

## 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

**Contact Us:**  
AMH - SSC  
E-mail:  
ceo@sscammh.com



### Contents

1. Introduction and Contacts.....P.1
2. Qualifications Pack.....P.2
3. Glossary of Key Terms.....P.3
4. NOS Units.....P.5

### Introduction

## Qualifications Pack – Industrial Engineer (IE) Executive

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

**SUB-SECTOR:** APPAREL

**OCCUPATION:** INDUSTRIAL ENGINEERING

**REFERENCE ID:** AMH/Q 2001

**ALIGNED TO:** NCO-2004 / 8263.90

**Brief Job Description:** An Industrial Engineer is responsible for determining most effective ways to create a product or service in sewing line. Their work includes analysis of the sewing method & process, machine and supervision of production floor for efficiency improvement.

**Personal Attributes:** An Industrial Engineer on sewing floor should have good analytical and communication skills and have thorough knowledge of sewing process & different kind of sewing machines & equipments.

<b>Job Details</b>	<b>Qualifications Pack Code</b>	<b>AMH/Q 2001</b>		
	<b>Job Role</b>	<b>Industrial Engineer (IE)-Executive</b>		
	<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>08/11/14</b>
	<b>Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>26/11/14</b>
	<b>Occupation</b>	<b>Industrial Engineering</b>	<b>Next review date</b>	<b>30/12/15</b>

<b>Job Role</b>	<b>Industrial Engineer (IE)-Executive</b>
<b>Role Description</b>	An Industrial Engineer is responsible for determining most effective ways to create a product or service in sewing line.
<b>NSQF level</b>	6
<b>Minimum Educational Qualifications</b>	Graduate Degree in Mathematics/Science/B. Tech, preferably
<b>Maximum Educational Qualifications</b>	N/A
<b>Training</b> (Suggested but not mandatory)	Training in Industrial Engineering & Process Improvement
<b>Experience</b>	Preferably 1-2 years of work experience in Apparel Production Department
<b>National Occupational Standards (NOS)</b>	<p><b>Compulsory:</b></p> <ol style="list-style-type: none"> <li><a href="#">AMH/N 2001 (Sewing Line Planning based on production target)</a></li> <li><a href="#">AMH/N 2002 (Supervise, analyse and evaluate performance on sewing floor)</a></li> <li><a href="#">AMH/N 2003 (Research &amp; Resolve production problems to implement better production system)</a></li> <li><a href="#">AMH/N 2004 (Manage data, forms &amp; instructions for recording, evaluating &amp; reporting quality &amp; reliability data)</a></li> <li><a href="#">AMH/N 2005 (Comply with industry and organisational requirements)</a></li> <li><a href="#">AMH/N 2006 (Maintain health, safety and security at workplace)</a></li> </ol> <p><b>Optional:</b> N/A</p>
<b>Performance Criteria</b>	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.
<b>Keywords /Terms</b>	<b>Description</b>
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

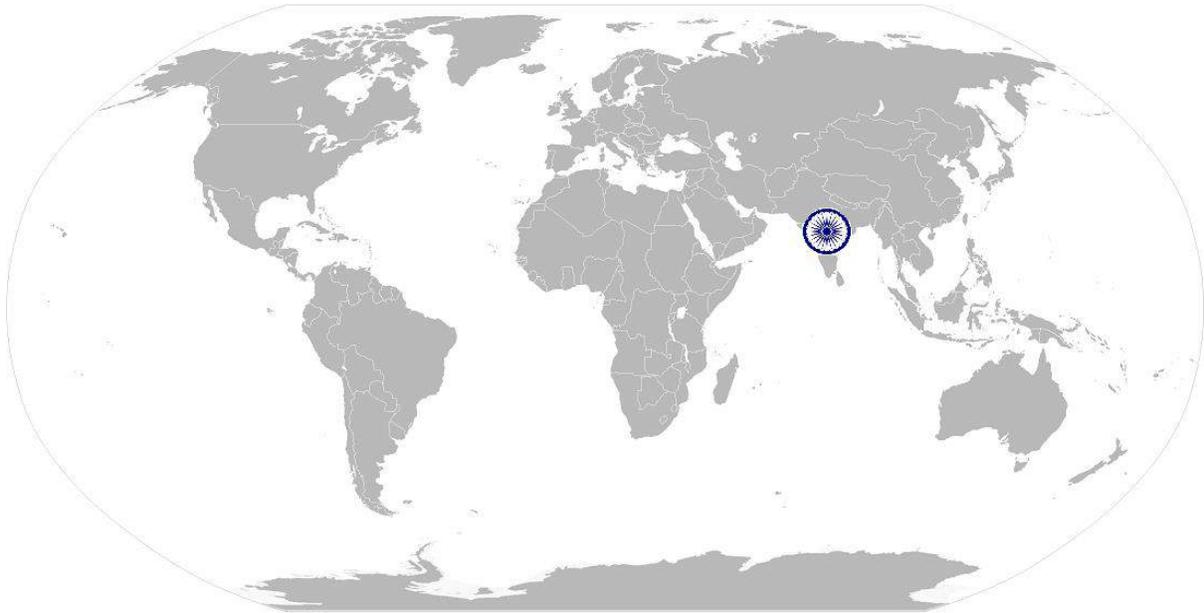
Acronyms

AMH/N 2001

Sewing Line Planning based on production target

---

# National Occupational Standard



## Overview

This unit is about planning for the sewing line at production floor based on production target

AMH/N 2001

Sewing Line Planning based on production target

National Occupational Standard	<b>Unit Code</b>	AMH/N2001
	<b>Unit Title (Task)</b>	Sewing Line Planning based on production target
	<b>Description</b>	This unit is about planning for the sewing line at production floor based on production target
	<b>Scope</b>	<p><b>This unit/task covers the following:</b></p> <ul style="list-style-type: none"> <li>Planning to achieve production target</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Planning to achieve production target</b>	<p>To be competent, you must be able to:</p> <p>PC1. study operations sequence, material flow, functional statements, organization charts, and project information to determine worker functions and responsibilities</p> <p>PC2. draft and design layout of equipment, materials, and workspace to illustrate maximum efficiency, using drafting tools and computer</p> <p>PC3. evaluate precision and accuracy of production and testing equipment and engineering drawings to formulate corrective action plan</p> <p>PC4. plan and establish sequence of operations to fabricate and assemble parts or products and to promote efficient utilization.</p> <p>PC5. schedule deliveries based on production forecasts, material substitutions, storage and handling facilities, and maintenance requirements</p> <p>PC6. regulate and alter workflow schedules according to established manufacturing sequences and lead times to expedite production operations.</p> <p>PC7. provide detailed instructions, drawings, or specifications to explain about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.</p> <p>PC8. estimate sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.</p> <p>PC9. prepare operation bulletin to estimate SAM with productivity at costing stage</p> <p>PC10. assist in financial planning &amp; cost analysis</p> <p>PC11. communicate to the concerned on production plan &amp; standards</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. Product Requirements of construction specification &amp; quality standards</p> <p>KA2. Machine specifications &amp; regulations in factory</p> <p>KA3. Reporting procedures and formats and their periodicity</p> <p>KA4. Defect Classification Critical and Non Critical Defects.</p> <p>KA5. Defect with relation to critical defect zones</p> <p>KA6. Escalation Matrix of who to refer problems to when they are out of control</p> <p>KA7. Your organization's tools, templates and processes for recording and monitoring process confirmation and deviations</p>

