

Qualification Pack



Apparel Operations Data Specialist

QP Code: AMH/Q2102

Version: 1.0

NSQF Level: 4

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AMH/Q2102: Apparel Operations Data Specialist

Brief Job Description

The Apparel Operations Data Specialist is a critical link in the apparel production value chain, responsible for planning, coordinating, and monitoring operational activities on the production floor. This role ensures the optimal allocation of resources, smooth workflow, and uninterrupted production, contributing directly to timely order fulfilment and quality assurance. The position demands strong organizational acumen, analytical capabilities, and a proactive approach to operational excellence.

Personal Attributes

An Apparel Operations Data Specialist demonstrates strong analytical and organizational skills to effectively plan, coordinate, and monitor production floor activities. The individual leverages data-driven insights to optimize resource allocation, ensure smooth workflow, and support timely order fulfilment while maintaining quality and operational efficiency.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [AMH/N2106: Coordinate Apparel Production and Workforce Operations](#)
2. [AMH/N2107: Design Efficient Line Layouts and Manage WIP Flow](#)
3. [AMH/N2108: Evaluate Production Performance and Implement Root Cause Solutions](#)
4. [AMH/N2109: Communicate and Collaborate Across Departments](#)
5. [AMH/N2110: Ensure Safety and Compliance Standards on Production Floor](#)
6. [AMH/N0310: Manage the workspace, operate tools, and handle machinery efficiently.](#)
7. [DGT/VSQ/N0102: Employability Skills \(60 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Production Supervision
Country	India

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NSQF Level	4
Credits	16
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification & Experience	<p>12th grade Pass with NA of experience OR 11th grade pass with 1.5 years of experience in relevant field OR 10th grade pass with 3 Years of experience in relevant field OR Previous relevant Qualification of NSQF Level (Level 3.5) with 1.5 years of experience in relevant field OR Previous relevant Qualification of NSQF Level (Level 3) with 3 Years of experience in relevant field</p>
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	NA
Minimum Job Entry Age	20 Years
Last Reviewed On	NA
Next Review Date	13/02/2029
NSQC Approval Date	13/02/2026
Version	1.0
Reference code on NQR	QG-04-AP-04761-2026-V1-AMHSSC
NQR Version	1

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AMH/N2106: Coordinate Apparel Production and Workforce Operations

Description

This NOS covers the skills and competencies required to coordinate apparel production activities by estimating manpower needs, deploying the workforce effectively, monitoring attendance and performance, ensuring alignment between HR, IE, and production teams, and maintaining uninterrupted workflow on the shopfloor. It includes analysing production targets, resource requirements, performance trends, and workforce capability gaps to support efficient line operations and organizational productivity.

Scope

The scope covers the following :

- This NOS applies to planning daily manpower allocation, communicating deployment plans to supervisors, coordinating workforce readiness across departments, monitoring absenteeism and skill utilisation, identifying workforce imbalances, participating in production meetings, and contributing to the preparation of skill matrices and training plans to optimise labour efficiency.

Elements and Performance Criteria

Coordinate Apparel Production and Workforce Operations

To be competent, the user/individual on the job must be able to:

- PC1.** Understand the stages and key activities in the apparel production process.
- PC2.** Apply production plans and order requirements to estimate manpower needs per department.
- PC3.** Apply and communicate daily manpower deployment plans to line supervisors and relevant departments.
- PC4.** Analyze with HR, IE, and production teams to ensure timely workforce availability and task alignment.
- PC5.** Analyze and record attendance, absenteeism, and workforce performance trends.
- PC6.** Evaluate the impact of manpower allocation on production output and suggest adjustments to improve efficiency.
- PC7.** Analyze and report manpower shortages, overstaffing, or skill mismatches.
- PC8.** Apply in production meetings to align manpower resources with line performance and production goals.
- PC9.** Evaluate in developing skill matrices and training plans to address manpower capability gaps.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Knowledge of end-to-end apparel production flow, departmental functions, and the interdependencies between cutting, sewing, finishing, and packing.
- KU2.** Understanding manpower estimation methods based on SMV, order quantity, pitch time, and machine requirement.

