



QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR APPAREL, MADE-UP'S AND HOME FURNISHING SECTOR

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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Introduction

Qualifications Pack – Pressman

SECTOR: APPAREL, MADE-UP'S AND HOME FURNISHING

SUB-SECTOR: APPAREL / MADE-UP'S / HOME FURNISHING

OCCUPATION: IRONING

REFERENCE ID: AMH/Q0401

ALIGNED TO: NCO-2004 / 8269.40

Brief Job Description: A **Pressman** also called an 'Ironer' iron the garment components and finished garments. The primary responsibility of a pressman is to iron the garments and fold it as per the customer specifications.

Personal Attributes: A Pressman should have good eyesight, eye for detail, eye-hand coordination, and motor skills.



Qualifications Pack for Pressman

Job Details

Qualifications Pack Code	AMH/Q0401NCO-2004 / 8269.40		
Job Role	Pressman		
Credits (NVEQF/NVQF/NSQF)	TBD	Version No	1
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1st March, 2014
Sub-Sector	Apparel / Made-Up's / Home Furnishing	Last Reviewed On	31st March, 2014
Occupation	Ironing	Next Review Date	1st October, 2014
Job Role	Pressman		
Role Description	The primary responsibility of a pressman is to iron the garments and fold it as per the customer specifications.		
NVEQF / NSQF level	4		
Minimum Educational Qualifications	Preferably Class V		
Maximum Educational Qualifications	NA		
Training	Preferably training on Ironing Operation		
Experience	Preferably 3 Years experience in apparel industry		
Applicable National Occupational Standards	<p>Click on the hyperlink to read/download the required NOS</p> <ol style="list-style-type: none"> 1. AMH/N0401 Carry out ironing activities in stitching and finishing operations 2. AMH/N0402 Maintain work area, tools and machines 3. AMH/N0403 Maintain health, safety and security at workplace 4. AMH/N0404 Comply with industry and organisational requirements 		
Performance Criteria	As described in the relevant OS units		

Qualifications Pack for Pressman

Definitions

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses 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.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfil achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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; he/she needs to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria 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 Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification 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 find the required one.
Scope	Scope is the 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 the quality of required performance.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform up to the required standard.



Qualifications Pack for Pressman

Acronyms	Keywords /Terms	Description
	OS	Occupational Standard(s)
	NOS	National Occupational Standard(s)
	QP	Qualifications Pack
	NVEQF	National Vocational Education Qualifications Framework
	NVQF	National Vocational Qualifications Framework



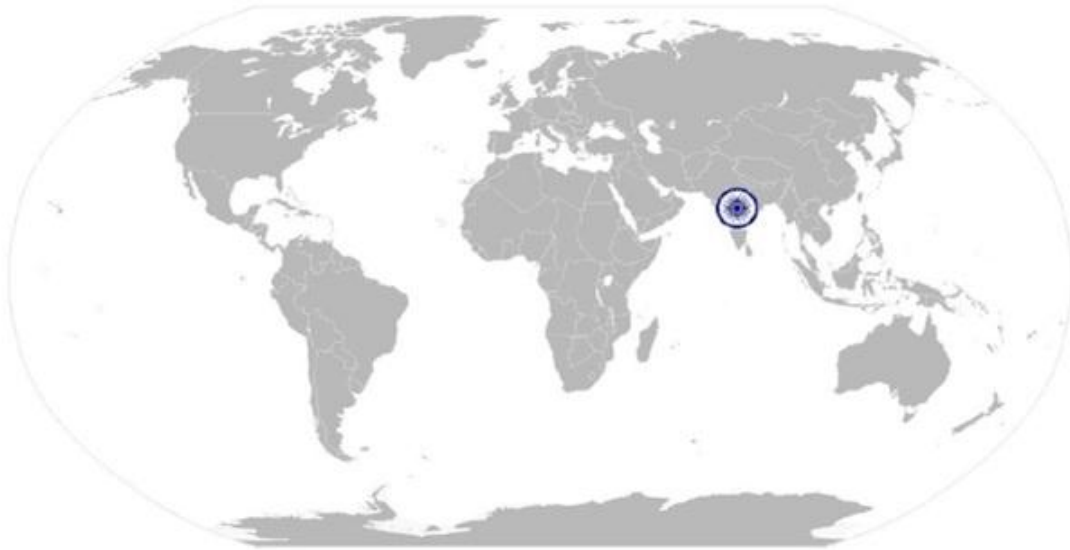
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National Occupational Standards

