Qualification Pack

Sewing Machine Operator

QP Code: AMH/Q0301

Version: 4.0

NSQF Level: 2.5

Apparel, Madeups & 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:seop1@sscamh.com

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AMH/Q0301: Sewing Machine Operator

Brief Job Description

A Sewing Machine Operator, also called a Stitcher or Machinist is an important job-role associated with Apparel sector, Made-Ups and Home Furnishing Industry. The primary responsibility of a machinist is to stitch/ sew fabric panels, fur fabric panels, or synthetic materials to produce apparels or made up with desired quality.

Personal Attributes

A Sewing Machine Operator should have good eyesight, eye- hand-leg coordination, motor skills and vision (including near vision, distance vision, color vision, peripheral vision, depth perception and ability to change focus).). He/she should also have good interpersonal skills, be open to learning, have basic understanding of measurements.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. AMH/N0301: Carry out stitching activities using machine or by hand
2. AMH/N0302: Contribute to achieve product quality in stitching operations
3. AMH/N0102: Maintain work area, tools and machines
4. AMH/N0103: Maintain health, safety and security requirement at work place with Gender and PwD Sensitization
5. AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles
6. DGT/VSQ/N0101: Employability Skills (30 Hours)

Qualification Pack (QP) Parameters

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

Qualification Pack

NSQF Level	2.5
Credits	10
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8153.0101
Minimum Educational Qualification & Experience	9th Class with NA of experience OR 8th Class (pursuing continuous schooling in regular school with vocational subject) with NA of experience OR 8th Class with 1 Year of experience in relevant field OR 5th Class with 4 Years of experience in relevant field OR Ability to read and write with 5 Years of experience in relevant field OR Previous relevant Qualification of NSQF Level 2 with 6 Months of experience in relevant field OR Previous relevant Qualification of NSQF Level (Level 1) with 1.5 years of experience in relevant field
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	Preferably training in Sewing Operations
Minimum Job Entry Age	18 Years
Last Reviewed On	17/11/2026
Next Review Date	31/03/2027
NSQC Approval Date	17/11/2023
Version	4.0
Reference code on NQR	QG-2.5-AP-01866-2024-V1.1-AMHSSC
NQR Version	4.0

AMH/N0301: Carry out stitching activities using machine or by hand

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to stitch components using machines.

Scope

The scope covers the following :

- Prepare for stitching operations
- Stitch components to produce apparels

Elements and Performance Criteria

Prepare for stitching operations

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

PC1. Make sure the work area is free from hazards

PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of respective operation

PC3. Ask questions to obtain more information on tasks when the instructions are unclear

PC4. Agree and review your work targets given by your supervisor and check for special instructions, if any required

PC5. Use the correct Patterns and work-aids

PC6. Check that machine is safe and set up in readiness for use

PC7. Select the correct component parts and correct fabric grain line for the style being worked on.

PC8. . Check that the materials to be used as per desired quality and defect free

PC9. . Ensure the materials used meet the specification matching: -1 within a product.2. between a pair of products where applicable

PC10.. Carry out test sewing to ensure defect free stitching.

PC11.. Check needles, and threads regularly

PC12.. Check if fabric / component is correctly marked and pieces cut as required for operation

PC13.. Fabric pieces and linings are pinned or sewn together as required.

PC14.. Report and repair faults in the stitched component

PC15.. Comply with the company quality standards

PC16.. Report any damaged in cut panel or fabric to supervisor or quality Checker.

PC17. . Follow company reporting procedures about defective material and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately

PC18.. Sort and do work to assist the next stage of production and minimize the risk of damage

PC19. . Leave work area safe and secure when work is complete and clean the machine and cover it with machine cover before you leave

PC20. . Complete forms, records and other documentation as instructed by supervisor or Quality Checker

Stitch components to produce apparels

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

PC21. . Examine the specific operation and stitch the component as directed or required as per approved sample

PC22. . Carry out the sewing process within the estimated length of time

PC23. . Set up machine (Apparel Sewing machine) according to manufacturer's instructions and production requirements

PC24. . Set thread tension as per the thickness of stitching thread and sewing fabric cut panel

PC25. . Cut the thread appropriately after completion of sewing operation

PC26. . Thread the needle in the machine and adjust the needle as per the requirements and whenever change in the fabric type

