

## QUALIFICATION PACK – OCCUPATIONAL STANDARD FOR LEATHER SECTOR

### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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### Introduction

#### Qualification Pack - Helper- Finishing

<b>SECTOR:</b>	LEATHER
<b>SUB SECTOR:</b>	Goods and Garments
<b>OCCUPATION:</b>	Finishing (Assistance)
<b>REFERENCE ID:</b>	LSS/Q5601
<b>ALIGNED TO:</b>	NCQ-2004/NIL

A Helper – Finishing (Leather Goods & Garments) is an important job-role associated with the goods and garments sector. With the growing demand for skills, the importance of a multi-skilled Helper with knowledge and skills in multiple leather operations has increased.

**Brief Job Description:** The primary responsibility of a Helper- Finishing is to provide assistance to the goods and garments machine operators involved in colouring, lamping, cleaning and packaging etc. He is required to co-ordinate with team members and is required to assist the operators to carry out activities based on the production schedule.

**Personal Attributes:** A Helper should be willing to learn new roles and responsibilities within the factory. The individual should be passionate about building skills for crafting intricate products while maintaining quality and timelines. He/ She should be able to pick up new methods and processes and be willing to learn and work with people.

<b>Qualifications Pack Code</b>	<b>LSS/Q5601</b>		
<b>Job Role</b>	<b>Helper- Finishing</b>		
<b>Credits(NSQF)</b>	<b>TBD</b>	<b>Version number</b>	<b>1.0</b>
<b>Sector</b>	<b>Leather</b>	<b>Drafted on</b>	<b>25/07/13</b>
<b>Sub-sector</b>	<b>Goods and Garments</b>	<b>Last reviewed on</b>	<b>31/03/15</b>
<b>Occupation</b>	<b>Finishing (Assistance)</b>	<b>Next review date</b>	<b>31/03/17</b>
<b>NSQC Clearance on</b>	<b>18/06/2015</b>		

<b>Job Role</b>	<b>Helper- Finishing</b>
<b>Role Description</b>	The primary responsibility of a Helper - Finishing is to provide Assistance to the goods and garments machine operators involved in colouring, lamping, cleaning and packaging etc. A Helper is required to co-ordinate with team members and is required to assist the operators to carry out activities based on the production schedule. He/she should understand the importance of the quality within the goods and garments manufacturing processes and support the operators to ensure set standards are achieved within the work area.
<b>NSQF level</b>	2
<b>Minimum Educational Qualifications*</b>	Class V
<b>Maximum Educational Qualifications*</b>	N/A
<b>Training</b> (Suggested but not mandatory)	N/A
<b>Minimum Job Entry Age</b>	18 years
<b>Experience</b>	N/A
<b>Applicable National Occupational Standards (NOS)</b>	<b>Compulsory</b> <ol style="list-style-type: none"> <li>1. <a href="#">LSS/N6201 Carryout supporting operations in the finishing process of leather goods and garments</a></li> <li>2. <a href="#">LSS/N6202 Support to achieving product quality in goods and garments finishing operations</a></li> <li>3. <a href="#">LSS/N8501 Maintain the work area, tools and machines</a></li> <li>4. <a href="#">LSS/N8601 Maintain health, safety and security at workplace</a></li> <li>5. <a href="#">LSS/N8701 Comply with industry, regulatory and organizational requirements</a></li> </ol> <b>Optional:</b> N.A.
<b>Performance Criteria</b>	As described in the relevant OS units

Definition

Keywords /Terms	Description
Sector	Sector is a conglomeration of different business operations having similar businesses and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Vertical	Vertical may exist within a sub-sector representing different domain areas or the client industries served by the industry.
Occupation	Occupation is a set of job roles, which perform similar/related set of functions in an industry.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-functions	Sub-functions are sub-activities essential to fulfil achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding; he/she needs to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance Criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are Occupational Standards which apply uniquely in the Indian context.
Qualifications Pack Code	Qualifications Pack Code is a unique reference code that identifies a qualifications pack.
Qualifications Pack(QP)	Qualifications Pack comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A Qualifications Pack is assigned a unique qualification pack code.
Unit Code	Unit Code is a unique identifier for an Occupational Standard, which is denoted by an 'N'.
Unit Title	Unit Title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to find the required one.
Scope	Scope is the set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on the quality of required performance.
Knowledge and Understanding	Knowledge and Understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform up to the required standard.

