

## QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR APPAREL MADE-UPS & 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 –Sampling Coordinator

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

**SUB-SECTOR:** APPAREL

**OCCUPATION:** SAMPLING COORDINATION

**REFERENCE ID:** AMH/Q1801

**ALIGNED TO:** NCO-2004 /8263.90

**Brief Job Description:** The role of a sampling coordinator is to plan, handle and monitor new product development, regular follow up with all sampling like: proto sample, size sets, fit samples and photo shoot samples.

**Personal Attributes:** As a sampling coordinator one must be highly motivated, with technical flair, good communication skills and a can –do attitude. Should have strong knowledge about sourcing (trims/embellishments) and general process of sampling, which would intern be having knowledge in garment construction as well

Job Details	<b>Qualifications Pack Code</b>	<b>AMH/Q 1801</b>		
	<b>Job Role</b>	<b>Sampling Coordinator</b>		
	<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
	<b>Sector</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>22/10/14</b>
	<b>Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>15/11/14</b>
	<b>Occupation</b>	<b>Sampling Coordination</b>	<b>Next review date</b>	<b>30/12/15</b>
	<b>NSQC Clearance On*</b>	<b>20/07/2015</b>		

<b>Job Role</b>	<b>Sampling Coordinator</b>
<b>Role Description</b>	This unit covers the skills and knowledge to plan, handle and monitor the sampling process
<b>NSQF level</b>	5
<b>Minimum Educational Qualifications</b>	Graduate in any sector, preferably
<b>Maximum Educational Qualifications</b>	Masters in Apparel Manufacturing & Merchandising
<b>Training</b> (Suggested but not mandatory)	NA
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	1-2 years of work experience/internship in apparel field(product development), preferably
<b>National Occupational Standards (NOS)</b>	<b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">AMH/N1801 (Preparing for Sampling)</a></li> <li><a href="#">AMH/N1802 (Coordinate the flow of samples)</a></li> <li><a href="#">AMH/N1803 (Maintain the records)</a></li> <li><a href="#">AMH/N0103 (Maintain health, safety and security at workplace)</a></li> </ol> <b>Optional:</b> Not Applicable
<b>Performance Criteria</b>	As described in the relevant OS units

**Glossary of Key Terms**
**Table 1: Glossary of Key Terms**

Keywords /Terms	Description
Definitions	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 fulfill the 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 they need 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 OS unit, which can be denoted with either an 'O' or an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.

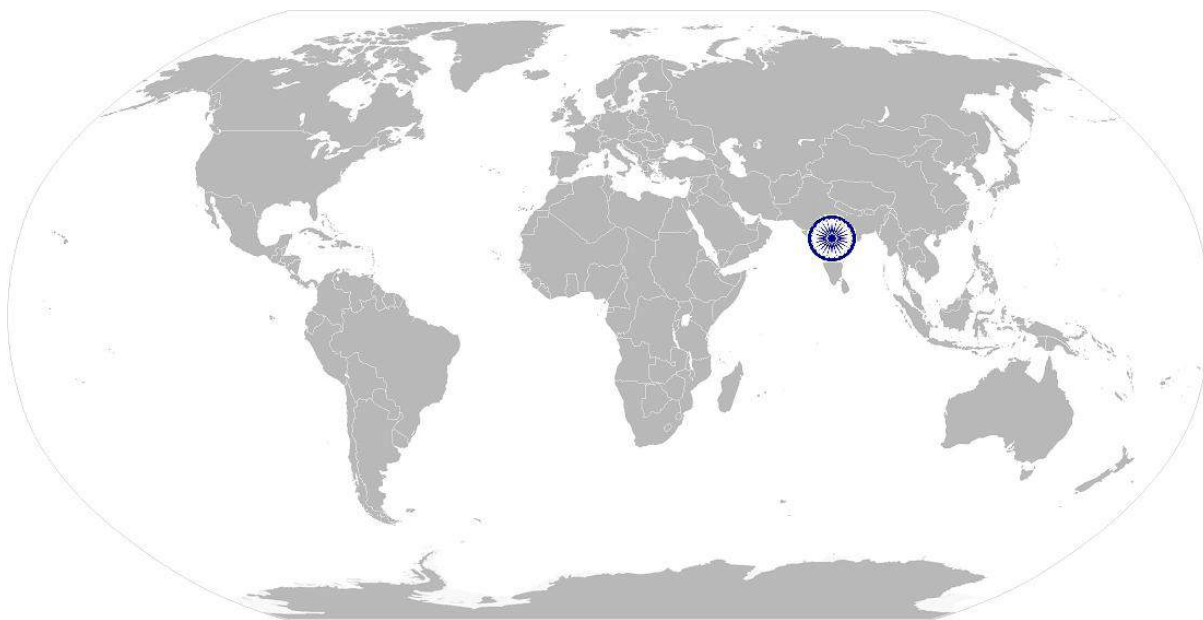
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of performance required.
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 to the required standard.
Organizational Context	Organizational Context includes the way the organization 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	Core Skills or Generic Skills are a group of skills that are key to learning and working 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.
Helpdesk	Helpdesk is an entity to which the customers will report their IT problems. IT Service Helpdesk Attendant is responsible for managing the helpdesk.
<b>Keywords /Terms</b>	<b>Description</b>
SSC	Sector Skill Council
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
UGC	University Grants Commission
MHRD	Ministry of Human Resource Development
MoLE	Ministry of Labor and Employment
NVEQF	National Vocational Education Qualifications Framework
NVQF	National Vocational Qualifications Framework

