

# INDUSTRIAL SKILLS FRAMEWORK TEXTILE - MANUFACTURING 2022

**FIRST EDITION** 

n collaboration with



MALAYSIAN KNITTING MANUFACTURERS ASSOCIATION



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## PREFACE

The Textile - Manufacturing industry in Malaysia is a fast-growing industry and has a significant contribution to the national economy. Thus, HRD Corp recognized the importance of developing the IndSF document for various industries in 2022 to identify job descriptions, skills and recommended training programs. HRD Corp through its collaborators, the Malaysian Textile Manufacturers Association (MTMA) and Malaysian Knitting Manufacturers Association (MKMA) have identified critical focus areas and subject matter experts (SMEs) that will be involved in the initiative. Workshop sessions were conducted both physically and online.





## ACKNOWLEDGEMENT

### - SUBJECT MATTER EXPERTS-

We would like to thank all the subject matter experts who have contributed to the development of the Industrial Skills Framework document for the Textile - Manufacturing as below:



# ACKNOWLEDGEMENT

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## FOREWORD





## **Chief Executive of HRD Corp**

## YBhg. Datuk Shahul Dawood

Human Resource Development Corporation (HRD Corp) has been working continuously to improve efficiency at the workplace. We do this by equipping the Malaysian workforce with proper skills, competencies, and training. Therefore, we firmly believe that a well-planned investment in human capital development will boost the growth of various industries and, ultimately, the economy in the long term. This requires us to work with industry players to understand the skill gaps in many sectors and identify the most suitable training programmes for their talents. To that end, we have focused on higher-level technical competencies and certification programmes.

The world is in a constant state of change. As we enter the endemic stage, we have seen various shifts in the workplace, with businesses looking at accelerating their recovery and growth. This has led to calls for flexible working arrangements and new roles to maintain business momentum and productivity.

To that end, HRD Corp also realises the need to revamp our approaches. To deliver on our vision of enabling industry players to upskill and reskill their employees effectively, we must provide them with the right information and opportunities.

YBhg. Datuk Shahul Dawood Chief Executive, Human Resource Development Corporation (HRD Corp)



## FOREWORD





## President of Malaysian Textile Manufacturers Association (MTMA)

## YBhg. Dato' Sri Tan Thian Poh

The IndSF document will strengthen the human capital development culture in the industry, and provide pathways to skilled employees across the sectors, thus, making an essential step forward toward the future of textile and apparel in the country. In this regard, the industry extends its appreciation to HRD Corp for the development of IndSF, which has been advocating for high skilled workforce since its establishment. Much appreciation is also extended to the Federation of Malaysian Fashion, Textile and Apparel (FMFTA), Malaysian Textile Manufacturers Association (MTMA), Malaysian Knitting Manufacturers Association (MKMA) and all parties for their support, laborious contributions, and time invested in developing such a comprehensive document.

The publication of the IndSF document is a critical milestone for the textile and apparel industry in Malaysia. At its heart, the Industrial Skills Framework is about capability building, consistency, sustainability, and moving the industry forward together.

"We can only transform if we have highly skilled employees, embrace automation and Industry 4.0 to create a better future for the textile and apparel industry in Malaysia."

YBhg. Dato' Sri Tan Thian Poh

Chairman, Federation of Malaysian Fashion, Textile and Apparel (FMFTA) President, Malaysian Textile Manufacturers Association (MTMA)



FOREWORD





## President of Malaysian Knitting Manufacturers Association (MKMA)

## Mr Tan Kuan Chee

The Malaysia Knitting Manufacturers Association (MKMA) is delighted to extend our warm congratulations to HRD Corp on successfully developing IndSF for Textile Industries in the year 2022. Textile and Apparel (T&A) is one of the fastest-growing industries, providing employment to millions. The industry is facing many challenges due to short production lead time, short product life-cycle, high volatility of market trends, shortages of skilled employees, high level of impulse purchases and the quick market response.

Today, merely producing quality products and releasing them to the market may not guarantee success. The industry players must reposition and rejuvenate their role and value in the perception of consumers to sustain and protect their market share. Hence, training and human resources capitalisation are vital for the T&A industries, especially given the labour-intensive nature of the work. It is almost impossible to produce a quality product to fulfil the market needs without a trained and skilled workforce. Given the criticality of the workforce contribution in T&A industries, skill development in high-performance training becomes an important factor for success.

The IndSF document, which is co-produced by HRD Corp and Key Industrial Players, Industry Experts and Associations, would be able to meet the industry's current needs in terms of core skills and competencies. IndSF will help the industry to evaluate, build, measure and fine-tune current competency levels and expertise to meet contemporary challenges. Last but not least, MKMA wish to express its appreciation and gratitude to Key Industrial Players, Industry Experts and Associations, especially HRD Corp for the collective efforts to accomplish the IndSF.

Thank you.

Mr Tan Kuan Chee President, Malaysian Knitting Manufacturers Association (MKMA)

## **GUIDELINES**



This document serves as a GUIDE for individuals, employers and training providers on knowledge, experiences and skills mastery in Textile - Manufacturing.



The job matrix serves as a REFERENCE for career progression within the industry.



The Industrial Skills Framework for Textile -Manufacturing will FOCUS ON Level 4 of the Malaysian Skill Certification (or its equivalent) and above.



This document focuses on JOB DESCRIPTIONS, SKILLS AND TRAINING NEEDED in Textile -Manufacturing.



It is a COMPLEMENTARY DOCUMENT to existing references developed by the National Occupational Skills Standard (NOSS) and Malaysian Qualifications Framework (MQF).

The Industrial Skills Framework document is NOT EXHAUSTIVE and may be REVIEWED FROM TIME TO TIME for continuous improvements in parallel with the latest changes within the industry.

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## ABOUT HRD CORP - IndSF

Human Resource Development Corporation (HRD Corp) was established in 1993. As an agency under the Ministry of Human Resources, it is responsible for the collection of levy from key industries and the disbursement of training grants to registered employers through its internal mechanics known as the Human Resources Development Fund (HRDF). Today it has expanded its role to include training and development programmes for all Malaysian talents and employers, as well as providing income-generating opportunities to all communities in need.

The Industrial Skills Framework (IndSF) was developed by HRD Corp to support the industry in acquiring a skilled workforce that meets the level of competencies and experience needed by the industry. The development is supported by the participation of subject matter experts who represent industry associations and employers in the textile manufacturing industry. This is done based on the underlying principles below:



With IndSF, employees and employers have the opportunity to enhance their skills for career progression. The levy utilisation process also becomes more guided as employers can choose from a list of industry-relevant training programmes that can provide a greater return on investment for their company.

## **SECTORIAL INFORMATION**

## **BUSINESS OUTLOOK**

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### DEFINITION

According to the **National Occupational Skills Standard, textiles** are flexible materials made up of a network of natural or synthetic fibres known as thread or yarn. Yarn is made by spinning raw wool fibres, linen, cotton, or other materials on a spinning wheel into long strands. Weaving, knitting, crocheting, knotting, or pressing fibres together create textiles. Any material constructed of interlacing fibres is referred to as a textile. Fabric is any material that is created by weaving, knitting, spreading, crocheting, or bonding. Spinning, weaving, knitting, dyeing, finishing, printing, textile laboratory, non-woven production, and garment manufacturing are all interwoven operations in the textile and apparel business.





**Spinning** is an old textile craft that involves twisting plants, animals, or synthetic fibres together to create yarn. Yarn is a general term for an assembly of natural or man-made fibres or filaments that form a continuous strand and are used to manufacture textile products. Spun yarns are created from staple fibres and are twisted to add strength and hold the fibres together.



**Weaving** is when two unique sets of yarns or threads are intertwined to make a fabric or cloth, known as the warp and the filler or weft (older woof) in the textile craft. The warp threads run lengthwise on the piece of cloth, whereas the weft threads flow across the bolt from side to side. The weave refers to how the warp and filler threads interlace with one another.

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**Knitting** is a technique for transforming thread or yarn into fabric or other fine crafts. Knitting is made up of a series of loops called stitches. A fresh loop is dragged through an old loop as each row proceeds. The active stitches are threaded onto a needle and held there until another loop can be passed through them. This technique finally yields a finished product, which is usually a garment. Knitting is a two-dimensional fabric-making method that uses one-dimensional yarn or thread.



**Dyeing** is the process of adding colour to a textile material in the form of loose fibre, yarn, fabric, or garment by treating it with a dye. There are four types of dyeing, which are yarn dyeing, fabric dyeing, finishing and printing.

## **BUSINESS OUTLOOK**

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Textiles and apparel are expected to remain important export products for Malaysia. In terms of investments and export revenues, the industry's contribution to the national economy will remain important. The sector is estimated to attract **RM13.7 billion** in total investment. Investment in the textiles sub-sector is expected to rise, mostly for the production of synthetic textiles and functional fabrics, and exports are expected to rise **5.8 per cent**, from **RM13.4 billion in 2010** to **RM24 billion in 2020**. The textile sub-sectors, specifically yarns and woven fabrics, will contribute to the growth in exports.

> Strategic Thrusts in the Twelfth Malaysia Plan 2021-2025

Specifically in the Textile and Apparel Industry

1) Promoting Investments in Higher Value-Added Textiles and Apparel

The current investment policies will be retained in order to promote investments in the industry, particularly in the synthetic-based textile sub-sector. Industrial and domestic textiles will be marketed as products and services.

#### 2) Sustaining Market Shares and Promoting Exports



The textile industry will be encouraged to extend existing markets and seek new markets to boost textile and apparel exports. Greater participation can be encouraged through international exhibitions and establishing dedicated portals to facilitate trading, and improving the market presence of the industry through sales and distribution offices overseas to enhance the response by manufacturers. Direct sourcing may help in sustaining present market shares and promoting exports in new markets.

#### 3) Intensifying Regional Integration



Malaysia's textiles and apparel industries will be encouraged to take steps to benefit from ASEAN's efforts to regionally integrate the industry through outward investments (including relocation of high-cost operations to lower-cost producing countries), regional sourcing of parts and components, and support services, and expediting the implementation of bilateral and regional cooperation programmes.



Information Technology Outsourcing (ITO) enhances domestic capabilities and facilitates technology utilisation, thus the industry will be assisted to encourage industrial adjustment and consolidation through mergers and acquisitions and restructuring of operations. Other measures include encouraging the utilisation of nanotechnology and biological processes for dyeing, printing, finishing and promoting the application of advanced systems in technology.



By providing training programmes through internship and apprenticeship schemes, including facilitating industry attachment of graduates specialising in textiles and apparel designs, the skills in designing, production and marketing in the textile industry will be enhanced. In addition to that, encouraging collaborations between local and foreign colleges and universities to provide twinning diploma or degree programmes in textile science and technology while promoting on-the-job training and industrial practical training helps the workers to level up their skills in their employment.



By strengthening institutional support for the industry, the existing textile and apparel production areas may upgrade into specialised and integrated zones through collaboration with the state government. Through a RM2 million allocation under the Ninth Malaysia Plan (9MP), the government assisted with the Malaysian Textiles and Apparel Centre by upgrading the existing facilities and expanding the skilled training courses offered at the centre







## **BUSINESS OUTLOOK**

## **COMPETENCIES AREA**



#### Upskilling

Companies will have to upskill their workforce via inhouse or external training centres to help employees become more knowledgeable and develop new competencies that relate to their current position. This enables employees to strengthen their current skills, develop new ones, attract potential employers, and land desired career roles.

#### Reskilling

Industry 4.0 is expected to result in job displacement to a certain extent. Reskilling is about equipping workers to switch lanes and move into new roles within an organisation. Several jobs will cease to exist, and more new jobs will be created. Companies will have to make the necessary investment in reskilling the labour force to prepare for this expected shift.

#### **Continuous Learning**



Continuous learning is the process of learning new skills and knowledge on an ongoing basis. Technologies will become obsolete at a faster rate. Continuous professional development strategies will be required to easily adapt to the changes that technological advancement brings forth.

#### **Mindset Change**



Adapting to new changes will require the implementation of newer technologies, but textile workers may resist and oppose them. Companies will have to plan for their employees' mindset change to facilitate a smooth transition towards advanced manufacturing processes.



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#### **ICT Knowledge**

A textile worker must have a basic knowledge of technology and the ability to use and interact with computers and smart machines like robots, tablets, etc. One of the requirements is to understand machine-to-machine communication, IT security and data protection.

#### **Data Work Ability**

A textile worker must have the ability to process and analyse data and information obtained from machines and understand visual data output to make decisions. They must have basic statistical knowledge to work with data.

#### **Technical Know-How**



A textile worker should have interdisciplinary and generic knowledge about technology and specialised knowledge about manufacturing activities and processes in place. They should obtain technical know-how about machines to carry out maintenance-related activities.



#### **Interpersonal Skills**

Interpersonal skills are important for communicating and working with groups and individuals in a worker's personal and professional life. People with strong interpersonal skills tend to build good relationships and can work well with others.

## **BUSINESS OUTLOOK**

## FUTURE SKILLSETS

#### Internet of Things (IoT)



The Internet of Things (IoT) is the communication of things, machines, and equipment that have virtual personalities and capabilities as a result of technological advances. As a result of these linkages, these physical systems have grown smart and can perform some industrial processes autonomously.

The link between these devices and machines may allow for the start or suspension of industrial and logistical processes without the need for human force or a decision-making process.

IoT is a process that begins with the appearance of specific conditions or movements. Sensors monitor every movement and situational data, which is automatically transmitted to the system for processing. (Gorcun, 2018).

#### Textile and Clothing Industry

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When factories grow smarter, most independent manufacturing processes and logistical operations will be entirely connected with one another thanks to enhanced technology.

RFID tags should be inserted in items or packaging. RFID tags embedded in items may store a large amount of data on the product, manufacturing processes, and logistical operations.

Real-time shipment information is delivered to transportation units such as trucks, ships, rail trains, or cargo aircraft. As a result, the physical transportation operation preparatory procedure may be completed prior to the final product output operations. The value chain's manufacturing and logistical operations might be self-optimised. Textile Machinery 4.0



The implementation of communicating embedded technologies and application of the IoT paradigm in industrial production, the network of people, products, and machines, and the use of automation systems for production control and management are the first steps required to achieve the goal of becoming a 4.0 textile machinery enterprise.

Technical Textile



Currently, the automotive industry is the largest consumer of technical textiles. The increasing demand for technical textiles in the automotive industry is another factor supporting the textile manufacturing market share growth in Malaysia.

Technical textiles comprise the key application segment of textile manufacturing products. It has been used in manufacturing automobile components such as composites, sound insulation, and vibration control used in the interiors of automobiles.



Technical textiles are used as carpets, mats, upholstery, preassembly interior components, safety belts and others. Malaysian natural fibres have enormous potential in a variety of fields. (Technovia, 2022)

For instance, automotive manufacturers have employed kenaf, flax, abaca, and hemp for door panels, seat backs, various interior trims, and spare-wheel pans. This will drive the use of natural fibres during the forecast period.

## **BUSINESS OUTLOOK**

## **CAREER PATHWAYS**

HRD Corp has identified the main cores of textile-specific career pathways. Each of the roles is crucial as the Malaysian textile industry plays a big impact on the world economy. Malaysia is one of the leading countries in terms of industrial growth and exports, as well as internal infrastructure for commercial clothes trading and expansion of manufacturing industries and services over the last decade. The fastest-growing sector in Malaysia is the clothing industry. Many Malaysian fashion designers are optimistic about the future.

As a result, Malaysia is known as a burgeoning and emerging fashion capital. Malaysia's population of people aged 25 to 29 has been steadily increasing in recent years, and this trend is predicted to continue in the forecast period. The apparel sector will experience a boom in demand in the projected period due to this group's preference for rapid fashion. During the forecast period, the Malaysian textile manufacturing market would be driven by the growing demand for garments (Intelligence, 2021; MITI, 2020; Yan et al. 2022). Malaysian textile industries have been moving up the value chain by diversification on manufacturing processes for higher-valued textile products and implementing automatic and computerised machines for product processes.

### **PRIMARY ROLES AND RESPONSIBILITIES**

Producing sketches, designs and samples for presentation to customers

Liaising with clients and staff in the technical, marketing and buying scopes to plan and develop designs

Working out design formulae for a group of samples



Making up sets of sample designs

Accurately interpreting and representing clients' ideas

Assessing and approving completed items and production standards



Developing a range of designs using specialist software and computeraided design (CAD) programmes



Developing new design concepts



Experimenting with colour, fabric and texture



Developing a network of business contacts



Maintaining up-todate knowledge of new design and production techniques and textile technology



Keeping up to date and spotting fashion trends in fabric design by reading forecasts in trade magazines and using internet resources



Attending trade shows, as a delegate or as an exhibitor. This may involve representing the company with a display or stand, or appraising the work of competitors



Sourcing fabrics and other materials at trade fairs, markets and antique shops



Ensuring that projects are completed on time



Visiting sites and other sources of ideas for designs



Take the next step forward to be a part of the Textile - Manufacturing Industry by leveraging the following Skills Framework.



## MALAYSIAN OCCUPATIONAL SKILLS QUALIFICATION FRAMEWORK (MOSQF) LEVEL DESCRIPTOR

No	Description		
1	Competent in performing a range of varied work activities, most of which are routine and predictable.		
2	Competent in performing a significant range of varied work activities in diverse contexts. Activities may be non-routine and require individual responsibility and autonomy.		
3	Competent in performing a broad range of varied work activities in diverse contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy. Control or guidance of others is often required.		
4	Competent in performing a broad range of complex technical or professional work activities carried out in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present. Should possess a higher level of technical skills.		
5	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Requires very substantial personal autonomy and significant responsibility for the work of others. Must be able to perform substantial resource allocation. Able to demonstrate personal accountability for analysis and diagnosis, design, planning, execution and evaluation. Requires specialisation in particular technical skills area.		
6	Achievement at this level reflects the ability to refine and use relevant understanding, methods and skills to address complex problems that have limited definitions. It includes taking responsibility for planning and developing courses of action that reflect substantial change or development, as well as exercising broad autonomy and judgment. It also reflects an understanding of different perspectives, approaches of schools of thought and the theories that underpin them.		
7	Achievement at this level reflects the ability to reformulate and use relevant understanding, methodologies and approaches to address problematic situations that involve many interacting factors. It includes taking responsibility for planning and developing courses of action that reflect substantial change or development, as well as exercising broad autonomy and judgment. It also demonstrates an understanding of theoretical and relevant methodological perspectives, and how they affect their sub-area of study or work.		
8	Achievement at this level reflects the ability to develop original understanding, including within a sub-area of knowledge or professional practice. It reflects the ability to address problematic situations that involve many complexities and interacting factors through initiating, designing and undertaking research, development or strategic activities. It involves exercising broad autonomy, judgment and leadership in sharing responsibility for the development of a field of work or knowledge, or for creating substantial professional or organisational change. It also reflects a critical understanding of relevant theoretical and methodological perspectives and how they affect the field of knowledge or work.		



LEVEL	INDICATOR	DESCRIPTION	
0	None	Denotes a lack of competence in a specific area or topic.	
1	Basic	Denotes an understanding of fundamentals and some initial practical application.	
2	Intermediate	Denotes a solid conceptual understanding and some practical application.	
3	Advanced	Denotes significant conceptual knowledge and practical experience in performing a competency to a consistently high standard.	
4	Expert	Denotes extensive knowledge, refined skill and prolonged experience in performing a defined competency at the highest standard.	

Sources : Individual BIM Competency Index , 2014



# UPSTREAM





Focus Area: Upstream	Sub Focus Area: Fibre Department
Job Title: Fibre Forming Specialist	Level: 1
Job Description	

A Fibre Forming Specialist is designated to set up, operate, or tend to machines that extrude and form continuous filaments from synthetic materials, such as liquid polymer and rayon.

Responsibilities may include:

- 1. Carry out given tasks at designated machines area.
- 2. Remove excess, entangled, or completed filaments from machines, using hand tools.
- 3. Set up, operate, or tend to machines that extrude and form filaments from synthetic materials such as rayon or liquid polymers.
- 4. Load materials into extruding and forming machines, using hand tools, and adjust feed mechanisms to set feed rates.
- 5. Start metering pumps and observe the operation of machines and equipment to ensure a continuous flow of filaments, and to detect processing defects.
- 6. Move controls to activate and adjust extruding and forming machines.
- 7. Notify supervisors and/or mechanics of equipment malfunctions and production output.
- 8. Clean, oil, and lubricate machines, using air hoses, cleaning solutions, rags, oil cans, and grease guns.
- 9. Perform other tasks assigned by the superior.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	1	Basic listening skills
2.	Interpersonal skills	1	Basic interpersonal skills
3.	Communication skills	1	<ul><li>Basic communication skills</li><li>Basic Malay or English language for conversation</li></ul>

Technical Skills	Competency Level	Recommended Training
1. Machine operation	1	<ul> <li>Basic machine operation</li> <li>Basic machine operation procedure</li> <li>Basic textile manufacturing process</li> <li>Weft Knitting Operation TA-022- 2:2014 Level 2 SKM*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
2.	5S	1	5S awareness
3.	Occupational, Safety and Health Act (OSHA)	1	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>

Focus Area: Upstream	Sub Focus Area: Fibre Department
Job Title: Fibre Forming Technician / Line Leader	Level: 2

#### Job Description

A Fibre Forming Technician / Line Leader is designated to perform works based on work order, ensure the machine-running condition is in high efficiency, prepare reports of any abnormality during the fibre forming process, prepare a record of all works and assist Supervisors in related works.

Responsibilities may include:

- 1. Perform works based on work order.
- 2. Operate machines for test runs to verify adjustments and obtain product samples.
- 3. Carry out fibre forming operations.
- 4. Prepare a report of abnormality to the supervisor.
- 5. Inspect machinery to determine whether repairs are needed.
- 6. Prepare a record of all work performed.
- 7. Record production data.
- 8. Perform other tasks assigned by the superior.