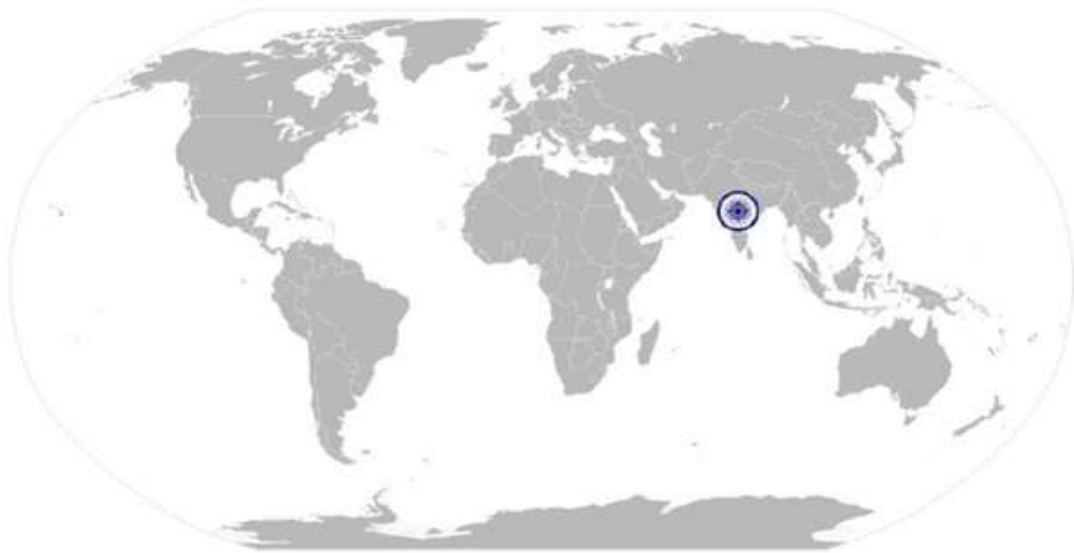
**Acronyms**

Keywords /Terms	Description
OS	Occupational Standard(s)
NOS	National Occupational Standard(s)
QP	Qualifications Pack
NSQF	National Skill Qualifications Framework
TBD	To Be Determined

**LSS/N6201 Carryout supporting operations in the finishing process of leather goods and garments**

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out supporting operations in the finishing process of leather goods and garments.

## LSS/N6201 Carryout supporting operations in the finishing process of leather goods and garments

National Occupational Standard

Unit Code	LSS/N6201
Unit Title (Task)	Carryout supporting operations in the finishing process of leather goods and garments
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Ability for carrying out supporting operations in the finishing process of leather goods and garments.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>• Carry out supporting operations within goods and garments</li> <li>• Colour garments</li> <li>• Carry out cleaning operations</li> <li>• Carry out lamping operation</li> <li>• Carry out final finishing of article</li> <li>• Carry out packaging operations</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Carry out supporting operations within goods and garments</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Check that the work area is free from hazards</p> <p>PC2. Follow the instructions on the work ticket/ job card</p> <p>PC3. Assist in carrying out foundation operations safely and at a rate which maintains work flow and meets production targets</p> <p>PC4. Report any damaged work to the responsible person</p> <p>PC5. Sort and place work to assist the next stage of production and minimise the risk of damage</p> <p>PC6. Leave work area safe and secure when work is complete</p> <p>PC7. Adhere to legal requirements and organizational procedures and guidelines while undertaking tasks</p>
<b>Colour garments</b>	<p>PC8. Apply colour with the help of a sponge on the garments</p> <p>PC9. Dry the garments</p> <p>PC10. Carry the garments to the washing department</p> <p>PC11. Sort and place work to assist the next stage of production and to minimise the risk of damage</p>
<b>Carry out cleaning Operations</b>	<p>PC12. Clean the final article to remove all residue, dirt, adhesive or any other contamination by hand/ machine</p> <p>PC13. Shine the metal parts of the articles, like buckles, buttons etc</p> <p>PC14. Sort and place work to assist the next stage of production and to minimise the risk of damage</p>
<b>Carry out lamping operation</b>	<p>PC15. Burn the extra threads of the good / garment</p> <p>PC16. Sort and place work to assist the next stage of production and to minimise the risk of damage</p>
<b>Carry out final finishing of article</b>	<p>PC17. Trim excess threads from the article</p> <p>PC18. Check for any incorrect/ damaged stitch/design embroidery</p> <p>PC19. Hand over to alteration section to mend minor defects</p> <p>PC20. Minimise waste and dispose of all waste materials in the approved manner</p>



## LSS/N6201 Carryout supporting operations in the finishing process of leather goods and garments

	PC21. Sort and place work to assist the next stage of production and to minimise the risk of damage
<b>Carry out Packaging Operations</b>	PC22. Wrap the metal parts of the good/ garment PC23. Attach brand labels on the article PC24. Attach barcodes/price tags on the article PC25. Fill all the pockets with packing material to prevent distortion of shape PC26. Wrap the article in paper and prepare for packing in boxes PC27. Count the number of packed boxes PC28. Arrange the specified number of boxes in cartons PC29. Seal the cartons and prepare for dispatch PC30. Load the cartons in vehicles to dispatch to client PC31. Minimise waste and dispose of all waste materials in the approved manner PC32. Sort and place work to assist the next stage of production and to minimise the risk of damage PC33. Safely store and dispose of waste materials
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. The organization's procedures and guidelines related to goods/ garments manufacturing processes KA2. Common hazards in the work area and workplace procedures to deal with them KA3. Work areas assigned of the different processes KA4. Storage and assembly areas for different processes KA5. Method of handling machines KA6. Documentation related to the manufacturing processes and protocol for recording KA7. Location and process for storage and disposal of waste
<b>B. Technical Knowledge</b>	The user/individual on the job needs to know and understand: KB1. Details related to the processes and specifications available in the job card / work sheet KB2. Potential faults in the various processes and methods to avoid them KB3. Process for obtaining replacements for worn, faulty or defective tools KB4. Different characteristics of the various materials used for supporting the finishing operations KB5. Equipment operating procedures to carry out colouring, cleaning, lamping, thread trimming, and packaging operations KB6. Styles/ design of the products currently being produced KB7. Appearance of the final product KB8. Common faults in tools and equipment and implications of working with faulty equipment KB9. The tools, equipment and settings are needed for the operation KB10. Manufacturers' instructions KB11. Identification of different components of the article