**Acronyms**

AMH/N1801 (Preparing for Sampling)

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# National Occupational Standard



## Overview

This unit is about how a sampling coordinator prepares to get a design sampled according to the buyer's request as per the requisition provided from the concerned dept to do so

## AMH/N1801 (Preparing for Sampling)

National Occupational Standard	<b>Unit Code</b>	AMH/N1801
	<b>Unit Title (Task)</b>	Preparing for sampling
	<b>Description</b>	This unit is about how a sampling coordinator prepares to get a design sampled according to the buyer's request as per the requisition provided from the concerned dept to do so
	<b>Scope</b>	This unit/task covers the following: <ul style="list-style-type: none"> <li>• Sample Plan Identified</li> <li>• Specification Sheets well received</li> <li>• Proper coordination with all concerned depts. to get the right sample</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	<b>Sample Plan</b>	To be competent, you must be able to: <ul style="list-style-type: none"> <li>PC1. conduct research on target market, materials, trims and identify better or new sources /suppliers for procurement</li> <li>PC2. plan according to sample delivery dates</li> <li>PC3. identify sampling requirements in accordance with the sampling plan</li> </ul>
	<b>Specification sheet</b>	<ul style="list-style-type: none"> <li>PC4. check the specification sheet prepared, in accordance with standard format</li> <li>PC5. review previous designs &amp; samples developed by the business to assess relevance to current design/samples.</li> <li>PC6. check the preparation and cutting of patterns and detailed drawings and confirm it in coordination with concerned personnel</li> <li>PC7. verify sample work order and ensure that all the specifications are incorporated</li> </ul>
	<b>Coordination with concerned departments</b>	<ul style="list-style-type: none"> <li>PC8. ensure that the approvals are got from concerned personnel for print/embroidery, over dye/wash etc</li> <li>PC9. ensure that all depts. concerned are given all the necessary items to prepare the proto sample</li> </ul>
	<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: <ul style="list-style-type: none"> <li>KA1. Your organization's policies, procedures, guidelines and standards for dealing with buyers/clients</li> <li>KA2. Recognizing and adapting to cultural differences in the workplace, including modes of behavior and interactions</li> <li>KA3. Identifying improvements.</li> <li>KA4. Completing work systematically with attention to detail without damage to goods and equipments</li> </ul>	
<b>B. Technical</b>	You need to know and understand: <ul style="list-style-type: none"> <li>KB1. Garment construction techniques and processes.</li> </ul>	

**AMH/N1801 (Preparing for Sampling)**

<b>Knowledge</b>	<p>KB2. Detailed knowledge of a range of fabrics and trims</p> <p>KB3. An understanding on the cost process involved in making an apparel</p> <p>KB4. Knowledge on basic sampling principles</p> <p>KB5. Characteristics of materials sampled and common contaminants and related conditions under which contamination is likely to occur</p> <p>KB6. Procedures for preparing samples</p>	
<b>Skills (S)</b>		
<b>A. Core Skills/ Generic Skills</b>	<b>Writing Skills</b>	
	You need to know and understand how to: <ul style="list-style-type: none"> <li>SA1. Complete accurate well written work with attention to detail</li> <li>SA2. Able to communicate with others in the company and to clients in writing, as this is very important for a sampling coordinator</li> </ul>	
	<b>Reading Skills</b>	
	You need to know and understand how to: <ul style="list-style-type: none"> <li>SA3. follow guidelines/procedures/rules and service level agreements</li> <li>SA4. Read and understand the buyer/client's requirements</li> </ul>	
	<b>Oral Communication (Listening and Speaking skills)</b>	
	You need to know and understand how to: <ul style="list-style-type: none"> <li>SA5. listen effectively and orally communicate information accurately</li> <li>SA6. ask for clarification and advice from others</li> <li>SA7. To be able to speak in different language and also if possible the local language wherever placed</li> </ul>	
	<b>B. Professional Skills</b>	<b>Decision Making</b>
		You need to know and understand: <ul style="list-style-type: none"> <li>SB1. follow rule-based decision-making processes</li> <li>SB2. make decisions on a suitable course of action or response</li> </ul>
		<b>Plan and Organize</b>
		You need to know and understand how to: <ul style="list-style-type: none"> <li>SB3. plan and organize your work to achieve targets and deadlines</li> <li>SB4. plan processes and encourage interchange of ideas/designs</li> </ul>
<b>Customer Centricity</b>		
NA		
<b>Problem Solving</b>		
You need to know and understand how to: <ul style="list-style-type: none"> <li>SB1. Clarification on the design to be developed with the team members</li> <li>SB5. Assess /evaluate design processes</li> <li>SB6. Communicate effectively within the workplace</li> </ul>		
<b>Analytical Thinking</b>		
You need to know and understand how to: <ul style="list-style-type: none"> <li>SB7. analyze the sample making process</li> <li>SB8. pass on relevant information to others</li> <li>SB9. To be able to advice on sampling requirements</li> </ul>		
<b>Critical Thinking</b>		