Soft Skills	Competency Level	Recommended Training
1. Listening skills	2	Intermediate listening skills
2. Interpersonal skills	2	<ul><li>Interpersonal skills</li><li>Interpersonal relationship</li></ul>
3. Communication skills	2	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language programme for conversation</li> </ul>
4. Problem-solving skills	1	Basic problem-solving skills
5. Supervisory skills	1	<ul><li>Basic supervisory skills</li><li>Team building and motivation</li><li>Conflict management</li></ul>

	Technical Skills	Competency Level		Recommended Training
1.	Microsoft Office	1	•	Basic Word and Excel

	Technical Skills	Competency Level	Recommended Training
2.	Troubleshoot the machine and output of the material	1	Basic machine maintenance and troubleshooting
3.	Machine operation	2	<ul> <li>Intermediate machine operation</li> <li>Intermediate machine operation procedure</li> <li>Intermediate textile manufacturing process</li> <li>Weft Knitting Operation TA-022-2:2014 Level 2 SKM TA-022-2:2014*</li> </ul>
4.	5S	2	<ul><li>5S</li><li>7QC tools</li></ul>
5.	Occupational, Safety and Health Act (OSHA)	2	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>
Focus Area: Upstream	Sub Focus Area: Fibre Department		
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Job Title: Fibre Forming Supervisor	Level: 3		
Job Description			

A Fibre Forming Supervisor is designated to arrange and coordinate work for other workers in fibreforming activities. The person also works as a team leader to achieve production targets and assist the Production Executive or Superintendent in all works.

Responsibilities may include:

- 1. Enforce safety and sanitation regulations.
- 2. Plan and establish work schedules, assignments, and production sequences.
- 3. Direct operational or production activities.
- 4. Inspect fibre forming equipment.
- 5. Interpret specifications, work orders, production schedules, and other records and reports to determine production requirements.
- 6. Evaluate current production and estimate product outputs.
- 7. Monitor fibre-forming activities.
- 8. Operate fibre-forming machines.
- 9. Manage materials and supplies.
- 10. Study guides, samples, charts, or specification sheets to confirm setup requirements.
- 11. Inspect machinery to determine whether repairs are needed.
- 12. Notify machinery maintenance technicians of mechanical malfunctions.
- 13. Report any abnormalities.
- 14. Train workers in job duties, safety procedures and company policies.
- 15. Train new workers.
- 16. Perform supervisory functions.
- 17. Perform other tasks assigned by the superiors.

\*Added Advantage: Diploma in Engineering or Chemical\*

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	3	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	3	<ul> <li>Interpersonal skills</li> <li>Intermediate Interpersonal Relations Programme*</li> </ul>

	Soft Skills	Competency Level	Recommended Training
3.	Communication skills	3	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language in conversation and writing</li> <li>Understanding of diversification in culture</li> <li>Cross-cultural communication skills</li> </ul>
4.	Problem-solving skills	2	<ul><li>Intermediate problem-solving</li><li>Basic industrial relations</li></ul>
5.	Supervisory skills	2	<ul><li>Intermediate supervisory skills</li><li>Productivity management</li><li>Team building and motivation</li></ul>
6.	Coaching and mentoring	2	<ul> <li>Coaching and mentoring</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Intermediate leadership</li> <li>On-the-Job Facilitator Skills*</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	3	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced textile manufacturing process</li> <li>Weft Knitting Supervision TA-022-3:2014 by SKM*</li> </ul>
2.	5S internal audit	3	<ul><li> 5S internal audit</li><li> 7QC tools</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	3	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Site Safety Supervisor (SSS) by NIOSH*</li> </ul>
4.	Microsoft Office	2	Intermediate Word and Excel

	Technical Skills	Competency Level	Recommended Training
5.	Troubleshoot the machine and output of the material	2	Machine maintenance and troubleshooting
6.	Production planning	2	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
7.	Materials handling	2	Inventory management
8.	Quality control	2	<ul> <li>Quality control</li> <li>Textile and Apparel quality testing</li> <li>Defect analysis</li> <li>TA-013-2;2014 Operasi Makmal Tekstil by SKM*</li> </ul>

Focus Area: Upstream	Sub Focus Area: Fibre Department
Job Title: Fibre Production Executive / Superintendent	Level: 4

#### Job Description

A Fibre Production Executive / Superintendent is designated to assist the Production Manager in planning, organising, directing, controlling, and evaluating the fibre production process. The person also supervises a group of Supervisors and Specialists to ensure the production target is met.

Responsibilities may include:

- 1. Perform works based on work order.
- 2. Assist Fibre Production Manager in planning, organising, directing, controlling, and evaluating the fibre production process.
- 3. Machinery and equipment setting.
- 4. Carry out machinery works and supervision.
- 5. Maintain quality products.
- 6. Follow standard procedures and adhere to machinery efficiency policy.
- 7. Verify repair works.
- 8. Estimate job costs.
- 9. Schedule maintenance for machines and equipment.
- 10. Perform other tasks assigned by the superior.

\*Added Advantage: Diploma in Textile Technology and Bachelor Science in Textile Technology cum Bachelor Science Fashion Technology\*

Soft Skills	Competency Level	Recommended Training
1. Listening skills	4	<ul><li>Advanced listening</li><li>Effective listening skills</li></ul>
2. Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Advanced Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3. Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>
<ol> <li>Problem-solving and decision- making skills</li> </ol>	3	<ul> <li>Problem-solving and decision- making skills</li> <li>Intermediate industrial relations</li> <li>Productivity management</li> </ul>

Soft Skills	Competency Level	Recommended Training
5. Counselling skills	2	Basic counselling skills
6. Leadership skills	3	<ul> <li>Middle management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> </ul>
7. Management skills	3	<ul><li>Leadership and management skills</li><li>Production cost management</li></ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced textile manufacturing process</li> </ul>
2.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and emergency response team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Safety and Health Officer Certification by NIOSH*</li> </ul>
3.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional in Word, PowerPoint and Excel*</li> </ul>
4.	Production planning	3	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
5.	Materials handling	3	<ul><li>Inventory management</li><li>Material costing</li></ul>
6.	Quality control	3	Quality control

	Technical Skills	Competency Level	Recommended Training
			<ul> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>
7.	Management system manual, policy, procedures and work instruction development	3	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting and cost control	2	<ul><li>Budgeting and costing</li><li>Finance for non-finance personnel</li></ul>

Focus Area: Upstream	Sub Focus Area: Fibre Department
Job Title: Fibre Production Manager	Level: 5
Job Description	

A Fibre Production Manager is designated to plan, organise, direct, control and evaluate the operations of fibre production. The person also coordinates the work processes and resources necessary for manufacturing activities following the cost, quality and quantity specifications. The Production Manager oversees and monitors the day-to-day operations and performance of the fibre production.

- 1. Direct and coordinate production activities.
- 2. Review production schedules and orders to make decisions concerning inventory requirements, staffing requirements, work procedures, and duty assignments, considering budgeting limitations and time constraints.
- 3. Develop and implement plans to efficiently use materials, labour and equipment to meet production targets.
- 4. Review operations and confer with technical or administrative staff to resolve production or processing problems.
- 5. Develop and implement production tracking and quality control systems.
- 6. Initiate and coordinate inventory and cost control programmes.
- 7. Hire, supervise and train employees in the use of new equipment or production techniques.
- 8. Prepare annual budget and monitor expenditure.
- 9. Perform other tasks assigned by top management.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	Effective listening skills
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul> <li>Effective communication skills</li> <li>Cross-cultural communication skills</li> <li>Business etiquette</li> <li>Customer service</li> </ul>
4.	Problem-solving skills	4	<ul><li>Problem-solving</li><li>Advanced industrial relations</li></ul>

	Soft Skills	Competency Level	Recommended Training
			Productivity management
5.	Decision-making skills	4	<ul><li>Decision-making</li><li>Basic data analytics</li></ul>
6.	Leadership skills	4	<ul> <li>High management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Basic counselling skills</li> </ul>
7.	Management skills	4	<ul><li>Leadership and management skills</li><li>Production cost management</li><li>Risk management</li></ul>
8.	Human Resource	2	HR for Non-HR Personnel
9.	Marketing skills	2	Basic sales and marketing

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced textile manufacturing process</li> </ul>
2.	Production planning and control	4	<ul><li>Production planning and control</li><li>Basic automation and IR4.0</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and emergency response team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Safety and Health Officer Certification by NIOSH*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
4.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional Certification*</li> </ul>
5.	Materials handling	4	<ul><li>Inventory management</li><li>Material costing</li></ul>
6.	Quality control	4	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>
7.	Management system manual, policy, procedures and work instruction development	4	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting	3	<ul><li>Budgeting and costing</li><li>Finance for non-finance personnel</li></ul>
9.	Energy, Sustainability and Governance (ESG)	3	<ul> <li>Energy Management, Sustainability and Circular Economy</li> <li>Overall Equipment Effectiveness (OEE)</li> </ul>
10.	Review and endorsement of fibre operation SOPs	4	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

Focus Area: Upstream	Sub Focus Area: Yarn Spinning Department
Job Title: Production Specialist	Level: 1
Job Description	

#### Job Description

The Production Specialist in the blowing, carding, drawing, roving, spinning, and winding processes are designated to perform work on a daily routine in operating the Spinning Department and working as a team with other Specialists to achieve the target.

- 1. Carry out given tasks at designated machines area.
- 2. Check and rectify the output of every process.
- 3. Transport the output of every level to the next process.
- 4. Patrol the operation area.
- 5. Notify supervisors and/or mechanics of equipment malfunctions and production output.
- 6. Clean, oil, and lubricate machines using air hoses, cleaning solutions, rags, oil cans, and grease guns.
- 7. Inspect the work in progress and products to verify that they meet specifications, and to determine whether machine adjustments are needed.
- 8. Perform any task as assigned by superiors.

	Soft Skills	Competency Level	Recommended 7	Fraining
1.	Listening skills	1	Basic listening skills	
2.	Interpersonal skills	1	Basic interpersonal s	kills
3.	Communication skills	1	Basic communication Basic Malay or Englis conversation	

Technical Skills	Competency Level	Recommended Training
1. Machine operation	1	<ul> <li>Basic machine operation</li> <li>Basic machine operation procedure</li> <li>Basic textile manufacturing process</li> <li>Weft Knitting Operation TA-022- 2:2014 Level 2 SKM*</li> </ul>
2. 5S	1	• 5S awareness

Technical Skills		Competency Level	Recommended Training		
3.	Occupational, Health Act (OSH	Safety A)	and	1	Safety at the workplace PPE usage

Focus Area: Upstream	Sub Focus Area: Yarn Spinning Department
Job Title: Yarn Spinning Technician /	Level: 2
Line Leader	
Job Description	

A Yarn Spinning Technician / Line Leader is designated to perform work based on work order, ensure machine-running conditions are in high efficiency, prepare reports of any abnormality during the yarn spinning process, prepare records of all works and assist Supervisors in related works.

- 1. Perform works based on work order.
- 2. Operate machines for test runs to verify adjustments and obtain product samples.
- 3. Operate the machine in high efficiency running conditions.
- 4. Adjusts machine controls, such as tension guides at the spinning machine to keep operations within specifications.
- 5. Prepare reports of abnormality to the supervisor.
- 6. Inspect machinery to determine whether repairs are needed.
- 7. Prepare records of all work performed.
- 8. Record production data.
- 9. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	2	Intermediate listening skills
2.	Interpersonal skills	2	<ul><li>Interpersonal skills</li><li>Interpersonal relationship</li></ul>
3.	Communication skills	2	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language programme for conversation</li> </ul>
4.	Problem-solving skills	1	Basic problem-solving skills
5.	Supervisory skills	1	<ul><li>Basic supervisory skills</li><li>Team building and motivation</li><li>Conflict management</li></ul>

	Technical Skills	Competency Level	Recommended Training
1.	Microsoft Office	1	Basic Word and Excel
2.	Troubleshoot the machine and output of the material	1	Basic machine maintenance and troubleshooting
3.	Machine operations	2	<ul> <li>Intermediate machine operations</li> <li>Intermediate machine operation procedure</li> <li>Intermediate textile manufacturing process</li> <li>Weft Knitting Operation TA-022-2:2014 Level 2 SKM TA-022-2:2014*</li> </ul>
4.	5S	2	<ul><li>5S</li><li>7QC tools</li></ul>
5.	Occupational, Safety and Health Act (OSHA)	2	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>

Focus Area: Upstream	Sub Focus Area: Yarn Spinning Department
Job Title: Yarn Spinning Supervisor	Level: 3
Job Description	

A Yarn Spinning Supervisor of the pre-spinning, spinning and winding sections are designated to arrange and coordinate work for other workers in yarn activities. The person also works as a team leader to achieve production targets and assist Production Executive / Superintendent in all works.

Responsibilities may include:

- 1. Enforce safety and sanitation regulations.
- 2. Plan and establish work schedules, assignments, and production sequences.
- 3. Direct operational or production activities.
- 4. Inspect yarn process equipment.
- 5. Interpret specifications, work orders, production schedules, and other records and reports to determine production requirements.
- 6. Evaluate current production and estimate product outputs.
- 7. Monitor the yarn spinning process.
- 8. Operate the yarn spinning process.
- 9. Manage materials and supplies.
- 10. Study guides, samples, charts or specification sheets to confirm setup requirements.
- 11. Operate machines for test runs to verify adjustments and obtain product samples.
- 12. Inspect machinery to determine whether repairs are needed.
- 13. Notify machinery maintenance technicians of mechanical malfunctions.
- 14. Report any abnormalities regarding yarn quality.
- 15. Repair minor machinery problems.
- 16. Train workers in job duties, safety procedures, and company policies.
- 17. Train new workers.
- 18. Perform supervisory functions.
- 19. Perform other tasks assigned by superiors.

\*Added Advantage: Diploma in Engineering in Mechatronic, Mechanical and Electrical\*

Soft Skills	Competency Level	Recommended Training
1. Listening skills	3	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>

	Soft Skills	Competency Level	Recommended Training
2.	Interpersonal skills	3	<ul> <li>Interpersonal skills</li> <li>Intermediate Interpersonal Relations Programme*</li> </ul>
3.	Communication skills	3	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language in conversation and writing</li> <li>Understanding of diversification in culture</li> <li>Cross-cultural communication skills</li> </ul>
4.	Problem-solving skills	2	<ul><li>Intermediate problem-solving</li><li>Basic industrial relations</li></ul>
5.	Supervisory skills	2	<ul><li>Intermediate supervisory skills</li><li>Productivity management</li><li>Team building and motivation</li></ul>
6.	Coaching and mentoring	2	<ul> <li>Coaching and mentoring</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Intermediate leadership</li> <li>On-the-Job Facilitator Skills*</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	3	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced textile manufacturing process</li> <li>Weft Knitting Supervision TA-022- 3:2014 by SKM*</li> </ul>
2.	5S internal audit	3	<ul><li> 5S internal audit</li><li> 7QC tools</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	3	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> </ul>

	Technical Skills	Competency Level	Recommended Training
			<ul> <li>Site Safety Supervisor (SSS) by NIOSH*</li> </ul>
4.	Microsoft Office	2	Intermediate Word and Excel
5.	Troubleshoot the machine and output of the material	2	Machine maintenance and troubleshooting
6.	Production planning	2	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
7.	Materials handling	2	Inventory management
8.	Quality control	2	<ul> <li>Quality control</li> <li>Textile and Apparel quality testing</li> <li>Defect analysis</li> <li>TA-013-2;2014 Operasi Makmal Tekstil by SKM*</li> </ul>

Focus Area: Upstream	Sub Focus Area: Yarn Spinning Department
Job Title: Yarn Spinning Production	Level: 4
Executive / Superintendent	
Job Description	

A Yarn Spinning Production Executive / Superintendent is designated to assist the Production Manager in planning, organising, directing, controlling, and evaluating the yarn-spinning production process. The person also supervises a group of Supervisors and Specialists to ensure the production target is met.

Responsibilities may include:

- 1. Oversee the daily operation of yarn spinning activities.
- 2. Prepare work schedules for supervisors and specialists.
- 3. Coordinate activities with other work units or departments.
- 4. Coordinate, assign and review the work of other supervisors and specialists.
- 5. Train workers in job duties, safety procedures, and company policies.
- 6. Develop plans and procedures for yarn spinning activities.
- 7. Improve production procedure if necessary.
- 8. Control the company or department budget.
- 9. Resolve work-related problems.
- 10. Perform hiring and training activities.
- 11. Manage materials and supplies requisition.
- 12. Prepare various types of reports.
- 13. Perform other tasks assigned by the superiors.

\*Added Advantage: Diploma in Textile Technology and Bachelor Science in Textile Technology cum Bachelor Science Fashion Technology\*

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	<ul><li>Advanced listening</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Advanced Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>

	Soft Skills	Competency Level	Recommended Training
4.	Problem-solving and decision-making skills	3	<ul> <li>Problem-solving and decision- making skills</li> <li>Intermediate industrial relations</li> <li>Productivity management</li> </ul>
5.	Counselling skills	2	Basic counselling skills
6.	Leadership skills	3	<ul> <li>Middle management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> </ul>
7.	Management skills	3	<ul><li>Leadership and management skills</li><li>Production cost management</li></ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced textile manufacturing process</li> </ul>
2.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and emergency response team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Safety and Health Officer Certification by NIOSH*</li> </ul>
3.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional in Word, PowerPoint and Excel*</li> </ul>
4.	Production planning	3	<ul><li>Production planning and control</li><li>Production cost control</li></ul>

	Technical Skills	Competency Level	Recommended Training
5.	Materials handling	3	<ul> <li>Inventory management Material costing</li> </ul>
6.	Quality control	3	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>
7.	Management system manual, policy, procedures and work instruction development	3	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor</li> <li>Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting and cost control	2	<ul><li>Budgeting and costing</li><li>Finance for non-finance personnel</li></ul>

Focus Area: Upstream	Sub Focus Area: Yarn Spinning Department
Job Title: Yarn Spinning Production Manager	Level: 5

#### Job Description

A Yarn Spinning Production Manager is designated to plan, organise, direct, control and evaluate the operations of a yarn spinning manufacturing plant. The person also coordinates the work process and resources necessary for manufacturing activities in accordance with cost, quality, and quantity specifications. The Production Manager oversees and monitors the day-to-day operations and performance of the yarn-spinning production.

Responsibilities may include:

- 1. Direct and coordinate production activities.
- Review processing schedules and production orders to make decisions concerning inventory requirements, staffing requirements, work procedures, and duty assignments, considering budgetary limitations and time constraints.
- 3. Develop and implement plans to efficiently use materials, labour and equipment to meet production targets.
- 4. Review operations and confer with technical or administrative staff to resolve production or processing problems.
- 5. Develop and implement production tracking and quality control systems.
- 6. Initiate and coordinate inventory and cost control programmes.
- 7. Direct facility maintenance or repair activities.
- 8. Hire, supervise and train or oversee training of employees in the use of new equipment or production techniques.
- 9. Prepare annual budget and monitor expenditures.
- 10. Perform other tasks assigned by top management.

\*Added Advantage: Diploma in Textile Technology and Bachelor Science in Textile Technology cum Bachelor Science Fashion Technology\*

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	Effective listening skills
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	Effective communication skills

	Soft Skills	Competency Level	Recommended Training
			<ul><li>Cross-cultural communication skills</li><li>Business etiquette</li><li>Customer service</li></ul>
4.	Problem-solving skills	4	<ul><li>Problem-solving</li><li>Advanced industrial relations</li><li>Productivity management</li></ul>
5.	Decision-making skills	4	<ul><li>Decision-making</li><li>Basic data analytics</li></ul>
6.	Leadership skills	4	<ul> <li>High management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Basic counselling skills</li> </ul>
7.	Management skills	4	<ul><li>Leadership and management skills</li><li>Production cost management</li><li>Risk management</li></ul>
8.	Human Resource	2	HR for Non-HR Personnel
9.	Marketing skills	2	Basic sales and marketing

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced textile manufacturing process</li> </ul>
2.	Production planning and control	4	<ul><li>Production planning and control</li><li>Basic automation and IR4.0</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and emergency response team</li> </ul>

	Technical Skills	Competency Level	Recommended Training
			<ul> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Safety and Health Officer Certification by NIOSH*</li> </ul>
4.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional Certification*</li> </ul>
5.	Materials handling	4	<ul><li>Inventory management</li><li>Material costing</li></ul>
6.	Quality control	4	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>
7.	Management system manual, policy, procedures, and work instruction development	4	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting	3	<ul><li>Budgeting and costing</li><li>Finance for non-finance personnel</li></ul>
9.	Energy, Sustainability and Governance (ESG)	3	<ul> <li>Energy Management, Sustainability and Circular Economy</li> <li>Overall Equipment Effectiveness (OEE)</li> </ul>
10.	Review and endorsement of fibre operation SOPs	4	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

# **FABRIC FORMATION**





Focus Area: Fabric Formation	Sub Focus Area: Weaving Manufacturing Department	
Job Title: Weaving Preparation (Tying) & Weaving Specialist	Level: 1	
Job Description		

A Weaving Preparation (Tying) and Weaving Specialist is designated to draw or tie the warp yarn based on customer's fabric design construction or pattern designs on the reed for the weaving process, and set up, operate, or tend to machines that transfer the beam to the weaving loom ready for weaving. The person also works as a team to achieve production targets and assists the Line Leader / Technician in all related works.

- 1. Start machines, monitor operations, and make adjustments as needed.
- 2. Notify supervisors or mechanics of equipment malfunctions.
- 3. Inspect products to verify that they meet specifications and to determine whether machine adjustments are needed.
- 4. Perform related tasks such as yarn breakages.
- 5. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level		Recommended Training
1.	Listening skills	1	•	Basic listening skills
2.	Interpersonal skills	1	•	Basic interpersonal skills
3.	Communication skills	1	•	Basic communication skills Basic Malay or English language for conversation

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	1	<ul> <li>Basic machine operation</li> <li>Basic machine operation procedure</li> <li>Basic textile manufacturing process</li> </ul>
2.	5S	1	• 5S awareness
3.	Occupational, Safety and Health Act (OSHA)	1	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>
4.	Yarn	1	<ul><li>Yarn identification and classification</li><li>Yarn count</li></ul>

	Technical Skills	Competency Level	Recommended Training
5	Awareness of quality	2	Basic Quality Management System Awareness (QMS)

Focus Area: Fabric Formation	Sub Focus Area: Weaving Manufacturing Department
Job Title: Warp Preparation Specialist	Level: 1
Job Description	

A Warp Preparation Specialist is designated to set up, operate, or tend machines that transfer yarn from the spinner's package to a weaver's beam. The person also works as a team to achieve production targets and assists Technician/Line Leader in all related works.

