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APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

Facilitator Guide



Sector
Apparel

Sub-Sector
Apparel, Made-Ups & Home Furnishing

Occupation
Ironing

Reference ID: AMH/Q0401, Version 4.0
NSQF level: 2.5

Pressman – Stitched Items

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Shri Narendra Modi
Prime Minister of India

“

Skill development of the new generation is a national need and is the foundation of Aatmnirbhar Bharat

”



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This facilitator guide is dedicated to the aspiring youth who desire to achieve special skills which will be a lifelong asset for their future endeavours.

About this Guide

This Facilitator Guide is designed for providing skill training and /or upgrading the knowledge level of the Participants to take up the job of an “Pressman - Stitched Items” in the Management and Entrepreneurship Sector.

This Facilitator Guide is designed based on the Qualification Pack (QP) under the National Skill Qualification framework (NSQF) and it comprises of the following National Occupational Standards (NOS)/topics and additional topics.

1. AMH/N0401: Carry out ironing activities in stitching and finishing operations
2. AMH/N0102: Maintain work area, tools and machines
3. AMH/N0103: Maintain health, safety and secure work place with Gender and PwD Sensitization
4. AMH/N0104: Comply with industry, regulatory,organizational requirements and Greening of Job Roles
5. DGT/VSQ/N0101: Employability Skills (30 Hrs.)

Symbols Used



Ask



Explain



Elaborate



Notes



Objectives



Do



Demonstrate



Activity



Team Activity



Facilitation Notes



Practical



Say



Resources



Example



Summary



Role Play



Learning Outcomes



Exercise

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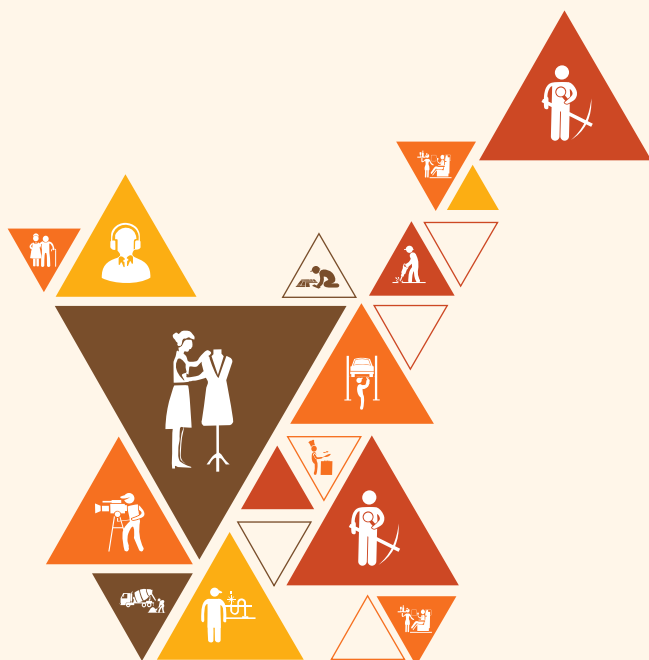
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MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP



1. Introduction

Unit 1.1 - Overview of the Apparel Industry and Employment Opportunities

Unit 1.2 - Role and Contribution of a Pressman in Apparel Production



Bridge Module

Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Describe the size and scope of the apparel industry.
2. Describe various employment opportunities for a 'Pressman – Stitched Items' in the apparel industry.
3. Explain roles and responsibilities of a 'Pressman – Stitched Items'.
4. Describe the apparel production process and the role that the 'Pressman – Stitched Items' plays in the process.

Unit 1.1: Overview of the Apparel Industry and Employment Opportunities

Unit Objectives

By the end of this unit, the participants will be able to:

1. Discuss the size and scope of the apparel industry
2. List the employment opportunities for a pressman in the apparel industry

Resources to be Used

Whiteboard, markers, projector, printed industry charts, employment role cards, sample stitched garments, notepads, pens

Do

- Introduce the apparel industry using images and real-world references.
- Use the projector or chart to show the industry structure and explain how it's connected globally.
- Discuss how large the industry is and the different segments involved.
- Talk about the various departments in an apparel production setup.
- Explain the role of a pressman using garment samples and visuals.
- Highlight the growth opportunities from entry-level to advanced roles in the pressing and finishing section.
- Invite participants to share their understanding or prior exposure to such work environments.

Say

- Good morning everyone! I'm really excited to start our first session with you today.
- Today we're going to learn about the apparel industry and the job roles available, especially for someone working as a pressman.
- It's important to know where you fit in the industry and what opportunities are out there for your growth and development.

Ask

- Have you ever noticed how many types of clothes are sold in your local market or mall?
- Do you know anyone who works in a factory that makes clothes?
- Why do you think the demand for pressed, wrinkle-free clothes are always high?

Elaborate

- The apparel industry involves designing, manufacturing, and distributing clothing. It plays a significant role in the global economy and includes activities like cutting, stitching, finishing, and packaging garments.
- The industry is one of the largest employers globally, especially in countries like India, Bangladesh, and China. It ranges from small tailoring units to large export-oriented manufacturing setups, supplying domestic and international markets.
- A pressman is responsible for the final appearance of garments by removing wrinkles and ensuring proper shape. Opportunities exist in garment factories, laundries, dry cleaning units, and export houses. With experience, one can move into roles like finishing supervisor or quality checker.

Demonstrate

Show how to identify pressing points on a stitched garment using a sample shirt or kurta and explain where and how pressing is done to give a professional look.

Activity

1. **Activity Name:** Garment Role Sorting
2. **Objective:** To help participants identify various job roles in the apparel industry, especially the role of a pressman
3. **Type of activity:** Group
4. **Resources:** Role cards with job titles and functions (e.g., cutter, tailor, pressman, checker, packer), whiteboard, markers
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide the class into small groups.
 - Distribute mixed role cards to each group.
 - Ask them to arrange the cards in the correct order of the garment production process.
 - Highlight the role of the pressman and discuss its importance.
 - Groups present their order and reasoning.
7. **Outcome:** Participants will be able to understand where a pressman fits in the production chain and how other roles coordinate with it.

Notes for Facilitation

- Encourage participation from all learners by asking open-ended questions.
- Use simple language and examples relatable to learners' daily life.
- Use real garments to explain the pressing process and demonstrate garment handling.
- Emphasize the growing demand for finishing skills due to increasing export orders.
- Highlight that pressing impacts garment quality, brand image, and customer satisfaction.
- Explain that career growth is possible with experience and skill development in this role.

Unit 1.2: Role and Contribution of a Pressman in Apparel Production

Unit Objectives

By the end of this unit, the participants will be able to:

1. Discuss the roles and responsibilities of a pressman in the apparel industry for stitched items
2. Analyse the apparel production process and the role of pressman

Resources to be Used

Whiteboard, markers, printed charts of apparel production flow, sample pressed and unpressed garments, role description cards, iron box or steam press (demo purpose), heatproof table, notepads, pens

Do

- Begin the session by showing a comparison of pressed vs. un-pressed garments.
- Discuss the importance of garment appearance in the market and link it to customer satisfaction.
- Explain the daily duties of a pressman using a printed role card.
- Present a production flow chart and highlight the pressman's position in the sequence.
- Discuss how improper pressing can impact garment quality and delivery.
- Invite participants to share their thoughts on how their work contributes to a finished product.

Say

- Hello everyone! Let's dive into an exciting session about your core role in the apparel industry.
- Today we're going to understand what exactly a pressman does and how this job fits into the entire garment-making process.
- If you clearly understand your responsibilities and your place in production, you'll be able to work with confidence and aim for growth.

Ask

- Have you ever worn a shirt that was wrinkled and noticed how it looked compared to a well-pressed one?
- Do you think your work affects the final look of a garment sold in shops?
- Can you think of a time when pressing clothes at home made a big difference for an occasion?

Elaborate

- The pressman is responsible for pressing garments at various stages such as during in-process checks, before quality inspection, and before packing.
- They must know how to handle different fabrics, avoid damaging items, and maintain pressing equipment properly.
- The apparel production process includes fabric cutting, stitching, checking, pressing, and packing.
- The pressman plays a critical role in improving garment appearance and shape after stitching, ensuring garments are wrinkle-free and presentable before shipment or sale.

Demonstrate

Show how to press a stitched shirt using a demo iron box or steam press. Emphasize key areas like collars, cuffs, and seams, and explain how incorrect pressing can cause shine marks or wrinkles.

Activity

1. **Activity Name:** Match the Responsibility (Topic: Roles and Responsibilities of a Pressman – Stitched Items)
2. **Objective:** To help learners recall and match specific tasks and duties to the pressman role
3. **Type of activity:** Group
4. **Resources:** Flashcards with duties, flashcards with correct descriptions, chart paper, glue sticks
5. **Time Duration:** 25 minutes
6. **Instructions:**
 - Divide participants into groups of 4–5.
 - Distribute a shuffled set of duty cards and description cards to each group.
 - Ask each group to match duties to their correct descriptions and paste them on chart paper.
 - Groups display their charts and explain their reasoning.
7. **Outcome:** Participants will be able to list key responsibilities of a pressman and explain each in their own words.

Notes for Facilitation

- Create an interactive environment by asking questions during the explanation.
- Give all learners a chance to handle sample garments and visually assess pressing quality.
- Emphasize that improper pressing can lead to customer complaints and product returns.
- Clarify that pressing is not only for appearance but also ensures measurements are maintained.
- Reinforce that this role is crucial for product quality and timely delivery.
- Discuss safety precautions when using heat equipment and handling delicate fabrics.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Removing wrinkles and shaping garments
2. b. to avoid damaging different fabric types
3. c. Silk
4. c. Digital devices
5. b. Pressing and finishing garments to remove wrinkles

Answer the following questions briefly.

1. Refer Unit 1.2: Role and Contribution of a Pressman in Apparel Production
Topic: 1.2.1 Roles and Responsibilities of a 'Pressman – Stitched Items'
2. Refer Unit 1.2: Role and Contribution of a Pressman in Apparel Production
Topic: 1.2.2 Apparel Production Process and Role of the 'Pressman – Stitched Items'
3. Refer Unit 1.1: Overview of the Apparel Industry and Employment Opportunities
Topic: 1.1.1 Apparel Industry
4. Refer Unit 1.1: Overview of the Apparel Industry and Employment Opportunities
Topic: 1.1.2 Size and Scope of the Apparel Industry
5. Refer Unit 1.1: Overview of the Apparel Industry and Employment Opportunities
Topic: 1.1.3 Employment Opportunities for a 'Pressman – Stitched Items'





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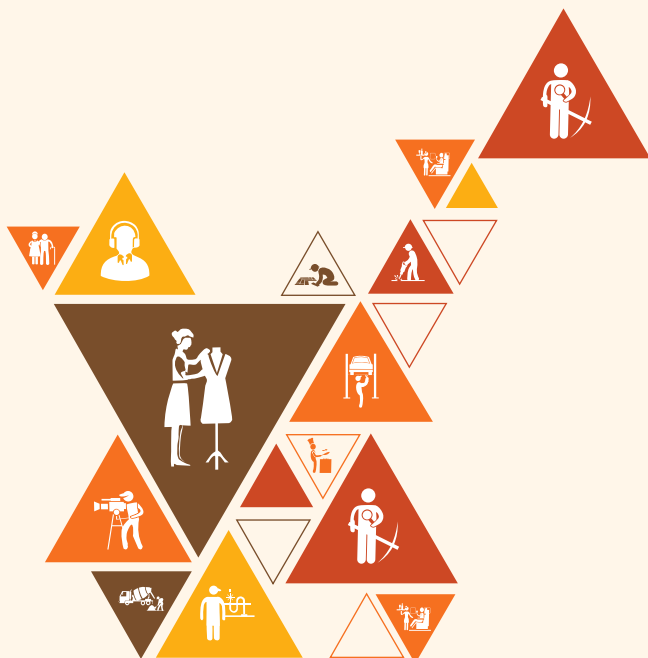
2. Prepare for Ironing Operations

Unit 2.1 - Workplace Safety and Operational Guidelines

Unit 2.2 - Work-Related Assistance & Task Management

Unit 2.3 - Garment Types, Characteristics & Ironing Requirements

Unit 2.4 - Workplace Safety, Equipment & Finishing Standards



AMH/N0401

Key Learning Outcomes



By the end of this module, the participants will be able to:

1. State the organization's policies and procedures.
2. Describe self-responsibilities under health, safety and environmental legislation.
3. Follow the instructions on the work ticket/ job card in line with the responsibilities of the job role.
4. Describe process for offering/ obtaining work related assistance.
5. Describe different types of garments and their ironing requirements.

Unit 2.1: Workplace Safety and Operational Guidelines

Unit Objectives

By the end of this unit, the participants will be able to:

1. List the organisation's policies and procedures in the apparel industry
2. Discuss the self-responsibilities under the health and safety
3. Analyse the standard operating procedure of the organisation
4. Identify the potential hazards with the machines and safety precautions

Resources to be Used

Safety posters, printed copies of SOPs and company policies, safety gear samples (gloves, masks, goggles), hazard symbol chart, whiteboard, markers, pens, notepads, visual cue cards

Do

- Display visual cue cards and posters showing safety symbols and workplace hazard signs.
- Briefly introduce the concept of workplace policies and why every employee must follow them.
- Hand out printed SOPs and explain how to read and use them.
- Discuss basic legislative responsibilities for health and safety that apply to workers.
- Show examples of common machinery-related hazards and ask participants how they would avoid them.
- Link the importance of following safety rules to long-term career growth and accident prevention.

Say

- Good day, everyone! Today's session is going to be all about how we stay safe and efficient at the workplace.
- We'll learn about our responsibilities and how to follow company rules, especially when working with machines.
- If you know how to identify risks and follow guidelines, you'll avoid accidents and also become a more reliable worker.

Ask

- Have you seen any safety signs like 'Caution' or 'Wear Helmet' in public places or at work?
- Do you know what a Standard Operating Procedure is used for?
- Have you ever seen or heard about someone getting hurt because of carelessness at work?

Elaborate

- Every organization has set rules for attendance, equipment usage, dress code, waste disposal, and safety. These must be followed to ensure a professional and secure working environment for everyone.
- Employees must take care of their own safety and others' too. They are expected to wear protective equipment, report hazards, and cooperate during safety drills or audits.
- SOPs are step-by-step instructions that explain how to safely perform a task. These help in reducing errors and ensuring uniform quality and safety across all departments.
- Potential Hazards Associated with the Machines and the Safety Precautions that must be taken
- Machines can cause burns, cuts, or electric shocks if not handled correctly.
- Safety precautions include proper training, using guards or safety switches, and regular equipment checks.

Explain

- Policies and SOPs must be followed every day
- Each worker is responsible for safety
- Safety rules protect people and the environment
- SOPs reduce mistakes and increase consistency
- Machines have risks that need precautions
- Wearing proper gear prevents injuries

Demonstrate

Show how to properly wear and use a safety glove and mask while handling a pressing iron or any other heat-based equipment, explaining each step as per the SOP.

