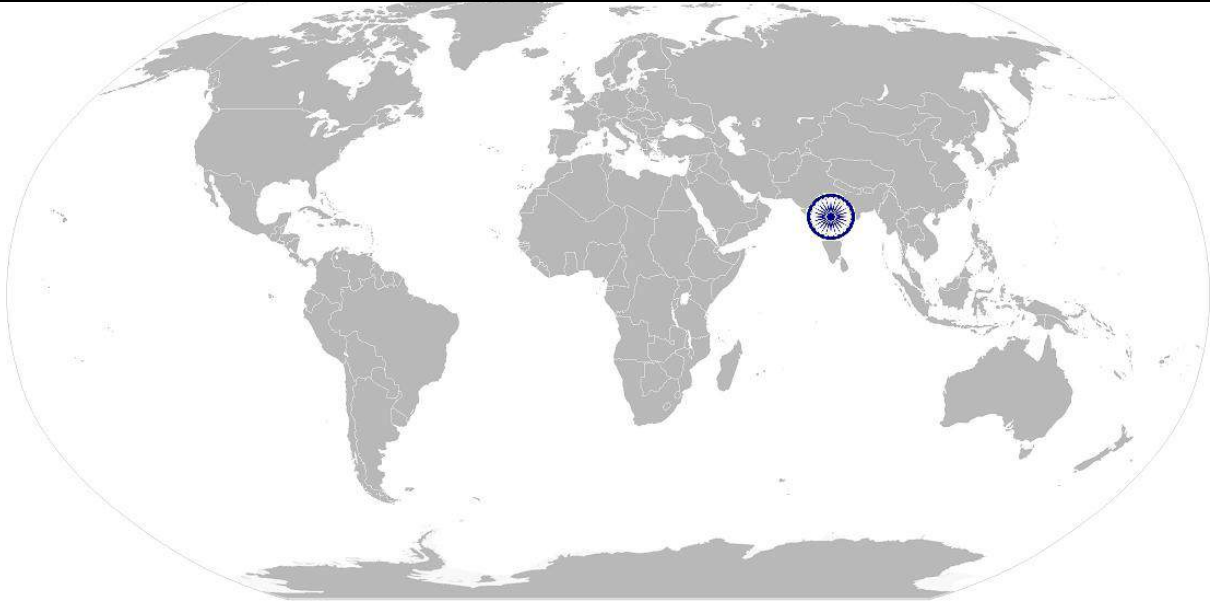
AMH/N 0704 Contribute to achieve sample quality in stitching operations

	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/ 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/N 0704 Contribute to achieve sample quality in stitching operations

