Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

Facilitator Guide



Sector
Apparel

Sub-Sector
Apparel, Made-Ups & Home Furnishing

Occupation
Quality Control

Reference ID: AMH/Q1401, Version 4.0
NSQF level: 5

QC Executive – Stitched Items

Published by

Apparel, Made-Ups & Home Furnishing Sector Skill Council

Address: Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-1,
Bhikaji Cama Place, Africa Avenue, New Delhi-110066

Email: info@sscamh.com

Website: www.sscamh.com

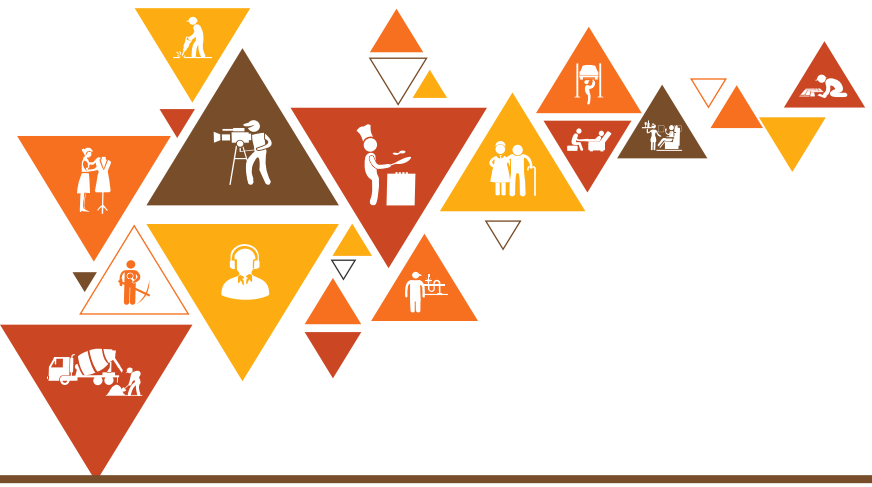
Phone: (+91) 011 - 40160600

This book is sponsored by Apparel, Made-Ups & Home Furnishing Sector Skill Council

Printed in India by AMHSSC

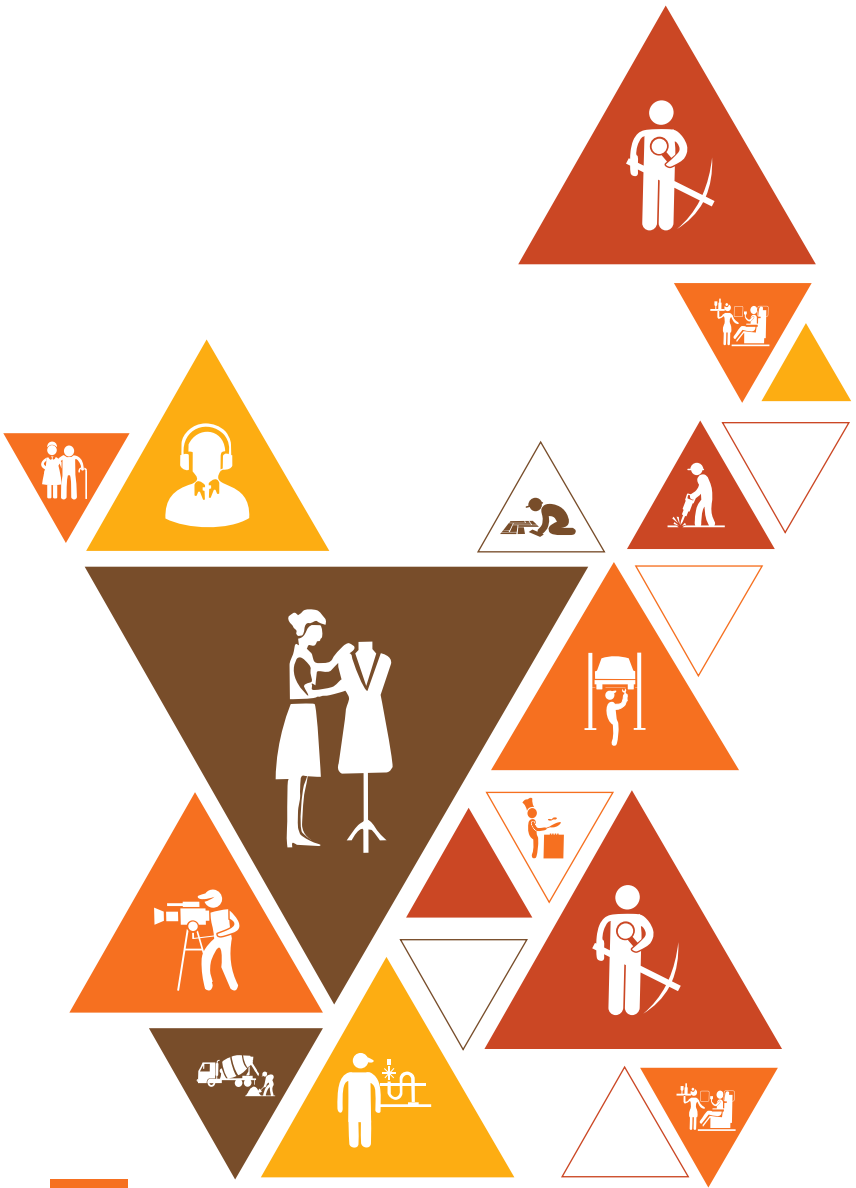
Disclaimer

The information contained herein has been obtained from various reliable sources. Apparel, Made-Ups & Home Furnishing Sector Skill Council disclaims all warranties to the accuracy, completeness or adequacy of such information. Apparel, Made-Ups & Home Furnishing Sector Skill Council shall have no liability for errors, omissions, or inadequacies, in the information contained herein, or for interpretations thereof. Every effort has been made to trace the owners of the copyright material included in the book. The publishers would be grateful for any omissions brought to their notice for acknowledgements in future editions of the book. No entity in Apparel, Made-Ups & Home Furnishing Sector Skill Council shall be responsible for any loss whatsoever, sustained by any person who relies on this material. All pictures shown are for illustration purpose only. The coded boxes in the book called Quick Response Code (QR code) will help to access the e-resources linked to the content. These QR codes are generated from links and YouTube video resources available on Internet for knowledge enhancement on the topic and are not created by AMHSSC. Embedding of the link or QR code in the content should not be assumed endorsement of any kind. Apparel, Made-Ups & Home Furnishing Sector Skill Council is not responsible for the views expressed or content or reliability of linked videos. AMHSSC cannot guarantee that these links/QR codes will work all the time as we do not have control over availability of the linked pages.



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

Shri Narendra Modi
Prime Minister of India



Acknowledgements

Apparel, Made-ups & Home Furnishing Sector Skill Council would like to express its gratitude to all the individuals and institutions who contributed in different ways towards the preparation of this "Facilitator Guide". Without their contribution it could not have been completed. Special thanks are extended to those who collaborated in the preparation of its different modules. Sincere appreciation is also extended to all who provided peer review for these modules.

The preparation of this facilitator guide would not have been possible without the Apparel Industry's support. Industry feedback has been extremely encouraging from inception to conclusion and it is with their input that we have tried to bridge the skill gaps existing today in the industry.

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 "QC Executive – 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/N1401: Identify and assess the quality of raw material
2. AMH/N1402: Identify and assess the quality in sewing room
3. AMH/N1403: Identify and assess the quality after finishing of garment
4. AMH/N1404.Coordination with different Departments
5. AMH/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PWD) Sensitization
6. AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices
7. DGT/VSQ/N0102: Employability Skills (60 Hours)

Symbols Used

Ask


Explain


Elaborate


Notes


Objectives


Do


Demonstrate


Activity


Team Activity


Facilitation Notes


Practical


Say


Resources

Example


Summary


Role Play


Learning Outcomes


Exercise

Table of Contents

Skill India
कौशल भारत-कुशल भारत

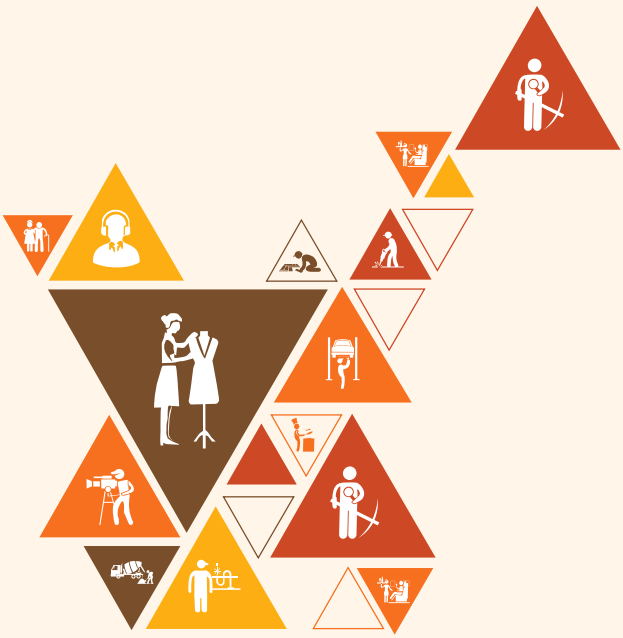
सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

1. Introduction and Orientation to QC Executive – Sewing Line

Unit 1.1 - Apparel Industry Overview and QC Executive Role



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 'QC Executive – Sewing Line' in the apparel industry.
3. Explain the roles and responsibilities of a 'QC Executive – Sewing Line'.
4. Describe the apparel production process and the role that the 'QC Executive – Sewing Line' plays in the process.

Unit 1.1: Apparel Industry Overview and QC Executive Role

Unit Objectives

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

1. Outline the key sectors and market forces shaping the apparel landscape.
2. Describe the step-by-step production process of apparel.
3. Explain the primary duties and core functions of a QC Executive in the sewing line.
4. Illustrate various job roles and career progression paths in the sewing line quality control.

Resources to be Used

Projector, whiteboard, markers, presentation slides, handouts of apparel production flowchart, samples of stitched garments, QC checklist formats, flip charts, pens, sticky notes, role-play instruction sheets, stopwatch, and pointer.

Do

- Begin by greeting participants, asking interactive yet straightforward questions, and presenting slides to introduce the overview of the apparel industry.
- Use garment samples and visuals to explain production steps and link them to the duties of a QC Executive with practical examples.
- Engage participants through group role-plays, demonstrations, and sharing of real-life experiences or observations.
- Summarise after each topic, highlight the importance of quality control in career growth, and conduct short reflections to reinforce learning.

Say

- Hello everyone, I'm so glad to see such energetic faces today. We're going to dive into a topic that's at the heart of the apparel industry.
- Today, we'll explore how the apparel industry operates, the role a QC Executive plays in ensuring quality, and how this role contributes to your future growth.
- Understanding this is important because quality is what makes or breaks a brand, and your role as a QC Executive will directly influence the reputation of the company and your own career path.

Ask

- Have you ever considered how clothes are manufactured in factories before they reach the shops?
- Have you ever noticed a defect in a garment, like loose threads or uneven stitching? How did you feel about it?
- What do you think a person working as a QC Executive in a sewing line mainly checks in the garments they produce?

Explain

- The apparel industry comprises various sectors, including domestic brands, export houses, retail, and online platforms, which collectively shape market demand.
- Global market forces such as fashion trends, sustainability concerns, and consumer expectations influence apparel production.
- The production process starts with design and sourcing, followed by cutting, sewing, finishing, and packaging before garments reach consumers.
- Quality Control Executives in the sewing line ensure that each piece meets the set standards before it moves to the next stage.
- The duties of QC Executives include checking stitching accuracy, monitoring defect rates, maintaining reports, and coordinating with supervisors.
- Common quality issues include skipped stitches, fabric damage, improper seams, and incorrect measurements.
- QC Executives also act as a bridge between operators and line supervisors, ensuring timely corrections.
- Career progression can lead a QC Executive towards positions such as Line Quality Supervisor, Quality Manager, or Production Manager.
- Other roles in the sewing line quality control system include in-line checkers, end-line inspectors, and auditors.
- Developing observation skills, communication, and technical knowledge is key to growth in QC roles.

Elaborate

- The apparel industry is shaped by fast fashion, exports, and branded retail, which define how products are made and sold, making it essential for workers to understand their role within this context.
- Market forces, such as consumer demand for affordable fashion, the need for quick turnaround, and an increasing focus on sustainability, impact daily operations and decision-making.
- The step-by-step production process of apparel includes sourcing materials, creating patterns, cutting, sewing, finishing, and packaging, each stage requiring close monitoring for quality.
- The role of QC Executives on the sewing line is to monitor stitches, detect defects, and ensure that standards are followed so that the final product meets buyer expectations.
- QC Executives must be detail-oriented as they inspect seams, alignment, and measurement accuracy, ensuring that defective garments are not allowed to proceed.
- Core functions also involve filling QC reports, highlighting repeated defects, and suggesting corrective actions to supervisors or line leaders.

- QC Executives often conduct defect analysis to identify the most common problems in stitching and provide feedback to workers for improvement.
- Career paths in quality control open opportunities to move from junior-level checking roles to supervisory and managerial positions, with increased scope for leadership and decision-making.
- Understanding these growth paths motivates trainees to take their role seriously and aim higher in their careers.

Demonstrate

Show a stitched garment piece to participants and demonstrate how to identify common defects such as skipped stitches, open seams, or uneven hems, and explain the QC Executive's response to each issue

Activity

1. **Name of the Activity:** QC Executive Checkpoint Practice
2. **Objective of the Activity:** To help participants practice the basic tasks of a QC Executive by checking stitched garments for defects and recording observations.
3. **Resources:** Sample stitched garments (with intentional defects like skipped stitches, loose threads, wrong measurements), QC checklist sheets, pens, measuring tape, and a clipboard
4. **Time Duration:** 30 minutes
5. **Instructions:**
   - Divide participants into small groups of 3–4 members.
   - Provide each group with 2–3 sample garments and one QC checklist sheet.
   - Ask them to carefully inspect the garments for visible stitching defects such as open seams, loose threads, or incorrect measurements.
   - Guide them to use the measuring tape and checklist to note their observations within 15 minutes.
   - After inspection, ask each group to present their findings briefly.
   - Compare their recorded results with the master defect list and explain any missed or wrongly marked points.
6. **Outcome:** Participants will gain hands-on practice in performing the basic duties of a QC Executive, including defect identification and reporting using standard checklists.

Notes for Facilitation

- Encourage interaction and make participants feel at ease when sharing their experiences.
- Use visual aids and real samples wherever possible to make the session engaging.
- Highlight the importance of the QC role as the final safeguard for customer satisfaction.
- Emphasise how early defect detection reduces rework, saves time, and increases efficiency.
- Connect career growth opportunities to participants' current roles to keep them motivated and engaged.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. In-line Quality Checker
2. c. Monitoring sewing line quality
3. c. QA Manager
4. c. Factory Quality Head
5. c. Buyer-Side Quality Auditor

Answer the following questions briefly.

1. Refer Unit 1.1: Apparel Industry Overview and QC Executive Role
   Topic: 1.1.3 Role, Duties, and Core Functions of a QC Executive – Sewing Line
2. Refer Unit 1.1: Apparel Industry Overview and QC Executive Role
   Topic: 1.1.4 Job Roles and Career Progression in Sewing Line Quality Control
3. Refer Unit 1.1: Apparel Industry Overview and QC Executive Role
   Topic: 1.1.4 Job Roles and Career Progression in Sewing Line Quality Control
4. Refer Unit 1.1: Apparel Industry Overview and QC Executive Role
   Topic: 1.1.4 Job Roles and Career Progression in Sewing Line Quality Control
5. Refer Unit 1.1: Apparel Industry Overview and QC Executive Role
   Topic: 1.1.4 Job Roles and Career Progression in Sewing Line Quality Control

Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

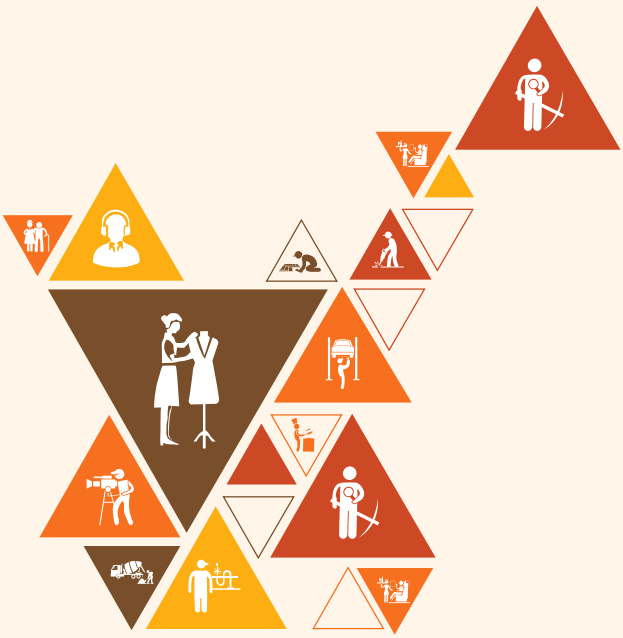
N·S·D·C
RE IMAGINE FUTURE

A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

2. Identify the Quality of Raw Material

Unit 2.1 - Garment Production Essentials

Unit 2.2 - Materials, Work Environment, and Quality Control



AMH/N1401

Key Learning Outcomes

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

1. Explain the quality standard required for raw material and the product construction.
2. Explain the methods of handling the defects.
3. Identify the types of tools and equipment used for garment construction such as sewing machines, attachments for sewing machines, cutting equipment.
4. Identify the various types of patterns.
5. Explain the process involved in the production of products like garments.
6. Inspect the work area for any type of hazardous material.
7. Check that the work area is clean.
8. Identify the various types of garments and the components.
9. Identify main types of raw materials like fabric, trims, accessories required for product construction of garment.
10. Identify the types of defects in the raw material.
11. Analyse the types of samples like prototype sample.

Unit 2.1: Garment Production Essentials

Unit Objectives

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

1. Explore the quality standards essential for raw material and garment construction.
2. Discuss the various methods used to handle and correct defects in garment production.
3. Examine the tools and equipment used for garment construction, including sewing machines, attachments, and cutting equipment.
4. Identify and describe the different types of garment patterns and their applications in the production process.
5. Illustrate the process involved in the production of garments, from raw material to finished product.

Resources to be Used

Projector, whiteboard, markers, sewing machine, cutting tools like scissors and rotary cutters, garment samples with visible defects, different types of garment patterns, fabric swatches with varied quality, attachments like zipper foot and hemming guide, measuring tape, flip charts, pens, defect handling chart, videos of garment production process, handouts summarising quality standards, checklists for quality inspection

Do

- Begin with a warm welcome, introduce the session objectives, and link them to participants' career growth.
- Use visuals, videos, fabric swatches, and garment samples to explain the production flow and illustrate quality standards.
- Demonstrate garment patterns, sewing tools, and equipment while explaining real-life methods of handling defects.
- Engage participants by involving them in defect identification or pattern classification, followed by demonstrations and summaries for clarity.

Say

- Hello everyone, I'm excited to have you all here today to explore the essentials of garment production.
- Today, we'll explore how garments are made step by step, including the tools and patterns used, the methods for maintaining quality standards, and the role of defect correction in ensuring excellent output.
- Understanding these essentials is very important because the foundation of quality garments starts here, and mastering these skills will help you become confident professionals in the apparel industry.

Ask

- When you buy a garment, what do you usually notice first—fabric, stitching, or finishing?
- Have you ever seen a garment with a minor defect, such as a missing button or a loose thread, and wondered how it was handled?
- Do you know what type of machine or tool is used for cutting fabrics before stitching starts?

Explain

- Quality standards in raw materials include checking for fabric strength, colourfastness, shrinkage, and surface appearance before starting production.
- Quality standards in garment construction focus on seam strength, stitch balance, neat finishing, and measurement accuracy.
- Handling defects in production involves identifying issues like open seams, skipped stitches, or stains and taking corrective steps like re-stitching, trimming, or replacing components.
- Methods to handle defects include in-line quality checks, end-line inspections, repair stations, and feedback to operators.
- Tools and equipment for garment construction include sewing machines of various types, attachments for specialised operations, cutting tools, pressing equipment, and measuring instruments.
- Attachments like zipper feet, hemming guides, and buttonhole attachments make specific tasks easier and more accurate.
- Different types of garment patterns include basic blocks, production patterns, and graded patterns, each serving different stages of garment making.
- Patterns act as templates to cut fabric pieces accurately and maintain size consistency across production.
- The garment production process begins with sourcing raw materials, followed by pattern making, fabric cutting, sewing, finishing, and packaging.
- Each stage of production requires checks to ensure that the garment meets quality standards before moving to the next stage.

Elaborate

- Quality standards for raw materials and garment construction ensure that fabrics are durable, colours remain consistent, and seams are strong, which leads to garments that last longer and meet customer expectations.
- Methods to handle and correct defects include immediate re-stitching, using repair stations, or removing defective pieces, which prevent defective garments from reaching the market.
- Tools and equipment such as sewing machines, rotary cutters, scissors, pressing machines, and measuring tapes are essential to garment production, as they enable precision and efficiency.
- Attachments, such as zipper feet or hemming guides, improve accuracy and speed, thereby reducing the chances of errors in garment making.
- Types of garment patterns include basic patterns used for design development, production patterns used in mass manufacturing, and graded patterns that ensure garments fit different sizes.
- Patterns are essential in maintaining uniformity, reducing wastage, and ensuring that garments meet size and fit standards.

- The garment production process begins with selecting fabrics, preparing patterns, cutting fabric into pieces, sewing them together, adding finishing touches like ironing, and finally packaging the garments for delivery.
- Each step in production is interconnected, and ensuring quality at every stage helps achieve customer satisfaction and reduces rework costs.