### AMH/N1801 (Preparing for Sampling)

	<p>You need to know and understand how to:</p> <p>SB10. provide opinions on work in a detailed and constructive way</p> <p>SB11. Clarify and check task related information</p>
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#### NOS Version Control

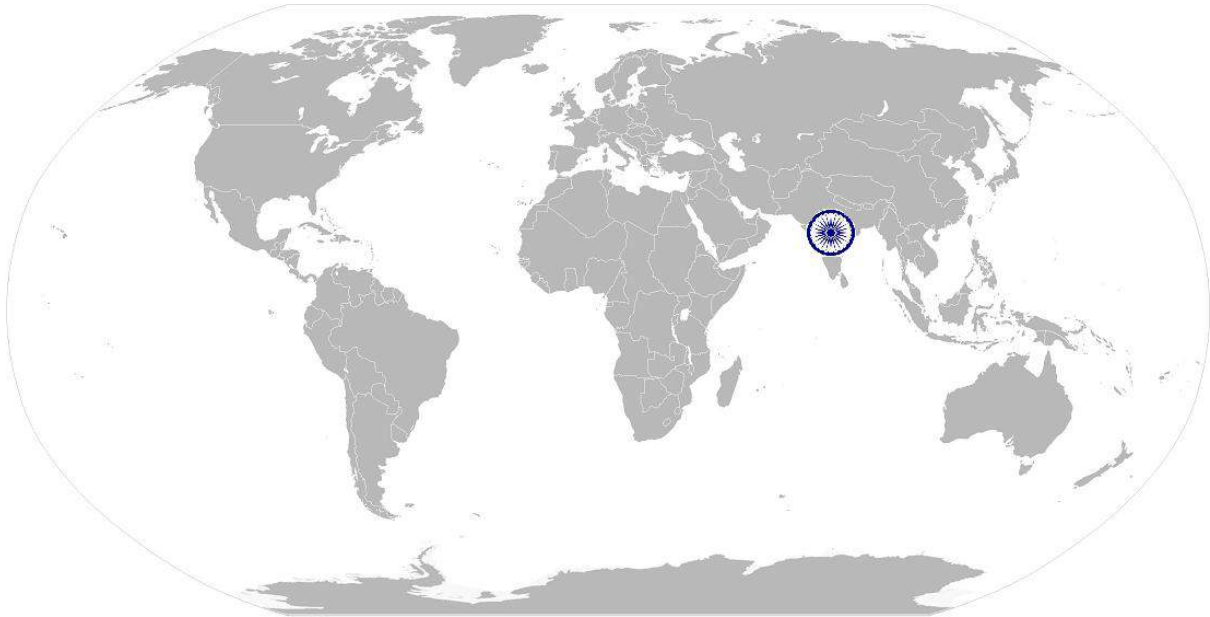
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>22/10/14</b>
<b>Industry Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>15/11/14</b>
<b>Occupation</b>	<b>Sampling Coordinator</b>	<b>Next review date</b>	<b>30/12/15</b>





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# National Occupational Standard



## Overview

This unit is about how the sampling coordinator checks the different samples and ensures that the final approved sample is to be documented, maintained and handed over for production

