

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



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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 – Washing Machine Operator

SECTOR: Apparel, Made-up's and Home Furnishing

SUB-SECTOR: Apparel, Made-up's and Home Furnishing

OCCUPATION: Washing Machine Operator

REFERENCE ID: AMH/Q1810

ALIGNED TO: NCO-2004 /9133.10

Washing Machine Operator operates washing machine to execute running of various washing programmes to achieve desired characteristics from as simple as cleaning to finishing attributes of improved feel, drape, luster, biological resistance etc.

Brief Job Description: Washing Machine Operator is responsible to perform various types of washings for apparel and garments, made ups and home furnishing articles. The washings are intended to achieve desired finish reflected in terms of improved performance, cleanliness, luster, feel, drape, softness with combinations of time, temperature, process conditions and chemical formulations specific to product class.

Personal Attributes: Washing Machine Operator should have good eyesight, motor skills and immune from defects of colour blindness. He/she should also have good interpersonal skills and keen on learnings.

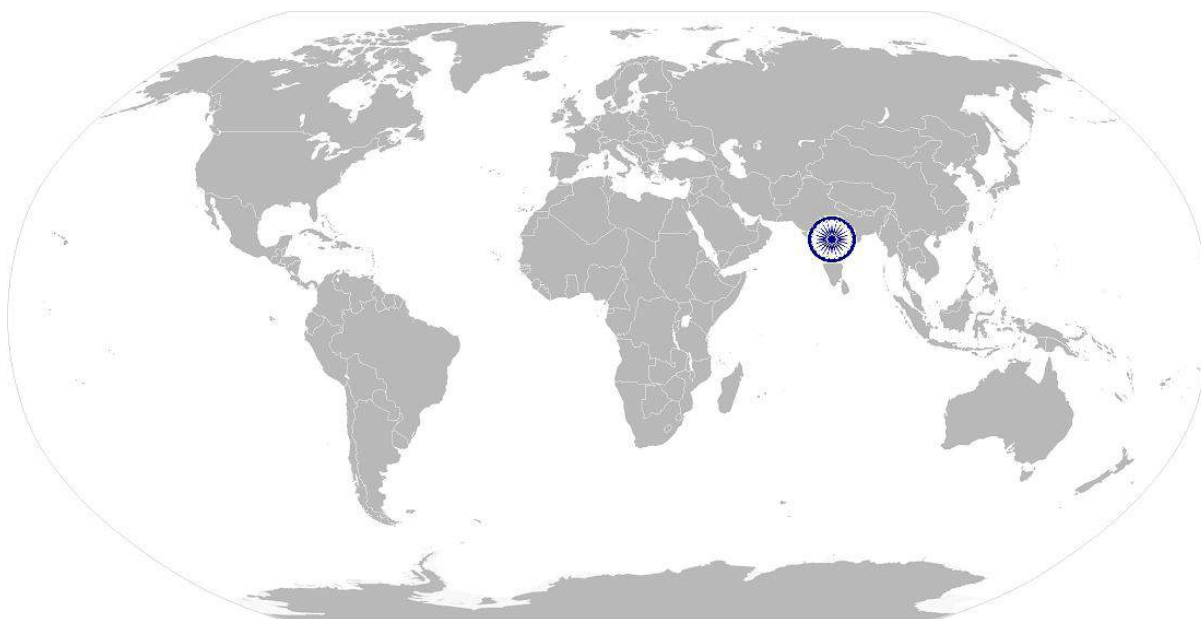
Job Details	Qualifications Pack Code	AMH/Q1810		
	Job Role	Washing Machine Operator		
	Credits (NSQF)	TBD	Version number	1.0
	Sector	Apparel, Made-up's and Home Furnishing	Drafted on	17/03/15
	Sub-sector	Apparel, Made-up's and Home Furnishing	Last reviewed on	30/04/15
	Occupation	Washing	Next review date	21/03/16
	NSQC Clearance on*	N.A		
Job Role	Washing Machine Operator			
Role Description	This unit covers the skills and knowledge required to perform the task of washing as a washing machine operator. It includes follow up of instructions as per job card to achieve production of finally finished washed garments with desired attributes.			
NSQF level	4			
Minimum Educational Qualifications	Preferably, Standard X			
Maximum Educational Qualifications	N.A.			
Training (Suggested but not mandatory)	N.A.			
Minimum Job Entry Age	19 years			
Experience	Preferably having worked 1-2 years in a garment or apparel factory			
National Occupational Standards (NOS)	<p>Compulsory:</p> <ol style="list-style-type: none"> AMH/N1810(Plan and prepare for process of washing as per job card) AMH/N1811(Carrying out the washing process) AMH/N1812(Maintain health, safety and security in the washing department) AMH/N0102(Maintain workarea, tools and machines) AMH/N0104(Comply with industry, regulatory and organizational requirements) <p>Optional: Not Applicable</p>			
Performance Criteria	As described in relevant NOS units			

Keywords /Terms	Description	
Definitions	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 achieving the objectives of the function.
	Job role	Job role defines 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 consistently while carrying out a function at the workplace. Occupational Standards as set of competencies is applicable both in Indian and overreaching global contexts.
	Performance Criteria	Performance Criteria defined for a task are statements that together specify the standard of performance while carrying out the task.
	National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in Indian context.
	Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
	Qualifications Pack(QP)	Qualifications Pack comprises set of OS, together with the educational, training and other criteria that are required to perform a job rolesatisfactorilyat workplace. A Qualifications Pack is assigned a unique qualification pack code for clear identification.
	Knowledge and Understanding	Knowledge and Understanding are statements which together as a set specify the technical, generic, professional and organization specific knowledge that an individual needs to possess in order to perform and meet the required standards consistently.

Organizational Context	Organizational Context includes the way the organization is structured and how it operates. It includes elements of operational knowledge contents defined in relation to functioning of an organization that a skilled professional need to possess specific to its precise areas of responsibility.
Technical Knowledge	Technical Knowledge is the specific domain knowledge needed to accomplish the task in combination with other competencies. It is usually coined with specifically designated roles and responsibilities.
Core Skills/Generic Skills	Core Skills or Generic Skills as set are group of skills. It is key to working in today's world. These skills are typically needed in any work environment. In the context of the OS, these include mainly communication related skills that are applicable to most job roles.
Keywords /Terms	Description
SSC	Sector Skill Council
AMH	Apparel, Made-up's and Home Furnishings
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
NCO	National Classifications of Occupation
TBD	To Be Determined
TSC	Textile Sector Skill Council
NSDC	National Skill Development Corporation
MIS	Management Information System

Acronyms

National Occupational Standard



Overview

This unit is meant to capture skills, knowledge and personality attributes combined all together as set enabling one plan satisfactorily to work as Washing Machine Operator.

