

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 – Specialized Sewing Machine Operator

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

SUB-SECTOR: APPAREL

OCCUPATION: SPECIALIZED STITCHING

REFERENCE ID: AMH/Q 2301

ALIGNED TO: NCO-2004 / 8263.90

Brief Job Description: An Specialized Sewing Machine Operator is responsible for operating the specialized sewing machine to sew different kinds of stitches on fabric/garments in the apparel industry.

Personal Attributes: Anspecialized 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/Q 2301		
	Job Role	Specialized Sewing Machine Operator		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	08/11/14
	Sub-sector	Apparel	Last reviewed on	26/11/14
	Occupation	Specialized Stitching	Next review date	30/12/15
	NSQC Clearance On*	18/06/15		

Job Role	Specialized Sewing Machine Operator
Role Description	To sew fabric, fur or synthetic materials to produce apparels in Garment Sector using specialized sewing machine
NSQF level	4
Minimum Educational Qualifications	5 th standard, preferably
Maximum Educational Qualifications	N/A
Training (Suggested but not mandatory)	Training in sewing operations
Minimum Job Entry Age	18 years
Experience	Preferably 1-2 years of work experience in stitching & embroidery work
National Occupational Standards (NOS)	Compulsory: <ol style="list-style-type: none"> AMH/N 2301 (Carry out different types of stitches using an specialized sewing machine) AMH/N 2302 (Contribute to achieve quality in sewing work) AMH/N 0102 (Maintain work area, tools and machines) AMH/N 0103 (Maintain health, safety and security at workplace) Optional: N/A
Performance Criteria	As described in the relevant OS units

Glossary of Key Terms

Table 1: Glossary of Key Terms

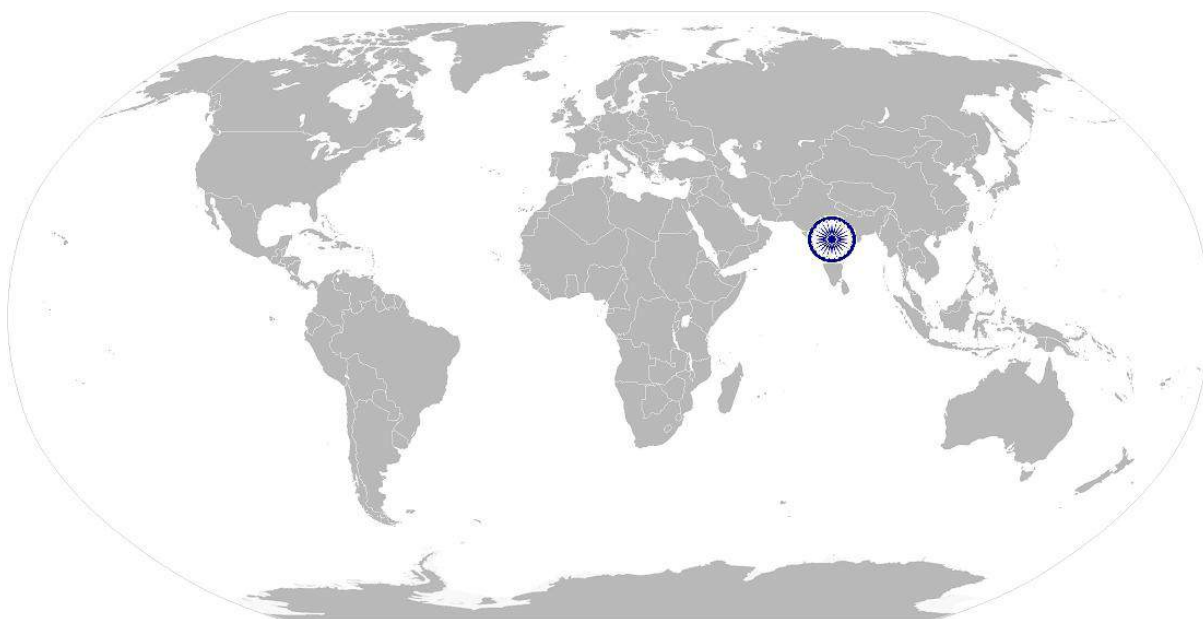
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived 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 2301 Carry out different types of stitches using a specialized sewing machine

National Occupational Standard



Overview

This unit is about carrying out different types of stitches using an specialized sewing machine

AMH/N 2301 Carry out different types of stitches using a specialized sewing machine