**AMH/N1802**
**Coordinate the flow of samples**

National Occupational Standard	<b>Unit Code</b>	<b>AMH/N1802</b>
	<b>Unit Title (Task)</b>	<b>Coordinate the flow of samples</b>
	<b>Description</b>	This unit is about how the sampling coordinator checks the different samples and ensure that the final approved sample is to be documented, maintained and handed over for production
	<b>Scope</b>	This unit/task covers the following <ul style="list-style-type: none"> <li>▪ Collect samples</li> <li>▪ Test fit of all the samples</li> <li>▪ Incorporate all the required changes on the sample as per buyer's request</li> </ul>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	Collect samples	To be competent, you must be able to: PC1. check the assembled garments in accordance to specification sheet PC2. communicate assembly issues to appropriate production personnel for necessary adjustments
	Test fit of samples	PC3. test fit finished proto-type and compare based on specification sheet PC4. give instructions to concerned personnel to make the necessary alterations in accordance with the revised specification sheet
	Incorporate all the required changes on the sample as per buyer's request	PC5. incorporate the comments received from buyer and make fit sample with actual trims and fabric PC6. check the size set samples made accordingly to ensure proper grading done as per the buyer's specifications PC7. ensure that all the corrections and comments from buyer's on the final approved sample are to be incorporated, before handing over to the next department.
	<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. The organization's policies and procedures KA2. Protocol to obtain more information on work related tasks. KA3. the limits of your role and responsibilities in relation to the task KA4. who to refer problems to when they are outside the limit of your authority KA5. your organization's templates and processes for preparing the sampling plan and arranging for the necessary items to make the sample KA6. Details of the job role and responsibilities KA7. your organization's knowledge base and how to use and update this KA8. Reporting Structure	
<b>B. Technical Knowledge</b>	You need to know and understand: KB1. Knowledge of fabrics and garments KB2. Basic sampling principles, including the importance of following the sampling plan to obtain representative sampling reflecting characteristics of source material, the sample characteristics and related preservation, handling	

**AMH/N1802**

**Coordinate the flow of samples**

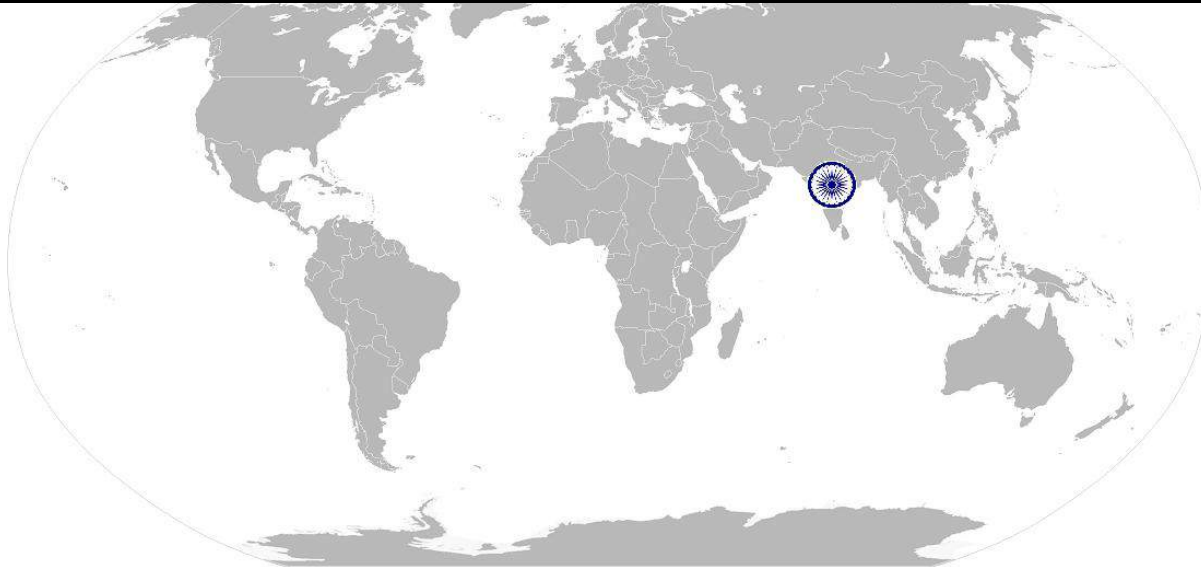
	<p>and storage requirements, and the labeling system purpose and requirements</p> <p>KB3. Tests to be conducted on samples and related handling and preparation requirements and responsibilities</p> <p>KB4. Procedures and responsibility for reporting and recording sampling information, such as legislative requirements</p> <p>KB5. Knowledge on quality and workplace practices</p>
<b>Skills (S)</b>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Writing Skills</b></p>
	<p>You need to know and understand how to:</p> <p>SA1. complete accurate well written work with attention to detail</p> <p>SA2. communicate with others in writing</p>
	<p><b>Reading Skills</b></p>
	<p>You need to know and understand how to:</p> <p>SA3. follow guidelines/procedures/rules and service level agreements</p>
	<p><b>Oral Communication (Listening and Speaking skills)</b></p>
<p><b>B. Professional Skills</b></p>	<p>You need to know and understand how to:</p> <p>SA4. listen effectively and orally communicate information accurately</p> <p>SA5. ask for clarification and advice from others in the team and heads</p>
	<p><b>Decision Making</b></p>
	<p>You need to know and understand how to:</p> <p>SB1. follow rule-based decision-making processes</p> <p>SB2. make decisions on a suitable course of action or response</p>
	<p><b>Plan and Organize</b></p>
	<p>You need to know and understand how to:</p> <p>SB3. plan and organize your work to achieve targets and deadlines</p>
	<p><b>Customer Centricity</b></p>
	<p>NA</p>
	<p><b>Problem Solving</b></p>
	<p>You need to know and understand how to:</p> <p>SB4. apply problem-solving approaches in different situations</p> <p>SB5. refer anomalies to the design head</p> <p>SB6. seek clarification on problems from others</p>
	<p><b>Analytical Thinking</b></p>
<p>You need to know and understand how to:</p> <p>SB7. analyze the sample making process</p> <p>SB8. Analyze needs, requirements and dependencies in order to meet your work requirements</p>	
<p><b>Critical Thinking</b></p>	
<p>You need to know and understand how to:</p> <p>SB9. provide opinions on work in a detailed and constructive way to the sampling dept</p> <p>SB10. apply balance judgments to different situations</p>	

