

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR APPAREL, MADE-UP'S AND HOME FURNISHING SECTOR

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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

Introduction

Qualifications Pack - Pressman

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

SUB-SECTOR: APPAREL / MADE-UP'S / HOME FURNISHING

OCCUPATION: IRONING

REFERENCE ID: AMH/Q0401

ALIGNED TO: NCO-2004 / 8269.40

Brief Job Description: A **Pressman** also called an 'Ironer' iron the garment components and finished garments. The primary responsibility of a pressman is to iron the garments and fold it as per the customer specifications.

Personal Attributes: A Pressman should have good eyesight, eye for detail, eye-hand coordination, and motor skills.



Qualifications Pack for Pressman

Qualifications Fack for Fressman			
Qualifications Pack Code	AMH/Q0401NCO-2004 / 8269.40		
Job Role	Pressman		
Credits	TBD	Version No	1
(NVEQF/NVQF/NSQF)			
Sector	Apparel, Made-Up's	Drafted On	1 st March, 2014
	and Home Furnishing		
Sub-Sector	Apparel / Made-Up's	Last Reviewed On	31 st March, 2014
	/ Home Furnishing		
Occupation	Ironing	Next Review Date	1 st October, 2014
Job Role		Pressman	
Role Description	' '	•	o iron the garments and
	fold it as per the customer specifications.		
NVEQF / NSQF level	4		
Minimum Educational	Preferably Class V		
Qualifications	Preferably Class v		
Maximum Educational	NA NA		
Qualifications	INA		
Training	Preferably training on Ironing Operation		
Experience	Preferably 3 Years experience in apparel industry		
Applicable National	Click on the hyperlink to read/download the required NOS		
Occupational Standards			
		out ironing activities in	stitching and finishing
	<u>operations</u>		
		tain work area, tools an	
	-	ain health, safety and so	
	4. AMH/N0404 Comply with industry and organisational		
	<u>requirements</u>		
Performance Criteria	As described in the relevant OS units		



Qualifications Pack for Pressman

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
C. h. and a	and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the
	characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain
	areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of
	functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the
	sector, occupation, or area of work, which can be carried out by a
	person or a group of persons. Functions are identified through
	functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfil achieving the
	objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique
	employment opportunity in an organization.
Occupational Standards	OS specify the standards of performance an individual must achieve
(OS)	when carrying out a function in the workplace, together with the
	knowledge and understanding; he/she needs to meet that standard
	consistently. Occupational Standards are applicable both in the Indian
	and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard
	of performance required when carrying out a task.
National Occupational	NOS are Occupational Standards which apply uniquely in the Indian
Standards (NOS)	context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a
	qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the
, , ,	educational, training and other criteria required to perform a job role.
	A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is
	denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent
	should be able to do.
Description	Description gives a short summary of the unit content. This would be
Description	helpful to anyone searching on a database to find the required one.
Scope	Scope is the set of statements specifying the range of variables that an
Scope	individual may have to deal with in carrying out the function which
	have a critical impact on the quality of required performance.
Knowledge and	Knowledge and Understanding are statements which together specify
Understanding	
Onderstanding	the technical, generic, professional and organizational specific
	knowledge that an individual needs in order to perform up to the
	required standard.





Qualifications Pack for Pressman

Keywords /Terms	Description
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework





AMH/N0401 Carry out ironing activities in stitching and finishing operations

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to iron semi finished and finished products using iron box.