Activity

1. **Activity Name:** Hazard Match-Up (Topics: Potential Hazards Associated with Machines, Standard Operating Procedure)
2. **Objective:** To help learners identify hazards and link them with correct precautions
3. **Type of activity:** Group
4. **Resources:** Flashcards with machine hazards, flashcards with safety precautions, chart paper, glue
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups
 - Provide each group with a mixed set of hazard and precaution flashcards
 - Ask them to match hazards with the correct precaution and paste on chart paper
 - Each group presents their matches and explains why they chose them
7. **Outcome:** Participants will be able to recognise machine-related hazards and suggest appropriate safety precautions confidently.

Notes for Facilitation

- Encourage every participant to engage, especially during visual demonstrations
- Allow enough time for each group to think and participate without pressure
- Reinforce that safety is a personal and collective responsibility
- Clarify that SOPs vary for different machines and must be referred to before starting work
- Emphasize that even minor negligence can cause major harm in an industrial setup
- Use real-life examples of workplace incidents to make the session relatable

Unit 2.2: Work-Related Assistance & Task Management

Unit Objectives

By the end of this unit, the participants will be able to:

1. Follow instructions on work tickets/job cards in line with job responsibilities.
2. Establish and review work targets with the supervisor, checking for special instructions.
3. Seek clarification on work-related tasks, following protocols for obtaining information.
4. Identify reporting formats for work-related risks/problems and contact persons for resolving issues.

Resources to be Used

Sample job cards, work tickets, sample task sheets, pens, clipboards, whiteboard, markers, printed supervisor instructions, time tracking sheets

Do

- Show a sample job card and explain the parts, such as job details, timelines, and expected output.
- Discuss how to approach a supervisor to confirm work targets and clarify any confusion.
- Role-play a situation where a worker seeks clarification from a supervisor on unclear instructions.
- Explain the importance of asking questions at the right time and how it avoids future delays or errors.
- Use visual aids to explain how tasks are scheduled and tracked on work tickets.

Say

- Hello everyone! I'm glad to see your energy today as we step into an important part of our daily work life.
- In this session, we'll explore how to understand job instructions, plan tasks with your supervisor, and clarify doubts effectively.
- Knowing how to manage your tasks helps you perform better, avoid mistakes, and impress your supervisors with professional work habits.

Ask

- Have you ever received a task at home or in school where you weren't sure what to do first?
- Do you think asking your supervisor questions is a sign of confusion or responsibility?
- Have you seen any kind of written instructions at work like duty sheets or checklists?

Elaborate

- A job card contains vital task information like timelines, tools required, materials to be used, and output expectations. Reading and understanding it is the first step to successful task execution.
- Work targets are defined by supervisors based on job priority, timelines, and available resources. It is important to review them together for mutual clarity and planning.
- When in doubt about a procedure or instruction, it's essential to clarify it immediately with a senior. This prevents errors and shows initiative in maintaining quality work.

Explain

- Understanding job instructions leads to better task execution
- Work cards contain detailed task-related information
- Reviewing targets with supervisors ensures alignment
- Clarifying doubts saves time and avoids mistakes
- Asking questions is part of professional responsibility
- Proper communication increases team efficiency

Demonstrate

Display a filled job card and explain how to interpret each section such as task name, delivery date, special notes, and how to confirm with the supervisor before starting the task.

Activity

1. **Activity Name:** Job Card Match-Up (Topics: Instructions on work tickets or job cards, Clarifications on work-related tasks)
2. **Objective:** To help learners identify key sections of a job card and practice clarification
3. **Type of activity:** Group
4. **Resources:** Sample blank job cards, task descriptions, highlighters, pens
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into groups
 - Distribute sample task descriptions and blank job cards
 - Ask groups to fill in the job cards based on the task descriptions
 - Each group will highlight one unclear instruction and frame a sample question they would ask their supervisor
 - Discuss as a class how the questions help in improving clarity
7. **Outcome:** Participants will understand how to interpret job cards and confidently seek clarifications on unclear work instructions.

Notes for Facilitation



- Encourage all learners to participate in role-plays and group activities
- Provide feedback during activities to guide them towards better understanding
- Emphasize that asking for clarification is a professional and proactive step
- Highlight that not following instructions properly can lead to rework or loss
- Clarify that job cards and work tickets vary across companies but have common sections
- Use relatable, simple task descriptions in the activity to aid understanding

Unit 2.3: Garment Types, Characteristics & Ironing Requirements

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe different types of garments and their ironing requirements.
2. Explain various parts of garments (pockets, collars, cuffs, sleeves, etc.).
3. Identify characteristics of different materials and their impact on garment care.
4. Explain the process of moulding garments to body contours and ensuring proper shaping.

Resources to be Used

Ironing board, iron (steam and dry), cotton shirts, synthetic blouses, denim jeans, woollen sweaters, printed fabric samples, garment part flashcards, body contour images, printed fabric care instructions

Do

- Show different garments and let participants identify them by type and fabric.
- Discuss the ironing needs of cotton, silk, polyester, wool, and denim.
- Explain with visuals the different parts of a garment such as yoke, cuff, collar, hemline, etc.
- Use fabric swatches to explain characteristics like texture, thickness, and wrinkle resistance.
- Explain the idea of contour moulding using shaped surfaces and steam to give structure.

Say

- Good day everyone! It's wonderful to see all of you ready and enthusiastic for today's learning session.
- Today, we will be learning about different types of garments, the characteristics of fabrics, and how to iron them correctly based on their features.
- Understanding garment parts and fabric types helps us avoid mistakes during ironing and ensures the final product looks professional and lasts longer.

Ask

- Have you ever noticed how ironing a cotton shirt feels different from ironing a polyester one?
- Can you name any parts of a garment like sleeves or collars that need extra care while ironing?
- Have you seen garments that got burnt or wrinkled more after ironing?

Elaborate

- Garments vary from shirts, dresses, and trousers to skirts and jackets. Each has specific ironing needs based on cut and construction. Cotton needs steam and high heat, while synthetics require low heat.
- Garments are made up of multiple parts such as collars, cuffs, sleeves, waistbands, and hems. Each of these areas needs special attention during ironing to avoid creases or puckering.
- Fabrics like silk, wool, cotton, and polyester behave differently with heat. Cotton handles high heat, silk and wool need careful steam, and synthetics are heat-sensitive. These characteristics define how to iron or store them.
- Moulding is the process of giving shape to the garment during ironing to fit body curves like shoulders, bust, and hips. Steam irons and pressing aids help maintain the garment's form and appearance.

Explain

- Garments require different ironing techniques based on fabric
- Understanding garment parts helps focus on delicate areas
- Fabric properties determine the temperature and steam required
- Some fabrics shrink or burn with excess heat
- Ironing helps mould the garment to match human body curves
- Proper ironing improves garment appearance and durability

Demonstrate

Show how to iron a cotton shirt focusing on sleeves, collar, and back while explaining the heat and steam settings. Also, demonstrate moulding using steam around the shoulder area using a tailor's ham or rolled towel.

Activity

1. **Activity Name:** Fabric-Iron Match (Topics: Types of garments and its ironing requirements, Characteristics of different materials and its influence on the garment care)
2. **Objective:** To identify the correct ironing method for different garment types and fabric properties
3. **Type of activity:** Group
4. **Resources:** Assorted garments, fabric samples, ironing charts, heat-setting guides, iron settings printouts
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide trainees into small groups
 - Give each group a garment and a set of fabric samples
 - Ask them to match the fabric with its correct ironing setting using the chart
 - Ask the group to identify the part of the garment that needs the most attention
 - One representative from each group will explain the ironing method to the class
7. **Outcome:** Participants will be able to correctly identify the ironing requirement for different fabric types and garment structures, reinforcing fabric handling and heat control knowledge.

Notes for Facilitation



- Use actual garments and swatches for tactile learning
- Encourage all learners to touch and observe the fabric differences
- Demonstrate with caution when using hot iron during session
- Emphasize safe ironing practices and checking iron settings before use
- Reinforce why synthetic fabrics require low heat to prevent melting
- Highlight the importance of steam in shaping and moulding garments to body contours

Unit 2.4: Workplace Safety, Equipment & Finishing Standards

Unit Objectives

By the end of this unit, the participants will be able to:

1. Follow safety precautions while ironing and handling garments.
2. Ensure the work area and equipment are hazard-free and materials meet required specifications.
3. Interpret work instructions to select correct patterns, inserts, and folding procedures.
4. Discuss the garment alterations and ensure creases are removed or applied per customer requirements.

Resources to be Used

Iron, ironing board, cotton garments, synthetic garments, sample alteration tools like needles, threads, measuring tape, scissors, safety signage posters, checklist templates, customer requirement forms, personal protective equipment like gloves and aprons

Do

- Begin by reviewing the common hazards in ironing tasks and the need for safety gear.
- Explain how to organize an ironing workspace to avoid tripping or burns.
- Show how to inspect tools and materials before starting the task.
- Discuss finishing standards and what details to check before marking a garment complete.
- Describe the basic process of garment alterations and why they are necessary for customer satisfaction.

Say

- Hello everyone! I'm excited to get started with another practical and useful session today.
- We'll be learning about how to maintain safety while handling garments, setting up a hazard-free workspace, and ensuring garments meet customer expectations through finishing and alterations.
- These skills are really important because they protect you at work, improve your efficiency, and help meet customer satisfaction.

Ask

- Have you ever burnt yourself while using an iron or seen someone else do it?
- Do you keep your work area clean and clutter-free at home or school?
- Can you think of a time when clothes didn't fit right and had to be altered?

Elaborate

- Ironing involves high temperatures and direct contact with materials.
- Safe practices include unplugging irons when not in use, keeping cords away from water, and using gloves or aprons if needed.
- A clean, well-lit, and ventilated workspace prevents accidents.
- Equipment should be stored safely and checked regularly to avoid malfunction.
- Materials must be of the right size, colour, and quality as expected by the customer or supervisor. This ensures consistent output and minimizes rework.
- Alterations involve adjusting hems, seams, or fit to suit customer needs. This ensures the garment fits perfectly and meets customer expectations in terms of size and comfort.

Explain

- Always follow safety precautions while ironing to avoid burns
- Keep your workstation clean and clutter-free
- Use protective gear like gloves if necessary
- Ensure materials meet size and quality requirements
- Inspect garments thoroughly before marking them complete
- Perform garment alterations carefully to achieve proper fit and finish

Demonstrate

Show how to safely set up an ironing station including checking the iron, organizing the power cord, and ensuring the area is dry and clean. Demonstrate quick hem alteration on a sample garment.

Activity

1. **Activity Name:** Safety and Finishing Check Walkthrough (Topics: Safety Precautions in ironing and handling garments, Hazard-free work area and equipment, Materials to meet the required specifications)
2. **Objective:** To identify safety concerns and perform garment readiness checks before delivery
3. **Type of activity:** Group
4. **Resources:** Iron, ironing board, safety checklist, various garments, sample customer requirement sheet, gloves, apron
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups
 - Provide each group with a work setup and sample garments
 - Ask them to inspect the area for hazards using the checklist
 - Ask them to verify if the garments meet the given specification sheet
 - Each group presents their observations and explains one safety or quality improvement suggestion
7. **Outcome:** Participants will learn to identify safety issues, maintain proper workspace setup, and evaluate garment finishing and material quality.

Notes for Facilitation



- Encourage everyone to participate actively and rotate tasks within the group
- Emphasize the importance of hands-on practice while demonstrating equipment use
- Remind learners that workplace safety is a continuous responsibility
- Reinforce the need for regular equipment checks and personal alertness
- Clarify what acceptable finishing standards look like for different garment types
- Explain how minor alterations can greatly affect customer satisfaction

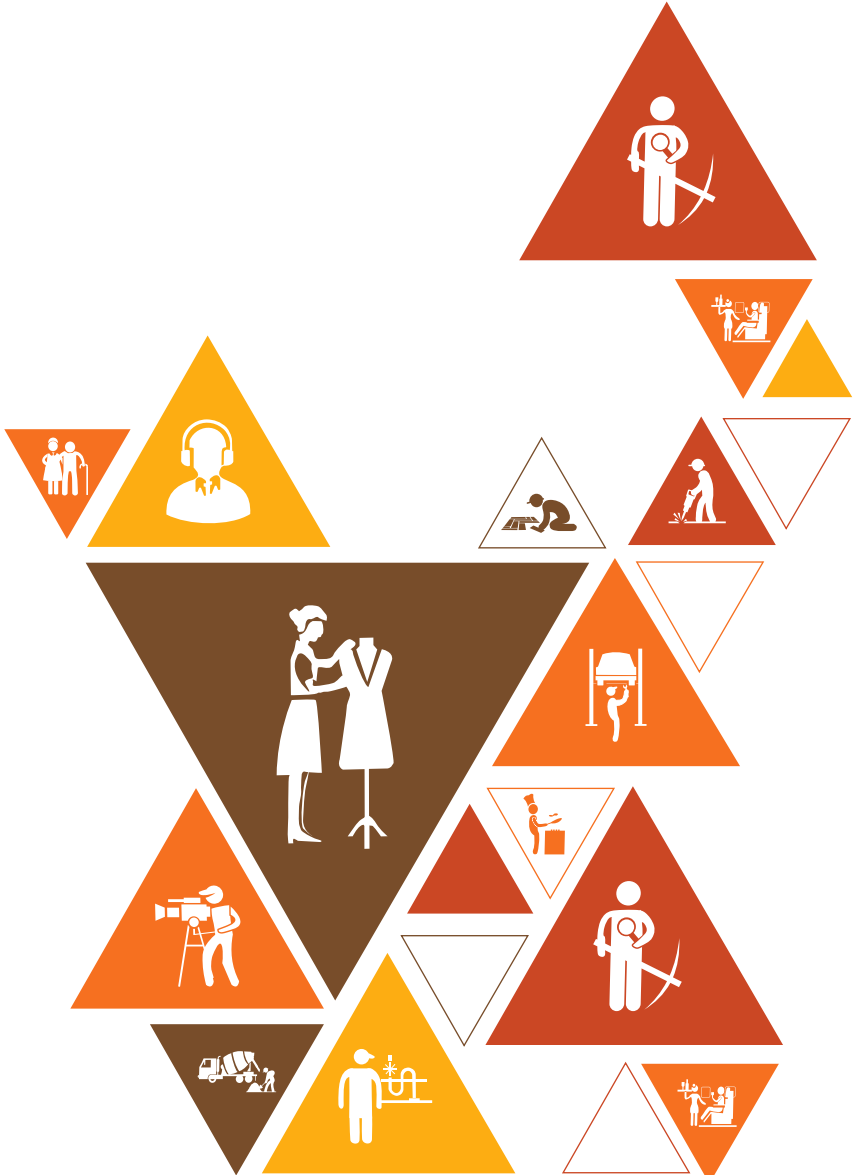
Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Report the issue to the supervisor immediately
2. b. To avoid shine marks and fabric damage
3. b. To protect the fabric from direct heat and shine marks
4. b. It disperses heat and reduces humidity, preventing worker discomfort and fabric damage
5. b. Applying heavy pressure to remove wrinkles

Answer the following questions briefly.