National Occupational Standard	Unit Code	AMH/N2301
	Unit Title (Task)	Carry out different types of stitching using a specialized sewing machine
	Description	This unit is about operating the specialized sewing machine to carry out different types of stitches/hems on fabric.
	Scope	<p>This unit/task covers the operation of following machine:</p> <ul style="list-style-type: none"> ▪ Flatlock Machine ▪ Overlock Machine ▪ Feed-of-the-arm ▪ Welt Attachment Machine ▪ Waistband Attachment Machine (KANSAI) ▪ Other specialized machine put in purpose to simply the operation or give design effects.
Performance Criteria (PC) w.r.t. the Scope		
Elements	PerformanceCriteria	
Prepareforstitchingoperations	<p>To be competent on the job, you must be able to:</p> <p>PC1. makesuretheworkareaaisfreefromhazards</p> <p>PC2. follow the instructions& specifications givenin the Techpack to stitch thesample</p> <p>PC3.Askquestionstoobtainmoreinformationontaskswhentheinstructionsyou have are unclear</p> <p>PC4. agreeandreviewyouragreeduponworktargetswithyoursupervisorand checkforspecialinstructions, if any</p> <p>PC5. usecorrecttoolsandequipments</p> <p>PC6. checkthatequipmentissafeandsetupin readiness for use</p> <p>PC7. selectthecorrectcomponent parts forthestylebeingworkedon</p> <p>PC8. checkthatthetmaterialstobeusedarefreefromfaults</p> <p>PC9. ensurethetmaterialsusedmeetthespecificationmatching</p> <ol style="list-style-type: none"> a. withinaproduct b. betweenapairofproductswhereapplicable 	
Stitch componentstoproduce garment sample	<p>PC10. Carryouttestsews</p> <p>PC11. checkneedlesandthreads regularly</p> <p>PC12. checkiffabric/Componentis correctlymarkedandpiecescutasrequired</p> <p>PC13.fabricpiecesandliningsarepinnedorsewntogetherasrequired,andappropriatelyhunginreadinessfor assembly.</p> <p>PC14. reportfaultsinthetmaterials</p> <p>PC15. conformtocompanyqualitystandards</p> <p>PC16. reportanydamagedworkto the responsible person</p> <p>PC17.followcompanyreportingproceduresaboutdefectivetoolsandmachines</p>	

AMH/N 2301 Carry out different types of stitches using a specialized sewing machine

	<p>which affect work and report risks/problems likely to affect services to the relevant person promptly and accurately</p> <p>PC18. operate machines safely and in accordance with guidelines</p> <p>PC19. Optimize the positioning and layout of material to ensure smooth and draped through put</p> <p>PC20. check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle & thread</p> <p>PC21. stitch the correct materials in the right sequence as required by the product specification as per the specified stitch type (stitch classes), hems & seams</p> <p>PC22. ensure stitched product conforms to shape and size requirement</p> <p>PC23. ensure stitched products meet specification in terms of labels and trimmings</p> <p>PC24. inspect stitched products against specifications</p> <p>PC25. carry out alterations to meet customer requirements</p> <p>PC26. minimise and dispose the waste materials in the approved manner</p> <p>PC27. sew and apply trims by hand and machine</p> <p>PC28. perform complex stitching operations with precision & accuracy</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>KA1. The organisation'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 job role 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 teamwork and harmonious working relationships</p> <p>KA13. Process for offering/obtaining work related assistance</p>
<p>B. Technical Knowledge</p>	<p>You need 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>


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	<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. Knowledge about adjusting the top tension</p> <p>KB11. Knowledge of attachments used on the M/C</p> <p>KB12. The action to take in the event of a machine ceasing to function correctly</p> <p>KB13. Common hazards in the work area and workplace procedures for dealing with them</p> <p>KB14. The main pieces of equipment needed to stitch the item and their capabilities</p> <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> <p>KB22. Knowledge of different types of stitches (Stitch Classes) and different types of hems & seams</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to: SA1. Write the required measurements where applicable
	Reading Skills
	You need to know and understand how to: SA2. read instructions, guidelines, procedures and rules SA3. Read and understand techpacks, buyer specifications
	Oral Communication (Listening and Speaking skills)
	You need to know and understand how to: SA4. ask for clarification and advice from line managers SA5. communicate orally with colleagues
B. Professional Skills	Decision Making
	NA
	Plan and Organize
	NA

AMH/N 2301 Carry out different types of stitches using a specialized sewing machine

	Customer Centricity
	NA
	Problem Solving
	You need to know and understand how to: SB1. refer anomalies to the line manager SB2. seek clarification on problems from others
	Analytical Thinking
	NA
	Critical Thinking
NA	