AMH/N0401 Carry out ironing activities in stitching and finishing operations

Unit Code Unit Title (Task) Carry out ironing activities in stitching and finishing operations This unit provides Performance Criteria, Knowledge & Understanding and Skills Abilities required to iron semi finished and finished products using iron box. Scope This unit/task covers the following:	&	
Description This unit provides Performance Criteria, Knowledge & Understanding and Skills Abilities required to iron semi finished and finished products using iron box.	. &	
Abilities required to iron semi finished and finished products using iron box.	: & —	
Scope This unit/task covers the following:		
· · · · · · · · · · · · · · · · · · ·	Prepare for Ironing operations	
2. Iron garments to finish apparels		
Performance Criteria (PC) w.r.t the Scope		
Elements Performance Criteria		
Prepare for To be competent, the user/individual on the job must be able to:		
Ironing operations		
PC1. Make sure the work area is free from hazards		
PC2. Follow the instructions on the work ticket/ job card in line with t	he	
responsibilities of respective job role		
PC3. Ask questions to obtain more information on tasks when the instruction	ns	
you have are unclear		
PC4. Agree and review your agreed upon work targets with your supervisor a	nd	
check for special instructions, if any		
PC5. Check that equipment is safe and set up in readiness for use		
PC6. Select the correct pattern and inserts for the style being worked on		
PC7. Check that the materials to be used are free from faults		
PC8. Ensure the materials used meet the specification matching		
a. Within a product		
b. Between a pair of products where applicable		
PC9. Report faults in the materials		
PC10. Carry out operations at a rate which maintains work flow and me	ets	
	production targets	
	PC11. Ensure the iron box is place in the appropriate position as per the standard	
	operating procedure	
PC12. Conform to company quality standards		
PC13. Report any damaged work to the responsible person		
PC14. Follow company reporting procedures about defective tools and machin	ies	
which affect work and report risks/ problems likely to affect services to t		
relevant person promptly and accurately		
PC15. Sort and place work to assist the next stage of production and minim	ico	
the risk of damage	156	
PC16. Leave work area safe and secure when work is complete		
PC16. Leave work area safe and secure when work is complete PC17. Complete forms, records and other documentation		
Iron garments to To be competent, the user/individual on the job must be able to:		
finish apparels	To be competent, the user/individual on the job must be able to:	
PC18. Make sure the work area is free from hazards		
PC19. Carry out work functions in line with the responsibilities of your job role		
PC20. Examine the specific item to identify what type of ironing is best suited		





AMH/N0401 Carry out ironing activities in stitching and finishing operations

	arry out ironing activities in stitching and finishing operations
PC21.	Ask questions to obtain more information on tasks when the instructions
	are unclear and finalize the stitching option with the supervisor, in case of
	queries
	Estimate the expected length of time for the process
PC23.	Set up ironing machine according to manufacturers' instructions and
	production requirements
PC24.	Use the correct machine, tools and equipment
PC25.	Set machine controls for the materials being ironed
PC26.	Perform a test run to ensure machine is operating correctly
PC27.	Adjust machine controls where necessary
PC28.	Report defective machines, tools and/or equipment to the responsible
	person
PC29.	Operate machines safely and in accordance with guidelines
PC30.	Optimize the positioning and layout of materials to ensure a smooth and
	rapid throughput
PC31.	Check the equipment prior to making the stitching, including:
PC32.	Correct controls
PC33.	Correct attachments
PC34.	Identify the different kinds of ironing required for different parts and
	apparel and ensure they are ironed as per the specified requirement
PC35.	Ensure the creases are removed or applied as per the customer's
	requirements
	Ensure the garments are inserted with the inserts and folded as per the
	work instruction
	Ensure the garments are not stained or burned during the process
	Identify mark and place rejects in the designated locations
	Carry out alterations to meet customer requirements
PC40.	Pass the ironed item to the next stage in the manufacturing process after validation
PC41.	Respond accordingly where ironed items do not meet production
	specification
PC42.	Identify the modifiable defects

knowledge and onderstanding (k) w.r.t. the Scope		
Elements	Knowledge and Understanding	
A Organicational	The user/individual on the job	

Elements	Knowledge and Understanding		
A. Organisational	The user/individual on the job needs to know and understand:		
Context			
(Knowledge of the	KA1. The organisation's policies and procedures		
company /	KA2. Responsibilities under health, safety and environmental legislation		
organisation and	KA3. Guidelines for storage and disposal of waste materials		
its processes)	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. Work target and review mechanism with your supervisor		
	KA8. Protocol and format for reporting work related risks/ problems		