PC27. . Perform a test sewing run to ensure appropriate stitching

PC28. . Report defective machines, tools and/or equipment to the responsible person

PC29. . Report defective machines, tools and/or equipment to the responsible person

PC30. . Operate machines safely and in accordance with guidelines and use appropriate needle guard

PC31. . Optimize the correct positioning and layout of materials to ensure a smooth and rapid throughput as directed

PC32. . Check the equipment prior to making the stitching, including: a) Correct tools b) Correct attachments c) Changing needles d) Changing threads e) Changing awls f) Correct timing

PC33. . Stitch the correct materials in the right sequence as required by the production specification

PC34. . Ensure stitched product conforms to shape and size requirement

PC35. . Ensure stitched products meets specification in terms of labels and trims

PC36. . Inspect stitched products against specifications or sample provided.

PC37. . Identify mark and place rejects in the designated locations

PC38. . Carry out alterations to meet customer requirements

PC39. . Pass the stitched item to the next stage in the manufacturing process after Self checking

PC40. . Rectify or repair where stitched items do not meet production specification

PC41. . Seek feedback from team mates or supervisors and quality checkers on work related performance

PC42. . Check with in charge /others when any doubts of new product details or construction

PC43. . Clean and make safe machines after use and cover the machine with machine cover

PC44. . Carry out basic Autonomous maintenance (Cleaning, Oil Checking, Right Threading, Tightening any loose parts of own machines

PC45. . Report risks/ problems likely to affect quality of product or specification of product

PC46. . Carry out Sewing at a rate which maintains workflow and meets production targets

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. The organizations policies and procedures
KU2. Responsibilities under health, safety and environmental legislation
KU3. Guidelines for storage and disposal of waste materials
KU4. Potential hazards associated with the machines and the safety precautions that must be taken
KU5. Protocol to obtain more information on work related to work tasks
KU6. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment
KU7. Details of the various job roles and responsibilities
KU8. Documentation and reporting formats
KU9. Work on the target and review mechanism with your supervisor
KU10. Protocol and format for reporting work related or material risks/ problems
KU11. Method of obtaining/ giving feedback related to performance
KU12. Importance of team work and harmonious working relationships
KU13. Fabrics/apparels and garments and types of fabrics/apparels that require stitching by machine stitching
KU14. Range of techniques most suited to the different types of apparel
KU15. Different types apparels and their parts
KU16. Sources of updates on apparels and other related areas
KU17. Common factors which affect stitching quality
KU18. Different types of needles and applications on different types of fabric
KU19. Broken needle procedure
KU20. Thread thickness, shade and sizes and parts of needles
KU21. Setting up and adjusting machine controls
KU22. Procedures to set the SPI stitch Per Inch
KU23. The importance of machine, needle, foot needle guard and spool checks
KU24. Adjusting the top and bottom thread tension
KU25. Attachments used on the M/C for different type of operations.
KU26. Increase and decrease the pressure foot pressure as applicable
KU27. Bobbins and its part and procedures to adjust bobbins tension
KU28. Procedures to use bobbin winder and threading
KU29. Use treadle
KU30. The typical faults of stitching machines and methods to rectify them
KU31. The actions to take in the event of a machine ceasing to function correctly
KU32. Common hazards in the work area and workplace procedures for correctly
KU33. The main pieces of equipment needed to stitch the item and their capabilities
KU34. The characteristics of the materials and how they differ
KU35. Garment parts (pockets, fronts, backs, collars, cuffs, sleeves, etc.)
KU36. Assembling different garment parts to make the final product
KU37. The problems encountered when stitching different types of stitches

KU38. Different types of sewing defects
KU39. The sewing machine parts and its application
KU40. Maintenance, adjustment and replacement of worn parts on the machines required for different types of attachment
KU41. The manufacturer's instructions for setting up, adjusting and operating the equipment
KU42. The manufacturers specifications and instructions for maintenance of equipment
KU43. Method of sharing Stitching related information with team members
KU44. Safety precautions to be taken when stitching

Generic Skills (GS)

