



## 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 – MEASUREMENT CHECKER

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

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

**OCCUPATION:** QUALITY

**REFERENCE ID:** AMH/Q0103

**ALIGNED TO:** NIL

**Brief Job Description:** As Measurement Checker, the individual inspects the accuracy of the dimensions of the stitched parts and the finished apparel. The primary responsibility of a Measurement checker is to measure all the dimension of the apparel and ensure they are free from defects.

**Personal Attributes:** Measurement Checker should have good eyesight, eye for detail, basic math skills, knowledge of metric system and vision (including near vision, distance vision, colour vision, peripheral vision, depth perception and ability to change focus).



**Qualifications Pack for Measurement Checker**

Job Details

<b>Qualifications Pack Code</b>	<b>AMH/Q0103NIL</b>		
<b>Job Role</b>	<b>Measurement Checker</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version No</b>	<b>1</b>
<b>Sector</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted On</b>	<b>1<sup>st</sup> March, 2014</b>
<b>Sub-Sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last Reviewed On</b>	<b>31<sup>st</sup> March, 2014</b>
<b>Occupation</b>	<b>Quality</b>	<b>Next Review Date</b>	<b>1<sup>st</sup> October, 2014</b>
<b>Job Role</b>	<b>Measurement Checker</b>		
<b>Role Description</b>	The primary responsibility of a Measurement checker is to measure all the dimension of the apparel and ensure they are free from defects.		
<b>NVEQF / NSQF level</b>	4		
<b>Minimum Educational Qualifications</b>	Preferably Class V		
<b>Maximum Educational Qualifications</b>	NA		
<b>Training</b>	Preferably training on Quality Checker		
<b>Experience</b>	Preferably 3 Years experience in apparel industry		
<b>Applicable National Occupational Standards</b>	<p><b>Click on the hyperlink to read/download the required NOS</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">AMH/N0107 Carry out measurement checking activities</a></li> <li>2. <a href="#">AMH/N0106 Maintain work area, tools and machines</a></li> <li>3. <a href="#">AMH/N0103 Maintain health, safety and security at workplace</a></li> <li>4. <a href="#">AMH/N0104 Comply with industry, regulatory and organisational requirements</a></li> </ol>		
<b>Performance Criteria</b>	As described in the relevant OS units		

### Qualifications Pack for Measurement Checker

## 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 Measurement Checker*

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



NOS

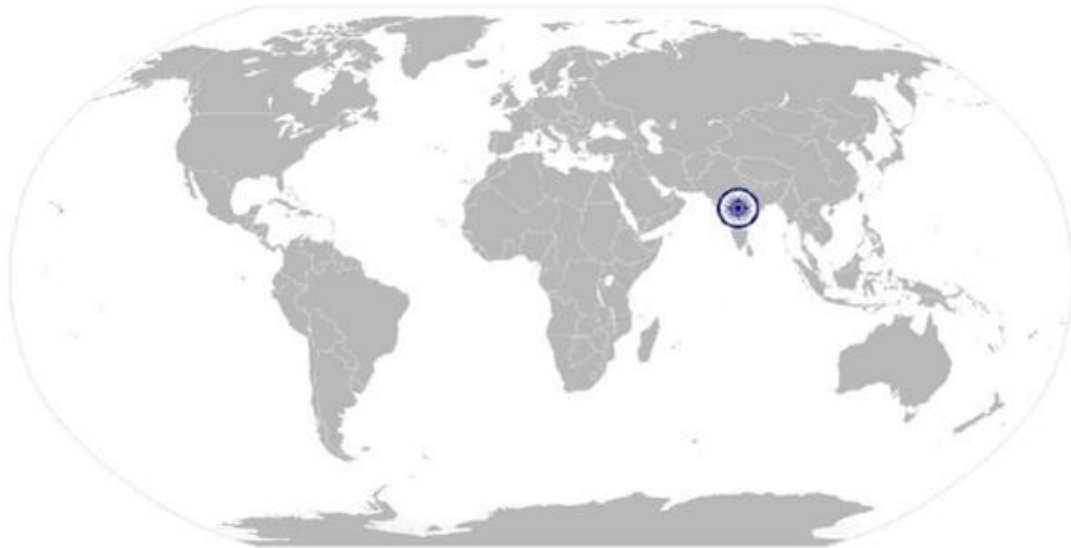


National Occupational Standards

AMH/N0107 Carry out measurement checking activities

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# National Occupational Standard



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## **Overview**

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to perform measurement checking activities to ensure the quality of operations and products.