AMH/N0401 Carry out ironing activities in stitching and finishing operations

	KA9. Process for offering/ obtaining work related assistance			
P	Technical /			
Б.	Domain	The user/individual on the job needs to know and understand:		
		KD1 Knowledge of different types of garments and its ironing requirements		
	Knowledge	KB1. Knowledge of different types of garments and its ironing requirements		
		KB2. Use of work instructs and standard operating procedure		
		KB3. Range of ironing techniques most suited to the different types of apparel		
		KB4. Different apparels and their parts		
		KB5. Knowledge of folding procedures applicable as per different garment		
		KB6. Importance of removing or creating creases on the garments		
		KB7. Mould garment to the body counters		
		KB8. Under pressing, rough pressing and final pressing		
		KB9. Pleating and permanent		
		KB10. Different types of bucks		
		KB11. Various types of ironing industrial ironing table (eg: vacuum/blowing		
		functions)		
		KB12. Parts of industrial ironing table		
		KB13. Common factors affect ironing process		
		KB14. Setting up and adjusting machine controls		
		KB15. The actions to take in the event of a machine ceasing to function correctly		
		KB16. Common hazards in the work area and workplace procedures for dealing		
		with them		
		The state of the s		
		KB17. The characteristics of the materials and bow they differ		
		KB18. Knowledge about garment parts (pockets, fronts, backs, collars, cuffs,		
		sleeves, etc.)		
		KB19. The problems encountered when ironing different types of apparels		
		KB20. Different types of ironing defects		
		KB21. Different parts of ironing machine and its parts		
		KB22. The manufacturer's instructions for setting up, adjusting and operating the		
		equipment		
		KB23. Different parts of boiler		
		KB24. The manufacturer's specifications and instructions for maintenance of		
		equipment		
		KB25. Knowledge of care labels		
		KB26. Safety precautions to be taken when ironing the garments		
	lls (S) w.r.t the So	•		
	ments	Skills		
A.	Core Skills /	On the job the individual needs to be able to:		
	Generic Skills			
		SA1. Read, write and communicate orally in local language		
		SA2. Plan and manage work routine based on company procedure		
В.	Professional	On the job the individual needs to be able to:		
	Skills			
		SP1 Take appropriate desicions regarding to responsibilities		
	SB1. Take appropriate decisions regarding to responsibilities SB2. Solve operational role related issues			
		'		
		SB3. Iron different garments		



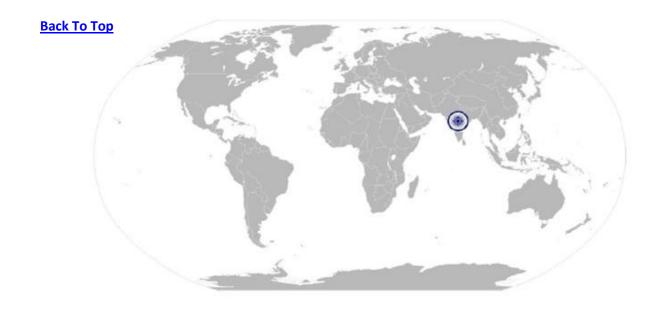


AMH/N0401 Carry out ironing activities in stitching and finishing operations

SB4.	Fold and pleat the garments as per customer requirements
SB5.	Remove or create crease on the garment

NOS Version Control

NOS Code	AMH/N0401AMH/N0401		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	11
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1 st March, 2014
Sub-Sector	Apparel / Made-Up's / Home Furnishing	Last Reviewed On	31 st March, 201431st March, 2014
		Next Review Date	1 st October, 2014



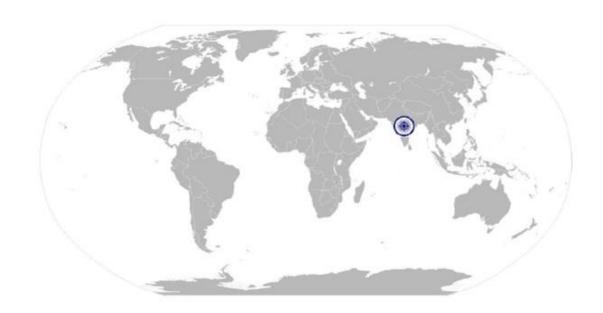




AMH/N0402 Maintain work area, tools and machines

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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/N0402 Maintain work area, tools and machines