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

GS1. Write in english/ local language as applicable
GS2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
GS3. Read english/ local language as applicable
GS4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
GS5. Listen actively to the instructions given by superiors
GS6. Communicate effectively with supervisors, managers, etc.
GS7. Analyze the defects and the procedure for dealing with it
GS8. Take appropriate actions in terms of any deviations from the process
GS9. Plan and set the targets along with the supervisors and the co workers
GS10. Organize tools and equipments to be used
GS11. Plan for placing the different components in an organized manner as directed
GS12. Work on set targets to produce requisite batch of stitched components/garments
GS13. Ensure all customer needs are assessed and every effort is made to ensure apparels are stitched with good quality
GS14. Evaluate and stitch components as per client specifications
GS15. Clarify instructions given by the supervisors if any doubts
GS16. Identify possible defects with the products
GS17. Review the defects and take appropriate actions to rectify them
GS18. Review to the authority if problems cannot be rectified
GS19. Diagnose common problems in the machine based on visual inspection
GS20. Access and control the quality standards of the product as per customer standards
GS21. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Prepare for stitching operations	**11**	**35.5**	**-**	**7**
PC1. Make sure the work area is free from hazards	0.5	1	-	0.5
PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of respective operation	0.5	0.5	-	-
PC3. Ask questions to obtain more information on tasks when the instructions are unclear	-	0.5	-	-
PC4. Agree and review your work targets given by your supervisor and check for special instructions, if any required	-	0.5	-	-
PC5. Use the correct Patterns and work-aids	0.5	2	-	0.5
PC6. Check that machine is safe and set up in readiness for use	0.5	2	-	0.5
PC7. Select the correct component parts and correct fabric grain line for the style being worked on.	1	2	-	0.5
PC8. . Check that the materials to be used as per desired quality and defect free	1	2	-	0.5
PC9. . Ensure the materials used meet the specification matching: -1 within a product.2. between a pair of products where applicable	0.5	2	-	0.5
PC10.. Carry out test sewing to ensure defect free stitching.	-	3	-	0.5
PC11.. Check needles, and threads regularly	0.5	2	-	0.5
PC12.. Check if fabric / component is correctly marked and pieces cut as required for operation	1	2	-	-
PC13.. Fabric pieces and linings are pinned or sewn together as required.	1	2	-	0.5
PC14.. Report and repair faults in the stitched component	1	0.5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15.. Comply with the company quality standards	0.5	2	-	0.5
PC16.. Report any damaged in cut panel or fabric to supervisor or quality Checker.	0.5	0.5	-	0.5
PC17. . Follow company reporting procedures about defective material and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately	0.5	1	-	-
PC18.. Sort and do work to assist the next stage of production and minimize the risk of damage	0.5	3	-	0.5
PC19. . Leave work area safe and secure when work is complete and clean the machine and cover it with machine cover before you leave	-	5	-	0.5
PC20. . Complete forms, records and other documentation as instructed by supervisor or Quality Checker	1	2	-	0.5
Stitch components to produce apparels	**19**	**64.5**	**-**	**8**
PC21. . Examine the specific operation and stitch the component as directed or required as per approved sample	1	3	-	0.5
PC22. . Carry out the sewing process within the estimated length of time	0.5	1	-	-
PC23. . Set up machine (Apparel Sewing machine) according to manufacturer's instructions and production requirements	2	2	-	0.5
PC24. . Set thread tension as per the thickness of stitching thread and sewing fabric cut panel	0.5	2	-	0.5
PC25. . Cut the thread appropriately after completion of sewing operation	0.5	0.5	-	-
PC26. . Thread the needle in the machine and adjust the needle as per the requirements and whenever change in the fabric type	0.5	2	-	0.5
PC27. . Perform a test sewing run to ensure appropriate stitching	0.5	2	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC28. . Report defective machines, tools and/or equipment to the responsible person	0.5	1	-	0.5
PC29. . Report defective machines, tools and/or equipment to the responsible person	-	6	-	-
PC30. . Operate machines safely and in accordance with guidelines and use appropriate needle guard	0.5	3	-	-
PC31. . Optimize the correct positioning and layout of materials to ensure a smooth and rapid throughput as directed	2	5	-	0.5
PC32. . Check the equipment prior to making the stitching, including: a) Correct tools b) Correct attachments c) Changing needles d) Changing threads e) Changing awls f) Correct timing	1	10	-	0.5
PC33. . Stitch the correct materials in the right sequence as required by the production specification	1	3	-	0.5
PC34. . Ensure stitched product conforms to shape and size requirement	1	3	-	0.5
PC35. . Ensure stitched products meets specification in terms of labels and trims	1	3	-	0.5
PC36. . Inspect stitched products against specifications or sample provided.	1	3	-	0.5
PC37. . Identify mark and place rejects in the designated locations	1	8	-	0.5
PC38. . Carry out alterations to meet customer requirements	0.5	0.5	-	-
PC39. . Pass the stitched item to the next stage in the manufacturing process after Self checking	0.5	0.5	-	-
PC40. . Rectify or repair where stitched items do not meet production specification	0.5	0.5	-	0.5
PC41. . Seek feedback from team mates or supervisors and quality checkers on work related performance	0.5	0.5	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC42. . Check with in charge /others when any doubts of new product details or construction	1	0.5	-	0.5
PC43. . Clean and make safe machines after use and cover the machine with machine cover	0.5	0.5	-	0.5
PC44. . Carry out basic Autonomous maintenance (Cleaning, Oil Checking, Right Threading, Tightening any loose parts of own machines	0.5	2	-	-
PC45. . Report risks/ problems likely to affect quality of product or specification of product	0.5	-	-	0.5
PC46. . Carry out Sewing at a rate which maintains workflow and meets production targets	-	2	-	-
NOS Total	**30**	**100**	**-**	**15**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0301
NOS Name	Carry out stitching activities using machine or by hand
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Sewing
NSQF Level	2.5
Credits	4
Version	4.0
Last Reviewed Date	17/11/2023
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2023