- 1. Draw-in process as per fabric pattern design.
- 2. Carry out given tasks at designated machines area.
- 3. Start machines, monitor operations, and make adjustments as needed.
- 4. Notify supervisors or mechanics of equipment malfunctions.
- 5. Tend to machines for various warping sub-processes.
- 6. Inspect products to verify that they meet specifications and to determine whether machine adjustments are needed.
- 7. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	1	Basic listening skills
2.	Interpersonal skills	1	Basic interpersonal skills
3.	Communication skills	1	<ul> <li>Basic communication skills</li> <li>Basic Malay or English language for conversation</li> </ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	1	<ul><li>Basic machine operation</li><li>Basic machine operation procedure</li><li>Basic textile manufacturing process</li></ul>
2.	5S	1	• 5S awareness
3.	Occupational, Safety and Health Act (OSHA)	1	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>
4.	Yarn	1	<ul><li>Yarn identification and classification</li><li>Yarn count</li></ul>
5.	Quality Awareness	2	Basic Quality Management System Awareness (QMS)

Focus Area: Fabric Formation	Sub Focus Area: Weaving Manufacturing Department
Job Title: Weaving Technician / Line Leader	Level: 2
Job Description	

A Weaving Technician / Line Leader is designated to perform works based on work order, ensure machine-running performance is in high efficiency, prepare reports of any abnormality during the weaving process, prepare records of all works performed and assist Production Supervisor in all related works.

- 1. Perform work based on work order.
- 2. Supervise and monitor weaving operations.
- 3. Prepare reports of abnormality to the supervisor.
- 4. Inspect machinery to determine whether repairs are needed.
- 5. Prepare records of all work performed.
- 6. Record production data.
- 7. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	2	Intermediate listening skills
2.	Interpersonal skills	2	<ul><li>Interpersonal skills</li><li>Interpersonal relationship</li></ul>
3.	Communication skills	2	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language programme for conversation</li> </ul>
4.	Problem-solving skills	1	Basic problem-solving skills
5.	Supervisory skills	1	<ul><li>Basic supervisory skills</li><li>Team building and motivation</li><li>Conflict management</li></ul>

	Technical Skills	Competency Level		Recommended Training
1.	Microsoft Office	1	•	Basic Word and Excel
2.	Troubleshoot the machine and output of materials	1	•	Basic machine maintenance and troubleshooting

	Technical Skills	Competency Level	Recommended Training
3.	Machine operation	2	<ul> <li>Intermediate machine operation</li> <li>Intermediate machine operation procedure</li> <li>Intermediate textile manufacturing process</li> </ul>
4.	5S	2	<ul><li>5S</li><li>7QC tools</li></ul>
5.	Occupational, Safety and Health Act (OSHA)	2	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>
6.	Yarn	2	<ul><li>Yarn identification and classification</li><li>Yarn count</li></ul>
7.	Fabrics quality	3	<ul> <li>Quality Management System Awareness (QMS)</li> </ul>

Focus Area: Fabric Formation	Sub Focus Area: Weaving Manufacturing
	Department
Job Title: Weaving Production Supervisor	Level: 3
Job Description	

A Weaving Production Supervisor is designated to arrange and coordinate work for other workers in warp preparation activities. The person also works as a team leader to achieve production targets and assist the Production Executive / Superintendent in all works.

- 1. Enforce safety and sanitation regulations.
- 2. Plan and establish work schedules, assignments, and production sequences.
- 3. Direct operational or production activities.
- 4. Demonstrate equipment operations and work and safety procedures to new employees.
- 5. Inspect warp preparation equipment.
- 6. Interpret specifications, work orders, production schedules, and other records and reports to determine production requirements.
- 7. Evaluate current production and estimate outputs.
- 8. Monitor warp preparation activities.
- 9. Manage materials and supplies.
- 10. Study guides, loom patterns, samples, charts, or specification sheets, to confirm setup requirements.
- 11. Inspect machinery to determine whether repairs are needed.
- 12. Notify machinery maintenance technicians of mechanical malfunctions.
- 13. Report any abnormality regarding weft and fabric.
- 14. Repair minor machinery problems.
- 15. Train workers in job duties, safety procedures and company policies.
- 16. Train new workers.
- 17. Perform supervisory functions.
- 18. Perform other tasks assigned by superiors.

Soft Skills	Competency Level	Recommended Training
1. Listening skills	3	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2. Interpersonal skills	3	<ul> <li>Interpersonal skills</li> <li>Intermediate Interpersonal Relations Programme*</li> </ul>

	Soft Skills	Competency Level	Recommended Training
3.	Communication skills	3	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language in conversation and writing</li> <li>Understanding of diversification in culture</li> <li>Cross-cultural communication skills</li> </ul>
4.	Problem-solving skills	2	<ul><li>Intermediate problem-solving</li><li>Basic industrial relations</li></ul>
5.	Supervisory skills	2	<ul><li>Intermediate supervisory skills</li><li>Productivity management</li><li>Team building and motivation</li></ul>
6.	Coaching and mentoring	2	<ul> <li>Coaching and mentoring</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Intermediate leadership</li> <li>On-the-Job Facilitator Skills*</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	3	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	5S internal audit	3	<ul><li> 5S internal audit</li><li> 7QC tools</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	3	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Site Safety Supervisor (SSS) by NIOSH*</li> </ul>
4.	Microsoft Office	2	Intermediate Word and Excel
5.	Troubleshoot the machine and output of materials	2	<ul> <li>Machine maintenance and troubleshooting</li> <li>Machinery and equipment setting and troubleshooting</li> </ul>
6.	Production planning	2	Production planning and control

	Technical Skills	Competency Level	Recommended Training
			Production cost control
7.	Materials handling	2	Inventory management
8.	Quality control	2	<ul> <li>Quality control</li> <li>Textile and Apparel quality testing</li> <li>Defect analysis</li> <li>TA-013-2;2014 Operasi Makmal Tekstil by SKM*</li> </ul>
9.	Weaving calculation	2	Basic Textile technology
10.	Fabrics quality	3	<ul> <li>Quality Management System Awareness (QMS)</li> </ul>

Focus Area: Fabric Formation	Sub Focus Area: Weaving Manufacturing Department	
Job Title: Weaving Production Executive / Superintendent	Level: 4	
Job Description		

A Weaving Production Executive / Superintendent is designated to assist the Production Manager in planning, organising, directing, controlling, and evaluating the weaving production process. The person also manages a group of Supervisors and Specialists to ensure the production target is met.

- 1. Read and analyse charts, work orders, production schedules, and other reports.
- 2. Set up and adjust weaving machines.
- 3. Assign skilled workers to train new employees.
- 4. Coordinate the activities of employees engaged in the weaving sections.
- 5. Evaluate, improve and ensure weaving processes or stages (warping, sizing, beaming, leasingin, draw-in, and reed-in) are under control and effectively implemented.
- 6. Ensure that the materials are sufficient to cover the scheduled preparation for different production stages.
- 7. Check the material reports (defects, quality, production output, etc).
- 8. Observe work, and monitor machines and other indicators to ensure that technicians conform to production and processing standards.
- 9. Plan and establish work schedules, assignments, and production sequences to meet production goals.
- 10. Prepare daily production output and ensure stock rotation occurs effectively.
- 11. Request materials, supplies, equipment parts, or repair services.
- 12. Ensure maintenance and servicing schedules are available and carried out accordingly.
- 13. Enforce safety and sanitation regulations.
- 14. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	<ul><li>Advanced listening</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Advanced Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>

	Soft Skills	Competency Level	Recommended Training
3.	Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>
4.	Problem-solving and decision- making skills	3	<ul> <li>Problem-solving and decision- making skills</li> <li>Intermediate industrial relations</li> <li>Productivity management</li> </ul>
5.	Counselling skills	2	Basic counselling skills
6.	Leadership skills	3	<ul> <li>Middle management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> </ul>
7.	Management skills	3	<ul><li>Leadership and management skills</li><li>Production cost management</li></ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and Emergency Response Team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>NIOSH Certification in SHO*</li> </ul>
3.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional in Word, PowerPoint and Excel*</li> </ul>
4.	Production planning	3	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
5.	Materials handling	3	<ul><li>Inventory management</li><li>Material costing</li></ul>

	Technical Skills	Competency Level	Recommended Training
6.	Quality control	3	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>
7.	Management system manual, policy, procedures, and work instruction development	3	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting and cost control	2	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
9.	Weaving calculation	3	Intermediate Textile technology
10.	Fabrics quality	4	<ul> <li>Quality Management System Awareness (QMS)</li> </ul>
11.	Machinery and equipment setting and troubleshooting	4	Machine troubleshooting

Focus Area: Fabric Formation	Sub Focus Area: Weaving Manufacturing Department
Job Title: Weaving Production Manager	Level: 5
Job Description	

A Weaving Production Manager is designated to manage the weaving operations. The person also performs a wide range of management activities.

- 1. Carry out research and study new technologies in the weaving process.
- 2. Manpower planning in weaving production activities.
- 3. Assign skilled workers to train new employees.
- 4. Inspect materials, products, or equipment to detect defects or malfunctions.
- 5. Plan and establish work schedules, assignments, and product-forming sequences to meet production goals.
- 6. Observe work, and monitor machines and other indicators to ensure that technicians conform to production or processing standards.
- 7. Approve daily production output and ensure stock rotation occurs effectively.
- 8. Request materials, supplies, equipment parts, or repair services.
- 9. Enforce safety and sanitation regulations.
- 10. Perform managerial functions.
- 11. Perform other tasks assigned by top management.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	Effective listening skills
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul> <li>Effective communication skills</li> <li>Cross-cultural communication skills</li> <li>Business etiquette</li> <li>Customer service</li> </ul>
4.	Problem-solving skills	4	<ul><li>Problem-solving</li><li>Advanced industrial relations</li><li>Productivity management</li></ul>
5.	Decision-making skills	4	<ul><li>Decision-making</li><li>Basic data analytics</li></ul>
	Soft Skills	Competency Level	Recommended Training
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6.	Leadership skills	4	<ul> <li>High management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Basic counselling skills</li> </ul>
7.	Management skills	4	<ul><li>Leadership and management skills</li><li>Production cost management</li><li>Risk management</li></ul>
8.	Human Resource	2	HR for Non-HR Personnel
9.	Marketing skills	2	Basic sales and marketing

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	Production planning and control	4	<ul><li>Production planning and control</li><li>Basic automation and IR4.0</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and Emergency Response Team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>NIOSH Certification in SHO*</li> </ul>
4.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional Certification*</li> </ul>
5.	Materials handling	4	<ul><li>Inventory management</li><li>Material costing</li></ul>
6.	Quality control	4	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
7.	Management system manual, policy, procedures, and work instruction development	4	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting	3	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
9.	Energy, Sustainability and Governance (ESG)	3	<ul> <li>Energy Management, Sustainability and Circular Economy</li> <li>Overall Equipment Effectiveness (OEE)</li> </ul>
10.	Weaving calculation	4	Textile technology
11.	Fabrics quality	4	<ul> <li>Quality Management System Awareness (QMS)</li> </ul>
12.	Machinery and equipment setting and troubleshooting	4	Machine troubleshooting
13.	Review and endorsement of Weaving Manufacturing operation SOPs	4	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

Focus Area: Fabric Formation	Sub Focus Area: Knitting (Warp) Department
Job Title: Warp Knitting Specialist	Level: 1
Job Description	

Pre-requisite: Good eyesight

A Warp Knitting Specialist is designated to work on the daily routines of operating warp knitting machines to process yarn into fabric. The person also works as a team to achieve production targets and assists the Technician / Line Leader.

- 1. Check knitting machines.
- 2. Operate knitting machines.
- 3. Check the quality of the knitted fabric.
- 4. Record operational and production data.
- 5. Record information on machine settings.
- 6. Monitor the machine to ensure knitting quality.
- 7. Replace broken or defective needles.
- 8. Notify others of machine malfunction, repair, or maintenance needs.
- 9. Perform simple and routine maintenance activities such as cleaning.
- 10. Communicate with the supervisor to obtain information about orders, processes, or problems.
- 11. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level		Recommended Training
1.	Listening skills	1	•	Basic listening skills
2.	Interpersonal skills	1	•	Basic interpersonal skills
3.	Communication skills	1	•	Basic communication skills Basic Malay or English language for conversation

Technical Skills	Competency Level	Recommended Training
1. Machine operation	1	<ul> <li>Basic machine operation</li> <li>Basic machine operation procedure</li> <li>Basic Textile Manufacturing process</li> <li>Weft Knitting Operation TA-022- 2:2014 Level 2 SKM*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
2.	5S	1	• 5S awareness
3.	Occupational, Safety and Health Act (OSHA)	1	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>
4.	Yam	1	<ul><li>Yarn identification and classification</li><li>Yarn count</li></ul>

Focus Area: Fabric Formation	Sub Focus Area: Knitting (Warp) Department	
Job Title: Warp Knitting Technician / Line Leader	Level: 2	
Job Description		
Pre-requisite: Good eyesight		

A Knitting (Warp) Technician / Line Leader is designated to ensure the knitting machine is running as per customer requirements and to troubleshoot when needed. The person is also a part of the production line personnel and operates warp knitting machines to knit yarns into fabrics. The person

Responsibilities may include:

1. Assist supervisor on daily aspects of line production such as yarn defects, machine breakdown, manpower shortages, etc.

also works as a team to achieve production targets and assists the Supervisor in all day-to-day work.

- 2. Prepare or set up the knitting machine.
- 3. Perform the periodical maintenance activities.
- 4. Monitor and rectify any issues of productions from a specialist.
- 5. Check knitting machines.
- 6. Operate knitting machines.
- 7. Check the quality of the knitted fabrics.
- 8. Record operational and production data.
- 9. Record information on machine settings.
- 10. Monitor the machine to ensure knitting quality.
- 11. Replace broken or defective needles.
- 12. Notify others of machine malfunction, repair or maintenance needs.
- 13. Perform simple and routine maintenance activities such as cleaning.
- 14. Communicate with Warp Knitting Supervisor to obtain information about orders, processes, or problems.
- 15. Supervise and monitor specialists in doing the task and give assistance if needed.
- 16. Perform other tasks assigned by superiors.

Soft Skills	Competency Level	Recommended Training
1. Listening skills	2	Intermediate listening skills
2. Interpersonal skills	2	<ul><li>Interpersonal skills</li><li>Interpersonal relationship</li></ul>

Soft Skills	Competency Level	Recommended Training
3. Communication skills	2	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language programme for conversation</li> </ul>
4. Problem-solving skills	1	Basic problem-solving skills
5. Supervisory skills	1	<ul><li>Basic supervisory skills</li><li>Team building and motivation</li><li>Conflict management</li></ul>

	Technical Skills	Competency Level	Recommended Training
1.	Microsoft Office	1	Basic Word and Excel
2.	Troubleshoot the machine and output of materials	1	Basic machine maintenance and troubleshooting
3.	Machine Operation	2	<ul> <li>Intermediate machine operation</li> <li>Intermediate machine operation procedure</li> <li>Intermediate Textile Manufacturing process</li> <li>Weft Knitting Operation TA-022-2:2014 Level 2 SKM TA-022-2:2014*</li> </ul>
4.	5S	2	<ul><li>5S</li><li>7QC tools</li></ul>
5.	Occupational, Safety and Health Act (OSHA)	2	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>
6.	Yarn	2	<ul><li>Yarn identification and classification</li><li>Yarn count</li></ul>
7.	Knitting machine maintenance	1	Corrective and preventive     maintenance

Focus Area: Fabric Formation	Sub Focus Area: Knitting (Warp) Department
Job Title: Warp Knitting Supervisor	Level: 3
Job Description	

Pre-requisite: Good eyesight

A Warp Knitting Supervisor is designated to arrange and coordinate work for other workers in warp knitting activities. The person also works as a team leader to achieve production targets and assist the Production Executive / Superintendent in all day-to-day works.

- 1. Enforce safety and sanitation regulations.
- 2. Execute work schedules, assignments, and production sequences.
- 3. Direct operational or production activities.
- 4. Evaluate current production and estimate outputs.
- 5. Monitor warp knitting activities.
- 6. Perform materials and supply management.
- 7. Study guides, loom patterns, samples, charts, or specification sheets, to conform to setup requirements.
- 8. Inspect machinery to determine whether repairs are needed.
- 9. Notify machinery maintenance technicians of mechanical malfunctions.
- 10. Report any abnormalities of the warp knitting process.
- 11. Repair minor machinery problems.
- 12. Train workers on job duties, safety procedures and company policies.
- 13. Train new workers.
- 14. Perform supervisory functions.
- 15. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	3	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	3	<ul> <li>Interpersonal skills</li> <li>Intermediate Interpersonal Relations Programme*</li> </ul>
3.	Communication skills	3	Intermediate communication skills

	Soft Skills	Competency Level	Recommended Training
			<ul> <li>Intermediate Malay or English language in conversation and writing</li> <li>Understanding of diversification in culture</li> <li>Cross-cultural communication skills</li> </ul>
4.	Problem-solving skills	2	<ul><li>Intermediate problem-solving</li><li>Basic industrial relations</li></ul>
5.	Supervisory skills	2	<ul><li>Intermediate supervisory skills</li><li>Productivity management</li><li>Team building and motivation</li></ul>
6.	Coaching and mentoring	2	<ul> <li>Coaching and mentoring</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Intermediate leadership</li> <li>On-the-Job Facilitator Skills*</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	3	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> <li>Weft Knitting Supervision TA-022-3:2014 by SKM*</li> </ul>
2.	5S internal audit	3	<ul><li> 5S internal audit</li><li> 7QC tools</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	3	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Site Safety Supervisor (SSS) by NIOSH*</li> </ul>
4.	Microsoft Office	2	Intermediate Word and Excel
5.	Troubleshoot the machine and output of materials	2	Machine maintenance and troubleshooting
6.	Production planning	2	<ul><li>Production planning and control</li><li>Production cost control</li></ul>

	Technical Skills	Competency Level	Recommended Training
7.	Materials handling	2	Inventory management
8.	Quality control	2	<ul> <li>Quality control</li> <li>Textile and Apparel quality testing</li> <li>Defect analysis</li> <li>TA-013-2;2014 Operasi Makmal Tekstil by SKM*</li> </ul>
9.	Knitting machine maintenance	2	Corrective and Preventive Maintenance
10.	Yarn	3	<ul><li>Yarn identification and classification</li><li>Yarn count</li></ul>

Focus Area: Fabric Formation	Sub Focus Area: Knitting (Warp) Department
Job Title: Warp Knitting Production Executive Superintendent	Level: 4
Job Description	
Pre-requisite: Good eyesight	

A Warp Knitting Production Executive / Superintendent is designated to assist the Production Manager in planning, organising, directing, controlling, and evaluating the knitting activities. The person also supervises a group of Supervisors and Specialists to ensure the production quality and target are met.

- 1. Oversee the daily operation of knitting activities.
- 2. Prepare work schedules for supervisors and specialists.
- 3. Coordinate activities with other work units or departments.
- 4. Coordinate, assign and review the work of supervisors and specialists.
- 5. Coach and manage workers on job duties, safety procedures, and company policies.
- 6. Develop plans and procedures for knitting activities.
- 7. Improve production and procedure if necessary.
- 8. Assist in company or department budget.
- 9. Resolve work-related problems.
- 10. Perform hiring and training activities.
- 11. Manage materials and supplies requisition.
- 12. Prepare production and other related reports.
- 13. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	<ul><li>Advanced listening</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Advanced Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>
4.	Problem-solving and decision- making skills	3	<ul> <li>Problem-solving and decision- making skills</li> </ul>

	Soft Skills	Competency Level	Recommended Training
			<ul><li>Intermediate industrial relations</li><li>Productivity management</li></ul>
5.	Counselling skills	2	Basic counselling skills
6.	Leadership skills	3	<ul> <li>Middle management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> </ul>
7.	Management skills	3	<ul><li>Leadership and management skills</li><li>Production cost management</li></ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and Emergency Response Team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>NIOSH Certification in SHO*</li> </ul>
3.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional in Word, PowerPoint and Excel*</li> </ul>
4.	Production planning	3	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
5.	Materials handling	3	<ul><li>Inventory management</li><li>Material costing</li></ul>
6.	Quality control	3	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
7.	Management system manual, policy, procedures, and work instruction development	3	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting and cost control	2	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
9.	Machinery and equipment setting and troubleshooting	3	Machine troubleshooting
10.	Customer relationship management	2	Customer service
11.	Knitting technology	3	Advanced Textile technology
12.	Yarn	4	<ul><li>Yarn identification and classification</li><li>Yarn count</li></ul>
13.	Waste management	2	<ul> <li>Certified Environmental Professional in Scheduled Waste Management (CePSWaM)*</li> <li>3Rs (Reduce, Recycle, Reuse)</li> </ul>

Focus	Area: Fabric Formation	Sub Fo	cus Area: Knitting (Warp) Department
Job Title: Warp Knitting Production Manager		Manager Level:	5
Job De	escription		
A Knitt	ing Production Manager is des	ignated to manage k	nitting production works. The person also
perforn	ns a wide range of managemen	t activities.	
Rasnoi	nsibilities may include:		
1.	Carry out research and study	new technologies in t	he knitting process
2.	Manpower planning in knitting	·	
3.	Assign skilled workers to train		
4.	Endorse production safety an		to all employees.
5.	Approve materials requisition		
6.	Plan and establish work sch	edules, assignments	and product-forming sequences to meet
	production goals.		
7.	Supervise work, and monitor	machine and other in	dicators to ensure that technicians conform
	to production or processing s	tandards.	
8.	Approve daily production out	out and ensure stock	otation occurs effectively.
9.	Enforce safety and sanitation	regulations.	
10.	Perform managerial functions	<b>.</b>	
11.	Perform other tasks assigned	by top management.	
	Soft Skills	Competency Level	Recommended Training
1. Li	stening skills	4	Effective listening skills
2. In	terpersonal skills	4	Interpersonal

2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul> <li>Effective communication skills</li> <li>Cross-cultural communication skills</li> <li>Business etiquette</li> <li>Customer service</li> </ul>
4.	Problem-solving skills	4	<ul><li>Problem-solving</li><li>Advanced industrial relations</li><li>Productivity management</li></ul>
5.	Decision-making skills	4	<ul><li>Decision-making</li><li>Basic data analytics</li></ul>
6.	Leadership skills	4	High management leadership

	Soft Skills	Competency Level	Recommended Training
			<ul> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Basic counselling skills</li> </ul>
7.	Management skills	4	<ul><li>Leadership and management skills</li><li>Production cost management</li><li>Risk management</li></ul>
8.	Human Resource	2	HR for Non-HR Personnel
9.	Marketing skills	2	Basic sales and marketing

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	Production planning and control	4	<ul><li>Production planning and control</li><li>Basic automation and IR4.0</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and Emergency Response Team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>NIOSH Certification in SHO*</li> </ul>
4.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional Certification*</li> </ul>
5.	Materials handling	4	<ul><li>Inventory management</li><li>Material costing</li></ul>
6.	Quality control	4	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
7.	Management system manual, policy, procedures, and work instruction development	4	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting	3	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
9.	Energy, Sustainability and Governance (ESG)	3	<ul> <li>Energy Management, Sustainability and Circular Economy</li> <li>Overall Equipment Effectiveness (OEE)</li> </ul>
10.	Yarn	4	<ul><li>Yarn identification and classification</li><li>Yarn count</li></ul>
11.	Knitting calculation	4	Advanced Textile technology
12.	Fabrics quality	4	<ul> <li>Quality Management System Awareness (QMS)</li> </ul>
13.	Machinery and equipment setting and troubleshooting	4	Machine troubleshooting
14.	Customer relationship management	3	<ul><li>Customer service</li><li>Customer communication skills</li></ul>
15.	Waste management	3	<ul> <li>Certified Environmental Professional in Scheduled Waste Management (CePSWaM)*</li> <li>3Rs (Reduce, Recycle, Reuse)</li> </ul>
16.	Review and endorsement of Knitting Warp operation SOPs	4	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

Focus Area: Fabric Formation	Sub Focus Area: Knitting (Weft) Department
Job Title: Weft Knitting Specialist	Level: 1
Job Description	

Pre-requisite: Good eyesight

A Weft Knitting Specialist is designated to work on the daily routines of weft knitting machine operations to process yarn into fabric. The person also works as a team to achieve production targets and assists the Technician / Line Leader in all day-to-day work.

