

# Model Curriculum

## 1. Sewing Machine Operator

**SECTOR: APPAREL, MADE-UPS AND HOME FURNISHING**  
**SUB-SECTOR: APPAREL / MADE-UPS / HOME FURNISHING**  
**OCCUPATION: STITCHING**  
**REF ID: AMH/Q0301**  
**NSQF LEVEL: 4**



## Certificate

### CURRICULUM COMPLIANCE TO QUALIFICATION PACK – NATIONAL OCCUPATIONAL STANDARDS

is hereby issued by the

**APPAREL MADE-UPS HOME FURNISHING SECTOR SKILL COUNCIL**

for the

### MODEL CURRICULUM

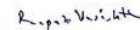
Complying to National Occupational Standards of

Job Role/ Qualification Pack: '**Sewing Machine Operator**' QP No. '**AMH/Q0301**  
**NSQF Level4**'

Date of Issuance: **December 15, 2015**

Valid up to: **December 15, 2016**

\* Valid up to the next review date of the Qualification Pack



Dr. Roopak Vasishtha  
Chief Executive Officer (Apparel Made-ups  
Home Furnishing Sector Skill Council)

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# Sewing Machine Operator

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Sewing Machine Operator”, in the “Apparel, Made Ups and Home Furnishing” Sector/Industry and aims at building the following key competencies amongst the learner.

|  |  |                            |           |
|--|--|----------------------------|-----------|
| <b>Program Name</b>                                | <b>Sewing Machine Operator</b>   |                            |           |
| <b>Qualification Pack Name &amp; Reference ID.</b> | Sewing Machine Operator ; AMH/Q0301  |                            |           |
| <b>Version No.</b>                                 | 1.0  | <b>Version Update Date</b> | As per QP |
| <b>Pre-requisites to Training</b>                  | Preferably Class V   |                            |           |
| <b>Training Outcomes</b>                           | <ul style="list-style-type: none"> <li>• Carryout Stitching activities using machine or by hand</li> <li>• Contribute to achieve product quality in stitching operations</li> <li>• Maintain work-area, tools and machine</li> <li>• Maintain health safety and security at workplace</li> <li>• Comply with the industry, regulatory and organizational requirements</li> </ul> |                            |           |

This course encompasses 5 out of 5 National Occupational Standards (NOS) of “Sewing Machine Operator” Qualification Pack issued by “APPAREL, MADE-UPS AND HOME FURNISHING SECTOR SKILL COUNCIL”.

| Sr. No. | Module   | Key Learning Outcomes  | Equipment Required   |
|---------|--|--|--|
| 1       | <p><b>Introduction and Orientation</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>02:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>00:00</p> <p><b>Corresponding NOS Code</b><br/>Bridge Module</p>                         | <ul style="list-style-type: none"> <li>• Sewing as a profession</li> <li>• Apparel Sector In India</li> <li>• Roles and Responsibilities of a Sewing Machine Operator</li> </ul>   | <p>Computer, Computer Peripherals (optional), white/black board, white board marker, chalk</p>   |
| 2       | <p><b>Carry out stitching activities using machine or by hand</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>38:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>100:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0301</p> | <p><b>A. Prepare for stitching operations</b></p> <ul style="list-style-type: none"> <li>• Keep the work area free from hazards</li> <li>• Follow the instructions as written on the work ticket/ job card in line with the responsibilities of respective job role and</li> <li>• Seek information on the tasks which are not clear simultaneously reviewing instructions with supervisor.</li> <li>• Check that equipment is safe and set up in readiness for use</li> <li>• Select the correct component parts for the style being worked on</li> <li>• check that the materials to be used are free from faults</li> <li>• Ensure the materials used meet the specification matching Within a product and Between a pair of products where applicable</li> <li>• Carry out test sews</li> <li>• Check needles, awls and threads regularly</li> <li>• check that the fabric and the component is correctly marked and the pieces are cut as per the requirement.</li> <li>• ensure the fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly.</li> <li>• Conform to company quality standards and follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately</li> </ul> | <p>Single Needle Lock Stitch (SNLS) with needle guard, Over lock Machine (5 thread over lock machine), Button Hole Machine &amp; Button Attach Machine (optional), dexterity kit Pressing Table And Iron , Computer(optional) Computer Peripherals(optional) Printer, (optional) Projector(optional) Design Patterns Template, Shears iron blade for cutting fabric Scissors (plastic handled scissor for cutting paper) Trimmers Seam Ripper Tailor’s Chalk, Pins &amp; safety pins Dress maker’s Pin , Pin Cushion, Scales/ other shapes of scales like I scale, Measuring Tape Bobbin, Bobbin Case, Dress Form (Template), Cleaning Cloth , Sewing Threads , Hand needle (Various gauges) , Machine Needle (Various Gauges), Sewing kit , Fabric Yardages Required Trims/Accessory Machine Folders and Attachments,</p> |