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- KU3.** Knowledge of workforce deployment planning, shift schedules, and balancing manpower across production lines.
- KU4.** Understanding communication protocols for interacting with supervisors, HR, IE, and production managers.
- KU5.** Knowledge of attendance monitoring systems, biometric tools, and formats for capturing absenteeism and productivity data.
- KU6.** Understanding performance indicators such as efficiency, WIP status, absenteeism rate, skill utilisation, and line output.
- KU7.** Knowledge of workforce mismatch indicators: overstaffing, understaffing, and skill gaps and their impact on production efficiency.
- KU8.** Understanding of production meeting structures, documentation standards, and reporting formats.
- KU9.** Knowledge of skill matrix development, skill grading levels, and planning on-the-job training interventions.
- KU10.** Understanding workplace regulations related to labour utilisation, shift work, safety norms, and ethical workforce practices.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Ability to read production plans, style details, order sheets, and manpower requisition formats.
- GS2.** Skill in calculating manpower requirements using simple math, SMV, and productivity formulas.
- GS3.** Competence in communicating daily deployment updates to supervisors and cross-functional teams clearly and concisely.
- GS4.** Ability to interpret attendance reports and identify patterns in absenteeism or manpower shortages.
- GS5.** Skill in analysing workforce imbalances and proposing data-based adjustments.
- GS6.** Ability to maintain accurate records, checklists, and reports related to manpower utilisation.
- GS7.** Skill in using digital tools such as MS Excel, biometric systems, production dashboards, and MIS platforms.
- GS8.** Problem-solving skills for addressing real-time workforce issues during production operations.
- GS9.** Ability to collaborate with HR, IE, and production teams to align manpower with production goals.
- GS10.** Decision-making skills to support quick redeployment, balancing, and corrective action during manpower emergencies.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Coordinate Apparel Production and Workforce Operations</i>	30	40	-	10
PC1. Understand the stages and key activities in the apparel production process.	5	6	-	1
PC2. Apply production plans and order requirements to estimate manpower needs per department.	4	3	-	1
PC3. Apply and communicate daily manpower deployment plans to line supervisors and relevant departments.	3	4	-	2
PC4. Analyze with HR, IE, and production teams to ensure timely workforce availability and task alignment.	2	4	-	-
PC5. Analyze and record attendance, absenteeism, and workforce performance trends.	4	3	-	-
PC6. Evaluate the impact of manpower allocation on production output and suggest adjustments to improve efficiency.	3	6	-	1
PC7. Analyze and report manpower shortages, overstaffing, or skill mismatches.	3	5	-	1
PC8. Apply in production meetings to align manpower resources with line performance and production goals.	3	5	-	2
PC9. Evaluate in developing skill matrices and training plans to address manpower capability gaps.	3	4	-	2
NOS Total	30	40	-	10

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2106
NOS Name	Coordinate Apparel Production and Workforce Operations
Sector	Apparel
Sub-Sector	
Occupation	Production Supervision
NSQF Level	4
Credits	3
Version	1.0
Last Reviewed Date	13/02/2026
Next Review Date	13/02/2029
NSQF Clearance Date	13/02/2026

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AMH/N2107: Design Efficient Line Layouts and Manage WIP Flow

Description

This NOS covers the ability to track, manage, and maintain the continuity of workflow on the production floor by ensuring timely availability of machines, materials, tools, and accessories. It includes coordinating with stores and maintenance teams, reviewing production requirements, and proactively managing equipment readiness and material flow to avoid downtime and enhance line efficiency.

Scope

The scope covers the following :

- Monitoring material availability, coordinating requisitions with stores, overseeing machine readiness and maintenance needs, checking workflow movement between operations, tracking WIP, identifying shortages or bottlenecks, and ensuring smooth production continuity through timely resource planning and follow-ups.

Elements and Performance Criteria

Design Efficient Line Layouts and Manage WIP Flow

To be competent, the user/individual on the job must be able to:

- PC1.** Analyze production orders, style specs, and machine requirements to plan the appropriate line layout.
- PC2.** Create line layout considering operator skill level, operation sequence, and machine type.
- PC3.** Evaluate line layout efficiency through time-and-motion study or mock runs.
- PC4.** Apply WIP movement across workstations and record real-time status.
- PC5.** Analyze WIP imbalances or bottlenecks and investigate root causes.
- PC6.** Apply corrective actions (e.g., operator reassignment, buffer balancing) to restore WIP flow.
- PC7.** Apply layout and WIP plans with production, IE, and quality teams.
- PC8.** Evaluate line performance post-implementation and propose improvements in layout or WIP management.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** To know the concepts of workflow, operation flow and WIP management.
- KU2.** To understand fabric, trims and accessory types and their consumption norms.
- KU3.** Material requisition procedures and inventory processes.
- KU4.** Knowledge of machine types and basic functioning relevant to the production line.
- KU5.** To understand preventive maintenance requirements and machine downtime handling.
- KU6.** To gain knowledge of line layout and workstation material movement.
- KU7.** Reading and understanding BOM, purchase orders and requisitions.