AMH/N0401 Carry out ironing activities in stitching and finishing operations

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to iron semi finished and finished products using iron box.



AMH/N0401 Carry out ironing activities in stitching and finishing operations

National Occupational Standard	Unit Code	AMH/N0401
	Unit Title (Task)	Carry out ironing activities in stitching and finishing operations
	Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to iron semi finished and finished products using iron box.
	Scope	<p>This unit/task covers the following:</p> <ol style="list-style-type: none"> 1. Prepare for Ironing operations 2. Iron garments to finish apparels
	Performance Criteria (PC) w.r.t the Scope	
	Elements	Performance Criteria
	Prepare for Ironing operations	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Make sure the work area is free from hazards</p> <p>PC2. Follow the instructions on the work ticket/ job card in line with the responsibilities of respective job role</p> <p>PC3. Ask questions to obtain more information on tasks when the instructions you have are unclear</p> <p>PC4. Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any</p> <p>PC5. Check that equipment is safe and set up in readiness for use</p> <p>PC6. Select the correct pattern and inserts for the style being worked on</p> <p>PC7. Check that the materials to be used are free from faults</p> <p>PC8. Ensure the materials used meet the specification matching</p> <ol style="list-style-type: none"> a. Within a product b. Between a pair of products where applicable <p>PC9. Report faults in the materials</p> <p>PC10. Carry out operations at a rate which maintains work flow and meets production targets</p> <p>PC11. Ensure the iron box is place in the appropriate position as per the standard operating procedure</p> <p>PC12. Conform to company quality standards</p> <p>PC13. Report any damaged work to the responsible person</p> <p>PC14. Follow company reporting procedures about defective tools and machines which affect work and report risks/ problems likely to affect services to the relevant person promptly and accurately</p> <p>PC15. Sort and place work to assist the next stage of production and minimise the risk of damage</p> <p>PC16. Leave work area safe and secure when work is complete</p> <p>PC17. Complete forms, records and other documentation</p>
	Iron garments to finish apparels	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC18. Make sure the work area is free from hazards</p> <p>PC19. Carry out work functions in line with the responsibilities of your job role</p> <p>PC20. Examine the specific item to identify what type of ironing is best suited</p>



AMH/N0401 Carry out ironing activities in stitching and finishing operations

	<p>PC21. Ask questions to obtain more information on tasks when the instructions are unclear and finalize the stitching option with the supervisor, in case of queries</p> <p>PC22. Estimate the expected length of time for the process</p> <p>PC23. Set up ironing machine according to manufacturers' instructions and production requirements</p> <p>PC24. Use the correct machine, tools and equipment</p> <p>PC25. Set machine controls for the materials being ironed</p> <p>PC26. Perform a test run to ensure machine is operating correctly</p> <p>PC27. Adjust machine controls where necessary</p> <p>PC28. Report defective machines, tools and/or equipment to the responsible person</p> <p>PC29. Operate machines safely and in accordance with guidelines</p> <p>PC30. Optimize the positioning and layout of materials to ensure a smooth and rapid throughput</p> <p>PC31. Check the equipment prior to making the stitching, including:</p> <p>PC32. Correct controls</p> <p>PC33. Correct attachments</p> <p>PC34. Identify the different kinds of ironing required for different parts and apparel and ensure they are ironed as per the specified requirement</p> <p>PC35. Ensure the creases are removed or applied as per the customer's requirements</p> <p>PC36. Ensure the garments are inserted with the inserts and folded as per the work instruction</p> <p>PC37. Ensure the garments are not stained or burned during the process</p> <p>PC38. Identify mark and place rejects in the designated locations</p> <p>PC39. Carry out alterations to meet customer requirements</p> <p>PC40. Pass the ironed item to the next stage in the manufacturing process after validation</p> <p>PC41. Respond accordingly where ironed items do not meet production specification</p> <p>PC42. Identify the modifiable defects</p>
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Knowledge and Understanding (K) w.r.t. the Scope