1. Unit 2.1: Workplace Safety and Operational Guideline
Topic: 2.1.4 Potential Hazards Associated with the Machines and the Safety Precautions that must be taken
2. Unit 2.2: Work-Related Assistance & Task Management
Topic: 2.2.1 Instructions on work tickets or job cards in line with the job responsibilities
3. Unit 2.3: Garment Types, Characteristics & Ironing Requirements
Topic: 2.3.4 Process of moulding garments to body contours
4. Unit 2.4: Workplace Safety, Equipment & Finishing Standards
Topic: 2.4.1 Safety Precautions in ironing and handling garments
5. Unit 2.4: Workplace Safety, Equipment & Finishing Standards
Topic: 2.4.4 Garment alterations to meet the customer requirements





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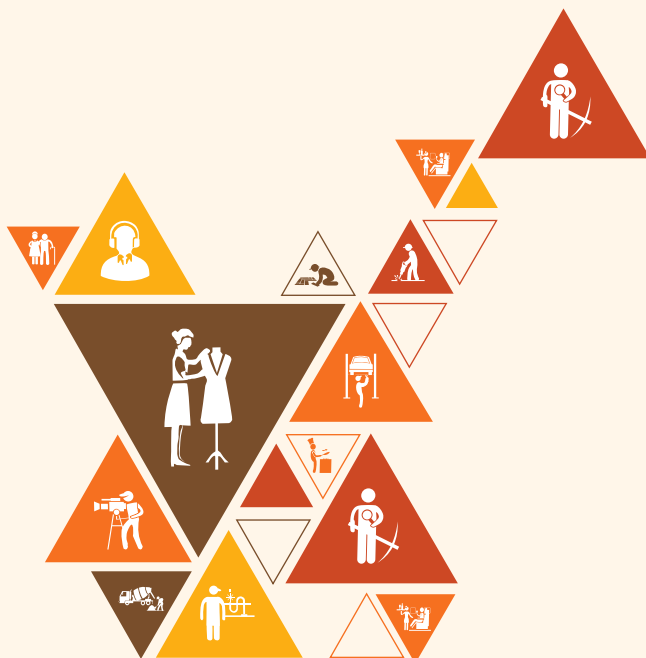


3. Iron Garments to Finish Apparels

Unit 3.1 - Ironing Techniques and Apparel Suitability

Unit 3.2 - Industrial Ironing Equipment and Maintenance

Unit 3.3 - Work Process, Safety, and Quality Control



AMH/N0401

Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Explain the range of ironing techniques most suited to the different types of apparel.
2. Describe various types and parts of industrial ironing table (that is, vacuum/blowing functions).
3. Explain the processes of under pressing, rough pressing and final pressing.
4. Explain various types of ironing machine and its parts.

Unit 3.1: Ironing Techniques and Apparel Suitability

Unit Objectives

By the end of this unit, the participants will be able to:

1. Explain ironing techniques suited to different apparel and garment parts.
2. Identify and apply the appropriate ironing method based on fabric type.
3. Recognize and address common ironing defects and modifiable issues.
4. Respond to quality concerns when items do not meet production standards.

Resources to be Used

Ironing board, steam iron, dry iron, cotton shirts, polyester dresses, silk fabric pieces, ironing temperature chart, defect photo samples, quality control checklist, water spray bottle, pressing cloth

Do

- Begin with an introduction to the importance of correct ironing techniques in garment care.
- Explain different techniques used for different types of garments such as shirts, trousers, and dresses.
- Display an ironing temperature guide and discuss temperature needs for fabrics like cotton, polyester, silk, and wool.
- Show visuals of common ironing defects like shine marks, crease lines, or scorch marks.
- Introduce the concept of quality control in ironing and demonstrate the use of a basic checklist.

Say

- Good morning everyone! I hope you're all ready to explore one of the most important parts of garment care today.
- We're going to learn how to use correct ironing techniques for various garments and fabrics, identify defects, and ensure quality control while ironing.
- Mastering this topic will help you avoid costly mistakes and improve your finishing skills in any garment production or servicing role.

Ask

- Have you ever burnt a shirt while ironing at home?
- Do you know why different fabrics need different ironing temperatures?
- Can you tell if a garment has been poorly ironed just by looking at it?

Elaborate

- Each garment type needs a different approach depending on its structure and shape. For example, collars and cuffs are ironed before the body of a shirt to avoid wrinkling already ironed areas.
- Cotton requires high heat and steam, while synthetic fabrics like polyester need lower temperatures. Using a pressing cloth for delicate fabrics like silk prevents damage and shine marks.
- Defects can include fabric shine, burns, water stains, and wrong crease placement. These often result from improper heat levels, lack of pressing cloth, or rushing the task.
- A final inspection of the garment is done to check for proper creases, smoothness, absence of stains, and proper alignment. Using a checklist helps ensure consistent quality.

Explain

- Use different ironing techniques for different types of garments
- Match the ironing temperature with the fabric type to avoid damage
- Common ironing defects can be prevented with proper technique and awareness
- A pressing cloth protects delicate fabrics from shine and burns
- Quality control ensures garments are neat, professional, and customer-ready
- Following a structured checklist helps identify and fix defects early

Demonstrate

Demonstrate ironing a cotton shirt starting from the collar, cuffs, sleeves, and then the body using a steam iron. Explain temperature settings and how to handle edges and corners neatly.

Activity

1. **Activity Name:** Fabric Smart Ironing Drill (Topics: Ironing Guidelines for Common Fabrics, Common Ironing Defects)
2. **Objective:** To practice proper ironing methods on different fabric types and identify common mistakes
3. **Type of activity:** Group
4. **Resources:** Iron, ironing board, cotton shirt, polyester scarf, silk handkerchief, water spray bottle, pressing cloth, ironing guide chart
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups
 - Assign each group a different fabric item
 - Ask them to refer to the ironing guide and iron the garment accordingly
 - One group member should observe and list down any defects or issues seen during or after ironing
 - Each group presents what went well and what defects were found
7. **Outcome:** Participants will be able to apply fabric-specific ironing guidelines, understand how to prevent defects, and recognize errors through peer feedback.

Notes for Facilitation

- Encourage participants to handle irons carefully and observe all safety precautions
- Make sure each participant gets hands-on time with different fabrics
- Emphasize that ironing is a mix of skill and care—speed should not compromise quality
- Highlight the importance of pressing cloths and temperature settings based on material
- Reinforce using the checklist during quality control
- Remind learners that understanding fabric behaviour leads to better ironing outcomes

Unit 3.2: Industrial Ironing Equipment and Maintenance

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe types and functions of industrial ironing tables, bucks, and machines.
2. Explain machine setup, adjustment, and maintenance procedures.
3. Conduct test runs and adjust controls to ensure proper operation.
4. Follow reporting procedures for defective equipment and machine failures.

Resources to be Used

Industrial vacuum ironing table, sleeve buck, steam iron, water tank, test fabric swatches, machine manual, maintenance checklist, defect reporting logbook, wrench set, safety gloves, power supply board

Do

- Start with an overview of different industrial ironing tables and bucks
- Display and explain the parts of an industrial vacuum table and sleeve buck
- Describe the setup process including connections, safety checks, and adjustments
- Discuss daily maintenance routines and when deep cleaning is required
- Explain the need for and process of performing test runs before starting actual work
- Walk through the correct method to report faults or failures using a sample logbook

Say

- Hello everyone! Let's dive into the heart of industrial garment finishing today.
- We'll explore different industrial ironing equipment, how to maintain them, and the right way to test and report any issues.
- Knowing how to handle these machines correctly keeps work efficient, garments perfect, and the work environment safe.

Ask

- Have you seen a large ironing table used in a factory before?
- What do you do when a home appliance stops working—do you fix it or report it?
- Why do you think test runs are done before full production begins?

Elaborate

- Industrial ironing equipment includes vacuum tables, steam tables, and sleeve bucks. Each type is used for different garment parts to ensure proper shape and finish. The vacuum function ensures flat pressing and faster drying.
- Proper setup includes connecting the water source, checking steam levels, and setting vacuum controls. Regular maintenance involves cleaning filters, checking for steam leaks, and inspecting power connections to prevent breakdowns.
- Test runs ensure the machine heats properly, steam is distributed evenly, and the vacuum is functional. This step helps avoid defects and damage when real garments are ironed.
- Any malfunction must be recorded in a maintenance or reporting log. It helps in timely repairs, prevents hazards, and ensures accountability. Reporting must include equipment ID, fault type, and action taken.

Explain

- Industrial ironing uses different tables and bucks for various garment parts
- Setting up machines includes proper connection, calibration, and safety checks
- Regular maintenance increases machine life and reduces unexpected failures
- Test runs help ensure equipment is functioning before production starts
- Proper reporting helps track, repair, and prevent repeated machine issues
- Safe handling and documentation are essential for a smooth work environment

Demonstrate

Demonstrate setting up a vacuum ironing table by plugging it in, checking the steam generator, running a short test press with fabric, and showing how to fill out a defect log if anything goes wrong.

Activity

1. **Activity Name:** Setup and Report Practice (Topics: Machine Setup, Adjustment, and Maintenance Procedures; Following Reporting Procedures)
2. **Objective:** To help participants practice proper setup and fault reporting for industrial ironing equipment
3. **Type of activity:** Group
4. **Resources:** industrial ironing table or mock setup, test cloth, reporting log sheet, pen, machine setup guide
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide learners into small groups
 - Assign each group to a mock or real ironing setup
 - Ask them to go through a checklist for proper machine setup and run a test cycle

- If they find any issue or simulate a fault, they must fill out the reporting log sheet properly
 - Review each group's setup and documentation
7. **Outcome:** Participants will demonstrate the ability to safely set up industrial ironing machines and accurately document faults using a reporting format.

Notes for Facilitation



- Maintain a safe environment when using hot equipment
- Allow time for hands-on interaction with machines or realistic mock setups
- Encourage questions and discussions on each step of machine handling
- Emphasize the importance of steam safety and avoiding burns
- Remind learners that minor faults, if not reported, can lead to serious breakdowns
- Highlight the link between maintenance, machine life, and garment quality

Unit 3.3: Work Process, Safety, and Quality Control

Unit Objectives

By the end of this unit, the participants will be able to:

1. Explain pressing techniques, including under pressing, rough pressing, and final pressing.
2. Ensure garments meet quality standards without stains, burns, or defects.
3. Follow safety, waste disposal, and workplace maintenance guidelines.
4. Complete documentation and escalate ironed items to the next production stage.

Resources to be Used

Garments at various pressing stages, steam iron, vacuum ironing table, waste bins, cleaning cloth, PPE kit, quality checklist, defect tagging cards, documentation register, escalation slips

Do

- Explain the three main pressing stages: under pressing, rough pressing, and final pressing
- Show examples of garments at different pressing stages and discuss what is done at each stage
- Discuss what to check for in terms of garment quality after ironing
- Review safety norms, PPE usage, and proper waste segregation
- Introduce basic housekeeping routines for workplace maintenance
- Demonstrate how to fill documentation and escalate pressed garments to the next department

Say

- Good day everyone! I'm excited to walk you through today's session that brings together pressing skills, safety, and quality all in one.
- We're going to explore how pressing is done at different stages, how to maintain quality and safety, and what to do once garments are ready to move ahead.
- Knowing this ensures your work is efficient, safe, and helps the production line flow without delays or defects.

Ask

- Have you ever noticed how new clothes look sharp and crease-free when you buy them?
- Why do you think cleanliness and waste disposal matter in a pressing area?
- What do you usually do if you notice damage in something you're working on?

Elaborate

- Under pressing is done during stitching to set seams and shape, rough pressing happens after partial construction, and final pressing gives the finished look. Each type uses different heat and pressure based on the fabric and stage.
- Every garment must be inspected post-pressing for uneven creases, fabric shine, or missed areas. Use a checklist to confirm it meets required standards before moving it ahead.
- Safety gear must be worn to avoid burns and injuries. Waste like cloth scraps or broken hangers should be disposed of in labelled bins. Clean workstations prevent accidents and maintain professionalism.
- After pressing, garments should be recorded and tagged before sending them forward. Proper escalation ensures tracking, prevents mix-ups, and supports smooth production workflow.

Explain

- Pressing is performed in multiple stages depending on garment construction.
- Garments must be checked thoroughly to ensure quality after pressing.
- Safety measures include the use of PPE and waste disposal bins.
- Clean and maintained workplaces increase productivity and reduce hazards.
- Documentation ensures garments are accounted for before moving forward.
- Escalation is necessary to ensure items reach the right department on time.

Demonstrate

Demonstrate the transition from rough pressing to final pressing on a shirt, inspect for common defects, and then fill out an escalation slip to send it to packaging.

Activity

1. **Activity Name:** Three-Stage Pressing and Documentation Practice (Topics: Pressing Techniques, Documentation and Escalation)
2. **Objective:** To help learners practice pressing at different stages and complete proper handover documentation
3. **Type of activity:** Group
4. **Resources:** garments in mid-construction, ironing board, steam iron, quality checklist, escalation slips, documentation register
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide learners into groups of 3
 - Assign one member for each stage: under pressing, rough pressing, final pressing
 - After pressing, inspect the garment using a checklist

- Complete the documentation and fill an escalation slip
 - Rotate roles to allow each learner to try all stages
7. **Outcome:** Participants will understand pressing stages, learn to identify quality defects, and complete escalation documentation accurately.

Notes for Facilitation



- Ensure safety guidelines are followed during all practical activities
- Encourage participation from all learners in each stage of the task
- Use real or mock garments to simulate the pressing workflow
- Emphasize that under pressing improves final appearance and quality
- Reinforce that proper escalation avoids production delays
- Stress the importance of cleanliness in ensuring product quality and worker safety

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Use a pressing cloth and iron on the reverse side
2. c. Air Blowing Ironing Table
3. b. Detecting defects like overheating or steam leakage
4. b. To set seams, pleats, and folds before final stitching
5. c. Increasing steam pressure beyond recommended levels for faster pressing

Answer the following questions briefly.

