

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 – Export Assistant

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

SUB-SECTOR: APPAREL

OCCUPATION: EXPORT MARKETING & DOCUMENTATION

REFERENCE ID: AMH/Q 1601

ALIGNED TO: NCO-2004 / 7436.90

Brief Job Description: An Export Assistant is responsible for managing all the processes in the export department of a company. This includes preparation & management of all shipment related documents, interpret export financing methods and terms of payment, understand foreign trade practices & procedures, handle the Central Excise/Customs Clearance: Regulations, Procedures and Documentation. An export assistant needs to have thorough knowledge of Indian and Foreign trade policies & operations to ensure effective management of the exports business.

Personal Attributes: An Export Assistant should have the ability to work unsupervised, taking independent decisions for own area of work. Individual needs to demonstrate ability to precisely follow defined procedures and should possess high quality orientation and attention to detail.

Job Details	Qualifications Pack Code	AMH/Q 1601		
	Job Role	Export Assistant		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
	Sub-sector	Apparel	Last reviewed on	17/10/14
	Occupation	Export Marketing & Documentation	Next review date	30/12/15
Job Role	Export Assistant			
Role Description	To manage export related operations & documentation			
NSQF level	4			
Minimum Educational Qualifications	12 th standard, preferably			
Maximum Educational Qualifications	N/A			
Training (Suggested but not mandatory)	Training in export marketing procedures & documentation			
Experience	Preferably 1-2 years of work experience in export department			
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N 1601 (Manage export marketing operations) AMH/N 1602 (Carry out export processes & complete documentation) AMH/N 1603 (Comply with industry and organisational requirements) AMH/N 1604 (Analyze foreign trade logistics) AMH/N 1605 (Maintain health, safety and security at workplace) <p>Optional: N/A</p>			
Performance Criteria	As described in the relevant OS units			

Glossary of Key Terms

Table 1: Glossary of Key Terms

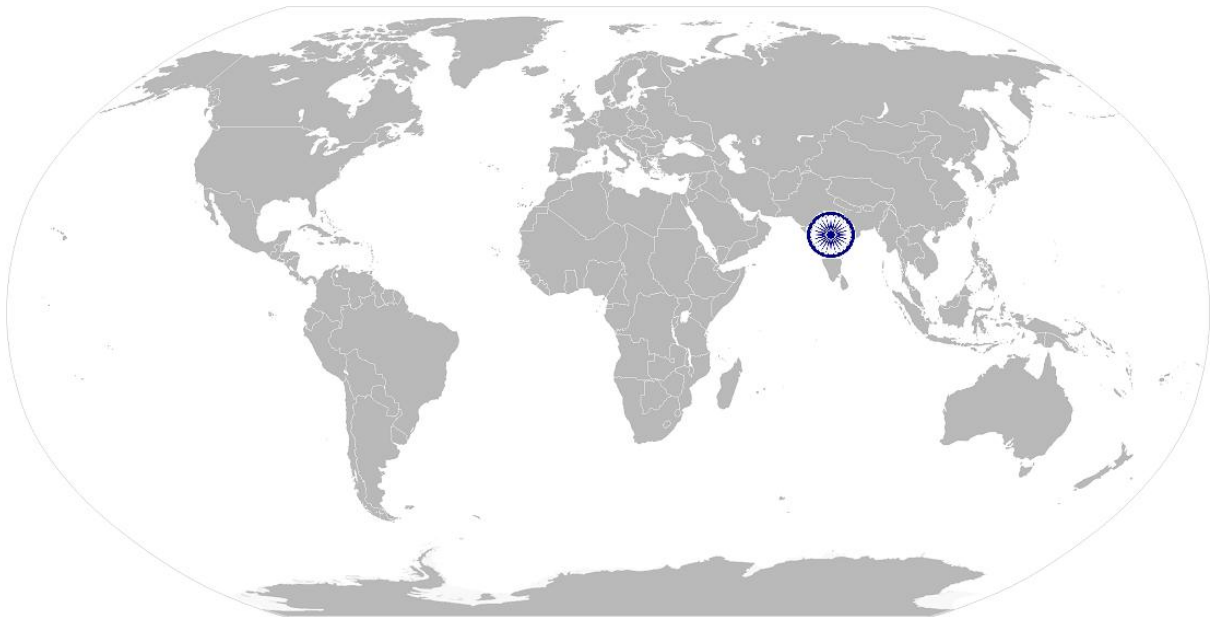
Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.	
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.	
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.	
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.	
Sub-functions	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.	
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.	
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.	
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.	
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.	
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.	
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.	
Unit Code	Unit Code is a unique identifier for an OS unit, which can be denoted with either an 'O' or an 'N'.	
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.	

Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational Context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills are a group of skills that are key to learning and working in today's world. These skills are typically needed in any work environment. In the context of the OS , these include communication related skills that are applicable to most job roles.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
Keywords /Terms	Description
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

Acronyms

AMH/N 1601 Manage export marketing operations

National Occupational Standard



Overview

This unit is about managing the export marketing operations.

AMH/N 1601 Manage export marketing operations

National Occupational Standard	Unit Code	AMH/N1601
	Unit Title (Task)	Manage export marketing operations
	Description	This unit is about managing the various export marketing operations
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ▪ Framework of Export Marketing Management
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Framework of Export Marketing Management	<p>To be competent, you must be able to:</p> <p>PC1. Analyze the export marketing business & the operations involved</p> <p>PC2. Interpret the export marketing terms & understand the processes involved</p> <p>PC3. Apply export-market entry strategies</p> <p>PC4. Analyze the factors that affect cost in export marketing</p> <p>PC5. Be adept in understanding foreign currencies & conversion</p> <p>PC6. Be updated on current market trade in respect of various foreign currencies</p> <p>PC7. Manage the export distribution across geography</p> <p>PC8. Understand the Institutional Framework for Export Promotional Council & World Trade Organization</p> <p>PC9. Coordinate with Export Promotional Council/Ministry of commerce & Industry for affiliation & documentation formalities</p> <p>PC10. Understand & interpret the various export schemes</p> <p>PC11. Interpret Export Financing Methods and Terms of Payment</p> <p>PC12. Carry out Export Credit and Foreign Exchange Risk Management</p> <p>PC13. Apply export promotional strategies where appropriate</p> <p>PC14. Carry out all export marketing functions effectively</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	<p>You need to know and understand:</p> <p>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 with quality 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. Technical Knowledge	<p>You need to know and understand:</p> <p>KB1. Concept & Framework of Export Marketing Management</p> <ul style="list-style-type: none"> ▪ What is Export Marketing Management ▪ Impact of Technology: Internet Marketing ▪ Entrepreneurial Approaches to Export Marketing ▪ Selection of Export- Markets / Products ▪ Export- Market Entry Strategies

AMH/N 1601 Manage export marketing operations

	<ul style="list-style-type: none"> ▪ Export- Pricing Decisions ▪ Export- Distribution <p>KB2. Export Promotional Strategies KB3. Export marketing procedures & processes KB4. Impact of Technology: Internet Marketing KB5. Entrepreneurial Approaches to Export Marketing KB6. Selection of Export- Markets / Products KB7. Export- Market Entry Strategies KB8. Export- Pricing Decisions KB9. Export- Distribution Processes KB10. Export Promotional Strategies KB11. Functions of the Export Department KB12. Foreign Exchange Risk Management KB13. Knowledge of foreign currencies & conversion</p>
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	<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>
	Reading Skills
	<p>You need to know and understand how to:</p> <p>SA3. Read & follow guidelines, rules, processes, export documents & agreements</p>
	Oral Communication (Listening and Speaking skills)
<p>You need to know and understand how to:</p> <p>SA4. listen effectively and orally communicate information accurately SA5. ask for clarification and advice from others</p>	
B. Professional Skills	Decision Making
	<p>You need to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response</p>
	Plan and Organize
	<p>You need to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p>
	Problem Solving
	<p>You need to know and understand how to:</p> <p>SB4. apply problem-solving approaches in different situations SB5. refer anomalies to the supervisor SB6. seek clarification on problems from others</p>
	Analytical Thinking
	<p>You need to know and understand how to:</p> <p>SB7. analyze data and activities SB8. pass on relevant information to others</p>
Critical Thinking	

AMH/N 1601 Manage export marketing operations

	<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>
	<p>Attention to Detail</p> <p>You need to know and understand how to:</p> <p>SB11. apply good attention to detail</p> <p>SB12. check your work is complete and free from errors</p>
C. Technical Skills	<p>You need to know and understand how to:</p> <p>SC1. Understand export marketing operations& processes</p> <p>SC2. Organize the exchange of goods in international trade</p> <p>SC3. Correspond with buyers/customers/suppliers worldwide</p> <p>SC4. Respond to offers and enquiries</p> <p>SC5. Manage the shipment checklist report on timely basis</p>