|  |  |   |  |
|--|--|---|--|
|  |  | <p><b>B. The individual will develop the skill to stitch components to produce apparels by:</b></p> <ul style="list-style-type: none"> <li>• carrying out work functions in line with the job responsibilities</li> <li>• Examining the specific item to identifying what type of stitching is best suited</li> <li>• Estimating the expected length of time for the process</li> <li>• Using the correct machine, tools (e.g.: attachments , threads , needles, awls, Scissors, Measuring tapes and rulers) and equipment</li> <li>• machine) according to manufacturers' instructions and production requirements.</li> <li>• Setting machine controls for the materials being stitched</li> <li>• Handling materials, machinery, equipment and tools safely and correctly</li> <li>• Using correct lifting and handling procedures</li> <li>• cutting the thread appropriately</li> <li>• Threading the needle in the machine and adjust the needle as per the requirements</li> <li>• Performing a test run to ensure machine is operating correctly</li> <li>• Optimizing the positioning and layout of materials to ensure a smooth and rapid throughput</li> <li>• Stitching the correct materials in the right sequence as required by the production specification</li> <li>• Ensuring stitched products meets specification in terms of labels and trimmings and conforms to the shape and size requirement</li> <li>• Inspecting stitched products against specifications and Identifying mark and place rejects in the designated locations</li> <li>• Carrying out alterations to meet customer requirements</li> <li>• Passing the stitched item to the next stage in the manufacturing process after validation</li> <li>• Responding accordingly where stitched items do not meet production specification</li> <li>• Seeking feedback from team mates on work</li> <li>• Sorting and placing work to assist the next stage of production and minimize the risk of damage</li> <li>• Leaving work area safe and secure when work is complete</li> <li>• Complete documentation</li> </ul> | <p>Student's Chair (with Table Arm), cutting, Table ( 30"X20"X 30") Teacher's Table Teacher's Chair , garments , madeups and home furnishing samples, Tracing Wheel, Personal Protective Equipment, Hanger, Needle Threader, Students, Stools For Sewing, First Aid Box, Machine Oil</p> |
|--|--|---|--|

| Sr. No. | Module  | Key Learning Outcomes   | Equipment Required      |
|---------|---|---|-------------------------|
| 3       | <p><b>Contribute to achieve product quality in stitching operations</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>15:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>45:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0302</p> | <ul style="list-style-type: none"> <li>• Identify and use materials required based on the job card/ work ticket</li> <li>• Take the necessary action when materials do not conform to company quality standards</li> <li>• Report and replace identified faulty materials and component parts which do not meet specification</li> <li>• Identify modifiable defects and rework on them</li> <li>• Report to the responsible person when the work flow of other production areas disrupts work</li> <li>• Test, sort, track feed and examine work in progress</li> <li>• Carry out quality checks at specified intervals according to instructions</li> <li>• Apply the allowed tolerances</li> <li>• Identify faults in materials and components for crease, stains, damage etc. and incorrectly made-up component parts and take appropriate action for rectification</li> <li>• Make adjustments promptly to return product to specification</li> <li>• Maintain the required productivity and quality levels</li> </ul> | Equipment same as above |