AMH/ N1810

Plan and prepare for process of washing as per job role

National Occupational Standard	Unit Code	AMH/ N1810
	Unit Title (Task)	Plan and prepare for process of washing as per job card
	Description	This unit is about taking charge of operations of planning for task related to washing machine operator
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Planning of different activities related to washing machine operator
	Elements	Performance Criteria
	Planning of different activities related to washing machine operator	PC1. Ensure that the machine is empty & clean PC2. Ensure garments are free from undesirable crease/fold/twist PC3. Check garments for any objectionable defects PC4. Mark the articles for washing with identifying code numbers or names using hand or machine markers PC5. Make sure the machine is kept clean at all times, before loading, while running and after unloading the fabric PC6. Check that all the controls of the machines are functioning properly PC7. Ensure enough supply of utilities such as water, air and steam for proper functioning of the machine
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Knowledge about customer defined standards and/or standard reference sample KA2. Organize the plan to ensure the consumption of washing agents and chemicals, water, etc. is reduced to minimum KA3. Knowledge about Standard Operating Procedure (SOP) and regulations in processing unit KA4. Knowledge about how to report to the supervisor or higher authority about any grievances faced
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge of operating, handling of washing machine based on capacity, suitability for garment types, washing cycle, etc. KB2. Knowledge of chemicals used in washing KB3. Knowledge about parameters affecting washing like pH, temperature, time, etc. KB4. Knowledge about shelf life of alkalis, surfactants, softeners and other reagents KB5. Knowledge about type of fibre, yarn and fabric- yarn dyed, piece dyed or printed
	Skills (S)	
A. Core Skills/ Generic Skills	Writing Skills	
	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> SA1. Document records related to the style production and quality in terms of washing SA2. Write letters, memos clearly and legibly SA3. Document each style that is worked upon for future reference 	
Reading Skills		

AMH/ N1810

Plan and prepare for process of washing as per job role

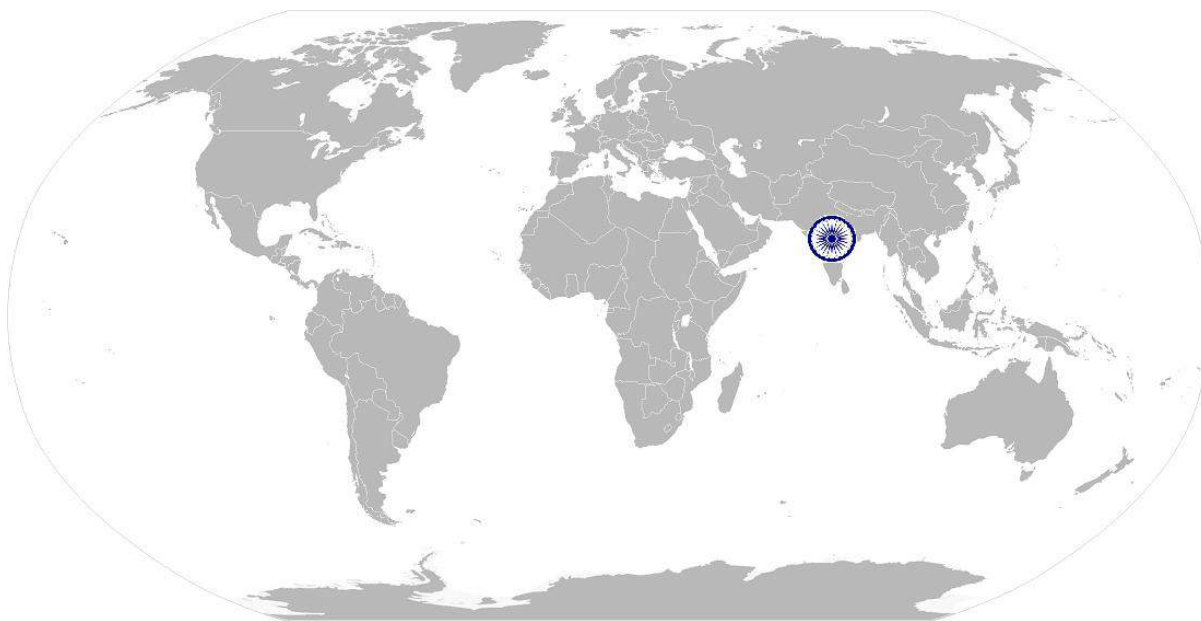
	The user/individual on the job needs to know and understand: SA4. Read and comprehend written instructions mentioned in the job card related to the materials required to carry out the process of washing
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand: SA5. Communicate with superiors, colleagues and juniors appropriately SA6. Seek clarification from the concerned supervisor in a detailed manner to avoid further unclarity
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. make decisions in relation to the planning and preparation of the garments to be washed SB2. Take appropriate actions in terms of any deviations from the process
	Plan and Organize
	The user/individual on the job needs to know and understand: SB3. plan and set targets along with supervisors and co-workers SB4. Organize the required machineries and chemicals to be used for washing
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB5. Ensure all customer needs are assessed and every effort is made to provide satisfactory service
	Problem Solving
	The user/individual on the job needs to know and understand: SB6. Identify possible defects with the garments received and try fixing them SB7. Report abnormalities and non-conformities detected to superiors SB8. Seek clarification on problems when in doubt
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB9. Identify root cause of a problem related to the preparation of garments that are to be washed like difference in shades, slight visible difference in the design, etc. SB10. Analyze each washing process adopted, its pros and cons and its significance to the company and to the final garment
	Critical Thinking
The user/individual on the job needs to know and understand how to: SB11. Critically evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently	