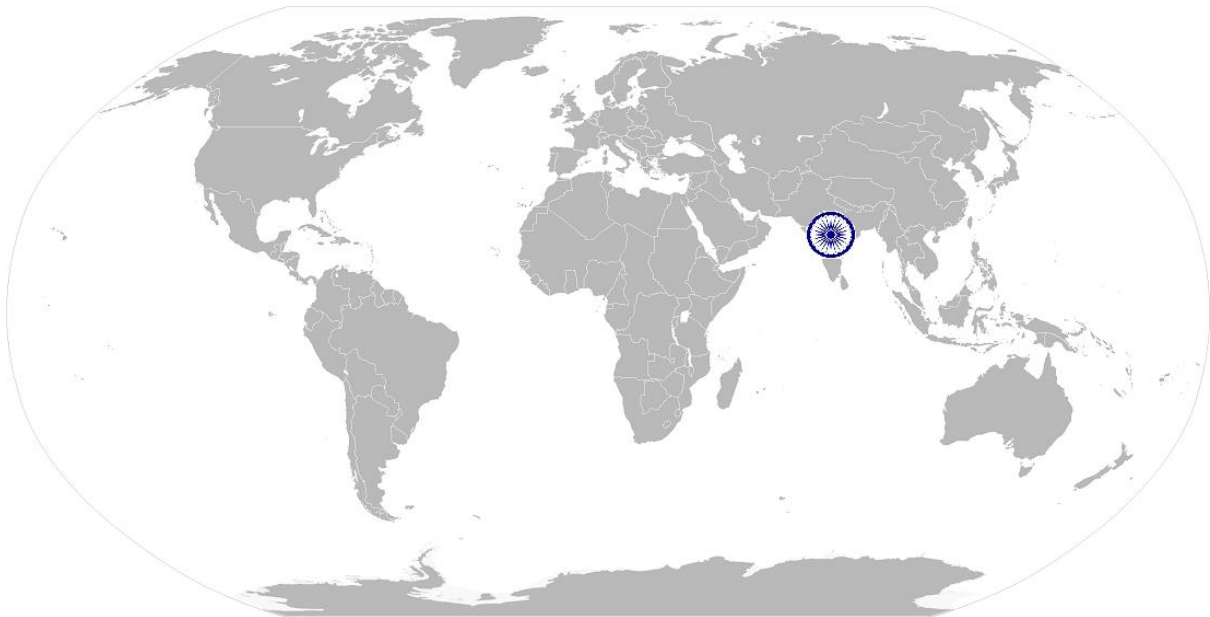
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NOS Code	AMH/N 1601		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Export Marketing & Documentation	Next review date	30/12/15

AMH/N 1602

Carry out export processes & complete documentation

National Occupational Standard




Overview

This unit is about carrying out all the export processes and completing the requisite documentation at each stage of operation.

AMH/N 1602

Carry out export processes & complete documentation

National Occupational Standard	Unit Code	AMH/N 1602
	Unit Title (Task)	Embroider decorative designs using embroidery machine
	Description	This unit is about carrying out all the export related processes and completing the requisite documentation at each stage of operation.
	Scope	This unit/task covers the following: 1. Documentation related to export transactions
	Performance Criteria (PC) w.r.t. the Scope	
	Element	Performance Criteria
	Documentation related to export transactions	<p>To be competent on the job, you must be able to:</p> <p>PC1. Create and manage Documentation related to pre & post shipment</p> <p>PC2. Create and manage Export Sales Contract</p> <p>PC3. Handle the Central Excise/Customs Clearance: Regulations, Procedures and Documentation</p> <p>PC4. Do Processing of an Export Order</p> <p>PC5. Use the correct tools and equipments</p> <p>PC6. Prepare & check all pre-shipment documents including:</p> <ul style="list-style-type: none"> ▪ invoice ▪ packing list ▪ gr form ▪ ar-4/ ar4a form ▪ etc licence ▪ indent ▪ acceptance of contract ▪ letter of credit (loc) ▪ qc certificate ▪ port trust date ▪ any other ▪ sign of inspector/ customs div <p>PC7. To complete, file and maintain EXIM documents pertaining to Pre and Post Shipment.</p> <p>PC8. Liaise with customs and excise officials</p> <p>PC9. Handle duty backward matters</p> <p>PC10. Take care of applications for export incentives</p> <p>PC11. Obtaining advance license from Jt DGFT (Director General of Foreign Trade), Adherence with contracts and agreements</p> <p>PC12. Looking after freight forwards, CHA (Customs House Agent), Transporter</p> <p>PC13. Communication with suppliers, consignee, agents, transporters</p> <p>PC14. To follow up regularly and diligently with logistics companies to ensure timely shipments of goods</p> <p>PC15. Negotiation & co-ordination with customs agents for Freight Rates, Customs clearances</p>
		