1. Unit 3.1: Ironing Techniques and Apparel Suitability
Topic: 3.1.4 Quality Control in Ironing
2. Unit 3.1: Ironing Techniques and Apparel Suitability
Topic: 3.1.2 Ironing Guidelines for Common Fabrics
3. Unit 3.2: Industrial Ironing Equipment and Maintenance
Topic: 3.2.2 Machine Setup, Adjustment, and Maintenance Procedures
4. Unit 3.3: Work Process, Safety, and Quality Control
Topic: 3.3.1 Pressing Techniques: Under Pressing, Rough Pressing, and Final Pressing
5. Unit 3.3: Work Process, Safety, and Quality Control
Topic: 3.3.4 Completing Documentation and Escalating Ironed Items to the Next Production Stage



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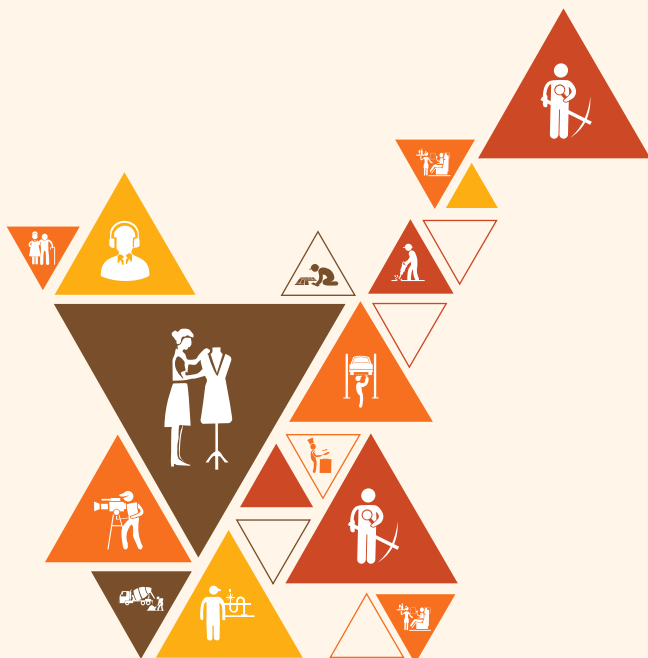


4. Maintain Work Area, Tools and Machines

Unit 4.1 - Safe Working Practices and Equipment Maintenance

Unit 4.2 - Work Processes, Tools, and Quality Control

Unit 4.3 - Workplace Organization and Communication



AMH/N0102

Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Follow safe working practices for cleaning, maintenance, and handling of tools and equipment.
2. Identify and use appropriate cleaning equipment, substances, and methods to prevent contamination (e.g., machine oil, dirt).
3. Conduct regular maintenance of tools and equipment, including identifying faults and rectifying them within agreed schedules and responsibilities.
4. Use correct lifting, handling, and posture techniques to ensure workplace safety and efficiency.
5. Describe various machines used in layering, spreading, and cutting processes, including scissors, straight knives, band knives, and laser cutters.
6. Identify essential markers, tools, and materials required for accurate marking and cutting.
7. Minimize material wastage through proper handling, efficient processes, and adherence to company quality standards.
8. Maintain accurate records related to quality, production, and equipment maintenance as per organizational procedures.
9. Communicate effectively with colleagues and supervisors, following proper reporting procedures for quality and operational issues.
10. Safely dispose of waste and store cleaning equipment properly after use, ensuring a clean and organized work environment.

Unit 4.1: Safe Working Practices and Equipment Maintenance

Unit Objectives

By the end of this unit, the participants will be able to:

1. Discuss safe procedures for cleaning, maintenance, and handling of tools and equipment.
2. List appropriate cleaning methods to prevent contamination and ensure machine efficiency.
3. Analyse regular maintenance, identify faults, and apply corrective measures within set responsibilities.

Resources to be Used

Cleaning cloths, mild detergents, machine oil, hand gloves, safety goggles, instruction manuals, maintenance checklist, screwdrivers, dust blowers, vacuum cleaner, sample sewing machine

Do

- Begin by discussing general safety practices related to cleaning and handling equipment
- Show the different tools and cleaning materials used in maintenance
- Explain safe cleaning techniques and contamination prevention
- Go over routine checks to identify common machine faults
- Demonstrate how to apply corrective measures based on simple faults
- Walk through the maintenance checklist for record-keeping

Say

- Hello everyone! I'm glad to have you all here for this important session on safety and machine maintenance.
- Today we'll be learning how to safely clean, maintain, and handle equipment in order to work efficiently and prevent machine breakdowns.
- Understanding these procedures helps you reduce workplace accidents and increase the lifespan and efficiency of machines.

Ask

- Have you ever seen someone clean or oil a sewing machine at home or in a workshop?
- What happens if we don't clean the machines regularly?
- Why do you think it's important to check a machine before starting your work?

Elaborate

- Safe practices include switching off the machine before cleaning, using gloves, and avoiding wet cloths near electrical parts. Tools must be stored correctly to avoid damage or injury.
- Different machines require different cleaning techniques. For example, use compressed air for dust in electrical parts, and mild detergent for surfaces. Proper methods prevent contamination and improve machine life.
- Regular maintenance such as oiling, tightening bolts, and checking needle alignment helps avoid sudden breakdowns. Knowing how to identify issues like strange noises or fabric jams allows timely repairs.

Explain

- Clean and well-maintained machines are safer and perform better.
- Always follow safety instructions while cleaning or maintaining tools.
- Each machine has specific cleaning methods that must be followed.
- Routine checks help detect issues before they become serious problems.
- Corrective actions can include oiling, adjusting, or replacing parts.
- Proper handling and storage of tools reduce accidents and wear.

Demonstrate

Demonstrate how to safely clean and oil a sewing machine, check the pressure foot and tension, and identify any visible issues. Show how to record the maintenance activity in a checklist.

Activity

1. **Activity Name:** Maintenance Walkthrough and Fault Tagging (Topics: Conducting Regular Maintenance, Safe Procedures)
2. **Objective:** To enable learners to practice safe machine cleaning and identify common faults
3. **Type of activity:** Group
4. **Resources:** sewing machine, cleaning tools, gloves, maintenance checklist, dummy fault cards, tagging labels
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups
 - Assign each group a machine with one pre-set fault (e.g., loose screw, dust build-up)
 - Instruct them to wear safety gear
 - Have them clean the machine using proper method
 - Identify the fault, apply basic correction or tag the issue if unfixable
 - Fill out a sample maintenance checklist
7. **Outcome:** Participants will learn safe handling and maintenance practices, identify faults, and follow correct reporting procedures.

Notes for Facilitation

- Maintain a safe and clean setup during practical sessions
- Encourage all learners to participate in the hands-on demonstration
- Emphasize that safety always comes before speed in maintenance work
- Reinforce the importance of using correct cleaning methods for different machine parts
- Clarify how unclean equipment can lead to thread contamination and garment defects
- Stress the need for accurate fault reporting to avoid production delays

Unit 4.2: Work Processes, Tools, and Quality Control

Unit Objectives

By the end of this unit, the participants will be able to:

1. Describe machines used in layering, spreading, and cutting, along with essential marking tools.
2. Minimize material wastage through efficient handling and adherence to company quality standards.
3. Maintain accurate records related to quality, production, and equipment maintenance.

Resources to be Used

Layering machines, spreading tables, cutting machines, scissors, rotary cutters, fabric markers, chalk, pattern templates, measurement tapes, record sheets, sample garments, sample fabric rolls

Do

- Begin by showing images or samples of spreading, layering, and cutting tools
- Explain how each tool functions and when it is used in the production line
- Highlight tips to avoid wastage such as marker planning and efficient layout
- Introduce basic record-keeping formats used in garment manufacturing
- Emphasize quality check procedures at each process step
- Invite learners to share their thoughts and previous observations if any

Say

- Good day everyone! I'm really looking forward to working with you all today as we explore how to manage work processes, tools, and ensure quality.
- We'll learn about different machines used in layering, spreading, and cutting, and how to minimize fabric wastage and maintain proper records.
- This knowledge is essential because proper processes and records help reduce errors, save costs, and maintain consistent product quality.

Ask

- Have you ever noticed how tailors or factory workers arrange fabric before cutting it?
- Why do you think it's important to avoid fabric wastage during production?
- Have you ever written down or tracked anything while working on a group project or at home?

Elaborate

- Common machines include spreading machines, straight-knife and band-knife cutters, and layering tables. Marking tools such as chalk, markers, and templates help ensure accurate cutting and layout. These tools streamline operations and reduce errors.
- Material wastage can be minimized through careful fabric layout, precise marking, using correct measurements, and planning layers. Techniques like fabric remnant usage and digital marker planning improve material utilization.
- Record-keeping involves documenting quantities used, fabric consumption, fault logs, and production status. This data helps monitor process efficiency, control costs, and trace quality issues if they arise.

Explain

- Layering, spreading, and cutting are fundamental steps in garment production.
- Specific machines and tools are used to carry out these tasks efficiently.
- Proper use of marking tools ensures correct shape and size of cut fabric.
- Minimizing fabric wastage reduces costs and environmental impact.
- Maintaining records helps track progress and identify process gaps.
- Quality and consistency depend on disciplined process management.

Demonstrate

Demonstrate the correct way to mark fabric using a chalk and pattern template, spread it evenly on the table, and make a straight cut using a rotary cutter while following safety precautions.

Activity

1. **Activity Name:** Cut & Record Challenge (Topics: Machines Used in Layering, Spreading, and Cutting; Maintaining Accurate Records)
2. **Objective:** To reinforce marking, cutting, and record-keeping accuracy
3. **Type of activity:** Group
4. **Resources:** fabric sheets, chalk, measuring tape, cutting tools, sample templates, record sheets, pens
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups
 - Give each group a piece of fabric, template, and tools
 - Instruct them to mark and cut based on template dimensions
 - Ask them to record the number of pieces cut, any wastage, and time taken
 - Review the accuracy of their cuts and clarity of their records
7. **Outcome:** Participants will develop hands-on understanding of cutting accuracy and record maintenance, promoting attention to detail and process discipline.

Notes for Facilitation



- Keep the session interactive and connect concepts with real-world factory practices
- Encourage learners to ask questions or clarify machine operations
- Reinforce the role of spreading and cutting in quality production
- Explain that incorrect marking can lead to sizing issues in final garments
- Emphasize how material wastage increases production costs
- Stress the importance of using consistent and simple record formats for traceability

Unit 4.3: Workplace Organization and Communication

Unit Objectives

By the end of this unit, the participants will be able to:

1. Communicate effectively with colleagues and supervisors, following proper reporting procedures.
2. Ensure proper waste disposal and safe storage of cleaning equipment.
3. Maintain a clean, safe, and organized work environment.

Resources to be Used

Whiteboard, markers, cleaning tools like mop and broom, labelled bins for waste disposal, storage racks, dummy walkie-talkies or printed cue cards for role-play, printouts of clean workspace checklist, posters on hygiene and safety rules, safety gloves, notepads, pens

Do

- Greet the participants and share the session's objective in a casual yet clear tone.
- Begin by introducing the three main topics and write them on the board.
- Link each topic to familiar settings like home cleaning, school teamwork, or sharing tasks.
- Use the cue cards to conduct a quick communication role-play to break the ice.
- Show real examples or pictures of clean vs. cluttered workspaces.
- Physically demonstrate how to store tools and segregate waste.
- Guide participants to observe and note the items in a well-organized mock setup.
- Recap Each section after explanation using a simple checklist or diagram.

Say

- Good morning everyone! I'm really looking forward to learning and working with you all today!
- Today, we'll explore how to stay organized at work, how to communicate effectively with your teammates and supervisors, and how to keep your workspace safe and clean.
- Understanding this will help you work better, avoid accidents, and maintain a professional and efficient environment at your workplace.

Ask

- Have you ever had a misunderstanding just because someone didn't explain something clearly at home or in a group task?
- What do you usually do when you clean your room or a shared space?
- Have you noticed how some shops or offices are neat and well-organized while others feel cluttered?

Elaborate

- Communication includes active listening, using polite language, and giving clear instructions. It helps prevent misunderstandings, improves teamwork, and increases productivity. Good communication also involves knowing when and how to report issues to your supervisor.
- Waste should be segregated into biodegradable and non-biodegradable. Cleaning tools must be kept in a designated area to avoid clutter or accidents. It also helps in maintaining hygiene and prolonging the life of the equipment.
- A well-kept workspace reduces risks of injury, improves work efficiency, and creates a positive impression. Keeping walkways clear, labelling storage, and regularly checking for spills or hazards are key actions.

Explain

- Communication at work must be clear, respectful, and timely.
- Miscommunication can lead to errors and conflict.
- Waste must be disposed of properly in labelled bins.
- Cleaning equipment should always be stored safely and securely.
- A clean and organized workplace reduces risk and improves workflow.
- Regular cleaning, safety checks, and tidiness are everyone's responsibility.

Demonstrate

Show how to label bins for different types of waste and place a mop and broom properly in a storage rack after use.

Activity

1. **Activity Name:** Workspace Audit and Communication Relay
2. **Objective:** To help participants identify aspects of a clean, safe, and organized workspace and practice clear communication
3. **Type of activity:** Group
4. **Resources:** Workspace checklist, markers, printed instruction slips, cleaning tools, storage props, waste bins
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide the class into small groups.
 - Each group receives a checklist and is asked to assess a demo work area (can be a corner of the class or mocked-up area).
 - After assessment, one member from each group is given an instruction slip to relay to another group using only verbal instructions without showing the slip.

- The receiving group must write down the instruction and match it with the original.
 - Rotate groups until all have played each role.
7. **Outcome:** Participants will understand practical aspects of workspace organization and the importance of accurate communication.

Notes for Facilitation



- Keep the session interactive by encouraging real-life examples from participants.
- Give positive feedback frequently to create a supportive learning environment.
- Emphasize the importance of cleaning as part of professionalism and safety.
- Stress that proper tool storage prevents injury and equipment damage.
- Clarify that workplace communication affects efficiency and job satisfaction.
- Use visual aids to help participants identify unsafe or disorganized setups.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Cleaning iron soleplates regularly
2. c. Automatic Layering Machines
3. b. To track production efficiency and ensure quality control
4. d. Ignoring supervisor instructions
5. b. To prevent chemical spills, fire hazards, and worker exposure

Answer the following questions briefly.

1. Unit 4.1: Safe Working Practices and Equipment Maintenance
Topic: 4.1.3 Conducting Regular Maintenance, Identifying Faults, and Applying Corrective Measures
2. Unit 4.2: Work Processes, Tools, and Quality Control
Topic: 4.2.1 Machines Used in Layering, Spreading, and Cutting along with Essential Marking Tools
3. Unit 4.2: Work Processes, Tools, and Quality Control
Topic: 4.2.2 Minimizing Material Wastage
4. Unit 4.2: Work Processes, Tools, and Quality Control
Topic: 4.2.3 Maintaining Accurate Records
5. Unit 4.3: Workplace Organization and Communication
Topic: 4.3.3 Maintaining a Clean, Safe, and Organized Work Environment



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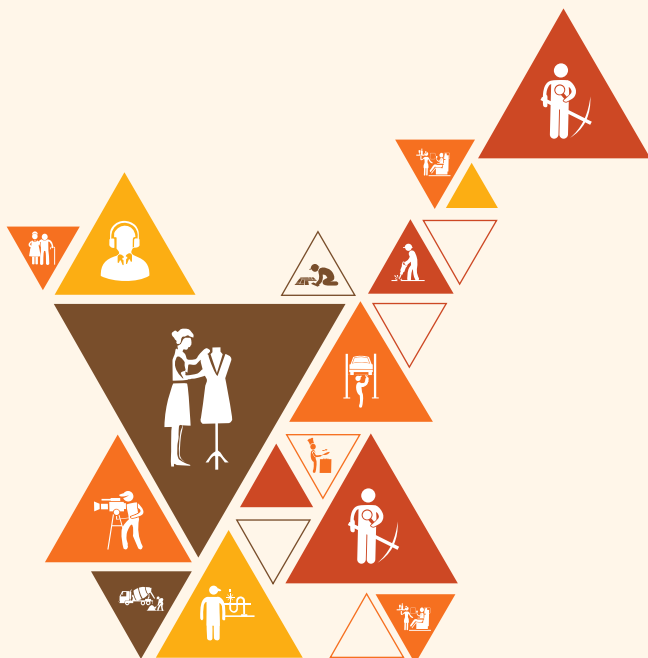


5. Maintain Health, Safety and Secure Work Place with Gender and PwD Sensitization

Unit 5.1 - Health, Safety, and Workplace Compliance

Unit 5.2 - Operational Efficiency and Equipment Handling

Unit 5.3 - Workplace Organization and Documentation



AMH/N0103

Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Describe safe working practices for cleaning and maintenance of equipment.
2. Describe effects of contamination on products i.e. Machine oil, dirt etc.
3. Identify different ways of minimizing wastage.