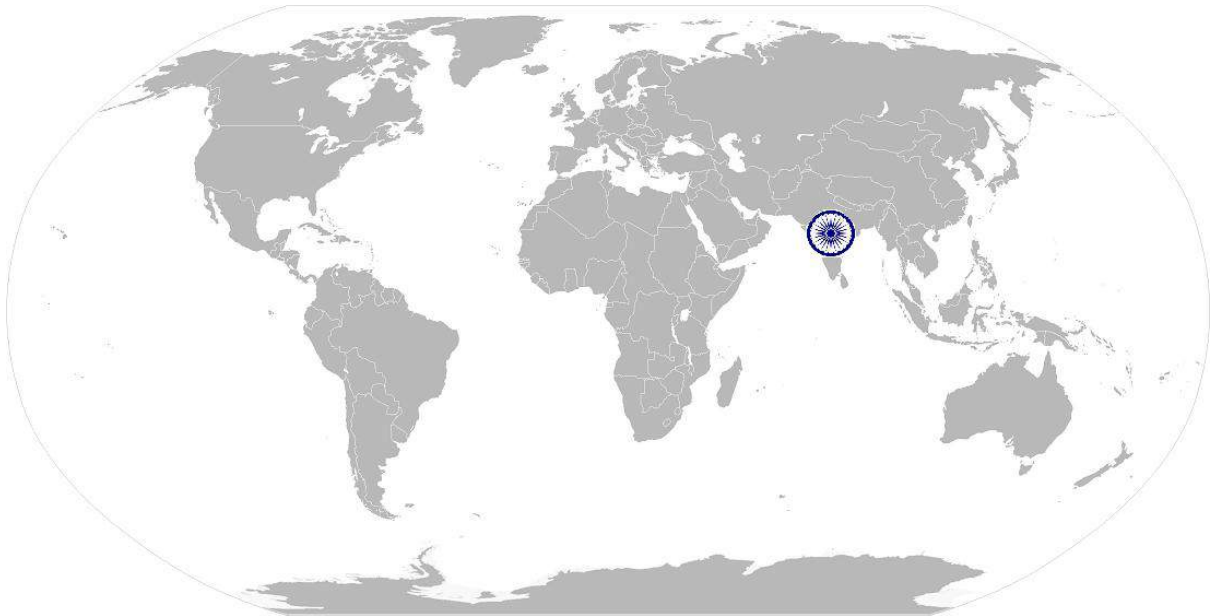
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NOS Code	AMH/N 2301		
Credits(NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/11/14
Industry Sub-sector	Apparel	Last reviewed on	26/11/14
Occupation	Specialized Stitching	Next review date	30/12/15

AMH/N 2302 Contribute to achieve quality in sewing work

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & abilities required to ensure the sewing work meets the quality standards