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- KU8.** To understand store processes, GRN methods and stock issuance.
- KU9.** Safety norms related to material handling and equipment.
- KU10.** Knowledge of basic digital inventory tracking tools and formats.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Communicate material and machine requirements clearly.
- GS2.** Read material issue notes, requisitions and machine logs.
- GS3.** Fill shortage reports, checklists and follow-up notes.
- GS4.** Apply numerical skills for daily consumption calculation.
- GS5.** Use computers to update inventory or maintenance status.
- GS6.** Identify workflow disruptions and respond promptly.
- GS7.** Coordinate with stores, maintenance and supervisors.
- GS8.** Manage time to ensure timely material availability.
- GS9.** Follow safety procedures for equipment and material.
- GS10.** Adapt to sudden changes in production or material flow.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Design Efficient Line Layouts and Manage WIP Flow</i>	33	42	-	6
PC1. Analyze production orders, style specs, and machine requirements to plan the appropriate line layout.	5	6	-	1
PC2. Create line layout considering operator skill level, operation sequence, and machine type.	4	4	-	1
PC3. Evaluate line layout efficiency through time-and-motion study or mock runs.	3	6	-	1
PC4. Apply WIP movement across workstations and record real-time status.	5	5	-	-
PC5. Analyze WIP imbalances or bottlenecks and investigate root causes.	4	5	-	1
PC6. Apply corrective actions (e.g., operator reassignment, buffer balancing) to restore WIP flow.	4	5	-	1
PC7. Apply layout and WIP plans with production, IE, and quality teams.	4	6	-	1
PC8. Evaluate line performance post-implementation and propose improvements in layout or WIP management.	4	5	-	-
NOS Total	33	42	-	6

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2107
NOS Name	Design Efficient Line Layouts and Manage WIP Flow
Sector	Apparel
Sub-Sector	
Occupation	Production Supervision
NSQF Level	4
Credits	3
Version	1.0
Last Reviewed Date	13/02/2026
Next Review Date	13/02/2029
NSQC Clearance Date	13/02/2026

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AMH/N2108: Evaluate Production Performance and Implement Root Cause Solutions

Description

This NOS focuses on supervising daily production efficiency, ensuring balanced distribution of work across the line, and implementing improvement actions to increase productivity. It covers capacity assessment, skill mapping, identifying bottlenecks, redistributing operations, and applying basic work-study concepts to achieve planned output..

Scope

The scope covers the following :

- Assessing operator skills, monitoring pitch time and operation flow, adjusting manpower allocation, performing basic method improvements, balancing workloads between stations, calculating efficiency, identifying low-performing areas, and coordinating corrective actions to achieve daily output targets.

Elements and Performance Criteria

Evaluate Production Performance and Implement Root Cause Solutions

To be competent, the user/individual on the job must be able to:

- PC1.** Understand and monitor KPIs such as efficiency, absenteeism, downtime, and defect rates.
- PC2.** Analyze production data and identify deviations or performance issues.
- PC3.** Create visual tools (e.g., graphs, Pareto charts, dashboards) to present production performance.
- PC4.** Apply root cause analysis techniques (e.g., 5 Whys, Fishbone diagrams) to investigate production issues.
- PC5.** Evaluate and implement corrective and preventive actions (CAPA, PDCA, DMAIC) based on analytical findings.
- PC6.** Collaborate with departments (QA, IE, Production) for problem resolution and issue escalation.
- PC7.** Evaluate effectiveness of solutions using follow-up metrics and performance improvement reports.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** To gain knowledge about principles of line balancing and workload distribution.
- KU2.** To understand SAM/SMV calculation and impact on daily targets.
- KU3.** Understanding of pitch time, takt time, operator cycle time and WIP.
- KU4.** To know method study basics, motion economy and workstation improvement.
- KU5.** Understanding operator skill matrix and capacity evaluation.
- KU6.** Performance metrics such as efficiency, DHU and throughput.