Unit 5.1: Health, Safety, and Workplace Compliance

Unit Objectives

By the end of this unit, the participants will be able to:

1. Explain health and safety practices, potential hazards, and emergency response procedures.
2. Follow environmental management, waste disposal, and risk minimization procedures.
3. Maintain a healthy lifestyle and understand the impact of alcohol, tobacco, and drugs on workplace safety.

Resources to be Used

First aid kit, fire extinguisher, safety sign charts, emergency contact chart, posters on healthy habits, dummy spill kits, bins for segregation, checklist templates, whiteboard, markers, water bottles, stretching space or mats, printed handouts on emergency response procedures

Do

- Begin with a short energizer or stretch to set the tone for a health-focused session.
- Show a fire extinguisher and basic first aid kit, explain what they are used for.
- Display emergency charts and highlight key contact details or symbols.
- Explain how our environment can be a source of risk if not managed well.
- Discuss personal habits that improve alertness and reduce fatigue.
- Use visual aids to connect actions like poor waste disposal to risk build-up.
- Involve participants in identifying hazards in a mock setup.
- Wrap up with quick tips on maintaining daily wellness.

Say

- Hello everyone! I'm glad to see you all ready to learn something very important today.
- We're going to understand how to stay safe and healthy at work, how to deal with emergencies, and how our everyday habits affect our safety.
- Knowing these things can actually protect not just you, but everyone around you while you work.

Ask

- Have you ever seen someone fall sick or get hurt while working or even at home?
- Do you know what to do if there's a fire or sudden accident in your area?
- What do you do daily to stay healthy, like sleep, eating or exercising?

Elaborate

- This includes identifying potential hazards, knowing emergency protocols, using safety equipment, and reacting promptly in case of fire, injury, or evacuation needs. All workers must know basic first aid, how to raise alarms, and whom to contact in emergencies.
- Risk management involves keeping the workplace clean, organized, and hazard-free. This includes spill control, proper disposal of waste, using equipment properly, and preventing contamination or accidents through regular inspections.
- Personal habits like drinking water, getting adequate rest, eating balanced meals, and stretching regularly help avoid fatigue and health-related errors. A healthy body supports sharper focus and safer practices on the job.

Explain

- Safety at the workplace includes being alert and aware of emergency tools and responses.
- Knowing how to react in emergencies can prevent serious injuries.
- Keeping the workplace clean reduces the chance of slips, falls, and contamination.
- Risk management involves planning and acting before something goes wrong.
- A healthy lifestyle makes workers more productive and reduces absenteeism.
- Simple steps like proper posture, hydration, and regular breaks help improve safety.

Demonstrate

Show how to use a fire extinguisher by explaining the PASS method (Pull, Aim, Squeeze, Sweep) and demonstrate how to use a spill kit to control a minor chemical or liquid spill.

Activity

1. **Activity Name:** Hazard Hunt and Health Tracker
2. **Objective:** To identify potential risks in a setup and reflect on daily healthy habits
3. **Type of activity:** Group
4. **Resources:** Hazard checklist, mock workspace setup (can use classroom corners), stickers or colored tape, handout on healthy habits, pens
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups and assign them sections of a mock or real workspace.
 - Each group inspects the area and marks any safety or health hazards using stickers or tape.
 - In the second half, provide a health tracker handout asking participants to reflect on their last 3 days' sleep, water intake, and meals.
 - Facilitate a discussion where participants share what small habits they can change.
7. **Outcome:** Participants will become more aware of workplace hazards and gain insights into improving personal health routines for better workplace safety.

Notes for Facilitation

- Keep the tone positive and encouraging, especially when discussing personal health.
- Use real-life examples to make risks relatable and not abstract.
- Reinforce that emergency actions must be practiced, not just memorized.
- Highlight the importance of mental alertness and physical wellness in preventing accidents.
- Encourage openness without judging anyone's lifestyle habits.
- Keep instructions clear and use visual tools to support explanations.

Unit 5.2: Operational Efficiency and Equipment Handling

Unit Objectives

By the end of this unit, the participants will be able to:

1. Check, use, and store tools and equipment safely while maintaining workflow and production targets.
2. Follow organizational procedures for machine operations, maintenance, and reporting malfunctions.
3. Conduct visual inspections to ensure product quality and compliance with company standards.

Resources to be Used

Tool kits, sewing machines, lubricating oil, cleaning cloth, maintenance checklist, inspection tags, storage racks, dummy fabric pieces, quality defect samples, reporting format templates

Do

- Begin by displaying different tools and equipment and how they are stored properly
- Explain safety precautions to take while handling and storing tools
- Demonstrate basic machine maintenance steps like oiling and cleaning
- Show how to visually inspect fabric or product for common defects
- Provide a sample checklist or reporting format to track maintenance or defects
- Allow participants to handle tools and simulate proper usage practices

Say

- Hello everyone! I'm glad to have you all here today to focus on how we can be more efficient and safe while handling machines and equipment.
- Today we're going to explore the right ways to handle and store tools, operate and maintain machines, and perform visual quality inspections.
- These skills are important because they help avoid accidents, maintain equipment life, and ensure the quality of the final product.

Ask

- Have you ever seen someone cleaning or repairing a sewing machine at a workplace or workshop?
- Why do you think it's risky to leave tools lying around after use?
- Have you ever checked if something you bought was damaged or not working before using it?

Elaborate

- Tools should always be stored in designated racks or kits after use to prevent injuries and misplacement.
- Handling should include wearing protective gear if necessary and using each tool for its intended purpose only.
- Proper machine operation includes following safety protocols, starting/stopping procedures, and maintaining cleanliness.
- Regular maintenance such as lubrication, dust removal, and checking needle condition helps avoid breakdowns. Reporting faults early ensures minimal downtime.
- Visual inspection includes checking for fabric tears, stains, skipped stitches, and alignment issues.
- Inspections should be carried out routinely using checklists to ensure that the product meets quality standards and complies with specifications.

Explain

- Tools and equipment must be stored and handled safely to reduce risk.
- Machines should be cleaned and maintained regularly for smooth functioning.
- Minor issues must be reported early to avoid major breakdowns.
- Visual checks help spot quality issues before they escalate.
- Maintaining inspection and maintenance logs improves accountability.
- Efficient handling improves both productivity and workplace safety.

Demonstrate

Demonstrate how to oil and clean a sewing machine, then tag the machine as 'Ready for Use' after maintenance. Also, point out fabric defects on a sample and mark them for rejection.

Activity

1. **Activity Name:** Tool Tracker and Defect Detector (Topics: Safe Handling and Storage of Tools and Equipment; Visual Inspections for Quality and Compliance)
2. **Objective:** To develop skills in organizing tools and identifying product defects
3. **Type of activity:** Group
4. **Resources:** tool kits, storage racks, sample garments with defects, defect checklists, marking pens, tags
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into groups
 - Assign each group a set of tools and sample garments
 - Instruct them to organize the tools on a storage rack after mock usage
 - Ask them to perform a visual inspection of sample garments and mark defects using a checklist
 - Review each group's organization and inspection results
7. **Outcome:** Participants will learn proper storage of tools and accurate defect identification, supporting both safety and quality practices.

Notes for Facilitation

- Use real tools and equipment to make the session more relatable
- Keep the pace slow when demonstrating safety practices and machine operations
- Emphasize that ignoring maintenance can lead to costly machine breakdowns
- Show examples of commonly missed defects to sharpen inspection skills
- Clarify the difference between minor issues and those that must be reported
- Highlight the importance of following maintenance logs and inspection checklists

Unit 5.3: Workplace Organization and Documentation

Unit Objectives

By the end of this unit, the participants will be able to:

1. Complete job-related documentation accurately, including work tickets and reports.
2. Ensure proper material handling, waste minimization, and compliance with company policies.

Resources to be Used

Job sheets, logbooks, registers, sample production reports, scrap fabric pieces, bins for sorting waste, labels, clipboards, pens, markers, material movement tags, checklists

Do

- Introduce the importance of documentation in production environments
- Show examples of different job-related forms and explain how they are filled
- Explain the material handling process and show how materials should be labelled, moved, and stored
- Discuss how to separate waste materials, reuse scraps, and dispose of unusable waste
- Conduct a walk-through of a mock documentation and material handling process

Say

- Good day everyone! It's great to see all of you ready to learn something important about how we keep our workplace organized and our documents accurate.
- Today, we'll explore how to complete job-related documentation properly and how to manage materials while minimizing waste at the same time.
- These practices are key to maintaining smooth operations, tracking performance, and reducing unnecessary costs in any workplace.

Ask

- Have you ever noted something in a diary or phone to keep track of your tasks or shopping items?
- What do you usually do when you find leftover material while doing some work at home?
- Why do you think it's important to separate useful items from waste?

Elaborate

- Every worker needs to fill out production sheets, quality checklists, or maintenance records accurately. This helps supervisors monitor work, plan production, and track issues.
- Proper documentation avoids confusion and supports accountability.
- Materials should be stored and moved in a systematic way using proper tags and bins to avoid damage and mix-ups.
- Waste minimization involves reusing leftover fabric, sorting recyclable waste, and disposing of unusable scraps properly to reduce cost and environmental harm.

Explain

- Documentation helps in recording work done and identifying delays or issues.
- Forms must be filled correctly and completely for them to be useful.
- Material handling should be organized to avoid loss and damage.
- Scrap and leftover material must be sorted for reuse or disposal.
- Minimizing waste leads to cost savings and eco-friendly practices.
- Workplace organization contributes to better productivity and safety.

Demonstrate

Demonstrate how to fill a sample production log or job sheet and place labels on fabric bundles with correct material tags. Then show how to sort leftover materials into reusable and waste categories.

Activity

1. **Activity Name:** Document and Sort Drill (Topics: Completing Job-Related Documentation; Material Handling and Waste Minimization)
2. **Objective:** To practice filling job sheets and sorting materials into appropriate categories
3. **Type of activity:** Group
4. **Resources:** sample job sheets, markers, labels, scrap fabric, bins, tag cards, clipboards
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups
 - Provide each group with a sample job scenario and related scrap materials
 - Ask them to fill in the job documentation sheet based on the given information
 - Next, instruct them to sort the material into “Reusable” and “Waste” bins
 - Each group explains their sorting and documentation approach
7. **Outcome:** Participants will learn the process of accurate documentation and practical ways to minimize and manage waste at the workplace.

Notes for Facilitation

- Allow time for questions and support learners with simple examples
- Encourage collaboration and discussion during the activity
- Emphasize that incomplete documentation can lead to production delays
- Explain that disorganized materials can lead to wastage or product rejection
- Reinforce that waste handling should follow eco-friendly practices
- Use visual aids or real documentation samples to aid understanding

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Using faulty electrical wiring
2. b. to prevent accidents and identify faulty components
3. a. By using protective gloves
4. b. to ensure garments meet finishing and quality standards
5. b. Assigning specific storage locations for tools and equipment

Answer the following questions briefly.

1. Refer Unit 5.1: Health, Safety, and Workplace Compliance
Topic: 5.1.1 Health, Safety, and Emergency Response in the Workplace
2. Refer Unit 5.2: Operational Efficiency and Equipment Handling
Topic: 5.2.3 Visual Inspections for Quality and Compliance
3. Refer Unit 5.2: Operational Efficiency and Equipment Handling
Topic: 5.2.1 Safe Handling and Storage of Tools and Equipment
4. Refer Unit 5.2: Operational Efficiency and Equipment Handling
Topic: 5.2.2 Machine Operations, Maintenance, and Reporting
5. Refer Unit 5.2: Operational Efficiency and Equipment Handling
Topic: 5.2.3 Visual Inspections for Quality and Compliance



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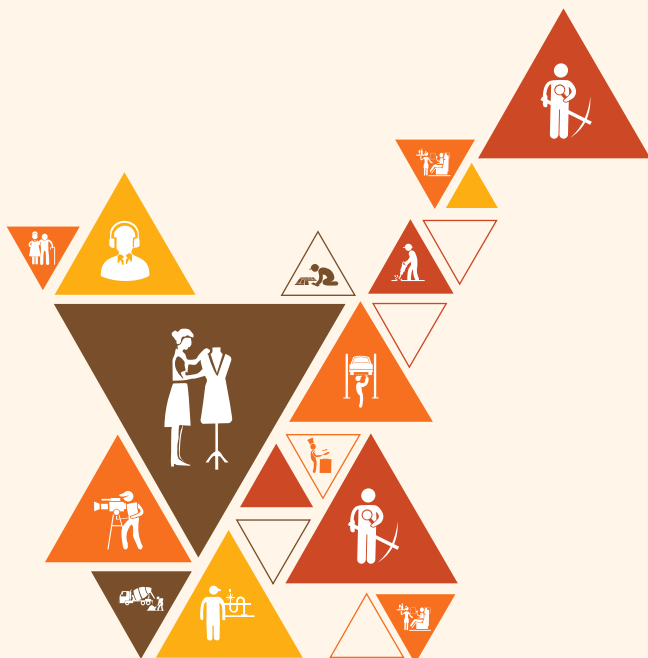


6. Comply with Industry, Regulatory, Organizational Requirements and Greening of Job Roles

Unit 6.1 - Ethical, Regulatory, and Governance Standards

Unit 6.2 - Workplace Efficiency and Environmental Responsibility

Unit 6.3 - Operational Compliance and Data Management



AMH/N0104

Key Learning Outcomes



By the end of this module, the participants will be able to:

1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures.
2. Provide support to the supervisor and team members in enforcing the organisational considerations.
3. Identify procedures to follow if legal, regulatory and ethical requirements of the organisation are not met.
4. Interpret correctly legal, regulatory and ethical requirements specific to the apparel industry.
5. Follow the organisational policies and procedures within limits of self-authority.