AMH/N 1602

Carry out export processes & complete documentation

Knowledge and Understanding (K)	
<p>A. Organizational Context (Knowledge of the company/ organization and its processes)</p>	<p>You need to know and understand:</p> <ul style="list-style-type: none"> KA1. The organisation's policies and procedures KA2. Responsibilities under health, safety and environmental legislation KA3. Guidelines for storage and disposal of waste materials KA4. Potential hazards associated with the machines and the safety precautions that must be taken KA5. Protocol to obtain more information on work related tasks KA6. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment KA7. Details of the job role and responsibilities KA8. Documentation and reporting formats KA9. Work target and review mechanism with your supervisor KA10. Protocol and format for reporting work related risks/ problems KA11. Method of obtaining/ giving feedback related to performance KA12. Importance of teamwork and harmonious working relationships KA13. Process for offering/ obtaining work related assistance
<p>B. Technical Knowledge</p>	<p>You need to know and understand:</p> <ul style="list-style-type: none"> KB1. Documentation formalities relating to export transactions KB2. Documentation Framework KB3. Export Financing Methods and Terms of Payment KB4. Export Credit and Foreign Exchange Risk Management KB5. International Commercial Terms KB6. Export Sales Contract KB7. Central Excise/ Customs Clearance: Regulations, Procedures and Documentation KB8. Processing of an Export Order KB9. Knowledge of export related documents such as: <ul style="list-style-type: none"> ▪ Proforma Invoice ▪ Purchase Order ▪ Commercial Invoice ▪ Packing List ▪ Shipping Bill ▪ Bill Of Lading ▪ Master Airway Bill / House Airway Bill ▪ Export Certificate ▪ Certificate Of Origin ▪ Bill Of Exchange ▪ Bank Realisation Certificate ▪ Letter Of Credit

AMH/N 1602

Carry out export processes & complete documentation

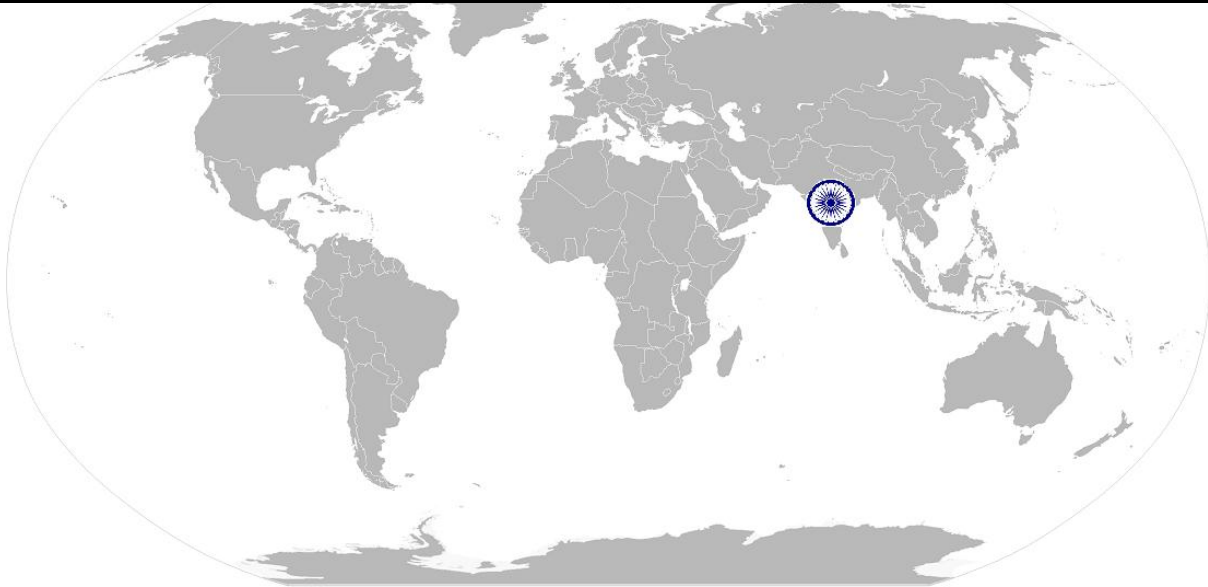
	<ul style="list-style-type: none"> ▪ Documents Against Acceptance
Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills
	You need to know and understand how to:
	SA6. Complete accurate well written work with attention to detail
	SA1. Communicate with others in writing
	Reading Skills
	You need to 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 managers	
SA5. communicate orally with colleagues	
Problem Solving	
You need to know and understand how to:	
SB1. refer anomalies to the manager	
SB2. seek clarification on problems from others	
Analytical Thinking	
You need to know and understand how to:	
SB3. provide relevant information to others	
SB4. analyze needs, requirements and dependencies in order to meet your work requirements	
C. Technical Skills	You need to know and understand how to:
	KB11. Prepare & maintain export related documentation
	KB12. Carry out all the export related operations effectively
	KB13. Check & verify all documents
	KB14. Analyze cost effective options for export operations