AMH/N 2302 Contribute to achieve quality in sewing work

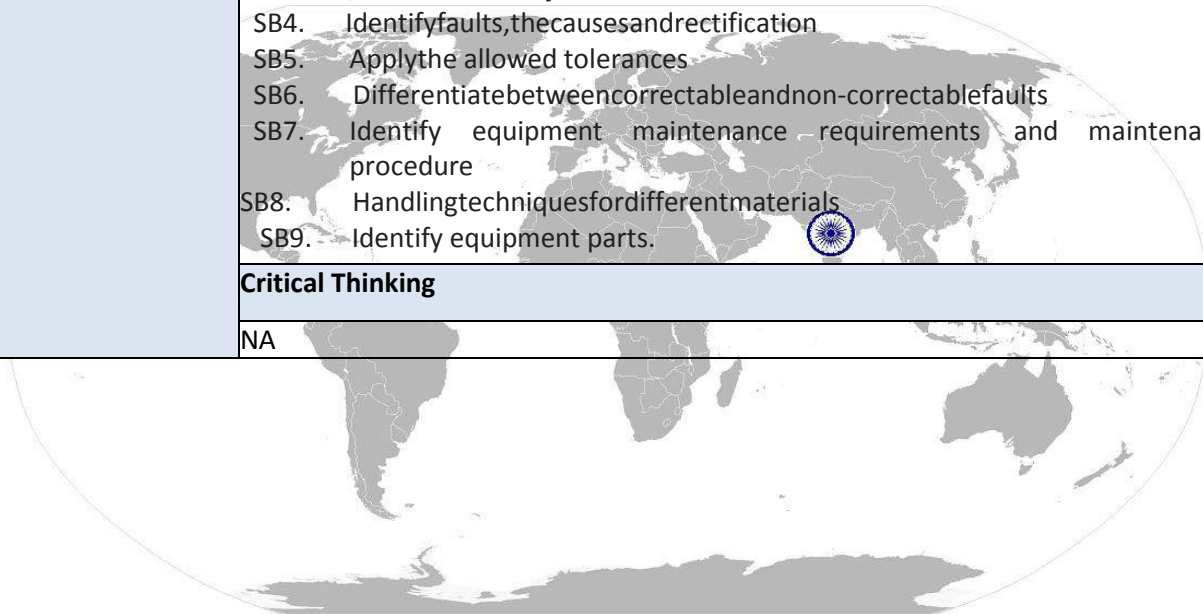
National Occupational Standard	Unit Code	AMH/N2302
	Unit Title (Task)	Contribute to achieve quality in sewing work
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality while undertaking sewing related activities to ensure that the work meets specifications.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Contribute to achieving the quality in stitching operations
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Contribute to achieving the product quality in sewing work	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. identify and use materials required based on the specifications</p> <p>PC2. take the necessary action when materials do not conform to quality standards</p> <p>PC3. Report and replace identified faulty materials and component parts which do not meet specification</p> <p>PC4. identify modifiable defects and rework on them</p> <p>PC5. carry out works safely and at a rate which maintains work flow</p> <p>PC6. report to the responsible person when the workflow of other production areas disrupts work</p> <p>PC7. test, sort, track feed and examine work in progress</p> <p>PC8. carry out quality checks at specified intervals according to instructions</p> <p>PC9. apply the allowed tolerances</p> <p>PC10. identify faults and take appropriate action for rectification</p> <p>PC11. make adjustments promptly to ensure the stitching work matches the specification</p> <p>PC12. fault-find materials and components for creased, stained, damage and incorrectly made-up component parts</p> <p>PC13. report faults in other processes to the appropriate person</p> <p>PC14. maintain the required productivity and quality levels</p> <p>PC15. complete and maintain documentation</p>
	Knowledge and Understanding (K) w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company/organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Safe working practices and organisational procedures</p> <p>KA2. The organisation's procedures and guidelines</p> <p>KA3. Quality systems and sewing process practiced in the organization</p> <p>KA4. Equipment operating procedures/manufacturer's instructions</p> <p>KA5. Types of problems with quality and how to report them to appropriate people</p> <p>KA6. Methods to present any ideas for improvement to line manager</p> <p>KA7. The importance of complying with written instructions</p> <p>KA8. Limits of personal responsibility</p> <p>KA9. Reporting procedure in case of faults in own/other processes</p>

AMH/N 2302 Contribute to achieve quality in sewing work

<p>B. Technical/ Domain Knowledge</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 incorrect settings in the specialized sewing machine</p> <p>KB4. Types of stitches (overlock, flatlock etc.)/hems/finish and purpose they serve</p> <p>KB5. Types of faults which may occur, how they are identified and methods to deal with it</p> <p>KB6. Different types of defects</p> <p>KB7. Reasons for keeping stitched items out of contamination</p> <p>KB8. The importance of marking and segregating rejects</p> <p>KB9. Inspect stitched products against specifications</p> <p>KB10. Identify mark and place rejects in the designated locations</p> <p>KB11. Appropriate inspection methods that can be used</p> <p>KB12. Acceptable solutions for particular faults</p> <p>KB13. The consequences of not rectifying problems</p> <p>KB14. The types of adjustments suitable for specific types of faults</p> <p>KB15. Own responsibilities at work during production</p>
<p>Skills (S) w.r.t the Scope</p>	
<p>Elements</p>	<p>Skills</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>NA</p>