AMH/ N1810

Plan and prepare for process of washing as per job role

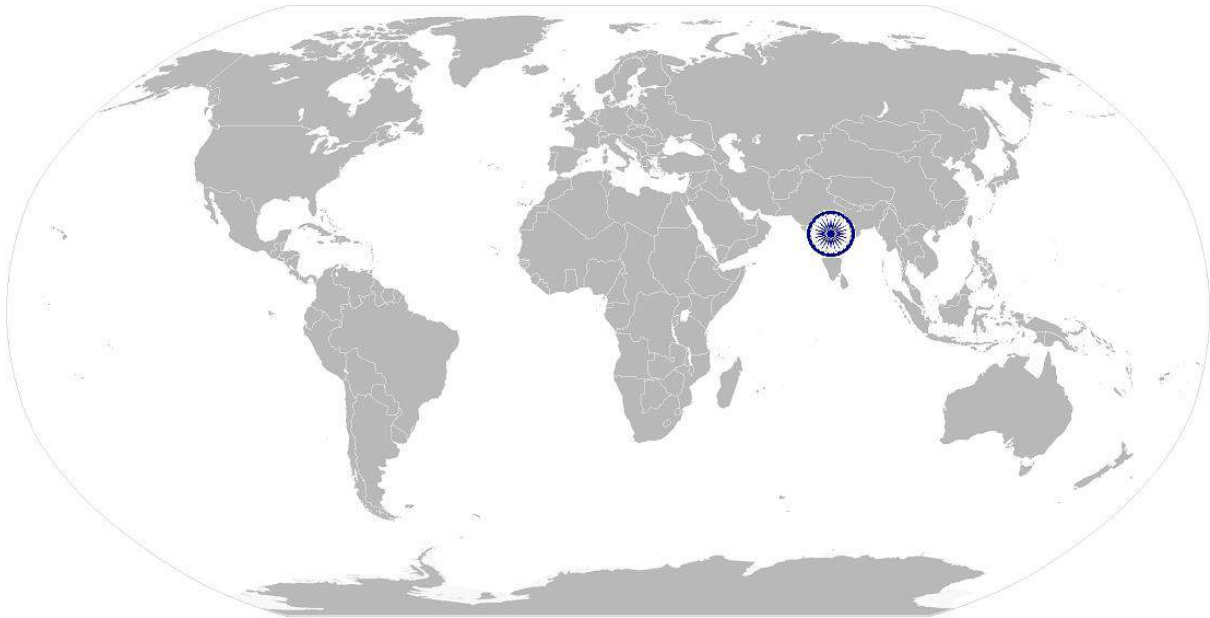
NOS Code	AMH/ N1810		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Washing Machine Operator	Next review date	21/03/16

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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to operate Washing Machine Range to achieve desired productivity and quality

AMH/ N1811

Carrying out the washing process

National Occupational Standard	Unit Code	AMH/ N1811
	Unit Title (Task)	Carrying out the washing process
	Description	This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to operate the washing machine range to achieve desired productivity and quality.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> ➤ Identifying and execution of activities related to operation of washing machine range
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Identifying and execution of activities related to operation of washing machine range	<p>PC1. Read and comprehend fully the process being followed to do the task of putting the detergent into the machine</p> <p>PC2. Check different parameters of the process like pH, color, temperature, length of washing cycle etc.</p> <p>PC3. Run the machine as per the washing cycle referred in the job card</p> <p>PC4. Pick out one or two pieces from washed product randomly</p> <p>PC5. Compare the pieces with the standard reference sample</p> <p>PC6. Check the product for washing or rubbing fastness due to abrasion</p> <p>PC7. Remove the objects and place them in the drying machine as per the instructions in the job card</p> <p>PC8. Check the products for any stains or damage after the process</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KA1. Knowledge of using available cleaning agents and chemicals with highest utilization KA2. Developing washing recipe for cleaning and stain removing to ensure minimum chemical consumption KA3. Knowledge about safe working practices to be adopted in the washing unit
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> KB1. Knowledge of effect of chemical types on washability with respect to garments being washed like alkalis, surfactants, softeners, etc. KB2. Knowledge about washing techniques and formulary KB3. Knowledge about different types of stains like oil stains, dirt stains, chalk marks, etc. KB4. Knowledge about product handling techniques of various garments, made ups and home furnishing articles KB5. Knowledge about various controls of the machine KB6. Knowledge about washing dyed and/or printed products

AMH/ N1811

Carrying out the washing process

	<p>KB7. Knowledge about various valves, traps</p> <p>KB8. Knowledge of various chemicals for washing of vat, reactive or disperse dyed or printed fabrics</p> <p>KB9. Knowledge of how to spare the machine when its due for maintenance to avoid breakdown of machine while working</p>
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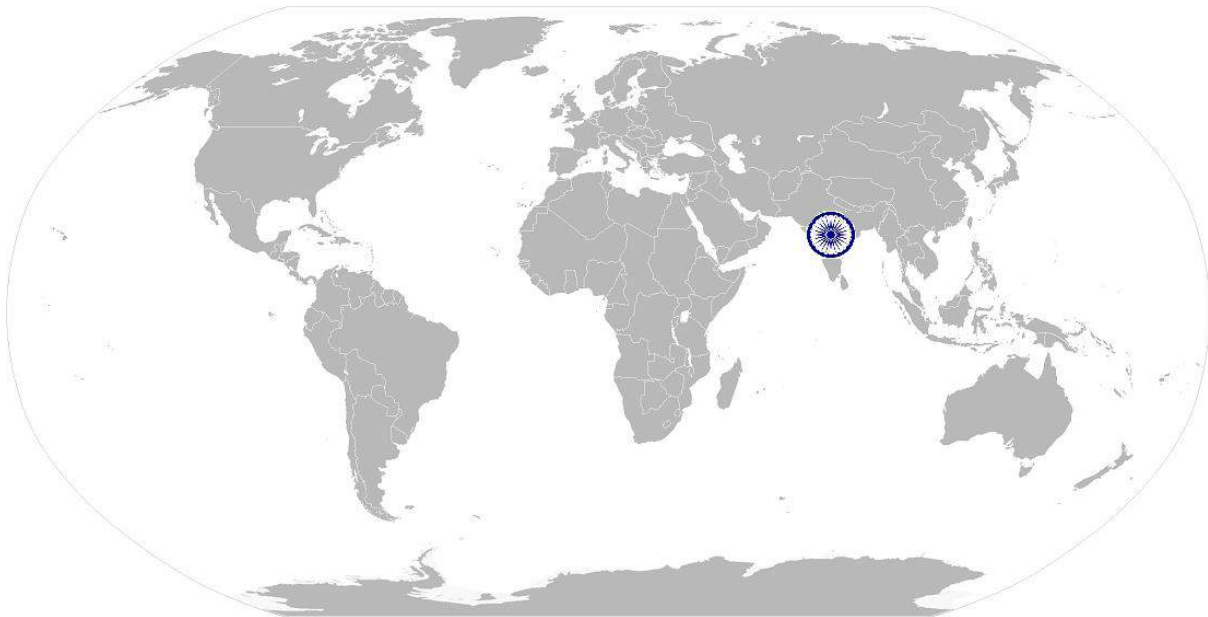
Skills (S) w.r.t the scope

Elements	Skills
A. Core/Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand:
	SA1. Document records related to operational data about washing machines
	SA2. Keep a record of all the process steps being followed during washing, the changes made, the defects discovered, washing material used etc.
	Reading Skills
	The user/individual on the job needs to know and understand:
	SA3. Read and comprehend written instructions related to the machine operation
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand:
	SA4. Communicate with superiors, colleagues and juniors appropriately SA5. Effectively communicate with co-workers to understand the working in a better way
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand:
	SB1. Follow organization rule-based decision making process with respect to washing of garments
	SB2. Take appropriate actions in terms of any deviations while washing garments
	Plan and Organize
	The user/individual on the job needs to know and understand:
	SB3. Plan and set targets along with the supervisors and co-workers
	SB4. Plan for placing the washed garments in an organized manner on a daily basis
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
SB5. Understand customer requirements and their priority and respond as per their needs	
SB6. Evaluate and wash the garments as per client specifications	
Problem Solving	
The user/individual on the job needs to know and understand:	
SB7. Seek and Comprehend machine related inputs for clarification	
SB8. Clarify instructions given by the supervisor	
SB9. Review the defects and take appropriate actions to rectify them	
Analytical Thinking	
The user/individual on the job needs to know and understand:	

AMH/ N1811

Carrying out the washing process

	SB10. Analyze the defects and the procedure for dealing with it
	SB11. Diagnose and report common problems in the machines like missing parts, wash speed, etc. based on visual inspection
	Critical Thinking
	The user/individual on the job needs to know and understand:
	SB12. Critically evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently
	SB13. Evaluate, understand and rectify under supervision the problems that arise while washing garments like uneven effect on garments, tearing of garments during washing, etc.