AMH/N 2001

Sewing Line Planning based on production target

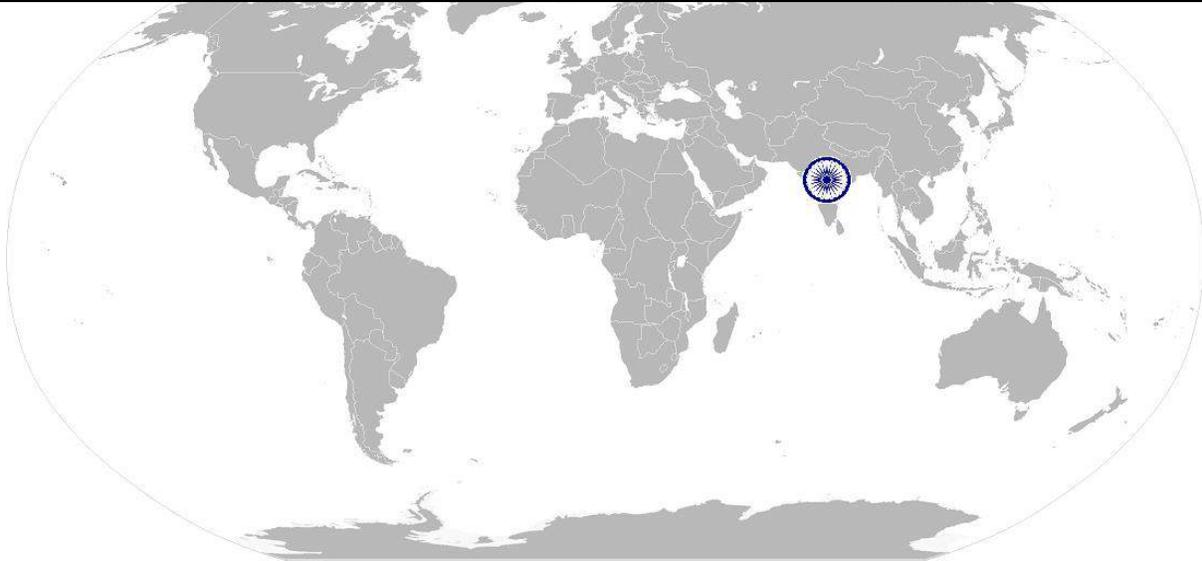
	<p>KA8. Interdepartmental material movement procedure</p> <p>KA9. Compliance for Vendors</p>
<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KB1. Nature of logistics &amp; supply chains</p> <p>KB2. Factors in mathematical analysis &amp; decision making</p> <p>KB3. Risk assessment process</p> <p>KB4. Planning &amp; strategy for business</p> <p>KB5. Current policies with factory, machine &amp; method</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>You need to know and understand how to:</p> <p>SA1. Complete accurate well written work with attention to detail</p> <p>SA2. Communicate with others in writing</p>
	<p><b>Reading Skills</b></p> <p>You need to know and understand how to:</p> <p>SA3. Read &amp; follow guidelines, rules, processes, documents &amp; agreements</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>You need to know and understand how to:</p> <p>SA4. listen effectively and orally communicate information accurately</p> <p>SA5. ask for clarification and advice from others</p>
	<p><b>Decision Making</b></p> <p>You need to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes</p> <p>SB2. make decisions on a suitable course of action or response</p>
	<p><b>Plan and Organize</b></p> <p>You need to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p>
<b>B. Professional Skills</b>	<p><b>Customer Centricity</b></p> <p>NA</p>
	<p><b>Problem Solving</b></p> <p>You need to know and understand how to:</p> <p>SB4. apply problem-solving approaches in different situations</p> <p>SB5. refer anomalies to the supervisor</p> <p>SB6. seek clarification on problems from others</p>
	<p><b>Analytical Thinking</b></p> <p>You need to know and understand how to:</p> <p>SB7. analyze data and activities</p> <p>SB8. pass on relevant information to others</p>
	<p><b>Critical Thinking</b></p> <p>You need to know and understand how to:</p> <p>SB9. provide opinions on work in a detailed and constructive way</p> <p>SB10. apply balance judgments to different situations</p>

**AMH/N 2001**

**Sewing Line Planning based on production target**

**NOS Version Control**

<b>NOS Code</b>	<b>AMH/N 2001</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>08/11/14</b>
<b>Industry Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>26/11/14</b>
<b>Occupation</b>	<b>Industrial Engineering</b>	<b>Next review date</b>	<b>30/12/15</b>

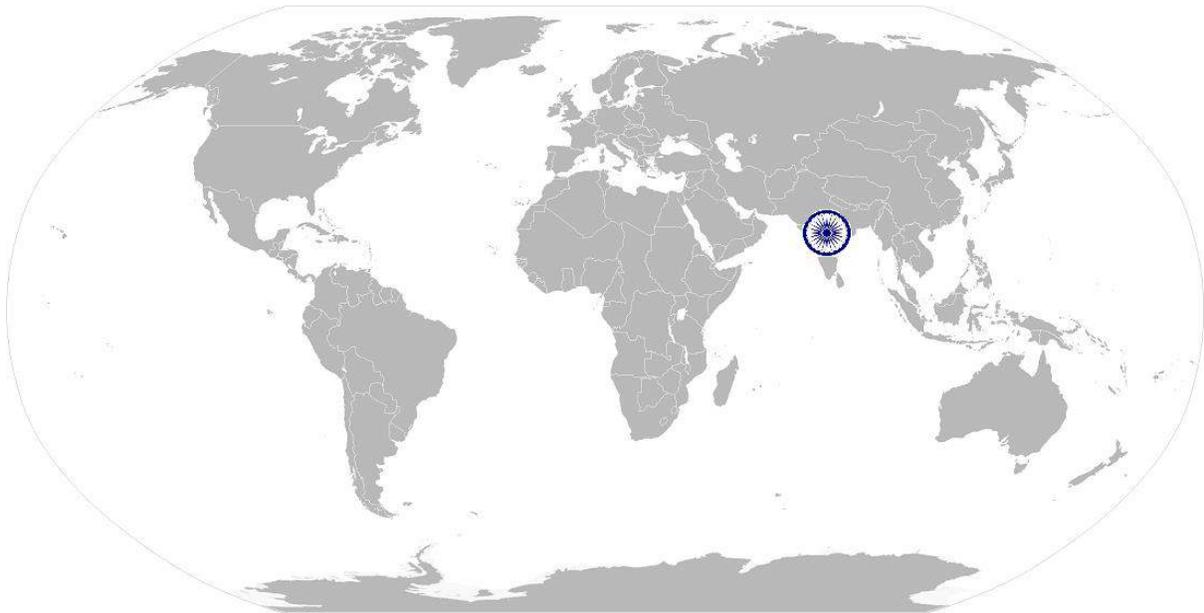


AMH N/2002

Supervise, Analyse & Evaluate Performance on Sewing Floor

---

# National Occupational Standard



## Overview

This unit is about supervising, analysing and evaluating performance on sewing floor.

