

### **SAMPLE QUESTION PAPER (THEORY)**

#### **Qualification Pack Name: Record Keeper - Sewn Items Manufacturing**

QP Code: AMH/Q1920 Version: 2.0 NSQF Level: 3

#### **AMH/N0104 – Comply with Industry, Regulatory and Organizational Requirements and Greening of Job Roles**

Q1. How must work functions be carried out at the workplace?

- A. According to personal preference
- B. In accordance with organizational procedures
- C. In whatever way is fastest
- D. Only when a supervisor is watching

Q2. What does 'greening' a job role refer to?

- A. Painting the workplace green
- B. Incorporating environmentally sustainable practices into existing tasks
- C. Adding more working hours
- D. Reducing the number of staff

Q3. With respect to wages, an employer should:

- A. Pay equal wages to men and women for the same or similar work
- B. Pay men more than women
- C. Decide wages based only on age
- D. Avoid keeping any wage records

#### **AMH/N1922 – Maintain Health, Safety and Security in the Record Keeping Work Area & Gender and PwD Sensitivity**

Q4. A potential source of danger is known as a:

- A. Hazard
- B. Benefit
- C. Signal
- D. Reward

Q5. CPR stands for:

- A. Central Pulse Rate
- B. Cardio Pulmonary Resuscitation

- C. Cardiac Plasto Reaction
- D. Critical Patient Response

Q6. In the workplace, PPE stands for:

- A. Professional Programme for Employees
- B. Personal Protective Equipment
- C. Personal Preference Entry
- D. Public Protection Enforcement

### **AMH/N1920 – Plan to Identify Record Needs and Assign Unique Identification to Records**

Q7. Who is responsible for collecting, preserving and maintaining data for various processes?

- A. Store keeper
- B. Supervisor
- C. Record keeper
- D. Assistant

Q8. Record-keeping systems can be:

- A. Electronic only
- B. Manual only
- C. Both electronic and manual
- D. Neither electronic nor manual

Q9. Which of the following is a benefit of record keeping?

- A. Helps you work more efficiently
- B. Enables review of processes and decisions
- C. Supports research and development activities
- D. All of the above

### **AMH/N1921 – Establish and Maintain Records as Evidence to Process Performance**

Q10. What does the abbreviation SKU stand for?

- A. Stock Keeping Unit
- B. Store Keeping Unit
- C. Stock King Unit

- D. Standard Keeping Unit

Q11. How should the records of an inventory control system be kept?

- A. No need to keep them
- B. Well documented and safely
- C. Mixed with other papers
- D. Discarded weekly

Q12. Which codes are printed on most consumer goods like electronics, clothing and accessories?

- A. UPC only
- B. EAN only
- C. Both UPC and EAN
- D. Neither of them

### Answer Key

Answer Key: Q1 – B, Q2 – B, Q3 – A, Q4 – A, Q5 – B, Q6 – B, Q7 – C, Q8 – C, Q9 – D, Q10 – A, Q11 – B, Q12 – C.