|          |  |   |  |
|----------|--|---|--|
| <p>4</p> | <p><b>Maintain work area, tools and machines</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>10:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>20:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0102</p> | <ul style="list-style-type: none"> <li>• Maintain tools and equipment and handle them safely</li> <li>• Use materials to minimize waste</li> <li>• Carryout running maintenance within agreed schedules</li> <li>• Carry out maintenance and/or cleaning within one's responsibility</li> <li>• make sure that the correct machine guards are in place</li> <li>• Work in a comfortable position with the correct posture</li> <li>• Use cleaning equipment and methods appropriate for the work to be carried out</li> <li>• Dispose of waste safely in the designated location</li> <li>• Store cleaning equipment safely after use</li> <li>• Carryout cleaning according to schedules and limits of responsibility</li> </ul> | <p>Machinery tools and equipment like :Single Needle Lock Stitch (SNLS) ,Over lock Machine (5 thread over lock machine) Button Hole Machine Button Attach Machine (optional) Pressing Table And Iron , Shears “ iron blade for cutting fabric)Scissors (plastic handled scissor for cutting paper) Trimmers Seam Ripper Scale (metallic, 6” &amp; 12”)/ other scales Measuring Tape ( 0.5” width) Bobbin with bobbin case, Hand needle (Various gauges) Machine Needle (Various Gauges) Machine Folders and Attachments,</p> |
|----------|--|---|--|



| Sr. No. | Module  | Key Learning Outcomes   | Equipment Required               |
|---------|---|---|----------------------------------|
| 5       | <p><b>Maintain health, safety and security at workplace</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>08:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>18:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0103</p> | <ul style="list-style-type: none"> <li>• Comply with health and safety related instructions applicable to the workplace</li> <li>• Use and maintain personal protective equipment as per protocol</li> <li>• Maintain a healthy lifestyle and guard against dependency on intoxicants</li> <li>• Follow environment management system related procedures</li> <li>• Identify and correct if possible) malfunctions in machinery and equipment</li> <li>• Report any service malfunctions that cannot be rectified</li> <li>• Store materials and equipment in line with manufacturer's and organizational requirements</li> <li>• Safely handle and move waste and debris</li> <li>• Minimize health and safety risks to self and others due to own actions</li> <li>• Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</li> <li>• Monitor the workplace and work processes for potential risks and threats</li> <li>• Carryout periodic walk-through to keep work area free from hazards and obstructions, if assigned</li> <li>• Report hazards and potential risks/threats to supervisors or other authorized personnel</li> <li>• Participate in mock drills/ evacuation procedures organized at the workplace</li> <li>• Undertake first aid, fire-fighting and emergency response training, if asked to do so</li> <li>• Take action based on instructions in the event of fire,</li> <li>• Follow organization procedures for shutdown and evacuation when required</li> </ul> | Documents related to the subject |

| Sr. No. | Module   | Key Learning Outcomes   | Equipment Required                      |
|---------|--|---|---|
| 6       | <p><b>Comply with Industry, regulatory and organisational requirements</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>03:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>05:00</p> <p><b>Corresponding NOS Code</b><br/>AMH/N0104</p> | <ul style="list-style-type: none"> <li>• Carryout work functions in accordance with legislation and regulations, organizational guidelines and procedures</li> <li>• Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel</li> <li>• Apply and follow these policies and procedures within your work practices</li> <li>• Provide support to your supervisor and team members in enforcing these considerations</li> <li>• Identify and report any possible deviation to these requirements</li> </ul> | Documents related to Compliance         |
| 7       | <p><b>Professional/Soft Skills</b></p> <p><b>Theory Duration</b><br/>(hh:mm)<br/>04:00</p> <p><b>Practical Duration</b><br/>(hh:mm)<br/>02:00</p> <p><b>Corresponding NOS Code</b><br/>Bridge Module</p>                                     | <ul style="list-style-type: none"> <li>• Work effectively within a team.</li> <li>• Manage job related stress effectively.</li> <li>• Understand the importance of punctuality.</li> <li>• Recognize the causes of AIDS.</li> <li>• Get familiar with prevention methods for AIDS.</li> <li>• Understand Importance of health and hygiene.</li> <li>• Recognise ill-effects of alcohol and tobacco.</li> </ul>  | White/black board, chalk/marker, duster |
|         | <p><b>Total Duration:</b><br/><b>270Hrs</b></p> <p><b>Theory Duration</b><br/><b>80Hrs</b></p> <p><b>Practical Duration</b><br/><b>190Hrs</b></p>  | <p><b>Unique Equipment Required</b><br/>Dexterity kit ,Single Needle Lock Stitch (SNLS)<br/>SNLS Machine with UBT Over lock Machine (5 thread over lock machine)</p>  |   |