## LSS/N6201 Carryout supporting operations in the finishing process of leather goods and garments

Skills (S)	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to: SA1. Write in English/ local language as applicable SA2. Fill up activity logs/work sheet in the prescribed format of the company as applicable
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to: SA3. Read English/ local language as applicable SA4. Read and understand manuals, health and safety instructions, memos, job cards etc.
	<b>Oral Communication (Listening and Speaking Skills)</b>
<b>B. Professional Skills</b>	The user/ individual on the job needs to know and understand how to: SA5. Listen actively SA6. Communicate effectively with operators, supervisors, managers, etc
	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to: SB1. Analyse different sequence of the process and provide for appropriate assistance SB2. Assess the material and apply appropriate lifting and handling procedures
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to: SB3. Confirm the instructions and seek clarifications to ensure accuracy of requirements SB4. Evaluate the requirements of the process and prepare for the work area SB5. Plan and organize cleaning of tools, equipment and machineries
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to: SB6. Adhere to each of the process guidelines of the finishing footwear operations SB7. Anticipate and provide assistance in finishing of footwear as and when required
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to: SB8. Report in case of deviations from the process SB9. Anticipate and notify if there is any shortage in materials required for finishing processes in footwear
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to: SB10. Observe mechanical processing vigilantly and report any deviations SB11. Evaluate the material before sorting and placing SB12. Identify equipment maintenance requirements and perform the maintenance procedures
	<b>Critical Thinking</b>



**National Occupational Standards**

**LSS/N6201 Carryout supporting operations in the finishing process of leather goods and garments**

	The user/ individual on the job needs to know and understand how to: SB13. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently
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## National Occupational Standards

### LSS/N6201 Carryout supporting operations in the finishing process of leather goods and garments

## NOS Version Control

NOS Code	LSS/N6201		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Finishing (Assistance)	Next review date	18/06/2015

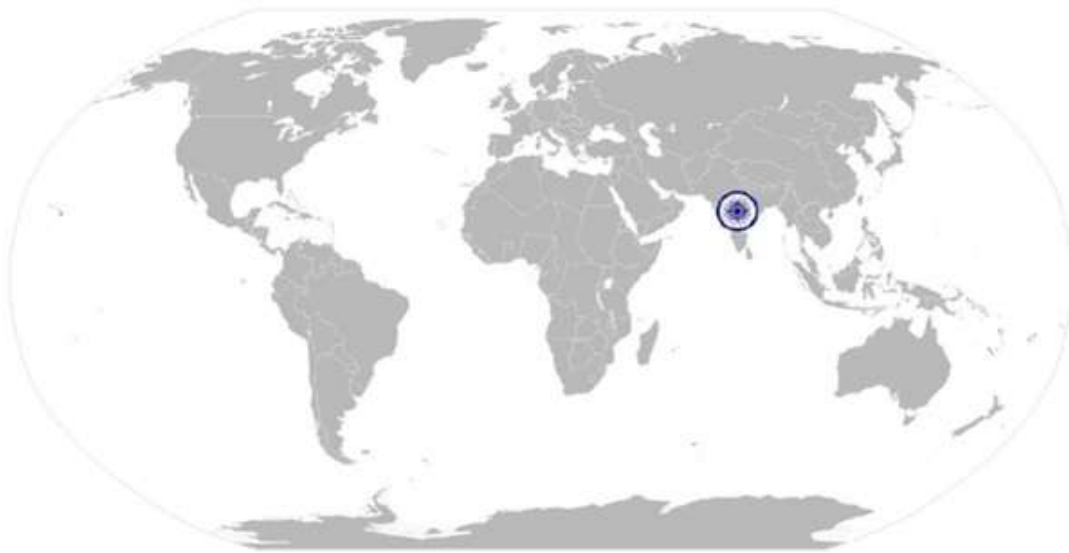
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**LSS/N6202Support to achieving product quality in goods and garments finishing operations**

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking various supporting activities.