Demonstrate

Show participants how to inspect a garment sample for defects, such as skipped stitches or loose threads, and demonstrate how to correct the defect by re-stitching it on a sewing machine.

Activity

1. **Name of the Activity:** Pattern and Defect Identification Workshop
2. **Objective of the activity:** To enable participants to recognise different garment patterns and identify common defects while suggesting correction methods.
3. **Resources:** Assorted garment patterns, fabric swatches, defective garment samples, sewing machine, defect checklist, pens
4. **Time Duration:** 30 minutes
5. **Instructions:**
   - Divide participants into small groups of 4–5.
   - Provide each group with garment patterns and defective garment samples.
   - Ask the groups to first classify the patterns into their types (basic, production, graded).
   - Next, instruct them to check the garment samples for defects and record them in the checklist.
   - Each group should suggest one corrective method for the identified defects.
   - Groups will present their findings to the class for discussion.
6. **Outcome:** Participants will gain practical knowledge of garment patterns and develop skills to identify and correct common defects in garment production.

Notes for Facilitation

- Encourage active participation and make the session interactive by using real-life examples.
- Ensure every participant gets hands-on exposure to tools, patterns, and garment samples.
- Emphasise the importance of quality standards at every stage of garment production.
- Highlight how identifying defects early reduces production costs and increases efficiency.
- Stress that patterns are the backbone of garment making and must be handled with accuracy.

Unit 2.2: Materials, Work Environment, and Quality Control

Unit Objectives

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

1. Inspect the work area for hazardous materials and outline the measures for ensuring a safe working environment.
2. Explain the importance of maintaining a clean and organised work area to support efficient garment production.
3. Discuss the various types of garments and their components, explaining their roles in the production process.
4. Identify and describe the primary types of raw materials used in garment construction, including fabric, trims, and accessories.
5. Explore the different types of defects that may occur in raw materials and how they impact garment construction.
6. Analyse various types of samples, such as prototype samples, and explain their significance in the production cycle.

Resources to be Used

Projector, whiteboard, markers, sample garments, fabric swatches, trims and accessories, safety posters, PPE items like gloves and masks, defect samples of fabrics such as stained or torn fabric, cutting scissors, prototype garment samples, checklists for hazard inspection, flip charts, sticky notes, pens, videos showing safe work practices, handouts on garment components and raw materials

Do

- Greet participants, explain the purpose of the session in simple terms, and share how the unit objectives connect to their future roles.
- Use safety posters and visuals to explain workplace hazards, cleanliness, and organisation in garment production.
- Present different garment types and their major components using physical samples for better understanding.
- Demonstrate raw materials like fabrics, trims, and accessories, and show defect samples to explain their impact on final garment quality.
- Conclude with discussions, activities, and a recap to reinforce learning and highlight key takeaways.

Say

- Hello everyone, I'm delighted to see your enthusiasm today as we explore how materials, environment, and quality control come together in garment production.
- In this session, we will learn how to inspect work areas for safety, identify raw materials and garment components, understand defects, and see the role of samples in ensuring garment quality.
- This knowledge is crucial because it enables us to establish safe, efficient, and quality-driven work practices that are essential in the apparel industry.

Ask

- When you enter a workplace, what are the first things you notice about cleanliness or safety?
- Have you ever encountered fabric with defects, such as stains or holes, while shopping? What was your reaction?
- Why do you think garment brands use samples before starting bulk production?

Explain

- Work area inspection involves identifying hazardous materials, unsafe equipment, or clutter that can cause accidents.
- Measures for ensuring safety include proper ventilation, use of PPE, clear walkways, and regular hazard checklists.
- A clean and organised work area improves efficiency, reduces the chances of errors, and ensures worker safety.
- Types of garments can range from shirts, trousers, dresses, jackets, and each has components such as collars, cuffs, zippers, and buttons.
- Understanding garment components helps workers assemble parts correctly and maintain production flow.
- Raw materials include the main fabric, trims such as zippers and buttons, and accessories like labels and tags.
- Each raw material plays a vital role in garment construction and must meet quality standards.
- Defects in raw materials like shade variation, holes, stains, or weak trims negatively affect garment durability and appearance.
- Detecting defects early reduces wastage, rework, and customer complaints.
- Samples such as prototype samples are created before bulk production to ensure that design, measurements, and quality meet buyer requirements.
- Other sample types include fit samples and pre-production samples, each ensuring specific checks before mass production begins.

Elaborate

- Work area inspection and hazard control involve regularly checking for potential dangers such as loose wires, sharp tools left unattended, or improper storage of chemicals and ensuring a safe and secure environment for workers.
- A clean and organised work area is essential because it minimises mistakes, speeds up workflow, and creates a professional workplace where productivity is improved.
- Different types of garments, such as shirts, trousers, and jackets, are made up of components like collars, sleeves, and buttons, each having its own role in the garment's structure and style.
- Raw materials used in garment construction include fabrics that form the main body, trims such as zippers and threads that hold and decorate garments, and accessories like labels and hang tags that provide branding and information.
- Defects in raw materials, such as holes, stains, incorrect shade, or broken trims, lead to garments being rejected by buyers, making it crucial to detect and remove them before production.
- Samples such as prototypes are trial garments made to check design and fit, while pre-production samples confirm quality and workmanship, helping manufacturers avoid costly mistakes before large-scale production.

Demonstrate

Show a fabric swatch with defects such as stains or holes and explain how it impacts garment quality, then compare it with a defect-free swatch to highlight the difference.

Activity

1. **Name of the Activity:** Raw Material and Defect Check Exercise
2. **Objective of the activity:** To train participants in identifying raw materials and spotting defects that affect garment production quality.
3. **Resources:** Fabric swatches, trims, accessories, sample garments with defects, inspection checklist, pens
4. **Time Duration:** 30 minutes
5. **Instructions:**
    - Divide participants into groups of 3–4.
    - Provide each group with a mix of raw materials (fabric swatches, trims, accessories) and a few defective samples.
    - Ask the groups to classify the materials correctly into categories (fabric, trim, accessory).
    - Next, instruct them to inspect the defective samples and record defects in the checklist.
    - Each group should share their observations with the class.
    - Discuss why the defects are essential to detect and how they can affect the final garment.
6. **Outcome:** Participants will gain hands-on practice in identifying garment raw materials and recognising defects, building skills essential for quality control.

Notes for Facilitation

- Keep the session interactive by combining theory with practical demonstrations.
- Make sure every participant gets a chance to handle raw materials and samples.
- Emphasise the importance of workplace safety as the foundation of efficient garment production.
- Highlight how raw material quality directly impacts garment construction and final product quality.
- Stress that detecting and correcting defects early saves time, costs, and improves buyer satisfaction.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. d. Lining pattern
2. c. Design and measurement reference
3. b. Skipped stitches
4. d. French curve
5. c. After stitching and before finishing

Answer the following questions briefly.

1. Refer Unit 2.1: Garment Production Essentials
   Topic: 2.1.1 Understanding Quality Standards in Raw Materials and Garment Construction
2. Refer Unit 2.1: Garment Production Essentials
   Topic: 2.1.3 Tools and Equipment for Garment Construction
3. Refer Unit 2.1: Garment Production Essentials
   Topic: 2.1.2 Methods to Handle and Correct Defects in Garment Production
4. Refer Unit 2.2: Materials, Work Environment, and Quality Control
   Topic: 2.2.1 Work Area Inspection and Hazard Control
5. Refer Unit 2.1: Garment Production Essentials
   Topic: 2.1.2 Methods to Handle and Correct Defects in Garment Production

Skill India
कौशल भारत-कुशल भारत

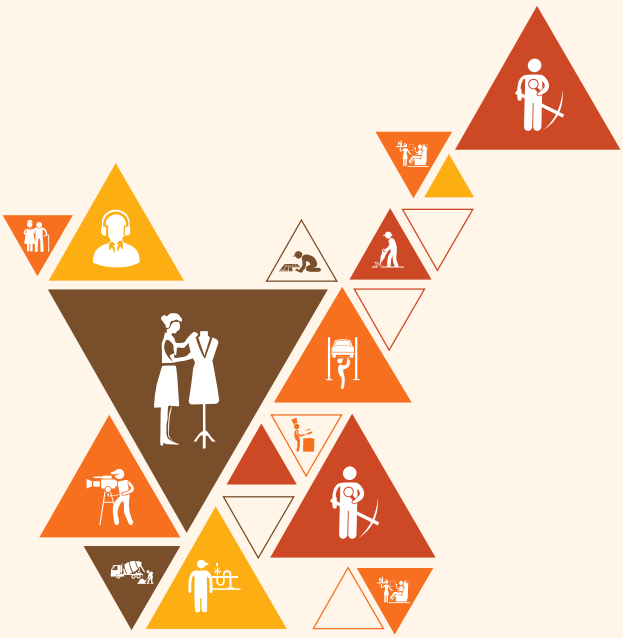
सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

3. Inspect the Quality of Raw Material

Unit 3.1 - Quality Control and Documentation in Production



AMH/N1401

Key Learning Outcomes

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

1. Maintain the documents of production and inspection.
2. Explain the hierarchy followed in an industry.
3. Explain the steps involved in monitoring the quality during various stages of production.
4. Inspect various types of raw materials for any defect.
5. Check that the fabric and other raw material meet the specified quality standard.
6. Inspect the accuracy of pattern and template before cutting of fabric.
7. Check the accuracy of the template before cutting the fabric.
8. Check the setting of the machines and the attachments as per the required production standard.
9. Prepare the control chart.
10. Analyse the details in documents related to production and inspection like trim card, measurement chart, types of samples.
11. Complete the required documents related to production and inspection.

Unit 3.1: Quality Control and Documentation in Production

Unit Objectives

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

1. Describe the process of maintaining production and inspection documents throughout the manufacturing process.
2. Explain the hierarchy structure in the industry and its impact on the production workflow.
3. Outline the steps involved in monitoring and ensuring quality during various stages of production.
4. Discuss how to inspect different types of raw materials to identify potential defects.
5. Explain how to verify that fabric and other raw materials meet the specified quality standards.
6. Illustrate the procedure for inspecting the accuracy of patterns and templates before cutting fabric.
7. Elaborate on the process of checking template accuracy prior to fabric cutting.
8. Describe how to ensure machines and attachments are set according to the required production standards.
9. Explain how to prepare and use control charts in the production process.
10. Discuss how to analyse production and inspection documents such as trim cards, measurement charts, and sample types.
11. Explain the importance of completing all required documents related to production and inspection.

Resources to be Used

Projector, whiteboard, markers, sample production documents, inspection sheets, trim cards, measurement charts, sample garments, fabric swatches, raw material samples, control chart templates, role-play cue cards, sewing machine with basic attachments, cutting tools, flip charts, sticky notes, pens, training handouts, videos on garment production workflow

Do

- Begin with a warm welcome and introduce the session objectives in simple terms.
- Ask participants basic questions connecting their daily life to quality and documentation practices.
- Present visuals, charts, and documents to explain each topic step by step
- Use sample garments and raw materials to demonstrate inspection techniques
- Facilitate active participation through group discussions, role-plays, and hands-on activities

Say

- Hello everyone! I'm excited to have you here today as we dive into the practical world of quality control and documentation in garment production.
- By the end of this session, you'll know how to handle production and inspection documents, inspect raw materials, and ensure machines and templates are set to the proper standards.
- This is important because in the apparel industry, maintaining quality and proper records is not just about compliance but also about building a career path where accuracy and responsibility are highly valued.

Ask

- When you buy clothes, do you notice tags or labels that show details like size, material, or washing instructions?
- Have you ever seen a piece of clothing with a defect like the wrong size, a missing button, or uneven stitching?
- Why do you think it's essential for factories to keep proper records of production and inspection?

Explain

- Maintaining production and inspection documents ensures a clear record of quality standards followed at each stage.
- Documentation provides evidence of compliance and serves as a reference in the event of disputes or defects.
- Key documents include measurement charts, trim cards, inspection reports, and sample approvals.
- The hierarchy in garment production involves roles from operators to line supervisors to quality managers, ensuring smooth workflow and accountability.
- Quality control monitoring involves checking garments at different stages, like cutting, stitching, and finishing.
- Inspection of raw materials involves checking fabric rolls, trims, zippers, buttons, and accessories for both visible and hidden defects.
- Verifying quality standards ensures that the fabric and trims match the buyer's specifications before production begins.
- Inspecting patterns and templates before cutting helps avoid fabric wastage and ensures the correct garment shape.
- Machine and attachment setup verification ensures smooth operation and prevents defects during stitching.
- Control charts are used to track production quality trends and identify recurring problems.
- Trim cards, measurement charts, and sample records are essential for cross-checking garment quality.
- Completing all required documentation helps in continuous improvement, accountability, and compliance with buyer requirements.

Elaborate

- Maintaining production and inspection documents is crucial, as it ensures that every step of the manufacturing process is recorded correctly and can be referred back for quality checks and audits.
- Documentation is essential because it improves compliance with buyer standards and supports transparency in the production process.
- The hierarchical structure in the garment industry ensures smooth communication and accountability, where supervisors and managers oversee quality at each level.
- Monitoring and ensuring quality during production involves systematic checks at each stage to detect defects early and reduce rework.
- Inspection of raw materials includes verifying fabric rolls, trims, and accessories for issues such as stains, colour variations, or functional defects.
- Verifying that raw materials meet the required quality standards ensures that production begins with the right inputs, thereby reducing the likelihood of end-product failure.
- Inspecting patterns and templates before cutting fabric is vital to ensure correct sizing and reduce wastage, leading to consistent garment shapes.
- Ensuring template accuracy before cutting involves matching templates with measurement charts and verifying dimensions carefully to ensure accuracy.
- Machines and attachments must be checked before production begins to ensure they are aligned with required specifications, which helps maintain consistency and quality.
- Control charts are used in quality control to track variations and trends in production, allowing timely corrective action to be taken.
- Documents such as trim cards and measurement charts provide reference details about garment components and dimensions, ensuring all stakeholders follow the same standard.
- Completing all documents thoroughly supports accountability, continuous improvement, and compliance with legal or buyer requirements.

Demonstrate

Show participants how to check a fabric swatch for common defects like stains, misweaves, or colour variation and record the results on an inspection sheet.

Activity

1. **Name of the Activity:** Document and Defect Check Exercise
2. **Objective of the activity:** To train participants in inspecting raw materials and recording findings accurately in production and inspection documents.
3. **Resources:** Sample garments with minor defects, fabric swatches, trim cards, measurement charts, QC checklists, pens
4. **Time Duration:** 30 minutes

5. **Instructions:**
   - Divide participants into small groups of 3–4.
   - Provide each group with a fabric swatch, a trim card, and one garment with a defect.
   - Ask them to inspect the fabric and garment, noting defects, and verify that the details match the trim card and measurement chart.
   - Guide them to record all observations in a QC checklist within 15 minutes.
   - Invite each group to present their findings and compare them with the prepared answer key.
6. **Outcome:** Participants will gain practical skills in inspecting raw materials and garments while learning how to complete QC documents accurately.

Notes for Facilitation 

- Keep participants actively engaged by encouraging them to share observations and ask questions.
- Use real samples and documents as much as possible to create a hands-on learning experience.
- Emphasise how poor documentation can lead to production delays and customer complaints.
- Highlight the role of hierarchy in accountability and maintaining smooth production workflows.
- Stress the importance of accurate inspection and documentation in ensuring compliance and driving continuous improvement in the apparel industry.

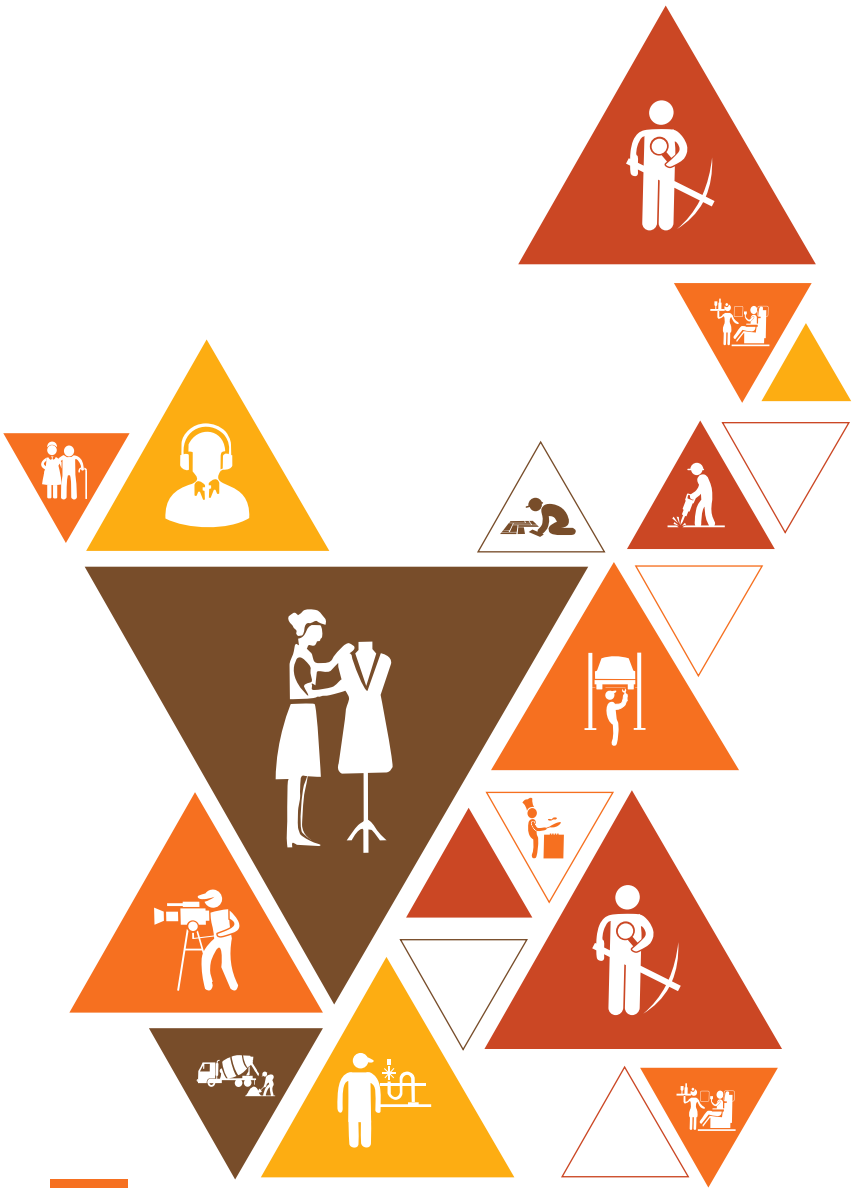
Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Trim card
2. c. Avoid material-based defects
3. c. Template board
4. c. QC supervisor
5. b. Real-time defect monitoring

Answer the following questions briefly.

1. Refer Unit 3.1: Quality Control and Documentation in Production
   Topic: 3.1.9 Analysing Documents like Trim Cards and Measurement Charts
2. Refer Unit 3.1: Quality Control and Documentation in Production
   Topic: 3.1.2 Hierarchy Structure in the Garment Industry
3. Refer Unit 3.1: Quality Control and Documentation in Production
   Topic: 3.1.9 Analysing Documents like Trim Cards and Measurement Charts, and 3.1.10 Completing Production and Inspection Documentation
4. Refer Unit 3.1: Quality Control and Documentation in Production
   Topic: 3.1.6 Inspecting Pattern and Template Accuracy
5. Refer Unit 3.1: Quality Control and Documentation in Production
   Topic: 3.1.4 Inspection of Raw Materials for Defects and 3.1.5 Verifying Quality Standards for Fabric and Materials



Skill India
कौशल भारत-कुशल भारत

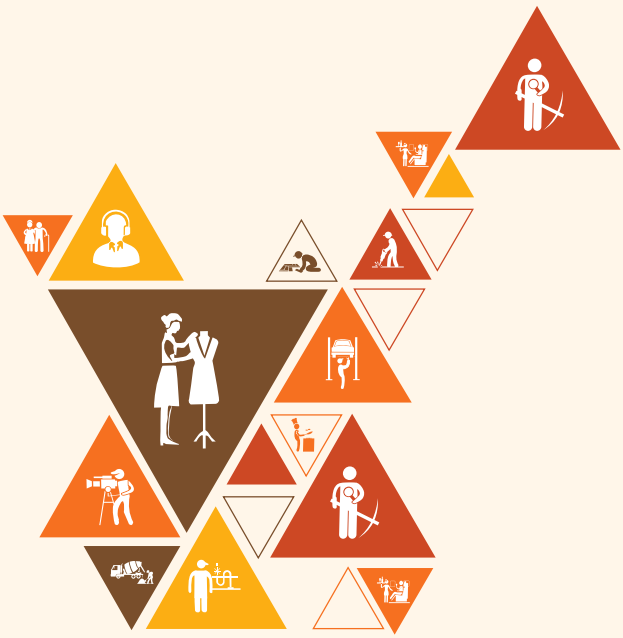
सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

4. Inspect the Quality of Product During Stitching

Unit 4.1 - Garment Stitching and Quality Control



AMH/N1402

Key Learning Outcomes

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

1. Identify the process of stitching the garment.
2. Identify stitching defects in construction of the garment like uneven stitch length, thread incompatibility, curling, shading, uneven panels, pulling or puckering, stretching and needle damage.
3. Inspect the stitching area for any type of hazardous material.
4. Check that the stitching area is clean.
5. Inspect the quality during the stitching process.
6. Inspect the sewing machine controls like thread tension, needle, attachments, bobbin foot pressure before and during stitching.
7. Identify the methods of handling the stitching defects.