**AMH/N1802**

**Coordinate the flow of samples**

**NOS Version Control**

<b>NOS Code</b>	<b>AMH/N1802</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>22/10/14</b>
<b>Industry Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>15/11/14</b>
<b>Occupation</b>	<b>Sampling Coordinator</b>	<b>Next review date</b>	<b>30/12/15</b>

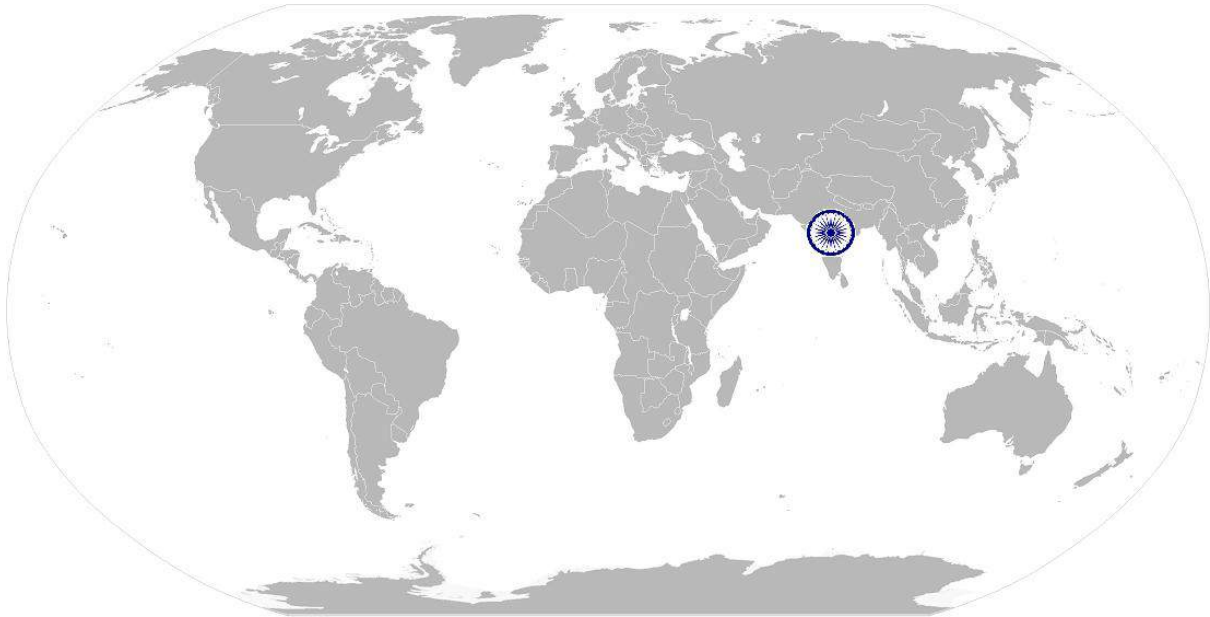


AMH/N1803

Maintain the records

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# National Occupational Standard



## Overview

This unit is about how the sampling coordinator needs to ensure that they have all the documents and information before the sample is made and maintenance of all the records for future use, related to the particular counter sample