AMH/N 1602

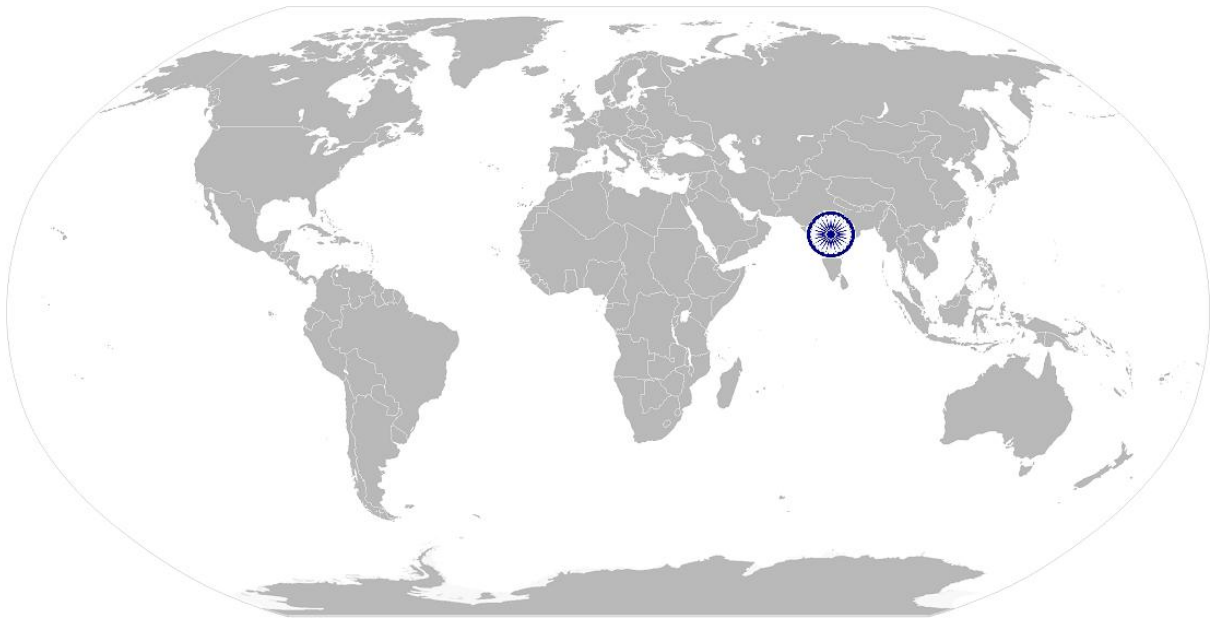
Carry out export processes & complete documentation

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NOS Code	AMH/N 1602		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Export Marketing & Documentation	Next review date	30/12/15



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 1603

Comply with industry and organisational requirements

National Occupational Standard

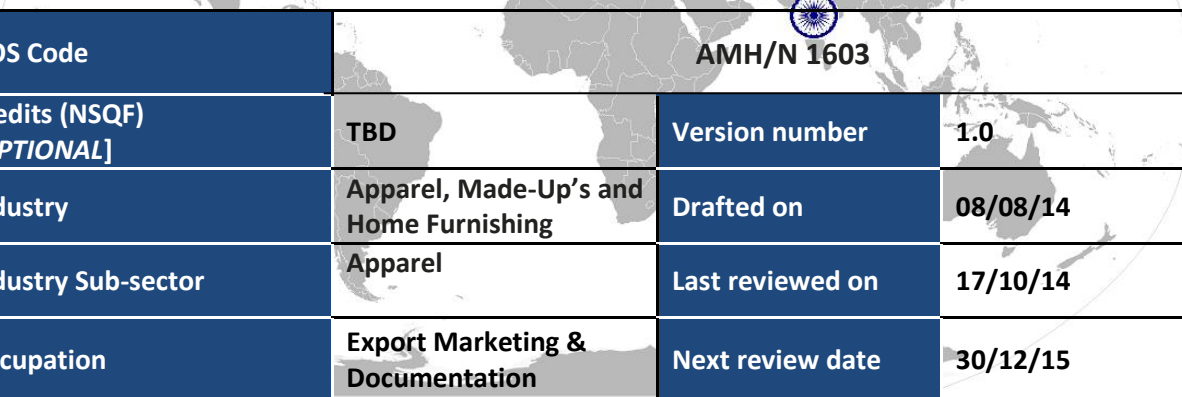
Unit Code	AMH/N1603
Unit Title (Task)	Comply with industry and organisational requirements
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal and ethical requirements at the workplace.
Scope	This unit/task covers the following: 1. Comply with legal and ethical requirements
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Comply with legal and ethical requirements	To be competent, the user/individual on the job must be able to: PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within your work practices PC4. Provide support to your supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company/organisation and its processes)	The user/individual on the job needs to know and understand: KA1. 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. Technical/ Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Country / customer specific regulations for your sector and their importance KB2. Reporting procedure in case of deviations KB3. Limit of personal responsibility
Skills (S) w.r.t. the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	On the job the individual needs to be able to: SA1. Plan and manage work routine based on company procedure SA2. Positively influence your team members into following procedures