**AMH/N2002 Supervise, Analyse & Evaluate Performance on Sewing Floor**

<b>National Occupational Standard</b>	<b>Unit Code</b>	<b>AMH/N2002</b>
	<b>Unit Title (Task)</b>	<b>Supervise, analyse and evaluate performance on sewing floor</b>
	<b>Description</b>	This NOS unit is about supervising and evaluating the performance of subordinates to ensure higher levels of motivation and output.
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>▪ supervise all activities performed by operators and evaluate their performance</li> <li>▪ Analyse and evaluate performance on production floor</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Supervise all activities performed by operators and evaluate their performance</b>	To be competent on the job, you must be able to: <ul style="list-style-type: none"> <li>PC1. set goals and targets as per production directives for all operators in a production line</li> <li>PC2. create quantified measures and metrics to analyse the performance delivered by operators</li> <li>PC3. set tangible measuring system for operators as per the goals and targets assigned</li> <li>PC4. ensure and implement strict adherence of all activities performed by operators to production guidelines</li> <li>PC5. monitor and supervise all the activities performed by operators and ensure optimization to achieve the set goals</li> <li>PC6. review production schedules, engineering specifications, orders, and related information to obtain knowledge of manufacturing methods, procedures, and activities</li> </ul>
	<b>Analyse and evaluate performance on production floor</b>	<ul style="list-style-type: none"> <li>PC7. evaluate performance of operators and reporting on the designed measures and metrics as per the production guidelines</li> <li>PC8. assist and support concerned line supervisors whenever necessary or applicable</li> <li>PC9. study operations sequence, material flow, functional statements to evaluate the production flow process</li> <li>PC10. evaluate precision and accuracy of production and testing equipment and layout to formulate corrective action plan</li> <li>PC11. analyze statistical data and product specifications to determine standards and establish quality and reliability objectives of finished product.</li> <li>PC12. hand over all the documents</li> </ul>

**AMH/N2002 Supervise, Analyse & Evaluate Performance on Sewing Floor**

	and appropriate support measures to human resources department for official records
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. standard operating procedures of production floor</p> <p>KA2. standard operating procedures for query and problem reporting and their redressal in the organisation</p> <p>KA3. framework and guidelines prescribed by the organization for query</p> <p>KA4. framework and guidelines prescribed for performance evaluations</p> <p>KA5. documentation requirements for each procedure carried out as part of roles and responsibilities</p> <p>KA6. institutional and professional code of ethics and standards of practice</p> <p>KA7. safety and health policies and regulations for the workplace</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. documentation requirements for rating and other performance evaluations of operations &amp; operators</p> <p>KB2. process flow for performance evaluation and documentation</p> <p>KB3. subordinate and reporting executive's problems and queries and documenting it in the organisation's prescribed format</p> <p>KB4. redressal documentation mechanisms available in the organization and acting accordingly in a timely manner</p> <p>KB5. Software or Formats such as MS Word, Excel, PowerPoint and Management Information System (MIS), General Sewing Data (GSD), Pre-determined Motion Time Systems (PMTS) etc. as prescribed by the organization</p>
<b>Skills (S)</b>	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to:
	SA1. Complete accurate well written work with attention to detail
	SA2. Communicate with others in writing
	<b>Reading Skills</b>
You need to know and understand how to:	
SA3. read instructions, guidelines, procedures and rules	
SA4. Read and understand techpacks, buyer & product specifications	
SA5. read reviews from subordinates in terms of their requirements, queries and feedbacks	
SA6. read policies and regulations pertinent to the job	
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to:

**AMH/N2002 Supervise, Analyse & Evaluate Performance on Sewing Floor**

<b>B. Professional Skills</b>	SA7. Interact with all subordinates to understand their requirements, queries and feedback on various aspects within the organization
	SA8. Interact with organisation's internal stakeholders to ensure efficiency
	SA9. performance evaluation of the subordinates leading to higher levels of satisfaction and motivation
	<b>Decision Making</b>
	You need to know and understand how to:
	SB1. Make decisions regarding the production schedule
	<b>Plan and Organize</b>
	NA
	<b>Customer Centricity</b>
	NA
<b>Problem Solving</b>	
You need to know and understand how to:	
SB3. review production schedules, engineering specifications in case of bottleneck	
<b>Analytical Thinking</b>	
You need to know and understand how to:	
SB4. provide relevant information to others	
SB5. analyze needs, requirements, statistical data and dependencies in order to meet your work requirements	
<b>Critical Thinking</b>	
You need to know and understand how to:	
SB6. Observe and analyze operations sequence, material flow, functional statements, to evaluate the production flow process	

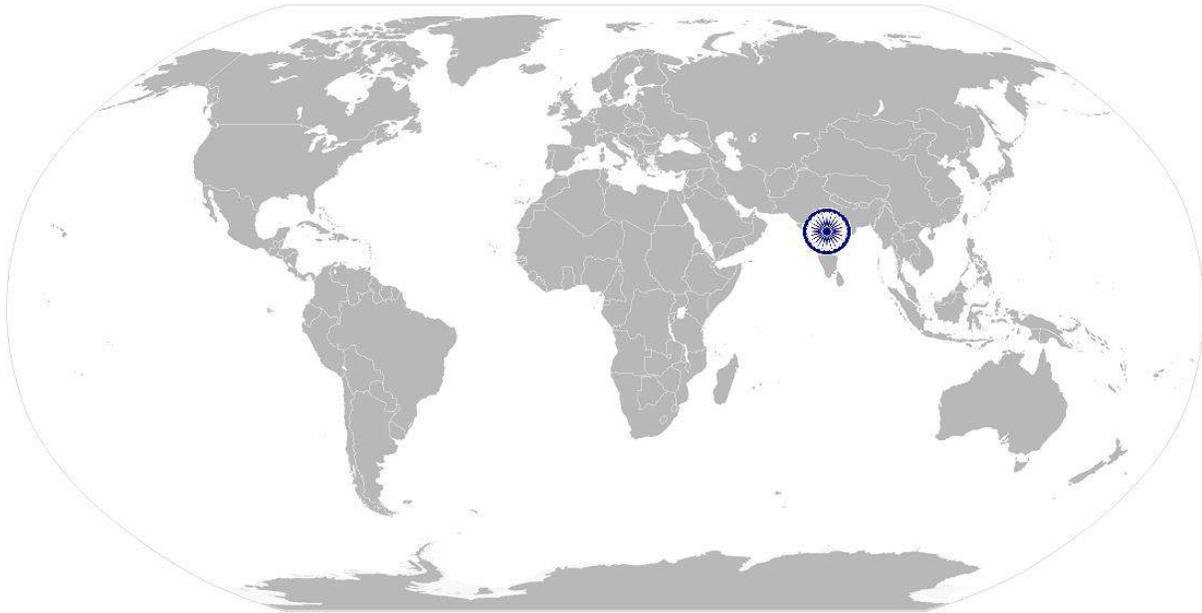
**NOS Version Control**

NOS Code	AMH/N 2002		
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	Industrial Engineering	Next review date	30/12/15

AMH/N2003 Research & Resolve production problems to implement better production system

---

# National Occupational Standard



## Overview

This unit is about research & resolve production problems to implement better production system.