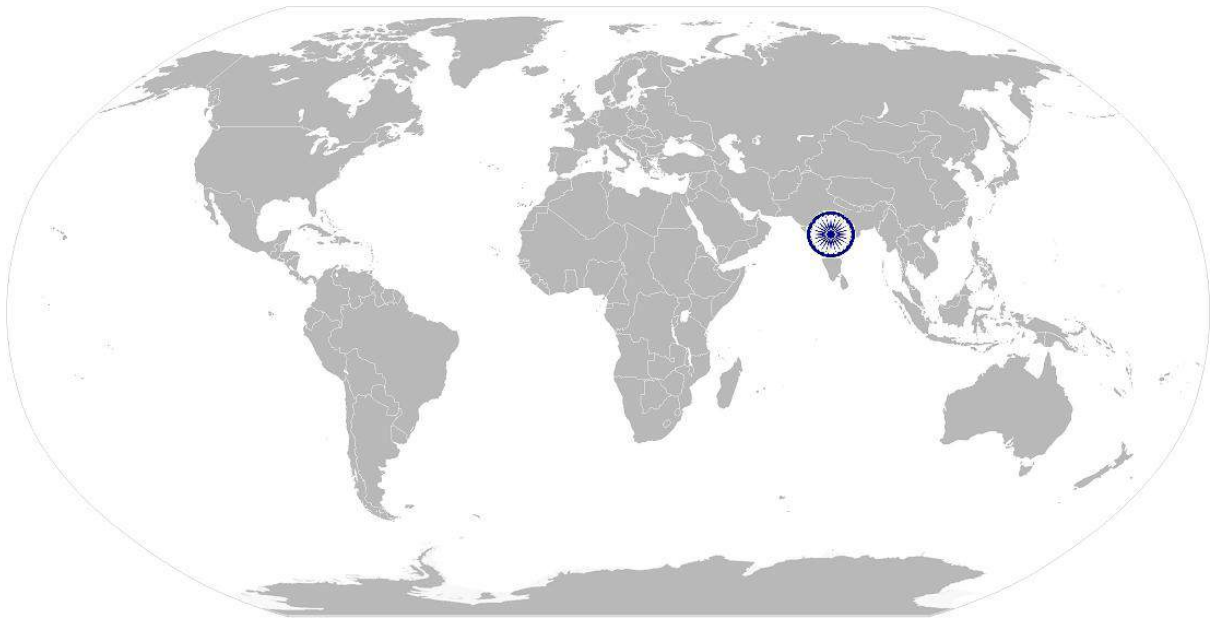
NOS Version Control

NOS Code	AMH/N 0704		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Tailoring	Next review date	30/12/15



AMH/N0102 Maintainworkarea,toolsandmachine

National Occupational Standard



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/N0102 Maintain work area, tools and machines

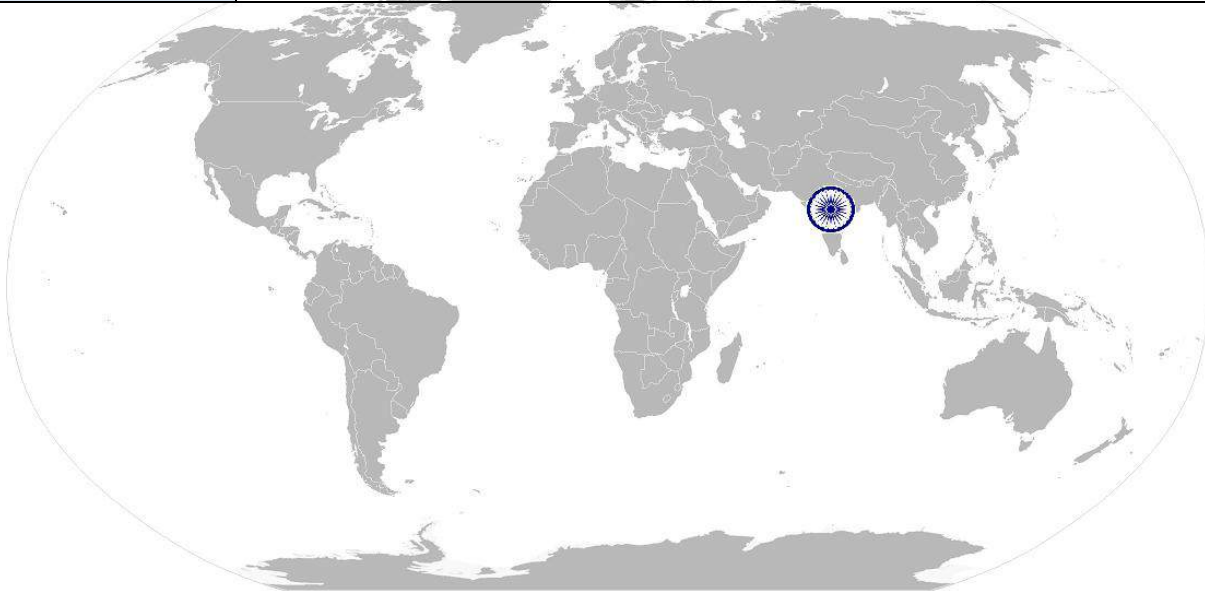
National Occupational Standard	Unit Code	AMH/N0102
	Unit Title (Task)	Maintain work area, tools and machines
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/maintain work areas and activities to ensure tools and machines are maintained as per norms
	Scope	This unit/task covers the following: 1. Maintain the work area, tools and machines
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Maintain the work area, tools and machines	To be competent, the user/individual on the job must be able to: PC1. Handle materials, machinery, equipment and tools safely and correctly PC2. Use correct lifting and handling procedures PC3. Use material 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) w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company/organisation and its processes)	The user/individual on the job needs to know and understand: KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational 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 organisation's rules, codes and guidelines (including time keeping) KA9. The company's quality standards KA10. The importance of complying with written instructions KA11. Equipment operating procedures/manufacturer's instructions

