

## SEWING MACHINE OPERATOR

### SYLLABUS/ CURRICULUM

This program is aimed at training candidates for the job of “Sewing Machine Operator”, in the “Apparel made ups and home furnishings” Sector/ industry (mention name of sector/industry) and by the end of the program aims at building the following key competencies amongst the learner:

1. Carryout Stitching activities using machine or by hand	2. Contribute to achieve product quality in stitching operations
3. Maintain work area, tools and machines	4. Maintain health, safety and security at workplace
5. Comply with industry, regulatory and organisational requirements	

This course encompasses 5 out of 5 NOS of “ Sewing Machine Operator”- AMH/ Q0301, Qualification Pack issued by Apparel Sector Skill Council of India.

S.No	Module/Topic	Key Learning Outcomes	NOS Code
1.	Carryout Stitching activities using machine or by hand	<p>PERFORMANCE CRITERIA The learners will be able to:</p> <ul style="list-style-type: none"> <li>● Make sure the work area is free from hazards</li> <li>● Follow the instructions on the work ticket/ job Card in line with the responsibilities of respective job role</li> <li>● Ask questions to obtain more information on tasks when the instructions you have are unclear</li> <li>● Agree and review your agreed upon work targets with your supervisor and check for special instructions, if any</li> <li>● Use the correct tools and equipments</li> <li>● Check that equipment is safe and set up in readiness for use</li> <li>● Select the correct component parts for the style being worked on</li> <li>● Check that the materials to be used are free from faults</li> <li>● Ensure the materials used meet the specification matching : <ul style="list-style-type: none"> <li>● Within a product</li> <li>● Between a pair of products where applicable</li> </ul> </li> <li>● Carry out test sews</li> </ul>	AMH/N0301

		<ul style="list-style-type: none"> <li>● Check needles, awls and threads regularly</li> <li>● Check if fabric / Component is correctly marked and pieces cut as required</li> <li>● Fabric pieces and linings are pinned or sewn together as required, and appropriately hung in readiness for assembly.</li> <li>● Report faults in the materials</li> <li>● Conform to company quality standards</li> <li>● Report any damaged work to the responsible person</li> <li>● 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</li> <li>● Sort and place work to assist the next stage of production and minimise the risk of damage</li> <li>● Leave work area safe and secure when work is complete</li> <li>● Complete forms, records and other documentation</li> <li>● Make sure the work area is free from hazards</li> <li>● Carry out work functions in line with the responsibilities of your job role</li> <li>● Examine the specific item to identify what type of stitching is best suited</li> <li>● 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</li> <li>● Estimate the expected length of time for the process</li> <li>● Set up machine ((Apparel Sewing machine) according to manufacturers' instructions and production requirements</li> <li>● Use the correct machine, tools (eg: Scissors, Measuring tapes and rulers) and equipment</li> <li>● Set machine controls for the materials being stitched</li> <li>● Cut the thread appropriately</li> <li>● Thread the needle in the machine and adjust the needle as per the requirements</li> <li>● Perform a test run to ensure machine is operating correctly</li> <li>● Report defective machines, tools and/or equipment to the responsible person</li> <li>● Operate machines safely and in accordance with guidelines</li> </ul>	
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		<p>applicable</p> <ul style="list-style-type: none"> <li>• Knowledge of bobbins and its part and procedures to adjust bobbins</li> <li>• Procedures to use bobbin winder</li> <li>• Knowledge to use treadle</li> <li>• The typical faults of stitching machines and methods to rectify them</li> <li>• The actions to take in the event of a machine ceasing to function correctly</li> <li>• Common hazards in the work area and workplace procedures for dealing with them</li> <li>• The main pieces of equipment needed to stitch the item and their capabilities</li> <li>• The characteristics of the materials and how they differ</li> <li>• Knowledge about garment parts (pockets, fronts, backs, collars, cuffs, sleeves, etc.)</li> <li>• Assembling different garment parts to make the final product</li> <li>• The problems encountered when stitching different types of apparels</li> <li>• Maintenance, adjustment and replacement of worn parts on the machines required for different types of attachment</li> <li>• The manufacturer's instructions for setting up, adjusting and operating the equipment</li> <li>• The manufacturer's specifications and instructions for maintenance of equipment</li> <li>• Method of sharing domain related information with team members</li> <li>• Safety precautions to be taken when stitching</li> </ul>	
2	Contribute to achieve product quality in stitching operations	<p>Performance Criteria</p> <p>The learners will be able to:</p> <ul style="list-style-type: none"> <li>• Identify and use materials required based on the job card/ work ticket</li> <li>• Take the necessary action when materials do not conform to company quality standards</li> <li>• Report and replace identified faulty materials and component parts which do not meet specification</li> <li>• Identify modifiable defects and rework on them</li> <li>• Carry out work safely and at a rate which maintains work flow</li> <li>• Report to the responsible person when the work</li> </ul>	AMH/N0302