Unit 6.1: Ethical, Regulatory, and Governance Standards

Unit Objectives

By the end of this unit, the participants will be able to:

1. Obtain the importance of ethics, values, and compliance with legal and regulatory requirements in the apparel industry.
2. Follow organizational policies, procedures, and reporting protocols within personal responsibility limits.
3. Identify and address deviations from ethical, legal, and regulatory standards while supporting organizational governance.

Resources to be Used

Code of conduct posters, sample policy documents, compliance flowcharts, reporting protocol handouts, whiteboard, markers, role-play cue cards, printed values checklist, organizational chart prints, coloured paper slips

Do

- Begin by asking what participants understand by the word “ethics”
- Write down responses and categorize them under values, behaviour, and rules
- Share and explain real examples of ethical vs. unethical workplace behaviour
- Pass around policy documents and explain key elements using simplified language
- Display a reporting flowchart and explain the step-by-step process of raising concerns
- Conduct a values checklist activity where participants mark what values matter to them
- Close the session with a brief discussion about how individual actions affect organizational trust

Say

- Good day everyone! I’m excited for this session because it connects your work with your values.
- Today, we’ll talk about ethics, following company policies, and what to do when something doesn’t feel right at the workplace.
- It’s really important to know this so you can work confidently, avoid trouble, and be a trusted professional.

Ask

- Have you ever been told to do something you didn’t feel was right?
- Do you know if your school or previous workplace had any rules or policies you had to follow?
- Why do you think some people get into trouble at work even when the mistake seems small?

Elaborate

- Ethics are the foundation of a responsible and sustainable workplace. Values such as honesty, fairness, and respect guide workers' actions. In the apparel industry, ethical practices are crucial for fair treatment of workers, customer trust, and brand reputation.
- Every organization has a set of policies that must be followed to ensure legal compliance and consistent behaviour. Knowing how to report violations, concerns, or misconduct is important to protect yourself and maintain workplace integrity.
- Recognizing unethical behaviour like favouritism, data manipulation, or harassment is the first step. Employees must know how to respond—whether by confronting, reporting, or documenting issues—while remaining professional and within company procedure.

Explain

- Ethics and values shape workplace behaviour and build trust.
- Following company policies ensures fairness and standard practices.
- Every employee should know the reporting chain and how to use it.
- Not all wrong actions are obvious—sometimes they happen subtly and require awareness.
- Speaking up responsibly helps protect the organization and your career.
- Upholding compliance shows professionalism and increases long-term job security.

Demonstrate

Show how to use a reporting protocol form to document a basic ethical violation like being asked to bypass a procedure, including what to write, who to submit to, and how to keep records

Activity

1. **Activity Name:** Policy Match-Up
2. **Objective:** To familiarize participants with common ethical rules and reporting procedures
3. **Type of activity:** Group
4. **Resources:** Set of policy statements, matching actions (e.g., “report harassment,” “refuse a bribe”), policy booklets or summary handouts, whiteboard, marker pens
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Split the class into small groups.
 - Give each group a mix of ethical situation slips and policy response cards.
 - Ask them to match the correct response to the given situation.
 - Once all matches are done, one group presents theirs and others verify using the policy booklet.
7. **Outcome:** Participants will gain clarity on how to respond to different ethical situations in line with organizational rules.

Notes for Facilitation

- Keep discussions open and non-judgmental to ensure participants feel safe sharing opinions.
- Use simple, relatable language when explaining terms like “compliance” or “protocol.”
- Highlight that even small ethical decisions build long-term professional reputation.
- Emphasize the confidential nature of reporting and how to follow proper steps.
- Reinforce that not speaking up can also lead to consequences.
- Help participants understand that ethics are about what they do when no one is watching.

Unit 6.2: Workplace Efficiency and Environmental Responsibility

Unit Objectives

By the end of this unit, the participants will be able to:

1. Discuss sustainable practices in daily work, including resource conservation and eco-friendly processes.
2. Evaluate a clean, hazard-free workspace by handling materials, equipment, and software correctly.
3. List the workplace efficiency by managing work interruptions and assisting in environmentally friendly improvements.

Resources to be Used

Whiteboard, markers, cleaning supplies, waste segregation bins, posters on sustainability practices, sample checklist for workspace cleanliness, flipchart, stickers or labels for waste bins, handouts on environmental best practices

Do

- Begin with a short discussion on what sustainability means in everyday work life
- Show examples of sustainable actions like reusing materials, reducing waste, and conserving energy
- Explain the importance of a clean and hazard-free workspace using visuals and examples
- Introduce workplace tools and processes that help improve efficiency and environmental responsibility
- Facilitate the group activity to practice sorting waste and identifying hazards
- Summarize key points and encourage participants to share their ideas on improving their own workspaces

Say

- Hello everyone! I'm excited to talk with you today about how we can make our workplace more efficient and environmentally friendly.
- Our goal today is to understand practical ways to apply sustainable practices, maintain a clean and safe workspace, and support continuous environmental improvements.
- Knowing this will help us not only do our jobs better but also protect our environment and create a safer workplace for everyone.

Ask

- Have you ever seen a messy or dirty workspace? How did it affect your work or safety?
- What simple things do you do at home or work to save resources or reduce waste?
- Why do you think keeping the workplace clean is important for safety and efficiency?

Elaborate

- Sustainability means using resources wisely so they last longer. This includes reducing waste, recycling materials, and conserving energy during daily tasks to reduce environmental impact.
- A clean workspace reduces risks of accidents and promotes efficiency.
- Regular cleaning, waste disposal, and removal of hazards keep everyone safe and help work run smoothly.
- Improving efficiency involves organizing work better, using resources carefully, and continuously looking for ways to reduce environmental harm through small daily changes.

Explain

- Sustainable work practices help conserve resources and reduce waste.
- A clean workspace is essential for safety and productivity.
- Proper waste segregation enables recycling and reduces landfill waste.
- Regular cleaning and hazard removal prevent accidents.
- Continuous environmental improvements require team effort.
- Efficiency and environmental care are linked and improve overall work quality.
- Everyone plays a role in maintaining an eco-friendly and efficient workplace.

Demonstrate

Demonstrate cleaning a small work area properly, showing how to segregate waste into different bins and how to identify simple hazards like spills or clutter

Activity

1. **Activity Name:** Waste Sorting and Workspace Check (Topics: Applying Sustainable Practices in Daily Work; Maintaining a Clean and Hazard-Free Workspace)
2. **Objective:** To practice segregating waste and identifying workplace hazards for safety and environmental responsibility
3. **Type of activity:** Group
4. **Resources:** waste bins labelled for different types of waste, sample waste materials (paper, plastic, organic), checklists for hazards, cleaning cloths, gloves
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into groups
 - Provide each group with a mix of sample waste items to sort into correct bins
 - Ask each group to inspect a small area (real or mock setup) and note any hazards or cleanliness issues using a checklist
 - Groups present their sorting and hazard findings to the class
7. **Outcome:** Participants will understand how to segregate waste correctly and maintain a safe, clean work area that supports environmental and workplace efficiency goals.

Notes for Facilitation

- Engage participants actively by encouraging questions and sharing personal experiences
- Use real examples and simple demonstrations to keep the session practical and relatable
- Emphasize the importance of daily small actions in creating a big positive environmental impact
- Highlight that workplace cleanliness directly affects both safety and work quality
- Reinforce teamwork and shared responsibility for maintaining an efficient and eco-friendly workspace
- Adapt the activity to available resources and workplace specifics for better relevance

Unit 6.3: Operational Compliance and Data Management

Unit Objectives

By the end of this unit, the participants will be able to:

1. Discuss appropriate cleaning methods and report unsafe equipment or work conditions promptly.
2. Evaluate back up design work files systematically for future reference.
3. Analyse system or software upgrades as needed to enhance work efficiency.

Resources to be Used

Cleaning supplies examples, safety posters, computer/laptop with sample design files, USB drives, external hard drives, printed checklist for file maintenance, software update notification samples, projector, whiteboard, markers

Do

- Start by discussing why cleanliness matters in the workplace for safety and efficiency
- Show common cleaning tools and explain correct usage methods
- Explain the importance of regularly backing up digital work and demonstrate backup devices
- Walk through the steps to organize and maintain design files systematically
- Discuss signs indicating time to request software or system upgrades
- Encourage participants to share their experiences related to file loss or system issues
- Wrap up by emphasizing operational compliance as a shared responsibility

Say

- Hello everyone! I'm excited to dive into how we keep our workspace clean and our design files safe and organized.
- Today's session will help you understand proper cleaning methods, how to maintain and backup your work files, and when to request system upgrades.
- Knowing these things is important so your work environment stays safe, your data stays secure, and your tools stay efficient.

Ask

- Have you ever lost a file or had your computer slow down because of software issues?
- What do you usually do to keep your workspace clean?
- Have you seen any updates on your computer or phone that improve how the system works?

Elaborate

- Keeping the workspace clean reduces accidents, prevents equipment damage, and creates a healthy environment. Proper cleaning includes using the right tools and handling chemicals safely.
- Regularly saving and backing up design files prevents data loss due to hardware failure or accidental deletion. Organizing files clearly also helps in quick retrieval and collaboration.
- Technology needs regular updates to fix bugs and improve performance. Knowing when and how to request these upgrades helps avoid delays and improves work quality.

Explain

- Cleanliness reduces risks of slips, trips, and falls at work.
- Using cleaning equipment properly protects health and machinery.
- Data backup prevents loss of important design work and saves time.
- Organizing files systematically supports smooth workflow and teamwork.
- Software upgrades enhance system security and speed.
- Employees should communicate upgrade needs clearly to IT support.
- Operational compliance benefits the whole workplace by reducing errors and downtime.

Demonstrate

Show participants how to create a simple backup of a design file onto a USB drive and explain labelling and storage for easy access later.

Activity

1. **Activity Name:** File Backup and Organization Drill (from 6.3.2 and 6.3.1)
2. **Objective:** To practice backing up files correctly and maintaining a safe, clean workspace
3. **Type of activity:** Group
4. **Resources:** Sample design files on computers, USB drives, file naming guidelines printouts, cleaning tools (cloth, disinfectant spray), safety checklist handouts
5. **Time Duration:** 30 minutes
6. **Instructions:**
 - Divide participants into small groups.
 - Assign one part of the group to clean and organize a mock workstation using provided cleaning tools and checklist.
 - The other part backs up design files to USB drives following the naming and folder structure guidelines.
 - Groups switch tasks after 15 minutes.
 - Discuss challenges and best practices after completion.
7. **Outcome:** Participants will gain hands-on experience in workplace cleanliness and digital file management, reinforcing operational compliance.

Notes for Facilitation

- Create an encouraging environment where participants feel comfortable sharing past difficulties with file loss or workspace clutter.
- Use visual aids and hands-on demonstrations to improve understanding.
- Emphasize that small daily habits prevent bigger problems later.
- Remind participants that operational compliance includes both physical and digital workspaces.
- Point out the importance of reporting any technical issues promptly to avoid work disruption.
- Encourage teamwork during the activity to foster shared responsibility.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Lack of fire safety measures
2. c. Providing workers with protective gear and fair wages
3. b. Disposing of chemicals in open drains
4. b. Recycling condensed steam for reuse
5. b. Storing chemicals in unmarked containers

Answer the following questions briefly.

1. Refer Unit 6.1: Ethical, Regulatory, and Governance Standards
Topic: 6.1.3 Identifying and Addressing Deviations from Ethical and Regulatory Standards
2. Refer Unit 6.1: Ethical, Regulatory, and Governance Standards
6.1.2 Following Organizational Policies and Reporting Protocols
3. Refer Unit 6.2: Workplace Efficiency and Environmental Responsibility
Topic: 6.2.1 Applying Sustainable Practices in Daily Work
4. Refer Unit 6.2: Workplace Efficiency and Environmental Responsibility
Topic: 6.2.3 Supporting Workplace Efficiency and Environmental Improvements
5. Refer Unit 6.3: Operational Compliance and Data Management
Topic: 6.3.2 Systematic Maintenance and Backup of Design Work Files



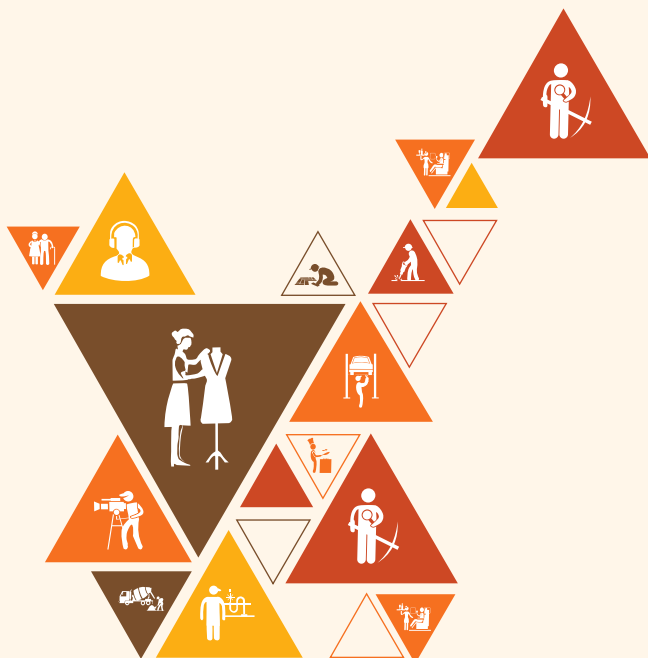
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7. Employability Skills



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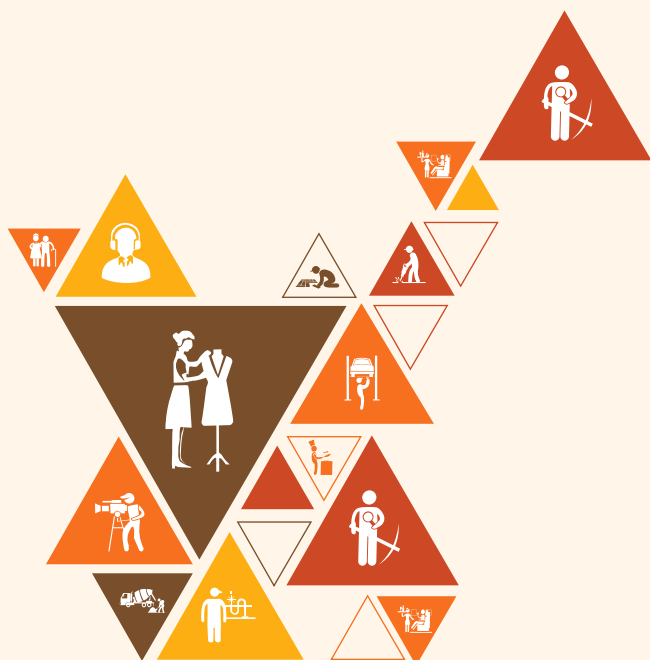


8. Annexures

Annexure I: Training Delivery Plan

Annexure II: Assessment Criteria

Annexure III: List of QR Codes Used in PHB



Annexure I

Training Delivery Plan

Training Delivery Plan			
Program Name:	Pressman - Stitched Items		
Qualification Pack Name & Ref. ID	Pressman - Stitched Items, AMH/Q0401		
Version No.	4.0	Version Update Date	22-10-2027
Pre-requisites to Training (if any)	Not Applicable		
Training Outcomes	After completing this programme, participants will be able to: 1. Explain the career pathway of a finishing/ironing operator within the apparel sector. 2. Identify the key responsibilities and expectations in a garment finishing job role. 3. List the tools, materials, and garments required for ironing tasks. 4. Explain ironing sequences and handling of special finishes. 5. Discuss cleaning schedules and importance of regular upkeep. 6. Describe safe work practices and importance of ergonomics. 7. Explain organizational policies, regulatory compliances, and sustainability efforts. 8. Analyze the impact of personal actions on organizational sustainability goals.		