- 1. Check knitting machines.
- 2. Operate knitting machines.
- 3. Check the quality of knitted fabrics.
- 4. Record operational and production data.
- 5. Record information on machine settings.
- 6. Monitor the machines to ensure knitting quality.
- 7. Replace broken or defective needles.
- 8. Notify others of machine malfunction, repair or maintenance needs.
- 9. Perform simple and routine maintenance activities such as cleaning.
- 10. Communicate with the supervisor to obtain information about orders, processes, or problems.
- 11. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level		Recommended Training
1.	Listening skills	1	•	Basic listening skills
2.	Interpersonal skills	1	•	Basic interpersonal skills
3.	Communication skills	1	•	Basic communication skills Basic Malay or English language for conversation

Technical Skills	Competency Level	Recommended Training
1. Machine operation	1	<ul> <li>Basic machine operation</li> <li>Basic machine operation procedure</li> <li>Basic Textile Manufacturing process</li> <li>Weft Knitting Operation TA-022- 2:2014 Level 2 SKM*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
2.	5S	1	• 5S awareness
3.	Occupational, Safety and Health Act (OSHA)	1	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>
4.	Yarn	1	<ul><li>Yarn identification and classification</li><li>Yarn count</li></ul>

Focus Area: Fabric Formation	Sub Focus Area: Knitting (Weft) Department
Job Title: Weft Knitting Technician / Line Leader	Level: 2
Job Description	
Pre-requisite: Good eyesight	

A Knitting (Weft) Technician / Line Leader is designated to ensure the knitting machine is running as per customer requirements and to troubleshoot when needed. The person is also a part of the production line personnel and operates weft knitting machines to knit yarns into fabrics. The person also works as a team to achieve production targets and assist the Supervisor in all day-to-day work.

- 1. Assist supervisor on daily aspects of line production such as yarn defects, machine breakdown, manpower shortages, etc.
- 2. Prepare or set up knitting machines.
- 3. Perform periodical maintenance activities.
- 4. Monitor and rectify any issues of production from specialists.
- 5. Check knitting machines.
- 6. Operate knitting machines.
- 7. Check the quality of knitted fabrics.
- 8. Record operational and production data.
- 9. Record information on machine settings.
- 10. Monitor the machine to ensure knitting quality.
- 11. Replace broken or defective needles.
- 12. Notify others of machine malfunction, repair or maintenance needs.
- 13. Perform simple and routine maintenance activities such as cleaning.
- 14. Communicate with the supervisor to obtain information about orders, processes or problems.
- 15. Supervise and monitor specialists in doing tasks and give assistance if needed.
- 16. Perform other tasks assigned by superiors.

Soft Skills	Competency Level	Recommended Training
1. Listening skills	2	Intermediate listening skills
2. Interpersonal skills	2	<ul><li>Interpersonal skills</li><li>Interpersonal relationship</li></ul>
3. Communication skills	2	Intermediate communication skills

Soft Skills	Competency Level	Recommended Training
		<ul> <li>Intermediate Malay or English language programme for conversation</li> </ul>
4. Problem-solving skills	1	Basic problem-solving skills
5. Supervisory skills	1	<ul><li>Basic supervisory skills</li><li>Team building and motivation</li><li>Conflict management</li></ul>

	Technical Skills	Competency Level	Recommended Training
1.	Microsoft Office	1	Basic Word and Excel
2.	Troubleshoot the machine and output of materials	1	Basic machine maintenance and troubleshooting
3.	Machine operation	2	<ul> <li>Intermediate machine operation</li> <li>Intermediate machine operation procedure</li> <li>Intermediate Textile Manufacturing process</li> <li>Weft Knitting Operation TA-022-2:2014 Level 2 SKM TA-022-2:2014*</li> </ul>
4.	5S	2	<ul><li>5S</li><li>7QC tools</li></ul>
5.	Occupational, Safety and Health Act (OSHA)	2	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>
6.	Yarn	2	<ul><li>Yarn identification and classification</li><li>Yarn count</li></ul>
7.	Knitting machine maintenance	2	Corrective and preventive     maintenance

Focus Area: Fabric Formation	Sub Focus Area: Knitting (Weft) Department
Job Title: Weft Knitting Supervisor	Level: 3
Job Description	

Pre-requisite: Good eyesight

A Weft Knitting Supervisor is designated to arrange and coordinate work for other workers in weft knitting activities. The person also works as a team leader to achieve production targets and assist the Production Executive / Superintendent in all day-to-day works.

- 1. Enforce safety and sanitation regulations.
- 2. Execute work schedules, assignments, and production sequences.
- 3. Direct operational or production activities.
- 4. Evaluate current production and estimate outputs.
- 5. Monitor weft knitting activities.
- 6. Perform materials and supply management.
- 7. Study guides, loom patterns, samples, charts, or specification sheets, to conform to setup requirements.
- 8. Inspect machinery to determine whether repairs are needed.
- 9. Notify machinery maintenance technicians of mechanical malfunctions.
- 10. Report any abnormalities of the weft knitting process.
- 11. Repair minor machinery problems.
- 12. Train workers on job duties, safety procedures and company policies.
- 13. Train new workers.
- 14. Perform supervisory functions.
- 15. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	3	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	3	<ul> <li>Interpersonal skills</li> <li>Intermediate Interpersonal Relations Programme*</li> </ul>
3.	Communication skills	3	Intermediate communication skills

	Soft Skills	Competency Level	Recommended Training
			<ul> <li>Intermediate Malay or English language in conversation and writing</li> <li>Understanding of diversification in culture</li> <li>Cross-cultural communication skills</li> </ul>
4.	Problem-solving skills	2	<ul><li>Intermediate problem-solving</li><li>Basic industrial relations</li></ul>
5.	Supervisory skills	2	<ul><li>Intermediate supervisory skills</li><li>Productivity management</li><li>Team building and motivation</li></ul>
6.	Coaching and mentoring	2	<ul> <li>Coaching and mentoring</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Intermediate leadership</li> <li>On-the-Job Facilitator Skills*</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	3	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> <li>Weft Knitting Supervision TA-022-3:2014 by SKM*</li> </ul>
2.	5S internal audit	3	<ul><li> 5S internal audit</li><li> 7QC tools</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	3	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Site Safety Supervisor (SSS) by NIOSH*</li> </ul>
4.	Microsoft Office	2	Intermediate Word and Excel
5.	Troubleshoot the machine and output of materials	2	Machine maintenance and troubleshooting
6.	Production planning	2	<ul><li>Production planning and control</li><li>Production cost control</li></ul>

	Technical Skills	Competency Level	Recommended Training
7.	Materials handling	2	Inventory management
8.	Quality control	2	<ul> <li>Quality control</li> <li>Textile and Apparel quality testing</li> <li>Defect analysis</li> <li>TA-013-2;2014 Operasi Makmal Tekstil by SKM*</li> </ul>
9.	Knitting machine maintenance	3	Corrective and preventive     maintenance
10.	Yarn	3	<ul><li>Yarn identification and classification</li><li>Yarn count</li></ul>

Focus Area: Fabric Formation	Sub Focus Area: Knitting (Weft) Department
Job Title: Weft Knitting Production Executive / Superintendent	Level: 4
Job Description	
Pre-requisite: Good eyesight	

A Weft Knitting Production Executive / Superintendent is designated to assist the Production Manager in planning, organising, directing, controlling, and evaluating all knitting activities. The person also supervises a group of Supervisors and Specialists to ensure the production quality and targets are met.

- 1. Oversee the daily operations of knitting activities.
- 2. Prepare work schedules for supervisors and specialists.
- 3. Coordinate activities with other work units or departments.
- 4. Coordinate, assign and review the work of supervisors and specialists.
- 5. Coach and manage workers on job duties, safety procedures, and company policies.
- 6. Develop plans and procedures for all the knitting activities.
- 7. Improve production and procedures if necessary.
- 8. Assist in company or department budget.
- 9. Resolve work-related problems.
- 10. Perform hiring and training activities.
- 11. Manage materials and supplies requisition.
- 12. Prepare production and other related reports.
- 13. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	<ul><li>Advanced listening</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Advanced Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>
4.	Problem-solving and decision- making skills	3	<ul> <li>Problem-solving and decision- making skills</li> </ul>

	Soft Skills	Competency Level	Recommended Training
			<ul><li>Intermediate industrial relations</li><li>Productivity management</li></ul>
5.	Counselling skills	2	Basic counselling skills
6.	Leadership skills	3	<ul> <li>Middle management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> </ul>
7.	Management skills	3	<ul><li>Leadership and management skills</li><li>Production cost management</li></ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and Emergency Response Team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>NIOSH Certification in SHO*</li> </ul>
3.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional in Word, PowerPoint and Excel*</li> </ul>
4.	Production planning	3	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
5.	Materials handling	3	<ul> <li>Inventory management Material costing</li> </ul>
6.	Quality control	3	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
7.	Management system manual, policy, procedures, and work instruction development	3	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting and cost control	2	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
9.	Yarn	4	<ul><li>Yarn identification and classification</li><li>Yarn count</li></ul>
10.	Customer relationship management	2	Customer service
11.	Knitting technology	4	Advanced Textile technology
12.	Waste management	2	<ul> <li>Certified Environmental Professional in Scheduled Waste Management (CePSWaM)*</li> <li>3Rs (Reduce, Recycle, Reuse)</li> </ul>

Focus	Area: Fabric Formation	Sub Focus Area: Knitting (Weft) Department	
Job Title: Weft Knitting Production Manager		Level: 5	
Job De	escription		
A Knitti	ing Production Manager is designated to m	anage knitting production works. The person also	
perform	ns a wide range of management activities.		
Respor	Responsibilities may include:		
1.	1. Carry out research and study new technologies in the knitting process.		
2.	2. Manpower planning in knitting production activities.		

- 3. Assign skilled workers to train new employees.
- 4. Endorse production safety and other related SOPs to all employees.
- 5. Approve materials requisition, defective orders, materials, products, etc.
- 6. Plan and establish work schedules, assignments, and product-forming sequences to meet production goals.
- 7. Supervise work, and monitor machine and other indicators to ensure that technicians conform to production or processing standards.
- 8. Approve daily production output and ensure stock rotation occurs effectively.
- 9. Enforce safety and sanitation regulations.
- 10. Perform managerial functions.
- 11. Perform other tasks assigned by top management.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	Effective listening skills
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul> <li>Effective communication skills</li> <li>Cross-cultural communication skills</li> <li>Business etiquette</li> <li>Customer service</li> </ul>
4.	Problem-solving skills	4	<ul><li>Problem-solving</li><li>Advanced industrial relations</li><li>Productivity management</li></ul>
5.	Decision-making skills	4	<ul><li>Decision-making</li><li>Basic data analytics</li></ul>
6.	Leadership skills	4	High management leadership

	Soft Skills	Competency Level	Recommended Training
			<ul> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Basic counselling skills</li> </ul>
7.	Management skills	4	<ul><li>Leadership and management skills</li><li>Production cost management</li><li>Risk management</li></ul>
8.	Human Resource	2	HR for Non-HR Personnel
9.	Marketing skills	2	Basic sales and marketing

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	Production planning and control	4	<ul><li>Production planning and control</li><li>Basic automation and IR4.0</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and Emergency Response Team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>NIOSH Certification in SHO*</li> </ul>
4.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional Certification*</li> </ul>
5.	Materials handling	4	<ul><li>Inventory management</li><li>Material costing</li></ul>
6.	Quality control	4	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
7.	Management system manual, policy, procedures, and work instruction development	4	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting	3	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
9.	Energy, Sustainability and Governance (ESG)	3	<ul> <li>Energy Management, Sustainability and Circular Economy</li> <li>Overall Equipment Effectiveness (OEE)</li> </ul>
10.	Yarn	4	<ul><li>Yarn identification and classification</li><li>Yarn count</li></ul>
11.	Knitting calculation	4	Advanced Textile technology
12.	Fabrics quality	4	Quality Management System     Awareness (QMS)
13.	Machinery and equipment setting and troubleshooting	4	Machine troubleshooting
14.	Customer relationship management	3	<ul><li>Customer service</li><li>Customer communication skills</li></ul>
15.	Waste management	3	<ul> <li>Certified Environmental Professional in Scheduled Waste Management (CePSWaM)*</li> <li>3Rs (Reduce, Recycle, Reuse)</li> </ul>
16.	Review and endorsement of Knitting Weft operation SOPs	4	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

# FABRIC DYEING & FINISHING



# JOB DESCRIPTION, SKILLS & RECOMMENDED TRAINING

#### INDSF TEXTILE INDUSTRY - MANUFACTURING

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Laboratory Department
Job Title: Lab Specialist	Level: 1
Job Description	

Pre-requisite: Good eyesight. Not colour blind.

A Lab Specialist is designated to carry out all the lab activities for the dyeing and finishing processes. The person also works as a team to achieve production targets and quality. This person reports to the lab supervisor in all day-to-day works.

- 1. Handle lab machines and carry out lab trials for the dyeing process.
- 2. Prepare all the fabric samples and chemicals required.
- 3. Record the development process and its results.
- 4. Perform housekeeping of lab and equipment.
- 5. Perform other tasks assigned by superiors.

Soft Skills	Competency Level	Recommended Training
1. Listening skills	1	Basic listening skills
2. Interpersonal skills	1	<ul> <li>Basic interpersonal skills</li> <li>Interpersonal Relations Programme*</li> </ul>
3. Communication skills	1	<ul> <li>Basic communication skills</li> <li>Basic Malay or English language for conversation</li> </ul>
4. Colour judgement	2	Colour spectrum
5. Technical report writing skills	1	Technical report writing

Technical Skills	Competency Level	Recommended Training
1. Machine operation	1	<ul> <li>Dyeing machines handling</li> <li>Measurement and calibration of machines and equipment</li> </ul>
2. 5S	1	• 5S awareness

Technical Skills	Competency Level	Recommended Training
3. Occupational, Safety and Health Act (OSHA)	1	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Chemical handling and storage</li> <li>Hazardous material management &amp; spill prevention awareness</li> </ul>
4. Laboratory skills	1	<ul><li>Laboratory skills and technique</li><li>Lab safety</li></ul>
5. Dyeing process	1	Dye stuff and chemical
6. Colour-matching skills	1	<ul><li>Colour spectrum</li><li>Colour spectrum equipment</li></ul>

# JOB DESCRIPTION, SKILLS & RECOMMENDED TRAINING

#### INDSF TEXTILE INDUSTRY - MANUFACTURING

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Laboratory Department
Job Title: Lab Technician / Line Leader	Level: 2
Job Description	

Pre-requisite: Good eyesight. Not colour blind.

A Lab Technician / Line Leader is designated to carry out all the lab activities for the dyeing and finishing process. The person also works as a team to achieve production targets and quality. This person reports to the lab supervisor in all day-to-day works.

- 1. Handle lab machines and carry out lab trials for the dyeing process.
- 2. Prepare all the fabric samples and chemicals required.
- 3. Record the development process and its results.
- 4. Perform housekeeping of lab and equipment.
- 5. Perform other tasks assigned by superiors.

Soft	Skills	Competency Level	Recommended Training
1. Listening skills	3	2	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2. Interpersonal	skills	2	<ul><li>Interpersonal skills</li><li>Interpersonal relations programme</li></ul>
3. Communicatio	on skills	2	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language programme for conversation</li> </ul>
4. Problem-solvi	ng skills	1	Basic problem-solving skills
5. Supervisory sl	kills	1	<ul><li>Basic supervisory skills</li><li>Team building and motivation</li><li>Conflict management</li></ul>
6. Colour judgen	nent	3	Colour spectrum
7. Technical repo	ort writing skills	2	Technical report writing

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	2	<ul> <li>Dyeing machines handling</li> <li>Measurement and calibration of machines and equipment</li> </ul>
2.	5S	2	• 5S awareness
3.	Occupational, Safety and Health Act (OSHA)	2	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Chemical handling and storage</li> <li>Hazardous material management &amp; spill prevention awareness</li> </ul>
4.	Troubleshoot the machine and output of materials	1	Basic machine maintenance and troubleshooting
5.	Laboratory skills	1	<ul> <li>Laboratory skills and technique</li> <li>Lab safety</li> <li>TA-013-2;2014 Operasi Makmal Tekstil by SKM*</li> </ul>
6.	Dyeing process	2	Dye stuff and chemical
7.	Colour-matching skills	2	<ul><li>Colour spectrum</li><li>Colour spectrum equipment</li></ul>

# **JOB DESCRIPTION, SKILLS & RECOMMENDED TRAINING**

#### INDSF TEXTILE INDUSTRY - MANUFACTURING

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Laboratory Department
Job Title: Lab Supervisor	Level: 3
Job Description	

Pre-requisite: Good eyesight. Not colour blind.

A Lab Supervisor is designated to carry out all the lab activities for the dyeing and finishing processes. The person also works as a team to achieve production targets and quality. This person reports to the lab executive in all day-to-day works.

- 1. Supervise lab machine operations and lab trials by Lab Technicians.
- 2. Review all the fabric samples and chemicals as required.
- 3. Review and ensure the records, the development process, and its results are captured.
- 4. Accountable for housekeeping of lab and equipment.
- 5. Support dye lab executives in training lab specialists.
- 6. Report test results to the lab executives.
- 7. Perform other tasks assigned by superiors.

Soft Skills	Competency Level	Recommended Training
1. Listening skills	3	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2. Interpersonal skills	3	<ul> <li>Interpersonal skills</li> <li>Intermediate interpersonal relations programme</li> <li>Emotional Intelligence*</li> </ul>
3. Communication skills	3	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language in conversation and writing</li> <li>Understanding of diversification in culture</li> <li>Cross-cultural communication skills</li> </ul>
4. Problem-solving skills	3	<ul><li>Problem-solving skills</li><li>Industrial relations management</li><li>Productivity management</li></ul>

Soft Skills	Competency Level	Recommended Training
5. Supervisory skills	2	<ul> <li>Intermediate supervisory skills</li> <li>Productivity management</li> <li>Team building and motivation</li> <li>Team development</li> </ul>
6. Coaching and mentoring	2	<ul> <li>Coaching and mentoring</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Intermediate leadership</li> <li>On-the-Job Facilitator Skills*</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> </ul>
7. Time management	2	Managing time at the workplace
8. Colour-matching skills	3	<ul><li>Colour spectrum</li><li>Colour spectrum equipment</li></ul>
9. Report writing	3	Technical report writing skill

Technical Skills	Competency Level	Recommended Training
1. Machine operation	3	<ul> <li>Dyeing machines handling</li> <li>Measurement and calibration of machines and equipment</li> </ul>
2. 5S	3	<ul><li> 5S internal audit</li><li> 5S awareness</li></ul>
3. Occupational, Safety and Health Act (OSHA)	3	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Site Safety Supervisor (SSS) by NIOSH*</li> <li>Chemical handling and storage</li> <li>Hazardous Material Management &amp; Spill Prevention Awareness</li> <li>Hazardous Material Management &amp; Spill Prevention Certificate by NIOSH*</li> </ul>
Technical Skills	Competency Level	Recommended Training
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4. Microsoft Office	3	Intermediate Word and Excel
5. Laboratory skills	3	<ul> <li>Laboratory skills and technique</li> <li>Lab safety</li> <li>TA-013-2;2014 Operasi Makmal Tekstil by SKM*</li> </ul>
6. Dyeing process	3	Dye stuff and chemical
7. Colour-matching skills	3	<ul><li>Colour spectrum</li><li>Colour spectrum equipment</li></ul>
8. Lab dyeing SOPs operation	3	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>
9. Customer quality control	3	Lab quality standard

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Laboratory Department
Job Title: Lab Executive / Superintendent	Level: 4
Job Description	

Pre-requisite: Good eyesight. Not colour blind.

A Lab Executive / Superintendent is designated to carry out all the lab activities for the dyeing and finishing processes. The person also works as a team to achieve production targets and quality. This person reports to the lab manager in all day-to-day works.

- 1. Prepare technical reports.
- 2. Communicate with merchandisers and customers on colour and lab test requirements.
- 3. Assist the Lab Manager to oversee day-to-day lab operations.
- 4. Adhere to health and safety requirements during handling lab work.
- 5. Assist with auditing activities.
- 6. Monitor and schedule all maintenance and calibration of machine and apparatus.
- 7. Perform other tasks assigned by superiors.