## LSS/N6202 Support to achieving product quality in goods and garments finishing operations

National Occupational Standard

<b>Unit Code</b>	<b>LSS/N6202</b>
<b>Unit Title (Task)</b>	<b>Support to achieving product quality in goods and garments finishing operations</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to monitor the quality of the production while undertaking various supporting activities.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Contribute to achieving the product quality</li> <li>Records and documentation</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Contribute to achieving the product quality</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Set up and test equipment to meet quality standard</p> <p>PC2. Ensure materials and component parts meet specifications</p> <p>PC3. Ensure the quality of the product meets specification during production</p> <p>PC4. Ensure that there are no residues of adhesive /stray marks or similar defects on the outer surface of the component</p> <p>PC5. Check for visible faults on the good/garment</p> <p>PC6. Ensure immediate movement of faulty materials for alteration</p> <p>PC7. Ensure proper and full covering of metal parts of the good/ garment to prevent scratches during dispatch</p> <p>PC8. Maintain the required productivity and quality levels</p> <p>PC9. Assist in quality checks at agreed intervals and in the approved way</p> <p>PC10. Maintain the continuity of production with minimum interruptions and downtime</p>
<b>Records and documentation</b>	<p>PC11. Identify process problems that effect product quality and report them promptly to appropriate people</p> <p>PC12. Identify faults and irregularities in equipment and machinery and take action within the limits of your responsibility</p> <p>PC13. Follow reporting procedures where the cause of faults cannot be identified</p> <p>PC14. Maintain records and documentation</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Types of problems with quality and how to report them to appropriate people</p> <p>KA2. Consequences of not rectifying problems</p> <p>KA3. Importance of keeping accurate quality records</p> <p>KA4. Methods to present any ideas for improvement to line manager</p> <p>KA5. Safe working practices and organizational procedures</p> <p>KA6. Ways of resolving with problems within the work area</p> <p>KA7. The importance of effective communication with colleagues</p> <p>KA8. The lines of communication, authority and reporting procedures</p> <p>KA9. The organization's rules, codes and guidelines (including timekeeping)</p>

## LSS/N6202Support to achieving product quality in goods and garments finishing operations

	<p>KA10. The companies quality standards</p> <p>KA11. The types of records kept, methods to complete the record and the importance of keeping them accurate</p> <p>KA12. The importance of complying with written instructions</p> <p>KA13. Equipment operating procedures / manufacturer's instructions</p> <p>KA14. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Methods to receive work instructions and specifications and interpret them accurately</p> <p>KB2. Methods to make use of the information detailed in specifications and instructions</p> <p>KB3. The types of faults in equipment and machinery and the action to be taken when they occur</p> <p>KB4. The kinds of faults in the finished component</p> <p>KB5. Process to identify materials which do not conform to requirements and how to report them to appropriate people</p> <p>KB6. Care and fabric content labels / symbols</p> <p>KB7. Awareness of material/fabric / yarn types</p> <p>KB8. The causes of lost production and material wastage</p> <p>KB9. Process to maintain the flow of production</p> <p>KB10. The importance of achieving quality and its relation to the end user/customer</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write in English/ local language as applicable</p> <p>SA2. Fill up activity logs/work sheet in the prescribed format of the company as applicable</p>
	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA3. Read English/ local language as applicable</p> <p>SA4. Read and understand manuals, health and safety instructions, memos, job cards etc.</p>
	<b>Oral Communication (Listening and Speaking Skills)</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA5. Listen actively</p> <p>SA6. Communicate effectively with operators, supervisors, managers, etc</p>
<b>B. Professional Skills</b>	<b>Decision Making</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. Analyse different sequence of the process and provide for appropriate assistance</p> <p>SB2. Assess the material and apply appropriate lifting and handling procedures</p>
	<b>Plan and Organize</b>

## LSS/N6202Support to achieving product quality in goods and garments finishing operations

	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB3. Confirm the instructions and seek clarifications to ensure accuracy of requirements</p> <p>SB4. Evaluate the requirements of the process and prepare for the work area</p> <p>SB5. Plan and organize cleaning of tools, equipment and machineries</p>
	<b>Customer Centricity</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB6. Adhere to each of the process guidelines of the finishing footwear operations</p> <p>SB7. Anticipate and provide assistance in finishing of footwear as and when required</p>
	<b>Problem Solving</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB8. Report in case of deviations from the process</p> <p>SB9. Anticipate and notify if there is any shortage in materials required for finishing processes in footwear</p>
	<b>Analytical Thinking</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB10. Observe mechanical processing vigilantly and report any deviations</p> <p>SB11. Evaluate the material before sorting and placing</p> <p>SB12. Identify equipment maintenance requirements and perform the maintenance procedures</p>
	<b>Critical Thinking</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SB13. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently</p>