Unit 4.1: Garment Stitching and Quality Control

Unit Objectives

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

1. Describe the process involved in stitching a garment from start to finish.
2. Discuss the different types of stitching defects that can occur during garment construction, including uneven stitch length, thread incompatibility, curling, shading, uneven panels, pulling or puckering, stretching, and needle damage.
3. Illustrate how to inspect the stitching area for any potential hazardous materials.
4. Explain how to verify that the stitching area is maintained clean and safe for work.
5. Outline the procedures for inspecting the quality of the stitching process throughout its course.
6. Elaborate on how to check sewing machine controls such as thread tension, needle, attachments, bobbin, and foot pressure both before and during the stitching process.
7. Discuss various methods for addressing and handling stitching defects effectively.

Resources to be Used

Projector, whiteboard, markers, sewing machine with attachments, bobbin, needles, scissors, thread cones, garment samples, fabric swatches, stitching defect samples, safety posters, cleaning tools like brushes and cloths, inspection checklists, videos on garment stitching process, flip charts, sticky notes, pens.

Do

- Welcome participants and clearly introduce the objectives of the session
- Ask simple everyday-life questions related to clothes and stitching to connect them to the topic
- Use visuals and garment samples to explain stitching processes and common defects
- Demonstrate sewing machine controls and safety checks in real time
- Engage participants through hands-on activities for defect identification and discussion

Say

- Hello everyone! I'm very excited to see you here today as we explore how garment stitching works and how we can control its quality.
- By the end of this session, you'll know the step-by-step stitching process, the types of stitching defects, and how to check machines, work areas, and garments for maintaining quality.
- This is important because stitching is the backbone of garment construction, and if we learn how to detect and fix problems early, we can save time, reduce waste, and ensure career growth in quality control.

Ask

- When you wear a new shirt or dress, do you ever notice if the stitches are neat or uneven?
- Have you ever seen clothes where the fabric puckers or the thread breaks after a few washes?
- Why do you think a clean and safe stitching area is necessary for producing good-quality garments?

Explain

- The garment stitching process begins after cutting and involves joining fabric panels step by step until a complete garment is formed.
- Each stage of stitching must be checked for seam strength, accuracy, and finishing.
- Stitching defects can include uneven stitch length, thread breakage, wrong tension, curling of fabric edges, shading, uneven panels, pulling or puckering, stretching, or needle damage.
- The stitching area must be inspected for hazardous items, such as broken needles, sharp tools, and loose threads, that may harm workers or damage garments.
- Cleanliness and safe practices in the stitching area improve efficiency and reduce accidents.
- Quality must be inspected during stitching, not just after, to ensure defects are caught early.
- Machine controls such as thread tension, needle alignment, bobbin winding, and foot pressure should be checked before and during stitching.
- Common defects should be addressed immediately through rework, adjusting machine settings, or replacing faulty parts.
- Proper handling of stitching defects helps prevent repetition and supports continuous improvement.

Elaborate

- The garment stitching process, step by step, starts with setting up machines, preparing fabric panels, stitching seams in the correct order, and finishing with hems, collars, or cuffs, which ensures the garment takes the intended shape.
- Types of stitching defects, such as uneven stitches, thread incompatibility, curling, shading, puckering, or needle damage, are common. Learning to detect them quickly prevents defective garments from reaching the customer.
- Inspecting the stitching area for hazardous materials such as broken needles, loose tools, or stray threads is essential because these can cause accidents or damage the garments during production.
- Maintaining a clean and safe stitching area ensures smooth operations, reduces health risks, and improves the overall efficiency of the stitching line.
- Inspecting the quality of stitching during the process rather than waiting for the end helps in controlling defects early, saving both time and material.
- Sewing machine controls like thread tension, needle type, bobbin winding, attachments, and foot pressure must be checked regularly because they directly affect the stitch quality.
- Handling stitching defects effectively requires identifying the root cause, making adjustments to the machine as necessary, retraining workers if required, and documenting the issue to prevent recurrence in the future.

Demonstrate

Show participants how to check thread tension and stitch quality on a sewing machine, then demonstrate how improper tension leads to loose or tight stitches and how to adjust it correctly.

Activity

1. **Name of the Activity:** Stitching Defect Hunt
2. **Objective of the activity:** To train participants in identifying common stitching defects and linking them to possible machine or process issues.
3. **Resources:** Garment samples with intentional defects (puckering, uneven stitches, broken threads), sewing machine, inspection checklist sheets, pens
4. **Time Duration:** 25 minutes
5. **Instructions:**
   - Divide participants into small groups of 3–4.
   - Provide each group with defective garment samples and inspection checklists.
   - Ask them to carefully examine the garments and list down all visible stitching defects.
   - Guide them to match the defect with a possible machine control issue (e.g., puckering due to wrong tension).
   - After 15 minutes, bring the groups together and discuss their findings.
6. **Outcome:** Participants will develop hands-on skills in identifying stitching defects, understanding their causes, and relating them to machine adjustments or work practices.

Notes for Facilitation

- Encourage participants to share their experiences with defective garments they have seen in daily life.
- Use real samples and demonstrations to make the session more practical and engaging.
- Emphasise that stitch quality has a direct impact on the customer's first impression of the garment.
- Stress the importance of machine checks and clean workspace practices to reduce stitching defects.
- Reinforce that early detection of defects saves costs and improves efficiency in the production line.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Open seam
2. c. Maintaining machine guards
3. b. Ensure stitching consistency
4. b. Thread tension
5. b. Before stitching

Answer the following questions briefly.

1. Refer Unit 4.1: Garment Stitching and Quality Control
   Topic: 4.1.2 Types of Stitching Defects in Garment Construction
2. Refer Unit 4.1: Garment Stitching and Quality Control
   Topic: 4.1.3 Inspecting the Stitching Area for Hazardous Materials
3. Refer Unit 4.1: Garment Stitching and Quality Control
   Topic: 4.1.6 Checking Sewing Machine Controls Before and During Stitching
4. Refer Unit 4.1: Garment Stitching and Quality Control
   Topic: 4.1.5 Inspecting Stitching Quality During the Process
5. Refer Unit 4.1: Garment Stitching and Quality Control
   Topic: 4.1.5 Inspecting Stitching Quality During the Process

Skill India
कौशल भारत-कुशल भारत

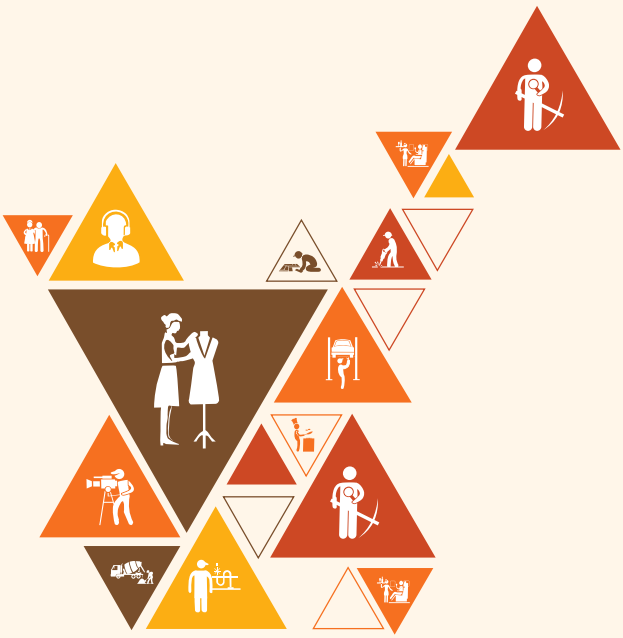
सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

5. Correction of Stitching Defects

Unit 5.1 - Maintaining Quality in Stitching and Monitoring



AMH/N1402

Key Learning Outcomes 

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

1. Maintain the required quality during stitching.
2. Analyse product specification, the data and results of quality monitoring.
3. Record product specification, the data and results of quality monitoring in the required format.
4. Prepare control charts to monitor quality during production according to workplace procedures.
5. Correct the stitching defects like uneven stitch length, thread incompatibility, curling, shading, uneven panels, pulling or puckering, stretching and needle damage.
6. Reject the parts or garment which do not meet the quality specifications.
7. Check the stitched garment meet the parameters of the quality standard.

Unit 5.1: Maintaining Quality in Stitching and Monitoring

Unit Objectives

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

1. Explain how to maintain the required quality during the stitching process.
2. Discuss how to analyse product specifications, data, and results of quality monitoring in the production process.
3. Illustrate how to record product specifications, data, and results of quality monitoring in the appropriate format.
4. Describe how to prepare control charts for quality monitoring during production, in line with workplace procedures.
5. Outline methods for correcting stitching defects such as uneven stitch length, thread incompatibility, curling, shading, uneven panels, pulling or puckering, stretching, and needle damage.
6. Elaborate on how to identify and reject parts or garments that fail to meet the quality specifications.
7. Explain how to check the final stitched garment to ensure it meets the required quality parameters.

Resources to be Used

Sewing machines, different types of fabrics, defective garment samples, measurement charts, specification sheets, quality monitoring sheets, control chart templates, trim cards, defect tags, markers, pens, clipboards, inspection tools like measuring tapes and gauges, SOP manuals, buyer requirement documents, quality audit checklists, whiteboard, projector, sample stitched garments, record-keeping registers.

Do

- Begin by explaining the importance of quality maintenance in stitching using simple garment examples.
- Show the participants real samples of stitching defects and guide them to identify the issues.
- Use visual aids like control charts and specification sheets to connect theory with practice.
- Organise group activities to practice recording quality monitoring data.
- Encourage discussions on how poor quality affects production and customer satisfaction.

Say

- Good morning, everyone. I am glad to see you all ready for today's session on maintaining quality in stitching and monitoring.
- Today, we will learn how to maintain quality during stitching, record and monitor results, and correct stitching defects effectively.
- This is important because the quality of stitching directly impacts the reputation of the factory, customer satisfaction, and your own professional growth.

Ask

- Have you ever noticed clothes in a shop with loose threads or open seams? How did it affect your choice to buy them?
- When you cook at home, do you check the freshness of the ingredients before starting? Why do you think that matters?
- Imagine fixing a toy that keeps breaking—what happens if you don't fix the root cause but keep repairing it?

Explain

- Maintaining required quality during stitching involves following SOPs, using checkpoints, and verifying stitch parameters.
- Factors affecting stitching quality include machine settings, operator skill, material quality, and working environment.
- Supervisors and quality checkers play a crucial role in identifying and resolving issues promptly.
- Preventive approaches stop defects before they occur, while corrective approaches fix existing issues.
- Analysing product specifications ensures that garments meet buyer requirements and production standards.
- Tools like measurement charts, quality sheets, and defect logs help in monitoring and recording quality results.
- Control charts are used to track defect trends, identify variations, and ensure stable processes.
- Stitching defects such as uneven stitch length, puckering, or shading must be identified, corrected, and prevented in future production.
- Non-compliant parts or garments that fail to meet specifications should be rejected to maintain standards.
- Final inspection of garments ensures all parameters like seam strength, appearance, and finishing are correct.

Elaborate

- Maintaining the required quality during stitching means ensuring that every garment is stitched according to SOPs and passes through quality checkpoints, thereby reducing the chances of defects.
- Factors affecting stitching quality include machine settings, needle type, fabric compatibility, and even operator fatigue, all of which must be carefully controlled.
- Standard Operating Procedures provide clear instructions for consistent work, helping workers follow the same method.
- Process controls and checkpoints are used during production to identify errors early, before they become larger problems.
- Supervisors and quality checkers ensure that monitoring is conducted systematically and that corrective measures are implemented when necessary.
- Preventive approaches avoid defects from happening, while corrective approaches solve issues once they occur.

- Analysing product specifications and monitoring data helps identify gaps between expected and actual performance.
- Tools for quality monitoring, such as charts, defect logs, and measurement sheets, ensure systematic data collection.
- Control charts are used to spot trends in defect levels and ensure production remains stable.
- Correcting stitching defects requires identifying the cause, such as incorrect thread tension or faulty machine parts, and addressing it.
- Rejecting non-compliant parts ensures that defective garments do not reach the customer and maintains the brand's reputation.
- The final inspection ensures the garment is in perfect condition, meeting both buyer expectations and production quality parameters.

Demonstrate

Show participants how to use a control chart to plot stitching defects identified during a production run and explain how to interpret the results.

Activity

1. **Name of the Activity:** Defect Identification and Control Chart Recording
2. **Objective of the activity:** To practice identifying stitching defects and recording them using a control chart format.
3. **Resources:** Defective garment samples, control chart templates, pens, defect tags, and clipboards.
4. **Time Duration:** 30 minutes
5. **Instructions:**
   - Divide participants into small groups.
   - Provide each group with defective garment samples.
   - Ask them to identify defects such as open seams, puckering, or uneven stitching.
   - Instruct them to tag defects and record the frequency of each defect type.
   - Guide them to plot the results on a control chart template.
   - Facilitate a short discussion on their findings and interpretation of the chart.
6. **Outcome:** Participants will be able to recognise defects, record them accurately, and use control charts to monitor quality trends.

Notes for Facilitation

- Engage participants actively by encouraging them to handle garment samples and recording sheets.
- Keep the session interactive by using real-life examples and asking simple questions.
- Emphasise the importance of following SOPs and recording data correctly.
- Highlight that quality monitoring is a continuous process, not just a one-time check.
- Remind participants that rejecting non-compliant garments is necessary to maintain standards, even if it feels wasteful.

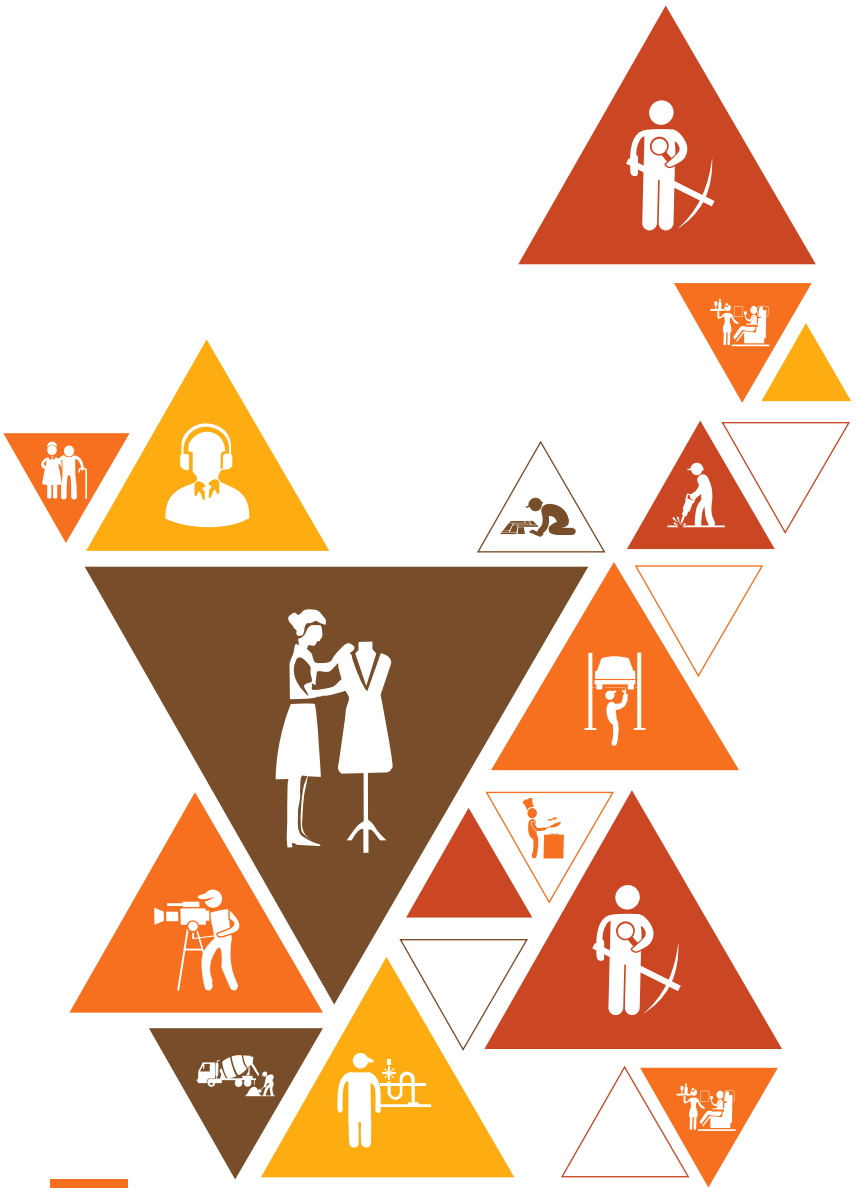
Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Track defect frequency
2. b. Defect is unrepairable
3. c. Quality checker
4. b. Stitch per inch
5. b. Compliance assurance

Answer the following questions briefly.

1. Refer Unit 5.1: Maintaining Quality in Stitching and Monitoring
   Topic: 5.1.7 Final Inspection of Stitched Garments
2. Refer Unit 5.1: Maintaining Quality in Stitching and Monitoring
   Topic: 5.1.4 Preparing Control Charts for Quality Monitoring
3. Refer Unit 5.1: Maintaining Quality in Stitching and Monitoring
   Topic: 5.1.3 Recording Specifications and Monitoring Results
4. Refer Unit 5.1: Maintaining Quality in Stitching and Monitoring
   Topic: 5.1.6 Rejecting Non-Compliant Parts or Garments
5. Refer Unit 5.1: Maintaining Quality in Stitching and Monitoring
   Topic: 5.1.6 Rejecting Non-Compliant Parts or Garments



Skill India
कौशल भारत-कुशल भारत

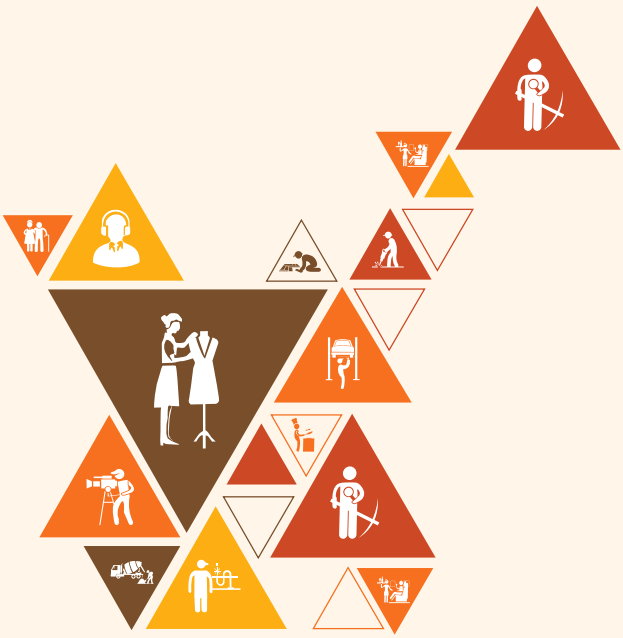
सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

6. Identify the Finishing Process for Stitched Garment

Unit 6.1 - Quality Control in Production Stages



AMH/N1403

Key Learning Outcomes

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

1. Explain the corrective measures taken at various stages of production like thread cutting, cleaning, pressing (ironing), packaging.
2. Inspect the stitching area for any type of hazardous material.
3. Check that the stitching area is clean.
4. Identify the quality parameters to inspect the finished garment.
5. Identify the stages of finishing like cutting the threads, cleaning the garment, ironing and packaging.
6. Identify the pressing operations.
7. Identify packing operations.

Unit 6.1: Quality Control in Production Stages

Unit Objectives

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

1. Explain the corrective measures taken during various stages of production, including thread cutting, cleaning, pressing (ironing), and packaging.
2. Discuss the inspection process for hazardous materials in the stitching area.
3. Describe the methods used to ensure that the stitching area remains clean and safe.
4. List the quality parameters to consider when inspecting the finished garment.
5. Outline the key stages of finishing, such as cutting threads, cleaning garments, ironing, and packaging.
6. Identify and describe the pressing operations involved in garment finishing.
7. Elaborate on the packing operations and their role in maintaining quality standards.

Resources to be Used

Projector, presentation slides, fabric samples, stitched garment samples, defective garment samples, thread cutting scissors, lint roller, stain removal kit, pressing/ironing equipment, packaging materials (poly bags, cartons, labels), safety posters, PPE kit, housekeeping tools, defect classification chart, size measurement chart, trim and label samples, control checklist formats.

Do

- Greet participants and establish an interactive learning environment
- Present visuals, samples, and tools while explaining finishing and QC processes
- Demonstrate corrective measures step by step, using real garment samples
- Engage participants in spotting defects and suggesting corrective measures
- Summarise key learning after each stage and connect to the final garment quality

Say

- Hello everyone, I am really excited to have you here today as we explore how quality is controlled across different stages of garment production.
- By the end of this session, you'll understand the processes of finishing, defect correction, inspection, and packaging, which are vital to ensure garments meet buyer standards.
- This is important for you because mastering these steps will help you become more confident in maintaining quality and will open up opportunities to grow in the apparel industry.

Ask

- When you buy new clothes, do you ever notice loose threads or stains on them?
- Why do you think ironing is important before packaging garments for sale?
- What could happen if a garment is not appropriately packed before shipping?

Explain

- Corrective measures in production include thread cutting, spot cleaning, ironing, and packaging, ensuring garments meet the required quality standards.
- Hazardous materials in the stitching area must be inspected, including threads and lint, oil leakage, sharp tools, and chemical exposure.
- Cleaning and maintaining safety in stitching areas involves daily housekeeping, material segregation, proper lighting and ventilation, and the use of PPE.
- Quality parameters for finished garments include accurate measurements, stitch quality, visual appearance, trim application, seam strength, packaging conformity, and classification of defects.
- Finishing stages involve cutting excess threads, cleaning stains or dust, ironing to remove wrinkles, and packaging for presentation and protection.
- Pressing operations use various equipment and techniques to achieve a neat appearance, and QC checks are required to prevent fabric shine or damage.
- Packaging operations ensure garments are folded, labelled, and packed properly to meet buyer requirements and maintain quality during transit.