## AMH/N2003 Research & Resolve production problems to implement better production system

National Occupational Standard	<b>Unit Code</b>	AMH/N2003
	<b>Unit Title (Task)</b>	Research & Resolve production problems to implement better production system
	<b>Description</b>	This unit is about research & resolve production problems to implement better production system
	<b>Scope</b>	<b>This unit/task covers the following:</b> <ul style="list-style-type: none"> <li>Identify &amp; troubleshoot the production problem for better production system</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Identify &amp; troubleshoot the production problem for better production system</b>	<p>To be competent, you must be able to:</p> <p>PC1. apply statistical methods and perform mathematical calculations to determine manufacturing process problems.</p> <p>PC2. review production process in terms of method and machine requirement</p> <p>PC3. identify &amp; analyse different type of production system &amp; their feasibility with product requirement</p> <p>PC4. develop manufacturing methods, labor utilization standards, and cost analysis systems to promote efficiency &amp; productivity</p> <p>PC5. identify the update method of garment manufacturing</p> <p>PC6. carry out process re-engineering &amp; set the production benchmarks</p> <p>PC7. recommend methods for improving utilization of personnel, material, and utilities</p>
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>KA1. your organization's policies, procedures, guidelines and standards</p> <p>KA2. Safe working practices and organisational procedures</p> <p>KA3. Quality systems and other processes practiced in the organization</p> <p>KA4. Types of problems associated with different kind of production system and how to report them to appropriate people</p> <p>KA5. The importance of complying with written instructions</p> <p>KA6. Reporting procedure in case of faults in own/ other processes</p> <p>KA7. who to refer problems to when they are outside the limit of your authority</p> <p>KA8. your organization's tools, templates and processes for export marketing related operations</p>
	<b>B. Technical Knowledge</b>	<p>You need to know and understand:</p> <p>KB1. Machine &amp; method guidelines</p> <p>KB2. Routing guidelines</p> <p>KB3. Garment Construction specifications</p> <p>KB4. Manufacturing standards &amp; procedures</p> <p>KB5. Sequence of operations for manufacturing</p> <p>KB6. Invoicing instructions &amp; process</p>

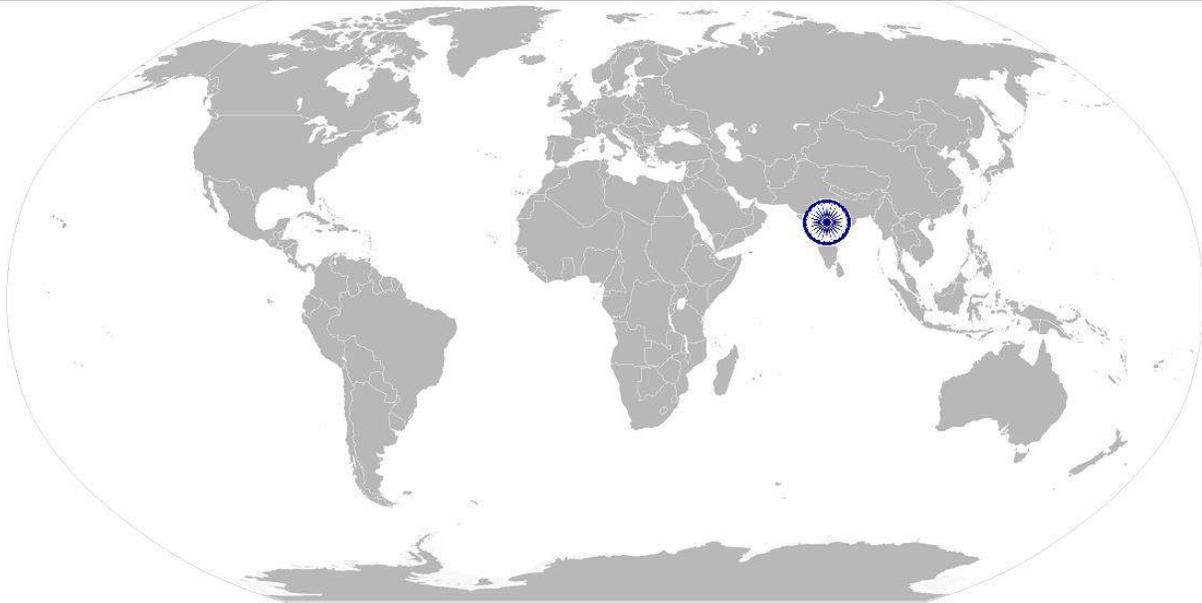
**AMH/N2003 Research & Resolve production problems to implement better production system**

Skills (S)	
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>
	You need to know and understand how to: SA1. Complete accurate well written work with attention to detail SA2. Communicate with others in writing
	<b>Reading Skills</b>
	You need to know and understand how to: SA3. Read & follow guidelines, rules, processes, export documents & agreements
	<b>Oral Communication (Listening and Speaking skills)</b>
<b>B. Professional Skills</b>	You need to know and understand how to: SA4. listen effectively and orally communicate information accurately SA5. ask for clarification and advice from others
	<b>Decision Making</b>
	You need to know and understand how to: SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	<b>Plan and Organize</b>
	You need to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	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
	<b>Analytical Thinking</b>
You need to know and understand how to: SB7. analyze data and activities SB8. pass on relevant information to others	
<b>Critical Thinking</b>	
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	