		<p>flow of other production areas disrupts work</p> <ul style="list-style-type: none"> <li>● Test, sort, track feed and examine work in progress</li> <li>● Carry out quality checks at specified intervals according to instructions</li> <li>● Apply the allowed tolerances</li> <li>● Identify faults and take appropriate action for rectification</li> <li>● Make adjustments promptly to return product to specification</li> <li>● Fault-find materials and components for creased, stained, damage and incorrectly made-up component parts</li> <li>● Report faults in other processes to the appropriate person</li> <li>● Maintain the required productivity and quality levels</li> <li>● Complete and maintain documentation</li> </ul> <p>Knowledge &amp; Understanding</p> <p>Organizational Context</p> <p>The learners will be able to apply knowledge of</p> <ul style="list-style-type: none"> <li>● Safe working practices and organisational procedures</li> <li>● The organisation's procedures and guidelines</li> <li>● Quality systems and sewing processes practiced in the organization</li> <li>● Equipment operating procedures / manufacturer's instructions</li> <li>● Types of problems with quality and how to report them to appropriate people</li> <li>● Methods to present any ideas for improvement to line manager</li> <li>● The importance of complying with written instructions</li> <li>● Limits of personal responsibility</li> <li>● Reporting procedure in case of faults in own/ other processes</li> <li>● Importance of documentation</li> </ul> <p>Technical Knowledge</p> <p>The learners will be able to apply technical knowledge of:</p> <ul style="list-style-type: none"> <li>● Different types of faults that are likely to be found and how to put them right</li> <li>● Different techniques and methods used to detect</li> </ul>	
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		<p>faults</p> <ul style="list-style-type: none"> <li>• Consequences of stitching components out of sequence and how to prevent it occurring</li> <li>• Types of seams/hems/finish used and purposes they serve</li> <li>• Effect of seams/hems not sewn to specifications</li> <li>• Types of faults which may occur, how they are identified and methods to deal with it</li> <li>• Different types of defects</li> <li>• Reasons for keeping stitched items out of contamination</li> <li>• The importance of marking and segregating rejects</li> <li>• Inspect stitched products against specifications</li> <li>• Identify mark and place rejects in the designated locations</li> <li>• Carry out alterations to meet customer requirements</li> <li>• Appropriate inspection methods that can be used</li> <li>• Acceptable solutions for particular faults</li> <li>• The consequences of not rectifying problems</li> <li>• The types of adjustments suitable for specific types of faults</li> <li>• Own responsibilities at work during production</li> <li>• Own quality and production targets and the effect of not meeting these on self and/or the team manufacturer's instructions</li> </ul>	
3	Maintain work area, tools and machines	<p>Performance Criteria</p> <p>The learners will be able to:</p> <ul style="list-style-type: none"> <li>• Handle materials, machinery, equipment and tools safely and correctly</li> <li>• Use correct lifting and handling procedures</li> <li>• Use materials to minimize waste</li> <li>• Maintain a clean and hazard free working area</li> <li>• Maintain tools, equipment and machines</li> <li>• Report unsafe equipment and other dangerous occurrences</li> <li>• Ensure that the correct machine guards are in place</li> <li>• Work in a comfortable position with the correct posture</li> <li>• Use cleaning equipment and methods appropriate for the work to be carried out</li> </ul>	AMH/N0102