AMH/N0302: Contribute to achieve product quality in stitching operations

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking stitching related activities to ensure products meet specifications

Scope

The scope covers the following :

- Contribute to achieving the product quality in stitching operations

Elements and Performance Criteria

Contribute to achieving the product quality in stitching operations

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

PC1. Identify and use materials required based on the job card/ work ticket

PC2. Take the necessary action when materials do not conform to company quality standards

PC3. Report and replace identified faulty materials and component parts which do not meet specification or quality standards

PC4. Identify defects and rework on them

PC5. Carry out work safely and at a rate which maintains work flow

PC6. Report to the responsible person when the work flow of other production areas disrupts work

PC7. Test, sort, track feed and examine work in progress

PC8. . Carry out quality checks at specified intervals according to instructions

PC9. . Apply the allowed tolerances during sewing

PC10.. Identify faults and take appropriate action for rectification

PC11.. Make adjustments promptly to return product to specification

PC12.. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts

PC13.. Report faults in other processes to the appropriate person

PC14.. Maintain the required productivity and quality levels

PC15.. Maintain documentation as directed by supervisor

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Safe working practices and organizational procedures

KU2. The organization's procedures and guidelines

KU3. Quality systems and sewing processes practiced in the organization

KU4. Equipment operating procedures / manufacturers instructions
KU5. Types of problems with quality and how to report them to appropriate people
KU6. Methods to present any ideas for improvement to line manager
KU7. The importance of complying with written instructions
KU8. Limits of personal responsibility
KU9. Reporting procedure in case of faults in own/ other processes
KU10. Importance of documentation
KU11. Different types of faults that are likely to be found and how to put them right
KU12. Different techniques and methods used to detect faults and retify the same
KU13. Consequences of stitching components out of sequence and how to prevent it occurring
KU14. Types of seams/hems/finish used and purposes they serve
KU15. Effect of seams/hems not sewn to specifications
KU16. Types of faults which may occur, how they are identified and methods to deal with it
KU17. Different types of defects
KU18. Reasons for keeping stitched items out of contamination
KU19. The importance of marking and segregating rejects
KU20. Inspect stitched products against specifications
KU21. Identify mark and place rejects in the designated locations
KU22. Carry out alterations to meet customer requirements
KU23. Appropriate inspection methods that can be used for self checking
KU24. Acceptable solutions for particular faults
KU25. The consequences of not rectifying problems
KU26. The types of adjustments suitable for specific types of faults
KU27. Own responsibilities at work during production
KU28. Own quality and production targets and the effect of not meeting these on self and/or the team manufacturers instructions

Generic Skills (GS)

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

GS1. Write in English/ local language as applicable
GS2. Fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
GS3. Read english/ local language as applicable
GS4. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.
GS5. Listen actively
GS6. Communicate effectively with supervisors, managers, etc.
GS7. Analyze the defects and the procedure for dealing with it
GS8. Take appropriate actions in terms of any deviations from the process
GS9. Plan and set the targets along with the supervisors and the co workers

GS10. Organize tools and equipment to be used

GS11. Plan for placing the different components in an organized manner on a daily basis

GS12. Set targets to produce requisite batch of stitched components/garment

GS13. Ensure all customer needs are assessed and every effort is made to provide satisfactory service

GS14. Evaluate and stitch components as per client specifications

GS15. Clarify instructions given by the supervisors.