**AMH/N2003 Research & Resolve production problems to implement better production system**

**NOS Version Control**

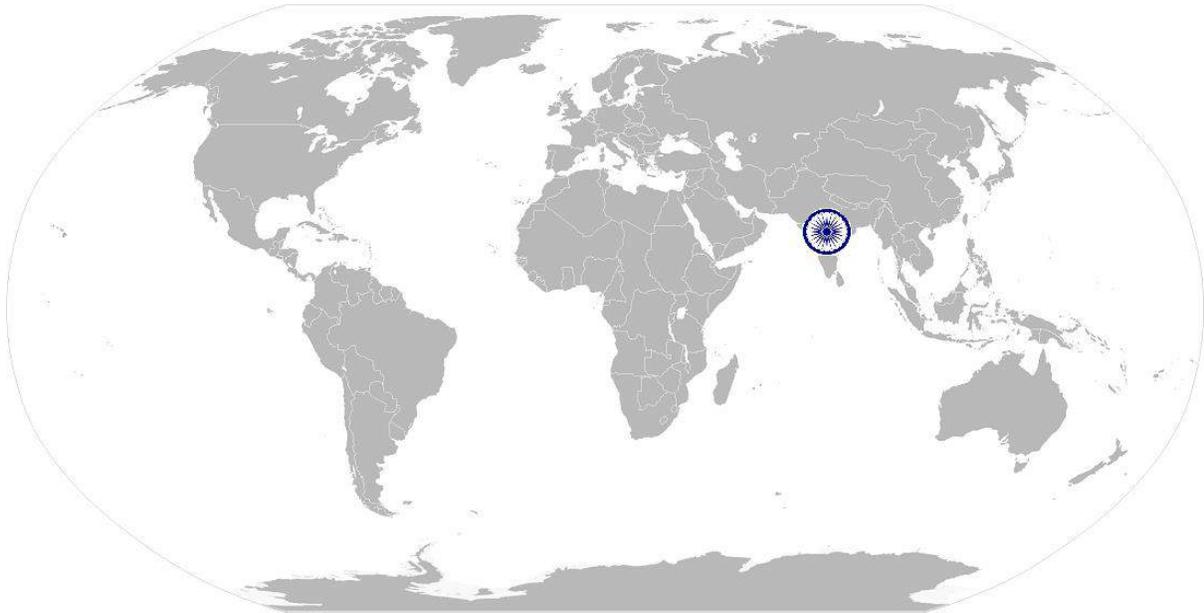
<b>NOS Code</b>	<b>AMH/N2003</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>08/11/14</b>
<b>Industry Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>26/11/14</b>
<b>Occupation</b>	<b>Industrial Engineering</b>	<b>Next review date</b>	<b>30/12/15</b>



AMH/N2004 Manage data, forms & instructions for recording, evaluating & reporting quality & reliability data

---

# National Occupational Standard



## Overview

This unit is about managing data and completing the requisite documentation at each stage of operation.

**AMH/N2004      Manage data, forms & instructions for recording, evaluating & reporting quality & reliability data**

National Occupational Standard	<b>Unit Code</b>	AMH/N 2004
	<b>Unit Title (Task)</b>	Manage data, forms & instructions for recording, evaluating & reporting quality & reliability data
	<b>Description</b>	This unit is about managing data and completing the requisite documentation at each stage of operation.
	<b>Scope</b>	<b>This unit/task covers the following:</b> 1. Documentation and management of data 2. Record Keeping
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Documentation and management of data</b>	To be competent on the job, you must be able to: PC1. maintain documents such as Standard Operating Procedures of various functions in an organized way. PC2. oversee recording of information to ensure currency of engineering drawings and documentation of production problems PC3. supervise the process of documentation of various processes. PC4. ensure all reports & documents are prepared as per the specified format. PC5. use data management software effectively to store information. PC6. document the Operation Bulletin created to estimate SAM with productivity at costing stage PC7. record special and new operations to video and build database for operations with Sewing Data Analysis software. PC8. after checking and validating the operation bulletin and the SAMs in production floor and thereby regulating the unnecessary operations, document the same as per organization's procedure and protocol.
	<b>Record Keeping</b>	PC9. keep all reports in safe and secure condition PC10. store the records, SOPs and other analysis documents in such a way that it can be retrieved easily whenever required. PC11. maintain confidentiality of the reports/data/analysis, wherever applicable.
	<b>Knowledge and Understanding (K)</b>	

**AMH/N2004      Manage data, forms & instructions for recording, evaluating & reporting quality & reliability data**

<p><b>B. Organizational Context</b> (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <p>KA1. The organization's policies and procedures          KA2. Guidelines for storage of records          KA3. Protocol to obtain more information on work related tasks          KA4. Details of the job role and responsibilities          KA5. Documentation and reporting formats          KA6. Protocol and format for reporting work related risks/problems          KA7. Method of obtaining/giving feedback related to performance          KA8. Importance of teamwork and harmonious working relationships          KA9. Process for offering/obtaining work related assistance</p>
<p><b>B. Technical Knowledge</b></p>	<p>You need to know and understand:</p> <p>KB1. Documentation formalities relating to IE          KB2. Documentation Framework          KB3. Report writing method          KB4. Record keeping method          KB5. Evaluating information collected during inspection          KB6. Store all information in a methodical way</p>
<p><b>Skills (S)</b></p>	
<p><b>A. Core Skills/ Generic Skills</b></p> <hr/> <p><b>B. Professional Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>You need to know and understand how to:</p> <p>SA1. Complete accurate well written work with attention to detail          SA2. Communicate with others in writing</p>
	<p><b>Reading Skills</b></p>
	<p>You need to know and understand how to:</p> <p>SA3. read instructions, guidelines, procedures and rules          SA4. Read and understand techpack documents, compliance standards</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
	<p>You need to know and understand how to:</p> <p>SA5. ask for clarification and advice from managers          SA6. communicate orally with colleagues</p>
	<p><b>Decision Making</b></p>
	<p>NA</p>
	<p><b>Plan and Organize</b></p>
	<p>You need to know and understand how to:</p> <p>SB11. plan and organize the reports and documents as per the specified format</p>
	<p><b>Customer Centricity</b></p>
	<p>NA</p>
<p><b>Problem Solving</b></p>	
<p>NA</p>	

**AMH/N2004      Manage data, forms & instructions for recording, evaluating & reporting quality & reliability data**

	<b>Analytical Thinking</b>
	You need to know and understand how to: SB1. provide relevant information to others SB2. analyze needs, requirements and dependencies in order to meet your work requirements
	<b>Critical Thinking</b>
	NA

**NOS Version Control**

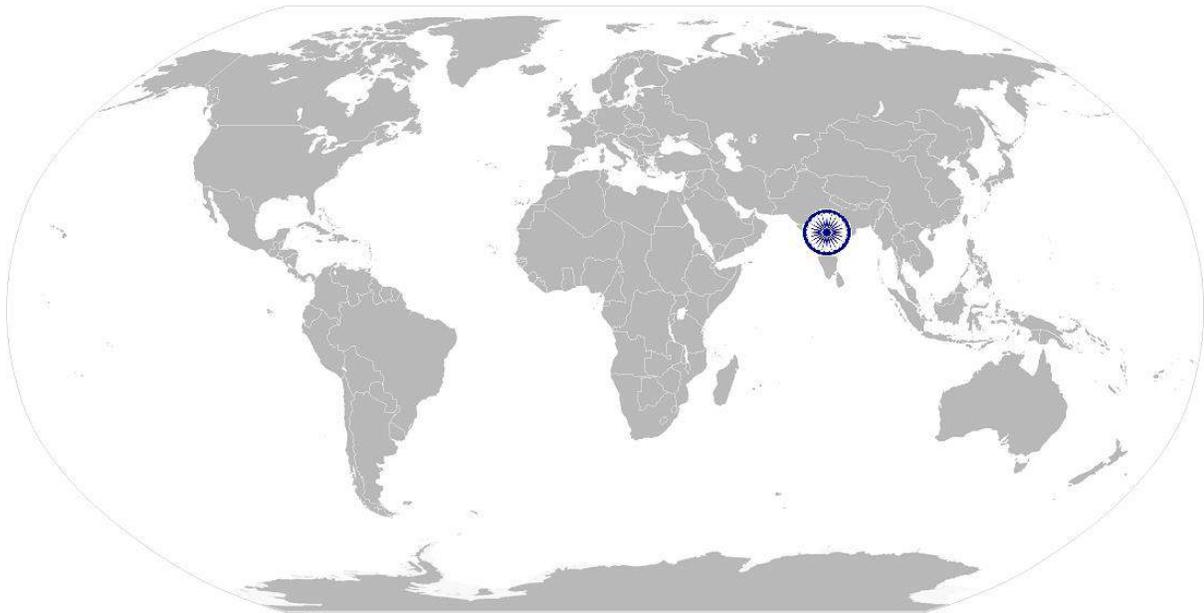
<b>NOS Code</b>	AMH/N 2004		
<b>Credits (NSQF)</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Apparel, Made-Up's and Home Furnishing	<b>Drafted on</b>	08/11/14
<b>Industry Sub-sector</b>	Apparel	<b>Last reviewed on</b>	26/11/14
<b>Occupation</b>	Industrial Engineering	<b>Next review date</b>	30/12/15