Elaborate

- Corrective measures during production involve systematically removing minor errors, such as loose threads, stains, and poor pressing, before they reach the buyer to prevent complaints and rejections.
- Inspection of hazardous materials in stitching areas is essential because lint, oil, sharp tools, and poor electrical practices can create risks for workers and also damage garments.
- Cleaning and safety maintenance in stitching areas ensures smooth workflow and minimises accidents through routines like organised layouts, PPE use, and adequate ventilation.
- Quality parameters for finished garments include correct size measurements, strong seams, clean trims, and accurate labels, which guarantee customer satisfaction and compliance with orders.
- Key finishing stages like thread cutting, spot cleaning, ironing, and packaging together transform garments into buyer-ready products that look professional and are defect-free
- Pressing operations are crucial for removing wrinkles and enhancing garment appearance, with meticulous checks to prevent fabric shine, burns, or shape distortion.
- Packaging operations maintain quality by protecting garments during shipping and ensuring correct presentation with proper folding, labelling, and packing as per buyer requirements.

Demonstrate

Show participants how to identify and cut loose threads from a garment and then demonstrate how to fold and pack the garment into a poly bag for shipping.

Activity

1. **Name of the Activity:** Garment Quality Check and Finishing Practice
2. **Objective of the activity:** To enable participants to practice identifying defects and applying finishing techniques before packaging
3. **Resources:** Stitched garment samples, scissors, lint roller, stain removal kit, iron/pressing tool, poly bags, labels, cartons, defect classification chart
4. **Time Duration:** 25 minutes
5. **Instructions:**
    - Divide participants into small groups and provide each with garment samples.
    - Ask them to inspect garments and list visible defects such as loose threads, stains, or wrinkles.
    - Provide tools to correct defects, such as cutting threads, cleaning stains, and ironing wrinkles.
    - After correction, instruct them to fold, label, and pack garments properly in poly bags or cartons.
    - Groups will present their finished garments to the class for review.
6. **Outcome:** Participants will gain hands-on experience in finishing and packaging garments while understanding how each corrective measure improves quality.

Notes for Facilitation

- Encourage participants to handle garment samples and tools confidently during demonstrations.
- Maintain a supportive environment where mistakes are treated as learning opportunities.
- Stress the importance of cleanliness and safety in the stitching and finishing area.
- Highlight that pressing and packaging are equally critical to quality as stitching itself.
- Reinforce that buyer satisfaction depends not only on stitching but also on finishing, ironing, and packaging quality.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. During finishing
2. c. Seam strength
3. c. Cleaning
4. c. Hazard control
5. a. A legal requirement

Answer the following questions briefly.

1. Refer Unit 6.1: Quality Control in Production Stages
   Topic: 6.1.4 Quality Parameters for Finished Garment Inspection
2. Refer Unit 6.1: Quality Control in Production Stages
   Topic: 6.1.6 Pressing Operations in Garment Finishing
3. Refer Unit 6.1: Quality Control in Production Stages
   Topic: 6.1.7 Packaging Operations and Their Role in Quality Assurance
4. Refer Unit 6.1: Quality Control in Production Stages
   Topic: 6.1.5 Key Finishing Stages: Thread Cutting, Cleaning, Ironing, Packaging
5. Refer Unit 6.1: Quality Control in Production Stages
   Topic: 6.1.4 Quality Parameters for Finished Garment Inspection

Skill India
कौशल भारत-कुशल भारत

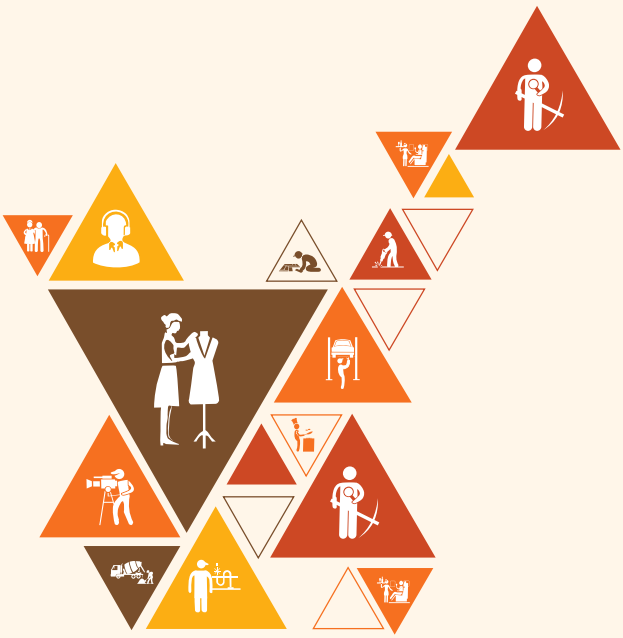
सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

7. Inspect the Finished Garment

Unit 7.1 - Finishing and Quality Control in Garment Production



AMH/N1403

Key Learning Outcomes

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

1. Demonstrate ironing of the garment.
2. Demonstrate the packaging of the garments.
3. Prepare control charts to monitor quality during production.
4. Perform finishing process on the stitched garment like trimming the threads, cleaning.
5. Check the finished garment after it has been cleaned and ironed.
6. Take corrective action in case of any mendable defect.
7. Reject the pieces which do not meet the quality.
8. Record the observations in a desired format.

Unit 7.1: Finishing and Quality Control in Garment Production

Unit Objectives

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

1. Demonstrate the process of ironing garments to ensure proper finishing.
2. Illustrate the steps involved in packaging garments for final delivery.
3. Explain the preparation of control charts used to monitor quality throughout the production stages.
4. Describe the finishing processes performed on the stitched garment, such as trimming threads and cleaning.
5. Discuss the process of checking the finished garment after cleaning and ironing to ensure quality standards.
6. Outline the actions to take when a mendable defect is found during inspection.
7. Explain the procedure for rejecting garments that fail to meet the required quality standards.
8. Record and document observations related to the finishing process in the required format.

Resources to be Used

Ironing boards, steam irons, pressing cloths, packaging materials like polybags, cartons, tags, sealing tapes, scissors, thread snips, cleaning brushes, stain removers, dusters, sample garments with defects, sample garments in finished state, control chart templates, pens, markers, observation sheets defect classification charts quality inspection checklists PPE like gloves and aprons projector slides posters whiteboard

Do

- Welcome participants and introduce the session in a clear and engaging way
- Display and explain the resources and materials to be used during the session
- Demonstrate the steps of finishing processes before allowing participants to try
- Organise group activities where learners can practice ironing, trimming, and packaging
- Provide feedback and corrections during practical tasks to reinforce learning

Say

- Hello everyone, I'm so glad to see your enthusiasm today as we explore finishing and quality control in garment production!
- Today, we're going to learn how garments go through ironing, cleaning, packaging, defect handling, and final inspection before they reach the customer.
- It's essential to understand this because the final stage of production determines whether a garment meets buyer standards or gets rejected, which directly impacts the company's reputation.

Ask

- When you buy new clothes, what do you usually notice first — the fold, the ironing, or the packaging?
- Have you ever found loose threads or minor defects in new garments? How did that make you feel as a customer?
- Why do you think packaging and labelling are as crucial as stitching in making a garment ready for sale?

Explain

- Ironing garments ensures smoothness, removes wrinkles, and enhances appearance before inspection.
- Packaging garments involves folding, inserting tags, sealing, and arranging them in cartons for delivery.
- Control charts help monitor quality by recording defects, frequencies, and variations during production stages.
- Finishing processes like trimming threads and cleaning are essential for a professional and buyer-ready look.
- A final quality check after ironing and cleaning ensures garments meet measurement, appearance, and stitching standards.
- Mendable defects are identified, repaired, and rechecked before garments move forward.
- Non-repairable garments must be rejected in accordance with workplace protocols to prevent quality complaints.
- Recording and documenting observations provides traceability, accountability, and data for audits and continuous improvement.

Elaborate

- Ironing garments for proper finishing ensures that each piece looks crisp, neat, and wrinkle-free, which enhances the overall presentation and customer satisfaction.
- Packaging garments for final delivery involves folding them neatly, applying the correct labels, and sealing them securely to prevent damage during shipping.
- Preparation of control charts for quality monitoring allows supervisors to track defect trends and identify root causes of recurring problems during production.
- Finishing processes like trimming threads and cleaning ensure the removal of visible faults and dirt, maintaining a polished look for the garment
- Final quality check after cleaning and ironing verifies measurements, seam strength, label placement, and overall appearance before shipment.
- Handling mendable defects during inspection includes repairing loose stitches, correcting puckering, or re-ironing garments to make them acceptable.
- Rejecting garments that fail quality standards is necessary when defects are irreparable or when garments cannot meet buyer requirements.
- Recording and documenting finishing observations ensures proper reporting, tracking of work done, and readiness for buyer audits or internal quality reviews.

Demonstrate

Show participants how to properly iron a garment, trim loose threads, fold it neatly, place it into packaging material, and document the process in an observation sheet.

Activity

1. **Name of the Activity:** Finishing Line Simulation
2. **Objective of the activity:** To practice ironing, trimming, packaging, and documenting finishing processes as per workplace standards
3. **Resources:** Sample garments, steam irons, ironing boards, scissors, packaging materials, observation sheets, pens
4. **Time Duration:** 30 minutes
5. **Instructions:**
    - Divide participants into small groups and assign roles for ironing, trimming, packaging, and recording
    - Provide each group with sample garments, some with defects and some clean
    - Ask them to iron garments, trim threads, and prepare garments for packaging
    - Ensure they complete documentation in the observation sheet for each garment handled
    - At the end, review the packaged garments and the recorded sheets as a group
6. **Outcome:** Participants will understand how to perform finishing tasks in sequence, correct defects, and maintain quality documentation effectively.

Notes for Facilitation

- Encourage active participation and allow learners to handle tools under supervision.
- Provide real-time feedback and keep the session interactive and practical
- Emphasise the importance of safety while ironing and handling sharp tools
- Stress the need for accuracy in packaging, labelling, and documentation to avoid rejection
- Highlight how finishing quality directly affects buyer satisfaction and company reputation

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Loose thread
2. b. After ironing and cleaning
3. b. Moisture protection
4. c. Observations
5. b. Steam iron

Answer the following questions briefly.

1. Refer Unit 7.1: Finishing and Quality Control in Garment Production
   Topic: 7.1.8 Recording and Documenting Finishing Observations
2. Refer Unit 7.1: Finishing and Quality Control in Garment Production
   Topic: 7.1.6 Handling Mendable Defects During Inspection
3. Refer Unit 7.1: Finishing and Quality Control in Garment Production
   Topic: 7.1.2 Packaging Garments for Final Delivery
4. Refer Unit 7.1: Finishing and Quality Control in Garment Production
   Topic: 7.1.1 Ironing Garments for Proper Finishing
5. Refer Unit 7.1: Finishing and Quality Control in Garment Production
   Topic: 7.1.3 Preparation of Control Charts for Quality Monitoring

Skill India
कौशल भारत-कुशल भारत

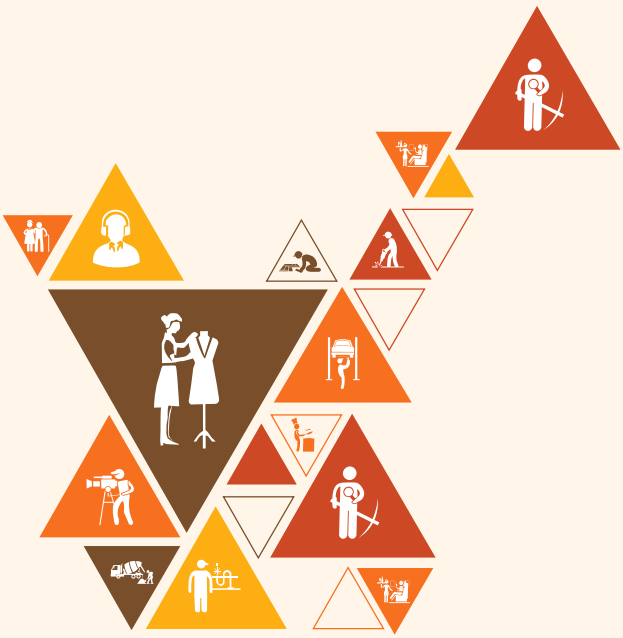
सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

8. Coordinate with Different Departments

Unit 8.1 - Communication and Process Improvement in Production



AMH/N1404

Key Learning Outcomes 

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

1. Explain the process of handing over the work to superior.
2. Explain the importance of team work.
3. Follow the work instructions given by the seniors.
4. Identify the methods to increase the efficiency in production.
5. Explain the reporting process to superior about process-flow, improvement in the product.
6. Identify defects received from previous process.
7. Select the process to communicate to reporting superior about employee management, i.e. shortages or performance related, work hazards and rework on feedback provided by superior on product, process and people.

Unit 8.1: Communication and Process Improvement in Production

Unit Objectives

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

1. Explain the process involved in handing over work to superiors.
2. Discuss the importance of teamwork in a production environment.
3. Describe how to follow the work instructions provided by senior personnel.
4. Outline the methods used to increase efficiency in the production process.
5. Explain the reporting process to superiors regarding process flow and product improvements.
6. Identify defects identified in the previous stages of the production process.
7. Select the appropriate communication process to report issues related to employee management, including shortages, performance concerns, work hazards, and rework feedback provided by superiors on product, process, and people.

Resources to be Used

Whiteboard, markers, projector, sample handover formats, checklists, reporting templates, communication flow charts, case examples of production reports, printed teamwork role cards, defect samples, notebooks, pens, flip charts, SOP documents, role-play props.

Do

- Begin with a warm-up activity that introduces the importance of communication in everyday work.
- Share practical examples of handover, reporting, and teamwork situations from production floors.
- Involve trainees in role-playing exercises to enhance their communication and reporting practices.
- Encourage group discussions on how teamwork and reporting improve efficiency.
- Summarise each section with key points and link to actual workplace practices.

Say

- Hello everyone, I'm really excited to see you all here today as we dive into one of the most critical aspects of production – communication and process improvement.
- By the end of today's session, you'll know how to hand over work to superiors, report issues effectively, and understand how teamwork and good communication help in improving efficiency.
- This is essential because without clear communication and proper teamwork, even the best production systems can face delays, quality issues, and misunderstandings.

Ask

- When you forget to pass a message at home, what usually happens?
- Have you ever worked in a group where one person didn't do their task properly? How did that affect the whole group?
- When your teacher gives instructions in class, why is it essential to follow them carefully?

Explain

- The handover process ensures that superiors have complete information about work progress, pending tasks, and challenges faced.
- Teamwork is essential in production because each worker's efficiency depends on others, and collaboration reduces errors.
- Following instructions from superiors ensures that production runs as per plan and avoids unnecessary mistakes.
- Production efficiency can be improved through effective time management, minimising waste, standardising processes, and maintaining discipline.
- Reporting to superiors ensures transparency, helps in monitoring process flow, and contributes to continuous improvement.
- Identifying defects early saves costs, avoids rework, and ensures the timely delivery of quality products.
- Effective communication processes help address shortages, performance issues, hazards, and feedback in a professional manner.

Elaborate

- The handover process to superiors involves sharing details of work completed, pending tasks, and issues faced. Structured handovers avoid confusion and ensure smooth continuity of production.
- Teamwork in production means that each member collaborates effectively to meet production goals, and supervisors play a key role in building coordination. At the same time, challenges such as conflicts or a lack of clarity can be addressed through open communication.
- Following work instructions from superiors is about listening carefully, noting specific directions, and implementing them without deviation to maintain consistency in production outcomes.
- Methods to increase efficiency include reducing idle time, following SOPs, using proper tools, and ensuring that quality checks are built into the process rather than done at the end.
- Reporting to superiors involves preparing written or verbal reports that highlight progress, challenges, and suggestions for improvement, while maintaining professional etiquette.
- Identifying defects in previous stages is essential because it prevents the passing of errors down the line and involves using inspection tools, defect lists, and feedback systems.
- Communication for employee and process issues covers shortages of materials, absenteeism, performance concerns, safety hazards, and feedback from superiors to workers in a respectful and solution-focused manner.

Demonstrate

Show how to fill out a simple handover form and present it to a superior, highlighting key information such as completed work, pending issues, and special notes.

Activity

1. **Name of the Activity:** Team Communication Role Play
2. **Objective of the activity:** To practice effective handover and reporting communication in a production setting
3. **Resources:** Sample handover forms, role cards for team members and supervisors, pens, flip charts
4. **Time Duration:** 25 minutes
5. **Instructions:**
   - Divide the participants into small groups.
   - Assign roles: team member, supervisor, and observer.
   - Provide each group with a sample production scenario and a handover form.
   - Ask the team member to prepare and hand over the report to the supervisor.
   - The observer will note down the clarity of communication, any missing information, and provide suggestions for improvement.
   - Rotate roles so each participant experiences all roles.
6. **Outcome:** Participants will learn how to communicate clearly during handover and reporting, ensuring no critical information is missed.

Notes for Facilitation

- Encourage active participation and allow learners to handle tools under supervision.
- Provide real-time feedback and keep the session interactive and practical
- Emphasise the importance of safety while ironing and handling sharp tools
- Stress the need for accuracy in packaging, labelling, and documentation to avoid rejection
- Highlight how finishing quality directly affects buyer satisfaction and company reputation

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. b. Fair labour wages
2. b. Efficient material use
3. b. Authorised supervisor
4. c. Wastewater treatment
5. a. Open pricing

Answer the following questions briefly.

1. Refer Unit 8.1: Communication and Process Improvement in Production
   Topic: 8.1.7 Communication for Employee and Process Issues
2. Refer Unit 8.1: Communication and Process Improvement in Production
   Topic: 8.1.4 Methods to Increase Production Efficiency
3. Refer Unit 8.1: Communication and Process Improvement in Production
   Topic: 8.1.4 Methods to Increase Production Efficiency
4. Refer Unit 8.1: Communication and Process Improvement in Production
   Topic: 8.1.7 Communication for Employee and Process Issues
5. Refer Unit 8.1: Communication and Process Improvement in Production
   Topic: 8.1.5 Reporting Process to Superiors

Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

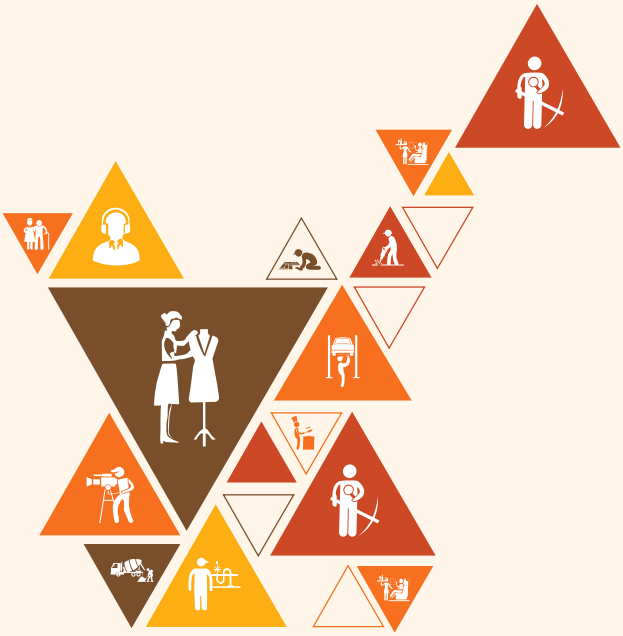
A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

9. Promote and Sustain Safety, Health, and Security in the Workplace while Fostering Gender and Persons with Disabilities (PwD) Sensitization

Unit 9.1 - Workplace Health, Safety, and Compliance

Unit 9.2 - Risk Management and Emergency Preparedness

Unit 9.3 - Workplace Inclusion, Awareness, and Best Practices



AMH/N0620

Key Learning Outcomes

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

1. Follow health and safety practices applicable at the workplace, including compliance with gender and PwD-related guidelines.
2. Identify and use appropriate personal protective equipment (PPE) such as nose masks and lock guards.
3. Recognise and interpret health and safety signage to ensure workplace safety.
4. Identify workplace hazards, including physical injuries, electric shock, and fire risks, and take corrective actions where possible.
5. Demonstrate basic first aid, emergency response, and fire-fighting procedures, including participation in mock drills.
6. Safely handle and maintain stitching tools and equipment, including identifying and correcting machine malfunctions.
7. Maintain hygiene, sound health, and good workplace habits to support overall well-being.
8. Follow organizational procedures for safely handling machines and compliance with stitching-related safety requirements.
9. Participate in workplace training and sensitization programs on gender equality, PwD awareness, and safety measures.

Unit 9.1: Workplace Health, Safety, and Compliance

Unit Objectives

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

1. Explain workplace health and safety practices, including compliance with safety, gender, and PwD-related instructions.
2. Identify health and safety signage and compliance requirements related to stitching.
3. Discuss hazards of sewing machine operations, such as physical injuries and electric shocks.
4. Identify and correct (if possible) malfunctions in sewing machines and other equipment.
5. Discuss the importance of personal protective equipment (PPE) like nose masks and lock guards.

Resources to be Used

Whiteboard, markers, chart papers, projector, sample safety signage posters, sewing machine for demonstration, sample PPE items like nose mask, gloves, earplugs, lock guard, handouts with hazard examples, first-aid kit, cleaning cloths, defect checklist sheets, flip charts, duster, laptop with safety videos, extension cord with proper guard, tool kit for sewing machine basic checks.

Do

- Start with an energising introduction and connect health and safety to daily workplace life.
- Display visuals of safety signage and explain their meanings.
- Show a real sewing machine and highlight possible hazard areas.
- Pass around PPE items for participants to touch and see.
- Facilitate a short discussion on why compliance improves productivity and safety.

