

SSAPP16 Product Compliance Coordinator

1. Job role

TCF sub-sector	Apparel
Functional area	Quality, WHS and Compliance
Job role	SSAPP16 Product Compliance Coordinator
Job role description	Coordinates product compliance activities across apparel manufacturing operations to ensure garments meet regulatory requirements, safety standards and customer specifications. The role supports product development, sourcing and production teams by ensuring fabrics, trims, labels and finished garments comply with Australian and international regulations. Responsibilities include managing compliance documentation, coordinating product testing, maintaining certification records and supporting supplier compliance verification across domestic and offshore manufacturing.
Performance expectations	• Ensure apparel products comply with regulatory and brand requirements • Coordinate fabric, trim and garment compliance testing • Maintain accurate product compliance documentation and certification records • Support supplier compliance verification processes • Identify and mitigate product safety and regulatory risks • Ensure labelling and fibre content declarations meet regulatory requirements • Support product development teams with compliance guidance • Prepare documentation for compliance audits and market entry requirements
Specialisation	Textile fibre compliance and labelling regulations, chemical compliance standards, product safety testing coordination, supplier compliance verification and regulatory documentation management for apparel products.
Application in other TCF sectors	The skills described in this profile are transferable across multiple sectors of the textile, clothing and footwear (TCF) industry and may also be applied in other manufacturing and product-based industries where similar capabilities are required.

2. Key tasks and critical work functions

Key tasks	• Maintain product compliance documentation for garments and materials • Coordinate product testing with accredited laboratories
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	• Verify fibre composition, care labelling and product labelling compliance • Monitor regulatory requirements affecting apparel products • Review supplier certifications and compliance declarations • Maintain compliance records for fabrics, trims and finished garments • Support product development teams with compliance requirements • Prepare documentation for regulatory audits and retailer compliance programs
Critical work functions	• Ensuring apparel products meet regulatory and safety standards • Maintaining traceability of materials and product specifications • Preventing non-compliant products entering the market • Supporting product development while maintaining compliance • Ensuring accurate labelling and product information • Managing compliance documentation for audits and certifications

3. Technical skills

Regulatory compliance knowledge	Understand Australian and international apparel compliance requirements.
Textile testing coordination	Coordinate laboratory testing for fabrics and garments.
Fibre and material compliance	Verify fibre composition and chemical compliance requirements.
Product labelling standards	Ensure fibre content, care instructions and product labels meet regulations.
Supplier compliance monitoring	Review supplier compliance documentation and certifications.
Documentation management	Maintain accurate product compliance records and files.
Product specification review	Interpret technical specifications and product development documentation.
Compliance reporting	Prepare compliance reports for management, customers and regulatory bodies.

4. Generic Skills

Attention to detail	Ensure accuracy of compliance documentation and product specifications.
Analytical thinking	Interpret regulatory requirements and compliance data.
Communication	Explain compliance requirements to product development and sourcing teams.
Organisation	Maintain structured documentation and testing schedules.
Problem solving	Resolve product compliance issues efficiently.

Collaboration	Work with product development, sourcing and quality teams.
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5. Emerging skills

Emerging skills	• Digital product compliance management systems • Supply chain traceability and transparency tools • Chemical compliance and Restricted Substance List (RSL) monitoring • Sustainability and ESG compliance reporting • Integration of compliance systems with PLM platforms • Data-driven product risk assessment systems
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6. VET Qualifications and Skill Sets

Entry-level preparation	MST40222 Certificate IV in Apparel and Fashion or equivalent
Advanced development	MST60122 Advanced Diploma of Apparel, Fashion and Textiles or equivalent and / or bachelor's degree in Textile Technology, Fashion, Quality Management or Product Compliance.

7. Job progression

Possible job progression	Compliance Assistant → Product Compliance Coordinator → Compliance Manager → Head of Quality / Compliance
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8. Classification

Australian Qualifications Framework	AQF Level 4-6
Australian Bureau of Statistics (ABS) Skill Levels	Skill Level 2-3 (Technicians / Professionals)
Open Source Classification of Occupations for Australia (OSCA)	Product Compliance Coordinator - Apparel Manufacturing



Skills Insight is a Jobs and Skills Council funded by the Australian Government Department of Employment and Workplace Relations.