AMH/N 2005

Complywithindustryandorganizationalrequirements

---

# National Occupational Standard



## Overview

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

AMH/N 2005

Complywithindustryandorganizationalrequirements

National Occupational Standard	<b>Unit Code</b>	AMH/N2001
	<b>Unit Title (Task)</b>	Comply with industry and organisational requirements
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal and ethical requirements at
	<b>Scope</b>	<b>This unit/task covers the following:</b> 1. Comply with legal and ethical requirements
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Comply with legal and ethical requirements</b>	To be competent, the user/individual on the job must be able to: PC1. carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel PC3. apply and follow these policies and procedures within your work practices PC4. provide support to your supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
	<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Knowledge and Understanding</b>
	<b>A. Organisational Context</b> (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: KA1. The importance of having an ethical and value-based approach to governance KA2. Benefits to your company and yourself due to practice of these procedures KA3. The importance of punctuality and attendance KA4. Specific to the industry/sector, know and understand: a. Legal and ethical requirements b. Procedures to follow if someone does not meet the requirements KA5. Customer specific requirements mandated as a part of your work process
<b>B. Technical/ Domain Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Country / customer specific regulations for your sector and their importance KB2. Reporting procedure in case of deviations KB3. Limits of personal responsibility	
<b>Skills (S) w.r.t. the Scope</b>		
<b>Elements</b>	<b>Skills</b>	

**AMH/N 2005**

**Complywithindustryandorganizationalrequirements**

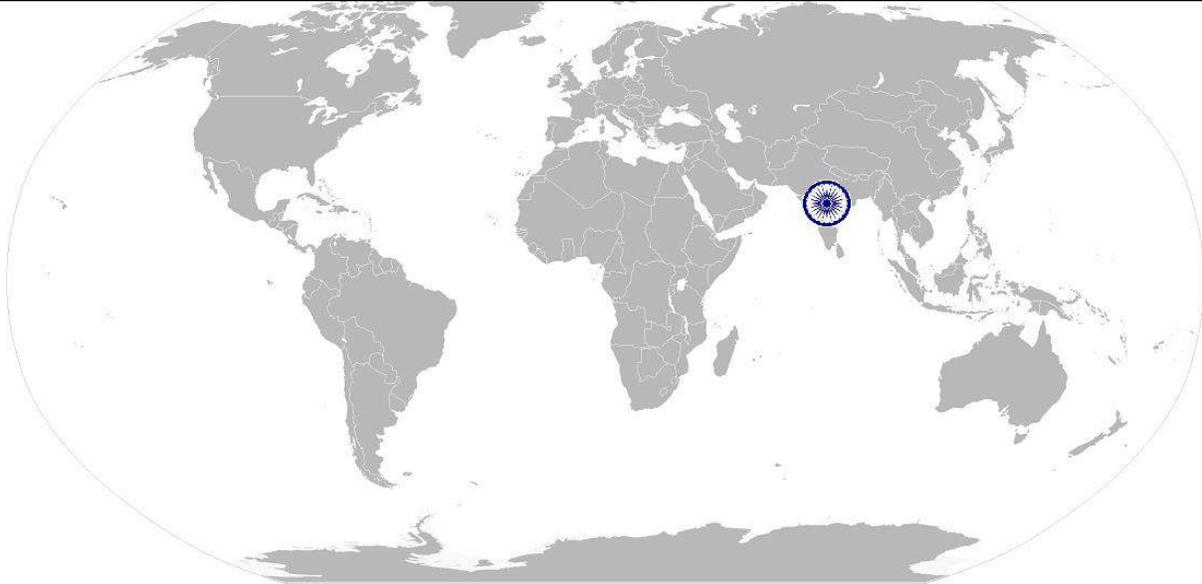
	<b>Writing skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Write and document appropriate technical forms format of the company
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA2. Read and comprehend the organizational documents pertaining to rules and procedures
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to: SA3. Positively influence the team members into following procedures
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Take appropriate decisions related to responsibilities.
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB2. Plan and manage work routine based on company procedure
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB3. Practice a customer service oriented approach
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB4. Apply balanced judgment to different situations
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB5. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication and the feedbacks to act efficiently  SB6. Evaluate and seek and obtain clarification from the juniors

**AMH/N 2005**

**Complywithindustryandorganizationalrequirements**

**NOS Version Control**

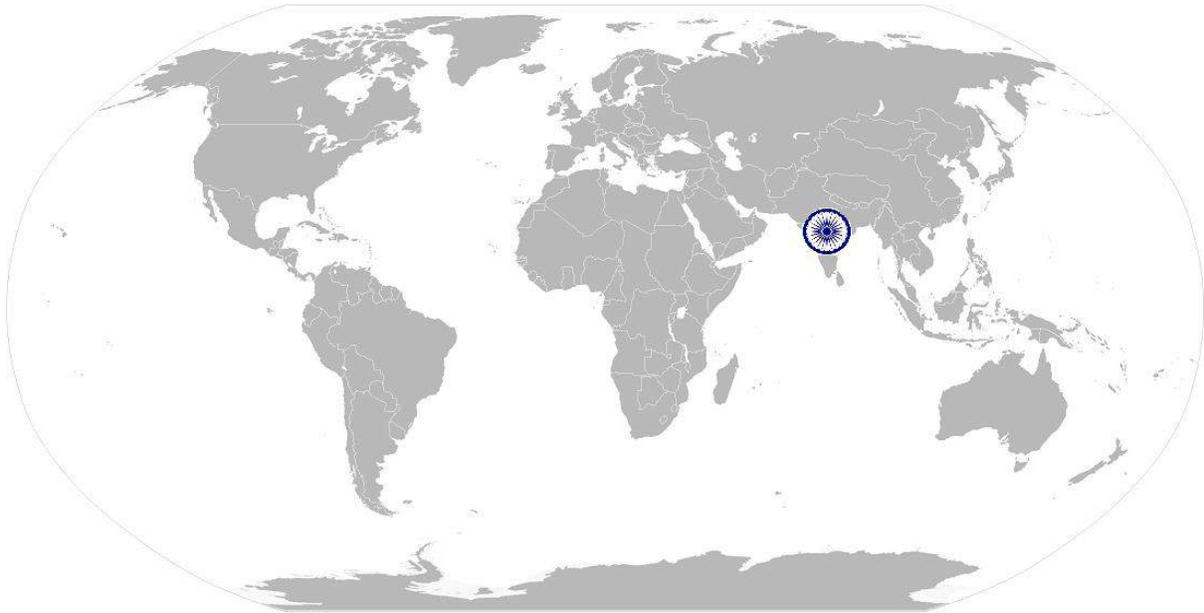
<b>NOS Code</b>	<b>AMH/N 2005</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>08/11/14</b>
<b>Industry Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>26/11/14</b>
<b>Occupation</b>	<b>Industrial Engineering</b>	<b>Next review date</b>	<b>30/12/15</b>