GS16. Identify possible defects with the products

GS17. Review the defects and take appropriate actions to rectify them

GS18. Report to the authority if problems cannot be rectified

GS19. Diagnose common problems in the machine based on visual inspection

GS20. Assess and control the quality standards of the product as per customer standards

GS21. Analyze , evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Contribute to achieving the product quality in stitching operations	**20**	**75**	**-**	**10**
PC1. Identify and use materials required based on the job card/ work ticket	1	5	-	1
PC2. Take the necessary action when materials do not conform to company quality standards	1	5	-	0.5
PC3. Report and replace identified faulty materials and component parts which do not meet specification or quality standards	2	5	-	0.5
PC4. Identify defects and rework on them	2	8	-	1
PC5. Carry out work safely and at a rate which maintains work flow	1	5	-	0.5
PC6. Report to the responsible person when the work flow of other production areas disrupts work	1	1	-	0.5
PC7. Test, sort, track feed and examine work in progress	1	5	-	0.5
PC8. . Carry out quality checks at specified intervals according to instructions	2	5	-	0.5
PC9. . Apply the allowed tolerances during sewing	1	2	-	0.5
PC10.. Identify faults and take appropriate action for rectification	2	10	-	1
PC11.. Make adjustments promptly to return product to specification	1	4	-	0.5
PC12.. Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts	1	6	-	1
PC13.. Report faults in other processes to the appropriate person	1	1	-	0.5
PC14.. Maintain the required productivity and quality levels	1	10	-	0.5

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15.. Maintain documentation as directed by supervisor	2	3	-	1
NOS Total	**20**	**75**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0302
NOS Name	Contribute to achieve product quality in stitching operations
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing
NSQF Level	2.5
Credits	2
Version	4.0
Last Reviewed Date	17/11/2023
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2023

AMH/N0102: Maintain work area, tools and machines

Description

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organize/ maintain work areas and activities to ensure tools and machines are maintained as per norms. It also covers procedures and compliance standards to identify, prevent, control, minimize and eliminate hazards and potential risks to self and others at the workplace.

Scope

The scope covers the following :

- Maintain the work area, handle tools and machines

Elements and Performance Criteria

Maintain the work area, handle tools and machines

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

PC1. Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area

PC2. Use correct lifting and handling procedures

PC3. Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.

PC4. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules

PC5. Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel

PC6. Ensure that the correct machine guards are in place

PC7. Work in a comfortable position and maintain correct posture

PC8. Use cleaning equipment and methods appropriate for the work to be carried out

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Importance of good health, personal hygiene and duty of care

KU2. Importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry

KU3. The limits of your own responsibility

KU4. The production process and the specific work activities that relate to the whole process

KU5. The line and importance of effective communication with superiors and colleagues

KU6. The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)

KU7. The importance of complying with written instructions

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

Generic Skills (GS)

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

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

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Maintain the work area, handle tools and machines	**14**	**49**	**-**	**7**
PC1. Handle materials, machinery, equipment and tools safely and correctly to maintain a clean and hazard free working area	3	10	-	1
PC2. Use correct lifting and handling procedures	2	7	-	1
PC3. Use materials efficiently to minimize wastage and dispose off waste safely at the designated location.	2	4	-	1
PC4. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules	2	10	-	1
PC5. Report any unsafe or damaged equipment and other dangerous occurrences to the authorized personnel	1	2	-	0.5
PC6. Ensure that the correct machine guards are in place	2	2	-	0.5
PC7. Work in a comfortable position and maintain correct posture	1	7	-	1
PC8. Use cleaning equipment and methods appropriate for the work to be carried out	1	7	-	1
NOS Total	**14**	**49**	**-**	**7**

Qualification Pack

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0102
NOS Name	Maintain work area, tools and machines
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Finishing, Cutting, Ironing, Tailoring, Machine Embroidery Operation, Sewing, Computerized Embroidery, Sampling
NSQF Level	2.5
Credits	1
Version	16.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

AMH/N0103: Maintain health, safety and security requirement at work place with Gender and PwD Sensitization

Description

This unit provides performance criteria, knowledge & understanding, and skills & abilities required to comply with health, safety, and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others

Scope

The scope covers the following :

- Potential risks associated with hazardeous processes and guidelines for medical emergencies.