Grand Total Course Duration: **270 Hours**

(This syllabus/ curriculum has been approved by **APPAREL, MADE-UP'S AND HOME FURNISHING SECTOR SKILL COUNCIL**)

## Trainer Prerequisites for Job role: “Sewing Machine Operator” mapped to Qualification Pack: “AMH/Q0301, version 1.0”

| Sr. No. | Area                                      | Details   |
|---------|---|---|
| 1       | <b>Job Description</b>                    | To deliver accredited training service, mapping to the curriculum detailed above, in accordance with Qualification Pack “Q0301”   |
| 2       | <b>Personal Attributes</b>                | The candidate should have aptitude for conducting training, pre /post work to ensure competent, employable candidates at the end of training. Strong communication skills, interpersonal skills, ability to work as team; diligent and is passionate for maintaining the quality in content and training delivery methodology. Candidate should have basic understanding of English language; however this should not be a restrictive criterion as long as the candidate is willing and open to learn. He/she must be able to speak, read and write in the local language. |
| 3       | <b>Minimum Educational Qualifications</b> | ITI/AMT/Diploma, from NIFT, or any other polytechnic/reputed institute in the core subject  |
| 4a      | <b>Domain Certification</b>               | Certified for Job Role: “Sewing Machine Operator” mapped to QP: “AMH/Q0301”, version 1.0. Minimum accepted score as per SSC guidelines is 80%.  |
| 4b      | <b>Platform Certification</b>             | Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402” with scoring of minimum 80%.   |
| 5       | <b>Experience</b>                         | <p>The candidate should have a minimum of 3 years of industrial experience in stitching and should possess good knowledge of sewing machines, needles etc. He should be able to communicate in English and local language. He should have knowledge of equipment, tools, material, Safety, Health &amp; Hygiene.</p> <p>* The minimum required experience could be relaxed by the vigilance committee of AMHSSC, if the concerned candidate possesses qualification from premium institutes , like NID, NIFT etc.</p>   |

## Annexure: Assessment Criteria

|   |   |
|---|---|
| <b>Assessment Criteria for Sewing Machine</b> |   |
| <b>Job Role</b>                               | <b>Sewing Machine Operator</b>                |
| <b>Qualification Pack</b>                     | <b>AMH/Q0301, version 1.0</b>                 |
| <b>Sector Skill Council</b>                   | <b>APPAREL, MADE-UP'S AND HOME FURNISHING</b> |

| Sr. No. | 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 centre (as per assessment criteria below)  |
| 4       | Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training centre based on this criteria   |
| 5       | To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP  |
| 6       | In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack  |

| Assessable Outcome   | Assessment Criteria   | Total Marks | Marks Allocation |        |                  |      |   |
|--|---|-------------|------------------|--------|------------------|------|---|
|  |   |             | Out Of           | Theory | Skills Practical | Viva |   |
| <b>1. AMH/N0301<br/>(Carryout<br/>Stitching<br/>activities<br/>using machine<br/>or by hand)</b> | PC1. Make sure the work area is free from hazards   | <b>400</b>  | 3                | 1      | 1                | 1    |   |
|  | PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of respective job role        |             | 3                | 1      | 1                | 1    |   |
|  | PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear                         |             | 3                | 1      | 1                | 1    |   |
|  | PC4. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any       |             | 3                | 1      | 1                | 1    |   |
|  | PC5. Use the correct tools and equipment  |             | 3                | 1      | 1                | 1    |   |
|  | PC6. Check that equipment is safe and set up in readiness for use   |             | 1                | 1      | 1                | 1    |   |
|  | PC7. Select the correct component parts for the style being worked on   |             | 3                | 1      | 1                | 1    |   |
|  | PC8. Check that the materials to be used are free from faults   |             | 5                | 1      | 3                | 1    |   |
|  | PC9. Ensure the materials used meet the specification matching  |             | 3                | 1      | 1                | 1    |   |
|  | a. Within a product   |             | <b>210</b>       | 4      | 1                | 2    | 1 |
|  | b. Between a pair of products where applicable  |             |                  | 4      | 1                | 2    | 1 |
|  | PC10. Carry out test sews   |             | 4                | 1      | 2                | 1    |   |
|  | PC11. Check needles, awls and threads Regularly   |             | 4                | 1      | 2                | 1    |   |
|  | PC12. Check if fabric / Component is correctly marked and pieces cut as Required  |             | 4                | 1      | 2                | 1    |   |
|  | PC13. Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for Assembly |             | 4                | 1      | 2                | 1    |   |
|  | PC14. Report faults in the materials  |             |                  | 3      | 1                | 1    | 1 |
| PC15. Conform to company quality Standards   | 3   | 1           |                  | 1      | 1                |      |   |
| PC16. Report any damaged work to the responsible person  | 3   | 1           |                  | 1      | 1                |      |   |