Say

- Hello everyone! I am very excited to welcome you to this vital session where we will focus on health, safety, and compliance in our workplace.
- Today, our session will help us understand health and safety practices, hazards of sewing machine operations, and the importance of personal protective equipment in the apparel industry.
- If we understand these topics well, we can protect ourselves, improve efficiency, and reduce workplace accidents, which are very common in the stitching line.

Ask

- When you see a red triangle or warning sign on the road or in the workplace, what comes to mind?
- Have you or anyone you know ever faced a minor injury while working with a sewing machine or any household tool?
- What items do you usually use at home to protect yourself while cleaning, cooking, or doing minor repairs?

Explain

- Health and safety practices are necessary to protect workers, equipment, and the environment in the apparel sector.
- Workplace compliance includes following organisational safety standards, gender sensitisation, and PwD guidelines.
- Safety signage acts as a visual language to alert workers about possible risks and instructions.
- Hazards in sewing machine operations include finger injuries, needle breakage, cuts, electrical shocks, and entanglement of fabric or hair.
- Machine malfunctions such as broken needles, loose wires, and misaligned parts increase risks and reduce productivity.
- Corrective steps, such as regular maintenance, immediate reporting of faults, and shutting down unsafe machines, are necessary.
- PPE is vital for preventing injuries and includes items such as nose masks, gloves, safety glasses, and lock guards.
- PPE in the apparel industry prevents fabric dust inhalation, needle injuries, thread cuts, and machine-related accidents.
- Every worker has a responsibility to maintain personal hygiene, wear PPE, and follow safety instructions.
- A safe and compliant workplace boosts morale, reduces accidents, and improves the overall quality of production.

Elaborate

- Workplace health and safety practices must be followed at all times to reduce accidents and ensure compliance with organisational standards. They include proper machine handling, safe storage of tools, and correct working posture.
- Health and safety signage is an important communication tool in the workplace. These signs guide workers about restrictions, warnings, or safe practices without needing detailed instructions.
- Hazards associated with sewing machine operations range from minor cuts to serious injuries caused by carelessness or faulty machines. Understanding these hazards helps in prevention.
- Malfunctions in sewing machines and other equipment can stop production and increase safety risks. Simple checks like inspecting power cords, needles, and foot pedals can prevent accidents.
- The importance of personal protective equipment lies in protecting the worker directly from immediate dangers. PPE acts as a barrier between the worker and the hazard.
- Examples of common PPE in the apparel industry include gloves to prevent needle pricks, nose masks to filter fabric dust, earplugs to reduce noise, and lock guards to avoid finger injuries.

Demonstrate

Show how to properly wear and use a nose mask, hand gloves, and a lock guard while working on a sewing machine.

Activity

1. **Name of the Activity:** Safety Signage and PPE Walkthrough
2. **Objective of the activity:** To help participants identify safety signage and PPE relevant to their workplace and understand their importance.
3. **Resources:** Safety signage posters, real PPE items (nose mask, gloves, lock guard, earplugs), sewing machine for demonstration, chart paper, markers.
4. **Time Duration:** 25 minutes
5. **Instructions:**
   - Divide the participants into small groups.
   - Provide each group with 2–3 signage posters and one PPE item.
   - Ask them to discuss what the sign or PPE means and how it protects workers.
   - Each group will present their observations to the class.
   - Conclude by summarising the correct use and importance of each signage and PPE item.
6. **Outcome:** Participants will be able to recognise safety signage, correctly identify PPE, and explain their usage in preventing workplace accidents.

Notes for Facilitation

- Keep the session interactive and encourage participants to share their personal experiences.
- Use simple language and avoid technical jargon while explaining hazards.
- Emphasise that safety is everyone's responsibility, not just the supervisor's.
- Relate the use of PPE directly to common injuries in the stitching line to make it more relatable.
- Reinforce the importance of regularly checking sewing machines for malfunctions to reduce risks.
- Highlight gender and PwD sensitivity as part of safety and compliance for an inclusive workplace.

Unit 9.2: Risk Management and Emergency Preparedness

Unit Objectives

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

1. Analyse the workplace and work processes for potential risks and threats (e.g., injuries, fire hazards).
2. Discuss mock drills, evacuation procedures, and emergency response training, including fire-fighting and first aid.
3. Discuss basic first aid and undertake safety-related training programs.
4. Discuss the importance of maintaining hygiene, a healthy lifestyle, and good habits at work.

Resources to be Used

Whiteboard, markers, projector, chart papers, workplace floor plan charts, fire extinguisher (demo piece), first-aid kit with bandages and antiseptic, posters of evacuation routes, whistle, alarm bell sound (audio or physical), handouts of emergency contact numbers, PPE samples, training manual on safety and first aid, dummy doll or mannequin for first aid practice, flip chart for group work, safety signage posters.

Do

- Begin the session with a short story of a workplace accident to capture attention.
- Show evacuation charts and posters to make trainees visualise emergency response.
- Conduct a mini drill practice or at least a walk-through of an evacuation route.
- Demonstrate basic first aid, like tying a bandage or treating a small cut.
- Encourage trainees to share personal experiences of risks they have noticed in daily life.

Say

- Good morning everyone! I am happy to see your energy today, as we are going to discuss something that can literally save lives in the workplace.
- Today, our session will help us understand workplace risks, including mock drills, evacuation procedures, emergency response, and the basics of first aid and safety training.
- If we learn these skills properly, we will not only protect ourselves but also become responsible for the safety of our colleagues and the workplace.

Ask

- Have you ever participated in a fire drill or evacuation exercise at school, college, or any other location?
- What is the first thing you would do if you see someone faint at your workplace?
- Do you know the nearest emergency exit in your current training or workplace area?

Explain

- Risk management begins with identifying hazards such as injuries from machines, electric shocks, slippery floors, or fire risks.
- Analysing work processes helps in understanding where accidents are most likely to occur.
- Every workplace must have mock drills to prepare workers for emergencies and reduce panic during actual incidents.
- Evacuation procedures are designed to safely move people to a safe location without confusion or accidents.
- Emergency response training encompasses steps for effectively handling fires, injuries, and sudden hazards.
- Basic first aid knowledge enables workers to provide immediate help before professional medical aid arrives.
- Training programs teach practical steps, such as treating cuts, burns, or fainting, and using fire extinguishers.
- Hygiene, healthy habits, and fitness play a crucial role in reducing risks and ensuring that workers can respond quickly during emergencies.
- Safety-related training builds confidence among workers and improves workplace preparedness.
- Reporting hazards and following safety protocols helps minimise risks and ensure workplace compliance is maintained.

Elaborate

- Workplace and work processes for potential risks and threats must be observed regularly. Risks such as sharp tools, exposed wires, fire hazards, and improper machine handling can cause accidents and must be addressed promptly.
- Mock drills are practice exercises that simulate real emergencies. They help employees practice staying calm, following instructions, and reaching safety without panic.
- Evacuation processes include knowing the nearest exit routes, not rushing, helping colleagues, and reaching the assembly point safely.
- Emergency response training builds awareness and teaches workers how to use fire extinguishers, raise alarms, and provide immediate help during accidents.
- Basic first aid training programs prepare workers to handle cuts, bleeding, burns, or fainting situations. Even small actions, such as applying pressure to a wound, can save lives.
- Safety-related training programs focus on fire-fighting, machine safety, and hazard prevention. They also build a culture of safety across the workplace.

Demonstrate

Demonstrate how to use a fire extinguisher step by step and show how to apply a simple bandage for a cut using the first-aid kit.

Activity

1. **Name of the Activity:** Safety Drill Simulation
2. **Objective of the activity:** To familiarise participants with emergency response, evacuation, and first aid basics in a practical way.
3. **Resources:** Floor plan chart, whistle, posters of evacuation routes, fire extinguisher (demo), first-aid kit, dummy doll or mannequin.
4. **Time Duration:** 30 minutes
5. **Instructions:**
    - Divide participants into small groups.
    - Assign each group a task: one group practices evacuation route walk-through, another practices raising alarm and fire extinguisher use, and another practices first-aid on a dummy doll.
    - Rotate the groups so that each participant experiences all three tasks.
    - Guide them through the correct steps and correct mistakes immediately.
    - Conclude with a group discussion on what they learned and how to apply it at the workplace.
6. **Outcome:** Participants will gain hands-on experience in evacuation, fire safety, and first aid, building confidence to handle emergencies effectively.

Notes for Facilitation

- Keep the session lively by mixing discussions, demos, and practical activities.
- Allow every participant to try at least one demonstration for better retention.
- Emphasise that risk management is about prevention as much as it is about response.
- Highlight the importance of knowing evacuation routes and assembly points clearly.
- Stress that first aid is about quick, simple, and correct action, not complicated medical treatment.
- Encourage participants to practice hygiene and fitness for better workplace readiness during emergencies.

Unit 9.3: Workplace Inclusion, Awareness, and Best Practices

Unit Objectives

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

1. Discuss the significance of training programs for gender and PwD awareness.
2. List of usage and maintain tools and equipment safely, such as scissors and thread cutters.
3. Discuss how to ensure a safe and inclusive work environment for all employees.

Resources to be Used

Whiteboard, markers, projector, training manual on gender and PwD awareness, posters on workplace inclusion and safety, scissors, thread cutters, maintenance checklist charts, videos or slides on inclusivity practices, handouts on safe tool handling, sample workplace code of conduct, chart papers, sticky notes, flip chart for group work.

Do

- Begin the session with an inclusive message emphasising respect and equality.
- Use posters or slides to explain gender and PwD awareness training.
- Show physical tools like scissors and thread cutters, and demonstrate safe handling.
- Encourage participants to share examples of inclusive practices from their personal lives.
- Conduct an activity where participants brainstorm ways to make the workplace safer and more inclusive.

Say

- Good morning everyone! I am very excited for this session because we will learn how to create a workplace where everyone feels respected, safe, and included.
- Today, we will understand why gender and PwD awareness are essential, how to use and maintain tools safely, and how to ensure that our workplace is safe and inclusive for all.
- If we practice these skills, we will not only improve our work but also make our workplace a happier and more respectful environment for everyone.

Ask

- Have you ever seen or heard about someone facing difficulties at work because of their gender or disability?
- How do you usually take care of simple tools like scissors or cutters at home?
- What does an inclusive environment mean to you when you think about your school, home, or community?

Explain

- Training programs on gender and PwD awareness help employees understand sensitivity, respect, and inclusiveness at the workplace.
- Awareness programs reduce discrimination and ensure equal opportunities for all workers.
- Safe usage and maintenance of tools such as scissors and thread cutters prevent accidents and injuries.
- Regular checking and proper storage of tools maintain efficiency and safety.
- Inclusive work environments allow every employee, regardless of gender or ability, to contribute effectively.
- Providing accessibility features for persons with disabilities ensures they can work safely and productively.
- Respecting diverse perspectives strengthens teamwork and morale.
- Organisational policies support inclusion and protect employees from harassment or unsafe practices.
- Maintaining safety practices benefits both individuals and the organisation as a whole.
- A safe and inclusive workplace improves productivity, reduces turnover, and builds a positive work culture.

Elaborate

- Training programs for gender and PwD awareness are designed to educate employees about diversity, equality, and how to treat all colleagues with dignity and fairness. These sessions often use real examples and role play to create empathy and awareness.
- Using and maintaining tools safely, such as scissors and thread cutters, is a core responsibility in garment production. Proper storage, safe handling, and routine inspection ensure the tools remain effective and prevent injuries.
- Ensuring a safe and inclusive work environment means promoting practices that protect employees from risks and discrimination. This includes proper safety measures, equal opportunities, respect for differences, and creating an environment where everyone feels valued.

Demonstrate

Show the correct way of handling scissors and thread cutters, including how to pass them safely to another person and how to store them properly when not in use.

Activity

1. **Name of the Activity:** Inclusion and Safety Circle
2. **Objective of the activity:** To help participants identify safe tool usage and suggest ideas to create an inclusive workplace.
3. **Resources:** Chart papers, markers, scissors, thread cutters, posters on inclusivity.
4. **Time Duration:** 25 minutes

5. **Instructions:**
   - Divide participants into small groups of 4–5 members.
   - Give each group a chart paper and markers.
   - Ask them to create two circles – one for “Safe Tool Usage” and one for “Inclusive Practices.”
   - In the first circle, groups will list steps to safely use and maintain tools like scissors and cutters.
   - In the second circle, they will write down ideas for ensuring inclusivity and equality at the workplace.
   - Each group will present their circles to the class.
6. **Outcome:** Participants will learn practical safety tips for tool handling and also contribute their ideas for making the workplace safer and more inclusive.

Notes for Facilitation

- Encourage all participants to share their thoughts equally to ensure inclusivity during the session.
- Use simple examples and demonstrations to make the concepts easy for freshers to understand.
- Stress that gender and PwD awareness is not only about rules but about everyday respect and behaviour.
- Highlight that careless handling of tools can lead to accidents that are easily preventable.
- Emphasise that inclusivity improves teamwork and creates a supportive work culture.
- Remind participants that even small actions like safe tool storage and respectful communication contribute to a safer and more inclusive workplace.

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. To prevent repetitive strain injuries and improve posture
2. b. Improper plug use
3. c. Radiation exposure
4. b. Guiding and accounting for team members at the assembly point
5. c. Pass them handle-first

Answer the following questions briefly.

1. Refer Unit 9.3: Workplace Inclusion, Awareness, and Best Practices

   Topic: 9.3.1 Significance of training programs for gender and PwD awareness, 9.3.3 Ensuring a safe and inclusive work environment for all employees
2. Refer Unit 9.1: Workplace Health, Safety, and Compliance

   Topic: 9.1.3 Importance of Personal Protective Equipment (PPE), 9.1.3 Examples of Common PPE in the Apparel Industry
3. Refer Unit 9.2: Risk Management and Emergency Preparedness

   Topic: 9.2.2 Mock drills, evacuation processes and emergency response training
4. Refer Unit 9.2: Risk Management and Emergency Preparedness

   Topic: 9.2.3 Basic first aid and safety-related training programs
5. Refer Unit 9.3: Workplace Inclusion, Awareness, and Best Practices

   Topic: 9.3.3 Ensuring a safe and inclusive work environment for all employees, 9.3.2 Usage and maintenance of tools and equipment safely

Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

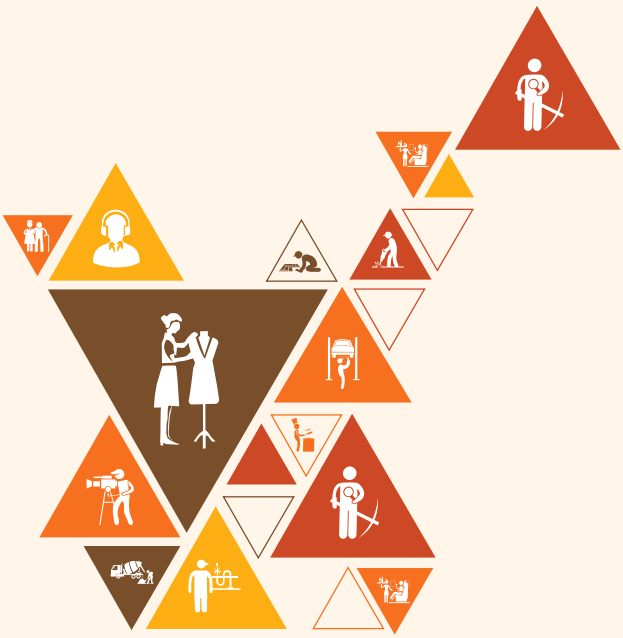
N·S·D·C
RE IMAGINE FUTURE

A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

10. Adhere to Industry, Regulatory, and Organizational Standards and Embrace Environmentally Sustainable Practices

Unit 10.1 - Ethical Practices, Compliance, and Governance

Unit 10.2 - Organisational Procedures, Reporting, and Responsibilities



AMH/N0621

Key Learning Outcomes 

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

1. Follow ethical, value-based governance and organizational policies, ensuring compliance with the apparel industry's legal, regulatory, and ethical requirements.
2. Adhere to customer and country-specific regulations, along with mandated work process requirements.
3. Maintain punctuality, attendance, and personal responsibility while following reporting procedures for deviations.
4. Monitor the workplace for risks, threats, and potential hazards, reporting them to supervisors as necessary.
5. Minimize wastage by effectively using resources, conserving energy, and properly handling and storing waste materials.
6. Follow organizational procedures for safe machine handling, including proper shutdown when not in use and correct storage of hazardous substances.
7. Use personal protective equipment (PPE) per protocol to ensure workplace safety.
8. Participate in first aid, CPR, and emergency response training, reporting health and safety concerns.
9. Support supervisors and team members in enforcing organizational policies and ensuring quality, safety, and environmental standards compliance.
10. Seek clarifications on policies and procedures from supervisors and authorized personnel while ensuring documentation and compliance with reporting protocols.

Unit 10.1: Ethical Practices, Compliance, and Governance

Unit Objectives

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

1. Explain the importance of ethical, legal, and regulatory compliance in the apparel industry, including customer and country-specific requirements.
2. List organizational policies, procedures, and reporting protocols to ensure compliance with legislation and ethical standards.
3. Discuss clarifications from supervisors or authorised personnel on policies, procedures, and responsibilities.
4. Discuss sustainability guidelines, including responsible waste disposal and equipment handling to reduce environmental impact.

Resources to be Used

Whiteboard, markers, projector, presentation slides, printouts of organisational policies, compliance manuals, case study handouts, posters on sustainability practices, waste disposal bins (for demonstration), sample reporting formats, flip charts, sticky notes, pens

Do

- Begin the session with an example of workplace compliance or non-compliance to capture interest.
- Present the objectives clearly and relate them to real-life workplace practices.
- Use posters and visuals to explain ethical practices and sustainability in simple terms.
- Encourage participants to share their own understanding of compliance and governance.
- Involve the class in a small demonstration or group activity on reporting procedures.

Say

- Good morning everyone, I'm really excited to see you all here today as we explore how ethics, compliance, and governance shape our work in the apparel industry.
- Today, our session will focus on understanding the importance of ethical practices, organisational policies, and sustainable daily actions.
- By learning these concepts, you'll not only become more responsible professionals but also contribute to building a safe, fair, and environmentally conscious workplace.

Ask

- Have you ever seen a safety rule or policy being ignored in your daily life? What happened?
- Why do you think organisations insist on punctuality, proper reporting, and compliance with rules?
- What are some simple ways we can reduce waste in our homes or workplaces?

Explain

- Ethical and value-based governance ensures fairness, transparency, and trust in the workplace.
- Compliance with legal, regulatory, and customer requirements helps avoid penalties and protects an organisation's reputation.
- Organisational policies guide employees on roles, responsibilities, and reporting procedures.
- Deviation reporting helps in early identification and correction of issues to maintain quality and standards.
- Seeking clarification from supervisors ensures there is no misunderstanding of policies or responsibilities.
- Sustainable consumption practices involve using resources wisely, conserving energy, and minimising waste.
- The safe handling of equipment and materials ensures workplace safety and minimises risks.
- Adoption of eco-friendly solutions contributes to reducing environmental impact while maintaining efficiency.
- Employees play a role in ensuring compliance and governance by adhering to policies, reporting hazards, and supporting organisational objectives

Elaborate

- The importance of an ethical and value-based approach to governance helps employees act with honesty, fairness, and responsibility, which in turn builds trust within the organisation and with its customers.
- Benefits to the self and the organisation include improved career growth, reduced risk of penalties, increased productivity, and a positive work culture.
- Procedures to follow when legal, regulatory, and ethical requirements are not met include reporting the deviation, documenting the issue, informing supervisors, and participating in corrective actions.
- Organisational policies and procedures within self-authority and reporting deviations teach employees when they can act independently and when they need to escalate to supervisors.
- Reporting deviations from regulatory requirements ensures issues are corrected promptly and prevents larger problems from arising.
- Implementation of sustainable consumption practices in daily work emphasises reducing waste, using energy-efficient practices, safe disposal of materials, and adopting eco-friendly processes

Demonstrate

Show how to fill a basic deviation reporting form by using a sample template, highlighting where to note down the issue, supervisor's acknowledgment, and corrective actions taken

Activity

1. **Name of the Activity:** Policy Compliance Role Play
2. **Objective of the Activity:** To practice identifying non-compliance and reporting it as per organisational procedures
3. **Resources:** Sample organisational policy handouts, sample reporting formats, pens, and role cards
4. **Time Duration:** 25 minutes
5. **Instructions:**
   - Divide the participants into small groups
   - Give each group a policy handout and a role card showing a non-compliance scenario (e.g., improper waste disposal, late attendance, ignoring safety instructions)
   - Ask each group to identify the issue, discuss what should be done, and complete a sample reporting form
   - Each group presents its case and reporting process to the class
6. **Outcome:** Participants will understand how to identify non-compliance and apply organisational procedures to report and correct it

Notes for Facilitation

- Encourage open discussions and make participants feel at ease when sharing their experiences.
- Keep explanations simple and link them to practical workplace scenarios
- Emphasise that ethical practices are not just rules but values that shape professionalism
- Clarify the difference between self-authority and matters that must be reported to supervisors
- Reinforce the idea that sustainability is not an extra effort but a daily habit at work
- Stress that documenting deviations and corrective actions is as significant as following the policies

Unit 10.2: Organisational Procedures, Reporting, and Responsibilities

Unit Objectives

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

1. Discuss punctuality, attendance, and accountability following workplace policies.
2. Discuss reporting procedures for deviations, risks, and regulatory compliance issues.
3. Analyse team coordination, enforce organisational guidelines and maintain accurate documentation.

Resources to be Used

Whiteboard, markers, projector, presentation slides, printouts of workplace policies, sample attendance registers, sample deviation reporting forms, compliance manuals, organisational performance charts, posters on environmentally friendly processes, flip charts, sticky notes, pens

Do

- Begin the session by connecting the importance of punctuality and responsibility to daily work performance.
- Use real workplace forms like attendance registers or reporting templates as teaching aids.
- Encourage participants to discuss how team coordination helps meet organisational standards.
- Emphasise the link between personal responsibility and environmental sustainability practices.
- Engage participants in a practical demonstration of reporting deviations.