Elements and Performance Criteria

Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization

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

PC1. Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.

PC2. Actively participate in mock drills/evacuation procedures and group discussions related to a safe and secure work place.

PC3. Training sensitization programs for gender and PwD awareness organized at the workplace.

PC4. Use and maintain materials and equipment as per protocol.

PC5. Capable to perform first-aid, firefighting or any other emergency response procedures and follow organization procedures for shutdown and evacuation when required

PC6. Monitor the work place and processes for potential risks/ threats to supervisors or other authorized personnel and ensure gender equality and PwD (People with disability) security.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. The importance of gender equality being followed in the organization and policies for reporting any harassment or inappropriate behavior

KU2. How to accommodate employees with disabilities; etiquette to adhere to and proper language and terminology

KU3. How to communicate, offer help, respecting space, parking etc. for people with disabilities or special needs.

KU4. Promote a safe, accessible and healthy workplace for disabled employees.

KU5. Health and safety related practices applicable at the workplace.

KU6. Potential hazards, risks and threats based on nature of operations; the ways to minimize these and response to these scenarios.

KU7. The code of conduct (COC) and Social Accountability standards followed by the organization/ industry

KU8. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points.

KU9. Reporting protocol and documentation required.

KU10. The occupational health and safety risks and methods; importance of personal protective equipment and method of use.

KU11. Identification, handling and storage of hazardous substances.

KU12. Proper disposal system for waste and by-products.

KU13. Signage related to health and safety and their meaning.

KU14. The importance of personal health and hygiene and the ill effects of usage of intoxicants such as alcohol, tobacco and drugs.

Generic Skills (GS)

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

GS1. Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee.

GS2. Actively take part in any discussion/workshop organized for gender sensitization training

GS3. Read and comprehend written instructions related to gender equality and Pwd awareness/issues in the organization

GS4. Identify and report any harassment or inappropriate behavior towards any employee

GS5. Identify and report any distinction, exclusion, harassment or inappropriate behavior towards any employee

GS6. Document and report any health and safety related incidents/ accidents to the authorized personnel.

GS7. Read all organizational and equipment related health and safety manuals and documents

GS8. Read instructions, guidelines/procedures/rules related to the worksite and machine operations

GS9. Keep abreast with the latest developments for innovative safety services and tools by reading brochures, pamphlets, magazines etc

GS10. Discuss the latest approach for safety and security with the team

GS11. Evaluate and use correct PPE kit and other safety gear while at the workplace

GS12. Work with supervisors/ team mates to carry out work related tasks as per schedule

GS13. Keep work area free from potential hazards

GS14. Follow organizational procedures pertaining to health and safety.

GS15. Take appropriate actions during emergencies, accidents or fire at the workplace

GS16. Resolve issues pertaining to malfunctions in machineries and report if required

GS17. Identify emergency situations; their cause & effect relationship and suggest probable solutions

GS18. Analyze, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

GS19. Create a positive and inclusive workplace atmosphere without any kind of bias/discrimination towards any employee

GS20. Actively take part in any discussion/workshop organized for gender sensitization training

GS21. Read and comprehend written instructions related to gender equality issues in the organization

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Hazards and potential risks associated with the process, guidelines for medical emergencies and evacuation process; gender & PwD sensitization	**22**	**12**	**-**	**6**
PC1. Comply with health, safety gender and PwD (People with disability) related instructions applicable to the workplace.	4	2	-	1
PC2. Actively participate in mock drills/evacuation procedures and group discussions related to a safe and secure work place.	4	2	-	1
PC3. Training sensitization programs for gender and PwD awareness organized at the workplace.	4	2	-	1
PC4. Use and maintain materials and equipment as per protocol.	3	2	-	1
PC5. Capable to perform first-aid, firefighting or any other emergency response procedures and follow organization procedures for shutdown and evacuation when required	4	2	-	1
PC6. Monitor the work place and processes for potential risks/ threats to supervisors or other authorized personnel and ensure gender equality and PwD (People with disability) security.	3	2	-	1
NOS Total	**22**	**12**	**-**	**6**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0103
NOS Name	Maintain health, safety and security requirement at work place with Gender and PwD Sensitization
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Quality Assurance, Sewing, Specialized Sewing, Sampling, Ironing, Hand Embroidery, Production Supervision, Computerized Embroidery, Laying
NSQF Level	2.5
Credits	1
Version	21.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