AMH/N 2302 Contribute to achieve quality in sewing work

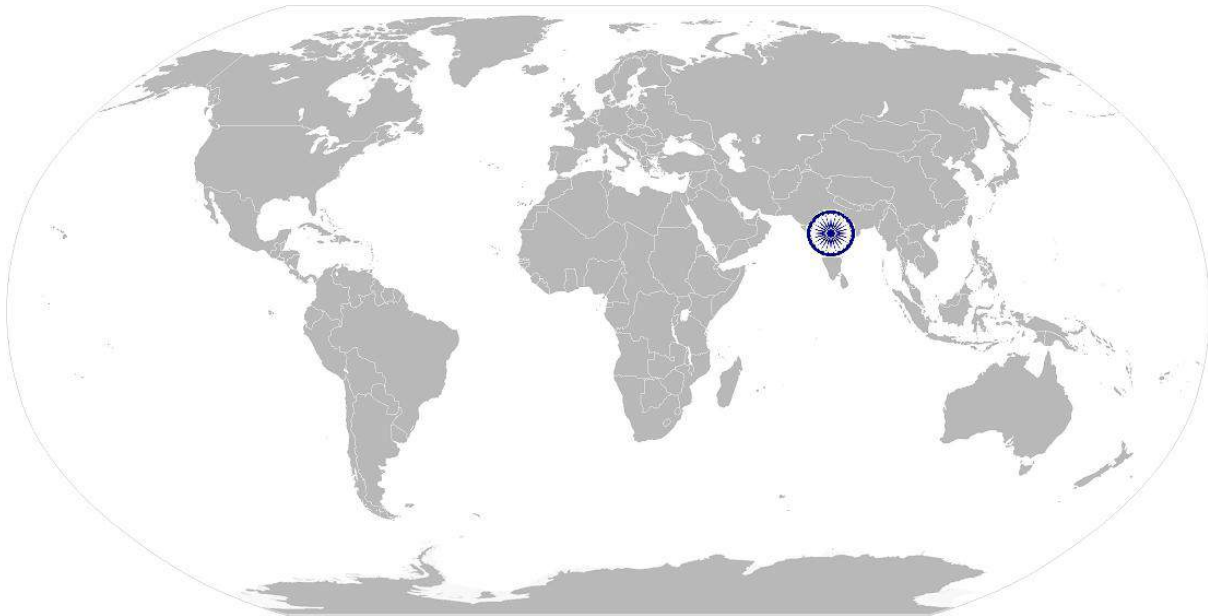
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. Setup equipment and test it SB2. Setup an efficient workstation
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB3. Use inspection methods appropriate to the work
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB4. Identify faults, the causes and rectification SB5. Apply the allowed tolerances SB6. Differentiate between correctable and non-correctable faults SB7. Identify equipment maintenance requirements and maintenance procedure SB8. Handling techniques for different materials SB9. Identify equipment parts.
	Critical Thinking
	NA



AMH/N 2302 Contribute to achieve quality in sewing work

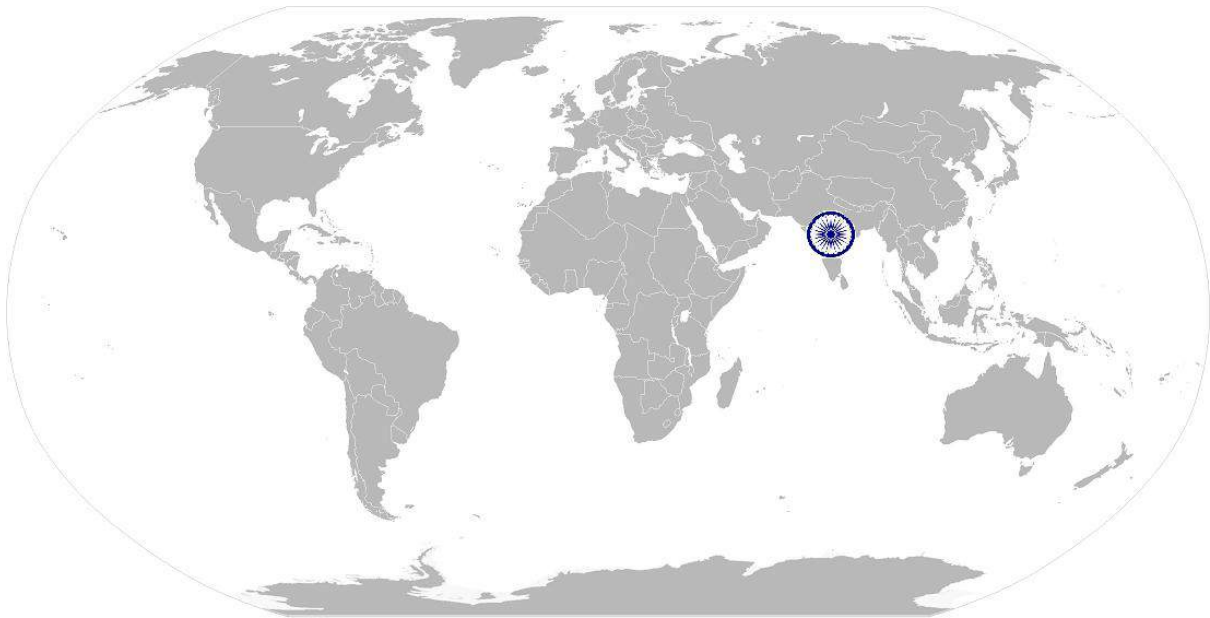
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NOS Code	AMH/N 2302		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/11/14
Industry Sub-sector	Apparel	Last reviewed on	26/11/14
Occupation	Specialized Stitching	Next review date	30/12/15