|  |  |  |   |   |   |   |
|--|--|--|---|---|---|---|
|  | PC17. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and Accurately |  | 4 | 1 | 2 | 1 |
|  | PC18. Sort and place work to assist the next stage of production and minimize the risk of damage   |  | 3 | 1 | 1 | 1 |
|  | PC19. Leave work area safe and secure when work is complete  |  | 4 | 1 | 2 | 1 |
|  | PC20. Complete forms, records and other documentation  |  | 4 | 2 | 1 | 1 |
|  | PC21. Examine the specific item to identify what type of stitching is best suited  |  | 4 | 1 | 2 | 1 |
|  | PC22. Estimate the expected length of time for the process   |  | 4 | 1 | 1 | 2 |
|  | PC23. Set up machine (Apparel Sewing machine) according to manufacturers' instructions and production requirements   |  | 4 | 1 | 2 | 1 |
|  | PC24. Set machine controls for the materials being stitched  |  | 5 | 1 | 3 | 1 |
|  | PC25. Cut the thread appropriately   |  | 4 | 1 | 2 | 1 |
|  | PC26. Thread the needle in the machine and adjust the needle as per the requirements   |  | 4 | 1 | 2 | 1 |
|  | PC27. Perform a test run to ensure machine is operating correctly  |  | 4 | 1 | 2 | 1 |
|  | PC28. Report defective machines, tools and/or equipment to the responsible person  |  | 4 | 1 | 2 | 1 |
|  | PC29. Operate machines safely and in accordance with guidelines  |  | 5 | 1 | 3 | 1 |
|  | PC30. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput   |  | 6 | 1 | 4 | 1 |
|  | PC31. Check the equipment prior to making the stitching, including:  |  | 3 | 1 | 1 | 1 |
|  | a) Correct controls  |  | 4 | 1 | 2 | 1 |
|  | b) Correct attachments   |  | 4 | 1 | 2 | 1 |
|  | c) Changing needles  |  | 4 | 1 | 2 | 1 |
|  | d) Changing threads  |  | 4 | 1 | 2 | 1 |
|  | e) Changing awls   |  | 4 | 1 | 2 | 1 |
|  | f) Correct Timing  |  | 4 | 1 | 2 | 1 |
|  | PC32. Stitch the correct materials in the right sequence as required by the production specification   |  | 6 | 1 | 4 | 1 |