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- KU7.** Knowledge about types of bottlenecks and balancing techniques.
- KU8.** Use of work aids and attachments for improving performance.
- KU9.** Understanding Quality impact of improper balancing.
- KU10.** Gain knowledge about report formats for efficiency and hourly production tracking.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Communicate instructions and balancing changes to operators.
- GS2.** Read efficiency charts and line performance reports.
- GS3.** Ability to prepare documents for performance and operator allocation.
- GS4.** Use numerical skills for efficiency and target calculations.
- GS5.** Analyze workflow data and suggest improvements.
- GS6.** Motivate operators and handle low-performance issues.
- GS7.** Work effectively with IE and quality teams.
- GS8.** Use digital tools for balancing and productivity tracking.
- GS9.** Apply troubleshooting skills to remove bottlenecks.
- GS10.** Demonstrate leadership under production pressure.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Evaluate Production Performance and Implement Root Cause Solutions</i>	28	35	-	11
PC1. Understand and monitor KPIs such as efficiency, absenteeism, downtime, and defect rates.	3	4	-	2
PC2. Analyze production data and identify deviations or performance issues.	3	5	-	1
PC3. Create visual tools (e.g., graphs, Pareto charts, dashboards) to present production performance.	4	6	-	1
PC4. Apply root cause analysis techniques (e.g., 5 Whys, Fishbone diagrams) to investigate production issues.	6	5	-	2
PC5. Evaluate and implement corrective and preventive actions (CAPA, PDCA, DMAIC) based on analytical findings.	5	5	-	2
PC6. Collaborate with departments (QA, IE, Production) for problem resolution and issue escalation.	5	5	-	2
PC7. Evaluate effectiveness of solutions using follow-up metrics and performance improvement reports.	2	5	-	1
NOS Total	28	35	-	11

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2108
NOS Name	Evaluate Production Performance and Implement Root Cause Solutions
Sector	Apparel
Sub-Sector	
Occupation	Production Supervision
NSQF Level	4
Credits	4
Version	1.0
Last Reviewed Date	13/02/2026
Next Review Date	13/02/2029
NSQF Clearance Date	13/02/2026

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AMH/N2109: Communicate and Collaborate Across Departments

Description

This NOS includes communication within and with other departments, as well as maintaining accurate, up-to-date documentation of production activities, resource utilisation, operator performance, and quality data. It focuses on the systematic recording of daily output, WIP, efficiency calculations, absenteeism, and machine status to support production planning and audits.

Scope

The scope covers the following :

- Preparing daily production reports, maintaining communication within and across departments, also, maintaining operator performance sheets, updating efficiency and output records, recording material movement and WIP, reporting deviations, assisting audits, ensuring accurate data entry into MIS/ERP, and supporting documentation requirements for compliance.

Elements and Performance Criteria

Communicate and Collaborate Across Departments

To be competent, the user/individual on the job must be able to:

- PC1.** Apply professional communication protocols while coordinating with QA, IE, Maintenance, and Stores.
- PC2.** Analyze and report operational dependencies or delays caused by interdepartmental misalignment.
- PC3.** Evaluate and implement a cross-functional escalation process to maintain operational flow during breakdowns or delays.
- PC4.** Apply daily production huddles ensuring participation of key floor staff and cross-functional representatives.
- PC5.** Communicate daily production targets, resource availability, and critical issues during huddles.
- PC6.** Analyze two-way communication during huddles to capture team concerns and improvement suggestions.
- PC7.** Apply daily team performance metrics in alignment with shift production goals.
- PC8.** Analyze daily performance gaps and communicate realignment strategies with team members.
- PC9.** Evaluate weekly alignment meetings to review team performance, document key gaps, and agree on action plans.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Knowledge of the organizational structure, departmental functions, and key roles within the apparel production workflow.