Soft Skills	Competency Level	Recommended Training
1. Listening skills	4	<ul><li>Advanced listening</li><li>Effective listening skills</li></ul>
2. Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3. Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>
<ol> <li>Problem-solving and decision- making skills</li> </ol>	3	<ul> <li>Problem-solving and decision- making skills</li> <li>Intermediate industrial relations</li> <li>Productivity management</li> </ul>
5. Counselling skills	2	Basic counselling skills
6. Leadership skills	3	<ul><li>Middle management leadership</li><li>Change management</li></ul>

Soft Skills	Competency Level	Recommended Training
		<ul> <li>Intermediate leadership skills</li> <li>Coaching and mentoring</li> <li>Team development</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-The-Trainer (TTT) by HRD Corp*</li> </ul>
7. Management skills	3	<ul> <li>Leadership and management skills</li> <li>Production cost management</li> <li>Managing crises at the workplace</li> </ul>
8. Analytical skills	3	Critical & Analytical
9. Time management skills	4	Managing time at the workplace
10. Report writing	4	Technical report writing skill

Technical Skills	Competency Level	Recommended Training
1. Machine operation	4	<ul> <li>Dyeing machines handling</li> <li>Measurement and calibration of machines and equipment</li> </ul>
2. 5S	4	<ul><li> 5S internal audit</li><li> 7QC tools</li><li> 5S awareness</li></ul>
3. Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>Hazardous Material Management &amp; Spill Prevention Certificate by NIOSH*</li> <li>NIOSH Certification in SHO*</li> </ul>
4. Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional in Word, PowerPoint and Excel*</li> </ul>

Technical Skills	Competency Level	Recommended Training
<ol> <li>Management system manual, policy, procedures, and work instruction development</li> </ol>	3	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
6. Budgeting and cost control	2	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
7. Environmental compliance	3	<ul> <li>Environment impact assessment</li> <li>Hazard Identification Risk Assessment and Risk Control (HIRARC)*</li> <li>ISO 14001 Environmental Management System</li> <li>Waste Management System*</li> </ul>
8. Laboratory skills	4	<ul> <li>Laboratory skills and technique</li> <li>Lab safety</li> <li>Emergencies and incidents</li> <li>TA-013-2;2014 Operasi Makmal Tekstil by SKM*</li> </ul>
9. Knowledge of dyestuff and chemical	4	Advanced dyestuff and chemical knowledge
10. Confirmation and adjustment of colours	3	Combined training on dyestuff and chemical suppliers
11. Kaizen and continuous improvement	3	Advanced Kaizen
12. Operational and troubleshooting	3	Troubleshooting
13. R&D of new technology and methods	3	Textile Manufacturing R&D
14. Customer quality control	4	Lab quality standard
15. Lab dyeing SOPs operation	4	<ul><li>Total Quality Management (TQM)</li><li>Quality Management System (QMS)</li></ul>
16. Prototype of new product development	3	Sampling development

Technical Skills	Competency Level	Recommended Training
i. Colours ii. Fabrication		

Focus	Area: Fabric Dyeing & Finishing	Sub Focus Area: Laboratory Department	
Job Title: Lab Manager		Level: 5	
Job De	scription		
A Labo	ratory Manager is designated to manage QC	C and R&D of lab works.	
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	sibilities may include:		
1.	Direct and coordinate activities related to I	ab dips.	
2.	Scout new technologies.		
3.	Study new knowledge and find the late	est updates on laboratory standards and testing	
	methodologies.		
4.	Review and approve equipment operation	s, and work and safety procedures as proposed by	
	Lab Supervisors.		
5.	Hire, supervise and train employees in the use of lab equipment or testing methodology.		
6.	6. Review and approve materials, products, or equipment to detect defects or malfunctions from		
	Lab Supervisors and Executives.		
7.	Review and approve work schedules, assig	gnments, and lab test sequences to meet production	
	goals from Lab Executives.		
8.	Observe sampling or testing reports, and	monitor work-in-progress quality conformance and	
	other indicators to ensure that bulk productions conform to customer specifications and		
	samples.		
9.	•		
10.	Approve lab materials, supplies, equipment parts, or repair services requisition.		
11.			
	, 5	d tasks assigned by Managing Directors or Top	
	Management.	a table accigned by managing birotoro or rop	

- 13. Oversee and supervise prototype of new product development.
- 14. Perform other tasks assigned by top management.

Soft Skills	Competency Level	Recommended Training
1. Listening skills	4	<ul><li>Effective listening skills</li><li>Advanced listening skill</li></ul>
2. Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>

Soft Skills	Competency Level	Recommended Training
3. Communication skills	4	<ul> <li>Effective communication skills</li> <li>Cross-cultural communication skills</li> <li>Business etiquette</li> <li>Customer service</li> </ul>
4. Problem-solving skills	4	<ul> <li>Problem-solving</li> <li>Advanced industrial relations</li> <li>Productivity management</li> <li>Problem-solving and decision-making skills</li> </ul>
5. Decision-making skills	4	<ul> <li>Decision-making</li> <li>Basic data analytics</li> <li>Productivity management</li> <li>Root cause analysis</li> </ul>
6. Leadership skills	4	<ul> <li>High management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Basic counselling skills</li> <li>Leadership training for the manager</li> <li>Managing crises at the workplace</li> </ul>
7. Management skills	4	<ul><li>Leadership and management skills</li><li>Production cost management</li><li>Risk management</li></ul>
8. Human resource	2	HR for Non-HR Personnel
9. Marketing skills	2	<ul><li>Basic sales and marketing</li><li>Negotiation skills</li></ul>
10. Crisis management skills	4	Managing crises at the workplace
11. Analytical skills	4	Critical & analytical
12. Time management skills	4	Managing time at the workplace
13. Report writing	4	Technical report writing skill

Technical Skills	Competency Level	Recommended Training
1. Machine operation	4	<ul> <li>Dyeing machines handling</li> <li>Measurement and calibration of machines and equipment</li> </ul>
2. 5S	4	<ul><li> 5S internal audit</li><li> 7QC tools</li><li> 5S awareness</li></ul>
3. Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>Hazardous Material Management &amp; Spill Prevention Certificate by NIOSH*</li> <li>Safety and Health Officer Certification by NIOSH*</li> </ul>
4. Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional Certification*</li> </ul>
5. Management system manual, policy, procedures, and work instruction development	4	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
6. Budgeting	3	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
7. Energy, Sustainability and Governance (ESG)	3	<ul> <li>Energy management, sustainability, and the circular economy</li> <li>Overall Equipment Effectiveness (OEE)</li> <li>Effective employee productivity management</li> </ul>
8. Laboratory skills	4	Laboratory skills and technique

Technical Skills	Competency Level	Recommended Training
		<ul> <li>Lab safety</li> <li>Emergencies and incidents</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>
9. R&D of new technology and method	4	Textile Manufacturing R&D
10. Operational and troubleshooting	4	Troubleshooting
11. Knowledge of dyestuff and chemicals	4	Advance dyestuff and chemical knowledge
12. Environmental compliance	4	<ul> <li>Environment impact assessment</li> <li>Hazard Identification Risk Assessment and Risk Control (HIRARC)*</li> <li>ISO 14001 Environmental Management System*</li> <li>Environmental compliance training</li> <li>Waste Management System*</li> </ul>
13. Confirmation and adjustment of colours	4	Combined training on dyestuff and chemical suppliers
14. Customer quality control	4	Lab quality standard
15. Review and endorsement of dyeing operation SOPs	4	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Management</li> </ul>
16. ICT skills	3	Intermediate Microsoft Office     applications
<ul><li>17. Prototype of new product development</li><li>i. Colours</li><li>ii. Fabrication</li></ul>	4	Sampling development

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Dyeing Department
Job Title: Dyeing Specialist	Level: 1
Job Description	

Pre-requisite: Good eyesight. Not colour blind.

A Dyeing Specialist is designated to perform work based on the work orders or instructions from superiors, report any abnormalities during the dyeing process and assist the Dyeing Leader / Technician in all day-to-day works.

- 1. Communicate with immediate superiors to obtain information about orders, processes, or problems.
- 2. Perform dyeing as per instructions or requirements.
- 3. Measure ingredients or substances to be used in production processes.
- 4. Feed or load fabric, dyestuff, and chemicals into machines.
- 5. Record operational and production data.
- 6. Record information on machine settings.
- 7. Monitor fabrics to ensure the dyeing process goes smoothly.
- 8. Report and notify of machine malfunction, repair, or maintenance needs.
- 9. Perform machine cleaning activities.
- 10. Perform any tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	1	<ul><li>Basic listening skills</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	1	<ul> <li>Interpersonal skills</li> <li>Intermediate Interpersonal Relations Programme*</li> </ul>
3.	Communication skills	1	<ul><li>Basic communication skills</li><li>Basic Malay or English language for conversation</li></ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	1	<ul> <li>Basic machine operation</li> <li>Basic machine operation procedure</li> <li>Basic Textile Manufacturing process</li> </ul>
2.	5S	1	• 5S awareness
3.	Occupational, Safety and Health Act (OSHA)	1	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>OSHA act</li> </ul>
4.	Dye stuff and chemical	1	<ul><li>Basic dyestuff and chemical</li><li>Dyeing machines handling</li></ul>
5.	Dyeing SOPs operation	1	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Dyeing Department
Job Title: Dyeing Technician / Line Leader	Level: 2
Job Description	

Pre-requisite: Good eyesight. Not colour blind.

A Dyeing Technician / Line Leader is designated to perform work based on the work orders or instructions from superiors, report any abnormality that occurred during the dyeing process and assist the Dyeing Supervisor in all day-to-day works.

- 1. Communicate with immediate superior to obtain information about orders, processes, or problems.
- 2. Confirm dyeing instructions or requirements with immediate superior.
- 3. Measure ingredients or substances to be used in production processes.
- 4. Perform the dyeing process.
- 5. Feed or load fabric, dyestuff, and chemicals into machines.
- 6. Record operational and production data.
- 7. Record information on machine settings.
- 8. Monitor fabrics to ensure the dyeing process goes smoothly.
- 9. Report and notify of machine malfunction, repair, or maintenance needs.
- 10. Perform machine cleaning activities.
- 11. Lead the daily dyeing machine specialist.
- 12. Perform any tasks assigned by superiors.

Soft Skills	Competency Level	Recommended Training
1. Listening skills	2	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2. Interpersonal skills	2	<ul> <li>Interpersonal skills</li> <li>Intermediate Interpersonal Relations Programme*</li> </ul>
3. Communication skills	2	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language programme for conversation</li> </ul>
4. Problem-solving skills	1	Basic problem-solving skills

Soft Skills	Competency Level	Recommended Training
5. Supervisory skills	1	<ul> <li>Basic supervisory skills</li> <li>Team building and motivation</li> <li>Conflict management</li> <li>Team development</li> </ul>
6. Report writing	2	Technical report writing

	Technical Skills	Competency Level	Recommended Training
1.	Microsoft Office	1	Basic Word and Excel
2.	Troubleshoot the machine and output of materials	1	Basic machine maintenance and troubleshooting
3.	Machine operation	2	<ul> <li>Dyeing machines handling</li> <li>Measurement and calibration of machines and equipment</li> <li>Intermediate machine operation</li> <li>Intermediate machine operation procedure</li> <li>Intermediate Textile Manufacturing process</li> <li>C131-002-2:2017: Operasi Pencelupan dan Pengemasan Tekstil (SKM Level 2)*</li> </ul>
4.	5S	2	<ul><li>5S</li><li>7QC tools</li></ul>
5.	Occupational, Safety and Health Act (OSHA)	2	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Chemical handling and storage</li> <li>Hazardous material management &amp; spill prevention awareness</li> </ul>
6.	Dye stuff and chemical	2	<ul><li>Basic dyestuff and chemical</li><li>Dyeing machines handling</li></ul>
7.	Dyeing SOPs operation	2	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Dyeing Department
Job Title: Dyeing Supervisor	Level: 3
Job Description	

Pre-requisite: Good eyesight. Not colour blind.

A Dyeing Supervisor is designated to supervise and coordinate other operators in the dyeing activities. The person also prepares the work schedule for the Dyeing Line Leader / Technician.

- 1. Assign tasks to Dyeing Specialists.
- 2. Supervise other Dyeing Specialists.
- 3. Adjust production equipment or machinery setup.
- 4. Check on the quality of dyed yarn and fabric.
- 5. Examine products for defects.
- 6. Train workers in job duties, safety procedures and company policies.
- 7. Assign skilled workers to train new employees.
- 8. Resolve work-related problems, prepare and submit progress and other reports.
- 9. Inspect equipment to determine whether repairs are needed.
- 10. Request materials and supplies.
- 11. Perform supervisory functions.
- 12. Perform any tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	3	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	3	<ul> <li>Interpersonal skills</li> <li>Intermediate Interpersonal Relations Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	3	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language in conversation and writing</li> <li>Understanding of diversification in culture</li> <li>Cross-cultural communication skills</li> </ul>

	Soft Skills	Competency Level	Recommended Training
4.	Problem-solving skills	2	<ul><li>Intermediate problem-solving</li><li>Basic industrial relations</li></ul>
5.	Supervisory skills	2	<ul><li>Intermediate supervisory skills</li><li>Productivity management</li><li>Team building and motivation</li></ul>
6.	Coaching and mentoring	2	<ul> <li>Coaching and mentoring</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Intermediate leadership</li> <li>On-the-Job Facilitator Skills*</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> </ul>
7.	Time management	2	Managing time at the workplace

Technical Skills	Competency Level	Recommended Training
1. Machine operation	3	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> <li>C131-002-3:2017: Penyeliaan Operasi Pencelupan dan Pengemasan Tekstil*</li> </ul>
2. 5S	3	<ul><li> 5S internal audit</li><li> 7QC tools</li><li> 5S housekeeping</li></ul>
3. Occupational, Safety and Health Act (OSHA)	3	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Chemical handling and storage</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Site Safety Supervisor (SSS) by NIOSH*</li> </ul>
4. Microsoft Office	2	Intermediate Word and Excel
5. Troubleshoot the machine and output of materials	2	Machine maintenance and troubleshooting

Technical Skills	Competency Level	Recommended Training
6. Production planning	2	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
7. Materials handling	2	Inventory management
8. Quality control	2	<ul> <li>Quality control</li> <li>Textile and Apparel quality testing</li> <li>Defect analysis</li> <li>TA-013-2;2014 Operasi Makmal Tekstil by SKM*</li> </ul>
9. Dyeing process	3	Dye stuff and chemical
10. Colour-matching skills	3	<ul><li>Colour spectrum</li><li>Colour spectrum equipment</li></ul>
11. Machines handling	3	<ul> <li>Dyeing machines handling</li> <li>Measurement and calibration of machines and equipment</li> </ul>
12. Dyeing SOPs operation	2	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Dyeing Department
Job Title: Dyeing Executive / Superintendent	Level: 4
Job Description	

Pre-requisite: Good eyesight. Not colour blind.

A Dyeing Executive / Superintendent is designated to assist the Dyeing Manager in planning, organising, directing, controlling, and evaluating the dyeing activities. The person also supervises the Dyeing Supervisor and Dyeing Specialist group to ensure the production target is met.

- 1. Oversee the daily operation of dyeing activities.
- 2. Prepare work schedules for Dyeing Supervisors and Specialists.
- 3. Coordinate activities with other work units or departments.
- 4. Coordinate, assign and review the work of others.
- 5. Train workers in job duties, safety procedures and company policies.
- 6. Develop plans and procedures for dyeing activities.
- 7. Improve production procedure if necessary.
- 8. Troubleshoot any dyeing issues.
- 9. Resolve work-related problems.
- 10. Perform training activities.
- 11. Manage materials and supplies requisition.
- 12. Prepare various types of reports.
- 13. Perform any tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	<ul><li>Advanced listening</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Advanced Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>
4.	Problem-solving and decision- making skills	3	Problem-solving and decision- making skills

	Soft Skills	Competency Level	Recommended Training
			<ul><li>Intermediate industrial relations</li><li>Productivity management</li></ul>
5.	Counselling skills	2	Basic counselling skills
6.	Leadership skills	3	<ul> <li>Middle management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Team development</li> </ul>
7.	Management skills	3	<ul><li>Leadership and management skills</li><li>Production cost management</li></ul>
8.	Analytical skills	4	Critical and analytical
9.	Management skills	3	<ul><li>Leadership and management</li><li>Production cost management</li><li>Risk management</li></ul>
10.	Time management	3	Managing time at the workplace

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> <li>C131-002-3:2017: Penyeliaan Operasi Pencelupan dan Pengemasan Tekstil*</li> </ul>
2.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and emergency response team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Safety and Health Officer Certification by NIOSH*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
			<ul> <li>Chemical handling and storage</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>Hazardous Material Management &amp; Spill Prevention Certificate by NIOSH*</li> </ul>
3.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional in Word, PowerPoint and Excel*</li> </ul>
4.	Production planning	3	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
5.	Materials handling	3	<ul><li>Inventory management</li><li>Material costing</li></ul>
6.	Quality control	3	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>
7.	Management system manual, policy, procedures, and work instruction development	3	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting and cost control	2	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
9.	Operational and troubleshooting	4	Troubleshooting
10.	Knowledge of dyeing chemicals	4	<ul><li> Dye stuff and chemical knowledge</li><li> Dyeing machines handling</li></ul>
11.	Customer quality control	4	Lab quality standard
12.	Environmental compliance	4	<ul> <li>Environment impact assessment</li> <li>Hazard Identification Risk Assessment and Risk Control (HIRARC)*</li> <li>ISO 14001 Environmental Management System*</li> <li>Waste Management System*</li> </ul>
13.	Confirmation and adjustment of colours	4	Combined training on dyestuffs and chemical suppliers

Technical Skills	Competency Level	Recommended Training
14. Dyeing SOPs operation	4	<ul><li>Total Quality Management (TQM)</li><li>Quality Management System (QMS)</li><li>Lean Manufacturing</li></ul>

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Dyeing Department
Job Title: Dyeing Manager	Level: 5
Job Description	

A Dyeing Manager is designated to manage dyeing works. The person also performs a wide range of management activities.

- 1. Define and manage technology roadmaps.
- 2. Scout new technologies.
- 3. Study new knowledge on the dyeing process.
- 4. Recommend personnel actions such as hiring and promotions.
- 5. Review and approve equipment operations, work and safety procedures proposed by to Dyeing Executive / Superintendent and Supervisor.
- 6. Approve employees to experienced workers for training.
- Review and approve materials, products, or equipment to detect defects or malfunctions from Dyeing Executive / Superintendent.
- 8. Review and approve work schedules, assignments, and product forming sequences to meet production goals from Dyeing Executive / Superintendent.
- 9. Observe work, and monitor machine and other indicators to ensure that Dyeing Line Leader / Technician conform to production or processing standards.
- 10. Review or supervise bi-weekly or monthly production output and ensure that it occurs effectively.
- 11. Approve materials, supplies, equipment parts, or repair services requisition.
- 12. Enforce safety and sanitation regulations.
- 13. Perform managerial functions and related tasks assigned by Managing Directors or Top Management
- 14. Perform other tasks assigned by top management.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	<ul><li>Effective listening skills</li><li>Advanced listening skills</li></ul>
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Interpersonal Excellence Programme*</li> </ul>

	Soft Skills	Competency Level	Recommended Training
			Emotional Intelligence*
3.	Communication skills	4	<ul> <li>Effective communication skills</li> <li>Cross-cultural communication skills</li> <li>Business etiquette</li> <li>Customer service</li> </ul>
4.	Problem-solving skills	4	<ul> <li>Problem-solving</li> <li>Advanced industrial relations</li> <li>Productivity management</li> <li>Root cause analysis</li> <li>Effective Employee Productivity Management*</li> </ul>
5.	Decision-making skills	4	<ul><li>Decision-making</li><li>Basic data analytics</li></ul>
6.	Leadership skills	4	<ul> <li>High management leadership</li> <li>Change management</li> <li>Advanced leadership</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Basic counselling skills</li> </ul>
7.	Management skills	4	<ul><li>Leadership and management skills</li><li>Production cost management</li><li>Risk management</li></ul>
8.	Human resource	2	HR for Non-HR Personnel
9.	Marketing skills	2	Basic sales and marketing
10.	Analytical skills	4	Critical and analytical
11.	Time management	4	Managing time at the workplace

Technical Skills	Competency Level	Recommended Training
1. Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> </ul>

	Technical Skills	Competency Level	Recommended Training
			<ul> <li>Advanced Textile Manufacturing process</li> <li>C131-002-3:2017: Penyeliaan Operasi Pencelupan dan Pengemasan Tekstil*</li> </ul>
2.	Production planning and control	4	<ul><li>Production planning and control</li><li>Basic automation and IR4.0</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and emergency response team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Safety and Health Officer Certification by NIOSH*</li> <li>Chemical handling and storage</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>Hazardous Material Management &amp; Spill Prevention Certificate by NIOSH*</li> </ul>
4.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional Certification*</li> </ul>
5.	Materials handling	4	<ul><li>Inventory management</li><li>Material costing</li></ul>
6.	Quality control	4	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>
7.	Management system manual, policy, procedures, and work instruction development	4	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting	3	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>

	Technical Skills	Competency Level	Recommended Training
9.	Energy, Sustainability and Governance (ESG)	3	<ul> <li>Energy Management, Sustainability and the Circular Economy*</li> <li>Overall Equipment Effectiveness (OEE)</li> </ul>
10.	Operational and troubleshooting	4	Troubleshooting
11.	Knowledge of dyeing chemicals	4	<ul><li>Dye stuff and chemical knowledge</li><li>Dyeing machines handling</li></ul>
12.	Customer quality control	4	Lab quality standard
13.	Environmental compliance	4	<ul> <li>Environment impact assessment</li> <li>Hazard Identification Risk Assessment and Risk Control (HIRARC)*</li> <li>ISO 14001 Environmental Management System*</li> <li>Waste Management System*</li> </ul>
14.	Confirmation and adjustment of colours	4	Combined training on dyestuff and chemical suppliers
15.	Customer relationship management	4	<ul><li>Customer service</li><li>Customer communication skills</li></ul>
16.	Review and endorsement of dyeing operation SOPs	4	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Finishing Department
Job Title: Finishing Specialist	Level: 1
Job Description	

Pre-requisite: Good eyesight. Not colour blind.

A Finishing Specialist is designated to perform work based on the work orders or instructions from the superior, report any abnormalities that occurred during the finishing process and assist the Finishing Line Leader / Technician in all day-to-day works.

- 1. Communicate with immediate superiors to obtain information about orders, processes, or problems.
- 2. Confirm finishing instructions or requirements with immediate superior.
- 3. Measure ingredients or substances to be used in production processes.
- 4. Perform the finishing process.
- 5. Feed or load fabric, dyestuff, and chemicals into machines.
- 6. Record operational and production data.
- 7. Record information on machine settings.
- 8. Check fabrics from time to time to ensure the dyeing process goes smoothly.
- 9. Notify others of machine malfunction, repair, or maintenance needs.
- 10. Perform machine cleaning activities.
- 11. Perform any tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	1	<ul><li>Basic listening skills</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	1	<ul> <li>Interpersonal</li> <li>Intermediate Interpersonal Relations Programme*</li> </ul>
3.	Communication skills	1	<ul><li>Basic communication</li><li>Basic Malay or English language for conversation</li></ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	1	<ul> <li>Basic machine operation</li> <li>Basic machine operation procedure</li> <li>Basic Textile Manufacturing process</li> </ul>
2.	5S	1	• 5S awareness
3.	Occupational, Safety and Health Act (OSHA)	1	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>OSHA Act</li> <li>Emergency Response Plan &amp; Preparedness (ERP)*</li> <li>Fire Fighting*</li> </ul>
4.	Finishing SOPs operation	1	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Finishing Department
Job Title: Finishing Technician / Line Leader	Level: 2
Job Description	

Pre-requisite: Good eyesight. Not colour blind.