AMH/N0104: Comply with industry, regulatory and organizational requirements and Greening of Job roles

Description

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

Scope

The scope covers the following :

- Observe organizational norms and follow green procedures at workplace.

Elements and Performance Criteria

Comply with industry, and organizational requirements and greening of job roles

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

PC1. Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.

PC2. Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.

PC3. Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.

PC4. Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes

PC5. Carry out running maintenance and/or cleaning within one’s responsibility and agreed schedules and deal with work interruptions effectively.

PC6. Report unsafe equipment and other dangerous occurrences to concerned personnel.

PC7. Use cleaning equipment and methods appropriate for the work to be carried out.

PC8. Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software

PC9. All soft copies of design work to be maintained in files as well for future reference

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. Conscious and sustainable decisions/information for achieving an effective and green workplace.

KU2. The importance of safe working practices and code of conduct (COC) and Social Accountability standards followed by the organization/ industry

KU3. The production procedures and the specific work activities relate to the whole process.

KU4. The organization's rules, codes, quality standards, reporting procedures and guidelines (including timekeeping)

KU5. The work instructions and specifications and interpret them accurately

KU6. To make use of the information detailed in specifications and instructions

KU7. The importance of taking action when problems are identified

KU8. The importance of running maintenance and regular cleaning and Maintenance procedures

KU9. Effects of contamination on products i.e., Machine oil, dirt and different ways of minimizing waste.

KU10. The common faults with equipment and the method to rectify.

Generic Skills (GS)

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

GS1. Make conscious and sustainable decisions that help reduce, reuse, and recycle the company resources.

GS2. Identify and replace processes that create unnecessary waste

GS3. Communicate with others in writing (wherever applicable)

GS4. Use the accurate terminology

GS5. Follow manuals/procedures/and compliance policies

GS6. Update actively with modifications through written print and mail communication (digital)

GS7. Listen effectively and orally communicate information accurately and Make decisions on a suitable course of action or response.

GS8. Communicate proactively on critical issues and Follow rule-based decision-making processes

GS9. Identify situation that need escalation on quality issues and seek intervention

GS10. Plan and organize your work to achieve targets and deadlines and consult/coordinate for effective delivery.

GS11. Apply problem-solving approaches in different situations

GS12. Refer anomalies to the particular personnel

GS13. Analyze needs, requirements and dependencies in order to meet your work requirements

GS14. Seek participation of members from Quality, Production, Audit or any other team for effective solutions

GS15. Provide opinions on work in a detailed and constructive way to the concerned personnel

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Comply with industry, and organizational requirements and greening of job roles	**20**	**10**	**-**	**10**
PC1. Carry out work functions in accordance with organizational standards, greening solutions, procedures, policies, legislation and regulations.	2	1	-	1
PC2. Apply and follow organizational policies and procedures and inculcate sustainable consumption practices.	2	1	-	1
PC3. Actively get involved in improving the performance of the organization and support adaptation to environmentally friendly processes.	2	1	-	1
PC4. Handle materials, equipment, computer and software safely and correctly to maintain a clean and hazard free working area and support adaptation to more environmentally friendly processes	3	2	-	2
PC5. Carry out running maintenance and/or cleaning within one's responsibility and agreed schedules and deal with work interruptions effectively.	3	1	-	1
PC6. Report unsafe equipment and other dangerous occurrences to concerned personnel.	2	1	-	1
PC7. Use cleaning equipment and methods appropriate for the work to be carried out.	2	1	-	1
PC8. Request for upgrading of system or software when required for effective working and maintain a backup file when working on various design software	2	1	-	1
PC9. All soft copies of design work to be maintained in files as well for future reference	2	1	-	1
NOS Total	**20**	**10**	**-**	**10**