AMH/N1803

Maintain the records

National Occupational Standard	<b>Unit Code</b>	AMH/N1803
	<b>Unit Title (Task)</b>	Maintain the records
	<b>Description</b>	This unit is about how the sampling coordinator is to ensure that they have all the documents and information before the sample is made and maintenance of all the records for future use, related to the particular counter sample
	<b>Scope</b>	This unit/task covers the following: <b>Formats well identified and made:</b> <ul style="list-style-type: none"> <li>• Sample requisition</li> <li>• Sample work order</li> <li>• Sample Plan</li> <li>• Sample –returning chart</li> </ul> <b>Maintenance of all records</b>
	<b>Performance Criteria (PC) w.r.t. the Scope</b>	
	<b>Element</b>	<b>Performance Criteria</b>
	Identify formats and maintain records	To be competent, you must be able to: PC1. ensure that all the records are well maintained PC2. ensure that all the given formats are to be got in respect to making the samples like the sample requisition, for creation of sample work order. PC3. ensure detailed techpack is received to prepare for the fabric ,trims and garment to be developed for proto PC4. maintain a proper sample plan, as this a plan for all the styles for the month PC5. ensure that all the counter samples of the particular season are returned PC6. prepare a counter sample –returning chart for future reference
	<b>Knowledge and Understanding (K)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and its processes)	You need to know and understand: KA1. The organization's policies and procedures KA2. Protocol to obtain more information on work related tasks. KA3. the limits of your role and responsibilities in relation to incidents KA4. who to refer problems to when they are outside the limit of your authority KA5. your organization's templates and processes for preparing the sampling plan KA6. Details of the job role and responsibilities KA7. your organization's knowledge base and how to use and update this KA8. Reporting Structure
	<b>B. Technical Knowledge</b>	You need to know and understand: KB1. Knowledge of fabrics/garments, trims and embellishments KB2. Concepts of product and pricing life cycle KB3. Pricing and costing procedures KB4. Knowledge on quality and workplace practices KB5. Able to coordinate well with all the departments
<b>Skills (S)</b>		
<b>A. Core Skills/</b>	<b>Writing Skills</b>	
	You need to know and understand how to:	

**AMH/N1803**

**Maintain the records**

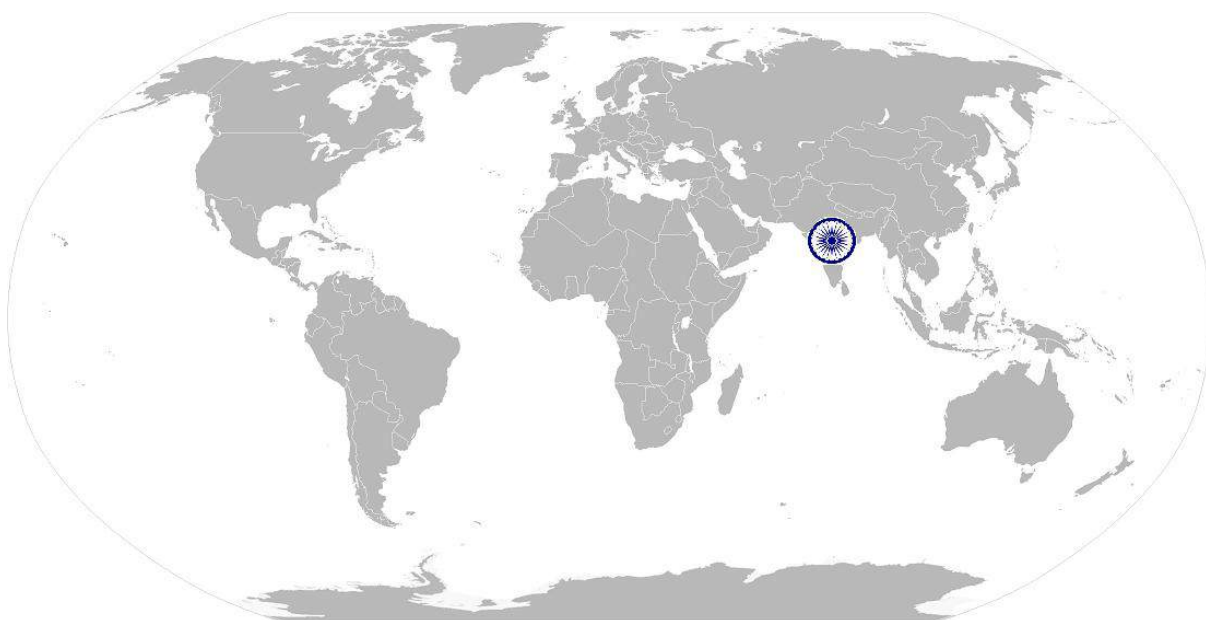
<b>Generic Skills</b>	SA1. complete accurate well written work with attention to detail SA2. communicate with others in writing
	<b>Reading Skills</b>
	You need to know and understand how to: SA3. follow guidelines/procedures/rules and service level agreements
	<b>Oral Communication (Listening and Speaking skills)</b>
	You need to know and understand how to: SA4. listen effectively and orally communicate information accurately SA5. ask for clarification and advice from others in the team and heads
<b>B. Professional Skills</b>	<b>Decision Making</b>
	You need to know and understand how to: SB1. follow rule-based decision-making processes SB2. make decisions on a suitable course of action or response
	<b>Plan and Organize</b>
	You need to know and understand how to: SB3. plan and organize your work to achieve targets and deadlines
	<b>Customer Centricity</b>
	NA
	<b>Problem Solving</b>
	You need to know and understand how to: SB4. apply problem-solving approaches in different situations SB5. refer anomalies to the design head SB6. seek clarification on problems from others
	<b>Analytical Thinking</b>
	You need to know and understand how to: SB7. analyze the techpack and sample making process SB8. Analyze needs, requirements and dependencies in order to meet your workrequirements
<b>Critical Thinking</b>	
You need to know and understand how to: SB9. provide opinions on work in a detailed and constructive way to the merchandiser and if necessary to the sampling tailor and pattern master SB10. apply balance judgments to different situations	