AMH/N 2006 Maintain health, safety and security at workplace

---

# National Occupational Standard



## Overview

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

**AMH/N 2006 Maintain health, safety and security at workplace**

National Occupational Standard	<b>Unit Code</b>	<b>AMH/N2006</b>
	<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</b>
	<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
	<b>Scope</b>	<b>This unit/task covers the following:</b> 1. Comply with health, safety and security requirements at work
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Performance Criteria</b>
	<b>Comply with health, safety and security requirements at work</b>	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. carry out own activities in line with approved guidelines and procedures PC3. maintain a healthy lifestyle and guard against dependency on intoxicants PC4. follow environment management system related procedures PC5. minimize health and safety risks to self and others due to own actions PC6. seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC7. monitor the workplace and work processes for potential risks and threats PC8. carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC9. report hazards and potential risks/ threats to supervisors or other authorized personnel PC10. participate in mock drills/ evacuation procedures organized at the workplace PC11. undertake first aid, fire-fighting and emergency response training, if asked to do so PC12. take action based on instructions in the event of fire, emergencies or accidents PC13. follow organization procedures for shutdown and evacuation when required
	<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
	<b>Elements</b>	<b>Knowledge and Understanding</b>
	<b>A. Organisational Context</b>	The user/individual on the job needs to know and understand:

**AMH/N 2006 Maintain health, safety and security at workplace**

<b>(Knowledge of the company / organisation and its processes)</b>	<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. Potential risks due to own actions and methods to minimize these</p> <p>KA4. Environmental management system related procedures at the workplace</p> <p>KA5. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA6. Potential accidents and emergencies and response to these scenarios</p> <p>KA7. Reporting protocol and documentation required</p> <p>KA8. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA9. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<b>B. Technical / Domain Knowledge</b>	<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. Identification, handling and storage of hazardous substances</p> <p>KB3. Proper disposal system for waste and by-products</p> <p>KB4. Signage related to health and safety and their meaning</p> <p>KB5. Importance of sound health, hygiene and good habits</p> <p>KB6. Ill-effects of alcohol, tobacco and drugs</p>
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms in required format of the company</p> <p><b>Reading Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend the organizational documents pertaining to rules and procedures</p> <p>SA3. Read and understand manuals, health and safety instructions, memos, reports.</p> <p><b>Oral Communication (Listening and Speaking Skills)</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Positively influence the team members into following procedures</p>
<b>B Professional Skills</b>	<b>Decision Making</b>

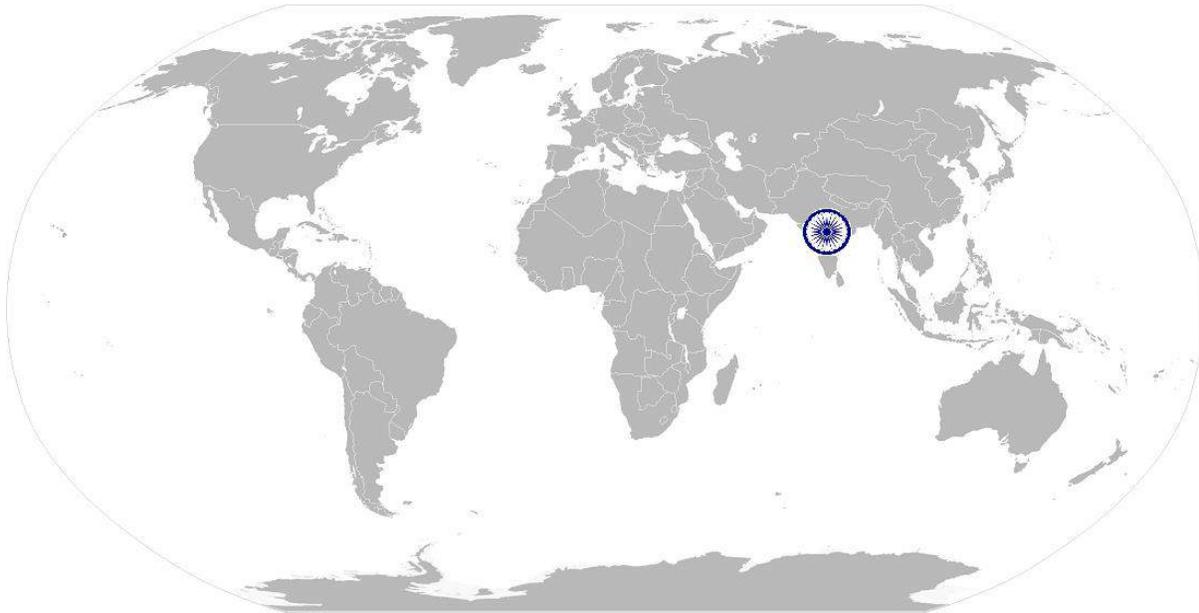
**AMH/N 2006 Maintain health, safety and security at workplace**

	The user/individual on the job needs to know and understand how to: SB1. Make decisions to keep the work area safe and create a healthy environment
	<b>Plan and Organize</b>
	The user/individual on the job needs to know and understand how to: SB2. Keep and get the work area free from potential hazards
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	The user/individual on the job needs to know and understand how to: SB3. Raise alarm SB4. Take feedback from supervisors and others
	<b>Analytical Thinking</b>
	The user/individual on the job needs to know and understand how to: SB5. Identify, report malfunctions in machinery and equipment. SB6. Identify and report service malfunctions and chemical leaks
	<b>Critical Thinking</b>
	NA

NOS Version Control

**AMH/N 2006 Maintain health, safety and security at workplace**

NOS Code	AMH/N 2006		
Credits (NSQF) [OPTIONAL]	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	Industrial Engineering	Next review date	30/12/15