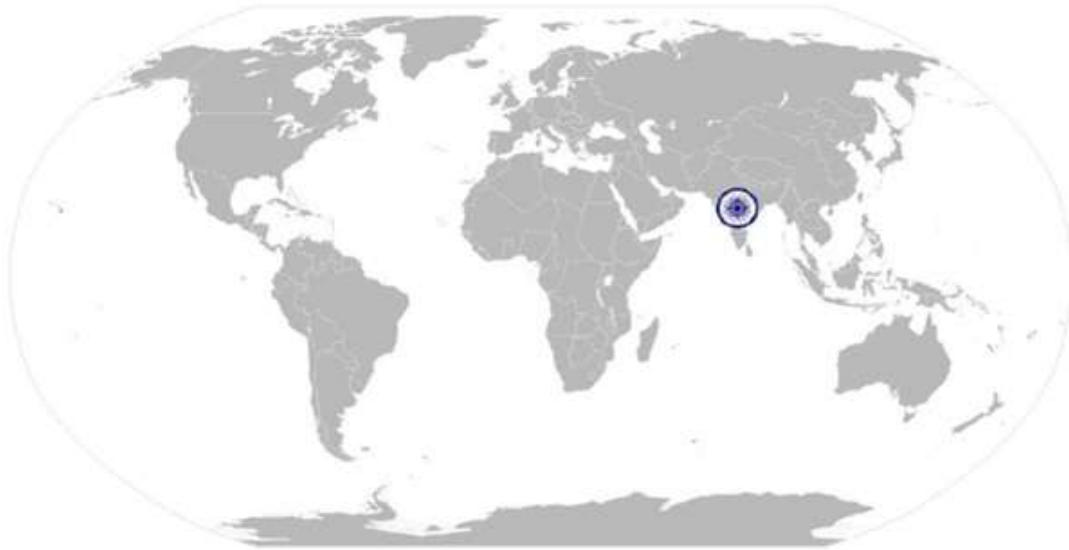


## LSS/N6202 Support to achieving product quality in goods and garments finishing operations

### NOS Version Control

NOS Code	LSS/N6202		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Finishing (Assistance)	Next review date	18/06/2015

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LSS/N8501

Maintain the work area, tools and machines

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.

## LSS/N8501

## Maintain the work area, tools and machines

Unit Code	LSS/N8501
Unit Title (Task)	Maintain the work area, tools and machines
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to organise/ maintain work areas and activities to ensure tools and machines are maintained as per norms.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Maintenance of the work area, tools and machines</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Maintenance of work area, tools and machines</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Handle materials, machinery, equipment and tools safely and correctly</p> <p>PC2. Use correct lifting and handling procedures</p> <p>PC3. Use materials to minimize waste</p> <p>PC4. Prepare and organize work</p> <p>PC5. Maintain a clean and hazard free working area</p> <p>PC6. Deal with work interruptions</p> <p>PC7. Move around the workplace with care</p> <p>PC8. Maintain tools and equipment</p> <p>PC9. Carry out running maintenance within agreed schedules</p> <p>PC10. Carry out maintenance and/or cleaning outside responsibility</p> <p>PC11. Report unsafe equipment and other dangerous occurrences</p> <p>PC12. Ensure that the correct machine guards are in place</p> <p>PC13. Work in a comfortable position with the correct posture</p> <p>PC14. Use cleaning equipment and methods appropriate for the work to be carried out</p> <p>PC15. Dispose of waste safely in the designated location</p> <p>PC16. Store cleaning equipment safely after use</p> <p>PC17. Complete and store accurate records and documentation</p> <p>PC18. Maintain proper lighting, ventilation to make sure general comfort is there while working</p> <p>PC19. Give inputs and assist in completing documentation</p> <p>PC20. Report the need for maintenance and/or cleaning outside your area of responsibility</p> <p>PC21. Ensure safe and correct handling of materials, equipment and tools</p> <p>PC22. Maintain appropriate environment to protect stock from pilfering, theft, damage and deterioration</p>
Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Personal hygiene and duty of care</p> <p>KA2. Safe working practices and organizational procedures</p> <p>KA3. Limits of one's own responsibility</p> <p>KA4. Ways of resolving with problems within the work area</p> <p>KA5. The production process and the specific work activities that relate to the whole process</p>

## LSS/N8501

## Maintain the work area, tools and machines

	<p>KA6. The lines of communication, authority and reporting procedures</p> <p>KA7. The organization's rules, codes and guidelines (including timekeeping)</p> <p>KA8. The companies quality standards</p> <p>KA9. The types of records kept, how are they completed and the importance of keeping them accurate</p> <p>KA10. The importance of complying with written instructions</p> <p>KA11. Equipment operating procedures / manufacturer's instructions</p> <p>KA12. Statutory responsibilities under Health, Safety and Environmental legislation and regulations</p> <p>KA13. The quality standards and processes followed by the organization relevant to your role</p> <p>KA14. Documentation required for reporting</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Work instructions and specifications and interpret them accurately</p> <p>KB2. Method to make use of the information detailed in specifications and instructions</p> <p>KB3. Relation between work role and the overall manufacturing process</p> <p>KB4. The importance of good time keeping and attendance</p> <p>KB5. The importance of minimized production costs</p> <p>KB6. The importance of taking action when problems are identified</p> <p>KB7. Different ways of minimizing waste</p> <p>KB8. The importance of running maintenance and regular cleaning</p> <p>KB9. Effects of contamination on products i.e. Machine oil, dirt</p> <p>KB10. Common faults with equipment and the method to rectify</p> <p>KB11. Maintenance procedures and manufacturer's instructions</p> <p>KB12. Hazards likely to be encountered when conducting routine maintenance</p> <p>KB13. Different types of cleaning equipment and substances and their use</p> <p>KB14. Safe working practices for cleaning and the method of carrying them out</p> <p>KB15. The production process and the specific work activities that relate to the whole process</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>
	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend basic English to read and interpret indicators in the machine and operating manuals, job cards, visual cards</p> <p>SA3. Read and understand manuals, health and safety instructions, memos, reports, job cards etc.</p>
	<b>Oral Communication (Listening and Speaking Skills)</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA4. Speak and communicate effectively to peers and supervisors</p> <p>SA5. Give clear instructions to co-workers, subordinates others</p>