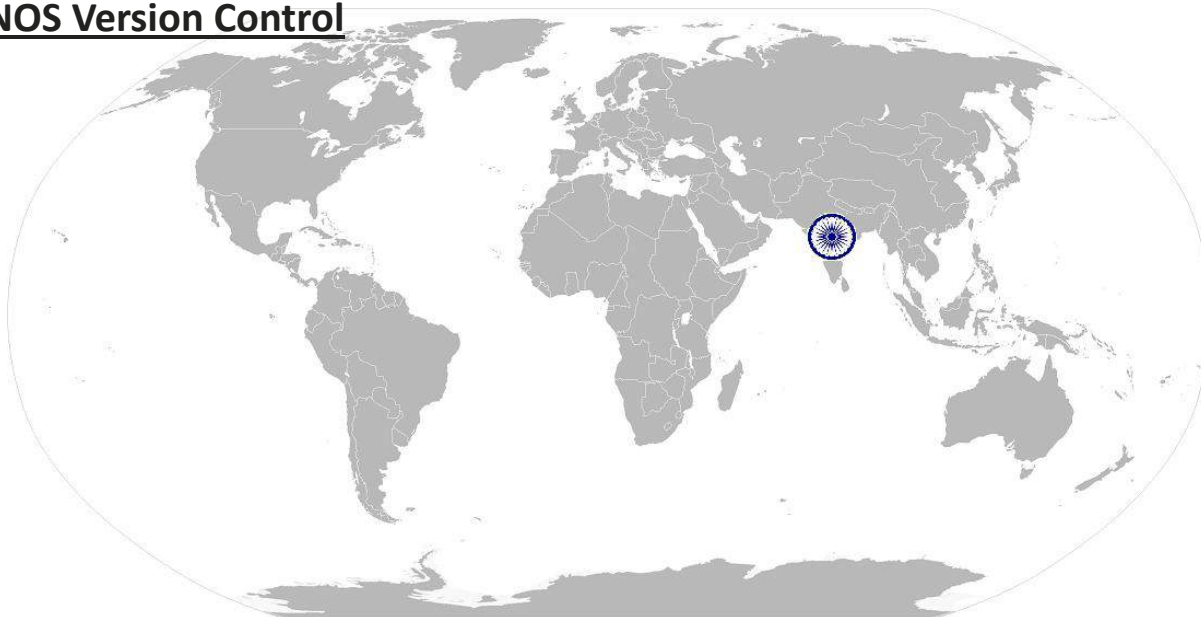


AMH/ N1811

Carrying out the washing process

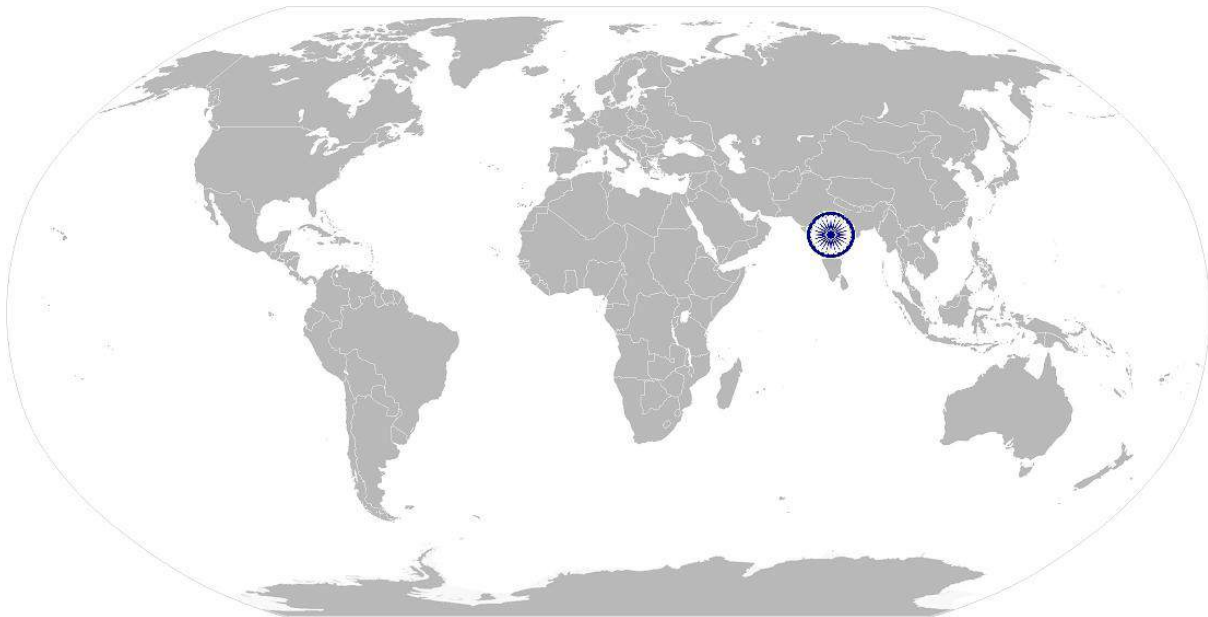
NOS Code	AMH/N1811		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Washing Machine Operator	Next review date	21/03/16

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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding, Skills & Abilities required to ensure the health, safety and security of the washing department is maintained properly