AMH/N 0102 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/N 0102 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: <ul style="list-style-type: none"> 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	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. use correct lifting and handling procedures</p> <p>PC3. use material to minimize waste</p> <p>PC4. maintain a clean and hazard-free working area</p> <p>PC5. maintain tools and equipment</p> <p>PC6. carry out running maintenance within agreed schedules</p> <p>PC7. carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. report unsafe equipment and other dangerous occurrences</p> <p>PC9. ensure that the correct machine guards are in place</p> <p>PC10. work in a comfortable position with the correct posture</p> <p>PC11. use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. dispose of wastes safely in the designated location</p> <p>PC13. store cleaning equipment safely after use</p> <p>PC14. carry out cleaning according to schedules and limits of responsibility</p>
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company/organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organisational procedures</p> <p>KA3. Limits of your own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p> <p>KA6. The importance of effective communication with colleagues</p> <p>KA7. The lines of communication, authority and reporting procedures</p> <p>KA8. The organisation's rules, codes and guidelines (including time keeping)</p> <p>KA9. The company's quality standards</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures/manufacturer's instructions</p>

AMH/N 0102 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	
Elements	Skills
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>On the job the individual needs to be able to:</p> <p>SB1. Take appropriate decisions regarding to responsibilities</p> <p>Plan and Organize</p> <p>NA</p> <p>Customer Centricity</p> <p>NA</p>

AMH/N 0102 Maintain work area, tools and machines

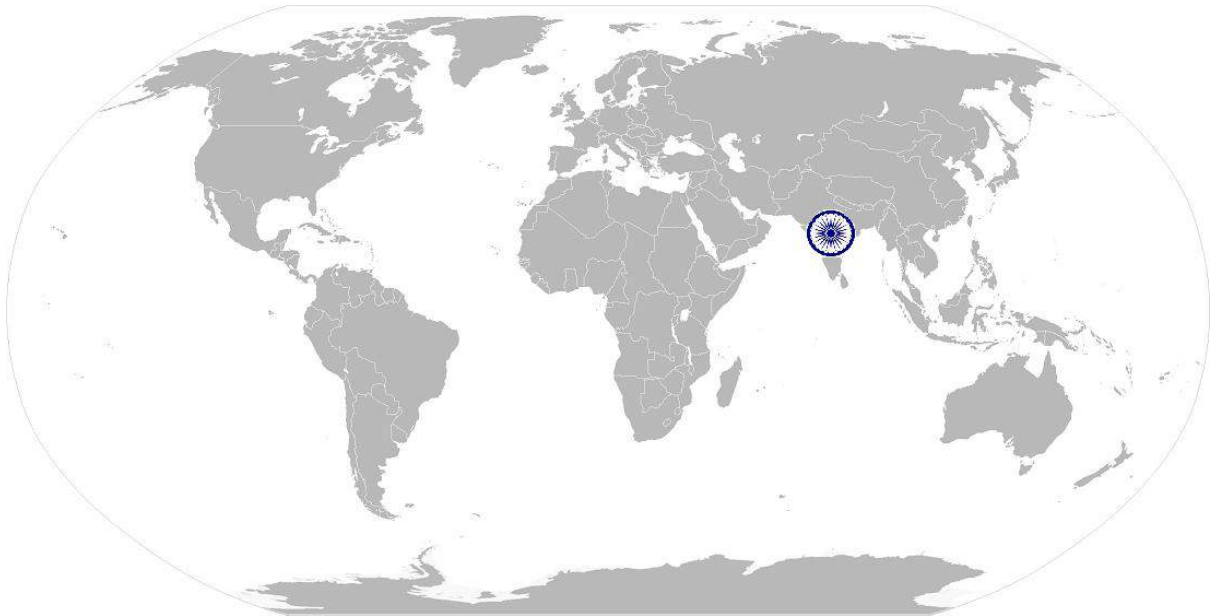
	Problem Solving
	On the job the individual needs to be able to: SB2. Solve operational role related issues
	Analytical Thinking
	NA
	Critical Thinking
	NA

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	08/11/14
Industry Sub-sector	Apparel	Last reviewed on	26/11/14
Occupation	Specialized Stitching	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
	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 minimise risk to self and others.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> 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	<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 malfunction that cannot be rectified</p> <p>PC8. Store materials and equipment in line with manufacturer's and Organisational requirements</p> <p>PC9. Safely handle and move waste and debris</p> <p>PC10. Minimise 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) w.r.t. the Scope	