Unit Code	AMH/N0402 Maintain work area, tools and machines AMH/N0402		
Unit Title (Task)	Maintain work area, tools and machines		
Description	Error! No text of specified style in document.		
Scope	This unit/task covers the following:		
Scope	This unity task covers the following.		
	Maintain the work area, tools and machines		
Performance Criter			
Elements	Performance Criteria		
Maintain the	To be competent, the user/individual on the job must be able to:		
work area, tools	To be competent, the user/individual on the job must be able to.		
and machines	PC1. Handle materials, machinery, equipment and tools safely and correctly		
and machines	PC2. Use correct lifting and handling procedures		
	PC3. Use materials to minimize waste		
	PC4. Maintain a clean and hazard free working area		
	PC5. Maintain tools and equipment		
	PC6. Carry out running maintenance within agreed schedules		
	PC7. Carry out maintenance and/or cleaning within one's responsibility		
	PC8. Report unsafe equipment and other dangerous occurrences		
	PC9. Ensure that the correct machine guards are in place		
	PC10. Work in a comfortable position with the correct posture		
	PC11. Use cleaning equipment and methods appropriate for the work to be		
	carried out		
	PC12. Dispose of waste safely in the designated location		
	PC13. Store cleaning equipment safely after use		
	PC14. Carry out cleaning according to schedules and limits of responsibility		
Knowledge and Un	derstanding (K) w.r.t. the Scope		
Elements	Knowledge and Understanding		
A. Organisational	The user/individual on the job needs to know and understand:		
-			
Context			
Context (Knowledge of the			
(Knowledge of the	KA1. Personal hygiene and duty of care		
(Knowledge of the company /	KA1. Personal hygiene and duty of careKA2. Safe working practices and organisational procedures		
(Knowledge of the company / organisation and	KA1. Personal hygiene and duty of careKA2. Safe working practices and organisational proceduresKA3. Limits of your own responsibility		
(Knowledge of the company /	 KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area 		
(Knowledge of the company / organisation and	 KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area 		
(Knowledge of the company / organisation and	 KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the 		
(Knowledge of the company / organisation and	 KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process 		
(Knowledge of the company / organisation and	 KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues 		
(Knowledge of the company / organisation and	 KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures 		
(Knowledge of the company / organisation and	 KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organisation's rules, codes and guidelines (including timekeeping) 		
(Knowledge of the company / organisation and	 KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organisation's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards 		
(Knowledge of the company / organisation and	 KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organisation's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards KA10. The importance of complying with written instructions 		
(Knowledge of the company / organisation and its processes)	 KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organisation's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards KA10. The importance of complying with written instructions KA11. Equipment operating procedures / manufacturer's instructions 		
(Knowledge of the company / organisation and its processes) B. Technical /	 KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organisation's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards KA10. The importance of complying with written instructions KA11. Equipment operating procedures / manufacturer's instructions The user/individual on the job needs to know and understand: 		
(Knowledge of the company / organisation and its processes) B. Technical / Domain	 KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organisation's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards KA10. The importance of complying with written instructions KA11. Equipment operating procedures / manufacturer's instructions The user/individual on the job needs to know and understand: KB1. Work instructions and specifications and interpret them accurately 		