AMH/ N1812

Maintain health, safety and security in the washing department

National Occupational Standard	Unit Code	AMH/ N1812
	Unit Title (Task)	Maintain health, safety and security in the washing department
	Description	This unit provides performance criteria, knowledge & understanding, skills & abilities required to check and ensure the workplace of washing machine operation is safe and secure.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> The elements of safety, security and environmental concerns related to workplace
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	The elements of safety, security and environmental concerns related to the workplace	<p>PC1. Identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry</p> <p>PC2. Ensure washing effluents before discharge complies with industrial and environmental requirements like BOD, COD, pH, color, etc.</p> <p>PC3. Ensure the effluents are monitored periodically for compliance</p> <p>PC4. Ensure safe and secure handling of washing equipments, tools and machineries with the help of gloves, boots, etc.</p> <p>PC5. Follow environment management system related to the washing processes</p>
	Knowledge and Understanding (K)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <p>KA1. Knowledge of washing cycle and its impact on BOD, COD, pH, color, etc. of the effluents</p> <p>KA2. Knowledge of chemical hazards associated with washing processes</p> <p>KA3. Knowledge of personal protective equipments and safety measures as applicable to the process of washing</p> <p>KA4. Knowledge of environmental compliance related to effluents</p> <p>KA5. Knowledge of quality systems and other processes practiced in the industry</p>
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <p>KB1. Knowledge of safety requirements related to chemicals and reagents used in washing</p> <p>KB2. Knowledge of various personal protective equipments like nose mask, hand gloves, gum boots, etc.</p> <p>KB3. Knowledge about correct usage of personal protective equipments</p> <p>KB4. Knowledge of signage related to health and safety and their meaning</p> <p>KB5. Knowledge of identification, handling and storage of hazardous substances</p>
Skills (S)		
A. Core/ Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to: <p>SA1. document records related to health, safety and security related information</p> <p>SA2. Document records in case of any health and safety incident/accident</p>	
	Reading Skills	

AMH/ N1812 Maintain health, safety and security in the washing department

	<p>The user/individual on the job needs to know and understand:</p> <p>SA3. Read and comprehend written instructions related to safety issues</p> <p>SA4. Read, understand and follow the safety and cleanliness signage put in the organization</p>
	<p>Oral Communication (Listening and Speaking skills)</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA5. Seek information appropriately in order to understand the requirements and concerns of health and safety</p> <p>SA6. Use correct technical terms while discussing safety and security with the supervisor</p> <p>SA7. Provide necessary information regarding health and safety to unclear co-workers</p>
B. Professional Skills	<p>Decision Making</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB1. Make appropriate and timely decision in responding to emergencies/accidents in line with organization</p> <p>SB2. Evaluate and use correct PPE and other safety gear while at the washing department</p>
	<p>Plan and Organize</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB3. Work with supervisors/team mates to carry out health and safety measures</p> <p>SB4. Plan health and safety drills according to the required schedule</p> <p>SB5. Keep work area free from potential hazards like injuries from chemicals, etc.</p>
	<p>Customer Centricity</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. Ensure and follow organizational procedures pertaining to health and safety are followed</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB7. Take appropriate actions during emergencies, accidents or fire at the washing department</p> <p>SB8. Resolve issues pertaining to malfunctions in machineries and report if required</p>
	<p>Analytical Thinking</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SB9. Identify emergency situations</p> <p>SB10. Identify cause effect relationship for the emergencies</p>
	<p>Critical Thinking</p>
<p>The user/individual on the job needs to know and understand:</p> <p>SB11. Critically evaluate the root cause of any mishappening and the level of its impact</p>	

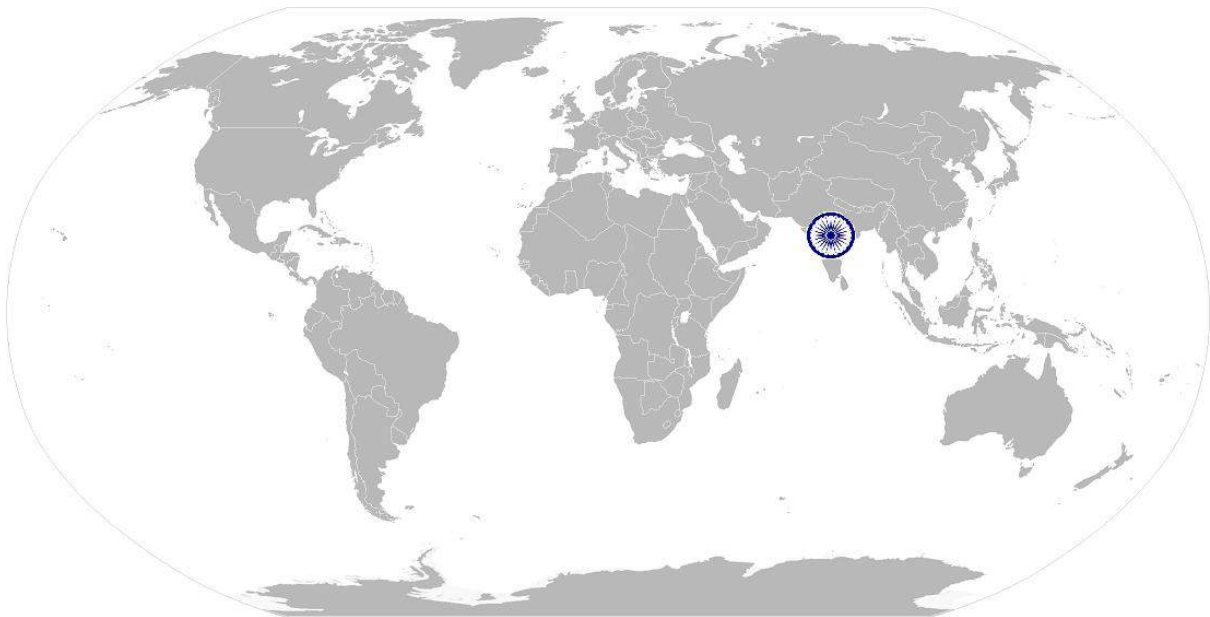
AMH/ N1812 Maintain health, safety and security in the washing department

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NOS Code	AMH/N1812		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Washing Machine Operator	Next review date	21/03/16



National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain activities to ensure tools, equipments and machines are maintained as per norms.

AMH/ N0102

Maintain workarea, tools and machines

Unit Code	AMH/ N0102
Unit Title (Task)	Maintain workarea, tools and machines
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms
Scope	This unit/task covers the following: <ul style="list-style-type: none"> Maintain the work area tools, and machines
Performance Criteria (PC) w.r.t. the Scope	
Elements	Performance Criteria
Maintain the workarea, tools and machines	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Maintain a clean and hazard free working area</p> <p>PC5. Maintain tools and equipment</p> <p>PC6. Carry out running maintenance within agreed schedules</p> <p>PC7. Carry out maintenance and/or cleaning within one's responsibility</p> <p>PC8. Report unsafe equipment and other dangerous occurrences</p> <p>PC9. Ensure that the correct machine guards are in place</p> <p>PC10. Work in a comfortable position with the correct posture</p> <p>PC11. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC12. Dispose of waste safely in the designated location</p> <p>PC13. Store cleaning equipment safely after use</p> <p>PC14. Carry out cleaning according to schedules and limits of responsibility</p>
Knowledge and Understanding (K)	
A. Organizational 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 organization's rules, codes and guidelines (including timekeeping)</p> <p>KA9. The company's quality standards</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p>
B. Technical Knowledge	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p>