A Textile Finishing Technician / Line Leader is designated to perform work based on the work orders or instructions from a superior, report any abnormalities during the dyeing process and assist Textile Dyeing Supervisor in all day-to-day works.

- 1. Communicate with immediate superior to obtain information about orders, processes or problems.
- 2. Confirm dyeing instructions or requirements with immediate superior.
- 3. Measure ingredients or substances to be used in production processes.
- 4. Perform the dyeing process.
- 5. Feed or load fabric, dyestuff, and chemical into machines.
- 6. Record operational and production data.
- 7. Record information on machine settings.
- 8. Check fabrics from time to time to ensure the dyeing process goes smoothly.
- 9. Notify others of machine malfunction, repair, or maintenance needs.
- 10. Perform machine cleaning activities.
- 11. Lead the daily dyeing machine operator.
- 12. Perform any tasks assigned by superiors.

Soft Skills	Competency Level	Recommended Training
1. Listening skills	2	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2. Interpersonal skills	2	<ul> <li>Interpersonal skills</li> <li>Intermediate Interpersonal Relations Programme*</li> </ul>
3. Communication skills	2	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language programme for conversation</li> </ul>
4. Problem-solving skills	1	Basic problem-solving skills

Soft Skills	Competency Level	Recommended Training
5. Supervisory skills	1	<ul> <li>Basic supervisory skills</li> <li>Team building and motivation</li> <li>Conflict management</li> <li>Team development</li> </ul>
6. Report writing	2	Technical report writing

	Technical Skills	Competency Level	Recommended Training
1.	Microsoft Office	1	Basic Word and Excel
2.	Troubleshoot the machine and output of materials	1	<ul> <li>Basic machine maintenance and troubleshooting</li> <li>Setting machines handling training</li> <li>Measurement and calibration of machines</li> </ul>
3.	Machine operation	2	<ul> <li>Dyeing machines handling</li> <li>Measurement and calibration of machines and equipment</li> <li>Intermediate machine operation</li> <li>Intermediate machine operation procedure</li> <li>Intermediate Textile Manufacturing process</li> <li>C131-002-2:2017: Operasi Pencelupan dan Pengemasan Tekstil (SKM Level 2)*</li> </ul>
4.	5S	2	<ul><li>5S</li><li>7QC tools</li></ul>
5.	Occupational, Safety and Health Act (OSHA)	2	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Chemical handling and storage</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>Emergency Response Plan &amp; Preparedness (ERP)*</li> <li>Fire Fighting*</li> </ul>
6.	Finishing SOPs operation	2	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Finishing Department
Job Title: Finishing Supervisor	Level: 3
Job Description	

Pre-requisite: Good eyesight. Not colour blind.

A Finishing Supervisor is designated to supervise and coordinate with other operators in the Finishing activities. The person also prepares a work schedule for Finishing Specialists.

- 1. Assign tasks to Finishing Specialists.
- 2. Supervise other Finishing Specialists.
- 3. Adjust production equipment and machinery setup.
- 4. Check on the quality of finished yarn and fabric.
- 5. Examine products for defects.
- 6. Train workers in job duties, safety procedures and company policies.
- 7. Train new workers.
- 8. Resolve work-related problems, prepare, and submit progress and other reports.
- 9. Inspect equipment to determine whether repairs are needed.
- 10. Request materials and supplies.
- 11. Perform supervisory functions.
- 12. Perform any tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended training
1.	Listening skills	3	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	3	<ul> <li>Interpersonal skills</li> <li>Intermediate Interpersonal Relations Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	3	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language in conversation and writing</li> <li>Understanding of diversification in culture</li> <li>Cross-cultural communication skills</li> </ul>

	Soft Skills	Competency Level	Recommended training
4.	Problem-solving skills	2	<ul><li>Problem-solving skills</li><li>Industrial relations</li><li>Productivity management</li></ul>
5.	Supervisory skills	2	<ul><li>Intermediate supervisory skills</li><li>Productivity management</li><li>Team building and motivation</li></ul>
6.	Coaching and mentoring	2	<ul> <li>Coaching and mentoring</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Intermediate leadership</li> <li>On-the-Job Facilitator Skills*</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> </ul>
7.	Time management	2	Managing time at the workplace

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	3	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> <li>C131-002-3:2017: Penyeliaan Operasi Pencelupan dan Pengemasan Tekstil*</li> </ul>
2.	5S internal audit	3	<ul><li> 5S internal audit</li><li> 7QC tools</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	3	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Chemical handling and storage</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Site Safety Supervisor (SSS) by NIOSH*</li> <li>Emergency Response Plan &amp; Preparedness (ERP)*</li> <li>Fire Fighting*</li> </ul>
4.	Microsoft Office	2	Intermediate Word and Excel

	Technical Skills	Competency Level	Recommended Training
5.	Troubleshoot the machine and output of materials	2	<ul> <li>Machine maintenance and troubleshooting</li> <li>Setting machines handling</li> <li>Measurement and calibration of machines</li> </ul>
6.	Production planning	2	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
7.	Materials handling	2	Inventory management
8.	Quality control	2	<ul> <li>Quality control</li> <li>Textile and Apparel quality testing</li> <li>Defect analysis</li> <li>TA-013-2;2014 Operasi Makmal Tekstil by SKM*</li> </ul>
9.	Colour-matching skills	3	<ul><li>Colour spectrum</li><li>Colour spectrum equipment</li></ul>
10.	Finishing SOPs operation	3	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Finishing Department
Job Title: Finishing Executive / Superintendent	Level: 4
Job Description	

Pre-requisite: Good eyesight. Not colour blind.

A Finishing Executive / Superintendent is designated to assist the Finishing Manager in planning, organising, directing, controlling, and evaluating the dyeing activities. The person also supervises a group of Finishing Supervisors and specialists to ensure the production target is met.

- 1. Oversee the daily operation of finishing activities.
- 2. Prepare work schedules for Finishing Supervisors and Specialists.
- 3. Coordinate activities with other work units or departments.
- 4. Coordinate, assign and review the work of other Finishing Supervisors and Specialists.
- 5. Train workers in job duties, safety procedures and company policies.
- 6. Develop plans and procedures for the finishing activities.
- 7. Improve production procedure if necessary.
- 8. Troubleshoot any finishing issues.
- 9. Resolve work-related problems.
- 10. Perform training activities.
- 11. Manage materials and supplies requisition.
- 12. Prepare various types of reports.
- 13. Perform any tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	<ul><li>Advanced listening</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Advanced Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>
4.	Problem-solving and decision- making skills	3	<ul> <li>Problem-solving and decision- making skills</li> </ul>

	Soft Skills	Competency Level	Recommended Training
			<ul><li>Intermediate industrial relations</li><li>Productivity management</li></ul>
5.	Counselling skills	2	Basic counselling skills
6.	Leadership skills	3	<ul> <li>Middle management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Team development</li> </ul>
7.	Management skills	3	<ul><li>Leadership and management skills</li><li>Production cost management</li></ul>
8.	Analytical skills	4	Critical and analytical
9.	Management skills	3	<ul><li>Leadership and management</li><li>Production cost management</li><li>Risk management</li></ul>
10.	Time management	3	Managing time at the workplace

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> <li>C131-002-3:2017: Penyeliaan Operasi Pencelupan dan Pengemasan Tekstil*</li> </ul>
2.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and emergency response team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Safety and Health Officer Certification by NIOSH*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
			<ul> <li>Chemical handling and storage</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>Hazardous Material Management &amp; Spill Prevention Certificate by NIOSH*</li> <li>Emergency Response Plan &amp; Preparedness (ERP)*</li> <li>Fire Fighting*</li> </ul>
3.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional in Word, PowerPoint and Excel*</li> </ul>
4.	Production planning	3	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
5.	Materials handling	3	<ul><li>Inventory management</li><li>Material costing</li></ul>
6.	Quality control	3	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>
7.	Management system manual, policy, procedures, and work instruction development	3	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting and cost control	2	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
9.	Operational and troubleshooting	4	<ul> <li>Troubleshooting</li> <li>Setting machines handling</li> <li>Measurement and calibration of machines</li> </ul>
10.	Customer quality control	4	Lab quality standard
11.	Environmental compliance	4	<ul> <li>Environment impact assessment</li> <li>Hazard Identification Risk Assessment and Risk Control (HIRARC)*</li> <li>ISO 14001 Environmental Management System*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
			Waste Management System*
12.	Confirmation and adjustment of colours	4	• Combined training on dyestuff and chemical suppliers
13.	Finishing SOPs operation	4	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>
14.	Colour-matching skills	4	<ul><li>Colour spectrum</li><li>Colour spectrum equipment</li></ul>

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Finishing Department
Job Title: Finishing Manager	Level: 5
Job Description	

A Finishing Manager is designated to manage dyeing works. The person also performs a wide range of management activities.

- 1. Define and manage technology roadmaps.
- 2. Scout new technologies.
- 3. Study new knowledge on the finishing process.
- 4. Recommend personnel actions such as hiring and promotions.
- 5. Review and approve equipment operations, work and safety procedures proposed by Finishing Superintendent and Supervisor.
- 6. Approve employees to experienced workers for training.
- 7. Review and approve materials, products, or equipment to detect defects or malfunctions from Finishing Superintendent.
- 8. Review and approve work schedules, assignments, and product forming sequences to meet production goals from the Finishing Superintendent.
- 9. Observe work, and monitor machine and other indicators to ensure that Finishing Technicians conform to production or processing standards.
- 10. Review or supervise bi-weekly or monthly production output and ensure that it occurs effectively.
- 11. Approve materials, supplies, equipment parts, or repair services requisition.
- 12. Enforce safety and sanitation regulations.
- 13. Perform managerial functions and related tasks assigned by Managing Directors or Top Management.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	<ul><li>Effective listening skills</li><li>Advanced listening skills</li></ul>
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
	Soft Skills	Competency Level	Recommended Training
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3.	Communication skills	4	<ul> <li>Effective communication skills</li> <li>Cross-cultural communication skills</li> <li>Business etiquette</li> <li>Customer service</li> </ul>
4.	Problem-solving skills	4	<ul> <li>Problem-solving</li> <li>Advanced industrial relations</li> <li>Productivity management</li> <li>Root cause analysis</li> <li>Effective Employee Productivity Management*</li> </ul>
5.	Decision-making skills	4	<ul><li>Decision-making</li><li>Basic data analytics</li></ul>
6.	Leadership skills	4	<ul> <li>High management leadership</li> <li>Change management</li> <li>Advanced leadership</li> <li>Leadership training for managers</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Basic counselling skills</li> </ul>
7.	Management skills	4	<ul><li>Leadership and management skills</li><li>Production cost management</li><li>Risk management</li></ul>
8.	Human resource	2	HR for Non-HR Personnel
9.	Marketing skills	2	Basic sales and marketing
10.	Analytical skills	4	Critical and analytical
11.	Time management	4	Managing time at the workplace
12.	Leadership skills	4	Leadership training for managers
13.	Management skills	4	<ul><li>Leadership and management skills</li><li>Production cost management</li><li>Risk management</li></ul>

Technical Skills	Competency Level	Recommended Training
1. Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> <li>C131-002-3:2017: Penyeliaan Operasi Pencelupan dan Pengemasan Tekstil*</li> </ul>
2. Production planning and control	4	<ul><li>Production planning and control</li><li>Basic automation and IR4.0</li></ul>
3. Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and emergency response team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Safety and Health Officer Certification by NIOSH*</li> <li>Chemical handling and storage</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>Hazardous Material Management &amp; Spill Prevention Certificate by NIOSH*</li> </ul>
4. Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional Certification*</li> </ul>
5. Materials handling	4	<ul><li>Inventory management</li><li>Material costing</li></ul>
6. Quality control	4	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>
<ol> <li>Management system manual, policy, procedures, and work instruction development</li> </ol>	4	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>

Technical Skills	Competency Level	Recommended Training
8. Budgeting	3	<ul> <li>Budgeting and costing</li> <li>Finance for Non-Finance Personnel</li> <li>Budget and planning</li> <li>Management costing</li> <li>Budget management</li> </ul>
9. Energy, Sustainability and Governance (ESG)	3	<ul> <li>Energy Management, Sustainability and the Circular Economy*</li> <li>Overall Equipment Effectiveness (OEE)</li> <li>New Energy Introduction Seminar</li> <li>Energy Management Efficiency and Assessment by EC*</li> </ul>
10. Operational and troubleshooting	4	Troubleshooting
11. Knowledge of dyeing chemicals	4	<ul><li> Dye stuff and chemical knowledge</li><li> Dyeing machines handling</li></ul>
12. Customer quality control	4	Lab quality standard
13. Environmental compliance	4	<ul> <li>Environment impact assessment</li> <li>Hazard Identification Risk Assessment and Risk Control (HIRARC)*</li> <li>ISO 14001 Environmental Management System*</li> <li>Waste Management System*</li> </ul>
14. Confirmation and adjustment of colours	4	• Combined training on dyestuff and chemical suppliers
15. Customer relationship management	4	<ul><li>Customer service</li><li>Customer communication skills</li></ul>
16. Review and endorsement of Finishing operation SOPs	4	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Printing Department
Job Title: Printing Specialist	Level: 1
Job Description	

Pre-requisite: Clear vision and good colour judgement.

A Textile Printing Specialist is designated to perform works based on the work orders or instructions from a superior, report any abnormalities during the printing process and assist senior Specialists in all day-to-day works.

- 1. Carry out given tasks at designated working areas.
- 2. Prepare printing works based on approved designs.
- 3. Set up related printing machines.
- 4. Obtain printing materials or substances.
- 5. Check printing quality.
- 6. Notify supervisors or mechanics of equipment malfunctions.
- 7. Clean equipment or machinery.
- 8. Perform any tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	1	Basic listening skills
2.	Interpersonal skills	1	Basic interpersonal skills
3.	Communication skills	1	<ul> <li>Basic communication skills</li> <li>Basic Malay or English language for conversation</li> </ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	1	<ul> <li>Basic machine operation</li> <li>Basic machine operation procedure</li> <li>Basic Textile Manufacturing process</li> <li>C131-003-2:2018: Operasi Percetakan Pakaian by SKM*</li> </ul>
2.	5S	1	• 5S awareness

	Technical Skills	Competency Level	Recommended Training
3.	Occupational, Safety and Health Act (OSHA)	1	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>OSHA Act</li> </ul>
4.	Printing production precision control and operation	1	<ul> <li>Production planning and control printing operation techniques and processes</li> <li>Automated printing software</li> </ul>

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Printing Department
Job Title: Printing Technician / Line Leader	Level: 2
Job Description	

Pre-requisite: Clear vision and good colour judgement.

A Printing Technician / Line Leader is designated to perform works based on work orders and textile printing arrangements. The person also prepares reports of any abnormality during the textile printing process, prepares a record of all work performed and assists the Textile Printing Supervisor in all day-to-day works.

- 1. Perform works based on work orders.
- 2. Set printing machine and equipment.
- 3. Carry out the finishing process.
- 4. Prepare printing recipe and mix printing materials or substances.
- 5. Check on the quality of finishing.
- 6. Inspect equipment to determine whether repairs are needed.
- 7. Prepare a record of all work performed.
- 8. Record production data.
- 9. Perform any tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	2	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	2	<ul> <li>Interpersonal skills</li> <li>Intermediate Interpersonal Relations Programme*</li> </ul>
3.	Communication skills	2	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language programme for conversation</li> </ul>
4.	Problem-solving skills	1	Basic problem-solving skills
5.	Supervisory skills	1	<ul> <li>Basic supervisory skills</li> <li>Team building and motivation</li> <li>Conflict management</li> <li>Team development</li> </ul>

	Soft Skills	Competency Level		Recommended Training
6.	Report writing	2	•	Technical report writing

Technical Skills	Competency Level	Recommended Training
1. Microsoft Office	1	Basic Word and Excel
2. Troubleshoot the machine and output of materials	1	Basic machine maintenance and troubleshooting
3. Machine operation	2	<ul> <li>Measurement and calibration of machines and equipment</li> <li>Intermediate machine operation</li> <li>Intermediate machine operation procedure</li> <li>Intermediate Textile Manufacturing process</li> <li>C131-003-2:2018: Operasi Percetakan Pakaian by SKM*</li> </ul>
4. 5S	2	<ul><li>5S</li><li>7QC tools</li></ul>
5. Occupational, Safety and Health Act (OSHA)	2	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Chemical handling and storage</li> <li>Hazardous material management &amp; spill prevention awareness</li> </ul>
6. Microsoft Office	1	Basic Word and Excel
7. Printing production precision control and operation	2	<ul> <li>Production planning and control printing operation techniques and processes</li> <li>Automated printing software</li> </ul>
8. Colour mixing	2	Colour identification, separation, and mixing process
<ol> <li>Material fabric arrangement and measurement</li> </ol>	2	Raw material inspection and setting up
10. Dryer machine operation	2	Dryer machine operation
11. Quality control of printing finishing	2	Quality control of printing fabrics

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Printing Department
Job Title: Printing Supervisor	Level: 3
Job Description	

Pre-requisite: Clear vision and good colour judgement.

A Printing Supervisor is designated to arrange and coordinate work for other workers in printing activities. The person also works as a team leader to achieve production targets and assist the Printing Superintendent in all day-to-day works.

- 1. Enforce safety and sanitation regulations.
- 2. Plan and establish work schedules, assignments, and production sequences.
- 3. Direct operational or production activities.
- 4. Inspect printing equipment.
- 5. Interpret specifications, work orders, production schedules, and other records and reports to determine production requirements.
- 6. Evaluate current production and estimate product outputs.
- 7. Monitor printing activities.
- 8. Manage materials and supplies.
- 9. Study guides, loom patterns, samples, charts, or specification sheets, to confirm setup requirements.
- 10. Inspect machinery to determine whether repairs are needed.
- 11. Notify machinery maintenance technicians of mechanical malfunctions.
- 12. Report any abnormalities regarding weft and fabric.
- 13. Repair minor machinery problems.
- 14. Train workers in job duties, safety procedures and company policies.
- 15. Train new workers.
- 16. Perform supervisory functions.
- 17. Perform any tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	3	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	3	Interpersonal skills

	Soft Skills	Competency Level	Recommended Training
			<ul> <li>Intermediate Interpersonal Relations Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	3	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language in conversation and writing</li> <li>Understanding of diversification in culture</li> <li>Cross-cultural communication skills</li> </ul>
4.	Problem-solving skills	2	<ul><li>Intermediate problem-solving</li><li>Basic industrial relations</li></ul>
5.	Supervisory skills	2	<ul><li>Intermediate supervisory skills</li><li>Productivity management</li><li>Team building and motivation</li></ul>
6.	Coaching and mentoring	2	<ul> <li>Coaching and mentoring</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Intermediate leadership</li> <li>On-the-Job Facilitator Skills*</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> </ul>
7.	Time management	2	Managing time at the workplace

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	3	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> <li>C131-003-3:2018: Penyeliaan &amp; Operasi Percetakan Pakaian by SKM*</li> </ul>
2.	5S	3	<ul><li> 5S internal audit</li><li> 7QC tools</li><li> 5S housekeeping</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	3	<ul><li>Safety at the workplace</li><li>PPE usage</li><li>Chemical handling and storage</li></ul>

	Technical Skills	Competency Level	Recommended Training
			<ul> <li>Hazardous material management &amp; spill prevention awareness</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Site Safety Supervisor (SSS) by NIOSH*</li> </ul>
4.	Microsoft Office	2	Intermediate Word and Excel
5.	Troubleshoot the machine and output of the material	2	Machine maintenance and troubleshooting
6.	Production planning	2	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
7.	Materials handling	2	Inventory management
8.	Quality control	2	<ul> <li>Quality control</li> <li>Textile and Apparel quality testing</li> <li>Defect analysis</li> <li>TA-013-2;2014 Operasi Makmal Tekstil by SKM*</li> <li>Quality control of printing fabrics</li> </ul>
9.	Colour-matching skills	3	<ul><li>Colour spectrum</li><li>Colour spectrum equipment</li></ul>
10.	Material fabric arrangement and measurement	3	Raw material inspection and setting     up
11.	Printing production precision control and operation (Optimum output performance)	3	<ul> <li>Production planning and control printing operation techniques</li> </ul>
12.	Possess computer skills	3	Automated printing software

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Printing Department
Job Title: Printing Superintendent / Printing Production Engineer	Level: 4
Job Description	

Pre-requisite: Clear vision and good colour judgement.

A Textile Printing Superintendent / Production Engineer is designated to assist the plant manager in planning, organising, directing, controlling and evaluating the textile printing activities. The person also supervises a group of textile printing supervisors and operators to ensure the production target is met.

- 1. Oversee the daily operation of textile printing activities.
- 2. Prepare work schedules for supervisors and operators.
- 3. Coordinate activities with other work units or departments.
- 4. Coordinate, assign and review the work of other textile printing supervisors and operators.
- 5. Train workers in job duties, safety procedures and company policies.
- 6. Develop plans and procedures for textile printing activities.
- 7. Improve production procedure if necessary.
- 8. Control company or department budget.
- 9. Resolve work-related problems.
- 10. Perform hiring and training activities.
- 11. Inspect materials, products, or equipment to detect defects or malfunctions.
- 12. Plan and establish work schedules, assignments, and product-forming sequences to meet productions goals.
- 13. Request and manage materials, supplies, equipment parts, or repair services requisition.
- 14. Approve daily production output and ensure stock rotation occurs effectively.
- 15. Prepare various types of reports.
- 16. Perform any tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	<ul><li>Advanced listening</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	4	Interpersonal

	Soft Skills	Competency Level	Recommended Training
			<ul> <li>Advanced Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>
4.	Problem-solving and decision- making skills	3	<ul> <li>Problem-solving and decision- making skills</li> <li>Intermediate industrial relations</li> <li>Productivity management</li> </ul>
5.	Counselling skills	2	Basic counselling skills
6.	Leadership skills	3	<ul> <li>Middle management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Team development</li> </ul>
7.	Management skills	3	<ul><li>Leadership and management skills</li><li>Production cost management</li></ul>
8.	Analytical skills	4	<ul><li>Critical and analytical</li><li>Statistical Process Control (SPC)</li></ul>
9.	Management skills	3	<ul> <li>Leadership and management</li> <li>Production cost management</li> <li>Risk management</li> <li>Project management training</li> <li>Professional management training</li> </ul>
10.	Time management	3	Managing time at the workplace

	Technical Skills	Competency Level	Recommended Training
1. Mac	chine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>

	Technical Skills	Competency Level	Recommended Training
			<ul> <li>C131-003-3:2018: Penyeliaan &amp; Operasi Percetakan Pakaian by SKM*</li> </ul>
2.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and emergency response team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Safety and Health Officer Certification by NIOSH*</li> <li>Chemical handling and storage</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>Hazardous Material Management &amp; Spill Prevention Certificate by NIOSH*</li> </ul>
3.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional in Word, PowerPoint and Excel*</li> </ul>
4.	Production planning	3	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
5.	Materials handling	3	<ul><li>Inventory management</li><li>Material costing</li></ul>
6.	Quality control	3	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>
7.	Management system manual, policy, procedures, and work instruction development	3	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting and cost control	2	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
9.	Operational and troubleshooting	4	Troubleshooting

	Technical Skills	Competency Level	Recommended Training
10.	Customer quality control	4	Lab quality standard
11.	Environmental compliance	4	<ul> <li>Environment impact assessment</li> <li>Hazard Identification Risk Assessment and Risk Control (HIRARC)*</li> <li>ISO 14001 Environmental Management System*</li> <li>Waste Management System*</li> </ul>
12.	Budgeting and cost control	4	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
13.	Material fabric arrangement and measurement	4	Raw material inspection and setting     up
14.	Possess computer skills	4	Automated printing software
15.	Colour-matching skills	4	<ul><li>Colour spectrum</li><li>Colour spectrum equipment</li></ul>
13.	Printing production precision control and operation (Optimum Output Performance)	4	<ul> <li>Production planning and control printing operation techniques</li> </ul>

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Printing Department
Job Title: Printing Designer	Level: 4
Job Description	

Pre-requisite: Clear vision and good colour judgement.