Say

- Good morning, everyone. It's wonderful to have you all here today to discuss how responsibility and reporting shape our workplace.
- In this session, we'll explore personal responsibility, proper reporting procedures, and the ways we can support supervisors and teams to keep everything running smoothly.
- Understanding these practices is essential because they not only improve your performance but also ensure compliance, foster teamwork, and contribute to a greener workplace.

Ask

- Why do you think coming to work on time affects your performance and your team's performance?
- What would you do if you notice something unsafe or unusual happening in your workplace?
- How can small actions, such as switching off machines or lights, help both the organisation and the environment?

Explain

- Punctuality and attendance reflect accountability and discipline in the workplace.
- Personal responsibility means being reliable, owning your actions, and meeting deadlines.
- Reporting deviations ensures problems are quickly identified, corrected, and documented.
- Risks and compliance issues must be escalated to supervisors to maintain safety and standards.
- Team coordination is essential to meet organisational goals and maintain smooth operations.
- Supporting supervisors and colleagues helps enforce guidelines and maintain efficiency.
- Accurate documentation of reports, attendance, and performance is crucial for audits and monitoring.
- Organisational standards include policies on safety, quality, sustainability, and ethical practices.
- Greening solutions involve reducing energy use, minimising waste, and adopting eco-friendly practices.
- Continuous support to organisational performance ensures long-term growth and improved workplace culture.

Elaborate

- The importance of personal responsibility in the workplace ensures that employees stay accountable, manage their time effectively, and maintain discipline, which directly improves productivity and teamwork.
- Reporting procedures for deviations, risks and regulatory compliance issues emphasise the need for immediate reporting, using standard formats, and ensuring supervisors are informed to maintain compliance.
- Support to supervisors and team members in enforcing organisational considerations highlights the collective role employees play in upholding standards and ensuring policies are followed.
- Meeting organisational standards, greening solutions policies and regulations teaches employees how to align their work with environmental and regulatory expectations for sustainability and compliance.
- Improving and supporting organisational performance and environmentally friendly processes focuses on small actions like proper machine handling, waste reduction, and energy conservation that will enhance workplace efficiency and protect the environment

Demonstrate

Demonstrate how to complete a sample attendance register and a deviation reporting form, explaining how punctuality and proper reporting are documented, and why accuracy is crucial.

Activity

1. **Name of the Activity:** Reporting and Responsibility Practice
2. **Objective of the activity:** To practice documenting punctuality and reporting a workplace deviation correctly
3. **Resources:** Sample attendance registers, deviation reporting forms, pens, organisational policy handouts
4. **Time Duration:** 30 minutes
5. **Instructions:**
   - Divide participants into pairs or small groups
   - Provide each group with a sample attendance register and reporting form
   - Ask them to first mark attendance for a week, including cases of late arrival and absence
   - Next, please give them a workplace situation, such as improper waste disposal or equipment misuse and ask them to record it in the deviation reporting form.
   - Review the entries as a class and discuss the importance of accuracy and timeliness in documentation.
6. **Outcome:** Participants will understand how to maintain attendance records and complete reporting forms, linking responsibility to workplace compliance

Notes for Facilitation

- Encourage active participation by relating the discussion to daily habits of punctuality and responsibility.
- Use clear and straightforward language to explain reporting formats and organisational standards.
- Stress the importance of accurate documentation as a professional responsibility.
- Highlight how supporting supervisors and colleagues creates a culture of teamwork and efficiency.
- Reinforce that greening solutions and eco-friendly practices are also part of personal responsibility.
- Emphasise that timely reporting prevents minor issues from turning into significant risks

Answers to Exercises for PHB

Answer the following questions by choosing the correct option:

1. c. Enhanced transparency and accountability
2. c. Conduct an internal investigation and assessment
3. c. Using energy-efficient machines and switching them off during idle times
4. c. Report it to your supervisor or maintenance team
5. c. Reusing treated water and upcycling fabric waste

Answer the following questions briefly.

1. Refer Unit 10.1: Ethical Practices, Compliance, and Governance

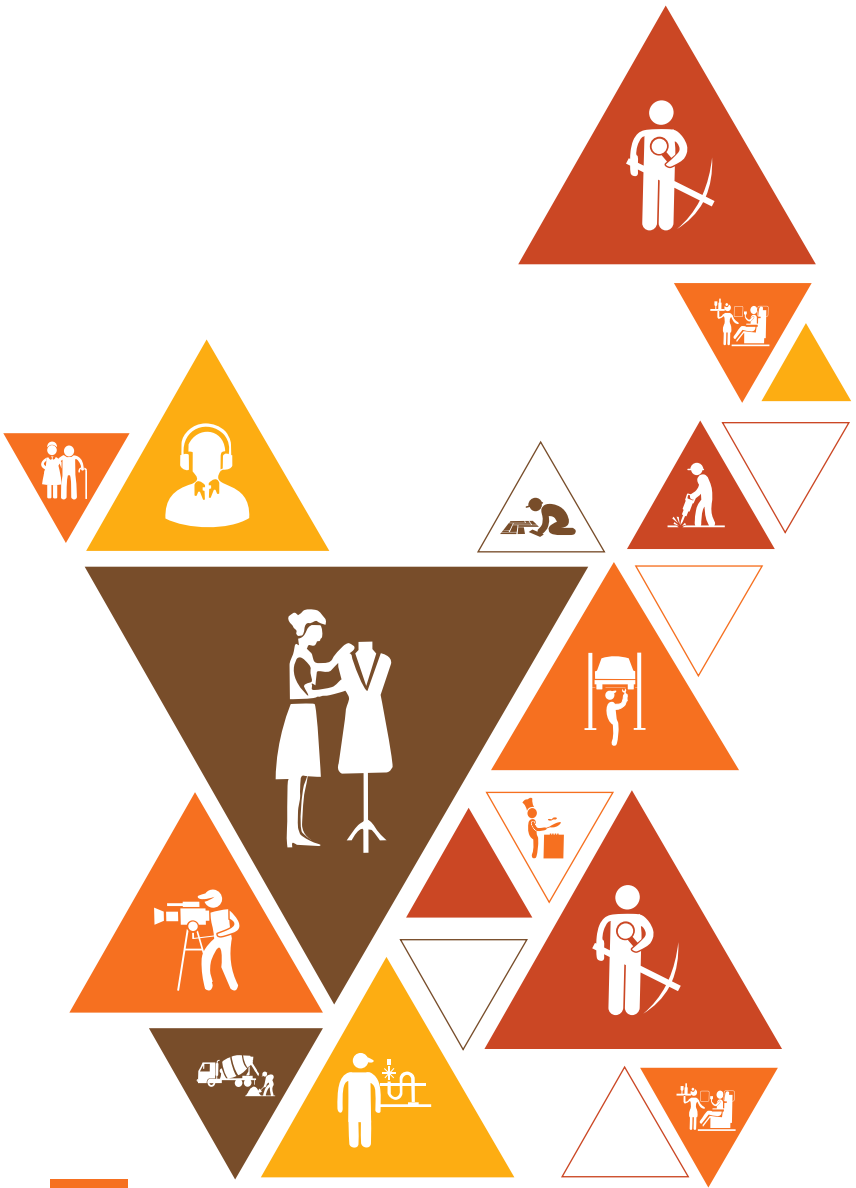
   Topic: 10.1.1 Importance of an Ethical and Value-Based Approach to Governance Benefits to Self and the Organisation
2. Refer Unit 10.1: Ethical Practices, Compliance, and Governance

   Topic: 10.1.2 Procedures to Follow When Legal, Regulatory, and Ethical Requirements Are Not Met
3. Refer Unit 10.1: Ethical Practices, Compliance, and Governance

   Topic: 10.1.4 Implementation of Sustainable Consumption Practices in Daily Work
4. Refer Unit 10.2: Organisational Procedures, Reporting, and Responsibilities

   Topic: 10.2.2 Reporting Procedures for Deviations, Risks and Regulatory Compliance Issues
5. Refer Unit 10.2: Organisational Procedures, Reporting, and Responsibilities

   Topic: 10.2.3 Support to Supervisors and Team Members in Enforcing Organisational Considerations



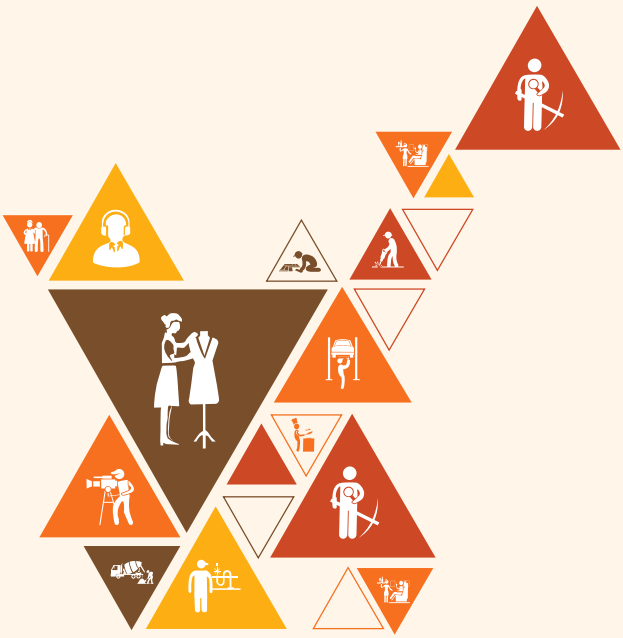
Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

11. Employability Skills



DGT/VSQ/N0102

Employability Skills is available at the following location

https://www.skillindiadigital.gov.in/content/list

Employability Skills

Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

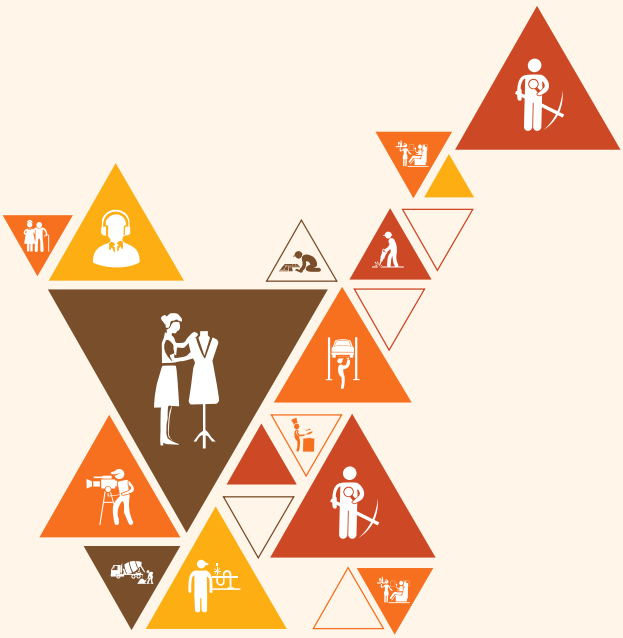
A National Initiative with NSDC
APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

12. 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:	QC Executive – Stitched Items		
Qualification Pack Name & Ref. ID	QC Executive – Stitched Items, AMH/Q1401		
Version No.	4.0	**Version Update Date**	18/02/2028
Pre-requisites to Training (if any)	NA		
Training Outcomes	**After completing this programme, participants will be able to:** 1. Introduction to QC Executive – Sewing Line 2. Identify the quality of raw material. 3. Inspect the quality of raw material. 4. Inspect the quality of product during stitching. 5. Correction of stitching defects. 6. Identify the finishing process for stitched garment. 7. Inspect the finished garment. 8. Coordinate with different departments. 9. Maintain health, safety and security at workplace. 10. Comply with industry, regulatory and organizational requirements. 11. Soft Skills: Bridge Module		