|   |   |              |            |           |            |           |
|---|---|--------------|------------|-----------|------------|-----------|
|   | PC33. Ensure stitched product conforms to shape and size  |              | 4          | 1         | 2          | 1         |
|   | PC34. Ensure stitched products meets specification in terms of labels and trimmings                     |              | 4          | 1         | 2          | 1         |
|   | PC35. Inspect stitched products against specifications  |              | 4          | 1         | 2          | 1         |
|   | PC36. Identify mark and place rejects in the designated locations                                       |              | 4          | 1         | 2          | 1         |
|   | PC37. Carry out alterations to meet customer requirements   |              | 4          | 1         | 2          | 1         |
|   | PC38. Pass the stitched item to the next stage in the manufacturing process after validation            |              | 4          | 1         | 2          | 1         |
|   | PC39. Respond accordingly where stitched items do not meet production specification                     |              | 4          | 1         | 2          | 1         |
|   | PC40. Minimize and dispose the waste materials in the approved Manner                                   |              | 4          | 1         | 2          | 1         |
|   | PC41. Seek feedback from team mates on work related performance   |              | 3          | 1         | 1          | 1         |
|   | PC42. Check with in charge /others when unsure of new product details                                   |              | 4          | 1         | 2          | 1         |
|   | PC43. Clean and make safe machines after use  |              | 5          | 1         | 3          | 1         |
|   | PC44. Carry out basic maintenance of own machines   |              | 4          | 1         | 2          | 1         |
|   | PC45. Report risks/problems likely to affect services to the relevant person promptly and accurately    |              | 4          | 1         | 2          | 1         |
|   | PC46. Carry out Operations at a rate which maintains workflow and meets production targets              |              | 4          | 1         | 2          | 1         |
|   |   | <b>Total</b> | <b>210</b> | <b>55</b> | <b>100</b> | <b>55</b> |
| <b>2. AMH/N0302<br/>(Contribute to Achieve product quality in stitching operations)</b> | PC1. Identify and use materials required based on the job card/ work Ticket                             |              | 4          | 2         | 1          | 1         |
|   | PC2. Take the necessary action when materials do not conform to company quality standards               |              | 4          | 1         | 2          | 1         |
|   | PC3. Report and replace identified faulty materials and component parts which do not meet specification |              | 4          | 1         | 2          | 1         |
|   | PC4. Identify modifiable defects and rework on them   |              | 5          | 1         | 3          | 1         |
|   | PC5. Carry out work safely and at a rate which maintains work flow                                      |              | 4          | 1         | 2          | 1         |

|  |  |    |              |           |           |           |
|--|--|----|--------------|-----------|-----------|-----------|
|  | PC6. Report to the responsible person when the work flow of other production areas disrupts work               | 65 | 4            | 1         | 2         | 1         |
|  | PC7. Test, sort, track feed and examine work in progress   |    | 5            | 1         | 3         | 1         |
|  | PC8. Carry out quality checks at specified intervals according to instructions                                 |    | 5            | 1         | 3         | 1         |
|  | PC9. Apply the allowed tolerances  |    | 4            | 1         | 2         | 1         |
|  | PC10. Identify faults and take appropriate action for rectification  |    | 5            | 1         | 3         | 1         |
|  | PC11. Make adjustments promptly to return product to specification   |    | 4            | 1         | 2         | 1         |
|  | PC12. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts |    | 4            | 1         | 2         | 1         |
|  | PC13. Report faults in other processes to the appropriate person   |    | 4            | 1         | 2         | 1         |
|  | PC14. Maintain the required productivity and quality levels  |    | 5            | 1         | 3         | 1         |
|  | PC15. Complete and maintain documentation  |    | 4            | 1         | 2         | 1         |
|  |  |    | <b>Total</b> | <b>65</b> | <b>16</b> | <b>34</b> |
| <b>3. AMH/N0102<br/>Maintain work area, tools and Machines</b> | PC1. Handle materials, machinery, equipment and tools safely and Correctly                                     | 50 | 3            | 1         | 1         | 1         |
|  | PC2. Use correct lifting and handling procedures   |    | 3            | 1         | 1         | 1         |
|  | PC3. Use materials to minimize waste   |    | 3            | 1         | 1         | 1         |
|  | PC4. Maintain a clean and hazard free working area   |    | 4            | 1         | 2         | 1         |
|  | PC5. Maintain tools and equipment  |    | 4            | 1         | 2         | 1         |
|  | PC6. Carry out running maintenance within agreed schedules   |    | 4            | 1         | 2         | 1         |
|  | PC7. Carry out maintenance and/or cleaning within one's responsibility   |    | 4            | 1         | 2         | 1         |
|  | PC8. Report unsafe equipment and other dangerous occurrences   |    | 3            | 1         | 1         | 1         |
|  | PC9. Ensure that the correct machine guards are in place   |    | 3            | 1         | 1         | 1         |
|  | PC10. Work in a comfortable position with the correct posture  |    | 4            | 1         | 2         | 1         |