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- KU2.** Understanding of standard communication protocols used across production, quality, merchandising, cutting, and finishing teams.
- KU3.** Knowledge of common documentation formats such as production reports, work-in-progress (WIP) sheets, escalation notes, and handover logs.
- KU4.** Understanding of workflow dependencies between departments and how information accuracy affects timelines and output quality.
- KU5.** Knowledge of basic problem-solving approaches for addressing interdepartmental issues and delays.
- KU6.** Understanding of workplace etiquette, professional behaviour standards, and conflict-resolution methods.
- KU7.** Knowledge of digital tools, MIS platforms, communication software, and reporting systems used for coordination.
- KU8.** Awareness of deadlines, priorities, and production schedules, and the need for timely communication to avoid workflow disruptions.
- KU9.** Understanding of safety, compliance and confidentiality guidelines when sharing departmental information.
- KU10.** Knowledge of organizational policies, escalation hierarchies and approval procedures relevant to interdepartmental coordination.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Ability to communicate clearly and professionally with team members across multiple departments.
- GS2.** Ability to read and interpret production sheets, technical notes, and daily planning documents.
- GS3.** Ability to write concise updates, emails, reports and follow-up notes for workflow coordination.
- GS4.** Ability to use digital tools, MIS systems, spreadsheets and communication apps for information sharing.
- GS5.** Ability to actively listen, ask clarifying questions, and confirm understanding during discussions.
- GS6.** Ability to work collaboratively, build rapport and maintain productive working relationships.
- GS7.** Ability to prioritize tasks and manage time effectively to meet communication deadlines.
- GS8.** Ability to identify risks, follow escalation protocols, and seek support when departmental conflicts or bottlenecks arise.
- GS9.** Ability to adapt communication style based on audience, including supervisors, workers and technical staff.
- GS10.** Ability to maintain a respectful, inclusive, and gender-sensitive approach when interacting with diverse teams.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicate and Collaborate Across Departments</i>	30	24	-	6
PC1. Apply professional communication protocols while coordinating with QA, IE, Maintenance, and Stores.	5	3	-	-
PC2. Analyze and report operational dependencies or delays caused by interdepartmental misalignment.	4	2	-	1
PC3. Evaluate and implement a cross-functional escalation process to maintain operational flow during breakdowns or delays.	4	5	-	1
PC4. Apply daily production huddles ensuring participation of key floor staff and cross-functional representatives.	3	2	-	1
PC5. Communicate daily production targets, resource availability, and critical issues during huddles.	2	3	-	-
PC6. Analyze two-way communication during huddles to capture team concerns and improvement suggestions.	3	2	-	1
PC7. Apply daily team performance metrics in alignment with shift production goals.	5	2	-	1
PC8. Analyze daily performance gaps and communicate realignment strategies with team members.	2	2	-	-
PC9. Evaluate weekly alignment meetings to review team performance, document key gaps, and agree on action plans.	2	3	-	1
NOS Total	30	24	-	6

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2109
NOS Name	Communicate and Collaborate Across Departments
Sector	Apparel
Sub-Sector	
Occupation	Production Supervision
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	13/02/2026
Next Review Date	13/02/2029
NSQC Clearance Date	13/02/2026

Qualification Pack

AMH/N2110: Ensure Safety and Compliance Standards on Production Floor

Description

This NOS covers adherence to quality standards, safety regulations, and workplace protocols while coordinating production. It includes supporting quality inspection, identifying defects, ensuring operator compliance to safety norms, maintaining discipline, and contributing to a safe, clean, and efficient working environment.

Scope

The scope covers the following :

- Monitoring adherence to quality standards, supporting inline and end-line checks, ensuring PPE usage, identifying unsafe practices, reporting hazards, maintaining shop floor hygiene, following security guidelines, and ensuring compliance with organisational, regulatory, and environmental norms.

Elements and Performance Criteria

Ensure Safety and Compliance Standards on Production Floor

To be competent, the user/individual on the job must be able to:

- PC1.** Apply workplace safety regulations and apparel industry compliance standards.
- PC2.** Apply systematic inspections using standardized safety checklists aligned with regulatory requirements.
- PC3.** Analyze adherence to compliance procedures through feedback from workers and supervisors.
- PC4.** Analyze workplace hazards through risk assessment and root cause analysis.
- PC5.** Evaluate and implement preventive safety measures to address identified risks.
- PC6.** Apply and deliver safety training sessions for staff members.
- PC7.** Apply and execute internal safety audits across departments.
- PC8.** Create and maintain a feedback mechanism for workers to report safety concerns and suggest improvements.
- PC9.** Apply safety meetings, workshops, or campaigns involving cross-functional teams.
- PC10.** Evaluate employee perception of safety using surveys or feedback tools.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** To understand common garment defects and quality checkpoints.
- KU2.** Safety rules for machines, equipment and shop-floor movement.
- KU3.** Knowledge about workplace hygiene and 5S practices.

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- KU4.** Basic quality assurance procedures.
- KU5.** Understand importance of PPE and ergonomic practices.
- KU6.** Hazard identification and reporting steps.
- KU7.** To gain knowledge about fire safety and emergency response basics.
- KU8.** Organisation code of conduct and disciplinary guidelines.
- KU9.** Knowledge of environmental norms for waste disposal.
- KU10.** Quality documentation and rejection logs.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Communicate quality and safety instructions clearly.
- GS2.** Read defect classification charts and safety signs.
- GS3.** Fill quality logs and safety checklists.
- GS4.** Follow SOPs with accuracy.
- GS5.** Identify defects and suggest corrective actions.
- GS6.** Work responsibly to maintain safety on the floor.
- GS7.** Show discipline and proactive behaviour.
- GS8.** Coordinate with quality and safety teams.
- GS9.** Respond calmly during emergencies.
- GS10.** Adapt to updated safety or quality guidelines.