**AMH/N0107 Carry out measurement checking activities**

National Occupational Standard

<b>Unit Code</b>	<b>AMH/N0107</b>
<b>Unit Title (Task)</b>	<b>Carry out measurement checking activities</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to perform measurement checking activities to ensure the quality of operations and products.
<b>Scope</b>	<p><b>This unit/task covers the following:</b></p> <ol style="list-style-type: none"> <li>1. Carry out measurement checking activities</li> </ol>
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Carryout measurement checking activities</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Check that the work area is free from hazards</p> <p>PC2. Follow the instructions on the work ticket/ job card</p> <p>PC3. Assist in carrying out basic inspection safely and at a rate which maintains work flow and meets production targets</p> <p>PC4. Ensure the cleanliness of the tools (Marker, Measuring Tape, etc) and equipments as per the work instruction</p> <p>PC5. Visually inspect the apparel parts and finished apparel for any defects as per the inspection standards</p> <p>PC6. Ensure the garment parts and finished garments are free of stitching defects</p> <p>PC7. Ensure the dimensions and grain line of the apparel parts and finished apparels are as per the specification charts</p> <p>PC8. Store the cut components in specified manner, to ensure that the quality is preserved</p> <p>PC9. Isolate defective pieces for rectification/ disposal</p> <p>PC10. Document if any defects are identified</p> <p>PC11. Inform the appropriate people in case of any defect identified</p> <p>PC12. Identify problems and resolve issues within limits of your own responsibility</p> <p>PC13. Report problems outside area of responsibility to the appropriate person</p> <p>PC14. Ensure the garment parts are handled in an appropriate manner</p>
<b>Knowledge and Understanding (K) w.r.t the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b> (Knowledge of the company / organisation and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Types of problems with quality and how to report them to appropriate people</p> <p>KA2. Consequences of not identifying and rectifying problems</p> <p>KA3. Importance of keeping accurate quality records</p> <p>KA4. Safe working practices and organisational procedures</p> <p>KA5. The importance of effective communication with colleagues</p> <p>KA6. The lines of communication, authority and reporting procedures</p> <p>KA7. The company's quality standards</p> <p>KA8. The types of records kept, methods to complete the record and the importance of keeping them accurate</p>

National Occupational Standards

**AMH/N0107 Carry out measurement checking activities**

	<p>KA9. The importance of complying with written instructions</p> <p>KA10. Equipment operating procedures / manufacturer’s instructions</p>
<b>B. Technical / Domain Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Methods to receive work instructions and specifications and interpret them accurately</p> <p>KB2. Methods to make use of the information detailed in specifications and instructions</p> <p>KB3. Types of basic fabric and stitch and stitch faults</p> <p>KB4. Types of garment and parts of garment</p> <p>KB5. The types of faults in stitch and the action to be taken when they occur</p> <p>KB6. Knowledge of visual inspection procedures</p> <p>KB7. Measure various different garments</p> <p>KB8. Fabric grain line and its significance</p> <p>KB9. Apparel parts and finished apparel standard measurement</p> <p>KB10. Knowledge to use measuring tape</p> <p>KB11. Knowledge of the metric system</p> <p>KB12. Process to maintain the flow of production</p> <p>KB13. Specification and size chart</p> <p>KB14. The importance of achieving quality and its relation to the end user / customer</p> <p>KB15. Knowledge of basic math skills</p>
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SA1. Read, write and communicate orally</p> <p>SA2. Plan and manage work routine based on company procedure</p> <p>SA3. Basic math skill</p>
<b>B. Professional Skills</b>	<p>On the job the individual needs to be able to:</p> <p>SB1. Identify the types of problems that occur during processing</p> <p>SB2. Identify potential solutions to help rectify faults</p> <p>SB3. Use inspection methods and techniques</p> <p>SB4. Implement the types of adjustments suitable for specific types of faults</p> <p>SB5. Handle different materials</p> <p>SB6. Take appropriate decisions regarding to responsibilities</p>