A Textile Printing Designer is designated to assist the Printing Manager to create patterns and prints in fabrics according to customer requirements for personal and household goods such as furniture, rugs, bed linens, towels, and clothing. They should be able to generate design ideas from reference materials, current trends, and specific client instructions via identification of colour arrangements, knowledge of certain fabrics and awareness of current design trends.

- 1. Receive customer printing order specifications.
- 2. Design artwork as per customer request.
- 3. Advise the Supervisor and liaise with the Superintendent on the quantity and colour for sample development.
- 4. Ensure the sample complies with the customer testing requirements.
- 5. Communicate with the relevant department on order specification for sample approval before bulk production.
- 6. Perform any tasks assigned by superiors.

Soft Skills	Competency Level	Recommended Training
1. Listening skills	4	<ul><li>Advanced listening</li><li>Effective listening skills</li></ul>
2. Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Advanced Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3. Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>
4. Problem-solving and decision- making skills	3	<ul> <li>Problem-solving and decision- making skills</li> <li>Intermediate industrial relations</li> <li>Productivity management</li> </ul>
5. Counselling skills	2	Basic counselling skills

Soft Skills	Competency Level	Recommended Training
6. Leadership skills	3	<ul> <li>Middle management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Team development</li> </ul>
7. Management skills	3	<ul> <li>Leadership and management skills</li> <li>Production cost management</li> <li>Project management</li> <li>Professional management</li> </ul>
8. Time management	3	Managing time at the workplace

Technical Skills	Competency Level	Recommended Training
1. Artwork printing	4	<ul><li>Photoshop and AI file software</li><li>New design and printing software</li></ul>
2. Colour and fashion trends	4	<ul><li>Colour identification and mixing</li><li>Fashion and colour trends</li><li>Colour separation</li></ul>
3. Possess computer skills	4	Automated printing software

Focus Area: Fabric Dyeing & Finishing	Sub Focus Area: Printing Department
Job Title: Printing Manager	Level: 5
Job Description	

Pre-requisite: Clear vision and good colour judgement.

A Printing Manager is designated to manage printing works. The person also performs a wide range of management activities.

- 1. Define and manage technology roadmaps.
- 2. Scout new technologies.
- 3. Study new knowledge on the printing process.
- 4. Review and approve equipment operations, work and safety procedures proposed by Superintendent and Supervisors.
- 5. Review and approve materials, products, or equipment to detect defects or malfunctions.
- 6. Review and approve work schedules, assignments, and product-forming sequences to meet productions goals.
- 7. Observe work, and monitor machines and other indicators to ensure that technicians conform to production or processing standards.
- 8. Review and supervise bi-weekly or monthly production output and ensure that it occurs effectively.
- 9. Approve materials, supplies, equipment parts, or repair services requisition.
- 10. Enforce safety and sanitation regulations.
- 11. Develop a goal for smart printing production.
- 12. Perform any other functions and related tasks assigned by the Management.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	<ul><li>Effective listening skills</li><li>Advanced listening skills</li></ul>
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>

	Soft Skills	Competency Level	Recommended Training
			<ul><li>Business etiquette</li><li>Customer service</li></ul>
4.	Problem-solving skills	4	<ul> <li>Problem-solving</li> <li>Advanced industrial relations</li> <li>Productivity management</li> <li>Root cause analysis</li> <li>Effective employee productivity management</li> </ul>
5.	Decision-making skills	4	<ul><li>Decision-making</li><li>Basic data analytics</li></ul>
6.	Leadership skills	4	<ul> <li>High management leadership</li> <li>Change management</li> <li>Advanced leadership</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Basic counselling skills</li> </ul>
7.	Management skills	4	<ul><li>Leadership and management skills</li><li>Production cost management</li><li>Risk management</li></ul>
8.	Human resource	2	HR for Non-HR Personnel
9.	Marketing skills	2	Basic sales and marketing
10.	Analytical skills	4	Critical & analytical
11.	Time management	4	Managing time at the workplace

Technical Skills	Competency Level	Recommended Training
1. Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> <li>C131-003-3:2018: Penyeliaan &amp; Operasi Percetakan Pakaian by SKM*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
2.	Production planning and control	4	<ul><li>Production planning and control</li><li>Basic automation and IR4.0</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and emergency response team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Safety and Health Officer Certification by NIOSH*</li> <li>Chemical handling and storage</li> <li>Hazardous material management &amp; spill prevention awareness</li> <li>Hazardous Material Management &amp; Spill Prevention Certificate by NIOSH*</li> </ul>
4.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional Certification*</li> </ul>
5.	Materials handling	4	<ul><li>Inventory management</li><li>Material costing</li></ul>
6.	Quality control	4	<ul> <li>Quality control</li> <li>TA-013-3:2014 Penyeliaan Operasi Makmal Tekstil by SKM*</li> </ul>
7.	Management system manual, policy, procedures, and work instruction development	4	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting	3	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
9.	Energy, Sustainability and Governance (ESG)	3	<ul> <li>Energy Management, Sustainability and the Circular Economy</li> <li>Overall Equipment Effectiveness (OEE)</li> </ul>

	Technical Skills	Competency Level	Recommended Training
10.	Operational and troubleshooting	4	<ul><li>Troubleshooting</li><li>Troubleshooting in the production process</li></ul>
11.	Customer quality control	4	Lab quality standard
12.	Environmental compliance	4	<ul> <li>Environment impact assessment</li> <li>Hazard Identification Risk Assessment and Risk Control (HIRARC)*</li> <li>ISO 14001 Environmental Management System</li> <li>Waste Management System*</li> </ul>
13.	Customer relationship management	4	<ul><li>Customer service</li><li>Customer communication skills</li></ul>
14.	Possess computer skills	4	Automated printing software
15.	Printing, dyestuff and chemicals	4	Printing method and techniques
16.	Confirmation and adjustment of colours	4	Combined training on printing and chemical suppliers
17.	Review and endorsement of printing operation SOPs	4	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

# FABRIC PLANNING & , QUALITY CONTROL

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Focus Area: Fabric Planning & Quality Control	Sub Focus Area: Production Planning &
	Control Department
Job Title: Production Planner & Controller	Level: 3
Job Description	

A Production Planner & Controller is designated to carry out production planning and control activities to meet production demands, provide information to departments and customers, maintain operation records, and prepare informational or reference materials.

- 1. Plan and coordinate production schedules, work orders, machinery, manpower, and material requirements according to production priorities.
- 2. Communicate with all relevant departments to assess production planning and revise production schedules when necessary.
- 3. Communicate with relevant personnel, vendors, or customers to coordinate production activities.
- 4. Prepare documentation related to production activities.
- 5. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	3	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	3	<ul> <li>Interpersonal skills</li> <li>Intermediate Interpersonal Relations Programme*</li> </ul>
3.	Communication skills	3	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language in conversation and writing</li> <li>Understanding of diversification in culture</li> <li>Cross-cultural communication skills</li> </ul>
4.	Problem-solving skills	2	<ul><li>Intermediate problem-solving</li><li>Basic industrial relations</li></ul>
5.	Supervisory skills	2	<ul><li>Intermediate supervisory skills</li><li>Productivity management</li><li>Team building and motivation</li></ul>
6.	Coaching and mentoring	2	Coaching and mentoring

Soft Skills	Competency Level	Recommended Training
		<ul> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Intermediate leadership</li> <li>On-the-Job Facilitator Skills*</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> </ul>
7. Report writing skills	2	Technical report writing

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	3	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation Procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	5S internal audit	3	<ul><li> 5S internal audit</li><li> 7QC tools</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	3	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Site Safety Supervisor (SSS) by NIOSH*</li> </ul>
4.	Microsoft Office	2	Intermediate Word and Excel
5.	Troubleshoot the machine and output of materials	2	Machine maintenance and troubleshooting
6.	Production planning	2	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
7.	Materials handling	2	Inventory Management
8.	Quality control	2	<ul><li>Quality control</li><li>Kaizen and continuous improvement</li></ul>
9.	Machine operation	3	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
10.	Production schedule management system	2	Production planning and scheduling
11.	Fabrics production	2	Basic fabrics production
12.	Industrial engineering	2	Industrial engineering
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Focus Area: Fabric Planning & Quality Control	Sub Focus Area: Production Planning &
	Control Department
Job Title: Production Planning & Control	Level: 4
Executive / Superintendent	
Job Description	

A Production Planning & Control Executive / Superintendent is designated to plan production schedules, order materials and supplies, assess progress, coordinate production, resolve complaints and delays, and monitor work completeness and conformance to standards.

- 1. Plan production commitments or timetables for business units using sales forecasts.
- 2. Manage inventories of products or organisational resources.
- 3. Schedule operational activities and machinery allocation.
- Confer with department supervisors or other personnel to assess progress and discuss changes 4. needed.
- 5. Confer with establishment personnel, vendors, or customers to coordinate production.
- 6. Resolve complaints or eliminate delays.
- 7. Ensure compliance with Safety, Health and Environment (SHE) policies.
- 8. Monitor completeness, accuracy, and conformance of production work to standards and specifications.
- 9. Monitor staff performance.
- 10. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	<ul><li>Advanced listening</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Advanced Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>
4.	Problem-solving and decision- making skills	3	<ul> <li>Problem-solving and decision- making skills</li> <li>Intermediate industrial relations</li> <li>Productivity management</li> </ul>

	Soft Skills	Competency Level	Recommended Training
5.	Counselling skills	2	Basic counselling skills
6.	Leadership skills	3	<ul> <li>Middle management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> </ul>
7.	Management skills	3	<ul><li>Leadership and management skills</li><li>Production cost management</li></ul>
8.	Negotiation skills	3	Negotiation skills
9.	Analytical skills	3	Critical and analytical
10.	Crisis management skills	2	Managing crises at the workplace
11.	Team management skills	3	Team development

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and Emergency Response Team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>NIOSH Certification in SHO*</li> <li>Ergonomics management</li> <li>First Aid and Cardiopulmonary Resuscitation (CPR) Certification by PBSM or St John*</li> <li>Emergency Response and Fire Fighting Certification by BOMBA*</li> </ul>
3.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional in Word, PowerPoint and Excel*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
4.	Production planning	3	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
5.	Materials handling	3	Inventory management     Material costing
6.	Quality control	3	<ul><li>Quality control</li><li>Kaizen and continuous improvement</li></ul>
7.	Management system manual, policy, procedures, and work instruction development	3	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting and cost control	2	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
9.	Environmental compliance i. Waste management ii. Wastewater iii. Air pollution	3	<ul> <li>Regulatory Certification by DOE (Competent Person)*</li> <li>Certified Environmental Professional in the Operation of Industrial Effluent Treatment Systems (CePIETSO-BP)*</li> <li>Certified Environmental Professional in the Operation of Industrial Effluent Treatment Systems (CePIETSO-PCP)*</li> <li>Certified Environmental Professional in Bag Filter Operation (CePBFO)*</li> <li>Certified Environmental Professional in Scrubber Operation (CePSO)*</li> <li>Certified Environmental Professional in Scrubber Operation (CePSO)*</li> <li>Certified Environmental Professional in Sewage Treatment Plant Operation (CePSTPO)*</li> <li>Certified Environmental Professional in Scheduled Waste Management (CePSWaM)*</li> <li>Certified Environmental Professionals in the Leachate Treatment Plant Operation (CePLTPO)*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
			<ul> <li>Certified Environmental Professional in the Treatment of Palm Oil Mill Effluent (CePPOMETS)*</li> <li>Certified Operator in Scheduled Waste Management for Workshop (COSWMaW)*</li> <li>3Rs (Reduce, Recycle, Reuse)</li> </ul>
10.	Production schedule management system	3	Advanced production planning and scheduling
11.	Project management	3	Advanced project management
12.	Customer relationship management	3	<ul><li>Customer service</li><li>Customer communication skills</li></ul>

Focus Area: Fabric Planning & Quality Control	Sub Focus Area: Production Planning & Control Department
Job Title: Production Planning & Control Manager	Level: 5
Job Description	

A Production Planning & Control Manager is designated to develop operational strategies, plan production requirements, evaluate the potential of technologies and resources, develop sustainable organisational policies and practices, conduct training, and develop improvement activities.

- 1. Develop operating strategies, plans, costs, and procedures.
- 2. Develop procedures to evaluate production activities.
- 3. Plan production requirements as per management direction.
- 4. Analyse data to inform operational decisions or activities.
- 5. Analyse data to assess operational or project effectiveness.
- 6. Coordinate with external parties to exchange information.
- 7. Monitor external affairs or events affecting business operations.
- 8. Develop sustainable production policies or practices.
- 9. Analyse the potential of products, new technologies, and resources.
- 10. Evaluate and minimise the environmental impact of operational or production activities.
- 11. Manage changes and influence workplace culture.
- 12. Supervise, support, and develop subordinates.
- 13. Exercise leadership at the workplace.
- 14. Plan, organise and develop quality improvement activities.
- 15. Perform other tasks assigned by top management.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	Effective listening skills
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul> <li>Effective communication skills</li> <li>Cross-cultural communication skills</li> <li>Business etiquette</li> <li>Customer service</li> </ul>
4.	Problem-solving skills	4	Problem-solving

	Soft Skills	Competency Level	Recommended Training
			<ul> <li>Advanced industrial relations</li> <li>Productivity management</li> <li>Effective employee productivity management</li> </ul>
5.	Decision-making skills	4	<ul><li>Decision-making</li><li>Effective decision making</li><li>Basic data analytics</li></ul>
6.	Leadership skills	4	<ul> <li>High management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Basic counselling skills</li> </ul>
7.	Management skills	4	<ul> <li>Leadership and management skills</li> <li>Production cost management</li> <li>Risk management</li> <li>Managing time at the workplace</li> </ul>
8.	Human Resource	2	HR for Non-HR Personnel
9.	Marketing skills	2	<ul><li>Basic sales and marketing</li><li>Customer service</li><li>Customer communication skills</li></ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	Production planning and control	4	<ul><li>Production planning and control</li><li>Basic automation and IR4.0</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and Emergency Response Team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> </ul>

	Technical Skills	Competency Level	Recommended Training
			<ul> <li>NIOSH Certification in SHO*</li> <li>Incident response and crisis management</li> <li>Emergency response management</li> <li>First Aid and Cardiopulmonary Resuscitation (CPR) Certification by PBSM or St John*</li> <li>Emergency Response and Fire Fighting Certification by BOMBA*</li> </ul>
4.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional Certification*</li> </ul>
5.	Materials handling	4	<ul><li>Inventory management</li><li>Material costing</li></ul>
6.	Quality control	4	<ul><li>Quality control</li><li>Kaizen and continuous improvement</li></ul>
7.	Management system manual, policy, procedures, and work instruction development	4	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
8.	Budgeting	3	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
9.	Energy, Sustainability and Governance (ESG)	3	<ul> <li>Energy Management, Sustainability and the Circular Economy</li> <li>Overall Equipment Effectiveness (OEE)</li> <li>Effective Energy Management</li> <li>Energy Manager Certification EC*</li> </ul>
10.	Review and endorsement of Production Planning and Control operation SOPs	4	<ul><li>Total Quality Management (TQM)</li><li>Quality Management System (QMS)</li><li>Lean Manufacturing</li></ul>
11.	Industry 4.0	3	Smart manufacturing
12.	Environmental compliance i. Waste management ii. Wastewater iii. Air pollution	4	<ul> <li>Regulatory Certification by DOE (Competent Person)*</li> <li>Certified Environmental Professional in the Operation of</li> </ul>

	Technical Skills	Competency Level	Recommended Training
			<ul> <li>Industrial Effluent Treatment Systems (CePIETSO-BP)*</li> <li>Certified Environmental Professional in the Operation of Industrial Effluent Treatment Systems (CePIETSO-PCP)*</li> <li>Certified Environmental Professional in Bag Filter Operation (CePBFO)*</li> <li>Certified Environmental Professional in Scrubber Operation (CePSO)*</li> <li>Certified Environmental Professional in Sewage Treatment Plant Operation (CePSTPO)*</li> <li>Certified Environmental Professional in Scheduled Waste Management (CePSWaM)*</li> <li>Certified Environmental Professionals in the Leachate Treatment Plant Operation (CePLTPO)*</li> <li>Certified Environmental Professionals in the Leachate Treatment Plant Operation (CePLTPO)*</li> <li>Certified Environmental Professional in the Treatment of Palm Oil Mill Effluent (CePPOMETS)*</li> <li>Certified Operator in Scheduled Waste Management for Workshop (COSWMaW)*</li> <li>Environment Impact Assessment</li> <li>Hazard Identification Risk Assessment and Risk Control (HIRARC)*</li> </ul>
13.	Logistics management	2	Logistics and storage requirements
14.	International standards	3	<ul> <li>International standards on environmental and quality production         <ol> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> </ol> </li> </ul>

# FACILITIES, UTILITIES & COMPLIANCES

## Focus Area 5: Facilities, Utilities & Compliances

Machineries Maintenance Department Industrial Engineering Department



Focus Area: Facilities, Utilities & Compliances	Sub Focus Area: Machineries Maintenance Department
Job Title: Machinery Maintenance Specialist	Level: 1
Job Description	

A Textile Machinery Maintenance Specialist is designated to perform works based on work orders or instructions from superiors, report any abnormalities occurred during maintenance activities and assist Technicians in all day-to-day works.

- 1. Perform preventive and corrective maintenance.
- 2. Assist in installation and commissioning of new textile equipment or machines.
- 3. Record all maintenance works.
- 4. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	1	Basic listening skills
2.	Interpersonal skills	1	Basic interpersonal skills
3.	Communication skills	1	<ul> <li>Basic communication skills</li> <li>Basic Malay or English language for conversation</li> </ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	1	<ul> <li>Basic machine specification and operation</li> <li>Basic machine maintenance and repair procedure Basic Textile Manufacturing process</li> </ul>
2.	5S	1	• 5S awareness
3.	Occupational, Safety & Health Act (OSHA)	1	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>
4.	Facilities and utility maintenance	1	• Basic current & common engineering problems and solutions in an industrial context (machinery, air compressor, chiller, etc.)

Focus Area: Facilities, Utilities & Compliances	Sub Focus Area: Machineries Maintenance Department
Job Title: Machinery Maintenance Technician	Level: 2
Job Description	

A Machinery Maintenance Technician is designated to perform works based on work orders or instructions from superiors, report any abnormalities occurred during maintenance activities and assist textile machine maintenance technicians in all day-to-day works.

- 1. Adjusts functional parts of devices and control instruments, using hand tools, levels, plumb bobs, and straightedges.
- 2. Align and balance new textile equipment or machine after installation.
- 3. Assemble, install, or repair mechanical parts, request electricians to assemble and install electrical and electronic components, machinery, and equipment.
- 4. Align or adjust clearances of mechanical components or parts.
- 5. Clean or lubricate shafts, bearings, gears, and other parts of textile machinery.
- 6. Repair minor mechanical problems.
- 7. Record all maintenance works.
- 8. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	2	Intermediate listening skills
2.	Interpersonal skills	2	<ul><li>Interpersonal skills</li><li>Interpersonal relationship</li></ul>
3.	Communication skills	2	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language programme for conversation</li> </ul>
4.	Problem-solving skills	1	Basic problem-solving skills
5.	Supervisory skills	1	<ul><li>Basic supervisory skills</li><li>Team building and motivation</li><li>Conflict management</li></ul>

Technical Skills	Competency Level	Recommended Training	
1.	Microsoft Office	1	Basic Word and Excel
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2.	Troubleshoot the machine and output of materials	1	Basic machine maintenance and troubleshooting
3.	Machine operation	2	<ul> <li>Intermediate machine specification and operation</li> <li>Intermediate machine maintenance and repair procedure</li> <li>Intermediate Textile Manufacturing process</li> </ul>
4.	5S	2	<ul><li>5S</li><li>7QC tools</li></ul>
5.	Occupational, Safety and Health Act (OSHA)	2	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>
6.	Facilities and utility maintenance	2	<ul> <li>Basic current &amp; common engineering problems and solutions in an industrial context (machinery, air compressor, chiller, etc.)</li> </ul>
7.	Environment Sustainability Governance (ESG)	2	<ul> <li>Basic energy conservation and optimisation</li> <li>Energy efficiency, energy conservation and optimisation for industry</li> </ul>

Focus Area: Facilities, Utilities & Compliances	Sub Focus Area: Machineries Maintenance Department	
Job Title: Machinery Maintenance Supervisor	Level: 3	
Job Description		

This role may also be called Maintenance Senior Mechanic.

A Textile Machinery Maintenance Supervisor is designated to supervise and coordinate maintenance technicians in the textile facility maintenance activities. The person also prepares work schedule for textile facility maintenance technicians and assist textile facility maintenance engineer in all works.