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
1.	Module 1: Introduction	Introduction to the Apparel Industry and the Role of a Pressman	- Describe the size and scope of the apparel industry. - Describe various employment opportunities for a 'Pressman – Stitched Items' in the apparel industry. - Explain roles and responsibilities of a 'Pressman – Stitched Items'. - Describe the apparel production process and the role that the 'Pressman – Stitched Items' plays in the process.	Bridge Module	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, Training kit (Trainer guide, Presentations)	3 Theory (3:00) Practical (0:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
2.	Prepare for Ironing operations	Job Understanding and Coordination	- Interpret instructions from job cards to perform duties in accordance with role responsibilities. - Ask relevant questions and finalize the stitching option in consultation with supervisors for clarity. - Discuss, agree upon, and review work targets and check for any special instructions from supervisors.	AMH/N0401 PC1, PC2, PC3	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, training kit (trainer guide, presentations) Unique Equipment Required: Ironing Workstation with stools, Students Chairs With Table Arms, Pressing Table, White Board/ Black Board, Tailor's Chalk, Hangers, Brush, NonStretch Woven Cover, Clamps, Pressing Templates, Irons, Steamers, Steam Air Dummies, Assembling and Shaping Equipment, Garments, Home Furnishing , made ups articles, Quality Tag, Dress Form	8 Theory (1:00) Practical (7:00)
		Equipment Safety and Preparation	- Inspect the materials, tools, and work area to ensure readiness and eliminate any safety hazards. - Execute operations at a pace that maintains continuous workflow and meets production goals. - Position the ironing equipment correctly following standard operating procedures.	AMH/N0401 PC4, PC5, PC6			8 Theory (1:00) Practical (7:00)
		Quality and Compliance Monitoring	- Follow company-defined quality benchmarks to meet production specifications. - Detect and report material defects or equipment malfunctions to the appropriate authority. - Adhere to internal reporting protocols for defective tools and promptly communicate work-related risks.	AMH/N0401 PC7, PC8, PC9			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Workflow Continuity and Work Area Safety	- Organize and place completed work appropriately to streamline the next production stage and avoid damage. - Secure the workspace and tools properly after completing assigned tasks to maintain safety and order.	AMH/N0401 PC10, PC11		(size medium, male or female), Packing Trims (assortment), Packing, Boxes, Fusing Tape, Apron, Protective Gloves, Care Labels, Cap, Boiler, Bucks, Scissors, Absorbent Pad, Dry Cleaning Solvent, Defect List and swatches, Basic Stationary Items, Dustbin, Distilled Water, Sleeve Board, Sleeve Roll, Clapper, Test Cloth, Trainers Chair and table, White Board Marker/Chalk, Duster, Fire Extinguisher, First Aid Box, Students Manual, Projector / LCD.	8 Theory (3:00) Practical (5:00)
		Documentation and Record Keeping	Fill out necessary job-related forms, reports, and records accurately and completely.	AMH/N0401 PC12			7 Theory (2:00) Practical (5:00)
		Ironing Preparation and Planning	- Analyse the garment type to determine the most suitable ironing method. - Predict the approximate time needed to complete the ironing process. - Configure and operate the ironing machine based on material type and production requirements.	AMH/N0401 PC13, PC14, PC15			6 Theory (1:00) Practical (5:00)
		Machine Handling and Operation	- Select appropriate tools and machines, adjusting settings as needed for optimal operation. - Conduct a preliminary test run to verify machine performance. - Operate machinery using correct controls and attachments, ensuring safe procedures. - Strategically arrange materials to maximize efficiency and ensure a continuous production flow.	AMH/N0401 PC16, PC17, PC18, PC19			6 Theory (1:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Garment Finishing and Quality Assurance	- Identify and apply correct ironing techniques based on garment parts and specifications. - Remove or apply creases as per customer or design requirements. - Fold garments properly using inserts and instructions provided. - Prevent damage such as staining or burning during the ironing process.	AMH/N0401 PC20, PC21, PC22, PC23			6 Theory (1:00) Practical (5:00)
		Final Output Handling and Defect Management	- Detect and mark defective garments, placing them in designated areas. - Make garment alterations to fulfil customer expectations. - Forward completed items to the next phase after confirming quality standards. - Take corrective action when items don't meet specifications. - Identify and distinguish between correctable and non-correctable defects for appropriate handling.	AMH/N0401 PC24, PC25, PC26, PC27, PC28			5 Theory (3:00) Practical (2:00)
3.	Iron garments to finish apparels	Task Interpretation and Clarification	- Follow instructions provided on the work ticket/job card in alignment with the defined job responsibilities. - Formulate and ask questions to clarify unclear instructions and finalize tasks through supervisor consultation. - Agree upon and periodically review work targets with the supervisor, checking for special instructions when required.	AMH/N0401 PC1, PC2, PC3	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Video presentation, Flip Chart, White-Board/ Smart Board, Marker, Duster, Ironing Workstation with stools, Students Chairs With Table Arms,	8 Theory (1:00) Practical (7:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Preparation for Work Execution	- Inspect and confirm that the equipment, materials, and work area are safe and ready for use. - Perform operations at a consistent pace to maintain workflow and meet production targets. - Position the iron box appropriately according to standard operating procedures.	AMH/N0401 PC4, PC5, PC6		Pressing Table, White Board/ Black Board, Tailor's Chalk, Hangers, Brush, NonStretch Woven Cover, Clamps, Pressing Templates, Irons, Steamers, Steam Air Dummies,	8 Theory (1:00) Practical (7:00)
		Quality Standards and Fault Reporting	- Adhere to the quality standards set by the organization. - Report any damaged work pieces or faults in materials, machinery, or equipment to the responsible authority. - Follow proper company reporting protocols when encountering defective tools or machines and communicate risks accurately.	AMH/N0401 PC7, PC8, PC9		Assembling and Shaping Equipment, Garments, Home Furnishing , made ups articles, Quality Tag, Dress Form (size medium, male or female), Packing Trims (assortment), Packing Boxes, Fusing Tape, Apron, Protective Gloves, Care Labels, Cap, Boiler, Bucks, Scissors, Absorbent Pad, Dry Cleaning Solvent, Defect List and swatches, Basic Stationary Items,	8 Theory (1:00) Practical (7:00)
		Production Continuity and Area Management	- Organize and place finished work systematically to support the next production stage and avoid damage. - Leave the workspace in a safe and secure condition upon completion of tasks.	AMH/N0401 PC10, PC11			8 Theory (1:00) Practical (7:00)
		Documentation and Records	Complete relevant documentation, forms, and records accurately as per the organizational requirements.	AMH/N0401 PC12			8 Theory (1:00) Practical (7:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Ironing Planning and Setup	- Examine garments to determine the most suitable type of ironing required. - Estimate the time needed to complete the ironing process effectively. - Set up and operate the ironing machine as per manufacturer instructions, considering the garment type and material. - Select the correct machine and tools and adjust controls as needed for efficient operation.	AMH/N0401 PC13, PC14, PC15, PC16		Dustbin, Distilled Water, Sleeve Board, Sleeve Roll, Clapper, Test Cloth, Trainers Chair and table, White Board Marker/Chalk, Duster, Fire Extinguisher, First Aid Box, Students Manual, Projector / LCD.	8 Theory (5:00) Practical (3:00)
		Operational Testing and Safety	- Conduct a test run to confirm that the ironing machine is functioning correctly. - Operate the machine safely using proper controls and attachments, following operational guidelines. - Optimize material positioning and layout to achieve smooth and rapid production flow.	AMH/N0401 PC17, PC18, PC19			7 Theory (1:00) Practical (6:00)
		Precision in Ironing Tasks	- Identify and apply the correct type of ironing required for each garment part according to specifications. - Remove or create creases in garments as per customer requirements. - Insert garment accessories and fold garments in line with provided work instructions. - Monitor the process to ensure garments are not stained or burnt during ironing.	AMH/N0401 PC20, PC21, PC22, PC23			7 Theory (1:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Defect Identification and Corrections	- Identify, mark, and place defective garments in designated rejection areas. - Perform alterations to meet specific customer requirements. - Validate and transfer the ironed garment to the next production stage. - Take corrective actions when ironed garments fail to meet production specifications. - Detect and report modifiable defects for appropriate resolution.	AMH/N0401 PC24, PC25, PC26, PC27, PC28			7 Theory (1:00) Practical (6:00)
		Continuous Improvement and Customer Satisfaction	- Maintain consistent adherence to company quality standards to meet customer expectations. - Ensure garment finishing aligns with customer-defined crease and folding preferences. - Execute garment alterations effectively to deliver customized solutions.	AMH/N0401 PC7, PC21, PC25			6 Theory (2:00) Practical (4:00)
4.	Maintain work area, tools and machines	Safe Handling of Tools and Equipment	- Demonstrate the ability to handle materials, machinery, equipment, and tools safely and correctly to maintain a clean and hazard-free working area. - Apply correct lifting and handling techniques to avoid injury and ensure safe movement of materials. - Identify and ensure the correct placement of machine guards as per safety protocols.	AMH/N0102 PC1, PC2, PC6	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, Tools and equipment, maintenance and cleaning equipment	8 Theory (6:00) Practical (2:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Waste Management and Resource Efficiency	- Utilize materials effectively during operations to reduce wastage. - Implement correct procedures for the safe disposal of waste at designated locations. - Evaluate material usage to optimize efficiency and environmental sustainability.	AMH/N0102 PC3			8 Theory (2:00) Practical (6:00)
		Maintenance and Hazard Reporting	- Perform running maintenance and cleaning activities as per assigned responsibilities and scheduled intervals. - Report unsafe or damaged equipment and any hazardous occurrences promptly to the concerned authority. - Assess the operational condition of machinery and surroundings to prevent safety risks.	AMH/N0102 PC4, PC5			7 Theory (3:00) Practical (4:00)
		Ergonomics and Cleaning Practices	- Practice working in ergonomically correct positions and maintain proper posture to support health and productivity. - Select and use appropriate cleaning equipment and methods suited to the task being performed. - Demonstrate awareness of personal safety and hygiene in relation to workspace cleanliness.	AMH/N0102 PC7, PC8			7 Theory (4:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
5.	Maintain health, safety and secure work place with Gender and PwD Sensitization	Workplace Safety Compliance	- Follow health, safety, gender, and PwD-related instructions as applicable to the workplace environment. - Use materials and equipment in accordance with established safety protocols and ensure they are properly maintained.	AMH/N0103 PC1, PC4	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster, Training kit (trainer guide, presentations), Personal protective equipment (PPE), various types of fire extinguishers.	8 Theory (6:00) Practical (2:00)
		Participation in Safety Drills and Awareness Programs	- Actively engage in mock drills, evacuation simulations, and safety-related group discussions to prepare for workplace emergencies. - Participate in training and sensitization sessions aimed at promoting gender equality and PwD inclusivity in the workplace.	AMH/N0103 PC2, PC3			8 Theory (2:00) Practical (6:00)
		Emergency Preparedness and Response	Perform first-aid and firefighting procedures accurately and respond appropriately to emergencies, including following organization-specific shutdown and evacuation protocols.	AMH/N0103 PC5			7 Theory (3:00) Practical (4:00)
		Risk Monitoring and Inclusive Workplace Practices	- Monitor workplace processes to identify potential hazards and promptly report threats to authorized personnel. - Promote and support gender equality and the security of persons with disabilities in all workplace activities.	AMH/N0103 PC6			7 Theory (4:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
6.	Com- ply with industry, regulatory, organi- zational require- ments and Greening of Job Roles	Organiza- tional Com- pliance and Sustainable Practices	- Follow organizational standards, policies, and regulations while performing tasks in alignment with greening and sustainability principles. - Apply sustainable consumption methods within regular work practices to reduce environmental impact. - Support and contribute to the organization's eco-friendly performance improvement initiatives within one's role and responsibilities.	AMH/N0104 PC1, PC2, PC3	Classroom lec- ture / Power- Point Presenta- tion / Question & Answer / Group Discus- sion	Charts, Models, Flip Chart, White- Board/ Smart Board, Marker, Duster, Basic Stationery	8 Theory (6:00) Practical (2:00)
		Safe Op- erations and Haz- ard-Free Work Envi- ronment	- Operate materials, equipment, and software correctly to ensure a clean and safe work environment while encouraging sustainable practices. - Perform regular maintenance and cleaning as per schedule to ensure uninterrupted work flow and environmental care. - Identify and report unsafe equipment and hazardous occurrences promptly to responsible personnel. - Select and apply suitable cleaning equipment and methods appropriate to the nature of the work.	AMH/N0104 PC4, PC5, PC6, PC7			8 Theory (2:00) Practical (6:00)
		System Efficiency and Digital Backup	- Request system or software upgrades when necessary to enhance work efficiency and maintain productivity. - Maintain digital backups of design work systematically to ensure future accessibility and traceability.	AMH/N0104 PC8, PC9			7 Theory (3:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Work Continuity and Problem Resolution	- Address work interruptions effectively by performing maintenance and escalating issues when beyond control. - Demonstrate the ability to deal with unexpected hazards or disruptions while maintaining operational flow.	AMH/N0104 PC5, PC6			7 Theory (4:00) Practical (3:00)
Total Duration							Theory: 78:00 Practical: 162:00
Employability Skills (DGT/VSQ/N0101) https://www.skillindiadigital.gov.in/content/list							30:00
OJT Duration (Mandatory)							30:00
Total							Theory + Practical + ES 300:00

Annexure II

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for Pressman - Stitched Items	
Job Role	Pressman - Stitched Items
Qualification Pack	AMH/Q0401, V4.0
Sector Skill Council	Apparel

S. 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 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 these criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.
6	In case of successfully passing only certain number of NOSs, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack.
7	In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Assessment Outcomes	Assessment Criteria for Outcomes	Marks Allocation		
		Theory	Practical	Viva
AMH/N0102: Maintain work area, tools and machines	PC1 Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area	2	5	1
	PC2 Use correct lifting and handling procedures	2	5	1
	PC3 Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.	2	3	1
	PC4 Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules	2	10	1
	PC5 Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel	2	3	0.5
	PC6 Ensure that the correct machine guards are in place	2	3	1
	PC7 Work in a comfortable position and maintain correct posture	1	10	0.5
	PC8 Use cleaning equipment and methods appropriate for the work to be carried out	1	10	1
	NOS Total	14	49	7