|   |   |              |           |           |           |           |
|---|---|--------------|-----------|-----------|-----------|-----------|
|   | PC11. Use cleaning equipment and methods appropriate for the work to be carried out                     |              | 3         | 1         | 1         | 1         |
|   | PC12. Dispose of waste safely in the designated location  |              | 4         | 1         | 2         | 1         |
|   | PC13. Store cleaning equipment safely after use   |              | 4         | 1         | 2         | 1         |
|   | PC14. Carry out cleaning according to schedules and limits of responsibility                            |              | 4         | 1         | 2         | 1         |
|   |   | <b>Total</b> | <b>50</b> | <b>14</b> | <b>22</b> | <b>14</b> |
| <b>4. AMH/N0103<br/>Maintain<br/>health, safety<br/>and security at<br/>Workplace</b> | PC1. Comply with health and safety related instructions applicable to the Workplace                     | <b>60</b>    | 3         | 1         | 1         | 1         |
|   | PC2. Use and maintain personal protective equipment as per protocol                                     |              | 4         | 1         | 2         | 1         |
|   | PC3. Carry out own activities in line with approved guidelines and procedures                           |              | 4         | 1         | 2         | 1         |
|   | PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants                           |              | 3         | 1         | 1         | 1         |
|   | PC5. Follow environment management system related procedures  |              | 3         | 1         | 1         | 1         |
|   | PC6. Identify and correct (if possible) malfunctions in machinery and equipment                         |              | 4         | 1         | 2         | 1         |
|   | PC7. Report any service malfunctions that cannot be rectified   |              | 3         | 1         | 1         | 1         |
|   | PC8. Store materials and equipment in line with manufacturer's and organizational requirements          |              | 4         | 1         | 2         | 1         |
|   | PC9. Safely handle and move waste and Debris  |              | 3         | 1         | 1         | 1         |
|   | PC10. Minimize health and safety risks to self and others due to own Actions                            |              | 3         | 1         | 1         | 1         |
|   | PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks    |              | 3         | 1         | 1         | 1         |
|   | PC12. Monitor the workplace and work processes for potential risks and Threats                          |              | 3         | 1         | 1         | 1         |
|   | PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned |              | 3         | 1         | 1         | 1         |
|   | PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel          |              | 3         | 1         | 1         | 1         |
|   | PC15. Participate in mock drills/ evacuation procedures organized at the Workplace                      |              | 4         | 1.5       | 2         | 0.5       |

|   |  |              |            |            |            |            |
|---|--|--------------|------------|------------|------------|------------|
|   | PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so                            |              | 4          | 1.5        | 2          | 0.5        |
|   | PC17. Take action based on instructions in the event of fire, emergencies or Accidents                                 |              | 3          | 1.5        | 1          | 0.5        |
|   | PC18. Follow organization procedures for shutdown and evacuation when required   |              | 3          | 1.5        | 2          | 0.5        |
|   |  | <b>Total</b> | <b>60</b>  | <b>20</b>  | <b>24</b>  | <b>16</b>  |
| <b>5.AMH/N0104 - Comply with industry, regulatory and Organizational Requirements</b> | PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures | 15           | 3          | 1          | 1          | 1          |
|   | PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel     |              | 3          | 1          | 1          | 1          |
|   | PC3. Apply and follow these policies and procedures within your work Practices   |              | 3          | 1          | 1          | 1          |
|   | PC4. Provide support to your supervisor and team members in enforcing these considerations                             |              | 3          | 1          | 1          | 1          |
|   | PC5. Identify and report any possible deviation to these requirements  |              | 3          | 1          | 1          | 1          |
|   |  | <b>Total</b> | <b>15</b>  | <b>5</b>   | <b>5</b>   | <b>5</b>   |
|   | <b>Grand Total</b>   |              | <b>400</b> | <b>110</b> | <b>185</b> | <b>105</b> |



Apparel Made-ups and Home Furnishing Sector Skill Council  
Indian Buildings Congress, 1st Floor, Sector-6, R K Puram, Kama Koti Marg New Delhi-110 022