AMH/N0102 Maintain work area, tools and machines

B. Technical/ Domain Knowledge	<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>
	<p>KB4. The importance of taking action when problems are identified</p> <p>KB5. Different ways of minimising 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) w.r.t the Scope	
A. Core Skills / Generic Skills	<p>Writing Skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required 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>SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards</p> <p>SA3. 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>SA4. Speak and communicate effectively to peers and supervisors</p> <p>SA5. Give clear instructions to co-workers, subordinates others</p> <p>SA6. Use correct technical term while interacting with supervisor</p>
B. Professional Skills	<p>Decision Making</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly</p> <p>SB3. Evaluate the decision and conduct basic trouble shooting</p> <p>Plan and Organize</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB4. Plan and manage work routine based on company procedure</p> <p>SB5. Work with supervisors/ team mates to carry out work related tasks</p> <p>SB6. Plan for cleaning and lubricating the concerned machinery daily</p> <p>SB7. Plan for cleaning the concerned tools and workplace daily before and after operations</p> <p>Customer Centricity</p>

AMH/N0102 Maintain work area, tools and machines

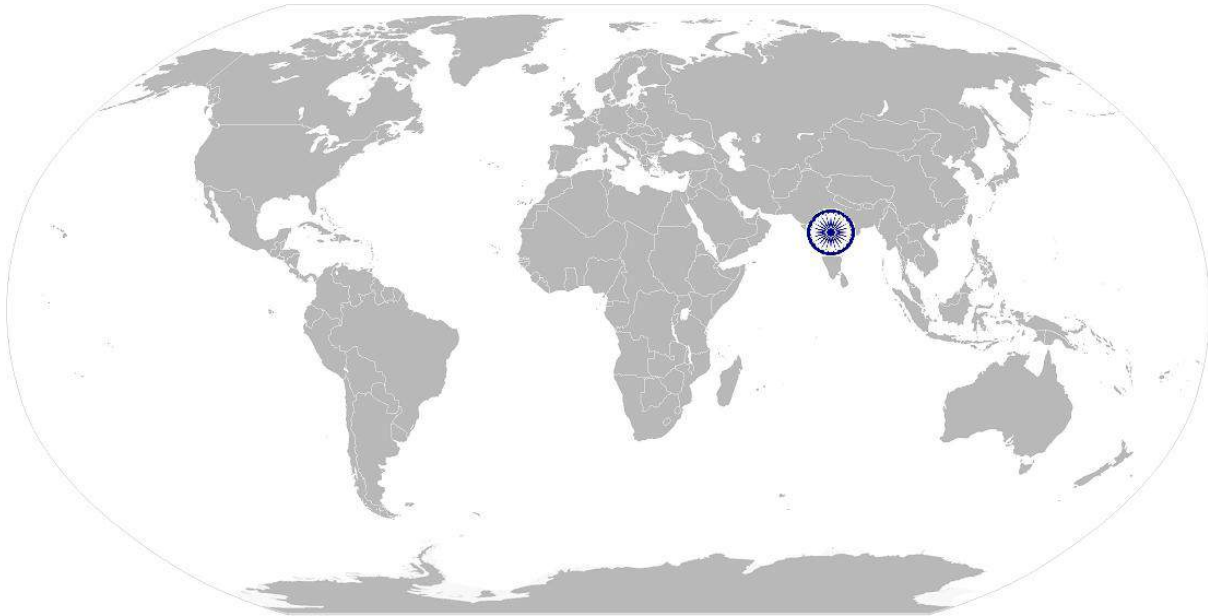
	The user/ individual on the job needs to know and understand how to: SB8. Ensure and follow organizational procedures pertaining to health and safety are followed
	Problem Solving
	The user/ individual on the job needs to know and understand how to: SB9. Solve operational role related issues
	Analytical 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 Maintainworkarea,toolsandmachines