AMH/N0103: Maintain health, safety and secure work place with Gender and PwD Sensitization	PC1 Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.	4	2	1
	PC2 Actively participate in mock drills/evacuation procedures and group discussions related to a safe and secure work place.	4	2	1
	PC3 Training sensitization programs for gender and PwD awareness organized at the workplace.	4	2	1
	PC4 Use and maintain materials and equipment as per protocol.	3	2	1
	PC5 Capable to perform first-aid, firefighting or any other emergency response procedures and follow organization procedures for shutdown and evacuation when required	4	2	1
	PC6 Monitor the work place and processes for potential risks/ threats to supervisors or other authorized personnel and ensure gender equality and PwD (People with disability) security.	3	2	1
	NOS Total	22	12	6
AMH/N0104: Comply with industry, regulatory, organizational requirements and Greening of Job Roles	PC1 Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	1	1
	PC2 Apply and follow these policies and procedures within your work practices and inculcate sustainable consumption practices	2	1	1
	PC3 Actively get involved in improving the performance of the organization in line with their own role and responsibilities and support adaptation to more environmentally friendly processes.	2	1	1
	PC4 Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes	3	2	2
	PC5 Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and Deal with work interruptions effectively.	3	1	1
	PC6 Report unsafe equipment and other dangerous occurrences to concerned personnel	2	1	1
	PC7 Use cleaning equipment and methods appropriate for the work to be carried out	2	1	1
	PC8 Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software	2	1	1
	PC9 All soft copies of design work to be maintained in files as well for future reference	2	1	1
	NOS Total	20	10	10
AMH/N0401: Carry out ironing activities in stitching and finishing operations	PC1 Follow the instructions on the work ticket/ job card in line with the responsibilities of respective job role	3	1	-
	PC2 Ask questions to obtain more information on tasks when the instructions you have are unclear and finalize the stitching option with the supervisor, in case of queries	-	1	-
	PC3 Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any	-	1	-
	PC4 Check that equipment, materials and work area is safe, free from faults/hazards; and set up in readiness for use	1	5	0.5
	PC5 Carry out operations at a rate which maintains work flow and meets production targets	1	5	-
	PC6 Ensure the iron box is placed in the appropriate position as per the standard operating procedure	1	5	0.5

	PC7 Conform to company quality standards	3	5	0.5
	PC8 Report any damaged work or faults in materials, machinery or equipment to the responsible person	1	3	0.5
	PC9 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	3	1	0.5
	PC10 Sort and place work to assist the next stage of production and minimize the risk of damage	1	1	0.5
	PC11 Leave work area safe and secure when work is complete	1	2	0.5
	PC 12 Complete forms, records and other documentation	3	3	0.5
	PC13 Examine the specific item to identify what type of ironing is best suited	3	2	0.5
	PC14 Estimate the expected length of time for the process	-	3	-
	PC15 Set up and operate ironing machine according to manufacturer's instructions and production requirements and materials being ironed	2	10	0.5
	PC16 Use the correct machine, tools and equipment and adjust machine controls where necessary	1	7	0.5
	PC 17 Perform a test run to ensure machine is operating correctly	-	5	-
	PC 18 Operate machines safely with correct controls and attachments; and in accordance with guidelines	3	15	0.5
	PC 19 Optimize the positioning and layout of materials to ensure a smooth and rapid through put	1	5	-
	PC 20 Identify the different kinds of ironing required for different parts and apparel and ensure they are ironed as per the specified requirement	3	15	0.5
	PC 21 Ensure the creases are removed or applied as per the customers' requirements	1	8	0.5
	PC 22 Ensure the garments are inserted with the inserts and folded as per the work instruction	1	8	0.5
	PC 23 Ensure the garments are not stained or burned during the process	1	8	0.5
	PC 24 Identify mark and place rejects in the designated locations	1	8	0.5
	PC 25 Carry out alterations to meet customer requirements	1	8	-
	Pc 26 Pass the ironed item to the next stage in the manufacturing process after validation	-	5	0.5
	PC 27 Respond accordingly where ironed items do not meet production specification	1	5	0.5
	PC 28 Identify the modifiable defects	3	5	0.5
	NOS TOTAL	40	150	10
DGT/VSQ/N0101: Employability Skills (30 Hours)	Introduction to Employability Skills	1	1	-
	PC1. understand the significance of employability skills in meeting the job requirements	-	-	-
	Constitutional values – Citizenship	1	1	-
	PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-
	Becoming a Professional in the 21st Century	1	3	-
	PC3. explain 21st Century Skills such as Self- Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-

	Basic English Skills	2	3	-
	PC4. speak with others using some basic English phrases or sentences	-	-	-
	Communication Skills	1	1	-
	PC5. follow good manners while communicating with others	-	-	-
	PC6. work with others in a team	-	-	-
	Diversity & Inclusion	1	1	-
	PC7. communicate and behave appropriately with all genders and PwD	-	-	-
	PC8. report any issues related to sexual harassment	-	-	-
	Financial and Legal Literacy	3	4	-
	PC9. use various financial products and services safely and securely	-	-	-
	PC10. calculate income, expenses, savings etc.	-	-	-
	PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-
	Essential Digital Skills	4	6	-
	PC12. operate digital devices and use its features and applications securely and safely	-	-	-
	PC13. use internet and social media platforms securely and safely	-	-	-
	Entrepreneurship	3	5	-
	PC14. identify and assess opportunities for potential business	-	-	-
	PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-
	Customer Service	2	2	-
	PC16. identify different types of customers	-	-	-
	PC17. identify customer needs and address them appropriately	-	-	-
	PC18. follow appropriate hygiene and grooming standards	-	-	-
	Getting ready for apprenticeship & Jobs	1	3	-
	PC19. create a basic biodata	-	-	-
	PC20. search for suitable jobs and apply	-	-	-
	PC21. identify and register apprenticeship opportunities as per requirement	-	-	-
	NOS Total	20	30	-

Annexure III

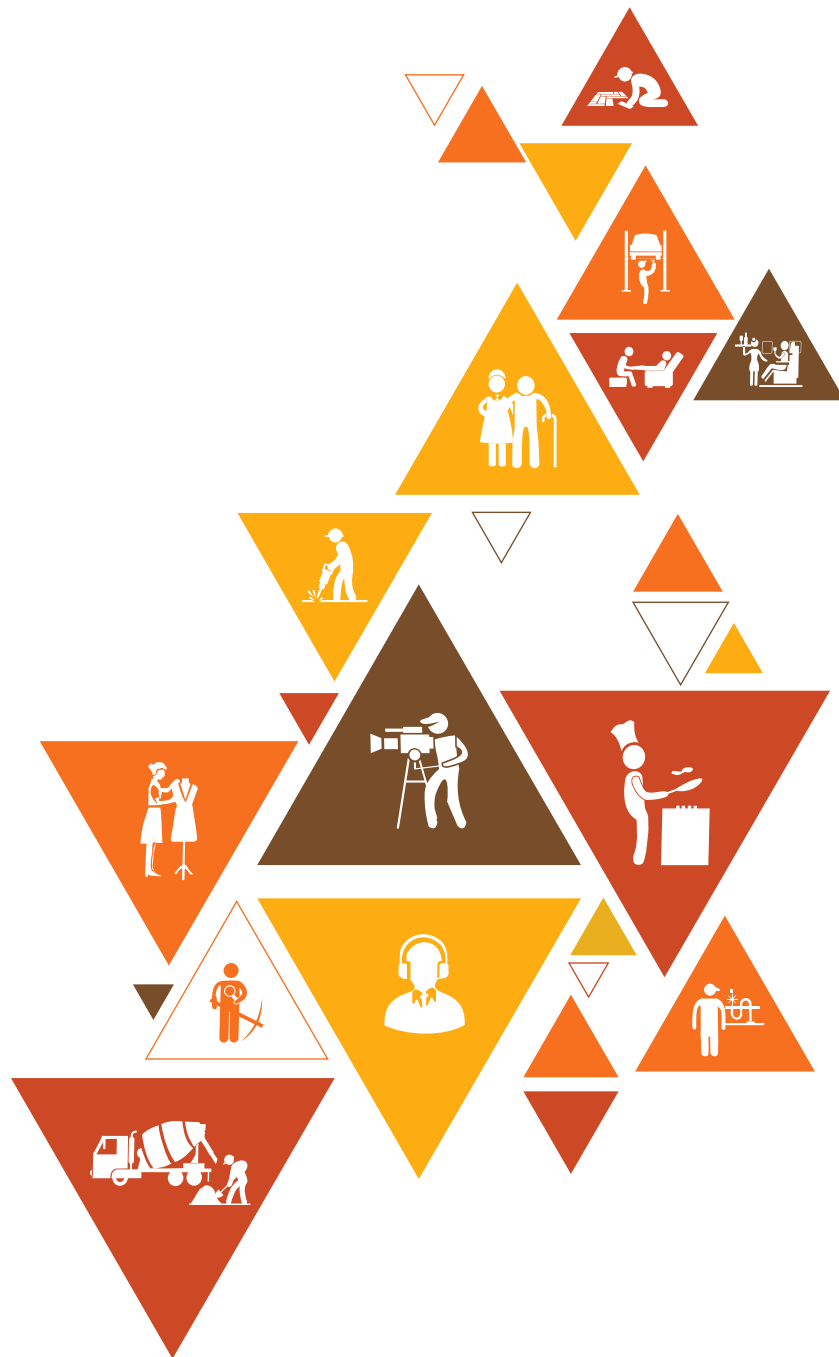
List of QR Codes Used in PHB

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 1: Introduction (Bridge Module)	Unit 1.1: Overview of the Apparel Industry and Employment Opportunities	1.1.1 Apparel Industry	20	https://youtu.be/-dSn7iz-bF-N8?si=v8HI-mdajKL7RjARu	 Introduction to Apparel Industry
		1.2.2 Apparel Production Process and Role of the 'Pressman – Stitched Items'	20	https://youtu.be/-ZR3DssvCG4-c?si=BP9-AVqctV-v7qz--W	 Apparel manufacturing
	Unit 1.2: Role and Contribution of a Pressman in Apparel Production	1.2.1. Roles and Responsibilities of a 'Pressman – Stitched Items'	20	https://youtu.be/-SIPQi-Gx-v9ps?si=DIfN-9usmNljG-1dq	 The Role of a Pressman/Operator in Print Production
Module 2: Prepare for Ironing Operations (AMH/ N0401)	Unit 2.1: Workplace Safety and Operational Guidelines	2.1.4. Potential Hazards Associated with the Machines and the Safety Precautions that must be taken	80	https://youtu.be/-PP9dYoN8p-Tk?si=2z-J2NkLNIlnTdyWM	 Mechanical and Machinery hazards
	Unit 2.2: Work-Related Assistance & Task Management	2.2.1 Instructions on work tickets or job cards in line with the job responsibilities	80	https://youtu.be/_n-M0u_pV-ceE?si=c9W5_1-wqhgK2iaE7	 Parts and Labour to Job Card (Work Order)

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
	Unit 2.3: Garment Types, Characteristics & Ironing Requirements	2.3.1 Types of garments and its ironing requirements	80	https://youtu.be/-EWMZh-9DavYM?si=5-2ZBNMX9n21n-l9N7	 How to Identify Fabrics & Iron it
Module 3: Iron garments to finish apparels (AMH/N0401)	Unit 3.1: Ironing Techniques and Apparel Suitability	3.1.1 Ironing Techniques for Different Garments	124	https://youtu.be/-v8aGfM3ak-bY-?si=U1UHQ82X-ZHX0UtRx	 How to Iron a shirt in below 3 minutes
		3.1.4 Quality Control in Ironing	124	https://youtu.be/-Ey4MqC7Kp-7g?si=YAwU1y-7x381L9NxM	 Inspection and Quality control in Manufacturing
	Unit 3.2: Industrial Ironing Equipment and Maintenance	3.2.1 Types of Industrial Ironing Tables and Bucks	124	https://youtu.be/-KqQzBkl-nh-c-?si=6qtwr-zsBEY6rrj4Z	 Vacuum ironing table
Module 4: Maintain work area, tools and machines (AMH/N0102)	Unit 4.1: Safe Working Practices and Equipment Maintenance	4.1.1 Safe Procedures for Cleaning, Maintenance, and Handling of Tools and Equipment	162	https://youtu.be/-cQbfsORI-sul-?si=al6Hr-BwOnNwMxt5t	 Garment machinery and equipment

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
	Unit 4.2: Work Processes, Tools, and Quality Control	4.2.1 Machines Used in Layering, Spreading, and Cutting along with Essential Marking Tools	162	https://youtu.be/-JO6Wc8-X-HOLc?si=MZN0Iso__rx-Rw5ZR	 Fabric Spreading Machine program settings
Module 5: Maintain health, safety and secure work place with Gender and PwD Sensitization (AMH/ N0103)	Unit 5.1: Health, Safety, and Workplace Compliance	5.1.2 Environmental Management and Risk Minimization	193	https://youtu.be/-5jaHT-3dgdBk?si=QOfENs-EmRix-QKcJQ	 Implementing Sustainability Management System (SMS)
	Unit 5.2: Operational Efficiency and Equipment Handling	5.2.1 Safe Handling and Storage of Tools and Equipment	193	https://youtu.be/-NovfZ9EO-s1U?si=5K-9D7OrSjsmG4Q2M	 Safe Operations of Material Handling Equipment Webinar
	Unit 5.3: Workplace Organization and Documentation	5.3.2 Material Handling and Waste Minimization	193	https://youtu.be/-RI-6RQqn5uXA?si=l-xAgpRh-N5N-2gaEH	 material handling
Module 6: Comply with industry, regulatory, organizational requirements and Greening of Job Roles (AMH/ N0104)	Unit 6.1: Ethical, Regulatory, and Governance Standards	6.1.1 Importance of Ethics, Values, and Compliance in the Apparel Industry	229	https://youtu.be/-SIH2DzT_Nvk?si=hQFgzj-3AiPtmkF67	 The Importance of Social Compliance

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
	Unit 6.2: Workplace Efficiency and Environmental Responsibility	6.2.1 Applying Sustainable Practices in Daily Work	229	https://youtu.be/-a5tzTrtt-wZE-?si=GNyv_S-VwTA6T8kpv	 Sustainability to the Apparel Industry
	Unit 6.3: Operational Compliance and Data Management	6.3.1 Ensuring Proper Cleaning Methods and Workplace Safety	229	https://youtu.be/-vRYtwfLw-hA-?si=prKu-jUb-lhYRAFAHo	 How do we ensure workplace safety in ready-made garments factories?





Skill India
कौशल भारत - कुशल भारत



सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP



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

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