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure Safety and Compliance Standards on Production Floor</i>	20	10	-	5
PC1. Apply workplace safety regulations and apparel industry compliance standards.	3	1	-	1
PC2. Apply systematic inspections using standardized safety checklists aligned with regulatory requirements.	2	1	-	-
PC3. Analyze adherence to compliance procedures through feedback from workers and supervisors.	2	1	-	-
PC4. Analyze workplace hazards through risk assessment and root cause analysis.	3	1	-	1
PC5. Evaluate and implement preventive safety measures to address identified risks.	2	1	-	1
PC6. Apply and deliver safety training sessions for staff members.	2	1	-	1
PC7. Apply and execute internal safety audits across departments.	2	1	-	-
PC8. Create and maintain a feedback mechanism for workers to report safety concerns and suggest improvements.	2	1	-	-
PC9. Apply safety meetings, workshops, or campaigns involving cross-functional teams.	1	1	-	-
PC10. Evaluate employee perception of safety using surveys or feedback tools.	1	1	-	1
NOS Total	20	10	-	5

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National Occupational Standards (NOS) Parameters

NOS Code	AMH/N2110
NOS Name	Ensure Safety and Compliance Standards on Production Floor
Sector	Apparel
Sub-Sector	
Occupation	Production Supervision
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	13/02/2026
Next Review Date	13/02/2029
NSQC Clearance Date	13/02/2026

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AMH/N0310: Manage the workspace, operate tools, and handle machinery efficiently.

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. It also covers procedures and compliance standards to identify, prevent, control, minimize and eliminate hazards and potential risks to self and others at the workplace.

Scope

The scope covers the following :

- Maintain the work area, handle tools and machines

Elements and Performance Criteria

Maintain the work area, handle tools and machines

To be competent, the user/individual on the job must be able to:

- PC1.** Employ safe and precise techniques in managing materials, machinery, equipment, and tools to uphold a clean and hazard-free workplace environment.
- PC2.** Adhere to proper lifting and handling procedures during operations.
- PC3.** Optimize material usage to reduce waste and safely dispose of any waste material at designated locations.
- PC4.** Perform routine maintenance and cleaning tasks within assigned responsibilities and agreed-upon schedules.
- PC5.** Promptly notify authorized personnel of any unsafe or damaged equipment or hazardous incidents.
- PC6.** Verify the presence of appropriate machine guards for operational safety.
- PC7.** Maintain a comfortable and ergonomically sound working posture.
- PC8.** Utilize suitable cleaning equipment and methods relevant to the assigned tasks.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** Importance of good health, personal hygiene and duty of care
- KU2.** Importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry
- KU3.** The limits of your own responsibility
- KU4.** The production process and the specific work activities that relate to the whole process
- KU5.** The line and importance of effective communication with superiors and colleagues
- KU6.** The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)

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- KU7.** The importance of complying with written instructions
- KU8.** The instructions of equipment operating procedures / manufacturer's
- KU9.** The work instructions and specifications and interpret them accurately
- KU10.** Method to make use of the information detailed in specifications and instructions
- KU11.** Relation between work role and the overall manufacturing process
- KU12.** The importance of taking action when problems are identified
- KU13.** Different ways of minimizing waste and proper disposal system for waste and by-products
- KU14.** The importance of running maintenance and regular cleaning
- KU15.** Effects of contamination on products i.e., Machine oil, dirt
- KU16.** Common faults with equipment and the method to rectify
- KU17.** Maintenance procedures
- KU18.** Hazards likely to be encountered when conducting routine maintenance
- KU19.** Different types of cleaning equipment and substances and their use
- KU20.** Safe working practices for cleaning and the method of carrying them out

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** Write and document appropriate technical forms, job cards, inspection sheets as per the required format of the company
- GS2.** Read and comprehend basic English to interpret indicators in the operating manuals, job cards, visual cards
- GS3.** Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
- GS4.** Speak and communicate effectively with to peers and supervisors
- GS5.** Give clear detailed instructions to co-workers, subordinates and others
- GS6.** Use correct technical terms while interacting with supervisor
- GS7.** Take appropriate decisions regarding your responsibilities
- GS8.** Assess for any damaged faulty component in the concerned machinery and take action accordingly
- GS9.** Evaluate the decision and conduct basic trouble shooting
- GS10.** Plan and manage work routine based on company procedure
- GS11.** Work with supervisors/ team mates to carry out work related tasks
- GS12.** Plan for cleaning and lubricating the concerned machinery, tools, and workplace daily before and after operations
- GS13.** Ensure and follow organizational procedures pertaining to health and safety are followed
- GS14.** Solve operational role related issues
- GS15.** Diagnose common problems in the machine based on visual inspection, sound, temperature etc.
- GS16.** Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Maintain the work area, handle tools and machines</i>	14	49	-	7
PC1. Employ safe and precise techniques in managing materials, machinery, equipment, and tools to uphold a clean and hazard-free workplace environment.	3	10	-	1
PC2. Adhere to proper lifting and handling procedures during operations.	2	7	-	1
PC3. Optimize material usage to reduce waste and safely dispose of any waste material at designated locations.	2	4	-	1
PC4. Perform routine maintenance and cleaning tasks within assigned responsibilities and agreed-upon schedules.	2	10	-	1
PC5. Promptly notify authorized personnel of any unsafe or damaged equipment or hazardous incidents.	1	2	-	0.5
PC6. Verify the presence of appropriate machine guards for operational safety.	2	2	-	0.5
PC7. Maintain a comfortable and ergonomically sound working posture.	1	7	-	1
PC8. Utilize suitable cleaning equipment and methods relevant to the assigned tasks.	1	7	-	1
NOS Total	14	49	-	7