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

Elements	Knowledge and Understanding
A. Organisational Context	The user/individual on the job needs to know and understand:
(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	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Occupational health and safety risks and methods KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs
Skills (S) w.r. to the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/ individual on the job needs to know and understand how to:
	SA1. Document and report any health and safety related incidents/ accidents
	Reading Skills
	The user/ individual on the job needs to know and understand how to:
SA2. Read and comprehend manuals of operations	
SA3. Read all organizational and equipment related health and safety manuals and documents	
SA4. Read instructions, guidelines/procedures/rules related to the worksite and	
	Oral Communication (Listening and Speaking Skills)

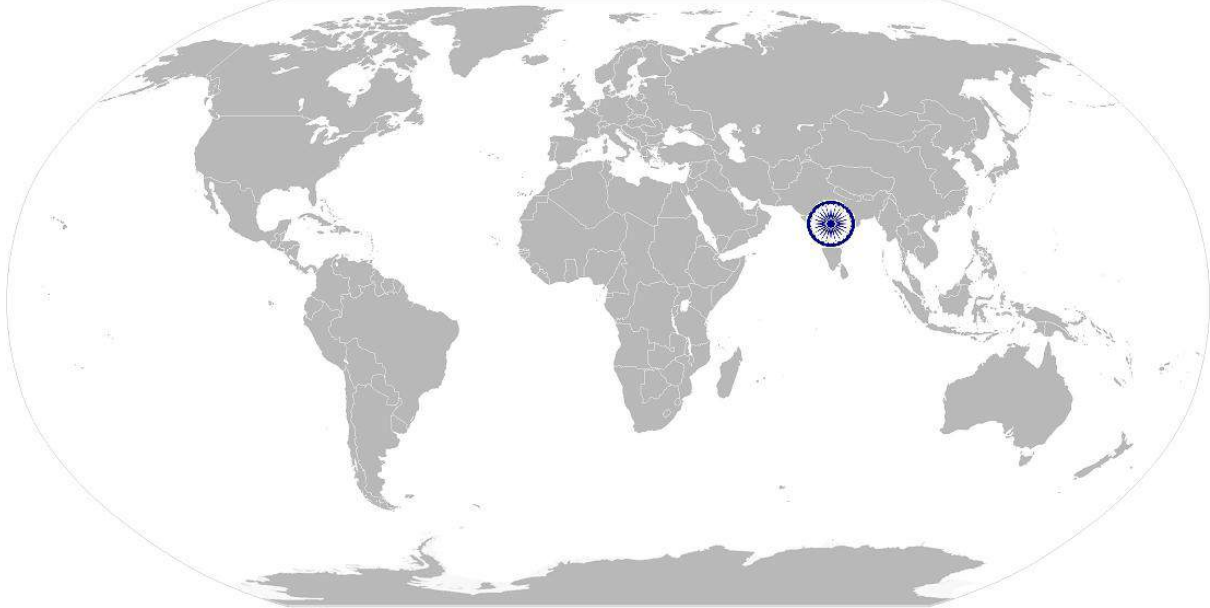
AMH/N 0103 Maintain health, safety and security at workplace

	The user/ individual on the job needs to know and understand how to: SA5. Give clear instructions to co-workers, subordinates and other personnel SA6. Use correct technical terms while interacting with supervisor
B. Professional Skills	Decision Making
	NA
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB1. Keep work area free from potential hazards
	Customer Centricity
	NA
	Problem Solving
	The user/individual on the job needs to know and understand how to: SB2. Raise alarm SB3. Safe and correct procedure of handling equipment and machinery SB4. Report to supervisors and other authorized personnel for assistance
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB5. Identify and report service malfunctions and chemical leaks SB6. Identify, report malfunctions in machinery and equipment and correct them if possible
Critical Thinking	
NA	

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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	08/11/14
Industry Sub-sector	Apparel	Last reviewed on	26/11/14
Occupation	Specialized Stitching	Next review date	30/12/15



CRITERIA FOR ASSESSMENT OF TRAINEES

Specialized Sewing Machine Operator

AMH/Q2301

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

		Total Marks	Out of	Marks Allocation		
				Theo ry	Skills Pract ical	ViVa
1. AMH/N2301 Carry out different types of stitches using an specialised sewing machine	1) Make sure the work area is free from hazards	140	8	2	3	3
	2) Follow the instructions & specifications given in the Tech pack to stitch the sample		7	2	4	1
	3) Ask questions to obtain more information on tasks when the instructions you have are unclear		5	2	1	2
	4) Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any		5	1	3	1
	5) Use the correct tools and equipments		4	1	2	1
	6) Check that equipment is safe and set up in readiness for use		4	1	2	1
	7) Select the correct component parts for the style being worked on		5	1	3	1