**AMH/N1803**

**Maintain the records**

**NOS Version Control**

<b>NOS Code</b>	<b>AMH/N1803</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>22/10/2014</b>
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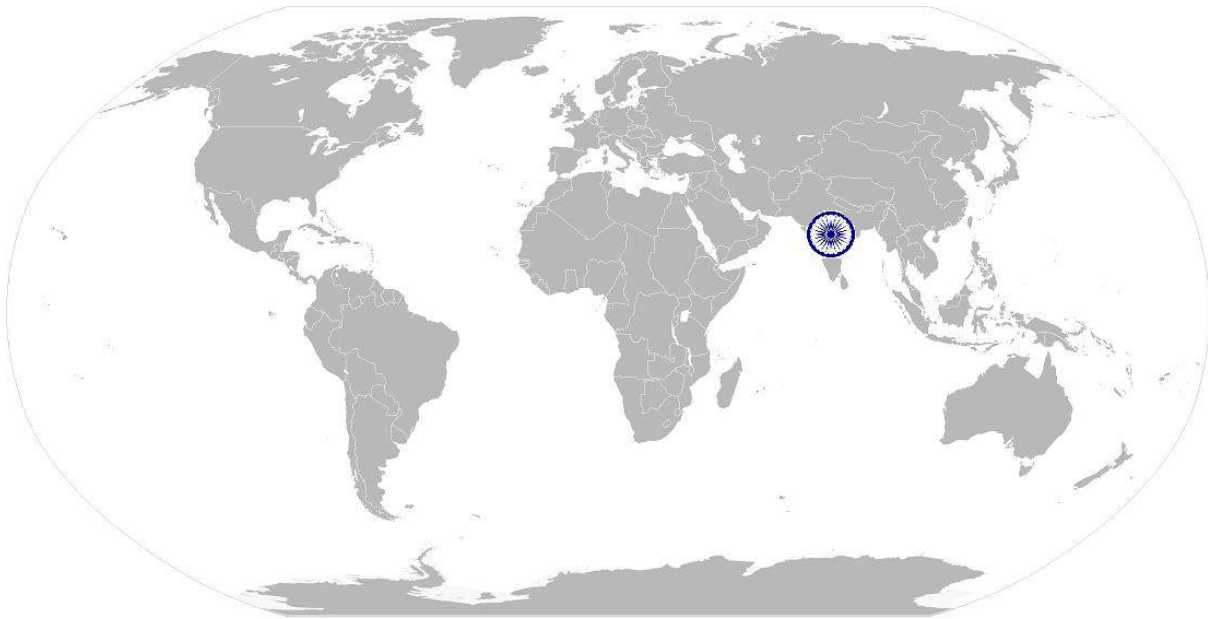




AMH/N0103 Maintain health, safety and security at workplace

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# 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 minimize 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>	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.
	<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>Element</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 malfunction that cannot be rectified PC8. store materials and equipment in line with manufacturer's and organizational 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)</b>	
	<b>A. Organizational Context</b> (Knowledge of the company/ organization and	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

**AMH/N0103 Maintain health, safety and security at workplace**

its processes)	<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 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)</b>	
<b>A. Core Skills/ Generic Skills</b>	<p><b>Writing Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. write report on the hazards and risks / threats faced at workplace</p> <p><b>Reading Skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. read the first aid ,health and safety instructions</p> <p><b>Oral Communication (Listening and Speaking skills)</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. respond to emergencies, accidents or fire at the workplace</p> <p>SA4. Communicate to others when and how to evacuate the premises</p> <p>SA5. communicate effectively the value of physical fitness, personal hygiene and good habits to workers</p>
<b>B. Professional Skills</b>	<p><b>Decision Making</b></p> <p>NA</p> <p><b>Plan and Organize</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. Keep work area free from potential hazards</p> <p><b>Customer Centricity</b></p> <p>NA</p> <p><b>Problem Solving</b></p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB2. Raise alarm</p> <p>SB3. Safe and correct procedure of handling equipment and machinery</p> <p>SB4. Report to supervisors and other authorized personnel for assistance</p> <p><b>Analytical Thinking</b></p>

**AMH/N0103 Maintain health, safety and security at workplace**

	The user/individual on the job needs to know and understand how to: SB5. Identify and report service malfunctions and chemical leaks SB6. Identify, report malfunctions in machinery and equipment and correct them if possible
	<b>Critical Thinking</b>
	NA