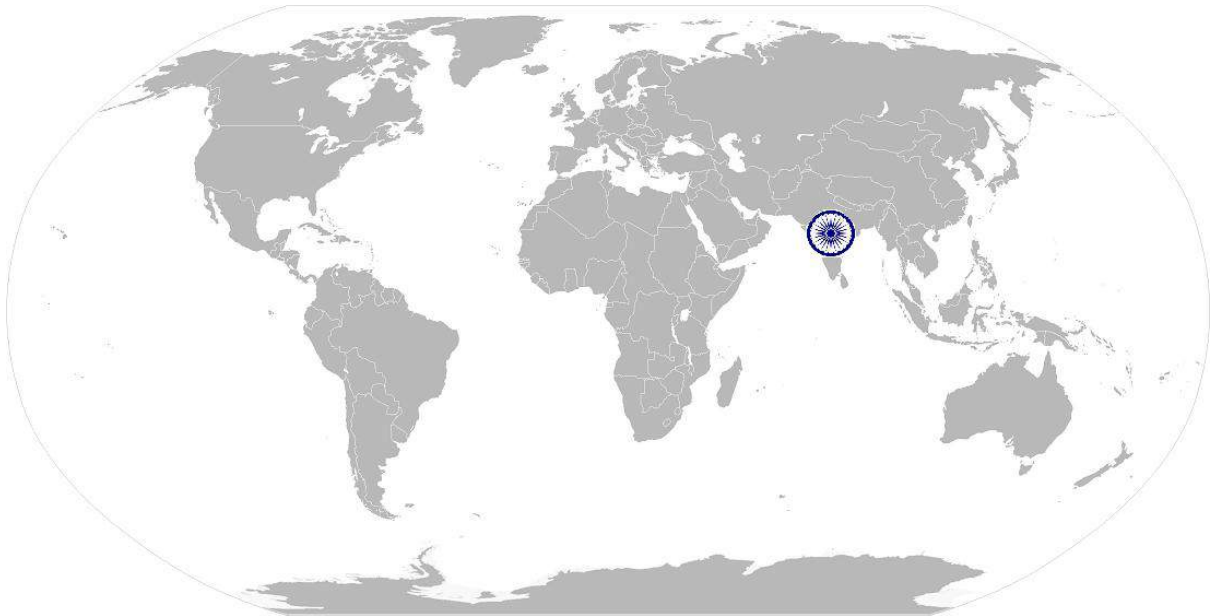
NOS Version Control

NOS Code	AMH/N 0102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Tailoring	Next review date	30/12/15



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 minimise risk to self and others.

AMH/N 0103 Maintain health, safety and security at workplace

National Occupational Standard

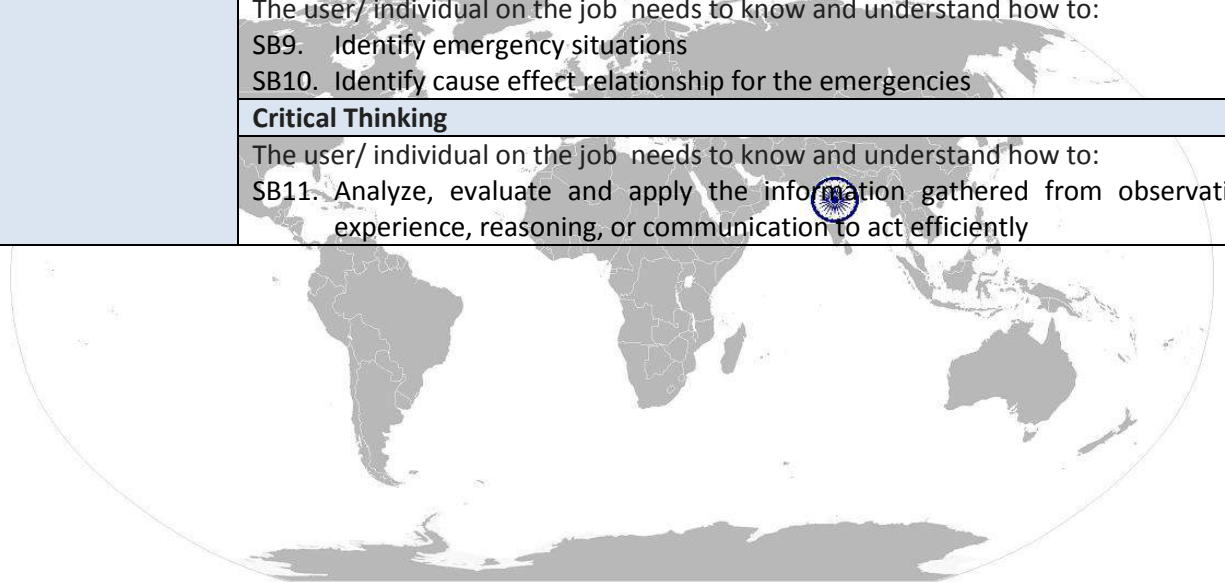
Unit Code	AMH/N0103
Unit Title (Task)	Maintain health, safety and security at workplace
Scope	This unit/task covers the following: 1. Comply with health, safety and security requirements at work
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Comply with health, safety and security requirements at work	To be competent, the user/individual on the job must be able to: PC1. Comply with health and safety related instructions applicable to the workplace PC2. Use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants PC5. Follow environment management system related procedures PC6. Identify and correct (if possible) malfunctions in machinery and equipment PC7. Report any service malfunction that cannot be rectified PC8. Store materials and equipment in line with manufacturer's and organisational requirements PC9. Safely handle and move waste and debris PC10. Minimize health and safety risks to self and others due to own actions PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC12. Monitor the workplace and work processes for potential risks and threats PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel PC15. Participate in mock drills/ evacuation procedures organized at the workplace PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so PC17. Take action based on instructions in the event of fire, emergencies or accidents PC18. Follow organisation procedures for shutdown and evacuation when required
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context	The user/individual on the job needs to know and understand:

AMH/N 0103 Maintain health, safety and security at workplace

(Knowledge of the company / organisation and its processes)	<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>
B. Technical / Domain Knowledge	<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>
Skills (S)w.r.t.theScope	
A. Core Skills / Generic Skills	Writing Skills
	<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>
	Reading Skills
	<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>
	Oral Communication (Listening and Speaking Skills)
	<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>
B. Professional Skills	Decision Making
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organization</p> <p>SB2. Evaluate and use correct PPE and other safety gear while at the workplace</p>
	Plan and Organize
<p>The user/ individual on the job needs to know and understand how to:</p>	

AMH/N 0103 Maintain health, safety and security at workplace

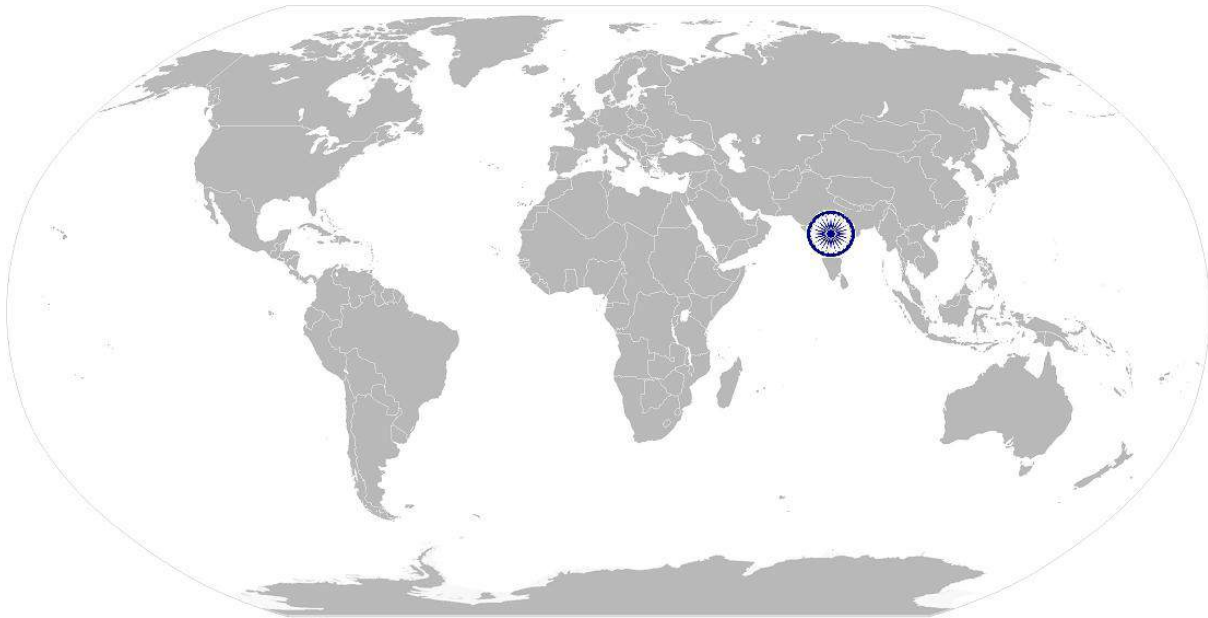
	SB3. Work with supervisors/ team mates to carry out work related tasks
	SB4. Plan work according to the required schedule
	SB5. Keep work area free from potential hazards
	Customer Centricity
	The user/ individual on the job needs to know and understand how to:
	SB6. Ensure and follow organizational 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/N 0103 Maintain health, safety and security at workplace