AMH/N0402 Maintain work area, tools and machines

Alvin/N0402 ivialitatii work area, tools and machines			
	KB4. The importance of taking action when problems are identified		
	KB5. Different ways of minimising waste		
	KB6. The importance of running maintenance and regular cleaning		
	KB7. Effects of contamination on products i.e. Machine oil, dirt		
KB8. Common faults with equipment and the method to rectify			
	KB9. Maintenance procedures		
	KB10. Hazards likely to be encountered when conducting routine maintenance		
	KB11. Different types of cleaning equipment and substances and their use		
	KB12. Safe working practices for cleaning and the method of carrying them out		
Skills (S) w.r.t the So	cope		
Elements	Skills		
A. Core Skills /	On the job the individual needs to be able to:		
Generic Skills			
	SA1. Read, write and communicate orally in local language		
	SA2. Plan and manage work routine based on company procedure		
B. Professional	On the job the individual needs to be able to:		
Skills	SB1. Take appropriate decisions regarding to responsibilities		
	SB2. Solve operational role related issues		

NOS Version Control

NOS Code	AMH/N0402AMH/N0402								
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	11						
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1 st March, 2014						
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	- 2	Next Review Date	1 st October, 2014						

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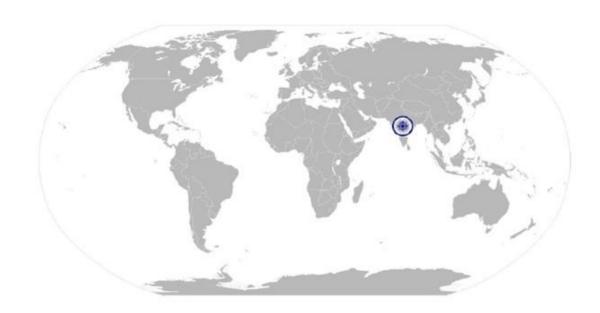




AMH/N0403 Maintain health, safety and security at workplace

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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/N0403 Maintain health, safety and security at workplace

Description Error! No text of specified style in document.	escription
Description Error! No text of specified style in document. Cope 1. Comply with health, safety and security requirements at work Performance Criteria (PC) w.r.t the Scope Elements Comply with health, safety and security health, safety and security requirements at work PC1. Comply with health and safety related instructions applicable to the work PC2. Use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures	escription
1. Comply with health, safety and security requirements at work Performance Criteria (PC) w.r.t the Scope Elements Comply with health, safety and security requirements at work PC1. Comply with health and safety related instructions applicable to the workplace PC2. Use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures	ope
Performance Criteria (PC) w.r.t the Scope Elements	
Performance Criteria (PC) w.r.t the Scope Elements	
Performance Criteria (PC) w.r.t the Scope Elements	
Comply with health, safety and security requirements at work PC1. Comply with health and safety related instructions applicable to the workplace PC2. Use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures	rformance Criteri
Comply with health, safety and security requirements at work PC1. Comply with health and safety related instructions applicable to the workplace PC2. Use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures	
health, safety and security requirements at work PC1. Comply with health and safety related instructions applicable to the workplace PC2. Use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures	
requirements at work PC1. Comply with health and safety related instructions applicable to the workplace PC2. Use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures	• •
requirements at work Work PC2. Use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures	· · · · · · · · · · · · · · · · · · ·
work PC2. Use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures	•
PC2. Use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures	•
, , , , , , , , , , , , , , , , , , , ,	
PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants	
PC5. Follow environment management system related procedures	
PC6. Identify and correct (if possible) malfunctions in machinery and equipment	
PC7. Report any service malfunctions that cannot be rectified	
PC8. Store materials and equipment in line with manufacturer's an	
organisational requirements	
PC9. Safely handle and move waste and debris	
PC10. Minimize health and safety risks to self and others due to own actions	
PC11. Seek clarifications, from supervisors or other authorized personnel in case	
of perceived risks	
PC12. Monitor the workplace and work processes for potential risks and threats	
PC13. Carry out periodic walk-through to keep work area free from hazards an	
obstructions, if assigned	
PC14. Report hazards and potential risks/ threats to supervisors or other	
authorized personnel	
PC15. Participate in mock drills/ evacuation procedures organized at the	
workplace	
PC16. Undertake first aid, fire-fighting and emergency response training, if aske	
to do so	
PC17. Take action based on instructions in the event of fire, emergencies of	
accidents	
PC18. Follow organisation procedures for shutdown and evacuation whe	
required	
Knowledge and Understanding (K) w.r.t. the Scope	owledge and Unc
Elements Knowledge and Understanding	
A. Organisational The user/individual on the job needs to know and understand:	
Context	Context