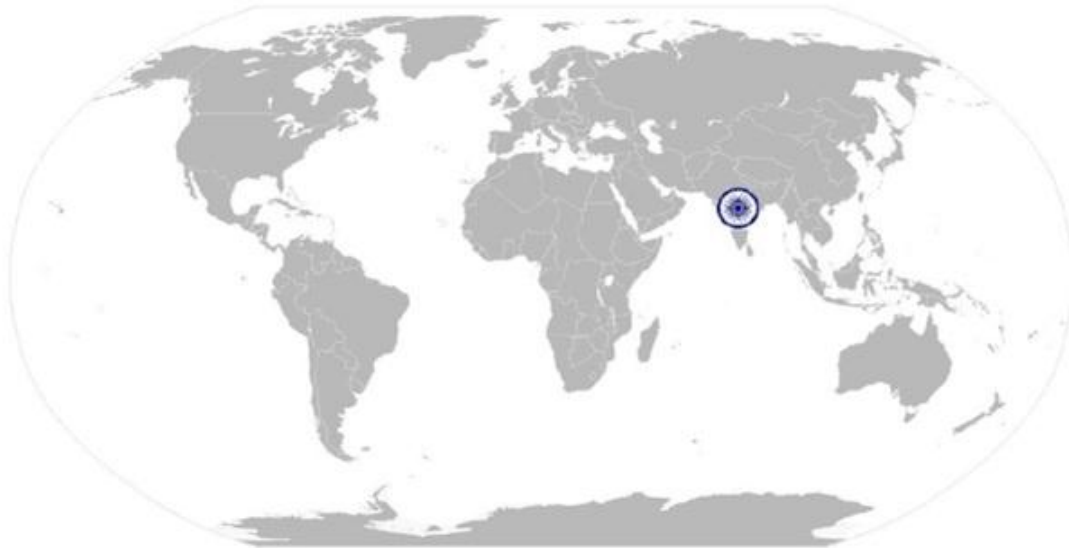


## AMH/N0107 Carry out measurement checking activities

### NOS Version Control

<b>NOS Code</b>	<b>AMH/N0107AMH/N0107</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version Number</b>	<b>11</b>
<b>Sector</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted On</b>	<b>1<sup>st</sup> March, 2014</b>
<b>Sub-Sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last Reviewed On</b>	<b>31<sup>st</sup> March, 2014 31<sup>st</sup> March, 2014</b>
		<b>Next Review Date</b>	<b>1<sup>st</sup> October, 2014</b>

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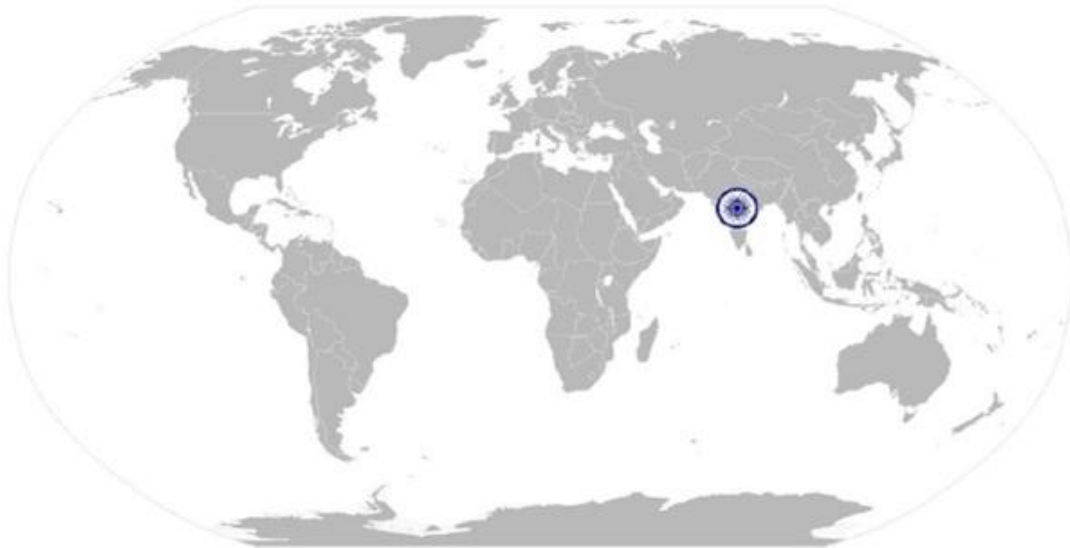


National Occupational Standards

AMH/N0106 Maintain work area, tools and machines

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# National Occupational Standard



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## **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/N0106 Maintain work area, tools and machines

<b>Unit Code</b>	<b>AMH/N0106</b>
<b>Unit Title (Task)</b>	<b>Maintain work area, tools and machines</b>
<b>Description</b>	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
<b>Scope</b>	<b>This unit/task covers the following:</b>  1. Maintain the work area, tools and machines
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Maintain the work area, tools and machines</b>	To be competent, the user/individual on the job must be able to:  PC1. Handle materials 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 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. Work in a comfortable position with the correct posture PC10. Use cleaning equipment and methods appropriate for the work to be carried out PC11. Dispose of waste safely in the designated location PC12. Store cleaning equipment safely after use PC13. Carry out cleaning according to schedules and limits of responsibility
<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b> (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
<b>B. Technical / Domain Knowledge</b>	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