	8) Check that the materials to be used are free from faults		6	1	3	2
	9) Ensure the materials used meet the specification matching a) Within a product b) Between a pair of products where applicable		5	1	3	1
	10) Carry out test sews		5	1	3	1
	11) Check needles and threads regularly		5	1	3	1
	12) Check if fabric / Component is correctly marked and pieces cut as required		4	1	2	1
	13) Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly.		5	1	3	1
	14) Report faults in the materials		5	1	2	2
	15) Conform to company quality standards		6	3	1	2
	16) Report any damaged work to the responsible person		4	1	2	1
	17) 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		5	2	2	1
	18) Operate machines safely and in accordance with guidelines		6	1	4	1
	19) Optimize the positioning and layout of materials to ensure a smooth and rapid throughput		5	2	2	1
	20) Check the equipment prior to making the stitching, including correct controls, correct attachments, correct needle & thread		6	1	4	1
	21) Stitch the correct materials in the right sequence as required by the product specification as per the specified stitch type (stitch classes), hems & seams		5	1	3	1
	22) Ensure stitched product conforms to shape and size requirement		4	1	2	1
	23) Ensure stitched products meets specification in terms of labels and trimmings		4	1	2	1
	24) Inspect stitched products against specifications		4	1	2	1
	25) Carry out alterations to meet customer requirements		5	1	3	1
	26) Minimise and dispose the waste materials in the approved manner		5	1	2	2

	27) Sew and apply trims by hand and machine		4	1	2	1
	28) Perform complex stitching operations with precision & accuracy		4	1	2	1
	Total		140	35	70	35
2. AMH/N2302 Contribute to achieve quality in sewing work	1) Identify and use materials required based on the specifications	100	7	2	3	2
	2) Take the necessary action when materials do not conform to quality standards		7	2	3	2
	3) Report and replace identified faulty materials and component parts which do not meet specification		7	2	4	1
	4) Identify modifiable defects and rework on them		7	2	4	1
	5) Carry out work safely and at a rate which maintains work flow		7	1	5	1
	6) Report to the responsible person when the work flow of other production areas disrupts work		6	1	3	2
	7) Test, sort, track feed and examine work in progress		7	1	5	1
	8) Carry out quality checks at specified intervals according to instructions		7	1	5	1
	9) Apply the allowed tolerances		6	1	4	1
	10) Identify faults and take appropriate action for rectification		7	1	5	1
	11) Make adjustments promptly to ensure the stitching work matches the specification		7	1	5	1
	12) Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts		7	2	3	2
	13) Report faults in other processes to the appropriate person		6	1	4	1
	14) Maintain the required productivity and quality levels		6	1	4	1
	15) Complete and maintain documentation		6	1	3	2
	Total		100	20	60	20
3. AMH/N 0102 Maintain the work area, tools and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly	50	4	1	2	1
	PC2. Use correct lifting and handling procedures		4	1	2	1
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		3	1	1	1

	PC5. Maintain tools and equipment		3	1	1	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		4	1	2	1	
	PC9. Ensure that the correct machine guards are in place		4	1	2	1	
	PC10. Work in a comfortable position with the correct posture	60	4	1	1	2	
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		4	2	1	1	
	PC12. Dispose of waste safely in the designated location		3	1	1	1	
	PC13. Store cleaning equipment safely after use		3	1	1	1	
	PC14. Carry out cleaning according to schedules and limits of responsibility		3	1	1	1	
	Total		50	15	20	15	
4.AMH/N 0103 Maintain health , safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace.			3	1	1	1
	PC2. Use and maintain personal protective equipment as per protocol			3	2	1	1
	PC3. Carry out own activities in line with approved guidelines and procedures			4	2	1	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants			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	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		3	1	1.5	0.5	
	PC9. Safely handle and move waste and debris		4	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		4	1	2	1	
	PC12. Monitor the workplace and work processes for poten		3	1	1	1	
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	1.5	0.5	
	PC14. Report hazards and potential risks/ threats to		3	1	1	1	

	supervisors or other authorized personnel					
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		3	0.5	2	0.5
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		4	1	2.5	0.5
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		3	0.5	2	0.5
	PC18. Follow organisation procedures for shutdown and evacuation when required		3	1	1.5	0.5
	Total		60	20	25	15
			350	90	175	85
	GRAND TOTAL					