AMH/N0403 Maintain health, safety and security at workplace

(Knowledge of the company / organisation and its processes) KA1. Health and safety related practices applicable at the workplace KA2. Potential hazards, risks and threats based on nature of operations KA3. Organizational procedures for safe handling of equipment and mach operations	ne
organisation and its processes) KA3. Organizational procedures for safe handling of equipment and mach operations	ne
its processes) operations	ne
operations	
KA4. Potential risks due to own actions and methods to minimize these	
KA5. Environmental management system related procedures at the workplace	
KA6. Layout of the plant and details of emergency exits, escape rout	es,
emergency equipment and assembly points	
KA7. Potential accidents and emergencies and response to these scenarios	
KA8. Reporting protocol and documentation required	
KA9. Details of personnel trained in first aid, fire-fighting and emerger	cv
response	<i>^</i>
KA10. Actions to take in the event of a mock drills/ evacuation procedures	or
actual accident, emergency or fire	
detail decident, emergency of me	
B. Technical / The user/individual on the job needs to know and understand:	
Domain	
Knowledge 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.t the Scope	
Elements Skills	
A. Core Skills / Generic Skills The user/ individual on the job needs to know and understand how to:	
Generic Skills The user/ individual on the job needs to know and understand how to:	
SA1. Respond to emergencies, accidents or fire at the workplace	
SA2. Evacuate the premises and help others in need while doing so	
SA3. The value of physical fitness, personal hygiene and good habits	
B. Professional The user/ individual on the job needs to know and understand how to:	
Skills	
SB1. Raise alarm	
SB2. Safe and correct procedure of handling equipment and machinery	
SB3. Identify, report malfunctions in machinery and equipment and corr	ect
them if possible	
SB4. Identify and report service malfunctions and chemical leaks	
SB5. Keep work area free from potential hazards	
SB6. Report to supervisors and other authorized personnel for assistance	



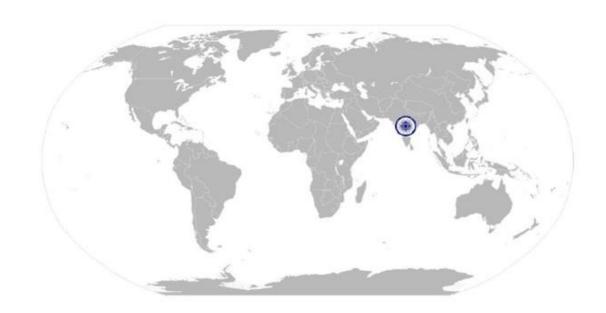


AMH/N0403 Maintain health, safety and security at workplace

NOS Version Control

NOS Code	AMH/N0403AMH/ N0403								
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	11						
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1 st March, 2014						
Sub-Sector	Sector Apparel / Made-Up's / Home Furnishing		31 st March, 201431st March, 2014						
		Next Review Date	1st October, 2014						

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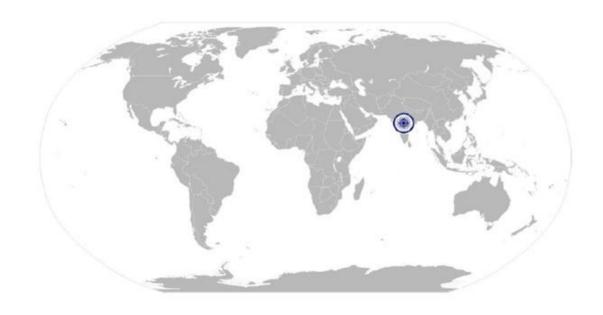