		<ul style="list-style-type: none"> <li>● Dispose of waste safely in the designated location</li> <li>● Store cleaning equipment safely after use</li> <li>● Carry out cleaning according to schedules and limits of responsibility</li> </ul> <p>Knowledge &amp; Understanding Organizational Context The learners will be able to apply knowledge of</p> <ul style="list-style-type: none"> <li>● Personal hygiene and duty of care</li> <li>● Safe working practices and organisational procedures</li> <li>● Limits of your own responsibility</li> <li>● Ways of resolving with problems within the work area</li> <li>● The production process and the specific work activities that relate to the whole process</li> <li>● The importance of effective communication with colleagues</li> <li>● The lines of communication, authority and reporting procedures</li> <li>● The organisation's rules, codes and guidelines (including timekeeping)</li> <li>● The company's quality standards</li> <li>● The importance of complying with written instructions</li> <li>● Equipment operating procedures / manufacturer's instructions</li> </ul> <p>Technical Knowledge The learners will be able to apply technical knowledge of:</p> <ul style="list-style-type: none"> <li>● Work instructions and specifications and interpret them accurately</li> <li>● Method to make use of the information detailed in specifications and instructions</li> <li>● Relation between work role and the overall manufacturing process</li> <li>● The importance of taking action when problems are identified</li> <li>● Different ways of minimising waste</li> <li>● The importance of running maintenance and regular</li> </ul>	
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		<p>cleaning</p> <ul style="list-style-type: none"> <li>• Effects of contamination on products</li> <li>• Maintenance procedures</li> <li>• Hazards likely to be encountered when conducting routine maintenance</li> <li>• Different types of cleaning equipment and substances and their use</li> <li>• Safe working practices for cleaning and the method of carrying them out</li> </ul>	
4.	Maintain health, safety and security at workplace	<p>Performance Criteria</p> <p>The learners will be able to:</p> <ul style="list-style-type: none"> <li>• Comply with health and safety related instructions applicable to the workplace</li> <li>• Use and maintain personal protective equipment as per protocol</li> <li>• Carry out own activities in line with approved guidelines and procedures</li> <li>• Maintain a healthy lifestyle and guard against dependency on intoxicants</li> <li>• Follow environment management system related procedures</li> <li>• Identify and correct (if possible) malfunctions in machinery and equipment</li> <li>• Report any service malfunctions that cannot be rectified</li> <li>• Store materials and equipment in line with manufacturer's and organisational requirements</li> <li>• Safely handle and move waste and debris</li> <li>• Minimize health and safety risks to self and others due to own actions</li> <li>• Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</li> <li>• Monitor the workplace and work processes for potential risks and threats</li> <li>• Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</li> <li>• Report hazards and potential risks/ threats to supervisors or other authorized personnel</li> <li>• Participate in mock drills/ evacuation procedures organized at the workplace</li> <li>• Undertake first aid, fire-fighting and emergency response training, if asked to do so</li> </ul>	AMH/N0103

		<ul style="list-style-type: none"> <li>• Take action based on instructions in the event of fire, emergencies or accidents</li> <li>• Follow organisation procedures for shutdown and evacuation when required</li> </ul> <p>Knowledge &amp; Understanding Organizational Context The learners will be able to apply knowledge of</p> <ul style="list-style-type: none"> <li>• Organizational procedures for safe handling of equipment and machine operations</li> <li>• Potential risks due to own actions and methods to minimize these</li> <li>• Environmental management system related procedures at the workplace</li> <li>• Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</li> <li>• Potential accidents and emergencies and response to these scenarios</li> <li>• Reporting protocol and documentation required</li> <li>• Details of personnel trained in first aid, fire- fighting and emergency response</li> <li>• Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</li> </ul> <p>Technical Knowledge The learners will be able to apply technical knowledge of:</p> <ul style="list-style-type: none"> <li>• Occupational health and safety risks and methods</li> <li>• Personal protective equipment and method of use</li> <li>• Identification, handling and storage of hazardous substances</li> <li>• Proper disposal system for waste and by- products</li> <li>• Signage related to health and safety and their meaning</li> <li>• Importance of sound health, hygiene and good habits</li> <li>• Ill-effects of alcohol, tobacco and drugs</li> </ul>	
5.	Comply with industry, regulatory and organisational	<p>Performance Criteria The Learners Will Be Able To:</p> <ul style="list-style-type: none"> <li>• Carry Out Work Functions In Accordance With</li> </ul>	AMH/N0104

	<p>requirements</p>	<p>Legislation And Regulations, Organizational Guidelines And Procedures</p> <ul style="list-style-type: none"> <li>● Seek And Obtain Clarifications On Policies And Procedures, From Your Supervisor Or Other Authorized Personnel</li> <li>● Apply And Follow These Policies And Procedures Within Your Work Practices</li> <li>● Provide Support To Your Supervisor And Team Members In Enforcing These Considerations</li> <li>● Identify And Report Any Possible Deviation To These Requirements</li> </ul> <p>Knowledge &amp; Understanding Organizational Context The Learners Will Be Able To Apply Knowledge Of</p> <ul style="list-style-type: none"> <li>● The Importance Of Having An Ethical And Value-Based Approach To Governance</li> <li>● Benefits To Your Company And Yourself Due To Practice Of These Procedures</li> <li>● The Importance Of Punctuality And Attendance</li> <li>● Specific To The Industry/Sector, Know And Understand: <ul style="list-style-type: none"> <li>A. Legal And Ethical Requirements</li> <li>B. Procedures To Follow If Someone Does Not Meet The Requirements</li> </ul> </li> <li>● Customer Specific Requirements Mandated As A Part Of Your Work Process</li> </ul> <p>Technical Knowledge The Learners Will Be Able To Apply Technical Knowledge Of:</p> <ul style="list-style-type: none"> <li>● Country / Customer Specific Regulations For Your Sector And Their Importance</li> <li>● Reporting Procedure In Case Of Deviations</li> <li>● Limits Of Personal Responsibility</li> </ul>	
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