Elements	Knowledge and Understanding
<p>A. Organisational Context (Knowledge of the company / organisation and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The organisation's policies and procedures</p> <p>KA2. Responsibilities under health, safety and environmental legislation</p> <p>KA3. Guidelines for storage and disposal of waste materials</p> <p>KA4. Potential hazards associated with the machines and the safety precautions that must be taken</p> <p>KA5. Protocol to obtain more information on work related tasks</p> <p>KA6. Contact person in case of queries on procedure or products and for resolving issues related to defective machines, tools and/or equipment</p> <p>KA7. Work target and review mechanism with your supervisor</p> <p>KA8. Protocol and format for reporting work related risks/ problems</p>



AMH/N0401 Carry out ironing activities in stitching and finishing operations

	KA9. Process for offering/ obtaining work related assistance
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand:
	KB1. Knowledge of different types of garments and its ironing requirements
	KB2. Use of work instructs and standard operating procedure
	KB3. Range of ironing techniques most suited to the different types of apparel
	KB4. Different apparels and their parts
	KB5. Knowledge of folding procedures applicable as per different garment
	KB6. Importance of removing or creating creases on the garments
	KB7. Mould garment to the body counters
	KB8. Under pressing, rough pressing and final pressing
	KB9. Pleating and permanent
	KB10. Different types of bucks
	KB11. Various types of ironing industrial ironing table (eg: vacuum/blowing functions)
	KB12. Parts of industrial ironing table
	KB13. Common factors affect ironing process
	KB14. Setting up and adjusting machine controls
	KB15. The actions to take in the event of a machine ceasing to function correctly
	KB16. Common hazards in the work area and workplace procedures for dealing with them
	KB17. The characteristics of the materials and how they differ
	KB18. Knowledge about garment parts (pockets, fronts, backs, collars, cuffs, sleeves, etc.)
	KB19. The problems encountered when ironing different types of apparels
	KB20. Different types of ironing defects
	KB21. Different parts of ironing machine and its parts
	KB22. The manufacturer's instructions for setting up, adjusting and operating the equipment
	KB23. Different parts of boiler
	KB24. The manufacturer's specifications and instructions for maintenance of equipment
	KB25. Knowledge of care labels
KB26. Safety precautions to be taken when ironing the garments	
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	On the job the individual needs to be able to:
	SA1. Read, write and communicate orally in local language SA2. Plan and manage work routine based on company procedure
B. Professional Skills	On the job the individual needs to be able to:
	SB1. Take appropriate decisions regarding to responsibilities
	SB2. Solve operational role related issues SB3. Iron different garments