AMH/N0404 Comply with industry and organisational requirements

National Occupational Standard



Overview

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





AMH/N0404 Comply with industry and organisational requirements

Unit Code	AMH/N0404
Unit Title (Task)	Comply with industry and organisational requirements
Description	Error! No text of specified style in document.
Scope	This unit/task covers the following:
	3
	Comply with legal and ethical requirements
Performance Criteri	a (PC) w.r.t the Scope
Elements	Performance Criteria
Comply with legal	To be competent, the user/individual on the job must be able to:
and ethical	
requirements	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
Kar lala salila	PC5. Identify and report any possible deviation to these requirements
	derstanding (K) w.r.t. the Scope
Elements A. Organisational	Knowledge and Understanding The user/individual on the job needs to know and understand:
Context	The user/individual off the job fleeds to know and understand.
(Knowledge of the	WAS The investment of having or athird and value hand assured to
company /	KA1. The importance of having an ethical and value-based approach to
organisation and	governance
its processes)	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 /	The user/individual on the job needs to know and understand:
Domain	
Knowledge	KB1. Country / customer specific regulations for your sector and their
	importance
	KB2. Reporting procedure in case of deviations
	KB3. Limits of personal responsibility
Skills (S) w.r.t the So	·
Elements	Skills On the jet the individual peeds to be able to:
A. Core Skills / Generic Skills	On the job the individual needs to be able to:
Generic Skills	
	SA1. Plan and manage work routine based on company procedure
	SA2. Positively influence your team members into following procedures





AMH/N0404 Comply with industry and organisational requirements

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

NOS Version Control

NOS Code	AMH/N0404AMH/N0404								
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	11						
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1 st March, 2014						
Sub-Sector	Apparel / Made-Up's / Home Furnishing Apparel / Made-Up's / Home Furnishing	Last Reviewed On	31 st March, 201431st March, 2014						
		Next Review Date	1st October, 2014						



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/De scription of the Equipment/ ANY OTHER REMARK
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Ironing Unit	3		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Ironing Workstation	3		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Ironing Table	3	sets	Yes	length 1200 mm-1300 mm,width: 650 mm-750 mm, Height: 720 mm - 950 mm
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Students Chair & Tableor Chairs With Table Arms	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Traniners Table	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	White Board/ Black Board	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Tailor'S Chalk	1		No	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Hangers	3		Yes	Good Quality

Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Brush	3	sets	Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Non-Stretch Woven Cover	30		Yes	quantity can vary
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Clamps	20		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Pressing Templates	4		Yes	The quantity and variety may vary
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Irons	20		Yes	Different types of irons like steam press etc.
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Steamers	4		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Steam Air Dummies	4		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Assembling & Shaping Equipment	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Auxiliary Equipment	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Garments, Home Furnishing , madeups articles	15			
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Quality Tag	1		Yes	

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Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Dress Form	1		Yes	Women'smedium
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Dress Form	1		No	Man size medium
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Dress Form Size 42	1		No	Men's
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Dress Form Kids	1		No	2-3 Years
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Dress Form Girls	1		No	12-14 years
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Dress Form Boys	1		No	12-13 Years
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Packing Trims	1	Boxes	Yes	1 box for each type of packing trims
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Packing Boxes	15		Yes	the quantity, variety may vary
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Fusing Tape	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Apron	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Protective Gloves	15		Yes	

Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Care Labels	1	sets	Yes	quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Cap	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Boiler	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Bucks	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Scissors	2		Yes	Metallic
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Absorbent Pad	2		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Dry Cleaning Solvent	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Defect List	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Basic Stationary Items	30		Yes	Pens,Pencils,Erasers etc.
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Dustbin	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Distilled Water	20	ltrs	Yes	the quantity may vary

Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Sleeve Board	2	Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Sleeve Roll	2	Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Clapper	1	Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Press Mit	15	Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Test Cloth	15	Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Trainers Chair	1	Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	White Board Marker/Chalk	1	Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Duster	1	Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Fire Extinguisher	1	Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	First Aid Box	1	Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Dexterity Test Kit	1	No	

Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Students Manual	30	Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q0401	Pressman	4	Dustbin	1	Yes	