**NOS Version Control**

<b>NOS Code</b>	<b>AMH/N0103</b>		
<b>Credits (NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Industry</b>	<b>Apparel, Made-Up's and Home Furnishing</b>	<b>Drafted on</b>	<b>22/10/14</b>
<b>Industry Sub-sector</b>	<b>Apparel</b>	<b>Last reviewed on</b>	<b>15/11/14</b>
<b>Occupation</b>	<b>Sampling Coordinator</b>	<b>Next review date</b>	<b>30/12/15</b>

## CRITERIA FOR ASSESSMENT OF TRAINEES

### Sampling Coordinator

#### (AMH/1801)

#### AMHSSC

##### **Guidelines for Assessment**

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC
3. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below)
4. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria
5. To pass the Qualification Pack, every trainee should score a minimum of 70% in every NOS.
6. In case of successfully passing only certain number of NOS's, the trainee is eligible to take subsequent assessment on the balance NOS's to pass the Qualification Pack

		Marks Allocation				
		Total Marks	Out of	Theory	Skills Practical	Viva
1. AMH/N1801 Preparing for sampling	PC1. Conduct research on target market, materials, trims and identify better or new sources /suppliers for procurement	100	11	5	4	2
	PC2. Plan according to sample delivery dates		11	6	3	2
	PC3. Identify sampling requirements in accordance with the sampling plan		11	6	3	2
	PC4. Check the specification sheet prepared, in accordance with standard format		11	6	3	2
	PC5. Review previous designs & samples developed by the business to assess relevance to current design/samples.		11	3	6	2

	PC6. Check the preparation and cutting of patterns and detailed drawings and confirm it in coordination with concerned personnel		12	4	4	4
	PC7. Verify sample work order and ensure that all the specifications are incorporated		11	2	6	3
	PC8. Ensure that the approvals are got from concerned personnel for print/embroidery, over dye/wash etc		11	2	6	3
	PC9. Ensure that all depts. concerned are given all the necessary items to prepare the proto sample		11	5	4	2
		Total	100	39	39	22
2.AMH/N1802 Coordinate the flow of samples	PC1. Check the assembled garments in accordance to specification sheet	100	14	6	1	7
	PC2. Communicate assembly issues to appropriate production personnel for necessary adjustments		14	6	1	7
	PC3. Test fit finished proto-type and compare based on specification sheet		14	5	5	4
	PC4. Give instructions to concerned personnel to make the necessary alterations in accordance with the revised specification sheet		14	5	5	4
	PC5. Incorporate the comments received from buyer and make fit sample with actual trims and fabric		12	5	5	2
	PC6. Check the size set samples made accordingly to ensure proper grading done as per the buyer's specifications		12	4	4	4
	PC7. Ensure that all the corrections and comments from buyer's on the final approved sample are to be incorporated, before handing over to the next department.		20	9	6	5
		Total	100	40	27	33
3.AMH/N1803 Maintain the records	PC1. Ensure that all the records are well maintained	90	15	6	5	4

	PC2. Ensure that all the given formats are to be got in respect to making the samples like the Sample requisition, for creation of sample work order.		15	6	5	4
	PC3. Ensure detailed techpack is received to prepare for the fabric ,trims and garment to be developed for proto		15	7	3	5
	PC4. Maintain a proper sample plan, as this a plan for all the styles for the month		14	7	5	2
	PC5. Ensure that all the counter samples of the particular season are returned		15	6	5	4
	PC6. Prepare a counter sample –returning chart for future reference		16	6	7	3
		Total	90	38	30	22
4 AMH/N0103 Maintain health, safety and security at workplace	PC1. Comply with health and safety related instructions applicable to the workplace	60	3	1	1	1
	PC2. Use and maintain personal protective equipment as per protocol		3	1	1	1
	PC3. Carry out own activities in line with approved guidelines and procedures		4	1	2	1
	PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants		3	1	1	1
	PC5. Follow environment management system related procedures		3	1	1	1
	PC6. Identify and correct (if possible) malfunctions in machinery and equipment		4	1	2	1
	PC7. Report any service malfunctions that cannot be rectified		3	1	1	1
	PC8. Store materials and equipment in line with manufacturer's and organizational requirements		4	1	2	1
	PC9. Safely handle and move waste and debris	3	1	1	1	

	PC10. Minimize health and safety risks to self and others due to own actions		3	1	1	1
	PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks		3	1	1	1
	PC12. Monitor the workplace and work processes for potential risks and threats		3	1	1	1
	PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned		3	1	1	1
	PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel		4	1	2	1
	PC15. Participate in mock drills/ evacuation procedures organized at the workplace		4	1	2	1
	PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so		3	1	1	1
	PC17. Take action based on instructions in the event of fire, emergencies or accidents		4	1	2	1
	PC18. Follow organisation procedures for shutdown and evacuation when required		3	1	1	1
		Total	60	18	24	18
	Grand Total		<b>350</b>	<b>135</b>	<b>120</b>	<b>95</b>