NOS Version Control

NOS Code	AMH/N 0103		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Tailoring	Next review date	30/12/15



CRITERIA FOR ASSESSMENT OF TRAINEES

Sampling Tailor

AMH/Q0701

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 Qualification Pack

				Marks Allocation		
		Total Marks	Out Of	Skills Practical	Theory	Viva
1. AMH/N0701 Prepare for sampling	PC1. Analyze & interpret the given tech pack or specification sheet of the garment sample to be developed	55	5	1	2	2
	PC2. Check the garment pattern as per the given style and measurement		5	1	2	2
	PC3. Mark the coordinate points for darts & seams as per the design in the garment pattern accurately for construction		5	1	3	1

	PC4. Follow instructions as specified by the buyer and create the master pattern for the garment sample to be developed		5	1	3	1
	PC5. Check the sampling material list with the given specifications in the		4	1	2	1
	PC6. Conform to company quality standards		4	1	1	2
	PC7. Minimise and dispose the waste materials in the approved manner		3	1	1	1
	PC8. Understand alterations in the pattern to meet customer requirements		5	2	1	2
	PC9. Respond appropriately if the garment pattern does not meet product specification & take corrective action		5	2	1	2
	PC10. Leave work area safe and secure when work is complete		4	1	2	1
	PC11. Collect the tools & materials required for sampling		4	2	1	1
	PC12. Check with in charge / others when unsure of new product details		3	1	1	1
	PC13. Carry out operations at a rate which maintains workflow		3	1	1	1
		Total	55	16	21	18
2. AMH/N0702 Carry out fabric cutting operations for preparing garment sample	PC1. Select the appropriate tools & materials for cutting	65	3	1	1	1
	PC2. Check the material/fabric with the given garment specification in the tech pack		6	2	3	1

	PC3. Check the quality and characteristics of the material, match the required standards before starting to cut		6	1	4	1
	PC4. Ensure there are no defects on the material		6	2	3	1
	PC5. Cut the various garment components with precision		8	2	5	1
	PC6. Avoid fabric/material wastage while cutting		8	2	4	2
	PC7. Dispose of waste materials safely and return re-useable materials		3	1	1	1
	PC8. Place the cut components for stitching after counting the pieces		4	1	2	1
	PC9. Make sure the cut components are carefully placed to minimise the risk of damage		4	2	1	1
	PC10. Check with sampling department when unsure of new product details		4	2	1	1
	PC11. Calculate the fabric requirement for one garment sample		5	3	1	1
	PC12. Identify and respond to any defects and damage due		5	1	3	1
	PC13. Work in conformance to legal requirements, organizational policies and procedures		3	1	1	1
		Total	65	21	30	14
3. AMH/N0703 Stitch using machine or by hand	PC1. Make sure the work area is free from hazards	100	3	0.5	2	0.5