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
1.	**Introduction and Orientation to QC Executive – Sewing Line**	**Overview of QC Executive in Apparel Industry**	• Describe the size and scope of the apparel industry. • Describe various employment opportunities for a 'QC Executive – Sewing Line' in the apparel industry. • Explain the roles and responsibilities of a 'QC Executive – Sewing Line'. • Describe the apparel production process and the role that the 'QC Executive – Sewing Line' plays in the process.	Bridge Module	Classroom lecture / PowerPoint Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Black/ Smart Board, Marker & Chalk, Duster	3 Theory (3:00) Practical (0:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
2.	**Identify the quality of raw material**	**Workplace Safety and Cleanliness**	• Describe the organizational safety norms applicable in the sewing line. • Inspect the work area to ensure it is free from hazards. • Maintain cleanliness of the work area as per organizational standards. • Evaluate the effectiveness of safety and cleanliness measures in maintaining workplace efficiency.	AMH/N1401 PC1, PC2	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster Tech pack / spec sheet/ trim card/ size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper),record maintenance sheet & reporting format, dress form(preferably woman, size m),	8 Theory (4:00) Practical (4:00)
		Ensuring Product Quality Standards	• Explain the quality specifications relevant to garment production. • Apply inspection methods to check if work is carried out as per quality requirements. • Analyse deviations between actual production output and specified quality standards. • Evaluate corrective actions to ensure adherence to quality specifications.	AMH/N1401 PC3			7 Theory (4:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Inspection of Raw Materials and Patterns	• Identify the various raw materials used in garment production and their quality parameters. • Inspect received raw materials for visible and hidden defects. • Check accuracy of patterns and templates before fabric cutting. • Assess the role of raw material and pattern inspection in reducing defects during production.	AMH/N1401 PC4, PC5		machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/ strike off/ pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5 thread overlock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table, trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer,	6 Theory (3:00) Practical (3:00)
		Machine Settings and Attachments	• Describe different machine settings and attachments used in sewing line operations. • Inspect and verify machine settings against production standards. • Apply organizational procedures to adjust machine settings and attachments. • Evaluate the impact of incorrect machine settings on garment quality and production efficiency.	AMH/N1401 PC6			6 Theory (3:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Quality Monitoring and Control	• Explain the purpose and importance of control charts in monitoring quality. • Prepare and implement control charts to track production quality. • Analyse data and results of quality monitoring in relation to product specifications. • Interpret quality monitoring records using workplace documents such as work orders, trim cards, and measurement charts.	AMH/N1401 PC7, PC8		projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (eg: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, eg: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims and accessories, color check light box(-color matching cabinet),pantone shade card, students notes/ manuals.	5 Theory (2:00) Practical (3:00)
		Documentation and Reporting	• Describe the types of documents related to garment inspection. • Maintain inspection records according to organizational procedures. • Apply proper documentation methods to record inspection outcomes. • Evaluate the importance of accurate and timely documentation for process improvement and compliance.	AMH/N1401 PC9			5 Theory (2:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
3.	**Inspect the quality of raw material**	**Workplace Safety and Compliance**	• Explain the safety norms applicable in a garment production work area. • Inspect the work area to identify hazards and risks. • Apply organizational procedures to remove or control hazards. • Demonstrate compliance with safety codes of conduct in daily operations. • Evaluate the effectiveness of hazard identification and prevention measures. • Report workplace hazards to appropriate personnel using correct communication channels. • Propose improvements for safer and more compliant work practices.	AMH/N1401 PC1	Classroom lecture / Power-Point Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster Tech pack / spec sheet/ trim card/ size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper),record maintenance sheet & reporting format, dress form(preferably woman, size m),	8 Theory (4:00) Practical (4:00)
		Workplace Cleanliness and Organisation	• Describe the importance of cleanliness in a production work area. • Inspect the work area to ensure it meets organizational standards for cleanliness. • Apply routine cleaning and housekeeping practices during production. • Assess the role of workplace organization in preventing quality issues.	AMH/N1401 PC2			8 Theory (3:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Demonstrate adherence to protocols for maintaining a clean and efficient workspace. • Evaluate the impact of unclean work environments on worker safety and product quality. • Recommend strategies to improve housekeeping in the sewing line.			machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/ strike off/ pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5 thread overlock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table, trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer,	
		Quality Specifications in Production	• Identify the quality specifications defined for garment production. • Apply inspection procedures to check compliance with quality standards. • Demonstrate methods to ensure work processes align with required quality levels. • Analyse production deviations from quality specifications and suggest corrections. • Evaluate the outcomes of quality assurance measures implemented in the production process. • Record findings related to compliance with specified quality requirements. • Communicate quality-related observations to supervisors for corrective action.	AMH/N1401 PC3			8 Theory (3:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Raw Material and Pattern Inspection	• Describe the common defects found in raw materials used for garment production. • Inspect raw materials to ensure they meet specified quality standards. • Apply systematic sampling methods to check raw material quality. • Identify the accuracy and alignment of patterns and templates before fabric cutting. • Analyse the effect of defective raw materials on the overall production quality. • Demonstrate correct inspection techniques for both raw materials and patterns. • Evaluate the importance of pre-production inspection in reducing wastage and defects.	AMH/N1401 PC4, PC5		projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (eg: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, eg: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims and accessories, color check light box(-color matching cabinet),pantone shade card, students notes/ manuals.	8 Theory (2:00) Practical (6:00)
		Machine Settings and Attachments	• Explain the function of different machine settings and attachments in garment production. • Inspect and verify that machine settings comply with production requirements. • Apply necessary adjustments to machine attachments based on product specifications.	AMH/N1401 PC6			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Control Charts and Quality Monitoring	• Describe the role of control charts in monitoring garment production quality. • Prepare control charts as per workplace procedures to track quality parameters. • Implement control chart monitoring during production processes. • Analyse data recorded on control charts against product specifications. • Interpret findings using documents such as work orders, trim cards, and pilot samples. • Evaluate corrective actions required when deviations are identified in control charts. • Demonstrate systematic recording and interpretation of quality monitoring results.	AMH/N1401 PC7, PC8		De-mon-strate knowledge of standard operating procedures for machine setup. Analyse the impact of improper machine settings on garment quality. Evaluate mainte-nance practices that ensure correct ma-chine per-formance. Propose im-provements for machine setting processes to reduce errors.	8 Theory (2:00) Practical (6:00)
		Documen-tation and Record Mainte-nance	• Identify the key documents required for inspection in garment production. • Maintain inspection-related documents according to organizational guidelines. • Apply correct documentation practices to ensure accuracy and traceability. • Demonstrate how to record inspection data in approved formats.	AMH/N1401 PC9			4 Theory (2:00) Practical (2:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Evaluate the role of documentation in quality assurance and compliance. • Communicate documented findings effectively to superiors for decision-making. • Recommend improvements for maintaining effective inspection documentation systems.				
4.	**Inspect the quality of product during stitching**	**Workplace Safety and Hazard-Free Environment**	• Describe the importance of organizational safety codes in the stitching area. • Inspect the stitching work area to identify potential hazards. • Apply safety procedures to maintain a hazard-free workplace. • Demonstrate compliance with safety norms during stitching operations. • Analyse the risks associated with ignoring safety guidelines. • Evaluate the effectiveness of preventive safety measures in the sewing line. • Propose improvements to ensure better workplace safety. • Report hazard-related observations to supervisors accurately.	AMH/N1402 PC1	Classroom lecture / PowerPoint Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster Tech pack / spec sheet/ trim card/ size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards,	8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Cleanliness and Organizational Standards	• Explain the role of cleanliness in garment stitching operations. • Inspect the stitching area to ensure it meets organizational cleanliness standards. • Apply proper cleaning practices before and after stitching work. • Demonstrate systematic housekeeping routines in the stitching section. • Analyse the effects of poor cleanliness on stitching quality and safety. • Evaluate how an organized workspace improves efficiency and quality. • Propose methods to enhance cleanliness in the sewing line. • Record compliance of cleanliness standards as per company procedures.	AMH/N1402 PC2		basic stationary (pen, pencil, paper),record maintenance sheet & reporting format, dress form(preferably woman, size m),machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/ strike off/ pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5 thread overlock sewing machine and stools, flatlock machine or other specialized sewing machines and stools,	8 Theory (3:00) Practical (5:00)
		Adhering to Quality Specifications	• Identify the quality specifications applicable during stitching. • Inspect stitching processes to ensure they match required quality standards. • Apply corrective actions when deviations from specifications occur. • Demonstrate knowledge of quality assurance systems in stitching.	AMH/N1402 PC3			8 Theory (3:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Analyse common issues when quality specifications are ignored. • Evaluate the effectiveness of existing quality control practices. • Propose improvements to ensure consistent adherence to specifications. • Communicate observations on stitching quality to supervisors.			teacher's chair & table, trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer, projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (eg: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, eg: cotton as per req),fabric(surplus, muslin compulsory,	
		Quality Control During Stitching	• Explain the procedures for inspecting garments during stitching. • Inspect ongoing stitching processes to ensure quality compliance. • Apply inspection techniques to detect defects during stitching. • Demonstrate systematic monitoring of stitching quality at each stage. • Analyse deviations in stitching quality and suggest remedies. • Evaluate the role of in-process inspection in reducing final defects. • Propose solutions for maintaining consistent quality in stitching operations. • Record inspection findings to support quality monitoring.	AMH/N1402 PC4			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Sewing Room Opera-tions and Handling Methods	• Identify the correct handling methods used in stitching operations. • Inspect the application of work instructions in sewing room activities. • Apply proper tension and foot pressure during stitching. • Demonstrate adherence to operational guidelines while stitching garments. • Analyse the impact of incorrect handling on garment quality. • Evaluate the consistency of sewing room operations with quality standards. • Propose corrective actions for errors caused by improper handling. • Record compliance with handling standards in inspection documents.	AMH/N1402 PC5		other types as per req) trims and accessories, color check light box(-color match-ing cabi-net),pan-tone shade card, students notes/ man-uals.	8 Theory (3:00) Practical (5:00)
		Identifying Issues and Corrective Actions	• Explain common stitching issues such as puckering, shading, or curling. • Identify defects caused by incorrect stitch length, thread type, or needle damage. • Apply corrective actions to resolve defects during stitching. • Demonstrate defect detection methods for both fabric and seam issues.	AMH/N1402 PC6			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Analyse the root causes of stitching-related defects. • Evaluate the effectiveness of corrective measures applied to issues. • Propose improvements to prevent recurrence of common stitching problems. • Document detected issues and corrective actions taken.				
		Monitoring and Analysing Quality Data	• Describe the role of control charts in monitoring stitching quality. • Prepare control charts to track stitching parameters. • Implement control chart procedures during production. • Analyse quality monitoring data against specifications. • Interpret inspection results using workplace documents like trim cards and measurement charts. • Evaluate trends and deviations recorded in control charts. • Propose corrective measures based on quality monitoring data. • Demonstrate accurate documentation of quality monitoring and analysis.	AMH/N1402 PC7, PC8			7 Theory (1:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Defect Handling and Final Quality Standards	• Identify defects in stitched garments through systematic inspection. • Suggest corrections for mendable defects in stitched garments. • Apply rejection procedures for garments not meeting quality specifications. • Demonstrate decision-making in classifying garments as pass, rework, or reject. • Analyse the importance of rejecting substandard garments in maintaining brand quality. • Evaluate stitched garments against organizational quality parameters. • Propose quality improvement measures to reduce defect rates. • Record final inspection findings for stitched garments as per workplace requirements.	AMH/N1402 PC9, PC10			5 Theory (2:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
5.	**Correction of stitching defects**	**Workplace Safety Awareness**	• Recognize hazards present in the stitching area. • Describe the organizational safety code of conduct relevant to stitching. • Apply preventive safety measures during defect correction. • Demonstrate compliance with hazard-free workplace practices. • Compare workplace hazards before and after applying safety standards. • Evaluate the impact of unsafe practices on garment quality. • Formulate strategies to minimize risks during stitching defect correction. • Report unsafe conditions following company procedure.	AMH/N1402 PC1	Classroom lecture / PowerPoint Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster Tech pack / spec sheet/ trim card/ size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper),record maintenance sheet & reporting format, dress form(preferably woman, size m),	8 Theory (2:00) Practical (6:00)
		Clean Work Environment Practices	• Identify the importance of cleanliness for defect-free stitching. • Describe organizational requirements for workplace hygiene. • Apply systematic cleaning practices to ensure smooth operations. • Demonstrate proper arrangement of tools and materials in sewing lines.	AMH/N1402 PC2			8 Theory (3:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Analyse how unclean environments contribute to stitching defects. • Evaluate compliance with workplace cleanliness benchmarks. • Develop improved housekeeping measures for sewing areas. • Record evidence of maintaining cleanliness during operations.			machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/ strike off/ pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5 thread overlock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table, trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer,	
		Quality Specifications in Correction	• Recall the specifications required for correcting stitching defects. • Identify gaps between current work and required quality standards. • Apply corrective steps to align with quality specifications. • Demonstrate adjustments needed to restore product quality. • Analyse cases where stitching corrections improve output quality. • Evaluate how corrective measures meet customer expectations. • Formulate recommendations to prevent future deviations from standards. • Document actions taken to maintain quality specifications.	AMH/N1402 PC3			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Inspection During Stitching Correction	• Explain the procedure of inspecting garments while defect correction is ongoing. • Identify stitching faults during real-time operations. • Apply inspection methods to check if corrections are effective. • Demonstrate observation techniques to monitor garment quality. • Analyse differences between pre-corrected and post-corrected stitching. • Evaluate the efficiency of in-process inspection methods. • Develop strategies for early detection of recurring stitching faults. • Record observations of defects found during corrections.	AMH/N1402 PC4		projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (eg: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, eg: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims and accessories, color check light box(-color matching cabinet),pantone shade card, students notes/ manuals.	8 Theory (3:00) Practical (5:00)
		Sewing Operations and Work Handling Accuracy	• Recall the correct handling methods for sewing during corrections. • Identify the effect of tension, needle pressure, and foot pressure on corrections. • Apply proper handling instructions while fixing stitching defects. • Demonstrate use of correct tools and attachments for correction tasks.	AMH/N1402 PC5			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Analyse how improper handling causes recurring defects. • Evaluate whether corrected operations match standard requirements. • Propose improvements in handling techniques to avoid future errors. • Maintain reports of handling checks carried out during correction.				
		Identifying Root Causes of Defects	• List common stitching defects such as shading, puckering, and curling. • Identify the cause of each type of defect in the sewing line. • Apply corrective techniques specific to stitch length, thread compatibility, and needle selection. • Demonstrate systematic defect identification during correction. • Analyse the connection between root cause and corrective action. • Evaluate the results of corrective measures applied in stitching. • Develop a checklist for identifying stitching defect causes. • Record causes and applied corrective measures in reports.	AMH/N1402 PC6			7 Theory (3:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Monitoring Tools and Data Analysis	• Recall the purpose of using control charts for quality correction. • Prepare control charts to track correction effectiveness. • Implement workplace procedures for monitoring during corrections. • Demonstrate how to interpret data from inspection records and style history files. • Analyse variations shown in charts and documentation. • Evaluate data trends to predict correction needs. • Propose data-driven corrective actions for stitching processes. • Record and file results of data analysis systematically.	AMH/N1402 PC7, PC8			7 Theory (1:00) Practical (6:00)
		Final Correction Outcomes and Rejection Standards	• Identify garments that require correction or rejection after inspection. • Suggest corrective measures for recoverable defects. • Apply rejection procedures for garments that fail to meet quality standards. • Demonstrate decision-making in sorting corrected garments. • Analyse the importance of rejecting defective garments to protect brand value.	AMH/N1402 PC9, PC10			5 Theory (2:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Evaluate the final stitched garments against quality standards. • Formulate recommendations to improve correction processes. • Document the final inspection results of corrected garments.				
6	**Identify the finishing process for stitched garment**	**Workplace Safety and Cleanliness**	• Recognize workplace hazards in finishing operations. • Describe cleanliness standards as per organizational norms. • Apply preventive safety and hygiene practices in finishing areas. • Demonstrate compliance with workplace safety and cleanliness protocols. • Analyse how unclean environments affect garment finishing quality. • Evaluate workplace safety performance against organizational code of conduct. • Formulate methods to maintain hazard-free finishing sections. • Report unsafe or unclean conditions using proper procedures.	AMH/N1403 PC1, PC2	Classroom lecture / PowerPoint Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster Tech pack / spec sheet/ trim card/ size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper),	8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Quality Specifications in Finishing	• Recall the finishing quality specifications set by the organization and buyers. • Identify deviations from required quality standards in finishing. • Apply corrective finishing measures to align with specifications. • Demonstrate adherence to standards while performing finishing operations. • Analyse the role of finishing in meeting customer satisfaction. • Evaluate garments for compliance with required specifications. • Develop strategies for preventing finishing errors. • Document inspection results in accordance with workplace requirements.	AMH/N1403 PC3		record maintenance sheet & reporting format, dress form(preferably woman, size m),machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/ strike off/ pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5 thread overlock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table,	8 Theory (3:00) Practical (5:00)
		Inspection of Special Finishing and Trimming	• Identify garments that require rectification after special finishing processes. • Inspect garments during trimming to ensure defect-free results. • Perform random quality checks on garments after trimming. • Demonstrate effective inspection methods during finishing stages.	AMH/N1403 PC4, PC5, PC6			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Analyse common trimming and finishing issues. • Evaluate the effectiveness of inspection during trimming and special processes. • Formulate corrective steps for defects found during trimming and finishing. • Record trimming inspection outcomes systematically.			trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer, projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (eg: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, eg: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims	
		Handling Defects and Rejections	• Identify damaged garments during finishing operations. • Apply rejection procedures for garments not meeting quality standards. • Demonstrate methods to handle damages as per organizational requirements. • Analyse the consequences of passing defective garments to later stages. • Evaluate the effectiveness of corrective measures applied during defect handling. • Develop preventive measures for minimizing damages during finishing. • Propose strategies for reducing rejection rates. • Record rejected and damaged garment data for analysis.	AMH/N1403 PC7			8 Theory (3:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Pressing and Packing Operations	• Identify the steps involved in pressing and packing operations. • Demonstrate correct methods of pressing garments to meet buyer requirements. • Apply inspection techniques during packing to ensure compliance. • Explain common pressing faults, their causes, and corrective actions. • Analyse the impact of improper pressing on garment appearance and quality. • Evaluate pressing and packing against manufacturer's and buyer's instructions. • Develop guidelines for preventing pressing and packing errors. • Record and report pressing and packing outcomes.	AMH/N1403 PC8, PC9		and accessories, color check light box(color matching cabinet),pantone shade card, students notes/ manuals.	8 Theory (2:00) Practical (6:00)
		Ensuring Final Quality Standards	• Recall parameters of final garment quality standards. • Apply specified quality checks to finished garments. • Demonstrate proper handling to minimize damages during finishing. • Analyse the relationship between finishing processes and overall garment quality.	AMH/N1403 PC10			8 Theory (3:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Evaluate finished garments against buyer-approved standards. • Formulate corrective actions for garments failing to meet final quality standards. • Propose improvements to enhance garment finishing quality. • Record final garment quality assessments accurately.				
		Auditing and Quality Assurance	• Identify the steps involved in auditing packed goods before shipment. • Apply auditing techniques to verify compliance with buyer quality assurance. • Demonstrate procedures for checking goods before offering them to buyer QA. • Analyse audit findings to identify quality gaps. • Evaluate the effectiveness of the internal audit process. • Develop action plans to resolve issues found during audits. • Propose methods for improving the audit process in finishing. • Document audit results for organizational records and buyer communication.	AMH/N1403 PC11			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Monitoring and Continuous Improvement	• Recall the purpose of control charts in quality monitoring during finishing. • Prepare control charts to track garment finishing performance. • Apply continuous monitoring techniques during production finishing. • Demonstrate effective reporting of quality issues to supervisors. • Analyse data trends from monitoring and feedback. • Evaluate the impact of continuous feedback on finishing improvements. • Develop strategies for continuous process improvement in finishing. • Record and communicate feedback on garment quality consistently.	AMH/N1403 PC12, PC13			4 Theory (1:00) Practical (3:00)
7.	**Inspect the finished garment**	**Workplace Safety and Cleanliness**	• Describe workplace safety standards in relation to hazard-free work areas. • Inspect and maintain cleanliness of the workplace as per organizational norms. • Apply safety codes of conduct to minimize risks in inspection areas. • Evaluate the role of workplace safety and hygiene in ensuring product quality.	AMH/N1403 PC1, PC2	Classroom lecture / PowerPoint Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster Tech pack / spec sheet/ trim card/ size chart ,reference garment, made-ups and home furnishing samples,	8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Adherence to Quality Specifications	• Explain the significance of adhering to defined quality specifications. • Demonstrate inspection of processes to ensure compliance with buyer and organizational standards. • Analyse deviations from quality standards and suggest corrective measures. • Evaluate how consistent adherence impacts final garment quality.	AMH/N1403 PC3		historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper),record maintenance sheet & reporting format, dress form(preferably woman, size m),machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/ strike off/ pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools,	8 Theory (2:00) Practical (6:00)
		Special Finishing and Rectification	• Inspect garments after special finishing processes to identify potential defects. • Demonstrate methods for sending defective pieces for rectification. • Analyse common issues found in garments after finishing. • Evaluate corrective actions required to restore product quality.	AMH/N1403 PC4			8 Theory (2:00) Practical (6:00)
		Trimming and Defect-Free Assurance	• Inspect trimming processes for accuracy and neatness. • Perform random checks to ensure garments are free from trimming-related defects.	AMH/N1403 PC5, PC6			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Analyse frequent trimming-related issues such as loose threads or uneven cuts. • Evaluate effectiveness of trimming inspection in maintaining product quality.			industrial dnls sewing machine,5 thread over-lock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table, trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer, projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (eg: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples,	
		Damage Identification and Rejection	• Identify damages in garments based on set quality standards. • Demonstrate decision-making in rejecting substandard garments. • Analyse causes of garment damages during handling or production. • Evaluate rejection procedures in relation to minimizing defective output.	AMH/N1403 PC7			7 Theory (2:00) Practical (5:00)
		Pressing and Packing Operations	• Inspect pressing and packing operations to ensure accuracy and compliance. • Identify pressing faults and explain their causes with corrective actions. • Apply manufacturer's instructions and buyer requirements in setting parameters. • Evaluate efficiency of pressing and packing processes in delivering quality products.	AMH/N1403 PC8, PC9			7 Theory (2:00) Practical (5:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Meeting Quality Standards	• Ensure final garments meet all parameters of specified quality standards. • Demonstrate evaluation of stitched garment quality prior to shipment. • Analyse variances between finished product and standard requirements. • Evaluate strategies to maintain consistency in garment quality.	AMH/N1403 PC10		grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, eg: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims and accessories, color check light box(-color matching cabinet),pantone shade card, students notes/ manuals.	6 Theory (2:00) Practical (4:00)
		Auditing and Quality Monitoring	• Audit packed goods prior to shipment to ensure compliance with buyer QA. • Prepare and implement control charts to monitor quality during production. • Analyse recorded data in relation to product specifications. • Evaluate the role of auditing and monitoring in preventing defective shipments.	AMH/N1403 PC11, PC12			4 Theory (2:00) Practical (2:00)
		Continuous Quality Feedback	• Demonstrate giving structured feedback on garment quality. • Apply feedback mechanisms to support continuous improvement. • Analyse feedback data to identify recurring issues. • Evaluate the importance of feedback in sustaining long-term quality assurance.	AMH/N1403 PC13			4 Theory (2:00) Practical (2:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
8.	**Coordinate with different departments**	**Receiving and Following Instructions**	• Identify the purpose of receiving work instructions from superiors. • Demonstrate how to follow instructions provided by senior personnel. • Analyse the importance of feedback in ensuring work accuracy. • Apply instructions effectively to align with production requirements.	AMH/N1404 PC1	Classroom lecture / PowerPoint Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster Tech pack / spec sheet/ trim card/ size chart ,reference garment, made-ups and home furnishing samples, historic data on previous styles, bobbin, bobbin case, sewing needles, pins etc, defect marking materials, (stickers / colour coded stickers / tags), aql checklist and quality standards, basic stationary (pen, pencil, paper),record maintenance sheet & reporting format, dress form(preferably woman, size m),	8 Theory (2:00) Practical (6:00)
		Communication with Superiors on Processes and Products	• Describe how to communicate process flow improvements to superiors. • Report defects received from the previous process to higher authorities. • Analyse the need for timely reporting of machinery repairs and maintenance. • Evaluate the role of clear communication in resolving product or process issues.	AMH/N1404 PC2			8 Theory (2:00) Practical (6:00)
		Employee Management and Reporting	• Identify common employee management issues like shortages or performance concerns. • Report employee-related matters to the reporting superior.	AMH/N1404 PC3			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Analyse how communication on workforce issues impacts productivity. • Recommend solutions for addressing employee shortages and performance challenges.			machine tool kit (screw driver, screw etc.),operation bulletin ,garment templates, lab dips/ strike off/ pit loom samples, checking table, boxes for storage of assessed pieces, industrial snls sewing machine and stools, industrial dnls sewing machine,5 thread overlock sewing machine and stools, flatlock machine or other specialized sewing machines and stools, teacher's chair & table, trainees stools, students chairs with table arms ,dust bin, first aid & fire extinguisher, sewing kit(measuring tape, trimmer,	
		Hazard and Disruption Reporting	• Recognize potential hazards in the production environment. • Report expected disruptions to supervisors using organizational procedures. • Analyse the consequences of not reporting hazards or disruptions. • Propose preventive measures to avoid process delays and risks.	AMH/N1404 PC4			8 Theory (2:00) Practical (6:00)
		Rework Based on Feedback	• Identify the type of feedback provided by superiors on product, process, or people. • Demonstrate how to rework tasks based on superior's feedback. • Analyse the role of constructive feedback in improving work quality. • Modify work practices to integrate superior's suggestions effectively.	AMH/N1404 PC5			8 Theory (2:00) Practical (6:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
		Work Handover and Coordination	• Describe the steps in handing over completed work to a superior. • Demonstrate proper documentation and communication during handover. • Analyse the benefits of an effective handover process in production continuity. • Evaluate how coordination across departments ensures smooth workflow.	AMH/N1404 PC6		projector / lcd, scissors stationary set (note book, eraser, pencil etc) ,scale, variety (e.g.: straight etc, depending on type of garments etc), hanger (wood or plastic),previous inspection reports, washing samples, grey scale defect list, shrinkage test marker, dexterity test kit, sewing thread(surplus, e.g.: cotton as per req),fabric(surplus, muslin compulsory, other types as per req) trims and accessories, color check light box(-color matching cabinet),pantone shade card, students notes/ manuals.	8 Theory (3:00) Practical (5:00)
		Teamwork and Collaboration	• Identify the importance of teamwork in managing workload. • Demonstrate sharing of tasks with colleagues based on skills and availability. • Analyse how inter-departmental collaboration improves efficiency. • Recommend strategies to strengthen teamwork within and across departments.	AMH/N1404 PC7, PC8			7 Theory (1:00) Practical (6:00)
		Feedback and Problem-Solving with Departments	• Communicate workflow difficulties with colleagues to find mutual solutions. • Receive and interpret feedback from other departments to improve work quality.	AMH/N1404 PC9, PC10			5 Theory (1:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Analyse the importance of inter-departmental feedback for timely delivery. • Apply corrective actions to complete rework based on cross-department inputs.				
9.	**Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PWD) Sensitization**	**Adherence to Workplace Guidelines**	• Describe the importance of following organizational health, safety, gender, and PwD guidelines. • Demonstrate compliance with workplace safety and inclusivity norms. • Analyze the role of strict adherence to policies in preventing risks and ensuring equality. • Evaluate the impact of workplace sensitization on overall organizational culture. • Apply workplace policies to maintain safety and inclusivity on a daily basis.	AMH/N0620 PC1	Classroom lecture / PowerPoint Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster Training kit (trainer guide, presentations) Guide, presentations, Personal Protective Equipment, First Aid Kit, various kinds of fire extinguishers.	8 Theory (4:00) Practical (4:00)
		Safety Drills and Security Protocols	• Identify the objectives of participating in mock drills and evacuation exercises. • Demonstrate active participation in safety drills and group discussions on protocols. • Analyse the importance of preparedness in ensuring workplace security.	AMH/N0620 PC2			7 Theory (4:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Apply knowledge of drills and exercises to respond effectively in emergencies. • Evaluate the outcomes of mock drills in improving workplace safety standards.				
		Gender Equality and PwD Sensitization	• Describe the significance of gender equality and PwD awareness in the workplace. • Participate in sensitization and training programs to foster inclusivity. • Analyse barriers faced by women and PwDs in production environments. • Recommend strategies to promote gender equality and PwD integration. • Evaluate how sensitization programs improve workplace harmony and inclusivity.	AMH/N0620 PC3			6 Theory (3:00) Practical (3:00)
		Equipment Handling and Emergency Response	• Demonstrate safe handling and maintenance of workplace materials and equipment. • Perform first-aid and firefighting procedures as per organizational protocols. • Apply shutdown and evacuation protocols effectively in emergency situations.	AMH/N0620 PC4, PC5			5 Theory (2:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Analyse causes of common workplace accidents related to equipment handling. • Evaluate the role of proper material handling and emergency response in reducing risks.				
		Monitoring and Risk Management	• Identify risks and hazards in the workplace environment. • Monitor conditions to ensure safety standards for all, including PwDs. • Report hazards promptly using proper communication channels. • Analyse the importance of integrating gender equality principles in workplace safety. • Evaluate the effectiveness of risk management practices in ensuring sustainable safety.	AMH/N0620 PC6			4 Theory (2:00) Practical (2:00)
10.	**Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices**	**Organizational Standards and Sustainable Practices**	• Describe the importance of following organizational standards, policies, and legal regulations. • Demonstrate execution of tasks in compliance with eco-friendly solutions and workplace guidelines. • Apply sustainable consumption practices in routine operations.	AMH/N0621 PC1, PC2	Classroom lecture / PowerPoint Presentation / Question & Answer / Group Discussion	Charts, Models, Flip Chart, White-Board/ Smart Board, Marker, Duster Basic Stationery	8 Theory (4:00) Practical (4:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Analyse how adherence to regulations contributes to quality and environmental sustainability. • Evaluate the effectiveness of policies in promoting eco-friendly workplace culture.				
		Driving Eco-Friendly Performance	• Explain the role of environmentally friendly processes in enhancing organizational performance. • Demonstrate active participation in initiatives that drive eco-friendly practices. • Analyse barriers to adopting sustainable methods within production environments. • Recommend improvements that support transition to green practices. • Evaluate the impact of eco-friendly initiatives on organizational reputation and efficiency.	AMH/N0621 PC3			7 Theory (4:00) Practical (3:00)
		Safe Handling and Hazard Management	• Demonstrate safe handling of materials, equipment, and digital tools in line with workplace norms. • Perform cleaning and maintenance tasks effectively within agreed schedules.	AMH/N0621 PC4, PC5, PC6			6 Theory (3:00) Practical (3:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Identify unsafe equipment or hazardous situations and report promptly. • Analyse causes of workplace hazards related to unsafe handling. • Evaluate the importance of proactive maintenance and reporting in ensuring a hazard-free workplace.				
		Sustainable Cleaning and Maintenance	• Identify appropriate cleaning equipment and techniques for specific tasks. • Demonstrate the use of cleaning methods that promote efficiency and sustainability. • Apply eco-friendly maintenance practices to minimize waste and energy use. • Analyse how sustainable cleaning practices contribute to workplace safety. • Evaluate the benefits of integrating sustainability in maintenance operations.	AMH/N0621 PC7			5 Theory (2:00) Practical (3:00)
		Digital Asset Management and System Efficiency	• Demonstrate the process of requesting system or software upgrades to optimise performance. • Apply backup and security measures to ensure data integrity when using design software.	AMH/N0621 PC8, PC9			4 Theory (2:00) Practical (2:00)