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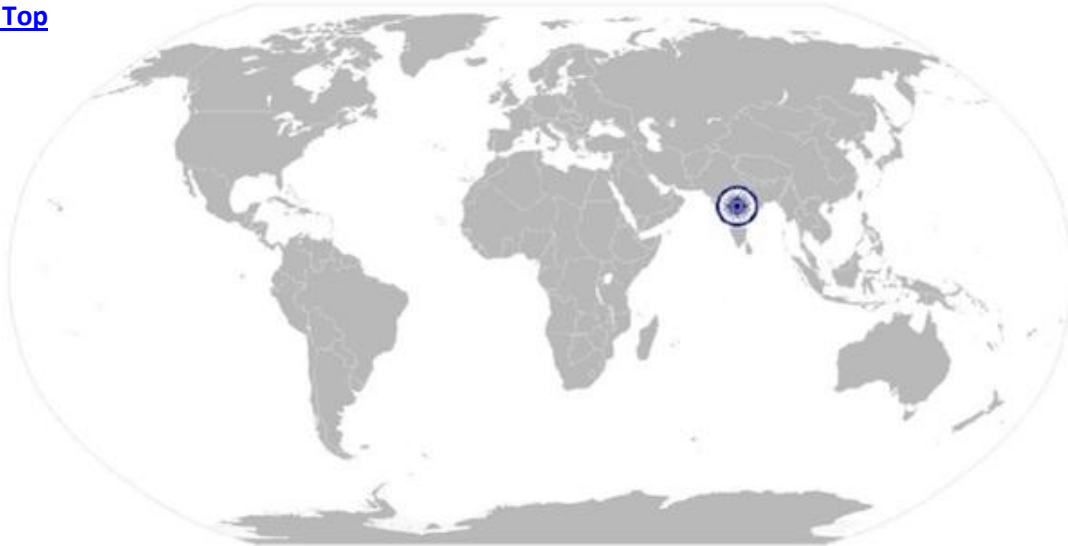
AMH/N0401 Carry out ironing activities in stitching and finishing operations

	SB4. Fold and pleat the garments as per customer requirements
	SB5. Remove or create crease on the garment

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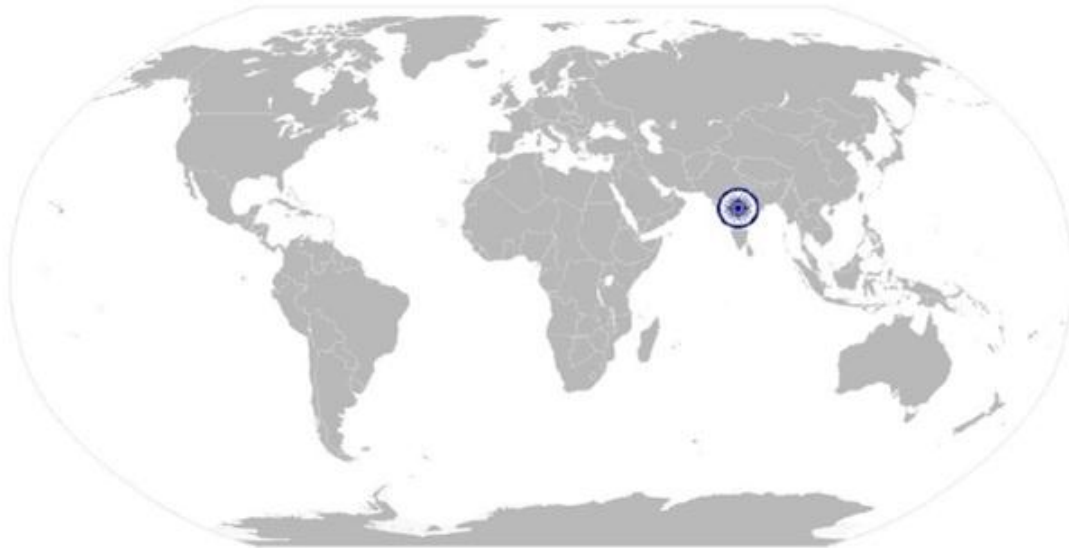
NOS Code	AMH/N0401AMH/N0401		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	11
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1st March, 2014
Sub-Sector	Apparel / Made-Up's / Home Furnishing	Last Reviewed On	31st March, 2014 31st March, 2014
		Next Review Date	1st October, 2014

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National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms



AMH/N0402 Maintain work area, tools and machines

National Occupational Standard

Unit Code	AMH/N0402
Unit Title (Task)	Maintain work area, tools and machines
Description	Error! No text of specified style in document.
Scope	This unit/task covers the following: 1. Maintain the work area, tools and machines
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Maintain the work area, 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 PC2. Use correct lifting and handling procedures PC3. Use materials to minimize waste PC4. Maintain a clean and hazard free working area PC5. Maintain tools and equipment PC6. Carry out running maintenance within agreed schedules PC7. Carry out maintenance and/or cleaning within one's responsibility PC8. Report unsafe equipment and other dangerous occurrences PC9. Ensure that the correct machine guards are in place PC10. Work in a comfortable position with the correct posture PC11. Use cleaning equipment and methods appropriate for the work to be carried out PC12. Dispose of waste safely in the designated location PC13. Store cleaning equipment safely after use PC14. Carry out cleaning according to schedules and limits of responsibility
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. Personal hygiene and duty of care KA2. Safe working practices and organisational procedures KA3. Limits of your own responsibility KA4. Ways of resolving with problems within the work area KA5. The production process and the specific work activities that relate to the whole process KA6. The importance of effective communication with colleagues KA7. The lines of communication, authority and reporting procedures KA8. The organisation's rules, codes and guidelines (including timekeeping) KA9. The company's quality standards KA10. The importance of complying with written instructions KA11. Equipment operating procedures / manufacturer's instructions
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Work instructions and specifications and interpret them accurately KB2. Method to make use of the information detailed in specifications and instructions KB3. Relation between work role and the overall manufacturing process



AMH/N0402 Maintain work area, tools and machines

	KB4. The importance of taking action when problems are identified KB5. Different ways of minimising waste KB6. The importance of running maintenance and regular cleaning KB7. Effects of contamination on products i.e. Machine oil, dirt KB8. Common faults with equipment and the method to rectify KB9. Maintenance procedures KB10. Hazards likely to be encountered when conducting routine maintenance KB11. Different types of cleaning equipment and substances and their use KB12. Safe working practices for cleaning and the method of carrying them out
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	On the job the individual needs to be able to: SA1. Read, write and communicate orally in local language SA2. Plan and manage work routine based on company procedure
B. Professional Skills	On the job the individual needs to be able to: SB1. Take appropriate decisions regarding to responsibilities SB2. Solve operational role related issues

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NOS Code	AMH/N0402AMH/N0402		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	11
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1 st March, 2014
Sub-Sector	Apparel / Made-Up's / Home Furnishing	Last Reviewed On	31 st March, 2014 31 st March, 2014
		Next Review Date	1 st October, 2014

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National Occupational Standards

AMH/N0403 Maintain health, safety and security at workplace

National Occupational Standard



Overview

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 minimise risk to self and others.



AMH/N0403 Maintain health, safety and security at workplace

National Occupational Standard

Unit Code	AMH/ N0403
Unit Title (Task)	Maintain health, safety and security at workplace
Description	Error! No text of specified style in document.
Scope	This unit/task covers the following: 1. Comply with health, safety and security requirements at work
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Comply with health, safety and security requirements at work	To be competent, the user/individual on the job must be able to: PC1. Comply with health and safety related instructions applicable to the workplace PC2. Use and maintain personal protective equipment as per protocol PC3. Carry out own activities in line with approved guidelines and procedures PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants PC5. Follow environment management system related procedures PC6. Identify and correct (if possible) malfunctions in machinery and equipment PC7. Report any service malfunctions that cannot be rectified PC8. Store materials and equipment in line with manufacturer's and organisational requirements PC9. Safely handle and move waste and debris PC10. Minimize health and safety risks to self and others due to own actions PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks PC12. Monitor the workplace and work processes for potential risks and threats PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel PC15. Participate in mock drills/ evacuation procedures organized at the workplace PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so PC17. Take action based on instructions in the event of fire, emergencies or accidents PC18. Follow organisation procedures for shutdown and evacuation when required
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context	The user/individual on the job needs to know and understand:



AMH/N0403 Maintain health, safety and security at workplace

<p>(Knowledge of the company / organisation and its processes)</p>	<p>KA1. Health and safety related practices applicable at the workplace KA2. Potential hazards, risks and threats based on nature of operations KA3. Organizational procedures for safe handling of equipment and machine operations KA4. Potential risks due to own actions and methods to minimize these KA5. Environmental management system related procedures at the workplace KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points KA7. Potential accidents and emergencies and response to these scenarios KA8. Reporting protocol and documentation required KA9. Details of personnel trained in first aid, fire-fighting and emergency response KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<p>B. Technical / Domain Knowledge</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and methods KB2. Personal protective equipment and method of use KB3. Identification, handling and storage of hazardous substances KB4. Proper disposal system for waste and by-products KB5. Signage related to health and safety and their meaning KB6. Importance of sound health, hygiene and good habits KB7. Ill-effects of alcohol, tobacco and drugs</p>
<p>Skills (S) w.r.t the Scope</p>	
<p>Elements</p>	<p>Skills</p>
<p>A. Core Skills / Generic Skills</p>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Respond to emergencies, accidents or fire at the workplace SA2. Evacuate the premises and help others in need while doing so SA3. The value of physical fitness, personal hygiene and good habits</p>
<p>B. Professional Skills</p>	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Raise alarm SB2. Safe and correct procedure of handling equipment and machinery SB3. Identify, report malfunctions in machinery and equipment and correct them if possible SB4. Identify and report service malfunctions and chemical leaks SB5. Keep work area free from potential hazards SB6. Report to supervisors and other authorized personnel for assistance</p>