AMH/ N0102

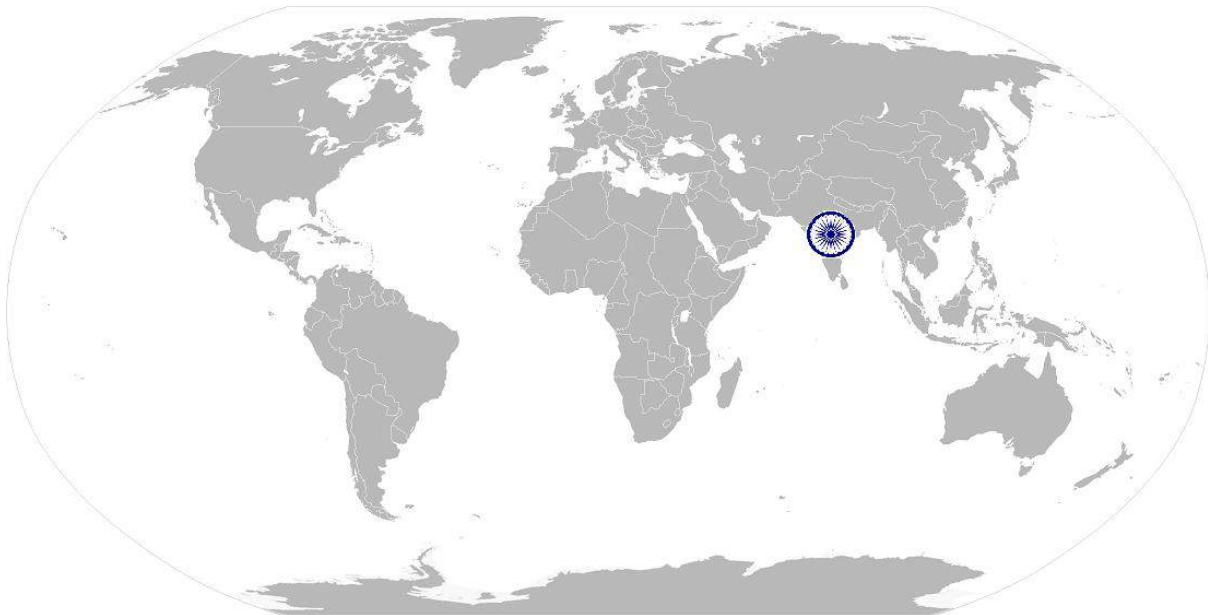
Maintain workarea, tools and machines

	<p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of taking action when problems are identified</p> <p>KB5. Different ways of minimizing waste</p> <p>KB6. The importance of running maintenance and regular cleaning</p> <p>KB7. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB8. Common faults with equipment and the method to rectify</p> <p>KB9. Maintenance procedures</p> <p>KB10. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB11. Different types of cleaning equipment and substances and their use</p> <p>KB12. Safe working practices for cleaning and the method of carrying them out</p>
Skills (S) w.r.t the scope	
Elements	Skills
A. Core Skills/ Generic Skills	Writing Skills
	The user/individual on the job needs to know and understand how to: SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company
	Reading Skills
	The user/individual on the job needs to know and understand how to: SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards, etc.
	Oral Communication (Listening and Speaking skills)
The user/individual on the job needs to know and understand how to: SA4. Speak and communicate effectively to peers and supervisors SA5. Give clear instructions to co-workers, subordinates, others SA6. Use correct technical term while interacting with supervisor	
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to: SB1. Take appropriate decisions regarding to responsibilities SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly SB3. Evaluate the decision and conduct basic trouble shooting
	Plan and Organize
	The user/individual on the job needs to know and understand how to: SB4. Plan and manage work routine based on company procedure SB5. Work with supervisors/team mates to carry out work related tasks SB6. Plan for cleaning and lubricating the concerned machinery daily SB7. Plan for cleaning the concerned tools and workplace daily before and after operations
	Customer Centricity
	The user/individual on the job needs to know and understand how to: SB8. Ensure and follow organizational procedures pertaining to health and safety are followed
	Problem Solving

AMH/ N0102

Maintain workarea, tools and machines

	The user/individual on the job needs to know and understand how to: SB9. Solve operational role related issues
	Analytical Thinking
	The user/individual on the job needs to know and understand how to: SB10. Diagnose common problems in the machine based on visual inspection, sound, temperature, etc.
	Critical Thinking
	The user/individual on the job needs to know and understand how to: SB11. Analyze, evaluate and apply the information gathered from observation, experience, reasoning or communication to act efficiently