SL	Module Name	Session name	Session Objectives	NOS	Methodology	Training Tools/Aids	Duration (hours)
			• Maintain digital records of design work in an organized manner for future accessibility. • Analyse the significance of data management in supporting workplace efficiency. • Evaluate strategies for improving digital sustainability through efficient storage and secure handling.				
Total Duration							**Theory: 156:00** **Practical: 294:00**
Employability Skills (DGT/VSQ/N0102) **https://www.skillindiadigital.gov.in/content/list**							**60:00**
OJT Duration (Mandatory)							**60:00**
Total							**Theory + Practical + ES 570:00**

Annexure II

Assessment Criteria

CRITERIA FOR ASSESSMENT OF TRAINEES

Assessment Criteria for QC Executive – Stitched Items	
Job Role	**QC Executive – Stitched Items**
Qualification Pack	**AMH/Q1401 , 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/N0620: Promote and sustain safety, health, and security in workplace, while fostering Gender and Persons with Disabilities (PwD) Sensitization	PC1 Demonstrate strict adherence to health, safety, gender, and PwD (People with Disability) guidelines governing the work-place environment.	4	2	1
	PC2 Engage actively in mock drills, evacuation exercises, and group discussions pertaining to workplace safety and security pro-tocols.	4	2	1
	PC3 Participate in advanced training and sensitization programs focused on gender equality and PwD awareness, facilitating a more inclusive workplace environment.	4	2	1
	PC4 Execute proper handling and maintenance of materials and equipment in accordance with established protocols and standards.	3	2	1
	PC5 Exhibit proficiency in performing first-aid, firefighting, and other emergency response procedures, promptly adhering to organizational shutdown and evacuation protocols when necessary.	4	2	1
	PC6 Monitor workplace conditions, identify risks, report promptly, ensure safety, including for individuals with disabilities, and uphold gender equality principles.	3	2	1
	NOS Total	**22**	**12**	**6**

AMH/N0621: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices	PC1 Execute job responsibilities according to organizational standards, with a strong emphasis on eco-friendly solutions, while strictly adhering to established procedures, policies, and legal regulations.	2	1	1
	PC2 Implement and uphold organizational policies and procedures, integrating sustainable consumption practices into daily operations.	2	1	1
	PC3 Actively engage in enhancing organizational performance by driving the transition towards environmentally friendly processes and practices.	2	1	1
	PC4 Safely handle materials, equipment, computers, and software to maintain a clean and hazard free work environment, actively supporting the adoption of eco-friendly practices throughout the workplace.	3	2	2
	PC5 Perform routine maintenance and cleaning tasks within assigned duties and agreed-upon schedules, effectively managing any interruptions to workflow.	3	1	1
	PC6 Immediately report any instances of unsafe equipment or hazardous incidents to the appropriate personnel to ensure swift resolution and mitigate risks.	2	1	1
	PC7 Utilize appropriate cleaning equipment and techniques tailored to specific tasks, promoting efficiency and sustainability in workplace maintenance.	2	1	1
	PC8 Proactively request system or software upgrades as necessary to optimize work efficiency, while also maintaining backup files to ensure data integrity and security when using various design software.	2	1	1
	PC9 Maintain digital copies of design work in organized files for future reference, ensuring accessibility and preservation of valuable project assets.	2	1	1
	NOS Total	**20**	**10**	**10**
AMH/N1401: Identify and assess the quality of raw material	PC1. Inspect the work area is free from hazards as per the organizational code of conduct safety norm of the organization	2	3	0.5
	PC2. Inspect the work area and check for the cleanliness and as per the organizational standards	2	3	0.5
	PC3. Ensure that the work is carried out as per the quality specifications mentioned	2	5	1
	PC4. Randomly inspect and check the various types of raw materials received are free fromdefects and is as per the quality standards	2	15	2
	PC5. Identify and inspect the accuracy of pattern and template before cutting of fabric	2	15	2
	PC6. Identify and check the machine setting and attachments as per production standards	3	10	1
	PC7. Control charts are prepared and implemented to monitor quality during production accordingto workplace procedures	3	10	1
	PC8. Analyse and interpret in relation to product specification, the data and results of quality monitoring and recorded according to the workplace procedures like work order, trim card,style history file, measurement charts and approved pilot sample.	2	8	1
	PC9. Maintain all documents related to inspection	2	6	1
	NOS TOTAL	**20**	**75**	**10**

AMH/N1402: Identify and assess the quality in sewing room	PC1. Inspect the work area is free from hazards as per the organizational code of conduct	1	1	0.5
	PC2. Inspect the work area and check for thecleanliness and as per the organizational standards	1	1	0.5
	PC3. Ensure that the work is carried out as per the quality specifications mentioned	2	2	1
	PC4. Inspect and check the quality during thestitching process	2	12	2
	PC5. Identify and inspect the handling methods, work instructions, tension, footpressure of sewing room operations	2	9	1
	PC6. Identify the issues in terms of cause and corrective actions required, like the stitch length, thread compatibility, curling, shading, uneven panels, pulling or puckering, stretching,needle type and needle damage.	3	10	1
	PC7. Control charts are prepared and implemented to monitor quality during production according to workplace procedures	3	10	1
	PC8. Analyze and interpret in relation to product specification, the data and results ofquality monitoring and recorded according tothe workplace procedures	2	5	1
	PC9. Identify defects (if any), suggest corrections and reject the parts or garment which do notmeet the quality specifications	2	10	1
	PC10. Ensure that the stitched garment meetthe parameters of the quality standard	2	15	1
	NOS Total	**20**	**75**	**10**
AMH/N1403: Identify and assess the quality after finishing of garment	PC1 Inspect the work area is free from hazards as per organizational code of conduct	1	1	0.5
	PC2 Inspect the work area and check for thecleanliness and as per the organizational standards	1	1	0.5
	PC3 Ensure that the work is carried out as perthe quality specifications mentioned.	1	2	0.5
	PC4 Inspect the garments after it has come from any special finishing process and send for rectification in case of any defect or quality issue	1	15	0.5
	PC5 Inspect and check the quality during thetrimming process	1	7	1
	PC6 Perform a random check to see if garments are free from defects and trimmingprocess	1	10	1
	PC7 Inspect and handle damages as per thequality standards and reject pieces which do not meet the quality specifications	2	12	1
	PC8 Identify and inspect the pressing andpacking operations	2	8	0.5
	PC9 Pressing operation problems and faults are explained in terms of cause and correctiveaction taken.	1	1	1
	Ensure the parameters are set as perthe manufacturer's instruction and buyer requirements	1	2	0.5
	PC10 Ensure the quality is as per the specified quality standards production and handling damages	1	3	0.5
	PC11 Audit of the packed goods prior to offering shipment to buyer QA.	4	5	1
	PC12 Control charts are prepared and implemented to monitor quality during production according to workplace procedures	2	2	1
	PC13 Give feedback on the quality of the pieces on continuous basis	1	1	0.5
	NOS Total	**20**	**70**	**10**

AMH/N1404: Coordination with different Departments	PC1 Receive work instructions and feedback from reporting manager or senior personnel	1	1	0.5
	PC2 Communicate to superior about process-flow improvements, product; defects received from previous process, repairs and maintenance of tools and machinery as required	2	10	1
	PC3 Communicate to reporting superior aboutemployee management, i.e., shortages or performance related	1	3	0.5
	PC4 Report any potential hazards orexpected process disruptions	1	3	0.5
	PC5 Re-work based on feedback provided bysuperior on product, process and people	1	8	1
	PC6 Handover completed work to superior.	1	4	0.5
	Interact and coordinate with colleagues within andoutside the department	5	13	2
	PC7 Work as a team with colleagues and share work as per their or own work load and skills	1	3	0.5
	PC8 Work with colleagues of other departments (wherever required)	1	3	0.5
	PC9 Communicate and discuss work flow related difficulties in order to find solutions with mutual agreement	2	4	0.5
	PC10 Receive the feedback from other departments , given if any, and rework in order to complete work on time	1	3	0.5
	NOS Total	**12**	**42**	**6**
DGT/VSQ/N0102: Employability Skills (60 Hours)	Introduction to Employability Skills	1	1	-
	PC1. identify employability skills required for jobs in various industries	-	-	-
	PC2. identify and explore learning and employability portals	-	-	-
	Constitutional values – Citizenship	1	1	-
	PC3. recognize the significance of constitutional values, including civic rights and duties, citizenship, responsibility towards society etc. and personal values and ethics such as honesty, integrity, caring and respecting others, etc.	-	-	-
	PC4. follow environmentally sustainable practices	-	-	-
	Becoming a Professional in the 21st Century	2	4	-
	PC5. recognize the significance of 21st Century Skills for employment	-	-	-
	PC6. practice the 21st Century Skills such as Self-Awareness, Behaviour Skills, time management, critical and adaptive thinking, problem-solving, creative thinking, social and cultural awareness, emotional awareness, learning to learn for continuous learning etc. in personal and professional life	-	-	-
	Basic English Skills	2	3	-
	PC7. use basic English for everyday conversation in different contexts, in person and over the telephone	-	-	-
	PC8. read and understand routine information, notes, instructions, mails, letters etc. written in English	-	-	-
	PC9. write short messages, notes, letters, e-mails etc. in English	-	-	-
	Career Development & Goal Setting	1	2	-
	PC10. understand the difference between job and career	-	-	-
	PC11. prepare a career development plan with short- and long-term goals, based on aptitude	-	-	-

	Communication Skills	2	2	-
	PC12. follow verbal and non-verbal communication etiquette and active listening techniques in various settings	-	-	-
	PC13. work collaboratively with others in a team	-	-	-
	Diversity & Inclusion	1	2	-
	PC14. communicate and behave appropriately with all genders and PwD	-	-	-
	PC15. escalate any issues related to sexual harassment at workplace according to POSH Act	-	-	-
	Financial and Legal Literacy	2	3	-
	PC16. select financial institutions, products and services as per requirement	-	-	-
	PC17. carry out offline and online financial transactions, safely and securely	-	-	-
	PC18. identify common components of salary and compute income, expenses, taxes, investments etc	-	-	-
	PC19. identify relevant rights and laws and use legal aids to fight against legal exploitation	-	-	-
	Essential Digital Skills	3	4	-
	PC20. operate digital devices and carry out basic internet operations securely and safely	-	-	-
	PC21. use e- mail and social media platforms and virtual collaboration tools to work effectively	-	-	-
	PC22. use basic features of word processor, spreadsheets, and presentations	-	-	-
	Entrepreneurship	2	3	-
	PC23. identify different types of Entrepreneurship and Enterprises and assess opportunities for potential business through research	-	-	-
	PC24. develop a business plan and a work model, considering the 4Ps of Marketing Product, Price, Place and Promotion	-	-	-
	PC25. identify sources of funding, anticipate, and mitigate any financial/ legal hurdles for the potential business opportunity	-	-	-
	Customer Service	1	2	-
	PC26. identify different types of customers	-	-	-
	PC27. identify and respond to customer requests and needs in a professional manner.	-	-	-
	PC28. follow appropriate hygiene and grooming standards	-	-	-
	Getting ready for apprenticeship & Jobs	2	3	-
	PC29. create a professional Curriculum vitae (Résumé)	-	-	-
	PC30. search for suitable jobs using reliable offline and online sources such as Employment exchange, recruitment agencies, newspapers etc. and job portals, respectively	-	-	-
	PC31. apply to identified job openings using offline /online methods as per requirement	-	-	-
	PC32. answer questions politely, with clarity and confidence, during recruitment and selection	-	-	-
	PC33. identify apprenticeship opportunities and register for it as per guidelines and requirements	-	-	-
	NOS Total	**20**	**30**	**-**

Annexure III

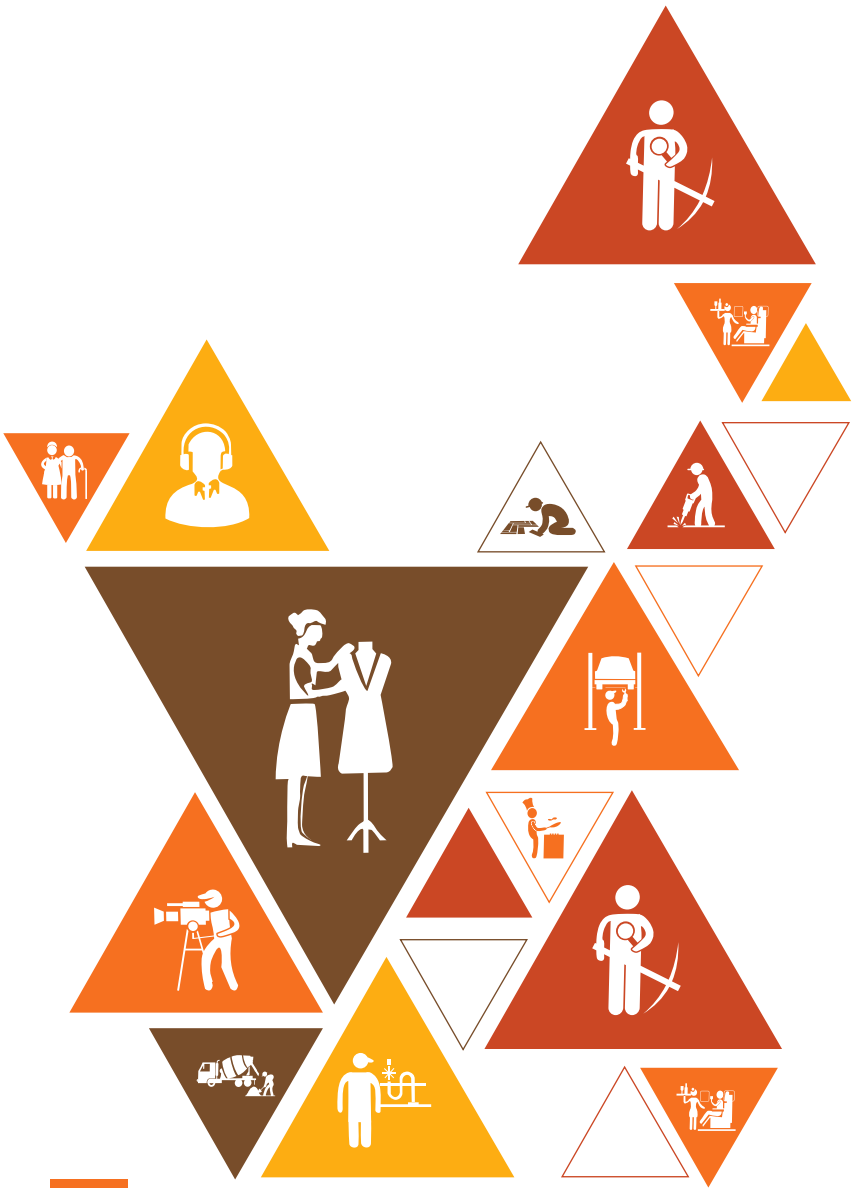
List of QR Codes Used in PHB

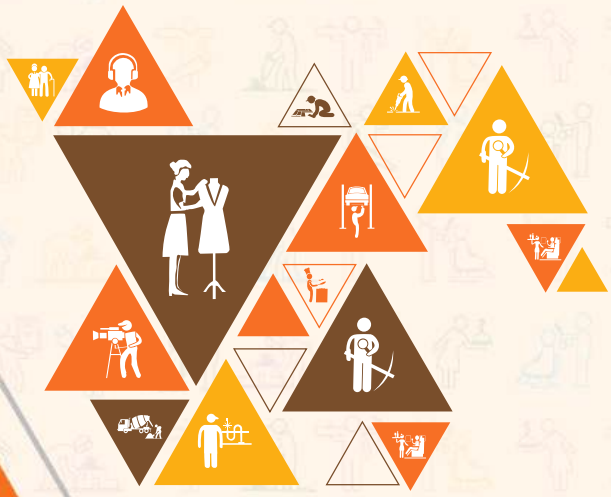
Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 1: QC Executive Stitched Items (Bridge Module)	Unit 1.1: Apparel Industry Overview and QC Executive Role	1.1.1 Overview of the Apparel Industry and Key Market Forces	17	https://youtu.be/-ddisteV3tOo-?si=uF-DW4QKnItoOKknY	Textile Sector in India
		1.1.2 Apparel Production Process	17	https://youtu.be/-QaS4sI0n-5Qg-?si=_BndodY0hCorANp6	Garments Full Production Process
		1.1.3 Role, Duties, and Core Functions of a QC Executive – Stitched Items	17	https://youtu.be/-zX9KoZ-7tz6Y-?si=oKKdSHPsGu9jMfP4	QUALITY ASSURANCE IN APPAREL MANUFACTURING
Module 2: Identify the Quality of Raw Material	Unit 2.1: Garment Production Essentials	2.1.2 Methods to Handle and Correct Defects in Garment Production	56	https://youtu.be/-WTlFD-2MQdbM-?si=z5_uYqjL-568WR3Kb	Types of Defects in Fabric Quality Assurance in Garment Production

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
		2.1.3 Tools and Equipment for Garment Construction	56	https://youtu.be/-GOK-JAlQzhoc-?si=orEJTalDz-bZsOj9	Tools used in Garment Construction
		2.1.4 Types of Garment Patterns and Their Application	56	https://youtu.be/-ub_WXoT-6boA-?si=D9xV0chO_9nW8lYh	Pattern Making class
Module 3: Identify and assess the quality of raw material (AMH/ N1401)	Unit 3.1: Quality Control and Documentation in Production	3.1.3 Monitoring and Ensuring Quality During Production	83	https://youtu.be/-PrL-jrCnXDDs-?si=K1ieJRmJO-V1a9gc7	QUALITY CHECKPOINTS IN GARMENT PRODUCTION
		3.1.4 Inspection of Raw Materials for Defects	83	https://youtu.be/-022ejRl4i5c-?si=ZTc-MOuKnMFtg6huE	Inspection Procedure for raw materials
		3.1.6 Inspecting Pattern and Template Accuracy	83	https://youtu.be/-_yXkoDkvt-Mw-?si=-rMQ9phALj0Wlccj	Inspection Process in Garment Industry

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 4: Identify and assess the quality in sewing room" (AMH/ N1402)	Unit 4.1: Garment Stitching and Quality Control	4.1.1 The Garment Stitching Process: Step by Step	94	https://youtu.be/-ruvgwm-9R25I-?si=3kI0kLrPOXTWUfW7	How Ready Made Shirts are Made
		4.1.2 Types of Stitching Defects in Garment Construction	94	https://youtu.be/-2cS-8c2Y2MC8-?si=qvmg4WqXl-whbxbxk	MOST COMMON DEFECTS IN GARMENTS
Module 5: Correction of stitching defects (AMH/ N1402)	Unit 5.1: Maintaining Quality in Stitching and Monitoring	5.1.7 Final Inspection of Stitched Garments	111	https://youtu.be/-o4Y_xuZh-t4o-?si=o2UBM6R6SOgOv5HL	Garment Inspection – Stitching, Measurements, and Finishing
Module 6: Identify and Assess the Quality After Finishing of Garment (AMH/ N1403)	Unit 6.1: Quality Control in Production Stages	6.1.5 Key Finishing Stages: Thread Cutting, Cleaning, Ironing, Packaging	131	https://youtu.be/-2sc_m8eU5rM-?si=QOGmrYqWsF-10dwWn	Thread Trimming Machine | Thread Trimmer
Module 7: Inspect the finished garment (AMH/ N1403)	Unit 7.1: Finishing and Quality Control in Garment Production	7.1.1 Ironing Garments for Proper Finishing	151	https://youtu.be/-nuVHz3l-pUlw-?si=BX9CxTAceGSaUfmJ	Shirt's finishing iron press process in garments industry.

Module No.	Unit No.	Topic Name	Page No. in PHB	URL	QR Code (s)
Module 8: Coordinate with different departments (AMH/ N1404)	Unit 8.1: Communication and Process Improvement in Production	8.1.2 Importance of Teamwork in Production	170	https://youtu.be/-prhP3L_Zcq4-?si=pujpxAvYVvYqNnzl	The Importance and Advantages of Teamwork
Module 9: Promote and sustain safety, health, and security in the workplace while fostering Gender and Persons with Disabilities (PwD) Sensitization (AMH/ N0620)	Unit 9.1: Workplace Health, Safety, and Compliance	9.1.2 Hazards Associated with Sewing Machine Operations	192	https://youtu.be/-6hvLLe5O-qGY-?si=rCbohmUgMK7---fa	Sewing Machine Safety Training Area 01
Module 10: Adhere to industry, regulatory, and organizational standards and embrace environmentally sustainable practices (AMH/ N0621)	Unit 10.1: Ethical Practices, Compliance, and Governance	10.1.1 Importance of an Ethical and Value-Based Approach to Governance	208	https://youtu.be/-ltW7KVY-J1go-?si=FGeEFciHkzBjO_5A	Business Ethics, Nature of Business ethics





Skill India
कौशल भारत-कुशल भारत

सत्यमेव जयते
GOVERNMENT OF INDIA
MINISTRY OF SKILL DEVELOPMENT
& ENTREPRENEURSHIP

N·S·D·C
RE IMAGINE FUTURE

APPAREL MADE-UPS HOME FURNISHING
SECTOR SKILL COUNCIL

Address: **Apparel Made-ups & Home Furnishing Sector Skill Council**
Flat No. A-312 to A-323, 3rd Floor, Somdatt Chamber-1,
Bhikaji Cama Place, Africa Avenue, New Delhi-110066

Email: info@sscamh.com

Web: www.sscamh.com