National Occupational Standards (NOS) Parameters

NOS Code	AMH/N0104
NOS Name	Comply with industry, regulatory and organizational requirements and Greening of Job roles
Sector	Apparel
Sub-Sector	Apparel, Made-Ups & Home Furnishing
Occupation	Sewing, Ironing, Export Operations, Designing, Boutique Operations, Quality Control, Sewing, Laying, Inventory Management, Hand Embroidery
NSQF Level	2.5
Credits	1
Version	22.0
Last Reviewed Date	18/02/2025
Next Review Date	18/02/2028
NSQC Clearance Date	18/02/2025

DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

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

Scope

The scope covers the following :

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

Elements and Performance Criteria

Introduction to Employability Skills

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

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values – Citizenship

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

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

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

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

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

PC4. speak with others using some basic English phrases or sentences

Communication Skills

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

PC5. follow good manners while communicating with others

PC6. work with others in a team

Diversity & Inclusion

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

PC7. communicate and behave appropriately with all genders and PwD

PC8. report any issues related to sexual harassment

Financial and Legal Literacy

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

PC9. use various financial products and services safely and securely

PC10. calculate income, expenses, savings etc.

PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

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

PC12. operate digital devices and use its features and applications securely and safely

PC13. use internet and social media platforms securely and safely

Entrepreneurship

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

PC14. identify and assess opportunities for potential business

PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

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

PC16. identify different types of customers

PC17. identify customer needs and address them appropriately

PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

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

PC19. create a basic biodata

PC20. search for suitable jobs and apply

PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. need for employability skills

KU2. various constitutional and personal values

KU3. different environmentally sustainable practices and their importance

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

KU5. how to use basic spoken English language

KU6. Do and dont of effective communication

KU7. inclusivity and its importance

KU8. different types of disabilities and appropriate communication and behaviour towards PwD

KU9. different types of financial products and services

KU10. how to compute income and expenses
KU11. importance of maintaining safety and security in financial transactions
KU12. different legal rights and laws
KU13. how to operate digital devices and applications safely and securely
KU14. ways to identify business opportunities
KU15. types of customers and their needs
KU16. how to apply for a job and prepare for an interview
KU17. apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

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

GS1. communicate effectively using appropriate language
GS2. behave politely and appropriately with all
GS3. perform basic calculations
GS4. solve problems effectively
GS5. be careful and attentive at work
GS6. use time effectively
GS7. maintain hygiene and sanitisation to avoid infection

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
Introduction to Employability Skills	**1**	**1**	**-**	**-**
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
Constitutional values – Citizenship	**1**	**1**	**-**	**-**
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
Becoming a Professional in the 21st Century	**1**	**3**	**-**	**-**
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
Basic English Skills	**2**	**3**	**-**	**-**
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
Communication Skills	**1**	**1**	**-**	**-**
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
Diversity & Inclusion	**1**	**1**	**-**	**-**
PC7. communicate and behave appropriately with all genders and PwD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
Financial and Legal Literacy	**3**	**4**	**-**	**-**
PC9. use various financial products and services safely and securely	-	-	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
Essential Digital Skills	**4**	**6**	**-**	**-**
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
Entrepreneurship	**3**	**5**	**-**	**-**
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
Customer Service	**2**	**2**	**-**	**-**
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
Getting ready for apprenticeship & Jobs	**1**	**3**	**-**	**-**
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	**20**	**30**	**-**	**-**

National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	08/05/2025
Next Review Date	08/05/2028
NSQC Clearance Date	08/05/2025

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

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. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS. examination/training center (as per assessment criteria below)

4. Individual assessment agencies will create unique question papers for theory part for each candidate at each.

5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.

6. To pass the Qualification Pack, every trainee should score a minimum of 70% aggregate in QP.

7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 50

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

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
AMH/N0301.Carry out stitching activities using machine or by hand	30	100	-	15	145	32
AMH/N0302.Contribute to achieve product quality in stitching operations	20	75	-	10	105	23
AMH/N0102.Maintain work area, tools and machines	14	49	-	7	70	16
AMH/N0103.Maintain health, safety and security requirement at work place with Gender and PwD Sensitization	22	12	-	6	40	9
AMH/N0104.Comply with industry, regulatory and organizational requirements and Greening of Job roles	20	10	-	10	40	9
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	-	-	50	11
Total	**126**	**276**	**-**	**48**	**450**	**100**

Acronyms

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

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

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