- 1. Prepare preventive maintenance schedule.
- 2. Compile and evaluate statistical data to determine and maintain quality and reliability of products.
- 3. Diagnose mechanical problems and determine how to correct them.
- 4. Evaluate data and write reports to validate or indicate deviations from existing standards.
- 5. Verify textile machine maintenance works.
- 6. Train workers in job duties, safety procedures and company policies.
- 7. Train new workers.
- 8. Resolve work-related problems, prepare, and submit progress and other reports.
- 9. Inspect machinery to determine whether repairs are needed.
- 10. Prepare a record of all work performed.
- 11. Perform supervisory functions.
- 12. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	3	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	3	<ul> <li>Interpersonal skills</li> <li>Intermediate Interpersonal Relations Programme*</li> </ul>
3.	Communication skills	3	Intermediate communication skills

	Soft Skills	Competency Level	Recommended Training
			<ul> <li>Intermediate Malay or English language in conversation and writing</li> <li>Understanding of diversification in culture</li> <li>Cross-cultural communication skills</li> </ul>
4.	Problem-solving skills	2	<ul><li>Intermediate problem-solving</li><li>Basic industrial relations</li></ul>
5.	Supervisory skills	2	<ul><li>Intermediate supervisory skills</li><li>Productivity management</li><li>Team building and motivation</li></ul>
6.	Coaching and mentoring	2	<ul> <li>Coaching and mentoring</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Intermediate leadership</li> <li>On-the-Job Facilitator Skills*</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	3	<ul> <li>Advanced machine specification and operation</li> <li>Advanced machine maintenance and repair procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	5S internal audit	3	<ul><li> 5S internal audit</li><li> 7QC tools</li></ul>
3.	Occupational, Safety & Health Act (OSHA)	3	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>Site Safety Supervisor (SSS) by NIOSH*</li> </ul>
4.	Microsoft Office	3	Intermediate Excel & Word
5.	Troubleshoot the machine and output of materials	3	Machine maintenance and troubleshooting
6.	Materials handling	3	Inventory management
7.	Facilities and utility maintenance	3	Intermediate current & common engineering problems and solutions

	Technical Skills	Competency Level	Recommended Training
			in an industrial context (machinery, air compressor, chiller, etc.)
8.	Environment Sustainability Governance (ESG)	3	• Energy efficiency, energy conservation and optimisation for industry

Focus Area: Facilities, Utilities & Compliances	Sub Focus Area: Machineries Maintenance
	Department
Job Title: Machinery Maintenance Engineer	Level: 4
Job Description	

A Machinery Maintenance Engineer is designated to assist the textile facility maintenance manager to plan, organise, direct, control and evaluate the company facility maintenance department. The person also assists in performing management activities including monitoring and analysing the machining process to ensure the machine process parameters are optimised by evaluating defect and output data from the operations.

- 1. Assist the Maintenance Manager in troubleshooting machinery breakdown, defects or machinery and equipment errors.
- 2. Supervise textile machine maintenance activities.
- 3. Oversee the allocated space in the facility.
- 4. Oversee the installation, maintenance, repairing and dismantling works of machinery, equipment, and electrical and mechanical systems.
- 5. Plan and manage the facility's maintenance budget.
- 6. Prepare or oversee the preparation of reports and statistics related to areas of responsibility.
- 7. Supervise textile machine maintenance staff.
- 8. Review inspection and repair reports and observe the progress of work on major overhauls to evaluate the efficiency and work quality.
- 9. Confer with contractors to resolve problems in the installation of new equipment and to assist in the start of new plants or additions.
- 10. Resolve work-related problems.
- 11. Perform hiring and training activities.
- 12. Prepare various types of reports.
- 13. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	<ul><li>Advanced listening</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Advanced Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>

	Soft Skills	Competency Level	Recommended Training
3.	Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>
4.	Problem-solving and decision- making skills	3	<ul> <li>Problem-solving and decision- making skills</li> <li>Intermediate industrial relations</li> <li>Productivity management</li> </ul>
5.	Counselling skills	2	Basic counselling skills
6.	Leadership skills	3	<ul> <li>Middle management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> </ul>
7.	Management skills	3	<ul> <li>Leadership and management skills</li> <li>Production cost management</li> <li>Preventive maintenance, planning &amp; implementation</li> </ul>
8.	Analytical skills	4	<ul><li>Analytical skills</li><li>Statistical Process Control (SPC)*</li></ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and Emergency Response Team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>NIOSH Certification in SHO*</li> </ul>
3.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional in Word, PowerPoint and Excel*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
4.	Production planning	3	<ul><li>Production planning and control</li><li>Production cost control</li></ul>
5.	Materials handling	3	Inventory management
6.	Management system manual, policy, procedures, and work instruction development	3	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
7.	Facilities and utility maintenance	4	• Intermediate current & common engineering problems and solutions in an industrial context (machinery, air compressor, chiller, etc.)
8.	Environment Sustainability Governance (ESG)	4	<ul> <li>Energy efficiency, energy conservation and optimisation for industry</li> </ul>

Focus Area: Facilities, Utilities & Compliances	Sub Focus Area: Machineries Maintenance
	Department
Job Title: Production Machinery Maintenance	Level: 5
Manager	
Job Description	

A Production Machinery Maintenance Manager is designated to plan, organise, direct, control and evaluate the machinery in the company maintenance department. The person also performs a wide range of management activities including managing, evaluating and approving all documentation of the manufacturing process based on the defined standard operating procedures that are required for all process activities being conducted on the shop floor to ensure consistent performance of operations for the manufacturing processes of the organisation.

- 1. Approve preventive maintenance schedule.
- 2. Monitor, analyse, and administer the overall plant and machinery productivity and efficiency.
- 3. Confer with other department heads to plan maintenance programmes and schedule inspections and major overhauls in coordination with other operating activities.
- 4. Develop and implement schedules and procedures for safety inspections and preventive maintenance programmes.
- 5. Oversee the installation, maintenance and repair works including machinery, equipment and electrical and mechanical systems.
- 6. Verify and validate the reports and statistics related to areas of responsibility prepared by Engineers.
- 7. Communicate with other departments.
- 8. Conduct Training Needs Analysis at the organisational level.
- 9. Develop, manage, and promote training.
- 10. Supervise, support, and develop subordinates.
- 11. Plan, organise, and develop quality improvement activities.
- 12. Recommend personal actions such as hiring and promotions.
- 13. Issue purchase requisition for spare parts of machinery and equipment replacement.
- 14. Perform other tasks assigned by top management.

Soft Skills	Competency Level	Recommended Training
1. Listening skills	4	Effective listening skills
2. Interpersonal skills	4	Interpersonal

Soft Skills	Competency Level	Recommended Training
		<ul> <li>Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3. Communication skills	4	<ul> <li>Effective communication skills</li> <li>Cross-cultural communication skills</li> <li>Business etiquette</li> <li>Customer service</li> </ul>
4. Problem-solving skills	4	<ul><li>Problem-solving</li><li>Advanced industrial relations</li><li>Productivity management</li></ul>
5. Decision-making skills	4	<ul><li>Decision-making</li><li>Basic data analytics</li></ul>
6. Leadership skills	4	<ul> <li>High management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Basic counselling skills</li> </ul>
7. Management skills	4	<ul> <li>Leadership and management skills</li> <li>Production cost management</li> <li>Risk management</li> <li>Preventive maintenance, planning &amp; implementation</li> </ul>
8. Human resource	2	HR for Non-HR Personnel
9. Marketing skills	2	<ul><li>Basic sales and marketing</li><li>Effective negotiation skills and tactic</li></ul>
10. Listening skills	4	Effective listening skills
11. Analytical skills	4	<ul><li>Analytical skills</li><li>Statistical Process Control (SPC)*</li></ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	Production planning and control	4	Production planning and control

	Technical Skills	Competency Level	Recommended Training
			Basic automation and IR4.0
3.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and Emergency Response Team</li> <li>Compliance with regulations under Occupational Safety and Health Act</li> <li>NIOSH Certification in SHO*</li> </ul>
4.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional Certification*</li> </ul>
5.	Materials handling	4	Inventory management
6.	Management system manual, policy, procedures, and work instruction development	4	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> <li>ISO internal auditor Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
7.	Budgeting	3	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
8.	Energy, Sustainability and Governance (ESG)	4	<ul> <li>Energy Management, Sustainability and the Circular Economy</li> <li>Overall Equipment Effectiveness (OEE)</li> </ul>
9.	Review and endorsement of machinery maintenance operation SOPs	4	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>
10.	Facilities and utilities maintenance	4	• Intermediate current and common engineering problems and solutions in industrial context (machinery, air compressor, chiller, etc.)

Focus Area: Facilities, Utilities & Compliances	Sub Focus Area: Industrial Engineering Department
Job Title: Industrial Engineering Specialist	Level: 1
Job Description	

An Industrial Engineering Specialist is designated to assist Industrial Engineering Technicians to provide technical support and services in the development of production methods, facilities and systems, and the planning, estimating, measuring and scheduling of work.

- 1. Carry out a time motion study to determine the best method and time to perform each task efficiently.
- 2. Determine Standard Minute Value (SMV) rate for each task.
- 3. Collect data and samples.
- 4. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	1	Basic listening skills
2.	Interpersonal skills	1	Basic interpersonal skills
3.	Communication skills	1	<ul> <li>Basic communication skills</li> <li>Basic Malay or English language fo conversation</li> </ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	1	<ul> <li>Basic machine operation</li> <li>Basic machine operation procedure</li> <li>Basic Textile Manufacturing process</li> </ul>
2.	5S	1	• 5S awareness
3.	Occupational, Safety and Health Act (OSHA)	1	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>

Focus Area: Facilities, Utilities & Compliances	Sub Focus Area: Industrial Engineering Department
Job Title: Industrial Engineering Technician	Level: 2
Job Description	

An Industrial Engineering Technician is designated to assist Industrial Engineering Supervisors to provide technical support and services in the development of production methods, facilities and systems, and the planning, estimating, measuring and scheduling of work.

- 1. Carry out a time motion study to determine the best method and time to perform each task efficiently.
- 2. Determine Standard Minute Value (SMV) rate for each task.
- 3. Collect and analyse data and samples.
- 4. Observe workers using equipment to verify that equipment is being operated and maintained according to SOP.
- 5. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	2	Intermediate listening skills
2.	Interpersonal skills	2	<ul><li>Interpersonal skills</li><li>Interpersonal relationship</li></ul>
3.	Communication skills	2	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language programme for conversation</li> </ul>
4.	Problem-solving skills	1	Basic problem-solving skills
5.	Supervisory skills	1	<ul><li>Basic supervisory skills</li><li>Team building and motivation</li><li>Conflict management</li></ul>
6.	Time and motion observation skills	1	<ul><li>Time and motion observation skills</li><li>Mathematics</li></ul>

	Technical Skills	Competency Level		Recommended Training
1.	Microsoft Office	1	•	Basic Word and Excel
2.	Troubleshoot on the machine and output of materials	1	•	Basic machine maintenance and troubleshooting

	Technical Skills	Competency Level	Recommended Training
3.	Machine operation	2	<ul> <li>Intermediate machine operation</li> <li>Intermediate machine operation procedure</li> <li>Intermediate Textile Manufacturing process</li> </ul>
4.	5S	2	<ul><li>5S</li><li>7QC tools</li></ul>
5.	Occupational, Safety and Health Act (OSHA)	2	<ul><li>Safety at the workplace</li><li>PPE usage</li></ul>

Focus Area: Facilities, Utilities & Compliances	Sub Focus Area: Industrial Engineering Department
Job Title: Industrial Engineering Supervisor	Level: 3
Job Description	

An Industrial Engineering Supervisor is designated to provide technical support and services in the development of production methods, facilities and systems, and the planning, estimating, measuring, and scheduling of work.

- 1. Verify time motion study to determine the best method and time to perform each task efficiently.
- 2. Prepare SOP for training purposes.
- 3. Determine Standard Minute Value (SMV) rate for each task.
- 4. Analyse and verify data and samples.
- 5. Assist in planning work assignments in accordance with worker performance, machine capacity, production schedules, and anticipated delays.
- 6. Assist in developing manufacturing and processing procedures and variables, set machine or equipment controls, oversee production, and inspect processes.
- 7. Observe workers using equipment to verify that equipment is being operated and maintained according to quality assurance standards.
- 8. Analyse effectiveness of safety systems or procedures.
- 9. Analyse engineering design problems.
- 10. Analyse technical data, designs, or preliminary specifications.
- 11. Perform other tasks assigned by superiors.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	3	<ul><li>Intermediate listening skills</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	3	<ul><li>Interpersonal skills</li><li>Intermediate interpersonal relations programme</li></ul>
3.	Communication skills	3	<ul> <li>Intermediate communication skills</li> <li>Intermediate Malay or English language in conversation and writing</li> <li>Understanding of diversification in culture</li> <li>Cross-cultural communication skills</li> </ul>

	Soft Skills	Competency Level	Recommended Training
4.	Problem-solving skills	2	<ul><li>Intermediate problem-solving</li><li>Basic industrial relations</li></ul>
5.	Supervisory skills	2	<ul><li>Intermediate supervisory skills</li><li>Productivity management</li><li>Team building and motivation</li></ul>
6.	Coaching and mentoring	2	<ul> <li>Coaching and mentoring</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Intermediate leadership</li> <li>On-the-Job Facilitator Skills*</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	3	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> <li>C141-002-3:2017: Aplikasi Kejuruteraan Industri Pengeluaran Pakaian*</li> </ul>
2.	5S internal audit	3	<ul><li> 5S internal audit</li><li> 7QC tools</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	3	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Compliance to regulations under Occupational Safety and Health Act</li> <li>Site Safety Supervisor (SSS) by NIOSH*</li> </ul>
4.	Microsoft Office	2	Intermediate Word and Excel
5.	Troubleshoot on the machine and output of materials	2	Machine maintenance and troubleshooting
6.	Production planning	2	<ul><li>Production planning and control</li><li>Production cost control</li></ul>

Focus Area: Facilities, Utilities & Compliances	Sub Focus Area: Industrial Engineering	
	Department	
Job Title: Industrial Engineering Executive /	Level: 4	
Superintendent		
Job Description		

An Industrial Engineering Executive / Superintendent is designated to assist the industrial engineering manager to plan the utilisation of facilities, equipment, materials, and personnel to improve the efficiency of operations. The person also performs limited management activities.

- 1. Study functional statements, organisation charts, and project information to determine functions and responsibilities of workers and work units and to identify areas of duplication.
- 2. Analyse work force utilisation, facility layout, and operational data.
- 3. Recommend methods for improving worker efficiency and reducing waste of materials and utilities.
- Communicate with 4. management and engineering staff to implement plans and recommendations.
- 5. Analyse engineering design problems.
- 6. Evaluate data and write reports to validate or indicate deviations from existing standards.
- 7. Control company or department budget.
- 8. Resolve work-related problems.
- 9. Perform hiring and training activities.
- 10. Prepare various types of reports.
- Perform other tasks assigned by superiors. 11.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	<ul><li>Advanced listening</li><li>Effective listening skills</li></ul>
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Advanced Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul><li>Effective communication skills</li><li>Cross-cultural communication skills</li></ul>
4.	Problem-solving and decision- making skills	3	<ul> <li>Problem-solving and decision- making skills</li> </ul>

	Soft Skills	Competency Level	Recommended Training
			<ul><li>Intermediate industrial relations</li><li>Productivity management</li></ul>
5.	Counselling skills	2	Basic counselling skills
6.	Leadership skills	3	<ul> <li>Middle management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> </ul>
7.	Management skills	3	<ul><li>Leadership and management skills</li><li>Production cost management</li></ul>
8.	Analytical skills	3	<ul><li>Analytical skills</li><li>Statistical Process Control (SPC)*</li></ul>
9.	Human resource	2	HR for Non-HR Personnel

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and emergency response team</li> <li>Compliance to regulations under Occupational Safety and Health Act</li> <li>NIOSH Certification in SHO*</li> </ul>
3.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional in Word, PowerPoint and Excel*</li> </ul>
4.	Production planning	3	<ul> <li>Production planning and control</li> <li>Production cost control</li> <li>C141-002-4:2018: Pengoptimuman Kejuruteraan Industri Pembuatan Pakaian*</li> </ul>

	Technical Skills	Competency Level	Recommended Training
5.	Management system manual, policy, procedures, and work instruction development	3	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001) *</li> </ul>
6.	Budgeting and cost control	2	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>
7.	Process flow	4	Value Stream Mapping*
8.	Troubleshoot on the process	4	Value Stream Mapping*

Focus Area: Facilities, Utilities & Compliances	Sub Focus Area: Industrial Engineering Department
Job Title: Industrial Engineering Manager	Level: 5
Job Description	

An Industrial Engineering Manager is designated to plan the utilisation of facilities, equipment, materials, and personnel to improve efficiency of operations. The person also performs a wide range of management activities.

- 1. Study lead time and customer order information to achieve resources optimisation.
- 2. Communicate with production and other relevant departments to implement plans and recommendations.
- 3. Recommend action plan according to best industry practices to achieve resource optimisation.
- 4. Design or improve systems for the physical distribution of goods and services.
- 5. Approve and endorse reports to validate or indicate deviations from existing standards.
- 6. Plan, organise and develop quality improvement activities.
- 7. Perform other task assigned by top management.

	Soft Skills	Competency Level	Recommended Training
1.	Listening skills	4	Effective listening skills
2.	Interpersonal skills	4	<ul> <li>Interpersonal</li> <li>Interpersonal Excellence Programme*</li> <li>Emotional Intelligence*</li> </ul>
3.	Communication skills	4	<ul> <li>Effective communication skills</li> <li>Cross-cultural communication skills</li> <li>Business etiquette</li> <li>Customer service</li> </ul>
4.	Problem-solving skills	4	<ul><li>Problem-solving</li><li>Advanced industrial relations</li><li>Productivity management</li></ul>
5.	Decision-making skills	4	<ul><li>Decision-making</li><li>Basic data analytics</li></ul>
6.	Leadership skills	4	<ul> <li>High management leadership</li> <li>Change management</li> <li>Coaching and mentoring</li> <li>National Dual Training Scheme (NDTS) Coaches by CIAST*</li> </ul>

	Soft Skills	Competency Level	Recommended Training
			<ul> <li>Team building</li> <li>Train-the-Trainer (TTT) by HRD Corp*</li> <li>Basic counselling skills</li> </ul>
7.	Management skills	4	<ul> <li>Leadership and management skills</li> <li>Production cost management</li> <li>Risk management</li> <li>C141-002-5:2018 Pengurusan Kejuruteraan Industri Pembuatan Pakaian*</li> </ul>
8.	Human resource	3	HR for Non-HR Personnel
9.	Marketing skills	2	Basic sales and marketing

	Technical Skills	Competency Level	Recommended Training
1.	Machine operation	4	<ul> <li>Advanced machine operation</li> <li>Advanced machine operation procedure</li> <li>Advanced Textile Manufacturing process</li> </ul>
2.	Production planning and control	4	<ul><li>Production planning and control</li><li>Basic automation and IR4.0</li></ul>
3.	Occupational, Safety and Health Act (OSHA)	4	<ul> <li>Safety at the workplace</li> <li>PPE usage</li> <li>Safety presentation</li> <li>Hazard and emergency response team</li> <li>Compliance to regulations under Occupational Safety and Health Act</li> <li>NIOSH Certification in SHO*</li> </ul>
4.	Microsoft Office	4	<ul> <li>Advanced Word, PowerPoint and Excel</li> <li>Microsoft Office Professional Certification*</li> </ul>
5.	Management system manual, policy, procedures, and work instruction development	4	<ul> <li>ISO awareness Quality (ISO 9001), Environmental (ISO 14001), Occupational Health and Safety (ISO 45001)*</li> </ul>
6.	Budgeting	3	<ul><li>Budgeting and costing</li><li>Finance for Non-Finance Personnel</li></ul>

	Technical Skills	Competency Level	Recommended Training
7.	Energy, Sustainability and Governance (ESG)	3	<ul> <li>Energy Management, Sustainability and the Circular Economy</li> <li>Overall Equipment Effectiveness (OEE)</li> </ul>
8.	Review and endorsement of operation SOPs	4	<ul> <li>Total Quality Management (TQM)</li> <li>Quality Management System (QMS)</li> <li>Lean Manufacturing</li> </ul>

# Abbreviations

3Rs	Reduce, Recycle, Reuse
5S	Sort, Set in order, Shine, Standardise, Sustain
7QC	7 Quality Control
AI	Artificial Intelligence
CePIETSO-BP	Certified Environmental Professional in the Operation of Industrial
	Effluent Treatment Systems
CePIETSO-PCP	Certified Environmental Professional in the Operation of Industrial Effluent
	Treatment Systems
CePBFO	Certified Environmental Professional in Bag Filter Operation
CePSO	Certified Environmental Professional in Scrubber Operation
CePSTPO	Certified Environmental Professional in Sewage Treatment Plant
	Operation
CePLTPO	Certified Environmental Professional in the Leachate Treatment Plant
	Operation
CePPOMETS	Certified Environmental Professional in the Treatment of Palm Oil Mill
	Effluent
CePSWaM	Certified Environmental Professional in Scheduled Waste Management
COSWMaW	Certified Operator in Scheduled Waste Management for Workshop
CIAST	Centre for Instructor and Advanced Skill Training
CPR	Cardiopulmonary Resuscitation
DOE	Department of Environment
EC	Energy Commission
ERP	Emergency Response Plan & Preparedness
ESG	Energy, Sustainability and Governance
HR	Human Resources
HIRARC	Hazard Identification Risk Assessment and Risk Control
ΙΤΟ	Information Technology Outsourcing
ІСТ	Information and Communication Technologies
IR4.0	Industrial Revolution 4.0
ISO	International Organisation for Standardisation
ΜΚΜΑ	Malaysia Knitting Manufacturers Association
ΜΤΜΑ	Malaysian Textile Manufacturers Association
MOSQF	Malaysian Occupational Skills Qualification Framework

# Abbreviations

MOF	Malaysian Organisational Framework
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- NDTS National Dual Training Scheme
- **NIOSH** National Institute for Occupational Safety & Health
- **NOSS** National Occupational Skills Standard
- NON-HR Non-Human Resource
- **OSHA** Occupational Safety and Health Administration
- OEE Overall Equipment Effectiveness
- **PSMB** Pembangunan Sumber Manusia Berhad
- PBSM Persatuan Bulan Sabit Merah
- PPE Personal Protective Equipment
- QMS Quality Management System
- **R&D** Research and Development
- **RMK-12** Rancangan Malaysia Ke-12
- SHO Safety & Health Officer
- SHE Safety, Health and Environment
- SOP Standard Operating Procedure
- SKM Sijil Kemahiran Malaysia
- SMV Standard Minute Value
- SPC Statistical Process Control
- SSS Site Safety Supervisor
- ST Suruhanjaya Tenaga
- TTT Train-the-Trainer
- TQM Total Quality Management

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