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0310
NOS Name	Manage the workspace, operate tools, and handle machinery efficiently.
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Finishing, Cutting, Production Supervision, Sampling, Quality Control, Quality Assurance, Ironing, Tailoring, Machine Embroidery Operation
NSQF Level	4
Credits	1
Version	1.0
Last Reviewed Date	13/02/2026
Next Review Date	13/02/2029
NSQC Clearance Date	13/02/2026

Qualification Pack

DGT/VSQ/N0102: Employability Skills (60 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Career Development & Goal Setting
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

- PC1.** identify employability skills required for jobs in various industries
- PC2.** identify and explore learning and employability portals

Constitutional values - Citizenship

To be competent, the user/individual on the job must be able to:

- PC3.** recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.
- PC4.** follow environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

- PC5.** recognize the significance of 21st Century Skills for employment
- PC6.** practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life

Basic English Skills

To be competent, the user/individual on the job must be able to:

Qualification Pack

- PC7.** use basic English for everyday conversation in different contexts, in person and over the telephone
- PC8.** read and understand routine information, notes, instructions, mails, letters etc. written in English
- PC9.** write short messages, notes, letters, e-mails etc. in English

Career Development & Goal Setting

To be competent, the user/individual on the job must be able to:

- PC10.** understand the difference between job and career
- PC11.** prepare a career development plan with short- and long-term goals, based on aptitude

Communication Skills

To be competent, the user/individual on the job must be able to:

- PC12.** follow verbal and non-verbal communication etiquette and active listening techniques in various settings
- PC13.** work collaboratively with others in a team

Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

- PC14.** communicate and behave appropriately with all genders and PwD
- PC15.** escalate any issues related to sexual harassment at workplace according to POSH Act

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

- PC16.** select financial institutions, products and services as per requirement
- PC17.** carry out offline and online financial transactions, safely and securely
- PC18.** identify common components of salary and compute income, expenses, taxes, investments etc
- PC19.** identify relevant rights and laws and use legal aids to fight against legal exploitation

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

- PC20.** operate digital devices and carry out basic internet operations securely and safely
- PC21.** use e- mail and social media platforms and virtual collaboration tools to work effectively
- PC22.** use basic features of word processor, spreadsheets, and presentations

Entrepreneurship

To be competent, the user/individual on the job must be able to:

- PC23.** identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research
- PC24.** develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion
- PC25.** identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity

Customer Service

To be competent, the user/individual on the job must be able to:

- PC26.** identify different types of customers
- PC27.** identify and respond to customer requests and needs in a professional manner.

Qualification Pack

PC28. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

PC29. create a professional Curriculum vitae (Résumé)

PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively

PC31. apply to identified job openings using offline /online methods as per requirement

PC32. answer questions politely, with clarity and confidence, during recruitment and selection

PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills and different learning and employability related portals

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

KU4. Twenty first (21st) century skills and their importance

KU5. how to use English language for effective verbal (face to face and telephonic) and written communication in formal and informal set up

KU6. importance of career development and setting long- and short-term goals

KU7. about effective communication

KU8. POSH Act

KU9. Gender sensitivity and inclusivity

KU10. different types of financial institutes, products, and services

KU11. how to compute income and expenditure

KU12. importance of maintaining safety and security in offline and online financial transactions

KU13. different legal rights and laws

KU14. different types of digital devices and the procedure to operate them safely and securely

KU15. how to create and operate an e- mail account and use applications such as word processors, spreadsheets etc.