## LSS/N8501

## Maintain the work area, tools and machines

	SA6. Use correct technical term while interacting with supervisor
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions regarding to responsibilities
	SB2. Assess for any damage/faulty component in the concerned machinery and take action accordingly
	SB3. Evaluate the decision and conduct basic trouble shooting
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB4. Plan and manage work routine based on company procedure
	SB5. Work with supervisors/ team mates to carry out work related tasks
	SB6. Plan for cleaning and lubricating the concerned machinery daily
	SB7. Plan for cleaning the concerned tools and workplace daily before and after operations
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB8. Ensure and follow organizational procedures pertaining to health and safety are followed
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB9. Solve operational role related issues
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB10. Diagnose common problems in the machine based on visual inspection, sound, temperature etc.
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB11. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

**LSS/N8501**

**Maintain the work area, tools and machines**

## NOS Version Control

NOS Code	LSS/N8501		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Goods and Garments	Last reviewed on	31/03/15
Occupation	Finishing (Assistance)	Next review date	18/06/2015

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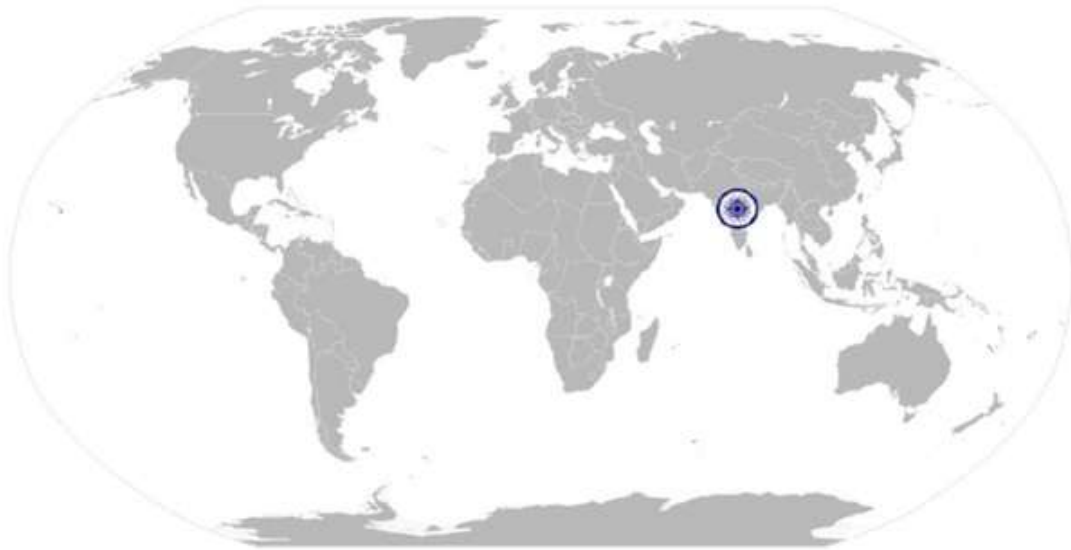


LSS/N8601

Maintain health, safety and security at workplace

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.

## LSS/N8601

## Maintain health, safety and security at workplace

National Occupational Standard

Unit Code	LSS/N8601
Unit Title (Task)	Maintain health, safety and security at workplace
Description	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required to comply with health, safety and security requirements at the workplace and covers procedures to prevent, control and minimize risk to self and others.
Scope	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Compliance with health, safety and security requirements at work</li> </ul>
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
<b>Compliance with health, safety and security requirements at work</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Comply with health and safety related instructions applicable to the workplace</p> <p>PC2. Use and maintain personal protective equipment as per protocol</p> <p>PC3. Carry out own activities in line with approved guidelines and procedures</p> <p>PC4. Maintain a healthy lifestyle and guard against dependency on intoxicants</p> <p>PC5. Follow environment management system related procedures</p> <p>PC6. Identify and correct (if possible) malfunctions in machinery and equipment</p> <p>PC7. Report any service malfunctions that cannot be rectified</p> <p>PC8. Store materials and equipment in line with manufacturer's and organizational requirements</p> <p>PC9. Safely handle and move waste and debris</p> <p>PC10. Minimize health and safety risks to self and others due to own actions</p> <p>PC11. Seek clarifications, from supervisors or other authorized personnel in case of perceived risks</p> <p>PC12. Monitor the workplace and work processes for potential risks and threats</p> <p>PC13. Carry out periodic walk-through to keep work area free from hazards and obstructions, if assigned</p> <p>PC14. Report hazards and potential risks/ threats to supervisors or other authorized personnel</p> <p>PC15. Participate in mock drills/ evacuation procedures organized at the workplace</p> <p>PC16. Undertake first aid, fire-fighting and emergency response training, if asked to do so</p> <p>PC17. Take action based on instructions in the event of fire, emergencies or accidents</p> <p>PC18. Follow organization procedures for shutdown and evacuation when required</p>
Knowledge and Understanding (K)	
<b>A. Organizational Context</b> (Knowledge of the	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. Health and safety related practices applicable at the workplace</p> <p>KA2. Potential hazards, risks and threats based on nature of operations</p>