AMH/N 1603

Comply with industry and organisational requirements

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

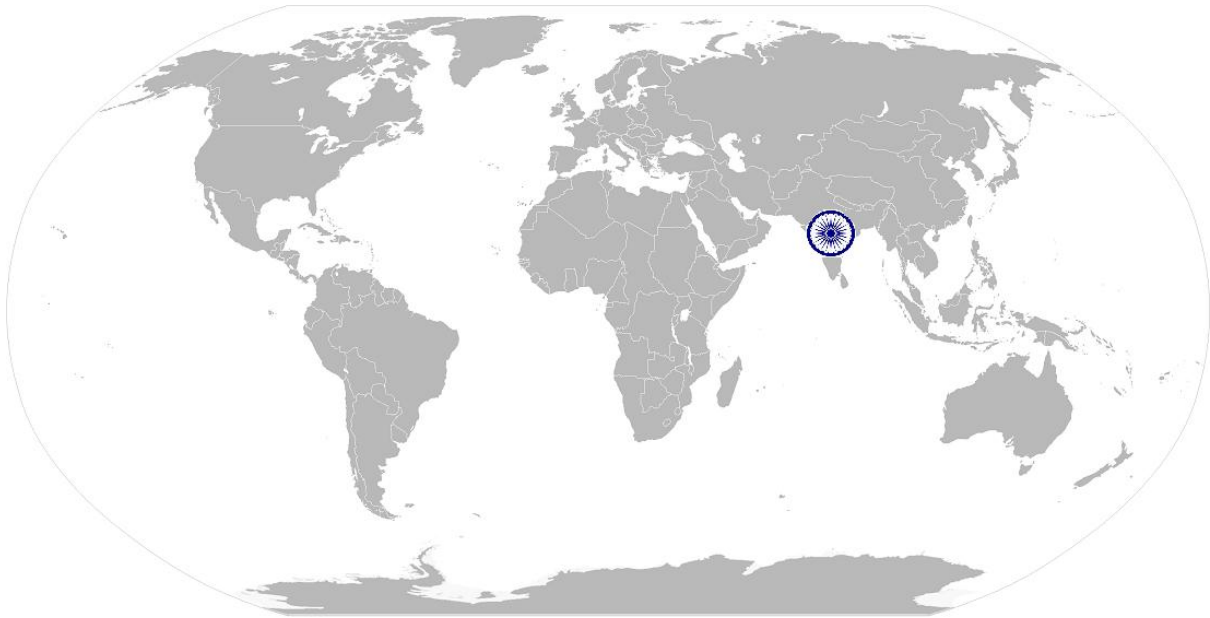
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NOS Code	AMH/N 1603		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Export Marketing & Documentation	Next review date	30/12/15

AMH/N 1604 Analyze foreign trade logistics

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to analyze foreign trade logistics concepts

AMH/N 1604 Analyze foreign trade logistics

National Occupational Standard	Unit Code	AMH/N1604
	UnitTitle (Task)	Analyze foreign trade logistics
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to analyze foreign trade logistics concepts.
	Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> Fundamentals of trade logistics as applied in international trade
	PerformanceCriteria(PC)w.r.tthe Scope	
	Elements	PerformanceCriteria
	Fundamentals of trade logistics as applied in international trade	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Check pre shipment document</p> <p>PC2. Understand and identify the best suitable logistics as per buyer's standard</p> <p>PC3. Interpret and negotiate the logistics cost with different type of shipment mode</p> <p>PC4. Track the shipment and follow up for payment</p> <p>PC5. Communicate with logistic agency, buying offices and buyers</p> <p>PC6. Apply knowledge of different types of Transport and the best suitable method</p> <p>PC7. Manage logistics processes as per norms</p>
	KnowledgeandUnderstanding (K)w.r.t. theScope	
	Elements	Knowledge and Understanding
	A. Organisational Context (Knowledge of the company/ organization 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 organizational 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>