	PC2. Follow the instructions & specifications given in the Techpack to stitch the sample		2	1	0.5	.5
	PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear		3	2	0.5	0.5
	PC4. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any		2	0.5	0.5	1
	PC5. Use the correct tools and equipments		4	1.5	1.5	1
	PC6. Check that equipment is safe and set up in readiness for use		5	2	2	1
	PC7. Select the correct component parts for the style being worked on		4	2	1	1
	PC8. Check that the materials to be used are free from faults		4	1	2	1
	PC9. Ensure the materials used meet the specification matching a. Within a product b. Between a pair of products where applicable		4	1	2	1
	PC10. Carry out test sews		5	1	3	1
	PC11. Check needles 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		2	0.5	0.5	1
	PC15. Conform to company quality standards		2	0.5	0.5	1
	PC16. Report any damaged work to the responsible person		3	1.5	0.5	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		3	2	0.5	0.5
	PC18. Operate machines safely and in accordance with guidelines		4	1	2	1
	PC19. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput		2	0.5	1	0.5
	PC20. Check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle & thread		4	1	2	1
	PC21. Stitch the correct materials in the right sequence as required by the product specification		5	2	2	1
	PC22. Ensure stitched product conforms to shape and size requirement		2	0.5	1	0.5
	PC23. Ensure stitched products meet specification in terms of labels and trimmings		3	0.5	2	0.5

	PC24. Inspect stitched products against specifications		4	0.5	3	0.5
	PC25. Carryout alterations to meet customer requirements		3	0.5	2	0.5
	PC26. Minimize and dispose the waste materials in the approved manner		3	0.5	2	0.5
	PC27. Sew and apply trims by hand and machine		6	0.5	5	0.5
	PC28. Perform complex stitching operations with precision and accuracy		6	0.5	5	0.5
		Total	100	28	50	22
4. AMH/N0704	PC1. Identify and use materials required based on the specifications given in the Tech pack	80	6	1	4	1
Contribute to achieve sample quality in stitching operations	PC2. Take the necessary action when materials do not conform to quality		6	2	3	1
	PC3. Report and replace identified faulty materials and component parts which do not meet specification		6	1	4	1
	PC4. Identify modifiable defects and rework on them		6	1	3	2
	PC5. Carry out work safely and at a rate which maintains workflow		5	1	3	1
	PC6. Report to the responsible person when the workflow of other production areas disrupts work		4	1	2	1

	PC7. Test, sort, trackfeed and examine workin progress		6	2	3	1
	PC8. Carry outquality checks atspecified intervals accordingto instructions		6	1	4	1
	PC9. Apply theallowed tolerances		6	1	3	2
	PC10. Identify faultsand take appropriate actionfor rectification		6	2	2	2
	PC11. Makeadjustments promptly to returnproduct to specification		4	1	2	1
	PC12Fault- findmaterials and components for creased, etcstaine,stained,		4	1	2	1
	PC13. Report faultsin other processes tothe appropriate person		3	1	1	1
	PC14. Maintainthe required productivityand quality levels		5	2	2	1
	PC15. Completeand maintaindocumentation		7	2	3	2
		Total	80	20	41	19
5. AMH/N0102 Maintainwork area, tools and machines	PC1. Handlematerials, machinery, equipmentand tools safely andcorrectly	40	3	1	1	1
	PC2. Use correct liftingand handlingprocedures		3	1	1	1
	PC3. Use materialsto minimizewaste		3	1	1	1
	PC4. Maintain a cleanand hazard free workingarea		3	1	1	1
	PC5. Maintain toolsand equipment		3	1	1	1
	PC6. Carry outrunning maintenancewithin agreedschedules		3	1	1	1
	PC7. Carryout maintenanceand/or cleaning withinone's responsibility		3	1	1	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		3	1	1	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		2	0.5	1	0.5
	PC13. Store cleaning equipment safely after use		3	1	1	1
	PC14. Carry out cleaning according to schedules and limits of responsibility		2	0.5	1	0.5
		Total	40	13	14	13
6. AMH/N0103	PC1. Comply with health and safety related instructions applicable to the workplace	60	4	2	1	1
	PC2. Use and maintain personal protective equipment as per protocol		3	1	1	1
	PC3. Carry out own activities in line with approved guidelines and		3	1	1	1
	PC4. Maintain a healthy lifestyle and guard against dependency		4	2	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	2	1	1
	PC7. Report any service malfunctions that cannot be rectified		4	2	1	1

	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		3	1	1	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		4	1	1	2
	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		3	1	1	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		4	1	2	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	1	1	1
	PC18. Follow organization procedures for shutdown and evacuation when required		3	1	1	1
		Total	60	22	19	19
		Grand Total	400	120	175	105