## LSS/N8601

## Maintain health, safety and security at workplace

company / organization and its processes)	<p>KA3. Organizational procedures for safe handling of equipment and machine operations</p> <p>KA4. Potential risks due to own actions and methods to minimize these</p> <p>KA5. Environmental management system related procedures at the workplace</p> <p>KA6. Layout of the plant and details of emergency exits, escape routes, emergency equipment and assembly points</p> <p>KA7. Potential accidents and emergencies and response to these scenarios</p> <p>KA8. Reporting protocol and documentation required</p> <p>KA9. Details of personnel trained in first aid, fire-fighting and emergency response</p> <p>KA10. Actions to take in the event of a mock drills/ evacuation procedures or actual accident, emergency or fire</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Occupational health and safety risks and</p> <p>KB2. Personal protective equipment and method of use</p> <p>KB3. Identification, handling and storage of hazardous substances</p> <p>KB4. Proper disposal system for waste and by-products</p> <p>KB5. Signage related to health and safety and their meaning</p> <p>KB6. Importance of sound health, hygiene and good habits</p> <p>KB7. Ill-effects of alcohol, tobacco and drugs</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA1. Document and report any health and safety related incidents/ accidents
	<b>Reading Skills</b>
	The user/ individual on the job needs to know and understand how to:
	SA2. Read and comprehend manuals of operations
<b>B. Professional Skills</b>	SA3. Read all organizational and equipment related health and safety manuals and documents
	SA4. Read instructions, guidelines/procedures/rules related to the worksite and machine operations
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to:
<b>B. Professional Skills</b>	SA5. Give clear instructions to co-workers, subordinates and other personnel
	SA6. Use correct technical terms while interacting with supervisor
	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
<b>B. Professional Skills</b>	SB1. Make an appropriate timely decision in responding to emergencies/accidents in line with organization
	SB2. Evaluate and use correct PPE and other safety gear while at the workplace
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
<b>B. Professional Skills</b>	SB3. Work with supervisors/ team mates to carry out work related tasks

## LSS/N8601

## Maintain health, safety and security at workplace

	SB4. Plan work according to the required schedule
	SB5. Keep work area free from potential hazards
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB6. Ensure and follow organizational procedures pertaining to health and safety are followed
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB7. Take appropriate actions during emergencies, accidents or fire at the workplace
	SB8. Resolve issues pertaining to malfunctions in machineries and report if required
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB9. Identify emergency situations
	SB10. Identify cause effect relationship for the emergencies
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB11. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently



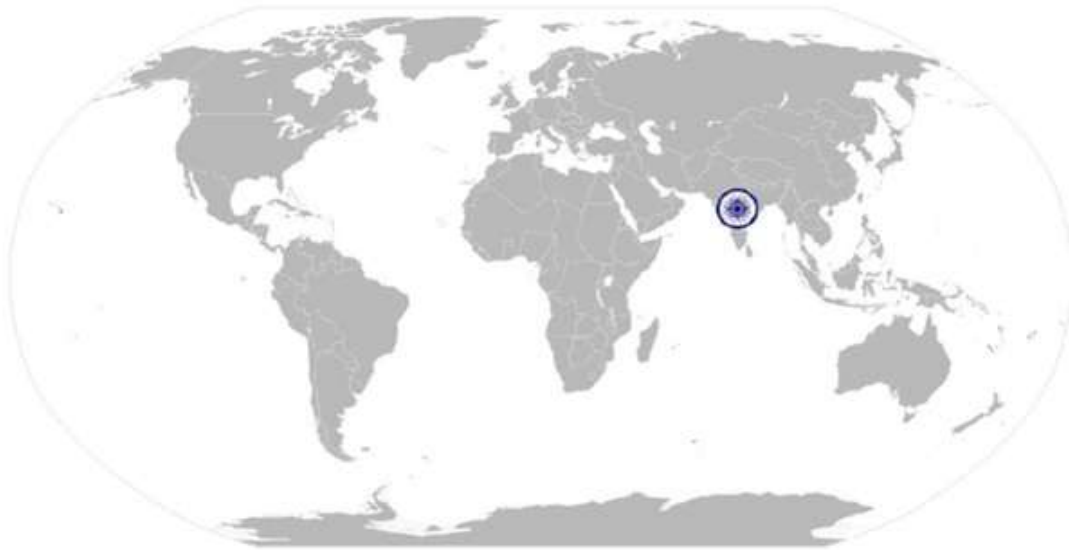
**LSS/N8601**

**Maintain health, safety and security at workplace**

## **NOS Version Control**

NOS Code	LSS/N8601		
Credits (NSQF)	TBD	Version number	1.0
Sector	Leather	Drafted on	25/07/13
Industry Sub-sector	Goods and Garments	Last reviewed on	31/03/15
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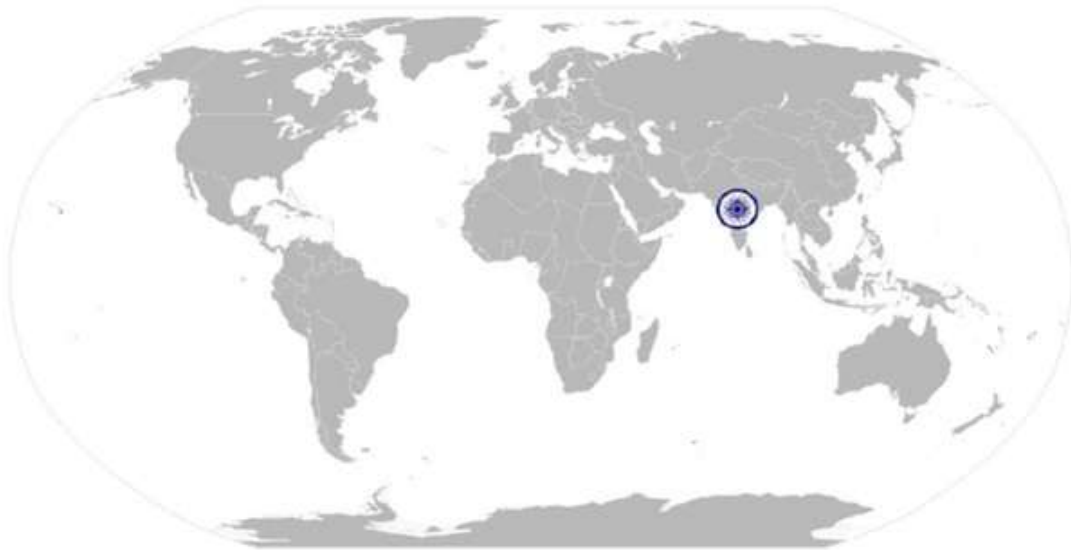
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**LSS/N8701 Comply with industry, regulatory and organizational requirements**

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# National Occupational Standard



## Overview

This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.



## LSS/N8701 Comply with industry, regulatory and organizational requirements

National Occupational Standard

<b>Unit Code</b>	<b>LSS/N8701</b>
<b>Unit Title (Task)</b>	<b>Comply with industry, regulatory and organizational requirements</b>
<b>Description</b>	This unit provides Performance Criteria, Knowledge & Understanding and Skills & Abilities required for complying with industry, regulatory and organizational requirements at the workplace.
<b>Scope</b>	<p>This unit/task covers the following:</p> <ul style="list-style-type: none"> <li>Compliance with industry, regulatory and organizational requirements</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Compliance with industry, regulatory and organizational requirements</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. Carry out work functions in accordance with legislation and regulations, organizational guidelines and procedures</p> <p>PC2. Seek and obtain clarifications on policies and procedures, from the supervisor or other authorized personnel</p> <p>PC3. Apply and follow these policies and procedures within the work practices</p> <p>PC4. Provide support to the supervisor and team members in enforcing these considerations</p> <p>PC5. Identify and report any possible deviation to these requirements</p>
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. The importance of having an ethical and value-based approach to governance</p> <p>KA2. Benefits to the company and oneself due to practice of these procedures</p> <p>KA3. Specific to the industry/sector, know and understand:</p> <ul style="list-style-type: none"> <li>Legal, regulatory and ethical requirements</li> <li>Procedures to follow if someone does not meet the requirements</li> </ul> <p>KA4. Customer specific requirements mandated as a part of the work process</p>
<b>B. Technical Knowledge</b>	<p>The user/individual on the job needs to know and understand:</p> <p>KB1. Country / customer specific regulations for the sector and their importance</p> <p>KB2. Reporting procedure in case of deviations</p> <p>KB3. Limits of personal responsibility</p>
<b>Skills (S)</b>	
<b>A. Core Skills / Generic Skills</b>	<b>Writing Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. Write and document appropriate technical forms, job cards, inspection sheets as required format of the company</p>
	<b>Reading Skills</b>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. Read and comprehend the organizational documents pertaining to rules and procedures</p> <p>SA3. Read and comprehend basic English to read and interpret indicators in</p>

## LSS/N8701 Comply with industry, regulatory and organizational requirements

	the machine and operating manuals, job cards, visual cards, etc
	SA4. Read in the local language as applicable
	SA5. Read and understand manuals, health and safety instructions, memos, reports, job cards etc
	<b>Oral Communication (Listening and Speaking Skills)</b>
	The user/ individual on the job needs to know and understand how to:
	SA6. Positively influence the team members into following procedures
<b>B. Professional Skills</b>	<b>Decision Making</b>
	The user/ individual on the job needs to know and understand how to:
	SB1. Take appropriate decisions related to responsibilities
	<b>Plan and Organize</b>
	The user/ individual on the job needs to know and understand how to:
	SB2. Plan and manage work routine based on company procedure
	<b>Customer Centricity</b>
	The user/ individual on the job needs to know and understand how to:
	SB3. Ensure and follow organizational procedures and policies
	<b>Problem Solving</b>
	The user/ individual on the job needs to know and understand how to:
	SB4. Evaluate and seek and obtain clarification from the superiors
	<b>Analytical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB5. Apply balanced judgement to different situations
	<b>Critical Thinking</b>
	The user/ individual on the job needs to know and understand how to:
	SB6. Analyse, evaluate and apply the information gathered from observation, experience, reasoning, or communication to act efficiently

## LSS/N8701 Comply with industry, regulatory and organizational requirements

### NOS Version Control

NOS Code	LSS/N8701		
Credits (NSQF)	TBD	Version number	1.0
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