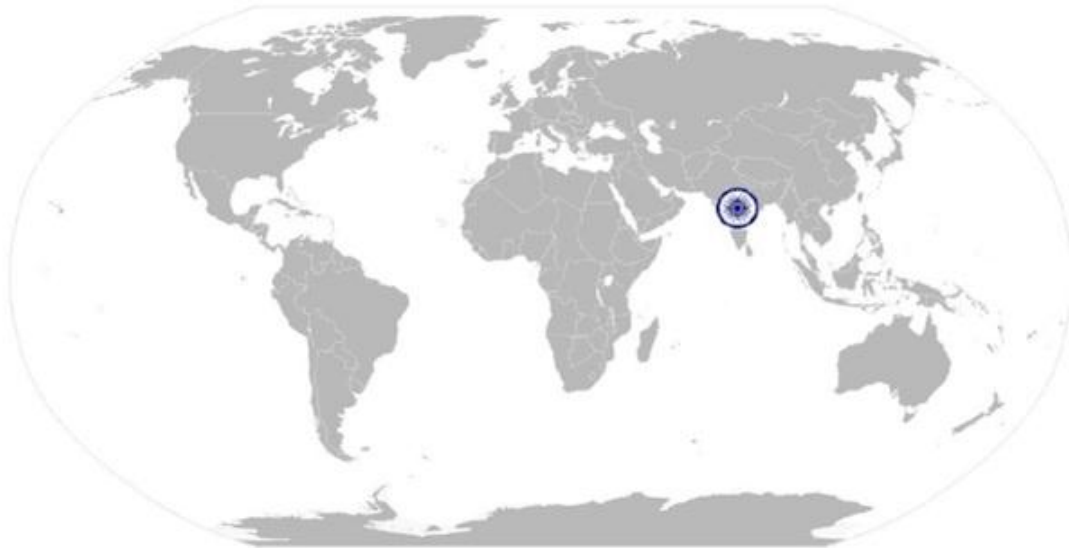


AMH/N0403 Maintain health, safety and security at workplace

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NOS Code	AMH/N0403AMH/ N0403		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	11
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1st March, 2014
Sub-Sector	Apparel / Made-Up's / Home Furnishing	Last Reviewed On	31st March, 2014 31st March, 2014
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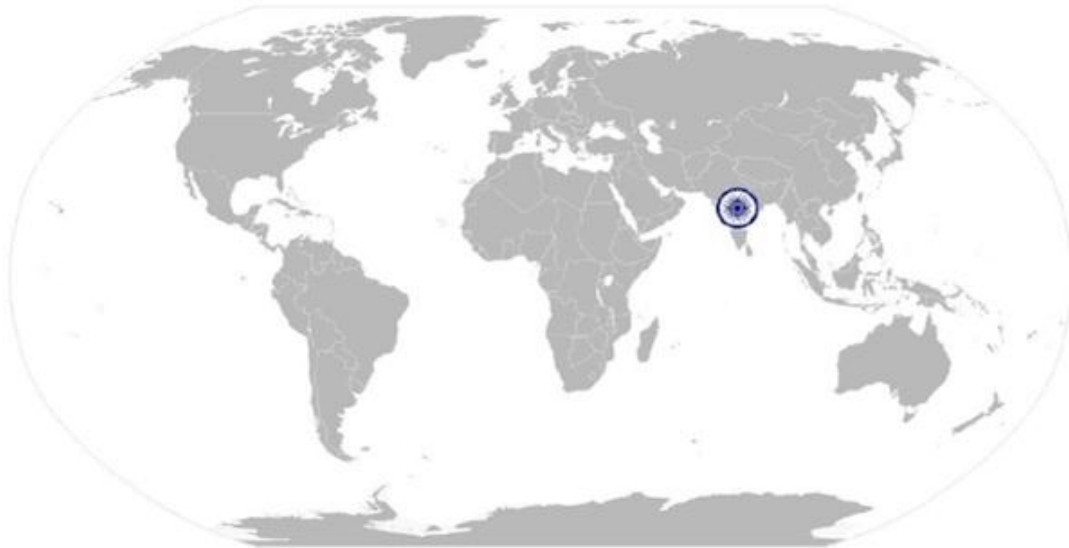
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National Occupational Standards

AMH/N0404 Comply with industry and organisational requirements

National Occupational Standard



Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with legal and ethical requirements at the workplace.



AMH/N0404 Comply with industry and organisational requirements

National Occupational Standard

Unit Code	AMH/N0404
Unit Title (Task)	Comply with industry and organisational requirements
Description	Error! No text of specified style in document.
Scope	This unit/task covers the following: 1. Comply with legal and ethical requirements
Performance Criteria (PC) w.r.t the Scope	
Elements	Performance Criteria
Comply with legal and ethical requirements	To be competent, the user/individual on the job must be able to: PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures PC2. Seek and obtain clarifications on policies and procedures, from your supervisor or other authorized personnel PC3. Apply and follow these policies and procedures within your work practices PC4. Provide support to your supervisor and team members in enforcing these considerations PC5. Identify and report any possible deviation to these requirements
Knowledge and Understanding (K) w.r.t. the Scope	
Elements	Knowledge and Understanding
A. Organisational Context (Knowledge of the company / organisation and its processes)	The user/individual on the job needs to know and understand: KA1. The importance of having an ethical and value-based approach to governance KA2. Benefits to your company and yourself due to practice of these procedures KA3. The importance of punctuality and attendance KA4. Specific to the industry/sector, know and understand: a. Legal and ethical requirements b. Procedures to follow if someone does not meet the requirements KA5. Customer specific requirements mandated as a part of your work process
B. Technical / Domain Knowledge	The user/individual on the job needs to know and understand: KB1. Country / customer specific regulations for your sector and their importance KB2. Reporting procedure in case of deviations KB3. Limits of personal responsibility
Skills (S) w.r.t the Scope	
Elements	Skills
A. Core Skills / Generic Skills	On the job the individual needs to be able to: SA1. Plan and manage work routine based on company procedure SA2. Positively influence your team members into following procedures



National Occupational Standards

AMH/N0404 Comply with industry and organisational requirements

	SA3. Participate and influence your organization's response towards these procedures
B. Professional Skills	On the job the individual needs to be able to: SB1. Take appropriate decisions related to responsibilities SB2. Practice a customer service oriented approach

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NOS Code	AMH/N0404AMH/N0404		
Credits (NVEQF/NVQF/NSQF)	TBD	Version Number	11
Sector	Apparel, Made-Up's and Home Furnishing	Drafted On	1 st March, 2014
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