National Occupational Standards

**AMH/N0106 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. Different types of cleaning equipment and substances and their use KB9. Safe working practices for cleaning and the method of carrying them out
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	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>B. Professional Skills</b>	On the job the individual needs to be able to:  SB1. Take appropriate decisions regarding to responsibilities SB2. Solve operational role related issues

**NOS Version Control**

<b>NOS Code</b>	<b>AMH/N0106AMH/N0106</b>		
<b>Credits (NVEQF/NVQF/NSQF)</b>	<b>TBD</b>	<b>Version Number</b>	<b>11</b>
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<b>Sub-Sector</b>	<b>Apparel / Made-Up's / Home Furnishing</b>	<b>Last Reviewed On</b>	<b>31<sup>st</sup> March, 201431st March, 2014</b>
		<b>Next Review Date</b>	<b>1<sup>st</sup> October, 2014</b>

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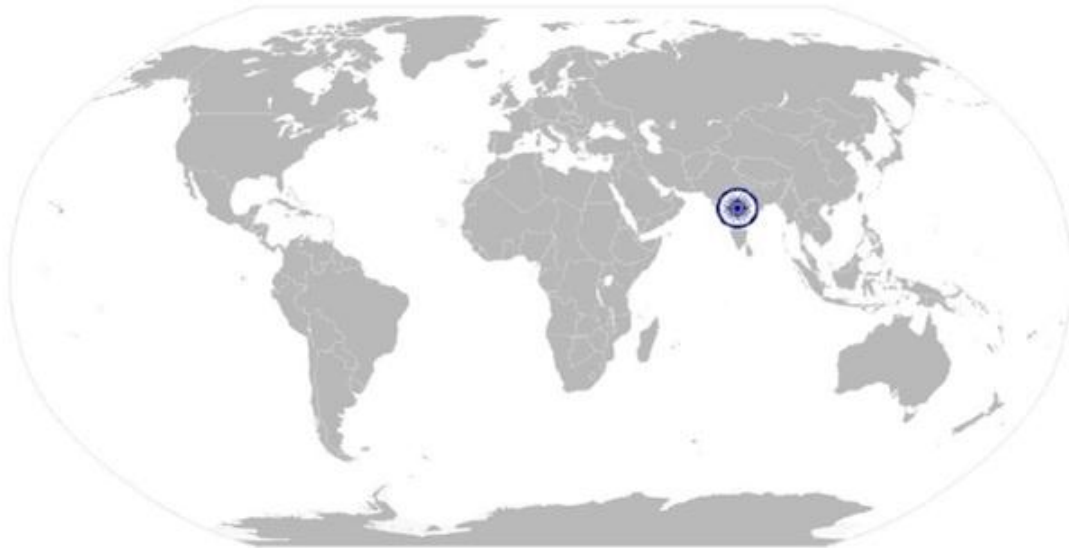


National Occupational Standards

AMH/N0103 Maintain Health & Safety and Security at Workplace

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# National Occupational Standard



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## **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/N0103 Maintain Health & Safety and Security at Workplace**

National Occupational Standard

<b>Unit Code</b>	<b>AMH/N0103</b>
<b>Unit Title (Task)</b>	<b>Maintain health, safety and security at workplace</b>
<b>Description</b>	<b>Error! No text of specified style in document.</b>
<b>Scope</b>	<b>This unit/task covers the following:</b>  1. Comply with health, safety and security requirements at work
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Comply with health, safety and security requirements at work</b>	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
<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b>	The user/individual on the job needs to know and understand:



**AMH/N0103 Maintain Health & Safety and Security at Workplace**

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

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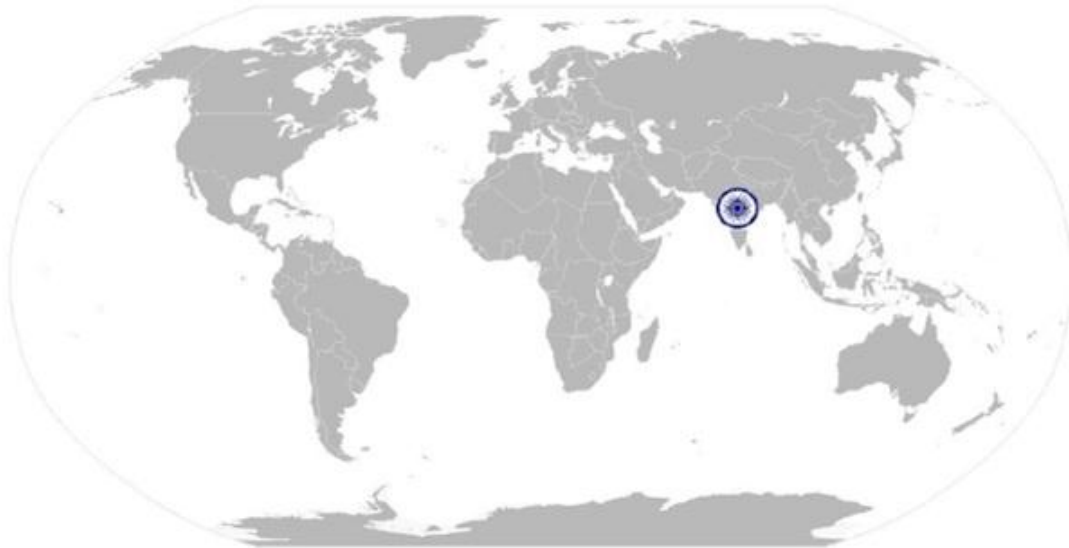


## National Occupational Standards

### AMH/N0103 Maintain Health & Safety and Security at Workplace

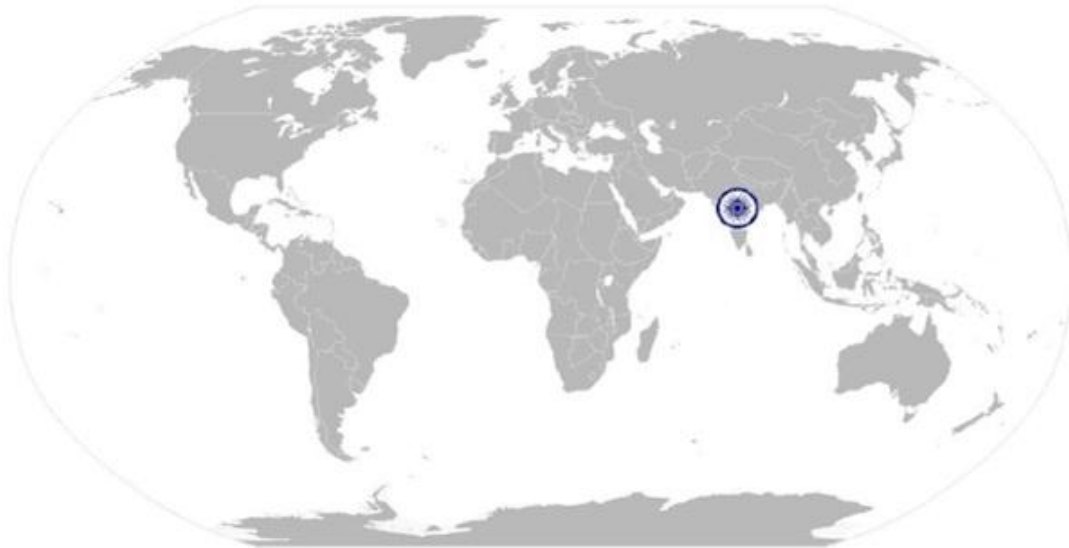
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# National Occupational Standard



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## **Overview**

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





**AMH/N0104 Comply with industry, regulatory and organisational requirements**

National Occupational Standard

<b>Unit Code</b>	<b>AMH/N0104</b>
<b>Unit Title (Task)</b>	<b>Comply with industry, regulatory and organisational requirements</b>
<b>Description</b>	<b>Error! No text of specified style in document.</b>
<b>Scope</b>	<b>This unit/task covers the following:</b>  1. Comply with legal, regulatory and ethical requirements
<b>Performance Criteria (PC) w.r.t the Scope</b>	
<b>Elements</b>	<b>Performance Criteria</b>
<b>Comply with legal, regulatory and ethical requirements</b>	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
<b>Knowledge and Understanding (K) w.r.t. the Scope</b>	
<b>Elements</b>	<b>Knowledge and Understanding</b>
<b>A. Organisational Context</b> (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, regulatory 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>B. Technical / Domain Knowledge</b>	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
<b>Skills (S) w.r.t the Scope</b>	
<b>Elements</b>	<b>Skills</b>
<b>A. Core Skills / Generic Skills</b>	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 SA3. Participate and influence your organization's response towards these



## National Occupational Standards

### AMH/N0104 Comply with industry, regulatory and organisational requirements

	procedures
<b>B. Professional Skills</b>	On the job the individual needs to be able to:  SB1. Take appropriate decisions related to responsibilities SB2. Practice a customer service oriented approach

## NOS Version Control

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