KU16. how to identify business opportunities

KU17. types and needs of customers

KU18. how to apply for a job and prepare for an interview

KU19. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read and write different types of documents/instructions/correspondence

GS2. communicate effectively using appropriate language in formal and informal settings



Qualification Pack

- GS3.** behave politely and appropriately with all
- GS4.** how to work in a virtual mode
- GS5.** perform calculations efficiently
- GS6.** solve problems effectively
- GS7.** pay attention to details
- GS8.** manage time efficiently
- GS9.** maintain hygiene and sanitization to avoid infection

Qualification Pack

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. identify employability skills required for jobs in various industries	-	-	-	-
PC2. identify and explore learning and employability portals	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-	-
PC4. follow environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	2	4	-	-
PC5. recognize the significance of 21st Century Skills for employment	-	-	-	-
PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-	-
PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-	-
PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-	-
<i>Career Development & Goal Setting</i>	1	2	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. understand the difference between job and career	-	-	-	-
PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-	-
<i>Communication Skills</i>	2	2	-	-
PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-	-
PC13. work collaboratively with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	2	-	-
PC14. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-	-
<i>Financial and Legal Literacy</i>	2	3	-	-
PC16. select financial institutions, products and services as per requirement	-	-	-	-
PC17. carry out offline and online financial transactions, safely and securely	-	-	-	-
PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-	-
PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-	-
<i>Essential Digital Skills</i>	3	4	-	-
PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-	-
PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-	-
PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-	-

Qualification Pack

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Entrepreneurship</i>	2	3	-	-
PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-	-
PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-	-
PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-	-
<i>Customer Service</i>	1	2	-	-
PC26. identify different types of customers	-	-	-	-
PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-	-
PC28. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	2	3	-	-
PC29. create a professional Curriculum vitae (Résumé)	-	-	-	-
PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-	-
PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-	-
PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-	-
PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-	-
NOS Total	20	30	-	-

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0102
NOS Name	Employability Skills (60 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	4
Credits	2
Version	1.0
Last Reviewed Date	16/04/2026
Next Review Date	16/04/2031
NSQC Clearance Date	16/04/2026

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

This section includes the processes involved in identifying, gathering, and interpreting information to evaluate the Candidate on the required competencies of the program.

Mention the detailed assessment strategy in the provided template.

1. Assessment System Overview:

- Batches assigned to the assessment agencies for conducting the assessment on SIDH or email
- Assessment agencies send the assessment confirmation to VTP/TC looping SSC
- Assessment agency deploys the ToA certified Assessor for executing the assessment
- SSC monitors the assessment process & records

2. Testing Environment:

- Check the Assessment location, date and time

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- If the batch size is more than 30, then there should be 2 Assessors.
- Check that the allotted time to the candidates to complete Theory & Practical Assessment is correct.

3. Assessment Quality Assurance levels/Framework:

- Question bank is created by the Subject Matter Experts (SME) are verified by the other SME
- Questions are mapped to the specified assessment criteria
- Assessor must be ToA certified & trainer must be ToT Certified

4. Types of evidence or evidence-gathering protocol:

- Time-stamped & geotagged reporting of the assessor from assessment location
- Centre photographs with signboards and scheme specific branding

5. Method of verification or validation:

- Surprise visit to the assessment location

6. Method for assessment documentation, archiving, and access

- Hard copies of the documents are stored

On the Job:

1. Each module will be assessed separately.

2. The candidate must score 60% in each module to successfully complete the OJT.

3. Tools of Assessment that will be used for assessing whether the candidate is having desired skills and etiquette of dealing with customers, understanding needs & requirements, assessing the customer and perform Soft Skills effectively:

- Videos of Trainees during OJT

4. Assessment of each Module will ensure that the candidate is able to:

- Effective engagement with the customers
- Understand the working of various tools and equipment

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Qualification Pack

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N2106.Coordinate Apparel Production and Workforce Operations	30	40	-	10	80	18
AMH/N2107.Design Efficient Line Layouts and Manage WIP Flow	33	42	-	6	81	18
AMH/N2108.Evaluate Production Performance and Implement Root Cause Solutions	28	35	-	11	74	17
AMH/N2109.Communicate and Collaborate Across Departments	30	24	-	6	60	13
AMH/N2110.Ensure Safety and Compliance Standards on Production Floor	20	10	-	5	35	8
AMH/N0310.Manage the workspace, operate tools, and handle machinery efficiently.	14	49	-	7	70	15
DGT/VSQ/N0102.Employability Skills (60 Hours)	20	30	-	-	50	11
Total	175	230	-	45	450	100

Qualification Pack

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Qualification Pack

Glossary

Sector	Sector is a conglomeration of different business operations having similar business 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.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications 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 helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.