## CRITERIA FOR ASSESSMENT OF TRAINEES

### Industrial Engineer (IE) Executive

#### AMH/Q2001

#### AMHSSC

#### Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 50% in every NOS.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

		Total Marks 350	Out of	Marks Allocation		
				Theory	Skills Practical	ViVa
<u>1. AMH/N 2001 (Sewing Line Planning based on production target)</u>	PC1. Study operations sequence, material flow, functional statements, organization charts, and project information to determine worker functions and responsibilities	80	10	4	1	5
	PC2. Draft and design layout of equipment, materials, and workspace to illustrate maximum efficiency, using drafting tools and computer		8	3	1	4
	PC3. Evaluate precision and accuracy of production and testing equipment and engineering drawings to formulate corrective action plan		6	3	2	1
	PC4. Plan and establish sequence of operations to fabricate and assemble parts or products and to promote efficient utilization.		6	3	1	2
	PC5. Schedule deliveries based on production forecasts, material substitutions, storage and handling facilities, and maintenance requirements		6	3	2	1
	PC6. Regulate and alter workflow schedules according to established manufacturing sequences and lead times to expedite production operations.		6	3	1	2

	PC7. Provide detailed instructions, drawings, or specifications to explain about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.		8	3	3	2
	PC8. Estimate sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.		8	4	1	3
	PC9. Prepare Operation Bulletin to estimate SAM with productivity at costing stage		8	4	1	3
	PC10. Assist in financial planning & cost analysis		8	4	1	3
	PC11. Communicate to the concerned on production plan & standards		6	3	1	2
		<b>Total</b>	<b>80</b>	<b>37</b>	<b>15</b>	<b>28</b>
<u>2. AMH/N 2002 (Supervise, analyse and evaluate performance on sewing floor)</u>	PC1. set goals and targets as per production directives for all operators in a production line	100	8	5	1	2
	PC2. create quantified measures and metrics to analyse the performance delivered by operators		8	4	1	3
	PC3. set tangible measuring system for operators as per the goals and targets assigned		10	4	1	5
	PC4. ensure and implement strict adherence of all activities performed by operators to production guidelines		8	4	1	3
	PC5. monitor and supervise all the activities performed by operators and ensure optimisation to achieve the set goals		8	4	1	3
	PC6. Review production schedules, engineering specifications, orders, and related information to obtain knowledge of manufacturing methods, procedures, and activities		10	2	4	4
	PC7. Evaluate performance of operators and reporting on the designed measures and metrics as per the production guidelines		8	4	1	3
	PC8. Assist and support concerned line supervisors whenever necessary or applicable		10	5	1	4
	PC9. Study operations sequence, material flow, functional statements to evaluate the production flow process		8	2	4	2
	PC10. Evaluate precision and accuracy of production and testing equipment and layout to formulate corrective action plan		8	2	2	4
	PC11. Analyze statistical data and product specifications to determine standards and establish quality and reliability objectives of finished product.		6	2	2	2

	PC12. handover all the documents and appropriate support measures to human resources department for official records		8	4	2	2
		Total	<b>100</b>	<b>42</b>	<b>21</b>	<b>37</b>
<u>3. AMH/N 2003 (Rsearch &amp; Resolve production problems to implement better production system)</u>	PC1. Apply statistical methods and perform mathematical calculations to determine manufacturing process problems.	50	8	2	4	2
	PC2. Review production process in terms of method and machine requirement		8	4	1	3
	PC3. Identify & analyse different type of production system & their feasibility with product requirement		6	3	1	2
	PC4. Develop manufacturing methods, labor utilization standards, and cost analysis systems to promote efficiency & productivity		8	2	3	3
	PC5. Identify the update method of garment manufacturing		8	4	1	3
	PC6. Carry out process re-engineering & set the production benchmarks		6	2	1	3
	PC7. Recommend methods for improving utilization of personnel, material, and utilities		6	2	1	3
			Total	<b>50</b>	<b>19</b>	<b>12</b>
<u>4. AMH/N 2004 (Manage data, forms &amp; instructions for recording, evaluating &amp; reporting quality &amp; reliability data)</u>	PC1. Maintain documents such as Standard Operating Procedures of various functions in an organized way.	50	6	3	1	2
	PC2. Oversee recording of information to ensure currency of engineering drawings and documentation of production problems		6	3	1	2
	PC3. Supervise the process of documentation of various processes.		4	2	1	1
	PC4. Ensure all reports & documents are prepared as per the specified format.		5	2	1	2
	PC5. Use data management software effectively to store information.		5	1	2	2
	PC6. Document the Operation Bulletin created to estimate SAM with productivity at costing stage		4	2	1	1

	PC7. Record special and new operations to video and build database for operations with Sewing Data Analysis software.		4	1	1	2
	PC8. After checking and validating the operation bulletin and the SAMs in production floor and thereby regulating the unnecessary operations, document the same as per organization's procedure and protocol.		4	1	1	2
	PC9. Keep all reports in safe and secure condition		4	1	1	2
	PC10. Store the records, SOPs and other analysis documents in such a way that it can be retrieved easily whenever required.		4	1	2	1
	PC11. Maintain confidentiality of the reports/data/analysis, wherever applicable.		4	2	1	1
		<b>Total</b>	<b>50</b>	<b>19</b>	<b>13</b>	<b>18</b>
<b>5. AMH/N 2005 (Comply with industry and organisational requirements)</b>	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	25	6	3	1	2
	PC2. Seek and obtain clarifications on policies and procedures, from your Supervisor or other authorized personnel		6	2	2	2
	PC3. Apply and follow these policies and procedures within your work practices		4	1	1	2
	PC4. Provide support to your supervisor and team members in enforcing these considerations		6	2	1	3
	PC5. Identify and report any possible deviation to these requirements		3	1	1	1
		<b>Total</b>	<b>25</b>	<b>9</b>	<b>6</b>	<b>10</b>
<b>6. AMH/N 2006 (Maintain health, safety and security at workplace)</b>	PC1. Comply with health and safety related instructions applicable to the workplace	45	3	1	1	1
	PC2. Carryout own activities in line with approved guidelines and procedures		3	1	1	1
	PC3. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	1	1
	PC4. Follow environment management system related procedures		4	2	1	1
	PC5. Minimize health and safety risks to self and others due to own actions		3	1	1	1
	PC6. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		4	2	1	1
	PC7. Monitor the workplace and work processes for potential risks and threats		6	2	2	2
	PC8. Carryout periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	1	1

	PC9. Report hazards and potential risks/ threats to supervisors or other authorized personnel		3	1	1
	PC10. Participate in mock drills/ evacuation procedures organized at the workplace		4	1	1
	PC11. Undertake first aid, fire-fighting and emergency response training, if asked to do so		3	1	1
	PC12. Take action based on instructions in the event of fire, emergencies or accidents		3	1	1
	PC13. Follow organization procedures for shutdown and evacuation when required		3	1	1
		Total	45	16	14
	Grand Total		350	142	126



*Qualification Pack for IE Executive*





*Qualification Pack for IE Executive*





*Qualification Pack for IE Executive*