AMH/N 1604 Analyze foreign trade logistics

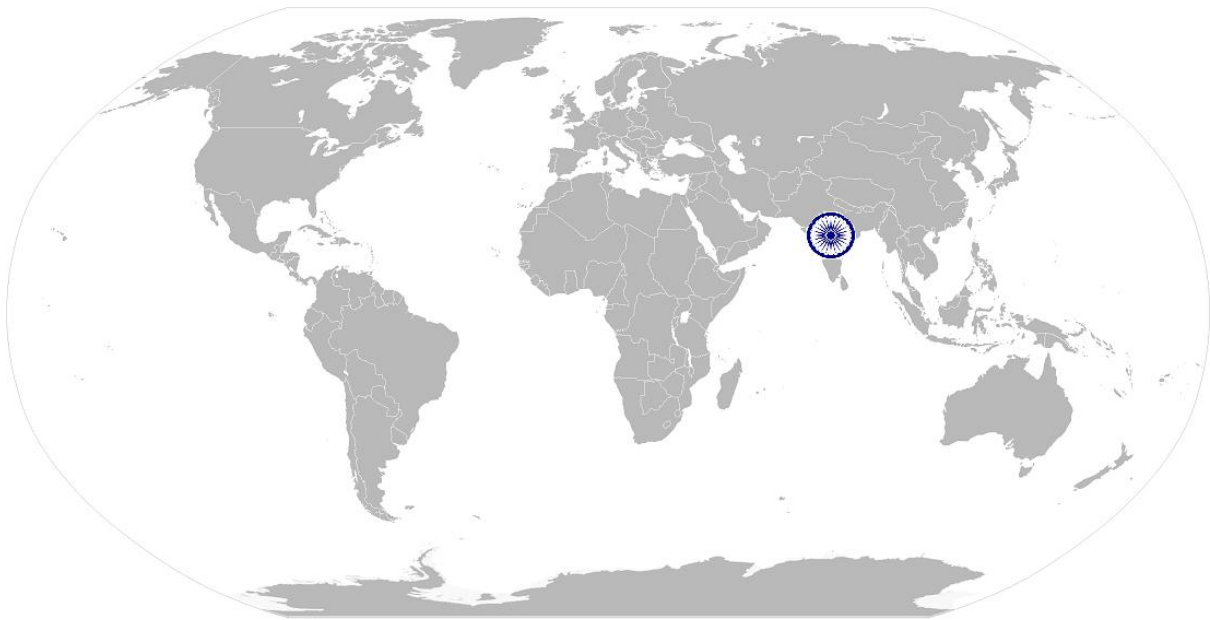
B. Technical/ Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Work instructions and specifications and interpret them accurately KB3. Foreign Trade Logistics KB4. Maritime Transport KB5. Multimodal Transport: Containerization KB6. Role of ICDS/CFS KB7. Role of CHAs/Freight Forwarders KB8. Relation between work role and the overall process
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ Generic Skills	On the job the individual needs to be able to: SA1. Read, write and communicate effectively SA2. Plan and manage work routine based on company procedure
B. Professional Skills	On the job the individual needs to be able to: SB1. Take appropriate decisions regarding to responsibilities SB2. Solve operational role related issues

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NOS Code	AMH/N 1604		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Export Marketing & Documentation	Next review date	30/12/15

AMH/N 1605 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 1605 Maintain health, safety and security at workplace

National Occupational Standard	Unit Code	AMH/N1605
	Unit Title (Task)	Maintain health, safety and security at workplace
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
	Scope	This unit/task covers the following: 1. Comply with health, safety and security requirements at work
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Comply with health, safety and security requirements at work	To be competent, the user/individual on the job must be able to: PC1. Comply with health and safety related instructions applicable to the workplace PC2. Carryout 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. Carryout 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
	Knowledge and Understanding (K) w.r.t. the Scope	
	Elements	Knowledge and Understanding
	A. Organisational Context	The user/individual on the job needs to know and understand:

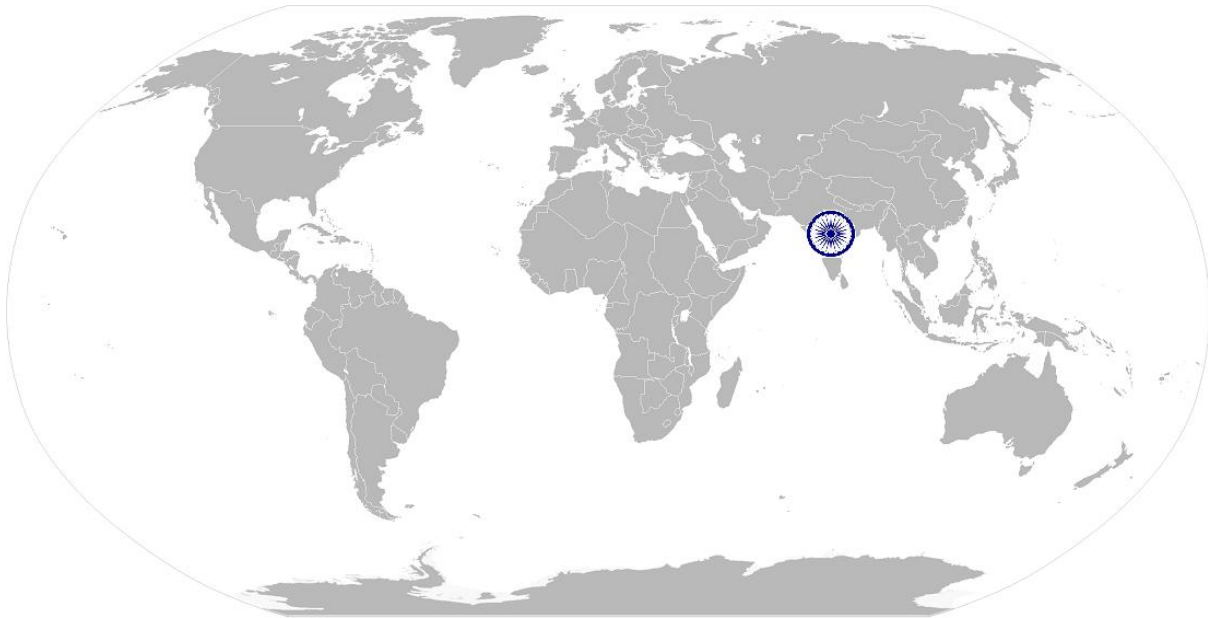
AMH/N 1605 Maintain health, safety and security at workplace

(Knowledge of the company / organisation and its processes)	<p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p> <p>KA3. 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. Technical / Domain Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and methods</p> <p>KB2. 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>
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills/ GenericSkills	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. Respond to emergencies, accidents or fire at the workplace</p> <p>SA2. Evacuate the premises and help others in need while doing so</p> <p>SA3. The value of physical fitness, personal hygiene and good habits</p>
B. Professional Skills	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Raise alarm</p> <p>SB2. Identify and report any malfunctions and chemical leaks</p> <p>SB3. Keep work area free from potential hazards</p> <p>SB4. Report to supervisors and other authorized personnel for assistance</p>

AMH/N 1605 Maintain health, safety and security at workplace

NOS Version Control

NOS Code	AMH/N 1605		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Apparel, Made-Up's and Home Furnishing	Drafted on	08/08/14
Industry Sub-sector	Apparel	Last reviewed on	17/10/14
Occupation	Export Marketing & Documentation	Next review date	30/12/15



SSC	QPCode	Name of the QP	NSQF Level	Equipment Name	Minimum number of Equipment required (per batch of 30 trainees)	Unit Type	Is this a mandatory Equipment to be available at the Training Center (Yes/No)	Dimension/Specification/Description of the Equipment/ ANY OTHER REMARK
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Computer With Computer	15		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Computer Peripherals	15		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Printer	2		Yes	any printer
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Photocopier	1		No	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Projector	1		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Garment Sample	1		Yes	Various types
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Madeups And Home Furni	1		Yes	Various types
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Rulers	30		Yes	Wooden,plastic & matellic
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Measuring Tape	2		Yes	o.5" width
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Basic Stationary	30	sets	Yes	Pens/Pencil/Paper,noteboo
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Calculator	30		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Company Quality Standard	1		Yes	Guidelines
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Pantone Shade Card	1		No	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Fashion Forecasting Books	1		Yes	Magazines/journals
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Swatch File	1		Yes	Fabric and trims
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Buyer Requirement	30		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Comment Sheet	30		No	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Measurement Sheet	30		No	Various size chart
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Size Chart	30		Yes	Various size chart
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Trims file	1		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Accessory Samples file	1		Yes	eact type(buttons, zippers
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Tech Pack	30		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Specification Sheet	30		No	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Books Related To Foreign	1		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	International Marketing Et	1		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Students Manual	30		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Books For Jobrole	1		Yes	

Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Teacher'S Table	1		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Teacher'S Chair	1		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	White Board/ Black Board	1		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Dustbin	1		No	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	First Aid Box	1		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Students Chairs With Table	30		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Board Duster /With Mark	1		Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Single Needle Lock Stitch M	1		No	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Export Documents	30	sets	Yes	
Apparel, Made-ups &	AMH/Q1601	Export Assistant	4	Fire Extinguisher	1		Yes	