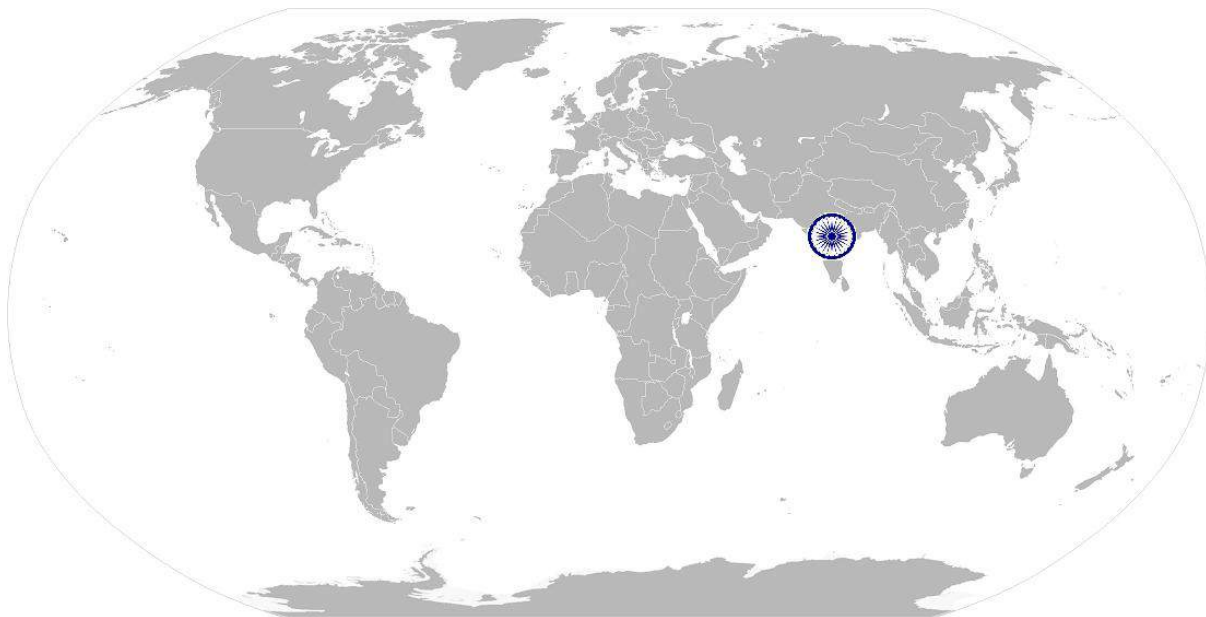


AMH/ N0102

Maintain workarea, tools and machines

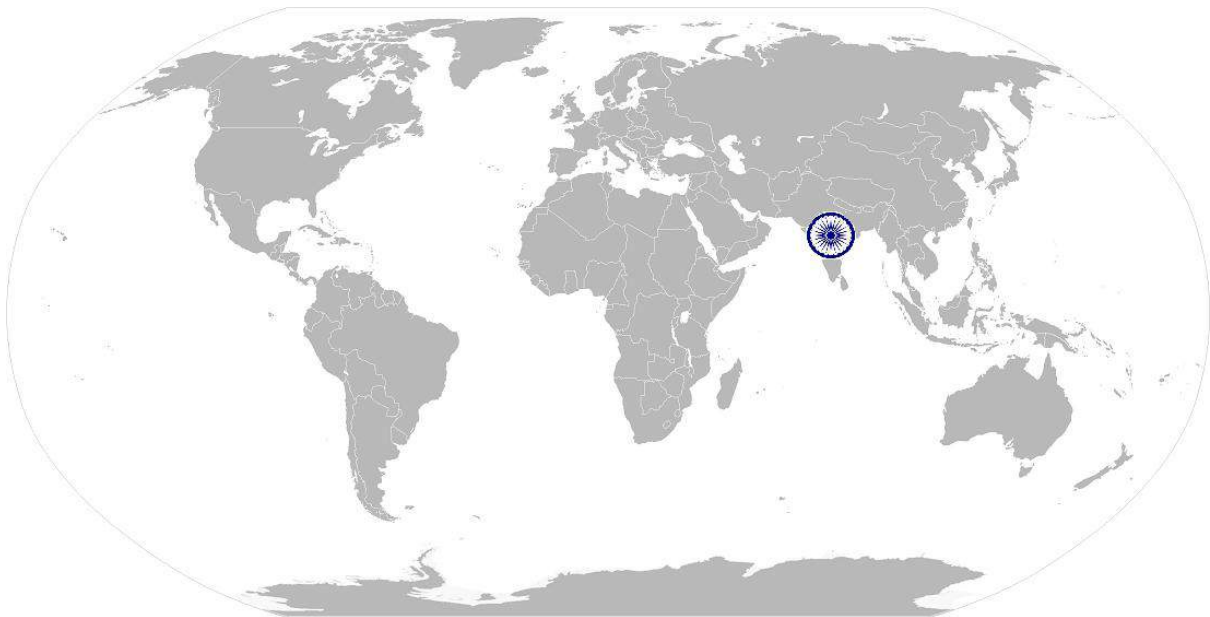
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NOS Code	AMH/N0102		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
Occupation	Washing Machine Operator	Next review date	21/03/16



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National Occupational Standard



Overview

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

AMH/N0104

Comply with industry, regulatory and organizational requirements

National Occupational Standard	Unit Code	AMH/ N0104
	Unit Title (Task)	Comply with industry, regulatory and organizational requirements
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal, regulatory and ethical requirements at the workplace.
	Scope	This unit/task covers the following: <ul style="list-style-type: none"> Comply with industry and organizational requirements
	Performance Criteria (PC) w.r.t. the Scope	
	Elements	Performance Criteria
	Comply with industry, regulatory and organizational requirements	To be competent, the user/individual on the job must be able to: <ul style="list-style-type: none"> 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)	
	A. Organizational Context (Knowledge of the company/ organization and its processes)	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> Legal and ethical requirements Procedures to follow if someone does not meet the requirements KA5.Customer specific requirements mandated as a part of your work process
	B. Technical Knowledge	The user/individual on the job needs to know and understand: <ul style="list-style-type: none"> 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 scope		
Elements	Skills	
A. Core Skills/ Generic Skills	Writing Skills	
	The user/ individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company 	
	Reading Skills	
The user/individual on the job needs to know and understand how to: <ul style="list-style-type: none"> SA2. Read and comprehend the organizational documents pertaining to rules and procedures SA3. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards, etc. 		

AMH/N0104 Comply with industry, regulatory and organizational requirements

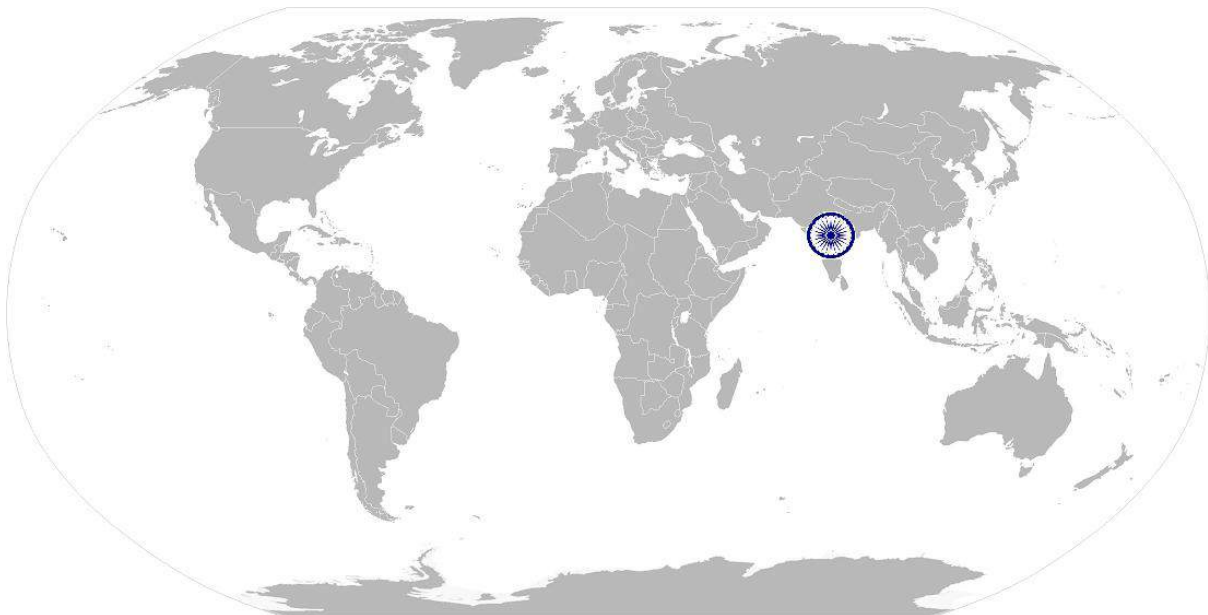
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
	Oral Communication (Listening and Speaking skills)
	The user/individual on the job needs to know and understand how to:
	SA6. Positively influence the team members into following procedures
B. Professional Skills	Decision Making
	The user/individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions related to responsibilities
	Plan and Organize
	The user/individual on the job needs to know and understand how to:
	SB2. Plan and manage work routine based on company procedure
	Customer Centricity
	The user/individual on the job needs to know and understand how to:
	SB3. Ensure and follow organizational procedures and policies
	Problem Solving
	The user/individual on the job needs to know and understand how to:
	SB4. Evaluate and seek and obtain clarification from the superiors
Analytical Thinking	
The user/individual on the job needs to know and understand how to:	
SB5. Apply balanced judgment to different situations	
Critical Thinking	
The user/individual on the job needs to know and understand how to:	
SB6. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently	

AMH/N0104

Comply with industry, regulatory and organizational requirements

NOS Version Control

NOS Code	AMH/N0104		
Credits (NSQF)	TBD	Version number	1.0
Industry	Apparel, Made-ups and Home Furnishing	Drafted on	17/03/15
Industry Sub-sector	Apparel, Made-ups and Home Furnishing	Last reviewed on	30/04/15
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CRITERIA FOR ASSESSMENT OF TRAINEES

Job Role Washing Machine Operator

Qualification Pack AMH/Q1810

Sector Skill Council Apparel, Made-up’s and Home Furnishing

Guidelines for Assessment

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in a QP
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

NOS	Performance Criteria	Total Marks	Out Of	Marks Allocation		
				Theory	Skills Practical	Viva
1. AMH/N1810 (Plan and prepare the process of washing as per job card)	PC1. Ensure that the machine is empty & clean	70	14	6	7	1
	PC2. Ensure garments are free from undesirable crease/fold/twist		15	6	8	1
	PC3. Check garments for any objectionable defects		12	5	7	0
	PC4. Mark the articles for washing with identifying code numbers or names using hand or machine markers		8	2	5	1
	PC5. Make sure the machine is kept clean at all times, before loading, while running and after unloading the fabric		5	0	4	1
	PC6. Check that all controls of the machines are functioning properly		8	2	5	1
	PC7. Ensure enough supply of utilities such as water, air and steam for proper functioning of the machine		8	2	6	0

		Total	70	23	42	5
2. AMH/N1811 (Carrying out the washing process)	PC1. Read and comprehend fully the process being followed to do the task of putting the detergent into the machine	95	17	6	10	1
	PC2. Check different parameters of the process like pH, color, temperature, length of washing cycle, etc.		12	3	8	1
	PC3. Run the machine as per the washing cycle referred in the job card		23	10	13	0
	PC4. Pick out one or two pieces from washed product randomly		9	2	7	0
	PC5. Compare the pieces with the standard reference sample		11	2	8	1
	PC6. Check the product for washing or rubbing fastness due to abrasion		9	2	6	1
	PC7. Remove the objects and place them in the drying machine as per the instructions in the job card		7	1	6	0
	PC8. Check the products for any stains or damage after the process		7	2	4	1
			Total	95	28	62
3. AMH/N1812 (Maintain health, safety and security in the washing department)	PC1. Identify different kinds of possible hazards (environmental, personal, ergonomic, chemical) of the industry	35	7	3	3	1
	PC2. Ensure washing effluents before discharge complies with industrial and environmental requirements like BOD, COD, pH, color, etc.		8	3	4	1
	PC3. Ensure the effluents are monitored periodically for compliance		7	2	4	1
	PC4. Ensure safe and secure handling of washing equipments, tools and machineries with the help of gloves, boots, etc.		7	3	4	0
	PC5. Follow environment management system related to the washing processes		6	3	3	0
				35	14	18

4. AMH/N0102 (Maintain workarea, tools and machines)	PC1. Handle materials, machinery, equipment and tools safely and correctly	40	3	0	2	1
	PC2. Use correct lifting and handling procedures		3	1	2	0
	PC3. Use materials to minimize waste		3	1	1	1
	PC4. Maintain a clean and hazard free working area		3	0	2	1
	PC5. Maintain tools and equipments		2	0	2	0
	PC6. Carry out running maintenance within agreed schedules		4	1	2	1
	PC7. Carry out maintenance and/or cleaning within one's responsibility		2	0	2	0
	PC8. Report unsafe equipment and other dangerous occurrences		3	1	1	1
	PC9. Ensure that the correct machine guards are in place		3	0	2	1
	PC10. Work in a comfortable position with the correct posture		2	0	2	0
	PC11. Use cleaning equipment and methods appropriate for the work to be carried out		4	1	2	1
	PC12. Dispose of waste safely in the designated location		2	0	2	0
	PC13. Store cleaning equipment safely after use		2	0	2	0
	PC14. Carry out cleaning according to schedules and limits of responsibility		4	1	2	1
	40	6	26	8		
5. AMH/N0104 (Comply with industry, regulatory and organizational requirements)	PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures	30	7	2	4	1
	PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel		8	3	4	1
	PC3. Apply and follow these policies and procedures within your work practices		4	1	3	0

Qualifications Pack for Washing Machine Operator



	PC4. Provide support to your supervisor and team members in enforcing these considerations		5	1	3	1
	PC5. Identify and report any possible deviation to these requirements		6	2	3	1
	Total Marks	270	30	9	17	4
			270	80	165	25

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 & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Industrial Washing Machine	1		Yes	Different types of washing machine
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Drying Machines And Tumbler	1		Yes	Different type
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Fabric/Trims & Accessories	10	mtrs	Yes	Different type, quantity may vary
	AMH/Q1810	Washing Machine Operator	4	Trims & Accessories	1	packs	Yes	Different type, quantity may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Chemicals & Reagents	1 pack		Yes	Different type one pack each, qty may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Stains Swatch file	1		Yes	Different type of stains swatch
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	White /BlackBoard With Marker & Chalk Duster	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Hangers	24		Yes	qty may vary

Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Laundry Baskets	3		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Hanging Rope	50	mtrs	Yes	qty may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Boilers And Steam Generators	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Small Brush	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Types Of Labels	1	set	Yes	Wash care label , content label etc.each type, qty may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Baskets ,Pouchesfor Storing Items	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Trolley	3		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Types Of Garments ,Made Ups And Home Furnishing Articles	3		Yes	various fabrics, sizes, one each type, qty may vary
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	First Aid Box	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Protective Equipments	15	sets	Yes	Nose mask, Hand gloves, Gum boots, etc. qty may vary

Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Basic Stationary	30	set	Yes	pen, pencil, eraser
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Stock Register	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Hand Book On Wash Instruction And Labels	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Books On Fabric	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Job Card	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Inventory/Stock Register	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Student'S Chairs With Table Arms	30		Yes	30 for students and 1 for trainer
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Trainer'Schair And Table	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Students Manual/Book	30		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Fire Exringuisher	1		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Big Table	1		Yes	

Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Tubs	2		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Dustbin	3		Yes	
Apparel, Made-ups & Home Furnishing	AMH/Q1810	Washing Machine Operator	4	Dexterity Test Kit	1		No	